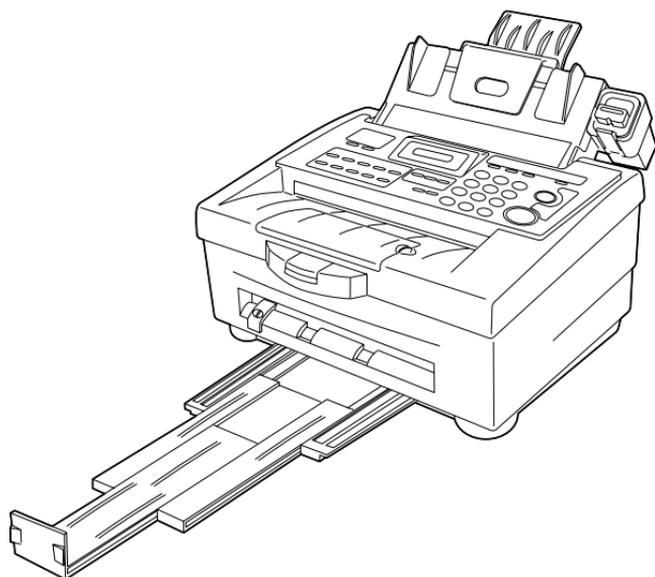


RICOH

OPERATOR'S MANUAL

RICOH FAX680MP



Please read all of these instructions and keep this manual by your machine.

GB

OPTIONAL EQUIPMENT

MEMORY

FAX EXPANSION BOARD TYPE 60 1MB

Trademark Notice:

Other brand and product names may be trademarks or registered trademarks of their respective companies.

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IMPORTANT SAFETY INSTRUCTIONS

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand or table. The product may fall, causing serious damage to the product or injuring the user.
7. Slots and openings underneath or at the rear of the cabinet 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 authorised 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 ground grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type 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 ampere ratings of 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.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - A. When the power cord or plug is damaged or frayed.
 - B. If liquid has been spilled into the product.
 - C. If the product has been exposed to rain or water.
 - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often 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.

INTRODUCTION

Thank you for purchasing this product. This compact machine is ideal for small businesses and home office users. It is very easy to operate. Also, you can get printouts from your computer just by entering printer mode. If you install the colour cartridge option, you can get printouts in colour. You will soon become accustomed to its features and will be able to enjoy years of service from it.

Your machine is equipped with a wide range of labour-saving and cost-saving features. Please keep this manual near the machine at all times.

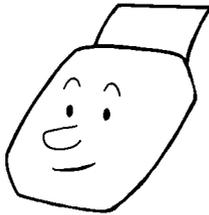
WHAT DOES A FAX MACHINE DO?

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

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

If you are worried about whether the message arrived at the destination, you can check a report called the TCR (Transaction Confirmation Report). When you print this report, you can see the result of the most recent fax communications made by your machine.

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



PRINTING FROM A PC

When in printer mode, you can use this machine as a desktop printer for your personal computer. To ensure that the printer can be used with a wide range of application programs, emulation modes for different printer types have been provided.

ABOUT THIS MANUAL

This manual contains instructions on how to operate and take care of your machine. **Please keep it near the machine at all times.**

Note that the external appearance of the machine in some illustrations may differ slightly from the actual machine.

This manual is organised into the following sections:

- How to Use This Manual** - What you are reading now.
- General Precautions** - Precautions that you should keep in mind when operating the machine. Read this section before you begin to use your machine.
- Guide to Components** - This contains a diagram that shows where the main components of your machine are situated. It also describes the functions of the various buttons and indicators that are on your machine's operation panel.
- Basic Fax Operation** - Features and settings that would normally be used on a daily basis.
- Other Fax Features** - Explains how to take advantage of the special features of your fax machine.
- Using The Printer** - How to use the machine as a printer and take advantage of the printer features.
- Reports** - This section explains the reports that the machine generates. When there are error codes or paper jams refer to this section (many routine problems do not need to be solved by an experienced technician).
- Maintaining Your Machine** - What to do when consumable supplies run out.
- Solving Problems** - For example when your machine cannot communicate or there is a paper jam.
- Technical Reference** - Inputting characters, setting up the user switches, specifications and other technical information.
- Appendix** - The best place to install your machine is described here. Please also refer to it when you plan to move the machine to another location. It also explains the things you have to do before you can send your first fax message, and lists important features that will make faxing more convenient.

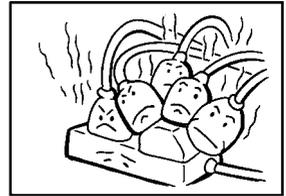
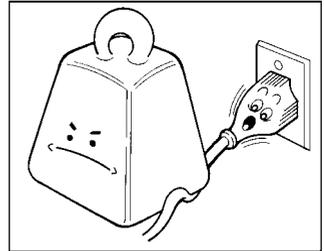
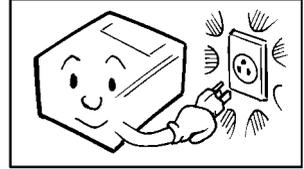
GENERAL PRECAUTIONS

WARNING : Do not attempt any maintenance or troubleshooting other than that mentioned in this manual.

Pay attention to the following :

Power Supply

1. Power requirements:
220-240Vac, 50 Hz.
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it could trip someone.



Grounding

Ground the machine and the lightning protection circuit in accordance with the 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.

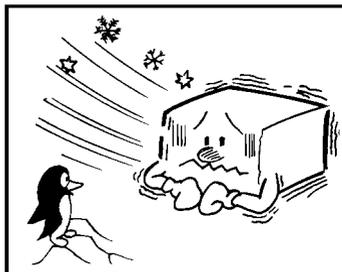
The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

COLD WEATHER POWER-UP

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

1. Raise the room temperature to 20°C at less than 10°C per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

Do not use the machine near a humidifier.



THUNDERSTORMS

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



PAPER PRECAUTIONS

The following list of precautions tells you how to store and handle your printer paper.

Unused paper

- Store in a dry, cool, dark place.
- Do not store under uneven pressure.
- Only use fresh unmarked paper.

Copies

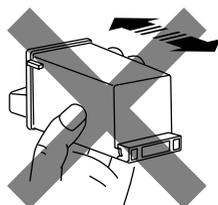
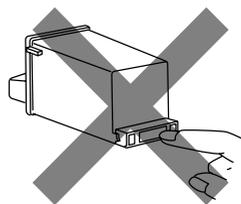
- Store in a dry, cool, dark place.

GENERAL PRECAUTIONS

- Do not use adhesives or writing materials containing alcohol or other organic solvents.
- Avoid contact with films or adhesive tapes containing plasticisers.
- Avoid contact with diazo photosensitive paper.
- When a copy gets wet, dry it by wiping it gently with a soft cloth or tissue.
- Do not scratch or rub it with hard materials.
- Do not copy with a mercury lamp diazo copier.
- Make a photocopy if the information is to be kept for a long time.
- Do not store copies in vinyl file folders.

INK CARTRIDGES

- Ink Cartridge Type110 Black** is recommended for the best performance. If you use the optional colour printer option, **Ink Cartridge Type115 Color** is recommended.
- Store in a cool, dark place.
- Keep out of reach of children.
- Never store where it may be exposed to heat.
- Do not unpack a cartridge until you need to use it.
- Do not touch the print head : This is a precision component.
- Do not lay heavy objects on the ink cartridge.
- Do not remove the ink cartridge from the printer unless you have to; ink inside the cartridge will dry out and the cartridge will not disperse ink.
- For best results, change the cartridge at least once a year.
- Do not attempt to refill ink cartridges. Printouts with refilled cartridges may be of poor quality.
- Do not disassemble ink cartridges. Ink may be spilled on your hands or clothes.
- Do not subject cartridges to shock or vibration; ink may spill out of the cartridge.
- Do not touch the copper plate on the cartridge.
- Do not replace the protective seal and head cap after removing them from a new cartridge.
- If you unwrap a cartridge and do not install it, store it in the ink cartridge container.



OPERATING PRECAUTIONS

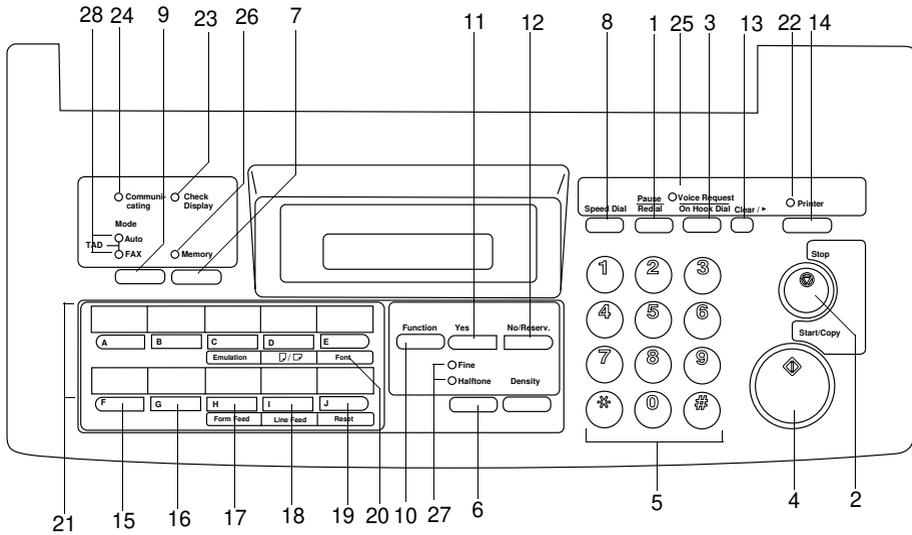
- Do not unplug the power cord while the machine is operating.
- Do not overload the paper feed unit.
- Keep corrosive liquids, such as acid, off the machine.
- Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- Do not let paper clips, staples or other small metal objects fall into the machine.
- Do not place beverages on or near the machine, they may spill on or into it.
- If you open the front cover, the machine does not stop printing at once. Do not touch the inside the machine while it is working.
- Make sure the ink cartridge is in its home position.
- Hold up the top cover while changing the ink cartridge to avoid it falling on your fingers.

GENERAL

- Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- Do not modify or replace parts other than those mentioned in this manual.
- After unplugging the power cord, always wait for more than three seconds before plugging it back in.
- Do not place the machine in direct sunlight.
- Ink is readily removed from skin by waterless band cleaners followed by washing with soap and water.
- Be careful not to get any ink on your clothing.

GUIDE TO COMPONENTS

OPERATION PANEL



1	Pause / Redial key	Press to insert a pause when dialling. Also use to redial the last number dialled.
2	Stop key	Stops the current operation and returns the machine to standby mode.
3	Voice Request / On Hook key	Press to make a phone call after sending a fax message. Also use to dial without picking up the handset.
4	Start / Copy key	Sends a fax or copies a document in the document feeder.
5	Ten Key Pad	Use to enter numbers and codes. The * and # keys are for selecting letters and symbols in function selection mode.
6	Density key	Press to select the density.

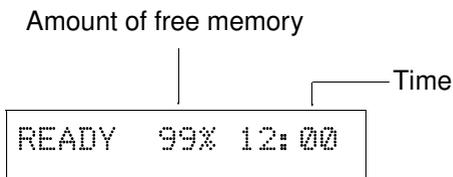
7	Memory key	Switches between Memory and Immediate Transmission modes. The Memory indicator is lit when in Memory Transmission mode.
8	Speed Dial key	Press to enter a Speed Dial code.
9	Mode key	Switches between Fax, Tel, Auto Receive, and TAD modes.
10	Function key	Press to access one of the numbered functions explained in this manual.
11	Yes key	Use to answer questions on the display.
12	No / Reserv. key	Use to answer questions on the display. Also press this to transmission reservation of documents in the ADF when receiving.
13	Clear key	Deletes the last character entered.
14	Printer key	Switches Printer mode on and off. The Printer mode indicator is lit in Printer mode.
15	Emulation key	In Printer mode, press to switch between emulation modes (PCL3, PPDS or HEX). In Fax mode this key is a Quick Dial key.
16	Paper Direction key ( / )	Switches between Landscape and Portrait print modes.
17	Font key	Selects the font in Printer mode.
18	Form Feed key	Performs a Form Feed in Printer mode.
19	Line Feed key	Performs a Line Feed in Printer mode.
20	Reset key	Resets the printer in Printer mode.
21	Quick Dial keys (01-10)	Use to dial numbers stored in Quick Dials or Groups. In Printer mode, these keys are used to change printer settings.
22	Printer indicator	Lights in Printer mode, flashes while printing.
23	Check Display	If this flashes, there is a problem—check the display for details.
24	Communication indicator	Lights when a fax message is being transmitted or received.
25	Voice Request indicator	Lights if you select Voice Request.
26	Memory indicator	Lit: Memory Transmission mode Off: Immediate Transmission mode

LCD PANEL

27	Fine and Halftone indicators	<u>Resolution</u> Standard: FINE=OFF, Halftone =OFF Fine: FINE=ON, Halftone=OFF Halftone: FINE=ON, Halftone=ON
28	TEL and AUTO indicators	These indicators show the current reception mode: Mode: Auto Fax Tel TAD(Telephone Answering device) Auto LED: ON OFF OFF ON Fax LED: OFF ON OFF ON Note: TAD mode is not available in France.

LCD PANEL

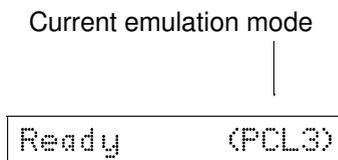
Standby Display in Fax Mode



When "Ready" is displayed, the machine is ready to be used.

The amount of free memory will depend on how the machine is used. If it reaches 0%, you can still send or receive fax messages using features that do not require memory (e.g. Immediate Transmission).

Standby Display in Printer Mode



When "Ready" is displayed, the machine is ready to be used.
For more about which emulation modes are available, see page 53.

Display While Sending or Receiving

The name/telephone number of the other party is displayed.

Display When Using the Machine

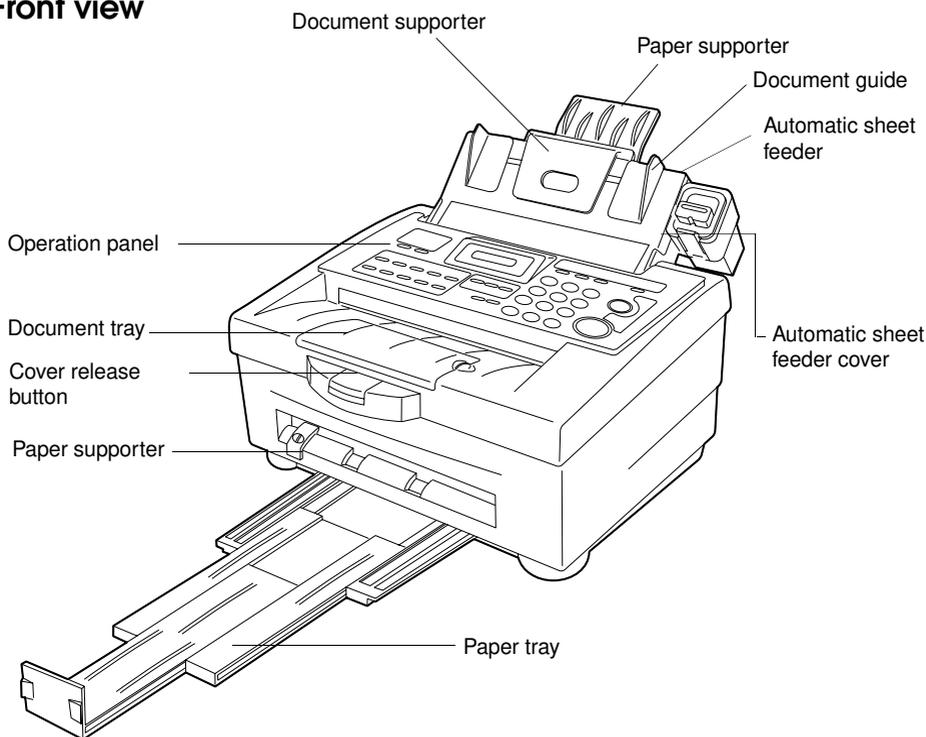
The display will prompt you to enter information and make selections using the **Ten Key Pad** and the **Yes** and **No** keys. If no key is pressed within about 40 seconds, the machine will return to the standby display.

Error Messages

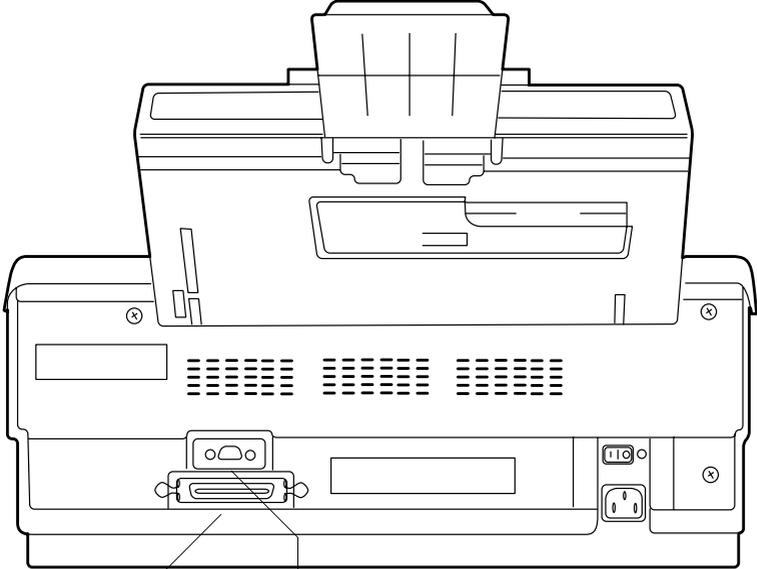
If an error message is shown, check the list on page 81 to find a remedy to the problem.

EXTERNAL VIEW

Front view



Rear view



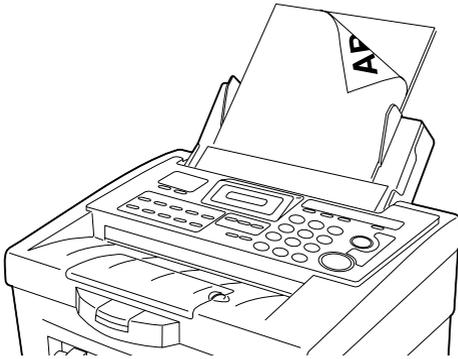
Parallel Port

RS232C Port

BASIC FAX OPERATION

HOW TO SEND A FAX MESSAGE

- 1** Make sure the machine is in standby mode. If you wish to use Memory Transmission, press the **Memory** key and the **Memory** indicator will light.
- 2** Place your document face down into the document feeder and adjust the document guides so they are flush with the paper edges.
 - Do not feed in more than 20 pages.



Caution: Don't push the document into the feeder.

- 3** Select any resolution and contrast settings you require.
 - Use **Fine** for the highest quality, **Halftone** if your document contains photographs or complex shading.

- 4** If necessary, set the number of pages to be transmitted using the **Ten Key Pad** (otherwise just press **No**).

PAGES: 00 KPAD/N

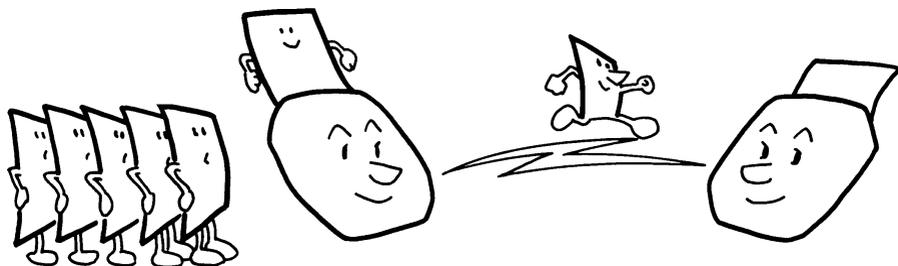
- 5** Press **Start** to send the fax message.

MEMORY TRANSMISSION AND IMMEDIATE TRANSMISSION

There are two ways to send a fax message:

- Memory Transmission
- Immediate Transmission

Immediate Transmission

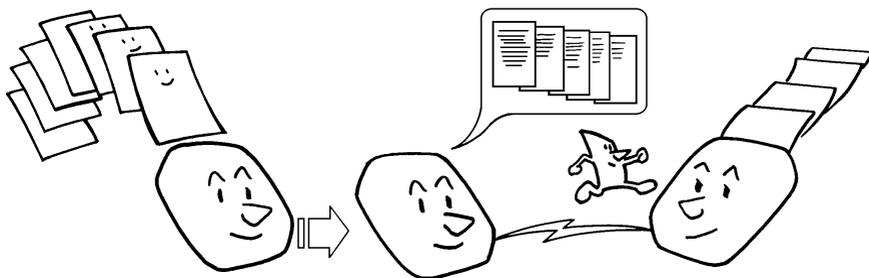


The machine dials immediately after you press the **Start** key (or at a specified later time, if you used a time delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

Use Immediate Transmission when:

- You wish to send a message immediately.
- You wish to check quickly whether you have successfully connected with the other party.
- Your machine's memory is becoming full.

Memory Transmission



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

The advantages are:

- Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting for the transmission to be completed).
- You can send the same message to more than one place with the same operation.

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

Cross-references Send Later:see page 25.

SENDING A FAX BY IMMEDIATE TRANSMISSION

- 1** Make sure that the machine is in standby mode and that the **Memory** indicator is off (if it is on, press the **Memory** key).

READY 99% 10:00

- 2** Set your document.
For information on printing page numbers, see page 98.

DIAL KEYPAD

- 3** Dial the number in one of the following ways:
- Quick Dial
 - Speed Dial
 - Ten Key Pad

Note: You can enter up to 40 digits for a fax number. If you enter more, the number will be cleared when you enter the 41st digit. If you are dialing from behind a PBX, insert a * character at the beginning of your number, then a pause after the prefix.

DIAL KEYPAD

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

012345678 START

SENDING A FAX BY MEMORY TRANSMISSION

- 1** Make sure that the machine is in standby mode. If the display does not look as shown, then press the **Memory** key.

READY 99% 10:00

- 2** Set your document.
For information on printing page numbers, see page 98.

PAGES: 00 KPAD/N

- 3** Choose whether to send the message later or now: press **Yes** and go to step **4**, or press **No** and go to step **5**.

SEND LATER? Y/N

- 4** Enter start time and press **Yes**.

TIME 15:30 KEY/Y

5 Dial the number in one of the following ways:

- Quick Dial (A-E)
- Speed Dial (Speed Dial key and two digit Speed Dial code number.)
- Group (* key and the Group letter A-E)
- Ten Key Pad

Press the **Yes** key to accept the number.

Note: If you are dialing from behind a PBX, insert a * character at the beginning of your number, then a pause after the prefix.

QUICK: ____ KEYPAD

6 If you wish to send the message to more than one destination, press **Yes** and go to step **5**. Otherwise, press **No**.

NEXT FAX NO? Y/N

7 Press the **Start** key.

S F. 01 P. 01 94%

Sending the Same Message to Many Destinations

This feature is called **Broadcasting**. When you are in Memory Transmission mode, you can send the same message to many destinations (maximum 30 destinations). After dialling the number of the first destination (step 5 above), dial another number. Repeat this procedure until you have dialled all the numbers, then press the **Start** key.

Transmission Using The Group Key (Memory Transmission only)

1 Do the following in any order:

- Place your document into the feeder.
- Press the Speed Dial key then the * key.

Then press the Quick Dial key (A-E) in which your Group is programmed.

- Make sure you are in Memory Transmission mode.

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

GROUP: ■ A-E/N

GROUP: B Y/N

2 Press the **Yes** key.

NEXT FAX NO? Y/N

- 3** If you wish to include more destinations for this messages, press the **Yes** key then enter another destination. You can repeat this step as many times as necessary.

S. D. #: || */KPAD

- 4** Press the **No** key then press the **Start** key.

PRESS START

Note: Programming Groups is described on page 92.

IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, either :

- Press the **No** key to erase the entire name or number and start again.
- Press the **Clear** key to erase the last letter or digit that you entered.

If you enter the wrong function number,

- Press the **Function** key to return to standby mode and start again.

If you dial the wrong number:

- Press the **No** key to erase the number, then enter it again.
- If scanning has already begun, press the **Stop** key.
- If you have already programmed the number into the machine by pressing the **Yes** key, remove the document from the feeder and start again.

POSSIBLE PROBLEMS

You want to take out the document:

Open the top cover and take it out.

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

You want to send more than 20 pages:

While the last page is being fed in, place more pages (up to 20) in the feeder.

You make a mistake while dialling:

If you have already pressed the **Start** key, press the **Stop** key immediately.

SENDING A PAGE WITH VERY FINE DETAIL

If you haven't pressed the **Start** key yet, either:

- Press the **No** key: The entire number is deleted. Enter a new number.
- Press the **Clear** key: Only the last digit is deleted.

You can enter up to 40 digits for a fax number:

- If you enter more, the number will be cleared when you enter the 41th digit.

SENDING A PAGE WITH VERY FINE DETAIL

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

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

Resolution

If your document contains fine print or detailed diagrams, use a higher resolution setting. Press the **Resolution** key to change resolution.

Standard:

Suitable for most typewritten documents. This mode is selected when neither **Fine** nor **Halftone** is lit.

Fine:

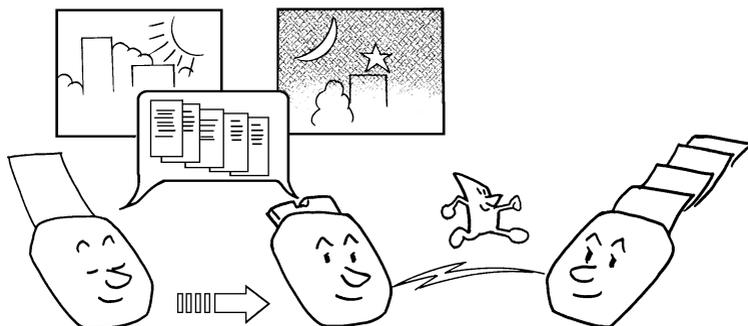
Use this for high quality reproduction. This mode is selected when the **Fine** indicator is lit.

Halftone

If your document contains a photograph, diagrams with complex shading patterns or gray, switch Halftone Mode on to achieve optimum image quality. This mode is selected when the **Halftone** indicator is lit. Press the **Halftone** key to turn it on and off.

OTHER FEATURES FOR TRANSMISSION

Sending at a Specific Time



This feature is called **Send later**. With it you can instruct the machine to delay transmission of your message until a later time that you specify. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

CAUTION

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

- 1 Set your document and press **Function 1 1**.

READY 99% 12:00

- 2 Press the **Yes** key.

PAGE: 00 KPAD/N

- 3 Enter the time when you want the document sent. E.g. to send at 11:30, press **1,1,3,0**, using the ten keypad.

TIME 11:30 KPD/Y

- Press the **Clear** key to move the cursor.

4 Press the **Yes** key, dial the fax number, and then press the **Start** key

DIAL KEYPAD

(11:30) STANDBY

- The Send Later time cannot be more than 24 hours into the future.
- To cancel Send Later, just remove the document from the document feeder.

Transmission Reservation

If you wish to send a message while the machine is receiving a fax message, you can do so by using Transmission Reservation.

1 Place your document in the feeder.

2 Press **NO/Reserv.**

- To cancel reservation, remove your document from the feeder.

3 Select the desired transmission features.

4 Dial the number.

5 After receiving the incoming messages, your document is transmitted.

REDIALLING

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.

Automatic Redialling

The machine will automatically redial the other party under the following conditions:

- The other party's line 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, redialling will only take place if Memory Transmission was used)

By default, the machine will attempt up to two redials. You can change this to a maximum of 5 by the user parameter.

If you wish to interrupt Auto Redialling, just remove the document from the feeder.

Using the Redial Key

The machine remembers the last telephone number dialed. So, if you have to redial the last number, make sure the document is still in the feeder and press the **Redial** 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 redialling interval to expire. Press the **Redial** key .
- If you wish to send another message to the same number you just sent to last time, you don't have to dial the full number again. If it is still in the Redial memory, place the message in the feeder, then press the **Redial** key.
- If the machine is in Redial standby mode, press **Start** to redial.

RECEIVING FAX MESSAGES

Overview

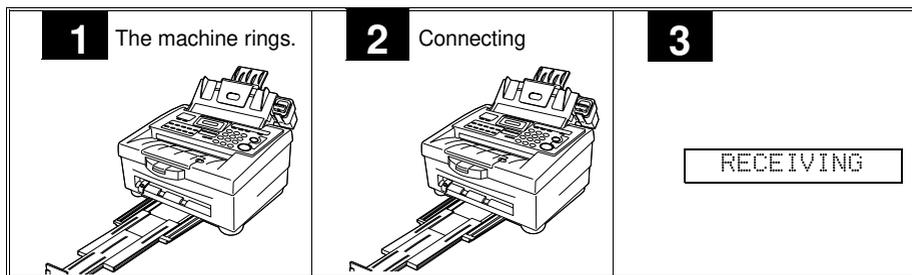
You can set up your machine to receive fax messages in four ways:

- Auto mode
- TAD(Telephone Answering Device) mode
- Fax mode
- Tel (Telephone) Mode

Press **Receive Mode** to switch between these modes. The default mode can be set using function 47.

When the papers are out and memory is under 30% (or memory is under 10%, if the optional memory card is installed).

Auto Mode



1 When someone calls your number, the machine rings a few times to give you the opportunity to answer it yourself. You can change the number of rings (see page 101, Ring Count).

2 You have two options:

- Pick up the handset and speak to the other party before the ringing stops.
- Let the machine finish ringing. When it stops ringing, the fax message will be received automatically.

Note: If the machine receives a fax and there is less than 35% free memory available, it will print the message directly without storing it in its memory.

TAD (Telephone Answering Device) Mode

Note: TAD mode is not available in France.

Use this mode if you have a telephone answering device connected.

- 1** When someone calls your number, the machine rings a few times to give you the opportunity to answer it yourself. You can change the number of rings (see page 101, Ring Count).
- 2** If you do not pick up the phone before machine stops ringing, the answering device takes the call (it plays a recorded message then starts recording). The fax machine listens in at the same time.
- 3** If the fax machine hears a fax machine identification signal from the other end, it switches to Fax mode automatically for this call. It then immediately takes the line over from the answering device and receives the fax message.

TAD Interface

The TAD ring count, the number of rings at which the fax function of this machine is activated, must be at least one more than the answering ring count of the telephone answering device. For example, when the telephone answering device is set to ring once, the TAD ring count must be set to two rings or more. When this machine receives a call and the fax function has been activated, the machine starts to monitor the call for the period of time specified here whether it is a telephone or facsimile transmission.

- 1** Press the **Function** key and **5,1** using the Ten Key pad.

```
READY 99% 12:45
```

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

```
SET TAD I/F? Y/N
```

- 3** Set the TAD ring count (1-9) using the * key. Then press the **Yes** key.

```
TAD RING=1 */Y
```

- 4** Set the waiting time using the * key. It is adjustable between 5 and 30 seconds in 5 second steps.
Then press the **Yes** key.

```
MONITOR=05SEC*/Y
```

Note: If the machine is in TAD mode, you can change to FAX mode by pressing "9" on your external telephone

FAX Mode

The machine automatically starts to receive the message. RECEIVING

TEL Mode

- 1** The machine rings continuously until you answer the call. Pick up the handset.
- 2** You have two options:
 - If you hear a voice on the other end, speak in reply.
 - If you hear a tone every few seconds, the other end is a fax terminal (also, if you don't hear anything, the other end may be an older machine that doesn't send identification signals).
- 3** If the person at the other end wishes to send you a fax message, remove any documents from the feeder, press the **Start** key and replace the handset.

RECEIVING FAX MESSAGES WHEN THERE IS A PROBLEM

This feature is called **Substitute Reception**. If the printer is jammed or out of supplies, you will still be able to receive fax messages since any messages coming in will be stored in the machine's memory. As soon as you solve problem, the message will be printed automatically.

When a message is being received into memory, the following display appears:

MEMORY RECEIVING

If this happens, check the following:

- The paper may be used up—add paper : see page 68.
- The copy paper may have jammed—remove the jam: see page 74.
- Printer is in use.
- Ink cartridge is not set—set the ink cartridge: see page 88.

Messages received into memory will be printed and erased after the problem has been solved.

If you have installed a colour ink cartridge, incoming for messages will be received into memory and not printed immediately.

To print the messages, install a mono ink cartridge (see page 88) but note you do not have to select Function 53 and press Yes - skip this step.

Note: This machine can save up to 30 faxes to memory. If paper runs out and free memory is less than 30% (10% with the memory card option), the machine will not be able to receive faxes.

If "NO PAPER" is displayed, your machine can keep messages in memory until the paper supply is replenished. The number of pages that can be kept depends on how much memory is free — check the other standby display for details.

MAKING TELEPHONE CALLS

A external telephone is required to make a phone call. You can use your machine for dialling in the same way as you would use a telephone. This is useful when you would like to use this machine as a fax, as well as for telephone conversations.

- With the **On Hook Dial** feature, you do not have to pick up the handset before dialling.
- You can send a fax message after finishing the conversation, without having to make a new call.

Making A Telephone Call

Using ON HOOK dial

Using **On Hook** dial is like using the external telephone (see the next page), except that you do not have to pick it up before dialling. Just press the **On Hook** key, and dial the number. When you hear the other party on the fax machine's built-in speaker, you can pick up the handset. This keeps both hands free for referring to telephone numbers while you are dialling. You can use this feature to talk before sending a fax, or to just make a telephone call.

1 Press the **On Hook** key.

ON HOOK : DIAL

2 You will hear the dialling tone through the monitor speaker.

3 Dial the number in one of the following ways:

ON HOOK : S. D.

- Quick Dial
- Speed Dial
- Ten Key Pad

4 Listen to the monitor speaker:

- If you hear a voice, pick up the handset and speak to the other party.
- If you hear a high pitched tone instead of a voice, you have connected to a fax machine. You can send your fax message by picking up the handset, placing your document and pressing the **Start** key to receive .

- 5 Replace the handset when you have finished.

Using the External Telephone

The handset lets you use the fax machine in the same way as a normal telephone.

- 1 Pick up the handset.
- 2 Dial using the Ten Key Pad, a Quick Dial or a Speed Dial.
Note: Do not press the **Start** key.
- 3 Continue as for a normal telephone conversation.

Using the REDIAL Key

Use the **Redial** key if you wish to redial a number that you have previously dialled.

- 1 Press the **Pause/Redial** key.

Voice Request

Use the following procedure to talk with the other party after ending the fax transmission.

Note: This function can be used after sending or receiving the document.



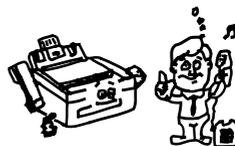
1 When sending a document, place it on the document feeder. When receiving, begin the procedure at step **2**. during receiving the document.

2 Dial using the Ten Key Pad, a Quick Dial or a Speed Dial.

3 Press the **Voice request** key.

4 When a beep indicating the end of the fax transmission has been heard, pick up the handset and press the **Stop** key to talk.

5 After ending the conversation, hand up to return to the standby mode.



Talking Before Sending a Fax (On Hook Dial)

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

2 Dial.

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

3 If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.

If you hear a high-pitched tone instead of a voice, place your fax message in the feeder, then press the **Start** key.

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

5 When you hear a high-pitched tone, press your **Start** key.

ERASING & PRINTING STORED MESSAGES

Every time a fax message is stored in your machine's memory, a new file is created. Each file is given a number. To see which files are currently in memory, print a file list.

Printing Stored Messages

1 Press the **Function** key and **6,0** using the ten keypad.

```
READY 99% 12:00
```

2 Press the **Yes** key.

```
FILE PRINT? Y/N
```

3 Enter the file number and press the **Yes** key. The file will be printed.

```
FILE NO: ___ KEY/N
```

Erasing Stored Messages Before They Are Sent

Use this function to delete memory files and free up memory.

1 Press the **Function** key and **6,1** using the Ten Key Pad.

```
READY 99% 12:00
```

2 Press the **Yes** key.

```
CLEAR FILE? Y/N
```

3 Enter the file number
e.g. 0 1

```
FILE : 00 KEYPAD
```

4 Press the **Yes** key.

```
FILE : 01 Y/N
```

5 Press the **Clear** key.

```
FILE : 01 CLR/N
```

6 The memory file is deleted.

```
FILE CLEARED !
```

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 **Start / Copy** key.

Copying an original is a good way to test contrast and resolution before sending a document if you are not sure that the settings that you have chosen are appropriate. The copy made by your printer gives an indication of how the message will look when received at the other end. If it does not look good, change the resolution/contrast settings and try again.

1 Carefully place your original into the document feeder. READY 99% 12:00

2 Press the **Copy** key.

3 Either: MULTICOPY? Y/N

Make one copy:
Press the **No** key and go to Step **6**

Make multiple copies:
Press the **Yes** key and go to Step **4**

COPYING

4 If you wish, change the number of copies using the ten keypad. COPY 01 SETS Y

5 Press the **Yes** key. COPY 02 SETS Y

6 Press the **Start** key. PRESS START

7 The documents are stored in memory while they are being scanned. STORING P. 01 95%

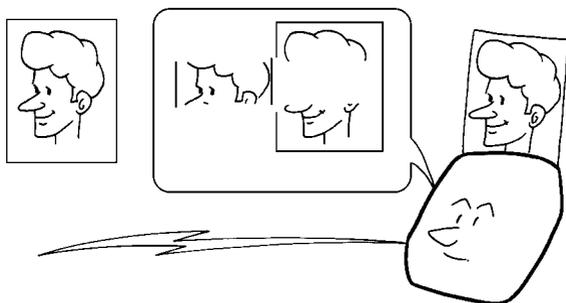
8 After the scanning is completed, copying starts. MULTI-COPYING
When copying has finished, the machine returns to standby mode.

Note: Maximum number of copies: 99 pages. The ADF (Automatic Document Feeder) can stack up to 20 pages.
 Do not copy originals smaller than 110mm wide and 105mm long.

OTHER FAX FEATURES

This model has other features which you might find useful, but which you will use or set less often.

ECM (Error Correction Mode) AND PAGE RETRANSMISSION



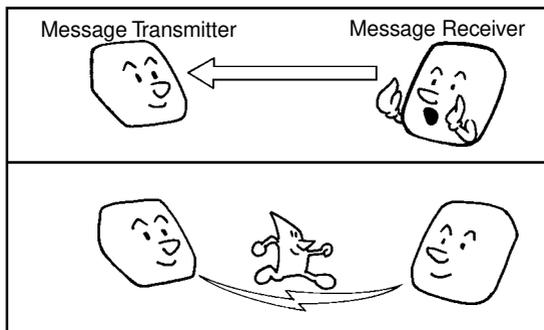
ECM is a signalling system that greatly reduces the chance of data being lost because of a bad telephone line. ECM is useful if you frequently communicate over poor telephone lines. With ECM switched on, the communication cost will increase if the line is bad, but the data will be sent much more reliably.

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

ECM set-up : See page 102.

CALLING TO REQUEST A MESSAGE (POLLING)

Polling means "picking up" a document that has been left for you at a remote fax terminal. You can also leave a document in your machine's document feeder for other machines to poll from you.



- With polling, telephone line costs are charged to the person receiving the message (the Message Receiver).
- Polling can only be used when both machines have the Polling feature.
- In some cases, this function will not work even though the machine at the other end has the polling feature.

Programming the Polling ID

This code can be any four digit code (using digits 0 to 9 and letters A to F) except 0000 and FFFF.

Character	How to enter it
Number 0 to 9	Ten Keypad or * or #
Alphabet A to F	* or #

- Press the **Clear** key to move the cursor.

1 Press the **Function** key and **2,2**.

READY 99% 12:45

2 Press the **Yes** key.

POLL CODE? Y/N

3 Input the ID Code that you will be using, then press the **Yes** key.

ID NO. : 0000

Leaving a Document to be Picked Up by Others (Polling Transmission)

Use this feature when you wish to leave a document in the document feeder for callers to pick up. You cannot specify the telephone number of the polling terminal (Message Receiver), but by using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

Note: This model cannot be polled from memory. If the document is removed from the feeder, the Polling Transmission is cancelled.

There are two kinds of polling transmission:

Free Polling: Anybody can poll the message from your machine without ID code check. Polling transmission is feasible when the other machine has the polling function.

ID Polling: The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

Note:

- This function is valid only when the receiving machine also has the polling transmission function.
- This function may be inoperable even if the receiving machine also has the polling transmission function.
- This model does not have the memory polling transmission function.
- ID polling is only available when communicating between terminals made by the same maker.

How to use the polling transmission.

1 Place the document on the machine and press the **Function** key and **1, 0** using the Ten key Pad in this order.

```
READY 99% 12:00
```

2 Press the **Yes** key.

```
POLL MODE? Y/N
```

3 Press the **Yes** key for ID polling, or the **No** key for free polling.

```
CHK ID CODE? Y/N
```

ID Polling

```
POLLING STANDBY
```

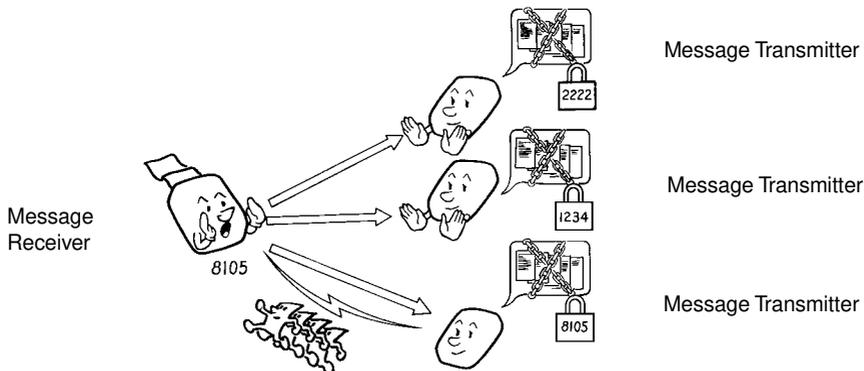
or

Free Polling

```
FREE POLING
```

Note: To cancel the polling transmission, simply remove the document from the machine.

PICKING UP MESSAGES STORED ELSEWHERE (Polling Reception)



This is a feature which permits your machine to call another machine and request it to transmit documents. In addition, you can specify the time at which your machine makes this request, thereby avoiding the need to be by the machine.

- In some cases, this function will not work with other manufacturers' machines, even if they have the polling feature.
- The message can only be received if the ID code of the sender is the same as the ID code stored in the receiver.
- ID polling is only available when communicating between terminals made by the same maker.
- For Polling Reception, the receiver bears the telephone charge.

1 Press the **Function** key and **1,0** using the Ten Key Pad.

READY 99% 12:00

2 Press the **Yes** key.

POLL MODE? Y/N

3 Press the **Yes** key.

POLL RECEIVE?Y/N

4 If you wish to poll the other machine now, press the **No** key and go to step **6**. Otherwise, press the **Yes** key.

POLL LATER? Y/N

5 Enter the time you wish polling to occur.

TIME 10:41 KEY/N

CALLING TO REQUEST A MESSAGE (POLLING)

6 Dial the number.

DIAL KEYPAD

S. D. : ___ */KPAD

7 You have two options:

- Enter another fax number:
press the **Yes** key and go to step **6**.

- Finish:
Press the **No** key.

NEXT FAX NO? Y/N

8 Press the Start key. A report is printed and the machine returns to standby mode.

PRESS START

Deleting a Polling Reservation File

- When you program the machine to pick up a message at a certain time using Polling Reception, the time and fax number are stored in a Polling Reservation file.
- If you delete this file, the Polling Reception operation is automatically canceled.
- To check which files are in memory, print the Polling Reservation Report (see page 64).

1 Press the **Function** key and **6, 2** using the Ten Key Pad.

READY 99% 12:00

2 Press the **Yes** key.

CLEAR POLL? Y/N

3 Enter the file number
e.g. press **0, 1** using the Ten Key Pad.

FILE : 00 KEYPAD

4 Press the **Yes** key.

FILE : 01 Y/N

5 Press the **Clear** key.

FILE : 01 CLR/N

6 The file is deleted.

FILE CLEARED !

If the file does not exist, the display will appear as opposite.

FILE NOT EXIST

USING THE PRINTER

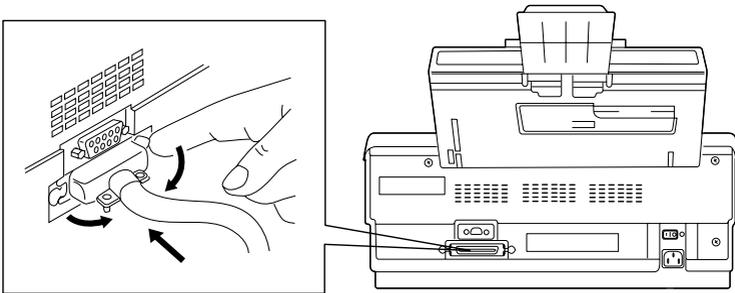
SETTING UP THE PRINTER

Connecting Your Printer to the Computer

Your machine needs an 8-bit parallel interface that allows you to connect it to IBM PC compatible computers.

Note: Cables longer than 1.8 m may result in unreliable communication.

- 1** Turn off the computer and the printer.
- 2** Disconnect the power cord from the printer.
Warning : Connecting the interface cable without disconnecting the power cord may result in severe or even *fatal* electric shock.
- 3** Connect the parallel cord to the printer.
 - Find the connector that matches the printer port—make sure you get the cable the right way around, the ends are not reversible.
 - Attach the connector to the printer carefully.
 - Secure the connector as shown by using the two clips that are located on the printer.



- 4** Attach the other end of the the parallel cord to the appropriate interface port of your computer.

System Requirements

- The minimum requirements are:
 - Windows 3.1/95 in minimal configuration
 - Min. 10 MB free hard disk (recommended is 20 MB)

USING THE PRINTER

Starting Printing

The printer starts printing automatically after the following message displayed:

```
READY 99% 12:00
```

What the Printer Keys Do

The following keys can be used to manually control printer settings and operations of this machine. These keys are enabled when this machine is in Printer mode.

Note: These keys do not work while printing is taking place.

Printer key

Sets the Printer mode. The Printer indicator lights in Printer mode.

Emulation key

Displays the current emulation mode. The current emulation mode is displayed on LCD of the machine as below. Successively pressing the * key steps through the following emulation modes. Press **Yes** key to set the mode selected.

Emulation mode (See Notes.)Display

PCL3 Ready (PCL)

PPDS Ready (PPDS)

HEXA DUMP Ready (HEX)

Note: PCL3 :

Emulates Hewlett Packard PCL3 deskjet printer. This machine provides additional scalable fonts.

PPDS :

Emulates IBM Proprinter X24E.

HEXA DUMP :

Used for troubleshooting purposes. Data is output as a hexadecimal dump.

The emulation mode should match that of your PC.

Paper Direction key (/) (PCL3 mode only)

Displays current printing orientation: portrait or landscape. Press the * key to switch the orientation. Press the **Yes** key to set the orientation.

Font key

Displays current font mode. Press the * key to step through the available fonts. Press the **Yes** key to set the font required.

Note: The fonts that are available depend upon the emulation mode you are in.
The only fonts available in PCL3 mode are Landscape Courier 100, Courier 16 and Courier 20.
This key is disabled in Hexa Dump mode.

Form Feed key

Feeds new paper to the printing position or ejects the current paper. The message FORMFEED appears on the LCD.
You need this key when printing with DOS commands.

Line Feed key

Feeds the paper by one line each time it is pressed. The message LINE FEED appears on the LCD.

Reset key

Press this key to reset the printer if a printing operation has been aborted for some reason e.g. if there was printing data failure. The message OFFLINE RESET appears on the LCD. Pressing this key again may restart the printing operation.

Note: You can not print from your PC while the machine is printing another job.

To cancel printing, press the Reset Key, then cancel the printing job using the PC, then press the Reset Key again.

USING THE FAX/MODEM

FAX/MODEM OUTLINE

When installed, you can send and receive faxes directly at your PC without having to print out documents and fax them manually. Whats more, you can not only send documents to other fax machines, but send and receive faxes from other PC's equipped with Fax/Modem's *without printing*, thereby realizing the full potential of paperless fax communication.

Specifications

Fax-modem control level

- Class 1 (software control) only

Functions

- Normal transmission or reception of documents
- ECM transmission or reception of documents
- Manual/automatic reception of documents.

When the machine is on and the personal computer does not answer within $n+3$ rings, the fax function of this machine receives the message and prints it. (n = ring counter set by Function 47)

- Speaker on/off
- Baud rate selection : 9600 - 2400 bps

Supported modem software

- Delina Winfax PRO 4.0
- Other equivalent terminal emulators

System Requirements

- Personal computer with Windows 3.1
- Delina Winfax or other equivalent terminal emulator
- RS 232C cable for controlling the fax-modem function

Connection

- RS-232C (9pin, pin-to-pin cable)

Flow control

- XON / XOFF control

Fax trans. / recv. speed

- 2400, 4800, 7200, 9600 bps

Interface speed with PC

- 19200 bps

Support Fax / Modem level

- Class1

Data bit

- 8

Stop bit

- 1

Parity

- None

SETTING UP THE FAX/MODEM

Note: This procedure only applies to Winfax users who can find more detailed information in the Winfax manual. For other emulators, please refer to their respective instruction manuals.

Before you transmit a fax with the PC, select the Fax mode on the machine's operation panel.

- 1** Turn off the personal computer and this machine.
- 2** Attach the RS 232C cable to the personal computer and this machine.
- 3** Turn on this machine and then turn on your personal computer.
- 4** Start-up the fax-modem program of this machine using Function 47 in the User Parameters. (see page 103.)
- 5** Specify the following setup parameters.

- Port Setting : COM 1 - COM 4 (select the port to which the RS 232C cable has been connected)
- Model : Set to "Generic Class 1 (Software flow control)".
- Modem Init : No setting is required.
- Specify the following optional settings.
 - Pulse dial on/off
 - Busy tone detection on/off
 - Dial tone detection on/off
 - Use of ECM for fax reception on/off
 - Use of ECM for sending on/off
 - Baud rate : 9600 - 2400 bps

Specify the number of rings to answer.

- 0 : Manual reception
- 1 to 9 : Automatic reception by personal computer. Select "AUTOMATIC RECEPTION" to enable this function.
- over 9 : The machine receives fax messages and prints them automatically just like a conventional fax machine.

6 Sending or receiving fax messages.

- Please refer to the instruction manual for Winfax.

7 Discontinuing fax operations.

- Use **Stop** key to discontinue a fax transmission or reception.
Click "Stop" button to discontinue the fax transmission or reception.

Note: If you wish to cancel the transmission, cancel it by using the PC.

Press the Stop Key or Reset Key if the machine stalls.

If ink runs out while receiving a fax from the PC, the machine will stop receiving and data may be corrupted.

REPORTS

AUTOMATICALLY PRINTED REPORTS

The following automatically generated reports can be switched on and off:

- TCR—printed out after every 35 communications
- Transmission Result report—printed out after every transmission
- Memory File list—printed after a file is stored in memory.
- Polling Reservation list—printed after a polling file is reserved (Poll Later).

Switching Reports On and Off

1 Press the **Function** key and **4, 8**.

```
READY 99% 12:47
```

2 Press the **Yes** key.

```
AUTO REPORT? Y/N
```

3 You have two options:

- Switch the TCR on or off: press the **Yes** key and change the setting with the * key. When it is correct, press the **Yes** key.
- Skip this report: press the **No** key and go to step **4**.

```
TCR REPORT? Y/N
```

```
AUTO SET: ON */Y
```

4 You have two options:

- Switch the Transmission Report on or off: press the **Yes** key and change the setting with the * key. When it is correct, press the **Yes** key.
- Skip this report: press the **No** key and go to step **5**.

```
TX REPORT? Y/N
```

```
AUTO SET: OFF */Y
```

5 You have two options: NEW FILE R. ? Y/N

- Switch the Memory File list on or off: press the **Yes** key and change the setting with the * key. When it is correct, press the **Yes** key.
- Skip this report: press the **No** key and go to step 6.

AUTO SET: ON */Y

6 You have two options: NEW POLL R. ? Y/N

- Switch the Polling Reservation list on or off: press the **Yes** key and change the setting with the * key. When it is correct, press the **Yes** key.
- Return to standby mode: press the **No** key.

AUTO SET: ON */Y

Note: The following symbols are used in the Transmission Result Report:

E: Error occurred after the data has been sent.

No: Error occurred before the data has been sent.

- The month format differs from previous models.
- When the color cartridge is set, the machine does not automatically print out faxes or reports. If you need to print, install a mono cartridge.

HOW TO PRINT OUT A REPORT

If you need a report immediately, print it out using one of the procedures given below.

TCR (Transmission Confirmation Report)

The TCR gives detailed information, such as the telephone number of the destination, data, communication result, and the time of each communication made by your machine.

The TCR is automatically printed out after every 35 communications.

1 Press the **Function** key and **3, 0**.

```
READY  99% 12:00
```

2 Press the **Yes** key.

```
TCR PRINT?  Y/N
```

3 The TCR is printed out.

```
TCR PRINTING
```

Polling Reservation List

If you have set up a Polling Reception at some time in the future (Poll Later), you can print out a list to check its status.

This list includes the time of the Polling Reception and the telephone number of the other party.

1 Press the **Function** key and **3, 3** using the Ten Key Pad.

```
READY  99% 12:00
```

2 Press the **Yes** key.

```
POLL LIST?  Y/N
```

3 The polling reservation list is printed out.

```
POLL LIST PRINT
```

In the MODE column, the following symbols are used.

- G3 : G3 communication
- T : Transmission
- R : Reception
- S : Standard
- D : Detail

Memory File List

This is a list of files that have been stored in memory.

- 1** Press the **Function** key and **3, 4** using the Ten Key Pad. READY 99% 12:00
- 2** Press the **Yes** key. MEMORY LIST? Y/N
- 3** The list is printed out. MEM LIST PRINT

Telephone Number List

This is a list of the telephone numbers and other items you have stored in the machine's Quick Dials, Speed Dials and Groups.

- 1** Press the **Function** key and **3, 2** using the Ten Key Pad. READY 99% 12:00
- 2** Press the **Yes** key. TEL LIST? Y/N
- 3** The list is printed. TEL LIST PRINT

User Parameter List

This shows the current settings of the user parameters.

- 1** Press the **Function** key and **3, 1** using the Ten Key Pad. READY 99% 12:00
- 2** Press the **Yes** key. USER LIST? Y/N
- 3** The list is printed out. PRINTING!

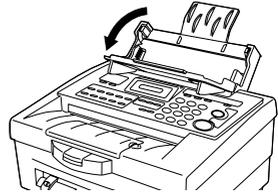
MAINTAINING YOUR MACHINE

To ensure that your machine continues to operate smoothly, some simple maintenance is required. This entails cleaning a few components. User maintenance should be done every 6 months.

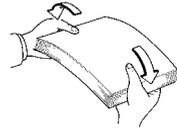
ADDING PAPER

When "NO PAPER" is displayed, the machine is out of paper. Add paper as explained below.

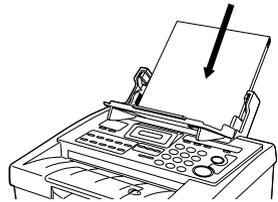
- 1** Open the ASF (Automatic Sheet Feeder) cover by moving it forward. See the illustration on the right.



- 2** Bend the new stack of paper a few times.
Note: Only use fresh unmarked paper.



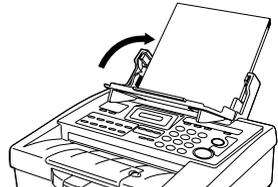
- 3** Load the paper into the feeder.
Note: Make sure that the edge of the paper is correctly set. The ASF can stack up to 150 sheets.



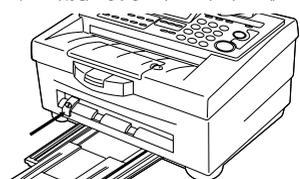
- 4** Move the left guide to the right until it makes contact with the paper.



- 5** Close the ASF cover carefully.



- 6** Set the paper supporter.



REPLACING THE INK CARTRIDGE

When you have used up more than about 83% of the ink cartridge, the **Power/Check** lamp blinks and the following display appears:

INK LOW99% 12: 35

When color cartridge is installed in the carrier and used up about 83%, **Power/Check** Lamp blinks and the LCD displays as above.

But mono cartridge is not used up about 83% and installed in the carrier the display shows normally like READY 99% 12: 35 .

1 Press the **Function** key and **5, 3** using the Ten Key Pad.

READY 99% 12: 00

2 Press the **Yes** key.

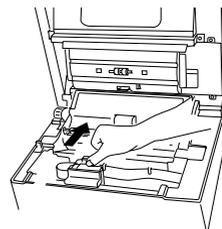
CHANGE INK? Y/N

3 Open the top cover release button.

COVER OPEN & CHG

Caution: Hold up the top cover while changing the ink cartridge to avoid it falling on your fingers.

4 Place your thumb behind the ink cartridge handle. Push the handle firmly toward the back of the fax.



5 Remove a old ink cartridge.

6 Install a new ink cartridge and close the top cover.

7 Press the **Yes** key.

NEW INK? Y/N

Press the **No** key when NEW INK? Y/N is shown, in case that you expect to change the mono to the color, or vice versa.

CLEANING THE MACHINE

To ensure that your fax machine continues to operate properly, some routine maintenance is required.

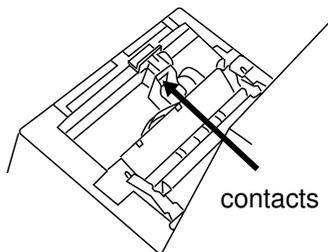
This section describes how to clean various components.

Cleaning the Ink Cartridge Nozzle & the Contact

- 1** Remove the print cartridge.
See page 64 (ink cartridge installation).
- 2** Use a clean, damp cloth to gently clean the entire copper coloured area including nozzle and contact.
Hold the nozzle with the cloth for 3 seconds in order to remove dried ink.
- 3** Allow the copper colored area to dry.
- 4** Install the ink cartridge, and perform the nozzle test again.
See page 74 (nozzle test).
- 5** If the test line is still broken, clean the print head using a cloth moistened with alcohol.

Cleaning the Cartridge Carrier Contacts

- 1** Push the **INK INSTALLATION** button to move the cartridge carrier to the loading position.
Caution: Hold up the top cover while changing the ink cartridge to avoid it falling on your fingers.
- 2** Unplug the power cord from the electrical outlet.
Do not turn the fax power off before you unplug the machine.
- 3** Remove the ink cartridge.
- 4** Use a clean, dry cloth to clean the carrier contacts.
- 5** Plug the power cord into an electrical outlet.



6 Turn the fax power on.

7 Install the ink cartridge.

Test the ink cartridge.

If print quality does not improve after this cleaning process, replace the ink cartridge.

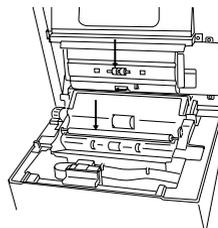
If print quality still does not improve, your printer may require service.

Cleaning the Document Feeding Unit

1 Open the top cover release button.

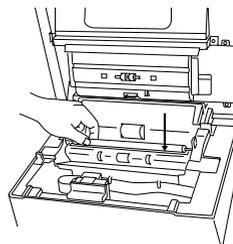
Caution: Hold up the top cover while changing the ink cartridge to avoid it falling on your fingers.

2 Clean the 2 rollers indicated by arrows with a soft damp cloth.



3 Clean the exposure glass indicated by arrow with a soft damp cloth.

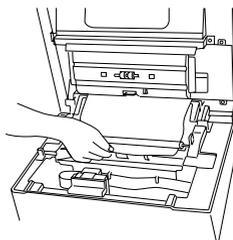
4 Close the top cover.



SOLVING PROBLEMS

DOCUMENT JAMS

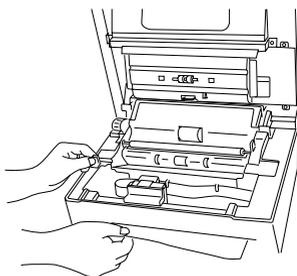
- 1 Press the top cover release button and open the top cover.
- 2 Carefully take out the jammed original document.
- 3 Close the operation panel.



COPY JAMS

If there is a copy jam at the paper exit, follow these steps to solve the problem.

- 1 Press the top cover release button. Open the top cover.
- 2 Pull forth the blue paper release lever on the left.
- 3 Carefully take out the jammed copy paper.
- 4 Pull back the blue paper release lever to its original location.
- 5 Close the top cover.



NOZZLE TEST

You should test the ink cartridge when the print is not clear, or dots are missing. The problem may be caused by a clogged nozzle in the ink cartridge. The nozzle test clears the ink cartridge nozzle then prints a test pattern so you can see the purge results.

- 1 Press the **Function** key and **5,2** using the Ten Key Pad.
- 2 Press the **Yes** key.
- 3 The nozzle test pattern is printed out.

READY 99% 12:45

NOZZLE TEST? Y/N

Nozzle Test.....

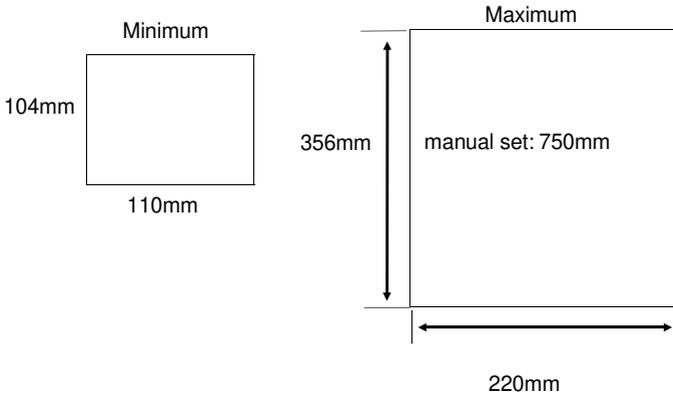
TECHNICAL REFERENCE

DOCUMENT SPECIFICATIONS

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 be damaged or become dirty.

Acceptable Document Sizes



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

Clearly Written

- Small faint characters may not be transmitted clearly.

Uniform Page Sizes

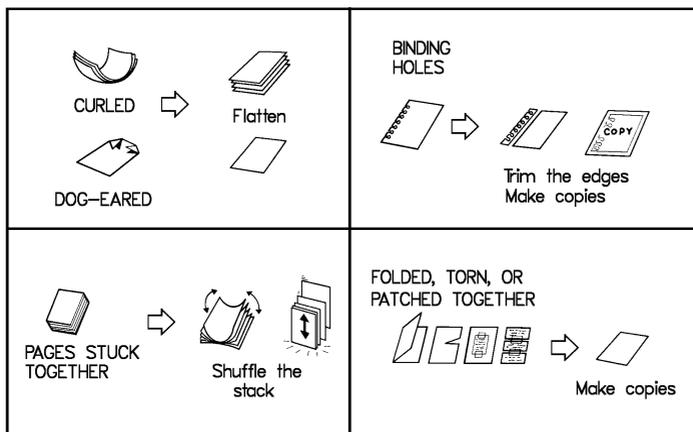
- Do not use different sizes of document in the same transmission.

Dry Ink

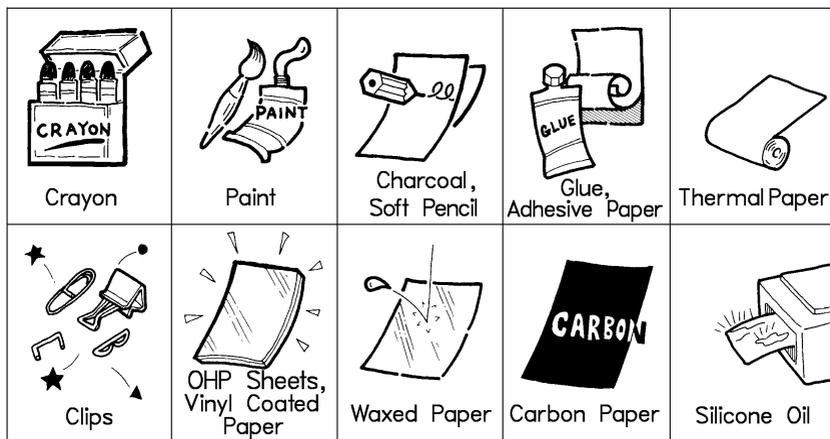
- All ink must be dry before you place the document feeder.

Page Condition

Do not place damaged pages in the automatic document feeder.



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



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

SUITABLE COPY PAPER

Standard Paper

Good print quality can be obtained when you use recommended paper.

Acceptable Types of Paper

- For printing faxes and printing in mono:
 - Copier paper
 - Laser printer paper
 - Bond paper
 - Dual purpose paper
 - Recycled bond paper
- For colour printing:
 - Coated paper for Inkjet printers

Unsuitable Paper Types for Printing Faxes

- Continuous form feed paper
- Erasable bond paper
- Synthetic paper
- Thermal paper
- Multi-Sheet forms and documents
- Chemically treated paper (carboneless paper)
- Paper printed with a printing process that uses chemicals that contaminate the paper feed mechanism components (paper with raised, embossed lettering)

The Following Paper Sizes can be used

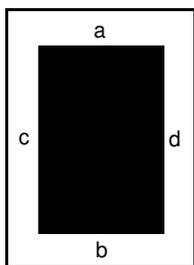
Paper	Dimensions (mm)	Dimensions (inches)
A4	210 × 297	8.3 × 11.7
Letter	216 × 279	8.5 × 11.0
Legal	216 × 356	8.5 × 14.0

FAX SPECIFICATIONS

Printing Method:	Ink jet plain paper	
Dimensions:	363 x 285 x 173 (W x D x H)	
Weight:	7.1 Kg without document tray or document table	
Power Supply:	220 ~ 240 Vac, 50 Hz; single phase	
Power Consumption:	Standby:	15W
	Transmission:	20W
	Reception:	23W
	Copying:	28W
Acceptable Document Dimensions:	Width:	Max 220 mm
	Length:	105 ~ 750 mm
	Thickness:	0.05 ~ 0.15mm
	Weight:	52 g/m (13LB) ~ 120 g/m (32LB)
ADF Capacity:	20 pages	
Memory Capacity:	384 Kbyte (standard) : 24 pages (ECM on) 22 pages (ECM off) with 1 Mbyte (option) : 58 pages	
Resolution:	Standard: 8 x 3.85 dots per mm Fine: 8 x 7.7 dots per mm (On same previous machines, Fine mode scanned in at 8 x 16 dot/mm. This machine uses 8 x 7.7 dots/mm.)	
Transmission Speed: (ITU-T#1 CHART)	Transmission:	17 ± 1 sec (MR)
Compatibility:	G3	
Paper Size:	A4, LETTER, LEGAL	
Maximum Printout Width:	203mm	
Effective scanning Width:	210mm	

PRINTER SPECIFICATIONS

Resolution:	360 X 360 dots per inch
Printing speed:	16 cps (Letter) 300 cps (Draft)
Channels:	Centronics parallel
Emulation modes:	Mono: IBM Proprinter X 24E HP Deskjet 500 (PCL3) Color: HP Deskjet 500C
Printable Paper Condition:	Plain Paper
Paper Handling:	Automatic paper feed Manual paper feed
Manual Paper feed:	1 sheet
Printing Area:	The shaded portion in the following figure shows the paper printing area.



Recommended Printing Area:

- a: 16 mm
- b: 20.5 mm
- c: 4.4±2.0 mm
- d: 2.4±2.0 mm

Possible Printing Area:

- a: 3.0±1.5 mm
- b: 4.5±1.5 mm
- c: 2.5±1 mm (A4), 5.5±1 mm (LT/LG)
- d: 4.0±1 mm (A4), 7.0±1 mm (LT/LG)

For other specifications, refer to the Fax Specification on the previous page.

ERROR MESSAGE LIST

Display	Cause	Solution
TOP COVER OPEN !	Top cover is open.	Close the top cover.
NO PAPER	Copy paper has run out.	Replenish copy paper.
REMOVE JAM & STP	Copy paper jam.	Open the top cover and remove the jammed paper.
CLEAR ORIGINAL	Original document is jammed.	Remove the jammed paper.
FAIL/PRESS STOP	Communication error.	Press the Stop key.
INK LOW99% 12:30	At least 83% of the ink cartridge has been used up.	Normal fax operation is not affected. If you wish, replace the ink cartridge.
MEMORY OVERFLOW	There is no available free memory.	Communication using memory is not feasible.
NOT PROGRAMMED	This Quick Dial has not been programmed.	Check the number. If the Quick Dial number is not registered, enter it.
INCORRECT	Incorrect password has been entered.	Enter the correct password.
SET PASSWORD	Password is 0000.	0000 is not a valid password. Enter new password using function 23.
MEMORY FILE FULL	Memory file is full.	Use Immediate Transmission until free memory becomes available.
HANDSET MODE	Handset is improperly located, or telephone line is busy.	Check your handiest position.
NOT REGISTERED	Redial a number which has not been dialed.	Try manual dialing.
REMOVE PAPER	Paper has not fed out after printing.	Open the top cover and remove the paper by pulling the left lever.
CHECK PAPER FEED	Paper has not fed in.	Check the copy paper stack.
CHG INK TO MONO	Fax messages has been received, or you have tried to print reports when the colour ink cartridge is installed	change the ink cartridge to mono. See page 31.

FUNCTION LIST

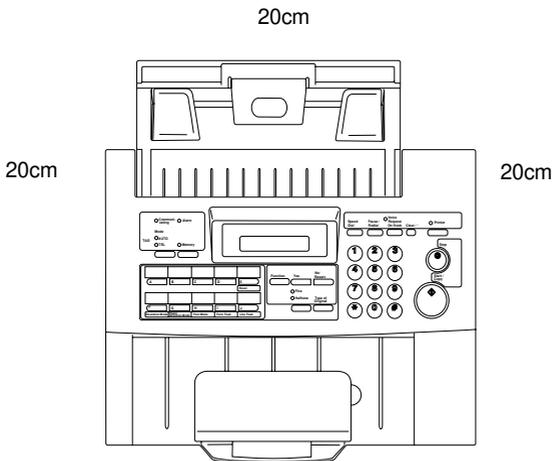
Function number	Purpose	page
10	Polling Transmission & Reception	39
11	Send Later	25
20	Quick Dial program & edit	91
21	Group Dial program & edit	92
22	ID code program & edit	39
23	Password program & edit	93
24	RTI program & edit	93
25	TTI program & edit	94
26	CSI program & edit	94
30	TCR printing	64
31	User Parameter list print	65
32	Telephone number list print	65
33	Polling Reservation list print	64
34	Memory File list print	65
40	Date and time adjustment	95
41	Speaker volume adjustment	95
42	Buzzer ON/OFF	96
43	Print quality selection	96
44	Copy paper size selection / change	97
45	Reduction ratio set-up	97
46	Page Count set-up	98
47	User Parameter set-up	99
48	Report Auto-print set-up	62
49	Select language	103
50	Check number of communications	103
51	TAD interface	29
52	Nozzle test	74
53	Change ink cartridge	69
54	Memory test	104
60	Memory file print	35
61	Memory file delete	35
62	Delete Polling Reservation file	42

APPENDIX

INSTALLING THE MACHINE & INITIAL SETTINGS

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

- Level
- Not subject to vibration
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 17 to 28°C
- Humidity 35 to 85%RH (do not install near a humidifier)
- Away from heaters and air-conditioners, to avoid sudden changes of temperature.
- With the clearance as shown below.
- Do not place the machine in direct sunlight.
- When using the copy tray extension, make sure it does not protrude over an edge - copies may fall off.
- Make sure the paper tray does not protrude over an edge - paper may fall off.



INSTALLATION

CAUTION: Do not turn on until everything is connected properly.

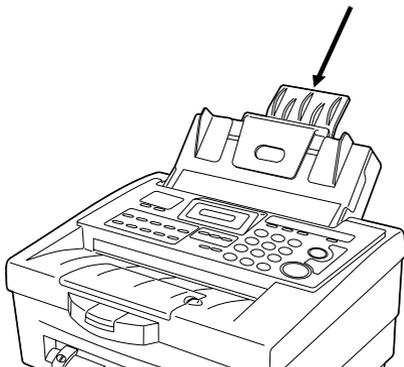
Connecting Up The Machine

Important points about power connection:

- The supply from the wall outlet must not fluctuate more than 10V either side of 230V.
- The power cord should not be put in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 300V/10A, and that your facsimile terminal is the only piece of equipment connected to that cord.

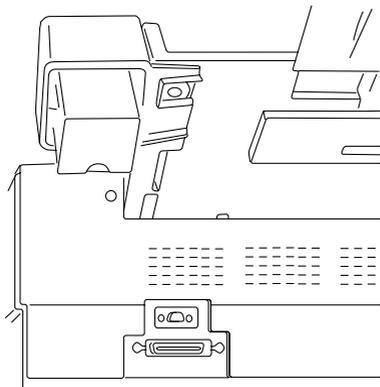
INSTALLING THE PAPER SUPPORTER

Set the paper supporter into the groove at the back of the automatic sheet feeder.



Installing the Ink Cartridge Holder.

Attach the ink cartridge holder on the back of the machine using the screw provided.



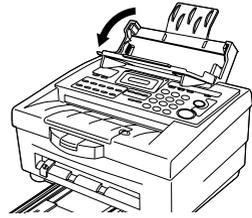
Attaching the Operation Panel Sheets.

Peel off the sheets and fix them to the appropriate areas on the operation panel.

A space is provided on the front right of the panel for the instructions on replacing an ink cartridge - fix them here.

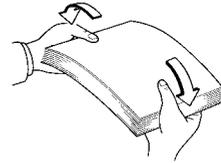
1 Set the paper into the paper feed.

a) Open the ASF (Automatic Sheet Feeder) cover by moving it forward. See the illustration on the right.



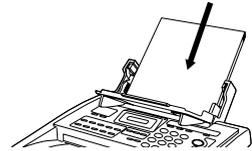
b) Bend the new stack of paper a few times.

Note: Only use fresh unmarked paper.



c) Load the paper into the feeder.

Note: Make sure that the edge of the paper is correctly set. The ASF can stack up to 150 sheets.



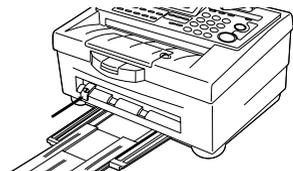
d) Move the left guide to the right until it makes contact with the paper.



e) Close the ASF cover carefully.

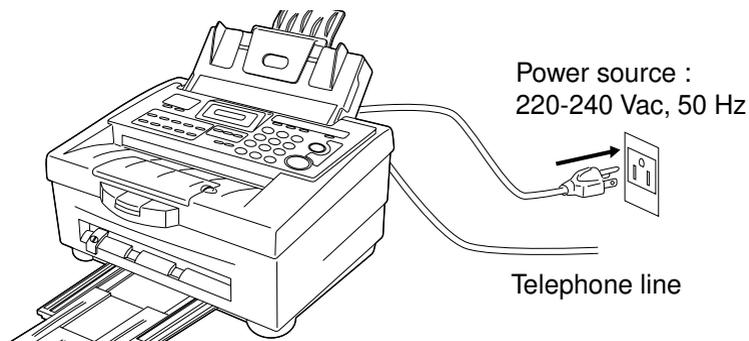


f) Set the paper supporter.



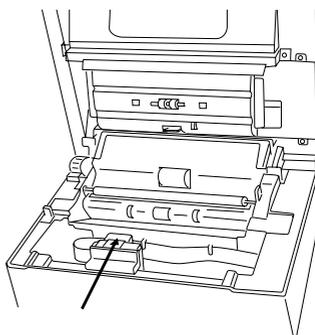
INSTALLING THE PAPER SUPPORTER

- 2** Connect the machine:
- 1) Connect the power cord.
 - 2) Connect the telephone line.



There are two kinds of the telephone lines: TT (Touch Tone) and DP (Dial Pulse). Program the correct setting with the Function 47.

- 3** Install the ink cartridge:
- 1) Turn the fax power on.
 - 2) Press the **Function** key and **5, 3** using the Ten Key Pad.
 - 3) Press the **Yes** key.
 - 4) Open the top cover release button.

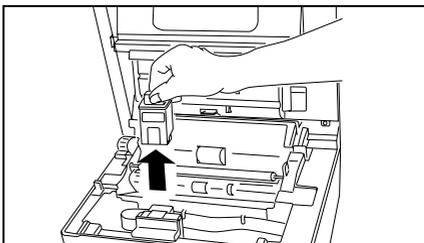
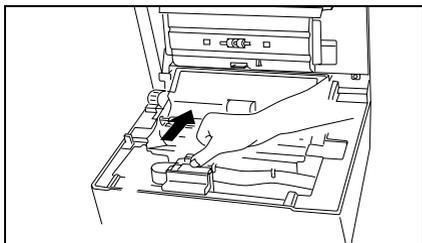


Ink cartridge carrier loading position.

Caution: Hold up the top cover while installing or changing the ink cartridge to avoid it falling on your fingers.

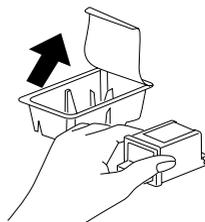
Remove a old ink cartridge

Place your thumb behind the ink cartridge handle.
Push the handle firmly toward the back of the fax.
Remove a old ink cartridge.



- Remove the ink cartridge from its packaging.

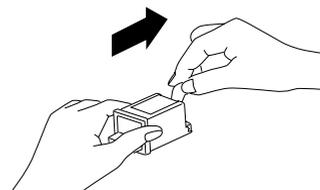
Note: Hold the ink cartridge as shown in the illustration.
Do not touch the copper area.



- Carefully remove the tape covering the print head.

By sure to remove all the tape.

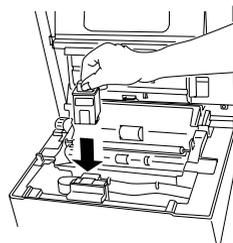
Note: Do not touch the copper area.



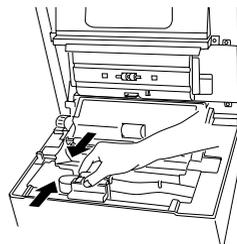
- Insert the ink cartridge in the carrier.

- Place your thumb on the grooved area in front of the carrier and your forefinger behind the ink cartridge handle.

Pull the handle firmly toward the front of the fax until the ink cartridge clicks into place.
If the ink cartridge is set loosely in the carrier, it is not locked into the place. Repeat this step.



- Close the top cover.
Press the **Yes** key to complete installation.



SOME ITEMS MUST BE PROGRAMMED FIRST

Overview

After you have installed your new machine and connected it to the telephone line, you should program the following items before you start using the machine.

Function	Remark
Date and Time	Current date and time
RTI	This identification appears on the other party's operation panel during communication (20 letters).
TTI	Printed at the other end at the top of each page received from your machine (32 letters).
CSI	Used for communication with machines manufactured by other companies (20 letters).
ID code	Used for ID polling (4 letters).

- Program any telephone numbers you often use into Quick Dials, Speed Dials or Groups

PROGRAMMING

TWO CONVENIENT WAYS TO DIAL

Instead of dialling the full number on the fax machine's keypad, you can use a Quick Dial, Speed Dial or Group Dial.

These features allow you to store telephone numbers in your machine's memory. (A stored number will remain in the memory, and you can use it as many times as you wish without having to reprogram it).

Quick Dials and Speed Dials

- These are convenient for dialling numbers that you frequently call—just press a single Quick Dial or enter a two-digit Speed Dial code and bingo!
- You can store up to 60 numbers.
- You can print a list using function 32
- The maximum number of digits you can program in Quick Dials is 30, and in Speed Dials 40.
If you enter more numbers they appear on the display but are not stored.

Programming and Editing Quick Dials and Speed Dials

- 1** Press the **Function** key and **2,0** using the Ten Key Pad.

READY 99% 12:45

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

PROG. S. D. #? Y/N

- 3** Press a **Quick Dial key** if you wish to program a Quick Dial, or enter two digits to program a Speed Dial.

S. D. #: ____ KPAD

- 4** Enter the fax/telephone number you wish to store.

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

#E: _____

- 6** If you wish to change any Quick Dial number, press the **Clear** key in step **4** to erase the number, and enter the new number.

- 7** Press **Function** to finish. Alternatively, program another Quick Dial.

Groups

Using this feature, you can store a set of telephone numbers in a Group. Use this if you have more than one receiver to whom you transmit fax messages very often.

- The maximum number of telephone numbers that can be stored in a Group is 30.
- The maximum number of Groups that can be stored is 5.
- If you reprogram an existing Quick Dial, it will be removed from the Group.
- You can store the same number in more than one Group.

1 Press the **Function** key and **2,1** using the Ten Key Pad.

READY 99% 12:45

2 Press the **Yes** key.

PROG. GROUP? Y/N

3 Enter a Group number you wish to assign e.g. **A**

GROUP#: ___ A-E

4 Press the **Yes** key to enter or change the Group.
Press the **Clear** key to delete it.

GROUP#: A Y/N/C

5 Press the **Quick Dial** key to select either one of the Ten Keys or Quick Dials. Then enter the number e.g. **10**

(A): S. D. #: ___ KPAD

6 Press the **Yes** key to program Quick Dial 10 in Group A.
Press the **Clear** key to delete Quick Dial 10 from Group A.

(A): S. D. #A Y/N/C

7 Press **Function** to finish.

Passwords

- Passwords prevent unauthorized people from sending fax messages on your machine.
- Passwords must be made up of four digit codes in the range 0001-9999 (0000 cannot be used).

1 Press the **Function** key and **2,3** using the Ten Key Pad.

READY 99% 12:45

2 Press the **Yes** key.

SET PASSWORD?Y/N

3 If a password is already registered, enter that number. The password is displayed on the LCD so that you can change it if you wish.

0000 Y/N

The initial display on LCD is **0000**. You may disregard **0000**, which is not a valid password. Then enter a new one.

RTI

The RTI appears on the other party's display during communication.

- The RTI can have up to 20 characters.
- Use " " (space) if you wish to leave a space between two characters.

1 Press the **Function** key and **2,4** using the Ten Key Pad.

READY 99% 12:45

2 Press the **Yes** key.

PERSONAL ID? Y/N

3 Select characters using * (DEC) or # (INC).

RTI: _____

Press **Clear** to move the cursor.

Press **Yes** to complete the entry.

Note: To delete all the characters, enter a **■** symbol at the first character position and press Yes.

Note: After you registered this function, you need to set "LIMIT TX" on (see page 102). Then turn the Power OFF, then turn the Power ON.

If you forget the password, contact your service representative.

TTI

The TTI is printed at the top of each page you transmit.

- The TTI can have up to 32 characters.
- Use " " (space) if you wish to leave a space between two characters.

1 Press the **Function** key and **2,5** using the Ten Key Pad.

READY 99% 12:45

2 Press the **Yes** key.

SENDER ID? Y/N

3 Enter characters using * (DEC) or # (INC).

TTI: _____

Press **Clear** to move the cursor.

Press **Yes** to complete the entry.

Note: To delete all the characters, enter a **■** symbol at the first character position and press Yes.

CSI

The appears at the other end in the display on the LCD during communication.

- Use " " (space) if you wish to leave a space between two characters.
- The CSI should be composed of + "Country code" "Area code" "Telephone number".

1 Press the **Function** key and **2,6** using the Ten Key Pad.

READY 99% 12:45

2 Press the **Yes** key.

PROG. TEL#? Y/N

3 Enter up to 20 characters with the Ten Key Pad and * (DEC) or # (INC).

CSI: _____

Press **Clear** to move the cursor.

Press **Yes** to complete the entry.

Note: To delete all the characters, enter a **■** symbol at the first character position and press Yes.

Date and Time

This machine has an internal clock which is used for the following:

- The time shown on the display
- The date and time printed on fax messages you send
- Send Later and Poll Later

Program the correct date and time with the procedure below.

- 1** Press the **Function** key and **4,0** using the Ten Key Pad.

READY 99% 12:45
- 2** Press the **Yes** key.

ADJUST CLOCK Y/N
- 3** Enter the date and time with the Ten Key Pad (press the **Clear** key to move the cursor).
Then press the **Yes** key.

97-01-01 12:00

Speaker Volume

These steps allow you to change the speaker volume. There are 8 volume levels.

- 1** Press the **Function** key and **4,1** using the Ten Key Pad.

READY 99% 12:45
- 2** Press the **Yes** key.

ADJUST VOL? Y/N
- 3** Select the level with the * (decrease) and # (increase) keys and press the **Yes** key.

L>>>> H */#/Y

Buzzer ON/OFF

The buzzer is the sound that the machine makes when you press a key on the operation panel. You can switch it on or off.

1 Press the **Function** key and **4,2** using the Ten Key Pad.

READY 99% 12:45

2 Press the **Yes** key.

BUZZER SET? Y/N

3 Use the * and # keys to change the setting then press the **Yes** key.

ON-* OFF-# */#/Y

Print Quality

To settings are available:

- Draft: Fast speed, ink conservation, good print quality.
- Letter: Normal speed, best print quality.

1 Press the **Function** key and **4,3** using the Ten Key Pad.

READY 99% 12:45

2 Press the **Yes** key.

PRINT MODE? Y/N

3 Use the * and # keys to change the setting then press the **Yes** key.

DRAFT-* LETTER-#

Note: This feature is available only for faxing.

Copy Paper Size

You have to set the paper size for received messages.

The following sizes can be selected:

- A4: 210 mm X 297 mm
- Letter: 216 mm X 279 mm (8.5 X 11')
- Legal: 216 mm X 356 mm (8.5 X 14')

1 Press the **Function** key and **4,4** using the Ten Key Pad.

```
READY 99% 12:45
```

2 Press the **Yes** key.

```
PAPER SIZE? Y/N
```

3 Use the * and # keys to change the setting then press the **Yes** key.

```
SIZE: LEGAL */Y
```

Reduction

Large incoming fax documents can be reduced and printed on a single page.

This avoids wasting copy paper.

Available ratios:

- 68% Reduction: Legal→Letter
- 85% Reduction: Legal→A4
- 93% Reduction: A4→Letter
- 97% Reduction:

No Reduction

- Auto: Each page of a received document is first stored in memory. The machine will then automatically calculate a suitable reduction ratio to print the entire document on a single page.

1 Press the **Function** key and **4,5** using the Ten Key Pad.

```
READY 99% 12:45
```

2 Press the **Yes** key.

```
REC. REDUCT? Y/N
```

3 Select a ration with the * and # keys then press the **Yes** key.

```
REDUCT: AUTO */Y
```

Page Count

Page Count numbers pages in batch format e.g. 1/3,2/3 etc. thus making it easy for the other party to identify how many pages you sent, and if there are any missing.

If turned on, the following display will appear when you set your document:

PAGES: 00 KPAD/N

When the above display appears, enter the number of pages in the document that you are sending.

1 Press the **Function** key and **4,6** using the Ten Key Pad.

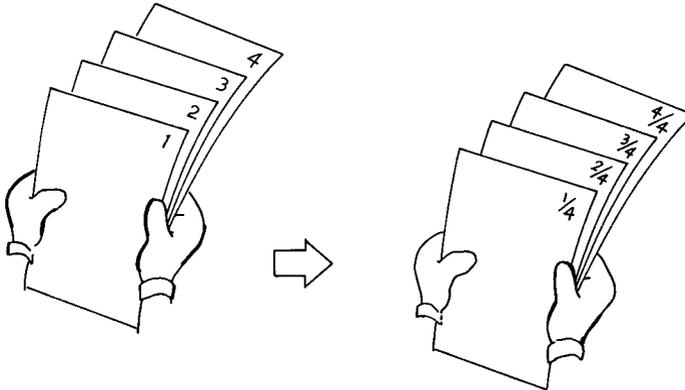
READY 99% 12:45

2 Press the **Yes** key.

PAGE COUNT? Y/N

3 Use the ***** and **#** keys to change the setting then press the **Yes** key.

ON-# OFF-# */#/Y



USER PARAMETERS

These settings allow you to customize the machine to match you specific needs and circumstances.

The following may be changed:

- Default Scanning Density—select according to the conditions of your documents
- Default Resolution
- Default Reception Mode
- Redial Count—number of redials (1-5)
- Ring Count—number of rings before taking fax call (1-9)
- Telephone Line Selection—pulse or tone
- Restricted Access—if turned on, users have to enter their password before they use the machine. This may deter unauthorized personal from using the machine.
- Closed Network—The communicating machines check the ID codes of each other. If they are not the same, the communication is stopped. This function may help you not to prevent reception of excessive junk fax mail.
- ECM—on or off
- PC Interface Mode—enable or disable the PC interface
- Language Selection—language used on the display

Setting the User Parameters

1 Press the **Function** key and **4,7** using the Ten Key Pad.

```
READY 99% 12:45
```

2 Press the **Yes** key.

```
USER SETTING?Y/N
```

Default Scanning Density

1 Press the **Yes** key if you want to change the default scanning density, or press the **No** key to move on to the next setting.

DENSITY? Y/N

2 Press the * key to change between Normal, Dark and Light, then press the **Yes** key.

BRIGHT: NORMAL*/Y

To return to standby mode, press the **Function** key.

Default Resolution

1 Press the **Yes** key if you want to change the default resolution, or press the **No** key to move on to the next setting.

RESOLUTION? Y/N

2 Press the * key to change between Standard and Fine, then press the **Yes** key.

RES: STANDARD */Y

To return to standby mode, press the **Function** key.

Default Reception Mode

1 Press the **Yes** key if you want to change the reception mode, or press the **No** key to move on to the next setting.

RECEIVE MODE Y/N

2 Press the * key to change between Fax, Tel, Tel/Fax (Auto) and TAD then press the **Yes** key.

RECEIVE: FAX */Y

To return to standby mode, press the **Function** key.

Redial Count

1 Press the **Yes** key if you wish to change the redial count, or press the **No** key to move on to the next setting.

```
REDIAL COUNT Y/N
```

2 Enter the redial count (maximum 5) on the Ten Key Pad then press the **Yes** key. To return to standby mode, press the **Function** key.

```
REDIAL: ___ KPAD/Y
```

Ring Count

1 Press the **Yes** key if you want to change the ring count, or press the **No** key to move on to the next setting.

```
SET RING CNT Y/N
```

2 Enter the new ring count (maximum 9) on the Ten Key Pad then press the **Yes** key. To return to standby mode, press the **Function** key.

```
COUNTER=1 KPAD/Y
```

Telephone Line Type

1 Press the **Yes** key if you wish to change the telephone line type, or press the **No** key to move on to the next setting.

```
LINE SELECT? Y/N
```

2 After entering telephone line set-up (dial Use the * and # keys to switch between pulse (DP) and tone (TT) then press the **Yes** key. To return to standby mode, press the **Function** key.

```
DP-* TT-# */#/Y
```

Restricted Access

Note: Program the password before you turn this feature on.

1 Press the **Yes** key if you wish to switch restricted access on or off, or press the **No** key to move onto the next setting.

```
LIMIT TX?   Y/N
```

2 Press the **#** or ***** keys to change the setting, then press the **Yes** key.
To return to standby mode, press the **Function** key.

```
TX:  ON-* OFF-#
```

Closed Network

1 Press the **Yes** key if you wish to switch Closed Network on or off, press the **No** key to move on to the next setting.

```
LIMIT RX?   Y/N
```

2 Use the ***** and **#** keys to change the setting then press the **Yes** key.
To return to standby mode, press the **Function** key.

```
RX:  ON-* OFF-#
```

ECM set-up

1 Press the **Yes** key if you wish to switch ECM on or off, or press the **No** key to move on to the next setting.

```
ECM TRX ?   Y/N
```

2 Use the ***** and **#** keys to change the setting, then press the **Yes** key.
To return to standby mode, press the **Function** key.

```
ECM:  ON-* OFF-#
```

Note: If you forget the password, contact your service representative.

PC interface set-up

- 1** Press the **Yes** key if you wish to turn PC interface mode on or off.

To move to the next setting, press the **No** key.

```
PC I/F MODE? Y/N
```

- 2** Use the * key to turn the PC Interface on or off, then press the **Yes** key.

To return to standby mode, press the **Function** key.

```
I/F: ON-* OFF-*
```

Language set-up

- 1** Press the **Function** key and **4, 9** using the ten key pad, then press the **Yes** key.

```
SELECT LANG. Y/N
```

- 2** Press the * key to select the language you require, then press the **Yes** key.

```
ENGLISH */Y
```

- 3** The machine returns to standby mode.

```
READY 99% 12:47
```

CHECKING & SETTING

Checking the Number of Communications Your Machine Has Made

You can check the number of communications your machine has made with this function.

The maximum number of digits displayed on the LCD is 5.

- 1** Press the **Function** key and **5,0** using the Ten Key Pad.

```
READY 99% 12:45
```

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

```
CHK COUNTER? Y/N
```

- 3** The number of communications is displayed for 2 seconds.

```
T: 00001 R: 00003
```

Memory Test

- Make sure 99% appears in the display before installation. If it isn't, memory files will be erased.
- Turn off the machine before installation.

How to test the basic memory and the memory option

1 Press the **Function** key, and **5,4** using the Ten Key Pad.

```
READY  99% 12:00
```

2 Press the **Yes** key.

```
MEMORY TEST? Y/N
```

3 Testing basic memory.

```
BASIC MEM. TEST
```

4 If the basic memory test was successful, press the **Stop** key and go to step **6**.

```
BASIC MEMORY OK
```

5 If the basic memory test fails, press the **Stop** key to return to standby mode.

BASIC MEMORY NG

6 Testing option memory.

OPTION MEM. TEST

7 If the memory option test is successful, press the **Stop** key to return to standby mode.

OPTION MEMORY OK

8 If the memory option test is successful, press the **Stop** key to return to standby mode.

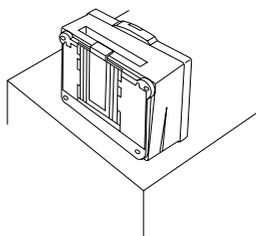
OPTION MEMORY NG

9 If there's no memory option, press the **Stop** key to return to standby mode.

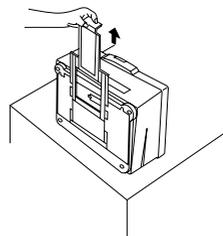
NO OPTION MEMORY

How to Install the Memory Option

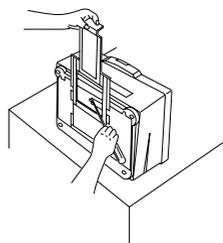
1 Stand the machine on its side.



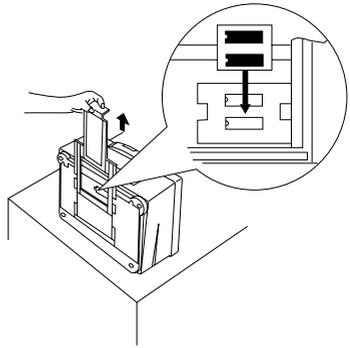
2 Pull out the paper tray.



3 Open the small square cover with a screw driver.



- 4** Install 2 DRAMs in the direction illustrated.



- 5** Close the cover and put the machine upright. Use **Function** selection **5, 4** to test the memory.

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SUPPLIES

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

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- Ink Cartridge Type 115 Color is recommended for the best colour performance.

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