

OPERATOR'S MANUAL



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

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

Attention please!

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

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

Thank you

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

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

CANADA

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Department of Communications.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur : "Appareils Numériques", NMB-003 édictée par le ministre des Communications.

Trademark Notices

IBM and IBM PC are trademarks of International Business Machines Corporation

Centronics is a trademark of Centronics Data Computer Corporation

IMPORTANT SAFETY INSTRUCTIONS

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
7. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in the countries in which the 2-wire, non-grounded type of plug is used.)
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (USA and Taiwan models).
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.

NOTICE TO USERS (New Zealand)

Immediately disconnect the equipment should it become physically damaged, and arrange for its disposal or repair.

Disconnect the Telecom connection before disconnecting the power connection prior to relocating the equipment, and reconnect the power first.

This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.

The operation of this equipment on the same line as telephones or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problems occur, the user is not to contact Telecom Faults Service.

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

INTRODUCTION

Thank you for purchasing this product. This small compact machine is ideal for small businesses or first-time users who wish to have an economically priced plain paper fax machine with a selection of useful features.

WHAT DOES A FAX MACHINE DO?

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

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

The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots there are across the page 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 fax machine at the destination.

The fax machine at the destination reconstructs your letter from the received signal, and prints it. The quality of the printed message is not as good as the original, but it is good enough for most purposes.

If you are worried about whether the message arrived at the destination, you can check the report known as the TCR (Transaction Confirmation Report), also called the Journal in some areas. When you print this report, you will see the results of the most recent fax communications made by your machine.

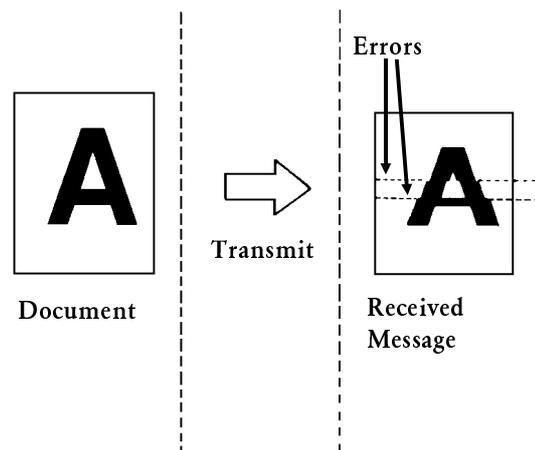
You can use your fax machine to send and receive any type of document, even photographs.

BAD TELEPHONE LINES AFFECT FAX COMMUNICATION

Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit an A4 or letter-size page in about 10 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.

The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM is an effective countermeasure against this type of error.

The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines. The operation of the equipment in the telephone exchange, such as switches, can also cause noise on the line.



HOW TO USE 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.

CAUTION: This machine can only be used in the country where it was purchased.

CONVENTIONS

The following conventions were used when writing this manual.

Key Names

There are two types of notation in this manual.

Keys with Fixed Function

These are the keys on the operation panel that have names written on or beside them. In the manual, these have been printed in a different typeface and enclosed by a box, and the first letter is a capital.

For example: " **Function** " means "Press the Function key on the operation panel".
If you see something like " **#** x 3", this means that you have to press the **#** key three times.

There are two exceptions:



The Start key



The Stop key

Keys with Variable Function

These are the three keys directly below the display on the operation panel. The bottom line of the display shows the current function of these keys. In the manual, these keys have been printed in a box, all in capital letters.

For example, **REVIEW** means "Press the key that is directly below REVIEW on the display." See the following section ("Displays") for more information.

HOW TO USE THIS MANUAL

Displays

Messages seen on the display are shown in a larger box. The bottom line of the display shows how the three keys below the display can be used.

Example A: This is the display that is seen in standby mode. In this case, the three keys below the display have no function.

```
DIAL NUMBER    10:15AM  
THEN INSERT DOCUMENT
```

Note: In the above example, the time is shown in AM/PM format. This format is used in models sold in North America and Taiwan. In other areas, the 24-hour clock format is used.

Example B: In this case, you have a choice of three ways to proceed.

```
01 SEND LATER  
REVIEW SET EXIT
```

- If you press **REVIEW**, you will scroll through the available functions.
- If you press **SET**, you will select the procedure for the function currently displayed on the top line of the display (in this case, Send Later).
- If you press **EXIT**, you will return to standby mode.

Example C: The choice of settings for a feature are shown on the bottom line of the display. The current setting is shown in the top right of the display. If you wish to change to another setting that you see on the screen, press the key that is directly below that setting.

```
KEY TOUCH TONE:  ON  
ON OFF OK
```



Current Setting: On

Example D: Sometimes, there are more settings available than available keys below the display. In such cases, you can scroll through the range of settings by pressing the keys below "<" and ">". Sometimes, you will see "+" and "-" instead of "<" and ">".

```
LANGUAGE: < ENGLISH >  
OK
```



Current Setting:
English

Symbols used in the Manual

 indicates a hint.

NOTE: If you start a procedure and do not enter anything at the operation panel for more than 40 seconds, the machine will return to standby mode.

STORING TELEPHONE NUMBERS

To dial a telephone number or store it as a Quick Dial or Speed Dial, type it into the machine at the ten-key pad on the operation panel.

STORING NAMES AND LABELS

You can type names using the ten key pad on the operation panel. To see how to do this, work through the following example.

1. **Function** **1** **2** **SET**

RTI:_
< > OK

2. Enter an "L". The letter L is below the "5" key on the ten key pad.

Press **5** once; a "J" appears. Press it a second time; a "K" appears. Press it a third time; an "L" appears. (If you press it once more, a "5" will appear.)

RTI:L_
< > OK

The same operation applies to other keys on the ten-key pad. Keys 2 through 9 provide the letters displayed over the numbers, and the * and # keys allow you to input special characters.

The letters Q and Z are not on the keypad. However, you can enter a Q with the "7" key, and a Z with the "9" key.

To move the cursor

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the key below "<" or the key below ">". If you cannot see "<" or ">" on the screen, you cannot edit at the moment.

To enter a blank space

Press the "0" key on the ten key pad.

To enter a symbol or punctuation mark

Press the "#" key on the ten key pad until you see the symbol or punctuation mark that you need. If you go too far, press the "*" key to come back. Then, press the key below ">" to move the cursor.

To delete a character

To delete the character at the cursor: Move the cursor to the character that you wish to delete, then press **Clear**.

You can also use **Clear** as a backspace key if you start from the right-hand end of the name that you have input so far.

To insert a character

Move the cursor to the insert position, then input the new character. The new character is inserted at the cursor position.

HOW TO USE THIS MANUAL

3. Enter the next letter. For example, to enter an E, use the "3" key on the key pad in the same way as described above.

RTI:LE_
< > OK

4. Continue entering the name.

RTI:LEE_
< > OK

In the above example, the required letter is on the same key as the previously entered letter. You must press the ">" key first, to move the cursor over.

5. We shall not store this name, so press the  (Stop) key. The machine returns to standby mode.

IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, use **Clear** as a backspace key to back up until you have deleted the incorrect parts of the number.

If you enter the wrong function number, either:

- Press **REVIEW** then input the correct function number.
- Press **Function** to return to standby mode and start again.

If you dialed the wrong number, either:

- Press **Clear** until the incorrect part has been deleted. If scanning has already begun, press .
- When making a broadcast, if you already programmed the number into the machine by pressing **SET**, remove the document from the feeder and start again.

LIMITATIONS ON VARIOUS FEATURES

The following tables show the limitations that the various features of your fax machine have.

1. Communication Features

Feature	Item
Broadcasting from memory	Maximum number of destinations: 9 Maximum number of documents that can be stored in the memory: 1
Polling reception	Maximum number of addresses that can be polled in one operation: 1

2. Programming

Feature	Item
Quick Dial Keys	Number of Quick Dial keys: 10 (A to J) Maximum length of a name: 10 characters Maximum length of a telephone or fax number: 40 digits
Speed Dial Codes	Number of Speed Dial codes: 40 (01 to 40) Maximum length of a name: 10 characters Maximum length of a telephone or fax number: 40 digits
Groups	Number of Groups: 5 (A to E) Maximum length of a name: 10 characters Maximum number of addresses in a Group: 9

3. Others

Memory Capacity

Transmission: 128 kbytes [9 pages] maximum

Reception: 416 kbytes [29 pages] maximum (288 kbytes [20 pages] if there is a document for transmission stored in the memory)

Measured using a CCITT #1 chart (Slerexe letter) at standard resolution

RTI: Up to 20 characters

TTI: Up to 32 characters

CSI: Up to 20 digits

Authorized Reception

Maximum number of terminals that can be authorized: 50

Redialling

Maximum number of redials: 100

Maximum interval: 9 minutes

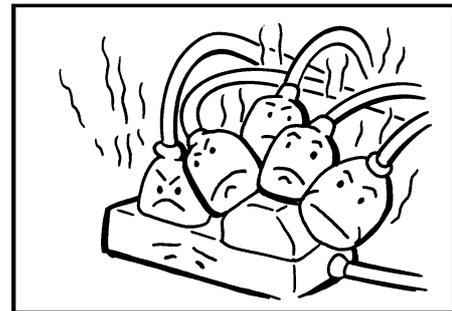
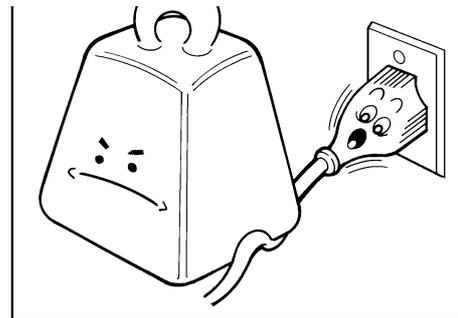
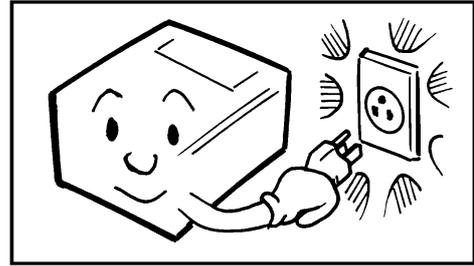
GENERAL PRECAUTIONS

POWER AND GROUNDING

Pay attention to the following.

Power Supply

1. Power requirements
North America/Taiwan models: 115 V, 60 Hz
Other models: 220 - 240 Vac, 50/60 Hz
2. Insert the power plug securely into the wall socket.
3. Do not connect other equipment to the same socket.
4. Do not step on or set anything on the power cord.
5. If an extension cord must be used, it must have a capacity of more than 125V/15A [North America/Taiwan] or 300V/10A [Others] and must be less than 5 m [5.5 yds] long.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip some one.
8. The socket outlet must be close to the machine and easily accessible, because the machine does not have a power switch.



Grounding

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

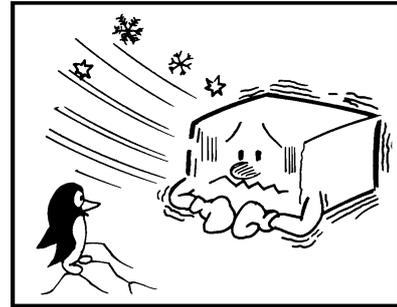
The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

COLD WEATHER POWER-UP

Avoid raising the room temperature abruptly when it is below 14 C [57°F], or condensation may form inside the machine.

1. Raise the room temperature to 20 C [68°F] at less than 10 C [18°F] per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

Do not use the machine near a humidifier.

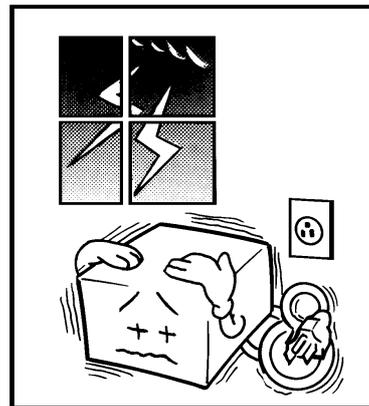


THUNDERSTORMS

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

Note

All fax messages stored in the memory will be erased if power is switched off.



GENERAL PRECAUTIONS

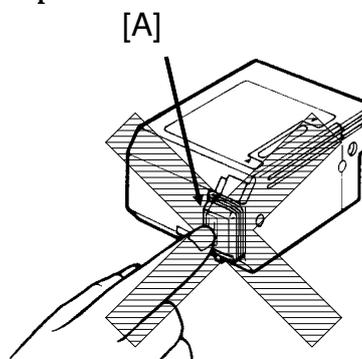
RECOMMENDED PAPER TYPES (SCANNING AND PRINTING)

- 45-90 g/m² [15-20 lb.] copy paper is recommended: A4, letter, or legal sizes are the most commonly used
- Do not use damp paper, or copies will be defective.
- Keep in a vinyl bag if it will not be used for a long time.
- Store in a dry, cool, dark place.
- Store flat. Do not stand upright.

INK CARTRIDGES

CAUTION: The supplier shall not be responsible for any damage or expense that may result from the use of parts other than recommended ink cartridges.

- INK CARTRIDGE TYPE 50 is recommended for the best performance.
- Store in a cool, dark place.
- Keep out of the reach of children. The ink in the cartridge contains isopropyl alcohol 67-63-0.
- Never store where they may be exposed to heat.
- Do not unpack a cartridge until you need to use it.
- Do not touch the print head [A]; this is a precision component.
- Do not lay heavy objects on ink cartridges.
- 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 print.
- 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 cartridges.



OPERATING PRECAUTIONS

- Do not unplug the power cord while the machine is operating.
- Do not overload the paper cassette.
- 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, as they may spill on or into the machine.

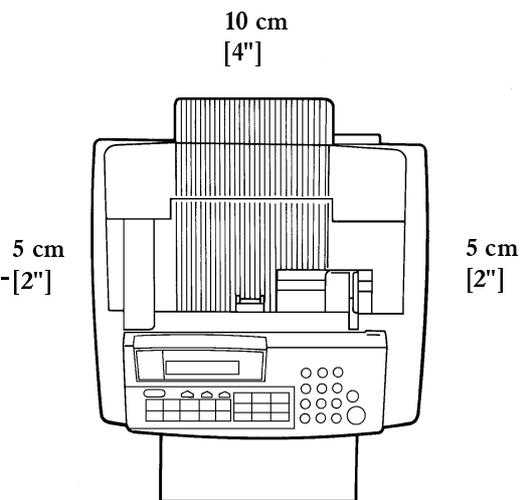
GENERAL

- 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.
- A lithium battery has been used in this machine to ensure the maximum storage life for your programmed data (such as Quick Dial Keys and Speed Dial Codes). Your data will be saved for 5 years if you keep the machine's power on at all times.

LOCATION

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

- Not exposed to direct sunlight
- Well ventilated (air turnover at least three times per hour)
- 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 [63 to 82°F]
- Humidity 30 to 70% RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- Within 5 yards of a three-pin grounded power outlet
- With the clearance as shown on the right



GENERAL PRECAUTIONS

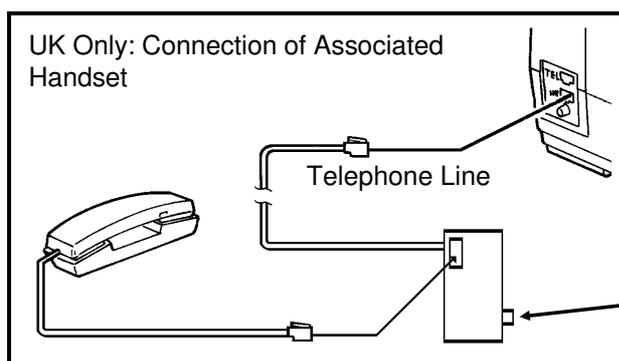
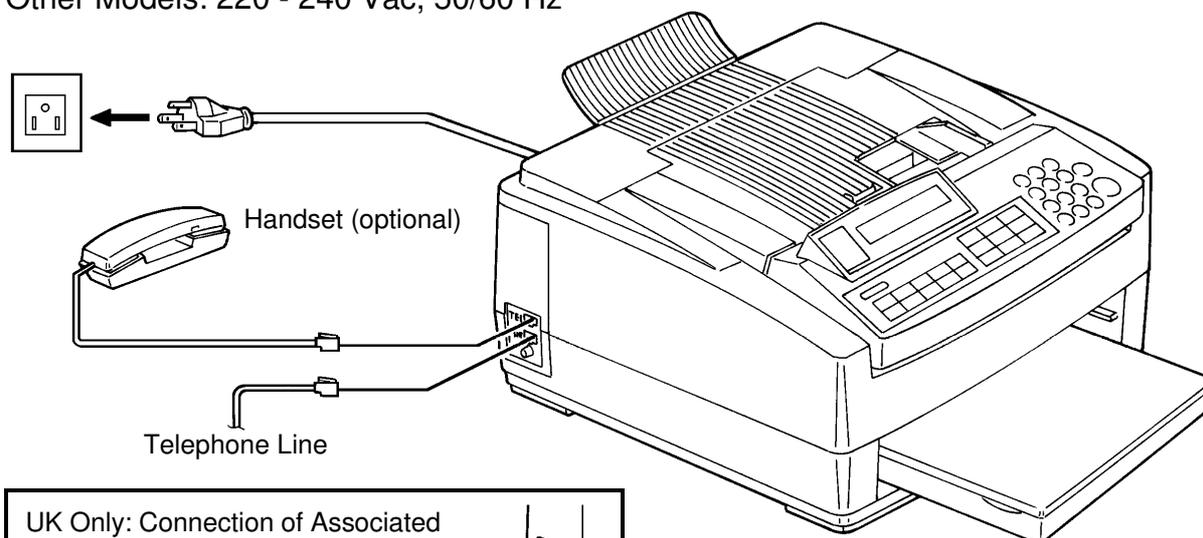
CONNECTING UP THE MACHINE

Before starting to operate the machine, make sure that it is connected up correctly, as shown below.

Power Source:

North America/Taiwan Models: 115 Vac, 60 Hz

Other Models: 220 - 240 Vac, 50/60 Hz



You may connect an answering machine instead of the handset if you wish, or you can leave the handset socket unused.

Connect this to the wall socket for the telephone line.

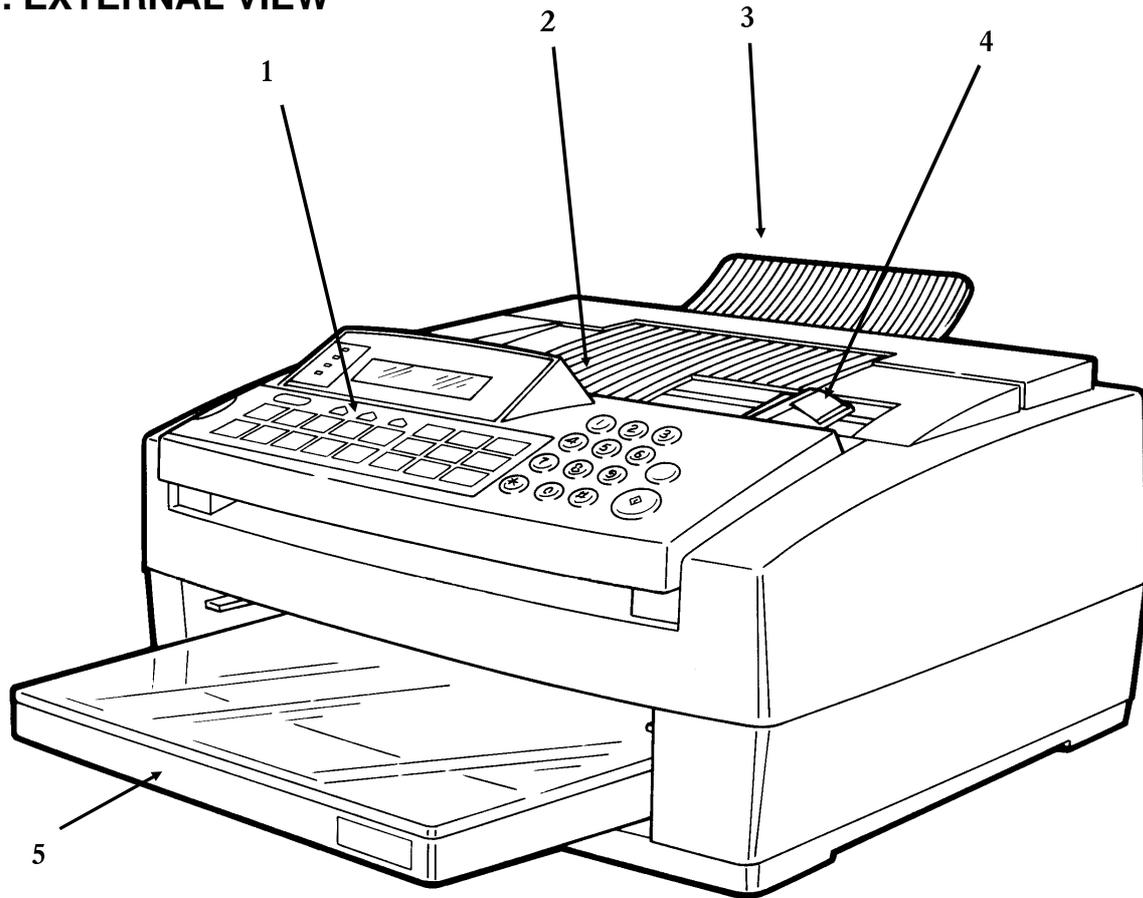
When installing the machine, first connect the power cord, then the telephone line. When moving the machine, first disconnect the telephone line, then the power cord.

IMPORTANT POINTS ABOUT POWER CONNECTION

- The supply from the wall outlet must be between 100 and 135 Vac (North America/Taiwan models) or between 198 and 264 Vac (other models).
- The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 125V/15A (North America/Taiwan models) or 300V/10A (other models), and that your facsimile terminal is the only piece of equipment connected to that cord.

SECTION 1. COMPONENT GUIDE

1. EXTERNAL VIEW

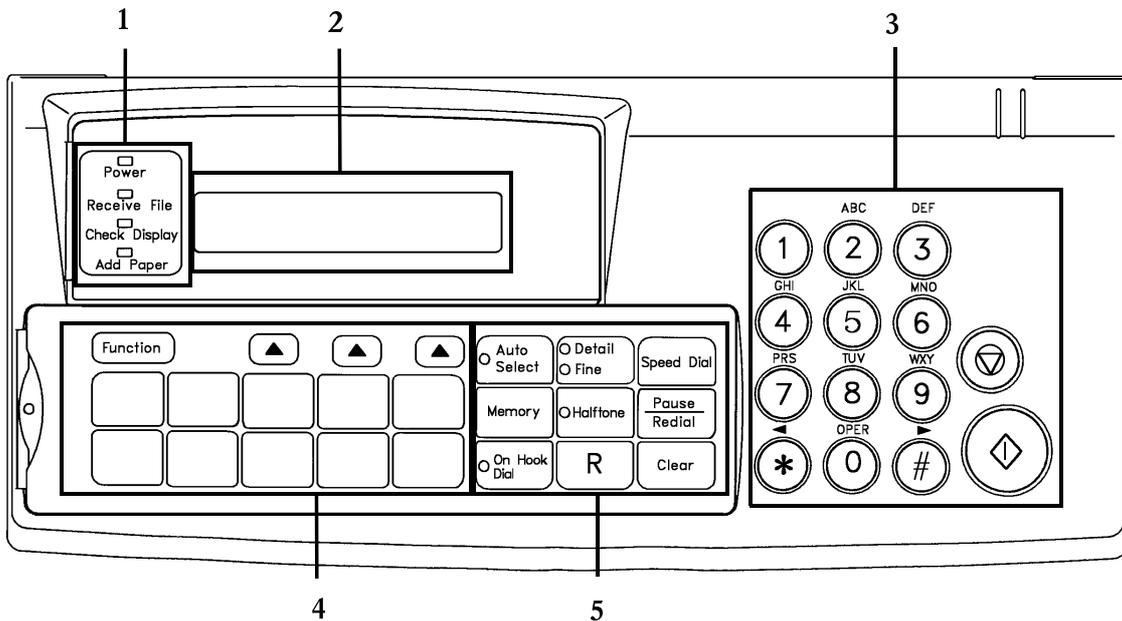


1

1	Operation Panel
2	Document Table
3	Document Tray
4	Document Guide
5	Cassette

SECTION 1. COMPONENT GUIDE

2. OPERATION PANEL



1.	Power Indicator	Lights when the power cord has been plugged in (there is no power switch).
	Receive File Indicator	Lights when an incoming message is being received into memory, and goes out after the message has been printed. If the indicator remains lit after reception, the machine is out of paper or jammed.
	Check Display Indicator	Lights or blinks when there is a problem with the machine; look at the display to determine the nature of the problem.
	Add Paper Indicator	Lights when the paper cassette is empty.
2.	Display	Displays prompts, warnings, and selected modes. The bottom line of the display also shows the current functions of the three selector keys below the display (if nothing is indicated, the keys are currently inactive).
3.	Ten Key Pad	Use this as a telephone keypad, or to enter Speed Dial codes. You can also use these keys to type names and labels such as the RTI and TTI.
	Stop Key 	Press this to stop the machine and return it to standby mode.
	Start Key 	Press this to start fax communication.
4.	Function Key	Press to use one of the numbered functions.
	Selector Keys	These three keys are used to choose from options that are displayed on the bottom line of the screen immediately above.
	Quick Dial Keys	Each of these can be programmed with a telephone number or a group.

SECTION 1. COMPONENT GUIDE

5.	Reception Mode Selector Key	<p>Use this key in conjunction with Function 31 to select the reception mode that you wish to use.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the Auto Select indicator is not lit, the machine is in Tel mode. You must be by the machine to receive fax messages. <input type="checkbox"/> If the Auto Select indicator is lit, the machine is either in Auto, Fax, or TAM mode (depending on the setting of Function 31). In each of these modes, your machine will receive fax messages automatically; you do not have to stay by the machine. <p>See page 24 for more details on the four reception modes.</p>
	Resolution Selector Key	Press this to select either Standard, Detail, or Fine. The indicator that is lit shows the currently selected scanning resolution. If neither indicator is lit, Standard mode has been selected.
	Speed Dial	Press this to dial using a Speed Dial code.
	Memory Key	Press this key if you wish to transmit a fax message using the memory.
	Half-tone Key	Press this to use half-tone mode. If the indicator is lit, Half-tone mode has been switched on.
	Pause /Redial Key	Press this if you need to insert a pause when dialing. Also, press this to redial one of the last five numbers that was dialed.
	On Hook Dial Key	Press this if you wish to dial before placing your document in the feeder, or without picking up the handset.
	"R" Key	<p>Press this when you wish to get an outside line if your machine is connected behind a PBX that uses either the Ground Start or Flash Start method. Also, press this key if you wish to transfer a telephone call to another extension.</p> <p>If you have the optional printer interface kit, use this key to reset the printer.</p>
	Clear Key	Use this as a backspace key during programming.

SECTION 2. ROUTINE OPERATION

This section contains information on the features that you will probably use the most often. In particular, the procedure on page 16 shows you how to send a fax message in the simplest and quickest way.

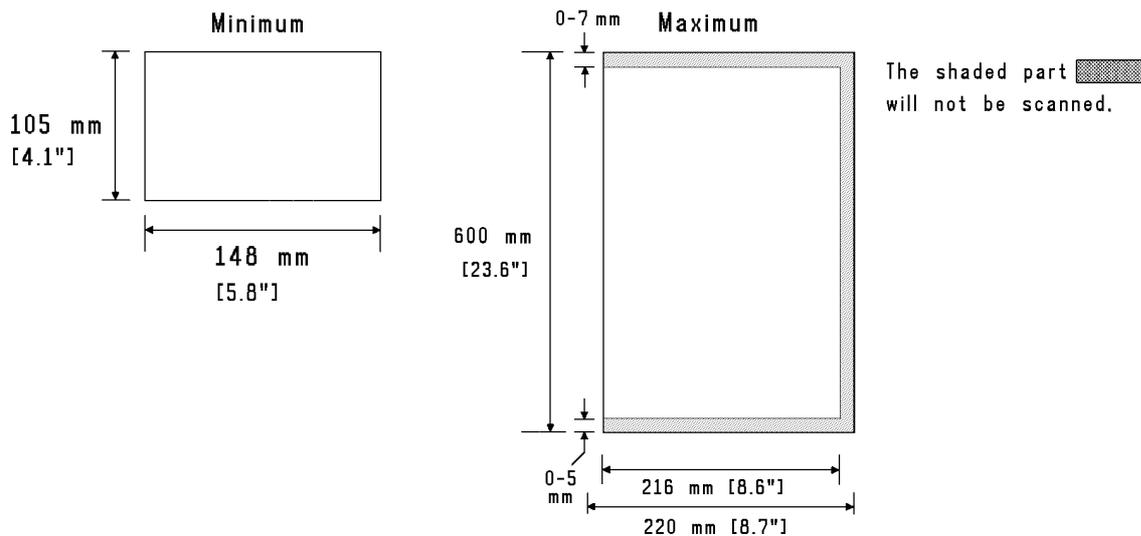
1. SENDING A FAX MESSAGE

1-1. Recommended Types of Document

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

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

Correct Size



Thickness: 0.05 to 0.15 mm (2 to 6 mils)

Length: Up to 600 mm (23.6 ins) can be fed manually.

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

Clearly Written

Small faint letters may not be transmitted clearly.

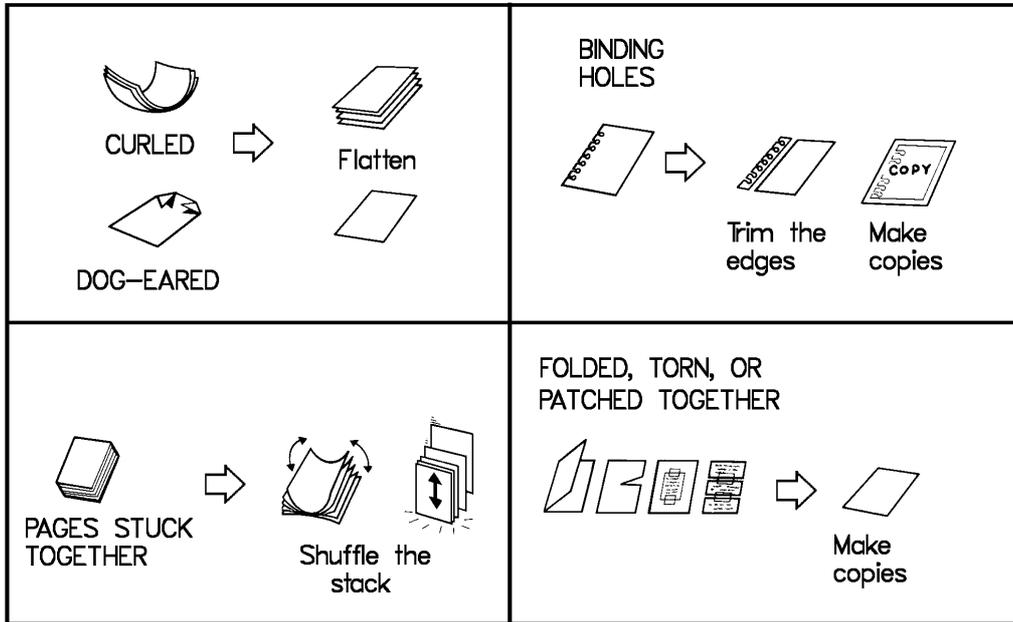
Uniform Page Size

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

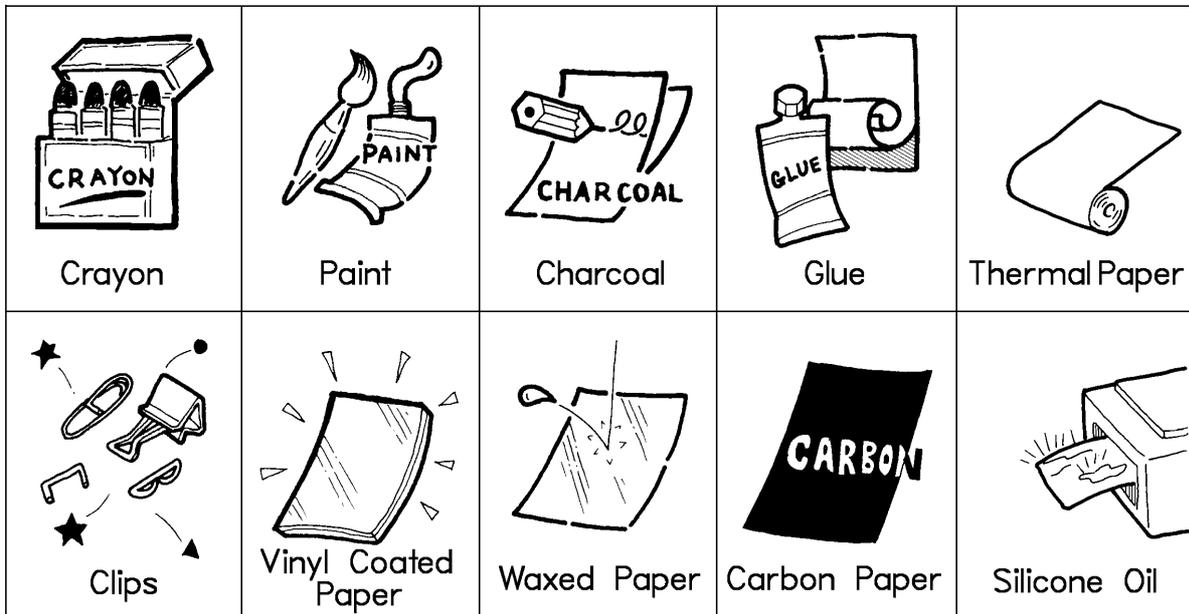
SECTION 2. ROUTINE OPERATION

Page Condition

Do not place damaged pages into the feeder.



Your document must not contain any of the following materials.



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

SECTION 2. ROUTINE OPERATION

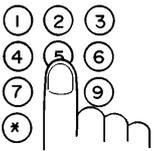
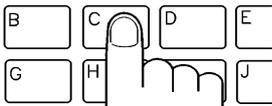
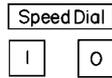
1-2. Transmission Procedure at a Glance

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

DIAL NUMBER 10:15AM
THEN INSERT DOCUMENT

If the Check Display indicator blinks or is lit, follow the instructions on the display panel.

2. Dial (use one of the following ways).

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset
	<p>Example: QuickDial C</p> 	<p>Example: SpeedDial IO</p> 	

Quick and Speed Dials must be programmed in advance. See pages 55 and 56.
Handset: see page 34 for full details of how to send a fax using the handset.

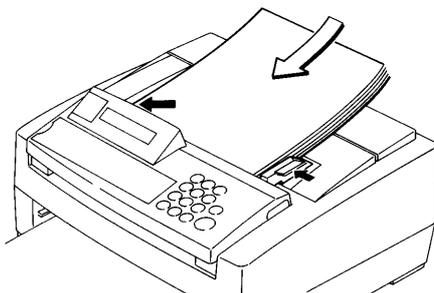
If you make a mistake, use the **Clear** key to backspace.

If using the ten key pad or handset, and your machine is on an extension behind a PBX, dial the access code (or press "R" depending on your PBX type; see page 52), then a pause, then the telephone no. For an international no., press the Pause key after entering the country code.

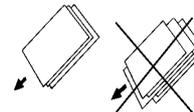
3. Place your fax message into the feeder.

12025551234
PRESS START

Insert the document so that the edge is flush with the left hand document guide. Wait for the machine to pull the document in. Then slide the right hand document guide across until it is flush with the other edge of the document (the guide should not apply pressure to the edges of the pages). Wait for the machine to pull the document in.



- Not more than 10 pages.
- The pages should be face down and arranged loosely, but the leading edges should be tidy, as shown below.



? Selecting Resolution and Halftone Mode: see page 18.

4. 

12025551234
DIALING...

The machine will dial the other party and scan your message.

Note: Watch the display. The identification of the other party will appear. If you have dialed the wrong number, press .

5. After sending the message, the machine shows how many pages were sent, then it disconnects the line.

Possible Problems

You want to take the document out of the feeder
Pull open the scanner, and take out the document.

CAUTION: If you do not open the scanner before you pull out the document, you may damage the machine.

You want to send more than 10 pages
While the last page is being fed in, place the following pages (up to 10) in the feeder.

You made a mistake while dialing

If you have already pressed , press  immediately.

If you haven't pressed  yet, press **Clear**. The telephone number is deleted one digit at a time.

The Check Display indicator is blinking

An error has been detected. Follow the instructions on the screen. For more information about the error displays, see page 75.

SECTION 2. ROUTINE OPERATION

1-3. Resolution and Halftone Modes

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end, for example if they contain small characters or are written on colored paper. However, your machine has two settings that you can adjust to help you transmit your document with the best possible image quality.

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

- Resolution -

There are three resolution settings to choose from.

- Standard:** Suitable for most typewritten documents
- Detail:** Use this for documents with small print or fine details
- Fine:** Use this for the best quality reproduction

To change the resolution, press **Detail/Fine** until the indicator next to the required setting is lit. If neither of the Detail or Fine indicators is lit, the machine is in Standard resolution mode.

You can change the resolution for each page. The machine checks the resolution setting just before it scans each page. If you wish to change the resolution between pages, wait till the current page is pulled into the machine, then choose the resolution setting that is needed for the next page.

Note: If the receiving terminal is not equipped to receive at high resolution, it will print your document at the highest resolution that it can.

- Halftone -

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

To select Halftone mode, press **Halftone** until the Halftone indicator is lit. If the indicator is not lit, Halftone is not selected.

Halftone mode slows down the transmission speed, and may increase your communication costs. Higher resolutions also do this. This is because these settings create larger files that contain more information.

Note: For speedy transmission, use Standard resolution, and keep Halftone off.

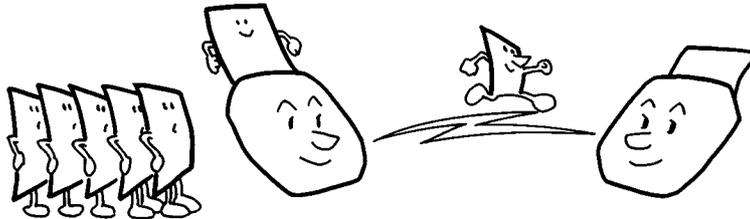
CAUTION: If you use Halftone with Memory Transmission, the document may not be scanned completely because there may be too much data to fit into memory. Do not use Memory Transmission if you intend to use Halftone mode.

1-4. Routine Transmission Methods

There are two ways to send a fax message.

- Immediate Transmission
- Memory Transmission

- Immediate Transmission -



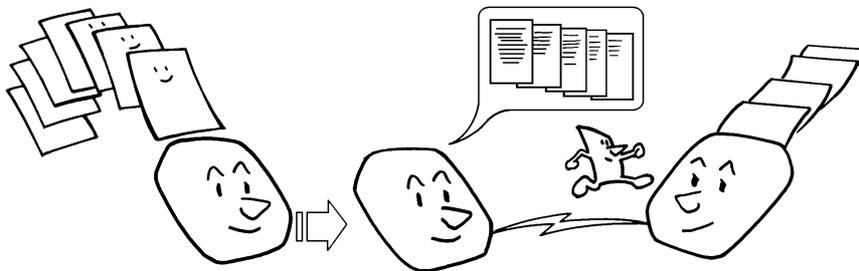
Immediate Transmission is convenient when:

- You wish to send a message immediately
- You quickly wish to check whether successful connection has been made with the other party

The machine dials immediately. The message is scanned and transmitted page by page without being stored in memory.

The procedure in "Transmission at a Glance" on p. 16 shows how to use Immediate Transmission.

- Memory Transmission -



Memory Transmission is convenient because:

- Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long)
- You can send the same fax message to more than one place with one operation (this is known as "Broadcasting").

The procedure in "Using Memory Transmission" on page 36 shows how to use Memory Transmission and Broadcasting.

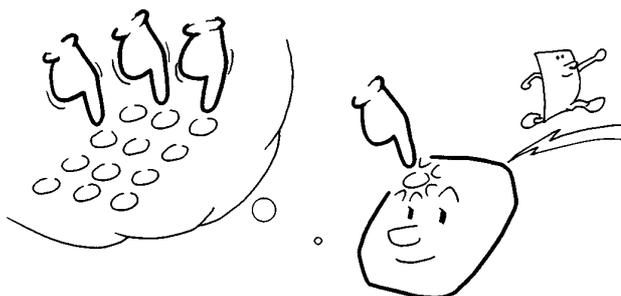
Note: You cannot use Memory Transmission if a fax message is currently being received.

SECTION 2. ROUTINE OPERATION

1-5. Convenient Dialing Methods

In addition to dialing the full number on the fax machine's keypad, the machine has the following dialing methods:

- Quick Dial
- Speed Dial
- Groups



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. When you need to dial a number, just call it up (for example, by pressing the required Quick Dial Key).

- Quick Dial and Speed Dial -

Quick Dial and Speed Dial are very convenient for dialing numbers that you often call, especially if these numbers are very long (like international numbers).

After programming your Quick Dials and Speed Dials, you can dial a telephone number with very few keystrokes.

- To use Quick Dial: Put your document in the feeder, press a Quick Dial Key then press .
- To use Speed Dial: Put your document in the feeder, press **Speed Dial**, enter a two-digit Speed Dial Code, then press .

You can program 10 Quick Dial Keys and 40 Speed Dial Codes in your machine.

 Using Quick and Speed Dial: see pages 16 and 36.

- **Groups** - Programming Quick and Speed Dial numbers: see pages 55 and 56.

If you will frequently send the same message to more than one place (using the Broadcasting feature), program these telephone numbers into a group. Then you can send the messages to all the addresses in that group with just a few keystrokes.

- To use a Group, put your document in the feeder, and press **Memory**. Then press **Speed Dial** then the Quick Dial Key (from A to E) that corresponds to the Group that you need. Then press .

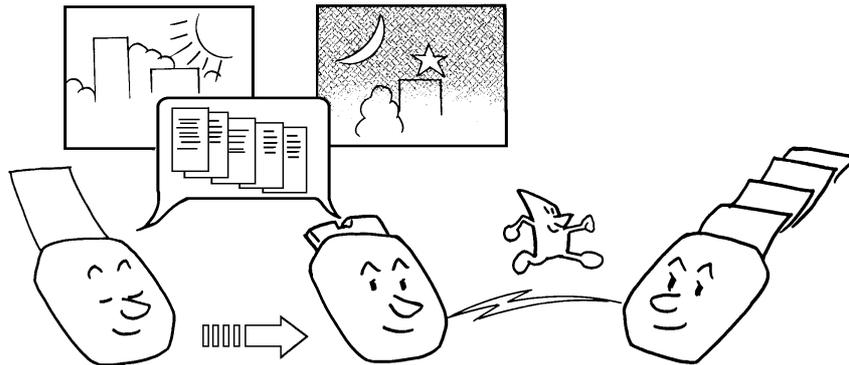
You can store 5 Groups in your machine.

You can also program a name for that group (for example, "Chess Club"), which will be displayed before you start the transmission. This helps you to check whether you selected the correct group.

 Using a Group: see page 36.

Programming a Group: see page 58.

1-6. Using Send Later



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

1. Place your document in the feeder.

```
DIAL NUMBER 10:15AM
THEN PRESS START
```

2. **Function** **0** **1**

```
01 SEND LATER
REVIEW SET EXIT
```

3. **SET**

```
SET HOURS: 10 AM
- + OK
```

4. Set the hour.

- Adjust the displayed hour with **+** and **-** .
 - When the hour is correct: **OK**
- ?** Press + or - once, or hold it down until the required hour is displayed.

```
SET MINUTES: 30
- + OK
```

5. Set the minute.

- Adjust the displayed minute with **+** and **-** .
- When the minute is correct: **OK**

```
SEND LATER: DIAL NO.
THEN PRESS START
```

6. Dial

- ?** See page 16 for how to dial.
Do not use the handset.

```
12025551234
PRESS START
```

7. **↓**

Your fax message remains on standby in the feeder, and will be sent at the displayed time.

```
12025551234
SEND AT 10:30AM
```

If you wish to cancel the operation.

Press **⏏** twice. The machine feeds out the document.

SECTION 2. ROUTINE OPERATION

1-7. Redialing

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

- Automatic Redialing -

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

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

While the machine is waiting to redial, the display shows a countdown of how many seconds remain until the machine redials. In the displayed example, there are 103 seconds left.

```
12025551234
AUTO REDIAL... 103
```

- To interrupt automatic redial:  twice.
- To redial immediately: **Pause/Redial**

- Redial Key -

The machine remembers the last five numbers that you dialed.

1. Place your document in the feeder.

```
DIAL NUMBER 10:15AM
THEN PRESS START
```

2. Press **Pause/Redial** repeatedly until the required number appears in the display.

```
12025551234
PRESS START
```

3. 

```
12025551234
DIALING...
```

2. RECEIVING FAX MESSAGES

2-1. Overview of the Four Reception Modes

There are four ways to set up your machine to receive fax messages. In three of these modes (Auto, TAM, and Fax modes) the machine will receive incoming fax messages automatically, without anybody being present.

- Auto Mode -

The machine answers all incoming calls automatically.

- If your machine detects that the call is coming from another fax machine, the incoming fax will be accepted automatically. You do not need to intervene.
- If your machine detects that the other party is a telephone caller, it will start ringing to allow you to answer the call. If you do not answer within a certain time, the machine will connect the caller to the fax machine.

- TAM (Telephone Answering Machine) Mode -

This mode is useful if you have a telephone answering machine connected to the "TEL" jack on your machine.

- TAM mode ensures that your answering machine has the chance to respond to incoming telephone calls. If the call happens to be a fax message, the message will be given to the fax machine automatically.

For information on how to set up your answering machine to take advantage of this feature, see page 35.

- Fax Mode -

Your machine will treat each incoming call as if it comes from a fax machine.

- You do not have to be by the machine, as long as you have kept the power on. Use this setting if you have connected the machine to a special line used only for fax messages.

- Tel (Telephone) Mode -

Your machine will not answer incoming calls automatically.

- You must answer every incoming call yourself and decide whether the incoming call is from a fax machine or from a telephone caller.

SECTION 2. ROUTINE OPERATION

2-2. Selecting and Setting Up a Reception Mode

- Auto Mode -

When you select Auto Mode, there are two settings that you can adjust.

- Auto Ring Time:** When the machine detects an incoming call, it will ring to attract your attention. While the machine is ringing, you have a chance to answer the call; after ringing stops, the fax machine will grab the line, and you are no longer able to answer the call yourself. The Auto Ring Time is the amount of time that the machine will ring for.
- Voice Prompt (On/Off, Languages):** During the Auto Ring Time, the machine can send either a ringing signal or recorded voice messages to the other party. You can select either of these choices. You can also select two languages for the recorded messages. Each message will be transmitted in both of the selected languages.

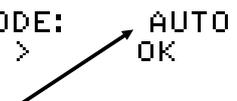
1. If the Auto Select indicator is not lit, press **Auto Select** to light the indicator. If the indicator is already lit, do not press **Auto Select** or the reception mode will change to Tel Mode.

2. **Function** **3** **1**

```
31 SET RECEIVE MODE
REVIEW SET EXIT
```

3. **SET**

```
RECEIVE MODE: AUTO
< > OK
```



4. Scroll through the reception modes by pressing **<** and **>**.

Current Setting: Auto Mode

- When AUTO is displayed: **OK**

```
CHANGE DETAILS?
YES NO
```

5. Either:

- Do not change the settings: **NO** : the machine returns to standby mode.
- Change the settings: **YES** : go to step 6.

```
AUTO RING TIME: 20S
- + OK
```

6. Use **+** and **-** to adjust the Auto Ring Time. Then press **OK**

```
VOICE PROMPT: SPEECH
RING SPEECH EXIT
```

Note: In some countries, you cannot use the "RING" option.

7. Either:

- If you wish the caller to hear only a ringing signal: **RING** . The machine returns to standby mode.
- If you wish the caller to hear the recorded voice messages: **SPEECH** . Go to step 8.

```
1ST PROMPT:    ENGLISH
               <      >      OK
```

8. Select the first language (the recorded messages will be sent in this language first):

- Scroll through the options with **<** and **>** .
- Press **OK** when the required language is displayed.

```
2ND PROMPT:    ---
               <      >      OK
```

9. Select the second language:

- Scroll through the options with **<** and **>** . If you do not wish to use a second language, select " _ _ _ ".
- Press **OK** when the required language is displayed. The machine returns to standby mode.

- TAM Mode -

When you select TAM Mode, there are three settings that you can adjust. These are:

- TAM Ring Count: This value indicates how many times your fax machine rings before it answers the call. (UK: The normal setting is 4 rings.)
- TAM Silence Detection: This is the maximum amount of time that silence can be on the line before the fax machine can take the call. (UK: The normal setting is 5 seconds.)
- Voice Prompt Languages: You can also select two languages for the recorded message. Each message will be transmitted in both of the selected languages.

1. If the Auto Select indicator is not lit, press **Auto Select** to light the indicator. If the indicator is already lit, do not press **Auto Select** or the reception mode will change to Tel Mode.

2. **Function** **3** **1**

3. **SET**

```
31 SET RECEIVE MODE
REVIEW    SET      EXIT
```

```
RECEIVE MODE:
               <      >      AUTO
                                   /
                                   OK
```

Current Setting: Auto Mode

SECTION 2. ROUTINE OPERATION

4. Scroll through the reception modes by pressing and .

When TAM is displayed:

```
CHANGE DETAILS?
YES                NO
```

5. Either:

Do not change the settings: : the machine returns to standby mode.

Change the settings: : go to step 6.

```
TAM RING COUNT:  04
-                +   OK
```

6. Use and to adjust the TAM Ring Count.

Then press .

```
TAM SILENCE DET.:055
-                +   OK
```

The TAM Ring Count must be set to one ring more than the number of rings that your answering machine waits before it takes the call. To check this number, have a friend call and do not answer the phone. Count the number of rings that you hear before the answering machine takes the call.
Example: If your answering machine is set up to take the call after 4 rings, set the TAM Ring Count to 5 rings.

7. Use and to adjust the TAM Silence Detection Time. Then press .

```
1ST PROMPT:      ENGLISH
<                >   OK
```

This time must be shorter than the time that your answering machine takes to detect silence and disconnect the line. Otherwise, the answering machine will disconnect the line before the fax machine has a chance to answer the call. However, the setting must be long enough to prevent the fax machine from taking the call during a pause between sentences. In most cases, the default setting of 5 seconds should be adequate.

8. Select the first language (the recorded message will be sent in this language first):

Scroll through the options with and .

Press when the required language is displayed.

```
2ND PROMPT:      ---
<                >   OK
```

9. Select the second language:

Scroll through the options with and . If you do not wish to use a second language, select "-- --".

Press when the required language is displayed. The machine returns to standby mode.

For information on how to set up your answering machine, see page 35.

- Fax Mode -

1. If the Auto Select indicator is not lit, press **Auto Select** to light the indicator.
If the indicator is already lit, do not press **Auto Select** or the reception mode will change to Tel Mode.

2. **Function** **3** **1**

```
31 SET RECEIVE MODE
REVIEW SET EXIT
```

3. **SET**

```
RECEIVE MODE: AUTO
< > OK
```



Current Setting: Auto Mode

4. Scroll through the reception modes by pressing **<** and **>** .
When FAX is displayed: **OK** . The machine returns to standby mode.

- Tel (Telephone) Mode -

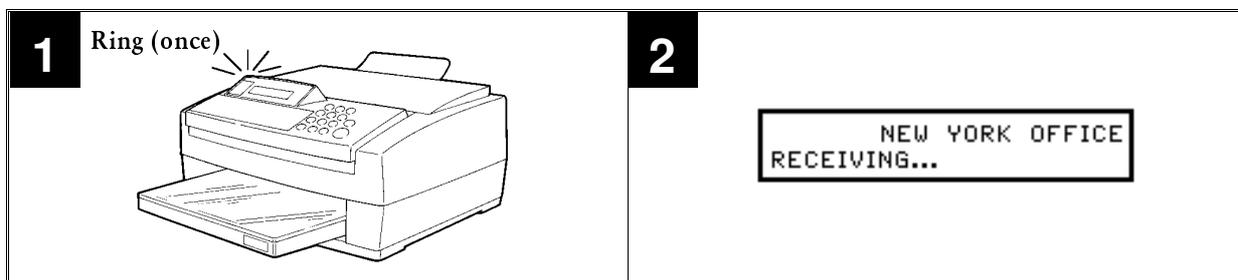
1. If the Auto Select indicator is lit, press **Auto Select** to extinguish the indicator. The machine is now in Telephone mode.

SECTION 2. ROUTINE OPERATION

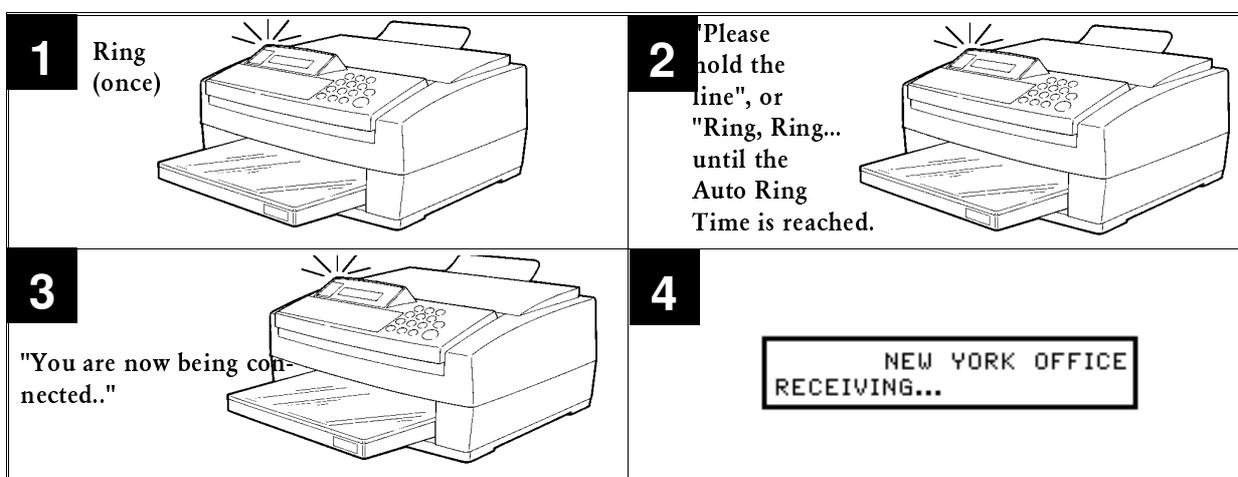
2-3. Receiving

- Auto Mode -

If the caller is another fax machine:



If the caller is a telephone caller:



1. The machine rings once, and INCOMING CALL is displayed.

2. Either:

- If the incoming call is from another fax machine, the machine automatically receives the fax message (see the top diagram).
- If the machine continues to ring, there is a telephone caller at the other end. The machine sends out a recorded message asking the caller to hold the line, or just a ringing signal, depending on how you set up the machine.
The recorded messages are stored in the factory and cannot be altered.

3. To answer the call, pick up the handset and press  (N. America/Taiwan: Do not press ). If you have not answered the call before the Auto Ring Time has expired, the machine will send another message to the caller, informing them that the call is about to be switched over to the fax machine.

4. Either:

- The machine receives the fax message and returns to standby mode.
- The caller hears your machine's fax tones and hangs up. The machine returns to standby mode.

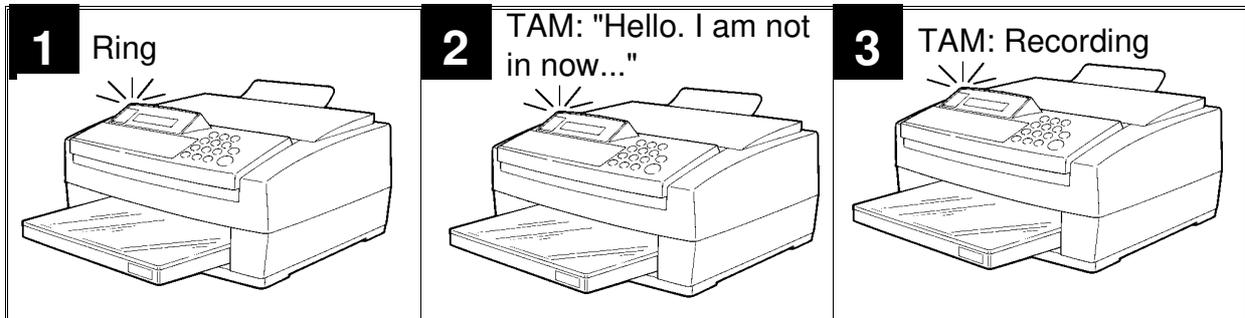
- TAM Mode -

If the caller is another fax machine:

The TAM, connected to the handset jack on the side of the machine, is not shown in the diagrams on this page.



If the caller is a telephone caller:



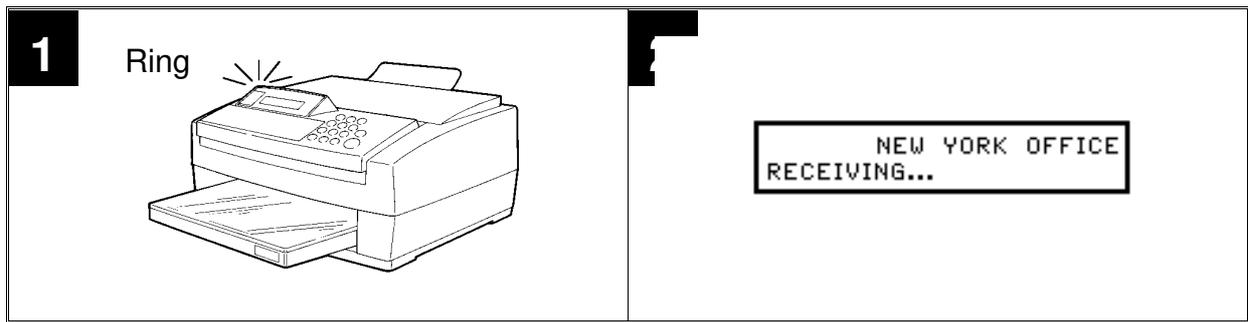
1. All phones ring until the TAM Ring Count is reached.
2. If you do not pick up the phone before the TAM Ring Count is reached, the answering machine takes the call (it sends a recorded message then starts recording). The fax machine listens in at the same time.
3. If the fax machine hears a fax machine identification signal from the other end, it switches to fax mode automatically for this call. It immediately takes the line from the answering machine and receives the fax message.
 - Some older fax models do not send identification signals. If no signal has come in at the end of the TAM Silence Detection Time, the fax machine sends out a recorded message to inform the other end that the fax machine is about to take the line. Then the machine receives the fax message.

Note: Silence detection may not be reliable if there is noise on the line.
 TAM mode may be unreliable with answering machines that have their own silence detection feature or that emit signals to the other end while recording.

For information on how to set up your answering machine, see page 35.

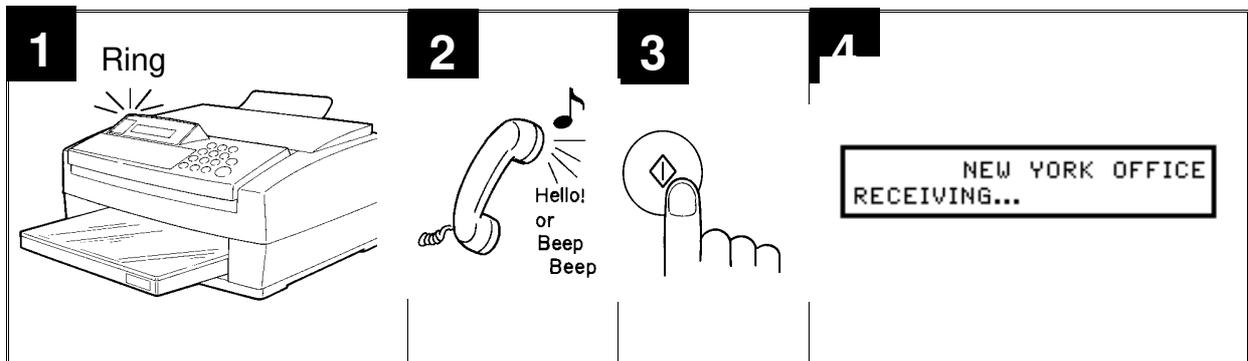
SECTION 2. ROUTINE OPERATION

- Fax Mode -



1. The telephone rings once.
See page 54 if you need to change the ringer`s volume.
2. The machine automatically starts to receive the message.

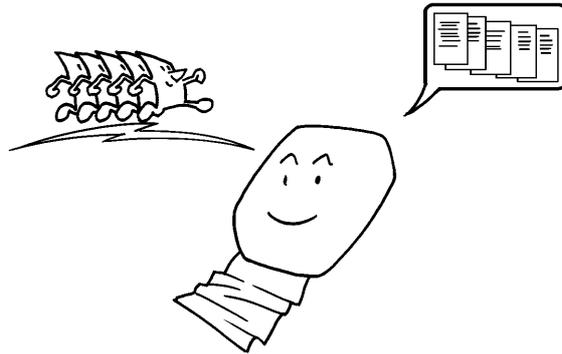
- Tel (Telephone) Mode -



1. The machine rings continuously until you answer the call. Pick up the handset.
2. Either:
 - If you hear a voice from the other end, speak in reply.
 - If you hear a tone every few seconds, the other end is a fax terminal (also, if you don`t hear anything, the other end may be an older machine that doesn`t send identification signals).

Remove any documents that are in the feeder, then press  .
3. If the person at the other end wishes to send you a fax message, press  to receive the message. Then hang up the handset.
4. The machine starts to receive the message.

2-4. Substitute Reception



If the printer is jammed or out of supplies, you will still be able to receive fax messages; any messages coming in will be stored in the machine's memory.

If the "Receive File" indicator is lit while the machine is in standby mode, a message has been stored in the memory using the Substitute Reception feature.

To print the message, you will have to do the following.

- If the printer is jammed: Remove the jammed paper.
- If there is no paper: Supply the machine with paper.
- If there is no ink: Replace the ink cartridge.
- If the printer cover is not closed properly: Close the cover.

Messages received into memory will be printed automatically after you have returned the machine to normal operating condition.

Substitute Reception can be disabled when the sender has no RTI or CSI: see page 47

2-5. Receiving during a Forwarding Period

If you have set up the Forwarding feature (see page 42), your machine will do the following when a fax message is being received.

1. After the message has been received, the Receive File indicator lights up, and the display shows the following message.

```
FAXES IN-FORWARD TO:
12015553456
```

2. Your machine dials the telephone number indicated on the bottom of the screen, and sends the fax message.
3. After forwarding the message, the Receive File indicator goes out.
4. Finally, the message will be printed if you switched Local Printing on during the programming procedure for Forwarding (see page 42).

SECTION 2. ROUTINE OPERATION

3. MAKING TELEPHONE CALLS

Fax machines have several features that allow you to use them conveniently as telephones. These features are also useful when calling fax machines that are usually kept in Manual Receive Mode. The most notable are the following:

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

3-1. Using the Handset

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

1. Pick up the handset.

DIAL NUMBER 10:15AM
HANDSET

2. Dial  See page 16 for how to dial.

12025551234
HANDSET

Note: Do not press .

3. Continue as for a normal phone call.

3-2. Using On Hook Dial

Using this feature, you do not have to pick up the handset before dialing. Just press the On Hook Dial key, and dial the number. When you hear the other party on the fax machine's built-in speaker, you can pick up the handset.

1. On Hook Dial

DIAL NUMBER 10:15AM
ON HOOK DIAL

2. Dial.  See page 16 for how to dial.
Do not use the handset.

12025551234
ON HOOK DIAL

Notes: Do not press .

If you wish to cancel the call: On Hook Dial .

3. Listen to your machine's built-in speaker. When the other party replies, lift the handset, then press  . Then continue as for a normal phone call.

DIAL NUMBER 10:15AM
HANDSET

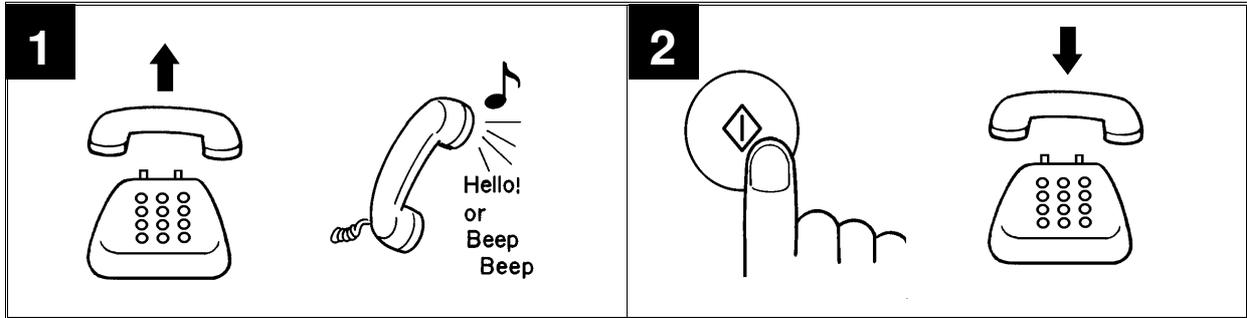
[N. America/Taiwan: Do not press  .]

3-3. Answering the Telephone

If the telephone rings just once:

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

If the telephone rings continuously:



1. Pick up the handset.

Note: If you hear a high-pitched tone, a fax is coming in.
Press  then hang up.

All areas except N. America and Taiwan: If "INCOMING CALL" is displayed, press .

2. Speak to the other party.

3. If the caller wants to send you a fax, press  after speaking. Then hang up.

Note: If you are using TAM mode, the phone will ring for the number of times that is specified by the TAM Ring Count setting. Then, if the incoming call is from a fax machine, it will answer the line automatically.

POSSIBLE PROBLEM

If nothing happens after you press , the power may be switched off.

3-4. Transferring a Call

If your machine is on an extension and you wish to transfer the call to another extension:

1. Press the  key, then dial the required extension number.
2. When the call is answered at the other phone, hang up your handset.

Note: Some types of multiple extension systems will not allow you to do this.

SECTION 2. ROUTINE OPERATION

3-5. Phoning and Faxing on the Same Call

1. Pick up the handset and dial the other party.

12025551234
HANDSET

Note: Do not press .

2. When you hear the other party talking, begin the conversation.

Note: If you hear a high-pitched tone instead of a voice, place your fax message in the feeder and press  immediately.

3. When you wish to send a fax, place your message in the feeder and ask the other party to press .

12025551234
HANDSET

4. When you hear a high-pitched tone, press .

CONNECTING...

5. Either:

- If you do not wish to speak with the other party again, replace the handset.
- If you wish to speak again, do not replace the handset. Wait for your machine to beep repeatedly, then press  and speak (this only works if the other party's handset is off-hook).

3-6. Answering Machine

If you connect an answering machine to the rear of your fax machine, you will be able to record incoming telephone messages and receive incoming fax messages on the same line while you are out.

- Setting up the Answering Machine -

1. Connect the answering machine to the telephone jack on your fax machine.
2. Record a message in the answering machine. It should be something like the following. The sentence in boldface is particularly important.

" Hello this is I am out now. If you would like to leave a message, please speak after you hear the beep. If you would like to send a fax message, place your fax message in your document feeder, then press Start on your fax machine, then hang up."

- Activating the Answering Machine -

When you are going to leave the fax machine unattended, do the following:

- Set your fax machine up in TAM Mode.
- Set the "At Home/Out" switch on the answering machine to "Out".

When you come back:

- Set your fax machine up in whichever receive mode you prefer.
- Set the "At Home/Out" switch on the answering machine to "At Home".

3-7. Making a Copy

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, select the required resolution and halftone settings, and press the  key.

Note: Copying an original is a good way to test contrast and resolution before sending a document, if you are not sure that the settings are appropriate. The copy made by your fax machine shows you how the message would look when received at the other end. If it does not look good, change the settings and try again. See page 18 for details on the various resolution and halftone settings.

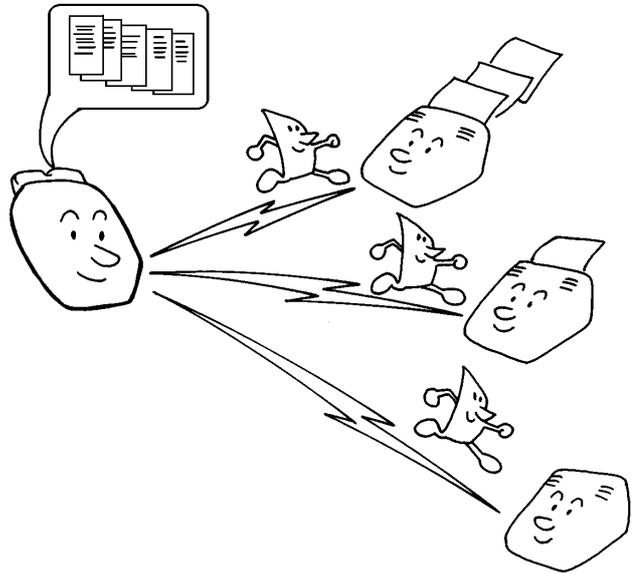
SECTION 3. ADVANCED FEATURES

The features described in this section will allow you to use the full capability of the machine.

1. Using Memory Transmission and Broadcasting

Using this feature, you can send the same fax to more than one location with just one operation. The fax message will be stored in memory, then sent to each address.

Note: Your machine's memory can only hold one document (up to 9 pages) at a time. If your document requires Fine resolution or Halftone, it may not fit in the memory.



1. Place your document into the feeder.

DIAL NUMBER 10:15AM
THEN PRESS START

2. **Memory**. The machine scans your document, while showing the amount of remaining memory in the top right of the screen.

PAGE:01 FREE: 95%
SCANNING DOCUMENT

You must press the Memory key before you dial.
If an incoming fax message is currently being stored into the memory, the machine will make an audible chirp when the Memory key is pressed. The document will not be scanned.

3. Dial in one of the following ways.

1: _
PREV. SET READY

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group
	<p>Example: QuickDial C</p>	<p>Example: SpeedDial IO</p>	<p>Example: Group C</p> <p>Press Speed Dial then:</p>

Quick Dials, Speed Dials, and Groups must be programmed in advance. See p. 55, 56, and 58.

If you make a mistake, use the **Clear** key to backspace.

If using the ten key pad and your machine is on an extension behind a PBX, dial the access code (or press "R" depending on your PBX type; see page 52), then a pause, then the telephone no. For an international phone number, press the Pause key after entering the country code.

4. **SET**

2:~
PREV. SET READY

5. Either:

- Dial another number (you can dial up to 9 numbers): go to step 3.
- Check what numbers you have input already: use **PREV** and **SET** to scroll through the numbers on the screen. If you wish to delete a displayed number, press **Clear**.
- If you have no more numbers: **READY**

SEND TIME:
NOW LATER CANCEL

6. Either:

- Send the message now: **NOW**. Transmission starts immediately
- Send the message later: **LATER**. Go to step 7.

SET HOURS: 10 AM
- + OK

- Cancel the operation: **EXIT**

7. Set the hour at which you wish transmission to start.

- Adjust the displayed hour with **+** and **-**.
- When the hour is correct: **OK**

SET MINUTES: 30
- + OK

8. Set the minute.

- Adjust the displayed minute with **+** and **-**.
- When the minute is correct: **OK**.

The machine returns to standby mode. Your document will be sent at the time that you requested.

- Note:**
- About 9 pages can be stored in the memory. If the Receive File indicator is lit, you can still store a message for transmission, if there is enough room in the memory for it.
 - To remove a fax message from the memory, use Function 09 (see p. 38).
 - If you use Halftone or Fine Resolution, the document may not be able to fit in the memory.

SECTION 3. ADVANCED FEATURES

2. Stored Document Review

Use this feature if you wish to check up on the documents that are stored in the memory at the moment. You can see information on fax messages that have been stored for later transmission, and information on incoming fax messages that have been stored in the memory. You can also use this feature to erase documents from memory.

1. **Function** **0** **9**

09 FILE LIST
REVIEW CHECK EXIT

2. **CHECK**

FILE LIST
PR.LIST CHECK EXIT

If there is no stored document, the machine displays NO FILE LIST then returns to standby within a few seconds.

3. Either:

- Print a list of messages currently in memory:

PR.LIST

PRINTING...

- See the details of the stored messages on the screen: **CHECK**

001 P:01
REVIEW DELETE EXIT

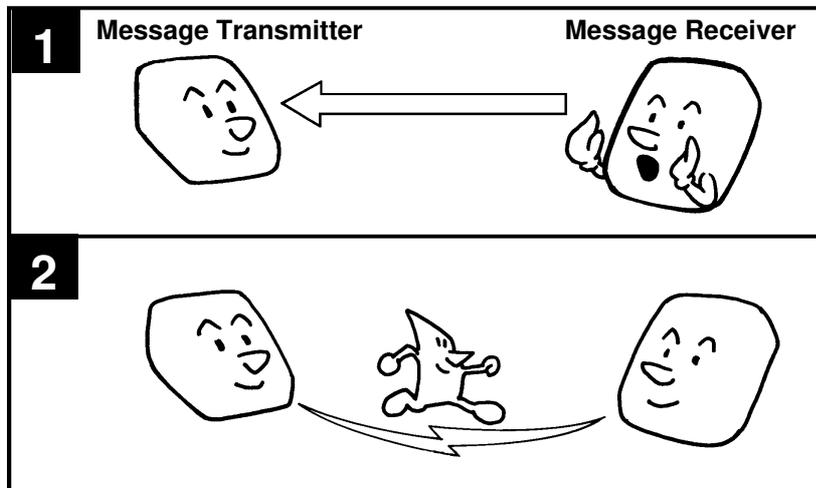
4. Either:

- Scroll through the files in memory: **REVIEW**
 Erase the document from memory: **DELETE** **YES**

The machine returns to standby mode.

- Leave this function and return to standby mode: **EXIT**

3. Polling



Polling means "picking up" a document that has been left for you at a remote fax terminal.

Using this feature, you can poll a document that has been left for you at a fax machine at another location. Or, you can 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.
- Polling can only be used when the machine at the other end has the Polling feature.

- Polling Transmission -

Use Polling Transmission when you wish to leave a document in the feeder for others to pick up.

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

You cannot enter the telephone number of the terminal that you wish to poll your document, but, using Secured Polling (see below), you can make sure that the message does not go to the wrong place.

There are two types of Polling Transmission.

- Free Polling: Anybody can poll the message from your machine.
- Secured Polling: The message will only be sent out if the ID Code of the machine trying to poll your document is the same as the ID Code stored in your machine. Secured Polling can only be used between terminals produced by the same manufacturer. An ID Code must have been programmed before you use this feature (use Function 10; see page 52).

SECTION 3. ADVANCED FEATURES

1. **Function** **0** **2**
Ø2 POLLING TRANS.
REVIEW SET EXIT
2. **SET**
TO SET POLLING TX
INSERT DOCUMENT
3. Place your document into the feeder.
ID CODE CHECK
YES NO
4. Either:
 Use Free Polling (no ID check): **NO**
 Use Secured Polling (ID check needed): **YES** POLLING TX STANDBY

Note: If you see the following display, you have not programmed your ID Code, so the polling procedure will not work.

CODE NOT PROGRAMMED
PROGRAM: FUNCTION 10

Program the ID using Function 10, then repeat the polling procedure.

5. Your machine is now ready to send whenever another party polls it.

Note: To cancel the polling while the document is still on polling standby, press  twice.

- Polling Reception -

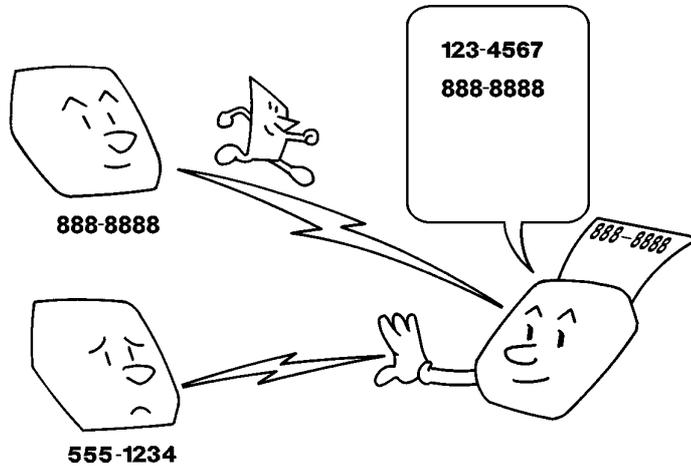
Use this feature when you wish to poll a message from another terminal. The other terminal must be set up for Polling Transmission.

1. **Function** **0** **3**
Ø3 POLLING RECEPTION
REVIEW SET EXIT
2. **SET**
POLL: DIAL NUMBER
THEN PRESS START
3. Dial.
 See page 16 for how to dial.
12025551234
PRESS START
4. 

Your machine will now dial the other terminal and pick up the document that it has in its feeder.

4. Authorized Reception

If you only wish to receive messages from certain people, switch Authorized Reception on. People will not be able to send you a message unless you have programmed their number as a Quick Dial or as a Speed Dial. This helps to prevent junk fax mail.



You will not be able to receive messages from a particular location, unless you have already programmed it as a Quick or Speed Dial, and sent a fax to it at some time. While faxing, your machine stores the other party's identification signal (RTI or CSI). Your machine will recognize this signal when that machine calls later to send you a fax message. If one of the authorized terminals changes their RTI/CSI, you will not be able to accept messages from that sender any more, unless you send them a fax message first so that your machine can memorize the new identification.

1. **Function** **1** **4**

14 AUTHORIZED RECEPTION
REVIEW SET EXIT

2. **SET**

AUTHOR. REC.: OFF
ON OFF OK

3. Either:

- Switch Authorized Reception on: **ON** **OK**
- Switch Authorized Reception off: **OFF** **OK**

Note: If you see the following display, you have not yet sent a fax to any of the numbers stores as Quick or Speed Dials. Therefore, you cannot switch Authorized Reception on yet.

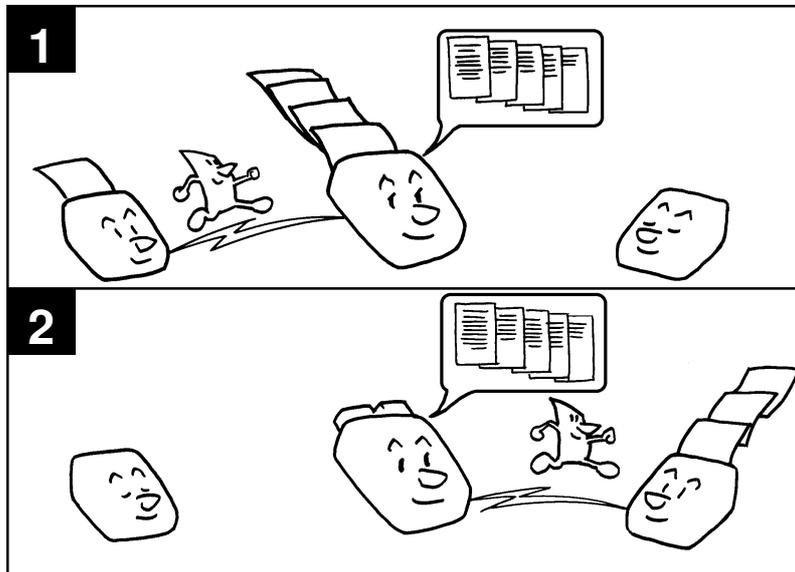
FIRST SEND FAX WITH
QUICK/SPEED DIAL

- The machine at the other end must have an RTI or CSI programmed into it.

SECTION 3. ADVANCED FEATURES

5. Forwarding (also known as Follow Me)

Using this feature, you can send all incoming fax messages on to another fax machine, known as the "forwarding terminal". You could use this feature to have messages sent on to yourself while you are on a business trip.



To set up Forwarding, program your machine as follows:

- Make sure that forwarding is switched on.
- Program the phone number of the forwarding terminal.
- Select the period during which Forwarding will go into effect.
- Decide whether you want your machine to print the forwarded messages or not (this feature is called Local Printing).

1. **Function** **1** **5**

```
15 FORWARDING
REVIEW SET EXIT
```

2. **SET**

```
FOLLOW ME IS: OFF
SET OFF EXIT
```

3. Either:

- Switch Forwarding on: **SET** .
Go to step 4.

```
FOLLOW ME TO:_
< > OK
```

- Switch Forwarding off: **OFF** .
The machine returns to standby mode.

Continued on the next page.

SECTION 3. ADVANCED FEATURES

4. Input the forwarding terminal, using a Quick Dial, Speed Dial, or a full number. Then press **OK** .

```
START
<      >
DAILY
      OK
```

? See page 16 for how to dial.

Note: Do not use the handset.

5. Program the period that Forwarding will be done. You have three choices:
- NOW:** Forwarding will go into effect now, until a time that you specify.
 - LATER:** Forwarding will be enabled for a period of time that you specify.
 - DAILY:** Forwarding will be enabled daily during the hours that you specify.

The programming procedure differs depending on your choice.

- **NOW:** Forwarding enabled from now until a certain later time -

6. Select **NOW** by pressing the **<** and **>** keys until **NOW** is displayed. Then press **OK** .

```
END:
SET      UNDEFINED
      OK
```

7. Either:

- If you want Forwarding to be enabled indefinitely: **OK** . Go to step 9.
- To specify an end limit: **SET**

```
SET MONTH:
-      +      FEB
      OK
```

8. Input the end time, starting with the month. Use the **+** and **-** keys to select the month, then press **OK** . Repeat this for the date, hour, and minute.

```
LOCAL PRINTING: OFF
ON      OFF      OK
```

9. Either:

- Switch Local Printing on: **ON** **OK** .
- Switch Local Printing off: **OFF** **OK** .

The machine prints a list of the settings that you just made, then it returns to standby mode.

- **LATER:** To enable Forwarding during a later time period -

6. Select **LATER** by pressing the **<** and **>** keys until **LATER** is displayed. Then press **OK** .

```
SET MONTH:
-      +      FEB
      OK
```

SECTION 3. ADVANCED FEATURES

7. Input the start time, starting with the month.

Use the and keys to select the month, then press . Repeat this for the date, hour, and minute.

```
END:          UNDEFINED
  SET              OK
```

8. Either:

If you want Forwarding to be enabled indefinitely: . Go to step 10.

To specify an end limit:

```
SET MONTH:    FEB
  -      +      OK
```

9. Input the end time, starting with the month. Use

the and keys to select the month, then press . Repeat this for the date, hour, and minute.

```
LOCAL PRINTING: OFF
  ON      OFF    OK
```

10. Either:

Switch Local Printing on: .

Switch Local Printing off: .

The machine prints a list of the settings that you just made, then it returns to standby mode.

- **DAILY:** To enable Forwarding during a certain interval each day -

6. Select DAILY by pressing the and keys until DAILY is displayed. Then press .

7. Input the start time, starting with the hour. Use

the and keys to select the hour, then press . Repeat this for the minute.

8. Input the end time, starting with the hour. Use

the and keys to select the hour, then press . Repeat this for the minute.

```
LOCAL PRINTING: OFF
  ON      OFF    OK
```

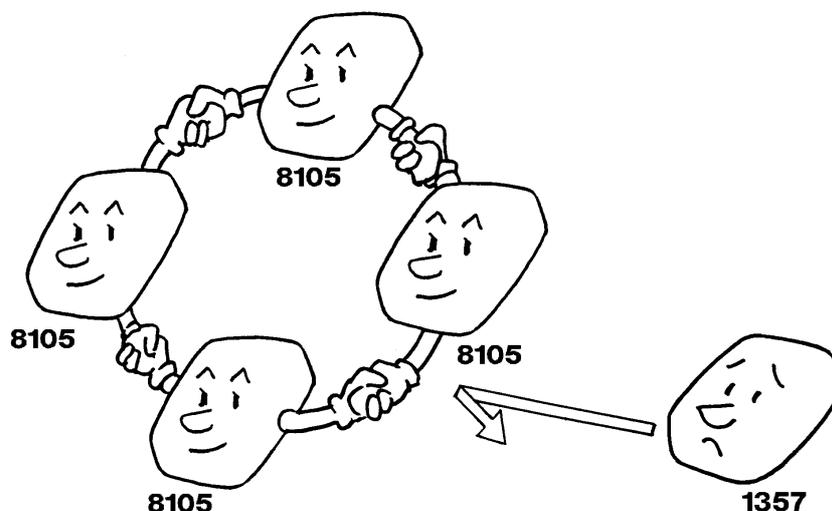
9. Either:

Switch Local Printing on: .

Switch Local Printing off: .

The machine prints a list of the settings that you just made, then it returns to standby mode.

6. Closed Network



This feature helps to stop you from accidentally sending a fax message to a terminal that is outside your fax network. It may also help you to prevent reception of excessive junk fax mail.

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

Contact a service technician if you are interested in having this turned on or off.

- Note:**
- This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.
 - You must program your ID Code before this feature can operate (use Function 10; see page 52).

7. Tonal Signals

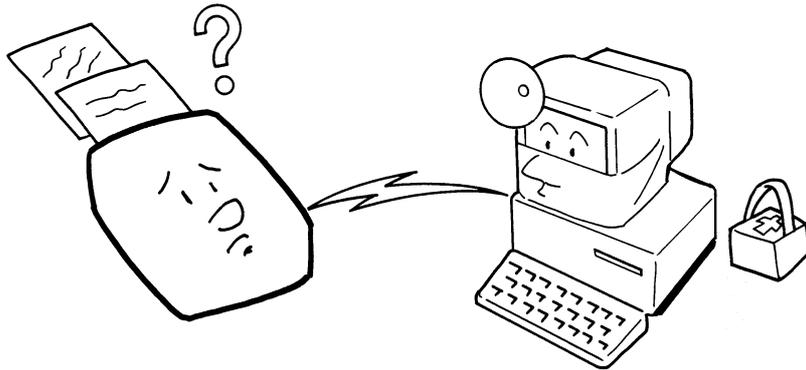
Some companies, such as banks, offer you special services by telephone, which you can access by transmitting Touch Tone or DTMF tones. If your phone service provides only pulse dialing, the ability to generate Tonal Signals will allow you to access services requiring tonal signals.

1. Dial the other party (Use the handset or On Hook Dial).
2. When you are through to the other end, press **#**, then enter the code number that is needed to access the required feature at the other terminal.

Note: You do not need to press **#** if your machine is set up for dialing in Tone Dial (DTMF) mode.

SECTION 3. ADVANCED FEATURES

8. Remote Diagnostics Service (RDS)



If your machine has a problem, a service technician can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine.

The service technician can also use RDS to change some of your machine's settings if you request it. For some operations, it may be necessary to have a user near the machine.

Your machine is initially set up to accept RDS operations at any time, and you will not be able to operate Function 19. However, if you wish to prevent the service station from accessing your machine by RDS, contact a service technician. Then you will be able to operate Function 19 as shown below to switch RDS off.

If you have disabled RDS, you may occasionally have a problem that requires you to set up your machine to accept RDS operations. In such cases, switch RDS on using Function 19 so that the service technician can start the RDS operation on your machine.

1. **Function** **1** **9**

```
19 REMOTE DIAG.  
REVIEW SET EXIT
```

2. **SET**

```
REMOTE DIAG.: OFF  
ON OFF OK
```

3. **ON** **OK**

- Notes:**
- RDS will stay switched on for 24 hours, then it will switch itself off again.
 - RDS is only available in certain countries. Check with your dealer to find out if it is available in your area.
 - RDS will not be available if your machine's modem is not working properly.

9. Disabling Substitute Reception for Unknown Senders

If your printer is jammed or out of paper, you can receive a few pages in the memory using Substitute Reception, as described on page 31.

If you wish to reject messages from senders that do not have their identifying labels (RTI or CSI) programmed, do the following procedure.

1. **Function** **2** **3**

```
23 SET USER SWITCHES
REVIEW  SET  EXIT
```

2. **SET**

```
USER SWITCHES: 0000
PRESS 3,2,1,0  OK
```

There are four digits in the top right of the display. Each can be 1 or 0.
If the second digit from the left is 0: Substitute Reception will not be disabled.
If the second digit from the left is 1: Substitute Reception will be disabled if the sender has no RTI or CSI.

3. Either:

- If you wish to change the setting of this feature: **2** **OK**
- Otherwise: **OK**

10. Semi-dual Access

This feature allows you to perform more than one operation at the same time. For example, if an incoming fax message is being printed, you do not have to wait by the machine if you wish to send a fax message. Just place your document in the feeder, select your features, dial, and walk away; your message will be sent after the received message has been printed.

The following table shows which tasks can run at the same time, and which cannot.

Current Operation	Next Operation						
	Imm. Trans.	Store	Mem. Trans.	Rec.	Print a fax	Prog.	Copy
Immediate Transmission	✗	✗	✗	✗	✗	✗	✗
Storage to Memory	✗	✗	✗	✗	✗	✗	✗
Memory Transmission	✗	✗	✗	✗	✗	✗	✗
Reception	✗	✗	✗	✗	✗	✗	✗
Printing a received fax	✓	✓	✗	✓	✗	✗	✗
Programming	✗	✗	✗	✗	✗	✗	✗
Copying	✗	✗	✗	✗	✗	✗	✗

✓: Possible, ✗: Not possible

SECTION 4. PROGRAMMING THE MACHINE

Your machine has a variety of features that you need to program if you wish the machine's full range of features.

1. PROGRAMMING AT INSTALLATION

1-1. Display and Report Language

If the display on the operation panel is not in your own language, try using this feature. The machine's software contains displays for several different languages.

1. **Function** **3** **5**

```
35 SELECT LANGUAGE
REVIEW  SET    EXIT
```

2. **SET**

```
LANGUAGE:    ENGLISH
<           >    OK
```

3. Scroll through the choice of languages with the **<** and **>** keys until the correct one is displayed.

4. **OK**

1-2. Telephone Line Type

There are two basic types of telephone company exchange:

- Exchanges using Tone Dialing (also known as DTMF, TT, or sometimes PB)
- Exchanges using Pulse Dialing (also known as PD or DP)

If the setting of this feature is incorrect, your machine will not be able to dial.
If there is a handset connected to your fax machine, make sure that it is also set up in the correct dialing mode.
In some countries, this can only be adjusted by a service technician.

1. **Function** **3** **2**

```
32 SELECT TT/DP
REVIEW  SET    EXIT
```

2. **SET**

```
LINE:      DP      TT      DP
           DP      TT      OK
```

3. Either:

- Select Tone Dialing: **TT** **OK**
- Select Pulse Dialing: **DP** **OK**

To check which setting to use, dial a number on a phone that you know is working properly, and listen to the signals that it sends out during dialing. If you hear a sequence of different tones, set your fax to use TT; if you hear a series of blips, set your fax to use DP.

1-3. Date and Time

Your fax machine has an internal clock. It controls the following features.

- The time display on the operation panel while the machine is idle
- Operation of time-delay features like Send Later.
- The date and time that is printed out at the other end on pages received from your machine

Program the correct date and time when you install the machine, and whenever local custom requires advancing the clock or setting the clock back.

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

34 TIME/DATE
 REVIEW SET EXIT

2. **SET**

SET YEAR: 1992
 - + OK

3. Input the year. If the displayed year is incorrect, use **+** or **-** to change the displayed year.

SET YEAR: 1993
 - + OK

4. When the display is correct: **OK**

SET MONTH: AUG
 - + OK

5. Repeat steps 3 and 4 for the month, then the date, hour, and minute. After you have input the minute, the machine will return to standby mode.

Note: Hours of the day are set using a 24-hour clock. Their AM/PM equivalents are listed below.

00	Midnight (12 am)	12	Noon (12 pm)
01	1 am	13	1 pm
02	2 am	14	2 pm
03	3 am	15	3 pm
04	4 am	16	4 pm
05	5 am	17	5 pm
06	6 am	18	6 pm
07	7 am	19	7 pm
08	8 am	20	8 pm
09	9 am	21	9 pm
10	10 am	22	10 pm
11	11 am	23	11 pm

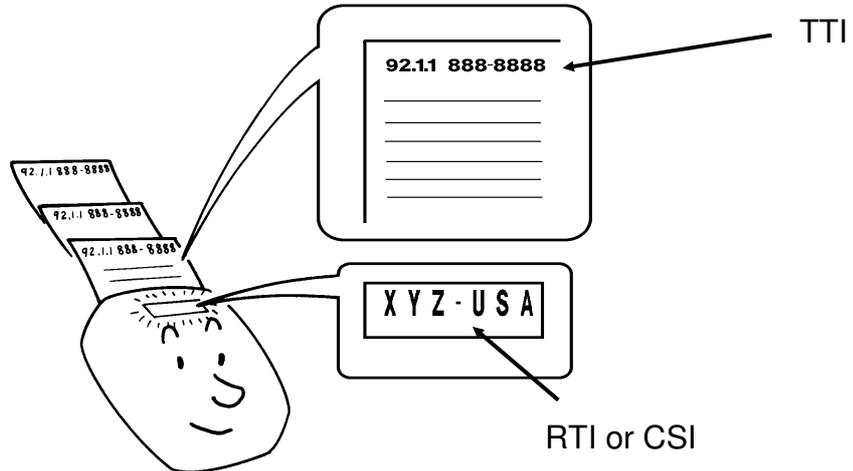
SECTION 4. PROGRAMMING THE MACHINE

1-4. RTI, TTI, and CSI

These three are labels which identify yourself to the operator at the other end.

- RTI or CSI: These appear at the other end in the display on the operation panel during communication, and on reports after communication.
- TTI: This is printed at the other end at the top of each page sent from your machine.

Similarly, you can see the RTI, TTI, and CSI of the other party during communication.



Some machines may reject your transmitted fax messages if you have not stored the RTI, TTI, or CSI in advance.

- Programming the RTI (Identification Display) -

The RTI (Remote Terminal Identification) can have up to 20 characters (numbers and letters can be used, along with some punctuation marks).

- Program something easy to recognize, such as your name.

1. **Function** **1** **2**

```
12 INPUT RTI
REVIEW SET EXIT
```

2. **SET**

```
RTI:_
< > OK
```

3. Use the ten key pad to enter your RTI.

? Inputting names: see page 3.

```
RTI:LEE_
< > OK
```

4. When you have finished: **OK** .
The machine returns to standby mode.

- Programming the TTI (Page Header) -

The TTI (Transmit Terminal Identification) can have up to 32 characters (numbers and letters can be used, along with some punctuation marks).

- Program something easy to recognize, such as your name, company name, or department name within the company.
- You can switch the TTI off if you do not wish it to be printed on your pages as they are printed at the other end. Use Function 10; see page 54.

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

```
11 INPUT  TTI
REVIEW   SET   EXIT
```

2. **SET**

```
TTI:_
  <   >   OK
```

3. Input your TTI.

? Inputting names: see page 3.

4. **OK** . The machine returns to standby mode.

- Programming the CSI (Telephone Number Display) -

In some countries, the CSI can only be programmed by a service technician.

The CSI (Called Subscriber Identification) can have up to 20 characters (only numbers and spaces can be used).

- Enter your fax machine's telephone number, because some features of your machine may not work if the CSI is not the same as the telephone number.

1. **Function** **1** **3**

```
13 INPUT  CSI
REVIEW   SET   EXIT
```

2. **SET**

```
CSI:_
  <   >   OK
```

3. Input your CSI.

```
CSI:+1 202 5551234
  <   >   OK
```

Use the ten key pad. To enter a blank space, use the "*" key.
 If you communicate with machines in foreign countries, place a "+" symbol at the start of the CSI (use the "#" key), then enter your country's international dialing prefix. The example shown above uses the prefix for the USA, which is "1".
 If you need to edit your entry, refer to the note on page 3.

4. **OK** . The machine returns to standby mode.

SECTION 4. PROGRAMMING THE MACHINE

1-5. ID Code

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

ID Codes are used with the following communication features.

Secure Polling: ☞ page 39.

Closed Network: ☞ page 45.

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

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

1. **Function** **1** **0**

```
10 INPUT ID CODE
REVIEW SET EXIT
```

2. **SET**

```
ID CODE: 0000
< > OK
```

3. Input the ID Code.

For numbers: use the ten-key pad

For letters: use the Quick Dial Keys

```
ID CODE: 2101
< > OK
```

4. **OK** . The machine returns to standby mode.

1-6. Using your Fax with a Multiple Extension System

If there is a PBX between your machine and the telephone network, you must set up your machine to deal with the PBX or you will not be able to place calls.

In some countries, this can only be programmed by a service technician.

There are three ways to access a PBX.

Access Code Input (also known as Loop Start): You get an outside line by dialing a single or double digit number.

Ground Start, Flash Start: For each of these methods, you get an outside line by pressing the **R** key on your fax machine. Ground and Flash Start are only available in models on sale in Europe.

Check the manual for your PBX to determine which type it is. Then do the following procedure on your fax machine.

1. **Function** **3** **3**

```
33 SELECT PBX
REVIEW SET EXIT
```

2. **SET**

```
SET LINE TYPE: PSTN
PBX PSTN OK
```

SECTION 4. PROGRAMMING THE MACHINE

3. Either:

- If your machine is not connected behind a PBX: **PSTN** **OK** . The machine returns to standby mode.

- If your machine is connected behind a PBX: **PBX**
GET PSTN LINE BY: ■
FLASH GROUND CANCEL

4. Either:

- Access Code Input type: Enter the access code needed to get an outside line.

Example: **9** .

GET PSTN LINE BY:9
CHECK CANCEL

- Flash Start (Europe only): **FLASH**

GET PSTN LINE BY:F
CHECK CANCEL

- Ground Start (Europe only): **GROUND**

GET PSTN LINE BY:G
CHECK CANCEL

If you make a mistake, press **Clear** .

5. **CHECK**

Your machine checks whether it can get an outside line. If it succeeds, the display changes as shown on the right.

PSTN ACCESS OK
SET CANCEL

If the test was not successful, you will see "PSTN ACCESS NOT OK", and you will be returned to step 4. Try another number.

- ### 6. **SET** . The machine stores the setting and returns to standby mode.

Dialing from behind a PBX

Whenever you dial a telephone number or store it as a Quick or Speed Dial, you must enter the access code before you input the telephone number, as mentioned at the start of this procedure. For example, if your access code is "9", dial 9-1-212555-1234. If you are using Ground or Flash Start (Europe only) press "R" before you input the telephone number.

SECTION 4. PROGRAMMING THE MACHINE

2. SETTINGS AND ADJUSTMENTS

2-1. Key Tone On/Off

Normally, when you press a button on the operation panel, you will hear a beep; this is the Key Tone. If you like, you can switch the Key Tone off.

If you switch Key Tone off, you will only hear a beep if you press an invalid key.

1. **Function** **1** **6**

```
16 KEY TOUCH TONE
REVIEW   SET   EXIT
```

2. **SET**

```
KEY TOUCH TONE:  ON
                ON  OFF  OK
```

3. Either:

- Switch the Key Tone on: **ON** **OK**
- Switch the Key Tone off: **OFF** **OK**

2-2. Switching the TTI (Page Header) On/Off

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

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

1. **Function** **1** **7**

```
17 TTI ON/OFF
REVIEW   SET   EXIT
```

2. **SET**

```
TTI:
    ON  OFF  ON
    ON  OFF  OK
```

3. Either:

- Switch the TTI on: **ON** **OK**
- Switch the TTI off: **OFF** **OK**

Note: If you see the following display, you have not yet programmed the TTI (page header). Program it using Function 11, then repeat Function 17.

```
NO TTI
PROGRAM: FUNCTION 11
```

2-3. Volume Control

To adjust the speaker volume, use the knob on the left side of the machine.

3. TELEPHONE NUMBERS

3-1. Quick Dial

Using this feature, you can store up to 10 telephone numbers as Quick Dial Keys. The Quick Dial Keys are the keys labeled A to J on your fax machine.

1. **Function** **0** **4** 04 PROG. QUICK DIAL
REVIEW SET EXIT

2. **SET** QUICK KEY (A-J) :_
SEARCH EXIT

3. Either:

Check what numbers you have stored so far: **SEARCH**

Press the Quick Dial Key in which you wish to store a number. Example: **A**

A: _ < > . OK

There is a black dot on the top line of the display. You enter the name of the other party to the left of the dot, and the telephone number to the right.

4. Input the name (not more than 10 characters, spaces included). Example: SMITH A:SMITH-FX_.
< > OK

? Inputting names: see page 3.

For your convenience, you can add codes such as TL and FX to the end of the name to remind you whether the number is a fax machine or a telephone.

5. Move the cursor to the right of the dot by pressing the **>** key. A:SMITH-FX ._
< > OK

6. Input the number (up to 40 digits available). Enter it in the same way as you would normally dial it.

If you make a mistake, use the **Clear** key. A:SMITH-FX.1201555123
< > OK

If your machine is on an extension behind a PBX, dial the access code (or press "R" depending on your PBX type; see page 52), then a pause, then the telephone number. For an international number, press the Pause key after entering the country code.

SECTION 4. PROGRAMMING THE MACHINE

7. To store the number: **OK**

```
QUICK KEY (A-J) :_
SEARCH          EXIT
```

8. Either:

- Store or edit another number: go to step 3.
- Quit: **EXIT**

- To Edit or Erase a Quick Dial Key -

1. **Function** **0** **4** **SET**

```
QUICK KEY (A-J) :_
SEARCH          EXIT
```

2. Press **SEARCH** until the number that you wish to edit is displayed.

```
A:SMITH-FX.1201555123
SEARCH  SET  EXIT
```

Note: If you know which Quick Dial Key the number is stored in, press that key instead and go to step 4.

3. **SET**

```
A:SMITH-FX.1201555123
<      >      OK
```

4. To erase the Quick Dial key: **Clear** **YES** . Go to step 2.
 To edit the Quick Dial key, use the **Clear** and cursor keys (**<** and **>**) to make your changes.
OK to store the number.

? Inputting names: see page 3.

After you have finished programming all your Quick Dials, Speed Dials, and Groups for now, print a Telephone Number List. Use Function 08 (see page 64).

3-2. Speed Dial

Using this feature, you can store up to 40 telephone numbers as Speed Dial Codes. The Speed Dial Codes are numbered 01 to 40, and they are entered at the ten key pad on your fax machine.

1. **Function** **0** **5**

```
05 PROG. SPEED DIAL
REVIEW  SET  EXIT
```

2. **SET**

```
SPEED CODE: _ _
SEARCH      EXIT
```

SECTION 4. PROGRAMMING THE MACHINE

3. Either:

- Check what numbers you have stored so far: **SEARCH**
- Input the Speed Dial Code under which you wish to store a number. Example: **0 1**

```
01:._
  <   > . OK
```

There is a black dot on the top line of the display. You enter the name of the other party to the left of the dot, and the telephone number to the right.

4. Input the name (not more than 10 characters, spaces included). Example: SMITH

```
01:SMITH-TL.
  <   >   OK
```

? Inputting names: see page 3.

For your convenience, you can add codes such as TL and FX to the end of the name to remind you whether the number is a fax machine or a telephone.

5. Move the cursor to the right of the dot by pressing the **>** key.

```
01:SMITH-TL.
  <   > . OK
```

6. Input the number (up to 40 digits available). Enter it in the same way as you would normally dial it.

If you make a mistake, use the **Clear** and cursor keys (**<** and **>**).

```
01:SMITH-TL.1201555345
  <   >   OK
```

If your machine is on an extension behind a PBX, dial the access code (or press "R" depending on your PBX type; see page 52), then a pause, then the telephone number. For an international number, press the Pause key after entering the country code.

7. To store the number: **OK**

```
SPEED CODE:..
SEARCH      EXIT
```

8. Either:

- Store or edit another number: go to step 3.
- Quit: **EXIT**

SECTION 4. PROGRAMMING THE MACHINE

- To Edit or Erase a Speed Dial Code -

1. **Function** **0** **5** **SET**

```
SPEED CODE: _ _  
SEARCH      EXIT
```

2. Press **SEARCH** until you see the number that you wish to edit.

```
01:SMITH-TL.1201555345  
SEARCH      SET      EXIT
```

Note: If you know which Speed Dial Code the number is stored in, input the code instead and go to step 4.

3. **SET**

```
01:SMITH-TL.1201555345  
<          >      OK
```

4. To erase the Speed Dial code: **Clear** **YES** . Go to step 2.

To edit the Speed Dial code, use the **Clear** and cursor keys

(**<** and **>**) to make your changes. Then press **OK** to store the number.

? Inputting names: see page 3.

After you have finished programming all your Quick Dials, Speed Dials, and Groups for now, print a Telephone Number List. Use Function 08 (see page 64).

3-3. Groups

If you often send the same message to a certain set of destinations at the same time, store the numbers as a Group.

You can store up to 5 Groups (labeled A to E).

Each group can contain up to 9 destinations. Each of these must be a fax number stored in your machine as either a Speed Dial or a Quick Dial.

1. **Function** **0** **6**

```
06 PROG. GROUP DIAL  
REVIEW      SET      EXIT
```

2. **SET**

```
GROUP DIAL (A-E) : _  
SEARCH      EXIT
```

3. Either:

Press **SEARCH** until the required letter appears on the display.

Press the required letter key directly.

Example: Press Quick Dial Key **C**

```
GR-C:  
<          >      OK
```

SECTION 4. PROGRAMMING THE MACHINE

4. Input a name for the Group.

Example: CHESS CLUB

```
GR-C: CHESS CLUB
< > OK
```

 Inputting names: see page 3.

5. Store the name: **OK**

```
GR-C.1 QUICK/SPEED
PREV. SET READY
```

6. Select a fax number to store in the Group.

Either:

- Press a Quick Dial Key
- Input a two-digit Speed Dial Code

Example: Press Quick Dial Key **A** , or press

Speed Dial **0** **1**

The first number stored in Group C is: Quick Dial Key A

```
GR-C.1 A:FRED.120155
PREV. SET READY
```

7. Store the number in the Group: **SET**

```
GR-C.2 QUICK/SPEED
PREV. SET READY
```

8. Either:

- Store another number in this Group: go to step 6.
- Finish with this Group: **READY**

```
GR-C:CHESS CLUB.A
SEARCH SET EXIT
```

9. Either:

- Program another Group: go to step 3.
- Finish programming Groups: **EXIT**

The display now shows the numbers that are stored in the Group, to the right of the name. In this case, only Quick Dial A is stored.

- To Edit or Erase a Group -

1. **Function** **0** **6** **SET**

```
GROUP DIAL (A-E) :_
SEARCH EXIT
```

2. Press **SEARCH** until the required group appears on the screen.

```
GR-C:CHESS CLUB.A
SEARCH SET EXIT
```

3. Either:

- Delete the entire Group: **Clear** **YES** Go to step 8.
- Edit the contents of the Group: **SET**

```
GR-C: CHESS CLUB
< > OK
```

SECTION 4. PROGRAMMING THE MACHINE

4. Either:

- Edit the name of the Group, then press **OK**
- If the name does not need editing: **OK**

```
GR-C.1 A:FRED.201555  
PREV. NEXT READY
```

? Inputting names: see page 3.

5. Edit the addresses stored in the Group. Scroll through the stored numbers using **PREV.** and **NEXT** until you see a number that needs changing.

```
GR-C.2 B:BERT.120255  
PREV. NEXT READY
```

Note: If you see **SET** on the screen instead of **NEXT**, you have come to the end of the stored numbers, in the Group and you can store another number.

6. Either:

- Replace the currently displayed number:
Press the Quick Dial Key or enter the Speed Dial Code that contains the new number.
- Add a number to the Group: Press **NEXT** until you see QUICK/SPEED at the top right of the screen. Then press the Quick Dial Key or enter the Speed Dial Code that contains the number that you wish to add to the Group.
- Delete the displayed number from the Group: **Clear** **YES**

```
GR-C.2 QUICK/SPEED  
PREV. SET READY
```

7. Either:

- Continue editing: go to step 5.
- Finish editing this group: **READY**

```
GR-C:CHESS CLUB.A.B.C  
SEARCH SET EXIT
```

8. Either:

- Edit another Group: go to step 2.
- Finish editing: **EXIT**

After you have finished programming all your Quick Dials, Speed Dials, and Groups for now, print a Telephone Number List. Use Function 08 (see page 64).

SECTION 5. REPORTS

1. AUTOMATICALLY PRINTED REPORTS

These reports are automatically printed out at the appropriate time.

1-1. TCR (Transaction Confirmation Report)/Journal

This report gives detail on each communication made by your terminal. It is automatically output every 35 communications.

TCR OF: JAN. 6. '93 10:25AM

COMM. TYPE	REMOTE TERMINAL IDENTIFICATION	TOTAL PAGES	DATE	START	DURATION	RESOLUTION	RESULT
M.RECV	2015551234	1	JAN. 5	03:30PM	0'30"	STANDARD	OK
SEND	JOHN SMITH	3	JAN. 5	04:15PM	1'30"	STANDARD	OK
M.RECV	NEW YORK	2	JAN. 5	04:30PM	1'00"	STANDARD	OK
FORWD	2125553456	2	JAN. 5	05:15PM	1'10"	STANDARD	OK
SEND	FRED'S FRIED FISH	1	JAN. 5	06:30PM	0'30"	STANDARD	OK

Note: This report is called the TCR in models sold in North America and Taiwan. In other models, this report is called the "Journal".

The meaning of the codes in the COMM TYPE and RESULT columns are as follows.

COMM. TYPE (COMMUNICATION TYPE)

SEND: Immediate Transmission

M. SEND: Memory Transmission

M. RECV: Memory Reception

FORWD.: Forwarding

RESULT

OK: Successful communication

ERROR: Communication failed

BUSY: Other terminal busy DOC. JAM: Document jam

REJECTED: An incoming message was rejected because it was not recognized by the Authorized Reception feature.

CANCELED: You pressed the  key.

LONG DOC.: The page took longer than 8 minutes to send (this will only occur in Germany).

FAX ERROR: The fax machine at the other end responded, but communication was unable to start.

TEL. ERROR: The other party is a telephone.

SECTION 5. REPORTS

Normally, the TCR contains information about both transmissions and receptions. If you only wish to see information about receptions on the TCR, do the following.

1. **Function** **0** **7**
07 TCR
REVIEW SET EXIT
2. **SET**
TCR
SET PRINT
3. **SET**
TCR: OFF OFF
ON OFF OK
4. Either:
 - To have transmissions and receptions listed on the TCR: **ON** **OK**
 - To only have receptions listed on the TCR: **OFF** **OK**

1-2. Power Failure Report

```
POWER FAILURE REPORT OF: JAN. 5. '93 04:20PM
DOCUMENTS LOST DUE TO A POWER FAILURE AT: JAN. 5.'93 04:15PM
COMM. REMOTE TERMINAL TOTAL
TYPE IDENTIFICATION PAGES
M.SEND JOHN SMITH 0/3
```

This report is printed if messages stored in the memory were lost because of a power loss. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

In the Total Pages column, you may see a fractional number. For example, if you see "1/3", this means that the document contained three pages, and only one page was sent successfully before the power failed.

1-3. Rejected Call Report

```
UNAUTHORIZED CALL AT: JAN. 6. '93 10:25AM
CALLER: FRED'S FRIED FISH
```

If an unauthorized caller tries to call your machine, your machine will reject the call, and it will print a report to show who called and when the call took place.

1-4. Transmission Report

This report is printed out after every successful transmission, if you switch it on with Function 18. The report shows whether each transmission was successful or not.

TRANS. REPORT OF: JAN. 5. '93 03:35PM

COMM. TYPE	REMOTE TERMINAL IDENTIFICATION	TOTAL PAGES	DATE	START	DURATION	RESOLUTION	RESULT
SEND	FRED'S FRIED FISH	5	JAN. 5	03:30PM	1'30"	STANDARD	OK

If you wish to have a transmission report after every communication, you can switch it on.

1. **Function** **1** **8**

18 TRANS. REPORT
REVIEW SET EXIT

2. **SET**

TRANS. REPORT: OFF
ON OFF OK

3. Either:

- Switch the Transmission Report on: **ON** **OK**
 Switch the Transmission Report off: **OFF** **OK**

1-5. Error Report

ERROR REPORT OF: JAN. 5. '93 03:35PM

COMM. TYPE	REMOTE TERMINAL IDENTIFICATION	TOTAL PAGES	DATE	START	DURATION	RESOLUTION	RESULT
SEND	KANAGAWA KULTURE KLUB	5	JAN. 5	03:30PM	1'30"	STANDARD	ERROR
ERROR ON PAGE(S): 2							

This report is printed after each unsuccessful communication.

Check the report and retransmit any pages that were not sent. Keep any error reports that are printed, as they may be useful for a service technician if a particular problem continues or gets worse.

SECTION 5. REPORTS

2. USER-INITIATED REPORTS

The following reports can be printed at any time by executing a procedure on the operation panel.

- TCR (called the "Journal" in some versions of the machine)
- Telephone List
- Function List

2-1. TCR/Journal

In addition to the automatic output of this report (see page 61), you can print the TCR at any time.

1. **Function** **0** **7**
07 TCR
REVIEW SET EXIT
2. **SET**
TCR
 SET PRINT
3. **PRINT**
The report will be printed.

2-2. Telephone List

This is a listing of all the numbers that you have stored in the machine as Quick Dials and Speed Dials. It also shows the composition of the Groups that you have programmed .

1. **Function** **0** **8**
08 PRINT DIAL LIST
REVIEW PRINT EXIT
2. **PRINT**

2-3. Function List

If you wish to print a list of your machine`s functions for reference, do the following.

1. **Function**
CHOOSE FUNCTION: __
REVIEW PRINT EXIT
2. **PRINT**

SECTION 6. ADJUSTING THE PRINTER

There are a few features that you can use to adjust your printer.

1. Changing the Cassette Size (North American models only)

While the standard cassette holds only letter size paper, an optional extra cassette is available for Legal-size paper. Consult your dealer if you would like to have one of these cassettes. Then, if you wish to use Legal size paper, install the Legal-size cassette. After having done that, register the new paper size with the machine using the following procedure.

1. **Function** **3** **6** **SET**

```
CASSETTE:  LETTER
<         >      OK
```

2. Press the **>** key until LEGAL is displayed.

```
CASSETTE:  LEGAL
<         >      OK
```

3. **OK**

Whenever you change the paper size, you must always work through Function 36 after installing the new paper cassette.

2. Magnification Ratios

To alter the appearance of the printer's output, you can change the horizontal and vertical magnification ratios.

To change the vertical ratio, use **Function** **2** **1**

To change the horizontal ratio, use **Function** **2** **2**

Example: Changing the vertical ratio

1. **Function** **2** **1**

```
21 VERTICAL RATIO
REVIEW  SET  EXIT
```

2. **SET**

```
VERT. RATIO:  94%
<         >      OK
```

3. Use the **<** and **>** keys to change the ratio.

```
VERT. RATIO:  100%
<         >      OK
```

4. When the ratio is correct: **OK**

These magnification ratios are used whether Auto Reduction is on or off.

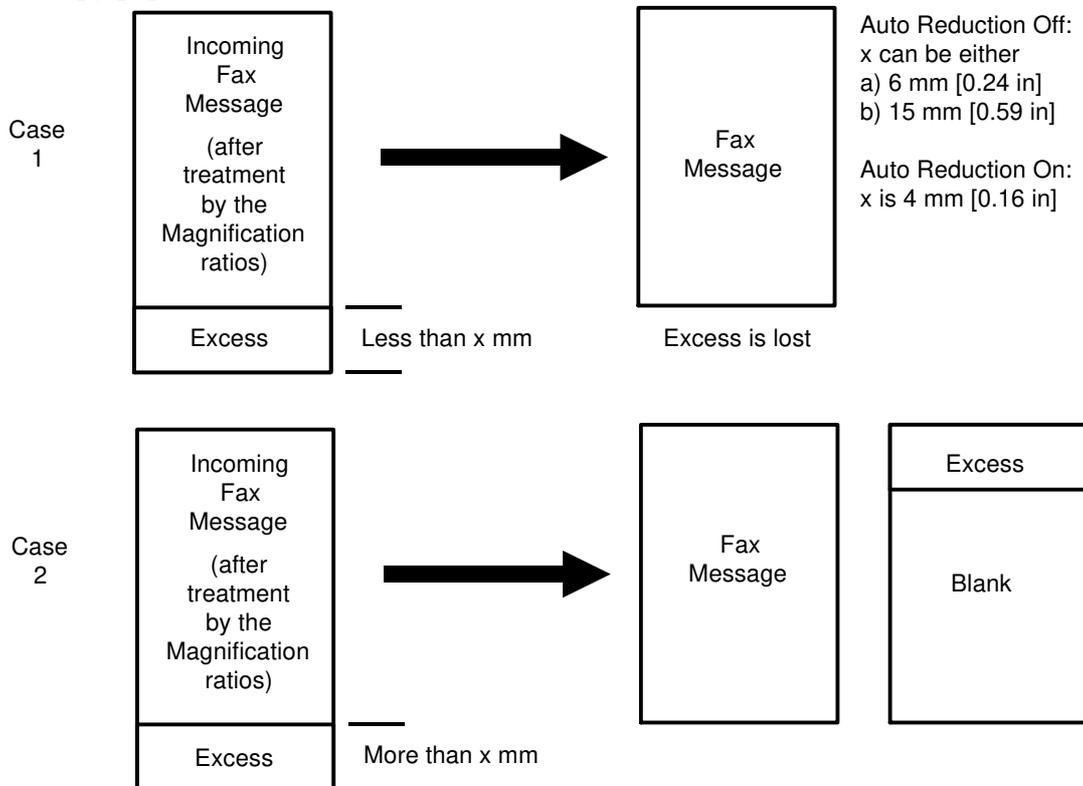
If the horizontal ratio is 100%, the left and right edges of printouts may be missing.

If the vertical ratio is 100%, incoming pages may be printed on more than one sheet of paper if Auto Reduction is switched off.

SECTION 6. ADJUSTING THE PRINTER

3. Auto Reduction

The setting of this feature determines what happens to received fax messages that are longer than the copy paper in the cassette.



If Auto Reduction is switched off:

- Case 1: If the incoming page is longer than the copy paper by less than a certain amount (only a few millimeters), the excess data will be lost.
- Case 2: If the incoming page is longer than the copy paper by more than that amount, the page will be printed on two sheets of copy paper.
- The value of this small amount can be either 6 mm [0.24 in] or 15 mm [0.59 in]; if you wish to change the current setting, please contact your service representative.

If Auto Reduction is switched on:

- The value of the Vertical Ratio is made the same as the value of the Horizontal Ratio; the setting of Function 21 is ignored.
- Case 1: If the incoming page is longer than the copy paper by less than 4 mm [0.16 in], the excess data will be lost.
- Case 2: If the incoming page is longer than the copy paper by more than 4 mm [0.16 in], the vertical ratio will be reduced. If the incoming page will not fit on the copy paper even if the vertical ratio is at the lowest possible value (75%), the page will be printed on two sheets of paper.
- The value of 4 mm [0.16 in] cannot be adjusted.

To switch Auto Reduction on or off, do the following.

1. **Function** **2** **0**

```
20 AUTO REDUCTION
REVIEW  SET  EXIT
```

2. **SET**

```
AUTO REDUC.:  ON
              ON  OFF  OK
```

3. Either:

- Switch Auto Reduction on: **ON** **OK**
- Switch Auto Reduction off: **OFF** **OK**

Note: If an incoming message is too big to fit in the remaining memory, Auto Reduction is disabled for this fax message.

- For Copy mode, the image is always treated in the same way as if Auto Reduction is off.

4. Ink End Detection

Normally, the machine prints a small black mark at the bottom right of each page. A sensor inside the machine monitors the intensity of the blackness; if the mark is too pale, the machine determines that a new ink cartridge must be added.

If you do not wish this mark to appear on your printouts, you can switch it off by doing the following. If you switch this feature off, you will have to judge visually whether the ink is running out or not.

1. **Function** **2** **3**

```
23 SET USER SWITCHES
REVIEW  SET  EXIT
```

2. **SET**

```
USER SWITCHES: 0000
PRESS 3,2,1,0  OK
```

There are four digits in the top right of the display. Each one of these can be either 0 or 1.

If the second digit from the right is at 0: The ink sensor mark is currently switched on.

If the second digit from the right is at 1: The ink sensor mark is currently switched off.

3. Either:

- If you wish to change the setting of the ink sensor mark digit: **1** **OK**
- Otherwise: **OK**

SECTION 6. ADJUSTING THE PRINTER

5. Printing Direction

The printer can either:

- Always print from left to right across the paper (Monodirectional).
- Print in opposite directions on alternate lines (Bidirectional).

For the fastest printout, use Bidirectional mode.
For best output quality, use Monodirectional mode.

1. **Function** **2** **3**

```
23 SET USER SWITCHES
REVIEW SET EXIT
```

2. **SET**

```
USER SWITCHES: 0000
PRESS 3,2,1,0 OK
```

There are four digits in the top right of the display. Each one of these can be either 0 or 1.

If the leftmost digit is at 0: Bidirectional mode is being used.

If the leftmost digit is at 1: Monodirectional mode is being used.

3. Either:

- If you wish to change the setting of the printing direction digit: **3** **OK**
- Otherwise: **OK**

6. Using the Optional Printer Interface for your IBM PC or Compatible

In addition to using your fax machine to send and receive fax messages, you can add an optional printer interface to allow you to use your fax machine to print high quality printouts from your personal computer.

To do this, obtain the optional printer interface kit from your authorized reseller and have it installed. You will also need to obtain a Centronics parallel printer cable, because the cable is not provided with the kit.

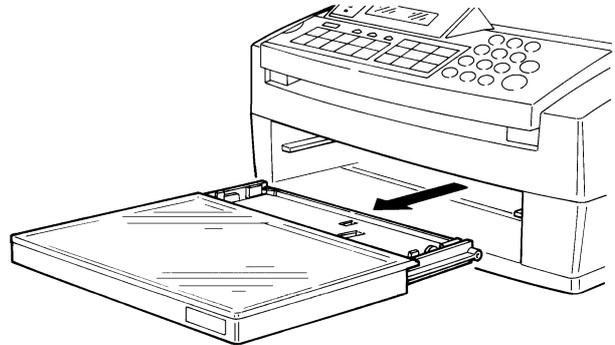
A separate Operator's Manual is provided with the optional printer interface kit.

SECTION 7. LOOKING AFTER THE MACHINE

1. REPLACING PAPER

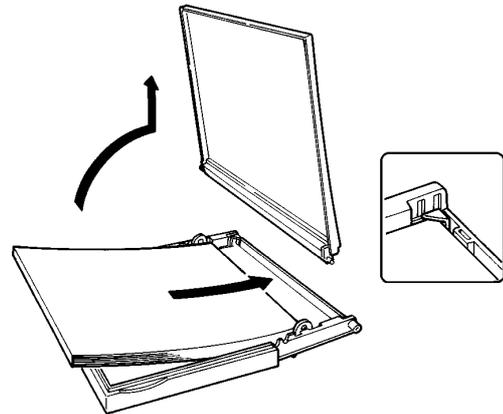
When the Add Paper indicator on the operation panel is lit, the cassette is empty. Add paper as shown below.

1. Take out the cassette

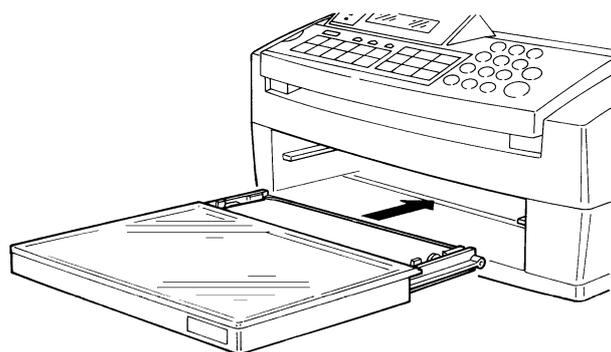


2. Add paper.

- Note:**
- Bend the new stack of paper a few times, so that the pages do not stick together.
 - True up the edges of the stack before you place it in the cassette.
 - Do not fill up the cassette past the load limit mark on the decal on the inside of the cassette.



3. Replace the cassette.

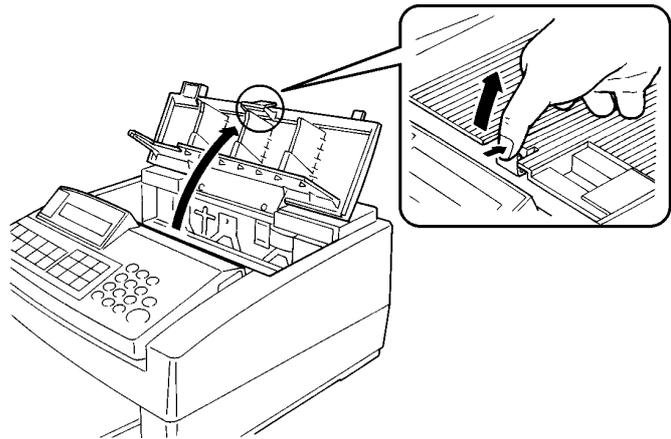


SECTION 7. LOOKING AFTER THE MACHINE

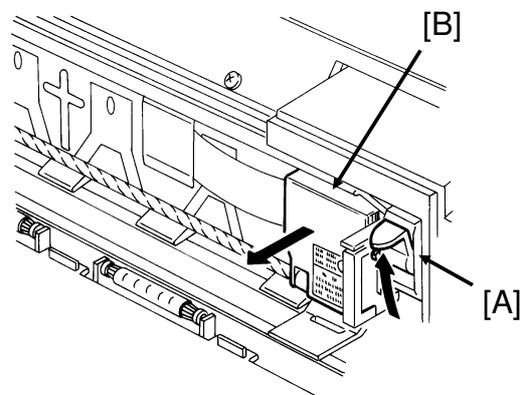
2. REPLACING THE INK CARTRIDGE

1. Open the cover.

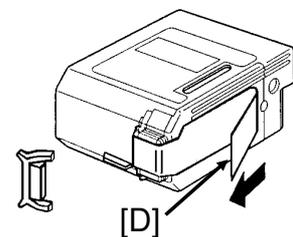
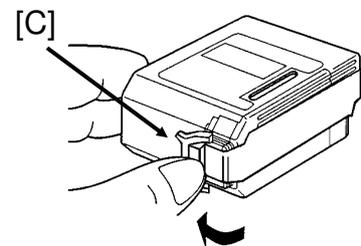
Note: When you close the printer, push it down in the center until it closes with an audible click.



2. Lift the green lever [A] and take out the old ink cartridge [B].



3. Prepare the new ink cartridge.
 - Push the right side of the head cap [C] to the left; it will pop off.
 - Remove the protective tape [D].

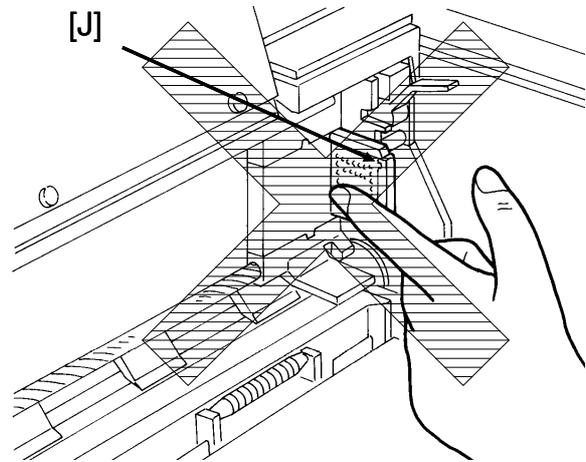
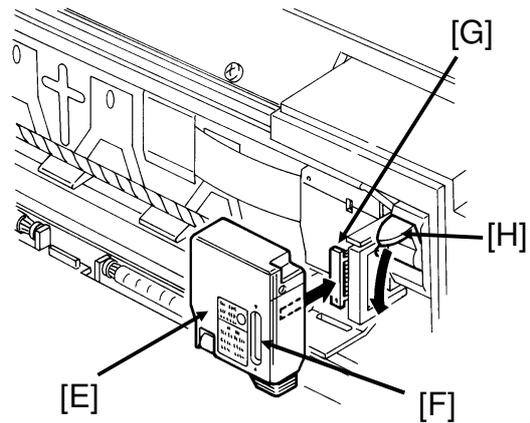
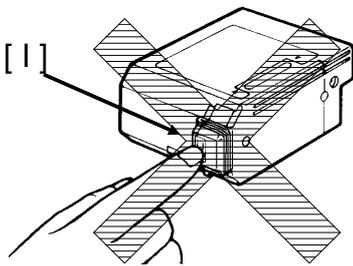


SECTION 7. LOOKING AFTER THE MACHINE

4. Install the new cartridge [E].

- Fit slot [F] over tab [G].
- Push the cartridge in.
- Push down lever [H].

- Note:**
- Do not touch any of the copper wiring inside the machine.
 - Do not shake the cartridge; ink may come out.
 - Do not touch the print head [I] on the ink cartridge.
 - Do not touch the terminals [J] on the carriage.



5. Close the cover.

6. Perform the head cleaning routine (Function 30; see the next page).

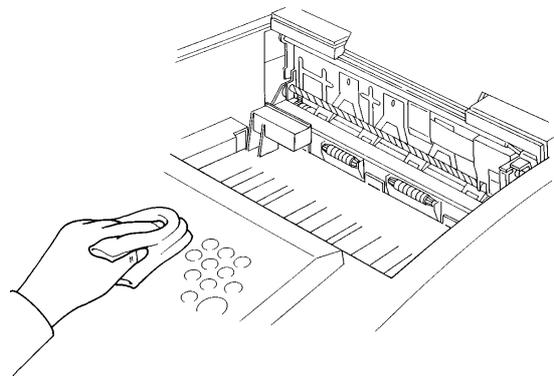
3. CLEANING THE MACHINE

- Cleaning the Printer -

- Clean the printer regularly to avoid print quality problems.
- If the cover (shaded area) becomes dirty, wipe it with a soft damp cloth.

Caution:

Unplug the machine before starting to clean it.
Do not use solvents, paint thinner, or benzene.
Do not wipe the head of the ink cartridge with a cloth.



SECTION 7. LOOKING AFTER THE MACHINE

- Cleaning the Printer Head -

There is an automatic routine for cleaning the printer head.

If you wish, you can have a test pattern printed out immediately after the cleaning has finished. Do the following procedure before you start the cleaning operation.

1. **Function** **2** **3**
23 SET USER SWITCHES
REVIEW SET EXIT
2. **SET**
USER SWITCHES: 0000
PRESS 3,2,1,0 OK

There are four digits in the top right of the display. Each can be either 0 or 1.
If the digit on the right is at 0: The test pattern will not be printed.
If the digit on the right is at 1: The test pattern will be printed.

3. Either:
 - If you wish to change the setting of the test pattern on/off digit: **0** **OK**
 - Otherwise: **OK**

Then, start the cleaning operation.

1. **Function** **3** **0**
30 HEAD CLEANING
REVIEW SET EXIT
2. **SET**
HEAD CLEANING
CLEANING CANCEL
3. **CLEANING**
CLEANING...

The machine returns to standby after cleaning has ended. It takes about 20 seconds.

Note: If the machine does not print complete images after you cleaned the printer head, please repeat the head cleaning procedure.

SECTION 8. SOLVING PROBLEMS

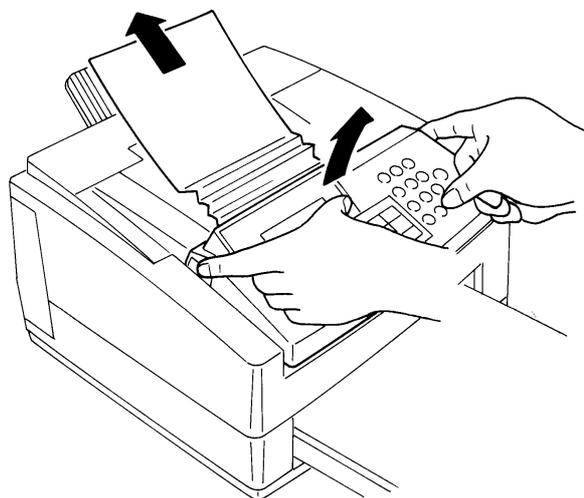
1. DOCUMENT JAM

If the Check Display indicator is lit, and the message on the right appears on the display, there is a document jammed in the feeder.

Do the following to remove the jam.

1. Carefully pull open the scanner cover by rotating the top edge of the scanner up and away from the machine (see the diagram on the right).

OPEN SCANNER
REMOVE DOCUMENT



2. Take out the jammed document.

3. Close the cover.

4. If the Check Display indicator is still lit, press  to return the machine to standby mode.

A damaged document or a non-recommended type of document may cause a jam. See pages 14 and 15 for more details about correct document types.

2. COPY JAM

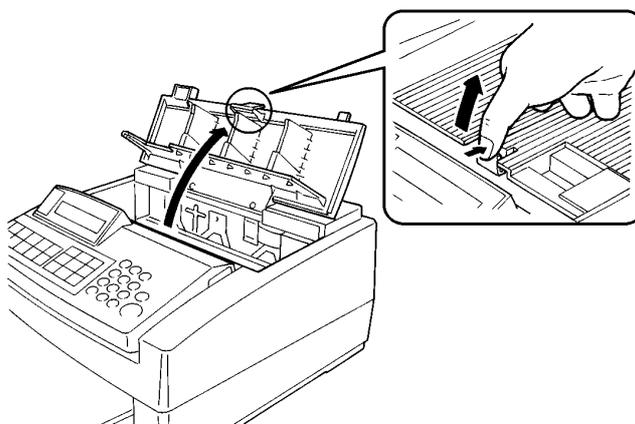
If the Check Display indicator is lit, and the message on the right appears on the display, there is a piece of paper jammed in the printer.

Do the following to remove the jam.

1. Open the printer cover.

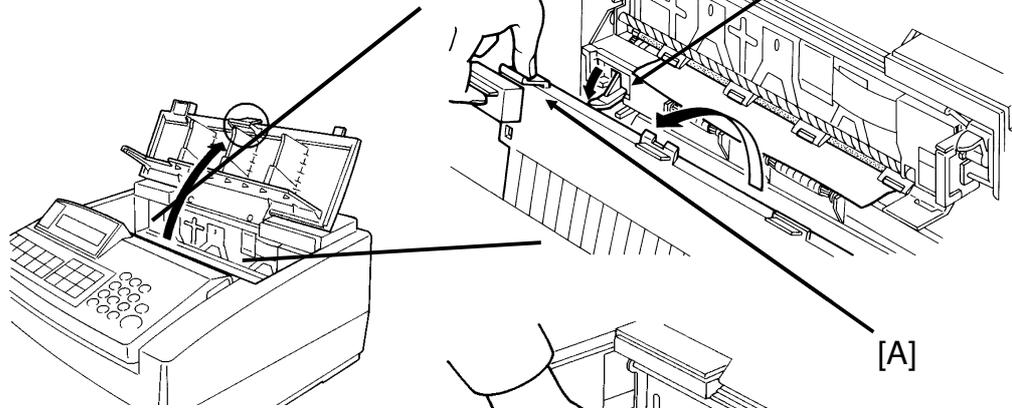
Note: When you close the printer, push it down in the center until it closes with an audible click.

REMOVE PRINTOUT
CHECK THE PAPER

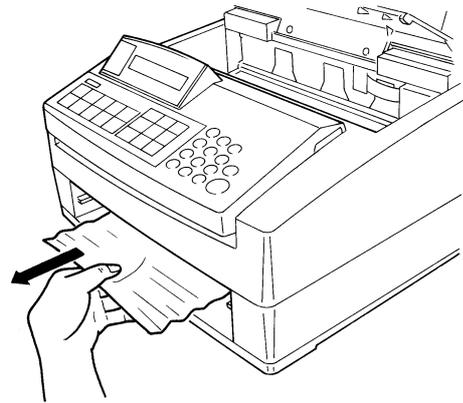
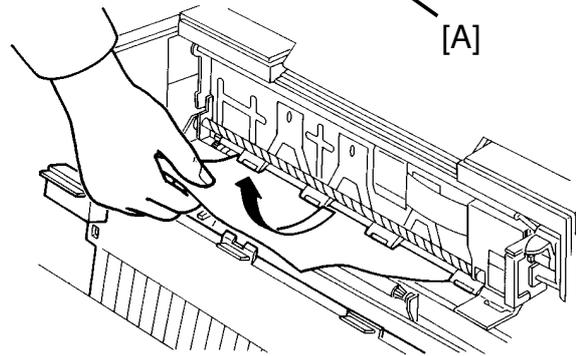


SECTION 8. SOLVING PROBLEMS

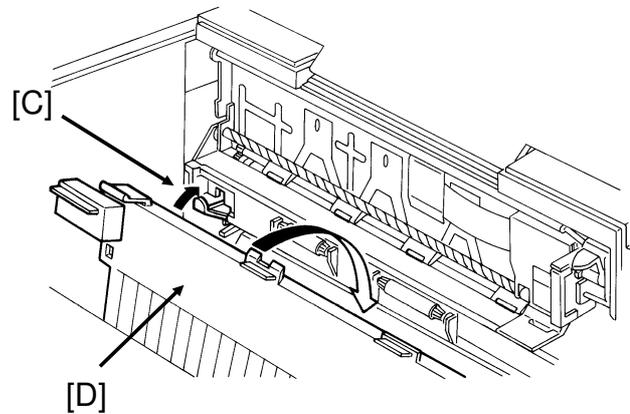
2. Open the paper cover [A] until you hear it click into a vertical position, then push down lever [B].



3. Carefully pull out the jammed paper, either from inside the machine, or from the copy exit area.
 - Do not leave any pieces inside the machine.



4. Push lever [C] back up, then close the paper cover [D].



3. COMMUNICATION PROBLEMS

If the Check Display indicator is lit, and the message on the right appears on the display, a communication just failed. Press the  key to return the machine to standby mode.

COMMUNICATION ERROR
PRESS STOP

- Error during transmission: Resend the fax message. If the same problem happens, call the other party to make sure that their fax machine is working.
- Error during reception: Call the sender and ask them to send the message again.

4. ERROR DISPLAYS

If an error occurs, one of the following messages may be displayed. The message may only be displayed briefly, so if you are watching for errors, stay by the machine and watch the display.

Display	Required Action
CLOSE COVER	<input type="checkbox"/> The printer cover is not closed. Close the cover.
ADD PAPER	<input type="checkbox"/> The paper is used up. Add paper.
REMOVE PRINTOUT CHECK THE PAPER	<input type="checkbox"/> Paper is jammed in the printer. Remove the jammed paper. <input type="checkbox"/> The machine could not pick up a sheet of paper from the cassette. Take out the cassette and reinstall it properly.
OPEN SCANNER REMOVE DOCUMENT	<input type="checkbox"/> The document is jammed in the feeder. Remove the document. <input type="checkbox"/> The document is longer than 600 mm [23.6 `] Split up the document into smaller pages.
COMMUNICATION ERROR PRESS STOP	<input type="checkbox"/> There was an error (for example, due to a noisy line) during transmission or reception. Press the  key to return to standby mode. Check the Error Report.
KEY NOT PROGRAMMED PROGRAM: FUNCTION 04	<input type="checkbox"/> The Quick Dial Key that you pressed has not been programmed with a phone or fax no. Use Function 04 to store a number, or use another Quick or Speed Dial.
CODE NOT PROGRAMMED PROGRAM: FUNCTION 05	<input type="checkbox"/> The Speed Dial Code that you pressed has not been programmed with a phone or fax no. Use Function 05 to store a number, or use another Quick or Speed Dial.

SECTION 8. SOLVING PROBLEMS

Display	Required Action
REMOVE PRINTOUT CHECK CASSETTE SIZE	<ul style="list-style-type: none"> <input type="checkbox"/> The cassette size stored with Function 36 is longer than the cassette size actually installed. Change the setting of Function 36, or install the correct cassette. <input type="checkbox"/> Paper may have jammed or skewed inside the printer. Remove the jammed sheet of paper. Make sure that there is nothing blocking the paper feed path.
FIRST SEND FAX WITH QUICK/SPEED DIAL	<ul style="list-style-type: none"> <input type="checkbox"/> Authorized Reception cannot be switched on. Program the fax numbers that you wish to receive from in Quick or Speed Dials, then send a fax message to those numbers. Then switch Authorized Reception on again.
NO TTI PROGRAM: FUNCTION 11	<ul style="list-style-type: none"> <input type="checkbox"/> TTI cannot be switched on or off. Program the TTI using Function 11, then try again.
CODE NOT PROGRAMMED PROGRAM: FUNCTION 10	<ul style="list-style-type: none"> <input type="checkbox"/> Secured Polling cannot be used. Program an ID Code using Function 10, then try again.
CONNECTION UNSUCCESSFUL	<ul style="list-style-type: none"> <input type="checkbox"/> The other party did not respond or was busy. Try again later. If the problem persists when calling a particular person, that person may have a problem with their machine. <input type="checkbox"/> The telephone line type setting is wrong. Change the current setting using Function 32. Then try again. <input type="checkbox"/> Your telephone line is disconnected. Check.
REDIAL FAILED PRESS STOP	<ul style="list-style-type: none"> <input type="checkbox"/> The machine redialed the other party the maximum number of times but communication was still unsuccessful. Try again later.
DIAL NUMBER OR PRESS STOP	<ul style="list-style-type: none"> <input type="checkbox"/> You just pressed the  key. Press  again to feed out the document, or dial another number.
MEMORY IN USE	<ul style="list-style-type: none"> <input type="checkbox"/> A document is already stored in the memory. Use Immediate Transmission, or wait until the document in memory has been sent out.
MEMORY OVERFLOW	<ul style="list-style-type: none"> <input type="checkbox"/> The memory filled up during reception. The machine could have a copy jam or may be out of paper. Clear the paper jam, or replace the paper.

SECTION 8. SOLVING PROBLEMS

Display	Required Action
MEMORY FULL PAGES: 00	<input type="checkbox"/> There is not enough memory to store your fax message. Use a lower resolution, or send the message in several different transmissions.
PRINTER ERROR	<input type="checkbox"/> Install the paper cassette correctly. <input type="checkbox"/> Open and close the cover. <input type="checkbox"/> Install the ink cartridge correctly.
NO INK REPLACE CARTRIDGE	<input type="checkbox"/> Change the ink cartridge.
CHECK AUTO-DIALING	<input type="checkbox"/> No tones detected on the line during dialing. Press  to return to standby.

5. OTHER PROBLEMS

Symptom	Required Action
The display is blank.	<input type="checkbox"/> If the Power indicator is not lit, check that the power cord is plugged in properly.
The machine cannot dial out from behind a PBX.	<input type="checkbox"/> The number must contain the access code. A pause may also be necessary after the access code; if there is one already, try adding more pauses.
The telephone keeps ringing and no fax is printed.	<input type="checkbox"/> You are in Manual (Tel) Receive mode. Switch to Auto or Fax mode using Function 31. <input type="checkbox"/> The power cord is unplugged.
You cannot receive phone calls; the unit only rings once then goes into fax receiving mode.	<input type="checkbox"/> You are in Fax mode. Switch to Auto or Tel mode using Function 31.
You cannot receive incoming calls; the unit does not ring.	<input type="checkbox"/> Your machine `s telephone line cord is disconnected.
Dialing is possible, but Secured Polling is not.	<input type="checkbox"/> ID Codes do not match. Contact the other party and agree on an ID Code.
The machine does not print the image completely.	<input type="checkbox"/> Perform the head cleaning procedure (Function 30; see page 72).

SECTION 9. SPECIFICATIONS

Dimensions:	357 x 348 x 176 mm [14.1" x 13.7" x 6.9"] (W x D x H) Excluding paper cassette
Weight:	7 kgs [15 lbs] Excluding paper cassette
Power Supply:	North America/Taiwan: 115 Vac, 60 Hz; single phase Other areas: 220 - 240 Vac, 50/60 Hz; single phase
Maximum Power Consumption:	Standby: 6 W Transmission: 15 W Reception: 10 W Copying: 28 W
Acceptable Document Dimensions:	Width: 148 to 220 mm [5.8" to 8.7"] (216 mm [8.5"] maximum scanning width) Length: 105 to 600 mm [4.1" to 23.6"] Thickness: 0.05 to 0.15 mm [2 to 6 mils]
ADF Capacity:	10 letter-size sheets
Cassette Capacity:	Cassette: 100 sheets
Memory Capacity:	Transmission: 128 kbytes [9 pages] maximum Reception: 416 kbytes [29 pages] maximum (288 kbytes [20 pages] if there is a document for transmission stored in the memory) Measured using a CCITT #1 chart (Slerexe letter) at standard resolution
Resolution:	Standard: 8 x 3.85 dots per mm Detail: 8 x 7.7 dots per mm Fine: 8 x 15.4 dots per mm
Transmission Speed:	10 seconds at 9,600 bps (G3 ECM with memory transmission) for a CCITT #1 test document (Slerexe letter) using standard resolution
Compatibility:	G3
Paper Size:	North American version: Letter, Legal (optional) Other versions: A4
Maximum Printout Width:	203 mm [8.0"]

FUNCTION LIST

NO.	FUNCTION	PAGE
01	Send Later	21
02	Polling Transmission	39
03	Polling Reception	40
04	Programming Quick Dial	55
05	Programming Speed Dial	56
06	Programming Groups	58
07	Printing the TCR (Journal)	61, 64
08	Printing the Telephone List	64
09	Checking the Stored Document	38
10	Programming the ID Code	52
11	Programming the TTI	51
12	Programming the RTI	50
13	Programming the CSI	51
14	Programming Authorized Reception	41
15	Programming Forwarding	42
16	Key Touch Tone On/Off	54
17	TTI On/Off	54
18	Transmission Report On/Off	63
19	Remote Diagnostics (RDS) On/Off	46
20	Auto Reduction On/Off	66
21	Setting the Vertical Reproduction Ratio	65
22	Setting the Horizontal Reproduction Ratio	65
23	Programming the User Switches	47, 67, 72
30	Printer Head Cleaning	72
31	Setting the Reception Mode	24
32	Telephone Line Type	48
33	Setting up the machine for use with a PBX	52
34	Programming the Date and Time	49
35	Selecting the Language on the Display and Reports	48
36	Selecting the Cassette Size	65

Optional Equipment

Printer Interface Type 50

This allows you to connect your fax machine to an IBM or compatible personal computer and use it as a printer. This option is not available in some countries.

Handset

This allows voice communication.

Legal Cassette Type 50 (N. America only)

This allows you to print incoming legal-size fax messages at their original size.

NOTICE TO USERS

USA

FCC Requirements

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

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

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

CANADA

The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications protective, operational, and safety requirements. The department does not guarantee that the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an approved method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified jack-plus-cord ensemble (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations. Existing telecommunications company requirements do not permit their equipment to be connected to customer-provided jacks except where specified by individual telecommunications company tariffs.

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

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

The standard connecting arrangement code for this equipment is CA11A.

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

NOTICE TO USERS (Great Britain)

This model is designed and approved for connection to the following circuits.

British Telecom Public Switched Telephone Network
Hull Public Switched Telephone Network
PABX Extensions
Mercury Communications Limited Public Switched Telephone Network.

CONNECTION TO THE PSTN OR A PABX EXTENSION

If there is a line or jack socket already installed, you may connect this model using the line lead supplied. If you require a socket to be fitted, complete the attached form and send it to your local telephone manager's office.

IMPORTANT NOTICE

1. The connection to the BT network must be unplugged before the earth is disconnected.
2. The connection to the BT network must not be hard wired.
3. Please ensure that connection to the mains supply (240VAC), is correctly made and that the power is switched on before use.
4. The apparatus is suitable for direct connection to exclusive lines of Public Switched Telephone Network, and for connection to compatible PABXs (consult your authorised dealer for the list of compatible PABXs and for installation thereon), or via an RBS. The definition of an RBS (Relevant Branch System) for PSTN lines, is given in BS6789 section 6.1, clause 2.4.
5. The Ringer Equivalence Number (REN) relates to the performance of the apparatus when used in combination with other items of apparatus. It enables the calculation of the maximum number of items of apparatus that may be connected simultaneously to the line by summing the REN values of each of the items. The maximum REN value of 4 may not be exceeded. This value includes any BT approved instrument each of which is assumed to have a REN value of 1.0 unless otherwise marked. The REN value of this model is 3.
6. When idle, this model allows normal use of an associated approved main telephone, which must be plugged into the BS6312 compatible series connector, provided for connection to the telephone line. Only one such connection may be made.
7. The apparatus must be connected to PSTN lines which use loop disconnect or DTMF signalling.
8. The machine is not suitable as an extension to a payphone, for use on shared service lines, or on 1 - 1 carrier systems.
9. The Terminal operates in mode 1 (autodialling).
10. The user is advised to check all numbers stored in the register before making a call.
11. The approval of this terminal for connection to the British telecom public switched telephone network is INVALIDATED if the apparatus is subject to any modification in any material way not authorised by BABT or it is used with, or connected to:
 - a) Internal software that has not been formally accepted by BABT.
 - b) External control software or external control apparatus which causes the operation of the terminal or associated call set-up equipment to contravene the requirements of the approval.

All apparatus connected to this terminal and thereby connected directly to the British Telecom public switched telephone network must be approved apparatus as defined in Section 22 of the British Telecommunications Act 1984.

12. This apparatus has been approved for the use of the following facilities:
 - Storage of Telephone Numbers for Retrieval by Predetermined Code
 - Automatic Call Initiation
 - Operation in the Absence of Proceed Indication (Although not Detected)
 - Automatic Dialling Facilities
 - Auto-Calling Facility
 - Loudspeaking Facility
 - Series Connection Facility
 - Automatic Storage of Last Number Dialed
 - Tone Detection - Busy Tone
 - Repeat Attempt Facilities: Multiple (Automatic)
 - Auto Clear from Call Originating End
 - Integral Modem

Any other usage will invalidate the approval of the apparatus if as a result it then ceased to conform to the standard against which approval was granted.

13. Connection to a PBX - it cannot be guaranteed that the apparatus will operate correctly under all possible conditions connection to compatible PBX's. Any cases of difficulty should be referred in the first instance to the supplier of the telephone apparatus.
14. This apparatus provides an off hook detector and switching of the line between the telephone and modem.

The voltage drop introduced by this apparatus into the loop connection between the main telephone and the network at a current of 40ma d.c. is 0.3 volts.
15. Only apparatus conforming with BS6301 or EN41003 may be connected to the series socket.

Any interconnection between the above socket and other connections, directly or by the way of other apparatus, may produce hazardous conditions on the BT network. Advice should be obtained from a competent engineer before any such connection is made.
16. With reference to EN41003 cl 4.1.3 the apparatus is supplied with a connection to the Public switched telephone network, which is referred to as a TNV circuit. There is also an optional printer port that may be fitted, which is referred to as a SELV circuit. Please ensure that the TNV circuit is only connected to another TNV circuit and that the SELV circuit is only connected to other SELV circuits.
17. The apparatus does not recognise a secondary proceed indication.
18. When using the TAM mode, (Ref Operators manual pages 25, 26), please note that incoming callers normally expect to be answered within 10 seconds of hearing ringing tone and most will abandon the call within 45 seconds.

NOTICE

The maximum width of printed data is 203 mm [8"].

If the magnification ratios are set to 100%, both edge of the printed image are cut as follows.

- The printer leaves a blank margin of 7 mm [about 0.28"] at the left edge of the printout.
- The width of the blank margin at the right edge of the paper (x in the diagram) depends on received image.
A4 document (width 210 mm, about 8.3"): There is no blank margin at the right of the print out.
North American Letter-size document (width 8.5", about 216 mm): The blank margin at the right is 6 mm [about 0.24"] of the print out.

To print the full width of received fax messages, set the magnification ratios to 94% (use Functions 21 and 22).

