How to use Fax Forwarding

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QR Code

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How do I forward a fax?

You can use forwarding to forward documents to a specified End Receiver. This is useful if, for example, you are visiting another office and would like a copy of your documents to be sent to that office. A fax number, Internet Fax destination, IP-Fax destination, e-mail address, and folder destination can be set as the forwarding destination.

Note: You can select end receivers only from among destinations programmed in the Address Book.
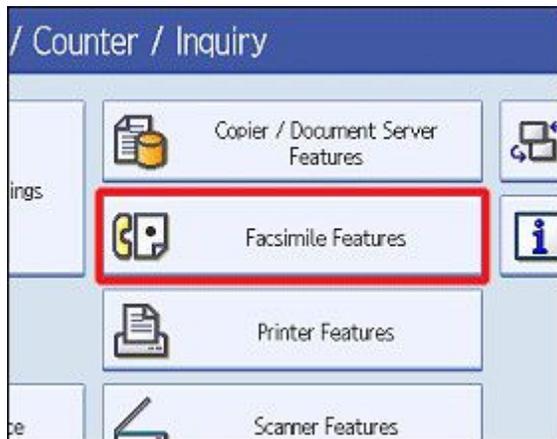
Programming an End Receiver

Important

- One end receiver can be registered for each special sender. To register two or more end receivers, use group destination. However, a maximum of 500 destinations can be specified in a group.
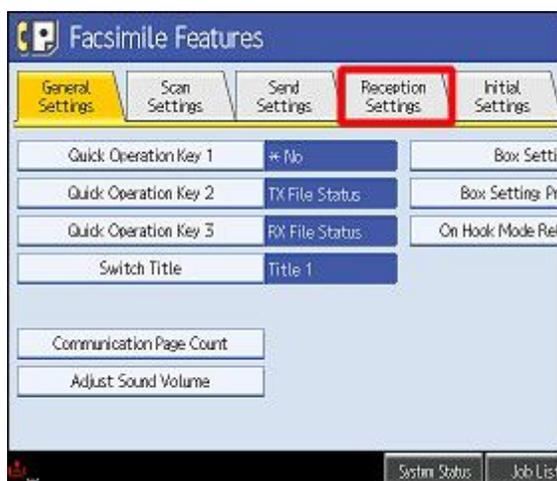
1. Press the **[User Tools/Counter]** key.

2. Press **[Facsimile Features]**.

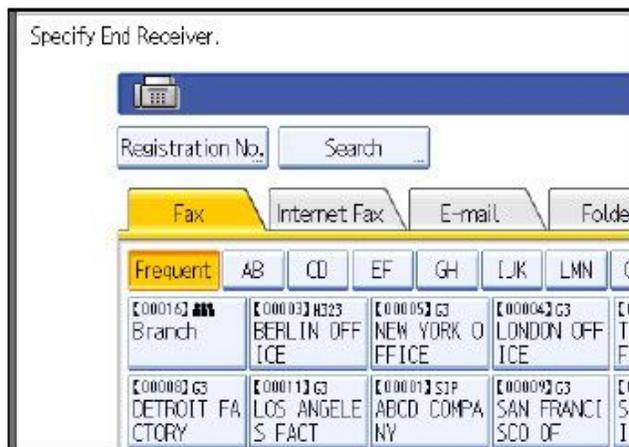3. Press **[Reception Settings]**.

4. Press **[Forwarding]**.

5. Press **[On]**.

If there is an End Receiver already programmed, a receiver name is shown. If you want to change the receiver, press **[Receiver]**.

To cancel Forwarding, press **[Off]**.

6. Specify an End Receiver using the destination list, and then press **[OK]**.

Press the key on the left of the display to switch the destination between fax number, e-mail address, Internet Fax destination, and folder destination.

IP-Fax destination appears in the fax destination list.

Set a folder destination in Address Book Management under Administrator Tools in the System Settings menu.

Set a e-mail destination in Address Book Management under Administrator Tools in the System Settings menu.

If you have specified e-mail destination or folder destination for forwarding, you can specify the file format used for forwarding.

If you make a mistake, press **[Clear]** before pressing **[OK]**, and then try again.

7. Press **[Security]**.

   If not specifying the security function, proceed to step 9.

   Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.


8. Select the security functions.

   To specify encryption for documents for Forwarding, press **[Encryption]**. To use the encryption function, the address must be stored in the Address Book and have the

encryption option enabled. For details about Encryption, consult your administrator.

To attach a signature to documents for Forwarding, press **[Signature]**. For details about Signature, consult your administrator.
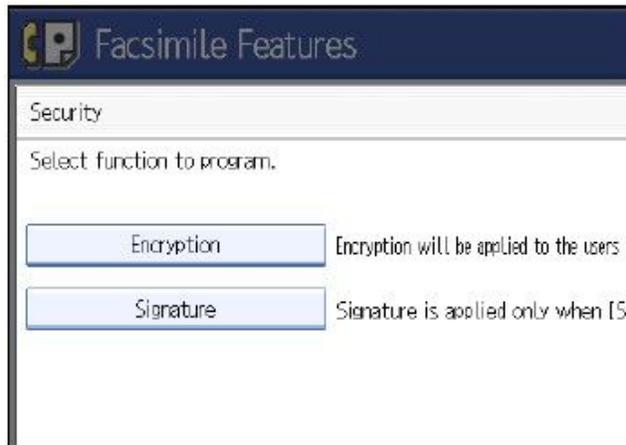
9. Press **[OK]**.

10. Press **[Exit]**.

11. Press the **[User Tools/Counter]** key.

Note:

- Select **[Encrypt All]** in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in **[Security]**. For details about encryption, consult your administrator.

- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.

    - If **[Set Individually]** is set:

      You can set **[Signature]** in **[Security]** and attach an electronic signature to email for every transmission.

    - If **[Do not Use Signatures]** is set:

      Even if you press **[Security]**, **[Signature]** does not appear.

    - If **[Use Signatures]** is set:

      An electronic signature is attached when you send email. The **[Signature]** setting in **[Security]** cannot be cancelled.