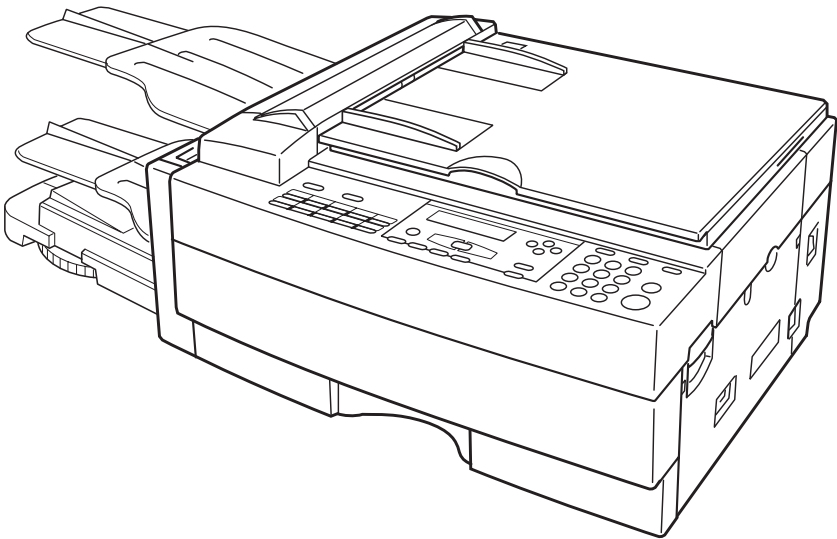# RICOH

Aficio FX10

Read the safety instructions on page 2 to 7

Operator's Manual
Copier and Facsimile Reference

GB

Optional equipment

PAPER CASSETTE TYPE 10
Additional 100 sheet paper tray, referred to as "optional paper cassette" in this manual.

FAX EXPANSION CARD TYPE 10
A 1-Mbyte memory card can be added.

FAX EXPANSION CARD TYPE 20
A 2-Mbyte memory card can be added.

FAX EXPANSION CARD TYPE 40
A 4-Mbyte memory card can be added.

Please read all the instructions in this manual before using the machine. And keep this manual by your machine.

Caution
Use of control or 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.

In accordance with ISO 7001, this machine uses the following symbols for the main switch:
I means POWER ON
O means POWER OFF

WARNING

This symbol is attached to some components to alert the user not to touch them because they may be very hot.

This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.

Operator Safety
This machine is classified as class 1 laser device according to EN60825-1. The Facsimile contains a 5-milliwatt, 760-800 nanometer wavelength, AlGaAs laser diode.
Direct (or indirect reflected eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

SAFETY

Important Safety Instructions

All safety messages in the main text of this manual are labeled **WARNING** or **CAUTION**. These mean the following:

WARNING: Important information to alert you to a situation that might cause serious injury and damage to your property if instructions are not followed properly.

CAUTION: Important information that tells how to prevent damage to your equipment or how to avoid a situation that might cause minor injury.

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 lightning.
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 built-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.
17. Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.

When to Call Your Service Representative

WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

A. When the power cord or plug is damaged or frayed.
B. If liquid has been spilled into the product.
C. If the product has been exposed to rain or water.

D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
E. If the product has been dropped or the cabinet has been damaged.
F. If the product exhibits a distinct change in performance, indicating a need for service.
G. If smoke is coming out, there is a strange smell or anything looks unusual.
H. Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.
I. After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.
J. When removing misfed paper, do not touch the fusing section because it could be very hot.

Power and Grounding

Power Supply

1. Power requirements: 220-240V, 50/60 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord as it cause an electric shock or a fire.
7. Be sure that the power cord is not in a position where it would trip someone.
8. The wall outlet must be easily accessible.
9. Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause and electric shock or fire.
10. Do not plug or unplug the power cord with wet hands or an electric shock might occur.
11. When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.
12. When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

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-prong grounded outlet.

Cold Weather Power-up

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

1. Raise the room temperature to 20°C at less than 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.
4. Keep the machine away from humidity and dust. A fire or an electric shock might occur.
5. Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.
6. This machine has been tested for safety using this supplier's parts and consumable. We recommend you only use these specified supplies.
7. Ventilate the room around every half an hour during a long copy run or while printing a long message.

Ozone

The machine generates ozone during operation. Normally, the ozone level is safe for operators. However, during a long copy run or while printing a long message, ozone odor may appear; in such a case, ventilate the room.

Symbols & Conventions Used In This Manual

Documents: A document is anything you put on the feed table of your machine whether you are faxing it or copying it.

Prints: A print is anything that comes out of the machine: a fax message you received or a copy you made.

Procedures: Procedures are described step by step. Perform them in order. When you see an LCD display, it always shows what comes after performing the step it accompanies. Other illustrations accompanying steps help you find the right key or handle, or show you how to perform the step.

1 This is a step in a procedure.

```
THIS CORRESPONDS TO
THE LCD DISPLAY.
```

Table of Contents

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Part Names

1- The **main switch** turns your machine on and off.

2- **Top unit release lever**

3- The **main paper tray** holds up to 150 sheets of copy paper.

4- 10 **Quick Dial** keys—use to store fax numbers

5- Match the **document guides** to the size of your originals.

6- The **Automatic Document Feeder (ADF)** holds up to 30 sheets which are fed one at a time. Place your original documents here.

7 **Multi-purpose feeder** option—can be loaded with various kinds of printable media.

8- Incoming faxes and copies are sent to the **copy tray**.

9- Scanned documents are stacked on the **document tray**.

10- **Platen cover**—lift up to access the platen glass. Place documents that do not fit in the ADF on the platen glass and lower the platen cover.

Operation panel
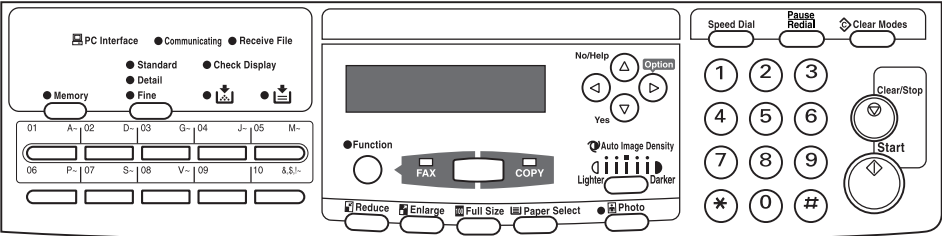
1- **PC Interface** indicator—lights when communicating with the PC.

2- **Communicating** indicator— lights during transmission or reception.

3- **Receive Files** indicator—lights when an incoming fax message has been stored in memory (page 31).

4- **Check Display** indicator—when lit, read the display for more information.

5- Press the **Resolution** key to change resolution. The 3 indicators above show the current setting.

6- **Memory** indicator—lights in Memory Transmission mode. Press the **Memory** key to switch to Immediate Transmission mode.

7- The ten **Quick Dial** keys have several uses:
— storing numbers you dial often (pages 42)
— entering letters (page 128)
— **Quick Dial 09** is the dial option key
— **Quick Dial 10** is the Group key (page 46)

8- LCD display—guides you through tasks and informs you of the machine status. Messages appear here. The LCD consists of two 20-character lines.

9- Use the arrow keys to select functions :

▼**/Yes**	accept
▲**/No**/**Help**	reject/print help list
◄	scroll left
►	scroll right/copy + fax options

10- Press the **Function** key and enter a two digit code to access functions 11 to 51. (For functions 61 to 84, enter 6, the access code on page 120 followed by the function number.)

11- **Speed Dial** key—press once and enter a two digit code (00-49) to access a fax number stored as a Speed Dial (see page 42).

12- Press the **Pause/Redial** key to insert a pause when you are dialing or storing a fax number. Also use to redial the last number. (The redial feature doesn't work once you've started dialing a new number.)

13- The **Clear/Stop** key has two uses:
—press to erase a digit or letter entered
—press to cancel the current transmission or scanning operation. The machine will finish printing the current sheet then stop.

14- Press the **Start** key to start all tasks.

15- Use the numeric keypad (sometimes called the 10 keys) to dial fax numbers, enter the number of copies, etc.

16- The **Add Toner** indicator blinks when toner is about to run out and lights continuously when toner has run out (see page 91).

17- The **Add Paper** indicator lights when you need to add paper.

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18- **Fax**/**Copy** key and indicator—press to switch between fax and copy mode.

19- Press the **Photo** key when copying or faxing photographs or other multi-tone images. The **Photo** indicator is lit in this mode.

20- Press the **Enlarge** key to enlarge your image. The available ratios are: 115% ,122%,141%,200%.

21- Press the **Reduce** key to reduce your image. The available ratios are: 50% ,71% ,82% ,87% ,93%.

22- Press the **Full Size** key to reset the magnification to 100%.

23- Press the **Paper Select** key to choose between using the optional side cassette or the main cassette. If you don't have the side cassette, pressing the key has no effect. The paper size selected appears in the LCD.

24- **Image Density** key—press to make the image darker or lighter or select auto-image density. The indicators above show the current setting.

26- Press the **Clear Modes** key to cancel the current operation and any settings made. Stored fax numbers are not cleared, nor are stored messages and polling jobs.

If you have not yet installed your fax machine, do so now. See installation, on page 131.

This section covers what you'll most often need to do:

A Few Hints...

Press **Clear** to erase the last letter or digit that you entered.

Press **No** to erase the entire name or number and start again.

To enter characters and labels, turn to page 126.

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Recommended Types of Document

Before you send your document, make sure that it meets the following requirements.

CAUTION: Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.

Minimum size from the auto document feeder

105mm

148mm   Scanning direction
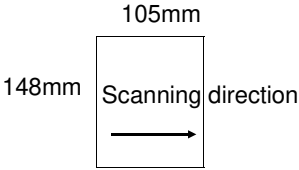
Maximum size from the exposure glass

Scanning direction

297mm

210mm   202mm

4mm   5mm
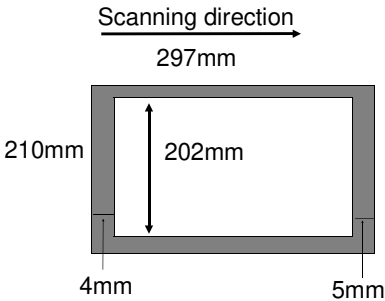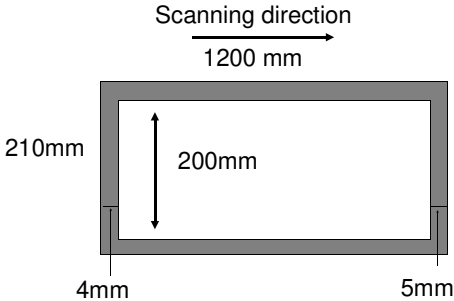
Correct Size for the Auto Document Feeder

Thickness: 0.05 to 0.2mm (50 to 90/m^2 paper)
Length and Width: See the above diagram.
If the page is too short, put it inside a document carrier or enlarge it with the copier function.
If the page is too long, divide it into two or more sheets.

Maximum size from the auto document feeder

Scanning direction

1200 mm

210mm   200mm

4mm   5mm

Note: The part shaded ▮▮▮ will not be scanned, because it is outside the maximum scanning range.

Note: If you place the page on the exposure glass, you can transmit pages smaller than the minimum size shown above.

Clearly Written
Small faint characters may not be transmitted clearly.

Uniform Page Size
When using the document feeder, do not use different sizes of document in the same transmission.

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Page Condition

Do not place damaged pages in the automatic document feeder.
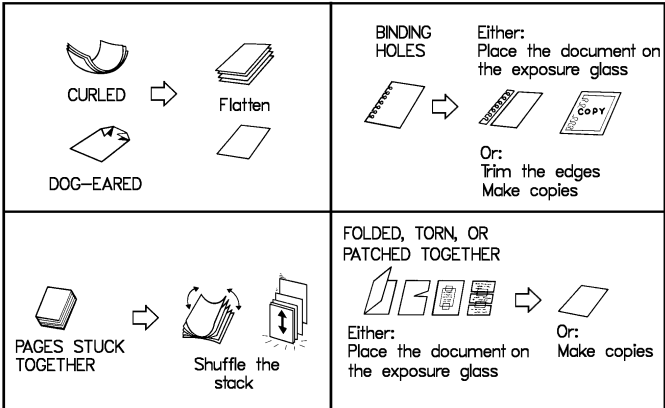
Originals that contain the following materials should not be placed in the document feeder. Place them directly on the exposure glass.

Note: If your original is badly bent or creased, set it on the exposure glass, not on the auto document feeder.
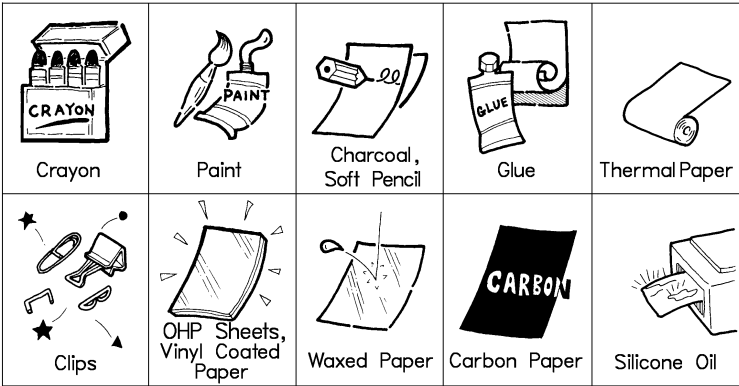
Note: Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

How to Set the Document

Setting the document in the Auto Document Feeder (ADF)

1 Carefully place the document
face down into the auto docu-
ment feeder. Then adjust the
guides to fit the width of the docu-
ment.
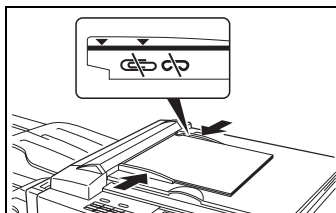
Make sure that the display is as
shown.

```
READY      100% 10:00
DIAL FAX NUMBER 1
```

Note: Do not feed in more than 30 pages.
Do not stack documents in the feeder so that they exceed the load limit
marker.
Insert the document until you hear the machine beep. If the machine
cannot detect your document in the ADF, it will scan from the exposure
glass instead.

Setting the document to the exposure glass

1 Lift up the top cover and place
the first page of your document
face down in the top left corner of
the exposure glass.
Then lower the top cover.
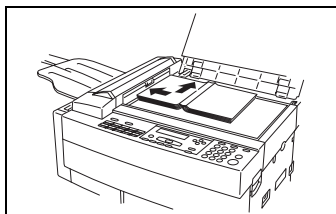
The display is as shown.

```
READY      100% 10:00
DIAL FAX NUMBER 1
```

Memory Transmission and Immediate Transmission

There are two ways to send a fax message.

❒ Immediate Transmission

❒ Memory Transmission

Immediate Transmission

Immediate Transmission is convenient when:

❒ You wish to send a message immediately

❒ You wish to quickly check whether you have successfully connected with the other party

❒ Your machine's memory is getting full

The machine dials immediately after you press Start. The message is scanned and transmitted page by page without being stored in memory.

Memory Transmission

Memory Transmission is convenient because:

❒ Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).

❒ While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).

❒ You can send the same message to more than one place with the same operation.

After you press **Start**, the machine doesn't dial until all the pages of your fax message have been stored in the memory.

The default mode of this machine is Memory Transmission, so the procedures described in this manual will be based on the assumption that you are using Memory Transmission. Immediate Transmission is described in a separate section.

Memory Transmission

Sending a Message with the Auto Document Feeder

If at any time you want to completely start over, just remove the document, then open and close the top cover.

Caution: If your document gets stuck while it is being processed, press the Stop key, and turn to page 104 for instructions on how to safely remove the original.

1 Remove any document left in the tray.

2 The FAX indicator must be lit. Press the **Fax/Copy** key if it is not lit.
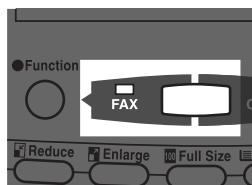
Make sure that the machine is in standby mode for faxing. The display should look like this:

```
READY      100% 10:00
DIAL FAX NUMBER 1
```

If the display isn't as above, press the Clear Modes key to clear any previously programmed destinations.

3 Fan your document stack (at most 30 pages) to make sure all pages are loose, then square it.

All pages in your document must be one-sided and be of the same size.

4 Insert the document <u>face down</u> in the feeder and adjust the guides to fit the width of the document.

Note: Insert the document until you hear the machine beep. If the machine cannot detect your document in the ADF, it will scan from the exposure glass instead.
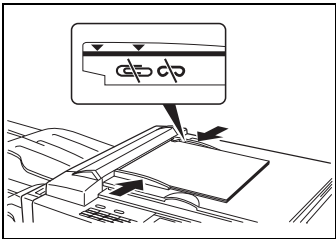
Do not stack documents in the feeder so that they exceed the load limit marker.

Note: You can dial before you set the document. Place the document after you dial the number and go to step 6.

5 If the memory indicator is not lit, press the **Memory** key.

Dial the number in one of the following ways.

```
TRANSMIT     Y/ START
5551234■■■■■■■■■■■
```

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset ☆
	Quick Dial 07 07	Example:Speed Dial IO [Speed Dial] [I] [O]	

☆: Only if the telephone handset is installed.

If you want to erase a digit of the phone number, press the **Clear** key.
If you want to erase the entire number, press the **No** key.

6 Press **Yes** and **Start** key and wait. The machine will dial the destination's number.

```
5551234
DIAL FAX NUMBER 1
```

Sending a Message with the Exposure Glass

1 Remove any document left in the auto document feeder or on the exposure glass.

2 The FAX indicator must be lit. Press the **Fax/ Copy** key if it is not lit.

Make sure that the machine is in standby mode. The display should look like this:

```
READY      100% 10: 00
DIAL FAX NUMBER 1
```
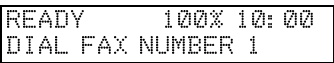
3 Lift up the top cover and place the first page of your document face down on the exposure glass, as shown in the diagram. Then lower the top cover.
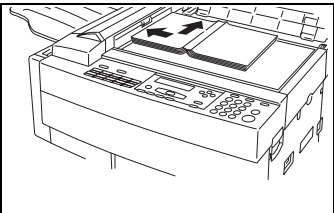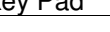
Note: You can dial before you set the document. Place the document after you dial the number and go to step 6.

4 If the memory indicator is not lit, press the **Memory** key.

5 Dial the number in one of the fol-
lowing ways.

```
TRANSMIT      Y/START
5551234██████████████
```

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset ☆
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑧	Quick Dial 07 07	Example: Speed Dial 10 [Speed Dial] [1] [0]	↑

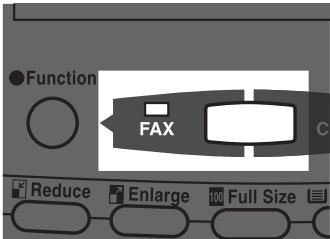☆: Only if the telephone handset is installed.

If you want to erase a digit of the phone number, press the **Clear** key.
If you want to erase the entire number, press the **No** key.

6 Press **Yes** then **Start** key

If you want to specify the scan-
ning area, press ▶ until the
screen is as shown then press
Yes.
Select the scanning area with
the ◀ and ▶ keys. Then press
Start.
The machine scans and stores
your page. After the page has
been stored, the display alter-
nates between the messages
shown opposite.

```
SET OPTION      Y/ ▶
SET DOCUMENT SIZE?
```

```
SET OPTION      Y/ ◀▶
▶A5▭ A4▭
```

```
   TO SEND—Y/OPTION ▶
NEXT PAGE THEN START
```

```
   TO SEND—Y/OPTION ▶
            TIME 59
```

The machine is asking you to
place the next page on the expo-
sure glass.

Display shows how much time you have left to place the next page on
the exposure glass and press **Start** key.

You have about 60 seconds.

If you do not place a page on the exposure glass and press **Start** key
within the remaining time, the machine will start to dial.

7 Either;

Place the next page on the exposure glass if any and press **Start**. And repeat the step 6 for replacing the page.

If you have no more pages, press **Yes**.

8 The machine dials, and the line to the other party is connected.
On the display, the identification of the other party will appear.

9 After sending the message, the machine hangs up automatically.

Cancelling the Memory Transmission

If you like to cancel the transmission, press the **Stop** key during communication.

```
5551234
STOP & CLR FILE?   Y/N
```

Then press **Yes** to cancel the transmission.

If the other party's line is busy, your machine will dial again.

```
READY      95% 10:00
DIAL FAX NUMBER 1
```

If the other party's fax machine answers, both machines will connect and yours will send the message.

```
 (a number or label )
DIAL FAX NUMBER 1
```

Tip: If your line goes through a local switchboard (a PBX) remember to dial the exit code. Press the Pause key immediately after the code. If the number includes a country code, press the Pause key after the country code, then dial the rest of the number.

Immediate Transmission

1 Remove any document left in the auto document feeder or on the exposure glass.

2 The FAX indicator must be lit. Press the **Fax/ Copy** key if it is not lit.
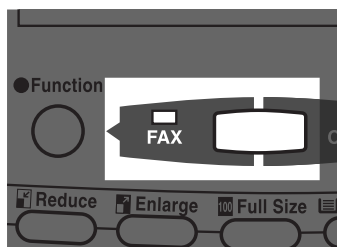
Make sure that the machine is in standby mode. The display should look like this:

```
READY      100% 10:00
DIAL FAX NUMBER 1
```

3 Press **Memory** key. The Memory indicator should go out.

4 Either:
Place the first page of the document on the exposure glass.
or
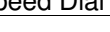Place the entire document face down into the feeder. (No more than 30 pages.)

How to set document see page 17.

Note: You can dial before you set the document. Place the document after you dial the number and go to step 6.

25

5 Dial. (See page 20 for how to dial.)

```
TRANSMIT      Y/START
5551234█████████████
```

6 Press **Yes** then **Start** key

```
5551234
DIALING
```

7 The machine dials and the line to the other party is connected. The number that you dialed and the other party's RTI or CSI is displayed. (RTI, CSI: see page 142.)

Placing the document on the exposure glass
After a page has been sent, the machine asks you to place the next page on the exposure glass. The indicator shows how much time you have left to place the next page on the feeder and press **Start** key.

```
TO SEND Y/OPTION▶
          TIME 14
```

```
READY TO TRANS
```

For Immediate Transmission, you have 15 seconds. If you do not place a page on the exposure glass and press **Start** within the remaining time, the machine will disconnect the line.

Either:
Wait until the following message appears. The display alternates between the messages shown below. Then, place the next page on the exposure glass and press **Start**.

```
TO SEND-Y/OPTION ▶
NEXT PAGE THEN START
```

```
TO SEND Y/OPTION▶
          TIME 14
```

or
The page will be scanned and sent out. When you have get the last page, press **Yes**.

The machine will disconnect the line and return to standby mode.

Receiving Calls & Fax Messages (Faxes/Phone Calls)

Overview

The machine can treat incoming fax messages and telephone calls in three ways.

❑ Auto mode
Use this mode if your line is shared by a fax machine and telephone.
When a call comes in, the machine will ring a number of times to give you the chance to pick up the handset. If you do not pick up and the call is a fax message, the machine will go into fax mode and start receiving. You can choose the number of times the machine rings before taking the call by altering the Auto Ring time (see page 29). Also use this mode if you have a telephone answering machine connected (see page 29).

❑ Fax mode
Use this mode if you have a dedicated fax line.
The machine assumes all calls are fax messages. It will ring once to alert you to an incoming call and then start receiving.

❑ Tel Mode
Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax messages or telephone calls. You must manually hit the Start key to receive a fax.
The machine will ring continuously until you answer the call, so you have to be near the machine at all times.

Setting the Reception Mode

1   Press the **Function** key and **6, 2, 2, 2, 2, 6, 2** using the ten key pad, then press the **Yes** key.

```
                     Y/NEXT ▶
SELECT LINE
```

2   Press the ▶ key until "SELECT RECEIVE MODE" appears.

```
                     Y/NEXT ▶
SELECT RECEIVE MODE
```

3   Press the **Yes** key.

```
RECEIVE MODE    Y/ ◀ ▶
AUTO    ▶ FAX    TEL
```

4   Select the setting you want using the ◀ and the ▶ keys.

5   Press the **Function** key.

Tel Mode

When the Tel mode is selected, you have to answer the call yourself and decide whether it is a fax or a telephone call. The procedure for answering a call is as follows:

1   Pick up the handset.

2   Listen to the other end.

     ❐ If you hear a voice, continue your conversation as you would normally.
     ❐ If you hear a fax tone, remove any documents from the feeder, press the **Start** then **No** key then replace the handset. The machine will start receiving.

Setting the Auto Ring Time

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

1 Press the **Function** key and **6, 2, 2, 2, 2, 6, 1** using the ten key pad, then press the **Yes** key.

```
                  Y/NEXT ▶
SET OWN NUMBER
```

2 Press the ▶ key until the opposite display appears.

```
                  Y/NEXT ▶
SET NO. OF RINGS
```

3 Press the **Yes** key. The factory setting will be displayed, either:

```
NO. OF RINGS      Y/N
06 RINGS
```

❐ Change the number of rings, press the **No** key, then press the new number using the ten key pad.
Example 03. Press 0, 3 using the ten key pad.

❐ Keep these settings, go to step 4.

Note: If the Auto Ring Time is set too high and the connecting machine times out, you will not be able to receive fax message.

4 Press the **Yes** key, then the **Function** key.

When you connect Telephone Answering Machine

When you are in Auto Mode, you can connect the Telephone Answering Machine.

❐ Plug the answering machine into the TEL jack on your fax machine.

❐ Auto mode ensures that your answering machine has the chance to respond to incoming telephone calls. If the call happens to be a fax message, the message will be given to the fax machine automatically.

❐   When you connect the telephone answering machine, the Auto Ring Time must
be set to one ring more than the number of rings that your answering machine
waits before it takes the call. To check this number, have a friend call and do not
answer the phone, count the number of rings that you hear before the answering
machine takes the call.

Printing a Message Received & Stored (Substitute Reception)

If the Receive File indicator is lit, a message was stored in memory using substitute reception. It was not printed, maybe because the machine is jammed or out of supplies, or the night timer has turned the heater off.

Night Timer: Hold down any key to print messages received while the night timer (page 62) has turned the heater off. Otherwise, check if any of the following indicators are lit. and follow instructions.

📥 Your fax machine is out of paper. Add paper: see page 82.

📥 Your fax machine is out of toner. Change the toner cassette: page 91.

Or The Check Display indicator is lit.
    There might be a paper jam (see
    page 105) or an open cover.

> *-Message appears here-*
> `DIAL FAX NUMBER 1`

As soon as the machine is back in working condition, messages stored in memory will be printed. The Receive File indicator will turn off and the messages will be erased from memory.

If a message comes in while you are copying, the fax machine will store the message in memory and the Receive File indicator will light. The message will be printed as soon as copying is done.

To turn substitute reception off or back on, set bit 0 of user parameter switch 05. See page 121.

Faxing a Page With Very Fine Detail

If you wish to fax a message which must arrive as clearly as possible, adjust the resolution (for documents with fine detail) and the contrast (for documents printed on a dark background or in faint ink). You can also set the imaging process for sending photographs.

You can select different settings for each page of your message. Simply change the settings for page 2 while page 1 is being scanned.

Resolution & Shading

If your document contains fine print, detailed diagrams, or photographs, use a higher resolution setting. There are three settings for general documents.

Standard: Use for most printed or typewritten documents.
Detail: Use for documents with small print or fine details.
Fine: Use this for high quality reproduction.

There is also an independent photo setting suitable for photographs or diagrams with complex shading patterns or grays.

Important: Faxing at a higher resolution requires more time. Frequent use of high resolution could cause an increase in your phone bill, especially for long distance transmissions.

Image Density (Contrast)

Manual Image Density

The text and diagrams in your document must stand out clearly from the paper they are written on. If your document has a background darker than pure white (for example, a newspaper clipping) or if the writing is faint, adjust the contrast. There are five grades.

Normal: Suitable for most documents
Darker 1 & 2: Use for documents with faint writing
Lighter 1 & 2: Use for documents that have a dark or patchy background

Auto Image Density

If you select the Auto Image Density mode, the appropriate contrast is set automatically. Lit the **Auto Image Density** indicator.
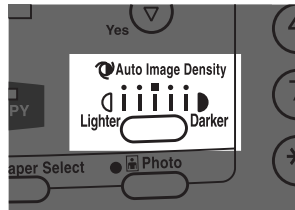
Increasing Photo Quality

Your machine can transmit photographs and other images by using a halftone process which simulates colors and grays by using a pattern of black and white dots.

To use the above features, follow these steps:

1 If needed, press the **Photo** key. (When you select the Photo mode, the resolution will change to Detail automatically.)
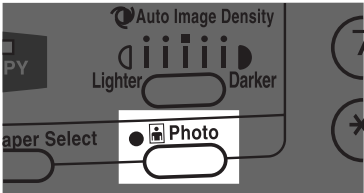
2 Press the **Resolution** key to select standard, fine, or detailed.

This doesn't change the photo setting you set in step 1.
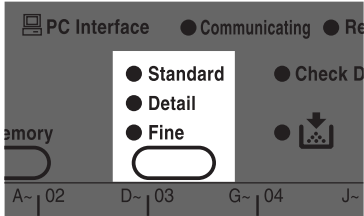
3 Press the **Lighter** or **Darker** key to change the contrast, if desired.

Note: You cannot select the Auto Image Density when you use the Photo mode.
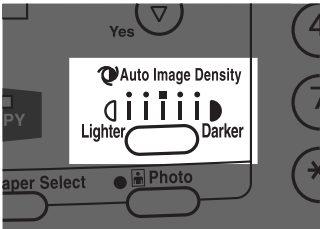
4 Proceed as for a usual fax transmission.

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Optional Feature for Transmission

Sending Later

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

CAUTION: If your machine's memory is full, you will have to send the message from the document feeder. This means that anybody removing your document would automatically cancel the operation.

1 Set the document and select contrast and resolution.

2 Press ▶ once and press **Yes**. (▶ is also the **Option** key).

```
SET OPTION        Y/▶
SEND LATER?
```

3 Enter a sending time that falls within the following 24 hours. For example: To send at 11:30 pm, press **1**, **1**, **3**, and **0** from the key pad. If you enter wrongly, press **No** and enter again. You'll get:

```
SET OPTION    KPAD/Y
TIME 11: 30   10: 00
```

4 Press **Yes**.

5 Dial the fax number and press **Yes**. Then press **Start**.

Use function 21 to erase a stored fax message before it is sent (see page 50).

TTI

Normally, the TTI programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page. In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

1 Set the document and select contrast and resolution. Press ▶ until the right display appears.

```
SET OPTION      Y/▶
TTI PRINT?
```

2 **Yes**.

```
SET OPTION      Y/◀▶
 ▶ON      OFF
```

3 If you wish to change the TTI setting, press ◀ or ▶ .

```
SET OPTION      Y/◀▶
  ON      ▶OFF
```

4 **Yes** when you have finished.

5 Dial the fax number and press **Yes**. Then press **Start**.

Document size

If you are going to send a page that is not of a normal size, your machine may have trouble scanning the entire page. For example, if your page is larger than a certain size but smaller than the next size up, you should use the document size selection feature to select the larger size. Otherwise, your machine will not scan the outer margins of your page. This feature is only available if you send a document placed on the exposure glass, not with the auto document feeder.

1 Set the document and select contrast and resolution. Press ▶ until the right display appears.

```
SET OPTION      Y/▶
SET DOCUMENT SIZE?
```

2 **Yes**.

```
SET OPTION      Y/◀▶
▶A5▯ A4 ▱
```

3 Select the scanning area using ◀ and ▶ key. **Yes** when you have finished.

```
SET OPTION      Y/◀▶
▶A5▯ A4 ▱
```

4 Dial the fax number and press **Yes**. Then press **Start**.

Sending the Same Message to Many Destinations

This is also called broadcasting.
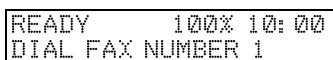
Caution:
There is a limit of 100 stored numbers overall.
Do not store more than 100 numbers (including those in groups). If you do, your machine will not send the message to all numbers in the group. See page 128 for more details.

1 Remove any document left in the tray or on the exposure glass.

2 Make sure that the machine is in standby mode for faxing .

```
READY      100% 10:00
DIAL FAX NUMBER 1
```

3 The FAX indicator must be lit. Press the **Fax/Copy** key if it is not lit.
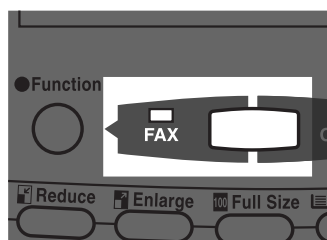
4 Make sure the **Memory** indicator is turned on.
❒ If it is not lit, press the **Memory** key
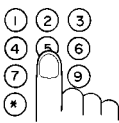
5 Either:
Place the first page of the document on the exposure glass.
or
Place the entire document face down into the feeder.

How to set the document: see page 17.

6 Dial a fax number in one of the following ways.

```
TRANSMIT      Y/START
0014421584226i■■■■■■
```

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group Dial
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ✳	Quick Dial 07 07	Example:Speed Dial IO [Speed Dial] | I		O		Example: Method 1 * **08** of the Quick Dial key. Method 2 ** **10** of the Quick Dial key and **1** of the ten key pad.

*: This is the example of the case where Group Dial is programmed in 08 of the Quick Dial key.
**: This is the example of the case where Quick Dial key 20 is programmed as the Group key, and Group dial number 1 is programmed.

Note: The maximum destinations you can dial using the ten key pad is 49. However, this limitation is up to the machine condition.
   If you enter the wrong number, press **No** or **Clear** and enter again.
   Clear to delete one digit.
   No to delete the whole number.

7 Press **Yes** (<u>not</u> the Start key). You'll get:
The number in the bottom right of the display tells you which number is being currently dialed if you specified more than one destination.
e.g. 2 means the second number is being dialed.

```
TRANSMIT   DIAL/START
DIAL FAX NUMBER 2
```

8 Repeat steps 6 and 7 until all destinations are entered.

9 Press the **Start** key.

The machine stores your message and dials the first number (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected). Send later: see page 35 .

For users who place the document on the contact glass
After a page has been stored, the machine asks you to place the next page on the exposure glass. The display shows how much time you have left to place the next page on the feeder and press **Start** key.
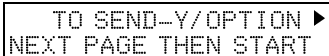
```
READY TO TRANS
```
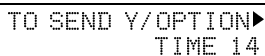
You have 60 seconds. If you do not place a page on the exposure glass and press **Start** within the remaining time, the machine will start to dial.

> Either:
> Wait until the following message appears. The display alternates between the messages shown below. Then, place the next page on the exposure glass and press **Start**.

```
TO SEND-Y/OPTION ▶
NEXT PAGE THEN START
```

```
TO SEND Y/OPTION▶
          TIME 14
```

> Either:
> Place the next page on the exposure glass and press **Start**. The page will be scanned and stored.
> or
> If you have no more pages, press **Yes**. The machine will dial the first destination (or , if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected.)

Redialing

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. In many cases, the machine will redial the destination automatically. Or, with the Redial key, you can redial with just a few keystrokes.

Automatic Redialing

The machine will automatically redial the other party if any of the following conditions occurred.
❒ The other party was busy
❒ There was no reply from the other party

The number of redials and the redial interval may be adjusted by a service technician.

If you send using Immediate Transmission, the machine will not redial automatically.

If the other party is busy when you send using Immediate Transmission, the display appear as shown.

```
PRESS   REDIAL+START
```

If you press **Redial** and **Start**, the machine will scan in your message, store it in memory and redial automatically (Memory Transmission).

Using the Redial Key

The machine remembers the last telephone number that you input. If you have to redial this number, just press the Redial key, then press the Start key.

This feature has the following uses.

If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire.

If you wish to send another message to the same address that you just sent last time, you don't have to dial the full number again.
Place the message in the feeder, then press the Redial key, then press the Start key.

To send a fax using Redial, do the following:

1 Remove any document left in the auto document feeder or on the exposure glass.

2 The FAX indicator must be lit.
Press the **Fax/ Copy** key if it is not lit.
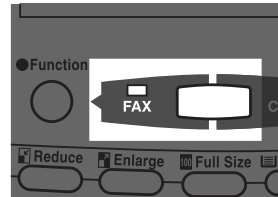
Make sure that the machine is in standby mode for faxing. The display should look like this:

```
READY      100% 10:00
DIAL FAX NUMBER 1
```

3 Set your document. How to set the document, see page 17.

4 Press **Redial**.

```
REDIAL              Y
2125551234
```

5 Press **Start**.

If you use the exposure glass, follow the step 7 in page 24.

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Storing & Editing Fax Numbers (Functions 31 & 32)

Numbers that you often use can be stored in memory. A stored number will remain in memory even if the power is cut.

You can store numbers in three ways.

Quick Dials
The number is assigned to its own key. To dial that number, just press the key. You can store up to 10 numbers in this way.

Speed Dials
The number is given a two digit code. To dial the number, press the Speed Dial key and enter the code. There are 50 Speed Dial codes available numbered 00 to 49.

Groups
If you regularly broadcast messages to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialled in sequence automatically. You can program up to 3 groups with 30 numbers each.

Storing, Editing and Erasing Quick Dials/ Speed Dials

These steps describe how to store or edit telephone number in Quick Dial keys or Speed Dial codes. You can get a printout of numbers stored. In this example we will store a new number in Speed Dial 01.

1 Choose Quick Dial or Speed Dial programming mode.
❒ Quick Dial: **Function 31 Yes**

```
■                QUICK/ ◀▶
PRINT LIST◀/ SEARCH▶
```

❒ Speed Dial: **Function 3 2 Yes**

```
■                QUICK/ ◀▶
PRINT LIST◀/ SEARCH▶
```

2 Select the Quick Dial key or Speed Dial code you want either:
❒ Quick Dial: Press the Quick Dial key

❐ Speed Dial: Input a two digit Speed Dial
     code.
     e.g. Speed Dial 01: Press 0 1.
❐ If the Speed dial code you select is al-
     ready used, press ▶ until an open code
     appears.
❐ Press ◀ then **Start** to print a list of num-
     bers.

3 Press **Yes** to accept.

```
 01              KPAD/N
████████████████
```

4 Enter a new number or edit the
     existing number.

```
 01            KPAD/Y/N
2125551234████████
```

To erase an existing number,
press **No** then **Yes** and go to step
9.

5 Press **Yes** to accept.

```
 01                Y/N
PROGRAM LABEL?
```

6 If you wish you can give this num-
     ber a name:
     ❐ Edit the name: Press **Yes** and go to
          step 7.
     ❐ Skip naming: Press **No** and go to step 9.

7 Enter or edit the name. (See
     page 126).

```
 01            ABC Y/N
NEW YORK OFFICE████
```

8 Press **Yes** to accept.

```
 ██        QUICK/◆
PRINT LIST◀/SEARCH▶
```

9 ❐ Edit another number: Go to step 2
     ❐ Return to standby mode:
          Press **Function**.

Storing & Editing a Group of Fax Numbers (Function 33)

This section describes how to program or edit a Group. You can also get a printout of numbers that are already stored. In this example we will program Group 1 into Quick Dial key 01.

You can store up to three groups numbered 1 to 3.

You can program up to 30 numbers in a Group.

1 Press **Function**, **3, 3, Yes** .

```
GROUP ■      1-3/◄►
PRINT LIST◄/SEARCH►
```

2 Either:
❒ Enter the number of the group you want to program or edit.
e.g. Group 1: Press 1.
❒ To print a list, press ◄ then **Start**.

3 Press **Yes** to accept.

```
GROUP 1           Y/N
PROGRAM QUICK?
```

4 You have two options:
❒ Edit or program the Quick Dial key for this group: Press **Yes** and go to step 5.
❒ Skip the Quick Dial: Press **No** and go to step 6.

5 Then either:
❒ Program a new Quick Dial: Press the Quick Dial key you wish to use for this group then **Yes**.

```
GROUP 1           Y/N
PROGRAM LABEL?
```

If a message like "USED AS.." flashes up, the key is already in use. Press a different key.

6 If you wish you can give this group a name:

❒ Edit the name: Press **Yes** and go to step 7.

```
GROUP 1          ABC
████████████████
```

❒ Skip naming: Press **No** and go to step 8.

7 Enter or edit the name then press **Yes**.

```
GROUP 1       KPAD/N
████████████████
```

8 Enter a fax number in one of these ways:

❒ Press a Quick Dial key.

❒ Press the Speed Dial key followed by two digits.

❒ Enter a number on the keypad.

9 Press **Yes** to accept.
If ALREADY PROGRAMMED briefly flashes up on the display, either:

❒ Press **No** to keep the number and choose another number .

❒ Press **Yes** to erase this number from group.

10 You have two options:

❒ Enter another number: Go back to step 8.

❒ Finish entering numbers in this group: Press **No** and go to step 11.

11 You may then either:

❒ Work on another group: Go to step 2.

❒ Finish: Press **Function**.

Erasing Groups

These steps describe how to erase single numbers from a group.

1 Press the **Function** key and **3, 3** using the ten keypad, then press the **Yes** key.

```
GROUP ■        1-3/ ◄►
PRINT LIST ◄/SEARCH►
```

2 Enter the group number using the ten key pad, then press the **Yes** key.

```
GROUP 1          Y/N
PROGRAM QUICK?
```

3 Press the **No** key.

```
GROUP 1          Y/N
PROGRAM LABEL?
```

4 Press the **No** key.

```
GROUP 1          Y/N
CLEAR?
```

5 Press the **Yes** key.

```
GROUP 1          Y/N
        CLEARED
```

6 Either:
❒ Delete another number: Go to step 2
❒ Finish: Press **Function**.

Programming the Group Key

You can program the 3 groups. However, if there is no room in Quick Dial keys, this group key is helpful. You have to program the 10 of the Quick Dial key as the group key. How to transmit using the group key, see page 38.

1 Press **Function 3 1** and **Yes**.

```
■            QUICK/ ◄►
PRINT LIST◄/SEARCH►
```

2 Press the Quick Dial 10.

```
 10 PROGRAM?      ◄►
```

3 Press **Yes**.

```
 10 PROGRAM?   Y/N
PROGRAM GROUP KEY?
```

4 Press **Yes**.

```
■            QUICK/ ◄►
PRINT LIST◄/SEARCH►
```

5 Press **Function**.

Programming the Dial Option Key

This function of this key depends on the capabilities of the other terminal.

1 Press **Function 3 1** and **Yes**.

```
■              QUICK/ ◂▸
PRINT LIST◂/SEARCH▸
```

2 Press the Quick Dial 09.

```
09 PROGRAM?   Y/ ◂▸
```

3 Press **Yes**.

```
09 PROGRAM?   Y/N
PROG. DIAL OPTION?
```

4 Press **Yes**.

```
■              QUICK/ ◂▸
PRINT LIST◂/SEARCH▸
```

5 Press **Function**.

Dialling with the Dial Option Key

1 Set the Document.

```
READY      100% 10:00
DIAL FAX NUMBER 1
```

2 Enter the number.

```
TRANSMIT     Y/START
5551234███████████
```

3 Press **09** and **Yes**.

```
TRANSMIT     Y/START
5551234W██████████
```

4 Enter the password.

```
TRANSMIT     Y/START
5551234W9999██████
```

5 Press **09** and **Yes**.

```
TRANSMIT     Y/START
5551234W9999S██████
```

6 Enter the subaddress.

```
TRANSMIT     Y/START
5551234W9999S1234██
```

7 Press **09** to and **Yes**.

```
TRANSMIT     Y/START
5551234W9999S1234P█
```

8 Enter the selective polling ID.

```
TRANSMIT    Y/ START
5551234W9999S1234P23
```

9 Press **09** to enter space.

```
                 Y/N
SPACE?
```

10 Either;
Press **Yes**. A space is entered.

```
TRANSMIT    Y/ START
51234W9999S1234P23
```

Press **No** and **Yes**. You can enter
the another fax number.

```
TRANSMIT  DIAL/START
DIAL FAX NUMBER 2
```

Note: You can program the password and sub-address in a Quick Dial, Speed
Dial or Group.

Chain Dialing

This feature allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial Keys or Speed Dial Codes, and some of which may be input at the keypad.

For example, you can program commonly used area or country codes into Speed Dial Codes or Quick Dial Keys.

Example: 01133-1-5553333 (From the USA to Paris).

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

❑ Quick Dial 01 = 01133 (Overseas to France)
❑ Quick Dial 02 = 1 (Paris)
❑ Speed Dial 10 = 555

The machine ask you to dial

Handset Mode:
 Press **01**, **02**, **Speed Dial**, **1**, **0**, then **3**, **3**, **3**, **3**.

Other:
Press **01**, **Pause**, **02**, **Pause**, **Speed Dial**, **1**, **0**, then **3, 3, 3, 3**.

Erasing a Stored Message Before It Is Sent
(Functions 21 & 22)

Every time you store a fax message in your machine's memory, a new file is
created. A file is also created for storing instructions to pick up a fax message
left elsewhere (polling, page 52). Each file is given a number. This number
appears on the memory storage report, Journal and Transmission Result
Report. To see which files are currently in memory, print a file list.

1 To erase a fax message stored in
memory:
Press **Function**, **2**, **1**, and **Yes**

```
FILE NO. ■■■ KPAD/ ◄►
PRINT LIST◄/SEARCH►
```

Or To erase instructions to *pick up* a
message (polling):
Press **Function**, **2**, **2**, and **Yes**

2 Press ► to scroll through the files.
You'll get this.

```
FILE NO. 027      Y/ ◄►
```

Or: Press ◄ to obtain a list of all the files and their number. If you already
know the number of the file to erase, enter it directly from the keypad
and skip to step 4.

3 Scroll through the files with ◄ or ►
or enter the file number.

```
FILE NO. 028      Y/ ◄►
- number or label-
```

4 Press **Yes**.

```
FILE NO. 028      Y/N
CLEAR?
```

5 Press **Yes** again to erase the file.

See page 24 if you wish to cancel a transmission currently in progress.

Printing a Stored Message (Function 51)

If you need to see the contents of any of the files, use this feature.

1 Press **Function, 5, 1,** and **Yes**.

```
FILE NO. ■■■ KPAD/◄►
PRINT LIST◄/SEARCH►
```

2 Press ► to scroll through the mes-
sages. You'll see this.

```
FILE NO. 115    Y/◄►
```

Or: Press ◄ to obtain a list of all the files and their number. If you already
know the number of the file to print, enter it directly from the keypad and
skip to step 4.

3 Scroll through the message files
with ◄ or ► or enter the file num-
ber.

```
FILE NO. 116    Y/◄►
-number or label-
```

4 Press **Yes**.

```
FILE NO. 116  START/N
-number or label-
```

5 Press **Start** to print the message.

Polling Reception (Function 11)

Use this feature when you wish to pick up a message from another terminal.

1 Press **Function**, **1** and **1**

```
TRANS. MODE Y/NEXT▶
11 POLLING RECEIVE
```

2 Press **Yes**.

```
POLLING RECV    DIAL
DIAL FAX NUMBER 1
```

3 Dial the number from where you will pick up the message.

```
POLLING RECV Y/START
-number or label-
```

You can use Quick Dial keys or Speed Dial codes.

4 Press **Yes**.

```
POLLING RECV   START
-number or label-
```

5 Press **Start**.

Note: Another terminal should have the polling feature. You cannot poll from a machine that has set secure polling with ID number. Ask the other end to make a polling file without polling ID.

Sending a Fax using the External Telephone

You can send a fax message using the external telephone.
(External telephone is required).

1 Set the document then pick up the handset.

2 Dial the other party.

3 If you hear a voice, speak to the other party.

If you hear a high-pitched tone instead of a voice, press **Start**.

4 When you are ready to send your fax message, ask the other party to press **Start**.

5 When you hear a high-pitched tone,press **Start**.

If you set the document on the exposure glass, the display will change as shown.

```
HANDSET MODE
TRANMIT?          Y/N
```

Press **Yes** then **Start**.

6 Replace the handset.

OTHER FEATURES

Other features are listed here that you might find useful but that you will not set very often.

Verifying Communications, Errors, Counters, etc.

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

Automatically Printed Reports

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the user parameters (see page 118).

Journal *(Switch 03, bit 7)*
This report gives details on each communication made by your terminal. It is automatically output after 35 transmissions and receptions.

File Reserve Report (Memory Storage Report*) (Switch 03, bit 2)*
If you switch this report on, it is printed immediately after you store a document in memory for Memory Transmission. It gives the file number, the time that it was stored, and the destinations (including any Group numbers that were selected).

Power Failure Report *(Stays on)*
This report is printed if the machine's power was off for long enough to erase files from the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.
(Note: Phone numbers stored in Quick/Speed/Groups are not lost.)

Communication Result Report (Memory Transmission) *(Switch 03, bit 0)*
This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed only when a communication fails.
The page column gives the number of successfully transmitted pages and the total pages scanned e.g., 4/5 means 5 pages were scanned but only 4 were sent.

Transmission Result Report *(Switch 03, bit 5)*
This report is printed out after immediate transmission showing whether it was successful or not. The page column gives the number of pages that were transmitted successfully.

Communication Result Report (Polling result report*) (Switch 03, bit 4)*
This report is printed after your machine polls a message from another machine.

Communication Failure Report *(ON if Communication Result Report is OFF)*
This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Communication Result Report is switched off, and event of a communication failure. The page column gives the number of successfully transmitted pages and the total pages scanned e.g., 4/5 means 5 pages were scanned but only 4 were sent.

Error Report *(Turned on/off by a Service Technician)*
This report is printed after each unsuccessful communication. The communication failure report (above) is printed after a job has been completed. So while doing a broadcast, the machine may print a number of error reports, and at the end, it prints a communication failure or transmission result report. The page column gives the total scanned pages scanned. The "PAGE NOT SENT" or "PAGE NOT RECEIVED" column shows the number of pages that could not be sent or received successfully. Check it, and retransmit any pages that were not sent. If a particular problem continues or gets worse, keep the error reports for the service technician.

Printing Part of the Image on the Report *(Switch 04, bit 7)*
For reference purposes, the machine prints the first few inches of the fax message on the following reports.

❒   Transmission Result Report

❒   Memory Storage Report

❒   Communication Failure Report

Report Formats

Example 1. Error Report*

```
          * * *  ERROR REPORT  (AUG 01 1997 6:00)  * * *
                                        TTI  XYZ COMPANY
   FILE                   ADDRESS     MODE     TIME   PAGE     RESULT
 PAGE       RESULT
  ------------------------------------------------------------------
                     Report details appear here
```

Example 2. Journal*

```
          * * *  JOURNAL  (AUG 01 1997 7:00) * * *
                                        TTI   XYZ COMPANY

   <TX>
   DATE  TIME  ADDRESS      MODE      TIME      PAGE RESULT     FILE
  ------------------------------------------------------------------
                     Transmission details appear here
   <RX>
   DATE  TIME  ADDRESS      MODE      TIME      PAGE RESULT     FILE
  ------------------------------------------------------------------
                      Reception details appear here
```

The Mode Column
See the bottom of the Journal for a full listing of symbols on the Journal. On other reports a code is given, informing the type of communication. These codes are explained below.

The Result Column
          OK: Successful communication
          E: An error occurred

The Footnote on the Journal
          TX counter: Total number of transmitted pages
          RX counter: Total number of received pages

Help Printing

A quick reference guide for the following basic operation procedures is printed out.

❒ Transmission procedure (Immediate/Memory)

❒ Memory Transmission clear procedure (Function 21)

❒ Copy procedure (multicopy, enlargement\reduction copy)

❒ Journal output procedure

❒ Quick Dial program/clear/print list

❒ Speed Dial program/clear/print list

1 In ready state, press the **Help** key.

```
                           START
PRINT HELP
```
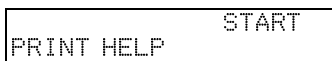
2 Press the **Start** key.

Reports You Can Printout Yourself

You can print these reports at any time by following the steps below.

Journal (Function 41)

In addition to the automatic output of this report, which we've described earlier, you can print the Journal at any time.

1 Press **Function**, **4**, **1** and **Yes**.

```
                          START
PRINT JOURNAL
```
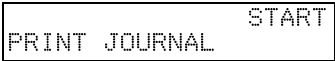
2 Press **Start** to print out the report.

File List (Function 42)

This is a list of memory transmission files still in memory. It gives information about each stored file, such as the fax numbers, start time, and status.

1 Press **Function**, **4**, **2** and **Yes**.

```
                          START
PRINT FILE LIST
```
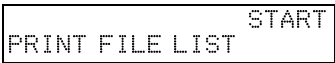
2 Press **Start** to print out the report.

Telephone Number List (Function 43)

You can obtain a list of all the phone numbers stored in the machine. (You can also obtain a list of stored numbers as you edit them. See the section on storing numbers, beginning on page 42.)

1 Press **Function**, **4**, and **3**.

```
REPORTS      Y/NEXT▶
43 PRINT TEL LIST
```

2 Press **Yes**.

```
ALL LISTS?   START/N
QUICK/SPEED/GROUP
```

3 To print all the numbers (Quick Dial, Speed Dial, and Group numbers) press **Start**. Then press **Function** and skip the following steps. Three lists will come out.

Or   Press **No** and you'll see this:

```
SELECT LISTS     Y/N
QUICK DIAL LIST?
```

4 Either:
If you want a Quick Dial list, press **Yes**.
If you don't press **No**.

```
SELECT LISTS     Y/N
SPEED DIAL LIST?
```

5 Either:
If you want a Speed Dial list, press **Yes**.
If you don't press **No**.

```
SELECT LISTS     Y/N
GROUP LIST?
```

6 Either:
If you want a Group list, press **Yes**.
If you don't press **No**.

```
              START
```

7 Press **Start**.

```
-Message appears here -
```

Counters (Function 84)

These counters will help you if you wish to keep a regular check on how many pages your machine has sent, received, and copied. The machine has the following counters:

TX Counter: The number of pages that your machine has sent (transmitted)
RX Counter: The number of pages that your machine has received
Scan Counter: The number of pages that your machine has scanned(including copies)
Print Counter: The number of pages that your machine has printed(including copies,re-
                       ports and lists.)

1 Press **Function**, **6** , and enter the access code **2222**, then press **8**, **4**, and **Yes**.

```
TX        : 003256
RX        : 002648
```

2 Press **Yes** to check the SCAN and PRINT counter.

```
SCAN      : 003287
PRINT     : 002703
```

3 Either:
  ❒ To finish, press **Yes** twice.
  ❒ 1) If you have replaced the photocon-
     ductor before REPLACE OPC appears
     (see page 96) then press **Yes** to reset the
     counter.
      2) Press **Clear**.

```
              Y/CLEAR
OPC
```

```
              Y/CLEAR
OPC
```

      3) Press **Yes**.

4 When you have finished, press **Function**.

Rejecting Messages From Certain Senders

Rejecting Messages From Senders Who Don't Identify Themselves

Your fax machine can reject incoming messages lacking an identifier signal . Follow the user parameter procedure on page 118 to enter these settings.
Switch 05, bit 1
0: Accept such messages1: Reject such messages

Saving Energy

To print a fax message your fax machine uses a heating roller to fuse the image to the paper. This roller must already be hot when the paper passes under it. To maintain a temperature high enough to permit proper fusing, electricity is consumed. This facsimile is equipped with various energy saving modes to reduce the consumption of electricity while the machine is waiting for a fax message.

Letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up.

Letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

Letting the heating roller fully on is not as economical as other two modes, but incoming fax messages and copies can be printed right away.

If your fax machine enters saving energy mode, SAVING ENERGY appears on the display.

The saving energy mode is related to the Night Timer. Refer to the section titled "Night Timer".

How to start the saving energy mode

Your machine will enter the saving energy mode when machine is not used for 5 minutes.

If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the saving energy mode automatically, please contact your service representative.

How to exit the saving energy mode

Your machine exits from the energy saving mode.

❏   Hold down any key for a few seconds.

❏   Pick up the external telephone handset.

❏   Insert the document into the auto document feeder.

You can still send a fax while the machine is in saving energy mode.
You can also carry out some functions (e.g. programming) by first holding down
a key to switch to standby mode.

Which saving energy mode is best for you?

You have three choices: You can let the roller cool to room temperature, you
can let it cool to the midpoint or you can let it fully on. To choose which of the
two settings you would prefer, set the user parameter switch.
When you allow the roller to cool to room temperature, energy savings are at a
maximum and printing will take a little longer since the roller will take more time
to come to printing temperature. When you select the midpoint, some energy
savings will still be achieved and printing will occur more rapidly.

Switch 05 bits 6 & 7
Letting the heating roller cool to room temperature: Bit 6 at 0, Bit 7 at 0
Letting the heating roller cool halfway: Bit 6 at 1, Bit 7 at 0
Leaving the heating roller fully on: Bit 6 at 0, Bit 7 at 1

If you often receive fax messages in the night, we recommend you use
"heating roller cool halfway" mode to get better print quality.

Saving Energy with the Night Timer

You can set sleep time to let the machine go to saving energy condition and set
the wake up time when it returns to standby mode the next morning. During this
Night Timer mode, a fax message received is stored in the memory and will be
printed automatically the next morning after the wake up timer is activated.

As a typical example, you could program the heating element inside the printer
to stay off at night and over the weekend. (You can program different settings
for every day of the week.)

To use the Night Timer, you must:
1.   Program the timers for each day of the week.
2.   Switch the Night Timer feature on.

Setting the Timer (Function 71)

Caution: While the night timer is active, all incoming calls are refused if the memory fills up.
Example: For Tuesday, set the Night Timer to switch the heater on at 9 am and
off at 6 pm.

1 Press **Function**, **6** and enter ac-
cess code **2 2 2 2**. Then, press
7,1 and **Yes**.

```
                        Y/N
SET NIGHT TIMER
```

2 Press **Yes**.

```
SET TIMER     Y/N/ ◀▶
SUN
```

3 Use the ◀ and ▶ keys to scroll
through the days of the week.
Example: Press ▶ twice to go to
Tuesday.

```
SET TIMER     Y/N/ ◀▶
TUE
```

4 Press **Yes**.

```
TIMER#1 TUE   */#/Y
ON  FROM 00:00
```

5 There are two timers for each day, each with an ON/OFF setting. "ON"
means that the heater will switch on at the time indicated. "OFF" means
that the heater will switch off at the time indicated. To change the ON to
OFF, or the other way round, press ∗ or **#.** When the ON/OFF display is
correct: Go to step 6.

6 Press ▶ to move the cursor under
the time.

```
TIMER#1 TUE   KPAD/Y
ON  FROM 00:00
```

7 Input the time(9:00): Press **0**, **9**,
0, and **0** from the key pad.

```
TIMER#1 TUE    */#/Y
ON  FROM 09:00
```

8 Press **Yes**.

```
TIMER#2 TUE   */#/Y
ON FROM 00:00
```

9 Repeat step 5 to 7 for the second timer (18:00)

Tip: If you want the heater on all day, set both timers to ON = 00:00. If you want the heater off all day, set both timers to OFF = 00:00.

10 Either press **Yes** and **Function** to finish, or go back to step 3 to program the timer for another day.

Switching the Night Timer On or Off (Function 62)

The Night Timer feature must be switched on using Function 62.

1 Press **Function**, **6** and enter access code **2 2 2 2** . Then, press **6**, **2** and **Yes**.

```
                Y/NEXT▶
SELECT LINE
```

2 Scroll through the list of features with ▶ until the screen is as shown opposite.

```
                Y/NEXT▶
NIGHT TIMER ON/OFF
```

3 Press **Yes**.

```
NIGHT TIMER    Y/◀▶
ON      ▶OFF
```

4 Change the on/off setting by pressing ◀ or ▶.

```
NIGHT TIMER    Y/◀▶
▶ON      OFF
```

5 Finish: **Yes** and **Function**.

Printing the Sender's Identification

This feature *prints* at the top of the message, the sender's identification (the CSI or RTI, see page 151) that appears on the display.

Tonal Signals

On this model the * key on the ten keypad is used as the Tone key. Some organizations offer you a special service by telephone, which you can access by transmitting Touch tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tonal Signals will allow you to access these services. First, dial the other party When you are through to the other end, press the Tone key and enter the code number that is needed to access the required feature at the other terminal. You do not need to press the Tone key if your machine is set up for dialing in Tone Dial (DTMF) mode.

Using the Tone Key

1 Make sure that the machine is in standby mode, and that there is no document in the feeder.

2 Pick up the telephone handset.

3 Dial the remote facility. Do not press the **Start** key.

4 After your line is connected to the remote facility, do the following:
❑ If your telephone line type is DTMF (Tone Dial): Go to step 5.
❑ If your telephone line type is Pulse Dial: Press the * on the ten keypad. A dot appears in the display.

5 Input the digits that you need to use the remote facility. After you have finished your business with the remote facility, hang up.
Note: Do not press the **Start** key.

Basic Copying Procedure

CAUTION: If your document gets stuck while it is being processed, press the Stop key, and turn to page 104 for instructions on how to safely remove the original. If you make a mistake and want to start over, press the Clear Modes key.

1 Make sure your machine is set to copy. If it isn't press the **Fax/Copy** key. The Copy light will be lit.
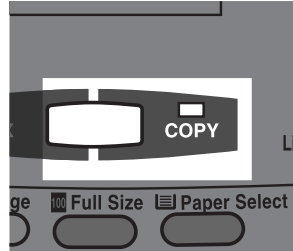
2 Lift up the top cover and place the first page of your document face down on the exposure glass. Then lower the top cover.
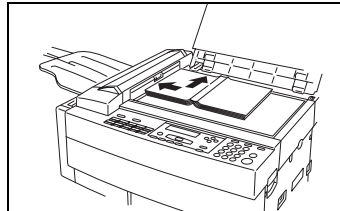
The display will change as shown. When paper size on the second line will only appear when the optional paper cassette is installed.

Or

Insert the document face down in the feeder and adjust the guides to fit the width of the document. There should be no more than 30 pages in your document.
Note: Do not stack documents in the feeder so that they exceed the load limit marker.
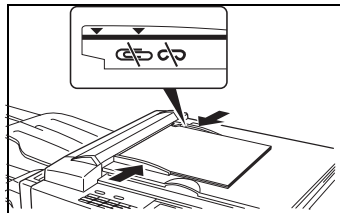
When you set the document in
the feeder, the display will
change as shown.

```
COPY READY     ▶A4▫
100%      1SETS  A5▫
```

3 Select the contrast and the
Photo mode. (the following
pages describe these).

Note: Auto Image Density
is not available in Photo
mode.
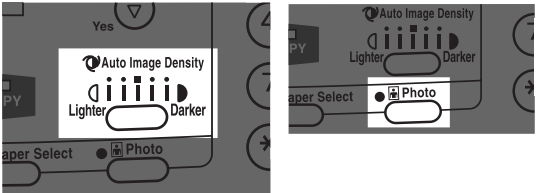
4 If you have the optional paper
cassette, select the paper size.
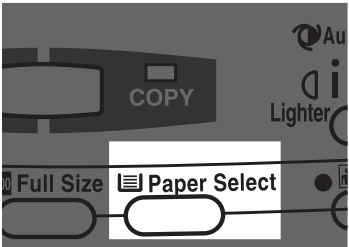
5 Select the ratio for reduction or
enlargement.
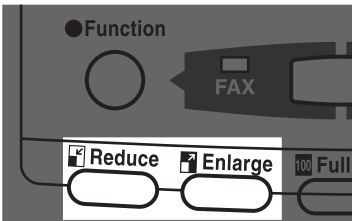
6 Enter the number of copies using
the ten key pad.

```
COPY READY     ▶A4▫
100%     12SETS  A5▫
```
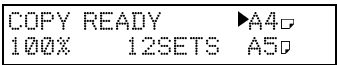
When you set documents in the
auto document feeder, you need
the optional fax expansion card to
make more than one copy.

If you enter the wrong number
press **Clear** and enter again.

7 Press the **Start** key.

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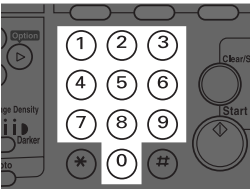
Functions That Can Be Used Together

Second Selection / First Selection	1	2	3	4	5	6
1. Reduce/Enlarge		✔/--	✔/--	✔	✔	--/✔
2. Erase Center	✔/--		✔/--	✔/--	✔/--	--/●
3. Erase Border	✔/--	✔/--		✔/--	✔/--	--/●
4. Auto Image Density	✔	✔/--	✔/--		✔	--/✔
5. Manual Feed	✔	✔/--	✔/--	✔		--/▲
6. Sort Copy	--/✔	--/●	--/●	--/✔	--/▲	

✔: Possible

▲: The second selection is not possible.

●: Second setting is possible, but it cancels the currently selected mode.

--: Erase center and erase border cannot be used with the auto document feeder.

Sort copy is not available from the exposure glass.

" / " means that " with exposure glass / with auto document feeder"

It doesn't care with exposure or with auto document feeder if there is no " / "

Copying/Printing Using the Bypass

Use the bypass feed table for the following types of copy paper.

❒   Paper of a different size from those currently in the paper tray
❒   Paper of non-standard size or weight, such as OHP transparencies, ad-
    hesive labels, or postcard.

Caution: Never copy onto OHP sheets intended for use with color copiers or
inkjet printers — the machine could be damaged.

Load one sheet at time onto the bypass feed table.

Caution: Do not put paper on the bypass feed table while printing is in
progress. Wait for the page to finish printing before placing the next sheet.

How to Use the Bypass

1 Insert the sheet with the printing
side face down. Then slide in the
paper guides on both sides so
that they are just touching the pa-
per edges.

Make sure that the paper has ad-
vanced into the manual feeder.

Note: If a paper is left in the man-
ual feeder for 3 minutes, it will be
fed out automatically.

```
COPY READY      SIZE▶
100%    ▶BYPASS FEED
```
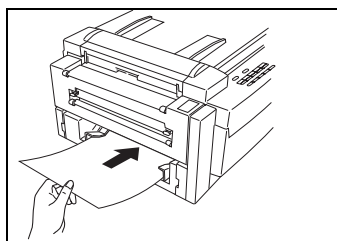
2 To enter the paper size, press ▶.

```
SET COPY OPTION   Y/▶
PAPER SIZE
```

Note: If you do not enter the pa-
per size, the back side of next pa-
per might be dirty.

3 Press **Yes**.

```
PAPER SIZE    Y/◀▶
A4(210X297 MM)
```

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4 Select the paper size using the ◀ ▶ keys.

```
PAPER SIZE     Y/ ◀▶
A5 (210X148 MM)
```

5 Press **Yes.**

```
COPY READY       SIZE▶
100%      ▶BYPASS FEED
```

6 Set the document and press **Start**.

Enlarging & Reducing

Selecting a Magnification Ratio

1 Set the document. (See page 66.)

2 Press the **Reduce** or **Enlarge** key repeatedly to reach the desired ratio.

Enlargement ratios:
115, 122, 141, and 200%.
Reduction ratios:
50, 71, 82, 87, and 93%

Press the **Full Size** key to return to 100%.
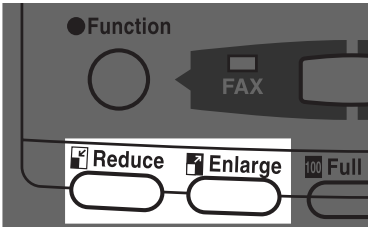
3 Follow the the standard copying. See page 66.

Which Ratio Do I Choose?

The preset ratios will enlarge or reduce from one standard size to another, or they will allow you to create a border around the copy without losing any part of the original image. For example 141% enlarges a A5 document to a A4 size copy, while reducing a A4 document 93% will ensure the entire document will be reproduced, including the border area.

Reduction ratios	*Enlargement ratios*
50%	115%
71%: A4 to A5	122%:
82%:	141%: A5 to A4
87%:	200%
93%: Create a margin	

Copying Darker or Lighter Originals

In copy mode, **Auto Image Density** indicators is always on. The copy image density automatically maintain a clear background.

1 Set the document. (See page 66.)

2 Press either **Lighter** or **Darker**.
There are 5 density levels in all.

3 Follow the the standard copying. (See page 66.)

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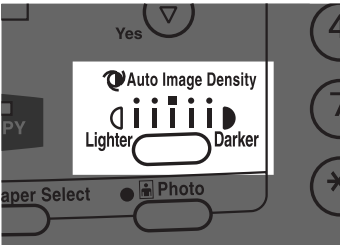
Copying Photographs

If your document contains a photograph, or diagrams with complex shading patterns or grays, switch Photo Mode on to achieve optimum image quality.

1 Set the document (See page 66).

2 Press the **Photo** and the Photo indicator will illuminate.
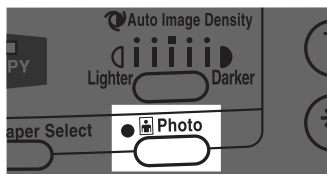
3 Follow the the standard copying procedure (See page 66).

4 Press **Start**.

Note: When you use the photo mode, Auto Image Density is always off.

Clearing the Previously Used Settings

All previously entered settings and modes will be automatically cleared three minutes after finishing copying. However, if you need to clear all modes immediately, press the **Clear Modes** key.

Options

The option key lets you set several features.

Sort Copy

Normally, the machine prints in the reverse order set in the feeder.

With the sort copy function, the machine will collate the sequence by printing from the last page first collated.

This feature is only available when the 2MB or 4MB FAX EXPANSION CARD is installed.

You need to set "page memory up" on using Function 62. See page 81.

This feature is available only when you make copies using the feeder.
The maximum size document that you can sort depends on how much memory is installed.

1 Set the document to the feeder.

```
COPY READY    ▶A4▱
100%   1SETS   A5▱
```

2 Press the option (▶) key until the opposite display appears.

```
SET COPY OPTION   Y/▶
SORT COPY
```

3 Press **Yes** to set the option.

```
SORT COPY      Y/◀▶
  ON    ▶OFF
```
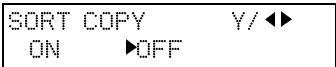
4 Press ◀ to turn Sort Copy on.

```
SORT COPY      Y/◀▶
▶ON      OFF
```

5 Press **Yes** to accept the setting.

```
COPY READY     A4▯
100%    01SETS  A5▯
```

6 Follow the standard copying procedure.See page 66.

7 Press **Start**.

```
USE ADF
```

Note: If you set the document on the exposure glass, the display indicates as shown.
Remove the document from the exposure glass and set it to the feeder.

If data volume exceeds available memory (e.g. when copying in halftone mode), the following will be displayed:

```
CLEAR FILE     Y/N
```

Press **Yes** to clear the file. The machine will return to standby mode.

Press **No** to have copies collated up to the last page which has been stored successfully.

Erase center

When taking copies from a book, you can erase the shadow caused by a spine that won't lie flat on the glass. Adjust the width of the center column to be erased if necessary. This feature is available only when you set the document on the exposure glass.
Note: Erasing center is not successful with document sizes other than letter or legal.

Scanning direction
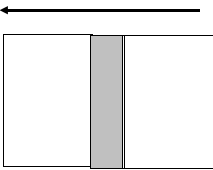
The shaded part will be erased.

1 Set the document.

2 Press the option (▶) key until the opposite display appears.

```
SET COPY OPTION    Y/▶
ERASE CENTER
```

3 Press **Yes** to set the option.

```
ERASE CENTER   Y/N/◄▶
  ON     ▶OFF  10 MM
```

Note: If you set the document on the feeder, the display indicates as shown.
Remove the document from the feeder and set it to the exposure glass.

```
USE EXPOSURE GLASS
```

4 Press ◄ to turn Erase Center on.

```
ERASE CENTER   Y/N/◄▶
 ▶ON     OFF  10 MM
```

5 Enter a number between 5 & 50.
Example: 5mm, press 0 and 5.
25mm, press 2 and 5.

```
ERASE CENTER    Y/N/◄▶
 ▶ON     OFF ■ 5 MM
```

6 Press **Yes** to accept the setting.

```
COPY READY      A4▱
100%    01SETS   A5▱
```

7 Follow the standard copying procedure. (See page 66.)

8 Press **Start**.

Erase border

Erasing border lets you create a white border around the copy. Adjust the width
of the blank margin left around copies. This feature is available only when you
set the document on the exposure glass.

Note: Erasing border is not successful with document sizes other than letter or
legal.
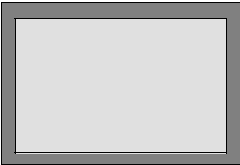
The shaded [   ] area will be
erased.

1 Set the document to the exposure glass.

2 Press the option (▶) key until the
opposite display appears.

```
SET COPY OPTION   Y/▶
ERASE BORDER
```

3 Press **Yes** to set the option.

```
ERASE BORDER   Y/N/◀▶
  ON    ▶OFF  10 MM
```

Note: If you set the document on
the feeder, the display indicates
as shown.
Remove the document from the
feeder and set it to the exposure
glass.

```
USE EXPOSURE GLASS
```

4 Press ◀ to turn Erase Border on.

```
ERASE BORDER   Y/N/◀▶
▶ON     OFF  10 MM
```

5 Enter a number between 5 & 50.
Example: 5mm, press 0 and 5.
          25mm, press 2 and 5.

```
ERASE BORDER   Y/N/◀▶
▶ON     OFF ■ 5 MM
```

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6 Press **Yes** to accept the setting.

```
COPY READY    A4▷
100%   01SETS  A5▷
```

7 Follow the standard copying procedure (See page 66).

8 Press **Start**.

Copier Settings (Function 72)

Use function 72 to set the limit number of copies.

1 Press **Function**, **6**, and enter the access number **2222**. Then press **7**, **2**.

```
PROGRAMMING   Y/NEXT▶
72 COPY SET
```

2 Press **Yes**

```
                      Y/N
# OF COPIES LIMIT
```

3 Press **Yes** again and get this:

```
# OF COPIES      Y/N
99 SHEETS
```

4 Press **No**, then enter a number between 01 & 99.(for the number of copies). Example: If you set to 3 sheets, enter **0** and **3**.

```
# OF COPIES      Y/N
03 SHEETS
```

5 Press **Yes**. PROGRAMMED will flash across the screen and you'll get this:

```
FUNCTION     Y/NEXT▶
Z PROGRAMMING MODE
```

6 Press **Function** to return to the ready state.

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Page Memory Up(Function 62)

You need the optional fax expansion card and to set "page memory up" to on if you want to do the following:

❒   Make copies more speedily when setting documents on the exposure glass.

❒   Make more than one copy when setting documents in the auto document feeder.

❒   Collate copies when setting documents in the auto document feeder.

Note: ❒ If you set "page memory up" to on, less fax memory is available.
              ❒ You can set "page memory up" to on only when memory is 100%.
              ❒ You can set "page memory up" to on only when the 2MB or 4MB
                 FAX EXPANSION CARD is installed.

1 Press **Function**, **6**, and enter the access code **2222**. Then enter **6 2** and **Yes**.

```
                     Y/NEXT▶
SELECT LINE
```

2 Press ▶ until the screen is as shown opposite, and then press **Yes**.

```
                     Y/NEXT▶
PAGE MEMORY UP
```

3 Use the ◀ and ▶ arrows on the scroll key to switch the feature on or off. This mode is off if the display is shown as opposite.

```
PAGE MEMORY UP Y/◀▶
▶ON   OFF
```

4 To store your setting: **Yes**

MAINTAINING YOUR MACHINE

Setting / Adding the Paper (⬆)

Before you use the machine, set the paper in the cassette.
And when the Add Paper indicator (⬆) on the operation panel is lit, the drawer or optional side cassette is empty.
See page 88.

Caution: To avoid dropping the drawer, hold it by the front and side while pulling it out.
Caution: Make sure the paper conforms to the specifications on page 127.

1 Pull the paper cassette right out.
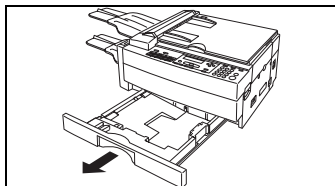
2 Push down the metal plate at the base of the tray until it clicks in place.
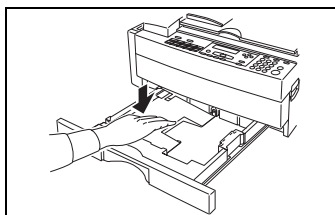
3 Flex the new stack of paper a few times.

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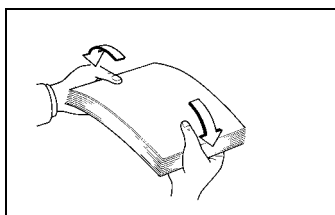
4 Insert the stack into the cassette from the front. Make sure the paper fits under the metal corner plates as shown.
Don't load the paper over the limit fence.
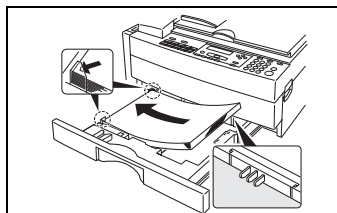
5 Replace the paper cassette.
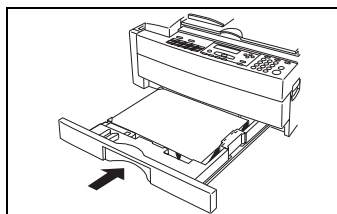
Changing the Paper size in the cassette

Changing from A4 Size to Letter Size

You need to move four fences.

Fence 3

Fence 2

Fence 4

Fence 1

[B]

[A]
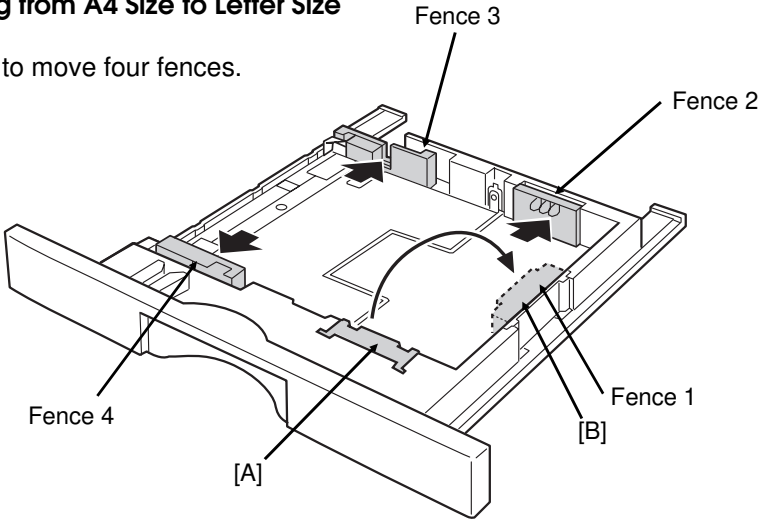
1 Pull out the paper cassette.
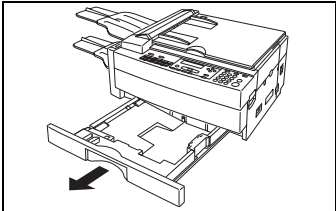
2 Move fence 1 from position [A] to position [B]:
1) Remove the metal attachment.
2) Turn the tray over and push in the center tab while lifting out the fence.
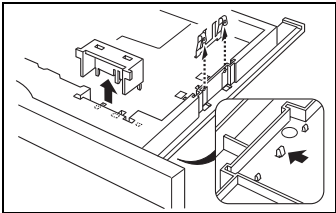
3) Fit the fence in position B.
4) Refix the metal attachment as shown.
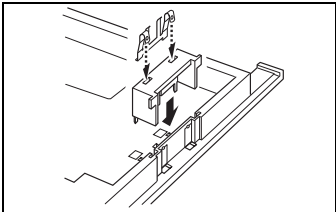
3 Move fence 2 out a notch.
Push in the center tab under-
neath while pushing in the other
tab on top and lift out the fence.
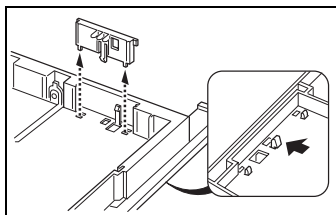
Insert the fence out the new posi-
tion. Make sure the fence fits ver-
tically in the upper and lower
notches.
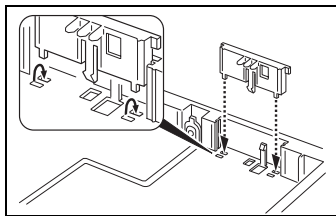
4 Move fence 3 out one notch
1) Squeeze in the tabs under-
neath and lift the fence out.
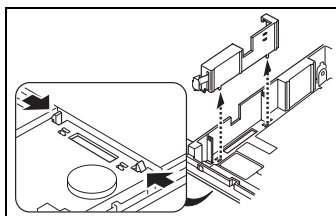
2) Insert the fence out the new po-
sition. Make sure the fence fits
vertically and the metal and tag
fits as shown.

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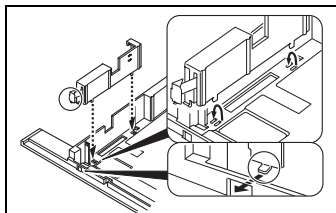
5 Move fence 4 out one notch
1) Squeeze in the tabs under-
neath and lift the fence out.
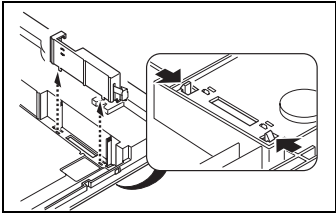
2) Insert the fence in the new po-
sition. Make sure the fence fits
vertically and the metal and tag
fits as shown.
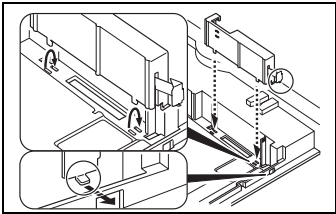
Setting the Paper Size

Use the following procedure to select which paper size the machine will use for the printouts. For example if you wish to use size paper, install the A4 size paper into the feed. After done that, choose "A4" using Function 34 or ◀ key.

Whenever you add or change paper, make sure the correct paper size is selected. If not set up properly, the backs of copies may be blackened and paper jams can occur.

1 Press the **Function** key and **3, 4**, using the ten keypad, then press the **Yes** key.
Or
Press the ◀ key.

```
PAPER SIZE      Y/◀▶
A4(210X297 MM)
```

2 Current paper size appear in the display. Scroll the paper size using the ▶ key then press **Yes**.

```
PAPER SIZE      Y/◀▶
A5(210X148 MM)
```

3 Press **Function** to finish.

Setting/Adding Paper in the Optional Paper Cassette

☐   Remove all the pieces of tape attached to the cassette.

1   Remove the bypass feeder and store it somewhere safe.
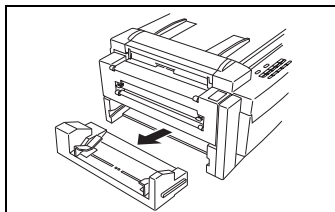
cardboard tab

2   Fix the tray to the machine as shown. Push it in until it gently locks in place.
Note: Remove the small cardboard tab from the gear.
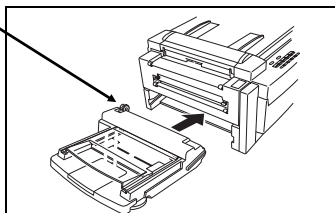
3   Lift the transparent cover until it locks open. Make sure the paper guides are pushed right out. Flex the paper stack a few times. Insert the stack into the tray as shown. The rear edges of the paper should be touching the back of the tray. Make sure the paper guides are flush with the paper. Slide them in if necessary.
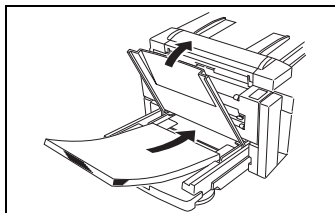
Note: Remove all remaining paper from the cassette before adding more paper.

4   If the paper size indicator does not match the paper size in the tray, turn the dial until it shows the correct size.

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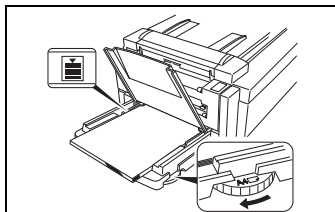
5 Close the transparent cover.
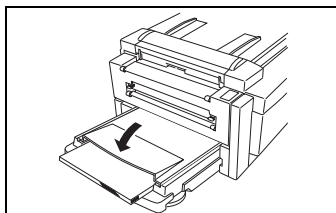
Storage Condition of the Copy Paper

❐   50 to 90 g/m^2 copy paper is recommended: paper sizes are mentioned
     in the page of 'Specifications' (See page 129).
❐   Do not use damp paper, or copies will be defective.
❐   Do not touch copy paper if your fingers are wet or oily; fingerprints may
     appear on the copy.
❐   Keep paper in a vinyl bag if it will not be used for a long time.
❐   Store in a cool dry place.
❐   Store flat. Do not stand upright.
❐   The following materials cannot be used in the paper cassettes : Post
     cards, Tracing paper, OHP sheets, Adhesive labels
     Caution: Never copy onto OHP sheets intended for use with color copi-
     ers or inkjet printers — the machine could be damaged.
❐   Using rough paper types may result in lower copy quality.
❐   Do not overload the paper trays.
❐   If multi-sheet feeding occurs or dog-eared copies are made when using
     recycled paper in the paper cassette, fan the recycled paper and load it
     in the paper cassette again.

Replace Toner Cassette & Cleaning Pad

When the Add Toner indicator (🔃) starts to blink, the toner cassette is almost empty. You will be able to make 100 more copies before you have to change it. When the indicator remains lit, it is time to install a new toner cassette.
And replace the cleaning pad at the same time. The cleaning pad cleans the fusing roller. When the indicator starts to blink, prepare a new toner cassette.

WARNING: Do not incinerate waste toner or depleted cassettes. Toner dust might ignite suddenly if exposed to flames.

WARNING: Dispose of the used toner containers according to local regulations for plastics.
Warning: The fusing unit is very hot. Be careful to avoid touching the unit.

Caution: Hold the toner cassette by the handle on top.

**Caution:**   Do not touch any parts other than those specified in the procedure.

1 Lift the upper unit release lever and open the upper unit by sliding it to the right.
Warning: When opening the upper unit, make sure nobody nearby injures themselves on it.
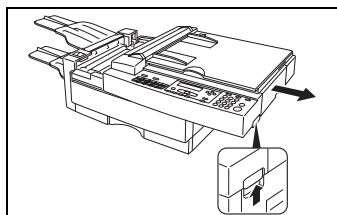
2 Slide out the old toner cassette without shaking it.
Caution: Never touch the photoconductor (green drum) under the toner cassette.
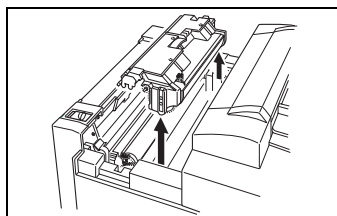
3 Shake the new toner cassette from side to side.
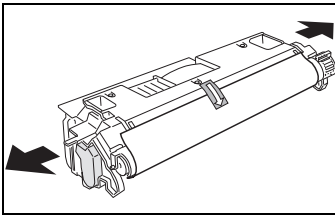
Remove the black sheet and tapes on the toner cassette.
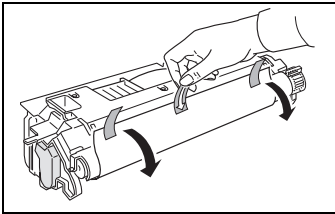
Pull out the film of the new toner cassette.
Caution: Do not pull out the film before you shake the new toner cassette. If you do, the toner may splash out.
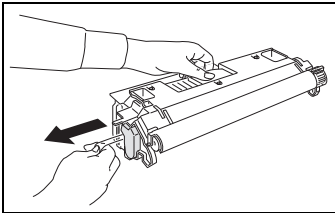
4 Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.
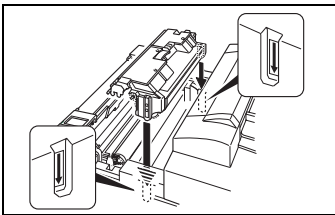
5 Remove the old cleaning pad.
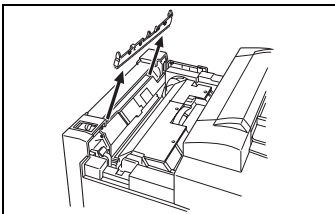
6 Install the new cleaning pad verti-
cally. Match the position of the ar-
row on the cleaning pad with the
arrow on the inside the machine.
Note: Push the cleaning pad until
you hear it clicking. If the clean-
ing pad is not set correctly, it may
cause decline of image quality.
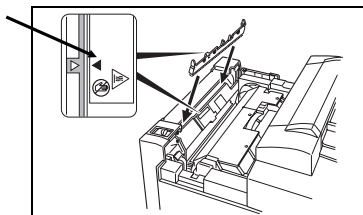
7 Close the upper unit.

Warning: When closing the up-
per unit, be careful not to catch
your fingers.

Note: If the upper unit does not
close, the toner cassette, photo-
conductor or cleaning pad is not
fitted correctly.
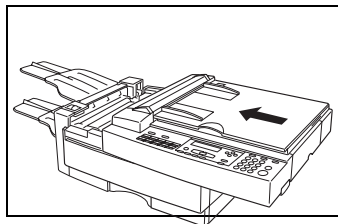
Storage Condition of the Toner Cassettes

❐   Store in a cool, dark place.
❐   Never store where they may be exposed to heat.
❐   Keep out of the reach of children.
❐   Do not eat toner.
❐   Do not lay heavy objects on toner cassettes.
❐   Do not incinerate toner or toner containers. Toner dust may cause flash-
back when exposed to an open flame.

Replacing the Photoconductor Drum

The photoconductor receives the print image before it is transferred to paper. To ensure optimal quality, replace them every 30,000 copies.

If the following display appears, replace the photoconductor.

```
REPLACE OPC            ▼
DIAL FAX NUMBER 1
```

To check how many sheets you've printed, please refer the section titled "Counters" (See page 60.)

Warning: The fusing unit is very hot. Be careful to avoid touching the unit.

Caution: Do not expose the photoconductor drum to light for an extended period.
Caution: Do not touch or scratch the drum: it cannot be repaired. Any scratch on the drum would be reproduced on prints.
Caution: Do not touch any parts other than those specified in the procedure.
Caution: Though organic photoconductor drums are safe for the environment, dispose of used drums according to local regulations.

1 Lift the upper unit release lever and open the upper unit by sliding it to the right.
Warning: When opening the upper unit, make sure nobody nearby injures themselves on it.
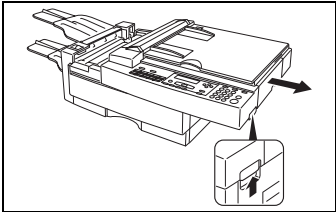
2 Slide out the toner cassette without shaking it.
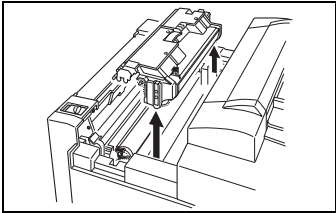
3 Remove the old photoconductor. Roll up the green plates on the old drum.
Hold the used drum by the plates and carefully pull it out.
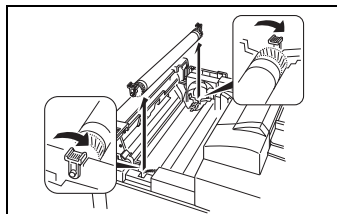
Caution: Do not expose the new drum to light for an extended period of time. Do not touch the surface of the drum.

4 With the black protective sheet still attached, fit the photoconductor into the two slots as shown. One end of the photoconductor is marked "R". This should be at the front of the machine as shown.
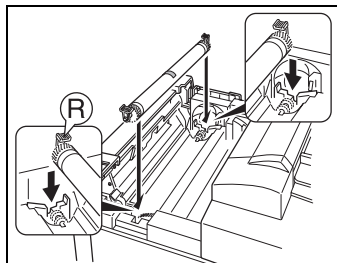
5 Remove the black sheet.
Caution: Never touch the photoconductor (green drum).
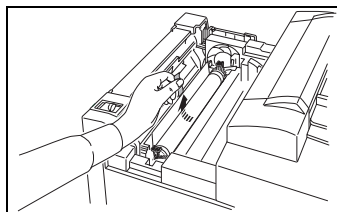
6 Push down the two green levers to lock the photoconductor in place.
Caution: Never touch the photoconductor (green drum).
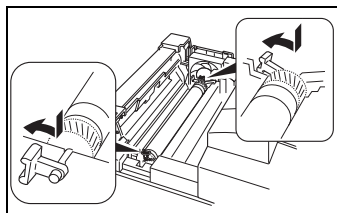
7 Reinstall the toner cartridge .
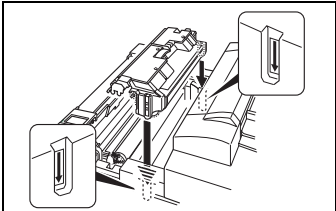
8 Close the upper unit.

Warning: When closing the upper unit, be careful not to catch your fingers.

Note: If the upper unit does not close, the toner cassette, photoconductor or cleaning pad is not fitted correctly.
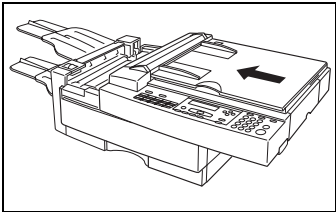
After you replace the photoconductor, reset the counter for photoconductor inside the machine.

If you have replaced the photoconductor before REPLACE OPC appears, see page 60 for how to reset the OPC counter (Function 84).

1 The display is shown as opposite.

```
REPLACE OPC ▼
DIAL FAX NUMBER 1
```

2 Press ▼.

```
                    Y/N
REPLACE OPC?
```

3 Press **Yes**.
The counter resets.

```
READY    100% 10:00
DIAL FAX NUMBER 1
```

Daily Maintenance

Caution: When wiping or cleaning components, do not use any sort of cleaning agent or abrasive powder. Use a damp soft cloth to clean and a dry soft cloth to wipe dry.

Cleaning the exposure glass and the platen cover

1 Lift up the upper cover and clean the exposure glass with a clean dry cloth.

2 Clean the platen cover with a damp cloth and wipe it with a dry cloth. Use a weak cleaning solution if stains do not come off.
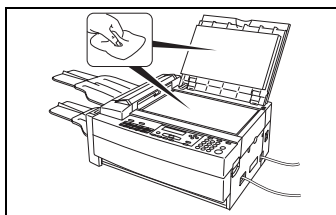
Cleaning the ADF roller

1 Open the ADF cover.
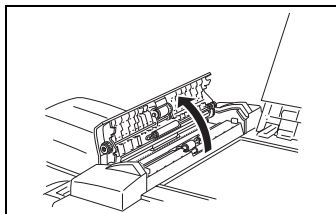
2 Clean the rollers and white strip with a damp cloth then clean the exposure glass with a dry cloth.

Rollers

White Plate

Exposure Glass
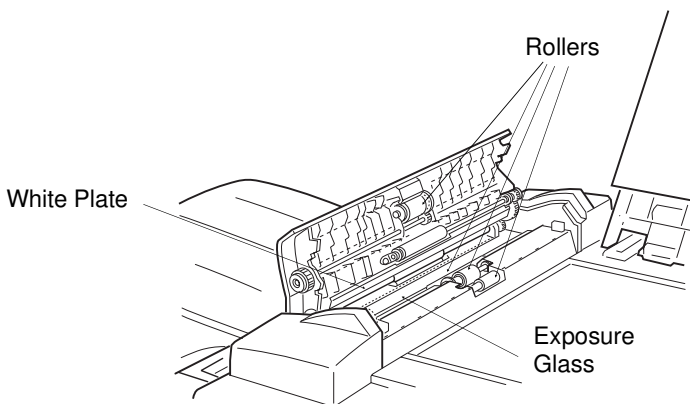
3 Close the ADF cover.

Replacing the ADF unit

1 Open the ADF cover.
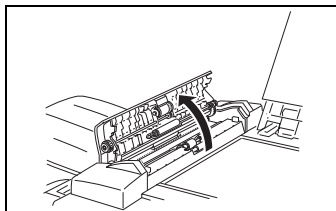
2 Remove the feed unit.
Push to the side, then pull it toward
you.
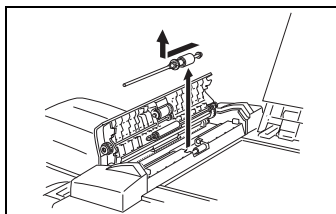
3 Install the new feed unit.
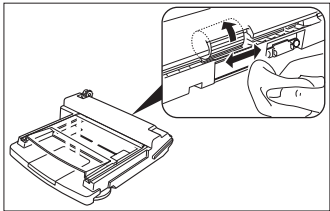Push to the side then set the feed
unit.
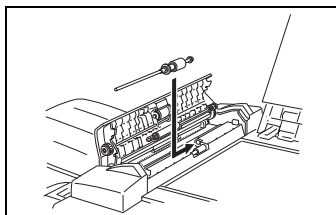
4 Close the ADF cover.

Cleaning the Roller on the Optional Paper Cassette

1   Remove the optional paper cassette.
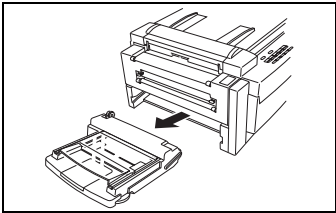
2   Wipe a roller.

3   Replace the optional paper cassette.

Cleaning the Corona Wire

Please clean the corona wire on the toner cassette if the vertical black line appears on the printing image.

1 Lift the upper unit release lever and open the upper unit by sliding it to the right.
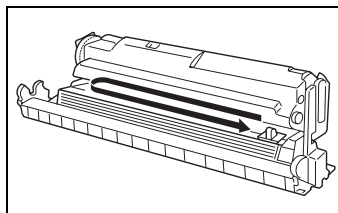**Warning:** When opening the upper unit, make sure nobody nearby injures themselves on it.
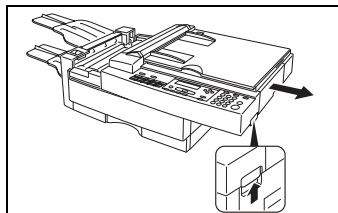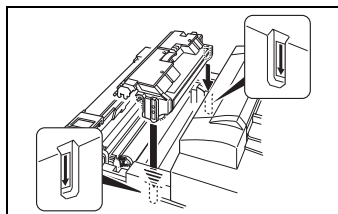
2 Slide out the toner cassette without shaking it. And place it on a sheet of paper on a flat surface.
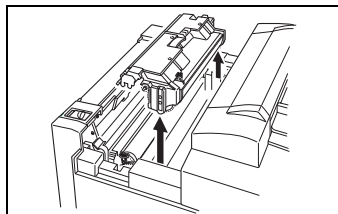
3 Gently drag the blue lever from end to end twice. Make sure that the lever returns to the original position after cleaning.
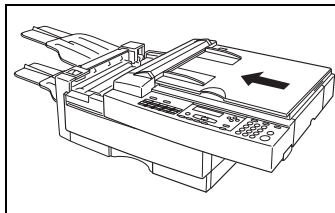
4 Reinstall the toner cassette.

5 Close the upper unit.

Warning: When closing the upper unit, be careful not to catch your fingers.

Note: If the upper unit does not close, the toner cassette, photoconductor is not fitted correctly.

TROUBLESHOOTING

Caution: Do not attempt to make any repairs other than those described in this manual. Removing covers may expose you to dangerous voltages and other risks. Refer all servicing to qualified personnel.

Check the indicators and the display panel. The indicators light if there are any problems. Check the description in the display.

If an Indicator Lights Up on the Operation Panel

If ERROR PRESS STOP KEY appears in the display:
If the Communicating indicator is not lit, press **Stop**.
If the Communicating indicator lit, wait until it goes out, then press **Stop**.

The Receive File indicator is lit: You've received a fax message which is now stored in the machine. See page 31 for instructions on how to print it out.

📥 **is blinking or lit:** You are either out of toner or about to be out of toner. See page 91 to change the toner cassette and the cleaning pad.

📄 **is lit:** You're out of paper. See page 82 for adding paper to the front cassette and see page 88 for adding paper to the side cassette.

Other Possible Problems

You want to take out the document
Open the document feeder, and take out the document.

Caution: Do not pull out the document without opening the auto document feeder, or you will damage the scanning mechanism.

Clearing a Document Jam

If CLEAR ORIGINAL appears in the display:

Problem: There is a document jammed in the feeder. Remove the jammed
document and repeat the transmission procedure.

Cause: The document may be longer than the maximum limit (see the docu-
ment specifications on page 127).

1 Pull up and open the ADF cover.

2 Carefully take out the jammed
original. Do not leave any pieces
inside.
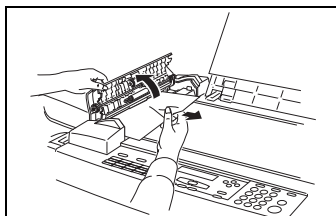
3 Close the ADF cover until it
clicks.

Copy, Fax, or Print Jams

If CLEAR COPY appears in the display, there is a copy jam. There are two possible locations: the drawer or the inside of the machine (including the copy feed-out area).

1 Lift the upper unit release lever and open the upper unit by sliding it to the right.
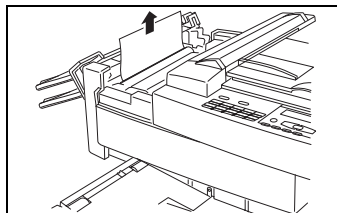**Warning:** When opening the upper unit, make sure nobody nearby injures themselves on it.
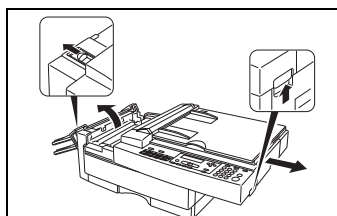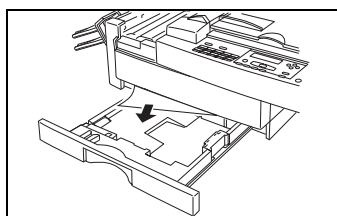

2 Pull out the jammed paper carefully.
Toner may not be fixed to the paper. Be careful not to get any on your hands or clothes.
Warning: The fusing unit is very hot. Be careful to avoid touching the unit.

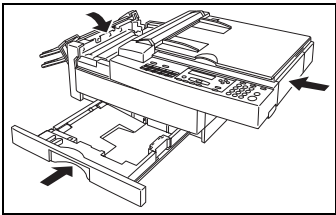**3** If you cannot remove the jammed paper, pull out the paper drawer completely and remove the jammed paper.

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4 Close the upper unit and the paper cassette.

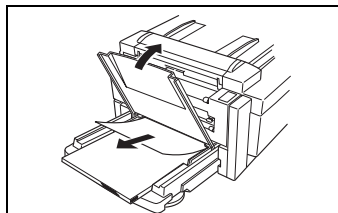**Warning:** When closing the upper unit, be careful not to catch your fingers.

Paper Jams in the Optional Side Cassette

If the optional side cassette is installed and there is a jam, follow this procedure.

1 Open the transparent cover and pull out the jammed paper carefully.
Toner may not be fixed to the paper. Be careful not to get any on your hands or clothes.

2 If you cannot pull out the jammed paper, remove the optional paper cassette. Then lift the upper unit release lever and open the upper unit by sliding it to the right.
Warning: When opening the upper unit, make sure nobody nearby insures themselves on it.
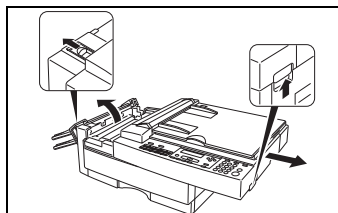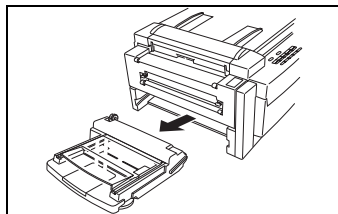
3 Pull out the jammed paper carefully.
Warning: The fusing unit is very hot. Be careful to avoid touching the unit.
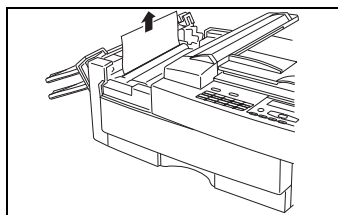
4 If the jammed paper is still in the machine and can be seen from the side entrance, pull it carefully as shown.

5 Close the upper unit and reinstall the optional paper cassette.

   Warning: When closing the upper unit, be careful not to catch your fingers.

If Messages You Receive Don't Fit on Your Paper

Breaking Down Large Format Messages

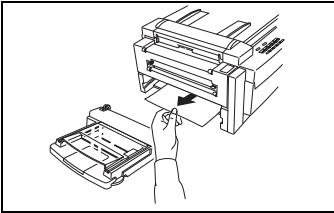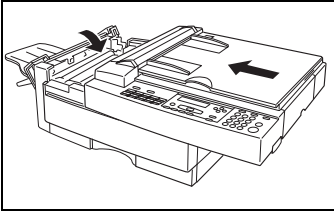If the incoming document is longer than the paper in your fax machine, the machine will split it into many sheets. The tail end of the message will be reproduced at the head of the next page. The images overlap each other by 10 mm. (You can ask a service technician to turn off the overlap.)

Length Reduction

If the incoming document is too long but still within the limits below, the machine can reduce it so that it will fit on one page.

Paper size in the cassette	Maximum reducible length
A4	388.8mm

Communication problems

If PRESS STOP appears in the display: Press **Stop**.

Causes: -A poor line caused the communication to fail.
  -The line is busy or noisy. Try to retransmit.
  -The other machine is out of order. Ask the other party to check their machine.

Operational Difficulties

Problem	Required Action
STANDBY MODE	
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet? ➢ Plug it in firmly
DIAL FAX NUMBER 1 is not displayed.	Switch the power on. ➢ If you cannot switch the power on, check that the power cord is plugged in.
	If "SAVING ENERGY" appears in the display, the machine is the Energy Saver mode. ➢ Hold any key for two seconds.
The display does not show the Ready condition, or the machine stops during operation.	Does CLEAR ORIGINAL or CLEAR COPY appear in the display ? ➢ Clear the misfeed. See page 105.
	Does ADD PAPER appear in the display? ➢ Load paper into the paper tray. See page 82.
	Does CLOSE COVER appear in the display? ➢ Close all covers.
	Is the Add Toner indicator on? ➢ Load a new toner cartridge. See page 91.
TRANSMISSION	
The original is not pulled into the auto document feeder.	You did not feed the document far enough into the feeder. ➢ Insert the document into the feeder until it stops. Retransmit.
	Clean the ADF rollers (see page 98). ➢ If the same problem still exists after user maintenance, contact your service representative.
The machine cannot dial out.	The telephone line is disconnected. ➢ Check that the line is connected properly.

Problem	Required Action
	The telephone line type setting is incorrect. ➤ Check the telephone line type setting See page 145.
The machine cannot dial out from behind a private switchboard (a PBX).	The dialed number does not contain an access code or a pause, or not enough pauses. ➤ Include the access number and a pause before the telephone number, or add pauses between the access code and the number, if necessary.
Frequent original misfeeds	**Multifeeds** or non feeds
	Incorrect positioning of originals ➤ Put the document in the feeder correctly.
	Incorrect alignment of originals ➤ Align the edges of the document.
	Curled pages ➤ Flatten the document.
	Incorrect document type ➤ Use a proper document type. See page 127.
	Mixed document types ➤ The pages must all be of the same type.
	Static electricity on the originals ➤ Shuffle the document.
	Clean the ADF rollers (see page 98). ➤ If the same problem still exists after user maintenance, contact your service representative.
	Copier silicone oil on the originals ➤ Wait a few minutes, then try again.
	More than 30 pages in the feeder ➤ Do not place more than 30 pages in the automatic document feeder at once.

Problem	Required Action
	The document may be longer than the maximum limit (see page 127). ➣ Make sure that none of your originals exceed this limit.
Transmission cannot take place	The other machine is out of order. ➣ Check the error report. ➣ Ask the other party to check their machine and correct the fault.
Note: Before taking action, wait until the Communicating indicator goes out, then press the **Stop** key.	The line is busy or noisy. ➣ Check that the dial tone is sent out. Try to retransmit.
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal. ➣ Store that terminal's number as a Quick Dial Key or Speed Dial Code. Then call a service technician. Inform the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
Consistent poor image quality when communicating with a particular terminal	
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in Tel mode. ➣ Change to Auto or Fax mode (see page 28).
	Power is switched off. ➣ Switch the power on.
RECEPTION/COPYING	
No printout; the Add Paper indicator is lit.	The cassettes are empty. ➣ Add paper (see page 82).
No printout; CLEAR COPY appears in the display.	The printer has jammed. ➣ Clear the jam (see page 105).
Copies appear dirty.	Does the original have a gray or colored background? ➣ Select the Lighten contrast setting.

Problem	Required Action
Copies are too light.	Does the original have a low contrast image? ➣ Select the Darken contrast setting.
Copies are blank.	The original must be placed <u>face down</u> in the document feeder ➣ Position the original correctly. See page 66.
Copy paper misfeeds occur frequently.	Is the proper paper in the paper tray? ➣ Use appropriate paper. See page 127.
	Is folded, wrinkled, damp, or curled paper in the paper tray? ➣ Always use dry, undamaged paper.
	Is the paper set properly in the paper tray? ➣ Always load paper correctly. See page 82. Do not load too much paper in the trays.
	Are there any pieces of misfed paper or other foreign objects in the machine? ➣ Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper? ➣ Fan the stack of recycled paper and load it in the paper tray.
Stripes on copies.	The exposure glass for the auto document feeder is dirty. ➣ Clean the exposure glass (see page 97).
TELEPHONING	
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in Fax mode. ➣ Change to Tel or Auto mode (see page 28).
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. ➣ Connect the line (see page 140).
POLLING	

Problem	Required Action
Dialing took place, but polling could not.	Polling with ID is set in the other terminal. ➢ Contact the person at the other end and make sure that <u>free polling</u> is available.

Displayed Error Messages

CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten-key pad or the handset.
NO FILE EXISTS	No polling reception operations have been programmed.
	There are no messages in memory waiting for transmission.
	Incorrect file number. Check the file number and try again.
TOO MANY DEST.	The memory cannot hold any more telephone numbers. Either: Delete some numbers then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
USED AS GROUP	This Quick Dial Key has a Group stored in it.
USED AS DIAL	This Quick Dial Key has a telephone number stored in it.
USED AS GROUP KEY	This Quick Dial Key is programmed as Group Key
NOT PROGRAMMED	This Quick Dial Key or Speed Dial Code does not contain a number.
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.
PLEASE SET PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
TONER LOW	Toner has nearly run out. You can still make copies but must change the cartridge soon.
ADD TONER	The toner cassette is empty. Install a new cartridge.
ADD PAPER	The cassette is now empty.
CLEAR ORIGINAL	Either: - A document is jammed in the feeder. - The ADF exposure glass or the white plate might be dirty. Clean it as described on page 98. If this message still appears, please contact your service representative.
CLEAR COPY	Paper is jammed in the printer.
CLOSE COVER	A cover is not closed properly. Check that all covers are closed.

◀ CHECK PAPER SIZE	The size of the installed paper does not match the currently selected paper size. Set the paper size (see page 87) or install the appropriate paper.
UNABLE USE PRINTER	Machine cannot print a list/file, because the heater is not warm enough or plotter is not ready.
SERVICE CALL ■-■■ H	Machine is out of order. Contact your service representative.

Calling the Service Station

The machine has a feature called Service Report Transmission. Use this feature when your machine is having problems. The machine will transmit information about the condition of your machine to your service representative. A technician will then be able to find out what the problem is before making a visit.

Service Report Transmission is available when the fax number of the service representative has been programmed.

Sending a Service Report

When you need to send a service report, do the following.

1 **Function 6 2 2 2 2 7 3** and **Yes**.

```
                        START
SYSTEM PARA. TX
```

2 **Start**
The fax number which the service technician entered appears.

```
5551234
DIALING
```

If the transmission was not successful, the machine will not redial. You must repeat the operation.

Program your machine's own telephone number in order that your service representative identify the sender of the service report. (Function 61 : see page 143.)

TECHNICAL REFERENCE

Access Code for Functions 61 to 84

Accessing functions 61 to 84 requires an access code.

The sole purpose of this feature is to keep others from accidentally misadjusting the machine. This code cannot be changed, so do not rely on it as a security feature.

The code is 2222

User Parameters (function 63)

Adjusting your machine sometimes requires that you change special settings called user parameters. For each user parameter, you must change a <u>bit</u> in a <u>switch</u>.

Example: Switch   SW 01: 0000 1001   —— bit values
                                  7654 3210   —— bit number

A switch has eight bits. Each bit has a *value* of 1 or 0, and each bit is *numbered* 0 to 7 from the right. In the following example we'll change bit 3 of switch 05 in the user parameters.

1 Press **Function** and **6**, enter the access code **2 2 2 2** then press **6**, **3**, and **Yes**. You'll get:.

```
SETTING?          Y/◄
PRINT LIST ◄
```

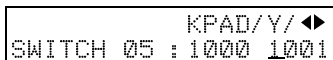(You can press ◄ to see a list. Otherwise, press Yes.)

2 Press **Yes** again and use the ◄ & ▶ keys to change switches. For example go to switch 05 by pressing ▶ five times.

```
              KPAD/Y/◄▶
SWITCH 05 :1000 0001
```

3 To change bit 3, press **3** on the key pad. Bit 3 will change from 1 to 0 or from 0 to 1.

```
                    KPAD/Y/◄►
SWITCH 05 :1000 1001
```

(To change bit 0, press 0, to change bit 1, press 1, and so on.)

4 Press **Yes** and **Function**.

Here is a list of all relevant user parameters. Many bit settings have no effect and are not listed (Never change these). The settings made at the factory are underlined.

SW	Digits & Definition	**Settings**			
00	1,2 and 3: Default manual density SCANNING CONTRAST Note: If you turn Auto Contrast default on, (SW01, bit 0), default Manual Density (SW00, bits 1-3) has no effect.	**Bit** Normal Slightly Darken Darken Slightly Lighten Lighten	**1** 0 0 0 1 1	**2** 0 1 1 0 0	**3** 0 1 0 1 0
	4, 5: Default resolution when you send a message RESOLUTION HALFTONE	Bit Standard Detail Fine	**4** 0 1 0	**5** 0 0 1	
	6: Default setting for transmission TRANSMISSION MODE	Memory: 0 Immediate: 1			
	7: Default Photo setting. HALFTONE	Off: 0 On:1			
01	0: Default Auto Image Density AUTO CONTRAST	Off: 0 On: 1			
	2: Copy/ Fax default COPY FAX	Fax: 0 Copy: 1			
	7: Clear modes after sending a fax. RETURN TO HOME POSITION	Off: 0 On: 1			
02	3: Print sender's ID on incoming messages. TSI PRINT	Off: 0 On: 1			

SW	Digits & Definition	**Settings**		
03	0: Automatically print memory transmission reports. COMMUNICATION RESULT REPORT (MEMORY TX)	Off: 0 <u>On</u>: 1		
	2: Automatically print storage reports for memory transmission. FILE RESERVE REPORT (MEMORY TX)	<u>Off</u>: 0 On: 1		
	4: Automatically print polling reception reports. COMMUNICATION RESULT REPORT (POLLING RX)	Off: 0 <u>On</u>: 1		
	5: Automatically print immediate transmission reports. TRANSMISSION RESULT REPORT	Off: 0 <u>On</u>: 1		
	7: Automatically print communication reports. JOURNAL	Off: 0 <u>Yes</u>: 1		
04	7: Include the first half of the first page with reports? INCLUSION OF PART OF IMAGE	Off: 0 <u>On</u>: 1		
05	0: Store incoming faxes when machine is out of supplies. SUBSTITUTE RECEPTION	Off: 0 <u>On</u>: 1		
	1: Allow automatic reception from senders that do not identify themselves. CONDITIONS OF MEMORY RECEPTION	<u>Accept (Free)</u>: 0 Reject (RTI/CSI): 1		
	6, 7: Level for the Energy Saving feature ENERGY SAVING	Bit Heater off: <u>Heater half cool</u>: Heater full on	**6** 0 1 0	**7** 0 0 1
06	0: Send a header with each page. TTI	Off: 0 <u>On</u>: 1		

SW	Digits & Definition	**Settings**		
10	6: Use dithering halftone (SPD) or standard halftone (STD)in COPY mode? HALFTONE METHOD (COPY)	STD: 0 SPD: 1		
	7: Use dithering halftone (SPD) or standard halftone (STD)in FAX mode? HALFTONE METHOD (FAX)	STD: 0 SPD: 1		
12	2: Faxing & Report Toner Saving Off: 0 On: 1 ECONOMY PRINTING MODE Note: If on, contrast will be set to "Normal" automatically, preserving image quality. This is available when receiving fax messages and printing reports, but not for copying. Further, messages sent to you in halftone mode will automatically turn off toner saving to insure a clear image. To make sure that the fax quality is acceptable with toner saving on, print a few reports. (Note: If the sender is using a machine made by another manufacturer, toner saving will stay on and this could lower image quality.)			
	3, 4: Fax reception density PRINT DENSITY	Bit Normal: Darken: Lighten:	**3** 0 0 1	**4** 0 1 0

User Parameter Hints

Changing your machine's default settings
These are the settings your machine assumes immediately after it is turned on, after clearing the machine, or after you or the night timer reactivates it. Many of the user parameters determine your machine's default settings.

Clear modes after sending or loading a fax message *(Switch 01, bit 7)*
Your machine can either reset itself or keep its settings (for a few minutes) after it sends a fax message.

Automatic reports
Many types of automatic reports can be switched on or off. See page 54 for details.

Accepting messages when out of supplies *(Switch 05, bit 0)*
This is also called substitute reception. You can accept messages even when out of toner or paper by storing them in memory. See page 31   .

Saving toner *(Switch 12, bit 2)*
You can reduce the amount of toner used for fax messages and for reports. Messages sent to you in halftone (e.g. photographs) will switch this feature off to ensure the best image quality available, but the feature will stay on if the sender is using a machine made by another manufacturer. To make sure the fax quality is acceptable, print a few reports (see page 54). If you find that your fax messages and reports are too light, turn this feature off.

Adjusting the density for faxes *(Switch 12, bits 3 & 4)*
If your received fax messages are too light or too dark, adjust the printing density over three levels: Normal, Darken, and Lighten.

Adjusting the Volume of Various Features

(Function 82)

You can change the beeper volume of the desired feature.

BUZZER	Beeps (doesn't buzz) to signal something going amiss.
KEY	Beeps when a key is pressed.

1 Press **Function**, **6**, and enter the access number **2222**. Then press **8**, **2**.

```
ADJUSTMENT   Y/NEXT▶
82 ADJUST VOLUME
```

2 Press **Yes**.

```
BUZZER          Y/ ◀▶
 MIN▶▶▶     MAX
```

3 Adjust the buzzer volume with ◀ & ▶ and press **Yes** when you're done.

```
KEY             Y/ ◀▶
 MIN▶▶▶     MAX
```

4 Adjust the key press monitor volume with ◀ & ▶ and press **Yes** when you're done.
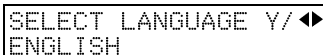
5 Press **Function** to return to the ready state.

Selecting the Display's Language

(Function 83)
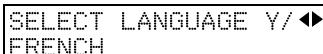
If you would rather use another language for messages and displays, follow the procedure below. The languages available are: English, German, Italian, Spanish, French, and Swedish.

1 Press **Function**, **6**, and enter the access number **2222**. Then press **8**, **3**, and **Yes**.

```
SELECT LANGUAGE Y/◀▶
ENGLISH
```

2 Use ◀ and ▶ to scroll through the available languages.

```
SELECT LANGUAGE Y/◀▶
FRENCH
```

3 Press **Yes** to accept the language displayed, then press **Function** to return to the ready state.

Counters (Function 84, see page 60.)

Entering Characters

Use the key pad for entering numbers. Use Quick Dial keys 1 to 8 for entering letters, the ◀ & ▶ keys to change to another letter, the **Yes** key to accept a character, and Quick Dial key 10 for spaces and other characters.

If at any time you make a mistake when entering a character or digit, press the **Clear** key to erase it. To correct a character or number already entered, use the ◀ and ▶ keys to reach the mistake, enter the new character, and press clear to erase the mistaken character. If you press the **No** key, whole characters are erased.

Quick Dial Key	Letters	Quick Dial Key	Letters
01	A -C	06	P -R
02	D -F	07	S -U
03	G -I	08	V -Z
04	J -L	09	Nothing
05	M -O	10	Space & Symbols

Entering Symbols

1 Press **10** of the Quick Dial key.

2 Press ◀ or ▶ to scroll symbols.

You can enter the following symbols.
"Space" & $! " # % ' ( ) * + , . / : ; <= > ? @ [¥] ^

3 Press **Yes**.

Entering Numbers

1 Enter numbers using the ten key pad.

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Document & Paper Specifications

Documents (Using the Auto Document Feeder)

Length :	105 ~ 355.6mm
Width:	148 ~ 216mm
Thickness :	0.05 ~ 0.2mm

Document Feeder Requirements

❏   Do not insert torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged documents. Make copies of these originals and scan the copies.

❏   Do not insert folded, stapled, clipped, glued, or taped documents, or documents with a metallic coating. Make copies of these originals and scan the copies.

❏   Do not insert documents on which there is undried ink or correction fluid. Wait for the document to dry.

❏   If the document has an uneven or slanted edge, do not insert that edge in first.

Documents (On Exposure Glass)

Size:	Up to 210 x 297mm
Maximum Thickness	Closed cover 25mm
Maximum weight of the document:	5 kg

Paper Requirements

❏   Acceptable sizes are are mentioned in the part of the specifications (see page 129).
When a received fax message is printed, a margin of 4mm on all four sides is left blank. To avoid loss of information, the sender should make sure their message does not run over these margins.

❏   Do not print to torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged paper.

❏   Do not print to folded, stapled, clipped, glued, or taped paper.

❏   Do not print to paper with any kind of coating or printing. Do not print to metallic paper. Do not print to the reverse side of a print.

Capabilities

Functions That Can Be Used Together (Dual Access)

	Job you wish to carry out at the same time (Second selection)								
Job currently in progress (First selection)	1.	2.	3.	4.	5.	6.	7.	8.	9.
1. Storing to Memory		✖	✖	✖	✖	✔	✖	✔	✖
2. Printing from Memory	✖		●	✖	✖	✖	✖	✖	✖
3. Copying	✖	✖		✖	✖	✔	✖	✔	✖
4. Printing an Automatic Report	✖	✖	✖		✖	✖	✖	✖	✖
5. Immediate Transmission	✖	✖	✖	✖		✖	✖	✖	✖
6. Memory Transmission	✔	✖	✔	✖	✖		✖	✖	✖
7. Receiving and Printing a Fax	✖	✖	✖	✖	✖	✖		✖	✖
8. Receiving a Fax to Memory	✔	✖	✔	✖	✖	✖	✖		✖
9. Transmitting a Service Report	✖	✖	✖	✖	✖	✖	✖	✖	

✔: Possible, ✖: Not possible, ●: Second setting is possible, but it cancels the currently selected mode.

Stored Numbers (Long term)

❏ 10 Quick Dial keys, each of which can hold an individual number. Any three of the Quick Dial keys can hold a group of numbers.

❏ 50 individual numbers stored as two-digit Speed Dial codes (see page 42).

❏ Three groups, each of which can hold up to 100 destinations. You can program up to 9 Quick Dials 50 Speed Dials and 49 numbers on the ten key pad, but the combined total cannot exceed 100 numbers.

Stored Destinations

❏ You can send to as many as 100 locations for one job.

❏ Up to 200 destinations can be set at any one time. (Ex: message A to 100 destinations, message B to 75, message C to 24 and finally one immediate transmission job you're programming in now. Total: 200)

File Storage

❒   You can have as many as 100 memory transmission files stored in the machine: This is a theoretical maximum. The actual number of files you can have in your machine depends on the types of the documents, and how much memory they consume.

Specifications

Electrical Specifications (Base machine)
Power supply: 220-240 Vac, 50/60 Hz

Power consumption

Energy saver mode: Average 8 W

Standby mode: Average 24W

Copier standby mode   Average 84W

Transmission: Average 42W

Reception: Average 280W

Copying: Average 370W

Maximum power consumption: 770W

Fax Specifications

Protocol: G3

Memory Capacity: 19 pages/A4 size
                                           With 1Mbyte memory: 102 pages
                                           With 2Mbyte memory: 189 pages
                                           (48 pages when the "page memory up" is on)
                                           With 4Mbyte memory: 350 pages
                                           (214 pages when the "page memory up" is on)

Data rate: 14,400/12,000/9600/7200/4800/
                                           2400 bps, automatic fallback.

Transmission time: 6 seconds at 14,400 bps, G3,
                                           without TTI, ECM, MMR- using
                                           memory for a ITU-T #1 test document (Slerexe letter) at standard resolution

General Specifications

Fax mode resolution:	(main scan x subscan) Standard: 200 x 100 dpi Detail: 200 x 200 dpi Fine: 200 x 400 dpi
Paper cassette capacity:	150 sheets ($80g/m^2$)
Auto document feeder capacity:	30 sheets ($70g/m^2$, A4 size), face down
Paper Size:	A4 (Letter)
Dimensions (W x D x H):	505 x 439 x 251 mm *exclusive of trays and options*
Weight:	17 kg *exclusive of trays and options*
Optional Paper Cassette Capacity:	100 sheets ($80g/m^2$)
Paper Size:	By the Paper size dial: Letter, Legal, Government Letter, Government Legal, A4, F4 Half letter (sideways) A5 (sideways)
Manual Feeder	
Paper size	By the operation panel Letter, Legal, Government Letter, Government Legal, A4, F4 Half letter (sideways) A5 (sideways), US Exe, C#10, Monarch Width:100 to 216 mm Length: 148 to 600 mm

INSTALLATION

Before installing your machine, read the safety instructions at the beginning of this manual. To install the machine, follow these procedures:

1-Find a suitable location for the machine.
2-Remove all the pieces of tape attached to the machine and push the scanner lock lever at the rear of the machine down (See page 133.)
3-Install the ozone filter, photoconductor, cleaning pad and toner. (See page 134.)
4-Attach the accessories and load the paper in the cassette. (See page 137.)
5-Connect the phone line. (See page 140.)
6-Connect the power. (See page141.)
7-Enter all necessary information and settings in your machine's memory. (See page 142.)

Machine Environment

WARNING: When choosing a location for your machine, please follow the safety instruction given on pages 2 to 7 of this manual.

Location

For the best possible performance, install your machine in a place which satisfies the following conditions.

Warning: If you do not operate under the following condition, an accident may occur.
❐ Not exposed to direct sunlight
❐ Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 m^3/hr per person.
❐ Level
❐ Not subject to vibration
❐ Away from other electronic equipment, to avoid interference
❐ Away from areas containing corrosive gas
❐ Dust-free
❐ Condensation-free
❐ Temperature 17 to 28°C
❐ Humidity 40 to 70% RH (do not install near a humidifier)

❒ Away from heaters and air conditioners, to avoid sudden changes of temperature.
❒ Within 5 meters of a three-pin grounded power outlet (220-240 Volts, 50/60 Hz).
❒ Ensure there is clearance around the machine, as indicated in the diagram below.
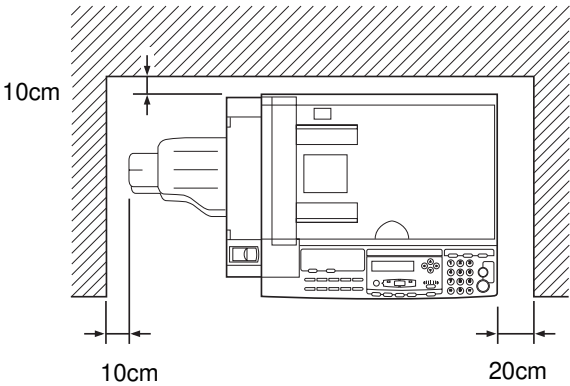
NOTE: This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

Operating Precautions

❒ While the machine is in operation, do not turn off the main switch or unplug the power cord.
❒ Keep corrosive liquids, such as acid, off the machine.
❒ Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
❒ The fusing unit may be very hot. Be careful when handling it.
❒ First of all, remove all the pieces of tape attached with the machine. Close all covers and replace the bypass feeder after that.

Open the ADF cover and remove the small cardboard tab from the gear.
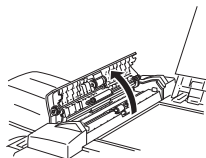
Remove the bypass feeder and peel off all the tape.
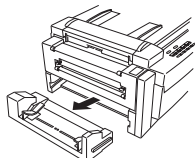
Open the side cover and the upper unit and remove any remaining tape. Then remove the small boardcard tab. Do not remove the mylar strip on the roller.
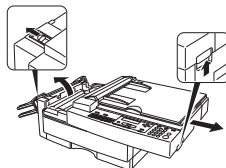
Releasing the Scanner Lock

Release the scanner lock behind the machine before you turn the power on.

Push the scanner lock lever down to release it.
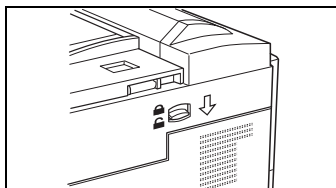
If you turn the power on without releasing the scanner lock, a service call number will appear in the display and you will not be able to use the machine. If this happens;

1. Turn the Power off.
2. Push the scanner lock lever down to release it.
3. Turn the power on.

Removing the Clip on the Paper Cassette

1 Pull out the cassette.
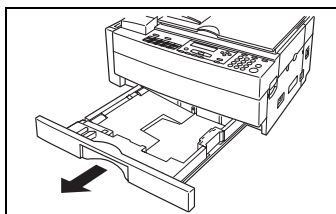
2 While holding down the metal base plate with your hand, turn the clip counter-clockwise as shown and remove it.
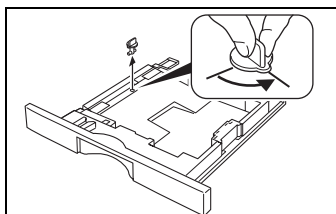
For how to set paper, see page 82.

Installing the Ozone Filter, Photoconductor, Toner Cassette and Cleaning Pad

Before using the machine, install the photoconductor, toner cassette and the cleaning pad as in the following procedure:

1 Remove all pieces of tape attached to the machine. Lift the upper unit release lever and open the upper unit by sliding it to the right.
Caution: When opening the upper unit, make sure nobody nearby injures themselves on it.
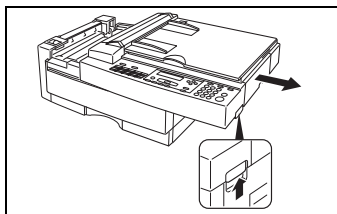
2 Insert the ozone filter holding the tip in the slot at the back left of the machine.
Note: The tip should point upward.
Handle the ozone filter carefully. If you drop the ozone filter, it may break.
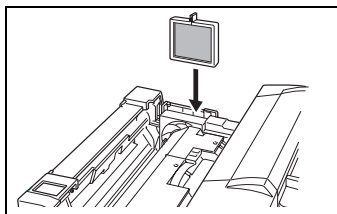
3 With the black protective sheet still attached, fit the photoconductor into the two slots as shown. One end of the photoconductor is marked "R". This should be at the front of the machine as shown.

4 Remove the black sheet.
Caution: Never touch the photoconductor (green drum).

5 Push down the two green levers to lock the photoconductor in place.
Caution: Never touch the photo-conductor (green drum).

6 Shake the toner cassette from side to side.
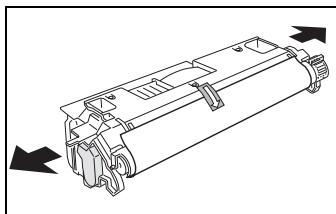
Remove the black sheet and tapes on the toner cassette.
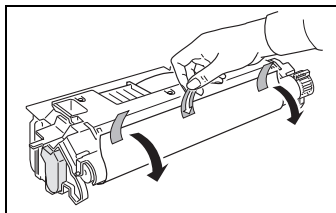
Pull out the film.
Caution: Do not pull out the film before you shake the toner cas-sette. If you do, the toner may splash out.
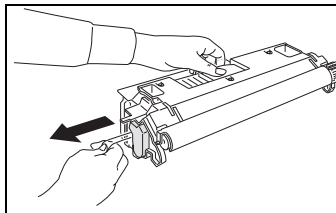
7 Slide the toner cassette into the machine as far as it will go. Gen-tly push down the cassette to se-cure it in place.
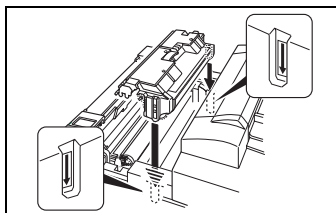
8 Install the cleaning pad vertically as shown in the illustration. Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.
Note: Push the cleaning pad until you hear it clicking. If the cleaning pad is not set correctly, it may cause decline of image quality.
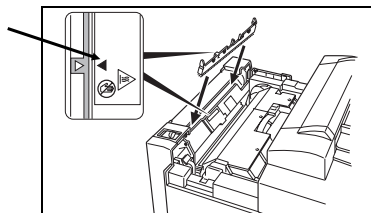
9 Close the upper unit.

Caution: When closing the upper unit, be careful not to catch your fingers.

Note: If the upper unit does not close, the ozone filter, toner cassette, photoconductor or cleaning pad is not fitted correctly.
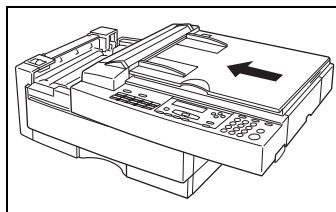
Installing the Paper Trays

You need to fit two paper trays to the machine:

❏   Copy tray, with extension for long paper

❏   Document tray

1 Set the copy tray in the lower
slots as shown (the copy tray has
an extension).
Fit the tray diagonally, front first.
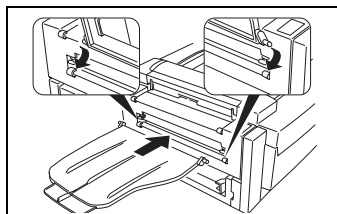
2 Set the document tray in the up-
per slots.
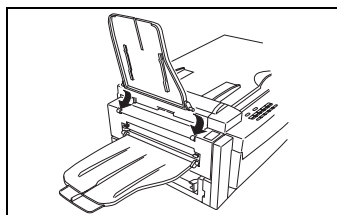
Note: The optional PAPER CASSETTE TYPE 10 comes with an extra
extension. Attach this extension to the document tray if you use long
documents.
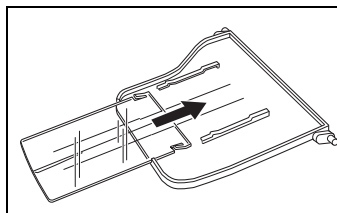
Setting the Paper

See the section titled "Setting / Adding the paper". See page 82.

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Installing the Optional Memory Card

Switch off the power before you install the optional memory card.

1 Open the right side cover. Carefully squeeze in the thin plastic tags on either side of the cover while pulling it forward to open it (long fingernails help).
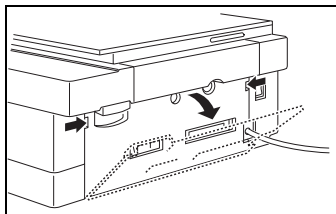
2 Insert the card into the slot. The side with the card type (e.g. TYPE20) must be facing upwards. Make sure the card is pushed right so the contacts touch.
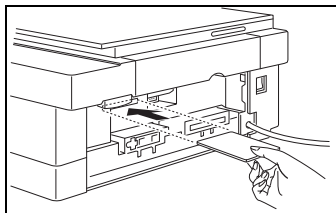
3 Close the cover. Turn the power on.
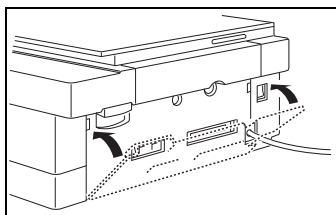
Connecting the Machine

Before using the machine, connect the machine to the telephone line properly. And plug the power cable and switch on.

Make sure that it is properly connected to the telephone line and the power outlet.

CAUTION
Do not switch on until everything is connected properly.

Program the Telephone Line Type setting (use Function 62; see page 145). If your telephone normally sends out tones(touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

Connecting to the Phone Lines

Important: By law in the United States, you must program your phone num-
ber identification (your CSI) into your machine before you can
connect it to the public phone system. See page 142.

1 Connect the phone line cord to the fax jack marked Line.(A)

2 Connect the other end of the line into the phone line jack (on the wall or
on a cable).

3 Connect the optional handset or your own telephone to the jack marked
Tel (B).
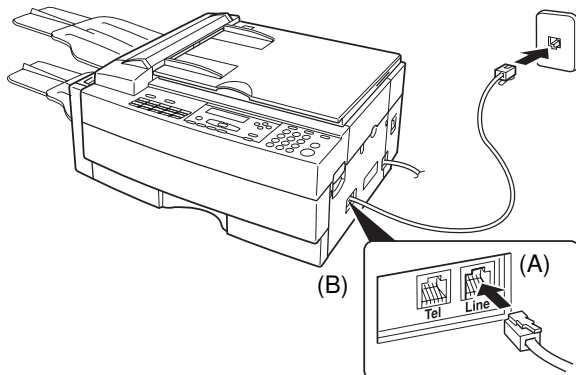
Connecting the Power

IMPORTANT POINTS ABOUT POWER CONNECTION

If you have to use an extension cord, make sure that it is capable of carrying 300V/10A, and that your facsimile terminal is the only piece of equipment connected to that cord.The supply from the wall outlet must not fluctuate more than 10 V either side of 230 Vac.

The power cord should not be laid in a place where it might trip somebody.

Do not lay anything on the power cord.

WARNING: The power source must conform to the specifications on page 129.

WARNING: Make sure the power source is properly grounded.

WARNING: Follow the safety instructions given of pages 2 to 7.

1 Insert the plug into the wall outlet.

2 Turn on the power.   Power Source
                                                  220-240 Vac.
                                                  50/60 Hz
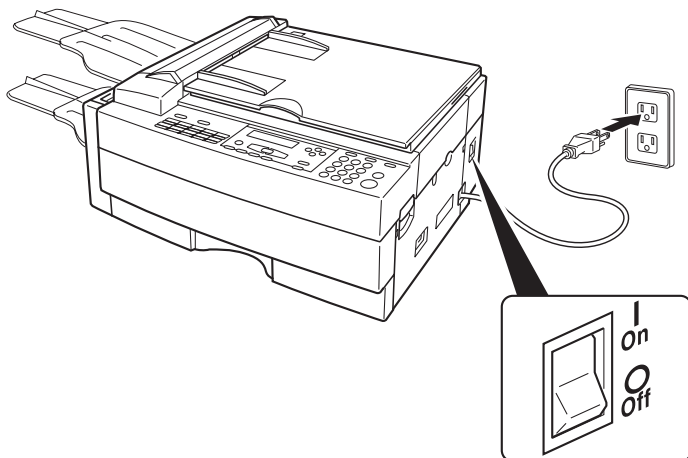
Initial Settings & Adjustments

Important: The CSI code (see below) is required by international law. You cannot legally connect a fax machine to the telephone system if the CSI code is not programmed. Further, the TTI code and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.

Before you connect your machine to the telephone system, you must enter a few settings and make a few adjustments.

Own number: The phone number used by your fax line.

CSI (Called Station Identification, required by international law): This is your fax machine's phone number, *which must include country and area codes*. During any communication, your CSI appears on their display. (Conversely their CSI appears on your display.)

RTI (Receive Terminal Identification): This should be your name or company name, in 20 characters or less. During a communication, if the other party's fax machine supports RTI, then this replaces the CSI above. The other party's name will appear on your display, and yours on theirs.

TTI (Transmitter Terminal Identification):This should be the same as your RTI or CSI code. It will be printed on the header of every page you send. Required in the USA.

Line: You must match the fax machine to the type of line you use: a tone line or a pulse line. Then, you should connect the line to the machine.

Date & Time: Necessary for many functions and required in the USA.

Initial Settings (Function 61)

During the course of this procedure you'll have to enter letters and other characters.

Use the key pad for entering numbers. Use Quick Dial keys 1 to 8 *for entering letters*, the ◀ & ▶ keys to change to another letter, the Clear Key to erase a letter, Yes key to accept a character, and Quick Dial key 09 for spaces and other characters. See page 126 for details.

If these settings have been made before, the messages on the display will not always match those shown here. The setting already entered will appear along with the word [CHANGE?]. In this case, press **Yes** to change the setting.

1 Press **Function** and **6**, enter the access code **2222**, then enter **61**. You'll get this:

```
INITIAL MODE Y/NEXT▶
61 INITIAL SET
```

2 Press **Yes**.

```
                 Y/NEXT▶
SET OWN NUMBER
```

3 Press **Yes** again.

```
OWN  NO.        KPAD
▮▮▮▮▮▮▮▮▮▮▮▮▮▮
```

4 Enter your phone number.

```
OWN NO.     KPAD/Y/N
0111212-5551234
```

❒ The format of the number is normally be as follows:
International Dial Prefix, Your Country Code, Your Area Code, **then you must add a Pause**, followed by your telephone number.
Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

5 Press **Yes**. PROGRAMMED will flash on the display and you'll get:

```
                 Y/NEXT▶
SET RTI
```

6 Press **Yes**.

```
RTI          ABC
▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
```

7 Enter your office, company, or personal name, or any other appropriate identification. (Use the quick Dial keys. See page 126 for details.)

```
RTI         ABC Y/N
XYZ COMPANY. ▮▮▮▮▮▮▮
```

8 Press **Yes**. PROGRAMMED will flash on the display and you'll get:

```
                 Y/NEXT▶
SET TTI
```

9 Press **Yes**. The RTI programmed in step 7 appears. You should keep it.

```
TTI   CHANGE? ABC Y/N
XYZ COMPANY.
```

If you wish to change it, press **Yes** and edit the TTI.

10 Press **No** to keep the TTI as is. You'll get:

```
                 Y/NEXT▶
SET CSI
```

11 Press **Yes**.

```
CSI            KPAD
■■■■■■■■■■■■■■■■■
```

12 Enter your phone number and include the country and area code, (but no pauses). Should be the same as in step 4.

```
CSI        KPAD/Y/N
15145551234■■■■■■■
```

13 Press **Yes**. PROGRAMMED will flash on. Then press the **Function**.

Setting the Phone Line (Function 62)

1 Press **Function** and **6**, enter the access code **2 2 2 2**, then enter **62**. You'll get this:

```
INITIAL MODE Y/NEXT▶
62 SELECT FUNCTION
```

2 Press **Yes**.

```
                    Y/NEXT▶
SELECT LINE
```

3 Press **Yes** again.

```
SELECT LINE      Y/◀▶
▶TT  PD
```

4 Press ◀ & ▶ to set your machine for a tone dial line (TT) or a pulse dial line (PD).

```
SELECT LINE      Y/◀▶
 TT ▶PD
```

5 Press **Yes**. PROGRAMMED will flash on the display and you'll get this.

```
                    Y/NEXT▶
NIGHT TIMER ON/OFF
```

At this point, you could turn on the Night Timer function (page 62). We will skip this.

6 Press **Function**.

```
READY      100% 10:00
DIAL FAX NUMBER 1
```

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Setting the Date & Time (Function 81)

1 Press **Function**, **6**, and enter the access code **2222**. Then enter **8 1**.

```
ADJUSTMENT   Y/NEXT▶
81 ADJUST CLOCK
```

2 Press **Yes**. A date and time will appear.

```
TUE            KPAD/Y
22 JUL 1997  01:35
```

3 Change the date with the ten key-pad as 08.

```
TUE            */#/Y
08 JUL 1997  01:35
```

4 Change the month using ***** or **#** (***** to scroll forward, or **#** to scroll backward) on the ten key pad and press ▶ to move the cursor.

```
FRI            KPAD/Y
08 AUG 1997  01:35
```

5 Type in the year and time at the keypad as 9 7 1 0 2 5.

```
FRI            KPAD/Y
08 AUG  1997  10:25
```
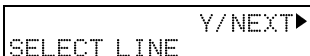
6 When the display is correct, press **Yes** and **Function**.

Daylight Saving 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.
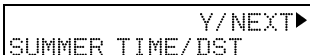
When you install the machine for the first time, take care that the setting is correct before you set the date and time.

1 Press **Function**, **6**, and enter the access code **2222**. Then enter **6 2**and **Yes**.
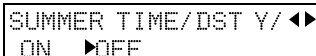
```
                  Y/NEXT▶
SELECT LINE
```

2 Press ▶ until the screen is as shown opposite, and then press **Yes**.

```
                  Y/NEXT▶
SUMMER TIME/DST
```

3 Use the ◀ and ▶ arrows on the scroll key to switch the feature on or off. This mode is off if the display is shown as opposite.

```
SUMMER TIME/DST Y/◀▶
 ON   ▶OFF
```

4 To store your setting: **Yes** Then press **Function**.

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Mini-Glossary

CSI: Called Station Identification. This is your fax number, programmed in your machine for identification purposes. During a communication, it appears on the other party's display, and vice versa. By international law, the CSI must be programmed in your machine before you connect it to the public phone network. The CSI consists of your fax number, and should include the country and area codes, but not hyphens.

TTI: Transmitting Terminal Identification. This is the identification printed at the header of every page you send. It should be identical to the RTI (see below). By American law, a TTI must appear on every page sent from, to, or within the USA.

RTI: Receiving Terminal Identification This is a 20 character identification, such as your name or company name. The RTI replaces the CSI during a communication if the other party's machine is compatible with this function. (This is legal).

Journal: A report generated by your fax machine to attest to the success or failure of all communications, including receptions.

Position of the Laser Label

WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.
So, do not remove cover inside the machine, because the laser generator exists inside the machine as follows.

CLASS 1 LASER PRODUCT
IN ACCORDANCE WITH IEC 825
LASER KLASSE 1 nach IEC 825
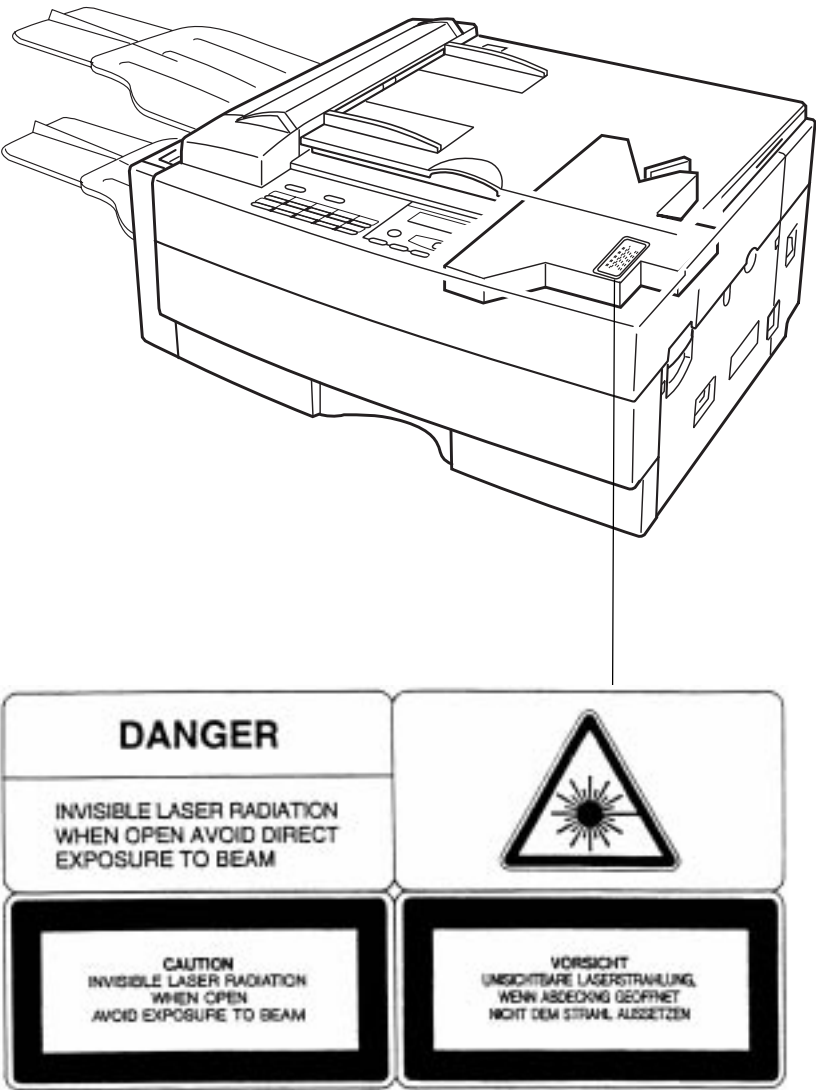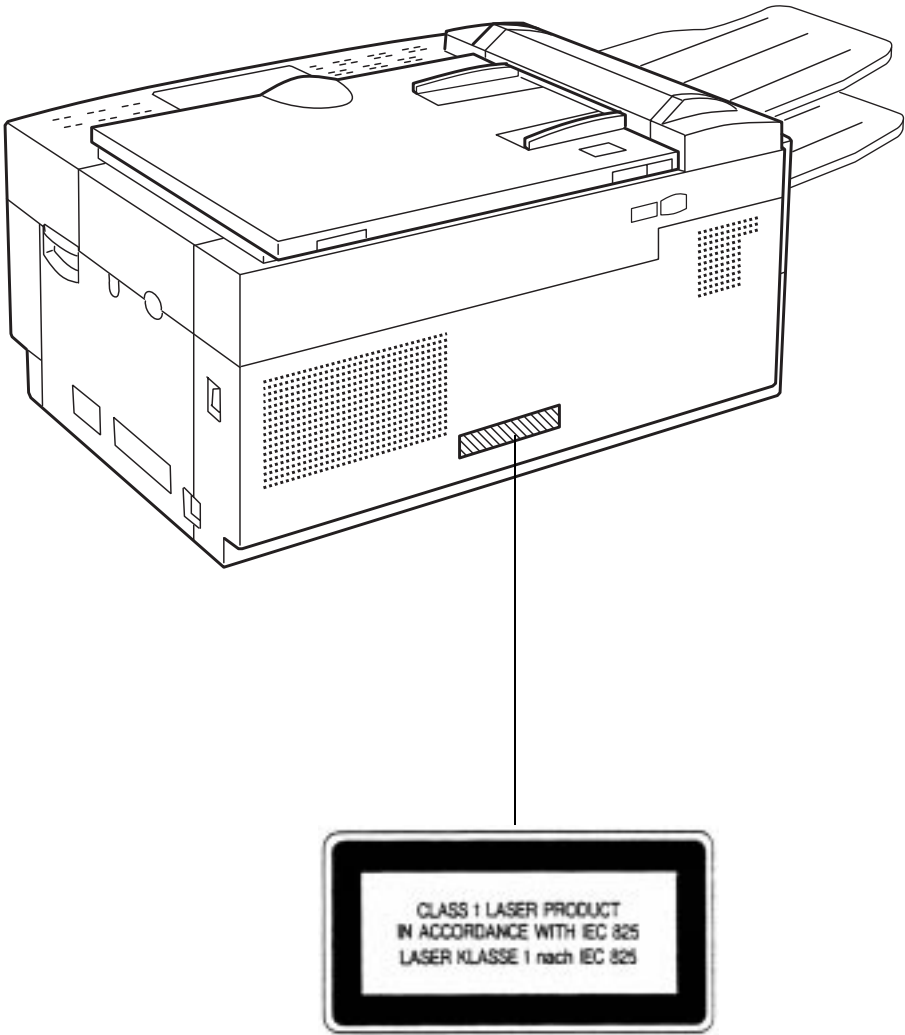
NOTICE TO USERS (Great Britain)

This model is designed and approved for connection to the following circuits.
British Telecom Public Switched Telephone Network
Hull Public Switched Telephone Network
PABX Extensions
Mercury Communications Limited Public Switched Telephone Network

CONNECTION TO THE PSTN OR A PABX EXTENSION

If there is a line or jack socket already installed you may connect this model using the line lead supplied. If you require a socket to be fitted, complete the attached form and send it to your local telephone manager's office.

IMPORTANT NOTICE

1. The connection to the BT network must be unplugged before the earth is disconnected.

2. The connection to the BT network must not be hard wired.

3. Please ensure that connection to the mains supply (240VAC), is correctly made and that the power is switched on before use.

4. The apparatus is suitable for direct connection to exclusive lines of Public Switched Telephone Network, and for connection to compatible PABXs (consult your authorised dealer for the list of compatible PABXs and for installation thereon), or via an RBS. The definition of an RBS (Relevant Branch System) for PSTN lines, is given in BS6789 section 6.1, clause 2.4.

5. When idle, this model allows normal use of an associated main telephone, which must be plugged into the BS6312 compatible connector, provided for telephone line connection. Only one such connection may be made.

6. The apparatus must be connected to PSTN lines which use loop disconnect or DTMF signalling.

7. The machine is not suitable as an extension to a payphone, for use on shared service lines, or on 1 - 1 carrier systems.

8. The Terminal operates in mode 1 (autodialling).

9. The user is advised to check all numbers stored in the register before making a call.

10. The approval of this terminal for connection to the British Telecom public switched telephone network is INVALIDATED if the apparatus is subject to any modification in any material way not authorised by BABT or it is used with, or connected to:
a) Internal software that has not been formally accepted by BABT.
b) External control software or external control apparatus which causes the operation of the terminal or associated call set-up equipment to contravene the requirements of the approval.

All apparatus connected to this terminal and thereby connected directly to the British Telecom public switched telephone network must be approved apparatus as defined in Section 22 of the British Telecommunications Act 1984.

11. This apparatus has been approved for the use of the following facilities:

 Storage of Telephone Numbers for Retrieval by Predetermined Code
 Automatic Call Initiation
 Operation in the Absence of Proceed Indication (Although not Detected)
 Automatic Dialling Facilities
 Auto-Calling Facility
 Loudspeaking Facility
 Series Connection Facility
 Automatic Storage of Last Number Dialled
 Tone Detection - Busy Tone
 Repeat Attempt Facilities: Multiple (Automatic)
 Auto Clear from Call Originating End
 Integral Modem

 Any other usage will invalidate the approval of the apparatus if as a result it then ceased to conform to the standard against which approval was granted.

13. Connection to a PBX - it cannot be guaranteed that the apparatus will operate correctly under all possible conditions connection to compatible PBX's. Any cases of difficulty should be referred in the first instance to the supplier of the telephone apparatus.

14. This apparatus provides an off hook detector and switching of the line between the telephone and modem. The voltage drop introduced by this apparatus into the loop connection between the main telephone and the network at a current of 40ma d.c. is 0.3 volts.

15. Only apparatus conforming with BS6301 or EN41003 may be connected to the series socket. Any interconnection between the above socket and other connections, directly or by the way of other apparatus, may produce hazardous conditions on the BT network. Advice should be obtained from a competent engineer before any such connection is made.

16. With reference to EN41003 cl 4.1.3 the apparatus is supplied with a connection to the Public switched telephone network, which is refered to as a TNV circuit. There is also an optional printer port that may be fitted, which is refered to as a SELV circuit.
 Please ensure that the TNV circuit is only connected to another TNV circuit and that the SELV circuit is only connected to other SELV circuit.

17. The apparatus does not recognise a secondary proceed indication.

18. 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.

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Declaration of Conformity
"The Product complies with the requirements of the **EMC Directive 89/336/EEC** and the **Low Voltage Directive 73/23/EEC**."

Option key

SEND LATER	Sending or picking up a fax message later (page 35)
SET PAGES?	Setting the number of pages
TTI PRINT?	Printing an ID at the top of your message

Hints

❒ Problem? See page 103

❒ To change the toner cartridge, see page 91.

❒ To add paper, see page 82.

❒ Use the **Function**, ◄, and ► keys to navigate through functions and options.

❒ Follow the safety instructions at the beginning of this manual.

❒ Use the **Yes** & **No** keys (▼ & ▲) to accept or reject settings.

❒ If your telephone line uses pulse dialing, see page 65 for how to generate tones.

Faxing at a Glance

1 Select Faxing with the Fax/Copy key.

2 Fan your stack. (At most 30 one sided pages)

3 Insert the document face down in the feeder.

4 Select Memory (LED on) or Immediate Transmission (LED off) with the **Memory** key.

5 Dial the number either from the keypad, with a Quick Dial key (at the left), or with a Speed Dial code.

6 Press **Yes** and dial more numbers (if needed). Finally press the **Start** key.

❒ Use **Quick Dial keys 01** to **08** to enter letters and **Quick Dial key 10** to enter spaces and symbols.

Functions: Press the function key followed by one of the numbers below.

11	Picking a document stored elsewhere (page 52)		61*	Initial Settings: Own telephone number RTI (a name ID sent to other machines) TTI (an ID printed on messages you send), CSI (phone ID sent to other machines). PSTN accessing code (page 142)
21	Erasing a message stored for transmission (page 50)			
22	Erasing instructions to pick up a document (page 50)			
31	Storing a number in one of the Quick Dial keys at left (page 42)			
32	Storing a number as a two-digit code (page 42)		62*	Selecting the phone line and the timer on or off. (page 145)
33	Storing a group of numbers (page 44)		63*	Printing and setting user parameters (bit switch settings for a variety of functions, page 118).
34	Setting the paper size (page 87)			
41	Checking the last 35 communications (prints out a report, page 56)		71*	Night timer (page 62).
42	Printing a list of all messages and pick-up files stored in the machine (page 58)		81*	Adjusting the clock (page 146).
			82*	Adjust the volume (page 124).
43	Printing a list of all the telephone numbers stored in the fax machine (page 59)		83*	Selecting a different language (page 125).
			84*	Counters (page 60).
51	Printing a message stored in the machine (page 51)			

Photocopy this cover and use as a quick reference.

*These functions require the access code on page 118.

SUPPLIES

CAUTION: Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

For good copy quality, Ricoh recommends that use genuine Ricoh toner.

TONER CASSETTES

❒ RICOH TONER CASSETTE TYPE 1210D is recommended for the best performance.

PHOTOCONDUCTOR

❒ RICOH PHOTOCONDUCTOR TYPE 100 is recommended for the best performance.

Overseas Affiliates

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