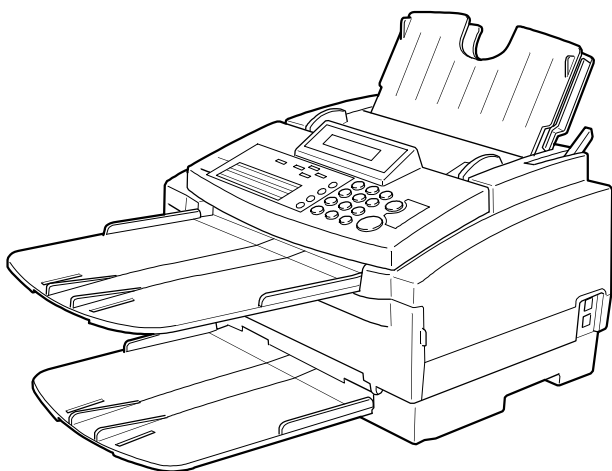


RICOH

OPERATOR'S MANUAL

RICOH FAX880 MP



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

OPTIONAL EQUIPMENT

MEMORY (FEATURE EXPANDER TYPE 100 2M, FEATURE EXPANDER TYPE 100 4M)

Either a 2 - Mbyte memory card or 4 - Mbyte memory card can be added.

Trademark Notice:

Canon and BJ are registered trademarks and Bubble Jet is a trademark of Cannon Inc.

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

SUPPLIES

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

INK CARTRIDGE

- ☐ Ink Cartridge Type 120 Black is recommended for the best monochrome performance.
- ☐ Ink Cartridge Type 125 Color is recommended for the best colour performance.
- ☐ Ink Refill Type 125 Black is recommended as a replacement when Ink Cartridge Type 125 Color runs out of black ink.
- ☐ Ink Refill Type 125 Color is recommended as a replacement when Ink Cartridge Type 125 Color runs out of colour ink.

Overseas Affiliates

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GB

Part No. H5058601 Printed in Netherlands

Optional Equipment

PC-FAX EXPANDER TYPE 120

This allows use of this machine as a scanner and a PC FAX modem

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IMPORTANT SAFETY INSTRUCTIONS

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall the 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 authorised sales person or your local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the ground grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type plug is used.)
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of ampere ratings of the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - A. When the power cord or plug is damaged or frayed.
 - B. If liquid has been spilled into the product.
 - C. If the product has been exposed to rain or water.
 - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often required extensive work by a qualified technician to restore the product to normal operation.
 - E. If the product has been dropped or cabinet has been damaged.
 - F. If the product exhibits a distinct change in performance, indicating a need for service.

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 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 PABX's (consult your authorised dealer for the list of compatible PABX's 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 the 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 Number 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 form 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 10 ma d.c. is 0.3 volts.
15. Only apparatus conforming with BS 6301 or EN 41003 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 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 Operator's manual page 32), please note that incoming calls normally expect to be answered within 10 seconds of hearing the tone and most will abandon the the call within 45 seconds.



Declaration of Conformity

"The Product complies with the requirements of the **EMC Directive 89/336/EEC** and the **Low Voltage Directive 73/23/EEC**."

Notice: The machines produced from July 1995 comply with the above CE requirements.

INTRODUCTION

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

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

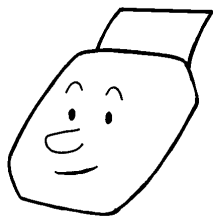
WHAT DOES A FAX MACHINE DO?

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

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

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

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



WHAT DOES THE PRINTER DO?

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

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.**

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

The manual consists of the following sections.

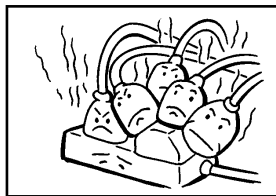
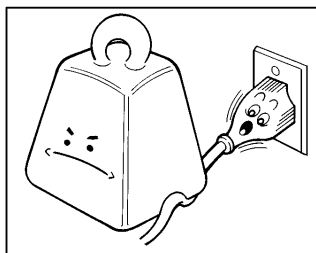
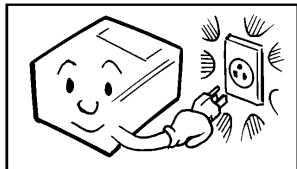
- ☐ **How to Use This Manual** - This is the section that you are now reading. It contains an overview of the manual.
- ☐ **General Precautions** - This section lists precautions that you should keep in mind when operating the machine. Read this section before you begin to use your machine.
- ☐ **Guide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

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

Pay attention to the following :

Power Supply

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



Grounding

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

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

COLD WEATHER POWER-UP

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

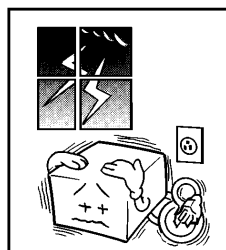
1. Raise the room temperature to 20°C at less than 10°C per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.



Do not use the machine near a humidifier.

THUNDERSTORMS

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



NOTE: All fax messages stored in the memory are erased if the power is switched off for more than one hour.

PAPER PRECAUTIONS

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

Unused paper

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

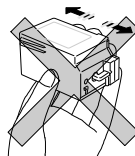
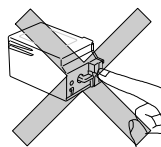
Copies

- ☐ Store in a dry, cool, dark place.
- ☐ Do not use adhesives or writing materials containing alcohol or other organic solvents.

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

INK CARTRIDGES

- ☐ **Ink Cartridge Type 120 Black** is recommended for the best performance. If you use the optional colour printer option, **Ink Cartridge Type 125 Color** is recommended.
- ☐ Store in a cool, dark place.
- ☐ Keep out of reach of children. The ink in the cartridge contains isopropyl alcohol 67-63-0.
- ☐ Never store where it may be exposed to heat.
- ☐ Do not unpack a cartridge until you need to use it.
- ☐ Do not touch the print head : This is a precision component.
- ☐ Do not lay heavy objects on the ink cartridge.
- ☐ Do not remove the ink cartridge from the printer unless you have to; ink inside the cartridge will dry out and the cartridge will not disperse ink.
- ☐ For best results, change the cartridge at least once a year.
- ☐ Do not attempt to refill ink cartridges. Printouts with refilled cartridges may be of poor quality.
- ☐ Do not disassemble ink cartridges. Ink may be spilled on your hands or clothes.
- ☐ Do not subject cartridges to shock or vibration; ink may spill out of the cartridge.
- ☐ Do not touch the aluminum plate on the cartridge.
- ☐ Do not replace the protective seal and head cap after removing them from a new cartridge.
- ☐ If you unwrap a cartridge and do not install it, store it in the ink cartridge container.



OPERATING PRECAUTIONS

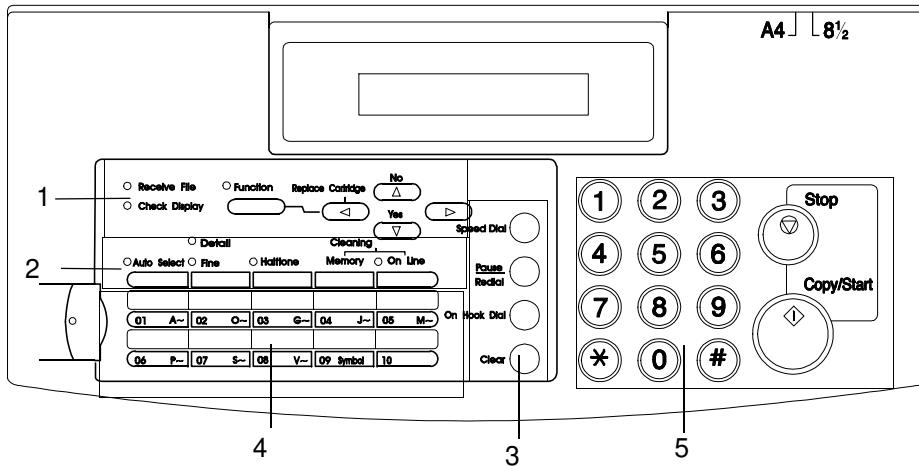
- ☐ Do not unplug the power cord while the machine is operating.
- ☐ Do not overload the paper feed unit.
- ☐ Keep corrosive liquids, such as acid, off the machine.
- ☐ Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- ☐ Do not let paper clips, staples or other small metal objects fall into the machine.
- ☐ Do not place beverages on or near the machine, they may spill on or into it.
- ☐ While the machine is in operation, do not unplug the power cord.
- ☐ If you open the front cover, the machine does not stop printing at once. Do not touch the inside the machine while it is working.
- ☐ Make sure the ink cartridge is in its home position.
- ☐ After the cover has been open, the machine will automatically perform print head cleaning.

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 provide 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 all the time.
- ☐ Do not place the machine in direct sunlight.
- ☐ Avoid prolonged or repeated contact with skin.
- ☐ Cleanse skin thoroughly after contact, before breaks and meals, and at the end of the week period.
- ☐ Ink is readily removed from skin by waterless hand cleaners followed by washing with soap and water.
- ☐ Be careful not to get any ink on your clothing.

GUIDE TO COMPONENTS

OPERATION PANEL

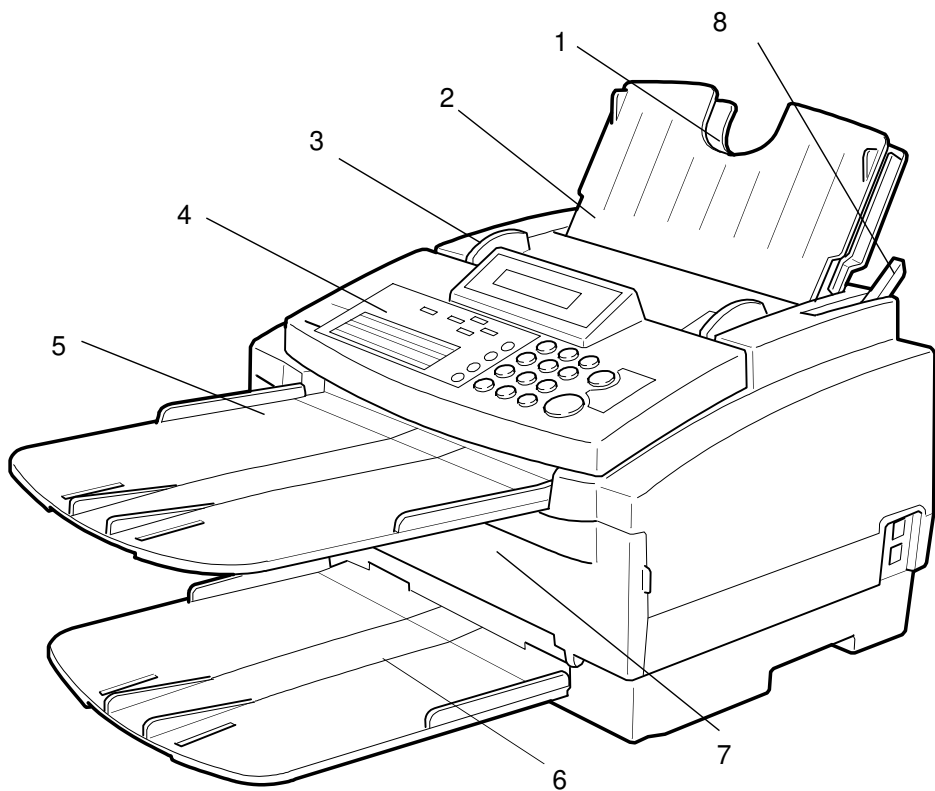


5

1	Receive File Indicator	Lights when an incoming message was received into the memory.
	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.
	Function Key	Press to use one of the numbered functions.
	Yes Key (▼)	Use to answer questions on the display.
	No Key (▲)	Use to answer questions on the display.
	Replace Cartridge(◀)	Use to replace cartridges.
	Arrow Keys	When the arrow keys (◀ and ▶ keys) are shown on the display, use these keys to access the options, items, or functions shown by the arrow. Also use them to move the cursor when programming or editing a displayed item.


2	Auto Select Mode Key And Indicator	Press this key to use Auto Receive Mode. The indicator lights when you are in this mode.
	Detail Indicator	Lights when you are in Detail mode.
	Fine Indicator	Lights when you are in Fine mode.
	Halftone Key/ Halftone Indicator	Press this to use Halftone Mode, the indicator lights when you are in the this mode.
	Memory Key	Press this if you wish to transmit a fax message using the memory features.
	On line Key/ On Line Indicator	Press this to switch the printer On line or Off line. While this indicator is blinking you can not print.
3	Speed Dial Key	Press this to dial using Speed Dials.
	Pause/Redial Key	Press this if you need to insert a pause when dialling. Also, press this to redial the last dialled number.
	On Hook Dial Key	Press this to dial without picking up the handset.
	Clear Key	Use this as a backspace key during programming.
4	Quick Dial Keys	Each of these can be programmed with a telephone number.
5	Ten Keypad	Use this as a telephone keypad, or to enter Speed Dial codes.
	Stop Key	Press this to stop the machine and return it to standby mode.
	Start / Copy Key	Press this to start fax communications or copy a document in the feeder.

FRONT VIEW



1	Paper Feed	5	Document Tray
2	Paper Feed Cover (Document Table)	6	Copy Tray
3	Document Guide	7	Front Cover
4	Operation Panel	8	Paper Feed Lever

BASIC FAX OPERATION

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

Most procedures start from standby mode as shown below. The percentage number shows how much memory space is remaining. "MEM. TX" indicates that the machine is in Memory Transmission mode.

☐ Immediate Transmission mode

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

☐ Memory Transmission mode

MEM. TX 100%	10:00
SET DOC. OR DIAL NO.	

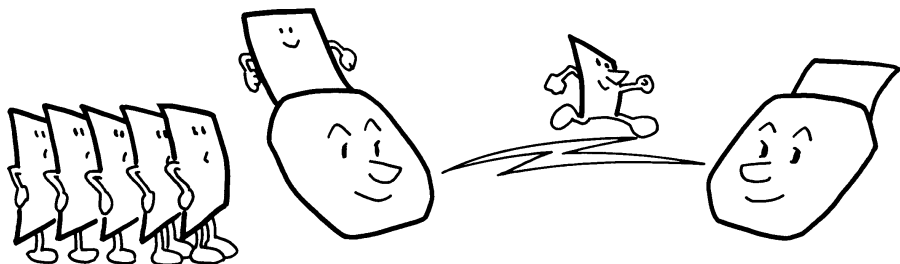
NOTE: If you start a procedure and do not enter anything at the operation panel for 3 minutes, the machine returns to standby mode.

SENDING IMMEDIATELY VS. SCANNING QUICKLY

There are two ways to send a fax message:

- ☐ Memory Transmission
- ☐ Immediate Transmission

Sending Immediately (Immediate Transmission)

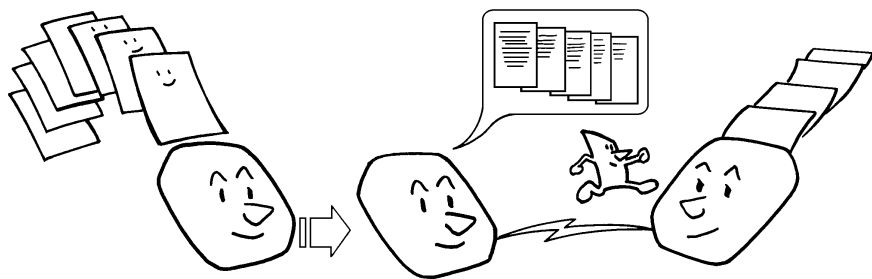


This is known as Immediate Transmission. It is useful when:

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

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

Scanning Quickly (Memory Transmission)



BASIC FAX
OPERATION

This is called Memory Transmission. It is advantageous because:

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

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

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

Cross-references

Send Later: see page 23.

SENDING IMMEDIATELY (Immediate Transmission)

With this procedure you may only specify one destination. The advantages and disadvantages of Immediate Transmission and Memory Transmission are discussed on pages 14 and 15.


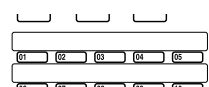

- 1** Make sure that the machine is in standby mode.

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

- 2** If the display does not look like above, then press the **Memory** Key.

- 3** Follow both steps in any order:
☐ You can dial in any of these ways (only one destination):

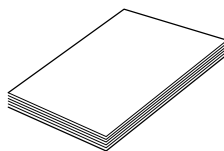
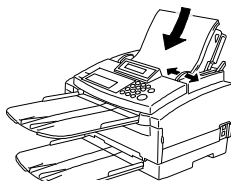
TRANSMIT Y/START
3104719266 ■■■■■■■■

a) Ten Keypad	b) Quick Dial	c) Speed Dial	d) Handset *
		<p>Example: Speed Dial IO</p> <p>Speed Dial</p> <p>I O</p>	

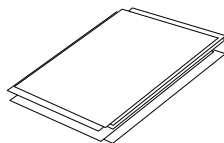
* Only if the handset is installed

- ☐ Carefully place your fax message face down into the document feeder until the machine takes it in.

TRANSMIT OPTION▶
DIAL FAX NUMBER



GOOD



BAD

NOTE:

- ☐ The pages must be face down in the feeder with the first page at the bottom of the stack.
- ☐ Feed the pages in so that the top edge goes in first.
- ☐ Do not feed in more than 15 pages.
- ☐ Do not use unsuitable types of originals (see page 168).
- ☐ Adjust the document guides to fit the width of the pages.
- ☐ Do not use pages of different sizes.



Selecting Contrast : See page 20.
Options for sending a message: See page 23

4 Press the **Start** key.

NOW COMMUNICATING
A4 ----->A4 TRANSMIT

NEW YORK OFFICE
A4 ----->A4 TRANSMIT

5 The machine dials and the line to the other party is connected. While it is dialling, the number that you dialled is displayed (or if you used Quick Dial or Speed Dial, the Quick Dial or Speed Dial Label stored for that number is displayed). After transmission the machine will return to standby mode.

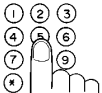
SCANNING QUICKLY (Memory Transmission)

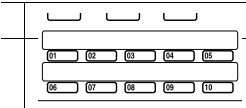
1 Make sure that the machine is in standby mode. If the display does not look as right, then press the **Memory** key.

MEM. TX 100% 10:00
SET DOC. OR DIAL NO

2 Follow both steps in any order.
☐ Dial in one of the following ways:

TRANSMIT Y/STRT
3104719266





Example: Speed Dial 10

Speed Dial
1 0

d) Other
Several destinations : GROUP DIAL
Just one location*: HANDSET

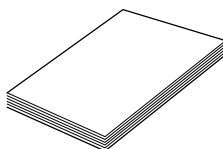
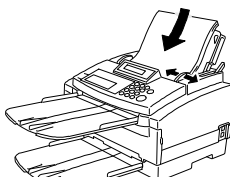
*:Only if the telephone handset is installed.

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

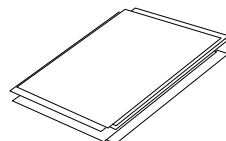
☐ Carefully place your fax message face down into the auto document feeder until the machine takes it in.

MEM. TX OPTION▶
DIAL FAX NUMBER

NOTE: If you do not set the document carefully you can reset the machine to its default. Check after that the display still looks as above.



GOOD



BAD

3 Press the **Yes** key.

TRANSMIT OPTION ◀
DIAL NEXT FAX NUMBER

- 4** Either:
- ☐ Dial another number (**Broadcasting**).
See the next section : Go to step 2.
 - ☐ Press the **Start** key. The machine will scan the document and dial.

SAVING TO MEMORY
F-001 P. 01 99%

5 The machine dials, and the line to the other party is connected.

NOW COMMUNICATING
SET DOC. OR DIAL NO.

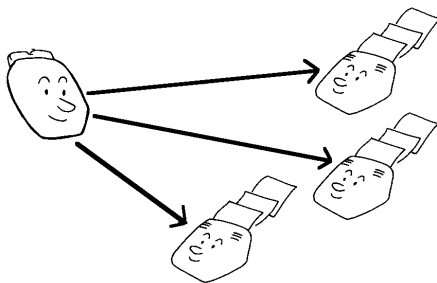
NEW YORK OFFICE
SET DOC. OR DIAL NO.

NOTE: Watch the display.
The identification of the other party will appear. If you have dialled the wrong number, press the **Stop** key as soon as possible and start over again.

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

Sending the Same Message to Many Destinations

This feature is called **Broadcasting**. When you are in Memory Transmission mode, you can send the same message to many destinations (maximum 30 destinations). After dialling the number of the first destination (steps 2 & 3 above), dial another number. Repeat this procedure until you have dialled all the numbers, then press the **Start** key.



IF YOU MAKE A MISTAKE

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

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

If you enter the wrong function number,

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

If you dial the wrong number:

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

BASIC FAX
OPERATION

POSSIBLE PROBLEMS

You want to take out the document:

Open the operation panel and take it out.

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

You want to send more than 15 pages:

While the last page is being fed in, place more pages (up to 15) in the feeder.

You make a mistake while dialling:

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

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

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

You find a mistake after scanning and the document has been stored as a memory file (Memory Transmission):

Use Function 21 to clear the memory file. (see page 40) and start again.

The Check Display indicator is blinking:

An error has been detected. Follow the instructions on the display. For more information about error displays see page 160.

SENDING A PAGE WITH VERY FINE DETAIL

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

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

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

Resolution

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

Standard: Suitable for most typewritten documents. When the Detail and Fine indicators are not lit, this mode is selected.

Detail: Use for documents with small print or fine details. When the Detail indicator is lit, this mode is selected.

Fine: Use this for high quality reproduction. When the Fine indicator is lit, this mode is selected.

Halftone

If your document contains a photograph, diagrams with complex shading patterns or gray, switch Halftone Mode on to achieve optimum image quality. This mode is selected when the Halftone indicator is lit. If it is not lit, press the Halftone key.

NOTE: When you select this mode, Detail is also automatically selected.

Selecting the Halftone Type

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

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

- ☐ At this time, you can print a User Parameter List by pressing the ◀ key, then press the Start key.

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

- 2** Press the **Yes** key. Then press the ◀ and the ▶ keys until the setting for Switch 10 is shown.

- ☐ The settings on the display are the current settings normally seen in a machine just delivered from the factory.

```
          KPAD/Y/◀▶
SWITCH 10: 0000 0000
```

- 3** To change the setting of digit 7, press 7 using the ten keypad.

```
          KPAD/Y/◀▶
Digit 7: SWITCH 10: 1000 0000
0: Error Diffusion (higher quality)
1: Basic Halftone Process
```

- 4** Finish : Press the **Yes** key, then the **Function** key.

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

Home Position Setting Adjustments

For contrast, resolution and halftone, you can select whether the settings return to the home position at the end of transmission. Also, you can change the home position of these settings. If you need other adjustments, contact a service representative. The procedure is as follows (see page 166 if you need more information about the User Parameter Settings adjustment procedure).

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print a User Parameter List if you press the ◀ key, then press the Start key.

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

- 2** Press the **Yes** key. The settings for switch 00 are now displayed. You need to change the settings for switches 00 and 01. You can move between switches using the ◀ and the ▶ keys. The meaning of the various settings are laid out below.

```
                KPAD/Y/◀▶
SWITCH 00: 0000 0000
```

SWITCH 00

Digit	Purpose					
4 to 5	Resolution home position					
	Digit 5	Digit 4	Setting	Digit 5	Digit 4	Setting
	0	0	Standard	1	0	Fine
	0	1	Detail	1	1	Do not use.
6	Transmission mode home position					
	0: Memory Transmission					
	1: Immediate Transmission					
7	Halftone On/Off homeposition0: Off 1: On					

SWITCH 01

Digit	Purpose
7	If you change any of the resolution, transmission mode or halftone settings before making a transmission, then: 0: The setting(s) will not return to the home position after the transmission. 1:The setting(s) will return to the home position after the transmission.

- 3** If you wish to change one of the settings, press the key on the ten key pad that corresponds to the digit that you wish to change. For example press **7** to change digit 7.

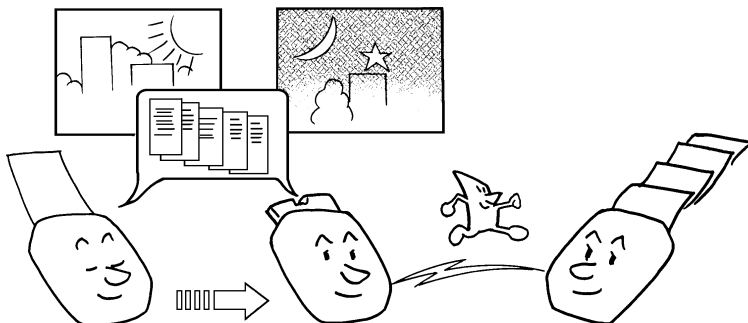
```
                KPAD/Y/◀▶
SWITCH 00: 1000 0000
```

- 4** Finish: Press the **Yes** key, then press the **Function** key.

OTHER FEATURES FOR TRANSMISSION

When you make a routine transmission, you can use a few optional features. Before you use them, set your document and dial. Press the ► key to access the features.

Sending at a Specific Time



BASIC FAX
OPERATION

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

CAUTION

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

- 1 Press the ► key until "SEND LATER?" is displayed.

SET OPTION	Y/►
SEND LATER?	

- 2 Press the **Yes** key.

SET OPTION	KPAD/Y
TIME 00: 00	10: 00

- 3** Example: Send at 11:30
Press 1,1,3,0, using the ten keypad.

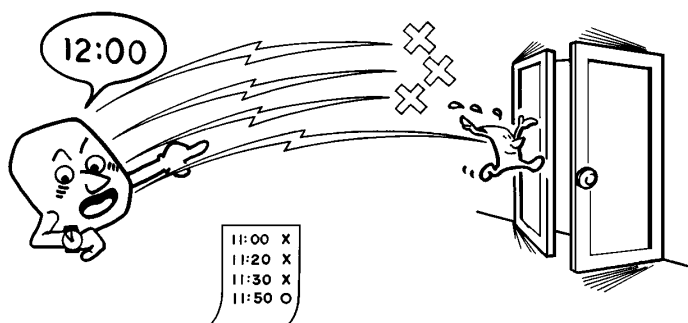
SET OPTION	KPAD/N
TIME 11:30	10:00

- 4** Press the **Yes** key, then the **Start** key.

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

NOTE: If you want to cancel this operation, you just remove the document from the feeder.

READY 97%	10:00
TRANS STANDBY	



Sending by a Specific Time

This feature is called Transmission Deadline (TRD). It is only available when you install the optional Feature Expander. If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

If the line is busy, the machine will redial at set intervals either until the message gets through or until the deadline passes. Before the deadline passes, there is no limit to the number of times that the machine can redial. After the deadline passes, the machine will print a report which indicates whether or not your message was sent within the deadline. Then, the message will be erased from memory.

NOTE: This feature is only available with Memory Transmission.

- 1** Press the **►** key until "SET TRD?" is displayed.

SET OPTION	Y/►
SET TRD?	

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

SET OPTION	KPAD/Y
TIME 00:00	10:00

Example: The deadline is 10:15. Press 1,0,1,5 using the ten keypad

SET OPTION	KPAD/Y
TIME 10: 15	10: 00

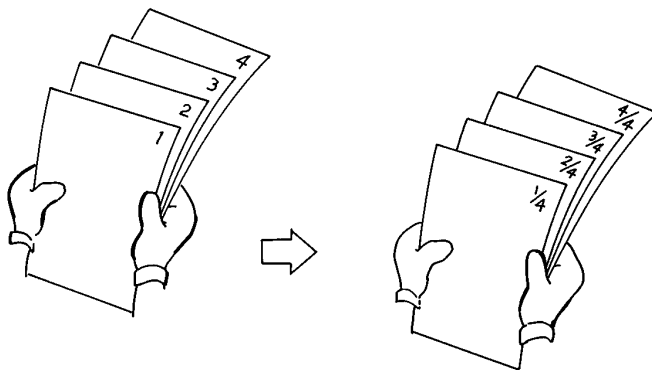
- 4** Press the **Yes** key.
- ☐ The TRD time cannot be more than 24 hours into the future.

Cross -reference

Communication Result Report: see page 137.

BASIC FAX
OPERATION

Printing the Page Number (Immediate Transmission Only)



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

If you use Page Count:

Page numbers will be printed in batch-numbering format (for example P1/3, P2/3, and P3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent and if any are missing. However, you have to input the number of pages using the keypad before sending them.

If you do not use Page Count:

Page numbers will be printed only as a sequence (for example P1,P2,P3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

- 1** Press the **►** key until "SET PAGES?" is displayed.

```
SET OPTION      Y/►
SET PAGES ?
```

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

```
SET OPTION      KPAD
PAGES : ■■
```

- 3** Enter the total number of pages you wish to send. Example : 10 pages.
Press 1,0 using the ten keypad.

```
SET OPTION      Y/N
PAGES : 10
```

- 4** Press the **Yes** key.

```
TRANSMIT      OPTION►
DIAL FAX NUMBER
```

NOTE: If you select Memory Transmission, Page Count is automatically switched on and the pages are counted automatically. If you switch TTI off, you cannot use this feature.

Sending Your Identification at the Top of Your Message

Normally, the TTI programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page. In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

- 1** Press the **►** key until "TTI PRINT?" is displayed.

```
SET OPTION      Y/►
TTI PRINT?
```

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

```
SET OPTION      Y/◄►
►ON OFF
```

- 3** Press the **◄** and the **►** keys until the displayed setting is correct.

```
SET OPTION      Y/◄►
ON ►OFF
```

- 4** Press the **Yes** key.

```
TRANSMIT      OPTION►
DIAL FAX NUMBER
```

Cross-reference
TTI: see page 199.

Converting Immediate Transmission to Memory Transmission

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

Memory Transmission as Your First Choice

The default mode of your machine is Immediate Transmission. If you wish, you can change this home position to Memory Transmission. The procedure is as follows. If you need more information about the User Parameter Settings adjustment procedure, see page 166.

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print a User Parameter List, if you press the **◀** key and the **Start** key.

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

- 2** Press the **Yes** key. The settings for Switch 00 are now shown in the display. The setting that you need to change is that for digit 6.

```
                KPAD/Y/◀▶  
SWITCH 00: 0000 0000
```

- 3** If you wish to change the setting, press **6** using the ten keypad.

```
                KPAD/Y/◀▶  
SWITCH 00: 0100 0000
```

Digit 6
0: Memory Transmission
1: Immediate Transmission

- 4** Finish: Press the **Yes** key, then press the **Function** key.

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. In many cases, the machine will redial the destination automatically.

Automatic Redialling

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

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

Redialling is done 4 times at 5 minute intervals (for Memory Transmission) or 2 times at 1 minute intervals (for Immediate Transmission). The number of redials and the redial intervals may be adjusted by a service technician.

- ☐ During redialling, the number being dialled is displayed as shown on the right.
- ☐ If redialling fails for an Immediate Transmission, you will see the display shown opposite. You can convert this communication to a Memory Transmission to free up the machine for other users. Press the **Memory** key then the **Start** key.
The document will be scanned and the machine will continue redialling.
To cancel this transmission, see page 40 (Clear Memory Transmission).

3172270471 SET DOC. OR DIAL NO.

READY 100% 10:00 REDIAL STANDBY

Using the Redial Key

The machine remembers the last telephone number that you have inputted. So, if you have to redial the last number, just press the **Redial** key, then press the **Start** key.

This feature has the following uses.

- ☐ If the machine is waiting to redial the other party, you do not have to wait for the redialling interval to expire. Press the **Redial** key .
- ☐ If you wish to send another message to the same address that you sent one to recently, you don't have to dial the full number again. If it is still in the Redial memory, place the message in the feeder, then press the **Redial** key, then press the **Start** key.

NOTE: ☐ Using Redial, you cannot retry a failed Memory Transmission. However, you can redial the telephone number, as explained on the previous pages.

BASIC FAX
OPERATION

- 1** Follow both steps in any order.
- ☐ Press the **Pause/Redial** key , then press the **Yes** key **twice**.

REDIAL	Y
08 ATLANTA OFFICE	

- ☐ Carefully place your fax message into the document feeder.

TRANSMIT	OPTION ▶
DIAL FAX NUMBER	

- 2** Either:
- ☐ Select another number: Broadcasting (Memory Transmission)
 - ☐ Start the transmission : Press the **Start** key.

CHOOSING THE RECEIVING MODES & HOW TO RECEIVE

Overview

Your machine can receive fax messages in different ways:

- ☐ Auto Select Mode (Auto Receive Mode, Fax Mode)
- ☐ Manual Receive Mode

When the Auto Select indicator is not lit, the machine is in Manual Receive mode. When the Auto Select indicator is lit, the machine can be in one of two modes, Auto Receive or Fax mode. You can choose which mode this is using function 62.

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

Y/ NEXT ▶
SELECT LINE

- 2** Press the ▶ key until "SELECT AUTO RECEIVE" is appeared.

Y/ NEXT ▶
SELECT AUTO RECEIVE

- 3** Press the **Yes** key.

PRIORITY	Y/ ◀▶
FAX	▶AUTO

- 4** Select the setting you want using the ◀ and the ▶ keys.
Either:

- ☐ Select " FAX": Auto Select indicator shows you are in the Fax mode.
- ☐ Select " Auto": Auto Select indicator is shows you are in the Fax mode.

- 5** Press the **Yes** key, then press the **Function** key.

Giving Priority to Auto Select Mode

Make sure that you have selected Auto Receive mode with the Auto Select function. Assuming you have, this mode is selected when the Auto Select indicator is lit. If it is not lit, press the **Auto Select** key under the indicator until it is lit.

While the telephone is ringing:

- ☐ If you do not answer within a certain time, the machine will connect to the machine.
- ☐ If you pick up the handset, you can speak in reply.

Setting the 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 answer the line, and you are no longer able to answer the call yourself. The Auto Ring Time is the number of times the machine rings before taking the call.

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

	Y/NEXT▶
SET POLLING ID	

- 2** Press the ▶ key until the opposite display appears.

	Y/ NEXT▶
SET NO. OF RINGS	

- 3** Press the **Yes** key. The factory setting will be displayed, either:

NO. OF RINGS	Y/N
06 RINGS	

- ☐ Change the number of rings, press the **No** key, then press the new number using the ten keypad.
Example 03. Press 0, 3 using the ten keypad.
- ☐ Keep these settings, go to step 4.

- 4** Press the **Yes** key, then the **Function** key.

Giving Priority to TAM Mode

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

- ☐ 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.
- ☐ In TAM Mode, the Auto Ring Time must be set to one ring more than the number of rings that your answering machine waits before it takes the call. To check this number, have a friend call and do not answer the phone, count the number of rings that you hear before the answering machine takes the call.

Giving Priority to Fax Mode

Make sure that you had selected FAX mode in the Auto select function. Assuming you have, this mode is selected when the Auto Select indicator is lit. If it is not lit, press the **Auto Select** Key under the indicator until it is lit. 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 machine.

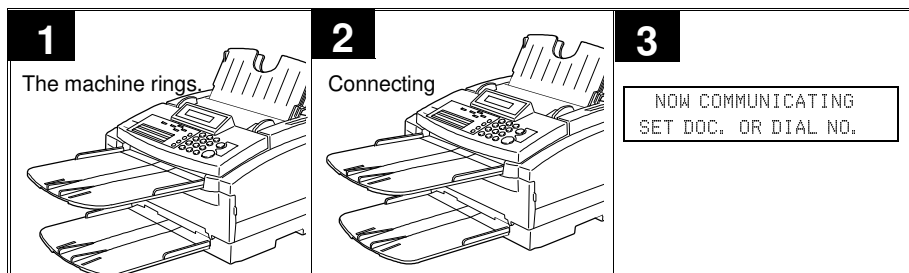
Giving Priority to Manual Receive Mode

This mode is selected when the Auto Select indicator is not lit. If it is lit, press the Auto Select key until the Auto Select indicator goes out.

- ☐ 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 or from a telephone.

Receiving

Auto Select Mode



BASIC FAX
OPERATION

1 The machine rings.

- 2** If
- ☐ If you pick up the handset, you can speak to the other party. But if the other end is a fax machine, the machine automatically start receiving fax messages.
 - ☐ If you do not pick up the handset, the machine starts receiving fax messages.

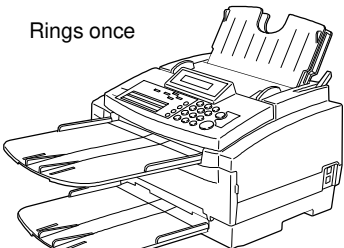
When you connect the telephone answering machine

1 The phone rings until the Auto Ring Time is reached.

2 If you do not pick up the phone before the Auto Ring Time 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 over from the answering machine and receives the fax message.

FAX Mode

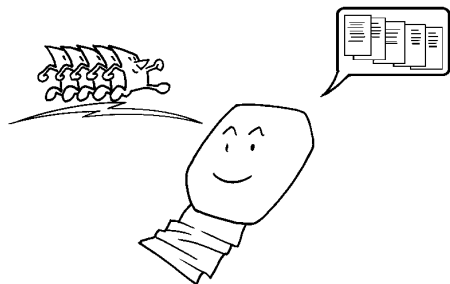
<p>1 Rings once</p> 	<p>2</p> <div data-bbox="585 234 927 309" style="border: 1px solid black; padding: 5px; text-align: center;">NOW COMMUNICATING SET DOC. OR DIAL NO.</div>
--	--

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

Manual Receive Mode

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

RECEIVING FAX MESSAGES WHEN THERE IS A PROBLEM



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

If the "Memory File" indicator is lit, a message has been stored in the memory using the Substitute Reception feature.

Check the following:

- ☐ The Ink Cartridge may be empty. If so, replace it: see page 145.
- ☐ The paper may be used up. If so, add paper : see page 144.
- ☐ The copy paper may have jammed. If so, remove the jam: see page 153.
- ☐ The cover is not closed properly. If so, close the cover.
- ☐ If in printer mode, you may need to perform a form feed to clear the current sheet of paper. press the ► key.
- ☐ Your machine is in Dump or ALF mode: Press the **Clear** key.

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

ECM: see page 78.

Authorized Reception: see page 70.

Switching Substitute Reception On or Off

If you wish to switch Substitute Reception on or off, do the following. (If you need more information about the User Parameter Settings adjustment procedure, see page 166)

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print a User Parameter List. Press the **◀** key, then press the Start key.

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

- 2** Press the **Yes** key. Press the **▶** key until the settings for Switch 05 are displayed.

```
KPAD/Y/◀▶
SWITCH 05: 0000 0000
```

- 3** Change the settings of digit 0 and 1. The meanings of these setting are as follows.

```
KPAD/Y/◀▶
SWITCH 05: 0000 0011
```

Digit 1 0

Digit	Purpose	
0	Substitute Reception	0: Off 1: On
1	Reception to memory when no RTI or CSI identifiers were received from the other party	0 Enabled 1: Disabled

- 4** If you wish to change the setting, press **0** or **1** using the ten keypad.
- 5** Press the **Yes** key, then press the **Function** key.

Using The Handset

With this, 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 keypad (or use a Quick Dial key or a Speed Dial Code if you wish).

- 1** Pick up the handset.
- 2** Dial
NOTE: Do not press the **Start** key.
- 3** Continue as for a normal telephone conversation.

Using the Redial Key

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

- 1** Press the **Pause/Redial** key, then press the **Yes** key.

REDIAL	Y
08 ATLANTA OFFICE	

- 2** Press the **Start** key. The number will be dialled immediately.

Answering The Telephone

If the telephone rings just once:

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

If the telephone rings continuously:

- 1** Pick up the handset and speak to the other party. If you hear a high-pitched tone, a fax is coming in. Press the **Start** key then hang up.
- 2** If the caller wants to send you a fax, press the **Start** key after speaking. Then hang up. If nothing happens after you press the **Start** key, the power may be switched off or the telephone may not be connected correctly.

To Talk Before Sending a Fax (On Hook Dial)

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

2 Dial

NOTE: ☐ Do not use the handset.
☐ Do not press the **Start** key.

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

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

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

ERASING & PRINTING STORED MESSAGES

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

Printing Stored Messages

- 1** Press the **Function** key and **5,1** using the ten keypad, then press the **Yes** key.
- ☐ To print list of files: Press the **◀** key, then press the **Start** key.

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

- 2** Either:
- ☐ Scroll through the files on the display: Press the **◀** and the **▶** keys until the required file appears. Then press the **Yes** key.
 - ☐ If you know the file number, input it directly using the ten keypad: Enter the file number, then press the **Yes** key.

```
FILE NO. 004 START/N  
CHICAGO OFFICE
```

- 3** Press the **Start** key.

Erasing Stored Messages Before They Are Sent

- 1** Press the **Function** key and **2,1**, using the ten keypad, then press the **Yes** key.
- ☐ To print a list of files: Press the **◀** key then press the **Start** key.

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

- 2** Either:

```
FILE NO. 013 Y/◀▶  
CHICAGO OFFICE
```


- ☐ If you do not know the file number:
Scroll through the file numbers with the ◀ and the ▶ keys until the required file appears. Then, press the **Yes** key.
- ☐ If you know the file number: Input it directly using the ten keypad.
Example: File No.013.
Press 0,1,3, then press the **Yes** key.

3 Either :

- ☐ Erase the file: Press the **Yes** key.
- ☐ Keep the file: Press the **No** key

FILE NO. 013	Y/N
CLEAR?	

4 Either:

- ☐ Erase another file: Go to step 3.
- ☐ Finish: Press the **Function** key.

If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the feeder, and press the **Start** key.

You can also specify the print quality. There are three copying modes: HQ, HS, and Fine.

HQ mode: Use HQ mode for most of your printing needs.

HS mode: Use HS mode when you are printing draft documents.

Fine mode: Use Fine mode for printing on transparencies or printing halftone images.

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

- 1 Carefully place your original into the document feeder.

TRANSMIT	OPTION▶
DIAL FAX NUMBER	

- 2 Press the **Start** key.

COPY MODE	01 SETS
▶HS HQ	FINE

- 3 If you wish, change the number of copies using the ten keypad.

COPY MODE	03 SETS
HS ▶HQ	FINE

- 4 Press the **Start** key.

COPYING

- 5 The machine starts copying.

NOTE: The maximum number of copies: 99 pages.

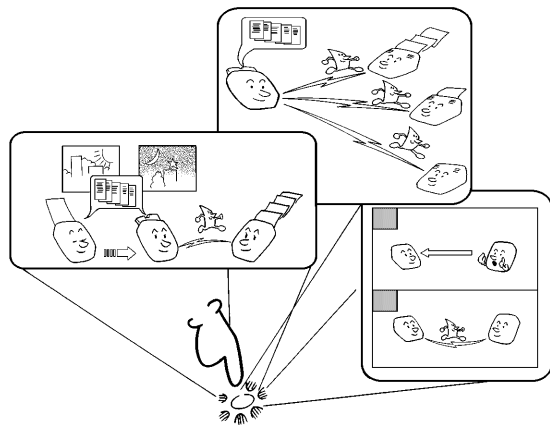
OTHER FAX FEATURES

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

OTHER FAX
FEATURES

PROGRAMMING KEYSTROKES

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



Keystroke Programs are stored in Quick Dial keys.

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

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

Cross reference

Send Later: see page 23.

Storing a Keystroke Program

- 1** Make sure that the machine in standby mode.

- ☐ If you have select Memory Transmission, the message and "READY" on the display is replaced by "MEM. TX. ".

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


- 2** Follow both steps in any order but don't press the **Start** key.

☐ Enter the fax numbers as you would normally do.

```
TRANSMIT      Y/START
02 XYZ COMPANY
```

☐ Carefully place your fax message into the document feeder.

```
TRANSMIT      OPTION ►
DIAL FAX NUMBER
```

- 3** Select all required features (such as Send Later).

☐ Resolution and Halftone cannot be stored in a keystroke program.

- 4** Press the **Quick Dial key** that you wish to store the program in.

Example: Quick Dial key 01

☐ Make sure that this key is vacant.

```
PROGRAMME      Y/N
PROGRAMME ?
```

- 5** To complete the program: Press the **Yes** key.

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

OTHER FAX
FEATURES

Labelling a program

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

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

☐ At this time, you can print a Programme List if you press the ◀ key, then press the Start key.

```
■             QUICK/◀►
PRINT LIST◀/SEARCH►
```

- 2** Press the Quick Dial key that holds the program that you wish to label then the **Yes** key.

Example : Quick Dial key 03

```
03             Y/N
PROGRAMME LABEL ?
```

- 3** Press the **Yes** key, then input your label using the Quick Dial keys.



Inputting labels: see page 164.

```
03             ABC Y/N
TRANSMIT REPORT
```

- 4** Press the **Yes** key. If the display is not as opposite, press the **Yes** key **again**.

```
■             QUICK/◀►
PRINT LIST◀/SEARCH►
```


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

Using a Program

Before using a program, make sure that the machine is in standby mode.

Example: A program to transmit a message.

- 1** Place your document in the feeder.
- ☐ If you have selected Memory Transmission, the message "READY" in the display is replaced by "MEM. TX".
- 2** Press the programmed **Quick Dial key**.
- ☐ The program begins at once, or at a later time specified by the program. You do not need to press the Start key.

```

READY          100% 10: 00
DIAL FAX NUMBER
  
```

Erasing a Program

When you wish to delete a Keystroke program, do the following:

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

```

■              Y/◀▶
PRINT LIST◀/SEARCH▶
  
```

- 2** Press the Quick Dial key that holds the program that you wish to erase.
Example : Press Quick Dial key 08.

```

08 CHANGE?    Y/◀▶
USED AS PROGRAMMED
  
```

- 3** Press the **Yes** key.

```

08              Y/N
PROGRAMME LABEL?
  
```

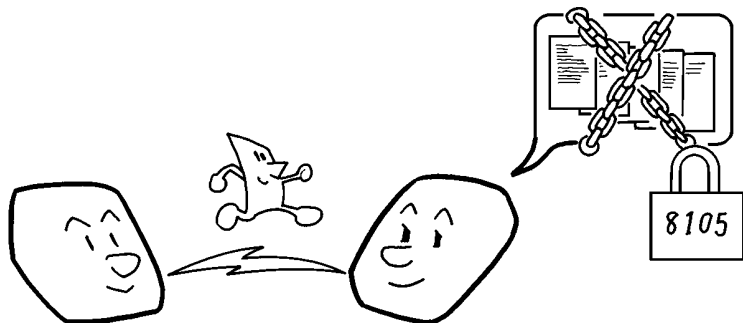
- 4** To delete the program: Press the **No** key, then press the **Yes** key.

```

08              Y/N
CLEAR?
  
```

- 5** Either:
- ☐ Erase another program: **Go to step 2.**
 - ☐ Return to standby mode : Press the **Function** key.

SENDING CONFIDENTIAL MESSAGES



This feature is called **Confidential Transmission**. It is only available when you install the optional Feature Expander. Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the other end's memory. It will not be printed until a number known as the Confidential ID is entered.

NOTE:

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

There are two types of Confidential Transmission.

1. **Normal Confidential Transmission**

The other party can print the message by entering their own ID that was previously stored using the Confidential ID Feature (Function 61).

2. **Confidential ID Override**

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

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

Making a Confidential Transmission

To set up a Confidential Transmission, do the following:

- 1** Make sure that the machine is in standby mode.
 - ☐ The display on the operation panel must be as shown on the right.
 - ☐ If you select Memory Transmission, the message "READY" in the display is replaced by "MEM. TX."

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

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

```
CONFID'L TRANS OPT ►
SET DOC. OR DIAL NO.
```

- 3** Follow both steps in any order.
 - ☐ Carefully place your document in the feeder.
 - ☐ **Dial** then press the **Yes** key.

```
CONFID'L TRANS OPT ►
DIAL FAX NUMBER
```

```
CONFID'L TRANS Y/STA
3104712262
```

- 4** Either:
 - ☐ Do a Confidential ID Override(see below).
 - ☐ Press the **Start** key.

Confidential ID Override Option

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission. When "Option" or "OPT ►" is displayed:

- 1** Press the ► key until "SET CONFIDENTIAL ID?" is shown, then press the **Yes** key.

```
SET OPTION Y/N
ID: ■■■■
```

- 2** Input the **Confidential ID** that you wish to use for this message. Example: 1212

```
SET OPTION Y/►
ID: 1212
```

- 3** Press the **Yes** key.

```
TRANSMIT START
3104712262
```

- 4** If you haven't dialed yet, **dial** now and press the **Start** key. Otherwise, if you dialed using the previous option just press the **Start** key.

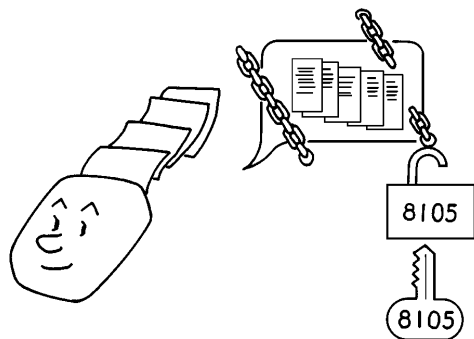
RECEIVING CONFIDENTIAL MESSAGES

This feature is called **Confidential Reception**. It is only available when you install the optional Feature Expander. If the other party sends a message using Confidential Transmission, the message is stored in the memory, and not printed. The "Receive File Indicator" on the operation panel blinks to inform you when a confidential message has come in.

NOTE: If the indicator lights continuously, a message has been stored using the Memory Lock feature. (see page 52).

Also, if you have switched the Confidential File report on, the machine will print a report whenever a confidential message comes in.

When a message comes in, there is no need to do anything immediately. When you want to print the message, input the Confidential ID using Function 52 described in this section.



OTHER FAX
FEATURES

- NOTES:**
- ☐ For this feature to work properly, you must have stored a Confidential ID in advance.
 - ☐ If the machine's Confidential ID does not have any effect, contact the sender and check whether they used Confidential ID Override to override your ID. Print the Journal to find out who the sender is, if necessary.
 - ☐ If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service technician for assistance.

Cross-references

Confidential ID: see page 50.

Confidential File Report: see page 51, 137

Confidential Transmission: see page 47 Journal: see page 136, 140.

Confidential ID Override: see page 48. User Parameter List: see page 142.

Storing the Confidential ID Code

This can be any four digit code (from 0001 to 9999). It must be used to print out any confidential messages that your machine has received.

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

Y/NEXT ▶
SET POLLING ID

- 2 Press the ▶ key until "SET CONFIDENTIAL ID" is displayed. Then press the **Yes** key.

CONF. ID	KPAD
■■■■	

- 3 Input the **Confidential ID** that you will be using.
Example: 0824 Press 0,8,2,4 using the ten key pad.

CONF. ID	Y/N
0824	

- ☐ Press the No key to clear the ID.
- ☐ Use a number between 0001 and 9999.

- 4 Press the **Yes** key.

CONF. ID	Y/N
	PROGRAMMED

- 5 Finish: Press the **Function** key.

If you have not stored a Confidential ID beforehand, you will not be able to receive any confidential messages from other parties.

Printing a Confidential Fax Message

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

- 1 Press the **Function** key and **5,2** using the ten keypad, then press the **Yes** key.

CONF. ID	KPAD
■■■■	

- 2 Input the **ID code**. Example: 0824, Press 0,8,2,4 using the ten keypad.

CONF. ID	START/N
■■■■	

- 3** Press the **Start** key.

```
PRINT MEMORY FILE
```

NOTE: If the Receive File indicator is lit, an incoming fax message has been stored in the memory using the Memory Lock feature. To print the message, see page 54.

Confidential File Report

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

It is useful because it can be used to draw the attention of the intended receiver to a message sent using Normal Confidential Transmission or Confidential ID Override.

You can switch this report on or off using Function 63. In a new machine, it is switched on at the factory (see page 166 if you need more information about the User Parameter settings adjustment procedure).

OTHER FAX
FEATURES

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

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

- ☐ At this time, you can print out a User Parameter List. Press the ◀ key and then press the Start key.

- 2** Press the **Yes** key, then press the ◀ and the ▶ keys until the settings for Switch 04 are shown.

```
          KPAD/Y/◀▶  
SWITCH04: 0000 0000
```

- 3** To change the setting, press **0** using the ten keypad.

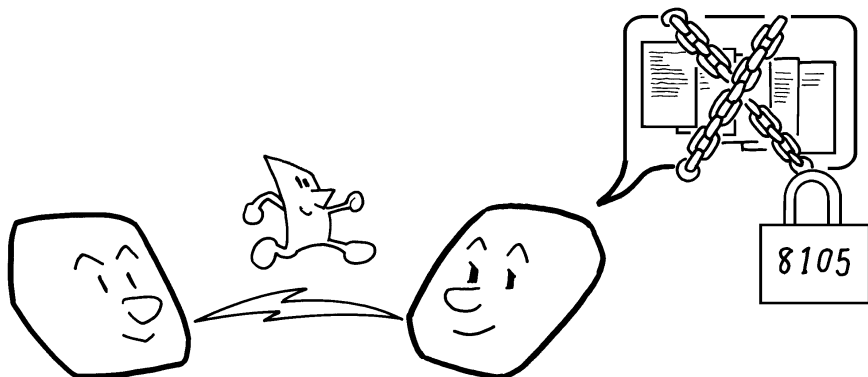
```
          KPAD/Y/◀▶  
SWITCH04: 0000 0001
```

Digit 0
0: Confidential File Report ON
1: Confidential File Report OFF

- 4** Finish: Press the **Yes** key and the **Function** key.

NOTE: If you wish, you can prevent unidentified senders from sending you confidential messages. See page 69.

LOCKING INCOMING MESSAGES



This feature is called **Memory Lock**. It is available when you install the optional Feature Expander.

To use Memory Lock, you must first:

- ☐ Specify the senders whose messages you want to lock in the memory. Do this by programming their RTI's or CSI's (Function 71). These senders are referred to as Special Senders.
- ☐ Store a Memory Lock ID (Function 61).
- ☐ Switch Memory Lock on (Function 62).
- ☐ Select the messages to be locked (Function 63):
 - Only lock messages from Special Senders.
 - Lock all messages except those from Special Senders.

You may specify up to 50 Special Senders. If Memory Lock is switched on, the machine will not print any incoming fax messages from certain senders. They will be kept in memory until you enter the Memory Lock ID that you previously stored in the machine.

Messages received by Confidential Reception will not be printed if you input the Memory Lock ID.

Cross-reference

Confidential Reception: see page 49.

Programming Special Senders: see page 73.

Storing a Memory Lock ID

This can be any four-digit code (using digits 0 to 9). Use a number between 0001 and 9999.

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

Y/NEXT ►
SET MEMORY LOCK ID

- 2** Press the ► key, until "SET MEMORY LOCK ID" is displayed, then press the **Yes** key.

LOCK ID KPAD
■■■■

- 3** Input the **MEMORY LOCK ID** that you will be using. Example: 1212
Press 1,2,1,2, using the ten keypad.
☐ Use numbers between 0001 and 9999.

LOCK ID Y/N
1212

- 4** Press the **Yes** key.

LOCK ID Y/N
PROGRAMMED

- 5** Finish: Press the **Function** key.

OTHER FAX
FEATURES

Switching Memory Lock On/Off

Before you can use Memory Lock, you have to switch it on with Function 62.

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

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

Y/NEXT ►
SELECT LINE

- 2** Press the ► key until "MEMORY LOCK ON/OFF" appears.

Y/NEXT ►
MEMORY LOCK ON/OFF

- 3** Press the **Yes** key.

MEMORY LOCK Y/ ◀▶
ON ►OFF

- 4** Use the ◀ and ▶ keys to switch this feature on or off.

MEMORY LOCK Y/ ◀▶
►ON OFF

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

Selecting Which Messages To Lock

1 Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad. then press the **Yes** key.

☐ At this time, you can print a user parameter list, press the ◀ key, then press the Start key.

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

2 Press the **Yes** key, then press the ▶ key until the settings for Switch 09 are displayed.

```
                KPAD/Y/◀▶
SWITCH 09: 0000:0000
```

3 Change the setting of digit 7 by pressing 7 on the ten keypad. The effect is shown in the table opposite.

```
                KPAD/Y/◀▶
SWITCH 09: 1100:0000
```

Digit 7

0: Only messages from Special Senders are locked in memory.

1: All messages are locked in memory except those from Special Senders.

4 To finish: Press the **Yes** key, then press the **Function** key.

NOTE: If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. (See page 69)

Programming the List of The Special Senders for Memory Lock

A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI or CSI. When you use Memory Lock, you must program a list of these codes as Special Senders using Function 71. (see page 73)

Memory Lock ON / OFF (Function 62)	List of Special Senders (Function 71)	Switch 09 digit 7 (Function 63)	Result
OFF	Empty/Not Empty	X	No messages are locked in memory.
ON	Empty	X	All messages are locked in memory.
ON	Not Empty	0	Only messages from Special Senders are locked in memory.
ON	Not Empty	1	All messages are locked in memory except those from Special Senders.

Printing Locked Messages

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

1 Press the **Function** key and **5,3** using the ten keypad, then press the **Yes** key.

LOCK ID KPAD
■■■■

2 Input the **ID code**. Example:1212
Press 1,2,1,2 using the ten keypad.

LOCK ID START/N
■■■■

3 Press the **Start** key.

PRINT MEMORY FILE

Cross-references

Substitute Reception: see page 35

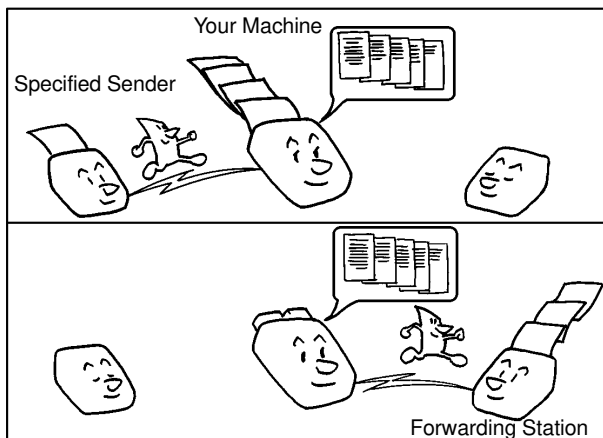
Confidential Reception: see page 49

Memory Lock: see page 52

Forwarding : see page 56

FORWARDING MESSAGES

This feature is available when you install the optional Feature Expander. It is known as "Follow Me". Using this feature, you can pass fax messages coming in from certain locations on to other fax machines. The terminals that receive your forwarded messages are called "Forwarding Stations". The senders where incoming messages you want to pass on are called "Specified Senders". If other fax machines in your organisation have this feature, you can use Forwarding to set up distribution chains for incoming messages.



To set up Forwarding, program your machine as follows:

- ☐ Program the phone numbers of the Forwarding Stations that you will pass on messages to, together with the list of Specified Senders for each number (Function 72).
- ☐ Switch Forwarding on (Function 62).
- ☐ Select how to treat the Specified Senders (Function 63). Either forward:
 - All messages except those from Specified Senders.
 - Only messages from Specified Senders.
- ☐ Decide whether you want your machine to automatically print messages that it forwards. (This feature is called Local Printing, Function 63).

In this machine you can specify up to 3 Forwarding Stations, and a total of up to 30 Specified Senders. However, you can use Wild Cards to effectively expand the number of RTI's/CSI's you can program. If the RTI/CSI of the machine sending you a fax does not match any of the Specified Senders that you have programmed, then that message will not be forwarded.

- NOTE:**
- ☐ You can select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the output. This mark brings to the other party's attention that this message has been forwarded. See page 61 for more about the Forwarding Mark.
 - ☐ If one of the specified senders changes their RTI/CSI you must change the stored RTI/CSI, or you will not be able to forward messages from that sender.
 - ☐ If you switched Memory Lock on or receive confidential messages, you can not use Forwarding.

Cross-references

RTI and CSI: see page 198, 200.

Journal: see page 136, 138.

OTHER FAX
FEATURES

Switching Forwarding On/Off

Before you use Forwarding, you have to switch it on using Function 62. After you switch Forwarding on, "FORWARD" is displayed when the machine is in standby mode.

- 1** Press the **Function** key and **6,2,2,2,2,6,2** using the ten keypad. Then press the **Yes** key.
- 2** Press the **▶** key until "FORWARDING ON/OFF" is displayed.
- 3** Press the **Yes** key.
- 4** Use the **◀** and the **▶** keys to switch this feature on or off.
- 5** Press the **Yes** key to store your setting, then press the **Function** key.

Y/NEXT ▶
SELECT LINE

Y/NEXT ▶
FORWARDING ON/OFF

FORWARDING Y/◀▶
ON ▶OFF

FORWARDING Y/◀▶
▶ON OFF

FORWARD 100% 14:26
SET DOC. OR DIAL NO.

3 Input the telephone number of the forwarding station using the ten keypad.

- ☐ The forwarding station is the number that you wish to direct incoming messages to.
- ☐ If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine.
- ☐ If you do not program any Specified Sender's identification, all incoming messages will be forwarded.

FORWARD	KPAD/ ◀ ▶
4710319266	■■■■■■■■■■

4 Press the **Yes** key.



Inputting Characters : see page 164.

FORWARD	Y/N
SET RTI/CSI?	

5 Either:

- ☐ If you now wish to enter the Specified Senders: Press the **Yes** key.
- ☐ If you wish to forward all incoming messages to this station : Press the **No** key, go to step 8.

RTI/CSI	ABC ◀ ▶
■■■■■■■■■■	■■■■■■■■■■

6 Input the Specified Sender's RTI or CSI, then press the **Yes** key so the display is as right. If the display is not as opposite, press the **Yes** key **again**.


RTI/CSI	Y/N
STORE AS WILD CARD?	

7 Either:

- ☐ Store this RTI as a wild card: Press the **Yes** key.
- ☐ Otherwise: Press the **No** key.

8 Either:

- ☐ Input another specified sender: Go to step 4.
- ☐ Finish: Press the **Function** key.
- ☐ Another forwarding station. Press the **No** key and go to step 3.

- 1** Press the **Function** key and **6,2,2,2,2,7,2** using the ten key-pad, then press the **Yes** key.
- 2** Press the **Yes** key.
- 3** Press the ◀ and the ▶ keys until the number of the Forwarding Station that you wish to edit appears.
- 4** Press the **Yes** key, then edit this Forwarding Station number and enter the correct number using the ten keypad.
- 5** Press the **Yes** key.
- 6** Press the **Yes** key.
 Inputting Characters : see page 164.
- 7** Either
 - ☐ To add Specified Senders: Input an **RTI/CSI**.
 - ☐ To edit Specified Senders allocated to this number: Scroll with the ◀ and ▶ keys until the RTI/CSI that you wish to edit appears, then press the **Yes** key. Edit the RTI/CSI using the Quick Dials and the ten keypad.
- 8** Press **Yes** key. If the display is not as opposite, press **Yes** again, then either:
 - ☐ Store this RTI as a wild card: Press t
 - ☐ Otherwise: Press the **No** key
- 9** Either:
 - ☐ Edit another RTI/CSI: Go to step 5.
 - ☐ Finish: Press the **Function** key.
 - ☐ Edit another forwarding station: Pres

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


Switching Local Printing On/Off

When you first switch Forwarding on, messages that your machine passes on are not printed by your machine. If you turn this function on however, they will be printed.

- 1** Press **Function** and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.
- 2** Press **Yes**, then press the **◀** and **▶** keys until the settings for Switch 11 are displayed. Change the setting of digit 6.
- 3** If you wish to change the setting, press **6** using the ten keypad.
- 4** Finish: Press the **Yes** key, then press the **Function** key.

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

```
          KPAD/◀▶
SWITCH 11: 0000 0000
```

```
          KPAD/◀▶
SWITCH 11: 0100 0000
```

Digit 6
0: Local Printing Off
1: Local Printing On

OTHER FAX
FEATURES

Enabling and Disabling the Forwarding Mark

The forwarding mark is printed at the receiving end on the top of each page of fax messages forwarded from your machine. This mark will help the operator at the other end to recognise messages that have been forwarded. If you wish, you can switch this mark off. To switch the Forwarding Mark on or off, do the following procedure. (See page 166 if you need more information about the User Parameter settings adjustment procedure.)

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.
- 2** Press the **Yes** key, then press the **▶** key until the settings for Switch 02 are displayed. Change the setting of digit 0.
- 3** If you wish to change the setting, press **0** using the ten keypad.
- 4** Finish: Press the **Yes** key, then press the **Function** key.

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

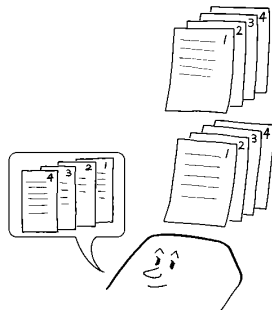
```
          KPAD/◀▶
SWITCH 02: 0000 0000
```

```
          KPAD/◀▶
SWITCH 02: 0000 0001
```

Digit 0
0 Forwarding Mark Off
1 Forwarding Mark On

If you do not have enough memory, you can't receive Forwarding messages.

MULTI-COPY SETTING



This feature is only available when you install the optional Feature Expander. Using this feature, more than one copy of each incoming fax message can be printed. You may also choose to have more than one copy from only select senders. This feature is useful if you need to reduce your photocopier's work load. For example, if you switch this feature on overnight, you will not have to make distribution copies of the messages that came in during the night. However, the paper in the paper feed will be used up more quickly.

When you switch Multi-Copy on, you can choose whose messages to make multi-copies of by specifying a list of sender's RTI's/TTI's (known as Special Senders). Moreover, you can decide how to treat these Special Senders: either make multi-copies of their messages only, or, make copies of all messages except those from them. The maximum number of Special Senders you can specify is 50.

To use this feature, you must first:

- ☐ Switch Multi-Copy on (Function 62).
- ☐ Set the number of copies (Function 83).
- ☐ Specify the senders (Special Senders) whose messages you want to make multiple copies of. Do this by programming the RTI's or CSI's of these senders (Function 71).
- ☐ Select how to treat the Special Senders (Function 63). Either copy:
 - All messages from Special Senders.
 - All messages except those from Special Senders.

NOTE: If you receive messages with Confidential Reception, Memory Lock or the Polling Reception, this feature is not available.

Cross-reference

Copying Original: see page 42. Programming Special Senders: see page 73.

Switching Multi-Copy On/ Off

Before you use Multi-Copy, you have to switch it on using Function 62.

1 Press **Function** and **6,2,2,2,2,6,2** using the ten keypad. Then press the **Yes** key.

Y/NEXT ►
SELECT LINE

2 Press the ► key until "# OF COPIES ON/OFF" is displayed.

Y/NEXT ►
OF COPIES ON/OFF

3 Press the **Yes** key.

OF COPIES Y/◀►
ON ►OFF

4 Use the ◀ and the ► keys to switch this feature on or off.

OF COPIES Y/◀►
►ON OFF

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

OTHER FAX
FEATURES

Setting the Number of Copies

1 Press **Function** and **6,2,2,2,2,7,3** at the ten keypad, then press the **Yes** key.

NO. OF COPIES KPAD/Y
1 SETS

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

NO. OF COPIES KPAD/Y
3 SETS

NOTE: Maximum number of copies : 9

Selecting How to Treat Special Senders for Multi-Copy

1 Press **Function** and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

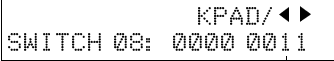
- ☐ At this time, you can print out a user parameter list. Press the ◀ key and then press the start key.

SETTING? Y/◀
PRINT LIST ◀

2 Press the **Yes** key, then press the ◀ key until the settings for Switch 08 are displayed.

KPAD/◀►
SWITCH 08: 0000 0000

3 Change the setting of digit 1 by pressing **1** using the ten keypad. The result is shown in the diagram opposite.



Digit 1
0: Only messages form Special Senders are multi-copied.
1: All messages are multi-copied except those from Special Senders.

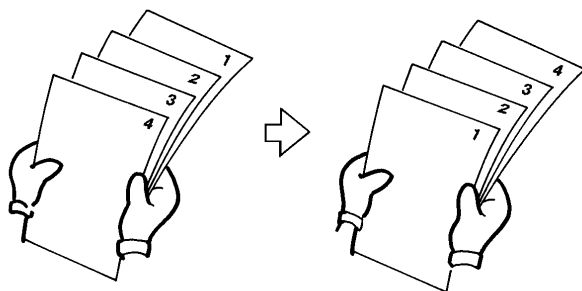
4 Finish: Press the **Yes** key, then press the **Function** key.

Programming the List of Special Senders for Multi-Copy

A terminal sending an incoming message always identifies itself to your machine. The identification consists of an RTI or CSI. When you specify the senders for Multi-Copy, you must program a list of these codes. Program the list by Function 71 (see page 73).

Multi-Copy ON / OFF (Function 62)	List of Special Senders (Function 71)	Switch 08 Digit 1 (Function 63)	Result
OFF	Empty/Not Empty	Either	No messages are multi-copied.
ON	Empty	Either	All messages are multi-copied.
ON	Not Empty	0	Only messages form Special Senders are multi-copied.
ON	Not Empty	1	All messages are multi-copied except those from Special Senders.

REVERSE ORDER PRINTING



This feature is only available when you install the optional Feature Expander. Normally, the machine prints the pages of received messages in the order that they were received.

However, with Reverse Order Printing, the machine will print the messages from the last page first. This will make it easier to distribute the received fax messages, and more convenient for reading them.

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

To switch this feature on or off, do the following:

- 1 Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print user parameter list, press the **◀** key and then press the the Start key.

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

- 2 Press the **Yes** key, then press the **◀** and the **▶** keys until the settings for switch 10 are displayed. Change digit 0.

```
                                KPAD/◀▶  
SWITCH 10: 0000 0000
```

- 3 If you wish to change the setting, press **0** using the ten keypad.

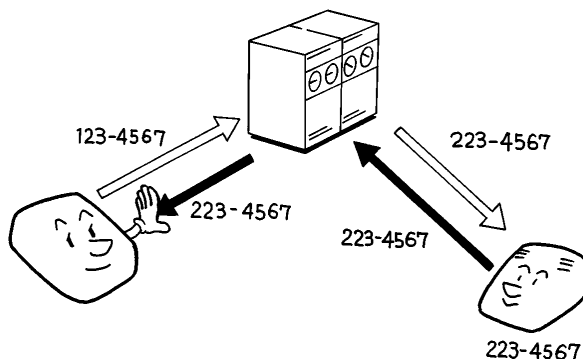
```
                                KPAD/◀▶  
SWITCH 10: 0000 0001
```

- 4 To finish: Press the **Yes** key, then press the **Function** key.

Digit 0
0: Reverse order printing Off
1: Reverse order printing On

PROTECTION AGAINST WRONG CONNECTIONS

Preventing Transfer to a Wrong Connection



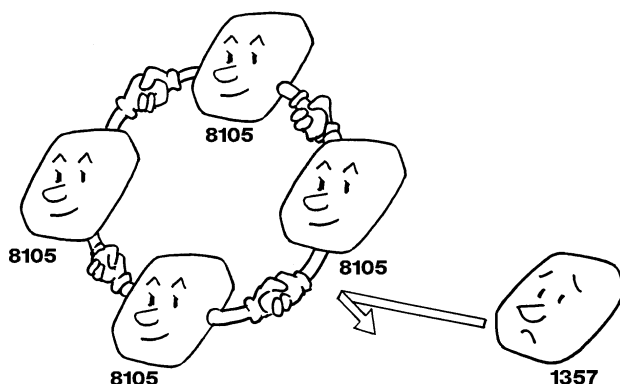
This feature prevents the automatic switching equipment in the telephone network from accidentally connecting you to the wrong fax terminal.

However, it does not help you if you dialled the wrong number yourself. So, even if this feature is switched on, you should still check your operation panel display to check whether you have reached the correct terminal, and be ready to press the Stop key if the wrong terminal's RTI or CSI is displayed. Your machine compares the number that you dialled with the CSI received from the other end. Only the last 8 digits are checked and spaces and pauses in the telephone number is ignored. If the CSI is not the same as the telephone number, the transmission is stopped.

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

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

Preventing a Wrong Connection



This feature is called **Closed Network Transmission**. It is only available when you install the optional Feature Expander. This feature helps to avoid accidentally sending a fax message to a terminal that is outside your network. The ID codes of the communicating machines are checked. If they are not the same, the communication is stopped. The ID Code is the same as the Polling ID (see page 81). This feature may not be reliable if you are communicating with a terminal produced by a different maker.

OTHER FAX
FEATURES

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print a user parameter list, press the ◀ key and press the start key.

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

- 2** Press the **Yes** key. Then press the ◀ and the ▶ keys until the settings for switch 06 are shown. The setting that you need to change is that for digit 2.

```
                KPAD/Y/ ◀▶
SWITCH 06: 0000 0000
```

- 3** If you wish to change the setting, press **2** using the ten keypad.

```
                KPAD/Y/ ◀▶
SWITCH 06: 0000 0100
```

Digit 2
0: ID Transmission Off
1: ID Transmission On

- 4** Finish: Press the **Yes** key, then press the **Function** key.

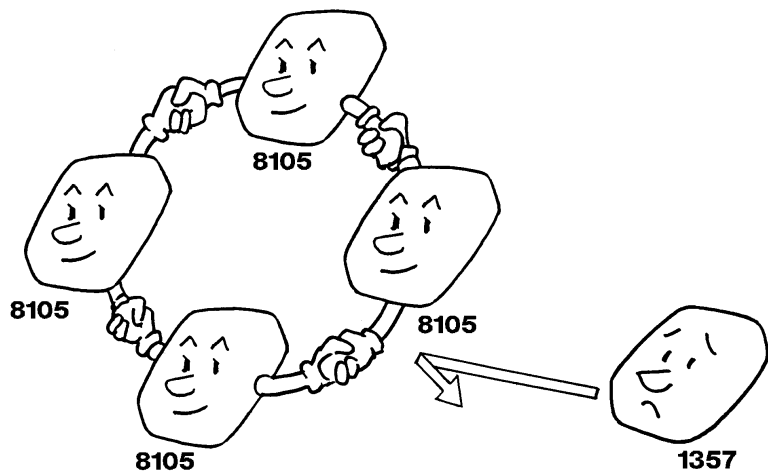
Cross-references

Polling ID: see page 81.

Closed Network Reception: see page 68.

REJECTING MESSAGES FROM CERTAIN SENDERS

Blocking Wrong Connection Reception (Closed Network Reception)



This feature can 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.

This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer. Contact your service representative if you are interested in this feature.

Cross-references

Polling ID Code: see page 81. Closed Network Transmission: see page 67.

Rejection of Messages from Unidentified Senders

You can make the machine reject incoming messages that require storing in your machine's memory if they are not accompanied with an identifier such as the RTI or CSI. Features that are affected are Substitute Reception, Memory Lock and Forwarding.

The procedure is as follows (see page 166 if you need more information about the User Parameter settings adjustment procedure):

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print a user parameter list, press the **◀** key and press the Start key.

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

- 2** Press the **Yes** key, then press the **◀** and the **▶** keys until Switch 05 is displayed. The setting that you need to change is digit 1.

```
                KPAD/◀▶
SWITCH 05: 0000 0000
```

- 3** If you wish to change the setting, press **1** using the ten keypad.

```
                KPAD/◀▶
SWITCH 05: 0000 0010
```

Digit 1
0: Messages are not rejected.
1: Messages are rejected

- 4** Finish: Press the **Yes** key, then press the **Function** key.

OTHER FAX
FEATURES

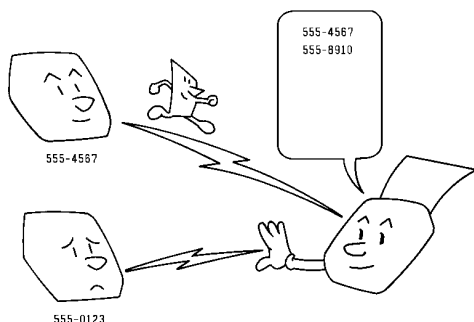
Cross-references

Substitute Reception: see page 35.

Forwarding: see page 56.

Authorized Reception

This feature helps you to reject junk fax mail.



To authorize reception from a particular sender:

- ☐ Switch Authorized Reception on. (Function 62)
- ☐ Specify the senders whose messages you would like to treat differently. Do this by programming the sender's RTI's or CSI's as Special Senders (ask the sending party what their RTI/CSI is, or, make a communication with that terminal, print a Journal and read off the RTI/CSI). If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes (Function 71).
- ☐ Select whether to accept (Function 63):
 - Only messages from Special Senders.
 - All messages except those from Special Senders.

If the RTI/CSI is not the same as any of those that you have programmed into this feature, the message will not be accepted. The number of RTI/CSI's that you can store for use with this feature is limited to 30. However, you can use Wild Cards to extend the number of RTI/CSI's that you can specify.

NOTE: If you turn Authorized Reception on and you do not program any Senders' RTI/CSI's, your machine cannot accept any messages. If one of the authorized terminals changes their RTI/CSI, you will also have to change the stored RTI also. Otherwise, you will not be able to accept messages from that sender anymore.

Cross-references

RTI and CSI: see page 198, 200.

Journal: see page 136,140.

Programming Special Senders: see page 73.

Switching Authorized Reception On/Off

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

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

Y/NEXT ►
SELECT LINE

- 2 Press the ► key until "AUTHORIZED ON/OFF" is displayed.

Y/NEXT ►
AUTHORIZED ON/OFF

- 3 Press the **Yes** key.

AUTHORIZED Y/◀►
ON ►OFF

- 4 Use the ◀ and the ► keys to switch this feature on or off.

AUTHORIZED Y/◀►
►ON OFF

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

OTHER FAX
FEATURES

Selecting Whether to Accept or Reject Messages from Special Terminals

- 1 Press the **Function** key and **6,2,2,2,2,6,3** using the ten key-pad, then press the **Yes** key.

SETTING? Y/◀►
PRINT LIST ◀

- ☐ At this time, you can print a user parameter list, you press the ◀ key and press the Start key.

- 2 Press the **Yes** key, then press the ◀ and the ► keys until the settings for Switch 08 are displayed.

KPAD/Y/◀►
SWITCH 08: 0000 0000

- 3 You need to change digit 3 by pressing 3 on the ten keypad. The result is shown in the table opposite.

KPAD/Y/◀►
SWITCH 08: 0000 1100

Digit 3

0: Only messages from Special Senders are received.

1: All messages except those from Special Senders are received.

- 4 Finish: Press the **Yes** key, then press the **Function** key.

Programming the List of Senders for Authorized Reception

A terminal sending an incoming message always identifies itself to your machine. The identification consists of an RTI or CSI. Before you can use Authorized Reception, you must program a list of senders you wish to treat differently. These senders and their RTI's/CSI's are known as Special Senders. Use function 71 to enter this information.(see the next next page).

Authorized Reception ON / OFF (Function 62)	List of Special Senders (Function 71)	Switch 08 Digit 3 (Function 63)	Result
OFF	Empty/Not Empty	X	All messages are received.
ON	Empty	X	No messages are received.
ON	Not Empty	0	Only messages from Special Senders are received
ON	Not Empty	1	All messages except those from Special Senders are received.

- 8** Select whether to set this RTI/ CSI as a Special Sender for Multi-Copy using the ◀ and the ▶ keys.

```

SET # OF COPIES  Y/◀▶
▶ON    OFF

```

-  To store this setting: Press the **Yes** key.

SET MEM. LOCK Y/◀▶
ON ▶OFF

- 10** Select whether to set this RTI/ CSI as a Special Sender for Memory Lock using the ◀ and the ▶ keys.

SET MEM. LOCK Y/◀▶
▶ON OFF

- 44** To store this setting: Press the **Yes** key.


RTI/CSI ABC ◀▶

- 12** Either
- ☐ To program another Special Sender: Go to step 3.
 - ☐ To finish : Press the **Function** key.

Editing Special Senders

- 1** Press the **Function** key and **6,2,2,2,2,7,1**, then press the **Yes** key.
- ☐ At this time, you can print a Special Terminal List by pressing the **◀** key and the **Start** key.


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

-  Press the **Yes** key.

RTI/CSI ABC ◀▶

- 3** Edit **RTI's** or **CSI's** using the Quick Dial Keys or ten keypad.
Example : XYZ COMPANY

RTI/CSI	ABC
XYZ COMPANY	■■■■■■

 Inputting Characters : see page 164.

- 4** Press the **Yes** key. If the display is not as opposite, press the **Yes** key **again**.

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

- 5** Either:

```

SET AUTHORIZED  Y/◀▶
      ON      ▶OFF

```

- ☐ Store this RTI as a wild card: Press the **Yes** key.
- ☐ Otherwise: Press the **No** key.

Some feature controlled by the Special Senders and Forwarding lists cannot be applied to the same RTI/CSI at the same time. The table e below outlines the functions that can be applied together to the same RTI/CSI.

	1	2	3	4
1. Authorized Reception		✓	✓	✓
2. Multi-Copy	✓		▲	✓
3. Memory Lock	✓	◀		◀
4. Forwarding	✓	✓	▲	

✓: Both features available.
▲ ◀: Only the feature pointed to by the arrow is available.

WILD CARDS

This feature greatly enhances the effectiveness of the following features:

- ☐ Authorized Reception
- ☐ Forwarding
- ☐ Memory Lock
- ☐ Multi-Copy

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI and CSI of the other terminal, and acts accordingly. When you program RTI's for these features, you can program wild cards to greatly expand the number of terminals that you can receive from.

CAUTION

This feature cannot recognise spaces.

Example:

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

Cross-references

Authorized Reception: see page 70.
RTI and CSI: see page 198, 200.

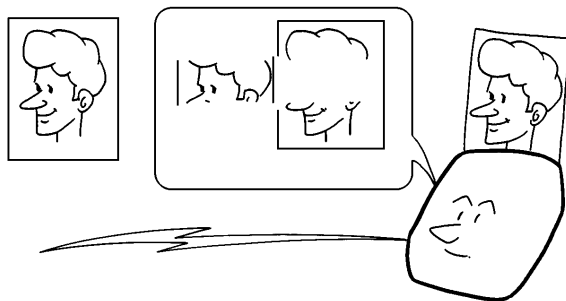
Forwarding: see page 52.
Multi-Copy: see page 62.

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

Using The Tone Key

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

ECM (Error Correction Mode) AND PAGE RETRANSMISSION



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

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

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

Y/NEXT ►
SELECT LINE

- 2** Press the ► key until "ECM ON/OFF" is displayed.

Y/NEXT ►
ECM ON/OFF

- 3** Press the **Yes** key.

ECM Y/◀▶
ON ►OFF

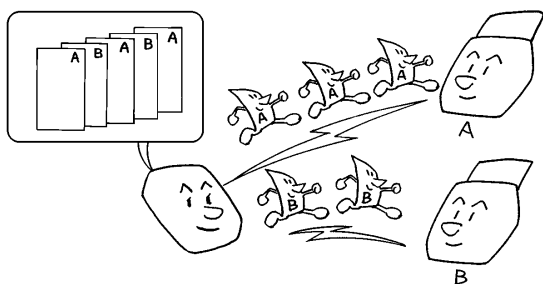
- 4** Use the ◀ and the ► keys to switch this feature on or off.

ECM Y/◀▶
►ON OFF

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

BATCH TRANSMISSION

This feature is only available when you install the optional Feature Expander. It reduces communication costs if you often send more than one message to the same location.



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

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

You can set up more than one batch. In the example shown in the diagram above, you have set up two batches; one is for destination A and one is for destination B.

In another example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

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

NOTE: You can have up to 6 fax messages in the same batch. Messages using Confidential Transmission and Polling cannot be put into a batch.

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print a user parameter list, press the ◀ key and press the Start key.

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

- 2** Press the **Yes** key, then press the ◀ and the ▶ keys until Switch 06 is displayed.

```
                KPAD/◀▶  
SWITCH 06: 0000 0000
```

- 3** If you wish to change the setting, press **4** using the ten keypad.

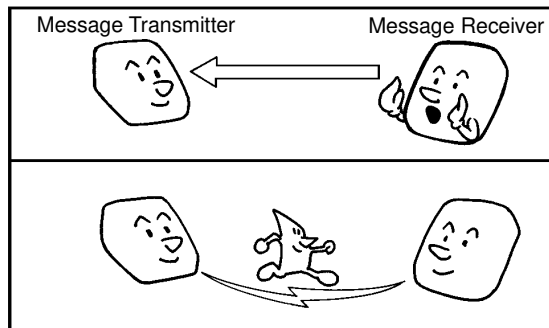
```
                KPAD/◀▶  
SWITCH 06: 0001 0000
```

Digit 4
0: Batch Transmission On
1: Batch Transmission Off

- 4** Finish: Press the **Yes** key, then press the **Function** key.

CALLING TO REQUEST A MESSAGE (POLLING)

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



- ☐ With polling, telephone line costs are charged to the person receiving the message (the Message Receiver).
- ☐ Polling can only be used when both machines have the Polling feature.

Storing Polling ID

This code can be any four digit code (using digits 0 to 9 and letters A to F) except 0000 and FFFF. This ID is also used for the Closed Network feature.

Character/ Digit	Method
Number 0 to 9	Ten Keypad
Alphabet A to C	Quick Dial 01
Alphabet D to F	Quick Dial 02

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

Y/NEXT▶
SET POLLING ID

- 2** If the above display has appeared, press the **Yes** key.

POLLING ID KAPD
■■■■

- 3** Input the ID Code that you will be using. Example: 0917, press 0,9,1,7 using the ten keypad.

POLLING ID Y/N
0917

4 Press the **Yes** key to store your setting.

5 Either :

- ☐ Select another feature : **Go to step 2**
- ☐ Finish : Press the **Function** key

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

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

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

There are three kinds of polling transmission:

Free Polling: Anybody can poll the message from the polled machine's memory.

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

Stored ID Override: There are two ways to use this feature:

- ☐ If your ID Code is different from that of the other terminal, you can use the other terminal's ID Code just for this transmission (ask the other terminal's operator what their ID Code is). Your machine's stored ID Code will be ignored.
- ☐ For extra security, both parties can specify an ID Code just for this communication. The ID Codes of both machines will be ignored. All communicating parties need to coordinate their ID Codes in this case.

Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer.

Cross-reference Polling ID Code: see page 81

Free Polling

- 1** Follow both steps in any order:
 - ☐ Place your document in the feeder.

TRANSMIT OPTION▶
DIAL FAX NUMBER

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

FREE POLLING OPTION▶
SET DOCUMENT

- 2** Press the **Start** key.

- ☐ Your fax message is held on polling standby. To cancel this transmission, remove the document.

READY 100% 10:00
POLL STANDBY, FREE

OTHER FAX
FEATURES

Secured Polling

- 1** Follow both steps in any order:
 - ☐ Place your document in the feeder.

TRANSMIT OPTION▶
DIAL FAX NUMBER

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

POLLING TRANS OPT▶
SET DOCUMENT

- 2** Press the **Start** key.

- ☐ Your fax message is held on polling standby. To cancel this transmission, remove the document.

READY 100% 10:00
POLL STANDBY, SECURE

NOTE: If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Continue from step 2 in the "Stored ID Override" procedure described below.

Stored ID Override

This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission. The ID code can be composed using digits 0 to 9 and/or A to F, but 0000 and FFFF can't be used.

- 1** Follow both steps in any order:
 - ☐ Place your document in the feeder.
 - ☐ Press the **Function** key and **1,3** using the ten keypad. Press the **Yes** key.

TRANSMIT OPTION▶
DIAL FAX NUMBER

POLLING TRANS OPT▶
SET DOCUMENT

- 2** Press the ▶ key until "SET POLLING ID?" is displayed, then press the **Yes** key.

SET OPTION KPAD
ID: ■■■■

- 3** Enter the **ID code** that you wish to use for this message. Example: 0824. Press 0,8,2,4 using the ten keypad.

SET OPTION Y/N
ID: 0824

- 4** Press the **Yes** key.

POLLING TRANS OPT ▶
PUSH START

- 5** Press the **Start** key.

READY 100% 10: 00
TRANS STANDBY, SECURE

- ☐ Your fax message is held on polling standby.

NOTE: After transmission, this machine will clear the transmission file.

Options for Polling Transmission

When you set a document on the document feeder for Polling Transmission, you also have the following options.

- ☐ TTI On/ Off
- ☐ Page Count

- 1** Press the ▶ key until the required option is displayed. Example: TTI option.

SET OPTION Y/▶
SET TTI PRINT?

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

SET OPTION Y/◀
ON ▶OFF

- 3** If you wish to switch this option on or off, use the ◀ and the ▶ keys until the displayed setting is correct.

SET OPTION	Y/◀
▶ON	OFF

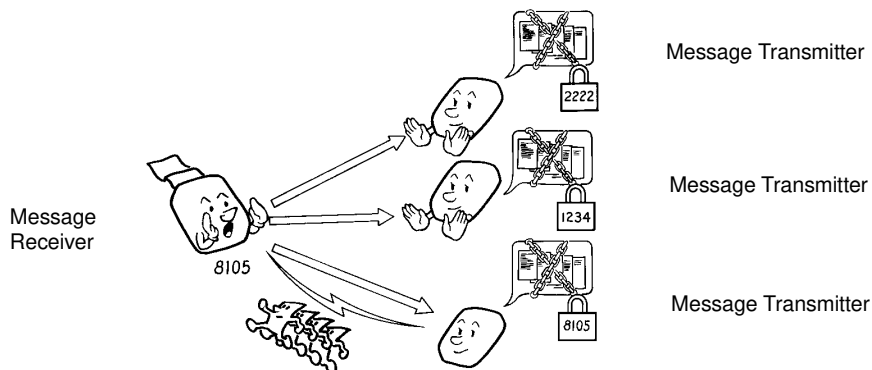
- 4** Finish : Press the **Yes** key.

Cancelling Polling Transmission

Take out the document from the document feeder. It is automatically cancelled.

PICKING UP MESSAGES STORED ELSEWHERE (Polling Reception)

OTHER FAX
FEATURES



Use this feature when you wish to poll a message from another terminal. You can poll documents from many terminals with only one operation (use Groups and Keystroke Programs to make the most out of this feature).

You have three options: Free Polling, Secured Polling, and Stored ID Override, as described for Polling Transmission(see page 82).

The maximum number of terminals that you can poll in one operation is 100.

Cross-references

Poling ID Code: see page 81.

Groups: see page 212.

Keystroke Program: see page 44.

Procedure

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

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

2 Dial the numbers, then press the **Yes** key.

```
POLLING RECV Y/START
3104719266
```

3 Press the **Start** key.



For how to use other options such as
Send Later for delayed polling
see page 23.

Stored ID Override Option

This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

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

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

2 Press the **▶** key until "SET POLL-
ING ID" is displayed.

```
SET OPTION Y/▶
SET POLLING ID?
```

3 Press the **Yes** key.

```
SET OPTION KPAD
ID: ■■■■
```

4 Enter the **ID Code** that you wish to use for this message.

Example: 0917,

Press 0,9,1,7 using the ten keypad,
then press the **Yes** key

```
SET OPTION Y/N
ID: 0917
```

5 Press the **Yes** key.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

6 Dial, then press the **Start** key.

Options For Polling Reception

When you are in Polling Reception mode, only the Send Later option is available.

- 1** Press the **►** key until "SEND LATER?" is displayed.

SET OPTION Y/►
SEND LATER?

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

SET OPTION KPAD/Y
TIME 00: 00 10: 00

- 3** Example: Send at 11:30
Press 1,1,3,0 using the ten keypad.
☐ The send later time cannot be more than 24 hours into the future.

SET OPTION KPAD/N
TIME 11: 30 10: 00

- 4** Press the **Yes** key.

POLLING RECV OPTION ►
DIAL FAX NUMBER

OTHER FAX
FEATURES

Cancelling Polling Reception

NOTE: When you are receiving a polling file, you can not delete that file at the same time.

- 1** Press the **Function** key and **2,2** using the ten keypad. Then press the **Yes** key.

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

- 2** Either :

FILE NO. 011 Y/◀▶
HEAD OFFICE

- ☐ If you do not know the file number: Scroll through the file numbers with the **◀** and **▶** keys until the required file appears.
☐ If you know the file number: Input it directly.

- 3** Press the **Yes** key.

FILE NO. 011 Y/N
CLEAR?

- 4** Press the **Yes** key.

- 5** Finish: Press the **Function** key.

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

- ☐ **TX (Transmit) Counter:** The number of pages that your machine has sent.
- ☐ **RX (Receive) Counter:** The number of pages that your machine has received.
- ☐ **SCAN Counter:** The number of pages that your machine has scanned (includes copy mode).
- ☐ **PRINT Counter:** The number of pages that your machine has printed (includes copy mode and report/list printing).

- 1** Press the **Function** key and **6,2,2,2,2,8,4** using the ten keypad, then press the **Yes** key. First, the Transmission and Reception counters appear.

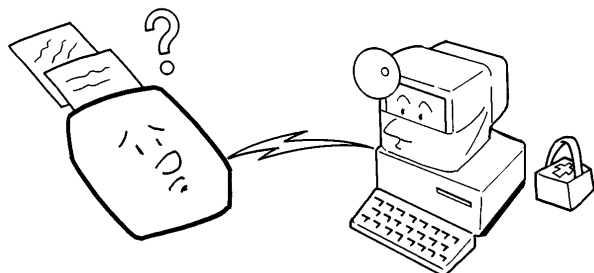
TX	:	021911
RX	:	034407

- 2** Press the **Yes** key and the Scan and Print counters will appear.

SCAN	:	022705
PRINT	:	022796

- 3** When you have finished: Press the **Yes** key and the **Function** key.

RDS (Remote Diagnostic System)



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 it. The service technician can also use RDS to change some of your machine's settings if you request it.

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

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

OTHER FAX
FEATURES

This feature employs Artificial Intelligence (AI) to learn the communication characteristics of the machines programmed as Speed Dial or Quick Dials. AI Short Protocol helps you to reduce communication costs between machines produced by the same manufacturers. AI Short Protocol only works if you dial using Quick Dial, Speed Dial or the redial key. It is also necessary that the machine at the other end must have the AI short Protocol feature.

When you send a fax message, the two machines carry out a handshaking procedure, during which they establish the best way to communicate with each other. Using AI Short Protocol, this handshaking procedure only takes place in full the first time you dial a particular number. Your machine remembers the optimum communication parameters for calling that number. The next time you dial that number, the machine will remember these parameters and the preliminary handshaking will be significantly reduced, saving communication costs.

If you are interested in this feature, contact a service technician to have it switched on.

Connecting Your Printer to the Computer

Your printer has an 8-bit parallel interface port, which allows you to use it with IBM PCs and compatible computers. You need to purchase a Centronics-compatible, parallel interface cable. Ask your dealer for assistance if you need help selecting the right cable.

NOTE For reliable data communications between your computer and the printer, use a short cable 1.8m or less in length.

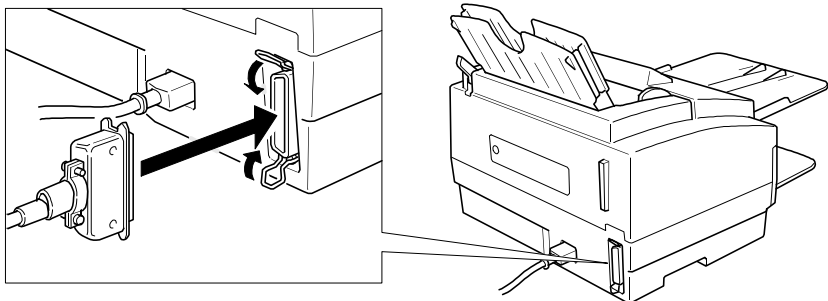
To connect the printer to the host computer, follow the steps below:

1 Turn off the computer.

2 Disconnect the power cord from the printer.

3 Connect the parallel cable.

- ☐ Take off the read cap covering the interface port.
- ☐ Take off the red cap covering the interface port.
- ☐ Align the cable connector with the printer's interface port so the shapes match.
- ☐ Gently press the cable connector into the port.
- ☐ Secure the cable connector by snapping the two wire clips (located on the printer) into the cable connector.



4 Connect the other end of the interface cable to the parallel interface port on your computer.

Choosing Which Ink Cartridge to Use

Ink Cartridge Type 120 Black

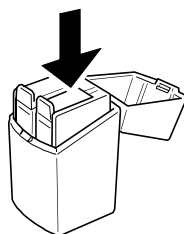
Use this cartridge for printing in black. It is recommended for most of your printing needs, especially for draft and monochrome documents. With this ink cartridge installed, your output prints twice as quickly as the colour cartridge, and you can print documents with a higher resolution.

Ink Cartridge Type 125 Color

Use this cartridge for printing in colour.

Storing Ink Cartridges

If you unwrap an ink cartridge but do not install it in the machine, **store it in the ink cartridge container to prevent the print head from the drying and clogging.** The print head of the ink cartridge must never dry or clog. When installed in the machine, the print head is protected from drying. If you remove the cartridge from the printer, the print head will be exposed to the air. To prevent drying or clogging, store an unused ink cartridge in the cartridge container.

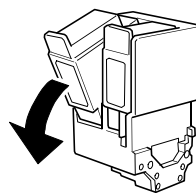


- ☐ You must insert the cartridge correctly or the container will not close.
- ☐ The orange protective cap must be removed from the cartridge.

Replacing Ink Bottles

Ink Cartridge Type 125 Color contains two ink bottles, one for black and the other for cyan , magenta and yellow. If one bottle has run out you can replace it.

The refill of the ink cartridge for the black one is Ink Refill Type 125 Black, For The other is Ink Refill Type 125 color.



Cross Reference
Ink Cartridge:

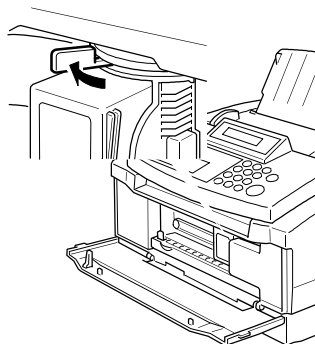
see page 7.

Setting Paper Thickness

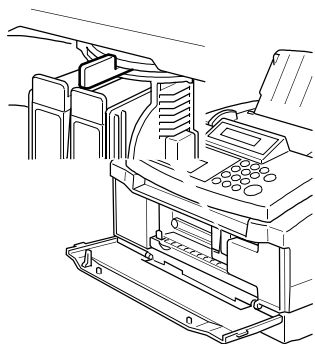
You use the paper thickness lever to adjust the distance between the print head and the paper to accommodate different paper thicknesses. This distance is called the print gap.

Set the green lever according the ink cartridge you are using:

- ☐ To the left for printing on normal paper using Ink Cartridge Type 120 Black.



- ☐ To the center for printing using Ink Cartridge Type 125 Color .



If You Wish to Use the Printer

To enter printer mode, follow the steps below.

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

Y/NEXT ►
SELECT LINE

- 2 Press the ► key until "PC PRINTER FUNCTION" appears, then press the **Yes** key.

Y/NEXT ►
PC PRINTER FUNCTION

- 3 Press the ◀ and the ► keys to select ON.

PC PRINTER FUNCTION
►ON OFF

- 4 Press the Yes key to accept the setting. The machine will begin initialising. Press the **Function** key to return to standby mode. When the On-line indicator stops blinking, press the **On Line** key.

NOTE: In this mode the machine can still be used for faxing.

USING THE
PRINTER

Leaving Printer Mode

If the On-Line indicator is lit, press the On-Line key. To leave the printer mode, follow the steps below.

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

Y/NEXT ►
SELECT LINE

- 2 Press the ► key until "PC PRINTER FUNCTION" appears, then press **Yes**.

Y/NEXT ►
PC PRINTER FUNCTION

- 3 Press the ◀ and the ► keys to select OFF.

PC PRINTER FUNCTION
ON ►OFF

- 4 Press **Yes**, then press the **Function** key to return to fax standby mode.

NOTE: The following descriptions are written assuming that the machine is in the printer mode. If the machine is not, change mode before starting these operations.

Printing a Self Test

To check that you have properly set up the printer, you can print one of the printer's self tests. The self tests are described in detail in the next chapter. For now, print the Demo print:

- 1** Press the **Function** key and **3,5** using the ten keypad, then press the **Yes** key.

	Y/NEXT ▶
FORM FEED	

- 2** Press the ▶ key until "SELF TEST" appears, then press the **Yes** key.

SELF TEST	Y/◀▶
FONT	

- 3** Press the ▶ key until "DEMO" appears on the bottom line of the display, then press the **Yes** key. The printer starts to print the Demo.

SELF TEST	Y/◀▶
DEMO	

- 4** To stop printing the Demo print, hold down the **Clear** key for three second until you hear a beep. The printer stops printing, then ejects the current sheet of paper.

- NOTE**
- ☐ If there are missing lines in the printed text or if there is no ink on the paper, check that the ink cartridge is installed correctly. You may also need to clean the print head, just press the **Clear** key and **Memory** key at the same time.
 - ☐ Make sure that the printer is off-line and the machine is in standby mode.

Installing a Printer Driver

Before you can print documents from your software applications, you must install the appropriate printer driver on your computer. The printer driver takes the information from your application program and translates it into a language the printer can understand.

- ☐ If you are using Microsoft Windows 3.1 applications, install the Windows printer driver as described in the next section.
- ☐ If you are using MS-DOS applications, you must install a printer driver for each MS-DOS software application that you intend to use with the printer.

Installing the Windows Printer Driver

If you are using Windows 3.1, you now want to install the Windows printer driver for the INKJET MFP.

The Windows Driver diskette contains an install program called INSTALL.EXE. This program automatically installs the Windows driver.

- 1** Turn on your computer.
- 2** Make backup copies of the Windows Driver .
- 3** If you are not already in Windows, start Windows by typing WIN and pressing Enter. Make sure the Windows Control Panel is closed.
- 4** Insert the diskette of the Windows Driver into disk drive A (or your desired drive).
- 5** From the Program Manager, select the File menu and then choose the Run option.
- 6** In response to the Command Line prompt, enter the path name that identifies the INSTALL.EXE file on the Windows Driver diskette and then click on OK.
- 7** Now follow the instructions on the screen to install the Windows driver. The INSTALL program installs the Windows driver in the Windows/System directory.

Using the INKJET MFP Windows Driver

When you first install the INKJET MFP Windows driver, it's a good idea to run the Setup program. You can select the printer settings that you will normally use. Later, from within each of your software applications, you can select printer settings that are unique to the current print job.

See Using the Printer With Your Software for details on selecting other printer settings for the INKJET MFP Windows printer driver.

This section describes how to use the printer for all your printing operations. It includes how to print the self tests as well as printing in landscape orientation. It also describes how to pause a print operation.

Selecting the Paper Type

One of the most important things you can do to assure the best possible performance of your machine is to select the correct paper. This machine produces letter quality print on most plain bond papers, including cotton bond and photocopying papers; it does not require special ink jet papers. However, the print quality varies with different paper types. Be sure to test a type of paper before you purchase a large quantity.

The printer supports A4 paper size in portrait orientation. You can use regular copier paper, cotton bond papers, and typical letterhead. Always use paper without curls, folds, staples, or damaged edges.

When selecting or loading paper, please remember the following:

- ☐ Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- ☐ Use cut-sheet paper only. You cannot use multi-part paper.
- ☐ If the print density of your page is very high, light paper stock may curl slightly due to the large amount of ink. If you need to print heavy graphics, try printing on a heavier stock.
- ☐ Do not use thicker paper than meets the specifications of this machine. Printing with a paper that is thick enough to come in contact with the print head nozzles may damage the ink cartridge.

Printing Documents

When you want to print a multi-page document, you will stack a sheet of paper in the paper feed. The printer will automatically feed each sheet when your software application tells it to start printing each page.

After you create a document in your software application, you tell the application that you want to print the document. How you actually print within a program is dependent on the application. See your application's documentation for details.

Specifying Print Options

For each print operation, you need to specify certain print functions in the printer driver. For example, you need to tell the driver what size and type of paper you are printing on and that the paper is being loaded automatically from the document feeder. Your default settings may match the current print operation. Or, if the print options for the current print operation are different from the default settings, you can change them from within your application.

For example:

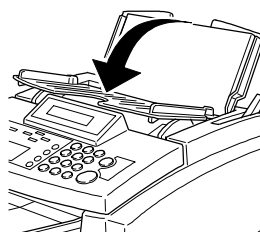
- ☐ In Microsoft Word for Windows, you can select Print Setup from the File menu and then select Setup from the Printer Setup dialogue box. Windows displays the INKJET MFP Setup dialogue box in which you can define all your printer settings. See Using the Printer With Your Software for complete details on the printer settings you can select in the Windows printer driver.
- ☐ In Microsoft Word for MS-DOS, you can select Print from the Command menu, and then select Options from the Print menu. The Print Options menu then allows you to define your printer settings.

After making your print selections, you can prepare the printer for automatically feeding paper.

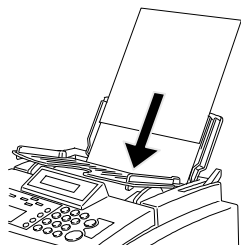
Feeding Paper Manually

When you want to print a single page, you can choose to feed a single sheet of paper manually.

- 1** Open the front paper feed unit by moving it forward.



- 2** Next insert a sheet of paper into the paper feed until it starts feeding.



- 3** After the paper has been fed in, you may start printing from the computer.

NOTE: Try not to tilt the paper as you are inserting it.



Specifying Print Options

- ☐ In the Windows driver, you must select Manual Feed for Paper Source.
- ☐ If you are using an MS-DOS application, your driver should have a manual feed selection. For example, in Microsoft Word, the Print Options menu includes a paper Feed option in which you can select Continuous or Manual.

PRINTING THE SELF TESTS

The printer self test function allows you to visually confirm default printing parameters such as typeface and print quality. It also acts as a diagnostics test to check printer operation. Before you execute a self test, make sure paper is properly loaded in the paper feed. You can execute these printer self tests: the FONT print, DEMO print, NOZZLE print, and ASCII print.

FONT Print

If the on-line indicator is not lit, press the on-line key. You can print this self test in each printer control mode. All characters are printed out in the various print styles and pitches available.

1 Make sure the printer is off-line and the machine is in standby mode.

READY 100%	11:16
SET DOC. OR DIAL NO.	

2 Press the **Function** key and **3,5** using the ten keypad, then press the **Yes** key.

	Y/NEXT ▶
FORM FEED	

3 Press the ▶ key until "SELF TEST" appears, then press the **Yes** key.

SELF TEST	Y/◀▶
FONT	

4 Make sure that "FONT" appears on the bottom line. If the display is not as opposite, press the ▶ key until "FONT" appears, then press the **Yes** key. The printer starts to print the FONT print.

SELF TEST	Y/◀▶
FONT	

NOTE: To stop printing the test print, hold down the **Clear** key for more than three seconds. The printer stops printing, then ejects the current sheet of paper.

The printer prints one of the following FONT prints:

- ☐ Epson LQ mode (Emulation switch 11 set to 1)
- ☐ BJ mode (Emulation switch 11 set to 0)

USING THE
PRINTER

Demo Print

You can print this sample in each printer control mode. The Demo print describes a few of the printer's features in different languages.

- 1 Make sure the printer is off line and the machine is in standby mode.

```
READY 100%      11:16
SET DOC. OR DIAL NO.
```

- 2 Press the **Function** key and **3,5** using the ten keypad, then press the **Yes** key.

```
FORM FEED      Y/NEXT ▶
```

- 3 Press the ▶ key until "SELF TEST" appears, then press the **Yes** key.

```
SELF TEST      Y/◀▶
FONT
```

- 4 Press the ▶ key until "DEMO" appears on the bottom line, then press the **Yes** key. The printer starts to print the DEMO print.

```
SELF TEST      Y/◀▶
DEMO
```

NOTE: To stop printing the test print, hold down the **Clear** key for more than three seconds. The printer stops printing, then ejects the current sheet of paper.

Nozzle Print

You can perform the Nozzle print whenever you want to verify that each print head nozzle is operating properly.

- 1 Make sure the printer is off-line and the machine is in standby mode.

```
READY 100%      11:16
SET DOC. OR DIAL NO.
```

- 2 Press the **Function** key and **3,5** using the ten keypad, then press the **Yes** key.

```
FORM FEED      Y/NEXT ▶
```

- 3 Press the ▶ key until "SELF TEST" appears, then press the **Yes** key.

```
SELF TEST      Y/◀▶
FONT
```

- 4 Press the ▶ key until "NOZZLE" appears on the bottom line, then press the **Yes** key. The printer starts to print the NOZZLE print.

```
SELF TEST      Y/◀▶
NOZZLE
```


- NOTE:**
- ☐ To stop printing the test print, hold down the **Clear** key for more than three seconds. The printer stops printing, then ejects the current sheet of paper.
 - ☐ When Ink Cartridge Type 125 Color is installed, the pattern includes all four colours: cyan, yellow, magenta, and black. In the colour pattern, you'll notice that lines are missing between the colours. This is normal.

ASCII Print

You can print this self test in each printer control mode. All available characters are printed in a repeating pattern using the following typeface, print mode, and character pitch in each printer control mode:

- ☐ Courier HQ at 10 cpi in BJ mode
- ☐ Roman HQ at 10 cpi in Epson LQ mode

1 Make sure the printer is off line and the machine is in standby mode.

READY 100%	11:16
SET DOC. OR DIAL NO.	

2 Press the **Function** key and **3,5** using the ten keypad, then press the **Yes** key.

FORM FEED	Y/NEXT ▶
-----------	----------

3 Press ▶ key until "SELF TEST" appears, then press the **Yes** key.

SELF TEST FONT	Y/◀▶
-------------------	------

4 Press the ▶ key until "ASCII" appears on the bottom line, then press the **Yes** key. The printer starts to print the ASCII print.

SELF TEST ASCCI	Y/◀▶
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- NOTE:**
- ☐ To stop printing the test print, hold down the **Clear** key for more than three seconds. The printer stops printing, then ejects the current sheet of paper.

The printer prints one of the following ASCII Patterns:

- ☐ Epson LQ mode (Emulation switch 11 set to 1)
- ☐ BJ mode (Emulation switch 11 set to 0)

PRINTING IN LANDSCAPE ORIENTATION

The INKJET MFP does not have built-in landscape fonts. However, you can print in landscape orientation through the Windows environment.

If you are not using Windows, you can consider many other software packages that offer landscape font capabilities, such as:

- ☐ Quatro Pro 3.0
- ☐ Lotus 2.4
- ☐ Geoworks
- ☐ WordPerfect 6.0 for MS-DOS

The following font packages work with the specified software applications. (All product names may be trademarks of their respective companies.)

- ☐ WordPerfect 5.0 and 5.1
 - Bitstream Facelift for WordPerfect
 - More Fonts
 - Fonts On the Fly
 - The Publishers Power Pack
- ☐ Lotus 2.0, 2.1, and 2.2
 - Sideways
- ☐ Microsoft Windows 3.1
 - Adobe Type Manager
 - Bitstream Facelift for Windows
 - The Publishers Power Pack
 - TrueType Font Packs

Many other graphics software packages offer landscape printing. You may want to call your specific software manufacturer to see if they offer landscape printing capabilities.

USING THE PRINTER WITH YOUR SOFTWARE

Your printer will work with a wide variety of applications, such as spreadsheet, word processing, and graphics programs. This section describes how to set up your software applications for your printer.

Application programs include a group of programs, called printer drivers, that help the application communicate correctly with specific printers. Before using the printer with your application program, you need to tell the application what type of printer you are using by selecting the printer driver that corresponds to your printer.

The supplier provides a INKJET MFP printer driver for Microsoft Windows. The easiest way to use your printer is to install the Windows driver and perform your print operations through the Windows environment.

The next section, Printer Setup Within Windows, describes in detail the options you can select within the printer driver.

If you are not using Windows, see the section Setting Up MS-DOS Software Applications (later in this section) for information on how to install another printer drivers and select a printer control mode.

USING THE
PRINTER

Printer Setup Within Windows

After you install the INKJET MFP printer driver, you can run the Windows Setup program to change the printer settings.

You can access the Setup program from the Printers dialogue box that is in the Control Panel, or you can select the Print Setup option that is available from the File menu of most applications that run in Windows.

NOTE: If the Print Setup option does not appear in the File menu for your application, refer to the user's manual supplied with the application. It should provide information about changing the printer setup parameters.

If you want to change the language displayed in the INKJET MFP set-up dialogue box, select language options from the control menu of the INKJET MFP set up dialogue box, then choose the language you want.

To configure your INKJET MFP printer driver, follow these steps:

- 1** Start the application you want to use in the Windows environment.
- 2** Open the document you want to print.
- 3** Choose Print Setup from the File menu. The Select Printer dialogue box appears.
- 4** Click once on the INKJET MFP printer name to select it.
- 5** Click on the Setup button. Windows displays the INKJET MFP Setup dialogue box. From this screen, you can select the Paper Source, Paper Size, Print Media and User setting for your print job. You can use these options in any combination. See the next section for more detailed information about the options.
- 6** Once you select the options you want to use, click on the OK button to close the INKJET MFP Setup dialogue box, and then click on the OK button to close the Print Setup dialogue box.

Selecting Printing Options

This section describes the printing options available to you through the INKJET MFP printer driver.

NOTE: If other options appear in the dialogue box, they are provided by the application you are using. Refer to that application's documentation for more information.

Paper Source:

In this Combobox you can select one of the available paper sources. The Paper Source setting defines how paper (or other print media, such as transparencies) will be fed to the Inkjet MFP.

There are two possible paper source settings:

Auto Document Feeder:

Use Auto Document Feeder for plain paper, coated paper, recycling paper, transparencies and back print film. The default setting for the Paper Source is Auto Document Feeder, which means that the paper will be fed into the printer from the sheet feeder mechanism of the Inkjet MFP.

Manual Feed:

Use Manual Feed for other print media. The Manual Feed setting means that the media will be fed into the printer, by hand, one sheet at a time. The Print Manager icon or caption bar will blink and prompt you to insert a sheet of paper. The printer beeps and the error lamp lights, when no paper is inserted. If this happens, just feed in a sheet of paper and press **ONLINE** on the Inkjet MFP.

Paper Size:

In this Combobox you can specify the size of the paper you have inserted in your printer. If the Combobox does not contain the paper size you want to use, you can define your own using the 'Papers...' button. The following paper sizes can be used with the Inkjet MFP:

CAUTION: Although A5 and B5 paper sizes are displayed on the screen, do not use them otherwise a paper jam occur.

A4 210 x 297 mm:

This paper size corresponds to the standard A4 210 x 297 mm (8.27 inch x 11.69 inch) paper size used in Europe and Asia. This is the default paper size.

A5 148 x 210 mm:

This paper size corresponds to the standard A5 148 mm x 210 mm (5.83 inch x 8.27 inch) paper size used in Europe and Asia.

B5 182 mm x 257 mm:

This paper size corresponds to the standard B5 182 mm x 257 mm (7.17 inch x 10.12 inch) paper size used in Europe and Asia.

Letter 8 1/2 x 11 in:

This paper size corresponds to the standard 8 1/2 x 11 inch (216 mm x 279 mm) paper size used in the United States.

Legal 8 1/2 x 14 in:

This paper size corresponds to the standard 8 1/2 x 14 inch (216 mm x 356 mm) paper size used in the United States.

Print Media:

The Print Media Combobox is used to define the type of print media (such as plain paper, or transparent film) that is loaded in the Inkjet MFP. This setting is important for controlling the quality of the final printed image. Specifying the correct Print Media setting is essential for producing high-quality printed images. Five settings are available in the Print Media Combobox:

CAUTION: Although coated paper, recycled paper and back print film options are displayed screen, do not use them otherwise the ink will not fix well to the paper and the rollers and other parts may become soiled.

Plain Paper:

This setting is used when ordinary bond type paper is loaded in the Inkjet MFP. This setting will set the colour dots generated by the printer to yield the highest quality printed image with bond type paper. This is the default Print Media.

Coated Paper:

This setting is specially configured for printing with coated paper. Coated paper is designed to minimize the colour spread of the individual colour dots that make up the printed image, and will yield the highest quality prints from your Inkjet MFP.

Recycling Paper:

This setting is used when you wish to use recycling paper in your Inkjet MFP. This setting will set the colour dots generated by the printer to yield the highest quality printed image with recycling paper. Compared to the Plain Paper setting, less ink is applied to avoid blurring. The output quality on recycled paper can vary depending on the quality of the recycled paper used.

Transparency:

This setting is used when transparency film (such as that used in overhead projectors) is loaded in the Inkjet MFP.

Back Print Film:

This setting is used for media on which the output is printed on the back side of the paper. The printout will be mirrored by the driver.

User Setting:

The User Setting allows you to select one of the defined processing settings of the driver. In this way, you can restore a special setting you need just by selecting a User Setting. The following redefined settings are included with the driver:

Business colour*:

This is the default setting. It uses Normal Quality (360 x 360 dpi) in colour and Bayer Dither halftoning. This is the most appropriate setting for everyday use.

DTP colour*:

This setting is the same as the Business colour* setting, except that it uses High Quality. If you have coloured images or graphics (like charts or diagrams) in a text document, then use this setting.

Colour Images*:

This setting uses Excellent Quality and Error Diffusion halftoning in colour. If you have coloured images (like scanned photos or bitmaps) in a document, then use this setting.

Black Text*:

This setting is ideal for day-by-day monochrome (B&W) printing. It uses Normal Quality (360 x 360 dpi) in monochrome and Bayer Dither halftoning.

Text Smoothing*:

This setting is the same as the Black Text* setting, except that Smoothing Quality (720 x 360dpi) is used. Use this setting for printing high quality text (only in the monochrome setting and with Ink Cartridge Type 120 installed).

Greyscale Images*:

This setting is uses Excellent Quality with Error Diffusion halftoning in monochrome. If you want to achieve the best quality for images (like scanned photos or bitmaps) in monochrome, then use this setting. To create your own user-defined settings, make all adjustments for this setting in the 'Settings...' dialogue.

NOTE: All settings marked with '**' at the end cannot be modified or deleted.

Copies:

The Copies option tells the printer driver how many uncollated copies you want to print from an application. This setting is independent of the Copies option that may be available in your Windows Application, so you can either set this option in your Application or in the printer dialogue box (Main dialogue).

NOTE: In general, setting the number of Copies in the printer setup dialogue box will produce faster uncollated output. Setting the number of Copies in your Application will slow down printing, but the Copies will be collated.

Orientation:

By clicking on this select button you can select the print orientation: Portrait or Landscape. The Orientation settings are used to define how the graphic image (and/or text) is printed on the page without changing the position of the paper in the paper tray of the printer. There are two possible orientation settings:

Portrait:

The text is printed across the shorter dimension of the paper.

Land scape:

The text is printed lengthwise across the longer dimension of the paper.

Context Sensitive Help:

When you move your mouse cursor over certain items, a short help message concerning the item is shown in the context sensitive help box in the bottom of the window.

OK Button:

When you press this button you will close the Inkjet MFP main dialogue. All your changes will be saved. When the Windows Print Manager is set on, the printer driver will check for the correct print head, as soon as you press the OK button. The monochrome and colour selection in the 'Settings...' dialogue requires different print heads to achieve the highest print performance in monochrome (Ink Cartridge Type 125 Black) or colour (Ink Cartridge Type 120 Color).

When the Windows Print Manager is off, the printer driver will NOT check for the correct print head when you press the "OK button; print head detection will be carried out at the beginning of each print job.

Cancel Button:

When you press this button you will close the Inkjet MFP main dialogue. Any changes you have made will be LOST.

Help Button:

Press this button to obtain Windows Help on how to use the printer driver. The helpfile is a hypertext style help with pictures showing the actual dialogue or control for which help is currently provided.

About... Button:

By pressing this push button a dialogue box will appear showing information on:

- ☐ Supported Printers
- ☐ Emulation
- ☐ Drive Version
- ☐ Creation Date
- ☐ Windows Version

Settings... Button:

This Window allows you to adjust and save all quality selections, colour modes and halftone processing settings of the driver under a specific name. In this way, you can restore a special setting you need just by selecting another User Setting in the main window of the Inkjet MFP Printer Driver. To create a new User Setting, make all adjustments for this setting in the 'Settings...' dialogue, enter a name in the Edit-Combobox and press the OK button.

Papers... Button:

This window allows you to define and save your own paper sizes and make them available to the printer and your applications. To create a paper size, make all adjustments for this paper size in the 'Papers...' dialogue, enter a name in the Edit-Combobox and press the OK button.

Overlay Button:

You may use an Overlay, which will be printed as the background of your document. This is very useful for in filling in and printing forms, or for including a logo on standard white paper. Use this window to create overlays, delete previously defined overlays or to assign overlays to different pages of your document.

About... dialogue:

This dialogue shows Copyright and Version information:

Settings... dialogue:

The settings... dialogue contains controls, which allow the user to change print quality, intensity, colour and the halftoning method of the printer driver. All settings can be saved under user defined names. Predefined settings included with the driver can be modified and then saved under a new name. User defined settings can be deleted, predefined settings cannot be deleted.

User Setting:

As soon as you change one of the possible adjustments, like in Print Quality, colour Halftone, or Intensity Control, the User Setting item changes to 'User Defined'. If you will need to use your new setting again and wish to save it, simply type over the words 'User Defined' with a new name of your choice.

The following predefined settings are included with the driver:

Business colour*:

This is the default setting. It uses Normal Quality (360 x 360 dpi) in colour and Bayer Dither halftoning. This setting is ideal for everyday use.

DTP colour*:

This setting is the same as the Business colour* setting, except that it uses High Quality. If you have coloured images or graphics (like charts or diagrams) in a text document, then use this setting.

colour Images:*

This setting uses Excellent Quality and Error Diffusion Halftoning in colour. If you have coloured images (like scanned photos or bitmaps) in a document, then use this setting.

Black Text*:

This setting is ideal for everyday monochrome printing. It uses Normal Quality (360 x 360 dpi) in monochrome and Bayer Dither halftoning.

Text Smoothing*:

This setting is the same as the Black Text* setting, except that it uses Smoothing Quality (720x 360 dpi). Use this setting for high quality text, for monochrome printing only.

Grey scale Images*:

This setting is using Excellent Quality with Error Diffusion halftoning in monochrome. If you want to achieve the best quality for images (like scanned photos or bitmaps) in monochrome, then use this setting.

NOTE: When you put a '**' at the end of the name, you are defining a permanent User Setting, which cannot be deleted. The predefined settings have a '*' at the end and may not be deleted.

Print Quality:

Five Print Quality settings appear in this Combobox:

Excellent Quality:

This setting will result in the highest-quality printed output that can be created by the Inkjet MFP. It prints with 360 x 360 dpi and is available for colour (Ink Cartridge Type 125 colour) and monochrome (Ink Cartridge Type 120 Black) printing. This is ideally suited for printing on transparencies, back print film, and other high quality print media.

High Quality

This print quality produces better, but slower output than Normal print quality. It prints with 360 x 360 dpi and creates a very good print quality at reasonable speed. This print quality is available in colour (Ink Cartridge Type 125 colour) only.

High Quality (Smoothing):

This print quality produces better, but slower output than Normal print quality. It prints with 720 x 360 dpi and creates a very good print quality at reasonable speed using smoothing technology. Smoothing means that extra pixels are printed to round off "jaggies", which may appear in text characters. This print quality is available in monochrome (Ink Cartridge Type 120 Black) only.

Normal:

This print quality is the best choice for everyday use. It prints with 360 x 360 dpi and offers very good print quality at reasonable speed. This print quality is available in colour (Ink Cartridge Type 125 Color) and monochrome (Ink Cartridge Type 120 Black). This is the default print quality.

Draft Quality:

Use this print quality for quickly printing draft documents. It uses 180 x 180 dpi print resolution. Draft quality is available in colour (Ink Cartridge Type 125 Color) and monochrome (Ink Cartridge Type 120 Black). Draft quality uses less ink than all the other print qualities.

colour:

The colour setting defines how colours are interpreted and printed by the Inkjet MFP. The following options are available from the colour Combobox:

colour:

This setting is used to if documents are to be printed in full colour (up to 24-bit per pixel capability). The colour component of each pixel in all data is represented by a maximum of 24 bits.

Monochrome:

This setting is used if documents are to be printed in black and white, and if graphic images are to be rendered as grey scale images (i.e., full-colour images will be translated and printed in shades of gray). The Monochrome setting will result in faster printing speed than the colour setting and is useful for printing draft copies of colour files. Each pixel is represented by 8 bits of data representing a level of gray from 0 to 255.

NOTE: On the Inkjet MFP, you can use two different print heads:

- ☐ Ink Cartridge Type 125 Color for colour printing
- ☐ Ink Cartridge Type 120 Black for monochrome printing

If the "User Print Manager" is checked on in the Windows Printer Control Panel, the printer driver WILL check for the correct print head, as soon as you press on the "OK" button in the main window of the driver. The monochrome and colour selection in the 'Settings...' dialogue requires different print heads to achieve the highest print performance in monochrome (Ink Cartridge Type 120 Black) or colour (Ink Cartridge Type 125 Color).

When the Windows Print Manager is off, the printer driver will carry out print head detection at the beginning of each print job and will NOT carry out print head detection when you press the OK button in the printer drivers main window.

Halftone:

The Halftone setting defines how mixing of colours is performed and printed by the Inkjet MFP. An inkjet colour printer contains four colours of ink: cyan, magenta, yellow, and black. Intermediate colours are created by mixing combinations of these inks. To print the entire spectrum of colour, the Inkjet MFP Windows Driver applies special halftone methods, where different coloured dots of ink are placed closely together to create the illusion of other colours.

The following options are available from the Halftone Combobox:

Bayer Dithering:

This method uniformly aligns individual dots of different coloured inks to create the appearance of intermediate colours. This is a tuned dither method designed for inkjet printers. Choose this setting for printing documents that contain large areas of solid colour, such as bar charts and graphs.

Ordered Dither:

This method uses the standard Windows dithering patterns. It works similarly to Bayer Dithering, but is NOT tuned for inkjet print technology.

Screening:

This method represents different intensities of colours by using a pattern of variable size dots. This technique is similar to the method used in rastering newspaper images. Use this method for printing scanned images or bitmaps. If you need to photocopy your printout, this method will produce the best results.

Error Diffusion:

This method represents different intensities of colours by using random pixels with distributed errors. It lets you obtain printouts of 16.7 million different colours or 256 shades of gray-- using only four different ink colours. Unlike Ordered Dithering or Bayer Dithering, no regular patterns are visible. Use this method for printing scanned images or bitmaps with the highest quality halftoning quality possible.

Intensity Control:

The Intensity Control controls the mix of colours sent to the printer. The default setting will produce the best output for the currently select print media for the majority needs. To lighten the colours move to the left, to darken to the right.

Context Sensitive Help:

When you move your mouse cursor over certain items, a short help message concerning the item is shown in the context sensitive help box in the bottom of the window.

OK Button:

When you press this button you will close the Setting... dialogue. All your changes will be saved.

Cancel Button:

When you press this button you will close the Settings... dialogue. Any changes you have made will be LOST.

Help Button:

Press this button to obtain Windows Help on the Settings... dialogue. The helpfile is a hypertext style help with pictures showing the actual dialogue or control for which help is currently provided.

Delete Button:

This push button allows you to delete previously defined User Settings. Select the User Setting you want to delete and press the Delete button. The User Setting will be removed from the list. User Settings with a '*' at the end cannot be removed, even if they are user-defined.

Papers... dialogue:

This window allows you to define and save your own paper sizes and make them available to the printer and your applications.

To create a paper size, make all adjustments for this paper size in the 'Papers...' dialogue, enter a name in the Edit-Combobox and press the OK button.

Paper Size:

In the Combobox Paper Size you can select one of the available paper sizes. Below the Paper Size Combobox, the dimensions of the papers are shown.

Define a new Paper Size:

To define a new paper size, enter a name in the Paper Size Combobox, then specify a unit in the Measurement Unit box. Edit the values of Size and Margins shown in currently selected measurement unit to match the paper size you want to define.

Saving the new Paper Size:

Once you have finished making the required changes, press the OK button. Your new paper size will be saved. The new paper size will appear in the 'Paper Sizes' of the Main dialogue.

Size:

Here you can edit the size of your defined paper or a standard paper such as A4 (enter actual size of the paper).

Margins:

Here you can edit the margins of your defined paper or standard paper such as A4. Please keep in mind that the Inkjet MFP has so called hardware margins, in which it cannot print. If you enter a value for a margin which is below the hardware margin, the Editbox defaults to the minimum hardware margin.

Measurement Unit:

Here you can specify all measurements in the units selected in the Combobox below the Margins Editboxes. You may select from Inch, cm, Pixel, Pica, Point.

Context Sensitive Help:

When you move your mouse cursor over certain items, a short help message concerning the item is shown in the context sensitive help box in the bottom of the window.

OK Button:

When you press this button you will close the Papers... dialogue. All your changes will be saved.

Cancel Button:

When you press this button you will close the Papers... dialogue. Any changes you have made will be LOST.

Help Button:

Press this button to obtain Windows Help on the Papers... dialogue. The helpfile is a hypertext style help with pictures showing the actual dialogue or control for which help is currently provided.

Delete Button:

You can also delete Paper Sizes from the Paper Size Combobox. This is useful if you only have very few Paper Sizes in use and you want to avoid having all predefined Paper Sizes listed in the applications List box, or you want to delete previously defined Paper Sizes. Select the Paper Size you want to delete in the Paper Size Combobox and press the Delete Pushbutton.

Restore Button:

If you want to restore the pre-defined (default) Paper Sizes, press the Restore push button.

NOTE: Restoring the Paper Sizes overwrites previously user-defined Paper Sizes.

Overlay Manager dialogue:

With the help of the Overlay Manager you can create and handle Overlays.

Define an Overlay:

How to create an Overlay:

1. Activate the Define New Overlay Checkbox.
2. The Overlay Name and Filename options now are available.
3. Fill in the name and the file name of the now Overlay you want to create.

4. Press Exit. When there is no valid overlay directory (this only concerns the first time you use the Overlay Manager) a dialogue box will appear with the name of the default overlay directory. By pressing OK you accept this default name. If you want to specify a different directory to store your overlays, just type over the default name and press Exit.
5. If the directory you specified does not exist, Overlay Manager will ask you if you want to create it.
6. If you accept to create the new directory, a final dialogue box appear on the screen with the message: 'Next printout will be saved as 'NAME' into file 'FILENAME'. Click OK to confirm or Cancel to go back.
7. If you confirm, the new Overlay with the name 'NAME' and filename 'FILENAME' will be created and printed during the next printjob.
8. If the creation of the Overlay was successful a dialogue box with the message: 'The new overlay was successfully programmed' will appear once data has been sent to the printer and disk.

Delete an Overlay:

How to delete an Overlay:

1. Select the Overlay you want to delete from the list in the left-hand box.
2. When an Overlay is selected the Delete Overlay push button becomes active.
3. When you press the Delete Overlay push button a dialogue box appears asking whether you want to delete the corresponding disk file as well.
4. Press Yes if you wish to delete both the Overlay and the corresponding disk file (you will lose the file!) or No to simply delete the overlay from your printer.

Select an Overlay:

How to select an Overlay:

1. Select the Overlay you want to use from the left-hand box.
2. Select the page(s) on which you want to print the overlay in the right-hand box.
3. Press the button Set Overlay to connect these selected Overlay to the selected page(s).
4. If you want to use different overlays on different pages repeat steps 1 to 3 for each.
5. On the next printjob the selected Overlay(s) will all be printed together with the selected pages.

Printing a Document

This procedure provides general steps for printing from the various applications you may run in the Windows environment. The exact steps for printing a document may vary depending on the application program you are using.

- 1** Start the program you used to create the document, and open the document you want to print.
- 2** Choose Printer Setup from the File menu.
- 3** Select the INKJET MFP as your printer and select Setup.
- 4** Make any adjustments as appropriate for printing your document, and select OK.
- 5** Select OK to close the Printer Setup window.
- 6** Choose Print from the File menu.
- 7** After making any necessary changes to the printing parameters, select OK to start the print job.

NOTE It's a good idea to turn off the Print manager if you are feeding paper manually. To do so, clear the Use Print Manager check box in the Printers dialogue box within the control Panel.

If you are feeding paper manually and using the spooler, the printer goes off-line before printing each page to allow you to insert paper.

Setting Up MS-DOS Application Programs

If you are not using Windows, follow the guidelines in this section for setting up your MS-DOS applications for use with your printer. If you installed the INKJET MFP printer driver for Windows (as described previously in this section) and will be printing only from the Windows environment, you can ignore this information.

Software applications are designed to work with specific hardware setups. Most application programs include an installation program or routine that you run to identify the type of hardware you are using, such as your computer and printer. When you tell your application program what printer you are using, it installs a program, called a printer driver, that supports your printer.

Selecting a Printer Driver

The installation programs for most applications offer a list of printer drivers from which to choose. If you find INKJET MFP on the list, select it. This will give you the fullest range of features.

If you do not find your printer on the list, you can select a printer that will have nearly the same operating capabilities as the INKJET MFP.

NOTE: Software developers continuously create printer drivers. If your application software does not list a INKJET MFP driver, call your software program's technical support line and ask if a INKJET MFP driver is available.

To use the printer in Epson LQ mode, select one of the following printers. They are listed in order of preference.

☐ For colour printing:

Canon BJC-4000(LQ)

Canon BJC-600(LQ)

Canon BJC-800/820

Epson LQ-2550

Epson LQ-2500

- ☐ For black printing:
- Canon BJC-4000(LQ)
 - Canon BJ-200e(LQ)
 - Canon BJ-200(LQ)
 - Canon BJ-230(LQ)
 - Canon BJ-20(LQ)
 - Canon BJ-10ex(LQ)
 - Epson LQ-510
 - Epson LQ-850
 - Epson LQ-500
 - Epson LQ-Printer

To use the printer in BJ mode, select one of the following printers. They are listed in order of preference.

- Canon BJC-4000(X24E)
- Canon BJ-200e(X24E)
- Canon BJ-200(X24E)
- Canon BJ-230(X24E)
- Canon BJ-20/BJ-10e/BJ-10ex(X24E)
- IBM Proprinter X24E/XL24E
- IBM Proprinter X24/XL24
- Canon BJ-130e
- IBM Proprinter

After selecting a printer, you can use software commands for all the standard printer functions through the application programs. This includes bold or double-strike printing, underlining, superscripts, subscripts, margin control, line-spacing control, and graphics.

Selecting a Printer Control Mode

Your printer has three printer control modes:

- ☐ Epson LQ mode, which emulates the Epson LQ-2550 printer
- ☐ BJ mode, which emulates the IBM Proprinter X24E
- ☐ Canon Extended mode

You can select Epson LQ mode or BJ mode with the emulation switches. Epson LQ mode is the default.

The Canon Extended mode is different from the other two printer control modes. It is automatically selected through the printer driver when the printer is in either Epson LQ mode or BJ mode; therefore, no adjustment is necessary for the printer to select it.

The printer control mode you select depends on the printer driver you were able to select in your applications.

☐ For colour printing:

If you were able to select a Canon colour BJ printer or a colour Epson LQ printer through your application program, you will want to use the printer in Epson LQ mode.

This mode gives you the colour print capability and versatile text features.

☐ For black printing:

If you will not be printing in colour and you were able to select a Canon BJ printer or the IBM Proprinter X24E through your application program, you will want to use the printer in BJ mode.

You can also select a printer control mode based on specific text features you want to use in your document.

The following table lists the typefaces and pitches that are available in Epson LQ mode and BJ mode.

Printer Control Mode		
Typeface	Epson LQ mode	BJ mode
Prestige	10cpi, 12cpi, 15cpi, 17cpi, 20cpi, PS	12cpi in HQ mode only
Courier	10cpi, 12cpi, 15cpi, 17cpi, 20cpi, PS	10 cpi*, 17cpi, PS**
Sans Serif	10cpi, 12cpi, 15cpi, 17cpi, 20cpi, PS	Not available
Draft (available in HS mode only)	10cpi, 12cpi, 15cpi, 17cpi, 20cpi, PS	Not available
Roman	10cpi, 12cpi, 15cpi, 17cpi, 20cpi, PS	Not available
Script	10cpi, 12cpi, 15cpi, 17cpi, 20cpi, PS	Not available
Orator	10cpi, 12cpi, 15cpi, 17cpi, 20cpi, PS	Not available
Orator-s	10cpi, 12cpi, 15cpi, 17cpi, 20cpi, PS	Not available

* In BJ mode, Courier at 12cpi is available in HS mode only.

** In BJ mode, proportional spacing is not available in HS mode.

The following table lists the print styles that are available in each printer control mode.

Printer Control Mode		
Typeface	Epson LQ mode	BJ mode
Italic	Yes	No
Emphasised	Yes (via ESC E sequence)	Yes (via ESC E sequence)
Double- High	Yes (via ESC E sequence)	Yes (via ESC [@ sequence)
Double-Wide	Yes (via ESC E sequence)	Yes (via ESC W sequence)
Slashed zero	No	Yes (via ESC [K sequence)

To select the printer control mode, use emulation switches 11 and 12. Refer to Customising Your Printer for information on emulation switches.

USING THE OPERATION PANEL

This section provides information on using the operator panel. You can control basic printer operations and mechanisms; through the operator panel.

Most software applications, such as word processing, spreadsheet, and database programs, automatically handle the printer control operations. For example, your word processing program tells the printer what typeface to use, when to load a sheet of paper, or when to perform a line feed.

If, for some reason, your application program does not perform these basic functions, you can control them using the machine's operation panel. You can also select specific printer functions such as print mode selection.

Any settings you make with your software application override settings made with the operator panel.

Feeding Paper

When the printer is off-line, you can use the FORM FEED function to load a new sheet of paper or eject a sheet of paper in the printer.

NOTE: During a form feed, received messages will not be printed but stored in memory using substitute reception.

- 1** Make sure the printer is off-line and the machine is in standby mode.

READY 100%	11:16
SET DOC. OR DIAL NO.	

- 2** Stack the paper properly in the paper feeder.

- 3** Press the **Function** key and **3,5** using the ten keypad, then press the **Yes** key. .

Y/NEXT ▶
FORM FEED

- 4** Make sure that the "FORM FEED" appears on the bottom line. If the display is not opposite, press the ▶ key until "FORM FEED" appears, then press **Yes** key to load a sheet of paper.

- 5** Press the **Yes** key to eject the paper. Then press the **Function** key to return to the standby mode.

Selecting a Print Mode

Your printer incorporates several print modes that allow you to select print quality, density of ink, and paper type. The control panel enables you to select three of these print modes: HQ, FINE, and HS.

If you are using Windows, the INKJET MFP printer driver automatically adjusts the print mode. If you are not using Windows, you may need to set the print mode for your MS-DOS applications.

To select the print mode, follow these steps:

- 1** Make sure the printer is off-line and the machine is in standby mode.

READY 100%	11:16
SET DOC. OR DIAL NO.	

- 2** Press the **Function** key and **3,5** using the ten keypad, then press the **Yes** key.

Y/NEXT ▶
FORM FEED

- 3** Press the ▶ key until "PRINT MODE" appears.

Y/NEXT ▶
PRINT MODE

- 4** press the **Yes** key and then press the ◀ and the ▶ keys to select a desired print mode.

PRINT MODE	Y/◀▶
▶HS HQ FINE	

- 5** Press the **Yes** key, then press the **Function** key.

HQ mode: Use HQ mode for most of your printing needs. The printer automatically prints in HQ mode unless you change the mode.

HS mode: Use HS mode when you are printing draft documents. Your document will print faster but the print density will be lower. HS mode uses half the amount of ink as HQ mode.

FINE mode: Use FINE mode for printing on transparencies or printing halftone images that produce grey scale or intermediate colours.

- NOTE:**
- ☐ The print mode may be overridden by your software.
 - ☐ Select FINE mode (which reduces the print speed) only when you want excellent quality for printing graphics or printing on transparencies.

Automatic Line Feed

You can set the printer so it performs an automatic line feed after each carriage return (CR). You need to set this function only if you are using an application program that does not include a carriage return with a line feed. Follow these steps:

- 1** Make sure the printer is off-line and the machine is in standby mode.

READY 100%	11:16
SET DOC. OR DIAL NO.	

- 2** Press the **Function** key and **3,5** using the ten keypad, then press the **Yes** key. .

	Y/NEXT ▶
FORM FEED	

- 3** Press the ▶ key until "SELECT DUMP MODE" appears.

	Y/NEXT ▶
SELECT DUMP MODE	

- 4** Press the **Yes** key. Then, press the ◀ and the ▶ keys to select ALF, then press the **Yes** key.

DUMP/ALF	Y/◀▶
DUMP ▶ALF	

Press the **Yes** key, then press the **Function** key.

- NOTE:** To cancel this mode, Press the **Clear** key.

This section describes the factory default settings of the printer mode and the steps to follow to customise these settings for your particular printing needs.

You will find that the factory default settings provide features to meet most of your needs. With these settings, your printer emulates any Canon BJ colour printer and the Epson LQ printers. This means you can use the printer with any software application that supports these printers.

Make sure the printer's settings match the requirements of your software application. If you have a unique printing requirement, you can customise the printer by changing the emulation switch settings as described in this section. If you want to print high resolution graphics in black ink only through an MS-DOS application, or your software application is designed to print only on an IBM Proprinter, you can use the emulation switches to change the printer control mode to BJ mode.

You can also enable automatic emulation switching, which allows the printer to switch between Epson LQ mode and BJ mode.

How to change the emulation switches, see page 134.

Factory Default Settings

The following table shows the factory default settings of the printer:

FUNCTION	SETTING
Printer Control mode	Epson LQ mode
Character pitch	10 characters per inch (cpi)
Line spacing	6 lines per inch (lpi)
Print quality	High quality(HQ mode)
Vertical tab stops	No vertical tab set
Horizontal tab stops	Column 9 (then every 8th column)
Vertical margins	Top margin = 8.5mm Bottom margin = 7.6mm
Horizontal margins	Left margin = 0 Right margin = 203.2mm
Horizontal print position	A4
Print direction	Bidirectional
Font typeface	Roman

Function	Setting
Character set	Epson Italics Character set
International character set	USA
Buffer	Input: 32KB Download: 40KB
Automatic emulation switching	Disable
Text scale mode	Disable
Envelope mode	Disable
Smoothing mode	Disable

NOTE: The default printer control mode is Epson LQ mode. If you change this to BJ mode, the default settings also change.

Emulation Switch Settings

The emulation switch settings control various printer functions. The printer functions defined by the emulation switches are determined by the printer control mode. The printer has three control modes:

- ☐ Epson LQ mode, which emulates the Epson LQ printers
- ☐ BJ mode, which emulates IBM ProPrinter X24E
- ☐ Canon Extended mode, which is used in the Canon Windows driver and with some MS-DOS applications

Emulation digit 11 selects the printer control mode. When emulation digit 11 is 1, the printer is in Epson LQ mode. When emulation digit is 0, the printer is in BJ mode.

NOTE: In Extended mode, the printer overrides the Emulation switch settings. Thus, when you are printing through the Windows environment, you can ignore the information regarding Emulation switches and default settings.

Epson LQ Mode

When the printer is in Epson LQ mode (Emulation digit 11 is 1), you can set the Emulation digits to control the following functions:

digit	Purpose	0 (OFF)	1 (ON)
1	Do not change this setting.		
2	Text Scale mode	Disabled	Enabled
3	Do not change this setting.		
4	Character set	Italics	Graphics
5 to 7	International character set	See the following descriptions	
8 to 10	Typeface	See the following descriptions	
11	Printer control mode	BJ mode	Epson LQ mode
12	Automatic Emulation	Disabled	Enabled
13	Smoothing	Disabled	Enabled

Emulation digit 2

This setting determines how many lines fit onto a page by adjusting the line spacing. If you are using a software application that assumes 66 lines will fit on each page, set this digit to 1. The printer will reduce the line spacing by a factor of 14/15, which is from 62 lines per page to 66 lines per page if line spacing is set to 6 lines per inch (lpi).

Emulation digit 4

When this digit is 0, the printer uses the Epson Italics character set, which includes italic characters. When this digit is 1, the printer uses the Epson Graphics character set, which includes symbols, lines, corners, and European characters.

Emulation digits 5, 6, 7

These digits allow you to select one of eight international character sets. These character sets provide you with the characters and symbols used in other languages.

Digits 5 to 7 (International Character Set)

Character set	Digit		
	5	6	7
USA	0	0	0
United Kingdom	0	0	1
Germany	0	1	0
France	0	1	1
Denmark	1	0	0
Sweden	1	0	1
Italy	1	1	0
Spain	1	1	1

Digits 8 to 10 (Typeface)

Character set	Digit		
	8	9	10
Roman	0	0	0
San serif	0	0	1
Draft	0	1	0
Courier	0	1	1
Prestige	1	0	0
Script	1	0	1
Orator	1	1	0
Orator-S	1	1	1

Emulation digit 11

When this digit is 1, the printer is in Epson LQ mode. When this switch is 0, the printer is in BJ mode.

Emulation digit 12

Set this digit 1 to enable automatic emulation switching mode. In this mode, the printer detects whether the codes being sent are Epson LQ mode or BJ mode. It then selects the printer control mode to match the printer driver selected in the MS-DOS application.

When emulation digit 12 is 0, the printer control mode is set by Emulation digit 11 (1 selects Epson LQ mode, 0 selects BJ mode).

Automatic emulation mode is applicable for MS-DOS applications only. When you are using Windows, the INKJET MFP printer driver for Windows selects the appropriate control mode regardless of the settings of emulation digits 11 and 12.

Setting emulation digit 12 to 0 reduces the input buffer by 31 KB.

When using Windows, set Emulation switches 10, 11, and 12 to 0 to maximise the size of your input buffer (64 KB).

- NOTE:**
- ☐ If the printer does not seem to be switching between Epson LQ mode and BJ mode, disable this function and set Emulation digit 11 to match your application's printer driver.
 - ☐ If you are using a printer switching device, you must allow at least ten seconds for the printer to recognize an emulation change. If your printer switching device switches data in less than ten seconds, automatic emulation switching will not function properly.

Emulation digit 13

Set this digit to 1 to enable the smoothing mode, which is used with the INK CARTRIDGE TYPE 120 BLACK only. When smoothing is enabled, the printer refines your printout by polishing away the jagged edges and ragged stair-stepping curves of characters and graphics. This results in sharp and crisp printout at 720 (horizontal) by 360 (vertical) dots per inch.

NOTE: When to use smoothing:.

Enable smoothing when printing from MS-DOS applications with the INK CARTRIDGE TYPE 120 BLACK using the printer's internal fonts. Smoothing is especially effective for printing double height, double width, italic characters, and combinations of these characters.

BJ mode

When the printer is in BJ mode (Emulation digit 11 is 0), you can set the Emulation digits to control the following functions.

digit	Purpose	0 (OFF)	1 (ON)
1	Do not change this settings.		
2	Text Scale mode	Disabled	Enabled
3	Do not change this settings.		
4	Character set	Set 1	Set 2
5 to 7	Code page	See the following descriptions	
8	Automatic carriage return (CR)	Normal Line feed (LF)	LF with CR
9	Alternate Graphics Mode (AGM)	Disabled	Enabled
10	Buffer size	Input: 64KB Download : 0KB	Input: 32 KB Download: 40KB
11	Printer control mode	BJ mode	Epson LQ mode
12	Automatic Emulation	Disabled	Enabled
13	Smoothing	Disabled	Enabled

Emulation digit 2

This setting determines how many lines fit onto a page by adjusting the line spacing. If you are using a software application that assumes 66 lines will fit on each page, set this digit to 1. The printer will reduce the line spacing by a factor of 14/15, which is from 62 lines per page to 66 lines per page if line spacing is set to 6 lines per inch (lpi).

Emulation digit 4

When this digit is 0, the printer uses Character Set 1. When this digit is 1, the printer uses Character Set 2.

Emulation digits 5, 6, 7

These digits allow you to select the following code page tables.

Character set	Digit		
	5	6	7
437 (USA)	0	0	0
850 (Multilingual)	0	0	1
850 (Multilingual)	0	1	0
850 (Multilingual)	0	1	1
850 (Multilingual)	1	0	0
860 (Portuguese)	1	0	1
863 (French Canadian)	1	1	0
865 (Norwegian)	1	1	1

Emulation digit 8

When this digit is 0, the printer performs a normal line feed. Set this to 1 if you want the printer to perform a carriage return after each line feed.

Emulation digit 9

Set this digit 1 to enable Alternate Graphics Mode (AGM). In this mode, the printer accepts high-resolution, 24-dot, all-points-addressable (APA) graphics commands similar to those used with conventional 24-pin printers.

Emulation digit 10

When this digit is 0, the printer allocates the entire buffer space (64 KB) to the input buffer. When you are using downloaded fonts, change this digit to 1; the printer will allocate 40 KB of buffer space for downloaded fonts.

Emulation digit 11

When this digit is 0, the printer is in BJ mode. When this digit is 1, the printer is in Epson LQ mode.

Emulation digit 12

This digit enables or disables automatic emulation switching mode. (See page 162 for a description.)

Emulation switch 13

This digit enables or disables smoothing mode. (See page 162 for a description.)

CHANGING AN EMULATION SWITCH SETTING

- 1** Press the **Function** key and **6,2,2,2,2,6,4** using the ten keypad, then press the **Yes** key. On the bottom line of the display the current settings of digits 1 to 9 are shown in sequence from the left to right.

```
1      9  1-9/Y/◀▶  
100010000
```

- 2** To change the required setting, press a number from 2 to 9 using the ten keypad or corresponding to the digit that you wish to change. Example: Press 6 using the ten keypad. The value of the digit 6 changes, in this case from 0 to 1.

```
1      9  1-9/Y/◀▶  
100011000
```

- 3** Press the **▶** key. Next, you can set digits 10 to 13.

```
10  13      0-3/Y/◀▶  
0000
```

- 4** This time the current settings of digits 10 to 13 are shown in sequence from left to right. To change digit 10, use the 0 key on the ten keypad. Similarly, to change digit 11 use the 1 key, digit 12 the 2 key and digit 13 the 3 key using the ten keypad.

- 5** Finish: Press the **Yes** key, then the **Function** key.

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the User Parameter settings.

Journal (Transmission Confirmation Report)

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

Transmission Result Report (Immediate Transmission)

This report is printed out after every Immediate Transmission. It shows whether each transmission was successful or not. If you have switched this report off, a Communication Failure Report will be printed when a communication fails.

Communication Result Report (Memory Transmission)

This report is printed out after every Memory Transmission showing whether it was successful or not. And this report is printed after your machine polls a message from another machine. If you have switched this report off, a communication failure report will be printed when a communication fails.

Error Report

This report is printed after each unsuccessful communication (compare with the Communication Failure below, which is printed after an operation has been completed). So while doing a broadcast, the machine may print a number of error reports, and at the end, it prints a Communication Failure Report (or Transmission Result Report if it is switched on).

Check the report and re-transmit 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.

Communication Failure Report

This report is printed after executing an operation, whether it be a single transmission or a broadcast from memory, if a transmission failure occurred during that operation. It is only printed if the Communication Result report is switched off.

File Reserve Report

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

Power Failure Report

This report is printed if the machine's power was off long enough to erase the memory. It 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.

Confidential File Report

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

Switching Reports On/Off

Some of these reports can be switched on or off. To switch a report on or off, do the following (See page 156 if you need more information about the User Parameter settings adjustment procedure).

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

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

- 2** Press the **Yes** key. The settings for Switch 00 are now displayed.

```
                KPAD/Y/◀▶
SWITCH 00: 0000 0000
```

- 3** Press the ◀ and the ▶ keys until the settings for Switch 03 are displayed. Each digit from 0 to 7 (except 1 and 6) controls a report.

```
                KPAD/Y/◀▶
SWITCH 03: 0000 0000
                |  |  |  |  |
                digit 7 5 4 3 2 0
```


Switch 03

Digit	Purpose
0	Communication Result Report (Memory Transmission) 0: Off 1: On
1	Do not change this setting.
2	File Reserve Report (Memory Transmission) 0: Off 1: On
3	File Reserve Report (Polling Reception) 0: Off 1: On
4	Communication Result Report (Polling Reception) 0: Off 1: On
5	Transmission Result Report (Immediate Transmission) 0: Off 1: On
6	Do not change this setting.
7	Journal 0: Off 1: On

Switch 04

Digit	Purpose
0	Confidential Transmission Report 0: Off 1: On
1 to 6	Do not change these settings.
7	Inclusion of part of the image. 0: Off 1: On

- 4** If you wish to change the setting, press the appropriate key on the keypad. When you are ready, use the ► key to move to Switch 04 to change those settings.

KPAD/Y/◀▶
SWITCH 03: 0000 0000

- 5** Finish: Press the **Yes** key, then press the **Function** key.

NOTE: To switch the Error Report and Transmission Deadline Report on or off, contact a service technician.

Printing a Sample of Data on the Reports

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

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

The procedure to switch this feature on or off is as follows (see page 156 if you need more information about the User Parameter settings adjustment procedure):

1 Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

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

2 Press the **Yes** key. The settings for switch 00 are now displayed.

```
                KPAD/Y/◀▶
SWITCH 00: 0000 0000
```

3 Press the ◀ and the ▶ keys until the settings for switch 04 are displayed.

```
                KPAD/Y/◀▶
SWITCH 04: 0000 0000
```

4 The setting that you need to change is digit 7. If you wish to change the setting, press **7** using the ten keypad.

```
                KPAD/Y/◀▶
SWITCH 04: 1000 0000
```

Digit 7
0: This feature is Off
1: This feature is On

5 Finish: Press the **Yes** key, then press the **Function** key.

Report Formats

Example 1. Error Report

The following report means that the machine sent four pages but there were errors during the first two pages.

```
*** Error Report (28 Apr 1995 12:09) ***

FILE PERS. CODE ADDRESS MODE TTI TIME XYZ COMPANY
----- PAGE RESULT -----
0087 JOHNSON XYZ CO. NEW YORK TES 0'29" P. 4 E

Page not sent
P. 1
P. 2
```

Example 2. Journal

```
*** JOURNAL (28 Apr 1995 11:40) ***

<TX> TTI XYZ COMPANY
DATE TIME ADDRESS MODE TIME PAGE RESULT FILE
-----
28 Apr 8:48 XYZ NEW YORK TES 1'11" P. 5 OK 005
      9:48 XYZ BERLIN TES 0'24" P. 1 OK 010

<RX>
DATE TIME ADDRESS MODE TIME PAGE RESULT FILE
-----
28 Apr 7:51 DR J ALVAREZ RS 0'24" P. 1 OK 006
      8:08 2015551234 RES 0'27" P. 1 OK 008
      8:56 XYZ PARIS RES 0'28" P. 1 OK 010
```

In the Result column, some reports may have an "E" followed by a code, and there may be a message at the bottom of the report. This code and message indicate that a problem occurred. The codes are explained below

Code	Message	Explanation
E-1	Hang up or line fail	The other party either hung up or had no message on polling standby. Alternatively there could have been a problem with the line.
E-2	Busy	The machine at the other end was busy.
E-3	No answer	The line is dead (no dial tone was detected).
E-4	No connection	The machine at the other end did not answer.

REPORTS YOU CAN PRINT OUT YOURSELF

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

Journal (Transmission Confirmation Report)

To print the Journal:

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

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

- 2 To print : Press the **Start** key.

File List

This is a list of Memory Transmissions, Memory Receptions, and Polling Files still in the memory. It gives information about each stored operation, such as the fax numbers, start time, status and type of operation.

- 1 Press the **Function** key and **4,2**, using the ten keypad, then press the **Yes** key.

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

- 2 To print : Press the **Start** key.

Telephone Number List

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

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

ALL LISTS?	START/N
QUICK/SPEED/GROUP	

- 2 Either:
 - ☐ To print all lists: Press the **Start** key.
 - ☐ To select a particular list(s): Press the **No** key. Then answer the prompts using the **Yes** / **No** key until you are asked to press the **Start** key.

- 3 Press the **Start** key.

NOTE: You can also print out the each telephone number list using the following Functions.

- ☐ Quick Dial : Function 31
- ☐ Speed Dial : Function 32
- ☐ Group Dial : Function 33

Special Numbers List

This is a list of all terminal names that you have specified for Authorized Reception, Memory Lock and Multi-Sort document. It includes wild Cards.

1 Either:

SETTING?	Y/◀
PRINT LIST	◀/SEARCH ▶

- ☐ Press the **Function** key and **6,2,2,2,2,7,1** using the ten keypad., then press the **Yes** key.
- ☐ Press the **Function** key and **6,2,2,2,2,7,2** using the ten keypad.

2 Press the ◀ key.

	START
SPECIAL NUMBER LIST	

3 To print a list: Press the **Start** key.

User Parameter List

This shows the current settings of the User Parameters.

1 Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

SETTING?	Y/◀▶
PRINT LIST	▶/SEARCH ▶

2 Press the ◀ key.

	START
USER PARAMETER LIST	

3 To print a list: Press the **Start** key.

Program List

This gives details of the keystroke programs that you have stored in the machine.

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

SETTING?	Y/◀▶
PRINT LIST	◀/SEARCH ▶

2 Press the ◀ key.

	START
PRINT PROGRAMME LIST	

3 To print a list: Press the **Start** key.

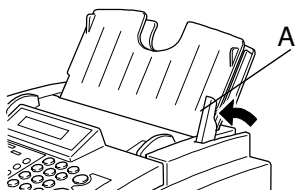
MAINTAINING YOUR MACHINE

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

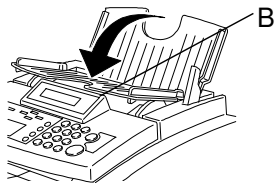
ADDING PAPER

When "ADD PAPER" is displayed, the machine is out of paper. Add paper as explained below.

- 1** Pull up the paper feed lever [A] .
NOTE: If some there is some paper is left in the paper feed, take it out, first and add it to the new stack before beginning this procedure.



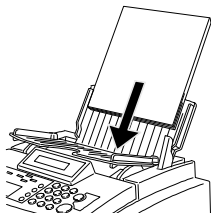
- 2** Open the front paper feed unit [B] by moving it forward. See the illustration on the right.



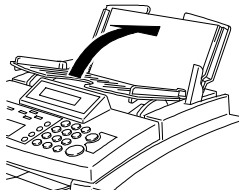
- 3** Bend the new stack of paper a few times.
NOTE: Only use fresh unmarked paper.



- 4** Load the paper into the entrance.
NOTE: Make sure that the edge of the paper is correctly set.



- 5** Close the front paper feed unit carefully.



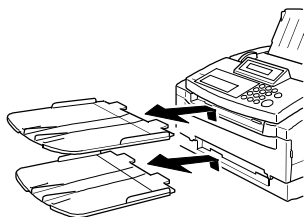
- 6** Push back the paper feed lever, then press the **On Line key** on the operation panel.



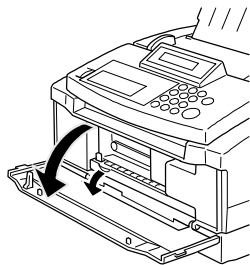
REPLACING THE INK CARTRIDGE

When "REPLACE CARTRIDGE" is displayed, the ink cartridge is almost empty.

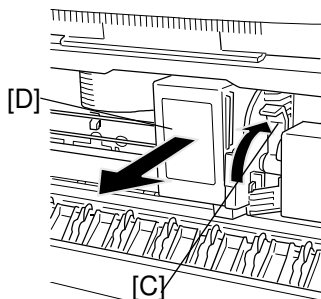
- 1** Take off the document tray and copy tray.



- 2** Open the front and inside cover. Press the **Replace Cartridge** key (). The ink cartridge will move to the appropriate position to be replaced.

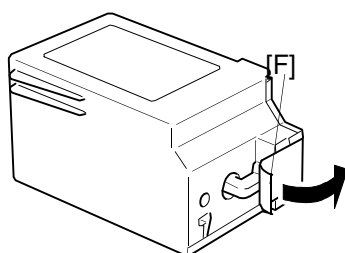
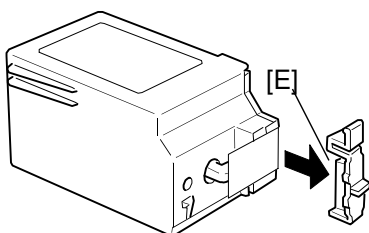


- 3** Lift the green lever [C] and take out the old ink cartridge [D].



- 4** Prepare the new ink cartridge.
- ☐ Push the right side of the head cap [E] to the left; it will pop off.
 - ☐ Remove the protective seal [F].

NOTE: ☐ After removing the protective seal and head cap, do not replace them.



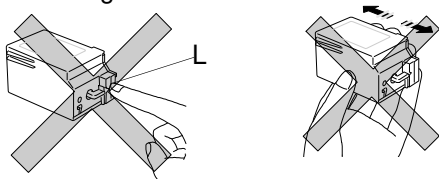
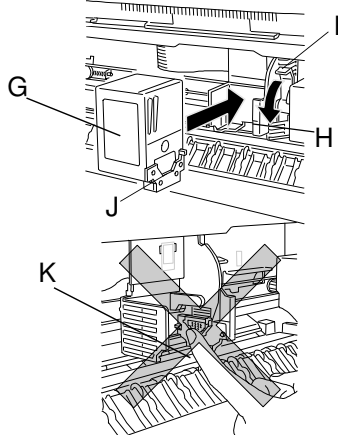
MAINTAINING
YOUR MACHINE

5 Install the new cartridge [G].

- ☐ Fit tab [H] cover slot [J].
- ☐ Push the cartridge in.
- ☐ Push the down lever [I].

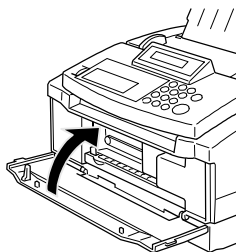
NOTE:

- ☐ 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 [L] on the ink cartridge.
- ☐ Do not touch the terminals [K] on the carriage.



6 Close the front cover.

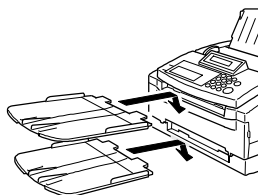
NOTE: Ensure the front cover is fully closed by pushing down the center firmly until it clicks into place. If you push the sides, it will not lock into place and "CLOSE COVER" report will appear on the screen.



7 Attach the document tray and the copy tray.

8 The machine will start Head Cleaning automatically. The machine returns to standby mode after cleaning has ended. It takes more than 30 seconds.

- NOTE:**
- ☐ If you keep the front cover open for more than ten minutes, the ink cartridge will move to its home position.
 - ☐ After replacing the cartridge a test pattern is automatically printed. If you wish to switch this report off see page 171.



Cleaning the Printer Head

This machine has an automatic printer head cleaning routine. But if the machine does not print complete images after you cleaned the printer head, please repeat the head cleaning procedure by pressing the **On Line** key and **Memory** key at the same time.

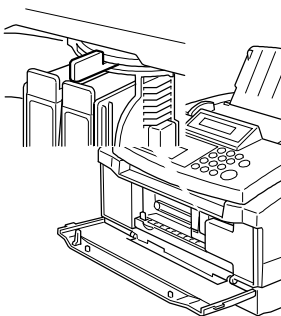
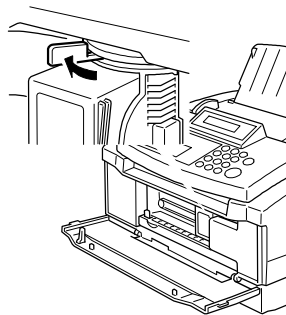
NOTE: Do not Wipe the head part of the ink cartridges.

Setting the Paper Thickness

You use the paper thickness lever to adjust the distance between the print head and the paper to accommodate different paper thicknesses. This distance is called the print gap.

Set the lever according the ink cartridge you are using:

- ☐ To the left for printing on normal paper using Ink Cartridge Type 120 Black.
- ☐ To the center for printing on any type of paper using Ink Cartridge Type 125 color .

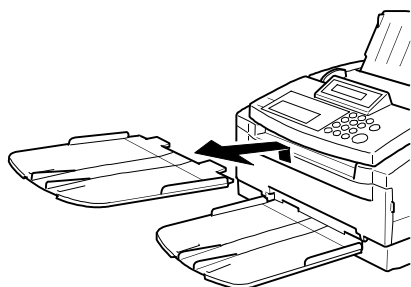


CLEANING THE MACHINE

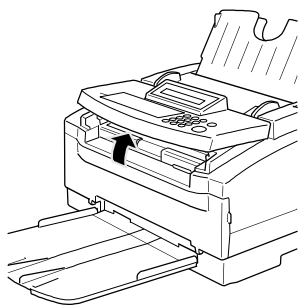
- ❑ **Turn off the machine**, make sure that the remaining memory capacity is 100%. If the machine is switched off for more than an hour, any fax messages in the memory may be lost.

Procedure

- 1** Look at the Check Display indicator. If it is blinking, correct the fault.
- 2** Take off the document tray.

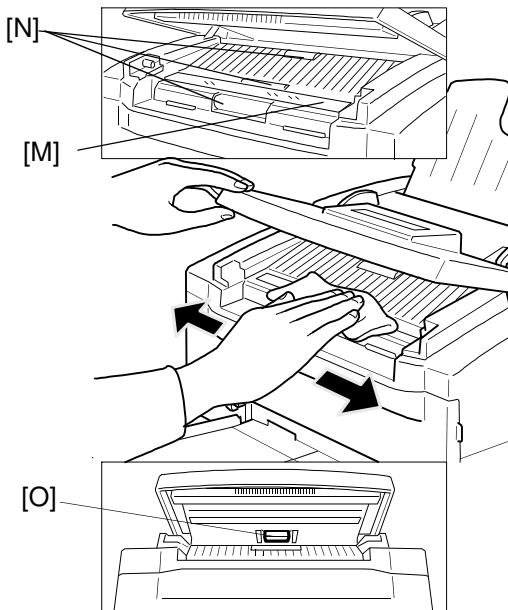


- 3** Open the operation panel (lift the center edge of the cover and rotate it up).



- 4** Gently wipe the exposure glass [M], rollers [N] and separation pad [O].

NOTE: Clean the scanner glass [M] with alcohol. Clean the feed rollers [N] and separation pad [O] with water.



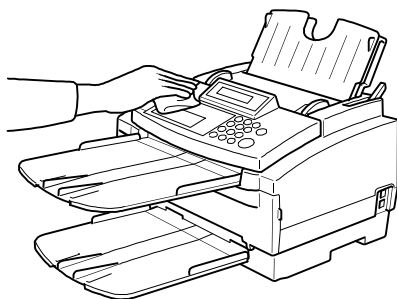
- 5** Close the operation panel until it audibly locks into place.

- 6** Attach the document tray.

- 7** Clean the machine's exterior with a clean soft dry cloth.

NOTE: Do not use a cleaning agent such as alcohol, benzene etc.

NOTE: If the room is cold, refer to "Cold Weather Power-up" on page 6 before switching the machine on.



MAINTAINING
YOUR MACHINE

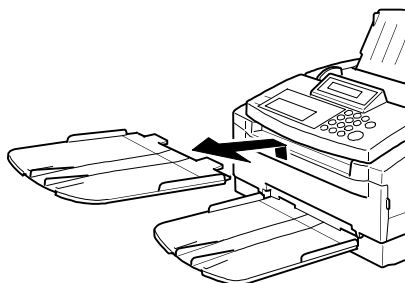
SOLVING PROBLEMS

MAINTAINING
YOUR MACHINE

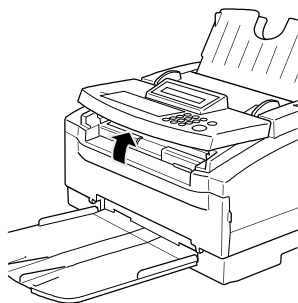
DOCUMENT JAMS

If the Check Display indicator is lit and the message "CLEAR ORIGINAL" appears in the display, a document is jammed in the feeder. Do the following to remove the jam.

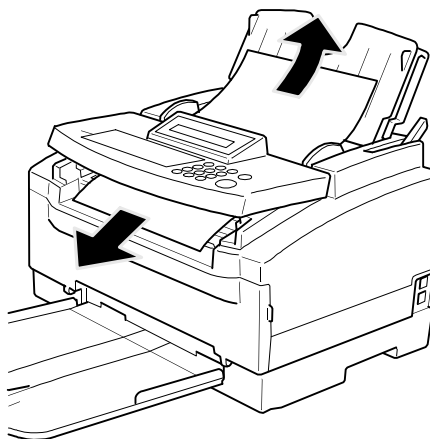
- 1** Take off the document tray.



- 2** Carefully pull open the operation panel by rifting the center edge of the scanner up.



- 3** Pull out the document in either of the two directions illustrated.



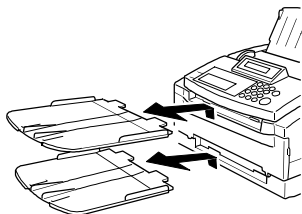
- 4** Close the operation panel, then attach the document tray.

If the Check Display indicator is lit, check the display. There are two types of copy jam. Each has its own display message. Consult the table below to clear the jam depending on the message in the display.

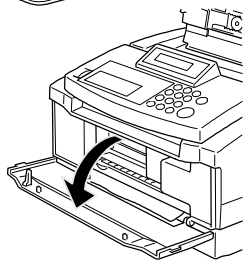
If "CLEAR COPY" is displayed:

The machine has copy jam at the paper exit.

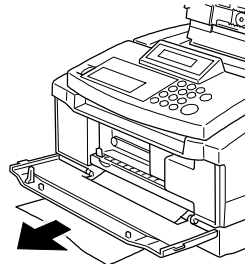
- 1 Take off the document tray and the copy tray.



- 2 Open the front cover.



- 3 Pull out the jammed paper.



- 3 Close the front cover.

- 4 Attach the document tray and the copy tray.

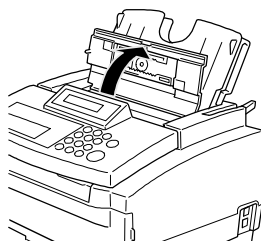
NOTE: Ensure the front cover is fully closed by pushing down the center firmly until it clicks into place. If you push the sides, it will not lock into place and the "CLOSE COVER" report will appear on the screen.

If "CLEAR COPY" and "ADD PAPER" are displayed alternately:

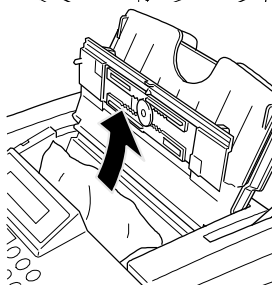
There are two possibilities, the procedures described below cover both.

If the machine has a copy jam inside the cover:

1 Open the top cover.



2 Pull out the jammed paper.



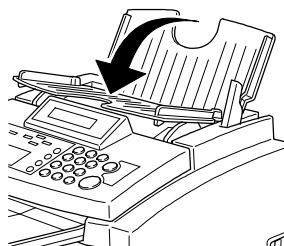
3 Close the cover.

If the machine has a copy jam at the paper feed:

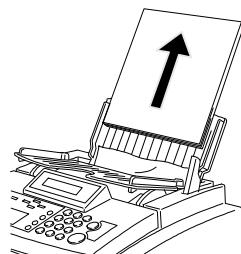
1 Pull up the paper feed lever.



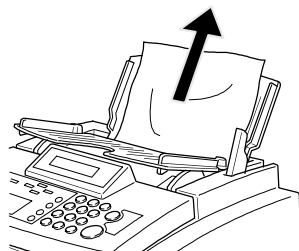
2 Open the front paper feed unit by moving it to forward.



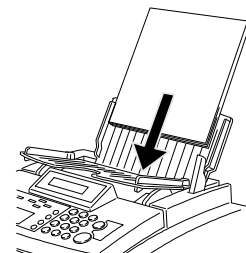
- 3** Take out the paper which is left in the paper feed.



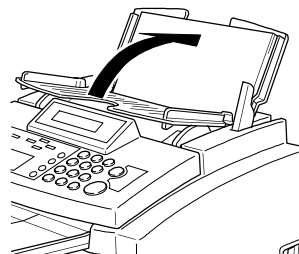
- 4** Pull out the jammed paper.



- 5** Reset the paper into the entrance.
NOTE: Make sure that the edge of the paper is correctly set.



- 6** Close the front paper feed unit carefully.



- 7** Push back the paper feed lever.













COMMUNICATION PROBLEMS

If the Check Display indicator is lit and the message "ERROR PRESS STOP" appears on the display, a communication just failed. Press the **Stop** key to return the machine to standby mode. If there was an:

- ☐ **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.

OPERATING DIFFICULTIES

Symptom	Required Action
Nothing happens when the switch is turned on.	 Plug it in firmly.
The display is blank.	 If the power indicator is not lit, check that the power cord is plugged in properly.
The machine stops during an operation.	 A document jam or paper jam has occurred. Check the display and clear the misfed paper.
	 Check there is enough paper in the paper feed.
	 Check there is enough ink in the Ink Cartridge.
The Check Display indicator is lit .	 A problem has occurred, check the error display and correct the fault.
The machine cannot dial from behind a PBX.	 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.
	 You are in Manual (TEL) receive mode. Switch to Auto . The power cord is unplugged.
The machine cannot dial out.	 Check that the line is connected properly .
	 Check the telephone line type setting.














Symptom	Required Action
The original is not pulled into the document feeder.	<ul style="list-style-type: none"> Insert the document into the feeder until it stops. Retransmit.
Frequent original misfeeds.	<ul style="list-style-type: none"> Put the document in the feeder correctly.
	<ul style="list-style-type: none"> Align the edge of the document.
	<ul style="list-style-type: none"> Flatten the document .
	<ul style="list-style-type: none"> Use a proper document
	<ul style="list-style-type: none"> The pages must all be of the same type.
	<ul style="list-style-type: none"> Shuffle the document.
Consistent difficulty in communicating with a particular terminal. Consistent poor image quality when communicating with a particular terminal.	<ul style="list-style-type: none"> Store that terminal's number as a Quick Dial key or Speed Dial Code. Then call a service technician. Inform him of the nature of the problem and give the Quick Dial key or Speed Dial Code that you stored the number in.
You cannot receive incoming calls; the unit does not ring.	<ul style="list-style-type: none"> Your machine's telephone line cord is disconnected.
Dialling is possible, but Secured Polling is dialling not.	<ul style="list-style-type: none"> ID Codes do not match. Contact the other party and agree on an ID Code.
The Online indicator is blinking and you can not print .	<ul style="list-style-type: none"> Make sure that all covers are closed.
	<ul style="list-style-type: none"> There is no paper in the paper feed.
	<ul style="list-style-type: none"> Head cleaning is taking place.
Frequent Copy paper misfeeds.	<ul style="list-style-type: none"> Paper size and weight must be within the standards set for this machine.
	<ul style="list-style-type: none"> Use dry, undamaged paper.
	<ul style="list-style-type: none"> Load paper correctly.
	<ul style="list-style-type: none"> Check the paper path is completely cleared.
The machine does not print images completely.	<ul style="list-style-type: none"> Perform the head cleaning: Press the Memory Key and the On-line key at the same time.
The printout of graphics is not clear.	<ul style="list-style-type: none"> Try using HQ Mode or Fine Mode.

Symptom	Required Action
The printout of characters is not clear.	☛ Try using HQ Mode or Fine Mode.
	☛ When you print with the black cartridge, set the smoothing mode using emulation switch digit 12.
Overall printing from the computer is slow.	☛ When printing from MS-DOS applications, disable smoothing mode by setting the maximum buffer size to 0 with the Emulation Switch.
	☛ Try using HS mode.
	☛ When printing from Windows applications, make sure the print manager is turned off, or set all print option to their defaults.
Prints only in black even if you have installed the colour cartridge kit.	☛ Check the colour cartridge is installed correctly.
	☛ Check the colours you selected through your application.
	☛ Check which printer driver you selected.
	☛ Check the colour you selected when you set up the Windows printer driver.
	☛ Print the Demo test print to make sure the colour cartridge is firing correctly.
The colours on the current line are broken, uneven, or different than on previous lines.	☛ Make sure you did not the printer off-line during the print job.
	☛ Try Fine mode.
	☛ Your software may tell the printer to place a colour every other dot. To correct this, choose cyan, yellow, or magenta instead.
Your printout appears to be missing a band of colours.	☛ Print the Demo test print to make sure the colour cartridge is installed correctly.
	☛ Do the head cleaning.

Symptom	Required Action
Your printer seems extremely slow when printing in colour.	<ul style="list-style-type: none"> ☛ If you are using Windows, turn off the Print Manager, then choose plain paper, colour mode, and pattern for halftone in the Windows driver.
The printout does not appear as you expect.	<ul style="list-style-type: none"> ☛ Check that the printer control mode matches the printer driver select.
	<ul style="list-style-type: none"> ☛ Select the printer control mode with Emulation Switch digit 11.
Printed characters do not match characters on the screen.	<ul style="list-style-type: none"> ☛ Many graphics characters and special symbols are produced by different ASCII codes according to the type of computer and printer being used.
	<ul style="list-style-type: none"> ☛ To receive a print out of the character sets supported by the printer, request the appropriate Printer Command Summary.
	<ul style="list-style-type: none"> ☛ Set the correct character table and printer control mode using the printer's Emulation Switches.
The printout does not match the paper size.	<ul style="list-style-type: none"> ☛ Make sure the paper size you selected with in your printer driver matches the paper loaded in the machine.
	<ul style="list-style-type: none"> ☛ Make sure the width of the paper on which you are printing matches the width defined by your software.
The printer is not using the font you selected with Emulation Switches.	<ul style="list-style-type: none"> ☛ Your software is overriding the Emulation Switch settings.
	<ul style="list-style-type: none"> ☛ Change the initialisation string that your software sends to the printer.
Your computer indicates a device time-out.	<ul style="list-style-type: none"> ☛ Make sure paper is on-line. Check that the printer's interface cable is connected correctly.
	<ul style="list-style-type: none"> ☛ Make sure paper is properly loaded in the cassette. Try the print operation again.

DISPLAYED ERROR MESSAGES

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	The Printer cover is not closed.  Close the cover.
ADD PAPER/ CLEAR COPY	The paper is used up.  Add paper. The paper is jammed in the printer.  Remove the jammed paper.
REPLACE CARTRIDGE	The ink cartridge is almost empty.  Replace the ink cartridge. The ink cartridge is not set correctly.  Set the cartridge again.
CLEAR ORIGINAL	The original is jammed in the feeder.  Remove the document.
CHECK AUTO DIALING	No tones detected on the line during dialling.  Press the Stop key and try to redial.
ERROR PRESS STOP KEY	A communication error has occurred during transmission or reception.  Press the Stop key to return to standby mode. Check the Error Report.
MEMORY OVER	There is not enough memory to store your fax message.  Use a lower resolution.  Send the message in several different transmissions.
TOO MANY DIGITS	The digit you input is over the limit.  Try to reinput correctly.
TOO MANY DEST	The memory cannot hold any more telephone numbers.  Delete some numbers then try again.  Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
ALREADY INPUT	This number is already included in this Group or this RTI/CSI has already been stored for use with this feature.

Display	Required Action
NOT PROGRAMMED	This Quick Dial or Speed Dial is not programmed. ☞ Please confirm the correct Quick Dial or Sped Dial.
USED AS GROUP	This Quick Dial key has a Group stored in it. ☞ Please confirm the correct Quick Dial and try another.
USED AS PROGRAM	This Quick Dial key has a Keystroke program stored in it. ☞ Please confirm the correct Quick Dial and try another.
UNABLE USE PRINTER	You cannot print a report, file or a received message, or make a copy while the machine is doing head cleaning. ☞ Please wait until the head cleaning is finished.
NO FILE EXISTS	There are no messages in memory waiting for transmission. ☞ You entered an incorrect file number. ☞ Check the file number and try again.
UNAVAILABLE	☞ The function you have selected is not available at the moment.
NOT CHANGEABLE	☞ You can not change this setting.
SERVICE CALL ■-■■■H	☞ Try to plug off the machine, then plug it in a few times. ☞ Machine is out of order. Contact you service representative.

ENTERING TELEPHONE NUMBERS

When you want to dial telephone number or store a number as a Quick Dial or Speed Dial, type it into the machine using the ten keypad on the operation panel.

STORING NAMES AND LABELS

When ABC is displayed, you can use Quick Dial keys 01 to 09 to enter letters. Press a Quick Dial key and use the ◀ and the ▶ keys to move through the alphabet to find the letter you want.

- ☐ To enter this character : Press the Yes(▼)key.
- ☐ To enter a blank space, symbol or punctuation mark : Press Quick Dial 09 key continuously until you see the blank space, symbol or punctuation mark that you need.
- ☐ To delete a character at the cursor : Move the cursor to the character that you wish to delete using the ◀ and the ▶ keys, then press the **Clear** key.
- ☐ 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.
- ☐ After pressing a Quick Dial key, you can scroll through the letters using the ◀ and the ▶ keys.

Quick Dial	Letter	Quick Dial	Letter
01	A B C	06	P Q R
02	D E F	07	S T U
03	G H I	08	V W X Y Z
04	J K L	09	Space & Symbol
05	M N O	10	Nothing

- 1** If you want to store a letter, press the Quick Dial key for the letter closest to the letter you want to store.
Example: If you want to store a K, press Quick Dial key 04, first of all this will display the letter J.

RTI	ABC/◀▶
J	

2 Either:

RTI	ABC/◀▶
K	

- ☐ Use the ◀ and ▶ keys to scroll through the alphabet until the letter you need is displayed.
- ☐ Press the same Quick Dial key continuously until the letter you need is displayed.

3 Press the **Yes** (▼) key to store the letter K.

USER SWITCHES

Some of the features in this machine can be switched on or off, and some of them do not work unless they are switched on first. Other features can be adjusted in various ways. Each adjustment or on/ off switch is explained in the relevant sections of the manual.

There are three user functions to help you adjust these features and switch them on/off.

- ☐ Function 62 (On/ Off Switches)
- ☐ Function 63 (User Parameters)
- ☐ Function 64 (Emulation Switches)

On /Off Switches

This feature allows you to switch some of the major features of the machine on or off. As well as a series of on/ off switches, Function 62 allows access to a lot of features (see the features table on the following page).

1 Press the **Function** key and **6,2,2,2,6,2** at the ten keypad, then press the **Yes** key.

	Y/NEXT▶
SELECT LINE	

2 Scroll through the list of features with the ◀ and ▶ keys until the required feature appears.

	Y/NEXT▶
FAX PRINT MODE	

3 Press the **Yes** key.

FAX PRINT MODE	Y/◀▶
▶ HS	HQ FINE

4 Change the setting by using the ◀ and the ▶ keys.

```
FAX PRINT MODE  Y/◀▶
HS      ▶ HQ      FINE
```

5 Press the **Yes** key to store this setting. The next switch will appear.

```
Y/NEXT▶
HORIZ. RATIO
```

6 Either :

- ☐ Select another feature : **Go to step 2.**
- ☐ Finish : Press the **Function** key.

A table showing the order of appearance of the switches is given below. Some of these switches may not be seen depending on the options that have been installed in the machine (*: Optional Feature Expander is required)

Feature	Press ▶ key
Telephone Line Type	None
Authorized Reception *	Once
Daylight Saving Time	Twice
Select Auto Receive	3 times
FAX Print Mode	4 times
Horizontal Ratio	5 times
Vertical Ratio	6 times
ECM	7 times
Memory Lock *	8 times
Forwarding *	9 times
Multi-Copies *	10 times
Standby Mode (Printer Fax Mode or Fax mode)	11 times

User Parameter Settings

A wide range of features can be switched on or off with the User Parameters. However, this feature is more difficult to use than the On/ Off Switches. The switches and adjustments are presented in the display as rows of digits. Each digit can be either 0 or 1. Each feature is allocated one or more digits. The value of the digit determines the status of the feature.

The overall procedure is explained below. However, each of the adjustments that can be made using this procedure is explained in the relevant part of the manual.

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print a User parameter list. Press the ◀ key and the Start key.

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

- 2** Press the **Yes** key. The current settings for Switch 00 are now displayed on the bottom line of the display. If the settings for this switch are the way that you want them, go to step 4.

```
                KPAD/Y/◀▶
SWITCH 00: 00000000
```

- 3** To change the required setting, press a number from 0 to 7 using the ten keypad corresponding to the digit that you wish to change.

Example : Press 0. The value of the digit 0 changes, in this case from 0 to 1.

```
                KPAD/Y/◀▶
SWITCH 00: 00000001
```

NOTE: Each switch contains 8 digits, which act as on/off switches for various features. The digits are numbered from 0 to 7. The setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

```
SWITCH 00: 00000000
           | | | | | | |
           7 6 5 4 3 2 1 0
           Digit
```

- 4** Either:
- ☐ Scroll through the switches with the ◀ and the ▶ keys until the required switch appears, then go to step 3.
 - ☐ Finish: Press the **Yes** key and the **Function** key.

The User Parameter switches are outlined as below:

Switch 0 - Home position settings

Digit	Purpose		
0 to 3	Do not change these settings.		
4 to 5	Resolution		
	Digit 5	Digit 4	Setting
	0	0	Standard
	0	1	Detail
	1	1	Fine
	1	1	Do not use
6	If you change transmission mode, then: 0: Home position is the Memory Transmission . 1: Home position is the Immediate Transmission.		
7	Half-tone On/Off	0: Off	1: ON

Switch 01 - Home position settings

Digit	Purpose
0 to 6	Do not change these settings
7	If you change any of the contrast, resolution, transmission mode or Half-tone settings before making a transmission, then: 0: The setting (s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission.

Switch 02- Forwarding Mark

Digit	Purpose
0	Mark to be printed at the receiving side to distinguish messages that are sent from your machine when it is acting as a forwarding station 0: Off 1: On
1 to 2	Do not change these settings.
3	TSI Printing 0: Off 1: On
4 to 7	Do not change these settings.

Switch 03 - Automatic printing of reports

Digit	Purpose		
0	Communication result report(Memory Transmission)	0: Off	1: On
1	Do not change this setting.		
2	File Reserve report (Memory Transmission)	0: Off	1: On
3	File Reserve report(Polling reception)	0: Off	1: On
4	Communication result report(Polling reception)	0: Off	1: On
5	Transmission result report (Immediate Transmission)	0: Off	1: On
6	Do not change this setting.		
7	Journal	0: Off	1: On

Switch 04 - Automatic printing of reports

Digit	Purpose		
0	Confidential Transmission Report	0: Off	1: On
1 to 6	Do not change these settings.		
7	Inclusion of part of the image on the following reports : Transmission result report, Communication failure report, Communication Result Report.		
		0: Off	1: On

Switch 05 - Options for reception

Digit	Purpose		
0	Substitute reception.	0: Off	1: On
1	Memory reception if no RTI or CSI received.	0: Off	1: On
2 to 7	Do not change these settings.		

Switch 06 - Home position settings

Digit	Purpose		
0	TTI Printing	0: Off	1: On
1	Do not change this setting.		
2	Closed Network Transmission	0: Off	1: On
3	Do not change this setting.		
4	Batch Transmission.	0: Off	1: On
5 to 7	Do not change these settings.		

Switch 07- Do not use

Switch 08 - Various Features with Authorized reception

Digit	Purpose		
0 to 1	Copying Set (Multi-Copy Reception)		
	Digit 1	Digit 1	Setting
	X	0	Off
	0	1	Only messages from Special Senders are Multi-Copied.
	1	1	All messages except those from Special Senders are Multi-Copied.
2 to 3	Authorized reception		
	Digit 3	Digit2	Setting
	X	0	Off
	0	1	Only messages from Special Senders are received.
	1	1	All messages except those from Special Senders are received.
4 to 5	Do not change these settings.		
6 to 7	Forwarding		
	Digit 7	Digit 6	Setting
	X	0	Off
	0	1	Forward messages only from the Specified Senders .
	1	1	Forward all messages except from the Specified Senders .

Switch 09 - Memory Lock

Digit	Purpose		
0 to 1	Memory Lock		
	Digit 1	Digit 0	Setting
	X	0	Off
	0	1	Only messages from Special Senders are locked.
	1	1	All messages except those from Special Senders are locked.
2 to 7	Do not change these settings.		

Switch 10- Halftone type

Digit	Purpose		
0	Reverse Order Printing	0: Off	1: On
1 to 6	Do not change these settings.		
7	Halftone type	0: SPD 1	1: STD

Switch 11 - Polling

Digit	Purpose		
0 to 5	Do not use these settings.		
6	Local printing	0: Off	1: On
7	Do not use this setting.		

Switch 12 - Various

Digit	Purpose		
0 to 4	Do not use these settings.		
5	Ink End Detection	0: Off	1: On
6	Test Pattern Printing	0: Off	1: On
7	Do not use this setting.		

Switch 13 - PSTN Setting

Digit	Purpose		
0 to 1	PSTN Access System		
	Digit 1	Digit 0	Setting
	0	0	Outline
	0	1	Prefix
	1	0	Grand
	1	1	Flash
2 to 7	Do not use these settings.		

EMULATION SWITCHES FOR THE PRINTER

Emulation switch settings control various printer functions, such as the page length and character set you want to use. There are two emulation modes which change the way the emulation switches affect the printer features.

☐ If digit 11 is 1, it is in Epson LQ mode.

☐ If digit 11 is 0, it is in BJ mode

The procedure to change those settings is described below. However, each of the adjustments that can be made using this procedure is explained in the relevant part of the manual.

NOTE: ☐ You can not change digits 1 and 3.

☐ Make sure the machine is off-line.

1 Press the **Function** key and **6,2,2,2,2,6,4** using the ten keypad, then press the **Yes** key. On the bottom line of the display the current settings of digit 1 to 9 are shown in sequence from left to right.

```
1      9      1-9/Y/◀▶  
100010000
```

2 To change the required setting, press a number from 2 to 9 using the ten keypad corresponding to the digit that you wish to change.

```
1      9      1-9/Y/◀▶  
100011000
```

Example : Press 6. The value of digit 6 changes, in this case from 0 to 1.

3 Press the **►** key. Next, you can set digits 10 to 13.

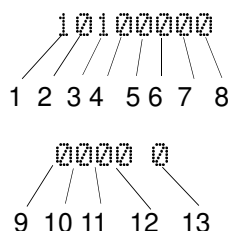
```
10 13      0-3/Y/◀▶  
0000
```

4 This time the current settings of digit 10 to 13 are shown in sequence from left to right. To change digit 10, use the 0 key on the ten keypad. Similarly, to change digit 11 use 1 the key, digit 12 the 2 key and digit 13 the 3 key.

```
10 13      0-3/Y/◀▶  
1000
```


Bit	Corresponding key	Bit	Corresponding key	Bit	Corresponding key
1	1	2	2	3	3
4	4	5	5	6	6
7	7	8	8	9	9
10	0	11	1	12	2
13	3				

NOTE: Each switch contains 13 bits, which act as on/off switches for various features.



5

Either:

- ☐ Scroll between the switches with the ◀ and the ▶ keys until the required digit appears, then go to step 3.
- ☐ Finish: Press the **Yes** key and the **Function** key.

The EMU switches are as follows: bit 11 selects the printer control mode.

Epson LQ mode

digit	Purpose	0 (OFF)	1 (ON)
1	Do not change this setting.		
2	Text Scale mode	Disabled	Enabled
3	Do not change this setting.		
4	Character set	Italics	Graphics
5 to 7	International character set	See the following table.	
8 to 10	Typeface	See the following table.	
11	Printer control mode	BJ mode	Epson LQ mode
12	Automatic Emulation	Disabled	Enabled
13	Smoothing	Disabled	Enabled

Bit 5 to 7 (International Character Set)

Character set	Digit		
	5	6	7
USA	0	0	0
United Kingdom	0	0	1
Germany	0	1	0
France	0	1	1
Denmark	1	0	0
Sweden	1	0	1
Italy	1	1	0
Spain	1	1	1

Digit 8 to 10 (Typeface)

Character set	Digit		
	8	9	10
Roman	0	0	0
San serif	0	0	1
Draft	0	1	0
Courier	0	1	1
Prestige	1	0	0
Script	1	0	1
Orator	1	1	0
Orator-S	1	1	1

BJ mode

bit	Purpose	0 (OFF)	1 (ON)
1	Do not change this setting.		
2	Text Scale mode	Disabled	Enabled
3	Do not change this setting.		
4	Character set	Set 1	Set 2
5 to 7	Code page	See the following description.	
8	Automatic carriage return (CR)	Normal Line feed (LF)	LF with CR
9	Alternate Graphics Mode (AGM)	Disabled	Enabled
10	Buffer size	Input: 64KB Download : 0KB	Input: 32 KB Download: 40KB
11	Printer control mode	BJ mode	Epson LQ mode
12	Automatic Emulation	Disabled	Enabled
13	Smoothing	Disabled	Enabled

Character set	Digit		
	5	6	7
437 (USA)	0	0	0
850 (Multilingual)	0	0	1
850 (Multilingual)	0	1	0
850 (Multilingual)	0	1	1
850 (Multilingual)	1	0	0
860 (Portuguese)	1	0	1
863 (French Canadian)	1	1	0
865 (Norwegian)	1	1	1

DOING TWO THINGS AT ONCE (Dual Access)

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the feeder, select the required transmission features (such as Confidential Transmission), dial the number, and press the Start key. Your message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the Journal).

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

✓: Possible ✗: Impossible

	Job you require simultaneously, selected second.								
Job selected first and currently in progress	1.	2.	3.	4.	5.	6.	7.	8.	9.
1. Storing to Memory	✗	✗	✗	✗	✗	✓	✗	✓	✓
2. Printing from Memory	✗	✗	✗	✗	✗	✗	✗	✓	✗
3. Copying	✗	✗	✗	✗	✗	✓	✗	✓	✗
4. Printing an Automatic Report	✗	✗	✗	✗	✗	✗	✗	✗	✗
5. Immediate Transmission	✗	✗	✗	✗	✗	✗	✗	✗	✓
6. Memory Transmission	✓	✗	✓	✗	✗	✗	✗	✗	✓
7. Receiving and Printing a Fax	✗	✗	✗	✗	✗	✗	✗	✗	✗
8. Receiving a Fax to Memory	✓	✗	✓	✗	✗	✗	✗	✗	✓
9 Printing from your computer	✓	✗	✗	✗	✓	✓	✗	✓	✗

LIMITS ON THE USE OF STORED TELEPHONE NUMBERS

The following table shows the limitations of the various features your fax machine has.

1. Communication

Feature	Item
Broadcasting from memory	Maximum number of destinations : 30
Polling reception	Maximum number of addresses that can be polled in one operation: 30

2. Programming

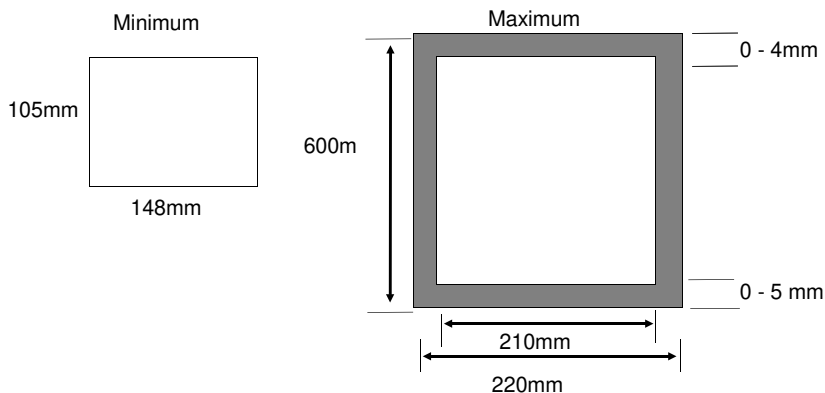
Feature	Item
Quick Dial keys	Number of Quick Dial keys: 10 (1 to 10) Maximum length of a name : 20 characters Maximum length of telephone or fax numbers : 240 digits
Speed Dial keys	Number of Speed Dials : 50 (00 to 49) Maximum length of a name : 20 characters Maximum length of telephone or fax numbers : 240 digits
Groups	Number of Group Stations: 3 (1 to 3) Maximum length of a name : 20 characters Maximum length of telephone or fax numbers : 240 digits

DOCUMENT SPECIFICATIONS

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

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

Correct Size for the Document Feeder



- ☐ Thickness: 0.05 to 0.15 mm (80gm² paper)
- ☐ Length and Width: See the above diagram.
- ☐ If the page is too short, put it inside a document carrier or enlarge it with a copier.
- ☐ If the paper is too long, divide it into two or more sheets.

Clearly Written

- ☐ Small faint characters may not be transmitted clearly.

Uniform Page Sizes

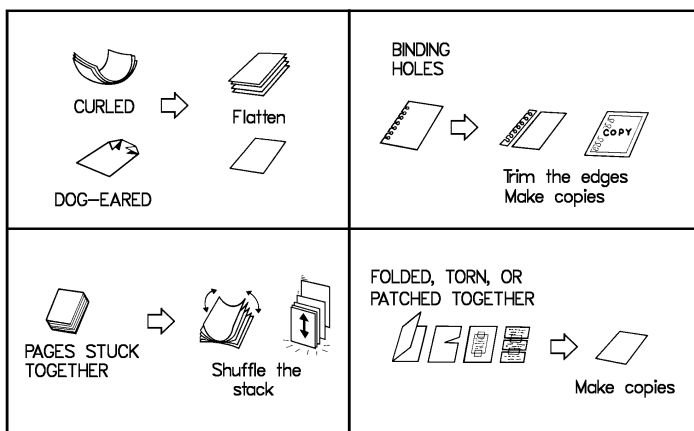
- ☐ Do not use different sizes of document in the same transmission.

Dry Ink

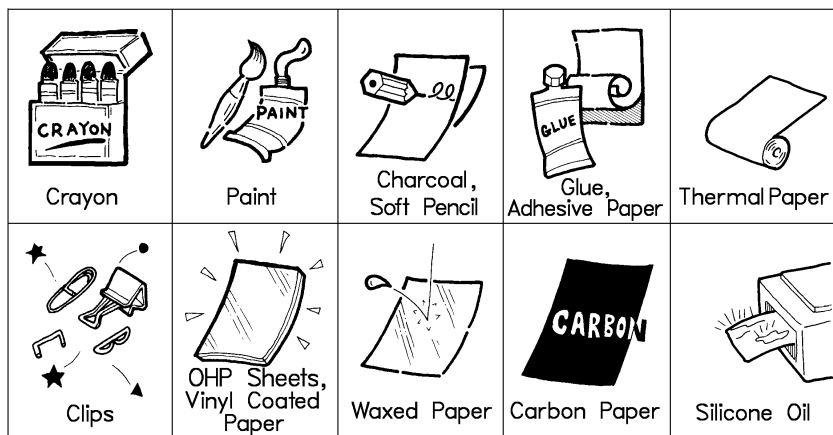
- ☐ All ink must be dry before you place the document feeder.

Page Condition

Do not place damaged pages in the automatic document feeder.



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



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

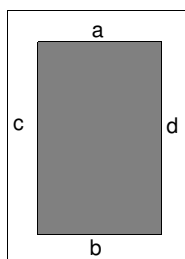
FAX SPECIFICATIONS

Dimensions:	370 x 280 x 214 (W x D x H)
Weight:	7 Kg without Document Tray, Document table
Power Supply:	220 - 240 Vac, 50 Hz; single phase
Power	Standby: 5W \pm 3W
Consumption:	Transmission: 12W \pm 3W Reception: 14W \pm 3W Copying: 24W \pm 3W Maximum: 28W \pm 5W
Acceptable Document Dimensions:	Width: 148-216 mm Length: 105-600 mm Thickness: 0.05-0.15mm
ADF Capacity:	15 pages
Memory Capacity:	Base Machine : 21 pages With 2 Mbyte memory: 132 pages With 4 Mbyte memory: 245 pages Measured using ITU-T#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: 8x 15.4 dots per mm
Transmission Speed:	9 seconds at 9,600bps (G3 ECM with Memory Transmission) for ITU-T#1 test document (Slerexe letter) using Standard resolution
Compatibility:	G3
Paper Size:	A4
Maximum Printout Width:	203mm

PRINTER SPECIFICATIONS

Power Consumption:	Printing: 19W \pm 3W
Resolution:	360 X 360 dots per inch
Printing speed :	4 PPM, after up to 20 seconds for the first page. (HS Mode, Ink Cartridge Type 120 Black)
Channels:	Centronics Parallel
Emulation mode:	IBM X24 EPSON LQ510
Printable Paper Condition:	Plain Paper OHP sheet
Manual Paper feed:	1 sheet

Printing Area: The shaded portion in the following figure shows the printing area for papers.



Recommended Printing Area:

a:16mm
b:20.5 mm
d:2.4 \pm 2.0 mm
c:4.4 \pm 2.0 mm

Possible Printing Area:

a:4.2 \pm 2.0mm
b:9.4 \pm 2.0 mm
d:2.4 \pm 2.0 mm
c:4.4 \pm 2.0 mm

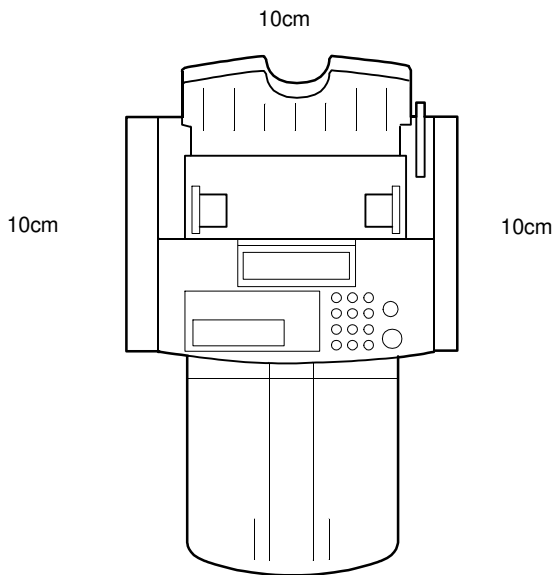
For other specifications, refer to the Fax Specification on the previous page.

APPENDIX A

INSTALLING THE MACHINE & INITIAL SETTINGS

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

- ☐ 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
- ☐ Humidity 40 to 70%RH (do not install near humidifier)
- ☐ Away from heaters and airconditioners, to avoid sudden changes of temperature.
- ☐ Within 2m of a three-pin grounded power outlet.
- ☐ With the clearance as shown below.
- ☐ Do not place the machine in direct sunlight.

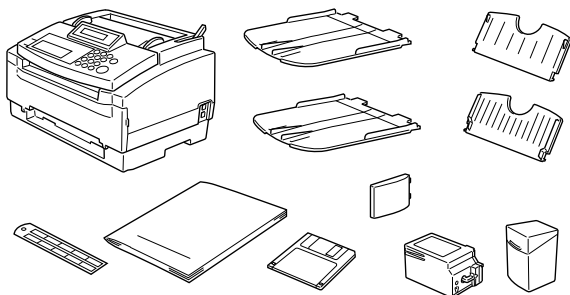


CAUTION: Do not turn on until everything is connected properly. When you connect the machine, first disconnect the telephone line, then the power cord.

NOTE : Before doing the installation procedure, check the accessories in the accessories box. On some models, some of the accessories have already been installed.

Accessories

- ☐ Facsimile Terminal
- ☐ Document Tray
- ☐ Copy tray
- ☐ Paper feed
- ☐ Operation Manual
- ☐ Quick Dial Sheet
- ☐ Ink Cartridge
- ☐ Printer driver
- ☐ Inkcartridge container
- ☐ Feature expander cover

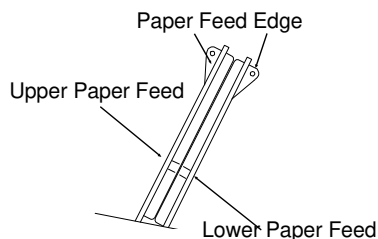


Connecting Up The Machine

Important points about power connection:

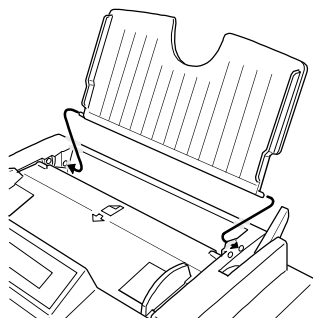
- ☐ The supply from the wall outlet must be between 198 and 264 Vac.
- ☐ The power cord should not be put in a place where it might trip somebody.
- ☐ Do not lay anything on the power cord.
- ☐ If you have to use an extension cord, make sure that it is capable of carrying 300V/10A, and that your facsimile terminal is the only piece of equipment connected to that cord.

- 1** First of all set up the paper feed: The paper feed comes in two parts which after installation should be aligned with the edges as shown in the opposite side view. Before you begin, check you have them the right way round.

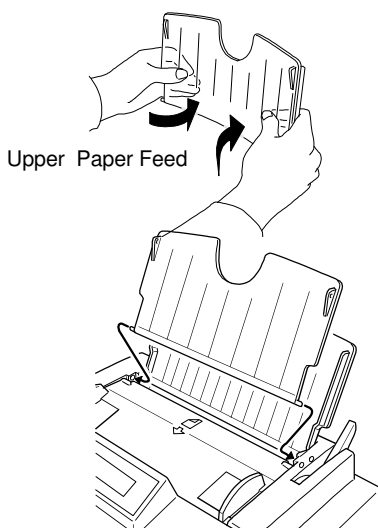


- 1-1)** First, install the lower part of the paper feed. Bend it away from you and set it to the machine as shown below.

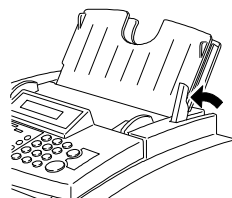
Lower Paper Feed



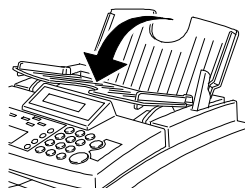
- 1-2)** Then install the upper part. Bend it inwards and set it to the machine as shown below.



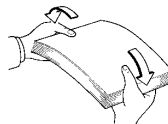
- 2** Set the paper into the paper feed.
a) Pull up the paper feed lever.



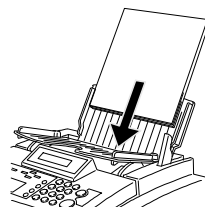
- b)** Open the front paper feed unit by pushing it down as illustrated on the right.



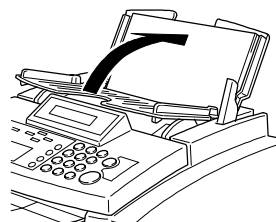
- c)** Bend the new stack of paper a few times.



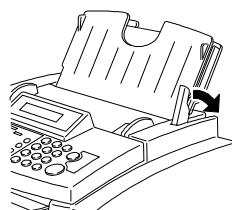
- d)** Load the paper into the entrance.



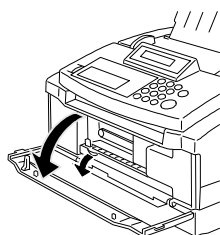
- e)** Replace the front paper feed carefully.



- f)** Put the paper feed lever back in its original position.

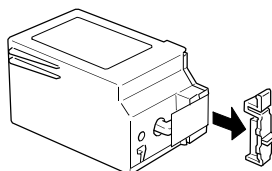


- 3** Install the ink cartridge:
3-1) Open the front and inside cover.

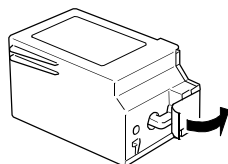


- 3-2)** Prepare the ink cartridge.

- ☐ Push the right side of the head cap to the left, it will pop off.



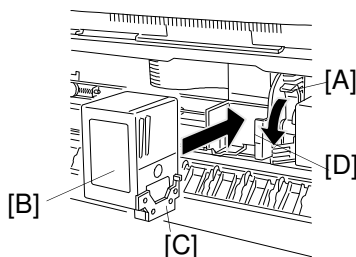
- ☐ Remove the protective seal.



NOTE: After removing the protective seal and head cap, do not replace them.

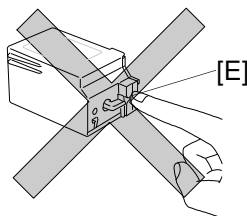
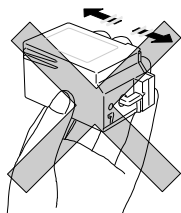
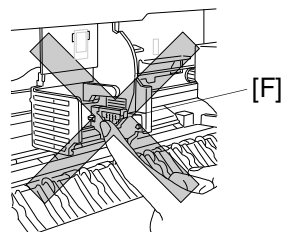
- 3-3)** Lift the green lever [A] and install the new cartridge[B].

- ☐ Fit tab [C] over slot [D].
- ☐ Push the cartridge in.
- ☐ Push down the lever [A].



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 EF on the ink cartridge.
- ☐ Do not touch the terminals [F] on the carriage.



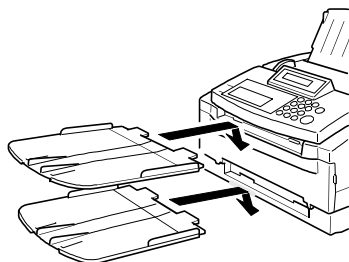
3-4) Close the front cover.

NOTE:

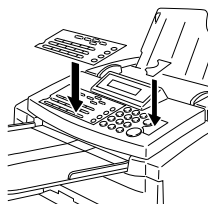
- ☐ Ensure the front cover is fully closed by pushing down the center firmly until it clicks into place. If you push the sides, it will not lock into place and the "CLOSE COVER" report will appear on the screen.
- ☐ After replacing the cartridge a test pattern is automatically printed. If you wish to switch this off, see page 171.

4 Attach the following items

- ☐ The document tray and the copy tray.



- ☐ Attached Operation panel sheet (font Panel) as shown.

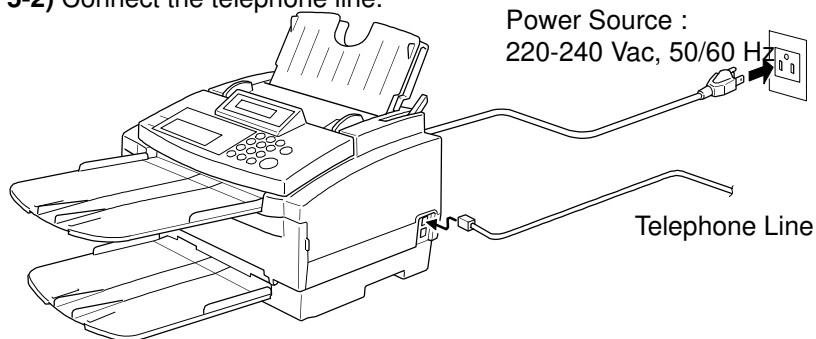


- ☐ Slide the Quick Dial sheet under the front panel as shown opposite.

5 Connect the machine:

5-1) Connect the power cord.

5-2) Connect the telephone line.



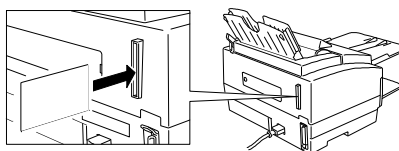
Installing the Optional Feature Expander

Caution: Unplug the machine before installing the Feature Expander.

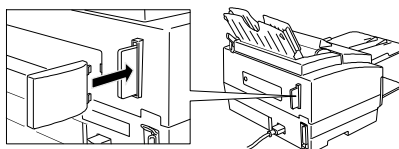
In this machine a "FEATURE EXPANDER TYPE 100 2M" or "FEATURE EXPANDER TYPE 100 4M" can be added to increase the available features. Install it as illustrated below.

- 1 Insert the feature expander into the slot on the rear cover.

NOTE: Looking at the machine from the rear (see diagram), the printed side of the expander should be facing away from you.



- 2 Put on the expander cover.



Adjusting Monitor Volume

There are 4 monitor settings that control the volume of the internal speaker during different operations: TRANS (transmit), RECV (receive), ONHOOK (On-hook dial) and DIAL. To change these settings:

- 1 Press the **Function** key and **6,2,2,2,8,2** using the ten keypad, then press the **Yes** key.

```
ON HOOK MONITOR  Y/◀▶
MIN>>>>          MAX
```

- 2 Edit the volume by:

- ☐ Pressing the ▶ key to make it louder.
- ☐ Pressing the ◀ key to make it quieter.
- ☐ Pressing the **Yes** key to accept the setting.

```
ON HOOK MONITOR  Y/◀▶
MIN>>>>>>      MAX
```

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

- 4 Press the **Function** key to finish.

SOME ITEMS MUST BE PROGRAMMED FIRST

Overview

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

- ☐ Date and Time: see page 192
- ☐ RTI: see page 198
- ☐ CSI: see page 200
- ☐ TTI: see page 199
- ☐ Language Selection: See page 192
- ☐ Machine Standby Mode: See page 193

In addition, you also have to make sure that the fax machine's dialling circuits are set up correctly. There are two settings: Pulse Dial and Tone Dial. If you select the wrong setting, your machine will not be able to dial fax numbers. If you are not sure which setting to use, contact your telephone company. To change this setting, see the following section.

- ☐ Telephone Line Type: See page 201

If you have a handset attached to your fax machine, make sure that its dialling circuit is set up correctly.

Additionally, it is recommended you program the following features before you start to send fax messages.

- ☐ Summer Time: see page 201
- ☐ Storing often used numbers: see page 204
- ☐ Print Quality: see page 194
- ☐ Magnification Ratios: see page 194
- ☐ Ink End Detection: see page 196
- ☐ Test Pattern Printing: see page 197
- ☐ PABX Access System: see page 202

Selecting the Display Language

If your native language is not English, you can have the machine display instructions and print reports in another languages instead of in English.

- 1** Press the **Function** key and **6,2,2,2,2,8,3**, using the ten keypad, then press the **Yes** key.

SELECT LANGUAGE Y/ ◀▶ ENGLISH

- 2** If the correct language is not displayed, press the ◀ and the ▶ keys.

SELECT LANGUAGE Y/ ◀▶ FRENCH

- 3** When the correct language is displayed, press the **Yes** key and the **Function** key.
NOTE: All operations from now on will be conducted in this language.

Setting the 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.

- 1** Press the **Function** key and **6,2,2,2,2,8,1**, using the ten keypad. Then press the **Yes** key. Example: change to August 24, 1994 at 2: 30PM.

SUN	KPAD/Y
01 JAN 1994	10: 00

- 2** First, type in the date using the ten keypad.

SUN	KPAD/Y
24 AUG 1994	10: 00

- 3** Adjust the month.
The # and the * keys allow you to go backwards and forwards through the months.
Press the ▶ key to move the cursor and accept the setting.

SUN	*/*/Y
01 AUG 1994	10: 00

- 4** Type in the year and time using the keypad.

Note: The day of the week will be set set automatically.

Example : Press 9,5,1,4,3,0, using the ten keypad.

THU.	KPAD/Y
24 AUG 1995	14:30

- 5** When the display is correct, press the **Yes** key, then press the **Function** key to finish.

Selecting the Machine Standby Mode

This model has a fax feature and a printer feature. If you wish to use both features, do the following.

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

	Y/NEXT ▶
SELECT LINE	

- 2** Press the ▶ key until "PC PRINTER FUNCTION" is displayed.

	Y/NEXT ▶
PC PRINTER FUNCTION	

- 3** Press the **Yes** key.

PC PRINTER FUNC	Y/◀▶
ON	▶OFF

- 4** Use the ◀ and the ▶ key to switch this feature on or off.

PC PRINTER FUNC	Y/◀▶
▶ON	OFF

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

NOTE:

- ☐ If you turn this mode off, you can not use your machine as printer.
- ☐ If you turn this feature on, the machine starts initialising. After it has finished press the **On-line** key.

Selecting the Print Quality

There are three modes: HQ (High Quality), Fine, and HS (Economy). Printing is slowest in Fine mode.

HQ mode: Use HQ mode for most of your printing needs.

HS mode: Use HS mode when you are printing draft documents.

Fine mode: Use Fine mode for printing on transparencies or printing halftone images.

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

	Y/NEXT ▶
SELECT LINE	

- 2** Press the ▶ key until "FAX PRINT MODE" is displayed.

	Y/NEXT ▶
FAX PRINT MODE	

- 3** Press the **Yes** key.

PRINT MODE	Y/◀▶
HS ▶HQ	FINE

- 4** Use the ◀ and the ▶ keys to select the setting.

FAX PRINT MODE	Y/◀▶
▶HS HQ	FINE

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

NOTE: If you try to test the printing quality, Print out the self test using Function 35 (see page 94).

Setting the Magnification Ratios

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

Horizontal Ratio

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

	Y/NEXT ▶
SELECT LINE	

- 2** Press the ▶ key until "HORIZ. RA-TIO" is displayed.

	Y/NEXT ▶
HORIZ. RATIO	

3 Press the **Yes** key.

HORIZ. RATIO	Y/◀▶
▶94%	100%

4 Use the ◀ and the ▶ keys to change the setting.

HORIZ. RATIO	Y/◀▶
94%	▶100%

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

Note: The maximum width of printed data is 203mm. If the magnification ratios are set to 100%, both edges of the printed image are cut as follows:

Vertical Ratio

1 Either:

Y/NEXT ▶
VERTICAL RATIO

- ☐ If you have just entered the Horizontal Ratio in the previous procedure, Press the **Yes** key.
- ☐ Press the **Function** key and **6,2,2,2,2,6,2**, using the ten keypad, then press the **Yes** key. Press the ▶ key until the screen is as shown above, then press the **Yes** key.

2 Use the ◀ and the ▶ keys to change the setting. The vertical ratio you can choose depends on the Horizontal Ratio. For example:

VERTICAL RATIO	Y/◀▶
▶AUTO	94%

- ☐ If you have select "HORIZ. RATIO 100%", your choice of vertical ratio is Auto or 100%.
- ☐ If you have select "HORIZ. RATIO 94%", your choice of vertical ratio is Auto or 94%.

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

Turning The Mark On or Off (Ink End Detection)

Normally the machine prints a small mark at the top and bottom left side of each page. A sensor inside the machine monitors the intensity of the blackness; if the mark printed at the bottom is too pale, the machine determines that a new ink cartridge must be replaced. The dotted mark printed at the top is important for the machine to recognize the printing start position. It only appears only when the machine prints received messages.

If you do not wish the marks to appear on your print out, you can switch them off by doing the following.

NOTE: If you switch this feature off, you will have to judge visually whether the ink is running out or not.

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print a User Parameter list. Press the **◀** key and the Start key.

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

- 2** Press the **Yes** key. Press the **◀** key **twice** or the **▶** key until the settings for Switch 12 are displayed.

```
                KPAD/Y/◀▶
SWITCH 12: 0000 0000
```

- 3** Change the settings of digit 5.

```
                KPAD/Y/◀▶
SWITCH 12: 0010 0000
```

- 4** If you wish to change the setting, press **5** using the ten keypad.

Digit 5
0: Turn the dotted mark On
1: Turn the dotted mark Off

- 5** Press the **Yes** key, then press the **Function** key.

Turning Test Pattern Printing On or Off

If you wish, you can have a test pattern printed out immediately after head cleaning has finished or the ink cartridge has been replaced.

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print a User parameter list. Press the **◀** key and the Start key.

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

- 2** Press the **Yes** key. Press the **▶** key until the settings for Switch 12 are displayed.

```
          KPAD/Y/◀▶
SWITCH 12: 0000 0000
```

- 3** Change the settings of digit 6.

```
          KPAD/Y/◀▶
SWITCH 12: 0100 0000
```

- 4** If you wish to change the setting, press **6** using the ten keypad.

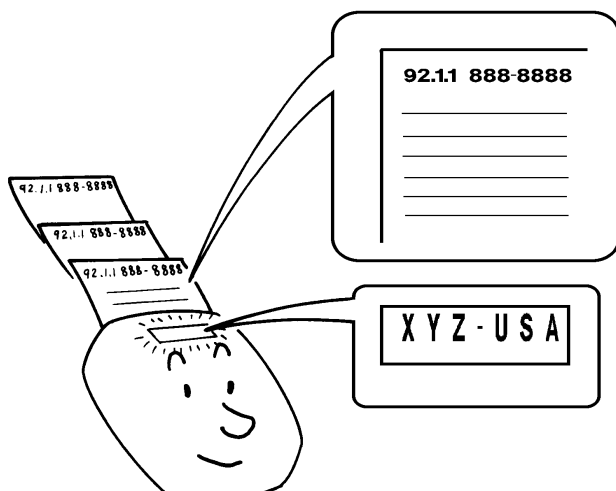
digit 6

0: Test pattern will be printed out after every head cleaning.

1: Test pattern will not be printed out

- 5** Press the **Yes** key, then press the **Function** key.

Setting Your Machine's Identification



There are three labels with which to identify yourself to the operator at the other end. These labels are called the RTI, the TTI and the CSI.

- ☐ RTI (Remote Terminal Identification) and CSI (Called Subscriber Identification) appear at the other end in the display on the operation panel during communication, and on reports after communication.
- ☐ TTI (Transmit Terminal Identification) is printed at the other end at the top of each page received from your machine.

- NOTE**
- ☐ You can switch the TTI off for a particular transmission if you do not wish it to be printed on your pages at the other end. See page 26.
 - ☐ Some machines may reject your transmitted fax messages if you have not stored the RTI, TTI or CSI in advance.

RTI (Display Identification)

Your RTI appears on the other party's operation panel during communication if the other machine was made by the same manufacturer as yours. The RTI can have up to 20 characters (numbers and letters can be used, along with some symbols). Program something easy to recognise, such as your name, company name or department name within the company.

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

Y/NEXT▶
SET POLLING ID

- 2** Press the ▶ key until the screen is as shown opposite.

Y/NEXT▶
SET RTI

- 3** Press the **Yes** key.

RTI ABC
■■■■■■■■■■■■■■■■■■■■

- 4** Input the RTI that you will be using.
Example: XYZ COMPANY

RTI ABC Y / N
XYZ COMPANY ■■■■■■■■

NOTE: This name can not be more than 20 characters long.



Inputting and editing are explained on page 164.

- 5** Press the **Yes** key to store your setting. If the machine does not go to the next setting (TTI), press the **Yes** key **again**.

- 6** Either :
- ☐ Select another feature : **Go to step 2.**
 - ☐ Finish : Press the **Function** key.

TTI (Page Header)

Your TTI is printed the other end at the top of each page received from your machine. The TTI can have up to 32 characters (numbers and letters can be used, along with some symbols). Program something easy to recognise, such as your name, company name or department name within the company.

- 1** Either:
- SET TTI Y/NEXT▶
- ☐ If you have just entered the RTI in the previous procedure, press the **Yes** key.
 - ☐ Press the **Function** key and **6,2,2,2,2,6,1** using the ten keypad, then press the **Yes** key. Press the ▶ key until the screen is as shown above, then press the **Yes** key.

- 2** If you have already entered the RTI, the TTI will be a copy of this name. Press the **Yes** key.
- TTI CHANGE?Y/N
 XYZ COMPANY■■■■■■■■
- ☐ If you do not wish to change this TTI: press the **No** key then go to step 4.
 - ☐ If you want to modify the TTI: press the **Yes** key and continue step 3.

- 3** Input the TTI that you will be using or edit the TTI that is already there.
 Example: XYZ CO. HEAD OFFICE
- TTI ABC Y / N
 XYZ CO. HEAD OFFICE■■
- NOTE:** This cannot be more than 32 characters long.



Inputting and editing are explained on page 164.

- 4** Press the **Yes** key to store your setting. If the machine does not go to the next setting (CSI), press the **Yes** key again.

- 5** Either :
- ☐ Enter the CSI next: Go to step 1 in the CSI Programming procedure below.
 - ☐ Finish : Press the **Function** key.

CSI (Telephone number display)

Your CSI appears on the other party's operation panel during communication instead of your RTI, if the other party's machine is another manufacturer's product. The CSI can have up to 20 characters (only numbers and spaces can be used). Enter your fax machine's telephone number, because some features of your machine may not work if the CSI is not the same as the telephone number.

1 Either:

SET CSI	Y/NEXT▶
---------	---------

- ☐ If you have just entered the TTI in the previous procedure, press the **Yes** key.
- ☐ Press the **Function** key and **6,2,2,2,2,6,1** using the ten keypad, then press **Yes** key. Press the ▶ key until the screen is as shown opposite, then press the **Yes** key.

2 Input your telephone number using the ten keypad.

Example: 4712319266

NOTE: This cannot be more than 20 characters long.

- ☐ If you wish to input a "+" sign to signify your international dial access code, press Quick Dial 09 until it appears at the cursor, then press the **Yes** key.

(This is common practice in Europe.)



Inputting and editing are explained on page 164.

CSI	KPAD/Y/N
4712319266	■■■■■■■

3 Press the **Yes** key to store your setting.**4** Finish : Press the **Function** key.

Tone Dial or Pulse Dial?

If the setting of this feature is incorrect, the machine cannot dial.

There are two basic types of telephone company exchange:

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

The telephone line type setting in your fax machine must match the type of exchange that you are connected to. If you are not sure what type your local exchange is, ask the telephone company.

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

Y/NEXT▶
SELECT LINE

- 2** Press the **Yes** key. In the opposite display, TT is currently selected.

SELECT LINE Y/◀▶
▶TT PD

- 3** Change the setting by using the ◀ and the ▶ keys.

SELECT LINE Y/◀▶
TT ▶PD

- 4** Press the **Yes** key to store your setting, then press the **Function** key to finish.

Changing to Summer Time

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

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

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

Y/NEXT▶
SELECT LINE

- 2** Press the ▶ key until the screen is as shown opposite.

Y/NEXT▶
DAYLIGHT TIME ON/OFF

- 3** Press the **Yes** key.

DAYLIGHT Y/◀▶
ON ▶OFF

- 4** Use the ◀ and ▶ keys to switch this feature on or off.

DAYLIGHT	Y/ ▶
▶ ON OFF	

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

Out Line or Extension Telephone System?

You can select an Out line or an Extension line using the PABX Access System. If you use an Extension line, you must select one of Prefix, Grand or Flash. You have to make certain adjustments to your machine so that the quality of operation is not affected.

- 1** Press the **Function** key and **6,2,2,2,2,6,3** using the ten keypad, then press the **Yes** key.

☐ At this time, you can print a User parameter list. Press the ◀ key and the Start key.

SETTING?	Y/ ▶
PRINT LIST ◀	

- 2** Press the **Yes** key. Press the ▶ key until the settings for Switch 13 are displayed

KPAD/Y/ ▶
SWITCH 13: 0000 0000

- 3** Change the settings of digit 0 and 1. The meanings of these settings are shown in the table below.

KPAD/Y/ ▶
SWITCH 13: 0000 0000

Purpose					
PSTN Access selection					
Digit 1	Digit 0	Setting	Digit 1	Digit 0	Setting
0	0	Outline	1	0	Grand
0	1	Prefix	1	1	Flash

- 4** Press the **Yes** key, then press the **Function** key.

Setting the Access Number

If you select Extension, you must program the number which proceeds the telephone number.

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

```

                                Y/NEXT▶
SET POLLING ID
  
```

- 2** Press the **▶** key until the screen is as shown opposite.

```

                                Y/NEXT▶
SET PSTN ACCESS NO.
  
```

- 3** Press the **Yes** key.

```

NUMBER                        KPAD
■■
  
```

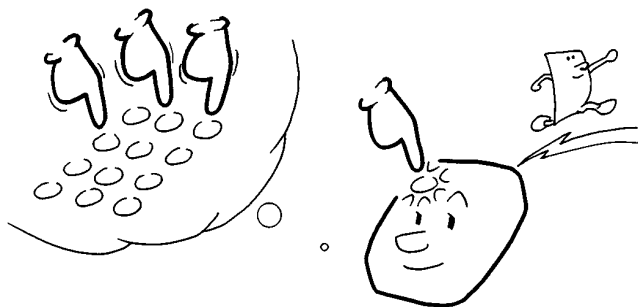
- 4** Enter the number which you use to access out line.

```

NUMBER                        KPAD/N
0 ■
  
```

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

Three Convenient Ways to Dial



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

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

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

Quick Dial and Speed Dial

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

These features make your machine much easier to use. However, first, you have to program the telephone numbers that you need into the Quick Dial Keys and Speed Dial Codes in your machine.

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

- ☐ For Quick Dial, just press the appropriate **Quick Dial key** then press the **Start** key.
- ☐ For Speed Dial, press **the key** on the operation panel labeled "**Speed Dial**", enter a **two-digit Speed Dial Code**, then press the **Start** key.

You can store up to 10 Quick Dial keys and 50 Speed Dial Codes.

When you store a Quick Dial or a Speed Dial, you can also store the name of the other party as a quick reference (this name will be displayed on the operation panel before you press the Start key, so you can check whether you have selected the correct number).

For the Quick Dial keys, you can also attach adhesive labels to the Quick Dial plate.

Groups

If you frequently send the same message at the same time to more than one place, program these telephone numbers into a group. Then you can send the message to all the addresses in that group with just a few keystrokes.

You can also program a name for that group (for example, "Branch Offices"), which will be displayed before you press the Start key. This helps you to check whether you selected the correct group.

You can store up to 3 groups in this machine.

Groups can be used with the following features.

- ☐ Scanning Quickly: see page 15 and 17.
- ☐ Polling Reception : see page 85.

CAUTION:

There are limits on the number of addresses that can be dialled with each of these features. Do not store more numbers in the group than the capacity of the feature that you plan to use it with. These limits are:

Broadcasting :30 addresses

Polling Reception : 100 addresses

6 Either:

01 ABC Y/N
NEW YORK OFFICE

- ☐ Change the label: Edit the existing labels then press the **Yes** key .
- ☐ Keep the label as it is : Press the **No** key, then go to step 10.

7 Edit the label.
Example: NEW YORK BRANCH

01 ABC Y/N
NEW YORK BRANCH■■■■

8 When the label is correct, if the display is not as opposite, press the **Yes** key again.

QUICK / ◀▶
PRINT LIST ◀/SEARCH▶

9 Either:

- ☐ Edit another: **Go to step 2.**
- ☐ Print a list of Quick Dial numbers: Press the ◀ key and the **Start** key.
- ☐ Finish : Press the **Function** key.

Erasing a Quick Dial

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

- ☐ At this time, you can print a Quick Dial List if you press the ◀ key.

■ QUICK/◀▶
PRINT LIST ◀/SEARCH▶

2 Press the **Quick Dial** Key that you wish to erase. Example : Quick Dial 01.

- ☐ If the wrong number is displayed, use the ◀ and the ▶ keys to scroll through the Quick Dial keys on the screen.

01 CHANGE? Y/◀▶
NEW YORK OFFICE

4 Press the **Yes** key.

01 KPAD/Y/N
3841037227■■■■■■■■■■

5 Erase the number: Press the **No** key and then press the **Yes** key

■ QUICK/◀▶
PRINT LIST ◀/SEARCH▶

6 Either:

- ☐ Erase another: **Go to step 2.**
- ☐ Print a list of Quick Dial numbers: Press the ◀ key and the **Start** key.
- ☐ Finish : Press the **Function** key.

- 8** Either:
- ☐ Program another : **Go to step 2.**
 - ☐ Print a list of Speed Dial numbers: Press the ◀ key and the **Start** key.
 - ☐ Finish : Press **Function** key.

Editing a Speed Dial

- 1** Press the **Function** key and **3,2** using the ten keypad, then press the **Yes** key.

■■ KPAD/◀▶
PRINT LIST◀/SEARCH▶

- 2** Input the **Speed Dial Code** that you wish to edit. Example: Speed Dial 01.

- ☐ If the wrong number is displayed, use the ◀ and ▶ keys to scroll through the Speed Dial keys on the screen.

01 CHANGE? Y/◀▶
WASHINGTON OFFICE

- 3** Press the **Yes** key.

01 KPAD/Y/N
2262310471■■■■■■■■

- 4** Edit the number.

- ☐ Use the ◀ and ▶ keys to move the cursor, the Clear key to delete digit at the cursor and the ten keypad to enter the digits.

01 KPAD/Y/N
2391500482■■■■■■■■

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

01 Y/N
PROGRAMME LABEL?

- 6** Either:

- ☐ Change the label and edit the existing labels: Press the **Yes** key .
- ☐ Keep the label as it is : Press the **No** key, then go to step 9.

01 Y/N
WASHINGTON OFFICE

- 8** Edit the label.

01 ABC Y/N
ATLANTA BRANCH■■■■■

- 9** When you have entered the new label: Press the **Yes** key. If the display is not as opposite, press the **Yes** key **again**.

■■ KPAD/◀▶
PRINT LIST◀/SEARCH▶

- 10** Either:
- ☐ Program another: **Go to step 2.**
 - ☐ Print a list of Speed Dial numbers: Press the ◀ key and the **Start** Key.
 - ☐ Finish : Press the **Function** key.

Erasing a Speed Dial

- 1** Press the **Function** key and **3,2** using the ten keypad, then press the **Yes** key.

```

■■                KPAD/◀▶
PRINT LIST ◀/SEARCH ▶
  
```

- 2** Input the **Speed Dial Code** that you wish to erase. Example Speed Dial 01.
- ☐ If the wrong number is displayed, use the ◀ and ▶ keys to scroll through the Speed Dial keys on the screen.

```

01    CHANGE? Y/◀▶
ATLANTA BRANCCCH
  
```

- 3** Press the **Yes** key.

```

01                KPAD/Y/N
226231047■■■■■■■■■■
  
```

- 4** Erase the number: Press the **No** key, and then press the **Yes** key.

```

■■                Y/◀▶
PRINT LIST ◀/SEARCH ▶
  
```

- 5** Either:
- ☐ Erase another: **Go to step 2.**
 - ☐ Print a list of Speed Dial Numbers: Press the ◀ key and the **Start** key.
 - ☐ Finish : Press the **Function** key.

Programming Groups

Groups allow you to combine some numbers into one group, for easy sequential transmission to all the numbers in that group. These numbers can be selected from those already stored in Quick Dial keys or Speed Dial codes, or you can select other numbers by entering them using the ten keypad.

You can also store a label with each group. This label will be displayed when you select the Group.

NOTE:

Do not store more than 30 numbers in a group.

- 9** Press the **Yes** key.
- ☐ If "ALREADY PROGRAMMED" appears,:
Keep the number: Press the No key or erase the number: Press the Yes key.

- 10** Either:
- ☐ Edit another number: Go to step 8.
 - ☐ Finish storing numbers in this group: Press the **No** key and the **Function** key.

Editing a Group Dial

This procedure allows you to edit o groups of numbers. The Speed Dial and Quick Dial keys you used in the group will not be deleted from memory so you can still continue to use them for other purposes.

To change a number, you must first erase it and then enter the new number. .

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

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

- 2** Enter the number of the group you wish to erase using the ten keypad, then press the **Yes** key.
- ☐ There are 3 groups, from 01 to 03.

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

- 3** Either:
- ☐ Change the Quick Dial key where in group is stored, press the **Yes** key. Press the new Quick Dial key. Then press the **Yes** key to accept.
 - ☐ Keep the same Quick Dial key, press the Quick Dial key where in group is stored, press the **Yes** key. Press the new Quick Dial key. Then press the **Yes** key to accept.

```
GROUP 1          Y/N
04
```


4 Either:

GROUP 1 Y/N
PROGRAM LABEL?

- ☐ Change the Group label: Press the **Yes** key. Edit the label using the Quick Dial keys, then press the **Yes** key to accept the new label. If the display is not as below, press the **Yes** key once more.
- ☐ Keep the same label: press the **No** key.

5 Either:

GROUP 1 Y/N
CLEAR?

- ☐ Add a new number to the group: Enter it using the ten keypad, then press the **Yes** key.
- ☐ Erase a number from this group: Enter it using the ten keypad then press the **Yes** key. Press the **Yes** key again to confirm the deletion.

6 Either:

- ☐ Finish: press the **Function** key.
- ☐ Edit another group : press the **No** key then go to step 2.

Erasing a Group

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

GROUP ■ 1-3/◀▶
PRINT LIST ◀/SEARCH ▶

2 Enter the group number using the ten key pad, then press the **Yes** key.

GROUP 1 Y/N
PROGRAMME QUICK?

3 Press the **No** key.

GROUP 1 QUICK/N
PROGRAMME LABEL?

4 Press the **No** key.

GROUP 1 Y/N
CLEAR?

5 Press the **Yes** key.

GROUP 1 Y/N
CLEARED

6 Either:

- ☐ Erase the another group: go to step 2.
- ☐ Finish: press the **Function** key.

Storing and Dialling Part of a Number

This feature is called **Chain Dialling**. This feature allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial Keys or Speed Dial Codes, and some of which may be input using the keypad. For example, you can program commonly used area or country codes into Speed Dial Codes or Quick Dial keys. The maximum number of digits is 240 including pauses.

This feature is convenient if:

- ☐ You often communicate with many terminals for which the area code, or international code is the same.
- ☐ You often make international calls.
For example, if you often call Tokyo, Japan, program 011813 (overseas to Tokyo from the USA) as Quick Dial key 01. This will save work at the operation panel when dialling a Tokyo number.
- ☐ Your PBX requires an ID code before the destination number.
For example, if your ID is 1234567, and the destination is stored in Quick Dial key 01, enter 1234567 using the ten keypad, press the Pause key, then press the Quick Dial key 01.

NOTE: Do not store any labels with the Quick Dials and Speed Dials that you are using with Chain dialling.

Example: 01133-1-555333 (From the USA to Paris).

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

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

On Hook Dial Or Handset Mode:

Press the **Quick Dial key 01**, next press the **Quick Dial key 02**. Then press the **Speed dial key** and **1,0** using the ten keypad. After that press **3,3,3,3** using the ten keypad.

ALTERNATIVELY:

Press the **Quick Dial key 01** and the **Pause** key, **Quick Dial key 02** and the **Pause** key, then press the **Speed Dial key** and **1** then **0** using the ten keypad and then the **pause** key. After that press **3,3,3,3** using the ten keypad.

PRINTING IN COLOUR

INTRODUCTION

The Inkjet MFP printer is a colour printer when the optional Ink Cartridge Type 125 Color is installed. If this is your first colour printer, read this section for some tips on effectively using colour.

By using colour, you can enhance the visual impact of your documents and presentations. You can capture your readers' attention, hold their interest, and increase their understanding of your message. To do this, you don't have to be a professional artist, but you do need to spend a little time planning your layout and determining how to use colour to highlight important information. Without planning, you could overuse colour and actually detract from the visual impact.

In your planning process, you should consider the following:

- ☐ Know the print media you are using.
- ☐ Know the print mode you set in your application or your printer driver.
- ☐ Know the capabilities of your software application.
- ☐ Understand the limitations of your computer's monitor.
- ☐ Know the factors that affect the speed of colour printing.
- ☐ Know the cost of colour printing.

SELECTING THE PRINT MEDIA

You need to determine how the printed material will be used when you plan its layout and when you select the print media.

Each project you work on will have unique requirements. The way you use colour and select the print media is critical in achieving an impressive visual impact.

Print Media Guidelines

Follow these guidelines to select a print medium appropriate for the print job:

- ☐ Plain copier paper provides good results, and paper with cotton fiber is also suitable for colour printing.
- ☐ For important presentations or documents that include intensive graphics and colour, use coated paper or a similar product. On this type of paper, the printer will produce even more vivid colours. When printing on coated paper, print on the whiter side only.

UNDERSTANDING YOUR APPLICATION'S CAPABILITIES

Your monitor's ability to display colours is limited by the number of colours with which a particular software application can work. You cannot display or print a colour that your software application cannot supply.

Your printer can print a wide range of different colours. Your software determines the number you can use. Software may support 16.7 million colours or may be limited, as follows:

- ☐ A limited number of colours, such as the basic eight - red, green, blue, cyan, yellow, magenta, black, and white.
- ☐ A limited number of colours plus shades of those colours - shades are created by adding white or using different colour patterns.
- ☐ A limited number of colours plus custom colours - for example, mixing red and blue for purple.

Your software applications may offer a number of colour control functions, such as dithering, intensity, and hue.

Dithering

Allows you to create a wide spectrum of colours. Dithering creates a pattern of various colours that appears to be a desired colour; for example, red and white dither patterns appear pink from a distance. Many dithering methods are available; you need to check the application's documentation to find out which are available.

Intensity (Saturation)

Allows you to increase the depth of a colour if the printout appears lighter or darker than the screen image. For example, to make a light blue darker, you could increase the intensity.

Hue

Allows you to change the gradation in the colour spectrum and change the colour results. For example, you could adjust the hue of red to make it more purple.

For details on your software application's capabilities, refer to the documentation that came with it.

Considering Your Computer's Monitor

Your ability to create colours is limited by how many colours you can work with on the monitor screen. Of course, if you are using a monochrome monitor, creating colour printouts will be extremely difficult.

Monitors are classified by their resolution and the number of different colours they can display. At lower resolution, colour monitors can display more colours.

Older CGA colour monitors can produce only a small number of colours at a low resolution. Most newer colour monitors can display many more at higher resolutions. For example, a VGA or XGA graphics system can display 256 or more different colours at higher resolutions.

The way monitors display colours and the way printers print colour is very different. Monitors generate light while printed materials reflect light. Monitors combine three colours of light (red, green, and blue) at different intensities to produce the appearance of many different colours.

Printers combine three colour values (cyan, yellow, and magenta) to produce different colours on your output. By overlaying dots of ink in a variety of combinations and varying the amount of each ink, your printer can produce virtually any colour desired.

Because monitors and printers are so different, achieving an accurate match of some monitor colours is extremely difficult. The supplier has optimised your printer to offer the best match between the most popular monitors. Yet, you may still find certain colours difficult to match exactly.

To maximise the colour matching capabilities of your printer, you must have a high resolution monitor with a 24-bit colour monitor display card.

For details on your monitor's ability to display colours, refer to the documentation that came with it.

COLOUR AND PRINTING SPEEDS

Printing in colour affects the speed with which the printer creates image. Several factors affect printing speed:

- ☐ Your choice of colours and the number of colours per page.
- ☐ The computer's processing speed.
- ☐ The amount of computer memory.
- ☐ Your software application.
- ☐ The complexity of the pages you are printing.
- ☐ The amount of the page covered by ink.
- ☐ The print options selected in the printer driver.
- ☐ The resolution at which you are printing.
- ☐ The print mode in which you are printing.
- ☐ Use of print spooling software.

Improving Printing Speed

To improve printing speed, you can try the following.

Windows Enhancements

- ☐ Turn off the Print Manager in the Windows Control Panel. This may increase your printing speed by as much as 25%, depending on the computer you are using.
- ☐ Under the 386 Enhanced icon in the Windows Control Panel, add or create a permanent swap file that is from 4 MB to 9 MB. See your Windows documentation for instructions.
- ☐ In the Printer Setup dialog box, choose Plain Paper and colour when printing colour images. Screen-Matched colour takes longer to process in the computer.
- ☐ In the Options dialog box, choose Diffusion only when printing final output or photographic images. Choosing Pattern allows documents to print as much as 20% faster.
- ☐ Use only one software program at a time and unload any screen saving utilities or programs stored in Windows background; this frees up more memory for Windows processing.

Other Software Enhancements

- ☐ If you will be printing text in black ink only, choose Black and White rather than Grayscale.
- ☐ Print draft documents in Black and White rather than colour, or use high speed when printing colour.
- ☐ Limit the number of colours on each page; too many colours can make the image confusing and less effective as well as cause the print speed to slow down.
- ☐ Use primary colours when printing presentation graphics: black, cyan, yellow, magenta, blue, green, and red.

Hardware Upgrades

- ☐ Increase the amount of memory in your computer.
- ☐ Upgrade the processor in your computer or add a maths coprocessor.

Colour and Cost

Printing in colour costs more than printing in black only. To reduce the cost of colour printing, follow these guidelines:

- ☐ Use black ink when printing drafts, or use a draft colour mode.
- ☐ When printing spreadsheet-type graphs, choose coloured hatch patterns instead of solid colours. Hatch patterns typically use less ink and look just as good as solid colours.
- ☐ Use lighter colours that use more white space; for example, use pink instead of red. Although white is a colour, the printer does not produce white ink; it uses the colour of the paper as white.
- ☐ Avoid using full colour backgrounds. For colour presentations that do contain a full colour background, print the background for the final output only, not for drafts.
- ☐ Use the primary printing colours of the printer: black, cyan, magenta, and yellow. When printing complex colours like red or blue, the printer uses more than one primary colour.
- ☐ Some applications allow you to print several pages of data on one page in a condensed size. If available, use this mode for viewing multiple pages quickly at a low cost.

ADF (Automatic Document Feeder):

A device which feeds the pages of a multipage document one at a time, in the order that you arranged the pages in the stack.

Batch Numbering (Page Count):

This is a way of numbering pages that allows you to check whether you received all pages, and if not, which ones are missing. For example, if you receive two pages with P1/2 printed on one and P2/3 on the other, you have just received a three-page document but page 3 didn't make it.

BPS (Bits Per Second):

This is the data communication rate in G3 mode, your fax terminal digitises documents, transforming them into 'bit'-binary digits- (an average page will produce about 200,000 of them), and then sends them out at a top speed of 6,600 to 14,400 bps, depending on the model.

Broadcasting:

In G3 fax communication terminology, broadcasting is the transmission of a document to more than one address in sequence, not simultaneously.

CCITT:

Consultative Committee for International Telephone and Telegraph. This committee sets international standards for communication.

Communication:

Transmission or reception.

Copy:

When used as a noun, this refers to a printout, either in copy mode or receive mode.

Country Code:

In international dialling, this is the code that directs the call to the country where the terminal that you wish to send to is located.

CSI:

Called Subscriber Identification.

Default Setting:

See "Factory Setting".

Dial Pulses:

These are dialling signals that your terminal sends out if it uses pulse dialling.

Document:

This is the original page or set of pages that you wish to send.

DPI (Dots Per Inch), or l/mm (Lines Per Millimeter):

This is the unit of resolution. The scanner scans your document according to the selected resolution. An 8-1/2" x 11" page is broken down into about 1,728,000 dots if standard resolution is used. (Digital compression techniques for G3 convert these into about 200,000 bits).

ECM (Error Correction Mode):

This is signalling method that is designed to eliminate transmission errors on even the noisiest of telephone lines.

EFC:

This is a proprietary digital data compression technique. It shortens the time for sending a page.

Factory Setting:

The factory setting of a function is the state into which it was programmed at the factory; this will also be the state of that function in a new machine. It can also be referred to as "Default Setting".

File:

A memory File or a Polling File.

Group 3:

This is an internationally-agreed signalling and data transfer method used for facsimile communication (approved by CCITT). It is also known as G3.

Handset

This is the telephone that is connected to the jack marked "TEL 1" or "TEL2".

Home Position:

Some of your machine's features can be adjusted. The home position is the setting to which the machine always returns at the end of an operation.

International Dialling Code:

This is the code that must be dialled at the beginning of the number if the destination is outside your country.

Memory File:

This is a document stored in the memory together with instructions (destinations, time of transmission) for sending that document.

Original:

Same as "Document".

Page Retransmission:

If the terminal you are sending to indicates that it did not properly receive the page you just sent, your terminal will resend that page from memory. This only works if you used Memory Mode and if you are not using ECM (ECM is a more effective data retransmission method).

Polling File:

This is a set of instructions (destinations to be polled, time of polling) for polling reception.

Pulse Dialling

This method of dialling uses a string of pulses to represent each dialled digit.

Reception:

The act of receiving a document.

RTI

Remote Terminal Identification.

Sending:

Same as "Transmission", see below.

Standby Mode:

The terminal is said to be in standby mode when it is idle.

Terminal:

A facsimile terminal, such as your machine.

Tone Dialling:

This method of dialling uses a tone to represent each dialled digit.

Transmission

The act of sending a document.

TTI:

Transmit Terminal Identification.

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13	Secured Polling Transmission	83
14	Free Polling Transmission	83
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22	Erasing Polling Reception Files	87
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32	Programming Speed Dials/ Printing the Speed Dial List	209
33	Programming Group Dials/ Printing the Group Dial List	211
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52	Printing a Confidential Message	50
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Errata for the Operator's Manual

Demo print is not available with this machine. To check that the color cartridge is correctly installed, please print the Font Print.

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[P33] - Additional Information

Receiving with Auto Select mode

1 The machine starts ringing.

2 You have two options:

- ☐ Pick up the handset.

If you hear a voice then continue a normal conversation.

If you hear a tone then the other end is a fax machine. Make sure the document feeder is empty, press the Start key to start receiving and replace the handset. If you do not replace the handset or press the Start key, after a few seconds the machine will automatically take the line and receive the message.

- ☐ Do nothing. The machine will keep ringing. After a number of rings (the auto ring time) the machine will begin to receive a message. You can change the number of rings (the auto ring time) - see page 31.

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When you use the batch transmission, you can have up to 35 fax message in the same batch.

[P161] - Additional Information

If "CHECK PAPER SIZE " is shown on the display, paper size in the paper feed is not appropriately. Please check the paper size and set the correct paper.

[P180, 189] - Errata

Power Supply: 230 V, 50Hz; single phrase

[P180] - Errata

Memory capacity: Base machine: 21 pages

With 2Mbyte memory: 186 pages

With 4Mbyte memory: 350 pages

Mesured using ITU-T#1 chart (selexe letter) at Standard resolution

Paper Feed Capacity: 150 sheet

ADDITIONAL INFORMATION AND ERRATA FOR THE OPERATOR'S MANUAL

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[P16,17] - Additional Information

Carefully place your fax message face down into the document feeder. The machine will take it in.

- NOTE:**
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 - ☐ The sheet must be stacked face down in the feeder. So they are fed properly, align the leading edges in a slight wedge shape so the bottom document is inserted deepest.

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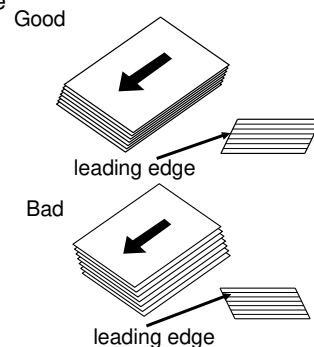
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Mesured using ITU-T#1 chart (selexe letter) at Standard resolution

Paper Feed Capacity: 150 sheet



[P188] - Additional Information

Installing the inkcartridge:

If the ink cartridge holder is not centered, close the front cover then plug the machine in. The ink cartridge holder will move to the center.

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[P81] - Errata

When you use the batch transmission, you can have up to 35 fax message in the same batch.

[P154] - Additional Information

If the machine has a copy jam, **pull up the paper feed lever first.**

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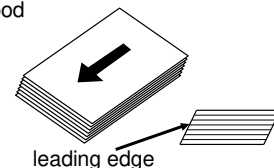
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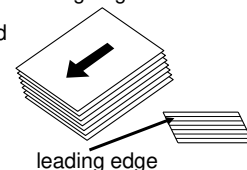
Mesured using ITU-T#1 chart (selexe letter) at Standard resolution

Paper Feed Capacity: 150 sheet

Good



Bad



[P188] - Additional Information

Installing the inkcartridge:

If the ink cartridge holder is not centered, close the front cover then plug the machine in. The ink cartridge holder will move to the center.

"A"

- ☐ Do not touch the aluminum plate on the cartridge.
- ☐ Do not replace the protective seal and head cap after removing them from a new cartridge.
- ☐ If you unwrap a cartridge and do not install it, store it in the ink cartridge container.

"B"

- ☐ Make sure the ink cartridge is in its home position.
- ☐ After the cover has been open, the machine will automatically perform print head cleaning.

"C"

- ☐ Avoid or repeated contact with skin.
- ☐ Cleanse skin thoroughly after contact, before breaks and meals, and at the end of the week period.
- ☐ Ink is readily removed from skin by waterless band cleaners followed by washing with soap and water.
- ☐ Be careful not to get any ink on your clothing.

"D"

While the telephone is ringing:

- ☐ If you do not answer within a certain time, the machine will connect to the machine.
- ☐ If you pick up the handset, you can speak in reply.

"E"

1 The machine rings.

- 2** If
- ☐ If you pick up the handset, you can speak to the other party. But if the other end is a fax machine, the machine automatically start receiving fax messages.
 - ☐ If you do not pick up the handset, the machine starts receiving fax messages.

When you connect the telephone answering machine

"F"

NOTE: After removing the protective seal and head cap, do not replace them.

"G"

How to change the emulation switches, see page 134.

"H"

CAUTION: Although A5 and B5 paper sizes are displayed on the screen, do not use them otherwise a paper jam occurs.

"I"

CAUTION: Although coated paper, recycled paper and back print film options are displayed on screen, do not use them otherwise the ink will not fix well to the paper and the rollers and other parts may become soiled.

"J"

(Ink End Detection)

"K"

Job selected first and currently in progress.

"L"

Job you require simultaneously, selected second.