3725
F9103
LF310
3310L

Operating Instructions
<Advanced Features>

For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Basic Features manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Power Source:

115V, 60Hz

Please be sure to connect the power cord to a power source as above. For details about power source, see Chapter 10, "Connecting the Power and Switching On" in the Advanced Features manual.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

◯ means POWER OFF.

TABLE OF CONTENTS

4. Reception Features

5. Copying

6. Facsimile User Tools

7. Key Operator Settings

8. Solving Operation Problems

9. Maintaining Your Machine

10.Installation

11.Appendix

How to Read this Manual

Symbols

The following set of symbols is used in this manual.

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

⚡Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

🗂 Preparation

This symbol indicates information or preparations required prior to operating.

🖉 Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

❦ Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

🔎Reference

This symbol indicates a reference.

【　　】

Keys built into the operation panel of the machine.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ **Chapter 1 Getting Started**
Names and describes the parts of the control panel and machine.

❖ **Chapter 2 Faxing**
Explains basic transmission. You can also learn about other types of transmissions.

❖ **Chapter 3 Registering**
Explains how to make initial settings, such as the Own Name and Own Fax Number settings. Also explains the Quick Dial, Speed Dial and Group keys. These keys allow you to store numbers and save time when dialing. This chapter also explains how to enter letters and symbols.
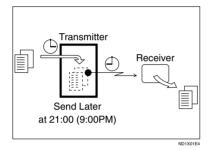
❖ **Chapter 4 Troubleshooting**
Explains clearing original jams, loading paper, changing the volume of audible signals by the machine, and how to interpret error messages. When the display or indicator show unusual information, check the list and take appropriate action.

1. Transmission Options

Sending at a Specific Time (Send Later)

Using the Send Later function, you can delay transmission of your fax message until a specified time. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time of transmission.

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✎ Note
❒ You can not specify a time more than 24 hours later.

A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
⟳Ready    100% 10:15AM
Set Orig. / Enter No.
```

B **Place your original and select any scan settings you require.**

C **Press the 【Trans. Option】 key.**

```
Trans. Option:
 1.Send Later        ◀▶
```

D **Confirm that " 1. Send Later " is displayed.**

E **Press the 【OK】 key.**

F **Press ◀ or ▶ to select "On".**

```
Send Later:       ◀▶/OK
 [On]   Off
```

G **Press the 【OK】 key.**

H **Press ◀ or ▶ to select "AM" or "PM".**

```
Send Later:       ◀▶/OK
Time  AM   [PM]
```

I **Press the 【OK】 key.**

J **Enter the time that you want to send the fax message with the number key.**

```
Send Later:    Press OK
Time  [11:30] PM
```

Enter the hour setting (1 to 12). Then press ◀ or ▶.

Then enter a 2-digit number for the minute setting (00 to 59).

✎ Note
❒ If you make a mistake, press the 【Clear/Stop】 key and try again.
❒ If the current time shown on the display is not correct, change it. See p.60 "Setting the Date and Time".

K **Press the 【OK】 key.**

The specified time is set.

3

L Specify the destination.

If you want to specify another destination, press the 【**OK**】 key and repeat step L.

M Press the 【Start】 key.

Note

❒ You can cancel a message transmission set for Send Later. See p.13 "Canceling Transmission or Reception".

Fax Header Print

Normally, the Fax Header programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

✐ Note

❒ You can switch this function off with the User Parameters. See p.85 "User Parameters" (Switch06, Bit0).

A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
◯Ready    100% 10:15AM
Set Orig. / Enter No.
```

B **Place your original, and then select any scan settings you require.**

C **Press the【Trans. Option】key.**

The Transmission Option menu appears.

D **Press ⓐ or ⓑ until "2. Fax Header Print" is displayed.**

```
Trans. Option:
 2.FaxHeader Print  ◀▶
```

E **Press the【OK】key.**

F **Press ⓐ or ⓑ to select "On".**

```
FaxHeader Print: ◀▶/OK
 [On]   Off
```

G **Press the【OK】key.**

H **Press the【Trans. Option】key.**

```
◯Ready    100% 10:23AM
Enter Fax Number
```

I **Specify the destination.**

If you want to specify another destination, press the【OK】key and repeat step I.

J **Press the【Start】key.**

Sending Confidential Messages

This feature is called Confidential Transmission. Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until the Confidential ID is entered.

There are two types of Confidential Transmission.

❖ **Normal Confidential Transmission**
The other party can print the message by entering the ID that was previously stored in the other party's terminal using the Confidential ID feature.

❖ **Confidential ID Override**
If you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, do not forget to tell the intended receiver what code must be entered to print the message.

To set up a confidential transmission, do the following:

🔌 **Limitation**
❒ The machine at the other end must have memory space available and it must have the Confidential Reception feature.
❒ This is a proprietary function, and as such it only functions with machines produced by the same manufacturer that have this function.

📝 **Note**
❒ A Confidential ID can be any 4-digit number except 0000.
❒ Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

A **Place your original and select any scan settings you require.**

B **Press the 【Trans. Option】 key.**

C **Press ⊲ or ⊳ until "3. Confidential TX" is displayed.**

```
Trans. Option:
3.Confidential TX  ◀▶
```

D **Press the 【OK】 key.**

E **Press ⊲ or ⊳ to select "On".**

```
Conf.TX:          ◀▶/OK
 [On]   Off
```

F **Press the 【OK】 key.**

G **Select the type of Confidential Transmission.**

Normal Confidential Transmission:

---

❶ **Press ⊲ or ⊳ to select "Default".**

```
Conf.TX:          ◀▶/OK
 [Default] Override
```
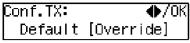
❷ **Press the 【OK】 key.**

Normal Confidential Transmission is set.

❸ **Specify the other party's fax number.**

1

Confidential ID Override Option:

A **Press ⊲ or ⊳ to select "Override".**

```
Conf.TX:         ⬤▶/OK
  Default [Override]
```

B **Press the 【OK】 key.**

Confidential ID Override is set.

C **Enter the Confidential ID (4-digits) with the number keys.**

```
Conf.TX:      Press OK
ID [1234]
```

D **Press the 【OK】 key.**

E **Specify the other party's fax number.**

🎱 **Press the 【Start】 key.**

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💡**When sending messages to fax machines produced by other manufacturers**

Normally you can only send and receive confidential faxes between machines of the same make which support confidential sending and receiving. However, if the other party's fax is not the same as your own, you can still send and receive confidential fax messages if the other party's fax machine supports the SUB/SID function. See p.26 "SUB Code".

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Label Insertion

With this function, you can have the receiver's name programmed in Quick Dial or Speed Dial printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

If you program the Label Insertion function in a Quick Dial or Speed Dial, the function is enabled when you select "On". This function cannot be used if the other party's name is not programmed.

If you select the Label Insertion function and then enter your personal code, your personal code will also appear on the page. "From" is automatically inserted before your personal code. This function is available when personal code is registered and the Restricted Access is turned on.


```
FEB.1.2002 9:15AM    ABC COMPANY                    NO.005   P. 1
TO:DEF COMPANY                                           FROM:DEF
          1                                    2
```

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1. **Name that is registered in the Quick Dial or Speed Dial key.**

2. **Name that is assigned to the Personal Code.**

$\mathcal{P}$ Reference

To program the Label Insertion function in a Quick Dial, see p.46 "Quick Dial", *<Basic Features>*.

To program the Label Insertion function in a Speed Dial, see p.52 "Speed Dial", *<Basic Features>*.
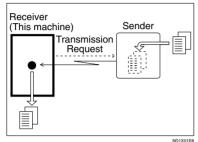
For details about personal codes, see p.91 "Personal Codes".

📝 Note

❒ You can set this function for each destination.

Calling to Request a Message (Polling Reception)

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals.

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There are two types of Polling Reception:

❖ **Secured Polling Reception**
If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require an ID are received (Free Polling).

❖ **Stored ID Override Polling Reception**
You must enter an Override Polling ID unique to this transmission. This ID overrides the Polling ID. Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that does not require an ID are received (Free Polling).

📍 **Limitation**
❒ Polling Reception requires that the other machine can perform Polling Transmission.
❒ To receive a message sent by any Secured Polling Transmission or Stored ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
❒ To receive a message sent by Secured Polling Transmission or Stored ID Override Polling Transmission, the sender must be a machine of the same manufacturer and equipped with the Polling Reception function.

📝 **Note**
❒ The communication fee is charged to the receiver.
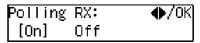
A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
⟳Ready   100% 10:15AM
Set Orig. / Enter No.
```

B **Press the 【Trans. Option】 key.**

C **Press ⊲ or ⊳ until " 4. Polling RX " is displayed.**

```
Trans. Option:
 4.Polling RX        ◀▶
```

D **Press the 【OK】 key.**

E **Press ⊲ or ⊳ to select "On".**

```
Polling RX:        ◀▶/OK
 [On]   Off
```

9

F **Press the 【OK】 key.**

G **Select the type of Polling Reception.**

Secured Polling Reception

A **Press ◁ or ▷ to select "Default".**

```
Polling RX:      ◆▷/OK
 [Default] Override
```

Stored ID Override Polling Reception

A **Press ◁ or ▷ to select "Override".**

```
Polling RX:      ◆▷/OK
 Default [Override]
```

B **Press the 【OK】 key.**

```
Polling RX:
Override ID [■■■■]
```

C **Enter the Polling ID (4 digits) with the number keys or Quick Dial keys.**

```
Polling RX:    Press OK
Override ID [1234]
```

🖉 Note

❒ You can enter A to F by the Quick Dial keys.

❒ You can enter 0 to 9 by the number keys.

❒ 0000 and FFFF can not be entered.

If you make a mistake, press the 【Clear/Stop】 key and try again.

H **Press the 【OK】 key.**

I **Specify the other party's fax number.**

J **Press the 【Start】 key.**

- -

☼ Polling Documents from Other Manufacturer's Fax Machines:

Standard Polling Reception only works with machines of the same manufacturer that have the Polling Reception function. However, if the other party's fax machine supports SEP Code Polling Reception, you can receive documents from them using SEP Code. (See p.25 "SEP Code".)

- -

File Reserve Report (Polling RX)

This report is printed after Polling Reception has been set up.

You can check the date and time, Fax Header, File No., Transmission condition and the Other party's name with this report.

🖉 Note

❒ You can turn this function on or off with the User Parameters. See p.85 "User Parameters" (Switch03, Bit3).

Communication Result Report (Polling RX)

This report is printed after a Polling Reception has been completed and shows the result of the Polling Reception.

You can check the date and time, Other party's name and result with this report.

✎ Note

❒ You can also check the result of a Polling Reception with the Journal.

❒ You can turn this function on or off with the User Parameters. See p.85 "User Parameters" (Switch03, Bit4).

1

2. Job Information

Canceling Transmission or Reception

Transmission files are originals that have been stored in memory and are awaiting transmission. The functions that produce transmission files are Memory Transmission and Polling Reception.

If you notice an error in the destination specified or the document content after scanning a document into memory, you can cancel transmission of that document. This is done by searching for the document in the fax machine's memory and deleting it.
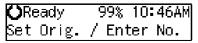
Note
❒ You can cancel Memory Transmission even while files are being sent. However, any pages that have already been sent cannot be canceled.

❒ To cancel transmission in progress, press the 【Clear/Stop】 key.

❒ You can print out a File List to confirm the transmission files stored in memory.

Reference
For details about Memory Transmission and Polling Reception, see p.25 "Memory Transmission", <*Basic Features*>, and p.9 "Calling to Request a Message (Polling Reception)".

A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
⟳Ready    99% 10:46AM
Set Orig. / Enter No.
```

B **Press the 【Job Information】 key.**

```
Job Information:
1.Cancel TX / RX    ◆▶
```

Confirm that " 1. Cancel TX / RX " is displayed.

C **Press the 【OK】 key.**

D **Display the file you want to cancel.**
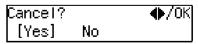
To display the file, enter the file number with the number keys or press ◁ or ▷ until the file number is displayed.

```
Cancel File?     ◆▶/OK
No.014 ABC COMPANY
```

Note
❒ If you make a mistake, press the 【Cancel】 key and try again.

❒ If you cannot find the file you want to cancel, the document has already been sent.

E **Press the 【OK】 key.**

```
Cancel?          ◆▶/OK
[Yes]    No
```

F **Confirm that you have selected the correct file, and press the 【OK】 key.**

" Trans. Cancelled File Deleted " is displayed, and the machine returns to the standby display.

13

Printing a List of Files in Memory (Print File List)

Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

📝 Note

❒ The contents of an original stored in memory can also be printed. See p.15 "Printing a Stored Message (Print TX File)".

A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
⟳Ready    99% 10:46AM
Set Orig. / Enter No.
```

B **Press the 【Job Information】 key.**

C **Press ◁ or ▷ until " 2. Print File List " is displayed.**

```
Job Information:
2.Print File List  ◀▶
```

D **Press the 【OK】 key.**

E **Press the 【Start】 key.**

The File List is printed out and the machine returns to the standby display.

Printing a Stored Message (Print TX File)

If you wish to check the contents of a fax that is stored in memory and has not been sent yet, use this procedure to print it out.

A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
○Ready     99% 10:46AM
Set Orig. / Enter No.
```

B **Press the 【Job Information】 key.**

The Information menu is shown.

C **Press ⊲ or ⊳ until " 3. Print TX File " is displayed.**

```
Job Information:
3.Print TX File    ◀▶
```

D **Press the 【OK】 key.**

E **Display the file you want to print.**

The registered name or fax number appears on the lower line.

⌀ Note

❒ Enter the file number with the number keys or search using ⊲ or ⊳.

❒ If you make a mistake, press the 【Cancel】 key and try again.

F **Press the 【OK】 key.**

G **Press the 【Start】 key.**

The document is printed and the machine returns to the standby display.

15

Printing a Confidential Fax Message

This feature is designed to prevent messages from being picked up casually by anyone when they are received. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message, you have to enter the Confidential ID code. When your machine has received a confidential message, the "Receive File" indicator flashes.
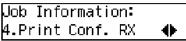
✐ Note

❒ Before using this function, program your Confidential ID. (See p.94 "ID Code" .)

❒ If you receive a fax by Confidential ID Override Reception, enter the override Confidential ID.

❒ When the other party send fax messages with SUB code, perform the following steps for printing a confidential fax message. Tell the other party that SUB code is 8 digits or less. This function is not available in Germany and some areas.

⚠Important

❒ If the power switch is off for a certain period of time, all Confidential Messages are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See p.103 "Power Failure Report".)

A Press the 【Job Information】key.

B Press ⊲ or ⊳ until "4. Print Conf. RX" is displayed.

```
Job Information:
4.Print Conf. RX  ◆▶
```

C Press the 【OK】key.

```
Conf.RX:
ID[████████]
```

D Enter the Confidential ID (4 digits) with the number keys.

The Confidential ID you entered is not displayed.

✐ Note

❒ If the other party send fax messages with SUB code, enter SUB code (8 digits or less).
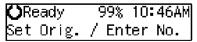
```
Conf.RX:        Press OK
ID[****████]
```

E Press the 【OK】key.

F Press the 【Start】key.

The document is printed and the machine returns to standby display.

16

Printing a Memory-locked Message

This is a security function that prevents unauthorized individuals from reading printed messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code. When your machine has received a message with Memory Lock, the "Receive File" indicator flashes. See p.72 "Memory Lock" .

Note

❒ Before you start, register your Memory Lock ID. (See p.94 "ID Code".)

❒ Messages received by Polling Reception are automatically printed even if this function is switched on.

❒ If the power switch is turned off for a certain period of time, all messages protected by Memory Lock are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See p.103 "Power Failure Report".)

A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
⟳Ready    99% 10:46AM
Set Orig. / Enter No.
```

B **Press the 【Job Information】 key.**

C **Press ⊲ or ⊳ until " 5. Print Mem. Lock" is displayed.**

```
Job Information:
5.Print Mem. Lock   ◀▶
```

D **Press the 【OK】 key.**

E **Enter the Memory Lock ID (4 digits) with the number keys.**

```
Mem. Lock:    Press OK
ID[****]
```

The Memory Lock ID you entered is not displayed.

F **Press the 【OK】 key.**

G **Press the 【Start】 key.**

The document is printed out and the machine returns to standby display.

17

Printing the Journal

When automatic communication report printing is turned on, the Journal is printed automatically after every 50 communications (receptions + transmissions). You can also print a copy of the Journal at any time by following the procedure below.

Note

❒ The sender's name column of the Journal is useful when you need to register a Specified Sender.

❒ If you do not want the Journal to be printed automatically, you can turn automatic printing off. See p.85 "User Parameters" (switch 03, bit 7).

A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
ⓇReady   100% 10:15AM
Set Orig. / Enter No.
```

B **Press the 【Job Information】 key.**

C **Press ◁ or ▷ until "6. Print Journal" is displayed.**
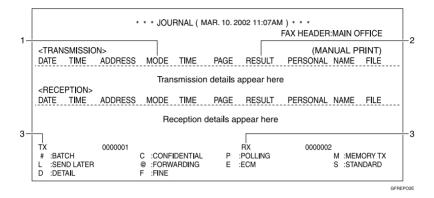
```
Job Information:
6.Print Journal    ◀▶
```

D **Press the 【OK】 key.**

E **Press the 【Start】 key.**

The report is printed and the machine returns to the standby display.

Report Formats

```
              * * * JOURNAL ( MAR. 10. 2002 11:07AM ) * * *
                                            FAX HEADER:MAIN OFFICE
1 ──                                                                  ── 2
     <TRANSMISSION>                                      (MANUAL PRINT)
     DATE   TIME   ADDRESS   MODE   TIME   PAGE   RESULT   PERSONAL  NAME   FILE

                       Transmission details appear here
     <RECEPTION>
     DATE   TIME   ADDRESS   MODE   TIME   PAGE   RESULT   PERSONAL  NAME   FILE

                        Reception details appear here
3 ──                                                                  ── 3
     TX              0000001                RX             0000002
     #  :BATCH              C  :CONFIDENTIAL     P  :POLLING            M  :MEMORY TX
     L  :SEND LATER         @  :FORWARDING       E  :ECM               S  :STANDARD
     D  :DETAIL             F  :FINE

                                                              GFREPO2E
```

1. The Mode Column

Codes and alphabet on this column inform the type of communication. These codes are explained on the bottom of the report.

2. The Result Column

OK: Successful communication

E: An error occurred

D: Power Failure

3. The Footnote on the Journal

Transmission counter: Total number of transmitted pages

Reception counter: Total number of received pages

2

3. Other Transmission Features

Handy Dialing Functions

Chain Dial

This function allows you to compose a telephone number from various parts, some of which may be registered in Quick Dials or Speed Dials and some of which may be entered using the number keys.

You can program commonly used area or country codes into Speed Dials or Quick Dial keys.

Example: 01133-1-5551234 (From the United States to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- Quick Dial 【03】 = 01133 (Overseas to France)
- Quick Dial 【02】 = 1 (Paris)
- Speed Dial 【0】【1】 = 5551234

Note
❐ For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On Hook Dial and Manual Dial, no pause is needed.
❐ Maximum length of telephone or fax number: 254 digits

Reference
For registering fax numbers to Speed Dials or Quick Dial keys, See p.52 "Speed Dial", *<Basic Features>*or p.46 "Quick Dial", *<Basic Features>*.

A Set your original and select any scan settings you require.

B Press Quick Dial key 【03】.

```
Dest.1     Press Start
☎▯03 FRANCE
```

C Press the 【Pause/Redial】 key.

```
Dest.1     Press Start
☎01133-▮▮▮▮▮▮▮▮▮▮▮▮
```

D Press Quick Dial key 【02】.

```
Dest.1     Press Start
☎01133-1▮▮▮▮▮▮▮▮▮▮▮
```

E Press the 【Pause/Redial】 key.

```
Dest.1     OK to Add
☎01133-1-▮▮▮▮▮▮▮▮▮▮
```

F Press the 【Speed Dial】 key, and then press 【0】【1】.

```
Dest.1     Press Start
☎01133-1-5551234▮▮▮▮
```

If you want to send the same fax to another party, press the 【OK】 key and repeat the above steps from step **B**.

G Press the 【Start】 key.

Telephone Directory

This function lets you find a registered Speed Dial quickly by just entering a single letter, for example, the first letter of the name registered for that number.

⊘ Note

❒ Speed Dial codes cannot be searched for by symbol or number.

❒ Names enclosed within brackets are not searched.

A Set your original, and then select any scan settings you require.

B Press the 【Speed Dial】 key.

C Enter the search letter by pressing one of the Quick Dial keys (A to Z).

```
Speed Dial:   Search/AZ
[▓▇▇]
```

⊘ Note

❒ The names or fax numbers registered in Speed Dials are shown in numerical order on the display.

D Press Ⓐ or Ⓑ until the destination you are searching for is displayed, and then press the 【OK】 key.

```
Tel Dir.:[D]    ◀▶/OK
▓01 DEF COMPANY
```

⊘ Note
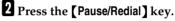
❒ If you make a mistake, press the 【Cancel】 key and try again.

❒ If you wish to dial another destination, press the 【OK】 key and dial another fax number.

E Press the 【Start】 key.

Redial

The machine can recall the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed recently, the Redial function saves you from finding and entering the number again.

A Place your original and select any scan settings you require.

B Press the 【Pause/Redial】 key.

C Press Ⓐ or Ⓑ until the destination you want to redial is displayed.

```
Redial:         ◀▶/OK
☎9876543210
```

D Press the 【OK】 key.

E Press the 【Start】 key.

⊘ Note

❒ The following kinds of destinations can not be recalled.

- Quick Dials
- Speed Dials
- Group Dials
- Any destinations if multiple destinations were dialed
- Destinations dialed by Redial (regarded as already memorized)

On Hook Dial

You can send a fax message without lifting the receiver, while still listening to the dial tone.

If the other party has a telephone fax machine, you can talk by lifting the receiver after your machine has connected to theirs.
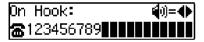
$\mathcal{P}$ Reference

See p.70 "Adjusting Volume", *<Basic Features>*.

A **Place your original, and then select any scan settings you require.**

B **Press the 【On Hook Dial】 key.**

You will hear a tone from the internal speaker. If you wish to cancel this operation, press the 【On Hook Dial】 key again.

C **Dial.**

```
On Hook:          ◄)=◄►
☎123456789████████████
```

The machine immediately dials the destination. If you make a mistake, press the 【On Hook Dial】 key and return to step **B**.

$\mathscr{D}$ Note

❒ You can change the volume of sound with ◁ or ▷.

D **When the line is connected and you hear a high-pitched tone, press the 【Start】 key.**

$\mathscr{D}$ Note

❒ If you hear a voice, pick up the external telephone before you press the 【Start】 key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

```
ABC COMPANY
A4->A4 Transmitting
```

The originals are transmitted.

```
◯Ready      100% 10:15AM
Set Orig. / Enter No.
```

After transmission, the machine will return to standby display.

3

Manual Dial

The external telephone is required.

You can send a fax message using an external telephone.

Note

❒ The result of transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).

A **Place your original, and then select any scan settings you require.**

B **Pick up the external telephone.**

You will hear a tone.

C **Dial.**

If you make a mistake, replace the external telephone and try again from step **B**.

D **When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message.**

```
1234567890
Dialing...
```

Note

❒ If the other party answers the phone, inform them that you are sending a fax.

E **Replace the handset of the external telephone.**

After transmission the machine will return to standby display.

```
○Ready    100% 10:15AM
Set Orig. / Enter No.
```

24

Transmission Features
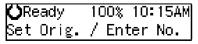
SEP Code

If you want to receive a message stored in the memory of another party's fax machine, use this function. The machine will receive the message with the SEP and PWD code that matches the SEP and PWD code you enter in the following procedure.
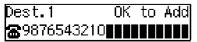
Preparation

You need to assign the Dial Option function to a User Function key beforehand. See p.53 "User Function Keys".

Note

❒ The ID can be up to 20 digits long and consist of numbers, spaces, 【#】 and 【✱】.

❒ Make sure the ID matches the other terminal of the fax you are receiving from.

❒ You can store IDs in Quick Dials, Speed Dials, and Groups.

❒ Messages you receive using this function are marked "SEP" on all reports.

❒ When you send a fax message with SEP Code to other makers' machines, sometimes a password (PWD) is necessary. Use PWD when it is necessary.

A **Dial the destination fax number using the number keys.**

```
Dest.1      OK to Add
☎9876543210▓▓▓▓▓▓▓▓▓
```

B **Press the 【User Function】 key assigned with the Dial Option function.**

C **Press ◁ or ▷ until " 2. SEP " is displayed.**

```
Dial Option:
2.SEP          ◀▶
```

D **Press the 【OK】 key.**

E **Enter the SEP code with the number keys.**

```
SEP:        Press OK
[1234▓▓▓▓▓▓▓▓▓▓▓▓▓▓]
```

F **Press the 【OK】 key.**

When a password (PWD) is necessary

A **Press the 【User Function】 key assigned with the Dial Option function.**

B **Press ◁ or ▷ until " 4. PWD " is displayed.**

```
Dial Option:
4.PWD          ◀▶
```

C **Press the 【OK】 key.**

D **Enter the PWD code with the number keys.**

```
PWD:        Press OK
[1234▓▓▓▓▓▓▓▓▓▓▓▓▓▓]
```

E **Press the 【OK】 key**

G **Press the 【Trans. Option】 key.**

H **Press Ⓐ or Ⓑ until " 4. Polling RX" is displayed.**

```
Trans. Option:
4.Polling RX      ◀▶
```

I **Press the 【OK】 key.**

J **Press Ⓐ or Ⓑ to select "On".**

```
Polling RX:       ◀▶/OK
[On]   Off
```

K **Press the 【OK】 key.**

L **Press Ⓐ or Ⓑ to select "Default".**

```
Polling RX:       ◀▶/OK
[Default] Override
```

M **Press the 【OK】 key.**

N **Press the 【Start】 key.**

SUB Code

If the other party's machine has functions like Transfer Request and Confidential Transmission with SUB/SID Code, you can use those functions with SUB/SID Code.
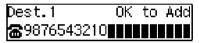
📄 **Preparation**

You need to assign the Dial Option function to a User Function key beforehand. See p.53 "User Function Keys".
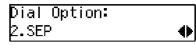
📝 **Note**

❒ The ID can be up to 20 digits long and consist of numbers, spaces, 【#】 and 【✳】.

❒ Make sure the ID matches the specification of the fax you are sending to.

❒ You can store IDs in Quick Dials, Speed Dials, and Groups.

❒ Messages you send using this function are marked "SUB" on all reports.

❒ When you send fax message with SUB Code to other makers' machines, sometimes a password (SID) is necessary. Use SID when it is necessary.

A **Place your original and make any changes to the scan settings if necessary.**

B **Dial the destination fax number using the number keys.**

```
Dest.1        OK to Add
☎9876543210███████████
```

C **Press the 【User Function】 key assigned with the Dial Option function.**

D **Confirm that " 1. SUB " is displayed.**

```
Dial Option:
1.SUB             ◀▶
```

E **Press the 【OK】 key.**
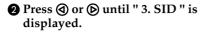
F **Enter the SUB code with the number keys.**

```
SUB:          Press OK
[1234███████████████]
```

G **Press the 【OK】 key.**

When a password (SID) is necessary

❶ **Press the 【User Function】 key assigned with the Dial Option function.**

B **Press ◁ or ▷ until " 3. SID " is displayed.**

```
Dial Option:
3.SID            ◀▶
```

C **Press the 【OK】 key**

D **Enter the SID code with the number keys.**

```
SID:        Press OK
[1234███████████████]
```

E **Press the 【OK】 key**

8 **Press the 【Start】 key.**

```
Dest.1      Press Start
☎9876543210████████████
```

Note

❒ If you use Immediate Transmission and the destination fax machine does not support the Dial Option function, a message will appear on the display to inform you of this. In this case, press the 【OK】 key to cancel the transmission.

Closed Network Transmission

This function ensures that you do not send confidential messages to the wrong machine. The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

Note

❒ Program the same ID Code in the receiver's fax machine beforehand. See p.94 "ID Code".

❒ You can specify whether you want to send a fax by Closed Network Reception with the User Parameters. See p.85 "User Parameters"(switch 06, bit 2).

Blank Sheet Detect

This function is designed to help you avoid making mistakes while scanning in originals.

If you try and scan in an almost completely blank original, an alarm sounds and "Some Page (s) are Blank" appears on the display. Make sure the original is not blank.

Note

❒ Transmission is not cancelled even if the original is blank.

❒ With Memory Transmission, the alarm sounds as soon as the original has been scanned. If you press the 【Clear/Stop】 key while the "Some Page(s) are Blank"is shown on the display, "Storing Cancelled"appears on the display.

❒ You can turn the Blank Sheet Detect function on or off with the User Parameters. See p.85 "User Parameters" (switch 11, bit 2).

❒ This function is not supported in Copy mode.

Scanner Cleaning Message

If dirt is stuck to the scanner, the other party receives fax messages with black lines. When the scanner is dirty, the warning message "Scanner Needs Cleaning" is displayed. If this message is displayed, wipe the exposure glass and white strip to remove the dirt, and then press the 【OK】 key. You can choose whether this message is displayed with User Parameters. See p.85 "User Parameters" (switch 20, bit 7). For cleaning the scanner, see p.112 "Cleaning the Scanner".

✐ Note

❏ If the dirty part of the scanner is small, the machine corrects the black line made when scanning originals. The black line does not appear on the received message. However, sometimes very small parts of the image might be missing on the received message. You can turn this function on or off with User Parameters. See p.85 "User Parameters"(switch 20, bit 4).

More Transmission Functions

If Memory Runs Out While Storing an Original

A **If you run out of memory while storing an original (free space reaches 0%), "Memory is Full.Storing Stopped." is displayed.**

```
Memory is Full.
Storing Stopped.   /OK
```

B **Press the 【OK】 key.**

```
Stored Pages     ◆/OK
[Transmit] Delete
```

When transmitting the stored pages

❶ **Press ◁ or ▷ to select "Transmit" and press the 【OK】 key.**

🖉 **Note**

❏ Successfully scanned pages are sent. Check the number of transmitted pages on Communication Result Report.

When deleting the stored pages

❶ **Press ◁ or ▷ to select "Delete" and press the 【OK】 key.**

```
Trans. Cancelled.
File Deleted.
```

Checking the Transmission Result

- Turn on the printing of the Communication Result Report if you want a report to be printed after every successful transmission. See p.32 "Printed Reports".
  If you leave off the printing of the Communication Result Report, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.

- If you turn off the printing of the Transmission Result Report (Immediate Transmission), the Error Report will be printed when the communication on fails.

- You can also check the transmission result by examining the Journal. See p.18 "Printing the Journal".

- You can assign the function of printing Transmission Result Report to User Function Keys.

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting), the messages are sent in the order in which they were dialed. If the fax message could not be transmitted to a destination, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

Sending a Fax Message Immediately

To send a fax message immediately, use Immediate Transmission. If you have just set up an original for broadcasting, Immediate Transmission will interrupt the current communication.

Your message will not be sent until previously queued files have been sent.

Broadcasting : Checking Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 4 times at 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints the Communication Result Report or Communication Failure Report.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your message. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduces transmission time.

Fax messages for which the transmission time has been set in advance are sent by Batch Transmission when that time is reached.

Note

❒ You can switch this function on or off with the User Parameters. See p.85 "User Parameters" (Switch06, Bit4).

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory , or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

ECM (Error Correction Mode)

This function automatically resends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the receiver has the same function.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission and is useful when you are in a hurry and need to use the original for another purpose.

✐ Note

❒ You can switch this function on or off with the User Parameters. See p.85 "User Parameters" (Switch07, Bit2).

❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.

- When the line is busy and could not be connected to
- With Send Later
- When you store an original for Memory Transmission while another communication is in progress
- When **Auto** resolution is selected

❒ If you press the 【Clear/Stop】 key, the original jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Communication Result Report. The file is erased.

❒ Total stored page numbers are not printed in the Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P.2 not 1/2, 2/2.

❒ If you run out of memory, normal Memory Transmission takes place.

❒ File Reserve Report will not be printed with Parallel Memory Transmission.

3

Printed Reports

You can obtain reports from your machine either by having your machine print them out automatically, or by printing them out yourself.

Note
❒ You can switch on or off the printing of the various reports with the User Parameters. See p.85 "User Parameters" (switch 03, bits 7–0).

❒ For reference purposes, the machine prints part of the original image on the File Reserve Report, Communication Result Report and Communication Failure Report. You can choose whether to include part of the original image on reports with User Parameters (Switch 04. Bit 7).

File Reserve Report (Switch 03, Bit 2)

This report is printed after an original is stored in memory. Use it to review the contents and destinations of stored originals. Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

Note
❒ File Reserve Report will not be printed with Parallel Memory Transmission.

Communication Result Report (Switch 03, Bit 0)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. See p.32 "Communication Failure Report (Switch 03, Bit 0)".

Communication Failure Report (Switch 03, Bit 0)

This report is only printed if the Communication Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

Note
❒ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

3

Transmission Result Report (Immediate Transmission) (Switch 03, Bit 5)

If you turn on the printing of this report, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the error report is printed instead.

✐ Note

❐ If the page was sent successfully, the "Page" column gives the total number of pages that were sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

Confidential File Report (Switch 04, Bit 0)

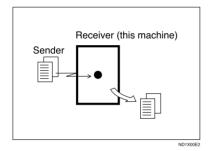This report is printed whenever your machine receives a Confidential Message.

✐ Note

❐ You can turn this report on or off with the User Parameters. See p.85 "User Parameters"(switch 04, bit 0)

4. Reception Features

General

Immediate Reception

Each page of a received fax message is printed as soon as it is received. This method is used for standard fax messages.

ND1X00E2

❖ **Display during reception**
The sender's name or fax number appears on the upper line.

❖ **Reception resolution**
This machine supports **Standard** and **Detail** resolutions for reception. A fax message may be printed in a resolution different from the one specified by the sender.
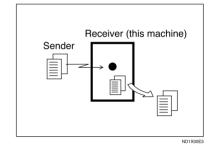
📝 **Note**
❒ Reception will not take place if there is not enough free memory left. If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.

ND1X00E3

This method is used with Substitute Reception. See p.36 "Printing Documents that have been Received into Memory (Substitute Reception)" .

⚠️ **Important**
❒ All the messages stored in memory are deleted if the power is switched off for a certain period of time. See p.17 "Turning Off the Power", *<Basic Features>*.
❒ The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above functions off.

⚠️ **Limitation**
❒ The machine may not be able to receive fax messages when the free memory space is low.

35

✎ **Note**

❒ If the memory free space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Printing Documents that have been Received into Memory (Substitute Reception)

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- A cover is open
- A fax is received during a copy or print run
- Memory Lock
- Confidential Reception

♼ **Limitation**

❒ Reception may not take place if there is not enough free memory left.

✎ **Note**

❒ The **Receive File** indicator lights to let you know when message(s) have been received using Substitute Reception.

❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up your memory, the machine can be programmed to only use Substitute Reception for messages that arrive with name or fax number identification.

Two settings are available:

- When a name or fax number is received
- Free

✎ **Note**

❒ When "When a name or fax number is received" is selected, the machine only stores messages when the name or fax number is present. You can change this with User Parameters. See p.85 "User Parameters" (switch 05, bit 1).

❖ **When a name or fax number is received**

The machine switches to Substitute Reception only when the sender programs their name or fax number. If the power is switched off for a certain period of time, all the messages received into memory are deleted. If this occurs, the Power Failure Report or Journal can be used to identify which messages were lost so you can ask the senders to transmit them again. See p.103 "Power Failure Report"

⚠️Important

❒ If a sender does not program their name or fax number, the machine may reject an important fax message. We recommend that you ask important senders to register their name or fax number in advance.

❖ **Free**

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their name or fax number.

Receiving Messages in Telephone Mode

In this mode you have to answer the call yourself and decide whether it is a fax or a telephone call.

The procedure for answering a call is as follows:

A **Pick up the handset of the external telephone and listen to the other end.**

B **If you hear a voice, continue your conversation as you would normally.**

C **If you hear a fax tone, remove any originals from the feeder.**

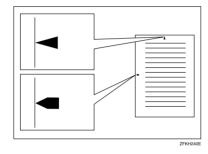D **Make sure that the machine is in Facsimile mode and the standby display is shown.**

E **Press the 【Start】 key.**

F **Replace the handset.**

Printing Options

Center Mark

When this function is turned on, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.

ZFKH240E
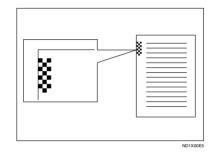
✎ Note

❒ The center marks may deviate a little from the exact center of the edge.

❒ You can turn this function on or off with the User Parameters (Switch 02 Bit 1). See p.85 "User Parameters".

Checkered Mark

When this function is turned on, a checkered mark is printed on the first page of fax messages to help you separate them.

ND1X00E5

✎ Note

❒ You can turn this function on or off with the User Parameters (Switch 02 Bit 4) See p.85 "User Parameters".

TSI Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Name or Fax Number is printed instead so you can find out where the message came from. See p.85 "User Parameters" (Switch 02 Bit 3)

Reception Time

When this function is turned on, you can have the date and time when a message was received printed at the bottom of the received image. Turn it on or off with the User Parameters (Switch 02 Bit 2). See p.85 "User Parameters".

✐ Note

❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

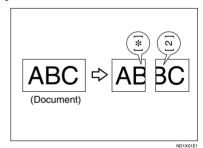❒ The date and time when the message was printed can also be recorded on the message. If you need this function, please contact your service representative.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, when the paper size is A4 ▷, this function splits the message if the message length is 92mm (3.7") or longer than the paper used. The message is reduced if it is less than 92mm (3.7"). When the paper size is $8^1/_2$"×11" ▷, this function splits the message if the message length is 85mm(3.4") or longer than the paper used. The message is reduced if it is less than 85mm(3.4"). When a message is split, the split mark (*) is inserted at the split position and about 10mm (0.4") of the split area is duplicated on the top of the second sheet.
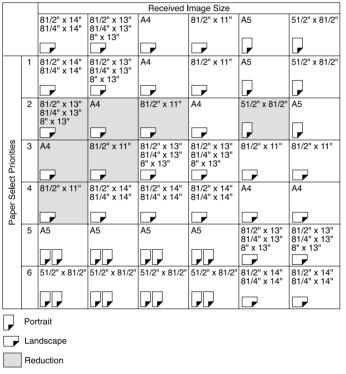

ND1X01E1

✐ Note

❒ This function is not available in some countries.

❒ Your service representative can customize this function with the following settings.

- Reduction
- Print split mark
- Overprinting
- Guideline for split

When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has A4$\square$ and $8^1/_2''\times11''\square$ installed and you receive a A5$\square$ size message, check the A5$\square$ column of the table below. The paper size at the top has the highest priority. In this case, since $8^1/_2''\times11''\square$ is a higher priority than A4$\square$, the message is printed on $8^1/_2''\times11''\square$.

❖ **Priority Table**

Paper Select Priorities		Received Image Size					
		8 1/2" x 14" 8 1/4" x 14"	8 1/2" x 13" 8 1/4" x 13" 8" x 13"	A4	8 1/2" x 11"	A5	5 1/2" x 8 1/2"
	1	8 1/2" x 14" 8 1/4" x 14"	8 1/2" x 13" 8 1/4" x 13" 8" x 13"	A4	8 1/2" x 11"	A5	5 1/2" x 8 1/2"
	2	8 1/2" x 13" 8 1/4" x 13" 8" x 13"	A4	8 1/2" x 11"	A4	5 1/2" x 8 1/2"	A5
	3	A4	8 1/2" x 11"	8 1/2" x 13" 8 1/4" x 13" 8" x 13"	8 1/2" x 13" 8 1/4" x 13" 8" x 13"	8 1/2" x 11"	8 1/2" x 11"
	4	8 1/2" x 11"	8 1/2" x 14" 8 1/4" x 14"	8 1/2" x 14" 8 1/4" x 14"	8 1/2" x 14" 8 1/4" x 14"	A4	A4
	5	A5	A5	A5	A5	8 1/2" x 13" 8 1/4" x 13" 8" x 13"	8 1/2" x 13" 8 1/4" x 13" 8" x 13"
	6	5 1/2" x 8 1/2"	5 1/2" x 8 1/2"	5 1/2" x 8 1/2"	5 1/2" x 8 1/2"	8 1/2" x 14" 8 1/4" x 14"	8 1/2" x 14" 8 1/4" x 14"

Portrait

Landscape

Reduction

ZFKH250E

- and indicate that the message is split over two pages of paper with the orientation and size shown.

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Width or Length Priority	Width

Note

❒ The paper size used to print a received message may be different from the size of the sent original.

Reference

p.39 "Page Separation and Length Reduction"

4

Copying

If you need to make a copy and there is no copier available, use your fax machine. Just place your original in the feeder, and press the 【Copy】 key.
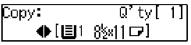
⚠️Important

❒ When making multiple copy sets, copying starts once all originals have been scanned into memory. If memory runs out (free memory reaches 0%) while scanning in, the copy job is canceled and originals that have been scanned in so far are deleted from memory.

📝Note

❒ If you frequently use the fax machine to make copies and do not want to wait 40 seconds for the machine to warm up after it has entered the Energy Saving mode, you can change the setting of the Energy Saving feature so that the heater cools only halfway. See p.85 "User Parameters" (switch 05, bit 6).

❒ Place your original and select any scan settings in the same way as for fax transmission.

❒ Multiple copy sets are sorted and delivered in page order.

❒ If you wish to prevent passersby from freely making copies, you can disable the copy feature with the User Parameters. See p.85 "User Parameters" (switch 12, bit 7).
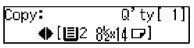
❒ You can specify between 1 and 99 copies.

A **Press the 【Copy】 key.**

```
Copy:          Q'ty[ 1]
    ◀▶[▤1 8⅓11▱]
```

📝Note

❒ Pressing the 【Copy】 key again returns the machine to standby display.

B **Place your original in the document feeder face up.**

If you have the optional paper tray or bypass tray, you can select the paper tray by pressing ◁ or ▷.

```
Copy:          Q'ty[ 1]
    ◀▶[▤2 8⅓14▱]
```
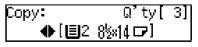
C **Adjust any scan settings as necessary.**

📝Note

❒ If your original is longer than the copy paper you choose, only the length of the copy paper will be copied.

D **Enter the number of copies you need with the number keys.**

If you make a mistake, press the 【Clear/Stop】 key and try again.

```
Copy:          Q'ty[ 3]
    ◀▶[▤2 8⅓14▱]
```

E **Press the 【OK】 key.**

F **Press the 【Start】 key.**

Copying starts.

When copying has finished, the machine returns to standby display.

Note

❒ To stop copying while it is in progress, press the 【Stop】 key. Then open the right cover and remove any paper left.

Copying on special paper

You can copy the original on special paper using the bypass tray. Place the paper face down on the bypass tray.

Important

❒ When the paper is curved, flatten the paper to avoid a paper jam.

Note

❒ Do not place more than one sheet of special paper on the bypass tray.

❖ **The following special paper can be used for copying:**
Envelopes
Transparent paper
OHP transparencies
Post cards
Adhesive labels

See p.63 "Changing the Paper Type for Bypass Tray"

6. Facsimile User Tools

Counters

This function allows you to check the total number of transmitted, received, scanned, and printed pages on the display.

❖ **TX Pages**
Total number of transmitted pages.

❖ **RX Pages**
Total number of received pages.

❖ **Scan Pages**
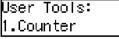The combined total number of pages that have been scanned in when copying and sending faxes.

❖ **Print Pages**
The combined total number of pages that have been printed through fax reception, copying.

A **Make sure that the machine is in standby display.**

B **Press the 【User Tools】 key.**

Confirm that " 1. Counter " is displayed.

```
User Tools:
1.Counter        ◀▶
```

C **Press the 【OK】 key.**

The number of pages transmitted is displayed. You can display the number of pages received, scanned, or printed by pressing ◁ or ▷.

D **Once you have confirmed the number of pages, press the 【OK】 key.**

E **Press the 【User Tools】 key.**

The machine returns to standby display.

Programs

If you regularly send messages to particular destinations using the same features, you can save a lot of repetitive keypad operation by storing these settings in a Keystroke Program.

Keystroke Programs are stored as Quick Dial keys.

Keystroke programs can then be recalled by just pressing a Quick Dial key.

📝 Note

❒ You cannot register a program in a Quick Dial already used for another function.

Example: Assume that you normally send a daily report to locations A, B, and C at 11:00 (using Sending at a Specific Time). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, and then press that key to set up the transmission.

🔍 Reference

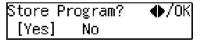See p.3 "Sending at a Specific Time (Send Later)" .

See p.56 "Printing Reports/Lists".

Storing a Program

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, Confidential Transmission, Free Polling, Polling Reception, Printing reports or lists, destinations, Personal Codes, Confidential ID codes, Polling ID codes, SUB Code Transmission, and SEP Code Polling Reception. Simply perform the usual procedure, and then instead of pressing the 【Start】 key or the 【OK】 key, press the Quick Dial you want to register the program in.

A **Place your original and select any scan settings you require.**

B **Specify the destination and press the Quick Dial you want to register the program in.**

C **Press ⊲ or ⊳ to select "Yes".**

```
Store Program?   ◀▶/OK
[Yes]   No
```

D **Press the 【OK】 key.**

```
◫07[ABC]          Name
[███████████████████]
```

E **Register the program name.**

If you make a mistake, press the 【Clear/Stop】 key and try again.

```
◫07[ABC]           /OK
[ABC COMPANY███████]
```

F Press the 【OK】 key.

"Programmed" is displayed on the screen and the original is scanned in.

If you only want to register the program and do not want to send a fax, press the 【Clear/Stop】 key right after scanning.

Using a Program

To use a program, perform the following procedure.

Example: When using a program stored in Quick Dial 07.

A Place your original and select any scan settings you require.

B Specify Quick Dial 07.

The machine starts scanning the original and the program stored in the Quick Dial begins. Once scanning has finished, the original is sent.

Changing a Program

You can change a program registered in a Quick Dial by deleting the program, and then registering a new program. See p.48 "Deleting a Program" and p.46 "Storing a Program".

Editing the Program Name

To edit the program name, perform the following procedure.

A Press the 【User Tools】 key.

```
User Tools:
1.Counter            ◀▶
```

B Press ◀ or ▶ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features       ◀▶
```

C Press the 【OK】 key.

```
Fax Features:
1.Program / Delete   ◀▶
```

Confirm that "1. Program / Delete" is displayed.

D Press the 【OK】 key.

E Press ◀ or ▶ until "7. Change Prog. Name" is displayed.

```
Program / Delete:
7.Change Prog.Name   ◀▶
```

F Press the 【OK】 key.

G Press the Quick Dial that contains the program whose name you want to edit.

Scroll using ◀ or ▶.

```
Change?           ◀▶/OK
▯07 ABC COMPANY
```

H Press the 【OK】 key.

6

I **Press the 【Clear/Stop】 key, and then enter the program's name.**

```
∥07[ABC]          /OK
[DEF COMPANY███████]
```

J **Press the 【OK】 key.**

K **Press the 【User Tools】 key.**

The machine returns to standby display.

Deleting a Program

To delete a program, perform the following procedure.
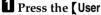
❖ Limitation

❒ You cannot delete a program if a file using that program (destination) is stored in memory.
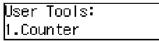
❒ You cannot delete a program if a group using that program (destination) is stored in memory.

📝 Note

❒ If you delete a program, the registered program name is also deleted.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter         ◀▶
```

B **Press ◁ or ▷ until "2. Fax Features" is displayed.**

```
User Tools:
2.Fax Features    ◀▶
```

C **Press the 【OK】 key.**

```
Fax Features:
1.Program / Delete ◀▶
```

Confirm that "1. Program / Delete" is displayed.

D **Press the 【OK】 key.**

E **Press ◁ or ▷ until " 8. Delete Program " is displayed.**

```
Program / Delete:
8.Delete Program  ◀▶
```

F **Press the 【OK】 key.**

G **Press the Quick Dial that contains the program you want to delete.**

Press the Quick Dial, or scroll using ◁ or ▷.

```
Delete?          ◀▶/OK
∥07 DEF COMPANY
```

H **Press the 【OK】 key.**

The program is deleted.

I **Press the 【User Tools】 key.**

The machine returns to standby display.

Storing an Often Used Document (Auto Document)

If you find that you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in the memory as an Auto Document, using a Quick Dial key. This saves re-scanning the document every time you want to send it.

When you need to send that page to somebody, press the Quick Dial key that you stored it in, place any other pages that you wish to send into the feeder, dial, and press the 【Start】 key. At the destination, the Auto Document will be printed first. You can also program a destination for each Auto Document into the same Quick Dial key.

Storing an Auto Document

⚠️Important

❒ If the Power switch is turned off for a certain period of time, the contents of all Auto Documents are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See p.103 "Power Failure Report")

🖉 Note

❒ The maximum number of Auto Documents you can register is 30.

❒ You can only send one Auto Document per transmission.

❒ You cannot register Auto Documents in Quick Dials that are already programmed.

❒ If you register Auto Documents, the amount of memory reserved for Memory Transmission decreases.

To register a document in a Quick Dial, perform the following procedure.

A Set your document and select any scan settings you require.

B Press the 【User Tools】 key.

```
User Tools:
1.Counter          ◀▶
```

C Press ◀ or ▶ until " 2. Fax Features" is displayed.

```
User Tools:
2.Fax Features     ◀▶
```

D Press the 【OK】 key.

```
Fax Features:
1.Program / Delete  ◀▶
```

Confirm that "1. Program / Delete" is displayed.

E Press the 【OK】 key.

F Press ◀ or ▶ until " 9. Prog. Auto Doc." is displayed.

```
Program / Delete:
9.Prog.Auto Doc.   ◀▶
```

G Press the 【OK】 key.

6

49

6

H **Display the number of the Quick Dial where you want to register the document.**

Press the Quick Dial, or scroll using ◁ or ▷ and press the **【OK】** key.

- If you select a Quick Dial that is programmed with a destination, "This key is in Use as a Quick Dial" is displayed, and you can proceed to step I. If you select the wrong Quick Dial, press the **【Cancel】** key, and then go back to step G.

- If you specify a Quick Dial that is used as a Group or Program, "This key is in Use as a Group Dial" or "This key is in Use as a Program" is displayed, and you cannot program that Quick Dial. Select a Quick Dial that is not programmed.

```
▯10[ABC]                    Name
[▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮]
```

I **Enter the name of the Auto Document.**

- If you make a mistake, press the **【Clear/Stop】** key and try again.

- If you do not enter a name and press the **【OK】** key, the name is not programmed.

```
▯10[abc]                     /OK
[Map▮▮▮▮▮▮▮▮▮▮▮▮▮▮]
```

J **Press the 【OK】 key.**

K **Press the 【Start】 key.**

The document is stored in memory and registered as an Auto Document.

L **Press the 【User Tools】 key.**

The machine returns to standby display.

Sending an Auto Document as an Attachment

To send an Auto Document as an attachment, perform the following procedure. (To send an Auto Document only, perform the following procedure from step B.)

✎ Note

❐ Although you can specify scan settings when sending an Auto Document, these settings will only apply to the document you send along with the Auto Document. The settings used when you scanned in and stored the Auto Document will apply to the Auto Document itself.

❐ If you send another document with an Auto Document, the Auto Document is sent first.

A **Place your document and select any scan settings you require.**

B **Press the Quick Dial where the Auto Document is registered.**

C **Specify the destination and press the 【OK】 key.**

D **Press the 【Start】 key.**

Changing an Auto Document

You can change an Auto Document registered in Quick Dial by deleting the Auto Document, and then registering a new Auto Document. See p.52 "Deleting an Auto Document" and p.51 "Editing an Auto Document Name"

Editing an Auto Document Name

To edit an Auto Document's name, perform the following procedure.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◀▶
```

B **Press ◁ or ▷ until "2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◀▶
```

C **Press the 【OK】 key.**

```
Fax Features:
1.Program / Delete ◀▶
```

Confirm that "1. Program / Delete" is displayed.

D **Press the 【OK】 key.**

E **Press ◁ or ▷ until the " 9. Prog. Auto Doc." is displayed.**

```
Program / Delete:
9.Prog.Auto Doc.   ◀▶
```

F **Press the 【OK】 key.**

G **Display the number of the Quick Dial whose name you want to edit.**

Press the Quick Dial, or scroll using ◁ or ▷ and press the 【OK】 key.

```
▯10[abc]         /OK
[Map███████████████]
```

H **Press the 【Clear/Stop】 key, and then enter the Auto Document's name.**

If you do not want to change the name, go to step I.

```
▯10[abc]         /OK
[Cover letter███████]
```

I **Press the 【OK】 key.**

The name is changed.

If you want to change another Auto Document's name, repeat the above steps from step G.

J **Press the 【User Tools】 key.**

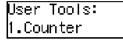The machine returns to standby display.

6

Deleting an Auto Document

To delete an Auto Document, perform the following procedure.

❦ Limitation

❏ You cannot delete an Auto Document if a file containing that document is stored in memory.

A Press the 【User Tools】 key.

```
User Tools:
1.Counter          ◀▶
```

B Press ◀ or ▶ until " 2. Fax Features" is displayed.

```
User Tools:
2.Fax Features     ◀▶
```

C Press the 【OK】 key.

```
Fax Features:
1.Program / Delete  ◀▶
```

Confirm that "1. Program / Delete" is displayed.
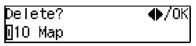
D Press the 【OK】 key.

E Press ◀ or ▶ until " 10. Del. Auto Doc." is displayed.

```
Program / Delete:
10.Del. Auto Doc.  ◀▶
```

F Press the 【OK】 key.

G Display the number of the Quick Dial where the document you want to delete is registered.

Press the Quick Dial, or scroll using ◀ or ▶.

```
Delete?          ◀▶/OK
▯10 Map
```

H Press the 【OK】 key.

I Press ◀ or ▶ to select 【Yes (Delete)】.

```
Are You Sure?    ◀▶/OK
 [Yes]   No
```

J Press the 【OK】 key.

If you want to delete another Auto Document, repeat the above steps from step **G**.

K Press the 【User Tools】 key.

The machine returns to standby display.

User Function Keys

You can program each of the User Function keys (【F1】 to 【F5】) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key.

⚠️**Important**

❒ When registering and editing User Function keys, we recommend that you print out a User Function List for reference. (See p.56 "Printing Reports/Lists".)

Functions You Can Assign to User Function Keys

You can program each of the User Function keys with one of the following functions.

Function Name	Function Contents	Condition	Reference
Reception Mode	Use this mode to switch Reception modes.	-	See p.39 "Reception Modes", *<Basic Features>*.
Print Journal	Use when you want to print out a Journal.	-	See p.18 "Printing the Journal"
TX Result Report	Use this to have a result report printed after every transmission.	◯	See p.32 "Communication Result Report (Switch 03, Bit 0)" and p.33 "Transmission Result Report (Immediate Transmission) (Switch 03, Bit 5)"
Fax Header Print	You can turn this function on or off.	◯	See p.5 "Fax Header Print"
Group	Use when you want to specify a group of destinations.	-	See p.37 "Using Groups", *<Basic Features>*.
Tone	Use when you want to enter a tone signal.	-	See p.35 "Tone", *<Basic Features>*.
Dial Option	Use this function to attach various information to a fax message.	-	See p.25 "SEP Code", p.26 "SUB Code"
Batch Trans.	You can turn this function on or off.	◯	p.30 "Batch Transmission"
Forwarding	You can turn this function on or off.	◯	p.76 "Forwarding"
Prog. Quick Dial	Use when you want to register the other party's number as a Quick Dial destination.	-	See p.46 "Quick Dial", *<Basic Features>*.
Monitor volume	Use this to adjust the volume for the monitor and buzzer.	-	See p.70 "Adjusting Volume", *<Basic Features>*.

- The "◯" notation indicates that the User Function key lights when that function is selected "On".

To assign a function to a User Function key, perform the following procedure.

6

Making a User Function Key Assignment

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter        ◀▶
```

B **Press ◀ or ▶ until " 2. Fax Features" is displayed.**

```
User Tools:
2.Fax Features   ◀▶
```

C **Press the 【OK】 key.**

Confirm that " 1. Program / Delete " is displayed

```
Fax Features:
1.Program / Delete ◀▶
```

D **Press the 【OK】 key.**

E **Press ◀ or ▶ to scroll and display " 11. User Functions ".**
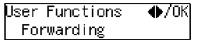
```
Program / Delete:
11.User Functions ◀▶
```

F **Press the 【OK】 key.**

```
Press Key to Program
(F1-F5)
```

G **Press the User Function key (【F1】 to 【F5】) you want to assign.**

```
User Functions   ◀▶/OK
 [Print Journal]
```

H **Press ◀ or ▶ to display the function name you want to assign.**

```
User Functions   ◀▶/OK
 Forwarding
```

I **Press the 【OK】 key.**

If you want to register another User Function key, repeat the above steps from step **F**.

J **Press the 【User Tools】 key.**

The machine returns to standby display.

Using a User Function Key

To use a User Function key (【F1】 to 【F5】), press the User Function key that contains the desired registered function.
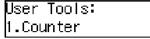
```
Group Dial:   Enter No.
[Gp.D█]
```

The display for Group function is registered.

The display changes for each assigned function.

Deleting a User Function Key

To delete a User Function key, perform the following procedure.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◀▶
```

B **Press ◀ or ▶ until "2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◀▶
```

C **Press the 【OK】 key.**

D **Confirm that " 1. Program / Delete " is displayed.**

```
Fax Features:
1.Program / Delete ◀▶
```

E **Press the 【OK】 key**
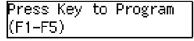
F **Press ◀ or ▶ until " 11. User Functions " is displayed.**

```
Program / Delete:
11.User Functions  ◀▶
```

G **Press the 【OK】 key**

```
Press Key to Program
(F1-F5)
```
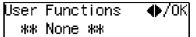
H **Press the User Function key you want to delete.**

```
User Functions   ◀▶/OK
 [Group]
```

I **Press ◀ or ▶ to display " None ".**

```
User Functions   ◀▶/OK
 ** None **
```

J **Press the 【OK】 key.**

If you want to delete another User Function key, repeat the above steps from step **G**.

K **Press the 【User Tools】 key.**

The machine returns to standby display.

6

55

Printing Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
  See p.18 "Printing the Journal".

- TX File List
  See p.15 "Printing a Stored Message (Print TX File)".

- Quick Dial List
  See p.46 "Quick Dial", *<Basic Features>*.

- Speed Dial List
  See p.52 "Speed Dial", *<Basic Features>*.

- Group Dial List
  See p.57 "Groups", *<Basic Features>*.

- All Lists
  You can print all Dial lists (Quick Dial List, Speed Dial List and Group Dial List).

- Quick Dial Label
  See p.46 "Quick Dial", *<Basic Features>*.

- Program List
  See p.46 "Programs".

- Auto Document Original
  See p.49 "Storing an Often Used Document (Auto Document)"

- User Function List
  See p.53 "User Function Keys"

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter        ◀▶
```

B **Press ⊙ or ⊙ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features   ◀▶
```

C **Press the 【OK】 key.**

D **Press ⊙ or ⊙ until " 2. Reports / Lists " is displayed.**

```
Fax Features:
2.Reports / Lists ◀▶
```

E **Press the 【OK】 key.**

Printing the Journal

A **Confirm that " 1. Journal " is displayed and press the 【OK】 key.**

```
Reports / Lists:
1.Journal        ◀▶
```

✎ Note
❒ If you make a mistake, press the 【Cancel】 key and try again.

Printing a TX File List

A **Press ⊙ or ⊙ until " 2. TX File List " is displayed.**

```
Reports / Lists:
2.TX File List   ◀▶
```

B **Press the 【OK】 key.**

✎ Note
❒ If you make a mistake, press the 【Cancel】 key and try again.

56

Printing the Quick Dial List

A **Press ⊲ or ⊳ until " 3. Dial List " is displayed.**

```
Reports / Lists:
3.Dial List      ◀▶
```

B **Press the 【OK】 key.**

Confirm that " 1. Quick Dial List " is displayed.

```
Dial List:
1.Quick Dial List  ◀▶
```

C **Press the 【OK】 key.**

📝 Note

❒ If you make a mistake, press the 【Cancel】 key and try again.

Printing the Speed Dial List

A **Press ⊲ or ⊳ until " 3. Dial List " is displayed.**

```
Reports / Lists:
3.Dial List      ◀▶
```

B **Press the 【OK】 key**

C **Press ⊲ or ⊳ until " 2. Speed Dial List " is displayed.**

```
Dial List:
2.Speed Dial List  ◀▶
```

D **Press the 【OK】 key**

📝 Note

❒ If you make a mistake, press the 【Cancel】 key and try again.

Printing the Group Dial List

A **Press ⊲ or ⊳ until " 3. Dial List " is displayed.**

```
Reports / Lists:
3.Dial List      ◀▶
```

B **Press the 【OK】 key**

C **Press ⊲ or ⊳ until " 3. Group Dial List " is displayed.**

```
Dial List:
3.Group Dial List  ◀▶
```

D **Press the 【OK】 key**

📝 Note

❒ If you make a mistake, press the 【Cancel】 key and try again.

Printing the All Lists

You can print all Dial Lists (Quick Dial List, Speed Dial List and Group Dial List) by the following operation.

A **Press ⊲ or ⊳ until " 3. Dial List " is displayed.**

```
Reports / Lists:
3.Dial List      ◀▶
```

B **Press the 【OK】 key.**

C **Press ⊲ or ⊳ until " 4. All Lists " is displayed.**

```
Dial List:
4.All Lists      ◀▶
```

D **Press the 【OK】 key.**

📝 Note

❒ If you make a mistake, press the 【Cancel】 key and try again.

6

57

Printing the Quick Dial Label

A **Press ◁ or ▷ until " 4. Quick Dial Label " is displayed.**

```
Reports / Lists:
4.Quick Dial Label ◀▶
```

B **Press the 【OK】 key.**

✎ **Note**

❒ If you make a mistake, press the 【Cancel】 key and try again.

Printing the Program List

A **Press ◁ or ▷ until " 5. Program List" is displayed.**

```
Reports / Lists:
5.Program List    ◀▶
```

B **Press the 【OK】 key.**

✎ **Note**

❒ If you make a mistake, press the 【Cancel】 key and tray again.

Printing the Auto Document Original

A **Press ◁ or ▷ until " 6. Auto Doc. Orig." is displayed.**

```
Reports / Lists:
6.Auto Doc.Orig.  ◀▶
```

B **Press the 【OK】 key.**

✎ **Note**

❒ If you make a mistake, press the 【Cancel】 key and tray again.

C **Scroll ◁ or ▷, or press the Quick Dial key that contains the Auto Document Original you want to print.**

D **Press the 【OK】 key.**

Printing the User Function List

A **Press ◁ or ▷ until " 7. U Function List " is displayed.**

```
Reports / Lists:
7.U. Function List ◀▶
```

B **Press the 【OK】 key.**

✎ **Note**

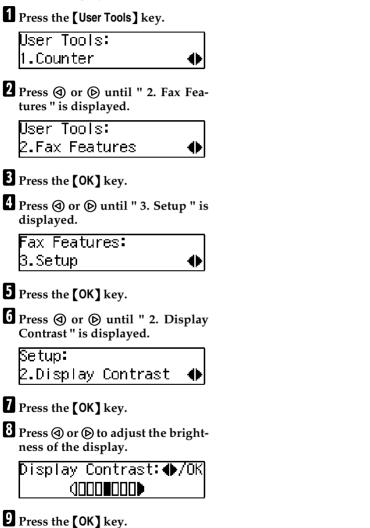❒ If you make a mistake, press the 【Cancel】 key and try again.

F **Press the 【Start】 key.**

G **Press the 【User Tools】 key.**

The machine returns to the standby display.

58

Adjusting the Display Contrast

Use this function to adjust the brightness of the display.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter         ◀▶
```

B **Press ◀ or ▶ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features    ◀▶
```

C **Press the 【OK】 key.**

D **Press ◀ or ▶ until " 3. Setup " is displayed.**

```
Fax Features:
3.Setup           ◀▶
```

E **Press the 【OK】 key.**

F **Press ◀ or ▶ until " 2. Display Contrast " is displayed.**

```
Setup:
2.Display Contrast ◀▶
```

G **Press the 【OK】 key.**

H **Press ◀ or ▶ to adjust the brightness of the display.**

```
Display Contrast:◀▶/OK
      ◀□□□□■□□□▶
```

I **Press the 【OK】 key.**

J **Press the 【User Tools】 key to return to the standby display.**
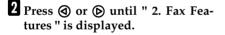
Setting the Date and Time

Use this function to set your machine's internal clock to the current time and date.

If the current date and time are wrong, use this procedure to correct them.

✐ Note

❒ If you make a mistake when entering numbers, press the 【Clear/Stop】 key and try again.

❒ The machine automatically sets the internal clock one hour ahead when daylight saving time begins, and one hour back when it ends.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter        ◀▶
```

B **Press ⊲ or ⊳ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features   ◀▶
```

C **Press the 【OK】 key.**

D **Press ⊲ or ⊳ until " 3. Setup " is displayed.**

```
Fax Features:
3.Setup          ◀▶
```

E **Press the 【OK】 key.**

F **Press ⊲ or ⊳ until " 3. Date/Time " is displayed.**

```
Setup:
3.Date/Time      ◀▶
```

G **Press the 【OK】 key.**

H **Use the number keys to enter the year.**

```
Year:        Press OK
[2002]
```

I **Press the 【OK】 key**

J **Press ⊲ or ⊳ to select the correct month.**

```
Month:          ◀▶/OK
[May]
```

K **Press the 【OK】 key.**

L **Use the number keys to enter the correct number for the date (1 to 31).**

```
Day:         Press OK
[20]
```

M **Press the 【OK】 key.**

N **Press ⊲ or ⊳ to select "AM" or "PM".**

```
AM/PM:          ◀▶/OK
 [AM]   PM
```

O **Press the 【OK】 key.**

P **Use the number keys to enter the correct time.**

```
Time:        Press OK
[10:52]
```

Enter the current hour setting (1 to 12), and then use the number keys to enter a 2-digit number for the current minute setting (00 to 59)
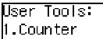
Q **Press the 【OK】 key.**

R **Press the 【User Tools】 key to return to standby display.**

Setting the Auto Ring Time

In Auto Select mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can change the number of rings with the Auto Ring Time.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◀▶
```

B **Press ◀ or ▶ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◀▶
```

C **Press the 【OK】 key.**

D **Press ◀ or ▶ until " 3. Setup " is displayed.**

```
Fax Features:
3.Setup            ◀▶
```

E **Press the 【OK】 key.**
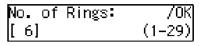
F **Press ◀ or ▶ until "5.No.of Rings" is displayed.**

```
Setup:
5.No. of Rings     ◀▶
```

G **Press the 【OK】 key.**

```
No. of Rings:      /OK
[ 8]          (1-29)
```

H **Enter the new number using the number keys.**

```
No. of Rings:      /OK
[ 6]          (1-29)
```

📝 Note

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

I **Press the 【OK】 key.**

J **Press the 【User Tools】 key to return to the standby display.**

6

61

Changing the Paper Size Setting

When you change a paper size on the main paper tray, optional paper tray unit, or the bypass tray, you need to change the paper size setting.

This section explains how to change the size of paper set in the main paper tray, the optional paper tray unit, or the bypass tray.

Note

❒ If you do not use standard size paper for the bypass tray, you should enter vertical and horizontal dimensions. The sizes that you can enter are as follows:

Metric version	• Vertical: 90 – 216mm • Horizontal: 140 – 356 mm
Inch version	• Vertical: 3.5" – 8.5" • Horizontal: 5.5" – 14"

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◀▶
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◀▶
```

C **Press the 【OK】 key.**

```
Fax Features:
1.Program / Delete  ◀▶
```

D **Press ◁ or ▷ until "3. Setup" is displayed.**

```
Fax Features:
3.Setup            ◀▶
```

E **Press the 【OK】 key.**
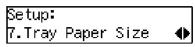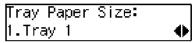
F **Press ◁ or ▷ until "7. Tray Paper Size" is displayed.**

```
Setup:
7.Tray Paper Size   ◀▶
```

G **Press the 【OK】 key.**

H **Press ◁ or ▷ to display the tray whose paper size you want to change.**

```
Tray Paper Size:
1.Tray 1           ◀▶
```

If the optional tray unit or bypass tray are not installed, they are not displayed. Proceed to step **J**.

I **Press the 【OK】 key.**

If you choose bypass tray on step **H**, press ◁ or ▷ to choose " Standard Size " or " Custom Size ", and then press the 【OK】 key.

J **Press ◁ or ▷ to display the paper size you want to set.**

```
Tray  1:        ◀▶/OK
[8▒11▭]
```

If you choose " Custom Size " on step **I**, enter the horizontal size with the number keys and press the 【OK】 key. Then enter the vertical size with the number keys.

K **Press the 【OK】 key.**

If you want to change the paper size for another tray, repeat the above steps from step **H**.

L **Press the 【User Tools】 key.**

The machine returns to standby display.

Changing the Paper Type for Bypass Tray

You can print the original to OHP transparencies and thick paper using the bypass tray. When you set these kinds of paper on the bypass tray, you need to set the paper type.

Perform the following procedure to set the paper type for bypass tray.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◀▶
```

B **Press ◀ or ▶ until " 2. Fax Features" is displayed.**

```
User Tools:
2.Fax Features     ◀▶
```

C **Press the 【OK】 key.**

```
Fax Features:
1.Program / Delete ◀▶
```

D **Press ◀ or ▶ until "3. Setup" is displayed.**

```
Fax Features:
3.Setup            ◀▶
```

E **Press the 【OK】 key.**

F **Press ◀ or ▶ until "8. Bypass Paper Type" is displayed.**

```
Setup:
8.Bypass Paper Type ◀▶
```

G **Press the 【OK】 key.**

H **Choose the paper type using ◀ or ▶ .**

```
Bypass PaperType:◀▶/OK
[Thick]
```

I **Press the 【OK】 key.**

J **Press the 【User Tools】 key.**

The machine returns to standby display.

6

63

Setting the Fax Reset Timer

This machine automatically returns to the standby display if you do not use the machine for a certain period of time. You can select this period.

You can select 30 seconds, one minute, three minutes, or five minutes for the period.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter            ◀▶
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features       ◀▶
```

C **Press the 【OK】 key.**

D **Press ◁ or ▷ until " 3. Setup " is displayed.**

```
Fax Features:
3.Setup              ◀▶
```

E **Press the 【OK】 key.**

F **Press ◁ or ▷ until "9. Fax Reset Timer" is displayed.**

```
Setup:
9.Fax Reset Timer    ◀▶
```

G **Press the 【OK】 key.**

```
Fax Reset Timer: ◀▶/OK
 [30 seconds]
```

H **Press ◁ or ▷ to select a period of time.**

```
Fax Reset Timer: ◀▶/OK
 3 minutes
```

I **Press the 【OK】 key.**
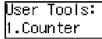
J **Press the 【User Tools】 key to return to the standby display.**

On Hook Timeout

This machine automatically cancels the On Hook Dial mode if you do not dial a number from the number keys for a certain period of time after pressing the 【On Hook Dial】 key. You can select this period.

You can select one minute, three minutes, five minutes, ten minutes for the period.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◆▶
```

B **Press ◀ or ▶ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◆▶
```

C **Press the 【OK】 key.**

D **Press ◀ or ▶ until " 3. Setup " is displayed.**

```
Fax Features:
3.Setup            ◆▶
```

E **Press the 【OK】 key.**

F **Press ◀ or ▶ until "10. On Hook Timeout" is displayed.**

```
Setup:
10.On Hook Timeout ◆▶
```

G **Press the 【OK】 key.**

```
On Hook Timeout: ◆▶/OK
 [3 minutes]
```

H **Press ◀ or ▶ to select a period of time.**

```
On Hook Timeout: ◆▶/OK
 5 minutes
```

I **Press the 【OK】 key.**

J **Press the 【User Tools】 key to return to standby display.**

6

Selecting the Display Language

If you would rather use another language for messages and a display, follow the procedure below.
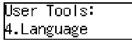
✐ Note

❒ Make sure that your machine is in standby display before following this procedure. If the standby display is not shown when you start, the display may become temporarily jumbled up.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◀▶
```

B **Press ⊲ or ⊳ until " 4. Language " is displayed.**

```
User Tools:
4.Language         ◀▶
```

C **Press the 【OK】 key.**

D **Press ⊲ or ⊳ to display the language you want to select.**

```
Language:       ◀▶/OK
[English]
```

E **Press the 【OK】 key.**

F **Press the 【User Tools】 key.**

The machine returns to standby display.

7. Key Operator Settings

Function List

Here is a list of the functions that are available for setting. Please refer to the reference page numbers for more information.

Display (Specs.)	Description	Reference
1. ADF Counter Reset	Allows you to clear the counter after replacing the ADF Maintenance Kit.	p.69 "Resetting the ADF Counter"
2. Authorized RX	Allows you to limit receiving of fax messages to specified senders that your register on your fax machine. All fax messages other than specified senders are not received, thus preventing you from receiving junk fax messages.	p.70 "Authorized Reception"
3. Memory Lock	Allows you to have messages from specified senders stored in memory and not printed as soon as they are received. To print the fax messages, you must enter an ID.	p.72 "Memory Lock"
4. Specified Tray	Allows you to have messages from specified senders printed from a different tray. This item is available only after the optional Second Paper Cassette has been installed.	p.74 "Specified Tray"
5. Forwarding	Allows you to automatically forward fax messages to the fax machines of specified senders.	p.76 "Forwarding"
6. Energy Save Timer	Allows you to have the fax switch off and on at specified times to save energy.	p.83 "Energy Save Timer"
7. User Parameters	Allows you to customize various default settings as required.	p.85 "User Parameters"
8. Personal Code	Allows you to set up personal codes for using the Restricted Access. Before using the fax machine, users must enter the Personal Code. This allows you to limit transmission to specified senders.	p.91 "Personal Codes"
9. ID Code	Allows you to register IDs required for various types of transmissions.	p.94 "ID Code"
10. Line Type	Allows you to match the fax machine to the type of line you use: a tone line or a pulse line.	p.96 "Line Type"

Display (Specs.)	Description	Reference
11. Select Line	Allows you to select an internal G3 communication line or external telephone line for your fax machine.	p.96 "Select Line"
12. PSTN Access No.	Allows you to specify the code used to access an outside line when dialing.	p.97 "PSTN Access Number"
13. Mem. File Trans.	Allows you to send all messages stored in memory to another fax machine and print them out there, for example, when your fax machine runs out of toner.	p.98 "Memory File Transfer"
14. Margin Adjust	Allows you to adjust paper settings when you receive fax messages that are blank or partially missing.	p.99 "Margin Adjust"
15. RDS On/Off	Allows you to switch on RDS (Remote Diagnostic System) so a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	p.100 "RDS (Remote Diagnostic System)"

Copy this table and use it as a quick reference.

7

Using Key Operator Settings

This chapter explains about functions the key operator handles.

Resetting the ADF Counter

You need to replace the ADF Maintenance Kit when you are prompted to do so by "Change ADF Maintenance Kit" message is displayed.

If you replace the ADF Maintenance Kit when this message is displayed, you do not need to reset the counter. However, if you replace the ADF Maintenance Kit when this message is not displayed, you must follow the procedure below to reset the counter.

🔎**Reference**

See p.113 "Replacing the ADF Maintenance Kit".

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter           ◀▶
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features      ◀▶
```

C **Press the 【OK】 key.**

D **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools     ◀▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]              /OK
```

G **Press the 【OK】 key.**

H **Confirm that "1. ADF Counter Reset " is displayed.**

```
Key Op. Tools:
1.ADF Counter Reset ◀▶
```

I **Press the 【OK】 key.**

J **Press ◁ or ▷ to select "Reset".**

```
ADF Counter:      ◀▶/OK
[Reset]    NotReset
```

K **Press the 【OK】 key.**

The counters are cleared.

L **Press the 【User Tools】 key.**

The machine returns to standby display.

69

Authorized Reception

You can block junk fax messages and save paper by limiting the fax messages that your fax machine receives to a list of specified senders. If you receive a fax message from someone who is not a specified sender, the line is disconnected immediately as soon as you receive the call.

- To use this function you must switch Authorized Reception on after you register the specified senders.

- You can select to receive fax messages only from Specified senders, or you can select to receive all messages from senders other than from specified senders. See p.85 "User Parameters" (switch 08, bits 3 and 2).

- In order for this feature to operate correctly, at least one specified sender must be registered.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◀▶
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◀▶
```

C **Press the 【OK】 key.**

D **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools    ◀▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]           /OK
```

G **Press the 【OK】 key.**

H **Press ◁ or ▷ until "2. Authorized RX" is displayed.**

```
Key Op. Tools:
2.Authorized RX    ◀▶
```

I **Press the 【OK】 key.**

```
Authorized RX:
1.On/Off           ◀▶
```

J **Follow the procedures below to switch Authorized Reception On/Off, register a Specified Sender, or print a list of Specified Senders.**

Switching Authorized Reception On/Off

❶ **Press the 【OK】 key.**

```
Authorized RX:    ◀▶/OK
  On   [Off]
```

❷ **Press ◁ or ▷ to select "On" or "Off".**

❸ **Press the 【OK】 key.**

✎ **Note**

❏ If no specified senders are registered when you select "On", you will be prompted to register a specified sender. Press the 【OK】 key and follow the procedure (steps ❸ to ❻) for "Registering a Specified Sender for Authorized Reception" below.

Registering a Specified Sender for Authorized Reception

Follow this procedure to register specified senders for Authorized Reception. Registration uses the other party's Own Name (for display) or fax number. If the other party is using a fax machine of the same manufacturer, then registration uses the Own Name of the other party registered on their fax machine. If the other fax machine is of a different manufacturer, then registration uses the other party's fax number.

❖ Limitation
❒ Destinations that you select as specified senders must have their names and fax numbers registered on your fax machine.

✎ Note
❒ You can register up to a total of 30 specified senders for Authorized Reception, Memory Lock, Specified Tray, and Memory File Transfer.

❒ A specified sender name can be up to 20 characters long.

❒ You can confirm the names and fax numbers of Specified Senders by name in the printed Journal.

❒ You can also confirm Specified Senders by printing a Specified Sender list.

❒ In order to change a Specified Sender entry, you must first delete the entry, and then re-enter it.

A **Press ◁ or ▷ until "2. Program Sender" is displayed.**

```
Authorized RX:
2.Program Sender    ◀▶
```

B **Press the 【OK】 key.**

C **Enter the name for the specified sender.**

Enter the other party's name or fax number.

```
Name/No.:[ABC]      /OK
[ABC COMPANY███████]
```

℘ Reference
For details about how to enter names, see p.67 "Entering Characters", *<Basic Features>*.

D **Press the 【OK】 key.**

E **If you want to specify a wildcard, press the ◁ or ▷ key to select "Yes", or select "No".**

```
Store as Wildcard?
[Yes]   No
```

℘ Reference
See p.68 "Wild Cards", *<Basic Features>*.

F **Press the 【OK】 key.**

The specified sender is registered.

If you want to register another specified sender, repeat from step **B**.

Deleting a Specified Sender for Authorized Reception

Follow this procedure to delete a Specified Sender.

7

A Press Ⓐ or Ⓑ to select "3. De-
lete Sender".

```
Authorized RX:
3.Delete Sender    ◆▶
```

B Press the 【OK】 key.

C Press the Ⓐ or Ⓑ key to select
the name of the Specified
Sender that you want to delete.

```
Delete?          ◆▶/OK
ABC COMPANY
```

D Press the 【OK】 key.

The Specified Sender is deleted.

If you want to delete more Spec-
ified Senders, repeat the above
steps from step **B**.

Printing a List of Specified Senders for Authorized Reception

Follow this procedure to print a list
so you can confirm the currently
registered specified senders.

A Press Ⓐ or Ⓑ to display " 4.
Print Sender List ".

```
Authorized RX:
4.Print Sender List ◆▶
```

B Press the 【OK】 key.

C Press the 【Start】 key. The list
prints.

Note

❒ All the Specified Senders reg-
istered for Authorized Re-
ception, Memory Lock,
Specified Tray, and Memory
File Transfer are printed in
the same list.

11 Press the 【User Tools】 key.

The fax machine returns to stand-
by display.

Memory Lock

This is a security function to prevent
unauthorized individuals from read-
ing printed fax messages. When
Memory Lock is switched on, all re-
ceived messages are stored in memo-
ry and are not automatically printed.
To print the messages, you have to
enter the Memory Lock ID.

Limitation

❒ Memory Lock cannot be selected
until you have registered the
Memory Lock ID.

❒ To use this function you must
switch Memory Lock on after you
register the Memory Lock ID.

Note

❒ Before you can use this function,
you must register the Memory
Lock ID. See p.94 "ID Code"

❒ You can select to lock only messag-
es from specified senders, or you
can select to lock messages from
senders other than from specified
senders. See p.85 "User Parame-
ters" (switch 09, bits 1 and 0).

A Press the 【User Tools】 key.

```
User Tools:
1.Counter          ◆▶
```

B Press Ⓐ or Ⓑ until " 2. Fax Fea-
tures " is displayed.

```
User Tools:
2.Fax Features     ◆▶
```

C Press the 【OK】 key.

D **Press ⊲ or ⊳ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools      ◀▶
```

E **Press the【OK】key.**

F **Press【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]            /OK
```

G **Press the【OK】key.**

H **Press ⊲ or ⊳ until " 3. Memory Lock " is displayed.**

```
Key Op. Tools:
3.Memory Lock       ◀▶
```

I **Press the【OK】key.**

```
Memory Lock:
1.On/Off            ◀▶
```
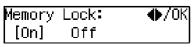
J **Follow the procedures below to switch Memory Lock On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.**

Switching Memory Lock On/Off

❶ **Press the【OK】key.**

```
Memory Lock:        ◀▶/OK
  On    [Off]
```

❷ **Press ⊲ or ⊳ to "On" to switch this function on, or select "Off" to switch this function off.**

```
Memory Lock:        ◀▶/OK
  [On]   Off
```

❸ **Press the【OK】key.**

Registering a Specified Sender for Memory Lock

You can register Specified Senders for this function.

❶ **Press ⊲ or ⊳ to display " 2. Program Sender ".**

```
Memory Lock:
2.Program Sender    ◀▶
```

❷ **Press the【OK】key.**

❸ **Enter "Own Name" or "Own Fax Number" for the Specified Sender.**

Enter the other party's "Own Name" or "Own Fax Number"

```
Name/No.:[ABC]      /OK
[ABC COMPANY██████████]
```

❹ **Press the【OK】key.**

```
Store as Wildcard?
  [Yes]    No
```

❺ **If you want to specify a wild card, press ⊲ or ⊳ key to select "Yes".**

❻ **Press the【OK】key.**

The Specified Sender is registered.

If you want to register another Specified Sender, repeat from step ❷.

Deleting a Specified Sender for Memory Lock

You can delete Specified Senders for this function.

7

73

A Press ⊲ or ⊳ to select " 3. Delete Sender ".

```
Memory Lock:
3.Delete Sender    ◀▶
```

B Press the 【OK】 key.

C Press ⊲ or ⊳ to select the name of the Specified Sender that you want to delete.

```
Delete?          ◀▶/OK
ABC COMPANY
```

D Press the 【OK】 key.

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat from step **B**.

Printing a List of Specified Senders for Memory Lock

You can print a list of Specified Senders for Memory Lock.

A Press ⊲ or ⊳ to display " 4. Print Sender List ".

```
Memory Lock:
4.Print Sender List ◀▶
```

B Press the 【OK】 key.

C Press the 【Start】 key. The list prints.

⓫ Press the 【User Tools】 key to return to the standby display.

Specified Tray

Use this function to have messages from specified senders printed on different paper. For example, imagine green paper placed in the main paper tray, and white paper placed in the optional paper tray unit. By choosing to have fax messages from specified senders printed on green paper and all others printed on white paper, you can distinguish between them at a glance.

☞ Limitation

❐ This item is available only after the optional paper tray unit has been installed.

✐ Note

❐ To use this function you must switch Specified Tray on after you register the specified senders.

❐ You can select to print fax messages from specified senders on the paper loaded in the main paper tray or you can select to print fax message from non-specified senders on the paper loaded in the main paper tray. See p.85 "User Parameters" (switch 08, bits 5 and 4).

❐ Make sure that you place the same size paper in the main paper tray and the optional Second Tray. If you do not place the same size paper for both paper supplies, the received messages will be stored in memory.

❶ Press the 【User Tools】 key.

```
User Tools:
1.Counter          ◀▶
```

C Press Ⓐ or Ⓑ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features        ◀▶
```

D Press the 【OK】 key.

E Press Ⓐ or Ⓑ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools       ◀▶
```

F Press the 【OK】 key.

G Press 【2】【2】【2】【2】.

```
Enter Key Op. Code
[****]              /OK
```

H Press the 【OK】 key.

I Press Ⓐ or Ⓑ until " 4. Specified Tray " is displayed.

```
Key Op. Tools:
4.Specified Tray      ◀▶
```

J Press the 【OK】 key.

```
Specified Tray:
1.On/Off              ◀▶
```

K Follow the procedures below to switch Specified Cassette On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

Switching Specified Tray On/Off

A Press the 【OK】 key.

B Press Ⓐ or Ⓑ to select "On" to switch this feature on, or select "Off" to switch this feature off.

```
Specified Tray:   ◀▶/OK
 [On]    Off
```

C Press the 【OK】 key.

Registering a Specified Sender for Specified Tray

You can register Specified Senders for this function.

A Press Ⓐ or Ⓑ until "2. Program Sender" is displayed.

```
Specified Tray:
2.Program Sender      ◀▶
```

B Press the 【OK】 key.

C Enter the name for the specified sender.

Enter the other party's name or fax number.

```
Name/No.:[ABC]       /OK
[ABC COMPANY███████]
```

🔎**Reference**

For details about how to enter names, see p.67 "Entering Characters", *<Basic Features>*.

D Press the 【OK】 key.

E If you want to specify a wild-card, press the Ⓐ or Ⓑ key to select "Yes", or select "No".

```
Store as Wildcard?
 [Yes]    No
```

🔎**Reference**

See p.68 "Wild Cards", *<Basic Features>*.

75

⑥ Press the 【OK】 key.

The specified sender is registered.

If you want to register another specified sender, repeat from step ➋.

Deleting a Specified Sender for Specified Tray

You can delete Specified Senders for this function.

➊ Press ⊲ or ⊳ to select "3. Delete Sender".

```
Specified Tray:
3.Delete Sender    ◀▶
```

➋ Press the 【OK】 key.

➌ Press the ⊲ or ⊳ key to select the name of the Specified Sender that you want to delete.

```
Delete?          ◀▶/OK
ABC COMPANY
```

➍ Press the 【OK】 key.

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat the above steps from step ➋.

Printing a List of Specified Senders for Specified Tray

You can print a list of Specified Senders for Specified Tray.

➊ Press ⊲ or ⊳ to display "4. Print Sender List".

```
Specified Tray:
4.Print Sender List ◀▶
```

➋ Press the 【OK】 key.

➌ Press the 【Start】 key. The list prints.

Note

❒ All the Specified Senders registered for Authorized Reception, Memory Lock, Specified Tray, and Memory File Transfer are printed in the same list.

⑪ Press the 【User Tools】 key.

The fax machine returns to standby.

Forwarding

Use this function to print fax specified from Specified Senders on your own machine and then forward the messages to other fax machines. This is useful, for example, if you are visiting another office and would like copies of your messages from the head office forwarded to you so you can read them.

In this section, the machines that messages are forwarded to are referred to as Forwarding Stations. The locations from which you would like messages forwarded from are referred to as Specified Senders.

You can register:

- 30 Forwarding Stations
- 30 Specified Senders (maximum 10 per Forwarding Station, up to 20 characters each)
- Wild Cards

Important

❒ We recommend that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender.

❦ Limitation
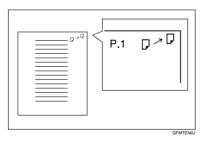
❒ The Forwarding function does not forward messages received with Polling Reception mode.

❒ You cannot register a sender who does not have an Own Name or Own Fax Number.

∅ Note

❒ You can register up to 30 senders for the Forwarding function. You sometimes cannot register 30 senders depending on the number of senders registered with other functions.

❒ To register a sender, use an Own Name or Own Fax Number.

❒ You can find out the Own Name or Own Fax Number of a sender by looking in the destination name column of the Journal.

7

❂ Forwarding Mark

You can print a forwarding mark on forwarded messages. See p.85 "User Parameters" (Switch02, Bit0).

GFMTEN0J

Switching Forwarding On/Off

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◀◐
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◀◐
```

C **Press the 【OK】 key.**

D **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools    ◀◐
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[✱✱✱✱]          /OK
```

G **Press the 【OK】 key.**

H **Press ◁ or ▷ until " 5. Forwarding " is displayed.**

```
Key Op. Tools:
5.Forwarding       ◀◐
```
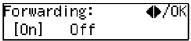
I **Press the 【OK】 key.**

Confirm that ″ 1. On/Off ″ is displayed.

```
Forwarding:
1.On/Off           ◀◐
```

J **Press the 【OK】 key.**

77

⓫ Press ⊲ or ⊳ to "On" to switch this function on, or select "Off" to switch this function off.

```
Forwarding:      ◀▶/OK
 [On]   Off
```

⓬ Press the 【OK】 key.

✐ Note

❒ If you select "On" and no forwarding station is registered, "Press OK to Program Forwarding Station" is displayed. Press the 【OK】 key, and then register a forwarding station by following steps ⓬ to ⓭ on p.78 "Registering Forwarding Stations".

⓭ Press the 【User Tools】 key to return to the standby display.

Registering Forwarding Stations

You can register a Forwarding Station as follows.

A Press the 【User Tools】 key.

```
User Tools:
1.Counter        ◀▶
```

B Press ⊲ or ⊳ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features   ◀▶
```

C Press the 【OK】 key.

D Press ⊲ or ⊳ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools  ◀▶
```

E Press the 【OK】 key.

F Press 【2】【2】【2】【2】.

```
Enter Key Op. Code
[****]           /OK
```

G Press the 【OK】 key.

H Press ⊲ or ⊳ until " 5. Forwarding " is displayed.

```
Key Op. Tools:
5.Forwarding     ◀▶
```

I Press the 【OK】 key.

J Press ⊲ or ⊳ until " 2. Prog. Station " is displayed.

```
Forwarding:
2.Prog. Station  ◀▶
```

K Press the 【OK】 key.
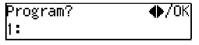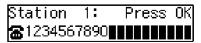
L Press ⊲ or ⊳ to display the number of the forwarding station you want to register.

```
Program?         ◀▶/OK
1:
```

If a forwarding station is already registered, the fax number for that station is displayed.

M Press the 【OK】 key.
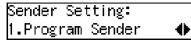
N Enter the other party's fax number with the number keys.

```
Station  1:   Press OK
☎1234567890███████████
```

O **Press the 【OK】 key.**

The Forwarding Station's fax number is registered.

```
Sender Setting:
1.Program Sender    ◀▶
```

P **Press the 【OK】 key.**

```
Name/No.:[ABC]
[■■■■■■■■■■■■■■■■■■]
```

Q **Enter the other party's name.**

```
Name/No.:[ABC]      /OK
[ABC COMPANY■■■■■■■■]
```

R **Press the 【OK】 key.**

S **If you want to register the Specified Sender as a Wildcard, press ◀ or ▶ to select " Yes ".**

```
Store as Wildcard?
 [Yes]   No
```

T **Press the 【OK】 key.**

To register another Specified Sender, repeat the above steps from step **P**.

To register a different Forwarding Station, press the 【Cancel】 key and repeat the above steps from step **O**.

Note

❒ Names for Specified Senders can be up to 24 characters long.

❒ You can confirm the names and fax numbers of Specified Senders on the Journal.

❒ You can confirm registered Specified Senders using the Specified Sender list.

U **Press the 【User Tools】 key to return to the standby display.**

Editing a Forwarding Station

To edit a Forwarding Station that is already registered, perform the following procedure.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter           ◀▶
```

B **Press ◀ or ▶ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features      ◀▶
```

C **Press the 【OK】 key.**

D **Press ◀ or ▶ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools     ◀▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]              /OK
```

G **Press the 【OK】 key.**

H **Press ◀ or ▶ until " 5. Forwarding " is displayed.**

```
Key Op. Tools:
5.Forwarding        ◀▶
```

I **Press the 【OK】 key.**

7

79

J **Press ⊲ or ⊳ until " 2. Prog. Station " is displayed.**

```
Forwarding:
2.Prog. Station    ◀▶
```

K **Press the 【OK】 key.**

L **Press ⊲ or ⊳ to display the fax number of the Forwarding Station you want to edit.**

```
Program?          ◀▶/OK
1:1234567890
```

M **Press the 【OK】 key.**

N **Press the 【Clear/Stop】 key, and then enter the Forwarding Station's correct fax number.**

```
Station  1:    Press OK
☎9876543210████████████
```

O **Press the 【OK】 key.**

The fax number is registered.

If you want to edit another Forwarding Station, press the 【Cancel】 key and repeat the above steps from step L.

P **Press the 【User Tools】 key to return to the standby display.**

Editing a Specified Sender

To edit a Specified Sender, delete the Specified Sender you want to edit (See p.81 "Deleting a Specified Sender"), and then register it as a new Specified Sender. (See p.78 "Registering Forwarding Stations").

Deleting a Forwarding Station

To delete a Forwarding Station, perform the following procedure.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◀▶
```

B **Press ⊲ or ⊳ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◀▶
```

C **Press the 【OK】 key.**

D **Press ⊲ or ⊳ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools    ◀▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[✳✳✳✳]             /OK
```

G **Press the 【OK】 key.**

H **Press ⊲ or ⊳ until " 5. Forwarding " is displayed.**

```
Key Op. Tools:
5.Forwarding       ◀▶
```

I **Press the 【OK】 key.**

J **Press ⊲ or ⊳ until " 3. Delete Station " is displayed.**

```
Forwarding:
3.Delete Station   ◀▶
```

⓫ Press the 【OK】 key.

⓬ Press ⓐ or ⓑ to display the fax number of the Forwarding Station you want to delete.

```
Delete?          ◀▶/OK
1:9876543210
```

⓭ Press the 【OK】 key.

The Forwarding Station is deleted.

If you want to delete another Forwarding Station, repeat the procedure from step ⓬.

⓮ Press the 【User Tools】 key to return to the standby display.

Deleting a Specified Sender

To delete a Specified Sender, perform the following procedure.

A Press the 【User Tools】 key.

```
User Tools:
1.Counter        ◀▶
```

B Press ⓐ or ⓑ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features   ◀▶
```

C Press the 【OK】 key.

D Press ⓐ or ⓑ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools  ◀▶
```

E Press the 【OK】 key.

F Press 【2】【2】【2】【2】.

```
Enter Key Op. Code
[****]           /OK
```

G Press the 【OK】 key.

H Press ⓐ or ⓑ until " 5. Forwarding " is displayed.

```
Key Op. Tools:
5.Forwarding     ◀▶
```

I Press the 【OK】 key.

J Press ⓐ or ⓑ until " 2. Prog. Station " is displayed.

```
Forwarding:
2.Prog. Station  ◀▶
```

K Press the 【OK】 key.
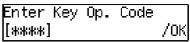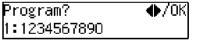
L Press ⓐ or ⓑ to display the fax number of the Forwarding Station that contains the Specified Sender you want to delete.

```
Program?         ◀▶/OK
1:1234567890
```

M Press the 【OK】 key.

N Press the 【OK】 key.

O Press ⓐ or ⓑ until " 2. Delete Sender " is displayed.

```
Sender Setting:
2.Delete Sender  ◀▶
```

P Press the 【OK】 key.

7

Q Use ⊲ or ⊳ to display the Specified Sender you want to delete.

```
Delete?          ◀▶/OK
ABC COMPANY
```

R Press the 【OK】 key.

The Specified Sender is deleted.

If you want to delete another Specified Sender, repeat the above steps from step **P**.
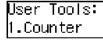
S Press the 【User Tools】 key to return to the standby display.

Printing the Specified Sender list

You can check which Specified Senders are registered for a Forwarding Address.

Follow the steps below to print this list.

A Press the 【User Tools】 key.

```
User Tools:
1.Counter         ◀▶
```

B Press ⊲ or ⊳ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features    ◀▶
```

C Press the 【OK】 key.

D Press ⊲ or ⊳ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools   ◀▶
```

E Press the 【OK】 key.

F Press 【2】【2】【2】【2】.

```
Enter Key Op. Code
[****]           /OK
```

G Press the 【OK】 key.

H Press ⊲ or ⊳ until " 5. Forwarding " is displayed.

```
Key Op. Tools:
5.Forwarding      ◀▶
```

I Press the 【OK】 key.

J Press ⊲ or ⊳ until " 4. Print Sender List " is displayed.

```
Forwarding:
4.Print Sender List ◀▶
```

K Press the 【OK】 key.

L Press the 【Start】 key.

The list is printed.

M Press the 【User Tools】 key to return to the standby display.

7

Energy Save Timer

Use this function to have the fax machine turn its heater on and off automatically at specified times. For example, by having the heater turned off during the evening, on weekends, and during long holidays, you can reduce power costs.

Note

❒ You can set the timer switch on and off twice daily over a 1-week period.

❒ When the heater is off, incoming faxes are received in memory with Substitute Reception and printed when the heater is switched on.

❒ To use this function you must switch Energy Save Timer on after you specify times for the fax machine to automatically switch on and off. By default, Energy Save Timer is switched off.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter         ◀▶
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features    ◀▶
```

C **Press the 【OK】 key.**

D **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools   ◀▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]          /OK
```

G **Press the 【OK】 key.**
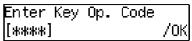
H **Press ◁ or ▷ until " 6. Energy Save Timer " is displayed.**

```
Key Op. Tools:
6.EnergySave Timer ◀▶
```

I **Press the 【OK】 key.**

```
Energy Save Timer:
1.On/Off          ◀▶
```

J **Perform the settings below to switch the timer On/Off, and program the timers.**

Switching the Energy Save Timer On/Off

A **Press the 【OK】 key.**

B **Press ◁ or ▷ to select "On" to switch this feature on, or select "Off" to switch this feature off.**

```
EnergySaveTimer  ◀▶/OK
[On]    Off
```

C **Press the 【OK】 key.**

Programming the Energy Save Timer

A **Press the ◁ or ▷ key to select "2. Date/Time Set".**

```
Energy Save Timer:
2.Date/Time Set   ◀▶
```

B **Press the 【OK】 key.**

7

C **Press ◁ or ▷ to select the day of the week.**

D **Press the 【OK】 key.**

E **Press ◁ or ▷ to select "AM" or "PM".**

```
Sun. Set 1:    Press OK
Time [AM]  PM
```

F **Press the 【OK】 key.**

G **Use the number keys to enter the first time for the first On/Off switching.**

Enter the time in the 24-hour (1~12) and the minute setting (00~59).

```
Sun. Set 1:    Press OK
Time [ 9:30] AM
```

Note

❒ If you make a mistake, press the 【Clear/Stop】 key and enter the number again.

H **Press the 【OK】 key.**

I **Use the ◁ or ▷" key to select "On" or "Off".**

```
Sun. Set 1:        ◀▶/OK
[On] Off
```

J **Press the 【OK】 key.**

K **Now, repeat steps E to J to program the time for the second switching.**

If you register only one setting, repeat the procedure with the same settings.

L **If you want to set switches for another day of the week, repeat from step C.**

M **Press the 【User Tools】 key.**

The fax machine returns to standby display.

Note

❒ When the heater is powered off, the display is blank. When the fax machine heater is switched off with the Energy Save Timer, you can restore the fax machine to normal operation temporarily by pressing the 【Energy Saver/Clear Modes】 key so fax messages in the memory can print. If the fax machine remains idle for more than 5 minutes, the fax machine will once again switch off the heater automatically.

User Parameters

The User Parameters allows you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.

Preparation

Access to some User Parameter Settings requires installation of optional equipment or that other settings be made beforehand.

❖ **Switches and Bits**

User Parameters are divided into switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Bit Number	7	6	5	4	3	2	1	0
Bit Value	↓	↓	↓	↓	↓	↓	↓	↓
	0	1	0	0	0	0	0	0

The User Parameter switches are outlined below.

Switch	Bit	Item	1	0
00	5,4	5, 4: Default resolution when you send a message. RESOLUTION 00: Standard 01: Detail 10: Fine 11: Auto		
	6	Default setting for transmission. TRANSMISSION MODE	Immediate	Memory
	7	Home position for the Original Type. HALFTONE	Photo	Text
01	7	Return the machine to the default settings after each communication (Re-turn to default after transmission)	On	Off

7

85

Switch	Bit	Item	1	0
02	0	Default setting for printing the Forwarding Mark. FORWARDING MARK	On	Off
	1	Default setting for the Center Mark. CENTER MARK	On	Off
	2	Default setting for printing the Reception Time. RECEPTION TIME	On	Off
	3	Print Sender Information (TSI Print)	On	Off
	4	Default setting for the Checkered Mark. CHECKERED MARK	On	Off
03	0	Automatic printing of the Communication Result Report (Memory TX)	On	Off
	2	Automatic printing of the File Reserve Report (Memory TX)	On	Off
	3	Automatic printing of the File Reserve Report (Polling RX)	On	Off
	4	Automatic printing of the Communication Result Report (Polling RX)	On	Off
	5	Automatic printing of the Transmission Result Report (Immediate TX)	On	Off
	7	Automatic printing of the Journal	On	Off
04	0	Print the Confidential File Reports.	On	Off
	7	Include a portion of the image on the Communication Result Report, File Reserve Report, Communication Failure Report.	On	Off

7

Switch	Bit	Item	1	0
05	0	Store incoming faxes when machine is out of supplies. `SUBSTITUTE RECEP-TION`	On	Off
	1	Default setting for Substitute Reception. `CONDITIONS OF MEM-ORY RECEPTION`	Reject (If no name or fax number is received)	Accept (Free)
	4	Restricts fax machine usage to specific users. `RESTRICTED ACCESS`	On	Off
	6	Default setting for the Energy Saving function `ENERGY SAVER`	Fax Standby (Heater half-cool)	Energy Saving Standby (Heater Off)
06	0	Default setting for a header with each page. `FAX HEADER PRINT`	On	Off
	2	Default setting for Closed Network Transmission- `CLOSED NETWORK TRANSMISSION`	On	Off
	4	Default setting for Batch Transmission. `BATCH TRANSMISSION`	On	Off
07	2	Parallel Memory Transmission	On	Off
	4	Assign the Tone key as the 【✱】 key on the operation panel. `TONE SWITCH BY ASTERISK KEY`	On	Off

7

Switch	Bit	Item	1	0
08	3,2	Authorized Reception	00: Off 01: Received messages only from senders whose Own Name/Own Fax Number are registered 11: Received messages only from senders whose Own Name/ Own Fax Number are not registered	
	5, 4	Specified Tray Selection	00: Off 01: Messages from senders whose Own Name/Own Fax Number are registered are printed from the main paper tray. 11: Messages from senders whose Own Name/Own Fax Number are not registered are printed from the main paper tray.	
	6	Forwarding	On	Off
	7	Forwarding 0: Forward messages from Specified Senders only. 1: Forward messages from non-Specified Senders only.		
09	0	Memory Lock	On	Off
	1	Memory Lock 0: Messages from Specified Senders are not printed unless you enter the Memory Lock ID. 1: Messages from non-Specified Senders are not printed unless you enter the Memory Lock ID.		
	6	ADD DESTINATIONS WITH A SERIES OF QUICK DIALS	On	Off
10	5	Selection of purpose for bypass tray.	Only for optional Printer	All
	7	Selection of a method for halftone mode. HALF-TONE METHOD	Speed method	Standard method
11	2	Blank sheet transmissions are detected. DETECTION OF BLANK SHEET TRANSMISSION	On	Off
	6	Print the received message when acting as a Forwarding Station PRINT MEMORY TRANSFER FILES	On	Off

Switch	Bit	Item	1	0
12	1	Distinctive Ring	On	Off
	2	Toner Saving Mode	On	Off
	7	Copy Mode	Not Possible	Possible
13	0	Use the G3 line as an internal extension, or an outside line. PABX/PSTN 1: PABX 0: PSTN		
19	7,6,5	Set the tray which is selected first when copying. 001: Tray1 010: Tray2 111: Bypass Tray		
20	4	Correct the black line made when scanning originals.	On	Off
	7	Show warning when scanner is found dirty	On	Off

Changing the User Parameters

We recommend that you print the User Parameter list and keep it when you register or change a user parameter. See p.90 "Printing the User Parameter List".

Do not change any bit switches other than those shown on the previous pages.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter        ◀▶
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features   ◀▶
```

C **Press the 【OK】 key.**

D **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools  ◀▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]          /OK
```

G **Press the 【OK】 key.**

H **Press ◁ or ▷ until " 7. User Parameters " is displayed.**

```
Key Op. Tools:
7.User Parameters ◀▶
```

I **Press the 【OK】 key.**

```
User Parameters:
1.Change         ◀▶
```

7
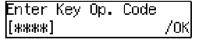
🔟 Press the 【OK】 key.

```
Refer Op. Manual:
Switch 00 :0000 0110
```

For a list of the switches and settings, see p.85 "User Parameters".

Use the User Parameters table to look up the number of the switch that you want to change, and then press the ⊲ or ⊳ key to display the number of the switch.

The bits are numbered 7~0. To change a setting, press the corresponding number key to toggle the setting between "0" and "1"

Key to Press	7	6	5	4	3	2	1	0
SW 00:	1	0	0	0	0	1	1	0

For example, if you want to change the setting at bit 7, press the 7 number key to toggle the setting between "1" and "0".

⓫ When you are finished making adjustments, press the 【OK】 key.

```
User Parameters:
1.Change
```

⓬ Press the 【User Tools】 key to return to the standby display.

Printing the User Parameter List

Print this list to see the current User Parameter settings.

🅰 Press the 【User Tools】 key.

```
User Tools:
1.Counter
```

🅱 Press ⊲ or ⊳ until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

🅲 Press the 【OK】 key.

🅳 Press ⊲ or ⊳ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

🅴 Press the 【OK】 key.

🅵 Press 【2】【2】【2】【2】.

```
Enter Key Op. Code
[****]            /OK
```

🅶 Press the 【OK】 key.

🅷 Press ⊲ or ⊳ until " 7. User Parameters " is displayed.

```
Key Op. Tools:
7.User Parameters
```

🅸 Press the 【OK】 key.

```
User Parameters:
1.Change
```

7

J **Press the ◁ or ▷ key until " 2. Print List " is displayed.**

```
User Parameters:
2.Print List        ◀▶
```

K **Press the 【OK】 key.**

L **Press the 【Start】 key to print the list.**

```
User Parameters List
Press Start to Print
```

🖉 Note

❒ If you press the 【Cancel】 key before printing starts, the list will not be printed and the display shown in step **J** appears again.

M **Press the 【User Tools】 key to return to the standby display.**

Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed, users have to enter their Personal Code before they send a fax. This function is used for the Restricted Access. See p.94 "Restricted Access"

⚠️Important

❒ We recommend that you print the Personal Code List and keep it when you register or change a Personal Code. See p.93 "Printing the Personal Code List".

🖉 Note

❒ Personal Codes can be up to 8-digits long, and you can enter the following numbers and symbols : 0 to 9, #, ✱, and spaces.

❒ You can register up to 30 Personal Codes. Each Personal Code name can be up to 20 characters long.

Registering and Editing

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter           ◀▶
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features      ◀▶
```

C **Press the 【OK】 key.**

D **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools      ◀▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]            /OK
```

G **Press the 【OK】 key.**

H **Press ◁ or ▷ until " 8. Personal Code " is displayed.**

```
Key Op. Tools:
8.Personal Code      ◀▶
```

I **Press the 【OK】 key.**

Confirm that " 1. Prog. Pers. Code " is displayed.

```
Personal Code:
1.Prog. Pers. Code   ◀▶
```

J **Press the 【OK】 key.**

K **To register a new Personal Code , enter the Personal Code (8 digits or less) with the number keys. To edit a registered personal code, press ◁ or ▷ to display the desired Personal Code.**

```
Enter Code to Prog.
[11111111]   Press OK
```

L **Press the 【OK】 key.**

M **Enter the user name.**

```
Name:[ABC]         /OK
[ABC COMPANY████████]
```

N **Press the 【OK】 key.**

O **Press the 【User Tools】 key to return to the standby display.**

Deleting

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter            ◀▶
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features       ◀▶
```

C **Press the 【OK】 key.**

D **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools      ◀▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]            /OK
```

G **Press the 【OK】 key.**

H **Press ◁ or ▷ until " 8. Personal Code " is displayed.**

```
Key Op. Tools:
8.Personal Code      ◀▶
```

I **Press the 【OK】 key.**

❿ Press ⊲ or ⊳ until " 2. Delete " is displayed.

```
Personal Code:
2.Delete        ◀▶
```

⓫ Press the 【OK】 key.

⓬ Press ⊲ or ⊳ to display the Personal Code you want to delete.

```
Delete?        ◀▶/OK
11111111:DEF COMPANY
```

⓭ Press the 【OK】 key.

The Personal Code is deleted.

If you want to delete another Personal Code, repeat the above steps from step ❿.

⓮ Press the 【User Tools】 key to return to the standby display.

Printing the Personal Code List

Print this list to find out the registered Personal Codes and their names.

A Press the 【User Tools】 key.

```
User Tools:
1.Counter       ◀▶
```

B Press ⊲ or ⊳ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features  ◀▶
```

C Press the 【OK】 key.

D Press ⊲ or ⊳ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools ◀▶
```

E Press the 【OK】 key.

F Press 【2】【2】【2】【2】.

```
Enter Key Op. Code
[****]          /OK
```

G Press the 【OK】 key.

H Press ⊲ or ⊳ until " 8. Personal Code " is displayed.

```
Key Op. Tools:
8.Personal Code ◀▶
```

I Press the 【OK】 key.

J Press ⊲ or ⊳ until " 3. Print List " is displayed.

```
Personal Code:
3.Print List    ◀▶
```

K Press the 【OK】 key.

L Press the 【Start】 key.

The list is printed.

M Press the 【User Tools】 key to return to the standby display.

7

Restricted Access

Use this function to limit transmission to specific users. When turned on, users must enter a previously assigned Personal Code in order to transmit originals.

The Restricted Access function makes it possible to monitor machine usage by user or department.

📖 **Preparation**

In order to use this function, you need to register the Personal Code and turn this function on with the User Parameters beforehand. See p.91 "Registering and Editing". and p.85 "User Parameters" (Switch 05, Bit 4).

📝 **Note**
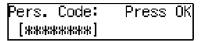
❒ The machine returns to the state where a Personal Code must be entered to use the machine in the following situations:

- The machine is not used for a certain time
- A previously set original is removed
- The current operation is completed

❒ When Restricted Access is turned on, incoming faxes are received and printed as normal.

A **Check that the Restricted Access display is shown.**

```
Pers. Code:
[■■■■■■■]
```

B **Enter your personal code with the number keys.**

```
Pers. Code:     Press OK
[※※※※※※※]
```

C **Press the 【OK】 key.**

ID Code

Use this procedure to register the following kinds of ID Codes:

⚠️ **Important**

❒ You can confirm ID Codes in the Parameter Settings list. We recommend you print a new list each time you register or change ID Codes.

❒ You can edit registered ID Codes by performing the steps for registering ID Codes in the following procedure. Display the ID Code you want to change, and then press the 【Clear/Stop】 key and re-enter the ID Code.

❖ **Polling ID**

This ID is required for using Default ID Polling Reception. See p.9 "Calling to Request a Message (Polling Reception)"

📝 **Note**

❒ You can enter A to F by the Quick Dial keys.

❒ You can enter 0 to 9 by the number keys.

❒ 0000 and FFFF can not be entered.

❖ **Confidential ID**

This ID is required for printing a message received with the Confidential Reception function. See p.16 "Printing a Confidential Fax Message"".

❖ **Memory Lock ID**

This ID is required for printing a message received using the Memory Lock function. See p.17 "Printing a Memory-locked Message".

📎 **Note**

❒ You can enter 0 to 9 by the number keys.

❒ 0000 can not be entered.

Registering

To register ID Codes, perform the following procedure.

The following example is for Memory Lock ID.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter        ◀▮▶
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features   ◀▮▶
```

C **Press the 【OK】 key.**

D **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools  ◀▮▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]          /OK
```

G **Press the 【OK】 key.**
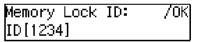
H **Press ◁ or ▷ until " 9. ID Code " is displayed.**

```
Key Op. Tools:
9.ID Code        ◀▮▶
```

I **Press the 【OK】 key.**

J **Press ◁ or ▷ until " 3. Memory Lock ID " is displayed.**

```
ID Code:
3.Memory Lock ID ◀▮▶
```

K **Press the 【OK】 key.**

L **Enter the Memory Lock ID (4-digits) with the number keys.**

```
Memory Lock ID:  /OK
ID[1234]
```

If you make a mistake, press the 【Clear/Stop】 key and try again.

M **Press the 【OK】 key.**

If you want to enter another item, repeat the above steps from step J.

N **Press the 【User Tools】 key to return to the standby display.**

7

Line Type

You must match the fax machine to the type of line you use: a tone line or a pulse line. Then, you should connect the line to the machine.

🖉 Note

❒ This function is not available in some areas.

A Press the **【User Tools】** key.

```
User Tools:
1.Counter          ◀▶
```

B Press ◀ or ▶ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features     ◀▶
```

C Press the **【OK】** key.

D Press ◀ or ▶ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools    ◀▶
```

E Press the **【OK】** key.

F Press **【2】【2】【2】【2】**.

```
Enter Key Op. Code
[✱✱✱✱]           /OK
```

G Press the **【OK】** key.

H Press ◀ or ▶ until "10. Line Type" is displayed.
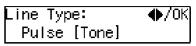
```
Key Op. Tools:
10.Line Type       ◀▶
```

I Press the **【OK】** key.

J Press ◀ or ▶ to set your machine for a tone dial line or a pulse dial line.

```
Line Type:        ◀▶/OK
 Pulse [Tone]
```

K Press the **【OK】** key.

L Press the **【User Tools】** key to return to the standby display.

Select Line

When your machine is connected through a PABX, change the Select Line setting to Extension. If it is connected directly to the telephone network, leave it set to Outside.

A Press the **【User Tools】** key.

```
User Tools:
1.Counter          ◀▶
```

B Press ◀ or ▶ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features     ◀▶
```

C Press the **【OK】** key.

D Press ◀ or ▶ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools    ◀▶
```

E Press the **【OK】** key.

F Press **【2】【2】【2】【2】**.

```
Enter Key Op. Code
[✱✱✱✱]           /OK
```

G **Press the【OK】key.**

H **Press ◁ or ▷ until "11. Select Line" is displayed.**

Key Op. Tools:
11.Select Line ◀▶

I **Press the【OK】key.**

J **Press ◁ or ▷ and select "Extension" or "Outside".**

Select Line: ◀▶/OK
Extension [Outside]

K **Press the【OK】key.**

L **Press the【User Tools】key.**

The machine returns to standby display.

PSTN Access Number

Use this setting to save having to enter a pause after the PSTN access number when dialing. When you program an access number, a pause is automatically added as soon as that number is pressed. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

♦ **Limitation**

❏ This function does not work when using On Hook mode or when dialing from an external telephone.

✐ **Note**

❏ After you have registered PSTN access number, select the line to PABX on User Parameters (Switch 13 Bit 0).

❏ PSTN access numbers can be up to 2 digits long.

To register an PSTN access number, perform the following procedure.

A **Press the【User Tools】key.**

User Tools:
1.Counter ◀▶

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

User Tools:
2.Fax Features ◀▶

C **Press the【OK】key.**

D **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

Fax Features:
4.Key Op. Tools ◀▶

E **Press the【OK】key.**

F **Press【2】【2】【2】【2】.**

Enter Key Op. Code
[****] /OK

G **Press the【OK】key.**
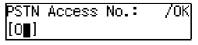
H **Press ◁ or ▷ until " 12. PSTN Access No. " is displayed.**

Key Op. Tools:
12.PSTN Access No. ◀▶

I **Press the【OK】key.**

J **Enter the PSTN access number (1 or 2-digits) with the number keys.**

If you make a mistake, press the 【Clear/Stop】key and try again.

PSTN Access No.: /OK
[0█]

L **Press the 【OK】 key.**

M **Press the 【User Tools】 key to return to the standby display.**

Memory File Transfer
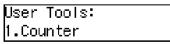
If the machine cannot print out a received message, you can send all messages currently stored in memory to another fax machine and have them printed out there (for example, when toner is empty, paper has run out, or the printing function is out of order). All messages in memory including Memory-locked messages can be sent to another fax machine. Use this function when you are in an urgent situation.

⚠ Note

❒ Even if a transmission error occurs, messages are not resent.

❒ All documents are not erased from memory regardless of whether forwarding was successful or not.

❒ Details of the forwarding operation are not printed in the Journal.

To transfer all of the messages currently stored in memory, perform the following procedure.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter          ◀▶
```

B **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◀▶
```

C **Press the 【OK】 key.**

D **Press ◁ or ▷ until "4. Key Op. Tools" is displayed.**

```
Fax Features:
4.Key Op. Tools    ◀▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]          /OK
```

G **Press the 【OK】 key.**

H **Press ◁ or ▷ to display "13. Mem. File Trans.".**

```
Key Op. Tools:
13.Mem.File Trans. ◀▶
```

I **Press the 【OK】 key.**

If no files are available, "No Files Exist" is displayed.

J **Enter the transfer destination's fax number with the number keys.**

K **Press the 【Start】 key.**

File transfer starts.

Once file transfer has finished, the machine returns to standby display.

Margin Adjust

If image positioning needs to be adjusted slightly, adjust the margins for the appropriate tray (the main paper tray, the optional paper tray unit, or the bypass tray).

- You can adjust the margins in 13 steps up or down, left or right.
- You can adjust the position of the printed image in 0.5 mm steps.

To adjust margins, perform the following procedure.

A **Press the 【User Tools】 key.**

```
User Tools:
1.Counter        ◀▶
```

B **Press ◀ or ▶ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features   ◀▶
```

C **Press the 【OK】 key.**

D **Press ◀ or ▶ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools  ◀▶
```

E **Press the 【OK】 key.**

F **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]          /OK
```

G **Press the 【OK】 key.**

H **Press ◀ or ▶ until "14. Margin Adjust" is displayed.**

```
Key Op. Tools:
14.Margin Adjust ◀▶
```

I **Press the 【OK】 key.**

J **Press ◀ or ▶ to display the tray you want to adjust the margins for.**

```
Margin Adjust:
1.Tray 1         ◀▶
```

Note

❒ The optional Tray Unit is displayed as "Tray 2", and the bypass tray as "Bypass".

K **Press the 【OK】 key.**

L **Press ◀ or ▶ and select "1. Top Margin" or "2. Left Margin".**

```
Tray  1:
1.Top Margin     ◀▶
```

Note

❒ You can view the margins by using ◀ or ▶ to select "3. Test Print", and then press the 【OK】 key.

M **Press the 【OK】 key.**

N **Press ◀ or ▶ and adjust the margins.**

Press the ◀ key to move the arrow (▼) to the left and reduce the image.

Press the ▶ key to move the arrow (▼) to the right and enlarge the image.

```
Tray  1:Top      ◀▶/OK
 -        ▼       +
```

7

O Press the 【OK】 key.

The margins are set.

If you want to adjust a margin for the same tray, repeat the process from step 12. If you want to adjust a margin for another tray, press the 【Cancel】 key, and then repeat the procedure from step 10.

P Press the 【User Tools】 key.

The machine returns to standby display.

RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

A Press the 【User Tools】 key.

```
User Tools:
1.Counter          ◀▶
```

B Press ◁ or ▷ until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features     ◀▶
```

C Press the 【OK】 key.

D Press ◁ or ▷ until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools    ◀▶
```

E Press the 【OK】 key.

F Press 【2】【2】【2】【2】.

```
Enter Key Op. Code
[****]            /OK
```

G Press the 【OK】 key.

H Press ◁ or ▷ until "15. RDS On/Off" is displayed.

```
Key Op. Tools:
15.RDS On/Off      ◀▶
```

I Press the 【OK】 key.

J Press ◁ or ▷ and select "On" or "Off".

```
RDS On/Off:        ◀▶/OK
 [On]   Off
```

K Press the 【OK】 key.

L Press the 【User Tools】 key to return to the standby display.

7

100

8. Solving Operation Problems

Printing the Help List
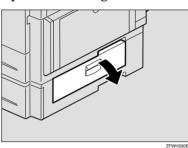
Press the 【Help】 key and 【Start】 key to print a copy of the Help List which contains brief descriptions about the following features:

- Immediate/Memory Transmission
- Canceling Memory Transmission
- Programming/Clearing Quick Dials
- Printing lists of Quick Dials and User Function keys
- Programming/Clearing Speed Dials
- Printing the Speed Dial List
- Printing the Journal
- Printing the Quick Dial Key Label and User Function Key Label

Clearing a Copy, Fax or Print Jam
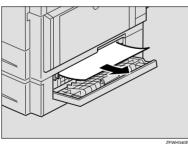
Clearing a Copy, Fax, or Print Jam in the Optional Paper Tray Unit

To clear jams in the optional paper tray unit, perform the following procedure.

A **Open the lower right cover.**

ZFWH330E

B **Pull the jammed paper out slowly.**

ZFWH340E

C **Close the lower right cover making sure it clicks firmly into place.**

Reading Reports

Error Report

An error report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line . If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

✐ Note
❒ If the error happens frequently, contact your service representative.
❒ The "Page" column gives the total number of pages. The "Page Not Sent" column gives the number of pages that were not sent or received successfully.

Power Failure Report

Even if the power switch is turned off, the contents of the machine's memory (for example, programmed numbers) will not be lost. However, if power is lost for a certain period of time through the power switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it.

⚠Important
❒ Make sure that 100% is shown on the Fax standby display before you turn off the power switch or you unplug the power cord. Fax files programed in memory will be deleted 12 hours or more after you turn off the power switch or you unplug the power cord. The storage time might be shorter if the surrounding temperature is low or the machine has been on for less than a week.

❒ Fax files programmed in memory will not be deleted while the optional memory card is installed. When you install the memory card to the machine, make sure that 100% is shown on the display and turn off the power switch.

❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for about one week after the power loss occurs.
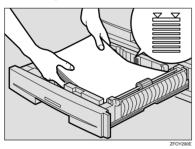
8

☆RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

8

9. Maintaining Your Machine

Loading paper in the Optional Paper Tray Unit

A **Make sure that the optional paper tray unit is not being used.**

B **Pull out the paper tray until it stops.**

C **While pinching the release lever, adjust the back fence and side fences.**

D **Push the metal plate down, and then square the paper and load it in the tray.**

ZFOY290E

⚠️**Important**

❒ If paper is left in the paper tray and then you add paper, a misfeed might occur.

❒ Do not stack paper over the limit mark. Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

✎ **Note**

❒ Shuffle the paper before loading it in the tray.

❒ If the paper is curled, load the paper up side down.

E **Readjust the back fence and side fences.**
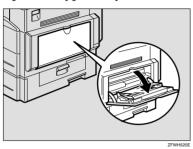
⚠️**Important**

❒ When loading small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

F **Push the paper tray in until it stops.**
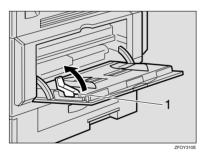
Loading paper in the Bypass Tray

The following procedure describes how to load paper in the bypass tray.

A **Open the bypass tray.**

ZFWH520E
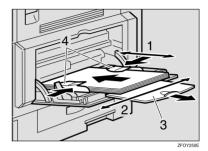
B **Push up the paper guide release lever.**

ZFOY310E

1. **Paper guide release lever**

C **Gently insert the copy paper face down and adjust the paper guides.**

ZFOY250E

1. **Horizontal size**

2. **Vertical size**

3. **Extender**

4. **Paper guides**
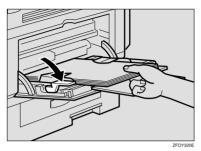
⚠️**Important**

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

🖉**Note**

❒ Set the direction of the paper to ▷.

❒ Swing out the extender to support paper sizes larger than A4▷, $8^1/_2" \times 14"$▷.

❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

D **Push down the paper guide release lever.**

ZFOY320E

📝 **Note**
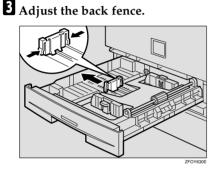
❒ If you set A4, $8^1/_2" \times 14"$ or larger paper, hold the edge of the paper and push down the paper guide release lever.

❒ If you do not push down the paper guide release lever, a misfeed might occur.

❒ You can specify the type of paper used for the bypass tray. See p.63 "Changing the Paper Type for Bypass Tray".

9

Changing the Paper Size in the Main Paper Tray

A **Make sure that the paper tray is not being used.**

B **Pull out the paper tray until it stops.**

Note

❒ Remove any remaining paper.

C **Adjust the back fence.**

ZFOY630E
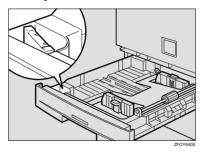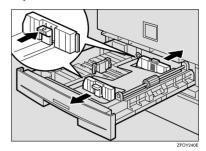
Note
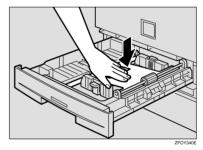
❒ When you load A4▭ paper, place the back fence in the corner pocket on the left.
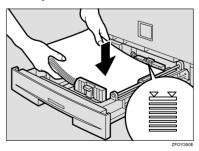
ZFOY640E

D **While pressing the release lever, adjust the side fences.**

ZFOY240E

E **Push the metal plate down.**

ZFOY340E

F **Square the paper and load it in the tray.**

ZFOY350E

Important

❒ Do not stack paper over the limit mark.

G **Adjust the side and back fences to the new paper size.**
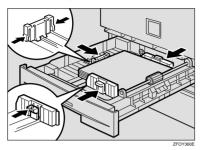
ZFOY360E

Important
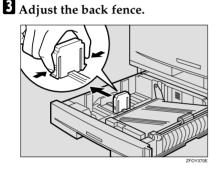
❒ When setting small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

H **Push the paper tray in until it stops.**

I **Before you can use it, you must change the paper size setting for this tray using "Tray Paper Size " function. See p.62 "Changing the Paper Size Setting".**

Changing the Paper Size in the Optional Paper Tray Unit

A **Make sure that the paper tray is not being used.**

B **Pull out the paper tray until it stops.**

✐ Note

❒ Remove any remaining paper.

C **Adjust the back fence.**

ZFOY370E
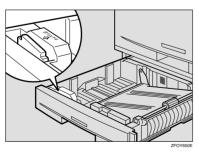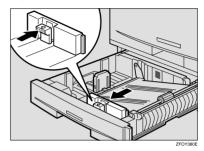
✐ Note
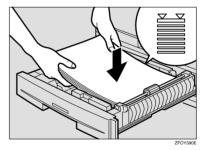
❒ When you load $8^1/_4$" × 14"▯ or $8^1/_2$" × 14"▯ paper, place the back fence in the corner pocket on the left.

ZFOY650E

D **While pressing the release lever, adjust the side fences.**

ZFOY380E

E **Push the metal plate down, and then square the paper and load it in the tray.**

ZFOY390E

⚠Important

❒ Do not stack paper over the limit mark.

❒ Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

✐ Note

❒ Shuffle the paper before loading it in the tray.

F **Adjust the side and back fences to the new paper size.**
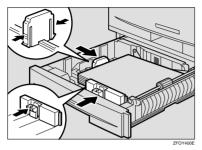
ZFOY400E

⚠️**Important**

❒ When loading small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

G **Push the paper tray in until it stops.**

H **Before you can use it, you must change the paper size setting for this tray using "Tray Paper Size " function. See p.62 "Changing the Paper Size Setting".**

9

Cleaning the Scanner

To maintain the machine, clean the scanner regularly.

A **While pushing the release button, open the ADF unit.**

ZFWH240E

B **Wipe the white strip (1) and exposure glass (2).**

Use a soft dry cloth. If dirt is hard to remove, wipe with a well-wrung damp cloth, then wipe dry with a soft, dry cloth.

ZFWH250E

C **Close the ADF unit making sure it clicks firmly into place.**

9

Replacing the ADF Maintenance Kit

In order to ensure maximum performance of your fax machine, the ADF Maintenance Kit is provided. You can replace the ADF Maintenance Kit after approximately 45,000 originals have been scanned with the ADF. You need to replace the ADF Maintenance Kit when you are prompted to do so by a message on the display:

```
Change ADF Maintenance
Kit                /OK
```

Follow the procedure below to replace the ADF Maintenance Kit.

Note

❒ If your service representative is responsible for performing this operation, this message will not appear.

❒ If you do not have an ADF Maintenance Kit when you are prompted to replace the ADF Maintenance Kit, or if you do not have time to perform the maintenance at that time, at step **C** below, select "No", and then press the **【OK】** key to return to the standby display so you can continue using the fax machine. However, after you scan an additional 100 originals with the ADF, you will be prompted once again to replace the ADF Maintenance Kit.

❒ After "Change ADF Maintenance Kit" message appears in the display, you can continue to send fax messages and perform other operations.

A **A message on the display prompts you to replace the ADF Maintenance Kit when it is time for replacement.**

```
Change ADF Maintenance
Kit                /OK
```

B **Press the 【OK】 key.**

```
Change Now?:    ◀▶/OK
[Yes] No
```

C **Make sure that "Yes" is selected, and then press the 【OK】 key.**

Note

❒ If you want to replace the ADF Maintenance Kit later, press ◁ or ▷ to select "No", and then press the **【OK】** key. If you replace the ADF Maintenance kit when "Change ADF Maintenance Kit" message is not displayed, you must reset the ADF counter. See p.69 "Resetting the ADF Counter"

```
Please Replace Kit
Then Press OK
```
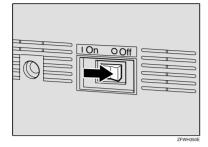
D **To replace the ADF Maintenance Kit, follow the instructions in "Replacing the ADF Maintenance Kit" supplied with the ADF Maintenance Kit.**

E **Press the 【OK】 key.**
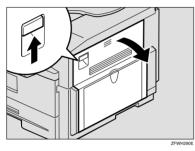
The ADF counter is reset automatically.

9

113

Replacing the Photo Conductor Unit (PCU)
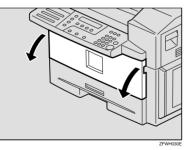
A **Turn Off the Power Switch.**

ZFWH350E

B **Open the right cover.**

ZFWH290E

C **Open the front cover.**

ZFWH030E
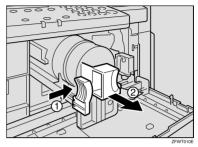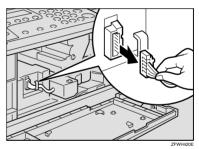
D **Push the lever (①) and pull out the toner cassette holding ① and ②.**

ZFWT010E

E **Take the cord off the hook and remove the connector.**

ZFWH420E
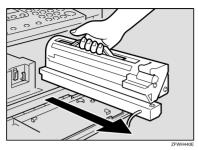
F **Pull the PCU while pushing ①.**

ZFWH430E
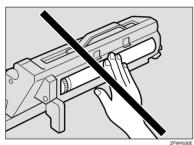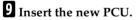
Note
❒ If the PCU can not be pulled, make sure the right cover is opened.

G **Pull out the PCU holding the handle.**

ZFWH440E

H **Take out the new PCU from the box and remove the black paper.**

ZFWH530E
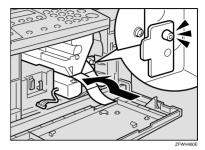
Do not touch the blue part.

I **Insert the new PCU.**

ZFWH450E
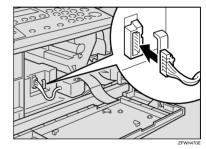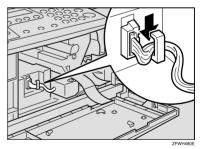
J **Push the PCU until it locks into place.**

ZFWH460E
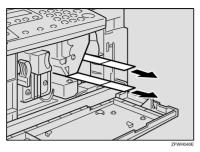
K **Insert the connector.**

ZFWH470E

L **Place the cord on the hook.**

ZFWH480E

9

115
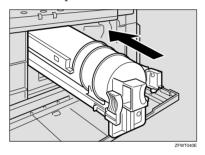
M **Pull the two red tags to remove the plastic strips.**

ZFWH040E

N **Return the toner cassette.**

Push the toner cassette until it locks into place.

ZFWT040E

O **Close the right cover and front cover.**

9

116

Replacing the Toner Cassette

⚠ **WARNING:**

- *Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.*

- *Dispose of the used toner cartridge in accordance with the local regulations.*

⚠ **CAUTION:**
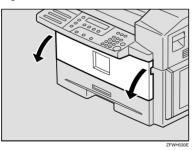
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
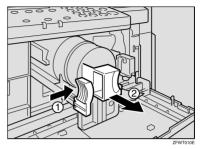
✎ **Note**

❒ When the Add Toner indicator (🔔) starts to blink, the toner cartridge is almost empty. You will make 50 more copies before you have to change the toner cassette.

❒ When the Add Toner indicator (🔔) remains lit, it is time to install a new toner cassette.

A Open the front cover.

ZFWH030E

B Push the lever (①) and pull out the old toner cassette holding ① and ②.

ZFWT010E
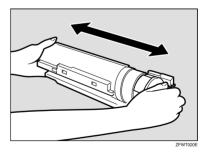
❗**Important**
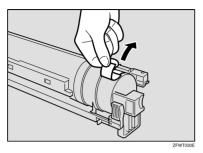
❒ Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.

C Prepare the new toner cassette.
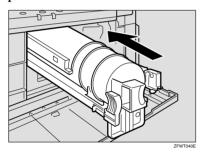
Hold the cassette horizontally and shake it gently from side to side a few times.

ZFWT020E

9
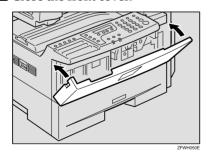
4 **Remove the tape from the toner cassette.**

ZFWT030E

5 **Replace the toner cassette and make sure it locks securely into place.**

ZFWT040E

6 **Close the front cover.**

ZFWH050E

Toner Cassette Storage

⚠ *WARNING:*

- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***

- ***Dispose of the used toner cartridge in accordance with the local regulations.***

⚠ *CAUTION:*

- *Keep toner (used or unused) and toner cartridge out of the reach of children.*

- Store in a cool, dark place.

- Never store where they may be exposed to heat.

- Keep out of the reach of children.

- Do not eat toner.

- Do not lay heavy objects on toner cassette.

- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

9

9

10. Installation

Before Installation

Before installing your machine, read the safety instructions at the beginning of this manual. To install the machine, follow these procedures:

① Find a suitable location for the machine.

② Remove all the pieces of tape attached to the machine.

③ Open the front cover and remove the tapes from a toner cassette and a photo conductor unit.

④ Attach the accessories and load the paper in the paper tray.

⑤ Connect the power. (See p.123 "Connecting the Power and Switching On".)

⑥ Connect the phone line. (See p.124 "Connecting to a Telephone Line".)

⑦ Enter all necessary information and settings in your machine's memory. See p.41 "Registering", *<Basic Features>*.

For details, see the "Before You Use This Machine" manual.
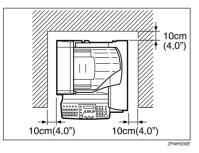
Machine Environment

When choosing a location for your machine, please follow the safety instructions given in the first section.

Location

For the best possible performance, install your machine in a place which satisfies the following conditions:

- Not exposed to direct sunlight
- Level
- Not subject to vibrations
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 15 to 25°C (59 to 77°F)
- Humidity 30 to 70 % RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes in temperature
- With the clearance as shown

10

Connecting the Power and Switching On
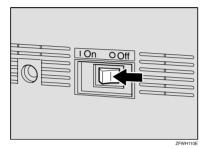
⚠ **WARNING:**

- **Connect the power cord directly into a wall outlet and never use an extension cord.**

A **Plug in the cable to the outlet.**

B **Turn the power switch on.**

ZFWH110E

⚠Important

❐ The supply from the wall outlet must not fluctuate more than 10V either side of 115V.

❐ The power cord should not be laid in a place where it might trip somebody.

❐ Do not lay anything on the power cord.

❐ If you must use an extension cord, make sure that it is capable of carrying 115V/7A, and that your facsimile terminal is the only piece of equipment connected to that cord.

10

Connecting to a Telephone Line and an External Telephone

Connecting to a Telephone Line

Following the instructions for connecting it to a telephone line.
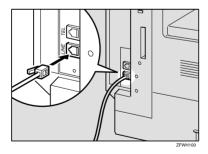
There are similar sockets located at the rear of the machine.

- TEL: For the optional handset or an external telephone
- LINE: Telephone line connection

⚠️Important

❒ By law in the United States, you must program your phone number identification (your OWN FAX NUMBER) into your machine before you can connect the public phone system. See p.41 "Own Name/Fax Header/Own Fax Number", *<Basic Features>*.
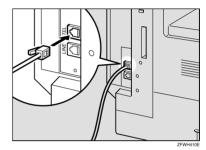
A **Insert the line cable into the socket labeled "LINE".**

ZFWH100

B **Connect the other end of the line cable to your telephone line.**

Connecting an External Telephone

A **Plug the handset jack into the "TEL" socket at the rear of the machine.**

ZFWH410E

10

124

11. Appendix

Specifications

Base Machine

❖ **Power Supply**
115V, 60 Hz

❖ **Power Consumption**

Mode	Standard	With Option
Energy Saver Mode	1.2W and lower	10W and lower
Standby Mode	15W and lower	20W and lower
Transmission	25W and lower	30W and lower
Reception	400W and lower	400W and lower
Copying	400W and lower	400W and lower
Maximum	1000W and lower	1000W and lower

❖ **Noise Emission**
Sound Power Level

	Mainframe Only
During Printing	60.8 (dB)
Standby	38.1 (dB)

Sound Pressure Level [1]

	Mainframe Only
During Printing	57.6 (dB)

The above measurements made in accordance with ISO 7779 are actual value.
[1] It is measured at the position of the operator.

❖ **Protocol:**
G3

❖ **Memory Capacity**

- Standard: 240 pages/ITU-T #1 test original (Slerexe letter) at standard resolution
- With optional 40Mbyte memory card: 1500 pages

❖ **Resolution:**
- •Standard: 8×3.85 lines/mm
- •Detail: 8×7.7 lines/mm
- •Fine: 8×15.4 lines/mm

❖ **Transmission Time:**
 3 seconds at 28,800bps, Standard resolution

❖ **Data Compression Method:**
MH, MR, MMR, JBIG

❖ **Maximum Original Size:**
216×600mm / 8.5"×23.7"

❖ **Maximum Scanning length:**
600mm (23.7")

❖ **Available Scanning Width:**
210mm (8.3")

❖ **Print Process:**
Printing on standard paper using a laser

❖ **Transmission Speed:**
33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/
9,600/7,200/4,800/2,400bps (auto shift down system)

Available Options

❖ **Memory Card (40MB)**
Increases memory capacity.

❖ **Paper Tray Unit**
Holds 500 sheets of paper.

❖ **Handset (Handset Type 1018)**
This permits voice communication.

❖ **Printer Controller**
Enables the machine to be connected to a personal computer and used as a printer. Furthermore, if you also install the optional Network Interface Board, the machine can be connected to a LAN environment and used as a network printer.

Note
❒ For details, see the optional Printer manual.

Originals

Make sure your originals are completely dry before placing them in the machine. Originals containing wet ink or correcting fluid will mark the scanner and affect the resulting image.

Note

❒ Even if an original is correctly placed in the Document Feeder, a margin of 3mm to 5mm (0.1" to 0.2") around each edge of the original may not be sent.

❒ There may be a difference in the size of the image when it is printed at the other party uses different sized paper.

Sizes and weights of Recommended Originals

Where Original is Placed	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Document Feeder (ADF)	Fax transmission: A5⬚⬚ to A4⬚, $5^1/_2$" $\times 8^1/_2$" ⬚⬚ to $8^1/_2$"$\times14$" ⬚	50 sheets ($80g/m^2$, 20 lb)	$52–105g/m^2$ ($45–90kg$, 14-28 lb)

Originals unsuitable for the Document Feeder (ADF)

Do not set the following types of originals in the Document Feeder because they may be damaged.

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

11

Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Paper sizes		Paper weight	Paper capacity
Main Paper Tray	A4▷, A5◁, $8^1/_2$"×11"▷, $5^1/_2$"×$8^1/_2$"◁ **✎ Note** ❐ You can specify the paper size with the user tools. See p.62 "Changing the Paper Size Setting".		$60 – 90g/m^2$, 16 – 24 lb	250 sheets [*1]
Paper tray unit (option)	A4▷, $8^1/_2$"×14"▷, $8^1/_2$"×13"▷, $8^1/_4$"×14"▷, $8^1/_4$"×13"▷, $8^1/_2$"×11"▷ **✎ Note** ❐ You can specify the paper size with the user tools. See p.62 "Changing the Paper Size Setting".		$60 – 90g/m^2$, 16 – 24 lb	500 sheets [*1]
Bypass tray	Standard sizes	A4▷, A5◁▷, $8^1/_2$"×11"▷, $5^1/_2$"×$8^1/_2$"◁▷, $8^1/_2$"×14"▷, 8"×13"▷, $8^1/_2$"×13"▷, $8^1/_4$"×13"▷, $8^1/_4$"×14"▷ **✎ Note** ❐ You can specify the paper size. See p.62 "Changing the Paper Size Setting"	$60 – 157g/m^2$, 16– 42 lb	100 sheets [*1]
	Custom sizes	Metric version	Vertical: 90 – 216mm Horizontal: 140 – 356mm	
		Inch version	Vertical: 3.5" – 8.5" Horizontal: 5.5" – 14"	
		Envelopes: Com#10 Env (104.8 × 241.3mm, $4^1/_8$"×$9^1/_2$"), CA Env (162 × 229mm, 6.38" × 9.02"), C6 Env (114 × 162mm, 4.49" × 6.38"), DL Env (110 × 220mm, 4.33" × 8.66"), Monarch Env (98.4 × 190.5mm, $3^7/_8$"×$7^1/_2$")	$72 – 90g/m^2$, 19 – 24 lb	10 sheets
		Translucent paper (A4▷), OHP transparencies	–	10 sheets
		postcards		10 sheets
		Adhesive labels (A4▷)		1 sheet

[*1] Paper weight: $80g/m^2$, 20 lb

Non-recommended Paper

⚠ *CAUTION:*

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

🗲**Important**

❒ Do not use any of the following kinds of paper or a fault might occur.

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper

❒ Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

📎 **Note**

❒ Do not use any of the following kinds of paper or a misfeed might occur.

- Bent, folded, or creased paper
- Damp paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make copies on rough grain paper, the copy image might be blurred.

❒ Do not use envelopes in the following conditions.

- damp
- excessively curled or twisted
- stuck together
- damaged in any way
- with stamps attached
- with windows, holes, perforations, cutouts or embossing
- with metal clasps, string ties or metal folding bars
- designed to be interlocked
- with nicked edges or bent corners
- with rough, wrinkled or laid finishes
- with any exposed adhesive, when the flap is in the sealed or closed position

11

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Keep open reams of paper in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a plastic bag.

Energy Saving

Introduction

When your fax machine prints fax messages, it uses heat to fix the image on paper. This heat is generated using a heating roller which must be hot enough to fuse toner to the paper properly. Because keeping the roller hot all the time consumes electricity, this machine is provided with an Energy Saving mode in which the heating roller is heated to full temperature only when a message needs to be printed.

Two available types of Energy Saving mode are shown in the table below.

Energy Saving mode	Machine status in Energy Saving mode	How long before you can print after exiting Energy Saving mode	Power consumption in Energy Saving Mode
Fax Standby (Heater half- cool)	Display turns off. The machine maintains the heating roller temperature at half the full temperature; warm up takes less time.	Within about 30 seconds	40 W
Energy Saving Standby (Heater off)	Display turns off . The machine lets the heating roller cool to room temperature; warm-up takes longer.	Within about 40 seconds	1.2W

Values vary according to options installed and settings of the User Parameters.

11

In Fax Standby mode, letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up.

In Energy Saving Standby mode, letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

Note
❒ When the machine is in Energy Saving mode, the display goes blank.

❒ You can still send fax messages while the machine is in Energy Saving mode.

❒ The Manual Receive indicator goes out in Energy Saving mode even if Manual Receive is turned on.

❒ Even though the operation panel display goes out in Energy Saving mode, indicators that flash or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saving mode and take appropriate action.

Entering Energy Saving mode

The machine enters Energy Saving mode when:

- Nobody uses the machine for about 5 minutes.
- The user holds down the 【Energy Saver/Clear Modes】 key for about 2 seconds.

Note
❒ If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the Energy Saving mode automatically, please contact your service representative.

❒ Energy Saving mode cannot be entered when an original is placed.

Exiting Energy Saving mode

Your machine exits Energy Saving mode when a fax is received.

To exit Energy Saving mode manually:

- In Energy Saving Standby mode, press the 【Energy Saver/Clear Modes】 key.
- In Fax Standby mode, press any key.
- Place an original.
- Pick up the external telephone handset.
- Pull out the main paper tray.
- Open the front cover.
- Open the right cover.
- Open the lower right cover of the optional paper tray unit.

11

Selecting the Energy Saving mode type

To select the Energy Saving mode type, adjust the bit switch below with the User Parameters. See p.85 "User Parameters" (switch 05, bit 6).

❖ **Switch 05 Bit 6**

- Energy Saving Standby: To let the heating roller cool to room temperature, set bit 6 to 0.
- Fax Standby: To let the heating roller cool halfway set bit 6 to 1.

Reception in Energy Saving mode

Once in Energy Saving mode, you can still receive messages. When a message is received, the machine prints it and returns to Energy Saving mode.

11

Maximum Values

The following list contains the maximum value for each item.

Item	Standard	With Optional Memory Card
Memory	3MB	40MB
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #1Chart, Resolution: Standard, Original Type: Text >)	240	1500
Total number of Memory Transmission files	100	100
The number of pages per file	500	1500
The number of pages for all files	500	1500
The number of destinations you can specify for one file	140	140
The number of destinations you can specify for all files	300	300
The number of Quick Dials you can register	30	30
The number of Speed Dials you can register	50	50
The number of Group Dials you can register	5	5
The number of destinations you can specify by the number keys	69	69
The number of destinations you can register in a group	140	140
The number of destinations you can register in all groups	149	149
The number of personal codes you can register	30	30
The number of digits for Dials	254	254

11

Advanced Transmission Features

Functions selectable with the 【Trans. Option】 key are as follows.

Function name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time.	p.3 "Sending at a Specific Time (Send Later)"
Fax Header Print	You can add a Fax Header (e.g. registered name) to the message you send so it appears on the message printed by the receiving machine.	p.5 "Fax Header Print"
Sending Confidential Messages	Sends a confidential message. It will not be printed until the confidential ID is entered.	p.6 "Sending Confidential Messages"
Polling Reception	Use this function if you want to poll a message from another terminal.	p.9 "Calling to Request a Message (Polling Reception)"

11

Job Information

Functions selectable with the 【**Job Information**】key are as follows.

Function name	Description	Reference
Canceling Transmission or Reception	This function cancels a file (reservation) for Memory Transmission or Polling Reception.	p.13 "Canceling Transmission or Reception"
Printing the File List	The transmission file list can be manually printed. This list allows you to know what files are stored in memory and the file numbers.	p.14 "Printing a List of Files in Memory (Print File List)"
Printing a Stored Message	Prints the contents of a fax that is stored in memory and has not been sent yet.	p.15 "Printing a Stored Message (Print TX File)"
Printing a Confidential Fax Message	Prints messages received with the confidential reception function.	p.16 "Printing a Confidential Fax Message"
Printing a Memory-locked Message	The Memory-locked messages can be manually printed. To print the messages, you have to enter the Memory Lock ID.	p.17 "Printing a Memory-locked Message"
Printing the Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	p.18 "Printing the Journal"

11

User Tools

Function name	Description	Reference
Register/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination by only pressing the Quick Dial key.	p.46 "Quick Dial", *<Basic Features>*
Register/Delete Speed Dial	When you register a destination in a Speed Dial, you can specify the destination by entering the two-digit Speed Dial code after pressing the Speed Dial key.	p.52 "Speed Dial", *<Basic Features>*
Register/Delete Group Dial	If you program several destinations into a Group, you can dial with just a few keystrokes.	p.57 "Groups", *<Basic Features>*
Programs	Changes key stroke program names and deletes key stroke programs.	p.46 "Programs"
Auto Document	Registers and deletes Auto Documents.	p.49 "Storing an Often Used Document (Auto Document)"
Assigning User Function Keys	Stores a frequently used function in a User Function Key (【F1】 to 【F5】).	p.53 "User Function Keys"
Reports/Lists	This function allows you to print various reports and lists manually. You can print the following reports and lists: • Journal • Transmission File List • Quick Dial list • Speed Dial list • Group Dial list • Quick Dial Label • Program List • Auto Document • User Function List	p.56 "Printing Reports/Lists"
Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	p.70 "Adjusting Volume", *<Basic Features>*
Display Contrast	Adjust the brightness of the display.	p.59 "Adjusting the Display Contrast"

11

Function name	Description	Reference
Date/Time	Adjusts the date and the time as a reference.	p.60 "Setting the Date and Time"
Reception Mode	The machine can treat incoming fax messages and telephone calls in two ways.	p.39 "Reception Modes", *<Basic Features>*
Setting the Auto Ring Time	You can alter the number of rings by changing the Auto Ring Time.	p.61 "Setting the Auto Ring Time"
Fax Information	Registers your Own Name, Fax Header and Own Fax Number.	p.41 "Own Name/Fax Header/Own Fax Number", *<Basic Features>*
Changing the paper size setting	Explains how to change paper size setting.	p.62 "Changing the Paper Size Setting"
Changing the paper type for bypass tray	Explains how to set paper type for the bypass tray.	p.63 "Changing the Paper Type for Bypass Tray"
Fax Reset Timer	You can select a period of time before this machine automatically returns to the standby display.	p.64 "Setting the Fax Reset Timer"
On Hook Timeout	You can select a period before the machine cancels the On Hook Dial mode.	p.65 "On Hook Timeout"
Selecting the Display Language	Explains how to change the language for messages shown on display, lists and reports.	p.66 "Selecting the Display Language"

11

137

Key Operator Tools

Function name	Description	Reference
Resetting the ADF Counter	Explains how to reset the ADF counter.	p.69 "Resetting the ADF Counter"
Authorized Reception	Allows you to limit receiving of fax messages to Specified Senders that your register on your fax machine. All fax messages from other than Specified Senders are not received, thus preventing you from receiving junk fax messages.	p.70 "Authorized Reception"
Memory Lock	All received messages are stored in memory and are not automatically printed.	p.72 "Memory Lock"
Specified Tray	Allows you to have messages from Specified Senders printed from a different tray. This item is available only after the optional Second Paper Cassette has been installed.	p.74 "Specified Tray"
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	p.76 "Forwarding"
Energy Save Timer	Allows you to have the fax switch off and on at specified times to save energy.	p.83 "Energy Save Timer"
Changing User Parameters	Allows you to change the function settings to meet your needs.	p.85 "User Parameters"
Printing User Parameter List	Allows you to print and check User Parameter settings.	p.90 "Printing the User Parameter List"
Personal Code	Personal Code is used for Restricted Access. When turn the Restricted Access on, users must enter the Personal Code in order to transmit originals.	p.91 "Personal Codes"
ID Code	Registers the ID required for using Polling Reception and Memory Lock.	p.94 "ID Code"
Line Type	Allows you to match the fax machine to the type of line you use: a tone line or a pulse line.	p.96 "Line Type"

11

Function name	Description	Reference
Select Line	Allows you to select an internal G3 communication line or external telephone line for your fax machine.	p.96 "Select Line"
PSTN Access Number	Allows you to specify the code used to access an outside line when dialing.	p.97 "PSTN Access Number"
Memory File Transfer	You can send all messages currently stored in memory to another fax and have them printed out there.	p.98 "Memory File Transfer"
Margin Adjust	Allows you to adjust paper settings when you receive fax messages that are blank or partially missing.	p.99 "Margin Adjust"
RDS On/Off	Allows you to switch on RDS (Remote Diagnostic system) to a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	p.100 "RDS (Remote Diagnostic System)"

11

INDEX

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