Basic Operation for Sending Faxes from a Computer

This section describes the basic operation for sending faxes from a computer.

You can select the destination from the My Address Book or enter the fax number directly. You can send faxes to up to 25 destinations at one time.

★ Important

- Before sending a fax, the machine stores all the fax data in memory. If the machine's memory becomes full while storing this data, the fax transmission will be canceled. If this happens, lower the resolution or reduce the number of pages and try again.

1. Open the file you want to send.
2. On the *File* menu, click **_Print_**.
3. Under Printer option select the COP Outgoing Fax driver as the printer, and then click **_Print_** and the "LAN-Fax Generic" window will open.
4. Use the LAN-Fax Generic window to configure "My Address Book" and to configure other options for your fax.

Add contacts to "My Address Book"

5. To specify a destination from the My Address Book, select a destination from "Address List", and then click ***Set as Destination***.

   Repeat this step to add more destinations.

6. To directly enter a fax number, click the ***Specify Destination*** tab.
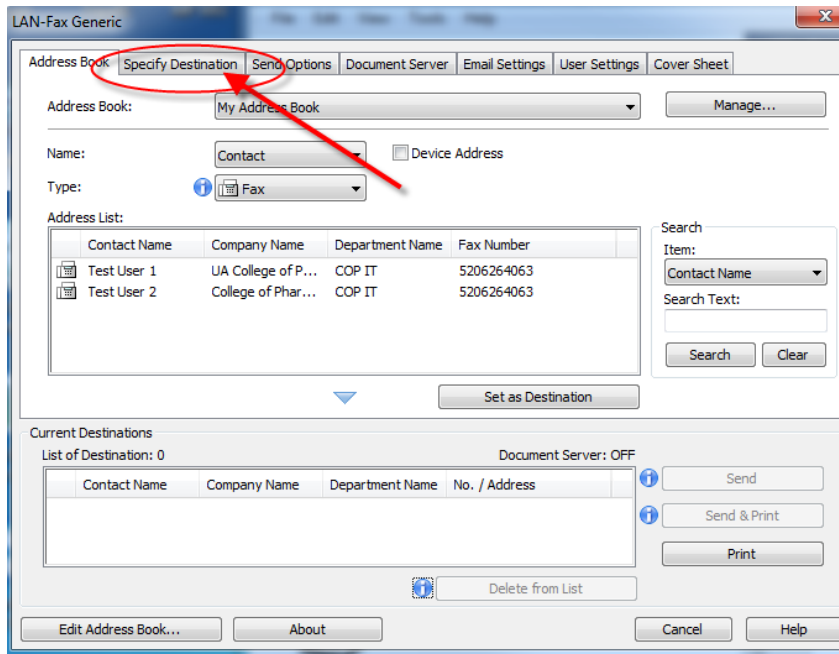
7. Enter a fax number (up to 40 digits, no spaces, no dashes) in "Fax Number" field and then click ***Set as Destination***.

   Repeat this step to add more destinations.

8. To receive an email confirmation that your fax was successful or unsuccessful, click the **Email Settings** tab. Under the "Email TX results" area, choose either "Notify" or "Notify errors only" and then the radio button for "Specify destinations". In the *Destination* field, add the email address to which to send the confirmation. See example on next page.
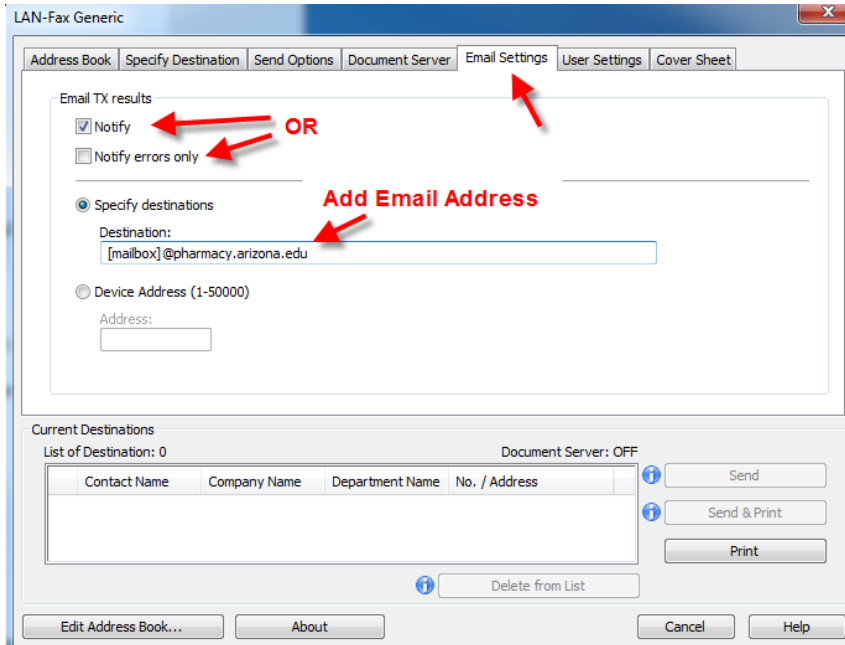
9. Click **_Send_**.

- o You can attach a cover sheet by clicking the **_Cover Sheet_** tab.
  - ▪ Check the "Attach a Cover Sheet" checkbox
  - ▪ Chose a "To:" option
  - ▪ Chose a "From:" option
  - ▪ Optional: Add a Message by checking the "With a Message" checkbox and enter the message.
- o A fax number can contain 0 to 9, "P" (pause), "✳", "#", "-", and space.
- o If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Key Time] setting under fax transmission settings.
- o To delete an entered destination, select the destination in the "Address List" or "Destination List" fields and then click **_Delete from List_**.

Canceling a fax

You can cancel sending a fax using either the machine's control panel or your computer, depending on the status of the job.

Canceling while the machine is receiving a fax from the computer

Cancel the fax from the sending computer.

1. Double-click the printer icon on the right side of task bar on your computer.
2. Select the print job you want to cancel, click the **_Document_** menu, and then click **_Cancel_**.

    ↓ Note

    o   Be careful not to cancel the fax of another user.

Cancel the fax from the Ricoh copier control panel.

1. Go to the Ricoh copier in Drachman Hall room B-307m.
2. Use the copier's control panel to navigate to and select your fax. Select option to cancel the fax.

    ↓ Note

    o   Most likely you will not be quick enough to cancel the fax from the copier's control panel unless the copier is busy and sending your fax is delayed long enough for you to get to the copier and find and cancel the fax.

Receiving a Fax

- Receive faxes through your normal incoming fax process.