

chapter

3

Stand-alone Fax

This chapter explains how to send and receive faxes from the front panel of the SF-530 series. This chapter also demonstrates how to use the advanced fax features and change the settings on the fax system.

This chapter provides information on the following topics:

- ◆ Setting Up Stand-alone Fax System
- ◆ Sending a Fax
- ◆ Receiving a Fax
- ◆ Making a Copy
- ◆ Automatic Dialling
- ◆ Advanced Fax
- ◆ Additional Functions

If you are using SF-535e with the Samsung SmarThru program, you can send and receive faxes. For PC fax, refer to the SmarThru User's Guide help, please.

Setting up Stand-alone Fax System

Setting Volume

Ringer Volume

You can adjust the volume of the ringer to your desired volume.

1. Press ◀ or ▶ in Standby mode.
The display shows the current ringer volume setting.

A rectangular LCD display with a light blue background and a thin black border. It shows the text "RINGER VOLUME[3]" in a black, monospaced font.

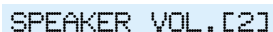
2. Press ◀ or ▶ until you find the desired loudness. Four levels are available; 0~3.

You will hear the selected volume and the display will show the level. Setting '0' turns the ringer off. The machine will work normally even if the ringer is set to off.

3. Press **Start/Enter** to save the setting.

Speaker Volume

1. Press **OHD/V.Req** to adjust the speaker volume. If you cannot hear dial tone, check the phone line connection.
2. Press ◀ or ▶ repeatedly until you find the desired loudness.
The display shows the current volume level.

A rectangular LCD display with a light blue background and a thin black border. It shows the text "SPEAKER VOL.[2]" in a black, monospaced font.

3. After choosing the desired volume level, press **OHD/V.Req**.

Setting Alert Tones

You can choose an alarm tone to sound when an error occurs (ALARM VOLUME) or when any key is pressed (KEY VOLUME).

1. Press **Setup** on front panel. The display shows the first setup menu; FAX NUMBER/NAME.
2. Press ◀ or ▶ until 'VOLUME SETUP' appears, then press **Start/Enter**. The display shows 'ALARM VOLUME'.
3. Press **Start/Enter** to access the Alarm Volume menu. To access the Key Volume menu, press ◀ or ▶ until 'KEY VOLUME' appears, then press **Start/Enter**.
4. Press ◀ or ▶ to turn the sound ON or OFF, then press **Start/Enter** to save the setting.
5. To return to Standby mode, press **Stop**.

Setting User-Selectable System Options

Your machine has various user-selectable system options. These options are preset at the factory but you may need to change them. To find out how the options are currently set, print the System Data list. For more information on printing the list, see above.

Setting an Option

1. Press **Setup** on the front panel. The display shows the first menu; FAX NUMBER/NAME.
2. Press ◀ or ▶ until 'SYSTEM SETUP' appears. The display shows the first option menu; LANGUAGE.
3. Scroll through the options by pressing ◀ or ▶ repeatedly.
4. When the option you want appears on the display, press **Start/Enter**.
5. Choose the desired status by pressing ◀ or ▶ repeatedly, or enter the desired value using the number keypad.

6. When setting is done, press **Start/Enter** to save the setting.

You can exit from setup mode at any time by pressing **Stop**. The machine returns to Standby mode without saving the setting you have already changed.

Selectable Options

These instructions assume you have followed the steps on page 3.2 under 'Setting an Option' and the machine is prompting you to change one of the options listed here.

- **LANGUAGE** — You can select the display language. The available languages are **ENGLISH**, **GERMAN**, **FRENCH**, **ITALIAN**, **SPANISH**, **PORTUGUESE** and **DUTCH**.

- **SEND FROM MEMORY**—Enables all transmission documents to be automatically scanned into the memory before transmission.

Select **ON** to enable.

Select **OFF** to disable.

- **SENDING CONFIRM** — A confirmation report shows whether the last transmission was successful or not, how many pages were sent, etc.

Select **ERROR** to print only when an error occurs and the transmission was not successful.

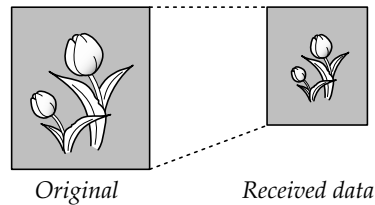
Select **ON** to print a confirmation report automatically each time you send a fax.

Select **OFF** to turn off.

- **FAX PAPER SIZE** — Select the paper size you will use for recording. **LETTER**, **A4** and **LEGAL** sizes are available.

Note: If you set the Auto Reduction menu option, or turned Paper Save mode on, your machine will determine the reduction rate according to this setting.

- **AUTO REDUCTION** — When receiving a document as long or longer than the paper loaded in your machine, the machine can reduce the data in the document to fit into your recording paper size.



Turn this feature on to reduce an incoming page that may need to be divided into two pages with only a few lines on the second page. If the fax machine cannot reduce the data to fit onto one page with this feature enabled, the data will be divided and printed in actual size on two or more sheets if necessary.

Select **ON** to enable. Note that this feature does not apply to the copy mode.

Select **OFF** to turn this feature off. The overflow data will be printed out on a second page.

- **DISCARD SIZE** — When receiving or copying a document as long as or longer than the paper installed in your machine, you can set the machine to discard any excess image at the bottom of the page to fit onto the recording paper size.

Enter the desired discard size from 0 through 30 mm using the number keypad.

If the received page is outside the margin set, it will be printed on two sheets of paper at the actual size.

If the data is within the margin, and the Auto Reduction feature is on, it will be reduced to fit onto the appropriate size paper (Discard does not take place). If the Auto Reduction feature is turned OFF or fails, the data within the margin will be discarded.

- **RINGS TO ANSWER** —You can select the number of times your machine rings before answering an incoming call. If you are using your machine as both a telephone and a fax machine, we suggest you set the ring count to at least 4 to give you time to answer.

- **STAMP RCV. NAME**—Allows the machine to automatically print the page number, and the date and time of the reception at the bottom of each page of a received document.

Select **ON** to enable.

Select **OFF** to disable.

- **RCV. START CODE** — The remote receive start code allows you to initiate fax reception from an extension phone plugged into the EXT. jack on the back of your machine. If you pick up the extension phone and hear fax tones, enter the remote code and the machine will start receiving. The password is preset to '* 9 *' at the factory.

Enter the desired code 0 to 9 on the number keypad.

- **ECM MODE** (Error Correction Mode) — This mode compensates for poor line quality and ensures accurate, error-free transmission with another ECM-equipped facsimile machine. If the line quality is poor, transmission time may be increased when the ECM is enabled.

Select **ON** to enable.

Select **OFF** to disable.

- **CALLER ID** — When you receive a call, you can see the number of the person calling you if it is available from the network on which the call was made. (This option may not work when connected to a PABX.)

Select **ON** to turn on caller ID display.

Select **OFF** to disable.

- **JUNK FAX BARRIER** — With this feature set to ON, the system will only accept a fax sent from the remote station of which the fax number is stored in memory as a one-touch or two-digit speed dial number. This feature is useful for blocking any unwanted fax.

Select **ON** to turn this feature on. You can receive only from the registered stations.

Select **OFF** to turn this feature off. Anybody can send you a fax.

- **DRPD MODE** — “Distinctive Ring” is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you on is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds. This feature is often used by answering services who answer telephones for many different clients and need to know which number someone is calling in on to properly answer the phone.

Using the Distinctive Ring Pattern Detection feature, your fax machine can “learn” the ring pattern you designate to be answered by the FAX machine. Unless you change it, this ringing pattern will continue to be recognised and answered as a FAX call, and all other ringing patterns will be forwarded to the extension telephone or answering machine plugged into the EXT. jack.

You can easily suspend or change Distinctive Ring Pattern Detection at any time.

Before using the Distinctive Ring Pattern Detection option, Distinctive Ring service must be installed on your telephone line by the telephone company. To setup Distinctive Ring Pattern Detection, you will need another telephone line at your location, or someone available to dial your FAX number from outside.

Select **ON** to turn this feature on.

Select **OFF** to turn this feature off.

Select **SET** to setup or change the Distinctive Ring Pattern Detection. The LCD displays ‘WAITING RING’. Call your fax number from another telephone. It is not necessary to place the call from a fax machine. When your machine begins to ring, do not answer the call. The machine requires several rings to learn the pattern.

When the machine completes learning, the LCD displays ‘END DRPD SETUP’.

With the DRPD feature active, ‘DRPD’ appears in the display and the previously set reception mode is ignored. If you turn off DRPD, the machine returns to any previously set reception mode.

Notes:

- DRPD must be set up again if you re-assign your fax number, or connect the machine to another telephone line.
- After DRPD has been set up, call your fax number again to verify that the machine answers with a fax tone. Then have a call placed to a different number assigned to that same line to be sure the call is forwarded to the extension telephone or answering machine plugged into the EXT. jack.

Sending a Fax

Preparing Documents for Faxing or Copying

To fax or copy documents that are printed on standard letter or A4 size paper, follow these guidelines.

- Do not attempt to feed the following types of documents into the machine:
 - wrinkled, curled, or folded paper
 - chemically processed paper (pressure-sensitive paper, carbon-coated paper, etc.)
 - coated paper (glossy, etc.)
 - thin paper (onion skin, airmail paper, etc.)
 - thick paper
 - small or short paper (such as a label, voucher, etc.)
 - paper made of cloth or metal

To feed any of these documents, make copies using a standard copy machine and insert the copies into the document tray.

- Remove all staples and paper clips before feeding the document.
- Ensure any glue, ink, or correction fluid on the paper is completely dry before feeding the document.
- Do not feed documents with pages that are different sizes or different thicknesses.

ACCEPTABLE DOCUMENTS (for ADF¹)

		Single Sheet	2 or More Sheets
Document Size	Max.	8.5 in. (W) x 14 in. (L) (216 mm x 356 mm)	8.5 in. (W) x 11.7 in. (L) (216 mm x 297 mm)
	Min.	5.8 in. (W) x 5.0 in. (L) (148 mm x 128 mm)	
Effective Scanning Width		8.26 in. (210 mm)	
Number of sheets which can be loaded at a time			Up to 20
Thickness of document		0.05 mm ~ 0.07 mm 0.15 mm ~ 0.2 mm	0.075 mm ~ 0.12 mm
Print Quality		Uncoated on both sides	

¹ ADF stands for Automatic Document Feeder. It allows you to stack original documents, which will be faxed or copied one by one.

Setting Document Resolution and Contrast

We recommend sending documents printed using a typewriter, felt tip pen, black ink, or laserwriter. The paper should be white or very light, and of normal weight – not cardboard. Blue lines on a ruled pad do not fax well.

To send normal documents, there is no need to adjust the resolution and the contrast.

To send documents with unusual contrast characteristics, including photographs, adjust the resolution and contrast.

Resolution

To increase sharpness and clarity, press the **Resolution** button repeatedly after loading a document until you find the desired mode. You can choose between STANDARD, FINE, or SUPER FINE mode.

STANDARD (100X 200 dpi) works well for documents with normal sized characters.

FINE (200 X 200 dpi) is good for documents containing small characters, thin lines, or print from a dot-matrix printer.

SUPER FINE (300 X 300 dpi) works well for documents containing extremely fine details. SUPER FINE works only if the remote machine also has the SUPER FINE features.

Contrast

To compensate for the brightness or darkness of your document, press the **Rcv. Mode/Contrast** button repeatedly after loading a document until you find the desired mode. You can choose between NORMAL, DARKEN, LIGHTEN, or PHOTO.

NORMAL works well for normal documents.

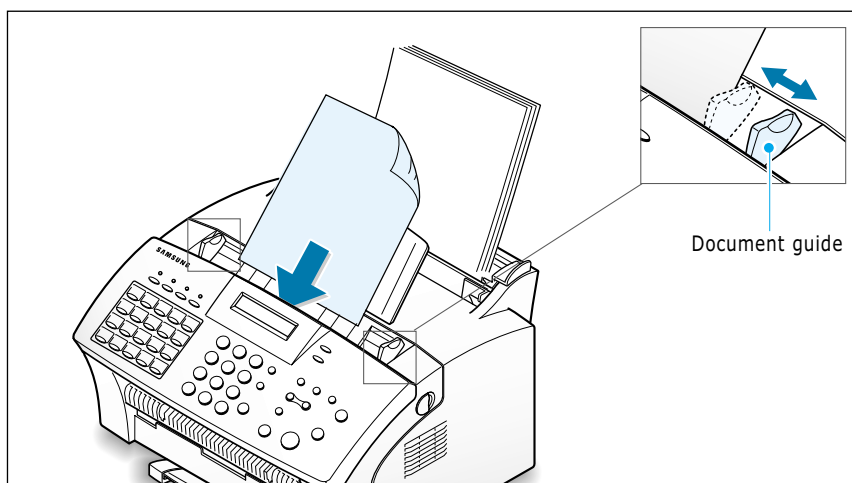
DARKEN works well for light print or faint pencil markings. The light image and text on the document will be darker on the printed page.

LIGHTEN works well for dark print. The dark image and text on the document will be lighter on the printed page.

PHOTO is used when faxing photographs or other documents containing color or shades of gray. When you choose this mode, you should set the resolution to **FINE**.

Loading Documents

1. Load your document **face down** with the top edge first going into the document feeder.
2. Adjust the document guides for the width of the document.
3. Slide the sheet down into the document feeder until it is in the feed area.



You can insert up to **20 sheets at a time**. If you insert more than one sheet, ensure the bottom sheet enters first. Stagger the leading edge of the document slightly, and insert the document with a slight push to ensure they feed smoothly.

To add pages while the fax is being sent, place them on top of the already loaded sheets.

4. If necessary, use the **Resolution** and **Rcv. Mode/Contrast** buttons to change the resolution and the contrast (see page 3.8).

Sending a Fax Automatically

1. After loading a document, enter the number of the remote fax using the keypad.

One-touch or speed dialling is also available if you have already stored the number into a one-touch or speed dial number. For information on storing and using numbers in the memory, see page 3.19.

If you make a mistake while entering a number, press **Search/Delete** to delete the number.

2. Press **Start/Enter** when the number appears correctly on the display. The machine dials the number and begins to transmit.

Cancelling a Transmission

Press **Stop** any time during transmission. The machine continues to send the fax and the display shows a message warning that the machine is in use. Press **Stop** again.

Confirming a Transmission

When the last document has been sent successfully, the machine beeps and returns to the Standby mode.

If something went wrong during your fax transmission, an error message appears on the display. For a listing of error messages and their meanings, see page 7.5. When you receive an error message, press **Stop** to clear the message and resend the document.

You can print out a confirmation report automatically each time sending is completed. For more information, see 'Setting User-Selectable System Options' on page 3.2.

Automatic Redialling

If the number you have dialled is busy or there is no answer, the machine will automatically redial the number every three minutes up to a maximum of two times.

The display shows 'RETRY REDIAL?.' To redial the number without waiting, press **Start/Enter**. To cancel the automatic redialling, press **Stop**.

Last Number Redialling

Press **Redial/Pause** with a document loaded in the feeder, the machine begins to send.

The redial memory in your machine retains the last 5 numbers called. To search through the redial memory, do as follows:

1. Press and hold **Redial/Pause** for about 2 seconds.
2. Press ◀ or ▶ to search through the memory until you find the desired number.
3. When the desired number appears on the display, press **Start/Enter** to dial.

Sending a Fax After Talking

You can send a fax after talking with the remote location.

1. After loading a document, pick up the handset and call the remote machine.

You can also use the extension phone to call the remote machine.

2. If the remote party answers, talk with her/him.
3. Press **Start/Enter** after you finish talking. The machine begins to transmit.
4. Replace the handset.

Voice Request

If you are sending or receiving a document and need to speak to the other person during the same phone call, use Voice Request to alert the person at the remote site. You can also respond to a Voice Request made by the person at the remote end.

Sending a Voice Request

1. Press **OHD/V Req** while a document is being sent or received. Voice Request signal is stored and then sent to the remote fax machine after the document has been sent or received.
2. When the phone rings, pick up the handset and answer it.

You can cancel a Voice Request by pressing **OHD/V Req** again while you are sending or receiving a document.

Answering a Voice Request

When the phone rings after sending or receiving a fax, pick up the handset and answer it.

If you do not answer the Voice Request, the machine prints out the number that made the Voice Request, as well as the time and date that the request was made.

Receiving a Fax

About Reception Modes

Your machine has four reception modes:

- In **FAX** mode, the machine answers an incoming call and immediately goes into receive mode.
- In **AUTO** mode, the machine answers an incoming call expecting to receive a fax. If the machine does not sense a fax signal, it will continue to sound the ringing tone to tell you it is a phone call. If you do not lift the handset during the ringing, the machine will switch to automatic fax reception mode.
- In **ANS/FAX** mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to the fax machine.

 **Note:** To use the ANS/FAX mode, attach an answering machine to the EXT. jack on the back of your machine (see page A.1).

- In **TEL** mode, the automatic fax reception is turned off. You can receive a fax by picking up the handset of the extension phone and pressing **Start/Enter** on the front panel of your SF-530 series product.
- In **DRPD** mode, you can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature. "Distinctive Ring" is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. This mode is displayed when you have set up the distinctive ring pattern. For details on this feature, see page 3.6.

The current reception mode is displayed when the machine is in Standby mode.



If you seldom use the fax line for voice conversations, set your machine to receive a fax automatically by selecting FAX mode.

Loading Paper for Receiving Faxes

The instructions for loading paper in the paper input tray are the same whether you are printing, faxing, or copying, except that faxes can only be printed on letter-, A4-, or legal-sized paper. See "Loading Paper" on page 1.17 for instructions.

After loading paper for receiving faxes, set the paper size to the size of paper you normally load in the paper input tray. SF-530 series product uses this setting when printing reports and determining autoreduction for incoming faxes. See page 3.3 to set the paper size.

Note: As for SF-535e, the printing function does not use this setting. If you are loading special-sized media only for your current print job, do not change this setting. After you have finished printing, reload the original paper.

Receiving Automatically in FAX Mode

The SF-530 series is preset to FAX mode at the factory. If you have changed the fax mode, take the following steps to receive faxes automatically:

1. Press and hold down **Rcv. Mode/Contrast** on the front panel repeatedly until the display shows 'FAX'.
2. When you receive a call, the machine answers the call on a specified number of rings and receives a fax automatically. To change the number of rings. See 'Setting User-Selectable System Options' on page 3.2.

To adjust the ringer volume, see 'Setting Volume' on page 3.1.

Receiving in AUTO Mode

1. Press and hold down **Rcv.Mode/Contrast** on the front panel repeatedly until the display shows 'AUTO'.
2. When you get a call, the machine answers it.

If a fax is being sent, the machine goes into reception mode.

If the machine does not detect a fax signal, it will continue ringing to tell you it is a phone call. You should pick up the handset to answer the call, or it will switch to automatic reception mode.

Receiving Automatically in ANS/FAX Mode

For this mode, you **MUST** attach an answering machine to the **EXT.** jack on the back of your machine (see page A.1).

1. Press and hold down **Rcv. Mode/Contrast** on the front panel repeatedly until the display shows 'ANS/FAX.'
2. When you receive a call, the answering machine will answer.

If the caller leaves a message, the answering machine stores the message as it would normally. If your machine hears a fax tone on the line, it automatically starts to receive fax.

Notes:

- If you have set your machine to ANS/FAX mode and your answering machine is switched off, or no answering machine is connected to your machine, your machine will automatically go into FAX mode after 6 rings.
- If your answering machine has a 'user-selectable ring counter', set the machine to answer incoming calls within 1 ring.
- If you are in TEL mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

Receiving Manually in TEL Mode

You can answer calls using the handset, and start the machine to receive a fax.

1. Press and hold down **Rcv.Mode/Contrast** repeatedly until the display shows 'TEL.'
2. When the telephone rings, pick up the handset and answer it.
3. If you hear a fax tone, or if the person on the other end asks you to receive a document, press **Start/Enter**.
4. Replace the handset. The machine begins receiving and returns to Standby mode when the reception is complete.

Receiving Manually Using an Extension Telephone

This feature works best when you are using an extension telephone connected to the **EXT.** jack on back of your machine (see page A.1). You can receive a fax from someone you are talking to on the extension telephone without having to go to the fax machine.

1. When you receive a call on the extension phone and hear fax tones, press the keys "*** 9 ***" (star nine star) on the extension telephone.

The machine receives the document.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing "*** 9 ***" once again.

"*** 9 ***" is the remote receive start code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you choose. For more information, see page 3.5.

2. When you have finished speaking and receiving documents, replace the handset of the extension telephone.

Making a Copy

Copying Overview

The resolution is automatically set to S.FINE while the copy feature is in use. However, the contrast can be changed to produce optimal copy quality for a particular document containing faint markings, dark image, photographs, or other halftone images.

- **Copy quantity** : 1 to 99 copies of the document can be made.
- **Custom sizing**: You can reduce or expand the image size by 1% increments from 50% to 200%.
- **Print order and sorting** : When the Collate Copy menu is set to YES, the machine sorts the print jobs. All pages of the document are printed in reverse order before the next copy is printed. For example, if you copy a three-page job to print 2 copies, the machine prints page 3, page 2, page 1, page 3, page 2, page 1.

Making a Single Copy

To make a single copy without setting options, take the following steps:

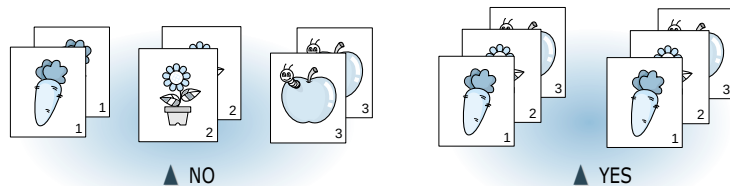
1. Load a document with the print side facing down.
2. Press **Copy** (**Copy/Reprint** on SF-535e) twice. Your machine starts copying.

Using Advanced Copy Features

You can adjust the quantity, size, and print order for copying. Take the following steps:

1. Load your document **face down** with the top edge first going into the document feeder. If necessary, press **Rcv. Mode/Contrast** to change the contrast. For details on the Contrast, see page 3.8.
2. Press **Copy (Copy/Reprint)** on SF-535e). The display asks you to enter the copy quantity (1 to 99).
3. If you need two or more copies, enter the desired number and press **Start/Enter**.
4. If you want to reduce or expand the image size, enter the number of the desired zoom rate (50 to 200), then press **Start/Enter**.
5. The display asks you to set the Collate Copy menu. Press ◀ or ▶ to choose YES or NO. Setting YES will reverse the print order and sort the print job.

Example: 2 copies of a 3-page document



7. When the desired setting is selected, press **Start/Enter** or **Copy (Copy/Reprint)** on SF-535e) to begin the copying.

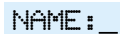
Note: Pressing **Copy (Copy/Reprint)** on SF-535e) at any time begins the copy operation immediately without displaying the remaining options.

Automatic Dialling

How To Enter a Name Using the Number Keys

As you perform various tasks, you will need to enter names and numbers. For example, when you set up your machine, you have to enter your name (or your company's name) and telephone number. When you store a one-touch dial or speed dial, you also enter the telephone numbers and names.

When the display asks you to enter a name, the LCD display reads:

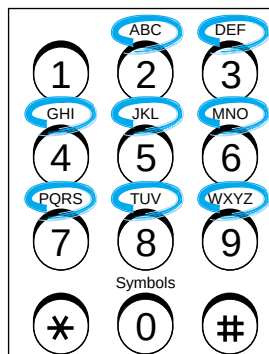
A rectangular LCD display with a light blue background. It shows the text "NAME: _" in a black, sans-serif font. The underscore indicates a cursor for input.

Use the procedures described below to enter alphanumeric characters, special symbols, or spaces.

Entering Alphanumeric Characters

You can also include special symbols (space, plus sign, etc.) in the name by using the **0** key. See 'Keypad Character Assignments' on the next page.

1. Locate the button labelled with the letter you want – then press the button repeatedly until the correct letter appears in the display.



For example, to enter an 'R', press **7** (labelled PRQS). Each time you press **7**, the display shows a different letter—first 'P', then 'Q', 'R', 'S', and finally '7.'

The letter appears on the display as shown below.

NAME:R

2. When the letter you want appears on the display, press another number key labelled with the next letter you want.

If the next letter is printed on the same number button, move the cursor right by pressing ►, then press the button.

The blinking cursor moves right and the next letter appears on the display.

NAME:RP

3. Select additional letters in the same way. When you have finished entering the letters, press **Start/Enter**.

KEYPAD CHARACTER ASSIGNMENTS

Key	Assigned numbers, letters, or characters
1	Space → 1
2	A → B → C → 2
3	D → E → F → 3
4	G → H → I → 4
5	J → K → L → 5
6	M → N → O → 6
7	P → Q → R → S → 7
8	T → U → V → 8
9	W → X → Y → Z → 9
0	+ → - → , → . → ' → / → * → # → & → 0

Editing Name

If you make a mistake while entering a number or name, move the cursor under the incorrect digit by ◀ or ▶. Then, press the correct number to change, or press **Search/Delete** to delete the number.

Inserting a Pause While Entering a Number

Some telephone systems require an access code (9, for example) and listen for a second dial tone before dialling an outside number. In such cases, you must insert a pause in the number when setting up a one-touch or a speed dial number.

To insert a pause, press **Redial/Pause** while entering the number.

When you dial a number, the dialling process pauses for a specified time at the point where you pressed **Redial/Pause**.

For a longer pause, press **Redial/Pause** twice.

One-Touch Dialling

One-Touch dialling lets you use any of the 20 (19 on SF-535e) one-touch buttons to automatically dial a number.

Storing a Number for One-Touch Dialling

1. Press and hold one of ten one-touch buttons for about 2 seconds. The display shows 'Txx:', where 'xx' represents the selected one-touch button number.



If a number has already been stored in the location you chose, the display shows the number. To edit the number, see the next page.

If you press and hold the button used for group dial number, the display shows 'GROUP ASSIGNED', then asks you to press another one-touch button.

2. Enter the number you want to store by using the number keypad, then press **Start/Enter**.

To insert a pause between numbers, press **Redial/Pause**; a 'P' appears on the display.

If you make a mistake while entering a number, press **Search/Delete** and re-enter the correct number.

3. The display asks you to enter a name. For information on how to enter names, see page 3.19.

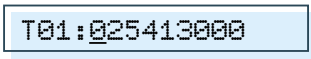
Or, if you do not want to assign a name, skip this step.

4. Press **Start/Enter** when the name appears correctly or without entering a name. The display asks you to press another one-touch number.
5. To set another one-touch number, press the desired one-touch button and repeat steps 2 through 4.

Or, to return to Standby mode, press **Stop**.

Editing a Number for One-Touch Dialling

1. Press and hold the one-touch button where the phone number has been stored.



T01:025413000

2. Press ◀ or ▶ to move the cursor to the desired number and edit the number.

Note: When you press the speed dial number stored for group dial, the display briefly shows 'G-REGISTERED' to indicate that the number is used for group dial, then you can edit the number.

3. When you have finished editing, press **Start/Enter**.

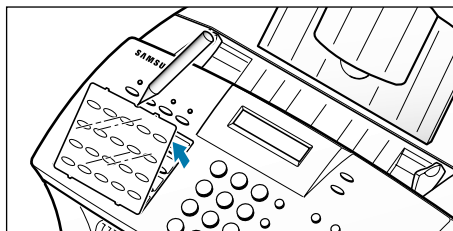
Sending a Fax Using a One-Touch Number

1. Load the document **face down** with the top edge first going into the document feeder.
2. Press the one-touch button where you stored a number. The number will be automatically dialled and the document transmitted when the remote fax machine answers.

Using Address Label

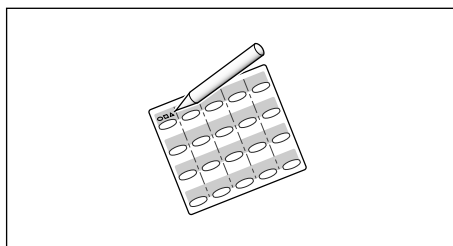
A One-touch label sheet is included with your machine. As you store numbers in one-touch dial buttons, make a note of the numbers on the label to remind you which number is stored in each position.

1. Remove the clear cover and label.



2. Write information on the label and replace the label and cover.

You may want to use pencil in case you wish to change these numbers later.



Speed Dialling

You can store up to 80 numbers in 2-digit Speed Dial locations (01-80).

Storing a Number for Speed Dialling

1. Press and hold **Speed(#)** for about 2 seconds.

LOC. [01-80] ►##

2. Enter a 2-digit location number (01 through 80) where you want to store a number, then press **Start/Enter**.

If a number has already been stored in a location, the display shows the number. To edit the number, see the next page.

3. Enter the number you want to store, then press **Start/Enter**.

Sxx:05512637522_

where xx represents the speed location you have selected at step 2.

4. To assign a name to the number, enter the desired name. For information on how to enter names, see page 3.19.

If you do not want to assign a name, skip this step.

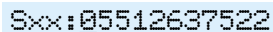
5. Press **Start/Enter** when the name appears correctly or simply without entering a name. The display asks you to select another location.
6. To store more speed dial numbers, repeat steps 2 through 5.

Or,

To return to Standby mode, press **Stop**.

Editing a Number for Speed Dialling

1. Press and hold **Speed(#)** for 2 seconds.
2. Enter the 2-digit location number where the phone number you want to edit has been stored, then press **Start/Enter**. The display shows the number.



3. Press ◀ or ▶ to move the cursor to the desired number and edit the number.

Note: When you press the speed dial number stored for group dial, the display briefly shows 'G-REGISTERED' to indicate that the number is used for group dial, then you can edit the number.

4. When you have finished editing, press **Start/Enter**.

Sending a Fax Using a Speed Number

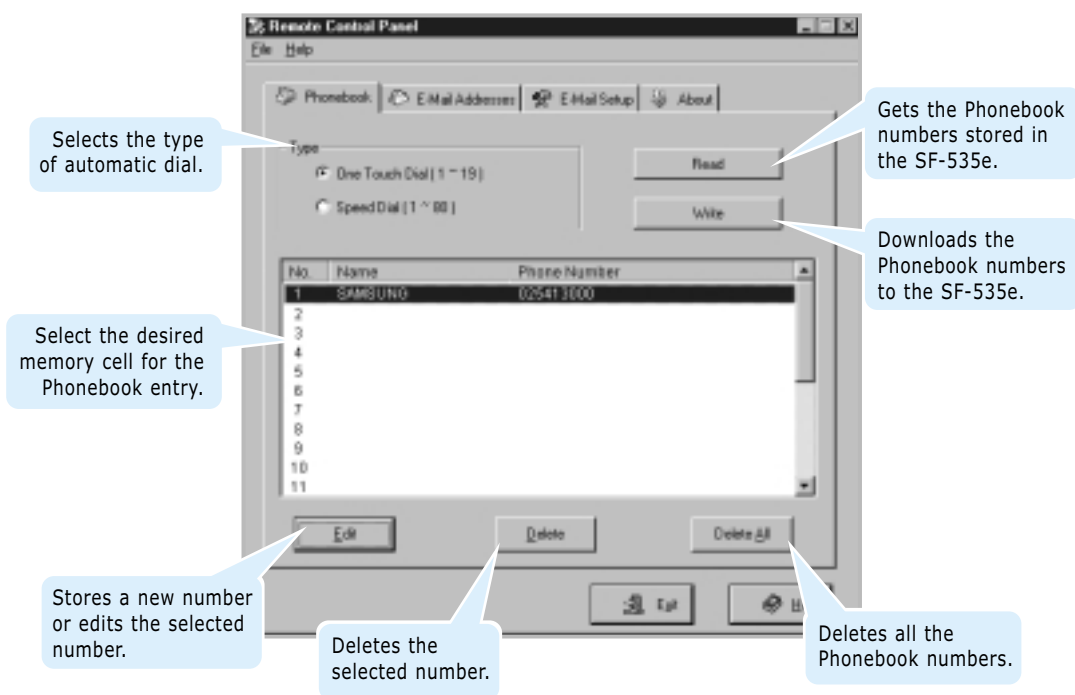
1. Load the document **face down** with the top edge first going into the document feeder.
2. Press **Speed(#)**, then enter a 2-digit speed dial location number.
3. Press **Start/Enter** to dial the number. The number will be automatically dialled and the document transmitted when the remote fax machine answers.

Storing Automatic Dialling Number Using the Phonebook on Your Computer (SF-535e only)

When you install the printer's software on your computer, the Phonebook feature is automatically installed. With the Phonebook feature, you can set up one-touch dial or 2-digit speed dial numbers in your computer and download the information to your SF-535e machine.

Before using the Phonebook feature, you must install SmarThru programme in your computer. Refer to the chapter 2, "Installing Samsung Software."

1. Start your Windows.
2. Click the **Start** menu, and select **Programs** from the Start menu.
3. Select **Samsung SF-530 Series** on the Programs menu, and select **Remote Control Panel**.
4. The Remote Control Panel dialogue box appears.



5. If necessary, press **Read** to get the numbers currently stored in your SF-535e machine. The one-touch or speed dial numbers will be uploaded and displayed in the Remote Control Panel dialogue box.
6. Select the desired Phonebook number in the Phonebook list and click **Edit**. The Edit dialogue box will appear.



7. Enter any name and number, and click **OK** to save the information you just entered.
8. Repeat steps 6 and 7 to store more numbers.
9. When you have finished, you must click **Write** to download the numbers to your SF-535e machine.
10. Click **Exit**.

Searching for a Number in the Memory

There are two ways to search for a number in the memory. You can either scan from **A** to **Z** sequentially, or you can search using the first letter of the name associated with the number.

Searching Sequentially through the Memory

1. Press **Search/Delete** on the front panel.



PRESS ◀, ▶, A-Z

2. Press ◀ or ▶ to scroll through the memory until you find the name and number you want.

Pressing ◀ or ▶ allows you to search downward through the entire memory in alphabetical order (from **A** to **Z**).

While searching through the machine's memory, you will see that each entry is preceded by one of three letters: '**T**' for one-touch dial, '**S**' for speed, or '**G**' for group dial number. These letters tell you how the number is stored.

3. When the name and number you want appears on the display, press **Start/Enter** to dial.

If a document is loaded, the document begins to be transmitted when the remote fax machine answers the phone.

Searching with a Particular First Letter

1. Press **Search/Delete**, then press the button labelled with the letter you want to search for. A name beginning with the letter appears on the display.

For example, if you want to find the name 'MOBILE,' press the '**6**' button, which is labelled with 'MNO.'

2. Press ◀ or ▶ to display the next name in the list.
3. When the name and number you want appear, press **Start/Enter** to dial.

Advanced Fax

Broadcasting

This feature will allow documents to be sent to multiple locations. After sending, the documents are erased from the memory.

1. Load your document **face down** with the top edge first going into the document feeder. And adjust the resolution and contrast, if necessary. For details, see page 3.8.
2. Press **Advanced FAX** on the front panel. The display shows the first menu; BROADCASTING.
3. Press **Start/Enter** to access the Broadcasting menu.
4. Enter the number of the remote machine using the number keypad.

You can also press a one-touch button including group dial buttons. If not, press **Speed(#)**, enter a 2-digit speed dial number, then press **Start/Enter**. The stored number appears on the display.

5. Press **Start/Enter** to confirm the number. The display asks you to enter another fax number.
6. If you want to send to more than one location, repeat steps 4 and 5.

Note: You cannot use Group dial numbers for another fax number.

Or,

To send to one location or when you complete the last fax number setting, press **Start/Enter**.

7. The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored. The machine begins sending the documents in order of the numbers you entered.

Notes:

- If 'MEMORY FULL' occurs while scanning into the memory, the display will show:

JOB ► CANCEL ► DONE

Press ◀ or ▶ to select the option you want. If you select **Cancel**, broadcasting is cancelled. If you select **Done**, your machine performs broadcasting only with the pages already scanned.

- If an error occurs while sending to a specific number, the machine transmits the document to all the other numbers, then retries the number that previously recorded an error. After completing transmission, your machine prints the multi-communication report.

Delayed Fax

The SF-530 series can be set to send a fax at a future time.

1. Load your document **face down** with the top edge first going into the document feeder. And adjust Resolution and Contrast, if necessary. For details, see page 3.8.
2. Press **Advanced FAX** on the front panel. The display shows the first menu; BROADCASTING.
3. Press ◀ or ▶ until 'DELAYED FAX' appears, and press **Start/Enter** to access the Delayed FAX menu.
4. Enter the number of the remote machine using the ten number keypad.

You can also press a one-touch button including group dial buttons. If not, press **Speed(#)**, enter a 2-digit speed dial number, then press **Start/Enter**. The stored number appears on the display.
5. Press **Start/Enter** to confirm the number. The display asks if you want to enter another fax number.

ENTER ANOTHER NO

6. If you want to send to more than one location, repeat steps 4 and 5.

Note: You cannot use Group dial numbers for another fax number.

Or,

To send to one location or when you complete the last fax number setting, press **Start/Enter**.

7. The display asks you to enter a name. If you want to assign a name to the transmission, enter the name. If not, skip this step.

For details on how to enter the name using the number keypad, see page 3.19.

8. Press **Start/Enter**. The display shows the current time and asks you to enter the time when the fax is to be sent.



The current time

9. Enter the time by using the number keypad, then press **Start/Enter**.

Enter the time in 24-hour format. For example, enter 2230 for 10:30 P.M. If you set a time earlier than the current time, the document will be sent at that time on the following day.

10. The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored.
11. The machine returns to Standby mode and the display alternates between messages to remind that you are in Standby mode and that a Delayed Transmission is set.

Note: To cancel the operation reserved in memory, see 'Cancelling a Scheduled Operation' on page 3.34.

Priority Fax

When the priority fax is enabled, a high priority document can be transmitted ahead of reserved operations. The document is scanned into the memory, then transmitted when the current operation is concluded. In addition, a priority transmission will interrupt a broadcast operation between stations (i.e., when transmission to station A ends, before transmission to station B begins) or between redial attempts.

1. Load the document face down. If necessary, adjust Resolution, or Contrast. For details, see page 3.8.
2. Press **Advanced FAX** on the control panel. The display shows the first menu; BROADCASTING.
3. Press ◀ or ▶ until 'PRIORITY FAX' appears, then press **Start/Enter** to access the Priority Fax menu.

4. Enter the number of the remote machine using the ten number keypad.

You can also press a one-touch button including group dial buttons. If not, press **Speed(#)**, enter a 2-digit speed dial number, then press **Start/Enter**. The stored number appears on the display.

5. Press **Start/Enter** to confirm the number. The display asks you to enter a name.
6. If you want to assign a name to the transmission, enter the name. If not, skip over this step.

For details on how to enter a name using the number keypad, see page 3.19.

7. Press **Start/Enter**. The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored.
8. The machine shows the number being dialled, then begins sending the document.

Polling

What is Polling?

Polling is used when one fax machine requests another to send a document. This is useful when the person with the original document is not in the office. The person to receive the document calls the machine holding the original and requests that the document be sent. In other words, it "polls" the machine holding the original.

Polling Transmission

You can program the fax machine to send documents in your absence when polled by a remote fax machine. A polling code is used to prevent unauthorized polling of your machine. When you secure your machine in this manner, only those who know the poll code can poll your machine.

1. Load your document **face down** with the top edge first going into the document feeder, and adjust the resolution and contrast. For details, see page 3.8.
2. Press **Advanced FAX** on the front panel. The display shows the first menu; BROADCASTING.
3. Press ◀ or ▶ until 'SEND POLLING' appears, and press **Start/Enter** to access the Send Polling menu.
4. The display asks you to enter a 4-digit poll code. The poll code is preset to 0000 at the factory which represents no poll code.

A rectangular display screen showing the text "POLL CODE [0000]" in a monospaced font. The screen is framed by a light blue border.

5. To use a poll code, enter the 4-digit code (except for 0000), then press **Start/Enter**. Or,

If you do not want to secure the transmission with a poll code, press **Start/Enter** when the display shows 0000 for the poll code, or press **0000**.

6. The display asks you to store the document in the machine's bulletin memory.

A rectangular display screen showing the text "BULLETIN▶YES▶NO" in a monospaced font. The screen is framed by a light blue border.

7. Press ◀ or ▶ to highlight **YES** or **NO**, then press **Start/Enter**.

If you want to store the document in the bulletin board memory, select **YES**. More than one remote station can poll that document from your machine.

If not, the document will be automatically erased after being polled by a remote machine.

8. The machine stores the document in memory. The display counts the number of pages being stored in memory and the memory capacity remaining.

The machine returns to Standby mode and the display shows a reminder that a Polling Transmission is set. The machine automatically switches to FAX mode (automatic receiving) when set to be polled.

Polling Reception

You can set your machine to automatically receive documents from one or more unattended remote fax machines. This feature permits unattended polling in the evening hours when telephone rates are lower.

Note: The remote machine must be ready for polling.

1. Press **OHD/V.Reg** or pick up the handset and when you hear a dial tone, call the remote fax machine.
2. When you hear the fax tone, press **Advanced FAX**. Then, 'RECEIVE POLLING?' appears.
3. Press **Start/Enter**. The display asks you for a 4-digit code. Poll code '0000' represents no code.
4. If the remote machine is secured with a poll code, you must enter the correct code, and press **Start/Enter**. Or,

If the remote machine is not secured with a poll code, press **Start/Enter** to accept [0000] which represents no code.

5. The machine begins to receive polling.

Notes:

- To cancel the operation, press **Stop** at any time.
- Not all fax machines have polling capability, and polling incompatibility can occur between different manufacturers.

Adding Documents To a Scheduled Operation

You can add documents to the delayed transmission previously reserved in memory.

1. Load the document **face down**, and adjust Resolution, or Contrast, if necessary. For details, see page 3.8.
2. Press **Advanced FAX** on the front panel. The display shows the first menu; BROADCASTING.
3. Press ◀ or ▶ until 'ADD SCHEDULE' appears, and press **Start/Enter**. The display shows the operation, time and name currently reserved in memory.
4. Press ◀ or ▶ repeatedly until you find the operation to which you want to add documents, then press **Start/Enter**.

The machine automatically and stores the documents in memory, and the display shows the memory capacity and the number of pages.

5. After storing, the machine displays the total number of pages, then returns to Standby mode.

Cancelling a Scheduled Operation

1. Press **Advanced FAX** on the front panel. The display shows the first menu; BROADCASTING.
2. Press ◀ or ▶ until 'CANCEL SCHEDULE' appears, and press **Start/Enter**. The display shows the operation, time and number currently reserved in the memory.
3. Press ◀ or ▶ repeatedly until you find the operation you want to cancel, then press **Start/Enter**. The display asks you to confirm your selection.
4. Press **Start/Enter** to cancel the selected operation. The operation is deleted from memory.

Additional Functions

Sending a Flash

Some special phone services require a switch-hook signal for proper operation. For example, if you have call-waiting, you can put a call on hold and take a second call on the same line by pressing **Recall(R or Flash)/Status**.

1. When you are on the telephone and hear the call waiting signal, press **Recall(R or Flash)/Status** once. The first caller is on hold and you are speaking to the second caller.
2. Press **Recall(R or Flash)/Status** again to talk to the first caller again.

Note: If you do not have a special service that uses the switch-hook signal, do not press **Recall(R or Flash)/Status** during a call. If you do, you could disconnect the line.

Monitoring a Dual Job Status

Your machine can perform more than one of many functions simultaneously. For example, you can;

- Receive a fax into the memory while making a copy.
- Store a fax document for later transmission while printing an incoming fax.

When the machine performs dual tasks, press **Recall(R or Flash)/Status** to see the current status on the display of the other operation. Each time you press **Recall(R or Flash)/Status**, the current status of the two operations displays alternatively.

Forwarding Received Faxes

You can forward all faxes which you receive during the specified period to a specified remote station. This can be useful when you are out of your work station and want to receive your faxes through another station.

Setting Time and Destination for Forwarding Faxes

To forward the received fax, you must define the remote fax machine where the fax is to be sent and the start time and end time of a period when the Fax Forward feature operates.

1. Press and hold down **Fax Forward** for about 2 seconds on front panel.
2. Enter the number of a designated fax machine to where the faxes are delivered using the ten number keypad.

You can also use one of one-touch dial button or a speed dial number.

Note: You cannot use the Group dial number for forwarding a fax.

3. When the correct number displays, press **Start/Enter**.
The displays prompts you to enter the start time.
4. Enter the date and time when the Fax Forwarding feature starts to operate and press **Start/Enter**.
The displays prompts you to enter the end time.
5. Enter the date and time when the Fax Forwarding feature ends and press **Start/Enter**.

Turning the Fax Forwarding Feature On or Off

Press **Fax Forward** on front panel to turn this feature on or off.

- If the LED is on, Fax Forwarding activates. All faxes delivered to your machine during the specified period will be automatically forwarded to a registered station.
- If the LED is off, Fax Forwarding deactivates.

Notes:

- If an error occurs during forwarding a fax, your machine will automatically redial the number every three minutes up to a maximum of two times, just like normal fax operation.
- The Sending Confirmation report showing time when faxes are forwarded, the designated fax number, the transmission result, the contents of the fax and so on will automatically print right before the end time.

Toll Save Fax

The Toll Save Fax feature will save your toll by storing the document in memory and sending it at the specified time during the toll save time slot, which is a period of time when your toll for the telephone call is reduced.

Setting Time for Toll Save Fax

1. Press and hold down **Toll** on the front panel.
The display asks to enter the time when the fax is to be sent.



2. Enter the time in 24-hour format using the number keypad.

Note: Toll save time slot may vary depending on the countries. Contact your telephone company.

3. Press **Start/Enter** when the correct time displays.
The displays shows briefly the time you have set, then returns to Standby mode.

Sending a Toll Save Fax

1. Load your document **face down** with the top edge first going into the document feeder. And adjust the resolution and contrast, if necessary. For details, see page 3.8.

2. Press **Toll** on the front panel. The display asks you to enter the fax number where the fax is to be sent.

Note: If you have not set the toll save time, the display prompts you to set the time.

3. Enter the number of the remote machine using the ten number keypad.

You can also press a one-touch button including group dial buttons. If not, press **Speed(#)**, enter a 2-digit speed dial number, then press **Start/Enter**. The stored number appears on the display.

4. Press **Start/Enter** to confirm the number. The display asks if you want to enter another fax number.

5. If you want to send to more than one location, repeat steps 3 and 4.

Note: You cannot use Group dial numbers for another fax number.

Or, to send to one location or when you complete the last fax number setting, press **Start/Enter**.

6. The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored.

7. The machine returns to Standby mode and the display alternates between messages to remind that you are in Standby mode and that a Toll Save fax is scheduled.

The scanned document will be sent at the time which you have defined.

Notes:

- To cancel the Toll Save fax operation reserved in memory, see 'Cancelling a Scheduled Operation' on page 3.34.
- When a toll save fax is scheduled, you cannot set another one.

Printing Reports

You can print help and reports containing useful information.

Notes: The list you have set to print out automatically will not print out when there is no paper loaded or a paper jam has occurred.

Help

Shows the machine's basic functions and commands and can be used as a quick reference guide.

Sent Journal

Shows information concerning fax transmission activities recently made.

Received Journal

Shows information concerning fax reception activities recently made.

Phonebook

Lists all numbers currently stored in memory as One-touch dial numbers, Speed dial numbers, and Group dial numbers.

Sending Confirmation

Shows the fax number, the number of pages, elapsed time of the operation, the communication mode, and the communication results. You can print the this confirmation report in one of the following ways according to your setting in System Setup(see page 3.3):

- Automatically after each transmission (ON)
- Automatically only if an error occurs during transmission (ERROR)
- No report printed at all (OFF). You can print this report manually.

Schedule Information

Shows the document currently stored for Delayed transmission, Priority transmission, Broadcasting, Send polling and Toll Save fax. The list shows the starting time, type of operation, etc.

System Data List

Shows the status of the user-selectable options. After you change any setting, print this list to confirm your changes.

E-mail Information (on SF-535e only)

Lists users' information you have registered, such as ISP name, ISP password, POP3 server, SMTP server, user's name, and so on. To print this list, see page 4.7.

E-mail Address Book (on SF-535e only)

Lists all e-mail addresses currently stored in your machine.

Multi-Communication Report

Is printed automatically after sending documents to or receiving documents from more than one location.

Callback Message

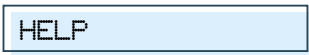
Is printed out automatically when you do not respond to a remote operator's Voice Request.

Power Failure Report

Is printed out automatically when power is restored after a power failure. This report shows data erased by the power failure.

TO PRINT LISTS

1. Press **Report/Help** on the front panel. The display shows the first menu.



HELP

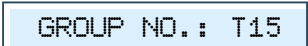
2. Press ◀ or ▶ until you find the list you want to print, then press **Start/Enter**. The selected list will be printed.

Group Dialling (for Multi-Address Transmission)

Multiple one-touch and speed dial numbers can be registered as a group. By using the group number, you can send a document to multiple parties in a single operation. The machine will dial the remote numbers in stored sequence. If the number is busy, the machine will dial the next stored number. After dialing all of the stored numbers, the unit will automatically redial any number that was busy. Before you can use this feature, you must program the group numbers desired.

Storing One-Touch or Speed Dial Numbers for Group Dialing

1. Press **Setup** on the front panel.
The display shows the first menu; FAX NUMBER/NAME.
2. Press ◀ or ▶ until 'GROUP DIAL SETUP' appears, and press **Start/Enter**.
3. Press one of the 20 (19 on SF-535e) one-touch buttons that you want to use for group dial.
4. The display asks you to confirm that you use this button for group dialing.

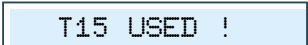


GROUP NO.: T15

Press **Start/Enter** to confirm.

If you do not want to use the one-touch number, press **Stop**.
Then, press another one-touch button.

Note: If the button you chose has already been used for one-touch dialing or group dialing, the display warns the one-touch number is used.



T15 USED !

Then you are allowed to select 'OTHER' or 'RENEW' by pressing ◀ or ▶. To replace that number and continue, select **RENEW** and to start over with a different location, select **OTHER**. When the desired option is displayed, press **Start/Enter**.

5. The display asks you to press a one-touch button or to enter a 2-digit speed dial number that you wish to include in the group.
6. Press a one-touch button where the fax number you wish to include in the group is stored.
Or,
Enter a 2-digit speed dial location where the fax number you wish to include in the group is stored.
7. Press **Start/Enter**. The display shows the fax number which was stored in the selected location.
8. Repeat step 6 to 7 to enter additional numbers into the selected group.
9. Press **Start/Enter** when you have entered all the desired destinations. The display asks you to enter a name.
10. To assign a name to the group, enter the desired name. See page 3.19 for entering letters.
Or,
If you do not want to assign a name, skip this procedure.
11. Press **Start/Enter**. The display asks you to select a one-touch number for another group dial.
12. To continue storing, press the wanted one-touch button and repeat steps 4 through 11.
13. To stop storing, press **Stop**. The display returns to Standby mode.

 **Note:** You cannot include one group dial number in another group dial number.

Editing Group Dial Numbers

You can edit one-touch or speed dial numbers stored for group dialling.

1. Press **Setup** on the control panel.
The display shows the first menu; FAX NAME/NUMBER.
2. Press ◀ or ▶ until you find 'GROUP DIAL SETUP', then press **Start/Enter**.
3. Press the one-touch group dial button used for the group dial number you want to edit.
4. Press ◀ or ▶ to select the option you want, then press **Start/Enter**.

Select **MEMBER ADD** to add a number, and enter as many numbers as needed. To stop entering numbers, press **Start/Enter**. Note that you cannot include one group number in another group dial number.

Select **MEMBER DELETE** to delete a number. When the number that you want to delete is displayed, press **Start/Enter**.
5. When you are finished editing, press **Stop**.

Sending a Fax Using Group Dialling (Multi-Address Transmission)

You can use Group Dialling for the Delayed Transmission or Memory Transmission.

Follow the procedure of the desired operation (Broadcasting transmission - p.3.28, Delayed transmission - p.3.29, Priority transmission - p.3.31 and Toll Save transmission - p.3.37). When the display requests you to enter the remote fax number, press the one-touch button where you stored the group number. You can use only one group number for each operation. Continue the procedure to complete the desired operation.

The machine automatically scans the document into memory and dials each of the numbers included in the group.

Memo

chapter

4

E-mail Fax ***(SF-535e only)***

Samsung SF-535e machine allows you to send or receive a document as a e-mail message without PC.

Topics included in this chapter are:

- ◆ About the E-mail Fax
- ◆ Configuring E-mail Information
- ◆ Setting up E-mail Address Book
- ◆ Sending an E-mail Fax
- ◆ Receiving an E-mail Fax

About the E-mail Fax

The E-mail fax function allows you with Internet electronic mail access to send or receive faxes right from your SF-530 series without going to the PC.

- You can send your document as an e-mail message as though sending to a regular fax machine. Your document is sent to the recipient's e-mail box in the TIFF format which is a format designed specifically for faxes as an attachment.
- You can have your e-mail messages delivered to your machine. During the registration process, you choose the e-mail address, that you would like to assign to your fax machine. When someone sends an e-mail to your address, it will delivered to your fax machine.

Note: To configure the Internet gate for using the E-mail function, you must enter your e-mail address, SMTP/POP3 server address, POP3 account name, password and so on. Your ISP (Internet Service Provider) must give you this information. Ask your ISP or on-line service provider about the Internet gate configuration.

Configuring E-mail Information

To receive or send a e-mail through your SF-530 series, you must configure e-mail information about the Internet gateway you use for e-mail transmission and reception.

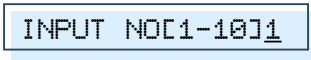
You have two options to configure e-mail information:

- **Auto Setup:** You can select one of the predefined ISP (Internet Service Provider) servers. Using this option, you cannot delete the registered information.
- **Manual Setup:** You can manually register information of any ISP servers. Using this option, you cannot delete the registered information.

Up to 10 users can be registered in your machine.

Configuring Auto Setup Information

1. Press **E-mail** on the front panel and hold down for about 2 seconds. The display shows the first menu; **SETUP E-MAIL**.
2. Press **Start/Enter** to access the Setup E-mail menu. The display shows 'AUTO SETUP.'
3. Press **Start/Enter** to access the **Auto Setup** menu. The display asks you to select the memory cell for your e-mail information showing the first available cell number.



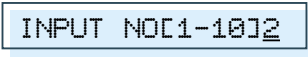
4. Enter the number of the desired memory cell.
5. Select the desired one of the predefined ISPs, and press **Start/Enter**.
6. The display shows the first setup item, 'ISP USER ID' briefly, then prompts you to enter the parameters. Enter the parameters and press **Start/Enter**. The display automatically goes to next item.
 - **ISP USER ID:** Enter the login ID for connecting to the ISP.
 - **ISP PASSWORD:** Enter the login password for connecting to the ISP.
 - **POP3 USER NAME:** Enter the user name of the POP3 server.
 - **POP3 PASSWORD:** Enter the password of the POP3 server.
 - **YOUR NAME:** Enter your name.
 - **MAIL ADDRESS:** Enter your e-mail address.

Notes:

- When entering text, press 0 to enter symbols or special character sets for e-mail address. The available characters are @, .com, ., /, .co.kr, .net, .org, .org.kr, +, -, ,, ', *, #, &, 0.
 - If you does not enter the parameter for any item and press **Start/Enter**, your machine sounds a error beep and prompts to enter.
 - If you enter **Stop** while entering, the display confirms your selection. Press **Start/Enter** to stop entering, and the information you have entered will be erased. Press **Stop** to return to the item where you were previously and continue registering.
7. When you have finished entering the parameter for the last setup item and press **Start/Enter**, the display automatically goes to Standby mode.

Configuring Manual Setup Information

1. Press **E-mail** on the front panel and hold down for about 2 seconds. The display shows the first menu; SETUP E-MAIL.
2. Press **Start/Enter** to access the Setup E-mail menu.
3. Press ◀ or ▶ until you find 'MANUAL SETUP' and press **Start/Enter**. The display asks you to select the memory cell for your e-mail information showing the first available cell number.



INPUT NO:1-1012

4. Enter the number of the desired memory cell.
5. The display shows the first setup item, 'PROVIDER NAME.' briefly, then prompts you to enter the parameters. Enter the parameters and press **Start/Enter**. The display automatically goes to next item.
 - **PROVIDER NAME:** Enter the name of your ISP.
 - **DIAL UP NO.:** Enter the dial-up number of the ISP.
 - **ISP USER ID:** Enter the login ID for connecting to the ISP.
 - **ISP PASSWORD:** Enter the login password for connecting to the ISP.
 - **POP3 SERVER:** Enter the domain name of the POP3 server.
 - **POP3 USER NAME:** Enter the login name of the SMTP server.
 - **POP3 PASSWORD:** Enter the login password of the POP3 server.

- **SMTP SERVER:** Enter the domain name of the SMTP server.
- **YOUR NAME:** Enter your name.
- **MAIL ADDRESS:** Enter your e-mail address.

Notes:

- When entering text, press 0 to enter symbols or special character sets for e-mail address. The available characters are @, .com, ., /, .co.kr, .net, .org, .org.kr, +, -, ,, ' , * , # , & , 0.
 - If you does not enter the parameter for any item and press **Start/Enter**, your machine sounds a error beep and prompts to enter.
 - If you enter **Stop** while entering, the display confirms your selection. Press **Start/Enter** to stop entering, and the information you have entered will be erased. Press **Stop** to return to the item where you were previously and continue registering.
6. When you have finished entering the parameter for the last setup item and press **Start/Enter**, the display automatically returns to Standby mode.

Editing E-mail Information

1. Press **E-mail** on the front panel and hold down for about 2 seconds. The display shows the first menu; SETUP E-MAIL.
2. Press **Start/Enter** to access the Setup E-mail menu. The display shows 'AUTO SETUP.'
3. Press ◀ or ▶ until you find 'MANUAL SETUP' and press **Start/Enter**.
4. Enter the number of the desired memory cell where the information you want to edit is registered.
5. The display shows the registered information. Change the parameters in the same way as configuring.

Press ◀ or ▶ to move the cursor to the character you want to delete and press **Search/Delete** to delete it. Then, enter the correct character.
6. When you have finished entering the parameter for the last setup item and press **Start/Enter**, the display automatically returns to Standby mode.

Deleting E-mail Information

You can delete registered information only using the Manual Setup option.

1. Press **E-mail** on the front panel and hold down for about 2 seconds. The display shows the first menu; SETUP E-MAIL.
2. Press **Start/Enter** to access the Setup E-mail menu.
3. Press ◀ or ▶ until you find 'MANUAL SETUP' and press **Start/Enter**. The display asks you to select the memory cell for your e-mail information showing the first available cell number.
4. Enter the number of the desired memory cell where the information you want to delete is registered.
5. When the display shows the provider name, press **Search/Delete** repeatedly to delete the provider name and press **Start/Enter**.
6. The display asks you if you want to delete the e-mail information. Press **Start/Enter** to confirm.
7. The e-mail information is cleared and the display automatically returns to Standby mode.

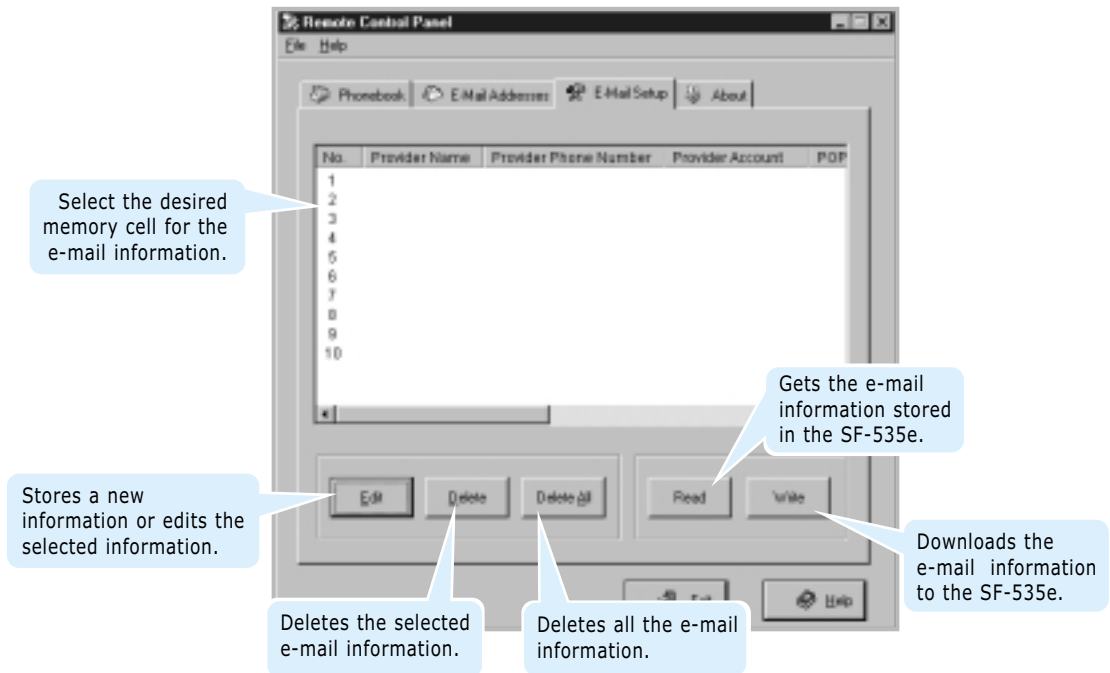
Configuring E-mail Information on Your Computer

Using the Phonebook programme on your PC, you can easily configure, edit, and delete e-mail information. You can download your input to the SF-535e machine and get information from SF-535e to the PC.

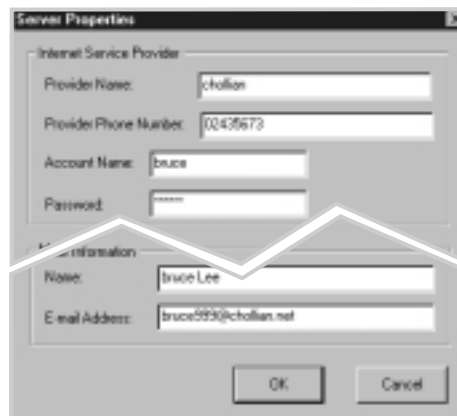
Before using the Phonebook feature, you must install SmarThru programme in your computer. Refer to the chapter 2, "Installing Samsung Software."

1. Start your Windows.
2. Click the **Start** menu, and select **Programs** from the Start menu.
3. Select **Samsung SF-530 Series** on the Programs menu, and select **Remote Control Panel**.

- When the Remote Control Panel dialogue box opens, click the **E-Mail Setup** tab.



- If necessary, press **Read** to get the e-mail information currently registered in your SF-535e. The information will be uploaded and displayed in the Remote Control Panel dialogue box.
- Select the desired address number in the list and click **Edit**. The Server Properties dialogue box will appear.



- Fill in each of the input fields, and click **OK** to save the information you just entered.

8. Repeat steps 6 and 7 to store more numbers.
9. When you have finished, you must click **Write** to download the information to your SF-535e.
10. Click **Exit**.

Setting Default ISP

If you set your e-mail information to your default ISP, your machine automatically use it when you receive or send an e-mail. Doing so saves you selecting e-mail information manually.

1. Press **E-mail** on the front panel and hold down for about 2 seconds. The display shows the first menu; SETUP E-MAIL.
2. Press **Start/Enter** to access the Setup E-mail menu.
3. Press ◀ or ▶ until you find 'DEFAULT ISP' and press **Start/Enter**.
4. Press ◀ or ▶ until you find the desired user name for default ISP.

Selecting OFF does not use the default ISP.

5. Press **Start/Enter**. The setting is saved and the display return to Standby mode.

Printing E-mail Information

After registering information, you can print the E-mail Information list to check if you configured the information correctly.

1. Press **Report/Help** on the front panel. The display shows the first menu; HELP.
2. Press ◀ or ▶ until 'EMAIL INFORM' appears, then press **Start/Enter**.
3. Press ◀ or ▶ to select 'ALL' or 'SELECT' and press **Start/Enter**.

Selecting ALL prints information of all registered users. The list shows only the provider name, user's name and e-mail address.

Selecting SELECT prints information of the selected users. Select the desired user using ◀ or ▶ and press **Start/Enter**.

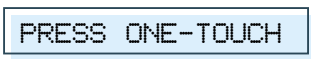
4. Your machine prints out the list.

Setting up E-mail Address Book

You can save the frequently used e-mail address in your machine into the 19 one-touch button on the front panel so that you can easily select e-mail address when sending an e-mail fax.

Storing a E-mail Address

1. Press **E-mail** on the front panel and hold down for about 2 seconds. The display shows the first menu; SETUP E-MAIL.
2. Press ◀ or ▶ until you find 'SETUP ADDR. BOOK' and press **Start/Enter**.



PRESS ONE-TOUCH

3. Press the desired one of 19 one-touch buttons.
4. Enter the recipient's e-mail address, and press **Start/Enter**.
5. Enter the recipient's name, and press **Start/Enter**.
6. To set another e-mail address, repeat steps 3 through 5.

Or, to return to Standby mode, press **Stop**.

Editing or Deleting a E-mail Address

1. Press **E-mail** on the front panel and hold down for about 2 seconds. The display shows the first menu; SETUP E-MAIL.
2. Press ◀ or ▶ until you find 'SETUP ADDR. BOOK' and press **Start/Enter**.
3. Press the one-touch button where the address you want to edit or delete is stored.
4. When the display shows the address, change it as needed, or delete it by pressing **Search/Delete**, and press **Start/Enter**.
5. If you want to edit or delete another address, repeat step 3 and 4.

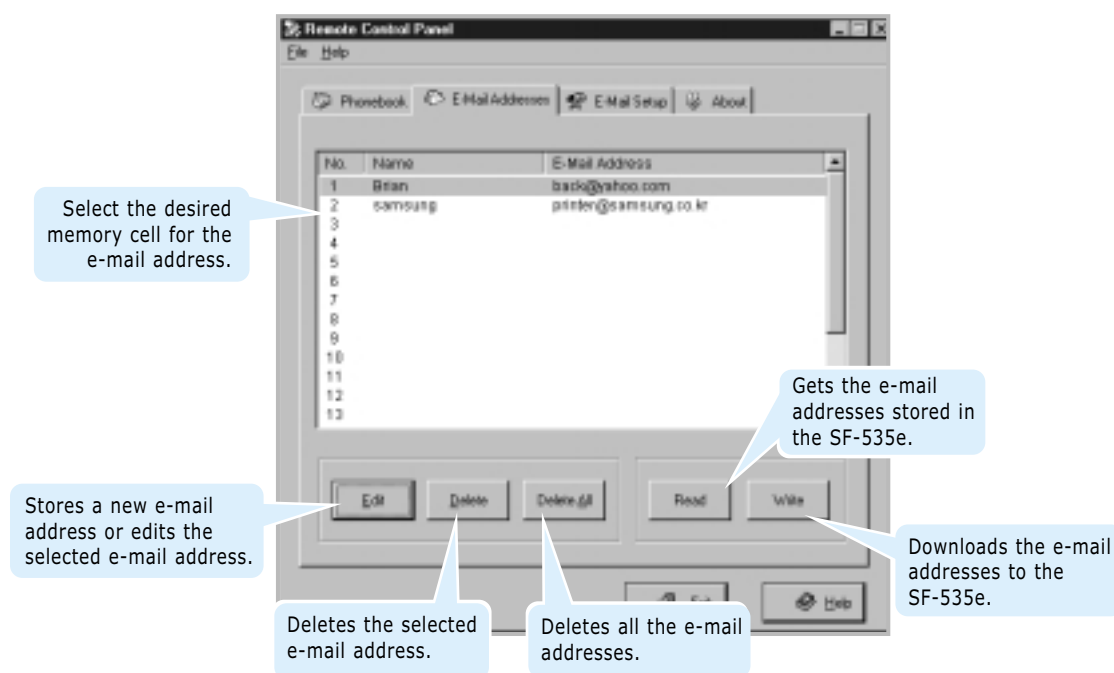
Or, if you want to stop, press **Stop**.

Setting up E-mail Address Book on Your Computer

Using the Phonebook programme on your PC, you can easily set up e-mail address book. You can download your input to the SF-535e machine and get addresses from SF-535e to the PC.

Before using the Phonebook feature, you must install SmarThru programme in your computer. Refer to the chapter 2, "Installing Samsung Software."

1. Start your Windows.
2. Click the **Start** menu, and select **Programs** from the Start menu.
3. Select **Samsung SF-530 Series** on the Programs menu, and select **Remote Control Panel**.
4. When the Remote Control Panel dialogue box opens, click the **E-Mail Addresses** tab.



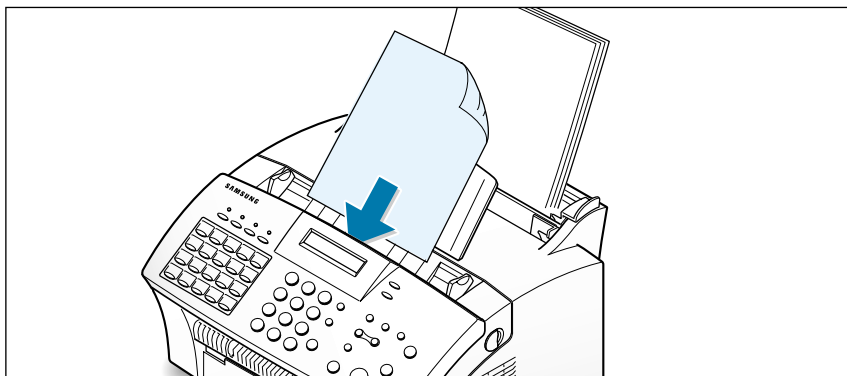
5. If necessary, press **Read** to get the e-mail addresses currently stored in your SF-535e. The addresses will be uploaded and displayed in the Remote Control Panel dialogue box.
6. Select the desired address number in the list and click **Edit**. The Edit dialogue box will appear.



7. Fill in each of the input fields, and click **OK** to save the address you just entered.
8. Repeat steps 6 and 7 to store more addresses.
9. When you have finished, you must click **Write** to download the address book to your SF-535e.
10. Click **Exit**.

Sending an E-mail Fax

1. Load your document **face down** with the top edge first going into the document feeder. And adjust Resolution and Contrast, if necessary. For details, see page 3.8.



2. Press **E-Mail** on the front panel. The display shows 'E-MAIL SEND' briefly.
3. If you did not set the default ISP, the display shows the available information.

E01: HANSEM

Press ◀ or ▶ until your name appears and press **Start/Enter**.

If you have set the default ISP, it is automatically selected and you cannot see the display above. Just go to step 4.

Note: If the multiple users are using the SF-535e, do not set the default ISP, or the default ISP must be changed each time the other users send or receive an e-mail fax.

4. Enter the subject of your e-mail and press **Start/Enter**.
5. Enter the recipient's e-mail address and press **Start/Enter**.

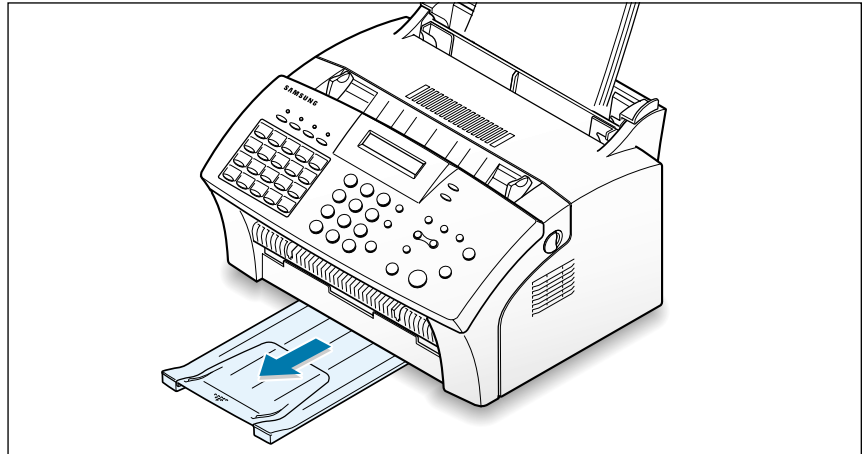
You can press appropriate one-touch button, or press **Search/Delete** and ◀ or ▶ to scroll through the e-mail address book.

6. If you want to add more addresses, repeat step 5.

Or, if you want to begin transmission immediately, press **Start/Enter**.

Receiving an E-mail Fax

1. Pull the paper output tray completely and make sure that the print media is loaded in the paper input tray.



2. Press **E-Mail** on the front panel. The display shows 'E-MAIL RECEIVE' briefly.
3. If you did not set the default ISP, the display shows the available information.

E01: HANSEM

Press ◀ or ▶ until your name appears and press **Start/Enter**.

If you have set the default ISP, it is automatically selected and you cannot see the display above.

Note: If the multiple users are using the SF-535e, do not set the default ISP, or the default ISP must be changed each time the other users send or receive an e-mail fax.

4. Your machine begins to receive e-mail(s) and prints the contents.

Setting Automatic E-mail Reception

You can set your machine to receive the e-mail fax automatically at specified interval.

1. Press **E-mail** on the front panel and hold down for about 2 seconds. The display shows the first menu; SETUP E-MAIL.
2. Press ◀ or ▶ until you find 'E-MAIL AUTO POLL' and press **Start/Enter**.
3. Press ◀ or ▶ to select **ON**, then press **Start/Enter**.
Selecting OFF does not automatically receive e-mail faxes.
4. If you did not set the default ISP, select the user name by pressing ◀ or ▶ until your name appears and press **Start/Enter**.
5. Enter the Start time for automatic reception using the number keypad, and press **Start/Enter**.



The current time or the time you have set previously

6. Enter the Stop time for automatic reception using the number keypad, and press **Start/Enter**.
7. Enter the desired interval how often the machine checks your mail box, and press **Start/Enter**.
8. The E-mail button lights up and the machine returns to Standby mode.

The machine will automatically check out your mail box regularly at the interval you have set and retrieve the newly received e-mail(s).

chapter

5

Printing (S7-535e only)

Read this chapter to learn how to select and load print media and how to use the print settings.

The topics included in this chapter are:

Print Media

- ◆ Selecting Print Media
- ◆ Using the Automatic Paper Input Tray
- ◆ Using the Manual Paper Input Tray
- ◆ Specialty Paper Guidelines

Printing

- ◆ Printing a Document
- ◆ Cancelling a Print Job
- ◆ Printing Help
- ◆ Reprinting a Last Page
- ◆ Printing Several Pages Per Sheet
- ◆ Scaling Your Document
- ◆ Fitting Your Document to a Selected Paper Size
- ◆ Printing Posters
- ◆ Printing Watermarks
- ◆ Using Page Overlays
- ◆ Printing in a Network Environment

Print Media

Selecting Print Media

The type of media you select affects the performance and print quality.

Selecting Media Types

Most photocopy paper, postcards, index cards, transparencies, envelopes, and labels will work your printer, particularly paper that is marked for use in laser printers. For the best results, use one of the papers developed especially for an laser printer.

What to Consider

- **Desired outcome.** The paper you choose should be appropriate for the project. For example, use greeting card paper when making party invitations.
- **Size.** Choose any size paper that fits easily within the paper adjusters of the printer.
- **Weight.** Use 20~24-pound or 75~90 g/m² plain paper for multipurpose, everyday use.
- **Brightness.** Some papers are whiter than others and produce sharper, more vibrant colors. Use premium photo paper for documents with photographs. Use white paper for documents with any other pictures.
- **Surface smoothness.** The smoothness of the paper affects how crisp the printing looks on the paper. Glossy, coated paper works well for pictures and charts where you want crisp lines.

Get the Right Paper

Your Samsung SF-530 series is designed to work well on most common office paper types and with quality 25% cotton bond paper. Because your printer uses toner to produce an image, paper that accepts toner produces the best results. Be sure to test a variety of paper types before buying large quantities.

Paper that Might Not Work

- Highly textured stock, such as linen, may not print evenly because the toner can bleed.
- Extremely smooth, shiny, or coated papers not specifically designed for laser printers can jam the printer and repel toner.
- Multi-part forms, such as duplicate or triplicate forms can wrinkle and jam; the toner is also more likely to smear.
- Paper in poor condition — with tears, dust, wrinkles, curled or bent edges, or that doesn't lie flat can jam the printer.
- Envelopes with thick or crooked edges; envelopes that are damaged, curled, wrinkled, or irregularly shaped; envelopes that are shiny or embossed; or envelopes with clasps or windows.

Selecting Media Sizes

The paper input tray can hold **up to 150 sheets** of 20 lb (75 g/m²) paper. The single-sheet manual input tray is designed to hold one sheet. Both can be adjusted to hold media measuring **from 3 by 5 inches** (76.2 by 127 mm) **to 8.5 by 17 inches** (216 by 432 mm). This includes, but is not limited to, the following paper and envelope sizes:

• A4:	8.25 by 11.75 in; 210 by 297 mm
• A5:	5.82 by 8.25 in; 148 by 210 mm
• A6:	4.12 by 5.82 in; 105 by 148 mm
• B5:	7.16 by 10.12 in.; 182 by 257 mm
• Letter:	8.5 by 11 in; 216 by 279 mm
• Folio:	8.5 by 13 in; 216 by 330 mm
• Legal:	8.5 by 14 in; 216 by 356 mm
• Executive:	7.25 by 10.5 in; 184 by 267 mm
• No.10 Envelopes:	4.12 by 9.5 in; 105 by 241 mm
• DL Envelopes:	4.33 by 8.66 in.; 110 by 220 mm
• C5 Envelopes:	6.38 by 9.01 in.; 162 by 229 mm
• C6 Envelopes:	4.49 by 6.38 in.; 114 by 162 mm
• B5 Envelopes:	6.93 by 9.84 in.; 176 by 250 mm
• Monarch Envelopes:	3.87 by 7.5 in; 98.5 by 190.5 mm
• Other Custom Size	

 **Note:** Insert all media vertically (portrait orientation) into the paper input tray or single-sheet manual input tray. To print horizontally (landscape orientation), make this selection through software. Do not print on paper smaller than 3 by 5 inches (76.2 by 127 mm).

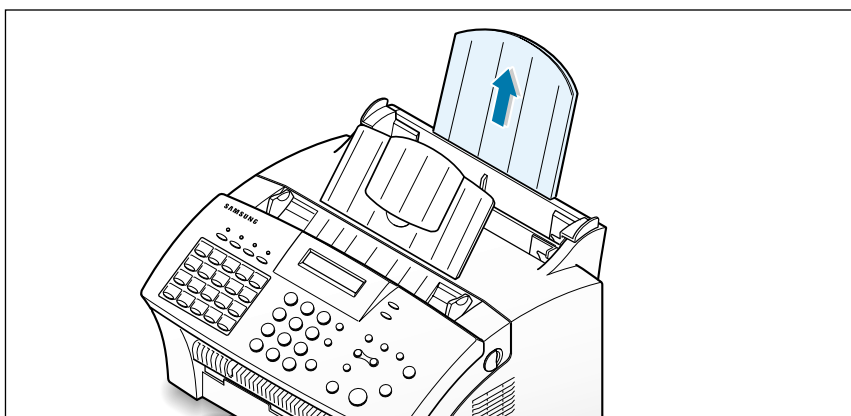
Using the Automatic Paper Input Tray

You can stack paper or transparencies in the automatic paper tray to feed automatically. The automatic tray can hold a maximum of 150 sheets of plain paper. The maximum capacity may be reduced depending on the thickness.

For best results, adjust the paper settings each time you change paper (see page 5.10).

Note: If you experience feeding problems, try printing one at a time from the manual input tray. See page 5.6.

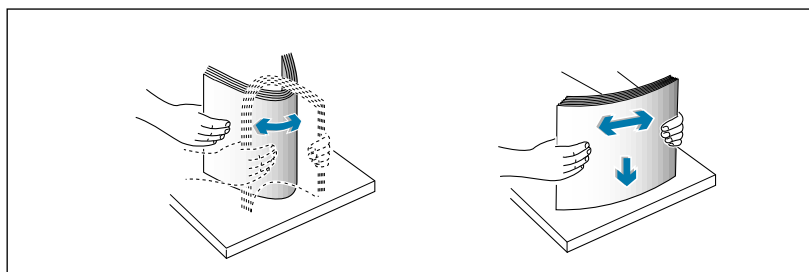
1. Pull the paper input support completely out of the unit.



2. Prepare the print material for loading.

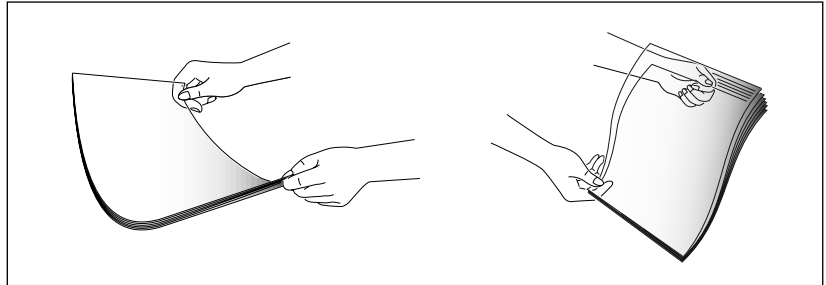
- **For paper:**

- Flex or fan the paper back and forth. Do not fold or crease the paper. Straighten the edges on a level surface.



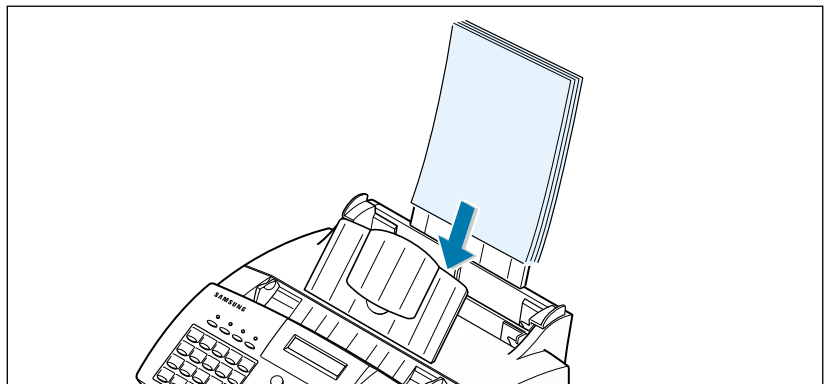
- **For transparencies:**

- Hold the transparencies by the edges and avoid touching the print side.
- Fan the stack of transparencies to prevent feeding failures.
Be careful not to scratch or leave fingerprints on the print sides.

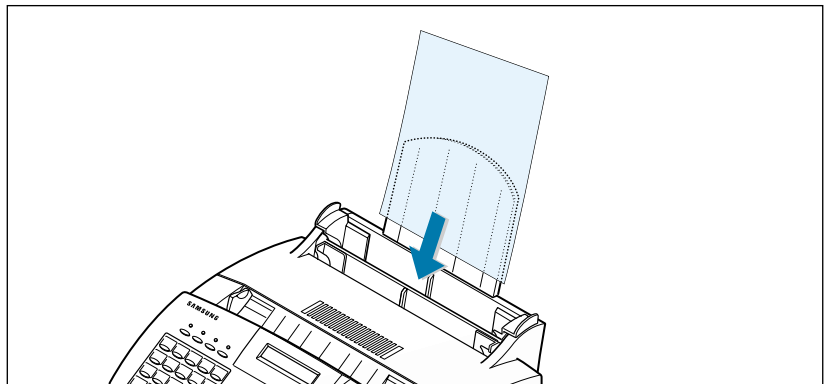


3. Load the print material into the paper tray. Load only as much paper as will fit beneath the lip protruding from the paper-length adjuster. Neatly stacking the paper before loading will help prevent print problems. Do not mix types. See the following directions to load each type of print material.

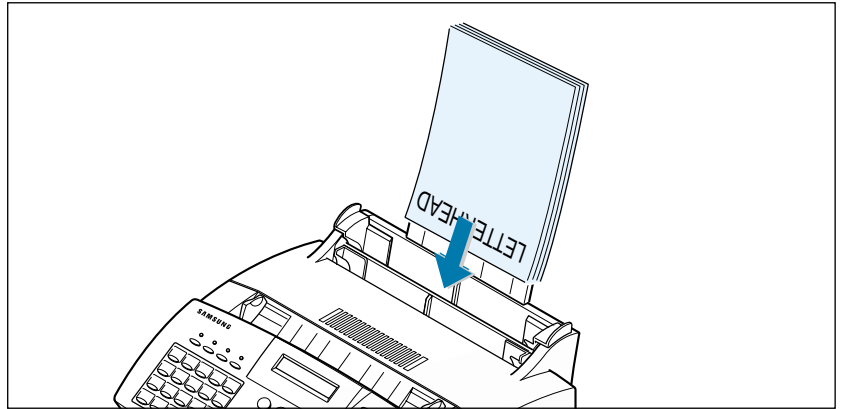
- Load paper with the print side facing up.



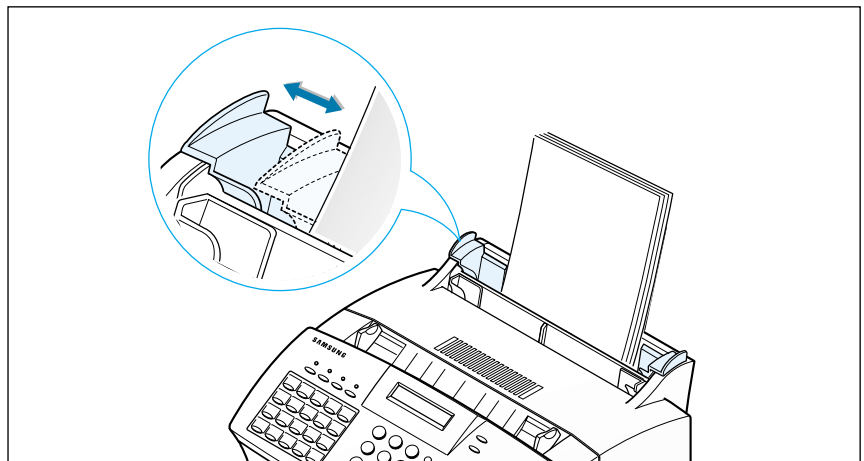
- Load transparencies **face up with the adhesive strip on top going into the tray first.**



- Load letterhead paper **face up with the top of the page going into the tray first.**



4. Slide both paper adjusters to fit against the paper's edges. **Ensure the paper line flat in the tray.**

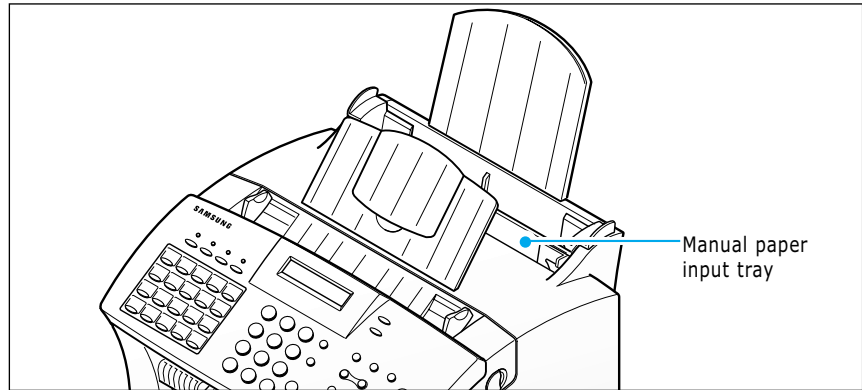


Print Side Up

Most papers prints better on one side than on the other. This is especially true for coated or specially treated paper. The print side is usually indicated on the paper package. Be sure to insert the paper into the paper tray of the printer with the **print side up**.

Using the Manual Paper Input Tray

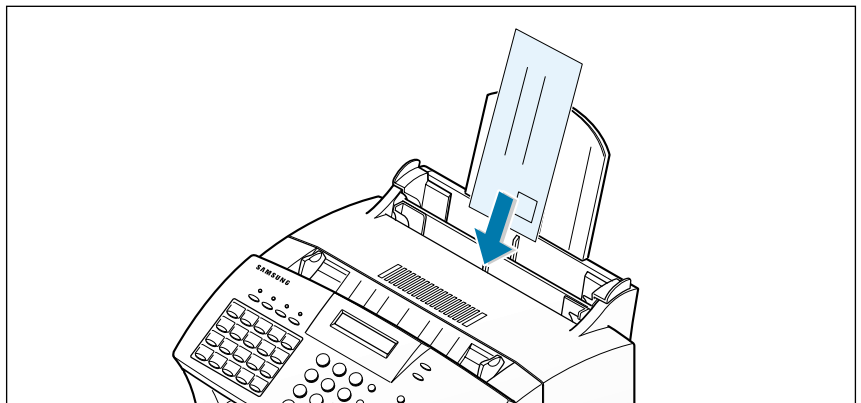
To load a single envelope, card stock, or specialty paper, use the manual paper input tray. When you use the manual input tray, you must feed one piece of media at a time. Manual feeding is helpful when printing on heavy paper or when experiencing paper jam with the automatic paper input tray.



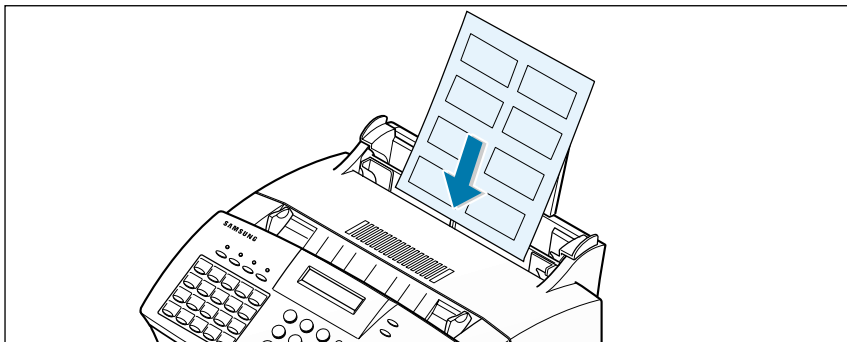
Notes:

- Make sure that you select the **Manual** for **Paper Source** and the correct paper size and type from your software application before starting your print job. See page 5.10.
- When you use the manual paper tray, the paper must loaded in the automatic paper tray. By doing so, you can prevent the paper jam which might occur in the manual tray.

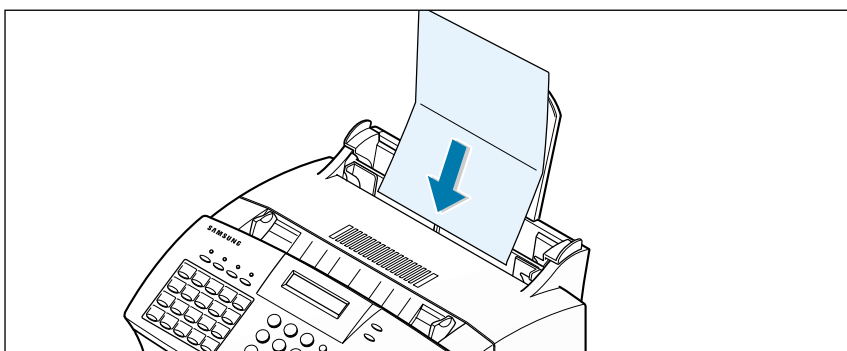
1. Place the print media in the manual input tray with print side facing up and adjust the paper guides to the width of the print media.
- Load a sheet of the envelope **with the flap side facing away from you**. Make sure that the stamp area is at the top left and the end of the envelope with stamp area enters the tray.



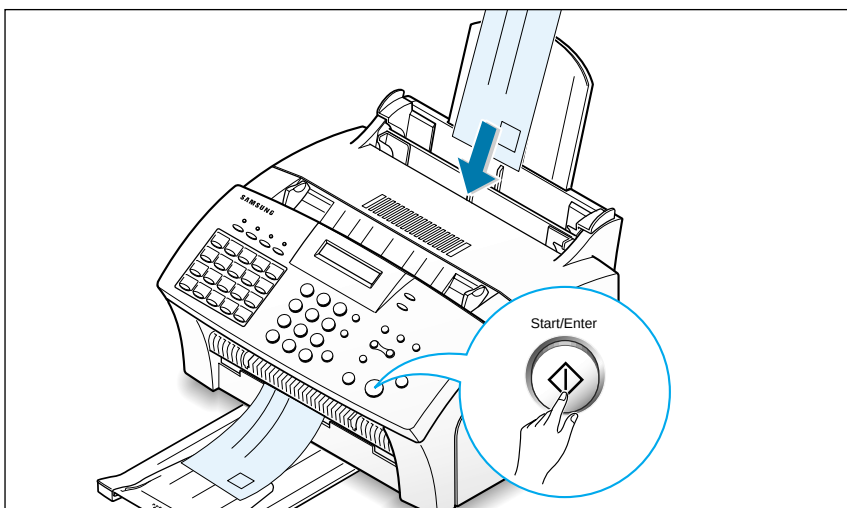
- Load a sheet of the label **with the adhesive backing facing away from you.**



- Load a sheet of the card stock **with print side up, short edge first.**



2. In your computer, start printing of the document. the display on the front panel displays 'PC PRINTING...' and 'PRESS START.'
3. Press **Start/Enter** to start manual feeding. If you have more than one page to print, press **Start/Enter** for each page.



Specialty Paper Guidelines

- Read all instructions that come with special paper for important information regarding how to achieve the highest print quality.
- It is recommended to feed one sheet at a time for special paper types.
- For transparency film, follow these guidelines:
 - Let printed sheets of film dry completely before storing.
 - When a sheet of film has dried completely, cover its printed side with a sheet of plain (not coated) paper before storing; This is recommended even if placed in a clear file or plastic holder.
 - Do not leave the film in the paper tray for long periods of time as dust and dirt may accumulate, resulting in poor copy quality.
 - To avoid fading, do not expose the printed film to prolonged direct sunlight.
 - Store unused papers and films flat. Do not remove papers from their protective packaging until ready for use.
 - Store unused film at temperatures between 59°F to 86°F (15°C to 30 °C). The relative humidity should be between 10% and 70%.
- For labels, follow these guidelines:
 - Verify that the labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
 - Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.
 - Do not feed a sheet of labels through the printer more than once. The adhesive backing is designed for one pass through the printer.
 - Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.
- If the print density of your page is very high, light paper stock may curl slightly due to the large amount of toner. To print dense graphics, try printing on heavier stock.
- Do not use paper that is thicker than the specifications as it may damage the toner cartridge.