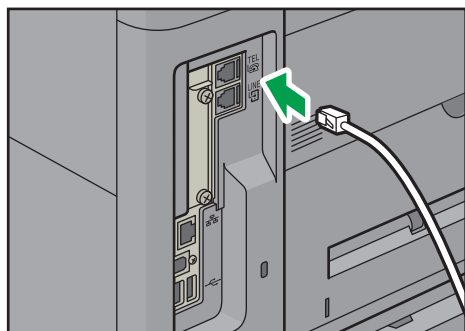


Read this manual carefully before you use the product and keep it handy for future reference. For safe and correct use, please be sure to read the Safety Information before using the machine. This manual briefly describes the procedure for initial setup for fax function. For more details about other information, see User Guide on our web site (<http://www.ricoh.com/>).

1 Connection

Connect a telephone line cord to LINE.
If using an external telephone, connect the telephone to TEL.




2 Initial Setup

❖ Setting the Date and Time, and the Language


Make sure that you have set the date and time, and the language you want to display. If you have not yet, set the date, time, and language.

See Connecting the Machine/System Settings for the date and time setting, and see Getting Started for the language setting.


❖ Setting the Country Code

- 1 Press [Home]  at the bottom of the screen in the center.
- 2 Flick the screen to the left, and then press the [User Tools] icon.
- 3 Press [Machine Features].
- 4 Press [Fax Features].
- 5 Press [Initial Settings].
- 6 Press [▼], and then press [Country Code (for Function Settings)].
- 7 Specify the country code you want to use, and then press [OK].
- 8 Restart the machine.

3 Selecting the Telephone Line Type

- 1 Press [Home]  at the bottom of the screen in the center.
- 2 Flick the screen to the left, and then press the [User Tools] icon.
- 3 Press [Machine Features].
- 4 Press [Fax Features].
- 5 Press [Initial Settings].
- 6 Press [Select Dial/Push Phone].
- 7 Press [Push Button Phone] or [Dial Phone (10PPS)] to select the line, and then press [OK].
- 8 Press [Exit] two times.

4 Basic Operation for Sending a Fax

- 1 Press [Home]  at the bottom of the screen in the center.
- 2 Press the [Fax] icon.
- 3 Place the original on the exposure glass or in the ADF.
- 4 Press [Specify destination(s)].
- 5 Press [Enter No. Manually].
- 6 Enter the fax number using the number keys.
- 7 Press [Finished].
- 8 Press [Start].
When you place original on the exposure glass and Memory Transmission mode is enabled, perform the following steps to scan the subsequent pages of the original.
- 9 If you have more originals to scan, place the next original on the exposure glass within 60 seconds, and then press [Start]. Repeat this step until all originals are scanned.
- 10 When all originals have been scanned, press [Finish Scn] to start sending the fax.