# RICOH

## OPERATOR'S MANUAL

## RICOH FAX4700L

GB

**Optional Equipment**

**Memory (FEATURE EXPANDER TYPE 140 2M, FEATURE EXPANDER TYPE 140 4M, FEATURE EXPANDER TYPE 80M HD)**
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 TYPE 140)**
This allows you to send and receive using the ISDN (Integrated Services Digital Network).

**PC Printer Interface Kit (PRINTER INTERFACE TYPE 100)**
This allows you to use the machine as a laser printer for an IBM[1] or compatible personal computer.

**PAPER CASSETTE TYPE 100**
This gives this machine additional 100 sheet paper capacity with single sheet bypass.

**COUNTER TYPE 100**

**1**Copyright Notice
  IBM is a registered trademark of International Business Machines Corporation.

**FUNCTION UPGRADE CARD TYPE 140**
With this card installed, Memory Disk, Upgraded Speed Dial 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 140S - an additional side feed paper unit.
A front and side feed unit cannot be installed on the same machine.

**Note:**  The Function Upgrade Card and Fax on Demand Kit cannot be used at the same time.

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**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.

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## CE 168 X

"The ISDN kit complies with the requirements of Commission Decision 94/797/EC"

94/797/EC:
★Commission Decision of 18 November 1994 on a common technical regulation for the pan-European integrated services digital network (ISDN) basic access.

# IMPORTANT SAFETY INSTRUCTIONS

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
7. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.
14. 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.
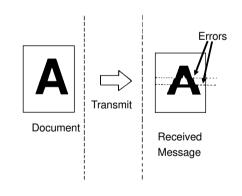
If you are worried about whether the message arrived at the destination, you can check a report called the TCR (Transaction Confirmation Report). When you print this report, you will see the results of the most recent fax communications made by your machine.

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.

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# *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.

❐ **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.

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## CONVENTIONS
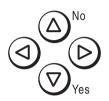
The following conventions were used when writing this manual.

### 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.

```
MEMORY TRANS.        OPTIONS  ↓
 PRESS YES OR CLR • NO
 2125551234_
```

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.

```
OPTION  SELECT  ←  → YES TO END
AUTO REDUCE        ON      OFF
                         TTI   ↓
```

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.

```
QUICK DIAL      ENTER LABEL
 01
 _                        ABC
```

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.

```
MEMORY TRANS.       4.APR.12:12
SET DOC. OR ENTER FAX NO.
                     MEMORY 100%
```

**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.

## 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 | A | 12/44 | L | 23/55 | W |
| 02/34 | B | 13/45 | M | 24/56 | X |
| 03/35 | C | 14/46 | N | 25/57 | Y |
| 04/36 | D | 15/47 | O | 26/58 | Z |
| 05/37 | E | 16/48 | P | 27/59 | Not used |
| 06/38 | F | 17/49 | Q | 28/60 | |
| 07/39 | G | 18/50 | R | 29/61 | |
| 08/40 | H | 19/51 | S | 30/62 | Space |
| 09/41 | I | 20/52 | T | 31/63 | Punctuation Marks and Symbols |
| 10/42 | J | 21/53 | U | | |
| 11/43 | K | 22/54 | V | 32/64 | Shift key (see p. 5) |

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## 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.

```
            SELECT  ██    P1/5
  1!   2"   3#   4$   5%   6&        ↑
  7'   8(   9)  NO TO CANCEL         ↓
```

❒ 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 key (◀ and ▶) to edit the name or label. If you press **Clear**, the character above 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**.

```
PSTN LINE TYPE        SELECT ←→
           DP        TT            ↑
                          YES TO END ↓
```

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.

```
PSTN LINE TYPE        SELECT ←→
           DP        TT            ↑
                          YES TO END ↓
```

3. **Yes**.

```
AUTHORIZED RECEPTION SELECT ←→
           ON        OFF           ↑
                          YES TO END ↓
```

4. Either:

   ❒ Change another setting: Go to step 5.

   ❒ Finish: **Function**

5. Scroll through the list of features with ▼ until the required feature appears. Example: Power Saver press ▼ once.

```
POWER SAVER           SELECT ←→
           ON        OFF           ↑
                          YES TO END ↓
```

6. Go to step 2.

```
POWER SAVER           SELECT ←→
           ON        OFF           ↑
                          YES TO END ↓
```

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On/off switches available in this menu are

| | Feature | | | Feature |
|---|---|---|---|---|
| 1 | PSTN Line Type | | 7 | Memory Lock [1] |
| 2 | Authorized Reception | | 8 | Forwarding [1] |
| 3 | Power Saver | | 9 | Multi-sort Reception [1] |
| 4 | Daylight Saving Time/Summer Time | | 10 | Disk Filing [2] |
| 5 | RDS | | 11 | Cassette Selection [3] |
| 6 | File Retention Time[1] | | | |

([1]: Optional Memory Card or Hard Disk required. [2]: Optional Function Upgrade Card and Hard Disk required, [3]: 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     PRINT LIST →
DEFAULT:  01000000              ↑
SWITCH00: 01000000 YES TO END ↓
```

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.

```
USER PARAMETER     PRINT LIST →
DEFAULT:  01000000              ↑
SWITCH00: 01000001 YES TO END ↓
```

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.

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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.

## Switch 00 - Home position settings

| Digit | Purpose |
|---|---|
| 0 | Stamp                   0: Off<br>    1: On (successfully scanned documents will be marked) |
| 1<br>2<br>3 | Contrast home position<br>   Digit 3 Digit 2 Digit 1  Setting   Digit 3 Digit 2 Digit 1  Setting<br>     0      0     0    Normal    1     X    X   Do not use this<br>     0      0     1    Lighten                setting.<br>     0      1     0    Darken |
| 4<br>5 | Resolution     Digit 5 Digit 4  Setting       Digit 5 Digit 4   Setting<br>              0     0    Standard    1     0     Fine<br>              0     1    Detail       1     1     Do not use this. |
| 6 | Transmission mode        0: Memory transmission<br>                         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:<br>0: The setting(s) will not return to the home position after the transmission.<br>1: The setting(s) will return to the home position after the transmission. |

## Switch 02 - Printing of various items on received messages

| Digit | Purpose |
|---|---|
| 0 | Mark to be printed at the receiving side to distinguish messages that are sent from your machine when it is acting as a forwarding station (Memory card or hard disk required)<br><br>                       Forwarding Mark<br>0: Off        1: On |
| 1 | Center mark                           0: Off      1: On<br>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 |
| 5 | Printing of the Command Information Line (ISDN kit required)<br>                                0: Off      1: On<br>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. |

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## Switch 03 - Automatic printing of reports

| Digit | Purpose |
|---|---|
| 0 | Communication result report (memory transmission)<br>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 |
| 5 | Transmission result report (immediate transmission)<br>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<br>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 |
| 4, 5 | Restricted Access    Digit 5   Digit 4   Setting      Digit 5   Digit 4   Setting<br>                       0       0     Off          0      1     On<br>                       1       0     On when the Night Timer is on. |
| 6, 7 | Energy Saver mode    Digit 7   Digit 6   Setting<br>                       0       0     Heater off<br>                       0       1     Heater energy saver mode<br>                       1       X     Do not use these settings |

## Switch 06 - Home position

| Digit | Purpose |
|---|---|
| 0 | Printing TTI or CIL on the messages to other terminal    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 (Memory card or hard disk required)    0: Off      1: On |
| 5 | Specified Image Area home position    0: Off      1: On |
| 6 to 7 | Do not change these settings. |

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## Switch 07 - Various

| Digit | Purpose |
|-------|---------|
| 0, 1 | Do not change these settings. |
| 2 | Dialing while a message is stored in.          0: Off          1: On<br>(Parallel memory TX) |
| 3 | Auto Reduce          0: Off          1: On |
| 4 to 5 | Do not change these settings. |
| 6, 7 | Fax on Demand<br>          Digit 7     Digit 6     Setting<br>          0          0          Off<br>          1          0          The other party is required to enter the password to access the fax on demand service.<br>          0          1          The other party is not required to enter the password to access the fax on demand service. |

## Switch 08 - Various

| Digit | Purpose |
|-------|---------|
| 0, 1 | Multicopy reception<br>(Memory card or hard disk required)<br>          Digit 1     Digit 0     Setting<br>          X          0          Off<br>          0          1          Messages from senders whose RTI/CSI/G4 TIDs are programmed are multi-copied.<br>          1          1          Messages from senders whose RTI/CSI/G4 TIDs are **not programmed** are multi-copied. |
| 2, 3 | Authorized Reception          Digit 3 Digit 2     Setting<br>          X          0          Off<br>          0          1          Receive messages only from senders whose RTI/CSI/G4 TIDs are programmed.<br>          1          1          Receive messages only from senders whose RTI/CSI/G4 TIDs are **not** programmed. |
| 4, 5 | Specified Paper Cassette Selection<br>(Optional Paper Cassette Unit Required)<br>          Digit 5     Digit 4     Setting<br>          X          0          Off<br>          0          1          Messages from senders whose RTI/CSI/G4 TIDs are programmed are printed from a upper cassette.<br>          1          0          Messages from senders whose RTI/CSI/G4 TIDs are **not programmed** are printed from a upper cassette. |
| 6, 7 | Forwarding<br>(Memory card or hard disk required)<br>          Digit 7 Digit 6     Setting<br>          X          0          Off<br>          0          1          Forward messages only from senders whose RTI/CSI/G4 TIDs are programmed<br>          1          1          Forward messages only from senders whose RTI/CSI/G4 TIDs are **not** programmed. |

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## Switch 09 - Various

| Digit | Purpose | | | |
|-------|---------|---|---|---|
| 0, 1 | Memory lock (Memory card or hard disk required) | Digit 1<br>X<br>0<br><br><br><br>1 | Digit 0<br>0<br>1<br><br><br><br>1 | Setting<br>Off<br>Messages from senders whose RTI/CSI/G4 TIDs are programmed are not printed unless you enter the memory lock ID.<br>Messages from senders whose RTI/CSI/G4 TIDs are **not** programmed are not printed unless you enter the memory lock ID. |
| 2, 3 | Disk File (Optional Hard Disk and Function Upgrage Card are required) | Digit 3<br>X<br>0<br><br><br>1 | Digit 2<br>0<br>1<br><br><br>1 | Setting<br>Off<br>Messages from senders whose RTI/CSI/G4 TIDs are programmed are stored in the memory disk.<br>Messages from senders whose RTI/CSI/G4 TIDs are **not programmed** are stored in the memory disk. |
| 4 to 7 | Do not change these settings. | | | |

## Switch 10 - Various

| Digit | Purpose | | |
|-------|---------|---|---|
| 0 | Reverse order printing (Memory card or hard disk required) | 0: Off | 1: On |
| 1 | Two in one | 0: Off | 1: On |
| 2 to 6 | Do not change these settings | | |
| 7 | Halftone mode | 0: Standard Mode<br>1: Speed Mode | |

## Switch 11 - Various

| Digit | Purpose | | |
|-------|---------|---|---|
| 0 | Transfer Request by Tonal Signals | 0: Off | 1: On |
| 1 | Selection of tone (PB) or UUI after tone(•) (When the ISDN kit is installed) | 0: UUI | 1: Tone |
| 2 to 5 | Do not change these settings. | | |
| 6 | Print the received message when it is acting as a forwarding station.<br>0: Off        1: On | | |
| 7 | Polling standby duration | 0: Once | 1: Keep |

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### Switch 12 - Various

| Digit | Purpose |
|---|---|
| 0 and 1 | Do not change these settings. |
| 2 | Toner saving mode                      0: Off        1: On<br>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.<br>Further, messages sent to you in halftone mode will automatically turn off toner saving to insure a clear image.<br>To make sure that the fax quality is acceptable with toner saving on, print a few reports. (See page 176 ).<br>(Note: If the sender is using a machine made by another manufacturer, toner saving will stay on and this could lower image quality.) |
| 3 and 4 | Density of the printing image    Digit 4   Digit 3   Setting    Digit 4   Digit 3   Setting<br>                                   0         0       Normal     0         1       Lighten<br>                                     1         0       Darken     1         1       Do not use<br>                                                                           these settings |
| 5 to 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. |

## 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.

```
FUNCTION              YES  OR  NO
>>POLLING RECEPTION              ↑
  SYSTEM SET                     ↓
```

2. Use the ▲ and ▼ keys to move the >> symbol.
   If you press ▼ a few times, the remaining 2 functions are displayed.

```
FUNCTION              YES  OR  NO
>> QUICK DIAL PROG/CHNG          ↑
   TRANSMISSION CLR/CHNG         ↓
```
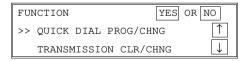
   If the function you want is not there, either:

   ❒ 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 ↓
                      NO TO CANCEL
```

**12**

# *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.
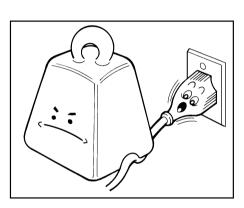
### Power Supply
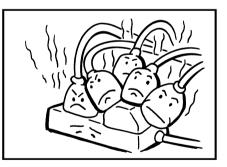
1. Power requirements: 220-240 V, 50 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other 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.
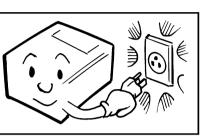
### Grounding

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.

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# COLD WEATHER POWER-UP

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

1.  Raise the room temperature to 20°C at less than 10°C per hour.

2.  Wait for 30 to 60 minutes.

3.  Turn the power on.
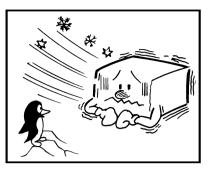
**Do not use the machine near a humidifier.**
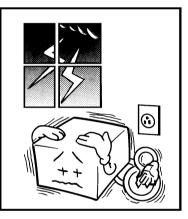
# THUNDERSTORMS

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

❒ 60 to 90 g/m$^2$ 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.

## TONER 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.

## OPERATING PRECAUTIONS

❒ While the machine is in operation, do not turn off the main switch or unplug the power cord.

❒ Keep corrosive liquids, such as acid, off the machine.

❒ Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.

❒ The fusing unit may be very hot. Be careful when handling it.

# 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:**
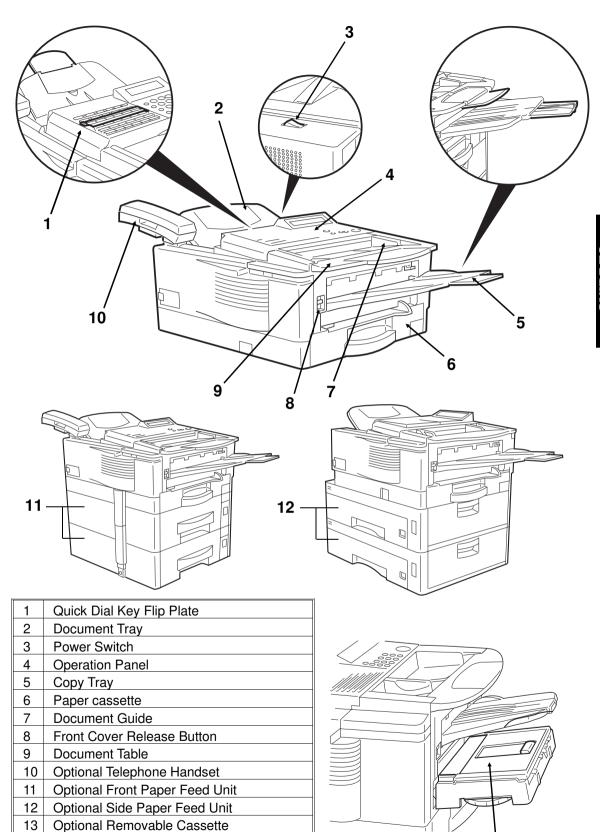
⚠ **This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.**
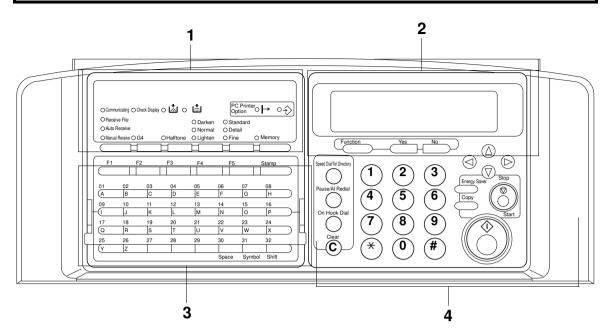
✋ **This symbol is attached to some components to alert the user not to touch them, because they may be very hot.**

---

# *GUIDE TO COMPONENTS*

| 1 | Quick Dial Key Flip Plate |
|---|---|
| 2 | Document Tray |
| 3 | Power Switch |
| 4 | Operation Panel |
| 5 | Copy Tray |
| 6 | Paper cassette |
| 7 | Document Guide |
| 8 | Front Cover Release Button |
| 9 | Document Table |
| 10 | Optional Telephone Handset |
| 11 | Optional Front Paper Feed Unit |
| 12 | Optional Side Paper Feed Unit |
| 13 | Optional Removable Cassette |

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# *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 the 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. |

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| 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 tramsmission.scanning verification stamp feature. |
| 4. | **Speed Dial/Tel Directory Key** | Press this to dial using Speed Dial or the Telephone Directory Feature. |
|    | **Pause/AI 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 the 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. |

OPERATION PANEL

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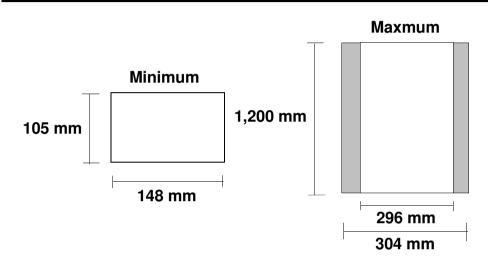
# *ROUTINE OPERATION*

## 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.

**Maxmum**

**Minimum**

**105 mm**

**1,200 mm**

**148 mm**

**296 mm**

**304 mm**

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

### Correct Size for the Document Feeder

Thickness:        0.05 to 0.25 mm (70 $g/m^2$ paper)
Length and Width: See the above diagram.
If the page is too short, put it inside a document carrier or enlarge it with 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
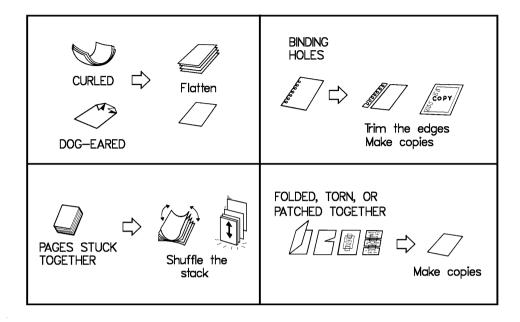
Do not use different sizes of document in the same transmission.

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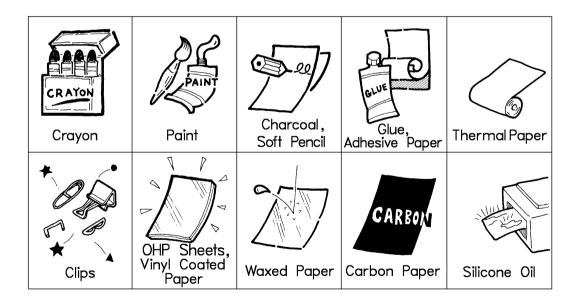
All ink must be dry before you place the document in the feeder.

## 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.

**21**
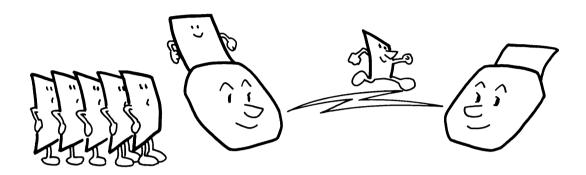
## Transmission Procedure at a Glance

### Overview

There are two ways to send a fax message.

❒ Immediate Transmission

❒ Memory Transmission

Immediate Transmission
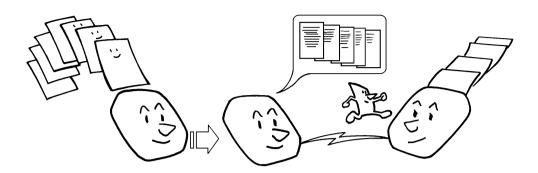


Immediate Transmission is convenient when:

❒ You wish to send a message immediately

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

❒ 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-references**
> Send Later: see page 35.

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 normal Memory Transmission or Parallel Memory Transmission.

Normal Memory Transmission still takes place when using the following:

❐ Send Later            ❐ Transfer Request          ❐ Store Double Sided

❐ Specify Multiple Destinations                    ❐ Specified Image Area

**Note:**  Parallel memory transmission does not work when Memory Disk is switched on.

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 36.)

### Sending to Just One Location

1. Make sure that the machine is in standby mode:
   The display on the operation panel must be as shown on the right.

```
MEMORY TRANS.          4.APR.12:25
  SET DOCUMENT OR ENTER FAX NO.
                       MEMORY 100%
```
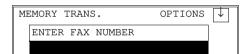
2. Carefully place your fax message face down into the auto document feeder.
   **Note**: You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 4.

```
MEMORY TRANS.         OPTIONS  ↧
  ENTER FAX NUMBER

  _
```
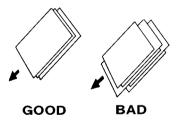
❐ The pages must be placed face down in the feeder, with the first page at the bottom of the stack.

❐ 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

**GOOD        BAD**

❐ Do not use pages of different sizes.

❐ The pages should be arranged loosely, but the leading edges should be tidy, as shown above.

Selecting Contrast and Resolution: See page 30.
Options for Sending a Message: See page 34.

3.  Dial in one of the following ways.

```
MEMORY TRANS.          OPTIONS  ↓
PRESS YES OR CLR · NO
2125551234_
```

| a) Ten Key Pad | b) Quick Dial | c) Speed Dial | d) Upgraded Speed Dial ✲1 | d) Handset ✲2 |
|---|---|---|---|---|
| ① ② ③ ④ ⑤ ⑥ ⑦ ⑨ ✱ | Example : Quick Dial I2  I2  I3 | Example: Speed Dial IO  Speed Dial  I   O | **F1** **1** **0** **0** | |

✲1 : Assuming user function key F1 is programmed as the Upgraded Speed Dial key. Optional Function Upgrade Card required.

✲2 : 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.
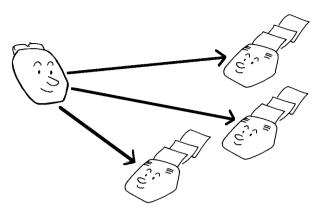
4.  **Start**

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.

```
           DIALING
XYZ NEW YORK
2125551234
```

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

**ROUTINE OPERATION**

## Sending to More Than One Location (Broadcasting)



1.  Make sure that the machine is in standby mode (see page 24).

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.

    ```
    MEMORY TRANS.          OPTIONS  ↓
     ENTER FAX NUMBER
    _
    ```

    Selecting Contrast and Resolution: See page 30.
    Options for Sending a Message: See page 34.
    Scanning only a part of the document (Specified Image Area): See page 91.

4.  Dial in one of the following ways.

    ```
    MEMORY TRANS.          OPTIONS  ↓
     PRESS YES OR CLR • NO
     2125551234_
    ```

| a) Ten Key Pad | b) Quick Dial | c) Speed Dial | d) Upgraded Speed Dial ✳1 | d) Group Dial ✳2 |
|---|---|---|---|---|
| ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ✳ | Example : Quick Dial l2 | Example: Speed Dial lO  Speed Dial  l  O | F1 1 0 0 | Example: Group 1, stored in Quick Dial Key 08  Method 1: 08 Method 2: F4  1 |

✳1: If the F1 of the user function key is programmed as the Upgraded Speed Dial key.
✳2: 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**.

```
MEMORY TRANS.        OPTIONS  ↓
 ENTER FAX NUMBER

_
```

6. Either:

   ❒ Dial another number: Go to step 4.

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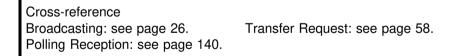
   The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

**NOTE:** In theory, you can send the same fax message to up to 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 301 for more information concerning the limitations to this feature.
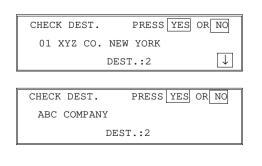
## Check your Destinations Before Dialing

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.

1. Press ▼ **0 7**.

   ❒ The number after DEST shows how many numbers you have input so far.

```
CHECK DEST.     PRESS YES OR NO
 01 XYZ CO. NEW YORK
                DEST.:2      ↓
```

2. 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
```

**ROUTINE OPERATION**

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### 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. (Programming the User Function Key see page 148.)

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.

For how to deal with the case when the number of pages does not match (for example if you have accidentally fed several documents in at the same time), do as follows.

If the PAGE NO. INCORRECT CLEAR FILE? YES•NO appears in the display.

While storing a double sided document, the number of front pages does not match the number of reverse pages. Either:

❒ Press **Yes** to completely erase the stored document and return to standby mode.

❒ Press **No** to return to standby mode and begin transmission of the pages that have been stored 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, either
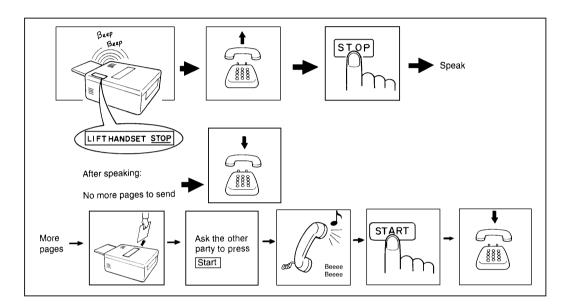
❒ **No**. The entire number is deleted. Enter a new number.

❒ **Clear**. Only the last digit is deleted.

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## The Check Display Indicator is blinking

❒ If CLEAR ORIGINAL appears in the display:
Take out the document (see page 206). 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.

## Contrast, Resolution, and Halftone Modes

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.

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.

```
USER PARAMETER     PRINT LIST →
DEFAULT:  01000000              ↑
SWITCH00: 01000000 YES TO END ↓
```

2. 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 PARAMETER     PRINT LIST →
DEFAULT:  01000000              ↑
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.

---

ROUTINE
OPERATION

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## 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 11 if you need more information about the User Parameter settings adjustment procedure).

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

    ```
    USER PARAMETER     PRINT LIST →
    DEFAULT:  01000000              ↑
    SWITCH00: 01000000 YES TO END ↓
    ```

    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 |
| 1<br>2<br>3 | Contrast home position<br>　Digit 3 Digit 2 Digit 1  Setting   Digit 3 Digit 2 Digit 1  Setting<br>　　0　　0　　0　Normal　　1　　X　　X　Do not use<br>　　0　　0　　1　Lighten　　　　　　　　　　　this setting<br>　　0　　1　　0　Darken |
| 4<br>5 | Resolution home position<br>　Digit 5  Digit 4　　　　Setting　　　Digit 5  Digit 4　　Setting<br>　　0　　　0　　　　Standard　　1　　0　　Fine<br>　　0　　　1　　　　Detail　　　1　　1　　Do not change<br>　　　　　　　　　　　　　　　　　　　　these settings. |
| 6 | Transmission mode home position<br>0: Memory transmission　　　1: Immediate transmission |
| 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 24).

2. Place your document in the feeder.

```
MEMORY TRANS.        OPTIONS  ↓
 ENTER FAX NUMBER

 _
```

3. **Speed Dial/Tel Directory**.

```
MEMORY TRANS.        OPTIONS  ↓
 ENTER FAX NUMBER

   _
```

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

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

```
TELEPHONE DIRECTORY

 SCROLL: X   PRESS YES OR NO
  01 XYZ CO. LONDON
```

5. **Yes**.

```
MEMORY TRANS.        OPTIONS  ↓
 PRESS YES OR CLR • NO
  01 XYZ CO. LONDON
```

6. **Yes** again.

```
MEMORY TRANS.        OPTIONS  ↓
 ENTER NO. OR START   DEST:2

 _
```

7. Either:

   ❒ Dial more numbers.

   ❒ Press **Start**.

   ❓ Programming Speed Dial Codes: See page 288.

## Optional Features for Transmission

When you make a routine transmission, you can access a few optional features.

These options are only available if " OPTION $\downarrow$ " can be seen in the top right corner of the display.

### Personal Code
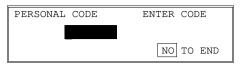


Personal Codes do the following.

❐ 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 82.
Label Insertion: see page 93.
Restricted Access: see page 82.
Journal: see page 176

---

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

1.  Press ▼ **0 1**.

```
PERSONAL CODE        ENTER CODE


                       NO TO END
```
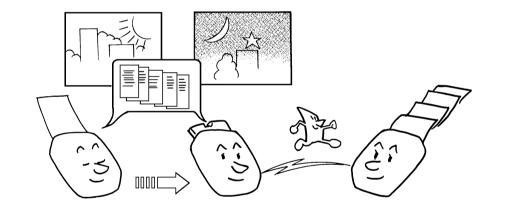
2.  Enter the personal code
    Example: **7 3 6 2**

    ❐ The display shows the name that
    was stored with the code that you
    selected. In this example, it is
    SMITH.

```
PERSONAL CODE     PRESS YES OR NO
       7362       SMITH
```

3.  **Yes**.
    See page 82 for details on how to pro-
    gram the Personal Codes and their la-
    bels.

## 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**.
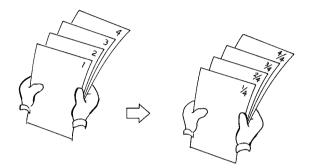
```
SEND LATER     ENTER START TIME
          :
   NOW  12:15        NO TO END
```

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2.  Example: Send at 11:30pm
    **2 3 3 0** from the ten key pad.

```
SEND LATER      PRESS YES OR NO
   TODAY  23:30        (PM11:30)
```

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

```
MEMORY TRANS.       OPTIONS  ↓
  ENTER FAX NUMBER

  _
```

## Page Count (Immediate Transmission only)

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 or Parallel Memory Transmis-
         sion, Page Count is automatically switched on, and the pages are
         counted automatically.

1.  Press ▼, **0** and **3**.

```
PAGE COUNT           SET COUNT
                         PAGE(S)
                        NO  TO END
```

2.  Example: 10 pages.
    **1 0**

```
PAGE COUNT        PRESS YES OR NO
                10       PAGE(S)
```

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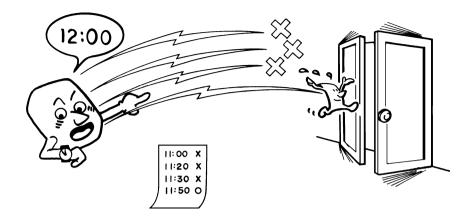
In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

**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-reference**
TTI: see page 259.          Label Insertion: see page 93.

---

1.  Press ▼, 0 and 6.

```
TTI        SELECT ← → YES TO END
                  ON     OFF
```

2.  If you wish to change the TTI setting, press ◄ or ► until the displayed setting is correct.

```
TTI        SELECT ← → YES TO END
                  ON     OFF
```

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

**ROUTINE OPERATION**

## Transmission Deadline (TRD) (Optional Memory Card or Hard Disk is required)
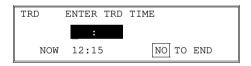


If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

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**.

```
TRD      ENTER TRD TIME

               :

     NOW  12:15          NO  TO END
```

2.  Example: The deadline is 2:50 pm.
    **1 4 5 0**
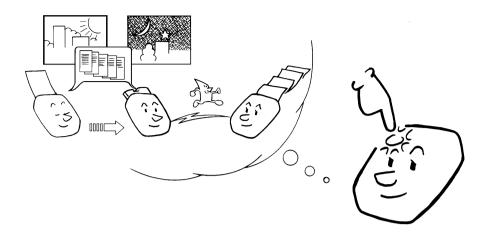
```
TRD              PRESS YES OR NO

     TODAY   14:50          (PM02:50)
```

    ❒ The TRD time cannot be more than
       24 hours into the future.

3.  **Yes**.

```
MEMORY TRANS.          OPTIONS  ↧

     ENTER FAX NUMBER

```

## Economy Transmission (Optional Memory Card or Hard Disk Required) $f_x$



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-reference
Send Later: see page 35.                    Batch Transmission: see page 97.
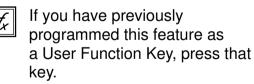
### On/Off Selection Switch

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.

```
ECONOMY TRANS.  ←  →  YES TO END
                     ON      OFF
```

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

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

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**.

```
┌─────────────────────────────────────┐
│ ECONOMY TX                           │
│     TIME=  11 :00                    │
│            ←  →          YES  TO END  │
└─────────────────────────────────────┘
```

2.  Input the time that you always wish Economy Transmissions to start.

3.  Press **Yes Functio**n when the display is correct.

# 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 22 and 23.

1. Make sure that the machine is in standby mode (see page 24).

2. Make sure that the Memory indicators should go out. If it is lit, press **Memory** .

3. Place the document face down into the feeder.

```
                          OPTIONS   ↓
ENTER FAX NUMBER

_
```

4. Dial (only one destination). And press **Yes**. See page 25 for how to dial.

```
IMMEDIATE TX              OPTIONS   ↓
  PRESS YES OR CLR • NO
2125551234_
```

5. **Start**.

```
                  DIALING
2125551234
FILE NO.0046
```

6. 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).

## 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

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## Transmission Mode Home Position Adjustment

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 7 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**.

   ```
   USER PARAMETER     PRINT LIST →
   DEFAULT:  01000000          ↑
   SWITCH00: 01000000 YES TO END ↓
   ```

   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.

   SWITCH00: 0000 0000

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

3. Finish: **Yes** and **Function**.

## Using the Stamp

Press the Stamp key to achieve the transmission verification stamp.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 11 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**.

   ```
   USER PARAMETER      PRINT LIST →
   DEFAULT:  01000000              ↑
   SWITCH00: 01000000 YES TO END ↓
   ```

   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.

   ```
   SWITCH00: 0000 0000
   ```

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

2. If you wish to change the setting, press **0** on the ten key pad.

3. Finish: **Yes** and **Function**.

ROUTINE OPERATION

# 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.

```
[              2125551234]

MEMORY TRANS.     4.APR.12:25

   SET DOCUMENT

              MEMORY 99%
```

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 AI 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 AI Redial key until the required telephone number or name is displayed, then press the Start key.

❒ 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 AI Redial memory.
Place the message in the feeder, then press the AI Redial key until the required telephone number or name is displayed, then press the Start key.

**Notes:**      ❒ AI Redial only remembers one Quick Dial or Speed Dial number --- the last number dialed. When you dial another Quick Dial or SPeed Dial, the previously dialed 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.
❒ AI Redial employs the AI Short Protocol feature.
❒ The AI Redial key does not work if you used the handset to dial.

| Cross-reference | AI Short Protocol: see page 171. |
| --- | --- |

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

1. Make sure that the machine is in standby mode (see page 24).

2. Place your document into the feeder.

3. **AI Redial**.

```
AI REDIAL NO.DIRECTORY

1 SCROLL ↓        PRESS YES OR NO

   01 XYZ CO. NEW YORK
```

4. Scroll through the numbers in the AI Redial memory using the ▲ and ▼ arrows of the scroll key.

❒ To select a number: **Yes** x 2.

```
MEMORY TRANS.           OPTION ↓

ENTER NO. OR START    DESP:2
```

5. Either:

❒ Select another number: go to step 4.

❒ Start the transmission: **Start**.

# RECEIVING FAX MESSAGES

## Selecting the Reception Mode

There are two ways to set up your machine to receive fax messages.
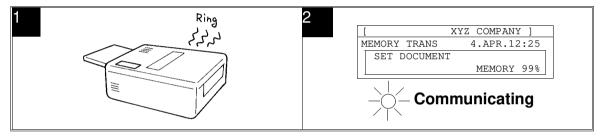
❏ Auto Receive Mode

❏ 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.
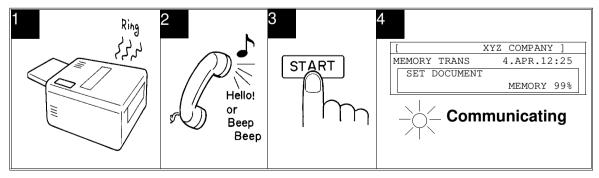


1.  The telephone rings once.
2.  The machine automatically starts to receive the message.

### 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.



**46**
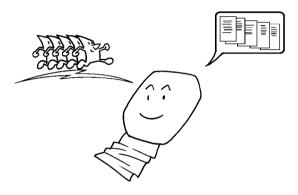
1.  The machine rings continuously until you answer the call. Pick up the handset.

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.

## Substitute Reception

### Overview



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.

Check the following:

❒ The printer paper may be used up. If so, add paper: see page 181.

❒ The toner may have run out. If so, add toner: see page 187.

❒ The printer paper may have jammed. If so, remove the jam: see page 208.

❒ 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-reference**
ECM: see page 96.          Authorized Reception: see page 109.

---

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).

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**.

   ```
   USER PARAMETER     PRINT LIST →
   DEFAULT:  01000000              ↑
   SWITCH00: 01000000 YES TO END ↓
   ```

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

2. 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 0000
   ```

   Digit 0 (Underlined)
   Digit 1 (Double Underlined)

| Digit | Purpose |
|---|---|
| 0 | Substitute Reception          0: Off          1: On |
| 1 | Reception to memory (including Substitute Reception, Memory Lock, Forwarding, and Transfer Requests from another station) when no RTI or CSI identifiers were received from the other party          0: Enabled, 1: Disabled |

3. If you wish to change the setting, press **0** or **1** of the ten key pad.

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

# TELEPHONE CALLS

An external telephone set 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 46.

## 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.

```
ON HOOK MODE


_
```

2. Dial.

   ❓ See page 25 for how to dial.
   Do not use the handset.

```
ON HOOK MODE
 PRESS START AFTER TONE
 2125551234
```

   **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 external telephone set, 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.

```
HANDSET MODE


███████████████████████████
```

2.  **Dial**.

    ❓ See page 25 for how to dial.

```
HANDSET MODE
  PRESS START AFTER TONE
 2125551234 ████████████
```

    **Note:** Do not press **Start**.

3.  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 **AI Redial**.

```
AI REDIAL NO.DIRECTORY
 1 SCROLL ↓       PRESS YES OR NO
  01 XYZ CO. NEW YORK ███████
```

2.  Scroll through the numbers in the AI Redial memory using the ▲ and ▼ arrows of the scroll key.
    When the correct number is displayed, press **Yes**.

```
ON HOOK MODE
  PRESS START AFTER TONE
 2125551234 ████████████
```

    ❒ The number will be dialed immediately.
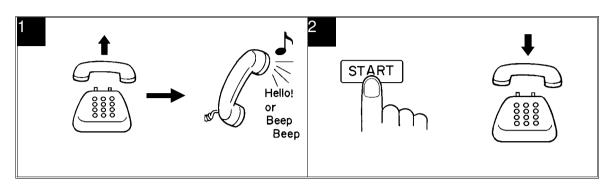
## Answering the Telephone

### 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 press **Stop** or **On Hook Dial**, then 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**

**51**

## 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.
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**.

```
MONITOR VOLUME    SET VOLUME
  TRANSMISSION: ← >>>        →
    PRESS START YES TO END
```

2. To increase: ▶.
   To decrease: ◀.
   To accept: **Yes**.

```
MONITOR VOLUME    SET VOLUME
  TRANSMISSION: ← >>>>       →
    PRESS START YES TO END
```

3. Repeat step 2 for each adjustment that appears on the screen.

4. Finish: **Function**.

# *ADVANCED FEATURES*
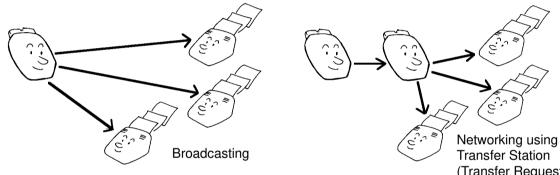
## NETWORKING

### 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 26), 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 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.



Broadcasting

Networking using a
Transfer Station
(Transfer Request)

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-references**
Groups: see page 284.
Broadcasting: see page 26.
Transfer Request: see page 58.

---

## 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 58). Transfer Request can be combined with Broadcasting to set up more complex networks (see page 61).

❐ **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 62 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**

Transfer Request: see page 58.
Transfer Request combined with Broadcasting: see page 61.
Multi-step Transfer: see page 62.
Keystroke Programs: see page 68.

---

# 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.

   ```
   OWN ANALOG NUMBER
   [YES] TO SET        PREVIOUS [↑]
   [NO]  TO CANCEL         NEXT [↓]
   ```

2. **Yes**.

   ```
   OWN ANALOG NUMBER

   _                [YES] TO END
   ```

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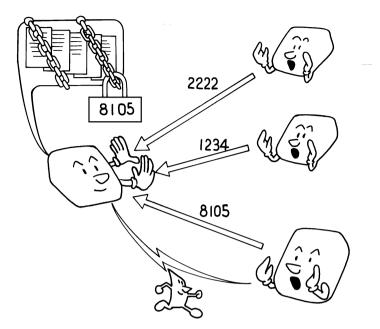
   **NOTE:** Use the **Pause** key to add a pause.

   ```
   OWN ANALOG NUMBER
   [YES] OR [CLR] • [NO]
   0111212-5551234
   ```

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 135.

❐ Closed Network: see pages 94 and 134.

---

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

---

**56**

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.

```
POLLING ID
 YES  TO SET          PREVIOUS ↑
 NO   TO CANCEL           NEXT ↓
```

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.

```
POLLING ID
 YES  OR  CLR  • NO
 4363
```

4. **Yes Function**.

## Groups

The way to program a Group is explained in Appendix F. See page 292 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.
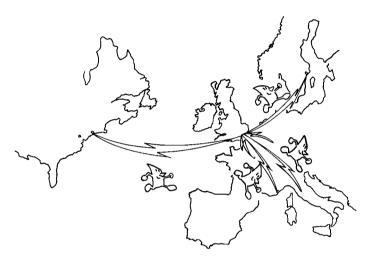
**Group Transfer Station:** You can specify a Group Transfer Station for each of
your Groups. Then another party can send you a fax message and instruct your
machine to send it to each number in a Group, through the Group Transfer
Station, which acts as a broadcaster. Your machine will then relay the 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 295.

**ADVANCED
FEATURES**

**57**

## Transfer Request     | OMR |

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 pro-grammed 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 so the Transfer Station can send back the caller a Transfer Result Report.

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.

**58**

---

**Cross-reference**
Quick Dial and Speed Dial: see pages 283 and 285.        Groups: see page 284.
ID Code: see page 56.                        Telephone Lists: see page 176.

---

1. Make sure that the machine is in standby mode (see page 24).

2. Place your document in the feeder.

```
MEMORY TRANS.        OPTIONS ↓
ENTER FAX NUMBER
_
```

3. Ether:

   ❒ **Function 1** and **3**.

   ❒  $f_x$  If you have programmed one of
   the User Function Keys to activate
   this feature, press that key and go
   to step 4.

```
TRANSFER             OPTIONS ↓
TRANSF.1
```

   ❒ If you cannot use Function 13, you forgot to store, your fax machine's tele-
   phone number, or your ID code (Function 61).

   ❒ If you have installed the ISDN Option kit, you must also program the ma-
   chine's Own ISDN G4 and Own ISDN G3 numbers (use Function 61; see
   pages 251 and 252).  Your G4 Terminal ID and your ISDN subscriber num-
   bers 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.

```
TRANSFER
TRANSF.1 12125551234
RECV 1       _
```

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 nota-
   tion for this purpose. See the following
   examples:

   ❒ Quick Dial Key 01: **# 0 1 Yes**.

   ❒ Speed Dial Code 10: **# * 1 0 Yes**.

   ❒ Group 01: **# * * 0 1 Yes**.

```
TRANSFER      NEXT NO. OR START
TRANSF.1 12125551234
RECV               TRANSF. ↓
```
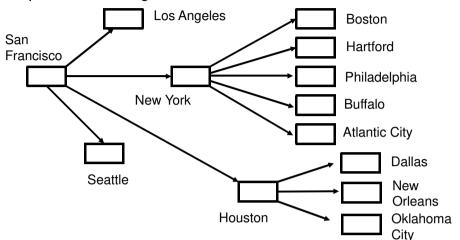
**Note:** You cannot store the Upgraded Speed Dial Number.

**ADVANCED FEATURES**

**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 301 for more information concerning the limitations to
this feature.)

6. Either:

❐ 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 34.
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.
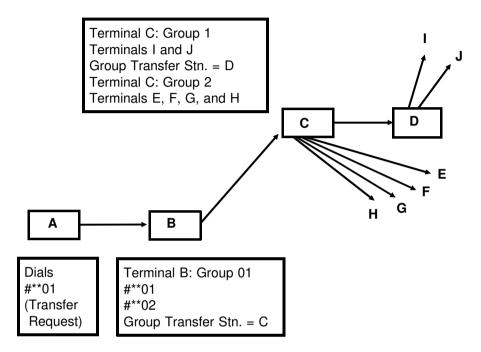
To do this procedure, use the broadcasting procedure on page 26. The destinations should be as follows:

❐ 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

**61**

❐ 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.

```
Terminal C: Group 1
Terminals I and J                                                    I
Group Transfer Stn. = D                                                   J
Terminal C: Group 2
Terminals E, F, G, and H

                                                   C  ──────▶   D

                                                                        E
                                                                      F
                                                                    G
                                                            H

   A  ──────▶   B

Dials          Terminal B: Group 01
#**01          #**01
(Transfer      #**02
 Request)      Group Transfer Stn. = C
```

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 295.

**62**

## Your Machine as a Transfer Station (Memory Card or Hard Disk Required)

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 58. 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.

❏ If you do not wish to have your machine available as a Transfer Station, contact a service technician and ask to have this feature switched 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 108 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 Signals (see page 88).

❏ Your fax machine's reception mode must be Auto Receive.

❏ Your fax machine's remote ID must have been programmed.

❏ Transfer Request by Tonal Signals must have been switched on.

❏ 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 so the Transfer Station can send back the caller a Transfer Result Report.

### Setting the Machine up for Transfer Request by Tonal Signals

**You must do the following to use this feature:**

❏ Set up the machine in Auto Receive mode (see page 46).

❏ **Program the Remote ID (Function 61)**
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. Input the Remote ID that you will be using. Example: **6 7 5 4**.

```
REMOTE ID
 YES  OR  CLR  •  NO
 6754
```

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).

1. **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.

SWITCH00: 00000000

3. Press ▼ until the settings for switch 11 are shown.
   The setting you need to use is digit 0.

SWITCH11: 00000000

Digit 0
0: The feature is disabled.
1: The feature is enabled.

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.
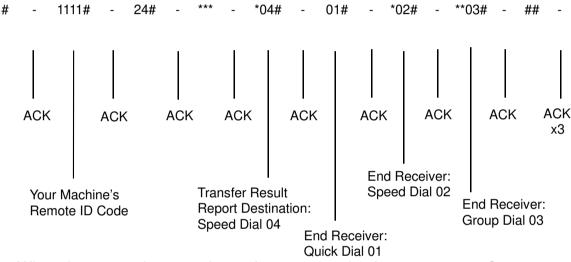
1. First, the requesting party must dial your fax machine using an external telephone.

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.

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.

**ADVANCED FEATURES**

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)

```
#   -   1111#   -   24#   -   ***   -   *04#   -   01#   -   *02#   -   **03#   -   ##   -
```

| | | | | | | | | |
| ACK | ACK | ACK | ACK | ACK | ACK | ACK | ACK | ACK x3 |

Your Machine's Remote ID Code

Transfer Result Report Destination: Speed Dial 04

End Receiver: Quick Dial 01

End Receiver: Speed Dial 02

End Receiver: Group Dial 03

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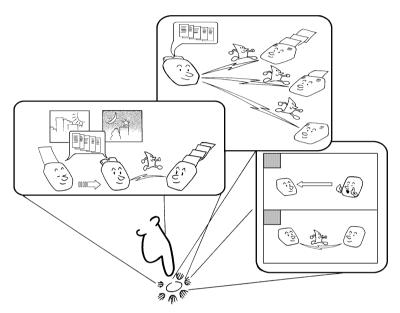
| Sound | Reason | Required Action |
|---|---|---|
| One high beep | Acknowledgment | No problem; keep going. |
| A short beep three times | Rejection | Operation error. Try again. Also see the third note on the previous page. |
| A high beep three times | Service code accepted | No problem; keep going.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

ADVANCED
FEATURES

# TRANSMISSION

## Keystroke Programs

### 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.

❐ You can store Keystroke Programs in Speed Dial Codes when the Function Upgrade Card is installed.

❐ 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.

**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 24).

```
MEMORY TRANS.        4.APR.12:25
  SET DOCUMENT
                     MEMORY 100%
```

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

```
MEMORY TRANS.         OPTIONS  ↓
  ENTER FAX NUMBER
_
```

3. 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.

4. Press the Quick Dial key or Speed Dial with two digits code that you wish to store the program in.
   Example: **01** of the Quick Dial.
   
   or
   
   **Speed Dial**, **1** and **0**.
   
   ❐ Make sure that this key is vacant.

```
              PROGRAM?
              YES OR NO
```

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.
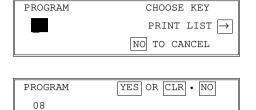
## Labeling a Program

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

1.  **Function  3** and **4**.
    If you press ▶ and Start, a Program List will be printed.

    ```
    PROGRAM          CHOOSE KEY
    ■                 PRINT LIST →
                     NO  TO CANCEL
    ```

2.  Press the Quick Dial key or enter the Speed Dial code that holds the program that you wish to label.
    Example:  **01** of the Quick Dial Key and **Yes**.

    ```
    PROGRAM       YES  OR  CLR  · NO
     08
    TRANSMIT DAILY REPORT      ABC
    ```

3.  Input your label, using the Quick Dial keys. For how to enter the label; see page 4.

    ```
    PROGRAM          CHOOSE KEY
    ■                 PRINT LIST →
                     NO  TO CANCEL
    ```

4.  **Yes**.

    ```
    PROGRAM          CHOOSE KEY
    ■                 PRINT LIST →
                     NO  TO CANCEL
    ```

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.

```
MEMORY TRANS.        OPTIONS  ↓
 ENTER FAX NUMBER
 _
```

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.

```
            PROGRAMMED
```

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

---

**Cross-reference:**
Polling Reception: see page 140.

---

## Erasing a Program

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

1. **Function 3** and **4.**

```
PROGRAM              CHOOSE KEY
■                    PRINT LIST  →
                     NO  TO CANCEL
```

2. Press the Quick Dial key or enter the Speed Dial codes that holds the program that you wish to erase. Example: **08** of the Quick Dial Key.

```
PROGRAM           YES  OR  NO
  08    TRANSMIT DAILY REPORT  ↑
           CLR:  CLR              ↓
```

3. Press **Clear**.

```
PROGRAM
  10   KANTOH AREA            ↑
  CLEAR?  YES  •  NO
```

4. To delete the program: **Yes**.
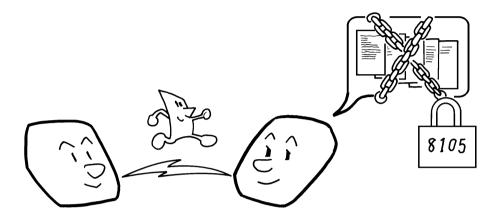
```
PROGRAM              CHOOSE KEY
■                    PRINT LIST  →
                     NO  TO CANCEL
```

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

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# Confidential Transmission

## Overview

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.

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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 100.          Personal Codes: see page 82.
Confidential File Report: see page 102.  Journal: see page 176.
Confidential Reception: see page 99.

---

## Procedure

To set up a confidential transmission, do the following.

1.  Place your document in the feeder.

```
MEMORY TRANS.        OPTIONS  ↓
 ENTER FAX NUMBER
 _
```

2.  **Function 1** and **2**.
    The machine is now in Confidential
    Transmission Mode.

```
CONF. TRANS.         OPTIONS  ↓
 ENTER FAX NUMBER
 _
```

3.  Dial then press **Yes**.

```
CONF. TRANS.         OPTIONS  ↓
 PRESS YES OR CLR • NO
 2125551234_
```

```
CONF. TRANS.         OPTIONS  ↓
 ENTER NO. OR START   DEST:2
 _
```

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**.

```
CONF. ID          ENTER ID CODE


                      NO TO END
```

2.  Enter the Confidential ID that you wish to
    use for this message.
    Example: **2 5 6 7** of the ten key pad
    and press **Yes**.

```
CONF. ID          PRESS YES OR NO
          1111
```
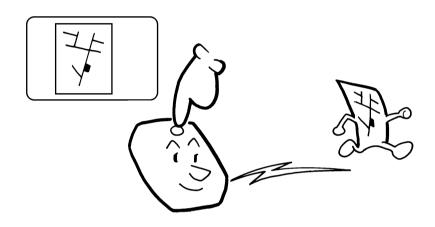
3.  Dial and press **Start**.

❓    For how to use other options, see page 34 and the pages following.

## 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.

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
> 93).

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

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## Storing an Auto Document

You can store the auto document in a Quick Dial or Speed Dial and label the auto document.

### Storing an Auto Document

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

```
MEMORY TRANS.        OPTIONS   ↓
 ENTER FAX NUMBER
 ▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇
 _
```

2.  Press **Function**.

```
FUNCTION       NO:▇  OR NO
10TRANS. MODE   20CLEAR CHANGE
30PROG. CHANGE 40REPORTS       ↓
```

3.  Press **3** and **5**.

```
AUTO DOCUMENT         CHOOSE KEY
▇                    PRINT LIST →
                     NO TO CANCEL
```

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
    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.

```
AUTO DOCUMENT  SELECT ▇ YES=END
 01                            ↑
 1.STORE FAX 2.LABEL 3.CLEAR   ↓
```

When pressing the one-touch 01

5.  Press **1**.

```
AUTO DOCUMENT
  01 CONF. TRANS.
   STORE AS COVER SHEET YES . NO
```

6.  Press **Yes** to store the document as the cover sheet or press **No** not to.

```
AUTO DOCUMENT           PRESS NO
  01
       PRESS START
```

7.  Press **Start**.

```
AUTO DOCUMENT
       WAIT:STORING DOCUMENT
```

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

```
MEMORY TRANS.      31.DEC.12:59
  SET DOCUMENT OR DIAL NO.
               MEMORY 100%
```

### Labeling an Auto Document

1. Press **Function**.

2. Press **3** and **5**.

```
FUNCTION        NO:■  OR NO
10TRANS. MODE   20CLEAR CHANGE
30PROG. CHANGE 40REPORTS      ↓
```

```
AUTO DOCUMENT          CHOOSE KEY
■                     PRINT LIST →
                      NO  TO CANCEL
```

3. Now choose the Quick Dial key or Speed Dial code to label
   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 the correct number using ▲ and ▼.

```
AUTO DOCUMENT  SELECT ■ YES=END
 29                            ↑
1.STORE FAX 2.LABEL 3.CLEAR  ↓
```

When pressing the Quick Dial 29.

4. Press **2**.

```
AUTO DOCUMENT  ENTER LABEL
 01                NO  TO CANCEL
_                            ABC
```

When selecting "1"

5. 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** --- Erase one letter at the cursor.
   **No** --- Erase all.

```
AUTO DOCUMENT  ENTER LABEL
 01                NO  TO CANCEL
_                            ABC
```

6. Press **Yes**.

```
AUTO DOCUMENT  SELECT ■ YES=END
 29                            ↑
1.STORE FAX 2.LABEL 3.CLEAR  ↓
```

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

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

```
MEMORY TRANS.      31.DEC.12:59
   SET DOCUMENT OR DIAL NO.
                   MEMORY 100%
```

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## 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.

### Using an Auto Document

1.  Make sure that the machine is in standby mode (see page 24).

2.  If you wish to attach a fax message to your Auto Document, place the fax face down into the feeder.

```
MEMORY TRANS.          OPTIONS  ↓
  ENTER FAX NUMBER

 _
```

3.  Now choose the Quick Dial key or Speed Dial code that contains the document you need.
    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 press **Yes**.

```
        SEND AUTO DOCUMENT

        YES OR NO
```

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

```
MEMORY TRANS.          OPTIONS  ↓
  ENTER FAX NUMBER

 _
```

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.

## 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**.

```
PROGRAM              CHOOSE KEY
  ▮                   PRINT LIST →
                     NO  TO CANCEL
```

2. 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**.

```
AUTO DOCUMENT     NO  TO CANCEL
  08    OFFICE LOCATION MAP
        PRESS START
```

3. **Start**.

# Changing the Contents of Auto Document

## Changing the Label

1. Press **Function**.

```
FUNCTION        NO:▮  OR NO
10TRANS. MODE  20CLEAR CHANGE
30PROG. CHANGE 40REPORTS      ↓
```

2. Press **3** and **5**.

```
AUTO DOCUMENT  PRESS QCK/SPD
  ▮                  PRINT LIST →
                    NO  TO CANCEL
```

3. 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 ▲ and ▼.
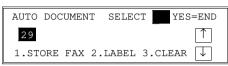
```
AUTO DOCUMENT   SELECT ▮
 29                          ↑
 1.STORE FAX 2.LABEL 3.CLEAR ↓
```

When pressing the one-touch 29.

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

```
AUTO DOCUMENT     ENTER LABEL
 01               NO  TO CANCEL
                              ABC
```

5.  Press **Clear** or **No** to enter the document name again.

6.  Press **Yes** to return to the standby mode.

```
AUTO DOCUMENT   PRESS QCK/SPD
                  PRINT LIST →
                  NO  TO CANCEL
```

Repeat the procedure from step 3 to change another name.

7.  Press **Function**.

```
MEMORY TRANS.          31.DEC.12:59
   SET DOCUMENT OR DIAL NO.
                      MEMORY 100%
```

## Erasing an Auto Document or Label

1.  Press **Function**.

2.  Press **3** and **5**.

```
FUNCTION        NO:    OR  NO
10TRANS. MODE   20CLEAR CHANGE
30PROG. CHANGE 40REPORTS      ↓
```

```
AUTO DOCUMENT        CHOOSE KEY
                  PRINT LIST →
                  NO  TO CANCEL
```

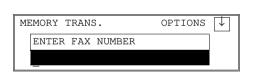3.  Now choose the Quick Dial key or Speed Dial code to erase.
    Either:
    ❒  Press a Quick Dial key
    or
    ❒ Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

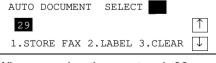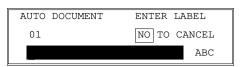    If you enter the wrong number, press **No** to enter the correct number or search for the correct number using ▲ and ▼.

4.  Press **3**.

```
AUTO DOCUMENT   SELECT
 29                        ↑
 1.STORE FAX 2.LABEL 3.CLEAR ↓
```

5.  Either:

    ❐ Press **Yes** to erase the Auto Document.
      "Document Erased!" will flash up.

```
AUTO DOCUMENT
  10 OFFICE LOCATION MAP

  CLEAR DOCUMENT?        YES · NO
```

    ❐ If you don't wish to erase this Auto Document, press **No**.

6.  Either:

    ❐ Press **Yes** to erase the Auto Document's label.
      "Label Erased!" will be displayed.
                              flash up.

```
AUTO DOCUMENT   CHOOSE KEY
  ■                  PRINT LIST →
                   NO TO CANCEL
```
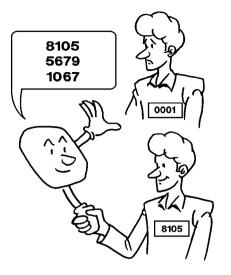
Repeat the procedure from step 3 to erase another document.

    ❐ If you don't want to make a change, press **No**.

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

```
MEMORY TRANS.        31.DEC.12:59
  SET DOCUMENT OR DIAL NO.
                    MEMORY 100%
```

# 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 86.

## 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 TCR, 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 (If 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.

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**.

    ```
    PERS. CODE          ENTER ID CODE
    ▮                    PRINT LIST →
                         NO  TO CANCEL
    ```

2.  Input a Personal Code that you want to store in your machine for later use. Example: **5 4 7 7**.

    ```
    PERS. CODE          YES  OR  NO
      5477
              CLR: CLR
    ```

    ❐ 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. And press **Yes**.

    ```
    PERS. CODE          YES  OR  NO
      5477
      16
    ```

    ❐ If you don't wish to program this code into a Quick Dial key, press **Yes**.

5. Input a name for this Personal Code using the Quick Dial keys.
Example: JOHNSON

```
┌─────────────────────────────────────────┐
│ PERS. CODE      [YES] OR [CLR] • [NO]     │
│   5477                                    │
│ JOHNSON_                          ABC     │
└─────────────────────────────────────────┘
```

> **?** Inputting and editing labels: see page 7.

❒ If you do not wish to store a label: **Yes**. Go to step 7.

6. Store the name: **Yes**.

```
┌─────────────────────────────────────────┐
│ PERS. CODE      CONF. ID SETTING          │
│   5477  JOHNSON                           │
│ CONF.ID: █            [YES] TO END        │
└─────────────────────────────────────────┘
```

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.
Example: **4 6 5 6**.

```
┌─────────────────────────────────────────┐
│ PERS. CODE      [YES] OR [CLR] • [NO]     │
│   5477  JOHNSON                           │
│ CONF.ID: 4656                             │
└─────────────────────────────────────────┘
```

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

8. Store the ID: **Yes**.

```
┌─────────────────────────────────────────┐
│ PERS. CODE       ENTER ID CODE            │
│ █                PRINT LIST [→]           │
│                  [NO] TO CANCEL           │
└─────────────────────────────────────────┘
```

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**

```
┌─────────────────────────────────────────┐
│ PERS. CODE       ENTER ID CODE            │
│ █                PRINT LIST [→]           │
│                  [NO] TO CANCEL           │
└─────────────────────────────────────────┘
```

2. Input the Personal Code that you wish to edit.
Example: **5 4 7 7**.
And press **Yes**.

```
┌─────────────────────────────────────────┐
│ PERS. CODE          [YES] OR [NO]         │
│  5477   JOHNSON                           │
│         CLR: [CLR]                        │
└─────────────────────────────────────────┘
```
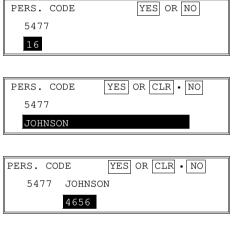
❒ If you input the wrong code, press **No**.

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3.  Either:

❒ Erase this Personal Code: **Clear Yes**.
Go back to step 2.

❒ Edit the contents of this code: **Yes**.
**Go to step 4.**

```
PERS. CODE      YES OR CLR · NO
  5477
 JOHNSON_                     ABC
```

4.  Either:

❒ To change the Quick Dial key this
code has been programmed into,
press the **No** key.

```
PERS. CODE          YES OR NO
  5477

```

❒ 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.

```
PERS. CODE          YES OR NO
  5477
  16
```

6.  Press **Yes**.

```
PERS. CODE      YES OR CLR · NO
  5477
 JOHNSON
```

7.  Edit the name stored with this code. When
the name is correct, press **Yes**.

```
PERS. CODE      YES OR CLR · NO
  5477  JOHNSON
        4656
```

❓ Inputting and editing labels:
see page 7.

8.  Either:

❒ If you do not have an optional mem-
ory 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**.

```
PERS. CODE          ENTER ID CODE
 _                    PRINT LIST →
                     NO TO CANCEL
```

9.  Either:

❒ Enter or edit another code: Go to step 2.

❒ Finish: **Function**.

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## 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.

To switch Restricted Access On or Off, do the following:

If you wish to switch Restricted Access on or off, do the following procedure. (See page 7 if you need more information about the User Parameter settings adjustment procedure).

1. **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 ▲ or ▼ until the settings for switch 05 are shown.
   The settings you need are digits 4 and 5.

```
SWITCH 05 :0000 0000
```
Digit 4 (Underlined)
Digit 5 (Double Underlined)

| Digit | Purpose | | | |
|-------|---------|---|---|---|
| | Restricted Access | Digit 4 | Digit 5 | 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.

```
RESTRICTED ACCESS    ENTER CODE
   CODE  ██████████
                        4.DEC.11:50
```

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 is 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 a 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.

```
USER FUNCTION        PRESS F1 TO F5
F ▮                     PRINT LIST →
                     NO  TO CANCEL
```

3. Press **Yes**.

```
USER FUNCTION        ENTER CODE
F 4     CODE: ▮
                     NO  TO CANCEL
```

4. Either:
   ❐ If the key is already programmed, press **No**, then **0**, **4**.
   ❐ If the key is vacant, press **0** and **4**.

```
USER FUNCTION        YES  OR  NO
F 4     CODE: 04
TONE KEY
```

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 282.

---

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## Chain Dialing

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

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

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-reference**
Quick Dial and Speed Dial: see page 283.
Label Insertion: see page 93.

---

**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

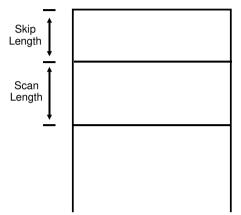When the machine asks you to dial:

**On Hook Dial or Handset Mode:**
Press **01 02 Speed Dial 1 0** then **3 3 3 3**.
**Other:**
Press **01 Pause 02 Pause Speed Dial 1 0 Pause** then **3 3 3 3**.

## Specified Image Area (Function Upgrade Card Required) $\boxed{fx}$

### 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, 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 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 lace.

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                ↑
SWITCH00: 01000000 YES TO END ↓
```

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

```
SWITCH00: 00000000
```

3.  Press ▼ until the settings for switch 06 are shown.
    The setting that you need to change is digit 5.

```
SWITCH06: 00000000
```

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

Digit 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: Yes Function

## Specifying an Image Area

1.  **Function 6 0 2 2 2 2 7** and **4.**

```
IMAGE AREA          PRESS YES
   SKIP LENGTH:    000    MM
   SCAN LENGTH:    000    MM    ↓
```

2.  Input the skip length then press ▼.
    You must enter a three digit value.
    For example, for 75 mm, input 075.

```
IMAGE AREA          YES  TO END
   SKIP LENGTH:    075    MM
   SCAN LENGTH:    000    MM    ↓
```

3.  Input the scan length. You must enter a three digit value.
    For example, for 95 mm, input 095.

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

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
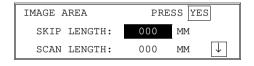
❒ Storing an Auto Document

## 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.
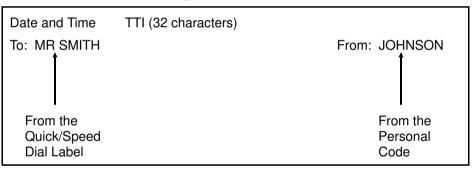
To use this feature, you must:

❒ 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 285 and 34).

❒ Program the Personal Codes of the machine's users, and store their names with their codes (see page 82).

❒ Program labels with the Speed Dial and Quick Dial numbers (see the procedures starting on pages 285 and 34).

❒ When you make a transmission, use a Quick or Speed Dial, and select the Personal Code option (see page 34).
   Note: TTI on/off has no effect on this feature.

**Example:**        Your fax message as received at the other end

```
┌─────────────────────────────────────────────────────────────────┐
│ Date and Time      TTI (32 characters)                            │
│ To:  MR SMITH                               From:  JOHNSON        │
│       ↑                                            ↑              │
│       │                                            │              │
│       │                                            │              │
│    From the                                  From the             │
│    Quick/Speed                               Personal             │
│    Dial Label                                Code                 │
└─────────────────────────────────────────────────────────────────┘
```

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.

**Notes**
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).
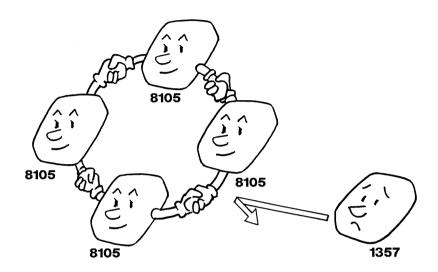
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## Closed Network (Transmission)

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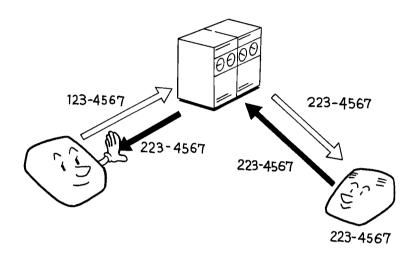
**Note:**   This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

---

**Cross-references**
ID Codes: see page 56.              Closed Network (Reception): see page 134.

---

## 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.
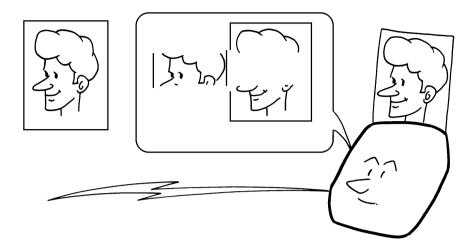


Your machine compares the number that you dialed with the CSI received from the other end. (Only the last 8 digits are checked, and spaces and pauses in the telephone number are ignored.) If the CSI is not the same as the telephone number, the transmission is stopped.

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-references**
CSI: see pages 279 and 281.

---

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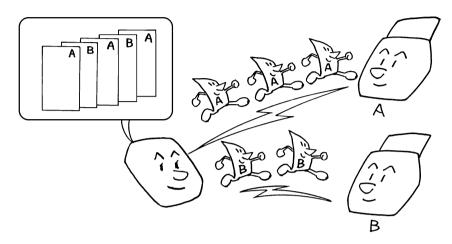
Pages can be sent up to 3 times before the machine gives up. If you wish to change the number of retries, contact a service technician.

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 Optional (Memory Card or Hard Disk Required)

## 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).

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**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**
Send Later: see page 35.

---

### 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 7 if you need more information about the User
Parameter settings adjustment procedure).

1.  **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 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 : 0001 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.
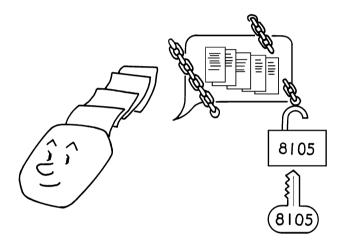If a jam does occur, press the Stop key immediately.

---

# RECEPTION

## Confidential Reception (Memory Card or Hard Disk Required)

### Overview

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.

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## 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**.

```
OWN ANALOG NUMBER
  YES  TO SET          PREVIOUS ↑
  NO   TO CANCEL           NEXT ↓
```

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

```
CONFIDENTIAL ID
  YES  TO SET          PREVIOUS ↑
  NO   TO CANCEL           NEXT ↓
```

3. **Yes**.

```
CONFIDENTIAL ID
  ID SETTING
  █████              YES  TO END
```

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

```
CONFIDENTIAL ID
  YES  OR  CLR  •  NO
  6754
```

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**.

```
OWN ANALOG NUMBER
  YES  TO SET          PREVIOUS ↑
  NO   TO CANCEL           NEXT ↓
```

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

```
CONFIDENTIAL ID
  YES  TO SET          PREVIOUS ↑
  NO   TO CANCEL           NEXT ↓
```

3. **Yes**.

```
CONFIDENTIAL ID
  YES  OR  CLR  •  NO
  6754
```

4. **No** and input a new confidential ID code Example: **8 3 5 2**.

```
CONFIDENTIAL ID CODE
  YES  OR  CLR  •  NO
  8352
```

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

## 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      ENTER CONF. ID
   CONFIDENTIAL ID: ▮
                       NO  TO CANCEL
```

2. Input the ID. Example: **6 7 5 4** from the ten key pad.
   If you cannot output a confidential file with this ID, you have input the wrong ID or the sender may have over-ridden your ID.
   Contact your sender.

```
PRT CONF. RX      PRESS START
   CONFIDENTIAL ID: ....
```

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 which is memory locked, see page 107.

---

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## 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**.

```
USER PARAMETER      PRINT LIST →
DEFAULT:  01000000              ↑
SWITCH00: 01000000 YES TO END  ↓
```

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

3. Press ▼ until the settings for 04 are shown. The settings you need to change is digit 0.

`SWITCH 04 :0000 000̲0̲`

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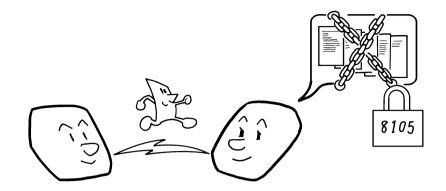
5. Finish:  **Yes** and **Function**.

---

**Cross-reference**
Personal Codes: see page 82.

---

If you wish, you can prevent unidentified senders from sending you confidential messages. See page 108.

---

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# Memory Lock (Optional Memory Card or Hard Disk Required)

## Overview



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 or CSIof these senders. Program the G4 TID when you make G4 communication.

❏ Select the messages to store in memory:
   a) All messages from specified senders.
   b) All messages <u>except</u> those from specified senders.

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.

| **Cross-reference** | Confidential Reception: see page 99. |
|---|---|

## 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**.

```
OWN ANALOG NUMBER
  YES  TO SET          PREVIOUS ↑
  NO   TO CANCEL           NEXT ↓
```

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

```
MEMORY LOCK ID
  YES  TO SET          PREVIOUS ↑
  NO   TO CANCEL           NEXT ↓
```

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3.  **Yes**.

```
MEMORY LOCK ID

 ID SETTING
          ▮▮▮▮▮           YES TO END
```

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

```
MEMORY LOCK ID
   YES OR CLR • NO
  6754
```

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

## Editing the Memory Lock ID

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

```
OWN ANALOG NUMBER
   YES TO SET         PREVIOUS ↑
   NO  TO CANCEL          NEXT ↓
```

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

```
MEMORY LOCK ID
   YES TO SET         PREVIOUS ↑
   NO  TO CANCEL          NEXT ↓
```

3.  **Yes**.

```
MEMORY LOCK ID
   YES OR CLR • NO
  6754
```

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

```
MEMORY LOCK ID
   YES OR CLR • NO
  5478
```

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**.

```
PSTN LINE TYPE    SELECT  ← →
          DP        TT         ↑
                    YES TO END ↓
```

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

```
MEMORY LOCK       SELECT  ← →
          ON        OFF        ↑
                    YES TO END ↓
```

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

```
PSTN LINE TYPE    SELECT   ←  →
              ON       OFF        ↑
                          YES TO END ↓
```

4. Finsh : **Yes** and **Function**.

---

If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See page 108.

---

### 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 or G4 TID codes of those locations. A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI a CSI or a 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.

   ```
   MEMORY LOCK SELECT ▮
     DEST. 6          PRINT LIST →
   1.RTI PROG 2.RTI   NO TO CANCEL
   ```

   ❐ At this time, you can print an Author-ized Reception List by pressing ▶ **Start**.

2. Either:

   ❐ Store some RTIs/CSIs/G4 TIDs: **1**. Go to step 3.

   ```
   MEMORY LOCK      ENTER RTI/CSI
                    NO TO CANCEL
   ▮▮▮▮▮▮▮▮▮▮▮▮▮▮        ABC
   ```

   ❐ 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.

   ```
   MEMORY LOCK      NO TO CANCEL
     DEST. 1/6           CLR: CLR
   XYZ.CO.                      ↓
   ```

   ❐ Finish: **Function**.

3. Type in an RTI, CSI or G4 TID, then press **Yes**.

   ```
   MEMORY LOCK      NO TO CANCEL
     STORE AS WILD CARD? YES • NO
   XYZ.CO.
   ```

   ❓ Inputting labels and digits: see page 4.

4. Either:

   ❐ Store this as a wild card: **Yes**.
   ❐ Otherwise: **No**.

   ```
   MEMORY LOCK      ENTER RTI/CSI
                    NO TO CANCEL
   ▮▮▮▮▮▮▮▮▮▮▮▮▮▮        ABC
   ```

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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 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: **Function**.

**Note:** When you program a G4 TID, program "Country Code" "-" "Telephone Number" "=" "Terminal ID Code". Program "-" and "=" in the way to store symbols.

### 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 <u>except</u> those from specified terminals.

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**.

```
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 09 are shown.

```
USER PARAMETER     PRINT LIST →
DEFAULT:  01000000            ↑
SWITCH09: 01000000 YES TO END ↓
```

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>

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## Printing from Memory Lock (Memory Card or Hard Disk Required)

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
```

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

```
PRT MEM. LOCK    PRESS START
  MEMORY LOCK ID: ....
```

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 101.

| 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. |

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## 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 7 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.

```
USER PARAMETER     PRINT LIST →
DEFAULT:  01000000                ↑
SWITCH00: 01000000 YES TO END ↓
```

2. Press ▼ until the settings for switch 05 are shown.
   The setting that you need to change is that for digit 1.

```
SWITCH05: 0000 0000
```

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

3. If you wish to change the setting, press **1** on the ten key pad.

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

---

**Cross-references**
Substitute Reception: see page 47.   Confidential Reception: see page 99.
Memory Lock: see page 103.            Forwarding: see page 113.

---

# Authorized Reception
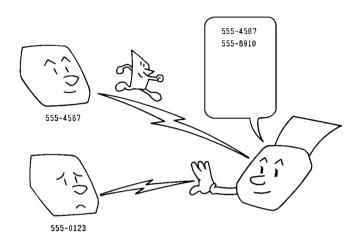
## Overview

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. Program the G4 TID when you make G4 communications (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's that you can specify.

**Note:** If you turn Authorized Reception on and you do not program any senders' RTI/CSI's, your machine will not accept any messages.
If one of the authorized terminals changes their RTI/CSI/G4 TID, you have to change the stored RTI/CSI/G4 TID 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.

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**Cross-references**

## 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**.

```
PSTN LINE TYPE    SELECT  ←  →
         DP          TT          ↑
                  YES  TO END   ↓
```

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

```
AUTHORIZED RECEPTION SELECT ← →
         ON        OFF         ↑
                  YES  TO END  ↓
```

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

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

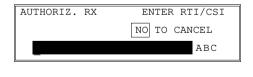## Programming the List of the Senders for Authorized Reception

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`.

```
AUTHORIZ. RX SELECT ■
   DEST. 6           PRINT LIST →
   1.RTI PROG 2.RTI  NO  TO CANCEL
```

   ❒ At this time, you can print a Specified
   Terminal List by pressing ▶ **Start**.

2. Either:

   ❒ Store some RTIs/CSIs/G4 TIDs: **1**.
   Go to step 3.

```
AUTHORIZ. RX       ENTER RTI/CSI
                  NO  TO CANCEL
   _                         ABC
```

   ❒ 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.

```
AUTHORIZ. RX      NO  TO CANCEL
      DEST. 1/6        CLR: CLR
   XYZ. CO.                   ↓
```

   ❒ Finish: **Yes**.

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3. Type in an RTI, CSI or G4 TID, then press **Yes**.

   ❓ Label input and editing: see page 4.

```
AUTHORIZ. RX
  STORE AS WILD CARD? YES • NO
  XYZ. CO.
```

4. Either:

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

   ❐ Otherwise: **No**.

```
AUTHORIZ. RX      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 TID 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: **Function**.

**Note:** When you program a G4 TID, program "Country Code" "-" "Telephone Number" "=" "Terminal ID Code". Program "-" and "=" in the way to store symbols.

### Selecting Which Messages to Accept

You can select one of the following two things.

❐ Only accept incoming messages from the specified senders whose RTI/CSI's are programmed.

❐ Accept all incoming messages <u>except</u> those from the Specified Senders whose RTI/CSI are programmed.

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.

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2. 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 0100
```

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 Terminals (Function 81) | Authorized Reception on/off (Function 62) | Accept messages from special terminals listed or not listed (Function 63) | Result |
|---|---|---|---|
| **Empty** | 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-copy
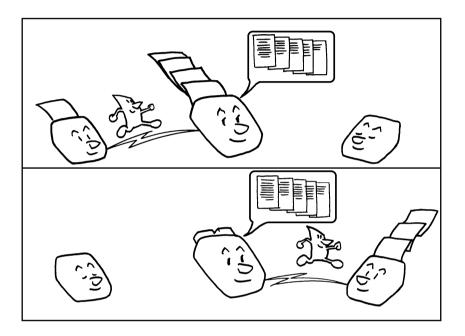- Memory Lock
- Disk File
- Specified Cassette Selection

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# Forwarding (Memory Card or Hard Disk Required)

## 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

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**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 TID, you must change the stored RTI/CSI/G4 TID, or you will not be able to forward messages from that sender.

---

**Cross-references**
RTI and CSI: see page 279.          Wild Cards: see page 123.
Journal: see page 176.

---

### Programming the Forwarding Feature

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

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

```
FORWARDING     SET FORWARD. CODE
NO. ■               PRINT LIST →
                    NO TO CANCEL
```

2. Input a two digit code from 01 to 05 for a fowarding station number.
   Example: 02

```
FORWARDING           YES OR NO
NO. 02 DEST.0              ↑
                          ↓
```

   ❒ DEST.0 on the opposite display
   shows that there are no
   RTIs/CSIs/G4 TID stored so far for
   this forwarding station.

3. **Yes**.

```
FORWARDING     ENTER FAX NUMBER
NO. 02              NO TO CANCEL
▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬
```

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.

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Then press **Yes**.

❓ See page 25 for how to dial.
Do not use the handset.

```
FORWARDING      SELECT █
 NO. 02 DEST.0
 1.RTI PROG 2.RTI    YES  TO END
```

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 :
   Press **1**, then go to step 6.

```
FORWARDING      ENTER RTI/CSI
                 NO  TO CANCEL
 _                        ABC
```

   ❒ 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 dis-
   played.

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

   ❒ Finish storing RTIs/CSIs/G4 TIDs for this forwarding station and input an-
   other 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.

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

7. Either:
   ❒ Store this RTI as a wild card, press
     **Yes**.
   ❒ Otherwise: **No**.

```
FORWARDING      ENTER RTI/CSI
                 NO  TO CANCEL
 _                        ABC
```

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 TID on the screen with ▼.

   ❒ To delete the displayed RTI/CSI/G4 TID: **Clear**.

   ❒ When you have finished: **No**. Go to step 5.

**Note:** When you program a G4 TID, program "Country Code" "-" "Telephone
Number" "=" "Terminal ID Code". Program "-" and "=" in the way to store symbols.

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## Editing the Forwarding Feature

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

```
FORWARDING    SET FORWARD. CODE
NO. ■               PRINT LIST →
                    NO  TO CANCEL
```

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.

```
FORWARDING    YES OR CLR • NO
NO. 01
  2125553456
```

3. Either:

   ❒ Erase this forwarding station number and all RTIs/CSIs/G4 TID 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.

```
FORWARDING        SELECT ■
  NO.01 DEST.6
  1.RTI PROG 2.RTI  YES TO END
```

4. Either:

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

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

   ❒ 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.

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

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

```
FORWARDING    SET FORWARD. CODE
NO. ■               PRINT LIST →
                    NO  TO CANCEL
```

   ❒ Finish: **Function**.

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

```
FORWARDING        SELECT ▉
 NO. 02 DEST.0
 1.RTI PROG 2.RTI    YES  TO END
```

   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 TID 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.

---

6. Type in an RTI, CSI or G4 TID then press
   **Yes**.

```
FORWARDING
  STORE AS WILD CARD? YES · NO
  XYZ. CO.
```

   ❓ Inputting labels: see page 4.

7. Either:

   ❒ Store this RTI 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**.

**Note:** When you program a G4 TID, program "Country Code" "-" "Telephone
Number" "=" "Terminal ID Code". Program "-" and "=" in the way to store symbols.

## 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.

```
USER PARAMETER     PRINT LIST →
DEFAULT:  01000000          ↑
SWITCH00: 01000000 YES TO END ↓
```

2. Press ▼ until the settings for switch 08 are
   shown.
   The settings that you need to change
   are digit 6 (double underline) and 7
   (single underline).

```
SWITCH 08: 0000 0000
```

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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 mes-
sages from special terminals.

```
SWITCH8: 0100 0000
```

If you want to forward all incoming mes-
sages except those from special termi-
nals.

```
SWITCH8: 1100 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**.

```
PSTN LINE TYPE    SELECT  ←  →
           DP        TT          ↑
                     YES TO END  ↓
```

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).

1. **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 PARAMETER    PRINT LIST →
DEFAULT:  01000000           ↑
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`0̲
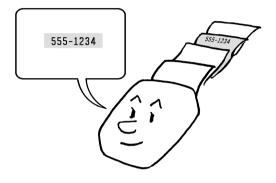
    Digit 0 (Double Underlined)
    0: Forwarding Mark is Off
    1: Forwarding Mark is On

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.

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The number of RTI/CSI's that you can store for use with this feature is 10. You can use Wild Cards to extend the number of RTI/CSI'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-references**
RTI and CSI: see page 279.          Wild Cards: see page 123.
Journal: see page 176.

---

## 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 TID programmed so far. In a new machine, you will see DEST.0.

   ```
   CST SELECT      SELECT ■
      DEST.6            PRINT LIST →
   1.RTI PROG 2.RTI   NO TO CANCEL
   ```

   ❒ At this time, you can print a Specified Cassette Selection List by pressing ▶ **Start**.

2. Either:

   ❒ Store some RTIs/CSIs/G4 TIDs: 1. Go to step 3.

   ```
   CST SELECT      ENTER RTI/CSI
                   NO TO CANCEL
   _____ ABC
   ```

   ❒ View the RTIs/CSIs/G4 TIDs that you have stored so far: 2. Go to step 6.

   ```
   CST SELECT       NO TO CANCEL
      DEST.1/6        CLR: CLR
   XYZ. CO.                    ↓
   ```

3. Type in an RTI, CSI or G4 TID using a Quick Dial Key or the ten key pad then press **Yes**.

   ```
   CST SELECT
      STORE AS WILD CARD? YES . NO
      XYZ. CO.
   ```

4. Either:
   ❒ Store this RTI as a wild card: **Yes**.
   ❒ Otherwise: **No**.

   ```
   CST SELECT      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 previously stored RTIs/CSIs/G4 TIDs; if you wish to do so, you must delete the incorrect label and store a new one.
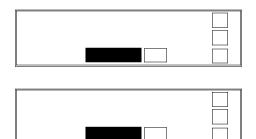
❐ To delete the displayed RTI/CSI/G4 TID: **Clear**.

❐ When you have finished: **Function**.

---

**NOTE:** Messages from senders that have RTI/CSI/G4 TID 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 things.

❐ Print messages from the specified senders whose RTI/CSI/G4 TID are programmed from the upper cassette.

❐ Print all messages except those from the specified senders whose RTI/CSI/G4 TID are programmed from the upper cassette.

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 shown.
   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.

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

   ```
   SWITCH08: 0001 0000
   ```

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

   ```
   SWITCH08: 0011 0000
   ```

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

## 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**.

```
PSTN LINE TYPE    SELECT   ←  →
            DP       TT        ↑
                  YES TO END ↓
```

2.  Scroll through the list of features with ▲ 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. |

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# 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.
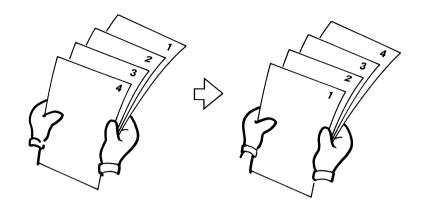
---

**Cross-references**

## Reverse Order Printing (Optional Memory Card or Hard Disk Required)

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 7 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.

    ```
    USER PARAMETER     PRINT LIST →
    DEFAULT:  01000000            ↑
    SWITCH00: 01000000 YES TO END ↓
    ```

2.  Press ▼ until the settings for switch 10 are shown.

    ```
    USER PARAMETER     PRINT LIST →
    DEFAULT:  01000000            ↑
    SWITCH10:          YES TO END ↓
    ```

3.  The setting that you need to change is digit 0 (Double Underlined).

    ```
    SWITCH10: 0000 0001
    ```

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

4.  If you wish to change the setting, press **0** on the ten key pad.

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

**124**

## Multi-sort Document Reception (Memory Card or Hard Disk Required)

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-reference**
Reverse Order Printing: see page 124.     Copying an Original: see page 168.

---

### 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**.

```
PSTN LINE TYPE      SELECT    ←  →
         DP          TT              ↑
                            YES  TO  END  ↓
```

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

```
MULTISORT           SELECT    ←  →
          ON         OFF              ↑
                            YES  TO  END  ↓
```

3. Change the on/off setting by pressing ◄ or ►.

```
MULTISORT           SELECT    ←  →
      ON             OFF              ↑
                            YES  TO  END  ↓
```

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**.

```
MULTISORT RX   ENTER 1-9 COPY
   ENTER # COPY:  1  COPY(S)
                    YES  TO END
```

2. Input the number of copies that you need, then press **Yes**.
   Copies of incoming faxes will be collated.

```
MULTISORT     SELECT
  DEST.0           PRINT LIST →
1.RTI PROG. 2.RTI   NO  TO CANCEL
```

---

**NOTE:** Maximum number of copies: 9
   To use Multi-sort Document Reception, you must switch Reverse
   Order Printing on. See page 124 for how to do this.

---

3. Either:

   ❏ Print a specified terminal list: press ▶ and **Start**.

   ❏ Store some RTIs/CSIs/G4 TID: **1**. Go to step 4.

```
MULTISORT RX       ENTER RTI/CSI
                    NO  TO CANCEL

                              ABC
```

   ❏ View the RTIs/CSIs/G4 TID that you have stored so far: **2**. Go to step 7.

```
MULTISORT RX       NO  TO CANCEL
  DEST.1/6              CLR:  CLR
  XYZ. CO.
```

4. Type in an RTI, CSI or G4 TID then press **Yes**.

   ❓ Inputting and editing labels: see page 4.

```
MULTISORT
  STORE AS WILD CARD?  YES · NO
  XYZ. CO.
```

5. Either:
   Store this RTI as a wild card: **Yes**.
   Otherwise: **No**.

```
MULTISORT RX       ENTER RTI/CSI
                    NO  TO CANCEL

                              ABC
```

6. Either:

   ❏ Enter another RTI, CSI or G4 TID: Go to step 4.

   ❏ Finish: **Function**.

7. Scroll through the stored RTIs/CSIs/G4 TID on the screen with ▼.

   ❒ It is not possible to edit previously stored RTIs/CSIs/G4 TID; 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/CSI/G4 TID 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**.

```
USER PARAMETER    PRINT LIST →
DEFAULT:  01000000            ↑
SWITCH00: 01000000 YES TO END ↓
```

   **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.

```
USER PARAMETER    PRINT LIST →
DEFAULT:  01000000            ↑
SWITCH08: 01000000 YES TO END ↓
```

```
SWITCH08: 0000 0000
```

3. Set one of the two as shown opposite:

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

`SWITCH08: 0000 0001`

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

`SWITCH08: 0000 0011`

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 **except** those from special terminals. |

## 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 7 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.

```
USER PARAMETER     PRINT LIST →
DEFAULT:  01000000              ↑
SWITCH00: 01000000 YES TO END  ↓
```

2. Press ▼ until the settings for switch 02 are shown.
   The setting that you need to change is digit 1 (Double Underlined).

```
USER PARAMETER     PRINT LIST →
DEFAULT:  01000000              ↑
SWITCH02: 01000000 YES TO END  ↓
```
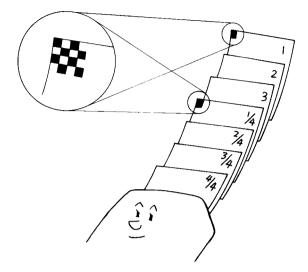
```
SWITCH02: 0000 0010
```

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 7 if you need more information about the User Parameter settings adjustment procedure).

1. **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.

   `SWITCH00: 00000000`

3. Press ▼ until the settings for switch 02 are shown.
   The setting that you need to change is digit 4.

   `SWITCH02: 00000000`

   Digit 4
   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**.

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## 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 176.          Date and Time: see page 278.

---

To switch this feature on, do the following. (See page 7 if you need more information about the User Parameter settings adjustment procedure).

1. **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.

```
SWITCH00: 00000000
```

3. Press ▼ until the settings for switch 01 are shown.
   The setting that you need to change is digit 2.

```
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 bottom of the page.

**ADVANCED FEATURES**

## Length Reduction
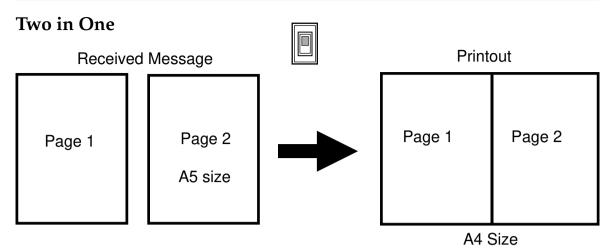
If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image so that it will fit on one page, if the image length is within the following limits.

| Paper size in the cassette | Maximum reducible incoming page length |
| --- | --- |
| A4 | 388.8 mm |
| A5 | 190.1 mm |

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 10 mm 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.

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

## Two in One

Received Message                                                    Printout

| Page 1 | Page 2 A5 size |  | Page 1 | Page 2 |

A4 Size

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.
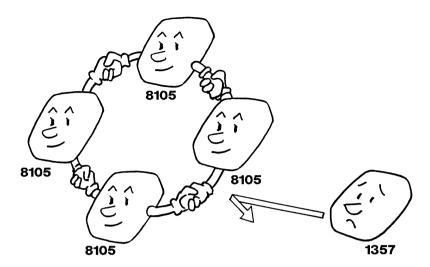
❐ If your machine currently has two sizes of paper installed, the machine will try to print the incoming message on the smaller size.

❐ 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 7 if you need more information about the User Parameter settings adjustment procedure).

1. 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.

```
SWITCH00: 00000000
```

3. Press ▼ until the settings for switch 10 are shown.
   The setting that you need to change is digit 1.

```
SWITCH10: 00000000
```

Digit 1
0: Two in One is disabled.
1: Two in One in enabled.

4. If you wish to change the setting, press **1**.

5. Finish: **Yes Function**

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**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.

---
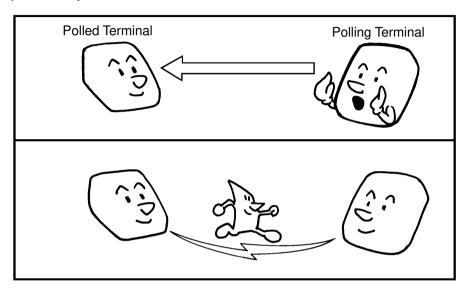
**Cross-references**
ID Codes: see page 56.

---

# OTHER

## 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.

## 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 56.

---

Free Polling

1. Place your document in the feeder.

```
MEMORY TRANS.          OPTIONS  ↓
  ENTER FAX NUMBER

_
```

2. **Function 1 5**.

```
FREE POLLING.          OPTIONS  ↓
   PRESS START
```

   ❓ See page 139 for the options that are available with Polling Transmission.

3. **Start**.

   ❐ Your fax message is stored and held on polling standby.

**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.

```
MEMORY TRANS.        OPTIONS  ↓
  ENTER FAX NUMBER
 _
```

2. **Function 1** and **4**.

```
POLLING TRANS.       OPTIONS  ↓
   PRESS START
```

**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.

```
MEMORY TRANS.        OPTIONS  ↓
  ENTER FAX NUMBER
 _
```

2. **Function 1** and **4**.

```
POLLING TRANS.       OPTIONS  ↓
   PRESS START
```

**ADVANCED FEATURES**

3.  Press ▼, **0** and **5**.

```
ID CODE    ENTER ID CODE

            ▮▮▮▮▮

                         NO TO END
```

4.  Enter the ID code that you wish to use for this message.
    Example: **2 5 6 7** from the ten key pad.

```
ID CODE    PRESS YES OR NO
            2567
```

5.  **Yes**.

```
POLLING TRANS.        OPTIONS  ↓
    PRESS START
```

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 144).

---

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 34 )

❒ Page Count:This is the same as for normal transmission (see page 36 )

❒ TTI On/Off: This is the same as for normal transmission (see page 37).

❒ 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 OPT 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 |
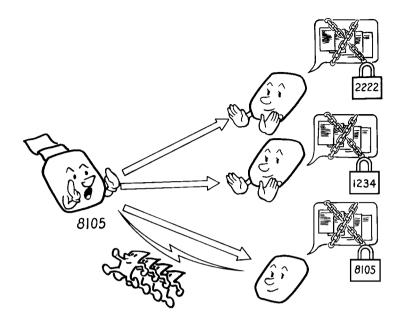
Then use the keys indicated on the screen to change the setting or enter information.

1. Press ▼, **0** and **6**.
   Example: TTI on/off.

```
TTI        SELECT ← → YES  TO END
                      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**

**139**

## 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 136).

The maximum number of terminals that you can poll in one operation is 132.

---

**Cross-references**
ID Code: see page 56.
Groups: see page 284.
Keystroke Programs: see page 68.

---

Operating Procedure

1. **Function 1** and **1**.

```
POLLING RECV.            OPTIONS ↓
  ENTER FAX NUMBER
_
```

2. Dial the number.

```
POLLING RECV.            OPTIONS ↓
  PRESS YES OR CLR · NO
0462-_
```

3. **Yes**.
   If you want dial more numbers, go to step 2.

```
POLLING RECV.            OPTIONS ↓
  ENTER NO. OR START  DEST: 2
_
```

4. **Start**.

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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**.

```
ID CODE          ENTER ID CODE
   ▁

                  NO  TO END
```

2.  Enter the password that you wish to use for this operation.

    Example: **2 5 6 7** from the ten key pad

```
ID CODE
   PRESS  YES  OR  CLR  •  NO
   2567
```

3.  **Yes**.

```
POLLING RECV.           OPTION  ↓
   ENTER NO. OR  START   DEST: 2
   ▁
```

4.  Dial and press **Start**.

    ❓   For how to use other options, such as Send Later for delayed polling, see page 34 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 301 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, contact a service technician.

**ADVANCED FEATURES**

**141**

## 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 176.

---

### File Retention Time and File Retransmission

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**.

```
PSTN LINE TYPE      SELECT    ←  →
           DP         TT          ↑
                            YES  TO  END  ↓
```

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**.

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## File Retransmission (Optional Memory Card or Hard Disk is Required)

This feature allows you to transmit a fax message again, 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. Note that you cannot change, add, or delete any destinations, and you cannot alter the Send Later time.

1.  **Function 2 5**.

```
RETRANSMIT FILE        SCROLL ↓
FILE NO. :█████      PRINT LIST →
LAST FILE:0015       NO TO CANCEL
```

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**.

```
RETRANSMIT FILE      SCROLL ↑  ↓
NO.0002  STANDBY      PRESS YES
XYZ COMPANY NEW YORK
```

---

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.

---

3.  **Yes**.

```
RETRANSMIT FILE
NO.0002
RESEND FILE? YES · NO
```

4.  Retransmit the displayed file number: **Yes**.

```
RETRANSMIT FILE
NO.0002
READY TO TRANSMIT
```

The message will be retransmitted as soon as the machine is free.

**ADVANCED FEATURES**

**143**

## Changing the 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):<br>    (Example: Using Function 21) | **Function 2 2** |

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**.

```
CLEAR TRANS. FILE
 NO.0002
 CLEAR FILE?  YES . NO
```

```
TRANS. CLR/CHNG    SELECT ■
 NO.0002              YES  TO END
 1.FILE CLEAR  2.CLOCK        ↓
```

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.

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

```
MEMORY TRANS.      4.APR.12:25
  SET DOCUMENT
                    MEMORY 100%
```

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### Setting or Changing a Transmission Time

3. Press **2**.

```
TRANS. CLR/CHNG
       TIME=11:00
  TRANS NOW: NO  ←  →  YES TO END
```

4. Either:

   ❐ Set or change the transmission
   time using the ten key pad.

```
TRANS. CLR/CHNG
       TIME=11:30
  TRANS NOW: NO  ←  →  YES TO END
```

   ❐ Press **No** if you want to send the mes-
   sage now, then go to step 6. The ma-
   chine will begin dialling.

5. Press **Yes**.
   The time is changed.

```
TRANS. CLR/CHNG    SELECT ▮
  NO.0002              YES TO END
  1.FILE CLEAR  2.CLOCK        ↓
```

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

```
MEMORY TRANS.        4.APR.12:25
  SET DOCUMENT
                     MEMORY 100%
```

### Erasing a Destination

3. Press **3**.

```
TRANS. CLR/CHNG    NO TO CANCEL
  DEST.  1/25            CLR: CLR
       777-2222               ↓
```

4. If the destination you wish to **Clear** is not
   displayed, scroll through the
   destinations with ▼ until it is displayed.

```
TRANS. CLR/CHNG    NO TO CANCEL
  DEST.  2/25            CLR: CLR
    02  XYZ COMPANY           ↓
```

5. Press **Clear**.
   The destination is erased.

```
TRANS. CLR/CHNG    NO TO CANCEL
  DEST.  3/25            CLR: CLR
       5555-1234             ↓
```

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

```
MEMORY TRANS.        4.APR.12:25
  SET DOCUMENT
                     MEMORY 100%
```

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Adding a Destination

3.  Press **4**.

```
TRANS. CLR/CHNG    ENTER FAX NO
 DEST.  1          NO  TO CANCEL
 _
```

4.  Enter an additional destination.

```
TRANS. CLR/CHNG  YES  OR  CLR · NO
 DEST.  1
 123-4567
```

5.  Press **Yes**.

```
TRANS. CLR/CHNG    SELECT ■
 NO.0002          YES  TO END
 1.FILE CLEAR  2.CLOCK        ↓
```

6.  Press **Function**.

```
MEMORY TRANS.        4.APR.12:25
   SET DOCUMENT
                     MEMORY 100%
```

**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 stopping the transmission.

1.  Press **Function**, **2** and **3**.

```
CLEAR POLLING TX        SCROLL ↓
 FILE NO. :■         PRINT LIST →
 LAST FILE:0002     NO  TO CANCEL
```

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**.

```
CLEAR POLLING TX      SCROLL ↑  ↓
 NO.0002   STANDBY    PRESS  YES
```

3.  Press **Yes**.

```
CLEAR POLLING TX
 NO.0002
 CLEAR FILE?  YES · NO
```

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5. Confirm the file and press **Yes**.
   The transmission is cancelled.

```
CLEAR POLLING TX        SCROLL ↓
  FILE NO. :█            PRINT LIST →
  LAST FILE:0002        NO TO CANCEL
```

```
Repeat the procedure from
step 3 to cancel another file.
```

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

```
MEMORY TRANS.         4.APR.12:25
   SET DOCUMENT
                       MEMORY 100%
```

## 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)

```
PRINT TRANS. FILE        SCROLL ↓
  FILE NO. :█            PRINT LIST →
  LAST FILE:0015        NO TO CANCEL
```

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**.

```
PRINT TRANS. FILE
  NO.0002            NO TO CANCEL
        PRESS START
```

3. **Start**.

**Note:** This procedure does not work for Confidential Reception files.
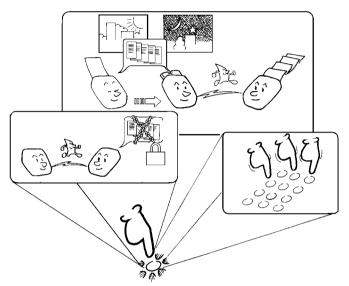
# User Function Keys

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. In a new machine, the User Function Keys F1 to F4 have already been programmed, as shown in the table below in boldface.

| Code | Function | Code | Function |
|------|----------|------|----------|
| 01 | Group key | 06 | Specified Image Area On / Off |
| 02 | Use Economy Transmission | 07 | Storing a Both Sided Document **[F1]** |
| 03 | Switch TTI On or Off **[F3]** | 08 | Switch Forwarding On/Off * |
| 04 | Send Tonal Signals | 09 | Upgraded Speed Dial Key |
| 05 | Batch Transmission on/off | 10 | Input a Subaddress (G4 mode only) ** |

*:   Memory Card or Hard Disk required
**: ISDN G4 Kit required

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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**.

   ```
   USER FUNCTION    PRESS F1 TO F5
   F ▮             PRINT LIST →
                   NO TO CANCEL
   ```

2. Press one of the User Function Keys.
   Example: Press **F4 Yes**.

   ```
   USER FUNCTION     ENTER CODE
   F 4    CODE: ▮
                   NO TO CANCEL
   ```

   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.

3. Enter the two-digit code for the function
   that you wish to store.
   Example: Group Dial key, press **0 1**.

   ```
   USER FUNCTION    YES OR NO
   F 4    CODE: 01
   GROUP DIAL ENTRY
   ```

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

   ```
   USER FUNCTION    PRESS F1 TO F5
   F ▮             PRINT LIST →
                   NO TO CANCEL
   ```

### 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**.

   ```
   SPEED DIAL    ENTER SPEED CODE
   ▮             PRINT LIST →
                 NO TO CANCEL
   ```

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2. **F4**.

   ❒ If you cannot select this Function
      Key, it is already being used for
      something.  Select another Func-
      tion Key.

```
              PROGRAM?
             YES  OR  NO
```

3. **Yes Function**.

Using a Function Program

1. **F4**.

```
 SPEED DIAL    ENTER SPEED CODE
 ██                  PRINT LIST →
                    NO  TO CANCEL
```

2. Use the function as normal.

Deleting a Function Program

1. **Function 3 6**.

```
 USER FUNCTION    PRESS F1 TO F5
 F ██                 PRINT LIST →
                    NO  TO CANCEL
```

2. Press the key that you wish to erase.
   Example: **F4**.

```
 USER FUNCTION    YES  OR  NO
 F 4    CODE:
 FUNCTION PROGRAMMED
```

3. **Yes, No** and **Function**.

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# 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 settings

❒ 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

This section of the manual first describes the OMR Sheets and how to use them, and 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 159).
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.

**ADVANCED FEATURES**

## Completing an OMR Sheet
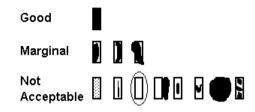
Each OMR Sheet contains a number of boxes or fields.

❐ 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.
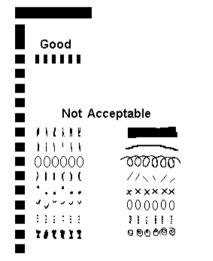
**Note:** Use a black felt tip or ball point pen. Do not use a pencil.



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
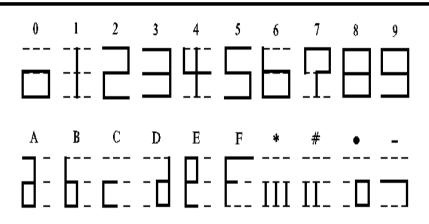
There are two types of field.

❒ **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 Later or TRD).

❒ **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 88 for more details on Tonal Signals.

        ❒ If you wish to input a pause in the telephone number, use a ' - ' to indicate a pause.

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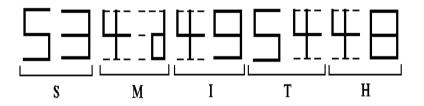
Name Fields

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 | P |
| 21 | ! | 31 | 1 | 41 | A | 51 | Q |
| 22 | " | 32 | 2 | 42 | B | 52 | R |
| 23 | # | 33 | 3 | 43 | C | 53 | S |
| 24 | $ | 34 | 4 | 44 | D | 54 | T |
| 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 | H | 58 | X |
| 29 | ) | 39 | 9 | 49 | I | 59 | Y |
| 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 | ^ |
| 2F | / | 3F | ? | 4F | O | 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.

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### 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 159 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 180).

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".

Restricted access      ON    OFF

You might find this sheet more easy to understand than the eight-digit User Parameter Switches described on page 7 and the pages following that.

#### Quick/Speed Dial Program Sheet

You can use this sheet to program Quick Dial Speed Dial and Upgraded Speed Dial numbers. However, you can only program one telephone number with each OMR Sheet.

1. At the top of the sheet, mark up either QUICK or SPEED. Mark the SPEED for the Upgraded Speed Dials.

2. Mark up the Quick Speed or Upgraded 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

     □                �In
     □                ▐
     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 or Upgraded Speed Dial 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/Upgraded Speed Dial number that you just marked in steps 1
    and 2.

    ❐ See "Number Fields" on page 153 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 154 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 292) 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.

    ❐ See "Name Fields" on page 154 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 153 for how to do this.

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.

```
Quick
■ ■ □ □ □ ■ □ □ □ ■ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ ■ □ □ □ □ □ □ □ □ □ □ □ □
0 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 4
1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
4 4 4 4 4 4 4 4 4 5 5 5 5 5 5 5 5 5 5 6 6 6 6 6
1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4

Speed
■ ■ □ □ □ ■ □ □ □ □ □ □ □ □ □ □ □ □ □ ■ □ □ □ □ □ □ □ □ □ ■ □ □ □ □ □ □ □ □ ■
0 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3
0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
4 4 4 4 4 4 4 4 4 5 5 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 6 6 7 7 7 7 7 7 7 7 7 7
0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
8 8 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9 9 9
0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
```

Transmission Program Sheet

You can use this sheet to send a fax message. With this sheet you can select a range of transmission options, and if you use memory transmission you can specify more than one +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 153 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 153 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 153 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 54 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
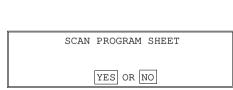
To Print an OMR Sheet

**Note:**  You must have A4 size paper in the cassette before you print an OMR Sheet.

1. **Function 5 4**.

```
OMR SHEET              ENTER CODE
   CODE:█
        NO TO CANCEL    SCROLL ↑ ↓
```

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.

```
OMR SHEET              ENTER CODE
   CODE: 1  USER PARAMETER    ↑
           PRESS START        ↓
```

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 24).

2. Place the OMR sheet face up at the top of your fax message and put everything into the feeder face down.

```
MEMORY TRANS.          OPTIONS  ↓
  ENTER FAX NUMBER
```

   **Note:**  The OMR Sheet must be the page that is scanned first.

3. **Start**.

```
          SCAN PROGRAM SHEET

              YES OR NO
```

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.

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## 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.

```
┌─────────────────────────────────────┐
│ MEMORY TRANS.          OPTIONS  ↓    │
│  ┌─────────────────────────────────┐ │
│  │ ENTER FAX NUMBER                │ │
│  ├─────────────────────────────────┤ │
│  │ ███████████████████████████████ │ │
│  └─────────────────────────────────┘ │
└─────────────────────────────────────┘
```

2. **Start**.

```
┌─────────────────────────────────────┐
│           SCAN PROGRAM SHEET         │
│                                      │
│              YES  OR  NO             │
└─────────────────────────────────────┘
```

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.

# 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".

## How to start the saving energy mode

Your machine will enter the saving energy mode under the following conditions.

❒ 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

Your 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.)

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❐ 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 roller 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**.

    ```
    USER PARAMETER    PRINT LIST →
    DEFAULT:  01000000          ↑
    SWITCH00: 01000000 YES TO END ↓
    ```

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

2.  Press ▼ until the settings for switch 05 are shown.

    ```
    USER PARAMETER    PRINT LIST →
    DEFAULT:  01000000          ↑
    SWITCH05: 01000000 YES TO END ↓
    ```

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

3.  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 temperature</u>.

    ```
    SWITCH05: 0000 0000
    ```

    If you want to let the roller <u>cool halfway</u>.

    ```
    SWITCH05: 0100 0000
    ```

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

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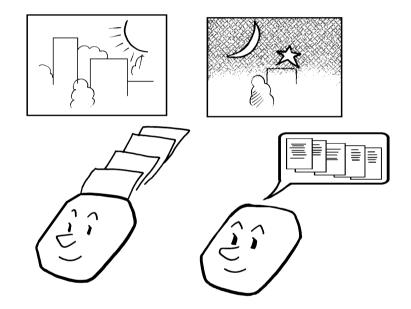
# Night Timer

## 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.

❐ Switch the Night Timer feature on.

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## 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**.

```
PSTN LINE TYPE    SELECT  ←  →
         DP       TT           ↑
                  YES TO END   ↓
```

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

```
POWER SAVER       SELECT  ←  →
         ON       OFF          ↑
                  YES TO END   ↓
```

3. Change the on/off setting by pressing ◄ or ►.

```
POWER SAVER       SELECT  ←  →
         ON       OFF          ↑
                  YES TO END   ↓
```

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

## Programming Procedure

**Example:** For Tuesday, set the heater to switch on at 9:00 and switch off at 18:00.

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

```
ECONOMY TX
     TIME= 11 :00
              ←  →       YES TO END
```

2. Press **Yes**.

```
POWER SAVER      DAY OF WK. ↑  ↓
(SUN)  ON  =00:00  ON=00:00
                 ←  →  YES TO END
```

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

```
POWER SAVER      DAY OF WK. ↑  ↓
(TUE)  ON  =00:00  ON=00:00
                 ←  →  YES TO END
```

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: ►

```
POWER SAVER      DAY OF WK. ↑  ↓
(TUE)  ON= 00 :00  ON=00:00
                 ←  →  YES TO END
```

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❒ Input the time: **0 9 0 0**.

Press ▶ to move the cursor and repeat step
3 for the second timer.

❒ Input **1 8 0 0** for the timer value.

```
POWER SAVER      DAY OF WK. ↑  ↓
(TUE) ON=00:00  ON=00: 00
                        ← → YES TO END
```

---

**KEEPING THE HEATER ON ALL DAY:** Set both timers to ON = 00:00.
**KEEPING THE HEATER OFF ALL DAY:** Set both timers to OFF = 00:00.

---

5.  Either:

❒ 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 103.

---

## Temporarily Switching the Heating roller

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.

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.

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## 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**.

```
COUNTERS               YES  TO END

TX:000000      SCN:000000
RX:000000      PRT:000000
```

2. When you have to finisned: **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 copie, reports, lists and printouts made when using other PC printer option.
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 a Journal.
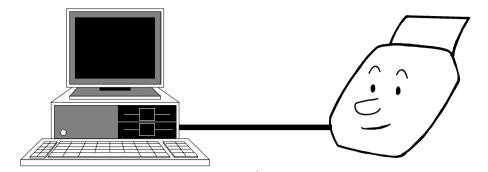
1. **Function 4 1 ▶**.

```
PERS. CODE 7346      NO  TO CANCEL

  OCT. 10 08:23AM RX OK 10PAGES ↑
  2125551234                     ↓
```

2. Scroll through the past communications on the screen using ▲ and ▼.

❒ To print the Journal: **No Start**.

## Entering 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 100 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.

1. **Function 3** and **9**.

```
PRINTER MODE        YES TO END
```

You can now operate the printer.

### Selecting the Cassette (optional removable cassette and/or 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**.

```
PSTN LINE TYPE    SELECT   ← →
                DP    TT         ↑
                      YES TO END ↓
```

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

```
CASSETTE FOR PRINTER SELECT ← →

OPEN CST    CST 2    CST 3
            YES TO END         ↓
```

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.

---

**Cross-references**          Contrast, Resolution, and Halftone: see page 30.

---

1.  Place your original in the feeder.

```
MEMORY TRANS.            OPTIONS   ↓
  ENTER FAX NUMBER

_
```

2.  Press **Copy**.

```
COPY MODE    NO. OF COPIES: 1
        PRESS START
PAPER        A4          A5      ←  →
```

---

**Note:** To cancel copy mode, press Copy again.

---

3.  If you have the optional cassette, you can select the paper size by pressing ▶ . The opposite display shows that you select the A5 size.

```
COPY MODE    NO. OF COPIES: 1
      PRESS START
PAPER        A4          A5      ←  →
```

4.  Input the number of copies that you need. Example: 3 copies, press **3** on the ten key pad.

```
COPY MODE    NO. OF COPIES: 3
      PRESS START
PAPER        A4          A5      ←  →
```

5.  **Start**.

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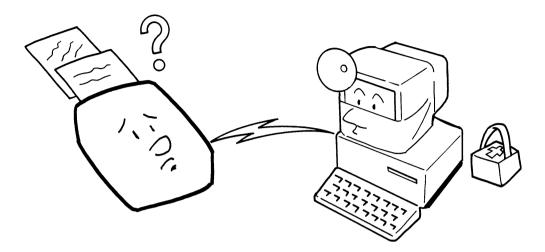
The following table shows which features can operate simultaneously on your machine.

| Job Currently in Progress | Job that you wish to carry out at the same time | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |
| 1. Storing to Memory | | ✔ | ✖ | ✔ | ✖ | ✔ | ✔ | ✔ |
| 2. Printing from Memory | ✔ | | ✖ | ✖ | ✔ | ✔ | ✖ | ✔ |
| 3. Copying | ✖ | ✖ | | ✖ | ✖ | ✔ | ✖ | ✔ |
| 4. Printing an Automatic Report | ✔ | ✖ | ✖ | | ✔ | ✔ | ✖ | ✔ |
| 5. Immediate Transmission | ✖ | ✔ | ✖ | ✔ | | ✖ | ✖ | ✖ |
| 6. Memory Transmission | ✔ | ✔ | ✔ | ✔ | ✖ | | ✖ | ✖ |
| 7. Receiving and Printing a Fax | ✔ | ✖ | ✖ | ✖ | ✖ | ✖ | | ✖ |
| 8. Receiving a Fax to Memory | ✔ | ✔ | ✔ | ✔ | ✖ | ✖ | ✖ | |

✔: Possible, ✖: Impossible

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## 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.

## 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-references** | Quick Dial and Speed Dial: see page 283. |

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# *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 7) 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.

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## 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.
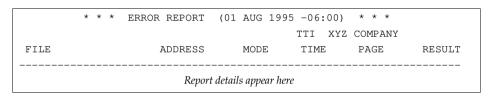
## Printing Part of the Image on the Report (Switch 04, bit 7)

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  (01 AUG 1995 –06:00)  * * *
                                         TTI  XYZ COMPANY
 FILE               ADDRESS      MODE     TIME      PAGE       RESULT
 ------------------------------------------------------------------
                     Report details appear here
```

## Example 2. Journal*

```
            * * *  JOURNAL  (01 AUG 1995 07:00) * * *
                                         TTI   XYZ COMPANY

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

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

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<u>The Result Column</u>
OK: Successful Communication
E: An error occurred
STANDBY: Ready to transmit

<u>The Footnote on the Journal</u>
TX counter: Total number of transmitted pages
RX counter: Total number of received pages

<u>Counters listed on the User Parameter List</u>
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 |
|------|---------|-------------|
| 1 | Hang up or line fail | The other party either hung up or had no message on polling 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 102).

❐ To switch the Error Report on or off, contact a service technician.

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## 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 7 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.

```
USER PARAMETER    PRINT LIST →
DEFAULT:  01000000            ↑
SWITCH00: 01000000 YES TO END ↓
```

2. Press ▼ until the settings for switch 04 are shown.
   The setting you need to use is digit 7.

```
USER PARAMETER    PRINT LIST →
DEFAULT:  01000000            ↑
SWITCH04: 01000000 YES TO END ↓
```

3. If you wish to change the setting, press **7** on the ten key pad.

```
SWITCH04: 0000 0000
```

Digit 7 (Double underlined)
0: This feature is off
1: This feature is on

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

# 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 ▶ then scroll through the list with ▲ and ▼.
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.

**Speed Dial Upgraded List:** This is a list of the telephone numbers that you have stored as Speed Dial Upgraded Code.

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

```
DIAL LIST  SELECT_  NO  TO CANCEL
1.QUICK DIAL     2.SPEED DIAL
3.GROUP DIAL     4.SPD DL UPGR
```

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2. Enter the number of the list you want.
   Example: For Quick Diak list, press **1**.

```
QUICK DIAL LIST
          PRESS START
                      NO TO CANCEL
```

3. **Start**.

## Program List

This gives details on the Keystroke Programs that you have stored in the machine.

1. Press **Function 4** and **4**.

```
PROGRAM LIST
          PRESS START
                      NO TO CANCEL
```

2. **Start**.

## User Function List

This shows how the user Function keys are currently programmed.

1. Press **Function 4** and **5**.

```
USER FUNCTION LIST
          PRESS START
                      NO TO CANCEL
```

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**.

```
FUNCTION       NO:    OR NO
10TRANS. MODE  20CLEAR CHANGE
30PROG. CHANGE 40REPORTS      ↓
```

```
PERSONAL TCR      SELECT ITEMS
          SELECT  NO TO CANCEL
 1PERS. CODE 2FILE NO.
```

3. Press **1**.

```
PERSONAL TCR      ENTER ID CODE
 PERS. CODE       PRINT LIST →
                      NO TO CANCEL
```

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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** --- Erase all.

```
PERSONAL TCR        NO  TO CANCEL
  PERS. CODE 1111    PRINT LIST  →
                     NO  TO CANCEL
```

5.  Press **Start**.
    The report  is printed.

```
PERSONAL TCR


              PRINTING
```

    The machine returns to the standby mode
    when the printout is finished.

```
MEMORY TRANS.        4.APR.12:25
   SET DOCUMENT
                     MEMORY 100%
```

## Specifying by a File Number

1.  Press **Function**.

```
FUNCTION        NO:    OR  NO
10TRANS. MODE   20CLEAR CHANGE
30PROG. CAHNGE 40REPORTS      ↓
```

2.  Press **4** and **6**.

```
PERSONAL TCR
            SELECT   NO  TO CANCEL
  1PERS. CODE 2FILE NO.
```

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.

```
PERSONAL TCR        SCROLL ↑  ↓
  NO.0002   STANDBY    PRESS YES
  XYZ COMPANY
```

5.  Press **Yes**.

```
PERSONAL TCR        NO  TO CANCEL
  NO.0002
            PRESS START
```

6.  Press **Start**.
    The report is printed.

```
PERSONAL TCR


              PRINTING
```

    The machine returns to the standby mode
    when the printout is finished.

```
MEMORY TRANS.        4.APR.12:25
   SET DOCUMENT
                     MEMORY 100%
```

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## Fax on Demand List (Fax on Demand Kit Required)

To get a list of boxes and their names:

1. Press **Function**.

```
FUNCTION         NO:█  OR NO
10TRANS. MODE  20CLEAR CHANGE
30PROG. CAHNGE 40REPORTS    ↓
```

2. Press **4** and **7**.

```
FOD PROGRAM LIST
            PRESS START
                    NO TO CANCEL
```

3. Press **Start**.
   The list is printed.

```
FOD PROGRAM LIST

            PRINTING
```

The machine returns to the standby mode
when the printout is finished.

```
MEMORY TRANS.       4.APR.12:25
  SET DOCUMENT
                MEMORY 100%
```

## 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 2 2 2 2 7** and **1**.

2. ▶ and **Start**.

## Special Terminal List

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 2 2 2 2 8** and **1**.

2. ▶ and **Start**.

## Forwarding List

This list shows details of how you have programmed the Forwarding feature. It
also includes the Wild Cards.

1. Press **Function 6 2 2 2 2 8** and **2**.

2. ▶ and **Start**.

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## User Parameter List

This shows the current settings of the User Parameters.

1.  Press **Function 6 2 2 2 2 6** and **3**.

2.  ▶ and **Start**.

---

**Cross-references**

| | |
|---|---|
| Immediate Transmission: see page 22. | Quick Dial: see page 283. |
| Memory Transmission: see page 23. | Transfer Request: see page 58. |
| Confidential Transmission: see page 73. | Polling: see page 135. |
| Confidential Reception: see page 99. | Groups: see page 284. |
| Keystroke Programs: see page 68. | Speed Dial: see page 283. |
| Personal Codes: see page 82. | Authorized Reception: see page 109. |
| Forwarding: see page 113. | User Parameters: see page 7. |

# *LOOKING AFTER THE MACHINE*

## LOADING PAPER

### Loading Paper in the Main Cassette, Optional Front Paper Feed Unit or 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.
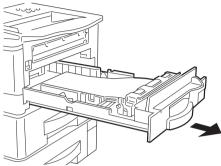
    **Note:** When you pull out the cassette, pull it out horizontally.

2.  Press down the metal base plate until it clicks into place.
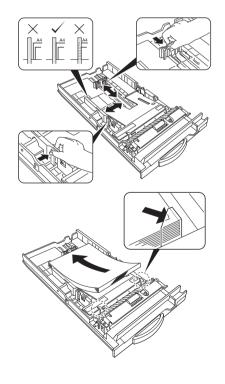
3.  Fan the paper. Make sure the edges are uniformly aligned and place the paper into the cassette with the side on wish you wish to print face up. Check the paper fits under the metal corners.

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.

    **NOTE:** ❐ Make sure that the paper fits the corners.

    ❐ Do not fill up the cassette past the load limit marker.

    Load Limit

5.  Replace the cassette to its original position.

**181**
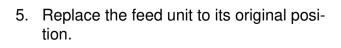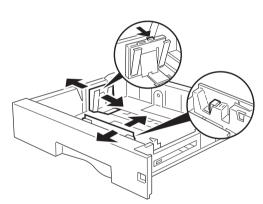
## Loading Paper in the Optional Side Paper Feed Unit
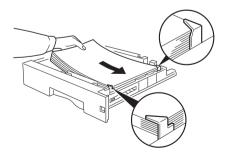
1. Slide out the side paper feed unit until it stops. With both hands, remove it by holding it up and lifting it out at the same time.
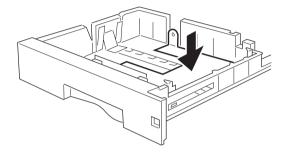
2. Press down the metal base plate until it clicks into place.
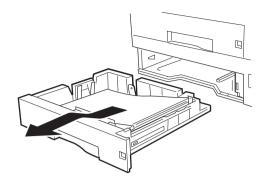
3. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the unit with the side on wish you wish to print face up. Check the paper fits under the metal corners.

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

1.  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.
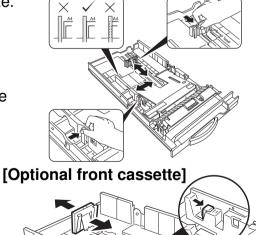
    **Note:** When you pull out the cassette, pull it out horizontally.
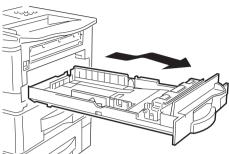
2.  Press down the paper until it clicks into place.
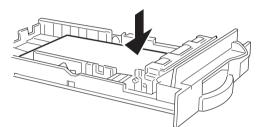
3.  Take out the paper.
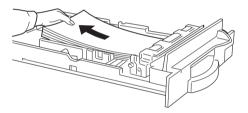
4.  Adjust the paper fences to the paper size. To move a fence, pinch the top lever in and slide the fence in or out as shown. Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the cassette. The fences should be aligned so that the inside edge of each fence is just touching the line of the scale.

**[Main Cassette]**

**[Optional front cassette]**

**LOOKING AFTER THE MACHINE**

**183**
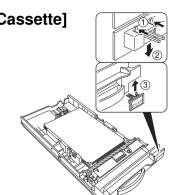
5. Change the paper size plate (located at the front of the cassette).

    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.

**[Main Cassette]**
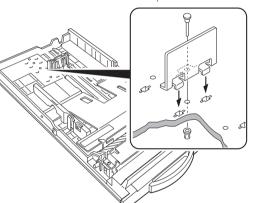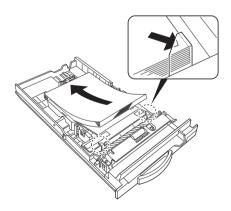
**[Optional front cassette]**

6. Fit the paper fence lock behind the rear fence 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.

**184**
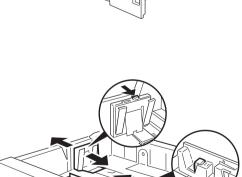
## Changing the Paper Size in the Optional Side Paper Feed Unit
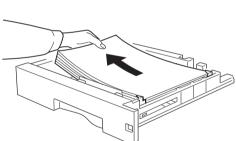
1. Slide out the paper feed unit until it stops. Then, with both hands, remove it by holding it up and lifting it out at the same time.
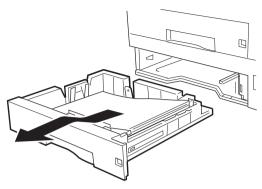
2. Press down the paper until it clicks into place.
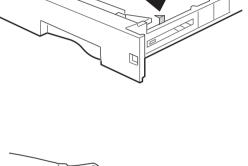
3. Pull out the paper.

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.

**185**
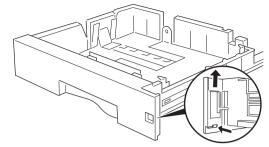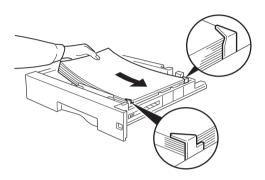
5. Change the paper size plate (located at the front of the feed unit).
   To remove an existing plate, push in the tab at the base while lifting the plate out from above (see diagram). Insert a plate with the appropriate paper size engraved on the front.

6. 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.
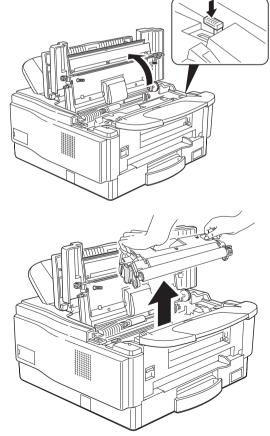
# REPLACING THE TONER CASSETTE AND CLEANING PAD

❒ When the Add Toner indicator ( ![icon] ) 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 ( ![icon] ) remains lit, it is time to install a new toner cassette.

## Replacement Procedure

1. Open the scanner.
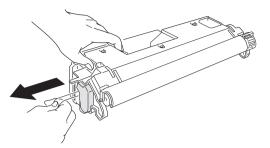
2. Open the upper cover. (Push the button of the right side.)

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.
   ---

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4.  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, wait until it has cooled before removing it. Hold it by the center two tabs and do not touch any other parts on the pad.
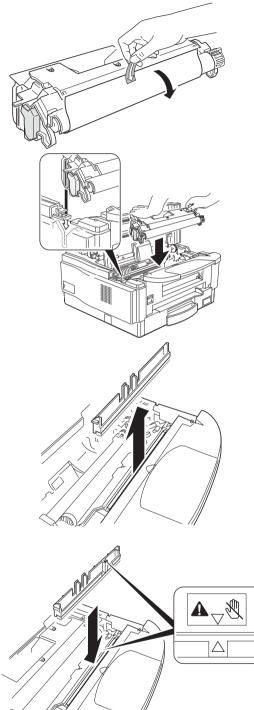
7.  Install the new cleaning pad.
    Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.

    **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.

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# REPLACING THE STAMP
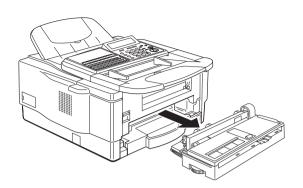
When the mark made by the verification stamp becomes pale, replace the stamp as described below.

1.  Pull up the scanner.

2.  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.
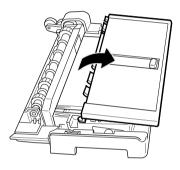
# CHANGING THE PAPER SIZE (OPTIONAL CASSETTE)
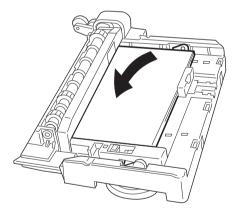
1. Pull out the removable cassette.

2. Remove the cover of the cassette.

3. Push the paper until it clicks.

**190**
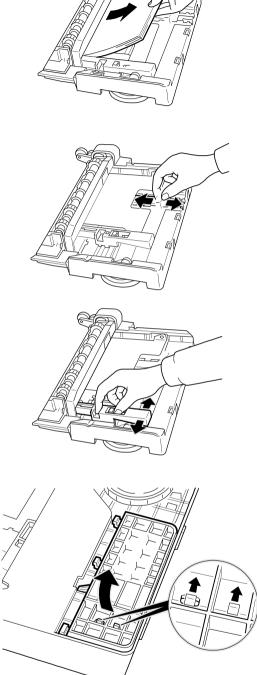
4.  Remove the paper.

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 extension.

7.  Turn over the cassette. Remove the extension.
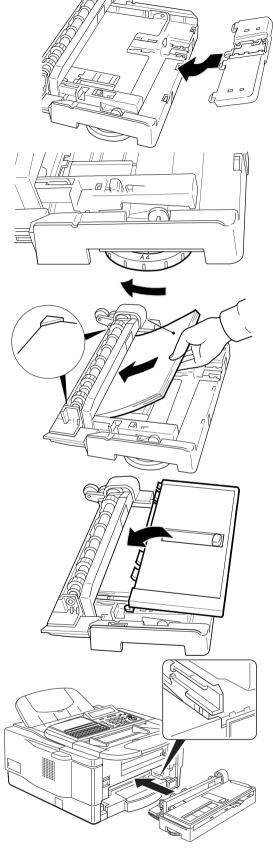
**191**

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.

11. Set the cover of the removable cassette.

12. Install the removable cassette.

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# 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
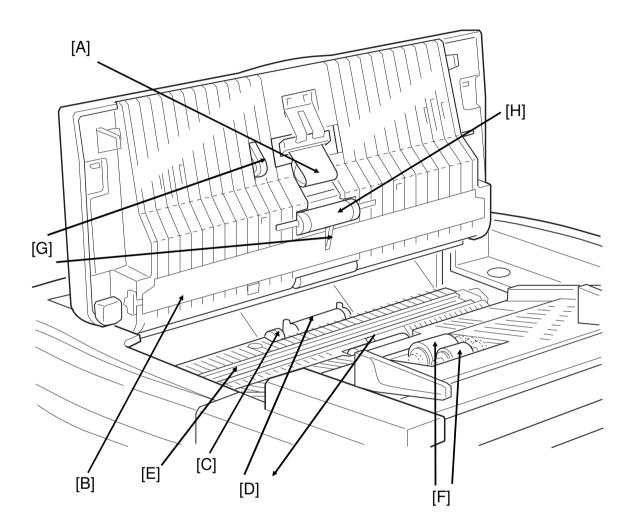
The following table shows what items you need to look after from time to time. Letters after component names in the Item column refer to the labels used in the diagrams on the following pages.

| Area | Item | What to Use | Possible Problems if Not Maintained |
|------|------|-------------|-------------------------------------|
| Scanner | Separation Pad [A] | 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.

## User Maintenance Procedure of Cleaning

### Scanner

[A]

[H]

[G]

[B]

[E]

[C]

[D]

[F]

1. Prepare a soft damp cloth.
2. Turn off the main power switch.
3. Lift up the operation panel.
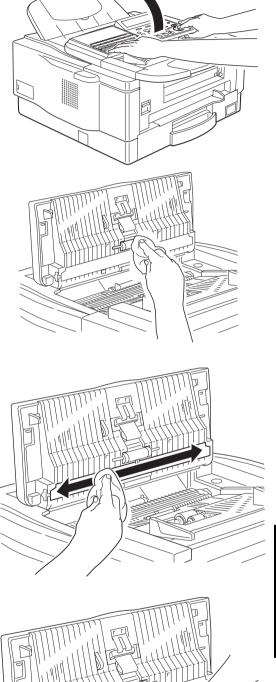
4. Clean the pressure roller with the soft damp cloth, while rotating the roller.

5. Clean the white strip [B] with the soft damp cloth.

   **CAUTION:**
   Do not damage the sensor actuator [G] (black plastic) on the white strip.
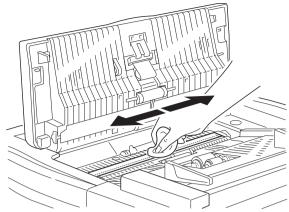
6. Clean the R1 and R2 rollers [D] with the soft damp cloth.

**LOOKING AFTER THE MACHINE**

**195**
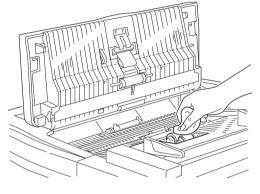
7. Turn the main power switch off.

8. Clean the exposure glass [E] with the soft damp cloth.

9. Clean the pick-up and feed rollers [F] with the soft damp cloth, while turning the rollers in the direction shown in the diagram.

10. Close the operation panel.
    Make sure you push down on both sides of the panel so it locks into place.

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**Cassette**

1.  Pull out the cassette.

**[Roller on the cassette]**

**[Roller inside the machine]**

2.  Clean the rollers on the cassette and in the interior of the machine using the soft damp cloth.

3.  Close the cassette.
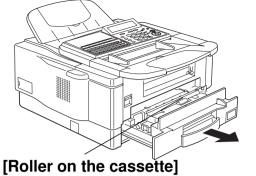
## Cleaning the Corona Wire
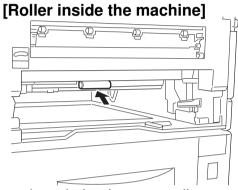
Please clean the corona wire often in order to keep the printing image quality.

1.  Lift up the operation panel.

2.  Open the upper cover.
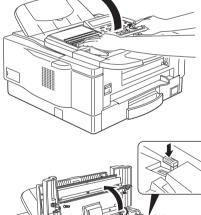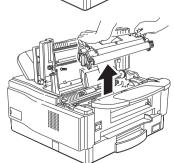
3.  Remove the toner cassette. Place it on a sheet of paper.

**197**
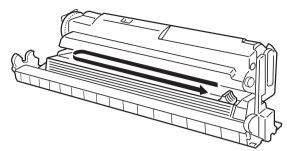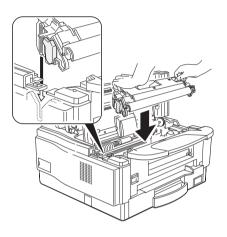
4.  Gently drag the blue lever from end to end twice. Make sure the lever is returned on the original position.

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.

6.  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.

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## 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 page166 .)
To get the new roller and pad, contact your service representative.
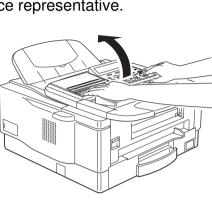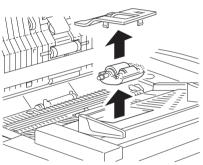
1.  Open the operation panel.
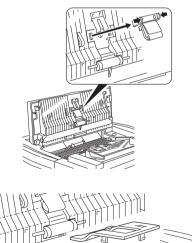
2.  Remove the old ADF roller assembly.

3.  Remove the old separation pad.
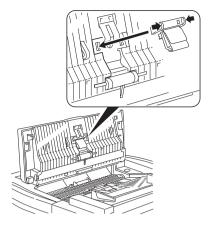
4.  Install the new ADF roller assembly.

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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.
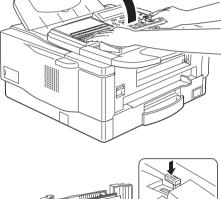
If the following display appears, replace the photoconductor.

```
MEMORY TRANS.        ↓   PROBLEM


REPLACE PC
```
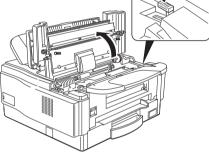
To check how many sheets you've printed, please refer the section titled "Counters" (See page166.)

1.  Lift up the operation panel.

2.  Open the upper cover.
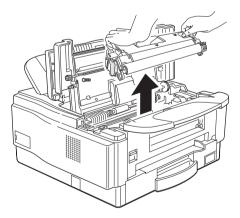
3.  Remove the toner cassette.
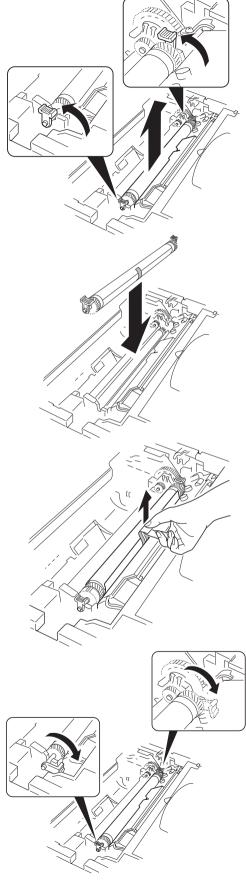
4.  Remove the old the photoconductor.

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).

**202**
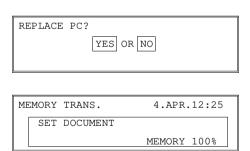
8.  Replace the toner cassette.

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.

```
MEMORY TRANS.        ↓  PROBLEM


REPLACE PC
```

2.  Press ▼.

```
REPLACE PC?
            YES  OR  NO
```

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

```
MEMORY TRANS.        4.APR.12:25
   SET DOCUMENT
                   MEMORY 100%
```

**203**
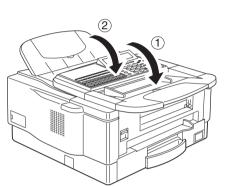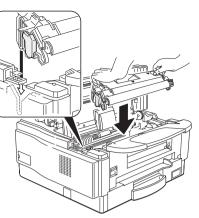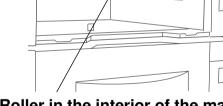
## The Front Paper Feed Unit

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.
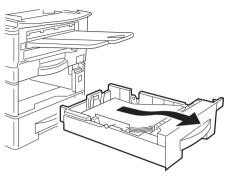
2. Remove the paper then wipe the roller on the feed unit.

**[Roller on the feed unit]**

3. Wipe the roller in the interior of the machine.

**[Roller in the interior of the machine]**

4. Set the paper and replace the feed unit to its original position.

**204**
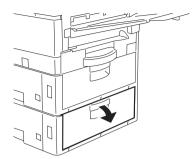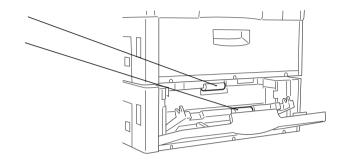
## The Side Paper Feed Unit

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
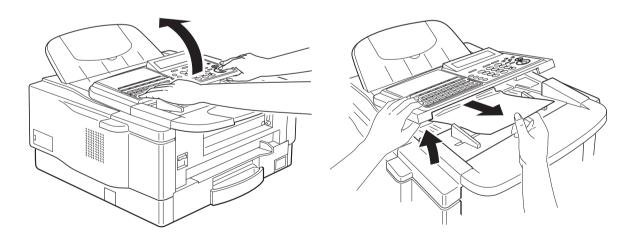
**Check Display** indicator lights if there are any problems. Check the description in the display.

## 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 20).

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.
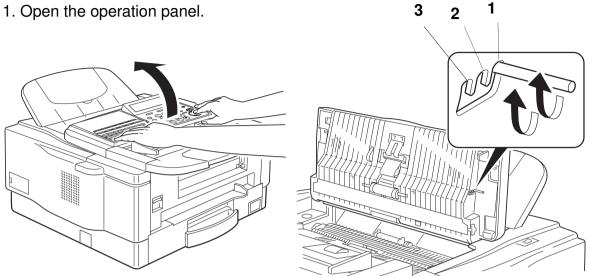


A defective or unrecommended document type may cause a jam. See pages 20 and 21.

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## Adjusting the Document Feeder

Depending on the thickness of the paper, three settings can be selected; thin, normal, and thick.

1. Open the operation panel.



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 as shown in the following.

| Problem | Position |
|---|---|
| Multi-feed | 3 |
| Feed Jam | 1 |
| Non-feed | 1 |

Note:  In a new machine the setting is middle position.

# COPY JAMS
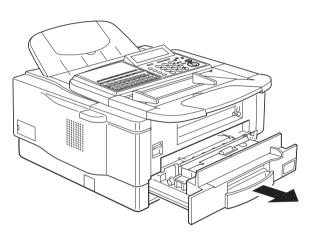
If the CLEAR COPY appears in the display, there is a copy jam.

There are four possible locations:
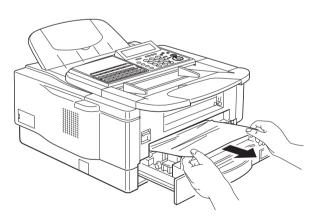
❐ Cassette entrance

❐ Inside the machine

❐ Copy feed-out area

## 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 Feed Area
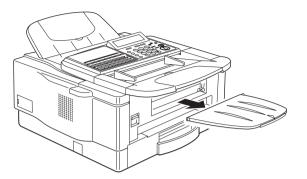
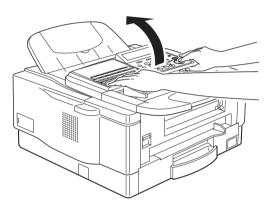### Inside the machine
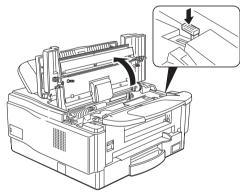
1.  Remove the copy tray.

2.  Pull up and open the operation panel.
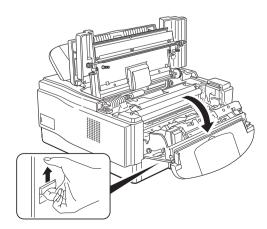
3.  Open the upper cover.

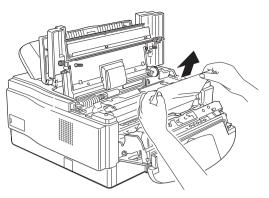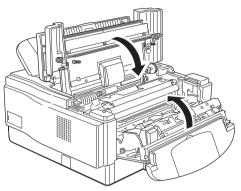4.  Open the front cover.

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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.
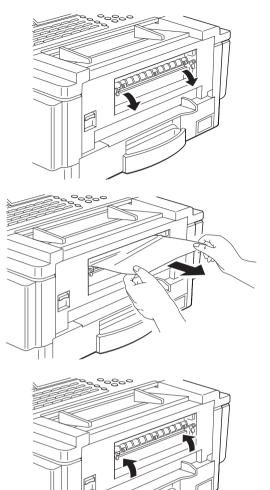   Make sure you push down on both sides
   of the panel so it locks into place.

### Copy Exit Area

1. Open the copy exit cover.

2. Gently pulled the jammed paper.

3. Close the copy exit cover.
   Make sure you push down on both
   sides of the panel so it locks into place.

## 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.
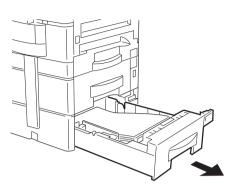
## Paper Jams in the Optional Front Paper Feed Unit

1.  When ⚡ is 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.
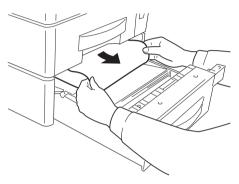
    **Note:** When you pull out the cassette, pull it out horizontally.
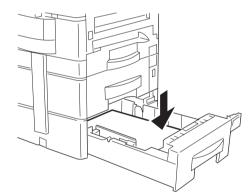
2.  If there is any jammed paper, remove it.

3.  Press down the paper that is set in the feed unit until the base plate clicks.

4.  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.
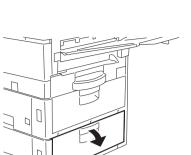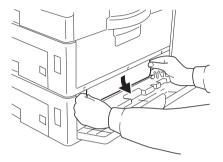
## Paper Jams in the Optional Side Paper Feed Unit
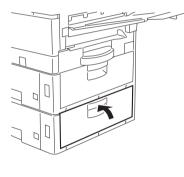
1.  When ⚡ is lit, open the feed unit side
    cover. If two landscape feed units are in-
    stalled, both indicators may be lit. In this
    case, begin with the lower unit.

2.  If there is any jammed paper, remove it.
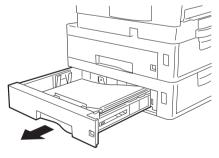
3.  Close the side cover.
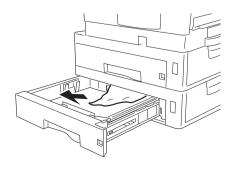
4.  If you haven't managed to remove the
    jammed paper yet, pull out the paper
    feed unit.

5.  If there is any jammed paper, remove it.

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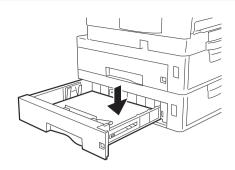
6.  Press down the paper that is set in the unit until the bottom plate clicks. Make sure the paper fits correctly under the two metal corners.

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 the ERROR PRESS STOP KEY appears in the display:

Press **Stop**.

❏ A poor line caused the communication to fail.

❏ The line is busy or noisy. Try to retransmit.

❏ The other machine is out of order.

❏ Ask the other party to check their machine.

# OPERATING DIFFICULTIES

| Problem | Action Required |
|---|---|
| **STANDBY MODE** | |
| Nothing happens when the switch is turned on. | Check the power cord. Is it properly plugged into the outlet?<br>• Plug it in firmly |
| SET DOC. OR DIAL NO is not displayed. | Switch the power on.<br>• 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 machine stops during an operation. | Does CLEAR ORIGINAL or CLEAR COPY appear in the display ?<br>• Clear the misfed paper.   See pages 206 and 208. |
| | Does ADD PAPER appear in the display?<br>• Load paper into the paper tray. See page 181. |
| | Does CLOSE COVER appear in the display?<br>• Close all covers. |
| | Is the Add Toner indicator on?<br>• Load a new toner cartridge. See page 187. |
| **TRANSMISSION** | |
| The original is not pulled into the auto document feeder. | You did not feed the document far enough into the feeder.<br>• Insert the document into the feeder until it stops. Retransmit. |
| | Do user maintenance, especially rollers [A] and [F] (see page 193).<br>• If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 207). |
| | The telephone line is disconnected.<br>• Check that the line is connected properly. |
| | The telephone line type setting is incorrect.<br>• Check the telephone line type setting (see page 282). |
| | The dialed number does not contain an access code or a pause.<br>• 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.<br>• Try adding more pauses after the access code. |

| Problem | Action Required |
|---|---|
| Frequent original misfeeds | **Multifeeds** |
| | Incorrect positioning of originals<br>• Put the document in the feeder correctly.<br>  See page 24. |
| | Incorrect alignment of originals<br>• Align the edges of the document. See page 24. |
| | Curled pages<br>• Flatten the document. See page 21. |
| | Incorrect document type<br>• Use a proper document type. See page 21. |
| | Mixed document types<br>• The pages must all be of the same type. |
| | Static electricity on the originals<br>• Shuffle the document. See page 24. |
| | User maintenance is needed<br>• Do user maintenance, especially roller [A].<br>  See page 193. |
| | The document feeder is not adjusted correctly.<br>• Adjust the auto document feeder. See page 207. |
| | **Non-feeds** |
| | Copier silicone oil on the originals<br>• Wait a few minutes, then try again. |
| | Incorrect alignment of originals<br>• Align the edges of the document. See page 24. |
| | Curled pages<br>• Flatten the document. See page 21. |
| | Incorrect document type<br>• Use a proper document type. See page 21. |
| | More than 50 pages in the feeder<br>• Do not place more than 50 pages in the automatic<br>  document feeder at once. |
| | User maintenance is needed<br>• Do user maintenance, especially rollers [A] and [E].<br>  See page 193. |
| | The document feeder is not adjusted correctly.<br>• Adjust the auto document feeder. See page 207. |
| Transmission cannot take place; CLEAR ORIGINAL appears. | The document is jammed in the feeder.<br>• Remove the jammed document (see page 206)<br>  and repeat the transmission procedure. |
| | The document may be longer than the maximum limit (see page 20).<br>• Make sure that none of your originals exceed this<br>  limit. |
| | Do user maintenance, especially rollers [A] and [F] (see page 193).<br>• If the same problem still exists after user<br>  maintenance, adjust the auto document<br>  feeder mechanism (see page 207). |

**SOLVING PROBLEMS**

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| Problem | Action Required |
|---------|-----------------|
| Transmission cannot take place; the Line Fail indicator blinks.<br><br>**Note:** Before taking action, wait until the Communicating indicator goes out, then press the **Stop** key. | The other machine is out of order.<br>• Check the error report.<br>• Ask the other party to check their machine and correct the fault. |
| | The line is busy or noisy.<br>• Check that the dial tone is sent out. Try to retransmit. |
| Consistent difficulty in communicating with a particular terminal<br><br>Consistent poor image quality when communicating with a particular terminal | There are some bad lines between you and that other terminal.<br>• Store that terminal's number as a Quick Dial Key or Speed Dial Code.<br>Then call a service technician. Inform the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in. |
| **RECEPTION** | |
| The telephone keeps ringing and no fax is printed. | You are in Manual Receive mode.<br>• Change to Auto Receive mode (see page 46). |
| | Power is switched off.<br>• Switch the power on. |
| **RECEPTION/COPYING** | |
| No printout; the Add Paper indicator is lit. | The cassettes are empty.<br>• Add paper (see page 181). |
| No printout; CLEAR COPY appears. | The printer has jammed.<br>• Clear the jam (see page 208). |
| Copies appear dirty. | Does the original have a gray or colored background?<br>• Select the Lighten contrast setting. |
| Copies are too light. | Does the original have a low contrast image?<br>• Select the Darken contrast setting. |
| Copies are blank. | The original must be placed face down in the document feeder<br>• Position the original correctly. See page 24. |
| Copy paper misfeeds occur frequently. | Is the proper paper in the paper tray?<br>• Paper size and weight must be within the standards set for this machine. |
| | Is folded, wrinkled, damp, or curled paper in the paper tray?<br>• Always use dry, undamaged paper. |
| | Is the paper set properly in the paper tray?<br>• Always load paper correctly. See page 181.<br>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?<br>• Make sure that the paper path is completely clear of paper and other material after a misfeed. |
| | Are you copying onto recycled paper?<br>• Fan the stack of recycled paper and load it in the paper tray. |

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| Problem | Action Required |
|---------|-----------------|
| Stripes on copies. | The exposure glass is dirty.<br>• Clean the exposure glass (see page 177). |
| | Do user maintenance, especially glass [E] (see page 193). |
| **TELEPHONING** | |
| You can't receive phone calls; the unit only rings once then goes into receive mode. | You are in Auto Receive mode.<br>• Change to Manual Receive mode (see page 46). |
| You can't receive phone calls; the unit does not ring. | The telephone line is not connected.<br>• Connect the modular cord (see page 269). |
| **POLLING** | |
| Dialing took place, but polling could not. | ID Codes do not match.<br>• 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.<br>Either: Delete some numbers then try again.<br>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:<br>You cannot add any more numbers to this Group.<br>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.<br>Either: Delete some numbers from the machine to make room, then try again.<br>Or: Store this number as a Quick or Speed Dial before trying to use it.<br>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.<br>Either: Delete some numbers from the machine to make room, then try again.<br>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:<br>This Quick Dial Key or Speed Dial Code does not contain a number.<br>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:<br>This number is already included in this Group.<br>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. |
| (POWER SAVER) | If displayed under SET DOCUMENT in standby mode, this indicates that the Power Saver is now switched on. |
| ADD TONER | The toner cartridge is empty. Install a new cartridge. |
| ADD PAPER IN CASSETTE NO._ | 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 PRINT IN COMM. | You cannot print a report or make a copy while the machine is sending or receiving a fax message. |
| 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. |

# 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.

1. **Function 6 0 2 2 2 2 7** and **3**.

```
SYSTEM PARAMETER TX?
              PRESS  START
                    NO  TO CANCEL
```

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-references**
Quick Dial and Speed Dial: see page 283.

---

# *SPECIFICATIONS*

| | |
|---|---|
| **Dimensions:** | Front operation: 475 x 520 x 260 mm (W x D x H)<br>Side operation:  520 x 475 x 260 mm (W x D x H)<br>Excluding trays, handset, and optional kits. |
| **Weight:** | 19 Kg<br>Excluding the toner cassette, trays and printer paper. |
| **Power Supply:** | 220-240 Vac, 50 Hz; single phase |
| **Power Consumption:** | Standby: Minimum: 2W, Normal: 30W<br>Transmission: 60 W<br>Reception: 220 W<br>Copying: 330 W (Maximum: 950W) |
| **Acceptable Document Dimensions:** | Width: 148 to 304 mm (296 mm maximum scanning width)<br>Length: 105 to 1,200 mm<br>Thickness:        0.05 to 0.2 mm (70 g/m$^2$ bond paper) |
| **ADF Capacity:** | 50 sheets (using 70 g/m$^2$ paper) |
| **Cassette Capacity:** | Cassette: 250 sheets<br>Optional Removable Paper Cassette: 100 sheets<br>Optional Paper Feed Unit: 500 sheets per cassette<br>Maximum Total: 1,350 sheets |
| **Memory Capacity:** | Base machine: 80 pages<br>With 2 Mbyte memory: 240 pages<br>With 4 Mbyte memory: 400 pages<br>With hard disk: 1,200 pages<br>With hard disk and function upgrade card: 3,000 pages<br>Measured using a ITU-T #1 chart (Slerexe letter) at standard resolution |
| **Data Compression:** | MH, MR, MMR, EFC, SSC |
| **Resolution:** | Standard: 200 x 100 dpi<br>Detail:     200 x 200 dpi<br>Fine:       200 x 400 dpi |
| **Transmission Speed:** | 6 seconds at 14,400 bps (G3 ECM) for a ITU-T #1 test document (Slerexe letter) by memory using standard resolution |
| **Scanning Speed:** | 1.5 seconds (Resolution: Standard) |
| **Compatibility:** | G3 (G4 kit available) |
| **Paper Size:** | A4, A5 |
| **Maximum Printing Width:** | 202 mm |
| **Maximum Printing Speed** | 10 pages/minute (A4) |

## 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 7)
— Program the password if required. (Storing the Remote ID - Function 62, page 64)

### 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**.

```
FOD          SET FILE NO.
BOX NO.█               PRINT LIST →
                       NO  TO CANCEL
```

3. Enter a box number (01 to 99) from the ten key pad.

```
FOD         SELECT █ YES  TO END
BOX NO.01                      ↑
1.STORE FAX 2.LABEL 3.CLEAR    ↓
```

4. Press **1**.

```
FOD                NO  TO CANCEL
BOX NO.01
SET DOCUMENT
```

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5. 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**.

```
MEMORY TRANS.      31.DEC.12:59
  SET DOCUMENT OR DIAL NO.
                   MEMORY 100%
```

### Labelling a Document

1. Press **Function**.

2. Press **3** and **8**.

```
FOD         SET BOX NO.
BOX NO.█              PRINT LIST →
                     NO TO CANCEL
```

3. 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.

```
FOD        SELECT █ YES TO END
BOX NO.01                    ↑
1.STORE FAX 2.LABEL 3.CLEAR  ↓
```

4. Press **2**.

```
FOD             ENTER LABEL
BOX NO.01        NO TO CANCEL
█████████████████████    ABC
```

5. Enter the name.

```
FOD         YES OR CLR • NO
BOX NO.01
 MAP1                     ABC
```

6. Press **Yes**.

```
FOD       SELECT █  YES TO END
BOX NO.01 MAP1               ↑
1.STORE FAX 2.LABEL 3.CLEAR  ↓
```

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

```
MEMORY TRANS.      31.DEC.08:59
  SET DOCUMENT OR DIAL NO.
                   MEMORY 100%
```

## Editing Document

### 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**.

```
FOD          SET BOX NO.
BOX NO.█              PRINT LIST →
                      NO TO CANCEL
```

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.

```
FOD          SELECT █ YES TO END
BOX NO.01 MAP1                  ↑
1.STORE FAX 2.LABEL 3.CLEAR     ↓
```

4. Press **2**.

```
FOD          YES OR CLR • NO
BOX NO.01
     MAP1_                    ABC
```

5. Press **Clear** or **No** to change the name. Edit the name using the Quick Dial keys or ten key pad.

```
FOD          YES OR CLR • NO
BOX NO.01
     TEL No.                 ABC
```

6. Press **Yes**.

```
FOD          SELECT █ YES TO END
BOX NO.01 TEL NO.               ↑
1.STORE FAX 2.LABEL 3.CLEAR     ↓
```

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

```
MEMORY TRANS.      31.DEC.08:59
   SET DOCUMENT OR DIAL NO.
                  MEMORY 100%
```

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## Erasing a Fax on Demand Document or Its Name

1. Press **Function**.

```
FUNCTION        NO:█ OR NO
10TRANS. MODE  20CLEAR CHANGE
30PROG. CAHNGE 40REPORTS      ↓
```

2. Press **3** and **8**.

```
FOD        SET FILE NO.
BOX NO.█              PRINT LIST →
                      NO TO CANCEL
```

3. Enter the box number (01 to 99) of the document you wish to erase.

```
FOD           SELECT █ YES TO END
BOX NO.01                       ↑
1.STORE FAX 2.LABEL 3.CLEAR     ↓
```

4. Press **3**.

```
FOD
BOX NO.01 map1
CLEAR DOCUMENT?  YES • NO
```

5. Press **Yes** to erase the document, or **No** not to.

```
FOD
BOX NO.01 map1
CLEAR LABEL?  YES • NO
```

6. Press **Yes** to erase the name, or **No** not to.

```
FOD           SELECT █ YES TO END
BOX NO.01                       ↑
1.STORE FAX 2.LABEL 3.CLEAR     ↓
```

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

```
MEMORY TRANS.       31.DEC.08:59
    SET DOCUMENT OR DIAL NO.
                    MEMORY 100%
```

## Setting the Password On/Off

Program bits 6 and 7 of the user parameter switch 07 as either (see page 7).

❒ Digit 7 = 1, Digit 6 = 0 [password ON]

❒ 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**.

```
PRINT FOD          SET BOX NO.
BOX NO.▉            PRINT LIST →
                   NO  TO CANCEL
```

3. 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 ▲.

```
FOD              NO  TO CANCEL
BOX NO.01                    ↑
      PRESS START            ↓
```

4. Press **Start**.
   The document is printed.

```
      MEMORY FILE PRINTING
```

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

```
MEMORY TRANS.      31.DEC.08:59
  SET DOCUMENT OR DIAL NO.
              MEMORY 100%
```

**228**

# 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 10 centimeters 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 7). Program the password using function 61 (Remote ID, page 64).

| 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 #" <br> **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**.

```
SYSTEM SET

                    ▮
              NO  TO CANCEL
```

2. Press **2 2 2 2 7** and **5**.

```
FOD VOICE PROGRAM

    SELECT ▮        NO  TO CANCEL
1.VOICE RECORD   2.VOICE CONFIRM
```

3. Press **1**.

```
FOD VOICE RROGRAM    PROGRAM NO.

MSSG NO._

(REC)  NO  TO CANCEL   SCROLL ↑ ↓
```

**APPENDICES**

## 229

4. Enter the message number which you wish to record.

   Either:

   ❐ Press a number (1-7) on the keypad.

   ❐ Search through thhe numbers using ▼ and ▲.

```
FOD VOICE RROGRAM  NO  TO CANCEL
MSSG NO.1 VOICE GREETING      ↑
         PRESS YES TO RECORD   ↓
```

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.

```
FOD VOICE RROGRAM
CAN RECORD ANOTHER 10sec
                   NO  TO CANCEL
```

6. After the recording, the message will be played back.

```
FOD VOICE PROGRAM
NOW PLAYING BACK
                   NO  TO CANCEL
```

7. Either:
   ❐ To record another message, go to step 4.
   ❐ To finish: Press **Function**.

```
MEMORY TRANS.      31.DEC.08:59
   SET DOCUMENT OR DIAL 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**.

4. 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.

**230**

## How Callers Use Fax on Demand

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**.

```
SYSTE SET

         ███
                  NO  TO CANCEL
```

2. Press **2 2 2 2 7** and **6**.

```
FOD REPORT

          PRESS START
                  NO  TO CANCEL
```

3. Press **Start**.

```
FOD REPORT


          PRINTING
```

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

```
MEMORY TRANS.        31.DEC.12:59
   SET DOCUMENT OR DIAL NO.
                    MEMORY 100%
```

```
              *** FAX ON DEMAND REPORT (25 AUG. 1995 9:25AM) ***
                                    |
                         The date and time when the report was printed

         CALL        9900                                    TTY XYZ COMPANY
         SENT        4950     NOT SENT     4950                      |
                                               The content which was stored in TTI

    BOX No.   SENT   NOT SENT | BOX No.   SENT   NOT SENT | BOX No.   SENT   NOT SENT
    ----------------------------------------------------------------------------------
      01      0001     0099   |   02      0002    0098    |   03      0003     0097
      04      0004     0096   |   05      0005    0095    |   06      0006     0094
      07      0007     0093   |   08      0008    0092    |   09      0009     0091
      10      0010     0090   |   11      0011    0089    |   12      0012     0088
      13      0013     0087   |   14      0014    0086    |   15      0015     0085
      16      0016     0084   |   17      0017    0083    |   18      0018     0082
```

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 transmissions which failed

In the table underneath a breakdown of successful (SENT) and unsuccessful (NOT SENT) transmissions is given for each box number.

# *APPENDIX B*

## 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 Disk File. 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 Disk File 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 File 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 Memory Disk, you have to switch it on using Function 62.

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

```
PSTN LINE TYPE       SELECT ←  →
        DP      TT              ↑
                        YES TO END  ↓
```

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

```
DISK FILE            SELECT ←  →
        ON      OFF             ↑
                        YES TO END  ↓
```

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 consisits 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`.

   ```
   DISK FILE SELECT  ▮
     DEST. 6              PRINT LIST →
   1.RTI PROG 2.RTI   NO  TO CANCEL
   ```

   ❐ At this time, you can print an Author-ized Reception List by pressing ▶ Start.

2. Either:

   ❐ Store some RTIs/CSIs/G4 TIDs: **1**. Go to step 3.

   ```
   DISK FILE        ENTER RTI/CSI
                     NO  TO CANCEL
   ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮         ABC
   ```

   ❐ 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 TID programmed so far, and the first in the list is now displayed.

   ```
   DISK FILE        NO  TO CANCEL
     DEST. 1/6          CLR: CLR
     XYZ.CO.                  ↓
   ```

   ❐ Finish: **Yes**

3. Type in an RTI, CSI or G4 TID, then press **Yes**.

   ```
   DISK FILE          NO  TO CANCEL
     STORE AS WILD CARD? YES · NO
     XYZ.CO.
   ```

   ❓ Inputting labels and digits: see page 4.

4. Either:

   ❐ Store this as a wild card: **Yes**.
   ❐ Otherwise: **No**.

   ```
   DISK FILE        ENTER RTI/CSI
                     NO  TO CANCEL
   ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮         ABC
   ```

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/G4 TID 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.

## Choosing How to Treat the Programmed Senders

There are two ways to screen incoming messages for storage on Disk File:
Only save messages from terminals whose ID's have been programmed Save all messages, EXCEPT those from terminals whose ID's have been programmed.

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**.

```
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 09 are shown.

```
USER PARAMETER     PRINT LIST →
DEFAULT:  01000000             ↑
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 0100
   Save all messages, EXCEPT those from terminals whose ID's have been programmed;
   SWITCH09: 0000 1100

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 from Special Terminals are saved on the disk file. |
| **Not empty** | On | Non-listed | Message from Special Terminals aren't saved in the disk file, but all others are. |

# Erasing Disk Files

Documents stored on the memory disk 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 filenumber).

**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 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).

1. 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.

Search by Period

4. Press **1**.

```
CLEAR DISK       SET START TIME
01 FEB 1995 10:00~    YES OR NO
23 FEB 1995 08:20     ← →
```

5. Change the date with the ten key pad as 07.

```
CLEAR DISK       SET START TIME
07 FEB 1995 10:00~    YES OR NO
23 FEB 1995 08:20     ← →
```

6. Change the month using ▲ or ▼.
   And press ▶ to move the cursor.

```
CLEAR DISK       SET START TIME
07 JUL 1995 10:00~    YES OR NO
23 FEB 1995 08:20     ← →
```

7. Type in the year and time at the ten key pad as 951025.

8. Press **Yes**.

9. Repeat steps 5 to 8 to enter the end time.

```
CLEAR DISK       SET END TIME
07 JUL 1995 10:25~    YES OR NO
23 FEB 1995 08:20     ← →
```

10. Press **Yes**.

```
CLEAR DISK            YES OR NO
 FOUND:100   SELECT  PRINT LIST →
(TX) 1PERIOD    2TERMINAL    ↓
```

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. And 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**.

```
CLEAR DISK          ENTER RTI/CSI
                    NO TO CANCEL
█                            ABC
```

5. Enter the destination's RTI or CSI.

```
CLEAR DISK      YES OR CLR • NO
                    NO TO CANCEL
 XYZ COMPANY                 ABC
```

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. And 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**.

**238**

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. And 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**.

Search by File Number

4. Press **4**.

```
CLEAR DISK        SET FILE NO.
 FILE NO.████
                     NO  TO CANCEL
```

5. Enter the file number on the ten key pad.

```
CLEAR DISK             CLR · NO
 FILE NO.0███
```

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. And 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 11.

    ❒ To finish: Press **Function**.

**240**

## 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 236).

1.  Press **Function**.

```
FUNCTION        NO:█ OR NO

10TRANS. MODE  20CLEAR CHANGE

30PROG. CAHNGE 40REPORTS     ↓
```

2.  Press **2** and **4**.

```
CLEAR DISK      SELECT █

 1SRCH FOR SENT 2SRCH FOR RCVD

 3INPUT FILE NO.  NO TO CANCEL
```

3.  Press **3**.

```
CLEAR DISK

FILE NO.:█

                  NO TO CANCEL
```

4.  Enter the index number of the file you wish to erase.

```
CLEAR DISK            CLR • NO

FILE NO.:0█
```

5.  Press **Yes**.

```
CLEAR DISK

FILE NO.0002

CLEAR LABEL?  YES • NO
```

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.

```
CLEAR DISK

FILE NO.0002

FILE CLEARED
```

7.  Either:
    ❒ Erase another file, go to step 4.
    ❒ Return to standby mode, press **Function**.

```
MEMORY TRANS.      31.DEC.08:59

   SET DOCUMENT OR DIAL NO.

                  MEMORY 100%
```

# 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**.

```
FUNCTION        NO:█  OR NO
10TRANS. MODE  20CLEAR CHANGE
30PROG. CHANGE 40REPORTS      ↓
```

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.

**242**

Search by Period

4. Press **1**.

```
CLEAR DISK        SET START TIME
01 FEB 1995 10:00~      YES OR NO
23 FEB 1995 08:20       ← →
```

5. Change the date with the ten key pad as 07.

```
CLEAR DISK        SET START TIME
07 FEB 1995 10:00~      YES OR NO
23 FEB 1995 08:20       ← →
```

6. Change the month using ▲ or ▼.
   And press ▶ to move the cursor.

```
CLEAR DISK        SET START TIME
07 JUL 1995 10:00~      YES OR NO
23 FEB 1995 08:20       ← →
```

7. Type in the year and time at the ten key pad as 951025.

```


        ■      □    □
               □□
```

8. Press **Yes**.

```


               □    □
   ■           □□
```

9. Repeat step from 5 to 8 to enter the end time.

```
CLEAR DISK        SET END TIME
07 JUL 1995 10:25~      YES OR NO
23 FEB 1995 08:20       ← →
```

10. Press **Yes**.

```
PRT DISK FILE         YES OR NO
 FOUND:100  SELECT PRINT LIST →
(TX) 1PERIOD    2TERMINAL     ↓
```

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. And press **Start**.

   ❒ To print 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 printed.

14. Either:

    ❒ To print another file, go to step 11.

    ❒ To finish: Press **Function**.

Search by Destination

4. Press **2**.

```
PRT DISK FILE        ENTER RTI/CSI
                     NO  TO CANCEL
                                ABC
```

5. Enter the destination's RTI or TTI.

```
PRT DISK FILE      YES  OR  CLR · NO

XYZ COMPANY                     ABC
```

6. Press **Yes**.

```
PRT DISK FILE           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. And press **Start**.

    ❒ To erase a file - press **Yes**, and go
      to step 8.

8. Press ▼ until the index number that you
   want to print appears.

9. Press **Yes** twice. The file is printed.

10. Either:

    ❒ To print another file, go to step 7.

    ❒ To finish: Press **Function**.

**244**

Search by Personal Code

4. Press **3**.

```
PRT DISK FILE      ENTER ID CODE
PERS. CODE ▮

                   NO  TO CANCEL
```

5. Enter the personal code.

```
PRT DISK FILE   YES  OR  CLR • NO
PERS. CODE  1111

          DESIGN3
```

6. Press **Yes**.

```
PRT DISK FILE          YES  OR  NO
 FOUND:100  SELECT▮ PRINT LIST →
(TX) 1PERIOD    2TERMINAL     ↓
```

7. Press ▶.

```
PRT DISK FILE       SELECT ▮
                 NO  TO CANCEL

1SEARCH LIST 2VISUAL LIST
```

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**.

```
DISK FILE SEARCH LIST
       PRESS  START
                 NO  TO CANCEL
```

9. Press **Start** to print the list.

```
DISK FILE SEARCH LIST

        PRINTING
```

Search by File Number

4. Press **4**.

```
PRT DISK FILE      SET FILE NO.
FILE NO.▮
                 NO  TO CANCEL
```

5. Enter the file number on the ten key pad.

```
PRT DISK FILE        CLR • NO
FILE NO.1111

```

6. Press **Yes**.

```
PRT DISK FILE          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. And 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.

9.  Press **Yes** ,then **Start.** The file is printed.

10. Either:

    ❐ To print another file, go to step 8.

    ❐ To finish: Press **Function**.

**246**

## Print a Document

**NOTE:** When printing a document, specify the index number of the file (not the file number).

1. Press **Function**.

```
FUNCTION        NO:█  OR NO
10TRANS. MODE  20CLEAR CHANGE
30PROG. CAHNGE 40REPORTS    ↓
```

2. Press **5** and **8**.

```
PRT DISK FILE    SELECT █
 1SRCH FOR SENT 2SRCH FOR RCVD
 3INPUT FILE NO.   NO TO CANCEL
```

3. Press **3**.

```
PRT DISK FILE     ENTER ID CODE
INDEX NO.█
                  NO TO CANCEL
```

4. Enter the index number of the document you wish to to print.

```
PRT DISK FILE     YES OR CLR · NO
INDEX NO.1111
          DESIGN3
```

5. Press **Yes**.

```
PRT DISK FILE
INDEX NO.0002     NO TO CANCEL
         PRESS START
```

6. Press **Start** to print the document.

```
PRT DISK FILE
INDEX NO.█
                  NO TO CANCEL
```

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 181.

### 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 208).

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# *APPENDIX D*

## FEATURE EXPANDER TYPE 140 80 MB HD

**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.

**CAUTION**
Do not knock, shake, or move the hard disk unit while the hard disk is working.

**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. If the Function Upgrade Card is installed, up to 3,000 pages can be stored.

**Note:** Do not knock, shake, or move the hard disk unit while the hard disk is working.

# *APPENDIX E*

## ISDN TYPE 140

### Introduction

The ISDN G4 Option Type 140 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 code that is used for the ISDN connection, there is a ferrite core - please do not remove it.

**Note:** Attached to the modular cord that is used for the ISDN connection, there is a ferrite core - please do not remove it.

A few of the features described earlier in this manual cannot be used over an ISDN. 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 259.)

However, 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 you can set up are described in the Networking section of this manual (see page 53).

**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.

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> **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 97 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 Key

❑ Own ISDN G4 Number

❑ Own ISDN G3 Number

❑ G4 Terminal ID

❑ IG3 CSI

### Subaddress Key
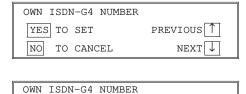
Group 4 fax machines may be connected to a multiplexer or similar device. Inputting the subaddress of a destination fax machine will allow you to reach it directly if it is connected behind a multiplexer or similar device. The subaddress can be thought of as similar to the extension number of a telephone connected behind a PBX.

You must program one of the User Function Keys (F1 to F5) to input a subaddress (see page 148 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 slash 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 ISDN-G4 NUMBER
 YES  TO SET        PREVIOUS ↑
 NO   TO CANCEL        NEXT  ↓
```

2. **Yes**.

```
OWN ISDN-G4 NUMBER

█████████████  YES  TO END
```

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 148 for how to program a User Function Key). Press that User Function Key to input the slash, then input the subaddress.

```
OWN ISDN-G4 NUMBER
YES  OR CLR • NO
0111212-5551234/2468
```

4. **Yes Function**.

## Own ISDN-G3 Number

You can also make Group 3 communications over the ISDN. This procedure is for storing your machine's own telephone number for Group 3 communications over the ISDN.

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

```
OWN ISDN-G3 NUMBER
YES TO SET          PREVIOUS ↑
NO  TO CANCEL           NEXT ↓
```

2. **Yes**.

```
OWN ISDN-G4 NUMBER

                   YES TO END
```

3. Input your ISDN number for Group 3 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 G3 number contains a subaddress, type a slash followed by the subaddress number.
Check the International Dial Prefix and your 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.

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❒ To type the slash, you must have programmed one of the User Function Keys to input a subaddress (see page 148 for how to program a User Function Key). Press that User Function Key to input the slash, then input the subaddress.

```
OWN ISDN-G3 NUMBER
YES OR CLR • NO
0111212-5551234/2468
```

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:** Not more than 20 digits

   ```
   IG3-CSI
   YES OR CLR • NO
   2125556789
   ```

   ❒ 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 your machine transmit using Group 4 mode, 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.

```
G4 TID          YES OR CLR · NO
    -=
  1
```

4. Press **Yes**.

```
G4 TID
    1-=
  -                    YES TO END
```

5. Enter your machine's telephone number.

```
G4 TID          YES OR CLR · NO
    1-=
  - 2125551234
```

6. Press **Yes**.

```
G4 TID              YES TO END
    1-2125551234=
  =
```

7. Enter the terminal ID code.

```
G4 TID          YES OR CLR · NO
    1-2125551234=
  - XYZ COMPANY
```

8. **Yes** and **Function**.

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# Operation

## Dialing and Storing Telephone Numbers

Overview

After installing the ISDN G4 Option Type 140, 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 AI 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.

$\boxed{f_x}$ To enter a subaddress, you must use a User Function Key. See page 148 for how to program a User Function Key using Function 36.

<u>Transmission Procedure</u>

The following example shows how to dial (assuming that the ISDN G4 Option Type 140 has been installed). The differences between this procedure and the procedure for the base machine (refer to page 24) 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 24).

```
MEMORY TRANS.          4.APR.12:25
   SET DOC. OR ENTER FAX NUMBER
                        MEMORY 100%
```

2.  Carefully place the document into the auto document feeder.

```
MEMORY TRANS.          OPTIONS  ↓
  ENTER FAX NUMBER
              <G3>
```

3.  Change the line type (G3/G4) to the correct setting by pressing the G4 key on the operation panel.

```
MEMORY TRANS.          OPTIONS  ↓
  ENTER FAX NUMBER
              <G4>
```

4.  **Dial**.

    ❓ See page 26 for how to dial. You may use Speed Dial, Quick Dial, Group Dial, or the ten-key pad.

```
MEMORY TRANS.          OPTIONS  ↓
  PRESS YES OR CLR • NO
  7005551234_
```

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.

ƒx  To enter a subaddress, you must use a User Function Key. See page 148 for how to program a User Function Key using Function 36.

5.  **Yes**.

```
MEMORY TRANS.          OPTIONS  ↓
  ENTER NO. OR START   DEST:2
  _
```

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.

Storing a Telephone Number

The following example shows how to store a Quick Dial if the ISDN G4 Option Type 140 has been installed. The differences between this procedure and the procedure for the base machine (refer to page 285) 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**.

```
QUICK DIAL         CHOOSE KEY
■                  PRINT LIST  →
                   NO  TO CANCEL
```

2. Press the Quick Dial Key that you wish to program.
   Example: **01 Yes**.

```
QUICK DIAL     ENTER FAX NUMBER
 01  <G3>          NO  TO CANCEL
■■■■■■■■■■■■■■■■■■■■■■
```

3. Change the line type (G3/G4) to the correct setting by pressing the G4 key on the operation panel.

```
QUICK DIAL     ENTER FAX NUMBER
 01  <G4>          NO  TO CANCEL
■■■■■■■■■■■■■■■■■■■■■■
```

4. Enter the telephone number at the operation panel's ten key pad.

```
QUICK DIAL     YES OR  CLR · NO
 01  <G4>
7005551234_
```

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.

$f_x$　To enter a subaddress, you must use a User Function Key. See page 148 for how to program a User Function Key using Function 36.

5. **Yes**.

```
QUICK DIAL      ENTER LABEL
 01
                            ABC
```

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**.

```
QUICK DIAL      OPTION SETTING
LABEL INSERTION    ON    OFF
    SELECT    ←  →  YES  TO END
```

8. Switch Label Insertion on or off. Use the ◀ and ▶ arrows on the scroll key to select the required setting. Then press **Yes**.

```
QUICK DIAL      CHOOSE KEY
               PRINT LIST  →
               NO  TO CANCEL
```

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.

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**Automatic Fallback from Group 4 Mode to Group 3 Mode**
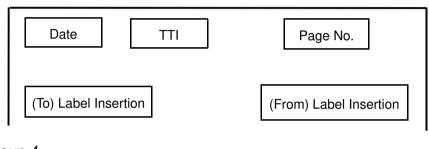
If your machine cannot communicate with the other party using Group 4 mode, it will try using Group 3 mode. This will allow your machine to send the message even if you selected Group 4 mode instead of Group 3 mode by mistake.

**Terminal ID**
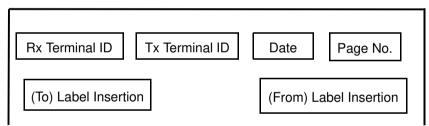
Instead of the TTI, a Group 4 communication will transmit a variety of information, including an identifier known as the Terminal ID, which identifies the other party in the same way as a TTI.

The make-up of the Group 3 TTI and the Group 4 Terminal ID is as shown below.

Group 3

| Date | TTI | | Page No. |
|------|-----|--|----------|
| (To) Label Insertion | | (From) Label Insertion | |

Group 4

| Rx Terminal ID | Tx Terminal ID | Date | Page No. |
|----------------|----------------|------|----------|
| (To) Label Insertion | | (From) Label Insertion | |
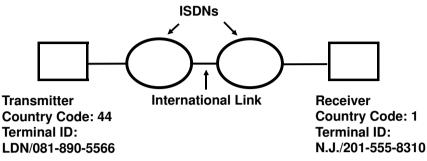
❐ Date, TTI, Page No., and Label Insertion are transmitted in the data signal, superimposed on the image.

❐ 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.

**APPENDICES**

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## 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.

**ISDNs**

**Transmitter**
**Country Code: 44**
**Terminal ID:**
**LDN/081-890-5566**

**International Link**

**Receiver**
**Country Code: 1**
**Terminal ID:**
**N.J./201-555-8310**

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 terminal ID (G4 TID) should be programmed by Function 61 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 Fourth page: 002-001
Second page: 001-002 Fifth page: 002-002
Third page: 001-003

## Switching the Command Information Line On/Off

This is similar to the TTI On/Off switching option for Group 3 Transmission (see page 37).

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.

**Note:** 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 7 if you need more information about the User Parameter settings adjustment procedure).

1. **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.

SWITCH00: 00000000

3. Press ▼ until the settings for switch 02 are shown.
   The setting you need to use is digit 5.

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

SWITCH02: 00000000

Digit 5
0: This feature is Off.
1: This feature is On.

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 CONNECT` | Try again. |
| `NO RESPONSE` | Try again. |
| `NETWORK BUSY` | Try 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**.

# *APPENDIX F*

## INSTALLING THE MACHINE
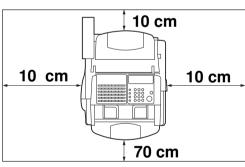
### Location
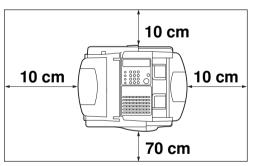
For the best possible performance, install your machine in a place which satisfies the following conditions.

❒ 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 $m^3$/hr per person.

❒ Level

❒ Not subject to vibration

❒ Away from other electronic equipment, to avoid interference

❒ Away from areas containing corrosive gas

❒ Dust-free

❒ Condensation-free

❒ Temperature 17 to 28°C

❒ Humidity 40 to 70% RH (do not install near a humidifier)

❒ Away from heaters and air conditioners, to avoid sudden changes of temperature

❒ Within 5 yards of a three-pin grounded power outlet (220-240 Vac, 50 Hz)

❒ With the clearance as shown on the right

**Front Operation**

**10 cm**

**10 cm**

**10 cm**

**70 cm**

**Side Operation**

**10 cm**

**10 cm**

**10 cm**

**70 cm**

**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.

**APPENDICES**

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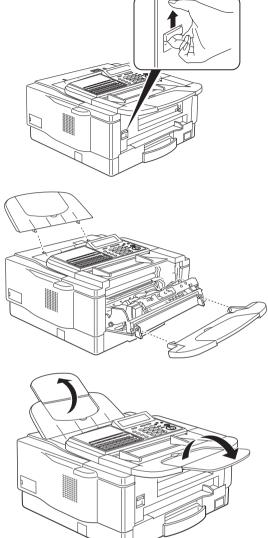
## Attaching the Document Table and Document Tray

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
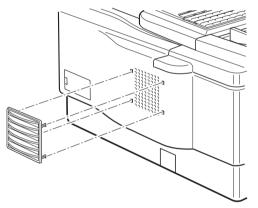
1. Attach the copy tray as shown.



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 Photoconductor, Cleaning Pad and Toner Cassette

Before using the machine, install the photoconductor, cleaning pad and the toner cassette as in the following procedure
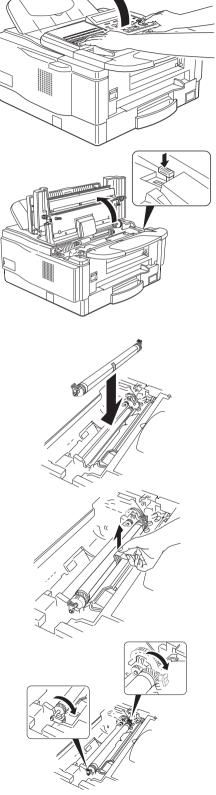
1.  Lift up the operation panel.

2.  Open the front 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.
    **Caution:** Never touch the surface of the photoconductor (green drum).

6. Install the new cleaning pad.
   Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.
   **Note:** Push the cleaning pad until you hear it clicking
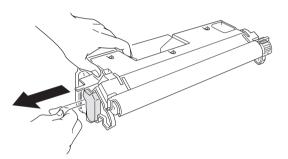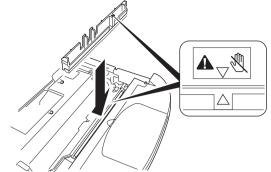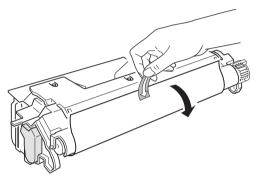
   **Important:** Do not forget to install the cleaning pad. If not installed correctly, damage may be caused to the machine.

7. Pull out the sheet of the toner cassette. And remove the black sheet.

**Note:** Do not shake the cassette, or toner may spill out.

---
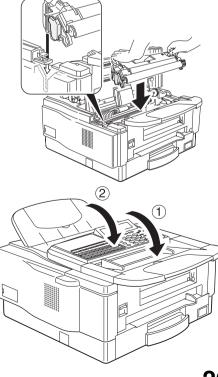
**WARNING**
Do not incinerate waste toner. Toner dust may cause flashback when exposed to an open flame.

---

8. Install the toner cassette as far as it will go. Gently push down the cassette to secure it in place.

9. Close the upper cover and the operation panel.
   Make sure you push down on both sides of the panel so it locks into 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.

3.  Push the area indicated by the arrow in the picture to set the operation panel.

    Repeat steps one and two for the other panel.
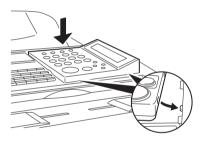
    Optional paper cassette (the type to supply the paper from the front)
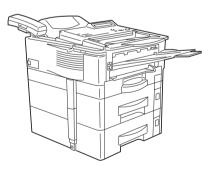
    Optional paper cassette (the type to supply the paper from the side)
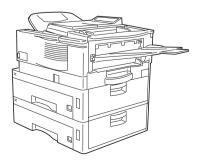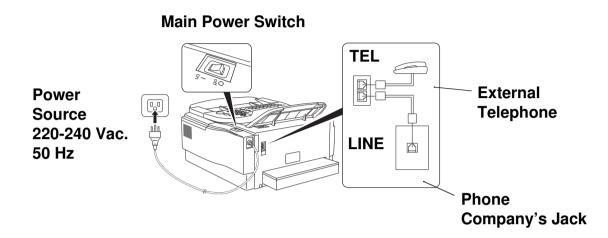
## Connecting the Machine

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

**Main Power Switch**

**Power Source 220-240 Vac. 50 Hz**

**TEL**

**LINE**

**External Telephone**

**Phone Company's Jack**

<u>Fixing the Ferrite Core</u>

❐ The ferrite core must be attached to the telephone line cord to avoid electrical interference. Loop the cord as shown, then lock the ferrite core onto the cord.

❐ Make sure that it is properly connected to the telephone line and the power outlet, as shown below.

**CAUTION:** Do not switch on until everything is connected properly.

❐ Program the Telephone Line Type setting (use Function 62; see page 282). 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 10 V either side of 230 Vac.

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

❐ Do not lay anything on the power cord.

❐ If you have to use an extension cord, make sure that it is capable of carrying 300V/10A, and that your facsimile terminal is the only piece of equipment connected to that cord.

**APPENDICES**

## Loading Paper in the Cassette
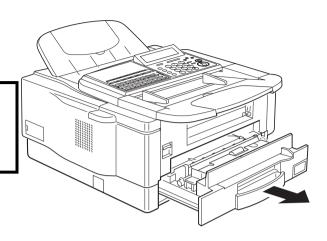
When you load the paper in the cassette, do the following.

1. Remove the cassette.
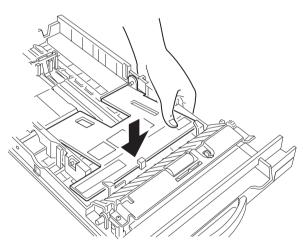
   **Note:** When you pull out the cassette, pull it out horizontally.

   ┌─────────────────────────────────┐
   │ **CAUTION:**                    │
   │ To avoid dropping the cassette hold │
   │ it by the front and side while pulling │
   │ it out.                         │
   └─────────────────────────────────┘
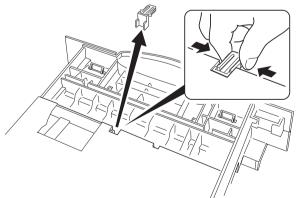
2. Push the metal plate down.
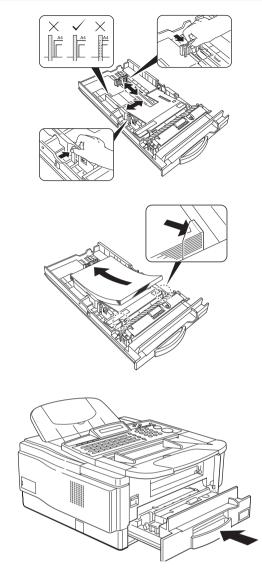
3. Pushing the metal plate, turn over the demonstrated in the illustration.

4. 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.

5. 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.

   Load Limit

6. Replace the cassette.
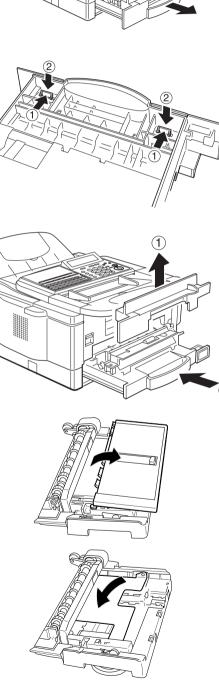
## Installing Removable Cassette and Loading Paper (option)

1. Pull out and remove the cassette.

2. 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.

5. Adjust the position of the back fence.
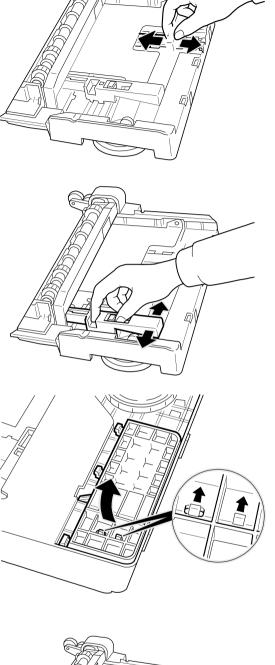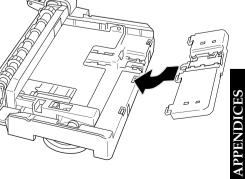
6. Adjust the position of the side fence

Installing the long paper extension.
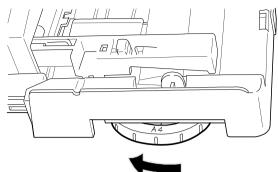
7. Turn over the cassette. Remove the extension.

8. Turn over the cassette again and install the extension.
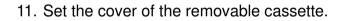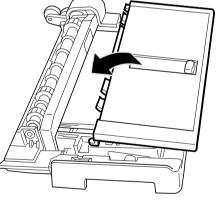
9.  Rotate the dial until the appropriate size appears.

10. Set the paper under the corners.

11. Set the cover of the removable cassette.

12. Install the removable cassette.

**274**
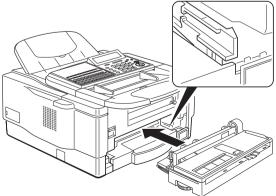
## Installing Optional Memory Card, Function Upgrade Card, and Fax on Demand

Switch off the power before you install the optional feature expander, function upgrade card and fax on demand card.
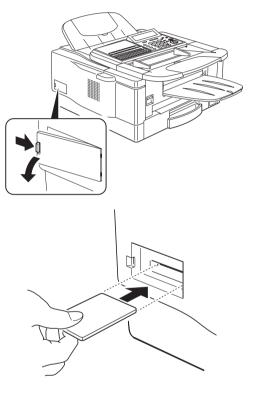
---

**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.

---

1. Remove the cover on the left side of the machine.

2. Insert the card with the printed face up. Make sure that the machine and card contacts touch.
   Upper slot is for the feature expander only. 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 100 to 216 mm in width, and 148 to 364 mm in length.
    **Note:**
    If a paper is left in the manual feeder for 3 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.
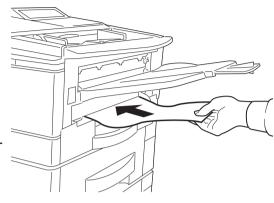
## Using Manual Feed with the Removable Cassette (Option)

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).
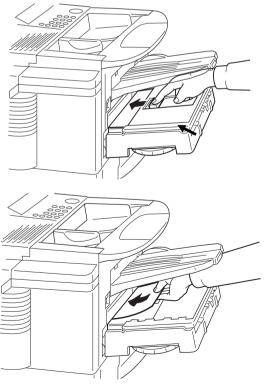
1.  Close the cover of the removable cassette

2.  Set a sheet of paper and align it with the right edge.
    Paper will be fed.

    **Note:**
    The acceptable paper size from the manual feed is 100 to 216 mm in width, and 148 to 364 mm in length.
    **Caution:**
    Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.

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# 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 278.

❒ RTI (Remote Terminal Identification): see page 280.

❒ TTI (Transmit Terminal Identification): see page 280.

❒ CSI (Called Subscriber Identification): see page 281.

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 282.

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, French, German, Italian or Swedish, 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**.

```
LANGUAGE            SELECT  ←  →
  ENGLISH   FRENCH    SPANISH
  GERMAN    ITALIAN   SWEDISH
```

2. Use the ◀ and ▶ 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.

**APPENDICES**

## 277

## 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:**
Send Later: see page 35.       Reception Time: see page 131.

---

1. Press **Function 6 0 2 2 2 2 9** and **1**.
   Example: Change to 09 May '95, at
   10:25AM

```
CLOCK            INPUT DATE/TIME
   01  FEB 1994 (SAT) 01:56
                  ←  →  YES TO END
```

2. Use the ◄ and ► arrows on the scroll key to move the cursor across the display. Use the keypad to correct the parts that need correcting.

   To change the month, move the cursor to the month and scroll through the months with the ▲ and ▼ keys.

   Press **Yes Function** when the display is correct.

## 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**.

```
PSTN LINE TYPE      SELECT ← →
         DP      TT          ↑
                  YES TO END ↓
```

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

```
DAYLIGHT SAVING TIME SELECT ← →
      ON        OFF          ↑
                  YES TO END ↓
```
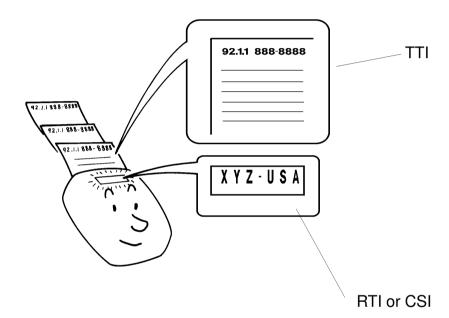
3 . Use the ◀ and ▶ arrows on the scroll key to switch the feature on or off. This mode is off if the display is shown as opposite.

```
DAYLIGHT SAVING TIME SELECT ←  →
           ON        OFF        ↑
                  YES TO END    ↓
```

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 37.

## 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.

1. Press **Function 6 0 2 2 2 2 6** and **1**.

```
OWN ANALOG NUMBER
 YES  TO SET          PREVIOUS ↑
 NO   TO CANCEL           NEXT ↓
```

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

```
RTI
 YES  TO SET          PREVIOUS ↑
 NO   TO CANCEL           NEXT ↓
```

3. Press **Yes**.

```
RTI
                   NO  TO CANCEL
                              ABC
```

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 4.

```
RTI            YES  OR  CLR • NO

 XYZ COMPANY                  ABC
```

   **Note:**
   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.

1. Either:
   ❐ To enter the TTI 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. Then press **Yes**.

```
TTI
 YES  TO SET          PREVIOUS ↑
 NO   TO CANCEL           NEXT ↓
```

❐ If you have just enter the RTI in the previous procedure, press **Yes**.

```
TTI              LABEL INSERTION
      SELECT  ▉      YES  TO END
   1.INPUT       2.COPY RTI
```

2. Either:

   ❐ Copy the RTI across and store that as the TTI: 2. Then go to setp 5. (Or, if you wish to edit the TTI: ▲ **Yes**)

   ❐ Input a new TTI or edit the TTI that is already there: **1**. Go to step 3.

```
TTI
                 NO  TO CANCEL
   ▉▉▉▉▉▉▉▉▉▉▉▉       ABC
```

3. Input the TTI that you will be using. Example: XYZ COMPANY HEAD OFFICE

   **Note:** Not more than 32 characters.

```
TTI         YES  OR  CLR • NO

   XYZ CO. HEAD OFFICE ▉    ABC
```

   ❓ Input and editing are explained on page 4.

4. **Yes 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:

```
CSI
   YES  TO SET        PREVIOUS ↑
   NO   TO CANCEL         NEXT ↓
```

   ❐ If you enter the CSI from the standby mode, press **Function, 6, 0, 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 TTI in the previous procedure, press **Yes**.

```
CSI
                 YES  TO END
   ▉▉▉▉▉▉▉▉▉▉▉▉
```

2. Input your telephone number.
   **Example:** 2125556789

```
CSI              YES OR CLR • NO

   212-555-6789_
```

> **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 rotaty 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.
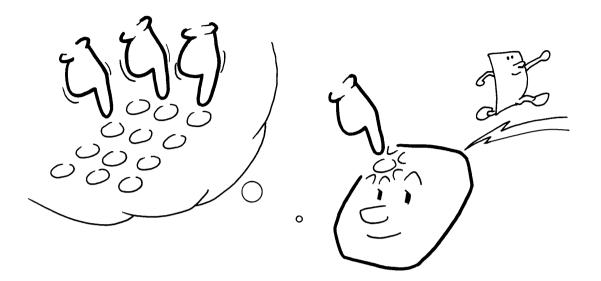
1. Press **Function 6 0 2 2 2 2 6** and **2**. Make sure that the display is as shown opposite

```
PSTN LINE TYPE        SELECT ← →
        DP      TT              ↑
                      YES TO END ↓
```

2. Change the setting by using ◀ or ▶.

3. To finish, press **Yes** and **Function**.

# 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.

❒ 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.

**APPENDICES**

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 7 Groups in this machine.

Groups can be used with the following features.

❒ Broadcasting (Sending to More Than One Location); see page 26.

❒ Transfer Request; see page 58.

❒ Polling Reception; see page 140.

<table>
<tr><td>

**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<br>
                    Transfer Request: 30 addresses<br>
                    Polling Reception: 200 addresses

</td></tr>
</table>

# 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. | Page 292 |
| 3 | Keystroke Program | A program of settings, features, and destinations. | Page 68 |
| 4 | Auto Document | A page that you often send, such as a map. | Page 75 |

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 if you press ▶ **Start**.

   ```
   QUICK DIAL        CHOOSE KEY
   ■                 PRINT LIST →
                     NO TO CANCEL
   ```

2. Press the Quick Dial Key that you wish to program.   Example: **01**
   If you pressed the wrong key, press **No**.

   ```
   QUICK DIAL        YES OR NO
    01                          ↑
                                ↓
   ```

3. **Yes**.

   ```
   QUICK DIAL        ENTER FAX NUMBER
                     NO TO CANCEL
   ▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇
   ```

4. Enter the telephone number at the operation panel's ten key pad.

   ```
   QUICK DIAL        YES OR CLR · NO
    01
    2125551234_
   ```

---

If your machine is behind a PBX, include the access code and a pause before the tel. number.
For an international number, place a pause after the country code. To input a pause, press the Pause key.

**APPENDICES**

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5. **Yes**.

```
QUICK DIAL      ENTER LABEL
  01
                          ABC
```

6. Either:

   ❐ Input a label using the Quick Dial
   keys. Then press **Yes**.

   ❓  Inputting and editing labels:
       see page 4.
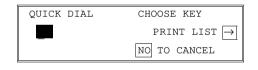
   ❐ Do not program a label:
   Press **Yes**.

```
QUICK DIAL      OPTION SETTING
  LABEL INSERTION   ON    OFF
        SELECT   ←→  YES TO END
```

7. Switch Label Insertion on or off.
   Use the ◄ and ► arrows on the scroll key
   to select the required setting.
   Then: **Yes**.

```
QUICK DIAL      CHOOSE KEY
                PRINT LIST →
              NO TO CANCEL
```

8. Either

   ❐ Program another: Go to step 2.

   ❐ Finish: **Function**.

## Editing a Quick Dial

1. **Function 3 1**.

```
QUICK DIAL      CHOOSE KEY
                PRINT LIST →
              NO TO CANCEL
```
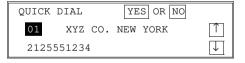
2. Press the Quick Dial key that you wish to
   edit.  Example: **01**

   ❐ If the wrong number is displayed,
   use the ▲ and ▼ keys to scroll
   through the Quick Dial Keys on the
   screen.

```
QUICK DIAL      YES OR NO
  01    XYZ CO. NEW YORK     ↑
  2125551234                 ↓
```

3. **Yes**.

```
QUICK DIAL      YES OR CLR • NO
  01
  2125551234
```

4. Edit the number.

   ❐ Use ◄ and ► to move the cursor,
   and use and **Clear** to delete the
   character at the cursor.

```
QUICK DIAL      YES OR CLR • NO
  01
  XYZ CO. NEW YORK          ABC
```

   After entering the new number, press **Yes**.

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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 4.

```
QUICK DIAL        OPTION SETTING
  LABEL INSERTION    ON     OFF
       SELECT      ← →  YES  TO END
```

6. Switch Label Insertion on or off.
Use the ◀ and ▶ arrows on the scroll key to select the required setting.
Then: **Yes**.

```
QUICK DIAL        CHOOSE KEY
■                   PRINT LIST →
                 NO  TO CANCEL
```

7. Either

❐ Program another: Go to step 2.

❐ Finish: **Function**.

### Erasing a Quick Dial

1. **Function 3 1**.

```
QUICK DIAL        CHOOSE KEY
■                   PRINT LIST →
                 NO  TO CANCEL
```

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.

```
QUICK DIAL       YES OR NO
 01    XYZ CO. NEW YORK      ↑
 2125551234                  ↓
```

3. **Yes**.

```
QUICK DIAL       YES OR CLR • NO
  01
  2125551234
```

4. Erase the number: **No**.

```
QUICK DIAL       ENTER FAX NUMBER
  01               NO  TO CANCEL

```

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

OMR

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-reference**
Label Insertion: see page 93.       Telephone Directory: see page 33.

---
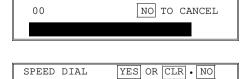
### Programming a New Speed Dial

1. **Function 3 2**.

   ❒ At this time, you can print a Speed Dial List if you press ▶ **Start**.

   ```
   SPEED DIAL      ENTER SPEED CODE
   ■                       PRINT LIST →
                      NO  TO CANCEL
   ```

2. Input the Speed Dial Code that you wish to program (from 00 to 99).
   Example: **0 0**

   ❒ If you input the wrong code, press **No**.

   ```
   SPEED DIAL        YES OR NO
   00                            ↑
                                 ↓
   ```

3. **Yes**.

   ```
   SPEED DIAL      ENTER FAX NUMBER
   00              NO  TO CANCEL
   ███████████████████████████
   ```

4. Enter the telephone number at the operation panel's ten key pad.

   ```
   SPEED DIAL    YES OR CLR · NO
   00
   01144715551234
   ```

---

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.

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5. **Yes**.

```
SPEED DIAL      ENTER LABEL
  00
                             ABC
```

6. Either:

   ❐ Input a label using the Quick Dial keys (such as XYZ CO. LONDON). Then press **Yes**.

   ```
   SPEED DIAL      YES OR CLR · NO
     00
      INPUT:  X              ABC
   ```

   ❓ Inputting and editing labels: see page 4.

   ❐ Do not program a label for this number: Press **Yes**. Go to step 9.

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**.

8. Switch Label Insertion on or off. Use the ◀ and ▶ arrows on the scroll key to select the required setting. Then: **Yes**.

```
SPEED DIAL      ENTER SPEED CODE
  ■                  PRINT LIST →
                   NO TO CANCEL
```

9. Either:

   ❐ Program another: Go to step 2.

   ❐ Finish: **Function**.

## Editing a Speed Dial

1. **Function 3 2**.

```
┌────────────────────────────────────┐
│ SPEED DIAL      ENTER SPEED CODE    │
│ ██                  PRINT LIST  →   │
│                   NO  TO CANCEL     │
└────────────────────────────────────┘
```
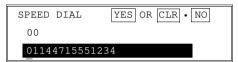
2. Input the Speed Dial Code that you wish to edit. Example: 0 0

   ❒ If the wrong number is displayed, press **No** or use the ▲ and ▼ keys to scroll through the Speed Dial Codes on the screen.

```
┌────────────────────────────────────┐
│ SPEED DIAL       YES  OR  NO        │
│ 00   XYZ CO. LONDON            ↑    │
│  01144715551234               ↓    │
└────────────────────────────────────┘
```

3. **Yes**.

```
┌────────────────────────────────────┐
│ SPEED DIAL      YES  OR  CLR • NO   │
│  00                                 │
│  01144715551234                     │
└────────────────────────────────────┘
```

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**.

```
┌────────────────────────────────────┐
│ SPEED DIAL      YES  OR  CLR • NO   │
│  00                                 │
│  XYZ CO. LONDON              ABC    │
└────────────────────────────────────┘
```

5. Either

   ❒ Change the label: Edit the existing label, then press **Yes**.

   ❒ Keep the label as it is: **Yes**.

```
┌────────────────────────────────────┐
│ SPEED DIAL      YES  OR  CLR • NO   │
│  00                                 │
│  INPUT:  X                   ABC    │
└────────────────────────────────────┘
```

6. Either:

   ❒ Change the letter in the INPUT column (for example, to P): **Clear P Yes**.

   ❒ Do not change the letter: **Yes**.

```
┌────────────────────────────────────┐
│ SPEED DIAL       OPTION SETTING     │
│  LABEL INSERTION    ON     OFF      │
│      SELECT      ← → YES TO END     │
└────────────────────────────────────┘
```
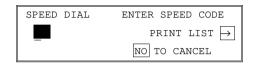
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7. Switch Label Insertion on or off. Use the ◄ and ▶ arrows on the scroll key to select the required setting.
Then: **Yes**.

```
SPEED DIAL     ENTER SPEED CODE
■                   PRINT LIST →
                   NO TO CANCEL
```

8. Either

❒ Program another: Go to step 2.

❒ Finish: **Function**.

## Erasing a Speed Dial

1. **Function 3 2**.

```
SPEED DIAL     ENTER SPEED CODE
■                   PRINT LIST →
                   NO TO CANCEL
```

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.

```
SPEED DIAL      YES OR NO
 00  XYZ CO. LONDON           ↑
 01144715551234               ↓
```

3. **Yes**.

```
SPEED DIAL      YES OR CLR • NO
 00
 01144715551234
```

4. Erase the number: **No**.

```
SPEED DIAL     ENTER FAX NUMBER
 00            NO TO CANCEL
```

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 26 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 List if you press ▶ **Start**.

   ```
   GROUP DIAL        GROUP SETTING
   G ▅                PRINT LIST →
                     NO TO CANCEL
   ```

2. 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**.

   ```
   GROUP DIAL        CHOOSE KEY
   G 01   ▅          YES TO SKIP
                     NO  TO CANCEL
   ```

3. Press the Quick Dial Key in which you wish to store this new group.
   Example: **08**

   ❒ If you pressed the wrong key: **No**.

   ```
   GROUP DIAL          YES OR NO
   G 01   08                    ↑
                                ↓
   ```

4. **Yes**.

   ```
   GROUP DIAL         SELECT ▅
   G 01   08  DEST.0  YES TO END
     1.ADDRESS 2.CHECK 3.LABEL   ↓
   ```

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 292. Then:

1. Press **1**.

```
GROUP DIAL      ENTER FAX NUMBER
G 01   08  DEST. 0   NO  TO CANCEL
█████████████████████████████
```

2. Input the number that you wish to store in the group. For example:
   ❐ Quick Dial 25: **25**

```
GROUP DIAL        YES  OR  CLR  •  NO
G 01   08  DEST. 0
      25   XYZ COMPANY ROME
```

   ❐ Speed Dial 00: **Speed Dial  0  0**.

```
GROUP DIAL        YES  OR  CLR  •  NO
G 01   08  DEST. 0
      00   XYZ COMPANY PARIS
```

   ❐ Full number: Input at the keypad on the operation panel.

```
GROUP DIAL        YES  OR  CLR  •  NO
G 01   08  DEST. 0
  011-44-21-5842261
```

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.

```
GROUP DIAL      ENTER FAX NUMBER
G 01   08  DEST. 1   NO  TO CANCEL
████████████████████████████████
```

**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**.

```
GROUP DIAL           SELECT  ███
G 01   08  DEST. 0   YES  TO END
  1.ADDRESS 2.CHECK 3.LABEL    ↓
```

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 292).
❐ Return to standby mode by pressing **Function**.

## Checking Which Numbers are Already in the Group

First, enter Group Programming mode as explained on page 292. Then:

1. Press **2**.

```
GROUP DIAL            NO  TO CANCEL

G 01    08  DEST. 1/25  CLR: CLR

         XYZ COMPANY ROME
```

2. Press ▼ to scroll through the numbers on the display.

   ❐ To erase the displayed number: **Clear**.

   ❐ When you have finished checking this group: **No**.

```
GROUP DIAL            SELECT  ▮

G 01    08  DEST. 0   YES  TO END

  1.ADDRESS 2.CHECK 3.LABEL    ↓
```

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 292).

   ❐ Return to standby mode by pressing **Function**.

## Storing a Label for this Group

First, enter Group Programming mode as explained on page 292. Then:

1. Press **3**.

```
GROUP DIAL            ENTER LABEL

G 01    08

                           ABC
```

2. Input a label for the group using the Quick Dial keys.
   Example: EUROPE BRANCHES

   ❓ Inputting and editing labels: see page 7.

```
GROUP DIAL       YES  OR CLR · NO

G 01    08

 EUROPE BRANCHES           ABC
```

3. Press **Yes**.

```
GROUP DIAL            SELECT  ▮

G 01    08  DEST. 0   YES  TO END

  1.ADDRESS 2.CHECK 3.LABEL    ↓
```
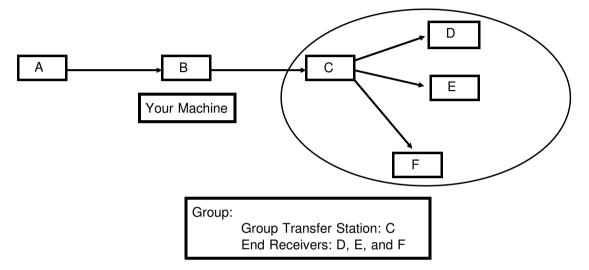
Now, you can eigher:

❐ Use anoter 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 292).

❐ Return to standby mode by pressing **Function**.

## Storing a Group Transfer Station

The 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.



Group:
    Group Transfer Station: C
    End Receivers: D, E, and F

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 292. Then:

1.  Press **4**.

```
GROUP DIAL     ENTER TRANSF. STN
G 01   08  DEST. 0   NO  TO CANCEL

```

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**.

```
GROUP DIAL      YES  OR  CLR  ·  NO
G 01   08  DEST. 0
     15   XYZ COMPANY LONDON
```

3.  **Yes**.

```
GROUP DIAL          SELECT ■
G 01   08  DEST. 0  YES TO END
  1.ADDRESS 2.CHECK 3.LABEL   ↓
```

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 292.)

❒ 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 292. Then:

1.  Press **5**.

```
GROUP DIAL
G 01   08  WILL BE ALL CLEARED
  CLEAR?   YES · NO
```

2.  Either:

    ❒ To delete the group: **Yes**.

    ❒ To keep the group: **No**.

```
GROUP DIAL          SELECT ■
G 01   08  DEST. 0  YES TO END
  1.ADDRESS 2.CHECK 3.LABEL   ↓
```

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 38).

❒ Return to standby mode by pressing **Function**.

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# Programming/Changing Upgraded Speed Dials

Store the telephone numbers as Upgraded Speed Dials to specify the destination simply by entering the three-digit Upgraded Speed Dial number after pressing User Function key.

## Programming the Upgraded Speed Dial

You can store the following as Upgraded Speed Dials:

❐ The fax number and label

❐ The search character for the Telephone Directory

Label Insertion mode

1. Press **Function**.

2. Press **3** and **7**.

```
SPD DL UPGR     ENTER SPEED CODE
_                       PRINT LIST →
                      NO  TO CANCEL
```

3. Enter the number (100 to 999) to store as an Upgraded Speed Dial from the ten key pad.
   If you enter the wrong number, press **No** to enter the correct number.

```
SPD DL UPGR      YES  OR NO
 100                         ↑
                             ↓
```

   If the number is already stored, the display appears as shown on the right. To find a vacant Upgrade Speed Dial, scroll through the list using ▼ and ▲.

```
SPD DL UPGR      YES  OR NO
 100 XYZ COMPANY             ↑
  123-4567                   ↓
```

4. Press **Yes**.

```
SPD DL UPGR    ENTER FAX NUMBER
■ 100              NO  TO CANCEL

  _
```
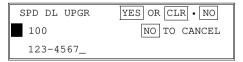
5. Enter the telephone number from the ten key pad.
   If you enter the wrong number, press **Clear** or **No** and enter the correct number.
   **Clear** --- Erase one letter at the cursor.
   **No** --- Erase the whole number.

```
SPD DL UPGR     YES  OR CLR • NO
■ 100              NO  TO CANCEL
  123-4567_
```

6. Press **Yes**.
   The telephone number is stored.

7.  Enter a label.
    Go to step 12 if you do not store the
    name.
    If you change the label or enter the
    wrong name, press **Clear** or **No** and en-
    ter the label again.
    **Clear** --- Erase one character at the
    cursor.
    **No** --- Erase all.

8.  Press **Yes**.

```
SPD DL UPGR    SET TEL DIRECTORY
■ 100                  YES  TO SKIP
  INPUT:_
```

9.  The highlighted character is the letter
    which your label will appear under in the
    telephone directory.

```
SPD DL UPGR    YES  OR  CLR  •  NO
■ 100
  INPUT:R                      ABC
```

    Either:

    ❐ Accept this letter - go to step 10.

    ❐ Change the letter - press **No** and en-
       ter a new letter. Go to step 10.

10. Press **Yes**.

```
SPD DL UPGR       OPTION SETTING
 LABEL INSERTION   ON  OFF
        SELECT  ←  →  YES  TO END
```

11. Select whether you set the Label
    Insertion mode.
    Press ◄ or ► to select ON or OFF and
    the selected item is highlighted.

```
SPD DL UPGR       OPTION SETTING
 LABEL INSERTION   ON  OFF
        SELECT  ←  →  YES  TO END
```

12. Press **Yes**.

```
SPD DL UPGR    ENTER SPEED CODE
■                   PRINT LIST  →
                 NO  TO CANCEL
```

Repeat the procedure from step 3 to
store another number as Quick Dials.

13. Either:

    ❐ Enter another number - go to step 3.

    ❐ Finish: **Function**.

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## Transmission Using Upgraded Speed Dials

1. Place the document, then select the scanning condition.
2. Press the User Function key in which the number is programmed as Upgraded Speed Dial key.
3. Enter the number (100 to 999) in which the destination is stored from the ten key pad.
   Then the label name or number is displayed.
4. Make sure if you select the correct destination, and press **Yes**.
5. Press **Start**.
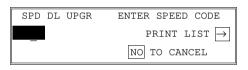
## Editing an Upgraded Speed Dials

Change the number or label which is stored already.

1. Press **Function**.

2. Press **3** and **7**.

```
SPD DL UPGR    ENTER SPEED CODE
_                   PRINT LIST →
                    NO TO CANCEL
```

3. Enter the stored number (100 to 999) which you wish to change from the ten key pad.
   If you enter the wrong number, press No to enter the correct number or search the correct number using ▲▼.

```
SPD DL UPGR    YES OR NO
 100                      ↑
                          ↓
```

4. Press **Yes**.

```
SPD DL UPGR    YES OR NO
 100 XYZ COMPANY          ↑
 123-4567                 ↓
```

5. Edit the number. If you enter the wrong telephone number, press **Clear** or **No** to enter the correct number.
   **Clear** --- Erase one character at the cursor.
   **No** --- Erase all.

```
SPD DL UPGR    YES OR NO
 100 XYZ COMPANY          ↑
 123-4567                 ↓
```

6. Press **Yes**.
   The fax number is changed.
   Proceed to step 8 if you do not change the label.

```
SPD DL UPGR    YES OR CLR · NO
 100
  XYZ COMPANY_          ABC
```

7. Edit the name. Press **Clear** or **No** to edit.
   Proceed to step 9 if you do not change the label.

```
SPD DL UPGR    YES OR CLR · NO
 100
  XYZ COMPANY_          ABC
```

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8.  Press **Yes**.

```
SPD DL UPGR    SET TEL DIRECTORY
■ 100                  YES TO SKIP
  INPUT:_
```

9.  The highlighted character is the letter
    which your label will appear under in the
    telephone directory.

```
SPD DL UPGR       OPTION SETTING
 LABEL INSERTION  ON  OFF
        SELECT ←  →  YES TO END
```

    Either:

    ❒ Accept this letter - go to step 10.

    ❒ Change the letter - press **No** and en-
       ter a new letter. Go to step 10.

10. Press **Yes**.

```
SPD DL UPGR       OPTION SETTING
 LABEL INSERTION  ON  OFF
        SELECT ←  →  YES TO END
```

11. Select whether you set the Label
    Insertion.
    Press ◀ or ▶ to select ON or OFF and
    the selected mode is highlighted.

```
SPD DL UPGR     ENTER SPEED CODE
■                     PRINT LIST →
_                     NO TO CANCEL
```

12. Press **Yes**.

```
SPD DL UPGR     ENTER SPEED CODE
■                     PRINT LIST →
_                     NO TO CANCEL
```

13. Either:

    ❒ Enter another number - go to step 3.

    ❒ Finish: **Function**.

## Erasing an Upgraded Speed Dial

The destinations which are already stored are displayed.  Select the destinations
which you do not need any more and erase them.

1.  Press **Function**.

2.  Press **3** and **7**.

```
SPD DL UPGR     ENTER SPEED CODE
■                     PRINT LIST →
_                     NO TO CANCEL
```

3.  Enter the number (100 to 999) which you
    wish to erase from the ten key pad.
    If you enter the wrong number, press **No**
    to enter the correct number or search
    the correct number using ▲▼.

```
SPD DL UPGR      YES OR NO
■ 100 XYZ COMPANY              ↑
   123-4567                    ↓
```

**300**

4.  Press **Yes**.

```
SPD DL UPGR      YES OR NO
▆ 100 XYZ COMPANY              ↑
   123-4567                    ↓
```

5.  Press **No**.

```
SPD DL UPGR    ENTER FAX NUMBER
▆ 100                NO TO CANCEL

   _
```

6.  Press **No**.
    The stored destination is erased.

```
SPD DL UPGR    ENTER SPEED CODE
▆____                PRINT LIST →
                     NO TO CANCEL
```

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

```
MEMORY TRANS.        4.APR.12:25
   SET DOCUMENT
                     MEMORY 100%
```

## 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: 80 With 2M: 240 With 4M: 400 With harddisk: 1200 With hard disk and function upgrade card: 3000 (✸4) |
| Transfer Request (✸1) | 90 | 30 | | |
| Polling Reception | 157 | 200 | 500 | |

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 67 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.

When the Function Upgrade Card is installed the following features are expanded.

| Feature | When not installed | When installed |
|---|---|---|
| Upgraded Speed Dials | — | 900 |
| 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 | 300 | 50 |

# DEALING WITH JUNK FAX MAIL

The following features will help you to reject unwanted junk fax mail.

❒ Authorized Reception: see page 109.

❒ Closed Network (Reception): see page 134.

❒ Rejection of messages from unauthorized senders: see page 108.

# OTHER ITEMS TO PROGRAM AT YOUR LEISURE

The following features will help you use the machine more quickly and efficiently.

❒ Auto Document: see page 75.

❒ Function Programs: see page 149.

❒ Keystroke Programs: see page 68.

❒ Chain Dialing: see page 90.

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.

**APPENDICES**

# 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' - binary digits - (an average page will produce about 200,000 of them), and then sends them out at a top speed of 9,600 to 14,400 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.

### CCITT
Consultative Committee for International Telephone and Telegraph. This committee sets international standards for communication.

### 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. ☞ page 279.

### Default Setting:
See "Factory Setting".

### Dial Pulses:
These are dialing signals that your terminal sends out if it uses pulse dialing (☞ page 282).

### Document:
This is the original page or set of pages that you wish to send.

### DPI (Dots Per Inch), or l/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 96.

**EFC:**
This is a proprietary digital data compression technique. It shortens the time for sending a page.

**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 CCITT). 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.

**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. ☞ page 279.

**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. ☞ page 279.

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# FUNCTION LIST

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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

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# Quick Reference Card

**Function List:** To access the functions below, press the function key, then enter the function's number.

| NO. | FUNCTION |
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| 11 | Polling Reception |
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| 41 | Printing the Journal/On screen communication Result Display |
| 42 | Printing the File List |
| 43 | Printing the Quick Dial, Speed Dial, Group Dial, and Upgrade Speed Dial[6] List |
| 44 | Printing the Program List |
| 45 | Printing the User Functtion List |
| 46 | Personal Journal |
| 47 | Printing 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 the Document for Fax on Demand[5] |
| 58 | Printing the Document in Disk File[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 and G3 Telephone Numbers, Confidential ID', Memory ID', Remote ID', RTI, TTI and CSI |
| 62 | On/Off Switch |

| NO. | FUNCTION |
|---|---|
| 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 |
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| 83 | Programming the Number for Multi-Sort Document Reception |
| 84 | Programming Memory Lock[1] |
| 85 | Programming Disk File[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

| | | **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 | |
| **6** | | Enter the telephone number in one of the following ways | |
| | | 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. |

*: Memory Card or Hard Disk Required

## Programming

| | **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 | |

## Key Stroke 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**

## Clear File From Memory

1. Memory Transmission  **Function 21 Yes**
   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**

3. Press **YES** (X 2).

4. **Function**

**REPORT**

| Automatically Printed Report | SETTINGS | |
|---|---|---|
| | 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 |
| Transmission Result Report | User Parameter Switch 03, digit 5 | ON |
| Transfer Request report | | ON |

\*:     Memory Card required.

**[NOTE]** If the Transmission Result Report is switched off, a Communication Failure Report will be printed when a comunication fails.

## NOTICE TO USERS (Great Britain)

This model is designed and approved for connection to the following circuits.
British Telecom Public Switched Telephone Network
Hull Public Switched Telephone Network
PABX Extensions
Mercury Communications Limited Public Switched Telephone Network

## CONNECTION TO THE PSTN OR A PABX EXTENSION

If there is a line or jack socket already installed you may connect this model using the line lead supplied. If you require a socket to be fitted, complete the attached form and send it to your local telephone manager's office.

## IMPORTANT NOTICE

1. The connection to the BT network must be unplugged before the earth is disconnected.

2. The connection to the BT network must not be hard wired.

3. Please ensure that connection to the mains supply (240VAC), is correctly made and that the power is switched on before use.

4. The apparatus is suitable for direct connection to exclusive lines of Public Switched Telephone Network, and for connection to compatible PABXs (consult your authorised dealer for the list of compatible PABXs and for installation thereon), or via an RBS. The definition of an RBS (Relevant Branch System) for PSTN lines, is given in BS6789 section 6.1, clause 2.4.

5. When idle, this model allows normal use of an associated main telephone, which must be plugged into the BS6312 compatible connector, provided for telephone line connection. Only one such connection may be made.

6. The apparatus must be connected to PSTN lines which use loop disconnect or DTMF signalling.

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

8. The machine is not suitable as an extension to a payphone, for use on shared service lines, or on 1 - 1 carrier systems.

9. The Terminal operates in mode 1 (autodialling).

10. The user is advised to check all numbers stored in the register before making a call.

11. The approval of this terminal for connection to the British Telecom public switched telephone network is INVALIDATED if the apparatus is subject to any modification in any material way not authorised by BABT or it is used with, or connected to:

a) Internal software that has not been formally accepted by BABT.
b) External control software or external control apparatus which causes the operation of the terminal or associated call set-up equipment to contravene the requirements of the approval.

All apparatus connected to this terminal and thereby connected directly to the British Telecom public switched telephone network must be approved apparatus as defined in Section 22 of the British Telecommunications Act 1984.

12. This apparatus has been approved for the use of the following facilities:

Storage of Telephone Numbers for Retrieval by Predetermined Code
Automatic Call Initiation
Operation in the Absence of Proceed Indication (Although not Detected)
Automatic Dialling Facilities
Auto-Calling Facility
Loudspeaking Facility
Series Connection Facility
Automatic Storage of Last Number Dialled
Tone Detection - Busy Tone
Repeat Attempt Facilities: Multiple (Automatic)
Auto Clear from Call Originating End
Integral Modem

Any other usage will invalidate the approval of the apparatus if as a result it then ceased to conform to the standard against which approval was granted.

13. Connection to a PBX - it cannot be guaranteed that the apparatus will operate correctly under all possible conditions connection to compatible PBX's. Any cases of difficulty should be referred in the first instance to the supplier of the telephone apparatus.

14. This apparatus provides an off hook detector and switching of the line between the telephone and modem. The voltage drop introduced by this apparatus into the loop connection between the main telephone and the network at a current of 40ma d.c. is 0.3 volts.

15. Only apparatus conforming with BS6301 or EN41003 may be connected to the series socket. Any interconnection between the above socket and other connections, directly or by the way of other apparatus, may produce hazardous conditions on the BT network. Advice should be obtained from a competent engineer before any such connection is made.

16. With reference to EN41003 cl 4.1.3 the apparatus is supplied with a connection to the Public switched telephone network, which is refered to as a TNV circuit. There is also an optional printer port that may be fitted, which is refered to as a SELV circuit. Please ensure that the TNV circuit is only connected to another TNV circuit and that the SELV circuit is only connected to other SELV circuits.

17. The apparatus does not recognise a secondary proceed indication.

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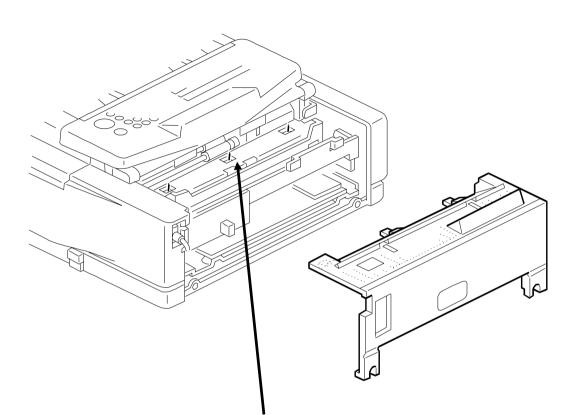We wish to install a RICOH FAX4700L facsimile transceiver, Approval Number 605928 at the address shown below:

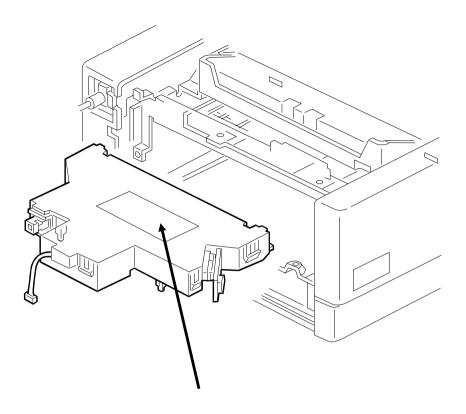Please supply a *direct exchange line/*master jack unit/

*telephone type: .......................................................................................

Installation Address: .......................................................................................

.......................................................................................

.......................................................................................

Contact Name: .......................................................................................

Company Address: .......................................................................................

.......................................................................................

.......................................................................................

The RICOH FAX 4700L is a BABT approved facsimile supplied by:

RICOH U.K. Limited,
Ricoh House,
1 Plane Tree Crescent,
Feltham,
Middlesex,
TW13 7HG
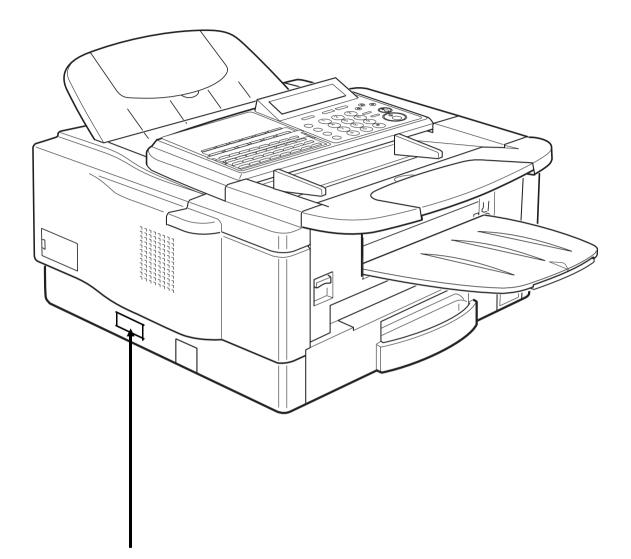Telephone: 0181 751 6611
Facsimile:  0181 890 5566

*Delete where necessary

Position of the Laser Label

**WARNING:** Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.
So, do not remove the back cover, because the laser generator exists inside the machine as follows.

## SUPPLIES

**CAUTION:** Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

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

## TONER CASSETTES

❏ RICOH TONER CASSETTE TYPE 100 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.

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