Aficio 250 (AD1E)
Fax Reference Manual
(North American Version)

USA

FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment, If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advaced notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The industry Canada label indentifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety equipments. The department does not guarantee the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate:

The standard connecting arrangement code for this equipment is CA11A.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination of a loop may consist of any combination of devices subject only to the requirement that the sum of the load numbers of all the devices does not exceed 100.

Caution
Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

WARNING: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, manual may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his expence.

CAUTION: Use of control or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Note
Some illustrations may be slightly different from your machine.
Certain options may not be available in some countries. For details, please contact your local dealer.

Notice about the Telephone Consumer Protection Act (Valid in USA only).
The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature.
The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification (programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

ENERGY SAVING INFORMATION

As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power (saving energy) mode and Night Timer. Please see applicable sections of operating manual for details.

Important Safety Instructions

In addition to the warnings and cautions included in the text of this manual, please read and observe the following safety instructions.

1. Read all of these instructions.

2. Save these instructions for later use.

3. Follow all warnings and cautions marked on the product.

4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.

5. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

6. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lighting.

7. Do not use a telephone in the vicinity of a gas leak to report the leak.

8. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.

9. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a build-in installation unless proper ventilation is provided.

10. This product should be operated from the type of power source indicated on the marking label. Using a different power source may result in injury or accident. If you are not sure of the type of power available, consult an authorized sales person or your local power company.

11. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)

12. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.

13. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.

14. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.

15. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.

16. Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.

Please read the "SAFETY INFORMATION" section in the "General Reference" before using this machine.

Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground plug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prug grounded outlet.

Cold Weather Power-up

Avoid raising the room temperature abruptly when it is below 57°F(14°C), or condensation may form inside the machine.

1. Raise the room temperature to 68°F(20°C) at less than 18°F(10°C) per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.
4. Do not use the machine near a humidifier.

Thunderstorms

With proper grounding, about 90% of lightning damage can be prevented. However, if possible, during severe electric storms turn the power switch off and disconnect the power cord and telephone line cord.

General

1. Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
2. Do not make modifications or replacements other than those mentioned in this manual.
3. When not using the machine for a long period, disconnect the power cord.

SYMBOLS AND CONVENTIONS

Conventions

IMPORTANT

Instructions designed to prevent paper jams, damage to originals, or loss of data. Be sure to read this information.

Before operation

Tips on what to do before you start.

HINT

Advice about a particular operation or how to correct a mistake.

Restriction

Numerical limits, functions that cannot be combined or conditions in which a particular function is disabled.

Cross-reference

Tells you where you can find related information.

[Exit]

Words enclosed in square brackets refer to the four buttons at the base of the display. For example "Press [Exit]" means press the button directly below the word "Exit" on the display.

Boldface

Boldface is used to refer to keys on the operation panel (except for the four keys under the display).

BASIC

FUNCTION MAP

```
○Ready      Set originals. Enter fax no.
Memory Trans.                        100%
G3▮                          Dest:    0
                         Mode      Info.
```

[Mode]

↑Prev.

```
▣Transmission Mode    Enter number▮
01 Send Later    02 Confidential TX
03 Personal Code 04 Auto Document
[↑Prev.][↓Next]              Exit
```

↓Next

```
▣Transmission Mode    Enter number▮
05 2-Sided TX    06 Book Fax
07 Irreg. Scan Area 08 Trans. Deadline
[↑Prev.][↓Next]              Exit
```

↑Prev. / **↓Next**

```
▣Transmission Mode    Enter number▮
09 Polling TX    10 Polling RX
11 Transfer Request 12 Options
[↑Prev.][↓Next]              Exit
```

Number Keys

```
<Trans. Deadline>Enter time(12hr format)
                        Time:09:58AM
          TRD time ▮:▮ AM
[AM↔PM][Cancel][ OK ]
```

```
<Send Later>    Enter time(12hr format)
                        Time:09:58AM
          Start time ▮:▮ AM
[Economy TX][AM↔PM][Cancel][ OK ]
```

```
<Polling TX>    Select mode with◀▣▶
                        ▶Use once
[Default ID]/Free Poll./ID Override
[▶File]         [Cancel][ OK ]
```

```
<Confidential TX>   Select mode with◀▣▶
          [Default ID] / ID Override
                [Cancel][ OK ]
```

```
<Polling RX>    Select mode with◀▣▶
[Default ID] / ID Override
                [Cancel][ OK ]
```

```
<Personal Code>   Enter Personal Code
          Personal Code ▮▮▮▮
                [Cancel][ OK ]
```

```
<Transfer Request>  Select Transfer Stn
Transf. Stn 1 ▮▮
                [Cancel][Recv.Stn]
```

```
<Auto Document>     Enter Document No.
Doc. ▮▮  01 ATTACHMENT  02 MAP
        03-----        04-----
[↑Prev.][↓Next][Cancel][ OK ]
```

```
<Options>       Select mode with◀▣▶
     TTI Print  On / Off        1/4
[↑Prev.][↓Next]             [ OK ]
```

```
<2-Sided TX>        Select mode with◀▣▶
[From 2nd sheet] / From 1st sheet
                [Cancel][ OK ]
```

↑Prev. **↓Next**

```
<Options>       Select mode with◀▣▶
   Label Insertion On / [Off]     2/4
[↑Prev.][↓Next]             [ OK ]
```

```
<Book Fax>          Select size with◀▣▶
                        ▶From Page 1
[11x17/G] / 8½x14A / 8½x11A
[▶Pages]        [Cancel][ OK ]
```

↑Prev. **↓Next**

```
<Options>       Select mode with◀▣▶
   Auto Reduction [On] / Off    3/4
[↑Prev.][↓Next]             [ OK ]
```

```
<Irreg. Scan Area>  Select area with◀▣▶
[Area]/Area 2/8½x11A/8½x11A/8½x14A
/11x17A/A4A/A4A/A3A/B4A
[Status]        [Cancel][ OK ]
```

↑Prev. **↓Next**

```
<Options>       Select mode with◀▣▶
   Closed Network  On / [Off]    4/4
[↑Prev.][↓Next]             [ OK ]
```

```
▣Information          Enter number▮
1 Check/Cancel TX Files
2 Print TX File list
[↑Prev.][↓Next]              Exit
```

↑Prev. **↓Next**

```
▣Information          Enter number▮
3 TX Files Status  4 RX Files Status
5 Print Conf. RX   6 Print Mem. Lock
[↑Prev.][↓Next]              Exit
```

↑Prev. **↓Next**

```
To print TCR, press Start key
or select mode.
[All] / File No.   / Pers. Code
[Cancel]
```

[Info.]

Number Keys

```
<TX Files Status>      ⊕Prev. ⊗Next
27/09:59AM Memory/TX    ►Standby
 ⊠NEW YORK OFFICE    Dest: 3 Pg(s) 1
 [Delete] [Print] [Check] [Exit]
```

```
Cancel transmission and delete this
file?
⊠NEW YORK OFFICE    Dest: 1 Pg(s) 1
                    [No] [Yes]
```

```
To print selected file, press Start
key.
[Cancel]
```

```
<Check/Change>        Enter number ▮
1 Destination List
2 Change Start Time(03:22PM)
3 Change Dest.                 [Exit]
```

```
To print TX File List, press Start
key.
[Cancel]
```

```
<Destination List>        Dest: 1
⊠NEW YORK OFFI~
                             [Exit]
```

```
<TX Files Status>      Feb.12. 12:11AM
Feb.12. 10:09 456123780   4 Pg(s) Done
Feb.12. 09:32 TOKYO      15 Pg(s) Done
[↑Prev ] [↓Next ]           [Exit]
```

Number Keys

```
<RX Files Status>      Feb.12. 12:11AM
Feb.12. 10:09 456123780   4 Pg(s) Done
Feb.12. 09:32 TOKYO      15 Pg(s) Done
[↑Prev ] [↓Next ]           [Exit]
```

```
<Change Start Time>   Enter Start time
       Start time 03:22PM
[Immediate] [AM↔PM]         [Exit]
```

```
<Print Conf. RX>
Enter Cofidential ID.  Press Start key
          Conf.ID ▮▮▮▮
 [Cancel]
```

```
<Print Mem. Lock>
Enter Mem. Lock ID.  Press Start key
         Mem. Lock ID. ▮▮▮▮
 [Cancel]
```

```
<Change Dest.>   Add/change destination
                                   1/1
⊠[01] NEW YORK OFFICE     Dest: 1
 [Add ]                      [Exit]
```

```
To print TCR, press Start key
or select mode.
 ►All / File No.     / Pers. Code
 [Cancel]
```

```
<Memory Status>         Memory 99%
Confidential RX   3 file(s)  Others
TX Files        14 file(s)
RX Files to print  7 file(s)  [OK]
```

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BASIC

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Appendix

Getting Started

GUIDE TO COMPONENTS
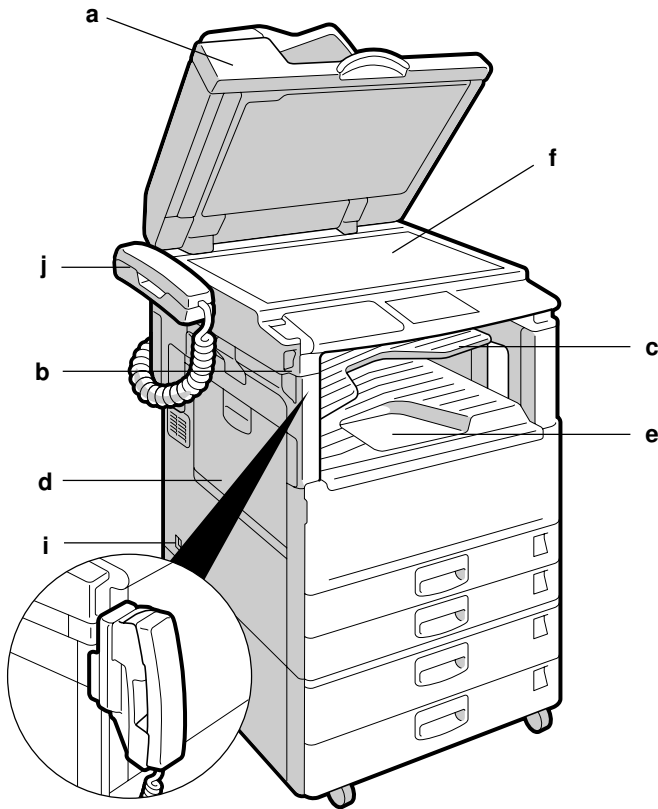
a. ADF/ARDF/Platen Cover
Holds down the original placed on
the exposure glass.

b. Main Switch *1
Use to turn the machine on or off.
⇒ See "Auto Power-On Reception"
on page 16.
⇒ See "When Power is Turned Off"
on page 133.
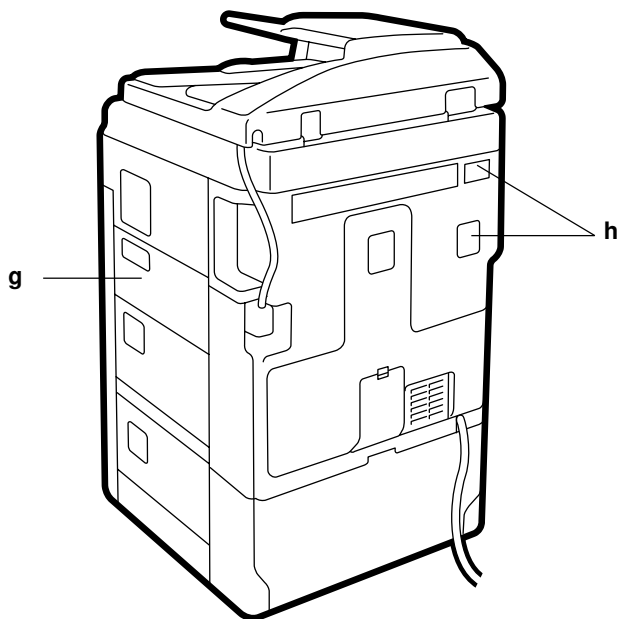
c. Internal 1-bin Tray (internal tray 2)
Usually received fax messages are
printed to the Internal Tray 1.
Other tray can also be selected for
other prints or copies.
⇒ See "CHANGING MACHINE
SETTINGS" in the General
Reference.

d. External Tray

e. Internal Tray 1

f. Exposure Glass
Place the original aligning its upper left corner with the reference mark at the upper left corner of the exposure glass.

g. Bypass Tray
Select this tray to use non-standard size paper.
⇒ See "Setting Originals" in the Copy Reference.

h. Line Connectors

i. AC Switch *1 *2
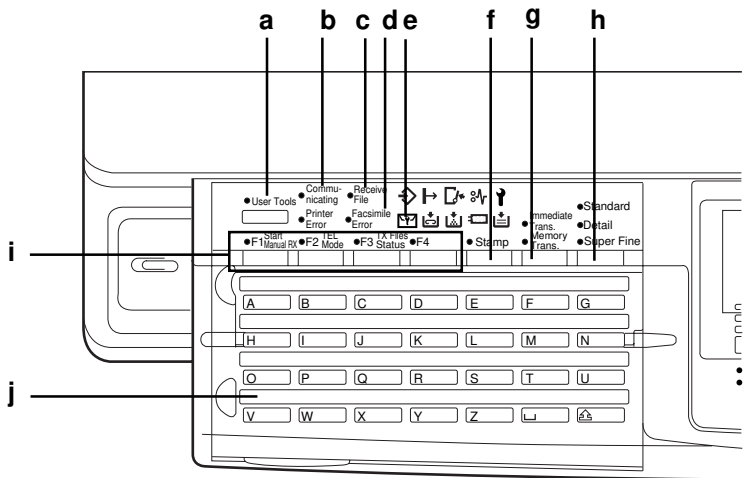Do not touch this switch. It should only be used by a service engineer.

j. Handset
This permits voice communication.

*1 If the main switch is on and there is still no power, turn on the AC switch.
*2 If you leave the AC switch off for more than about an hour without optional hard disk, all files in memory are lost.

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a. User Tools
Press to enter User Tools mode. These tools allow you to customize the default settings.

b. Communicating Indicator
Lights during transmission or reception.

c. Receive File Indicator
Lights to tell you a message has been received into memory. Blinks when a Memory Lock file has been stored in memory. Note that this indicator does not inform you of a Confidential reception.

d. Facsimile Error Indicator
Lights if the optional Facsimile unit has problem, there is a communication error or there is no paper in the cassette (see page 132).

e. ✉ (Confidential Reception) Indicator
Lights when a message has been received into memory with Confidential Reception (see page 119, 132).

f. Stamp key
Press to turn the stamp feature on or off..

g. Transmission Mode key
Press to toggle between Memory Transmission and Immediate Transmission modes.

h. Resolution key
Press to switch between Standard, Detail and Super Fine (optional high resolution card required).

i. User Function keys
Each of these can be programmed for rapid access to frequently used features.

Features Programmed by Default

Key	Standard	With G4 option
F1	Start Manual RX	←
F2	TEL Mode	←
F3	Transmission Result Display	←
F4	–	G4 selection

**j. Quick Dial keys**
Use to dial numbers at a single touch or to enter letters and symbols. Also use for Group Dial, Keystroke Program and Auto Document features.

Quick Dial Flip Plate
Flip this plate down to access Quick Dial keys 01 through 28, flip up to access keys 29 through 56.

k. Original Type key
Use when sending a halftone image such as a photograph or a color original.

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y   s t   u   v   w

x

k   l   m   n o   p   q   r
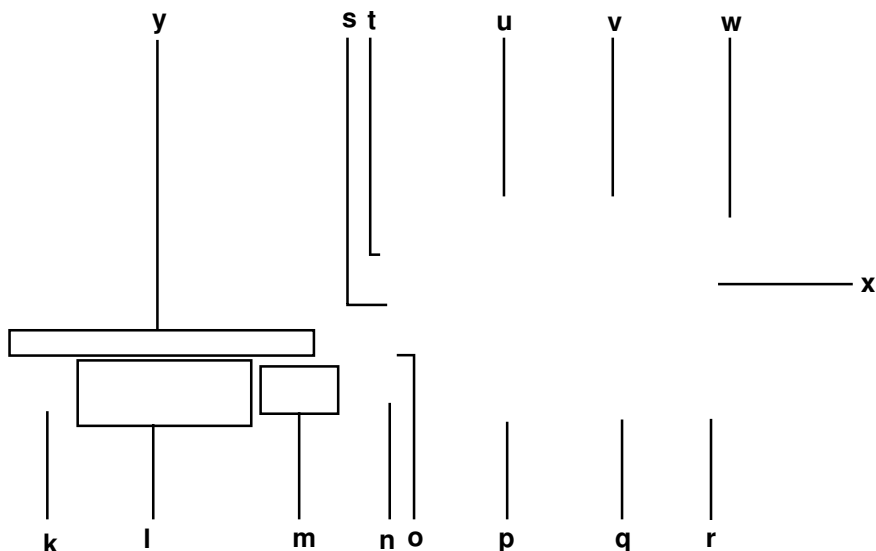
l. Density key (Contrast key)
Press this key to adjust the density manually.

m. ⇦ ⇨ keys
Press to move the cursor or select functions

n. Tone key
Press to send tonal signals down a pulse dialing line.

o. Pause/Redial key
Pause: Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.
Redial: Press to redial one of the last ten numbers.

p. Number Keys
Use to dial fax numbers or enter the number of copies.

q. Clear/Stop key
Clear: Deletes one character or digit
Stop: Interrupts the current operation (transmission, scanning, copying or printing).

r. Start Key
Press to start all tasks.

s. On Hook key
Use for making a phone call from the keypad. You do not have to lift the handset.

t. Speed Dial
Press to select a Speed Dial.

u. Program key
This key is used in Copier mode.

v. Clear modes/Energy saver
Energy saver: Hold down for more than a second to enter energy saving mode.
Clear modes: Cancels the current setting and returns to standby with a single keystroke.

w. Interrupt key
Interrupts the current fax operation to start copying.

x. Facsimile key
Press to switch to fax mode.

y. Selection keys
Press these keys to make function selections.

READING THE DISPLAY

The display tells you the machine status and guides you through operations.

- Functions that have been selected are shown white on black (e.g. **11x17**). Keys that you can not select are shown with a dashed outline (e.g. Prev.).

- **All procedures in this manual assume you are in Fax mode. By default, when you turn the machine on it is in Copy mode. Press the Fax key change to Fax mode. If you wish the machine to start in Fax mode, see "CHANGING THE MACHINE'S SETTINGS" in the General Reference manual.**

Standby display

While the machine is in the standby mode (immediately after it is turned on), the following display is shown.

◆Memory Transmission (Initial Display):

```
◌Ready    Set originals. Enter fax no.
Memory Trans.                      100%
G3L                         Dest:  0
                           Mode    Info.
```

HINT

❑ To return the machine to standby mode, perform one of the following:
- If you have set an original and are in the sending process, remove the original.
- If you have not set an original and are in the sending process, press the **Clear modes/Energy saver** key.
- If you are in User Tools mode, press the **User Tools** key.

◆Immediate Transmission:

```
◌Ready    Set originals. Enter fax no.
Immediate TX                       100%
G3L                         Dest:  0
                           Mode    Info.
```

◆**Display During Memory Transmission or Memory Reception:**

```
  PARIS BRANCH      A4→A4  P001/P003
○Ready      Set originals. Enter fax no.
Memory Trans.                      100%
[G3]                          Dest:  0
                       Mode      Info.
```

Hint

❑ Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next original into memory. ⇒ See "Dual Access" on page 16.

◆**Immediate Transmission:**

```
Transmitting                    Page  1

☎7945651596578               Dest:3
       *Press Stop key to cancel TX
```

Display prompts

Depending on the situation, the machine will show various prompts on the display.

◆**Instructions and Requests**

```
<Send Later>   Enter time (24hr format)
                             Time:01:23
        Start time  ▊▊:▊▊
(Economy TX)            Cancel     OK
```

◆**Questions**

```
Do you want to register a Wildcard ?


                       Yes      No
```

◆**Selections**

```
<Book Fax>        Select size with⊖⊕
                        ▶ From Page 1
     11×17㏊ / 8½×14㏊ / 8½×11㏊
(▶Pages)            Cancel     OK
```

◆**Status**

```
                              Dialing
Dialing                     Page  0
                                100%
[G3][01] NEW YORK OFFICE
     *Press Stop key to cancel TX
```

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USEFUL FUNCTIONS

Auto Power-On Reception

To save on power costs, turn off the main switch when the machine is not used for long periods of time, such as at night or during holidays.
Even if the main switch is turned off, the machine can still send from memory, receive or print fax messages as long as the AC switch is turned on.
By default, the machine will immediately print any messages it receives while the main switch is off. If you wish, you can choose to have messages stored in memory and then printed when you turn the main switch back on (see User Parameters, page 203).

IMPORTANT
❑ When both the main and AC switches are off, and reception is disabled.

Dual Access

The machine can even while sending a fax message from memory, automatically print a report, or scan other messages into memory. 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.
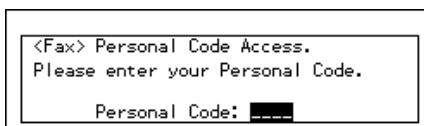
Personal Code Access

The machine can be set up so that nobody can use it without entering a personal code. This prevents unauthorized people from sending fax messages and can be used to track Fax machine use by giving a personal code to each user.
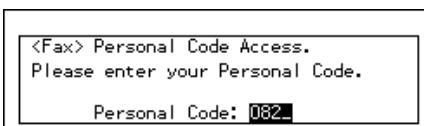
Hint
❑ Register personal codes and turn Personal Code Access on with the User Tools (see User Parameters, page 203). The default setting is off.

❑ Even if Personal Code Access is enabled, the machine can receive and print a fax message. Personal codes appear on reports as "****".

Entering a Personal Code

1 If Personal Code Access is turned on, the display is shown as opposite:

```
<Fax> Personal Code Access.
Please enter your Personal Code.

        Personal Code: ____
```

2 Enter a personal code (4-digit number) using the number keys.

```
<Fax> Personal Code Access.
Please enter your Personal Code.

        Personal Code: 082_
```

Hint

❏ If a user enters a personal code that is not registered, the machine returns to step 1.

Transmission With Image Rotation

For most purposes, set A4/LT originals in the lengthwise direction (▱).
If you set an A4/LT original in the sideways direction (▯), the image will be sent rotated by 90°. Providing the receiver has A4/LT lengthwise paper(▱), the message will be printed the same size as the original.

Hint

❏ If you wish to set the original in A4/LT sideways direction (▯), set the original upside down. The TTI will be printed on the upper of the received fax message.

❏ When Image Rotation is used, all messages are sent by nomal Memory Transmission.

ACCEPTABLE TYPES OF ORIGINALS

If you set an original containing wet ink or correcting fluid, the exposure glass will be marked and copies will be affected. To avoid this, make sure your originals are dry.

Acceptable Original Sizes

Name	Size	Number of sheets	Paper thickness
Exposure glass	Maximum A3↙ (297 × 420 mm), 11" × 17"↙ (279 × 432 mm)	___	___
ADF/ARDF	Fax transmission: A5↙ to A3↙ (up to 1200 long) 8½" × 5½"↙ to 11" × 17"(DLT)↙	30 sheets	52~105g/m² (45~90kg)

Restriction

❑ When using the 2-sided Transmission, the minimum original size is B5/HLT and the maximum original length is 432mm/17".

Unacceptable Paper for the ADF/ARDF

❑ If originals in any of the following conditions are placed in the ADF, they may be damaged. Place them on the exposure glass.

- · Originals of sizes other than those specified above table
- · 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 indexes, tags, or other projecting parts
- · Sticky originals such as translucent paper
- · Thin and soft originals
- · Originals of inappropriate weight ($\Rightarrow$ See the above table.)
- · Originals in bound form such as books
- · Transparent originals such as OHP transparencies or translucent paper
- · Originals of in appropriate weight

Restriction

❑ Do not use different sizes of original in the same transmission.
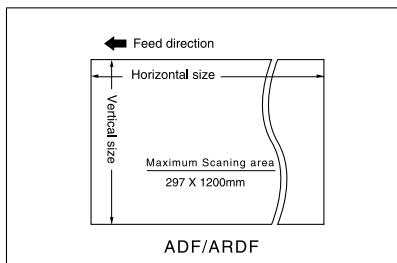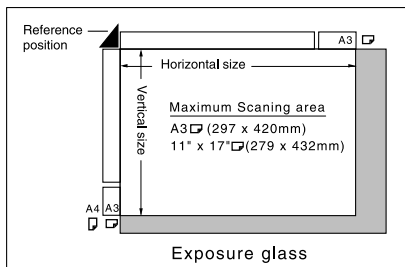
Originals whose sizes are difficult to detect

❏ If originals in any of the following conditions are sent, the size is difficult to detect. The receiving machine may not select paper of the correct size.
  · Originals with indexes, tags, or projecting parts
  · Transparent originals such as OHP transparencies or translucent paper
  · Dark originals with many characters or drawings
  · Originals which partially contain solid printing
  · Originals which have solid printing at their edges
  · Originals other than those (with ○) in the tables below.

❏ The following paper sizes are automatically detected (in fax mode)

Paper size	A3	B4	A4	B5	A5	A5	B6	11"×17"	8½"×14"	8½"×11"	8½"×5½"	8½"×5½"
Where original is placed	⊐	⊐	⊔⊐	⊔⊐	⊔	⊐	⊔⊐	⊐	⊐	⊔⊐	⊔	⊐
Exposure glass	○	○	○	○	×	×	×	○	○	○	×	×
ADF/ARDF	○	○	○	○	○	○	×	○	○	○	○	○

Restriction

❏ When using 2-sided transmission, A5 and HLT can not be available.

Paper Size and Scanned Area

Reference position
Horizontal size
Vertical size
Maximum Scaning area
A3⊐ (297 x 420mm)
11" x 17"⊐(279 x 432mm)
A4 A3
Exposure glass

Feed direction
Horizontal size
Vertical size
Maximum Scaning area
297 X 1200mm
ADF/ARDF

Restrictions

❏ There may be a difference in the size of the image when it is printed at the destination.

❏ If an original larger than DLT/A3 is placed on the exposure glass, only the DLT/A3 area is scanned.

Hint

❏ Even if an original is correctly placed on the exposure glass or in the ADF/ARDF, a margin of 3mm around each edge of the original may not be sent.

❏ If the receiver uses paper narrower than the original, the image will be reduced to fit the paper width.

❑ If an original larger than the above maximum scanning area, do one of the following.

   · Change the user parameter (see page 203)
   · Specify the irregular scan area (see page 160)

The machine detects paper sizes in the following ways:.

❑ When you set an original in the ADF/ARDF, an original wider than about 7.48" is scanned as LT/LG size wide. An original wider than about 10.43" is scanned as DLT size. Originals narrower than 7.48" will be sent as LT/LG size. Originals up to 47.24" in length can be scanned.

❑ When you set an original on the exposure glass, an original narrower than about 9.25" is scanned as LT/LG size wide. Originals wider than 10.83" are scanned as DLT size. Normally, lengths up to a maximum of 17" can be scanned (this figure varies slightly depending on the type of original). If you select Irregular Scan Area, lengths up to 17" are possible.

1. The maximum scan area for Memory Transmission is 297 mm × 432 (A3), 11" × 17"(DLT) mm.

2. Immediate Single-sided Transmission from the ADF/ARDF, check the table below.

Width	Length		
	Resolution	Without 400dpi High Resolution Card	With 400dpi High Resolution Card
LT/LG	Standard	47.24"	47.24"
	Detail	16.69"	47.24"
	Fine	Not available	47.24"
	Super Fine	Not available	23.62"
DLT	Standard	31.5"	47.24"
	Detail	17"	47.24"
	Fine	Not available	31.5"
	Super Fine	Not available	17"

3. When sending from the exposure glass, the maximum scan area is 11" × 17"(DLT) 297 mm × 432 (A3) mm.

HOW TO SET AN ORIGINAL

In this manual an original can mean a single or multiple page document.
You can set your originals either in the ADF (Auto Document Feeder), ARDF (Auto Reverse Document Feeder) or on the exposure glass. Some types of orignals are unsuitable for the ADF so they must be set on the exposure glass (see "Acceptable Types of Originals" on page 18).
Which way you place your original depends on its size and whether you are using the ADF/ARDF or the exposure glass. Check the diagrams below.

Hint

❑ When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image may be output reduced, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend you to ask the receiver about the size and direction of the paper used in their terminal.

❑ When sending an original of a irregular (non-standard) size or part of a large original, you can specify the scan area precisely (see "Specifying an Irregular Scan Area" on page 160).

◆**How to set A4, B4, A3, LT, LG or DLT size originals:**

Original	Exposure glass	ADF
R		R
R		R

❑ If you set an A4/LT original using the sideways direction( ), it is sent rotated by
90 degrees ⇒ see "Transmission with Image Rotation" on page 17.
If you set the original upside down as shown in the diagram, the TTI will appear on
the top of the image at the destination ⇒ see "TTI print" on page 105.

◆**How to set A5 or B5 size originals:**

Original	Exposure glass	ADF
R		R
R		R

Setting a Single Page on the Exposure Glass

Set originals that cannot be placed in the ADF on the exposure glass one
page at a time.

1 Lift the platen cover or ADF by
at least 30 degrees. Place the
original face down and align its
upper left corner with the refer-
ence mark at the upper left cor-
ner of the exposure glass.
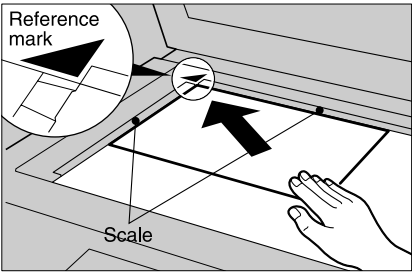
Hint

❑ If you do not raise the platen cover/ADF by at least 30 degrees the original size
will not be detected.

2 Close the platen cover or ADF.

Hint

❑ When sending a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent its bound part from rising.

Setting an Original in the ADF/ARDF

Multiple page originals can be placed in the ADF/ARDF. The ADF can scan single-sided originals only. The ARDF, however, can handle either single-sided or 2-sided original (double-sided originals).

Restrictions

❑ Place all the originals to be sent in the ADF/ARDF all at once. When sending a fax, the originals cannot be placed in the ADF/ARDF one by one or in sheaves.

❑ In some cases, the scanning speed may be slower.

Hint

❑ When setting pages longer than A3 (420mm)/DLT (17") in the ADF/ARDF, guide them in with your hand. If you press down on the original or if it is curling up slightly it might jam.

❑ If your original is larger than the maximum scanning area, do one of the following.
　　· Change the user parameters
　　· Specify Irregular Scan Area.
　　If the original is jams, press the Clear/Stop key then remove the original carefully.

❑ When setting originals longer than A3 (420mm)/DLT (17"), use the "Irregular paper size" setting. If you handle long originals frequently, you can specify that the machine accepts originals longer than A3 (420mm)/DLT (17") from the ADF automatically. If you choose this setting and there is a paper jam while scanning, the originals will still be sent. However, there is a posibility that the original will be damaged. For more details refer to "Irregular Scan Area" on page 160 and User Parameters on page 203.

❑ If your message is bent or folded, flatten it before you set it.

❑ Set thin originals on the exposure glass.

❏ For information about the sizes and number of originals that can be placed in the ADF/ARDF, "ACCETABLE TYPE OF ORIGINALS" on page 21.

1 Adjust the original guide to match the size of your original. Align the edge of your originals and stack them in the ADF/ ARDF face up.
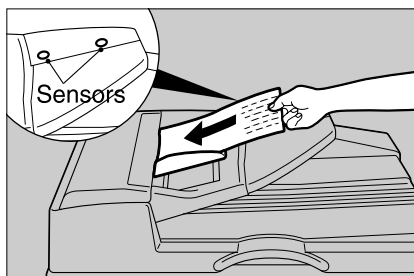
Hint

❏ If you insert the original too far from the ADF/ARDF, the paper size may not be detected properly.

Sending a Fax Message

Overview

The basic procedure to send a fax message is:

1 Make sure the Fax indicator is lit

2 Set your original

3 Dial the number

4 Press **Start**

The rest of this section describes these steps and the various features that are available in more detail.

There are two ways to send a fax message:

❑ Memory Transmission

❑ Immediate Transmission

You can check the indicators on the operation panel to check which mode is currently active and press the Transmission Mode key to toggle between them.

MEMORY TRANSMISSION

After you press the **Start** key, the machine scans all pages of your message before it starts dialing. Memory Transmission is useful when you are in a hurry and do not want to spend too long waiting by the machine. It also allows you to send the same message to several destinations (Broadcasting).

IMPORTANT

❑ If there is a power failure or the plug is pulled out for more than 1 hour, all the files stored in memory are deleted. If this happens, as soon as you switch back on the Power Failure Report (see page 133) is printed to help you identify deleted files. If you turn just the main switch off, files are not deleted.
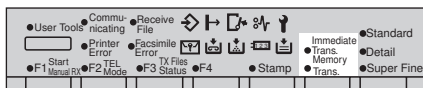
Hint

❑ Place the original you want to store in memory on the exposure glass or the ADF. To store multiple page originals from the exposure glass, set them page by page.

❑ You can scan half the pages of your original from the exposure glass and the remainder from the ADF/ARDF. When you have finished scanning from the exposure glass, place the rest of the pages in the ADF/ARDF and press **Start**.

❑ The default transmission mode when the machine is turned on or when modes are cleared is Memory Transmission. You can change this with Initial Setup TX (see page 165).

❑ As default, the machine will return to the default transmission mode (Memory) after every transmission. You can change this so that the current mode is maintained with the User Parameters (page 203).

Restrictions

❑ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

❑ The number of pages that can be stored in memory depends on the original images and the scan settings. You can store up to 80 standard pages (ITU-T No. 1 chart, Resolution: Standard, photo mode: OFF).

❑ Maximum number of Memory Transmission files : 200
Maximum number of destinations per Memory Transmission : 200
Combined total number of destinations that can be stored : 500

1 Make sure that the Memory Transmission indicator is lit.

❑ If it isn't, press the **Transmission Mode key**.

2 Set the original.

Hint

❑ The original can be placed at any time up until you press the **Start** key.

❑ You can send the first part of an original from the exposure glass then the second part from the ADF/ARDF. After you place the last page on the exposure glass, you have 60 seconds to insert the remainder of the original in the ADF/ARDF. Note that you cannot set pages on the exposure glass after you have started using the ADF/ARDF.

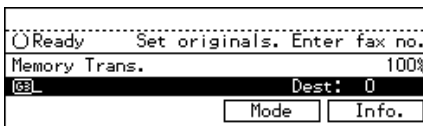**Cross-reference**

"How to Set an Original" ⇒ See page 21.

3 Select the scanning conditions (resolution, density and original type, see page 39).

4 Dial. If you wish to send the same message to more than one destination, press [Add] and dial another destination. Repeat this step for all destinations.

❑ If you make a mistake, press the **Clear** key and re-enter the correct number.

Hint

❑ When dialing with the number keys or using Chain Dial (page 49), you can select the G3 or G4 before pressing [Add] in step 4.

Cross-reference

"Dialing" ⇒ See page 45.

"Facsimile User Tools" ⇒ See page 135.

5 Press the **Start** key.

❑ The machine starts scanning the original.

❑ The machine calls the destination. While it is dialing, the number that you dialed is shown on the display.

Cross-reference

"see Registering the RTI/CSI" ⇒ See page 193.

❑ After transmission the machine will return to standby mode.

```
 PARIS BRANCH        A4→A4   P001/P003
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
G3                            Dest:   0
                         Mode    Info.
```

```
○Ready      Set originals. Enter fax no.
Memory Trans.                       100%
G3                            Dest:   0
                         Mode    Info.
```
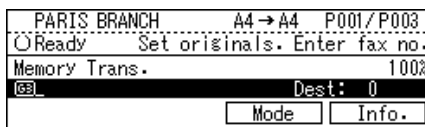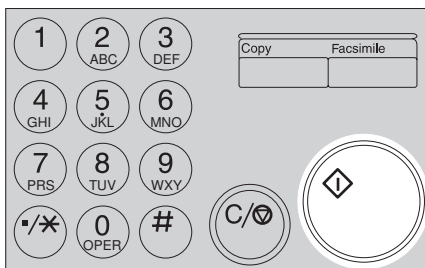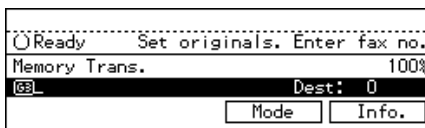
◆Canceling a Memory Transmission

❑ To cancel a Memory Transmission before it is sent (before pressing the **Start** key), press the **Clear Modes**/**Energy Saver** key.

❑ To cancel a Memory Transmission while the original is being stored in memory (after pressing the **Start** key), press the **Clear**/**Stop** key. The machine stops storing the original. All the scanned data is canceled and not sent.

❑ To cancel a Memory Transmission after it has been stored in memory or while it is being transmitted, see page 110.

Hint

❑ If you cancel a Memory Transmission after communication starts, some pages may already sent to the destination.

❑ If the transmission finishes while you are still trying to cancel it, the message has already still be sent and cannot be canceled.

Cross-reference

❑ For more information, see "Checking and Canceling the File Settings" on page 110.

◆Checking the transmission result

❑ Turn the Transmission Result Report (Memory Transmission, see page 27) on if you want a report to be printed after every successful transmission. If you leave it off, a report will not be printed after every transmission, but should a transmission fail, a Communication Failure Report will be printed.

❑ If you turn the Transmission Result Report (Memory Transmission) off, the Error Report will be printed when the communication on fails.

❑ You can also check the transmission result by examining the TCR (Transaction Confirmation Report, page 123).You can either print it or scroll through it on the display. ⇒ See "Displaying the Transmission Result" on page 117.

◆Sending a fax message immediately

To send a fax message immediately, use Immediate Transmission.
If you have just set up a original for broadcasting, the immedicate transmission file will interrupt the current communication.
If there are files queued in addition to the file being currently sent, your original is not be sent until the queued files have been sent.

◆Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occured 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 Transmission Result Report (see page 33) or the Communication Failure Report (see page 33).

◆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, 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 the destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

◆Broadcasting: checking the progress

To check up to which destination the fax message has been sent during Broadcasting, print the TX file list (see page 111).

◆If memory runs out while storing an original

If you run out of memory while storing an original (free space reaches 0%), If you wish to send only scanned page, "Memory full" is displayed.
Press [OK] to return to the previous display.

Hint

❑ By default, successfully scanned pages are sent. If you wish to change this setting, please contact your service representative.

◆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 original. Several fax messages can be sent with a single call eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.
Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Hint

❑ By default Batch Transmission is switched on. You can switch it on or off with the User Parameters (page 203).

◆ECM (Error Correction Mode)

This feature automatically resends data that wasn't transmitted success-fully using a system that complies with international standards. ECM requires that the destination machine has the same feature.

Hint

❑ By default ECM is on. You can change this with the User Parameters (see page 203).

◆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 need to use the original for another purpose in a hurry.

Hint

❑ By default this feature is turned on. You can change this with the User Parameters (see page 203).

Restriction

❑ Standard Memory Transmission is used instead of Pararel Memory Transmission when:

- The line is not connected due to a busy line
- Send Later is used
- Transfer Request is used
- 2-Sided Transmission is used
- You store an original for Memory Transmission while another communication is in progress
- Two or more destinations are specified
- Only an Auto Document is sent
- When the original is set on the ADF/ARDF

❑ If the **Clear/Stop** key is pressed, the original jams, or memory becomes full dur-ing Pararel Memory Transmission, the machine stops the transmission then prints the Transmission Result Report (Memory Transmission) and erases the file.

❑ Pararel Memory Transmission print page numbers. For example, P1, P2.

Hint

❑ If you run out of memory, normal Memory Transmission takes place. When and if this happens varies depending on the various options you have installed.

Memory Storage Report

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

Transmission Result Report (Memory Transmission)

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 the below title).

Communication Failure Report

This report is only printed if the Transmission 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 resend them.

IMMEDIATE TRANSMISSION

After you press the **Start** key, the number is dialed straight away. Each page is transmitted as soon as it has been scanned. The next page is not scanned in while the current page is being transmitted.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's RTI or CSI during transmission).

Hint

❑ The original is not stored in memory. Only one destination can be dialed.

❑ Place the original on the exposure glass or in the ADF. To send two or more pages from the exposure glass, set them page by page.

❑ You can scan half the pages of your original from the exposure glass and the remainder from the ADF. When you have finished scanning from the exposure glass, place the reminder of the pages in the ADF and press **Start**.

❑ The default transmission mode when the machine is turned on or when modes are cleared is Memory Transmission. You can change this with the User Parameters (see page 203).

❑ As default, the machine will return to the default transmission mode (Memory) after every transmission. You can change this with the User Parameters so the current mode is maintained.

1 Check that the Immediate Transmission indicator is lit.

❑ If it is not lit, press the **Transmission mode.** key.
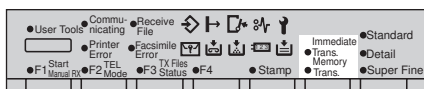
2 Set your original.

Hint

❑ You can set the original any time up until you press the **Start** key.

Cross-reference

"How to Set an Original" ⇒ See page 21.

3 Select any scan settings you require (see page 39).

4 Dial.

❏ If you make a mistake, press the **Clear** key and re-enter the correct number.

```
┌─────────────────────────────────────┐
│○Ready    Set originals. Enter fax no.│
│Immediate TX                     100% │
│G3                          Dest:  0  │
│                        Mode    Info. │
└─────────────────────────────────────┘
```

Hint

❏ If you are dialing with the number keys or by Chain Dial (see page 49), you can select G3 or G4 (communication mode).

Cross-reference

"Dialing" ⇒ See page 45.

"Selecting a Line" ⇒ See page 197.

5 Press the **Start** key.
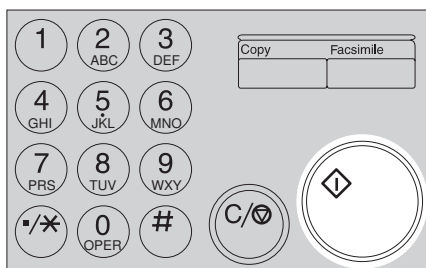
❏ The machine starts scanning the original.

❏ The machine calls the destination. While it is dialing, the number that you dialed is shown on the display.

```
┌─────────────────────────────────────┐
│                            Dialing   │
│Dialing                     Page  0   │
│                                 100% │
│G3[01] NEW YORK OFFICE                │
│    *Press Stop key to cancel TX      │
└─────────────────────────────────────┘
```

Cross-reference

see "Registering the RTI/CSI" ⇒ See page 193.

❏ After transmission the machine will return to standby mode.

```
┌─────────────────────────────────────┐
│○Ready    Set originals. Enter fax no.│
│Memory Trans.                    100% │
│G3                          Dest:  0  │
│                        Mode    Info. │
└─────────────────────────────────────┘
```

Sending a Fax Message

35
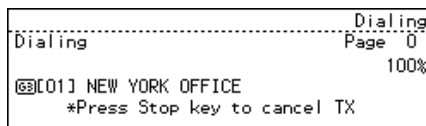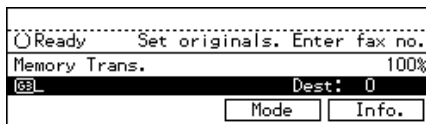
◆Canceling an Immediate Transmission

- If you haven't pressed the **Start** key yet, press the **Clear Modes/Energy Saver** key. If you have set the original, removing it will also cancel Immediate Transmission.

- If you have pressed the **Start** key and the machine is dialing or transmitting, press the **Clear/Stop** key and remove the original. Some pages may have already been sent.

◆If the destination could not be connected to

If it was not possible to make a connection with the number you dialed (for example if the line was busy or there is a line problem), the display opposite appears:

```
Unable to connect to destination.
Press Cancel or switch to Memory
Transmission.
                    Cancel   MemoryTX
```

- If you press [Memory Trans.], the machine will scan all the originals into memory. When finished, it will begin redialing the destination and, if possible, send the message from memory.
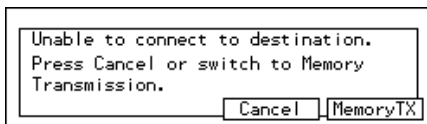
- If you press [Cancel] then [OK] the transmission will be canceled.

◆ECM (Error Correction Mode)

This feature automatically resends data that wasn't transmitted successfully using a system that complies with international standards. ECM requires that the destination machine has the same feature.

Hint

❏ By default, ECM is on. You can change this with ECM (see page 174).

Transmission Result Report (Immediate Transmission)

If you turn this report on, 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.

Hint

❏ By default this report is turned on. Switch it off with the User Parameters (see page 203).

On-hook Dial (not available in some countries)

This is just like using the optional handset, except you do not have to pick up the handset before dialing. Just press the On Hook Dial key and dial the number. If you hear a voice, you can pick up the handset and speak with the other party.

Restriction

❑ The machine cannot dial on ISDN lines.

1 Place the original and select any scan settings you require.

Cross-reference

"How to Place an Original" ⇒ See page 21.

"Selecting the Scan Settings (Resolution, Density and Original Type)" ⇒ See page 39.

2 Press the **On Hook Dial** key.

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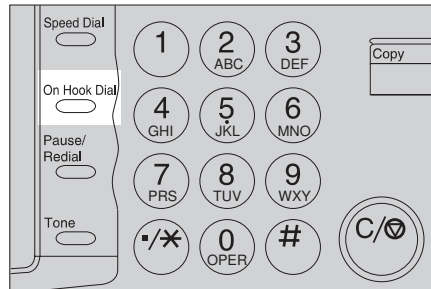
3 Dial.

❑ The machine immediately dials the destination. If you make a mistake, press the **On hook dial** or **Clear**/**Modes** key and return to step 2.
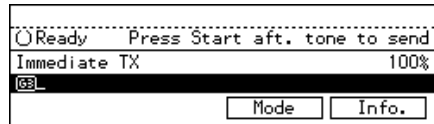
4 When the line is connected and you hear a high-pitched tone, press the **Start** key.

❑ If you hear a voice, pick up the handset before you press the **Start** key and notify the destination that you want to send a fax message (ask them to switch to Fax mode).

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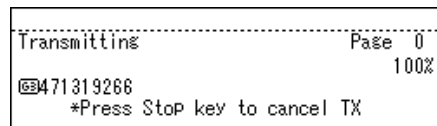
❏ After transmission the machine
will return to standby mode.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                     100%
⬚ ▮                        Dest:  0
                          Mode  ‖  Info.
```

Manual Dial (handset option required)

Pick up the handset or an externally connected telephone handset and dial.
When the line is connected and you hear a high-pitched tone, press the **Start**
key to send your fax message. If, on the other hand, you hear a voice at the other
end, continue your converstaion as you would normally over the telephone.

Restriction

❏ The machine can not dial on ISDN lines.

**1** Place the original and select any
scan settings you require (see
page 22).

2 Pick up the handset.
❏ You will hear a tone from the
external handset.

3 Dial.
❏ If you make a mistake, replace
the handset and try again from
step 2.

```
○Handset   Press Start aft· tone to send
Immediate  TX                     100%
☎                          Dest:0
                          Mode  ‖  Info.
```

4 When the line is connected and
you hear a high-pitched tone,
press the **Start** key.
❏ The machine starts sending the
fax message. If you hear a voice,
pick up the handset before you
press the **Start** key and notify
the destination that you want to
send a fax message (ask them
to switch to Fax mode).

```
Transmitting              Page  0
                                  100%
⬚
      *Press Stop key to cancel TX
```

5 Replace the handset.
❏ After transmission the machine
will return to standby mode.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                     100%
⬚ ▮                        Dest:  0
                          Mode  ‖  Info.
```

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

◆**Resolution:**

Standard, Detail, Super Fine (option)

◆**Image density:**

Auto Image Density, Manual Image Density (7 levels)

◆**Original type:**

Text, Photo/Text, Photo

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (Super Fine) have high quality but transmission takes longer. Conversely, low resolution (Standard) scanning results in less quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

Restriction

❑ If the receiver's machine does not support the resolution at which you are sending, the machine automatically switches to a resolution which is supported.

Sending with Super Fine resolution requires that and your machine has the High Resolution Card option, and the destination has capability to receive fax message at Super Fine resolution.

Hint

❑ When the machine is turned on or modes are cleared, the resolution is set to Standard by default. You can change this with the User Parameters (see page 203).

❑ By default, the resolution returns to the default after every transmission. You change this with the User Parameters (see page 203) so that the current resolution is maintained.

◆**Standard (8 × 3.85 lines/mm, 200 × 100dpi)**

Select for originals containing normal sized characters (e.g. handwriting or typewritter7).

◆**Detail (8 × 7.7 lines/mm, 200 × 200dpi)**

Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

◆ Super Fine (16 × 15.4 lines/mm, 400 × 400dpi)

The High Resolution Card option is required for this mode.
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.

1 Press the Resolution key to switch between resolutions. The indicators above show the current selection.
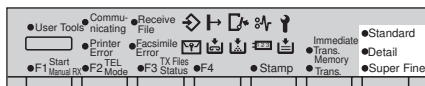
Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate Original Type to optimize image clarity.

Restriction

❑ If you select Photo/Text or Photo, the Resolution is automatically set to Detail. Even if you select Standard again, the image density will not return to Standard.

❑ If you select Photo or Photo/Text, you cannot select Auto Image Density.

Hint

❑ If you select Photo/Text or Photo, the transmission will take longer than when Text is selected.

❑ If you send a fax message with Photo/Text or Photo, the background of the received image may be marked. If this happens, lower the density and re-send the fax.

❑ When the machine is turned on or modes are cleared, Original Type is set to Text. You can change this with the User Parameteres (see page 203).

❑ As default, the machine returns to the default Original Type after every transmission. You can change this with the User Parameters so that the current Original Type is maintained.

◆ Text (Default Setting)

Text is selected when the Photo and Photo/Text indicators are NOT lit.
Select Text to send an original containing a high-contrast black-and-white image such as text. Use this setting even if your original contains text and photographs if you only want to send clearer text.

◆ Photo/Text

Photo/Text is selected when the UPPER Original Indicator (🖼) is lit.
Select Photo/text to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image such as a photograph.

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◆Photo

Photo is selected when the LOWER Original indicator (▣) is lit.
Select Photo to send an original containing a halftone image such as a photograph or a color original.

1 Press the **Original Type**
(▣) key until the indicator matching the type you require is lit.

❑ When both indicators are not lit, the Original Type is Text.
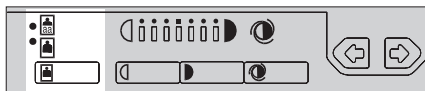
Image Density (Contrast)

The text and diagrams in your original must stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.
 By default, this machine will automatically select a density setting appropriate to the original (Auto Image Density). However, should you wish to change the density yourself, use Manual Image Density.

◆Auto Image Density

The machine automatically selects an image density which is the most appropriate for the original.

❑ By default, Auto Image Density is selected when the machine is turned on or modes are cleared. You can change this with the User Parameters (see page 203).

1 If the Auto Image Density indicator is not lit, press the ◐ key to turn it on.
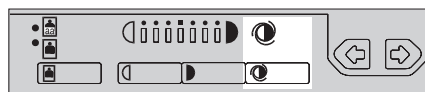
◆Manual Image Density

Use the Image Density keys to increase or decrease the image density within 7 levels.

1 Press the ◖ or ◗ key to change the density. The indicators above the keys show the level.

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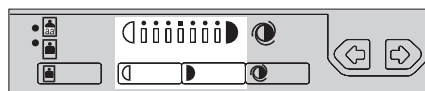
Mixing Scan Settings in a Multiple Page Original

When sending an original consisting of several pages, you can select different Image Density, Resolution and Original Types for each page.
Set your original, select the scan settings for the first page, dial and press **Start** as you would normally. Then follow one of the following two procedures.

When the original is placed on the exposure glass

Restriction

❏ Select density, resolution and original type while the machine is bleeping (for about 60 seconds in Memory Transmission, 15 seconds in Immediate Transmission). The remaining time is shown on the display.

1 Remove the previous page and place the next page.

2 Select the Image Density, Resolution and Original type.
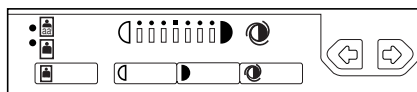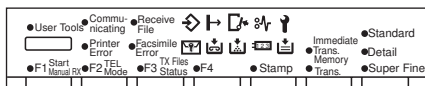
When the original is placed in the ADF

1 Select the Image Density, Resolution and Original Type before the next page is scanned.
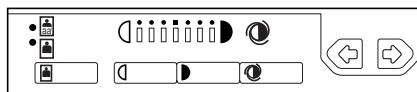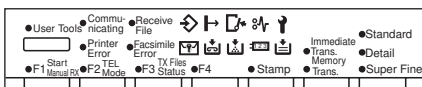
CHANGING LINE TYPE (OPTIONAL ISDN UNIT REQUIRED)

This machine comes with a single Analog (PSTN) line connection for G3 communication as standard. If you install the ISDN Unit option, an extra Digital (ISDN) line connection for either G3 or G4 communication becomes available.

F4 key is for communication type selections as default.

Press the F4 key to toggle between G3 and G4.

When the F4 key is lit, G4 is selected.

Restriction

❑ When transmitting, you can only select the line type if dialing with the number keys or Chain Dial.

❑ Either PSTN or ISDN for G3 communication are selected by the service representative.

◆Switching to G3

If the F4 is lit, press it once to switch to G3.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
G3                          Dest:  0
                          Mode    Info.
```

◆Switching to G4

If the F4 is not lit, press it once to switch to G4.
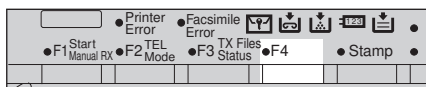

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
G4                          Dest:  0
                          Mode    Info.
```

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◆Which line is used for G3 transmissions?

- ISDN lines can be used for G3 communication as well as G4 communications, so this machine is set by default to use the ISDN line for both G3 and G4 transmissions. If you wish to use the Analog (PSTN) line for G3 transmissions, contact your service representative.

- When G3 is used over the ISDN, the subaddress can be.

◆Auto Identification (Optional ISDN Unit is Required)

This feature works when G4 is selected. The machine first tries a G4 communication, and if it cannot connect because the receiver is not a G4 terminal, it automatically switches to G3 and redials.

- If the G3 line at the destination is connected to the ISDN via a TA (Terminal adapter) or a PBX, since the called number is on ISDN, the G3 line is regarded as G4 and the Auto Identification feature may not automatically switch this machine to G3.

Overview

There are three main ways to dial a number:

- ❑ Number keys: Enter the number directly
- ❑ Quick Dial: Dial a stored number with a single key press
- ❑ Speed Dial: Dial a stored number by entering a 2-digit or 3-digit (Optional Function Upgrade card required) code

This section covers these features and others in more detail.

Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.

Hint

❑ Pauses (see page 47) and a tone key (see page 47) can be inserted in a fax number.

❑ If the ISDN unit is installed, you can enter the subaddress (see page 48).

1 Place an original and select any scan settings you require (see page 39).

2 Enter the fax number with the number keys.
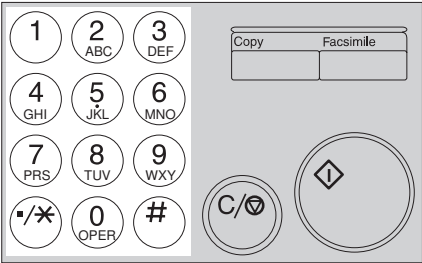
❑ The digits appear on the display.

```
ⓞReady   Press Start or Clear to cancel
Memory Trans.                        100%
▨4471226231_                   Dest:   1
 [ Add ]                  [ Mode ] [ Info. ]
```
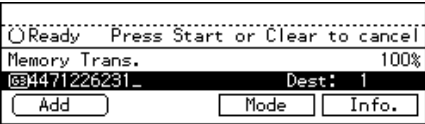
Hint

❑ If you make a mistake, press the **Clear/Stop** key to erase each digit and try again.

❑ If you wish to dial another destination, press [Add], then enter the next destination.

❑ If the optional ISDN unit is installed, select G3 or G4 before pressing the **Start** key.

3 Press the **Start** key.

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◆Restrictions when dialing with the number keys

❏ Maximum length of a fax number: 254 digits.

❏ Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Excluding Speed Dials and Quick Dials, Dials by the ten keypad the combined total of the following three types of destinations cannot exceed 99:

  • Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
  • Transfer Stations and End Receivers specified in a Transfer Request
  • Destinations and Transfer Stations specified in a Group

❏ For example, when 90 destinations are registered in a Group with the number keys, only 9 destinations can be dialed for Memory Transmission from the number keys.

❏ When this machine is requested to transfer a call (this machine becomes a Transfer Station), 2 fax numbers are automatically stored. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.

❏ When a total of 99 fax numbers is stored, only Immediate Transmission is allowed.

❏ If a Group is defined when there are files queued for transmission, the message "Memory is full and you cannot enter with number keys" may be shown on the display and no additional fax numbers can be stored even if the number of destinations specified from the number keys is less than 99. That is because the fax numbers have been dialed from the number keys for some of the waiting files. When the waiting files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

❏ The display shows the percentage of free space in memory for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers from the number keys does not change the percentage on the display.

Pause

Press the Pause/Redial key when dialing or storing a number to insert about a two-second pause.

Restriction

❑ A pause cannot be inserted before the first digit of a fax number.

Hint

❑ A pause is shown as a "–" on the display.

❑ You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

This feature allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the **Tone** key, the machine dials the number using tonal signals.

Restriction

❑ A tone cannot be placed before the first digit of a fax number.

❑ Some services are not available even by sending tonal signals with the Tone key.

Hint

❑ A tone is shown as a " • " on the display.

◆Sending tonal signals to ISDN (ISDN option required)

Even if this machine is only connected to an ISDN line, it can send tonal signals to the ISDN line.

❑ This feature can only be used for Memory or Immediate Transmission. The machine cannot dial ISDN using On hook dial or Manual Dial.

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Subaddress (ISDN option required)

ISDN allows two or more terminals (such as a facsimile and digital telephone) to be connected to a single line. These terminals are identified by their subaddress numbers. If the terminals connected to the line at a destination are assigned subaddresses, dialing a subaddress allows you to direct your fax message to a particular terminal at the destination.

Restriction

❑ The subaddress can only be used with ISDN.

Hint

❑ The subaddress function must be programmed in a User Function key. ⇒ See "Assigning User Function keys" on page 167.

❑ A subaddress number can be programmed in a Quick Dial or Speed Dial. If you want to assign a subaddress to your fax machine, contact the service representative.

1 Place an original and select any scan settings you require.

2 Select either G4 or G3(ISDN).

3 Dial the fax number with the number keys.

4 Press the User Function key (F1 through F3) where the subaddress function has been registered.

❑ " / " is displayed.

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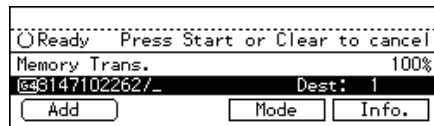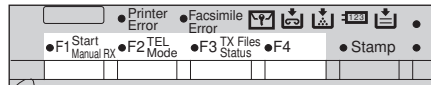
5 Enter the destination subaddress with the number keys.

6 Press the **Start** key.

Chain Dial

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

Restriction

❑ Maximum length of telephone or fax number: 254 digit

Hint

❑ For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On hook dial and Manual Dial, no pause is needed.

◆(Example) 01133-1-555333

Assume that 01133 is registered to Quick Dial 01 and that 1 is registered to Speed Dial 01.

❶ Place the original and select any scan settings you require.

❷ Press **Quick Dial key 01**.

❸ Press the **Pause/Redial** key.

❹ Press the **Speed Dial** key and **0** and **1** using the number keys.

❺ Press **5, 5, 5, 3, 3** and **3** using the number keys.

❻ Press the **Start** key.

Quick Dial

When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key.
Additionally, you can store a name that will appear on the display whenever you press the Quick Dial.

Cross-reference

"Dialing" ⇒ See page 45.

Hint

❏ Flip the operation panel cover over to access copy function or Quick Dial keys.

❏ Flip the Quick Dial plate over to access Quick Dial keys 01-28 or 29-56.

❏ If you require, the name you have programmed for this number can be printed on the first received page.
⇒ See "Label Insertion" on page 105.

1 Place an original and select any scan settings you require (see page 39).

2 Press the Quick Dial key in which the destination's number is programmed.
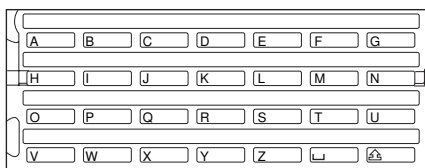
❏ If the destination's name has been stored, the name is shown on the display. Otherwise, the fax number is shown.
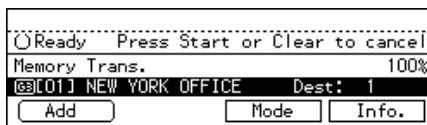
Hint

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

❏ If you wish to dial another destination, press [Add] and dial another fax number.

3 Press the **Start** key.

Speed Dial

If you store a number in a Speed Dial, when you want to dial it just press the Speed Dial key followed by a 2 or 3 digit code. For more information on storing numebrs see page 149.

❑ Codes from 00 to 99 can be specified. If the Function Upgrade Card option is installed, codes from 000 to 999 can be specified.

❑ If a search letter is registered with a Speed Dial code, it can be searched for using Telephone Directory (see page 52).

❑ If you have programmed a name for the Speed Dial, it can be printed on the first received page. See "Label Insertion" on page 105.

1 Place an original and select any scan settings you require (see page 39).

2 Press the **Speed Dial** key.

```
┌──────────────────────────────────────┐
│ ○Ready      Set originals. Enter fax no.│
│ Memory Trans.                      100%│
│ 🔒Sp.D___                    Dest:  0  │
│           [Tel.Dir.][ Mode ][ Info. ] │
└──────────────────────────────────────┘
```

3 Enter the two-digit code (00 to 99) or three-digit code (000 to 999) for the destination with the number keys.

```
┌──────────────────────────────────────┐
│ ○Ready   Press Start or Clear to cancel│
│ Memory Trans.                      100%│
│ 🔒Sp.D000 ABC COMPANY        Dest:  1  │
│ [  Add  ]             [ Mode ][ Info. ]│
└──────────────────────────────────────┘
```
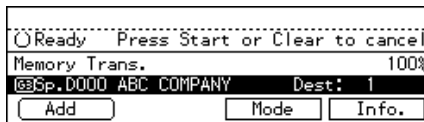
❑ If the destination's name has been programmed the name is shown on the display. Otherwise, the fax number is shown on the display.

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

❑ If you wish to dial another destination, press [Add] and dial another fax number.

4 Press the **Start** key.

Telephone directory

This feature lets you find a stored Speed Dial quickly by just entering a single letter, e.g. the first letter of the name stored for that number.

Restrictions

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

❑ Names enclosed within ( ) are not searched for.

Before operation

❑ When programming a Speed Dial, register a search letter. ⇒ See "Programming a Speed Dial" on page 149.

1 Place an original and select any scan settings you require.

2 Press the **Speed Dial** key.

3 Press [Tel. Dir.].

```
○Ready     Set originals. Enter fax no.
Memory Trans.                        100%
GSp.D___                        Dest:  0
                   [Tel.Dir.][ Mode ][ Info. ]

[     ][▓▓▓▓][     ][     ]
```
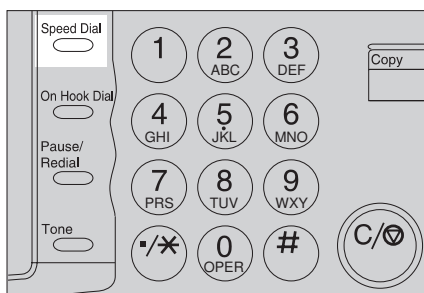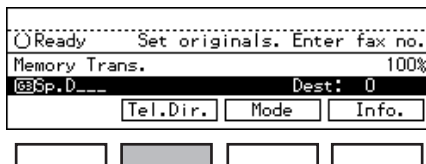
4 Press the Quick Dial key corresponding to the search letter (A to Z).

```
[A ][B ][C ][D ][E ][F ][G ]
[H ][I ][J ][K ][L ][M ][N ]
[O ][P ][Q ][R ][S ][T ][U ]
[V ][W ][X ][Y ][Z ][  ][△ ]
```
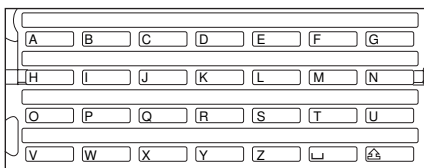
❑ The names or fax numbers registered in Speed Dials are shown in numerical order on the display.
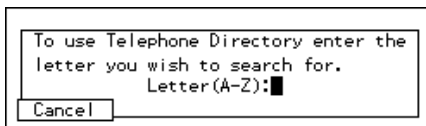
```
To use Telephone Directory enter the
letter you wish to search for.
          Letter(A-Z):█
[ Cancel ]
```

5 Enter the two-digit code (00 to 99) or three-digit code (000 to 999) for the destination with the number keys.

```
<Tel. Dir.[A]> Enter Speed Dial No. ▐▐▐
Sp.D000 ABC COMPA~

                              [ Cancel ]
```
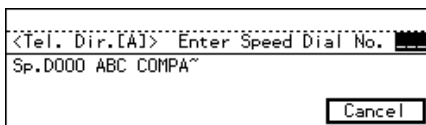
Hint

❑ If the list does not contain the desired destination, press [Prev.] or [Next].

❑ If you make a mistake, press the **Clear/Stop** key to try again.

❑ If you wish to dial another destination, press [Add] and dial another fax number.

6 Press the **Start** key.

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Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send the messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example "Branch Offices") which will be displayed before you press the **Start** key.

Hint

❑ Up to 9 groups can be programmed.

❑ Up to 200 destinations can be included in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destinations.

❑ A Transfer Station can also be included in a Group. However, a Group containing a Transfer Station cannot be used for normal transmission. ⇒ See "Multistep Transfer Group" on page 175.

Restrictions

❑ A Quick Dial included in a Group cannot be used for other functions.

❑ Group Dial can be used only for Memory Transmission; it cannot be used for Immediate Transmission.

Before operation

❑ Make sure that the Immediate Trans. indicator is off. If it is on, press the **Memory Trans.** key to turn it off.

1 Place an original and select any scan settings you require.

2 Press the Quick Dial key in which the Group is programmed.

❑ The Group number is shown on the display. If the Group name is programmed, the name is also shown on the display.
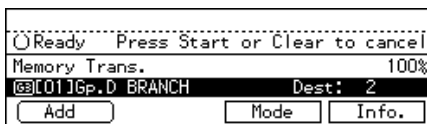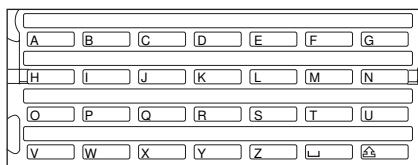
Hint

❑ If you make a mistake, press the **Clear/Stop** key and start again.

❑ If you wish to dial another destination, press [Add] and dial another fax number.

3 Press the **Start** key.

Optional Group Dial (Function Upgrade Card Required)

If the Optional Group Dial function is registered to a User Function key, just press the User Function key and enter the Optional Group number (10-30) to dial.
Optional Groups can be used to specify several destinations at a time. Up to 9 Groups can be registered, and up to 21 Optional Groups can be registered.

Cross-reference

"Registering an Optional Group" ⇒ See page 145.

Hint

❑ Up to 200 destinations can be included in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destinations.

❑ A Transfer Station can also be included in a Group. However, a Group containing a Transfer Station cannot be used for normal transmission. ⇒ See "Multistep Transfer" on page 175.

Restrictions

❑ Optional Group Dial can be used only for Memory Transmission; it cannot be used for Immediate Transmission.

Before operation

❑ To use this function, you need to have registered the Optional Group Dial function in a User Function key. ⇒ See "Assigning User Function Keys" on page 167.

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1 Place an original and select any scan settings you require.

2 Press the user function key (F1 through F4) in which the optional Group Dial function is registered.
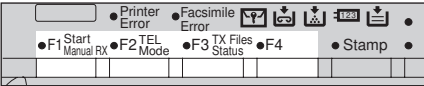
3 Enter an Optional Group number with the number keys.

❑ The Optional Group number is shown on the display. If the Group name is registered, the name is also shown on the display.
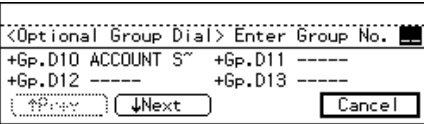
Hint

❑ If you make a mistake, press the **Clear/Stop** key to specify again.

❑ If you dial more destinations, press [Add] to dial other fax numbers.

4 Press the **Start** key.

Redial

The machine memorizes the last 10 destinations that have been dialed.

1 Press the **Pause/Redial** key.

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2 A list of previously dialed numbers will flash up. If you cannot see the number you need use the [↑Prev] and [↓Next] keys to scroll through them. Then enter the code for the number you wish to redial, e.g. "01".

```
<Redial>      Enter no. of destination ▄▄
01 471312262        02 471316626
03 226231471        04 7645
  ↑Prev     ↓Next              Cancel
```

Sending a Fax Message

Restrictions

❏ The following kinds of destinations are not memorized:

- Quick dial
- Speed dial
- Group dial
- Destination dialed by a Program
- Destination dialed as an End Receiver for Transfer Request
- Destination dialed using the external telephone keypad (option)
- Destination dialed by Redial (regarded as already memorized)
- Any destinations after the first number if multiple destinations were dialed.

❏ Redail will only work if you have not entered any digits of the number already. If you press the **Pause/Redial** key after entering digits, a pause is inserted.

Hint

❏ If the receiver uses a facsimile of the same manufacturer that is capable of registering the RTI, the name may be shown on the display instead of the fax number.

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Stamp

When sending a fax message using the ADF, the machine can stamp a circle mark at the bottom of the original. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.

Hint

❏ When the stamp becomes lighter, replace the cartridge. ⇒ See "Replacing the Stamp Cartridge" on page 220.
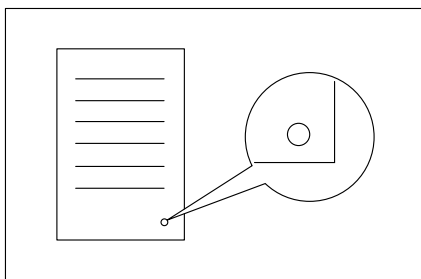
Restriction

❏ This machine stamps only when the original is placed in the ADF.

Hint

❏ If a page was not stamped even if the stamp feature is on, re-send the page.

❏ The User Parameters (see page 203) can be used to switch the stamp feature on or off. This parameter setting can be overridden by pressing the **Stamp** key. The default setting is Off.

1 Press the **Stamp** key.

❏ Each time you press the **Stamp** key, the indicator toggles on and off. When lit, stamp is on.
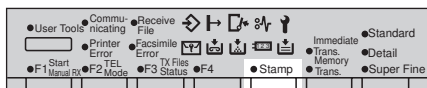
ID Transmission

This feature allows you to restrict transmission of messages only to machines of same make, and only to machines that have the same Polling ID registered. With the transmission options, you can switch ID transmission on and off for each separate transmission.

Hint

❑ The User Parameter (see page 203) can be used to switch ID transmission on or off. The default setting is Off.

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Receiving a Fax Message

Overview

Your machine receives fax messages in two ways:

❑ Immediate Reception

❑ Memory Reception

Usually, machine automatically chooses the method depending on the situation. However, Memory Reception may be turned off (see "User Parameters" page 203).

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.
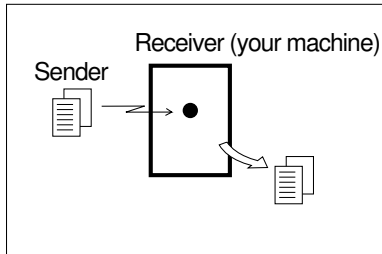
◆Display during Reception


```
 PARIS BRANCH      A4→A4       P001
○Ready     Set originals. Enter fax no.
Memory Trans.                       100%
▣                         Dest:   0
                     Mode    Info.
```

On the first line is the receiver's RTI or CSI.

◆Resolution at Reception

This machine supports Standard and Detail resolutions for reception.
If you do not have the High Resolution Card option, faxes sent at Super Fine resolution will be printed on your machine at Standard resolution.
This way result in a slightly different image.
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. This method is used with the following features:

- Two in one (see page 72)
- Multi-copy when set to multiple copies (see page 71)
- Reverse Order Printing (see page 73)
- Substitute Reception (see page 64)
- 2-sided Printing (Optional Duplex Tray And Memory Card or Hard Disk required: see page 71)
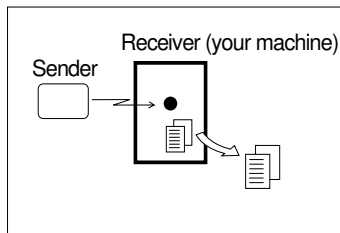
Restriction
❑ Machine may not receive fax messages when the free memory space is low.

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

IMPORTANT
❑ All the messages stored in memory are deleted if the power is switched off for more then one hour. However, notae that if the Hard Disk option is installed, all stored messages are not deleted.

❑ If the machine is left with Memory Reception mode switched on, it may not be able to receive large numbers of messages or messages with a lot of information. In such a case, we recommend you to switch Memory Reception mode off or add memory card.

Substitute Reception

If any of the following conditions are met, this 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 in Substitute Reception mode are automatically printed when the condition which caused the machine to start Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- The front or side cover is open
- A fax is received during a copy or print run

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

Hint

❑ When this machine starts Substitute Reception, the Receive File indicator lights.

❑ User Parameters (see page 203) can be used to switch Substitute Reception on or off. The default setting is on.

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

Screening 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 identification (RTI/CSI).
To settings are available:
❑ "When RTI or CSI is received"

❑ "Unconditional"

Hint

❑ The default setting is "When RTI or CSI is received", i.e. only store messages when the RTI/CSI is present. You can change this with the User Parameters (see page 203).

❑ Even if the sender does not have an RTI or CSI, the machine will still receive messages using Substitute Reception if:

– paper becomes jammed while the main switch is on.
– for some reason printing is not possible e.g. a copy job is in progress.

◆**When RTI or CSI is received**

The machine switches to Substitute Reception only when the sender has programmed their RTI or CSI. If the power is switched off for more than an hour, all the messages received into memory are deleted. In such a case, the Power Failure Report or the TCR can be used to identify which messages are lost and ask the senders to re-send them.

IMPORTANT

❑ If the sender has not programmed their RTI or CSI, the machine may reject an important fax message. We recommend you to ask the sender to register an RTI or CSI in advance.

◆**Unconditional Substitute Reception**

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their RTI or CSI.

SELECTING THE RECEPTION MODE

There are two ways you can set up your machine to handle incoming calls:

❑ Fax mode

❑ Telephone mode (handset option or external telephone required)

The default setting is Fax mode. You can change to Telephone mode with the User Tools (see page 135).

Fax Mode (Auto Reception Mode)

When a telephone call comes in, the machine receives it automatically as a fax message. Use this setting for a dedicated fax line.

Telephone Mode

When a call comes in you have to pick up the handset or external telephone and decide whether the call is a fax message yourself. If you hear a voice, continue your conversation as you would with a normal telephone. If you hear high pitched beeps, instruct the machine to receive the fax by following the procedure below.
Use this setting if you wish to share the line between the fax machine and a telephone.

◆**Receiving a Fax in Telephone Mode**

A User Function key must be programmed beforehand as the Start Manual RX key (see page 167).
The default setting is F1 key.

1   When the machine rings, pick up the handset.

2   If you hear beeps, press the User Function key (F1) which has been programmed as the Receive Mode key.

3   Replace the handset. The machine will start receiving.

◆**Changing Fax Mode to Telephone Mode**

A User Function key must be programmed beforehand as the TEL Mode key. The default setting is F2 key.
If you wish to change the reception mode, press the User Function key (F2) which has been programmed as Reception Mode key.

Transfer Station

Transfer Stations allow you to expand the standard features of your fax machine to set up complex networks. The Transfer station must be machines of the same make. The following terminology is used in this section.

◆Requesting Party

The machine where the message originates from, i.e. the machine making a Transfer Request.

◆Transfer Station

The machine that forwards the incoming message to another destination, i.e. the machine that receives the Transfer Request. In this section this refers to your machine.

◆End Receiver

The final destination of the message, i.e. the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station (this machine).
The diagram below may make the concept clearer.

Receiving a Fax Message
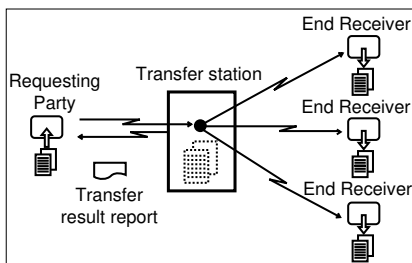
Cross-reference

"Transfer Request" ⇒ See page 101.

Restrictions

❑ Polling ID's of the Requesting Party and Transfer Station must be identical for this feature to work.

❑ This machine will not receive a Transfer Tequest unless it has enough free memory to store two or more destinations dialed from the number keys.

❑ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 200, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

◆**Multi-step Transfer (Memory Card or Hard Disk option required)**

The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations. By programming the end receivers in a Transfer Station Group, you can enable this machine to transfer messages onto other transfer stations.

For more information, contact your service representative.

This feature can only be used if the machines are made by the same maker.

Cross-reference

See "Multistep Transfer Group" ⇒ See page 175.

◆**Sending the Transfer Result Report**

This machine compares the own fax number of the Requesting Party with the Requesting Party's number programmed in a Quick Dial or Speed Dial, and if the lower five digits of the two numbers match, it sends the Transfer Result report to the Requesting Party.

(Example)

Requesting Party's own dial number: 001813-111<u>12222</u>
Transfer Station's Quick Dial: 03-111<u>12222</u>

Transfer Result Report

This reports whether transmission to the End Receivers was successful or not. When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party. You must program the fax number of the requesting party in a Quick Dial (see page 138) or Speed Dial (see page 149) in the Transfer Station.

Before operation

❑ Register the own fax number in advance. ⇒ See "G3 Analog Line setting" on page 197.

Hint

❑ By default, a portion of the original image is printed on this report. You can turn this off with the User Parameters (see page 203).

ID Reception

If you wish to limit reception of messages to those from machines of the same make and with the same Polling ID, contact your service representative to turn this feature on.

Print Completion Beep

By default, this machine beeps to let you know when a recieved message has been printed.

Hint

❑ You can alter the volume of the beep or turn it off completely (set the volume to 0). See "Volume Control" on page 192.

Checkered Mark

By default, a checkered mark is printed on the first page of fax messages to help you separate them.
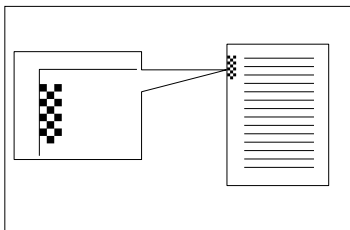
Hint

❑ This feature can turned off. See "User Parameters" on page 166 and 203.

Receiving a Fax Message

Center Mark

This machine can marks printed halfway the left side and at the top center of each page received. This makes it easy for you to position the hole puncher correctly when you file received messages.
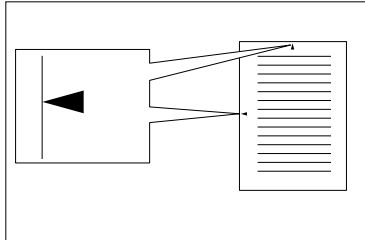
Restrictions

❑ The center mark may deviate a little from the exact center of the edge.

Hint

❑ This feature can turned on. See "User Parameters" on page 166 and 203.

Reception Time

The date and time of reception can be printed at the bottom of the received message. This is turned on by default. To turn it on, see "User Parameters" on page 166 and 203.

Restriction

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

Hint

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

Multi-copy Reception (Memory Card Or Hard Disk Option Required)

If you switch this feature on, more than one copy of each incoming fax message can be printed. You can also choose to have multiple copies made of messages from particular senders (see page 166 and 183).
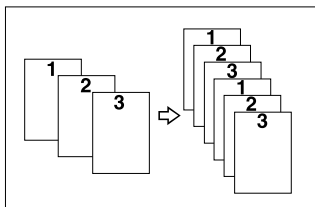
Restrictions

❑ The maximum number of copies that can be made of each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 9.

Hint

❑ By default this feature is turned off. To switch it on, see "User Parameters" on page 203. Note that the machine will use Memory Reception for Multi-copy.

2-Sided Printing (Optional Duplex Tray And Memory Card Or Hard Disk Required)

With this option installed, a received message can be printed on both sides of the paper. By default this feature is turned off. To switch it on, see "Initial Setup RX" on page 166 and 183. If you switch this feature on, select length-wise ⤺ copy paper.
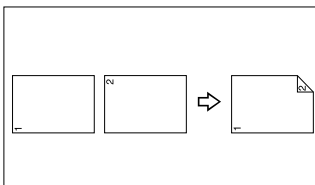
Restrictions

❑ This feature can work only when all the pages of a received message have the same width and the all the messages can be received into memory.
❑ Note that the machine will use Memory Reception for 2-Sided Printing.
❑ This feature cannot be used with Two in One.
❑ Printouts may vary in their direction/orientation depending on how the sender set them.

Hint

❑ You can choose to have messages only from selected locations printed in this way. see page 166 and 183.

Image Rotation

If you have installed the paper in the cassette sideways, incoming fax messages will be rotated automatically to fit on the paper.
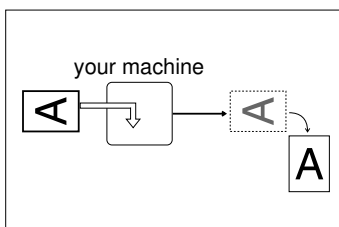
Restrictions

❑ You can specify received messages to be printed from the Paper feed Tray (see pages 205).

Two In One

When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this feature on. This can help you economize on paper.

- Two A5 ▯ messages are printed side by side on a sheet of A4 ▭.
- Two B5 ▯ messages are printed side by side on a sheet of B4 ▭.
- Two A4 ▯ messages are printed side by side on a sheet of A3 ▭.
- Two 8½ × 5.5" ▯ messages are printed side by side on a sheet of 8½ × 11" ▭.
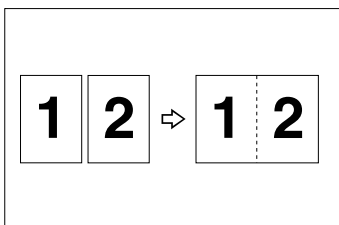
Restrictions

❑ This feature does not work with messages larger than A5 ▯, B5 ▯, A4 ▯, or LT ▯. When A5 ▯, B5 ▯, A4 ▯ or LT ▯ size paper is loaded in the machine, each page of the received message is output on a single sheet.

Hint

❑ By default this feature is turned off. Switch it on with the User Parameters (see page 203). Note that when on, this feature will use Memory Reception.

Page Separation and Length Reduction (not available in some countries)

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 can be reduced and printed on a single sheet. For example, when LT ⊐ paper is loaded, this feature splits the received message if the excess length is about 0.79" or more, and reduces it if the excess length is within about 0.79". When a message is split, the split mark (∗) is inserted at the split position and about 0.39" split area is duplicated on the top of the second sheet.

ABC ⇨ AB BC

(Document)
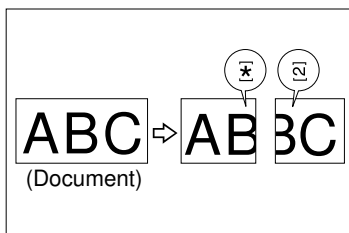
Hint

❑ Your service representative can customize this feature with the following settings. Bracketed values are defaults.

•Reduction (ON)   •Print split mark (ON)
•Overprinting (ON)   •Overprinting length (0.39")
•Guideline for split (when message is 0.79" longer than paper)

❑ The overprinting length may be changed as follows.

• Guideline for split   :   0 ~ 6.1"
• Overprinting length   :   0.16", 0.39", 0.79", 1.57"

Reverse Order Printing

Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine will start printing the message from the last page received. By default this feature is turned off. To switch it on, see "Initial Setup RX" on page 166. Note that when on, this feature will use Memory Reception.
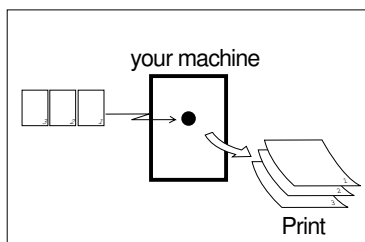
your machine

Print

Page Reduction

If you have switched this feature on and you receive a message that is longer than the paper in the cassette, usualy the machine prints it on two pages. In this feature the machine reduces the width and length of the received image so that it will fit on one page. If LT ⊡ paper size is loaded and a message of LG ⊡ size is received, the machine will reduce the message to a single LT ⊡ sheet.

Cross-reference

"Length Reduction" ⇒ See page 73.
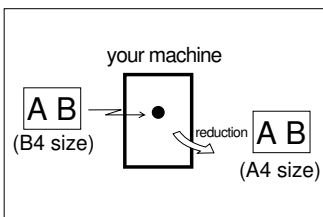
Hint

❏ By default this feature is turned off. Switch it on with the User Parameters (see page 203).

TSI Print

Usually the sender's TTI is printed on received messages. If the sender has not programmed their TTI, you will not be able to identify them. However, if you turn this feature on, the sender's RTI or CSI is printed instead so you can find out where the message came from.

Hint

❏ By default this feature is turned on. Switch it off with the User Parameters (see page 203).

CIL/TID Print (ISDN unit required)

Two features are provided for identification of messages received by G4 (ISDN). If turned on, this information will be printed on every page. Turn CIL and TID on and off with the User Parameters (see page 203). The CIL (Call Identification Line) refers to the combination of the receiver's own fax number, name, the sender's own fax number and name, the communication date, and page number. The default setting is on. The TID refers to the name registered by the sender in their TTI. The default setting is off.

Restriction

❏ This feature is avairable only when receive in G4 mode.

Hint

❏ As default CIL print is turned on. Switch it off with the User Parameters (see page 203).

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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 LG (8.5 × 14") ▱ installed and you receive an LT (8.5 × 11") ▱ size message, check the LT (8.5 × 11") column of the table below. The paper size at the top has the highest priority. In this case, since LG (8.5 × 14") ▱ is higher priority than DLT (11 × 17") ▯, the message is printed on LG (8.5 × 14") ▱.

Priority Table

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20 mm
Width or Length Priority	Width

↱ : Image Rotation
▢ : Half of the page is blank
▤ : Page Reduction

Priority Table (Paper Select Priorities vs. Received Image Size)

Paper Select Priorities	A3	B4	A4	A4	B5	A5	11x17"	8.5x14"	8.5x11"	8.5x11"	F/F4
1	A3	B4	A4	A4	B5	A5	A3	8.5x14"	8.5x11"	A4	F/F4
2	11x17"	A3	A4	A4	B5	8.5x11"	11x17"	A4	8.5x11"	A4	8.5x14"
3	A4	11x17"	F/F4	8.5x11"	B4	8.5x11"	A4	A4	A4	8.5x11"	A4
4	A4	B5	8.5x14"	8.5x11"	A4	A4	A4	8.5x11"	A4	8.5x11"	A4
5	8.5x11"	B5	A3	A3	A4	A4	8.5x11"	8.5x11"	F/F4	A3	8.5x11"
6	8.5x11"	A4	8.5x11"	F/F4	8.5x11"	F/F4	8.5x11"	F/F4	8.5x14"	F/F4	8.5x11"
7	F/F4	A4	8.5x11"	11x17"	8.5x11"	8.5x14"	F/F4	B4	A3	11x17"	B4
8	B4	8.5x11"	B4	B4	F/F4	B5	B4	A3	B4	B4	A3
9	8.5x14"	8.5x11"	11x17"	8.5x14"	A3	B5	8.5x14"	11x17"	11x17"	8.5x14"	11x17"
10		F/F4	A5		11x17"	A3		A5	A5		A5
11		8.5x14"	B5		8.5x14"	B4		B5	B5		B5
12			B5			11x17"		B5	B5		B5

⇐ ▯ Lengthwise

⇐ ▭ Sideways

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- ▯▯ and ▱▱ indicate that the message is split over two pages of paper with the orientation and size shown.
- The mark (◺) are rotated by 90° and printed using Image Rotation.

Advanced Transmission Features

Overview

This feature describes various options that you can choose when sending a fax message. The selections you make will only apply to the current fax message.

SEND LATER

Choose the Send Later feature if you want your fax message sent at a time anywhere up to 23 hours 59 minutes later in the future. Once programmed, the machine will automatically send the message at the time you have specified. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

To facilitate this process, you can program the time when your phone charges become cheaper as the Economy Transmission time (see page 195). Then, for each non-urgent message, just select Send Later with Economy Transmission when scanning in, and your messages will start being automatically sent in the future.

Transmitter

Receiver

Send Later
at 21:00 (9:00PM)
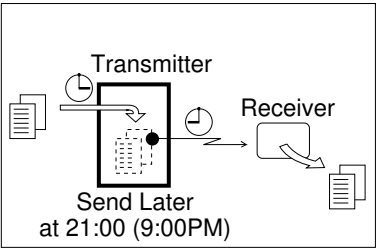
❏ If you wish to use Economy Transmission, program the time when your phone charges get cheaper (see page 195).

❏ This feature is only avairable with the memory transmission.

1 Place an original and select any scan settings you require.

2 Press [Mode].

❏ The Transmission Mode menu appears.


```
○Ready    Set originals. Enter fax no.
Memory Trans.                        100%
G3L                           Dest:   0
                         Mode   Info.
```
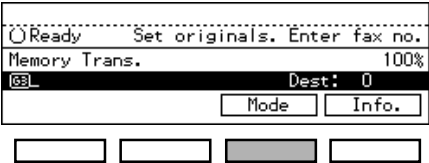
3 Enter the "Send Later" function number with number keys.

```
┌─────────────────────────────────────┐
│■Transmission Mode    Enter number ▇ │
│01 Send Later       02 Confidential TX│
│03 Personal Code    04 Auto Document  │
│ ⇑Prev   ↓Next              Exit     │
└─────────────────────────────────────┘
```

4 Enter the time with the number keys, or press [Economy TX]. Press [AM ↔ PM] to switch between AM and PM.

```
┌─────────────────────────────────────┐
│<Send Later>    Enter time(12hr format)│
│                         Time:09:58AM │
│            Start time __:__AM        │
│(Economy TX)(AM↔PM) Cancel     OK     │
└─────────────────────────────────────┘
```
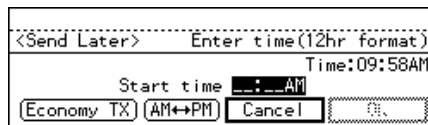
❑ Depending on your area, some machines may use the 24 hour clock and you do not have to press [AM ↔ PM]. For example, to enter 6PM, enter 18:00.

Hint

❑ If the current time shown on the display is not correct, adjust it. ⇒ See "Adjusting the Date and Time" on page 207.

❑ When entering numbers smaller than 10, add a leading zero.

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

❑ To cancel Send Later, press [Cancel] and the display will return to the Transmission Mode menu.

5 Press [OK].

❑ The Transmission Mode menu is shown on the display. A check mark is added to Send Later.

6 Press [Exit].

❑ The initial display is shown.

```
┌─────────────────────────────────────┐
│■Transmission Mode    Enter number ▇ │
│01✓Send Later       02 Confidential TX│
│03 Personal Code    04 Auto Document  │
│ ⇑Prev   ↓Next              Exit     │
└─────────────────────────────────────┘
```
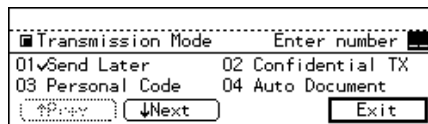
Hint

❑ "Send Later" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Other" is displayed.

7 Dial and press the **Start** key.

```
┌─────────────────────────────────────┐
│○Ready    Set originals. Enter fax no.│
│Memory Trans. Send Later         100% │
│G3L                      Dest:  0     │
│                    Mode    Info.     │
└─────────────────────────────────────┘
```

◆**To cancel the specified time:**

Use a Canceling a Transmission function (see page 110).

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CONFIDENTIAL TRANSMISSION

If you do not want your message to be picked up casually at the other end, use this feature. The message will be stored in memory at the other end and will not be printed until an ID is entered.

❑ The destination machine must be of the same make and have the Confidential Reception feature

❑ The destination machine must have enough memory available

❑ The receiver must program their Confidential ID beforehand

❑ An ID can be any 4 digit number except 0000

There are two types of Confidential Transmission:
❑ Default ID

❑ ID Override

◆Default ID

The other party can print the message by entering the Confidential ID programmed in their machine.

◆ID Override

Should you wish to send a confidential message to a particular person at the other end, you can specify the Condidential ID that that person has to enter to see that message. Before you send the message, don't forget to tell the intended receiver the ID that must be entered to print it.
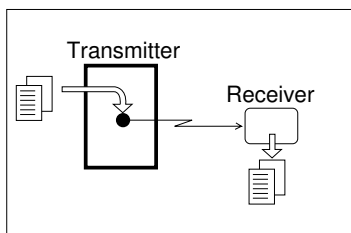
Before operation

❑ If you install the Memory Card or Hard Disk options, program the Confidential ID.
⇒ See "Registering the ID" in "FAX Initial Setup" on page 196.

1 Place an original and select any scan settings you require.

2 Press [Mode].

❑ The Transmission Mode menu appears.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
GB▐                        Dest:   0
                        Mode     Info.
```
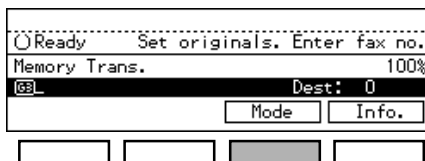
3 Enter the "Confidential TX" function number with the number keys.

```
■Transmission Mode        Enter number
01 Send Later         02 Confidential TX
03 Personal Code      04 Auto Document
  ↑Prev.    ↓Next                 Exit
```
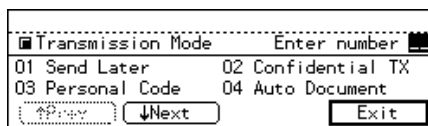
4 Depending on the Confidential Transmission type, use one of the following procedures:

Default ID

1 Press the ⬅ or ➡ keys to turn Default ID on and press [OK].

❑ The Transmission Mode menu is shown again. A check mark is added to Confidential TX.

```
<Confidential TX>  Select mode with⬅➡
       Default ID / ID Override
                        Cancel     OK
```
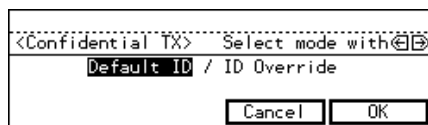
Hint

❑ To cancel the Confidential Transmission, press [Cancel]. The Transmission Mode menu is shown on the display.

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Override ID

1 Press the ⬅ or ➡ keys to turn
Overide ID on.

```
<Confidential TX>   Select mode with⬅➡
        Default ID / ID Override
                        Cancel     OK
```

2 Enter the Confidential ID (4-digit
number) with the number keys
and press [OK].

```
<Confidential TX>   Enter Confidential ID
        Default ID / ID Override____
                        Cancel      OL.
```

❑ The Transmission Mode menu
is shown again. A check mark
is added to Confidential TX.

5 Press [Exit].

```
■Transmission Mode        Enter number ■■
01 Send Later        02✓Confidential TX
03 Personal Code     04 Auto Document
  ↑Prev   ↓Next                  Exit
```

❑ The initial display is shown.

```
○Ready       Set originals. Enter fax no.
Memory Trans. Conf.Trans              100%
🖃L                         Dest:  0
                          Mode    Info.
```

Hint

❑ "Conf. Trans" is shown on the display. If you set up another advanced transmis-
sion function (except Polling Reception), "Other" is displayed.

6 Dial and press the **Start** key.

PERSONAL CODE TRANSMISSION

Personal Codes allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes or the names programmed for the codes will be printed in the TCR (see page 123) and other reports. This will help you to check up on who has been using the machine and how often.

Restriction

❑ Personal codes may be any 4-digit number except 0000 (0001 through 9999). You can program up to 20 personal codes. If the Function Upgrade Card is installed, up to 50 personal codes can be programmed. ⇒ See "Registering the Personal Codes" on page 169.

1 Place an original and select any scan settings you require.

2 Press [Mode].

❑ The Transmission Mode menu appears.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
63L                          Dest:  0
                          Mode    Info.
```

3 Enter a "Personal Code" function number with the number keys.

```
■Transmission Mode      Enter number
01 Send Later      02 Confidential TX
03 Personal Code   04 Auto Document
 ↑Prev    ↓Next              Exit
```
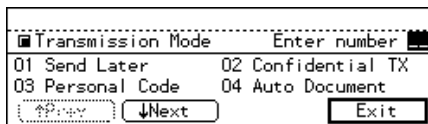
4 Enter a personal code (4-digit number) with the number keys.

```
<Personal Code>    Enter Personal Code
        Personal Code
                          Cancel    OK
```

Hint

❑ If a personal code is programmed with a name, it is shown below the personal code on the display.

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

❑ To cancel the Personal Code Transmission, press [Cancel]. The Transmission Mode menu is shown on the display.

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5 Press [OK].

❑ The Transmission Mode menu is shown again. A check mark is added to "Personal Code".

6 Press [Exit].

```
▪Transmission Mode      Enter number ▪▪
01 Send Later        02 Confidential TX
03✓Personal Code      04 Auto Document
  ⬆Prev    ⬇Next                   Exit
```

❑ The initial display is shown.

```
◯Ready    Set originals. Enter fax no.
Memory Trans. Pers. Code0824        100%
▨                          Dest:  0
                           Mode    Info.
```

Hint

❑ "Pers. Code XXXX" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Other " is displayed.

7 Dial and press the **Start** key.

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SENDING AN AUTO DOCUMENT

If you often have to send a particular page to people (e.g. a map, a standard attachment or a set of instructions), store it as an Auto Document in a Quick Dial key. Then, when you need to send that page to somebody, you just press the Quick Dial that you stored it in instead of having to scan the whole page in again. You can send only an Auto Documents or send it at the same time as sending another original.

IMPORTANT

❑ When you store or change an Auto Document, we recommend that print the Auto Document list (see page 159).

Restrictions

❑ A containing an Auto Document can be specified for each transmission.

❑ You can store up to 6 Auto Documents. ⇒ See "Registering and Deleting an Auto Document" on page 157.

Hint

❑ Originals with Auto Documents are sent by Memory Transmission.

❑ When sending an Auto Document with another original, the Auto Document is sent first.

❑ Storing Auto Documents reduces the amount of free memory slightly. If you need that memory, delete the Auto Documents.

❑ You can print an Auto Document or a summary of Auto Documents in memory. ⇒ See "Reports" on page 164.

1 Place an original and select any scan settings you require.

2 Press [Mode].

❑ The Transmission Mode menu appears.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
GBL                         Dest:   0
                          Mode    Info.
```

```
[    ] [    ] [▧] [    ]
```

3 Enter the "Auto Document" function number with the number keys.

```
■Transmission Mode      Enter number ▨
01 Send Later        02 Confidential TX
03 Personal Code     04 Auto Document
 ↑Prev   ↓Next              Exit
```

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4 Enter the number of the Auto Document you want to send with the number keys.

```
<Auto Document>         Enter Document No.
Doc. ▆▆   | 01ATTACHMENT  02MAP
          | 03-----       04-----
  ↑Prev    ↓Next    Cancel      OK
```

Hint

❑ If the list does not contain the Auto Document you want to send, press [Prev.] or [Next].

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

❑ To cancel the Auto Document, press [Cancel]. The Transmission Mode menu is shown.

5 If you are sending the Auto Document alone, press [OK]. If you wish to send it with another original, press ⌗.

```
[01 ATTACHMENT ] is attached to
the 1st page of original(s).
*Press ⌗ to send only this document.
                    ⌗  |     OK
```

6 Press [OK].

❑ The Transmission Mode menu is redisplayed. A check mark is added to "Auto Document".

7 Press [Exit].

```
■Transmission Mode      Enter number ▆▆
01 Send Later       02 Confidential TX
03 Personal Code    04✓Auto Document
  ↑Prev    ↓Next                Exit
```

❑ The initial display is shown.

```
◯Ready      Set originals. Enter fax no.
Memory Trans. Auto Doc.              99%
▦L                            Dest:  0
                        Mode      Info.
```

Hint

❑ "Auto Document" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Other" is displayed.

8 Dial and press the **Start** key.

2-SIDED TRANSMISSION (DOUBLE-SIDED TRANSMISSION)

Use to send 2-sided originals from the ARDF. Both sides of an original can be scanned. The front and back of the scanned original will be printed in order, on separate sheets at the other end. Notes, however that the orientation of alternate sheets will be reversed at the other end.

1 Place an original on the ARDF and select any scan settings you require.

2 Press [Mode].

❑ The Transmission Mode menu appears.

```
○Ready     Set originals. Enter fax no.
Memory Trans.                          99%
🔲                          Dest:    0
                        Mode    Info.
```

3 Enter the "2-Sided TX" function number with the number keys.

```
▣Transmission Mode     Enter number 📖
05 2-Sided TX      06 Book Fax
07 Irreg. Scan Area 08 Trans. Deadline
↑Prev   ↓Next                    Exit
```

4 Press the ◀ or ▶ key, to select the first page you want scanned both sides.

```
<2-Sided TX>        Select mode with◀▶
 From 2nd sheet / From 1st sheet
                        Cancel    OK
```

5 Press [OK].

6 Press [EXIT].

```
▣Transmission Mode     Enter number 📖
05✓2-Sided TX      06 Book Fax
07 Irreg. Scan Area 08 Trans. Deadline
↑Prev   ↓Next                    Exit
```

❑ The initial display is shown.

```
○Ready     Set originals. Enter fax no.
Memory Trans. 2-Sided TX               99%
🔲                          Dest:    0
                        Mode    Info.
```

Hint

❑ "2-Sided TX" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Other" is displayed.

7 Dial and press the Start key.

BOOK FAX

Use to send book originals from the exposure glass. Pages are scanned in the order shown below.
Note that depending on the paper sizes available on the destination machine, the message may be reduced when printed.

```
┌─────────────────────────────────┐
│     ╲                           │
│    ┌──┬──┐      ┌───┬───┐       │
│    │ J│ S│  ⇨   │ 1 │ 2 │       │
│    │  │  │      │   │   │       │
│    └──┴──┘      └───┴───┘       │
│          Exposure glass         │
└─────────────────────────────────┘
```
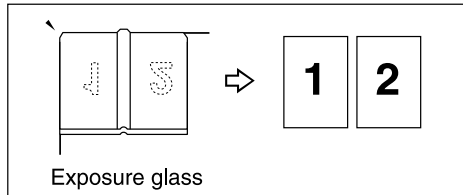
1 Place an original on the exposure glass and select any scan settings you require.

2 Press [Mode].

❑ The Transmission Mode menu appears.

```
┌──────────────────────────────────────┐
│ ○Ready    Set originals. Enter fax no.│
│ Memory Trans.              99%        │
│ ⬛L                  Dest:  0         │
│                    [ Mode ][ Info. ]  │
└──────────────────────────────────────┘
   [      ][      ][▒▒▒▒▒▒][      ]
```
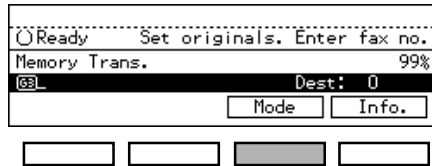
3 Enter the "Book Fax" function number with the number keys.

```
┌──────────────────────────────────────┐
│ ⬛Transmission Mode    Enter number 📖│
│ 05 2-Sided TX      06 Book Fax       │
│ 07 Irreg. Scan Area 08 Trans. Deadline│
│ [ ↑Prev ][ ↓Next ]          [ Exit ] │
└──────────────────────────────────────┘
```
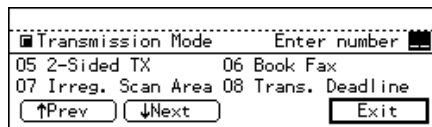
4 Press the ⬅ or ➡ key to change the size of the original.

```
┌──────────────────────────────────────┐
│ <Book Fax>        Select size with⬅|➡│
│                      ▶ From Page 1   │
│     11x17🔲 / 8½x14🔲 / 8½x11🔲       │
│ [ ▶Pages ]        [ Cancel ][ OK ]   │
└──────────────────────────────────────┘
```
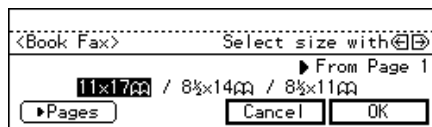
Hint

❑ To cancel this mode, press [Cancel]. The Transmission Mode menu is shown on the display.

❑ If you choose A3 📖, the original will be sent by Image Rotation Transmission.

5 Press [▶Pages] to toggle between from page 1 to from page 2 (see middle right corner of the display).

<Book Fax>   Select size with⬅⮕
                              ▶ From Page 2
          11x17 / 8½x14 / 8½x11
(▶Pages)   [Cancel]   [OK]
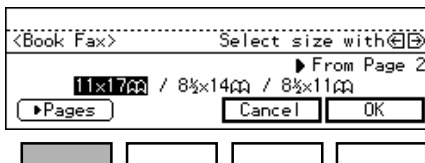
Hint

❏ Select "From Page 1" to send a book original from the first page. Select "From Page 2" if you want to send a cover letter as the first page.

6 Press [OK].

❏ The Transmission Mode menu is shown. A check mark is added to Book Fax.

7 Press [Exit].

Transmission Mode   Enter number
05 2-Sided TX   06✓Book Fax
07 Irreg. Scan Area 08 Trans. Deadline
(↑Prev) (↓Next)   [Exit]

❏ The initial display is shown.

○Ready   Set originals. Enter fax no.
Memory Trans. Book Fax   99%
⊞L   Dest: 0
                      [Mode] [Info.]
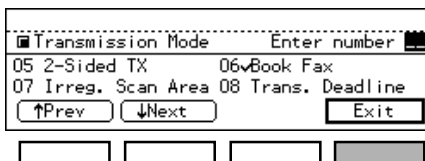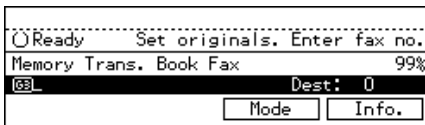
Hint

❏ "Book Fax" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Other" is displayed.

8 Dial and press the **Start** key.

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CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)

Usually the machine automatically detects the size of an original when it is scanned. However, you may wish to override this and choose the area to be scanned yourself.

You can either choose one of the standard paper sizes (A4 ⊡⊡, B4⊡, A3⊡, 8½ × 11" ⊡⊡, 8½ × 14"⊡, 11" × 17"⊡) or one of two custom sizes programmed in advance (Area 1 and Area 2). For more information on setting the custom sizes, see page 160.

Although you can specify a different scan area for each page when using the exposure glass, only one size is allowed when scanning from the ADF.
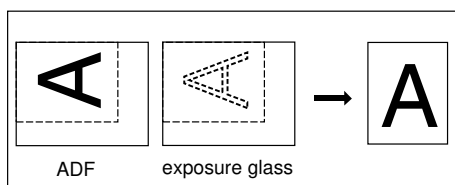
ADF   exposure glass

1 Place the original and select any scan settings you require.

2 Press [Mode].

❑ The Transmission Mode menu appears.

```
◯Ready      Set originals. Enter fax no.
Memory Trans.                         99%
G3                             Dest:  0
                        [ Mode ] [ Info. ]
```
[ ][ ][▨][ ]

3 Enter the "Irreg. Scan Area" function number with the number keys.

```
■Transmission Mode     Enter number ■■
05 2-Sided TX      06 Book Fax
07 Irreg. Scan Area 08 Trans. Deadline
[ ↑Prev ] [ ↓Next ]              [ Exit ]
```

4 Press the ◀ or ▶ key to select the size.

```
<Irreg. Scan Area> Select area with◀▶
Area 1/Area 2/8½×11 ⊡/8½×11 ⊡/8½×14 ⊡
/11×17⊡/A4 ⊡/A4 ⊡/A3 ⊡/B4 ⊡
[ Status ]          [ Cancel ] [ OK ]
```

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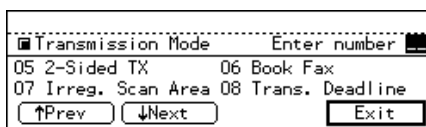
Hint

❑ To see what paper sizes have been programmed, press [Status].

❑ To cancel the Irregular Scan area setting, press [Cancel]. The Transmission Mode menu is shown.

5 Press [OK].

❑ The Transmission Mode menu is shown again. A check mark is added to Irregular Scan Area.

6 Press [Exit].

```
▣Transmission Mode    Enter number ▥
05 2-Sided TX        06 Book Fax
07✓Irreg. Scan Area 08 Trans. Deadline
 (↑Prev ) (↓Next )              Exit
```

❑ The initial display is shown.

```
○Ready    Set originals. Enter fax no.
Memory Trans. Irreg.Area           99%
G3⌐                      Dest:  0
                        Mode   Info.
```
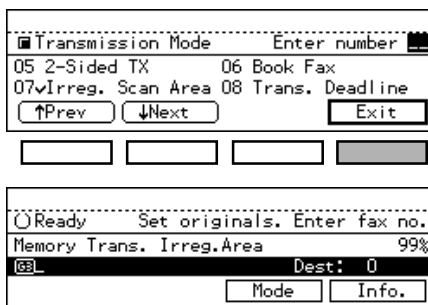
Hint

❑ "Irreg. Scan Area" is shown on the display. If you set up another advanced transmission function (Polling Reception), "Other" is displayed.

7 Dial and press the **Start** key.

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TRANSMISSION DEADLINE (TRD)

If you have to send a message before a certain time, specify the deadline for transmission. When it cannot be sent because the line is busy, for example, the machine redials at intervals of five minutes any number of times until the deadline passes. After the deadline passes, the Transmission Result Report is automatically printed. This indicates whether or not the message was sent within the deadline.

Restriction

❑ You can not specify deadline more than 24 hours into the future.

Hint

❑ If the message cannot be sent before the deadline and the number of redials is less than 5, the machine redials the remaining number of times and prints the Transmission Result report. If the number of redials has reached 5, the machine prints the Transmission Result report and stops transmission.

1 Place the original and select any scan settings you require.

2 Press [Mode].

❑ The Transmission Mode menu appears.

```
○Ready      Set originals. Enter fax no.
Memory Trans.                          99%
⊞                            Dest:   0
                          Mode  │  Info.
  ┌───┐ ┌───┐ ┌───┐ ┌───┐
```

3 Enter the "Trans. Deadline (TRD)" function number with the number keys.

```
■Transmission Mode      Enter number ▥
05 2-Sided TX      06 Book Fax
07 Irreg. Scan Area 08 Trans. Deadline
  ↑Prev   ↓Next                    Exit
```

4 Enter the deadline with the number keys. Press [AM ↔ PM] to toggle between AM and PM.

❑ Depending on the area, some machines may use the 24 hour clock and you do not have to press [AM ↔ PM]. For example, to enter 6PM, enter 18:00.

```
<Trans. Deadline>Enter time(12hr format)
                              Time:09:58AM
        TRD time __:__AM
      (AM↔PM )  Cancel     ‎‎  OK.
```

Hint

❑ If the current time on the display is not correct, adjust it. ⇒ See "Adjusting the Date and Time" on page 207.

❑ To enter a number smaller than 10, add a leading zero.

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

❑ To cancel the Transmission Deadline, press [Cancel]. The Transmission Mode menu is shown.

5 Press [OK].

❑ The Transmission Mode menu is shown. A check mark is added to Transmission Deadline (TRD).

6 Press [Exit].

```
■Transmission Mode      Enter number 📖
05 2-Sided TX       06 Book Fax
07 Irreg. Scan Area 08✓Trans. Deadline
(↑Prev )(↓Next )              Exit
```

❑ The initial display is shown.

```
○Ready     Set originals. Enter fax no.
Memory Trans. TRD                    99%
🔲                         Dest:  0
                        Mode  │ Info.
```
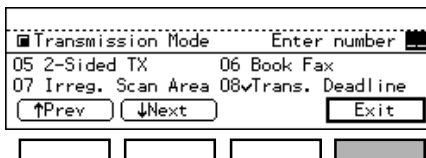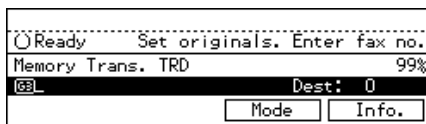
Hint

❑ "TRD" is displayed. If you set up another advanced transmission function (except Polling Reception), "Other" is shown.

7 Dial and press the **Start** key.

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POLLING TRANSMISSION

Use Polling Transmission when you want to leave an original in the machine's memory for others to pick up. The mesage will be sent when the other party calls you up. There are three types of polling transmission: Free Polling, Default ID and ID Override.
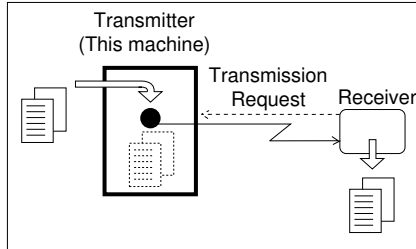
◆Free Polling Transmission

Anybody can poll the message from your machine.
The machine sends it regardless of whether Polling ID's match.

◆Default ID Polling Transmission

The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine.
Make sure that both machines' Polling ID's are identical in advance.

◆Override ID Polling Transmission

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID. The user must supply this ID when they poll your machine and if the ID's match, the message is sent. Make sure the other end knows the ID you are using in advance.

Restrictions

❑ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature. In Free Polling, a message can also be sent to other manufacturer's machines as long as they have the Polling Reception feature. With Default ID and Override ID Polling Transmission, an original can be sent only to a the machine of the same make with the Polling Reception feature.

❑ Free Polling and ID Polling Transmission allow only one file to be stored in memory. Personal ID Polling Transmission allows a file to be stored in memory for each ID; a total of up to 200 files for varying ID's can be stored.

❑ Before using "Default ID Polling Transmission" and "Overide ID Polling Transmission" feature, program the polling ID.

❑ A polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

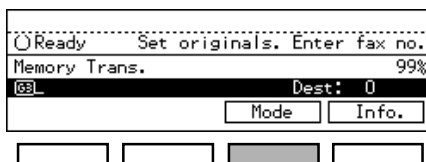❑ The communication fee is charged to the receiver.
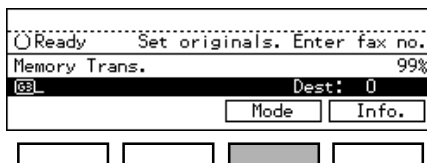
1 Place an original and select any scan settings you require.

2 Press [Mode].

❑ The Transmission Mode menu appears.

```
○Ready      Set originals. Enter fax no.
Memory Trans.                        99%
⊠                              Dest:  0
                          Mode    Info.

┌────┐ ┌────┐ ┌────┐ ┌────┐
```
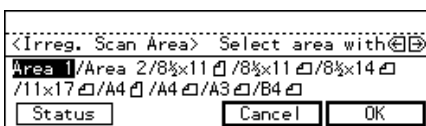
3 Enter the "Polling TX" function number with the number keys.

```
■Transmission Mode      Enter number ▦
09 Polling TX      10 Polling RX
11 Transfer Request 12 Options
(↑Prev )(↓Next  )            Exit
```

4 Depending on the Polling Transmission type, use one of the following procedures:

Free Polling Transmission
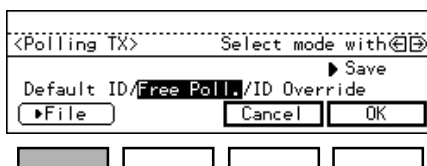
1 Press the ◁ or ▷ key to select Free Poll and press [OK].

```
<Polling TX>       Select mode with◁▷
                           ▶ Use once
Default ID/Free Poll./ID Override
(▶File )           Cancel      OK
```

2 Press [▶File] and specify whether to save the stored original or not.

❑ Each time you press the key, the text at the middle right corner of the display toggles between Save and Use once.

```
<Polling TX>       Select mode with◁▷
                           ▶ Save
Default ID/Free Poll./ID Override
(▶File )           Cancel      OK

┌────┐ ┌────┐ ┌────┐ ┌────┐
```

Hint

❑ To delete the original immediately after transmission, select "Use once". To repeatedly send the original, select "Save".

Default ID Polling Transmission

1 Press the ◀ or ▶ key to select "Default ID" and press [OK].
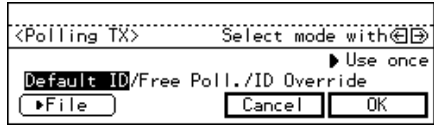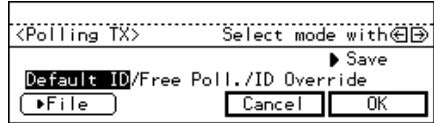
```
<Polling TX>          Select mode with◀▶
                              ▶ Use once
Default ID/Free Poll./ID Override
[ ▶File ]              [ Cancel ][   OK   ]
```

2 Press [▶File] and specify whether to save the stored original or not.

❏ Each time you press the key, the text at the middle right corner of the display toggles between "Save" and "Use once".

```
<Polling TX>          Select mode with◀▶
                              ▶ Save
Default ID/Free Poll./ID Override
[ ▶File ]              [ Cancel ][   OK   ]
```

Hint

❏ To delete the original immediately after transmission, select "Use once". To repeatedly send the original, select "Save".

ID Override Polling Transmission

1 Press the ◀ or ▶ key to select ID Overide and press [OK].
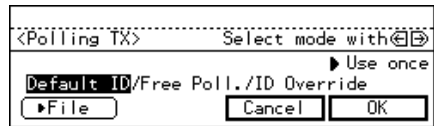
```
<Polling TX>          Select mode with◀▶
                              ▶ Use once
Default ID/Free Poll./ID Override
[ ▶File ]              [ Cancel ][   OK   ]
```

2 Enter a Polling ID (4 characters) with the number keys and Quick Dial keys.

```
<Polling TX>             Enter Polling ID
                              ▶ Use once
Default ID/Free Poll./ID Override___
[ ▶File ]              [ Cancel ][   OK   ]
```
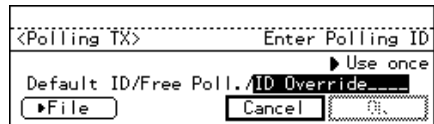
Hint

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

3 Press [▶File] and specify whether to save the stored original.
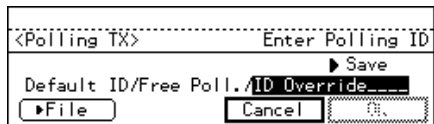
❏ Each time you press the key, the text at the middle right corner of the display toggles between "Save" and "Use once".

```
<Polling TX>             Enter Polling ID
                              ▶ Save
Default ID/Free Poll./ID Override___
[ ▶File ]              [ Cancel ][   OK   ]
```

Hint

❏ To delete the original immediately after transmission, select "Use once". To repeatedly send the original, select "Save".

5 Press [OK].

❏ The Transmission Mode menu is shown. A check mark is added to Polling Transmission.

Hint

❏ To cancel the Polling Transmission, press [Cancel]. The Transmission Mode menu is shown.

6 Press [Exit].

```
■Transmission Mode    Enter number ■
09√Polling TX    10 Polling RX
11 Transfer Request 12 Options
(↑Prev ) (↓Next )              Exit
```

❏ The initial display is shown.

```
○Ready        Set orignals. Press Start
Memory Trans. Polling TX           99%
GB************
                        Mode    Info.
```

Hint

❏ "Polling TX" is displayed. If you set up other advanced transmission function (except Polling Reception), "Other" is displayed.

7 Press the **Start** key.

Polling Transmission Clear Report

This report allows you to verify whether polling transmission has taken place.

Restriction

❏ This report is not printed if the User Parameters (see page 203) are set to allow the stored originals to be repeatedly sent (Save).

Hint

❏ The User Parameters (see page 203) can be used to switch this report off. The default setting is on.

❏ By default, a portion of the sent image is printed on the report. You can turn this off with the User Parameters (see page 203).

❏ The result of a Polling Transmission can also be checked with the TCR.

POLLING RECEPTION

Use this function if you want to poll a message from another terminal. Furthermore, you can poll documents from many terminals with only one operation (use Groups and Keystroke programs to fully exploit this feature).
There are two types of polling reception: Default ID and Override ID.
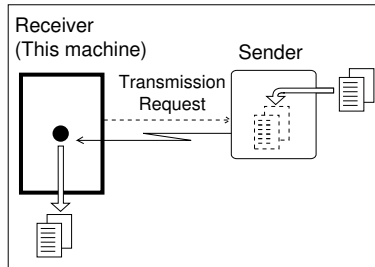
◆Default ID Polling Reception (Free Polling Reception)

Use this method for Free Polling or Default ID Polling.
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 ID are received (Free Polling).

◆Override ID Polling Reception

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in 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 do not require ID are received (Free Polling).

Restrictions

❑ Polling Reception requires that the other machine can perform Polling Transmission.

❑ To receive a message sent by any Polling Transmission, it is necessary to specify the same polling ID as the sender's.

❑ To receive a message sent by Default ID Polling Transmission or Override ID Polling Transmission, the sender must use a machine of the same make that has the Polling capability. In Free Polling Reception, a message can be also received from other manufacturers' machines as long as it they have Polling capability.

❑ A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

1

Press [Mode].
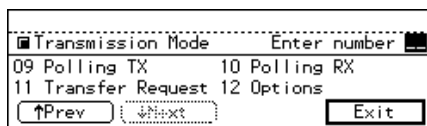
❑ The Transmission Mode menu appears.

```
○Ready     Set originals. Enter fax no.
Memory Trans.                          99%
▣L                            Dest:  0
                           Mode    Info.
┌─────┐ ┌─────┐ ┌▓▓▓▓▓┐ ┌─────┐
└─────┘ └─────┘ └─────┘ └─────┘
```
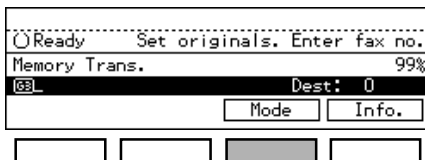
2

Enter the "Polling RX" function number with the number keys.

```
▣Transmission Mode        Enter number 📖
09 Polling TX        10 Polling RX
11 Transfer Request  12 Options
 ↑Prev   ↓Next                    Exit
```
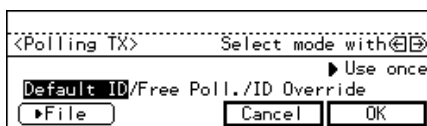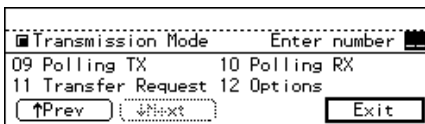
Hint

❑ If the appropriate display is not shown, press [↑Prev.] or [↓Next].

3

Depending which method you are using, choose one of the following procedures:

Default ID Polling Reception

1 Press the ⇐ or ⇒ key to change the Default ID and press [OK].

```
<Polling RX>         Select mode with⇐⇒
      Default ID / ID Override
                          Cancel    OK
```
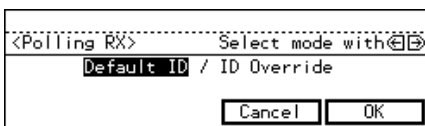
ID Override Polling Reception

1 Press the ⇐ or ⇒ key to change the Override ID and press [OK].
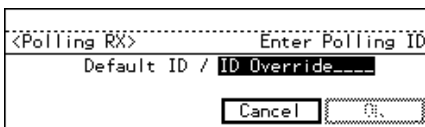
```
<Polling RX>           Enter Polling ID
      Default ID / ID Override____
                          Cancel    OK
```

2 Enter a polling ID (4 characters) with the number keys.

Hint

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

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4 Press [OK].

❑ The Transmission Mode menu is shown. A check mark is added to Polling Reception.

Hint

❑ To cancel Polling Reception, press [Cancel]. The Transmission Mode menu is shown.

5 Press [Exit].

```
█Transmission Mode    Enter number █
09 Polling TX      10✓Polling RX
11 Transfer Request 12 Options
[ ↑Prev ] [ ↓Next ]            [ Exit ]
```

```
[     ] [     ] [     ] [░░░░░]
```

❑ The initial display is shown.

```
◯Ready    Set originals. Enter fax no.
Polling RX                          99%
▒L                        Dest:   0
                    [ Mode ] [ Info. ]
```
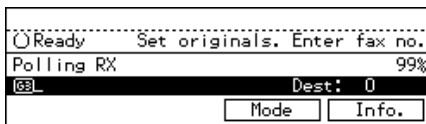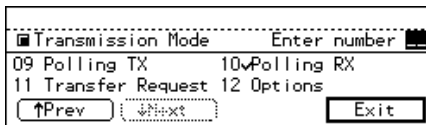
Hint

❑ "Polling RX" is displayed.

6 Dial and press the **Start** key.

Polling Reserve Report

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

Hint

❑ User Parameters (see page 203) can be used to switch this report on or off. The default setting is off.

Polling Result Report

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

Hint

❑ The result of a Polling Reception can also be checked with the TCR.

❑ The User Parameters (see page 203) can be used to switch this report on or off. The default setting is on.

Transfer Stations allow you to expand the standard features of your fax machine to set up complex networks. The following terminology is used in this section.

◆Requesting Party

The machine where the message originates from, i.e. the machine making a Transfer Request (in this section, this machine).

◆Transfer Station

The machine that forwards the incoming message to another destination, i.e. the machine that receives the Transfer Request.

◆End Receiver

The final destination of the message, i.e. the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station.
The diagram below may make the concept clearer.

Advanced Transmission Features
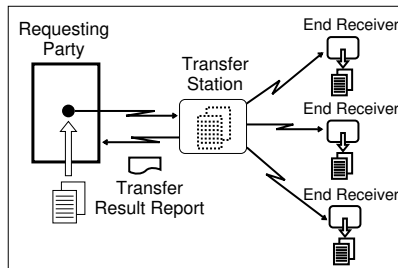
Restrictions

❑ The Transfer Stations you specify must be machines of the same make and have the Transfer Station function.

❑ You can specify up to 99 Transfer Stations in a Transfer Request.

❑ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.

❑ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 99.

Before operation

❑ Before you can use this feature you must program the Polling ID (see page 196) and your own dial number (see page 197).

❑ Polling ID's of the Requesting Party (this machine) and the Transfer Stations must be identical.

1 Set an original and select any scan settings you require.

2 Press [Mode].

❏ The Transmission Mode menu appears.

```
○Ready      Set originals. Enter fax no.
Memory Trans.                          99%
⊠▂                           Dest:    0
                          [ Mode ]  [ Info. ]
```

3 Enter the "Transfer Request" function number with the number keys.

```
■Transmission Mode        Enter number ▬
09 Polling TX        10 Polling RX
11 Transfer Request  12 Options
[↑Prev]  [↓Next]                    [ Exit ]
```

Hint

❏ If the appropriate display is not shown, press [↑Prev.] or [↓Next].

4 Enter one or more Transfer Stations and press [Rcv. Stn].

```
<Transfer Request>  Select Transfer Stn
Transf.Stn 1 ☎
                          [Cancel] [Recv.Stn]
```

Hint

❏ Enter the fax numbers of the Transfer Stations with either Quick Dials, Speed Dials or the number keys.

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

❏ To cancel the Transfer Request, press [Cancel]. The Transmission Mode menu is shown again.

5 Enter one or more End Receivers.

```
<Transfer Request>   Select Receive Stn
Transf.Stn 1 ☎ Sp.D 05 TRONT BRANCH
Receive.Stn                  Dest:   0
[Add RcvStn]              [Cancel]  [ OK ]
```

❑ You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described on page 104.

❑ Press [Add RcvStn] if you wish enter more End Receivers.

❑ Press ◀ or ▶ to see the End Receivers already entered. You can select an End Receiver from this list and cancel it by pressing the **Clear/Stop** key.

❑ To cancel the Transfer Request, press [Cancel].

6 When you have specified all the End Receivers, press [OK].

7 If you want to enter an additional Transfer Station, press [Yes] and repeat steps 4 to 6.

```
Transfer Request is Selected.  Add
another Transfer Station?
                           Yes  │  No
```

❑ If you press [No], the Transmission Mode menu is shown and a check mark is added to Transfer Request.

8 Press [Exit].

```
■Transmission Mode      Enter number 08
09 Polling TX      10 Polling RX
11∨Transfer Request 13 Options
(↑Prev )(↓Next )               Exit
```

```
☐ ☐ ☐ ▓
```

❑ The initial display is shown.

```
○Ready    Set originals. Enter fax no.
Memory Trans. Trans.Req.          100%
       Transf.Stn :1   Receive Stn :58
                        Mode │ Info.
```
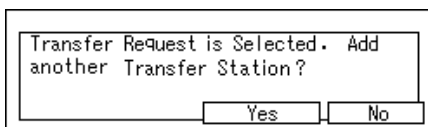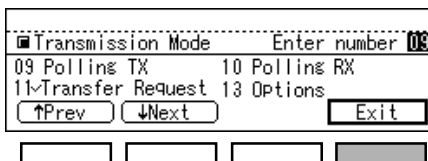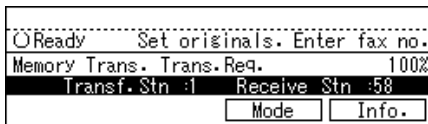
❑ The numbers of Transfer Stations and End Receivers are displayed.

9 Press the **Start** key.

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Features

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Specifying an End Receiver

When you make a Transfer Request, you must specify the final destinations (End Receivers) for your message.
You cannot enter the numbers of the End Receivers directly. Instead, enter a simple code that describes where the numbers are stored in the Transfer Station (in Quick Dials, Speed Dials or Groups).
The numbers must first have been stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s).

◆Quick Dial

Enter **[#]** followed by the number (2 digits) of the Quick Dial where the End Receiver is stored.
e.g. to choose the number stored in Quick Dial 01 in the Transfer Station, enter: **[#] [0] [1]**

◆Speed Dial

Enter **[#]**, **[*]** followed by th Speed Dial code (2 digits).
e.g. to choose the number stored in Speed Dial 12 in the Transfer Station, enter: **[#] [*] [1] [2]**

◆Group Dial

Enter **[#], [*], [*]** followed by the Group number (2 digits).
e.g. to choose the number stored in Group 04 in the Transfer Station, enter: **[#] [*] [*] [0] [4]**

TRANSMISSION OPTIONS

You can turn them on and off for any particular transmission by following the procedure at the end of this section.

In addition, if you frequently use a certain configuration of options, you can change the default home position (on or off) of each option with the User Parameters (see page 203).

◆TTI (Transmit Terminal Identification) Print

By default, the machine adds this identification on each sending message. The TTI is the sender's identification. You can program your own TTI to be printed on messages you send with the Key Operator Settings (see page 169).

Hint

❏ You can switch this feature off with the User Parameters (see page 203).

◆Label Insertion

With this feature you can have the receiver's name 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".

Program the receiver's name and number in a Quick Dial or Speed Dial with Label Insertion turned on.

Before operation

❏ Program the name and number, see page 169 and 197.

◆Auto Reduction

By default, if the receiver's paper is smaller than the paper you are sending on, the message is automaically reduced to fit on the receiver's paper.
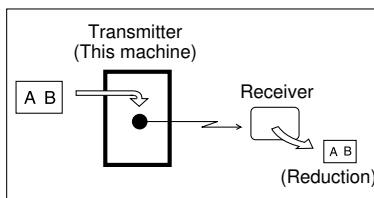
❑ If you turn this feature off, the scale of the original is maintained and some parts of the image may be lost when printed at the other end.
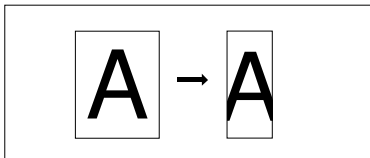
❑ You can switch this feature on and off with USer parameters (see page 203). The default setting is on.

◆ID Transmission

If you turn this feature on, transmission will only take place if the destination's Polling ID is the same as yours. This feature can stop you from accidentally sending information to the wrong place (you need to co-ordinate Polling ID's with the other party).

❑ You can switch this feature on and off with the User Parameters (see page 203). The default setting is off.

Selecting Transmission Options for a Single Transmission

1 Set the original and select any scan settings you require.

2 Press [Mode].

❑ The Transmission Mode menu appears.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                       99%
回_                          Dest:  0
                         Mode    Info.
```
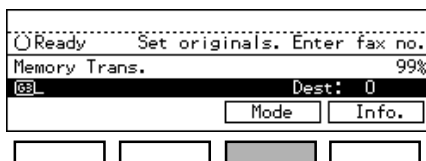
3 Enter the "Options" function number with the number keys.
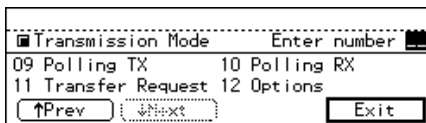
```
■Transmission Mode       Enter number
09 Polling TX       10 Polling RX
11 Transfer Request 12 Options
↑Prev    ↓Next              Exit
```

❑ If "Options" is not shown, press [↑Prev.] or [↓Next].

4 Press the ◀ or ▶ key to switch TTI Print on or off.

```
<Options>            Select mode with◀▶
          TTI Print  On / Off      1/4

  ⇑Prev.  ↓Next              OK
```

Hint

❑ The default setting is on.
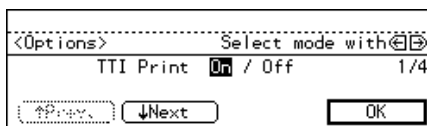
5 If you want to set another option, press [↓Next].

Hint

❑ To quit, go to step 12.

6 Press the ◀ or ▶ key to switch Label Insertion on or off.

```
<Options>            Select mode with◀▶
   Label Insertion  On / Off       2/4

  ↑Prev.  ↓Next              OK
```

Hint

❑ The default setting is off.

❑ To cancel the changes, press [Cancel]. The Transmission Mode menu is shown.
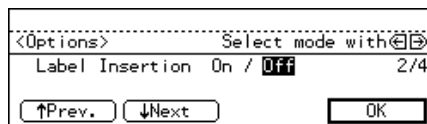
7 If you want to set another option, press [↑Prev.] or [↓Next].

Hint

❑ To finish, go to step 12.

8 Press the ◀ or ▶ key to switch Auto Reduction on or off.

```
<Options>            Select mode with◀▶
   Auto Reduction  On / Off        3/4

  ↑Prev.  ↓Next              OK
```

Hint

❑ The default setting is on.

❑ To cancel the setting, press [Cancel]. The Transmission Mode menu is shown.
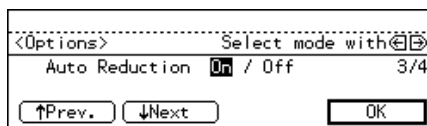
9 When you want to set another option, press [↑Prev.].

Hint

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❑ To finish option setting, go to step 12.

10 Press the ◁ or ▷ key to switch closed network on or off.

```
<Options>           Select mode with◁▷
  Closed Network  On / Off        4/4

 ↑Prev.    ↓Next                    OK
```
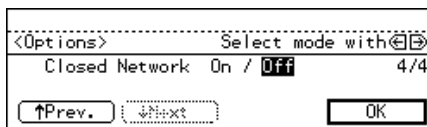
11 If you want to set another option, press [↑Prev.].

Hint

❑ To finish option setting, go to step 12.

12 Press [OK].
❑ The Transmission Mode menu is shown. A check mark is added to Options.

13 Press [Exit].

```
■Transmission Mode    Enter number
09 Polling TX        10 Polling RX
11 Transfer Request 12✓Options
 ↑Prev    ↓Next                   Exit
```

```
[     ] [     ] [     ] [     ]
```

❑ The initial display is shown.

```
○Ready    Set originals. Enter fax no.
Memory Trans. Options              99%
GB                        Dest:  0
                         Mode    Info.
```
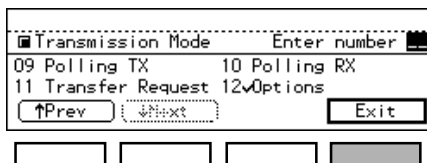
Hint

❑ "Options" is shown. If you set up another advanced transmission function (except Polling Reception), "Other" is shown.

14 Dial and press the **Start** key.

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CHECKING AND CANCELING TRANSMISSION FILES

Transmission files are originals that have been stored in memory and are awaiting transmission. The features that produce transmission files are Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception and Polling Transmission. These features are described in detail elsewhere in this manual.

This section describes how you can:

- Delete a file (cancel transmission)
- Print a file *
- Check the destination(s) and options selected
- Alter when a file will be sent
- Resend a file
- Change destinations
- Delete destinations
- Add destinations

* This does not apply to Polling Reception or Confidential Transmission.

Restrictions

❑ If you cancel a file being sent, the communication is immediately stopped and the file is canceled. A page which has already been sent cannot be canceled.

❑ You cannot change the start time or delete or add a destination while a file is being sent.

Canceling a Transmission

1 Press [Info.].

❑ The Information menu is shown.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                        99%
⊞▁                           Dest:   0
                          Mode    Info.
```

2 Enter the "Check/Cancel TX Files" function number with the number keys.

```
■Information          Enter number▮
1 Check/Cancel TX Files
2 Print TX File list
 ⇧Prev.  ⬇Next            Exit
```

Hint

❑ If Check/Cancel TX Files is not shown, press [⇧Prev.] or [⬇Next].

3 Press the ⬅ or ➡ key until the file you want to delete is shown and press [Delete].

```
<TX Files Status>        ⬅Prev. ➡Next
27/09:59AM MemoryTX        ▶Standby
 ⊞NEW YORK OFFICE      Dest:  3 Pg(s)  1
 Delete   Print    Check    Exit
```

4 Press [Yes].

❏ The file is erased.

```
Cancel transmission and delete this
file?
⬓NEW YORK OFFICE    Dest:  1 Pg(s)  1
                           No   |  Yes
```

5 Press [Exit].

```
<TX Files Status>         ⬅Prev. ➡Next


 Delete   Print    Check     Exit
```

Hint

❏ To delete another file, repeat steps 3 and 4.

6 Press [Exit].

❏ The initial display is shown.

```
■Information         Enter number █
1 Check/Cancel TX Files
2 Print TX File list
 ↑Prev.  ↓Next            Exit
```

Printing a File

1 Press [Info.].

❏ The Information menu is shown.

```
◌Ready    Set originals. Enter fax no.
Memory Trans.                   99%
⬓L                       Dest:  0
                       Mode  |  Info.
```

2 Enter the "Check/Cancel TX Files" function number with the number keys.

```
■Information         Enter number ▮
1 Check/Cancel TX Files
2 Print TX File list
 ↑Prev.  ↓Next            Exit
```

Hint

❏ If Check/Cancel TX Files is not shown, press [↑Prev.] or [↓Next].

3 Press the ◀ or ▶ key until the file you want to print is shown and press [Print].

```
<TX Files Status>         ⬅Prev. ➡Next
27/09:59AM MemoryTX       ▸Standby
 ⬓NEW YORK OFFICE    Dest:  3 Pg(s)  1
 Delete   Print    Check     Exit
```

4 Press the **Start** key.

❏ The file is printed.

```
To print selected file, press Start
key.

 Cancel
```

Hint

❏ Press [Cancel] to stop printing the file and return to the step 3 display.

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5

Press [Exit].

❑ The Information menu is shown again.

```
<TX Files Status>          ⊕Prev. ⊡Next
27/09:59AM MemoryTX      ▸Standby
 ⊞NEW YORK OFFICE       Dest: 3 Pg(s)  1
 [ Delete ][ Print  ][ Check  ][ Exit ]
 ┌──────┐┌──────┐┌──────┐┌──────┐
```

6

Press [Exit].

❑ The initial display is shown.

```
 ⊞Information            Enter number ▮
1 Check/Cancel TX Files
2 Print TX File list
 [ ⬆Prev. ][ ⬇Next ]              [ Exit ]
 ┌──────┐┌──────┐┌──────┐┌──────┐
```

Checking and Editing a File

Use this procedure to check or edit destination(s), check options selected or alter the transmission time.

1

Press [Info.].

❑ The Information menu is shown.

```
 ⟲Ready    Set originals. Enter fax no.
Memory Trans.                     99%
 ⊞▌                         Dest:  0
                     [ Mode  ][ Info. ]
 ┌──────┐┌──────┐┌──────┐┌──────┐
```

2

Enter the "Check/Cancel TX Files" function number with the number keys.

Hint

❑ If "Check/Cancel TX Files" is not shown, press [⬆Prev.] or [⬇Next].

```
 ⊞Information            Enter number ▮
1 Check/Cancel TX Files
2 Print TX File list
 [ ⬆Prev. ][ ⬇Next ]              [ Exit ]
```

3

Press the ⬅ or ➡ key until the file you want to check is shown and press [Check].

```
<TX Files Status>          ⊕Prev. ⊡Next
27/09:59AM MemoryTX      ▸Standby
 ⊞NEW YORK OFFICE       Dest: 3 Pg(s)  1
 [ Delete ][ Print  ][ Check  ][ Exit ]
 ┌──────┐┌──────┐┌──────┐┌──────┐
```

4

Depending on the setting you want to check or change, use one of the following procedures:

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Checking Destinations (Destination List)

1 Enter the "Destination List" function number with the number keys.

```
<Check/Change>          Enter number ▉
1 Destination List
2 Change Start Time(03:22PM)
3 Change Dest.                  Exit
```

❏ The total number of destinations and the fax number or each destination's name is shown.

```
<Destination List>          Dest:  1
🅖🅢NEW YORK OFFI~

                              Exit
```

<u>**Hint**</u>

❏ To see hidden destinations, press [↑Prev.] or [↓Next].

Changing the Transmission Time

1 Enter the "Change Start Time" function number with the number keys.

```
<Check/Change>          Enter number ▉
1 Destination List
2 Change Start Time(03:22PM)
3 Change Dest.                  Exit
```

2 Enter the transmission time (4 digits) with the number keys.

```
<Change Start Time>     Enter Start time
          Start time 03:22PM

(Immediate) (AM↔PM)             Exit
```

❏ Use 24-hour or 12-hour format depending on your area. For 12-hour format, press [AM ↔PM] to switch AM and PM.

<u>**Hint**</u>

❏ You can not specify a start time more than 24 hours into the future.

❏ To start transmission immediately, press [Immediate]. If memory contains other files queued for transmission, those files are sent first.

<u>**Restriction**</u>

❏ The current start time is not shown on the display.

113

Re-sending a File

If you select the failed transmission files, you can resend it. This feature allows you to transmit a fax message again: You can choose to have files that were not transmitted sucessfully stored in memory. These files will be kept for either up to 24 or 72 hours depending on how you program this feature ⇒ see Use Parameters, page 203.

🔟 Enter the "Retransmit" function number with the number keys.

```
<Check/Change>          Enter number ▉
1 Destination List
2 Change Start Time
3 Retransmit                    Exit
```

🔡 Press [Yes].

```
This transmission has failed.  Would
You like to retransmit?
                           No      Yes
```

```
┌──────┐ ┌──────┐ ┌──────┐ ▓▓▓▓▓▓
```

Hint

❏ If you do not want to send the file, press [No].

🔢 Enter the start time with the number keys.

```
<Change Start Time>    Enter Start time
          Start time ▉▉:▉▉AM

(Immediate) (AM↔PM)              Exit
```

❏ Use 24-hour or 12-hour format depending on your area. For 12-hour format, press [AM ↔PM] to switch AM and PM.

Hint

❏ You can not specify a start time more than 24 hours into the future.

❏ To start transmission immediately, press [Immediate]. If memory contains other files queued for transmission, those files are sent first.

Changing a Destination

🔟 Enter the "Change Dest." function number with the number keys.

```
<Check/Change>          Enter number ▉
1 Destination List
2 Change Start Time(06:00)
3 Change Dest.                  Exit
```

🔡 Change the destination.

```
<Change Dest.>    Add/change destination
                                    1/1
[G3][01] NEW YORK OFFICE     Dest:  1
( Add )                          Exit
```

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❏ To cancel a destination, press the ◀ or ▶ key until the destination you want to cancel is shown and press the **Clear/Stop** key.

❏ To add a destination, press [Add] and enter the fax number with the number keys. Destinations can be specified only by using the number keys. The destination is added to the end of the list.

❏ If you change a destination of a file that is automatically being dialed or awaiting redial, redial is canceled. Re-send the file (see page 114).

5 Press [Exit].

6 Press [Exit].

```
<Check/Change>          Enter number ▮
1 Destination List
2 Change Start Time(03:22PM)
3 Change Dest.               Exit
```

7 Press [Exit].

❏ The Information menu is shown.

```
<TX Files Status>      ⊕Prev. ⮕Next
04/00:29 MemoryTX         ▶Standby
 G3NEW YORK OFFICE     Dest:  1 Pg(s)  1
 Delete   Print    Check    Exit
```

8 Press [Exit].

❏ The initial display is shown.

```
■Information           Enter number ▮
1 Check/Cancel TX Files
2 Print TX File list
 ⬆Prev   ⬇Next            Exit
```

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PRINTING A LIST OF FILES IN MEMORY (PRINT TX 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 (e.g. when erasing files).

Hint

❑ The contents of an original stored in memory can also be printed. ⇒ See "Printing a File" on page 111.

1 Press [Info.].

❑ The Information menu is shown on the display.

```
○Ready     Set originals. Enter fax no.
Memory Trans.                       99%
G3L                          Dest:  0
                         Mode    Info.
```
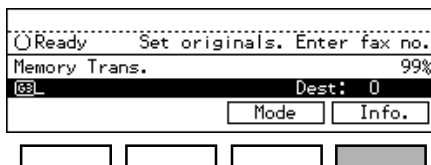
2 Enter the "Print TX File List" function number with the number keys.

```
■Information            Enter number ■
1 Check/Cancel TX Files
2 Print TX File list
  ↑Prev   ↓Next              Exit
```
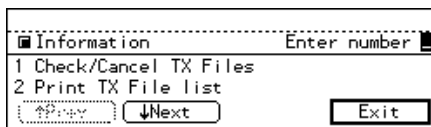
Hint

❑ If Print TX File List is not shown, press [↑Prev.] or [↓Next].

3 Press the **Start** key.

❑ The transmission file list is printed. When the printing is completed, the Information menu is shown.

```
To print TX File List, press Start
key.

Cancel
```
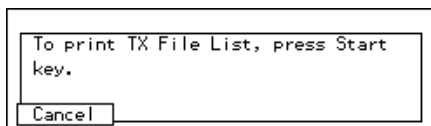
Hint

❑ Press [Cancel] to stop printing the file list and return to the Information menu display.

4 Press [Exit].

❑ The initial display is shown.

```
■Information            Enter number ■
1 Check/Cancel TX Files
2 Print TX File list
  ↑Prev   ↓Next              Exit
```
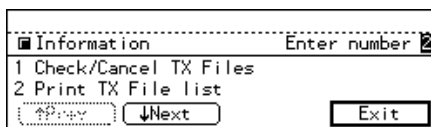
CHECKING THE TRANSMISSION RESULT (TX FILE STATUS)

If you wish to find out whether a file was sent successfully, you don't have to always print the TCR. With this function you can browse through the last 50 completed transmissions on the display. The maximum transmission result you can see on the display is 50.

Restriction

❑ Only the last 50 transmissions are shown. Earlier transmissions are not available.

❑ If a transmission is completed while TX File Status is displayed, the result will not be shown. To find out the result of this transmission, exit TX File Status and select it again.

1 Press [Info.].

❑ The Information menu is shown.

```
○Ready     Set originals. Enter fax no.
Memory Trans.                         99%
G3                              Dest:  0
                           Mode     Info.

┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐
```
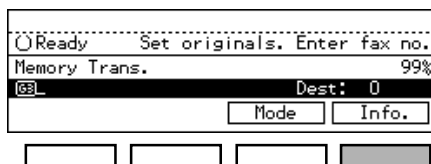
2 Enter the "TX File Status" function number with the number keys.

```
■Information              Enter number■
3 TX Files Status   4 RX Files Status
5 Print Conf. RX    6 Print Mem. Lock
[↑Prev ] [↓Next ]              Exit
```
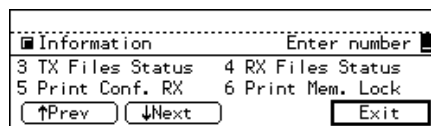
Hint

❑ If the "TX File Status" is not shown, press [↑Prev.] or [↓Next].

3 Press [↑Prev.] or [↓Next] to scroll through the list.

❑ The results are shown two at a time, the most recent at the upper.

```
<TX Files Status>      Feb.12. 12:11AM
Feb.12. 10:09 456123780   4 Pg(s)  Done
Feb.12. 09:32 TOKYO      15 Pg(s)  Done
[↑Prev ] [↓Next ]              Exit
```

4 Press [OK].

❑ The initial display is shown.

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CHECKING THE RECEPTION RESULT (RX FILE STATUS)

Use this function to check on the last 50 messages received without having to print a list. You can browse through the received messages on the display. The maximum reception result you can see on the display is 50.

Restriction

❑ Only the last 50 messages are displayed. Earlier messages are not available.

❑ If a reception is completed while Rx File Status is displayed, its result is not shown. To see the result, exit Rx File Status and select it again.

1
Press [Info.].

❑ The Information menu is shown.

```
○Ready       Set originals. Enter fax no.
Memory Trans.                        99%
G3L                           Dest:  0
                            Mode    Info.

```
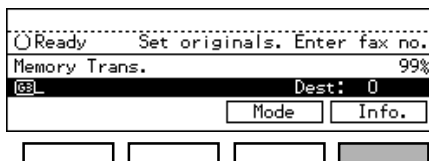
2
Enter the "Rx File Status" function number with the number keys.

```
■Information            Enter number■
3 TX Files Status    4 RX Files Status
5 Print Conf. RX     6 Print Mem. Lock
 ↑Prev    ↓Next                   Exit
```
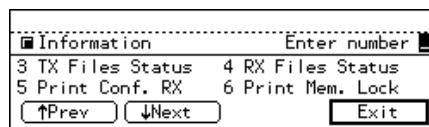
Hint

❑ If "Rx File Status" is not shown, press [↑Prev.] or [↓Next].

3
Press [↑Prev.] or [↓Next] to scroll through the messages.

❑ The results are shown two at a time with the most recent at the upper.

```
<RX Files Status>        Feb.12. 12:11AM
Feb.12. 10:09 456123780   4 Pg(s)  Done
Feb.12. 09:32 TOKYO      15 Pg(s)  Done
 ↑Prev    ↓Next                   Exit
```

4
Press [OK].
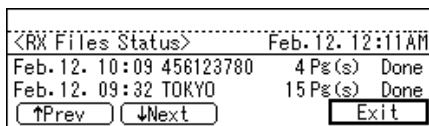
❑ The initial display is shown.

PRINTING A CONFIDENTIAL MESSAGE
(Memory Card or Hard Disk Required)

This feature is designed to prevent messages being picked up casually by anyone when they are received at the other end.

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 ⌣ indicator **lights**.

IMPORTANT

❑ If the power switch is off more than an hour, all Confidential Messages are deleted. In such a case, the Power Failure Report (see page 133) can be used to identify which messages have been lost.
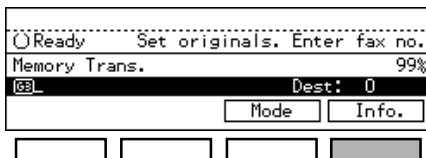
Before operation

❑ Before using this function, program your Confidential ID (see page 196).

1 Press [Info.].
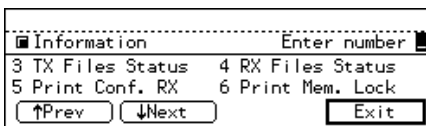
❑ The Information menu is shown.

```
○Ready     Set originals. Enter fax no.
Memory Trans.                        99%
G3                               Dest:  0
                          Mode     Info.
┌─────┐┌─────┐┌─────┐┌─────┐
└─────┘└─────┘└─────┘└─────┘
```

2 Enter the "Print Conf. Rx" function number with the number keys.

```
■Information           Enter number ▮
3 TX Files Status   4 RX Files Status
5 Print Conf. RX    6 Print Mem. Lock
 ↑Prev    ↓Next                Exit
```

Hint

❑ If "Print Conf. Rx" is not shown, press [↑Prev.] or [↓Next].

3 Enter the Confidential ID (4-digit number) with the number keys.

```
<Print Conf. RX>
Enter Cofidential ID.  Press Start key
            Conf.ID ████
 Cancel
```

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4 Press the **Start** key.

❑ The received messages are printed. When printing has finished, the Information menu is shown.

Hint

❑ If no Confidential Messages have been received, the message "No reception file(s) exists." is shown. Press [OK].

❑ If the Confidential IDs do not match, the message "No file(s) exist for this Confidential ID." is displayed. Press [OK] and check the Confidential ID.

5 Press [Exit].

❑ The initial display is shown.

```
┌────────────────────────────────────┐
│ ▪Information          Enter number ▪│
│ 3 TX Files Status   4 RX Files Status│
│ 5 Print Conf. RX    6 Print Mem. Lock│
│ (↑Prev) (↓Next)              [ Exit ]│
└────────────────────────────────────┘
  ┌─────┐ ┌─────┐ ┌─────┐ ▬▬▬▬▬▬
```
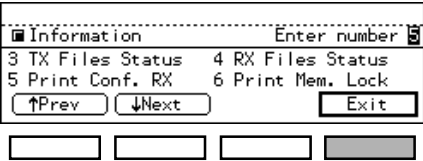
Confidential File Report

By default, this report is printed whenever your machine receives a Confidential Message.

Hint

❑ You can turn this report off with the User Parameters (see page 203).

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PRINTING A FILE RECEIVED WITH MEMORY LOCK (Memory Card or Hard Disk Option Required)

This is a security feature designed to prevent unauthorized users from reading your 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 **blinks**.

Hint

❑ Messages received by Polling reception are automatically printed even if this feature is switched on.

❑ If the power switch is turned off for more than an hour, all the messages protected by Memory Lock will be deleted. In such a case, the Power Failure Report (see page 133) will be printed to confirm which messages are lost.

❑ "Memory Lock" is switched off by default. Turn it on using "Facsimile User Tool" (see page 174).

❑ You can choose to Memory Lock messages only from certain senders (see page 183).

Before operation

❑ Before you start, program your Memory Lock ID (see page 196).

Communication Information

1 Press [Info.].

❑ The Information menu is shown.

```
◯Ready      Set originals. Enter fax no.
Memory Trans.                        99%
▓◨           Dest:  0
                        Mode    Info.
```

2 Enter the "Print Memory Lock" function number with the number keys.

```
◨Information            Enter number▮
3 TX Files Status   4 RX Files Status
5 Print Conf. RX    6 Print Mem. Lock
 ↑Prev   ↓Next              Exit
```

Hint

❑ If Print Memory Lock is not shown on the display, press [↑Prev.] or [↓Next].

3 Enter the Memory Lock ID (4-digit number).

```
<Print Mem.Lock>
Enter Mem. Lock ID.  Press Start key
         Mem. Lock ID. ■
 [ Cancel ]
```

4 Press the **Start** key.

❑ The received messages are printed. When the printing is completed, the Information menu is shown.

Hint

❑ If no messages have been received, while Memory Lock is switched on. The message "No reception file(s) exists." is shown. Press [OK].

❑ If the Memory Lock IDs do not match, the message "Wrong Memory Lock ID." is shown. Press [OK] and retry after checking the Memory Lock ID.

5 Press [Exit].

❑ The initial display is shown.

```
■Information            Enter number ▣
3 TX Files Status    4 RX Files Status
5 Print Conf. RX     6 Print Mem. Lock
 [ ↑Prev ] [ ↓Next ]              [ Exit ]
```

PRINTING THE TCR

The TCR (Transaction Confirmation Report) contains information about the last 49 communications made by your machine. It is printed automatically after every 50 communications (receptions + transmissions).

You can also print a copy of the TCR at any time by following the procedure below.

Hint

❑ Details of the last 50 communications will be erased from memory after the TCR has been printed. If you want to keep a record of past communications, we recommend that you keep the TCR printouts.

❑ The sender's name column of the TCR is useful for registering a particular sender.

❑ The automatic TCR printing is turned on by default. You can change this with "User Parameters" (see page 203).

1 Press [Info.].

❑ The Information menu is shown.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                         99%
[GB]                         Dest:  0
                        Mode  │  Info.
```
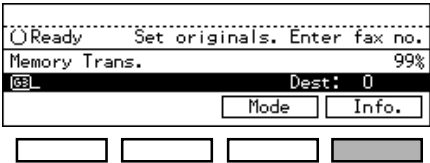
2 Enter the "Print TCR" function number with the number keys.

```
■Information            Enter number ■
7 Print TCR      8 Memory Status

( ↑Prev )  ( ↓Next )            Exit
```
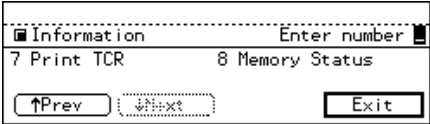
Hint

❑ If "Print TCR" is not shown, press [↑Prev.] or [↓Next].

3 Press the ◀ or ▶ key to select the format you want to print.

```
To print TCR, press Start key
or select mode.
▶ALL  / File No.    / Pers. Code
Cancel
```
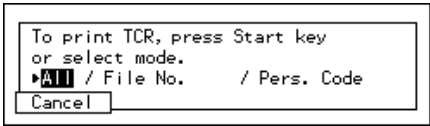
❏ Select "File No." to enter a 4-digit file number with the number keys.

❏ Select "Pers. Code" to enter a Personal Code (4-digit number) with the number keys.

❏ Press [Cancel] to return to the Information menu.

4 Press the **Start** key.

❏ The TCR is printed.

5 Press [Exit].

❏ The initial display is shown.

```
┌─────────────────────────────────┐
│■Information        Enter number ▓│
│7 Print TCR      8 Memory Status  │
│                                  │
│ ( ↑Prev )  ( ↓Next )     [ Exit ]│
└─────────────────────────────────┘
  ▭         ▭        ▭        ▓▓▓▓
```

DISPLAYING THE MEMORY STATUS

Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received confidential messages, the number of files to be sent, and the number of received messages to be printed.

1 Press [Info.].

❑ The Information menu is shown.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                        99%
GB                          Dest:  0
                        Mode   Info.
```
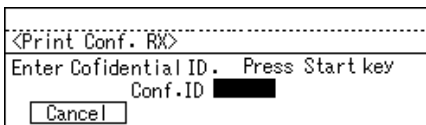
2 Enter the "Memory Status" function number with the number keys.

```
■Information            Enter number■
7 Print TCR        8 Memory Status
  ↑Prev    ↓Next                Exit
```

Hint

❑ If Memory Status is not shown, press [↑Prev.] or [↓Next].

3 The usage is displayed. When you have finished, press [OK].

```
<Memory Status>             Memory 99%
Confidential RX    3 file(s)    Others
TX Files          14 file(s)
RX Files to print  7 file(s)       OK
```

Hint

❑ If "Others" is displayed, an Auto Document (see page 85) is stored.

4 Press [Exit].

❑ The initial display is shown.

```
■Information            Enter number■
7 Print TCR        8 Memory Status
  ↑Prev    ↓Next                Exit
```

Troubleshooting

ERROR MESSAGES AND THEIR MEANINGS

If there is an error, one of the following messages may appear on the display. It might just flash up briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Clear Misfeed(s) Remove originals from Document Feeder.	Memory Transmission: Orignal misfeed Remove originals from Document Feeder. For 1st page, scanning has been cancelled and scanned original has been deleted. transmission will not take place. From 2nd page and after reset the original and press start. Immediate transmission: Original misfeed Remove originals from Document Feeder. Scanning has been cancelled and scanned original has been transmission will not take place.
Reset originals and press Start	Original jammed during Memory Transmission. Reset originals that haven't been scanned and press **Start**.
Error. Transmission has been canceled.	An error occurred during Immediate Transmission. Press [OK] and re-send the original. **Hint** ❑ There may be a problem with the machine or the telephone line (e.g. noise or crosstalk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Select size with ◀ ▶ and press Start key.	The machine failed to detect the size of the original. Press ◀ or ▶ to select the size and press the **Start** key again.
<FAX> Personal Code Access. Please enter your Personal Code.	Personal Codes Access are switched on. You need to enter a previously programmed 4 digit ID code. For more more information, see page 169.
☏Service call Functional problem with the fax. Please contact your service representative.	There is a problem with the fax function. Contact your service representative. The copier function will still work normally.

Message	Problem and Solution
CAUTION! Adding Function Upgrade Card causes data loss. Turn off AC switch and remove it to avoid loss. To continue, press Yes.	The Function Upgrade Card has been installed. If you do not want data erased, turn off the main switch and the AC switch before you remove the card. If you wish to erase the data, press [Yes].
CAUTION! Removing Function Upgrade Card causes data loss. Turn off AC switch and remove it to avoid loss. To continue, press Yes.	The Function Upgrade card has not been installed properly. Turn off the main switch and the AC awitch and install it properly (see page 11). If you wish to erase the data, press [Yes].

Troubleshooting

SOLVING PROBLEMS

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Fax back ground appears dirty at receivers.	• Adjust the scan density.	Page 39
Image sent or printed contains spots.	• The ADF or exposure glass is dirty. Clean it. See the General Reference. • Make sure that ink or eraser is dry before setting the original.	—
Image received is too light.	• Request the sender to increase the density.	Page 18
	• When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	
	• When ⤓ is blinking, toner is beginning to run out. Replace the toner cartridge soon. ⇒ See General Reference.	—
Message appears blank at the other end.	• The original is not set properly. Re-set it.	Page 36
You want to cancel a Memory Transmission.	• If the original is being stored, press the **Clear/Stop** key.	Page 13
	• If the original is being sent, use "Cancel TX" in the Information menu.	Page 36
You want to cancel Immediate Transmission.	• Press the **Clear/Stop** key.	Page 13

When the Receive File Indicator is Lit or Flashing

If the Receive File indicator is *blinking*, a message has been received and stored in memory with Memory Lock. To print the message out, see page 121. If *lit*, a message has been received but could not be printed for some reason. The message was stored in memory with Substitute Reception. When you solve the problem, the message will be automatically printed out. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Cross-reference

"Printing Messages Received with Memory Lock" ⇒ See page 121.

Why Substitute Reception Ocurred	Indication	Solution
Paper has run out	📥 and/or FAX is lit	Add paper. ⇒ See in the General Reference.
Toner is empty	📥 is lit	Replace the toner cartridge. ⇒ See in the General Reference.
Paper is jammed	🔧 is lit	Remove the jammed paper. ⇒ See in the General Reference.
Cover is open	The message "Doors / Covers open" appears.	A cover other than the ADF or front cover is open. ⇒ Close the cover.
Machine is busy printing with another function		* Press [Previous] to return to the last menu. * Items that are currently selected appear highlighted. * Press the [OK] key to accept the new settings. Note that the changes will not be made if you do not press the [OK] key.

Troubleshooting

When the ✉ (Confidential Reception) Indicator is Lit

If this indicator is lit, a message has been received into memory with Confidential Reception. To print it out, see page 119.

When the Fax Error Indicator is Lit

If this indicator is lit, refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out	Add paper. ⇒ See in the General Referene.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.

WHEN AN ERROR REPORT IS PRINTED

An error report is printed when a message could not be successfully sent or received. Possible causes include a problem with your machine or the receiver's, noise on the telephone line etc. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

Hint

❑ If the error happens frequently, contact a service representative.

WHEN POWER IS TURNED OFF OR FAILS

Even if the main switch is turned off, information stored in the machine, such as Quick Dial and Speed Dial numbers, are not lost.
However, if the machine is unplugged or power is lost for over an hour, files stored in memory (originals stored for Memory Transmission, originals received by Memory Reception or Substitute Reception, and Auto Documents) are deleted.
If a file has been deleted from memory, a Power Failure Report is automatically printed as soon has power is restored. This report can be used to identify lost files. If an original 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. If an Auto Document was lost, store it in memory again.

IMPORTANT

❑ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.

❑ 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 AC switch on for at least one week after the power loss occurs.

Hint

❑ If you install the Hard disk option, all files stored in memory are not erased even if there is a power failure.

Troubleshooting

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User Tools

ACCESSING THE USER TOOLS

The User Tools allow you to program the machine with your identification, store frequently used numbers and settings, and customize the default settings to match your needs.
So you can find the User Tool you want quickly and easily, they are grouped by function:

Register/Delete
Use to program or delete: Quick Dials, Groups, Optional Groups, Speed Dial, Keystroke Programs, Auto Documents, Irregular scan Area

Reports/Lists
Use to print: TCR, Group list, Keystroke Program list, Speed Dial list, Auto Document list, Forwarding list, Quick Dial list and Auto Documents, Authorized Reception list

Initial Setup TX
Use to set defaults for: Transmission mode (Memory/Immediate), scanning conditions (Resolution, Image Density and Original Type)

Initial Setup RX
Use to turn on or off: Reverse Order Printing Checkered Mark, Center Mark, Print RX Time, Multi-copy Reception, Authorized Reception, Special RX NOS., Forwarding, 2-sided printing.

User Functions
Use to program settings you frequently use into the Function Keys

Key Op. Settings
Use to program/check: your name, your fax number, line type, various ID codes, monitor voume, date and time, number of documents transmitted/received

---

Before operation

❏ Some menus will not fit on the display. Press [↑Prev.] and [↓Next] to scroll through them if you cannot see the item you need.

❏ Press [Previous] to return to the Previous menu.

❏ Items that are currently selected appear highlighted.

❏ Press the [OK] key to accept the new settings.

❏ Note that the changes will not be made if you do not press the [OK] key.

❏ Press [OK] or [Cancel] to return to the previous display.

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

```
 ○Ready    Set originals. Enter fax no.
Memory Trans.                        99%
 ▨▮                          Dest:  0
                          [ Mode ] [ Info. ]
```

❏ If the standby display is not shown, press the **Facsimile** key.

2 Press the **User Tool** key.
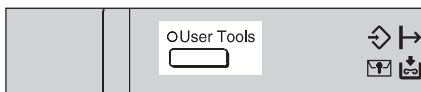
OUser Tools

3 Press [Fax].
❏ The Facsimile User Tool main menu appears.

▣User Tools Main Menu
Select item

| System | Fax | | Exit |
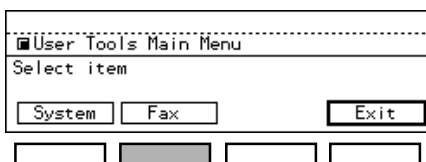
❏ For how to use the System User Tools, see "General Reference".

4 Enter the number that matches the category you require.

▣Fax Features   1/2   Enter number
1 Register/Delete   2 Reports/Lists
3 Initial Setup TX   4 Initial Setup RX
↑↑Prev   ↓Next   Menu
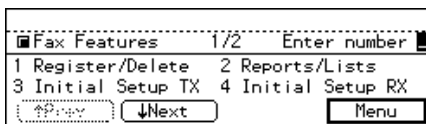
❏ If you select "Key Op. Settings," you must enter the function number for "Key Op. Settings" using Number keys and press the **Enter(#)** key within 3 seconds.

5 Enter the function number of the User Tool you require.

▣Register/Delete 1/4   Enter number
01 Reg. Quick Dial   02 Delete QuickDial
03 Reg. Group Dial   04 Delete Group Dial
↑↑Prev   ↓Next   PrevMenu
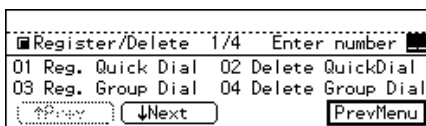
❏ Function numbers are different depending on the machine model and options attached.

6 Follow the instructions on the display.

❏ For more details on each User Tool, see the relevant pages of this manual.

Exiting User Tool mode

1 When you have made your changes and pressed [OK], press the **User Tool** key to return to standby mode.

❏ To exit "Key Op. Settings", you need to return to the Initial display of Facsimile User Tools. Press [PrevMenu] on each display until you reach the main menu, then press the **User Tool** key.

Facsimile User Tools

Registering Quick Dials

To save time, program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

Use the following steps to program a new Quick Dial or to edit or overwrite existing Quick Dials. There are 56 Quick Dials available.

You can register the following items in each key:

- Destination fax number (up to 254 digits)
- Destination name

IMPORTANT

❏ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. ⇒ See page 164.

Restrictions

❏ When a registered Quick Dial key is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot change the destination for this key.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Register/Delete" using the Number keys.

3 Enter the function number for "Reg. Quick Dial" using the Number keys.

```
■Register/Delete 1/4   Enter number ▦
01 Reg. Quick Dial  02 Delete QuickDial
03 Reg. Group Dial  04 Delete Group Dial
 ⇑Prev   ↓Next              PrevMenu
```

4 Press the Quick Dial key which you want to register.

```
<Reg. Quick Dial>
Press key to register Quick Dial, or
check Status.
 Status                     PrevMenu
```
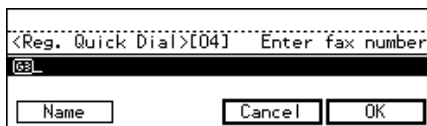
Hint

❏ If you press a wrong key, press [Cancel] and a correct key.

❏ You can press [Status] to see which Quick Dial keys have been programmed.

```
Registered Quick Dials(01~56)
01 NEW YORK OFFICE  02 TRONT OFFICE
03 TOKYO OFFICE     04 -----
 ⇑Prev   ↓Next                  OK
```

5 Enter a fax number using the Number keys.

```
<Reg. Quick Dial>[04]    Enter fax number
G3
       Name              Cancel      OK
```

Hint

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

❑ If a fax number is already registered in this Quick Dial key, the number and communication type are shown on the display. If you wish to change the fax number, press the **Clear/Stop** key and enter another number.

❑ You cannot omit the fax number.

6 Press [Name].
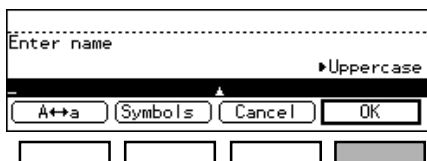
Hint

❑ If you wish to omit the destination name, go to step 9.

7 Enter the destination name.

Cross-reference
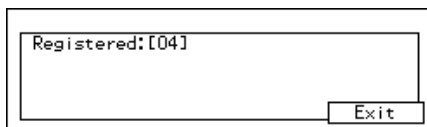
"Entering Text" ⇒ See page 211.

```
Enter name
                            ▶Uppercase

    A↔a   (Symbols)  Cancel       OK
```

Hint

❑ If a destination name is already registered in this Quick Dial key, the name is shown on the display. If you wish to change this name, press the **Clear/Stop** key and enter another name.

8 Press [OK].

The fax number and name are displayed.

9 Press [OK] to register the new setting.

```
Registered:[04]


                              Exit
```

Hint

❑ If you press [Cancel], the entered values are canceled and the display shown in step 4 appears again.

10 Press [OK].

The display shown in step 4 appears again.

11 Press the **User Tool** key.

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Quick Dial List

Printing the Quick Dial list allows you to check destinations registered in Quick Dial keys. To print this list, see page 164.

Deleting Quick Dials

This procedure describes how to find a programmed Quick Dial and delete it.

Restrictions

❑ When a Quick Dial key is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is shown and you cannot delete the destination for this key.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Register/Delete" using the Number keys.

3 Enter the function number for "Delete Quick Dial" using the Number keys.

```
■Register/Delete 1/4  Enter number ■
01 Reg. Quick Dial  02 Delete QuickDial
03 Reg. Group Dial  04 Delete Group Dial
 ↑Prev  ↓Next              PrevMenu
```

4 Press the Quick Dial key which you want to delete.

The registered destination is shown on the display.

```
<Delete QuickDial>
Press key to delete Quick Dial, or check
Status.
 Status                    PrevMenu
```

Hint

❑ If you press the wrong key, press [No] and press the correct key.

❑ You can press [Status] to see Quick Dial keys that have been already programmed.

```
Registered Quick Dials(01~56)
01 NEW YORK OFFICE   02 TRONT OFFICE
03 TOKYO OFFICE      04 HONG KONG OFFI~
 ↑Prev  ↓Next                    OK
```

```
<Delete QuickDial>[04]         Delete ?
☎12081224
(Name:HONG KONG OFFICE)
 Name              No        Yes
```

5 Press [Yes].

Hint

❑ If you press [No], the destination is not deleted and the display is shown in step 4 appears again.

```
Are you sure you want to delete?

                        No      Yes
```
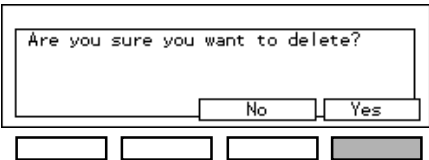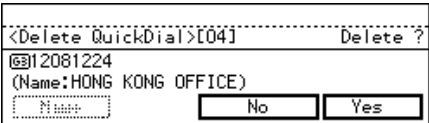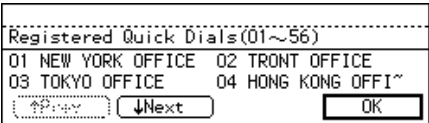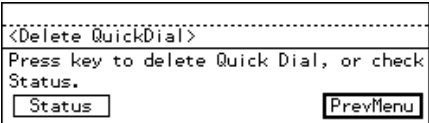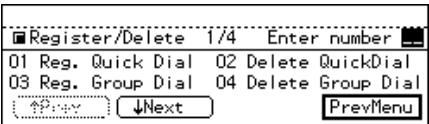
F Press [Yes] to delete the destination stored in this Quick Dial.

Hint

❏ If you press [No], the destination is not deleted and the display shown in step 4 appears again.

G Press the **User Tool** key.

Registering Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

Use these steps to program a new Group or to edit or overwrite an existing Group.

You can register the following items in a Group:

- Destination fax numbers (up to 200 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)

You can enter destination numbers with Quick Dial keys, Speed Dials, or the Number keys.

IMPORTANT

❏ It is recommend that you print the Group Dial list and keep it when you register or change destinations. ⇒ See page 164.

Restrictions

❏ The maximum number of Groups you can register is 9.

❏ The maximum number of destination you can register in a Group is 200. This 200 can be composed of up to 56 Quick Dial numbers, 99 Speed Dial numbers and 100 numbers entered directly with the Number keys. The maximum number of the destination you can register in all group is 255.

❏ The number of destinations that can be registered with the Number keys depends on how the machine is used. You can register up to 99 destinations for all the Groups.

❏ If you register a Group with the Number keys when a file is waiting to be transmitted, a message is shown. You sometimes cannot register any more destinations even when the number of specified destinations is 99 or less. This is because a fax number is stored in memory for the file to be transmitted. When the transmission is completed and the fax number is deleted, you can register the Group.

❏ When a lot of destinations is registered in a Group using Number keys, you sometimes cannot enter a destination for a Memory Transmission with the Number keys.

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❑ When a registered group is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is shown and you cannot change destinations for this Group.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Register/Delete" using the Number keys.

3 Enter the function number for "Reg. Group Dial" using the Number keys.

```
█Register/Delete  1/4   Enter number ▉
01 Reg. Quick Dial  02 Delete QuickDial
03 Reg. Group Dial  04 Delete Group Dial
 ⬆Prev   ⬇Next                  PrevMenu
```

4 Press the Quick Dial key in which you want to register the Group.

```
<Register QuickDial>
Press key to register Quick Dial, or check
Status.
 Status                          PrevMenu
```

Hint

❑ If you make a mistake, press [Cancel] then the correct key.

❑ You can press [Status] to see the which Quick Dial keys are currently programmed.

```
Registered Group Dials(01~56)
13 -----           14 Gp.D SALES SEC~
15 Gp.D BRANCH     16 Gp.D DESIGN SE~
 ⬆Prev   ⬇Next                      OK
```

5 Enter the first fax number then press [Add] before you enter the next.

```
<Reg. Group Dial>[13]  Enter fax numbers
GB▌                         Dest:  0

 Name              Cancel      OK
```

Hint

❑ Enter a destination in any of the following three ways:

- Enter the fax number using the Number keys.
- Press a Quick Dial key in which the destination is registered.
- Press the **Speed Dial** key and enter a Speed Dial code.

❑ If you make a mistake, press the **Clear/Stop** key and re-enter the correct Group number.

❑ If destinations are already registered, they are shown on the display. Press the ⬅ or ➡ key to scroll through the destinations on the display. If you want to change a destination, select it and press the **Clear/Stop** key. Press the **Clear/Stop** key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the Number keys.
When you specify the destination using the number keys, they will be erased one by one.
When using Quick dial or Speed dial, they will be erased at once.

❑ You cannot omit a fax number.

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F Repeat step 5 for all the destinations you want registered in the Group.

G Press [Name].

H Enter the Group name.

```
.................................................
Enter name
                                    ▸Uppercase
_
            ▲
( A↔a  ) (Symbols) ( Cancel )      OK
```

Hint

❏ If the Group name is already registered, it is shown on the display. If you wish to change the Group name, press the **Clear/Stop** key and enter another name.

I Press [OK].
   The entered fax numbers and Group name are shown on the display.

Hint

❏ Press the ◀ or ▶ key to scroll through the destinations on the display. If you want to change a destination, select it and press the **Clear/Stop** key. Press the **Clear/Stop** key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the Number keys.

J Press [OK] to register the Group.

```
Registered:[13]

                            Exit
```

Hint

❏ If you press [Cancel], the Group is not programmed and the display shown in step 4 appears again.

K Press [OK].
   The display shown in step 4 appears again.

L Press the **User Tool** key.

Group Dial list

The Group list allows you to print and check destinations registered in Groups and optional Group. To print this list, follow the steps shown in "Reports/Lists" (page 164).

Deleting Groups

This function deletes all destinations registered in a Group.

Restrictions

❑ When a registered Group is being used for a Memory Transmission on standby, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is displayed and you cannot delete destinations for this Group.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Register/Delete" using the Number keys.

3 Enter the function number for "Delete Group Dial" using the Number keys.

```
■Register/Delete  1/4   Enter number ▐▐
01 Reg. Quick Dial  02 Delete QuickDial
03 Reg. Group Dial  04 Delete Group Dial
 ↑Prev   ↓Next                PrevMenu
```

4 Press the Quick Dial key whose Group you wish to delete.
The registered Group is shown on the display.

```
<Delete Group Dial>
Press key to delete Group Dial, or check
Status.
 Status                       PrevMenu
```

Hint

❑ If you make a mistake, press [No] and press the correct key.

❑ You can press [Status] to see the which Quick Dial keys are programmed with Groups.

```
Registered Group Dials(01~56)
13 Gp.D OFFICE      14 Gp.D SALES SEC~
15 Gp.D BRANCH      16 Gp.D DESIGN SE~
 ↑Prev   ↓Next                     OK
```

5 Press [Yes].

Hint

❑ If you press [No], the Group is not deleted and the display shown in step 4 appears again.

```
<Delete Group Dial>[13]        Delete ?
▣458962478            Dest:  3 ◀▯▷
(Name:Gp.D OFFICE)
 Name               No       Yes
```

6 Press [Yes].
The Group is deleted.

Hint

❑ If you press [No], the Group is not deleted and the display shown in step 4 appears again.

```
Are you sure you want to delete?

                     No       Yes
```

7 Press the **User Tool** key.

Registering Optional Groups (Function Upgrade Card Option Rrequired)

Installing the Function Upgrade Card option enables you to store more Groups. These extra Groups are referred to as Optional Groups.

Use these steps to program a new Optional Group or edit or overwrite an existing one. You can register the following items in each Optional Group:

- Destination fax numbers (up to 200 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)

To specify destinations you can use Quick Dial keys, Speed Dials, or the Number keys.

IMPORTANT

❑ We recommend that you print the Optional Group Dial list and keep it when you register or change destinations. ⇒ See page 164.

Restrictions

❑ The maximum number of Optional Groups you can register is 21.

❑ Before you can use this feature you must program a User Function Key with the Optional Group function (see page 167).

❑ The maximum number of destinations you can register in Groups is 200; 56 in quick dial keys, 100 speed dials, and 99 numbers entered directory with the Number keys.

❑ The number of destinations that can be registered with the Number keys depends on how the machine is used. It is possible to register 999 destinations for all the Optional Groups. If you register 999 destinations with the Number keys, however, you cannot perform a Memory Transmission or specify a Group. When you register destinations on the Number keys, the number of destinations must be 998 or less (see page 45).

❑ If you register an Optional Group with the Number keys when a file is waiting to be transmitted, the message "You have exceeded the maximum machine specifications. No additional entry with number keys" is shown and you sometimes cannot register any more destinations even when the number of specified destinations is 998 or less. This is because a fax number is stored in memory for the file to be transmitted. When the file transmission is completed and the fax number is deleted, you can register a Group.

❑ When a lot of destinations is registered in the Number keys for an Optional Group, you sometimes cannot dial a destination for a Memory Transmission with the Number keys.

❑ When a previously registered Optional Group is being used for a standby transmission, the message "This destination is in use for standby transmission file. Pease modify/delete after transmission" is shown and you cannot change destinations for this Group.

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◼ Follow steps ❶ to ❸ shown in "Accessing the User Tools" (page 136).

❷ Enter the function number for "Register/Delete" using the Number keys.

❸ Enter the function number for "Reg. Opt. G.Dial" using the Number keys.

```
▣Register/Delete 2/4  Enter number ▉
05 Reg. Opt. G.Dial 06 Delete Opt.G.Dial
07 Reg. Speed Dial  08 Delete Speed Dial
[ ↑Prev ] [ ↓Next ]              [PrevMenu]
```

❹ Enter the Optional Group number (10 to 30) you want to register using the Number keys.

```
<Reg. Opt. G.Dial>
Enter Opt.Group Dial number to register,
or check Status. Opt. Gp. Dial(10-30) ▉
[ Status ]                        [PrevMenu]
```

Hint

❏ If you make a mistake with the first digit, press the **Clear/Stop** key and enter a correct number. If you make a mistake with the second digit, press [Cancel] and enter the number again.

❏ You can press [Status] to see the currently registered Optional Groups.

```
Registered Optional Group Dials(10-30)
+Gp.D10 ACCOUNT S~  +Gp.D11 DISTRIBUT~
+Gp.D12 -----       +Gp.D13 -----
[ ↑Prev ] [ ↓Next ]                    [ OK ]
```

❺ Enter the first destination, the press [Add] before entering the next.

```
<Reg. Opt. G.Dial>[12] Enter fax numbers
▨                          Dest: 0
[ Name ]          [ Cancel ]      [ OK ]
```

Hint
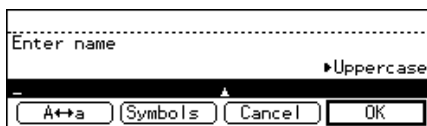
❏ Enter a destination in any of the following three ways:
  · Enter a fax number with the Number keys.
  · Press a Quick Dial key in which a destination is registered.
  · Press the **Speed Dial** key and enter a code.

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

❏ If destinations are already registered, they are shown on the display. Press the ◀ or ▶ key to scroll through the destinations on the display. If you want to change a destination, select it and press the **Clear/Stop** key. Press the **Clear/Stop** key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the Number keys.

❻ Repeat step 5 for all the destinations to be registered in the Optional Group.

7 Press [Name].

8 Enter the name.

Cross-reference

"Entering Text" ⇒ See page 211.

```
Enter name
                                    ▸Uppercase
  ─                    ▲
  ( A↔a ) (Symbols) ( Cancel )        OK
```

Hint

❑ If a Group name is already registered, it is shown on the display. If you want to change the name, press the **Clear/Stop** key and enter another name.

9 Press [OK].

The entered fax numbers and Optional Group name are shown on the display.

Hint

❑ If destinations are already registered, they are shown on the display. Press the ⊕ or ⊛ key to scroll through the destinations on the display. If you want to change a destination, select it and press the **Clear/Stop** key. Press the **Clear/Stop** key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the Number keys

10 Press [OK] to store the information you have just entered.

```
<Reg. Opt. G.Dial>[12] Enter fax numbers
[G][04] HONG KONG OFFICE   Dest:  4 ⊕▥▷
(Name:+Gp.D SALES SECTION)
  ( Name ) ( Add ) ( Cancel )      OK
```

Hint

❑ If you press [Cancel], the Optional Group is not registered and the display shown in step 4 appears again.

11 Press [OK].
The display shown in 4 appears again.

12 Press the **User Tool** key.

◆**Checking the Contents of Optional Groups**

Print the Optional Group dial list (see page 164).

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Deleting Optional Groups

This function deletes all destinations registered in an Optional Group.

Restrictions

❏ If a registered Optional Group is being used for a standby Memory Transmission, the message "This destination is in use for a standby transmission file. Pease modify/delete after transmission" is shown and you cannot change destinations for this Group.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Register/Delete" using the Number keys.

3 Enter the function number for "Delete Opt. G. Dial" using the Number keys.

```
■Register/Delete  2/4   Enter number ■
05 Reg. Opt. G.Dial 06 Delete Opt.G.Dial
07 Reg. Speed Dial  08 Delete Speed Dial
 (↑Prev )(↓Next )              PrevMenu
```
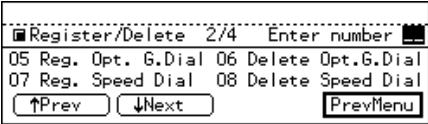
4 Enter the Optional Group Dial number (10 to 30) you wish to delete using the Number keys.

```
<Delete Opt.G.Dial>
Enter Opt. Group Dial number to delete,
or check Status. Opt. Gp. Dial(10-30)■
 Status                          PrevMenu
```

Hint

❏ If you make a mistake with the first digit, press the **Clear/Stop** key or [Cancel] and enter the correct number. If you make a mistake with the second digit, press [No] and enter the number again.

❏ You can press [Status] to see which Optional Groups are programmed.

```
Registered Optional Group Dials(10-30)
+Gp.D10 ACCOUNT S~  +Gp.D11 DISTRIBUT~
+Gp.D12 SALES SEC~  +Gp.D13 -----
 (↑Prev )(↓Next )               OK
```

5 Press [Yes].

Hint

❏ If you press [No], the Optional Group is not deleted and the display shown in step 4 appears again.

❏ The registered destinations are shown.

```
<Delete Opt.G.Dial>[12]       Delete ?
⨎[04] HONG KONG OFFICE  Dest:  4 ◁▷
(Name:+Gp.D SALES SECTION)
 Name            No       Yes
```

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[6] Press [Yes] to delete the Optional Group.

```
┌─────────────────────────────────────────┐
│ Are you sure you want to delete?         │
│                                          │
│                          ┌────┐┌─────┐   │
│                          │ No ││ Yes │   │
│                          └────┘└─────┘   │
└─────────────────────────────────────────┘
┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐
└──────┘ └──────┘ └──────┘ └──────┘
```

Hint

❏ If you press [No], the Optional Group is not deleted and the display shown in step 4 appears again.
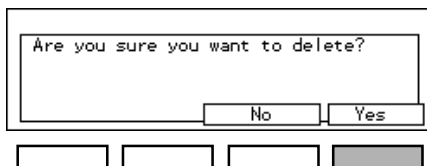
[7] Press the **User Tool** key.

Registering Speed Dials

If you register a destination in a Speed Dial, you can dial that number by just pressing the **Speed Dial** key followed by a two or three digit code.
Use these steps to program a new Speed Dial or overwrite an existing one.
You can register the following items in a Speed Dial:

- • Destination fax number (up to 100 numbers, up to 254 digits for each number)
- • Destination name
- • A Telephone Directory search letter (A to Z)

IMPORTANT

❏ It is recommended that you print the Speed Dial list and keep it when you register or change a destination. ⇒ See page 164.

Restrictions

❏ When a registered Speed Dial is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is shown and you cannot change the destination for this Quick Dial.

❏ You can specify codes 00 to 99.

❏ If you install the Function Upgrade Card (option), you can register up to 1,000 numbers in Speed Dials. In this case codes 000 to 999 are used.

[1] Follow steps **[1]** to **[3]** shown in "Accessing the User Tools" (page 136).

[2] Enter the function number for "Register/Delete" using the Number keys.

[3] Enter the function number for "Reg. Speed Dial" using the Number keys.

```
┌──────────────────────────────────────┐
│ ■Register/Delete  2/4  Enter number  │
│ 05 Reg. Opt. G.Dial 06 Delete Opt.G.Dial│
│ 07 Reg. Speed Dial  08 Delete Speed Dial│
│ (↑Prev )(↓Next )          PrevMenu   │
└──────────────────────────────────────┘
```
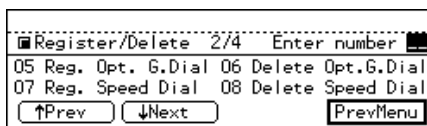
4 Enter the Speed Dial code you want to register using the Number keys.

```
<Reg. Speed Dial>
Enter Speed Dial number to register, or
check Status.  Speed Dial(000-999) ___
 Status                        PrevMenu
```

Hint

❏ If you make a mistake, press the **Clear Stop** key and enter the correct number.

❏ You can press [Status] to see which Speed Dials are programmed.

```
Registered Speed Dials(000-999)
Sp.D000 ABC COMPA~  Sp.D001 XYZ CORP.
Sp.D002 X SHOP
 ↑Prev    ↓Next                  OK
```

5 Enter a fax number using the Number keys, and select the communication type.

```
<Reg. Speed Dial>[004]  Enter fax number
G3_
 Name   Tel.Dir.  Cancel       OK
```

Hint

❏ If you make a mistake, press the **Clear/Stop** key and enter the correct number.
❏ If a fax number is already registered in this Speed Dial, the number is shown on the display. If you wish to change the fax number, press the **Clear/Stop** key and enter another number.
❏ You cannot omit the fax number. Be sure to register it.

6 Press [Name].

Hint

❏ If you wish to omit the destination name, go to step 9.

7 Enter the destination name.

```
Enter name
                         ▸Uppercase
 A↔a   Symbols  Cancel       OK
```

Cross-reference

"Entering Text" ⇒ See page 211.

Hint

❏ If a destination name is already registered in the Speed Dial, the name is shown on the display. If you wish to change the destination name, press the **Clear/Stop** key and enter another name.

8 Press [OK].

The entered destination number and name are shown on the display.

9 Press [Tel. Dir.].

```
<Reg. Speed Dial>[004]  Enter fax number
G3091457215_
(Name:LMN FACTORY)           Letter:L
 Name   Tel.Dir.  Cancel       OK
```

10 Enter a search letter (A to Z) for the Telephone Directory.

```
<Speed Dial Tel. Dir.>
Enter letter to find
       Letter(A-Z) ■
                      Cancel      OK
```

11 Press [OK].
The search letter you entered is shown.

12 Press [OK].
The fax number, destination name, and search letter are registered.

```
<Reg. Speed Dial>[004]  Enter fax number
⊞8091457215_
(Name:LMN FACTORY)                   Letter:L
   Name   Tel.Dir.   Cancel        OK
```

Hint

❏ If you press [Cancel], the Speed Dial is not registered.

13 Press [OK].

14 Press the **User Tool** key.

Speed Dial list

Print this list to check which destinations are programmed. See "Reports/ Lists" on page 164.

Deleting Speed Dials

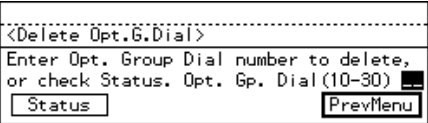Use this procedure to delete any Speed Dials you are not using anymore.

Restrictions

❏ If a registered Speed Dial is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is shown and you cannot change the destination for this Speed Dial.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Register/Delete" using the Number keys.

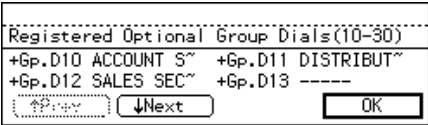**3** Enter the function number for "Delete Speed Dial" using the Number keys.

```
■Register/Delete  2/4   Enter number ▦
05 Reg. Opt. G.Dial 06 Delete Opt.G.Dial
07 Reg. Speed Dial  08 Delete Speed Dial
 ↑Prev    ↓Next              PrevMenu
```

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4 Press the Speed Dial key and speed dial code you wish to delete.
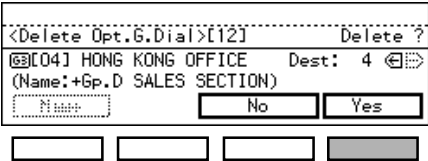
The registered destination is shown on the display.

Hint

❑ If you make a mistake before entering the first digit, press the **Clear/Stop** key and enter the correct number. If you make a mistake after entering the last digit, press [No] and enter the number again.

❑ You can press [Status] to see which Speed Dials are currently programmed.

```
Registered Speed Dials(000-999)
Sp.D000 ABC COMPA~    Sp.D001 XYZ CORP.
Sp.D002 X SHOP       Sp.D004 LMN FACTO~
 [ ↑Prev ] [ ↓Next ]              [    OK    ]
```

5 Press [Yes].

Hint

❑ If you press [No], the Speed Dial is not deleted and the display shown in 4 appears again.

```
<Delete Speed Dial>[004]      Delete ?
⊞8091457215
(Name:LMN FACTORY)             Letter:L
 [ Name ]          [   No   ] [   Yes   ]
```

6 Press [Yes].

The Speed Dial is deleted.

Hint

❑ If you press [No], the Speed Dial is not deleted and the display shown in 4 appears again.

```
Are you sure you want to delete?

                    [   No   ] [   Yes   ]
```

7 Press the **User Tool** key.

Storing Keystroke Programs

If you regularly send messages to a particular destination or transmit using the same features, you can save a lot of repetitive keypad operations by storing this information in a Keystroke Program.
Keystroke Programs can then be recalled by just pressing a Quick Dial key.
The following procedure can be used to program a new Keystroke Program or overwrite an old one.
You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 200 numbers), Resolution, Original Type, G3 or G4 communication mode, Stamp, Send Later, Confidential Transmission, Personal Code transmission, Auto Document, Book Fax, Irregular Scan Area, Transmission Deadline, Polling Transmission, Polling Reception, Transfer Request, and optional functions
- Program name (up to 20 characters)

❏ We recommend that you print the Keystroke Program list and keep it when you register or change a function. ⇒ See page 164.

Restrictions

❏ The maximum number of programs you can register is 56.

❏ You cannot register a program in a Quick Dial key used for another function.

❏ When a registered program key is being used for a Memory Transmission on standby, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is displayed and you cannot change the function for this key.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Register/Delete" using the Number keys.

3 Enter the function number for "Store Program" using the Number keys.

```
■Register/Delete  3/4   Enter number ■■
09 Store Program    10 Delete Program
11 Reg. Auto Doc.   12 Delete Auto Doc.
( ↑Prev  ) ( ↓Next )             PrevMenu
```

4 Press a Quick Dial key you want to register.
The "Store Program" display is shown.

```
<Store Program>
Press key to store Keystroke Program, or
check Status.
[ Status ]                      PrevMenu
```

Hint

❏ If you make a mistake, press [Cancel] and press the correct key.

❏ You can press [Status] to see Quick Dial keys with Keystroke Programs already in them.

```
Stored Keystroke Programs(01~56)
29 Ks.P REPORT      30 Ks.P DAILY
31 -----            32 -----
( ↑Prev  ) ( ↓Next )             [ OK ]
```

5 Press [Feature].

```
<Store Program>[31]   Features selected


[Feature] [ Name ] [Cancel] [  OK  ]
```

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F Carry out the sequence of operations you wish to store in this program, then press the OK key you selected in step 4.

```
⏻Store Program  Enter features.Press OK
Memory Trans. Auto Doc.           99%
📠L                      Dest:   0
                        Mode      OK
```

Hint

❑ If you press the **Clear Modes/Energy Saver** key, the display returns to the steps before keystroke programming.

❑ For example, say you wish to use Send Later to destination number 0123456789. The sequence of operations would be:

• Enter "0123456789" using the Number keys.

• Press [Mode].

• Enter the function number for Send Later using the Number keys.

• Set Send Later. ⇒ See page 78.

❑ If a program is already stored in the Quick Dial key, the function name is shown on the display. If you want to change the program, press the **Clear Modes/Energy Saver** key and program function again.

G Press [Name].

```
<Store Program>[31]    Features selected
Memory Trans. Others

Feature    Name    Cancel      OK
```

Hint

❑ You cannot omit a program name. Be sure to register it.

H Enter the program name.

```
Enter name
                        ▸Uppercase
─
  A↔a  (Symbols) (Cancel)      OK
```

Cross-reference

"Entering Text" ⇒ See page 211.

Hint

❑ If a program name is already registered in the Quick Dial key, the name is shown on the display. If you wish to change the program name, press the **Clear/Stop** key and enter another name.

I Press [OK].

The function and program name are shown on the display.

J Press [OK].

The program is stored.

```
<Store Program>[31]    Features selected
Memory Trans. Others
(Name:Ks.P WEEKLY)
Feature    Name    Cancel      OK
```

Hint

❑ If you press [Cancel], the Keystroke Program is canceled and the display shown in step 4 appears again.

⓫ Press [OK].

⓬ Press [OK].

The screen shown in step 4 appears again.

⓭ Press the **User Tool** key.

Keystroke program list

The Keystroke Program list allows you to print and check functions registered in keystroke programs. To print this list, follow the steps shown in "Reports/Lists" (page 164).

Using a Keystroke Program

◆ **E.g. execute a program using Send Later for the fax number "0123456789."**

❶ Set your original.

Hint

❏ If the destination, resolution, contrast and/or original type are not registered in the program, carry out these operations now.

❷ Press the Quick Dial key programmed with the Keystroke Program.
In this example, the fax number and program name "Send Later" are shown on the display.

> Keystroke Program has been selected.
> (Press Clear Modes key to cancel.)
>
> [31]Ks.P WEEKLY   Exit
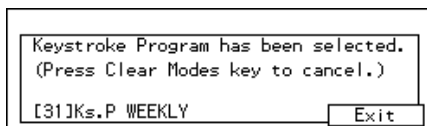
❸ Press the **OK** key then the **Start** key.
The machine starts scanning the original.
The message will be sent at the specified time.

Deleting a Keystroke Program

Hint

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

Restrictions

❏ When a registered program is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is shown and you cannot delete the program.

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1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Register/Delete" using the Number keys.

3 Enter the number of the "Delete Program" using the Number keys.

```
■Register/Delete  3/4   Enter number ▉
09 Store Program      10 Delete Program
11 Reg. Auto Doc.     12 Delete Auto Doc.
[ ↑Prev ] [ ↓Next ]              PrevMenu
```

4 Press the Quick Dial containing the program you wish to delete.

The contents of the program are shown on the display.

```
<Delete Program>[31]              Delete ?
Memory Trans. Others
(Name:Ks.P WEEKLY)
[Feature]            [  No  ] [  Yes  ]
```

Hint

❑ If you make a mistake, press [No] and the correct key.

❑ You can press [Status] to see the Keystroke Programs currently programmed.

```
Stored Keystroke Programs(01~56)
29 Ks.P REPORT        30 Ks.P DAILY
31 Ks.P WEEKLY        32 -----
[ ↑Prev ] [ ↓Next ]                  OK
```

5 Press [Yes].

Hint

❑ If you press [No], the program is not deleted and the display shown in step 4 appears again.

```
<Delete Program>[31]              Delete ?
Memory Trans. Others
(Name:Ks.P WEEKLY)
[Feature]            [  No  ] [  Yes  ]
```

6 Press [Yes].

The program is deleted.

Hint

❑ If you press [No], the program is not deleted and the display shown in step 4 appears again.

```
Are you sure you want to delete?

                     [  No  ] [  Yes  ]
```

7 Press the **User Tool** key.

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Registering Auto Documents

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 memory as an Auto Document.

This saves re-scanning the original every time you wish to send it.

Use these steps to program a new Auto Document or overwrite an existing one.

IMPORTANT

You can store the following items in an Auto Document:

- Original (up to 6 messages, one page for each message)
- Scanning conditions (Resolution, Original Type, and Image Density)
- Irregular Scan Area
- Document name (up to 10 characters)

You can omit Irregular Scan Area.

❑ We recommend that you print the Auto Document list and keep it when you register or change a document. ⇒ See page 164.

Restrictions

❑ You can only send one Auto Document per transmission.

❑ If you install the Function Upgrade Card option, you can store up to 18 Auto Documents.

A Follow steps 1 to 3 shown in "Accessing the User Tools" (page 136).

B Enter the function number for "Register/Delete" using the Number keys.

C Enter the function number for "Reg. Auto Doc." using the Number keys.

```
∎Register/Delete 3/4   Enter number ▨
09 Store Program    10 Delete Program
11 Reg. Auto Doc.   12 Delete Auto Doc.
[ ↑Prev ] [ ↓Next ]            [PrevMenu]
```

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4 Enter the number of the Auto Document you want to register using the Number keys.

```
<Reg. Auto Doc.> Enter no.to register
01ATTACHMENT  02MAP        03-----
04-----        05-----       06-----
  ↑Prev    ↓Next                PrevMenu
```

❑ If you make a mistake with the first digit, press the **Clear/Stop** key and enter the correct number. If you make a mistake for and digit, press Cancel key and enter the correct number.

❑ If a document is already registered with that Auto Document number, the name is shown on the display.

5 Press [Name].

```
<Reg. Auto Doc.>           Press Name key
Doc. 3:
    Name    Size              Cancel
```

Hint

❑ You cannot omit a document name. Be sure to register it.

6 Enter the Auto Document name.

```
Enter name
                              ▶Uppercase
    A↔a  Symbols  Cancel      OK
```

Cross-reference

"Entering Text" ⇒ See page 211.

Hint

❑ If the Name is already registered, it is shown on the display. If you want to change the document name, press the **Clear/Stop** key and enter another name.

7 Press [OK].

Hint

❑ If you are storing a standard size document, go to step 10.

8 Press [Size].

```
<Reg. Auto Doc.>Set original.Press Start
Doc. 3: FORM
    Name    Size              Cancel
```

9 Select a size using the ◀ and ▶ keys and press [OK].

The document name and original size are shown on the display.

```
<Irreg. Scan Area>  Select area with◀▶
Area 1/Area 2/A4⌐/A4⌐/B4⌐/A3⌐
8½×11⌐/8½×11⌐/8½×14⌐/11×17⌐
   Status              Cancel      OK
```

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🔟 Set your original and press the **Start** key.

The machine starts scanning the original.

```
<Reg. Auto Doc.>Set original.Press Start
Doc. 3: FORM                        (A4 ▢)
 ┌──────┐ ┌──────┐             ┌──────┐
 │ Name │ │ Size │             │Cancel│
 └──────┘ └──────┘             └──────┘
```

⓫ When the original is scanned completely, press [OK].

The Auto Document is stored. The display shown in step 4 appears again.

⓬ Press the **User Tool** key.

Auto Document list

The Auto Document list allows you to print and check stored Auto Document names. To print this list, follow the steps shown in "Reports/Lists" (page 164).

Deleting an Auto Document

Restrictions

❏ You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or delete the Auto Document after deleting the file waiting to be transmitted.

🔟 Follow steps 🔟 to 🔟 shown in "Accessing the User Tools" (page 136).

❷ Enter the function number for "Register/Delete" using the Number keys.

❸ Enter the function number for "Delete Auto Doc." using the Number keys.

```
■Register/Delete  3/4   Enter number ▰
09 Store Program     10 Delete Program
11 Reg. Auto Doc.    12 Delete Auto Doc.
 ┌──────┐ ┌──────┐             ┌────────┐
 │ ↑Prev│ │ ↓Next│             │PrevMenu│
 └──────┘ └──────┘             └────────┘
```

4 Enter the number of the Auto Document you want to delete using the Number keys.

The stored document is shown on the display.

```
<Delete Auto Doc.>Enter no. to delete 🖿
01ATTACHMENT  02MAP        03-----
04-----        05-----     06-----
 [ ⬆Prev ]  [ ↓Next ]           [PrevMenu]
```

Hint

❏ If you make a mistake with the first digit, press the **Clear/Stop** key and enter the correct number.

5 Press [Yes].

Hint

❏ If you press [No], the document is not deleted and the display shown in step 4 appears again.

```
<Delete Auto Doc.>           Delete ?
Doc. 2: MAP

[ Name ]          [ No ]    [ Yes ]
```

6 Press [Yes].
The Auto Document is deleted.

Hint

❏ If you press [No], the document is not deleted and the display shown in step 4 appears again.

```
Are you sure you want to delete?

                        [ No ]   [ Yes ]
```

7 Press the **User Tool** key.

Registering Irregular Area

When you select Irregular Area to scan a non-standard size original, two custom sizes of original are available (Area 1 and Area 2). Use this function to register these custom sizes in advance.
You can change the registered size by reprogramming it.

IMPORTANT

❏ When registering or changing an original size, we recommend that you make a memo of the new size.

Restrictions

❏ For the vertical length (width), select "Auto," "A4 (210 mm)," "B4 (257 mm)," "A3 (297 mm)," "8 1/2 inch," or "11 inch."

❏ For the horizontal length, specify from 128 to 1,200 mm or from 5.5 to 47 inches. You cannot set a length less than 128 mm or longer than 1,200 mm.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Register/Delete" using the Number keys.

3 Enter the function for "Reg. Irreg. Area" using the Number keys.

```
■Register/Delete  4/4   Enter number ■
13 Reg. Irreg. Area 14 Delete Irreg.Area

( ↑Prev ) ( ↓Next )                  PrevMenu
```

4 Press [Area 1] or [Area 2].

Hint

❑ If a size is already registered, it is shown on the display.

```
<Reg. Irreg. Area> Select Area1 or Area2
Area 1:-----
Area 2:-----
 Area 1   Area 2                     PrevMenu
```

5 Press [Vert.].

```
<Reg. Irreg. Area>Select Horiz. or Vert.
Area 1:-----

 Vert.   Horiz.   Cancel       OK
```

6 Select a size you want to register using the ◀ or ▶ key and press [OK].

The specified size is shown on the display.

```
<Vert. Length>    Select length with◀▶
Auto / 8⅓inch / 11inch / 8.3inch(A4 ⌷) /
10.1inch(B4 ⌷) / 11.7inch(A3 ⌷)
                   Cancel      OK
```

Hint

❑ When you select "Auto", "–––" is shown on the display.

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7 Press [Horiz.].

```
<Reg. Irreg. Area>Select Horiz. or Vert.
Area 1:Vert.8½inch

     Vert.     Horiz.    Cancel        OK
```

8 Enter a length using the Number keys and press [OK].

The specified size is shown on the display.

```
<Horiz. Length>    Enter length(5.5-47.0)

                    ____inch
(mm↔inch)                        Cancel        OK
```

Hint

❏ Each time you press [mm↔inch], the units change between "inch" and "mm" alternately. If you enter a length and change the unit by pressing [mm↔inch], the length is converted automatically according to the unit (fractions are rounded off). For example, when you enter **2**, **5**, and **0** in millimeters and change to "inch," the length "9.8 inch" is shown on the display. If you press "mm" again "249 mm" is displayed.

9 Press [OK].

The display shown in 4 appears again.

```
<Reg. Irreg. Area>Select Horiz. or Vert.
Area 1:Vert.8½inch    Horiz.11.8inch

     Vert.     Horiz.    Cancel        OK
```

10 Press the **User Tool** key.

Deleting an Irregular Area

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Register/Delete" using the Number keys.

3 Enter the function number for "Delete Irreg. Area" using the Number keys.

The registered sizes are displayed.

```
▣Register/Delete  4/4    Enter number ▰
13 Reg. Irreg. Area 14 Delete Irreg.Area

  (↑Prev )  (↓Next )                PrevMenu
```

D Press [Area 1] or [Area 2].

Hint

❏ If you make a mistake, press [No] and choose a correct one.

E Press [Yes].

The Irregular Area is deleted.

Hint

❏ If you press [No], the Irregular Area is not deleted and the display shown in step 4 appears again.

F Press the **User Tool** key.

```
<Reg. Irreg. Area> Select Area1 or Area2
Area 1:Vert.8½inch   Horiz.11.8inch
Area 2:Horiz.38.0inch
 Area 1    Area 2              PrevMenu
```

```
Are you sure you want to delete?

                          No      Yes
```

REPORTS/LISTS

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

- TCR (Transaction Confirmation Report) → See page 123.
- Quick Dial list → See page 140.
- Group Dial list → See page 143.
- Keystroke Program list → See page 155.
- Speed Dial list → See page 151.
- Auto Document list → See page 159.
- Forwarding list → See page 182.
- Printing an Auto Document → See page 159.
- Authorized Reception list → See page 191.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Reports/Lists" using the Number keys.

3 Enter the Report/List number you want to print out using the Number keys.

```
■Reports/Lists   1/2    Enter number ■
1 TCR            2 Quick Dial List
3 Group Dial List 4 Speed Dial List
 ↑Prev    ↓Next              PrevMenu
```

Hint

❑ If you can't see the item you need, press [↑Prev.] or [↓Next].

❑ If you make a mistake, press [Cancel] and enter the correct number.

4 Press the **Start** key.

When printing is completed, the display shown in step 3 appears again.

Hint

❑ If you press [Cancel] before printing starts, the printing stops and the display shown in step 3 appears again.

5 Press the **User Tool** key.

INITIAL SETUP TX

When you turn on the machine or return to Copy mode, the machine returns to the default settings. You can change these settings so that the machine starts with your most frequently used features selected.

This procedure can be used to change the default settings of the Transmission mode (Memory/Immediate Transmission) and scanning conditions (Resolution, Original Type, Image Density, and Auto Image Density).
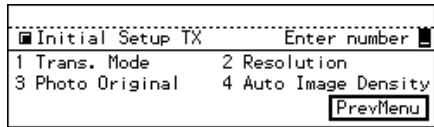
Hint

❑ You can decide whether the machine returns to the default settings after each communication. ⇒ See "Changing User Parameters" on page 203.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Initial Setup TX" using the Number keys. The Initial Setup TX menu is shown on the display.

3 Enter the function number using the Number keys.

```
■Initial Setup TX      Enter number ▮
1 Trans. Mode        2 Resolution
3 Photo Original     4 Auto Image Density
                                  PrevMenu
```

Hint

❑ If you make a mistake, press [Cancel] and enter the correct number.

4 Select the mode you want to change using the ⬅ or ➡ keys and press [OK].

Hint

❑ If you want to specify other functions, repeat steps 3 and 4.

Example

◆**Transmission Mode**

```
⟨Trans. Mode⟩      Select mode with⬅➡
          Memory Trans. / Immediate TX

                    Cancel      OK
 ┌────┐ ┌────┐ ┌────┐ ┌──────┐
 └────┘ └────┘ └────┘ └──────┘
                              ⬅ ➡
```

◆**Resolution**

```
⟨Resolution⟩      Select mode with⬅➡
          Standard / Detail / Super Fine

                    Cancel      OK
 ┌────┐ ┌────┐ ┌────┐ ┌──────┐
 └────┘ └────┘ └────┘ └──────┘
                              ⬅ ➡
```

5 Press the **User Tool** key.

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INITIAL SETUP RX

The Initial Setup Reception function allows you to turn the following reception functions.

- Reception Mode → See page 66.
- Checkered Mark → See page 69.
- Center Mark → See page 70.
- Print RX Time → See page 70.
- Multi-copy Reception → See page 71.
- 2-Sided Printing → See page 71.
- Reverse Order Printing → see page 73.
- Authorized RX → See page 188.
- Special RX Nos. → See page 183.
- Forwarding → See page 177.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Initial Setup RX" using the Number keys. The Initial Setup RX menu is shown on the display.

3 Enter the function number of the item you want to change with the Number keys.

```
■Initial Setup RX 1/3   Enter number ▬
01 Reception Mode    02 Checkered Mark
03 Centre Mark       04 Print RX Time
  ⇑Prev  (↓Next)              PrevMenu
```

Hint

❏ If you make a mistake, press the **Clear/Stop** key and enter the correct number.

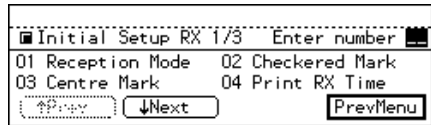**4** Change the setting with the ◄ and ► keys and press [OK].

Hint

❏ If you wish to change other functions, repeat steps 3 and 4.
❏ Select on or off for Checkered Mark, Center Mark, Print RX Time, 2-sided Printing, Authorized RX, Special RX Nos., Forwarding, and Reverse Printing.
❏ For Multi-copy Reception, enter the number of copies using the Number keys.

Example

◆Reception Mode

```
<Reception Mode>   Select mode with◄►
 Auto Receive / Tel Mode
                        Cancel    OK
```
◄ ►

◆Checkered Mark

```
<Checkered Mark>   Select mode with◄►
            On / Off
                        Cancel    OK
```
◄ ►

5 Press the **User Tool** key.

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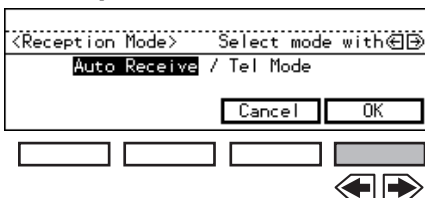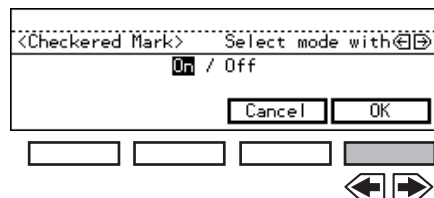
ASSIGNING USER FUNCTION KEYS

Each of these keys (F1-F4) can be programmed 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. This procedure can be used to edit, delete or change the contents of the User Function keys.

| Hint |

❏ At default the following functions are programmed by default.

Key	Standard	With ISDN Option
F1	Start Manual RX	←
F2	TEL Mode	←
F3	Transmission Result Display	←
F4	–	G3/G4 Mode Selection

Storing/Editing the Contents of a User Function Key

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "User Functions" using the Number keys.

3 Press the User Function Key you want to use.

```
<User Functions>
Press User Function key to register, or
check Status (F1~F3)
 Status                          PrevMenu
```

| Hint |

❏ If you make a mistake, press [Cancel] and press the correct key.

❏ You can press [Status] to see how the User Function keys are currently programmed.

❏ If you have the ISDN unit option installed, you can not change User Function key F4.

4 Enter the function number you want to register into the User Function key using the Number keys and press [OK].

```
<User Functions>        Enter item number
F1:█ | 1 TX FileStatus   2 RX FileStatus
     | 3 Auto Document   4 Print TCR
  ↑Prev  ↓Next   Cancel      OK
```

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❑ To see a function number not displayed on the display, press [↑Prev.] or [↓Next].

❑ If you wish to store more functions, repeat steps 3 and 4 for other keys.

❑ If you press [Cancel], the function is not stored and the display shown in step 3 appears again.
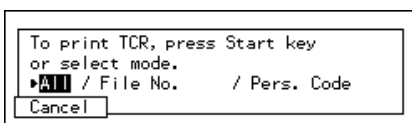
E Press the **User Tool** key.

Using a User Function

1 Press the User Function Key (F1 to F4) in which the function you want to use is stored.

The stored function's display is shown.

◆E.g. if "Print TCR" is stored in the User Function Key

```
To print TCR, press Start key
or select mode.
▶ALL / File No.    / Pers. Code
Cancel
```

Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed and Personal Code Access is turned on (see page 203), users have to enter their Personal Code before they send a fax.

IMPORTANT

❑ We recommend that you print the Personal Code list and keep it when you register or change a Personal Code. ⇒ See page 164.

Hint

❑ To enter a Personal Code when sending a fax, follow the steps shown in "Personal Code Transmission" (page 83).

❑ If Personal Access (see page 16) is switched on, users cannot use the facsimile feature unless they enter their Personal Codes.
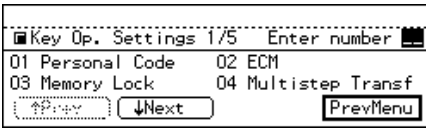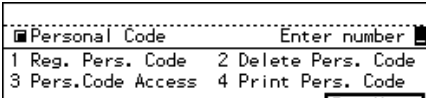
Registering Personal Codes

You can register the following items in a personal code:
· Personal Code (any 4 digit number except 0000)
· Name (up to 20 characters)
You can also change a Personal Code in the same way as registering it.

Restrictions

❑ On a standard model you can register up to 20 codes. If you install the Function Upgrade Card option, the maximum number of personal codes you can register is 50.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Personal Code" using the Number keys.

```
■Key Op. Settings 1/5   Enter number ■■
01 Personal Code    02 ECM
03 Memory Lock      04 Multistep Transf
  ↑Prev    ↓Next              PrevMenu
```

4 Enter the function number for "Reg. Pers. Code" using the Number keys.

```
■Personal Code           Enter number ■
1 Reg. Pers. Code   2 Delete Pers. Code
3 Pers.Code Access  4 Print Pers. Code
                             PrevMenu
```

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5 Enter a Personal Code using the Number keys.

```
<Reg. Pers. Code>
Enter number to register Personal Code,
or check Status   Pers. Code ▮▮▮▮
 Status                        PrevMenu
```

Hint

❏ If you enter a wrong number for the first, second, or third digit, press the **Clear/Stop** key and enter a correct number. If you enter a wrong value for the fourth digit, press [Cancel] and enter the correct number from the first digit.

❏ If you enter an already registered Personal code, it appears on the display. If you wish to change the name, press [Name] and enter another name. If you wish to program another code, press [Cancel] and enter the new code.

❏ You can press [Status] to see which codes have been already programmed.

```
Registered Personal Codes
0824 ACCOUNT DEPA~ 7227 JOHN
9266 NANCY
 ↑Prev    ↓Next              OK
```

6 Press [Name].

```
<Reg. Pers. Code>    Press Name to enter
Personal Code:2262

  Name           Cancel     OK
▭▭▭▭  ▭▭▭▭  ▭▭▭▭  ▭▭▭▭
```

7 Enter the name.

Cross-reference

"Entering Text" ⇒ See page 211.

```
Enter name
                          ▶Uppercase
──────────────▲────────────────
 A↔a   Symbols   Cancel     OK
```

Hint

❏ If the name has already been programmed, it appears on the display. If you wish to change the name, press the **Clear/Stop** key and enter another name.

8 Press [OK].
The entered Personal Code and name are shown on the display.

9 Press [OK] to register the code and name.

```
<Reg. Pers. Code>    Press Name to enter
Personal Code:2262
(Name:JAMES)
  Name           Cancel     OK
▭▭▭▭  ▭▭▭▭  ▭▭▭▭  ▮▮▮▮
```

Hint

❏ If you press [Cancel], the entered Personal Code is canceled and the display shown in step 5 appears again.

10 Press [OK].
The display shown in step 5 appears again.

11 Press [PrevMenu] three times.

12 Press the **User Tool** key.

Deleting a Personal Code

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Personal Code" using the Number keys.

```
■Key Op. Settings 1/5   Enter number ■
01 Personal Code      02 ECM
03 Memory Lock        04 Multistep Transf
 ↑Prev    ↓Next                 PrevMenu
```

4 Enter the function number for Delete Pers. Code using the Number keys.

```
■Personal Code              Enter number ■
1 Reg. Pers. Code    2 Delete Pers. Code
3 Pers.Code Access   4 Print Pers. Code
                                PrevMenu
```

5 Enter the Personal Code you want to delete using the Number keys.

Hint

❏ If you make a mistake, press the **Clear/Stop** key and enter the correct code.

```
<Delete Pers. Code>
Enter number to delete Personal Code, or
check Status   Pers. Code ████
 Status                         PrevMenu
```

❏ You can press [Status] to see which codes have been already programmed.

```
Registered Personal Codes
0824 ACCOUNT DEPA~   2262 JAMES
7227 JOHN            9266 NANCY
 ↑Prev    ↓Next                       OK
```

6 Press [Yes].

Hint

❏ If you press [No], the Personal Code is not deleted and the display shown in step 5 appears again.

```
<Delete Pers. Code>              Delete ?
Personal Code:7227
(Name:JOHN)
 Name              No         Yes
```

7 Press [Yes].
The Personal Code is deleted.

Hint

❏ If you press [No], the Personal Code is not deleted and the display shown in step appears again.

```
Are you sure you want to delete?

                   No         Yes
```
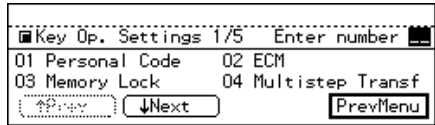
8 Press [PrevMenu] three times.

9 Press the **User Tool** key.
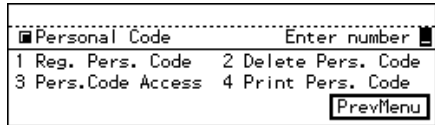
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Personal Code Access

The machine can be set up so that users cannot use it without entering a registered Personal Code. This prevents an unauthorized person from sending a fax message and helps track the activity of each user.
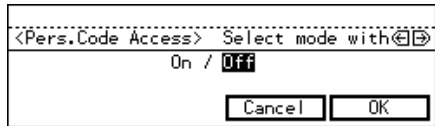
1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the number for "Personal Code" using the Number keys.

```
█Key Op. Settings 1/5   Enter number ▐
01 Personal Code     02 ECM
03 Memory Lock       04 Multistep Transf
  ↑Prev   ↓Next              PrevMenu
```

4 Enter the number for "Pers. Code Access "using the Number keys.

```
█Personal Code              Enter number ▐
1 Reg. Pers. Code    2 Delete Pers. Code
3 Pers.Code Access   4 Print Pers. Code
                            PrevMenu
```

5 Switch it on or off using the ◀ or ▶ key and press [OK].

```
<Pers.Code Access>  Select mode with◀▶
            On / Off
                        Cancel    OK
```

Hint

❑ If you press [Cancel], the previous setting is not changed and the display shown in step 4 appears again.
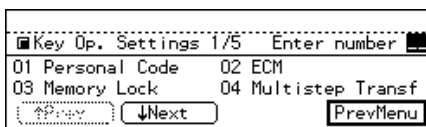
6 Press [PrevMenu] twice.

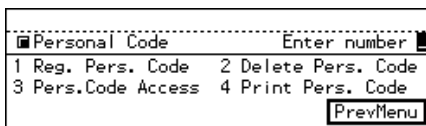**7** Press the **User Tool** key.

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Printing the Personal Code List

Print this list to find out the registered Personal Codes and their names.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the number for "Personal Code" using the Number keys.

```
█Key Op. Settings 1/5   Enter number ▇
01 Personal Code      02 ECM
03 Memory Lock        04 Multistep Transf
  ↑Prev   ↓Next              PrevMenu
```

4 Enter the function number for "Print Pers. Code" using the Number keys.

```
█Personal Code            Enter number ▌
1 Reg. Pers. Code     2 Delete Pers. Code
3 Pers.Code Access    4 Print Pers. Code
                              PrevMenu
```

5 Press the **Start** key.
When printing is completed, the display shown in step 4 appears again.

Hint

❏ If you press [Cancel] before printing starts, the printing stops and the display shown in step 4 appears again.

6 Press [PrevMenu] twice.

7 Press the **User Tool** key.

ECM

If a part of a transmission fails because of a line problem, the lost data is automatically resent. For this feature to work, the other machine must have ECM. By default, ECM is turned on, but you can change this with the following procedure.

1 Follow steps **1** to **3** shown in "Accessing the User Tools" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "ECM" using the Number keys.

```
█Key Op. Settings 1/5    Enter number 📖
01 Personal Code      02 ECM
03 Memory Lock        04 Multistep Transf
 (⬆Prev) (⬇Next)                  PrevMenu
```

4 Switch it on or off using the ⬅ or ➡ key and press [OK].

```
<ECM>                  Select mode with⬅➡
                  On / Off
                            Cancel    OK
```

Hint

❏ If you press [Cancel], the previous setting is not changed and the display shown in step 3 appears again.

```
┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐
└──────┘ └──────┘ └──────┘ └──────┘
                            ⬅ ➡
```
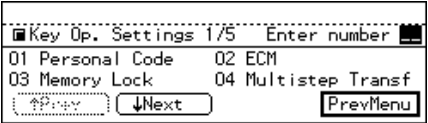
5 Press [PrevMenu].

6 Press the **User Tool** key.
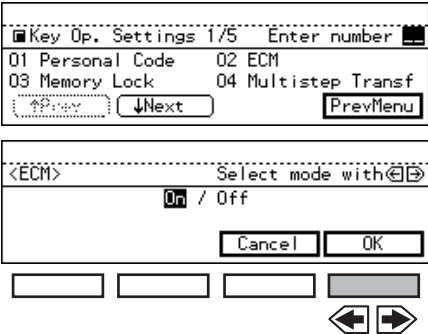
Memory Lock (Memory Card or Hard Disk Option Required)

When you switch Memory Lock On, received messages are stored in memory and not printed automatically. When a message is received in Memory Lock mode, the Receive File indicator blinks. To print this message, enter the Memory Lock ID. A user who does not know the ID cannot print the message. This prevents an unauthorized person from seeing the message.
To use Memory Lock, program the Memory Lock ID and switch it On.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Memory Lock" using the Number keys.

```
█Key Op. Settings 1/5    Enter number 📖
01 Personal Code      02 ECM
03 Memory Lock        04 Multistep Transf
 (⬆Prev) (⬇Next)                  PrevMenu
```

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4 Switch it On or Off using the ⬅ and ➡ keys and press [OK].

Hint

❑ If you press [Cancel], Memory Lock is not switched on and the display shown in 3 appears again.

```
<Memory Lock>         Select mode with⬅⮞
            On / Off
                        Cancel      OK
```
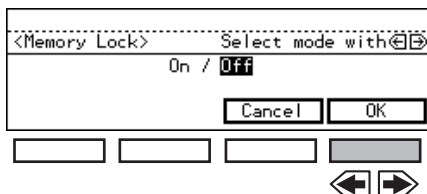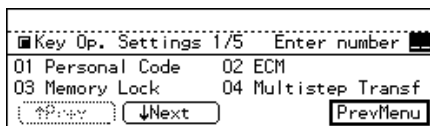
5 Press [PrevMenu].

6 Press the **User Tool** key.

Multistep Transfer (Optional Memory Card or Hard Disk Required)

This machine can be used to build up a multi-step facsimile network that allows messages to be sent via multiple Transfer Stations and achieve greater efficiency in processing Transfer Requests.
The following procedure describes how to program a Transfer Station number into a Group. Providing this Group contains the appropriate End Receiver Information (Group codes), when your machine receives a Transfer Request, it will pass the message to the Transfer Station(s) you specify.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Multistep Transf." using the Number keys.

```
▣Key Op. Settings 1/5  Enter number ▀
01 Personal Code     02 ECM
03 Memory Lock       04 Multistep Transf
 ⬆Prev  ⬇Next              PrevMenu
```

4 Press the quick dial key you want to store this Transfer Group in.

Hint

❑ You can press [Status] to see the Groups current status of the group dial.

```
<Multistep Transf>
Press key to register, or check Status

 Status                   PrevMenu
```

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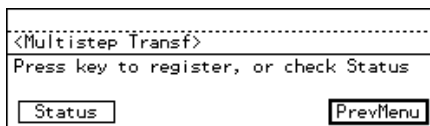
❏ If the machine has Optional Group dials (the optional Function Upgrade Card is required), you can register a transfer station. Select the group type you wish to register using the Number keys. If you wish to select Group Dial, press a Quick Dial key. If you wish to select an Optional Group dial, enter the group number using the Number keys. Example:Optional Group is selected.

```
■Multistep Transf        Enter number ■
1 Multi-step Transfer (Group Dial)
2 Multi-step Transfer (Opt. Gp. Dial)
                              PrevMenu
```

```
<Multistep Transf>
Enter number to register,or check Status
       Optional Group Dial(10-30) ██
  Status                        PrevMenu
```

E Specify a transfer station.

```
<Receive Station>[10] Enter Transf. Stn.
Transf.Stn ██_
                        Cancel      OK
```

F Press [OK].

```
This Group Dial has been registered
for Multi-step Transfer. It cannot
be used as a normal Group Dial.
                              Exit
```

G Press [OK].

H Press [PrevMenu].

I Press the **User Tool** key.

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Forwarding

Using this feature, you can select messages from specified senders to be printed on your machine and then sent on to another fax machine.

This is useful if, for example, you are visiting another office and would like a copy of your messages sent to that office 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 Specific Senders.

You can register the following:

- · 5 Forwarding Stations (up to 32 digits for each number)
- · 30 Specific Senders (maximum 10 per Forwarding Station, up to 20 characters each with G3 and 24 with G4)
- · Wild card (see page 213)

IMPORTANT

❑ It is recommended that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender. ⇒ See page 164.

Restrictions

❑ This feature only works if the incoming message is from another party that has been programmed as a Specific Sender.
❑ The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by transfer request.
❑ You cannot register as a specific sender who does not have an RTI or CSI.
❑ You can register up to 30 specific senders for Forwarding, Special RX Nos., and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. If you install the Optional Function Upgrade Card, you can register up to 50 senders.

Hint

❑ You can print a forwarding mark on forward messages (see the User Parameters on page 203).
❑ To register a sender, use an RTI or CSI. When you communicate with a sender using G4, register the G4TID.
❑ You can see an RTI or CSI of a sender in the destination name column of the TCR (page 123).
❑ Before using the Forwarding function, register Forwarding Stations and switch Forwarding On following the steps shown in "Initial Setup RX" (page 166).
❑ You can specify whether or not to send received messages on to another fax machine automatically. See "Changing User Parameters" (page 204). This feature is called "Forwarding". The Default setting is "Off".
❑ You can specify whether or not to print forwarded messages. See "Changing User Parameters" (page 203). This feature is called "Local Printing". The default setting is "On".

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Registering Forwarding Stations

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Forwarding" using the Number keys.

```
■Key Op. Settings 2/5   Enter number ▀
05 Forwarding         06 Special RX Nos.
07 Authorized RX      08 Monitor Volume
 [↑Prev] [↓Next]                [PrevMenu]
```

4 Enter the function number for "Reg. Receiver" using the Number keys.

```
■Forwarding              Enter number ▌
1 Reg. Receiver     2 Delete Receiver
3 Register Sender   4 Delete Sender
5 Print Sender List             [PrevMenu]
```

5 Choose a receiver (Forwarding Station) to program be entering the its code number.

```
<Reg. Receiver>  Enter no.to register ▌
1 -----          2 -----
3 -----          4 -----
5 -----                         [PrevMenu]
```

Hint

❏ If you make a mistake, press [Cancel] and enter a correct number.

6 Enter the Forwarding Station's fax number using the Number keys and select the communication type, then press [OK].

```
<Reg. Receiver>[1]    Enter fax number
⬛▁

                    [Cancel]    [OK]
```
```
[  ] [  ] [  ] [▓]
```

Hint

❏ If you make a mistake, press the **Clear/Stop** key and enter a correct number.

❏ If you have the optional ISDN unit, select the line type to be used before specifying a fax number. ⇒ See "Communication Type" on page 43.

7 Press [OK].

```
Registered: Receiver[1]


                              [Exit]
```

8 Press [PrevMenu] 3 times.

```
[  ] [  ] [  ] [▓]
```

9 Press the **User Tool** key.

Deleting a Forwarding Station

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter** key within 3 seconds.

3 Enter the function number for "Forwarding" using the Number keys.

4 Enter the function number for "Delete Receiver" using the Number keys.

5 Choose the Recever (Forwarding Station) to delete by entering its code number.

```
<Delete Receiver> Enter no. to delete ▉
1 9840310471      2 9266047131
3 -----           4 -----
5 -----                    PrevMenu
```

Hint

❏ If you make a mistake, press [No] and enter a correct number.

6 Press [Yes].

```
<Delete Receiver>[2]        Delete ?
☎9266047131
                        No      Yes
┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐
└─────┘ └─────┘ └─────┘ └█████┘
```

Hint

❏ If you press [No], the Forwarding Station is not deleted and the display shown in 5 appears again.

7 Press [Yes].
The Forwarding Station is deleted.

```
If you delete this Receiver the
associated Sender will be also
deleted.
                        No      Yes
┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐
└─────┘ └─────┘ └─────┘ └█████┘
```

Hint

❏ When you press [No], the Forwarding Station is not deleted and the display shown in 5 appears again.

8 Press [PrevMenu] 3 times.

9 Press the **User Tool** key.

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Registering Specific Sender (Forwarding)

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Forwarding" using the Number keys.

4 Enter the function number for "Register Sender" using the Number keys.

5 Choose a Specific Sender to register by entering its code number.

```
<Register Sender>Enter no.to register █
01 -----              03
02                    04
   ↑Prev    ↓Next              PrevMenu
```

Hint

❏ If you make a mistake, press the **Clear/Stop** key and enter a correct number.

6 Press [RTI/CSI].

```
<Register Sender> Press RTI/CSI,Receiver
Sender[01]

RTI/CSI  Receiver  Cancel      OK
```

7 Register an RTI or CSI of a sender and press [OK].

```
Enter RTI or CSI
                            ▶Uppercase
_                  ▲
          Symbols   Cancel       OK
```

Cross-reference

"Entering Text" ⇒ See page 211.

8 Select whether or not to register a sender as a wild card (page 213).

```
Do you want to register a Wildcard ?

                    Yes      No
```

9 Press [Receiver].

```
<Register Sender> Press RTI/CSI,Receiver
Sender[01]                   Wild Card
RTI/CSI :MAIN OFFICE
RTI/CSI  Receiver  Cancel      OK
```

10 Choose the Forwarding Station you want to assign this Specific Sender to enter its code and press [OK].

```
<End Receiver>              Enter number
Receiver ■|1 9840310471  2 9266047131
         |3 -----       4 -----
         |5 -----    [ Cancel ]  [  OK  ]
```

11 Press [OK].

Hint

❏ If you press [Cancel], the sender is not registered and the display shown in 5 appears again.

```
<Register Sender> Press RTI/CSI,Receiver
Sender[01]                      Wild Card
RTI/CSI :MAIN OFFICE
[RTI/CSI] [Receiver] [ Cancel ]  [  OK  ]
```

12 Press [OK].

```
Registered: Sender.



                                  [ Exit ]
```

13 Press [PrevMenu] three times.

14 Press the **User Tool** key.

Deleting a Specific Sender (Forwarding)

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter** key within 3 seconds.

3 Enter the function number for "Forwarding" using the Number keys.

4 Enter the function number for "Delete Sender" using the Number keys.

5 Choose the Specified Sender you want to delete by entering its code with number keys.

```
<Delete Sender>   Enter no. to delete ■
01 MAIN OFFICE

[ ↑Prev ] [ ↓Next ]          [PrevMenu]
```

Hint

❏ If you make a mistake, press the **Clear/Stop** key and enter a correct number.
If you have a mistake with the second digit, press [No] and enter the number again.

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6 Press [Yes].

Hint

❑ If you press [No], the sender is not deleted and the display shown in 5 appears again.

```
<Delete Sender>                 Delete ?
Sender[01]                     Wild Card
RTI/CSI :MAIN OFFICE
[RTI/CSI]              |   No   |   Yes   |
```

7 Press [Yes].
The sender is deleted.

Hint

❑ If you press [No], the sender is not deleted and the display shown in 5 appears again.

```
Are you sure you want to delete?

                        |   No   |   Yes   |
```

8 Press [PrevMenu] 3 times.

9 Press the **User Tool** key.

Specified Sender/Forwarding Station list

Print this list to find out which specific senders are assigned to which Forwarding Stations.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Forwarding" using the Number keys.

4 Enter the function number for "Print Sender list" using the Number keys.

5 Press the **Start** key.

Hint

❑ If you press [Cancel] before printing starts, the printing stops.

6 Press [PrevMenu] twice.

7 Press the **User Tool** key.

Receiving from the senders to Treat Differently (Special RX Nos.)

Special Reception numbers (Special RX Nos.) allow you to treat incoming messages from certain locations differently. For example, you might want messages from your branch offices printed on a different color paper to you can identity them at a glance in this case program the branch office RTI/CSI's as Specific Senders and select a paper tray loaded with colored paper.

[1] Memory Card or Hard disk option required
[2] Duplex Tray option required

♦ Multi-copy[1] (number of printouts).
♦ Cassette Select (tray from which message are printed). Note that if the machine receives the message on different size paper it will be divided across two pages or reduced.

♦ Memory Lock[1]
♦ 2-Sided Printing[2]
♦ Reverse Printing[1]

You can register the following items with Special Reception Numbers:
· 30 Specific senders (up to 20 characters for each sender with G3 and 24 with G4)
· Wild card (page 213)

IMPORTANT

❑ It is recommended that you print the Sender/Specified Number list and keep it when you register or change a sender. ⇒ See page 164.

Restrictions

❑ The Special Reception Numbers function cannot used to treat messages received from a Specific Sender if they are received in the Polling Reception or Free Polling mode.
❑ You cannot register a Specific Sender who does not have an RTI or CSI.
❑ You can register up to 30 senders for Forwarding, Special Reception Numbers, and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions.   I f you install the optional Function Upgrade Card, you can register up to 50 senders.

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❑ To register a sender, use an RTI or CSI. When you communicate with a sender using G4, register G4TID.

❑ You can see an RTI or CSI of a sender in the destination name column of the TCR (page 123).

❑ Before using the Special RX Nos. function, switch this function to On by following the steps shown in "Initial Setup RX" (page 166).

Registering Specific sender (Special Rx Nos.)

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for Key Op. Settings using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Special RX Nos". using the Number keys.

```
◼Key Op. Settings 2/5   Enter number ▉
05 Forwarding          06 Special RX Nos.
07 Authorized RX       08 Monitor Volume
 ↑Prev    ↓Next                   PrevMenu
```

4 Enter the function number for "Register Sender" using the Number keys.

```
◼Special RX Nos.              Enter number ▉
1 Register Sender    2 Delete Sender
3 Print Sender List
                                  PrevMenu
```

5 Choose a number where you want to program a Specific Sender.

```
<Register Sender>Enter no.to register ▉
01 ABC COMPANY        02 HONG KONG BRAN~
03 PARIS OFFICE       04 -----
 ↑Prev    ↓Next                   PrevMenu
```

❑ If you make a mistake, press the **Clear/Stop** key and reenter a correct value. If you enter a wrong value for the second digit, press [Cancel] and enter it again.

6 Press [RTI/CSI].

```
<Register Sender>    Press RTI/CSI or RX
Sender[04]

 RTI/CSI   RX Mode   Cancel       OK
```

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7 Enter an RTI or CSI of a sender and press [OK].

Cross-reference

"Entering Text" ⇒ See page 211.

```
Enter RTI or CSI
                              ▶Uppercase
─
                  (Symbols ) (Cancel )    OK
```

8 Select whether or not to register the sender as a wild card (page 213).

```
Do you want to register a Wildcard ?

                              Yes      No
```

9 Press [RX Mode].

```
<Register Sender>    Press RTI/CSI or RX
Sender[04]                      Wild Card
RTI/CSI :LONDON OFFICE
 RTI/CSI  RX Mode  Cancel      OK
```

10 Select any features for this Specific Sender. You can scroll through them by pressing [↑Prev.] and [↓Next]. Then press [OK].

Hint

❑ Select only items you want to change.

❑ If you press [Cancel], the specified setting are canceled and the display shown in 9 appears again.

◆Multi-copy

```
<RX Mode>                Enter no. of sets
              Multi-copy ▊          1/5
 (↑Prev. ) ( ↓Next )  Cancel      OK
```

◆Tray Select

```
<RX Mode>                    Enter number
              Tray Select ▊          2/5
                           (Bypass···9)
 (↑Prev. ) ( ↓Next )  Cancel      OK
```

◆Memory Lock

```
<RX Mode>            Select mode with⊖⊕
          Memory Lock : On / Off       3/5

 (↑Prev. ) ( ↓Next )  Cancel      OK
```

⟵⟶

◆Reverse Printing

```
<RX Mode>            Select mode with⊖⊕
       Reverse Printing : On / Off     4/5

 (↑Prev. ) ( ↓Next )  Cancel      OK
```

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◆2-Sided Printing

```
<RX Mode>          Select mode with⟨⟩
  2-Sided Printing : On / Off      5/5
 [↑Prev.] [↓Next]  [Cancel]    [OK]
 [      ] [      ] [      ]    [████]
              ⬅ ➡
```

⓫ Press [OK].

```
<Register Sender>   Press RTI/CSI or RX
Sender[04]                  Wild Card
RTI/CSI :LONDON OFFICE
[RTI/CSI] [RX Mode] [Cancel]    [OK]
[      ]  [      ]  [      ]    [████]
```

⓬ Press [OK].

```
Registered: Sender.


                            Exit
[      ] [      ] [      ]    [████]
```

⓭ Press [PrevMenu] three times.

⓮ Press the **User Tool** key.

Deleting a Specific sender

❶ Follow steps ❶ to ❸ shown in "Changing the User Tool Settings" (page 136).

❷ Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

❸ Enter the function number for "Special RX Nos". using the Number keys.

❹ Enter the function number for "Delete Sender" using the Number keys.

❺ Choose a sender number you want to delete by entering its code with the Number keys. The registered RTI or CSI is flash up.

```
<Delete Sender>   Enter no. to delete ■■
01 ABC COMPANY       02 HONG KONG BRAN~
03 PARIS OFFICE      04 LONDON OFFICE
 [↑Prev.] [↓Next]              [PrevMenu]
```
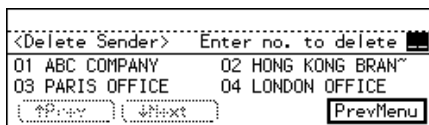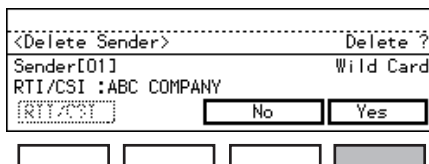
Hint

❑ If you make a mistake for first digit, press the **Clear/Stop** key and enter a correct value.
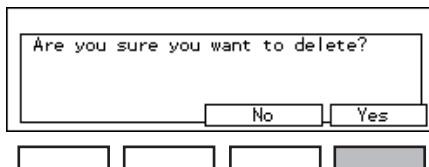
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6 Press [Yes].

Hint

❏ If you press [No], the sender is not deleted and the display shown in 5 appears again.

7 Press [Yes].
The sender is deleted.

Hint

❏ If you press [No], the sender is not deleted and the display shown in 5 appears again.

8 Press [PrevMenu] three times.

9 Press the **User Tool** key.

Sender/specified number list

Print this list to see the currently programmed Specific Sender.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Special RX Nos". using the Number keys.

4 Enter the function number for "Print Sender" using the Number keys.

5 Press the **Start** key.
When the printing job is completed, the display shown in 4 appears again.

Hint

❏ If you press [Cancel] before printing starts, the printing stops and the display shown in 4 appears again.

6 Press [PrevMenu] twice.

7 Press the **User Tool** key.

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Authorized Reception

This feature helps you to reject junk mail. It lets you specify which terminals you wish to receive fax messages from; the others will be shut out. This is useful if you are annoyed with someone.

- · 30 Specified Sender (up to 20 characters for each sender with G3 and 24 with G4)
- · Wild card (page 213)

IMPORTANT

❑ It is recommended that you print the Sender/Authorized Reception list and keep it when you register or change a sender. ⇒ See page 164.

Restrictions

❑ You cannot register a Specified Sender who does not have an RTI or CSI.

❑ You can register up to 30 senders for Forwarding, Special RX Nos., and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions.If you attach the optional Function Upgrade Card to the machine, you can register up to 50 senders.

Hint

❑ To register a sender, use an RTI or CSI. If you communicate with a sender using G4, register the G4TID.

❑ To find out a senders RTI/CSI, check the TCR (page 123).

❑ Before you use Authorized Reception, switch it on following the steps shown in "Initial Setup RX" (page 166).

❑ You can specify whether to receive messages from only Specified Senders or to exclude messages from Specified Senders in "Specifying User Parameters" (page 203). The default setting is "Receive from Authorized Senders."

Registering sender (Programming Sender)

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Authorized RX" using the Number keys.

```
■Key Op. Settings 2/5   Enter number ▀
05 Forwarding      06 Special RX Nos.
07 Authorized RX   08 Monitor Volume
[ ↑Prev ] [ ↓Next ]          [PrevMenu]
```

4 Enter the function number for "Register Sender" using the Number keys.

```
■Special RX Nos.         Enter number ▀
1 Register Sender   2 Delete Sender
3 Print Sender List
                             [PrevMenu]
```

5 Choose a sender number you register.

```
<Register Sender>Enter no.to register ▀
01 -----          02
02                04
[ ↑Prev ] [ ↓Next ]          [PrevMenu]
```

Hint

❑ If you make a mistake, press the **Clear/Stop** key and reenter a correct value.

6 Press [RTI/CSI].

```
<Register Sender>         Press RTI/CSI
Sender[01]

[RTI/CSI]          [ Cancel ] [   OK   ]
```

7 Enter an RTI or CSI of a sender and press [OK].

Cross-reference

"Entering Text" ⇒ See page 211.

```
Enter RTI or CSI
                           ▸Uppercase
_
          [Symbols ] [ Cancel ] [   OK   ]
```

8 Select whether or not to register the sender on a wild card (page 213).

```
Do you want to register a Wildcard ?


                          [ Yes ] [  No  ]
```

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9 Press [OK].

```
<Register Sender>          Press RTI/CSI
Sender[01]                     Wild Card
RTI/CSI :ATLANTA OFFICE
 RTI/CSI              Cancel       OK
```

10 Press [OK].

```
Registered: Sender.


                                  Exit
```

11 Press [PrevMenu] three times.

12 Press the **User Tool** key.

Deleting a Specific Sender (Authorized Reception)

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Authorized RX" using the Number keys.

4 Enter the function number for "Delete Sender" using the Number keys.

5 Choose the sender to delete by entering its code. The RTI/CSI will flash up.

```
<Delete Sender>   Enter no. to delete ▉
01 ATLANTA OFFICE

 ↑Prev   ↓Next                  PrevMenu
```

Hint

❑ If you make a mistake, press [No] and enter a correct number.

6 Press [Yes].

Hint

❑ If you press [No], the sender is not deleted and the display shown in 5 appears again.

```
<Delete Sender>                 Delete ?
Sender[01]                     Wild Card
RTI/CSI :ATLANTA OFFICE
 RTI/CSI                 No        Yes
```

7 Press [Yes].
The sender is deleted.

Hint

❑ If you press [No], the sender is not deleted and the display shown in 5 appears again.

```
Are you sure you want to delete?


                         No        Yes
```

8 Press [PrevMenu] three times.

9 Press the **User Tool** key.

Sender/Authorized reception list

Print this list to find out which Specific Senders are currently programmed.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter(#)** key within 3 seconds.

3 Enter the function number for "Authorized RX" using the Number keys.

4 Enter the function number for "Print Sender list" using the Number keys.

5 Press the **Start** key.

Hint

❏ When you press [Cancel], the printing stops and the display shown in 4 appears again.

---

6 Press [PrevMenu] twice.

7 Press the **User Tool** key.

Monitor Volume

You can change the volume of the following sounds the machine makes.

◆**On Hook:**
When you press the **On Hook Dial** key.

◆**Transmission**
When the machine send a message.

◆**Reception**
When the machine receive a message.

◆**Dialing**
After pressing the **Start** key, this sound is output until the line connects to the destination.

◆**Printing**
Sounds when a received message has been printed. ⇒ See "Print Completion Beep" on page 69.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter (#)** key within 3 seconds.

3 Enter the function number for "Monitor Volume" using the Number keys.

```
■Key Op. Settings 2/5   Enter number ▦
05 Forwarding        06 Special RX Nos.
07 Authorized RX     08 Monitor Volume
 ↑Prev    ↓Next                PrevMenu
```
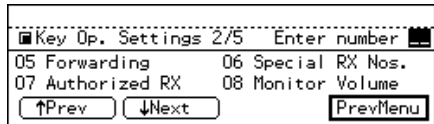
4 Select an item you want to adjust pressing [↑Prev.] and [↓Next].

Hint

❑ On Hook, Transmission, Reception, Dialing, and Printing are shown in that order.

◆**On Hook**

```
┌─────────────────────────────────────────┐
│ <Monitor Volume>  Adjust volume with⊄⊅ │
│      On Hook  Low ▯▯▯■▯▯▯▯▯ High    1/5 │
│  ┌────────┐ ┌───────┐ ┌───────┐ ┌─────┐ │
│  │ ⇑Prev  │ │ ↓Next │ │Cancel │ │ OK  │ │
│  └────────┘ └───────┘ └───────┘ └─────┘ │
└─────────────────────────────────────────┘
  ┌──────┐  ┌──────┐  ┌──────┐  ┌──────┐
  └──────┘  └──────┘  └──────┘  └──────┘
```

E Adjust the volume using the ⊄ or
⊅ key and press [OK].

```
┌─────────────────────────────────────────┐
│ <Monitor Volume>  Adjust volume with⊄⊅ │
│      On Hook  Low ▯▯▯▯▯■▯▯▯ High    1/5 │
│  ┌────────┐ ┌───────┐ ┌───────┐ ┌─────┐ │
│  │ ⇑Prev  │ │ ↓Next │ │Cancel │ │ OK  │ │
│  └────────┘ └───────┘ └───────┘ └─────┘ │
└─────────────────────────────────────────┘
  ┌──────┐  ┌──────┐  ┌──────┐  ┌──────┐
  └──────┘  └──────┘  └──────┘  └──────┘
                                   ⬅ ➡
```

Hint

❏ When you press [Cancel], the volume
setting is canceled and the display
shown in 3 appears again.

F Press [PrevMenu].

G Press the **User Tool** key.
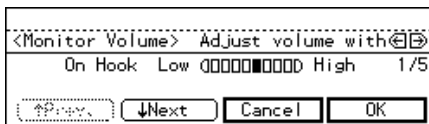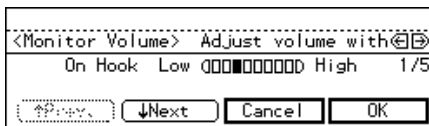
RTI/TTI

An RTI (Receive Terminal Identification) is passed to a receiver or sender
when you send or receive a fax. When the RTI is received, it is shown on the
display and printed in a report at the other end.
The TTI (Transmitter Terminal Identification) is printed on the header of every
fax you send.
You usually should contain your name in both of these identifications.

Restrictions

❏ The RTI does not work unless the other party has the same make machine with
the RTI feature.

❏ You can program up to 20 characters in an RTI and 32 in a TTI.

❏ You can program letter, symbols, number, and spaces in an RTI and TTI.

A Follow steps A to C shown in "Changing the User Tool Settings" (page 136).

B Enter the function number for "Key Op. Settings" using the Number keys
and press the **Enter (#)** key within 3 seconds.

C Enter the function number for
"RTI/TTI" using the Number keys.

```
┌─────────────────────────────────────────┐
│ ■Key Op. Settings 3/5   Enter number ▮▮ │
│ 09 RTI/TTI          10 Economy TX       │
│ 11 ID Code          12 G3 Analog Line   │
│  ┌────────┐ ┌───────┐          ┌───────┐│
│  │ ↑Prev  │ │ ↓Next │          │PrevMenu││
│  └────────┘ └───────┘          └───────┘│
└─────────────────────────────────────────┘
```

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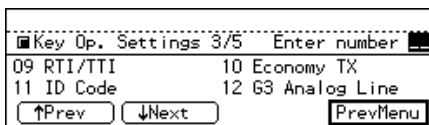
4 Press [RTI].

```
<RTI/TTI>              Press RTI or TTI
RTI :
TTI :
   RTI      TTI    Cancel      OK
```

5 Enter an RTI and press [OK].

Cross-reference

"Entering Text" ⇒ See page 211.

```
Enter RTI
                              ▶Uppercase
─
            (Symbols)(Cancel)     OK
```

6 Press [TTI].

```
<RTI/TTI>              Press RTI or TTI
RTI : MAIN OFFICE
TTI :
   RTI      TTI    Cancel      OK
```

7 Enter a TTI and press [OK].

Cross-reference

"Entering Text" ⇒ See page 211.

```
Enter TTI
                              ▶Uppercase
─
  ( A↔a )(Symbols)(Cancel)     OK
```

8 Press [OK] to confirm.

Hint

❏ If you press [Cancel], the entered characters are canceled and the display shown in 3 appears again.

9 Press [PrevMenu].

10 Press the **User Tool** key.

Registering The Economy Transmission Time

Economy Transmission allow you to take advantage of off-peak line rates by delaying transmission of messages until a later time. Use the procedure below to program the Economy Transmission Time for when you phone rates are cheeper. For more details, see page 78.

Restrictions

❑ You can program only one economy transmission ttime.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter (#)** key within 3 seconds.

3 Enter the function number for "Economy TX" using the Number keys.

```
■Key Op. Settings 3/5   Enter number ▰
09 RTI/TTI           10 Economy TX
11 ID Code           12 G3 Analog Line
 (↑Prev )(↓Next )              PrevMenu
```
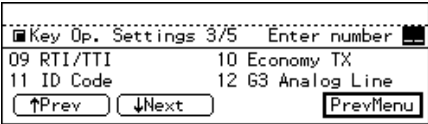
4 Enter an economy transmission time (24-hour/12-hour format) using the Number keys and press [OK].

```
<Economy TX>   Enter time (12hr format)
              __:__AM
 (AM↔PM)              (Cancel )( OK )
```
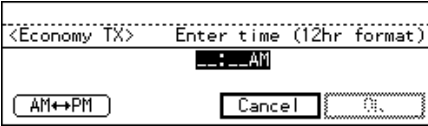
Hint

❑ If you press [Cancel], the entered time is canceled and the display shown in 3 appears again.

5 Press [PrevMenu].

6 Press the **User Tool** key.

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ID Code

Use this procedure to register the following ID codes.

◆Confidential ID

This ID is usually required for printing a message received in the Confidential Reception. ⇒ See "Printing in Confidential Reception" on page 119.

◆Polling ID

This ID is required for using Transfer Request (page 101), Transfer Station (page 67), Default ID Polling Transmission (page 94), Default ID Polling Reception (page 98), ID Transmission (page 59), ID Reception (page 68) function.

◆Memory Lock ID

This ID is required for printing a message received in the Memory Lock mode. ⇒ See "Printing the Memory Lock" on page 121.

Restrictions

❏ A Polling ID can be any combination of digits (0~9) and letters (A-F) except for 0000 and FFFF. When you use Transfer Request, Transfer Station, or ID Transmission, register the same ID code as that registered on the sender's machine.

❏ A Confidential ID and Memory Lock ID can be any a four digit code except for 0000.
For Confidential ID and Memory Lock ID, the optional memory card or hard disk are required.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter (#)** key within 3 seconds.

3 Enter the function number for "ID Code" using the Number keys.

```
■Key Op. Settings 3/5   Enter number ▮▮
09 RTI/TTI           10 Economy TX
11 ID Code           12 G3 Analog Line
 (↑Prev )(↓Next )            PrevMenu
```

4 Choose the ID you wish to program using the Numbers key.

```
▣ID Code                    Enter number █
1 Confidential ID  2 Polling ID
3 Memory Lock ID
                                  PrevMenu
```

5 Enter an ID code and press [OK].

```
<Polling ID>           Enter ID (4 digits)
                  ▀▀▀▀
                          Cancel      OK
```

```
┌──────┐ ┌──────┐ ┌──────┐ ┌─────────┐
└──────┘ └──────┘ └──────┘ └─────────┘
```

Hint

❑ For a Confidential ID and Memory Lock ID, use the Number keys to enter an ID code. For a Polling ID, use the Number keys and quick dial keys (A to F).

❑ If you make a mistake, press the **Clear/Stop** key and enter a correct code.

❑ If you press [Cancel], the entered ID is canceled.

◆**Confidential ID**   ◆**Memory Lock ID**

```
<Confidential ID>    Enter ID (4 digits)
              ▀▀▀▀
                        Cancel     OK
```

```
<Memory Lock ID>     Enter ID (4 digits)
              ▀▀▀▀
                        Cancel     OK
```

6 Press [PrevMenu] twice.

7 Press the **User Tool** key.

G3 Analog Line

This function must be set up before you connect the machine to a G3 analog line.

You can register the following items with a G3 Analog Line:
- PSTN Line Type (Dial Pulse/Tone)
- CSI (up to 20 digits)
- Own Analog Number (up to 16 digits)

Hint

❑ A CSI (Called Station Identification) is notified to a receiver or sender when you send or receive a fax. When the CSI is received, it is shown on the display or printed in a report by the receiver's or sender's machine. The CSI works even if the receiver or sender uses a diffrent make machine.

❑ The CSI can contain numerals, a plus sign (+), and spaces. You usually should register a "country code," "area code (minus the leading zero) followed by your fax number in that order.

❑ Specify your own analog number (the telephone number to which your machine is connected) so that the transfer station can return the Transfer Result report to you. You can program numbers and a pause in your own number. Be sure to enter a pause after an area code.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter (#)** key within 3 seconds.

3 Enter the function number for "G3 Analog Line" using the Number keys.

```
∎Key Op. Settings 3/5   Enter number ▓
09 RTI/TTI            10 Economy TX
11 ID Code            12 G3 Analog Line
 [ ↑Prev ] [ ↓Next ]              [PrevMenu]
```

4 Enter the function number for "PSTN Line Type" using the Number keys.

```
∎G3 Analog Line            Enter number ∎
1 PSTN Line Type    2 CSI
3 Own Analog Number
                                 [PrevMenu]
```

5 Select the desired line type and press [OK].

```
<PSTN Line Type>   Select mode with◁▷
                TT / DP
                     [ Cancel ][   OK   ]
```
[ ] [ ] [ ] [▓▓]

6 Enter the function number for "CSI" using the Number keys.

7 Enter CSI and press [OK].
In some countries, you can not use this function.

```
<CSI>                        Enter CSI
     ☎_
 [   +   ][ Space ][ Cancel ][   OK   ]
```
[ ] [ ] [ ] [▓▓]

H Enter the function number for "Own Analog Number" using the Number keys.

I Enter an own analog number using the Number keys and press [OK].

```
<Own Analog Number> Enter own analog no.
☎_
                          Cancel        OK
```

J Press [PrevMenu] twice.

K Press the **User Tool** key.

G3 Digital Line

This function must be set when you connect the machine to a G3 digital line. You can register the following items,

- • CSI (up to 20 digits)
- • Own Digital Number (up to 29 digit)

Hint

❏ For how to register a CSI and your own digital number, see "G3 Analog Line" (page 197).

❏ If you change the subaddress, contact your service representative.

❏ If you use subaddress function, you program the User Function key first.

A Follow steps A to C shown in "Changing the User Tool Settings" (page 136).

B Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter (#)** key within 3 seconds.

C Enter the function number for "G3 Digital Line" using the Number keys.

```
▣Key Op. Settings 4/5   Enter number ▣▣
13 G3 Digital Line   14 G4 Digital Line
15 User Parameters   16 Prt.U.Parameters
 [↑Prev] [↓Next]              PrevMenu
```

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⬛ Enter the function number for "CSI" using the Number keys.

```
▪G3 Digital Line          Enter number ▪
1 CSI                  2 Own Digital Number

                                    PrevMenu
```

⬛ Enter the CSI and press [OK].

```
<CSI>                            Enter CSI
     ☏_

                                    PrevMenu
```

⬛ Enter the function number for "Own Digital Number" using the Number keys.

⬛ Enter your own digital number using the Number keys and press [OK].

```
<Own Digital Number> Enter own digi. no.
     ☏_

                                    PrevMenu
```

⬛ Press [PrevMenu] twice.

⬛ Press the **User Tool** key.

G4 Digital Line

This function must be set when you connect the machine to the ISDN digital line.

You can register the following items:
- TID (up to 24 digit)
- Own Digital Number (up to 29 ditit)
- Subaddress (page 48)

❏ You can use a G4 TID if you use the ISDN. The G4 TID is information to be printed on a destination machine when you send a fax using G4 down the ISDN.
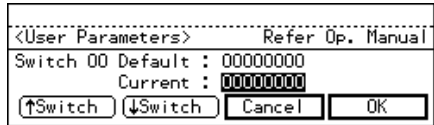
1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the number for "Key Op. Settings" using the Number keys and press the **Enter (#)** key within 3 seconds.

3 Enter the number for "G4 Digital Line" using the Number keys.

```
■Key Op. Settings 4/5    Enter number ■
13 G3 Digital Line   14 G4 Digital Line
15 User Parameters   16 Prt.U.Parameters
 (↑Prev  ) (↓Next  )            PrevMenu
```

4 Enter the function number for "TID " using the Number keys. In some countries, you can not use this function.

```
■G4 Digital Line          Enter number ■
1 TID               2 Own Digital Number

                                PrevMenu
```

5 Enter the number for Country Code.

```
<TID>                     Enter number ■
1 Country Code      2 Own Digital Number
3 Terminal Name
                                PrevMenu
```

6 Enter your Country Code using the Number keys and press [OK].

```
<TID Country Code>   Enter Country Code
            ☎_

                        Cancel    OK
```

7 Enter the number for "Digital Number" using the Number keys.

8 Enter your fax number and press [OK].

```
<TID:Own Digi.Number>Enter own digi. no.
  ☏_
                        Cancel      OK
```

9 Enter the number for "Terminal Name."

10 Enter your terminal name and press [OK].

```
Enter Terminal Name
                              ▶Uppercase
_                    ▲
  A↔a   Symbols   Cancel        OK
```

Cross-reference

"Entering Text" ⇒ See page 211.

11 Press [PrevMenu].

12 Enter the function number for "Own Digital Number" using the Number keys.

```
▣G4 Digital Line        Enter number ▮
1 TID              2 Own Digital Number

                              PrevMenu
```

13 Enter your own digital number using the Number keys and press [OK].

```
<Own Digital Number>Enter own digi. no.
  ☏_
                        Cancel      OK
```

14 Press [PrevMenu] twice.

15 Press the **User Tool** key.

Changing the User Parameters

The User Parameters allow you to custmize various settings to match your needs.
To change the function settings, set the user parameter switches.

Before operation

❑ If a user parameter requires an operation other than setting an option or selecting On/Off, you need to perform the operation before setting the user parameter switch.

◆Switches and bits

User Parameters are divided into Switches and each switch is divided into eight bits. The right most bit 0 and the left most bit 7.

```
Switch 00 : 01000000
            ↓↓↓↓↓↓↓↓
            76543210
```

◆User Parameter List

Switch	Bit	Item	0	1
00	0	Stamp home position	Off	On
	3,2,1	Image density adjustment level home position 000: Auto Image Density 011: Level 3 110: Level 6 001: Level 1 (Lightest) 100: Level 4 110: Level 7 (darkest) 010: Level 2 101: Level 5		
	5,4	Character size (resolution) home position 00: Standard, 01: Detail, 10: Super Fine		
	6	Transmission Mode home position	Memory Transmission	Immediate Transmission
01	0	Label Insertion home position	Off	On
	1	ID Transmission home position	Off	On
	2	Auto Reduction home position	Off	On
	4,3	Original type home position 00: Text, 01: Photo/Text, 10: Photo		
	5	TTI Print home position	Off	On
	7	Returning the machine to the initial settings after each communication	Off	On
02	0	Forwarding Mark	Off	On
	1	Center Mark	Off	On
	2	Print RX Time	Off	On
	3	TSI Print	Off	On
	4	Checkered Mark	Off	On
	5	CIL Print	Off	On
	6	TID Print	Off	On

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Switch	Bit	Item	0	1
03	0	Printing a Transmission Result Report (Memory Transmission) automatically	Off	On
	2	Printing a Memory Storage Report automatically	Off	On
	3	Printing a Polling Reserve Report automatically	Off	On
	4	Printing a Polling Result Report automatically	Off	On
	5	Printing a Transmission Result Report (Immediate Transmission) automatically	Off	On
	6	Printing a Polling Clear Report automatically.	Off	On
	7	Printing a TCR automatically	Off	On
04	0	Printing a Confidential File Report automatically	Off	On
	7	Containing an image in a Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result	Off	On
05	0	Receiving in Service Call (SC) condition	Possible (Substitute Reception)	Not possible
	2,1	Receiving when the machine can not print. 00: Unconditional, 01: Enabled for RTI/CSI is received, 10: Enabled for Polling ID match, 11: Disabled		
	4	Personal Code Access	Off	On
06	1	Fax communication mode home position 0: G3, 1: G4		
07	2	Quick Memory Transmission	Off	On
08	2	Authorized Reception condition	Receive from authorized Senders	Receive from other than authorized Senders
10	1	Two in One	Off	On
	3	Auto Reduction in printing	Off	On
11	6	Local Printing	Off	On
	7	Polling file standby duration	Delete	Standby
12	4,3	Manual Image Density 00: Standard, 01: Lighter, 10: Darker		

Switch	Bit	Item	0	1
14	0	Printing a document received with Auto Power-On Reception	Immedia printing	When turning on the main switch
	1	Automatic scanning the long documents in ADF	Off	On
	2	Batch Transmission	Off	On
	5	Forward all the received messages to another fax machine automatically	Off	On
	7	Manual Service report Transmission	Off	On

15	2,1 0	Paper feed Tray
		Model 1; 001: First 010: Second
		              011: Third 100: 4th
		Model 2; 010: First 011: Second
		              100: Third 101: LCT
		* 001 is not available for Model 2		

	5	Paper feed Tray Selection	On	Off
24	1,0	Storing in memory a message which could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS (Remote Diagnosis System)	Off	On
	7	Daylight Saving Time (Summer Time)	Off	On

How to specify a user parameter

IMPORTANT

❏ It is recommended that you print the User Parameter list and keep it when you register or change a user parameter. ⇒ See page 164.

❏ Do not change bits other than those shown on the previous pages.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter (#)** key within 3 seconds.

3 Enter the function number for "User Parameters" using the Number keys.

```
▪Key Op. Settings 4/5   Enter number ▐
13 G3 Digital Line  14 G4 Digital Line
15 User Parameters  16 Prt.U.Parameters
( ↑Prev ) ( ↓Next )            [PrevMenu]
```
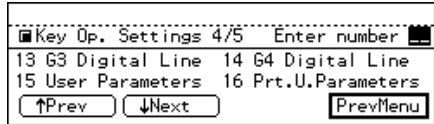
4 Select a number for a switch you wish to change by pressing [↑Switch] and [↓Switch].

```
<User Parameters>        Refer Op. Manual
Switch 00 Default : 00000000
          Current : 00000000
(↑Switch ) (↓Switch ) [ Cancel ]   [   OK   ]
```

5 Press a number key corres ponding to the bit number you wish to change, e, g, Press "0" to change bit 0.

6 When you have finished, press [OK].

Hint

❏ If you press [Cancel], the specified settings are canceled and the display shown in 3 appears again.

7 Press [PrevMenu].

8 Press the **User Tool** key.

Printing the User Parameter List

This function allows you to print the User Parameter list and see the current user parameter settings.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter (#)** key within 3 seconds.

3 Enter the function number for "Prt. User Parameter List" using the Number keys.

```
■Key Op. Settings 4/5   Enter number ▄
13 G3 Digital Line  14 G4 Digital Line
15 User Parameters  16 Prt.U.Parameters
[↑Prev ] [↓Next ]            [PrevMenu]
```
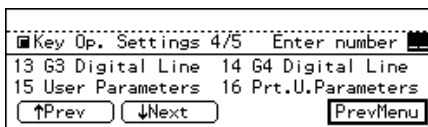
4 Press the **Start** key to print the list.
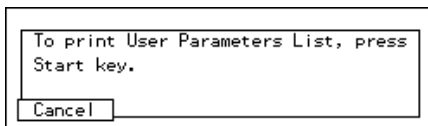
```
To print User Parameters List, press
Start key.

[Cancel]
```

Hint

❏ If you press [Cancel] before printing starts, the printing stops and the display shown in 3 appears again.

5 Press [PrevMenu].

6 Press the **User Tool** key.

Date/Time

Use this function to set your machine's internal clock to the current time and date. This time is shown on the display, printed on pages and used for various feature such as Send Later.
If the current date and time are wrong, use this procedure to correct them.

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter** key within 3 seconds.

C Enter the function number for "Date/Time" using the Number keys.

```
■Key Op. Settings 5/5  Enter number ▆
17 Date/Time      18 Counters

[↑Prev  ] [ ↓Next  ]            PrevMenu

[        ] [        ] [        ] [▨▨▨▨▨]
```

D Select an item you want to change using the ⬁ and ⬂ keys, enter the mouth using [↑Prev] or [↓Next] and enter the correct date or time using the Number keys. Then press [OK].

```
<Date/Time>                Select with⬁⬂
 [Tue]  Sep. 24     1996   07:10AM

[↑Prev. ] [ ↓Next ] [ Cancel ] [   OK   ]
```

Hint

❑ When you enter a date, the day is set automatically.

```
<Date/Time>                Select with⬁⬂
 [Tue]  Aug. 24     1996   07:10AM

[↑Prev. ] [ ↓Next ] [ Cancel ] [   OK   ]
```

❑ Depending on your area, your machine will either except the date in 12 hours format or 24 hours format.

E Press [PrevMenu].

F Press the **User Tool** key.

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Daylight Saving Time (Summer Time)

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends. If you turn this feature on, change the User Parameter Switch 25 digit 7 (See page 203).

Counters

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

Transmissions : Total number of transmitting originals

Receptions : Total number of receiving messages

1 Follow steps **1** to **3** shown in "Changing the User Tool Settings" (page 136).

2 Enter the function number for "Key Op. Settings" using the Number keys and press the **Enter** key within 3 seconds.

3 Enter the function number for "Counters" using the Number keys.
The totals are displayed

```
■Key Op. Settings 5/5   Enter number ■
17 Date/Time        18 Counters

(↑Prev )( ↓Next )              PrevMenu
```

4 When you have checked the total pages, press [OK].

```
<Counters>Pages sent or received to date
    Transmissions      16 pages
    Receptions         12 pages
                                OK
```

5 Press [PrevMenu].

6 Press the **User Tool** key.

Paper Feed Selection

Using this feature, you can select which tray to print out the message. If you wish to use this feature, change the User Parameter Switch is digit 0 to 2.

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RDS (Remote Diagnostic System)

If your machine has a problem, a service technician 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 technician can also use RDS to change some of your machine's settings if you request it.

If you wish to switch on or off, change the User Parameter Switch 25 digit 4 (See page 203).

Entering Text

ENTERING AND MODIFYING TEXT

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

◆Alphabets

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

◆Symbols

◆Numerals

0123456789

Keys

◆Number keys

Enters numbers.

◆Quick Dial 01/29 to Quick Dial 28/56 (A to Z)

Press to enter upper and lower case letters.

◆[A ↔ a] key

Switches between upper and lower case.

◆Quick Dial 27/55

Space key.

◆Clear/Stop key

Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

◆⮜ and ⮞

Press to move the cursor left and right.

◆⌂ Insert key

Press to insert the characters between the word.

❑ If you wish to enter symbols, use [Symbols] key.

❑ Flip the plate to access Quick Dial keys.

❑ **Quick Dial 01/29** means quick dial key 01 or 29.

```
Enter RTI
                          ▸Uppercase
_
             (Symbols) (Cancel)    OK
[      ] [      ] [      ] [      ]
```
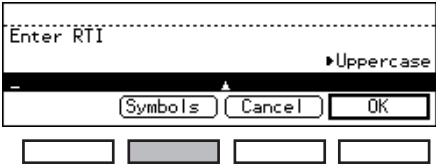
◆Wild Card

When you register RTIs or CSIs for multiple destinations, you can register a string common to these identifications as a wild card instead of registering every indetification.

If a destination has an RTI or CSI containing a wild card, the machine determines that the destination matches the registered destination.

Destination to be registered (RTI)	Number of registered identifications
NEWYORK BRANCH HONGKONG BRANCH SYDNEY BRANCH	3

↓ When using a wild card

Destination to be registered (RTI)	Number of registered identifications
BRANCH	1

Restrictions

❑ You can register up to 30 as wild cards.

Hint

❑ Compare identifications by neglecting spaces.

❑ You can use wild cards for the following functions:
Forwarding (page 177)
Special RX NOS. (page 183)
Authorized Reception (page 188)

Entering Text

How To Enter Text

Entering letters

1 Press [A ↔ a] to select the "Uppercase mode" or "lowercase mode."

```
Enter name
                          ▸Uppercase
─                    ▲
 ( A↔a ) (Symbols) ( Cancel )    OK
```
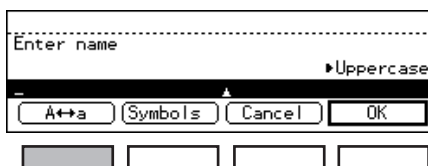
2 Press a quick dial key.

❑ A letter is entered and the cursor moves.

Hint

❑ If you wish to you enter another character continuously, repeat step 2.

Entering symbols

1 Press **[Symbols]**.

❑ The symbols are shown on the display.

2 Select the desired symbol by pressing [↑Prev.] and [↓Next].

```
Symbols  1/3P              Enter number ▄▄
01 !   02 "   03 #   04 $   05 %   06 &
07 '   08 (   09 )   10 *   11 +   12 ,
( ↑Prev ) ( ↓Next )              ( Cancel )
```

```
Symbols  2/3P              Enter number ▄▄
01 -   02 .   03 /   04 :   05 ;   06 <
07 =   08 >   09 ?   10 @   11 [   12 \
( ↑Prev ) ( ↓Next )              ( Cancel )
```

```
Symbols  3/3P              Enter number ▄▄
01 ]   02 ^   03 _

( ↑Prev ) ( ↓Next )              ( Cancel )
```
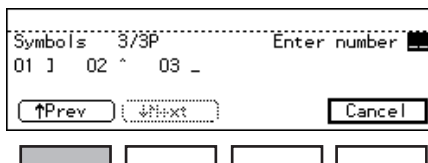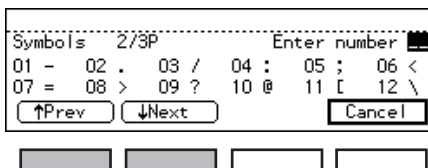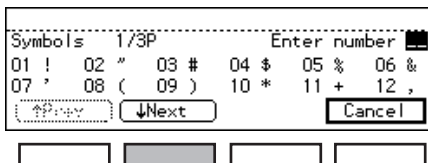
3 Enter the number for the symbols using the Number keys.

❑ The symbols is entered and the cursor moves.

```
Enter name
                              ▸Uppercase
_
 ( A↔a )(Symbols)(Cancel)      OK
```
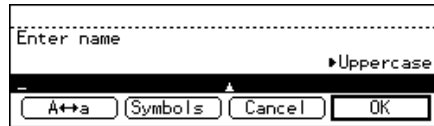
Hint

❑ If you wish to you enter another symbol, repeat steps 2 and 3.

Entering numbers

1 Press a number key.

❑ The numeral is entered and the cursor moves.

Deleting characters

1 Press the ◁ and ▷ keys to move the cursor to a character you want to delete.

```
Enter name
                              ▸Uppercase
FACTORY_
 ( A↔a )(Symbols)(Cancel)      OK
```
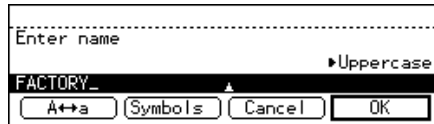
2 Press the **Clear/Stop** key.

❑ The character is deleted at the cursor position.

```
Enter name
                              ▸Uppercase
FACTOR_
 ( A↔a )(Symbols)(Cancel)      OK
```
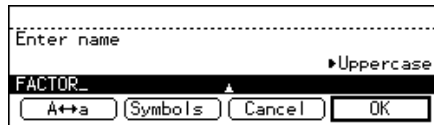
Hint

❑ If you wish to delete another character, repeat steps 1 and 2.

Maintaining Your Machine

CONNECTING THE MACHINE TO A TELEPHONE LINE AND TELEPHONE

Connecting The Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

Make sure the type of modular connector.

◆**Where to connect the machine**

ISDN

Line
Tel
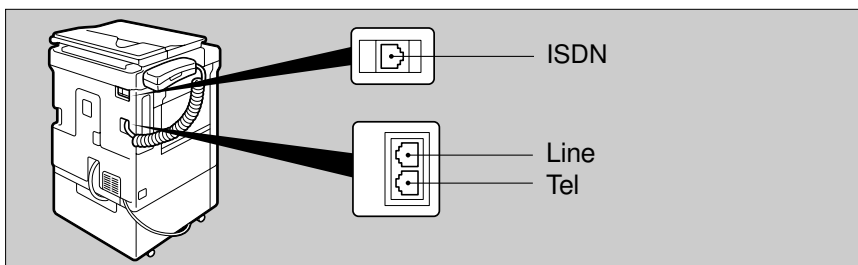
◆**When using a modular type connector**
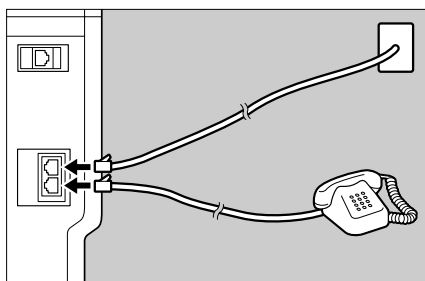
Connecting The Machine To The ISDN

Connect the machine to the ISDN if you have the optional ISDN unit. Use a modular type connector for the ISDN.

IMPORTANT

❏ When you connect the machine to the ISDN, contact your service representative.
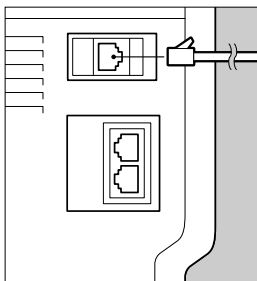
REPLACING THE STAMP CARTRIDGE

When the stamp is getting to become lighter, replace the cartridge.

Hint

❑ Use the cartridge specified for this machine.

1 Lift the platen cover or ADF and pull the lever.
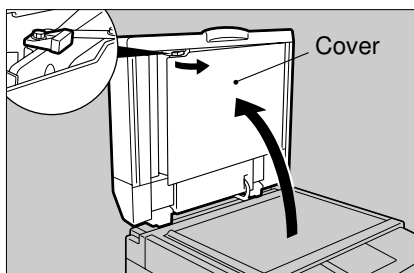
Cover

2 Pull out the cartridge using a cap of a pen such as a propelling pencil.
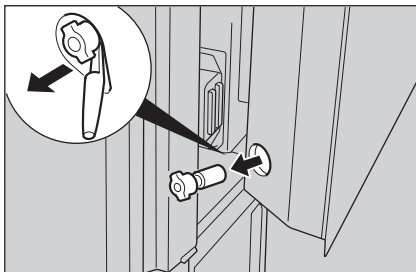
3 Set a new cartridge.

New Cartridge
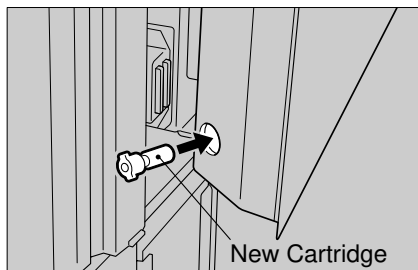
4 Close the platen cover or ADF.

Hint

❑ Hold down the center part of the cover to make sure that it is closed completely.

Appendix

◆Installing the Memory Card, Function Upgrade Card, High resolution Card

⚠ *Caution*

🚫
- ❑ Keep the card away from water. Do not disassemble the card.
- ❑ Do not fold or bend the card.
- ❑ Once you attach the Card to the machine, do not remove it. Otherwise, the stored settings are deleted.
- ❑ When you attach or remove the card, be sure to turn off the main switch. If you attach or remove the card with the main switch turned on, the card might be damaged.

Important

When you attach or remove the memory card, make sure that the remaining memory space is 100% and turn off the main switch. If you attach or remove the memory card when the remaining memory space is less than 100%, all the stored messages are deleted.

1 Make sure that the remaining memory space is 100% and turn off the AC switch.

2 Remove the cover from the card holder.
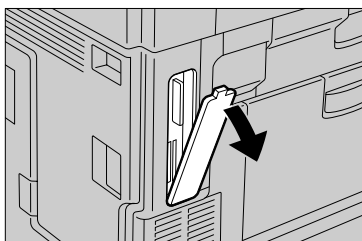
3 Insert the card into the holder with the product name side facing to the left.

Memory Card

High resolution Card

Function Upgrade Card
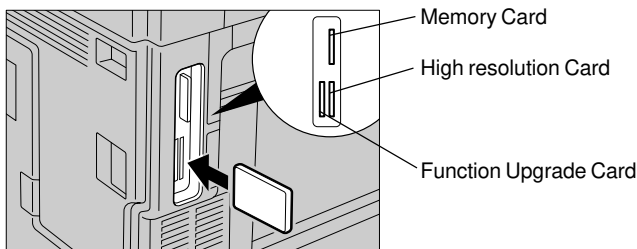
IMPORTANT

❑ Insert the card into the correct place. Otherwise, the card cannot be inserted.

❑ When the some message is shown on the display, press [Yes].

4 Attach the cover to the card holder again.

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OPTIONAL EQUIPMENT

Memory Card

Either a 2-Mbytes memory card, a 4-Mbytes memory card or a 80-Mbytes hard disk can be added. By installing them, you can increase the memory capacity and use the following features.
Reverse Order Printing, 2-Sided Printing, Confidential reception, Memory Lock, Multi-Step Transfer, Forwarding, Memory Lock ID, Confidential ID.

◆Memory Capacity

With 2-Mbytes memory card: 320 pages
With 4-Mbytes memory card: 480 pages
With 80-Mbytes memory card: 1200 pages

Measured using a ITU-T#1 chart (Slerexe letter) at standard resolution.

Hint
❑ If you would like to install the hard disk, please contact your service representative.

Function Upgrade Card

You can use the optional Group dial and extend the following features.

Function	Without Function Upgrade card	With Function Upgrade card
Speed dial code	100	1000
Personal code	20	50
Memory Capacity for Memory Transmission	80 sheet	3000 sheet (with Hard disk)
Memory Transmission file	200	1000
Auto Document	6	18
Communication Result	last 256 communication	last 1000 communication
Specific Sender	30	50

400dpi High Resolution Card

This allows you to send and receive the fax messages at high resolution.

ISDN Unit

This allows you to send and receive messages using the ISDN (Integrated Service Digital Network).

SPECIFICATIONS

Standard	G3, G4(option)
Resolution	G3: 8 × 3.85/mm · 200 × 100dpi(Standard), 8 × 7.7/mm · 200 × 200dpi(Detail), 8 × 15.4/mm · (Fine), (High resolution card Required) 16 × 15.4/mm · 400 × 400 dpi(Super Fine: option), (High resolution card Requied) G4: 200 × 100 dpi(Standard), 200 × 200dpi (Detail), 400 × 400 dpi(Super Fine), (High resolution card Required)
Transmission Time	G3: 6 seconds G4: 3 seconds
Data Compression	MH, MR, MMR, EFC, SSC
Maximum Original Size	Standard size: A3 / DLT Irregular size: 11.97" × 47.24" / 304 × 1,200mm (ADF is required)
Maximum Scanning Size	294mm x 432mm / 11" × 17"
Print Process	Printing on standard paper using the laser
Transmission Speed	G3: 14,400/12,000/9,600/7,200/4,800/2,400bps (auto shift down system) G4: 64/56 kbps(auto speed matching)
Power Consumption	Average
	Standby: 135W Energy Saver mode: 120W(Level1) 100W(Level2) Printing: 475W (Model 1), 575W (Model 2)
	Maximum
	Energy Saver mode: 3.5W Night Timer: 25W Printing: 1200W

Advanced Transmission Features

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time.	P78
Confidential Transmission	Sends a confidential message as a confidential message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	P80
Personal Code TX	This will help you to check up on who has been using the machine and how often.	P83
Auto Document	Stores a commonly used original and prints or sends it directly.	P85
2-Sided Transmission	Use to send 2-Sided originals (double-sided original) from the ARDF. Pages will be printed on single sheets, in order, at the other end.	P87
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	P88
Irregular Scan Area	When sending a non-standard size original, this feature specifies the length and width. The machine scans the original in the specified size.	P90
Transmission Deadline	You specify the deadline for the transmission and, when it cannot be sent because the line to the destination is busy, the machine redials any number of times until the specified time is reached.	P92
Polling Transmission	Upon request from a destination, the machine sends an original stored in memory. This feature is divided into Free Polling, default ID Polling Transmission, and Override ID Polling Transmission.	P94
Polling Reception	Sends a transmission request to the other party and receives a message from the receiver. This feature is divided into Default ID polling Reception and ID Override Polling Reception.	P98

Appendix

Feature name	Description	Reference
Transfer Request	Sends a original to a destination via a facsimile equipped with the transfer station capability.	P101
TTI Print	You can print a message including the name registered as a TTI on the received message for each file.	P105
Label Insertion	If you register the receiver's name in a Quick dial or speed dial, "To" followed by the receiver's name is automatically printed at the top of the received message.	P105
Auto Reduction	If the receiver uses paper narrower than the message, it is sent reduced to the receiver paper.	P105
ID Transmission	Sends an original only to the machine of the same maker having the same Polling ID as that registered in this machine.	P106

Communication Information

Feature name	Description	Reference
Checking and Canceling the Transmission Files	This feature cancels, confirms, or changes a file (reservation) for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception, or Polling Transmission.	P110
Printing the TX File List	The transmission file list can be manually printed. This list allows you to know the files stored in memory or the file numbers.	P116
Displaying the Transmission Result	Part of the journal can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	P117
Displaying the Reception Result	Part of the journal can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	P118
Printing a Confidential Document	Prints messages received in Confidential Reception mode.	P119
Printing the Memory Lock	Prints messages received in Memory Lock mode.	P121
Printing the TCR (Transaction Confirmation Report	The journal can be manually printed. This report shows the results of the last 50 communication reception.	P123
Displaying the Memory Status	The status of the memory is shown on the display.	P125

User Tool

Feature name	Description	Reference
Register/ **Delete** Quick Dial	When you register a destination in a quick dial, you can specify the destination only by pressing the quick dial key.	P138
Register/ Delete Group Dial	When you register several destinations as a group in a quick dial, you can specify all the destinations by just pressing a quick dial key.	P141
Register/ Delete Opt. Group Dial	When you register several destinations as an optional group, you can specify all the destinations by entering the two-digit or three-digit group number after pressing the group dial key.	P145
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.	P149
Store/Delete Keystroke Program	Allows you to store a frequently used function or destination in a quick dial or speed dial.	P152
Register/ Delete Auto Document	Allows you to store a frequently used original in. You can print or send the original directly as necessary.	P157
Register/Delet Irregular Area	Registers a frequently used original size in advance when you send a message with the Irregular Scan Area function.	P160
REPORTS/ LISTS	This feature allows you to print various reports and lists manually.You can print the following reports and lists: ❑ Journal ❑ Quick Dial list ❑ Group Dial list ❑ Keystroke Program list ❑ Speed Dial list ❑ Auto Document list ❑ Sender/Forwarding list	P164
INITIAL SETUP TX	Setting the default setting for the transmission mode and scanning conditions. When you switch the power on, the machine settings the items specified with this feature.	P165

Initial Setup RX	Allows you to switch the following reception functions to On/Off: ❑ Reception Mode ❑ Checkered Mark ❑ Center Mark ❑ Print RX Time ❑ Multi-copy Reception ❑ Authorized RX ❑ Special RX Nos. ❑ Forwarding ❑ 2-Sided Printing ❑ Reverse Order Printing	P166
Assigning User Function Keys	Stores a frequently used function in a User Function Key (F1 to F4).	P167
key Operator Settings Personal Code	Registers personal code for each person. When every user enters a personal codes in sending messages, you can check the usage status for each person.	P169
ECM	If a part of transmission fails due to a telephone line fault, this feature resends the failed part automatically.	P174
Memory Lock	Switch the Memory Lock On or Off. To use it, register an ID for printing a message received in Memory Lock mode.	P174
Multistep Transfer	Registers a transfer station in a group dial. This allows the message to be transmitted via multiple transfer stations more efficiently when the requesting party sends a transfer request to your machine.	P175
Forwarding	Transfers received messages from specific sender to a registered receiver (forwarding destination).	P177
Special RX Nos.	Allow messages from specified senders to be treated differently.	P183
Authorized Reception	When you register specific senders in advance, you can restrict senders from whom you receive message.	P188

Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	P192
RTI/TTI	Registers information (RTI) to be shown on the display and printed in a report by a receiver's or sender's machine. This feature also registers information (TTI) to be printed from a destination machine when you send a fax.	P193
Economy Transmission	Economy Transmission means to set the machine to send a fax when communication charges are lower. The Economy TX feature registers this time.	P195
ID Code	Registers an ID required for Transfer Request, Transfer Station, Default ID Polling Transmission, Default ID Polling Reception, or Default ID Transmission.	P196
G3 Analog Line	Registers an own analog number, line type, and CSI when you connect the machine to the G3 analog line.	P197
G3 Digital Line	Registers own digital number and CSI, when you connect the machine to a G3 digital line.	P199
G4 Digital Line	Registers an own digital number, TID (Terminal ID), and subaddress when you connect the machine to a G4 digital line.	P200
Changing User Parameters	Allows you to change the function settings to meet your needs.	P203
Printing User Parameter List	Allows you to print and check User Parameters setting.	P207
Date/Time	Adjusts the date and the time as a reference.	P207
Counters	Check the transmission, reception, scanned, and printed totals on the display.	P209

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