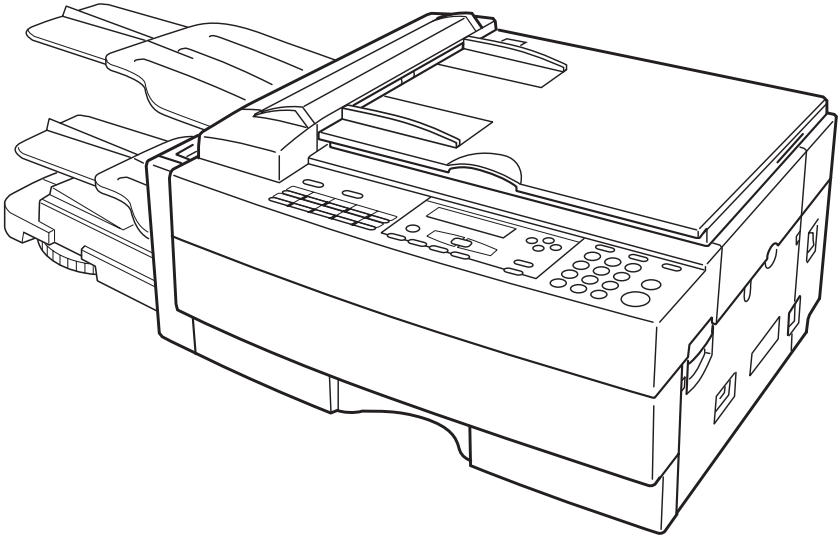




Aficio FX10



Read the safety instructions on page i to iv

Operator's Manual

WARNING

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

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.

Operator Safety

This equipment is considered a CDRH Class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 to 800 nanometer wavelength, GaAlAs 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.

Laser Safety

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical units in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

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.

Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature.

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

Thank you.

ENERGY SAVING INFORMATION

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

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

Optional equipment

Telephone Handset (HANDSET TYPE 100)

This permits voice communication (over the PSTN).

PAPER CASSETTE TYPE 10

This gives this machine additional 100 sheet paper capacity with single sheet.

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.

RS422 KIT TYPE 10

ENERGY SAVING INFORMATION



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

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

Important Safety Instructions

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.
- 6 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.
- 7 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.
- 8 This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
- 9 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.)

10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. 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.
12. 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.
13. 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.

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.

Power and Grounding

Power Supply

1. Power requirements: 115 V, 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.
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.

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 57°F, or condensation may form inside the machine.

1. Raise the room temperature to 68°F at less than 18°F 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.

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.




This is a step in a procedure.

THIS CORRESPONDS TO
THE LCD DISPLAY.

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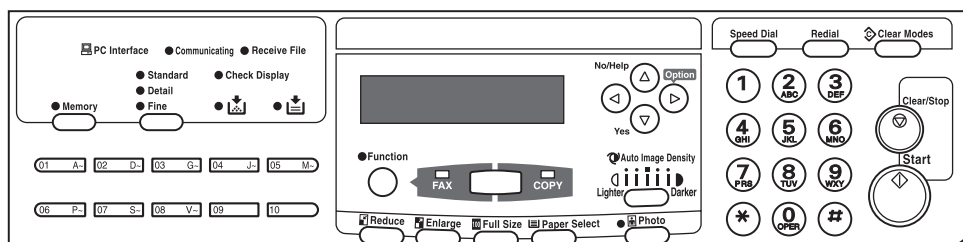
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Machine Layout

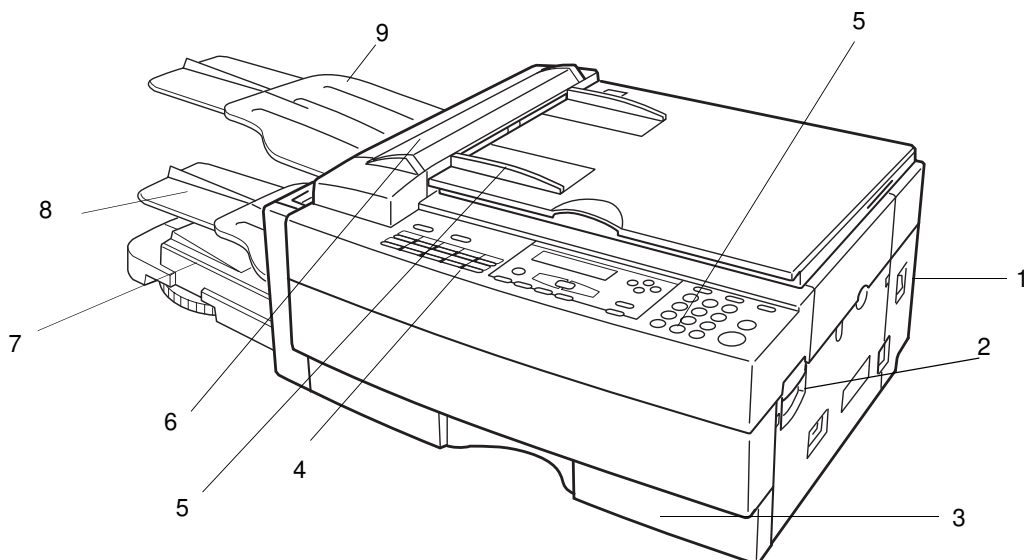
Operation panel



- 1- **PC Interface** indicator—lights when PC is connected.
- 2- **Communicating** indicator— lights during transmission or reception.
- 3- **Receive Files** indicator—lights when an incoming fax message has been stored in memory (page 19).
- 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 30 and 32)
 - entering letters (page 107)
 - **Quick Dial 09** is the dial option key
 - **Quick Dial 10** is the Group key (page 34)
- 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
 - ◀ 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 100 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 30).
- 12- Press the * 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 73).
- 17- The **Add Paper** indicator lights when you need to add paper.

- 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: 121% ,129%,155%,200%.
- 21- Press the **Reduce** key to reduce your image. The available ratios are: 50% ,65% ,74% ,77% ,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.
- 25- **Photo** key—select Photo mode when copying or faxing images containing photographs. When selected, the **Photo** indicator will light.
- 26- If you have the side cassette option loaded with paper of a different size from that in the main tray, press **Paper Select** to switch between them.
- 27- 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.

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.

FAXING

If you have not yet installed your fax machine, do so now. See Appendix A, Installation, on page 112.

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

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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.

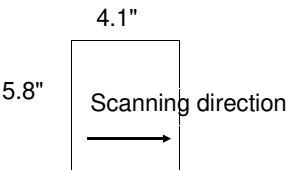
To enter characters and labels, turn to page 107.

Recommended Types of Document

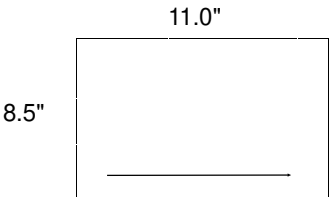
Before you send your document, make sure that it meets the following requirements.

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.

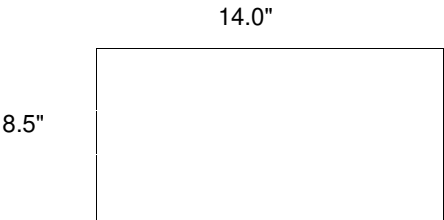
Minimum size from the auto document feeder



Maximum size from the exposure glass



Maximum size from the auto document feeder




Correct Size for the Auto Document Feeder

Thickness: 2 to 8 mils (20 lb 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.

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

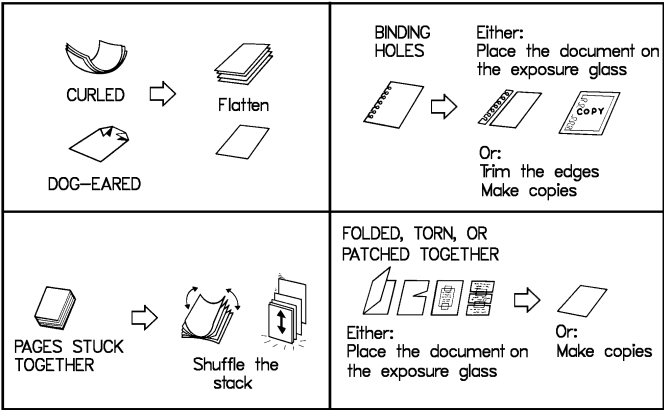
Small faint characters may not be transmitted clearly.

Uniform Page Size

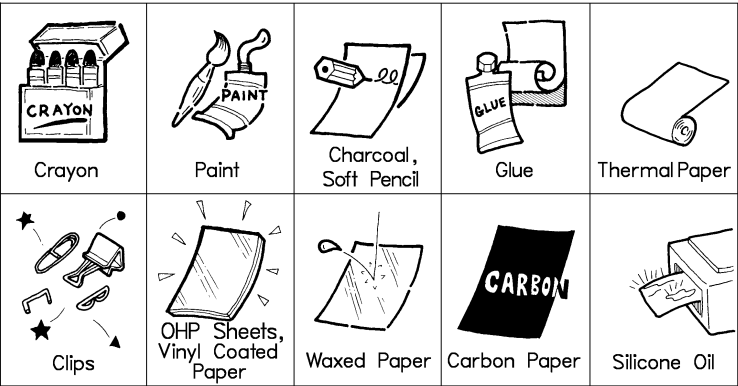
When using the document feeder, do not use different sizes of document in the same transmission.

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.

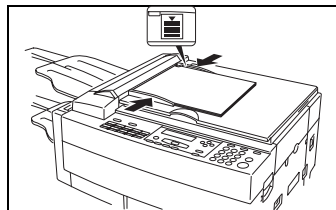


Note: Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

How to Set the Document

Setting the document in the Auto Document Feeder (ADF)

- 1 Carefully place the document face down into the auto document feeder. Then adjust the guides to fit the width of the document.



Make sure that the display changes as shown.

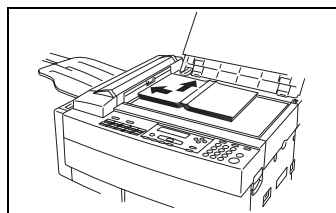
READY 100% 10:00AM
DIAL FAX NUMBER 1

Note: Do not feed in more than 30 pages.

Do not stack documents in the feeder so that they exceed the load limit marker.

Setting the document to the exposure glass

- 1 Lift up the top cover (make sure you raise it by at least 35°, or halfway) 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 will change as shown.

READY 100% 10:00AM
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 (or at the specified later time, if you used a time-delay feature like Send Later). 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

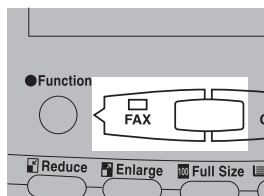
Sending a Message with the Auto Document Feeder

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 86 for instructions on how to safely remove the original.

1 Remove any document left in the tray 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% 10:00AM
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.

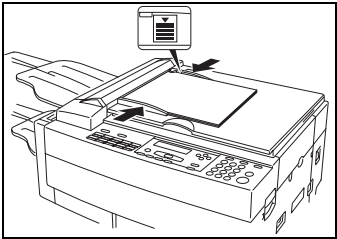
All pages in your document must be one-sided and be of the same size.

- 4** Insert the document face down in the feeder and adjust the guides to fit the width of the document.

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 8.

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



Dial the number in one of the following ways.



a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset ☆
A diagram of a telephone keypad. A finger is pointing to the number 5 key.	<p>Example : QuickDial I2</p> A diagram showing two keys labeled "I2" and "I3". A finger is pointing to the "I2" key.	<p>Example:Speed Dial I10</p> A diagram showing two keys labeled "I" and "0". A finger is pointing to the "I" key.	A diagram of a telephone handset. A finger is pointing to the handset. An upward arrow is above the handset.

☆: 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.

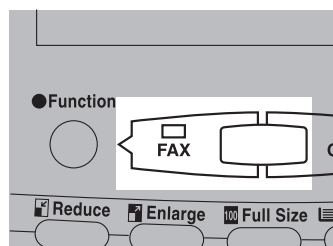
- 6** Press the **Start** key and wait. The machine will dial the destination's number.

5551234 DIAL FAX NUMBER

Sending a Message with the Exposure Glass

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

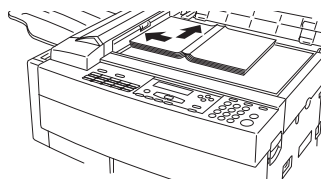
2 The FAX indicator must be lit. Press the **Fax/ Copy** key if it is not lit.



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

READY 100% 10:00AM
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 following ways.



a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset ☆
	Example: QuickDial 12 	Example: Speed Dial 10 	

☆: Only if the telephone handset is installed.

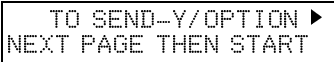
If you want to erase a digit of the phone number, press the **Clear** key.
If you want to erase the entire number, press the **No** key.

6 Press **Start** key

If the document size cannot be detected, the right display appears. Select the scanning area by ◀ and ▶ key. Then press **Start**.



The machine scans and stores your page. After the page has been stored, the display appears as shown on the right



The machine is asking you to place the next page on the exposure glass.

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

You have 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 100% 10:00AM  
DIAL FAX NUMBER 1
```

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

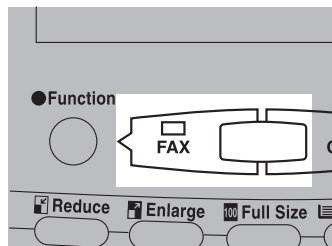
```
(a number or label )  
SET DOC. OR DIAL NO.
```

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% 10:00AM
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 up into the feeder. (No more than 30 pages.)

How to set document see page 6.

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

5 Dial. (See page 9 for how to dial.)

```
TRANSMIT      START
5551234
```

6 Press **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 122.)

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.

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. Then, place the next page on the exposure glass and press **Start**.

TO SEND-Y/OPTION ►
NEXT PAGE THEN START

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 18). Also use this mode if you have a telephone answering machine connected (see page 18).
- ☐ **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, 6, 2** using the ten key pad, then press the **Yes** key.

SELECT LINE	Y/NEXT ▶
-------------	----------

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

SELECT RECEIVE MODE	Y/NEXT ▶
---------------------	----------

- 3** Press the **Yes** key.

RECEIVE MODE	Y/◀▶
TEL ▶ FAX	AUTO

- 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 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, 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.

- 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)

Caution: If the machine is turned off for more than an hour, messages stored in memory will be lost. If this happens, the machine will print out a report (once it can) telling you which messages were lost. Contact the senders to have them send you the message again.

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: Press the Energy Saver key to print messages received while the night timer (page 48) has turned the heater off. Otherwise, check if any of the following indicators are lit. and follow instructions.

d Your fax machine is out of paper. Add paper: see page 68.

f Your fax machine is out of toner. Change the toner cassette: page 73.

Or The Check Display indicator is lit.
There might be a paper jam (see page 87) or an open cover.

<p><i>-Message appears here-</i> SET DOC. OR DIAL NO.</p>

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 102.

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.

Contrast (density)*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

Darken 1 & 2

(Slightly Darken & Darken): Use for documents with faint writing

Lighten 1 & 2

(Slightly Lighten & Lighten): Use for documents that have a dark or patchy background

Auto Image Density

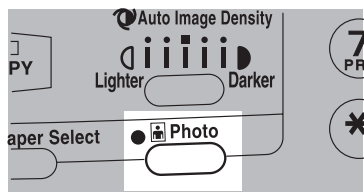
If you select the Auto Image Density mode, the appropriate contrast is set automatically. Lit the **Auto Image Density** indicator.

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.

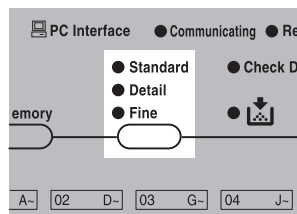
To use the above features, follow these steps:

- 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 **Lighten** or **Darken** 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.

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 Proceed as for a usual fax message but don't press Start.

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: <u>30</u> AM 10: 00AM	

4 Press ***** or **#** to change the AM/PM.

SET OPTION	* / # / Y
TIME 11: 30PM 10: 00AM	

5 Press **Yes**.

Use function 21 to erase a stored fax message before it is sent, (see page 37).

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** 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 **▶** until the displayed setting is correct.

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

- 4** Yes when you have finished.

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 directly on the exposure glass, not with the auto document feeder.

- 1** Press **▶** until the right display appears.

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

- 2** Yes.

```
SET OPTION      Y/◀▶
▶HLT▶LT □
```

- 3** Select the scanning area using **◀** and **▶** key.

```
SET OPTION      Y/◀▶
▶HLT▶LT □
```

Yes when you have finished.

Sending the Same Message to Many Destinations

This is also called broadcasting.

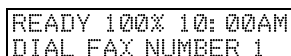
Caution:

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 109 for more details.

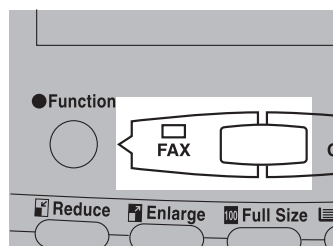
1 Remove any document left in the tray or on the exposure glass.

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



READY 100% 10:00AM
DIAL FAX NUMBER 1

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



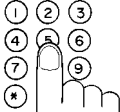
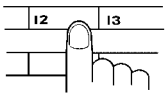
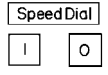
4 Make sure the **Memory** indicator is turned on.
☐ If it is not lit, press the **Memory** key

5 Either:
Place the first page of the document on the exposure glass.
or
Place the entire document face up into the feeder.

How to set the document: see page 6.

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

TRANSMIT Y/START
00144215842261

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group Dial
	Example : QuickDial 12 	Example : Speed Dial 10 	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.

Programming the Quick Dial: see page 30.

Programming the Speed Dial: see page 30.

Programming the Group Dial: see page 32.

Programming the Group key: see page 41.

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** (not the Start key).
You'll get:

TRANSMIT DIAL/START
DIAL FAX NUMBER 2

8 Repeat steps 2 and 3 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 23 .

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 indicator shows how much time you have left to place the next page on the feeder and press **Start** key.

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:

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.

During redialing, the number being dialed is displayed as shown on the right.

21255551234 DIALING

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.

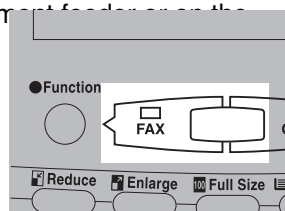
If you wish to send another message to the same address that you just sent last time, you don't have to dial the full number again.

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 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% 10:00AM  
DIAL FAX NUMBER 1
```

3 Set your document. How to set the document, see page 6.

4 Press **Redial**.

```
REDIAL Y  
2125551234
```

5 Press **Start**.

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**

n	ⓧ	QUICK/◀▶
PRINT LIST◀/SEARCH▶		

☐ Speed Dial: **Function 3 2 Yes**

N	ⓧ	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 already used, press **►** until an open code appears.
- ☐ Press **◄** then **Start** to print a list of numbers.

3 Press **Yes** to accept.

01	KPAD/N
[Patterned area]	

4 Enter a new number or edit the existing number.

01	KPAD/Y/N
2125551234	[Patterned area]

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 number 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 107).

n01	ABC Y/N
NEW YORK OFFICE [Patterned area]	

8 Press **Yes** to accept.

n01	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**.
- ☐ Free up the old Quick Dial: Press **No**, 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.
 - ☐ Skip naming: Press **No** and go to step 8.

GROUP 1	ABC

- 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.
- 2** Enter the group number using the ten key pad, then press the **Yes** key.
- 3** Press the **No** key.
- 4** Press the **No** key.
- 5** Press the **Yes** key.
- 6** Either:
 - ☐ Delete another number: Go to step 2
 - ☐ Finish: Press **Function**.

```
GROUP  1-3/◀▶
PRINT LIST ◀/SEARCH▶
```

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

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

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

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

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 8.

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

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

- 2** Press the Quick Dial 10.

```
n 10 PROGRAM?  ▶◀
```

- 3** Press **Yes**.

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

- 4** Press **Yes**.

```
n  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**.

n

QUICK/

PRINT LIST/SEARCH
- 2

Press the Quick Dial 09.

n 09 PROGRAM?

Y/
- 3

Press **Yes**.

n 09 PROGRAM?

Y/N

PROG. DIAL OPTION?
- 4

Press **Yes**.

n

QUICK/

PRINT LIST/SEARCH
- 5

Press **Function**.

Dialling with the Dial Option Key.

- 1

Set the Document

READY 100% 10:00AM

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 enter space.

TRANSMIT

Y/START

5551234W9999S1234

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

On Hook Dial or 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 39). 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 ▶.

FILE NO. 028 Y/◀▶
- number or label-

- 4** Press **Yes**.

FILE NO. 028 Y/N
CLEAR?

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

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 messages. 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 ▶.

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
```

- 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 Handset

You can send a fax message using the handset (Optional handset 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**.
- 6** Replace the handset.

OTHER FEATURES

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

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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 100).

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.

Transmission Result Report (*Switch 03, bit 5*)

This report is printed out after immediate transmission showing whether it was successful or not.

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 Transmission 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 Transmission Result Report is switched off, and event of a communication failure.

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. 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 1995 -06:00 AM) * * *							
				TTI XYZ COMPANY			
FILE			ADDRESS	MODE	TIME	PAGE	RESULT
PAGE	RESULT						

Report details appear here							

Example 2. Journal*

* * * JOURNAL (AUG 01 1995 07:00AM) * * *							
				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

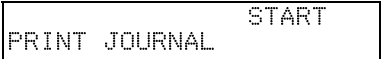
Reports You Can Printout Yourself

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**.



- 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**.



- 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 30.)

- 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 94)

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,reports 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 photoconductor before REPLACE OPC appears (see page 78) then press **Yes** to reset the counter.

2) Press **Clear**.

3) Press **Yes**.

	Y/CLEAR
OPC	

	Y/CLEAR
OPC	

- 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 100 to enter these settings.

Switch 05, bit 1

0: Accept such messages 1: 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.

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.

- ☐ When a fax is received. (If the night timer is on, the message will printed out after the night timer ends.)

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 two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. 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

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 access code **2 2 2 2**. Then, press **7,1** and **Yes**.

Y/N

SET NIGHT TIMER

2 Press **Yes**.

Y/N/◀▶

SET TIMER

SUN

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

Y/N/◀▶

SET TIMER

TUE

4 Press **Yes**.

TIMER#1 TUE */*/Y

ON FROM 12:00AM

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 */*/Y

ON FROM 12:00AM

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

TIMER#1 TUE */*/Y

ON FROM 09:00AM

8 Set AM/PM using * or #.

TIMER#1 TUE */# /Y
ON FROM 12: 00PM

9 Press **Yes**.

TIMER#2 TUE */# /Y
ON FROM 12: 00AM

10 Repeat step 5 to 7 for the second timer (6:00 PM)
To change AM to PM or the other way around, press # .

Tip: If you want the heater on all day, set both timers to ON = 12:00AM. If you want the heater off all day, set both timers to OFF = 12:00AM.

11 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 130) 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

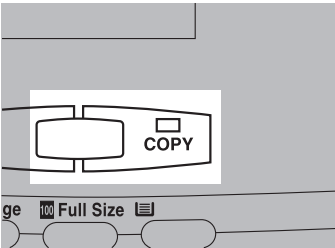
- 1** Make sure that the machine is in standby mode, and that there is no document in the feeder.
- 2** Pick up the telephone handset, or press the **On Hook Dial** key.
- 3** Dial the remote facility. Do not press the **Start** key.
- 4** After your line is connected to the remote facility, do the following:
 - ☐ 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.

COPYING

Basic Copying Procedure

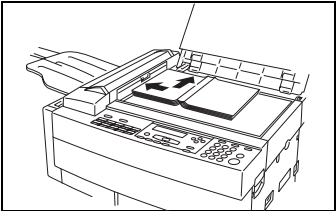
CAUTION If your document gets stuck while it is being processed, press the Stop key, and turn to page 87 for instructions on how to safely remove the original. If you make a mistake and want to start over, press the Clear Modes key.

1 Make sure your machine is set to copy. If it isn't press the **Fax/Copy** key. The Copy light will be lit.



COPY READY ▶LT 100% 1SETS LG

2 Lift up the top cover (make sure you raise it by at least 35°, or half way) 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.

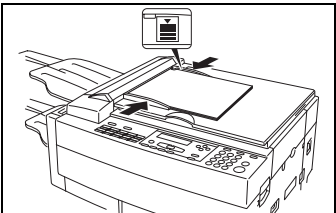
COPY READY ▶LT ▲ 100% 1SETS LG ▼

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.

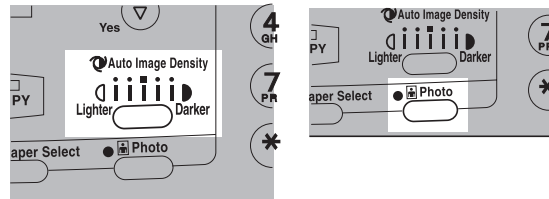
Note: Do not stack documents in the feeder so that they exceed the load limit marker.

When you set the document in the feeder, the display will change as shown.

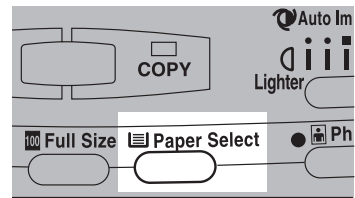


COPY READY ▶LT ▲ 100% 1SETS LG ▼

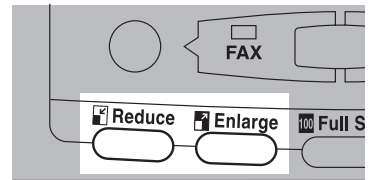
- 3** Select the contrast and the Photo mode. (the following pages describe these).



- 4** Select the paper size.



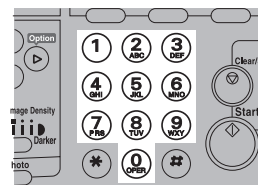
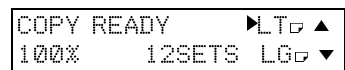
- 5** Select the ratio for reduction or enlargement.






- 6** Enter the number of copies using the ten key pad.

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

- 7** Press the **Start** key.



Functions That Can Be Used Together

<div>Second Selection</div> <div>First Selection</div>	1	2	3	4	5	6	7	8	9
1. Reduce/Enlarge		✓/--	✓/--	✓	✓	✓	✓/--	✓	--/✓
2. Erase Center	✓/--		✓/--	✓/--	✓/--	✓ 	✓/--	✓/--	--
3. Erase Border	✓/--	✓/--		✓/--	✓/--	✓ 	✓/--	✓/--	--
4. Number Copies	✓	✓/--	✓/--		✓	✓	✓/--	●	--/✓
5. Center Marks	✓	✓/--	✓/--	✓		✓	✓/--	●	--/✓
6. Auto Image Density	✓	✓/--	✓/--	✓	✓		✓/--	✓	--/✓
7. Auto Paper Select	✓/--	✓/--	✓/--	✓/--	✓/--	✓/--		●/--	
8. Manual Feed	✓	✓/--	✓/--	▲	▲	✓	▲/--		--/▲
9. Sort Copy	--/✓	--	--	--/✓	--/✓	--/✓	--	--/●	

4: Possible

▲: The second selection is not possible.

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

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

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

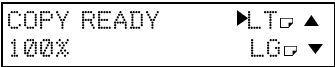
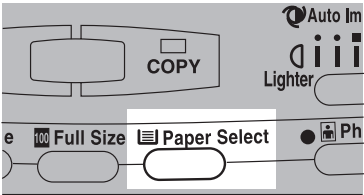
It doesn't care with exposure or with auto document feeder if there is no " / "

Selecting the Paper Size

Manual Paper Select

The manual selection mode is useful when you wish to select the copy paper size yourself.

Press **Paper Select** or ▲ ▼ to select the size you require. The current selection is indicated by a ►.



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 trays
- ☐ Paper of non-standard size or weight, such as OHP transparencies, adhesive labels, or postcard.

Load one sheet at a 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.

Usage condition

Paper weight: 16 to 24lb

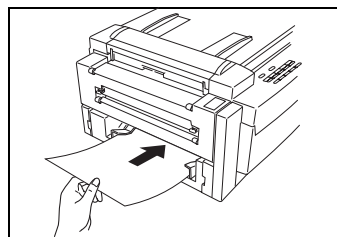
Width: 4.0" to 10.1"

Length: 5.8" to 14.3"

How to Use the Bypass

- 1** Insert the sheet with the printing side down. The edge should touch the right side of the entrance. Then slide the guide of the left side.

Make sure that the paper has advanced into the manual feeder.



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

- 2** To enter the paper size, press **►**.

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

- 3** Press **Yes**.

COPY READY SIZE ►
100% ►BYPASS FEED

SET COPY OPTION Y/►
PAPER SIZE

PAPER SIZE KPAD/Y
WIDTH INCH

- 4** Enter the paper width. You can enter from 4.0" through 10.1"

PAPER SIZE	KPAD/Y
WIDTH8.3INCH	

Example:

5.4 inch; Press **5** and **4** of the ten key pad.

10 inch; Press **1**, **0** and **0** of the ten key pad.

- 5** Press **Yes**.

COPY READY	SIZE▶
100%	▶BYPASS FEED

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

If you install the optional paper cassette

- 1** Slide the side cassette cover into the machine.

- 2** Insert the sheet with the printing side down. The edge should touch the far side of the entrance.

Make sure that the paper has advanced into the manual feeder.

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

- 3** Follow copying procedure in the above section titled "How to use the Bypass".
After taking copy, slide the side cassette cover back (⇐).

Enlarging & Reducing

Selecting a Magnification Ratio

1 Set the document. (See page 52.)

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

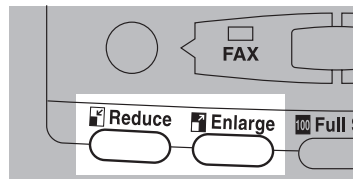
Enlargement ratios:

121, 129, 155, and 200%.

Reduction ratios:

50, 65, 74, 77, and 93%

Press the **Full Size** key to return to 100%.



3 Follow the the standard copying. See page 52.

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 129% enlarges a half-letter document to a letter size copy, while reducing a letter document 93% will ensure the entire document will be reproduced, including the border area.

Reduction ratios

50%

65%: Letter to half letter

74%: 10.1"x14.3" to letter

77%: Legal to letter

93%: Create a margin

Enlargement ratio

121%

129%: Half letter to letter

155%: Half letter to legal

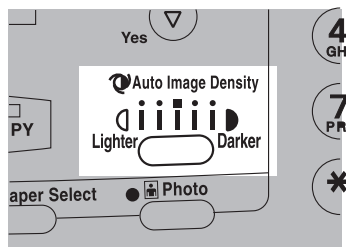
200%

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 52.

2 Press either **Lighten** or **Darken**.
There are 5 density levels in all.

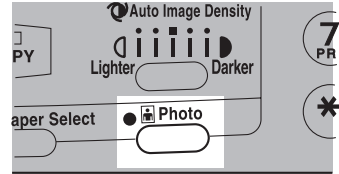


3 Follow the the standard copying. See page 52.

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 52)
- 2** Press the **Photo** and the Photo indicator will illuminate.



- 3** Follow the the standard copying procedure. See page 52.

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

This feature is available when the FAX EXPANSION CARD is installed.

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.

- 1Mb FAX EXPANSION CARD: 48 pages (letter size)
- 2Mb FAX EXPANSION CARD: 78 pages (letter size)
- 4Mb FAX EXPANSION CARD: 138 pages (letter size)

1 Set the document to the feeder.

COPY READY ▶LT ▲
100% 01SETS LG ▼

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

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.

USE ADF

4 Press ◀ to turn Sort Copy on.

SORT COPY Y/◀▶
▶ON OFF

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

COPY READY LT ▲
100% 01SETS LG ▼

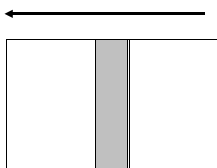
6 Follow the standard copying procedure. See page 52.

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 (P) key until the opposite display appears.

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

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

```
ERASE CENTER  Y/N/◀▶
ON           ▶OFF  0.4 INCH
```

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  0.4 INCH
```

5 Enter a number between 0.2 & 2.0.

Example: 0.3 inch, press 3.

1.5 inch, press 1 and 5.

```
ERASE CENTER  Y/N/◀▶
▶ON           OFF  0.3 INCH
```

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

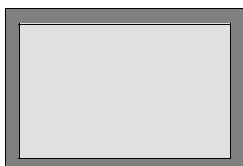
```
COPY READY      LT◀ ▲
100%  01SETS    LG◀ ▼
```

7 Follow the standard copying procedure. See page 52

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 0.2INCH
```

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 0.2INCH
```

5 Enter a number between 0.2 & 2.0.
Example: 0.3 inch, press 3.
1.5 inch, press 1 and 5.

```
ERASE BORDER  Y/N/◀▶
▶ON           OFF 0.3INCH
```

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

```
COPY READY      LT◀▲
100%  01SETS  LG◀▼
```

7 Follow the standard copying procedure (See page 52).

Number Copies

When making several copies of a document, this feature identifies each copy with a different number. This feature is not available when you use the bypass feeder.

The control number will be printed as following diagram.

Example

If you enter the starting number 20 and make 10 copies, each copy has its number as "#020, #021, #022.....#029".

1 Set the document.

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

```
SET COPY OPTION  Y/▶
NUMBER COPIES?
```

Press **Yes** to set the option.

```
NUMBER COPIES Y/N/◀▶
ON      ▶OFF FROM 001
```

3 Press ◀ to turn Number Copies on.

```
NUMBER COPIES Y/N/◀▶
▶ON      OFF FROM 001
```

4 Enter the starting number using the ten key pad.

Example:

If you want start the number from "#012", press 1 and 2.

- ☐ If you enter the wrong number press **No** or **Clear** and enter the correct number.

NUMBER COPIES	Y/N/◀▶
▶ON	OFF FROM 012

Clear to delete the one digit.
No to delete the whole number.

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

COPY READY	LT◄ ▲
100%	LG◄ ▼

6 Follow the standard copying procedure (See page 52).

Center marks

Prints small triangular center marks at the top and left sides. These allow you to accurately center your copies when punching holes in them. This features is not available when you use the bypass feeder.

1 Set the document.

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

SET COPY OPTION	Y/►
CENTER MARKS	

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

CENTER MARKS	Y/◄►
ON	►OFF

4 Press ◄ to turn Erase Center on.

CENTER MARKS	Y/◄►
►ON	OFF

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

COPY READY	LT◄
100%	

6 Follow the standard copying procedure.(See page 52.)

MAINTAINING YOUR MACHINE

Setting / Adding the Paper (📄)

Before you use the machine, set the paper in the cassette.

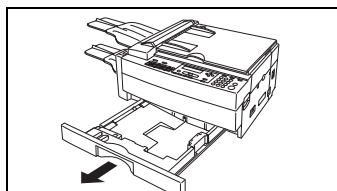
And when the Add Paper indicator (📄) on the operation panel is lit, the drawer or optional side cassette is empty. To add paper to the side cassette option, see appendix B, on page 152.

Caution: To avoid dropping the drawer, hold it by the front and side while pulling it out.

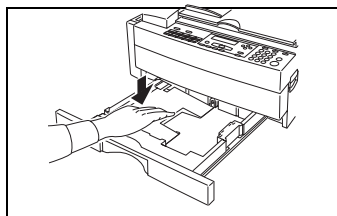
Caution: Keep unused indicator plates. The plate actuates the proper inner switch for the indicated paper size.

Caution: Make sure the paper conforms to the specifications on page 108.

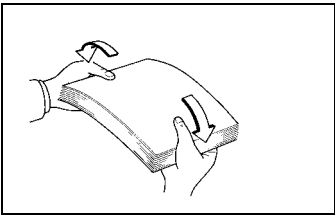
1 Pull the paper cassette right out.



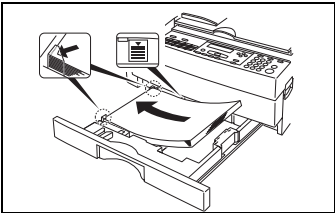
2 Push down the metal plate at the base of the tray until it clicks in place.



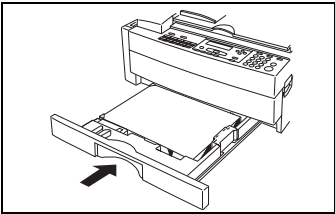
- 3** Flex the new stack of paper a few times.



- 4** Insert the stack into the cassette as shown. Make sure the paper fits under the metal corner plates on the left.

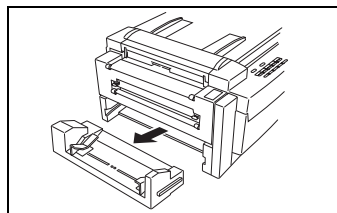


- 5** Replace the paper cassette.

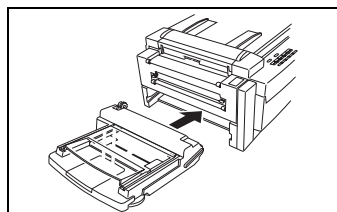


Setting/Adding Paper in the Optional Paper Cassette

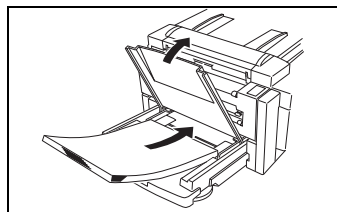
- 1** Remove the bypass feeder and store it somewhere safe.



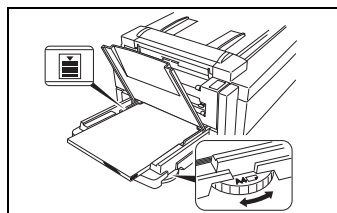
- 2** Fix the tray to the machine as shown. Push it in until it gently locks in place.



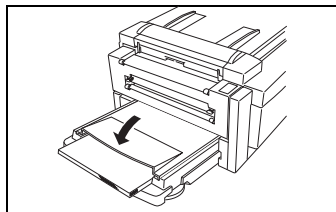
- 3** Lift the transparent cover until it locks open. Make sure the paper guides are pushed right out. Flex the paper stack a few times. Insert the stack into the tray as shown. The rear edges of the paper should be touching the back of the tray. Make sure the paper guides are flush with the paper. Slide them in if necessary.



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



- 5** Close the transparent cover.



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 A4 size paper, install the A4 size paper into the feed. After done that, choose "A4" using Function 34 or ◀ key.

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

Or

Press the ◀ key.

PAPER SIZE Y/◀▶
LETTER (8.5x11 INCH)

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

PAPER SIZE Y/◀▶
A4

- 3** Press **Function** to finish.

Storage Condition of the Copy Paper

- ☐ 16 to 24 lb. copy paper is recommended: letter or legal sizes are the most commonly used
- ☐ 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
- ☐ 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

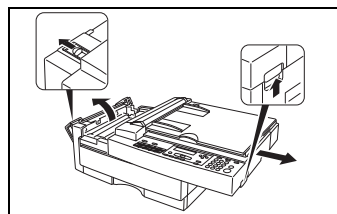
When the Add Toner indicator (🖨️) starts to blink, the toner cassette is almost empty. You will be able to make 100 more copies before you have to change it. When the indicator remains lit, it is time to install a new toner cassette. And replace the cleaning pad at the same time. The cleaning pad cleans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

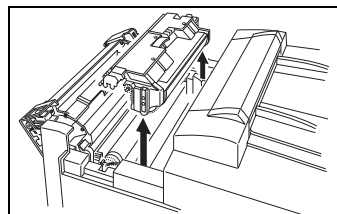
Caution: Lift the toner cartridge by the holes on top.

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.

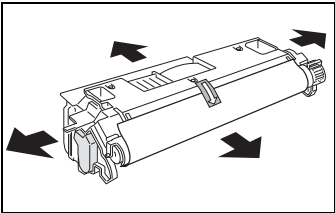


- 2** Slide out the old toner cassette without shaking it.

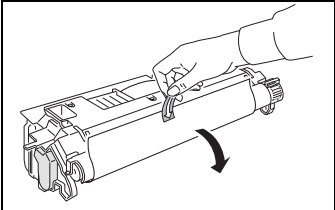


MAINTAINING YOUR MACHINE Replace Toner Cassette & Cleaning Pad

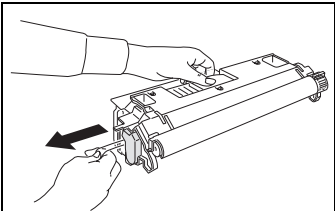
- 3** Shake the toner cassette from side to side.



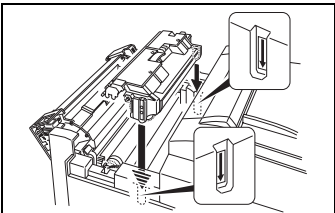
Remove the black sheet of the toner cassette and pull out the film .et of the new toner cassette.



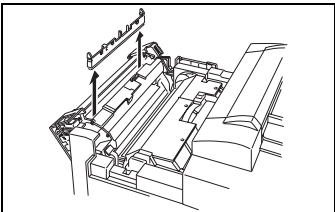
And remove the black sheet.



- 4** Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.

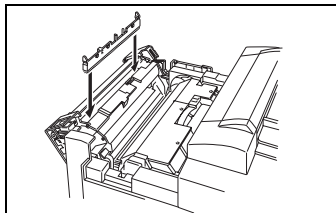


- 5** Remove the old cleaning pad.

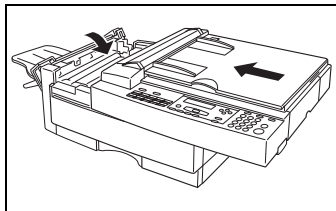


Replace Toner Cassette & Cleaning Pad MAINTAINING YOUR MACHINE

- 6** Install the new cleaning pad.
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.



- 7** Close the upper unit.
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.

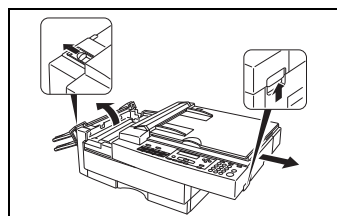
If the following display appears, replace the photoconductor.

REPLACE PC ▼
SET DOC. OR DIAL NO.

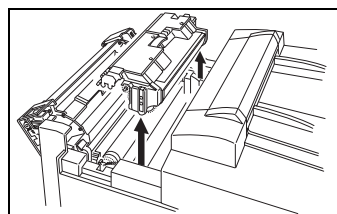
To check how many sheets you've printed, please refer the section titled "Counters" (See page 46.)

- 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.

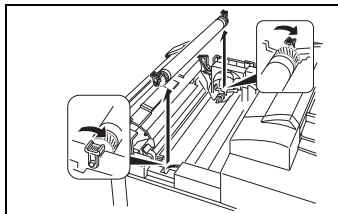
- 1** Lift the upper unit release lever and open the upper unit by sliding it to the right.



- 2** Slide out the toner cassette without shaking it.

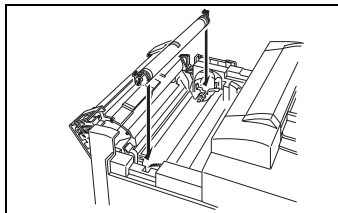


- 3** Remove the old photoconductor. Roll up the green plates on the old drum. Hold the used drum by the plates and carefully pull it out.

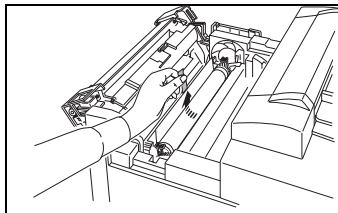


Caution: Do not expose the new drum to light for an extended period of time. Do not touch the surface of the drum.

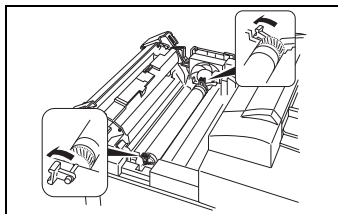
- 4** With the black protective sheet still attached, fit the photoconductor into the two slots as shown.



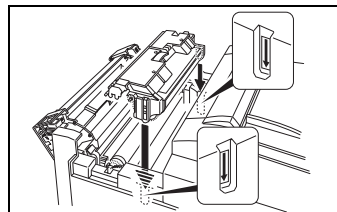
- 5** Remove the black sheet. **Caution:** Never touch the photoconductor (green drum).



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

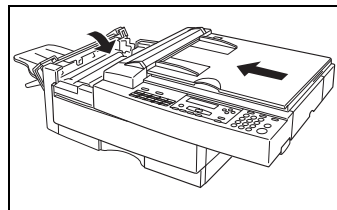


- 7** Reinstall the toner cartridge .



- 8** Close the upper unit.

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 46 for how to reset the OPC counter (Function 84).

- 1** The display is shown as opposite.

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

- 2** Press ▼.

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

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

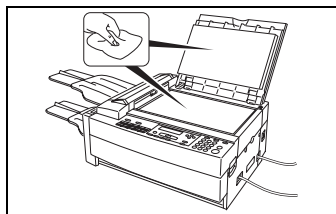
```
READY 100% 10:00AM
DIAL FAX NUMBER 1
```

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.

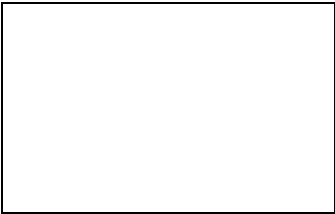
Cleaning the exposure glass and the platen cover

- 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.

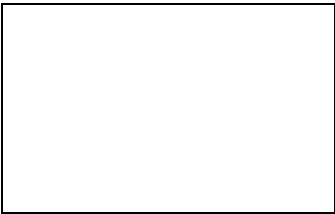


Cleaning the ADF roller

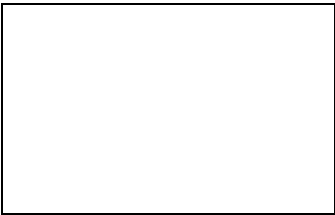
1 Open the ADF cover.



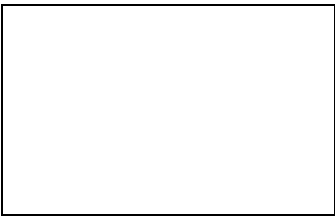
2 Remove the feed unit.
Push to the side, then pull it toward you.



3 Clean the feed roller and the separation rollers with a damp cloth.



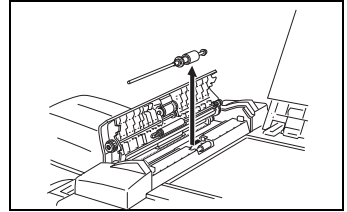
4 Reinstall the feed unit.
Push to the side then set the feed unit.



- 5** Close the ADF cover.



- 6** Lift up the top cover. And push the scanner release button and pull up the scanner.



- 7** Clean the roller and white strip with a damp cloth then clean the exposure glass with a dry cloth.

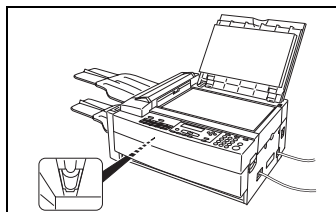
- 8** Close the scanner and lower the upper cover.

Cleaning the Paper Feed Roller

- 1** Open the cassette.



- 2** Wipe a roller.

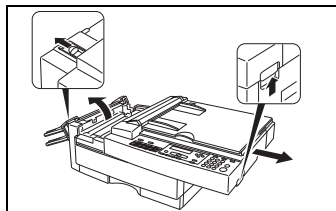


- 3** Close the cassette.

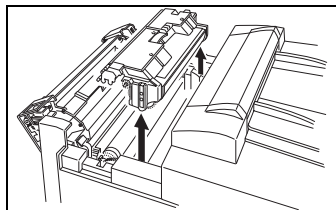
Cleaning the Corona Wire

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

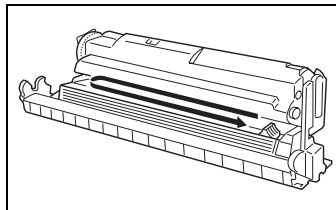
- 1** Lift the upper unit release lever and open the upper unit by sliding it to the right.



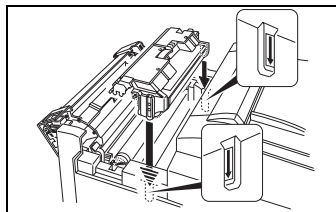
- 2** Slide out the toner cassette without shaking it. And place it on a sheet of paper on a flat surface.



- 3** Gently drag the lever from end to end twice. Make sure that the lever returns to the original position after cleaning.

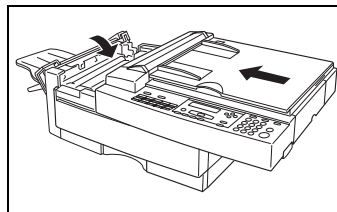


- 4** Reinstall the toner cassette.



5 Close the upper unit.

Note: If the upper unit does not close, the toner cassette, photo-conductor is not fitted correctly. Push the lever arm inwards lifting up the top unit, let the top unit sink slowly in place, and press down to lock it.



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 19 for instructions on how to print it out. Side Paper Feed Unit

f is blinking or lit: You are either out of toner or about to be out of toner. See page 73 to change the toner cassette and the cleaning pad.

d is lit: You're out of paper. See page 68 for adding paper to the front cassette and see page 70 for adding paper to the side cassette.

One of the Printer indicators is lit: please refer to the Printer Interface Operator Manual for instructions.

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

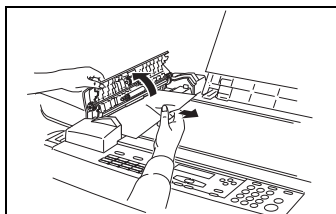
If **CLEAR ORIGINAL** appears in the display:

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 document specifications on page 108).

1 Pull up and open the ADF cover.

2 Carefully take out the jammed original. Do not leave any pieces inside.

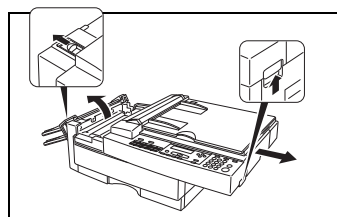


3 Close the ADF cover until it clicks.

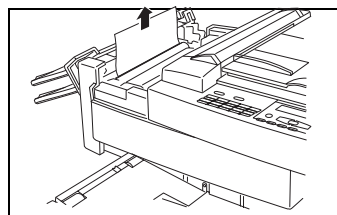
Copy, Fax, or Print Jams

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).

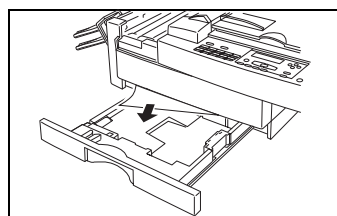
- 1** Lift the upper unit release lever and open the upper unit by sliding it to the right.



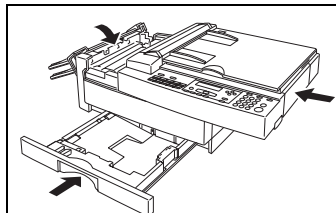
- 2** Pull out the jammed paper carefully. Toner may not be fixed to the paper. Be careful not to get any on your hands or clothes.



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




- 4** Close the upper unit and the paper cassette.



Paper Jams in the Optional Side Cassette

If the optional side cassette is installed and you cannot remove the jammed paper as in the previous section, follow these procedure.

- 1** When  is lit, open the feed unit side cover.



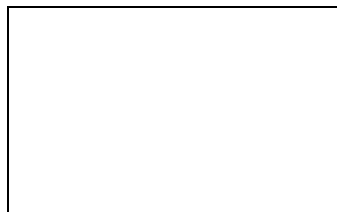
- 2** If there is any jammed paper, remove it.



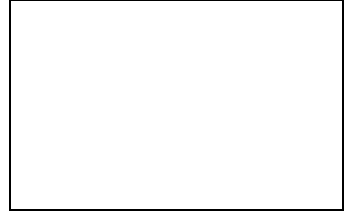
- 3** Close the side cover.



- 4** If you haven't managed to remove the jammed paper yet, pull out the paper feed unit. If there is any jammed paper, remove it.



- 5** Press down the paper that is set in the unit until the bottom plate clicks. Make sure the paper fits correctly under the two metal corners.



- 6** Replace the feed unit to its original position.

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 0.4 inch. (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
Letter (11")	14.4"
Legal (14")	18.3"
Half letter (5 1/2")	7.5"

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.

RDS (Remote Diagnostic System)

Overview

If your machine has a problem, a service technician can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS to change some of your machine's settings if you request it.

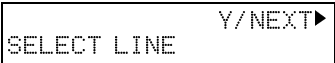
For RDS to work, you must switch it on before the service technician starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

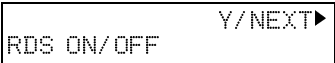
Switching RDS On/Off

Before your machine can accept incoming calls from an RDS, you have to switch RDS on using Function 62. If it is switched off, the machine will not accept treatment from an RDS.

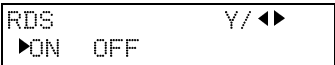
- 1** Press **Function, 6**, and enter the access **2, 2, 2**, and **2**. Then press **6, 2**. And press **Yes**.



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



- 3** Press **Yes**.



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

- 5** Finish: **Yes** and **Function**

Note: RDS is automatically switched off 24 hours after you switch it on.

Operational Difficulties

Problem	Required Action
STANDBY MODE	
Nothing happens when the switch is turned on.	<p>Check the power cord. Is it properly plugged into the outlet?</p> <p>➤ Plug it in firmly</p>
SET DOC. OR DIAL NO. is not displayed.	<p>Switch the power on.</p> <p>➤ If the Power indicator does not light, check that the power cord is plugged in.</p>
	<p>The machine might be the Energy Saver mode.</p> <p>➤ Hold the Energy Saver key for two seconds.</p>
The display does not show the Ready condition, or the machine stops during operation.	<p>Does CLEAR ORIGINAL or CLEAR COPY appear in the display ?</p> <p>➤ Clear the misfeed. See page 87.</p>
	<p>Does ADD PAPER appear in the display?</p> <p>➤ Load paper into the paper tray. See page 68.</p>
	<p>Does CLOSE COVER appear in the display?</p> <p>➤ Close all covers.</p>
	<p>Is the Add Toner indicator on?</p> <p>➤ Load a new toner cartridge. See page 73.</p>
TRANSMISSION	
The original is not pulled into the auto document feeder.	<p>You did not feed the document far enough into the feeder.</p> <p>➤ Insert the document into the feeder until it stops. Retransmit.</p>
	<p>Clean the ADF rollers (see page 80).</p> <p>➤ If the same problem still exists after user maintenance, contact your service representative.</p>
The machine cannot dial out.	<p>The telephone line is disconnected.</p> <p>➤ Check that the line is connected properly.</p>
	<p>The telephone line type setting is incorrect.</p> <p>➤ Check the telephone line type setting See page 120.</p>


Problem	Required Action
The machine cannot dial out from behind a private switchboard (a PBX).	<p>The dialed number does not contain an access code or a pause, or not enough pauses.</p> <p>➤ Include the access number and a pause before the telephone number, or add pauses between the access code and the number, if necessary.</p>
Frequent original misfeeds	Multifeeds or non feeds
	<p>Incorrect positioning of originals</p> <p>➤ Put the document in the feeder correctly.</p>
	<p>Incorrect alignment of originals</p> <p>➤ Align the edges of the document.</p>
	<p>Curled pages</p> <p>➤ Flatten the document.</p>
	<p>Incorrect document type</p> <p>➤ Use a proper document type. See page 108.</p>
	<p>Mixed document types</p> <p>➤ The pages must all be of the same type.</p>
	<p>Static electricity on the originals</p> <p>➤ Shuffle the document.</p>
	<p>Clean the ADF rollers (see page 79).</p> <p>➤ If the same problem still exists after user maintenance, contact your service representative.</p>
	<p>Copier silicone oil on the originals</p> <p>➤ Wait a few minutes, then try again.</p>
	<p>More than 30 pages in the feeder</p> <p>➤ Do not place more than 30 pages in the automatic document feeder at once.</p>
	<p>The document may be longer than the maximum limit (see page 108).</p> <p>➤ Make sure that none of your originals exceed this limit.</p>

Problem	Required Action
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 17).
	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 68).
No printout; the Clear Copy indicator blinks.	The printer has jammed. ➤ Clear the jam (see page 87).
Copies appear dirty.	Does the original have a gray or colored background? ➤ Select the Lighten contrast setting.
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 52.

Problem	Required Action
Copy paper misfeeds occur frequently.	Is the proper paper in the paper tray? ➤ Use appropriate paper. See page 108.
	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 68. 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 79).
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 17).
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. ➤ Connect the line (see page 120).
POLLING	
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 cartridge 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 81. 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.

j CHECK PAPER SIZE	The size of the installed paper does not match the currently selected paper size. Set the paper size (see page 84) 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.

Error Codes

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact a service technician.

Note:When an error occurs, it does not mean that you are doing anything wrong or that your machine needs service. Only if the problem persists should you call your service representative.

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The other party's machine disconnected during the call. Resend the page. If the problem persists, contact the other party.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition

Code	Possible Cause
0-21	Same as for code 0-04
0-22	Poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	Memory may be full or there may be a problem with your printer, (jam need to add paper or toner). Clear memory or solve the problem with your printer. If the memory was not full, substitute reception may have been disabled. See page 19
0-70	There is a problem with the machine at the other end.
1-00	Document jam, improperly inserted document
1-01	Document length exceeded the maximum limit, or as for code 1-00
2-xx	Possible fault in your machine
4-00	The page took too long to send. Send again at a lower resolution, or without halftone. The phone line may be bad.
4-01	There is a bad line. Your phone line may be disconnected.
4-02	The received page was too long.
4-10	Other party may be using ID codes. Ask the other party to avoid ID codes.
5-20, 5-21	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-25	Your machine has a problem.
6-01, 6-02	Poor line condition or a problem with your machine
6-05, 6-06	Poor line condition, or a problem with the fax machines
6-08	A problem with the machine at the other end
6-09, 6-10	A problem with the machine at the other end or with yours machine
9-07	Copy jam at the cassette entrance
9-08	Copy jam inside the machine
9-09	Copy jam at the feed-out area

TECHNICAL REFERENCE

Access Code for Functions 61 to 84

Accessing functions 61 to 94 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 bit in a switch.

Example:

Switch	SW 01:	0000 1001	_____ bit values
		7 6 5 4 3 2 1 0	_____ bit

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:.

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

```
SETTING?          Y/◀
PRINT LIST ◀
```

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

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	0, 1, 2 and 3	Do not change these settings	
	4, 5: Default resolution when you send a message	Bit	4 5
	RESOLUTION	<u>Standard</u>	0 0
	HALFTONE	Detail	1 0
		Fine	0 1
01	6: Default setting for transmission	Half-tone	1 1
	TRANSMISSION MODE	<u>Memory</u> : 0	
		Immediate: 1	
	7: Clear modes after sending a fax.	Off: 0	
	RETURN TO HOME POSITION	<u>On</u> : 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. TCR	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> :	6 0 1	7 0 0
06	0: Send a header with each page. TTI	Off: 0 <u>On</u> : 1		

SW	Digits & Definition	Settings
08	2, 3: AUTHORIZED RECEPTION (Can also use function 62)	Bits 2 3 : 0 X: Off 1 0: Receive messages only from senders whose RTI/CSIs are programmed. 1 1: Receive messages only from senders whose RTI/CSIs are programmed.
10	7: Use dithering halftone (SPD) or standard halftone (STD)? HALFTONE METHOD	STD: 0 SPD: 1
12	1: Distinctive Ring	Off: 0 On: 1
	2: Faxing & Report Toner Saving ECONOMY PRINTING MODE	Off: 0 On: 1 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 3 4 Normal: 0 0 Darken: 0 1 Lighten: 1 0
13	Access to the public telephone line	Bit 0 1 Loop Start 0 0 Ground Start 0 1 Flash Start 1 1 PSTN 0 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 41 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 19 .

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 41). 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 (monitor) volume of the desired feature.

TRANS MONITOR	Beeps to signal transmissions.
RECV MONITOR	Beeps to signal receptions.
ON HOOK MONITOR	Beeps to signal on hook dialing.
DIAL MONITOR	Beeps when a number is dialed.
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**.

TRANS MONITOR Y/◀▶
MIN▶▶▶ MAX

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

RECV MONITOR Y/◀▶
MIN▶▶▶ MAX

4 Adjust the reception monitor volume with ◀ & ▶ and press **Yes** when you're done.

ONHOOK MONITOR Y/◀▶
MIN▶▶▶ MAX

5 Adjust the on hook monitor volume with ◀ & ▶ and press **Yes** when you're done.

DIAL MONITOR Y/◀▶
MIN▶▶▶ MAX

6 Adjust the dial monitor volume with ◀ & ▶ and press **Yes** when you're done.

BUZZER Y/◀▶
MIN▶▶▶ MAX

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

KEY Y/◀▶
MIN▶▶▶ MAX

8 Adjust the key press monitor volume with ◀ & ▶ and press **Yes** when you're done.

9 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 three languages available are: English, French, and Spanish.

- 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 46.)

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.

Document & Paper Specifications

Documents (Using the Auto Document Feeder)

Length :	4.1~23.6 in
Width:	5.8~8.6 in
Thickness :	16~24 lb

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.

Paper Requirements

- ☐ Acceptable sizes are letter, legal, A4 and F4.
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 currently in progress (First selection)	Job you wish to carry out at the same time (Second 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	✕	✕	✕	✕	✕	✕	✕	✕	

4: 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 30).
- ☐ Three groups, each of which can hold up to 100 destinations.
- ☐ 30 CSI or RTI codes (possibly used as wild cards) for authorized reception.

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 125 destinations, message B to 50, 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:	115 Vac, 60 Hz
Power consumption	
Energy saver mode:	Average ? W
Standby mode:	Average 30W
Transmission:	Average 35W
Reception:	Average 210W
Copying:	Average 270W
Maximum power consumption:	900W

Fax Specifications

Protocol:	G3
Memory Capacity:	19 pages/A4 size With 1Mbyte memory: 102 pages With 2Mbyte memory: 186 pages With 4Mbyte memory:
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 docu- ment (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 (20lb)
Auto document feeder capacity: 30 sheets, face up
Paper Size: Letter
Dimensions (W x D x H): 19.9 x 17.3 x 9.9 inches

exclusive of trays, handsets, and options

Weight: 37.5 lb
exclusive of trays, handsets, and options

Multi Purpose Tray

Capacity: 100 sheets (20lb)
Paper Size: By the Paper size dial:
Letter, Legal, Government Letter,
Government Legal, A4, F4
Half letter (sideways)
A5 (sideways)

selectable by the operation panel
and the driver:

Width: 100 to 192mm
Length: 148 to 266.7mm

APPENDIX A: 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 remove the red clip on the upper unit (See page 114.)
- 3-Install the photoconductor, cleaning pad and toner. (See page 115.)
- 4-Attach the accessories and load the paper in the drawer. (See page 118.)
- 5-Connect the phone line. (See page 120.)
- 6-Connect the power. (See page 121.)
- 7-Enter all necessary information and settings in your machine's memory. (See page 122.)

Machine Environment

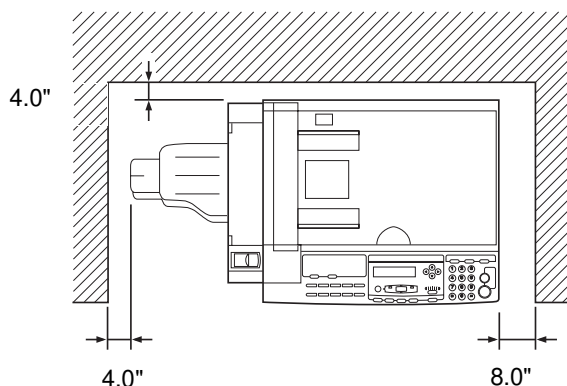
WARNING: When choosing a location for your machine, please follow the safety instruction given on pages i to iv of this manual.

Location

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

- ☐ 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 yd³/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 63 to 82°F
- ☐ 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 yards of a three-pin grounded power outlet (115 Volts, 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

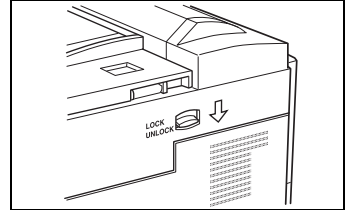
- ❑ While the machine is in operation, do not turn off the main switch or unplug the power cord.
- ❑ Keep corrosive liquids, such as acid, off the machine.
- ❑ Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- ❑ The fusing unit may be very hot. Be careful when handling it.

- ❑ First of all, remove all the pieces of tape attached with the machine.

Removing the Clip on the Upper Unit

You have to release the scanner lock behind the machine before you use the machine.

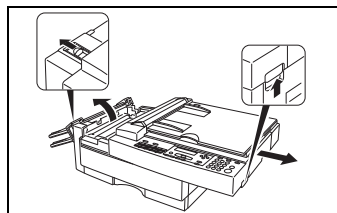
- 1** Push the scanner lock lever down to release.



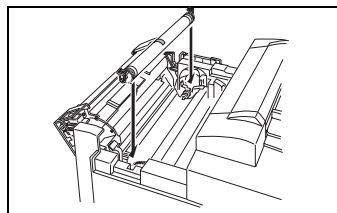
Installing the Photoconductor, Toner Cassette and Cleaning Pad

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

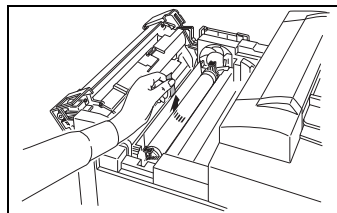
- 1** Remove all pieces of tape attached to the machine. Lift the upper unit release lever and open the upper unit by sliding it to the right.



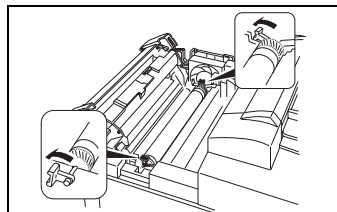
- 2** With the black protective sheet still attached, fit the photoconductor into the two slots as shown.



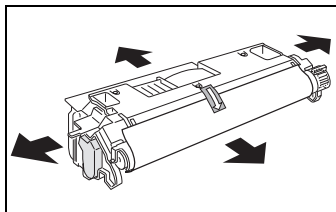
- 3** Remove the black sheet. **Caution:** Never touch the photoconductor (green drum).



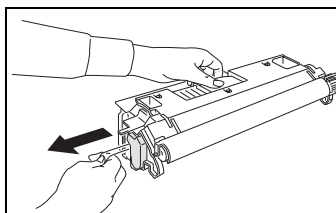
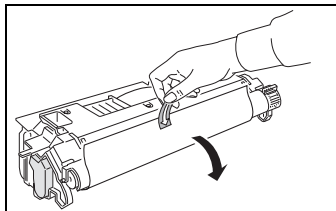
- 4** Push down the two green levers to lock the photoconductor in place. **Caution:** Never touch the photoconductor (green drum).



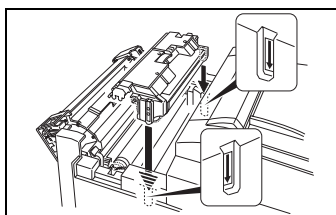
- 5** Shake the toner cassette from side to side.



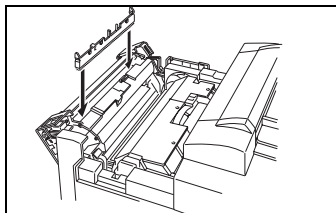
Remove the black sheet of the toner cassette and pull out the film .



- 6** Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



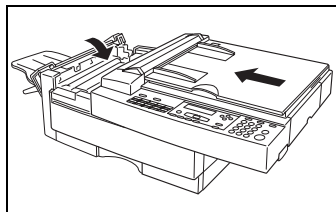
- 7** Install the cleaning pad as shown in the illustration. Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.
Note: Push the cleaning pad until you hear it clicking.



8

Close the upper unit.

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

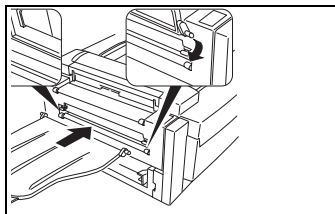


Installing the paper trays

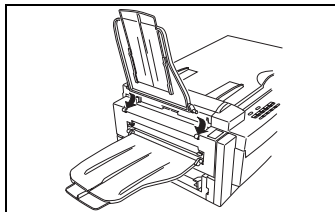
You need to fit two paper trays to the machine:

- ☐ Copy tray, with extension for long paper
- ☐ Document tray

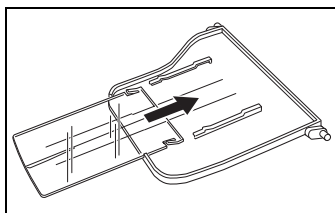
1 Rest the copy tray in the lower slots as shown (the copy tray has no extension).



2 Rest the document tray in the upper slots.



Note: The Multi-size tray option comes with an extra extension for the copy tray.



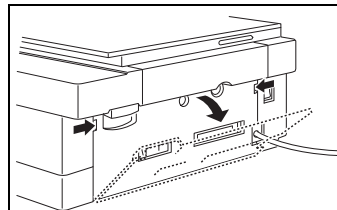
Setting the Paper

See the section titled "Setting / Adding the paper". See page 68 .

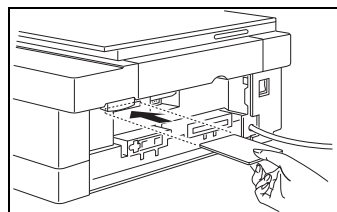
Installing the Optional Memory Card

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

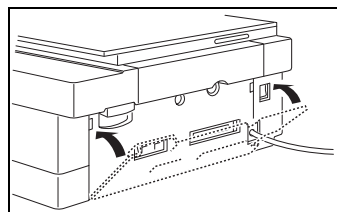
- 1** Open the right side cover. Carefully squeeze in the thin plastic tags on either side of the cover while pulling it forward to open it (long fingernails help).



- 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

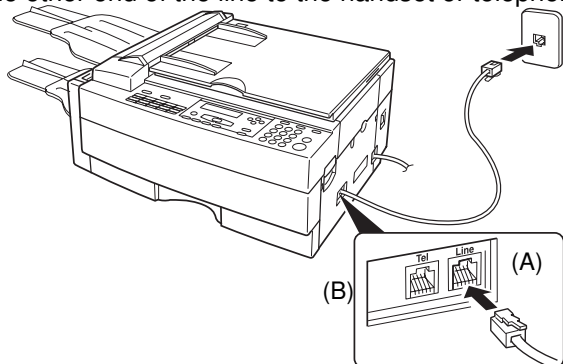
Do not switch on until everything is connected properly.

Program the Telephone Line Type setting (use Function 62; see page 41). 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 number identification (your CSI) into your machine before you can connect it to the public phone system. See page 122.

- 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 handset (option) or your own telephone to the jack marked Tel (B).
- 4** Connect the other end of the line to the handset or telephone.



Connecting the Power

IMPORTANT POINTS ABOUT POWER CONNECTION

If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, 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 20 V either side of 115 Vac.

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

Do not lay anything on the power cord.

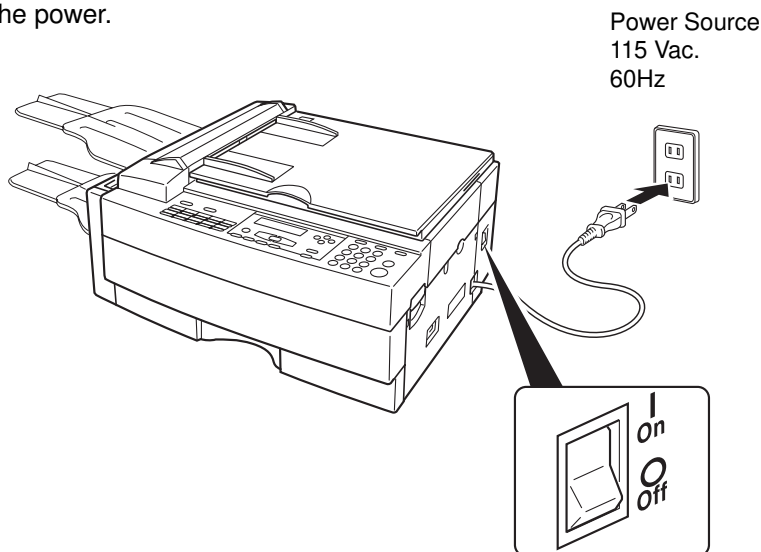
WARNING: The power source must conform to the specifications on page 110.

WARNING: Make sure the power source is properly grounded.

WARNING: Follow the safety instructions given of pages i to iv.

1 Insert the plug into the wall outlet.

2 Turn on the power.



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 107 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
XXXXXXXXXXXXXXXXXX
```

- 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
XXXXXXXXXXXXXXXXXX
```

- 7** Enter your office, company, or personal name, or any other appropriate identification. (Use the quick Dial keys. See page 107 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:

SET CSI Y/NEXT▶

- 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 the display and you'll get:

READY 100% 00:00AM
DIAL FAX NUMBER 1

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**.

```
SELECT LINE Y/NEXT▶
```

- 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.

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

At this point, you could turn on the Night Timer function (page 48). We will skip this

- 6** Press **Function**.

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


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.

```
SUN           :*/#/*Y
APR 21 1996  01:35PM
```

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

```
TUE           */#/*Y
MAY 21 1996  01:35PM
```

- 3** Change the date with the ten keypad as **09**.

```
THU           */#/*Y
MAY 09 1996  01:35PM
```

- 4** Type in the year and time at the keypad as **9 6 1 0 2 5**.

```
THU           */#/*Y
MAY 09 1996  10:25PM
```

- 5** Change AM/PM using ***** or **#** on the ten key pad.

```
THU           */#/*Y
MAY 09 1996  10:25AM
```

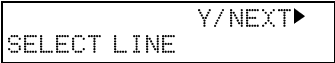
- 6** When the display is correct, press **Yes** and **Function**

Daylight Saving Time

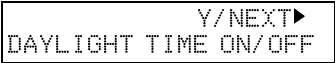
Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

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**.



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



- 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.



- 4** To store your setting: **Yes**

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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.

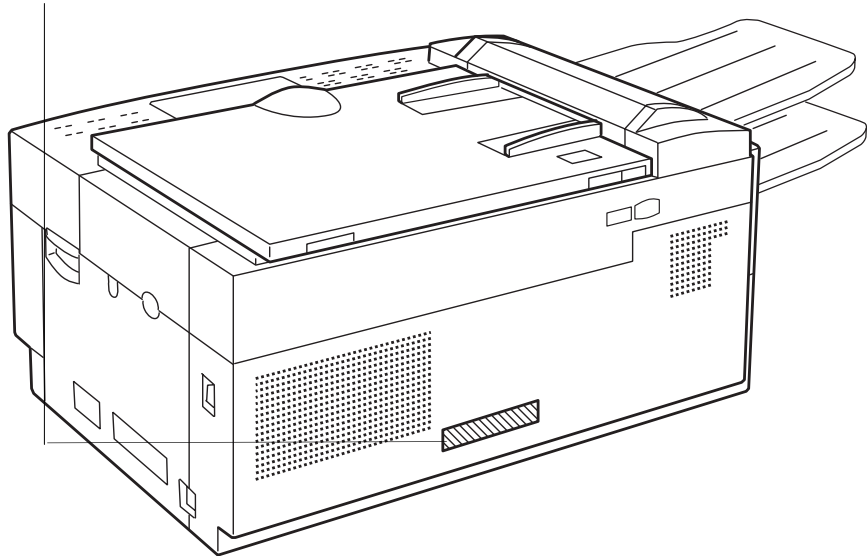
RTI: Receiving Terminal Identification This is a 20 character identification, such as your name or company name. The RTI replaces the CSI during a communication if the other party's machine is compatible with this function. (This is legal).

Journal: A report generated by your fax machine to attest to the success or failure of all communications, including receptions.


Wild cards: A wild card is a partial RTI or CSI. A caller whose RTI or CSI contains the wild card will be treated differently (e.g. for authorized reception, see page 46).

Certification Label

The certification is located behind the machine.



The label says:

<p>RICOH CO., LTD.</p> <p>1005 SHIMOOGINO ATSUGI-SHI KANAGAWA-KEN JAPAN.</p> <p>MANUFACTURED:</p>	<p>Complies with FDA radiation performance standards, 21 CFR Subchapter J.</p> <p> PPC2100S HS</p>
---	---

Option key

SEND LATER	Sending or picking up a fax message later (page 23)
SET PAGES?	Setting the number of pages
TTI PRINT?	Printing an ID at the top of your message

Hints

- ☐ Problem? See page 85
- ☐ To change the toner cartridge, see page 73.
- ☐ To add paper, see page 68.
- ☐ 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 51 for how to generate tones.
- ☐ 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 39)
21	Erasing a message stored for transmission (page 37)
22	Erasing instructions to pick up a document (page 37)
31	Storing a number in one of the Quick Dial keys at left (page 30)
32	Storing a number as a two-digit code (page 30)
33	Storing a group of numbers (page 32)
34	Setting the paper size (page 69)
41	Checking the last 35 communications (prints out a report, page 43)
42	Printing a list of all messages and pick-up files stored in the machine (page 44)
43	Printing a list of all the telephone numbers stored in the fax machine (page 45)
51	Printing a message stored in the machine (page 38)

Faxing at a Glance

- 1** Fan your stack. (At most 30 one sided pages)
- 2** Insert the document face up in the feeder.
- 3** Select Memory (LED on) or Immediate Transmission (LED off) with the **Memory** key.
- 4** Dial the number either from the keypad, with a Quick Dial key (at the left), or with a Speed Dial code.
- 5** Press **Yes** and dial more numbers (if needed). Finally press the **Start** key.

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 122)
62*	Selecting the phone line , turning authorized reception and the timer on or off. (page 125)
63*	Printing and setting user parameters (bit switch settings for a variety of functions, page 100).
71*	Night timer (page 48).
81*	Setting the list of specified senders (for authorized reception, page 46)
91*	Adjusting the clock (page 126).
92*	Adjust the volume (page 105).
93*	Selecting a different language (page 106).
94*	Counters (page 46).

Photocopy this cover and use as a quick reference.

*These functions require the access code on page 100.

USA

FCC Requirements

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

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

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

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

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

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

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 XX is recommended for the best performance.

PHOTOCONDUCTOR

- ☐ RICOH DRUM TYPE XX is recommended for the best performance.

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