TOSHIBA
Leading Innovation >>>

MULTIFUNCTIONAL DIGITAL SYSTEMS

Fax Guide

e·STUDIO 2505F
e·STUDIO 2007/2307/2507/2507i
(with GD-1330)

Preface

Thank you for purchasing TOSHIBA Multifunctional Digital Systems.

This Fax Guide describes how to use the fax functions, troubleshooting and its maintenance, etc.
Be sure to read this manual before using this equipment. Keep this manual handy and retain it for future reference.

Notice to Users

If trouble is experienced with this equipment, for repair or warranty information, please contact Toshiba America Business Solutions Electronic Imaging Division at 1-800-468-6744. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including Fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)
In order to program this information into your Fax machine, you should complete the following steps: complete the setup procedures listed for station ID number and name. See 📖 P.104 "Registering the Terminal ID".

CAUTION — To reduce the risk of fire, use only No.26 AWG or larger telecommunication line cord.

TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.
Electronic Imaging Division
9740 Irvine Blvd. Irvine, CA 92618

For Canada only

NOTICE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.
Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.
Repairs to certified equipment should be coordinated by a representative designated by the supplier.
Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.
Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number of your facsimile is 0.2

NOTICE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

CAUTION — To reduce the risk of fire, use only No.26 AWG or larger telecommunication line cord.

This Class A digital apparatus complies with Canadian ICES-003.

AVIS: L'etiquette d'lndustrie Canada identifie le marériel homologué. Cette étiquette certifie que le matériel est conforme aux normes de protection, d'exploitation et de sécurité des réseaux de télécommunications, comme le prescrivent les documents concernant les exigences techniques relatives au matériel terminal. Le Ministére n'assure toutefois pas que le matériel fonctionnera à la satisfaction de l'utilisateur.
Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de télécommunication. Le matériel doit également être installé en suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêche pas la dégradation du service dans certaines situations.
Les réparations de materiel homologué doivent être coordonnées par un représentant désigné par le fournisseur. L'entreprise de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuees par l'utilisateur ou à cause de mauvais fonctionnement.
Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise à la terre de la source d'énergie électrique, des lignes téléphoniques et des canalisations d'eau métalliques, s'il y en a, sont raccordés ensemble. Cette précaution est particulièrement importante dans les régions rerales.

Avertissement: L'utilisateur ne doit pas tenter de faire ces raccordements luimême; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.

L'indice d'equivalence de la sonnerie de ce matériel 0.2.

AVIS: L'indice d'équivalence de la sonnerie (IES) assigné à chaque dispositif terminal indique le nombre maximal de terminaux qui peuvent être raccordés à une interface. La terminaison d'une interface téléphonique peut consister en une combinaison de quelques dispositifs, à la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excède pas 5.

ATTENTION – Pour réduire les risques d'incendie, utiliser uniquement des conducteurs de telecommunications 26 AWG au de section superleure.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

TOSHIBA OF CANADA LIMITED
Office Product Group
191 McNABB STREET
MARKHAM, ONTARIO L3R 8H2

For NEW ZEALAND only

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to the network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any is compatible with all of Telecom's network services.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designated. Telecom will accept no responsibility should difficulties arise in such circumstances.

This equipment should not be used any circumstances which may constitute a nuisance to other Telecom customers.

Not all telephones will respond to incoming ringing when connected to the extension socket.

This device is equipped with pulse dialling while the Telecom standard is DTMF tone dialling. There is no guarantee that Telecom lines will always continue to support pulse dialling.

Use of pulse dialling, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should NOT contact the Telecom Faults Service.

This device is intended for Stand-alone connection and not in parallel with other telephone devices.

The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log.

If a charge for local calls is unacceptable, the 'Dial' button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code digit or the '0' prefix.

TOSHIBA (AUSTRALIA) PTY LIMITED
58 Lunn Avenue
Mt Wellington 1072
New Zealand
Phone: 64 9 570 8530

Before Reading This Manual

■ How to read this manual

❏ Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip	Describes handy information that is useful to know when operating the equipment.
📖	Pages describing items related to what you are currently doing. See these pages as required.

❏ Model and series names in this manual

In this manual, each model name is replaced with the series name as shown below.

Model name	Series name in this manual
e-STUDIO2007/2307/2507	e-STUDIO2507 Series

❏ Explanation for control panel

- The details on the control panel may differ depending on the operating environment such as whether options are installed.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

❏ Options

For the available options, refer to "Specifications of Options" in the *User's Guide* for your equipment.

❑ About the defaults shown in this manual

- The defaults shown in this manual are the values in the standard operating environment. The values may have been changed from these defaults. The defaults for your model may differ from the defaults shown.
- The default for the list item is shown underlined.

❑ Screens and Operation Procedures

- In this manual, the screens and the operation procedures in Windows are described for Windows 7.
  The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

❑ Description of original/paper direction

Paper or originals of A4, B5 or LT size can be placed either in a portrait direction or in a landscape direction. In this manual, "-R" is added to this paper size when this size of paper or original is placed in a landscape direction.

Example: A4 size original on the original glass
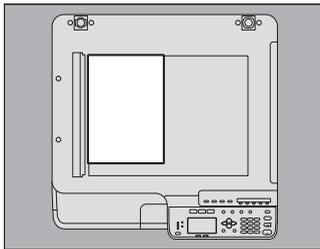
Placed in a portrait direction: A4   Placed in a landscape direction: A4-R
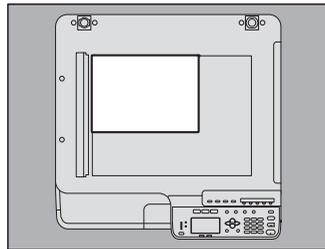
Paper or originals of A3, B4, LD or LG can only be placed in a landscape direction, therefore "-R" is not added to these sizes.

❑ Trademarks

The company names and product names in this manual are the trademarks of their respective companies.

- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows 8 is Microsoft Windows 8 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.

- The official name of Windows Server 2003 R2 is Microsoft Windows Server 2003 R2 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
- The official name of Windows Server 2008 R2 is Microsoft Windows Server 2008 R2 Operating System.
- The official name of Windows Server 2012 is Microsoft Windows Server 2012 Operating System.
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- TopAccess is a trademark of Toshiba Tec Corporation.
- Other company and product names given in this manual or displayed in this software may be the trademarks of their respective companies.

■ Lineup of our manuals

These manuals are provided for the operation of the e-STUDIO2505F or e-STUDIO2507 Series. Select and read the manual best suited to your needs. This manual is the *Fax Guide*.

Safety Information (Printouts)
This manual describes the necessary precautions for use. For your added security, be sure to read this manual first.

Quick Guide (Printouts)
This manual describes the components, preparations, basic operations, and troubleshooting for the equipment.

User's Guide (PDF file)
This manual describes preparations for using the e-STUDIO2505F or e-STUDIO2507 Series, and how to use functions such as copying, printing, and scanning. It also describes maintenance and troubleshooting for the problems that could occur while you are using the equipment.

Software Installation Guide (PDF file)
This manual describes how to install and uninstall printer and scanner drivers.

TopAccess Guide (PDF file)
This manual describes how to use the co-packed utility "TopAccess". The settings and management of the equipment can be done using a Web browser.

Fax Guide (PDF file, this manual)
This manual describes how to use the Fax functions. Various functions both basic and advanced regarding Fax transmission/reception are available.

Help menu for client software

To run the following client software, refer to the Help menu of each:
- Printer driver
- Scan driver
- N/W-Fax driver

❑ To read manuals in the PDF file format

This manual in the PDF (Portable Document Format) can be displayed/printed using Adobe Reader or Adobe Acrobat Reader. If neither is installed in your computer, download one of them. This can be done via the website of Adobe Systems Incorporated.

■ Singapore Portion

```
Complies with
IDA Standards
DA101747
```

General Precautions

■ Disclaimer notice

The following notice sets out the exclusions and limitations of liability of TOSHIBA TEC CORPORATION (including its employees, agents and sub-contractors) to any purchaser or user (hereafter "User") of the e-STUDIO2505F or e-STUDIO2007/2307/2507, including its accessories, options and bundled software (hereafter "Product").

1. The exclusion and limitations of liability referred to in this notice shall be effective to the fullest extent permissible at law. For the avoidance of doubt, nothing in this notice shall be taken to exclude or limit TOSHIBA TEC CORPORATION's liability for death or personal injury caused by TOSHIBA TEC CORPORATION's negligence or TOSHIBA TEC CORPORATION's fraudulent misrepresentation.
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CONTENTS

Printing Lists & Reports Automatically 59

List/Report Samples 60

Chapter 5   SENDING A N/W-FAX

Features and Functions 66

Faxing from Applications... 67

Managing Address Book... 81

Chapter 6   SETTING ITEMS

Operating the USER FUNCTIONS Menu 94

Character Entry 96

User Functions Menu Items.. 99

Registering the Terminal ID 104

Managing the Address Book 106

1

BEFORE USING FAX

This chapter describes the basics of this equipment you should know before you start using it.

# Description of Each Component

■ Control panel

This section describes the buttons on the control panel used for the fax functions. For any details of the control panel not covered in this document, refer to the *User's Guide*.

e-STUDIO2505F
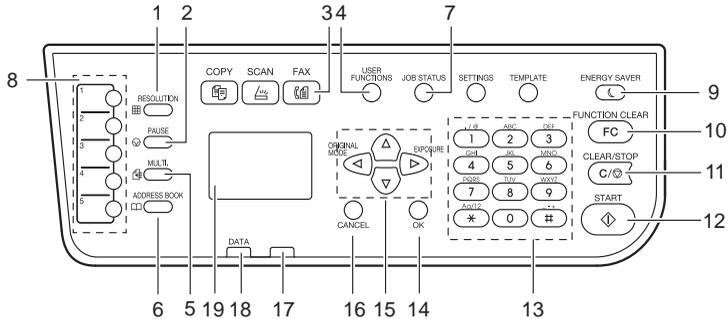
e-STUDIO2507 Series
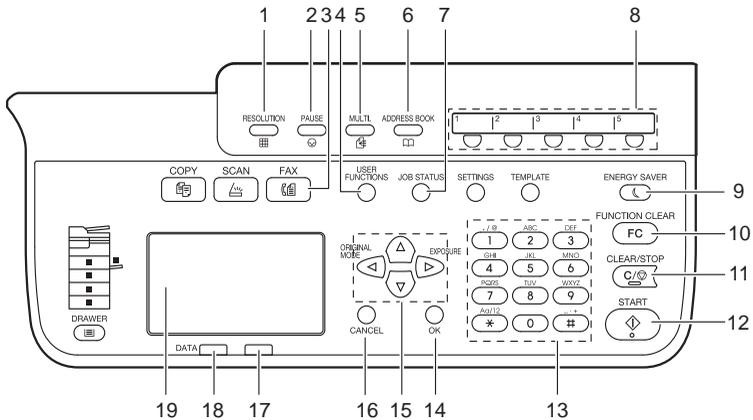
1. [RESOLUTION] button
Use this button to change the scanning resolution.

2. [PAUSE] button
Use this button to inset a pause (of approximately 2 seconds) during direct entry.

3. [FAX] button
Use this button to display the fax screen to use the fax function.
This lamp blinks when a fax is received using the SECURE RECEIVE function.

4. [USER FUNCTIONS] button
Use this button when you register/make settings such as initial setting for the fax function.

1

5. **[MULTI] button**
    Use this button to create a manual grouping for multi-address transmission.

6. **[ADDRESS BOOK] button**
    Use this button to display the Address Book screen and specify the recipient.

7. **[JOB STATUS] button**
    Use this button to view the job status or its history.

8. **One Touch Dial keys**
    Use a key as a one touch key to specify a recipient when sending a Fax document.

9. **[ENERGY SAVER] button**
    Use this button when not using the equipment for a while. The equipment enters into the Energy Save mode, turning off the LCD panel as well as the other lamps. Receiving a Fax document or pressing [ENERGY SAVER], [START], [COPY], [SCAN], or [FAX] cancels the Energy Save mode.

10. **[FUNCTION CLEAR] button**
    Use this button to clear all current selected functions and operations, and return to the default settings.

    Tip

    Even if the [FUNCTION CLEAR] button is not pressed, the function settings are automatically returned to the default ones and the initial screen is displayed when the auto clear setting time has passed after the completion of FAX transmission/reception or the last press of a button. If the department management function is performed, the department code entry screen is displayed. For details, see the *User's Guide*.

11. **[CLEAR/STOP] button**
    Press this button to clear the values entered using the digital keys, or to abort scanning of documents.

12. **[START] button**
    Use this button to start scanning a document for fax transmission.

13. **Digital keys**
    Use these keys to enter fax numbers, etc.

14. **[OK] button**
    Use this button to determine items or operation selected in each menu.

15. **△ / ▽ / ◁ / ▷ (UP/DOWN/LEFT/RIGHT) buttons**
    Use them to select items you want to set in each menu. The selected item is highlighted.

16. **[CANCEL] button**
    Use this to cancel the current setting and return to the previous menu.

17. Alarm lamp
This lamp lights when an error occurs and this equipment needs some actions to be taken.

18. PRINT DATA lamp
This lamp blinks when fax is being transmitted/received or network fax data from a computer are being received.

19. LCD screen
Displays error messages in addition to various menus.

■ Fax screen

When you press the [FAX] button on the control panel, the screen shown below is displayed.

```
                    1
        ┌─────────────────────────┐
        │ ▤:INPUT FAX NUMBER      │
6 ─────→│ 01/01 12:01   M:100% ◀──┼── 2
5 ─────→│ AUTO EXPOSURE      ▲    │
        │                        ─┼── 3
4 ─────→│ TEXT/PHOTO         ▼    │
        └─────────────────────────┘
```
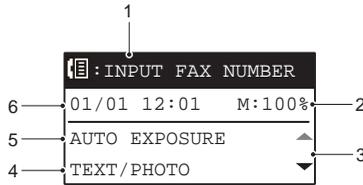
1. **Message**
   Displays the current status or error messages.

2. **Remaining memory**
   Display the percentage of remaining memory.

3. **Scroll icon**
   Displays the $\triangle$ or $\triangledown$ button that you can press on the current screen or menu.

4. **Original mode**
   Displays the original mode.

5. **Exposure**
   Displays the exposure settings.

6. **Current date and time**
   Displays the current date and time.

   Tip

   When the department management function is performed in this equipment, the department code entry screen is displayed after the power is turned ON. Enter the department code (5-digit) in it using the digital keys and press the [OK] button to switch the screen.

```
        ┌─────────────────────────┐
        │ DEPARTMENT CODE         │
        │                         │
        │ _                       │
        │                         │
        │ ⚏:12                    │
        └─────────────────────────┘
```
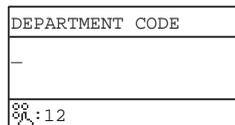
# Connecting Cables

Be sure that the power of this equipment is turned OFF before connecting the cables.
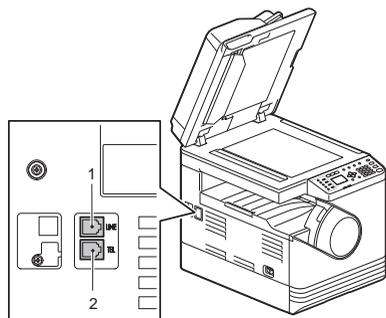
e-STUDIO2505F   **e-STUDIO2507 Series**
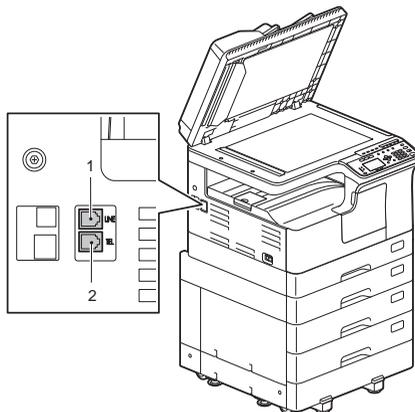
1. **LINE**
   Connect a telephone line.

2. **TEL**
   Connect an external telephone.

Notes

- Do not connect this equipment and the external telephone to a telephone outlet in parallel.
- When connecting an external telephone to TEL, use one without an answerphone (or with the function turned off).

2

SENDING A FAX

This chapter describes how to send a fax.

Basic Procedures

This section describes the basic procedure to send a fax. For details of each operation, see the page indicated in the procedure as required.

1 **Place the original(s).**
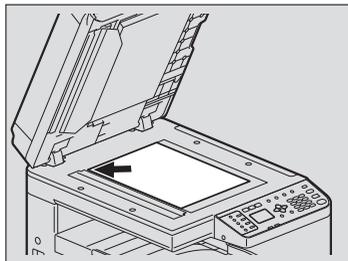
e-STUDIO2505F   e-STUDIO2507 Series
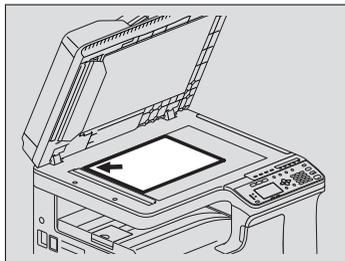
Check the original size and scanning range, etc. Place the original(s) on the original glass, ADF (Automatic Document Feeder : Only for e-STUDIO2505F), or RADF (Reversing Automatic Document Feeder : Only for e-STUDIO2507 Series) in the correct direction. (The illustration above shows the original placed on the original glass.)

 P.25 "Setting an original"

2 **Press [FAX].**
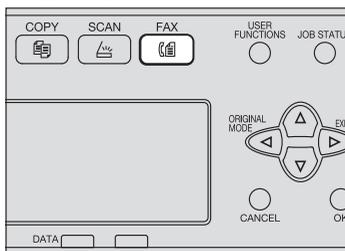
When the department management function is not performed, the fax screen is displayed.
When the department management function is performed, the following screen is displayed. Enter the department code (5-digit) in it using the digital keys and press the [OK] button. To correct the values entered, press the [CLEAR/STOP] button.

```
DEPARTMENT CODE

_

[icon]:12
```

Tip

For details on the department management function, see the *User's Guide*.

In addition, if you leave the equipment unattended for the period of the auto clear setting time (45 sec. by manufacturer default), the screen automatically returns to the initial one when department management is not performed, and returns to the department code entry screen when department management is performed.

3 Set the transmission conditions as required.

```
:INPUT FAX NUMBER
01/01 12:01   M:100%
AUTO EXPOSURE      ▲
TEXT/PHOTO       ▶ ▼
```
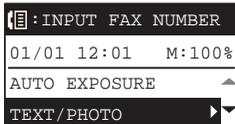
Set the transmission conditions such as resolution, original mode and exposure, as required.
P.32 "Setting the transmission conditions"

4 Specify the recipient.

```
:0123456789_
01/01 12:01   M:100%
AUTO EXPOSURE      ▲
TEXT/PHOTO         ▼
```
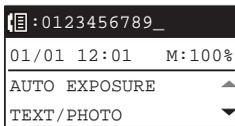
P.36 "Specifying the recipient"

5 Press [START].
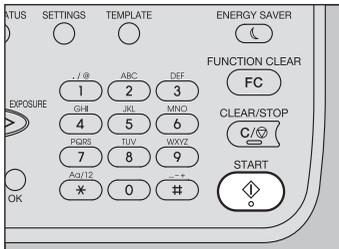
The originals are scanned and the fax, reserved.
• If memory becomes full during scanning in the memory transmission mode, that original will not be stored in memory. When that happens, reduce the number of originals you are sending.
• You can check the status of the current transmission. You can also cancel the transmission (delete the job).
   P.44 "Checking and Canceling the Transmissions"

Redial function
In the transmission mode, if the fax cannot be sent due to a busy-line, the fax number is redialed automatically to send the fax. If you want to change the number of times the equipment will redial, contact your service technician.

Sending the next original
If an original is placed on the original glass and its scanning is completed, the confirmation screen for the next original is displayed. To continue scanning the next original, set the original, select [SCAN NEXT PAGE], and then press [OK]. Once all originals have been scanned, select [FINISHED] with $\bigtriangledown$, and then press [OK].

```
NEXT ORIGINAL?
SCAN NEXT PAGE
FINISHED
```
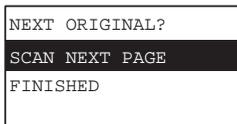
- If you leave the screen unattended for the set auto clear time (45 sec. by manufacturer default), a copy of the scanned originals is sent.
- To cancel the transmission, press [CLEAR/STOP].
  P.45 "Canceling transmission when an original is being scanned"

■ Sending a Fax after calling the recipient

This section describes how to send a fax after you have called the recipient using the external telephone and confirmed that there is someone there.

1 As for normal fax transmission, place the original, press [FAX] to switch to the fax screen and set the transmission conditions.
P.22 "Basic Procedures"

2 Pick up the handset of the external telephone.

```
⬛:INPUT FAX NUMBER
TALKING        M:100%
AUTO EXPOSURE     ▲
TEXT/PHOTO        ▼
```
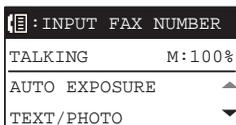
3 Enter the fax number.
You can specify the recipient using the One Touch Dial, Speed Dial or Search function.

Tip

The number cannot be deleted once it is entered. So if you press the wrong one, hang up the handset, pick it up again and then reenter it.

4 Press [START].

■ Setting an original

❑ Setting an original on the original glass

This section describes how to set an original on the original glass. Originals are sent in the order they are placed on the original glass.

⚠ CAUTION ─────────────────────────

Do not place any heavy objects (4 kg/9 lb. or over) on the original glass and do not press on it with force.
Breaking the glass could injure you.

1 Raise the Original Cover, ADF, or RADF, and place the original with its face down on the glass.
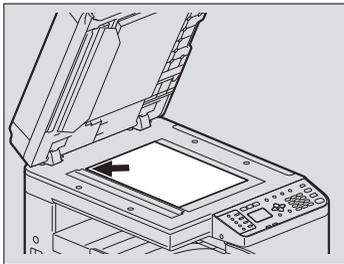
e-STUDIO2505F   e-STUDIO2507 Series
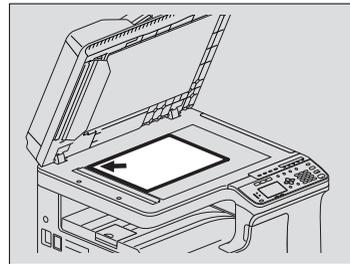
Raise it 60 degrees or more to detect the original size with AUTO SIZES function (this function is only available for e-STUDIO2507 Series).

2 Align the original against the left inner corner of the glass.

e-STUDIO2505F
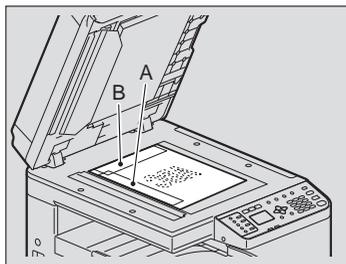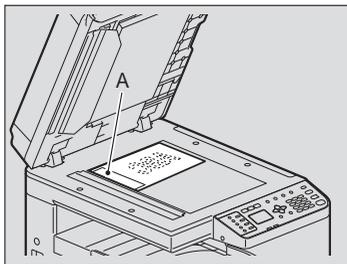
e-STUDIO2507 Series
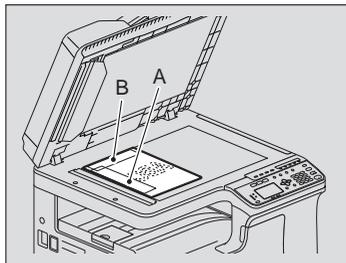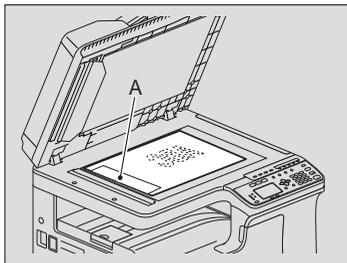
- Different size originals can also be sent in one transmission.
  The original size is the size that you have set initially. When sending an original of a size larger than the set size, make sure that all contents are scanned and no portions are left out.
- When an original is placed in the direction shown in the figure on the left:
  The original is transmitted so that the pre-entered sender information is printed in position A in the figure.
- When an original is placed in the direction shown in the figure on the right:
  The original is transmitted so that the pre-entered sender information is printed in position B in the figure if the size of the original is LT/A4, and in position A in the figure if the size is other than LT/A4.
- The pre-entered sender information shows what is registered in the Terminal ID.
  📖 P.104 "Registering the Terminal ID"

3 Lower the Original Cover, ADF, or RADF slowly.

❑ Setting originals on ADF

This section describes how to set originals on the ADF (Automatic Document Feeder). When the originals are placed on the ADF, the uppermost page is the first to be scanned and sent.

1 After aligning the originals, place them with their face up and slide the guides to rest against the edges of the originals.
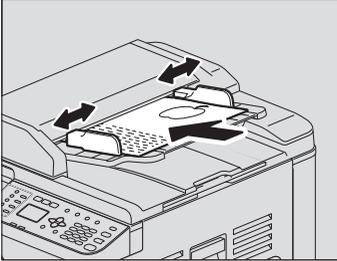
- Regardless of their sizes, originals are acceptable up to 50 sheets (50 to 104 g/m^2 (13.3 to 27.7 lb.)) or 9.5 mm (0.37") in height.

- When an original of any size other than LT/A4 is placed in the direction shown in the above left figure, transmission to a recipient is carried out so that the pre-entered sender information is printed in position A in the figure.
- When an original of LT/A4 size is placed in the direction shown in the above right figure, transmission to a recipient is carried out so that the pre-entered sender information is printed in position B in the figure.
- The pre-entered sender information shows what is registered in the Terminal ID.
 P.104 "Registering the Terminal ID"

❏ Setting originals on RADF

This section describes how to set originals on the RADF (Reversing Automatic Document Feeder). When the originals are placed on the RADF, the uppermost page is the first to be scanned and sent.

1 After aligning the originals, place them with their face up and slide the guides to rest against the edges of the originals.
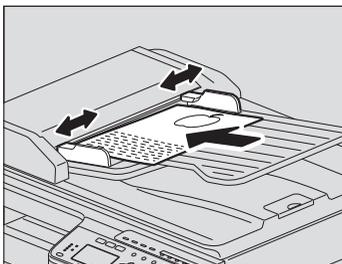
- Regardless of their sizes, originals are acceptable up to 50 sheets (50 to 104 g/m^2 (13.3 to 27.7 lb.)) or 9.5 mm (0.37") in height.
- 2-sided originals can be set and sent.
 📖 P.34 "SINGLE/2-SIDED SCAN"
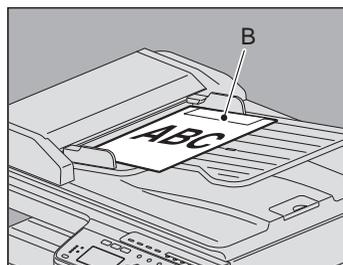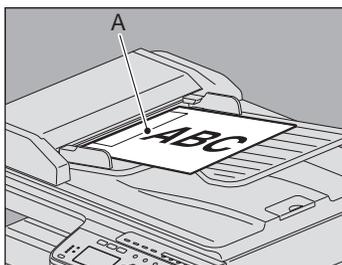
- When an original of any size other than LT/A4 is placed in the direction shown in the above left figure, transmission to a recipient is carried out so that the pre-entered sender information is printed in position A in the figure.
- When an original of LT/A4 size is placed in the direction shown in the above right figure, transmission to a recipient is carried out so that the pre-entered sender information is printed in position B in the figure.
- The pre-entered sender information shows what is registered in the Terminal ID.
 📖 P.104 "Registering the Terminal ID"

2

Sending same width originals

The RADF allows for sending originals of mixed sizes but the same width. Available combinations of the original size are as follows.

- A/B format: A3/A4, B4/B5
- LT format: LD/LT, LG/LT-R
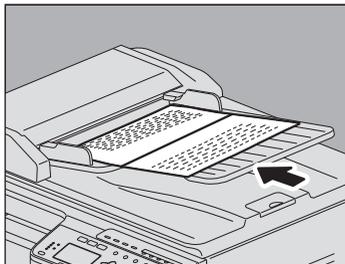
Tip

To send same width originals, you need to enable "MIXED SIZE ORIGINAL" as a transmission condition.
  P.32 "Setting the transmission conditions"

❑ Precautions for using the ADF and RADF

Do not use the types of originals 1 to 9 shown below because such originals may cause misfeeding or damage to the equipment.
1. Badly wrinkled, folded or curled originals
2. Originals with carbon paper
3. Taped, pasted or cut-out originals
4. Originals with multiple perforations such as loose leaf paper
5. Clipped or stapled originals
6. Originals with holes or tears
7. Damp originals
8. OHP films or tracing paper
9. Coated paper (with wax, etc.)

Use the types of originals 10 and 11 shown below with extra care.
10. Originals which resist sliding with the fingers, or surface-treated originals (The sheets of such originals may not be separated.)
11. Folded originals (They should be fully smoothed out before being used.)

2
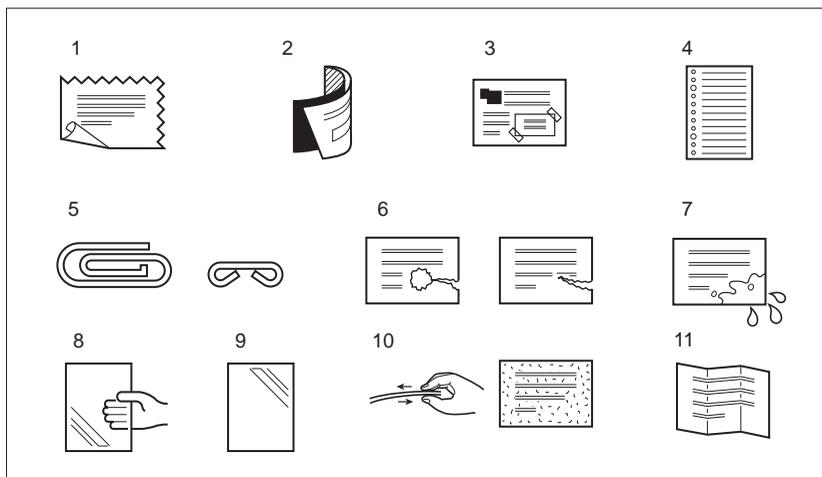
❑ Acceptable originals

This equipment can send a fax of the following originals.
You can place 1-sided or 2-sided originals of the media types, such as standard paper, recycled paper and paper with holes (2, 3 or 4 holes) for filing, on the RADF (Reversing Automatic Document Feeder). On the ADF (Automatic Document Feeder), you can place 1-sided originals of the above media types. On the original glass, you can place 1-sided originals of the above media types as well as OHP film, tracing paper, booklets and three-dimensional objects.

Location	Maximum size	Paper weight	Maximum Number that Can be Set	Original size

Original glass	Length: 297 mm (11.69")
	Width: 432 mm (17.01")
		–	–	A/B format:
				    A3*, A4, A4-R*, A5-R, B4*,
				    B5, B5-R*, FOLIO*
				LT format:
				    LD*, LG*, LT, LT-R*, ST-R,
				    COMP*
				K format:
				    8K*, 16K, 16K-R

ADF/RADF	Length: 297 mm (11.69")
	Width: 433.8 mm (17.08")
		50 to 104 g/m² (13.3 to 27.7 lb.)	50 sheets	A/B format:
				    A3, A4, A4-R, A5-R, B4,
				    B5, B5-R
				LT format:
				    LD, LG, LT, LT-R, ST-R,
				    COMP
				K format:
				    8K, 16K, 16K-R

*   Only for e-STUDIO2507 Series

Notes

- **e-STUDIO2007/2307/2507:** Up to 50 sheets (1-sided: 50 pages, 2-sided: 100 pages) using the RADF and up to 50 pages placed on the original glass can be sent in one fax transmission.
  e-STUDIO2505F: Up to 50 sheets (1-sided: 50 pages) using the ADF and up to 50 pages placed on the original glass can be sent in one fax transmission.
- Do not place any heavy objects (4 kg/9 lb. or over) on the original glass and do not press on it with force.
- If the original is any of the following sizes, it is automatically rotated and sent as described below.
  A4 → A4-R
  LT → LT-R

❑ Original scanning range

The following figures show the original scanning area. Any information in the shaded area is not printed on the paper.
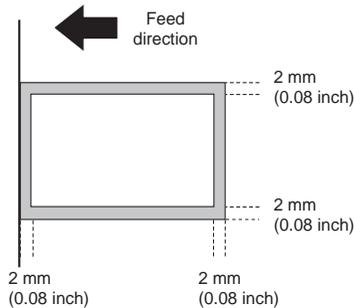
■ Setting the transmission conditions

You can set the fax transmission conditions.

Tips

- The transmission conditions are only applied to the current transmission. They return to the default settings after the transmission.
- Each default setting of resolution, original mode, exposure and ECM is adjustable.
  📖 P.99 "User Functions Menu Items"

❑ Making settings

An example is explained below for [ORIGINAL MODE].

1 Press △ or ▽ to highlight the item to set.

```
[📋]:INPUT FAX NUMBER
01/01 12:01   M:100%
AUTO EXPOSURE      ▲
TEXT/PHOTO        ▶▼
```
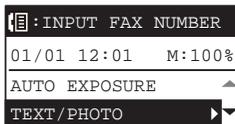
2 Press ▷ to display the items in the lower hierarchies.

3 Press △ or ▽ to select the value to set.

```
ORIGINAL MODE
TEXT
TEXT/PHOTO
PHOTO
```
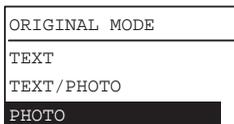
Repeat step 2 and 3 as many times as needed.

4 Press [OK] to confirm the set value.

2

❑ **Settings**

EXPOSURE

Set the density at which the original is to be scanned.

AUTO: This equipment automatically detects the contrast of the original, and scans it with the optimum density.

Manual: Press ◁ or ▷ to set the desired contrast.

ORIGINAL MODE

Set the scanning mode based on the type of the original.

TEXT: This is suitable for an original with text and line drawings.

TEXT/PHOTO: This is suitable for an original with a mixture of text and photos.

PHOTO: This is suitable for an original with photos.

> Tip
>
> In the TEXT/PHOTO mode or PHOTO mode, transmission time may be longer than that in the TEXT mode.

RESOLUTION

Set the resolution based on the fineness of the original.

STANDARD: This is suitable for an original with regular size text.

FINE: This is suitable for an original with small size text and fine illustrations.

ULTRA FINE: This is suitable for an original with ultra-fine illustrations.

> Tips
>
> • The Resolution Settings screen can also be displayed by pressing [RESOLUTION].
> • If the recipient's fax machine is not capable of receiving originals at the same resolution, the resolution is automatically converted before being sent to the recipient. The higher the resolution is, the longer it takes to send an original.

QUALITY TX

Switch Quality TX ON or OFF. When this mode is set to ON, originals are sent at a slower speed than usual and the chances of errors occurring decrease.

SINGLE/2-SIDED SCAN

You can send a copy of 2-sided originals by fax using the RADF (Reversing Automatic Document Feeder).

SINGLE: This is suitable for 1-sided originals.

DUPLEX: This is suitable for 2-sided originals.

When you place a 2-sided original of the LT/A4 size, change the direction of the original depending on its bind position as follows:
1. Right-to-left (book-type) original
2. Top-to-bottom (tablet-type) original
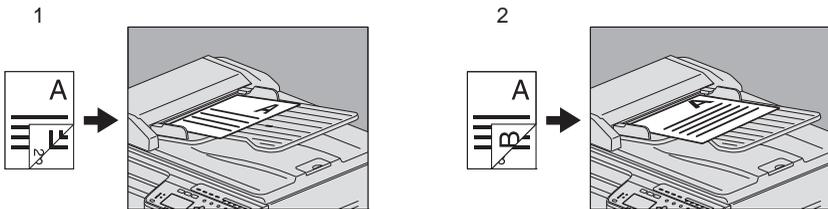
Tip

Note that each setting will automatically return to its default setting when transmission is completed.

ORIGINAL SIZE

Set the scan size of the original.

AUTO SIZES[*]: The size of the original is automatically determined before the original is scanned.

Specified size: The original is scanned at the preset size regardless of its actual size.

* This item is only available for e-STUDIO2507 Series, and e-STUDIO2505F with the ADF installed.
  With e-STUDIO2507 Series, if the size of an original placed on the original glass cannot be determined, it is set to LD/A3.

Tip

If the recipient's fax machine is not capable of receiving originals of B5 size, this equipment may reduce that size before sending it. To avoid this, when the original to be set is B5 size, specify LT/A4 size respectively.

MIXED SIZE ORIGINAL[*]

Switch Mixed Size Original ON or OFF. When this mode is set to ON, you can mix originals of different length. The size of the original is automatically determined before the original is scanned.

*   This item is only available for e-STUDIO2507 Series with the RADF installed.

Note

Originals of different width are not acceptable.

ECM

Switch the ECM (Error Correction Mode) communication ON or OFF. ECM is an internationally standardized communication mode that automatically corrects errors that occur during fax transmissions. With this setting option ON, even when the transmitted data have been affected by noise during communication, this mode allows good communication without image distortion by automatically resending the parts that have been affected.

Notes

- Both the sender and the receiver must have the ECM function to make ECM communication available.
- When affected by noise during communication, communication time is slightly longer than usual. Even when the ECM communication is used, an error may occur depending on the line status.
- The ECM communication is not available for voice communication.

■ Specifying the recipient

There are various ways to specify the recipient, such as Direct entry with the control panel and Address Book entry.

Tip

To use the address book, you need to register recipients' fax numbers to the book in advance. For details of the operation, refer to the *User's Guide* or *TopAccess Guide*.

❑ Direct entry with digital keys

You can specify the recipient by entering its fax number on the control panel.

1 Enter the fax number of the recipient using the digital keys.

Normal transmission

```
:0123456789_
01/01 12:01   M:100%
AUTO EXPOSURE
TEXT/PHOTO
```
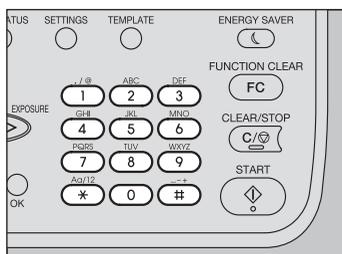
Multi-address transmission

```
MULTI           000
INPUT FAX No
:0123456789_
```
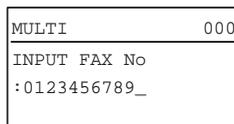
• Press [#] twice to enter a space.
• Press [CLEAR/STOP] to delete one digit of the entered number. Keep pressing [CLEAR/STOP] for a second to clear the number entirely.

Note

When you are dialing to an outside line via a PBX, there may be a pause before the connection is made, causing a transmission error. To avoid this error, press the [PAUSE] button after the number that designates an outside line to enter a pause. This automatically enters a two-second pause before the recipient's fax number is dialed, which reduces transmission errors. (The mark "–" is displayed as a "pause" on the screen.)

2

2 **Press [START].**
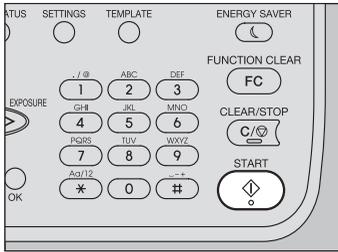
❑ One Touch key dialing

You can register the telephone numbers beforehand in the One Touch Dial keys, and specify the recipient simply by pressing the keys.
- It is required to register the One Touch Dial keys beforehand.
  ⎘ P.112 "Registering or modifying a One Touch Dial key number"
- You can confirm the One Touch Dial keys already registered.
  ⎘ P.63 "One Touch Dial key list"

1 **Press any one of the One Touch Dial keys (1 to 5).**
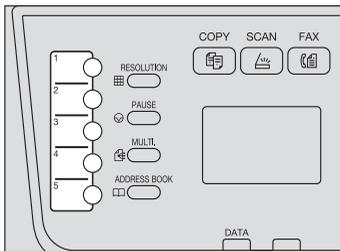
e-STUDIO2505F   e-STUDIO2507 Series
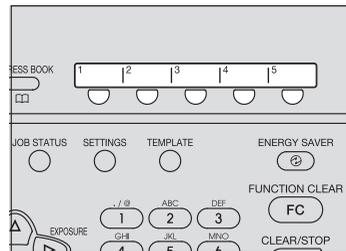
- Pressing multiple One Touch Dial keys consecutively sets as destination the key pressed last.
- To delete all the entered values at once, press [CLEAR/STOP].
- You can specify multiple recipients to send the same document at once. Be sure to press the One Touch Dial key after pressing [MULTI] each time you add a destination. You can also specify the recipients' fax numbers by combining with other entry methods. The number of recipients you can simultaneously specify is limited to 220.

Note

When you are dialing to an outside line via a PBX, there may be a pause before the connection is made, causing a transmission error. To avoid this error, press the [PAUSE] button after the number that designates an outside line to enter a pause. This automatically enters a two-second pause before the recipient's fax number is dialed, which reduces transmission errors. (The mark "–" is displayed as a "pause" on the screen.)

2 **Confirm the recipient, and then press [OK].**

```
CONFIRM AND PRESS[OK]
ONE-TOUCH       :1
AABBC
0123456789
```

3 **Press [START].**

```
📧:AABBC
01/01 12:01   M:100%
AUTO EXPOSURE      ▲
TEXT/PHOTO         ▼
```
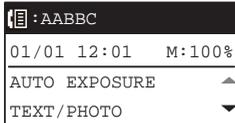
❑ Multi-address transmission (Broadcasting)

You can specify multiple recipients to send the same document at once.

1 **Press [MULTI].**

e-STUDIO2505F   e-STUDIO2507 Series

```
MULTI          000
INPUT FAX No. OR
PRESS ADDRESS BOOK
OR ONE TOUCH KEY
```
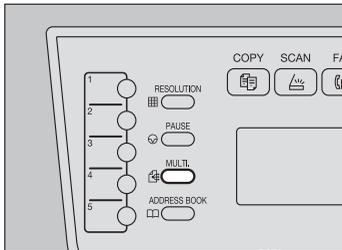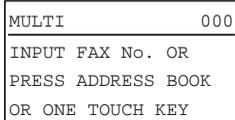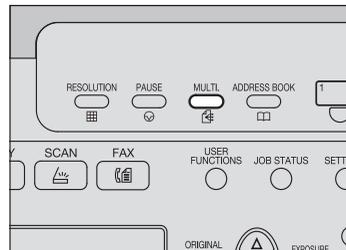
2 **Specify the recipients.**
  P.36 "Direct entry with digital keys"
  P.37 "One Touch key dialing"
  P.40 "Specifying the recipient from the address book"
  P.41 "Searching the recipient in the address book"

3 **Press [OK].**

4 **To add a recipient, press ▷.**

```
MULTI            000
INPUT FAX No
:0123456789_
```

Repeat steps 2 through 4 until all the recipients are specified. The number of recipients you can simultaneously specify is limited to 220.

Tips

• Select [REVIEW LIST] and then press ▷ to confirm/delete the specified recipients.

```
MULTI            005
NEXT
REVIEW LIST       ▶
COMPLETE
```
▷
```
DESTINATION      005
012345
AABBCC
GROUP 1           ▶
```
▷
```
GROUP 1
CHECK             ▶
DELETE
```

• Select [CHECK] and then press ▷ to confirm the specified recipients.

```
GROUP 1
CHECK             ▶
DELETE
```
▷
```
MULTI            005
GROUP        :01
GROUP 1
```

• To delete the specified recipient, select [DELETE] and then press ▷, then select [YES] and press [OK].

```
GROUP 1
CHECK
DELETE            ▶
```
▷
```
DELETE DESTINATION?
YES
NO
```

5 **After you register all the recipients, select [COMPLETE] using △ or ▽ and press [OK].**

```
MULTI            005
NEXT
REVIEW LIST
COMPLETE
```

**6** **Once you have entered all recipients, press [START].**

❑ Specifying the recipient from the address book

You can specify the recipient from the address book.
- It is required to register the address book beforehand.
  📖 P.106 "Managing the Address Book"
- You can confirm the address book from the dialer list.
  📖 P.58 "Dial list"

1 Press [ADDRESS BOOK].

e-STUDIO2505F   e-STUDIO2507 Series


```
ADDRESS BOOK
SEARCH                ▶
SPEED DIAL
GROUP DIAL
```
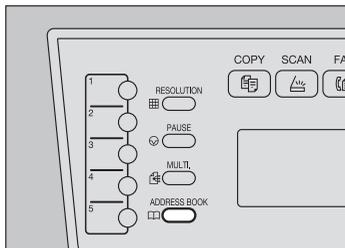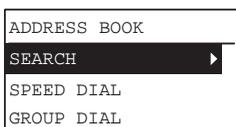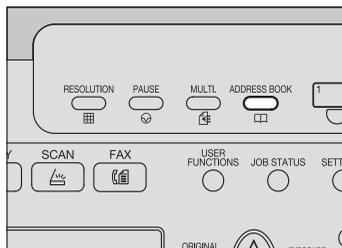
2 Specify the recipient.
📖 P.41 "Searching the recipient in the address book"
📖 P.42 "Speed Dial"
📖 P.43 "Group entry"

3 Press [Start].

2

Searching the recipient in the address book

You can search for a specific recipient in the address book.

1 Press △ or ▽ to select [SEARCH], and then press ▷.

```
ADDRESS BOOK
SEARCH              ▶
SPEED DIAL
GROUP DIAL
```
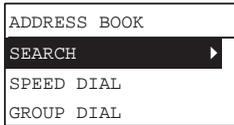
2 Press ◁ or ▷ to select the character string to use as the search key.
The search keys are displayed in the following order.
All → A-Z → 0-9 → ABC → DEF → GHI → JKL → MNO → PQR → STU → VWX → YZ → SD → GD

```
◀ ALL  A-Z  0-9  ABC ▶
  001
  002
  555AB               ▼
```
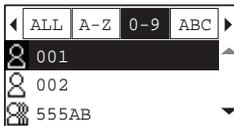
Tip

The search key "SD" means search for an individual (Single) while "GD" means search for a group (Group)

3 Press △ or ▽ to select a recipient, and then press [OK].

```
◀ ALL  A-Z  0-9  ABC ▶
  001
  002
  555AB               ▼
```
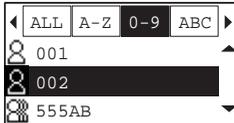
4 The registered names and fax numbers are displayed.
Press [OK].

```
CONFIRM AND PRESS[OK]
SPEED           :030
002
0123456789
```
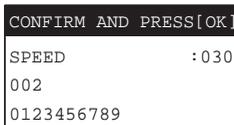
Speed Dial

You can specify the recipient using a Speed Dial number from 1 to 200.
- It is required to register the Speed Dial numbers beforehand.
  📖 P.106 "Managing the Address Book"
- You can confirm the Speed Dial numbers already registered.
  📖 P.62 "Speed Dial number list"

1 **Press △ or ▽ to select [SPEED DIAL], and then press ▷.**

```
ADDRESS BOOK
SEARCH
SPEED DIAL            ▶
GROUP DIAL
```

2 **Enter the Speed Dial number using the digital keys.**

```
ADDRESS BOOK
SPEED DIAL(001-200)


                   15
```

3 **Press [OK].**

```
CONFIRM AND PRESS[OK]
SPEED DIAL      :015
ABAB
0123456789
```

The already-registered names are displayed under Speed Dial.
- You can specify multiple recipients to send the same document at once. Repeat this operation until all the recipients are specified. You can also specify the recipients' fax numbers by combining with other entry methods. The number of recipients you can simultaneously specify is limited to 220.

Group entry

You can specify the group to which you want to send a fax from the address book.
- It is required to register the groups beforehand.
  📖 P.106 "Managing the Address Book"
- You can confirm the registration of groups from the Group number list.
  📖 P.62 "Group Dial number list"

1 Press △ or ▽ to select [GROUP DIAL], and then press ▷.

```
ADDRESS BOOK
SEARCH
SPEED DIAL
GROUP DIAL          ▶
```

2 Enter a group number using the digital keys, and then press [OK].

```
ADDRESS BOOK
GROUP DIAL(01-20)

                  12
```

3 Press [OK].

```
CONFIRM AND PRESS[OK]
GROUP DIAL      :12
GROUP Q
```

The already-registered group name is displayed.
- You can specify multiple groups to send the same document at once. Repeat this operation until all the recipients are specified. You can also specify the recipients' fax numbers by combining with other entry methods. The number of groups you can simultaneously specify is limited to 20.

Checking and Canceling the Transmissions

■ Checking Transmission Status (log)

Check the fax transmission log from the Transmission/Reception Journal.
For details, see the following page.
 📖 P.60 "Activity Report (transmission and reception journal)"

■ Checking and canceling the reserved transmissions

1 **Press [JOB STATUS].**

```
JOB STATUS
JOBS              ▶ ▲
SECURE RX
RESERVATION LIST    ▼
```
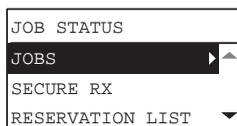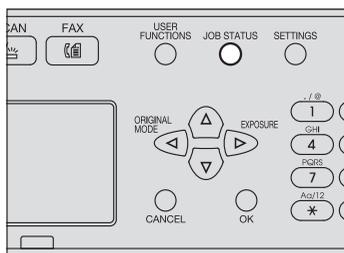
2 **Press △, ▽, ▷, or ◁ to select [JOBS] → [FAX], and then press ▷.**

```
JOBS
PRINT
SCAN
FAX               ▶
```
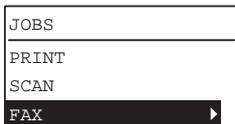
3 **Press △ or ▽ to select [CONFIRM], and then press ▷.**

```
FAX
CONFIRM           ▶
DELETE
```
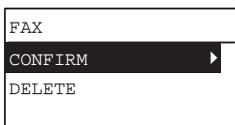
  Tip

You can delete a reserved transmission by selecting [DELETE] and then pressing

▷. Press △ or ▽ to select the reserved transmission you want to delete.
Select [YES], and then press [OK].

```
FAX                   DELETE                  ARE_YOU_SURE?
CONFIRM               0001 ABC_FAX    ▶       YES
DELETE        ▶   ▷   0005 02345678      ▷    NO
                      0006 MULTI
```
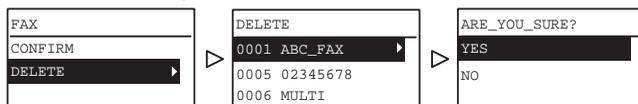
4 **Press △ or ▽ to select the row to confirm.**

```
COMFIRM
0001 ABC_FAX        ▶
0005 02345678
0006 MULTI
```
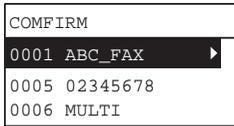
The transmission status is listed in the reverse chronological order from top to bottom.

5 **Press ▷ to display the transmission status.**

```
0001 ABC_FAX

20130324 13:15


TRANSMISSION
```
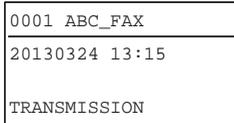
The status of each job is indicated as follows:

TRANSMISSION: Sending on the line.

REDIAL WAITING: Communication is in the redial standby queue.

WAITING: Communication is in the standby queue.

■ Canceling transmission when an original is being scanned

You can cancel transmission during the scanning of an original.

1 **Press [CLEAR/STOP] while the original is being scanned.**
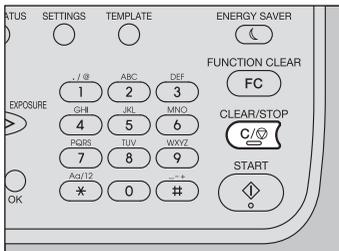
2 **Select [YES], and then press [OK].**

```
CANCEL JOB?
YES
NO
```

The scanning process is aborted.

3

RECEIVING A FAX

This chapter describes how to receive a fax.

Reception Mode

This section describes how to receive a fax. Refer to the appropriate section for your current reception mode.

■ AUTO reception

Faxes are automatically received during an incoming call. There is no need do not have to do anything when receiving a fax.

■ Memory reception

In the following conditions, faxes cannot be printed. If this happens, received fax data are stored in the memory, and printing is resumed as soon as this equipment is ready. As the memory reception function is always enabled, you do not need to make any setting.
- During copying or printing
- During printing of another fax
- During printing of lists and reports
- When paper has run out
- When a paper misfeed occurs
- When toner has run out

■ Remote reception

Faxes are received by using an external telephone when you have an incoming call.

Notes

- For remote reception, an external telephone must be installed beforehand. If an external telephone is not installed, be sure to set RX Mode to Auto.
  📖 P.100 "FAX"
- Set Remote RX to Dial.
  📖 P.100 "FAX"

1 **Pick up the external telephone when you have an incoming call.**
If the incoming call is a telephone call, you can start talking.

2 **If you hear a tone (fax signal) through the external telephone, press [5] and then, [*] on the external telephone keypad.**

3 **Put down the handset of the external telephone.**

■ Checking Reception Status (log)

Check the fax reception log by printing the Transmission/Reception Journal. For details, see the following page.
📖 P.60 "Activity Report (transmission and reception journal)"

Originals and Paper

■ Acceptable size of paper

LD, LG, LT, LT-R, ST-R, COMP, A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 8K, 16K, and 16K-R size paper can be used.
Acceptable sizes of paper are different between e-STUDIO2505F and e-STUDIO2507 Series. See the following page for details.
📖 P.119 "Specifications of Fax"

The printing range of each size of paper is as follows: As shown in the figures below, if an original document contains any information in the shaded area, it is not printed on the paper.

4 mm (0.16 inch)

4 mm (0.16 inch)

4 mm (0.16 inch)

4 mm (0.16 inch)

4 mm (0.16 inch)

4 mm (0.16 inch)

4 mm (0.16 inch)

4 mm (0.16 inch)

4 mm (0.16 inch)
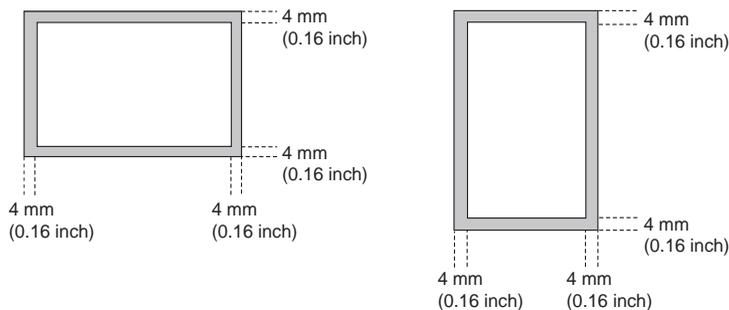
Tips

- The paper set on the bypass tray cannot be used.
- A drawer exclusive for fax can be set. See the following page for details.
  📖 P.52 "Setting a Fax drawer"

■ Default setting for RX printing

To print the received fax, the paper with the same width as the original is used. Depending on the length of the original, "RXPRINT - REDUCTION" or "RXPRINT - DISCARD" (both of them are set to ON by manufacturer default) are applied.
This function operates based on the settings made by the administrator, and as such no user operations may be necessary. For details of the setting operation, see the following page.
📖 P.100 "FAX"

When an original is shorter or the same as the paper printing area
It is printed in the original size.

When an original is longer than the paper printing area
It is printed according to the following priority:
- When an original is up to 10 mm (0.4 inch) longer than the printing area: the part of the original that exceeds the paper printing area is discarded.
- When an original exceeds the printing area by more than 10 mm (0.4 inch), the original image is reduced by one size for printing (reduction printing). If the image still cannot be fitted into the printing area, paper larger than the original is selected. In case there is no larger paper available, the original is printed with the image divided.

■ Paper priority when there is no same size paper

When both "RXPRINT - REDUCTION" and "RXPRINT - DISCARD" are set to ON, paper is selected according to the following priority:
1. Paper of the same size and the same orientation as the original
2. Paper of the same size but with a different orientation to the original
3. Paper of the same orientation but larger than the original

North American format

Size of Original being Received / Priority	Ledger	Legal	Letter	Letter	Statement	COMP
1	Ledger	Legal	Letter	Letter	Statement	COMP
2		Letter Reduced to 75%	Letter	Letter	Letter	Ledger
3		Letter Reduced to 75%	Ledger	Legal	Letter	
4		COMP	Legal	COMP	Legal	
5		Ledger	COMP	Ledger	COMP	
6					Ledger	

* Acceptable sizes of paper are different between e-STUDIO2505F and e-STUDIO2507 Series. See the following page for details.
📖 P.119 "Specifications of Fax"

Notes

- When the corresponding paper size is not available, in most cases, the scanned original is printed on paper of a larger size. However, the sender's fax machine may reduce the scanned original to fit the paper size available in the recipient's fax machine (this equipment). (Ex. LD → LT)
- The paper priority varies according to the "RXPRINT - REDUCTION" and "RXPRINT - DISCARD" settings. For details, contact your service technician.

A/B format

Size of Original being Received / Priority	A3	B4	A4	A4	B5	A5	FOLIO
1	A3	B4	A4	A4	B5	A5	FOLIO
2		A3	A4	A4	B5	A4	B4
3			A3	B4	B4	A4	A3
4			B4	A3	A4	B5	A4 Reduced to 75%
5					A4	B5	A4 Reduced to 75%
6					A3	B4	
7						A3	

*   Acceptable sizes of paper are different between e-STUDIO2505F and e-STUDIO2507 Series. See the following page for details.
 ☐ P.119 "Specifications of Fax"

Notes

- When the corresponding paper size is not available, in most cases, the scanned original is printed on paper of a larger size. However, the sender's fax machine may reduce the scanned original to fit the paper size available in the recipient's fax machine (this equipment). (Ex. A3 → A4)
- The paper priority varies according to the "RXPRINT - REDUCTION" and "RXPRINT - DISCARD" settings. For details, contact your service technician.

■ Setting a Fax drawer

A drawer exclusive for fax can be set for Fax reception. In this setting, only the paper in the Fax drawer is used for printing received data.

Tip

When the incoming original is larger than the recording paper, it is printed according to the setting of "RXPRINT - REDUCTION" or "RXPRINT - DISCARD".
📖 P.49 "Default setting for RX printing"

1 **Press [USER FUNCTIONS].**

```
USER FUNCTIONS
GENERAL        ▶
COPY
SCAN
```
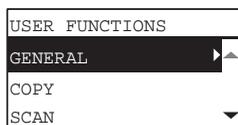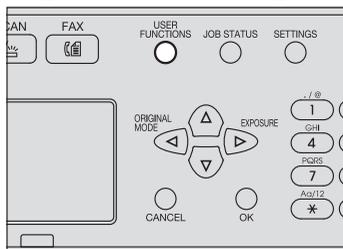
2 **Press △, ▽, ▷, or ◁ to select [FAX] → [RX PRINT], and then press ▷.**

```
FAX
TERMINAL ID    ▲
INITIAL SETUP
RX PRINT       ▶▼
```
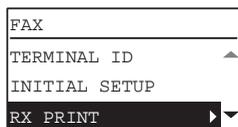
3 **Press △ or ▽ to select [FAX DRAWER SETTING], and then press ▷.**

```
RX PRINT
FAX DRAWER SETTING ▶▲
DISCARD
REDUCTION          ▼
```
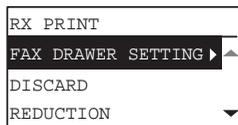
4 **Select the desired Fax drawer using △ or ▽ and press [OK].**

```
FAX DRAWER SETTING
OFF            ▲
DRAWER1
DRAWER2        ▼
```
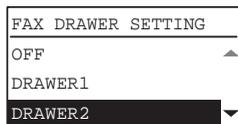
To clear the setting, select [OFF] (default value).

Printing SECURE RECEIVE Fax Jobs

When the [Fax] button on the control panel blinks, there is a received SECURE RECEIVE fax job.
You can print the fax data by entering your PRINT PASSWORD.
📖 P.16 "Control panel"

1 Press [JOB STATUS].


```
JOB STATUS
JOBS                ▶
SECURE RX
RESERVATION LIST    ▼
```
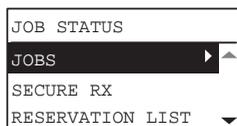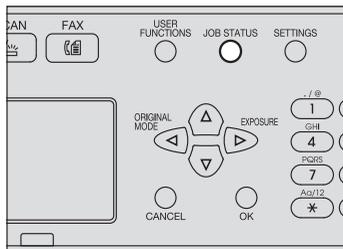
2 Press △ or ▽ to select [SECURE RX], and then press ▷.

```
JOB STATUS
JOBS                ▲
SECURE RX           ▶
RESERVATION LIST    ▼
```
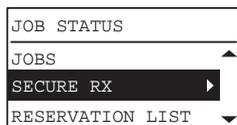
3 Enter the password for printing a received SECURE RECEIVE fax, and then press [OK] to start printing.

```
INPUT PASSWORD
****


    :12
```
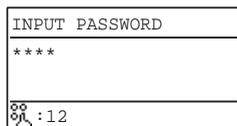
4

PRINTING LISTS AND REPORTS

This chapter explains how to print lists and reports.

Printing Lists & Reports Manually

You can print lists and reports (journals) manually. For samples of lists and reports, see the following page.
📕 P.60 "List/Report Samples"

> Tips
>
> • Lists and reports are printed on LT/A4-size paper. If this equipment has run out of LT/A4-size paper, lists and reports will be printed on larger sized paper.
> • The Transmission/Reception Journal, Memory-TX Report, and Multi-add Report are printed from a Fax drawer. For details on the Fax drawer, see the following page.
>   📕 P.52 "Setting a Fax drawer"
> • In addition to the lists described in this section, you can print lists, such as the function list, manually. For details on the operation, see the ***User's Guide***.

■ Journal (transmission and reception journal)

You can print a list of transmissions and receptions. This equipment logs up to the latest 60 transmission/reception records.

1 Press [JOB STATUS].

```
JOB STATUS
JOBS              ▶
SECURE RX
RESERVATION LIST  ▼
```

2 Press △ or ▽ to select [JOURNAL].
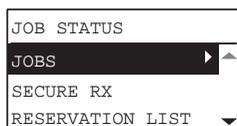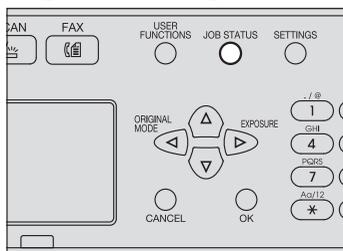
```
JOB STATUS
SECURE RX          ▲
RESERVATION LIST
JOURNAL            ▼
```

3 Press [OK] to start printing.
📕 P.60 "Activity Report (transmission and reception journal)"

■ Reservation list

You can print a list of the reserved transmissions.

1   Press [JOB STATUS].
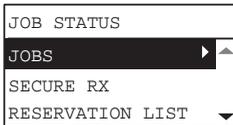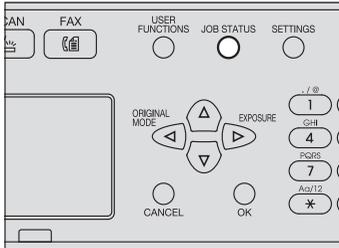
2   Press △ or ▽ to select [RESERVATION LIST].
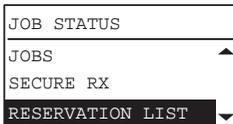
3   Press [OK] to start printing.
📖 P.60 "Memory Data List (reservation list)"

■ Dial list

You can print the list of Speed Dial numbers, Group Dial numbers, and One Touch Dial key numbers that are registered in the Address Book.

1 Press [USER FUNCTIONS].


```
USER FUNCTIONS
GENERAL        ▶
COPY
SCAN
```
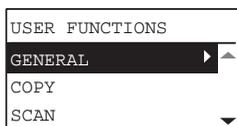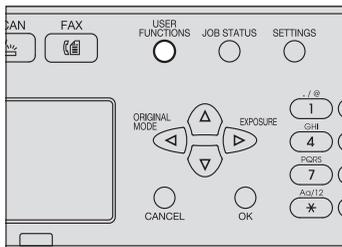
2 Press △ or ▽ to select [LIST], and then press ▷.

```
USER FUNCTIONS
PRINTER
REPORT SETTING
LIST
```
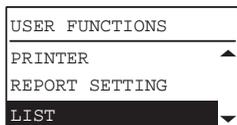
3 Press △, ▽, ▷, or ◁ to select [ADDRESS BOOK].

```
LIST
ADDRESS BOOK    ▶
FUNCTION
COUNTER
```
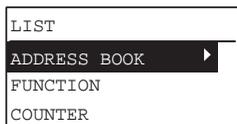
4 Press ▷, select any one of the following with △ or ▽, and then press [OK]. Printing will start.

SPEED DIAL: Prints a list of the fax number and telephone number of the registered Speed Dial numbers.
     P.62 "Speed Dial number list"

GROUP DIAL: Prints a list of the group names, registered numbers and One Touch Dial keys.
     P.62 "Group Dial number list"

ONE TOUCH: Prints a list of the Speed Dial numbers and group numbers registered in the One Touch Dial keys.
     P.63 "One Touch Dial key list"

Printing Lists & Reports Automatically

You can print lists and reports automatically. For samples of lists and reports, see the following page.
📕 P.60 "List/Report Samples"

> Tips
>
> - Lists and reports are automatically printed according to the settings that the administrator made, so no user operation is required. For details of the setting operation, see the following page.
>   📕 P.103 "REPORT SETTING"
> - The Activity Report and TX Result Report are printed from a Fax drawer. For details on the Fax drawer, see the following page.
>   📕 P.52 "Setting a Fax drawer"

Lists/reports that can be printed automatically are as follows:

Activity Report (transmission and reception journal)
When this equipment completes 60 transmission and reception jobs, the journal is printed.

TX Result Report
When the transmission or multi-address transmission is completed, the report is printed. (You have an option to add a reduced image of the transmitted document.)

List/Report Samples

■ Activity Report (transmission and reception journal)

Sender's Fax number

Terminal ID

Outputting date and time

Page Number

```
Activity Report

                                    Page          001
                                    Date          2013/04/14 20:05
                                    Name          Aaabbb L.A.
                                    Fax Number    2131235678
```

File No.	Date	Time	Duration	Pages	Destination	TX/RX	Status
0001	04/05	16:59	02' 21	001	Redfield HS	TX	OK
0002	04/10	17:33	00' 50	002	2123456789	RX	Err00B5

TX or RX

Date and time when communication started

The number of pages for the communication

Communication result and error code
OK: Succeeded
Err + 4-digit error code: Failed

File number of communication

Duration of communication

Terminal ID or telephone number of destination/origin of communication

■ Memory Data List (reservation list)

```
Memory Data List

                                    Page          001
                                    Date          2013/04/14 20:05
                                    Name          Aaabbb L.A.
                                    Fax Number    0131235678
```

File No.	Date	Time	Pages	Destination	Unsent	Status
0001	04/14	16:59	009	12345678901234567890	-	OK
		17:10		1234567890	P.1-9	Error
		17:20		ABCD	-	Transmitting
0002		17:33	002	2123456789		

Unsent page

Communication Status
Waiting: Wait for transmission
Transmitting: During transmission
OK: Transmission was normally completed.
Error: Redial all fail.

■ **TX Result Report (memory transmission report)**

```
TX Result Report
                                    Page           001
                                    Date           2013/04/14 20:05
                                    Name           Aaabbb L.A.
                                    Fax Number     0131235678


File No.   Date   Time   Pages   Destination                              Unsent    Status
0001       04/14  16:59  009     12345678901234567890                               OK
```

1st Page Image

4

■ Dial list

❑ Speed Dial number list

```
Speed Dial List                                          Page        001
                                                         Date        2013/5/15  11:48
                                                         Name        ABCDEFGHI
                                                         Fax Number  01234567890


Speed Dial No.     Name                    Number / Address
001                ABCDEFGHIJKLMNOPQRST     0P00*1234567890
002                                        01234567
003                1234QRST                03456789012345
004                                        ZZXX@aaa.bbb.ccc
050                                        01234567890123
051                3F-MFP                  012345678901234
052                4F-MFP                  0123456789012345
054                                        012345678901234567890
```

Speed Dial number   Recipient's terminal ID   Recipient's Fax/telephone number or e-mail address

❑ Group Dial number list

```
Group Dial List                                          Page        001
                                                         Date        2013/5/15  11:48
                                                         Name        ABCDEFGHI
                                                         Fax Number  01234567890


Group No.     Name          OT/SP          Number          OT/SP Name
01            ABC-GROUP      OT             001             OT1
                            OT             004             ABC-Tokyo
                            SP             054             ABC-MFP
20            1234QRST       SP             003             012345678
```

Group number

Group name

Type
OT: One Touch Dial key number
SP: Speed Dial number

One Touch Dial key number
/Speed Dial number

Recipient's One Touch Dial key number
or Speed Dial number registered in the group

❑ **One Touch Dial key list**

```
One Touch Dial List
                                                      Page          001
                                                      Date          2013/5/15  11:48
                                                      Name          ABCDEFGHI
                                                      Fax Number    01234567890


One Touch No.        Name                        Number
01                   ABCDEFGHIJKLMNOPQRST        0P00*1234567890
02                                               01234567
03                   1234QRST                    03456789012345
04                   OneTouch4                   01234567890123
05
```

One Touch Dial key number

Recipient's terminal ID or type of registration

Recipient's Fax/telephone number

5

SENDING A N/W-FAX

This chapter describes the Network Fax function.

Features and Functions

The network fax functions of this equipment allow you to make direct fax transmission of electronic documents from your computer.

📖 P.66 "Features"

📖 P.66 "Functions"

> Tip

> When you fax hard copies, not electronic documents, fax them using the control panel of this equipment.

■ Features

- When the N/W-Fax driver is installed, you can transmit electronic documents as fax data from your computer to several destinations.
- When you fax documents, you can easily set the list for the destinations of the fax data.
- When you fax documents, you can attach an embedded cover sheet on them. Information about the fax documents and their detailed messages can be included in this cover sheet.
- The destinations of the fax can be entered manually, or can be selected from the address book data. In this method, you can easily search for the desired addresses throughout the address book.
- Since the image data processing methods for network fax documents and regular fax documents differ, the image quality for network fax documents may vary compared with that for regular fax documents.

■ Functions

The N/W-Fax driver allows you to make fax transmission of documents created in your computer. In a normal procedure, select the [Print] menu in the application in which the documents were created, select this driver (TOSHIBA e-STUDIO2507Series Fax), and then start printing. The documents are then transmitted to this equipment. This equipment then transmits the documents to outside fax machines through public switched telephone networks. In fax transmission using the N/W-Fax driver, you can enter the destination of the fax manually or retrieve the desired destinations from the address book data.

Faxing from Applications

The N/W-Fax driver allows you to fax document data from your computer to several destinations. It also enables the setup of the fax properties and editing of the sender's information.

📖 P.67 "How to fax using the N/W-Fax driver"
📖 P.70 "Specifying recipients"

> Tip

Check if all the fax settings of this equipment have been done prior to fax transmission.

■ How to fax using the N/W-Fax driver

Follow the procedure below to fax document data from your computer with the N/W-Fax driver installed.
• Create a document.
• Print to N/W-Fax driver.
• Select recipients and fax numbers.
• Select a cover page (optional).
• Send the fax.

📖 P.67 "Preparing documents for faxing"
📖 P.67 "Faxing from Windows applications"

❑ Preparing documents for faxing

To see how objects, such as headers, footers, or drawing objects, will be positioned on a fax page, switch to your applications' page layout view. If the software application you are using provides a Print Preview option, you can use it to view your fax before it is sent.

### ❑ Faxing from Windows applications

Once you have installed the N/W-Fax driver, you can send the document directly from most Windows applications as a fax.
You can print using various functions by setting print options on the printer driver.

**1 Open the file and select [Print] from the [File] menu of the application.**
The Print dialog box appears.

**2** **Select [TOSHIBA e-STUDIO2507Series Fax] and click [Print].**
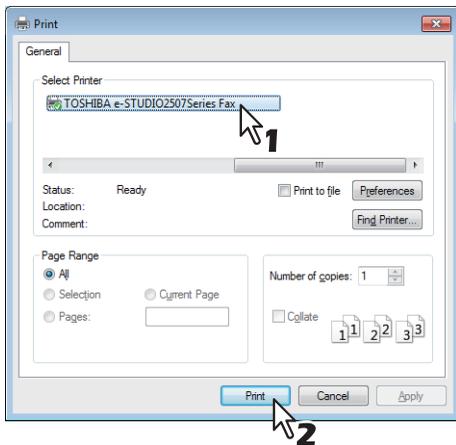
The [Destination Tool] dialog box appears.

3 **Display the [Address Book] tab and specify the recipients.**
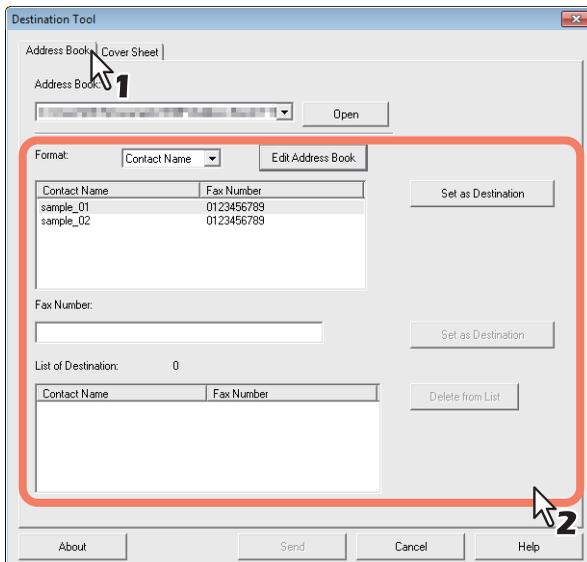
📖 P.70 "Specifying recipients"

4 **Display the [Cover Sheet] tab and specify the cover sheet properties if you want to send a document with a fax cover sheet.**
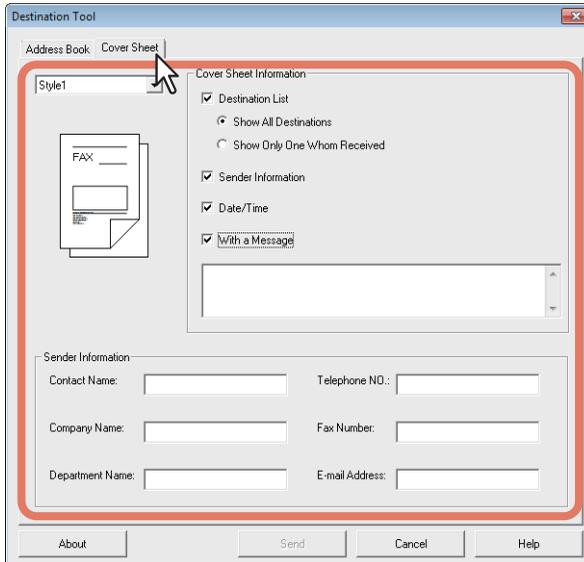

 📕 P.76 "Setting up the cover sheet properties"

5 **Click [Send] to send the document.**

Tip

When the following dialog box appears, enter the department code and click [Continue]. This dialog box appears if no department code or an incorrect one is entered when the department management function is performed in this equipment.

■ Specifying recipients

You can specify the recipients using the following methods:
📕 P.70 "Specifying recipients from address book"
📕 P.72 "Entering a fax number manually"
Also you can remove the recipients added to the [List of Destination] field.
📕 P.73 "Removing recipients from the [List of Destination] field"

Tip

You can specify up to 100 recipients.

❑ Specifying recipients from address book

1 Click [Open] in the [Address Book] tab to open the address book.
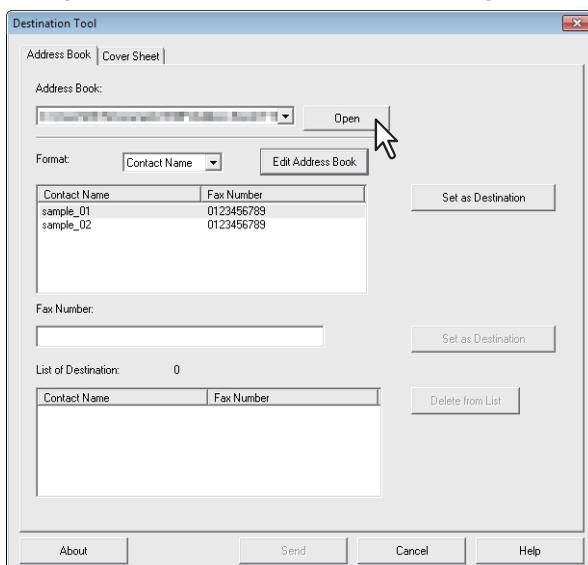
Registered contacts are displayed in the window.

Tips

• The [Format] box enables you to change display format. Selecting "Contact Name" will display individual records. Selecting "Group" will display group record.
• To utilize the address book, you must register contact information into the address book in advance. For this registration, see the following page.
📕 P.81 "Managing Address Book"

2 **After selecting a contact from the contact list, click [Set as Destination].**
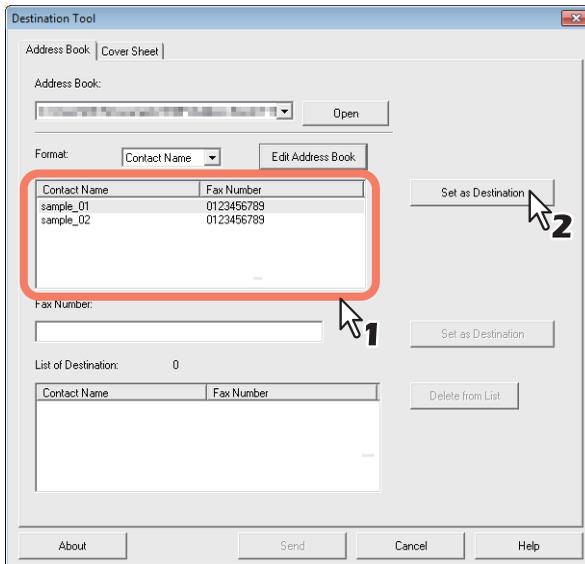
The selected recipients are listed in the [List of Destination] field.

You can also select a recipient by the following operations:

**Selecting a contact by double-clicking on it**
Double click the contact in the contact list to include it in the [List of Destination] field.

Removing a recipient
Select a recipient in the [List of Destination] field and click [Delete from List].

❑ Entering a fax number manually

1 **Enter a fax number in the [Fax Number] field and then click [Set as Destination].**
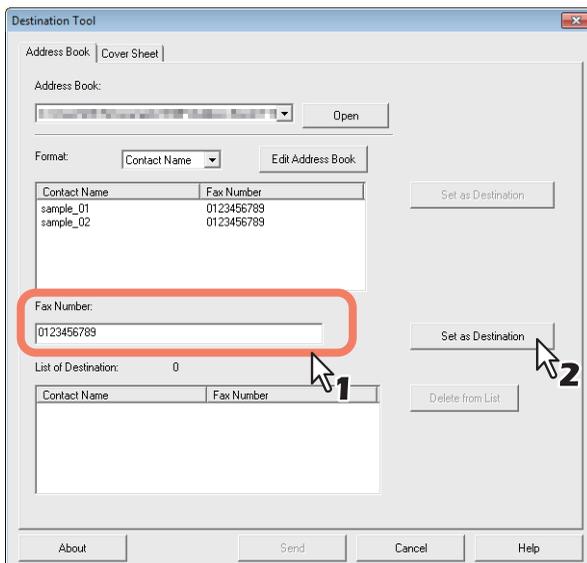
The entered fax number is added to the [List of Destination] list.

Tips

- You can enter up to 128 numbers and symbols in the [Fax Number] field. Symbols you can use are "T", "*", "#", and "-".
- You can not use "-" as first character in the [Fax Number] field.

❏ Removing recipients from the [List of Destination] field

1 **Select the recipient you want to remove from the [List of Destination] field, and then click [Delete from List].**
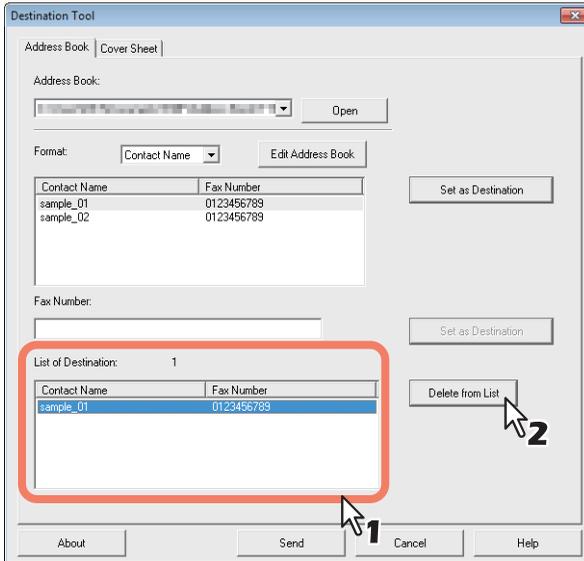
The selected recipient is removed from the [List of Destination].

■ Setting up the network fax options

Network fax options are the attributes you set to define the way a fax job is transmitted. For example, you can specify such as the recipients and cover sheet.

  P.74 "Setting the address book properties"
  P.76 "Setting up the cover sheet properties"

> **Tip**
>
> You can send a fax with a cover sheet. See the following page for details.
>   P.77 "Sending with extended fax functionality"

### ❏ Setting the address book properties

In the [Address Book] tab of the network fax properties dialog box, you can specify the recipients.

> **Tip**
>
> To specify the recipients, you can select from the address book or enter the fax number manually.
>   P.70 "Specifying recipients"
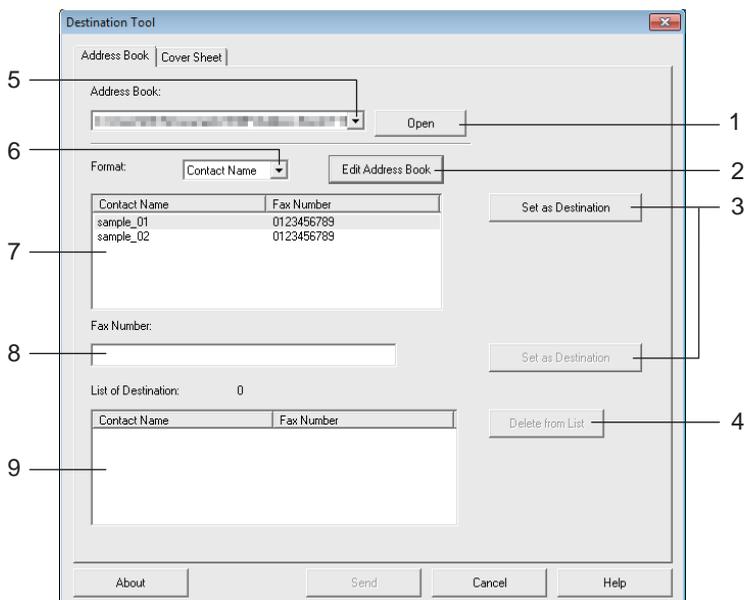
1) [Open]
Click to open the address book.

2) [Edit Address Book]
Click to open the Edit Address Book window.

3) [Set as Destination]
Click to add a recipient or fax number to the [List of Destination] field.

4) [Delete from List]
Select a recipient in the [List of Destination] field and click this button to remove the recipient from the list.

5) [Address Book] box
Displays up to three most recently opened address books.

6) [Format] box
Enables you to change display format.

7) Contact list
Displays contacts registered in the address book.

8) [Fax Number] field
Enables you to enter a fax number manually.

9) [List of Destination] field
Displays selected recipients.

❑ Setting up the cover sheet properties

In the [Cover Sheet] tab of the network fax properties dialog box, you can specify the fax cover sheet to be sent. If you enable the cover sheet, the cover sheet is attached in the first page of the document and sent to the recipients.
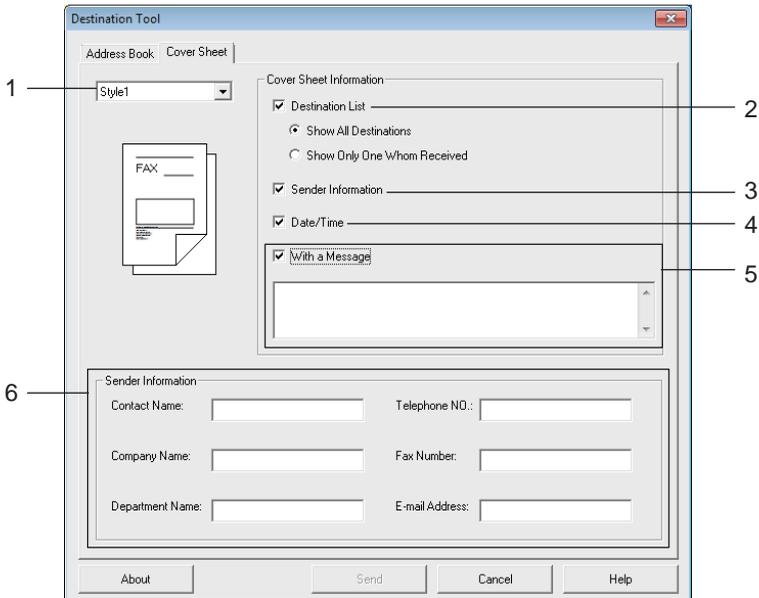
1) **Select cover sheet**
   Select the cover sheet type from the box.

2) **Destination List**
   Check this to print recipient information on the cover sheet. Selecting "Show all Destinations" will print all recipients. Selecting "Show Only One whom Received" will print the recipient at the top of the [List of Destination] field.

3) **Sender Information**
   Check this to print sender information entered in the [Sender Information] fields on the cover sheet.

4) **Date/Time**
   Check this to print date and time on the cover sheet.

5) **With a Message**
   Check this to enter the message to appear on the cover sheet. You can enter up to 256 characters.

6) **Sender Information**
   Enter sender information in the fields to be printed on the cover sheet. You can enter up to 64 characters in each field.

■ Sending with extended fax functionality

The N/W-Fax driver allows users to perform the following operations.
  P.77 "Sending with a cover sheet"
 P.78 "Setting up the fax driver options"

❑ Sending with a cover sheet

You can choose to send a cover sheet with your fax transmission. The cover sheet is merged with the recipient [List of Destination] data to create a fax cover sheet. You can select what to include on the cover sheet such as sender or recipient information.

1 **Display the [Cover Sheet] tab and select the cover sheet type from the drop-down menu.**
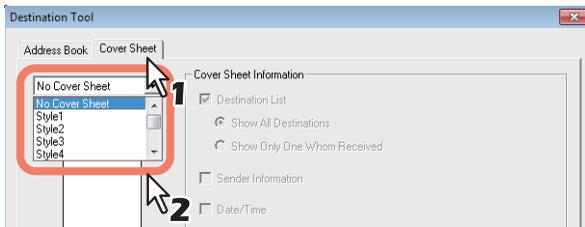
**2** **Select options in [Cover Sheet Information].**
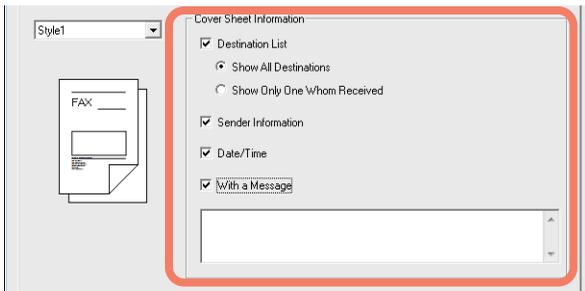
3 **Enter the sender information in the [Sender Information] fields if [Sender Information] box is checked.**

You can enter up to 64 characters in each field.

4 **Enter the message to appear on the cover sheet if the [With a Message] box is checked.**

You can enter up to 256 characters for the message.

5 **Click [Send] to send the document to this equipment.**

❑ Setting up the fax driver options

You can set the paper size, orientation, and resolution etc. of the fax job in the printing preferences.

1 **Click [Start] and select [Devices and Printers].**
The Devices and Printers folder appears.

Tips

- For Windows Vista or Windows Server 2008
  Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows XP or Windows Server 2003
  Click [Start] and select [Printers and Faxes].
- For Windows 8 or Windows Server 2012, refer to the *User's Guide*.

2 **Right-click [TOSHIBA e-STUDIO2507Series Fax], and then select [Printing Preferences] from a shortcut menu.**

Tips

- When using Windows XP / Windows Vista / Windows Server 2003 / Windows Server 2008, select [TOSHIBA e-STUDIO2507Series Fax], click the [File] menu and then select [Printing Preferences].
- If [File] menu is not displayed, press [Alt].

3 **Set the following options and click [OK].**
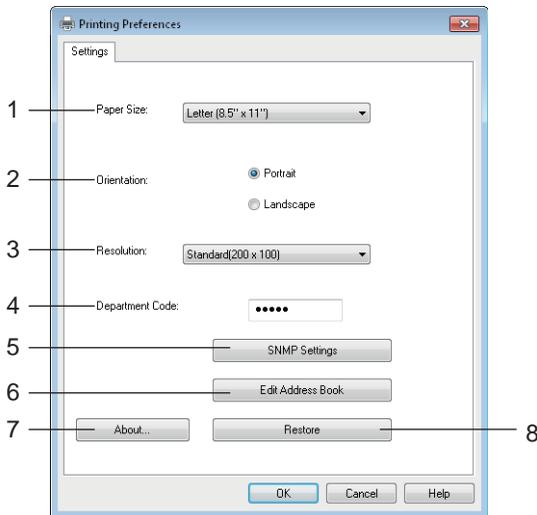
1) **Paper Size**
   Select the size of paper to be used for fax transmission.

2) **Orientation**
   Select the printing direction of the fax transmission.

3) **Resolution**
   Select the resolution to be used for fax transmission.

4) **Department Code**
   Enter a department code when the department management function is enabled in this equipment.

5) **SNMP Settings**
   Click to check or change the SNMP settings.
   ⬑ P.80 "SNMP settings"

6) **Edit Address Book**
   Click to edit the Address Book.

7) **About**
   Click to check the FAX driver version.

8) **Restore**
   Click to restore the values of the FAX driver settings to the default.

Note

Even though no department code or an incorrect one is entered, a print job is transmitted if [Print] has been set for [Invalid Department Code Print Job] in TopAccess. If [Delete] has been set, the print job is deleted.

SNMP settings

If the recipient's TOSHIBA MFP is not found over the network and the fax job is not sent normally, the SNMP settings may be the cause. Check that the SNMP settings are correct in the [SNMP Settings] dialog box, and if not, change them.

Note

Ask the administrator for details on the SNMP settings configured for your TOSHIBA MFP.

Community Name: If a community name other than "public" (default) is set for the SNMP community name for your TOSHIBA MFP, change it.

Notes

- To send fax jobs normally, the same SNMP community name must be set in both this equipment and the FAX driver. For details, ask your administrator.
- Up to 31 characters including the following symbols can be entered for the Community Name.
  ! " # $ % & ' ( ) * + , - / : ; < = > ? @ [?] ^ _ ` { | } ~

Managing Address Book

You can add or edit the contacts and groups in the address book as you desire. The address book data is stored in your client computer. It can be used to manage the contacts and groups for sending a fax using the N/W-Fax driver.

 P.81 "Opening and creating the address book"

For instruction on how to manage the contacts and groups in the address book, see the following page:

 P.84 "Managing contacts and groups"

■ Opening and creating the address book

The address book file created as a CSV file can be opened in the Edit Address Book window. If you do not have an address book, you can create a new one.

Note

For more information about the format, please contact your service technician.

Opening the address book from a CSV file

1 **Click [New/Open].**
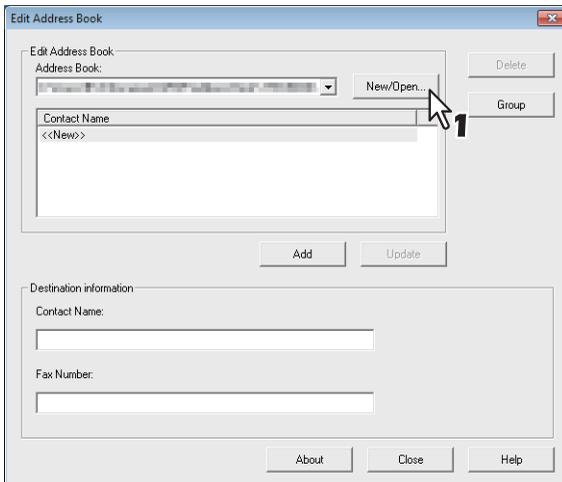
The [Open] dialog box appears.

2 **Locate the folder where the CSV file is stored, and select the file type in the [Files of types] box. Then select the file and click [Open].**
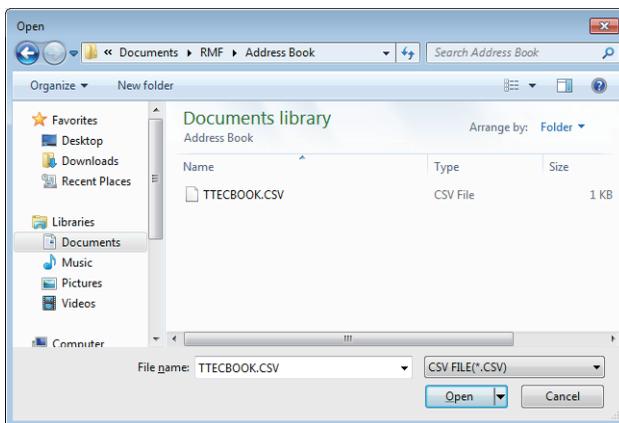
Note

You can enter the name of the file in "File name" to create a new address book.

3 **The address book data is opened and contact names are displayed in the Contact list.**
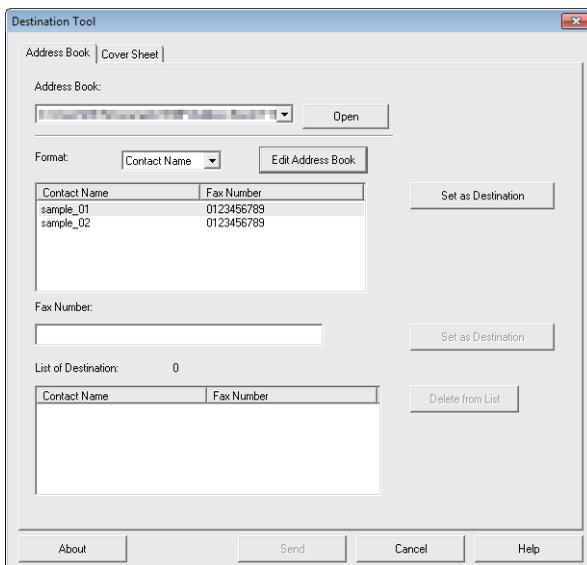
Tip

Up to three most recently opened address books are listed in the [Address Book] box.

■ Managing contacts and groups

You can manage contacts or groups in an address book.
The address book allows you to register up to 150 contacts and sort them into groups arbitrarily created. You can create up to 10 groups per address book and register up to 100 contacts in each group.
📖 P.84 "Managing contacts"
📖 P.88 "Managing groups"

❑ Managing contacts

You can add, edit, or delete contacts in an address book.
📖 P.84 "Adding a new contact"
📖 P.87 "Removing a contact from address book"

Adding a new contact

You can add new contacts to the "Location/People" folder in the private address book. Also you can add new contacts to groups created in the private address book.

1 Click [Edit Address Book] in the [Address Book] tab.
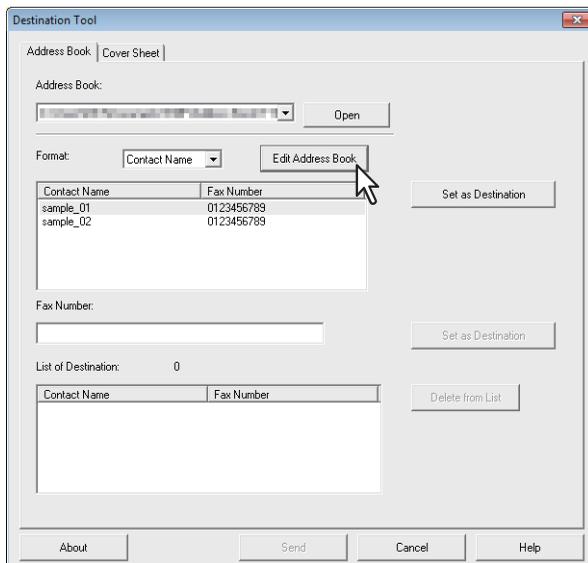
The Edit Address Book dialog box appears.

2 **Click "<<New>>" in [Contact Name] field and enter contact details in [Contact Name] and [Fax Number].**

Tips

- You can enter up to 20 characters in the [Contact Name] field.
- You can not use "," in the [Contact Name] field.
- You can enter up to 50 numbers and symbols in the [Fax Number] field. Symbols you can use are "T", "*", "#", and "-".
- You can not use "-" as first character in the [Fax Number] field.

3 **Click [Add].**
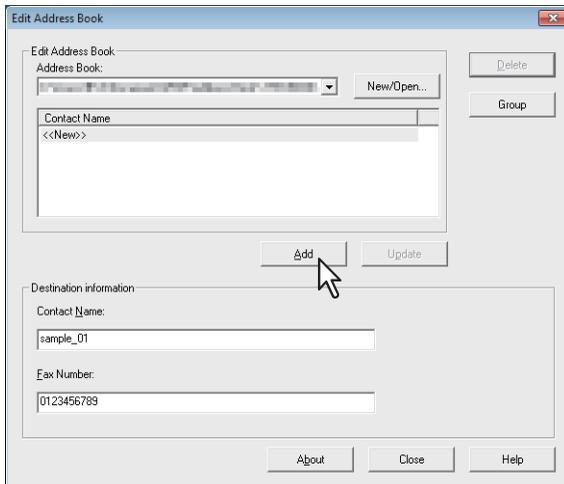
The contact is added to the address book.

Tip

If you want to edit information on existing contact, click [Update] after editing the information in the Destination Information field.

Removing a contact from address book

You can remove contacts from an address book.

1 **Open the address book that contains the contact you want to remove.**

2 **Select the contact you want to remove in the [Contact Name] field and click [Delete].**
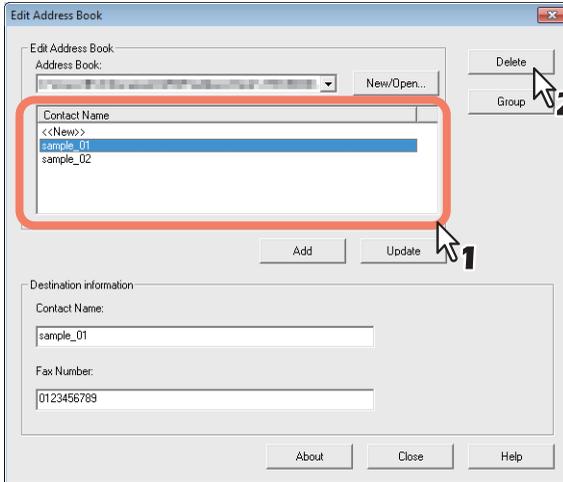
The confirmation dialog box appears.

3 **Click [OK].**
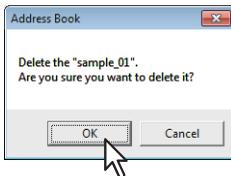
The selected contact is removed.

❑ Managing groups

You can add groups to an address book. Groups can be used for multi-address transmission.

📖 P.88 "Creating groups"

Also you can modify or delete groups in the address book.

📖 P.90 "Modifying a group name"

📖 P.91 "Removing group"

After you create a group, you can add or delete contacts in the group. For the instruction to add contacts in a group, see the following page.

📖 P.84 "Managing contacts"

Creating groups

You can create groups in the address book.

1 **Click [Group] in the Edit Address Book dialog box.**
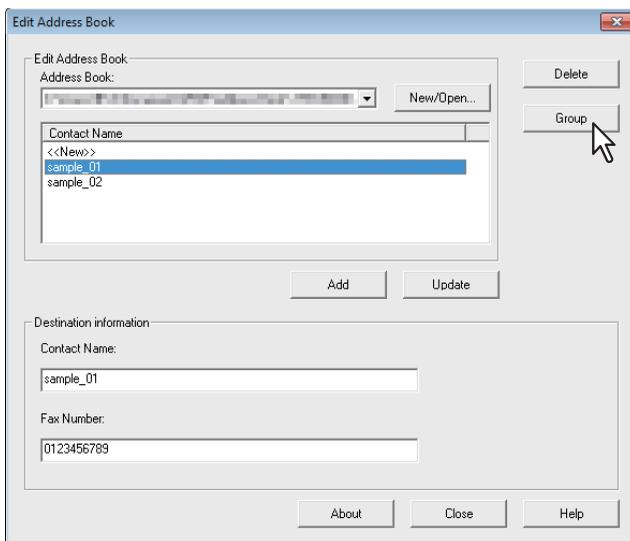
The Group dialog box appears.

2 **Click [New].**
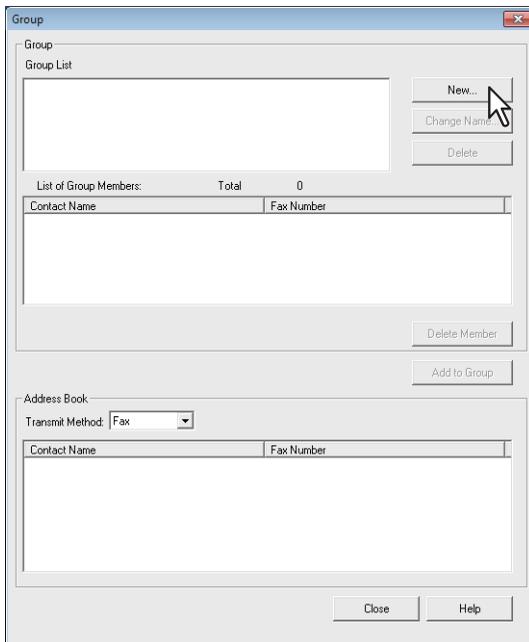
The New Group dialog box appears.

3 **Enter a group name in the [Group Name] field.**
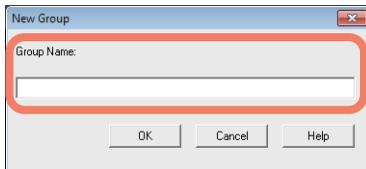
Tips

• You can enter up to 20 characters in the [Group Name] field.
• You can not use "," and "|" as a group name.

4 **Click [OK].**
The group is created in the "Group" field.

5 **Proceed to add contacts to the group.**
📖 P.84 "Managing contacts"

Tip

You can add up to 100 contacts to a group.

Modifying a group name

You can change the group name of groups in the address book.

Note

Properties cannot be modified when they have been opened from the address book.

1 **Select the group whose name you want to modify from the [Group List] field.**

2 **Click [Change Name].**
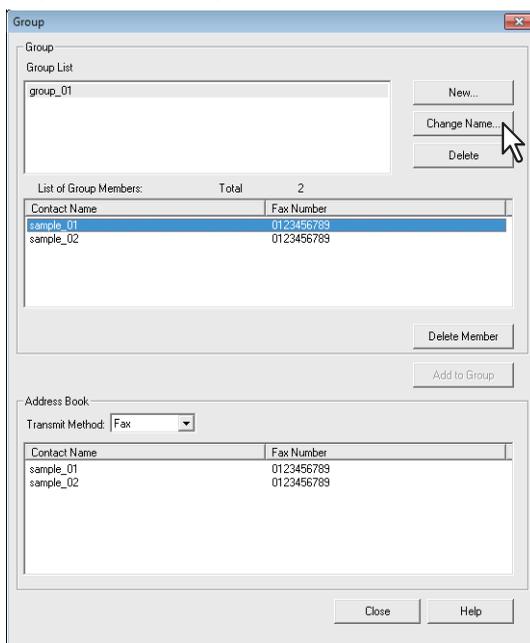
The [Change Name] dialog box appears.

3 **Modify the group name in the [Group Name] field and click [OK].**
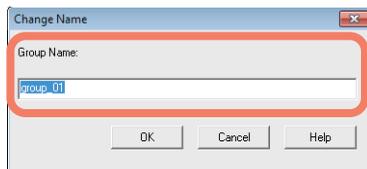
The group name of the selected group is modified.

Removing group

You can delete groups in the address book.

Note

When you delete a group, contacts registered in the group are also deleted.

1 Select the group that you want to remove from the [Group List] field.

2 Click [Delete].
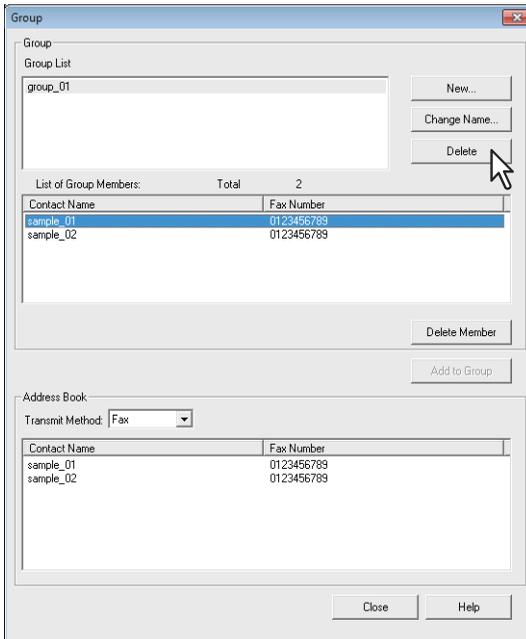
The confirmation dialog box appears.

3 Click [OK].
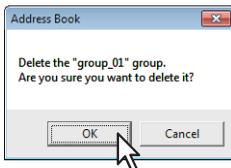
The selected group is removed.

6

SETTING ITEMS

This chapter describes the user and administrator settings related to the fax function.

Operating the USER FUNCTIONS Menu

If you press [USER FUNCTIONS], you can specify default settings and make settings concerning the address book.
Follow the procedure below to operate the USER FUNCTIONS menu.

Notes

- Press [FUNCTION CLEAR] to cancel the menu operation while making settings.
- Press [CANCEL] to exit from the setting without making any changes. You can also exit with the $\triangleleft$ button if it is enabled.
- When not all menu items can be displayed, a cursor icon is displayed. Press $\triangle$ or $\triangledown$ to scroll menu.
- Press [CLEAR/STOP] to delete a character. Keep pressing [CLEAR/STOP] for a second to clear all characters.

1 **Press [USER FUNCTIONS].**
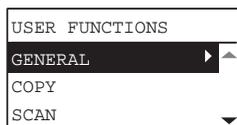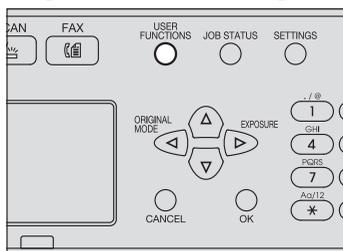

```
USER FUNCTIONS
GENERAL          ▶ ▲
COPY
SCAN             ▼
```

2 **Press △ or ▽ to highlight the item to set.**

```
USER FUNCTIONS
COPY             ▲
SCAN
FAX          ▶   ▼
```

3 **Press ▷ to display the items in the lower hierarchies.**

```
FAX
TERMINAL ID      ▲
INITIAL SETUP
RX PRINT     ▶   ▼
```
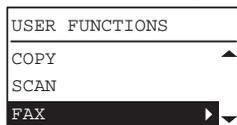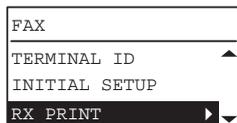
Repeat step 2 through 3 as many times as needed.

4 **Press △ or ▽ to select the value to set.**

```
DISCARD
ON
OFF
```
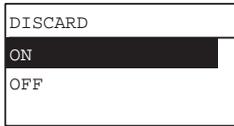
5 **Press [OK] to confirm the set value.**

6

Character Entry

The Character Entry screen is for entering characters when you are setting and entering items. You can enter the following:
Alphabet characters, numbers and symbols.

Enter the characters using the digital keys and $\triangle$, $\triangledown$, $\triangleright$, or $\triangleleft$, after switching the type of the character with the [✳] digital key.

■ Switching the input mode

The type of the character is displayed in the first line of the message display panel. Set the type of character to enter by pressing the [✳] digital key.

The input mode switches as follows each time the [✳] key is pressed.

Alphabet characters <--> Numbers

■ Entering characters

Example: To enter "Chicago"

1 Press [✳] to set the alphabet input mode.

```
SINGLE          001
ENTER NAME(MAX20)
_
🗝:Aa
```

2 Press [2] a few times to enter "C".

```
SINGLE          001
ENTER NAME(MAX20)
C
🗝:Aa
```

3 Press $\triangleright$ to move the cursor to the right.

```
SINGLE          001
ENTER NAME(MAX20)
C_
🗝 :Aa
```

Tip

If you want to enter a character assigned to another digital key, you can enter it without moving the cursor to the right or pressing $\triangleright$.

4 Similarly, you can enter the following characters using the digital keys.

```
SINGLE          001
ENTER NAME(MAX20)
Chicago
: Aa
```

5 After you have entered the last character, Press [OK].

Tip

Press [CLEAR/STOP] to delete an alphanumeric character.

6

■ Relationship between the digital keys and the input character

The character entered by each digital key differs depending on the input mode. The assignment of characters in the character input mode is as follows.

❑ Characters entered in the character input mode

You can enter the characters displayed on the upper side of the digital keys.

Digital key	Number of times the key is pressed (→)								
1 *1	.	/	@	-	:	~	_	1	
2	A	B	C	2	a	b	c		
3	D	E	F	3	d	e	f		
4	G	H	I	4	g	h	i		
5	J	K	L	5	j	k	l		
6	M	N	O	6	m	n	o		
7	P	Q	R	S	7	p	q	r	s
8	T	U	V	8	t	u	v		
9	W	X	Y	Z	9	w	x	y	z
0	0								
# *2	<Space> - + ' [ ] \ ; ´ , . / @ ~ ! # $ % ^ & * ( ) = _ { }	< > : " ?								

*1 In some character input modes, you can only enter ".", "/", "@", and "1".
*2 In some character input modes (e.g., Scan to USB function), you can only enter Space, the minus (-) sign and the plus (+) sign.

User Functions Menu Items

The table below shows the functions and reference pages available in the "User Functions" menu.

■ User functions menu items

Menu Functions			Reference Pages
FAX	TERMINAL ID	ID NAME	☐ P.100 "FAX"
		FAX NUMBER	
	INITIAL SETUP	RESOLUTION	
		ORIGINAL MODE	
		EXPOSURE	
		TTI	
		RTI	
		ECM	
		RX MODE	
		REMOTE RX	
		RINGER VOLUME	
		MONITOR VOLUME	
		COMPLETION VOLUME	
		DIAL TYPE	
		DOUBLE CHECK	
	RX PRINT	FAX DRAWER SETTING	
		DISCARD	
		REDUCTION	
		SECURE RECEIVE	
REPORT SETTING	AUTO JOURNAL		☐ P.103 "REPORT SETTING"
	MEMORY TX		
	MULTI TX		
LIST	ADDRESS BOOK		☐ P.103 "LIST"
ADDRESS BOOK	E-MAIL*		-
	PHONE BOOK		☐ P.103 "ADDRESS BOOK"

*   Not used in the fax function.

■ **FAX**

Menu Functions		Settings	Descriptions / Reference Pages
TERMINAL ID	ID NAME	-	📖 P.104 "Registering the Terminal ID"
	FAX NUMBER	-	
INITIAL SETUP	RESOLUTION	STANDARD, FINE, ULTRA FINE	Sets the resolution based on the fineness of the original. Tip If the recipient's fax machine is not capable of receiving originals at the same resolution, the resolution is automatically converted before being sent it to the recipient. The higher the resolution is, the longer it takes to send an original.
	ORIGINAL MODE	TEXT/PHOTO, TEXT, PHOTO	Sets the scanning mode based on the type of the original. Tip In the TEXT/PHOTO mode or PHOTO mode, transmission time may be longer than in the TEXT mode.
	EXPOSURE	AUTO, MANUAL	Sets the density at which the original is to be scanned.
	TTI	ON, OFF	Switch the TTI recording ON or OFF. To enable this feature, the Terminal ID must be registered to this equipment in advance. 📖 P.104 "Registering the Terminal ID" Tip Setting this item may not be required since it may not be displayed on the screen (it depends on your country or region).
	RTI	ON, OFF	Switch the RTI recording ON or OFF. To enable this feature, the Terminal ID must be registered to this equipment in advance. 📖 P.104 "Registering the Terminal ID"

Menu Functions		Settings	Descriptions / Reference Pages
INITIAL SETUP	ECM	ON, OFF	Switch the ECM (Error Correction Mode) communication ON or OFF. ECM is an internationally standardized communication mode that automatically corrects errors that occur during fax transmissions. With this setting option ON, even when the transmitted data have been affected by noise during communication, this mode allows good communication without image distortion by automatically resending the part that have been affected. **Tips** • Both the sender and the receiver must have the ECM function to make ECM communication available. • When affected by noise during communication, communication time is slightly longer than usual. Even when the ECM communication is used, an error may occur depending on the line status. • The ECM communication is not available for voice communication.
	RX MODE	AUTO, MANUAL	Sets the default setting for fax reception mode. **Tip** The following are required for manual reception. - Install an external telephone - Set [REMOTE RX] to [DIAL] - Receive the fax in Remote RX when you have an incoming call
	REMOTE RX	OFF, DIAL	Sets the default setting for remote fax reception mode. **Tip** When this is set to [DIAL], the equipment does not enter the energy saving mode (sleep mode) even if the [ENERGY SAVER] button is pressed. For details of the energy saving mode, refer to the *User's Guide*.
	RINGER VOLUME	Manual	Each volume can be set in 4 levels (0: tone Off).
	MONITOR VOLUME	Manual	Monitor tone volume and Reception completion tone volume (You hear this tone when reception is completed). Each volume can be set in 4 levels (0: tone Off).
	COMPLETION VOLUME	Manual	

Menu Functions		Settings	Descriptions / Reference Pages
INITIAL SETUP	DIAL TYPE	DP, MF	When you first install this equipment or you change the connected telephone line, set this according to the telephone line type. **Tip** Setting this item may not be required since it may not be displayed on the screen (it depends on your country or region).
	DOUBLE CHECK	-	Sets the function for preventing transmission to a wrong recipient.
		INPUT	Displays the screen for re-entering the recipient before transmission.
		CONFIRM	Displays the screen for confirming the recipient before transmission.
		OFF	Disables the function for preventing transmission to a wrong recipient.
RX PRINT	FAX DRAWER SETTING	OFF, DRAWER1, DRAWER2, DRAWER3, DRAWER4	Sets the Fax-exclusive drawer for Fax reception.
	DISCARD	ON	If an original is longer (up to 10 mm) than the printing area of the printing paper, the part that exceeds the paper printing area is discarded.
		OFF	The printing discard function is disabled.
	REDUCTION	ON	If an original is longer (more than 10 mm (0.4 inch)) than the printing area, the original image is reduced by one size for printing.
		OFF	The reduced printing function is disabled.
	SECURE RECEIVE	ENABLE, DISABLE	📖 P.114 "Setting SECURE RECEIVE"

■ REPORT SETTING

Menu Functions			Settings	Descriptions / Reference Pages
AUTO JOURNAL			ON	When the number of transmissions and receptions reaches 60, the Transmission/Reception Journal is printed automatically.
			OFF	The Transmission/Reception Journal is not printed automatically.
MEMORY TX MULTI TX	OFF		-	Press this button to disable printing of communication report.
	ALWAYS		-	Press this button to always print the communication report.
		PRINT 1ST PAGE?	YES, NO	Select [YES] if you want to add the first page of the transmitted original to the communication report, and [No] if you do not want to add the first page.
	ON ERROR		-	Press this button to print the communication report in the event of an error.
		PRINT 1ST PAGE?	YES, NO	Select [YES] if you want to add the first page of the transmitted original to the communication report, and [No] if you do not want to add the first page.

■ LIST

Menu Functions	Settings	Descriptions / Reference Pages
ADDRESS BOOK	SPEED DIAL, GROUP DIAL, ONE TOUCH	Print the list of Speed Dial numbers, Group Dial numbers, and One Touch Dial key numbers that are registered in the Address Book. 🕮 P.62 "Dial list"

■ ADDRESS BOOK

Menu Functions	Settings	Descriptions / Reference Pages
PHONE BOOK	SPEED DIAL, GROUP DIAL, ONE TOUCH	Register or modify the Speed Dial numbers, Group Dial numbers, and One Touch Dial key numbers in the address book. 🕮 P.106 "Managing the Address Book"

Registering the Terminal ID

This section describes how to register the terminal ID of this equipment. If the terminal ID is registered in advance, sender information can be printed on the leading edge of the transmitted original, and receiver information on the trailing edge of the received fax.

1 From the USER FUNCTIONS menu, select [FAX] → [TERMINAL ID].
📖 P.94 "Operating the USER FUNCTIONS Menu"

```
FAX
TERMINAL ID        ▶
INITIAL SETUP
RX PRINT           ▼
```

Press ▷ to start registering.

2 Press ▽ to select [ID NAME], and then press ▷.

```
TERMINAL ID
ID NAME            ▶
FAX NUMBER
```

3 Enter the name (up to 20 characters) using the digital keys, and then press [OK].
📖 P.96 "Character Entry"

```
ID NAME
MFP-A

▒▒:Aa
```

4 Press ▽ to select [FAX NUMBER] and then press ▷.

```
TERMINAL ID
ID NAME
FAX NUMBER         ▶
```

**5 Enter the telephone number (up to 20 characters) using the digital keys, and then press [OK].**

```
FAX NUMBER
0123456789_

▒▒:12
```

Tip

The digital keys from 0 to 9 and # can be used to enter the telephone number. Spaces, "+" and "−" can be entered using #.

Example of how sender information is printed on paper
The sender information is printed at the top of the original.

```
2013/12/20 15:08      1234567890           FROM-AABBCC              #0001   P001/006
```

File number

Date sent
(automatically attached)   Sender's Fax number   Sender's terminal ID

Number of pages
Pages sent/Total pages
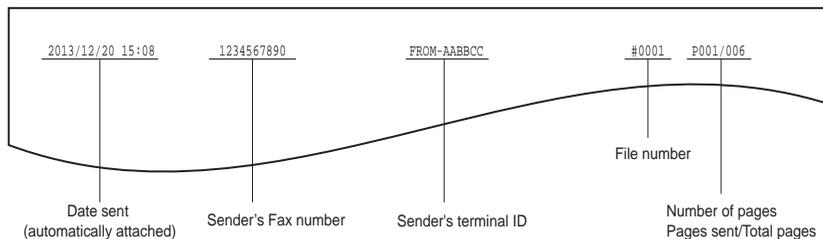
Example of how receiver information is printed on originals you receive
The recipient information is printed at the bottom of the original.

```
AABBCC project      Reception Time 2013/12/05 15:08    Received From:0123456789           #001
```

Receiver's
ID name

Date received
(automatically attached)

Sender's Fax number

Page number
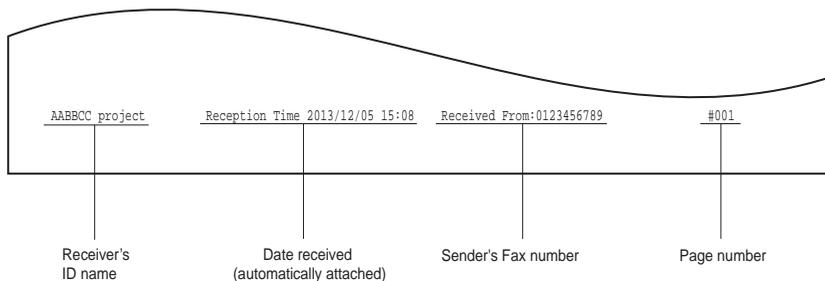
Managing the Address Book

Register the Speed Dial numbers, Group dial numbers, and One Touch Dial key numbers in the address book.
The recipients registered in the address book are displayed as a list of recipients when [Address Book] is pressed. When sending a fax, you can select the list of recipients, and specify the transmission destination easily.

**1 From the USER FUNCTIONS menu, select [ADDRESS BOOK] →
[PHONE BOOK], and then press ▷.**

    P.94 "Operating the USER FUNCTIONS Menu"

```
ADDRESS BOOK

E-MAIL
PHONE BOOK              ▶
```
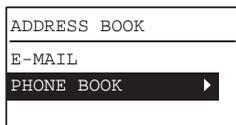
2 Select any one of the following using △ or ▽ :

```
PHONE BOOK

SPEED DIAL             ▶
GROUP DIAL
ONE TOUCH
```
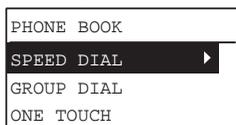
Item name	Description	Reference Pages
SPEED DIAL	Registers or modifies a speed dial number.	P.107 "Registering or modifying a Speed Dial number"
GROUP DIAL	Registers or modifies a group dial number.	P.109 "Registering or modifying a Group Dial number"
ONE TOUCH	Registers or modifies a one touch dial number.	P.112 "Registering or modifying a One Touch Dial key number"

3 Press ▷ to start registering.

■ Registering or modifying a Speed Dial number

You can register a combined total of 200 Speed Dial numbers between telephone numbers and e-mail addresses. This information is stored into Speed Dial numbers labeled from 001 to 200.

Tips

- You can also register Speed Dial numbers by using the Web-based utility TopAccess. For details, see the *TopAccess Guide*.
- Confirm the registered contents on the Speed Dial number List.
  📖 P.62 "Speed Dial number list"

1 **Enter the Speed Dial number (1 to 200) using the digital keys, and then press [OK].**

```
SPEED DIAL
INPUT NO.(1-200)

                    5_
```

Tip

Entering an already registered speed dial number displays a screen indicating the number is registered.

```
SPEED DIAL      005
ABC
0123456XXX
ALREADY ASSIGNED
```
➡️
```
SPEED DIAL      005
DELETE
EDIT
RETAIN
```

- To delete a registered Speed Dial number, press △ or ▽ to select [DELETE], and then press [OK].
- To edit a registered Speed Dial number, press △ or ▽ to select [EDIT], and then press ▷ to proceed to the next step.
- To leave the registered Speed Dial number unchanged, select [RETAIN], and then press [OK] or [CANCEL].

2 **Press △ or ▽ to select [NAME], and then press ▷.**

```
SPEED DIAL      005
COMPLETE
NAME            ▶
FAX NUMBER
```

3 **Enter the name (up to 20 characters) using the digital keys, and then press [OK].**

📖 P.96 "Character Entry"

```
SPEED DIAL      005

ENTER NAME(MAX20)

XX company_

🔠:Aa
```

4 **Press △ or ▽ to select [FAX NUMBER], and then press ▷.**

```
SPEED DIAL      005

COMPLETE

NAME

FAX NUMBER          ▶
```

5 **Enter the telephone number (up to 21 digits) using the digital keys, and then press [OK].**

```
SPEED DIAL      005

INPUT FAX NUMBER

01234XXXX_

🔠:12
```

The pause necessary when dialing to an outside line via a PBX (0+ dialing, for example) or transmitting a fax to an overseas destination can be inserted by pressing [PAUSE] where required. One [PAUSE] inserts a pause of approximately 2 seconds.

6 **Press △ or ▽ to select [COMPLETE], and then press [OK].**

```
SPEED DIAL      005

COMPLETE

NAME

FAX NUMBER
```

7 **After displaying the completion screen, the screen returns to that for registering the Speed Dial number.**

```
SPEED DIAL      005

XX company

01234XXXX

COMPLETED
```

■ Registering or modifying a Group Dial number

Register the recipients to whom an original is to be sent at once as a group.
- Specify the recipients to be registered in the group from among those registered under speed dial and one touch dial.
- You can specify a maximum of 50 recipients.
- You can register up to 20 groups.

Tips

- You can also register the Group Dial Numbers by using the Web-based utility TopAccess. For details, see the *TopAccess Guide*.
- Confirm the registered contents on the Speed Dial number list, One Touch dial list, and Group Number list.
  📖 P.62 "Group Dial number list"

1 **Enter the Group Dial number (1 to 20) using the digital keys, and then press [OK].**

```
GROUP DIAL
INPUT NO.(01-20)

                  8
```

Tip

Entering an already registered Group Dial number displays a screen indicating the number is registered.

```
GROUP DIAL     08        GROUP DIAL     08
AABBCC                   DELETE
ZZZ Inc.                 EDIT
ALREADY ASSIGNED         RETAIN
```

- To delete a registered Group Dial number, press △ or ▽ to select [DELETE], and then press [OK].
- To edit a registered Group Dial number, press △ or ▽ to select [EDIT], and then press ▷ to proceed to the next step.
- To leave the registered Group Dial number unchanged, select [RETAIN], and then press [OK] or [CANCEL].

2 **Press △ or ▽ to select [NAME], and then press ▷.**

```
GROUP DIAL     08
COMPLETE
NAME              ▶
FAX NUMBER
```

3 **Enter the name (up to 20 characters) using the digital keys, and then press [OK].**

📖 P.96 "Character Entry"

```
GROUP DIAL      08
ENTER NAME(MAX20)
Group B2
📷:Aa
```

4 **Press △ or ▽ to select [FAX NUMBER], and then press ▷.**

```
GROUP DIAL      08
COMPLETE
NAME
FAX NUMBER      ▶
```

5 **Specify the number (Speed Dial number or One Touch Dial key) which is added to a group.**

```
GROUP DIAL      08
ENTER SPEED NO.
OR ONE TOUCH KEY
```

- Using a Speed Dial number:
  Enter the desired number and then press [OK].
- Using One Touch Dial key:
  Press the desired key.

Tip

When the specified Speed Dial number or One Touch Dial key number is not registered, a screen indicating the number is unregistered is displayed.

```
GROUP DIAL      08
SPEED DIAL    :001

NUMBER NOT LISTED
```

6 **To add the next number, select [ADD] using △ or ▽, and then press ▷.**

```
GROUP DIAL      08
ADD                  ▶
REVIEW LIST
COMPLETE
```

Repeat steps 5 and 6 as many times as needed.

Tip

To confirm/delete a recipient registered in the Group Dial number, press △ or ▽ to select [REVIEW LIST], and then press ▷.

• To confirm a recipient registered in the group

After specifying the recipient, select [CHECK] and press ▷.

```
GROUP DIAL      08       GROUP DIAL      08       GROUP DIAL      08       GROUP DIAL      08
ADD                      AAA                      CHECK                ▶  SPEED NO.      :001
REVIEW LIST      ▶  ▷    ABC Co.Ltd          ▷   DELETE              ▷   Tokyo Inc.
COMPLETE                 Tokyo Inc.       ▶                              022333XXX
```

• To remove a recipient registered in the group
After specifying the recipient, select [DELETE] and press [OK].
Press [OK] on the confirmation screen.

```
GROUP DIAL      08       GROUP DIAL      08       GROUP DIAL      08  [OK] ARE YOU SURE?
ADD                      AAA                      CHECK                ═══  YES
REVIEW LIST      ▶  ▷    ABC Co.Ltd          ▷   DELETE           ▶  ═▶   NO
COMPLETE                 Tokyo Inc.       ▶
```

7 **When all the numbers are entered, select [COMPLETE] using △ or ▽, and then press [OK].**

```
GROUP DIAL      08
ADD
REVIEW LIST
COMPLETE
```

8 **Press [OK] on the confirmation screen that displays.**

```
GROUP DIAL      08
COMPLETE
NAME
FAX NUMBER
```

9 **After displaying the completion screen, the screen returns to that for registering the Group Dial number.**

```
GROUP DIAL      08
Group B2
COMPLETED
```

■ Registering or modifying a One Touch Dial key number

You can register up to five telephone numbers for One Touch dialing.

Tips

- You can also register the One Touch Dial key numbers by using the Web-based utility TopAccess. For details, see the *TopAccess Guide*.
- Confirm the registered contents on the One Touch Dial numbers list.
  ☐ P.63 "One Touch Dial key list"

1 Enter the One Touch Dial key number (1 to 5) using the digital keys, and then press [OK].

```
ONE TOUCH

INPUT NO.(1-5)


                    2
```

Tip

Entering an already registered number of One Touch Dial key number displays a screen indicating the number is registered.

```
ONE TOUCH        2      ONE TOUCH        2
4F-MFP                  DELETE
012345XXXX              EDIT
ALREADY ASSIGNED        RETAIN
```

- To delete a registered number of One Touch Dial key number, press △ or ▽ to select [DELETE], and then press [OK].
- To edit a registered number of One Touch dial key, press △ or ▽ to select [EDIT], and then press ▷ to proceed to the next step.
- To leave the registered number of One Touch Dial key number unchanged, select [RETAIN], and then press [OK] or [Cancel].

2 Press △ or ▽ to select [NAME], and then press ▷.

```
ONE TOUCH        2
COMPLETE
NAME             ▶
FAX NUMBER
```

3 **Enter the name (up to 20 characters) using the digital keys, and then press [OK].**
   📖 P.96 "Character Entry"

```
ONE TOUCH        2
ENTER NAME(MAX20)
4F-MFP_
⣿:Aa
```

4 **Press △ or ▽ to select [FAX NUMBER], and then press ▷.**

```
ONE TOUCH        2
COMPLETE
NAME
FAX NUMBER      ▶
```

5 **Enter the telephone number (up to 50 digits) using the digital keys, and then press [OK].**

```
ONE TOUCH        2
INPUT FAX NUMBER
0123444XX_
⣿:12
```

The pause necessary when dialing to an outside line via a PBX (0+ dialing, for example) or transmitting a fax to an overseas destination can be inserted by pressing [PAUSE] where required. One [PAUSE] inserts a pause of approximately 2 seconds.

6 **Press △ or ▽ to select [COMPLETE], and then press [OK].**

```
ONE TOUCH        2
COMPLETE
NAME
FAX NUMBER
```

7 **After displaying the completion screen, the screen returns to that for registering the One Touch Dial key number.**

```
ONE TOUCH        2
4F-MFP
0123444XX
COMPLETED
```

Managing the Address Book   113

Setting SECURE RECEIVE

The SECURE RECEIVE function allows you to store received fax jobs in the equipment without printing them. With this function, you can prevent the leaking of confidential information in a fax received when no people are present in your office, such as nighttime or holidays, or when an unspecified number of people visit your office.

The SECURE RECEIVE function can be manually enabled/disabled, or automatically enabled/disabled at a specified time and day.

1 **From the USER FUNCTIONS menu, select [FAX] → [RX PRINT].**
   📖 P.94 "Operating the USER FUNCTIONS Menu"

```
FAX
TERMINAL ID      ▲
INITIAL SETUP
RX PRINT         ▶ ▼
```
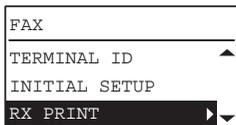
2 **Press ▽ to select [SECURE RECEIVE], and then press ▷.**
   📖 P.94 "Operating the USER FUNCTIONS Menu"

```
RX PRINT
DISCARD          ▲
REDUCTION
SECURE RECEIVE   ▶ ▼
```
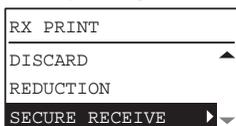
3 **Select [ENABLE], and then press ▷.**

```
SECURE RECEIVE
ENABLE           ▶
DISABLE
```
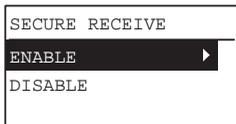
4 **Set the Password, Time, and Day.**

```
ENABLE
PASSWORD         ▶
TIME
DAY
```

Item name	Settings
PASSWORD	You can set a password for printing a received SECURE RECEIVE fax. Enter a four digit number (0000-9999).
TIME	You can set the time for automatically enabling the SECURE RECEIVE function. • Time is displayed in 24-hour format. • To disable printing of SECURE RECEIVE faxes throughout the day, set [ON TIME]/[OFF TIME] to blank. • Setting the same time in [ON TIME]/[OFF TIME] prints the SECURE RECEIVE faxes at the set time. To clear the entered time, press [CLEAR/STOP].
DAY	Select [SETTING] or [ALL DAY] for each day of the week. Selecting [SETTING] enables the SECURE RECEIVE function at the time set in [TIME].

5 **Press [OK].**

7

TROUBLESHOOTING AND SPECIFICATIONS

This chapter describes troubleshooting and specifications of Fax.

Troubleshooting

■ Error messages

When the following messages appear on the LCD screen, press the [FUNCTION CLEAR] button to clear the error message and perform the appropriate remedy for the error.
If you encounter an error code not listed here, see the **User's Guide**.

⚠ WARNING

Never attempt to repair, disassemble or modify the equipment by yourself.
You could cause a fire or get an electric shock. Always contact your service representative for maintenance or repair of the internal parts of the equipment.

Note

When the message "MISFEED Exxx" or "ADD PAPER" is displayed, memory reception may be performed. Clear the message without turning off the power.

Message	Cause	Remedy
MISFEED Exxx	Original or paper misfeed.	An error code "xxx" and a message for solving the problem are displayed. Remove any misfed original or paper.
MEMORY IS FULL	The memory became full during data entry into memory during a transmission.	Press any key to restore the idle state. Memory full during TX: Wait for the memory to become available and then retry memory transmission, or perform direct transmission. Memory full during RX: Contact the other party to re-transmit the document.
COUNT OVER	The number of pages scanned has exceeded the maximum value (50 sheets).	CANCEL JOB: Count over is canceled. SEND: Stop the scan function, the scanned images already stored in memory will be sent.
PUT DOCUMENT FEEDER DOWN	The ADF/RADF or its cover has been left open after placing the originals.	Close the ADF/RADF, or the cover.
DRAWER # EMPTY ADD PAPER	Paper has run out in the designated drawer, or the drawer is removed. "ADD PAPER" is displayed when [FAX DRAWER SETTING = OFF] and all paper source is empty.	Load recording paper, or insert the drawer firmly. Memory reception may be performed. Do turn off the power.
LOAD XX (Only for e-STUDIO2507 Series)	There is no appropriate paper for the received original.	Change the paper size setup to match the request.
HUNG UP THE PHONE	The external telephone is busy for a long time.	Hang up the external phone.
ERROR:CHECK COPY MODE	An error such as misfeed or toner empty has occurred.	Press [COPY], to confirm the error. For details, refer to the **User's Guide**.

Message	Cause	Remedy
FAX ERROR xxxx	A communication error occurred during transmission/reception.	Send or receive again.
PUT ORIGINAL ON GLASS.	Original detected in ADF/RADF feed tray when "NEXT ORIGINAL?" was displayed.	Remove original from ADF/RADF feed tray.

■ Transmission/reception trouble

Below is a list of trouble you might encounter during the transmission/reception.

Transmission troubles

Trouble	Check Point
TRANSMIT is not displayed even if the [START] button is pressed.	• Is the modular cord disconnected? • Is the LINE type correctly set? • Can you receive telephone calls? • Is there any problem at the recipient's Fax? Check this with the party trying to receive the original.
Originals are fed diagonally.	• Are the document feeder slides adjusted to the width of the original that you are sending? • Does the original that you are sending match the conditions of transmittable original?
2 originals are fed together.	• Have you placed more than the maximum number of originals that can be placed at one time (50 sheets for 50 to 104 g/m^2 or 9.5 mm or less stack height)? • Does the original that you are sending match the conditions of the original that is available for sending? • Have you pushed the originals into the feeder too hard?
The original is not being printed on the paper of the recipient's Fax even though it has been sent.	Was the original placed correctly facing up? When placing the original on the original glass, specify the original size.
Black lines are shown in the image that was sent.	Is the scanning area of the Reversing Automatic Document Feeder clean? Clean it with a soft cloth.
Originals are not sent even if operations are carried out normally.	Is the recipient's Fax compatible with your system? This system supports G3 communications but not G2 or G4 communications.
Originals cannot be sent overseas.	Specify Quality TX and resend. 📖 P.32 "Setting the transmission conditions"

7

Reception troubles

Trouble	Check Point
Originals cannot be received even if the [START] button is pressed.	• Is the modular cord disconnected? • Is there a problem at the sender's Fax? Check this with the party trying to send the original.
Paper is not output.	Is the equipment out of paper?
The received original is printed dark and is illegible or black stripes are printed on the original.	• Make a local copy and confirm proper printing. • Is the original being sent a dirty copy? Check this with the party trying to send the original. • Is the trouble due to a problem or operation error at the sender's Fax? Check this with the party trying to send the original.
Paper is output but not printed.	• Is there enough toner? • Is the original placed correctly on the sender's Fax? Check this with the party trying to send the original.
Paper often misfeeds.	• Is the paper drawer size setting correct? • Is the paper drawer properly inserted? • Is the specified paper type being used?

Tip

If the suggested action does not solve the trouble or you encounter trouble not listed above, contact your service technician or service representative.

Specifications of Fax

Model Name	GD-1330 / DP-2505F

Size of Original	A/B format:
	    A3[*1], A4, A4-R[*1], A5-R, B4[*1], B5, B5-R[*1], FOLIO[*2]
	LT format:
	    LD[*1], LG[*1], LT, LT-R[*1], ST-R, COMP[*1]
	K format:
	    8K[*1], 16K, 16K-R

Recording Paper Size	A/B format:
	    A3[*2], A4, A4-R[*2], A5-R[*2], B4[*2], B5*2, B5-R*2, FOLIO[*2]
	LT format:
	    LD[*2], LG[*2], LT, LT-R[*2], ST-R*2, COMP[*2]
	K format:
	    8K, 16K*2, 16K-R*2

Compatibility Communication Modes	ECM, G3 (Super G3)
Communication Resolution	Horizontal: 8 dots/mm, 16 dots/mm, 300 dots/inch
	Vertical: 3.85 lines/mm, 7.7 lines/mm, 15.4 lines/mm, 300 dots/inch
Transmission Rate	33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400 bps
Encoding Systems	JBIG/MMR/MR/MH
Memory Capacity	6 MB
Unit Type	Desktop type, transmitting/receiving dual type
Applicable Network	Public Switched Telephone Network (PSTN)

*1   With e-STUDIO2505F, originals of this size can be scanned only by using the ADF.
*2   Only for e-STUDIO2507 Series.

When the total time that the power is turned off for 8 hours a day becomes about 5 years, the battery will expire. If the battery is run down, ask your service technician. (Repair and replacement will be charged.)

*   Specifications and appearance are subject to change without notice in the interest of product improvement.
*   If trouble occurs, call service for assistance.

INDEX

MULTIFUNCTIONAL DIGITAL SYSTEMS
Fax Guide

e-STUDIO2505F

e-STUDIO2007/2307/2507/2507i
(with GD-1330)

TOSHIBA TEC CORPORATION

QUALITY SERVICE