

# Network FAX Driver

## Operation Guide





---

## About this Operation Guide

This Operation Guide explains the settings for the Network FAX driver as well as the procedures that are required in order to use the Network FAX Transmission Function. It is recommended that you also read the corresponding Operation Guide as well.

The items that can be configured will be different depending on the model.

---

**IMPORTANT:** The use of Adobe Reader implies agreement to the terms of use as stipulated by Adobe Systems Incorporated.

---

## Trademark Information

- Microsoft, Windows and Internet Explorer are registered trademarks of Microsoft Corporation of the United States and other countries.
- Windows Server and Windows XP are trademarks of Microsoft Corporation.
- Ethernet is a registered trademark of Xerox Corporation.
- IBM and IBM PC-AT are trademarks of International Business Machines Corporation.
- Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated.

All other company and product names contained in this Operation Guide are trademarks or registered trademarks of their respective companies. The designations <sup>™</sup> and ® will not be used in this manual.

## Operating Environment

The Network FAX Transmission Function is compatible for use under the following operating environments:

- Hardware... IBM PC-AT compatible computer
- Interface... 10BASE-T or 100BASE-TX
- Operating system... Windows 2000 (Professional, Server, Advanced Server), Windows XP, Windows Server 2003, Windows Vista and Windows Server 2008, Windows 7

The screen shots used in this Operation Guide are compiled from Windows Vista. The actual displays on your computer may differ depending upon your particular operating system.

---

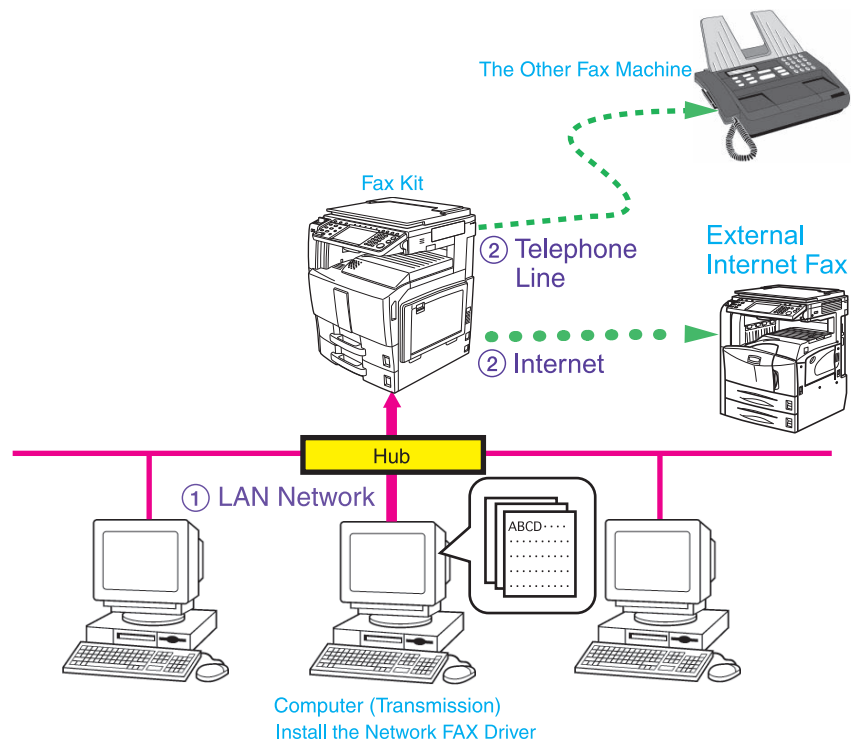
## Network FAX Transmission Function

The Network FAX Transmission Function enables you to send faxes directly from your computer to receiving facsimiles.

By using the Network FAX driver, you can send directly to other facsimiles – via the Fax Kit that is installed in this fax machine – fax documents that you have prepared using the software applications on your computer. The Network FAX driver must be installed in all computers that will be used to send fax documents.

### Outline of the Network FAX Transmission Function

- 1 Documents are sent as image data from a network computer over the LAN network to this fax machine.
- 2 Documents are sent from this fax machine to another external fax machine or Internet fax.



---

# Contents

	About this Operation Guide . . . . .	i
	Trademark Information . . . . .	i
	Operating Environment . . . . .	i
	Network FAX Transmission Function . . . . .	ii
<b>1</b>	<b>Installing the Corresponding Software</b>	
	Installing the Network FAX Driver . . . . .	1-1
<b>2</b>	<b>Sending a Fax</b>	
	Main Transmission Functions . . . . .	2-2
	Basic Transmission . . . . .	2-5
	Accessing the Printing Preferences Dialog Box . . . . .	2-7
	FAX Setting Tab . . . . .	2-8
	Default Settings Dialog Box . . . . .	2-9
	Various Settings in the Transmit Settings Dialog Box . . . . .	2-15
	Transmission Control . . . . .	2-20
<b>3</b>	<b>Using Cover Pages</b>	
	Cover Page Selection (Transmission Settings) . . . . .	3-1
	Cover Page Registration (Default Settings) . . . . .	3-6
	Creating New Cover Page Templates . . . . .	3-8
<b>4</b>	<b>Appendix</b>	
	Error Message . . . . .	4-1
	Specifications . . . . .	4-2



# 1 Installing the Corresponding Software

## Installing the Network FAX Driver

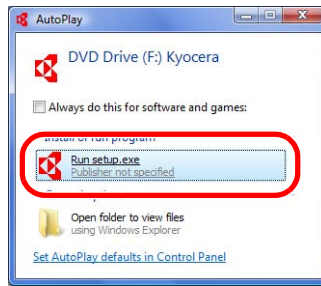
- 1 Turn on the power to the machine.

---

**NOTE:** If the machine setup has not been completed, first set up the machine (connect cables, set up network, etc.). The machine must be recognized when installing the driver. For information regarding machine setup, refer to the **Operation Guide** for the machine.

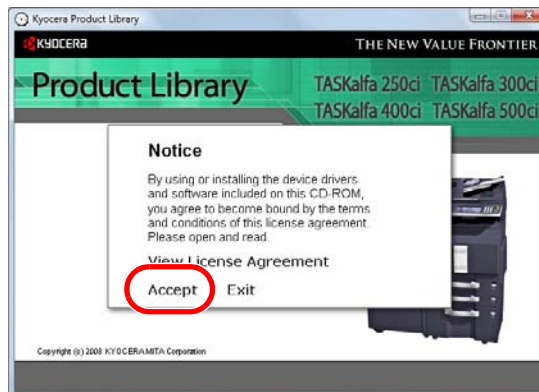
---

- 2 Insert the provided Product Library CD-ROM into the CD-ROM drive of the computer in which to install the Network FAX Driver. If the **AutoPlay** window appears, click **Run setup.exe**.



If a warning message regarding the programs on the CD-ROM is displayed, click **Allow**.

- 3 License Agreement screen will be displayed. To accept the agreement conditions, click on the **Accept** button. The set-up screen will then be displayed. The main menu window then appears.



---

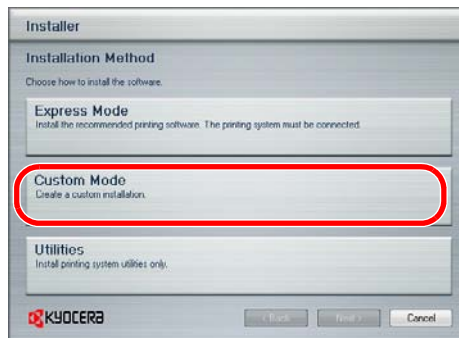
**NOTE:** If the set-up screen does not appear after the CD-ROM is loaded, double click on the CD-ROM drive icon to open the drive directory and then double click on **setup.exe**.

---

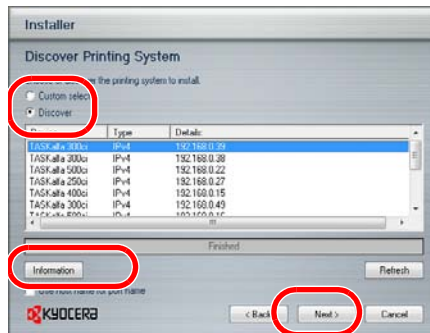
4 Click on **Install Software**.



5 On the **Installation Method** page, select **Custom Mode**.



6 The **Discover Printing System** page appears displaying **Discover** selected. You can use this option, or the **Custom select** option.

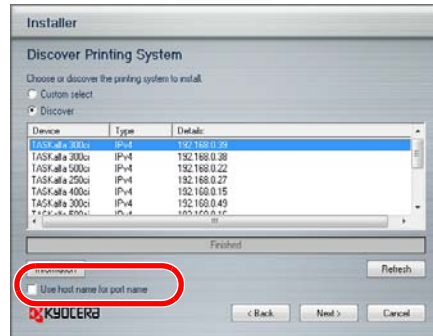


With the **Discover** option, you can let the system find all the devices available for driver installation. If you use this option, proceed to step 7.

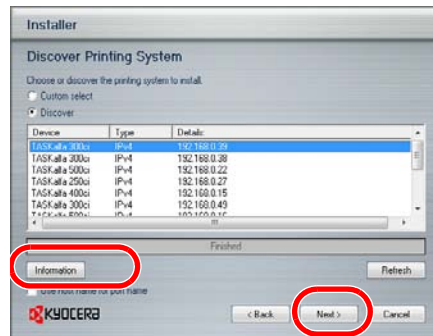
With the **Custom select** option, you can choose the printing system and printer port to install. Select the **Custom select** and click on the **Next** button. Proceed to step 9.

If **Discover** does not find your machine, a message appears. Ensure that your machine is properly connected by the correct cable and is turned on, and then close the message box. Remove and reinsert the cable to your computer and retry the discovery. Contact your system administrator if the system cannot find your machine.

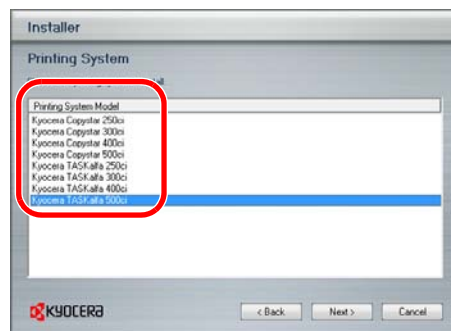
- 7 Select **Use host name for port name** to use a host name for the Standard TCP/IP port. If the installation wizard still displays the IP address, contact your system administrator.



- 8 Click on the **Next** button. Proceed to step 15. Click **Information** button if you want to open a dialog box with details about IP Address, Host Name, Printer Model (the machine's product name), Contact, Location, and Serial Number.

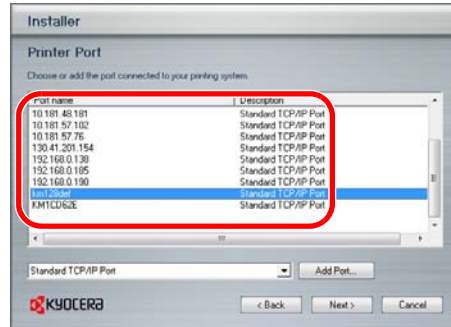


- 9 On the **Printing System** page, Select the printing System (the machine's product name) and click on the **Next** button.



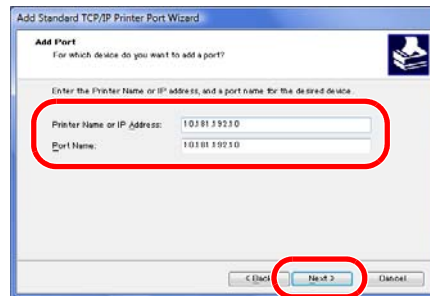
**10** Select **Standard TCP/IP Port** and click on the **Add Port...** button.

If **Standard TCP/IP Port** has been already installed, proceed to step 14.



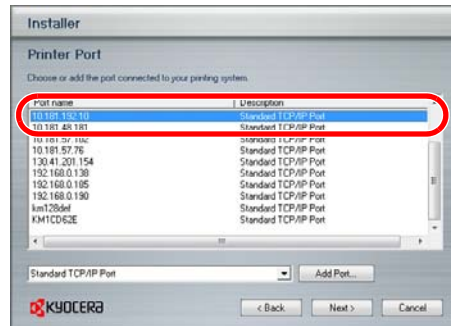
**11** Click on the **Next** button.

**12** Enter the IP address of the machine in the **Printer Name or IP Address** field and click on the **Next** button.

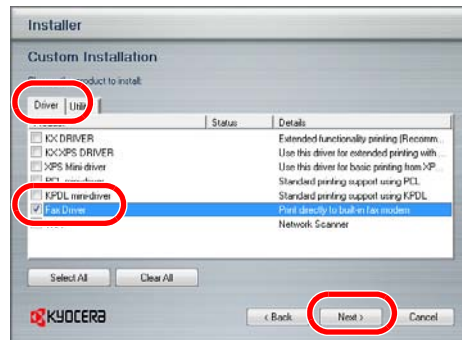


**13** Click on the **Finish** button.

**14** Select the created port and click on the **Next** button.

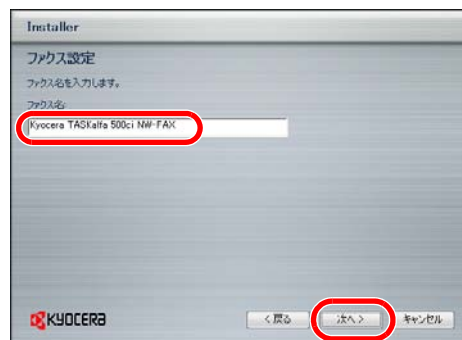


- 15 On the **Driver** tab, check the box for **FAX Driver**. Click on the **Next** button.

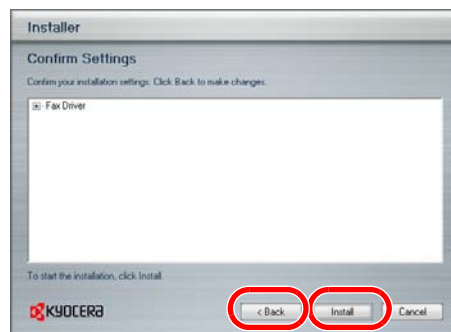


- 16 On the **FAX Settings** page, you can assign a name to the machine. This is the name that appears in Windows **Printers and Faxes** and in the printer list in applications.

Click on the **Next** button.



- 17 On the **Confirm Settings** page, click **Install** if the settings are correct. Click **Back** to correct the settings.



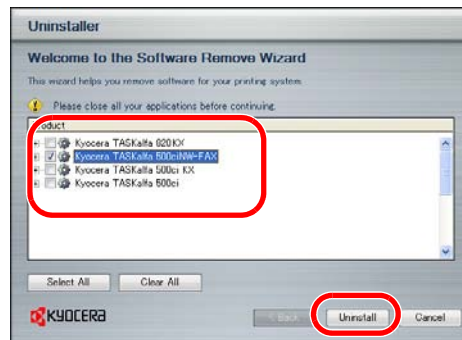
Follow the instructions in the installation wizard to continue the installation procedure.

**NOTE:** If **Windows Security** and **User Account Control** are displayed, no trouble should be found with operation after installing the driver and software we have provided. Continue installation.

## Uninstalling the Network FAX Driver

Perform the following procedure to delete the Network FAX Driver from your computer.

- 1 Click on the **Start** in the Task Bar and then select **All Programs, Kyocera,** and **Uninstall Kyocera Product Library** to display the Uninstall Wizard.
- 2 Place a check in the check box of the driver to be deleted and click on **Uninstall**. The driver is deleted.



- 3 Follow the instructions in the uninstallation wizard to continue the procedure.

If a system restart message appears, restart the computer by following the screen prompts.

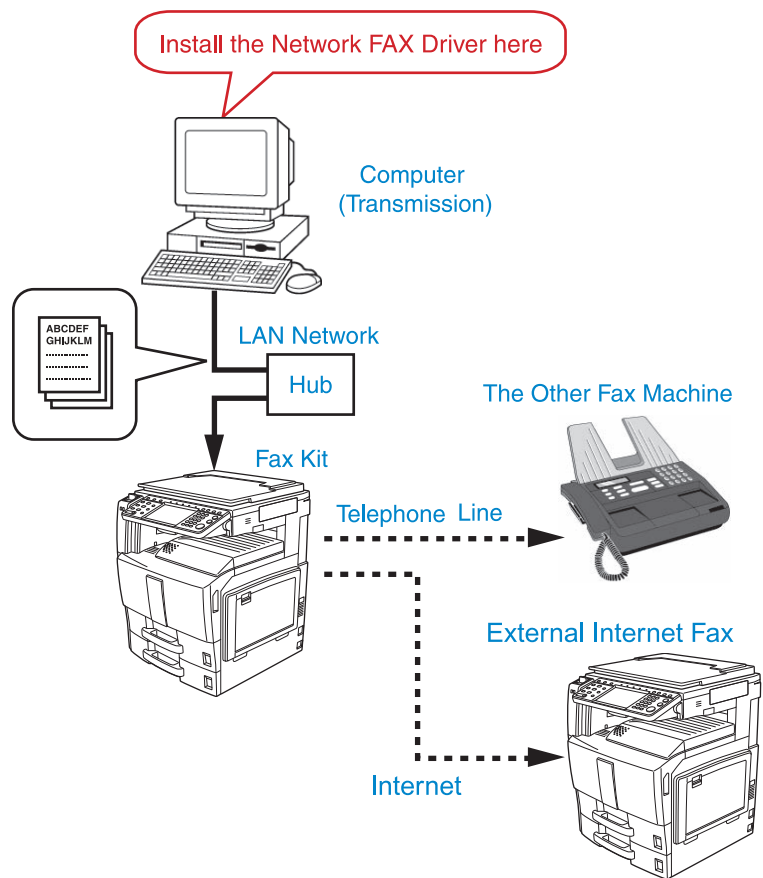
## 2 Sending a Fax

This section contains explanations on how to send documents created on a network computer directly from that computer to the other fax machine by using the Network FAX Driver.

---

**IMPORTANT:** The Network FAX Driver must be installed on the computer from which you want to send the documents. Refer to *Installing the Network FAX Driver* on page 1-1 for the procedure to install the software.

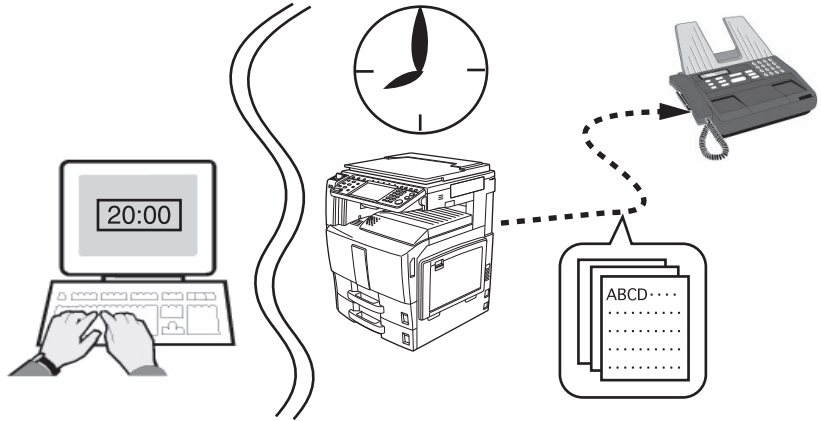
---



## Main Transmission Functions

### (1) Delayed Fax Transmission <see page 2-9>

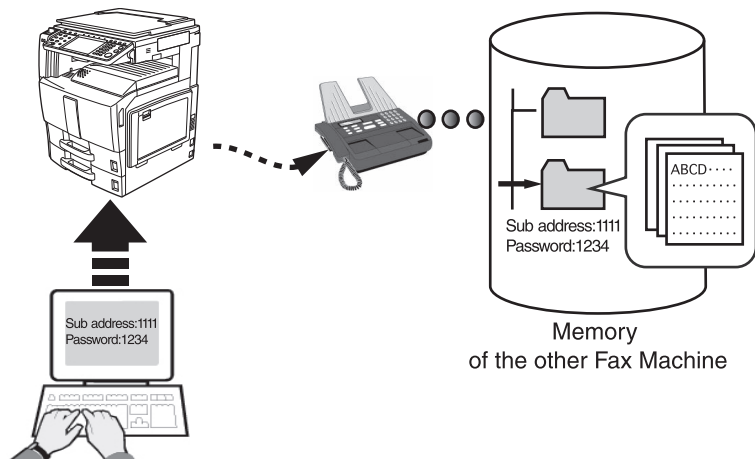
This function enables you to have documents transmitted at a designated time. Delayed Fax Transmission can be carried out at any time within 24 hours from the time that is actually set in the fax itself.



### (2) Subaddress-Based Communication <see page 2-17>

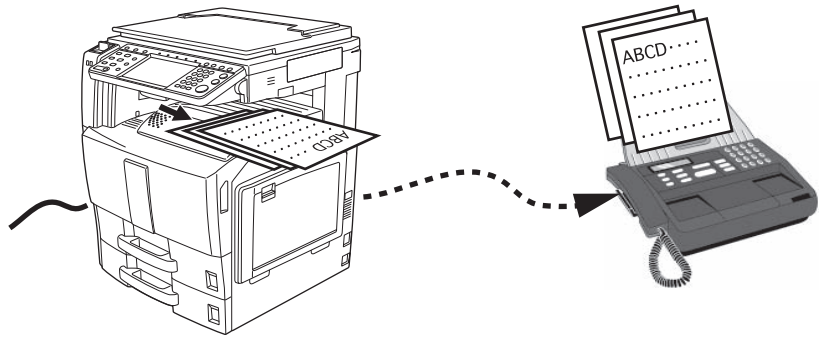
This is a communication method that enables you to transmit documents using Subaddress-Based Communication. A sub-address and password are set in the Subaddress-Based Communication to achieve highly confidential communication. When making the transmission settings, the sub-address and password of the other party (when these are set by the other party) must be entered.

**NOTE:** For more information on Subaddress-Based communication, refer to the **Operation Guide** for the Fax Kit.



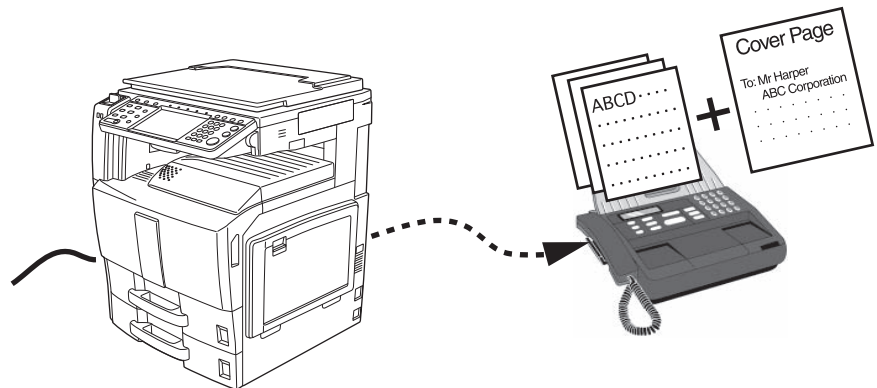
**(3) Transmit and Print <see page 2-9>**

This function enables you to print out the documents at the same time as you send them by fax.



**(4) Attaching a Cover Page <see page 2-10>**

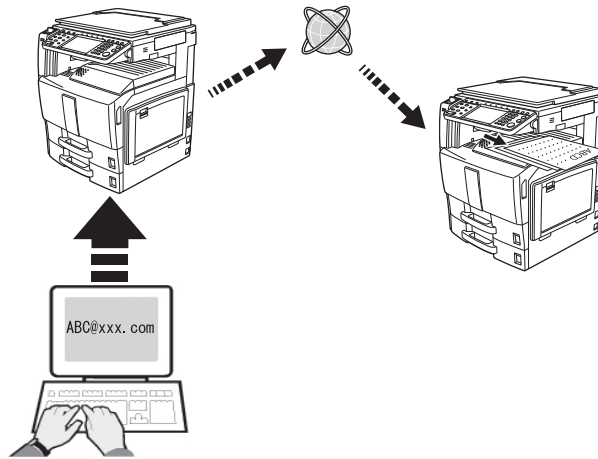
This function enables you to add a Cover Page to your transmission that includes such TTI (Transmitting Terminal Information) data as your company name, department name, your own name, your telephone or fax number as well as any comments you want to send. You can easily create Cover Pages using one of the several templates provided.



**(5) Internet fax Transmission <see page 2-5>**

This machine supports Internet fax.

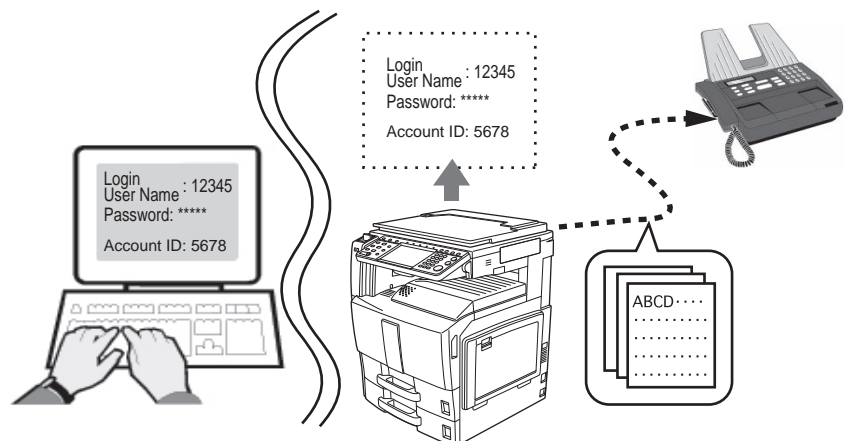
This machine can perform Internet fax transmission using the Network FAX driver.



**(6) User Login and Job Accounting <see page 2-10>**

When the fax machine is set to User Login, the Login User Name and Password must be registered in the Network FAX driver settings. Transmission is only possible when the Login User Name and Password match.

When the fax machine is set to Job Accounting, the Account ID must be registered in the Network FAX driver settings. Transmission is only possible when the Account ID matches.

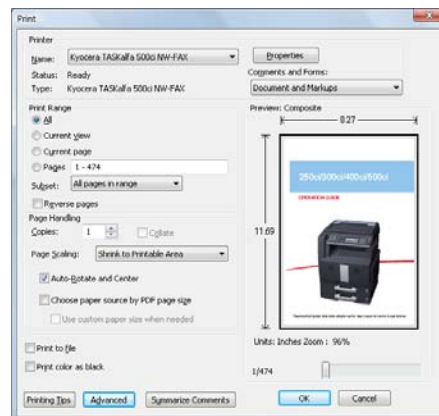


## Basic Transmission

- 1 Use an application on your computer to create the documents to be sent.
- 2 Select **Print** from the **File** menu. The print dialog box for the application that you are using will appear.
- 3 Use the drop-down menu in the **Name** field to select the name of the machine to be used as the Network FAX.
- 4 Enter the page numbers, etc., to be faxed.

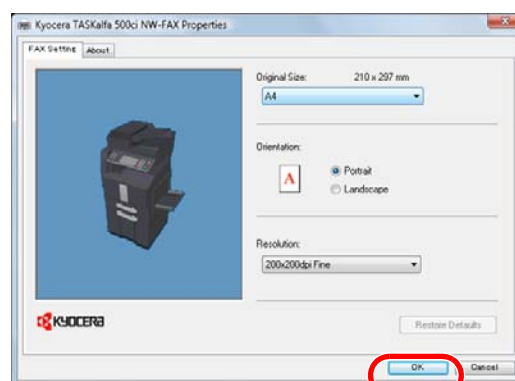
**NOTE:** Confirm that the number of copies is 1.

The following screen shot is just an example and the actual dialog box displayed on your computer may differ depending to the application that you are using.



- 5 Click on the **Properties** button in order to access the **Properties** window.
- 6 Specify all of the desired settings under the **FAX Setting** tab, such as the original size, and then click on the **OK** button.

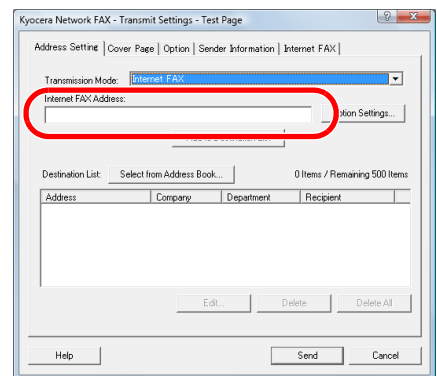
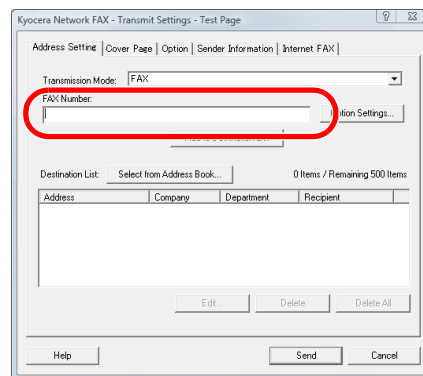
**NOTE:** Refer to **FAX Setting Tab** on page 2-8 for more detailed information on the settings in the tab.



- 7 The print dialog box for the application that you are using will be displayed once again. Click on the **OK** button. The **Transmit Settings** dialog box will appear.

**NOTE:** Refer to *Various Settings in the Transmit Settings Dialog Box* on page 2-15 for more detailed information on the settings in the dialog box.

- 8 If you are using a cover page, refer to **(3) Cover Page Settings** on page 2-17.
- 9 For Internet fax transmission, refer to **(6) Internet fax Setting** on page 2-19 to enter the subject and the message in E-mail message.
- 10 Select the transmission mode.  
For fax transmission, select **FAX**.  
For Internet fax transmission, select **Internet FAX**.
- 11 Use the keyboard to enter the destination fax number or Internet fax address. To use the Address Book to enter this information, refer to **(1) Selecting a Destination from the Address Book** on page 2-15.



**Fax**

- Maximum allowable number of characters to be entered: 64
- Allowable characters: 0 to 9, #, \*, -, space (a hyphen or space cannot be entered as the first character.)

**Internet fax**

- Maximum allowable number of characters to be entered: 128

- 12 Click on the **Add to Destination List** button. The entered destination information will be displayed under the **Destination List** area.

To send the same documents to more than one destination, repeat steps 7 and 10 as required. (Up to 500 destinations can be registered.)

---

**NOTE:** To delete a destination fax number or Internet fax address from the **Destination List**, select the number or address and then click on the **Delete** button. To delete all of the currently registered destinations, click on the **Delete All** button. To change any of the registered information (Company, Department or Recipient) in the Destination List, select the corresponding destination and click on the **Edit...** button.

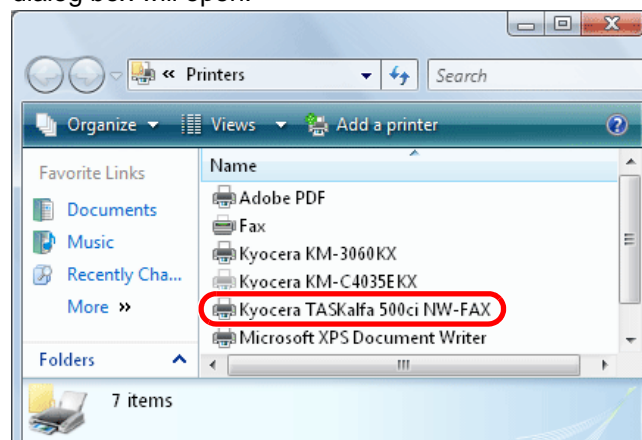
---

- 13 Click on the **Send** button to initiate the fax transmission operation.

## Accessing the Printing Preferences Dialog Box

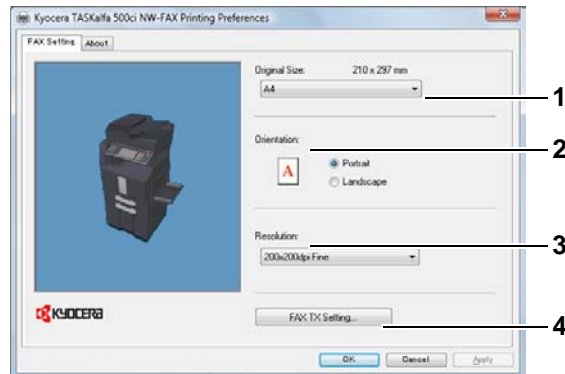
Perform the following procedure to display the **Printing Preferences** dialog box and perform Network FAX related settings.

- 1 Click the **Start** button on the taskbar and then click **Control Panel**. Click to open **Printers** in that order from the successive menus to access the **Printers** dialog box.
- 2 Right click the name of the machine to be used and then select **Print Preferences...** from the drop-down menu. The **Printing Preferences** dialog box will open.



## FAX Setting Tab

Use this tab to specify certain transmission conditions, such as the size of the original being sent. Refer to **Accessing the Printing Preferences Dialog Box** on page 2-7 to open this tab.



### 1 Original Size field

Select the size of the original being transmitted from the drop-down list in this field.

Available settings: Letter, Legal, Ledger(11 × 17), Statement, A3, A4, A5, Folio, B4 and B5(JIS)

### 2 Orientation radio buttons

Be sure that the radio button for the desired orientation, either **Portrait** or **Landscape**, is selected.

### 3 Resolution field

Select the resolution quality of the original being transmitted from the drop-down list in this field.

Available settings: 100 × 200dpi Normal, 200 × 200dpi Fine, 400 × 400dpi Ultra fine, 600 × 600dpi

### 4 FAX TX Setting button

Click this button to change the default settings for fax transmission. The **Default Settings** dialog box will be displayed.

**NOTE:** Refer to **Default Settings Dialog Box** on page 2-9 for more detailed information on the settings in that dialog box.

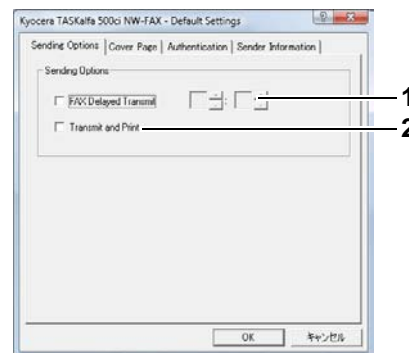
## Default Settings Dialog Box

By setting the transmission conditions that you use most in this dialog box, you can minimize the need to change the settings each time.

**The Default Settings dialog box can be accessed by the following procedure:**

Click the **Start** button on the taskbar and then click **Control Panel**. Click to open **Printers** in that order from the successive menus to access the **Printers** dialog box. Right click the name of the machine to be used as the network fax and select **Printing Preferences** from the resulting drop-down menu. Click the **FAX TX Setting** button in the **Printing Preferences** window.

### (1) Sending Options Tab



#### 1 FAX Delayed Transmit checkbox

Check the checkbox in order to activate the time fields to the right of the checkbox whenever you want to set the time that your documents will be transmitted. The desired time setting can be entered directly with the keyboard or by clicking on the ▲ and ▼ arrows. Enter the time on a 24-hour time basis (00:00 - 23:59).

---

**IMPORTANT:** If the time that is shown in the message display of this fax machine does not match the current time, communications that use the timer may not be accomplished as expected. If the displayed time is not current, be sure to adjust it to match the correct time.

---



---

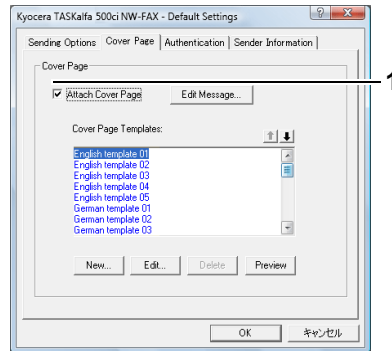
**NOTE:** If you designate a time that is earlier in the day than the time that is actually displayed in the fax machine itself, the transmission operation will be carried out the following day at that time. Be sure to confirm the time setting in the fax machine itself before making this setting.

---

#### 2 Transmit and Print checkbox

Check the checkbox when you want to print out the documents at the fax machine same time as you send them by fax.

## (2) Cover Page Tab

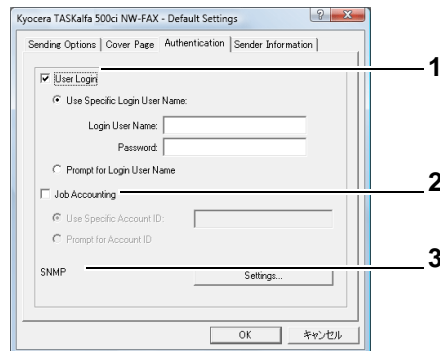


### 1 Attach Cover Page checkbox

Check the checkbox when you want to add a cover page to your transmission.

**NOTE:** For information regarding the Cover Page registration method, refer to **Cover Page Registration (Default Settings)** on page 3-6.

## (3) Authentication Tab



### 1 User Login checkbox

If the fax machine is set to User Login, select either **Use Specific Login User Name** or **Prompt for Login User Name** as desired.

**Use Specific Login User Name:** Enter the Login User Name and Password. Transmission will be performed using the entered Login User Name and Password.

**Prompt for Login User Name:** A screen for entering the Login User Name and Password will be displayed when attempting a transmission. The Login User Name and Password must be entered each time a transmission is attempted.

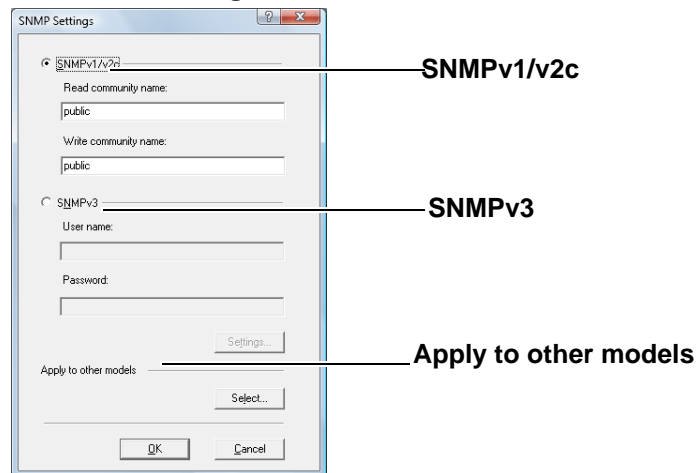
**2 Job Accounting** checkbox

If the fax machine is set to Job Accounting, select either **Use Specific Account ID** or **Prompt for Account ID** as desired.

**Use Specific Account ID:** Enter the Account ID. Transmission will be performed using the entered Account ID.

**Prompt for Account ID:** A screen for entering the Account ID will be displayed when attempting a transmission. The Account ID must be entered each time a transmission is attempted.

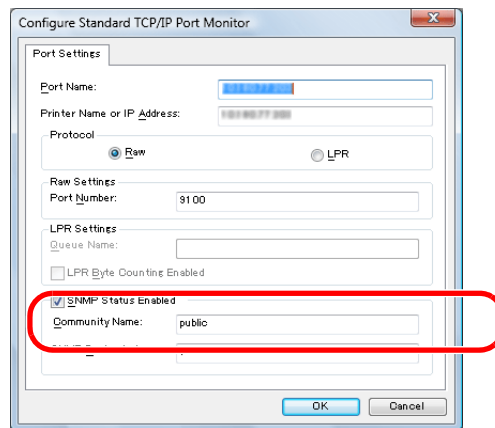
**3 SNMP Settings**



Simple Network Management Protocol (**SNMP**) is a set of rules that govern the management of network devices, such as printing systems. **SNMP** settings determine the level of security when using the **Auto Configure** feature, and prevent unauthorized printing to the **SNMPv3** printing system. **SNMP** settings must be set in the driver and in the machine's COMMAND CENTER.

**SNMPv1/v2c:** This option ensures successful **Auto Configure** communication using the read community name and the write community name. If you have changed the read community name or write community name, you need to change the port monitor also.

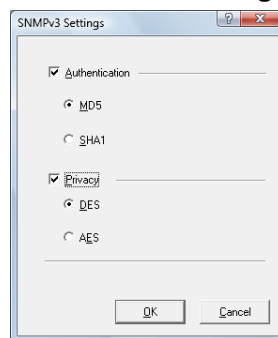
Click **Property, Port**, and then **Configuration Port...** of the network fax driver to enter the write community name in **Community Name** of **Configure Standard TCP/IP Port Monitor**.



**SNMPv3:** This option ensures secure **Auto Configure** communication using a user name and password. Authentication and privacy options are available by selecting **Settings**.

**Apply to other models:** This option displays a list of installed printing systems to apply the selected **SNMP** settings.

#### 4 SNMPv3 Settings



You can select **SNMPv3** options for secure communication with the machine.

**Authentication:** This option provides an algorithm to check that a transferred file has arrived intact. Message Digest 5 (**MD5**) and Secure Hash Algorithm 1 (**SHA1**) are hash algorithms used to authenticate packet data.

**MD5:** This option provides a cryptographic hash function with a 128-bit hash value. It adds security and protection against Gateway Load Balancing Protocol (GLBP)-spoofing software.

**SHA1:** This option produces a message digest that is 160 bits long. **SHA1** is the successor to **MD5**.

**Privacy:** This option uses encryption for secure communication. It is available after you select the **Authentication** option. You may select one privacy option.

**DES:** This option uses the Data Encryption Standard for encryption. **DES** turns cleartext into ciphertext via an encryption algorithm. It encrypts and decrypts data using 8-byte blocks and a 56-bit key.

**AES:** This option uses the Advanced Encryption Standard for encryption. **AES** is a symmetric block cipher that can process data blocks of 128 bits, using cipher keys with lengths of 128, 192, and 256 bits. It is more secure than **DES**.

## (4) Sender Information Tab

Kyocera TASKalfa 500ci NW-FAX - Default Settings

Sending Options | Cover Page | Authentication | Sender Information

Company: \_\_\_\_\_ 1  
Department: \_\_\_\_\_ 2  
Name: \_\_\_\_\_ 3  
Telephone Number: \_\_\_\_\_ 4  
FAX Number: \_\_\_\_\_ 5  
\* E-mail Address: \_\_\_\_\_ 6

\* Enter the E-mail address to receive the send result report.

OK キャンセル

Enter your own information into fields 1 – 5 explained below to send a cover page with your faxes.

- 1 Company:** A maximum of 64 characters can be entered.
- 2 Department:** A maximum of 64 characters can be entered.
- 3 Name:** A maximum of 32 characters can be entered.
- 4 Telephone Number:** A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, \*, -, (, ), +, and spaces.)
- 5 FAX Number:** A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, \*, -, (, ), +, and spaces.)
- 6 E-Mail Address:** A maximum of 128 characters can be entered.

Available characters:

Symbols ( !, #, \$, %, &, ', \*, +, -, ., /, =, @, [, ], ^, \_ , ` , { and } )

Alphanumerics (0 – 9, A – Z and a – z)

---

**NOTE:** Entering the e-mail address makes it possible to receive the transmission results report by e-mail. (The fax machine must be set to transmit e-mail. For details, refer to the **Operation Guide** for the machine.)

---

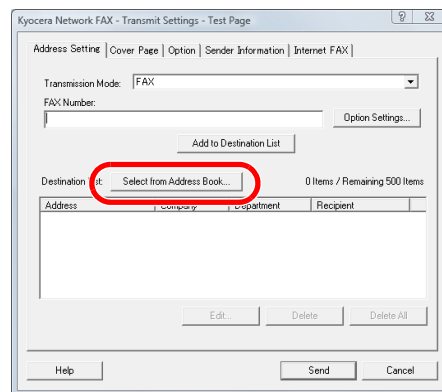
## Various Settings in the Transmit Settings Dialog Box

### (1) Selecting a Destination from the Address Book

**NOTE:** There are three types of Address Books from which you can select the party to transmit to. They are the fax machine's Address Book, Windows Address Book, and the Address Book for the Network FAX data file (.fdt). When using the fax machine's Address Book, the party must be registered in the fax machine's Address Book. Refer to the **Operation Guide** for the fax Kit.

If you are using **SNMPv1/v2c** in the network FAX driver, you need to enter the write community name in **COMMAND CENTER**. If you are using **SNMPv3** in the network FAX driver, you need to enter the user name and the password specified in **Read/Write User** in **COMMAND CENTER**. For details, refer to **COMMAND CENTER Operation Guide**.

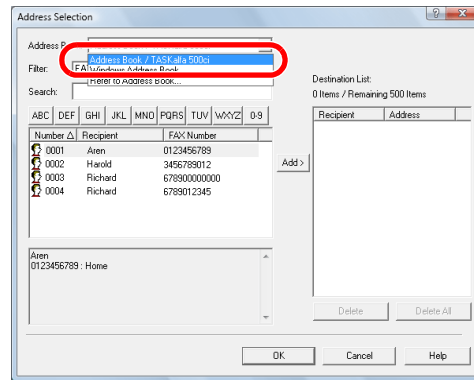
- 1 Click on the **Select from Address Book** button to access the **Address Selection** dialog box.



- 2 Select the desired Address Book. To select the Address Book registered in the fax machine, select **Address Book/XXXX (model name)** from the drop-down menu.

For adding an Address Book for Network FAX data file (.fdt), select the **Refer to Address Book**, click on the **Add** button, and then select the **Address Book data file**.

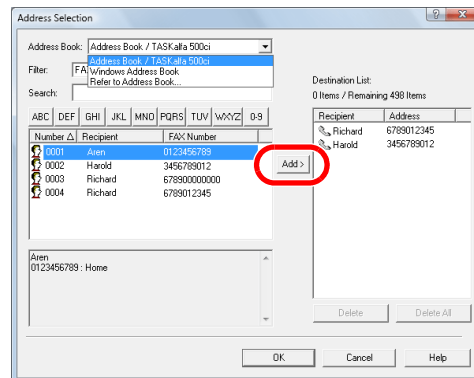
To use the Windows Address Book, select **Windows Address Book**.



- 3 The destinations registered in the Address Book are shown in the list on the left side of the dialog box. To select an Internet fax destination or a group of destinations, select **Internet FAX** or **Group** from the filter's drop-down menu.

**NOTE:** The list can be sorted. Click on the list item by which you want to sort the list (No., Recipient, Fax Number, Address).  $\Delta$  or  $\nabla$  are displayed next to the sorted items. In addition, the corresponding destinations can be selected using the sorted items by entering a search character string in the **Search** field.

- 4 Select the desired destination and click on the **Add>** button. The selected destination will be added to the **Destination List** (right side).



**NOTE:** When a destination is selected, the destination details are displayed in the field at the bottom of the list. When a group is selected, the members of the group are displayed in the field at the bottom of the list. When the group includes members for which multiple fax numbers are registered, a fax number selection screen will be displayed.

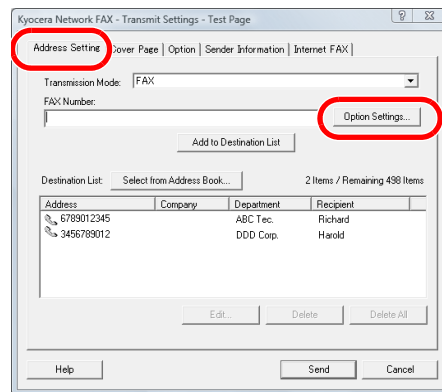
To delete any of the destinations from the Destination List, select that destination and then click on the **Delete** button. To delete all of the destinations from the Destination List, click on the **Delete all** button.

- 5 Click on the **OK** button. The **Transmit Settings** dialog box will be displayed once again.

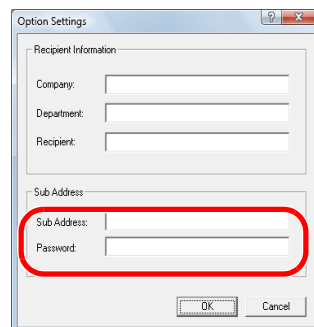
## (2) Subaddress-Based Communication

**NOTE:** In order to conduct sub address communication, the other party's system also needs to be equipped with sub address communication functions of the same type.

- 1 Click on the **Option Settings** button in the **Address Setting** tab of the **Transmit Settings** dialog box. The **Option Settings** dialog box will be displayed.



- 2 Enter the sub-address and password as it is registered in the destination fax.



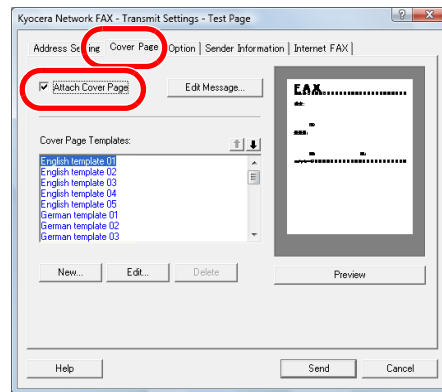
- A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, \*, and spaces (a space CANNOT be entered as the first character.))

- 3 Click on the **OK** button. The **Transmit Settings** dialog box will be displayed once again.

## (3) Cover Page Settings

A Cover Page can be set as the first page of a fax transmission. In addition to the standard templates for Cover Pages, original templates can be created and used.

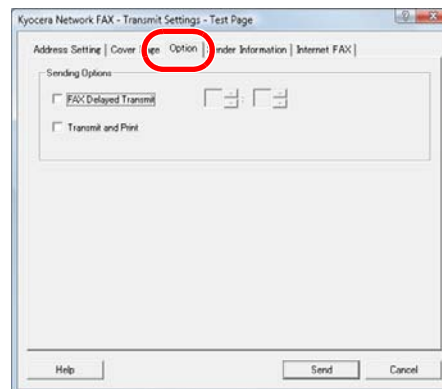
To attach and transmit a Cover Page, place a check in the check box for **Attach Cover Page** in the **Cover Page** tab.



**NOTE:** For information regarding how to use Cover Pages, refer to **Cover Page Selection (Transmission Settings)** on page 3-1.

#### (4) Optional Settings

- 1 To temporarily change the settings (the present settings will be displayed) from those which are currently designated in the **(1) Sending Options Tab** on page 2-9, click on the **Option** tab in order to access the **Option** tab.



**NOTE:** The changes will only apply to the present transmission and the corresponding settings will return to those previously made in the **Default Settings** dialog box once that transmission is completed.

- 2 Refer to **(1) Sending Options Tab** on page 2-9 for more detailed information on the corresponding settings in that tab.
- 3 To start the fax transmission, click on the **Send** button. To continue the settings for other tabs, click on another tab.

## (5) Transmitting Terminal Information Data

- 1 To temporarily change the settings (the present settings will be displayed) from those which are currently designated in the **(4) Sender Information Tab** on page 2-14, click on the **Sender Information** tab in order to access the **Sender Information** tab.

**NOTE:** The changes will only apply to the present transmission and the corresponding settings will return to those previously made in the **Default Settings** dialog box once that transmission is completed.

- 2 Refer to **(4) Sender Information Tab** on page 2-14 for more detailed information on the corresponding settings in that tab.
- 3 To start the fax transmission, click on the **Send** button.

## (6) Internet fax Setting

- 1 For Internet fax transmission, click on the **Internet FAX** tab and enter the Subject and the message.

**Subject:** A maximum of 60 characters can be entered.

**Message:** A maximum of 500 characters can be entered.

- 2 To start the fax transmission, click on the **Send** button.

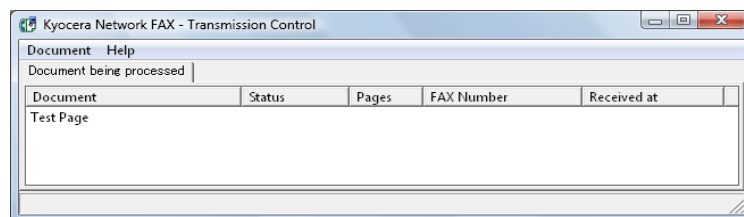
## Transmission Control

Perform the following procedure when you want to use your computer to verify the status of a fax transmission currently being processed, or to actually terminate that transmission.

- 1 Once a fax transmission starts being processed, a Transmission Control icon will be displayed in the Windows Task Bar.



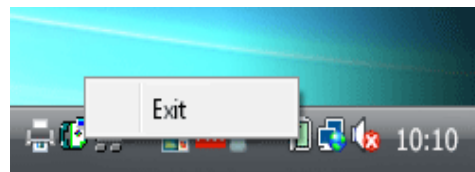
- 2 Double-click on that icon to access the **Transmission Control** window which indicates the status of all transmissions being processed.



- 3 To terminate any transmission, select that transmission and then select **Cancel** from the **Document** menu.

## Ending Transmission Control

Right click on the Transmission Control icon and select **Exit**.



# 3 Using Cover Pages

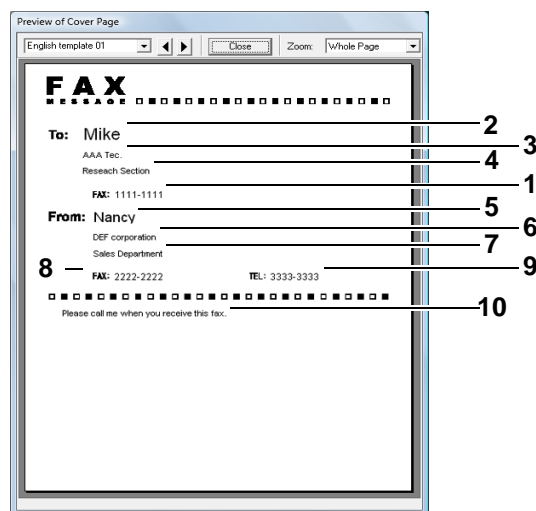
## Cover Page Selection (Transmission Settings)

The Cover Page is attached to the fax and sent as the first page.

### About Cover Pages

The Cover Page can be selected from a template. The Cover Page contains such destination information and sender information as that shown below.

#### Sample of English template 01



- 1 Destination Fax number or Internet fax Address
- 2 Recipient Name
- 3 Destination Company Name
- 4 Destination Department Name
- 5 Sender Name
- 6 Sender Company Name
- 7 Sender Department Name
- 8 Sender Fax Number
- 9 Sender Telephone Number
- 10 Message

## Attaching and Transmitting a Cover Page

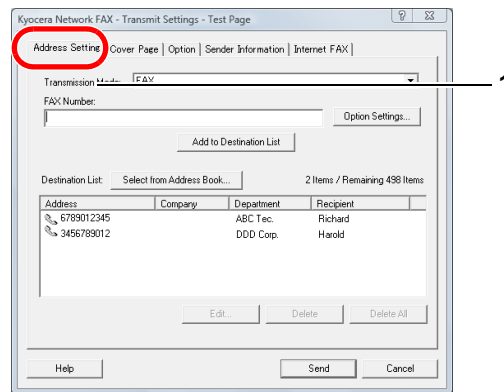
The procedure for attaching and transmitting a Cover Page is shown below.

- 1 Perform Steps 1 to 7 of the **Basic Transmission** method given on page 2-5 to display the Transmit Settings dialog box.

When selecting the destination from an Address Book, refer to (1) **Selecting a Destination from the Address Book** on page 2-15, select the destination, and go to Step 5.

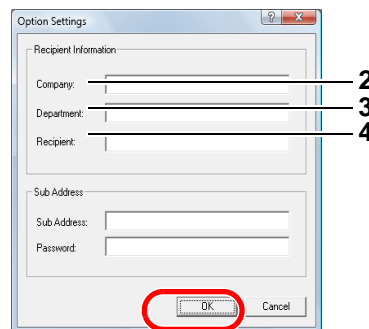
- 2 In the **Address Setting** tab, enter the destination fax number and click on the **Option Settings** button.

**NOTE:** For Internet fax transmission, select **Internet FAX** in the **Transmission Mode** and enter the Internet fax address.



- 1 **FAX Number:** A maximum of 64 characters can be entered.  
**Internet FAX Address:** A maximum of 128 characters can be entered.

- 3 Enter the recipient information and click on the **OK** button.



- 2 **Company:** A maximum of 32 characters can be entered.
- 3 **Department:** A maximum of 32 characters can be entered.
- 4 **Recipient:** A maximum of 32 characters can be entered.

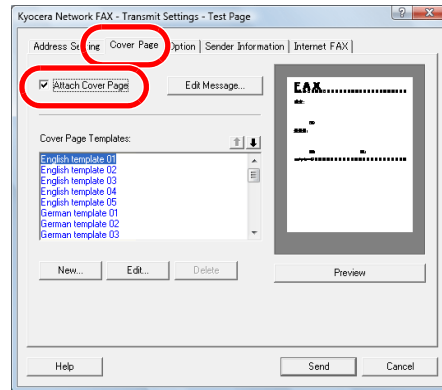
**NOTE:** When **Attach Cover Page** of the **Cover Page** Tab is not set, the Cover Page Confirmation screen will be displayed.  
To include a cover page, click on **Attach Cover Page** button.

- 4 Add this information to the **Destination List** by clicking on the **Add to Destination List** button.
- 5 To change the recipient information of a destination that has been added to the **Destination List**, select the destination to be changed and click on the **Edit** button. Change the recipient information and click on the **OK** button.

- 1 **FAX Number (Internet FAX Address):** The fax number or the Internet fax address cannot be changed.
  - 2 **Company:** A maximum of 32 characters can be entered.
  - 3 **Department:** A maximum of 32 characters can be entered.
  - 4 **Recipient:** A maximum of 32 characters can be entered.
- 6 When the sender information is not set in the **Default Settings** dialog box, click on the **Sender Information** tab and set the sender information. Refer to **(4) Sender Information Tab** on page 2-14.

- 5 **Company:** A maximum of 64 characters can be entered.
- 6 **Department:** A maximum of 64 characters can be entered.
- 7 **Name:** A maximum of 32 characters can be entered.
- 8 **FAX Number:** A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, \*, -, (, ), +, and spaces.)
- 9 **Telephone Number:** A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, \*, -, (, ), +, and spaces.)

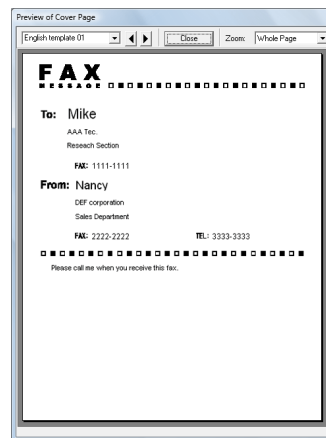
- 7 Click on the **Cover Page** tab and place a check in the **Attach Cover Page** checkbox.



- 8 Select a Cover Page template from the **Cover Page Templates** list.

**NOTE:** If the Cover Page is registered in the Default Settings, then the action of selecting the Cover Page for each transmission can be omitted. Refer to **Cover Page Registration (Default Settings)** on page 3-6. Original Cover Page templates can be created. Refer to **Creating New Cover Page Templates** on page 3-8.

- 9 Click on the **Preview** button. A preview of the currently selected template will be displayed.

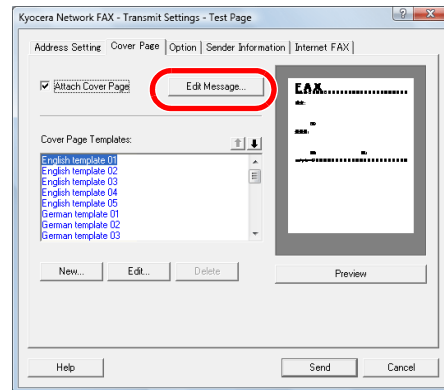


To display a different template, use the drop-down menu at the top of the dialog box or click on the ◀ or ▶ button. The template display magnification can also be changed within the range of 25 to 250% from the drop-down menu.

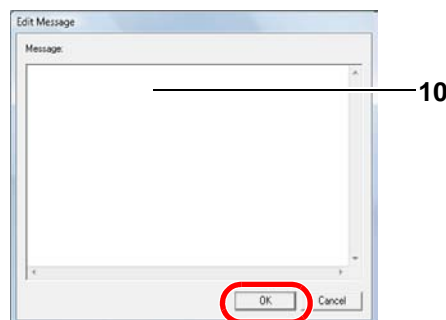
**IMPORTANT:** Before transmitting the fax, be sure to use the Preview screen to check all of the displayed information including the recipient name and company name. If there is a large number of characters for information that is automatically entered, they might not completely fit in the field and the characters might not print correctly. If the characters are not displayed correctly, reduce the number of characters in the recipient information or sender information or edit the template being used.

**10** Click on the **Close** button.

**11** Click on the **Edit Message** button.



**12** Enter the message to be added to the Cover Page and click on the **OK** button.



**10 Message:** A maximum of 1,000 characters can be entered.

**13** Click on the **Send** button to begin the transmission.

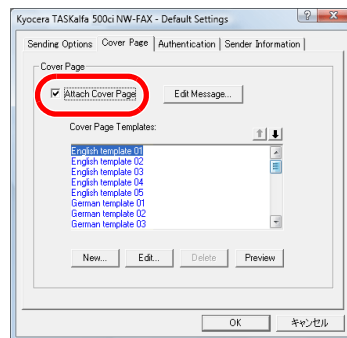
## Cover Page Registration (Default Settings)

If the Cover Page is registered in the Default Settings, the action of selecting the Cover Page for each transmission can be omitted.

### Template Selection

Select the Cover Page template to be registered in the Default Settings. The registration method is as follows.

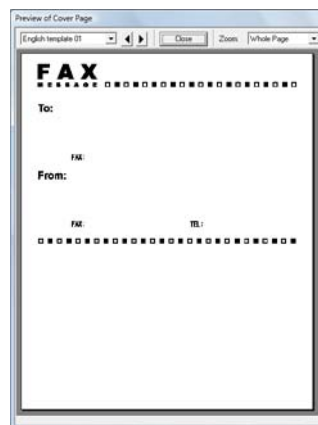
- 1 Perform the **Default Settings Dialog Box** procedure shown on page 2-9, open the **Default Settings** dialog box, and click on the **Cover Page** tab.
- 2 Place a check in the **Attach Cover Page** checkbox.



- 3 Select a Cover Page template from the **Cover Page Templates** list.

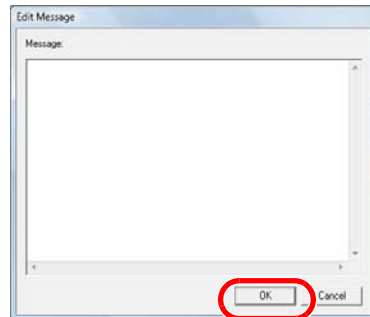
**NOTE:** Original Cover Page templates can be created. Refer to **Creating New Cover Page Templates** on page 3-8.

- 4 Click on the **Preview** button. A preview of the currently selected template will be displayed.



To display a different template, use the drop-down menu at the top of the dialog box or click on the ◀ or ▶ button. The template display magnification can also be changed within the range of 25 to 250% from the drop-down menu.

- 5 Click on the **Close** button.
- 6 Click on the **Edit Message** button.
- 7 Enter the message to be added to the Cover Page and click on the **OK** button. A maximum of 1,000 characters can be entered.

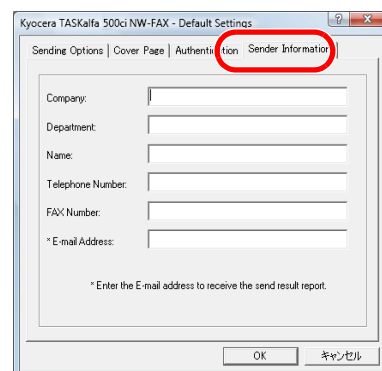


- 8 Click on the **OK** button.

## Sender Information Registration

Please register the sender information to be included on the Cover Page.

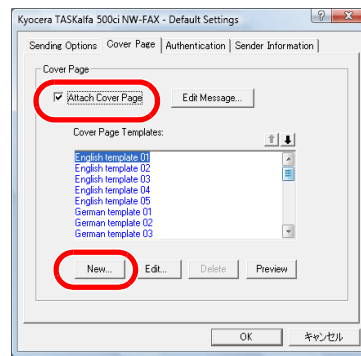
**NOTE:** For information regarding the registration method, refer to **(4) Sender Information Tab** on page **2-14**.



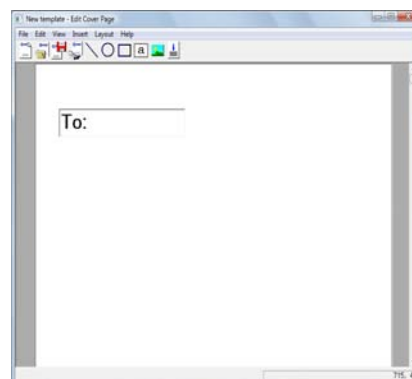
## Creating New Cover Page Templates

Perform the following procedure to create an original Cover Page template.

- 1 Perform the **Default Settings Dialog Box** procedure shown on page 2-9, open the **Default Settings** dialog box, and click on the **Cover Page** tab.
- 2 Place a check in the **Attach Cover Page** checkbox and click on the **New...** button. The **Edit Cover Page** screen will be displayed.



- 3 Enter the characters.  
From the Menu bar, click on **Insert** and then **Textbox** and then position the textbox and enter the characters.



- 4 Position the field box.  
From the Menu bar's **Insert** menu, select the field box to be positioned.



---

**IMPORTANT:** If there are too many characters in the entered information, such as recipient name or company name, the information will not fit in the field box and some of the characters could be cut off. When positioning the field box, make it large enough and adjust the font point size so that the inserted information will fit in the field box.

---

---

**NOTE:** When a fax is transmitted, the information entered in the Default Settings and Destination Settings will automatically be entered in the fields.

---

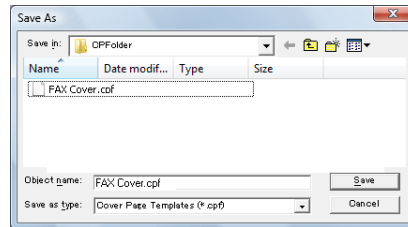
The following field boxes can be used. Use them as required.

<b>Menu Item</b>		<b>Template Display</b>	<b>Inserted Information</b>
Destination	Company	Recipient - Company	Recipient information company name
	Department	Recipient - Department	Recipient information department name
	Name	Recipient - Name	Recipient information recipient name
	Address	Recipient - Address	Recipient FAX number or Internet FAX address
Sender	Company	Sender - Company	Sender information company name
	Department	Sender - Department	Sender information department name
	Name	Sender - Name	Sender information sender name
	FAX Number	Sender - FAX Number	Sender information FAX number
	Telephone Number	Sender - Telephone Number	Sender information telephone number
Comment		Comment	Message entered in the Cover Page tab

- 5 Position the figures, textboxes, etc., to create a Cover Page.

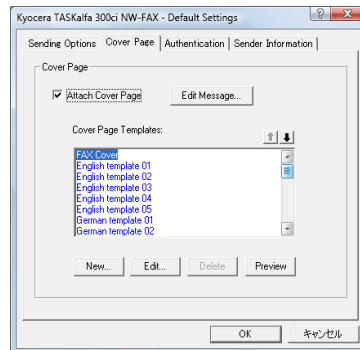
**NOTE:** For information regarding the operation method, refer to **Help**.

- 6 From the Menu bar click on **File** and then **Save As**, enter the file name, and click on the **Save** button.



- 7 Close the **Edit Cover Page** screen.

- 8 The new template will be registered at the top of the list and can now be selected.





# 4 Appendix

## Error Message

If an error message is displayed, check the following remedy.

Message	Check	Remedy
This driver don't correspond to the connected model.	Is the Network FAX driver for this product used?	Check the product name of the machine and reinstall the Network FAX driver. For details, refer to <b><i>Installing the Network FAX Driver</i></b> on page 1-1.
The fax board is not installed.	Is the Fax Kit installed on the machine?	For network FAX transmission, install the Fax Kit.
FAX connection could not be made for the following possible reasons:	Is the fax machine turned on?	Turn on the machine.
	Does an error occur on the machine?	Clear the error and then perform transmission.
	Is the IP address of the machine set in the Network FAX driver correct?	Check the port setting in the Network FAX driver properties.

## Specifications

### Operating Environment

Item	Description
Hardware	IBM PC-AT compatible computer
Interface	10BASE-T or 100BASE-TX
Operating system	Windows 2000 (Professional, Server, Advanced Server), Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008 and Windows 7

### Network FAX Transmission

Item	Description
Transmission Resolution	100 × 200dpi Normal, 200 × 200dpi Fine, 400 × 400dpi Ultra fine, 600 × 600dpi
Document Size	Ledger(11 × 17") Letter, Legal, Statement, A3, B4 A4, A5, Folio, B5(JIS),
FAX Delayed Transmit	Based on settings in the Network FAX Driver (setting is possible to any 1 minute increment within the subsequent 24 hour period)
Transmit and Print	Fax transmission and print out at the machine is available
Broadcast Transmission	Up to 500 destinations
Job Accounting	Requires the input of a Login User Name and Password in the Network FAX Driver when User Login, is turn ON in the fax machine. Requires the input of an Account ID in the Network FAX Driver when Job Accounting, is turned ON in the fax machine.
Cover Page	A format can be selected using the Network FAX Driver or a template can be created.
Maximum No. of Fax Pages	Up to 1000 pages*

\* The maximum amounts noted above may not be attainable depending upon certain machine conditions.



