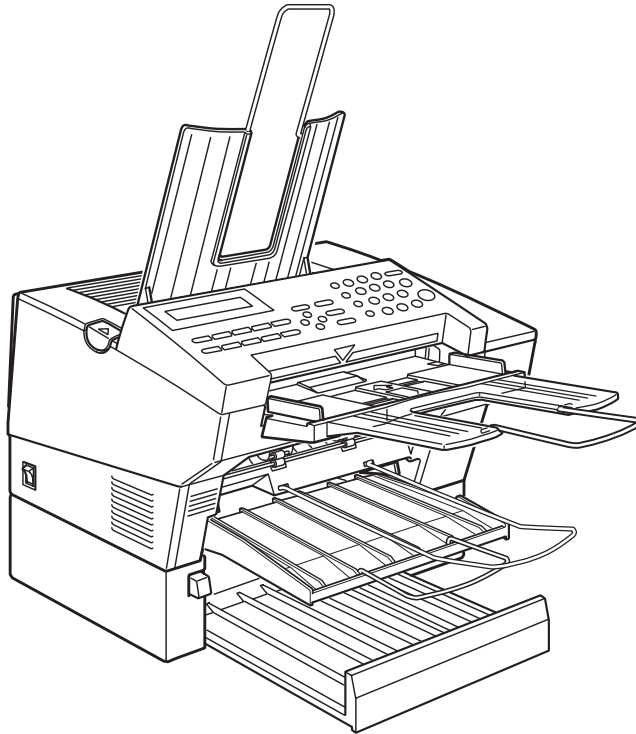


RICOH

MV106***FACSIMILE REFERENCE***

Read the safety instructions on page i to iv

Read this Manual first.

Operator's Manual

Optional equipment

Telephone Handset (HANDSET TYPE 100)

This permits voice communication (over the PSTN).

PAPER FEED UNIT TYPE 70

A paper feed unit can be added to the base machine.

FAX EXPANSION CARD TYPE 10

A 1-Mbyte memory card can be added.

FAX EXPANSION CARD TYPE 20

A 2-Mbyte memory card can be added.

ENERGY SAVING INFORMATION

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



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

WARNING: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Properly shielded and grounded cables and connectors must be used for connection to host computer in order to meet FCC emission limits.

Caution

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

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

S means POWER ON
† means POWER OFF

Operator Safety

This equipment is considered a CDRH Class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 770 to 810 nanometer wavelength, AlGaAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

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.

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

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

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

Thank you.

Important Safety Instructions

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

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

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

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

- 1 Read all of these instructions.
- 2 Save these instructions for later use.
- 3 Follow all warnings and cautions marked on the product.
- 4 Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- 5 Do not use this product near water.
- 6 Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
- 7 Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
- 8 This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
- 9 This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)

10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.

When to Call Your Service Representative

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

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

- A. When the power cord or plug is damaged or frayed.
- B. If liquid has been spilled into the product.
- C. If the product has been exposed to rain or water.
- D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- E. If the product has been dropped or the cabinet has been damaged.
- F. If the product exhibits a distinct change in performance, indicating a need for service.

Power and Grounding

Power Supply

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

Grounding

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

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

Cold Weather Power-up

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

1. Raise the room temperature to 68°F at less than 18°F per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.
4. Do not use the machine near a humidifier.

Thunderstorms

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

GENERAL

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

Ozone

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

Symbols & Conventions Used In This Manual

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

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

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

1 This is a step in a procedure.

THIS CORRESPONDS TO
THE LCD DISPLAY.

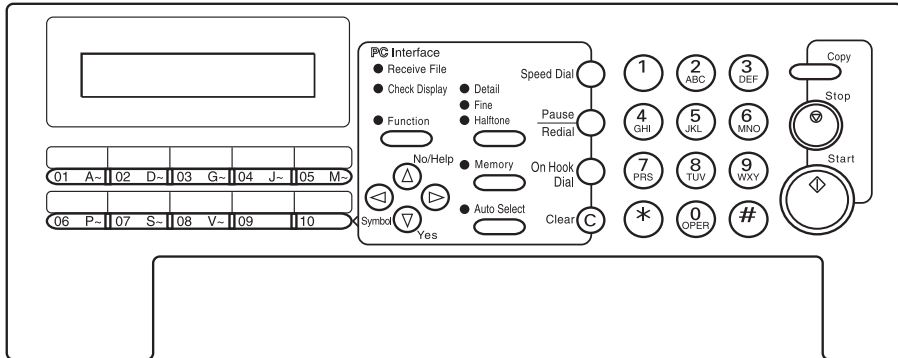
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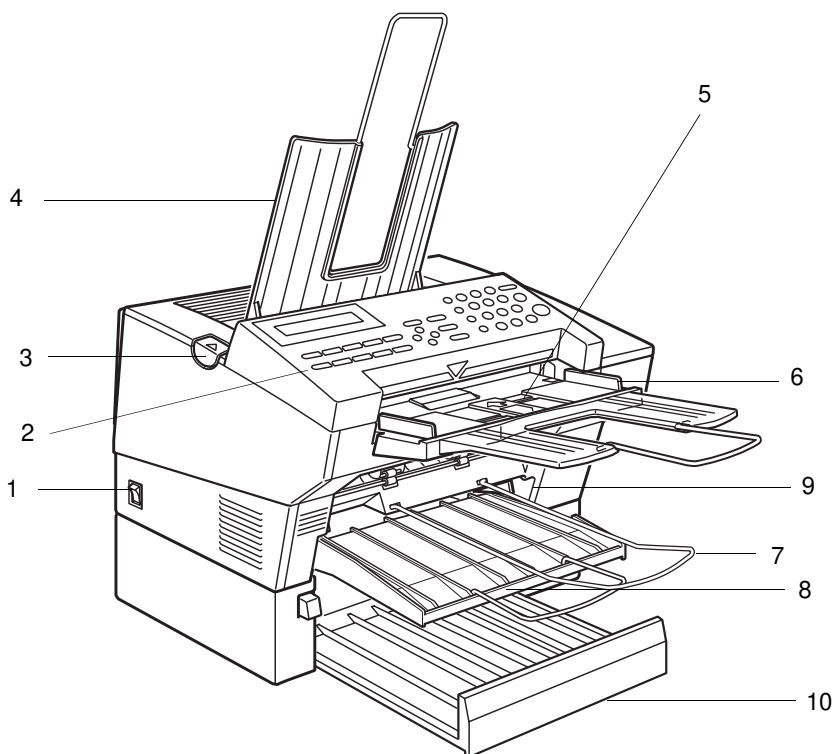
Machine Layout

Operation panel



- 1- The **Receive Files** indicator lights when a fax message is stored in memory (see page 14).
- 2- The **Check Display** indicator lights to tell you to read the display.
- 3- Press the **Auto Select** key to use Auto Receive Mode. The indicator lights when you are in this mode.
- 4- The resolution/Halftone is indicated by these three indicators and can be changed by the resolution/Halftone button.
- 5- When the **Memory** indicator is on, then memory transmission is in effect, if it is off, immediate transmission is in effect. Switch between the two with the Memory button.
- 6- There are ten **Quick Dial** keys. Use them to store individual numbers (see page 21) or groups (see page 23). Use the keys to enter characters (see page 73). Use Quick Dial 09 as a dial option key. Use Quick Dial 10 as a Group key (see page 25).
- 7- The Liquid Crystal Display guides you through tasks and informs you of the state of the machine. Messages appear here. The LCD consists of two 20-character lines.
- 8- Use the arrow buttons to navigate through functions, to accept or reject settings, or to set function options.
- 9- Press the **Function** key and enter a two digit code to access functions 11 to 51. (For functions 61 to 94, enter 6, the access code on page 66 and the function number.)
- 10- Press the **Speed Dial** key and enter a two digit code (between 00 & 49) to dial or store individual numbers (see page 21).
- 11- The **Pause/Redial** key inserts a pause when you are dialing or storing a fax number. Or, press the key to redial the last number dialed. (The redial feature doesn't work once you've started dialing a new number.)
- 12- Press the **On Hook Dial** key to dial a phone call from the keypad without having to lift the phone or handset off the hook (phone or handset option needed).
- 13- Press the **Clear** key to erase the last character or digit entered, or use the left and right arrow keys to move the cursor and then press Clear to erase whatever is at the cursor.
- 14- Press the **Stop** key to stop a transmission or a document scanning, to stop a reception or to stop a long copy run. The machine will finish printing out the sheet being printed and then stop.
- 15- Press the **Start** key to start all tasks.
- 16- Use the numeric keypad (sometimes called the 10 keys) to dial fax numbers, to enter the numbers of copies, etc.

Part Names



- 1- The **main switch** turns your machine on and off.
- 2- 10 Quick Dial keys store telephone numbers.
- 3 The cover release button
- 4- Incoming faxes and copies are sent to the **copy tray**.
- 5- The **automatic document feeder (ADF)** holds up to 30 sheets which are fed one at a time. Place your original documents here.
- 6- Match the document guide to the size of your original documents.
- 7- Scanned documents are stacked on the **Document Tray**.
- 8- The **main paper tray** holds copy paper.

- 9- When loading paper, match the **paper guide** to the paper size.
- 10- The optional paper feed unit holds more paper.

If you have not yet installed your fax machine, do so now. See Installation, on page 78.

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

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A Few Hints...

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

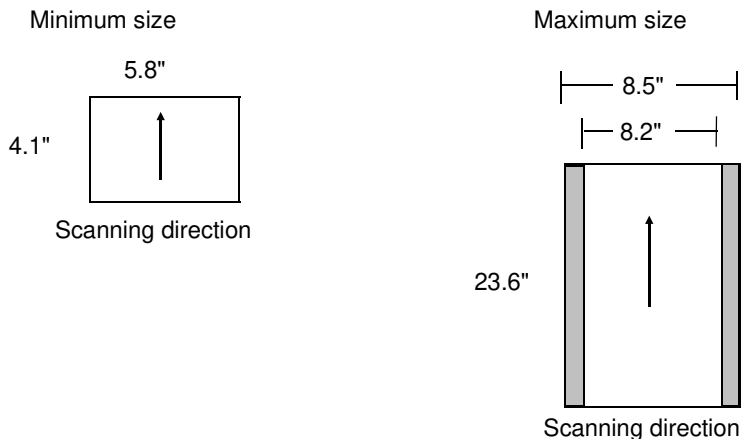
Press **No** to erase the entire name or number and start again.


To enter characters and labels, turn to page 73.

Recommended Types of Document

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

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



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

Correct Size for the Auto Document Feeder

Thickness: 2 to 8 mils (20 lb paper)

Length and Width: See the above diagram.

If the page is too short, put it inside a document carrier or enlarge it with 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



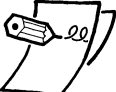

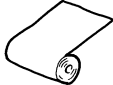





Do not use different sizes of document in the same transmission.

Page Condition

Do not place damaged pages in the automatic document feeder.

- ☐ If your pages are curled or dog eared, flatten them.
- ☐ If your pages are stuck together, shuffle the stack.
- ☐ If your pages are folded, torn, or patched together, make copies.
- ☐ If your pages have binding holes, trim the edges or make copies.

Originals that contain the following materials should not be placed in the document feeder.

				
Crayon	Paint	Charcoal, Soft Pencil	Glue	Thermal Paper
				
Clips	OHP Sheets, Vinyl Coated Paper	Waxed Paper	Carbon Paper	Silicone Oil

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.

Memory Transmission and Immediate Transmission

There are two ways to send a fax message.

- ☐ Immediate Transmission
- ☐ Memory Transmission

Immediate Transmission (Memory indicator not lit)

Immediate Transmission is convenient when:

- ☐ You wish to send a message immediately
- ☐ You wish to quickly check whether you have successfully connected with the other party's fax machine.
- ☐ 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 indicator lit)

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.

Memory Transmission

Caution: If your document gets stuck while it is being processed, press the Stop key, and turn to page 55 for instructions on how to safely remove the original.

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

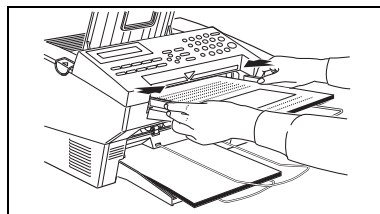
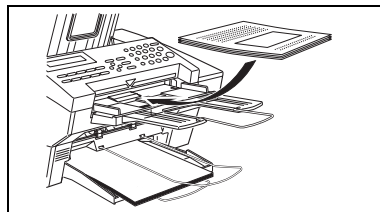
```
READY 100% 10:00AM  
SET DOC. OR DIAL NO.
```

- 2 Fan your document stack (at most 30 pages: 20lb) to make sure all pages are loose, then square it.

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

- 3 Insert the document face up in the feeder and adjust the guides to fit the width of the document.

Note: You can dial before you set the document. Place the document after you dial the number and go to step 7.



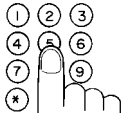
- 4 The display will look like this:

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

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

6 Dial the number in one of the following ways.

TRANSMIT	Y/START
5551234	

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group						
	<table border="1"><tr><td>06</td><td>07</td></tr></table>	06	07	<p>Example: Speed Dial 10</p> <table border="1"><tr><td colspan="2">Speed Dial</td></tr><tr><td>1</td><td>0</td></tr></table>	Speed Dial		1	0	<p>Example:</p> <p>Method 1 *</p> <p>Quick Dial key 08.</p> <p>Method 2 **</p> <p>Quick Dial key 10 and 1 on the ten key pad.</p>
06	07								
Speed Dial									
1	0								

If you install the handset, you can send the message manually. Pick up the handset and dial.

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

*: In this example Group Dial is programmed in Quick Dial 08.

**: In this example Quick Dial key 10 is programmed as the Group key, and Group dial number 1 is programmed.

Programming Quick Dial: see page 21.

Programming Speed Dial: see page 21.

Programming Group Dial: see page 23.

Programming Group key: see page 25.

Note: The maximum destinations you can dial using the ten key pad is 49. However, this limitation is also subject to memory capacity.

If you enter the wrong number,
press **No** or **Clear** and enter
again.

Press **Clear** to delete one digit.

Press **No** to delete the whole
number.

7 Press **Yes** to enter another number.

If you have only one destination,
press **Start**.

TRANSMIT	DIAL/START
DIAL NEXT FAX NUMBER	

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

The machine stores your message and dials the first number (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected). Send later: see page 16 .

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

```
5551234  
SET DOC. OR DIAL NO.
```

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

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

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

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

```
READY 100% 10:04  
SET DOC. OR DIAL NO.
```

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

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

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

Immediate Transmission

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

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

- 2 The memory indicator should go out. If the memory indicator is lit, press the **Memory** key.

- 3 Place the entire document face up into the feeder. (No more than 30 pages.)

TRANSMIT	OPTION▶
DIAL FAX NUMBER	

How to set document see page 7.

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

- 4 Dial. (See page 8 for how to dial.)

TRANSMIT	Y/START
5551234	

- 5 Press the **Start** key

5551234
DIALING

- 6 The machine dials and connect to the other party. The number that you dialed and the other party's RTI or CSI is displayed.
(RTI, CSI: see page 90.)

Receiving Calls & Fax Messages(Faxes/Phone Calls)

Overview

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

- ☐ **Auto mode (Auto Select Lit)**
Use this mode if your line is shared by a fax machine and telephone.
When a call comes in, the machine will ring a number of times to give you the chance to pick up the handset. If you do not pick up and the call is a fax message, the machine will go into fax mode and start receiving. You can choose the number of times the machine rings before taking the call by altering the Auto Ring time (see page 13). Also use this mode if you have a telephone answering machine connected (see page 13).
- ☐ **Fax mode (Auto Select Lit)**
Use this mode if you have a dedicated fax line.
The machine assumes all calls are fax messages. It will ring once to alert you to an incoming call and then start receiving.
- ☐ **Manual Receive Mode (Auto Select Not Lit)**
Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax messages or telephone calls. You must manually hit the Start key to receive a fax.
The machine will ring continuously until you answer the call, so you have to be near the machine at all times.

Auto Mode or Fax Mode (Auto Select Lit)

When the Auto Select indicator is lit, the machine is in one of the automatic reception modes (Auto mode or Fax mode). Which mode is active depends on how you set up your machine. Decide which mode you will use most often and program it with the following procedure. Then press the Auto Select button whenever you wish to switch to and from this mode.

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

Y/NEXT ▶
SELECT LINE

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

Y/NEXT ▶
SELECT AUTO RECEIVE

- 3 Press the **Yes** key.

PRIORITY	Y/◀▶
FAX	▶ AUTO

- 4 Select the setting you want using the ◀ and the ▶ keys.
 - ☐ Select "FAX": Auto Select indicator shows you are in Fax mode.
 - ☐ Select "AUTO": Auto Select indicator shows you are in Auto Receive mode.

- 5 Press the **Function** key.

Manual Receive Mode (Auto Select Not Lit)

This mode is active when the Auto Select indicator is NOT lit. Press the Auto Select key to switch to and from this mode. You have to answer the call yourself and decide whether it is a fax or a telephone call. The procedure for answering a call is as follows:

- 1 Pick up the handset.
- 2 Listen to the other end.
 - ☐ If you hear a voice, continue your conversation as you would normally.
 - ☐ If you hear a fax tone, remove any documents from the feeder, press the Start key then replace the handset. The machine will start receiving.

Setting the Auto Ring Time

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

- 1 Press the **Function** key and **6, 2, 2, 2, 6, 1** using the ten key pad, then press the **Yes** key.
- 2 Press the **►** key until the opposite display appears.
- 3 Press the **Yes** key. The factory setting will be displayed, either:
 - ☐ Change the number of rings, press the **No** key, then press the new number using the ten key pad.
Example 03. Press 0, 3 using the ten key pad.
 - ☐ Keep these settings, go to step 4.
- 4 Press the **Yes** key, then the **Function** key.

Y/NEXT ►
SET OWN NUMBER

Y/NEXT ►
SET NO. OF RINGS

NO. OF RINGS	Y/N
06 RINGS	

When you connect Telephone Answering Machine

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

- ☐ Plug the answering machine into the TEL jack on your fax machine.
- ☐ Auto mode ensures that your answering machine has the chance to respond to incoming telephone calls. If the call happens to be a fax message, the message will be given to the fax machine automatically.
- ☐ When you connect the telephone answering machine, the Auto Ring Time must be set to one ring more than the number of rings that your answering machine waits before it takes the call. To check this number, have a friend call and do not answer the phone, count the number of rings that you hear before the answering machine takes the call.

Printing Received Messages that Have been Stored (Substitute Reception)

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

Night Timer: Hold any key to print messages received while the Night Timer (page 43) has turned the heater off. Otherwise, check if any of the following indicators are lit, and follow instructions.

When ADD PAPER appears in the display, your fax machine is out of paper. Add paper: see page 48.

When ADD TONER appears in the display, your fax machine is out of toner. Change the toner cassette: page 49.

Or There might be a paper jam (see page 56) or an open cover.

-Message appears here-
SET DOC. OR DIAL NO.

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

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

To turn substitute reception off or back on, set bit 0 of user parameter switch 05. See page 68.

Faxing a Page With Very Fine Detail

So that text, diagrams and images stand out clearly in your document, the machine automatically detects the image density (contrast) and makes a compensation.

However, if you need to send a document which requires optimum clarity, select the resolution setting appropriate to your needs.

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

Resolution & Shading

The resolution button gives you control over document quality. The indicators above the button show the current setting. Choose a setting that matches your document.

Standard: Standard quality. Use for most printed or typewritten documents. This is selected when the other resolution indicators are not lit.

Detail: High quality. Use for documents with small print or fine details.

Fine: Very high quality. Use this for high quality reproduction.

Halftone: Use this for optimum quality if your document contains photographs/diagrams with complex shading patterns or gray tones. If you choose this setting, resolution will automatically be Detail.

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

Optional Features for Transmission

Send Later

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

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

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

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

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

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

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

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

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

5 Press **Yes**.

Use function 21 to erase a stored fax message before it is sent (see page 28).

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, Page Count is automatically switched on, and the pages are counted automatically.

If the numbering with page count appears strange, check that the page count value matches the number of pages in your document.

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

SET OPTION	Y/▶
SET PAGES?	

2 **Yes.**

SET OPTION	KPAD
PAGES:	

3 Example: 10 pages
1 0

SET OPTION	Y/N
PAGES: 10	

4 **Yes.**

TTI

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

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

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

SET OPTION	Y/▶
TTI PRINT?	

- 2 Press **Yes**.

SET OPTION	Y/◀▶
▶ON	OFF

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

SET OPTION	Y/◀▶
ON	▶OFF

- 4 Press **Yes** when you have finished.

Redialing

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

Automatic Redialing

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

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

21255551234 DIALING

Using the Redial Key

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

This feature has the following uses.

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

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

Place the message in the feeder, then press the Redial key, then press the Start key.

To send a fax using Redial, do the following:

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

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

- 2 Set your document. How to set the document, see page 7.

- 3 Press **Redial**.

REDIAL	Y
	2125551234

- 4 Press **Start**.

Storing & Editing Fax Numbers (Functions 31 & 32)

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

You can store numbers in three ways.

Quick Dials

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

Speed Dials

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

Groups

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

Storing, Editing and Erasing Quick Dials/ Speed Dials

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

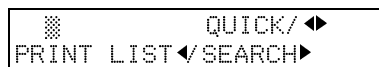
- 1 Choose Quick Dial or Speed Dial programming mode.

☐ Quick Dial: **Function 31 Yes**



QUICK/◀▶
PRINT LIST/SEARCH▶

☐ Speed Dial: **Function 3 2 Yes**



QUICK/◀▶
PRINT LIST/SEARCH▶

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

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

3 Press **Yes** to accept.

01	KPAD/N
<div style="background-color: #cccccc; height: 10px;"></div>	

4 Enter a new number or edit the existing number.

01	KPAD/Y/N
2125551234	<div style="background-color: #cccccc; height: 10px;"></div>

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

5 Press **Yes** to accept.

01	Y/N
PROGRAM LABEL?	

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

- ☐ Edit the name: Press **Yes** and go to step 7.
- ☐ Skip naming: Press **No** and go to step 9.

7 Enter or edit the name. (See page 73).

01	ABC Y/N
NEW YORK OFFICE <div style="background-color: #cccccc; height: 10px;"></div>	

8 Press **Yes** to accept.

<div style="background-color: #cccccc; width: 10px; height: 10px;"></div>	QUICK/◀
PRINT LIST◀/SEARCH▶	

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

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

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

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

You can program up to 30 numbers in a Group.

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

GROUP 1	1-3/◀▶
PRINT LIST	◀/SEARCH▶

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

- 3 Press **Yes** to accept.

GROUP 1	Y/N
PROGRAM QUICK?	

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

- 5 Then either:
- ☐ Program a new Quick Dial: Press the Quick Dial key you wish to use for this group then **Yes**.
 - ☐ Free up the old Quick Dial: Press **No**, then **Yes**.

GROUP 1	Y/N
PROGRAM LABEL?	

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

- 6 If you wish you can give this group a name:
- ☐ Edit the name: Press **Yes** and go to step 7.
 - ☐ Skip naming: Press **No** and go to step 8.

GROUP 1	ABC
[Patterned bar]	

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

GROUP 1	KPAD/N
[Patterned bar]	

- 8 Enter a fax number in one of these ways:
- ☐ Press a Quick Dial key.
 - ☐ Press the Speed Dial key followed by two digits.
 - ☐ Enter a number on the keypad.

- 9 Press **Yes** to accept.
If ALREADY PROGRAMMED briefly flashes up on the display, either:
- ☐ Press **No** to keep the number and choose another number .
 - ☐ Press **Yes** to erase this number from group.

- A You have two options:
- ☐ Enter another number: Go back to step 8.
 - ☐ Finish entering numbers in this group: Press **No** and go to step 11.

- B You may then either:
- ☐ Work on another group: Go to step 2.
 - ☐ Finish: Press **Function**.

Erasing Groups

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

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

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

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

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

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

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

Programming the Group Key

You can program the 3 groups. However, if there is no room in Quick Dial keys, this group key is helpful. You have to program the 10 of the Quick Dial key as the group key. How to transmit using the group key, see page 8.

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

```
QUICK/◀▶
PRINT LIST ◀/SEARCH▶
```

- 2 Press the Quick Dial 10.

```
10 PROGRAM? ◀▶
```

- 3 Press **Yes**.

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

- 4 Press **Yes**.

```
QUICK/◀▶
PRINT LIST ◀/SEARCH▶
```

- 5 Press **Function**.

Programming the Dial Option Key

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

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

```

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

- 2 Press the Quick Dial 09.

```

      09 PROGRAM?  Y/◀▶
  
```

- 3 Press **Yes**.

```

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

- 4 Press **Yes**.

```

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

- 5 Press **Function**.

Dialling with the Dial Option Key.

- 1 Set the Document

```

TRANSMIT      OPTION▶
DIAL FAX NUMBER
  
```

- 2 Enter the number

```

TRANSMIT      Y/START
5551234
  
```

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

```

TRANSMIT      Y/START
5551234W
  
```

- 4 Enter the password

```

TRANSMIT      Y/START
5551234W99999
  
```

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

```

TRANSMIT      Y/START
5551234W99999S
  
```

- 6 Enter the subaddress

```

TRANSMIT      Y/START
5551234W99999S1234
  
```

- 7 Press **09** to enter space.

```

TRANSMIT      Y/START
5551234W99999S1234
  
```

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

Chain Dialing

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

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

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

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

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

The machine ask you to dial

On Hook Dial or Handset Mode:

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

Other:

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

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

Every time you store a fax message in your machine's memory, a new file is created. A file is also created for storing instructions to pick up a fax message left elsewhere (polling, page 30). Each file is given a number. This number appears on the memory storage report, Journal and Transmission Result Report. To see which files are currently in memory, you may print a file list.

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

FILE NO. [REDACTED]	KPAD/ ◀▶
PRINT LIST ◀/SEARCH▶	

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

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

FILE NO. 027	Y/ ◀▶
- number or label-	

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

- 3 Scroll through the files with ◀ or ▶.

FILE NO. 028	Y/ ◀▶
- number or label-	

- 4 Press **Yes**.

FILE NO. 028	Y/N
CLEAR?	

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

- 6 Either:
 - ☐ To erase another file, go to step 2.
 - ☐ To finish, press **Function**.

Printing a Stored Message (Function 51)

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

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

FILE NO.	■■■■	KPAD/◀
PRINT LIST	▼/SEARCH	▶

- 2 Press ▶ to scroll through the messages. You'll see this.

FILE NO. 115	Y/◀
-number or label-	

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

- 3 Scroll through the message files with ◀ or ▶.

FILE NO. 116	Y/◀
-number or label-	

- 4 Press **Yes**.

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

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

Polling Reception (Function 11)

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

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

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

- 2 Press **Yes**.

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

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

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

You can use Quick Dial keys or Speed Dial codes.

- 4 Press **Yes**.

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

- 5 Press **Start**.

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

Deleting a Preset Polling Reception (Function 22)

Use function 22. For details, see Erasing a Stored Message on page 28.

Talking Before Sending a Fax(On Hook Dial)

- 1 Press the **On Hook Dial** key.
- 2 Proceed as for a usual fax message but don't press **Start**. (Do not use the handset).
- 3 If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.

If you hear a high-pitched tone instead of a voice, place your fax message in the auto document 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.

Sending a Fax using the Handset

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

- 1 Set the document then pick up the handset.
- 2 Dial the other party.
- 3 If you hear a voice, speak to the other party.

If you hear a high-pitched tone instead of a voice, press **Start**.
- 4 When you are ready to send your fax message, ask the other party to press **Start**.
- 5 When you hear a high-pitched tone, press **Start**.
- 6 Replace the handset.

OTHER FEATURES

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

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Verifying Communications, Errors, Counters, etc.

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

Automatically Printed Reports

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the user parameters (see page 66).

Journal (Switch 03, bit 7)

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

File Reserve Report (Memory Storage Report) (Switch 03, bit 2)

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

Power Failure Report (Stays on)

This report is printed if the machine's power was off for long enough to erase files from the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

(Note: Phone numbers stored in Quick/Speed/Groups are not lost.)

Communication Result Report (Memory Transmission) (Switch 03, bit 0)

This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed only when a communication fails.

Transmission Result Report (Switch 03, bit 5)

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

Communication Result Report (Polling result report) (Switch 03, bit 4)

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

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

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

Error Report (Turned on/off by a Service Technician)

This report is printed after each unsuccessful communication. The communication failure report (above) is printed after a job has been completed. So while doing a broadcast, the machine may print a number of error reports, and at the end, it prints a communication failure or transmission result report. Check it, and retransmit any pages that were not sent. If a particular problem continues or gets worse, keep the error reports for the service technician.

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

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

- ☐ Transmission Result Report
- ☐ Memory Storage Report
- ☐ Communication Failure Report

Report Formats

Example 1. Error Report*

* * * ERROR REPORT (AUG 01 1995 -06:00 AM) * * *						
		TTI	XYZ	COMPANY		
FILE	ADDRESS	MODE	TIME	PAGE	RESULT	

Report details appear here						

Example 2. Journal*

* * * JOURNAL (AUG 01 1995 07:00AM) * * *							
				TTI	XYZ	COMPANY	
<TX>							
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	FILE

Transmission details appear here							
<RX>							
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	FILE

Reception details appear here							

The Mode Column

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

The Result Column

OK: Successful communication
E: An error occurred

The Footnote on the Journal

TX counter: Total number of transmitted pages
RX counter: Total number of received pages

Reports You Can Printout Yourself

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

Journal (Function 41)

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

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

PRINT JOURNAL	START
---------------	-------

- 2 Press **Start** to print out the report.

File List (Function 42)

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

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

PRINT LIST FILE	START
-----------------	-------

- 2 Press **Start** to print out the report.

Telephone Number List (Function 43)

You can obtain a list of all the phone numbers stored in the machine. (You can also obtain a list of stored numbers as you edit them. See the section on storing numbers, beginning on page 21.)

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

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

- 2 Press **Yes**.

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

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

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

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

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

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

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

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

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

```
START
```

- 7 Press **Start**.

-Message appears here -

Counters (Function 94)

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

TX Counter: The number of pages that your machine has sent (transmitted)

RX Counter: The number of pages that your machine has received

Scan Counter: The number of pages that your machine has scanned(including copies)

Print Counter: The number of pages that your machine has printed(including copies, reports and lists.)

- 1 Press **Function, 6** , and enter the access code **2222**, then press **9**, **4**, and **Yes**.

TX	: 003256
RX	: 002648

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

SCAN	: 003287
PRINT	: 002703

- 3 Either:

- ☐ To finish, press **Yes** twice.
- ☐ 1) If you have replaced the photoconductor before REPLACE OPC appears (see page 52) then press **Yes** to reset the counter.
- 2) Press **Clear**.
- 3) Press **Yes**.

OPC	Y/CLEAR
-----	---------

OPC	Y/CLEAR
-----	---------

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

Rejecting Messages From Certain Senders

Rejecting Messages From Senders Who Don't Identify Themselves

Your fax machine can reject incoming messages lacking an identifier signal . Follow the user parameter procedure on page 66 to enter these settings.

Switch 05, bit 1

0: Accept such messages1: Reject such messages

Rejecting or Accepting Messages from Specified Senders

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

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

- 1 - You must specify a list of senders (function 81). See page 39.
- 2 - You must turn Authorized Reception on (function 62). See page 41.
- 3 - You must set your machine to accept or reject messages from senders in that list (user parameters, switch 08, bit 2 and 3; see page 41).

If you *accept* them, the general public will not have access to your fax machine. You accept messages only from a group of people you know.

If you *reject* them, everyone will be able to send you messages *except* the people in the list. This is useful to reject the junk fax mail.

You can store up to 30 identifications with this feature. You can program part of an identification and accept (or reject) messages from all senders whose identification contains that part. See Wild Cards, page 97.

List of the Authorized Senders (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 <u>except</u> from special terminals.

Creating & Editing the List of Authorized Senders (Function 81)

Creating the List of Authorized Senders

- 1 Press **Function**, **6** and enter the access code **2 2 2 2**. Then, press **8**, **1**, and **Yes**.

(At this time, you can print an Authorized Reception List by pressing **◀** and **Start** if it has already been created.)

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

- 2 Press **Yes** again.

```
RTI/CSI      ABC  ◀
████████████████████
```

- 3 Enter the sender's RTI or CSI. For example, enter "XYZ COMPANY". How to enter characters, see page 73.

```
RTI/CSI ABC      Y/N
XYZ COMPANY
```

- 4 Press **Yes**.

```
RTI/CSI          Y/N
STORE AS WILD CARD?
```

- 5 To store this as a wild card, (see glossary) press **Yes**, otherwise press **No**. The word PROGRAMMED will appear briefly. And you'll see:

```
RTI/CSI      ABC  ◀
████████████████████
```

- 6 Go back to step 3 to enter another RTI or CSI or press **Function** if you are done.

Editing the Authorized Senders

- 1 Press **Function**, **6** and enter the access code **2 2 2 2**. Then, press **8**, **1**, and **Yes**.
- 2 Press **▶** to scroll the RTI/CSI. When the RTI/CSI you want to delete appears, press **Yes**.
- 3 Edit the RTI/CSI of the special terminal.
◀ and **▶** to move the cursor.
Clear to delete one character.
No to delete the whole characters.
How to enter characters, see page 73.
- 4 Press **Yes**.
- 5 To store this as a wild card, (see glossary) press **Yes**, otherwise press **No**. The word **PROGRAMMED** will appear briefly.
- 6 Press **Yes** and **Function**.

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

RTI/CSI	ABC	Y/N
XYZ COMPANY		

```
RTI/CSI      ABC  Y/N
ABC COMPANY
```

```
RTI/CSI      Y/N
STORE AS WILD CARD?
```

RTI/CSI ABC ◀▶

Erasing the Authorized Senders

- 1 Press **Function**, **6** and enter the access code **2 2 2 2**. Then, press **8**, **1**, and **Yes**.
- 2 Press **▶** to scroll the RTI/CSI. And the RTI/CSI you want to delete appears, press **Yes**.
- 3 Press **No** and **Yes**.
- 4 Press **Function**.

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

```
RTI/CSI      ABC  Y/N
XYZ COMPANY
```

Switching Authorized Reception On or Off (Function 62)

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

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

Y/NEXT▶
SELECT LINE
- 2 Press **▶** until the screen is as shown at right.

Y/NEXT▶
AUTHORIZED ON/OFF
- 3 Press **Yes**.

AUTHORIZED Y/◀
▶ON OFF
- 4 Press **◀** or **▶** to change the on or off setting.
- 5 Press **Yes** and **Function**.

Accepting or Rejecting Messages From Senders in the List

You can choose to accept or reject messages from senders in the list. Follow the user parameter procedure on page 66 to enter the following settings.

Switch 08, bit 2

You have to set it "1"

Switch 08, bit 3

0: Accept calls from senders in the list of authorized senders.

1: Reject calls from senders in the list of authorized senders.

Hints for Using Authorized Reception

You must specify the sender's identification code (their CSI or RTI, see page 89) which could be a little different from their phone number.

To get the other party's identification, call and ask for their CSI or RTI code. Explain that you need the number programmed into their fax machine for identification purposes. Or, attempt a communication with their fax machine and print out a transaction confirmation report (function 41, see page 34). Read the identification under the RTI or CSI heading of the report.

Saving Energy

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

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

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

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

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

How to start the saving energy mode

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

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

How to exit the saving energy mode

Your machine exits from the energy saving mode.

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

You can still send a fax while the machine is in saving energy mode.

You can also carry out some functions (e.g. programming) by first holding down a key to switch to standby mode.

Which saving energy mode is best for you?

You have two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. To choose which of the two settings you would prefer, set the user parameter switch.

When you allow the roller to cool to room temperature, energy savings are at a maximum and printing will take a little longer since the roller will take more time to come to printing temperature. When you select the midpoint, some energy savings will still be achieved and printing will occur more rapidly.

Switch 05 bits 6 & 7

Letting the heating roller cool to room temperature: Bit 6 at 0, Bit 7 at 0

Letting the heating roller cool halfway: Bit 6 at 1, Bit 7 at 0

Saving Energy with the Night Timer

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

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

To use the Night Timer, you must:

1. Program the timers for each day of the week.
2. Switch the Night Timer feature on.

Setting the Timer (Function 71)

Caution: While the night timer is active, all incoming calls are refused if the memory fills up.

Example: For Tuesday, set the Night Timer to switch the heater on at 9 am and off at 6 pm.

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

```

Y/N
SET NIGHT TIMER

```

- 2 Press **Yes**.

```

Y/N/◀▶
SET TIMER
SUN

```

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

```

Y/N/◀▶
SET TIMER
TUE

```

- 4 Press **Yes**.

```

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

```

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

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

```

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

```

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

```

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

```

- 8 Set AM/PM using * or #.

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

- 9 Press **Yes**.

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

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

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

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

Switching the Night Timer On or Off (Function 62)

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

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

```
SELECT LINE  Y/NEXT▶
```

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

```
NIGHT TIMER ON/OFF  Y/NEXT▶
```

- 3 Press **Yes**.

```
NIGHT TIMER  Y/◀▶
ON  ▶OFF
```

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

```
NIGHT TIMER  Y/◀▶
▶ON  OFF
```

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

Tonal Signals

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

Using the Tone Key

- 1 Make sure that the machine is in standby mode, and that there is no document in the feeder.
- 2 Pick up the telephone handset, or press the **On Hook Dial** key.
- 3 Dial the remote facility. Do not press the **Start** key.
- 4 After your line is connected to the remote facility, do the following:
 - ☐ If your telephone line type is DTMF (Tone Dial): Go to step 5.
 - ☐ If your telephone line type is Pulse Dial: Press the * on the ten keypad. A dot appears in the display.
- 5 Input the digits that you need to use the remote facility. After you have finished your business with the remote facility, hang up.
Note: Do not press the **Start** key.

Copying

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.

Note: When copying, the resolution is fixed as Detail.

- 1 Place your original in the feeder

TRANSMIT	OPTION▶
DIAL FAX NUMBER	

- 2 Press **Copy**.

COPY	01 SETS
▶ LT	LG

- 3 If you have the optional lower cassette, you can select the paper size by pressing ▶.

LT=letter LG=legal

The opposite display shows that you select the Legal size.

COPY	01 SETS
LT	▶ LG

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

COPY	03 SETS
LT	▶ LG

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

- 5 Press **Start**.

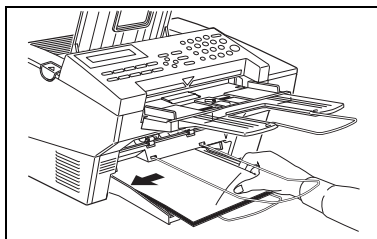
MAINTAINING YOUR MACHINE

Loading Paper in the Main Paper Tray

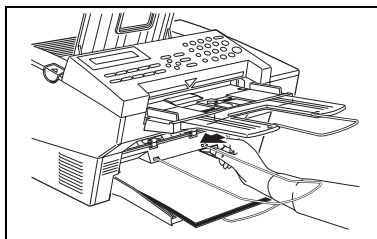
Caution: Make sure the paper conforms to the specifications on page 74.

Note: If any foreign matter (especially glue) is on the copy paper, print quality may deteriorate. Make sure the front, back and sides of the copy paper are completely clean.

- 1 Place the paper on the tray, making sure it is flush against the rear and left walls.



- 2 Slide the paper guide to the left so it lightly touches the paper.



Note: Whenever you change the paper size, set the paper size by Function 34 (see page 84).

Storage Condition of the Copy Paper

- ☐ 16 to 24 lb. copy paper is recommended: letter or legal sizes are the most commonly used
- ☐ Do not use damp paper or copies will be defective.
- ☐ Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- ☐ Keep paper in a vinyl bag if it will not be used for a long time.
- ☐ Store in a cool dry place.
- ☐ Store flat. Do not stand upright.
- ☐ The following materials cannot be used in the paper cassettes : Post cards, tracing paper, OHP sheets, adhesive labels
- ☐ Do not overload the paper trays.
- ☐ If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper cassette, fan the recycled paper and load it in the paper cassette again.

Replacing Toner Cassette

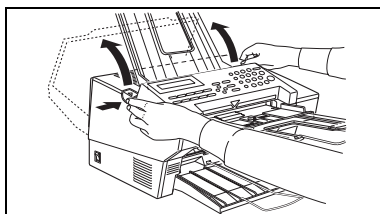
When the Check Display indicator starts to blink and TONER LOW appears in the display, the toner cassette is almost empty. You will be able to make roughly 100 more copies before you have to replace it with a new cassette. When ADD TONER appears in the display, it is time to install a new toner cassette.

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

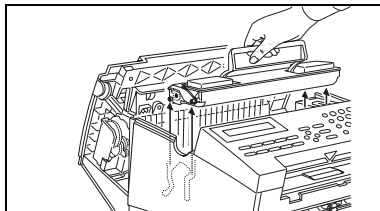
Caution: Lift the toner cartridge by the handle top.

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

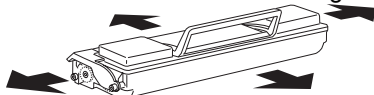
- 1 Squeeze in the release button on the left of the machine and open the cover.



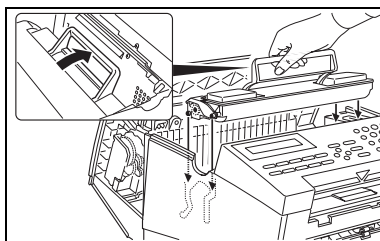
- 2 Lift out the old toner cassette .



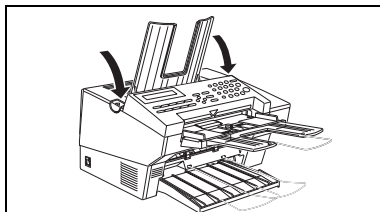
- 3 Shake the new toner cassette from side to side before installing it.



Put in the new toner cassette. Make sure it drops in smoothly and easily.



- 4 Close the cover firmly and pull the copy output tray forward.



Storage Condition of the Toner Cassettes

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

Replacing the Photoconductor

The photoconductor receives the print image before it is transferred to paper. To ensure optimal quality, replace it every 20,000 copies.

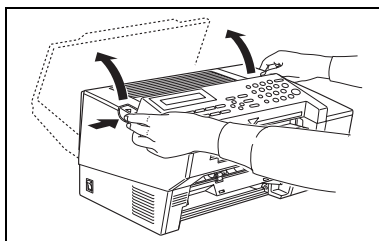
If the following display appears, it is time to replace the photoconductor.

REPLACE OPC ▼
SET DOC. OR DIAL NO.

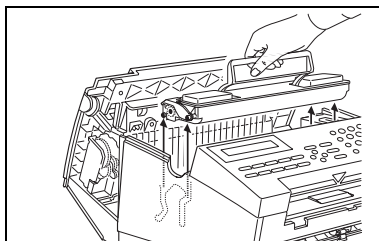
To check how many sheets you've printed, please refer the section titled "Counters" (See page 37.)

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

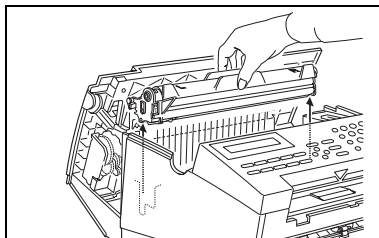
- 1 Squeeze in the release button on the left of the machine and open the cover fully back.



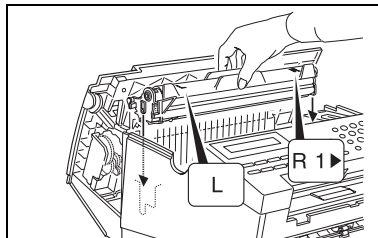
- 2 Lift out the toner cassette.



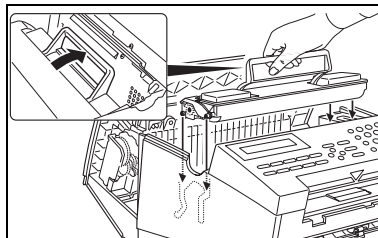
- 3 Remove the old photoconductor.



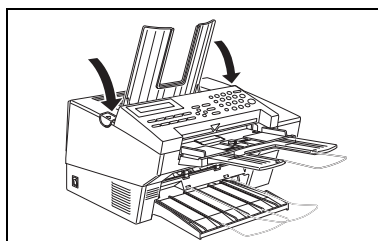
- 4 Unpack the new photoconductor and put it into the machine. The left and right ends are marked "L" and "R" respectively.



- 5 Reinstall the toner cassette.



- 6 Close the cover firmly and pull the copy tray forward.



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

After you replace the photoconductor, reset the counter for photoconductor inside the machine.

If you have replaced the photoconductor before RELACE OPC appears, see page 37 for how to reset the OPC counter (Function 94).

- 7 The display should be as opposite.

REPLACE OPC ▼
SET DOC. OR DIAL NO.

- 8 Press ▼.

REPLACE OPC? Y/N

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

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

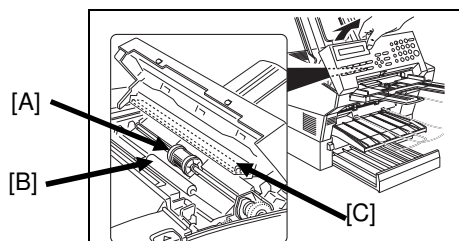
Daily Maintenance

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

Cleaning the rollers

- 1 Grasp the center of the operation panel and pull forward to open it.

Note: It is a good idea to steady the machine.

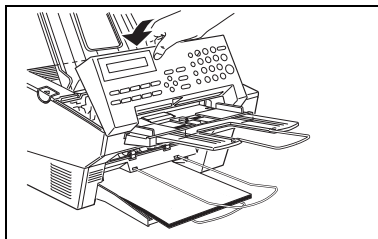


- 2 While holding the panel open, wipe the two center rollers [A] and [B] with a damp cloth.

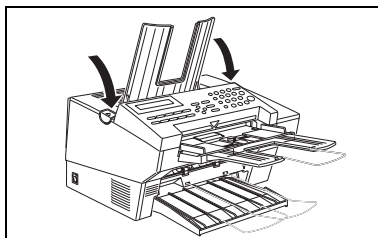
To clean the hidden part of the white roller [B] repeat the next 2 steps 5 more times.

1) Close the panel. The roller rotates automatically by about 60° degrees.

2) Open the panel and wipe the rollers.
Clean the exposure glass [C].



- 3 Close the panel firmly and pull the copy output tray forward.



Troubleshooting

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

Check the description in the display.

If an Indicator Lights Up on the Operation Panel

COMM. ERROR PRESS STOP KEY appears in the display:
Press **Stop**.

The Receive File indicator is lit: You've received a fax message which is now stored in the machine. See page 14 for instructions on how to print it out.

The Check Display indicator is lit: Read the message on the LCD display and check the descriptions listed on page 63.

Other Possible Problems

You want to remove the document in the feeder

Open the document feeder (see page 53), then remove the document.

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

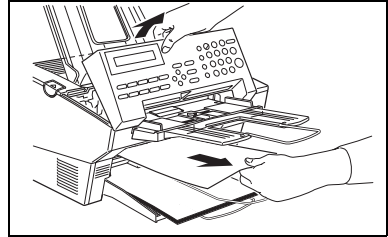
Clearing Document Jams

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

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

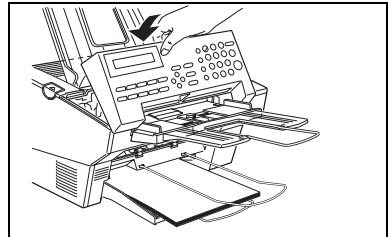
Cause: The document may be longer than the maximum limit (see the document specifications on page 74).

- 1 Grasp the center of the operation panel and pull forward to open it.

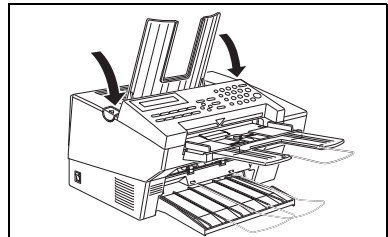


- 2 If the jammed paper is visible from the document tray, pull it out from the front of the machine.
If the jammed paper has been fed right into the machine, hold the panel open and remove it from inside.

- 3 Close the panel firmly.



- 4 Pull the copy output tray forward.
Set the document again after "READY" appears in the display.



Clearing Copy Jams

If **CLEAR COPY** appears in the display, there is a copy jam. .

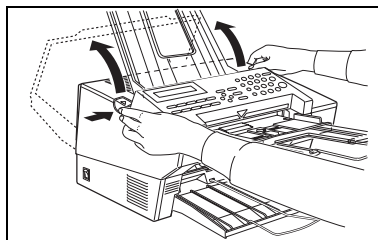
CAUTION: Do not touch the fusing unit (see the diagram below). It may be hot.

CAUTION: Do not touch the photoconductor drum (green drum).

CAUTION: Any toner on the paper will not be fixed to the paper. Be careful not to get your hands or clothing dirty.

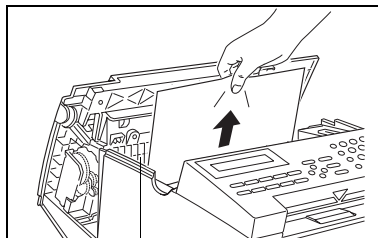
CAUTION: Even if you can see the paper from the exit, do not pull it without opening the cover.

- 1 Squeeze in the release button on the left side of the machine and open the cover.



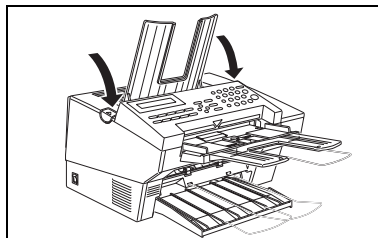
- 2 Carefully pull out the jammed paper from the outside of the machine. Do not leave any pieces inside.

If the document is very short you might not be able to see it. In this case remove the toner cassette and photoconductor following steps 2 to 5 on the page 51. Then remove the jammed paper and re-install the photoconductor and toner cassette.



Fusing Unit (white grill)

- 3 Close the cover firmly and pull the copy tray forward.



If Messages You Receive Don't Fit on Your Paper

Breaking Down Large Format Messages

If the incoming document is longer than the paper in your fax machine, the machine will split it into multiple sheets. The tail end of the message will be reproduced at the head of the next page. The images overlap each other by 0.4 inch. (You can ask a service technician to turn off the overlap.)

Length Reduction

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

Paper size in the cassette	Maximum reducible length
Letter (11")	14.4"
Legal (14")	18.3"
A4	15.3"
F	17.0"

Communication problems

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

Causes:

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

RDS (Remote Diagnostic System)

Overview

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

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

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

Switching RDS On/Off

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

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

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

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

RDS ON/OFF	Y/NEXT▶
------------	---------

- 3 Press **Yes**.

RDS	Y/◀▶
▶ON OFF	

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

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

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

Operational Difficulties



Problem	Required Action
STANDBY MODE	
Nothing happens when the switch is turned on.	<p>Check the power cord. Is it properly plugged into the outlet?</p> <p>➤ Plug it in firmly</p>
SET DOC. OR DIAL NO. is not displayed.	<p>Switch the power on.</p> <p>➤ Check that the power cord is plugged in.</p>
	<p>The machine might be in saving energy mode.</p> <p>➤ Hold down any key for two seconds.</p>
The display does not show the Ready condition, or the machine stops during operation.	<p>Does CLEAR ORIGINAL or CLEAR COPY appear in the display ?</p> <p>➤ Clear the misfeed. See page 56.</p>
	<p>Does ADD PAPER appear in the display?</p> <p>➤ Load paper into the paper tray. See page 48.</p>
	<p>Does CLOSE COVER appear in the display?</p> <p>➤ Close all covers.</p>
TRANSMISSION	
The original is not pulled into the auto document feeder.	<p>You did not feed the document far enough into the feeder.</p> <p>➤ Insert the document into the feeder until it stops. Retransmit.</p>
	<p>Clean the ADF rollers (see page 53).</p> <p>➤ If the same problem still exists after user maintenance, contact your service representative.</p>
The machine cannot dial out.	<p>The telephone line is disconnected.</p> <p>➤ Check that the line is connected properly.</p>
	<p>The telephone line type setting is incorrect.</p> <p>➤ Check the telephone line type setting See page 86.</p>

Problem	Required Action
The machine cannot dial out from behind a private switchboard (a PBX).	<p>The dialed number does not contain an access code or a pause, or not enough pauses.</p> <ul style="list-style-type: none"> ➤ Include the access number and a pause before the telephone number, or add pauses between the access code and the number, if necessary.
Frequent original misfeeds	Multifeeds or non feeds
	<p>Incorrect positioning of originals</p> <ul style="list-style-type: none"> ➤ Put the document in the feeder correctly.
	<p>Incorrect alignment of originals</p> <ul style="list-style-type: none"> ➤ Align the edges of the document.
	<p>Curled pages</p> <ul style="list-style-type: none"> ➤ Flatten the document.
	<p>Incorrect document type</p> <ul style="list-style-type: none"> ➤ Use a proper document type. See page 74.
	<p>Mixed document types</p> <ul style="list-style-type: none"> ➤ The pages must all be of the same type.
	<p>Static electricity on the originals</p> <ul style="list-style-type: none"> ➤ Shuffle the document.
	<p>Clean the ADF rollers (see page 53).</p> <ul style="list-style-type: none"> ➤ If the same problem still exists after user maintenance, contact your service representative.
	<p>Copier silicone oil on the originals</p> <ul style="list-style-type: none"> ➤ Wait a few minutes, then try again.
	<p>More than 30 pages in the feeder</p> <ul style="list-style-type: none"> ➤ Do not place more than 30 pages in the automatic document feeder at once.
	<p>The document may be longer than the maximum limit (see page 74).</p> <ul style="list-style-type: none"> ➤ Make sure that none of your originals exceed this limit.

Problem	Required Action
Transmission cannot take place	The other machine is out of order. ➤ Check the error report. ➤ Ask the other party to check their machine and correct the fault.
	The line is busy or noisy. ➤ Check that the dial tone is sent out. Try to retransmit.
Documents sent to other fax terminals arrive blank.	The original must be placed <u>face up</u> in the document feeder. ➤ Position the original correctly. See page 7.
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal. ➤ Store that terminal's number as a Quick Dial Key or Speed Dial Code. Then call a service technician. Inform him of the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
Consistent poor image quality when communicating with a particular terminal	
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in Manual Receive mode. ➤ Change to Auto Select mode (see page 12).
	Power is switched off. ➤ Switch the power on.
RECEPTION/COPYING	
No printout; the ADD PAPER appears in the display.	The paper trays are empty. ➤ Add paper (see page 48).
	The metal plate in the optional paper feed unit is not raised up. ➤ Press the button on the left of the paper feed unit.
No printout; the Clear Copy indicator blinks.	The printer has jammed. ➤ Clear the jam (see page 56).

Problem	Required Action
Copies are blank.	Is the toner cassette installed? ➤ Install the toner cassette.
Copy paper misfeeds occur frequently.	Is the proper paper in the paper tray? ➤ Use appropriate paper. See page 74.
	Is folded, wrinkled, damp, or curled paper in the paper tray? ➤ Always use dry, undamaged paper.
	Is the paper set properly in the paper tray? ➤ Always load paper correctly. See page 48. Do not load too much paper in the trays.
	Are there any pieces of misfed paper or other foreign objects in the machine? ➤ Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper? ➤ Fan the stack of recycled paper and load it in the paper tray.
Stripes on copies.	The exposure glass for the auto document feeder is dirty. ➤ Clean the exposure glass (see page 53).
TELEPHONING	
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in FAX mode. ➤ Change to Manual Receive mode or AUTO mode. (see page 12).
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. ➤ Connect the line (see page 86).
POLLING	
Dialing took place, but polling could not.	Polling with ID is set in the other terminal. ➤ Contact the person at the other end and make sure that <u>free polling</u> is available.

Displayed Error Messages

CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten-key pad or the handset.
NO FILE EXISTS	No polling reception operations have been programmed.
	There are no messages in memory waiting for transmission.
	Incorrect file number. Check the file number and try again.
TOO MANY DEST.	The memory cannot hold any more telephone numbers. Either: Delete some numbers then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
USED AS GROUP	This Quick Dial Key has a Group stored in it.
USED AS DIAL	This Quick Dial Key has a telephone number stored in it.
USED AS DIAL OPTION KEY	This Quick Dial Key is programmed as Dial Option Key.
USED AS GROUP KEY	This Quick Dial Key is programmed as Group Key
NOT PROGRAMMED	This Quick Dial Key or Speed Dial Code does not contain a number.
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.
PLEASE SET PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
TONER LOW	Toner has nearly run out. You can still make copies but must change the cartridge soon.
ADD TONER	The toner cartridge is empty. Install a new cartridge.
ADD PAPER	The cassette is now empty.
CLEAR ORIGINAL	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.
SERVICE CALL   H	Machine is out of order. Contact your service representative. Be sure to write down the code numbers and have it handy when you call for service.
◀ CHECK PAPER SIZE	The size of the installed paper does not match the currently selected paper size. Set the paper size (see page 84) or install the appropriate paper.

Error Codes

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

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

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The other party's machine disconnected during the call. Resend the page. If the problem persists, contact the other party.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	Poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	Memory may be full or there may be a problem with your printer, (jam need to add paper or toner). Clear memory or solve the problem with your printer. If the memory was not full, substitute reception may have been disabled. See page 14
0-70	There is a problem with the machine at the other end.
1-00	Document jam, improperly inserted document

Code	Possible Cause
1-01	Document length exceeded the maximum limit, or the same as for code 1-00
2-xx	Possible fault in your machine
4-00	The page took too long to send. Send again at a lower resolution, or without halftone. The phone line may be bad.
4-01	There is a bad line. Your phone line may be disconnected.
4-02	The received page was too long.
5-20, 5-21	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-25	Your machine has a problem. Call service.
6-01, 6-02	Poor line condition or a problem with your machine
6-05, 6-06	Poor line condition, or a problem with your fax machine
6-08	A problem with the machine at the other end
6-09, 6-10	A problem with the machine at the other end or with your machine

Calling the Service Station

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

Sending a Service Report

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

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

START
SYSTEM PARA. TX

2 Start.

5551234
DIALING

If the transmission was not successful, the machine will not redial. You must repeat the operation. Program your machine's own telephone number in order for your service representative to identify the sender of the service report. (Function 61: see page 90)

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

KPAD/Y/ ◀▶
SWITCH 05 : 1000 1001

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

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

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

SW	Digits & Definition	Settings
00	0, 1, 2 and 3	Do not change these settings
	4, 5: Default resolution when you send a message	Bit 4 5
	RESOLUTION	<u>Standard</u> 0 0
	HALFTONE	Detail 1 0
		Fine 0 1
01	6: Default setting for transmission	Halftone 1 1
	TRANSMISSION MODE	<u>Memory</u> : 0
		Immediate: 1
01	7: Clear modes after sending a fax.	Off: 0
	RETURN TO HOME POSITION	<u>On</u> : 1

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

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

User Parameter Hints

Changing your machine's default settings

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

Clear modes after sending or loading a fax message (Switch 01, bit 7)

Your machine can either reset itself or keep its settings (for a few minutes) after it sends a fax message.

Automatic reports

Many types of automatic reports can be switched on or off. See page 32 for details.

Accepting messages when out of supplies (Switch 05, bit 0)

This is also called substitute reception. You can accept messages even when out of toner or paper by storing them in memory. See page 14 .

Saving toner (Switch 12, bit 2)

You can reduce the amount of toner used for fax messages and for reports. Messages sent to you in halftone (e.g. photographs) will switch this feature off to ensure the best image quality available, but the feature will stay on if the sender is using a machine made by another manufacturer. To make sure the fax quality is acceptable, print a few reports (see page 32). If you find that your fax messages and reports are too light, turn this feature off.

Adjusting the density for faxes (Switch 12, bits 3 & 4)

If your received fax messages are too light or too dark, adjust the printing density over three levels: Normal, Darken, and Lighten.

Adjusting the Volume of Various Features (Function 92)

You can change the beeper (monitor) volume of the desired feature.

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

- 1 Press **Function, 6**, and enter the access number **2222**. Then press **9, 2**.

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

- 2 Press **Yes**.

```
TRANS MONITOR  Y/◀▶
MIN▶▶▶      MAX
```

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

```
RECV MONITOR  Y/◀▶
MIN▶▶▶      MAX
```

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

```
ONHOOK MONITOR Y/◀▶
MIN▶▶▶      MAX
```

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

```
DIAL MONITOR  Y/◀▶
MIN▶▶▶      MAX
```

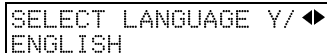
- 6 Adjust the dial monitor volume with ◀ & ▶ and press **Yes** when you're done.

- 7 Press **Function** to return to the ready state.

Selecting the Display's Language (Function 93)

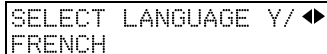
If you would rather use another language for messages and displays, follow the procedure below. The three languages available are: English, French, and Spanish.

- 1 Press **Function**, **6**, and enter the access number **2222**. Then press **9**, **3**, and **Yes**.



SELECT LANGUAGE Y/ ◀▶
ENGLISH

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



SELECT LANGUAGE Y/ ◀▶
FRENCH

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

Counters (Function 94, see page 37.)

Entering Characters

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

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

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

Entering Symbols

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

2 Press ◀ or ▶ to scroll symbols.

You can enter the following symbols.

"Space" & \$! " # \$ % & ' () * + , / : ; < > ? @ [¥] ^

3 Press **Yes**.

Entering Numbers

1 Enter numbers using the ten key pad.

Document & Paper Specifications

Documents (Using the Auto Document Feeder)

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

Document Feeder Requirements

- ☐ Do not insert torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged documents. Make copies of these originals and scan the copies.
- ☐ Do not insert folded, stapled, clipped, glued, or taped documents, or documents with a metallic coating. Make copies of these originals and scan the copies.
- ☐ Do not insert documents on which there is undried ink or correction fluid. Wait for the document to dry.
- ☐ If the document has an uneven or slanted edge, do not insert that edge in first.

Paper Requirements

- ☐ Acceptable sizes are letter, legal, A4 and F4.
When a received fax message is printed, a margin of 4mm on all four sides is left blank. To avoid loss of information, the sender should make sure their message does not run over these margins.
- ☐ Do not print to torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged paper.
- ☐ Do not print to folded, stapled, clipped, glued, or taped paper.
- ☐ Do not print to paper with any kind of coating or printing. Do not print to metallic paper. Do not print to the reverse side of a print.

Capabilities

Functions That Can Be Used Together (Dual Access)

	Job you wish to carry out at the same time (Second selection)											
Job currently in progress (First selection)	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
1. Storing to Memory		✓	✗	✓	✗	✓	✓	✓	✓	✓	✗	✓
2. Printing from Memory	✓		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
3. Copying	✗	✗		✗	✗	✓	✗	✓	✓	✗	✗	✓
4. Printing an Automatic Report	✓	✗	✗		✗	✗	✗	✗	✗	✗	✗	✗
5. Immediate Transmission	✗	✗	✗	✗		✗	✗	✗	✗	✓	✗	✗
6. Memory Transmission	✓	✗	✓	✗	✗		✗	✗	✗	✓	✗	✗
7. Receiving and Printing a Fax	✓	✗	✗	✗	✗	✗		✗	✗	✗	✗	✗
8. Receiving a Fax to Memory	✓	✗	✓	✗	✗	✗	✗		✗	✓	✗	✗
9. Transmitting a Service Report	✓	✗	✓	✗	✗	✗	✗	✗		✓	✗	✗
10. PC Print	✓	✗	✗	✗	✓	✓	✗	✓	✓		✗	✗
11. PC Scan	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗		✗
12. PC Fax	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗	

✓: Possible, ✗: Not possible

Stored Numbers (Long term)

- ☐ 10 Quick Dial keys, each of which can hold an individual number. Any three of the Quick Dial keys can hold a group of numbers.
- ☐ 50 individual numbers stored as two-digit Speed Dial codes (see page 21).
- ☐ Three groups, each of which can hold up to 30 destinations.
- ☐ 30 CSI or RTI codes (possibly used as wild cards) for authorized reception.

Stored Destinations

- ☐ You can send to as many as 30 locations for one job.
- ☐ Up to 100 destinations can be set at any one time. (Ex: message A to 25 destinations, message B to 30, message C to 20 message D to 24 and finally one immediate transmission job you're programming in now. Total: 100)

File Storage

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

Specifications

Electrical Specifications (Base machine)

Power supply: 115 Vac, 60 Hz

Power consumption

Energy saver mode: Average 8 W

Standby mode: Average 24W

Transmission: Average 35W

Reception: Average 175W

Copying: Average 190W

Maximum power consumption: 390W

Fax Specifications

Protocol: G3

Memory Capacity: 18 pages/A4 size
With 1Mbyte memory: 102 pages
With 2Mbyte memory: 186 pages

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

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

General Specifications

Fax mode resolution: (main scan x subscan)
Standard: 8 x 3.85 lines/mm
Detail: 8 x 7.7 lines/mm
Fine: 8 x 15.4 lines/mm

Paper cassette capacity: 150 sheets (20lb)
Auto document feeder capacity: 30 sheets, face up
Paper Size: Letter, Legal, A4, F4
Dimensions (W x D x H): 15.0 x 13.4 x 8.6 inches

exclusive of trays, handsets, and options

Weight: 15.4 lb
exclusive of trays, handsets, and options

Optional Lower Paper Cassette

Capacity: 250 sheets (20lb)
Paper Size: Letter, Legal, A4

INSTALLATION

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

- 1-Find a suitable location for the machine.
- 2-Remove all the pieces of tape attached to the machine.
- 3-Install the photoconductor and toner cassette. (See page 80.)
- 4-Attach the accessories and load the paper in the paper tray. (See page 81.)
- 5-Connect the phone line. (See page 86.)
- 6-Connect the power. (See page 88.)
- 7-Enter all necessary information and settings in your machine's memory. (See page 89.)

Machine Environment

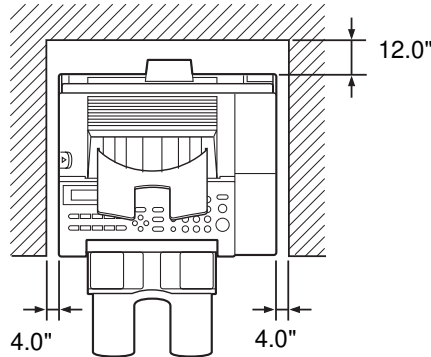
WARNING: When choosing a location for your machine, please follow the safety instruction given on pages i to iv of this manual.

Location

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

- ☐ Not exposed to direct sunlight
- ☐ Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd³/hr per person.
- ☐ Level
- ☐ Not subject to vibration
- ☐ Away from other electronic equipment, to avoid interference
- ☐ Away from areas containing corrosive gas
- ☐ Dust-free
- ☐ Condensation-free
- ☐ Temperature 50 to 95°F
- ☐ Humidity 35 to 70% RH (do not install near a humidifier)
- ☐ Away from heaters and air conditioners, to avoid sudden changes of temperature
- ☐ Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)

- ☐ Ensure there is clearance around the machine, as indicated in the diagram below.



NOTE: This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

Operating Precautions

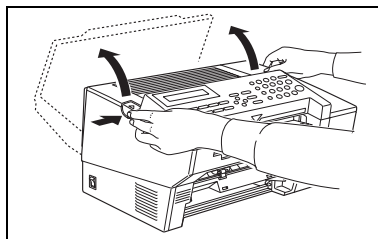
- ☐ While the machine is in operation, do not turn off the main switch or unplug the power cord.
- ☐ Keep corrosive liquids, such as acid, off the machine.
- ☐ Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- ☐ The fusing unit may be very hot. Be careful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

Installing the Photoconductor and Toner Cassette

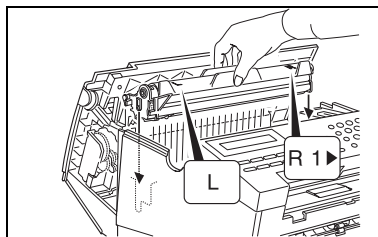
- ❑ First of all, remove all the pieces of tape attached with the machine.

Before using the machine, install the photoconductor and toner cassette as follows:

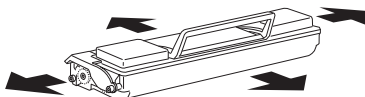
- 1 Squeeze in the release button on the left of the machine and open the cover fully back.



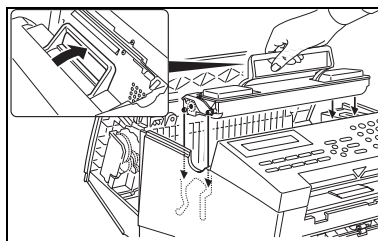
- 2 Put in the photoconductor as shown. The left and right ends are marked "L" and "R" respectively.



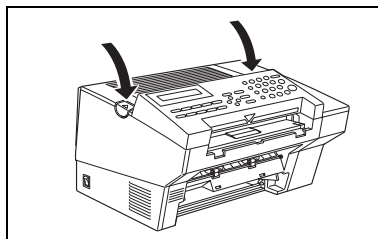
- 3 Shake the toner cassette from side to side before installing it.



Put in the toner cassette. Make sure it sinks right down. The right end is marked 2.



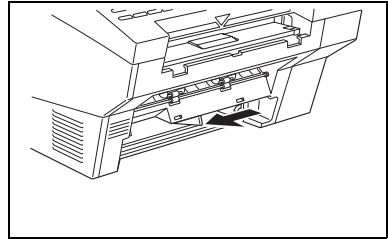
- 4 Close the cover firmly.



Installing the Main Paper Tray

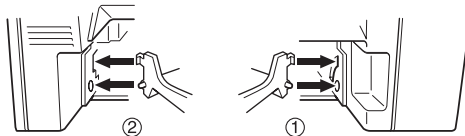
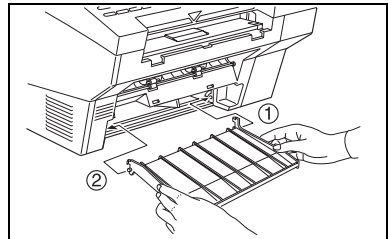
- 1 Slide the paper guide to the middle.

Caution: Hold the guide at its base to avoid damaging it.

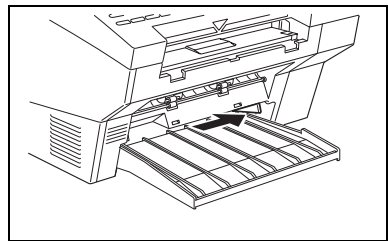
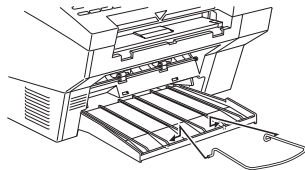


- 2 Check you have the cassette the right way up. Holding the tray at a slight angle as shown, fit it into the holes provided.

Important: Hold the tray angled to the the right to avoid damaging it.

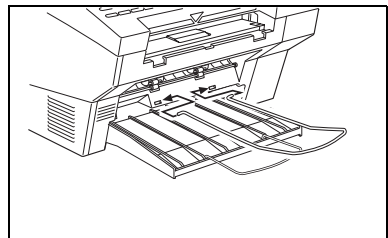


- 3 Slide the paper guide back to the right. And fit the wire as shown. And fit the wire as below.



Attaching the Document Tray

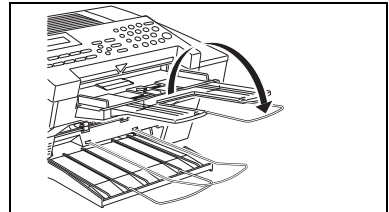
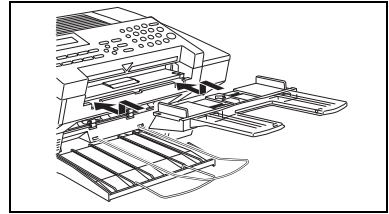
- 1 Fit the wire into the holes provided.



Installing the Auto Document Table

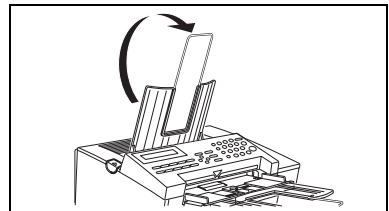
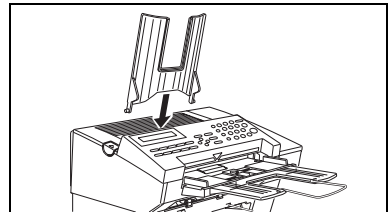
- 1 Fit the document table to the front of the machine as shown.

Note: For long documents fold out the wire extension.



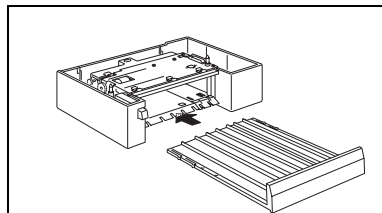
Installing the Copy Tray

- 1 Hold the copy tray so it curves away from you and fit it into the holes provided. Slant the left edge in first. Pull the copy tray forward.
- Note:** For long paper fold out the wire extension.

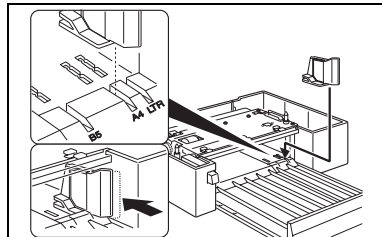


Installing the Optional Paper Feed Unit Installation De L'unité D'alimentation Papier Optionnelle

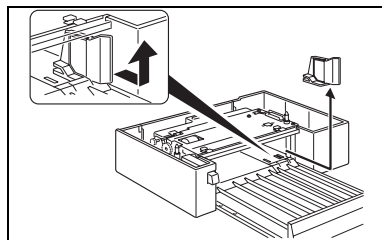
- 1** Set the drawer in the cassette and pull it fully out.
Placer le tiroir dans la cassette et le tirer complètement.



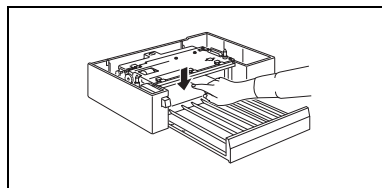
- 2** Set the guide in the slot appropriate to the paper size you wish to use.
Placer le guide dans la fente appropriée au format de papier à utiliser.



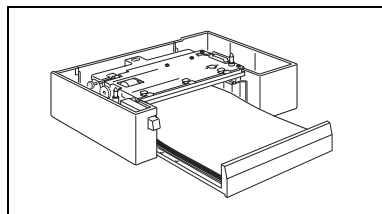
To change the paper size, pull back and lift out the paper size guide.
Then set the guide in the slot appropriate to the paper size.
Pour modifier le format de papier, tirer et lever le guide de format de papier. Puis placer le guide dans la fente appropriée au format de papier.



- 3** Press down the metal plate inside the drawer.
Enfoncer la plaque métallique à l'intérieur du tiroir.



- 4** Place the paper in the drawer so it is flush with the rear wall. Do not fill up the cassette past the load limit marker.
Placer le papier dans le tiroir de façon à ce qu'il soit à ras bord avec la paroi arrière. Ne pas dépasser la marque de chargement maximum de la cassette.

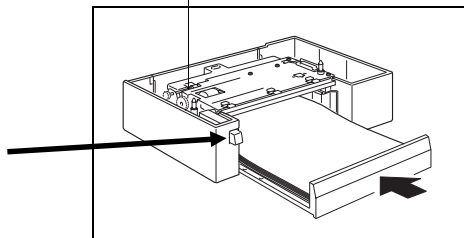


Load limit
Limite de chargement

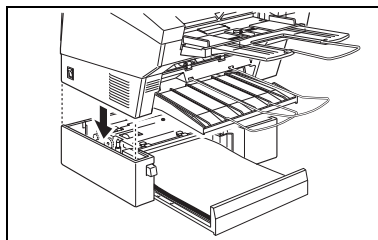


- 5 Slide the draw until the paper just touches the front and back of the draw rightly. Then press the button on the left of the cassette to raise the metal plate. Make sure that the half-moon shaped roller has its curved edge on top. Glisser le tiroir jusqu'à ce que le papier effleure l'avant et l'arrière du tiroir. Appuyer sur la touche à gauche de la cassette pour lever la plaque métallique. S'assurer que le bord arrondi du rouleau en forme de demi-lune soit en haut.

half-moon shaped roller
rouleau en forme de demi-lune



- 6 Place the machine onto the paper feed unit. Placer le télécopieur contre l'unité d'alimentation papier.
Warning: Watch your fingers!
Mise en garde: Attention à vos doigts!



Note: If any foreign matter (especially glue) is on the copy paper, print quality may deteriorate. Make sure the front, back and sides of the copy paper are completely clean.

Setting the Paper Size

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

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

Or

Press the ◀ key.

```
PAPER SIZE      Y/◀▶
LETTER (8.5X11 INCH)
```

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

```
PAPER SIZE      Y/◀▶
LEGAL (8.5X14 INCH)
```

- 3 Either:
- ☐ If only one cassette is installed, press **Function** to finish.
 - ☐ If you have an optional lower cassette installed, you will be prompted for the paper size. Repeat the same procedure in the second step. And press **Function** to finish.

2ND PAPER SIZE Y/◀▶
LETTER (8.5X11 INCH)

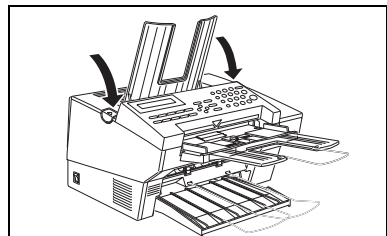
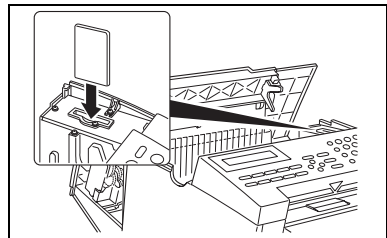
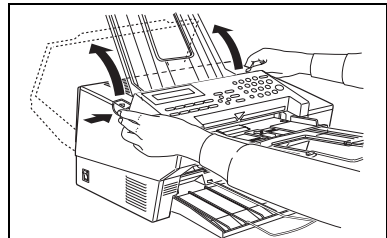
Setting the Paper

See the section titled "Setting / Adding the paper". See page 48 .

Installing the Optional Memory Card

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

- 1 Open the cover.
- 2 Insert the card with the side with the card type (e.g. TYPE 20) printed on it facing away (facing right) from the machine.
- 3 Close the cover firmly and pull the copy tray forward. Turn the power back on.



Connecting the Machine

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

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

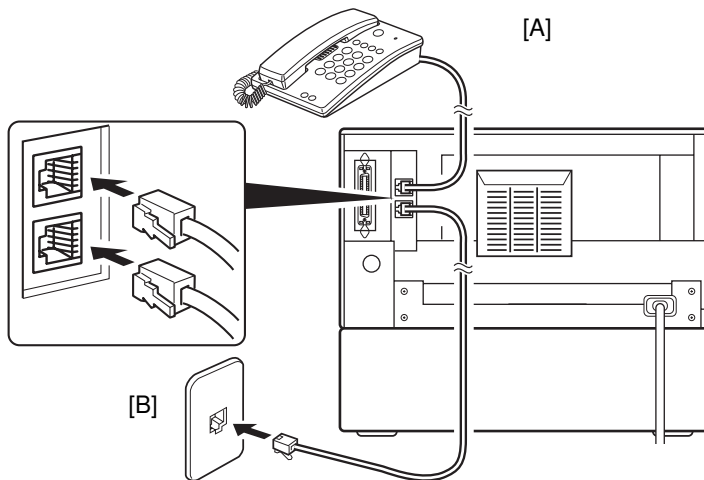
CAUTION

Do not switch on until everything is connected properly.

Program the Telephone Line Type setting (use Function 62; see page 92). If your telephone normally sends out tones(touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

Connecting to the Phone Lines

Important: By law in the United States, you must program your phone number identification (your CSI) into your machine before you can connect it to the public phone system. See page 89.



- 1 Connect the phone line cord to the upper fax jack marked Line [A].
- 2 Connect the other end of the line into the phone line jack (on the wall or on a cable).
- 3 Connect the handset (option) or your own telephone to the lower jack marked Tel [B] .
- 4 Connect the other end of the line to the handset or telephone.

Connecting the Power

IMPORTANT POINTS ABOUT POWER CONNECTION

If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord. The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.

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

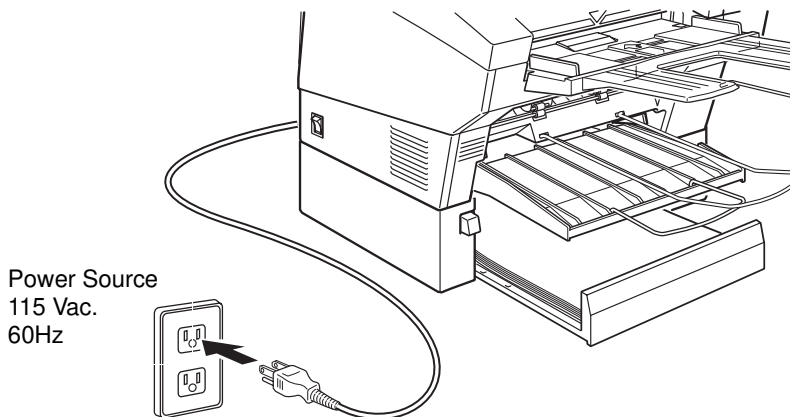
Do not lay anything on the power cord.

WARNING: The power source must conform to the specifications on page 76.

WARNING: Make sure the power source is properly grounded.

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

- 1 Insert the plug into the wall outlet.
- 2 Turn on the power.



Initial Settings & Adjustments

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

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

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

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

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

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

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

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

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

Initial Settings (Function 61)

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

Use the key pad for entering numbers. Use Quick Dial keys 1 to 8 *for entering letters*, the ◀ & ▶ keys to change to another letter, the **Clear** Key to erase a letter, **Yes** key to accept a character, and Quick Dial key 10 for spaces and other characters. See page 73 for details.

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

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

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

- 2 Press **Yes**.

```
Y/NEXT▶
SET OWN NUMBER
```

- 3 Press **Yes** again.

```
OWN NO. KPAD
[REDACTED]
```

- 4 Enter your phone number.

```
OWN NO. KPAD/Y/N
0111212-5551234[REDACTED]
```

- ☐ **The format of the number is normally as follows:**

International Dial Prefix, Your Country Code, Your Area Code, **then you must add a Pause**, followed by your telephone number.

Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

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

```
Y/NEXT▶
SET RTI
```

- 6 Press **Yes**.

```
RTI ABC
[REDACTED]
```

- 7 Enter your office, company, or personal name, or any other appropriate identification. (Use the quick Dial keys. See page 73 for details.)

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

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

```
Y/NEXT▶
SET TTI
```


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

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

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

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

```

SET CSI
Y/NEXT▶

```

- B** Press **Yes**.

CSI	KPAD
-----	------

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

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

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

READY 100% 00: 00AM
SET DOC. OR DIAL NO.

Setting the Access Number


- 1 Press the **Function** key and press the **Yes** key.

Y/NEXT▶
SET OWN NUMBER

- 2 Press the ► key until the screen is shown opposite.

Y/NEXT▶
SET PSTN ACCESS NO.

- 3 Press the **Yes** key.

NUMBER	KPAD/M
	

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

NUMBER	KPAD
0	0

- 5** Press the **Yes** key to store your setting, the press the **Function** key.

Setting the Phone Line (Function 62)

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

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

2 Press **Yes**.

```
SELECT LINE Y/NEXT▶
```

3 Press **Yes** again.

```
SELECT LINE Y/◀▶
▶TT PD
```

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

```
SELECT LINE Y/◀▶
TT ▶PD
```

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

```
PROGRAMMED Y/NEXT▶
AUTHORIZED ON/OFF
```

At this point, you could turn on the Authorized Sender function (page 37). We will skip this

6 Press **Function**.

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

Setting the Date & Time (Function 91)

- 1 Press **Function**, **6**, and enter the access code **2222**. Then enter **9 1**.

ADJUSTMENT Y/NEXT▶
91 ADJUST CLOCK
- 2 Press **Yes**. A date and time will appear.

FRI :*/*/Y
APR 21 1995 01:35PM
- 2 Change the month using ***** or **#** (***** to scroll forward, or **#** to scroll backward) on the ten key pad and press ▶ to move the cursor.

SUN :*/*/Y
MAY 21 1995 01:35PM
- 3 Change the date with the ten key-pad as 09.

TUE :*/*/Y
MAY 09 1995 01:35PM
- 4 Type in the year and time at the keypad as 9 5 1 0 2 5.

TUE :*/*/Y
MAY 09 1995 10:25PM
- 5 Change AM/PM using ***** or **#** on the ten key pad.

TUE :*/*/Y
MAY 09 1995 10:25AM
- 6 When the display is correct, press **Yes** and **Function**

Daylight Saving Time

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

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

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

Y/NEXT▶

SELECT LINE

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

Y/NEXT▶

SUMMER TIME/DTS

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

SUMMER TIME/DTS Y/◀▶

ON ▶OFF

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

INDEX & GLOSSARY

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Mini-Glossary

CSI: Called Station Identification. This is your fax number, programmed in your machine for identification purposes. During a communication, it appears on the other party's display, and vice versa. By international law, the CSI must be programmed in your machine before you connect it to the public phone network. The CSI consists of your fax number, and should include the country and area codes, but not hyphens.

TTI: Transmitting Terminal Identification. This is the identification printed at the header of every page you send. It should be identical to the RTI (see below). By American law, a TTI must appear on every page sent from, to, or within the USA.

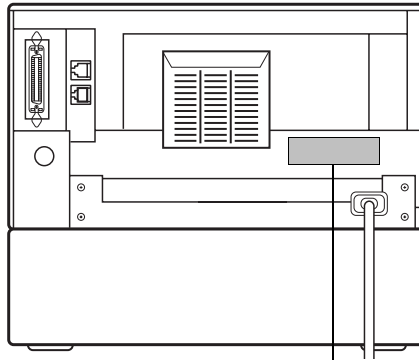
RTI: Receiving Terminal Identification. This is a 20 character identification, such as your name or company name. The RTI replaces the CSI during a communication if the other party's machine is compatible with this function. (This is legal).

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

Wild cards: A wild card is a partial RTI or CSI. A caller whose RTI or CSI contains the wild card will be treated differently (e.g. for authorized reception, see page 37).

Certification Label

The certification is located behind the machine.




The label says:

RICOH UNITECHNO CO., LTD.

713
TSURUGASONE
YASHIO-SHI
SAITAMA-KEN JAPAN.

MANUFACTURED:

Complies with FDA radiation
performance standards, 21 CFR
Subchapter J.

 PPC2100S HS

USA

FCC Requirements

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

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

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

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. The department does not guarantee the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

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

The standard connecting arrangement code for this equipment is CA11A.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination of a loop may consist of any combination of devices subject only to the requirement that the sum of the load numbers of all the devices does not exceed 100.

Option key

SEND LATER	Sending or picking up a fax message later (page 16)
SET PAGES?	Setting the number of pages
TTI PRINT?	Printing an ID at the top of your message

Hints

- ☐ Problem? See page 54
- ☐ To change the toner cartridge, see page 49.
- ☐ To add paper, see page 48.
- ☐ Use the **Function**, **◀**, and **▶** keys to navigate through functions and options.
- ☐ Follow the safety instructions at the beginning of this manual.
- ☐ Use the **Yes & No** keys (**▼** & **▲**) to accept or reject settings.
- ☐ If your telephone line uses pulse dialing, see page 46 for how to generate tones.
- ☐ Use **Quick Dial keys 01 to 08** to enter letters and **Quick Dial key 10** to enter spaces and symbols.

Functions: Press the function key followed by one of the numbers below.

11	Picking a document stored elsewhere (page 30)
21	Erasing a message stored for transmission (page 28)
22	Erasing instructions to pick up a document (page 28)
31	Storing a number in one of the Quick Dial keys at left (page 21)
32	Storing a number as a two-digit code (page 21)
33	Storing a group of numbers (page 23)
34	Setting the paper size (page 84)
41	Checking the last 35 communications (prints out a report, page 34)
42	Printing a list of all messages and pick-up files stored in the machine (page 35)
43	Printing a list of all the telephone numbers stored in the fax machine (page 36)
51	Printing a message stored in the machine (page 29)

Faxing at a Glance

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

61*	Initial Settings: Own telephone number RTI (a name ID sent to other machines) TTI (an ID printed on messages you send), CSI (phone ID sent to other machines). PSTN accessing code (page 89)
62*	Selecting the phone line , turning authorized reception and the timer on or off, and turning PC-FAX Reception mode on or off. (page 92)
63*	Printing and setting user parameters (bit switch settings for a variety of functions, page 66).
71*	Night timer (page 43).
81*	Setting the list of specified senders (for authorized reception, page 37)
91*	Adjusting the clock (page 93).
92*	Adjust the volume (page 71).
93*	Selecting a different language (page 72).
94*	Counters (page 37).

Photocopy this cover and use as a quick reference.

*These functions require the access code on page 66.

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 70 is recommended for the best performance.

PHOTOCONDUCTOR

- ☐ RICOH DRUM TYPE 70 is recommended for the best performance.

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The Ricoh logo, consisting of the word "RICOH" in a bold, stylized, sans-serif font. The letters are black with a white outline, giving it a three-dimensional appearance.