Instructions for Sending a Secure Fax

CSE Supported Versions: 2.4, 2.5

Ricoh Fax Set-up

- Ensure that the Serial Data Port of the Ricoh Fax is connected to the Red Serial Data Port of the STE.
- Ensure that the Ricoh Fax is in Mode 3. Most models of Ricoh can be configured by pressing \textbf{FUNCTION} followed by 03 located on the Quick Dial Key. Otherwise, see the User manual for details.

STE Set-up

- Ensure that Power has been applied to the STE via the Power Supply Interface.
- Ensure that the STE is connected to either the PSTN or the ISDN line via the PSTN or the ISDN S/T Interface as shown below AND configured appropriately in the Network menu. A Network Termination Device (NT-1) may be required and requested from your ISDN service provider.
- Ensure that the STE is set for Asynchronous 9.6 data mode. To do this:
  - STE handset must be on hook.
  - Press “Mode”.
  - The display should read: \textbf{SECURE SIGNALLING MODE: FNBDT},
    - If FNBDT is not chosen, press “CHANGE” until FNBDT appears.
  - Press “SCROLL”.
  - The display should read: \textbf{SECURE DATA: A 9.6}.
  - If A 9.6 is not chosen, press “CHANGE”,
    - The display should read: \textbf{SECURE DATA: ASYNCHRONOUS},
      - If ASYNCHRONOUS is not chosen, press “CHANGE” until ASYNCHRONOUS appears,
      - Press “SCROLL”,
      - The display should read: \textbf{SECURE DATA: 9.6 Kbps},
        - If 9.6 Kbps is not chosen, press “CHANGE” until 9.6 Kbps appears.
  - Press Mode to exit.

Sending a Secure Fax

- Ensure that the KOV-14C card inserted into the STE is a valid user card. Confirming a dial tone while the KOV-14C card is inserted validates its association to the STE.
- Pick up handset and dial the telephone number you wish to send a fax with the STE key pad.
- When a connection has been achieved, press SECDATA.
- Wait until a secure line has been achieved. When a secure call has successfully been achieved, the display will show the classification level of the session, LINE 1, SD A9.6 or A24.
- Feed the document into the fax, and press “START”.
- Hang up handset when fax transmission is complete.
If a Secure Data call could not be achieved:
- Make sure both SCIP devices are set to Async 9.6 with mode 03 (Ricoh).
- Check the cable between the STE and the secure fax is securely fastened.
- Power off the secure fax and SCIP device on the receiving side of the communication and re-apply the power to the secure fax, when complete apply power to the SCIP device.
- Place a Secure Voice call to make sure keys are compatible.
  - Try a Rekey.
  - Press and Hold Mode and Mute on the STE with the KOV-14C card inserted, STE will reset. If still no success, try a different telephone line, a different power supply, a different KOV14C, a different STE trying to isolate the problem.
- If Access Control List (ACL) checking is enabled on the secure phone for secure data of the receiving side, make sure you are on that list. If you are not on that list, ask the receiving side to temporarily disable the ACL on the secure phone to allow you to establish a secure communication.

**REKEY**
- **CANADIAN REKEY:** 613-949-5400
- **CANADIAN HELP LINE:** 613-991-8600
- **CCEB, NATO, COALITION REKEY:** 1-877-386-1820 or 1-410-517-3369
- **US HELP LINE:** 1-800-635-5689

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