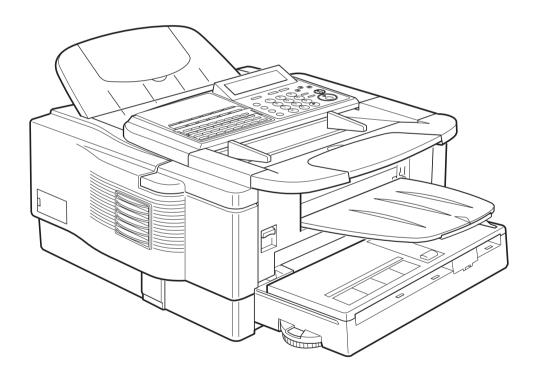


OPERATOR'S MANUAL

RICOH FAX4800L



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.

Optional Equipment

Memory (FEATURE EXPANDER TYPE 140 2M, FEATURE EXPANDER TYPE 140 4M, FEATURE EXPANDER TYPE 140 80MIII)

Either a 2-Mbyte memory card, a 4-Mbyte memory card or a 80-Mbyte hard disk can be added.

ISDN G4 KIT (ISDN INTERFACE UNIT TYPE 140III)

This allows you to send and receive using the ISDN (Integrated Services Digital Network)

PC Printer Interface Kit (PRINTER INTERFACE TYPE 200)

This allows you to use the machine as a laser printer for an IBM PC/AT¹ or compatible personal computer.

Telephone Handset (HANDSET TYPE 100)

This permits voice communication.

PAPER CASSETTE TYPE 100

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

COUNTER TYPE 100

FUNCTION UPGRADE CARD TYPE 140

With this card installed, Memory Disk and so on become available.

FAX ON DEMAND TYPE 140

When installed the Fax on Demand service becomes available.

EXTRA PAPER FEED UNITS

Up to 2 extra paper feed units can be added to the base machine: PAPER FEED UNIT TYPE 140F - an additional front feed paper unit. PAPER FEED UNIT TYPE 140SIII - an additional side feed paper unit. A front and side feed unit cannot be installed on the same machine.

G3 Kit (G3 INTERFACE UNIT TYPE 140)

This allows you to connect an additional PSTN (Public Switched Telephone Network) to the machine.

Note: The Function Upgrade Card and Fax on Demand Kit cannot be installed in the same machine.

1Copyright Notice

IBM PC/AT is a registered trademark of International Business Machines Corporation.

CAUTION: Once a Function Upgrade Card or Fax on Demand Card has been installed, do not remove it. If removed, this will result in data being permanently lost.

Table of Optional Equipment

Optional Equipment	Memory *1				*2		Paper	Feed t *3	G4/	G3 :*4			
								OIII		IXIL	*2		
	Memory Card 2M	Memory Card 4M	Hard Disk 80M	Function Upgrade Card	Printer Interface Kit	Telephone Handset	Paper Cassette	Front Paper Feed Unit	Side Paper Feed Unit	ISDN G4 Kit	G3 Kit	Counter	Fax on Demand Kit
Memory Card 2M		Χ	Χ	0	0	0	0	0	0	0	0	0	0
Memory Card 4M	Χ		Χ	0	0	0	0	0	0	0	0	0	0
Hard Disk 80M	Χ	Χ		0	0	0	0	0	0	0	0	0	0
Function Upgrade Card	0	0	0		0	0	0	0	0	0	0	0	Χ
Printer Interface Kit	0	0	0	0		0	0	0	0	0	0	0	0
Telephone Handset	0	0	0	0	0		0	0	0	0	0	0	0
Paper Cassette	0	0	0	0	0	0		0	0	0	0	0	0
Front Paper Feed Unit	0	0	0	0	0	0	0	0	Χ	0	0	0	0
Side Paper Feed Unit	0	0	0	0	0	0	0	Χ	0	0	0	0	0
ISDN G4 Kit	0	0	0	0	0	0	0	0	0		Х	0	0
G3 Kit	0	0	0	0	0	0	0	0	0	Χ		0	0
Counter	0	0	0	0	0	0	0	0	0	0	0		0
Fax on Demand Kit	0	0	0	Χ	0	0	0	0	0	0	0	0	

O: Available X: Not Available

- *1 Only one Memory Option (Memory Card 2M, Memory Card 4M, Hard Disk 80M) can be installed at once.
- *2 You can not use the Telephone Handset with the optional G3 Kit.
- *3 You can not install both Front Paper Feed Unit and Side Paper Feed Unit on the same machine.
 - Two Front Paper Feed Units or two Side Paper Feed Units can be installed on the same machine.
- *4 You can not install both ISDN G4 Kit and G3 Kit on the same machine.

WARNING:

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

CAUTION

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

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

Operator Safety

This equipment is considered a CDRH Class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 to 800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety

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

In accordance with ISO 7001, this machine uses the following symbols for the main switch:

I means POWER ON O means POWER OFF

CAUTION

Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.

WARNING



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



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

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

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

The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

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

Thank you.

ENERGY SAVING INFORMATION



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

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

IMPORTANT SAFETY INSTRUCTIONS

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

- 1. Read all of these instructions.
- 2. Save these instructions for later use.
- 3. Follow all warnings and cautions marked on the product.
- 4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- 5. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- 6. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- 7. Do not use a telephone in the vicinity of a gas leak to report the leak.
- 8. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
- 9. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
- 10. This product should be operated from the type of power source indicated on the marking label. Using a different power source may result in injury or accident. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
- 11. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug (This does not apply in countries in which the 2-wire, non-grounded type of plug is used).
- 12. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
- 13. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating.
- 14. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 15. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.

- 16. Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.
- 17. Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.
- 18. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - A. When the power cord or plug is damaged or frayed.
 - B. If liquid has been spilled into the product.
 - C. If the product has been exposed to rain or water.
 - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often required extensive work by a qualified technician to restore the product to normal operation.
 - E. If the product has been dropped or the cabinet has been damaged.
 - F. If the product exhibits a distinct change in performance, indicating a need for service.

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INTRODUCTION

Thank you for purchasing this product. This multi-function office machine offers a wide range of fax, printer, and convenience features (Some of these features are optional).

WHAT DOES A FAX MACHINE DO?

When you write a letter, you normally seal it in an envelope, attach a stamp, and post it in the nearest mail box. Then, in a few days, depending on the postal service, the letter will arrive at its destination. However, you may not be aware of its arrival until you get a return letter.

A fax machine speeds up this process. After you have written your letter, place it face down in your fax machine's document feeder, dial the destination's fax number, then press the Start key.

The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots that there are across and down the page depends on the resolution that you selected; refer to the specifications section of this manual for details). This series of dots is transformed into an electrical signal and sent out over the telephone line to the destination fax machine.

The receiving fax machine reconstructs your letter from the incoming signal, and prints it.

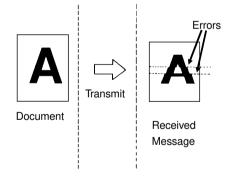
If you are worried about whether the message arrived at the destination, you can check a report called the Journal. When you print this report, you will see the results of the most recent fax communications made by your machine.

You can use your fax machine to send and receive many types of documents, even photographs.

TELEPHONE LINE PROBLEMS AFFECT FAX COMMUNICATION

Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit a letter-size page in about 6 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.

The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM (Error Correction Mode) is an effective countermeasure against this type of error; you have the choice of having the ECM feature switched on or off. It is switched on before the machine leaves the factory. (Refer to page 96 for more information about ECM).



The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines.

In addition, the quality and condition of switching equipment used by your phone company can affect fax communication.

HOW TO USE THIS MANUAL

MANUAL OVERVIEW

Your facsimile machine is equipped with a wide range of labor-saving and cost-saving features. This manual explains each of these features, and how you can put them to use. Note that the external appearance of the machine in some illustrations may be slightly different from the actual machine.

The manual consists of the following sections.

	io manda consists of the following cootions.
┚	How to Use this Manual - This is the section that you are now reading. It contains an overview of the manual and the conventions used by the authors. It also contains quick reference sections on how to input telephone numbers and names, and how to correct errors that you may inadvertently make when operating the machine.
	General Precautions - This section lists precautions that you should keep in mind when operating the machine. Read this section before you begin to use your machine.
	Guide to Components - This contains a diagram that shows where the main components of your machine are situated.
	Operation Panel - This describes the functions of the various buttons and indicators that are on your machine's operation panel.
	Routine Operation - This section describes the features and settings that you will normally be using every day.
	Advanced Features - This section explains how to take advantage of the special features of your fax machine, including how to set up networks for economical distribution of fax messages over long distances.
	Reports - This section explains the reports that the machine generates.
┚	Looking After the Machine - This section shows you what to do when consumable supplies run out. The user maintenance procedure in this section should be done every six months if you want to keep your machine in top condition.
	Solving Problems - If your machine cannot communicate, or if it generates error codes or experiences paper jams, refer to this section. Many routine problems can be solved without a service call.
	Specifications - This is a list of technical capabilities of your machine.
	Appendices A to E - These describe fax on demand, memory disk file, the paper feed unit, the ISDN G4 kit and the hard disk.
	Appendix F - Installing the Machine - This section explains how to install the machine and connect it to the telephone line. It also explains the best type of place to install your machine. And this section also explains the things that you have to do before you can send your first fax message and lists important features that will make faxing more convenient.
	Quick Reference Guide - This indicates how to use this machine at a glance.

CONVENTIONS

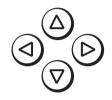
The following conventions were used when writing this manual.

Keynames

These have been printed in a bold typeface.

For example: When you see a command in bold such as "**Start** " means "Press the Start key on the operation panel".

If you see something like "# x 3", this means that you have to press the # key 3 times.



On the operation panel, there are four arrow keys (up, down, left, right). This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see ▶ in the manual, you are being asked to press the right-pointing arrow (▶) on the scroll key.

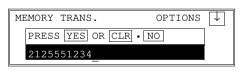
Displays

Messages seen on the display are shown in a larger box, normally on the right hand side of the page, directly opposite the step that brought it up on the screen. After following a step in a procedure, check the display to see if it corresponds to the one in the manual. This may help you to check whether you are following the procedure successfully. The following examples show three common types of display.

Example A: The keys that can be pressed are shown on the screen in small boxes. In this example, you can press the Yes, No, or Clear keys or down arrow (▼) on the scroll key.

Example B: The choices of settings for a feature are shown on the screen. The current setting is indicated (It is set ON). If you press the ◀or ▶ on the scroll key, the setting will be changed to OFF.

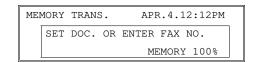
Example C: The ABC in the bottom right of the display indicates letters (using the Quick Dial Keys) or numbers (using the ten-key pad on the operation panel) can be entered.







Most procedures start from standby mode, that is, when the display is as shown on the right. The value after "MEMORY" shows how much memory space is remaining.



Note: If you start a procedure and do not enter anything at the operation panel for more than 5 minutes, the machine returns to standby mode.

Symbols

The text contains a few symbols that highlight important pionts or direct you towards other parts of the manual that are related to the feature currently being described.



indicates a hint (for example, indicating a page number where related information can be found).

Accessing Previously Used Functions

When you press Function, the names of the last four functions you have used come up in order on the display. This allows you to easily select a function that you have recently used.

Note: If you want to re-use functions 61 and above, you will still need to enter the access code (2222) and function number after following the procedure below.

1. Press Function.

The names of the last 2 functions are displayed.

Use the ▲ and ▼ keys to move the >> symbol.

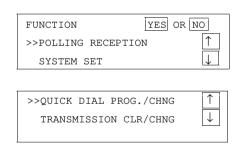
If you press ▼ a few times, the remaining 2 functions are displayed.

If the function you want is not there, either:

- ☐ Press No.
- □ Press ▼ until the display changes to that shown opposite.

Then enter the function number as you would normally.

3. Press Yes.



QUICK DIAL	CHOOSE KEY
	PRINT LIST \rightarrow
	NO TO CANCEL

GENERAL PRECAUTIONS

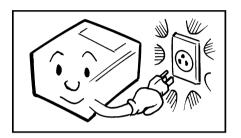
WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

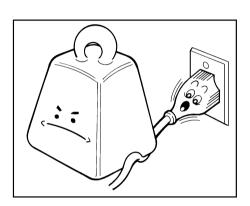
POWER AND GROUNDING

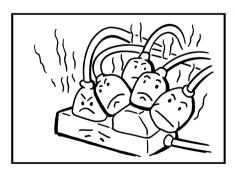
Pay attention to the following.

Power Supply

- 1. Power requirements: 115 V, 60 Hz
- 2. Insert the power plug securely into the wall socket.
- 3. Make sure that the wall outlet is near the machine and readily accessible.
- 4. Do not connect other equipment to the same socket.
- 5. Do not step on or set anything on the power cord.
- 6. Do not connect other equipment to the same extension cord.
- 7. Be sure that the power cord is not in a position where it would trip someone.
- 8. The wall outlet must be easily accessible.







Grounding

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

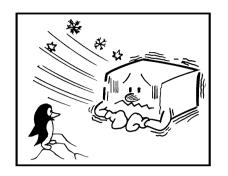
The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

COLD WEATHER POWER-UP

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

- 1. Raise the room temperature to 68°F at less than 18°F per hour.
- 2. Wait for 30 to 60 minutes.
- 3. Turn the power on.

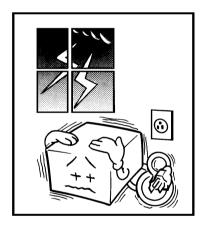
Do not use the machine near a humidifier.



THUNDERSTORMS

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

Note: All fax messages stored in the memory may be erased if power is switched off for more than an hour.



COPY PAPER

	OI I IIII EK
	16 to 24 lb. copy paper is recommended: letter or legal sizes are the most commonly used.
	Do not use damp paper, or copies will be defective.
	Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
	Keep paper in a vinyl bag if it will not be used for a long time.
	Store in a cool dry place.
	Store flat. Do not stand upright.
┚	The following materials cannot be used in the paper trays: Post cards, Tracing paper, OHP sheets, Adhesive labels.
	Do not overload the paper trays.
♬	If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.
T	ONER CARTRIDGES
	Store in a cool, dark place.
	Never store where they may be exposed to heat.
	Keep out of the reach of children.
	Do not eat toner.
	Do not lay heavy objects on toner cartridges.
	Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.
O	PERATING PRECAUTIONS
□	While the machine is in operation, do not turn off the main switch or unplug the power cord.
	Keep corrosive liquids, such as acid, off the machine.
	Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
	The fusing unit may be very hot. Be careful when handling it.

GENERAL

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

OZONE

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

WARNING:



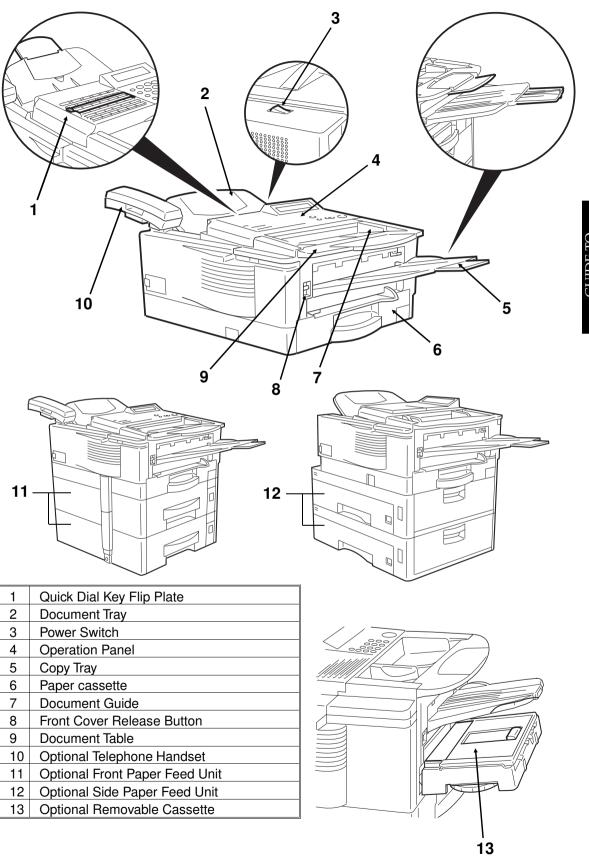
This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.



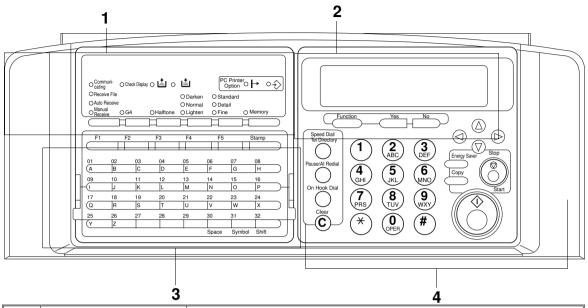
This symbol is attached to some components to alert the user not to touch them, because they may be very hot.

COMPONENTS

GUIDE TO COMPONENTS



OPERATION PANEL



1.		
	Communicating Indicator	Lights when a fax message is being transmitted or received
	Receive File Indicator	Lights when an incoming message was received into memory. Blinks when confidential reception file or memory lock file is stored in the memory.
	Check Display Indicator	Lights when some error occurs. See the instruction appearing on the display.
	Add Toner Indicator	Blinks when the toner cartridge is almost empty, and lights when it is empty.
	Add Paper Indicator	Lights when a cassette is empty.
	PC Printer Option Indicators	These indicators are only used when the optional Printer Interface Kit is installed. See the operation manual for the Printer Interface Kit for full details.
	Reception Mode Selector Key	Press to select Auto Receive or Manual Receive.
	Contrast Selector Key	Press this to select either Darken, Normal or Lighten
	Resolution Selector Key	Press this to select either Standard, Detail, or Fine transmission mode.
	Halftone Key	Press this to use halftone transmission mode.
	G4 Selector Key/Indicator	Press to select G4 mode. When this indicator is not lit, G3 is selected.
	Memory Key	If the indicator is lit, your document will be stored before transmission. If it is not lit, your document will be sent immediately without being stored. Press the key to change the mode.

-		
2.	Display	Displays prompts, warnings, and selected modes.
	Function Key	Press to use one of the numbered functions explained in this manual.
	Yes/No Keys	Use to answer questions on the display.
	Scroll Key	When an arrow is shown on the display, use this key to access the options, items, or functions shown by the arrow. Also use it to move the cursor when programming or editing a displayed item.
3.	Quick Dial Keys	Each of these can be programmed with a telephone number, a group, or a keystroke program. You can also use these keys to type names and labels such as the RTI and TTI. To access keys 01 to 32, flip the number plate down. To access keys 33 to 64, flip the number plate up.
	User Function Keys	Each of these can be programmed for rapid access to frequently used features. If the light under a key is on, the feature can be used.
	Stamp Key	Press to enable or disable the transmission/scanning verification stamp feature.
4.	Speed Dial/Tel Directory Key	Press this to dial using Speed Dial or the Telephone Directory Feature.
	Pause/Al Redial Key	Press this if you need to insert a pause when dialing. Or press this to redial one of the last ten numbers that were dialed.
	On Hook Dial Key	Press this to dial without picking up the handset.
	Clear Key	Use this as a backspace key during programming.
	Ten Key Pad	Use this as a telephone keypad, or to enter Speed Dial codes.
	Energy Saver Key	Hold this down a few seconds this to start or end Energy Saver mode.
	Copy Key	Press this to copy the document now in the feeder.
	Stop Key	Press this to stop the machine and return it to standby mode.
	Start Key	Press this to start fax communication.

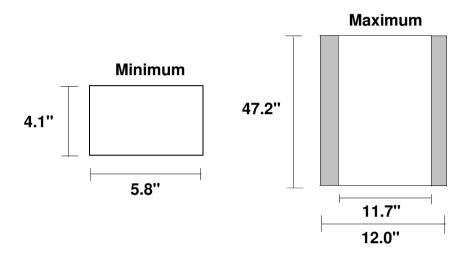
ROUTINE OPERATION

SENDING A FAX MESSAGE

Precautions Concerning Unacceptable Document Types

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

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



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

Correct Size for the Document Feeder

Thickness: 2 to 8 mils (20 lb paper)

Length and Width: See the above diagram.

If the page is too short, put it inside a document carrier or enlarge it with a copier. If the page is too long, divide it into two or more sheets.

Clearly Written

Small faint characters may not be transmitted clearly.

Uniform Page Size

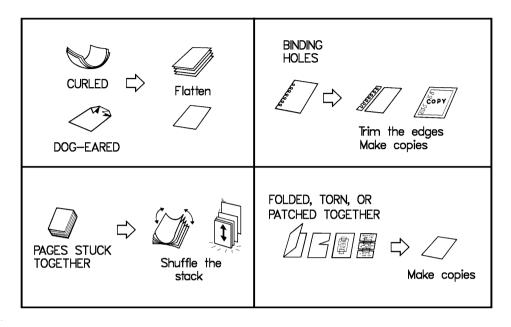
Do not use different sizes of document in the same transmission.

Dry Ink

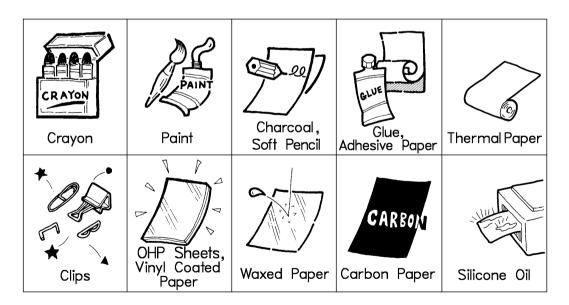
All ink must be dry before you place the document in the feeder.

Page Condition

Do not place damaged pages in the automatic document feeder.



Originals that contain the following materials should not be placed in the document feeder. Make copies of these originals and scan the copies.



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

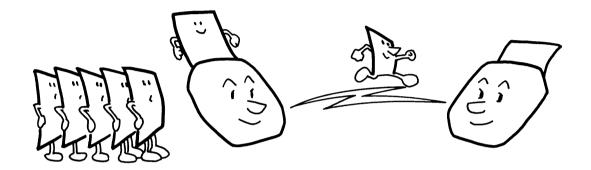
Transmission Procedure at a Glance

Overview

There are two ways to send a fax message.

- ☐ Immediate Transmission
- Memory Transmission

Immediate Transmission

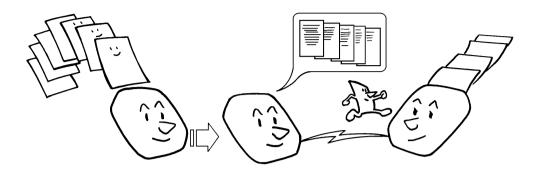


Immediate Transmission is convenient when:

- ☐ You wish to send a message immediately.
- You quickly wish to check whether you have successfully connected with the other party.
- $\hfill \square$ Your machine's memory is getting full.

The machine dials immediately after you press Start (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

Memory Transmission



Memory Transmission is convenient because:

- ☐ Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).
- ☐ While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).
- ☐ You can send the same message to more than one place with the same operation.

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

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

Cross-reference

Sending at a Specific Time (Send Later): see page 28.

Parallel Memory Transmission

With this feature the machine can call destinations while scanning documents. Compared with normal Memory Transmission where the machine calls once all the documents have been stored, it is quick to verify whether a connection has been made or not.

Additionally, as scanning finishes more quickly than Immediate Transmission, it is useful if you want to take the document back to your desk immediately. However, if the connection cannot be made (for example if the line is busy), normal Memory Transmission takes place.

Note: If the amount of available memory is less than 50%, you cannot use Parallel Memory Transmission.

Normal Memory	Transmission	still takes	place	when	using 1	the 1	following	g:

□ Send Later
□ Transfer Request
□ Store Double Sided

☐ Specify Multiple Destinations ☐ Specified Image Area

The file is erased if any of the following happen during transmission:

☐ The Stop key is pressed. ☐ A document becomes jammed.

☐ There is not enough memory available.

After a parallel Transmission fails, a communication result report is printed.

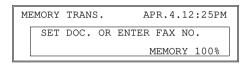
When using Parallel Transmission, page numbers are not printed at the other end. If you want page numbers printed, use Page Count of the optional feature for transmission (see page 29).

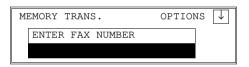
Sending to Just One Location

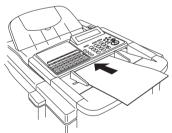
 Make sure that the machine is in standby mode:

The display on the operation panel must be as shown on the right.

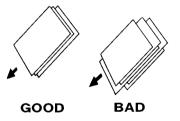
 Carefully place your fax message face down into the auto document feeder.
 Note: You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 4.







- ☐ The pages must be placed face down in the feeder, with the first page at the bottom of the stack.
- ☐ Feed the pages in so that the top edge goes in first.
- □ Do not exceed the feeder capacity: Standard letter: Up to 50 pages at a time. Double letter: Up to 25 pages at a time

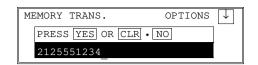


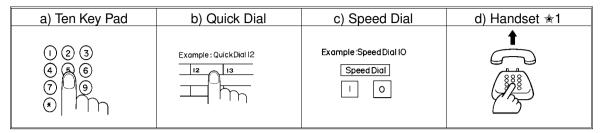
- ☐ Do not use pages of different sizes.
- ☐ The pages should be arranged loosely, but the leading edges should be tidy, as shown above.

Cross-references

Sending a Page with Very Fine Detail: See page 23. Options for Sending a Message: See page 27.

3. Dial in one of the following ways.





★1 : Only if the telephone handset is installed.

If your telephone line is through a PBX, dial the access code, then a pause, then the telephone number. For an international number, press the Pause key after entering the country code.

4. Start

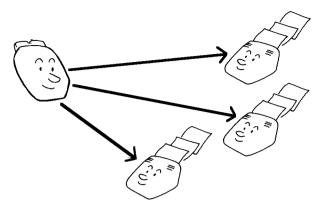
- 5. The machine stores your fax message.
- 6. The machine dials, and the line to the other party is connected.

Note: Watch the display. The identification of the other party will appear.

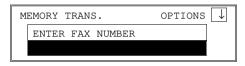
7. After sending the message, the machine hangs up automatically.



Sending to More Than One Location (Broadcasting)



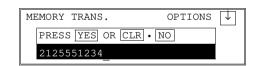
- 1. Make sure that the machine is in standby mode (see page 17).
- 2. Make sure that the Memory indicator is lit. If it is not, press **Memory**.
- 3. Place your fax message face down into the feeder.
 - You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 5.



Cross-references

Sending a Page with Very Fine Detail: See page 23. Options for Sending a Message: See page 27. Scanning only a part of the document (Specified Image Area): See page 86.

4. Dial in one of the following ways.

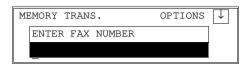


a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group Dial ★1
① ② ③ ④ ④ ⑥ ⑦ ⑥ *	Example : QuickDial I2	Example:Speed Dial IO Speed Dial I O	Example: Group 1, stored in Quick Dial Key 08 Method 1: 08 Method 2: F4 0 1

★1: Method 1: Press the Quick Dial Key the Group is stored in (in the example, press key 08). Method 2: If you do not know which Quick Dial Key the Group is stored in but you do know the Group number, use Method 2. You must have programmed one of the User Function keys in advance with code 02 (Group Dial), using Function 35 (see page 148). In the above example, F4 has been made the Group Dial key; press F4 then input the Group number.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**.



- 6. Either:
 - Dial another number: Go to step 4.
 - ☐ Press **Start**.

The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

Note: In theory, you can send the same fax message to up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 305 for more information concerning the limitations to this feature.

Check your Destinations Before Dialing

If you wish to send a fax message to more than one location, you can scroll through the list of telephone numbers that you have input so far to check whether you have missed any or entered any wrong numbers.

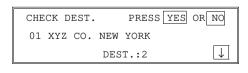
This feature is useful when using the features such as Broadcasting, Transfer Request, and Polling Reception.

Cross-references

Broadcasting: see page 18. Transfer Request: see page 51.

Polling Reception: see page 135.

- Press ▼ 0 7.
 - The number after DEST shows how many numbers you have input so far.
- Use the ▼ arrow to scroll through the list of destinations that you have already input.
 - ☐ To cancel a destination that you have input by mistake: **No**.
 - □ To finish checking: Yes.



CHECK DEST.	PRESS YES OR NO				
ABC COMPANY					
DEST.:2					

Storing Double Sided Documents

When you are using Memory Transmission and press the User Function Key programmed as Store Double Sided, both sides of a document can be scanned. The front and back of the scanned document will be printed in order, on separate sheets at the other end.

The procedure for transmission using Store Double Sided is outlined below (for how to program the User Function Key, see page 143).

- 1. Check the Memory indicator is lit.
- 2. Press the User Function Key (F1-F5) programmed as Store Double Sided.
- 3. Set the double sided-document with the front page face down.
- 4. Select the resolution settings you require and dial then press **Start**. The front page will start to be scanned. When scanning has finished, "TURN OVER, RESET, PRESS START" will appear on the display.
- 5. Set the document with the reverse side face down and press **Start**. You have 60 seconds to set the reverse side --- if you do not, an error will occur and you cannot transmit.

If "PAGE NO. INCORRECT CLEAR FILE? YES•NO" appears on the display, your pages have not been scanned in properly.

In this case, do one of the following:

□ Press	Yes to completely	erase the store	ed document	and return to	standby
mode.					

Press No	to return	to standby	mode	and be	egin trans	smission	of the	oages
that have	been stor	red so far.						

Possible Problems

You want to take out the document

Open the scanner and take out the document.

CAUTION: Do not pull out the document without opening the scanner, or you will damage the machine.

You want to send more than 50 pages

While the last page is being fed in, place more pages (up to 50) in the feeder.

You made a mistake while dialing

If you already pressed Start, press Stop immediately.

If you haven't pressed Start yet, do one of following:

_		T I							
	Press No.	\cdot	ntira	numhar	10 A0	IATAA	-ntor a	- $ -$	nnar
	LIESS NO		: I II II C		15 (15		1 111151 0		11.75

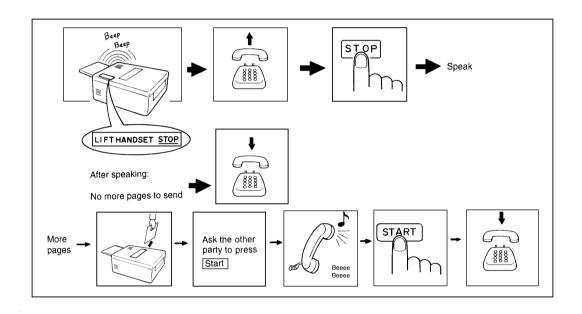
☐ Press **Clear**. Only the last digit is deleted.

The Check Display Indicator is blinking

- ☐ If CLEAR ORIGINAL appears in the display:
 Take out the document (see page 201). Then redial the destination.
- ☐ If ERROR PRESS STOP KEY appears in the display:
 If the Communicating lamp is not lit, press **Stop**.
 If the Communicating lamp is lit, wait until it goes out, then press **Stop**.

The buzzer is ringing

The other party wishes to speak with you. Proceed as shown below.



Cancelling a Memory Transmission

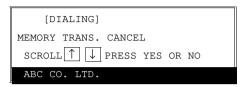
When communication is in progress

- 1. Press the Stop Key.
- 2. If two messages are being sent (*), select the file to cancel with the ▲ and ▼ keys.
- 3. Press **Yes**.

Note: (*) Dual Communication (Optional ISDN Kit or optional G3 Kit required)



(*) Dual Communication



Cross-reference

Dual Communication: see page 269.

When the message is awaiting transmission

- 1. Press Function followed by 2 1.
- 2. Select the file using the ▲ and ▼ keys. Then press **Yes**.
- 3. Press 1 then Yes

.

Sending a Page with Very Fine Detail

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

If you are not sure whether your settings are suitable, make a copy of the document using these settings. The printout shows how the fax message will look when it is printed at the other end.

□ If your fax message has more than one page, you can select different settings for each page. For example, if you wish to use a different resolution just for page 2, change the resolution setting while page 1 is being scanned. Then, while page 2 is being scanned, you can return the resolution setting to the original setting.

Contrast

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

There are three grades.

Normal: Suitable for most documents

Darken: Use for documents with faint writing (such as those written in pencil)

Lighten: Use for documents that have a dark or patchy background

Resolution

If your document contains fine print or detailed diagrams, use a higher resolution setting.

Standard: Suitable for most typewritten documents **Detail:** Use for documents with small print or fine details

Fine: Use this for high quality reproduction

Halftone

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

Selecting the Halftone Type

This model has two types of Halftone: the Dither Process and the higher quality Error Diffusion Process. To change the currently used Halftone type, perform the following procedure.

- Function 6 0 2 2 2 2 6 and 3.
 The settings for switch 00 are now shown on the bottom line of the display.
- Press ▲ or ▼ until the settings for switch 10 are shown. You need to change digit 7.

If you wish change the setting press 7 on the ten key pad.

Digit 7

- 1: Speed mode
- 0: Standard mode

	USER PARAM	METER	PRINT LIST \rightarrow
	DEFAULT:	01000000	\uparrow
	SWITCH00:	01000000	YES TO END ↓
•			
	HEER PARAM	METER	DRINT LIST

USER PARAM	METER	PRINT LIST \rightarrow	_
DEFAULT:	01000000	\uparrow	
SWITCH00:	11000000	YES TO END ↓	

Speed mode: The machine will use the Basic Halftone Process.

Standard mode: The machine will use the higher quality Error Diffusion Process.

3. Finish: Yes and Function

Halftone Mode slows down the transmission speed, and may increase your communication costs, especially if you use the Error Diffusion process. Higher resolutions also do this. This is because these settings create larger amounts of data to be sent.

Messages are transmitted the fastest if you use the standard resolution setting, and keep Halftone off.

Home Position Setting Adjustments

For the contrast, resolution, and halftone, you can select whether the settings return to home position at the end of transmission (in a new machine, they do). Also, you can change the home positions of these settings.

If you need other adjustments, contact a service representative.

The procedure is as follows (see page 227 if you need more information about the User Parameter settings adjustment procedure).

1. Function 6 0 2 2 2 2 6 and 3.



At this time, you can print a User Parameter List if you press ▶ and **Start**.

2. The settings for switch 00 are now shown on the bottom line of the display.

SWITCH00: 0000 0000 Digit 7654 3210

The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

The settings that you may need to change are those for digits 0, 1, 2, 3, 4, 5, 6, and 7. The functions of these are as follows.

Digit	Purpose		
0	Stamp 0: Off* 1: On		
	Contrast home position		
1	Digit 3 Digit 2 Digit 1 Setting Digit 3 Digit 2 Digit 1 Setting		
2	0 0 Normal* 1 X X Do not use this setting		
3	0 0 1 Lighten		
	0 1 0 Darken		
	Resolution home position		
4	Digit 5 Digit 4 Setting Digit 5 Digit 4 Setting		
5	0 0 Standard* 1 0 Fine		
3	0 1 Detail 1 1 Do not change		
	these settings.		
6	Tramsmission mode home position 0: Memory Transmission* 1: Immediate Transmission		
0			
7	Halftone on/off home position 0: Off* 1: On		

3. If you wish to change one of the settings, press the key on the ten key pad that corresponds to the digit that you wish to change.

Example: **3** from the ten key pad. The value of digit 3 changes.

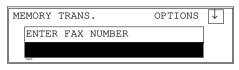
4. Finish: Yes and Function.

Dialing with the Telephone Directory

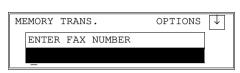
This can be done for any number that you have stored as a Speed Dial Code with a label programmed for it.

Example: You wish to dial "XYZ CO. LONDON".

- 1. Make sure that the machine is in standby mode (see page 16).
- 2. Place your document in the feeder.



3. Speed Dial/Tel Directory.



4. Press the first letter of the name: X (Quick Dial Key 24 or 48)

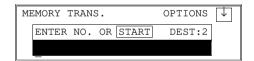
Press **X** repeatedly until the correct number is displayed.











- 7. Either:
 - Dial more numbers.
 - Press Start.
 - ? Programming Speed Dial Codes: See page 296.

Optional Features for Transmission

When you make a routine transmission, you can access a few optional features. These options are only available if "OPTION $\ \ \ \ \ \ \ \ \ \$ " can be seen in the top right corner of the display.

Personal Code



Personal Codes do the following.

- □ They allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report that is called the Journal. This will help you to check on who has been using the machine, and how often.
- ☐ They allow personalization of documents and printed reports. For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.
- ☐ They allow you to restrict use of the machine to authorized personnel only. If you switch the Restricted Access feature on, users have to enter their personal code before they can use the machine. The personal code must have already been stored in the machine. This may deter unauthorized personnel from casually using the machine.

Cross-references

Programming Personal Codes: see page 75. Restricted Access: see page 75.

Label Insertion: see page 88. Journal: see page 171

If you input your Personal Code, your name will appear on the Journal and Transmission Result Report.

1. Press **▼ 0 1**.



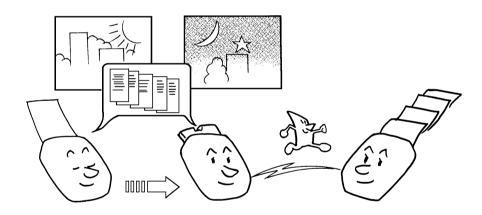
- 2. Enter the Personal Code Example: **7 3 6 2**
 - □ The display shows the name that was stored with the code that you selected. In this example, it is SMITH.



3. **Yes**.

See page 75 for details on how to program the Personal Codes and their labels.

Sending at a Specific Time

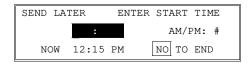


This feature is called **Send Later**.

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

CAUTION: If your machine's memory is full, you will have to keep the message in the document feeder. This means that nobody can use the document feeder unless they remove your document. This would automatically cancel the Send Later operation.

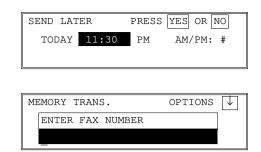
1. Press **▼**, **0** and **2**.



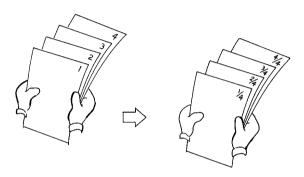
Example: Send at 11:30pm
 Enter 1 1 3 0 on the ten key pad.
 To change AM/PM, press * or # on the ten key pad.



The Send Later time cannot be more than 24 hours into the future.



Printing the Page Number (Immediate Transmission only)



This feature is called **Page Count**.

When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the format in which the page numbers are printed.

If you use Page Count:

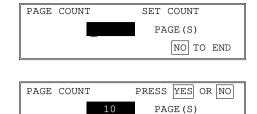
☐ Page numbers will be printed in batch-numbering format (for example, p1/3, p2/3, and p3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent, and if any are missing. However, you have to input the number of pages at the keypad before sending.

If you do not use Page Count:

☐ Page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

Note: If you do not select Immediate Transmission, Page Count is automatically switched on, and the pages are counted automatically.

1. Press **▼**, **0** and **3**.



2. Example: 10 pages. **10**

3. **Yes**.

TTI (Transmit Terminal Identification)

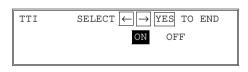
Normally, the TTI programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

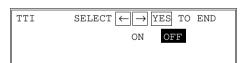
Note: If you switch TTI off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

Cross-references TTI: see page 265. Label Insertion: see page 88.

1. Press **▼**, 0 and 6.

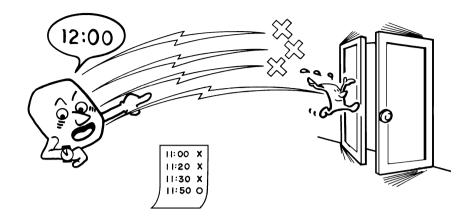


 If you wish to change the TTI setting, press ◀ or ▶ until the displayed setting is correct.



3. **Yes** when you have finished.

Sending by a Specific Time (Transmission Deadline)



This feature is called **Transmission Deadline (TRD)**.

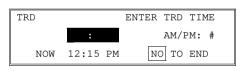
If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

If the line is busy, the machine will redial at set intervals either until the message gets through or until the deadline passes. Before the deadline passes, there is no limit to the number of times that the machine can redial.

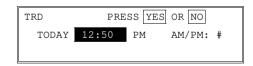
After the deadline passes, the machine will print a report which indicates whether or not your message was sent within the deadline. Then, the message will be erased from memory.

This feature is only available with Memory Transmission.

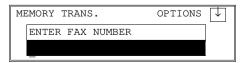
1. Press **▼**, **0** and **8**.



2. Example: The deadline is 12:50 pm. **1250**

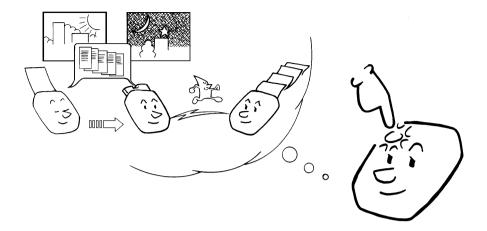


- ☐ The TRD time cannot be more than 24 hours into the future.
- ☐ To change AM to PM or the other way around, press #.
- 3. **Yes**.



Economy Transmission





This feature is similar to Send Later. However, it has the added bonus of automatically combining two cost-saving features: use of off-peak rates, and Batch Transmission. Also, you do not have to input the required transmission time every time, like you do with Send Later. However, with Send Later, you can input a different time of transmission for each fax message.

If you select Economy Transmission, your fax message will be sent at the time that you previously stored for this feature using Function 72 (see the next page). Also, all messages that were stored for sending to the same destination using this feature will be batched automatically.

Cross-references

Sending at a Specific Time: see page 28.

Batch Transmission: see page 92.

On/Off Selection Switch

When OPT is displayed.

- 1. Press **▼**, **0** and **9**.
 - f_x

If you have previously programmed this feature as a User Function Key, press that key.



- 2. If you wish to change the ECONOMY TRANS. setting, press ◀ or ▶ until the displayed setting is correct.
- 3. **Yes** when you have finished.

ROUTINE OPERATION

Storing the Economy Transmission Time

Before using Economy Transmission, you must use Function 72 to program a time for Economy Transmissions to start. This should be the start of the off-peak rate period for your area. After you have stored this, you will not need to change it again until your telephone company changes the starting time of the off-peak rate period.

1. Function 6 0 2 2 2 2 7 and 2.



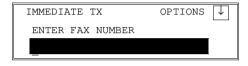
- 2. Input the time that you always wish Economy Transmissions to start.
 - ☐ To change from AM to PM and vice versa, press * or #.
- 3. Press **Yes Functio**n when the display is correct.

Sending Quickly (Immediate Transmission)

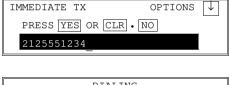
Procedure

If you do not wish to store the fax message in memory before sending it out, use the following procedure.

- ☐ The advantages and drawbacks of Immediate Transmission and Memory Transmission are discussed on pages 14 and 15.
- 1. Make sure that the machine is in standby mode (see page 16).
- 2. Make sure that the Memory indicator is not lit. If it is lit, press **Memory** .
- Place the document face down into the feeder.



- 4. Dial (only one destination). And press **Yes**.
 - ? See page 17 for how to dial.
- 5. **Start**.





The machine dials and the line to the other party is connected. The number that you dialed is displayed (or if you used Quick Dial or Speed Dial, the Quick Dial or Speed Dial Label stored for that number is displayed).

Changing Transmission Mode

Converting Immediate Transmission to Memory Transmission

If there is a message still waiting in the document feeder, you can convert it into a memory file if you press **Memory** and **Start** and **Yes**. The document will be scanned and stored into memory, leaving the document feeder free for others to use.

ROUTINE OPERATION

Immediate Transmission as Your First Choice

The default mode of your machine is Memory Transmission. If you wish, you can change this home position to Immediate Transmission.

The procedure is as follows (see page 223 if you need more information about the User Parameter settings adjustment procedure).

- 1. Function 6 0 2 2 2 2 6 and 3.
 - ☐ At this time, you can print a User Parameter List if you press ▶ and Start.



The settings for switch 00 are now shown on the bottom line of the display. The setting that you need to change is that for digit 6.

2. If you wish to change the setting, press **6** on the ten key pad.

Digit 6 (Double underlined)
0: Memory Transmission
1: Immediate Transmission

SWITCH00: 0<u>0</u>00 0000

3. Finish: Yes and Function.

Using the Stamp

Press the Stamp key to have faxes you send stamped. When the Stamp indicator is lit, the machine stamps a small mark on the bottom of each page. During memory transmission, the stamp indicates that the page was successfully stored. For immediate transmission, it shows that the page was sent successfully. You must switch the stamp on before you press **Start**, or the machine will not stamp the first page.

☐ If you wish the stamp to be at the top of each page instead of at the bottom, contact your service representative.

Changing the Stamp Home Position Setting

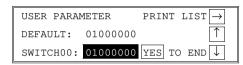
If you wish to change the Stamp default setting, do the following.

(See page 227 if you need more information about the User Parameter settings adjustment procedure).

 Function 6 0 2 2 2 2 6 and 3.
 At this time, you can print a User Parameter List if you press ▶ and Start.

The settings for switch 00 are now shown on the bottom line of the display. The setting that you need to change is that for digit 0.

- If you wish to change the setting, press 0 on the ten key pad.
- 3. Finish: Yes and Function.



SWITCH00: 0000 000<u>0</u>

Digit 0 (Double Underlined) 0: Verification stamp off 1: Verification stamp on

Redialing

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

Automatic Redialing

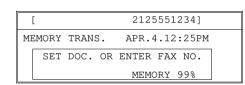
The machine will automatically redial the other party if any of the following conditions occurred.

- The other party was busy.
- ☐ There was no reply from the other party.
- ☐ The 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).

Redialing is done 4 times at 5 minute intervals (for a Memory Transmission) or 2 times at 5 minute intervals (for an immediate transmission).

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

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



If redialing fails for an immediate transmission, the display appears as shown opposite. You can convert this communication to a memory transmission to free up the machine for other users.

Press **Memory** then **Start**.

REDIAL STANDBY
OR SELECT MEMORY MODE
(PRESS MEMORY + START)

Using the AI (Artificial Intelligence) Redial Key

The machine learns and remembers the last 10 telephone numbers that you input. Then, if you have to redial one of these numbers, just press the **Al Redial** key until the number or name of the party you wish to redial is displayed, 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 Al Redial key until the required telephone
	number or name is displayed, then press the Start key.
П	If you wish to send another message to the same address that you just sent

If you wish to send another message to the same address that you just sent
one to recently, you don't have to dial the full number again if it is still in the Al
Redial memory. Place the message in the feeder, then press the Al Redial key
until the required telephone number or name is displayed, then press the Start
key.

Al Redial only remembers one Quick Dial or Speed Dial number the last num-
ber dialed. When you dial another Quick Dial or Speed Dial, the previously dialect
Quick Dial/ Speed Dial cannot be accessed.

- ☐ Using AI Redial, you cannot retry a failed Memory Transmission.

 However, you can redial the telephone number, as explained above.
- ☐ Al Redial employs the Al Short Protocol feature.
- ☐ The Al Redial key does not work if you used the handset to dial.

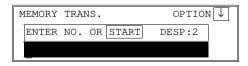
Cross-reference Al Short Protocol: see page 166.

To send a fax using AI Redial, do the following:

- 1. Make sure that the machine is in standby mode (see page 16).
- 2. Place your document into the feeder.
- 3. Al Redial.



- Scroll through the numbers in the Al Redial memory using the ▲ and ▼ arrows of the scroll key.
 - ☐ To select a number: **Yes** x 2.



5. Either:

- ☐ Select another number: go to step 4.
- ☐ Start the transmission: **Start**.

ROUTINE PERATION

RECEIVING FAX MESSAGES

Selecting the Reception Mode

There are two ways to set up your machine to receive fax messages.

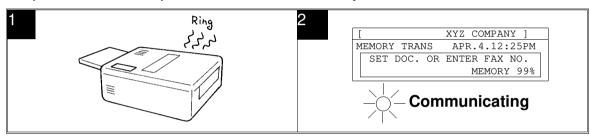
- □ Auto Receive Mode
- ☐ Manual Receive Mode

Press the **Reception** mode key to switch between the modes.

Auto Receive Mode

This mode is selected when the Auto Receive indicator is lit.

Incoming faxes are received automatically. You do not have to be by the machine if the power switch is kept on. Use this mode when you must leave the machine.



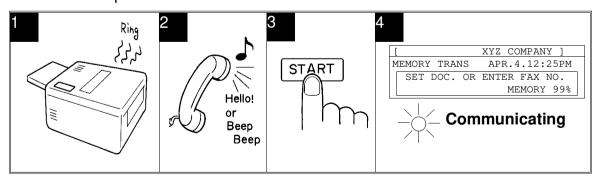
- 1. The telephone rings once.
- 2. The machine automatically starts to receive the message.

Manual Receive Mode

This mode is selected when the Manual Receive indicator is lit.

This setting is convenient if you wish to use your fax machine's handset to answer telephone calls coming in on the same line as fax messages. However, your fax machine cannot automatically receive fax messages; you have to be by the machine if a fax message comes in.

The machine operates as follows.



- 1. The machine rings continuously until you answer the call. Pick up the handset.
- 2. If you hear a voice from the other end, speak in reply.

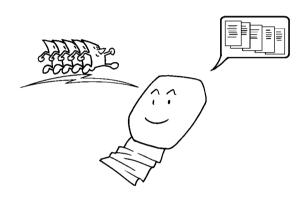
 If you hear a tone every few seconds, the other end is a fax terminal.

Note: Remove any documents that are in the feeder.

- 3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.
- 4. The machine starts to receive the message. The Communicating indicator lights.

Receiving Fax Messages When There Is a Problem

Overview



This feature is called **Substitute Reception**.

If the printer is jammed or out of supplies, you will still be able to receive fax messages; any messages coming in will be stored in the machine's memory. If the "Receive File" indicator is lit, a message has been stored in the memory using the Substitute Reception feature.

\sim 1					
(,pook	tha	tal		In.	N '
Check	1111	1()1	IC JVV	1111	1.

The printer paper may be used up. If so, add paper: see page 176.
The toner may have run out. If so, add toner: see page 182.

☐ The printer paper may have jammed. If so, remove the jam: see page 203.

☐ If there appears to be no problem, somebody may be making copies while a fax message is coming in.

The messages received into memory will be printed and erased from memory after the machine has been returned to normal operation.

Switching Substitute Reception On or Off

There are two conditions under which you may wish to disable this feature.

- ☐ If you do not like keeping received fax messages in memory: After your machine has received a fax message to memory, it sends an OK signal to the other end. However, if something happens to your machine and you lose the fax message before you have a chance to read it, the sender will not be informed. Therefore, you may not wish to use the Substitute Reception feature.
- ☐ If you do not wish to have your memory full of mail from unknown senders: If you have not enabled the Authorized Reception feature, you can receive fax messages from anybody. However, you can see who they are because their identifier (the TTI) is printed at the top of each page. If the other party has not programmed their identifiers (perhaps in an attempt to hide their identity), you may not wish to receive their messages into memory, which would take up valuable space.

Cross-references

ECM: see page 91. Authorized Reception: see page 104.

If you wish to switch Substitute Reception on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

 Function 6 0 2 2 2 2 6 and 3.
 At this time, you can print a User Parameter List if you press ▶ and Start.



The settings for switch 00 are now shown on the bottom line of the display.

 Press ▲ or ▼ until the settings for switch 05 are shown.

The settings that you need to change are those for digits 0 and 1.

The meanings of these settings are as follows.

SWITCH05: 0000 00<u>00</u>

Digit 0 (Underlined)

Digit 1 (Double Underlined)

Digit	Purpose			
0	Substitute Reception	0: Off	1: On*	
1		•	e Reception, Memory Lock, Forwarding, on) when no RTI or CSI identifiers were 0: Enabled, 1: Disabled	

- 3. If you wish to change the setting, press **0** or **1** on the ten key pad.
- 4. Finish: Yes and Function.

TELEPHONE CALLS

A handset is required to execute the procedures in this section.

You can use your fax machine for dialing in the same way as you would use a telephone. This is useful when calling fax machines that are usually kept in Manual Receive Mode, as well as for telephone conversations.

- ☐ You can dial using Quick Dial Keys or Speed Dial Codes.
- ☐ With the On Hook Dial feature, you do not have to pick up the handset before dialing.
- ☐ You can send a fax message after finishing the conversation, without having to make a new call.

Cross-reference

Manual Receive Mode: see page 39.

Making a Telephone Call

Using On Hook Dial

Using On Hook Dial is like using the handset (see the next page), except that you do not have to pick it up before dialing. Just press the On Hook Dial key, and dial the number. When you hear the other party on the fax machine's built-in speaker, you can pick up the handset. This keeps both hands free for referring to telephone numbers while you are dialing.

1. Press the On Hook Dial key.



2. Dial.



See page 17 for how to dial. Do not use the handset.

Note:

Do not press **Start**. If you wish to cancel the call, press the **On Hook Dial** key.

- 3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.
- 4. Replace the handset when you have finished.



Using the Handset

Using the fax machine's built-in or optional handset, you can use the fax machine in the same way as a normal telephone. Pick up the handset and dial on the fax machine's ten-key pad (or use a Quick Dial Key or Speed Dial Code if you wish).

1. Pick up the handset.



PRESS START AFTER TONE

HANDSET MODE

2125551234

2125551234

- 2. Dial.
 - ? See page 17 for how to dial.

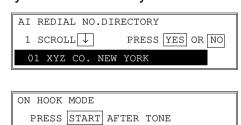
Note: Do not press Start.

Continue as for a normal telephone conversation.

Using AI Redial

Use AI Redial if you wish to redial a number that you dialed recently.

- 1. On Hook Dial and Al Redial.
- Scroll through the numbers in the Al Redial memory using the ▲ and ▼ arrows of the scroll key. When the correct number is displayed, press Yes.
 - ☐ The number will be dialed immediately.

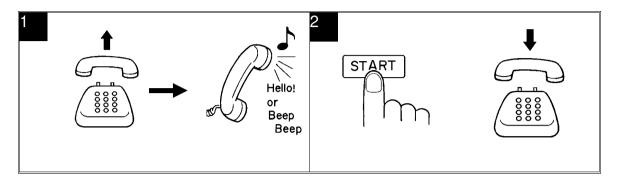


Answering the Telephone

If the telephone rings just once:

A fax is coming in. Do not pick up the handset.

If the telephone rings continuously:



- 1. Pick up the handset and speak to the other party. If you hear a high-pitched tone, a fax is coming in. Press **Start** then hang up.
- 2. If the caller wants to send you a fax, press **Start** after speaking. Then hang up.

If nothing happens after you press Start the power may be switched off or the telephone may not be properly connected.

Phoning and Faxing on the Same Call

To Talk Before Sending a Fax (On Hook Dial)

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

Note:

Do not use the handset.

Do not press Start.

- 3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.
 - ☐ If you hear a high-pitched tone instead of a voice, place your fax message in the feeder, then press **Start**.
- 4. When you are ready to send your fax message, place your message in the feeder, then ask the other party to press **Start**.
- 5. When you hear a high-pitched tone, press **Start**.
- 6. Replace the handset.

Do not replace the handset if you wish to speak to the other party again. When your machine emits a tone, press **Stop** then speak.

ROUTINE OPERATION

Speaker and Buzzer Volume Adjustments

Your machine has a built in speaker. With this speaker, you can listen to the telephone line without picking up the handset. The speaker will be automatically switched off just before the start of facsimile data communication.

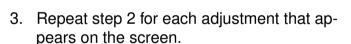
When you are sending a fax message, you will be able to hear the line after the machine has dialed. If the line is busy, you can press the **Stop** key and start another operation without having to wait for the machine to disconnect the line.

The volumes you can adjust are;

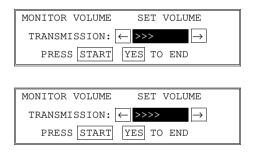
Transmitting monitor (TRANSMISSION): Sound you hear in transmission. Receiving monitor (RECEPTION): Sound you hear in reception. Onhook dial monitor (ONHOOK): Sound you hear in dialing by Onhook dial. Dialing monitor (DIALING): Sound you hear after pressing **Start** key. Buzzer tone (ALARM): Volume of the buzzer when you open a cover and so on. Key tone (SCROLL KEY): Sound you hear when you press a key on the operation panel.

If the speaker volume is not satisfactory, you can adjust it.

- 1. Function 6 0 2 2 2 2 9 and 2.
- To increase: ►.
 To decrease: ◄.
 To accept: Yes.







ADVANCED FEATURES

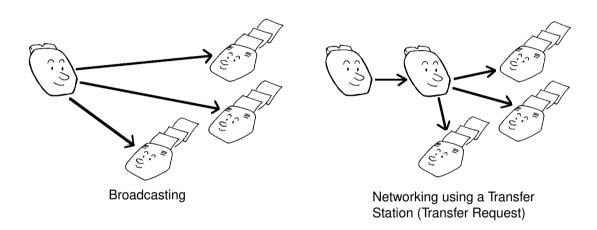
NETWORKING

Overview

This section explains how you can use this machine to distribute fax messages over networks of fax machines.

As we have seen (Sending to More Than One Location, page 19), you can send the same fax message directly from your machine to more than one location. The diagram in that section shows your machine sending the same fax message to three locations. This feature is commonly known as Broadcasting.

However, with Broadcasting, you or your organization has to pay for three fax calls. If these are all long distance calls, that can be quite expensive. If you use the networking features provided with this machine, you will be able to reduce costs by sending the fax message only once, to a Transfer Station, and that Transfer Station will distribute your fax message.



You can take advantage of your machine's Group Dial, Broadcasting, and Transfer Request features to set up extensive facsimile networks. Such networks can save time and cost if you set them up to perform commonly-used broadcasting operations, especially if long-distance communications are involved.

Cross-referencesBroadcasting: see page 19.Groups: see page 292.Transfer Request: see page 51.

DVANCED FEATURES

What Networking Features Does This Machine Have?

The machine's networking features are summarized below.

- □ Transfer Request: This allows you to send a fax message to a number of destinations via a single Transfer Station (see page 51). Transfer Request can be combined with Broadcasting to set up more complex networks (see page 54).
- Multi-step Transfer: This allows you to set up a string of Transfer Stations in different areas. The Transfer Station in each area would distribute your message to destinations in the same area, and pass on your message to the next Transfer Station in the chain. See page 55 for more on this feature.

When you look at these procedures later in this section, they may seem rather complex. However, once you have decided upon a certain operation, and if you plan to use it frequently, program it as a Keystroke Program. Next time, this will allow you to start the operation with only one keystroke.

Note:

Your sales or service representative will be able to help make all the necessary group and transfer station number programming in the various broadcasting terminals throughout your proposed network. Please co-ordinate with your sales representative to obtain correct programming at the time of installation.

Cross-references

Multi-step Transfer: see page 55.

Transfer Request: see page 51.

Keystroke Programs: see page 61.

Transfer Request combined with Broadcasting: see page 54.

Preparing the Machine for Networking Operations

Before you can start to set up fax communication networks, there are some items that you have to program in your machine. These are as follows.

☐ Your Fax Machine's Own Telephone Number

☐ The ID Code (the ID Code of your machine and all the Relaying Terminals and Transfer Stations must be the same)

If you install the optional Group 4 ISDN kit, there are some other items that you will have to program. These are dealt with in Appendix E, which covers the ISDN kit.

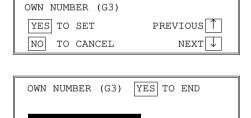
You will also have to plan how you program your Groups (in co-ordination with other people at other locations who will use your machine as a Transfer Station), and you must also know how all the Relaying Terminals and Transfer Stations have programmed their Groups.

Storing your Machine's Own Telephone Number

Store your fax terminal's telephone number using this feature. If you do not do this, you will not be able to use the Transfer Request feature.

If your fax machine's telephone number changes, do not forget to change the stored telephone number data.

1. Function 6 0 2 2 2 2 6 1 then ▼ until the screen is as shown opposite.



2. **Yes**.

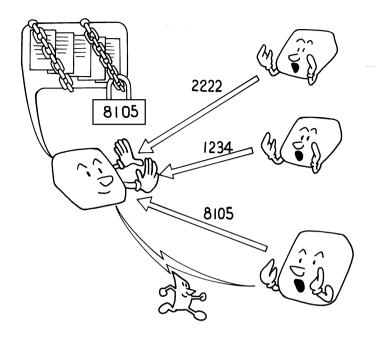
- 3. Input your fax terminal's telephone number.
 - ☐ The format of the number must be as follows:
 International Dial Prefix, Your Country Code, Your Area Code, then you must add a Pause, followed by your telephone number.
 Check the International Dialing Prefix and the Country Code with your local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

Note: Use the **Pause** key to add a pause.



4. Yes Function.

Storing the ID Code



Before programming the ID Code, confer with other users in your fax network to agree on an ID Code. This is because communications using ID Codes will fail if the codes are not the same.

The ID Code can be any four-digit code (using digits 0 to 9 and letters A to F), except 0000 and FFFF.

In addition to the networking features described in this section, ID Codes are used with the following communication features. The same code must be used by all members of your fax network and all people you wish to communicate with using these features.

- ☐ Polling: see page 130.
- ☐ Closed Network: see pages 89 and 129.

Features using ID Codes can only be used between terminals made by the same maker.

To store an ID Code, do the following.

1. Function 6 0 2 2 2 2 6 1 then ▼ until the screen is as shown opposite.



2. **Yes**.

POLLING ID	
ID SETTING	
	YES TO END

- 3. Input the ID Code that you will be using. Example: **4 3 6 3**.
 - Do not use 0000 or FFFF.



4. Yes Function.

Groups

The way to program a Group is explained in Appendix F. See page 300 and the pages following that for all the procedures. However, there are two points to keep in mind when you are setting up Groups for networking operations.

Limitations on the size of a Group: You can store up to 200 destinations in a Group. However, the networking features can only handle Groups that have up to 30 destinations. If you are programming a Group for networking purposes, do not put more than 30 numbers in that Group.

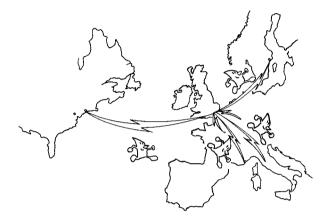
Group Transfer Station: You can specify a Group Transfer Station for each of your Groups. Then another party can send you a fax message and instruct your machine to send it to each number in a Group, through the Group Transfer Station, which acts as a broadcaster. Your machine will then relay the fax message to that group's Group Transfer Station, which will then send the fax message to each of the numbers stored in that Group. You should store Group Transfer Stations for Groups that you wish to use with the Multi-step Transfer features. For instructions on how to store a Group Transfer Station for a Group, see page 303.

OMR

Transfer Request

Transfer Request helps you save costs when you send the same message to more than one place in a distant area.

- ☐ Your machine sends the message to the Transfer Station, which holds it in memory.
- ☐ The Transfer Station then sends it on to each of the End Receivers in sequence.
- ☐ After broadcasting, the Transfer Station sends your machine a Transfer Result Report to tell you if there were any problems with the communication.



Note:

- ☐ This feature can only be used if the Transfer Station was made by the same maker as your machine.
- The ID Code of your machine must be the same as the ID Code of the Transfer Station.
- ☐ Your fax machine's telephone number must have been programmed in advance.
- ☐ The Transfer Station must have memory space available, and must be able to act as a Transfer Station (some machines cannot do this, or can but the capability has been switched off).
- ☐ The telephone number of the caller who makes a transfer request must be programmed in a Quick Dial or Speed Dial of the Transfer Station. This is the Transfer Station can send back the caller a Transfer Result Report (so they know whether the transfer request was successful or not).

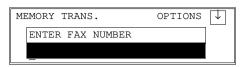
You cannot dial the End Receivers as full numbers on your ten-key pad, and you cannot use your own stored Speed Dials, Quick Dials, and Groups. You must use the numbers that are stored in the Transfer Station. Always keep a copy of the Transfer Station's Telephone Lists (Quick Dial, Speed Dial, and Group Lists) near the machine if you plan to use Transfer Request.

Cross-references

Quick Dial and Speed Dial: see pages 291 and 293. Groups: see page 292.

ID Code: see page 49. Telephone Number Lists: see page 171.

- 1. Make sure that the machine is in standby mode (see page 17).
- 2. Place your document in the feeder.



- 3. Either:
 - ☐ Function 1 and 3.



- ☐ If you cannot use Function 13, you forgot to store, your fax machine's telephone number, or your ID code (Function 61).
- ☐ If you have installed the ISDN Option kit, you must also program the machine's Own ISDN G4 and Own ISDN G3 numbers (use Function 61; see pages 257 and 258). Your G4 Terminal ID and your ISDN subscriber numbers for G4 and G3 must also have been stored.
- 4. Input the telephone number of the first transfer broadcasting station, then press **Yes**.
 - This machine must be of the same manufacturer as yours, and it must be able to act as a Transfer Station.



5. Input the destinations for this transfer broadcaster.

You must use Quick Dials, Speed Dials, or Groups that are stored in the transfer broadcaster. There is a shorthand notation for this purpose. See the following examples:

- ☐ Quick Dial Key 01:#01 Yes.
- ☐ Speed Dial Code 10: # * 1 0 Yes.
- ☐ Group 01:# * * 0 1 Yes.



Note: You can select up to 99 Transfer Stations, and up to 30 End Receivers for each Transfer Station (This number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 305 for more information concerning the limitations to this feature).

6. Either:

\Box E	Enter more	destinations	for this	transfer	broadcaster -	go to	step 5
------------	------------	--------------	----------	----------	---------------	-------	--------

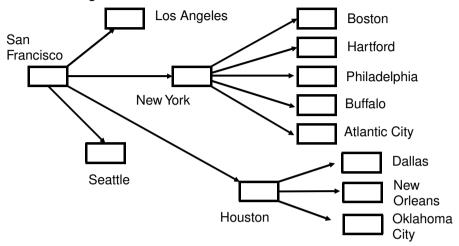
- ☐ Input another transfer broadcaster and its destinations: ▼ go to step 4.
- ☐ Start the transfer request: **Start**.

Note: You may use some transmission options, such as Send Later. See page 27.

If you wish your machine to be a Transfer Station for other parties to use for their Transfer Requests, you must install a memory card or a hard disk.

Combining Transfer Request with Broadcasting

If you wish to set up complex fax message distribution networks, you can make a Transfer Request using more than one Transfer Station. When you do this, you can send the same message to up to 30 Transfer Stations, and each Transfer Station can pass the message on to 30 End Receivers.



Assume that your machine is in San Francisco and you wish to send the same message to various locations in the U.S.A. Of course, doing a simple broadcast, sending to each terminal directly from your machine, would get the job done, but you would not be taking advantage of the cost-cutting features of the machine. However, if you incorporate Transfer Request, as shown below, your machine would only make 4 calls, instead of the 10 that would be necessary if Transfer Request was not used. This saves costs.

- ☐ Your machine can play any part in a Transfer Request network of this type, provided that you have programmed all the required features as explained earlier in this section.
- ☐ The ID codes of the requester (San Francisco) and the Transfer Stations (New York and Houston) must be the same. The requester must have its own fax number programmed.
- ☐ The model used by the requester (San Francisco) must be able to make Transfer Requests through more than one Transfer Station.
- ☐ Reports indicating success or failure will be returned to San Francisco from the terminals in Houston and New York.

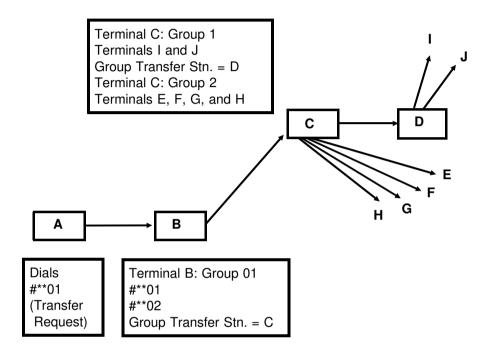
To do this procedure, use the broadcasting procedure on page 19. The destinations should be as follows:

- □ Los Angeles
- □ Seattle
- ☐ A Group containing Boston, Hartford, Philadelphia, Buffalo, and Atlantic City, with New York as the Group Transfer Station
- ☐ A Group containing Dallas, New Orleans, and Oklahoma City, with Houston as the Group Transfer Station

☐ The fax number of San Francisco must be programmed in a Quick Dial or Speed Dial of the machines in New York and Houston.

Multi-step Transfer

The principles of the Two-step Transfer feature can be used to build up a multi-step facsimile network. This will work using either analog (Group 3) or digital (Group 4) lines. An example follows.



To set up this network, the following programming must be done:

- ☐ Terminal C must contain two preprogrammed groups. Group 1 must contain terminals I and J. Group 2 must contain terminals E, F, G, and H. In Group 1, terminal D must be specified as the Group Transfer Station.
- ☐ Terminal B must contain a preprogrammed group (Group 1). This group must contain two numbers, #**01, and #**02. These specify transfer using groups 1 and 2 that are stored in the Group Transfer Station. In Group 1, C must be specified as the Group Transfer Station.
- ☐ The ID codes of terminals A, B, C, and D must be the same.

To start the operation, terminal A does a transfer request using terminal B as the broadcaster and #**01 as the end receiver; this specifies transmission to the numbers stored in Group 1 at terminal B.

Cross-reference Group Transfer Station: see page 303.

Your Machine as a Transfer Station

Your machine can be a Transfer Station for other people to use for their Transfer Requests.

If the requesting party is using a machine of the same manufacturer as your machine, they must perform the Transfer Request procedure given after page 51. Any requesting party must have the same ID Code as your machine's.

However, if the requesting party is using a machine made by another manufacturer, or if they couldn't get the Transfer Request procedure to work, you will have to set up the Transfer Request by Tonal Signals feature in your machine (see below).

If you do not wish to	have your machine	e available as a 1	Fransfer Station,	con-
tact a service techni	cian and ask to have	ve this feature sw	vitched off.	

☐ Another way to restrict use of this feature is to make sure that all requesting parties must have their identifiers stored, so that you do not receive Transfer Requests from unknown parties. See the bottom of page 103 for more details on this.

Transfer Request by Tonal Signals

This feature allows your machine to accept Transfer Requests made from the requesting side using Dial Tones. An operation of this type can succeed only if the following conditions have been met.

The requester's fax machine must be connected to a telephone line that
can accept DTMF (tone dial) signals, or must be able to generate Tonal Sig-
nals (see page 81).

_	` '					Α .	
	YOUR tax	machines	recention	mode must	ne	Aut∩	Receive
	TOUL IAX	machine 3	ICCCDUOII	HIDUE HIUSE	DC	Auto	116661

Your	fax	machine's	remote ID	must have	heen progr	rammed
 107071	ICIA	11100011111000	16111016 16	THUSH HAVE	172211 17177	1611111164

- ☐ Transfer Request by Tonal Signals must have been switched on.
- ☐ The requester's fax number must be programmed in a Quick Dial or Speed Dial in your machine.

Setting the Machine up for Transfer Request by Tonal Signals

You must do the following to use this feature:

\square Set up the machine in Auto Receive Mode (see p	age 39).
--	----------

☐ Program the Remote ID (Function 61, see below).

The other party will have to enter this code every time they access your machine to make a Transfer Request using a machine that is not of the same manufacturer as this machine.

☐ Switch Transfer Request by Tonal Signals On (Function 63, see below). In a new machine, it is switched on in the factory.

Storing the Remote ID

As a new machine has a Remote ID of 0000 when it leaves the factory, we recommend that you store a new Remote ID immediately. This remote ID is also used as the password for Fax on Demand.

- 1. Function 6 0 2 2 2 2 6 1 then ▼ until the screen is as shown opposite.
- REMOTE ID

 YES TO SET PREVIOUS ↑

 NO TO CANCEL NEXT ↓

2. Yes.

- REMOTE ID

 YES OR CLR NO

 0000
- 3. Press **No** then input the new Remote ID that you will be using. Example: **6 7 5 4**.



4. Yes Function.

Switching Transfer Request by Remote Transfer On/Off

To switch this feature on or off, do the following. (See page 10 for more information about the User Parameter settings adjustment procedure).

- Function 6 0 2 2 2 2 6 and 3.
- USER PARAMETER PRINT LIST →

 DEFAULT: 01000000 ↑

 SWITCH00: 01000000 YES TO END ↓
- 2. The settings for switch 00 are now shown on the bottom line of the display.
- 3. Press ▼ until the settings for switch 11 are shown.

The setting you need to use is digit 0.



1: The feature is enabled.

SWITCH00: 00000000

- 4. If you wish to change the setting, press **0**.
- 5. Finish: Yes Function.

Procedure for Transfer Request by Tonal Signals

If an operator of a machine of a different manufacturer than yours wishes to use your machine as a Transfer Station, they will have to do the following procedure.

Full Procedure

A quick reference version of this procedure is given on the next page.

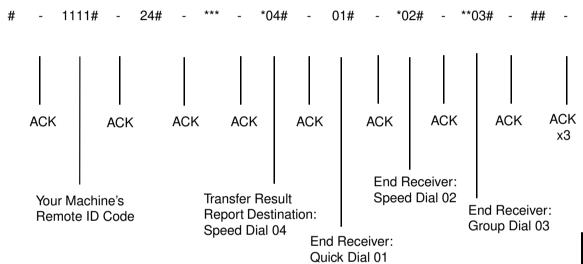
- 1. First, the requesting party must dial your fax machine using an external telephone.
- 2. Immediately after hearing fax tones from your machine, they must press #. The tone will stop, and a single high-pitched beep of about one second duration will be heard. This is an ACK tone (Acknowledgment).
- 3. The requesting party must then enter your Remote ID then press #. See the notes at the bottom of the next page.
- 4. After hearing an ACK tone, they must press 2 4 #.
- 5. After hearing an ACK tone, they must press * * *.
- 6. After hearing an ACK tone, they must dial the number which the Transfer Result Report must go to (their own terminal). This must be programmed in your machine as a Speed Dial or Quick Dial. If it is programmed in a Quick Dial, they must enter its number (00 to 64). Or if it is programmed in a Speed Dial, they must enter * then its number (00 to 99). Then they must press #.
- 7. The requesting party has to dial the end receivers in the shorthand format used for Transfer Request (see the quick reference procedure on the next page for an example). Then they must press #.

For example:

- ☐ Quick Dial Code 01: 0 1 #
- ☐ Speed Dial Code 01: * 0 1 #
- ☐ Group 01: * * **0 1** #
- 8. The requesting party must repeat step 7 for all the end receiver numbers. If there are no more numbers, the requesting party should press # twice.
- 9. Communication begins after three ACK tones. When the requesting party hears fax tones again, they must press **Start** on their fax machine.

Example Procedure (for Quick Reference)

- ☐ Remote ID: 1111
- ☐ Transfer Result Report Destination: Speed Dial 04 in your machine.
- ☐ End Receivers, as programmed in your machine: Quick Dial 01, Speed Dial 02, Group Dial 03.
- 1. The requesting party must dial your machine using an external telephone, and wait for the fax tones.
- 2. When the fax tones come in, the requesting party must immediately input the following sequence. (ACK: Wait for the ACK tone)



3. When the requesting party hears fax tones again, they must press Start.

Notes:

- ☐ The remote ID code must have been programmed earlier.
- ☐ After entering the ID code, if there is an interval of more than 5 seconds followed by three short beeps repeated three times, enter the remote ID again.
- ☐ If you enter the wrong remote ID, you will hear three short beeps. Try to enter the code again. If you enter the wrong code five times, the remote control services will not be available until you go back to the machine and reprogram the ID (this is a security measure to prevent other people getting access to your machine).

Beep Tones

Sometimes during a Remote Transfer, you may hear one or more beeps. The following table explains the meanings of these signals.

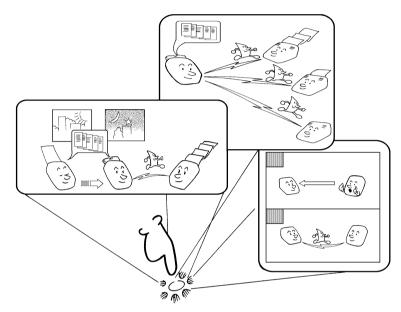
Sound	Reason	Required Action	
One high beep	Acknowledgment	No problem; keep going.	
A short beep three times	Rejection	Operation error. Try again. Also see	
		the third note on the previous page.	
A high beep three times	Service code accepted	No problem; keep going.	
A mixed beep five times	Service code rejected	Operation error. Input the correct	
	-	code.	

TRANSMISSION

Programming Keystrokes

Overview

If you regularly transmit to a particular destination or set of destinations using the same features, you can save a lot of repetitive keypad operation by storing the features and destinations in a Keystroke Program.



Keystroke Programs are stored in Quick Dial Keys or Speed Dial Codes.

- ☐ If you store a Keystroke Program into a Quick Dial Key or Speed Dial Codes, that they cannot be used for any other purpose.
- ☐ Be sure to store your Keystroke Program in a vacant Quick Dial Key or Speed Dial Code.

Example: Let us say that you normally send a daily report to locations A, B, and C at 11 pm (using Send Later). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key or enter that code to set up the transmission.

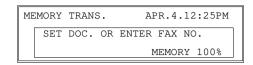
Cross-reference

Sending at a Specific Time (Send Later): see page 28.

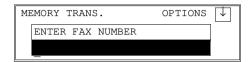
Note: Keystroke Programs can be stored in Speed Dial codes, when the Function Upgrade Card is installed.

Storing a Keystroke Program

1. Make sure that the machine is in standby mode (see page 16).



- 2. Place a sheet of paper in the feeder.
 - ☐ Skip step 2 if you are making a Polling Reception program.



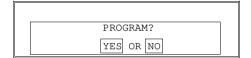
- Select all required features (such as Transfer Request) and telephone numbers as you would normally do.
 - Contrast, resolution, and halftone cannot be stored in a keystroke program.
- Press the Quick Dial key or Speed Dial with two digits code that you wish to store the program in.

Example: Quick Dial Key 01.

or

Speed Dial, 1 and 0.

- ☐ Make sure that this key is vacant.
- 5. To complete the program: **Yes**.



Note: The procedure that you just stored will now begin. If you do not wish to use the procedure now, press **Stop** immediately.

CHOOSE KEY

NO TO CANCEL

NO TO CANCEL

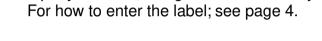
PRINT LIST →

ADVANCED FEATURES

Labeling a Program

If you store a label for your keystroke programs, the label will appear on the display when you use the program.

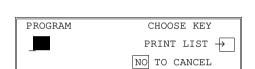
- Function 3 and 4.
 If you press ▶ and Start, a Program List will be printed.
- Press the Quick Dial key or enter the Speed Dial code that holds the program that you wish to label.
 Example: Quick Dial Key 01 and Yes.
- 3. Input your label, using the Quick Dial keys. For how to enter the label: see page 4







PROGRAM



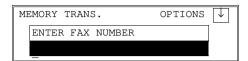
- 5. Either:
 - ☐ Label another program: Go to step 2.
 - ☐ Return to standby: **Function**.

Using a Program

Before using a program, make sure that the machine is in standby mode (see page 24 for details).

Transmission Program

1. Place your document in the feeder.



- 2. Press the programmed Quick Dial Key, or enter the programmed Speed Dial code.
 - ☐ The program begins at once, or at the later time specified by the program.

Free Polling Reception Program

1. Press the programmed Quick Dial Key, or enter the programmed Speed Dial code.



The program begins at once, or at the later time specified by the program.

Cross-reference Polling Reception: see page 135.

 \downarrow

CHOOSE KEY

PRINT LIST

NO TO CANCEL

YES OR NO

TRANSMIT DAILY REPORT

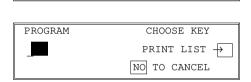
CLR: CLR

ADVANCED FEATURES

Erasing a Program

When you wish to delete a keystroke program, do the following.

- 1. Function 3 and 4.
- Press the Quick Dial key or enter the Speed Dial codes that holds the program that you wish to erase. Example: Quick Dial Key 08.
- 3. Press Clear.
- 4. To delete the program: Yes.



PROGRAM

PROGRAM

PROGRAM

0 KANTOH AREA
CLEAR? YES • NO

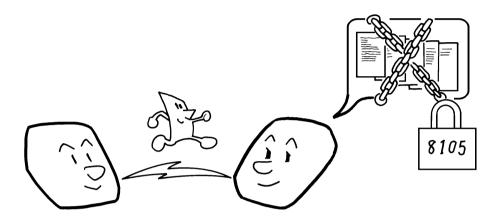
- 5. Either:
 - ☐ Edit or erase another program: Go to step 2.
 - ☐ Return to standby: Function.

Sending Confidential Messages

Overview

This feature is called **Confidential Transmission**.

Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until an ID known as the Confidential ID is entered.



Note:

- ☐ The machine at the other end must have memory space available and it must have the Confidential Reception feature.
- ☐ This is a proprietary feature, and as such it only functions with machines produced by the same manufacturer that have this feature.
- ☐ Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

There are two types of Confidential Transmission.

1. Normal Confidential Transmission

The other party can print the message by entering the ID that was previously stored using the Confidential ID feature.

2. Confidential ID Override

If you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, don't forget to tell the intended receiver what code must be entered to print the message.

Note: The receiving machine's Confidential ID is not changed by this process.

If the intended receiver has a Personal Code with a Confidential ID stored with it, you can override the receiving machine's ID with that Confidential ID. Then:

- ☐ The receiver can print the message by inputting the Confidential ID that is stored with that person's Personal Code.
- ☐ The intended receiver will also be informed personally by a Confidential File Report; this report will have the name of the receiver on it, if the name was stored with the Personal Code.

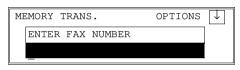
Cross-references

Confidential ID: see page 95. Personal Codes: see page 75. Journal: see page 171. Confidential Reception: see page 94.

Procedure

To set up a confidential transmission, do the following.

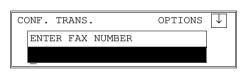
1. Place your document in the feeder.



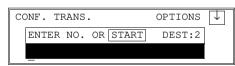
2. Function 1 and 2.

The machine is now in Confidential Transmission Mode.

3. Dial then press Yes.







4. Either:

- ☐ Dial another number: Go to step 3.
- ☐ Press Start.

Confidential ID Override Option

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission.

When in Confidential Transmission Mode (see above).

1. Press **▼**, **0** and **4**.



 Enter the Confidential ID that you wish to use for this message.
 Example: 2 5 6 7 on the ten key pad

CONF. ID PRESS YES OR NO

3. Dial and press Start.

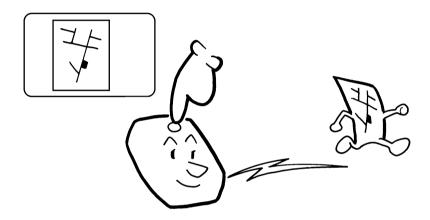
and press Yes.



For how to use other options, see page 27 and the pages following.

Storing an Often Used Document (Auto Document)

Overview



If you often find that you have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in the memory as an Auto Document, using a Quick Dial Key or a Speed Dial code.

This feature is called **Auto Document**.

Then, when you need to send that page to somebody, press the Quick Dial Key or enter the Speed Dial code that you stored it in, place any other pages that you wish to send into the feeder, dial, and press Start. At the other end, the Auto Document will be printed first.

The Auto Document is transmitted as it is; you cannot write anything on it like you can with a cover sheet. If you wish the machine to place your name on your transmitted documents, try using the Label Insertion feature (see page 88).

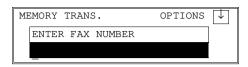
Note: Auto Documents can be stored in Speed Dial codes, when the Function Upgrade Card is installed.

Storing an Auto Document

You can store the Auto Document in a Quick Dial or Speed Dial and give it a label.

Storing an Auto Document

1. Place the document and select the resolution/contrast settings you require.



2. Press Function.

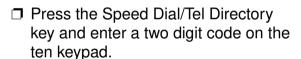


3. Press 3 and 5.



With the feature enhancing card

- 4. Now choose where to store the Auto Document: in a Quick Dial or Speed Dial. Either:
 - Press a Quick Dial key



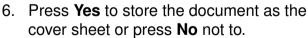
If you enter the wrong number, press **No** to enter the correct number.

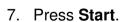
5. Press **1**.



When pressing the one-touch 01

STORE AS COVER SHEET YES . NO





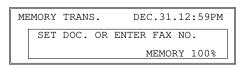


PRESS START

AUTO DOCUMENT 01 CONF. TRANS.

AUTO DOCUMENT

8. Press **Function** to return to standby mode.



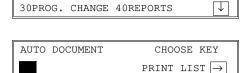
WAIT:STORING DOCUMENT

NO TO CANCEL

NO: OR NO

Labeling an Auto Document

- 1. Press Function.
- 2. Press 3 and 5.



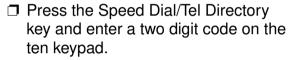
10TRANS. MODE 20CLEAR CHANGE

FUNCTION

3. Now choose the Quick Dial key or Speed Dial code to label.

Either:

☐ Press a Quick Dial key or



If you enter the wrong number, press **No** to enter the correct number or search the correct number using \triangle and ∇ .

4. Press 2.



NO TO CANCEL

AUTO DOCUMENT ENTER LABEL

When selecting "1"

01

 Enter the document name using the Quick Dial key or the ten key pad.
 If you enter the wrong name, press
 Clear or No to enter the correct name.
 Clear --- Frase one letter at the

cursor.

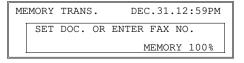
No --- Erase all.

6. Press **Yes**.



Press **Yes** and repeat the procedure from step 3 to name another document.

7. Press **Function**. Return to the standby mode.





When pressing the Quick Dial 29.

OPTIONS

Customized Auto Document

Programming documents into Quick Dials or Speed Dials which have destinations already stored in them is called "Customized Auto Document". You can not only amend Quick Dials/Speed Dials, but may also add programmed destinations to Auto Documents.

MEMORY TRANS.

ENTER FAX NUMBER

Using an Auto Document

- 1. Make sure that the machine is in standby mode (see page 17).
- 2. If you wish to attach a fax message to your Auto Document, place the fax face down into the feeder.
- 3. Now choose the Quick Dial key or Speed Dial code that contains the document vou need.

Either:

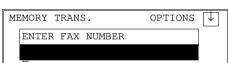
Press a Quick Dial key

☐ Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

Example: Quick Dial Key 08.

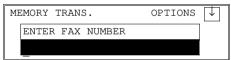
And press Yes.

4. Dial the destination(s), and press **Yes**.



SEND AUTO DOCUMENT

YES OR NO



5. Either:

- Dial another number: go to step 4.
- No more destinations: press Start.

Note:

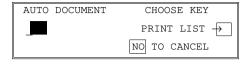
If you send the message to more than one location and you enter the Quick Dial key which contains the Auto Document, it will be attached to all destinations.

NO TO CANCEL

Printing the Contents of an Auto Document

If you need to remind yourself of what one of your stored Auto Documents looks like, do the following procedure.

1. Function 5 and 3.



OFFICE LOCATION MAP

AUTO DOCUMENT

PRESS START

Now choose the Quick Dial key or Speed Dial code of the document you wish to print.

Either:

□ Press a Quick Dial key

or

Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

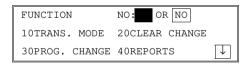
Example: Quick Dial Key 08 and Yes.

3. **Start**.

Changing the Contents of Auto Document

Changing the Label

1. Press Function.



CHOOSE KEY

PRINT LIST \rightarrow NO TO CANCEL

- 2. Press 3 and 5.
- Now choose the Quick Dial key or Speed Dial code of the document you wish to change.

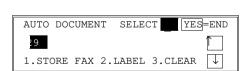
Either:

Press a Quick Dial key

or

Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

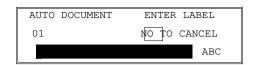
If you enter the wrong number, press **No** to enter the correct number or search for the correct number using \blacktriangle and \blacktriangledown .



When pressing the one-touch 29.

AUTO DOCUMENT

- 4. Press 2.
 - The document name is displayed.

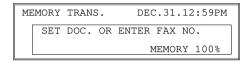


- 5. Press **Clear** or **No** to enter the document name again.
- 6. Press **Yes** to return to the standby mode.



Repeat the procedure from step 3 to change another name.

7. Press Function.



Erasing an Auto Document or Label

- 1. Press Function.
- 2. Press 3 and 5.





3. Now choose the Quick Dial key or Speed Dial code to erase.

Either:

- ☐ Press a Quick Dial key or
- Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

If you enter the wrong number, press **No** to enter the correct number or search for the correct number using \blacktriangle and \blacktriangledown .

4. Press 3.



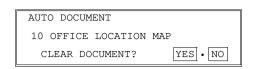
- 5. Either:
 - Press Yes to erase the Auto Document.

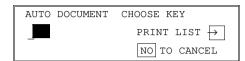
"Document Cleared!" will flash up.

- ☐ If you don't wish to erase this Auto Document, press **No**.
- 6. Either:
 - Press Yes to erase the Auto Document's label.

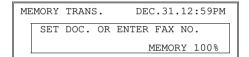
"Label Cleared!" will flash up.

- ☐ If you don't want to make a change, press **No**.
- 7. Press **Function** to return to the standby mode.





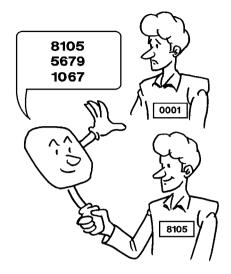
Repeat the procedure from step 3 to erase another document.



ADVANCED FEATURES

Restricting Access to the Machine

Overview



When your machine arrives from the factory and is installed for the first time, anybody can use it. However, using a system of Personal Codes, the machine can be set up to prevent unauthorized persons from using the machine. The necessary procedures are given in the following sections.

- ☐ Programming the Personal Codes: see below.
- ☐ Switching on Restricted Access: see page 79.

Programming the Personal Codes

The main advantage of Personal Codes is that they allow you to track machine usage and restrict access to the machine. If you do not wish to restrict access to the machine, you can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

The Personal Code is a four digit code. It can have any value from 0001 to 9999.



Each user can be given a Personal Code. While programming, you can store the following items with each Personal Code:

☐ A name: This will be printed on reports, such as the Journal, to identify the users of the machine. It is also used with the Label Insertion feature.

☐ A Confidential ID: This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message. You can only store Confidential IDs if you have an optional memory card or hard disk.

Note: You cannot register more than 50 Personal Codes (if the optional Function Upgrade Card is installed, you can register up to 500 personal codes) with Names and Confidential IDs in this machine. This means that if you switch Restricted Access on, only 50 people can use the machine.

Cross-references

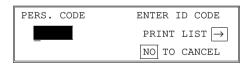
Using Personal Codes: see pages 27, 67, 79, and 97.

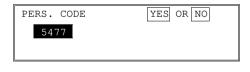
Label Insertion: see page 88. Confidential Reception: see page 94.

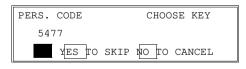
Journal: see page 171. Confidential ID: see page 95.

Storing a Personal Code

- 1. Function 6 0 2 2 2 2 7 and 1
 - ☐ At this time; you can print a Personal Code List if you press ► Start.
- 2. Input a Personal Code that you want to store in your machine for later use. Example: **5 4 7 7**.
 - ☐ If you input the wrong code, press **No**.
- 3. Store the code: Yes.
- 4. Either:
 - Press the Quick Dial key that you wish to program the Personal Code into. Then press Yes.
 - ☐ If you don't wish to program this code into a Quick Dial key, press **No**.









- 5. Input a name for this Personal Code using the Quick Dial keys. **Example: JOHNSON**
- PERS. CODE YES OR CLR • NO 5477 JOHNSON
- Inputting and editing labels: see page 223.
- ☐ If you do not wish to store a label: Yes. Go to step 7.
- 6. Store the name: Yes.



- 7. Either:
 - ☐ If you do not have an optional memory card or hard disk, go to step 8.
 - ☐ Input a Confidential ID for the personal code used by this user.



PERS. CODE

If you do not wish to store an ID: Yes. Go to step 9.

8. Store the ID: Yes.

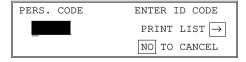


YES OR CLR • NO

- 9. Either:
 - ☐ Enter another code: Go to step 2.
 - ☐ Finish: Function.

Editing or Erasing a Personal Code

1. Function 6 0 2 2 2 2 7 and 1



2. Input the Personal Code that you wish to edit.

Example: 5 4 7 7. And press Yes.

If you input the wrong code, press No.

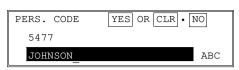


CHOOSE KEY

YES TO SKIP NO TO CANCEL

3. Either:

- ☐ Erase this Personal Code: Press **Clear** then **Yes**. Go back to step 2.
- ☐ Edit the contents of this code: Press **Yes**.
 Go to step 4.



PERS. CODE

5477 JOHNSON

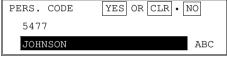
4. Either:

- □ To change the Quick Dial key this code has been programmed into, press the No key.
- ☐ If you don't wish to make a change, go straight to step 6.
- 5. Press the Quick Dial key you want to program this code into.



- 7. Edit the name stored with this code. When the name is correct, press **Yes**.
 - Inputting and editing labels: see page 223.







8. Either:

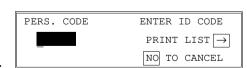
- If you do not have an optional memory card or hard disk, go to step 9.
- Edit the Confidential ID stored with this code. Press No then enter a new code.

When the ID is correct, press **Yes**.



- ☐ Enter or edit another code: Go to step 2.
- ☐ Finish: Function.





Switching on Restricted Access

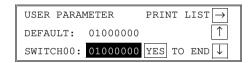
Restricted Access allows you to keep a closer track of machine usage, and deters passers-by from casually using your machine.

If this feature is switched on, users have to enter their Personal Code before they can use the machine. The Personal Code must have already been stored in the machine.

However, the user can enter codes directly at the keypad. Therefore, if you are serious about using this feature to stop casual users from operating the machine, you must allocate relatively obscure codes to all authorized users, and try to avoid obvious numbers such as 0001.

If you wish to switch Restricted Access on or off, do the following procedure (See page 227 if you need more information about the User Parameter settings adjustment procedure).

1. Function 6 0 2 2 2 2 6 and 3.



- 2. The settings for switch 00 are now shown on the bottom line of the display.
- 3. Press ▲ or ▼ until the settings for switch 05 are shown.

The settings you need are digits 4 and 5.

SWITCH 05 :00<u>00</u> 0000

Digit 4 (Underlined)
Digit 5 (Double Underlined)

Digit	Purpose				
	Restricted Access	Digit 5	Digit 4	Setting	
4		0	0	Off	
5		0	1	On	
		1	0	On when the Night Timer is on	

- 4. If you wish to change the setting, press 4 or 5 on the ten key pad.
- 5. Finish: **Yes** and **Function**.

Operating the Machine with Restricted Access Switched On

If you have switched Restricted Access on, the display is as shown below when the machine is in standby mode.

Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 82 for how to store Personal Codes.



- 1. Either:
 - ☐ Enter your personal code. Example: **7 3 6 2** from the ten key pad.
 - Press the Quick Dial key where the personal code programmed.
- 2. After a second, the normal standby display will appear, and you can use the machine. If the normal standby display does not appear, you entered a personal code that is not stored in the machine.

If you decide that you do not wish to use the machine now, you should return the machine to Restricted Access standby mode. To do this, either:

- ☐ Insert a page into the document feeder and remove it immediately.
- ☐ Press **Function** twice.

Tonal Signals

Some organizations offer you special services by telephone, which you can access by transmitting Touch Tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tonal Signals will allow you to access these services.

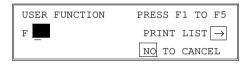
First, dial the other party. When you are through to the other end, press the tone dial key and enter the code number that is needed to access the required feature at the other terminal.

You do not need to press the tone dial key if your machine is set up for dialing in Tone Dial (DTMF) mode.

Before you can use this feature, you must program one of the User Function Keys as the Tone key. In the following procedure, suppose that we have already programmed the **F1** key as the Tone key.

Programing the Tone Key

- 1. Function 3 and 6.
- 2. Press the User Function Key (F1-F5) that you wish to program the Tone key into.



3. Press Yes.



- 4. Either:
 - If the key is already programmed, press No, select 04 using by scroll keys.
 - ☐ If the key is vacant, select 04 using by scroll keys.
- 5. Press **Yes** and **Function**.



Operating the Tone Key

- 1. Make sure that the machine is in standby mode, and that there is no document in the feeder.
- 2. Pick up the telephone handset, or press On Hook Dial.
- 3. Dial the remote facility. Do not press Start
- 4. After your line is connected to the remote facility, do the following:
 - ☐ If your telephone line type is DTMF (Tone Dial): Go to step 5.
 - ☐ If your telephone line type is Pulse Dial: Press the User Function key where the Tone key is programmed. (Example: **F1**) A dot appears on the display.
- 5. Input the digits that you need to use the remote facility. These digits will depend on the remote facility.

Note: Do not press Start.

6. After you have finished your business with the remote facility, hang up.

Cross-reference	Tone Dial (Telephone Line Type): see page 290.	
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Dialling with the Dial Option Key

The SUB (Sub-address) and SID (Sub-address ID) features allow you to send confidential messages to other manufacturer's machines provided with these features. Similary, the SEP (Selecting Polling) and PWD (Password) features let you pick up fax messages.

Confidential Transmission with SUB/SID

- 1 Set the document.
- 2 Enter the number of the destination.
- 3 Press the Dial Option Key.

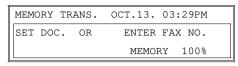
(Example: **F5**)

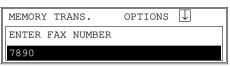
Note: You must program F5 as the Dial Option Key before using this feature.

- 4 If this number requires an SID (Sub-address ID), press **3** and enter the SID using the ten-key pad. If there is no SID, go to step 6.
- 5 Press Yes.
- 6 If the number requires a sub-address (SUB), press **1** and enter the sub-address using the ten-key pad.
- 7 Press **Yes**.
- 8 Press **Yes**.
- 9 Press Yes then Start.

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

Cross-reference User Function Key (Dial Option Key): see page 143.

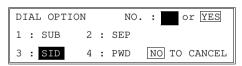






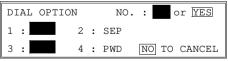


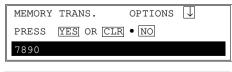












MEMORY TR	ANS. O	OPTIONS ↓		
ENTER NO.	OR START	DEST: 2		

SID: You must program the SUB password (SID) before sending fax messages by SUB. If you use standard Confidential Transmission, this is not necessary.

Polling Reception with SEP/PWD

- 1 Press **Function** followed by 1 1.
- 2 Enter the number of the destination.
- 3 Press the Dial Option Key. (Example: F5)

Note: You must program F5 as the Dial Option Key before using this feature.

4 If the sender requires a password, press **4** and enter the password using the ten-key pad.

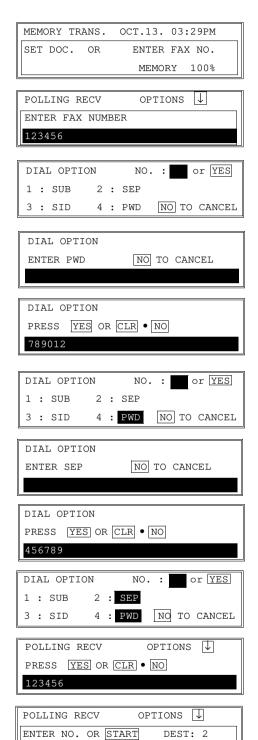
If no password is required, or go to step 6.

5 Press **Yes**.

- 6 If the sender requires SEP (Selective Polling), press **2** and enter the SEP code using the ten-key pad.
- 7 Press Yes.
- 8 Press **Yes**. Or **No** to cancel.
- 9 Press Yes then Start.

Cross-reference User Function Key (Dial Option Key): see page 143.

Note: You can program the password and the selective polling in a Quick Dial, a Speed Dial or Group.



PWD: You must program the SEP password (PWD) before you can receive fax messages by SEP. This is not necessary with standard Polling Reception.

ADVANCED FEATURES

Storing Part of a Number

This feature is called **Chain Dialing**.

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

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

This feature is convenient if:

- ☐ You often communicate with many terminals for which the area code, or international code is the same.
- ☐ You often make international calls.

 For example, if you often call Tokyo, Japan, program 011813 (Overseas to Tokyo from the USA) as Quick Dial Key 01. This will save work at the operation panel when dialing a Tokyo number.
- □ Your PBX requires an ID code before the destination number. For example, if your ID is 1234567, and the destination is stored in Quick Dial Key 01, enter 1234567 at the keypad, press Pause, then press Quick Dial Key 01.

Note: Do not store any labels with the Quick Dials and Speed Dials that you are using with Chain Dialing. This is because Label Insertion does not work with Chain Dialing.

Cross-references

Quick Dial and Speed Dial: see page 291. Label Insertion: see page 88.

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

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

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

When the machine asks you to dial:

On Hook Dial or Handset Mode:

Press QuickDial01 QuickDial02 Speed Dial 1 0 then 3 3 3 3.

Other:

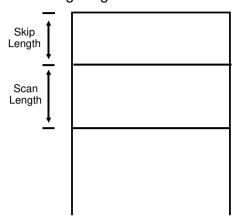
Press <u>QuickDial01</u> <u>Pause</u> <u>QuickDial02</u> <u>Pause</u> <u>Speed Dial</u> <u>1</u> <u>0</u> <u>Pause</u> then 3 3 3 3.

Specified Image Area (Function Upgrade Card Required)



Overview

If you only wish to transmit a part of the page, use this feature. You tell the machine what area to scan by specifying two parameters: The Skip Length, and the Scan Length. See the following diagram.



This feature cannot be used when you are transmitting using an OMR sheet, Immediate Transmission, or when you are making a copy.

Before you can to use the feature during a transmission, you must:

- ☐ Set up the feature using Function 74 (see the next page).
- ☐ Program one of the User Function Keys so that you can activate this feature during the transmission procedure.

Note: If the skip length is longer than the paper, the machine stops scanning.

When you send with Specified Image Area, Parallel Memory Transmission is cancelled and normal Memory Transmission takes place.

If Parallel Transmission is on, you cannot send just a few pages with Specified Image Area. Should you want to send a few pages with Specified Image Area, turn Parallel Transmission off using function 63 (set switch 07 digit 2 to "0").

Changing the Specified Image Area On/Off Home Position Setting

In a new machine, this setting is off. If you change this setting to "On", the image area that you input (using Function 74 on the next page) will be used for all of your transmitted pages, unless you switch off the light under the User Function Key that you programmed for this feature.

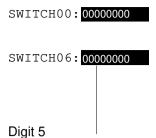
1. Function 6 0 2 2 2 2 6 and 3.

USER PARAMETER		PRINT	LIST →
DEFAULT:	01000000		\uparrow
SWITCH00:	01000000	YES TO	o end ↓

- 2. The settings for switch 00 are now shown on the bottom line of the display.
- 3. Press ▼ until the settings for switch 06 are shown.

The setting that you need to change is digit 5.

4. If you wish to change the setting, press 5.



- 0: The home position is "Off".

 After transmission, Specified Image
 Area will switch itself off.
- 1: The home position is "On".

 After transmission, Specified Image
 Area will stay active and the lamp
 under the User Function Key will stay
 lit.
- 5. Finish: Press **Yes** then **Function**.

Specifying an Image Area

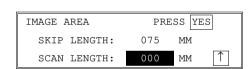
- 1. Function 6 0 2 2 2 2 7 and 4.
- Input the skip length then press ▼.
 You must enter a three digit value.
 For example, for 75 mm, input 075.
- Input the scan length. You must enter a three digit value.
 For example, for 95 mm, input 095.
- 4. Finish: Yes and Function.

The machine returns to standby mode.

Specified Image Area is available only when you are doing one of the following:

- Memory Transmission (including Confidential Transmission and Transfer Request)
- ☐ Storing a document for Polling Transmission
- ☐ Storing an Auto Document





☐ 1 inch is 25.4 mm. You must input the dimensions in mm.

Label Insertion

This feature supplements the TTI. It uses the Personal Code and the Quick Dial or Speed Dial Label to inform the other party who is sending the message, and to state who the message is for.

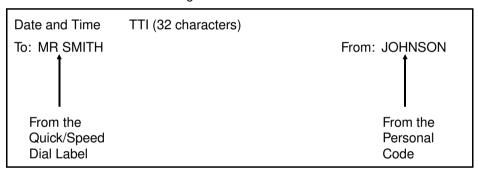
To use this feature, you must:

- ☐ Switch Label Insertion on for each Quick Dial and Speed Dial that you wish to use this feature with (see the procedures starting on pages 293 and 27).
- ☐ Program the Personal Codes of the machine's users, and store their names with their codes (see page 75).
- ☐ Program labels with the Speed Dial and Quick Dial numbers (see the procedures starting on pages 293 and 27).
- When you make a transmission, use a Quick or Speed Dial, and select the Personal Code option (see page 27).

Note: TTI on/off has no effect on this feature.

Example:

Your fax message as received at the other end



In the above example, the message was sent using Johnson's personal code. The Quick Dial or Speed Dial used to dial the destination had MR SMITH as the label.

Note: If you later reprogram the Speed/Quick Dial, be sure to reprogram or delete the label as well. The top of the image will be overprinted if there is no margin at the top of the transmitted page (this is also true for the TTI).

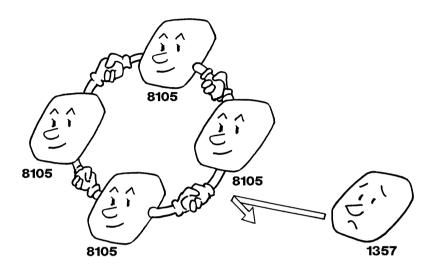
Cross-references

Quick Dial and Speed Dial: see page 291. Personal Codes: see pages 27 and 75.

Closed Network (Transmission)

This feature helps to stop you from accidentally sending a fax message to a terminal that is outside your fax network.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.



If you are interested in this feature, change the user parameter switch 06 bit 2 to 1. (Function 63)

Note: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

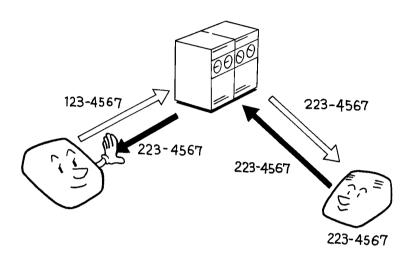
Cross-references

ID Codes: see page 49. Closed Network (Reception): see page 129.

Protection Against Wrong Connections

This feature prevents the automatic switching equipment in the telephone network from accidentally connecting you to the wrong fax terminal.

However, it does not help you if you dialed the wrong number yourself. So, even if this feature is switched on, you should still check your operation panel display to check whether you have reached the correct terminal, and be ready to press Stop if the wrong terminal's RTI or CSI is displayed.



Your machine compares the number that you dialed with the CSI received from the other end (Only the last 8 digits are checked, and spaces and pauses in the telephone number are ignored). If the CSI is not the same as the telephone number, the transmission is stopped.

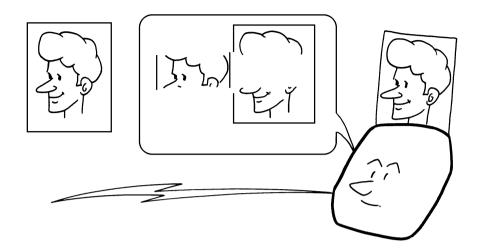
This feature has to be switched on by a service technician.

Note: If you cannot send a message to a certain location using this feature, contact the other end and make sure that they have stored their CSI correctly (If the other party is using a machine made by another maker, they may not be familiar with the term CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes).

Cross-reference CSI: see pages 287 and 289.

ADVANCED FEATURES

ECM (Error Correction Mode) and Page Retransmission



ECM is a signaling system that greatly reduces the chance of data being lost because of a bad telephone line. ECM is useful if you frequently communicate over poor telephone lines.

With ECM switched on, the communication cost will increase if the line is bad, but the data will be sent much more reliably.

If ECM is switched off, Page Retransmission will be used. The whole page will be resent (unless you used Immediate Transmission, in which case damaged data cannot be resent at all). ECM is more efficient, because it only resends the damaged parts of the data, and the maximum possible number of retransmission attempts is much higher, and it also works with Immediate Transmission.

☐ If you prefer reliable communication over communication costs, keep ECM switched on. If you however prefer to be cost effective, ask the service technician to switch ECM off.

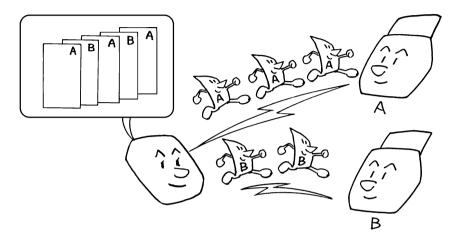
Pages can be sent up to 3 times before the machine gives up. If you wish to change the number of retries, contact a service technician.

ECM is switched on in your machine when it leaves the factory, to provide you with the ability to send accurate and complete documents as reliably as possible.

Batch Transmission

Overview

This feature will save communication costs if you often send more than one message to the same location.



Example:

If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Keystroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time comes, the messages will all be sent out on the same call, or 'batched'.

You must program a User Function Key to turn Batch Transmission On or OFF.

- ☐ If the light under that key is on, Batch Transmission is active.
- ☐ If the light is off, Batch Transmission is disabled. Press the User Function Key to use Batch Transmission.

You can set up more than one batch. In the example shown in the diagram above, you have set up two batches; one is for destination A and one is for destination B. In another example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

Note: You can have up to 50 fax messages in the same batch.

Messages using Confidential Transmission cannot be put into a batch.

Cross-reference

Sending at a Specific Time: see page 28.

Switching Batch Transmission On/Off

In a new machine, this setting is "On". If you wish to change this setting, use the following procedure (See page 227 if you need more information about the User Parameter settings adjustment procedure).

1. Function 6 0 2 2 2 2 6 and 3.



- 2. The settings for switch 00 are now shown on the bottom line of the display.
- 3. Press ▼ until the settings for switch 06 are shown.

The setting that you need to change is digit 4.

- 4. If you wish to change the setting, press **4** on the ten key pad.
- 5. Finish: Yes and Function.

SWITCH06 : 000<u>1</u> 0000

Digit 4

0: The home position setting is "Off". Batch Transmission will be disabled after transmission. Use this if you only wish certain transmissions to be batched. However, you will have to press the Batch Transmission User Function Key for every transmission you wish to be batched.

1: The home position is "On". If you use Batch Transmission, it will stay on for all transmissions, until you turn off the lamp under the User Function Key.

Well Log Transmission

Using this feature, you can transmit a document that is longer than the maximum limit, without having to cut it up into separate sheets. However, you must contact a service technician to have this feature switched on. The name of this feature is taken from oil well borehole surveying. A well log is a vertical profile of a borehole, drawn to scale, showing important data. A well log can be several yards long.

CAUTION:

If this feature is switched on permanently, users must stay by the machine while their documents are being scanned. This is because, if the document jams, the machine may take much longer than usual to recognize the jam; this could result in excessive wear and tear of the mechanical components of the scanner.

If a jam does occur, press the Stop key immediately.

RECEPTION

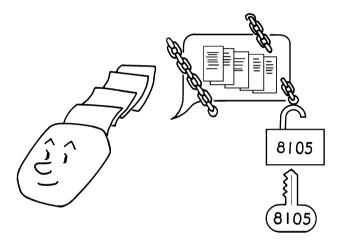
Receiving Confidential Reception

Overview

This feature is called **Confidential Reception**.

If the other party sends you a message using Confidential Transmission, the message is stored in the memory, and not printed. The "Receive File" indicator on the operation panel blinks to inform you when a confidential message has come in. Also, if you have switched Confidential File Report on, the machine will print a report whenever a confidential message comes in.

There is no need to do anything immediately. When you want to print the message, input the Confidential ID.



Notes:

- ☐ For this feature to work properly, you must have stored the Confidential ID in advance.
- ☐ The Confidential ID of both sender and receiver must be the same for this feature to work if you are going to use it, arrive upon a mutually agreed code before hand.
- ☐ If the machine's Confidential ID does not have any effect when trying to print a message, contact the sender and check whether they used Confidential ID Override to override your ID. Print the Journal to find out who the sender is, if necessary.
- ☐ If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service technician for assistance.

Cross-references

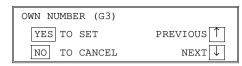
Confidential ID: see page 95. Journal: see page 171.

Confidential File Report: see page 97. Confidential ID Override: see page 66. Confidential Transmission: see page 66. User Parameter List: see page 175.

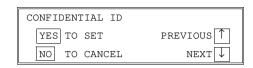
Storing a Confidential ID

This can be any four-digit code (using digits 0 to 9). It must be used to print any confidential messages that your machine has received.

1. Function 6 0 2 2 2 2 6 and 1.



Press ▼ until the screen is as shown opposite.



3. **Yes**.



 Input the Confidential ID that you will be using. Example: 6 7 5 4 from the ten key pad.



5. **Yes** and **Function**.

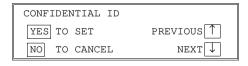
If you do not store a Confidential ID, you will not be able to receive confidential messages.

Editing the Confidential ID

1. Function 6 0 2 2 2 2 6 and 1.



2. Press ▼ until the screen is as shown opposite.



3. **Yes**.



4. **No** and input a new confidential ID code Example: 8352.



5. Yes and Function.

PRESS START

Printing a Confidential Fax Message

If the Receive File indicator is blinking, do the following to print the message.

1. Function 5 and 5.



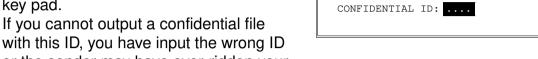
PRT CONF. RX

2. Input the ID. Example: 6 7 5 4 from the ten key pad.

with this ID, you have input the wrong ID or the sender may have over-ridden your ID.

Contact your sender.

3. **Start**.



If the Receive File indicator is blinking, an incoming fax message has Note: been stored in the memory using the Memory Lock feature or Confidential Reception feature.

To print the message which is memory locked, see page 107.

ADVANCED FFATURES

Confidential File Report

This report informs you when a confidential message has been received.

You can store a separate Confidential ID with each of the Personal Codes. If the sender of the message uses Confidential ID Override, the sender can specify one of these IDs. If so, the Confidential File Report will contain the name stored with that Personal Code, drawing the attention of the intended receiver of the confidential message.

You can switch this report on or off using Function 63. In a new machine, it is switched on at the factory.

1. Function 6 0 2 2 2 2 6 and 3.



- 2. The settings for swich 00 are now shown on the bottom line of the display.
- Press ▼ until the settings for 04 are shown.
 The settings you need to change is digit 0.

SWITCH 04 :0000 000<u>0</u>

Digit 0

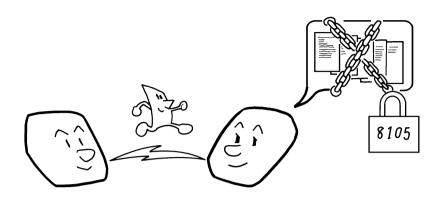
- 0: Confidential file report is switched off.
 - 1: Confidential file report is switched on
- 4. If you wish to change the setting press **0**.
- 5. Finish: Yes and Function.

Cross-reference Personal Codes: see page 75.

If you wish, you can prevent unidentified senders from sending you confidential messages. See page 103.

Locking Incoming Messages (Memory Lock)

Overview



If Memory Lock is switched on, the machine will not print any incoming fax messages. They will be kept in memory until you enter the Memory Lock ID that you previously stored in the machine. Messages received by Confidential Reception will not be printed when you input the Memory Lock ID.

To use Memory Lock, you must first:

- ☐ Store a Memory Lock ID.
- Switch Memory Lock on.

To make Memory Lock more versatile you may choose to receive messages from select locations into memory or exclude certain select locations from coming into memory. You may:

- ☐ Specify the senders whose messages you want to be lock in memory. Do this by programming the RTI, CSI ir G4 TID of these senders
- ☐ Select the messages to store in memory:
 - a) All messages from specified senders.
 - b) All messages except those from specified senders.

Cross-reference Confidential Reception: see page 94.

Storing a Memory Lock ID

This can be any four-digit code (using digits 0 to 9), except 0000.

1. Function 6 0 2 2 2 2 6 and 1.



Press ▼ until the screen is as shown opposite.



3. **Yes**.



 Input the Memory Lock ID that you will be using. Example: 6 7 5 4 from the ten key pad.



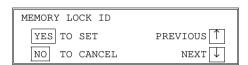
5. Store the ID: **Yes** and **Function**.

Editing the Memory Lock ID

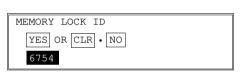
1. Function 6 0 2 2 2 2 6 and 1.



2. Press ▼ until the screen is as shown opposite.



3. **Yes**.



4. **No** and input a new number.



5. Yes and Function.

Switching Memory Lock On/Off

Before you can use Memory Lock, you have to switch it on using Function 62. After you switch Memory Lock on, <MEMORY LOCK> will appear on the display when the machine is in standby mode.

Note: If you switch Memory Lock on, Forwarding will be automatically disabled.

1. Function 6 0 2 2 2 2 6 and 2.



2. Scroll through the features with ▼ until the screen is as shown opposite.



Change the on/off setting by pressing ◀ or



4. Finsh: Yes and Function.

If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See page 103.

Specifying Which Senders Messages to Lock in Memory

If you would like to receive information from only select locations into memory lock, you can program the RTI, CSI, G4 TID codes of those locations. A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI, CSI or G4 TID. When you specify the senders for memory lock, you must program a list of these codes.

1. Function 6 0 2 2 2 2 8 and 4.

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST. 0.

- ☐ At this time, you can print an Authorized Reception List by pressing ►

 Start.
- 2. Either:
 - ☐ Store some RTIs/CSIs/G4 TIDs: 1. Go to step 3.
 - ☐ View the RTIs/CSIs/G4 TIDs that you have stored: 2. Go to step 6.

 DEST.1/6 means that there are 6
 RTIs/CSIs programmed so far, and the first in the list is now displayed.
 - ☐ Finish: **Function**.
- 3. Type in an RTI, CSI or G4 TID, then press **Yes**.
 - Inputting labels and digits: see page 220.
- 4. Either:
 - ☐ Store this as a wild card: Yes.
 - ☐ Otherwise: **No**.





MEMORY LOCK	NO TO CANCEL		
DEST. 1/6	CLR: CLR		
XYZ.CO.	\downarrow		

MEMORY LOCK	NO TO CANCEL
STORE AS WILD CAR	D? YES • NO
XYZ.CO.	

MEMORY LOCK	ENTER RTI/CSI
	NO TO CANCEL
	ABC

- 5. Either:
 - ☐ Enter another RTI, CSI or G4 TID: Go to step 3.
 - ☐ Finish: Function.
- 6. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.
 - ☐ It is not possible to edit an RTI/CSI/G4 TIDs; if you wish to do so, you must delete the incorrect entry and re-input it.
 - ☐ To delete the displayed RTI/CSI/G4 TIDs: Clear. Go to step 2.
 - ☐ When you have finished: **Function**.

Selecting Which Messages to Lock in Memory

You have to select one of the following:

☐ Lock all messages from specified terminals.

or

- ☐ Lock all messages except those from specified terminals.
- Function 6 0 2 2 2 2 6 and 3.
 At this time, you can print a User Parameter List if you press ▶ and Start.



- 2. The settings for switch 00 are now shown on the bottom line of the display.
- Press ▼ until the settings for switch 09 are shown.
- 4. The setting that you need to change is that for digit 0 (double underlined) and 1 (underlined).

Set one of the two as shown opposite.



When you want to lock incoming messages in memory from specified terminals;

SWITCH09: 0000 00<u>01</u>

If you want to lock all incoming messages except those from specified terminals:

SWITCH09: 0000 00<u>11</u>

Printing from Memory Lock

If the Receive File indicator is blinking, a message has been stored using Memory Lock. Print it using the following procedure.

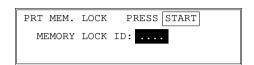
1. Function 5 and 6.

PRT MEM. LOCK ID SETTING

MEMORY LOCK ID:

NO TO CANCEL

Input the Memory Lock ID. Example: 4 6 3 3 from the ten key pad.



3. Start.

Note: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.

To print the message using the Confidential Reception, see page 96.

List of Special Terminals (Function 81)	Memory Lock On/Off (Function 62)	Lock messages from Special Terminals, or Print messages from Special Terminals (Function 63)	Result
Empty	On	Either	All messages are locked in memory.
Empty/Not empty	Off	Either	No messages are locked in memory.
Not empty	On	Listed	Only messages from Special Terminals are locked in memory.
Not empty	On	Non-listed	All messages are locked in memory except those from Special Terminals.

Rejection of Messages from Unidentified Senders

If you wish, you can make the machine reject incoming messages that require storage to your machine's memory, if they are not accompanied with an identifier such as the RTI or CSI. Features that would be affected are Substitute Reception, Memory Lock, and Confidential Reception, Forwarding, and Action as a Transfer Station.

The procedure is as follows (see page 227 if you need more information about the User Parameter settings adjustment procedure).

- Function 6 0 2 2 2 2 6 and 3. At this time, you can print a User
 - Parameter List if you press ◀ and Start. The settings for switch 00 are now shown on the bottom line of the display.
- 2. Press ▼ until the settings for switch 05 are

The setting that you need to change is that for digit 1.

- 3. If you wish to change the setting, press 1 on the ten key pad.
- 4. Finish: Yes and Function.



SWITCH05: 0000 00<u>0</u>0

Digit 1 (Double Underlined) 0: Messages are not rejected. 1: Messages are rejected.

Cross-references

Substitute Reception: see page 40.

Memory Lock: see page 98.

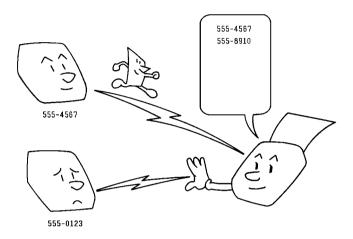
Forwarding: see page 108.

Confidential Reception: see page 94.

Authorized Reception

Overview

This feature helps you to reject junk fax mail. It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.



To use this feature:

- Switch Authorized Reception on.
- ☐ Specify the senders whose messages you want accept. Do this by programming the RTI/CSI/G4 TID's of these senders. (Ask the sending party what their RTI/CSI/G4 TID is. Or make a communication with that terminal, print a JOURNAL and read off the RTI/CSI/G4 TID.)

 If the other party is using a machine made by another maker, they may not be familiar with the terms RTI, CSI or G4 TID. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
- ☐ Select the messages to accept, either
 - a) All messages from specified senders
 - b) All messages except those from specified senders.

If the sender's RTI/CSI/G4 TID is not the same as any of those that you have programmed into this feature, the message will not be accepted.

The number of RTI/CSI/G4 TID's that you can store for use with this feature is limited to 30. However, you can use Wild Cards to extend the number of RTI/CSI/G4 TID's that you can specify.

Note: If you turn Authorized Reception on and you do not program any senders' RTI/CSI/G4 TID's, your machine will not accept any messages. If one of the authorized terminals changes their RTI/CSIG4 TIDs, you have to change the stored RTI/CSI/G4 TIDs also. Otherwise, your machine cannot identify the senders as Specified Senders. Then, you will not be able to accept messages from that sender any more with the current setting.

Cross-references

RTI and CSI: see page 287.

JOURNAL: see page 171.

Wild Cards: see page 118.

Switching Authorized Reception On/Off

Before you use Authorized Reception, you have to switch it on using Function 62. If it is switched off, the machine will accept any incoming fax message.

1. Function 6 0 2 2 2 2 6 and 2.



Scroll through the list of features with ▼
until the screen is as shown opposite.
Press Yes.



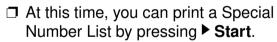
- 3. Change the on/off setting by pressing ◀ or ▶.
- 4. Finish: Yes and Function.

Programming the List of the Senders for Authorized Reception

A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI, CSI or G4 TID code. When you specify the senders for authorized reception, you must program a list of these codes.

1. Function 6 0 2 2 2 2 8 and 1.

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST. 0.



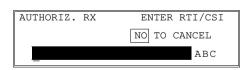


- ☐ Store some RTIs/CSIs/G4 TIDs: 1. Go to step 3.
- □ View the RTIs/CSIs/G4 TIDs that you have stored so far: 2. Go to step 6.

DEST.1/6 means that there are 6 RTIs/CSIs/G4 TIDs programmed so far, and the first in the list is now displayed.

☐ Finish: **Yes**.







RE	CEPTION	A	DVANCED FEATUR			
3.	Type in an RTI, CSI or G4 TID, then press	AUTHORIZ. RX				
Ο.	Yes.		CARD? YES • NO			
		XYZ. CO.	o critical and			
	? Label input and editing: see page 220.					
4.	Either:					
	☐ Store this RTI as a wild card: Yes .					
	☐ Otherwise: No .	AUTHORIZ. RX	ENTER RTI/CSI			
	- Suid Med. No.	AUTHORIZ: KX	NO TO CANCEL			
			ABC			
5.	Either:	Either:				
	☐ Enter another RTI, CSI or G4 TID: Go to s	step 3.				
	☐ Finish: Function .					
6.	Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.					
	☐ It is not possible to edit an RTI/CSI/G4 TIE delete the incorrect entry and re-input it.	O; if you wish t	o do so, you must			
	☐ To delete the displayed RTI/CSI/G4 TID: C	Clear. Go to st	ep 2.			
	☐ When you have finished: Function .					
	ote: When you program a G4 TID, program "Co	•	-			
INU	ımber" "=" "Terminal ID Code". Program "-" an	u = m me wa	ly to store symbols			
Sel	lecting Which Messages to Accept					
You	u can select one of the following two kinds of A	Authorized Re	ception:.			
	☐ Only accept incoming messages from the RTI/CSI's are programmed.	Specified Ser	nders whose			
	☐ Accept all incoming messages except tho whose RTI/CSI/G4 TID are programmed.	se from the Sp	pecified Senders			

1. Function 6 0 2 2 2 2 6 and 3.

The settings for switch 00 are now shown on the bottom line of the display.

Press ▼ until the settings for switch 08 are shown.

The settings that you need to change are digit 2 (double underline) and 3 (single underline).

3. Set one of the two as shown opposite Press **2** of the ten key pad to change the setting of digit 2. Press **3** to change the setting of digit 3.



If you want to accept all incoming messages from the Special Terminals.

SWITCH08: 0000 <u>01</u>00

If you want to accept all incoming messages except those from the Special Terminals.

SWITCH08: 0000 1100

4. Finish: Yes and Function.

List of Special Termi- nals (Function 81)	Authorized Reception on/off (Function 62)	Accept messages from Special Terminals listed or not listed (Function 63)	Result
<u>Empty</u>	On	Either	No messages are accepted.
Empty/Not empty	Off	Either	All messages are accepted.
Not empty	On	Listed	Only messages from Special Terminals are accepted.
Not empty	On	non-listed	All messages are accepted except those from Special Terminals.

Note: The combined maximum number of Special Terminals that you can program for the features below is 30 (50 when the optional Function Upgrade Card is installed).

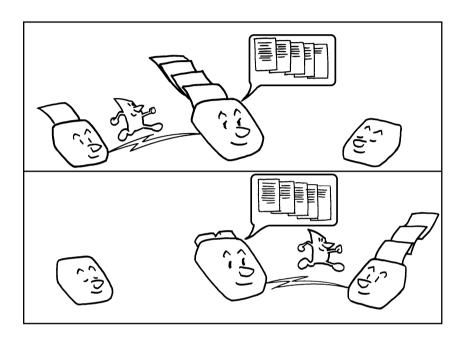
- Authorized Reception
- Forwarding
- Multi-sort Document
- Memory Lock
- Memory Disk File
- Specified Cassette Selection

Forwarding

Overview

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called "forwarding terminals".

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.



To set up Forwarding, program your machine as follows:

- ☐ Program the phone numbers of the forwarding terminals that you will use.
- ☐ Specify the senders whose messages you want to forward. (Ask the sending party what their RTI/CSI/G4 TID is. Or make a communication with that terminal, print a JOURNAL and read off the RTI/CSI/G4 TID.)

 If the other party is using a machine made by another maker, they may not be familiar with the terms RTI, CSI or G4 TID. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
- ☐ Select the messages to forward, either:
 - a) All messages from specified senders.
 - b) All messages except those from specified senders.

If the RTI/CSI/G4 TID of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

Note: Messages received with the following features are not forwarded: Confidential Reception, Memory Lock and Polling Reception

YES OR NO

Notes:

Your machine prints all the messages that it forwards. If you do not want to it to do this, change the setting of the user parameter (Function 63) switch 11 bit 6 to '0'.

You can select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the output. This mark brings to the other party's attention that this message has been forwarded. See page 8 for more about the Forwarding Mark.

If one of the senders changes their RTI/CSI/G4 TIDs, you must change the stored RTI/CSI/G4 TIDs, or you will not be able to forward messages from that sender.

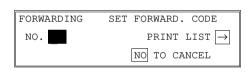
Cross-referencesRTI and CSI: see page 287.

Wild Cards: see page 118.

Programming the Forwarding Feature

This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

Function 6 0 2 2 2 2 8 and 2.
 To print a specified terminal list, press ▶.



FORWARDING

NO. 02 DEST.0

2. Input a two digit code from 01 to 05 for a fowarding station number.

Example: 02

- □ DEST.0 on the opposite display shows that there are no RTIs/CSIs/G4 TIDs stored so far for this forwarding station.
- 3. **Yes**.



- 4. Input the telephone number of this forwarding station.
 - ☐ If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine.

Then press Yes.



See page 17 for how to dial. Do not use the handset.



5. Either:

☐ If you wish **all** incoming messages to be forwarded to this station: Do not store any RTIs/CSIs/G4 TIDs for it.

Instead: Yes.

Then either go to step 2 to program another forwarding station, or press **Function** to finish.

If you only wish messages from certain senders to be forwarded to this station:

Input their RTIs, CSIs or G4 TIDs (messages from senders other than these will not be forwarded to this station):

Press 1, then go to step 6.

☐ View the RTIs/CSIs/G4 TIDs that you have stored so far: **2**. Go to step 9.

DEST 1/6 means that there are 6 RTIs/CSIs/G4 TIDs stored so far, and the first in the list is now displayed.





- ☐ Finish storing RTIs/CSIs/G4 TIDs for this forwarding station and input another forwarding station number: Yes. Go to step 2.
- ☐ Finish: Function
- 6. Type in an RTI, CSI or G4 TID, then press Yes.
 - ☐ You can program up to 10 Special Terminals for each Forwarding station and up to 30 Special Terminals in total.



7. Either:

- Store this RTI as a wild card, press Yes.
- ☐ Otherwise: No.



8. Either:

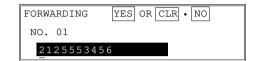
- ☐ Enter another RTI, CSI or G4 TID: Go to step 6.
- ☐ Finish: **No**. Go to step 5.
- 9. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.
 - ☐ To delete the displayed RTI/CSI/G4 TID: Clear.
 - When you have finished: No. Go to step 5.

Editing the Forwarding Feature

1. Function 6 0 2 2 2 2 8 and 2.



- Input the code number of the forwarding station that you wish to edit. Then press **Yes**.
 - See the Forwarding List for a list of these codes.



3. Either:

☐ Erase this forwarding station number and all RTIs/CSIs/G4 TIDs stored with it:

Press **No** x 2, then **Yes** to erase. Go to step 2.

☐ Edit this forwarding station's telephone number.

If it is correct: Yes.

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far for this forwarding station.



4. Either:

To add RTIs/CSIs/G4 TIDs to this number: 1 Go to step 6.

□ To view or delete RTIs/CSIs/G4 TIDs allocated to this number: 2. Go to step 5.

DEST.1/6 means that there are 6 RTIs/CSIs/G4 TIDs programmed so far for this forwarding station, and the first in the list is now displayed.

If you wish to view another forwarding station number: Yes.Go to step 2.

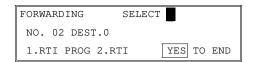
_	□:: . l.	 .	1:	
	Finish	1. FI	Incti	nn



FORWARDING	NO TO CANCEL
NO.01 DEST.1/6	CLR: CLR
XYZ. CO.	



5. ▼ until the RTI/CSI/G4 TID that you wish to delete appears.



To delete the RTI/CSI/G4 TID: Clear, then go to step 4.

☐ It is not possible to edit an RTI/CSI/G4 TID; if you wish to do so, you must delete the incorrect label and store a new one.

CAUTION: If you delete all the RTIs, CSIs and G4 TIDs for a forwarding station, you must also delete the forwarding station (see step 3). If you do not do this, all incoming messages will be forwarded to that station.

- Type in an RTI, CSI or G4 TID, then press Yes.
 - Inputting labels: see page 220.

FORWARDING
STORE AS WILD CARD? YES • NO
XYZ. CO.

- 7. Either:
 - ☐ Store this BTI as a wild card: **Yes**.
 - ☐ Otherwise: **No.**
- 8. Either:
 - ☐ Input another RTI/CSI/G4 TID for this forwarding station: go to step 6.
 - ☐ Finish working on this forwarding station: **No**. Go to step 4.
 - ☐ Finish: Function.

Selecting Which Messages to Forward

You have to select one of the following two things.

☐ Forward all incoming messages from specified senders.

or

Forward all incoming messages except those from specified senders.

1. Function 6 0 2 2 2 2 6 and 3.

The settings for switch 00 are now shown on the bottom line of the display.



2. Press ▼ until the settings for switch 08 are SWITCH 08: 0000 0000 shown.

The settings that you need to change are digit 6 (double underline) and 7 (single underline).

ADVANCED FEATURES

3. Set one of the two as shown opposite

Press 6 of the ten key pad to change the setting of digit 6.

Press 7 to change the setting of digit 7.

If you want to forward all incoming messages from special terminals.

SWITCH8: <u>01</u>00 0000

If you want to forward all incoming messages except those from special terminals.

SWITCH8: <u>11</u>00 0000

4. Finish: Yes and Function.

Switching Forwarding On/Off

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

After you switch Forwading on, <FORWARD> is displayed on the operation panel when the machine is in standby mode.

Note: Forwarding cannot be switched on if Memory Lock is switched on. If you wish to use Forwarding, you must switch Memory Lock off.

1. Function 6 0 2 2 2 2 6 and 2.



- Scroll through the list of features with ▼ and ▲ until "FORWARDING" appears.
- 3. Change the on/off setting by pressing ◀ or ▶.
- 4. Finish: **Yes** and **Function**.

Enabling and Disabling the Forwarding Mark

The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

 Function 6 2 2 2 2 6 and 3.
 The settings for switch 00 are now shown on the bottom line of the display.

USER PARAI	METER	PRINT	LIST →
DEFAULT:	01000000		\uparrow
SWITCH00:	01000000	YES TO	END ↓

2. Press ▼ until the settings for switch 02 are shown.

The setting that you need to change is digit 0.

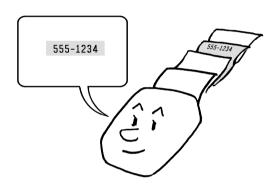
SWITCH02: 0000 000<u>0</u>

Digit 0 (Double Underlined) 0: Forwarding Mark is Off 1: Forwarding Mark is On

- 3. If you wish to change the setting, press **0** on the ten key pad.
- 4. Finish: Yes and Function.

Specified Cassette Selection (Optional Paper Feed Unit Required)

Overview



This feature is only available if your machine has more than one cassette. Using this feature, you can direct fax messages from certain senders to be printed from the upper cassette.

Example:

Put yellow paper in the upper cassette. Then, messages from head office can be printed out on yellow paper; this will make it easy for you to see when a message from head office has arrived.

To direct messages from a particular sender to a special cassette:

- ☐ Program the RTI, CSI or G4 TID of the sender. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a Journal, and read off the RTI/CSI/G4 TID.)
 - If the other party is using a machine made by another maker, they may not be familiar with the terms RTI, CSI or G4 TID. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
- ☐ Switch Specified Cassette Selection on.
- ☐ Select the messages to be printed from upper cassette.
 - a) All messages from specified senders
 - b) All messages except those from specified senders.

If the RTI/CSI/G4 TID is not the same as any of those that you have programmed into this feature, the incoming message will be printed on paper from the normally-used cassette.

The number of RTI/CSI/G4 TID's that you can store for use with this feature is 10. You can use Wild Cards to extend the number of RTI/CSI/G4 TID's that you can specify.

Note: If one of the senders changes their RTI/CSI/G4 TID, you have to change the stored RTI/CSI/G4 TID also. Otherwise, messages from that sender will no longer be sent to the required cassette.

Cross-referencesRTI and CSI: see page 287.

Journal: see page 171.

Wild Cards: see page 118.

Programming the Specified Cassette Selection Feature

1. Function 6 0 2 2 2 2 8 and 6.

DEST.6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST.0.

- □ At this time, you can print a Specified Cassette Selection List by pressing ► Start.
- 2. Fither:
 - ☐ Store some RTIs/CSIs/G4 TIDs: 1. Go to step 3.
 - □ View the RTIs/CSIs/G4 TIDs that you have stored so far: 2. Go to step 6.
- 3. Type in an RTI, CSI or G4 TID using a Quick Dial Key or the ten key pad then press **Yes**.
- 4. Either:
 - ☐ Store this RTI as a wild card: **Yes**.
 - ☐ Otherwise: No.

CST SELECT ENTER RTI/CSI

NO TO CANCEL

ABC

STORE AS WILD CARD? YES • NO

- 5. Either:
 - ☐ Enter another RTI, CSI G4 TID: Go to step 3.
 - ☐ Finish: **Function**.
- 6. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.
 - ☐ It is not possible to edit previously stored RTIs/CSIs/G4 TIDs; if you wish to do so, you must delete the incorrect label and store a new one.



ENTER RTI/CSI

NO TO CANCEL

CLR: CLR

ABC

NO TO CANCEL

CST SELECT

CST SELECT

DEST.1/6

XYZ. CO.

CST SELECT

XYZ. CO.

- ☐ To delete the displayed RTI/CSI/G4 TID: Clear.
- ☐ When you have finished: **Function**.

Note: Messages from senders that have RTI/CSI/G4 TIDs that match those that were input using the above procedure will be printed using the first (upper) paper cassette.

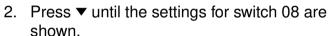
If there is no paper in the upper cassette, messages from the specified senders will be stored in the memory (substitute reception).

If there is no paper in the lower cassette, messages from other senders will be stored in the memory.

Selecting Which Messages to Print from the Specified Cassette

You can select one of the following two settings:

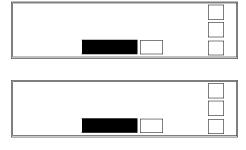
- ☐ Print messages from the specified senders whose RTI/CSI/G4 TID are programmed from the upper cassette.
- ☐ Print all messages <u>except</u> those from the specified senders whose RTI/CSI/G4 TID are programmed from the upper cassette.
- Function 6 0 2 2 2 2 6 and 3.
 The settings for switch 00 are now shown on the bottom line of the display.



The settings that you need to change are digit 4 (double underline) and 5 (single underline).

3. Set one of the two as shown opposite Press **4** on the ten key pad to change the setting of digit 4. Press **5** to change the setting of digit 5.

4. Finish: **Yes** and **Function**.



If you want to print all incoming messages from the specified senders.

SWITCH08: 00<u>01</u> 0000

If you want to print all incoming messages except those from the specified senders.

SWITCH08: 00<u>11</u> 0000

Switching Specified Cassette Selection On/Off

Before you use this feature, you have to switch it on using Function 62.

1. Function 6 0 2 2 2 2 6 and 2.



- 2. Scroll through the list of features with \blacktriangle and
 - ▼ until CASSETTE SELECTION appears.
- 3. Change the on/off setting by pressing ◀ or ▶.
- 4. Finish: Yes Function.

List of Special Terminals	Specified Cassette on/off (Function 62)	Print messages from from the Upper Cassette listed or not listed (Function 63)	Result
Empty	On	Either	All messages are printed from the upper cassette.
Empty/Not empty	Off	Either	No messages are printed from the upper cassette.
Not empty	On	Listed	Only messages from Special Terminals are printed from the upper cassette.
Not empty	On	non-listed	All messages are printed from the upper cassette, except those from Special Terminals.

Wild Cards

This feature greatly enhances the effectiveness of the following features:	
☐ Authorized Reception	
☐ Forwarding	

☐ Memory Lock

☐ Multi-sort Document

□ Specified Cassette Selection

☐ Memory Disk File

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI or CSI of the other terminal, and acts accordingly.

When you program RTIs for these features, you can program wild cards to greatly expand the number of terminals that you can receive from.

Example:

If you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you don't have to store the RTI of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the RTIs of all XYZ branches contain an "XYZ" somewhere in the RTI, messages coming in from them will be accepted, and sent on to head office.

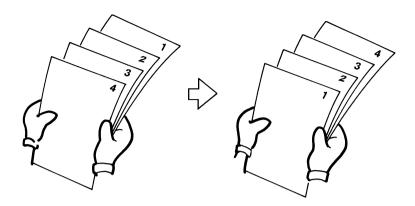
CAUTION: This feature cannot recognize spaces.

Example: If you store MAN as a wild card, and a terminal with an RTI that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

Cross-referencesAuthorized Reception: see page 104.

RTI and CSI: see page 287.
Forwarding: see page 108.

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 more convenient for reading them.

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

To switch this feature on or off, do the following procedure. (See page 227 if you need more information about the User Parameter settings adjustment procedure).

- Function 6 0 2 2 2 2 6 and 3.
 The settings for switch 00 are now shown on the bottom line of the display.
- Press ▼ until the settings for switch 10 are shown.
- 3. The setting that you need to change is digit 0 (Double Underlined).





Digit 0 (Double Underlined)
0: This feature is Off.
1: This feature is On.

SWITCH10: 0000 000<u>1</u>

- 4. If you wish to change the setting, press **0** on the ten key pad.
- 5. Finish: **Yes** and **Function**.

Multi-sort Document Reception

Using this feature, more than one copy of each incoming fax message can be printed. You may also choose to have more than one copy from only select senders. This feature eliminates the extra steps needed to have someone make photocopies.

For example, if you switch this feature on overnight, you will not have to make distribution copies of the messages that came in during the night. However, the paper in the cassette will be used up much faster.

To use Multi-sort Document Reception, you must first:

- ☐ Switch multi-sort on (Function 62).
- ☐ Set the number of copies (Function 83).
- ☐ Specify the senders whose messages you want to multi-sort. Do this by programming the RTI, CSI or G4 TID of these senders (Function 83).
- ☐ Select the messages to multi-sort copied (Function 63):
 - a) All messages from specified senders.
 - b) All messages except those from specified senders.

Cross-references

Reverse Order Printing: see page 119.

Copying an Original: see page 163.

Switching Multi-Sort On or Off

Before you can make multiple copies, you have to switch it on using Function 62.

1. Function 6 0 2 2 2 2 6 and 2.



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



Change the on/off setting by pressing ◀ or



4. Finish: Yes and Function.

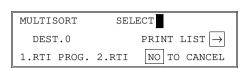
Setting the Number of Copies and Programming the Senders for the Multi-sort Document

1. Function 6 0 2 2 2 2 8 and 3.



2. Input the number of copies that you need, then press **Yes**.

Copies of incoming faxes will be collated.



ENTER RTI/CSI

NO TO CANCEL

CLR: CLR

ABC

NO TO CANCEL

Note: Maximum number of copies: 9

To use Multi-sort Document Reception, you must switch Reverse Order Printing on. See page 119 for how to do this.

MULTISORT

MULTISORT

MULTISORT

XYZ. CO.

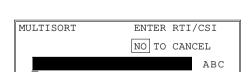
DEST.1/6

XYZ. CO.

- 3. Either:
 - ☐ Print a specified terminal list: press ► and **Start**.
 - ☐ Store some RTIs/CSIs/G4 TIDs: 1. Go to step 4.
 - □ View the RTIs/CSIs/G4 TIDs that you have stored so far: 2. Go to step 7.
- 4. Type in an RTI, CSI or G4 TID, then press **Yes**.
 - ? Inputting and editing labels: see page 220.
- 5. Either:

Store this RTI as a wild card: **Yes**.

Otherwise: No.



STORE AS WILD CARD? YES . NO

- 6. Either:
 - ☐ Enter another RTI, CSI or G4 TID: Go to step 4.
 - ☐ Finish: **Function**.

- 7. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.
 - ☐ It is not possible to edit previously stored RTIs/CSIs/G4 TIDs; if you wish to do so, you must delete the incorrect label and store a new one.
 - ☐ To delete the displayed RTI/CSI/G4 TID: Clear.
 - ☐ When you have finished: **Function**.

Note: Messages from senders that have RTI/CSIs/G4 TIDs that match those that were input using the above procedure will be printed using the first (upper) paper cassette.

If there is no paper in the upper cassette, messages from the specified senders will be stored in the memory (Substitute Reception). If there is no paper in the lower cassette, messages from other senders will be stored in the memory.

Selecting Specified Senders for Multi-Sort

You have to select one of the following:

☐ Only Multi-Sort messages from specified senders

or

- ☐ Multi-Sort all messages except those from specified senders.
- 1. Function 6 0 2 2 2 2 6 and 3.



Yes.

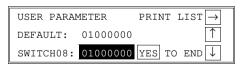
The settings for switch 00 are now shown on the bottom line of the display.

2. Press ▼ until the settings for switch 08 are shown.

The settings that you need to change are digit 0 (double underline) and 1 (single underline).

Press **0** on the ten key pad to change the setting of digit 0.

Press 1 to change the setting of digit 1.



SWITCH08: 0000 00<u>00</u>

3. Set one of the two as shown opposite:

When you want to Multi-sort all incoming messages from special terminals.

SWITCH08: 0000 00<u>01</u>

When you want to Multi-sort all incoming messages except those from special

terminals

SWITCH08: 0000 00<u>11</u>

4. Finish: Yes and Function

List of Special Termi- nals (Function 81)	Multi-sort on/off (Function 62)	Multi-sort from the Special Terminals listed or not listed (Function 63)	Result
Empty	On	Either	All messages are Multi-sorted.
Empty/Not empty	Off	Either	No messages are Multi-sorted.
Not empty	On	Listed	Only messages from Special Terminals are Multi-sorted.
Not empty	On	non-listed	All messages are Multi-sorted <u>except</u> those from Special Terminals.

Printing a Center Mark

If you switch this feature on, a mark is printed halfway down each received page on the left hand side. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

The center mark is not printed when you use the machine for making copies.

To switch this feature on, do the following. (See page 223 if you need more information about the User Parameter settings adjustment procedure).

1. Function 6 0 2 2 2 2 6 and 3.

Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

2. Press ▼ until the settings for switch 02 are shown.

The setting that you need to change is digit 1 (Double Underlined).



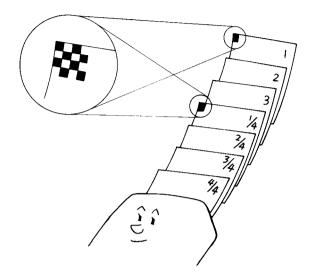


SWITCH02: 0000 00<u>1</u>0

Digit 1 (Double Underlined)
0: The center mark will not be printed
1: The center mark will be printed

- 3. If you wish to change the setting, press 1 on the ten key pad.
- 4. Finish: Yes and Function.

Checkered Mark

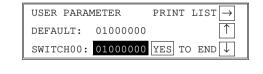


The machine prints a checkered mark in the top left corner of the first page of received messages. Using this mark, you can find the first page easily. This makes it easier for you to separate the messages that are lying in the copy tray.

To switch this feature on or off, do the following (see page 223 if you need more information about the User Parameter settings adjustment procedure).

- 1. Function 6 0 2 2 2 2 6 and 3.
- 2. The settings for switch 00 are now shown on the bottom line of the display.
- 3. Press ▼ until the settings for switch 02 are shown.

The setting that you need to change is digit 4.



SWITCH00: 00000000

SWITCH02: 000000000

0: The checkered mark will not be printed.

1: The checkered mark will be printed.

- 4. If you wish to change the setting, press 4.
- 5. Finish: Yes Function.

Reception Time

When you receive a message, the time is printed at the top of the page. However, this is the time at the transmitting end. To check the local time, you have to print the Journal.

However, if you switch on Reception Time, the local time is also printed on each page that you receive. The time is taken from your machine's internal clock, and is the same as the time that will be printed on the Journal. Switch this feature on if you often receive fax messages from other countries.

Cross-references

Journal: see page 171. Date and Time: see page 286.

To switch this feature on, do the following (see page 223 if you need more information about the User Parameter settings adjustment procedure).

- 1. Function 6 0 2 2 2 2 6 and 3.
- 2. The settings for switch 00 are now shown on the bottom line of the display.
- Press ▼ until the settings for switch 01 are shown.

The setting that you need to change is digit 2.



SWITCH00: 00000000

SWITCH01: 00000000

Digit 2

0: The reception time will not be printed.

1: The reception time will be printed.

- 4. If you wish to change the setting, press 2.
- 5. Finish: Yes Function.

Note: If the message is in the memory for a while (for example Confidential Reception, Memory Lock or Substitute Reception), the printing time is printed at the top of the page.

Reducing the Page Length

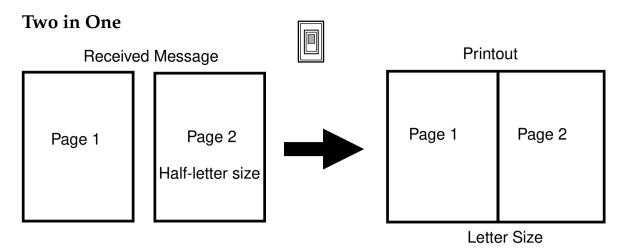
If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image so that it will fit on one page, if the image length is within the following limits.

Paper size in the	Maximum reducible	
cassette	incoming page length	
Letter (11")	14.4"	
Legal (14")	18.3"	

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 0.4 inch 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: Please contact your service representative if you require any adjustments to this feature.



This feature helps you conserve paper. If the size of the incoming page is half the size of the paper in the cassette, the machine will print out two pages on one sheet of paper.

In the example shown above, somebody is sending your machine two sheets of half-letter sized paper and your machine is printing them out on one letter sized sheet.

Note:

- ☐ The effectiveness of this feature depends on the sizes of paper stocked in your machine's cassettes.
- ☐ If you have legal size paper installed, the machine will print the two pages on one piece of legal size paper.
- ☐ If Two in One is switched on, you will not be able to print out more than one copy of an incoming fax message using Multi-sort Document Reception.

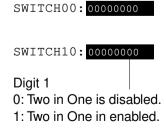
To switch this feature on, do the following (see page 223 if you need more information about the User Parameter settings adjustment procedure).

1. Function 6 0 2 2 2 2 6 and 3



- 2. The settings for switch 00 are now shown on the bottom line of the display.
- 3. Press ▼ until the settings for switch 10 are shown.

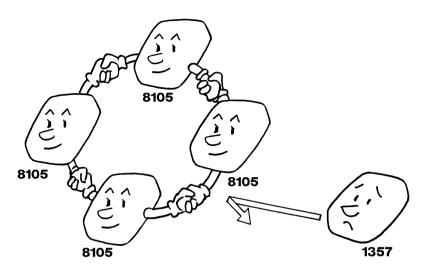
The setting that you need to change is digit 1.



- 4. If you wish to change the setting, press 1.
- 5. Finish: Yes Function

ADVANCED FEATURES

Closed Network (Reception)



This feature may help you to prevent reception of excessive junk fax mail.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

Note: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

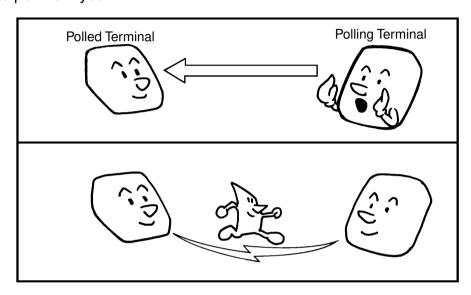
Cross-reference ID Codes: see page 49.

OTHER

Calling to Request a Message (Polling)

Overview

Polling means "picking up" a document that has been left for you at a remote fax terminal. You can also leave a document in your machine's memory for other machines to poll from you.



- ☐ With polling, telephone line costs are charged to the person receiving the message (the Polling terminal).
- ☐ Polling can only be used when both machines have the Polling feature.

ADVANCED FEATURES

Leaving a Document to be Picked Up by Others (Polling Transmission)

Use Polling Transmission when you wish to leave a document in the memory for others to pick up.

You cannot specify the telephone number of the polling terminal (the terminal that you wish to poll your document), but using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

There are three types of Polling Transmission.

Free Polling: Anybody can poll the message from the polled machine's memory.

Secured Polling: The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

Stored ID Override: There are two ways to use this feature:

- ☐ If your ID Code is different from that of the other terminal, you can use the other terminal's ID Code just for this transmission (ask the other terminal's operator what their ID Code is). Your machine's stored ID Code will be ignored.
- ☐ For extra security, both parties can specify an ID Code just for this communication. The ID Codes of both machines will be ignored. All communicating parties need to coordinate their ID Codes in this case.

Only one document can be stored in the memory for Free Polling, and only one can be stored for Secured Polling. However, with Stored ID Override, you can store more than one file, but you must use a different ID for each file.

Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer.

Cross-reference

ID Code: see page 49.

Free Polling

1. Place your document in the feeder.



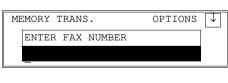
See page 134 for the options that are available with Polling Transmission.



IIalisiii

3. **Start**.

Your fax message is stored and held on polling standby.



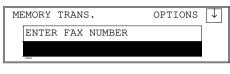
FREE POLLING.	OPTIONS ↓
PRESS START	

Note: If you see FILE EXISTS CLEAR? PRESS YES • NO, you already have a message on Free Polling Standby.

- □ To keep the old message: No. Remove the document from the feeder.
- ☐ To erase the old message: **Yes**.

Secured Polling

1. Place your document in the feeder.



2. Function 1 and 4.



Note: If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step 4 in "Stored ID Override" on the next page.

3. Start.

- Your fax message is stored and held on polling standby.

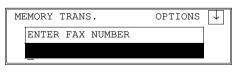
Note: If you see SAME ID FILE EXISTS CLEAR? PRESS YES • NO, you already have a message on Secured Polling Standby.

- ☐ To erase the old message: **Yes**. The old message is erased and your new one is stored.
- ☐ To keep the old message: **No**. Input an ID Code in the same way as for step 4 in "Stored ID Override" below.

Stored ID Override

This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

1. Place your document in the feeder.



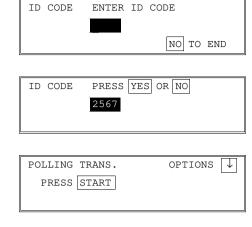
2. Function 1 and 4.



- 3. Press **▼**, **0** and **5**.
- 4. Enter the ID code that you wish to use for this message.

Example: 2567 from the ten key pad.





- 6. Start.
 - ☐ Your fax message is stored and held on polling standby.

Note: If you see "SAME ID FILE EXISTS CLEAR? PRESS YES • NO", you already have a message on Secured Polling Standby.

- ☐ To erase the old message: **Yes**. The old message is erased and your new one is stored.
- ☐ To keep the old message: **No**. Input another ID Code.

Note: If you need to cancel a polling transmission operation, use Function 23 (see page 141).

Options for Polling Transmission

When you store a document in memory for Polling Transmission, you also have the following options:

- ☐ Personal Code: This is the same as for normal transmission (see page 27).
- ☐ Page Count: This is the same as for normal transmission (see page 29).
- ☐ TTI On/Off: This is the same as for normal transmission (see page 30).
- Polling Standby Duration: There are two options.

ONCE: The message will be automatically erased from memory after it has been polled once.

KEEP: The message will be kept in memory until you erase it yourself using the user parameter of the Function 63. While the message is in the memory, it can be polled at any time by as many terminals that need it.

The options are available when OPTIONS is displayed in the top right corner of the display. To access an option, press ▼ followed by of of these 2 digit codes:

01 PERSONAL CODE

03 PAGE COUNT

05 ID CODE

06 TTI

Then use the keys indicated on the screen to change the setting or enter information.

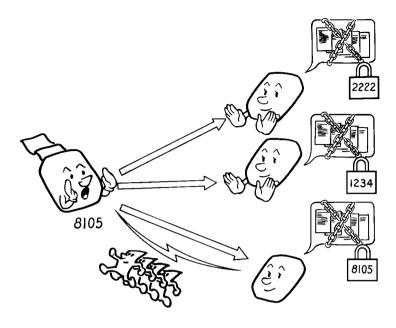
Press ▼, 0 and 6.
 Example: TTI on/off.



- 2. Depending on the option, either:
 - Use ◀ and ▶ on the scroll key to turn a feature on or off.
 - Enter a number using the ten key pad (Personal Code or Page Count).
- 3. Yes and Function when you have finished.

ADVANCED FEATURES

Picking Up Messages Stored Elsewhere (Polling Reception)



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

You can poll documents from many terminals with only one operation (use Groups and Keystroke Programs to make the most out of this feature).

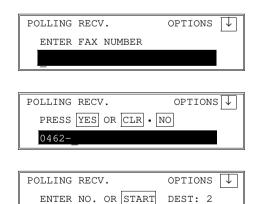
You have three options: Free Polling, Secured Polling, and Stored ID Override, as described for Polling Transmission (see page 131).

The maximum number of terminals that you can poll in one operation is 132.

Cross-referencesID Code: see page 49.
Groups: see page 292.
Keystrokes: see page 61.

Operating Procedure

- 1. **Function 1** and **1**.
- Dial the number.
- Yes.
 If you want dial more numbers, go to step 2.
- 4. Start.



Stored ID Override Option

This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

Before pressing **Star**t in the previous procedure and when Option ▼ is displayed:

1. Press **▼**, **0** and **5**.



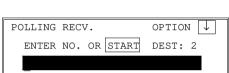
2. Enter the password that you wish to use for this operation.

Example: 2 5 6 7 from the ten key pad



ID CODE

3. **Yes**.



4. Dial and press Start.



For how to use other options, such as Send Later for delayed polling, see page 27 and the pages following that.

Note: In theory, you can poll up to 200 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 305 for more information concerning the limitations to this feature.

Continuous Polling Reception

If you wish to poll a number of destinations in a continuous cycle, switch this feature on. After the machine has polled all the specified destinations, it will start again from the first destination.

To switch on Continuous Polling Reception, please contact a service technician.

File Management

This section describes how to alter files that have been programmed using the following features:

- ☐ Memory Transmission (Function 21)
- ☐ Confidential Transmission (Function 21)
- ☐ Transfer Request (Function 21)
- ☐ Polling Reception (Function 22)

You can use this function to:

- □ Erase a file
- Change the Transmission Time
- □ Erase a destination
- Add a destination

Cross-reference

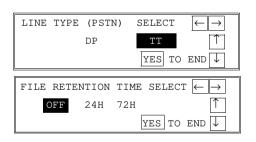
File List: see page 171.

File Retention Time

This machine has a setting known as the File Retention Time, which allows you to keep transmitted fax messages in the memory for a while longer if the transmission fails.

You can select the File Retention Time, or switch File Retention off, using Function 81.

- 1. Function 6 0 2 2 2 2 6 and 2.
- Scroll through the list of features with ▲ and ▼ until FILE RETENTION TIME appears.
- 3. Change the setting by pressing ◀ or ▶.
 - ☐ You can select 24 hrs, 72 hrs, or Off.
- 4. Finish: Yes Function.



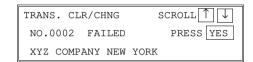
File Retransmission

This feature allows you to transmit a fax message again by changing the transmission time, as long as the File Retention Time has not yet expired. Use this feature when you wish to retransmit a fax message that is still stored in a file in the memory.

1. Function 21.



- 2. Either:
 - ☐ Print a list of files: ▶ Start.
 - ☐ Scroll through the files on the display:
 - ▼ until the required file appears.
 - ☐ If you know the file number, input it directly: **0 0 0 2**.

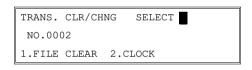


The second line of the display shows the current status of the file.

STANDBY: The file is waiting to be transmitted. IN USE: The file is currently being transmitted.

FAILED: The file is failed to transmit.

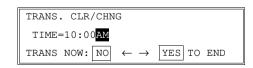
3. **Yes**.



4. Press 2.



- Change the transmission time using the ten key Pad and # and * to alter AM/PM. Example: 10:00AM
 - Press No if you want to send the message now, then go to step 7.



- 6. **Yes**.
- 7. Press Function.

Return to the standby mode.

Changing Contents of a File or Erasing a File from Memory

You can alter any of the memory files (except Confidential Reception files). This is useful if the memory is getting full and you need to make some space for an important job.

1. You can alter these kinds of file.

To Clear a:

Enter

☐ Fax message file (Memory Transmission):

Function 2 1

☐ Instruction file (Polling Reception):

Function 2 2

(Example: Using Function 21)

- 2. Either:
 - ☐ Print a list of files: ▶ Start.
 - □ Scroll through the files on the display: ▼ until the required file appears. Then press Yes.
 - ☐ If you know the file number, input it directly: **0 0 0 2 Yes**.





Erasing a file

3. Press 1.

TRANS. CLR/CHNG
NO.000
CLEAR FILE? YES • NO

- 4. Either:
 - ☐ Erase the file: Press **Yes**.
 - ☐ Keep the file: Press **No**.

TRANS. CLR/CHNG
NO.0002
FILE CLEARED

Continue the procedure from step 3 to cancel another transmission.

Press Function.Return to the standby mode.

MEMORY TRANS. APR.4.12:25PM

SET DOC. OR ENTER FAX NO.

MEMORY 100%

Setting or Changing a Transmission Time

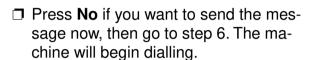
3. Press 2.



TRANS. CLR/CHNG

TIME=11:30AM

- 4. Either:
 - ☐ Set or change the transmission time using the ten key pad and # and * to alter AM/PM.



5. Press Yes.

The time is changed.



TRANS NOW: NO \leftarrow \rightarrow YES TO END

6. Press Function.

Return to the standby mode.



Erasing a Destination

3. Press 3.



TRANS. CLR/CHNG

02 XYZ COMPANY

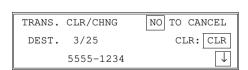
DEST. 2/25

NO TO CANCEL

CLR: CLR

- If the destination you wish to Clear is not displayed, scroll through the destinations with ▼ until it is displayed.
- 5. Press Clear.
- 6. Press **Function**. Return to the standby mode.

The destination is erased.





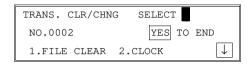
Adding a Destination

3. Press 4.

- TRANS. CLR/CHNG ENTER FAX NO
 DEST. 1 NO TO CANCEL
- 4. Enter an additional destination.



5. Press Yes.



6. Press Function.



Note: You cannot erase files that were received using Confidential Reception.

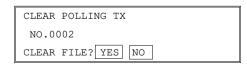
Canceling a Polling Transmission

This is how to cancel a file (reservation) which is reserved for the Polling Transmission or the free polling .

- ☐ During the Polling Transmission, the file is cancelled after the transmission has finished.
- 1. Press Function, 2 and 3.



- 2. Either:
 - ☐ Print a list of files: ▶ Start.
 - ☐ Scroll through the files on the display:
 ▼ until the required file appears. Then press Yes.
 - ☐ If you know the file number, input it directly: **0 0 0 2 Yes**.



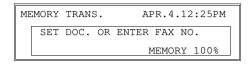
3. Press Yes.

5. Confirm the file and press **Yes**. The transmission is cancelled.



Repeat the procedure from step 2 to cancel another file.

6. Press **Function**. Return to the standby mode.



Printing a File

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

- 1. You can print these kinds of file:
 - ☐ Fax message file (Memory Transmission): Function 5 and 1
 - ☐ Fax message file (Polling Transmission): Function 5 and 2

(Example: Using Function 51)



- 2. Either:
 - ☐ Print a list of files: ▶ Start.
 - ☐ Scroll through the files on the display:
 - ▼ until the required file appears. Then press Yes.
 - ☐ If you know the file number, input it directly: **0 0 0 2 Yes**.



3. Start.

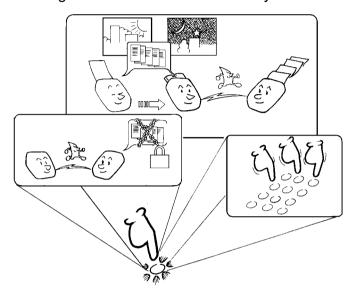
Note: This procedure does not work for Confidential Reception files.

User Function Keys

There are five Function keys (F1 to F5) on the operation panel.

You can program each of these keys with a feature that you wish to use frequently. There are two ways to do this.

- Store a User Function Code in the User Function Key.
- Store a Function Program in the User Function Key.



User Function Codes

You can program each of the User Function Keys with one of the following functions.

Note: In a new machine, the User Function Keys F1 to F3 have already been programmed (F1 as Storing Double Sided Documents, F2 as Printing a Journal, F3 as Switch TTI On/Off).

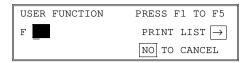
Code	Function	Code	Function
01	Group key	07	Storing Double Sided Documents
02	Use Economy Transmission	80	Switch Forwarding On/Off
03	Switch TTI On or Off	10	Input a Sub-address (G4 mode only) *
04	Send Tonal Signals	11	Internal Line **
05	Batch Transmission On/Off	12	Dial Option Key
06	Specified Image Area On / Off	13	Line Select **

^{*} ISDN G4 Kit Required

^{**} ISDN G4 Kit or Optional G3 Kit Required

To store a User Function Code, do the following procedure.

- 1. Function 3 and 6.
 - ☐ At this time, you can print a User Function List if you press ► Start.

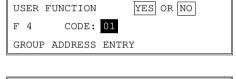


2. Press one of the User Function Keys. Example: Press **F4 Yes**.



If this key is already used, the currently stored code is displayed. Either:

- Press Yes to keep it as it is.
- ☐ Press **No** to erase the old code.
- Enter the two-digit code for the function that you wish to store.
 Example: Group Dial key, press 0 1.
- 4. Yes and Function.





Function Programs

If the feature that you wish to store as a User Function Key does not have a User Function Code, you can store it as a Function Program.

Example:

If you often use Function 32 (Programming Speed Dial), store it as a Function Program in one of the User Function Keys. Then, when you want to store a Speed Dial, just press that User Function Key instead of pressing Function, 3, 2, and Yes.

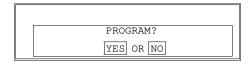
Storing a Function Program

For example, store Function 32 (Programming Speed Dial) into Function Key F4.

1. Function 3 2.



- 2. **F4**.
 - If you cannot select this Function Key, it is already being used for something. Select another Function Key.



3. Yes Function.

Using a Function Program

1. **F4**.



2. Use the function as normal.

Deleting a Function Program

1. Function 3 6.



2. Press the key that you wish to erase. Example: **F4**.



3. Yes, No and Function.

OMR Sheets

Introduction

Instead of inputting instructions at the operation panel, you can mark up a special form, called an OMR Sheet (OMR means Optical Mark Reader), and scan your instructions into the machine. Your fax machine will read the marks on the form and carry out your instructions. Your machine can accept five types of OMR Sheets.

User Parameter Program Sheet - use this to change the user parameter set- tings.
Quick/Speed Dial Program Sheet - use this to store a number as a Quick Dial or Speed Dial.
☐ Group Program Sheet - use this to store numbers into a Group.
☐ Transmission Program Sheet - use this to transmit a fax message.
☐ Transfer Request Program Sheet - use this to make a Transfer Request.
is section of the manual first describes the OMR Sheets and how to use them, d finally gives the procedures that you need to use an OMR Sheet.

Using an OMR Sheet

The general procedure for using an OMR Sheet is as follows.

- 1. Print the OMR Sheet that you need, using Function 54 (see page 154).
- 2. Mark your instructions on the sheet. This will be explained in the following pages.
- 3. Place the OMR Sheet into the feeder, then press **Start** then **Yes**.

When you are using an OMR Sheet to send a fax message or make a transfer request, the OMR Sheet must be the first page that is scanned.

CAUTION:

	OMR Sheets should not be used more than 3 times. If they get dirty, incorrect data may be scanned.
	Do not try to correct mistakes on an OMR sheet with an opaque white correcting fluid.
♬	OMR Sheets must be marked with a felt tip or ball point pen as shown on page 152 and subsequent pages.
	Store OMR Sheets in a cool dry place in an airtight bag.
	Do not use cut off portions of OMR Sheets, photocopies of OMR Sheets, or OMR Sheets with paper or adhesive tape attached to them.

Completing an OMR Sheet

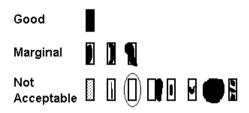
Each OMR Sheet contains a number of boxes or fields.

- Boxes are for marking user parameter settings, the contrast setting, and so on.
- ☐ Fields are for inputting telephone numbers and names.

Marking Up Boxes

The correct way to mark up a box is shown below. Make sure that you follow this rule, or you may get some strange results when you scan the OMR Sheet.

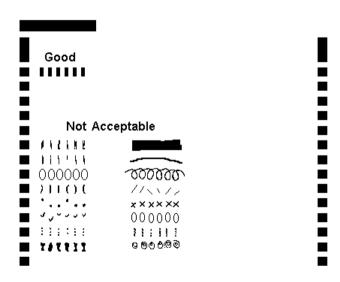
Note: Use a black felt tip or ball point pen. Do not use a pencil.



If you need to mark up a consecutive row of boxes, observe the following rules.

- ☐ Each individual box must be completely filled.
- ☐ Do not leave a box only partly filled.
- ☐ Gaps between boxes must be kept clear.

See below for examples of correct and incorrect marking of a row of boxes.



Marking Up Fields

There are two types of field.

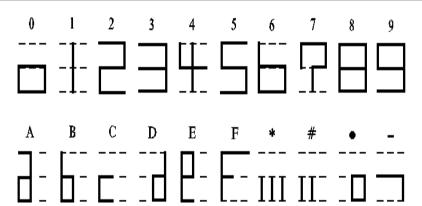
- □ Number Fields: These are for inputting telephone numbers, personal codes, the number of pages in the fax message (Page Count), and the transmission start time (when using Send at a Specific Time or Send by a Specific Time).
- □ Name Fields: These are for any names and labels that you need to input.

Number Fields

Each digit in a number field consists of a 3 x 3 rectangular array of dots. You can only write down the characters shown in the following diagram.

Caution:

You must write each character exactly as shown below, clearly, carefully, and unambiguously. Otherwise, the machine may store the wrong data or dial the wrong telephone number. The machine cannot always detect errors in the data.



Note:

- ☐ If you wish to send Tonal Signals after a telephone number, use '•' to indicate the start of the tonal signal. See page 81 for more details on Tonal Signals.
- ☐ If you wish to input a pause in the telephone number, use a '- 'to indicate a pause.

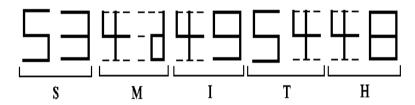
Name Fields

In a name field, each letter, symbol, or punctuation mark is represented by two digits. The characters that you can use with this machine are shown below, with the character codes for each one.

Code	Character	Code	Character	Code	Character	Code	Character
20	Space	30	0	40	@	50	Р
21	!	31	1	41	Α	51	Q
22	"	32	2	42	В	52	R
23	#	33	3	43	С	53	S
24	\$	34	4	44	D	54	Т
25	%	35	5	45	E	55	U
26	&	36	6	46	F	56	V
27	,	37	7	47	G	57	W
28	(38	8	48	Н	58	Χ
29)	39	9	49	[59	Υ
2A	*	3A	:	4A	J	5A	Z
2B	+	3B	•	4B	K	5B	[
2C	,	3C	<	4C	L	5C	¥
2D	-	3D	=	4D	M	5D]
2E		3E	>	4E	N	5E	۸
2F	/	3F	?	4F	0	5F	_

For example: SMITH

S = code 53, M = code 4D, I = code 49, T = code 54, and H = code 48



Note: The method of writing digits 0 to 9 and letters A to F is the same as explained above for Number Fields. However, if you wish to input a '*', '#', '•', or '-' into a Name Field, do not use the method described in the explanation of Number Fields on the previous page; input the two-digit code from the above table.

The Five Types of OMR Sheets

This section describes each of the five types of OMR Sheet and how to mark them (Using Function 54, print a sample of each OMR Sheet for your reference while you are studying this section).

☐ Procedures for use are on page 154 and the pages following that.

User Parameter Program Sheet

You can use this sheet to change the settings of the User Parameters. Each parameter is listed, along with each possible setting.

- ☐ An asterisk next to a setting indicates that this is the factory setting.
- ☐ To see the current settings, print the User Parameter List (Function 63, page 175).

To use the User Parameter Program Sheet, mark each setting that you wish to make. For example, to switch Restricted Access on, first look for Restricted Access on the sheet, then black out the box above "ON".

				11
				ш
Restricted	access	0	N I	0 F F

You might find this sheet more easy to understand than the eight-digit User Parameter Switches described on page 225 and the pages following that.

Quick/Speed Dial Program Sheet

You can use this sheet to program Quick Dial and Speed Dial numbers. You can only program one telephone number with each OMR Sheet.

- 1. At the top of the sheet, mark up either QUICK or SPEED Dial.
- Mark up the Quick or Speed Dial number that you wish to store. You must mark a Hundreds Digit, a Tens Digit, and a Units Digit.
 Example: To program Speed Dial Code 25, mark up the first few lines of the OMR Sheet as follows.

Quick/Speed Dial Program Sheet

Quick Speed

Hundreds Digit 0 1 2 3 4 5 6 7 8 9

Tens Digit 0 1 2 3 4 5 6 7 8 9

Units Digit 0 1 2 3 4 5 6 7 8 9

CAUTION: If you mark a Quick Speed that already contains a number, the machine will replace the old number without giving you any warning.

- 3. In the "FAX No." field, write the telephone number that you wish to store in the Quick/Speed Dial number that you just marked in steps 1 and 2.
 - ☐ See "Number Fields" on page 148 for how to do this.
- 4. In the "FAX label" field, write the name that you wish to store with this telephone number.
 - ☐ See "Name Fields" on page 149 for how to do this.
- 5. For Label Insertion, mark either the ON or the OFF box.

Group Program Sheet

You can use this sheet to program Groups. You can program one Group with each OMR Sheet. However, using this method, you can only store one full telephone number in the Group; the others must all be Speed Dials or Quick Dials. If you wish to store more full numbers in the Group, store them with Function 33 (see page 300) after you have scanned the OMR Sheet.

1. At the top of the sheet, mark the Group number that you wish to program.

CAUTION: If you mark a Group number that already contains fax numbers, the machine will replace the old numbers without giving you any warning.

- 2. In the "Group Label" field, write in a name for the Group.
 - $\hfill \square$ See "Name Fields" on page 149 for how to do this.
- 3. If you wish to include a full telephone number in the Group, write it in the "FAX No." field.
 - ☐ See "Number Fields" on page 148 for how to do this.

Continued on the next page.

4. Mark up the Quick and Speed Dials that you wish to place in this Group. Each Quick and Speed Dial has one box above it.

Example: Store Quick Dials 01, 02, 06, 10, and 27, and Speed Dials 00, 01, 05, 16, 24, and 39 into the Group.

Transmission Program Sheet

You can use this sheet to send a fax message. With this sheet you can select a range of TX options, and if you use memory transmission you can specify more than destination for your fax message. However, you can only dial one full telephone number; all the others must be Quick Dials, Speed Dials, or Groups.

- 1. At the top of the sheet, next to Trans. Mode, mark up either the box above "Memory" or the box above "Immediate".
- 2. Mark up the required contrast, resolution, and halftone type. Also, indicate whether the stamp should be ON or OFF, and whether your transmission is in Group 3 or Group 4 mode.
- 3. If you wish to input one of the destinations as a full telephone number, write it down in the "Address (Fax No.)" field.
 - ☐ See "Number Fields" on page 148 for how to do this.
- 4. Mark each Quick Dial, Speed Dial, and Group that you wish to be the destinations for this fax message. For example, if you wish to use Quick Dial 01 as a destination, mark the box above 01 in the "Address (Quick Dial)" area.
- 5. If you wish to use Send Later (shown as DIAL AT on the OMR sheet), TRD, Personal Code, or Page Count, fill the appropriate fields.
 - ☐ See "Number Fields" on page 148 for how to do this.
- 6. Mark either the ON or the OFF box for Economy Transmission, and TTI.

Transfer Request Program Sheet

You can use this sheet when you make a Transfer Request.

- 1. At the top of the sheet, next to Trans. Mode, mark up either the box above "Memory" or the box above "Immediate".
- 2. Mark up the required contrast, resolution. Also, indicate whether your transmission is in Group 3 or Group 4 mode.
- 3. Input the number of the Transfer Broadcasting Station. To do this, either:
 - ☐ Write the full telephone number of the Transfer Broadcasting Station in the "Transfer Station (Full No.)" field. See "Number Fields" on page 148 for how to write numbers on OMR Sheets.
 - ☐ Mark one of the Quick Dials in the "Transfer Station (Quick Dial)" row of boxes.
 - ☐ Mark one of the Speed Dials in the "Transfer Station (Speed Dial)" row of boxes.

Note: You can only enter one Transfer Broadcasting Station on the OMR Sheet. Refer to page 80 and the pages following for all conditions required to perform a Transfer Request.

- 4. Mark the end receivers.
 - ☐ You must mark the end receivers as Speed Dials, Quick Dials, and Groups that are stored in the Transfer Broadcasting Station. Do not input any of your own stored Quick Dials. Speed Dials, or Groups here.
 - ☐ Confer with the operator of the Transfer Broadcasting Station if you need their latest list of stored telephone numbers.

Example: If one of the end receivers is stored in the Transfer Broadcasting Station as Speed Dial 10, mark the box above 10 in the "Receiver (Speed Dials in Transfer Station)" area.

Procedures

To Print an OMR Sheet

Note: You must have Letter or Legal size paper in the cassette before you print an OMR Sheet.

1. Function 5 4.



- 2. Select the OMR Sheet that you wish to print.
 - □ Use the ▼ key to scroll through the possible selections until the correct one is displayed on the screen.

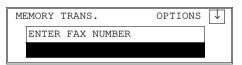


3. Start.

Using an OMR Sheet to Send a Fax Message

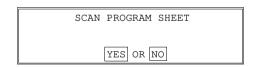
After marking up the OMR Sheet, do the following:

- 1. Make sure that the machine is in standby mode (see page 17).
- 2. Place the OMR sheet face up at the top of your fax message and put everything into the feeder face down.



Note: The OMR Sheet must be the page that is scanned first.

3. **Start**.



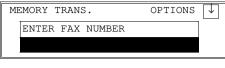
4. Yes.

The machine scans the OMR Sheet, then scans and sends the fax message in accordance with the instructions on the OMR Sheet. Then, the machine returns to standby mode.

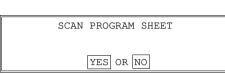
Using an OMR Sheet to Program the Machine

After marking up the OMR Sheet, do the following.

1. Place the OMR Sheet in the feeder face down.



2. Start.



3. **Yes**.

The machine scans the OMR Sheet and programs itself in accordance with the instructions marked on the OMR Sheet. Then it returns to standby mode.

Errors

If the machine finds an error, it stops scanning the OMR Sheet and displays an error message that shows you where the problem is. No data is stored and no fax message is sent. Correct the error and scan the OMR Sheet again.

ADVANCED FEATURES

Saving Energy

To print a fax message your fax machine uses a heating roller to fuse the image to the print. 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 consumptions 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 warmes up (a few minutes later).

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

If your fax machine enters saving energy mode, the lamp and display on the control panel will turn off.

Though the setting is available, leaving the roller on at full heat brings you no advantage. We recommend you always use one of the two heat roller settings described above.

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

Your machine will enter the saving energy mode under the following conditions.

How to start the saving energy mode

0 0,
When you hold the Energy Saver key for a few seconds.
☐ Your machine is not used for 5 minutes.
If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the saving energy mode automatically, please contact your service representative.

How to exit the saving energy mode

Yo	our machine exits from the energy saving mode.
	When you insert a document in the feeder.
	When pick up the handset if you have.
	When you hold the Energy Saver key for a few seconds.
	☐ When a fax is received (If the night timer is on, the message will printed out after the night timer ends).
	When you press any key on the operation panel. (When the heater roller is cool halfway.)

Which Saving Energy Mode is Best for You?

You have two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. To choose which of the two settings you would prefer, set the user parameter switch.

When you allow the toller to cool to room temperature, energy savings is at maximum and printing will take a little longer since the roller will take more time to come to printing temperature. When you select the midpoint, energy savings will still be achieved and printing will occur more rapidly.

1. Function 6 0 2 2 2 2 6 and 3.

The settings for switch 00 are now shown on the bottom line of the display.

Press ▼ until the settings for switch 05 are shown.

The settings that you need to change are digit 6 (double underline) and 7 (single underline).

Set one of the two as shown opposite.
 To change digit 6, press 6.
 To change digit 7, press 7.





SWITCH05: 0000 0000

If you want to let the roller cool to <u>room</u> temperature.

SWITCH05: <u>00</u>00 0000

If you want to let the roller cool halfway.

SWITCH05: <u>01</u>00 0000

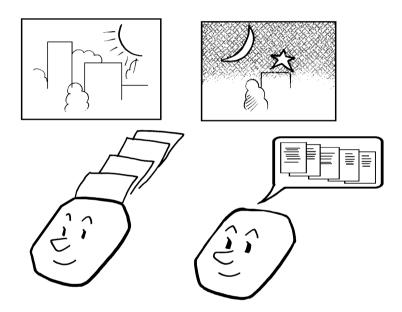
4. Finish: Yes and Function.

Night Timer

Overview

Laser printing requires the application of heat to bond toner to the printer paper. For incoming messages to be output quickly, a heating element inside the machine must be kept hot. This will affect your electricity bills.

The Night Timer feature lets you program timers to switch this heating element on and off. This will help you to reduce overnight electricity costs. The amount of savings is the same as the Energy Saving mode described on page 161. In addition, it also means that anyone wandering through the office after working hours will not be able to casually read your incoming fax messages, because incoming messages are not printed while the heating element is switched off.



- ☐ If a fax message comes in while the heating roller is switched off, the message is stored in the memory. When the heating element switches back on, the message is automatically printed.
- ☐ While the heating roller is disabled, all incoming calls are refused when the memory fills up.
- ☐ If you wish to print a received fax messages while the heating element is off, you can temporarily make the heating element switch on and print the message by pressing the Energy Saver key. The timer will activate again automatically a few minutes after you have printed your message.

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

To use Night Timer, you must:

- ☐ Program the timers for each day of the week.
- $\hfill\Box$ Switch the Night Timer feature on.

Switching the Night Timer (Power Saver) On or Off

The Night Timer feature must be switched on using Function 62. If it is switched off, the heating elements will stay on all the time.

1. Function 6 0 2 2 2 2 6 and 2.



Scroll through the list of features with ▼ until the screen is as shown opposite.
 Yes.



Change the on/off setting by pressing ◀ or



4. Finish: Yes and Function.

Programming Procedure

Example: For Tuesday, set the heater to switch on at 9 AM and switch off at 6 PM.

1. Function 6 0 2 2 2 2 7 and 2.



2. Press Yes.



 Use the ▲ and ▼ keys to scroll through the days of the week.

Example: Press ▼ twice to go to Tuesday.

- 4. Program the first timer for Tuesday:
 - Both timers for each day have an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF means that the heater will switch off at the time indicated.

To change the ON to OFF, or the other way round, press *. When the ON/OFF display is correct: ▶





🗆 Ir	nput	the	time:	0	9	0	0.
------	------	-----	-------	---	---	---	----

Press ▶ to move the cursor and repeat step

3 for the second timer.

☐ Input **0 6 0 0** for the timer value.

To change AM to PM and the other way around, press #.



KEEPING THE HEATER ON ALL DAY: Set both timers to ON = 12:00AM. **KEEPING THE HEATER OFF ALL DAY:** Set both timers to OFF = 12:00AM.

5	ith	or
ວ.	ıtn	ıer

- Program the timer for another day: Go back to step 3.
- ☐ Finish: **Yes** and **Function**.

Note: To print the received messages while the heater is off, press any key. After all the messages have been printed, the heater will stay on for 5 minutes before switching off again. Because of this, the Night timer does not give you complete security for received documents. For this type of security, use the Memory Lock feature; see page 98.

Temporarily Switching the Heating roller on

During the Night Timer cycle that the heating roller is off, it may be switched back on:

- ☐ When you hold the **Energy Saver** key for a few seconds.
- ☐ When you insert a document in the feeder.
- ☐ When you pick up the handset, or press **On Hook Dial** key.

After you leave the machine alone for a while, the heating elements will turn back off. Note that if the automatic saver mode is disabled by a service technician, the night timer will not turn back on.

Counters

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 software counters:

- ☐ **Tx (Transmit) Counter:** The number of pages that your machine has sent.
- ☐ **Rx (Receive) Counter:** The number of pages that your machine has received.
- ☐ **Scan Counter:** The number of pages that your machine has scanned (includes copy mode).
- ☐ **Print Counter:** The number of pages that your machine has printed (includes copies and printouts made when using other PC printer.
- 1. Function 6 0 2 2 2 2 9 and 4.



2. When you have finished: Function.

In addition, a hardware counter option may be installed so that you may know the number of printouts at a glance.

☐ Mechanical counter (Option): Displays the number of pages that your machine has printed including copies, reports, lists and printouts made when using other PC printer options.

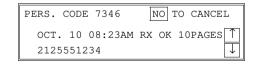
It is located on the rear of the machine immediately behind the document tray.

Communication Result Display

You can call up an on-screen display of the results of the previous few communications. This is useful if you wish to know whether your transmission was successful, but do not wish to print the Journal.

Cross-reference Journal: see page 171.

1. Function 4 1 ▶.



- 2. Scroll through the past communications on the screen using ▲ and ▼.
 - ☐ To print the Journal: Press **No** then **Start**.

PC Printer Mode (Printer Interface Required)

Using PC Printer Mode, you can connect your fax machine to an IBM or compatible personal computer and use it as a printer. Documents printed from your computer will be sent to your fax machine as text (ASCII characters) or graphics (vector or dot image), depending on the application that you are using. They will not be sent in the same way as fax messages, which are always dot images.

You must obtain the optional Printer Interface Type 200 before you can use PC Printer Mode. Then, you must do the following procedure if you wish to enter printer mode. For full details about the printer interface kit, see the operation manual for the printer interface kit.

Function 3 and 9.



You can now operate the printer.

Selecting the Cassette (Optional Removable Cassette and/or Paper Feed Unit Required)

To select which cassette the machine will use for printout from your computer you must select main cassette or optional cassette using the printer driver first. Next you must select which optional cassette using the following procedure.

1. Function 6 0 2 2 2 2 6 and 2.



2. Scroll through the features with ▼ until the screen is as shown opposite.



3. Select the appropriate cassette using ◀ or ▶.

OPEN CST: Select the removable cassette.

CST 2: Select the extra feed unit, if one extra feed unit is installed.

Select the upper feed unit if two extra feed units are installed.

CST 3 Select the lower feed unit if two extra feed units are installed.

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

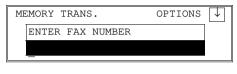
Copying

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 feeder, and press the Copy key.

Copying an original is a good way to test contrast and resolution before sending a document, if you are not sure that the settings that you have chosen are appropriate. The copy made by your printer shows you how the message would look when received at the other end. If it does not look good, change the settings and try again.



Place your original in the feeder.

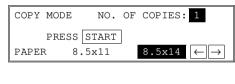


2. Press Copy.



Note: To cancel copy mode, press **Copy** again.

- If you have the optional cassette, you can select the paper size by pressing ►.
 The opposite display shows that you have selected Legal size.
- 4. Input the number of copies that you need. Example: 3 copies, press **3** on the ten key pad.





Start.

Counters

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 software counters:

- ☐ **Tx (Transmit) Counter:** The number of pages that your machine has sent.
- ☐ **Rx (Receive) Counter:** The number of pages that your machine has received.
- ☐ **Scan Counter:** The number of pages that your machine has scanned (includes copy mode).
- ☐ **Print Counter:** The number of pages that your machine has printed (includes copies and printouts made when using other PC printer.
- 1. Function 6 0 2 2 2 2 9 and 4.



2. When you have finished: Function.

In addition, a hardware counter option may be installed so that you may know the number of printouts at a glance.

☐ Mechanical counter (Option): Displays the number of pages that your machine has printed including copies, reports, lists and printouts made when using other PC printer options.

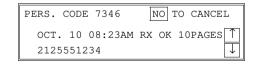
It is located on the rear of the machine immediately behind the document tray.

Communication Result Display

You can call up an on-screen display of the results of the previous few communications. This is useful if you wish to know whether your transmission was successful, but do not wish to print the Journal.

Cross-reference Journal: see page 171.

1. Function 4 1 ▶.



- 2. Scroll through the past communications on the screen using ▲ and ▼.
 - ☐ To print the Journal: Press **No** then **Start**.

PC Printer Mode (Printer Interface Required)

Using PC Printer Mode, you can connect your fax machine to an IBM or compatible personal computer and use it as a printer. Documents printed from your computer will be sent to your fax machine as text (ASCII characters) or graphics (vector or dot image), depending on the application that you are using. They will not be sent in the same way as fax messages, which are always dot images.

You must obtain the optional Printer Interface Type 200 before you can use PC Printer Mode. Then, you must do the following procedure if you wish to enter printer mode. For full details about the printer interface kit, see the operation manual for the printer interface kit.

Function 3 and 9.



You can now operate the printer.

Selecting the Cassette (Optional Removable Cassette and/or Paper Feed Unit Required)

To select which cassette the machine will use for printout from your computer you must select main cassette or optional cassette using the printer driver first. Next you must select which optional cassette using the following procedure.

1. Function 6 0 2 2 2 2 6 and 2.



2. Scroll through the features with ▼ until the screen is as shown opposite.



3. Select the appropriate cassette using ◀ or ▶.

OPEN CST: Select the removable cassette.

CST 2: Select the extra feed unit, if one extra feed unit is installed.

Select the upper feed unit if two extra feed units are installed.

CST 3 Select the lower feed unit if two extra feed units are installed.

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

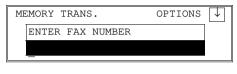
Copying

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 feeder, and press the Copy key.

Copying an original is a good way to test contrast and resolution before sending a document, if you are not sure that the settings that you have chosen are appropriate. The copy made by your printer shows you how the message would look when received at the other end. If it does not look good, change the settings and try again.



Place your original in the feeder.

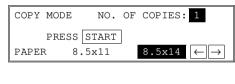


2. Press Copy.



Note: To cancel copy mode, press **Copy** again.

- If you have the optional cassette, you can select the paper size by pressing ►.
 The opposite display shows that you have selected Legal size.
- 4. Input the number of copies that you need. Example: 3 copies, press **3** on the ten key pad.





Start.

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 feeder, select the required transmission features (such as Confidential Transmission), 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.

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

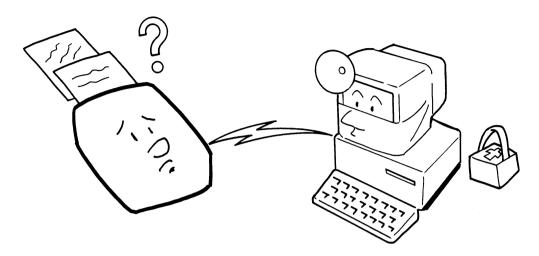
✓: Possible,

★: Impossible

^{*} This table refers to the base machine with no option installed.

RDS (Remote Diagnostic System)

Overview



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

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

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

Switching RDS On/Off

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

1. Function 6 0 2 2 2 2 6 and 2.



 Scroll through the list of features with ▼ and ▲ until the screen is as shown opposite.



- 3. Change the on/off setting by pressing ◀ or ▶.
- 4. Finish: **Yes** and **Function**.

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

AI Short Protocol

This feature employs Artificial Intelligence (AI) to learn the communication characteristics of the machines programmed as Speed Dials or Quick Dials. AI Short Protocol helps you to reduce communication costs between machines produced by the same manufacturer. AI Short Protocol only works if you dial using Quick Dial, Speed Dial, or AI Redial; also, the machine at the other end must have the AI Short Protocol feature.

When you send a fax message, the two machines carry out a handshaking procedure, during which they establish the best way to communicate with each other. Using AI Short Protocol, this handshaking procedure only takes place in full the first time you dial a particular number. Your machine remembers the optimum communication parameters for calling that number. The next time you dial that number, the machine will remember these parameters and the preliminary handshaking will be significantly reduced, saving communication costs.

Cross-reference

Quick Dial and Speed Dial: see page 291.

REPORTS

AUTOMATICALLY PRINTED REPORTS

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the switch of the user parameters (see page 223) indicated in the subtitle.

Journal (Switch 03, bit 7)

This report gives detail on each communication made by your terminal. It is automatically output after 50 communications.

File Reserve Report (Memory Storage Report) (Switch 03, bit 2)

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

Power Failure Report (Stays on)

This report is printed if the machine's power was off for long enough to erase files from the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

(Note: Phone numbers stored in Quick/Speed/Groups are not lost.)

Communication Result Report (Memory Transmission) (Switch 03, bit 0)

This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed when a communication fails.

Transmission Result Report (Switch 03, bit 5)

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

File Reserve Report (Polling Reserve Report) (Switch 03, bit 3)

If you switch this report on, it is printed automatically after you program the machine for polling reception (immediate or send later). It gives the file number, time of polling, and destinations (including any Group numbers that you selected).

Communication Result Report (Polling Result Report) (Switch 03, bit 4)

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

Transfer Result Report

After the end of a transfer request, the transfer broadcasting station sends you this report. The report lists the telephone numbers of the broadcasting stations and the end receivers, and indicates whether each transmission was successful or not. With this information, you may retransmit any pages that were not sent, either directly, or using another transfer request operation.

If your machine is the broadcasting terminal, it will print the report if it cannot send the report to the transfer requesting terminal (for example, due to a busy line). The report asks you to send the report manually, and gives the telephone number.

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

This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Transmission Result Report is switched off.

Error Report (Turned on/off by a Service Technician)

This report is printed after each unsuccessful communication. The communication failure report (above) is printed after a job has been completed. So while doing a broadcast, the machine may print a number of error reports, and at the end, it prints a communication failure or transmission result report. Check it, and retransmit any pages that were not sent. If a particular problem continues or gets worse, keep the error reports for the service technician.

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

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

- □ Transmission Result Report
- Memory Storage Report
- Communication Failure Report

Report Formats

Example 1. Error Report*

	* * *	ERROR REPORT	(AUG 01 1998	-06:00 AM)	* * *		
				TTI XYZ	COMPANY		
FILE		ADDRESS	MODE	TIME	PAGE	RESULT	
Report details appear here							

Example 2. Journal*

	* * *	* JOURNAL	(AUG 01 19	98 07:00AM	1) * * *	
				-	TTI XYZ COMPANY	
<tx></tx>						
DATE	TIME	ADDRESS	MODE	TIME	PAGE RESULT	FILE
	Transmission details appear here					
<rx></rx>						
DATE	TIME	ADDRESS	MODE	TIME	PAGE RESULT	FILE
Reception details appear here						

The Mode Column

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

The Result Column

OK: Successful Communication

E: An error occurred

STANDBY: Ready to transmit

The Footnote on the Journal

TX counter: Total number of transmitted pages RX counter: Total number of received pages

Counters listed on the User Parameter List

SCN: Total number of pages scanned PRN: Total number of pages printed

In the Result column, an "E" followed by a code might appear, and a message might also appear at the bottom of the report. This code and message indicate that a problem occurred. The codes are explained below.

Code	Message	Explanation
4	Hang up or	The other party either hung up or had no message on polling
I	line fail	standby. Or there could have been a problem with the line.
2	Busy	The machine at the other end was busy.
3	No answer	The machine at the other end did not answer.
4	No facsimile connection	The machine at the other end is not a facsimile.

Note:

- ☐ To switch the Confidential File Report on or off, use Function 63 (see page 97).
- ☐ To switch the Error Report on or off, please contact a service technician.

Printing a Sample of Data on the Reports

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

- □ Communication Result Report
- ☐ File Reserve Report
- ☐ File Clear Report (Polling Clear Report)
- Communication Failure Report
- Transfer Result Report

The procedure to switch this feature on or off is as follows. (See page 225 if you need more information about the User Parameter settings adjustment procedure).

1. Function 6 0 2 2 2 2 6 and 3.

The settings for switch 00 are now shown on the bottom line of the display.

Press ▼ until the settings for switch 04 are shown.

The setting you need to use is digit 7.

- 3. If you wish to change the setting, press **7** on the ten key pad.
- 4. Finish: Yes and Function.





SWITCH04: 0000 0000

Digit 7 (Double underlined)

0: This feature is off

1: This feature is on

USER-INITIATED REPORTS

These reports can be printed at any time by executing a procedure on the operation panel.

Descriptions of Available Reports

Journal

In addition to the automatic output of this report, you can print the Journal at any time.

- 1. Press Function 4 and 1.
- 2. Either:
 - ☐ Obtain a printed list press **Start**.
 - □ Look through the record of communications on the screen press bethen scroll through the list with and v.
- 3. Press **Funtion** to finish.

File List

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

- 1. Press Function 4 and 2.
- 2. Start.

Telephone Number List

Quick Dial List:This is a list of the telephone numbers and other items that you have stored in the machine's Quick Dial Keys.

Speed Dial List: This is a list of the telephone numbers that you have stored as Speed Dial Codes.

Group Dial List: This is a list of all the groups that you have programmed, and the telephone numbers in these groups.

1. Press Function 4 and 3.

DIAL LIST SELECT_ NO TO CANCEL

1.QUICK DIAL 2.SPEED DIAL

3.GROUP DIAL

Enter the number of the list you want. Example: For Quick Dial list, press 1.



3. Start.

Program List

This gives details on the Keystroke Programs that you have stored in the machine.

1. Press Function 4 and 4.



2. Start.

User Function List

This shows how the user Function keys are currently programmed.

1. Press Function 4 and 5.



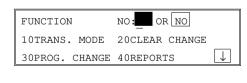
2. Start.

Print the Personal Journal

Specify the personal codes or file numbers to select the reports of the transmission results which you wish to check among the latest transmissions/receptions and 250 transmissions, and print them.

Specifying by a Personal Code

- 1. Press Function.
- 2. Press 4 and 6.





3. Press 1.



4. Enter the personal code. If you enter the wrong code, press Clear or No to enter the correct code. Clear --- Erase one digit at the cursor. No --- Frase all.

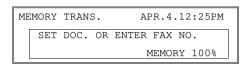


5. Press Start.

The report is printed.



The machine returns to the standby mode when the printout is finished.



Specifying by a File Number

Press Function.

NO: OR NO 10TRANS. MODE 20CLEAR CHANGE 30PROG. CHANGE 40REPORTS \downarrow

FUNCTION

2. Press 4 and 6.

PERSONAL JOURNAL SELECT ITEMS SELECT NO TO CANCEL 1PERS. CODE 2FILE NO. 3DATE

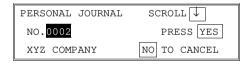
- 3. Press 2.
- 4. Display the file number.

Enter the file number or search the file using ▼ and ▲.

If you enter the wrong file number, press Clear or No to enter the correct number. Clear --- Erase one digit at the cursor.

No --- Erase all.

5. Press Yes.



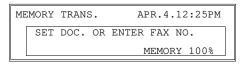


6. Press Start.

The report is printed.

The machine returns to the standby mode when the printout is finished.





Fax on Demand List (Fax on Demand Kit Required)

To get a list of boxes and their names:

1 Press Function



2. Press 4 and 7.

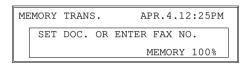


3. Press Start.

The list is printed.



The machine returns to the standby mode when the printout is finished.



Personal Code List

This is a list of the Personal Codes that you have stored, along with the names and Confidential IDs.

- 1. Press Function 6 0 2 2 2 2 7 and 1.
- 2. and Start.

Special Numbers List (Special Terminals)

This is a list of all terminal names that you have specified for Authorized Reception, Memory Lock and Multi Copy. It includes Wild Cards.

- 1. Press Function 6 0 2 2 2 2 8 and 1.
- 2. ▶ and Start.

Special Numbers List (Forwarding)

This list shows details of how you have programmed the Forwarding feature. It also includes the Wild Cards.

- 1. Press Function 6 0 2 2 2 2 8 and 2.
- ≥ and Start.

User Parameter List

This shows the current settings of the User Parameters.

- 1. Press Function 6 0 2 2 2 2 6 and 3.
- 2. ▶ and Start.

Quick Key Label List

Follow these steps to print out a label with the destination names/function names currently stored in Quick Dials and User Function keys. Stick the label on the operation panel for quick and easy reference.

- 1. Press Function 3 1.
- 2. and 2.
- 3. Start
 - ☐ A protective transparent film is attached to the operation panel. Peel off the film and stick the Quick Key Label on the operation panel.
 - ☐ Cut out the Quick Key Label and glue it onto the operation panel. When you stick it on, avoid covering the sensor near Quick Dial 49 (upper left corner).

NOTE: When replacing an old label with a new one, first remove all traces of the old label. Sticking several labels on top of each other may cause the sensor to malfunction.

Cross-references

Immediate Transmission: see page 14.
Memory Transmission: see page 15.
Confidential Transmission: see page 66.
Confidential Reception: see page 94.
Keystrokes: see page 61.

Personal Codes: see page 75.

Forwarding: see page 108.

Quick Dial: see page 291.

Transfer Request: see page 51.

Polling: see page 130. Groups: see page 292. Speed Dial: see page 291.

Authorized Reception: see page 104.

User Parameters: see page 227.

LOOKING AFTER THE MACHINE

LOADING PAPER

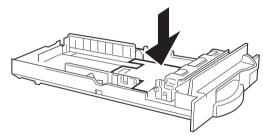
Loading Paper in the Main Cassette or Optional Front Paper Feed Unit

When the Add Paper indicator () on the operation panel is lit, the cassette is empty.

1. Slide out the cassette until it stops. With both hands, remove it by holding it up and lifting it out at the same time.

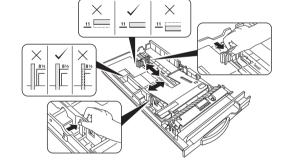
Note: When you pull out the cassette, pull it out horizontally.

2. Press down the metal base plate until it clicks into place.



 Fan the paper. Make sure the edges are uniformly aligned and place the paper into the cassette with the side on wish you wish to print face up. Check the paper fits under the metal corners.

Make sure the back fence is set in the Groove on the paper cassette.

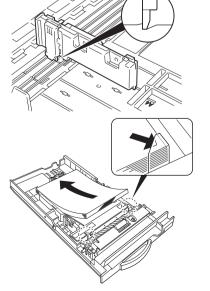


- If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.
 - **NOTE:**

 Make sure that the paper fits the corners.
 - ☐ Do not fill up the cassette past the load limit marker.



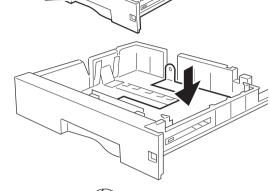
5. Replace the cassette to its original position.



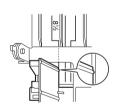
LOOKING AFTER THE MACHINE

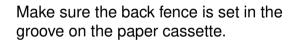
Loading Paper in the Optional Side Paper Feed Unit

- Slide out the side paper feed unit until it stops. With both hands, remove it by holding it up and lifting it out at the same time.
- 2. Press down the metal base plate until it clicks into place.



3. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the unit with the side on wish you wish to print face up. Check the paper fits under the metal corners.

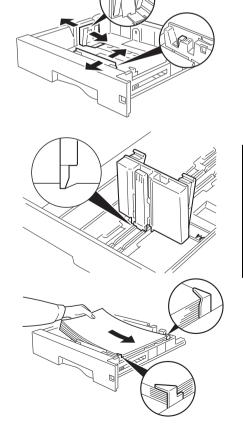




- 4. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.
 - ☐ Do not fill up the cassette past the load limit marker.



5. Replace the feed unit to its original position.



CHANGING THE PAPER SIZE

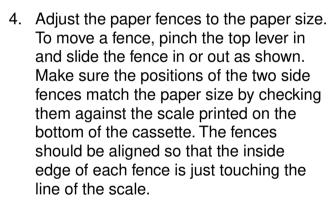
Changing the Paper Size in the Main Cassette or the Optional Front

Paper Feed Unit

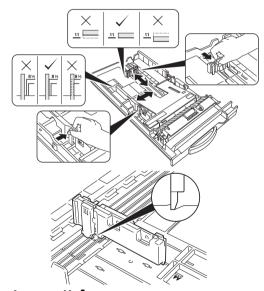
 Slide out the cassette until it stops. Then, with both hands, remove it by holding it up and lifting it out at the same time.

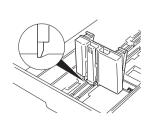
Note: When you pull out the cassette, pull it out horizontally.

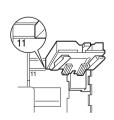
- 2. Press down the paper until it clicks into place.
- 3. Take out the paper.

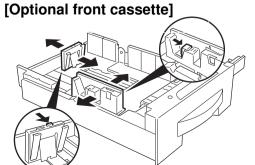


Make sure the back fence is set in the groove on the paper cassette.

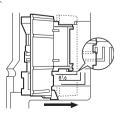








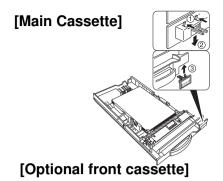
[Main cassette]



LOOKING AFTER THE MACHINE

5. Change the paper size plate (located at the front of the cassette).

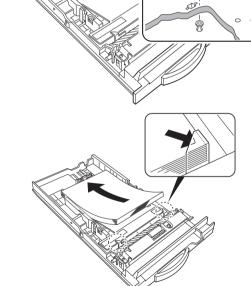
To remove an existing plate, squeeze the two vertical tabs slightly inwards while pulling the plate out from below (see diagram). Insert a plate with the appropriate paper size engraved on the front.



- 6. Fit the paper fence lock behind the rear fence of main cassette as shown in the diagram. The lock should fit into the slots on the base of the tray and should be snug against the paper fence. Insert the holding pin as shown and fix the plastic nut, under the tray.
- 7. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the cassette with the side on wish you wish to print face up. Check the paper fits under the metal corners.
 - ☐ Do not fill up the cassette past the load limit marker.

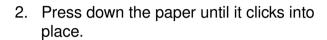


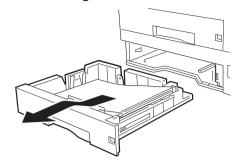
- 8. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.
- 9. Replace the cassette to its original position.

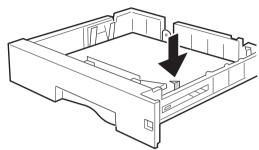


Changing the Paper Size in the Optional Side Paper Feed Unit

 Slide out the paper feed unit until it stops. Then, with both hands, remove it by holding it up and lifting it out at the same time.



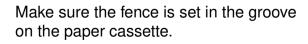


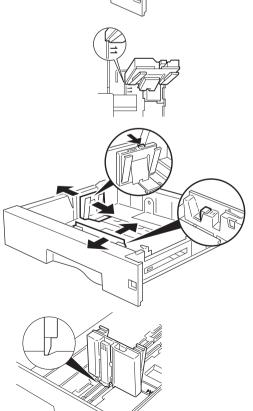


3. Pull out the paper.



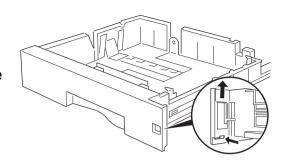
4. Adjust the paper fences to the paper size. To move a fence, pinch the top lever in and slide the fence in or out as shown. Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the feed unit. The fences should be aligned so that the inside edge of each fence is just touching the line of the scale.





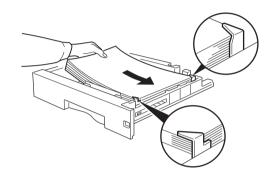
COOKING AFTER THE MACHINE

- 5. Change the paper size plate (located at the front of the feed unit).
 - To remove an existing plate, push in the tab at the base while lifting the plate out from above (see diagram). Insert a plate with the appropriate paper size engraved on the front.



- Fan the paper. Make sure the edges are uniformly aligned and place the paper into the feed unit with the side on wish you wish to print face up. Check the paper fits under the metal corners.
 - Do not fill up the cassette past the load limit marker.





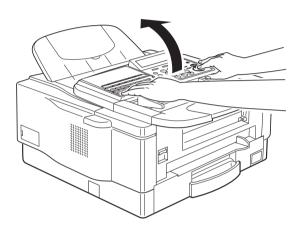
- 7. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.
- 8. Replace the feed unit to its original position.

REPLACING THE TONER CASSETTE AND CLEANING PAD

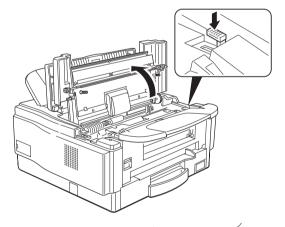
- ☐ When the Add Toner indicator () starts to blink, the toner cassette is almost empty. You will be able to make 100 more copies before you have to change the toner cassette.
- ☐ When the Add Toner indicator () remains lit, it is time to install a new toner cassette.

Replacement Procedure

1. Open the scanner.



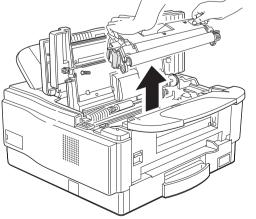
2. Open the upper cover. (Push the button of the right side.)



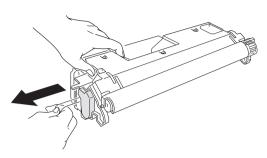
3. Slide out the old toner cassette.

Note: Do not shake the cassette, or toner may spill out.

WARNING: Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.



4. Shake the toner cassette before installing it.
On the new toner cassette, pull out the sheet. And remove the black sheet.



5. Slide the new toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.

CAUTION: Hold the cassette as shown in the illustration. Never touch the photoconductor inside the machine (green drum).

6. Remove the old cleaning pad.

WARNING: The cleaning pad may be very hot. Therefore, hold it by the center two tabs. Do not touch any other parts on the pad.

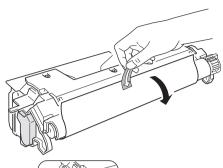
 Install the new cleaning pad.
 Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.

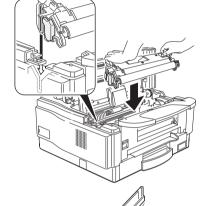
Note: Push the cleaning pad until you hear it clicking.

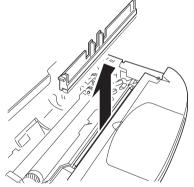
Important: Do not forget to install the cleaning pad. If not installed correctly, damage may be caused to the machine.

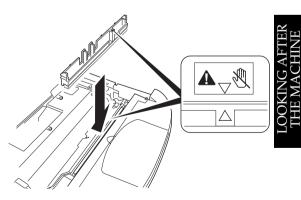
8. Close the upper cover and lower the operation panel until it clicks.

Note: If the upper cover does not close, the toner cassette or cleaning pad is not correctly installed.





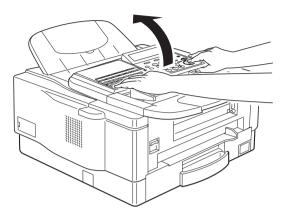




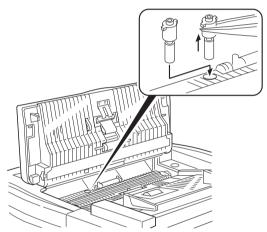
REPLACING THE STAMP

When the mark made by the verification stamp becomes pale, replace the stamp as described below.

1. Pull up the scanner.



Replace the stamp.
 If tweezers are not available, you may press the point of a pencil down vertically into the stamp and remove it by lifting straight up.

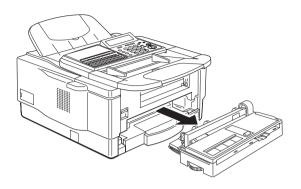


3. Close the operation panel.

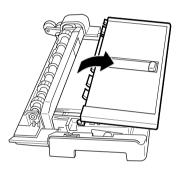
Make sure you push down on both sides of the panel so it locks into place.

CHANGING THE PAPER SIZE (OPTIONAL CASSETTE)

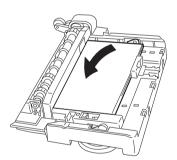
1. Pull out the removable cassette.



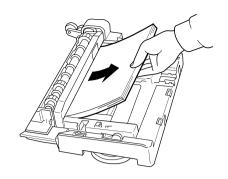
2. Remove the cover of the cassette.



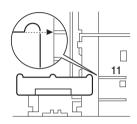
3. Push the paper until it clicks.

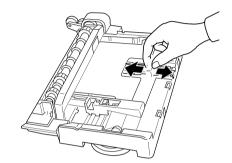


4. Remove the paper.

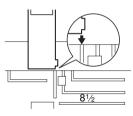


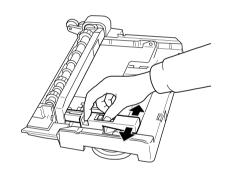
5. Adjust the position of the back fence.





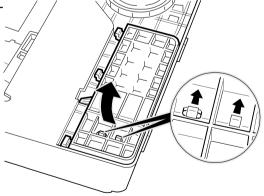
6. Adjust the position of the side fence.



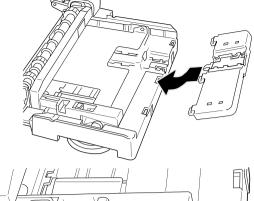


When you install the long size of paper, install the extention.

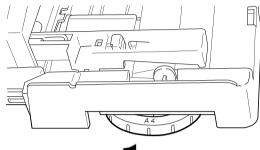
7. Turn over the cassette. Remove the extension.



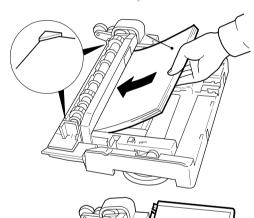
8. Turn over the cassette again and install the extension.



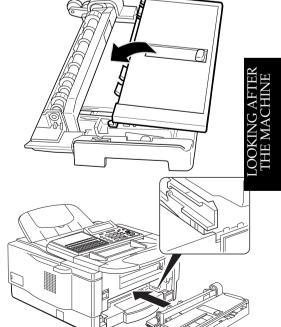
9. Rotate the dial until the appropriate size appears.



10. Set the paper under the corners. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



11. Set the cover of the removable cassette.



12. Install the removable cassette.

USER MAINTENANCE PROCEDURES

To ensure that your fax continues to operate properly, some simple maintenance is required. This entails cleaning and replacing a few components. Cleaning should be done once every 6 months. Replacements should be done after a specified number of scannings or printings.

User Maintenance Table of Cleaning

The following table shows what items you need to look after from time to time. Letters after component names in the Item column refer to the labels used in the diagrams on the following pages.

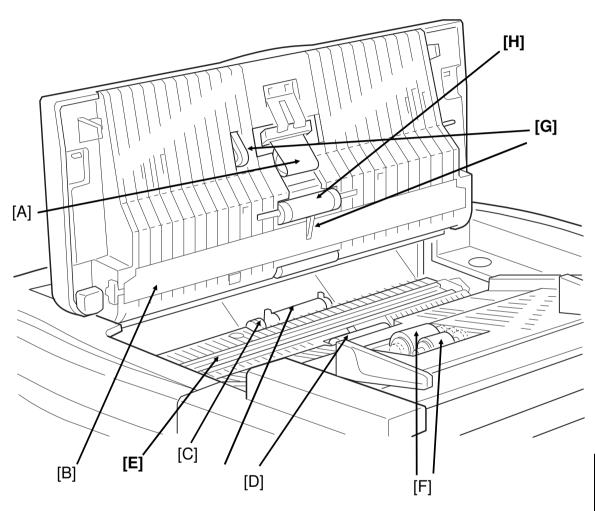
Area	Item	What to Use	Possible Problems if Not Maintained
Scanner	Separation pad [A] Separation Roller [H]	Soft damp cloth	Document non-feed or multifeed
	Pick-up Roller [F]	Soft damp cloth	Document non-feed or jam
	Feed Roller [F]	Soft damp cloth	
	White Strip [B]	Soft damp cloth	Poor copy quality (dirty background on copies and transmitted faxes)
	R1 Roller [D]	Soft damp cloth	Document skew, or dirt on the document
	R2 Roller [D]	Soft damp cloth	
	Exposure Glass [E]	Soft damp cloth	Vertical black lines on copies and transmitted faxes

CAUTION: A soft damp cloth is needed. The cloth must be wrung out tightly before use. Use water only. Do not use a detergent or a solvent such as alcohol.

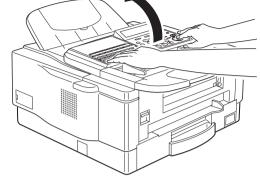
LOOKING AFTER THE MACHINE

User Maintenance Procedure of Cleaning

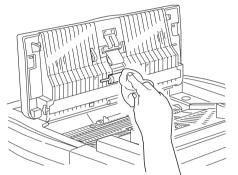
Scanner



- 1. Prepare a soft damp cloth.
- 2. Turn off the main power switch.
- 3. Lift up the operation panel.



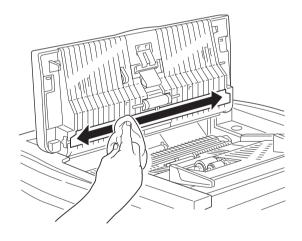
4. Clean the pressure roller [A] with the soft damp cloth, while rotating the roller.



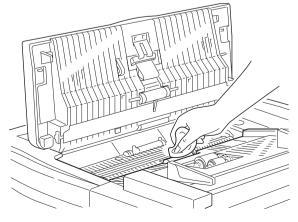
5. Clean the white strip [B] with the soft damp cloth.

CAUTION:

Do not damage the sensor actuator [G] (black plastic) on the white stripe.

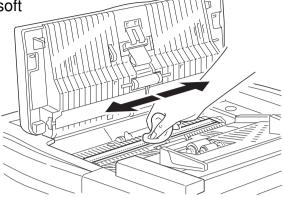


6. Clean the R1 and R2 rollers [D] with the soft damp cloth.

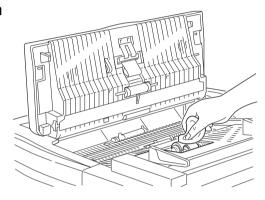


LOOKING AFTER THE MACHINE

- 6. Turn the main power switch off.
- 7. Clean the exposure glass [E] with the soft damp cloth.



8. Clean the pick-up and feed rollers [F] with the soft damp cloth, while turning the rollers in the direction shown in the diagram.



 Close the operation panel.
 Make sure you push down on both sides of the panel so it locks into place.

Cassette

1. Pull out the cassette.

Note: When you pull out the cassette, pull it out horizontally.

[Roller on the cassette]

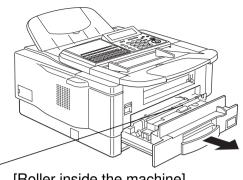
- 2. Clean the rollers on the cassette and in the interior of the machine using the soft damp cloth.
- 3. Close the cassette.



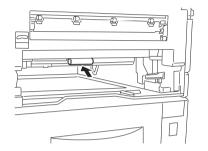
Please clean the corona wire often in order to keep the printing image quality.

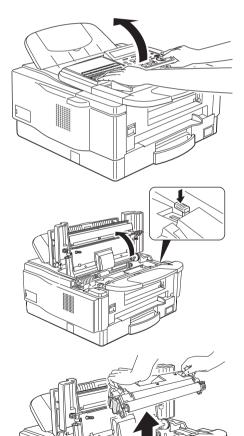
- 1. Lift up the operation panel.
- 2. Open the upper cover.

3. Remove the toner cassette. Place it on a sheet of paper.



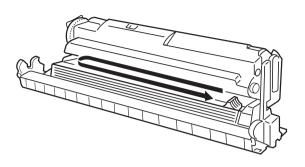
[Roller inside the machine]



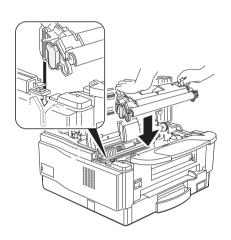


LOOKING AFTER THE MACHINE

4. Gently drag the blue lever from end to end twice. Make sure the lever is returned on the original position.



5. Re-install the toner cassette.
Slide the toner cassette into the mahine as far as it will go. Gently push down the cassette to secure it in place.



Close the upper cover and lower the operation panel.
 Make sure you push down on both sides

of the panel so it locks into place.

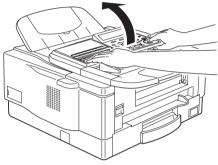
User Maintenance Procedure for Replacing

Replacing the ADF Roller Assembly and the Separation Pad

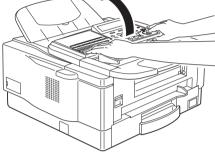
You should replace the ADF(Auto Document Feeder) roller assembly and the separation pad to prevent misfeeds about every 30,000 sheets. To check how many sheets you've scanned, please refer the section titled "Counters" (See page 161).

To get the new roller and pad, contact your service representative.

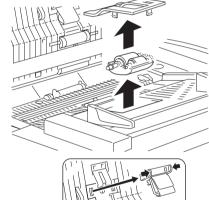
1. Open the operation panel.



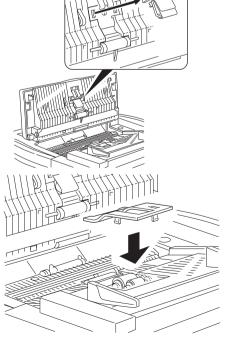
2. Remove the old ADF roller assembly.



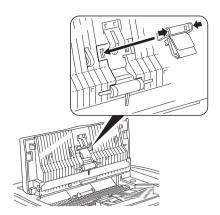
3. Remove the old separation pad.



4. Install the new ADF roller assembly.



5. Install the new separation pad.



6. Close the operation panel.

Make sure you push down on both sides of the panel so it locks into place.

Replacing the Photoconductor

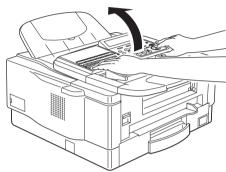
You should replace the photoconductor to maintain the copy quality after about every 30,000 sheets.

If the following display appears, replace the photoconductor.

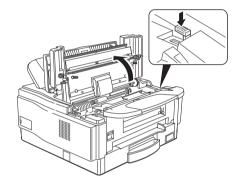


To check how many sheets you've printed, please refer the section titled "Counters" (See page 161).

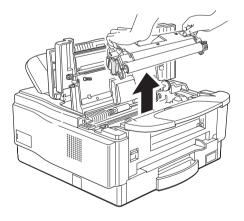
1. Lift up the operation panel.



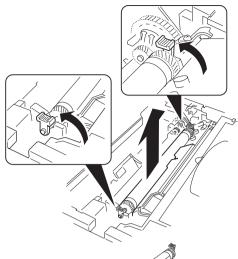
2. Open the upper cover.



3. Remove the toner cassette.

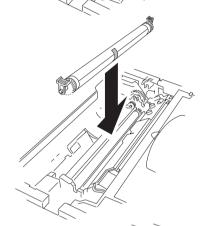


4. Remove the old the photoconductor.

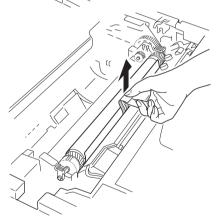


5. Place the photoconductor in the machine. Pay attention to the green knob.

One of them is marked "R" for right side.

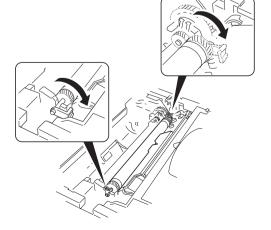


6. Remove the black sheet as shown in the diagram.

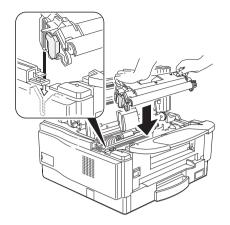


7. Turn the green levers to lock the photoconductor in place.

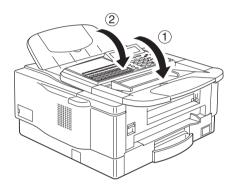
Caution: Never touch the surface of the photoconductor (green drum).



8. Replace the toner cassette.



9. Close the upper cover and the operation panel.



After you replace the photoconductor, reset the counter for photoconductor inside the machine.

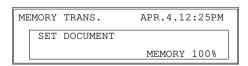
1. The display is shown as opposite.



2. Press ▼.



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

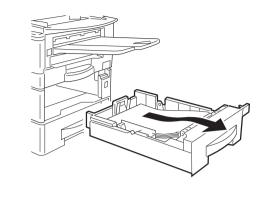


The Front Paper Feed Unit

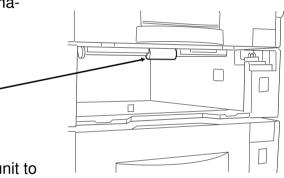
1. Using both hands, pull out the feed unit. Then remove it by holding it up and lifting it out at the same time.

Note: When you pull out the cassette, pull it out horizontally.

2. Remove the paper then wipe the roller on the feed unit.



3. Wipe the roller in the interior of the machine.

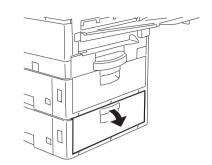


4. Set the paper and replace the feed unit to its original position.

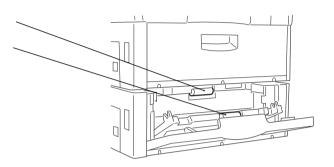


The Side Paper Feed Unit

1. Open the side cover.



2. Wipe the 2 rollers.



3. Close the side cover.

SOLVING PROBLEMS

Caution: Do not attempt to make any repairs other than those described in

this manual. Removing covers may expose you to dangerous voltages and other risks. Refer all servicing to qualified personnel.

CHECK THE INDICATORS AND DISPLAY PANEL

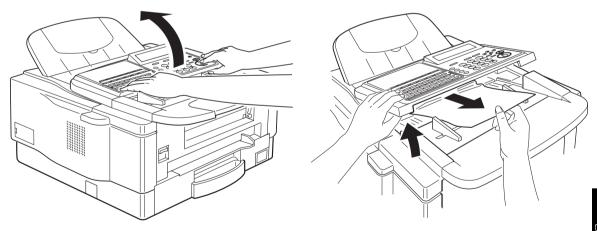
Check Display indicator lights if there are any problems. Check the description in the display.

DOCUMENT JAMS

Clearing a Document Jam

If CLEAR ORIGINAL appears in the display:

- ☐ There is a document jammed in the feeder. Remove the jammed document and repeat the transmission procedure.
- ☐ The document may be longer than the maximum limit (see Recommended Types of Document, page 12).
- 1. Pull up and open the operation panel.
- 2. Carefully take out the jammed original. Do not leave any pieces inside. Then close the operation panel.

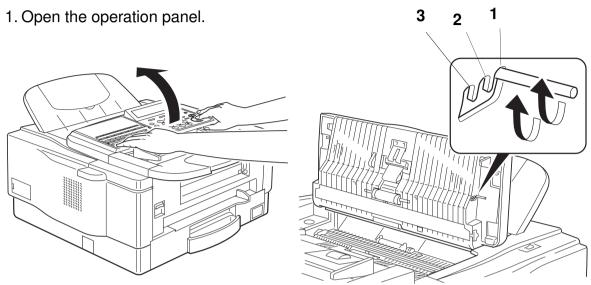


A defective or unrecommended document type may cause a jam. See pages 12 and 13.

DOCUMENT JAMS SOLVING PROBLEMS

Adjusting the Document Feeder

Depending on the thickness of the paper, three settings can be selected; thin, normal, and thick.



2. To meet the paper type to be scanned, adjust the lever position as shown in the following table.

Paper Thickness	Pressure	Position
Thin	Low	1
Normal	Normal	2
Thick	High	3

To correct document feed problems, adjust the lever position referring to the table below.

Problem	Position		
Multi-feed	3		
Feed Jam	1		
Non-feed	1		

Note: In a new machine the lever is in the middle position.

COPY JAMS

If "CLEAR COPY" appears on the display, there is a copy jam.

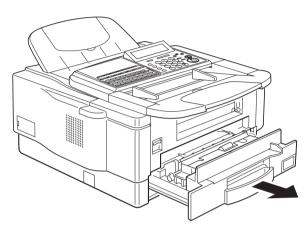
There are four possible locations:

- □ Cassette entrance
- □ Copy feed area
- □ Copy exit area

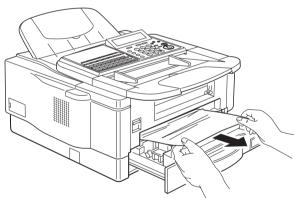
- □ Optional removable cassette
- Optional front paper feed unot
- ☐ Optional side paper feed unit

Cassette Entrance

1. Pull open the cassette.



2. Gently pull out the misfed paper. Do not leave any pieces inside.



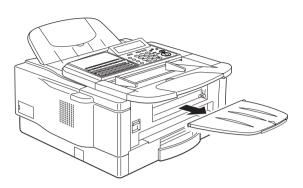
- 3. Push the stack of paper until it clicks.
- 4. Replace the cassette.



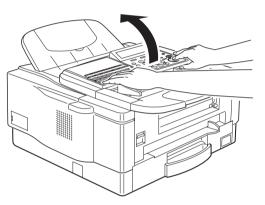
COPY JAMS SOLVING PROBLEMS

Copy Feed Area

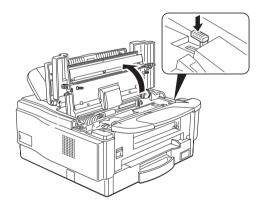
1. Remove the copy tray.



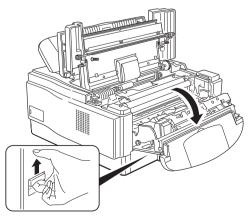
2. Pull up and open the operation panel.



3. Open the upper cover.



4. Open the front cover.

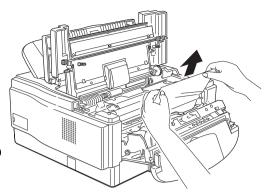


5. Pull out the jammed paper carefully.

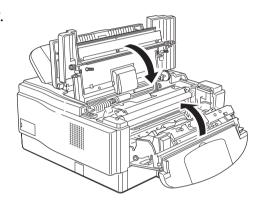
CAUTIONS:

- ☐ Do not touch the fusing unit . It may be hot.
- ☐ Do not touch the photoconductor drum.

Any toner on the paper will not be fixed to the paper. Be careful not to get your hands or clothing dirty.



6. Close the front cover and the upper cover.



7. Close the operation panel.

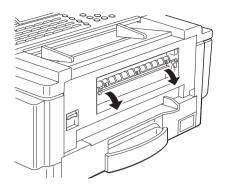
Make sure you push down on both sides of the panel so it locks into place.



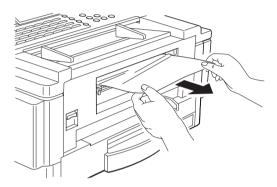
COPY JAMS SOLVING PROBLEMS

Copy Exit Area

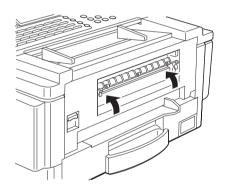
1. Open the copy exit cover.



2. Gently pull out the jammed paper.

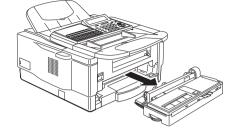


3. Close the copy exit cover.

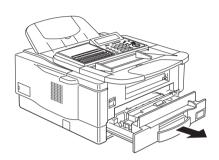


Copy Jams with the Optional Removable Cassette (Cassette Area)

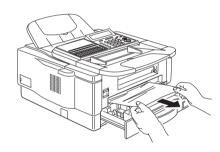
1. Take out the removable cassette.



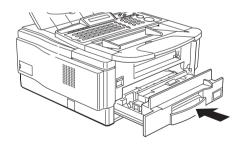
2. Pull out the cassette.



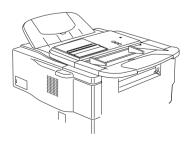
3. Gently pull out the misfed paper. Do not leave any pieces inside.



4. Replace the cassette.



5. Replace the removable cassette.



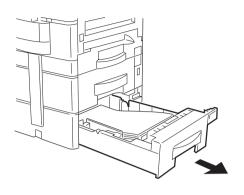
COPY JAMS SOLVING PROBLEMS

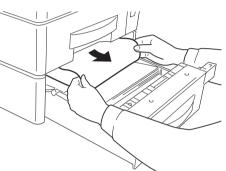
Paper Jams in the Optional Front Paper Feed Unit

1. When his lit, pull out the paper feed unit. If two front feed units are installed, both indicators may be lit. In this case, begin with the lower paper feed unit.

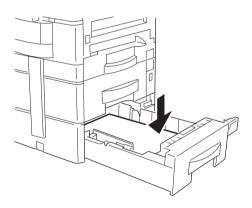
Note: When you pull out the cassette, pull it out horizontally.







3. Press down the paper that is set in the feed unit until the base plate clicks.

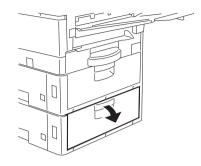


 Replace the feed unit. If two front feed units are installed and both indicators are lit, repeat steps 1 to 3 for the upper feed unit to remove any paper jammed there.

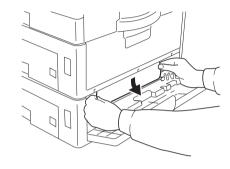
SOLVING PROBLEMS

Paper Jams in the Optional Side Paper Feed Unit

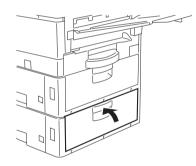
1. When by is lit, open the feed unit side cover. If two landscape feed units are installed, both indicators may be lit. In this case, begin with the lower unit.



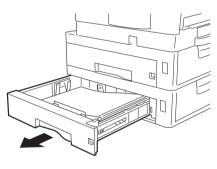
2. If there is any jammed paper, remove it.



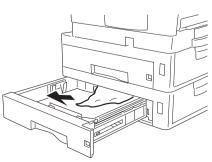
3. Close the side cover.



4. If you haven't managed to remove the jammed paper yet, pull out the paper feed unit.

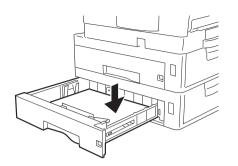


5. If there is any jammed paper, remove it.



COPY JAMS SOLVING PROBLEMS

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



7. Replace the feed unit to its original position. If two landscape feed units are installed and both indicators are lit, repeat steps 1 to 7 for the upper unit to remove paper jammed there.

COMMUNICATION PROBLEMS

If "ERROR PRESS STOP KEY" appears on the display, press **Stop**.

Here are some possible causes and solutions:

- ☐ A poor line caused the communication to fail ---- try again.
- ☐ The line is busy ---- try again.
- ☐ The other party's machine is out of order ask them to check their machine.

SOLVING PROBLEMS

OPERATING DIFFICULTIES

Problem	Required Action		
STANDBY MODE			
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet? • Plug it in firmly		
SET DOC. OR DIAL NO is	Switch the power on.		
not displayed.	 If the Power indicator does not light, check that the power cord is plugged in. 		
The display does not show the Ready condition, or the	Does CLEAR ORIGINAL or CLEAR COPY appear in the display ?		
machine stops during an	Clear the misfed paper. See pages 201 and 203.		
operation.	Does ADD PAPER appear in the display?		
	 Load paper into the paper tray. See page 176. 		
	Does CLOSE COVER appear in the display?		
	Close all covers.		
	Is the Add Toner indicator on?		
	Load a new toner cartridge. See page 182.		
TRANSMISSION			
The original is not pulled into the auto docment feeder.	You did not feed the document far enough into the feeder. Insert the document into the feeder until it stops. Retransmit.		
	Do user maintenance, especially separation pad [A] and roller [F] (see page 188).		
	 If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 202). 		
	The telephone line is disconnected. • Check that the line is connected properly.		
	The telephone line type setting is incorrect. • Check the telephone line type setting (see page 290).		
	The dialed number does not contain an access code or a		
	 Include the access number and a pause before the telephone number. 		
	The dialed number did not have enough pauses between the access number and the telephone number.		
	Try adding more pauses after the access code.		

Problem	Action Required
Frequent original misfeeds.	Multifeeds
	Incorrect positioning of originalsPut the document in the feeder correctly.See page 16.
	Incorrect alignment of originalsAlign the edges of the document. See page 16.
	Curled pagesFlatten the document. See page 13.
	Incorrect document typeUse a proper document type. See page 13.
	Mixed document types The pages must all be of the same type.
	Static electricity on the originals • Shuffle the document. See page 16.
	 User maintenance is needed Do user maintenance, especially separation pad [A]. See page 188.
	The document feeder is not adjusted correctly. • Adjust the auto document feeder. See page 202.
	Non-feeds
	Copier silicone oil on the originals • Wait a few minutes, then try again.
	Incorrect alignment of originalsAlign the edges of the document. See page 16.
	Curled pages • Flatten the document. See page 13.
	Incorrect document typeUse a proper document type. See page 13.
	 More than 50 pages in the feeder Do not place more than 50 pages in the automatic document feeder at once.
	 User maintenance is needed Do user maintenance, especially separation pad [A] and roller [E]. See page 188.
	The document feeder is not adjusted correctly.Adjust the auto document feeder. See page 202.
Transmission cannot take place; CLEAR ORIGINAL appears.	 The document is jammed in the feeder. Remove the jammed document (see page 201) and repeat the transmission procedure.
	The document may be longer than the maximum limit (see page 12). • Make sure that none of your originals exceed this limit.
	 Do user maintenance, especially separation pad [A] and roller [F] (see page 188). If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 202).

Problem	Action Required
Transmission cannot take place; the Line Fail indicator blinks.	 The other machine is out of order. Check the error report. Ask the other party to check their machine and correct the fault.
Note: Before taking action, wait until the Communicating indicator goes out, then press the Stop key.	The line is busy or noisy. • Check that the dial tone is sent out. Try to retransmit.
Consistent difficulty in communicating with a particular terminal. Consistent poor image quality when communicating with a particular terminal.	 There are some bad lines between you and that other terminal. Store that terminal's number as a Quick Dial Key or Speed Dial Code. Then call a service technician. Inform them of the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in Manual Receive mode. • Change to Auto Receive mode (see page 39). Power is switched off. • Switch the power on.
RECEPTION/COPYING	o men and power on
No printout; the Add Paper indicator is lit. No printout; CLEAR COPY appears.	The cassettes are empty. Add paper (see page 176). The printer has jammed. Clear the jam (see page 203).
Copies appear dirty.	Does the original have a gray or colored background? Select the Lighten contrast setting.
Copies are too light.	Does the original have a low contrast image? • Select the Darken contrast setting.
Copies are blank.	The original must be placed face down in the document feeder Position the original correctly. See page 16.
Copy paper misfeeds occur frequently.	 Is the proper paper in the paper tray? Paper size and weight must be within the standards set for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray? • Always use dry, undamaged paper.
	 Is the paper set properly in the paper tray? Always load paper correctly. See page 176. Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.
	Are there any pieces of misfed paper or other foreign objects in the machine? • Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper? • Fan the stack of recycled paper and load it in the paper tray.

Problem	Action Required
Stripes on copies.	The exposure glass is dirty. • Clean the exposure glass (see page 189).
	Do user maintenance, especially glass [E] (see page 188).
TELEPHONING	
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. • Change to Manual Receive mode (see page 39).
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. • Connect the modular cord (see page 277).
POLLING	
Dialing took place, but polling could not.	 ID Codes do not match. Contact the person at the other end and make sure that the ID Codes are the same before trying the communication again.

DISPLAYED ERROR MESSAGES

The following messages may appear while you are operating or programming the machine.

NO BOOKING FOR POLLING RECV	No polling reception operations have been programmed.
NO TRANS FILES EXIST	There are no messages in memory waiting for transmission.
NO POLLING DOCUMENTS EXIST	There are no messages in memory waiting to be polled.
NO DISK FILE FOUND	The disk file is empty.
DISK FILE NOT FOUND	No messages have been found in the disk file.
THIS FILE DOES NOT EXIST	Incorrect file number. Check the file number and try again.
TOO MANY DEST	The memory cannot hold any more telephone numbers. Either: Delete some numbers then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
DOCUMENT IN USE	This message is now being sent. You cannot print it now.
USED AS GROUP	This Quick Dial Key has a Group stored in it.
USED AS PROGRAM	This Quick Dial Key has a Keystroke Program stored in it.
USED AS QUICK DIAL	This Quick Dial Key has a telephone number stored in it.
USED AS SPEED DIAL	This Speed Dial code has a telephone number stored in it.
USED AS PERSONAL CODE	This Quick Dial Key has a personal code stored in it.
USED AS AUTO DOC.	This Quick Dial Key or Speed Dial code has an auto document stored in it.
WAIT	Please wait.
NOT ADDED	The telephone number was not stored, because either: You cannot add any more numbers to this Group. The digit, pause, or other symbol that you just attempted to input was rejected because it is inappropriate.
NOT ADDED!	The telephone number was not stored, because you cannot store any more full telephone numbers at the moment. Either: Delete some numbers from the machine to make room, then try again. Or: Store this number as a Quick or Speed Dial before trying to use it. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
OVERFLOW	There is no room in the machine's memory for any more telephone numbers. Either: Delete some numbers from the machine to make room, then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
NOT PROGRAMMED	Either: This Quick Dial Key or Speed Dial Code does not contain a number. This Quick Dial Key does not contain a Keystroke Program.

THIS CODE DOES NOT EXIST	This personal code has not been programmed.	
FAX NO NOT PROGRAMMED	There are no fax numbers stored in this Group.	
NO DATA PROGRAMMED	The Group that you tried to erase does not contain any fax numbers.	
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.	
OVER NO OF PROG RTI/CSI	You cannot store any RTIs or CSIs for use with this feature; the limit has already been reached.	
RTI/CSI IS NOT PROGRAMMED	No RTIs or CSIs have been stored for this feature.	
NO PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.	
SWITCH OFF AFTER PRINT OUT	You cannot switch Memory Lock off while there is a received fax message in the memory. You must input the Memory Lock ID and print the message first before switching Memory Lock off.	
NOT CHANGEABLE	You cannot change the setting of this feature.	
(FORWARDING)	If displayed under SET DOCUMENT in standby mode, this indicates that Forwarding is now switched on.	
(MEMORY LOCK)	If displayed under SET DOCUMENT in standby mode, this indicates that Memory Lock is now switched on.	
(RDS)	If displayed under SET DOCUMENT in standby mode, this indicates that RDS is now switched on.	
ADD TONER	The toner cartridge is empty. Install a new cartridge.	
ADD PAPER IN CASSETTE	The indicated cassette is now empty.	
CHECK ID	The ID that you entered is not correct. Try again.	
COMMUNICATION FAIL	There was an error during a transmission or reception. Check the error report.	
CLEAR ORIGINAL	A document is jammed in the feeder.	
CLEAR COPY	Paper is jammed in the printer.	
CLOSE COVER	A cover is not closed properly. Check that all covers are closed.	
UNABLE TO USE PRINTER	Machine cannot print out a list/file, because the heater is not warm enough or plotter is not ready.	
UNABLE TO PROGRAM	This Quick Dial Key already contains a number. Try another Quick Dial Key.	
SERVICE CALL - H	Machine is out of order. Contact your service representative.	
SET TONER	No toner cartridge. Install a cartridge.	
TONER NEAR EMPTY	The toner cartridge is nearly empty.	

ERROR CODES

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, crosstalk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

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

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

Code	Possible Cause		
0-01	Printer empty or jammed at the other end		
0-04	Faulty machine at the other end Poor line condition		
0-05	Poor line condition		
0-06	Incompatible or faulty terminal at the other end Poor line condition		
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.		
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.		
0-14	Same as for code 0-06		
0-15	The other party does not have the confidential or transfer function. The other party's memory may be full.		
0-16	Same as for code 0-04		
0-20	Poor line condition		
0-21	Same as for code 0-04		
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.		
0-23	Same as for code 0-22		
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.		
0-80~88	Poor line condition. Incompatible or faulty terminal at the other end.		
1-00	Document jam Improperly inserted document		
1-01	Document length exceeded the maximum limit Same as for code 1-00		
2-xx	Possible fault in your machine		

ERROR CODES SOLVING PROBLEMS

Code	Possible Cause
3-xx	There is a problem with the ISDN network. Check the ISDN line connection. Faulty
3-88	terminal at the other end.
4-10	ID codes did not match. Co-ordinate ID codes with the other party.
5-20	Insufficient memory to receive the message. When the pages in memory have
5-21	been printed, ask the other party to resend.
5-22	
5-23	
5-24	
5-25	Your machine has a problem.
6-01	Poor line condition or a problem with your machine
6-02	
6-05	Poor line condition, a problem with the machine at the other end, or a problem with your machine
6-06	A problem with the machine at the other end, or a problem with your machine
6-08	A problem with the machine at the other end
6-09	A problem with the machine at the other end, or a problem with your machine
6-10	
9-07	Copy jam at the cassette entrance (first, or top, paper feed station)
9-08	Copy jam inside the machine (first, or top, paper feed station)
9-09	Copy jam at the feed-out area
9-10	Toner end. Replace the toner cassette.
9-17	There is a problem with your printer.
9-20	
9-22	
9-23	
9-24	
9-3x	There is a problem with the hard disk option.

CALLING AN AUTHORIZED SERVICE REPRESENTATIVE

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

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

Sending a Service Report

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

Function 6 0 2 2 2 2 7 and 3.



2. Start.

The fax number which the service technician entered appears.

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

DEDICATED TRANSMISSION PARAMETERS

If you often encounter problems when transmitting to a certain address, program that address into a Quick Dial Key or Speed Dial Code.

Then contact a service technician, describe the problem, and tell them which Speed Dial or Quick Dial you have stored the number in.

The technician can instruct the machine to use different transmission parameters whenever you select that Speed Dial/Quick Dial.

If you reprogram the Speed/Quick Dial, be sure to inform your service technician.

Cross-reference Quick Dial and Speed Dial: see page 291.

SOLVING PROBLEMS

TECHNICAL REFERENCE

STORING TELEPHONE NUMBERS

To dial a telephone number or store it as a Quick Dial or Speed Dial, type it into the machine at the ten-key pad on the operation panel.

STORING NAMES AND LABELS

You can enter names using the Quick Dial Keys. Use Quick Dial Keys 01 to 26 for the letters of the alphabet (or 33 to 58 if the quick dial label plate on the operation panel is flipped up), and use Quick Dial 30 (or 62) as a spacebar. The letters are printed on the surface of each key. If you wish to enter a digit, use the ten-key pad.

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the ◀ and ▶ arrows on the circular scroll key on the operation panel.

If you wish to enter a punctuation mark or symbol, use Quick Dial 31 (or 63). See "Punctuation Marks and Symbols" on the next page for more details.

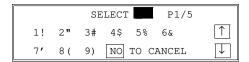
Quick Dial 32 (or 64) can be used as a Shift key, to select upper or lower case letters.

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
01/33	Α	12/44	L	23/55	W
02/34	В	13/45	M	24/56	X
03/35	С	14/46	N	25/57	Υ
04/36	D	15/47	0	26/58	Z
05/37	Е	16/48	Р	27/59	
06/38	F	17/49	Q	28/60	Not used
07/39	G	18/50	R	29/61	
08/40	Н	19/51	S	30/62	Space
09/41	I	20/52	Т	31/63	Punctuation Marks
10/42	J	21/53	U		and Symbols
11/43	K	22/54	V	32/64	Shift key (see p. 221)

TECHINICAL REFERENCE

Punctuation Marks and Symbols

If you press **31** or **63** while entering a label, a menu of symbols will appear, as shown on the right.



- ☐ To select a symbol, press the required key on the ten-key pad. For example, if you wish to enter a '#', press 3. The cursor moves forward automatically so that you can enter the next letter, digit, or symbol in the item that you are typing into the display.
- ☐ If the symbol that you need is not on the screen, scroll through the pages of symbols with the ▲ and ▼ keys.

Shift Key

As shown in example C on page 3, 'ABC' can be seen in the bottom right of the display while you are inputting a label. This indicates that upper case letters will be stored. If you wish to input lower case letters, press **32** or **64**. The 'ABC' will change to 'abc', and the letters that you type in will be stored as lower case letters. To change back to upper case letters, press **32** or **64** again.

Cursor and Clear Key for Editing

You can move the cursor using the scroll keys (\P , \blacktriangleright , \blacktriangle and \blacktriangledown) to edit the name or label.

If you press Clear, the character at the cursor is deleted.

On entering a character, the character appears at the cursor position then the cursor moves to the right.

IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, either:
☐ Press Clear to erase the last letter or digit that you entered.
If you enter the wrong function number, either:
☐ Press No then input the correct function number.
☐ Press Function to return to standby mode and start again.

If you dialed the wrong number, either:

- ☐ Press **No**. If scanning has already begun, press **Stop**.
- ☐ If you already programmed the number into the machine by pressing **Yes**, remove the document from the document feeder and start again, or use the destination reviewing feature (option 07) to cancel that particular destination only (see page 27).

ON/OFF SWITCHES AND USER PARAMETERS

Some of the features in this machine can be switched on or off, and some of them do not work unless they are switched on first. Other features can be adjusted in various ways. Each adjustment or on/off switch is explained in the relevant sections of the manual.

There are two user functions to help you access these features.

Function 62 (On/Off Switches)

Function 63 (User Parameters)

On/Off Switches

This feature allows you to switch some of the major features of the machine on or off. The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

- 1. Function 6 0 2 2 2 2 6 and 2.
- Change the setting by using ◀ and ▶.
 The first displayed item is the telephone line type: DP = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.
- 3. Yes.







- 4. Either:
 - ☐ Change another setting: Go to step 5.
 - ☐ Finish: Function
- Scroll through the list of features with ▼ until the required feature appears.
 Example: To find Power Saver press ▼ once.
- 6. Go to step 2.





On/off switches available in this menu are

	Feature		Feature
1	Line Type (PSTN)	7	Memory Lock
2	Authorized Reception	8	Forwarding
3	Power Saver	9	Multi-sort Reception
4	Summer Time/DST	10	Disk Filing ¹
5	RDS	11	Cassette Selection ²
6	File Retention Time		

^{(1:} Optional Function Upgrade Card and Hard Disk required, 2: Optional Paper Feed required)

User Parameter Settings

A wide range of features can be switched on or off by using the User Parameters. However, this feature is more difficult to use than the On/Off Switches. The switches and adjustments are presented on the screen as rows of digits. Each digit can be either 0 or 1. Each feature is allocated one or more digit. The value of the digit determines the status of the feature.

The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

- 1. Function 6 0 2 2 2 2 6 and 3.
 - □ At this time, you can print a User Parameter List if you press ▶ and Start. The current settings for switch 00 are now displayed on the bottom line of the display. If the settings for this switch are the way that you want them, go to step 3.



USER PARAMETER

DEFAULT: 01000000

SWITCH00: 01000000 YES TO END ↓

SWITCH00: 01000001 YES TO END ↓

PRINT LIST \rightarrow

2. To change the required setting, press a number from 0 to 7 corresponding to the digit that you wish to change.

Example: **0** on the ten key pad. The value of the digit changes, in this case from 0 to 1.

Each switch contains 8 digits, which act as on/off switches for various features. The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.



3. Either:

☐ Scroll through the switches with ▲ and ▼ until the required switch appears. Then go to step 2.

☐ Finish: **Yes** and **Function**.

The user parameter switches are outlined below.

*: Default Settings

Switch 00 - Home position settings

Digit	Purpose					
0	Stamp 0: Off *					
U	1: On (successfully scanned documents will be marked)					
	Contrast home position					
1	Digit 3 Digit 2 Digit 1 Setting Digit 3 Digit 2 Digit 1 Setting					
2	0 0 0 Normal * 1 X X Do not use this					
3	0 0 1 Lighten setting.					
	0 1 0 Darken					
4	Resolution Digit 5 Digit 4 Setting Digit 5 Digit 4 Setting					
5	0 0 Standard* 1 0 Fine					
3	0 1 Detail 1 1 Do not use this	3.				
6	Transmission mode 0: Memory Transmission*					
6	1: Immediate Transmission					
7	Halftone 0: Off* 1: On					

Switch 01

Digit	Purpose
0 to 6	Do not change these settings.
7	If you change any of the contrast, resolution, transmission mode, stamp, or halftone settings before making a transmission, then: 0: The setting(s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission.*

Switch 02 - Printing of various items on received messages

Digit	Purpos	se			
0	Mark to be printed at the receiving side to dis your machine when it is acting as a forwardin required) Forwarding	•	· ·		
	0: Off 1: On * Mark		J		
4	Center Mark	0: Off*	1: On		
I	The center mark is not printed when the machine is used for making copies				
2	Reception Time	0: Off*	1: On		
3	TSI printing	0: Off*	1: On		
4	Checkered Mark	0: Off	1: On*		
	Printing of the Command Information Line (ISDN kit required)				
5		0: Off	1: On*		
	This has the same effect as the TTI On/Off setting.				
6	Printing the Terminal ID (ISDN kit required)	0: Off*	1: On		
7	Do not change this setting.				

Switch 03 - Automatic printing of reports

Digit	Purpose				
0	Communication Result Report (Memory Transn	nission)			
U		0: Off	1: On*		
1	Do not change this setting.				
2	File Reserve Report (Memory storage report)	0: Off*	1: On		
3	File Reserve Report (Polling Reception)	0: Off*	1: On		
4	Communication Result Report (Polling Reception)	0: Off	1: On*		
_	Transmission Result Report (Immediate Transm	nission)			
5		0: Off	1: On*		
6	Polling Clear Report	0: Off	1: On*		
7	Journal	0: Off	1: On*		

Switch 04 - Automatic printing of reports, Various

Digit	Purpose				
0	Confidential Reception Report 0: Off 1: On*				
1	Fax on Demand Report 0: Off* 1: On				
2 to 6	Do not change these settings				
7	Inclusion of part of the image on the following reports: Transmission Result Report, Memory Storage Report, Polling Clear Report, Communication Failure Report, Transfer Result Report, Transmission Deadline Report, Polling Confirmation List 0: No 1: Yes*				

Switch 05 - Various

Digit	Purpose				
0	Substitute Reception 0: Off 1: On*				
1	Memory Reception if no RTI or CSI received 0: Possible 1: Not possible*				
2, 3	Do not change these settings				
	Restricted Access Digit 5 Digit 4 Setting				
4, 5	0 0 Off*				
4, 5	0 1 On				
	1 0 On when the Night Timer is on				
	Energy Saver Mode Digit 7 Digit 6 Setting				
6.7	0 0 Heater off				
6, 7	0 1 Heater energy saver mode*				
	1 X Do not use these settings				

Switch 06 Home position

Digit	Purpose					
0	Printing TTI or CIL on the message to the	other side. 0: Off 1:On*				
1	Do not change this setting					
2	Closed Network in transmission	0: Disabled* 1: Enabled				
3	Do not change these settings.					
4	Batch Transmission	0: Off 1: On*				
5	Specified Image Area home position	0: Off* 1: On				
6, 7	Do not change these settings.					

Switch 07 - Various

Digit	Purpose				
0, 1	Do not change these settings.				
2	Dialing while a message is stored in. 0: Off 1: On* (Parallel Memory Transmission)				
3	Auto Reduce 0: Off 1: On*				
4, 5	Do not change these settings.				
6, 7	Fax on Demand Digit 7 Digit 6 Setting 0 0 Off* 1 0 The other party is required to enter the password to access the fax on demand service. 0 1 The other party is not required to enter the password to access the fax on demand service.				

Switch 08 - Various

Digit			Р	urpose	
	Multi-sort Receptio	n			
	Digit 1	Digit 0	Setting		
	X	0	Off*		
0, 1	0	1	Messag	ges fron	n senders whose RTI/CSI/G4 TIDs
			are pro	gramme	ed are multi-copied.
	1	1	Messag	es fron	n senders whose RTI/CSI/G4 TIDs
			are not	progra	ammed are multi-copied.
	Authorized Recepti	on	Digit 3 I	Digit 2	Setting
			Χ	0	Off *
			0	1	Receive messages only from
2, 3					senders whose RTI/CSI/G4 TIDs are
2, 0					programmed.
			1	1	Receive messages only from
					senders whose RTI/CSI/G4 TIDs
					are not programmed.
	Specified Paper Ca			_	
	(Optional Paper Ca		•	d)	
	Digit 5	Digit 4	Setting		
4, 5	X	0	Off*		
, -	0	1	-		n senders whose RTI/CSI/G4 TIDs are
		0			re printed from a upper cassette.
	1	0	_		n senders whose RTI/CSI/G4 TIDs are
	Commendian		not pro	gramm	ned are printed from a upper cassette.
	Forwarding		Digit 7 I	Diait 6	Cotting
			Digit 7 I X	Digit 6	Setting Off*
			0	1	
6, 7			U	ı	Forward messages only from senders whose RTI/CSI/G4 TIDs are
0, 7					
			1	1	programmed Forward messages only from
			ı	1	senders whose RTI/CSI/G4 TIDs are
					not programmed.

Switch 09 - Various

Digit	Purpose				
	Memory Lock	Digit 1	Digit 0	Setting	
		X	0	Off*	
		0	1	Messages from senders whose	
				RTI/CSI/G4 TIDs are programmed	
0, 1				are not printed unless you enter the	
0, 1				Memory Lock ID.	
		1	1	Messages from senders whose	
				RTI/CSI/G4 TIDs are not	
				programmed are not printed unless	
				you enter the Memory Lock ID.	
	Disk File				
	(Optional Hard Disk and Function Upgrade Card are required)				
		Digit 3	Digit 2	Setting	
		X	0	Off*	
		0	1	Messages from senders whose	
2, 3				RTI/CSI/G4 TIDs are programmed	
				are stored in the memory disk.	
		1	1	Messages from senders whose	
				RTI/CSI/G4 TIDs are not	
				programmed are stored in the	
				memory disk.	
4 to 7	Do not change these set	ttings.			

Switch 10 Various

Digit		Purpose		
0	Reverse Order Printing	0: Off*	1: On	
1	Two in One	0: Off*	1: On	
2 to 6	Do not change these settings			
7	Halftone mode	0: Standa 1: Speed		

Switch 11 Various

Digit	Purpose			
0	Transfer Request by Tonal Signals	0: Off*	1: On	
1	Selecton of tone (PB) or UUI after tone(•) 0: UUI 1: Tone* (When the ISDN kit is installed)			
2 to 5	Do not change these settings.			
6	Print the received message when it is acting as a forwarding station. 0: Off 1: On*			
7	Polling standby duration	0: Once*	1: Keep	

Switch 12 Various

Digit	Purpose		
0, 1	Do not change these settings.		
2	Toner Saving Mode O: Off* 1: On Note: If on, contrast will be set to "Normal" automatically, preserving image quality. This is available when receiving fax messages and printing reports, but not for copying or printing from a PC. Further, messages sent to you in halftone mode will automatically turn off toner saving to insure a clear image. To make sure that the fax quality is acceptable with toner saving on, print a few reports (See page 171). Note: If the sender is using a machine made by another manufacturer, toner saving will stay on and this could lower image quality.		
3, 4	Density of the printing image Digit 4 Digit 3 Setting Digit 4 Digit 3 Setting 0 0 Normal * 0 1 Lighten 1 0 Darken 1 1 Do not use these settings		
5, 6	Do not change these settings.		
7	Copying 0: Possible* 1: Not Possible		

Switch 13 Do not change these settings

Digit	Purpose	
0 to 7	Do not change these settings.	

SPECIFICATIONS

Dimensions: Front operation: 18.7" x 20.5" x 10.3" (W x D x H)

Side operation: 20.5" x 18.7" x 10.3" (W x D x H)

Excluding trays, handset, and optional kits.

Weight: 42 lbs

Excluding the toner cassette, trays and printer paper.

Power Supply: 115 Vac, 60 Hz; single phase

Power Standby: Minimum 2W, Normal 30W

Consumption: Transmission: 60 W Copying: 300 W (Maximum: 950W)

Reception: 220 W

Acceptable Width: 5.8" to 12.0" (11.7" maximum scanning width)

Document Length: 4.1" to 47.2"

Dimensions: Thickness: 2 to 8 mils (20 lb bond paper)

ADF Capacity: 50 sheets (using 20 lb paper)

Cassette Capacity: Cassette: 250 sheets

Optional Removable Paper Cassette: 100 sheets Optional Paper Feed Unit: 500 sheets per cassette

Maximum Total: 1,350 sheets

Memory Capacity: Base machine: 126 pages

With 2 Mbyte memory: 294 pages With 4 Mbyte memory: 462 pages With hard disk: 1,200 pages

With hard disk and function upgrade card: 3,000 pages Measured using a ITU-T #1 chart (Slerexe letter) at standard

resolution.

Data Compression: MH, MR, MMR, SSC, JBIG (Optional G3 Kit)

Resolution: Standard: 200 x 100 dpi Detail: 200 x 200 dpi

Fine: 200 x 400 dpi

Transmission 3 seconds(*)

Speed: (*)Transmission times are measured with the ITU-T #1 test document

(Slerexe letter) by memory transmission using standard resolution.

Times may vary according to telephone line conditions.

Modem Speed 33600/31200/28800/26400/24000/21600/19200/16800/

14400/12000/9600/7200/4800/2400bps. 64Kbps/56Kbps (Optional ISDN G4 Kit).

Scanning Speed: 1.5 seconds (Resolution: Standard, Letter size)

Compatibility: G3/G4 (Optional ISDN G4 Kit)

Paper Size: Letter, Legal

Maximum Printing 8.1"

Width:

Maximum Printing

Speed

10 pages/minute (Letter)



APPENDIX A

PROGRAMMING FAX ON DEMAND (OPTIONAL FAX ON DEMAND KIT REQUIRED)

With this feature you can store documents in memory ready to be picked up by callers to your machine.

The callers are prompted by a sequence of recorded messages and the document or documents they require are automatically sent.

If you wish, you may restrict access to the service by requiring callers to enter a password before they can use it.

- ☐ The Fax on Demand Kit must be installed.
- The caller must use tone dialing for this feature to work.
- ☐ The machine must be in Auto Receive mode

To set up Fax on Demand, you need to:

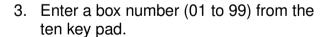
- Store the documents (Function 38).
- Program the recorded messages (Function 75).
- Turn the password on/off by User Parameter (Function 63, page 223).
- Program the password if required (Storing the Remote ID Function 62, page 57).

Storing and Labeling a Document

This section describes how to store a document in a box, then how to give it a name.

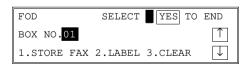
Storing a Document

- 1. Press Function.
- 2. Press 3 and 8.







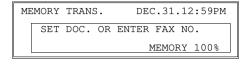




- Set the document and select any contrast/resolution settings you require.
- 6. Press Start.
- 7. To finish, press **Function**.
 - ☐ To give the document a name, go to step 4 below.
 - □ To store another document, press No and go back step 3.
 - ☐ To finish: Press Function.

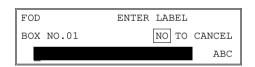
Labelling a Document

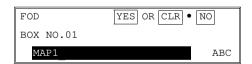
- 1. Press Function.
- 2. Press 3 and 8.
- Enter the box number (01 to 99) of the document you wish to label on the ten key pad.
 If the document is stored already, the display appears as shown on the right.
- 4. Press 2.
- 5. Enter the name.
- 6. Press Yes.
- 7. Press **Function** to return to standby mode.



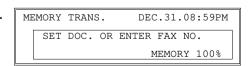












Editing Documents

Changing a Document

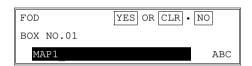
To change an existing document, you need to erase it then create a new document in its place.

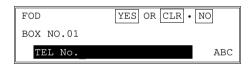
Changing a Document's Label

- 1. Press Function.
- 2. Press 3 and 8.
- 3. Enter the box number (01 to 99) on the ten key pad.If the document is stored already, the display appears as shown on the right.
- 4. Press 2.
- 5. Press **Clear** or **No** to change the name. Edit the name using the Quick Dial keys or ten key pad.
- 6. Press Yes.
- 7. Press **Function** to return to standby mode.

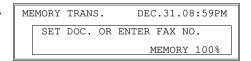




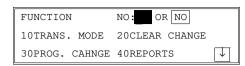




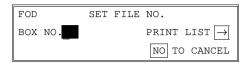




1. Press Function.



2. Press 3 and 8.



3. Enter the box number (01 to 99) of the document you wish to erase.



4. Press 3.



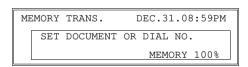
5. Press **Yes** to erase the document, or **No** not to.



6. Press **Yes** to erase the name, or **No** not to.



7. Press **Function** to return to standby mode.



Setting the Password On/Off

Program bits 6 and 7 of the user parameter switches 07 in one of two ways (see page 223).

- \square Digit 7 = 1, Digit 6 = 0 [password ON]
- \square Digit 7 = 0, Digit 6 = 1 [password OFF]

Note: If both digits are zero, Fax on Demand is disabled.

PRINTING A FAX ON DEMAND LIST

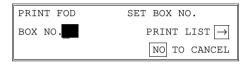
If you want a list of the Fax on Demand Documents, print a list using this procedure.

- 1. Press Function 4 and 7.
- 2. Press Start.

PRINTING A FAX ON DEMAND DOCUMENT

If you want to check what a stored document looks like, print a copy using this procedure.

- 1. Press Function.
- 2. Press 5 and 7.



Enter the box number (01 to 99) which you wish to print.
 If you enter the wrong number, press No

to clear it and then enter the correct number or search through the numbers using ▼ and ▲.

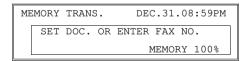


4. Press Start.

The document is printed.



5. Press **Function** to return to standby mode.



APPENDICES

STORING THE FAX ON DEMAND RECORDED MESSAGES

When a caller requests a Fax on Demand document, the machine can be programmed to play back appropriate messages. This section describes how to record these messages.

- ☐ 7 types of message may be stored.
- ☐ Each message may last up to 30 seconds.

The table below outlines the messages you may record.

☐ You need a microphone to record messages.

The microphone jack is located at the rear of the machine under the telephone line jack. Make sure it has been connected before you start.

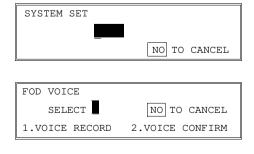
Note: So that unwanted background noise is not recorded, the microphone provided for this feature is unidirectional — it is sensitive to sound from one direction. Therefore, when you record a message, hold the microphone about 2 inches from your mouth and speak directly into it.

- ☐ You can choose to restrict access to the boxes by using a password turn the password on using function 63 (user parameter settings, page 223). Program the password using function 61 (Remote ID, page 57).
- ☐ Under rare circumstances, FOD (Fax on Demand) playback may cut off. If this happens, re-record the messages in a different voice.

Message number	Content	Example of the message to store
1	Greeting message	This is the XYZ fax information service.
2	Password input guidance	Please enter the password followed by a #.
3	Box number input guidance 1	"Press # twice to get box one, or enter the box number you need followed by a #" NOTE: Message 2 is skipped when the password is turned off.
4	Box number input guidance 2	"If you require another box, enter a box number followed by a #. To finish press # twice"
5	Transmission guidance	"Please press the Start key to begin transmission"
6	Re-enter guidance	Please enter again.
7	Redial guidance	Please dial again.

Recording a Message

- 1. Press Function 6 and 0.
- 2. Press 2 2 2 2 7 and 5.



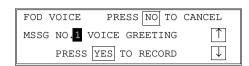
3. Press 1.

FOD VOICE PROGRAM NO.

MSSG NO.

(REC) NO TO CANCEL SCROLL

4. Enter the message number which you wish to record.



Fither:

- ☐ Press a number (1-7) on the keypad.
- ☐ Search through the numbers using ▼ and ▲.
- 5. Press **Yes** to start recording. Speak your message into the microphone.

After you have finished, press **No** to stop the recording.

Note: You can record up to 30 seconds - the machine will count down the remaining time on the display.

6. After the recording, the message will be played back.



CAN RECORD ANOTHER 10SECOND

FOD VOICE



7. Either:

- ☐ To record another message, go to step 4.
- ☐ To finish: Press Function.

MEMORY TRANS. DEC.31.08:59PM SET DOC. OR ENTER FAX NO. MEMORY 100%

Changing a Stored Message

To change a stored message, just follow the same procedure as above.

Checking the Contents of a Recorded Message

- 1. Press Function.
- 2. Press 2 2 2 2 7 and 5.
- 3. Press 2.
- Enter the message number which you wish to play back.
 Use the ten key pad or search for the number using ▼ and ▲.
- 5. Press **Yes** to play the message back.

Either:

- ☐ Go back to step 4 to play another message.
- ☐ Press **Function** to return to standby mode.

The sequence in which the machine plays back messages is outlined below.

The table below shows the sequence that a caller to the fax service follows, and how the machine will respond.

Note that the caller must wait until a message has completely finished playing before pressing a key. If a key is pressed too early, or a mistake is made while entering a box number, message number 6 (enter again) will be played.

Message 6 (please enter again) is played when:

- The box number has not been entered properly.
- The box number has not been entered within 5 seconds.
- The password has not been entered within 5 seconds

Message 7 (please call again) is played when:

- The wrong password has been entered 3 times in a row.
- A box with no information programmed in it has been selected 3 times
- A tone signal hasn't been detected and the machine has played message 6 twice.

Step	Caller Action	Machine Action	Example Message
1	The caller dials.	The machine answers. Message 1 is played.	"This is the ZYX Fax Information Service"
2*	The caller enters the password followed by a # (if turned on).	If the password is turned on, Message 2 is played	"Please enter the password followed by a #" (If the password is turned on)
3	The caller enters a box number followed by a #.	Message 3 is played.	"Press # twice to get box one, or enter the box number you need followed by a #"
4	The caller specifies another box or enters # twice.	 Message 4 is played. 	"If you require another box, enter a box number followed by a #. To finish press # twice"
5	The caller presses Start.	Message 5 is played.	"Please press the Start key to begin transmission"
6		The contents of the specified box(es) are transmitted.	

^{*} Step 2 is skipped if the password is turned off.

PRINTING FAX ON DEMAND INFORMATION SERVICE REPORT

1. Press Function 6 and 0.

SYSTEM SET

NO TO CANCEL

2. Press 2 2 2 2 7 and 6.

FAX ON DEMAND REPORT

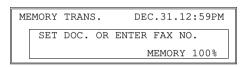
PRESS START

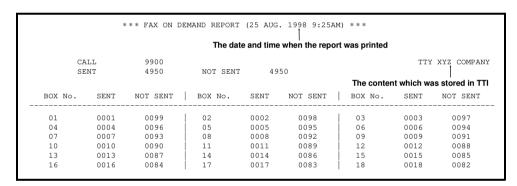
NO TO CANCEL

3. Press Start.

FAX ON DEMAND REPORT
PRINTING

4. Press **Function**. Return to the standby mode.





At the top of the report, the following statistics are printed.

CALLS

The total number of transmission requests

SENT

The total number of successful transmission

NOT SENT

The total number of transmission which failed

In the table underneath a breakdown of successful (SENT) and unsuccessful (NOT SENT) transmission is given for each box number.

DISK FILES (HARD DISK AND FUNCTION UPGRADE CARD REQUIRED)

You can resend transmitted documents or reprint important received messages, providing they have been stored on the hard disk. Note, however, this function does not support the following features:

- ☐ Immediate Transmission
- ☐ Memory Lock Reception
- ☐ Confidential Transmission/Reception
- □ Polling Transmission
- ☐ Fax on Demand
- Transfer Request

When the memory capacity reaches 50%, the oldest file stored on the Memory Disk is automatically erased.

For more about storing received files, see below.

Reception to Disk File

You can specify that incoming messages be automatically stored on disk using this feature.

In addition, you can choose to save messages from certain senders or screen out messages from selected senders.

The following procedures describe how to:

Switch Reception to Disk File on (Funtion 62).

Program a list of senders to treat differently (Function 81).

Choose the way to treat those senders (Function 63).

Switching Reception to Disk File On/Off

Before you use Reception to Disk File, you have to switch it on using Function 62.

1. Function 6 0 2 2 2 2 6 and 2.



Scroll through the list of features with ▼
until the screen is as shown opposite.
Press Yes.



- 3. Change the on/off setting by pressing ◀ or ▶.
- 4. Finish: Yes and Function.

Programming a List of Senders to Treat Differently

A terminal sending an incoming message always identifieds itself to your machine. This identification consists of a RTI, CSI or G4 TID code. By programming your machine with a list of these ID's you can choose the senders whose messages will be saved to Disk File.

1. Function 6 0 2 2 2 2 8 and 5.

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST. 0.

□ At this time, you can print an Authorized Reception List by pressing ► Start.

2. Either:

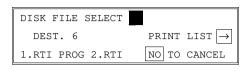
- ☐ Store some RTIs/CSIs/G4 TIDs: 1. Go to step 3.
- ☐ View the RTIs/CSIs/G4 TIDs that you have stored so far: **2**. Go to step 6.

DEST.1/6 means that there are 6 RTIs/CSIs programmed so far, and the first in the list is now displayed.

- 3. Type in an RTI, CSI or G4 TIDs, then press **Yes**.
 - Inputting labels and digits: see page 220.

4. Either:

- ☐ Store this as a wild card: **Yes**.
- □ Otherwise: No.











5. Either:

- ☐ Enter another RTI, CSI or G4 TID: Go to step 3.
- ☐ Finish: **No**. Go to step 2.
- 6. Scroll through the stored RTIs/CSIs on the screen with ▼.
 - ☐ It is not possible to edit an RTI/CSI/G4 TID; if you wish to do so, you must delete the incorrect entry and re-input it.
 - ☐ To delete the displayed RTI/CSI/G4 TID: Clear. Go to step 2.
 - ☐ When you have finished: **No**. Go to step 2.

There are two ways to screen incoming messages for storage on Disk File: Only save messages from terminals whose ID's have been programmed, or save all messages exept those from terminals whose ID's have been programmed.

- Function 6 0 2 2 2 2 6 and 3.
 At this time, you can print a User Parameter List if you press ▶ and Start.
- USER PARAMETER PRINT LIST →

 DEFAULT: 01000000 ↑

 SWITCH00: 01000000 YES TO END ↓
- 2. The settings for switch 00 are now shown on the bottom line of the display.
- Press ▼ until the settings for switch 09 are shown.

USER PARAM	PRINT LIST \rightarrow	
DEFAULT:	01000000	\uparrow
SWITCH09:	01000000	YES TO END ↓

4. The setting that you need to change is that for digit 2 (double underlined) and 3 (underlined).

Set one of the two as shown opposite.

Only save messages from terminals whose ID's have been programmed;

SWITCH09: 0000 <u>01</u>00

Save all messages, EXCEPT those from terminals whose ID's have been pro-

grammed;

SWITCH09: 0000 <u>11</u>00

5. To finish: Press **Yes** and **Function**.

List of Special Terminals (Function 81)	Reception to Memory Disk On/Off (Function 62)	How to Treat the Terminals (Function 63)	Result
Empty/Not empty	Off	Either	No messages are saved in the disk file.
Empty	On	Either	All messages are saved on the disk file.
Not empty	On	Listed Only messages Special Terminal saved on the dis	
Not empty	On	Non-listed	Messages from Special Terminals aren't saved in the disk file, but all others are.

Erasing Disk Files

Documents stored on the disk file can be deleted using this function. You need to know the document's index numbers. To find out, print a list using one of the following searches:

- Search by time period
- Search by destination name
- Search by personal code
- Search by file number

You may also choose whether to search for received documents or transmission documents. For example, by specifying search by time period and received documents, you can get a list of all documents that were received between two points in time.

Once a list has been obtained, you may then go on to erase each file individually.

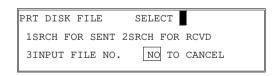
Note: When erasing files, specify the index number of the file, (not the file number).

Note: Only documents using standard transmission or reception can be specified. This feature does not work with documents related to Confidential Transmission, Auto Document, Immediate Transmission, Polling Standby, Memory Lock, Confidential Reception or Transfer Request.

Searching for a Disk File

Follow steps 1 to 3 below, then continue from step 4 in the section appropriate to the search you are using (see the following pages).

- Press Function.
- 2. Press 2 and 4.



- 3. Press:
 - ☐ 1 to search for transmission documents
 - **2** to search for received documents.

Then select the type of search:

- Press 1 to search by time period
- ☐ Press 2 to search by destination name
- ☐ Press 3 to search by personal code
- ☐ Press 4 to search by file number.



SET START TIME

 \leftarrow

4. Press 1.



CLEAR DISK

FEB 23 1998 08:20PM

5. Enter the start date and time for the search.

Change the month using \blacktriangle or \blacktriangledown . And press \blacktriangleright to move the cursor.

6. Change the date with the ten key pad as 07.



JUL 01 1998 10:00AM~ YES OR NO

7. Type in the year and time at the ten key pad as 981025.



8. Change AM/PM using * or # on the ten key pad. And press **Yes**.



9. Repeat steps 5 to 8 to enter the end time.



10. Press Yes.



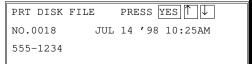
11. Either:

- ☐ To print the list format, press ▶.

 Choose the list format, press 1 only to print the file details or press 2 to print the file details with a portion of the message image. Then press Start.
- □ To erase a file press Yes, and go to step 12.



12. Press ▼ until the index number that you want to erase appears.



- 13. Press **Yes** twice. The file is cleared.
- 14. Either:
 - ☐ To erase another file, go to step 11.
 - □ To finish: Press Function.

Search by Destination

- 4. Press 2.
- 5. Enter the destination's RTI or CSI.
- 6. Press Yes.

 CLEAR DISK

 FOUND:100 SELECT PRINT LIST

 (TX) 1PERIOD 2TERMINAL

CLEAR DISK

CLEAR DISK

XYZ COMPANY

PRT DISK FILE

INDEX NO.:

ENTER RTI/CSI

NO TO CANCEL

YES OR CLR • NO

NO TO CANCEL

ABC

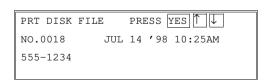
ABC

SCROLL ↓

NO TO CANCEL

- 7. Either:
 - ☐ To print the list format, press ▶.

 Choose the list format, press 1 only to print the file details or press 2 to print the file details with a portion of the message image. Then press Start.
 - □ To erase a file press Yes, and go to step 8.
- 8. Press ▼ until the index number that you want to erase appears.



- 9. Press **Yes** twice. The file is cleared.
- 10. Either:
 - ☐ To erase another file, go to step 8.
 - ☐ To finish: Press **Function**.



Specify the Personal Code to Search

4. Press 3.

CLEAR DISK ENTER ID CODE
PERS. CODE NO TO CANCEL

5. Enter the personal code.

CLEAR DISK YES OR CLR • NO
PERS. CODE 1111
DESIGN3

6. Press Yes.

CLEAR DISK YES OR NO
FOUND:100 SELECT PRINT LIST →

(TX) 1PERIOD 2TERMINAL ↓

- 7. Either:
 - ☐ To print the list format, press ▶.

 Choose the list format, press 1 only to print the file details or press 2 to print the file details with a portion of the message image. Then press Start.
 - □ To erase a file press Yes, and go to step 8.



- 8. Press ▼ until the index number that you want to erase appears.
- PRT DISK FILE PRESS YES \(\bar{1} \bar{1} \)
 NO.0018 JUL 14 '98 10:25AM
 555-1234
- 9. Press **Yes** twice. The file is cleared.
- 10. Either:
 - ☐ To erase another file, go to step 8.
 - ☐ To finish: Press **Function**.

Search by File Number

4. Press 4.



5. Enter the file number on the ten key pad.

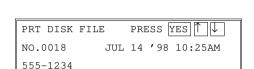


6. Press Yes.



- 7. Either:
 - ☐ To print the list format, press ▶.

 Choose the list format, press 1 only to print the file details or press 2 to print the file details with a portion of the message image. Then press Start.
 - □ To erase a file press Yes, and go to step 8.
- 8. Press ▼ until the index number that you want to erase appears.



SCROLL ↓

NO TO CANCEL

PRT DISK FILE

INDEX NO.:

- 9. Press **Yes** twice. The file is cleared.
- 10. Either:
 - ☐ To erase another file, go to step 8.
 - ☐ To finish: Press **Function**.

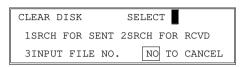
Erasing a File

NOTE: When erasing a file, specify its index number not the file number to find this out, print a list (see page 242).

1. Press Function.



2. Press 2 and 4.



3. Press 3.



 Enter the index number of the file you wish to erase.



5. Press Yes.

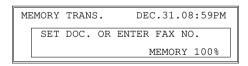


Continue the procedure from step 4 to cancel another disk.

6. Check you have entered the correct index number (not file number). If you have, press **Yes** to erase the file.



- 7. Either:
 - ☐ Erase another file, go to step 4.
 - ☐ Return to standby mode, press Function.



PRINTING DISK FILES

This function allows you to print documents stored on the disk file. You need to know the documents' index numbers. To find these out, print a list using one of the following searches:

search by time period

search by destination name

search by personal code

search by file number

You may also choose to search for received documents or transmission documents. For example, by specifying 'search by personal code' and 'received documents', you can get a list of all received documents with that personal code.

Once a list has been obtained, you can proceed to print each document individually.

Note: When printing documents specify the index number of the document (not the file number).

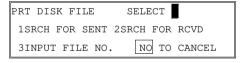
Printing a List

Follow steps 1 to 3 below, then continue from step 4 in the section appropriate to the search you are using (see the following pages).

1. Press Function.



2. Press 5 and 8.



3. Press:

☐ 1 to search for transmission documents

2 to search for received documents.



The select the type of search:

☐ Press 1 to search by time period

☐ Press 2 to search by destination name

☐ Press 3 to search by personal code

☐ Press 4 to search by file number.

APPENDICE

Search by Period

- 4. Press 1.
- 5. Enter the start date and time for the search.

Change the month using ▲ or ▼. And press ▶ to move the cursor.

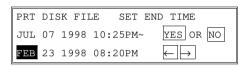
- 6. Change the date with the ten key pad as 07.
- 7. Type in the year and time at the ten key pad as 981025.
- 8. Change AM/PM using * or # on the ten key pad. And press **Yes**.
- 9. Repeat step from 5 to 8 to enter the end time.
- 10. Press Yes.
- 11. Either:
 - □ To print the list format, press ►. Choose the list format, press 1 only to print the file details or press 2 to print the file details with a portion of the message image. Then press Start.
 - ☐ To print a file press **Yes**, and go to step 12.
- 12. Press ▼ until the index number that you want to print appears.



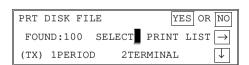


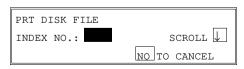










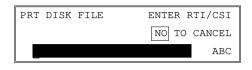


PRT DISK	FILE	PRESS YES T	\downarrow
NO.0018	JUL	14 '98 10:25	AM
555-1234			

- 13. Press **Yes** twice. The file is printed.
- 14. Either:
 - ☐ To print another file, go to step 12.
 - ☐ To finish: Press **Function**.

Search by Destination

- 4. Press 2.
- 5. Enter the destination's RTI or CSI.
- 6. Press Yes.
- 7. Either:
 - □ To print the list format, press ►. Choose the list format, press 1 only to print the file details or press 2 to print the file details with a portion of the message image. Then press Start.
 - □ To erase a file press Yes, and go to step 12.
- 8. Press ▼ until the index number that you want to print appears.
- 9. Press Yes then Start. The file is printed.
- 10. Either:
 - ☐ To print another file, go to step 8.
 - □ To finish: Press Function.











4. Press 3.



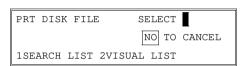
5. Enter the personal code.



6. Press **Yes**.



7. Press ▶.



8. Choose the list format:

- ☐ Only print the file details press 1.
- ☐ Print the file details with a portion of the message image press 2.
- 9. Press Start to print the list.



DISK FILE SEARCH LIST
PRINTING

Search by File Number

4. Press 4.



5. Enter the file number on the ten key pad.



6. Press Yes.



- 7. Either:
 - ☐ To print the list format, press ▶.

 Choose the list format, press 1 only to print the file details or press 2 to print the file details with a portion of the message image. Then press Start.
 - ☐ To print a file press **Yes**, and go to step 8.
- 8. Press ▼ until the index number that you want to print appears.
- INDEX NO.: SCROLL NO TO CANCEL

 PRT DISK FILE PRESS YES T NO.0018 JUL 14 '98 10:25AM

PRT DISK FILE

555-1234

- 9. Press **Yes** then **Start**. The file is printed.
- 10. Either:
 - ☐ To print another file, go to step 8.
 - ☐ To finish: Press **Function**.

Print a Document

Note: When printing a document, specify the index number of the file (not the file number).





2. Press 5 and 8.



3. Press 3.



4. Enter the index number of the document you wish to to print.



5. Press Yes.



6. Press **Start** to print the document.



Continue the procedure from step 4 to print another file.

7. Either:

- ☐ Print another document go to step 4.
- ☐ Finish press **Function**.

MEMORY FILE PRINTING

APPENDIX C

PAPER FEED UNIT

WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual.

Operation

Up to two additional paper feed units can be installed. Each paper feed unit can hold up to 500 sheets of paper, which means that you can add an extra 1,000 sheets of copy paper capacity to your fax machine.

If you have the same size of paper in more than one cassette, the paper in the uppermost cassette will be used.

Maintenance

Replacing Paper: See the section entitled REPLACING PAPER on page 176.

Copy Jams

When a paper jam occurs in the machine, and you have one or more optional paper feed units installed:

☐ If the jam is at the cassette entrance, Substitute Reception will take place.

Remove the jammed paper (see the section entitled COPY JAMS on page 203).

FEATURE EXPANDER TYPE 140 80MIII

WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual.

General

You can upgrade the memory capacity of the facsimile machine with this hard disk unit.

Neither the standard memory nor the optional 2 Mbyte or 4 Mbyte memory card can be used if you install the hard disk unit.

This manual contains information about using the hard disk.

Note: The hard disk read/write head automatically moves to the shipping position in standby mode.

Operation

The operating procedures are the same as those already described in this manual.

The memory features of the hard disk are the same as the features of the standard memory or the optional 2 Mbyte/4 Mbyte memory card, except for the following items.

- 1. The data will remain on the hard disk even if you switch off the power to the machine.
- 2. The hard disk can store up to 1,200 pages (based on the ITU-T #1 test document). The memory capacity is 80 Mbytes. The hard disk and function upgrade card can store up to 3,000 pages.

ISDN INTERFACE UNIT TYPE 140III

Introduction

The optional ISDN Interface Unit Type 140III allows you to send and receive fax messages on high-speed high-quality digital networks. It will allow you to connect the machine to an ISDN (Integrated Services Digital Network) for either Group 4 or Group 3 fax communication.

CAUTION: When connecting to the ISDN you should use the provided cable. If a different cable is used, this could cause radio interference with other equipment.

Attached to the modular cord that is used for the ISDN connection,

A few of the features described earlier in this manual cannot be used over an ISDN. These are as follows.

there is a ferrite core - please do not remove it.

IS	DN. These are as follows.
	Manual reception
	Telephone line type (DTMF/Pulse dial) selection
	Manual dialing with the handset
	On Hook Dial
	RTI, TTI, CSI (these identifiers can only be used with Group 3 communication. In Group 4 mode, another identifier called the Terminal ID is used instead. The Terminal ID is explained on page 265)
Н	owever, Group 4 has the following major advantages over Group 3:
♬	If your organization sends large volumes of material by fax, using Group 4 will greatly reduce your communication costs as a result of the high speed of data transmission.
	Normal analog networks tend to be noisy, affecting the quality of received data. However, communications over digital networks are of a high quality.
	The Group 4 interface will greatly enhance other features, especially broadcasting, transfer request, and other networking features, allowing complex distribution of documents with just a few keystrokes. The types of network that

Note: Your sales or service representative will be able to help program all the necessary group and transfer station numbers in the various broadcasting terminals throughout your proposed network. Please coordinate with your sales representative to obtain correct programming at the time of installation.

you can set up are described in the Networking section of this manual (see

page 46).

Batch Transmission

The use of Batch Transmission is critical to making your Group 4 ISDN kit a cost effective alternative to Group 3. Set up a batch for each of your major fax message destinations. To do this, decide on separate times of execution for each of your batch files. Then, if you wish to send a message to one of these destinations, use Send Later to delay the transmission until the time that you decided for that destination. See page 92 for a description of the Batch Transmission feature.

Setting Up the Group 4 Interface

Before you start sending faxes using the Group 4 interface, there a few items that you have to store in your machine. These are as follows.

□ Subaddress Ke

- Own Number (G4)
- G4 Terminal ID
- ☐ IG3 CSI

Subaddress Key

Group 4 fax machines may be connected to a multiplexer or similar device. Inputting the subaddress of a destination fax machine will allow you to reach it directly if it is connected behind a multiplexer or similar device. The subaddress can be thought of as similar to the extension number of a telephone connected behind a PBX.

You must program one of the User Function Keys (F1 to F5) to input a subaddress (see page 143 for how to program a User Function Key). When you need to input a subaddress (during dialing, or when inputting your own ISDN G3 or G4 number), press that User Function Key (a backslash will appear), then input the subaddress.

Own ISDN-G4 Number

This is your machine's own telephone number for Group 4 communications over the ISDN.

1. Function 6 0 2 2 2 2 6 1 then ▼ until the screen is as shown opposite.

OWN NUMBER (G4)		
YES TO SET	PREVIOUS 1	
NO TO CANCEL	NEXT ↓	
OWN NUMBER (G4)	YES TO END	

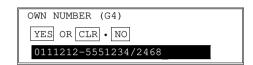
2. **Yes**.

3. Input your ISDN number for Group 4 communications.

The format of the number must be as follows: International Dial Prefix, Your Country Code, Your Area Code, then you must input a Pause, followed by your telephone number. After that, if your ISDN G4 number contains a subaddress, type a slash followed by the subaddress number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown below is for the USA; the codes to add are 011 and 1.

☐ Use the **Pause** key to add a pause.

To type the backslash, you must have programmed one of the User **Function** Keys to input a subaddress (see page 143 for how to program a User Function Key). Press that User Function Key to input the slash, then input the subaddress.



4. Yes Function.

Programming the IG3 CSI

If your machine uses Group 3 mode through the ISDN, IG3 CSI will appear on the other terminal's display or be printed in reports.

1. Function 6 0 2 2 2 2 6 1 then ▼ until the screen is as shown opposite.



2. Press **Yes**.



3. Input your telephone number.

Example: 2125556789



Note: You can enter up to 20 digits.

- ☐ If you wish to input a "+" sign by Quick Dial 31 or 63 (Symbol), to signify your international dial access code (this is a common practice in Europe).
- 4. **Yes** and **Function**.

Programming the Terminal ID

If you transmit using Group 4 mode, the Terminal ID (G4 TID) will be printed on the top of the messages of receivers.

G4 Terminal ID consists in "Country Code", "-", "Telephone Number" "=" "Terminal ID Code". Terminal ID Code is normally sender's name. You cannot program more than 22 characters.

1. Function 6 0 2 2 2 2 6 1 then ▼ until the screen is as shown opposite.



2. Press Yes.



3. Enter the country code.



4. Press Yes.



5. Enter your machine's telephone number.



6. Press Yes.



7. Enter the terminal ID code.



8. Yes and Function.

Operation

Dialing and Storing Telephone Numbers

Overview

After installing the ISDN Interface Unit Type 140III, you must be careful to select the correct signaling type (Group 3 or Group 4) when dialing, or when storing a telephone number as a Speed Dial or Quick Dial.

The G4 key on the operation panel allows you to select whether the telephone number is to be dialed using Group 3 (G3) or Group 4 (G4). If G4 indicator is lit, G4 is selected, and if it is not lit, G3 is selected.

To change the setting, press the key until the required mode is selected. In most cases, <G3> (Group 3) or <G4> (Group 4) will appear on the display as a reference while you are entering a telephone number.

Caution:

When you dial a number using a Quick Dial or Speed Dial, or using Al Redial, check the indicator lamp above the G4 key to make sure that the correct mode is selected. If it is not correct, press the G4 key.

Notes:

- ☐ Your machine is set up to send to Group 3 fax machines over the regular telephone network (the PSTN, the Public Switched Telephone Network). If you wish to send to Group 3 machines over the ISDN, contact your service representative.
- □ When dialing a fax machine or telephone over an ISDN, the destination could have a subaddress number. This number can be thought of as similar to an extension number on a PBX. If the destination telephone or fax machine has a subaddress number, input this number when dialing. You can get this number from your contact at that location.

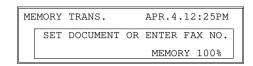
To enter a subaddress, you must use a User Function Key. See page 143 for how to program a User Function Key using Function 36.

APPENDICES

Transmission Procedure

The following example shows how to dial (assuming that the ISDN Interface Unit Type 140III has been installed). The differences between this procedure and the procedure for the base machine (refer to page 17) are as follows:

- ☐ You have to select G3 or G4 before you dial a number.
- ☐ You may have to input a subaddress for a G4 number if the destination has one.
- 1. Make sure that the machine is in standby mode (see page 16).



2. Carefully place the document into the auto document feeder.



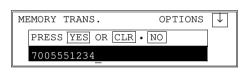
Change the line type (G3/G4) to the correct setting by pressing the G4 key on the operation panel.



4. Dial.



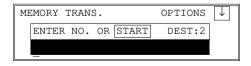
See page 18 for how to dial. You may use Speed Dial, Quick Dial, Group Dial, or the ten-key pad.



G3 numbers - If your machine is behind a PBX, include the PBX access code and a pause before the number. For an international number, place a pause after the country code. G4 numbers - If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key. Then enter the subaddress.

To enter a subaddress, you must use a User Function Key. See page 143 for how to program a User Function Key using Function 36.

5. **Yes**.

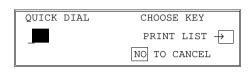


- 6. Either:
 - Dial more numbers: go to step 4.
 - Start the transmission: Start.

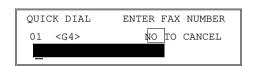
Note: If the other party has not had a G4 Terminal ID programmed, you will see "— =" on the screen during transmission, instead of their ID.

The following example shows how to store a Quick Dial if the ISDN Interface Type 140 has been installed. The differences between this procedure and the procedure for the base machine (refer to page 293) are as follows:

- ☐ You have to select G3 or G4 before you input a Quick Dial or Speed Dial
- ☐ You may have to input a subaddress for a G4 number if the destination has one.
- 1. Function 3 1.
- Press the Quick Dial Key that you wish to program.
 - Example: 01 Yes.
- 3. Change the line type (G3/G4) to the correct setting by pressing the G4 key on the operation panel.
- 4. Enter the telephone number at the operation panel's ten key pad.









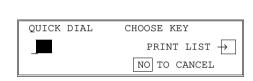
G3 numbers - If your machine is behind a PBX, include the PBX access code and a pause before the number. For an international number, place a pause after the country code. G4 numbers - If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key. Then enter the subaddress.

To enter a subaddress, you must use a User Function Key. See page 143 for how to program a User Function Key using Function 36.

5. **Yes**.



- 6. Either:
 - ☐ Program a label for this number: go to step 7.
 - ☐ Do not program a label: **Yes**. Go to step 8.
- 7. Input a label using the Quick Dial keys. Then press **Yes**.
- Switch Label Insertion on or off.
 Use the ◀ and ▶ arrows on the scroll key to select the required setting. Then press Yes.



OPTION SETTING

 \leftarrow \rightarrow YES TO END

OFF

ON

QUICK DIAL

LABEL INSERTION

SELECT

- 9. Either
 - Program another Quick Dial: go to step 2.
 - ☐ Finish: Function.

Note: The procedure for storing a Speed Dial using Function 32 is exactly similar to that shown above; it is the same as the procedure for the base machine except that you have to select G3 or G4 and you may need to input a subaddress.

Automatic Fallback from Group 4 Mode to Group 3 Mode

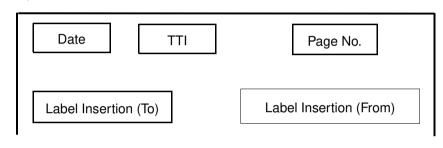
If your machine cannot communicate with the other party using Group 4 mode, it will try using Group 3 mode. This will allow your machine to send the message even if you selected Group 4 mode instead of Group 3 mode by mistake.

Terminal ID

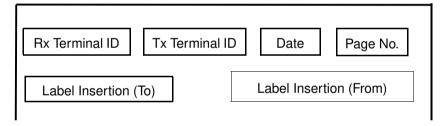
Instead of the TTI, a Group 4 communication will transmit a variety of information, including an identifier known as the Terminal ID, which identifies the other party in the same way as a TTI.

The make-up of the Group 3 TTI and the Group 4 Terminal ID is as shown below.

Group 3



Group 4



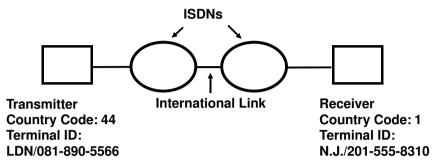
- ☐ Date, TTI, Page No., and Label Insertion are transmitted in the data signal, superimposed on the image.
- ☐ Receiver (Rx) Terminal ID, Transmitter (Tx) Terminal ID, Date (Group 4), Page No. (Group 4), are transmitted in the Group 4 handshake signals.
- ☐ The Receiver and Transmitter Terminal IDs have up to 24 characters. The Date (Group 4) is in the YY-MM-DD-HH:MM format. The Page No. (Group 4) has up to 7 characters.

Explanation of the Items in the Group 4 Identifier



Transmitter and Receiver Terminal IDs

The following example shows what happens when the two communicating terminals are connected to two different ISDNs. Each ISDN has its own country code.



At the top of the received page, the following will be seen.

1 - 2015558310 = N.J./44 - 818905566 = LDN/(Date)/(Page No.)

The zero in the London area code and the other pauses in the phone numbers are not represented on the printout.

The country code and terminal ID are programmed by the service technician at installation.

Date and Time

The date and time in the receiving machine are printed.

Page Number

001-001 (File number followed by page number)

Example: Batch Transmission

Receiving a three-page file and a two-page file

First page: 001-001 Second page: 001-002 Third page: 001-003 Fourth page: 002-001 Fifth page: 002-002 This is similar to the TTI On/Off switching option for Group 3 Transmission (see page 30).

The Command Information Line consists or the Receiver and Transmitter Terminal IDs, the Date and Time, and the Page Number. Normally, this line is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

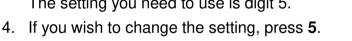
In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch the Command Information Line off.

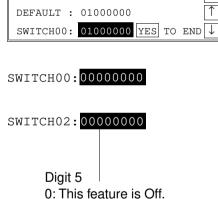
If you switch the Command Information Line off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

To switch this feature on or off, do the following (See page 226 if you need more information about the User Parameter settings adjustment procedure).

- 1. Function 6 0 2 2 2 2 6 and 3.
- 2. The settings for switch 00 are now shown on the bottom line of the display.
- 3. Press ▼ until the settings for switch 02 are shown.

The setting you need to use is digit 5.





1: This feature is On.

PRINT LIST \rightarrow

USER PARAMETER

5. Finish: Yes Function.

Troubleshooting

Call Progress Signals (CPS)

Sometimes, a Call Progress Signal and an error message will appear on the display panel. Possible messages are as follows.

DIALING The machine is dialing; do not

press Stop.

REMOTE TERMINAL BUSY Try again later.

WRONG NUMBER Check the number, and check that G3

or G4 was correctly selected.

Then redial.

LINE NOT AVAILABLE Try again later.

FAX NUMBER CHANGED Find out the new fax number.

REMOTE FAX REJECTED Contact the user at the other end.

unable to connectTry again.no responseTry again.network busyTry again later.

CLASS INCOMPATIBLE The other terminal's signaling mode

is not compatible with yours, and the

message cannot be sent.

CHECK INTERFACE Check that the ISDN line cord is

connected properly. Then try again.

To remove the message from the display, make sure that the Communicating indicator is not lit, then press **Stop**.

Dual Communication

(ISDN Interface Unit Type 140 or G3 Interface Unit Type 140 Required)

Overview

If you install the optional ISDN G4 Interface Unit Type 140 or G3 Interface Unit Type 140, your machine can handle two communications, simultaneously. For example, if you have the G4 unit, the machine can deal with an ISDN G3 communication and ISDN G4 communication at the same time, or a standard G3 line communication and an ISDN communication at the same time. Similarly, the G3 option lets you handle two G3 communications simultaneously.

Cross-reference ISDN Interface Unit Type 140 III: see page 252.

Note: You can not install both ISDN Interface Unit Type 140 and G3 Interface Unit Type 140 on the same fax machine.

Note:

- ☐ When you use an ISDN G4 service, you need to use an ISDN G4 line. If you use a PSTN service, you can select either ISDN G3 or G3 lines.
- When your fax machine is connected to both an ordinary PSTN G3 line and an optional ISDN G4 line and you use a PSTN service, you can select either ISDN G3 or G3 lines.

Please contact your service representative about changing the initial set-up for this feature.

Line Type Selection

When you install the optional ISDN G4 Interface Unit Type 140, you can increase the maximum possible line connections to 3 and connect the machine to the ISDN. When you install the optional G3 Interface Unit Type 140, you can increase the maximum possible line connections to 2 and connect the machine to the PSTN.

Note: Although you must use ISDN lines for G4 communication, you can communicate by G3 over both ISDN and PSTN lines. Therefor, if you have connected both ISDN and PSTN lines, you can use either for G3 communication. Which line is used is decided by G4 Unit setup, but if you wish to change this setting, please contact your service representative.

Note: Line Type on the Operation Panel and on the Reports.

Operation	Display on Operation Panel	Report	LINE Type	Optional Unit
G3	G3	G3	PSTN (FAX)	No Optional Unit
G3-1	G3-1	G3-1	PSTN (FAX)	Optional G3 Kit
G3-2	G3-2	G3-2	PSTN (Optional G3)	Optional G3 Kit
G3-F*	G3-F*	G3-F*	PSTN (FAX or Op.G3)	Optional G3 Kit or ISDN G4 Kit
I-G3**	I-G3**	I-G3**	ISDN (Optional G4)	ISDN G4 Kit
G4	G4	G4	ISDN (Optional G4)	ISDN G4 Kit

^{*} G3-F means "Use Open line". With this, the line is not designated. An open line of the same type is chosen.

Line type selections for Dual Communication

With G4 Unit *(Connected the PSTN and ISDN lines)

- G3 + G4
- I-G3 + G4

With G3 Unit (Connected the PSTN and additional PSTN lines)

• G3-1 + G3-2

Note: G3 (including G3-1 and G3-2) can also be used with internal lines.

Cross-references Dual Communication: see page 269. Operation(G3/G4):see page 261.

^{**} I-G3 means an ISDN G3 communication.

^{*} You can not select I-G3 + G3 with G4 Unit.

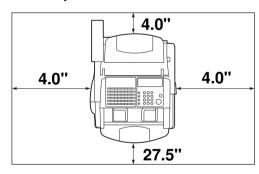
INSTALLING THE MACHINE

Location

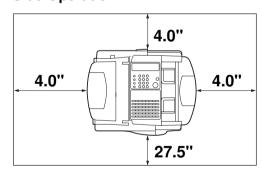
For the best possible performance, install your machine in a place which satisfies the following conditions.

- Not exposed to direct sunlight
- ☐ Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd³/hr per person.
- □ Level
- Not subject to vibration
- ☐ Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- □ Condensation-free
- ☐ Temperature 63 to 82°F
- ☐ Humidity 40 to 70% RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- ☐ Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)
- With the clearance as shown below

Front Operation



Side Operation

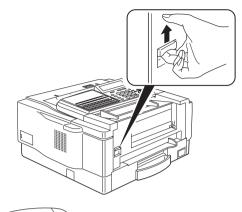


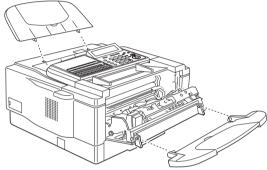
NOTE: This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

Attaching the Document Table and Document Tray

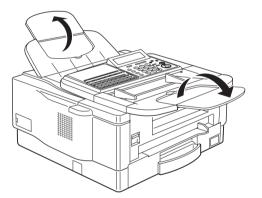
1. Open the front cover.

2. Attach the document table and the document tray as shown.



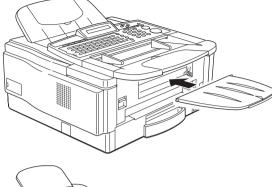


3. Close the front cover until you hear it clicks. If your document is large, pull the extensions out.

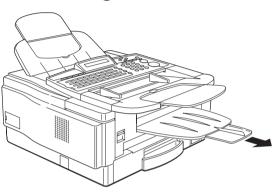


Attaching the Copy Tray

1. Attach the copy tray as shown.

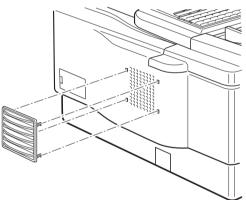


2. You can also extend the copy tray.



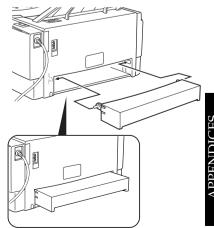
Install the Side Grill

To minimise the amount of ozone encountered when using the machine, fix this grill over the ventilation holes on the left side of the machine as shown. The slats should point down so that air is deflected downwards.



Installing the Machine Cover

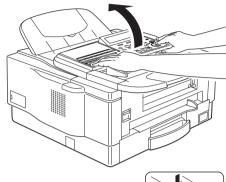
Fix the main cassette cover at the rear of the machine as shown opposite.



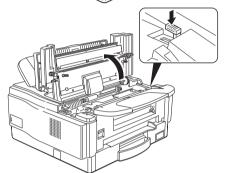
Installing the Photoconductor, Cleaning Pad and Toner Cassette

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

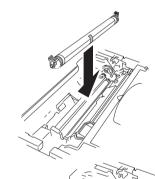
1. Lift up the operation panel.



2. Open the upper cover (Push the button on the cover).



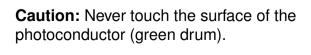
3. Place the photoconductor in the machine. Pay attention to the green knobs. One of them is marked "R" for right side.



4. Remove the black sheet.



5. Turn the green levers to lock the photoconductor in place.



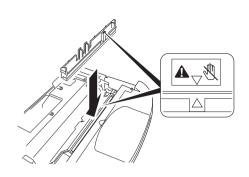


 Install the new cleaning pad.
 Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.

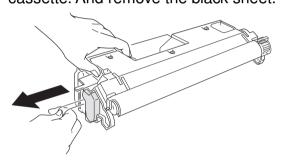
Note: Push the cleaning pad until you

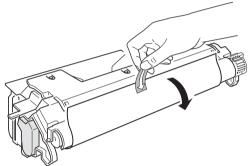
hear it clicking

Important: Do not forget to install the cleaning pad. If not installed correctly, damage may be caused to the machine.



7. Shake the toner cassette before installing it. Pull out the sheet of the toner cassette. And remove the black sheet.

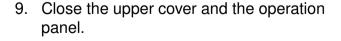


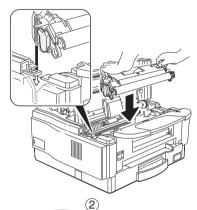


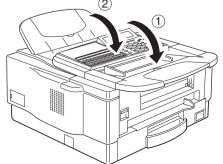
Note: Do not shake the cassette, or toner may spill out.

WARNING: Do not incinerate waste toner. Toner dust may cause flashback when exposed to an open flame.

8. Install the toner cassette as far as it will go. Gently push down the cassette to secure it in place.







Rotatable Operation Panels

You can change the direction of the operation panels according to a direction in which the machine is installed. There are two panels you can move, the keypad panel (pictured below) and the Quick Dial panel. Follow the same steps for each.

WARNING: Turn off the power before you begin this procedure.

1. Press the button behind the panel to release it.

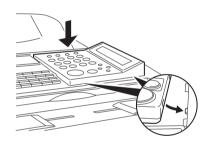


2. Change the direction of the operation panel.

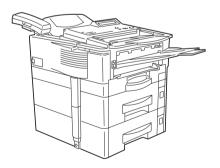


Push the area indicated by the arrow in the picture to set the operation panel.

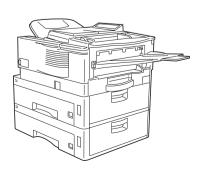
Repeat steps one and two for the other panel.



Optional paper cassette (the type to supply the paper from the front)



Optional paper cassette (the type to supply the paper from the side)



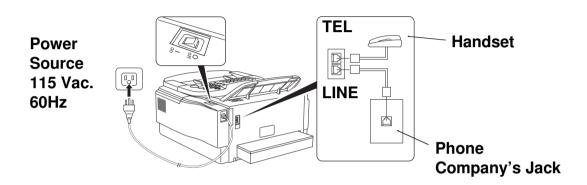
APPENDICES

Connecting the Machine

Before using the machine, it must be connected to the telephone line properly (see below).

When this has been done, plug in the power cable and switch the machine on.

Main Power Switch



☐ Make sure that it is properly connected to the telephone line and the power outlet, as shown above.

CAUTION: Do not switch on until everything is connected properly.

☐ Program the Telephone Line Type setting (use Function 62; see page 290). 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.

IMPORTANT POINTS ABOUT POWER CONNECTION

- ☐ The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.
- ☐ The power cord should not be laid in a place where it might trip somebody.
- ☐ Do not lay anything on the power cord.
- ☐ If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

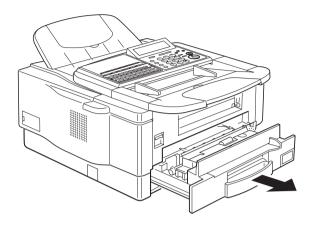
Loading Paper in the Cassette

When you load the paper in the cassette, do the following.

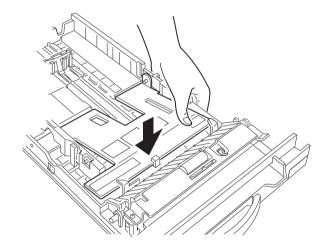
1. Remove the cassette.

Note: When you pull out the cassette, pull it out horizontally.

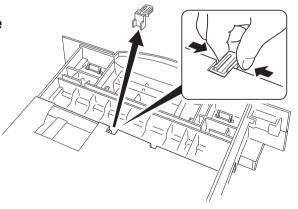
CAUTION: To avoid dropping the cassette hold it by the front and side while pulling it out.

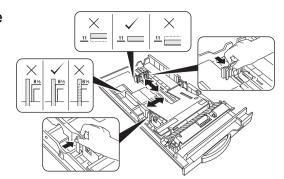


2. Push the metal plate down.



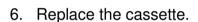
3. Pushing the metal plate, turn over the demonstrated in the illustration.

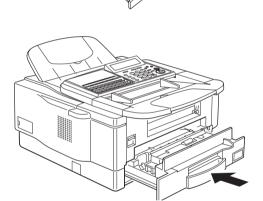




- If there is space between the paper and fences, the paper will not be fed properly.
 To avoid this, carefully move in each fence until it is flush with the paper.
 - ☐ Do not fill up the cassette past the load limit marker.

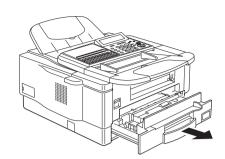




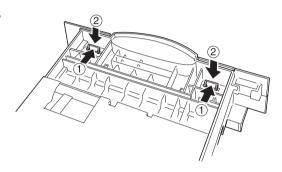


Installing Removable Cassette and Loading Paper (option)

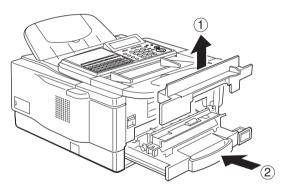
1. Pull out and remove the cassette.



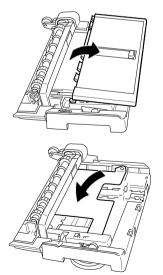
Turn over the cassette and remove the front cover attached to the cassette as shown in the picture. Then close the cassette.

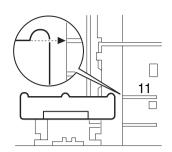


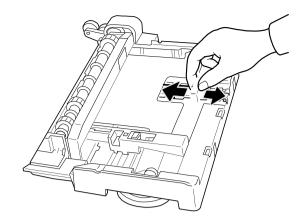
3. Remove the cover of the cassette.



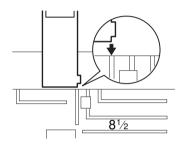
4. Push the bottom plate until it clicks.

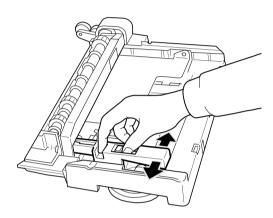






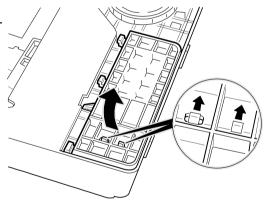
6. Adjust the position of the side fence



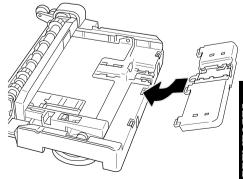


Installing the long paper extension.

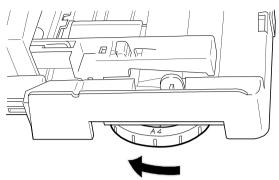
7. Turn over the cassette. Remove the extension.



8. Turn over the cassette again and install the extension.



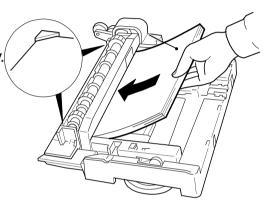
9. Rotate the dial until the appropriate size appears.



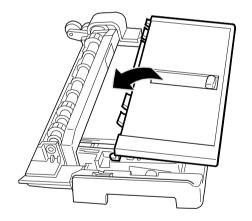
10. Set the paper under the corners.

If there is space between the paper and fences, the paper will not be fed properly.

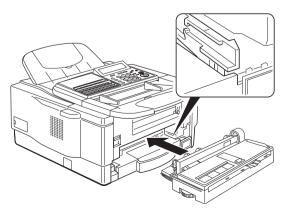
To avoid this, carefully move in each fence until it is flush with the paper.



11. Set the cover of the removable cassette.

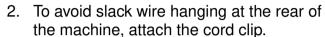


12. Install the removable cassette.



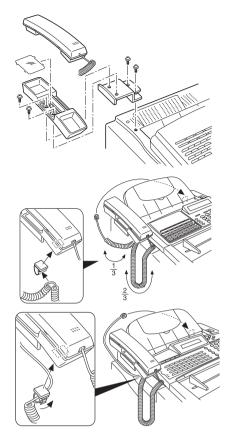
Attaching the Optional Handset

- Attach the handset stand to the bracket by two screws.
 - And attach the bracket with stand to the machine by two screws.



- 1) Insert the cord into the clip about two thirds down (see diagram).
- 2) Peel off the adhesive cover on the cord clip.
- 3) Fix the cord clip to the handset bracket as shown.
- 3. Plug the cable to 'Tel' jack on rear side of the machine.

Note: Depending on which handset you have, install the cord as shown.

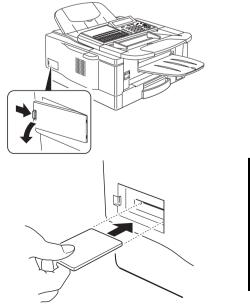


Installing Optional Memory Card, Function Upgrade Card, and Fax on Demand

Switch off the power before you install the optional memory card (feature expander), function upgrade card and fax on demand card.

Caution: Once a Function Upgrade Card or Fax on Demand Card has been installed, do not remove it. If removed, this will result in data being permanently lost. The Function Upgrade Card and Fax on Demand Kit cannot be installed in the same machine.

- Remove the cover on the left side of the machine.
- Insert the card with the printed face up.
 Make sure that the machine and card
 contacts touch.
 Upper slot is for the Memory Card (Feature Expander) only. The lower slot is for
 the Function Upgrade Card and Fax On
 Demand Card.
- 3. Replace the cover.



Using Manual Feed

You can set a sheet of paper using the manual feeder when you make a copy or print from the PC (Optional Printer Interface is required).

1. Insert a sheet of paper and align it with the right edge.

Paper will be fed.

Note:

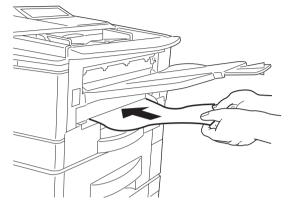
The acceptable paper size from the manual feed is 3.9" to 8.5" in width, and 5.8" to 14.3" in length.

Note:

If a sheet of paper is left in the manual feeder for 1 minutes, it will be fed out automatically.

CAUTION:

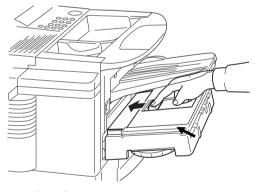
Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.



Using Manual Feed with the Removable Cassette (Option)

You can set a sheet of paper using the manual feeder of the removable cassette when you make a copy or print from the PC (Optional Printer Interface is required).

 Close the cover of the removable cassette



2. Set a sheet of paper and align it with the right edge.

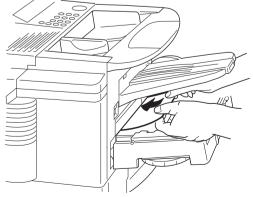
Paper will be fed.

Note:

Acceptable sizes for the manual feed are from 3.9" to 8.5" in width, and 5.8" to 14.3" in length.

CAUTION:

Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.



APPENDICE

BEFORE YOU SEND YOUR FIRST FAX

Some Items Must be Programmed First

Overview

After you have installed your new machine and connected it to the telephone line, there are a few things that you have to do before you start to send fax messages from your new machine.

You should set up your machine's clock and identification. In fact, for faxes sent to, from, or within the United States, the United States' Federal Communications Commission (FCC) states that the fax message must contain header information that identifies the sender (or the sender's organization), and the date and time that the fax was sent. To do this, program the following features.

Date and Time/Daylight Saving Time: see page	286
--	-----

- ☐ RTI (Remote Terminal Identification): see page 288.
- ☐ TTI (Transmit Terminal Identification): see page 288.
- ☐ CSI (Called Subscriber Identification): see page 289.

In addition, you also have to make sure that the fax machine's dialing circuits are set up correctly. There are two settings: Pulse Dial, and Tone Dial. If you select the wrong setting, your machine will not be able to dial fax numbers. If you are not sure which setting to use, contact your telephone company. To change this setting, see the following section of the manual.

☐ Telephone Line Type: see page 290.

Also, if you have a handset attached to your fax machine, make sure that its dialing circuit is also set up correctly.

Language Selection

If your native language is Spanish or French, you can have the machine display instructions and print reports in either of these languages instead of in English.

1. Function 6 0 2 2 2 2 9 and 3.



- Use the ◀ and ▶ keys to select the language.
- 3. When the correct language is displayed, press **Yes** and **Function**.
 - ☐ Once you have done this, all displays and reports will be in the selected language.

Date and Time

Your fax machine has an internal clock. It controls the following features.

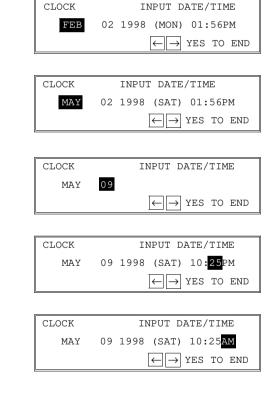
- ☐ The time display on the operation panel while the machine is idle.
- Operation of time-delay features like Send Later.
- ☐ The date and time that is printed out on pages that you receive, if Reception Time is switched on.
- ☐ The date and time that is printed out at the other end on pages received from your machine.

Program the correct date and time when you install the machine.

Cross-references

Sending at a Specific Time (Send Later): see page 28. Reception Time: see page 126.

- Press Function 6 0 2 2 2 2 9 and 1. Example: Change to 09 May '98, at 10:25AM
- Change the month using ▲ or ▼ (▼ to scroll forward, or ▲ to scroll backward) on the ten key pad and press ▶ to move the cursor.
- 3. Change the date with the ten keypad as 09.
- 4. Type in the year and time at the keypad as 9 8 1 0 2 5.
- 5. Change AM/PM using * or # on the ten key pad.
- 6. When the display is correct, press **Yes Function**.



Summer Time/DST (Daylight Saving Time)

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

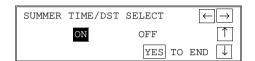
- ☐ When you install the machine for the first time, take care that the setting is correct before you set the date and time.
- 1. Press Function 6 0 2 2 2 2 6 and 2.



Press ▼ until the screen is as shown opposite, and then press Yes.



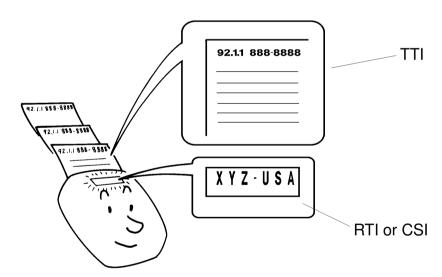
3. Use the ◀ and ▶ arrows on the scroll key to switch the feature on or off. This mode is on if the display is shown as opposite.



4. To store your setting: **Yes**. And press **Function**.

Terminal Identification

There are three labels which identify yourself to the operator at the other end. These labels are called the RTI, the TTI, and the CSI.



- ☐ RTI (Remote Terminal Identification) and CSI (Called Subscriber Identification): These appear on the receiving fax machine in the display on the operation panel during communication, and on reports after communication.
- TTI (Transmit Terminal Identification): This is printed at the other end at the top of each page received from your machine.

You can see the RTI, TTI, and CSI of the other party during the communication (see the following diagram) and on reports printed by the machine later.

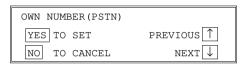
Some machines may reject your transmitted fax messages if you have not stored the RTI, TTI, or CSI in advance.

Note: You can switch the TTI off for a particular transmission if you do not wish it to be printed on your pages as they are printed at the other end. See page 30.

RTI (Remote Terminal Identification)

Your RTI appears on the other party's operation panel during communication, if the other machine was made by the same manufacturer as yours. The RTI can have up to 20 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

Press Function 6 0 2 2 2 2 6 and 1.



Press ▼ until the screen is as shown opposite.



3. Press Yes.



4. Input the RTI using the Quick Dial key or the ten key pad (you can delete the character using **Clear**).

Example: XYZ COMPANY How to program characters, see page 220.



Note: The RTI cannot be not more than 20 characters

5. Press **Yes** to program the RTI. You may then enter the TTI. Go to the step 1 in the following procedure in order to enter the TTI.

TTI (Transmit Terminal Identification)

Your TTI is printed at the other end on the top edge of each page that you send. The TTI can have up to 32 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

ABC

- □ To enter the TTI from the standby mode, press Function 6 0 2 2 2 2
 6 and 1. Press ▼ until the screen is as shown opposite. Then press
 Yes.
- ☐ If you have just enter the RTI in the previous procedure, press **Yes**.

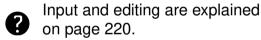


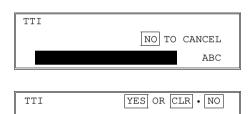


2. Either:

- ☐ Copy the RTI across and store that as the TTI: 2. Then go to setp 4.
- ☐ Input a new TTI or edit the TTI that is already there: 1. Go to step 3.
- Input the TTI that you will be using. Example: XYZ COMPANY HEAD OFFICE

Note: You can enter up to 32 characters.





XYZ CO. HEAD OFFICE

4. Press **Yes** then **Function**

CSI (Called Subscriber Identification)

Your CSI appears on the other party's operation panel during communication instead of your RTI, if the other party's machine is another manufacturer's product. The CSI can have up to 20 characters (only numbers and spaces can be used). Enter your fax machine's telephone number, because some features of your machine may not work if the CSI is not the same as the telephone number.

1. Either:



- If you enter the CSI from the standby mode, press Function 6
 0 2 2 2 2 6 and 1. And then press ▼ until the screen is as shown opposite. Finally press Yes.
- ☐ If you have just entered the CSI in the previous procedure, press **Yes**.



2. Input your telephone number.

Example: 2125556789



Note: Not more than 20 digits.

- ☐ If you wish to input a "+" sign by Quick Dial 31 or 63 (Symbol), to signify your international dial access code (this is a common practice in Europe).
- 3. Yes and Function.

Telephone Line Type

If the setting of this feature is incorrect, you will not be able to dial using the machine's keypad or automatic dialer.

There are two basic types of telephone company exchange:

- ☐ Exchanges using Tone Dialing (also known as touch tone, DTMF, TT, or sometimes PB).
- ☐ Exchanges using Pulse Dialing (also known as rotary dial, PD or DP).

The telephone line type setting in your fax machine must match the type of exchange that you are connected to. If you are not sure what type your local exchange is, ask the telephone company.

Note: If there is a handset connected to your fax machine, make sure that it is also set up in the correct dialing mode.

Change the line type setting for the fax machine using Function 62.

Press Function 6 0 2 2 2 2 6 and 2.
 Make sure that the display is as shown opposite

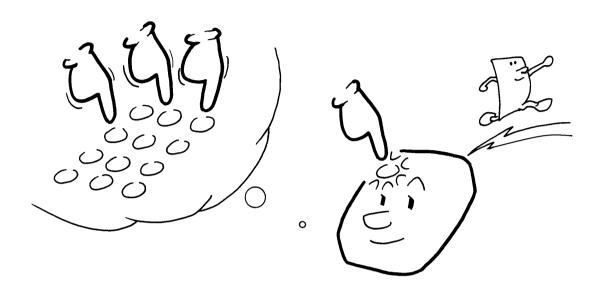


- 2. Change the setting by using ◀ or ▶.
- 3. To finish, press **Yes** and **Function**.

APPENDICES

QUICK DIAL, SPEED DIAL, AND GROUP DIAL

Three Convenient Ways to Dial



Instead of dialing the full number on the fax machine's keypad, you can use Speed Dial, Quick Dial or Group Dial.

These features allow you to store telephone numbers in your machine's memory. (A stored number will remain in the memory, and you can use it as many times as you wish without having to reprogram it.)

Then, when you need to dial a number, just call it up (by pressing the required Quick Dial key or two digit Speed Dial code).

Quick Dial and Speed Dial

Quick Dial and Speed Dial are very convenient for dialing numbers that you often call, especially if these numbers are very long (like international numbers).

These features greatly improve the convenience of operating your machine. However, first, you have to program the telephone numbers that you need into the Quick Dial Keys and Speed Dial Codes in your machine.

After programming your Quick Dials and Speed Dials, you can dial a telephone number with very few keystrokes.

- $\hfill\Box$ For Quick Dial, just press a Quick Dial Key then press Start.
- ☐ For Speed Dial, press the key on the operation panel labeled "Speed Dial", enter a two-digit Speed Dial Code, then press Start.

You can store up to 64 Quick Dial Keys and 100 Speed Dial Codes in this model. When the Function Upgrade Card is installed in your machine, You can store up to 1000 Speed Dial Codes in it.

APPENDIX F

When you store a Quick Dial or Speed Dial, you can also store the name of the other party as a quick reference (this name will be displayed on the operation panel before you press the **Start** key, so you can check whether you have selected the correct number).

Groups

If you frequently send the same message at the same time to more than one place, program these telephone numbers into a Group. Then you can send the messages to all the addresses in that Group with just a few keystrokes.

You can also program a name for that Group (for example, "Branch Offices"), which will be displayed before you press the **Start** key. This helps you to check whether you have selected the correct group.

You can store up to 9 Groups in this machine.

Groups can be used with the following features.

- ☐ Broadcasting (Sending to More Than One Location); see page 18.
- □ Transfer Request; see page 51.
- ☐ Polling Reception; see page 135.

CAUTION: There are limits on the number of addresses that can be dialed with each of these features. Do not store more numbers in the Group than the capacity of the feature that you plan to use it with. These limits are:

Broadcasting: 200 addresses Transfer Request: 30 addresses Polling Reception: 200 addresses

Programming Quick Dial

This machine has 64 Quick Dial Keys (01 to 64), each of which can be programmed as **one** of the following: Quick Dial Key, Group, Auto Document, or Keystroke Program. The page number in the following table shows the location of the programming procedure.

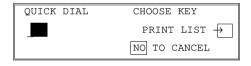
1	Quick Dial	A fax or telephone number	This page
2	Group	A set of fax numbers that you often wish to send the same fax to at the same time.	
3	Keystroke Program	A program of settings, features, and destinations.	Page 62
4	Auto Document	A page that you often send, such as a map.	Page 68

Using the following procedure, you can store telephone numbers as Quick Dials.

Note: You cannot use the following procedure to store Groups, Keystroke Programs or Auto Documents.

Programming a New Quick Dial

- 1. Function 3 1.
 - □ At this time, you can print a Quick Dial List a Quick Key Label if you press , and 1 for a Quick Dial List, or 2 for Quick Key Label, and Start.



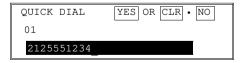
 Press the Quick Dial Key that you wish to program. Example: 01
 If you pressed the wrong key, press No.



3. **Yes**.



4. Enter the telephone number at the operation panel's ten key pad.



If your machine is behind a PBX, include the access code and a pause before the telephone number. For an international number, place a pause after the country code. To input a pause, press the **Pause** key.

5. **Yes**.



OPTION SETTING

 \leftarrow \rightarrow YES TO END

PRINT LIST \rightarrow

OFF

OM

CHOOSE KEY

NO TO CANCEL

OUICK DIAL

OUICK DIAL

LABEL INSERTION

SELECT

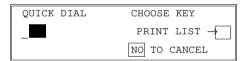
- 6. Either:
 - ☐ Input a label using the Quick Dial keys. Then press **Yes**.
 - Inputting and editing labels: see page 220.
 - ☐ Do not program a label: Press **No.**
- Switch Label Insertion on or off.
 Use the ◀ and ▶ arrows on the scroll key to select the required setting.

Then: Yes.

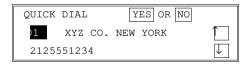
- 8. Either
 - Program another: Go to step 2.
 - ☐ Finish: Function.

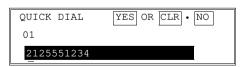
Editing a Quick Dial

1. Function 3 1.



- 2. Press the Quick Dial key that you wish to edit. Example: **01**
 - If the wrong number is displayed, use the ▲ and ▼ keys to scroll through the Quick Dial Keys on the screen.
- 3. **Yes**.





- 4. Edit the number.
 - □ Use ◀ and ► to move the cursor, and use and Clear to delete the character at the cursor.



After entering the new number, press **Yes**.



OFF

OPTION SETTING

 \leftarrow \rightarrow YES TO END

PRINT LIST \rightarrow

ON

CHOOSE KEY

NO TO CANCEL

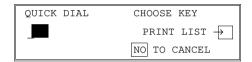
- 5. Either
 - Change the label: Edit the existing label, then press Yes.
 - ☐ Keep the label as it is: **Yes**.
 - Inputting and editing labels: see page 220.
- 6. Switch Label Insertion on or off. Use the ◀ and ▶ arrows on the scroll key to select the required setting.

Then: Yes.

- 7. Either
 - Edit another: Go to step 2.
 - Finish: Function.

Erasing a Quick Dial

1. Function 3 1.



QUICK DIAL

QUICK DIAL

LABEL INSERTION

SELECT

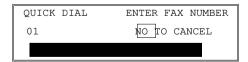
- 2. Press the Quick Dial key that you wish to erase. Example: 01
 - ☐ If the wrong number is displayed, use the ▲ and ▼ keys to scroll through the Quick Dial Keys on the screen.



3. **Yes**.



4. Erase the number: **No.**



After erasing a number, you may store a new one to replace it if you wish. If you do not wish to store a new number, press No again. Then go to step 2 to continue or press **Function** if you have finished.

Programming Speed Dials

Using this feature, you can store telephone numbers as Speed Dial Codes. You can also store a label with each telephone number for use with the Telephone Directory and Label Insertion features.

Telephone Directory

This makes using Speed Dial Codes more convenient.

When you program a Speed Dial Code, you can program a name and a telephone number. Then, instead of having to refer to the latest Speed Dial Code list when you want to dial that number, you can type in the first letter of the name, and scroll through the list of names that begin with that letter until you find the right one.

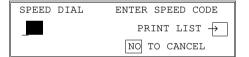
You may also program the letter under which you wish to file the label. For example, if a Speed Dial Code has the label HOTEL NEW YORK, you may wish to file this label under N instead of under H if your Telephone Directory contains a lot of hotels. This would make it easier to find using the Telephone Directory feature; type in N instead of H, then scroll through the N's until you find the HOTEL NEW YORK.

Cross-references

Label Insertion: see page 88. Telephone Directory: see page 26.

Programming a New Speed Dial

- 1. Function 3 2.
 - ☐ At this time, you can print a Speed Dial List if you press ▶ Start.



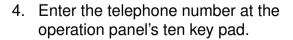
2. Input the Speed Dial Code that you wish to program (from 00 to 99).

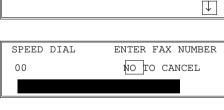
Example: 00

☐ If you input the wrong code, press **No**.

140

3. **Yes**.

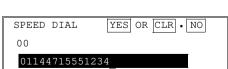




YES OR NO

SPEED DIAL

00



If your machine is behind a PBX, include the access code and a pause before the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.



- 6. Either:
 - ☐ Input a label using the Quick Dial keys (such as XYZ CO. LONDON). Then press **Yes**.
 - Inputting and editing labels: see page 220.
 - ☐ Do not program a label for this number: Press **Yes**. Go to step 8.
- 7. The letter shown next to "INPUT" will be used with the Telephone Directory feature when searching for a name. Either:
 - ☐ Do not change the letter: press **Yes**.
 - ☐ If you wish to use another letter, input the letter.

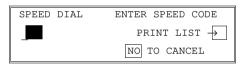
Example: Change to "L" for London; Clear L Yes.

Switch Label Insertion on or off.
 Use the ◀ and ▶ arrows on the scroll key to select the required setting.

Then: Yes.

- 9. Either:
 - ☐ Program another: Go to step 2.
 - Finish: Function.





Note: You can store 1000 telephone numbers (000 to 999) as Speed Dials by entering the three-digit, when the Function Upgrade Card (option) is installed in your machine.

Editing a Speed Dial

1. Function 3 2.



- 2. Input the Speed Dial Code that you wish to edit. Example: 0 0
 - ☐ If the wrong number is displayed, press No or use the ▲ and ▼ keys to scroll through the Speed Dial Codes on the screen.
- 3. **Yes**.





- 4. Edit the number.
 - Use ◀ and ▶ to move the cursor, and use Clear to delete the cursor character.

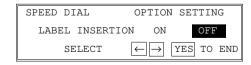
After entering the new number, press Yes.



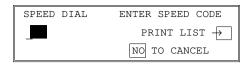
- 5. Either
 - ☐ Change the label: Edit the existing label, then press **Yes**.
 - Keep the label as it is: Yes.



- 6. Either:
 - ☐ Change the letter in the INPUT column (for example, to P): Clear P Yes.
 - ☐ Do not change the letter: **Yes**.



Switch Label Insertion on or off. Use the
 and ▶ arrows on the scroll key to select
 the required setting.



Then: Yes.

8. Either

☐ Program another: Go to step 2.

☐ Finish: **Function**.

Erasing a Speed Dial

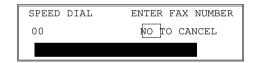
1. Function 3 2.



- 2. Input the Speed Dial Code that you wish to erase. Example: **0 0**
 - ☐ If the wrong number is displayed, press No or use the ▲ and ▼ keys to scroll through the Speed Dial Codes on the screen.
- 3. **Yes**.
- 4. Erase the number: No.







After erasing a number, you can store a new one to replace it.

If you do not wish to store a new number, press **No** again, then go to step 2 to continue or press **Function** if you have finished.

OMR

Programming Groups

Groups allow you to combine some numbers into one Group, for easy sequential transmission to all the numbers in that group. These numbers can be selected from those already stored in Quick Dial Keys or Speed Dial Codes, or you can select other numbers by entering them at the keypad.

You can also store a label with each Group. This label will be displayed when you select the Group.

Note: See page 18 to see how to dial a group.

The Group programming procedure has several modules. Entering Group Programming mode will be explained first, followed by each of the modules.

Entering Group Programming Mode and Selecting a Group

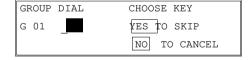
- 1. Function 3 3.
 - ☐ At this time, you can print a Group Dial List if you press ► Start.



- Input the number of the Group that you wish to program.
 - ☐ There are 9 Groups, from 01 to 09.

Example: Group 01, 0 1 Yes.

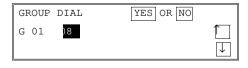
- If this Group already exists, go to step 4.
- ☐ If you input the wrong Group number, press **No**.



Press the Quick Dial Key in which you wish to store this new Group.

Example: 08

☐ If you pressed the wrong key: **No**.



4. **Yes**.

GF	ROUP	DIAL		SELECT	
G	01	80	DEST.0	YES TO END	
	1.AD	DRES	S 2.CHECK	3.LABEL	\downarrow

You are now ready to access one of the five Group Programming Modules. These are explained on the following pages.

Storing Numbers in a Group

First, enter Group Programming mode as explained on page 300. Then:

1. Press 1.



- 2. Input the number that you wish to store in the Group. For example:
 - ☐ Quick Dial 25: 25



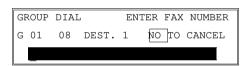
☐ Speed Dial 00: **Speed Dial 0 0**.



☐ Full number: Input at the keypad on the operation panel.



- 3. Store the number in the group: Yes.
 - ☐ The number after DEST has increased by 1. The number after DEST shows how many telephone numbers are stored in the Group.



Note: Do not store more than 200 numbers in a Group. If you plan to use this Group for Transfer Requests, do not store more than 30 in it.

- 4. Either:
 - ☐ Input another number: Go to step 2.
 - ☐ Finish storing numbers in this group: **No**.



Now, you can either:

- ☐ Use another module (press a key from 1 to 5).
- ☐ Start working on another Group (press **Yes** then go to step 2 of the procedure on page 300).
- ☐ Return to standby mode by pressing **Function**.

Checking Which Numbers are Already in the Group

First, enter Group Programming mode as explained on page 300. Then:

1. Press 2.



- 2. Press ▼ to scroll through the numbers on the display.
 - ☐ To erase the displayed number: Clear.
 - When you have finished checking this Group: No.



- 3. Now, you can either:
 - ☐ Use another module (press a key from 1 to 5).
 - ☐ Start working on another Group (press **Yes** then go to step 2 of the procedure on page 300).
 - ☐ Return to standby mode by pressing **Function**.

Storing a Label for this Group

First, enter Group Programming mode as explained on page 294. Then:

1. Press 3.



YES OR CLR • NO

ABC

GROUP DIAL

08

EUROPE BRANCHES

G 01

Input a label for the group using the Quick Dial keys.

Example: EUROPE BRANCHES



Inputting and editing labels: see page 220.

3. Press Yes.

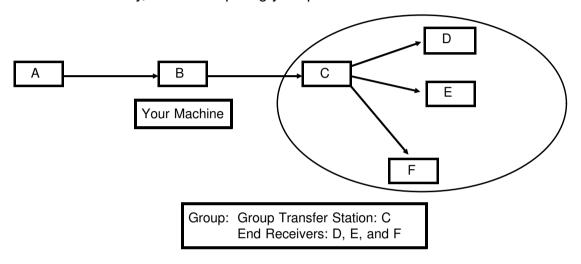


Now, you can either:

- ☐ Use another module (press a key from 1 to 5).
- ☐ Start working on another Group (press **Yes** then go to step 2 of the procedure on page 300).
- ☐ Return to standby mode by pressing **Function**.

Group Transfer Station is one of the features of this machine that allows you to set up fax transmission networks.

Briefly, the Group Transfer Station allows another party to send you a fax message and instruct your machine to send it to each number in the same Group, through the Group Transfer Station, which acts as a broadcaster. This means that your machine will relay the fax message to the Group Transfer Station, and that station will then send it on to each of the numbers stored in that Group. All this will be done automatically, without requiring your presence at the machine.



The use of the Group Transfer Station is described in more detail in the section entitled "Networking".

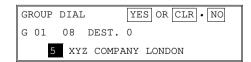
To store a Group Transfer Station for a particular Group, first, enter Group Programming mode as explained on page 300. Then:

1. Press 4.



- 2. Store the telephone number of the terminal that you wish to act as the Group Transfer Station for this group.
 - Input the number as a Quick Dial, Speed Dial, or full number at the keypad.

Example: Quick Dial 15, press 15.



3. **Yes**.

GI	ROUP	DIAI	ı	SELECT	
G	01	08	DEST. 0	YES TO END	
	1.A	DDRES	SS 2.CHECK	3.LABEL	\downarrow

Now, you can either:

- ☐ Use another module (press a key from 1 to 5).
- ☐ Start working on another Group (press **Yes** then go to step 2 of the procedure on page 300).
- ☐ Reutrn to standby mode by pressing **Function**.

Erasing the Group

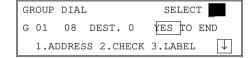
This procedure deletes this Group and all the numbers stored in it. The Speed Dial Codes and Quick Dial Keys that you used in this Group will not be deleted from the memory; you can continue to use them for other purposes.

First, enter Group Programming mode as explained on page 300. Then:

1. Press **5**.



- 2. Either:
 - ☐ To delete the Group: **Yes**.
 - ☐ To keep the Group: **No**.



Now, you can either:

- ☐ Use another module (press a key from 1 to 5).
- ☐ Start working on another Group (press **Yes** then go to step 2 of the procedure on page 300).
- ☐ Return to standby mode by pressing **Function**.

Storage Capacity for Telephone Numbers

When you use the three features listed in the following table, you can dial more than one number. Some functions have different capacities.

COMMUNICATION FEATURE	PAGE	MAX. NUMBER OF ADDRESSES/FAX MESSAGE	TOTAL ADDRESSES FOR ALL FAXES	MAX. STORED Pages
Broadcasting	62	200		Standard: 126
Transfer Request (*1)	90	30		With 2M: 294 With 4M: 462
Polling Reception	157	200	500	With hard disk: 1200 With hard disk and function upgrade card 3000 (*4)

The following table shows how many telephone numbers you can store in the machine.

Quick Dials	64
Speed Dials	100
Ten Key Pad (*2)	99
Groups (*3)	9

- *1 The limitations on this feature are imposed by the capacity of the broadcasting machine.
- *2 This is the number of full telephone numbers that can be input into the machine at any one time. For example, if there is a broadcasting operation in memory using 98 full numbers, you can only input one more full number for any operation, including storage in groups, until the broadcast has finished. Also, if you have stored, say, 30 numbers at the ten key pad into your groups, then you will only be able to input 69 full dial numbers at any one time for other operations, such as broadcasting.
- *3 You can program up to 9 groups. Each group can contain up to 200 numbers. You can store any Quick Dial or Speed Dial number in a group. You may also store up to 99 numbers that are not programmed as Quick or Speed Dials; see Note 2 above for the restrictions on the use of these numbers.
- *4 This is the theoretical maximum number of pages that can be stored.

APPENDIX F

When the Function Upgrade Card is installed the following features are expanded.

Feature	When not installed	When installed
Speed Dials	100	1000
Groups	9	30
Personal Codes	50	500
Memory Transmission Files	200	1000
Auto Documents	64	164
Programs	64	164
Number of communications that the machine can remember	256	1000
Wild Cards	30	50

APPENDICES

DEALING WITH JUNK FAX MAIL

The following features will help you to reject unwanted junk fax mail.

☐ Authorized Reception: see page 104.

☐ Closed Network (Reception): see page 129.

☐ Rejection of messages from unauthorized senders: see page 103.

OTHER ITEMS TO PROGRAM AT YOUR LEISURE

The following features will help you use the machine more quickly and efficiently.

Auto Document: see page 68.
Function Programs: see page 144.
Keystroke Programs: see page 61.
Chain Dialing: see page 85.

To use the full range of features provided by this fax machine, you need to program other items. These procedures are all given in the relevant sections of the manual.

GLOSSARY

ADF (Automatic Document Feeder):

A device which feeds the pages of a multipage document one at a time, in the order that you arranged the pages in the stack.

Batch Numbering (Page Count):

This is a way of numbering pages that allows you to check whether you received all pages, and if not, which ones are missing. For example, if you receive two pages with p1/3 printed on one and p2/3 on the other, you have just received a three-page document but page 3 didn't make it.

BPS (Bits Per Second):

This is the data communication rate. In G3 mode, your fax terminal digitizes documents, transforming them into 'bits' - <u>binary digits</u> - (an average page will produce about 200,000 of them), and then sends them out at a top speed of 9,600 to 33,600 bps, depending on the model.

Broadcasting:

In G3 fax communication terminology, broadcasting is the transmission of a document to more than one address in sequence, not simultaneously.

Communication:

Transmission or reception.

Copy:

When used as a noun, this refers to a printout, either in copy mode or receive mode

Country Code:

In international dialing, this is the code that directs the call to the country where the terminal that you wish to send to is located.

CSI:

Called Subscriber Identification. See page 287.

Default Setting:

See "Factory Setting".

Dial Pulses:

These are dialing signals that your terminal sends out if it uses pulse dialing. See page 290.

Document:

This is the original page or set of pages that you wish to send.

DPI (Dots Per Inch), or I/mm (Lines Per Millimeter):

This is the unit of resolution. The scanner scans your document according to the selected resolution. An 8-1/2" x 11" page is broken down into about 1,728,000 dots if standard resolution is used (Digital compression techniques for G3 convert these into about 200,000 bits).

ECM (Error Correction Mode): This is signaling method that is designed to eliminate transmission errors on even the noisiest of telephone lines. See page 91.

Factory Setting:

The factory setting of a function is the state into which it was programmed at the factory; this will also be the state of that function in a new machine. It can also referred to as "Default Setting".

File:

Memory File, Polling File.

Group 3:

This is an internationally-agreed signaling and data transfer method used for facsimile communication (approved by ITU-T). It is also known as G3.

Handset:

This is the telephone that is connected to the jack marked "TEL".

Home Position:

Some of your machine's features can be adjusted. The home position is the setting to which the machine always returns at the end of an operation.

International Dialing Code:

This is the code that must be dialed at the beginning of the number if the destination is outside your country.

ITU-T:

This committee sets international standards for communication.

Memory File:

This is a document stored in the SAF memory (see the next page) and the instructions (destinations, time of transmission) for sending that document.

Modem:

Acronym for modulator/demodulator. A device that transforms a digital signal into a form suitable for transmission over the telephone network.

Original:

Same as "Document".

Page Retransmission:

If the terminal you are sending to indicates that it did not properly receive the page you just sent, your terminal will resend that page from memory. This only works if you used Memory Mode and if you are not using ECM (ECM is a more effective data retransmission method).

Polling File:

This is a set of instructions (destinations to be polled, time of polling) for polling reception.

Pulse Dialing:

This method of dialing uses a string of pulses to represent each dialed digit.

Reception:

The act of receiving a document.

Reduction:

If your document is wider than the paper available in the other terminal, your terminal will automatically reduce it so that it will fit.

Remote Terminal:

The facsimile terminal that you are sending to or receiving from.

RTI:

Remote Terminal Identification. See page 287.

Sending:

Same as "Transmission", see below.

Standby Mode:

The terminal is said to be in standby mode when it is idle.

Terminal:

A facsimile terminal, such as your machine.

Tone Dialing:

This method of dialing uses a tone to represent each dialed digit.

Transmission:

The act of sending a document.

TTI:

Transmit Terminal Identification. See page 287.

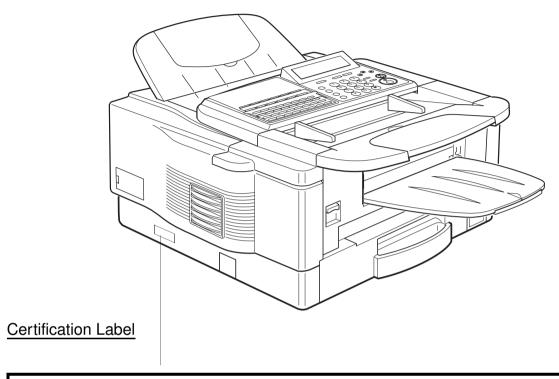
FUNCTION LIST

NO.	FUNCTION	PAGE		
11	Polling Reception	135		
12	Confidential Transmission	66		
13	Transfer Request 51			
14	Secured Polling Transmission			
15	Free Polling Transmission 131			
16	Scanner Mode			
21	Erasing Memory Files/File Retransmission	139		
22	Erasing Polling Reception Files	139		
23	Erasing Polling Transmission Files	141		
24	Erasing Disk Files ⁷	242		
31	Programming Quick Dials/Printing the Quick Dial List	293		
32	Programming Speed Dials/Printing the Speed Dial List	296		
33	Programming Groups/Printing the Group Dial List	300		
34	Keystroke Programs: Labelling and Erasing	63		
35	Auto Documents: Labelling and Erasing	69		
36	Programming User Function Keys/Printing the User Function Key List	143		
38	Storing Document for Fax on Demand ⁵	230		
39	Entering Printer Mode ⁴	162		
41	Printing the Journal/On screen communication Result Display	171		
42	Printing the File List	171		
43	Printing the Quick Dial, Speed Dial and Group Dial.	171		
44	Printing the Program List	172		
45	Printing the User Function List	172		
46	Personal Journal	172		
47	Printing Fax on Demand Report ⁵	174		
51	Printing the Contents of a Memory File 142			
52	Printing the Contents of a Polling File	142		
53	Printing an Auto Document	72		
54	Printing Blank OMR Sheets	154		
55	Printing a Confidential Message	96		
56	Printing from Memory Lock	102		
57	Storing a Document for Fax on Demand ⁵	234		
58	Printing a Document in Disk File ⁷	248		
Fund	ctions 61 and above can only be used after a password has been entered.			
	System Set up: Your Fax Terminal's Telephone Number, ID Code, ISDN			
61	G4 Telephone Numbers ² , Confidential ID, Memory ID, Remote ID ^{1 or 5} ,			
	RTI, TTI, CSI, G4 TID ² and IG3 CSI ²			
62	On/Off Switches	222		
63	Programming the User Parameters/Printing the User Parameter List	223		
71	Programming the Personal Codes/Printing the Personal Codes	76		
72	Programming the Night Timer	159		
73	Sending a Service Report	219		
74	Specified Image Area ⁶	87		
75	Storing Fax on Demand Recorded Messages ⁵	235		
76	Printing a Fax on Demand Information Service Report ⁵	238		
81	Programming Authorized Reception/Printing the Authorized Reception	105		
90	List Programming Forwarding/Printing the Forwarding List	109		
82	Programming Forwarding/Printing the Forwarding List	109		
83	Programming the Numbers for Multi-sort Document Reception			
84	Programming Memory Lock 100			

NO.	FUNCTION PAGE	
85	Programming Specified Senders for Disk File ⁷	240
86	Programming Specified Cassette Selection ³	115
91	Programming the Date and Time 286	
92	Adjusting the Speaker and Buzzer Volume 45	
93	Selecting the Language on the Display and Reports 285	
94	Checking Counters 161	

- 1: Memory Card or Hard Disk required
- 2: Group 4 Kit required
- 3: Optional Extra Paper Feed Unit required4: Printer interface Kit required
- 5: Fax on Demand Kit required
- 6: Function Upgrade Card required
- 7: Function Upgrade Card and Hard Disk required

CERTIFICATION LABEL



RICOH UNITECHNO CO., LTD.

Complies with FDA radiation performance standards, 21 CFR Subchapter J.

713

TSURUGASONE YASHIO-SHI SAITAMA-KEN JAPAN.

MANUFACTURED:

>PS<

Quick Reference Card

Function List: To access the functions below, press the function key, then enter the function's number.

NO.	FUNCTION	
11	Polling Reception	
12	Confidential Transmission	
13	Transfer Request	
14	Secured Polling Transmission	
15	Free Polling Transmission	
16	Scanner Mode	
21	Erasing Memory Files/File Retransmission	
22	Erasing Polling Reception Files	
23	Erasing Polling Transmission Files	
24	Searching for Files on Disk File ⁷	
31	Programming Quick Dials/Printing the Quick Dial List, Programming the Tone Key, Programming the Group Key	
32	Programming Speed Dials/Printing the Speed Dial List	
33	Programming Groups/Printing the Group Dial List	
34	Keystroke Programs: Labelling and Erasing	
35	Auto Documents: Labelling and Erasing	
36	Programming User Function Keys/Printing the User Function Key List	
38	Storing a Document for Fax on Demand ⁵	
39	Entering Printer Mode (Optional Printer Interface requied)	
41	communication Result Display	
42	Printing the File List	
43	Printing the Quick Dial, Speed Dial and Group Dial.	
44	Printing the Program List	
45	Printing the User Function List	
46	Personal Journal	
47	Printing a Fax on Demand Report ⁵	
51	Printing the Contents of a Memory File	
52	Printing the Contents of a Polling File	
53	Printing an Auto Document	
54	Printing Blank OMR Sheets	
55	Printing a Confidential Message	
56	Printing from Memory Lock	
57	Storing a Document for Fax on Demand ⁵	
58 Printing a Document in Memory Disk ⁷		
Function 61 and above can only be used after a password has been entered.		
61	System Set up: Your Fax Terminal's Telephone Number, ID Code, ISDN G4 Telephone Numbers, Confidential ID', Memory ID', Remote ID', RTI, TTI and CSI	
62	On/Off Switches	
63	Programming the User Parameters/ Printing the User Parameter List	

NO.	FUNCTION	
71	Programming the Personal Codes/Printing the Personal Codes	
72	Programming the Night Timer	
73	Sending a Service Report	
74	Specified Image Area ⁶	
75	Storing Fax on Demand Recorded Messages ⁵	
76	Printing Fax on Demand Information Service Report ⁵	
81	Programming Authorized Reception/ Printing the Authorized Reception List	
82	Programming Forwarding/Printing the Forwarding List	
83	Programming the Number for Multi-Sort Document Reception	
84	Programming Memory Lock	
85	Programming Memory Disk ⁷	
86	Programming Specified Cassette Selection ³	
91	Programming the Date and Time	
92	Adjusting the Speaker and Buzzer Volume	
93	Selecting the Language on the Display and Reports	
94	Checking Counters	

- 1: Memory Card or Hard Disk required
- 2: Group 4 Kit required
- 3: Optional extra Paper Feed Unit required
- 4: Printer Interface Kit required
- 5: Fax on Demand Kit required
- 6: Function Upgrade Card required
- 7: Function Upgrade Card and Hard Disk required

Basic transmission procedure

	basic transmission procedure					
	Memory Transmission	Immediate Tranmission				
1	Make sure that the machine is in standby mode.					
2	Check that the Memory indicator is lit. If it is not lit, press MEMORY	Check that the Memory indicator is not Lit. If it is lit, press MEMORY				
3	Carefully place the document in the feeder.					
4	Select the contrast and resolution (and halftone if neccessary)					
5	You may select one or more of the following options. To select an option, press the ▼ arrows on the scroll key, then press one of the following combinations of keys. Personal Code 0.1 Send Later 0.2 Page Count 03 TTI On/Off 0.6 Destination Check 0.7 TRD 0.8 Economy Transmission 0.9					
	Enter the telephone number in one of the f	following ways				
6	Quick Dial Speed Dial Group Dial Ten Key Pad Handset On Hook Dial	Quick Dial Speed Dial Ten Key Pad Handset On Hook Dial				
7	Press YES	Press START				
8	Either:Dial another number go to step 6. then Press Start . To dial another number, go to step 6. Otherwise, press Start .					
9	The machine stores your message in memory, then sends it to each terminal in sequence.	The machine dials, then your message is fed, scanned, and sent to the other terminal.				

Programming

	8				
	Quick Dial	Speed Dial			
1	Function 31 Yes.	Function 32 Yes.			
2	Press the Quick Dial Key that you wish to program.	Input the Speed Dial Code that you wish to program.			
3	Enter the telephone number with the Ten key pad.				
4	Press Yes.				
5	Input a label using Quick Dial Key (or press No if you don't want to).				
6	Switch label insertion on or off using the arrow keys. Press Yes.				
7	Press Function to finish.				

Keystroke Program

- 1. Make sure that the machine is in Standby Mode.
- 2. Place a sheet of paper in the feeder.
- 3. Select all required features and telephone numbers as you would normally do.
- 4. Press the Quick Dial key that you wish to store the program in.
- 5. Press Yes.

Copying

- 1. Press Copy.
- 2. Place your original in the feeder.
- 3. Input the number of copies you need.
- 4. Press Start.

Changing Files From Memory

- 1. Memory Transmission Polling Reception Function 22 Yes.
 Polling Transmission Function 23 Yes.
- 2. Input the file number. If you do not know the file number, print a list of files or press the right arrow until the required file appears.

[Memory Transmission/Polling Reception]

- 3. Press Yes.
- 4. Press 1.
- 5. Press Yes.
- 6. Function.

[Polling Transmission]

- 3. Press **YES** twice.
- 4. Function.

REPORT

Automatically Printed Re-	SETTINGS	
port	ON/OFF	DEFAULT
Confidential File Report	User Parameter Switch 04 digit 0*	ON
Communication Failure Report		NOTE
Error Report	Contact Service Technician	ON
File Reserve Report (Memory Storage Report)	User Parameter Switch 03 digit 2	OFF
Communication Result Report (Polling Reception)	User Parameter Switch 03, digit 4	ON
File Reserve Report (Polling Reserve Report)	User Parameter Switch 03, digit 3	OFF
Polling Clear Report	User Parameter Switch 03, digit 6	ON
Power Failure Report		
JOURNAL	User Parameter Switch 03, digit 7	ON
Communication Result Report (Memory Transmission)	User Parameter Switch 03, digit 0	ON
Transfer Request Report		ON

[NOTE] If the Transmission Result Report is switched off, a Communication Failure Report will be printed when a comunication fails.

OFFICIAL NOTICE TO USERS

USA

FCC Requirements

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

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

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

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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

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

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

SUPPLIES

CAUTION: Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

TONER CASSETTES

□ RICOH TONER CASSETTE TYPE 150 is recommended for the best performance.

STAMP

☐ MARKER TYPE 30 is recommended for the best performance.

PHOTOCONDUCTOR

□ RICOH PHOTOCONDUCTOR TYPE 100 is recommended for the best performance.

