# FAX 1195L
# Software User's Guide

## Definitions of notes

We use the following icons throughout this User's Guide:

| | |
|---|---|
| 📝 Note | Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features. |

## Compilation and publication notice

Under our supervision, this manual has been compiled and published, covering the latest product's descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

We reserve the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

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## IMPORTANT NOTE

■ This product is approved for use in the country of purchase only. Do not use this product outside the country of purchase as it may violate the power regulations of that country.

■ Before using this manual, please be sure to install available drivers and software from the CD-ROM attached to your machine.

■ Windows® XP in this document represents Windows® XP Professional, Windows® XP Professional x64 Edition and Windows® XP Home Edition.

■ Windows Vista® in this document represents all editions of Windows Vista®.

■ Windows® 7 in this document represents all editions of Windows® 7.

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**Section I**

▶

# Machine operation keys

# 1

# Using the control panel

## Using the printer keys

You can access the following features from your machine's control panel.

### Job Cancel

To cancel the current print job, press ⊘. You can clear the data that is left in the machine's memory by pressing ⊘.

**Section II**

▶

# Windows®

# 2 Printing

**Note**

The screens in this section are from Windows® 7. Screens on your PC may vary depending on your operating system.

## Using the printer driver

A printer driver is software that translates data from the format used by a PC into the format needed by a particular printer, using a printer command language or page description language.

The printer drivers are available from the CD-ROM attached to your machine.

# Printing a document

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes. (For information about the Paper Tray and Recommended paper, see Basic User's Guide.)

1 From your application, choose the Print command.
If any other printer drivers are installed on your computer, choose **TYPE 1195L Printer** as your printer driver from the Print or Print Settings menu in your software application, and then click **OK** to begin printing.

**Note**

You can choose the paper size and orientation in your application software.

If your application software does not support your custom paper size, choose the next largest paper size.

Then adjust the print area by changing the right and left margins in your application software.

# Manual duplex (two-sided) printing

The supplied printer driver supports manual duplex printing.

## Guidelines for printing on both sides of the paper

- If the paper is thin, it may wrinkle.
- If paper is curled, turn over the stack, straighten it and then put it back in the paper tray or manual feed slot.
- If the paper is not feeding properly, it may be curled. Remove the paper, straighten it and turn over the stack.
- When you use the manual duplex function, it is possible that there may be paper jams or poor print quality.

  If there is a paper jam, see Basic User's Guide: *Error and maintenance messages*. If you have a print quality problem, see Basic User's Guide: *Improving the print quality*.

## Manual duplex printing

The machine prints all the even-numbered pages on one side of the paper first. Then, the printer driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or thick paper is not recommended.

# Simultaneous scanning, printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning a document into the computer. Fax sending will not be stopped during the computer printing. However, when the machine is copying or receiving a fax on paper, it pauses the computer printing operation, and then continues printing when copying or fax receiving has finished.

**📝 Note**

Even if `Toner Low` or `Toner Ended` is displayed on the LCD, fax sending and scanning are available.

# Printer driver settings

You can change the following printer settings when you print from your computer:

- **Paper Size**
- **Orientation**
- **Copies**
- **Media Type**
- **Resolution**
- **Print Settings**
- **Multiple Page**
- **Duplex / Booklet**
- **Paper Source**
- **Scaling**
- **Reverse Print**
- **Use Watermark**
- **Header-Footer Print**
- **Toner Save Mode**
- **Administrator**
- **Density Adjustment**
- **Improve Print Output**
- **Skip Blank Page**
- **Print Profiles**

The following pages provide an overview of the printer driver settings. For more information, see the Help text in the printer driver.

# Accessing the printer driver settings

1. (For Windows® XP)
   Click **Start**, and then **Printers and Faxes**.

   (For Windows Vista®)

   Click the 🔵 button, **Control Panel**, **Hardware and Sound**, and then **Printers**.

   (For Windows® 7)

   Click the 🔵 button, and then click **Devices and Printers**.

2. (For Windows® XP and Windows Vista®)
   Right-click the **TYPE 1195L Printer** icon and select **Properties**. The printer properties dialog box appears.

   (For Windows® 7)
   Right-click the **TYPE 1195L Printer** icon and select **Printer properties**. The printer properties dialog box appears.

3. (For Windows® XP and Windows Vista®)
   Choose the **General** tab and then click **Printing Preferences...**.
   The printer driver dialog box appears.

   (For Windows® 7)
   Choose the **General** tab and then click **Preferences...**.
   The printer driver dialog box appears.

**Note**

To configure the tray settings, choose the **Tray Settings** tab.

# Basic tab

You can also change the Page Layout settings by clicking the illustration on the left side of the **Basic** tab.
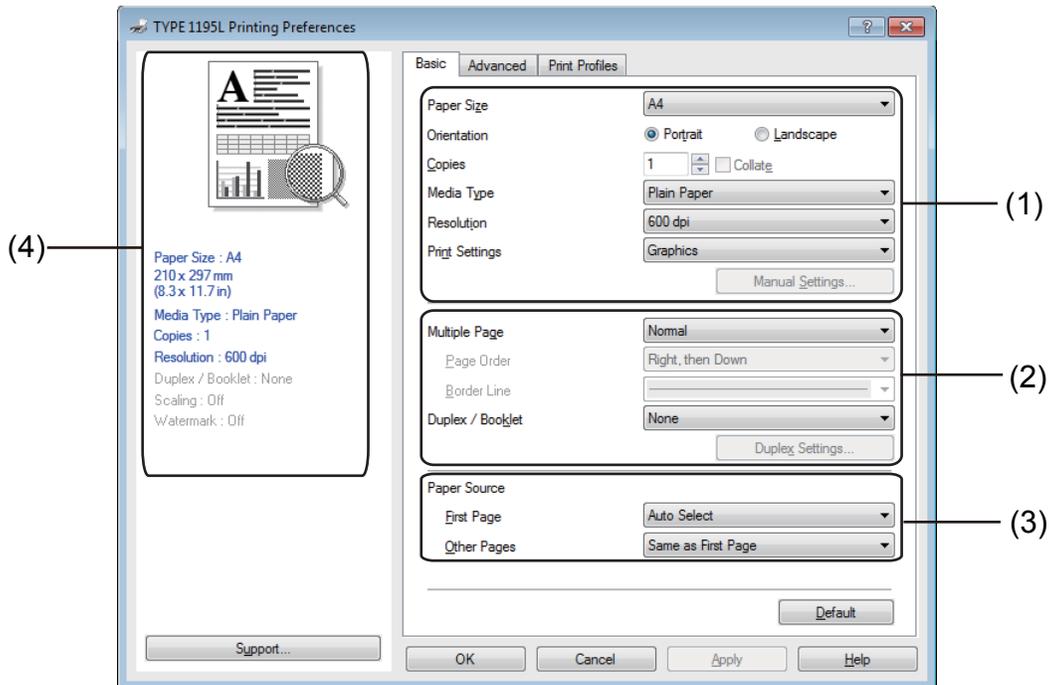


1. Choose **Paper Size**, **Orientation**, **Copies**, **Media Type**, **Resolution** and **Print Settings** (1).

2. Choose **Multiple Page** and **Duplex / Booklet** (2).

3. Choose **Paper Source** (3).

4. Confirm your current settings in the window (4).

5. Click **OK** to apply your chosen settings.
To return to the default settings, click **Default**, then **OK**.

## Paper Size

From the drop-down box choose the Paper Size you are using.

# Orientation

Orientation selects the position of how your document will be printed (**Portrait** or **Landscape**).

| Portrait (Vertical) | Landscape (Horizontal) |
|---|---|
|  |  |
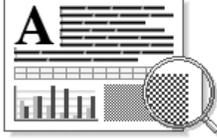
# Copies

The copies selection sets the number of copies that will be printed.

■ **Collate**

With the Collate check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the Collate check box is not selected, then each page will be printed for all the copies selected before the next page of the document is printed.

## Media Type

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

- **Plain Paper**
- **Thin Paper**
- **Thick Paper**
- **Thicker Paper**
- **Bond Paper**
- **Envelopes**
- **Env. Thick**
- **Env. Thin**
- **Recycled Paper**
- **Label**

**Note**

- When using ordinary plain paper (60 to 105 g/m$^2$, 16 to 28 lb) choose **Plain Paper**. When using heavier weight paper or rough paper choose **Thick Paper** or **Thicker Paper**. For bond paper, choose **Bond Paper**.

- When printing on envelopes choose **Envelopes**. If the toner is not fixed to the envelope correctly when **Envelopes** has been selected, choose **Env. Thick**. If the envelope is crumpled when **Envelopes** has been selected, choose **Env. Thin**.

## Resolution

You can choose the resolution as follows.

- **300 dpi**
- **600 dpi**
- **HQ 1200**

**Note**

The print speed will change depending on what print quality setting you choose. Higher print quality takes longer to print, while lower print quality takes less time to print.

## Print Settings

You can change the print settings as follows:

■ **Graphics**

This is the best mode for printing documents that contain graphics.

■ **Text**

This is the best mode for printing text documents.

■ **Manual**

You can change the settings manually by choosing **Manual** and clicking the **Manual Settings...** button.

You can set brightness, contrast and other settings.

## Multiple Page

The Multiple Page selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarge the image size for printing one page on multiple sheets of paper.

■ **Page Order**

When N in 1 option is selected, the page order can be selected from the drop-down list.

■ **Border Line**

When printing multiple pages onto one sheet, with the Multiple Page feature, you can choose to have a solid border, dashed border or no border around each page on the sheet.

■ **Print cut-out line**

When 1 in NxN pages option is selected, the **Print cut-out line** option can be selected. This option allows you to print a faint cut-out line around the printable area.

## Manual duplex (two-sided)/ Booklet

When you want to print a booklet or do manual duplex printing, use this function.

■ **None**

Disable duplex printing.

■ **Duplex (Manual)**

When you want to do duplex printing, use this option.

- **Duplex (Manual)**

The machine prints all the even-numbered pages first. Then the printer driver will stop and show the instructions required to re-insert the paper. When you click **OK** the odd-numbered pages will be printed.

When you choose **Duplex (Manual)**, the **Duplex Settings...** button becomes available to select. You can set the following settings in the **Duplex Settings** dialog box.

- **Duplex Type**

There are four types of duplex binding directions available for each orientation.

- **Binding Offset**

When you check **Binding Offset**, you can also specify the offset for binding in inches or millimetres.

■ **Booklet (Manual)**

Use this option to print a document in booklet format using duplex printing; it will arrange the document according to the correct page numbers and allows you to fold at the centre of the print output without having to change the order of the pages.

- **Booklet (Manual)**

The machine prints all the even-numbered sides first. Then the printer driver will stop and show the instructions required to re-insert the paper. When you click **OK** the odd-numbered sides will be printed.

When you choose **Booklet (Manual)**, the **Duplex Settings...** button becomes available to select. You can set the following settings in the **Duplex Settings** dialog box.

- **Duplex Type**

There are two types of duplex binding directions available for each orientation.

- **Booklet Printing Method**

When **Divide into Sets** is selected:

This option allows you to print the whole booklet into smaller individual booklet sets, it still allows you to fold at the center of the smaller individual booklet sets without having to change the order of the pages. You can specify the number of sheets in each smaller booklet set, from 1 to 15. This option can help when folding the printed booklet that has a large number of pages.
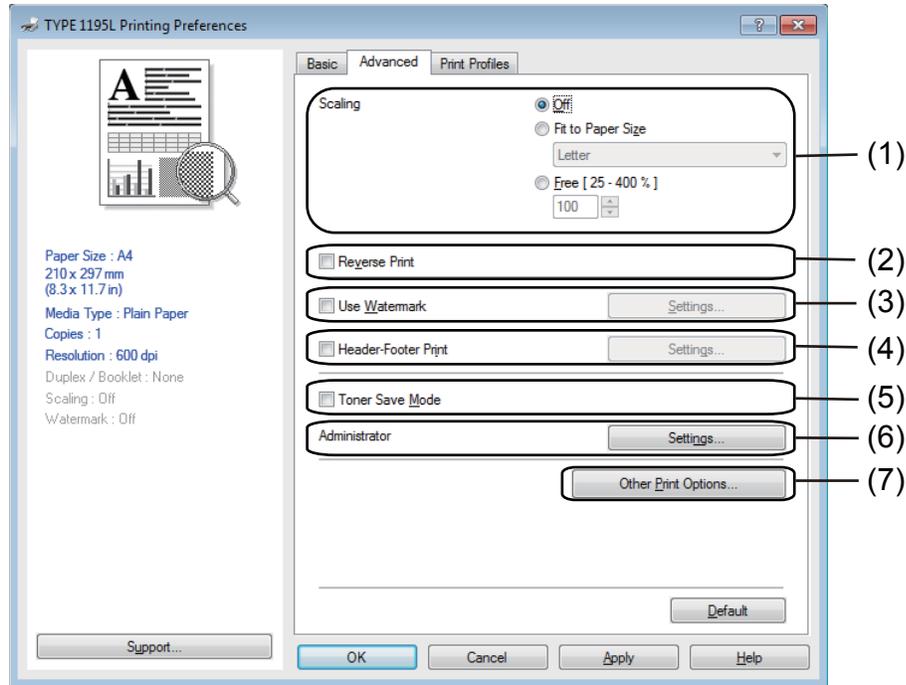
- **Binding Offset**

When you check **Binding Offset**, you can also specify the offset for binding in inches or millimetres.

## Paper Source

You can choose **Auto Select**, **Tray1** or **Manual** and specify separate trays for printing the first page and for printing from the second page onwards.

# Advanced tab

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)

Change the tab settings by clicking one of the following selections:

- **Scaling** (1)
- **Reverse Print** (2)
- **Use Watermark** (3)
- **Header-Footer Print** (4)
- **Toner Save Mode** (5)
- **Administrator** (6)
- **Other Print Options** (7)

## Scaling
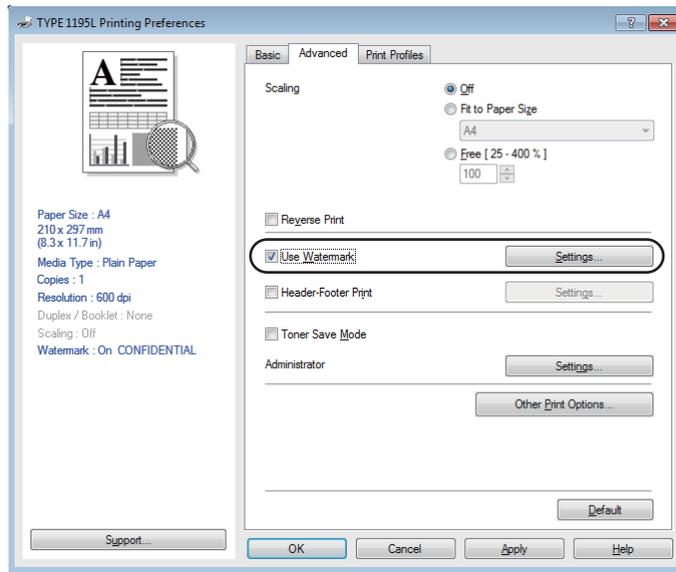
You can change the print image scaling.
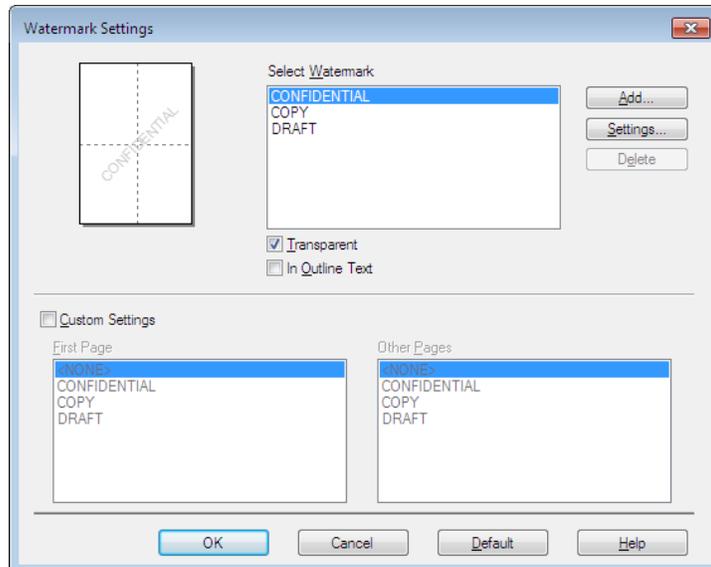
## Reverse Print

Check **Reverse Print** to reverse the data to flip it upside down.

## Use Watermark

You can put a logo or text into your document as a watermark. You can choose one of the preset Watermarks, or you can use a bitmap file that you have created. Check **Use Watermark** and then click the **Settings...** button.



## Watermark Settings

## Transparent

Check **Transparent** to print the watermarked image in the background of your document. If this feature is not checked then the watermark will be printed on top of your document.
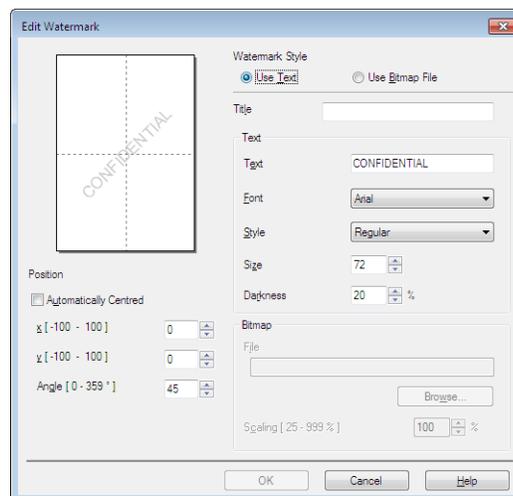
## In Outline Text

Check **In Outline Text** if you only want to print an outline of the watermark. It is only available when you choose a text watermark.

## Custom Settings

You can choose which watermark to print on the first page or on the other pages.

Click the **Add** button to add the watermark settings and then choose **Use Text** or **Use Bitmap File** in **Watermark Style**.



You can change the additional watermark's size and position on the page by selecting the watermark, and clicking the **Settings** button.

■ **Title**

Enter a suitable title into the field.

■ **Text**

Enter your Watermark Text into the **Text** box, and then choose the **Font**, **Style**, **Size** and **Darkness**.

■ **Bitmap**

Enter the file name and location of your bitmap image in the **File** box, or click **Browse** to search for the file. You can also set the scaling size of the image.

■ **Position**

Use this setting if you want to control the position of the watermark on the page.

## Header-Footer Print

When this feature is enabled, it will print the date and time on your document from your computer's system clock and the PC login user name or the text you entered. By clicking **Settings**, you can customize the information.

■ **ID Print**

If you select **Login User Name**, your PC login user name will be printed. If you select **Custom** and enter the text in the **Custom** edit box, the text you entered will be printed.

## Toner Save Mode

You can conserve toner use with this feature. When you set **Toner Save Mode** to On, prints appears lighter. The default setting is Off.

**Note**

• We do not recommend **Toner Save Mode** for printing photo or greyscale images.

• **Toner Save Mode** is not available for **HQ 1200** resolution.

## Administrator

Administrators have the authority to limit access to functions such as scaling and watermark.



■ **Password**

Enter the password into this box.

**Note**

Click **Set Password...** to change the password.

■ **Copies Lock**

Lock the copy pages selection to prevent multiple copy printing.

■ **Multiple Page & Scaling Lock**

Lock the scaling setting and multiple page setting to prevent changes being made.

■ **Watermark Lock**

Lock the current settings of the Watermark option to prevent changes being made.

■ **Header-Footer Print Lock**

Lock the current settings of the Header-Footer Print option to prevent changes being made.

## Other Print Options

You can set the following in Printer Function:

■ **Density Adjustment**

■ **Improve Print Output**

■ **Skip Blank Page**

## Density Adjustment

Increase or decrease the print density.

## Improve Print Output

This feature allows you to improve a print quality problem.

■ **Reduce Paper Curl**

If you choose this setting, the paper curl may be reduced.

If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to the thin setting.

> **Note**
>
> This operation will decrease the temperature of the machine's fusing process.

■ **Improve Toner Fixing**

If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

> **Note**
>
> This operation will increase the temperature of the machine's fusing process.

■ **Reduce Ghosting**

If you are using the machine in a high humidity environment this setting may reduce ghosting on the paper. Do not use this setting if the ambient humidity is below 30% or ghosting may increase.

> **Note**
>
> This feature may not reduce ghosting for all types of paper. Before you buy a lot of paper, test a small quantity to make sure that the paper is suitable.

# Skip Blank Page

If **Skip Blank Page** is checked, the printer driver automatically detects blank pages and excludes them from printing.
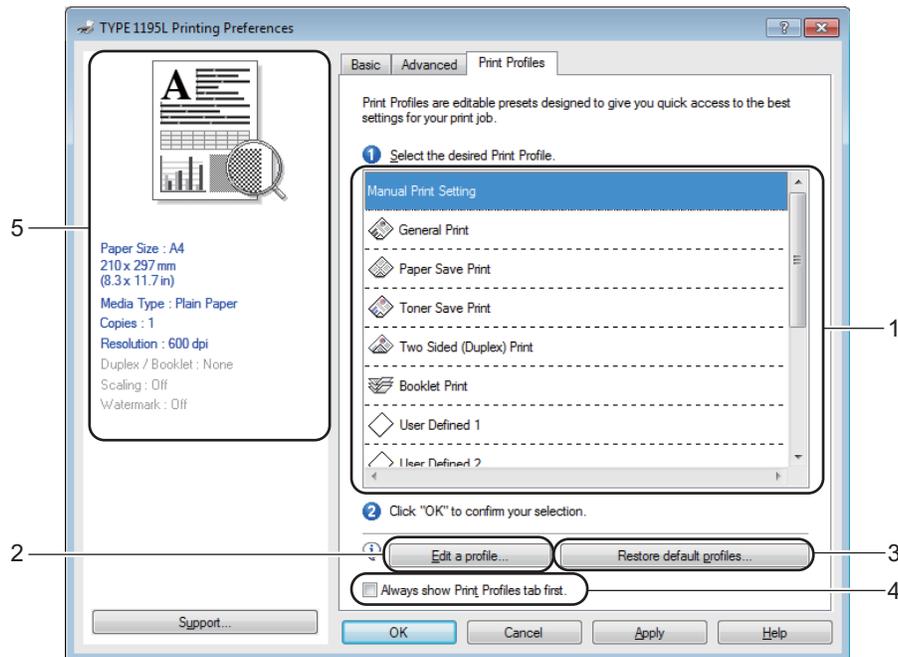
📝 **Note**

This option does not work when you choose the following options:

- **Use Watermark**
- **Header-Footer Print**
- **N in 1** or **1 in NxN Pages** in **Multiple Page**
- **Duplex (Manual)** or **Booklet (Manual)**

# Print Profiles tab

**Print Profiles** are editable presets designed to give you quick access to frequently used printing configurations.



- ■ Print profile list box (1)

- ■ **Edit a profile**(2)

    You can edit and save a new print profile.

- ■ **Restore default profiles**(3)

    Click to restore all the default print profiles.

- ■ **Always show Print Profiles tab first.**(4)

- ■ Current print profile view(5)

❶ Choose your profile from the print profile list box.

❷ If you want to display the **Print Profiles** tab at the front of the window from the next time you print, check **Always show Print Profiles tab first**.

❸ Click **OK** to apply your chosen profile.

## Edit a Profile

The **Save your profile changes** dialog box appears by clicking **Edit a profile**.

1️⃣ Choose an icon you want to use from the Icon list.

2️⃣ Enter the desired title in **Name**.

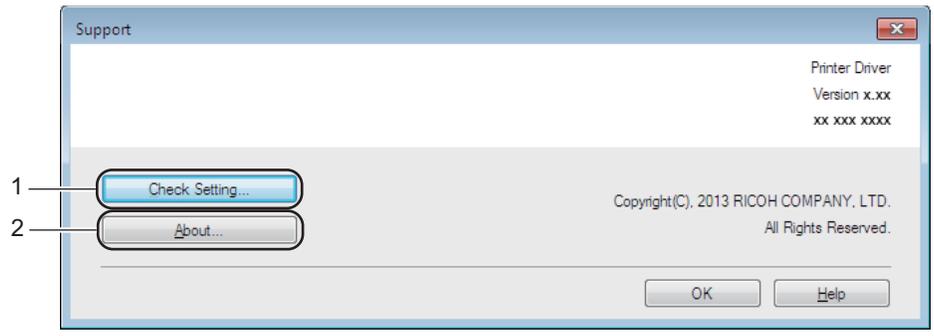3️⃣ Choose the print profile you want to overwrite, then click **OK**.

📝 **Note**
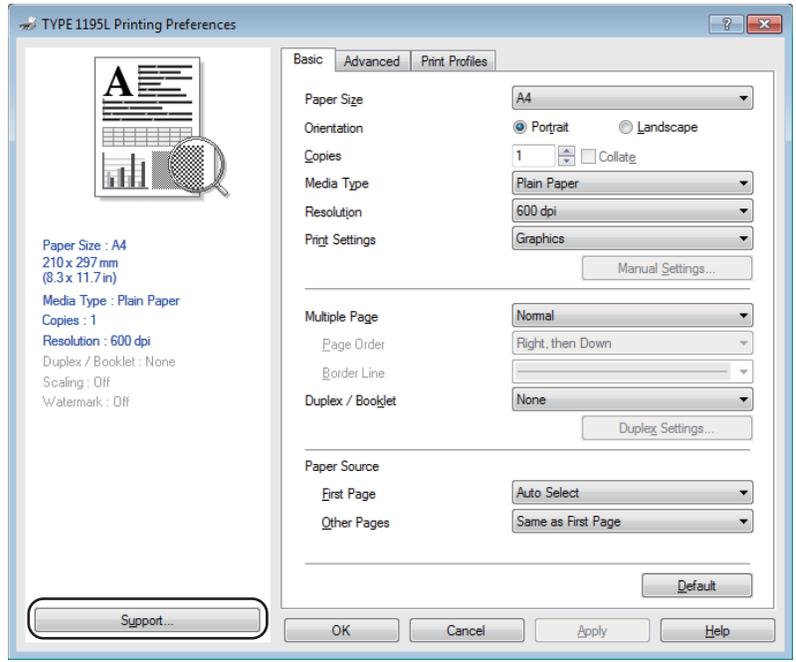
You can overwrite the preset print profiles.

# Support

Click **Support...** in the **Printing Preferences** dialog box.





■ **Check Setting** (1)

You can check the current driver settings.

■ **About** (2)

This will list the printer driver files and version information.
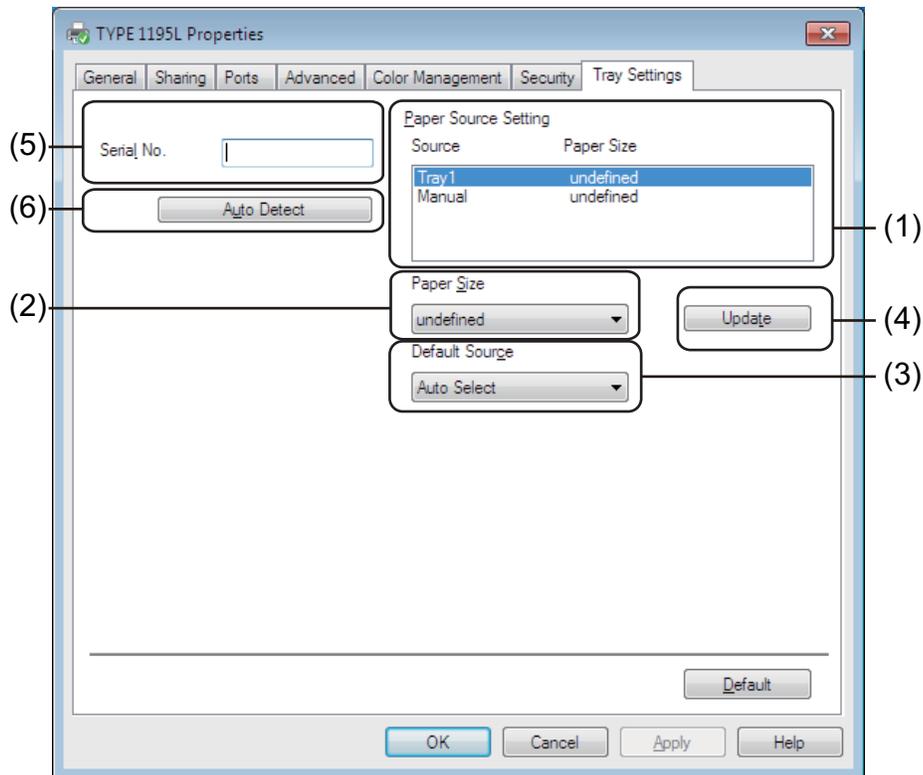
# Tray Settings tab

📝 **Note**

To access the **Tray Settings** tab, see *Accessing the printer driver settings* ▶▶ page 9.

You can define the paper size for each paper tray and auto detect the serial number in the **Tray Settings** tab as follows.

```
        ┌─────────────────────────────────────────────────┐
        │ 🖨 TYPE 1195L Properties                    ─ □ ✖ │
        ├─────────────────────────────────────────────────┤
        │ General │ Sharing │ Ports │ Advanced │ Color Management │ Security │ Tray Settings │
        │                                                 │
(5)──── │  Serial No.  [        ]   Paper Source Setting  │
        │                            Source    Paper Size │
(6)──── │     Auto Detect            Tray1    undefined   │──── (1)
        │                            Manual   undefined   │
        │                                                 │
(2)──── │            Paper Size                  Update   │──── (4)
        │            [undefined ▼]                        │
        │            Default Source                       │──── (3)
        │            [Auto Select ▼]                      │
        │                                                 │
        │                                      Default    │
        │        OK      Cancel     Apply      Help       │
        └─────────────────────────────────────────────────┘
```

■ **Paper Source Setting** (1)

This feature lists the paper size assigned to each tray. The settings applied in **Paper Size** (2) and **Update** (4) are displayed.

■ **Paper Size** (2)

This setting allows you to define which paper size is used for the tray and manual feed slot. Highlight the paper source you want to define and then choose the paper size from the drop-down list. Click **Update** (4) to apply the setting to the tray.

■ **Default Source** (3)

This setting allows you to choose the default paper source that your document will be printed from. Choose the **Default Source** from the drop-down list and click **Update** (4) to save your setting. The **Auto Select** setting will automatically pull paper from any paper source (tray or manual feed slot) that has a defined paper size that matches your document.

■ **Update** (4)

The **Update** function reflects the **Paper Size** (2) setting in **Paper Source Setting** (1).

■ **Serial No.** (5)

By clicking **Auto Detect** (6), the printer driver will query the machine and display its serial number. If it fails to receive the information, the screen will display "---------------".

■ **Auto Detect** (6)

The **Auto Detect** function obtains the machine's serial number by initiating communication between the PC and the machine.

📝 **Note**

The **Auto Detect** function is not available under the following machine conditions:

• The machine's power switch is Off.

• The cable is not connected to the machine correctly.

# Status Monitor

The Status Monitor utility is a configurable software tool for monitoring the status of one or more devices, allowing you to get immediate notification of error messages such as paper empty or paper jam.
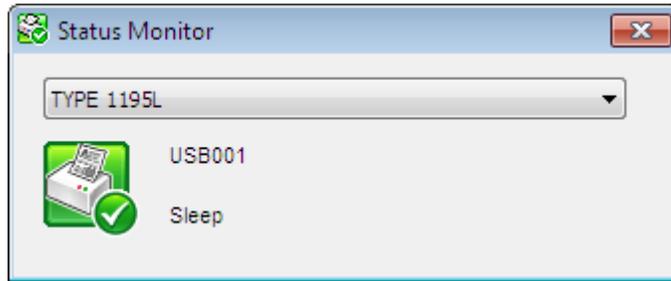


You can check the device status at anytime by double-clicking the icon in the tasktray or by choosing **Status Monitor** located in **Start/All Programs/RFG/TYPE 1195L** on your PC.

(Windows® 7)

If you have set the **Enable Status Monitor on startup** during installation, you will find the button or the **Status Monitor** icon on the taskbar.

To show the **Status Monitor** icon on your taskbar, click the button. The **Status Monitor** icon will appear in the small window. Then drag the icon to the taskbar.



**Note**

For more information about using the Status Monitor software, right-click the **Status Monitor** icon and choose **Help**.

## Monitoring the machine's status

The Status Monitor icon will change colour depending on the machine's status.

■ A green icon indicates the normal stand-by condition.



■ A yellow icon indicates a warning.



■ A red icon indicates a printing error has occurred.



There are two locations where you can display the **Status Monitor** on your PC - in the tasktray or on the desktop.

# 3 Scanning

The scanning operations and drivers will be different depending on your operating system. The machine uses a TWAIN compliant driver for scanning documents from your applications.

Two scanner drivers are installed. A TWAIN compliant scanner driver (See *Scanning a document using the TWAIN driver* ►► page 36) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver* ►► page 29).

## Scanning a document using the WIA driver

### WIA compliant

You can choose Windows® Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into any application that supports WIA or TWAIN scanning.

### Scanning a document into the PC

You can use the ADF (automatic document feeder) to scan a whole page.

1 Load your document.

2 Start Microsoft® Paint  to scan a document.

**Note**

The instructions for scanning in this Guide are for when you use Microsoft® Paint. The scanning steps may vary when using other software applications.

3 Click **From Scanner or Camera** on the **File** menu.
The Scanner Setup dialog box appears.

d If necessary, adjust the following settings in the Scanner Setup dialog box:

- **Paper source** (1)
- Picture type (2)
- **Adjust the quality of the scanned picture** (3)
- **Page size** (4)
- **Scan** (5)
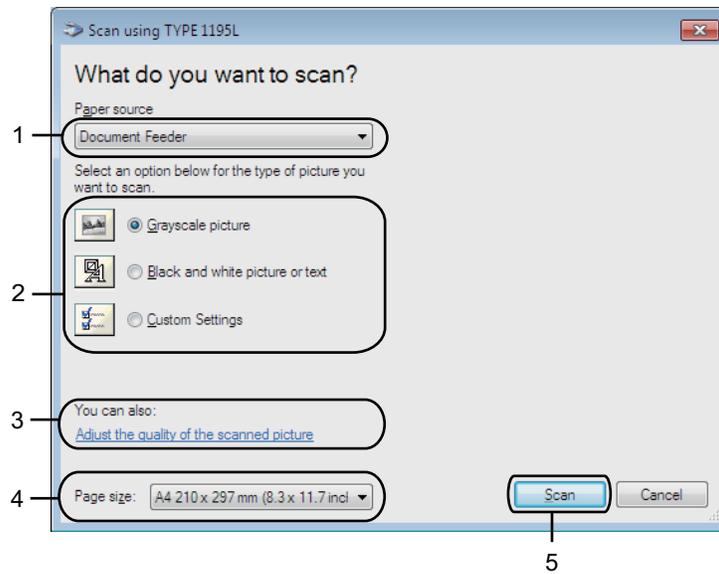


e Choose **Document Feeder** from the **Paper source** drop-down list (1).

f Choose the picture type (2).

g Choose the **Page size** from the drop-down list (4).

⑧ If you need advanced settings, click **Adjust the quality of the scanned picture** (3). You can choose **Brightness**, **Contrast**, **Resolution (DPI)** and **Picture type** from **Advanced Properties**. Click **OK** after you have changed the settings.
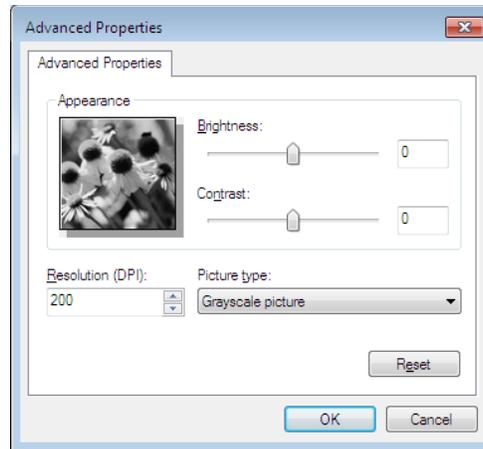


**📝 Note**

- The scanner resolution can be set as high as 1200 dpi.

- For resolutions greater than 1200 dpi, use the Scanner Utility. (See *Scanner Utility* ▶▶ page 32.)

⑨ Click the **Scan** button in the Scan dialog box (5).
The machine starts scanning the document.

## Scanner Utility

The Scanner Utility is used for configuring the WIA scanner driver for resolutions greater than 1200 dpi. You must restart your PC for the new settings to take effect.

📝 **Note**

If you scan the document at a resolution greater than 1200 dpi, the file size may be very large. Make sure that you have enough memory and hard disk space for the size of the file you are trying to scan. If you do not have enough memory or hard disk space then your PC may freeze and you could lose your file.

■ Running the utility

You can run the utility by choosing the **Scanner Utility** located in **Start**/**All Programs**/**RFG**/**TYPE 1195L**/**Scanner Settings**/**Scanner Utility**.

Screens on your computer may vary depending on your operating system or the model of your machine.
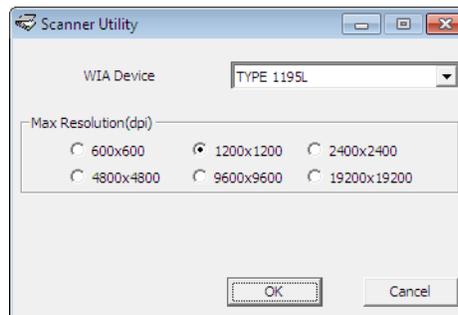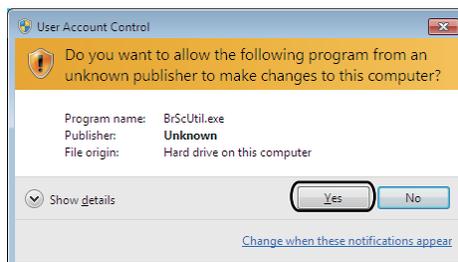
**Note**

(Windows Vista® and Windows® 7)

When the **User Account Control** screen appears, do the following.

- For users who have administrator rights: Click **Yes**.



- For users who do not have administrator rights: Enter the administrator password and click **Yes**.

# Scanning a document using the WIA driver (Windows Photo Gallery and Windows Fax and Scan)
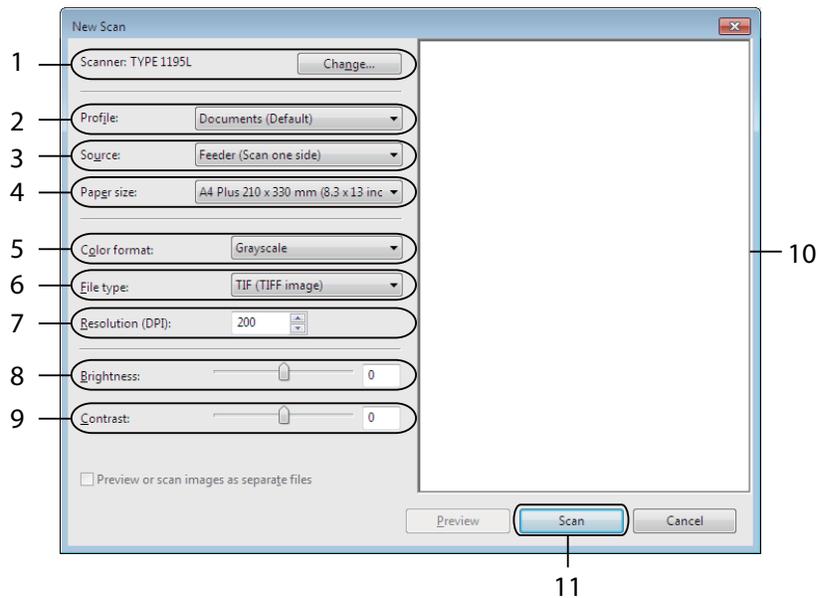
## Scanning a document into the PC

You can use the ADF (automatic document feeder) to scan a whole page.

**1** Load your document.

**2** Open your software application to scan the document.

**3** Do one of the following:

- (Windows Photo Gallery)

  Click **File**, then **Import from Camera or Scanner**.

- (Windows Fax and Scan)

  Click **File**, **New**, then **Scan**.

**4** Choose the scanner you want to use.

**5** Click **Import** or **OK**.
The Scan dialog box appears.

6️⃣ If necessary, adjust the following settings in the Scan dialog box:

- ■ **Scanner** (1)
- ■ **Profile** (2)
- ■ **Source** (3)
- ■ **Paper size** (4)
- ■ **Color format** (5)
- ■ **File type** (6)
- ■ **Resolution (DPI)** (7)
- ■ **Brightness** (8)
- ■ **Contrast** (9)
- ■ Scanning area (10)
- ■ **Scan** (11)



7️⃣ Click **Scan** in the Scan dialog box.
The machine starts scanning the document.

# Scanning a document using the TWAIN driver

A TWAIN compliant scanner driver is available from the CD-ROM attached to your machine. TWAIN drivers meet the standard universal protocol for communicating between scanners and applications. This means that you can scan images directly into hundreds of software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, CorelDRAW® and many more.

## Scanning a document into the PC

You can use the ADF (automatic document feeder) to scan a whole page.

1 Load your document.

2 Start your graphics application, and select scan operation.
The **Scanner Setup** dialog box appears.

3 If necessary, adjust the following settings in the Scanner Setup dialog box:

- **Scan** (Image Type) (1)
- **Resolution** (2)
- **Scan Type** (3)
- **Brightness** (4)
- **Contrast** (5)
- **Document Size** (6)
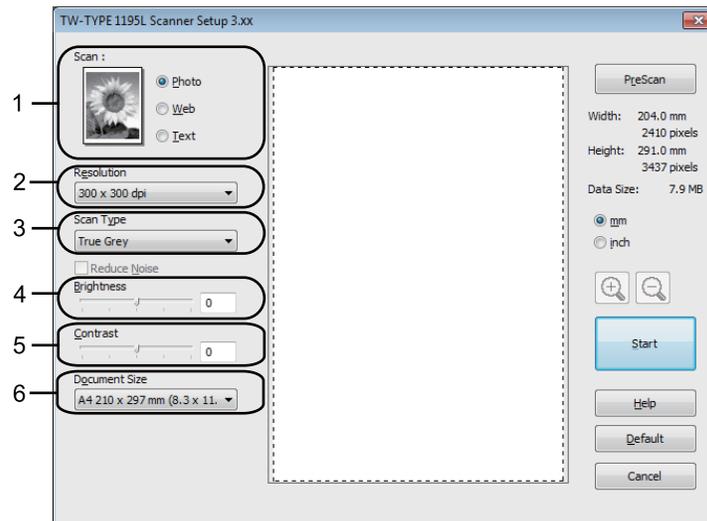


4 Click **Start**.
When scanning is finished, click **Cancel** to return to the graphics application window.

3

**Note**

After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning. (See *Pre-Scanning to crop a portion you want to scan* ▶▶ page 37.)
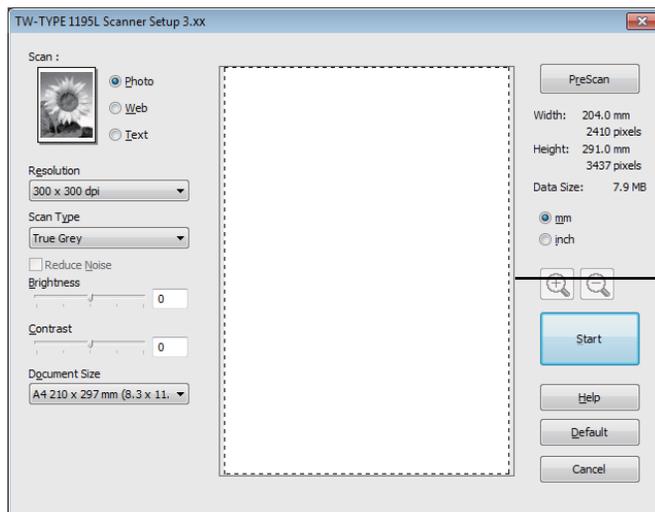
# Pre-Scanning to crop a portion you want to scan

You can preview your image and crop unwanted portions before scanning by using the **PreScan** button.

When you are satisfied with the preview, click the **Start** button in the Scanner Setup dialog box to scan the image.

① Follow the steps from ❶ to ❷ of *Scanning a document into the PC* ▶▶ page 36.

② Choose the settings for **Scan** (Image Type), **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.

③ Click **PreScan**.
The whole image is scanned into the PC and appears in the Scanning Area (1) of the Scanner Setup dialog box.

4. Press and hold down the left mouse button and drag it over the portion you want to scan.



**1  Scanning area**

**Note**

You can enlarge the image using the ⊕ icon, and then use the ⊖ icon to restore the image to its original size.

5. Load your document again.

6. Click **Start**.
   When scanning is finished, click **Cancel** to return to the graphics application window.
   This time only the chosen area of the document appears in your application window.

7. In your application window, use the options available to refine the image.

## Settings in the Scanner Setup dialog box

### Scan (Image Type)

Choose the output image type from **Photo**, **Web** or **Text**. **Resolution** and **Scan Type** will be altered for each default setting.

The default settings are listed in the table below:

| Scan (Image Type) | | Resolution | Scan Type |
|---|---|---|---|
| **Photo** | Use for scanning photo images. | 300 x 300 dpi | True Grey |
| **Web** | Use for attaching the scanned image to web pages. | 100 x 100 dpi | True Grey |
| **Text** | Use for scanning text documents. | 200 x 200 dpi | Black & White |

### Resolution

You can choose a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image. The following table shows the resolutions you can choose.

| Resolution | Black & White/<br>Grey (Error Diffusion)/<br>True Grey |
|---|---|
| 100 x 100 dpi | Yes |
| 150 x 150 dpi | Yes |
| 200 x 200 dpi | Yes |
| 300 x 300 dpi | Yes |
| 400 x 400 dpi | Yes |
| 600 x 600 dpi | Yes |
| 1200 x 1200 dpi | Yes |
| 2400 x 2400 dpi | Yes |
| 4800 x 4800 dpi | Yes |
| 9600 x 9600 dpi | Yes |
| 19200 x 19200 dpi | Yes |

### Scan Type

■ **Black & White**

Use for text or line art.

■ **Grey (Error Diffusion)**

Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)

■ **True Grey**

Use for photographic images or graphics. This mode is more exact due to using up to 256 shades of grey.

### Brightness

Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average.

You can set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.

If the scanned image is too light, set a lower **Brightness** level and scan the document again. If the image is too dark, set a higher **Brightness** level and scan the document again.

### Contrast

You can increase or decrease the **Contrast** level by moving the slider to the left or right. An increase emphasizes dark and light areas of the image, while a decrease reveals more detail in grey areas. You can also enter a value in the box to set the **Contrast**.

**Note**

The Contrast setting is only available when **Grey (Error Diffusion)** or **True Grey** is chosen.

When scanning photographs or other images for use in a word processor or other graphics application, try different settings for the contrast and resolution to see which setting best suits your needs.

### Document Size

Choose one of the following sizes:

- **A4 210 x 297 mm (8.3 x 11.7 in)**
- **JIS B5 182 x 257 mm (7.2 x 10.1 in)**
- **JIS B6 128 x 182 mm (5 x 7.2 in)**
- **Letter 215.9 x 279.4 mm (8 1/2 x 11 in)**
- **Legal 215.9 x 355.6 mm (8 1/2 x 14 in)**
- **A5 148 x 210 mm (5.8 x 8.3 in)**
- **A6 105 x 148 mm (4.1 x 5.8 in)**
- **Executive 184.1 x 266.7 mm (7 1/4 x 10 1/2 in)**
- **10 x 15 cm (4 x 6 in)**
- **13 x 20cm (5 x 8 in)**
- **9 x 13 cm (3.5 x 5 in)**
- **13 x 18 cm (5 x 7 in)**
- **Postcard 1 100 x 148 mm (3.9 x 5.8 in)**
- **Postcard 2 (Double) 148 x 200 mm (5.8 x 7.9 in)**
- **Custom**

    If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.
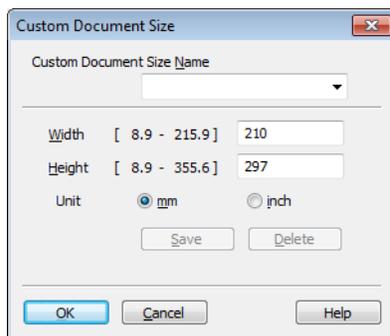
Enter the **Custom Document Size Name**, **Width** and **Height** for the document.

You can choose 'mm' or 'inch' as the unit for **Width** and **Height**.

**Note**

• You can see the actual paper size you chose on the screen.



  PreScan

  Width :  204.0 mm
                 2410 pixels
  Height :  291.0 mm
                 3437 pixels
  Data Size :   23.7 MB
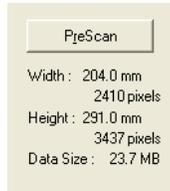
- • **Width**: shows the width of scanning area.
- • **Height**: shows the height of scanning area.
- • **Data Size**: shows the rough data size in Bitmap format. The size will be different for other file formats such as JPEG.

• User adjustable from 8.9 x 8.9 mm to 215.9 x 355.6 mm.

**4** **Remote Setup**

# Remote Setup

The Remote Setup program lets you configure many machine settings from a Windows® application. When you start this application, the settings on your machine will be downloaded automatically to your PC and displayed on your PC screen. If you change the settings, you can upload them directly to the machine.

Click the **Start** button, **All Programs**, **RFG**, **TYPE 1195L** and **Remote Setup**.
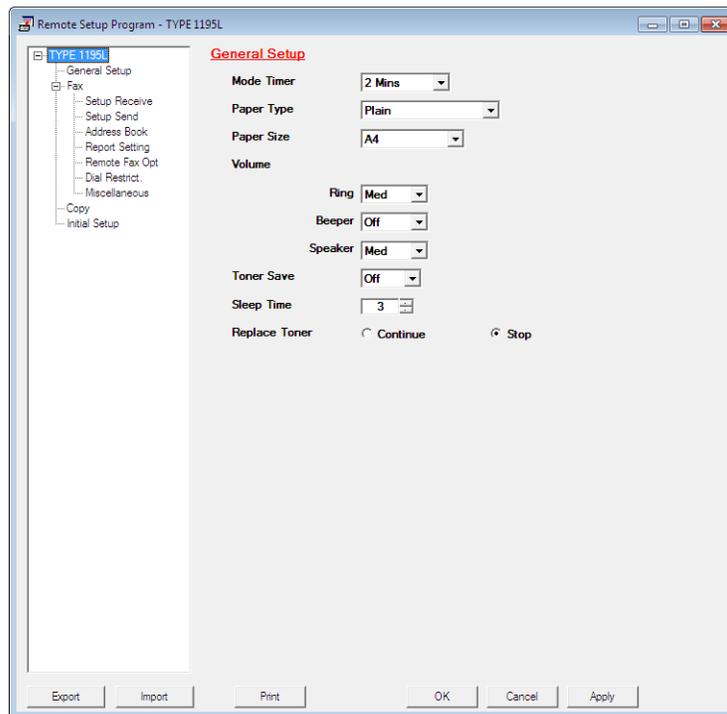


■ **OK**

Lets you start uploading data to the machine and exit the Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.

■ **Cancel**

Lets you exit the Remote Setup application without uploading data to the machine.

■ **Apply**

Lets you upload data to the machine without exiting the Remote Setup application.

■ **Print**

Lets you print the chosen items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and then click **Print**.

■ **Export**

Lets you save the current configuration settings to a file.

■ **Import**

Lets you read the settings from a file.

**Note**

You can use the **Export** button to save Quick Dial or all your settings for your machine.

# **5** PC-FAX Send Software

## PC-FAX sending

The PC-FAX feature lets you use your PC to send a document from an application as a standard fax.  All you have to do is set up the receiving parties as members or groups in your PC-FAX Address Book or simply enter the destination address or fax number into the user interface. You can use the Address Book Search feature to quickly find members to send to.

📝 **Note**

The PC-FAX software can only send Black & White fax documents in A4 size.

## Sending a file as a PC-FAX

① Create a file in any application on your PC.

② Click **File**, then **Print**.
The **Print** dialog box appears:
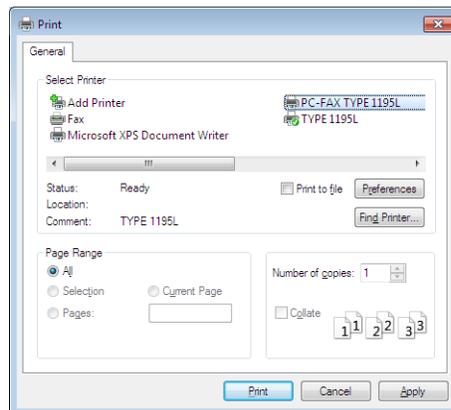


③ Choose **PC-FAX TYPE 1195L** as your printer, and then click **Print**.
The PC-FAX sending dialog box appears:
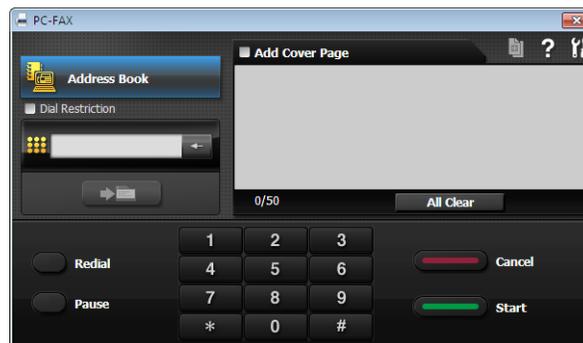
**d** Enter a fax number using any of the following methods:

■ Use the dial pad to enter the number.

■ Click the **Address Book** button, and then choose a member or group from the Address Book.

If you make a mistake, click **All Clear** to delete all the entries.

**e** To include a cover page, check **Add Cover Page**.

**Note**

You can click the ⊞ icon to edit a cover page.

**f** Click **Start** to send the fax.

**Note**

• If you want to cancel the fax, click **Cancel**.

• If you want to redial a number, click **Redial** to scroll through the last five fax numbers, choose a number, and then click **Start**.

## Setting up user information

**Note**

You can access **User Information** from the PC-FAX sending dialog box by clicking the 🎛 icon.

(See *Sending a file as a PC-FAX* ▶▶ page 44.)

**a** Click the **Start** button, **All Programs**, **RFG**, **TYPE 1195L**, **PC-FAX Sending**, then **PC-FAX Setup**. The **PC-FAX Setup** dialog box appears:
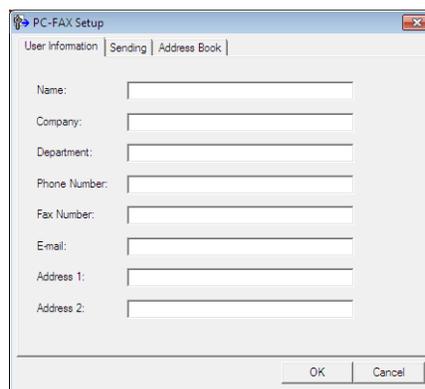


**b** Enter this information to create the fax header and cover page.

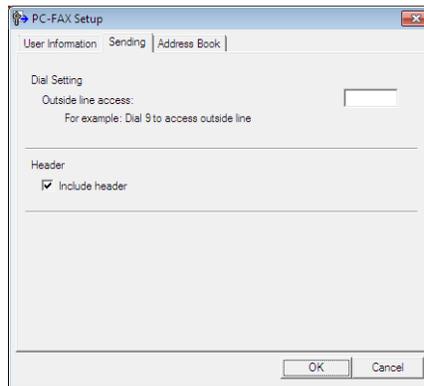③ Click **OK** to save the **User Information**.

**Note**

You can set up the **User Information** separately for each Windows® account.

## Sending setup

From the **PC-FAX Setup** dialog box, click the **Sending** tab to display the screen below.



■ **Outside line access**

Enter a number to access an outside line here. This is sometimes required by local PBX telephone systems (for example, dialling 9 to get an outside line in your office). For PC-Fax send, this number will be applied and the Dial Prefix set in the function menu will be ignored.

■ **Include header**

To add the header information you entered in the **User Information** tab to the top of your sent faxes, check the **Include header** box. (See *Setting up user information* ▶▶ page 45.)

# Setting up a cover page

From the PC-FAX sending dialog box, click the [icon] icon to access the **PC-FAX Cover Page Setup** screen.

The **PC-FAX Cover Page Setup** dialog box appears:
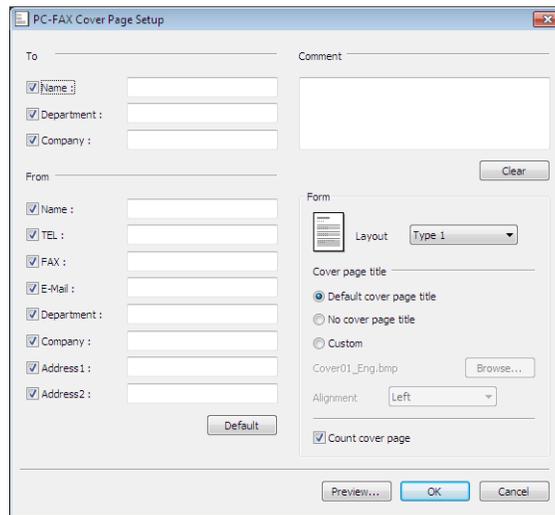


# Entering cover page information

> **✎ Note**
>
> If you are sending a fax to more than one recipient, the recipient information will not be printed on the cover page.

◾ **To**

Choose the recipient information you want to add to the cover page.

◾ **From**

Choose the sender information you want to add to the cover page.

◾ **Comment**

Enter the comment you want to add to the cover page.

◾ **Form**

Choose the cover page format you want to use.

◾ **Cover page title**

If you choose **Custom**, you can put a bitmap file, such as your company logo, on the cover page.

Use the **Browse** button to choose the BMP file, and then choose the alignment style.

◾ **Count cover page**

Check **Count cover page** to include the cover page in the page numbering.
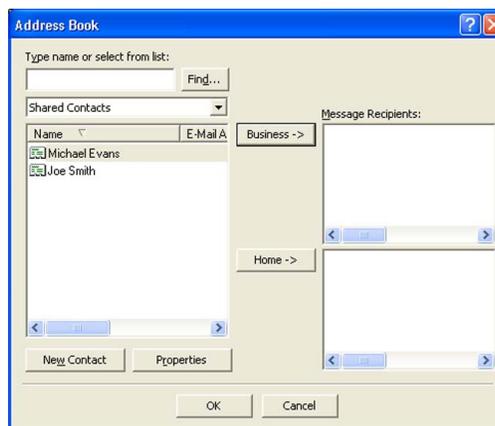
# Address Book

If Outlook or Outlook Express is installed on your PC, you can choose in the **Select Address Book** drop-down list which address book to use for PC-FAX sending. There are five types: PC-FAX Address Book, Outlook, Outlook Express (Windows® XP only), Windows Mail Address Book (Windows Vista® only) or Windows Contacts (Windows® 7 only).

Click the **Browse** button to choose the database file.
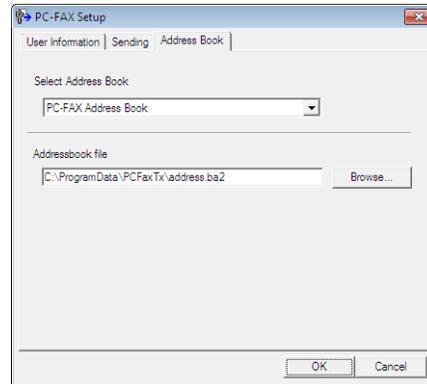
You can use the address book you have chosen in the **Select Address Book** drop-down list by clicking the **Address Book** button in the PC-FAX Sending dialog box.

**Outlook Express Address Book**

## Note

• To use your Outlook Address Book, you must select Microsoft® Outlook 2000, 2002, 2003, 2007 or 2010 as your default E-mail application.

• For Microsoft® Outlook 2010, the 64-bit version is not supported.

# Address Book

1 Click the **Start** button, **All Programs**, **RFG**, **TYPE 1195L**, **PC-FAX Sending**, then **PC-FAX Address Book**.
The **Address Book** dialog box appears:
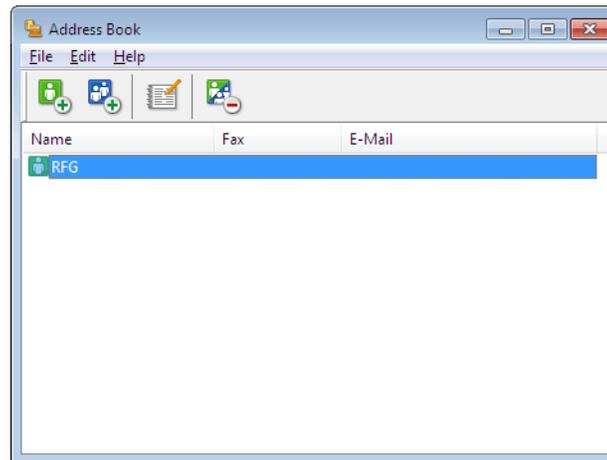


## Setting up a member in the Address Book

In the **Address Book** dialog box you can add, edit and delete members and groups.

1 In the Address Book dialog box, click the [icon] icon to add a member.

The **Address Book Member Setup** dialog box appears:



2 In the Member Setup dialog box, enter the member's information. **Name** is a required field. Click **OK** to save the information.

## Setting up a group for broadcasting

You can create a group to send the same PC-FAX to several recipients at one time.

a In the **Address Book** dialog box, click the ⬚ icon to create a Group.

The **Address Book Group Setup** dialog box appears:
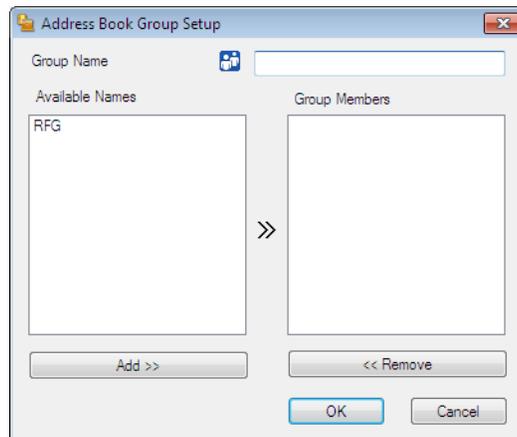


b Enter the name of the new group in the **Group Name** field.

c In the **Available Names** box, choose each member to be included in the group, and then click **Add >>**. Members added to the group appear in the **Group Members** box.

d After all the members you want have been added, click **OK**.

**Note**

You can have up to 50 members in a group.

## Editing member information

a Choose the member or group you want to edit.

b Click the ⬚ icon.

c Change the member or group information.

d Click **OK**.

## Deleting a member or group

1️⃣ Choose the member or group you want to delete.

2️⃣ Click the 🖼️ icon.

3️⃣ When the confirmation dialog box appears, click **OK**.

## Exporting the Address Book

You can export the whole Address Book to an ASCII text file (*.csv). You can also create a vCard for an address book member that can be attached to an outgoing E-mail (a vCard is an electronic business card that contains the sender's contact information). You can also export the Address Book as Remote Setup Dial Data that can be used by the Remote Setup application of your machine. (See *Remote Setup* ▶▶ page 42.) If you are creating a vCard, you must first click on the address book member you want to create the vCard for.

### Exporting Address Book entries

📝 **Note**

• If you are creating a vCard, you must first choose the member.

• If you choose vCard in step 1️⃣, **Save as type:** will be **vCard {*.vcf}**.

1️⃣ Do one of the following:

■ From the Address Book, click **File**, **Export**, then **Text**.

■ From the Address Book, click **File**, **Export**, then **vCard** and go to step 5️⃣.

■ From the Address Book, click **File**, **Export**, then **Remote Setup Dial Data** and go to step 5️⃣.

2️⃣ From the **Available Items** column, choose the data fields you want to export and then click **Add >>**.
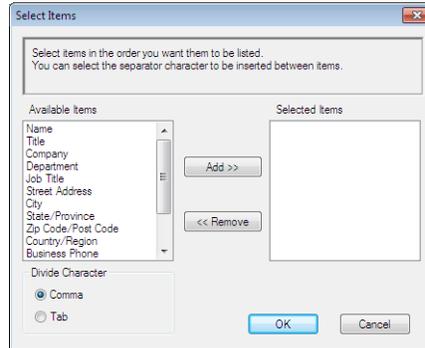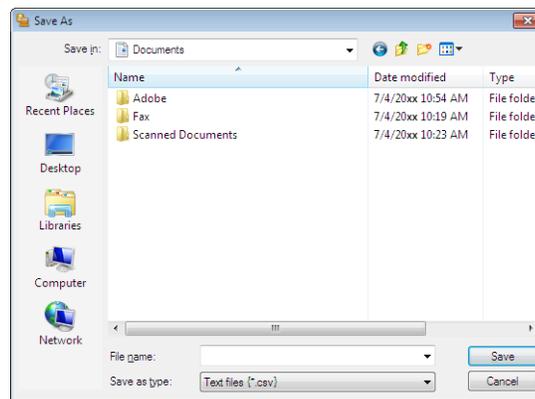
📝 **Note**

Choose the items in the order you want them listed.

3️⃣ If you are exporting to an ASCII file, choose **Tab** or **Comma** from **Divide Character**. This chooses **Tab** or **Comma** to separate the data fields.

④ Click **OK** to save the data.



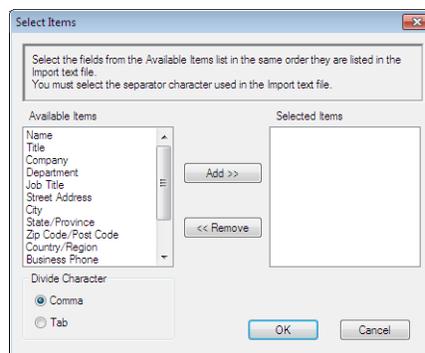⑤ Enter the name of the file, and then click **Save**.

## Importing to the Address Book

You can import ASCII text files (*.csv), vCards (electronic business cards) or **Remote Setup Dial Data** into your Address Book.

### Importing an ASCII text file

a Do one of the following:

■ From the Address Book, click **File**, **Import**, then **Text**.

■ From the Address Book, click **File**, **Import**, then **vCard** and go to step ❺.

■ From the Address Book, click **File**, **Import**, then **Remote Setup Dial Data** and go to step ❺.

b From the **Available Items** column, choose the data fields you want to import, and click **Add >>**.
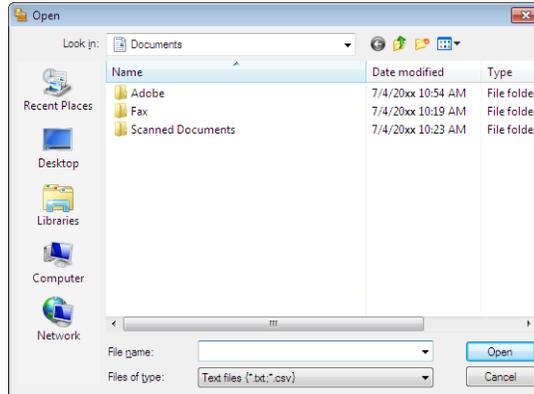
📝 **Note**

From the Available Items list choose the fields in the same order they are listed in the imported text file.

c Choose **Tab** or **Comma** based on the file format you are importing from **Divide Character**.

d Click **OK** to import the data.

5 Enter the name of the file, and then click **Open**.

**Note**

If you chose **Text** file in step ❶, **Files of type**: will be **Text files {*.txt; *.csv}**.

# A Index

This machine is approved for use in the country of purchase only.