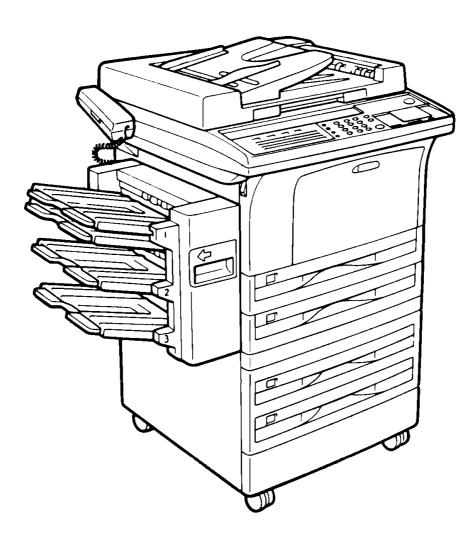


——OPERATOR'S MANUAL

—— RICOH MV715



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

Optional Equipment

Memory

Either a 1-Mbyte memory card, a 2-Mbyte memory card, or a 40-Mbyte hard disk can be added.

ISDN G4 Kit

This allows you to send and receive messages using the ISDN.

PC Printer Interface Kit

This allows you to use the machine as a laser printer for an IBM or compatible personal computer.

High Resolution Printer Memory Card

This allows you to make printouts at 400 x 400 dot-per-inch resolution.

Paper Feed Unit

An extra paper feed unit containing two 250-sheet paper trays can be added to the machine.

Automatic Document Feeder

If you often transmit or copy documents that have more than one page, the Automatic Document Feeder makes it much easier for you to operate the machine. You can place documents of up to 30 pages in this feeder.

Duplex Unit

This allows you to make double-sided copies.

Sorter

This three-tray sorter allows you to sort up to three collated copies of a multipage original, or to stack multiple copies of originals up to three pages. You can also set up each of the trays to receive only one type of output: either from fax mode, copy mode, or printer mode.

Telephone Handset

This permits voice communication (over the PSTN).

Key Counter

This allows you to restrict use of copy mode only to those people who are carrying Key Counters. Periodically, these counters can be checked for billing purposes. The Key Counter has no effect in fax or printer modes.

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IMPORTANT SAFETY INSTRUCTIONS

- 1. Read all of these instructions.
- 2. Save these instructions for later use.
- 3. Follow all warnings and instructions marked on the product.
- 4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- 5. Do not use this product near water.
- 6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
- 7. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
- 8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
- 9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)
- 10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
- 11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
- 12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.
- 14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - A. When the power cord or plug is damaged or frayed.
 - B. If liquid has been spilled into the product.
 - C. If the product has been exposed to rain or water.
 - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often required extensive work by a qualified technician to restore the product to normal operation.
 - E. If the product has been dropped or the cabinet has been damaged.
 - F. If the product exhibits a distinct change in performance, indicating a need for service.

INTRODUCTION

Thank you for purchasing this product. This is a multi-purpose office machine with a wide range of fax and photocopier features.

WHAT DOES A FAX MACHINE DO?

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

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

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

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

If you are worried about whether the message arrived at the destination, you can check the report that is known as the Journal. When you print this report, you will see the results of the most recent fax communications made by your machine.

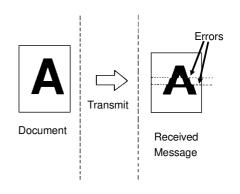
You can use your fax machine to send and receive any type of document, even photographs.

BAD TELEPHONE LINES AFFECT FAX COMMUNICATION

Quick and accurate transmission of fax messages depends on the condition of the telephone line, If the line condition is very good, this machine will transmit a letter-size page in 6 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.

The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM (Error Correction Mode) is an effective countermeasure against this type of error; you have the choice of having the ECM feature turned on or off.

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



COPYING FEATURES

When you use this machine as a copier, you can use the following features that you have come to expect from a fully-featured copier.

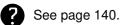
Reduced/enlarged copies

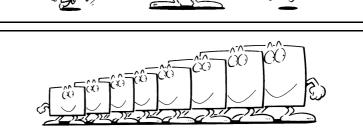


2 See page 139.





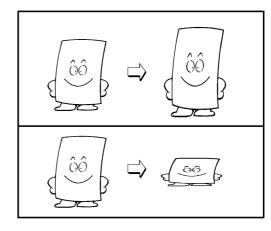




Directional magnification and directional size magnification

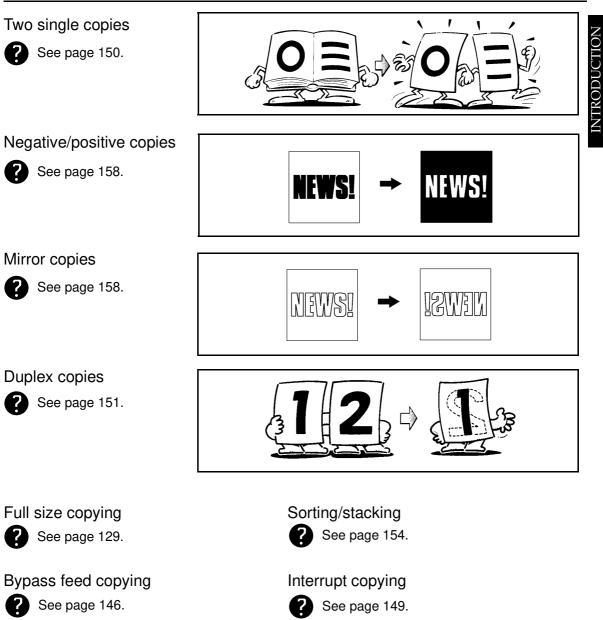


See pages 141 and 143.



Double copies See page 145. Erase border/centre See page 158. ?

INTRODUCTION



Copying programs

See page 156.

3

HOW TO USE THIS MANUAL

This manual contains instructions on how to operate and take care of the machine. To get the best performance from the machine's fax mode, read the descriptions of the features in the Facsimile Features Manual, and follow the instructions in the Operator's Manual carefully. Please keep the manuals near the machine at all times.

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

BEFORE YOU SEND YOUR FIRST FAX

Some Items Must Be Programmed First

After you have installed your new machine and connected it up to the telephone line, there are a few things that you have to do before you start to send fax messages from your new machine.

You should set up your machine's clock and identification. In fact, for faxes sent to, from, or within the United States, the United States' Federal Communications Commission (FCC) states that the fax message must contain header information that identifies the sender (or the sender's organization), and the date and time that the fax was sent. To do this, program the following features.

- □ Date and Time: see page 94.
- □ RTI (Remote Terminal Identification): see page 100.
- **TTI** (Transmit Terminal Identification): see page 100.
- □ CSI (Called Subscriber Identification): see page 101.

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 of the manual.

□ Telephone Line Type: see page 101.

Also, if you have a handset attached to your fax machine, make sure that its dialling circuit is also set up correctly (there is probably a switch on the side of the handset).

Restricting Access to the Machine

When your machine arrives from the factory and is installed for the first time, anybody can use it. However, the machine can be set up to prevent unauthorized persons from using the machine. The necessary procedures are given in the following sections.

- □ Restricted Access: see page 80.
- Personal Codes: see page 121.

Other Items to Program at your Leisure

To use the full range of features provided by this fax machine, you need to program the other features that are described in the section entitled "Programming the Machine - Installation".

You will also need to be familiar with the switches and settings described in the following sections.

- □ On/Off Switches: see page 102.
- □ User Parameter Settings: see page 104.

The following features will help you use the machine more quickly and efficiently.

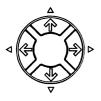
- □ Auto Document: see page 62.
- **I** User Function Keys: see page 77.
- □ Function Programs: see page 78.
- □ Keystroke Programs: see page 49.
- □ Chain Dialling: see page 80.
- □ Ordering Toner: see page 83.
- □ Quick Dial: see page 109.
- □ Groups: see page 116.
- □ Speed Dial and Telephone Directory: see pages 31 and 59.

CONVENTIONS

The following conventions were used when writing this manual.

Keynames

These have been printed in a different typeface and enclosed by a box. For example: "Start "means "Press the Start key on the operation panel". If you see something like "# x 3", this means that you have to press the # key 3 times.



On the operation panel, there is a circular key with four arrows (up, down, left, right) printed on it. This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see \leftarrow in the manual, you are being asked to press the left arrow on the scroll key.

Displays

Messages seen on the display are shown in a larger box, normally on the right hand side of the page, directly opposite the step that brought it up on the screen. After following a step in a procedure, check the display to see if it corresponds to the one in the manual. This may help you to check whether you are following the procedure successfully. The following examples show three common types of display.

HOW TO USE THIS MANUAL

Example A: The keys that can be pressed are shown on the screen in small boxes. In this example, you can press Yes, No, or Clear, or the down arrow on the scroll key (see the arrow at the top right of the screen).

Example B: The choices of settings for a feature are shown on the screen. The current setting is highlighted (white on black). If you press the right pointing arrow on the scroll key, the setting will be changed to OFF.

Example C: The ABC in the bottom right of the display indicates that you can input letters using the Quick Dial Keys, and numbers using the ten-key pad on the operation panel.

Most fax procedures start from standby mode, that is, when the display is as shown on the right. The value after "MEMORY" shows how much memory space is remaining.

NOTE: If you start a procedure and do not enter anything at the operation panel for more than 4 minutes, the machine returns to standby mode.

Symbols

The text contains a few symbols that highlight important points or direct you towards other parts of the manual that are related to the feature currently being described.



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

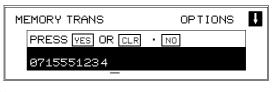


indicates that you can access the current feature by pressing a User Function Key, if you have already programmed a User Function Key to do that.

Using Function 35, you can program User Function Keys as short cuts to access some features. See page 77 for more about programming the User Function Keys.



indicates that you can switch the current feature on or off using Function 81. Some features must be switched on before they will work. See page 102 for details about the On/Off Switches.





QI	JICK DIAL	ENTER LABEL	
	01		
			ABC
	-		

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

indicates that you can operate this feature with an OMR Sheet as well as from the operation panel. See page 84 and the pages following for full details concerning OMR Sheets.

SW01-1indicates that the current feature can be switched
on/off or adjusted by a User Parameter setting
(Function 91). The symbol also shows which
User Parameter is of interest; for example, "SW01-1"
means that Switch 01, digit 1 is used with the feature.
For more about User Parameters, see page 104.

STORING TELEPHONE NUMBERS

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

STORING NAMES AND LABELS

You can type names using the Quick Dial Keys. Use Quick Dial Keys 01 to 26 for the letters of the alphabet, and Quick Dial 30 as a spacebar. If you wish to enter a digit from 0 to 9, use the ten-key pad.

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the \leftarrow and \rightarrow arrows on the circular scroll key on the operation panel. If you wish to enter a punctuation mark or symbol, use Quick Dial 31. Keep pressing Quick Dial 31 until you see the symbol that you need. Then move the cursor forward with the scroll key.

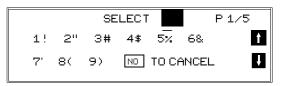
Quick Dial 32 can be used as a Shift key, to select upper or lower case letters.

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
01	А	12	L	23	W
02	В	13	Μ	24	Х
03	С	14	Ν	25	Y
04	D	15	0	26	Z
05	E	16	Р	27	
06	F	17	Q	28	Not used
07	G	18	R	29	
08	Н	19	S	30	Space
09	I	20	Т	31	Punctuation Marks
10	J	21	U		and Symbols
11	К	22	V	32	Shift key (see p. 8)

HOW TO USE THIS MANUAL

Punctuation Marks and Symbols

If you press **31** while entering a label, a menu of symbols will appear, as shown on the right.



- To select a symbol, press the required key on the ten-key pad. For example, if you wish to enter a '#', press 3.
- ☐ If the symbol that you need is not on the screen, scroll through the pages of symbols with the ↑ and ↓ keys.

Shift Key

As shown in example C on page 6, 'ABC' can be seen in the bottom right of the display while you are inputting a label. This indicates that upper case letters will be stored. If you wish to input lower case letters, press 32. The 'ABC' will change to 'abc', and the letters that you type in will be stored as lower case letters. To change back to upper case letters, press 32 again.

IF YOU MAKE A MISTAKE

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

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

If you enter the wrong function number, either:

- **Press No** then input the correct function number.
- **Press Function** to return to standby mode and start again.

If you dialled the wrong number, either:

- Press No . If scanning has already begun, press Stop .
- If you already programmed the number into the machine by pressing Yes, remove the document from the exposure glass or automatic document feeder and start again, or use option 08 to cancel that particular destination only (see page 39).

FACSIMILE FEATURE AVAILABILITY TABLE

This table shows whether a feature is available or not in your machine. Some of these features have to be switched on before they can be used, or may be switched off if not wanted. The "Reference" column of the following table shows where you can find information on how to activate such features. The second column in the table shows you which section of the Facsimile Features Manual to find the description of each feature in.

Note Column

- 1: Memory card or hard disk required
- 2: Telephone handset required
- 3: Optional lower paper feed unit required
- 4: Optional Group 4 kit required
- 5: In some countries, this can only be used by a technician

Reference Column

User: You can switch this feature on or off. Refer to the indicated page number in this manual.

Service: If you wish to switch this on or off or adjust it, contact a service technician.

✓: Available, ★: Not Available

FACSIMILE FEATURES MANUAL		<pre>✓ / ¥</pre>	NOTE	REFERENCE
FEATURE NAME AND SECTION NUMBE				
ROUTINE OPERATION	Sect. 1			
Immediate Transmission	1-1	~		
Memory Transmission	1-1	~		
Contrast		~		
Resolution	1-2	~		
Halftone		~		
Quick Dial		~		
Speed Dial	1-3	~		
Groups		~		User: p. 47, 77
Send Later		~		
Page Count		~		
Personal Code	sonal Code			
TRD (Transmission Deadline)		~		
Economy Transmission	Economy Transmission 1-4			
Automatic Reduction On/Off		~		
ID Transmission		~		
TTI On/Off		~		
Alternative Destination		×		
Voice Request		~	2	
Destination Check		~		
Automatic Redialling	1-5	~		Service See page 14.
Al Redial		~		

HOW TO USE THIS MANUAL

FACSIMILE FEATURES MANUAL			NOTE	
FEATURE NAME AND SECTION NUMBER		✓ / ¥	NOTE	REFERENCE
Auto Receive Mode		~		
Manual Receive Mode	2-1	~		
Auto Select Mode		*		
Substitute Reception	2-2	~		User: p. 107
Handset	3-1	~	2	<u> </u>
On Hook Dial	3-2	~		
Speakerphone	3-3	×		
Music on Hold	3-4	×		
ADVANCED FEATURES	Sect. 2		11	
Broadcasting	1-1	~		
Keystroke Programs	1-2	~		
Confidential Transmission		~		
Confidential Reception	1-3	~	1	
Transfer Request	1-4	~		
Memory or hard disk required if the machine	e will be use	d as a		
transfer broadcasting station.				
Polling Transmission		~		
Polling Reception	1-5	~		
Continuous Polling Reception		~		Service
Auto Document	1-6	~		
Telephone Directory	1-7	~		
Secure Transmission	1-8	~		
Direct Fax Number Entry	1-9	~		
Forwarding	2-1	~	1	User: p. 102
Authorized Reception	2-2	~		User: p. 102
Reception Mode Switching Timer	2-3	×		·
Copying an Original	3-1	~		
Night Timer	3-2	~		User: p. 102
Function Programs	3-3	~		-
Answering Machine	3-4	×		
Remote Control Features/Mailbox	3-5	×		
Specified Cassette Selection	3-6	~	3	User: p. 102
TTI On/Off	3-7	~		
Label Insertion	3-8	~		
Marker	3-9	~		User: p. 105
Center Mark	3-10	~		User: p. 105
Checkered Mark	3-11	~		User: p. 105
Reception Time	3-12	~		User: p. 105
Reduction		~		
Automatic Reduction	3-13	~		User: p. 106
Length Reduction		~		Service
Closed Network	3-14	~		Service
Restricted Access	3-15	~		User: p. 106
RDS (Remote Diagnostic System)	3-16	~	5	User: p. 102
Reverse Order Printing	3-17	~	1	User: p. 107
Multi-sort Document Reception	3-18	~	1	User: p. 107
Protection Against Wrong Connections	3-19	~		Service

FACSIMILE FEATURES MANUAL FEATURE NAME AND SECTION NUMBE	FEATURE NAME AND SECTION NUMBER			
ECM		~		Service
Page Retransmission	3-20	>		Service
Batch Transmission	3-21	>		Service
Short Preamble	3-22	>		Service
AI Short Protocol	3-23	>		Service
Dedicated Transmission Parameters	3-24	>		Service
MDF (Manual Document Feed)	3-25	×		
Chain Dialling	3-26	>		
Tonal Signals	3-27	~		
Memory Lock	3-28	~	1	User: p. 102
Wild Cards	3-29	~		
File Management	3-30	>		
Counters	3-31	~		
Well Log Transmission	3-32	*		Service
Transmission Reserve	3-33	~		
Dual Access	3-34	~		
Silent Ringing Detection	3-35	*		
User Function Keys	3-36	~		
Communication Result Display	3-37	~		
Inch-to-mm Conversion	3-38	~		Service
Ordering Toner	3-39	~		0011100
PROGRAMMING	Sect. 3	•		
Language Selection	1-1	~		
Date and Time	1-2	~		
Telephone Line Type	1-3	~	5	
RTI, TTI, and CSI	1-4	~	5 (CSI)	
ID Code		~	0 (001)	
Remote ID		*		
Confidential ID	1-5	~	1	
Memory Lock ID	_	~	1	
Your Fax Terminal's Telephone Number	1-6	~	•	
Country Code	1-7	~		
Area Code Prefix	1-8	~		
On/Off Switches	2-1	~		
User Parameter Settings	2-2	~		
Time for Economy Transmission	2-3	~		
Speaker Volume	3-1	~		
Display Panel Contrast	3-2	~		Service
Programming Quick Dial	4-1	~		CELVICE
Programming Speed Dial	4-1	<i>v</i>		
Programming Groups	4-2	<i>v</i>		
Storing Personal Codes	4-3	~		
REPORTS	Sect. 4	•		
	1-1	~		llear n 106
Journal Transmission Rocult Report	1-1	~		User: p. 106
Transmission Result Report		~		User: p. 106
Error Report	1-3 1-4	V		Service

11

FACSIMILE FEATURES MANUAL			NOTE	REFERENCE
FEATURE NAME AND SECTION NUMB	✓ / ¥	NOTE		
Memory Storage Report	1-5	~		User: p. 106
Power Failure Report	1-6	~		
Transfer Result Report	1-7	~		
Polling Reserve Report	1-8	~		User: p. 106
Polling Result Report	1-9	~		User: p. 106
Polling Clear Report	1-10	~		User: p. 106
Confidential File Report	1-11	~	1	User: p. 102
Transmission Deadline Report	1-12	~		
Polling Confirmation List	1-12	~		
Journal	2-1	~		
Quick Dial List	2-2	~		
Speed Dial List	2-3	~		
Group List	2-4	~		
Personal Code List	2-5	~		
File List	2-6	~		
Authorized Reception List	2-7	~		
Forwarding List	2-8	~	1	
Specified Cassette Selection List	2-9	~	3	
User Parameter List	2-10	~		
Program List	2-11	~		
User Function List	2-12	~		
NETWORKING FEATURES	Sect. 5			
Group Transfer Station	1-1	~		
Next Transfer Station	1-2	~		
Broadcasting, with Transfer Request	2	~		
Two-step Transfer				
Digital Link (Specified Two-step Transfer)	3	~	1, 4	
□ Analog Link		~	1	
Multi-step Transfer	4	~		
GROUP 4 FEATURES	Sect. 6			
Terminal ID Programming	1-1	~	4	Service
Terminal ID Verification	1-2	~	4	Service
Automatic Fallback to Group 3 Mode	1-3	~	4	
Subaddress	1-4	~	4	

LIMITATIONS ON VARIOUS FEATURES

The tables on the next two pages show the limitations for each feature. Limitations for some features can be changed by a service technician.

COMMUNICATION FEATURES	PAGE	MAX. NUMBER OF ADDRESSES/FILE	TOTAL FILES	TOTAL ADDRESSES IN ALL FILES	MAX. STORED PAGES
Broadcasting	47	200		500 (Note:	
Confidential Transmission (from memory)	53	200	200	Any fax number can be used in	1200 (*4)
Transfer Request (*1)	57	30		more than one file at the	
Polling Reception	65	200		same time)	

The following table shows how many telephone numbers you can store in the machine.

Quick Dial	32
Speed Dial	100
Ten Key Pad (*2)	96
Groups (*3)	10

- *1 The limitation on this feature is imposed by the capacity of the broadcasting machine.
- *2 This is the number of full telephone numbers that can be input into the machine at any one time. For example, if there is a broadcasting operation in memory using 95 full numbers, you can only input one more full number for any operation, including storage in groups, until the broadcast has finished. Also, if you have stored, say, 35 numbers at the ten key pad into your groups, then you will only be able to input 61 full dial numbers at any one time for other operations, such as broadcasting.
- *3 You can program up to 10 groups. Each group can contain up to 200 numbers; however, if you plan to use a Group for Transfer Request, make sure that this group does not have more than 30 numbers. You can store any Quick Dial or Speed Dial number in a group. You may also store up to 96 numbers that are not programmed as Quick or Speed Dials; see Note 2 above for the restrictions on the use of these numbers.
- *4 This is the theoretical maximum number of pages that can be stored. In practice, you will only be able to store this number of pages if you install the optional hard disk unit.

OTHER FEATURES	MAXIMUM VALUE	NOTES
Redial	Number of times: 253 times Intervals: 40 minutes	Default settings: Memory transmission 4 times/5 minutes Immediate transmission 2 times/2 minutes
Keystroke Programs	32	
Authorized Reception	50 RTI/CSIs	
Forwarding	5 forwarding stations 30 RTI/CSIs	
Multi-sort Document Reception	9 copies	
Specified Cassette Selection	10 RTI/CSIs	
Wild Card	This can be used when storing RTI/CSIs for Authorized Reception, Specified Cassette Selection, and Forwarding	
Function Programs	5	
Restricted Access	50 personal codes	Codes from 0001 - 9999 can be used.
Page Retransmission	255 times	Default setting: 3 times
Batch Transmission	Up to 200 files can be placed in batches. There is no limit on the size of the batch other than that (in other words, up to 200 files can be placed in a batch). You can use this feature at any time.	The following cannot be batched.
Personal Codes	Up to 9999 codes can be used, but only 50 can be stored with names and Confidential IDs.	Up to 9999 different four-digit codes can be entered at transmission time. The four-digit code will be shown on reports under "Option".

GENERAL PRECAUTIONS

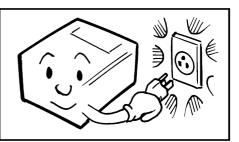
WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

POWER AND GROUNDING

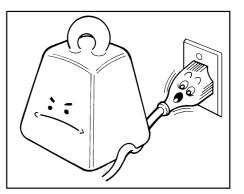
Pay attention to the following.

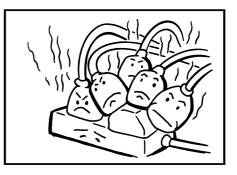
Power Supply

- 1. Power requirements: 220 240 Vac, 50 Hz
- 2. Insert the power plug securely into the wall socket.
- 3. Make sure that the wall outlet is near the machine and readily accessible.
- 4. Do not connect other equipment to the same socket.
- 5. Do not step on or set anything on the power cord.
- 6. Do not connect other equipment to the same extension cord.
- 7. Be sure that the power cord is not in a position where it would trip someone.
- 8. The wall outlet must be easily accessible. This is because the tray heater is still switched on when the main power switch is in the "Standby" position, and you may need to unplug the machine's power cord in case of an emergency.



GENERAL PRECAUTIONS





Grounding

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

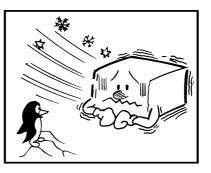
The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

COLD WEATHER POWER-UP

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

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

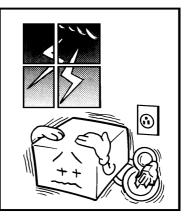
Do not use the machine near a humidifier.



THUNDERSTORMS

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

Note for users with no hard disk All fax messages stored in the memory may be erased if power is switched off for more than an hour.



DOCUMENT FEEDER

If you have installed the optional document feeder, observe the following precautions.

- □ Always set originals correctly as shown on page 134.
- Do not press down on or hold originals after inserting them in the feed unit.
- Do not lift the document feeder unit until the last original has been completely fed out to the original stacker. If you do, an original misfeed may occur.
- When you are not using the document feeder, do not insert anything in the feeder entrance.
- □ Do not use originals lighter then 60 g/m² [16 lb] or heavier than 90 g/m² [24 lb].
- ☐ The following types of originals are not recommended for use with the document feeder. Please place them directly on the exposure glass.
 - > Very thick and very thin paper
 - Paper with any kind of coating (such as carbon) on the back or originals that are taped together
 - > Originals smaller than 148 x 182 mm [5.8 x 7.1"]
 - > Originals larger than 297 x 432 mm [11.7 x 17"]
 - > Folded, curled, creased, or damaged originals
 - > Mailing labels, perforated originals, paste-up originals
 - > Bound, stapled, or clipped originals
 - ➤ OHP transparencies

SORTER

Depending on environmental conditions or paper type, copies might curl and fail to stack properly in the sorter bins. If that happens in sort or stack mode, do not make copies using sort or stack mode with that type of paper. To prevent this, store your paper in a vinyl bag.

DUPLEX UNIT

Depending on environmental conditions or paper type using the duplex unit, dog-eared copies may be made or misfeeds may occur. To prevent this, do the following things.

- **I** Turn the paper upside down in the paper tray.
- Use paper that has been kept in a vinyl bag, or use paper from an unopened package.

COPY PAPER

- 45 90 g/m² [17-22 lb] copy paper is recommended: A4 and A3 sizes are the most commonly used
- □ Do not use damp paper, or copies will be defective.
- Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- □ Keep paper in a vinyl bag if it will not be used for a long time.
- □ Store in a cool dry place.
- □ Store flat. Do not stand upright.
- The following materials cannot be used in the paper trays. Use the bypass feed table: Post cards, Tracing paper, OHP sheets, Adhesive labels
- Do not overload the paper trays.
- If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

TONER CARTRIDGES

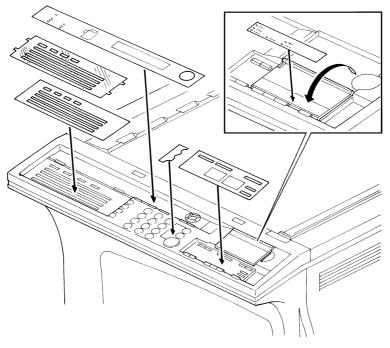
- \square Store in a cool, dark place.
- □ Never store where they may be exposed to heat.
- □ Keep out of the reach of children.
- Do not eat toner.
- □ Do not lay heavy objects on toner cartridges.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open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

OPERATING PRECAUTIONS

- While the machine is in operation, do not turn off the main switch or unplug the power cord.
- □ Keep corrosive liquids, such as acid, off the machine.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- □ The fusing unit may be very hot. Be careful when handling it.
- When the main switch is in the "Standby" position, the tray heater is still on. In case of emergency, unplug the machine's power cord.

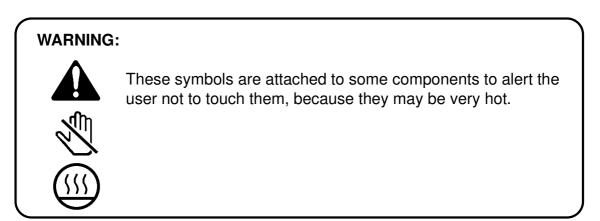
GENERAL

- **D** Read the Important Safety Information at the front of this manual.
- Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- Do not make modifications or replacements other than those mentioned in this manual.
- □ When not using the machine for a long period, disconnect the power cord.
- Attach the Quick Dial Sheet and Operation Panel decals that are in your language.



OZONE

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

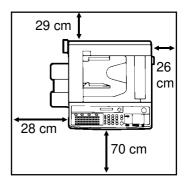


LOCATION

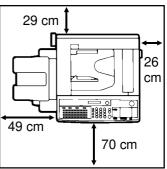
For the best possible performance, install your machine in a place which satisfies the following conditions.

- Not exposed to direct sunlight
- Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 m³/hr per person.
- □ Level
- Not subject to vibration
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- □ Dust-free
- □ Condensation-free
- □ Temperature 17 to 28 °C [63 to 82°F]
- Humidity 40 to 70% RH (do not install near a humidifier)
- □ At an altitude of less than 2,000 m [6,500 ft] above sea level.
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- Within 5 metres [5 yards] of a three-pin grounded power outlet (220 - 240 Vac, 50 Hz)
- $\hfill\square$ With the clearance as shown on the right

Base Machine Only







CONNECTING UP THE MACHINE

A service technician will install the machine.

Before using the machine:

Make sure that it is properly connected to the telephone line and the power outlet.

IMPORTANT POINTS ABOUT POWER CONNECTION

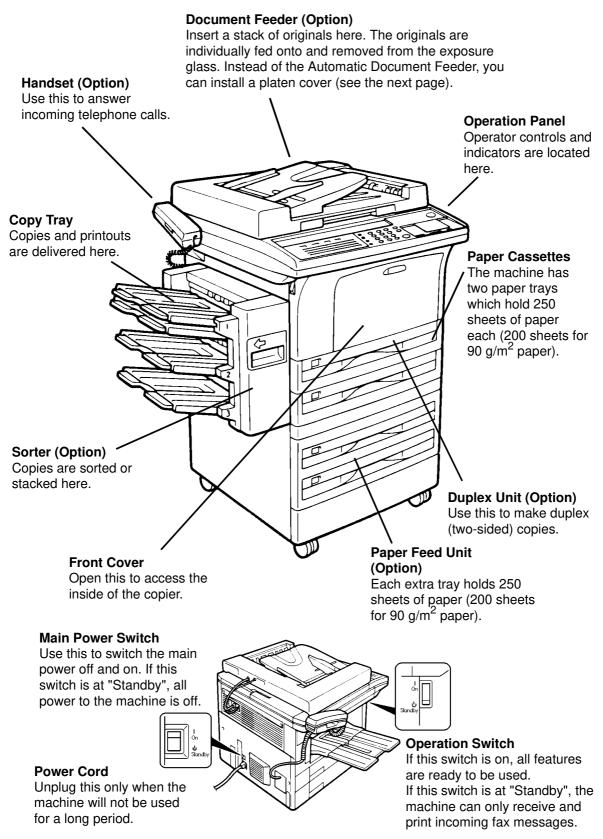
- The supply from the wall outlet must not fluctuate by more than 10V either side of 230 Vac.
- □ The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 300V/10A,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

CAUTION

Do not switch on until everything is connected up properly. If you wish to move the machine to a new location, contact a service technician.

Program the Telephone Line Type setting (use Function 81; see page 102). If your telephone normally sends out tones when dialling, use the TT setting; if it normally sends out pulses, use the DP setting. Also, make sure that the switch on the handset is set up correctly.

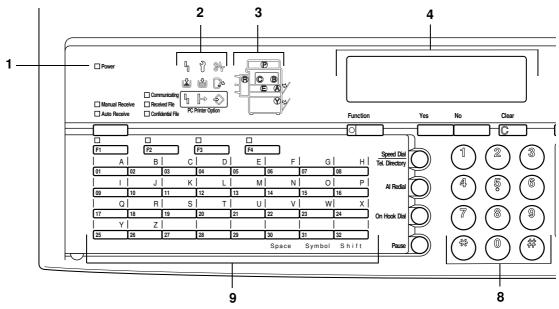
GUIDE TO COMPONENTS



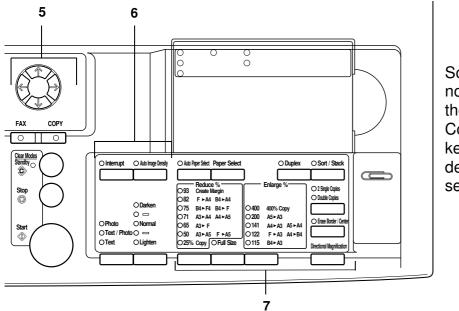
Main Power Switch Use this to switch the main **Original Holder (with Platen** power off and on. If this Cover only) switch is at "Standby", all This is a convenient place to put power to the machine is off. multi-page documents while you are scanning pages one at a time. Platen Cover (Option) Lower this cover over the original that you wish to fax or copy. Instead of the platen cover, you can install an Automatic Document Feeder (see the previous page). **Bypass Feed Table** Use this to copy onto OHP transparencies, adhesive labels **Key Counter Holder** and other non-standard copy stock. Insert the key counter (optional) here. The **Right Cover** machine's cover must be Open this to remove modified by a technician first. misfed paper.

OPERATION PANEL

COPY MODE

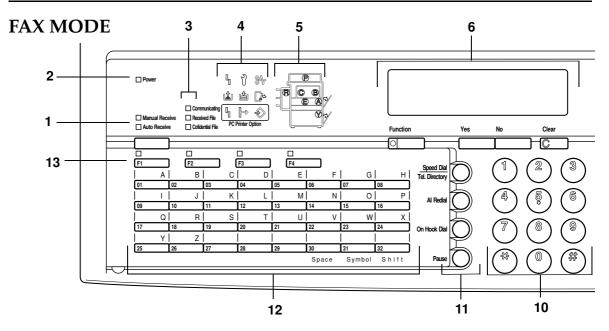


1		
1.	Power Indicator	Lights when the main power switch is on and power is supplied to the machine. If the display is blank and no other indicators are lit, turn the Operation Switch on (below the operation panel, on the left)
2.	Misfeed Over Strength	Blinks if there are any misfeeds in the machine.
	Call Service	Lights when the machine diagnostics detect a problem that requires service.
	Add Toner Indicator	Blinks when the toner has almost run out (50 more copies can be made). Lights when toner runs out, disabling copying. See page 167.
_	Load Paper Indicator	Lights when one of the paper trays runs out of paper. See page 164.
	Close Cover	Blinks if one of the covers is open. The machine will not operate until all covers are closed.
3.	Misfeed Location Indicator	This shows the location of misfeeds when they occur in the machine. See page 173.
4.	Display: Displays prom	pts, warnings, and selected modes.
-		delete a copy program. See page 157.
	Yes/No Keys: Use to a	nswer questions that appear on the display.
	Clear Key: Press to cle	ar the functions or data entered in the display.
5.	Scroll Key: When an a indicated by the arrow.	rrow is shown in the display, use this key to access the functions
-	Copy Key: If the indica	tor is lit, the machine is in Copy mode, and you can make key if you wish to make a copy but the Copy indicator is not lit.
		Key: Press to reset all settings and modes to their defaults.
-	Hold this key for more t	han one second to enter Idle mode. See page 138.
F		p the current copying operation.
	Start Key: Press to sta	rt copying.

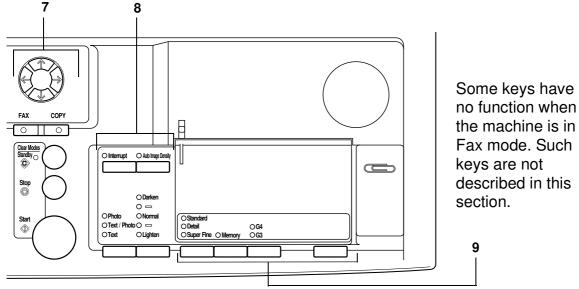


Some keys have no function when the machine is in Copy mode. Such keys are not described in this section.

6.	Interrupt Key: Press to interrupt the current copy run if you need to carry out a top priority copying job. See page 149.			
	Auto Image Density Key: Press to select/cancel automatic image density mode. See page 136.			
	Text/Photo Mode Keys: Press to select the original type. See page 35.			
	Manual Image Density Keys: Press to make copies lighter or darker. See page 35.			
7.	COPY MODE KEYS: The keys under the flap allow you to select various copy mode features such as Duplex Copying. The flap must be turned all the way up to rest on the machine's cover before you can operate these keys.			
	Auto Paper Select Key: Press to select/cancel auto paper select mode. See page 137.			
	Paper Select Key: Press to select the paper size manually. See page 137.			
	Reduce Key: Press to make reduced copies. See page 139.			
	Full Size Key: Press to make the copy image the same size as the original. See p. 129.			
	Enlarge Key: Press to make enlarged copies. See page 139.			
	Duplex Key: Press to make two-sided copies using the optional duplex tray. See p. 177.			
	Sort/Stack Key: Press to use the optional sorter; select sort mode or stack mode. See page 154.			
	2 Single Copies/Double Copies Key: Press to select 2 single copies mode or double copies mode. See pages 150 and 145.			
	Erase Border/Center Key: Press to select erase border mode or erase center mode. See page 158.			
	Directional Magnification Key: Press to select the directional magnification mode or the directional size magnification mode. See page 141.			
8.	Number Keys: Use to enter the number of copies, or input the required data. To input a			
	decimal point, press * .			
9.	Quick Dial Keys: Each of these can store a copy program or a fax mode keystroke program. See page 156.			



1.	Reception Mode Selection Key	Press to select Auto Receive or Manual Receive. See page 42.	
2.	Power Indicator	Lights when the main power switch is on and power is supplied to the machine.	
3.	Communicating Indicator	Lights when a fax message is being transmitted or received.	
	Receive File Indicator	Lights when an incoming message was received into memory because the machine was out of paper or jammed. See page 43.	
	Confidential File Indicator	Lights when a confidential fax message has been received and stored in the memory. Blinks when a message has been stored using Memory Lock, if no confidential files are present. See p. 43.	
4.	Line Fail Lindicator	Blinks when transmission fails. See page 182.	
	Misfeed Indicator	Blinks if there are any misfeeds in the machine.	
	Call Service Indicator	Lights when the machine diagnostics detect a problem that requires service.	
	Add Toner Indicator	Blinks when toner has almost run out (50 more copies can be made). Lights when toner runs out, disabling copying. See p 167.	
	Load Paper Indicator	Lights when one of the paper trays runs out of paper. See page 164.	
	Close Cover	Blinks if one of the covers is open. The machine will not operate until all covers are closed.	
	PC Printer Option Indicators	These indicators are only for use with the optional printer interface. Refer to the manual for the optional printer interface.	
5.	Misfeed Location Indicator	This shows the location of misfeeds when they occur in the machine. See page 173.	
6.	Display: Displays prompts, warnings, and selected modes.		
	Function Key: Press this to use one of the numbered functions.		
	Yes/No Keys: Use to answer questions that appear on the display.		
	Clear Key: Use this as a backspace key when storing names and telephone numbers.		



7. Fax Key: If the indicator is lit, the machine is in Fax mode, and you can send a fax. Press to light the Fax indicator if you wish to send a fax but the indicator is not lit. Scroll Key: When an arrow is shown in the display, use this key to access the functions indicated by the arrow. Also, use it to move the cursor when programming or editing an item on the display. Clear Modes/Standby Key: Press to reset all settings and modes to their defaults. Hold this key for more than one second to enter Idle mode. See page 138. **Stop Key**: Press this to stop the machine and return it to standby mode. Start Key: Press this to start fax communication. Interrupt Key: This key is only used in Copy Mode. 8. Auto Image Density Key: Press to select/cancel auto image density mode. See p. 136. Text/Photo Mode Selector Key: Press to select the original type. See page 35. Contrast Selector Key: Press this to select the contrast. See page 35. 9. **FAX MODE KEYS:** When the flap is down, you can use the following keys to select fax features such as Memory Transmission. **Resolution Selector Key:** Press this to select Standard, Detail, or Super Fine. See p. 35. Memory Key: If this indicator is lit, your original will be stored before transmission. If it is not lit, your original will be sent immediately, without being stored. Press the key to change the mode. G4/G3 Selector Key: Before dialling, press this key to light the indicator that corresponds with the type of network that you wish to communicate on. For communications over the usual public telephone network, select G3. The G4 setting is only available if you have installed the optional ISDN interface kit. 10. Ten Key Pad: Use this as a telephone keypad, or to enter Speed Dial codes. Speed Dial/Tel Directory Key: Press this to dial using Speed Dial or the Telephone 11. Directory Feature. See pages 31 and 59. Al Redial Key: Press this to redial one of the last 10 numbers that was dialled. See p. 41. On Hook Dial Key: Press this dial without picking up the handset. See page 46. Pause Key: Press this if you need to insert a pause when dialling. 12. Quick Dial Keys: Each of these can be programmed with a telephone number (see pages 31 and 109), a group (see pages 47 and 116), an auto document (see page 62), or a keystroke program (see page 49). You can also use these keys to type names and labels such as the RTI and TTI (see page 7).

13. User Function Keys: Each of these can be programmed for rapid access to frequently used features. See page 77.

27

OPERATION PANEL

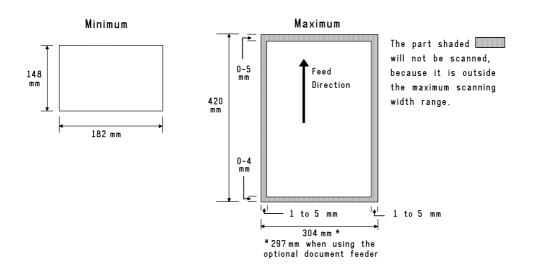
FAX MODE OPERATION

ROUTINE OPERATION - SENDING A FAX MESSAGE

Recommended Types of Document

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

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



Correct Size to use with the Optional Document Feeder

Thickness: 0.05 to 0.2 mm

Length and Width: See the above diagram.

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

Note: If you place the page on the exposure glass and use the Direct Fax Number Entry feature (see page 60), you can transmit pages smaller than the minimum size shown above.

Clearly Written

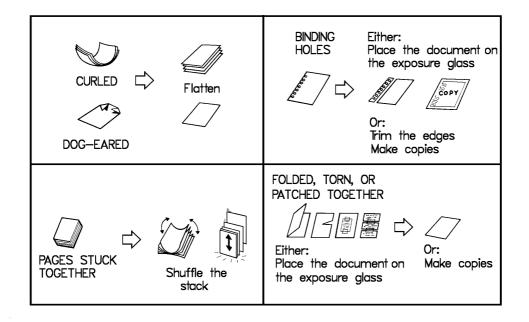
Small faint characters may not be transmitted clearly.

Uniform Page Size

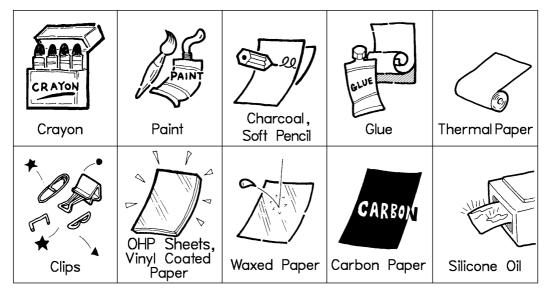
When using the document feeder, do not use different sizes of document in the same transmission.

Page Condition

Do not place damaged pages in the automatic document feeder.



Originals containing the following materials should not be placed in the document feeder. Place them directly on the exposure glass.



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

FAX MODE OPERATION

Transmission Procedure at a Glance

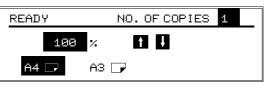
UMR

Without Auto Document Feeder

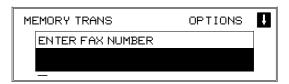
- 1. Make sure that the machine is in standby mode for faxing:
 - □ The FAX indicator must be lit. Press the **FAX** key if it is not lit.
 - The flap on the right hand side of the operation panel must be down, so that the copy mode feature selector keys are hidden from view.
 - The display on the operation panel must be as shown opposite.

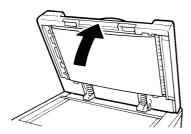
MEMORY TRANS	4. APR. 12:25	
SET DOCUMENT		
	MEMORY 100%	

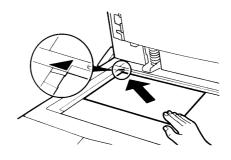
Note: If the display is as shown below, the machine is still in copy mode. Check the above three conditions again to make sure that you have put the machine into Fax mode.



 Lift up the platen cover and place the first page of your document face down on the exposure glass, as shown in the diagram below.







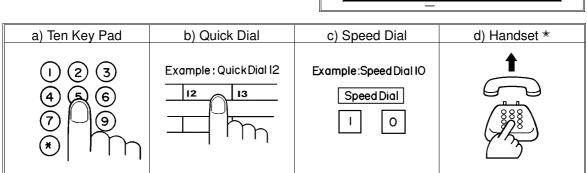


Selecting Contrast and Resolution: See page 35 Options for Sending a Message: See page 37.

FAX MODE OPERATION

- 3. Dial in one of the following ways.

0715551234



* : Only if the telephone handset is installed.

If your machine is behind a PABX, dial the access code, then a pause, then the telephone no. For an international number, press the Pause key after entering the country code.

- □ If you wish to send a fax message to more than one location, see the Broadcasting procedure on page 47.
- 4. Start

The machine scans and stores your page. After the page has been stored, the display appears as shown on the right.

PLACE NEXT PAGE	59 🛣
PRESS START	YES TO END
	DOCUMENT SIZE 🚺

FAX MODE OPERATION

The machine is asking you to place the next page on the exposure glass.

The top right corner of the screen shows how much time you have left to place the next page on the exposure glass and press [Start].

- □ For Memory Transmission, you have 60 seconds.
- For Immediate Transmission, you have 15 seconds. Immediate Transmission is described in a later section.
- □ If you do not place a page on the exposure glass and press **Start** within the remaining time, the machine will start to dial.
- 5. Either:
 - □ Place the next page on the exposure glass and press **Start**. Go to step 4.
 - □ If you have no more pages, press Yes . Go to step 6.
- 6. The machine dials, and the line to the other party is connected.

Note: Watch the display. The identification of the other party will appear.

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

OPTIONS

Ţ

With Auto Document Feeder



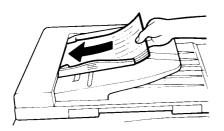
MEMORY TRANS

ENTER FAX NUMBER

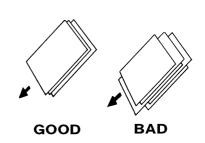
- 1. Make sure that the machine is in standby mode for faxing:
 - **D** The FAX indicator must be lit. Press the **FAX** key if it is not lit.
 - The flap on the right hand side of the operation panel must be down, so that the copy mode feature selector keys are hidden from view.
 - The display on the operation panel must be as shown opposite.

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

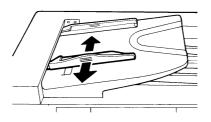
2. Carefully place the document into the auto document feeder.



- The pages must be placed face up in the feeder, with the first page at the bottom of the stack.
- Feed the pages in so that the bottom edge goes in first.
- Do not feed in more than 30 pages (25 pages for A3 paper).
- Do not use unsuitable types of original (see page 29).



- Do not use pages of different sizes.
- The pages should be arranged loosely, but the leading edges should be tidy, as shown above.



□ Adjust the document guides to fit the pages.



Selecting Contrast and Resolution: See page 35. Options for Sending a Message: See page 37.

FAX MODE OPERATION

- 3. Dial in one of the following ways.
- MEMORY TRANS OPTIONS PRESS VES OR CLR · NO 0715551234

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset *
	Example : QuickDial I2	Example:Speed Dial IO Speed Dial I O	

* : Only if the telephone handset is installed.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone no. For an international number, press the Pause key after entering the country code.

- □ If you wish to send a fax message to more than one location, see the Broadcasting procedure on page 47.
- 4. Start

The machine stores your fax message.

STORING	MEMORY 99%	
PAGE	1	
FILE NO.	0056	

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

Note: Watch the display. The identification of the other party will appear.

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

Marker

If you switched the marker on, the machine marks the bottom of each page. During memory transmission, the mark indicates that the page was successfully stored. For immediate transmission, it shows that the page was sent successfully. You must switch the marker on before you press **Start**, or the machine will not mark the first page. To switch the marker on, do one of the following.



SW00-0

If you wish to keep the marker on at all times, switch it on with a User Parameter setting (Function 91). You can switch it off again if you change your mind later. See page 104 and subsequent pages for details.



To be able to switch the marker on or off at will, program one of the User Function Keys to allow you to do this. See page 77 for details.

If you wish the mark to be at the top of each page, contact your service representative.

Possible Problems

You want to send more than 30 pages (25 pages for A3 paper)

While the last page is being fed in, place the following pages (up to 30) in the feeder.

You made a mistake while dialling

Immediate Transmission only: If you already pressed **Start**, press **Stop** immediately.

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

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

One of the following is displayed

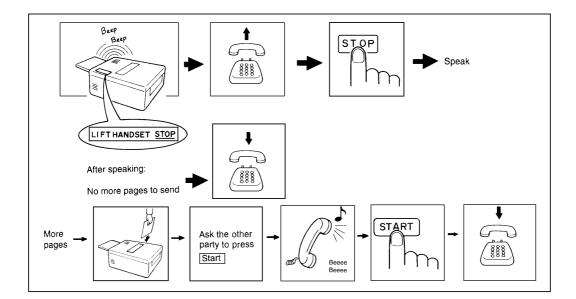
- □ If the Misfeed indicator (𝔥) blinks and (P) on the Misfeed Location indicator lights up: Take out the document (see page 178). Then redial the destination.
- □ If the Line Fail indicator () on the operation panel is blinking and if PRESS STOP appears on the display:

If the Communicating lamp is not lit, press Stop .

If the Communicating lamp is lit, wait until it goes out, then press Stop .

The buzzer is ringing

The other party wishes to speak with you. Proceed as shown in the diagram below.



Contrast, Resolution, and Halftone Modes

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

-	Contrast	-	
---	----------	---	--

0	Darken		e grades, from Darken at one extreme,					
0		•	through Normal, to Lighten at the other extreme. Normal: Suitable for most documents					
0	Normal		Darken: Use for documents with faint writing (such as hose written in pencil)					
Õ			e for documents that have a dark or patchy					
0	Lighten	SW00-1	 With the User Parameters (Function 91), you can: □ Enable or disable Automatic Contrast Selection □ Select a home position for the contrast setting 					
- Resolı	ition -	SW00-6 SW07-0,1,2	See page 104 and subsequent pages for details.					
0 0	Standard Detail	Detail: Use f	uitable for most typewritten documents for documents with small print or fine details Use this for high quality reproduction					
0	Super Fine		With the User Parameters (Function 91), you can select a home position for the resolution setting.					
- Halfto	ne -	SW00-3,4,6	See page 104 and subsequent pages for details.					
0 0 0	Photo Text/Photo Text	photograph of Text/Photo: areas and photo areas	ree settings. his if your original consists only of a or an elaborately shaded drawing. Use this setting if the original contains text notographs/shaded areas. s setting for an original that is composed of photos or diagrams containing complex With the User Parameters (Function 91), you can select a home position for the halftone setting. See page 104 and subsequent pages for details.					
		halftone	t/Photo and Photo modes, there are two types of process: the Basic Halftone Process, and the ffusion Halftone Process. See page 102 for how to					

Error Diffusion Halftone Process. See page 102 for how to

use Function 81 to select one of these modes.

Immediate Transmission

- OMR
- 1. Make sure that the machine is in standby mode for faxing (see page 30).
- 2. Memory
 - □ The Memory indicator should go out.
- 3. Either:
 - Place the first page of the document on the exposure glass.
 - Place the entire document face up into the feeder.

See page 30 for how to dial.

4. Dial.



5. Start

IMMEDIATE TX	OPTIONS	Ŧ
ENTER FAX NUMBER		
IMMEDIATE TX	OPTIONS	Ŧ
PRESS YES OR CLR . NO		
0715551234		
DIALING		
XYZ LONDON		
0715551234		

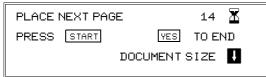
6. The machine dials and the line to the other party is connected. The number that you dialled and the other party's RTI or CSI is displayed.

SW00-5

With the User Parameters (Function 91), you can make Immediate Transmission the default transmission mode if you wish, instead of Memory Transmission. See page 104 and subsequent pages for details.

For users with no automatic document feeder

After a page has been sent, the machine asks you to place the next page on the exposure glass. The top right corner of the screen shows how much time you have left to place the next page on the feeder and press **Start**.



For Immediate Transmission, you have 15 seconds. If you do not place a page on the exposure glass and press <u>Start</u> within the remaining time, the machine will disconnect the line.

Either:

- Place the next page on the exposure glass and press Start. The page will be scanned and sent out.
- □ If you have no more pages, press Yes . The machine will disconnect the line and return to standby mode.

Optional Features for Transmission

The following options are only available if "OPTIONS **I** " can be seen in the top right corner of the display.

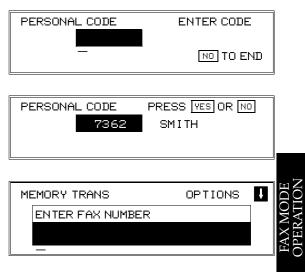
Personal Code



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

1. Either:

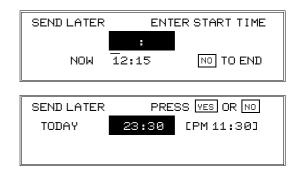
- □ Press ↓ 0 1
 - If you have programmed one of the User Function Keys to activate this feature, just press that key and go to step 2.



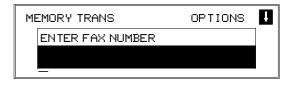
- 2. Example: 7 3 6 2
 - The LCD shows the name that was stored with the code that you selected. In this example, it is SMITH.
- 3. **Yes**
 - See page 121 for details on how to program the Personal Codes and their labels.

Send Later

- 1. Press 🔱 0 2
- 2. Example: Send at 23:30



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



NO TO END

PRESS YES OR NO

12:50 [PM 12:50]

Transmission Deadline (TRD)

This feature allows you to input a deadline before which this message must be transmitted. If the first transmission fails, the machine will retry repeatedly until it is successful.

TRD

TRD

TODAY

NOW



2. Example: The deadline is 12:50.

1	2	5	0
---	---	---	---

- The TRD time cannot be more than 24 hours into the future.
- 3. Yes

MEMORY TRANS	OPTIONS	Ŧ
ENTER FAX NUMBER		
_		

ENTER TRD TIME

12:15

Note: If the deadline passes without successful transmission, a report will be printed.

Page Count (Immediate Transmission only)

- 1. Press 1 0 4 PAGE COUNT SET COUNT PAGE(S) NO TO END 2. Example: 10 pages 1 0 PAGE COUNT PRESS YES OR NO PAGE(S) 10 3. Yes Ţ OPTIONS MEMORY TRANS ENTER FAX NUMBER
- **Note:** If you do not select Immediate Transmission, Page Count is automatically enabled, and the pages are counted automatically.

Other Sending Features

	ſx	
1		

User Function Key operation is available for:

□ TTI on/off

See page 77 for details.

Economy Transmission on/off

- 1. Either:
 - \Box Press \bigcirc 0 7
 - If you have programmed a User Function Key to access TTI on/off or Economy Transmission on/off, just press that key to change the setting.

OPTION	SELECT	← →	YES TO E	END
AUTO REI	AUTO REDUCE		OFF	
			TTI	Ŧ

The list of options is as follows.

- □ Automatic Reduction (stated as Auto Reduce on the display)
- 🗇 TTI
- ID Transmission (You must have stored an ID Code before you can use this feature; see page 98.)
- Economy Transmission (Before using this feature, you must program a time for Economy Transmission using Function 74; see page 107 for how to do this.)
- Voice Request (this feature requires a handset.)

If you wish to switch something on or off, use the	\leftarrow	and	\rightarrow	arrows of
the scroll key until the displayed setting is correct.				

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



With the User Parameters (Function 91), you can change the home position of the Auto Reduce setting. See page 104 and subsequent pages for details.

Check your Destinations before Dialling

- 1. Press ↓ 0 8
 - □ The number after DEST shows how many numbers you have input so far.

CHECK DEST.	PRESS	YES OR NO
🔳 01 ХҮZ СО. LOM	IDON	
DES	T.: 2	U

- 2. Use the \square arrow to scroll through the list of destinations just input.
 - To cancel a destination that you input by mistake: No
 - □ To finish checking: Yes

Specifying the Scanning Area

If you are going to send a page that is not of a normal size, your machine may have trouble scanning the entire page. For example, if your page is larger than a certain size but smaller than the next size up, you should use the Scanning Area selection feature to select the larger size. Otherwise, your machine will not scan the outer margins of your page.

1. Press 🔱 0 9	SCANNING AREA	YES OR NO
	← <mark>84□7</mark> 84 🗅	B4 🖵 A3 🖵 🗖
 2. Select the area that you wish the machine to scan. □ Scroll through the list of options using the and ← arrows of the scroll key. 	l	
	SCANNING AREA	YES OR NO
	➡ A4□₽ A4Ď	84 🖓 A3 🖓 ➡
3. To select the highlighted scanning area:	Yes	

Converting Immediate Transmission to Memory Transmission

If you wish to convert a message that is still waiting in the document feeder into a memory file, press Memory Start .

Redialling

Automatic Redialling: Redialling is done 4 times at 5 minute intervals. During redialling, the number being dialled is displayed in brackets at the top of the screen, as shown on the right.

The number of redials and the redial interval may be adjusted by a service technician.

Al Redial: The machine memorizes the last ten numbers that you dialled.

- Using AI Redial to send a fax -

- 1. Make sure that the machine is in standby mode for faxing (see page 30)
- 2. Place your document into the feeder.
 - □ If you have no automatic document feeder, place the first page on the exposure glass.
- 3. Al Redial
- 4. Scroll through the numbers in the AI Redial memory using the \uparrow and \downarrow arrows of the scroll key. □ To select a number: Yes x 2

Е 0715551234] MEMORY TRANS 4. APR. 12:25 SET DOCUMENT MEMORY 99%

- AI REDIAL NO. DIRECTORY 1 SCROLL PRESS YES OR NO **OPERATION** FAX MODE 01 XYZ CO. LONDON Ŧ MEMORY TRANS OPTIONS ENTER NO. OR START DEST: 2
- 5. Either
 - Select another number: go to step 4.
 - Start

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

□ Immediate Transmission: See page 36.

Memory Transmission: See page 30.

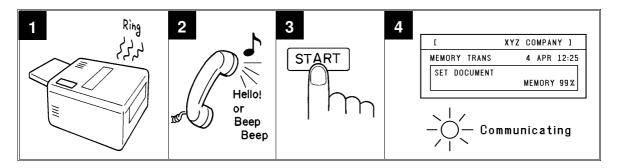
ROUTINE OPERATION - RECEIVING FAX MESSAGES

Selecting the Reception Mode

There are two reception modes. Press the reception mode key to switch between the modes.

Manual Receive (TEL) Mode

This mode is selected when the Manual Receive indicator is lit. The machine operates as follows.



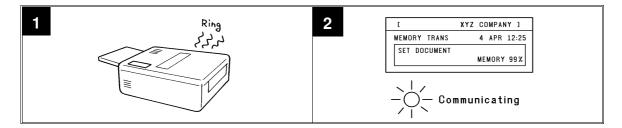
- 1. The machine rings continuously until you answer the call. Pick up the handset.
- 2. If you hear a voice from the other end, speak in reply. If you hear a tone every few seconds, the other end is a fax terminal.

Note: Remove any documents from the feeder before you press Start .

- 3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.
- 4. The machine starts to receive the message. The Communicating indicator lights.

Auto Receive (FAX) Mode

This mode is selected when the Auto Receive indicator is lit.



1. The telephone rings once.

2. The machine automatically starts to receive the message.

Substitute Reception

If you wish, you can disable this feature with a User Parameter (use Function 91). See page 104 and subsequent pages for details.

If the Receive File indicator is lit, check the following:

- □ The printer paper may be used up. If so, add paper: see page 164.
- □ The toner may have finished. If so, add toner: see page 167.
- □ The paper may have jammed. If so, remove the jam: see page 173.
- □ If the Call Service indicator is lit, your machine needs to be repaired.
- If there does not seem to be a problem, someone may be making copies while a fax message is coming in.

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

Confidential Reception (Memory Card or Hard Disk Required)

If the Confidential File indicator is lit, do the following to print the message.

- 1. Either:
 - Function 5 5



If you programmed a User Function Key to activate this feature, press that key and go to step 2.

2. Input the ID. Example: 4 7 3 9

PRT CONF. RX ENTER CONF ID
CONFIDENTIAL ID:
NO TO CANCEL
PRT CONF. RX PRESS START
CONFIDENTIAL ID:

3. Start

NOTE: If the Confidential File indicator blinks, an incoming fax message has been stored in the memory using the Memory Lock feature. To print the message: see page 79.

ROUTINE OPERATION - TELEPHONE CALLS

A handset is required to execute the procedures in this section.

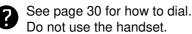
Making a Telephone Call

Using On Hook Dial

1. On Hook Dial

Note: Do not pick up the handset.

2. Dial.



Note:	Do	not	press	Start	
	20		p.000	Otart	

- □ If you wish to cancel the call, press On Hook Dial .
- 3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.

ON HOOK MODE

ON HOOK MODE

0715551234

_

4. Replace the handset when you have finished.

Using the Handset

1. Pick up the handset.	HANDSET MODE
	_
2. Dial.	
See page 30 for how to dial.	
Note: Do not press Start .	HANDSET MODE
	0715551234

3. Continue as for a normal telephone conversation.

FAX MODE OPERATION

Using AI Redial

Use AI Redial if you wish to redial a number that you dialled recently.

- 1. On Hook Dial Al Redial
- Scroll through the numbers in the AI Redial memory using the ↑ and ↓ arrows of the scroll key. When the correct number is displayed, press Yes .
 - □ The number will be dialled immediately.

AI REDIAL NO. DIRECTORY		
1 SCROLL 📕	PRESS YES OR NO	
🔲 01 XYZ CO.	LONDON	

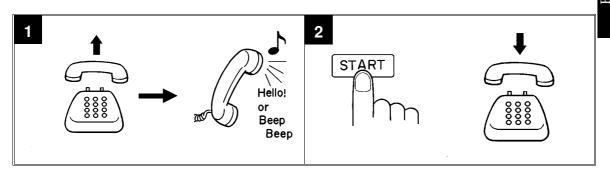
ON HOOK MODE	
0715551234 —	

Answering the Telephone

If the telephone rings just once:

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

If the telephone rings continuously:



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

OPERAT

Phoning and Faxing on the Same Call

To Talk Before Sending a Fax (On Hook Dial)

- 1. On Hook Dial
- 2. Dial.
 - Note: Do not use the handset. Do not press Start .
- 3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.
 - If you hear a high-pitched tone instead of a voice, place your fax message in the feeder (or on the exposure glass one at a time if you do not have an automatic document feeder), then press Start .
- 4. When you are ready to send your fax message, place your message in the feeder (or on the exposure glass one at a time if you do not have an automatic document feeder), then ask the other party to press **Start**.
- 5. When you hear a high-pitched tone, press Start .
- 6. Replace the handset.
 - Do not replace the handset if you wish to speak to the other party again. When your machine emits a tone, press Stop then speak.

To Talk After Sending a Fax

Use the Voice Request option (see page 39). Then, during transmission:

- 1. When your machine emits a tone, pick up the handset, press **Stop** and speak.
 - $\hfill\square$ If the machine did not emit a tone, the other party did not answer the call.
- 2. After speaking, hang up.
 - Do not hang up if you have more pages to send. Instead:
 - 1. Place the pages into the feeder, (or on the exposure glass one at a time if you do not have an automatic document feeder).
 - 2. Ask the other party to press Start .

ADVANCED FEATURES - TRANSMISSION

Γ	ОМІ

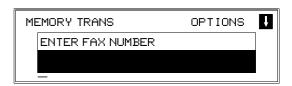
- 1. Make sure that the machine is in standby mode for faxing (see page 30).
- 2. Make sure that the Memory indicator is lit. If it is not, press Memory .
- 3. Either:

Broadcasting

- Place the first page of the document on the exposure glass.
- Place the entire document face up into the feeder.

To broadcast without placing the document first, see page 60.

4. Dial in one of the following ways.



4. Dial III one of the following ways.		MEMORY TR	RANS	OPTIONS	ł		
You can program a User Function Key			PRESS Y	'ES OR CLR •	NO		
Jx for use w	vith Group Dial. See be	low.	071555:	1234			
							OE
a) Ten Key Pad	b) Quick Dial	c) Sp	eed Dial	d) Gro	up Dial 🖈		ADI ATI(
() (2) (3)	Example : Quick Dial 12	Example	:Speed Dial IO	Example: Gr in Quick Di	oup 1, stor al Key 08	ed	FAX N JPER
(4) (5) (6) (7) () (9)		Sp	eed Dial	Method 1:	08)
ĺ Ř ĺ Ĥ∩			0	Method 2:	F4 1		

 ★ : Method 1: Press the Quick Dial Key the Group is stored in (in the example, press key 08). Method 2: If you do not remember which Quick Dial Key the Group is stored in but you do remember the Group number, use Method 2. To use this method, you must have programmed one of the User Function Keys in advance with code 02 (Group Dial), using Function 35. See page 77 for how to do this. In the above example, the F4 key has been programmed as the Group Dial key; press F4 then the required Group number.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone no. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**

Here, DEST: 2 indicates that the machine is asking you to input the second telephone number in your list of destinations for this fax message.

MEMORY TRANS	OPTIONS	ł
ENTER NO. OR START	DEST: 2	
_		1

6. Either

- □ Dial another number: Go to step 3.
- □ Press Start .

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

STORING	MEMORY 99%
PAGE	1
FILE NO.	0056

For users with no automatic document feeder After a page has been stored, the machine asks you to place the next page on the exposure glass. The top right corner of the screen shows how much time you have left to place the next page on the feeder and press Start.			
	PLACE NEXT PAGE	59 🛣	
	PRESS START	YES TO END	
	I	OCUMENTSIZE 🞚	
 You have 60 seconds. If you do not place a page on the screen and press <u>Start</u> within the remaining time, the machine will start to dial. Either: Place the next page on the exposure glass and press <u>Start</u>. The page will be scanned and stored. If you have no more pages, press <u>Yes</u>. The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected). 			

Note: See the table on page 13 concerning the limitations to this feature.

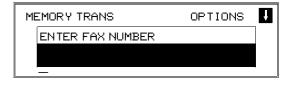
A User Function Key can only be used to input a Group if you have already specified one of the keys using Function 35. See page 77.

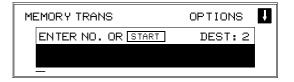
fx

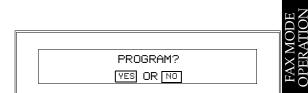
Keystroke Programs

Storing a Program

- 1. Make sure that the machine is in standby mode for faxing (see page 30).
- 2. Place a sheet of paper in the feeder (or place the first page on the exposure glass if you have no automatic document feeder).
 - Skip step 2 if you are making a polling reception program.
- 3. Select all required features (such as Transfer Request) and telephone numbers as you would normally do.
 - Contrast, resolution, and halftone cannot be stored in a keystroke program.
- 4. Press the Quick Dial key that you wish to store the program in.
 Example: 01
 - Make sure that this key is vacant.







5. To complete the program: Yes

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- □ Immediate Transmission: See page 36.
- □ Memory Transmission: See page 30.
- **Note:** The procedure that you just programmed will now begin. If you do not wish to use the procedure now, press **Stop**.



After storing a Keystroke Program, you can store a label for it using Function 34. See page 50 for how to do this.

ENTER LABEL

Labelling a Program

 Function 3 4
 ☐ If you press → Start, a Program List will be printed.

PROGRAM	CHOOSE KEY
	PRINTLIST 🗖
_	NO TO CANCEL

PROGRAM

- 2. Press the Quick Dial key that holds the program that you wish to label.Example: 01 Yes
- 3. Input your label, using the Quick Dial keys.
- Ø8
 OB
 PROGRAM YES OR CLR NO
 Ø8
 TRANSMIT DAILY REPORT ABC

4.	Yes	

PROGRAM	CHOOSE KEY
	PRINTLIST 📑
	NO TO CANCEL

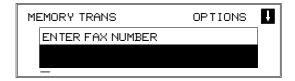
- 5. Either:
 - □ Label another program: Go to step 2.
 - □ Return to standby: **Function**

Using a Program

Before using a program, make sure that the machine is in standby mode for faxing (see page 30 for details).

- Transmission -

- 1. Place your document in the feeder.
 - If you do not have an automatic document feeder, place the first page on the exposure glass.
- 2. Press the programmed Quick Dial Key.
 - The program begins at once, or at the later time specified by the program. You do not need to press Start



STORING	MEMORY 99%
PAGE	1
FILE NO.	0056

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- □ Immediate Transmission: See page 36.
- □ Memory Transmission: See page 30.

- Polling Reception -

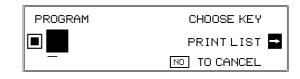
1. Press the programmed Quick Dial Key.

PROGRAMMED

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

Erasing a Program

 Function 3 4
 ☐ If you press → Start, a Program List will be printed.



PROGRAM

08

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

3. To delete the program:	Clear	Yes
---------------------------	-------	-----

PROGRAM	CHOOSE KEY
	PRINT LIST 🗖
	NO TO CANCEL

CLR: CLR

YES OR NO

1

Ŧ

TRANSMIT DAILY REPORT

- 4. Either:
 - □ Erase another program: Go to step 2.
 - □ Return to standby: **Function**

Confidential Transmission



- 1. Place your document in the feeder.
 - □ If you have no automatic document feeder, place the first page on the exposure glass.
- 2. Either:

□ Function 1 1



If you have programmed one of the User Function Keys to activate this feature, press that key and go to step 3.

3. Dial then press Yes .



See page 47 for how to dial.

- 4. Either:
 - Dial another number: Go to step 3.
 - Press Start .

CONF. TRANS.	OPTIONS 🚺
ENTER FAX NUMBER	
[
CONF. TRANS.	OPTIONS 🞚
ENTER NO. OR START	DEST: 2
ENTER NO. OR START	



After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- Immediate Transmission: See page 36.
- Memory Transmission: See page 30.

NOTE: See the table on page 13 concerning the limitations to this feature.

Options

- Confidential ID Override -

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission.

IF OPTIONS **I** is displayed:



CONF. ID	ENTER ID CODE
_	

OPERATION

2. Enter the Confidential ID that you wish to use for this message.

Example: 2 5 6 7 Yes	CONF. TRANS.	OPTIONS 👢
	ENTER NO. OR START	DEST: 2

3. Dial and press Start .



For how to use other options, see page 37.

Polling Transmission

Free Polling

- 1. Place your document in the feeder.
 - □ If you have no automatic document feeder, place the first page on the exposure glass.
- 2. Function 1 4



See page 57 for the options that are available with polling.

FREE POL	LING	OF
PRESS	START	

OPTIONS 📕

3. Start

- □ Your fax message is stored and held on polling standby.
- Note: If you see FILE EXISTS CLEAR? PRESS YES . No , you already have a message on Free Polling Standby.
 - □ To keep the old message: **No** . Remove the document from the feeder.
 - □ To erase the old message: Yes

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

□ Immediate Transmission: See page 36.

□ Memory Transmission: See page 30.

Secured Polling

fr
11

- 1. Place your document in the feeder.
 - If you have no automatic document feeder, place the first page on the exposure glass.
- 2. Either:

- Function 1 3

If you have programmed one of the User Function Keys to activate this feature, press that key and go to step 3.

POLLING TRANS.	OPTIONS 🚺
PRESS START	

NOTE

If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step 4 in "Stored ID Override" on the next page.



See page 57 for the options that are available with polling.

3. Start

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

- Note: If you see SAME ID FILE EXISTS CLEAR? PRESS VES . NO, you already have a message on Secured Polling Standby.
 - □ To erase the old message: **Yes** . The old message is erased and your new one is stored.
 - □ To keep the old message: No . Input an ID Code in the same way as for step 4 in "Stored ID Override" on the next page.

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- □ Immediate Transmission: See page 36.
- □ Memory Transmission: See page 30.

Stored ID Override

This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

- 1. Place your document in the feeder.
 - □ If you have no automatic document feeder, place the first page on the exposure glass.
- 2. Either:

- □ Function 1 3
 - If you have programmed one of the User Function Keys to activate this feature, press that key and go to step 3.
- 3. \downarrow 🛛 6

POLLING TRANS.	OPTIONS 🖡
PRESS START	

ID CODE	ENTER ID CODE
—	NO TO END

4. Enter the ID code that you wish to use for this message.
Example: 2 5 6 7 Yes

POLLING TRANS.	OPTIONS IJ
PRESS START	

- Note: If you see SAME ID FILE EXISTS CLEAR? PRESS YES . NO , you already have a message on Secured Polling Standby.
 - □ To erase the old message: <u>Yes</u> . The old message is erased and your new one is stored.
 - \square To keep the old message: \fbox{No} . Input another ID Code .
 - 4. Start
 - $\hfill\square$ Your fax message is stored and held on polling standby.

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- □ Immediate Transmission: See page 36.
- Memory Transmission: See page 30.

NOTE: If you need to cancel a polling transmission operation, use Function 23 (see page 75).

- Options for Polling Transmission -

The options are only available if the following can be seen in the top right corner of the display:

OPT	IONS	ţ
-----	------	---

1. ↓ 0 7

OPTION SELECT	← →	YES TO END
AUTO REDUCE	ON	OFF
		тті 🖡

2. Scroll through the options using the \uparrow and \downarrow arrows of the scroll key.

The list of available options is as follows:

- Automatic Reduction
- 🗖 TTI
- Polling Standby Duration (KEEP: The message is kept in memory until you erase it yourself using Function 23; see page 75, ONCE: The message is erased from memory after it has been polled once)

If you wish to switch something on or off, use the \leftarrow and \rightarrow arrows of the scroll key until the displayed setting is correct.

3. Yes when you have finished.

Transfer Request



- 1. Make sure that the machine is in standby mode for faxing (see page 30).
- 2. Place your document in the feeder.
 - If you do not have an automatic document feeder, place the first page on the exposure glass.

MEMORY TRANS	OPTIONS	Ţ
ENTER FAX NUMBER		
_		

3. Either:

Function 1 2

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

TRANSFER		OPTIONS	Ļ
TRANSF.1			
	_		

- □ If you cannot use Function 12, you forgot to store your fax machine's telephone number, country code, or ID code (Function 61). See pages 95, 95, and 98.
- If you have installed the ISDN Option Kit, you must also program the machine's Own ISDN G3 and Own ISDN G4 numbers (use Function 61; see pages 97 and 96). Your G4 Terminal ID and your ISDN subscriber numbers for G4 and G3 must also have been stored; contact a service technician and ask for it to be done.

- Input the telephone number of the first transfer broadcasting station, then press Yes .
 - This machine must be of the same manufacturer as yours, and it must have this feature.

Note: Do not use the handset.

TRANSFER		
TRANSF.1	44715551234	
RECV.1		

5. Input the destinations for this transfer broadcaster. You must use Quick Dials, Speed Dials, or Groups that are stored in the transfer broadcaster.

Examples:

- Quick Dial Key 01: # 0 1 Yes
- □ Speed Dial Code 10: # ★ 1 0 Yes
- □ Group 01: # ★ **0 1** Yes

TRANSFER	NEXT NO. OR START
TRANSF.1	44715551234
RECV.2	TRNSF. ↓
	—

NOTE: See the table on page 13 concerning the limitations to this feature.

- 6. Either:
 - □ Enter more destinations for this transfer broadcaster go to step 5.
 - \Box Input another transfer broadcaster and its destinations: \Box go to step 4.
 - □ Start the transfer request: Start

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

□ Immediate Transmission: See page 36.

□ Memory Transmission: See page 30.

NOTE: You may use some transmission options, such as Send Later. See page 37.

If you wish your machine to be a transfer broadcasting station, you must install a memory card or a hard disk. See the section of the Facsimile Features Manual entitled "Transfer Request" for more information.

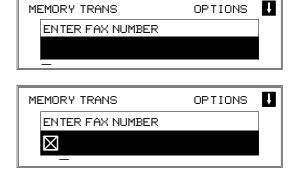
Telephone Directory

Example: You wish to dial "XYZ CO. LONDON"

- 1. Make sure that the machine is in standby mode for faxing (see page 30).
- 2. Place your document in the feeder,

Speed Dial/Tel Directory

If you have no automatic document feeder, place the first page on the exposure glass.



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

Press	X	repeatedly until the correct
numbe	r is	displayed.

5. **Yes**

3.

6. Yes again.

 TELEPHONE DIRECTORY

 SCROLL: X PRESS VES OR NO

 ØØ XYZ CO. BARCELONA

 MEMORY TRANS

 PRESS VES OR CLR · NO

 Ø1 XYZ CO. LONDON

 MEMORY TRANS

 OP TIONS

 Ø1 XYZ CO. LONDON

 MEMORY TRANS

 OP TIONS

 Image: Note of the second seco

- 7. Either:
 - **D** Dial more numbers.
 - □ Press Start .



Programming Speed Dial Codes: See page 112.

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

□ Immediate Transmission: See page 36.

□ Memory Transmission: See page 30.

Secure Transmission

Before using this feature, you must program one of the User Function Keys to activate this feature (Function 35; see page 77).

- 1. Make sure that the machine is in standby mode for faxing (see page 30 for details).
- 2. Place your document in the feeder.If you have no automatic document feeder, place the first page on the exposure glass.
- 3. Press the User Function Key that you have programmed for Secure Transmission.
- 4. Dial in the normal manner.



See page 47 for how to dial.

```
5. Press Start .
```

This feature only works if the machine at the other end is equipped with the same feature.

Direct Fax Number Entry



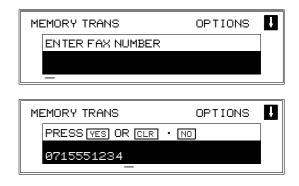
This feature allows you to enter a fax number before you place the document in the feeder.

- 1. Either:
 - Function 1 6



If you have programmed one of the User Function Keys to activate this feature, press that key and go to step 2.

- 2. Input the destination telephone number(s).
- Place your document in the feeder (or place the first page on the exposure glass) and press Start.



File Retention Time and File Retransmission

File Retention Time: Normally, a fax message is erased from the machine's memory after it has been transmitted successfully. However, this machine has a setting known as the File Retention Time, which allows you to keep transmitted fax messages in the memory for a while longer.



Fax messages will only be retained in the memory if you have selected either "24HR" or "72HR" with the File Retention Time feature of Function 81 (see page 102). All messages stored in the memory for transmission will be retained for the time selected by this function.

File Retransmission: This procedure, described below, allows you to transmit a fax message again, as long as the File Retention Time has not yet expired. Use this feature when you wish to retransmit a fax message that is still stored in a file in the memory. Note that you cannot change, add, or delete any destinations, and you cannot alter the Send Later time.

1. Function 2 4	RETRANSMITFILE FILE NO.: 0015	SCROLL ↓ PRINTLIST ➡ NO TO CANCEL	
 2. Either: □ Print a list of files: → Start □ Scroll through the files on the display: ↓ until the required file appears □ If you know the file number, input it 	•		FAX MODE OPERATION
directly: 0 0 0 2	RETRANSMITFILE NO. 0002 STANDBY XYZ COMPANY NEW YOR	SCROLL 🚹 🚺 PRESS VES K	

The second line of the display shows the current status of the file. **STANDBY:** The file is waiting to be transmitted. **IN USE:** The file is currently being transmitted.

3. **Yes**

RETRANSMITFILE

NO. 0002

RESEND FILE? YES . NO

4. Retransmit the displayed file number: Yes

RETRANSMITFILE	
NO. 0002	
READY TO TRANSMIT	•

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

Auto Document

Storing an Auto Document

- 1. Make sure that the machine is in standby mode for faxing (see page 30).
- 2. Take the document that you want to be an Auto Document and place it into the feeder.
 - Place it on the exposure glass if you do not have an automatic document feeder.

MEMORY TRANS	OPTIONS	Ŧ
ENTER FAX NUMBER		

- Press the Quick Dial Key that you wish to store the Auto Document in. Example: 08
 - $\ensuremath{\square}$ Be sure that this Quick Dial Key is vacant.

STORE AS AUTO DOCUMENT?
YES OR NO

AUTO DOCUMENT

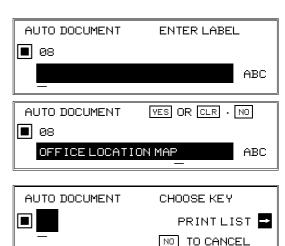
3. **Yes**



After storing an Auto Document, you can store a label for it using Function 36. See below for how to do this.

Labelling an Auto Document

- 1. Function 3 6
 - □ If you press → Start , a Program List will be printed.
- Press the Quick Dial Key that holds the Auto Document that you wish to label. Example: 08 Yes
- 3. Input your label, using the Quick Dial Keys.



CHOOSE KEY

NO TO CANCEL

PRINTLIST -

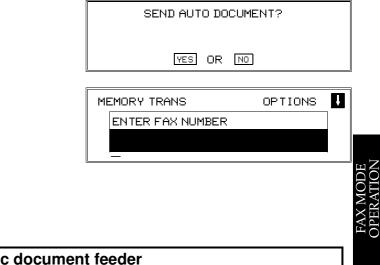
- 4. Yes
- 5. Either:
 - Label another: Go to step 2.
 Finish: Function

FAX MODE OPERATION

Using an Auto Document

- 1. Make sure that the machine is in standby mode for faxing (see page 30).
- 2. If you wish to attach a fax message to your Auto Document, either:
 - Place the first page of the document on the exposure glass.
 - Place the entire document face up into the feeder.
- Press the Quick Dial Key that contains the Auto Document that you need. Example: 08

MEMORY TRANS	OPTIONS	ţ
ENTER FAX NUMBER		



4. **Yes**

5. Dial the destination(s), then press **Start**.

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

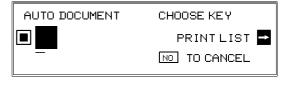
□ Immediate Transmission: See page 36.

Memory Transmission: See page 30.

Printing the Contents of an Auto Document

If you need to remind yourself of what one of your stored Auto Documents looks like, do the following procedure.

- 1. Function 5 3
- Press the Quick Dial Key that holds the Auto Document that you wish to see. Example: 08 Yes

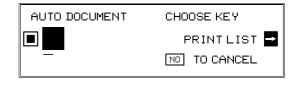




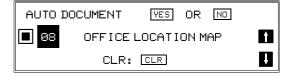
3. Start

Erasing an Auto Document

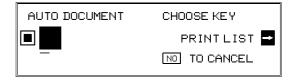
1. Function 3 6



 Press the Quick Dial Key that contains the Auto Document that you wish to erase.
 Example: 08



3. To erase the Auto Document: Clear Yes



- 4. Either:
 - Erase another Auto Document: Go to step 2.
 - □ Return to standby mode: **Function**

ADVANCED FEATURES - RECEPTION

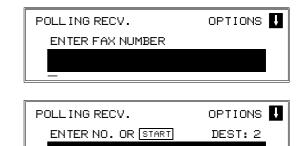
Polling Reception



- 1. Either:
 - Function 1 5
 - **_** *f*x

If you have programed one of the User Function Keys to activate this feature press that key and go to step 2.

2. Dial one or more numbers.



3. Start

NOTE: See the table on page 13 concerning the limitations to this feature.

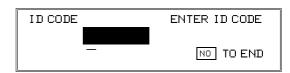
Options

- Stored ID Override -

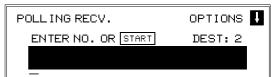
This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

If OPTIONS **I** is displayed:

1. ↓ 0 6



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



3. Dial and press Start .



For how to use other options, such as Send Later for delayed polling, see page 37.

NOTE: To switch on continuous polling reception, contact a service technician.

Authorized Reception

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

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs programmed so far. In a new machine, you will see DEST. Ø.

- □ At this time, you can print an Authorized Reception List by pressing \rightarrow Start.
- 2. Either:
 - □ Store some RTIs/CSIs: 1 . Go to step 3.

 View the RTIs/CSIs that you have stored so far: 2. Go to step 6.
 DEST. 1/6 means that there are 6

RTIs/CSIs programmed so far, and the first

- AUTHORIZ. RX SELECT
 - 1. RTI PROG 2. RTI NO TO CANCEL



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

- in the list is now displayed.
- 3. Type in an RTI or CSI, then press **Yes**.



Label input and editing: see page 7.

- 4. Either:
 - □ Store this RTI as a wild card: Yes
 - □ Otherwise: No

AUTHORIZ.RX	
STORE AS WILD CARD? YES . NO	
хүΖ. CO.	



- 5. Either:
 - □ Enter another RTI or CSI: Go to step 3.
 - □ Finish: No . Go to step 2.

FAX MODE OPERATION

- 6. Scroll through the stored RTIs/CSIs on the screen with $[\downarrow]$.
 - It is not possible to edit an RTI/CSI; if you wish to do so, you must delete the incorrect entry and reinput it.
 - □ To delete the displayed RTI/CSI: Clear . Go to step 2.
 - □ When you have finished: No . Go to step 2.



For Authorized Reception to take effect, you must switch it on using Function 81. See page 102 for how to do this.

Night Timer

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

NIGHT TIMER

- 1. Function 6 0 2 2 2 2 7 4 Yes

Example: Press \downarrow twice to go to Tuesday.

F	DE ON
NIGHTTIMER DAYOFWK. 🚹 🚺	10I ATI
(TUE) on = 00:00 on = 00:00	X N ER/
🖛 🔿 🛛 YES TO END	FA OP]

(SUN) ON = 00:00 ON = 00:00

DAY OF WK. 🚹 🕴

YES TO END

3. Program the first timer for Tuesday:

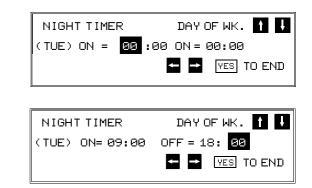
□ Both timers for each day have an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF means that the heater will switch off at the time indicated. To change the ON to OFF, or vice versa, press
 When the ON/OFF display is correct:

□ Input the time: 0 9 0 0

Repeat step 3 for the second timer.

Input 1 8 0 0 for the timer value.

To change AM to PM and vice versa, press $\boxed{#}$.



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

4. Either:

D Program the timer for another day: Go back to step 2.

□ Finish: Yes Function



For the Night Timer to take effect, you must switch it on using Function 81. See page 102 for how to do this.

NOTE: To print the received messages while the heater is off, press any key. After all the messages have been printed, the heater will stay on for 5 minutes before switching off again. Because of this, the Night Timer does not give you complete security for received documents; for this type of security, use the Memory Lock feature..

Forwarding (Memory Card or Hard Disk Required)

This section shows you how to set up your machine to forward incoming fax messages to another location or locations. After you have done this procedure, you must switch Forwarding on for it to take effect (using Function 81); see page 102 for how to do this.

1. Function 6 0 2 2 2 2

|--|

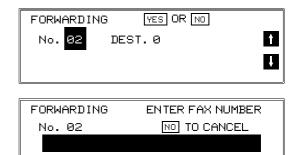
□ At this time, you can print a Forwarding List by pressing → Start .

FORWARDING	SET FORWARD CODE
No.	PRINTLIST 🗖
	NO TO CANCEL

- 2. Input a two-digit code from 01 to 05 for a forwarding station number.
 - The forwarding station is the number that you wish to direct incoming messages to.

Example: 0 2

- DEST.0 on the opposite display shows that there are no RTIs/CSIs stored so far for this forwarding station.
- 3. **Yes**



- 4. Input the telephone number of this forwarding station.
 - If your machine is behind a PBX, add the access code before the number, unless the forwarding station is an extension connected to the same PBX as your machine.

Then press Yes



See page 30 for how to dial. Do not use the handset.



- 5. Either:
 - If you wish all incoming messages to be forwarded to this station: Do not store any RTIs/CSIs for it. Instead: Yes .
 Then either go to stop 2 to program.

Then either go to step 2 to program another forwarding station, or press **Function** to finish.

If you only wish messages from certain senders to be forwarded to this station:

Input their RTIs or CSIs (messages from senders other than these will not be forwarded to this station):

Press 1, then go to step 6.

FORWARDING	ENTER RTI/CSI
	NO TO CANCEL
	ABC
_	

 View the RTIs/CSIs that you have stored so far: 2 . Go to step 9.
 DEST 1/6 means that there are 6 RTIs/CSIs stored so far, and the first in the list is now displayed.

FORWARDING	[NO TO CANCEL
No.01 DE	ST. 1/6	CLR: CLR
XYZ.CO.		

Finish storing RTIs/CSIs for this forwarding station and input another forwarding station number: Yes . Go to step 2.

Finish: Function

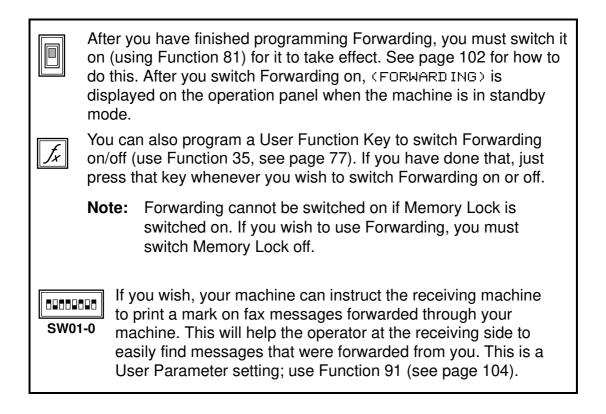
- You can input up to 30 RTIs/CSIs for each forwarding station.
- 7. Either:
 - □ Store this RTI as a wild card: Yes
 - □ Otherwise: No



n	
FORWARDING	ENTER RTI/CSI
	NO TO CANCEL
	ABC

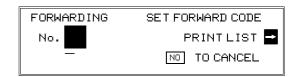
- 8. Either:
 - D Enter another RTI or CSI: Go to step 6.
 - □ Finish: No . Go to step 5.
- 9. Scroll through the stored RTIs/CSIs on the screen with \Box .
 - □ To delete the displayed RTI/CSI: Clear
 - □ When you have finished: No . Go to step 5.

NOTE: See the table on page 13 concerning the limitations to this feature.



Editing the Forwarding Feature

1. Function 6 0 2 2 2 2 7 5



- Input the code number of the forwarding station that you wish to edit. Then press Yes .
 - See the Forwarding List for a list of these codes.

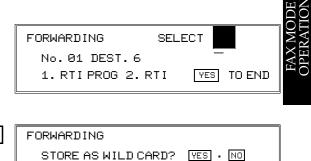
FORWARDING YES OR CLR . NO No. 01 0715553456

- 3. Either:
 - Erase this forwarding station number and all RTIs/CSIs stored with it: Press No x 2, then Yes to erase. Go to step 2.
 - Edit this forwarding station's telephone number. If it is correct: Yes

DEST. 6 on the opposite display shows

that there are 6 RTIs/CSIs programmed so far for this forwarding station.

- 4. Either:
 - □ To add RTIs/CSIs to this number: 1 Go to step 6.



SELECT

NO TO CANCEL

FORWARDING

XYZ.CO.

FORWARDING

To view or delete RTIs/CSIs allo-
cated to this number: 2.
Go to step 5.

DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far for this forwarding station, and the first in the list is now displayed.

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





5. ↓ until the RTI/CSI that you wish to delete appears.

To delete the RTI/CSI: Clear , then go to step 4.

FORWARDING	SELECT		
No.02 DEST.	0	_	
1. RTI PROG 2	2. RTI	YES	TO END

□ It is not possible to edit an RTI/CSI; if you wish to do so, you must delete the incorrect label and store a new one.

CAUTION: If you delete all the RTIs and CSIs for a forwarding station, you must also delete the forwarding station. If you do not do this, all incoming messages will be forwarded to that station.

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



Inputting labels: see page 7.

7. Either:

Store this RTI as a wild card: Yes

☐ Otherwise: No

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

8. Either

□ Input another RTI/CSI for this forwarding station: go to step 6.

- **I** Finish working on this forwarding station: **No** . Go to step 4.
- Finish: Function

Specified Cassette Selection

- 1. Function 6 0 2 2 2 2 7 6 CST SELECT SELECT DEST. 6 PRINTLIST DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs programmed so far. In 1. RTI PROG 2. RTI NO TO CANCEL a new machine, you will see DEST. 0. At this time, you can print a Specified Cassette Selection List by pressing \rightarrow **Start**. 2. Either: □ Store some RTIs/CSIs: 1. CST SELECT ENTER RTI/CSI Go to step 3. NO TO CANCEL ABC View the RTIs/CSIs that you have stored so far: 2 . Go to step 6. CST SELECT NO TO CANCEL DEST. 1/6 CLR: CLR DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far, and the first XYZ.CO. in the list is now displayed. FAX MODE OPERATION 3. Type in an RTI or CSI, then press Yes . CST SELECT STORE AS WILD CARD? [YES] . NO Label input and editing: see page 7. XYZ. CO. 4. Either: □ Store this RTI as a wild card: Yes □ Otherwise: No CST SELECT ENTER RTI/CSI NO TO CANCEL ABC
- 5. Either:
 - □ Enter another RTI or CSI: Go to step 3.
 - □ Finish: No . Go to step 2.

- 6. Scroll through the stored RTIs/CSIs on the screen with \Box
 - □ It is not possible to edit previously stored RTIs/CSIs; if you wish to do so, you must delete the incorrect label and store a new one.
 - □ To delete the displayed RTI/CSI: Clear
 - □ When you have finished: No . Go to step 2.



After programming this feature, you must switch it on for it to take effect. Use Function 81; see page 102 for how to do this.

NOTE: Messages from senders that have RTI/CSIs that match those that were input using the above procedure will be printed using the second (lower) paper tray.

If there is no paper in the first (upper) tray or if there is a duplex unit installed in the upper paper feed station, messages from other senders will be stored in the memory (substitute reception).

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

1. Function 6 0 2 2 2 2 7 7 7

MULTICOPYRX	ΕN	TER	1-9	COPY
ENTER # COPY	:	1	COF	Y(S)
			YES	TO END

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

NOTE: Maximum number of copies: 9



You must switch this feature on before you can use it. The switch is a User Parameter. To switch it on or off, use Function 91; see page 107 for details.

Automatic Image Rotation

If you have installed Letter or A4 width paper in the cassette sideways, incoming fax messages will be rotated automatically to fit on the paper.

ADVANCED FEATURES - OTHER

Dual Access

Even if the machine is already carrying out a task, you may be able to operate the machine. The following table shows which features can operate simultaneously.

	Job that you wish to carry out at the same time								
	1.	2.	3.	4.	5.	6.	7.	8.	9.
Job Currently in Progress									
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	1	×	×	×	×	×		×	×
8. Receiving a Fax to Memory	~	~	~	~	×	×	×		~
9. Printing a Report or Fax Message Manually	*	×	×	×	×	~	*	~	

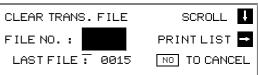
File Management

Erasing a File from Memory

- 1. **D** Fax message file (Memory Transmission):
 - □ Instruction file (Polling Reception):
 - Fax message file (Polling Transmission): (Example: Using Function 21)

Function	2	1
Function	2	2
Function	2	3

✓: Possible, ¥: Impossible



2. Either:

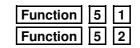
- \Box Print a list of files: \rightarrow Start
- Scroll through the files on the display: until the required file appears. Then press Yes .
- If you know the file number, input it directly: 0 0 0 2 Yes

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

- 3. Either:
 - Erase the file: Yes
 - □ Keep the file: No . Go to step 2.

Printing a File

- □ Fax message file (Memory Transmission):
 □ Fax message file (Polling Transmission):
 - (Example: Using Function 51)



PRINT TRANS. FILE	SCROLL 🗜
FILE NO.:	PRINTLIST 📑
LASTFILE: 0015	NO TO CANCEL

- 2. Either:
 - \Box Print a list of files: \rightarrow Start
 - □ Scroll through the files on the display: ↓ until the required file appears. Then press Yes .
 - If you know the file number, input it directly:
 0
 0
 2
 Yes

PRINT TRANS. FILE	
NO. 0002	NO TO CANCEL
PRESS ST	AR T

3. Start

User Function Keys

Each of the User Function Keys F1 - F4 can be programmed with one of the following functions. In a new machine, the User Function Keys have already been programmed, as shown in the table below in boldface. User Function Keys are disabled when the machine is in Copy mode.

Code	Function	Code	Function
01	Use the Direct Fax Number Entry	10	Polling Transmission: Use Secured
01	feature. [F1]	10	Polling or Stored ID Override.
02	Dial a group.	11	Print the TCR. [F3]
03	Input a Personal Code. [F4]	12	Print a File List.
04	Use Economy Transmission. [F2]	13	Switch Memory Storage Report On/Off.
05	Switch TTI On or Off.	14	Switch Forwarding On/Off.*
06	Do a Confidential Transmission.	15	Send Tonal Signals.
07	Print a received confidential message.*	16	Input a Subaddress (G4 mode only).
08	Do a Transfer Request.	17	Not used
09	Do a Polling Reception.	18	Use Secure Transmission.
		19	Switch the Marker On/Off.

- *: Memory Card or Hard Disk required
 - 1. Function 3 5
 - ☐ At this time, you can print a User Function List if you press → Start
 - 2. Press one of the User Function Keys. Example : Press **F4 Yes** .

If this key is already used, the currently stored code is displayed. Either:

- **Press** Yes to keep it as it is.
- $\hfill\square$ Press No to erase the old code.
- Enter the two-digit code for the function that you wish to store.
 Example: Group Dial, press 0 2.

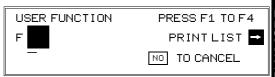


GROUP

F

USER FUNCTION

- 4. **Yes**
- 5. Either:
 - □ Program another key: Go to step 2.
 - Finish: Function





PRESS F1 TO F4

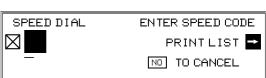
NO TO CANCEL

Function Programs

Storing a Function Program

For example, store Function 32 (Programming Speed Dial) into Function Key F4 as a Function Program. <u>You can only use the User Function Keys F1 to F4 for this feature.</u>

1. Function 3 2



PROGRAM?

YES OR NO

- 2. **F4**
 - If you cannot select this Function Key, it is already being used for something. Select another Function Key.
- 3. Yes Function

Using a Function Program

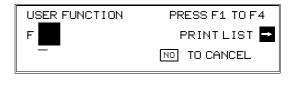
1. **F4**



2. Use the function as normal.

Deleting a Function Program

- 1. Function 3 5
- 2. Press the key that you wish to erase. Example: **F4**



US	BER	FUNCTION	YES	OR	NO	
F	4	CODE:				
F١	JNC	TION PROGRAM	MED			

3. Yes No Function

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

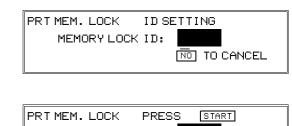


If you wish to use this feature, you must switch it on in advance (Function 81) and program a Memory Lock ID (Function 61). See pages 99 and 102 for how to do this. After you switch Memory Lock on, (MEMORY LOCK) will appear on the display when the machine is in standby mode.

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

1. Function 5 6

2. Input the Memory Lock ID. Example: 4 6 3 3



MEMORYLOCK ID:

3. Start

NOTE If the Confidential File indicator is blinking, a message has been stored using Memory Lock. However, if the Confidential File indicator is lit, a message has been stored using Confidential Reception, and the indicator no longer shows the presence of files stored using Memory Lock.

Tonal Signals

ſ_x

Before you can use this feature, you must program one of the User Function Keys as the Tone key. See page 77 for how to do this. In the following procedure, suppose that we have already programmed the $\boxed{F1}$ key as a Tone key.

- 1. Make sure that the machine is in standby mode, and that there is no document in the feeder.
- 2. Pick up the telephone handset, or press On Hook Dial .
- 3. Dial the remote facility. Do not press Start .
- 4. After your line is connected to the remote facility, do the following:
 - □ If your telephone line type is DTMF (Tone Dial): Go to step 5.
 - □ If your telephone line type is Pulse Dial: Press F1 . A dot appears on the display.

OPERATION

5. Input the digits that you need to use the remote facility, such as your code number. These digits will depend on the remote facility.

Note: Do not press Start .

6. After you have finished your business with the remote facility, hang up.

Chain Dialling

Example: 01033-1-5553333 (From the UK to Paris).

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

□ Quick Dial 01 = 01033- (Overseas to France)

D Quick Dial 02 = 1- (Paris)

□ Speed Dial 10 = 555

When the machine asks you to dial:

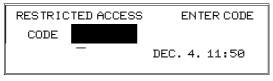
On Hook Dial or Handset Mode: Press 01 02 Speed Dial 1 0 then 3 3 3 3
Other: Press 01 Pause 02 Pause Speed Dial 1 0 Pause then 3 3 3 3

Restricted Access



Before you can use this feature, you must switch it on using Function 91. See pages 104 and 106 for how to switch Restricted Access on.

If the display is as shown below when the machine is in standby mode, you have switched Restricted Access on. Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 121 for how to store Personal Codes.



- 1. Enter your personal code. Example: 7 3 6 2
- 2. After a second, the normal standby display will appear, and you can use the machine. If NOT PROGRAMMED appears, you entered a personal code that is not stored in the machine.

Note: See page 121 for details on how to store Personal Codes.

Counters

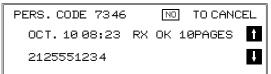
1. Function 6 0 2 2 2 2 9 5

COUNTERS	YES TO END
TX:003256	SCN: 003287
RX:002648	PRT: 002703

2. When you have finished: Yes

Communication Result Display

1. Function 4 1 \rightarrow



 Scroll through the past communications on the screen using ↑ and ↓ .
 □ To print the TCR: No Start

Length Reduction

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image if it is within the following limits.

Paper size in the cassette	Maximum reducible incoming page length	
	Without Optional 400dpi Page Memory	With Optional 400dpi Page Memory
Letter (11")	14.4"	14.4"
Legal (14")	15.1"	15.1"
Double Letter (17")	18.4"	21.7"
A4 (297 mm)	389.3 mm	389.3 mm
B4 (364 mm)	467.5 mm	478.7 mm
A3 (420 mm)	467.5 mm	551.9 mm

If the received image is longer than the above limits, there is no reduction and the image is printed on two sheets of paper. Normally, the last 1 cm of the received image will be repeated at the beginning of the next page.

However, if you wish, the second page can continue from where the first page ended.

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

Label Insertion

In this model, your message will appear as follows at the other end if Label Insertion is switched on in your machine.

Your fax message as received at the other end

TTI (32 characters)	Date and Time		
To: MR SMITH	From: JOHNSON		
From the Quick/Speed Dial Label	From the Personal Code		

To use this feature, you must:

- Switch Label Insertion on for each Speed Dial and Quick Dial that you wish to use this feature with (see the procedures starting on pages 109 and 112).
- Program the Personal Codes of the machine's users, and store their names with their codes (see page 121).
- Program labels with the Speed Dial and Quick Dial numbers (see the procedures starting on pages 109 and 112).
- □ When you make a transmission, use a Quick or Speed Dial, and select the Personal Code option (see page 37).

In the above example, the message was sent using Johnson's personal code. The Quick Dial or Speed Dial used to dial the destination had MR SMITH as the label.

Ordering Toner

To use this feature, you must do the following in advance:

- □ Make sure that digit 7 of User Parameter Switch 4 is at 1. (The machine is given this setting when it leaves the factory, so if you have not changed it, you don't need to worry about this.) See page 104 for details on how to do this.
- □ Store the fax number of your dealer in Quick Dial Key 32. See page 109 for how to store a number in a Quick Dial Key.

After you have done that, you can automatically fax an order for new toner whenever you need to. Each carton contains four toner cartridges.

When you need to order, do the following.

1. 32

ORDER NEW TONER PRESS START : AMOUNT 1

2. Input the number of toner cartridges that you wish to order (the maximum order is 9).

Example: 5



FAX MODE OPERATION

- 3. Start
 - □ Your order is transmitted to your dealer. If the transmission was successful, your machine prints out a report.

Entering PC Printer Mode

If you have obtained the optional printer interface kit for this machine, you must do the following procedure if you wish to enter printer mode. For full details about the printer interface kit, see the operation manual for the printer interface kit.

1. Function 3 7

SET PRINTER MODE	YES TO END
LJET3 A4	

You can now operate the printer.

OMR Sheets

Introduction

Instead of inputting your instructions at the operation panel, you can mark up a special form, called an OMR Sheet, and scan your instructions into the machine. Your machine can accept five types of OMR Sheet.

- User Parameter Program Sheet use this to change the user parameter settings
- Quick/Speed Dial Program Sheet use this to store a number as a Quick Dial or Speed Dial
- Group Program Sheet use this to store numbers into a Group
- Transmission Program Sheet use this to transmit a fax message
- □ Transfer Request Program Sheet use this to make a Transfer Request

This section of the manual first describes the OMR Sheets and how to use them, and finally gives the procedures that you need to carry out to use an OMR Sheet.

Using an OMR Sheet

The general procedure for using an OMR Sheet is as follows.

- 1. Print the OMR Sheet that you need, using Function 54 (see page 91).
- 2. Mark your instructions on the sheet. This will be explained in the following pages.
- 3. Place the OMR Sheet into the feeder, then press Start then Yes .

When you are using an OMR Sheet to send a fax message or make a transfer request, the OMR Sheet must be the first page that is scanned.

See page 90 for a full description of the procedures.

CAUTION:

- OMR Sheets should not be used more than 3 times. If they get dirty, incorrect data may be scanned.
- Do not try to correct mistakes on an OMR sheet with an opaque white correcting fluid. The scanner will treat any spot of white correcting fluid as a black mark on the sheet.
- OMR Sheets must be marked with a felt tip or ball point pen as shown on page 85 and subsequent pages.
- □ Store OMR Sheets in a cool dry place in an airtight bag.
- Do not use cut off portions of OMR Sheets, photocopies of OMR Sheets, or OMR Sheets with paper or adhesive tape attached to them.

Completing an OMR Sheet

Each OMR Sheet contains a number of boxes or fields.

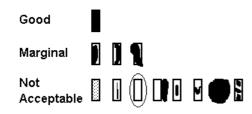
D Boxes are for marking up User Parameter settings, the contrast setting, etc.

□ Fields are for inputting telephone numbers and names.

Marking Up Boxes

The correct way to mark up a box is shown below. Make sure that you follow this rule, or you may get some strange results when you scan the OMR Sheet.

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



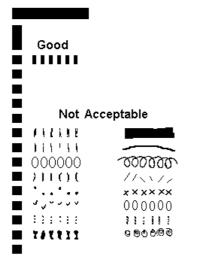
If you need to mark up a consecutive row of boxes, observe the following rules.

Each individual box must be completely filled.

Do not leave a box only partly filled.

□ Gaps between boxes must be kept clear.

See the following diagram for examples of correct and incorrect marking of a row of boxes.





Marking Up Fields

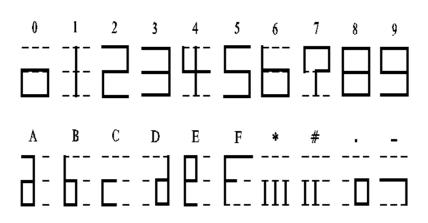
There are two types of field.

- Number Fields: These are for telephone numbers, personal codes, the number of pages (page count), and the time (when using Send Later or TRD).
- **Name Fields:** These are for any names and labels that you need to input.

- Number Fields -

Each digit in a number field consists of a 3×3 rectangular array of dots. You can only write down the characters shown in the following diagram.

CAUTION: You must write each character exactly as shown below, clearly, carefully, and unambiguously. Otherwise, the machine may store the wrong data or dial the wrong telephone number. The machine cannot always detect errors in the data.



- Note: If you wish to send Tonal Signals after a telephone number, use '•' to indicate the start of the tonal signal. See page 79 for more details on Tonal Signals.
 - If you wish to input a pause in the telephone number, use a '-' to indicate a pause.

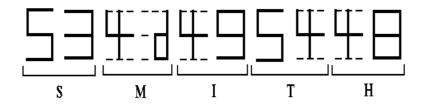
- Name Fields -

In a name field, each letter, symbol, or punctuation mark is represented by two digits. The characters that you can use with this machine are shown below, with the character codes for each one.

Code	Character	Code	Character	Code	Character	Code	Character
20	Space	30	0	40	@	50	Р
21	!	31	1	41	Α	51	Q
22	I	32	2	42	В	52	R
23	#	33	3	43	С	53	S
24	\$	34	4	44	D	54	Т
25	%	35	5	45	E	55	U
26	&	36	6	46	F	56	V
27	3	37	7	47	G	57	W
28	(38	8	48	Н	58	Х
29)	39	9	49		59	Y
2A	*	ЗA	:	4A	J	5A	Z
2B	+	3B		4B	К	5B	[
2C	,	3C	<	4C	L	5C	¥
2D	-	3D	=	4D	М	5D	
2E		3E	>	4E	N	5E	٨
2F	/	3F	?	4F	0	5F	

For example: SMITH

S = code 53, M = code 4D, I = code 49, T = code 54, and H = code 48



Note: The method of writing digits 0 to 9 and letters A to F is the same as explained above for Number Fields. However, if you wish to input a *, #, ●, or -, do not use the method described on the previous page in the explanation of Number Fields; input the two-digit code from the above table.

The Five Types of OMR Sheet

This section describes each of the five types of OMR Sheet and how to mark them. (Using Function 54, print a sample of each OMR Sheet for your reference while you are studying this section.) Procedures for use are on pages 92 and 93.

User Parameter Program Sheet

You can use this sheet to change the settings of the User Parameters. Each parameter is listed, along with each possible setting.

- □ An asterisk next to a setting indicates that this is the factory setting.
- To see the current settings, print the User Parameter List (Function 91, page 127).

To use the User Parameter Program Sheet, mark each setting that you wish to make. For example, to switch Restricted Access on, first look for Restricted Access on the sheet, then black out the box above "ON".



You might find this sheet more easy to understand than the eight-digit User Parameter Switches described on page 105 and following pages.

Quick/Speed Dial Program Sheet

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

- 1. At the top of the sheet, mark up either QUICK or SPEED.
- 2. Mark up the Quick or Speed Dial number that you wish to store. You must mark a Hundreds Digit, a Tens Digit, and a Units Digit.

Example: To program Speed Dial Code 25, mark up the first few lines of the OMR Sheet as follows.

Quick/Speed Dial Program Sheet п Quick Speed _ _ _ _ _ _ _ _ _____ Hundreds Digit 0 1 2 3 4 5 6 7 8 9 . . **.** . _ _ _ _ _ _ _____ Tens Digit 0 1 2 3 4 5 6 7 8 9 _ _ _ _ _ _ пп пп Units Digit 8 9

CAUTION: If you mark a Quick or Speed Dial that already contains a number, the machine will replace the old number without giving you any warning.

- 3. In the "FAX No." field, write the telephone number that you wish to store in the Quick/Speed Dial number that you just marked in steps 1 and 2.
 - □ See "Number Fields" on page 86 for how to do this.
- 4. In the "FAX label" field, write the name that you wish to store with this telephone number.
 - □ See "Name Fields" on page 87 for how to do this.
- 5. For Label Insertion, mark either the ON or the OFF box.

Group Program Sheet

You can use this sheet to program Groups. You can program one Group with each OMR Sheet. However, using this method, you can only store one full telephone number in the Group; the others must all be Speed Dials or Quick Dials. If you wish to store more full numbers in the Group, store them with Function 33 (see page 116) after you have scanned the OMR Sheet.

1. At the top of the sheet, mark the Group number that you wish to program.

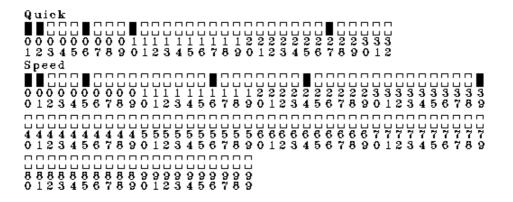
CAUTION: If you mark a Group number that already contains fax numbers, the machine will replace the old numbers without giving you any warning.

- 2. In the "Group Label" field, write in a name for the Group.
 See "Name Fields" on page 87 for how to do this.
- 3. If you wish to include a full telephone number in the Group, write it in the "FAX No." field.

□ See "Number Fields" on page 86 for how to do this.

4. Mark up the Quick and Speed Dials that you wish to place in this Group. Each Quick and Speed Dial has one box above it.

Example: Store Quick Dials 01, 02, 06, 10, and 27, and Speed Dials 00, 01, 05, 16, 24, and 39 into the Group.



Transmission Program Sheet

You can use this sheet to send a fax message. Using this sheet, you can send your fax message to more than one destination, and you can select a range of transmission options. However, you can only dial one full telephone number; all the others must be Quick Dials, Speed Dials, or Groups.

- 1. At the top of the sheet, next to Trans. Mode, mark up either the box above "Memory" or the box above "Immediate".
- 2. Mark up the required contrast, resolution, and halftone type. Also, indicate whether the marker should be ON or OFF, and whether your transmission is in Group 3 or Group 4 mode.
- 3. If you wish to input one of the destinations as a full telephone number, write it down in the "Address (Fax No.)" field.
 - □ See "Number Fields" on page 86 for how to do this.
- 4. Mark each Quick Dial, Speed Dial, and Group that you wish to be the destinations for this fax message.

For example, if you wish to use Quick Dial 01 as a destination, mark the box above 01 in the "Address (Quick Dial)" area.

- 5. If you wish to use Send Later (DIAL AT), TRD, Personal Code, or Page Count, fill the appropriate fields.
 □ See "Number Fields" on page 86 for how to do this.
- 6. Mark either the ON or the OFF box for Voice Request, Economy Transmission, Secure Transmission, Auto Reduction, TTI, and ID Transmission.

Transfer Request Program Sheet

You can use this sheet when you make a Transfer Request.

- 1. At the top of the sheet, next to Trans. Mode, mark up either the box above "Memory" or the box above "Immediate".
- 2. Mark up the required contrast, resolution, and halftone type. Also, indicate whether the marker should be ON or OFF, and whether your transmission is in Group 3 or Group 4 mode.

- 3. Input the number of the Transfer Broadcasting Station. To do this, either:
 - Write the full telephone number of the Transfer Broadcasting Station in the "Transfer Station (Full No.)" field. See "Number Fields" on page 86 for how to write numbers on OMR Sheets.
 - □ Mark one of the Quick Dials in the "Transfer Station (Quick Dial)" row of boxes.
 - □ Mark one of the Speed Dials in the "Transfer Station (Speed Dial)" row of boxes.

NOTE: You can only enter one Transfer Broadcasting Station on the OMR Sheet. Refer to page 57 and to the Facsimile Features Manual for all conditions required to perform a Transfer Request.

- 4. Mark the end receivers.
 - You must mark the end receivers as Speed Dials, Quick Dials, and Groups that are stored in the Transfer Broadcasting Station. Do not input any of your own stored Quick Dials, Speed Dials, or Groups here.
 - Confer with the operator of the Transfer Broadcasting Station if you need their latest list of stored telephone numbers.

Example: If one of the end receivers is stored in the Transfer Broadcasting Station as Speed Dial 10, mark the box above 10 in the "Receiver (Speed Dials in Transfer Station)" area.

Procedures

To Print an OMR Sheet

- **Note:** You must have A4-size paper in the cassette before you print an OMR Sheet.
 - 1. Function 5 4
 - 2. Select the OMR Sheet that you wish to print.
 - Use the key to scroll through the possible selections until the correct one is displayed on the screen.



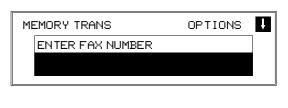


3. Start

Using an OMR Sheet to Send a Fax Message

After marking up the OMR Sheet, do the following:

- 1. Make sure that the machine is in standby mode for faxing (see page 30).
- 2. Either:
 - Using the automatic document feeder: The pages must be placed face up in the feeder, with the first page at the bottom of the stack, and the OMR sheet face up under everything.
 - If you have no automatic document feeder, place the OMR Sheet face down on the exposure glass.
 - **Note:** The OMR Sheet must be the page that is scanned first.
- 3. Start



SCAN PROGRAM SHEET?	
YES OR NO	

- 4. **Yes**
 - The machine scans the OMR Sheet, then scans and sends the fax message in accordance with the instructions on the OMR Sheet. Then, the machine returns to standby mode.

For users with no automatic document feeder

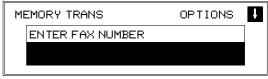
After the OMR Sheet has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- □ Immediate Transmission: See page 36.
- □ Memory Transmission: See page 30.

Using an OMR Sheet to Program the Machine

After marking up the OMR Sheet, do the following.

- 1. Place the OMR Sheet in the feeder face up.
 - If you have no automatic document feeder, place it face down on the exposure glass.



2. Start

SCAN PROGRAM SHEET?	
YES OR NO	

3. Yes

The machine scans the OMR Sheet and programs itself in accordance with the instructions marked on the OMR Sheet. Then it returns to standby mode.

Errors

If the machine finds an error, it stops scanning the OMR Sheet, and displays an error message that shows you where the problem is. No data is stored or fax message sent. Correct the error and scan the OMR Sheet again.

PROGRAMMING THE MACHINE - INSTALLATION

Language Selection

1. Function 6 0 2 2 2 2 2 9 4

Lf	ANGUAGE		SELECT	ţ	ţ
	ENGLISH	FRENCH	SPANISH		
	GERMAN	I TAL IAN	SWEDISH		

Use the ← and → arrows on the scroll key to move the cursor to the correct language. Press Yes Function to finish.

CAUTION: Once you have done this, all displays and reports will be in the selected language.

Date and Time

1. Function 6 0 2 2 2 2 2 9 2

CLOCK	INPUT DATE/TIME	
01	FEB 1994 (SAT) 01:56	
	🖛 <table-cell-rows> YES TO END</table-cell-rows>	

- 2. Use the \leftarrow and \rightarrow arrows on the scroll key to move the cursor across the display. Use the keypad to correct the individual elements.
 - □ To change the month, move the cursor to the month and scroll through the months with the ↑ and ↓ keys.
 - □ Press Yes Function when the display is correct.

Country Code

1. Function 6 0 2 2 2 2 6 1

COUNTRY CODE	
YES TO SET	PREVIOUS 🚹
NO TO CANCEL	NEXT 🖡
COUNTRY CODE	
COUNTRY CODE ID SETTING	

- 2. Yes
- Input only your country code. Do not input your international dial access code. Example: UK - 4 4

COUNTRY CODE	
YES OR CLR . NO	
44	

4. Yes Function

Telephone Number

- Function 6 0 2 2 2 2
 6 1 ↓
- 2. Yes

OWN ANALOG NUMBER YES TO SET NO TO CANCEL	PREVIOUS 1 NEXT 1	FAX MODE OPERATION
OWN ANALOG NUMBER		
	YES TO END	

- 3. Input your fax terminal's telephone number.
 The format of the number must be as follows:
 International Dial Prefix, Your Country Code, Your Area Code, then a Pause, followed by your telephone number.
 Check the International Dial Prefix and the Country Code with your local telecommunications operator. The example shown below is for the UK; the codes to add are 010 and 44.
 NOTE: You must add a pause between
 - the area code and the local number. Use the **Pause** key to add a pause.

OWN ANALOG NUMBER [YES] OR [CLR] + [NO] 0104471-5551234

4. Yes Function

PREVIOUS

NEXT U

YES TO END

YES TO END

AREA CODE PREFIX

NO TO CANCEL

AREA CODE PREFIX 212-5551234

AREA CODE PREFIX

212-5551234

Area Code Prefix

- Function 6 0 2 2 2 2
 6 1 ↓ x 2
- 2. Yes
- 3. Input the area code prefix (0 for the UK). Check this code with your local telecommunications operator.
- 4. Yes Function

Own ISDN-G4 Number (Group 4 Kit Required)

1. Function 6 0 2 2 2 2

6 1 then \downarrow until the screen is as shown opposite.

OWN ISDN-64 NUMBER	
YES TO SET	PREVIOUS
NO TO CANCEL	NEXT IJ
OWN ISDN-G4 NUMBER	
	YES TO END

:0-9

:0-9

- 2. Yes
- 3. Input your ISDN number for Group 4 communications.

The format of the number must be as follows: International Dial Prefix, Your Country Code, Your Area Code, then you must input a Pause, followed by your telephone number. After that, if your ISDN G4 number contains a subaddress, type a slash followed by the subaddress number. Check the International Dial Prefix and the Counter Code with your local telecommunications operator. The example shown below is for the UK; the codes to add are 010 and 44.

- □ Use the Pause key to add a pause.
- To type the backslash, you must have programmed one of the User Function Keys to input a subaddress (see page 77 for how to program a User Function Key). Press that User Function Key to input the slash, then input the subaddress.

OWN ISDN-64 NUMBER <u>YES</u> OR <u>CLR</u> · NO Ø1Ø4471-5551234/2468

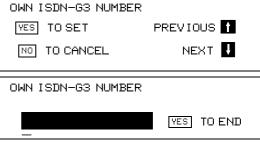
4. Yes Function

Own ISDN-G3 Number (Group 4 Kit Required)

1. Function 6 0 2 2 2 2

6 1 then \downarrow until the screen is as shown opposite.

2. **Yes**



3. Input your ISDN number for Group 3 communications.

The format of the number must be as follows: International Dial Prefix, Your Country Code, Your Area Code, **then you must input a Pause**, followed by your telephone number. After that, if your ISDN G3 number contains a subaddress, type a slash followed by the subaddress number. Check the International Dial Prefix and the Country Code with your local telecommunications operator. The example shown below is for the UK; the codes to add are 010 and 44.

- □ Use the Pause key to add a pause.
- To type the backslash, you must have programmed one of the User Function Keys to input a subaddress (see page 77 for how to program a User Function Key). Press that User Function Key to input the slash, then input the subaddress.

OWN ISDN-G3 NUMBER YES OR CLR . NO Ø104471-5551234/2468 FAX MODE OPERATION

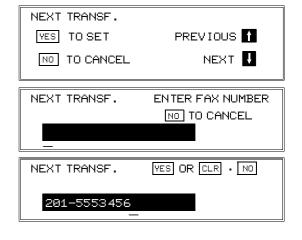
4. Yes Function

Next Transfer Station (Group 4 Kit required)

1. Function 6 0 2 2 2 2

6 1 then \downarrow until the screen is as shown opposite.

- 2. **Yes**
- 3. Input the number of the Next Transfer Station.



4. Yes Function

ID Code

This is the ID Code that you use with Polling, ID Transmission, Transfer Request, and Closed Network. If the ID Codes of all the machines taking part in these types of communication are not the same, the communication will fail.

1. Function 6 0 2 2 2 2

6 1 then \downarrow until the screen is as shown opposite.

2. Yes

ID CODE	
YES TO SET	PREVIOUS 🚹
NO TO CANCEL	NEXT ↓
i	
ID CODE	
ID SETTING	
	YES TO END

3. Input the ID Code that you will be using. Example: 4 3 6 3

Do not use 0000 or FFFF.

ID CODE	
YES OR CLR . NO	
4363	

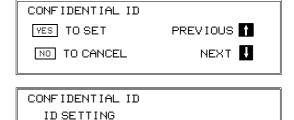
4. Yes Function

Confidential ID (Memory Card or Hard Disk required)

1. Function 6 0 2 2 2 2

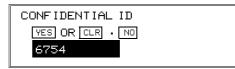
6 1 then \downarrow until the screen is as shown opposite.

- If no memory card or hard disk is installed, you will not see this prompt.
- 2. Yes



YES TO END

- Input the Confidential ID that you will be using. Example: 6 7 5 4
 - You must input this ID when you wish to print a confidential message. If you cannot output a confidential file with this ID, the sender may have over-ridden your ID. Contact the sender.
- 4. Yes Function



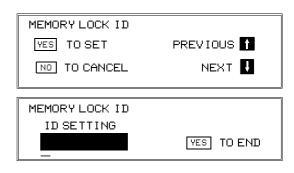
If you do not store a Confidential ID, you will not be able to receive confidential messages.

Memory Lock ID (Memory Card or Hard Disk required)

1. Function 6 0 2 2 2 2

6 1 then \downarrow until the screen is as shown opposite.

- If no memory card or hard disk is installed, you will not see this prompt.
- 2. Yes



MEMORY LOCK ID

6754

- Input the Memory Lock ID that you will be using. Example: 6 7 5 4
 - You must input this ID when you wish to print an incoming message that was stored under the protection of the Memory Lock feature.
- 4. Yes Function

NOTE: To print messages from Memory Lock, see page 79.

If you wish to use Memory Lock, make sure that it is switched on (use Function 81). See page 102 for details.

FAX MODE OPERATION

ABC

RTI (Remote Terminal Identification)

Your RTI appears on the other party's operation panel during communication.

- 1. Function 6 0 2 2 2 2 **6 1** then \downarrow until the screen is as RTI shown opposite. YES TO SET PREVIOUS NO TO CANCEL NEXT 👢 2. Yes RTI NO TO CANCEL ABC 3. Input the RTI that you will be using. Example: XYZ COMPANY Not more than 20 characters. Note: RTI YES OR CLR . NO Input and editing are 2
- 4. Yes Function

TTI (Transmit Terminal Identification)

explained on page 7.

Your TTI is printed at the other end on the top edge of each page that you send.

TTI

1. INPUT

SELECT

1. Function 6 0 2 2 2 2

6 1 then \downarrow until the screen is as shown opposite.

TTI PREVIOUS YES TO SET NEXT IJ NO TO CANCEL

LABEL INSERTION

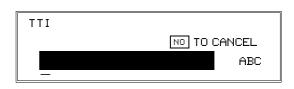
2. COPYRTI

YES TO END

XYZ COMPANY



- 3. Either:
 - Copy the RTI across and store that as the TTI: 2 . Then, if you wish to edit the TTI: \uparrow . Go back to step 2.
 - Input a new TTI or edit the TTI that is already there: 1. Go to step 4.



4. Input the TTI that you will be using. Example: XYZ COMPANY HEAD OFFICE

Note: Not more than 32 characters.



Input and editing are explained on page 7.

TTI	YES OR CLR . NO	
XYZ CO. HEAD	OFFICE ABC	

5. **Yes** Function

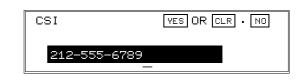
CSI (Called Subscriber Identification)

Your CSI appears on the other party's operation panel during communication instead of your RTI, if the other party's machine is another manufacturer's product.

- 1. |Function||6||0||2||2||2||2| **6 1** then \downarrow until the screen is as CSI shown opposite. PREVIOUS YES TO SET NEXT IJ NO TO CANCEL **OPERATION** 2. **Yes** CSI YES TO END
- 3. Input your telephone number.

Note: Not more than 20 digits.

 \Box If you wish to input a "+" sign, to signify your international dial access code: 31



4. Yes Function

In some countries, this procedure must be done by a service technician.

Telephone Line Type

Change this using Function 81 (On/Off Switches). See page 102.

In some countries, this must be done by a service technician.

Note: Make sure that the switch on your handset is also set up correctly. TT = Touch Tone, DP = Pulse Dial

PROGRAMMING THE MACHINE - SWITCHES AND SETTINGS

On/Off Switches

1. Function 6 0 2 2 2 2 2 8 1

PSTN LINE TYPE	SELECT 🗲 🗖
DP	TT 1

The first displayed item is the telephone line type: DP = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.

 Scroll through the list of features with ↑ and ↓ until the required feature appears.

Example: Forwarding - press J 3 times.

3. Change the setting by using \leftarrow

FORWARDING ON	SELECT - OFF 1 YES TO END
FORWARDING	SELECT 🗖 🗖

YES TO END

4. Either:

or \rightarrow .

- \square Change another setting: Go to step 2.
- □ Finish: Yes Function

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 you have installed with the machine (¹: Memory or hard disk required, ²: Optional paper feed unit required), ³: Optional sorter required), ⁴: In some countries, this setting can only be done by a service technician, ⁵: Optional printer interface kit required.

Feature	\downarrow	Feature	\downarrow
Telephone Line Type ⁴	None	Halftone Type	8 times
Authorized Reception	Once	Daylight Saving Time/Summer Time	9 times
Memory Lock ¹	Twice	File Retention Time	10 times
Forwarding ¹	3 times	Printouts Face Down in Copy Tray ³	11 times
Specified Cassette Selection ²	4 times	Tray Selection: Copy Output ³	12 times
Night Timer	5 times	Tray Selection: Fax Output ³	13 times
RDS	6 times	Tray Selection: Printer Output ^{3,5}	14 times
Confidential File Report ¹	7 times	Cassette for Printer ⁵	15 times

As well as a series of on/off switches, Function 81 allows access to the following features.

□ Telephone Line Type

DP: Pulse Dial TT: Touch Tone

□ Halftone Type

SPD MODE: The machine will use the Basic Halftone Process. STD MODE: The machine will use the higher quality Error Diffusion Process.

Printouts Face Down - This feature requires the optional sorter upgrade You can instruct the machine to deliver outputs face down. This means that the first page of your printouts will be on top when you turn the stack of outputs in the copy tray the right way up. In addition, you can instruct the machine to deliver printouts face down only to certain bins of the sorter.

2nd BIN: Outputs are delivered face down only to the 2nd sorter bin. 3rd BIN: Outputs are delivered face down only to the 3rd sorter bin. 2nd/3rd BIN: Outputs are sent face down only to the 2nd and 3rd sorter bins. OFF: No outputs are delivered face down.

Note that using this feature, multiple copies of multi-page documents will not be collated. For collated copies, it is better to use the Reverse Order Printing feature (to set up this feature, adjust user parameter 05 digit 1; see page 107).

Tray Selection - This feature requires the optional sorter upgrade This machine can be used as a fax machine, as a fully-featured photocopier, or as a laser printer for a personal computer (the latter requires the printer interface upgrade kit).

If the machine has a sorter, the Tray Selection feature allows you to instruct the machine to use a different tray of the sorter for each operating mode (Copy mode, Fax mode, and Printer mode). This reduces the amount of work you will have to do when sorting out the machine's output.

Tray Selection: Copy Output

1st TRAY: Outputs in copy mode are delivered to the first tray of the sorter. 2nd TRAY: Outputs in copy mode are delivered to the second tray of the sorter. 3rd TRAY: Outputs in copy mode are delivered to the third tray of the sorter.

Tray Selection: Fax Output

1st TRAY: Outputs in fax mode are delivered to the first tray of the sorter. 2nd TRAY: Outputs in fax mode are delivered to the second tray of the sorter. 3rd TRAY: Outputs in fax mode are delivered to the third tray of the sorter.

Tray Selection: Printer Output (this feature is only available if the optional printer interface kit has been installed)

1st TRAY: Outputs in printer mode are delivered to the first tray of the sorter. 2nd TRAY: Outputs in printer mode go to the second tray of the sorter. 3rd TRAY: Outputs in printer mode are delivered to the third tray of the sorter.

Cassette for Printer: Use this feature to select which cassette to use for printouts made from your PC. See the operation manual for the printer interface kit for full details.

FAX MODE OPERATION

User Parameter Settings	OMR				
1. Function 6 0 2 2 2	2				
9 1		USER PARAM	ETER	PRINTLIST	→
		DEFAULT:	01000000	1	Î
		SWITCH00:	01000000	YES TO END	Ŧ

- □ At this time, you can print a User Parameter List if you press \rightarrow Start .
- 2. 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.
 - $\hfill\square$ The top line shows the settings normally seen in a machine just delivered from the factory.
- 3. To change the required setting, press a number from 0 to 7 corresponding to the digit that you wish to change.

Example:	0.	The value of the digit
changes, i	n this	case from 0 to 1.

USER PARAME	TER	PRINTLIST	ţ
DEFAULT:	01000000		Î
SWITCH00:	01000001	YES TO END	ţ

Each switch contains 8 digits, which act as on/off switches for various features. The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

- 4. Either:
 - □ Scroll through the switches with \uparrow and \downarrow until the required switch appears. Then go to step 3.
 - □ Finish: Yes Function

The user parameter switches are explained on the following pages.

Switch 00 - Home position settings

Digit	Purpose
0	Marker 0: Off 1: On (successfully scanned documents will be marked)
1	Automatic Contrast Selection0: Off1: OnIf this feature is switched on, the machine will automatically select what it believes to be the most suitable contrast setting based on its scan of the document.
2	Do not change this setting.
3 4	ResolutionBit 4Bit 3SettingBit 4Bit 3Setting00Standard10Super Fine01Detail11Do not use this setting
5	Transmission mode0: Memory transmission1: Immediate transmission
6	 If you change any of the contrast, resolution, transmission mode, marker, 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.
7	Do not change this setting.

Switch 01 - Printing of various items on received messages

Digit		Purpose			
	your machine when it is acting	Mark to be printed at the receiving side to distinguish messages that are sent from your machine when it is acting as a forwarding station (Memory card or hard disk			
0	required) 0: Off 1: On	Forwarding mark:			
1	Centre mark	0: Off	1: On		
2	Reception time	0: Off	1: On		
3	Do not change this setting.				
4	Chequered mark	0: Off	1: On		
	Printing of the Command Inform	nation Line (ISDN kit required	1)		
F		0: Off	1: On		
5	When communicating over the	ISDN, this has the same effect	t as the TTI On/Off		
	setting.				
6, 7	Do not change these settings				

Switch 02 - Automatic printing of reports

Digit	Purpose						
0	Transmission result report (memory transm	nission)					
0		0: Off	1: On				
1	Do not change this setting.						
2	Memory storage report	0: Off	1: On				
3	Polling reserve report	0: Off	1: On				
4	Polling result report (polling reception)	0: Off	1: On				
F	Transmission result report (immediate transmission)						
5		0: Off	1: On				
6	Polling clear report	0: Off	1: On				
7	Journal	0: Off	1: On				

Switch 03 - Automatic printing of reports

Digit	Purpose
0	Inclusion of part of the image on the following reports: Transmission Result Report, Memory Storage Report, Polling Clear Report, Communication Failure Report, Transfer Result Report, Transmission Deadline Report, Polling Confirmation List 0: No 1: Yes
1 to 7	Do not change these settings.

Switch 04 - Various

Digit	Purpose
0	Do not change these settings.
2	Automatic reduction 0: Off 1: On
3	Do not change this setting.
4	Silent Ringing Detection 0: Off 1: On
5	Restricted Access 0: Off 1: On
6	Do not change this setting.
7	Ordering Toner 0: Disabled 1: Enabled If this is set to 1, store your dealer's fax number in Quick Dial Key 32. Then, when you need to order toner, use the procedure on page 83. If you wish to use Quick Dial 32 for a number other than that of your dealer, set this digit to 0. Quick Dial Key 32 can now be programmed in the same way as other Quick Dial Keys. However, you will not be able to use the Ordering Toner feature.

Switch 05 - Various

Digit	Purpose					
0	Substitute reception	0: Off	1: On			
1	Multi-sort document reception with reverse or required)	der printing (Mer	nory card or hard disk			
		0: Off	1: On			
2	Do not change this setting.					
3	Memory reception if no RTI or CSI received	0: Possible	1: Not possible			
4 to 7	Do not change these settings.					

Switch 06 - Do not use

Switch 07 - Contrast and Halftone mode default settings

Digit					Pu	pose				
0	Contrast	-			Setting	E	Bit 2	2 Bit 1		Setting
1		0	0 1	0 0	Normal Lighten		1	0	0 1	Darken Darken slightly
2		Ő	1	1	Lighten			Others	s:	Do not use
3	Halftone mode	Bit	4 Bi		-	Bi	t 4	Bit 3		•
4			0 0		ext ext/Photo		1 1	0 1	Photo Text)
5 to 7	Do not change	these	e sett	ings.						

Economy Transmission Time

1. Function 6 0 2 2 2 2 7 4

ECONOMY TX	
TIME= 11 :0	30AM
	YES TO END

- 2. Input the time that you always wish Economy Transmissions to start.
- 3. Press **Yes Function** when the display is correct.

PROGRAMMING THE MACHINE - ADJUSTMENTS

Volume Adjustments

1. Function 6 0 2 2 2 2 9 3



- 2. \Box Increase: \rightarrow
 - Decrease:
 - Test the current setting: Start . Press Stop when you have finished the test.
 - □ Accept: Yes

SET VOLUME
← >>>> →
YES TO END

3. Repeat step 2 for the other monitors and the buzzer.

STORING TELEPHONE NUMBERS AND PERSONAL CODES

Programming Quick Dial

This machine has 32 Quick Dial Keys (01 to 32), each of which can be programmed as a Quick Dial Number, a Group, or a Keystroke Program. The page number shows the location of the programming procedure.

1	Quick Dial Number	A fax or telephone number.	This page
2	Group	A set of fax numbers that you often wish to send the same fax to at the same time.	Page 116
3	Keystroke Program	A program of settings, features, and destinations.	Page 49

Programming a New Quick Dial

- 1. Function 3 1
 - □ At this time, you can print a Quick Dial List if you press → Start .
- 2. Press the Quick Dial Key that you wish to program. Example: **01**
 - □ If you pressed the wrong key, press No .
- 3. Yes
- 4. Enter the telephone number at the operation panel's ten key pad.

		7
QUICK DIAL	CHOOSE KEY	
	PRINT LIST 🗖	
	NO TO CANCEL	
		MODE
QUICK DIAL	YES OR NO	AX] PER
01	t	ΟE
	Ų	
QUICK DIAL	ENTER FAX NUMBER	
0 1	NO TO CANCEL	
QUICK DIAL	YES OR CLR . NO	
0 1		
0715551234		
		J.

If your machine is behind a PBX, include the access code and a pause before the telephone number.

For an international number, place a pause after the country code. To input a pause, press the Pause key.

QUICK D	IAL	ENTER LABEL	
0 1			
			ABC
Į			

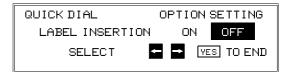
6. Either:

Input a label using the Quick Dial keys. Then press Yes.

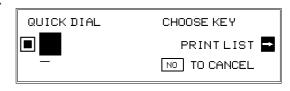


Inputting and editing labels: see page 7.

Do not program a label: Press Yes .



7. Switch Label Insertion on or off.
 Use the ← and → arrows on the scroll key to select the required setting.
 Then: Yes



CHOOSE KEY

NO TO CANCEL

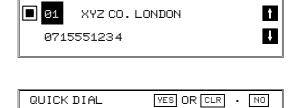
YES OR NO

PRINTLIST

- 8. Either
 - Program another: Go to step 2
 - Finish: Function

Editing a Quick Dial Key

- 1. Function 3 1
- 2. Press the Quick Dial key that you wish to edit. Example: **01**
 - If the wrong number is displayed, use the ↑ and ↓ keys to scroll through the Quick Dial Keys on the screen.
- 3. **Yes**



QUICK DIAL

QUICK DIAL

0715551234

01

4. Edit the number.

After entering the new number, press Yes .

QUI	ICK DIAL	YES OR CLR ·	NO
• e	91		
×	YZ CO. LONDO	DN	ABC

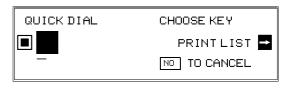
- 5. Either
 - □ Change the label: Edit the existing label, then press **Yes**.
 - □ Keep the label as it is: Yes



Inputting and editing labels: see page 7.

6. Switch Label Insertion on or off.
 Use the ← and → arrows on the scroll key to select the required setting.
 Then: Yes

QUICK DIAL	OPTION SETTING
LABEL INSERTION	ON OFF
SELECT	YES TO END



QUICK DIAL

QUICK DIAL

QUICK DIAL

0715551234

01

Ø1

CHOOSE KEY

YES OR NO

YES OR CLR .

PRINTLIST

1

ł

NO

- 7. Either
 - □ Program another: Go to step 2.
 - Finish: Function

Erasing a Quick Dial Key

- 1. Function 3 1
- 2. Press the Quick Dial key that you wish to erase. Example: **01**
 - If the wrong number is displayed, use the ↑ and ↓ keys to scroll through the Quick Dial Keys on the screen.
- 3. **Yes**
- 4. Erase the number: No .

0715551234	
	ENTER FAX NUMBER
 Ø1 	

XYZ CO. LONDON

After erasing a number, you may store a new one to replace it if you wish. If you do not wish to store a new number, press **No** again. Then go to step 2 to continue or press **Function** if you have finished.

FAX MODE OPERATION

ENTER SPEED CODE

NO TO CANCEL

PRINTLIST

Programming Speed Dial

OMR

SPEED DIAL

 \boxtimes

Programming a New Speed Dial

- 1. Function 3 2
 - □ At this time, you can print a Speed Dial List if you press → Start .
- Input the Speed Dial Code that you wish to program (from 00 to 99).
 Example: 0 0
 - □ If you input the wrong code, press No .
- 3. Yes
- 4. Enter the telephone number at the operation panel's ten key pad.

SPEED DIAL	YES OR NO 1 ↓
SPEED DIAL	ENTER FAX NUMBER
SPEED DIAL	YES OR CLR · NO

If your machine is behind a PBX, include the access code and a pause before the telephone number.

For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**

SPEED DIAL ENTER LABEL

- 6. Either:
 - Input a label using the Quick Dial keys (such as XYZ CO. TOKYO).
 Then press Yes .

SPEED DIAL	YES OR CLR · NO
00 🛛	
INPUT: X	ABC

 Do not program a label for this number: Press Yes . Go to step 9.

FAX MODE OPERATION STORING TELEPHONE NUMBERS AND PERSONAL CODES

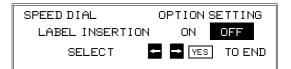
- 7. The letter shown next to "INPUT" will be used with the Telephone Directory feature when searching for a name. Either:
 - □ Do not change the letter : press **Yes** ; go to step 8.
 - □ If you wish to use another letter, input the letter.
 - Example: Change to "T" for Tokyo;

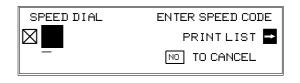
Clear T Yes



Inputting and editing labels: see page 7.

 8. Switch Label Insertion on or off.
 Use the ← and → arrows on the scroll key to select the required setting. Then: Yes

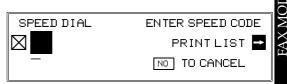




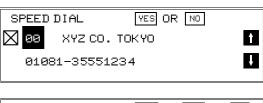
- 9. Either:
 - □ Program another: Go to step 2.
 - Finish: Function

Editing a Speed Dial

1. Function 3 2



- 2. Input the Speed Dial Code that you wish to edit. Example: 0 0
 - If the wrong number is displayed, press No or use the ↑ and ↓ keys to scroll through the Speed Dial Codes on the screen.



3. **Yes**

SPEED DIAL YES OR CLR • NO 00 01081-35551234 -

- 4. Edit the number.

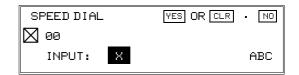
After entering the new number, press Yes .

SPEED DIAL	YES OR CLR .	NO
00 🛛		
ХҮХСО. ТОКҮО		ABC

- 5. Either
 - □ Change the label: Edit the existing label, then press **Yes**.
 - □ Keep the label as it is: Yes



- Inputting and editing labels: see page 7.
- 6. Either:
 - Change the letter in the INPUT column (for example, to P): Clear P Yes
 - Do not change the letter: Yes . Go to step 7.



SPEED DIAL	OPTION SETTING
LABEL INSERTION	ON OFF
SELECT	🗕 🕂 YES TO END

- 7. Switch Label Insertion on or off. Use the
 - \leftarrow and \rightarrow arrows on the scroll key

to select the required setting.

Then: Yes



- 8. Either
 - □ Program another: Go to step 2.
 - Finish: Function

SPEED DIAL

🛛 00

Erasing a Speed Dial Code

1. Function 3 2

SPEED DIAL	ENTER SPEED CODE
\boxtimes	PRINTLIST 📑
	NO TO CANCEL

- 2. Input the Speed Dial Code that you wish to erase. Example: **0 0**
 - ☐ If the wrong number is displayed, press No or use the ↑ and ↓ keys to scroll through the Speed Dial Codes on the screen.

SPEED DIAL YES	OR NO
🛛 🕫 ХҮХ СО. ТОКҮО	Ť
01081-35551234	

- 3. Yes
- 4. Erase the number: No .

01081-35551234	
SPEED DIAL	ENTER FAX NUMBER
00 🛛	NO TO CANCEL

YES OR CLR .

NO

OPERATIO

After erasing a number, you can store a new one to replace it.

If you do not wish to store a new number, press No again, then go to step 2 to continue or press Function if you have finished.

FAX MODE OPERATION

Programming Groups



Groups allow you to combine numbers already stored in Quick Dial Keys or Speed Dial Codes or other numbers entered at the keypad into one group, for easy sequential transmission to all the numbers in that group.

Note: See page 47 for information on how to dial a group.

The Group programming procedure has several modules. Entering Group Programming mode will be explained first, followed by each of the modules.

Entering Group Programming Mode and Selecting a Group

- 1. Function 3 3
 - □ At this time, you can print a Group List if you press \rightarrow Start .



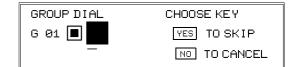
2. Input the number of the group that you wish to program.

There are 10 groups, from 01 to 10.

Example: Group 01, 0 1 Yes

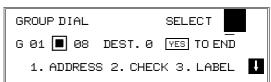
- □ If this is a pre-existing group, go to step 4.
- 3. Press the Quick Dial Key in which you wish to store this new group. Example: 08

□ If you pressed the wrong key: **No**



GROUP DIAL G 01 🔲 08	YES OR NO	↑ ↓

4. Yes



You are now ready to access one of the five Group Programming Modules. These are explained on the following pages.

Storing Numbers in a Group

First, enter Group Programming mode as explained on page 116. Then:

1. Press 1	GROUP DIAL ENTER FAX NUMBER G Ø1 ■ Ø8 DEST. Ø № TO CANCEL
 Input the number that you wish to store in the group. For example: Quick Dial 25: 25 	
	G Ø1 🔲 Ø8 DEST. Ø
Speed Dial 00: Speed Dial 0 0	GROUP DIAL YES OR CLR · NO G Ø1 🔲 Ø8 DEST. Ø
Full number: Input at the keypad	GROUP DIAL VES OR CLR . NO
on the operation panel.	G 01 08 DEST. 0 010-81-6-5842261 GROUP DIAL ENTER FAX NUMBER
 3. Store the number in the group: Yes The number after DEST has increased by 1. The number after DEST shows how many telephone numbers are stored in the group. 	GROUP DIAL ENTER FAX NUMBER G 01 ■ 08 DEST. 1 № TO CANCEL —
NOTE: See the table on page 13 concerning numbers can be stored in a group.	ng the limitations on how many
 4. Either: Input another number: Go to step 2. Finish storing numbers in this 	 1
group: No.	GROUP DIAL SELECT

Now, you can either:

- \Box Use another module (press a key from 1 to 5).
- Start working on another Group (press Yes then go to step 2 of the procedure on page 116).
- $\hfill\square$ Return to standby mode by pressing \hfill .

1. ADDRESS 2. CHECK 3. LABEL

FAX MODE OPERATION

SELECT

Ļ

Checking Which Numbers are Already in the Group

First, enter Group Programming mode as explained on page 116. Then:

1. Press **2**.

GROUP DIAL NO TO CANCEL G 01 08 DEST. 1/25 CLR: CLR XYZ COMPANY ROME

G 01 🔳 08 DEST. 0 YES TO END

1. ADDRESS 2. CHECK 3. LABEL

- 2. Press ↓ to scroll through the numbers on the display.
 □ To erase the displayed number:
 Clear . Go to step 3.
 - When you have finished checking this group: No
 Go to step 3.
- 3. Now, you can either:
 - \square Use another module (press a key from 1 to 5).
 - □ Start working on another Group (press Yes then go to step 2 of the procedure on page 116).
 - □ Return to standby mode by pressing **Function**.

Storing a Label for this Group

First, enter Group Programming mode as explained on page 116. Then:

1. Press 3.

GROUP DIAL	ENTER LABEL
G 01 🔳 08	
	ABC

2. Input a label for the group using the Quick Dial keys. Example: EUROPE BRANCHES



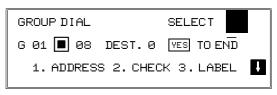
Inputting and editing labels: see page 7.

G 01 08 EUROPE BRANCHES GROUP DIAL SELECT

YES OR CLR . NO

GROUP DIAL

3. Press Yes .



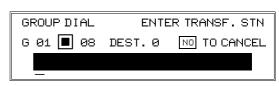
Now, you can either:

- □ Use another module (press a key from 1 to 5).
- Start working on another Group (press Yes then go to step 2 of the procedure on page 116).
- □ Return to standby mode by pressing **Function** .

Storing a Group Transfer Station

First, enter Group Programming mode as explained on page 116. Then:

1. Press 4 .



- 2. Store the telephone number of the terminal that you wish to act as the Group Transfer Station for this group.
 - Input the number as a Quick Dial, Speed Dial, or full number at the keypad.

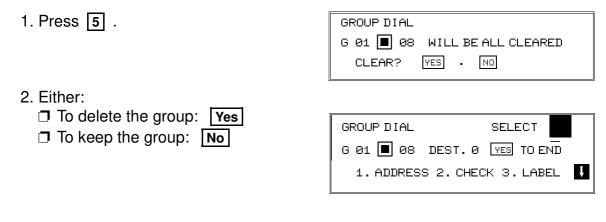
Example: Quick Dial 15, press 15.		
	G 01 🔳 08 DEST. 0	
	15 XYZ COMPANY NEW YORK	
3. Yes	GROUP DIAL SELECT	
	G 01 🔳 08 DEST. 0 YES TO END	Z
	1. ADDRESS 2. CHECK 3. LABEL 🚺 🗧	LIO
Now, you can either:	W	RA
□ Use another module (press a key from 1 to	o 5).)PE
□ Start working on another Group (press Ye procedure on page 116).	es then go to step 2 of the)

Return to standby mode by pressing Function .

Erasing the Group

This procedure deletes this Group and all the numbers stored in it. The Speed Dial Codes and Quick Dial Keys that you used in this Group will not be deleted from the memory; you can continue to use them for other purposes.

First, enter Group Programming mode as explained on page 116. Then:



Now, you can either:

- \square Use another module (press a key from 1 to 5).
- □ Start working on another Group (press Yes then go to step 2 of the procedure on page 116).
- □ Return to standby mode by pressing **Function** .

Personal Codes

Personal Codes allow you to track machine usage; they are printed for each communication on the Journal and other reports. They can also be used with the Restricted Access feature, to ensure that unauthorized personnel do not use the machine.

Each user can be given a Personal Code. With each code, you can store:

- A name: This will be printed on reports to identify the users of the machine.
- A Confidential ID: This must be different for each Personal Code. If somebody sends you a confidential message, they can override the machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of your code. If so, the machine will print a report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.

Note: You can only store Confidential IDs if you have an optional memory card or hard disk.

Storing a Personal Code

If you do not wish to store a label: Yes . Go to step 6.

1. Function 6 0 2 2 2 2 7 1 PERS. CODE ENTER ID CODE **OPERATION** PRINTLIST □ At this time, you can print a Personal Code List if you press \rightarrow Start . NO TO CANCEL 2. Input a Personal Code that you want to store in your machine for later use. Example: **5 4 7 7** PERS. CODE YES OR NO □ If you input the wrong code, 5477 press No . 3. **Yes** PERS. CODE ENTER LABEL 5477 ABC 4. Input a name for this Personal Code us-PERS. CODE YES OR CLR . NO ing the Quick Dial keys. 5477 Example: JOHNSON JOHNSON ABC Inputting and editing labels: see page 7.

FAX MODE OPERATION

NO TO CANCEL

5. **Yes**

CONF. ID SETTING
YES TO END

- 6. Either:
 - If you do not have an optional memory card or hard disk, go to step 8.
 - Input a Confidential ID for the personal code used by this user.
 Example 4 6 5 6

If you do not wish to store an ID: \fbox{No} . Go to step 8.

PERS. CODE YES OR CLR · NO 5477 JOHNSON 4656 PERS. CODE ENTER ID CODE PRINT LIST ➡

7. **Yes**

- 8. Either:
 - \square Enter another code: Go to step 2.
 - ☐ Finish: Function

Editing or Erasing a Personal Code

- 1. Function 6 0 2 2 2 2 7 1 PERS. CODE ENTER ID CODE PRINTLIST -NO TO CANCEL 2. Input the Personal Code that you wish to edit. Example: **5 4 7 7** PERS. CODE YES OR NO □ If you input the wrong code, 5477 JOHNSON press No . CLR: CLR 3. Either: Erase this Personal Code: Clear Yes Go back to step 2. Edit the contents of this code: Yes PERS. CODE YES OR CLR . NO Go to step 4. 5477 JOHNSON ABC FAX MODE OPERATION 4. Edit the name stored with this code. When the name is correct, press Yes . PERS. CODE YES OR CLR . NO 5477 JOHNSON 4656 5. Either: If you do not have an optional memory card or hard disk, go to step 6. Edit the Confidential ID stored with this code. When the ID is correct, press **Yes** PERS. CODE ENTER ID CODE Inputting and editing labels: see page 7. PRINTLIST NO TO CANCEL
- 6. Either:
 - □ Enter another code: Go to step 2.
 - Finish: Function

REPORTS - AUTOMATICALLY PRINTED REPORTS

Table of the Reports

AUTOMATICALLY PRINTED RE-	- SETTINGS		
PORTS	ON/OFF	DEFAULT	
Confidential File Report*	Use Function 81 (see page 102).	OFF	
Communication Failure Report		[Note]	
Error Report	Contact a service technician.		
Memory Storage Report	User Parameter Switch 02, digit 2	ON	
Polling Clear Report	User Parameter Switch 02, digit 6	ON	
Polling Reserve Report	User Parameter Switch 02, digit 3	OFF	
Polling Result Report	User Parameter Switch 02, digit 4	ON	
Power Failure Report		ON	
Journal	User Parameter Switch 02, digit 7	ON	
Transmission Deadline Report		ON	
Polling Confirmation List		ON	
Transmission Result Report ★★ (Immediate Transmission)	User Parameter Switch 02, digit 5	ON	
Transmission Result Report ** (Memory Transmission)	User Parameter Switch 02, digit 0	ON	

- *: Memory card or hard disk required
- **: If the Transmission Result Report is switched off, a Communication Failure Report will be printed when a communication fails.



Memory Storage Report: You may program one of the User Function Keys to switch this report on/off. Use Function 35; see page 77 to see how to do this.



With the User Parameters, you can enable or disable the automatic output of some of the reports (see the above table). Also, you can instruct the machine to print out a part of the fax message

SW02-0,2,3,4,5,6,7 SW03-0

on some of the reports as a means of reference. To adjust the User Parameter Switches, use Function 91 (see page 104). If a switch is at 0, the report will not be printed; if a switch is at 1, the report will be printed automatically at the appropriate time.

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 (Apr 28 19	92 12:09PM) TTI		YZ COM	IPANY
File Pers. Code	Address	Mode	Time	Page	Result
0087 JOHNSON	XYZ CO. NEW YORK	G3TES	0'29"	P. 4	E
/ Personal Code of the Sender	Page not sent P. 1 P. 2				

Example 2. Journal

*** Journal (Apr 28 1992 11:40AM) ***					N			
<tx></tx>				T	יא וד	YZ COMPANY	(AOD ATIC
Date Time	Address	Mode	Time	Page F	Result	Pers. Code	File	AX N PER
Apr 28 9:48	XYZ NEW YORK	G4TES	1'11"	P. 5	OK	JOHNSON	0005	ЧО
9:54	DR. J. ALVAREZ	G3TES	0'27"	P. 1	OK	SMITH	0007	
9:56	0215551234	G3TES	0'28"	P. 1	OK	WILSON	0009	
10:01	XYZ BERLIN	G3TES	0'24"	P. 1	OK	JONES	0010	
<rx></rx>								
Date Time	Address	Mode	Time	Page	Result	Pers. Code	File	
Apr 28 9:51	0615551234	G4RS	0'24	"P.1	OK		0006	
9:58	XYZ MOSCOW	G3RES	0'27'	" P. 1	OK		0008	
10:56	XYZ PARIS	G3RES	0'28	" P. 1	1 OK		0011	
11:01	ΧΥΖ ΤΟΚΥΟ	G3RES	0'24	" P. 1	1 OK		0012	

The following pages explain the symbols that appear in certain columns of the reports.

The Mode Column

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

SAF_TX IMM_TX CNF_TX TONER	Memory Transmission Immediate Transmission Confidential Transmission Transmission of Toner Order	SUB_RX FWD_TX IMM_RX LCK_RX	Substitute Reception Forwarding Normal Reception Reception with Memory Lock
POL_TX POL_RX	Form Polling Transmission Polling Reception	TRN_TX TRN_RX	Transfer Request Reception of document from Transfer Requester prior to
CNF_RX	Confidential Reception	RPT_RX	broadcasting Reception of Transfer Result Report

Also, in the Address and Group Name column of the File List, for a Transfer Request operation, you may see the following codes.

- TRN_ST Indicates that the number to the right is a transfer broadcasting station.
- REC_ST Indicates that the number to the right is an end receiver in the transfer broadcasting operation.
- TRN_1 Indicates that the number to the right is the first transfer station in a two-step transfer operation.
- TRN_2 Indicates that the number to the right is the second transfer station in a two-step transfer operation.
- TRN_RQ Indicates that the number on the right is the station that requested the transfer request for this file, using your machine as a transfer broadcasting terminal.

The Results Column

OK: Successful Communication E: An error occurred

The Footnote on the Reports

SCN: Total number of pages scanned PRN: Total number of pages printed TX: Total number of transmitted pages RX: Total number of received pages

On the User Parameter List, you will also see the following counter: OPU Counter: Total number of pages printed so far with the current master unit. In the Result column, some reports may have an "E" followed by a code, and there may be a message printed at the bottom of the report. This code and message indicate that a problem occurred. The codes are explained below.

CODE	MESSAGE	EXPLANATION
1	HANG UP OR LINE FAIL	The other party either a) hung up, b) had no message on polling standby, c) cannot do confidential reception or transfer request, or d) had an ID Code that did not match the one in your machine. Alternatively, there could have been a problem with the telephone line.
2	BUSY	The machine at the other end was busy.
3	NO ANSWER	The line is dead (no dial tone was detected).
4	NO FACSIMILE CONNECTION	The machine at the other end did not answer.

REPORTS - USER-INITIATED REPORTS

Journal

Personal Code List

7 1 \rightarrow Start

Function 4 1 Start

File List

Function 4 2 Start

Quick Dial List

Function 4 3 Start

Speed Dial List

Function 4 4 Start

Group Dial List

Function 4 5 Start

Program List

Function 4 6 Start

User Function List

Function 4 7 Start

Authorized Reception List

Function 6 0 2 2 2 2
7 2 \rightarrow Start

Function 6 0 2 2 2 2

Forwarding List

Function 6 0 2 2 2 2

7 5 \rightarrow **Start**

Specified Cassette Selection List



User Parameter List





If you have programmed User Function Keys to print the Journal or the File List, just press that key then Start .

THIS PAGE HAS BEEN KEPT BLANK INTENTIONALLY

COPY MODE OPERATION

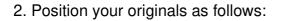
ROUTINE OPERATION

Basic Copying

Make copies by following these steps.

Example: Full size copy

- 1. Press the **Copy** key to light the **Copy** indicator.
 - If the display is blank and all indicators are off except for the Standby indicator, the machine is in Idle mode (see page 138).
 To operate the machine, leave Idle mode by pressing the Clear Modes/Standby key.



On the exposure glass:

Lift the platen cover or document feeder. Position the original face down on the exposure glass. Then, lower the platen cover or document feeder.



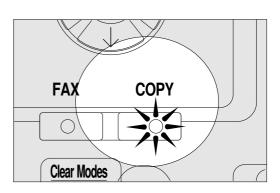
See page 133 for more details.

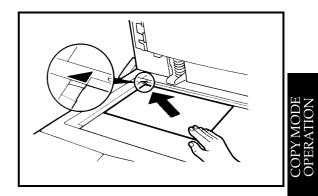
Using the document feeder:

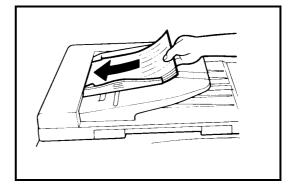
While adjusting the original guides, insert the stack of originals face up into the original table.



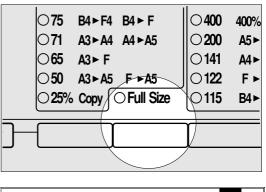
See page 134 for more details on how to use the document feeder.

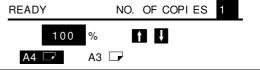






 Make sure that "100%" is visible in the display. If not, press the Full Size key.





4. Select the required copy paper size using the **Paper Select** key.

2

See page 137 for more details.

- This is not necessary if the Auto Paper Select indicator is lit. The machine will select a suitable paper size automatically.
- $\hfill\square$ The display shows the selected paper size.
- □ It is possible to select paper size using the \leftarrow and \rightarrow arrows on the **Scroll** key.

Note:

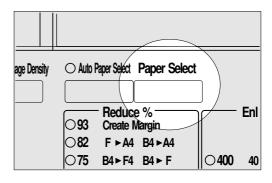
The bottom row of the display shows the paper types that are currently installed in your paper trays.

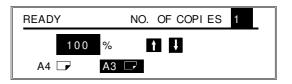
If you see a **(c)** icon here instead of a paper size, you have installed the optional duplex unit in one of the paper feed stations, so this paper feed station is unavailable for paper selection.

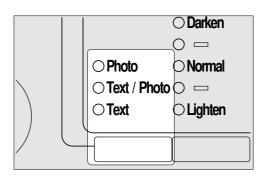
5. Select the appropriate original type setting using the **Text/Photo** key.



See page 35 for more details on how to select the correct setting.







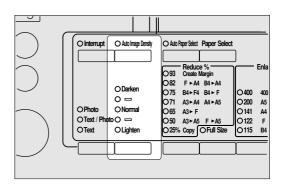
6. Either:

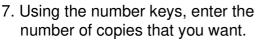
Set the image density level using the Manual Image Density key. Or:

Use the **Auto Image Density** key to allow the machine to select an appropriate setting to match the type and quality of the original.

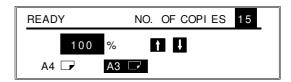


See page 136 for more details.

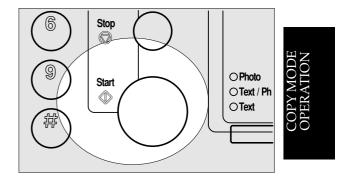


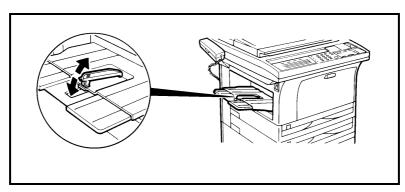


- □ Up to 99 copies can be made.
- If you wish to change the number entered, press the <u>Clear</u> key, and then enter a new number.



- 8. Press the Start key.
 - If you wish to stop the machine during a multicopy run, press the <u>Stop</u> key once.
 Then press the <u>Start</u> key to resume copying, or press the <u>Clear</u> key to clear the copy counter.
- 9. Remove the copies from the copy tray and the originals from the exposure glass or the document feeder.
 - The copy tray holds approximately 250 copies (one hundred A3 [11" x 17"] copies).
 - If transparencies fail to stack properly in the copy tray, raise the left end of the centre rib, as shown below.





Restricted Access



Before you can use this feature, you must switch it on using Function 91. See pages 104 and 106 for how to switch Restricted Access on.

If the display is as shown below when the machine is in standby mode, you have switched Restricted Access on. Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 121 for how to store Personal Codes.



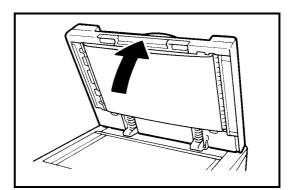
- 1. Enter your personal code. Example: 7 3 6 2
- 2. After a second, the normal standby display will appear, and you can use the machine. If NOT PROGRAMMED appears, you entered a personal code that is not stored in the machine.
- Note: See page 121 for details on how to store Personal Codes.

Setting up the Original

There are two ways to set up originals. One is to place the original on the exposure glass. The other is to use the document feeder (this is an optional unit).

On the Exposure Glass

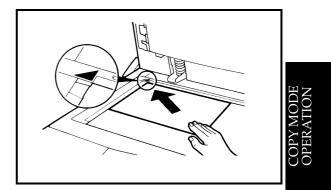
1. Fully lift up the platen cover or document feeder.



- 2. Position the original face down on the exposure glass, aligning it at the rear left corner.
- 3. Lower the platen cover or document feeder.
- 4. Follow the standard copying procedure.



See page 129.



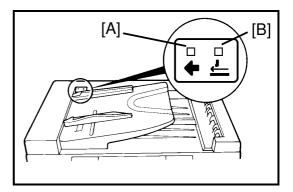
Using the Document Feeder (Optional Document Feeder Required)

Insert Original indicator [A]

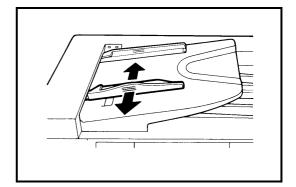
Goes off when originals are inserted into the document feeder. Lights when copying starts.

Auto Feed indicator [B]

Lights for a while after the first original is fed. Insert the next original while this is lit.

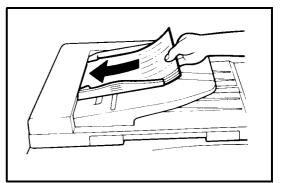


- □ Check if a previous original has been left on the exposure glass before inserting the originals into the document feeder.
- Up to 30 sheets can be inserted into the document feeder at one time.
- Do not remove originals from the document feeder during a copy run.
 - 1. Square the stack of originals.
 - 2. Adjust the original guides.



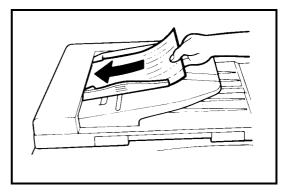
3. Either:

Insert the originals face up into the original table until the **Insert Original** indicator turns off (this is known as ADF, or Automatic Document Feeder, mode).



Or:

When using rougher-surfaced originals such as tracing paper: When you place originals one by one, insert the next original into the original table while the **Auto Feed** indicator is still on (this is known as SADF, or Semi Automatic Document Feeder mode).



4. Follow the standard copying procedure.



See page 129.

The bottom sheet of the original stack (last page) is copied first.

Unsuitable Originals

When you make copies of unsuitable originals using the document feeder, do the following.

Original	Action
The ink on the original is not yet dry.	Dry the original well. Then, place the original in the document feeder.
Originals are stapled or clipped.	Remove the staple or clip. Then, place the originals in the document feeder.
Torn originals Any coated originals Low stiffness originals Buckled and curled originals Mailing labels Adhesive labels Very thick originals Very thin originals OHP transparencies	Do not place this type of original in the document feeder. Place them on the exposure glass one by one.

COPY MODE OPERATION

Selecting the Image Density

There are three ways of setting the image density to match the type and quality of the original: Auto Image Density mode, Manual Image Density mode, and Combination Setting.

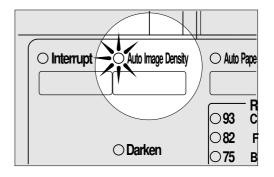
□ The Auto Image Density Mode is the default.

Auto Image Density Mode

Use this setting when you wish the machine to adjust the copy image density automatically to maintain a clear background.

Make sure that the **Auto Image Density** indicator is lit.

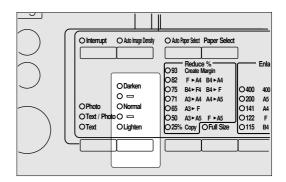
□ If it is not, press the Auto Image Density key to light it.



Manual Image Density Mode

Press the **Manual Image Density** key to select the image density level.

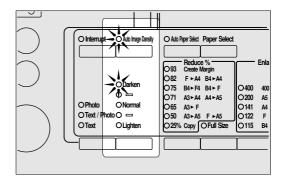
If the Auto Image Density indicator is on, turn it off by pressing the Auto Image Density key.



Combination Setting

Use this setting if you wish to make minor adjustments to the copy image density that was automatically selected by the machine.

- 1. Press the **Auto Image Density** key to turn on the **Auto Image Density** indicator.
- 2. Press the Manual Image Density key to select the image density level.



Selecting the Copy Paper Size

There are two ways of selecting the copy paper size: Auto Paper Select mode and Manual Paper Select Mode.

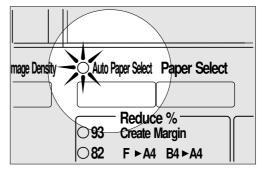
- □ Auto Paper Select mode is the default.
- If you wish to cancel this mode, or to use this mode only with the document feeder, contact your service representative.

Auto Paper Select Mode

The machine automatically selects the appropriate copy paper size, based on the original's size and the reproduction ratio that you selected.

If you sometimes wish to copy originals that contain pages of different sizes, use Auto Paper Select mode. However, you will have to contact your service representative to ask them to set up the machine to automatically select different paper sizes within the same copy run.

Make sure the **Auto Paper Select** indicator is lit. If not, press the **Auto Paper Select** key.



Manual Paper Select Mode

The manual selection mode is useful when you wish to select the copy paper size yourself.

- 1. Turn off the **Auto Paper Select** indicator using the **Paper Select** key.
- 2. Select the required paper size on the display using the **Paper Select** key.
 - □ The ← and → arrows on the scroll key can also be used to select the paper size.
 - The bottom row of the display shows the paper types that are currently installed in your paper trays.

If you see a **(\$)** icon here instead of a paper size, you have installed the optional duplex unit in one of the paper feed stations, so this paper feed station is unavailable for paper selection.

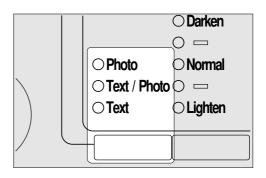
age Density	O Auto Paper Select Paper Select
	93 Create Margin Enl
	○82 F ► A4 B4 ► A4
	○75 B4►F4 B4►F ○400 40

Selecting the Original Type Setting

When making copies using originals with photographs or pictures, select the correct original type setting. You can choose one of the following three settings. Photo mode (for an original with photographs only)

- Text/photo mode (for an original with text and photographs)
- □ Text mode (for an original with text only)

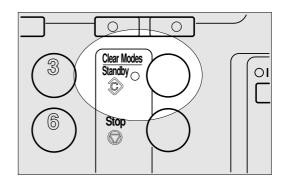
Press the **Text/Photo** key to select text mode, text/photo mode or photo mode.



Clearing the Previously Used Settings

All previously entered settings and modes will be automatically cleared one minute after finishing copying (this is the machine's Auto Clear mode). However, if you need to clear all modes immediately, press the **Clear Modes/Standby** key.

If a one-minute automatic reset time is not appropriate for your needs, please contact your service representative. Instead of a one-minute reset time, a reset time of three minutes or no automatic reset can be selected.



Idle Mode

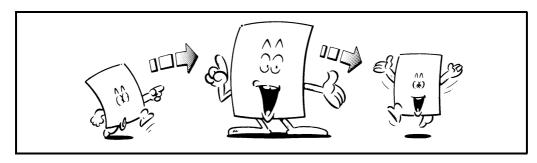
If you hold down the **Clear Modes/Standby** key for more than one second, all indicators except the Power indicator and the one on this key turn off. Note that incoming fax messages will be received as normal.

To start the machine up, press the **Clear Modes/Standby** key again.

Note: This is similar to using the Operation switch (see page 22), except that, in idle mode, the machine consumes less power.

ADVANCED FEATURES

Reduction & Enlargement



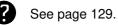
You can make copies that are larger or smaller than the original.

Reduction

1. Press the **Reduce** key to reduce the reproduction ratio as follows:

 $\begin{array}{rcl} 93\% \rightarrow 82\% \rightarrow 75\% \rightarrow 71\% \\ \textcircled{1}{25\%} \leftarrow 50\% \leftarrow 65\% \checkmark \end{array}$

2. Follow the standard copying procedure.



Enlargement

- 1. Press the **Enlarge** key to enlarge the reproduction ratio as follows:
 - 115% → 122% → 141% ↓ 400% ← 200% ↓
- 2. Follow the standard copying procedure.



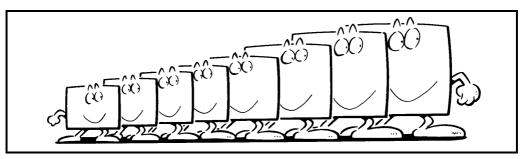
See page 129.

lpt O Auto Image Density	O Auto Paper Select Paper Select	⊖ Dupla
	Oga Create Margin Enlarg	e %
O Darken	O82 F►A4 B4►A4	
	O75 B4►F4 B4►F O400 400%	Сору
0 -	O71 A3►A4 A4►A5 O200 A5►A	3
ONormal	O65 A3 ► F O141 A4 ► A	N3 A5►
Photo O	O50 A3►A5 F►A5 O122 F►A	A3 A4►
OLighten	O25% Copy OFull Size O115 B4►/	3

COPY MODE OPERATION

O Auto Paper Select Paper Select	O Duplex	O Sort / Stack
Reduce % O 93 Create Margin O 82 F ► A4 B4 ► A4 O 75 B4 ► F4 B4 ► F O 71 A3 ► A4 A4 ► A5 O 65 A3 ► F O 50 O 50 A3 ► A5 F ► A5 O 25% Copy O Full Size	Enlarge % ○ 400 400% Copy ○ 200 A5 ► A3 ○ 141 A4 ► A3 A5 ► A4 ○ 122 F ► A3 A4 ► B4 ○ 115 B4 ► A3	2 Single Copies Double Copies Erase Border / Center Directional Magnification
		Ť Ť

Zoom



The reproduction ratio can be changed from 25% to 400% in 1% steps.

- Press the ↑ key to increase the ratio, or, press the ↓ key to decrease the ratio.
 - The reproduction ratio is shown on the display.
 - By pressing the scroll keys, the ratio will be changed in 1% steps.
 - It is more convenient to select the nearest reproduction ratio with the <u>Reduce</u> or <u>Enlarge</u> key before pressing the scroll keys.

FAX	COPY	
0		

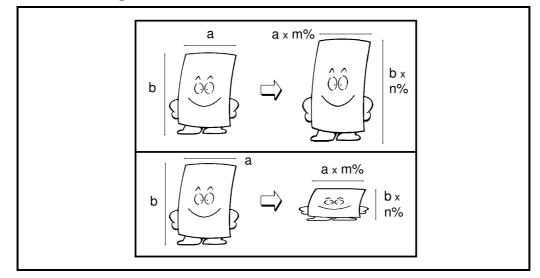
READ	Y	NO. OF COPI ES 1		
	105	% 1		
A4		A3 🕞		

2. Follow the standard copying procedure.



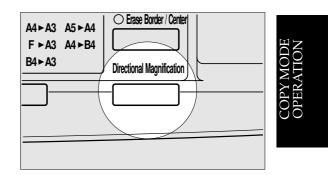
See page 129.

Directional Magnification



Copies can be reduced or enlarged using a horizontal ratio that is different from the vertical ratio.

- □ The reproduction ratios must be between 25% and 400%.
- □ If the entered reproduction ratio is under the minimum ratio (25%) or over the maximum ratio (400%), the machine will automatically select 25% or 400%.
 - 1. Press the **Directional Magnification** key.



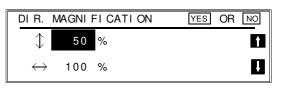
2. Press the 1 key on the number key pad.

DIR. MAGNIFICATION	NO TO CANCEL
1 RATI O	2 SI ZE

- 3. Enter the required vertical reproduction ratio with the number keys, the **Reduce** key, or the **Enlarge** key.
 - The vertical size is the height of the original as you would see it while standing in front of the operation panel with the original in front of you on the exposure glass or in the document feeder.
 - □ The display shows the ratio that you entered.
 - If you wish to change the entered ratio, press the <u>Clear</u> key then enter the new ratio.
- Press the ↓ key. Then enter the required horizontal reproduction ratio with the number keys, the Reduce key, or the Enlarge key.
 - □ The display shows the ratio that you entered.
 - If you wish to change the entered ratio, press the Clear key then enter the new ratio.
- 5. Press the Yes key.
 - If you wish to change either of the entered ratios, press the <u>Directional Magnification</u> key and enter the new ratio.
- 6. Follow the standard copying procedure.



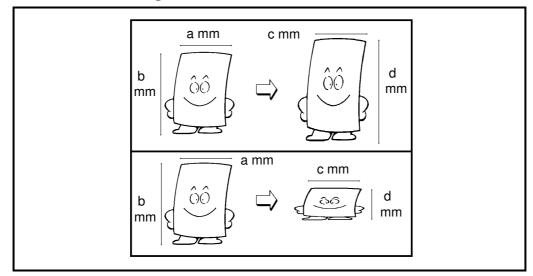
See page 129.



DI R.	MAGNI	FI CATI ON	YES OR	NO
\updownarrow	50	%		Î
\leftrightarrow	120	%		J

READY		1	NO. OF	COPI	ES	1	
\updownarrow	50	%	\leftrightarrow	120	%		
A4 🕞		A3 🗆					

Directional Size Magnification



Copies can be reduced or enlarged to produce a copy of whatever size is required. The horizontal and vertical size of the copy can both be specified.

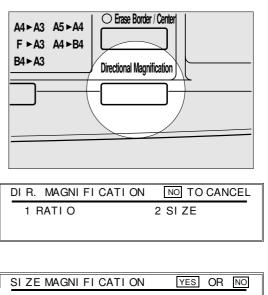
- Auto Paper Select mode cannot be selected. You must select the copy paper size using the Paper Select key.
- □ The reproduction ratio will be calculated from the sizes that you entered and will be selected between 25% and 400%.
- □ If the calculated reproduction ratio is under the minimum ratio (25%) or over the maximum ratio (400%), the machine will automatically select 25% or 400%.

(

MM

ORI G.

1. Press the **Directional Magnification** key.



2. Press the 2 key on the number key pad.



- 3. Enter the vertical size of the original using the number keys.
 - The vertical size is the height of the original as you would see it while standing in front of the operation panel with the original in front of you on the exposure glass or in the document feeder.
 - The display shows the size you entered.
 - □ To change the size entered, press the Clear key then enter the new size.
- 4. Press the \rightarrow key.
- 5. Enter the required vertical size of the copy using the number keys.
 - $\hfill\square$ The display shows the size entered.
- 6. Press the **Yes** key.
- 7. Enter the horizontal size of the original using the number keys.The display shows the size entered.
- 8. Press the \rightarrow key.
- 9. Enter the required horizontal size of the copy using the number keys.
 The display shows the size entered.

SI ZE	MAGNI	FI CATI	ON	YES O	RNO
\uparrow					← →
ORI G.	100	MM	COPY	200	MM

SI ZE	MAGNI	FI CATI	ON	YE	s C	NR N	0
\leftrightarrow			\updownarrow	200	%	+	→
ori g.	100	MM	COP	Y		MM	

SI ZE	MAGNI	FI CAT	I ON	YE	s Of	RNC	2
\leftrightarrow			\updownarrow	200	%	Ţ	→
ori g.	100	MM	COP	Y	150	MM	

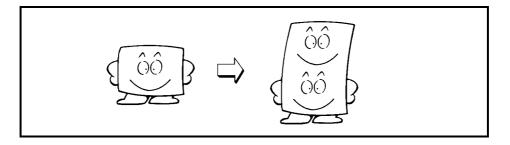
- 10. Press the Yes key.
 - To change the settings that you made, press the Directional Magnification key and enter the new size.
- 11. Follow the standard copying procedure.



See page 129.

READ	(NO. OF	COPI	ES	1	
\uparrow	200	%	\leftrightarrow	150	%		
A4 🖵		A3	F				

Double Copies



One original can be copied twice onto one side of a sheet of copy paper. A broken line is automatically printed in the centre of the copy paper.

Making Double Copies

- 1. Press the **Double Copies** key.
- 2. Follow the standard copying procedure.



See page 129.

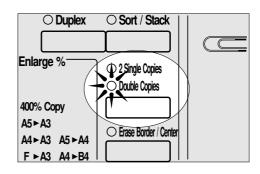
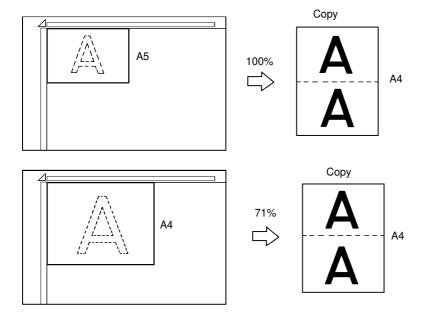


Image Position on the Copy Paper

Each copy of the original occupies one half of the copy paper. The original that is placed on the exposure glass is reproduced as shown below.

COPY MODE OPERATION



Using the Bypass Feed Table

Use the bypass feed table for the following types of copy paper.

- Paper of a different size from those currently in the paper trays
- Paper of non-standard size or weight, such as OHP transparencies, adhesive labels, or postcards

Load one sheet at a time onto the bypass feed table.

CAUTION: Do not put paper on the bypass feed table while printing is in progress. Wait for the page to finish printing before placing the next sheet.

Usage Conditions

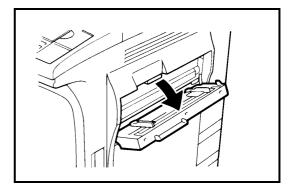
- □ Paper weight: 52 157 g/m² [14 to 42 lb]
- □ Paper width:

Standard: Max. A3 [11" x 17"], Min. A6 lengthwise [51/2" x 81/2" lengthwise] Non-standard: Vertical 100 – 297 mm [3.9 - 11.7"] Horizontal 148 – 432 mm [5.8 - 17.0"]

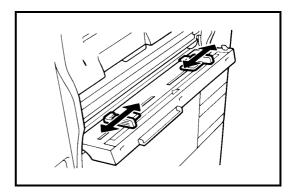
When you wish to copy onto non-standard paper, do the procedure on the following page.

Copying onto Standard Width Paper

- 1. Open the bypass feed table.
 - □ The Load Paper (🛓) indicator lights.



2. Slide the paper guides to the proper width. You must use paper of a standard width.

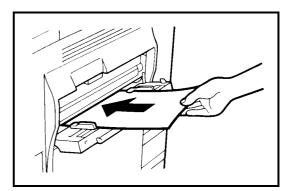


- Feed a sheet of copy paper into the bypass feed table until the Load Paper indicator turns off.
- 4. Follow the standard copying procedure.



See page 129.

5. After copying, close the bypass feed table.



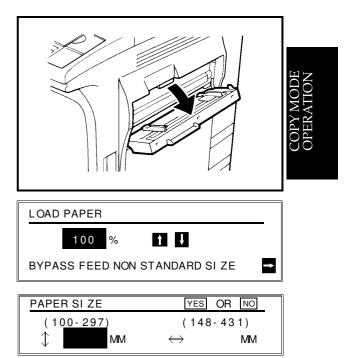
Copying onto Non-standard Width Paper

When you wish to use non-standard width paper for manual feed, do the following procedure.

□ Acceptable non-standard widths:

Vertical: 100 – 297 mm [3.9 - 11.7"] Horizontal: 148 – 432 mm [5.8 - 17.0"]

- 1. Open the bypass feed table.
 - □ The Load Paper () indicator lights.

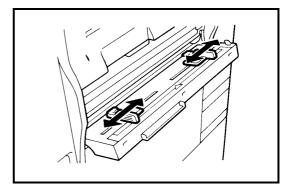


- 2. Press the \rightarrow key.
- 3. Enter the vertical size of the copy paper using the number keys.
 - □ If you wish to change the size that you entered, press the Clear key.
 - $\hfill\square$ The display shows the size entered.

PAPER SI ZE		YES OR NO		
(100-297)		(148-	431)	
\uparrow	150	MM	\leftrightarrow	MM

- 4. Press the → key, then enter the horizontal size of the copy paper using the number keys.
 - □ If you wish to change the size that you entered, press the Clear key.
 - □ The display shows the size entered.
- 5. Press the Yes key.
- 6. Slide the paper guides to the paper width.

PAPER SI ZE	YES OR NO
(100-297)	(1 <u>48-43</u> 1)
() 150 MM	\leftrightarrow 280 MM

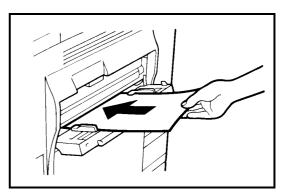


- 7. Feed a sheet of paper into the bypass feed table until the **Load Paper** indicator turns off.
- 8. Follow the standard copying procedure.



See page 129.

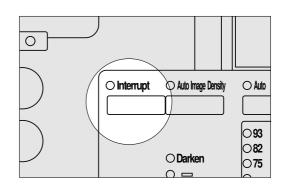
9. After copying, close the manual feed table.



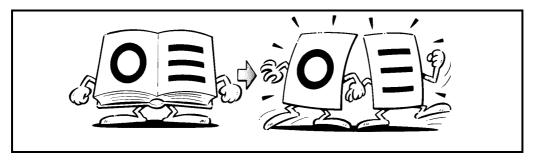
Interrupting One Job to Do Another

You can interrupt a copying job that is already in progress, if you need to make copies urgently.

- Do not press the **Clear Modes** key while the **Interrupt** indicator is on, otherwise the settings for the copy run that you interrupted will be cleared.
- If you are using the optional sorter, the interrupt copies will be delivered to the lowest bin of the sorter.
 - 1. Press the Interrupt key.
 - The machine will stop the copy run that is in progress and store the copy settings in the memory.
 - □ The machine's settings will return to the standard copying mode.
 - 2. Remove the originals, set your interrupt original, and make copies.
 - 3. After interrupt copying is completed, press the **Interrupt** key again to recall the previous copy settings.
 - 4. To resume the interrupted copying job, reset the previous original and press the **Start** key.



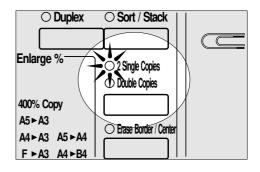
One-sided Copies from Book Originals



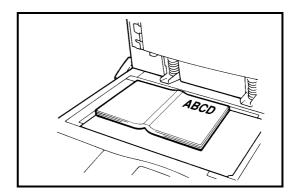
Two one-sided copies can be made from a book original.

□ Select copy paper smaller than A4 [81/2" x 11"] sideways when copying a book original.

- 1. Press the **2 Single Copies** key.
 - □ The 2 Single Copies indicator lights.



- 2. Position the top of the book original towards the rear left corner.
 - To align the copy pages in order, place the higher numbered page to the left, and start making copies from the last page.

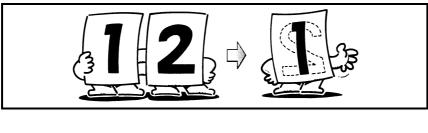


3. Follow the standard copying procedure.



See page 129.

Two-sided Copies (Optional Duplex Unit Required)





Two-sided copies can be made from two one-sided originals, or from a book original (two-sided copies of two-sided originals cannot be made with this model).

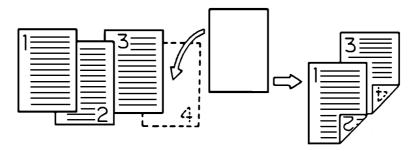
- The optional duplex unit is required.
- Only one copy can be made at a time.
- □ Select A4 [81/2" x 11"] sideways or smaller copy paper when using a book original.
- If you have an odd number of originals, you can have a blank page automatically appear on the back side of the last copy. Ask your service representative for details.
- If you install the optional duplex unit, it will occupy one of the paper feed stations in the machine, leaving you with one fewer paper cassettes.

Two-sided Copies from One-sided Originals

A 5 mm [0.2"] margin is automatically added on the right side of the reverse page. If this margin is not required, contact your service representative.

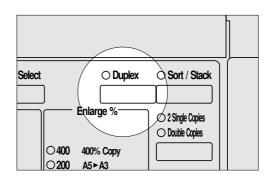
Check the number of originals. If it is odd, do either of the following:

- Add one white sheet to the last page to make an even number of originals. This is to ensure the 1st and 2nd pages combine in one two-sided copy.



- After copying is over, the last copy will not exit. Press the **Stop** key or the **Clear Modes** key to feed out the final sheet.

1. Press the **Duplex** key.



1 SI DED→2 SI DED BOOK→2 SI DED ←

 \rightarrow

YES OR NO

DUPLEX

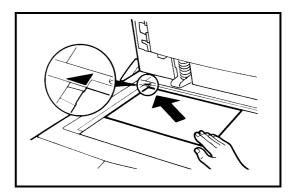
- 2. Select one-sided original mode using the \leftarrow and \rightarrow keys.
- 3. Press the Yes key.

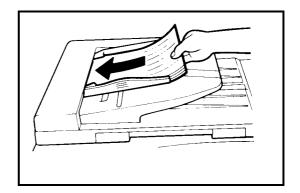
□ When using the exposure glass

- 4. Place the last original face down on the exposure glass.
- 5. Press the Start key.
- 6. After the **Start** key changes from red to green, place the next original on the exposure glass.
- 7. Press the Start key.

D When using the document feeder

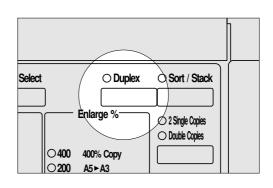
- 4. Insert the originals into the document feeder, with the first page at the top.
- 5. Press the Start key.



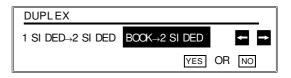


Two-sided Copies from A Book Original

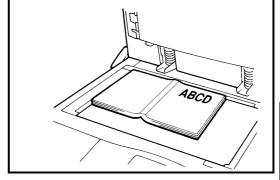
1. Press the **Duplex** key.



 Select the book original mode using the → key.



- 3. Position the last facing pages of the book on the exposure glass, with the top of the book towards the rear scale as shown.
 - To maintain correct copy page order, place the higher numbered page to the left.
 - Make sure that the book is aligned parallel to the rear and left scales.



COPY MODI OPERATION

4. Follow the standard copying procedure.

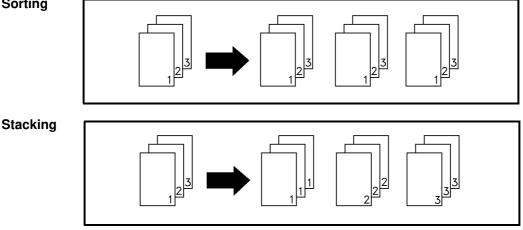


See page 129.

 Turn the page, position the book as instructed in step 3, and press the Start key.

Sorting/Stacking (Optional Sorter Required)

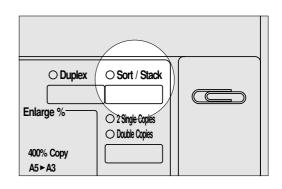
Sorting



In the sort mode, one copy of each original is delivered to each tray. (Copies are collated into sets.) In the stack mode, all copies of the same original are delivered to the same tray. (Copies are grouped together.)

- □ The optional sorter is required.
- The maximum number of copies in the sort mode is 3.
- □ The maximum number of originals in the stack mode is 3.
- □ Maximum tray capacity: 100 sheets
- □ The following copy paper cannot be sorted or stacked.
 - 1) Paper smaller than A6 lengthwise [4.1" x 5.8"]
 - 2) Thick paper, such as postcards, or thin paper
 - 3) OHP transparencies
- Interrupt copies during sorting and stacking jobs are delivered to the lowest tray of the sorter.

1. Press the Sort/Stack key.



SORT	STACK		
	SORT	STACK	₽₽
		YES	OR NO

- 2. Select sort mode or stack mode using the \leftarrow and \rightarrow keys, then press the Yes key.
- 3. Follow the standard copying procedure.



See page 129.

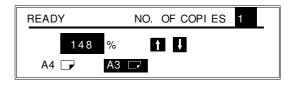
Copy Programs

Up to 32 frequently used copy job settings can be put into memory.

- Copy program mode cannot be selected in the interrupt and manual feed modes.
- □ The copy quantity cannot be stored.
- Quick Dial Keys already used to store a fax mode operation cannot be used for Copy Programs.

How to Store a Copy Program

- 1. Select the copy settings that you want to store in the program.
- 2. Make sure that READY is displayed in the top left corner of the display.
 - □ If it is not, return to the Ready condition by pressing the Yes key.
- 3. Press the **Quick Dial** key that you want to store the program in.
 - Make sure that this Quick Dial key is not being used to store a fax mode program, group, auto document, or telephone number.



	А		В		С		D
01		02		03		04	
	Ι		J		K		L
09		10		11		12	
	Q		R		S		Т
17		18		19		20	
	Y		Ζ				
25		26		27		28	

PROGRAM? YES OR NO

4. Press the Yes key.

 $\hfill\square$ The copy settings are stored.

READ	(NO. OF COPI ES 1
	148	% ↑ ↓
A4		A3 🔽

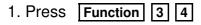
How to Use a Program

- 1. Press the **Quick Dial** key that contains the program that you need.
 - All the programmed copy settings are recalled.
- 2. Press the Yes key.
- 3. Follow the standard copying procedure.

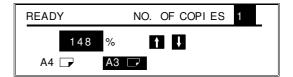


See page 129.

How to Delete a Program



RECALL PROGRAM?



Function Yes No Clear G H Tel. Directory 1 2 3 0 P Al Rediat 4 5 6 WI X On Hook Diat 7 8 9	ΞC
PROGRAM CHOOSE KEY PRI NT LI ST NO TO CANCEL	COPY MOI OPERATIO
PROGRAM YES OR NO	
CLR: CLR	
PROGRAM 01	
CLEAR? YES . NO	

4. Press the Yes key then the Function key.

2. Press the Quick Dial key which

3. Press the **Clear** key.

delete.

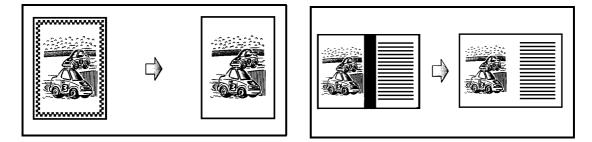
contains the program that you want to

Example: Press Quick Dial key 01

Image Editing

Erase Border

Erase Centre



When copying a thick book original, the edges and the binding margin at the centre may appear dirty on copies. To prevent this, use the Erase Border mode or Erase Centre mode.

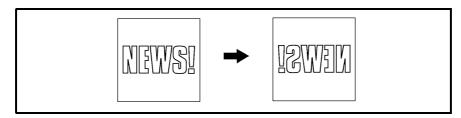
Erase Border mode:

A 10 mm [0.4"] border will be erased around the edge of the original image. If this margin is not appropriate for your needs, you can change it to a value from 1 mm to 50 mm in 1 mm steps [0.04 - 2.0" in 0.04" steps].

Erase Centre mode:

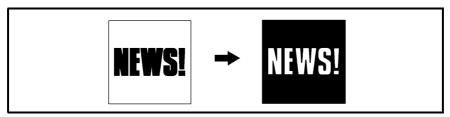
A 10 mm [0.4"] strip will be erased at the centre of the original image. If the width of this strip is not appropriate for your needs, you can change it to a value from 1 mm to 50 mm in 1 mm steps [0.04 - 2.0" in 0.04" steps].

Mirror Image Copies



A mirror image of the original is produced.

Positive/Negative Copies



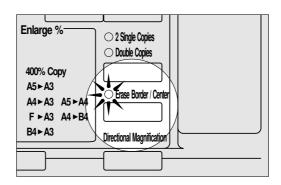
Black and white images of the original are reversed.

YES TO SET

2 ERASE CENTER

4 POS. / NEG.

1. Press the **Erase Border/Centre** key. □ The Erase Border/Centre indicator lights.



- 2. Press one of the following keys on the number key pad:
 - **T** Erase Border Press 1
 - **T** Erase Centre Press 2 →
 - □ Mirror
 - Press 3 **→** ☐ Positive/Negative → Press 4

Erase Border/Centre mode

- 3. Enter the required erase width using the number keys.
- 4. Press the Yes key.
- 5. Follow the standard copying procedure.
 - When you select the Erase Centre mode, make sure to center the original on the exposure glass and align it parallel with the rear and left scales.

ERASE BORDER YES OR NO ERASE WIDTH 10 MM

EDITIMAGE

3 MI RROR

1 ERASE BORDER

mode. Erase Centre mode is very similar.

COPY MODE OPERATION

Mirror Copies or Positive/Negative Copies mode

- 3. Press the **Yes** key.
- 4. Follow the standard copying procedure.



See page 129.

The above example is for Erase Border

SPECIAL FEATURES

Many of this machine's features can be adjusted by your service representative to suit your requirements. This section gives a brief description of these features. For more information, contact your service representative.

1. Automatic Reset Time

One minute after the final copy is made, all input modes are reset to their standard modes. If a one-minute reset time is not appropriate for your needs, 3 minutes or no automatic reset can be selected.

2. Copy Counter Up/Down

The copy counter on the screen is set to count up, continuously showing the number of copies made during copying. It can be set to count down, so that it continuously shows the number of copies remaining.

3. Automatic Paper Tray Shift ON/OFF

If you have loaded paper of the same size and in the same orientation in two or more paper trays, the machine automatically shifts to the other paper tray when the one in use runs out of paper.

If you have loaded different types of paper (for example, coloured paper or letterhead paper), even though the size and orientation are the same, you may wish to cancel this function.

4. 5 mm image shift for the second side copies in the duplex mode from one-sided originals

To create a binding margin, the machine automatically shifts the reverse side copy image by 5 mm when making duplex copies from one-sided originals. The 5 mm shift can be cancelled.

5. Idle Mode

In Idle mode, the display is blank, all indicators except the Power and Standby indicator are off, and the machine uses less electricity. If you wish, the machine can automatically enter Idle mode after an automatic reset.

6. Automatic Paper Selection Priority

Automatic paper selection is the standard mode. This setting prevents unnecessary copies being made due to incorrect paper size selection. However, the first copy takes longer because the original size has to be detected. Manual paper selection can be set up as the standard mode. Also, if a document feeder is installed, the machine can be set for automatic paper selection only when using the document feeder. In this case, there is no delay when scanning the first page of an original.

7. Copy Quantity Limit

Normally, the machine can make up to 99 copies of one original. It is possible to limit this copy quantity to any number from 1 to 99 copies.

8. Type of Centre Line in Double Copies Mode

In the double copies mode, a broken line is automatically printed in the centre of the sheet of copy paper. This can be changed into a solid line, centre marks, or no line.

9. SADF Shut-off Time

In the SADF mode, the second original will be fed 4 seconds after the first original is fed into the document feeder. If necessary, the four-second shut-off time can be changed to 60 seconds.

10. Document Feeder Free Size

If you frequently use the document feeder to copy originals that contain paper of various sizes, each page can be copied onto suitable sizes of paper when using the Auto Paper Select mode. Call your service representative to enable this feature.

11. Feedout of the last page when making an Odd Number Duplex Copy

The final copy will be ejected if there is an odd number of originals. You may change this setting so that the final copy is not ejected until after you have pressed the **Stop** or **Clear Modes** key.

COMBINATION CHART FOR COPY MODE

This combination chart shows which modes can be used together.

	Possible mode	1	2	3	4	5	6	7
	Currently selected mode							
1	Reduce/Enlarge			0	0	0	0	0
2	Directional Magnification			0	0	0	0	0
3	Double Copies	0	0		0	0	0	0
4	2 Single Copies	0	0	0				0
5	Duplex (1-sided Original)	0	0	0				Х
6	Duplex (Book Original)	0	0	0				Х
7	Sorting/Stacking	0	0	0	0			
8	Bypass Feed Copying	0	0	0	Х	Х	Х	Х
9	Interrupt Copying	0	0	0	0	Х	Х	Х
10	Auto Paper Selection	0	0	0		0		0
11	Mirror Copies	0	0	0	0	0	0	0
12	Negative/Positive Copies	0	0	0	0	0	0	0
13	Erase Centre	0	0			0		0
14	Erase Border	0	0		0	0	0	0

O means that the possible mode can be used with the currently selected mode.

▲ means that the possible mode will replace the currently selected mode.

 means that the currently selected mode will be the default and the possible mode will be available.

X means that the possible mode cannot be used with the currently selected mode.

	Possible mode	8	9	10	11	12	13	14
	Presently selected mode							
1	Reduce/Enlarge	0	*	0	0	0	0	0
2	Directional Magnification	0	*	0	0	0	0	0
3	Double Copies	0	*	0	0	0	Х	Х
4	2 Single Copies	Х	*	Х	0	0	Х	0
5	Duplex (1-sided Original)	Х	*	0	0	0	0	0
6	Duplex (Book Original)	Х	*	Х	0	0	Х	0
7	Sorting/Stacking	Х	*	0	0	0	0	0
8	Bypass Feed Copying	\searrow	*	Х	0	0	Х	Х
9	Interrupt Copying	0		0	0	0	0	0
10	Auto Paper Selection		*		0	0	0	0
11	Mirror Copies	0	*	0		0	0	0
12	Negative/Positive Copies	0	*	0	0		0	0
13	Erase Centre		v	0	0	0		0
14	Erase Border		v	0	0	0	0	$\overline{\ }$

LOOKING AFTER THE MACHINE

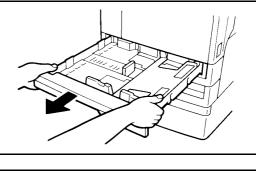
LOADING PAPER (WHEN 🛓 IS LIT)

The **Load Paper** () indicator lights when one of the paper trays runs out of paper.

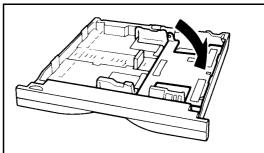
To check which tray is empty, make sure that the machine is in Copy mode, then press the Scroll key to move the cursor over the various paper sizes displayed on the bottom line, until LOAD PAPER is displayed.

Load paper as follows.

- OHP transparencies and adhesive labels cannot be used in the paper tray. Use the bypass feed table.
 - 1. Pull out the paper tray.

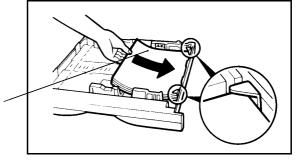


2. Push the bottom plate down until it locks.

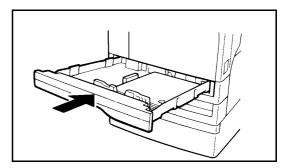


- 3. Load the paper in the paper tray.
 - Make sure not to stack paper above the limit marks inside the paper tray.
 - Make sure to load paper under the front and rear corner separators.

Do not fill the cassette beyond this point.



- 4. Reinsert the paper tray gently until it stops.
- 5. Confirm that the loaded paper size appears in the display.

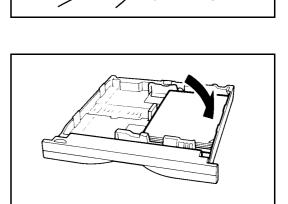


CHANGING THE PAPER SIZE

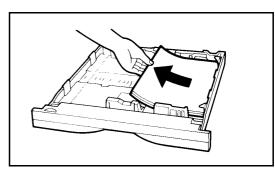
When you want to use a different size of paper in the paper tray, do the following.

1. Pull out the paper tray as shown in the illustration.

2. Push the bottom plate down until it locks.

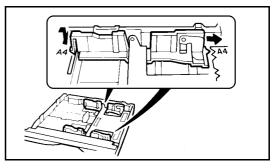


3. Remove the paper.

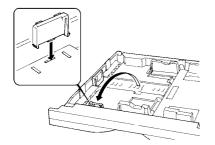




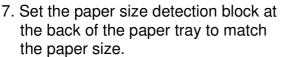
- 4. Slide the front left side guide to the slot that matches the new paper size.
 - The easiest way to move it is to press the guide in at the left and remove it from the slot before sliding it to its new position.



- 5. Take out the end plate and insert it in the slot that matches the paper size.
 - When you use A3 size paper, use the A3 end plate that is included with the cassette in the location shown below.



6. Change the paper size plate to display the correct paper size.



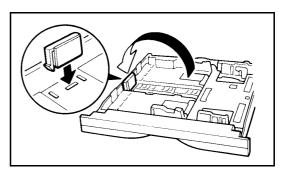
- Make sure that the selected paper size on the block faces the front of the tray.
- 8. Load paper in the paper tray.
 - Make sure to load the paper under the front and rear corner separators.
 - Make sure not to stock paper above the limit marks inside the paper tray.

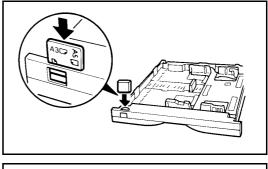
Do not fill the cassette – beyond this point.

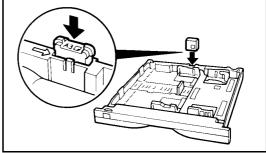


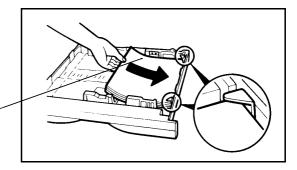
- 9. Reinsert the paper tray gently until it stops.
- 10. Confirm that the loaded paper size appears in the display.

Note: The positions of the trays can be exchanged, except for the duplex tray. If installed, the duplex tray must always be the top tray.







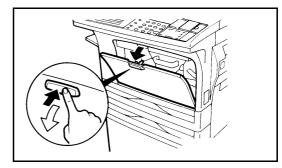


ADDING TONER (WHEN 📩 IS LIT)

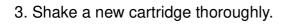
When the **Add Toner** (1) indicator blinks, it is time to supply toner. When the Add Toner indicator is continuously on, copies cannot be made until the toner cartridge is replaced.

WARNING: Do not incinerate the toner cartridge. Toner dust may ignite when exposed to open flame.

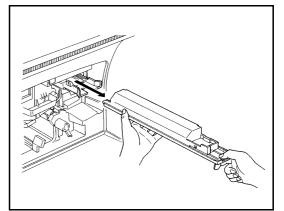
Open the front cover.
 Push in the tab at the top centre of the cover.

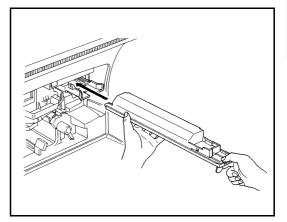


- 2. While pressing the release lever, pull the cartridge out.
 - Put it in the vinyl bag that is provided in the new toner carton.

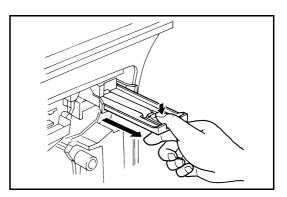


4. Insert the new cartridge all the way in, and press the cartridge shutter release button down.

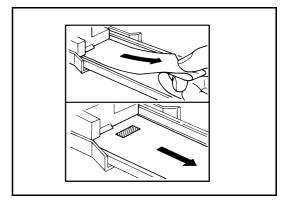




OOKING AFTEI THE MACHINE 5. Pull the cartridge shutter all the way out.



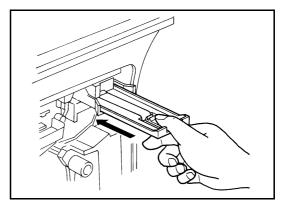
6. Pull the seal out until you can see the red line.



7. Push the cartridge shutter in.

If it cannot be moved smoothly, pull it out and push it in again.

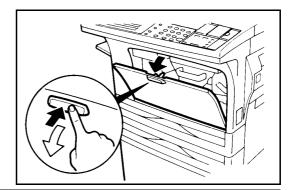
8. Close the front cover.



REPLACING THE MASTER UNIT

If "REPLACE MASTER" or "USED TONER TANK FULL" appears on the display, the machine can print 50 more pages. Then you must change the master unit as explained below.

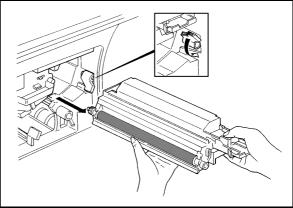
1. Switch off the main power and open the front cover.

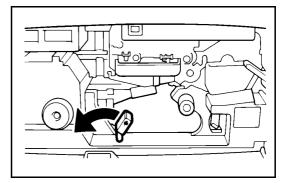


2. Push down the lever as shown in the diagram, and slide out the development unit.

Caution:

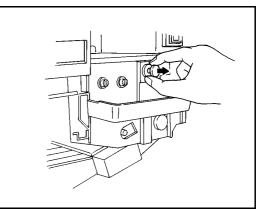
- Do not bend the unit. Otherwise, some toner will fall onto the floor.
- Do not touch the shaded roller. Otherwise, copy quality might deteriorate.
- 3. Move lever C1 over to the left.



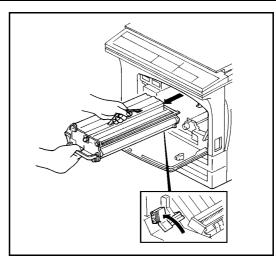




4. Pull out the black pin until you hear it click.

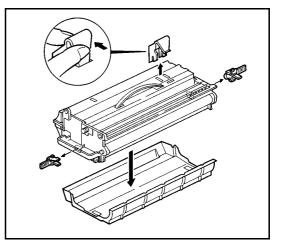


5. Pull out the master unit.



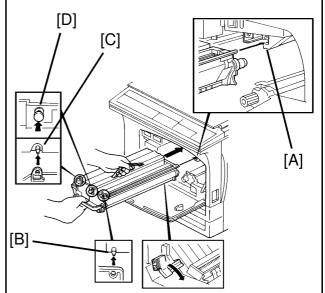
6. Remove the plastic cover and the three clips from a new master unit.

Caution: Do not touch the bottom green belt of the master unit. Otherwise, the copy might deteriorate.



- 7. Slide in the new master unit.
 - Make sure that it is fitted correctly onto rail [A] and onto pins [B] and [C].
- 8. Push in the black pin [D] until you hear a click.

- 9. Put back the development unit.
- 10. Return the two levers to their original positions.
- 11. Close the front cover and switch on the main power.



REPLACING THE MARKER

When the mark made by the marker becomes pale, replace the marker as described below.

1. Open the marker cover.

2. Remove the old marker.

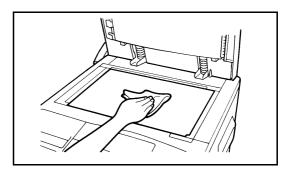
- 3. Install a new marker.
- 4. Close the marker cover.
- **Note:** If you wish documents to be stamped at the top of the page instead of at the bottom, contact your service representative.

CLEANING THE MACHINE

To maintain high copy and fax quality, carefully clean the following parts and units.

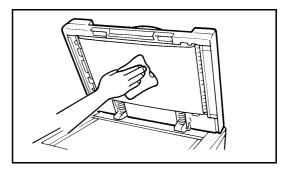
Exposure Glass

Clean the exposure glass with a damp cloth and wipe it with a dry cloth.



Platen Cover

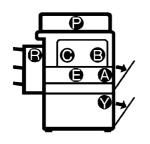
Clean the platen cover with a damp cloth and wipe it with a dry cloth. Use a weak cleaning solution if stains do not come off.



SOLVING PROBLEMS

CLEARING MISFEEDS (WHEN № IS LIT)

When there is a paper misfeed, the **Misfeed** (\$) indicator lights or blinks and the machine stops. Check the **Misfeed Location** indicator as shown below to find out where the problem is.



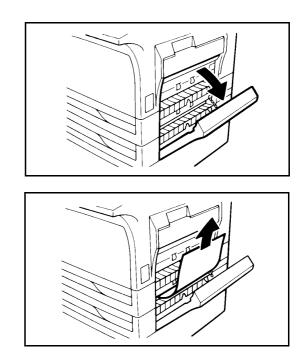
Location A: Location B:	See page 174. See page 174.
	1 0
Location C:	See page 175.
Location E:	See page 177.
Location P:	See page 178.
Location R:	See page 178.
Location Y:	See page 179.

WARNING: Since some parts of the machine are supplied with high electrical voltage, touch only the parts specified in this section when removing misfed paper.

- Do not leave any torn scraps of paper within the machine.
- □ After removing misfed paper, make sure that all units and levers are returned to their original positions and that the front cover is closed.
- When a paper misfeed occurs, the machine automatically keeps track of the selected copy modes and how many originals have been completed. It is not necessary to reset the copy modes and the copy quantity after removing misfed paper.
- Repeat the procedures described in this section until the Misfeed indicator goes out. (The indicators do not function unless the front cover is closed.)

When A is lit or blinking

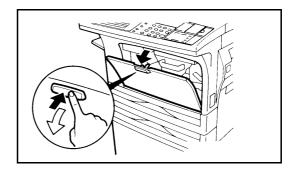
1. Open the right side cover.



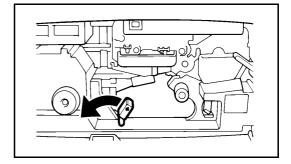
- 2. Remove the misfed paper.
- 3. Close the right side cover.

When B is lit or blinking

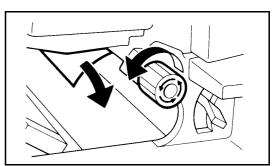
- 1. Open the front cover.
 - Push in the tab at the top center of the cover.



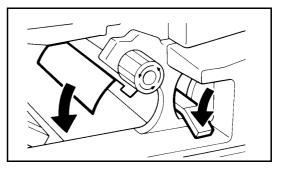
2. Move lever C1 to the left.



3. Turn knob B2 counterclockwise and remove the misfed paper.

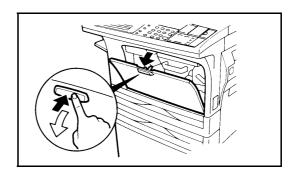


- 4. If the misfed paper cannot be removed, push down lever B1 and remove the misfed paper.
- 5. Return levers B4 and C1 to their original positions, and close the front cover.

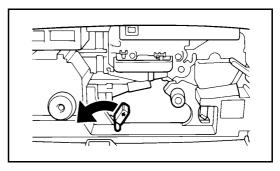


When C is lit or blinking

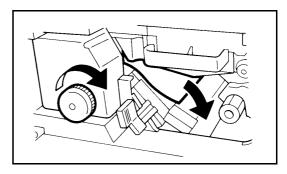
Open the front cover.
 Push in the tab at the top center of the cover.



2. Move lever C1 to the left.

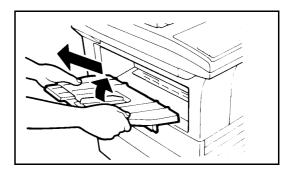


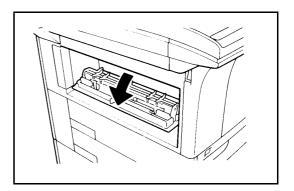
3. Turning knob C2 clockwise, remove the misfed paper.



4. If the misfed paper cannot be removed, return lever C1 to its original position and close the front cover.

5. Either: Take out the copy tray. Or: If a sorter has been installed, swing the sorter gently to the left using the sorter handle. See the diagram at the bottom of page 178.

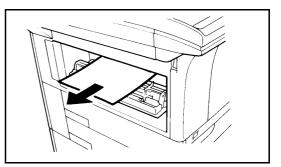




6. Pull open cover C3.

- 7. Remove the misfed paper if you could not remove it in step 3.
- 8. Return cover C3 to its original position and reset the copy tray.

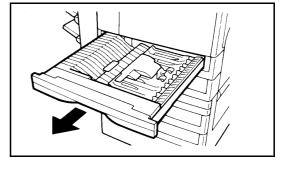
 Return the sorter to its original position also.

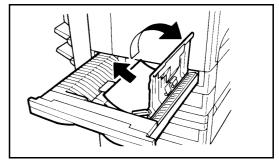


When E is lit or blinking

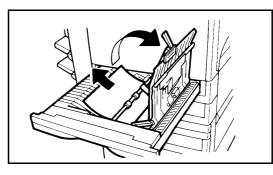
1. Pull out the duplex tray (this is the tray with the G decal on it).

2. Lift lever E1 and remove the misfed paper.

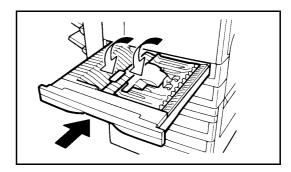




3. If the paper is not there, lift lever E2 and remove the misfed paper.

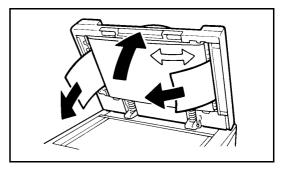


4. Return levers E1 and E2 to their original positions, and slide the duplex tray in.

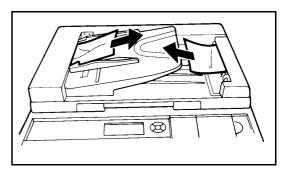


When P is lit or blinking

- 1. Lift the document feeder.
- 2. While turning the belt, remove the misfed paper gently.

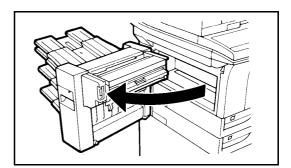


- 3. If the misfed paper cannot be removed, remove the misfed paper from the feed-in unit or exit unit of the document feeder.
 - □ If the **Misfeed** (⁸/₄) indicator is on even after removing misfed paper, lift up then lower the document feeder to turn off that indicator.

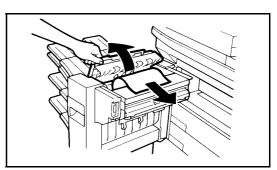


When R is lit or blinking

1. Swing the sorter to the left gently using the sorter handle.



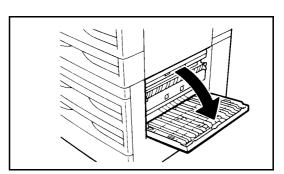
2. Open the sorter top cover and remove the misfed paper.



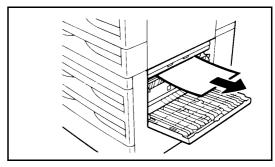
- 3. If the misfed paper cannot be removed, open the guide plate and remove the misfed paper.
- 4. Close the guide plate and the top cover, then return the sorter to its original position.

When Y is lit or blinking

1. Open the right cover of the paper feed unit.



- 2. Remove the misfed paper.
- 3. Close the right cover.



OPERATING DIFFICULTIES

Problem	Required Action
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet? Plug it in firmly
The display does not show the Ready condition, or the machine stops during an operation.	Is the Misfeed (\Re)indicator on? Clear the misfed paper. See page 173.
	Is the Load Paper (上) indicator on? ➤ Load paper into the paper tray. See page 164. ➤ Load paper onto the bypass feed table. See page 146.
	Is the Close Cover ([] ←) indicator blinking?
	Is the Add Toner (
	Is the Call Service (
Copies appear dirty.	Does the original have a gray or colored background? ➤ Press the Manual Image Density key to lower the contrast.
	Are the platen cover or exposure glass dirty? ➤ Clean them. See page 172.
	Is the Image Density level set correctly? Press the Manual Image Density key to decrease the image density.
Copies are too light.	Is the image density level set correctly? ➤ Press the Manual Image Density key to increase the image density.
	Does the original have a low contrast image? ➤ Press the Manual Image Density key to increase the image density.

Problem	Required Action	
Copies are blank.	The original must be placed face down on the exposure glass or face up on the document feeder.	
	Position the original correctly. See pages 134 and 133.	
The original is not pulled into	You did not feed the document far enough into the feeder.	
the auto document feeder.	Insert the document into the feeder until it stops. Retransmit.	
Frequent original misfeeds	Multifeeds	
	Incorrect positioning of originals	
	 Put the document in the feeder correctly. See page 30. 	
	Incorrect alignment of originals	
	\succ Align the edges of the document. See page 29.	
	Curled pages	
	Flatten the document. See page 29.	
	Incorrect document type	
	Use a proper document type. See page 29.	
	Mixed document types	
	\succ The pages must all be of the same type.	
	Static electricity on the originals	
	Shuffle the document. See page 30.	
	Non-feeds	
	Silicone oil on the originals	
	Wait a few minutes, then try again.	
	Incorrect alignment of originals	
	Align the edges of the document. See page 29.	
	Curled pages	
	Flatten the document. See page 29.	
	Incorrect document type	
	Use a proper document type. See page 29.	
	More than 30 pages in the feeder	
	Do not place more than 30 pages in the automatic document feeder at once.	

Problem	Required Action
Copy paper mlsfeeds occur	Is the proper paper in the paper tray?
frequently.	Paper size and weight must be within the standards set for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray?
	Always use dry, undamaged paper.
	Is the paper set properly in the paper tray?
	Always load paper correctly. See page 164. Make sure the trays do not contain an excessive amount of paper; do not fill them up over the load limit marks.
	Are there any pieces of misfed paper or other foreign objects in the machine?
	Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper?
	Fan the stack of recycled paper and load it in the paper tray.
The machine cannot dial out.	The telephone line is disconnected.
	Check that the line is connected properly.
	The telephone line type setting is incorrect.
	Check the telephone line type setting (see page 102).
The machine cannot dial out from behind a PBX.	The dialled number does not contain an access code or a pause.
	Include the access number and a pause before the telephone number.
	The dialled number did not have enough pauses between the access number and the telephone number.
	Try adding more pauses after the access code.
Transmission cannot take	The document is jammed in the feeder.
place; the $\$$ indicator blinks.	Remove the jammed document (see page 178) and repeat the transmission procedure.
	The document may be longer than the maximum limit (see page 28).
	Make sure that none of your originals exceed this limit.
Transmission cannot take	The other machine is out of order.
place; the H indicator blinks.	Check the error report.
Nete: Defere teling entire	Ask the other party to check their machine and correct the fault.
Note: Before taking action, wait until the Communicating	The line is busy or noisy.
indicator goes out, then press the Stop key.	Check that the dial tone is sent out.Try to retransmit.

Problem	Required Action
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal. ➤ Store that terminal's number as a Quick Dial
Consistent poor image quality when communicating with a particular terminal	Key or Speed Dial Code. Then call a service technician. Inform the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
The telephone keeps ringing and no fax is printed.	You are in Manual Receive mode. ➤ Change to Auto Receive mode (see page 42).
	Power is switched off. ➤ Switch the power on.
Stripes on copies.	The exposure glass is dirty. ➤ Clean the exposure glass (see page 172).
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. ➤ Change to Manual Receive mode (see page 42).
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. ➤ Connect the modular cord (see page 94).
Dialling took place, but polling could not.	 ID Codes do not match. ➤ Contact the person at the other end and make sure that the ID Codes are the same before trying the communication again.

DISPLAYED ERROR MESSAGES

Message	Problem	
CHECK AUTO-DIALING	You cannot use the auto-dialler at the moment. Use the ten-key pad or the handset.	
NO BOOKING FOR POLLING RECV	No polling reception operations have been programmed.	
NO TRANSFILES EXIST	There are no messages in memory waiting for transmission.	()
NO POLL ING DOCUMENTS EXIST	There are no messages in memory waiting to be polled.	Ň
DOCUMENT IN USE	This message is now being sent. You cannot print it now.	ILV
USED AS GROUP	This Quick Dial Key has a Group stored in it.	SO
USED AS PROGRAM	This Quick Dial Key has a Keystroke Program stored in it.	
USED AS QUICK DIAL	This Quick Dial Key has a telephone number stored in it.	
USED AS AUTO DOC.	This Quick Dial Key has an Auto Document stored in it.	
NOT ADDED	The digit, pause, or other symbol that you just attempted to input was rejected because it is inappropriate.	
NOT ADDED !	The telephone number was not stored, because either: You cannot add any more numbers to this Group. You cannot store any more full telephone numbers at the moment. Delete some from the machine, or store this number as a Quick or Speed Dial before trying to use it.	

Message Problem	
OVERFLOW	There is no room in the machine's memory for any more telephone numbers. Delete some numbers to make room, if you wish, then try again.
NOT PROGRAMMED	Either: This Quick Dial Key or Speed Dial Code does not contain a number. This Quick Dial Key does not contain a Keystroke Program.
FAX NO NOT PROGRAMMED	There are no fax numbers stored in this Group.
NO DATA PROGRAMMED	The Group you tried to erase does not contain any fax numbers.
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.
OVER NO OF PROG RTI/CSI	You cannot store any RTIs or CSIs for use with this feature; the limit has already been reached.
RTI∕CSI IS NOT PROGRAMMED	No RTIs or CSIs have been stored for this feature.
NO PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
SWITCH OFF AFTER PRINT OUT	You cannot switch Memory Lock off while there is a received fax message in the memory. You must input the Memory Lock ID and print the message before switching Memory Lock off.
NOT CHANGEABLE	You cannot change the setting of this feature.
THIS FILE DOES NOT EXIST	The file number that you input does not exist.
UNABLE TO USE PRINTER	The machine cannot print now because it is receiving a fax.
REPLACE MASTER USED TONER TANK FULL	When either of these first appears on the display, you can print 50 more pages. Then you must change the master unit.
(FORWARDING)	If displayed below SET DOCUMENT in standby mode, this indicates that Forwarding is now switched on.
(MEMORY LOCK)	If displayed below SET DOCUMENT in standby mode, this indicates that Memory Lock is now switched on.
(RDS)	If displayed below SET DOCUMENT in standby mode, this indicates that RDS is now switched on.
CANNOT DETECT ORIGINAL SIZE	The paper may be too small. Press the Start key one more time to make a copy.
CHECK PAPER SIZE	There is no suitable copy paper installed for the magnification ratio that you selected for your original.
CHANGE ORIG. DIRECT.	The orientation in which you placed the original does not match the orientation of the copy paper.
LOAD XX PAPER	Load the indicated size of copy paper into the machine.
SET KEY COUNTER	You must install your key counter before you can proceed.
CHECK PAPER DIRECTION	When making one-sided copies from book originals, the copy paper must be fed into the machine long side first, and not short side first.

SPECIFICATIONS

Copier and General Specifications

	contrations			
Configuration:	Console			
Printing Process:	Laser electrostatic transfer system			
Warm-up Time:	About 60 seconds			
Copying Speed:	15 copies/minute (A4/8.5 x 11"), from the first cassette 9 copies/minute (A3/11 x 17"), from the first cassette			
Paper Tray Capacity:	1st Tray: 250 sheets (200 sheets for 90 gm/m ² paper) 2nd Tray: 250 sheets (200 sheets for 90 gm/m ² paper) Bypass Tray: 1 sheet			
Copy Paper Size:	Maximum: A3 [11 x 17"] Minimum: A5 sideways [7.2 x 10.1"] (Using manual feed: A6 lengthwise)			
Copy Paper Weight:	Paper Trays: 60 to 90 g/m ² [16 to 24 lb] Bypass Feed: 52 to 157 g/m ² [14 to 42 lb] Duplex Unit: 60 to 90 g/m ² [14 to 24 lb]			
Reduction Ratios (%):	Enlargement: 400, 200, 141, 122, 115 Reduction: 93, 82, 75, 71, 65, 50, 25			
Zoom:	From 25% to 400% in steps of 1%			
Automatic Reset:	All modes reset 1 minute after the machine was last used			
Dimensions (W x D x H):	620 x 660 x 540 mm [24.4" x 26.0" x 21.3"] Excluding trays, handset, and optional kits.			
Weight:	53 kg [117 lbs] (Excluding trays, handset, and optional kits.)			
Power Supply:	220 - 240 Vac, 50 Hz; single phase			
Maximum Power Consumption:	Standby: 230 W Transmission: 250 W Reception: 500 W (Max. 1500 W) Copying: 670 W (Max. 1500 W)			
Fax Specifications				
Maximum Document Dimensions:	304 x 432 mm [11.9 x 17.0"]			
Resolution:	Standard: 200 x 100 dpi Detail: 200 x 200 dpi Superfine: 400 x 400 dpi			
Transmission Speed:	6 seconds at 14,400 bps (G3 ECM) for a CCITT #1 test document (Slerexe letter) using standard resolution			
Compatibility:	G3 (G4 kit available)			
Memory Capacity:	56 pages Measured using a CCITT #1 chart (Slerexe letter) at standard resolution			
Maximum Printout Width:	A4: 204 mm [8.0 in] B4: 250 mm [9.8 in] A3: 291 mm [11.5 in]			

Optional Equipment

Document Feeder			
Feed Type:	Face up, first sheet on top ADF Mode: Automatic feed SADF Mode: Place one sheet at a time in the feeder		
Transport Method:	Belt		
Acceptable Document Dimensions:	Width: 182 to 297 mm [7.1 to 11.7"] Length: 148 to 432 mm [5.5 to 17"]		
Acceptable Weight:	60 to 90 g/m ² [16 to 24 lb]		
ADF Capacity:	30 sheets (using 80 gm/m ² [20 lb] A4 paper) 25 sheets for A3 paper		
Feed Speed:	8 sheets per miniute (A4 sideways, 8.5 x 11" sideways)		
Power Consumption:	48 W		
Dimensions (W x D x H):	590 x 443 x 72 mm [23.2" x 17.4" x 2.8"]		
Weight:	6 kg [2.7 lb]		
Paper Feed Unit			
Capacity:	3rd Tray: 250 sheets (200 sheets for 90 g/m ² paper) 4th Tray: 250 sheets (200 sheets for 90 g/m ² paper)		
Paper Size:	Maximum: A3 [11 x 17"] Minimum: B5 sideways [7.2 x 10.1"]		
Paper Weight:	60 to 90 g/m ² [16 to 24 lb]		
Power Consumption:	24 W		
Dimensions (W x D x H):	542 x 565 x 441 mm [21.3 x 22.2 x 17.3"]		
Weight:	27 kg [59.5 lb]		
Duplex Unit			
Copy Paper Size:	A3, B4, A4, B5 sideways, 216 x 330 mm		
Paper Weight:	64 to 81.4 g/m ² [17 to 22 lb]		
Capacity:	1 sheet		
Dimensions (W x D x H):	448 x 440 x 56 mm [17.6 x 17.3 x 2.2"]		
Weight:	3.4 kg [7.5 lb]		

<u>Sorter</u>	
Number of Bins:	3
Bin Capacity:	First bin: 130 sheets (face up) Second bin: 100 sheets Third bin: 100 sheets Sort mode: 100 sheets/bin Stack mode: 100 sheets/bin
Paper Size:	Maximum: A3 [11 x 17"] Minimum: A6 lengthwise [4.25 x 5.5", Quarter Letter]
Paper Weight:	Feed out face up: 52 to 157 g/m ² [14 to 42 lb] Feed out face down: 64 to 81 g/m ² [17 to 22 lb]
Power Consumption:	29 W
Dimensions (W x D x H):	450 x 450 x 352 mm [17.7 x 17.7 x 13.9"]
Weight:	9 kg [19.8 lb]
<u>Memory Options (Fax)</u>	With 1 Mbyte memory: 112 pages With 2 Mbyte memory: 168 pages With 40 Mbyte hard disk: 1,200 pages Measured using a CCITT #1 chart (Slerexe letter) at standard resolution

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

OPERATION

Up to one additional paper feed unit can be installed. This paper feed unit contains two paper trays, each of which can hold up to 250 sheets of paper (200 sheets for 90 g/m² paper), which means that you can add an extra 500 sheets of copy paper capacity to your fax machine (400 sheets for 90 g/m² paper).

If you have the same size of paper in more than one cassette, the paper in the uppermost cassette will be used.

MAINTENANCE

Replacing Paper: See the section entitled LOADING PAPER in the main body of this manual.

COPY JAMS

When a paper jam occurs in the machine:

- If the jam is at the top cassette entrance, substitute reception will take place. Remove the jammed paper (see the section entitled CLEARING MISFEEDS in the main body of this manual).
- If the jam is at the entrance to one of the lower cassettes, printing will resume from the top cassette, or from one of the lower cassettes that is not affected by the jam. However, if there is no available cassette with the same paper size as the one that was originally selected for printing, substitute reception will take place.

APPENDIX B. HARD DISK UNIT

1. PRECAUTIONS

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

Before you start to use the machine, note the operating precautions mentioned in the section entitled "General Precautions" at the front of the manual.

2. GENERAL

You can upgrade the memory capacity of the facsimile machine with this hard disk unit.

Neither the standard memory nor the optional 1 Mbyte or 2 Mbyte memory card can be used if you install the hard disk unit.

This manual contains information about using the hard disk.

CAUTION

- 1. After the machine returns to standby, **you must wait for at least 5 seconds** if you wish to switch the power off. If you do not wait, the hard disk may be damaged.
- 2. When you move the machine to a new location, refer to Caution 1 above without fail. Otherwise, the hard disk may be damaged.

Note that the hard disk read/write head automatically moves to the shipping position in standby mode.

3. Do not knock, shake, or move the hard disk unit while the hard disk is working.

3. OPERATION

The operating procedures are the same as those already described in this manual.

The memory features of the hard disk are the same as the features of the standard memory or the optional 1 Mbyte/2 Mbyte memory card, except for the following items.

- 1. The data will remain on the hard disk even if you switch off both the power to the machine and the hard disk unit.
- 2. The hard disk can store up to 1,200 pages (based on the CCITT number 1 test chart). The memory capacity is 40 Mbytes.
- 3. If you switch off the hard disk's power supply, the machine's memory features will be disabled.
- **Note:** Do not knock, shake, or move the hard disk unit while the hard disk is working.

APPENDIX C. ISDN G4 OPTION TYPE 80

1. INTRODUCTION

The ISDN G4 Option Type 80 allows you to send and receive fax messages on high-speed high-quality digital networks. It will allow you to connect the machine to an ISDN (Integrated Services Digital Network) for either Group 4 or Group 3 fax communication.

A few of the features described in the manual for your fax machine cannot be used over an ISDN. These are as follows.

- Manual reception
- □ Telephone line type (DTMF/Pulse dial) selection
- □ Manual dialling with the handset
- Voice Request
- On Hook Dial

RTI, TTI, and CSI can only be used with Group 3 communication. In Group 4 mode, the Terminal ID is used instead.

However, the Group 4 interface will greatly enhance other features, especially broadcasting, transfer request, and other networking features, allowing complex distribution of documents with just a few keystrokes. The types of network that you can set up are described in the Facsimile Features Manual (section 5).

Note

Your sales or service representative will be able to help program all the necessary group and transfer station numbers in the various broadcasting terminals throughout your proposed network. Please coordinate with your sales representative to obtain correct programming at the time of installation.

Batch Transmission

The use of Batch Transmission is critical to making your Group 4 ISDN kit a cost effective alternative to Group 3. Set up a batch for each of your major fax message destinations. To do this, decide on separate times of execution for each of your batch files. Then, if you wish to send a message to one of these destinations, use Send Later to delay the transmission until the time that you decided for that destination. See the Facsimile Features Manual for a description of the Batch Transmission feature.

2. OPERATION

Dialling and Storing Telephone Numbers

Introduction

After installing the ISDN G4 Option Type 80, you must be careful to select the correct signalling type (Group 3 or Group 4) when dialling, or when storing a telephone number as a Speed Dial or Quick Dial.

The G4/G3 Selector key on the operation panel allows you to select whether the telephone number is to be dialled using Group 3 (G3) or Group 4 (G4). An indicator above the key will light to show which has been selected.

To change the setting, press the key until the required indicator is lit. In most cases, <G3> (Group 3) or <G4> (Group 4) will appear on the display as a reference while you are entering a telephone number.

- **CAUTION:** When you dial a number using a Quick Dial or Speed Dial, or using Al Redial, check the two indicator lamps above the G4/G3 selector key to make sure that the correct mode is selected. If it is not correct, press the G4/G3 selector key until the correct indicator is lit.
- **Notes:** To Your machine is set up to send to Group 3 fax machines over the regular telephone network (the PSTN, the Public Switched Telephone Network). If you wish to send to Group 3 machines over the ISDN, contact your service representative.
 - When dialling a fax machine or telephone over an ISDN, the destination may have a subaddress number. This number can be thought of as similar to an extension number on a PBX. If the destination telephone or fax machine has a subaddress number, input this number when dialling. You can get this number from your contact at that location.



To enter a subaddress, you must use a User Function Key. See page 77 for how to program a User Function Key using Function 35.

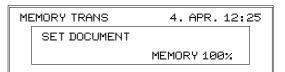
Transmission Procedure

The following example shows how to dial (assuming that the ISDN G4 Option Type 80 has been installed). The differences between this procedure and the procedure for the base machine (refer to page 30) are as follows:

□ You have to select G3 or G4 before you dial a number.

□ You may have to input a subaddress for a G4 number if the destination has one.

1. Make sure that the machine is in standby mode for faxing (see page 30).



- 2. Carefully place the document into the auto document feeder.
 - If you do not have an automatic document feeder, place the first page on the exposure glass. See page 30 for details on how to use the machine without an automatic document feeder.
- 3. Change the line type (G3/G4) to the correct setting by pressing the G4/G3 Selector key on the operation panel.
- 4. Dial.



See page 30 for how to dial. You may use Speed Dial, Quick Dial, or the ten-key pad.

M	EMORY TRANS	OPTIONS	ţ
	ENTER FAX NUMBER]
	<g3></g3>		
			-

MEMORY TRANS	OPTIONS	Ţ
ENTER FAX NUMBER		
<g4></g4>		

MEMORY 1	RANS	OPTIONS	Ŷ
PRESS	YES OR CLR	• NO	
70056	11234		

G3 numbers - If your machine is behind a PBX, include the PBX access code and a pause before the number. For an international number, place a pause after the country code. G4 numbers - If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key (code 16). Then enter the subaddress.



To enter a subaddress, you must use a User Function Key. See page 77 for how to program a User Function Key using Function 35.



ME	MORY TRANS	OPTIONS	IJ
	ENTER NO. OR START	DEST: 2	
	—		

6. Either:

□ Dial more numbers: go to step 4.

- □ Start the transmission: Start
- **Note:** If the other party has not had a G4 Terminal ID programmed, you will see "- =" on the screen during transmission, instead of their ID.

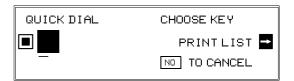
Storing a Telephone Number

The following example shows how to store a Quick Dial if the ISDN G4 Option Type 80 has been installed. The differences between this procedure and the procedure for the base machine (refer to page 109) are as follows:

You have to select G3 or G4 before you input a Quick Dial or Speed Dial

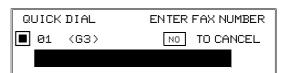
□ You may have to input a subaddress for a G4 number if the destination has one.

 Function 3 1
 At this time, you can print a Quick Dial List if you press → Start .



2. Press the Quick Dial Key that you wish to program. Example: 01 Yes

Example:	01	Yes	



- 3. Change the line type (G3/G4) to the correct setting by pressing the G4/G3 Selector key on the operation panel.
- QUICK DIAL ENTER FAX NUMBER
- 4. Enter the telephone number at the operation panel's ten key pad.

QUICK DIAL	YES OR CLR	NO
🔳 01 〈G4〉		
7005611234		

G3 numbers - If your machine is behind a PBX, include the PBX access code and a pause before the number. For an international number, place a pause after the country code. G4 numbers - If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key (code 16). Then enter the subaddress.

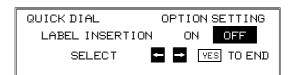


To enter a subaddress, you must use a User Function Key. See page 77 for how to program a User Function Key using Function 35.

5. **Yes**

QUICK DIAL	ENTER LABEL	
0 1		
		ABC

- 6. Either:
 - Program a label for this number: go to step 7.
 - Do not program a label: Yes . Go to step 8.
- 7. Input a label using the Quick Dial keys. Then press Yes .



8. Switch Label Insertion on or off. Use the \leftarrow and \rightarrow arrows on the scroll key to select the required setting. Then press **Yes**.

QUICK DIAL	CHOOSE KEY
	PRINTLIST 🗖
_	NO TO CANCEL

- 9. Either
 - □ Program another Quick Dial: go to step 2.
 - □ Finish: **Function** .

3. TROUBLESHOOTING

Call Progress Signals (CPS)

Sometimes, a Call Progress Signal and an error message will appear on the display panel. Possible messages are as follows.

DIALING	The machine is dialling; do not press Stop.
REMOTE TERM INAL BUSY	Try again later.
WRONG NUMBER	Check the number, and check that G3 or G4 was correctly selected. Then redial.
L INE NOT AVA ILABLE	Try again later.
FAX NUMBER CHANGED	Find out the new fax number.
REMOTE FAX REJECTED	Contact the user at the other end.
UNABLE TO CONNECT	Try again.
NO RESPONSE	Try again.
NETWORK BUSY	Try again later.
CLASS INCOMPATIBLE	The other terminal's signalling mode
	is not compatible with yours, and the
	message cannot be sent.
CHECK INTERFACE	Check that the ISDN line cord is
	connected properly. Then try again.

To remove the message from the display, make sure that the Communicating indicator is not lit, then press **Stop**.

NOTICE TO USERS (Great Britain)

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

British Telecom Public Switched Telephone Network

Hull Public Switched Telephone Network

PABX Extensions

Mercury Communications Limited Public Switched Telephone Network.

CONNECTION TO THE PSTN OR A PABX EXTENSION

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

IMPORTANT NOTICE

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

All apparatus connected to this terminal and thereby connected directly to the British Telecom public switched

telephone network must be approved apparatus as defined in Section 22 of the British Telecommunications Act 1984.

12. This apparatus has been approved for the use of the following facilities:

Storage of Telephone Numbers for Retrieval by Predetermined Code

Automatic Call Initiation

Operation in the Absence of Proceed Indication (Although not Detected)

Automatic Dialling Facilities

Auto-Calling Facility Series Connection Facility

Automatic Storage of Last Number Dialled

- Tone Detection Busy Tone
- Repeat Attempt Facilities: Multiple (Automatic)

Auto Clear from Call Originating End

Integral Modem

Loudspeaking Facility

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 40 ma d.c. is 0.3 volts.
- 15. Only apparatus conforming with BS6301 or EN41003 may be connected to the series socket. Any interconnection between the above socket and other connections, directly or by the way of other apparatus, may produce hazardous conditions on the BT network. Advice should be obtained from a competent engineer before any such connection is made.
- 16. With reference to EN41003 cl 4.1.3 the apparatus is supplied with a connection to the Public switched telephone network, which is referred to as a TNV circuit. There is also an optional printer port that may be fitted, which is referred to as a SELV circuit. Please ensure that the TNV circuit is only connected to another TNV circuit and that the SELV circuit is only connected to other SELV circuits.
- 17. The apparatus does not recognise a secondary proceed indication.

FUNCTION LIST

NO.	FUNCTION	PAGE
11	Confidential Transmission	53
12	Transfer Request	57
13	Secured Polling Transmission	55, 56
14	Free Polling Transmission	54
15	Polling Reception	65
16	Direct Fax Number Entry	60
21	Erasing Memory Files	75
22	Erasing Polling Reception Files	75
23	Erasing Polling Transmission Files	75
24	Retransmitting a Fax Message from Memory	61
31	Programming Quick Dial/Printing the Quick Dial List	109
32	Programming Speed Dial/Printing the Speed Dial List	31
33	Programming Groups/Printing the Group Dial List	116
34	Keystroke Programs and Function Programs: Labelling and Erasing	50, 52, 157
35	Programming User Function Keys/Printing the User Function Key List	77
36	Auto Documents: Labelling and Erasing	62, 64
37	Entering Printer Mode***	83
41	Printing the TCR/On-screen Communication Result Display	81, 127
42	Printing the File List	127
43	Printing the Quick Dial List	127
44	Printing the Speed Dial List	127
45	Printing the Group Dial List	127
46	Printing the Program List	127
47	Printing the User Function List	127
51	Printing the Contents of a Memory File	76
52	Printing the Contents of a Polling File	76
53	Printing an Auto Document	64
54	Printing Blank OMR Sheets	91
55	Printing a Confidential Message*	43
56	Printing from Memory Lock*	79
	Functions 60 and above can only be used after a password has been e	entered.
61	System Set-up: Your Country Code, Your Fax Terminal's Telephone Number, ISDN G4 and G3 Telephone Numbers**, Your Inter-city Access Code, Next Transfer Station **, ID Code, Confidential ID*, Memory Lock ID*, RTI, TTI, CSI	95 to 101
71	Programming Personal Codes/Printing the Personal Code List	121, 127
72	Programming Authorized Reception/Printing the Authorized Reception List	66, 127
74	Programming the Economy Transmission Time/Programming the Night Timer	67, 107
75	Programming Forwarding/Printing the Forwarding List*	68, 127
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★: Memory card or hard disk required, ★★: Group 4 kit required
 ★★★: At least one optional extra paper feed unit required, ★★★★: Printer interface kit required



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

TONER CASSETTES

TONER CASSETTE TYPE 30 is recommended for the best performance.

MARKER

□ MARKER TYPE 30 is recommended for the best performance.