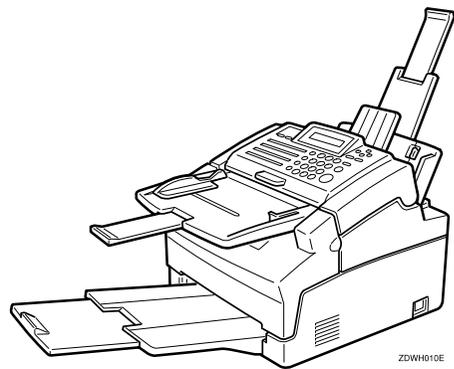


RICOH

FAX1400L

Operating Instructions <Advanced Features>



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

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

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

Notes:

Some illustrations might be slightly different from your machine.

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

Laser Safety:

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.

Warning:

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

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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Important

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

Power Source:

AC220–240V, 50/60Hz

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

Notice

⚠ CAUTION:

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

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

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

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.

NOTICE TO USERS (NEW ZEALAND)

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service"

If a charge for local calls is unacceptable, the "Dial" button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code digit or the "0" prefix.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This device may be subject to ringing or bell tinkle when calls are made from another device on the same line. If this occurs, the problem should not be referred to the Telecom Faults Service.

This equipment should not be used under any circumstances, which may constitute a nuisance to other Telecom customers. For example, repeated attempts to make unsolicited sales offers to the same number or group of numbers, such as when a block of numbers terminate on the same PABX.

"The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log."

Not all telephones will respond to incoming ringing when connected to the extension socket.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

- | |
|--|
| <p>⚠ WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p>⚠ CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--|

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
 - **You spill something into the equipment.**
 - **You suspect that your equipment needs service or repair.**
 - **Your equipment's cover has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer or at appropriate collection sites.**
- **Dispose of the used toner cartridge in accordance with the local regulation.**

⚠ CAUTION:

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Do not insert any objects, or place fingers into spaces on the machine. Otherwise, an injury or an electric shock might occur.*
- *Keep children away from the machine. Otherwise, an injury might occur.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important Safety Instructions

Grounding

In order to prevent potentially hazardous electrical shock, provide means of connecting to the protective grounding conductor in the building, wiring those grounding conductors of power cable and 3 pins plug.

Power Supply

The socket-outlet shall be installed near the product and shall be easily accessible.

Ozone Safety (if applicable)

Some product (see P.56 "*Machine Environment*") generates ozone during operation.

Normally, the ozone level is safe for operators. If ozone odor may appear, ventilate the room.

ENERGY STAR Program

 <p>ENERGY STAR®</p>	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
---	--

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- **Low-power Mode**

This product automatically lowers its power consumption after the last hard copy has been completed. (In this mode, printing a received fax and printing are available.)

To exit Low-power Mode, press any keys.

The machine returns to the ready condition in about 30 seconds.

For how to change the default interval before entering Low-power mode, see P.67 "Saving Energy".

◆ **Specification**

Low-power mode	Power consumption	10W
	Default Time	5min. (When the number of last hard copy pages is less than 10.)
		15min. (When the number of last hard copy pages is more than 10.)

💡 **Recycled Paper**

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

WARNING:

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

CAUTION:

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

* The statements above are notes for your safety.

Important

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

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

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

Limitation

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

Reference

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

TABLE OF CONTENTS

Manuals for this machine	1
Advanced Features (This Manual)	1
Basic Features	1

1. Advanced Transmission Features

Sending at a Specific Time (Send Later)	3
Sending messages with Identification (FAX HEADER).....	4
Calling to Request a Message (Polling)	5
Picking up Messages Stored Elsewhere (Polling Reception)	5
Operating Procedure.....	5

2. Communication Information

Erasing a Stored Message Before Sending (Functions 21 & 22).....	7
File List (Function 42)	8
Printing a Stored Message (Function 51).....	9
Journal (Function 41).....	10

3. Transmission Features

Handy Dialing Functions	11
Chain Dial.....	11
Redial	11
Dial Options.....	12
Sending a Fax Using an External Telephone.....	14
Phoning and Faxing on the Same Call	15
To Talk before Sending a Fax.....	15
Tone Signals	16
Using the Tone Key.....	16
More Transmission Functions	17
Checking if a Transmission Was Successful	17
Automatic Redialing	17
Dual Access	18
Printed Reports.....	19
File Reserve Report (Switch 03, Bit 2)	19
Communication Result Report (Memory Transmission) (Switch 03, Bit 0) ...	19
Communication Failure Report (On if Communication Result Report is Off) ...	19
Transmission Result Report (Switch 03, Bit 5).....	19
Report Formats	20

4. Reception Features

General	21
Printing Messages that Have Been Received into Memory (Substitute Reception) ...	21
Receiving Message in Telephone Mode	22
Answering the Telephone	22
Printing Options	23
Reverse Order Printing	23
Page Length Reduction.....	23

5. Copying

Copying	25
----------------------	-----------

6. Facsimile User Tool

Lists You Can Print Out Yourself	27
Telephone Number List (Function 43).....	27

7. Key Operator Settings

Access Code for Functions 61 to 94	29
Using Key Operator Settings	30
Setting the Date and Time (Function 91)	30
Summer Time / Daylight Saving Time (Function 62)	30
Selecting the Display Language (Function 93)	31
Counters (Function 94)	31
Rejecting or Accepting Messages from Specified Senders (Authorized Reception) ...	31
Programming a List of Senders to Treat Differently (Function 81).....	32
Switching Authorized Reception ON / OFF (Function 62).....	34
Saving Energy with the Power Saving Timer (Function 71).....	35
Switching the Power Saving timer ON / OFF (Function 62)	36
User Parameters	37
Setting the Access Number (Function 61)	40
Setting the Auto Ring Time (Function 61)	40
Setting the Country Code (Function 61).....	41
Setting the Phone Line Type (Function 62).....	42
Calling the Service Station	42

8. Troubleshooting

Help List	45
Reading Reports	46
Error Report (Turned On/Off by a Service Representative)	46
Power Failure Report	46

9. Maintaining Your Machine

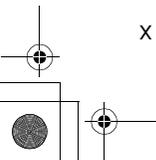
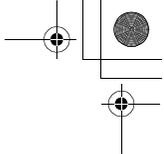
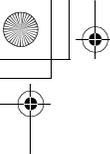
Changing the Paper Size Settings	47
Cleaning the Rollers and Scanner	48
Replacing the Toner Cartridge and Cleaning Pad.....	49
Toner Cartridge.....	53

10. Installation

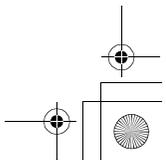
Before Installation	55
Machine Environment	56
Location.....	56
Installing the Optional Memory Card.....	57
Connecting The External Telephone	58
Connecting the Machine	59
Connecting Up to the Telephone Line.....	60
Connecting the Power and Switching On	61

11. Appendix

Option	63
Specifications	64
Base Machine	64
Document and Paper Specifications	65
Saving Energy.....	67
Storage Capacity.....	68
Function List (11~51).....	69
Function List (61~).....	70
INDEX.....	72



X



Manuals for this machine

There are the Basic Features manual and the Advanced Features manual for this machine. Please consult the manual that suits your needs.

Advanced Features (This Manual)

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

Basic Features

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

❖ Chapter 1 Introduction

Describes Part Names of the machine and Operation Panel. Also contains symbols and conventions used in this manual.

❖ Chapter 2 Faxing

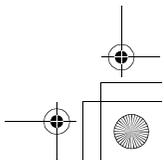
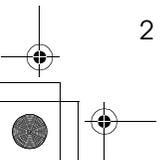
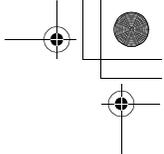
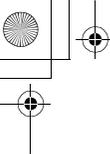
Explains basic transmission. You can also find out about other types of transmissions and how to switch the Reception Modes.

❖ Chapter 3 Setup

Explains storing, editing and erasing Own Name and Fax Number. And also explains Quick Dial, Speed Dial and Group key. These functions store numbers and save time when dialing. Also contains information on how to enter letters and symbols.

❖ Chapter 4 Troubleshooting

Explains clearing a document jam, loading paper and adjusting the volume and sounds. When unusual messages appear on display or the indicator lights, check the list and take the appropriate action.



1. Advanced Transmission Features

Sending at a Specific Time (Send Later)

This feature is called Send Later.

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

Note

- If the machine memory is full, your document will remain in the Automatic Document Feeder. As a result, anybody removing the document will cancel the transmission.

1 Set your document, dial the destination fax number and press the **[Yes]** key. Do not press the **[Start]** key.

2 Press **▶**.

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

Note

- ▶** is also the **[Option]** key.

3 Press the **[Yes]** key.

4 Enter a sending time that falls within the following 24 hours.

```
SET OPTION      Y/N
TIME 23:30     10:00
```

Note

- For example: To send at 23:30, press **[2] [3] [3] [0]** from the key pad.
- If you enter the wrong time, press the **[No]** key, and enter again.

5 Press the **[Yes]** key.

6 Press the **[Start]** key.

Note

- Use Function 21 to erase a stored fax message before it is sent (see P.7 "Erasing a Stored Message Before Sending (Functions 21 & 22)").

Sending messages with Identification (FAX HEADER)

1

Normally, the FAX HEADER programmed in your machine is printed at the other party's top of each page when you transmit. 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 FAX HEADER off.

1 Press **▶** twice.

```
SET OPTION      Y/▶  
PRINT FAX HEADER?
```

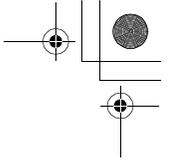
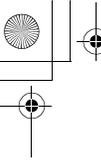
2 Press the **[Yes]** key.

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

3 Press **◀** or **▶** until the displayed setting is correct.

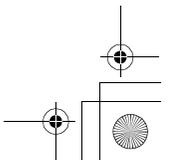
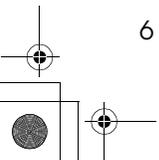
```
SET OPTION      Y/◀▶  
ON             ▶OFF
```

4 Press the **[Yes]** key when you have finished.



Advanced Transmission Features

1



2. Communication Information

Erasing a Stored Message Before Sending (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 (see P.5 "Calling to Request a Message (Polling)"). Each file is given a number. This number appears on the File Reserve Report, Journal and Transmission Result Report. To see which files are currently in memory, you may print a file list.

1 Either :

Erasing a fax message stored in memory

- 1 Press **[Function] [2] [1]**, and then the **[Yes]** key.

```
FILE NO.■■■■ KPAD/↔
PRINT LIST↔/SEARCH↔
```

Erasing instructions that pick up messages (polling)

- 1 Press **[Function] [2] [2]**, and then the **[Yes]** key.

- 2 Press **▶** to scroll through the messages.

You will see the display. A number or a label will appear on the lower line.

```
FILE NO.027 Y/↔
5551234
```

Note

- Press **◀** to obtain a list of all the files and their numbers. If you already know the number of the file to erase, enter it directly from the ten key pad.

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

```
FILE NO.027 Y/N
CLEAR?
```

- 4 Press the **[Yes]** key again to erase the file.

- 5 Press **[Function]** key.

Note

- To erase another file, go to step 2.

File List (Function 42)

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

2

1 Press **[Function] [4] [2]**, and then the **[Yes]** key.

2 Press the **[Start]** key to print out the report.

Printing a Stored Message (Function 51)

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

- 1 Press **[Function] [5] [1]**, and then the **[Yes]** key.

```
FILE NO. [blacked out] KPAD/ [right arrow]
PRINT LIST [left arrow]/SEARCH [right arrow]
```

2

- 2 Press **[right arrow]** to scroll through the messages.

You will see the display. A number or a label will appear on the upper line.

```
FILE NO. 115 Y/ [right arrow]
5551234
```

Note

- Press **[left arrow]** 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 ten key pad and skip to step **4**.

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

A number or a label will appear on the upper line.

```
FILE NO. 115 START/N
5551234
```

- 4 Press the **[Start]** key to print the message.

Journal (Function 41)

In addition to the automatic printout of this report, the journal can be printed at anytime.

2

◆ Journal (Switch 03, Bit 7)

This report gives details on each communication made by your terminal. It is automatically printed out after 35 transmissions and receptions.

🔍 Reference

User Parameter : See P.37 "*User Parameters*".

- 1** Press **[Function] [4] [1]**, and then the **[Yes]** key.
- 2** Press the **[Start]** key to print out the report.

3. Transmission Features

Handy Dialing Functions

Chain Dial

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 entered at the ten key pad.

You can program commonly used area or country codes into Speed Dial Codes or Quick Dial Keys.

Example: 01133-1-5553333 (From the United States 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

◆ On Hook Dial or Handset Mode:

Press **[01]** **[02]** and the **[Speed Dial]** key **[1]** **[0]**, and then **[3]** **[3]** **[3]** **[3]**.

◆ Other:

Press **[01]** and the **[Pause]** key. Then press **[02]** and the **[Pause]** key, **[Speed Dial]** keys **[1]** **[0]**, and then **[3]** **[3]** **[3]** **[3]**.

Redial

If a message was not transmitted successfully, you can redial with just a few keystrokes by using the **[Pause/Redial]** key.

Using the Redial key

The machine can remember the last 10 numbers dialed on the numeric keypad, and one previously dialed Quick Dial/Speed Dial. If you have to redial one of these numbers, just press the **[Pause/Redial]** key until the required telephone number or name is displayed, and 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. Press the **[Pause/Redial]** key until the required telephone number or name is displayed, and then press the **[Start]** key.
- If you wish to send another message to the same address that you sent one to recently, you do not have to dial the full number again if it is still in the Redial memory. Place the Documents in the Automatic Document Feeder, then press the **[Start]** key.

- 1** Press the **[Pause/Redial]** key until the required number appears in the display, then press the **[Yes]** key twice.

```

REDIAL          Y/⬅
001 XYZ CO. NEW YORK
  
```

Transmission Features

2 Carefully place your fax message into the Document Guide feeder.

```
TRANSMIT DIAL/START
DIAL NEXT FAX NUMBER
```

If you dial another party

1 Select another number. (Broadcasting)

If you dial no more party

1 Press the **[Start]** key to start the transmission.

Dial Options

The Dial Options provide access to various code features which are designed to allow confidential transmission between different makers' fax machines. Use them if the other party's fax machine is of a different make and supports the code features. Before you can use the Dial Options, you need to program Quick Dial key 09 as the Dial Option key if you have not done so already (see the following details).

Assigning the Dial Option key

This procedure describes how to set up Quick Dial key 09 as the Dial Option key.

1 Press **[Function]** **[3]** **[1]**, and then the **[Yes]** key.

```
QUICK/SEARCH
PRINT LIST/SEARCH
```

2 Press Quick Dial key **[09]**.

```
009 PROGRAM? Y/N
```

3 Press the **[Yes]** key.

```
009 Y/N
PROGR. DIAL OPTION?
```

4 Press the **[Yes]** key.

"PROGRAMMED" will flash on the display.

```
QUICK/SEARCH
PRINT LIST/SEARCH
```

5 Press the **[Function]** key.

Using Dial Options

To use Dial Options, follow the procedures below, only after you have dialed the destination fax number and before pressing the **[Start]** key.

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

The display should look like this:

```
READY 100% 10:00
SET DOC. OR DIAL NO.
```

2 Place the entire document face down into the Automatic Document Feeder.

```
TRANSMIT OPTION
DIAL FAX NUMBER
```

3 Dial.

```
TRANSMIT Y/START
55512345
```

4 Press the Dial Option key (Quick Dial 09).

```
SUB? (S) Y/N
```


Sending a Fax Using an External Telephone

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

- 1** Set the document, and then pick up the handset.
- 2** Dial the other party.
- 3** If you hear a voice, continue your conversation as you would normally.

3

If you hear a high-pitched tone instead of a voice

- 1** Press the **[Start]** key.
Go to step **3**.
- 4** When you are ready to send your fax message, ask the other party to press the **[Start]** key.
- 5** Replace the handset.

Phoning and Faxing on the Same Call

This feature is available when you connect the external telephone.

To Talk before Sending a Fax

1 Pick up the handset.

2 Dial the other party.

 **Note**

Do not press the **[Start]** key.

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

If you hear a high-pitched tone instead of a voice

1 Place your fax message in the Automatic Document Feeder, and then press the **[Start]** key.

Go to step **3**.

4 When you are ready to send your fax message, place your message in the feeder, and then ask the other party to press the **[Start]** key.

5 Press the **[Start]** key on the machine.

6 Replace the handset.

3

Tone Signals

On this model the **[*]** key on the ten key pad is used as the Tone key.

Some organizations offer you a special service by telephone, which you can access by transmitting Touch tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tone 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 handset, or press the **[On Hook Dial]** key.

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

 **Note**

- If your telephone line type is DTMF (Tone Dial), go to step **5**.

4 After your line is connected to the remote facility, if your telephone line type is Pulse Dial, press the **[*]** key on the ten key pad.

A dot appears in the display.

5 Enter the numbers for the remote facility you need. After you have finished your business with the remote facility, hang up.

 **Note**

- Do not press the **[Start]** key.

3

More Transmission Functions

The following functions are useful when sending faxes.

Checking if a Transmission Was Successful

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the user parameters (see P.37 "User Parameters").

❖ Journal (Switch 03, Bit 7)

This report gives details on each communication made by your terminal. It is automatically printed out after 35 transmissions and receptions.

❖ 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.

❖ Communication Failure Report (ON if Communication Result Report is OFF)

This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Communication Result Report is switched off, and in the event of a communication failure.

❖ Polling Result Report (Switch 03, Bit 4)

This report is printed after your machine polls a message from another machine.

❖ Printing Part of the Image on the Report (Switch 04, Bit 7)

For reference purposes, the machine prints the first few centimeters of the fax message on the following reports.

- Communication Result
- File Reserve
- Communication Failure Report

3

Automatic Redialing

The machine will automatically redial the other party if any of the following conditions occur.

- The other party was busy
- There was no reply from the other party
- The message was rejected by the machine at the other end because of excessive errors (in this case, redialing will only take place if Memory Transmission was used).

Note

- The number of redials and redialing interval varies according to your locale.
- The number of redials may differ according to the line of PABX used.
- The redialing interval may be adjusted by service representative.
- During redialing, the number being dialed is displayed as shown below.

```
2125551234
DIALING
```

Transmission Features

Dual Access

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message, but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the Automatic Document Feeder, select the required transmission features, dial the number, and press Start. Your message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the Journal).

The following table shows which features can operate simultaneously on your machine.

Job Currently in Progress	Job that you wish to carry out at the same time								
	1	2	3	4	5	6	7	8	9
1. Storing to Memory	—	✓	×	✓	×	✓	✓	✓	✓
2. Printing from Memory	✓	—	×	×	×	×	×	×	×
3. Copying	×	×	—	×	×	✓	×	✓	✓
4. Printing an Automatic Report	✓	×	×	—	×	×	×	×	×
5. Immediate Transmission	×	×	×	×	—	×	×	×	×
6. Memory Transmission	✓	×	✓	×	×	—	×	×	×
7. Receiving and Printing a Fax	✓	×	×	×	×	×	—	×	×
8. Receiving a Fax to Memory	✓	×	✓	×	×	×	×	—	×
9. Transmitting a Service Report	✓	×	✓	×	×	×	×	×	—

- ✓: Possible
- ×: Impossible

Printed Reports

You can have reports printed from your machine automatically, or print them out yourself.

File Reserve 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).

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.

Communication Failure Report (On if Communication Result Report is Off)

This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Communication Result Report is switched off, and in the event of a communication failure.

Transmission Result Report (Switch 03, Bit 5)

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

◆ Printing Part of the Image on the Report (Switch 04, Bit 7)

For reference purposes, the machine prints the first few centimeters of the fax message on the following reports.

- Communication Result
- File Reserve
- Communication Failure Report

3

Report Formats

3

```

* * * COMMUNICATION RESULT REPORT (22.FEB.2001 9:19) * * *
                                FAX HEADER:XYZ COMPANY
FILE MODE   OPTION   ADDRESS (GROUP)   RESULT   PAGE
-----
Report details appear here
    
```

```

* * * JOURNAL (22.FEB.2001 11:07) * * *
                                FAX HEADER:XYZ COMPANY
<TRANSMISSION>
DATE  TIME  ADDRESS  MODE  TIME  PAGE  RESULT  FILE
-----
Transmission details appear here
<RECEPTION>
DATE  TIME  ADDRESS  MODE  TIME  PAGE  RESULT  FILE
-----
Reception details appear here
    
```

ZDWX020E

◆ **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**

Transmission counter: Total number of transmitted pages
 Reception counter: Total number of received pages

4. Reception Features

General

Printing Messages that Have Been Received into Memory (Substitute Reception)

If the Receive File indicator is lit, a message was stored in memory using substitute reception. This could be because the machine ran out of paper or toner, or because the Power Saver has turned off the print engine.

Check the following items and solve the problems, and the machine goes back to the working condition.

- While the Power Saver (see P.35 *"Saving Energy with the Power Saving Timer (Function 71)"*) is active and the heater off, press any Key for the machine go back to the working condition.
- When "ADD PAPER" appears in the display, your fax machine is out of paper. Add paper (see Chapter 4, "Loading Paper into the Paper Tray" in the Basic Features manual).
- When "ADD TONER" appears in the display, your fax machine is out of toner. Change the toner cartridge (see P.49 *"Replacing the Toner Cartridge and Cleaning Pad"*).
- Otherwise, there might be a paper jam (see Chapter 4, "Clearing a Copy, Fax, or Print jam" in the Basic Features manual), or an open cover.

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.

Note

- 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 P.37 *"User Parameters"*.

Rejecting Messages from Senders who do not Identify Themselves

Your fax machine can reject incoming messages lacking an identifier signal. Follow the user parameter procedure on to enter these settings.

Switch 05, bit 1

- 0: Accept such messages
- 1: Reject such messages

Reference

User Parameter: see P.37 *"User Parameters"*

Receiving Message in Telephone Mode

This mode is active when the Manual Receive indicator is lit. 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 of the external telephone.

2 Listen to the other end.

If you hear a voice

1 Continue your conversation as you would normally.

If you hear a fax tone

1 Remove any documents from the Automatic Document Feeder, press the **[Start]** key, and then replace the handset.

The machine will start receiving.

Answering the Telephone

This feature is available when you connect the external telephone.

In Auto mode

When the other party send the fax message, the machine receive the message. When the other party give a telephone call, pick up the external telephone handset and talk to the other party.

In Fax mode

When you hear a voice from the speaker inside the machine, pick up the external telephone handset then press the **[Stop]** Key. You can speak to the other party.

In Telephone mode

The telephone rings continuously.

1 Pick up the handset and speak to the other party.

If you hear a high-pitched tone

1 A fax is coming in. Press the **[Start]** key, and then hang up.

If the caller wants to send you a fax

1 Press the **[Start]** key after speaking, and then hang up.

Note

- If nothing happens after you press the **[Start]** key, the telephone may not be properly connected.

Printing Options

As printing options, the Reverse Order Printing, Page Length Reduction are available.

Reverse Order Printing

Normally, the machine prints the pages of received messages in the order that they were received uncollated.

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and make reading them more convenient.

Preparation

Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, see the User Parameters. (see P.37 "User Parameters" switch10, bit0).

Page Length Reduction

If the machine receives a page that is longer than the paper in the tray, the machine reduces the length of the received image so that it will fit on one page.

The image length is within the following limits.

Paper size in the tray	Maximum reducible length
A4	388.8mm
F4	411.7mm
Letter	365.2mm
Legal	411.7mm

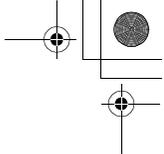
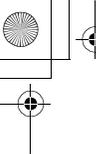
4

If the received image is longer than the above limits, there is no reduction and the image is split up and printed on two sheets of paper. Normally, the last 10mm of the received image will be repeated at the beginning of the next page.

However, if you wish, the second page can continue from where the first page ended.

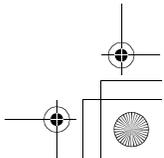
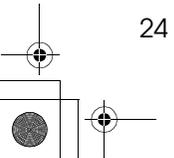
Note

- Contact your service representative if you require any adjustments to this feature.



Reception Features

4



5. Copying

Copying

If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the Automatic Document Feeder, and press the **[Copy]** key.

Note

- By default, copies are made at Detail resolution. To change to Halftone, press the Resolution key.

- 1** Place your original in the Automatic Document Feeder.

```
TRANSMIT    OPTION▶
DIAL FAX NUMBER
```

- 2** Press the **[Copy]** key.

```
COPY MODE    01 SETS
▶A4
```

- 3** Enter the number of copies that you need.

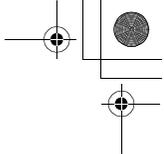
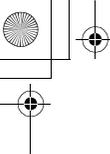
Note

- Example: 2 copies, press **[2]** on the ten key pad.

```
COPY MODE    02 SETS
▶A4
```

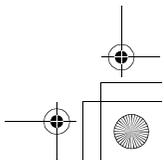
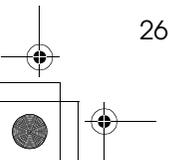
- This machine makes copies in the order P1, P2, P1, P2 (for example, when making 2 copies of a 2 page document).

- 4** Press the **[Start]** key.



Copying

5



6. Facsimile User Tool

Lists You Can Print Out Yourself

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

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 Chapter 3, "Storing and Editing FAX Numbers (Function 31 & 32)" in the Basic Features manual. See Chapter 3, "Storing and Editing a Group of FAX Numbers (Function 33)" in the Basic Features manual.

- 1 Press **[Function] [4] [3]**, and then the **[Yes]** key.

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

To print all the numbers (Quick Dial, Speed Dial, and Group numbers)

- 1 Press the **[start]** key. Then press the **[Function]** key and skip the following steps.

Three lists will come out.

To print the Quick Dial list

- 1 Press the **[No]** key.

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

- 2 Press the **[Yes]** key.

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

- 3 Press the **[No]** key twice, and then the **[Start]** key.

```
START
```

To print the Speed Dial list

- 1 Press the **[No]** key twice.

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

- 2 Press the **[Yes]** key.

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

- 3 Press the **[No]** key, and then the **[Start]** key.

```
START
```

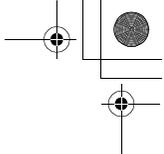
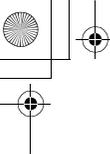
To print the Group list

- 1 Press the **[No]** key three times.

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

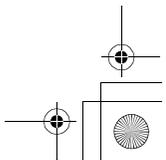
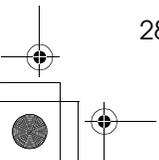
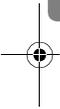
- 2 Press the **[Yes]** key, and then the **[Start]** key.

```
START
```



Facsimile User Tool

6



7. Key Operator Settings

Access Code for Functions 61 to 94

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

Using Key Operator Settings

Setting the Date and Time (Function 91)

- 1 Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[9] [1]**, and then the **[Yes]** key.

```
SAT                KPAD/Y
24 FEB 2001      13:35
```

- 2 Change the date with the ten key pad with **[2] [8]**.

```
WED                KPAD/Y
28 FEB 2001      13:35
```

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

```
WED                */#/*Y
28 MAR 2001      13:35
```

- 4 Type in the year and time with the ten key pad as **[0] [1] [1] [0] [2] [5]**.

```
WED                KPAD/Y
28 MAR 2001      10:25
```

- 5 When the display is correct, press the **[Yes]** key, and then the **[Function]** key.

Summer Time / Daylight Saving Time (Function 62)

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 **[2] [2] [2] [2]**. Press **[6] [2]**, and then the **[Yes]** key.

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

Display might differ according to your local.

- 2 Press **▶** until this display is shown, and then press the **[Yes]** key.

```
                Y/NEXT▶
SUMMER TIME/DST
```

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

```
SUMMER TIME/DST Y/◄
ON ▶OFF
```

- 4 To store your setting, press the **[Yes]** key.

- 5 Press **[Function]** key to finish.

Selecting the Display Language (Function 93)

If you would rather use another language for messages and displays, follow the procedure below.

- 1 Press **[Function] [6]** and enter the access number **[2] [2] [2] [2]**. Press **[9] [3]**, and then the **[Yes]** key.

```
LANGUAGE          V/⏪⏩
ENGLISH
```

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

```
LANGUAGE          0/⏪⏩
FRANCAIS
```

- 3 Press the **[Yes]** key, and then the **[Function]** key to return to the ready state.

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 **[2] [2] [2] [2]**. Press **[9] [4]**, and then **[Yes]** key.

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

- 2 Press the **[Yes]** key to check the SCAN and PRINT counter.

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

- 3 When you have finished, press the **[Function]** key.

Rejecting or Accepting Messages from Specified Senders (Authorized Reception)

This feature is called Authorized Reception. It helps you reject junk fax mail.

It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.

About Authorized Reception

- ① You must specify a list of senders (Function 81). See P.32 "Programming a List of Senders to Treat Differently (Function 81)".
- ② You must turn Authorized Reception on (Function 62). See P.34 "Switching Authorized Reception ON / OFF (Function 62)"

5 Either:

Store this OWN NAME as a wild card

- 1 Press the **[Yes]** key.



Otherwise

- 1 Press the **[No]** key.



6 Either:

To program another special sender

- 1 Go to step 3.

To finish

- 1 Press the **[Function]** key.

Hints for programming the special senders

You must specify the sender's identification code (see Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual) which could be a little different from their phone number.

To get the other party's identification, call and ask for their FAX NUMBER or OWN NAME code.

Explain that you need the number programmed into their fax machine for identification purposes. Or, attempt a communication with their fax machine and print out a Journal report (see P.10 "Journal (Function 41)"). Read the identification under the OWN NAME or FAX NUMBER heading of the report.

Editing the OWN NAME/FAX NUMBER for the special senders

- 1 Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]**. Press **[8]** **[1]**, and then the **[Yes]** key.



- 2 Press **▶** to scroll through the list. When OWN NAME/FAX NUMBER you want to change appears, press the **[Yes]** key.



- 3 Edit the OWN NAME or FAX NUMBER and press the **[Yes]** key.



Key Operator Settings

4 Either:

```
NAME/NO.          Y/N
STORE AS WILD CARD?
```

Store this OWN NAME as a wild card

- 1 Press the **[Yes]** key.

```
NAME/NO.          ABC
████████████████████
```

Otherwise

- 1 Press the **[No]** key.

```
NAME/NO.          ABC
████████████████████
```

5 Either:

To edit another special sender

- 1 Go to step **2**.

To finish

- 1 Press the **[Function]** key.

Erasing a special sender

- 1 Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[8]** **[1]**, and then the **[Yes]** key.

```
SETTING?          Y/
PRINT LIST/SEARCH
```

- 2 Press **▶** scroll the OWN NAME/ FAX NUMBER. And the OWN NAME/FAX NUMBER you want to change appears, press the **[Yes]** key.

```
NAME/NO.CHANGE? Y/
XYZ COMPANY
```

- 3 Press the **[No]** key, and then the **[Yes]** key.

- 4 Press **[Function]** key.

Switching Authorized Reception ON / OFF (Function 62)

Before you use Authorized Reception, you have to switch the feature on.

Preparation

You must specify a list of senders beforehand. See P.32 "Programming a List of Senders to Treat Differently (Function 81)".

- 1 Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[6]** **[2]**, and then **[Yes]** key.

```
SELECT LINE      Y/NEXT
```

Display might differ according to your local.

- 2 Press **▶** until this display is as shown.

```
AUTHORIZED ON/OFF Y/NEXT
```

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

```
AUTHORIZED ON  OFF Y/
```

- 4** Change the on/off setting by pressing ◀ or ▶.
- 5** Press the [Yes] key, and then [Function] key.

Saving Energy with the Power Saving Timer (Function 71)

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 Power Saver 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 Power Saving timer, you must:

- Program the timers for each day of the week.
- Switch the Power Saving timer feature on.

Setting the Power Saving time (Function 71)

 **Note**

- While the Power Saving timer is active, all incoming calls are refused if the memory fills up.

 **Example:**

For Tuesday, set the Power Saving timer to switch the heater on at 9:00 and off at 18:00.

- 1** Press [Function] [6] and enter the access code [2] [2] [2] [2]. Press [7] [1], and then the [Yes] key.

```

SET POWER SAVER      Y/N
    
```

- 2** Press the [Yes] Key.

```

SET TIMER            Y/N/⏏
SUN
    
```

- 3** Use ◀ and ▶ to scroll through the days of the week.

```

SET TIMER            Y/N/⏏
TUE
    
```

 **Note**

- Example: Press ▶ twice to go to Tuesday.

- 4** Press the [Yes] key

```

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

- 5** To change the ON to OFF, or the other way round, press the [*] or [#] keys.

 **Note**

- 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.

- 6** Press ▶ to move the cursor under the time.

```

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

Key Operator Settings

- 7** Enter the time (9:00) : Press **[0]** **[9]** **[0]** **[0]** from the key pad.

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

- 8** Press the **[Yes]** key.

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

Note

- Repeat step **6** to **7** for the second timer (18:00)
- If you want the heater on all day, set both timers to ON = 00:00. If you want the heater off all day, set both timers to OFF = 00:00.

- 9** Press the **[Yes]** key, and then the **[Function]** key to finish.

Note

- Go back to step **8** to program the timer for another day.

Switching the Power Saving timer ON / OFF (Function 62)

The Power Saving timer feature must be switched on using Function 62.

- 1** Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[6]** **[2]**, and then the **[Yes]** key.

```
SELECT LINE  Y/NEXT▶
```

Display might differ according to your local.

- 2** Scroll through the list of features with **▶** until this display is as shown.

```
POWER SAVER ON/OFF  Y/NEXT▶
```

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

```
POWER SAVER  Y/▶
ON  ▶OFF
```

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

```
POWER SAVER  Y/▶
▶ON  OFF
```

- 5** Press the **[Yes]** key, and then **[Function]** key to finish.

User Parameters

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.

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.

◆ Bit values and Bit numbers

Bit number	7	6	5	4	3	2	1	0
	↓	↓	↓	↓	↓	↓	↓	↓
Bit value	0	1	0	0	0	0	0	0

In the following example we will change bit 3 of switch 05 in the user parameters.

- 1 Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[6]** **[3]**, and then the **[Yes]** key.

You will get this display.

```
SETTING?          Y/4
PRINT LIST 4
```

🔧 Note

- You can press the **◀** key to see a list. Otherwise, press the **[Yes]** key.

- 2 Press the **[Yes]** key again and use **◀** and **▶** to change switches.

🔧 Note

- For example go to switch 05 by pressing **▶** five times.

```
          KPAD/Y/4
SWITCH 05 :0000 0011
```

- 3 To change bit 1, press **[1]** on the ten key pad.

Bit 1 will change from 1 to 0 or from 0 to 1.

```
          KPAD/Y/4
SWITCH 05 :0000 0001
```

🔧 Note

- To change bit 0, press **[0]** to change bit 1, press **[1]** and so on.

- 4 Press the **[Yes]** and **[Function]** keys.

Key Operator Settings

 **List of all relevant user parameters**

Many bit settings have no effect and are not listed. (Never change these).

SW	Bit & Definition	Settings
00	5, 4: Default resolution when you send a message RESOLUTION	Bit: 5, 4 0, 0: STANDARD 0, 1: DETAIL 1, 0: FINE 1, 1: HALFTONE
	6: Default setting for transmission. TRANSMISSION MODE	0: Memory 1: Immediate
01	7: If you change any of resolution, transmission mode setting before making a transmission , then Bit 0: The setting(s) will not return to the home position after the transmission. Bit 1: The setting(s) will return to the home position after the transmission. RETURN TO HOME POSITION	0: Off 1: On
03	0: Automatically print memory transmission reports. COMMUNICATION RESULT REPORT (MEMORY TX)	0: Off 1: On
	2: Automatically print storage reports for memory transmission. FILE RESERVE REPORT (MEMORY TX)	0: Off 1: On
	4: Automatically print polling reception reports. COMMUNICATION RESULT REPORT (POLLING RX)	0: Off 1: On
	5: Automatically print immediate transmission reports. TRANSMISSION RESULT REPORT	0: Off 1: On
	7: Automatically print communication reports. JOURNAL	0: Off 1: On
04	7: Include the first half of the first page with reports? INCLUSION OF PART OF IMAGE	0: Off 1: On
05	0: Store incoming faxes when machine is out of supplies. SUBSTITUTE RECEPTION	0: Off 1: On
	1: Allow automatic reception from senders that do not identify themselves. CONDITIONS OF MEMORY RECEPTION	0: Accept (Free) 1: Reject (If no OWN NAME/ FAX NUMBER received)
06	0: Default Setting for sending a header with each page. FAX HEADER PRINT	0: Off 1: On

SW	Bit & Definition	Settings
08	3, 2: AUTHORIZED RECEPTION (Can also use function 62)	Bit 3, 2: X 0: Off 0, 1: Receive messages only from senders whose OWN NAME/FAX NUMBERS are programmed. 1, 1: Receive messages only from senders whose OWN NAME/FAX NUMBERS are not programmed.
10	0: Reverse order Printing SORT	0: Off 1: On
	7: Use dithering halftone (SPD) or standard halftone (STD) HALFTONE METHOD	0: STD 1: SPD
13	1, 0: Access to the public telephone line ACCESS METHOD FOR PSTN LINE	Bit: 1, 0 1, 0: Ground Start 0, 1: Loop Start 1, 1: Flash Start 0, 0: PSTN

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 power saving 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 P.17 "Checking if a Transmission Was Successful". See P.19 "Printed Reports" 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 P.21 "Printing Messages that Have Been Received into Memory (Substitute Reception)"

Setting the Access Number (Function 61)

If you select the inside line, you must program the number which proceeds the telephone number.

If you program the number, a pause will be added automatically as soon as you press the number.

- 1 Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [1]**, and then the **[Yes]** key.

Y/NEXT
SET OWN NAME

- 2 Press **▶** until the following display is shown.

Y/NEXT
SET PSTN ACCESS NO.

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

NUMBER KPAD

- 4 Enter the number which you use to access an outside line.

For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

NUMBER KPAD/N

- 5 Press the **[Yes]** key to store your setting, and then press the **[Function]** key.

Setting the Auto Ring Time (Function 61)

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 **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [1]**, and then the **[Yes]** key.

Y/NEXT
SET OWN NAME

- 2 Press **▶** until the following display appears.

Y/NEXT
SET NO. OF RINGS

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

The factory setting will be displayed.

Y/N
NO. OF RINGS
08 RINGS

Note

- If you wish to keep these settings, go to step 5.

- 4 Press the **[No]** key, and then press the new number using the ten key pad.

- 5 Press the **[Yes]** key, and then the **[Function]** key.

Setting the Country Code (Function 61)

You can change the country code setting.

Important

- If you change the country code, settings in Function 62 and 63 are initialized.
- Be sure to select the correct country setting. Selecting the wrong country may make it impossible for you to switch to a different setting. If you do accidentally make the wrong setting and find that you cannot correct the error, please contact your service representative for assistance.

Note

- This Function is not available in some areas.
- Please contact your service representative, if this function is not available even though you programmed Country Code in initial settings.

- 1** Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [1]**, and then the **[Yes]** key.

```

                Y/NEXT▶
SET OWN NAME
    
```

- 2** Press **▶** until the following display is shown.

```

                Y/NEXT▶
SET COUNTRY
    
```

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

```

                Y/▶
COUNTRY
AUSTRALIA
    
```

- 4** Press **◀** or **▶** to select a country or region name. If your country or region name is not displayed, select "OTHERS".

- 5** Press the **[Yes]** key.

A: After selecting a country or region name in step **4**, Go to step **3**.

B: After selecting "OTHERS" in step **4**, the following display will appear.

```

COUNTRY CODE   Y/N
22
    
```

When B is displayed, go to step **6**.

- 6** Press the **[No]** key, and then enter the country code.

Important

- Make sure you enter the proper country code. The machine might function improperly if you enter the wrong code.

```

COUNTRY CODE   Y/N
23
    
```

Note

- Country Code List

Code	Country / Region
20	Hong Kong
22	Australia
23	New Zealand
24	Singapore
25	Malaysia
18	Thailand
18	Viet Nam
18	Sri Lanka
18	India

- 7** Press the **[Yes]** key to program the country code.

- 8** Press **[Function]** key.

Key Operator Settings

Setting the Phone Line Type (Function 62)

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

 **Note**

- This function is not available in some areas.

- 1** Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [2]**, and then the **[Yes]** key.

```

SELECT LINE          Y/NEXT▶
    
```

- 2** Press the **[Yes]** key.

```

SELECT LINE          Y/▶◀
▶TT  PD
    
```

 **Note**

- TT = Touch Tone
- PD = Pulse Dial

- 3** Press **◀** and **▶** to set your machine for a tone dial line ("TT") or a pulse dial line ("PD").

```

SELECT LINE          Y/▶◀
TT  ▶PD
    
```

- 4** Press the **[Yes]** key.

"PROGRAMMED" will flash on the display.

- 5** Press the **[Function]** key.

```

READY          100% 10:00
SET DOC. OR DIAL NO.
    
```

Calling the Service Station

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

 **Important**

- This information is sent to the destination that has been registered in your machine by a service representative.

Sending a service report

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

- 1** Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[7] [2]**, and then the **[Yes]** key.

```

START
SYSTEM PARA. TX
    
```

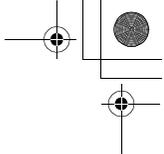
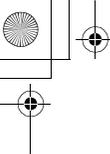
- 2** Press the **[Start]** key.

```

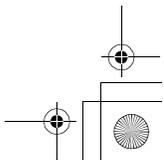
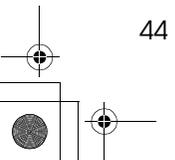
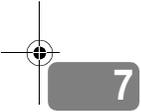
5551234
DIALING
    
```

 **Note**

- If the transmission was not successful, the machine will not redial. You must repeat the operation. Program your machine's own telephone number in order for your service representative to identify the sender of the service report. (see Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.)



Key Operator Settings



8. Troubleshooting

Help List

Use the **[No/Help]** key to print the Help List.

This list explains the following procedures:

- Immediate Transmission
- Memory Transmission
- Erasing a stored message before it is sent.
- Storing and editing Quick Dial numbers.
- Printing a list of the Quick Dial numbers
- Storing and editing Speed Dial numbers.
- Printing a list of the Speed Dial numbers
- Printing the Journal

Reading Reports

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

Error Report (Turned On/Off by a Service Representative)

This report is printed after each unsuccessful communication. The communication failure report is printed after a job has been completed. 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 representative.

Power Failure Report

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**

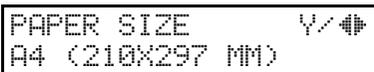
- Phone numbers stored in Quick/Speed/Groups are not lost.

9. Maintaining Your Machine

Changing the Paper Size Settings

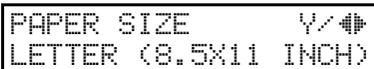
When you change the paper size loaded in the Paper Tray, you need to change the paper size settings.

- 1** Press **[Function] [3] [4]**, and then the **[Yes]** key. Alternatively, if the machine is in standby mode, just press the **◀** key.



PAPER SIZE Y/◀▶
A4 (210X297 MM)

- 2** Press the **◀** and **▶** keys to select the paper size.



PAPER SIZE Y/◀▶
LETTER (8.5X11 INCH)

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



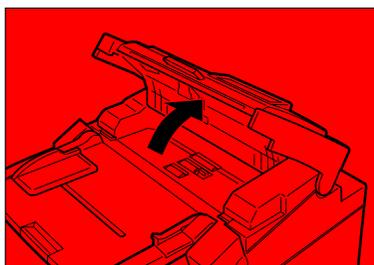
PAPER SIZE Y/◀▶
PROGRAMMED

- 4** Press the **[Function]** key to finish.

Cleaning the Rollers and Scanner

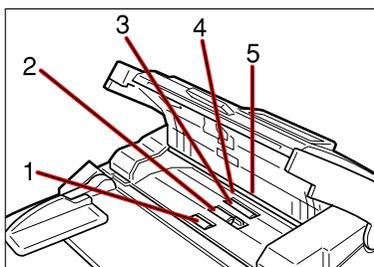
To maintain the machine's condition, clean the rollers and scanner from time to time.

- 1** Open the operation panel.



ZDWH064E

- 2** Wipe the rollers.



ZDWH270E

9

- ① Wipe the white sheet (5) with a damp cloth. Roll it round with your fingers so that you can wipe the whole surface.
- ② Wipe the three black rollers. (1, 2, 3) Roll them round with your fingers so that you can wipe the whole surface.

- 3** Wipe the scanner. (4)

- 4** Close the operation panel.

Replacing the Toner Cartridge and Cleaning Pad

When the Add Toner indicator (🔧) starts to blink, the toner cartridge is almost empty. You will make 100 more copies before you have to change the toner cartridge.

When the Add Toner indicator (🔧) remains lit, it is time to install a new toner cartridge.

⚠ **WARNING:**

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

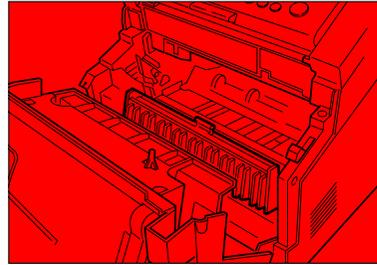
This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.

When removing the toner cartridge, do not touch the electrical elements and a screw inside the machine as this may damage the unit.

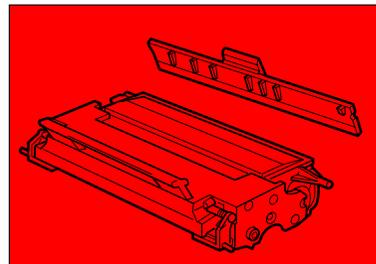


⚠ **CAUTION:**

When removing misfed paper, do not touch the fusing section because it could be very hot.



- 1 Open the box of the new toner cartridge and check to make sure it contains a toner cartridge and cleaning pad.



9

📌 **Note**

- ☐ Be sure to hold the toner cartridge by its handle.

Maintaining Your Machine

- 2** Lift up the tabs located on the sides of the machine and open the front unit.

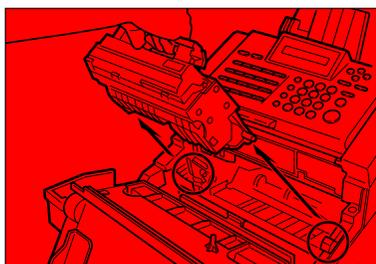


ZDWH042E

Important

- ❑ Please remove the paper on the Print Delivery Tray, before you open the Front Unit.

- 3** Hold the toner cartridge by its handle and pull it out.

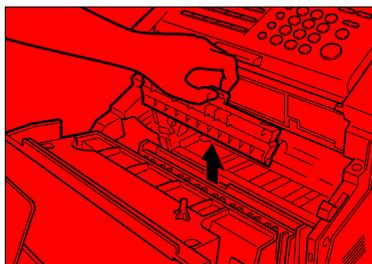


ZDWT041E

Note

- ❑ Keep the toner cartridge horizontal to avoid spilling the toner.

- 4** Remove the old cleaning pad.



ZDWT060E

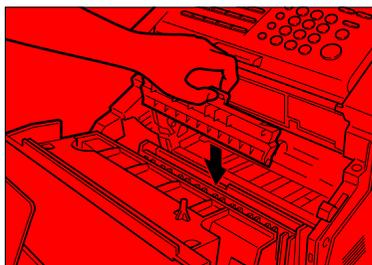
Important

- ❑ Please replace the cleaning pad as well, when you replace the toner.

Note

- ❑ Be sure to grasp the green handle when removing the cleaning pad.

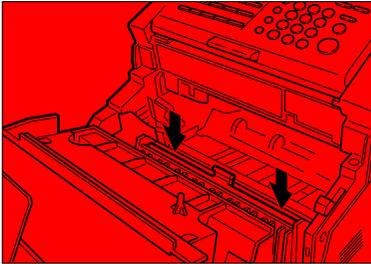
- 5** Grasp the new cleaning pad by the green handle and insert it into place.



ZDWT061E

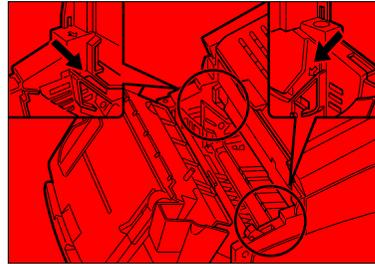
Replacing the Toner Cartridge and Cleaning Pad

- 6** Press down gently but firmly on both sides of the pad to make sure that it is inserted as far as it can go.



ZDWT062E

- 8** Look inside the machine and note the locations of the arrows that indicate the toner cartridge guides on either side.



ZDWT030E

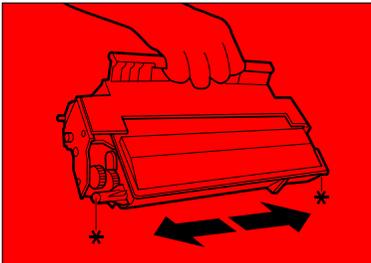
Important

- Do not forget to install the cleaning pad whenever you install a new toner cartridge.

- 7** Prepare the new toner cartridge. Holding the toner cartridge by its handle, gently shake it side to side 5 or 6 times to evenly distribute the toner inside.

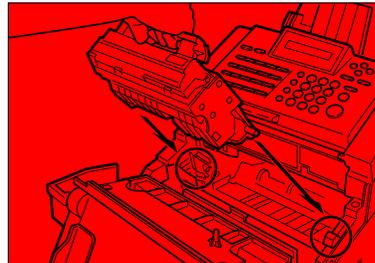
Note

- Be sure to hold the toner cartridge by its handle.



ZDWT021E

- 9** Make sure the plastic pins (marked with "X" in the step 7 illustration) on either side of the toner cartridge slide along the guides inside the machine.



ZDWT040E

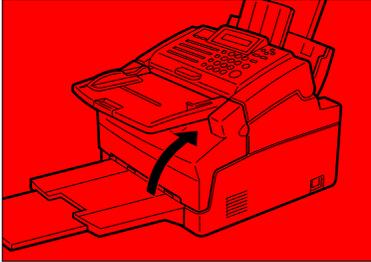
9

Note

- Be sure to hold the toner cartridge by its handle.

Maintaining Your Machine

- 10** To close the front unit, press down firmly but gently on both sides, until the unit closes and clicks securely into place.



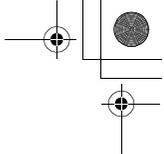
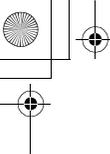
Z01WH051E

Note

- Background gray cast is sometimes evident just after installing a new toner cartridge.

Toner Cartridge

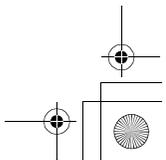
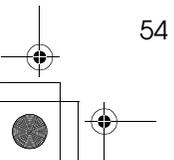
- Store in a cool, dark place.
- Never store where it may be exposed to heat.
- Keep out of the reach of children.
- Do not eat toner.
- Do not lay heavy objects on toner cartridge.
- Do not incinerate toner or toner containers. Toner dust might ignite when exposed to an open flame.



Maintaining Your Machine



9



10. Installation

Before Installation

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

- ① Find a suitable location for the machine.
- ② Remove all the pieces of tape attached to the machine.
- ③ Install the toner cartridge.
- ④ Attach the accessories.
- ⑤ Connect the phone line. (see P.60 "*Connecting Up to the Telephone Line*".)
- ⑥ Connect the power. (see P.61 "*Connecting the Power and Switching On*".)
- ⑦ Load the paper in the paper tray.
- ⑧ Enter all necessary information and settings in your machine's memory. (see Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.)

For details, please refer to the setup guide, "Before You Use This Machine."

Installation

Machine Environment

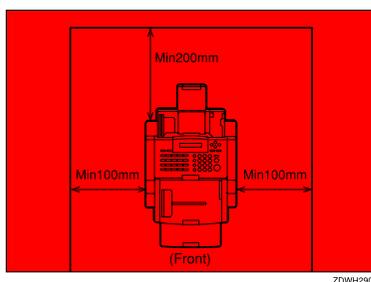
When choosing a location for your machine, please follow the safety instruction given in the first section.

Location

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

- Not exposed to direct sunlight
- 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 m³/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
 - 15°C to 25°C (Recommended range)
 - 10°C to 35°C (Possible operation range)
- Humidity (do not install near a humidifier)
 - 30% to 70 % (Recommended range)
 - 15% to 80 % (Possible operation range)
- Away from heaters and air conditioners, to avoid sudden changes of temperature

- Within 5 meters of a three-pin grounded power outlet (220-240 Volts, 50/60 Hz)
- With the clearance as shown

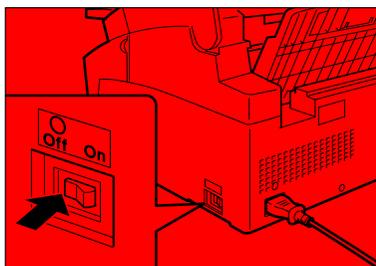


CAUTION:

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.

Installing the Optional Memory Card

- 1** Turn off the power switch.

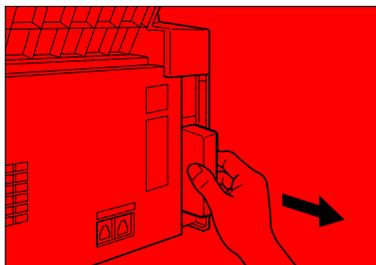


ZDWH171E

- 4** Place the cover back on the machine.

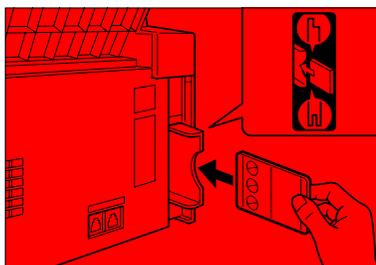
- 5** Turn the power switch on.

- 2** Remove the cover from the front right of the machine.



ZDWP010E

- 3** Hold the card in the way shown (pay attention to which side is printed) and insert it carefully into the slot.



ZDWP011E

⚠ CAUTION:

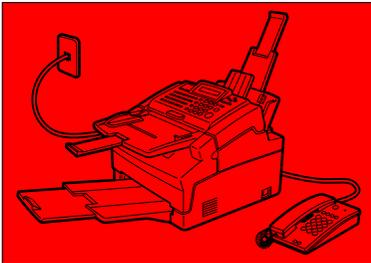
Insert the Memory Card firmly or the machine may not work properly.

Installation

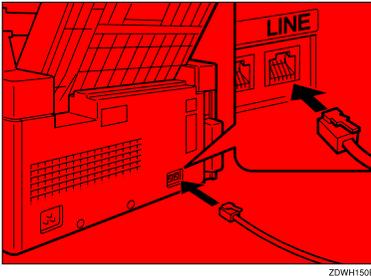
Connecting The External Telephone

There are two similar sockets located at the rear of the machine.

- LINE – the telephone line connection
- TEL – for an external telephone when sharing the line with a telephone

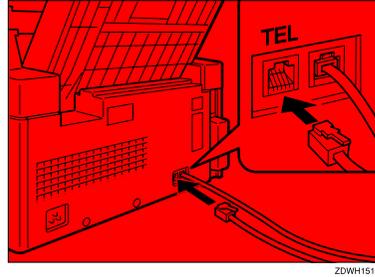


- 1** Plug the line cable into the LINE socket at the rear of the machine.



- 2** Connect the other end of the line cable to your telephone line wall socket.

- 3** Plug the external telephone cable into the TEL socket at the rear of the machine.



- 4** Connect the other end of the external telephone cable to your telephone.

 **Note**

- If you wish to also be able to receive incoming telephone calls, you must set the Reception mode to Auto mode.(see Chapter 2 "Reception Modes" in the Basic Features manual)

 **Connecting Telephone Answering Machine (TAM) to the FAX machine**

Plug the TAM line into the TEL socket at the rear of the machine.

Connecting the Machine

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

Make sure the machine is properly connected to the telephone line and the power outlet, as shown in the following.

⚠ CAUTION:

Do not switch on until everything is connected properly.

Program the Telephone Line Type setting (use Function 62; see P.42 "*Setting the Phone Line Type (Function 62)*"). 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.

● Limitation

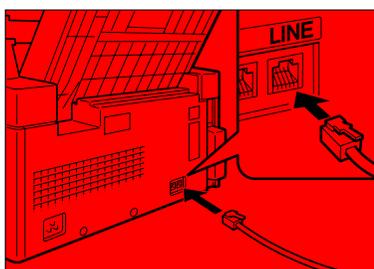
- This function is not available in some areas.

Connecting Up to the Telephone Line

There are similar sockets located at the back of the machine:

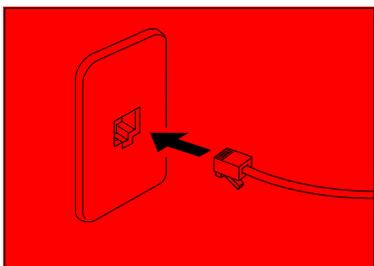
- TEL: For the handset option or external telephone
- LINE: Telephone line connection

1 Insert the line cable into the labeled "LINE".



ZDWH150E

2 Connect the other end to your telephone line.



YSTL023N

10

Important

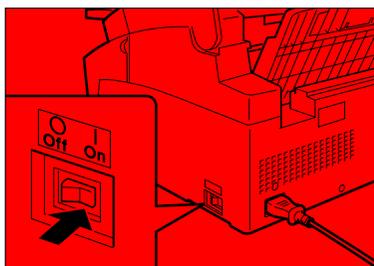
- By law in the United States, you must program your phone number identification (your FAX NUMBER) into your machine before you can connect the public phone system. See Chapter 3, "Initial Settings (Function 61)" in the Basic Features manual.

Connecting the Power and Switching On

⚠ CAUTION:

Do not switch on until everything is connected properly.

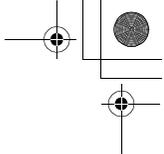
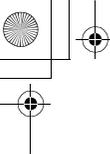
- 1** Insert the power cable into the socket located at the rear of the machine.
- 2** Plug in the cable to the mains.
- 3** Turn the power switch on.



ZDWH170E

⚠ Important

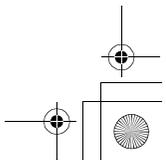
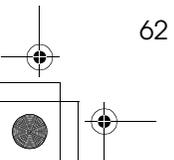
- The power supply is 220–240 Vac.
- The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 300V/10A, and that your facsimile terminal is the only piece of equipment connected to that cord.



Installation



10



11. Appendix

Option

◆ FAX EXPANSION CARD TYPE 20

A 2Mbyte memory card can be added.

🔍 Reference

See P.57 "*Installing the Optional Memory Card*".

Specifications

Base Machine

- ❖ **Power supply:**
220–240Vac, 50 / 60 Hz
- ❖ **Power consumption:**
Standby mode: Average 10 W
Transmission: Average 30 W
Reception: Average 220 W
Copying: Average 250 W
Maximum power consumption:
600 W

- ❖ **Noise Emission ^{*1}:**
Sound Power Level

	Mainframe Only
During printing	61 dB (A) or less
Stand-by	40 dB (A) or less

Sound Pressure Level ^{*2}

	Mainframe Only
During printing	54 dB (A) or less
Stand-by	34 dB (A) or less

^{*1} The above measurements made ISO 7779 are actual value.

^{*2} It is measured at the position of the bystander. During Printing.

- ❖ **Protocol:**
G3
- ❖ **Memory Capacity:**
 - 96 pages/A4 size
 - With 2Mbyte memory: 200 pages

- ❖ **Transmission time:**
G 3: 6 seconds at 14,400 bps, without FAX HEADER, ECM, MMR-using memory for a ITU-T #1 test document (Slerexe letter) at standard resolution

- ❖ **Data compression:**
MH, MR, MMR

- ❖ **Modem Speed:**
14,400/12,000/9,600/7,200/4,800/2,400 bps.

- ❖ **Scanning resolution:**
 - Standard: 8 × 3.85 lines/mm
 - Detail: 8 × 7.7 lines/mm
 - Fine: 8 × 15.4 lines/mm (Transmission only)

- ❖ **Paper tray capacity:**
100 sheets (70g/m²–90g/m²)

- ❖ **Paper Size:**
A4 (Adjustable to Letter, Legal, and F4)

- ❖ **Dimensions (W × D × H):**
341 × 766 × 472 mm

- ❖ **Weight:**
9.1kg

Document and Paper Specifications

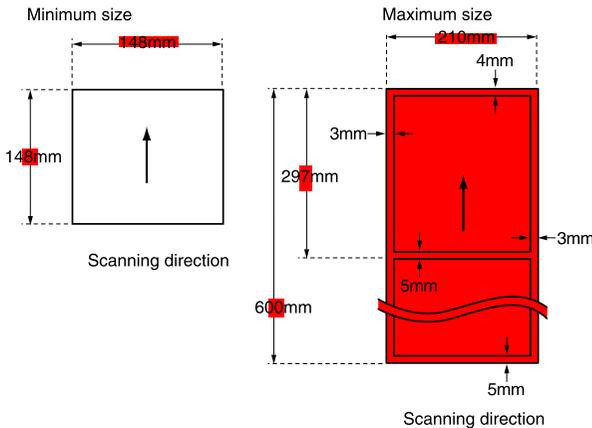
Recommended types of document

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

Important

- 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.

◆ Scanning area



GFSIZE1E

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

Correct size for the Automatic Document Feeder

- Thickness 0.05 to 0.2 mm (60g/m²–90g/m²)
- Length and Width: See the above diagram.
If the page is too short, put it inside a document carrier or enlarge it with a copier.
If the page is too long, divide it into two or more sheets.

Appendix

Documents (Using the Automatic Document Feeder)

- ◆ **Length:**
148–600mm
- ◆ **Width:**
148–210mm
- ◆ **Thickness:**
0.05 – 0.2mm

Automatic 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

- ◆ **Paper Weight**
70g/m²–90g/m²
- ◆ **Paper Size:**
A4 (Adjustable to Letter, Legal, and F4)

◆ **Important**

- When you change the paper size loaded in the Paper Tray, you need to change the paper size settings.

◆ **Reference**

See P.47 “*Changing the Paper Size Settings*”

- 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.

Saving Energy

Introduction

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 half-way 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. see P.35 "Setting the Power Saving time (Function 71)"

Entering Energy Saving mode

The machine enters Energy Saving mode when:

- Nobody uses the machine for about 5 minutes (it automatically enters Energy Saving mode).

Note

- It takes 15 minutes for the machine to enter this mode after the power switch is turned on, or the front unit is closed.

Exiting Energy Saving mode

Your machine exits Energy Saving mode when a fax is received.

To exit Energy Saving mode manually:

- In Fax Standby mode, press any key.
- Set a document.

Reception in Energy Saving mode

Once in Saving Energy mode, you can still receive messages. When a message is received, the machine prints it and returns to Energy Saving mode.

Note

- If the machine is in Power Saver mode, the message will be printed out after the machine exits Power Saver mode.

Appendix

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:

- Program the timers for each day of the week (see P.35 "*Saving Energy with the Power Saving Timer (Function 71)*").
- Switch the Night Timer feature on (see P.36 "*Switching the Power Saving timer ON / OFF (Function 62)*")

Storage Capacity

Stored Numbers

- 20 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.
- 3 groups, each of which can hold up to 30 destinations.
- 30 FAX NUMBER or OWN NAME codes (possibly used as wild cards) for authorized reception .

Destinations

Up to 100 destinations can be set at any one time. (Ex: message A to 25 destinations, message B to 30, message C to 20 message D to 24 and finally one immediate transmission job you are programming in now. Total: 100)

Memory files

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.

Function List (11~51)

Press **[Function]** key followed by one of the numbers below.

No.	Feature	Reference
11	Picking a document stored elsewhere	P.5 "Calling to Request a Message (Polling)"
21	Erasing a message stored for transmission	P.7 "Erasing a Stored Message Before Sending (Functions 21 & 22)"
22	Erasing instructions to pick up a document	P.7 "Erasing a Stored Message Before Sending (Functions 21 & 22)"
31	Storing a number in one of the Quick Dial keys at left	See Chapter 3, "Storing and Editing Fax Numbers (Functions 31 & 32)" in the Basic Features manual.
32	Storing a number as a 2-digit code	See Chapter 3, "Storing and Editing Fax Numbers (Functions 31 & 32)" in the Basic Features manual.
33	Storing a group of numbers	See Chapter 3, "Storing and Editing a Group of Fax Numbers (Functions 33)" in the Basic Features manual.
34	Setting the Paper Size	P.47 "Changing the Paper Size Settings"
41	Checking the last 35 communications	P.10 "Journal (Function 41)"
42	Printing a list of all messages and pick-up files stored in the machine	P.8 "File List (Function 42)"
43	Printing a list of all the telephone numbers stored in the fax machine	P.27 "Telephone Number List (Function 43)"
51	Printing a message stored in the machine	P.9 "Printing a Stored Message (Function 51)"

Appendix

Function List (61~)

Press **[Function]** key followed by one of the numbers below.

No.	Feature	Reference
61 *1	OWN NAME (a name ID sent to other machines)	See Chapter 3, "Initial Settings (Function 61)" in the Basic Features manual
	FAX HEADER (an ID printed on messages you send)	See Chapter 3, "Initial Settings (Function 61)" in the Basic Features manual
	FAX NUMBER (phone ID sent to other machines)	See Chapter 3, "Initial Settings (Function 61)" in the Basic Features manual
	PSTN accessing code	P.40 "Setting the Access Number (Function 61)"
	Number of Ringing	See P.40 "Setting the Auto Ring Time (Function 61)"
	Country Code	See P.41 "Setting the Country Code (Function 61)"
62 *1	Selecting the phone line	P.42 "Setting the Phone Line Type (Function 62)"
	Turning authorized reception on or off	P.34 "Switching Authorized Reception ON / OFF (Function 62)"
	Power Saver ON/OFF	P.36 "Switching the Power Saving timer ON / OFF (Function 62)"
	Turning the Summer Time / Daylight Saving Time on or off	P.30 "Summer Time / Daylight Saving Time (Function 62)"
63 *1	Printing and setting user parameters	P.37 "User Parameters"
71 *1	Power Saver	P.35 "Saving Energy with the Power Saving Timer (Function 71)"
72 *1	Sending the Service Report	P.42 "Sending a service report"
81 *1	Setting the list of specified senders (Authorized Reception)	P.32 "Programming a List of Senders to Treat Differently (Function 81)"
91 *1	Adjusting the clock	P.30 "Setting the Date and Time (Function 91)"
92 *1	Adjust the volume	See Chapter 4, "Adjusting The Volume and Sounds the Machine Makes (Function 92)" in the Basic Features manual

Function List (61~)

No.	Feature	Reference
93 *1	Selecting a different language	P.31 "Selecting the Display Language (Function 93)"
94 *1	Counters	P.31 "Counters (Function 94)"

*1 These functions require the access code (see P.29 "Access Code for Functions 61 to 94").
Print out this table and use as a quick reference.

INDEX

A

- Access Code, 29
- Access Number, 40
- Activity Report, 20
- Add Toner Indicator, 49
- Advanced Reception Features, 21
- Advanced Transmission Features, 3, 11
- Appendix, 63
- Assigning
 - Dial Option key*, 12
- Authorized Reception, 31
- Automatic Redialing, 17
- Auto Ring Time, 40

B

- Base Machine, 64
- Broadcasting, 12

C

- Chain Dial, 11
- Changing
 - Paper Size Settings*, 47
- Checking if a Transmission Was
 - Successful, 17
- Cleaning, 48
- Clock, 30
- Communication Information, 7
- Communication Result Report, 17, 19
- Connecting The External Telephone, 58
- Connecting the Machine, 59
- Copying, 25
- Counters, 31
- Country Code, 41

D

- Date and Time, 30
- Dial Options, 12
- Document Feeder
 - Acceptable originals*, 65
- Dual Access, 18

E

- Erasing
 - Messages*, 7
 - special sender*, 34

F

- FAX HEADER, 4
- File list, 8
- File Reserve Report, 19
- Function List (11~55), 69
- Function List (61~), 70

G

- General, 21
- Group Dial List, 27

H

- Handy Dialing Functions, 11
- Help List, 45

I

- Indicators
 - Add Paper*, 21
 - Add Toner*, 21
- Installation, 55

J

- Journal, 10, 17

K

- Key Operator Settings, 29

L

- Language Selection, 31
- Lists You Can Print Out Yourself, 27
- Location, 56

M

- Machine Environment, 56
- Maintaining, 47
- Memory Card, 57
- More Transmission Functions, 17

O

- on/off Switches
 - Authorized Reception*, 34
 - Power Saver*, 36
- Option, 63

P

- Page Length Reduction, 23
- Paper Specifications, 65
- Phone Line, 60
- Phone Line Type, 42
- Polling, 5
 - Canceling a Polling Operation, 7*
 - Polling Reception, 5*
- Polling Reception, 5
- Power, 61
- Power Saver, 35
- Printed Reports, 19
- Printing
 - File list, 8*
 - Journal, 10*
 - Part of the Image, 17, 19*
 - Printing Messages, 21*
 - Stored Messages, 9*
 - Telephone Number List, 27*
- Printing Options, 23
- Programming
 - Date and Time, 30*
 - special senders, 32*
 - Summer Time/Daylight Saving Time, 30*

R

- Redial, 11
- Redial key, 11
- Rejecting
 - Messages, 21, 31*
- Reports, 17
 - Communication Failure Report, 17, 19*
 - Communication Result Report, 17, 19*
 - Error Report, 46*
 - File List, 8*
 - File Reserve Report, 19*
 - Journal, 10, 17, 20*
 - Polling Result Report, 17*
 - Power Failure Report, 46*
 - Reading Reports, 46*
 - service report, 42*
 - Telephone Number List, 27*
 - Transmission Result Report, 19*
 - User Parameter List, 38*
- Reverse Order Printing, 23

S

- Saving Energy, 67
- Scanning area, 65
- Sending at a Specific Time (Send Later), 3
- Send Later, 3
- Service Station, 42
- Setting the timer, 35
- special senders, 32
- Specifications, 64
- Storage Capacity, 68
- Summer Time, 30

T

- Telephone, 22
- Telephone Number List, 27
- Toner Cartridge, 53
- Toner Cartridge Replacement, 49
- Tone Signals, 16
- Transmission
 - Tone Signals, 16*
 - Using Redial, 11*
- Transmission Result Report, 19
- Troubleshooting, 45
- TTI→FAX HEADER, 4

U

- User parameter hints, 39
- User Parameters, 37
- Using
 - Dial Options, 12*
 - Key Operator Settings, 30*
 - Redial key, 11*
 - Telephone, 14*
 - Tone key, 16*

MEMO

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

I means POWER ON.

O means POWER OFF.



RICOH COMPANY, LTD.

15-5, Minami Aoyama 1-chome,
Minato-ku, Tokyo 107-8544, Japan
Phone: +81-(0)3-3479-3111

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 you use genuine Ricoh toner.

TONER CARTRIDGE

RICOH FAX TONER CARTRIDGE TYPE 1340 BLACK is recommended for the best performance.

Overseas Affiliates

U.S.A.

RICOH CORPORATION
5 Dedrick Place
West Caldwell, New Jersey 07006
Phone: +1-973-882-2000

The Netherlands

RICOH EUROPE B.V.
Groenelaan 3, 1186 AA, Amstelveen
Phone: +31-(0)20-5474111

United Kingdom

RICOH UK LTD.
Ricoh House,
1 Plane Tree Crescent, Feltham,
Middlesex, TW13 7HG
Phone: +44-(0)20-8261-4000

Germany

RICOH DEUTSCHLAND GmbH
Mergenthalerallee 38-40,
65760 Eschborn
Phone: +49-(0)6196-9060

France

RICOH FRANCE S.A.
383, Avenue du Général de Gaulle
BP 307-92143 Clamart Cedex
Phone: +33-(0)1-40-94-38-38

Spain

RICOH ESPAÑA S.A.
Avda. Litoral Mar, 12-14,
08005 Barcelona
Phone: +34-(0)93-295-7600

Italy

RICOH ITALIA SpA
Via della Metallurgia 12,
37139 Verona
Phone: +39-045-8181500

Hong Kong

RICOH HONG KONG LTD.
21/F., Tai Yau Building,
181, Johnston Road,
Wan Chai, Hong Kong
Phone: +852-2862-2888

Singapore

RICOH ASIA PACIFIC PTE.LTD.
260 Orchard Road,
#15-01/02 The Heeren,
Singapore 238855
Phone: +65-830-5888

FAX1400L Operating Instructions

Printed in China

AE (AE) H538-8702