

RICOH

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 to operate the machine. You can place documents of up to 30 pages in the 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.

Copyright Notice

IBM is a registered trademark of International Business Machines Corporation.

WARNING: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

★ **CAUTION:** Use of control or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Class A

This Digital Apparatus does not exceed the Class A limits for Radio Frequency noise from Digital Apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

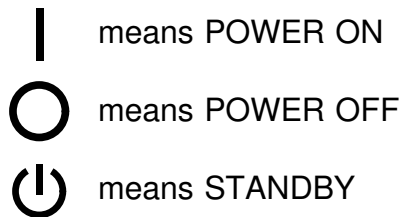
Operator Safety:

This equipment is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 765-795 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical units in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

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



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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

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

Attention please!

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

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

Thank you

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 require extensive work by a qualified technician to restore the product to normal operation.
 - E. If the product has been dropped or the cabinet has been damaged.
 - F. If the product exhibits a distinct change in performance, indicating a need for service.

INTRODUCTION

Thank you for purchasing this product. This is a multi-purpose office machine with a wide range of fax, photocopier, and printer (optional) 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 up this process. 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.

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

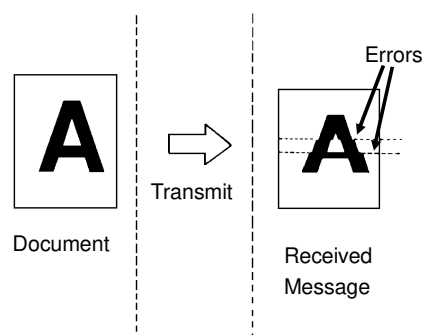
You can use your fax machine to send and receive any type of document, even photographs.

TELEPHONE LINE PROBLEMS 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 switched 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.

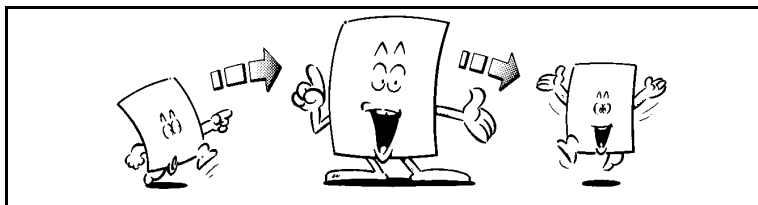


COPYING FEATURES


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.

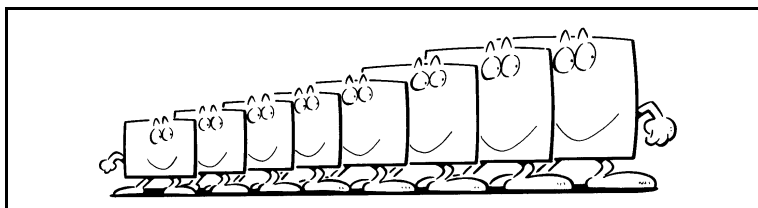
Reduced/enlarged copies

 See page 139.



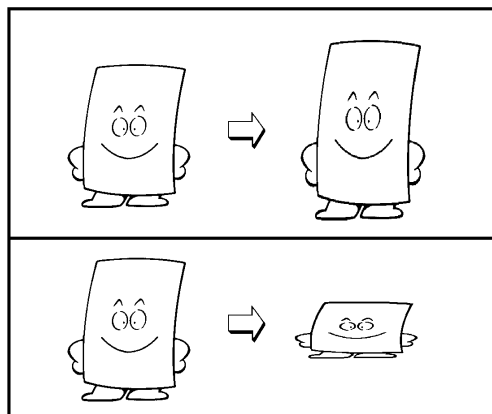
Zoom

 See page 140.




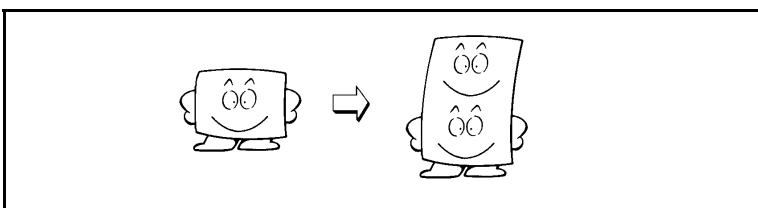
Directional magnification and directional size magnification

 See pages 141 and 143.




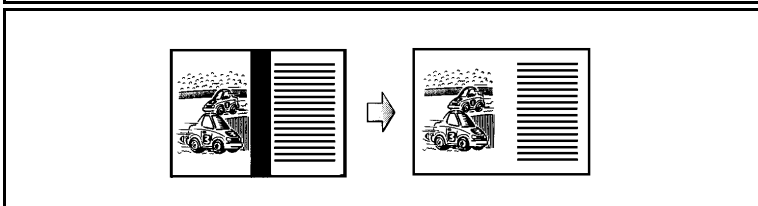
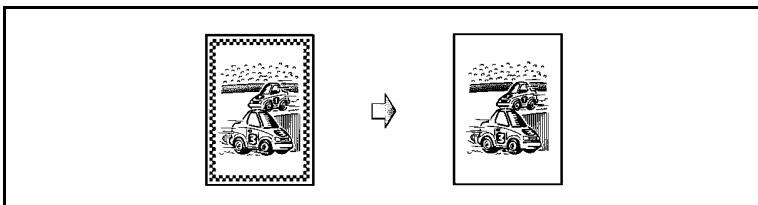
Double copies

 See page 145.



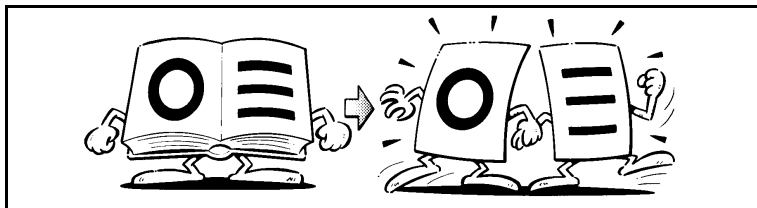
Erase border/center

 See page 158.



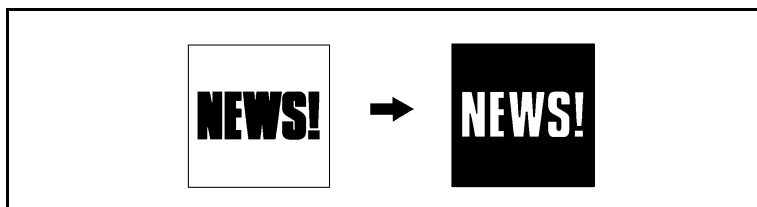
Two single copies

? See page 150.



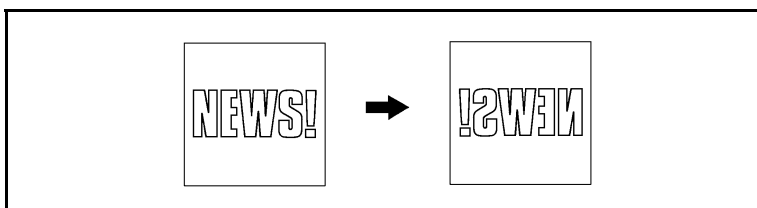
Negative/positive copies

? See page 158.



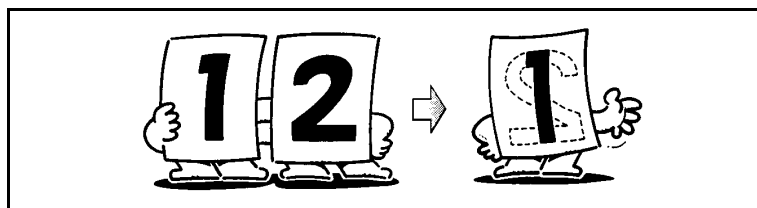
Mirror copies

? See page 158.



Duplex copies

? See page 151.



Full size copying

? See page 129.

Sorting/stacking

? See page 154.

Bypass feed copying

? See page 146.

Interrupt copying

? See page 149.

Copying programs

? See page 156.

O TO UTINU

This manual contains instructions on how to operate and maintain 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 dialing 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 dialing 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.
- ❑ User Function Keys: see page 77.
- ❑ Function Programs: see page 78.
- ❑ Keystroke Programs: see page 49.
- ❑ Chain Dialing: 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

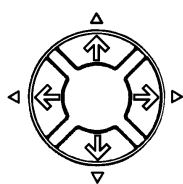
The following conventions were used when writing this manual.


Key Names

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.

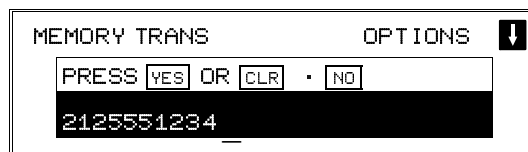


On the operation panel, there is a circular key with four arrows (up, down, left, right) printed on it. This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see  in the manual, you are being asked to press the left arrow on the scroll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

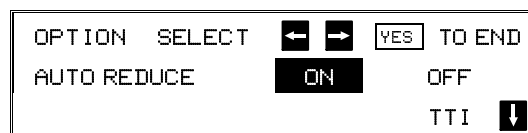
Displays

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.

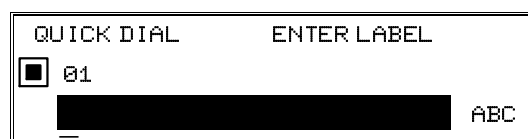
Example A: The keys that can be pressed are shown on the screen in small boxes. In this example, you can press Yes, No, or Clear, or the down arrow on the scroll key (see the arrow at the top right of the display).



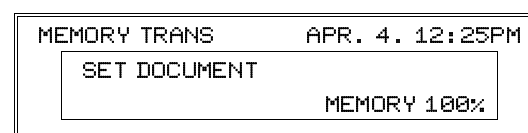
Example B: The choices of settings for a feature are shown on the screen. The current setting is highlighted (white on black). If you press the right pointing arrow on the scroll key, the setting will be changed to OFF.



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.

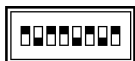
Using Function 35, you can program User Function Keys as short cuts to access some features. See page 77 for more about programming the User Function Keys.



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.



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.



SW01-1



indicates 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  and  arrows on the circular scroll key on the operation panel.

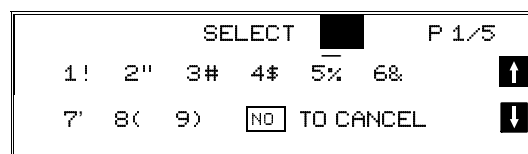
If you wish to enter a punctuation mark or symbol, use Quick Dial 31. Keep pressing Quick Dial 31 until you see the symbol that you need. Then move the cursor forward with the scroll key.

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

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
01	A	12	L	23	W
02	B	13	M	24	X
03	C	14	N	25	Y
04	D	15	O	26	Z
05	E	16	P	27	Not used
06	F	17	Q	28	
07	G	18	R	29	
08	H	19	S	30	Space
09	I	20	T	31	Punctuation Marks and Symbols
10	J	21	U		
11	K	22	V	32	Shift key (see p. 8)

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 dialed 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		✓ / ✕	NOTE	REFERENCE
FEATURE NAME AND SECTION NUMBER				
ROUTINE OPERATION	Sect. 1			
Immediate Transmission	1-1	✓		
Memory Transmission		✓		
Contrast	1-2	✓		
Resolution		✓		
Halftone		✓		
Quick Dial	1-3	✓		
Speed Dial		✓		
Groups		✓		User: p. 47, 77
Send Later	1-4	✓		
Page Count		✓		
Personal Code		✓		
TRD (Transmission Deadline)		✓		
Economy Transmission		✓		
Automatic Reduction On/Off		✓		
ID Transmission		✓		
TTI On/Off		✓		
Alternative Destination		✕		
Voice Request		✓	2	
Destination Check		✓		
Automatic Redialing	1-5	✓		Service See page 14.
AI Redial		✓		

FACSIMILE FEATURES MANUAL		✓ / ✕	NOTE	REFERENCE
FEATURE NAME AND SECTION NUMBER				
Auto Receive Mode	2-1	✓		
Manual Receive Mode		✓		
Auto Select Mode		✕		
Substitute Reception	2-2	✓		User: p. 107
Handset	3-1	✓	2	
On Hook Dial	3-2	✓		
Speakerphone	3-3	✕		
Music on Hold	3-4	✕		
ADVANCED FEATURES	Sect. 2			
Broadcasting	1-1	✓		
Keystroke Programs	1-2	✓		
Confidential Transmission	1-3	✓		
Confidential Reception		✓	1	
Transfer Request	1-4	✓		
<input type="checkbox"/> Memory or hard disk required if the machine will be used as a transfer broadcasting station.				
Polling Transmission	1-5	✓		
Polling Reception		✓		
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	3-13	✓		
<input type="checkbox"/> Automatic Reduction		✓		User: p. 106
<input type="checkbox"/> 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
ECM	3-20	✓		Service
Page Retransmission		✓		Service

FACSIMILE FEATURES MANUAL		✓ / ✕	NOTE	REFERENCE
FEATURE NAME AND SECTION NUMBER				
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 Dialing	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	✓		
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	1-5	✓		
Remote ID		✕		
Confidential ID		✓	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	✓		
Programming Speed Dial	4-2	✓		
Programming Groups	4-3	✓		
Storing Personal Codes	4-4	✓		
REPORTS	Sect. 4			
TCR	1-1	✓		User: p. 106
Transmission Result Report	1-2	✓		User: p. 106
Error Report	1-3	✓		Service
Communication Failure Report	1-4	✓		
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

FACSIMILE FEATURES MANUAL		✓ / ✕	NOTE	REFERENCE
FEATURE NAME AND SECTION NUMBER				
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		✓		
TCR	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	3		1, 4 1	
☐ Digital Link (Specified Two-step Transfer)		✓		
☐ Analog Link		✓		
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	200	500 (Note: Any fax number can be used in more than one file at the same time)	1200 (*4)
Confidential Transmission (from memory)	53	200			
Transfer Request (*1)	57	30			
Polling Reception	65	200			

HOW TO USE
THIS MANUAL

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 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. You can use this feature at any time.	The following cannot be batched. <input type="checkbox"/> Confidential Transmission
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

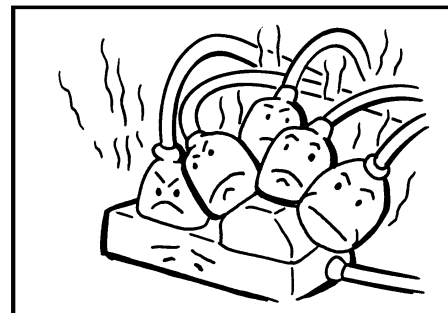
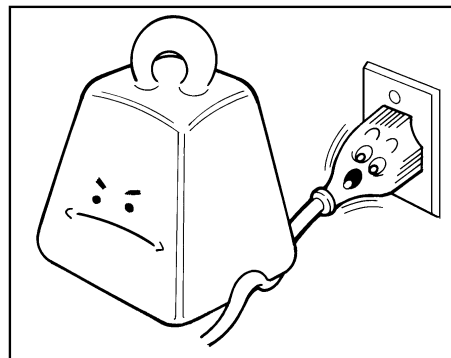
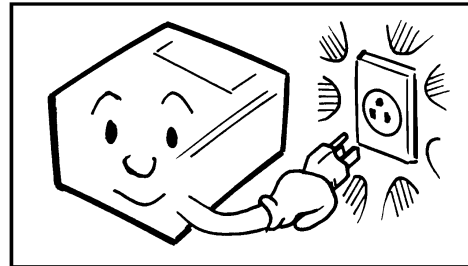
WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

POWER AND GROUNDING

Pay attention to the following.

Power Supply

1. Power requirements: 110 - 115 V, 60 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.
8. The wall outlet must be easily accessible. 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.

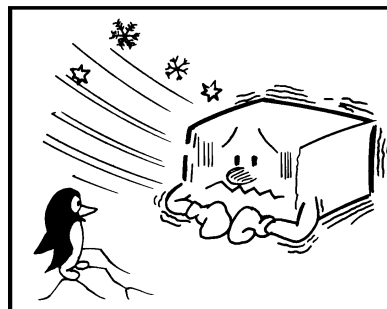
The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

COLD WEATHER POWER-UP

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

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

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 than 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 17.0"]
 - 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.

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.

- ☐ Turn the paper upside down in the paper tray.
- ☐ Use paper that is from an unopened package.

COPY PAPER

- ☐ 17-22 lb. copy paper is recommended: letter or legal sizes are the most commonly used
- ☐ Do not use damp paper, or copies will be defective.
- ☐ Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- ☐ 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

- ☐ 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 power switch is in the "Standby" position, the tray heater is still switched on. In case of emergency, unplug the machine's power cord.

GENERAL

- ☐ 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.

OZONE

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

WARNING:



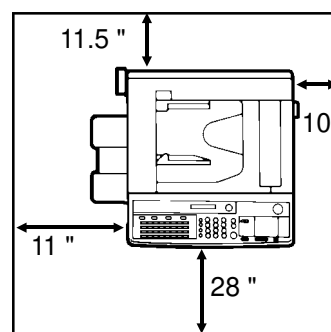
These symbols are attached to some components to alert the user not to touch them, because they may be very hot.

LOCATION

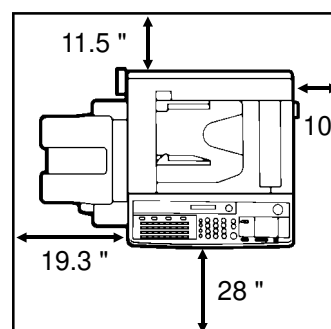
For the best possible performance, install your machine in a place which satisfies the following conditions.

- ☐ Not exposed to direct sunlight
- ☐ Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd³/hr per person.
- ☐ Level
- ☐ Not subject to vibration
- ☐ Away from other electronic equipment, to avoid interference
- ☐ Away from areas containing corrosive gas
- ☐ Dust-free
- ☐ Condensation-free
- ☐ Temperature 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 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)
- ☐ With the clearance as shown on the right

Base Machine Only



Full System



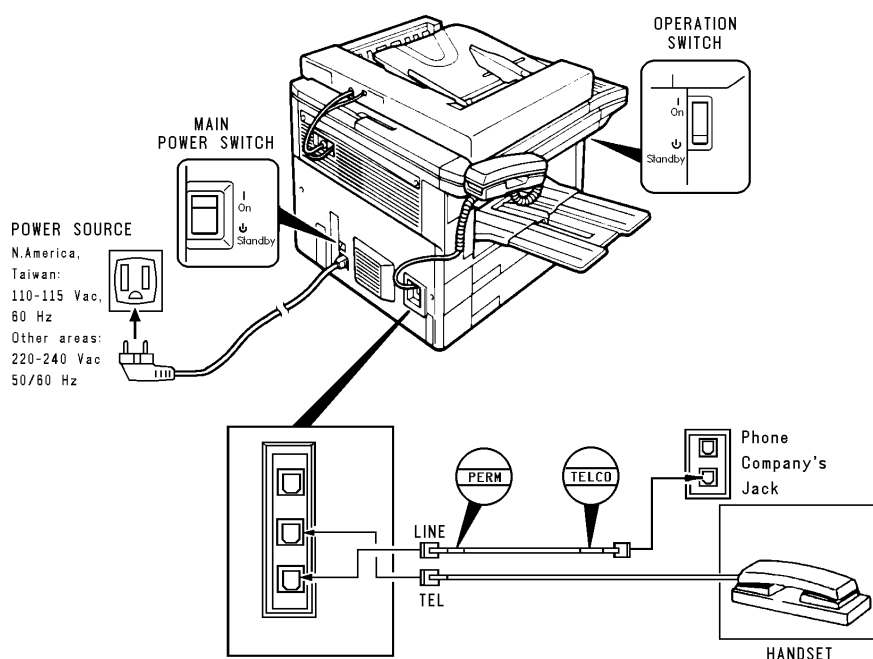
NOTE: This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which can be air-conditioned or well ventilated.

CONNECTING 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, as shown below.



CAUTION

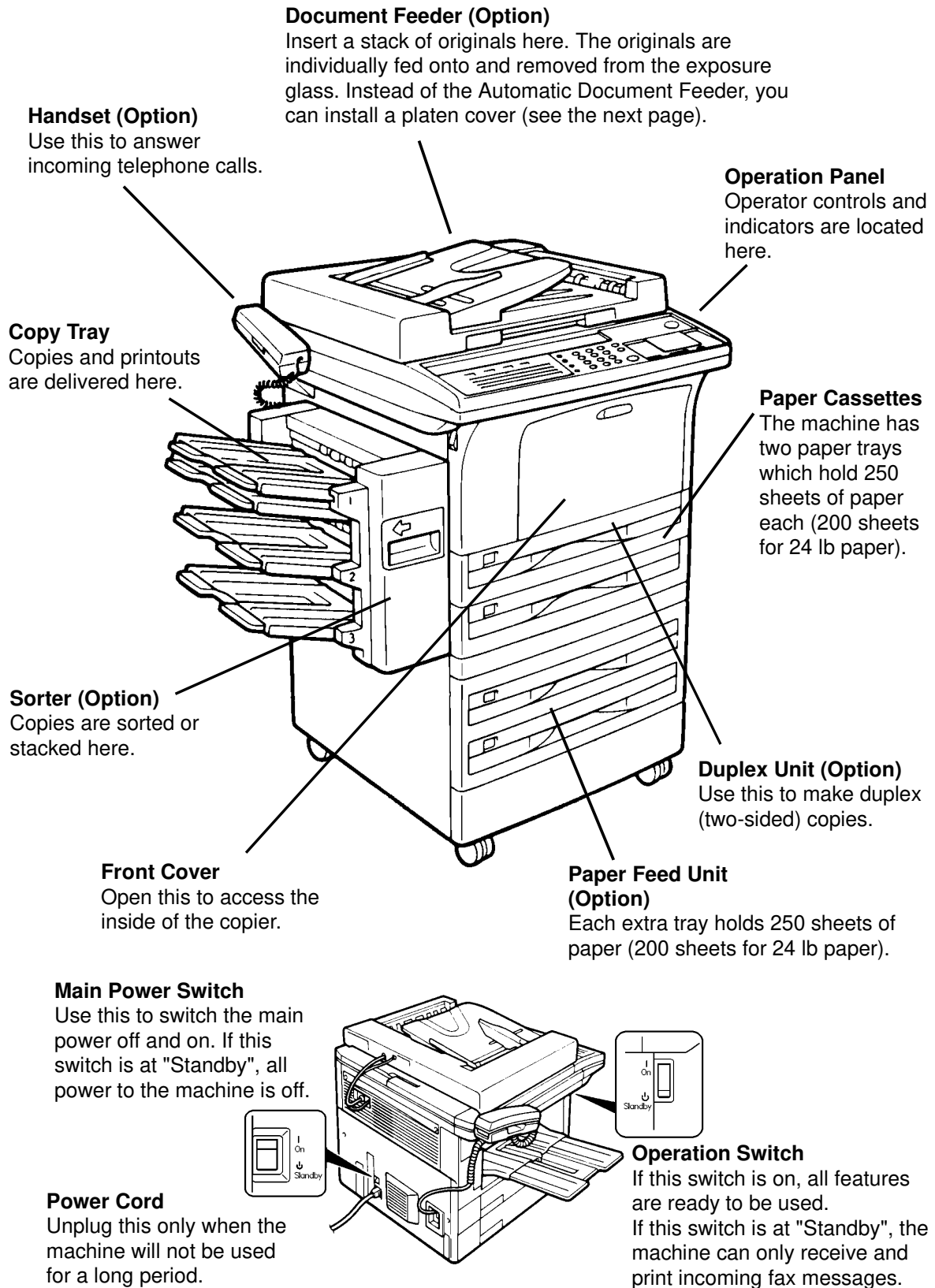
Do not switch on until everything is connected properly.
If you wish to move the machine to a new location, contact a service technician.

- ☐ Program the Telephone Line Type setting (use Function 81; see page 102). If your telephone normally sends out tones when dialing, 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 correctly.

IMPORTANT POINTS ABOUT POWER CONNECTION

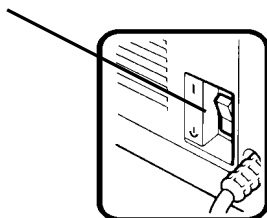
- ☐ The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.
- ☐ The power cord should not be laid in a place where it might trip somebody.
- ☐ Do not lay anything on the power cord.
- ☐ If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

GUIDE TO COMPONENTS



Main Power Switch

Use this to switch the main power off and on. If this switch is at "Standby", all power to the machine is off.

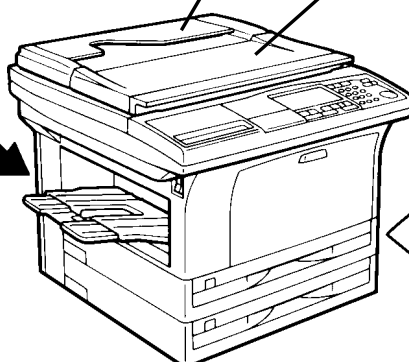


Original Holder (with Platen Cover only)

This is a convenient place to put multi-page documents while you are scanning pages one at a time.

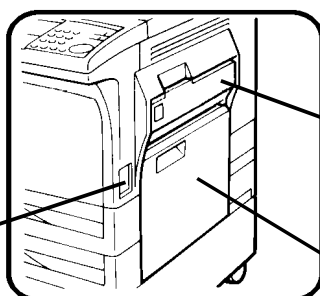
Platen Cover (Option)

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 and other non-standard copy stock.



Key Counter Holder

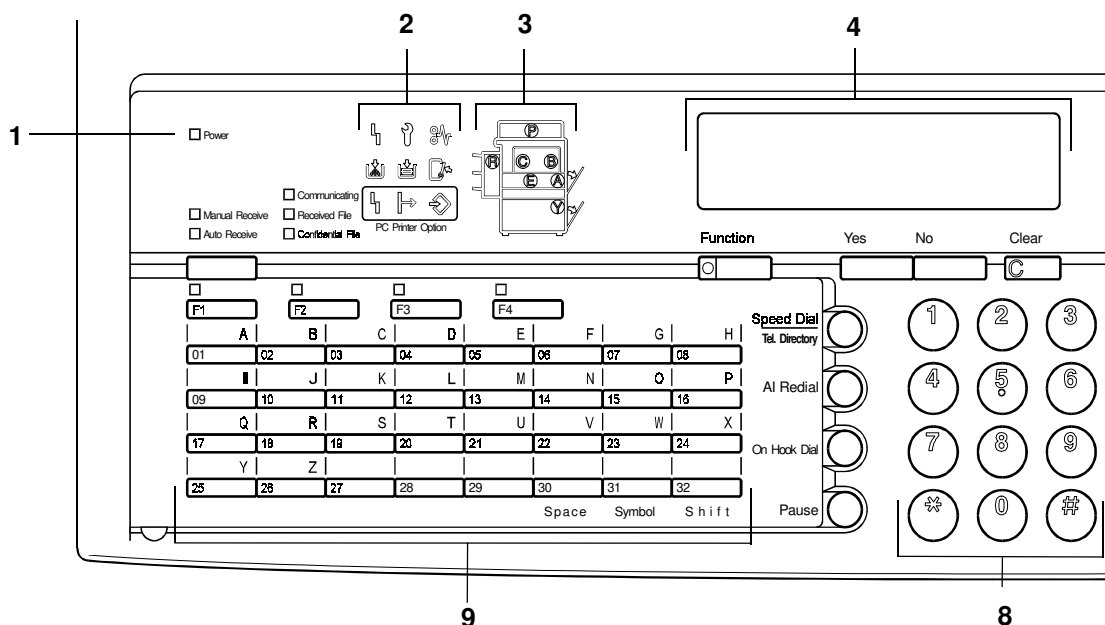
Insert the key counter (optional) here. The machine's cover must be modified by a technician first.






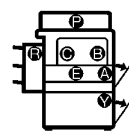
Right Cover

Open this to remove misfed paper.

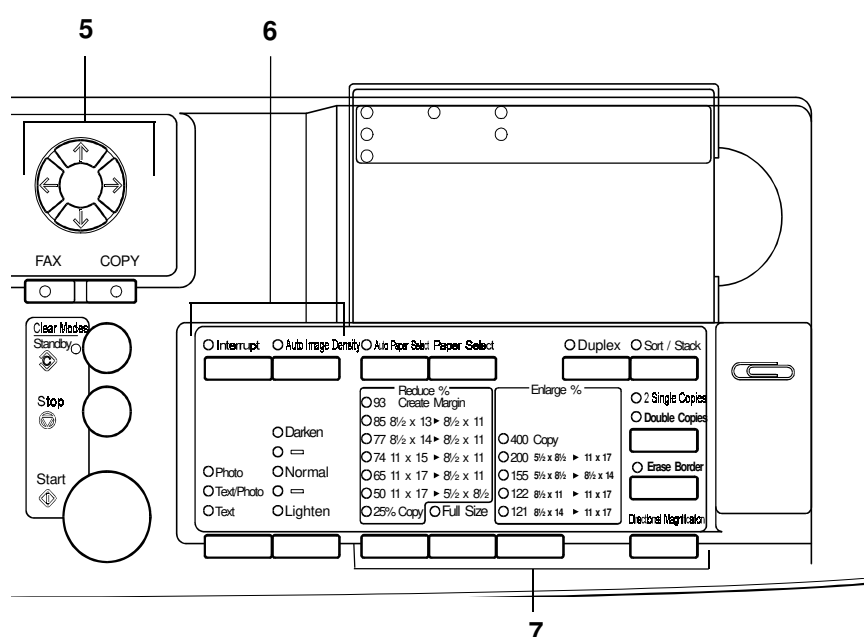
OPERATION PANEL

COPY MODE



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 Indicator  Call Service Indicator  Add Toner Indicator  Load Paper Indicator  Close Cover Indicator 	Blinks if there are any misfeeds in the machine. Lights when the machine diagnostics detect a problem that requires service. Blinks when the toner has almost run out (50 more copies can be made). Lights when toner runs out, disabling copying. See page 167. Lights when one of the paper trays runs out of paper. See page 164. 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 prompts, warnings, and selected modes. Function Key: Use to delete a copy program. See page 157. Yes/No Keys: Use to answer questions that appear on the display. Clear Key: Press to clear the functions or data entered in the display.	
5.	Scroll Key: When an arrow is shown in the display, use this key to access the functions indicated by the arrow. Copy Key: If the indicator is lit, the machine is in Copy mode, and you can make photocopies. Press this key if you wish to make a copy but the indicator is not lit. 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 to stop the current copying operation. Start Key: Press to start copying.	

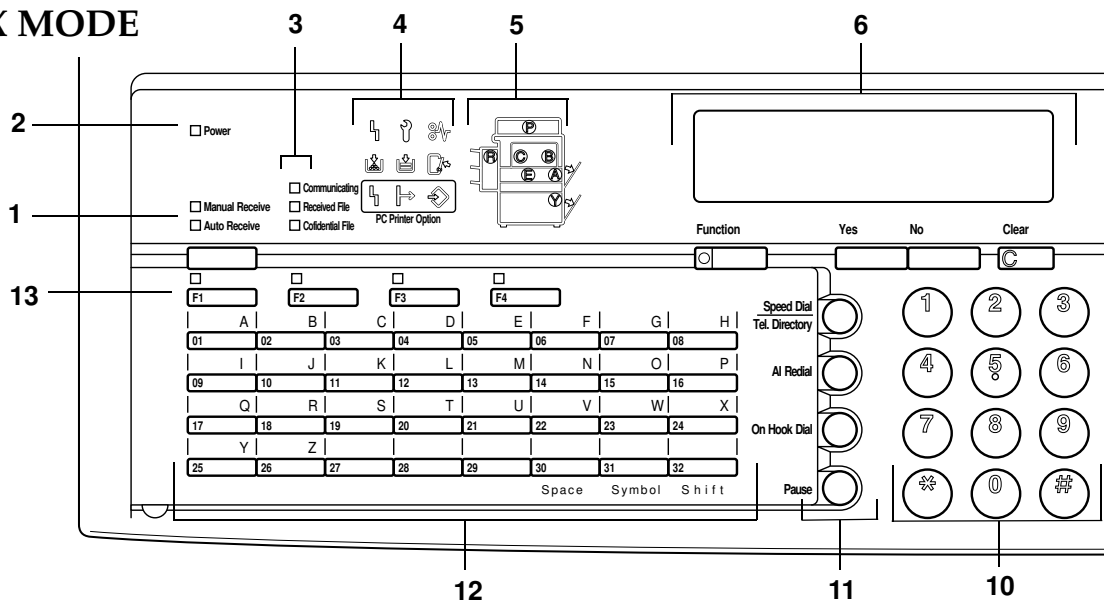
OPERATION PANEL









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

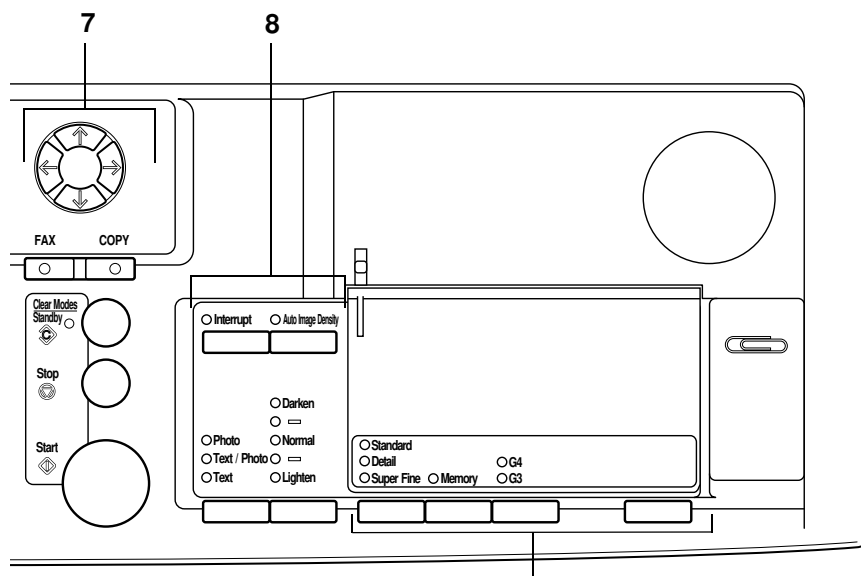
6.	Interrupt Key: Press to interrupt the current copy run if you need to carry out a top priority copying job. See page 149.
	Auto Image Density Key: Press to select/cancel automatic image density mode. See page 136.
	Text/Photo Mode Keys: Press to select the original type. See page 35.
	Manual Image 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.

FAX MODE



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 Indicator 	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 Indicator 	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.	

OPERATION PANEL



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

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.
8.	Interrupt Key: This key is only used in Copy Mode.
	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 dialing, 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.
11.	Speed Dial/Tel Directory Key: Press this to dial using Speed Dial or the Telephone Directory Feature. See pages 31 and 59.
	All Redial Key: Press this to redial one of the last ten numbers that was dialed. 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 dialing.
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.

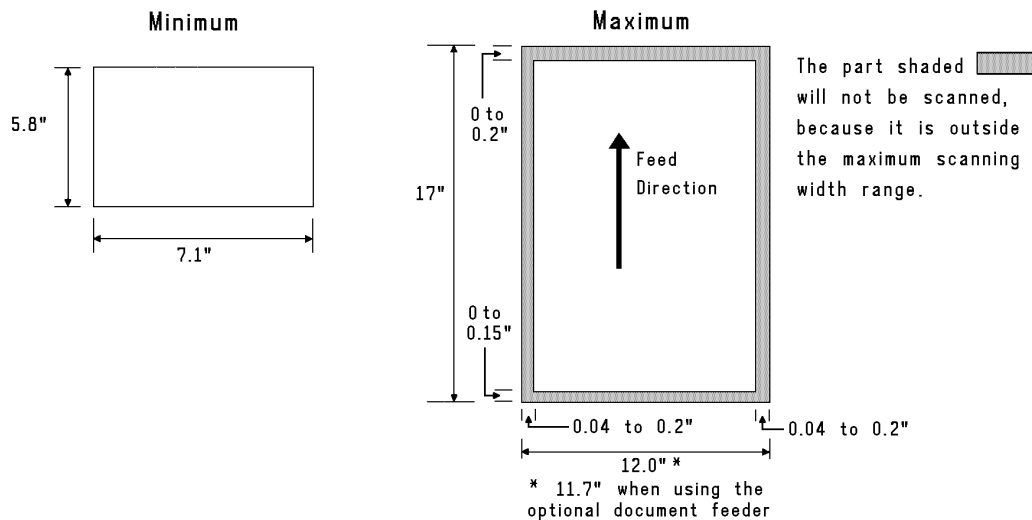
A OE OPERATION

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 for the Optional Document Feeder

Thickness: 2 to 8 mils (20 lb paper)

Length and Width: See the above diagram.

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

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

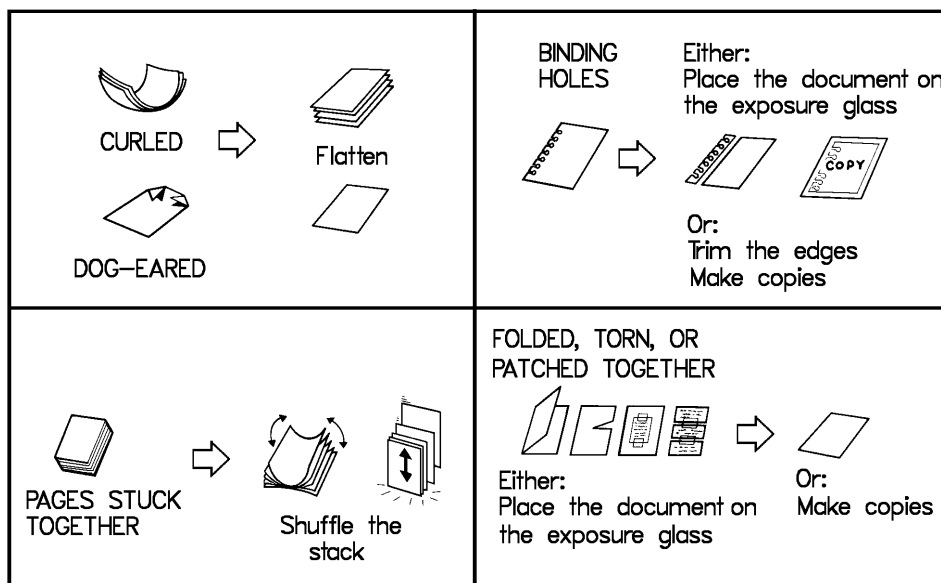
Small faint characters may not be transmitted clearly.

Uniform Page Size

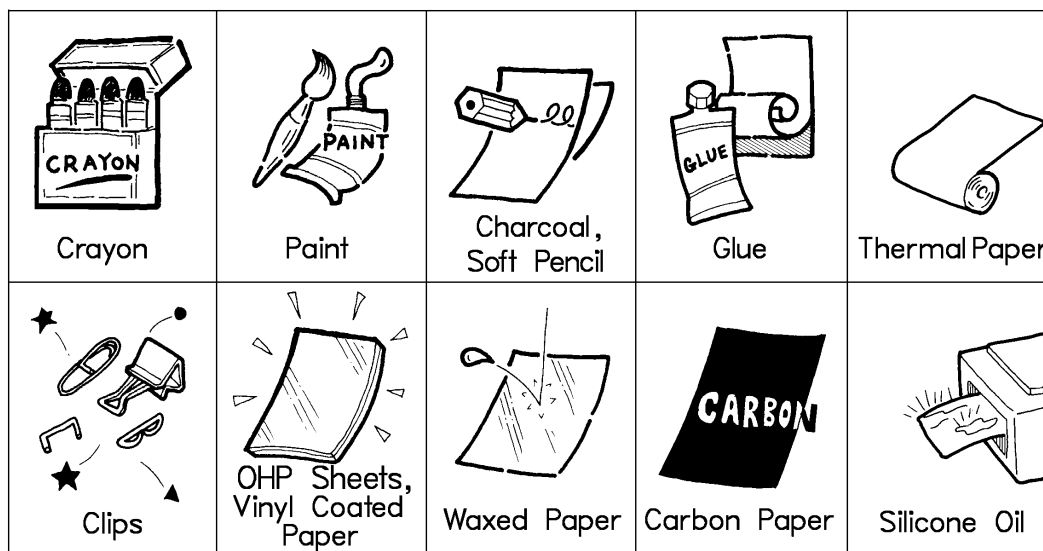
When using the document feeder, do not use different sizes of document in the same transmission.

Page Condition

Do not place damaged pages in the automatic document feeder.



Originals that contain 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.

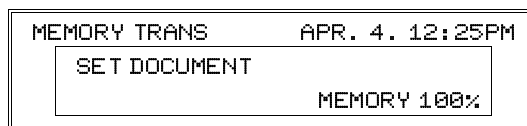
Transmission Procedure at a Glance

OMR

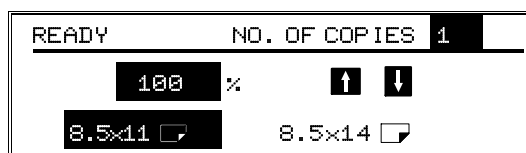
Without the Auto Document Feeder

1. Make sure that the machine is in standby mode for faxing:

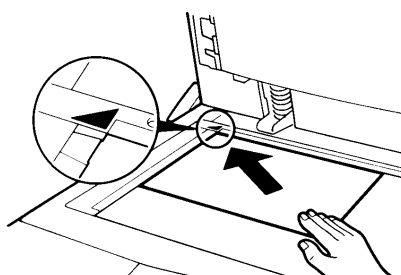
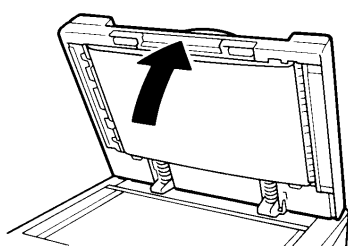
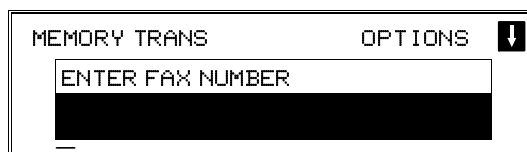
- ☐ The FAX indicator must be lit. Press the **FAX** key if it is not lit.
- ☐ The flap on the right hand side of the operation panel must be down, so that the copy mode feature selector keys are hidden from view.
- ☐ The display on the operation panel must be as shown opposite.



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 placed the machine into Fax mode.



2. 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.

3. Dial in one of the following ways.

MEMORY TRANS	OPTIONS
PRESS <input type="button" value="YES"/> OR <input type="button" value="CLR"/> · <input type="button" value="NO"/>	
2125551234	

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

* : 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 <input type="button" value="START"/>	<input type="button" value="YES"/> TO END	
DOCUMENT SIZE		

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.

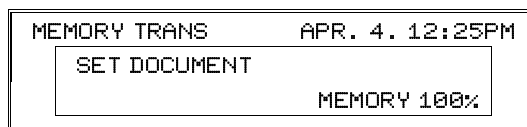
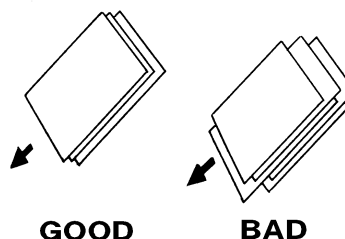
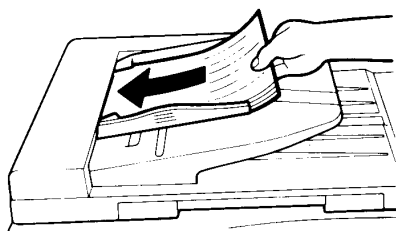
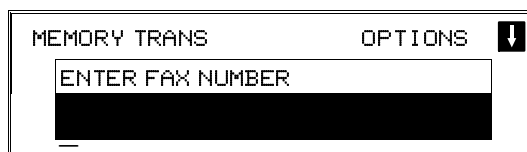
6. The machine dials, and the line to the other party is connected.

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

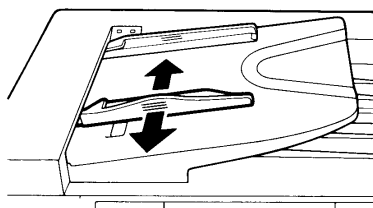
7. After sending the message, the machine hangs up automatically.

With the 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.

**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 double-letter size 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.

3. Dial in one of the following ways.

MEMORY TRANS	OPTIONS
PRESS YES OR CLR • NO	
2125551234	

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset *
	Example: QuickDial I2 	Example: SpeedDial I0 	

* : 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 stores your fax message.

STORING	MEMORY 99%
PAGE	1
FILE NO.	0056

FAX MODE
OPERATION

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 double-letter size paper)**

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



You made a mistake while dialing

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

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

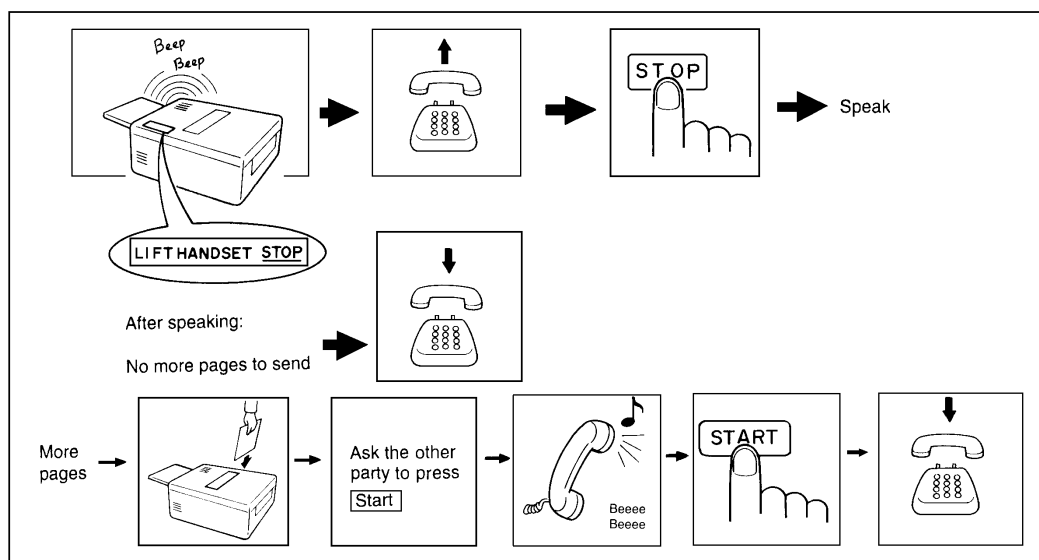
- ☐ **No**. The entire number is deleted. Enter a new number.
- ☐ **Clear**. Only the last digit is deleted.

One of the following is displayed

- ☐ If the Misfeed indicator () 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 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 -

☐ Darken



☐ Normal



☐ Lighten

There are five grades, from Darken at one extreme, through Normal, to Lighten at the other extreme.

Normal: Suitable for most documents

Darken: Use for documents with faint writing (such as those written in pencil)

Lighten: Use for documents that have a dark or patchy background



SW00-1

SW00-6

SW07-0,1,2

With the User Parameters (Function 91), you can:

☐ Enable or disable Automatic Contrast Selection

☐ Select a home position for the contrast setting

See page 104 and subsequent pages for details.

- Resolution -

☐ Standard

☐ Detail

☐ Super Fine



SW00-3,4,6

Standard: Suitable for most typewritten documents

Detail: Use for documents with small print or fine details

Super Fine: Use this for high quality reproduction

With the User Parameters (Function 91), you can select a home position for the resolution setting.

See page 104 and subsequent pages for details.

- Halftone -

☐ Photo

☐ Text/Photo

☐ Text

There are three settings.

Photo: Use this if your original consists only of a photograph or an elaborately shaded drawing.

Text/Photo: Use this setting if the original contains text areas and photographs/shaded areas.

Text: Use this setting for an original that is composed of text, without photos or diagrams containing complex shading.



SW00-6

SW07-3,4

With the User Parameters (Function 91), you can select a home position for the halftone setting.

See page 104 and subsequent pages for details.



For Text/Photo and Photo modes, there are two types of halftone process: the Basic Halftone Process, and the Error Diffusion Halftone Process. See page 102 for how to use Function 81 to select one of these modes.

Immediate Transmission

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.

IMMEDIATE TX	OPTIONS
ENTER FAX NUMBER	
<div style="background-color: black; height: 15px; width: 100%;"></div>	

4. Dial.



See page 30 for how to dial.

IMMEDIATE TX	OPTIONS
PRESS YES OR CLR . NO	
<div style="background-color: black; height: 15px; width: 100%;"></div>	

5. **Start**

DIALING	
XYZ NEW YORK	
<div style="background-color: black; height: 15px; width: 100%;"></div>	

6. The machine dials and the line to the other party is connected. The number that you dialed 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** .


PLACE NEXT PAGE	14
PRESS START	YES TO END
DOCUMENT SIZE	

- ☐ For Immediate Transmission, you have 15 seconds. If you do not place a page on the exposure glass and press **Start** 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"  " 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 TCR 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.

PERSONAL CODE	ENTER CODE
	
	 TO END



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.

PERSONAL CODE	PRESS  OR 
7362	SMITH

3. 


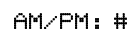

☐ See page 121 for details on how to program the Personal Codes and their labels.

MEMORY TRANS	OPTIONS 
ENTER FAX NUMBER	
	

FAX MODE
OPERATION


Send Later



1. Press  **0** **2**

SEND LATER	ENTER START TIME
	 :  AM/PM: #
NOW	12:15 PM  TO END

2. Example: Send at 11:30 pm



1 **1** **3** **0**

☐ To change AM to PM or the other way round, press  .

SEND LATER	PRESS  OR 
TODAY	11:30 PM AM/PM: #

3. 

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

MEMORY TRANS	OPTIONS 
ENTER FAX NUMBER	
	

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.

1. Press

TRD	ENTER TRD TIME	
	<input type="text" value="12:15"/>	AM/PM: #
NOW	12:15 PM	<input type="button" value="NO"/> TO END

2. Example: The deadline is 12:50 pm.

- ☐ The TRD time cannot be more than 24 hours into the future.
- ☐ To change AM to PM or the other way round, press .

TRD	PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/>	
TODAY	<input type="text" value="12:50"/>	PM AM/PM: #

3.

MEMORY TRANS	OPTIONS	<input type="button" value="↓"/>
<input type="text" value="ENTER FAX NUMBER"/>		

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

Page Count (Immediate Transmission only)

1. Press

PAGE COUNT	SET COUNT
<input type="text" value="10"/>	PAGE(S)
	<input type="button" value="NO"/> TO END

2. Example: 10 pages

PAGE COUNT	PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/>
<input type="text" value="10"/>	PAGE(S)

3.

MEMORY TRANS	OPTIONS	<input type="button" value="↓"/>
<input type="text" value="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

User Function Key operation is available for:

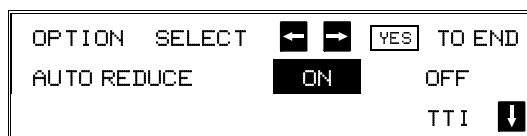
- ☐ TTI on/off
- ☐ Economy Transmission on/off

1. Either:

See page 77 for details.

☐ Press **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.



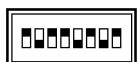
2. Scroll through the list of options using the and arrows of the scroll key.

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 and arrows of the scroll key until the displayed setting is correct.

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



SW04-2

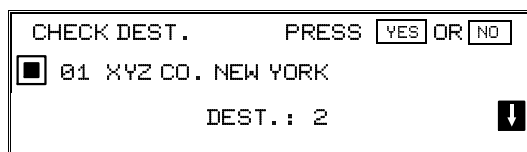
With the User Parameters (Function 91), you can change the home position of the Auto Reduce setting. See page 104 and subsequent pages for details.

FAX MODE
OPERATION

Check your Destinations before Dialing

1. Press **0** **8**

- ☐ The number after DEST shows how many numbers you have input so far.



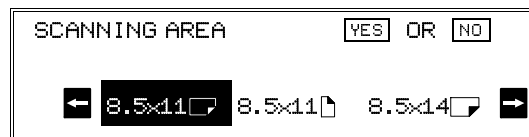
2. Use the arrow to scroll through the list of destinations just input.

- ☐ To cancel a destination that you input by mistake: **No**
- ☐ To finish checking: **Yes**

Specifying the Scanning Area

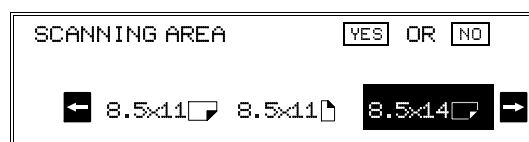
If you are going to send a page that is not of a normal size, your machine may have trouble scanning the entire page. For example, if your page is larger than a certain size but smaller than the next size up, you should use the Scanning Area Selection feature to select the larger size. Otherwise, your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

1. Press **↓** **0** **9**



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.



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** .

Redialing

Automatic Redialing: Redialing is done 4 times at 5 minute intervals. During redialing, the number being dialed 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.

[2125551234]
MEMORY TRANS	APR. 4. 12:25PM
SET DOCUMENT	
	MEMORY 99%

AI Redial: The machine memorizes the last ten numbers that you dialed.

- 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. **AI Redial**

AI REDIAL NO. DIRECTORY	
1 SCROLL	↓ PRESS [YES] OR [NO]
<input checked="" type="checkbox"/> 01 XYZ CO. NEW YORK	

4. Scroll through the numbers in the AI Redial memory using the and arrows of the scroll key.
 - ☐ To select a number: **[Yes]** twice

MEMORY TRANS	OPTIONS	↓
ENTER NO. OR [START]		DEST: 2
<div style="background-color: black; height: 15px; width: 100%;"></div>		

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.

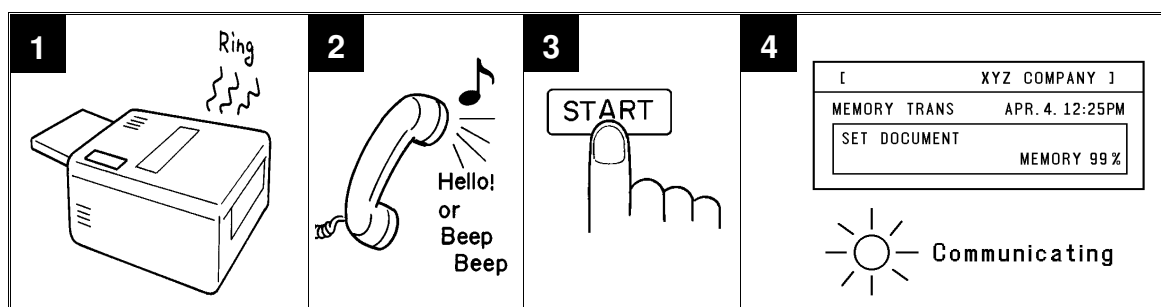
ROUTINE OPERATION - RECEIVING FAX MESSAGES

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.



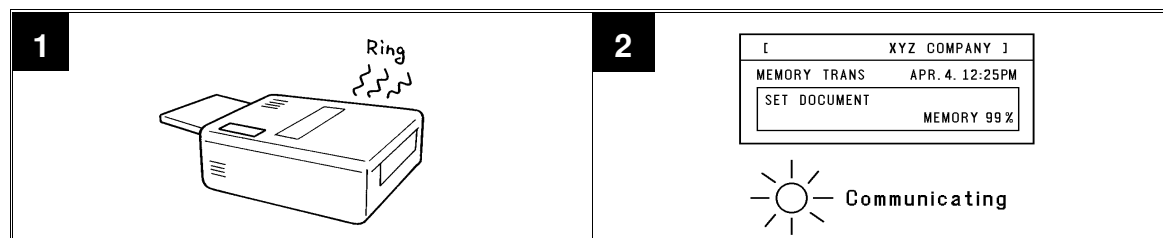
1. The machine rings continuously until you answer the call. Pick up the handset.
2. If you hear a voice from the other end, speak in reply.
If you hear a tone every few seconds, the other end is a fax terminal.

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 paper tray may be empty. 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 appears to be no problem, somebody 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.

FAX MODE
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: XXXXXXXX	<input type="button" value="NO"/> TO CANCEL

PRT CONF. RX	PRESS <input type="button" value="START"/>
CONFIDENTIAL ID: XXXX	

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

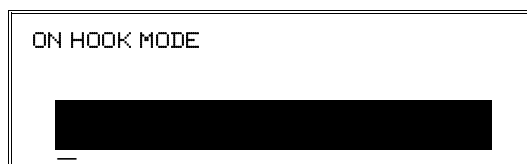
A handset is required to execute the procedures in this section.

Making a Telephone Call

Using On Hook Dial

1. **On Hook Dial**

Note: Do not pick up the handset.

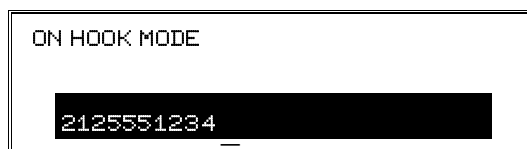


2. Dial.

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

Note: Do not press **Start** .

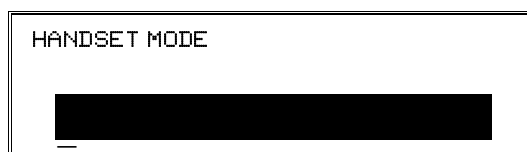
- ☐ If you wish to cancel the call,
press **On Hook Dial** .



3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.
4. Replace the handset when you have finished.

Using the Handset

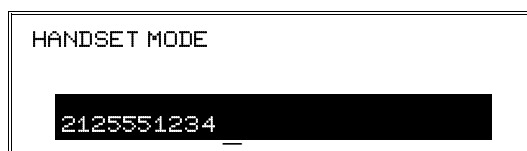
1. Pick up the handset.



2. Dial.

? See page 30 for how to dial.

Note: Do not press **Start** .



3. Continue as for a normal telephone conversation.

Using AI Redial

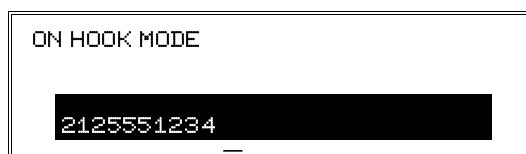
Use AI Redial if you wish to redial a number that you dialed recently.

1. **On Hook Dial** **AI Redial**



2. Scroll through the numbers in the AI Redial memory using the [UP] and [DOWN] arrows of the scroll key. When the correct number is displayed, press **Yes**.

☐ The number will be dialed immediately.

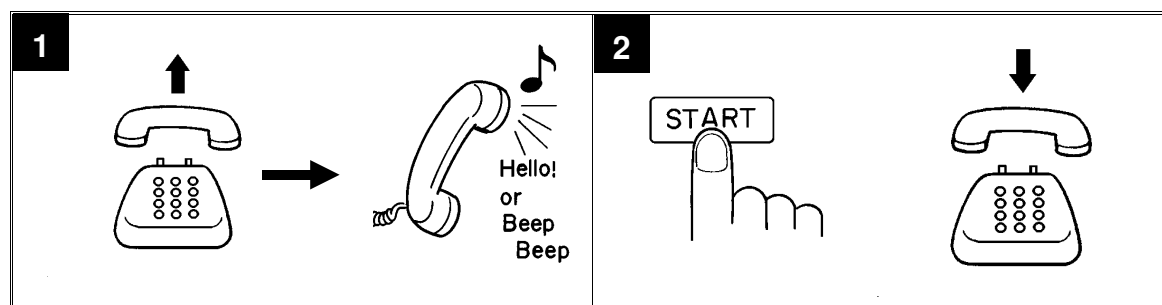


Answering the Telephone

If the telephone rings just once:

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

If the telephone rings continuously:



1. Pick up the handset and speak to the other party.
 - ☐ If you hear a high-pitched tone, a fax is coming in. Press **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.

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 fax 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.

- ☐ 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** .
3. When you hear a high-pitched tone, press **Start** .

ADVANCED FEATURES - TRANSMISSION

Broadcasting



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:

- ☐ 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.

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
<div style="background-color: black; height: 20px; width: 100%;"></div>		

4. Dial in one of the following ways.



You can program a User Function Key for use with Group Dial. See below.

MEMORY TRANS	OPTIONS	↓
PRESS YES OR CLR • NO		
2125551234		

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group Dial ★
	Example: QuickDial 12 	Example: Speed Dial 10 	Example: Group 1, stored in Quick Dial Key 08 Method 1: 08 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**

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	↓
ENTER NO. OR START DEST: 2		
<div style="background-color: black; height: 20px; width: 100%;"></div>		

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
DOCUMENT SIZE		

- ☐ You have 60 seconds. If you do not place a page on the screen and press **Start** within the remaining time, the machine will start to dial.

Either:

- ☐ Place the next page on the exposure glass and press **Start** . The page will be scanned and stored.
- ☐ If you have no more pages, press **Yes** . 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.

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.

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

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.

MEMORY TRANS	OPTIONS	↓
ENTER NO. OR [START]		DEST: 2
[REDACTED]		

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

Example: **[01]**

☐ Make sure that this key is vacant.

PROGRAM?	
[YES]	OR [NO]

FAX MODE
OPERATION

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 the following page for how to do this.

Labeling a Program


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

☐ If you press **→** **Start** , a Program List will be printed.

PROGRAM	CHOOSE KEY
<input type="checkbox"/> 	PRINT LIST →
	NO TO CANCEL

2. Press the Quick Dial key that holds the program that you wish to label.


Example: **01** **Yes**

PROGRAM	ENTER LABEL
<input type="checkbox"/> 08	 ABC

3. Input your label, using the Quick Dial keys.

PROGRAM	YES OR CLR . NO
<input type="checkbox"/> 08	 TRANSMIT DAILY REPORT ABC

4. **Yes**

PROGRAM	CHOOSE KEY
<input type="checkbox"/> 	PRINT LIST →
	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.

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
<div style="background-color: black; height: 20px; width: 100%;"></div>		

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.

 FAX MODE
OPERATION

- 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

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

☐ If you press **→** **Start** , a Program List will be printed.

PROGRAM	CHOOSE KEY
<input type="checkbox"/> 08	PRINT LIST →
	NO TO CANCEL

2. Press the Quick Dial key that holds the program that you wish to erase.

Example: **08**

PROGRAM	YES OR NO
<input type="checkbox"/> 08	TRANSMIT DAILY REPORT ↑
CLR: CLR	↓

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


PROGRAM	CHOOSE KEY
<input type="checkbox"/> 08	PRINT LIST →
	NO TO CANCEL


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.

CONF. TRANS.	OPTIONS 
ENTER FAX NUMBER	
<div style="background-color: black; height: 15px; width: 100%;"></div>	

3. Dial then press **Yes** .

 See page 47 for how to dial.

CONF. TRANS.	OPTIONS 
ENTER NO. OR START DEST: 2	
<div style="background-color: black; height: 15px; width: 100%;"></div>	

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

 FAX MODE
OPERATION

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  is displayed:

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


CONF. ID	ENTER ID CODE
<div style="background-color: black; height: 15px; width: 100%;"></div>	
NO TO END	

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
<div style="background-color: black; height: 15px; width: 100%;"></div>	

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 POLLING	OPTIONS 
PRESS START	

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


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 **YES** . **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.

POLLING TRANS.	OPTIONS 1
PRESS	START

3. **↓** **0** **6**

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 1
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: **Yes** . The old message is erased and your new one is stored.
- ☐ To keep the old message: **No** . Input another ID Code .

4. **Start**

☐ 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:

OPTIONS 



1.   


OPTION	SELECT			YES	TO END
AUTO REDUCE				OFF	
				TTI	

2. Scroll through the options using the  and  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  and  arrows of the scroll key until the displayed setting is correct.

3.  when you have finished.


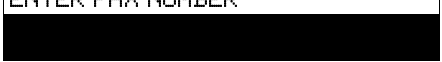
Transfer Request



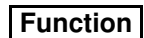


1. Make sure that the machine is in standby mode for faxing (see page 30).


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	
ENTER FAX NUMBER		
		

3. Either:

☐   


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

TRANSFER	OPTIONS	
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.

4. 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.

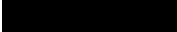

TRANSFER	
TRANSF. 1	12125551234
RECV. 1	

Note: Do not use the handset.


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	12125551234	
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.
 - ☐ Input another transfer broadcaster and its destinations:  - 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. Refer to the section of the Facsimile Features Manual entitled "Transfer Request" for more details.

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.

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

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
<div style="background-color: black; height: 15px; width: 100%;"></div>		

3. **Speed Dial/Tel Directory**

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
<input checked="" type="checkbox"/> <div style="background-color: black; height: 15px; width: 100%;"></div>		

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

Continue to press **X** if more than one destination begins with the same letter, until the correct destination is displayed.

TELEPHONE DIRECTORY		
SCROLL: X	PRESS	YES OR NO
<input checked="" type="checkbox"/> 00 XYZ CO. BARCELONA		

5. **Yes**

MEMORY TRANS	OPTIONS	↓
PRESS YES OR CLR • NO		
<input checked="" type="checkbox"/> 01 XYZ CO. LONDON		

6. **Yes** again.

MEMORY TRANS	OPTIONS	↓
ENTER NO. OR START DEST: 2		
<div style="background-color: black; height: 15px; width: 100%;"></div>		

7. Either:
 - ☐ 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.

MEMORY TRANS	OPTIONS	
ENTER FAX NUMBER		
<div style="background-color: black; height: 20px; width: 100%;"></div>		

2. Input the destination telephone number(s).

MEMORY TRANS	OPTIONS	
PRESS YES OR CLR • NO		
2125551234		

3. 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 24 or 72 hours.



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**

RETRANSMIT FILE	SCROLL
FILE NO. :	PRINT LIST
LAST FILE : 0015	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 directly: **0** **0** **0** **2**

RETRANSMIT FILE	SCROLL
NO. 0002	STANDBY
XYZ COMPANY NEW YORK	PRESS YES

FAX MODE
OPERATION

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**

RETRANSMIT FILE
NO. 0002
RESEND FILE? YES • NO

4. Retransmit the displayed file number: **Yes**

RETRANSMIT FILE
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	↓
ENTER FAX NUMBER		
[REDACTED]		

3. Press the Quick Dial Key that you wish to store the Auto Document in.

Example: **08**

- ☐ Be sure that this Quick Dial Key is vacant.

STORE AS AUTO DOCUMENT?		
YES	OR	NO

3. **Yes**

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

Labeling an Auto Document

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

- ☐ If you press **→** **Start**, a Program List will be printed.

AUTO DOCUMENT	CHOOSE KEY
<input checked="" type="checkbox"/> [REDACTED]	PRINT LIST →
[NO] TO CANCEL	

2. Press the Quick Dial Key that holds the Auto Document that you wish to label.

Example: **08** **Yes**

AUTO DOCUMENT	ENTER LABEL
<input checked="" type="checkbox"/> 08	[REDACTED] ABC

3. Input your label, using the Quick Dial Keys.

AUTO DOCUMENT	[YES] OR [CLR] [NO]
<input checked="" type="checkbox"/> 08	OFFICE LOCATION MAP [REDACTED] ABC

4. **Yes**

5. Either:

- ☐ Label another: Go to step 2.
☐ Finish: **Function**

AUTO DOCUMENT	CHOOSE KEY
<input checked="" type="checkbox"/> [REDACTED]	PRINT LIST →
[NO] TO CANCEL	

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.

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
<div style="background-color: black; height: 20px;"></div>		

3. Press the Quick Dial Key that contains the Auto Document that you need.
Example: **08**

SEND AUTO DOCUMENT?		
YES	OR	NO

4. **Yes**

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
<div style="background-color: black; height: 20px;"></div>		

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**

AUTO DOCUMENT	CHOOSE KEY
<input type="checkbox"/> 00	PRINT LIST →
	NO TO CANCEL

2. Press the Quick Dial Key that holds the Auto Document that you wish to see.

Example: **08** **Yes**

AUTO DOCUMENT	NO TO CANCEL
<input type="checkbox"/> 08 OFFICE LOCATION MAP	↑
PRESS START	↓

3. **Start**

Erasing an Auto Document

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

AUTO DOCUMENT	CHOOSE KEY
<input type="checkbox"/> 00	PRINT LIST →
	NO TO CANCEL

2. Press the Quick Dial Key that contains the Auto Document that you wish to erase.

Example: **08**

AUTO DOCUMENT	YES OR NO
<input type="checkbox"/> 08 OFFICE LOCATION MAP	↑
CLR: CLR	↓

3. To erase the Auto Document:

Clear **Yes**

AUTO DOCUMENT	CHOOSE KEY
<input type="checkbox"/> 00	PRINT LIST →
	NO TO CANCEL

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**

☐



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**

POLLING RECV.	OPTIONS
ENTER FAX NUMBER	
<div style="background-color: black; height: 15px; width: 100%;"></div>	

POLLING RECV.	OPTIONS
ENTER NO. OR START	DEST: 2
<div style="background-color: black; height: 15px; width: 100%;"></div>	

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** is displayed:

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

ID CODE	ENTER ID CODE
<div style="background-color: black; height: 15px; width: 100%;"></div>	<div style="background-color: black; height: 15px; width: 100%;"></div>
NO TO END	

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

Example: **2** **5** **6** **7** **Yes**

POLLING RECV.	OPTIONS
ENTER NO. OR START	DEST: 2
<div style="background-color: black; height: 15px; width: 100%;"></div>	

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. 0.

- ☐ At this time, you can print an Authorized Reception List by pressing **→** **Start** .

AUTHORIZ. RX SELECT █	
DEST. 6	PRINT LIST →
1. RTI PROG 2. RTI NO TO CANCEL	

2. Either:

- ☐ Store some RTIs/CSIs: **1** . Go to step 3.

AUTHORIZ. RX	ENTER RTI/CSI
	NO TO CANCEL
█ ABC	

- ☐ 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 in the list is now displayed.

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

- ☐ Finish: **Yes**

3. Type in an RTI or CSI, then press **Yes** .



Label input and editing: see page 7.

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

4. Either:

- ☐ Store this RTI as a wild card: **Yes**
- ☐ Otherwise: **No**

AUTHORIZ. RX	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  .

- ☐ It is not possible to edit an RTI/CSI; if you wish to do so, you must delete the incorrect entry and re-enter 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.

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


NIGHT TIMER	DAY OF WK.		
(SUN)	ON = 12:00AM	ON = 12:00AM	
			
		YES TO END	

2. Use the  and  keys to scroll through the days of the week.

Example: Press  twice to go to Tuesday.

NIGHT TIMER	DAY OF WK.		
(TUE)	ON = 12:00AM	ON = 12:00AM	
			
		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 **0** **6** **0** **0** for the timer value .

To change AM to PM and vice versa, press **#** .

NIGHT TIMER	DAY OF WK.		
(TUE)	ON = 12:00AM	ON = 12:00AM	
			
		YES TO END	

NIGHT TIMER	DAY OF WK.		
(TUE)	ON = 09:00AM	OFF = 06:00 PM	
			
		YES TO END	

KEEPING THE HEATER ON ALL DAY: Set both timers to ON = 12:00AM.
KEEPING THE HEATER OFF ALL DAY: Set both timers to OFF = 12:00AM.

4. Either:

☐ 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. The Night Timer is not a security feature to eliminate printing of received documents. Security is provided by 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 completed 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**

7 **5**

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

FORWARDING	SET FORWARD CODE
No. 00	PRINT LIST →
	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.

FORWARDING	YES OR NO
No. 02	DEST. 0 ↑
	↓

3. **Yes**

FORWARDING	ENTER FAX NUMBER
No. 02	NO TO CANCEL
0000000000	

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.

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

5. Either:

- ☐ If you wish **all** incoming messages to be forwarded to this station:
Do not store any RTIs/CSIs.
Instead: **Yes**.
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
[REDACTED] 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 DEST. 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**

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

- ☐ You can input up to 30 RTIs/CSIs for each forwarding station.

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

7. Either:

- ☐ Store this RTI as a wild card: **Yes**
- ☐ Otherwise: **No**

FORWARDING	ENTER RTI/CSI
NO	TO CANCEL
<div style="background-color: black; height: 15px; width: 100%;"></div> ABC	

8. Either:

- ☐ 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  .

- ☐ 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.



After you have finished programming Forwarding, you must switch it on (using Function 81) for it to take effect. See page 102 for how to do this. After you switch Forwarding on, (FORWARDING) is displayed on the operation panel when the machine is in standby mode.



You can also program a User Function Key to switch Forwarding on/off (use Function 35, see page 77). In this case, just press that key whenever you wish to switch Forwarding on or off.

Note: Forwarding cannot be switched on if Memory Lock is switched on. If you wish to use Forwarding, you must switch Memory Lock off.




SW01-0

If you wish, your machine can instruct the receiving machine to print a mark on fax messages forwarded through your machine. This will help the operator at the receiving side to easily find messages that were forwarded from you. This is a User Parameter setting; use Function 91 (see page 104).

Editing the Forwarding Feature

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

7 **5**

FORWARDING	SET FORWARD CODE
No. XXXX	PRINT LIST 
NO TO CANCEL	

2. 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	
2125553456	

3. Either:

- ☐ Erase this forwarding station number and all RTIs/CSIs stored with it:
Press **No** twice, 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.

FORWARDING	SELECT XX
No. 01 DEST. 6	
1. RTI PROG 2. RTI	YES TO END

4. Either:

- ☐ To add RTIs/CSIs to this number: **1**
Go to step 6.

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


- ☐ To view or delete RTIs/CSIs allocated 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.

FORWARDING	NO TO CANCEL
No. 01 DEST. 1/6	CLR: CLR
XYZ. CO.	


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

FORWARDING	SET FORWARD CODE
No. XXXX	PRINT LIST 
NO TO CANCEL	

- ☐ Finish: **Function**

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. 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.

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

7. Either:

- ☐ Store this RTI as a wild card: **Yes**
☐ Otherwise: **No**

8. Either

- ☐ Input another RTI/CSI for this forwarding station: go to step 6.
☐ 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**

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs programmed so far. In a new machine, you will see DEST. 0.

- ☐ At this time, you can print a Specified Cassette Selection List by pressing **→** **Start** .

CST SELECT	SELECT █
DEST. 6	PRINT LIST →
1. RTI PROG 2. RTI	NO TO CANCEL

2. Either:

- ☐ Store some RTIs/CSIs: **1** .
Go to step 3.

CST SELECT	ENTER RTI/CSI
	NO TO CANCEL
████████████████████ ABC	

- ☐ 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 in the list is now displayed.

CST SELECT	NO TO CANCEL
DEST. 1/6	CLR: CLR
XYZ. CO.	

3. Type in an RTI or CSI, then press **Yes** .



Label input and editing: see page 7.

CST SELECT	
STORE AS WILD CARD?	YES . NO
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  .
- ☐ 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**

MULTICOPY RX ENTER 1-9 COPY
ENTER # COPY: **1** COPY(S)
YES TO END

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

NOTE: Maximum number of copies: 9



SW05-1

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 Currently in Progress	Job that you wish to carry out at the same time								
	1.	2.	3.	4.	5.	6.	7.	8.	9.
1. Storing to Memory		✓	✗	✓	✗	✓	✓	✓	✗
2. Printing from Memory	✓		✗	✗	✓	✓	✗	✓	✗
3. Copying	✗	✗		✗	✗	✓	✗	✓	✗
4. Printing an Automatic Report	✓	✗	✗		✓	✓	✗	✓	✗
5. Immediate Transmission	✗	✓	✗	✗		✗	✗	✗	✗
6. Memory Transmission	✓	✓	✓	✓	✗		✗	✗	✓
7. Receiving and Printing a Fax	✓	✗	✗	✗	✗	✗		✗	✗
8. Receiving a Fax to Memory	✓	✓	✓	✓	✗	✗	✗		✓
9. Printing a Fax Message or Report Manually	✗	✗	✗	✗	✗	✓	✗	✓	

✓: Possible, ✗: Impossible

File Management

Erasing a File from Memory

1. ☐ Fax message file (Memory Transmission):

Function 2 1

- ☐ Instruction file (Polling Reception):

Function 2 2

- ☐ Fax message file (Polling Transmission):

Function 2 3

(Example: Using Function 21)

CLEAR TRANS. FILE	SCROLL	↓
FILE NO. : 	PRINT LIST	→
LAST FILE : 0015	NO	TO CANCEL

2. Either:

- ☐ Print a list of files: → **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




1. ☐ Fax message file (Memory Transmission):

Function **5** **1**


☐ Fax message file (Polling Transmission):


Function **5** **2**

(Example: Using Function 51)

PRINT TRANS. FILE	SCROLL 
FILE NO. : 	PRINT LIST 
LAST FILE : 0015	<input type="button" value="NO"/> TO CANCEL

2. Either:

☐ Print a list of files:  **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**

PRINT TRANS. FILE	
NO. 0002	<input type="button" value="NO"/> TO CANCEL
PRESS <input type="button" value="START"/>	

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 feature. [F1]	10	Polling Transmission: Use Secured 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**

USER FUNCTION

PRESS F1 TO F4

F

PRINT LIST →

NO TO CANCEL

- ☐ 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.
☐ Press **[No]** to erase the old code.

USER FUNCTION

ENTER CODE

F 4 CODE:

NO TO CANCEL

3. Enter the two-digit code for the function that you wish to store.

Example: Group Dial, press **[0]** **[2]** .

USER FUNCTION

YES OR NO

F 4 CODE: 02

GROUP

4. **[Yes]**

USER FUNCTION

PRESS F1 TO F4

F

PRINT LIST →

NO TO CANCEL

5. Either:


- ☐ Program another key: Go to step 2.
☐ Finish: **Function**

Function Programs

Storing a Function Program

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

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

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> 	PRINT LIST 
—	<input type="button" value="NO"/> TO CANCEL

2. **F4**


☐ If you cannot select this Function Key, it is already being used for something. Select another Function Key.

PROGRAM?	
<input type="button" value="YES"/>	OR <input type="button" value="NO"/>

3. **Yes** **Function**

Using a Function Program


1. **F4**

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> 	PRINT LIST 
—	<input type="button" value="NO"/> TO CANCEL

2. Use the function as normal.

Deleting a Function Program

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

USER FUNCTION	PRESS F1 TO F4
F 	PRINT LIST 
—	<input type="button" value="NO"/> TO CANCEL

2. Press the key that you wish to erase.
Example: **F4**

USER FUNCTION	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
F 4 CODE:	
FUNCTION PROGRAMMED	

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**

PRT MEM. LOCK	ID SETTING
MEMORY LOCK ID:	[REDACTED]
	[NO] TO CANCEL

2. Input the Memory Lock ID.

Example: **4** **6** **3** **3**

PRT MEM. LOCK	PRESS	[START]
MEMORY LOCK ID:	[REDACTED]	

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.

FAX MODE
OPERATION

Tonal Signals



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 **[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.

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 with the remote facility, hang up.

Chain Dialing

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

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

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

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**

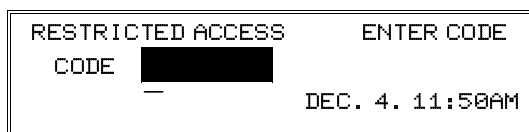
Restricted Access



SW04-5

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** **→**

PERS. CODE 7346	NO TO CANCEL
OCT. 10 08:23AM RX OK 10PAGES	↑
2125551234	↓

2. 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 0.4 inch 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



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) 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 programmed a number, 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]
[1]	: AMOUNT

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

Example: **[5]**

ORDER NEW TONER	
PRESS	[START]
[5]	: AMOUNT

3. **[Start]**

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

FAX MODE
OPERATION

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
READY : 3/P/Si	

You can now operate the printer.

OMR Sheets

Introduction

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

- ☐ 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

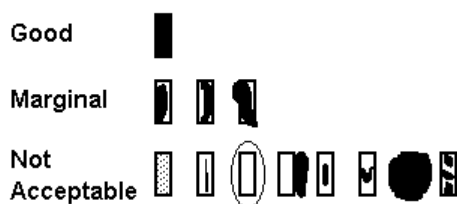
Each OMR Sheet contains a number of boxes or fields.

- ☐ Boxes are for marking User Parameter settings, the contrast setting, etc.
- ☐ Fields are for inputting telephone numbers and names.

Marking Boxes

The correct way to mark 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.

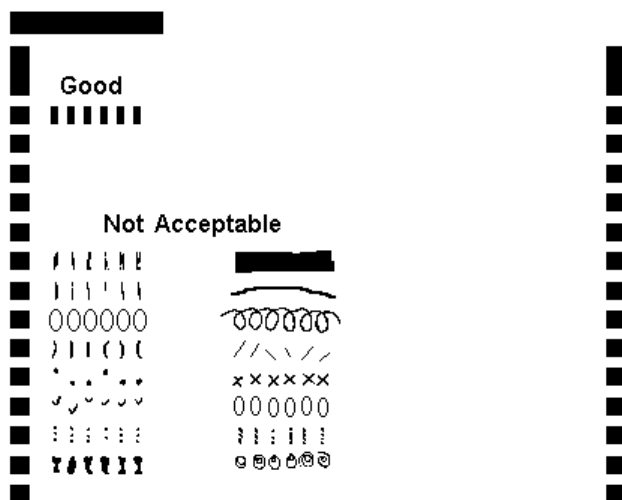
Note: Use a black felt tip or ball point pen. Do not use a pencil.



If you need to mark 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 Fields

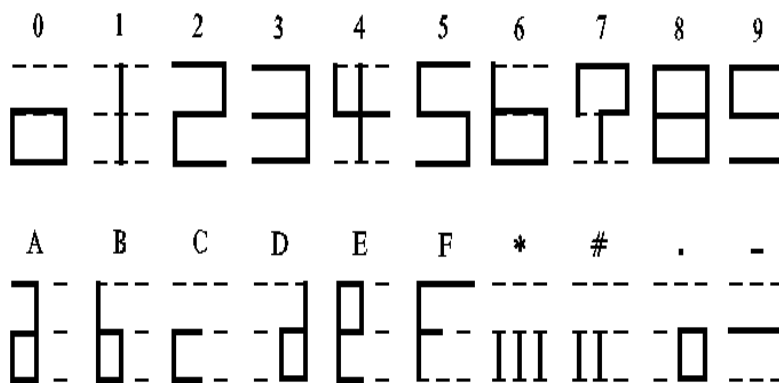
There are two types of fields.

- ☐ **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 x 3 rectangular array of dots. You can only write 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	P
21	!	31	1	41	A	51	Q
22	"	32	2	42	B	52	R
23	#	33	3	43	C	53	S
24	\$	34	4	44	D	54	T
25	%	35	5	45	E	55	U
26	&	36	6	46	F	56	V
27	'	37	7	47	G	57	W
28	(38	8	48	H	58	X
29)	39	9	49	I	59	Y
2A	*	3A	:	4A	J	5A	Z
2B	+	3B	;	4B	K	5B	[
2C	,	3C	<	4C	L	5C	¥
2D	-	3D	=	4D	M	5D]
2E	.	3E	>	4E	N	5E	^
2F	/	3F	?	4F	O	5F	_

For example: SMITH

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

53 4D 49 54 48

S M I T H

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 in the explanation of Number Fields on the previous page; input the two-digit code from the above table.

The Five Types of OMR Sheets

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 default 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".

	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ON	OFF
<u>Restricted access</u>		

You may find this sheet easier 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.

- At the top of the sheet, mark either QUICK or SPEED.
- Mark 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 the first few lines of the OMR Sheet as follows.

Quick/Speed Dial Program Sheet												
<input type="checkbox"/>		<input checked="" type="checkbox"/>										
Quick		Speed										
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hundreds Digit	0	1	2	3	4	5	6	7	8	9		
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tens Digit	0	1	2	3	4	5	6	7	8	9		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Units Digit	0	1	2	3	4	5	6	7	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 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.

Quick									
0	0	0	0	0	0	0	0	0	0
1	2	3	4	5	6	7	8	9	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9
0	1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9	0
2	3	4	5	6	7	8	9	0	1
3	4	5	6	7	8	9	0	1	2
4	5	6	7	8	9	0	1	2	3
5	6	7	8	9	0	1	2	3	4
6	7	8	9	0	1	2	3	4	5
7	8	9	0	1	2	3	4	5	6
8	9	0	1	2	3	4	5	6	7
9	0	1	2	3	4	5	6	7	8
0	1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9	0
2	3	4	5	6	7	8	9	0	1
3	4	5	6	7	8	9	0	1	2
4	5	6	7	8	9	0	1	2	3
5	6	7	8	9	0	1	2	3	4
6	7	8	9	0	1	2	3	4	5
7	8	9	0	1	2	3	4	5	6
8	9	0	1	2	3	4	5	6	7
9	0	1	2	3	4	5	6	7	8
0	1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9	0
2	3	4	5	6	7	8	9	0	1
3	4	5	6	7	8	9	0	1	2
4	5	6	7	8	9	0	1	2	3
5	6	7	8	9	0	1	2	3	4
6	7	8	9	0	1	2	3	4	5
7	8	9	0	1	2	3	4	5	6
8	9	0	1	2	3	4	5	6	7
9	0	1	2	3	4	5	6	7	8
0	1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9	0
2	3	4	5	6	7	8	9	0	1
3	4	5	6	7	8	9	0	1	2
4	5	6	7	8	9	0	1	2	3
5	6	7	8	9	0	1	2	3	4
6	7	8	9	0	1	2	3	4	5
7	8	9	0	1	2	3	4	5	6
8	9	0	1	2	3	4	5	6	7
9	0	1	2	3	4	5	6	7	8
0	1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9	0
2	3	4	5	6	7	8	9	0	1
3	4	5	6	7	8	9	0	1	2
4	5	6	7	8	9	0	1	2	3
5	6	7	8	9	0	1	2	3	4
6	7	8	9	0	1	2	3	4	5
7	8	9	0	1	2	3	4	5	6
8	9	0	1	2	3	4	5		

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 either the box above "Memory" or the box above "Immediate".
2. Mark 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 either the box above "Memory" or the box above "Immediate".
2. Mark 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 Letter or Legal size paper in the cassette before you print an OMR Sheet.

1. **Function** **5** **4**

OMR SHEET	ENTER CODE
CODE: XXXX	
NO TO CANCEL	SCROLL ↑ ↓

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.

OMR SHEET	NO TO CANCEL
CODE: XXXX	USER PARAMETER ↑
PRESS START	↓

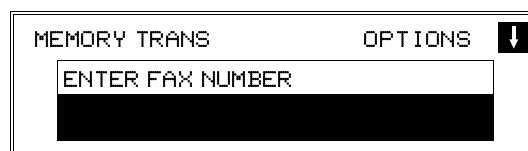
3. **Start**

Using an OMR Sheet to Send a Fax Message

After marking 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**



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 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.

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
<div style="background-color: black; height: 15px; width: 100%;"></div>		

2. **Start**

SCAN PROGRAM SHEET?
<div>YES</div> <div>OR</div> <div>NO</div>

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**
9 **4**

LANGUAGE	SELECT	←	→
ENGLISH	FRENCH	SPANISH	
	YES	TO END	

2. 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**
9 **2**

CLOCK	INPUT DATE/TIME
FEB	01 1992 (SAT) 01:56PM
←	→ YES TO END

2. Use the ← and → 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.
 - ☐ To change from AM to PM and vice versa, move the cursor to the time, and press * or #.
 - ☐ 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 ↓

2. **Yes**

COUNTRY CODE	
ID SETTING	YES TO END
—	

3. Input only your country code. Do not input your international dial access code.
Example: USA - **1**

COUNTRY CODE	
YES OR CLR • NO	
1	
—	

4. **Yes** **Function**

Telephone Number

1. **Function** **6** **0** **2** **2** **2** **2**
6 **1** **↓**

OWN ANALOG NUMBER	
YES TO SET	PREVIOUS ↑
NO TO CANCEL	NEXT ↓

2. **Yes**

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 you must add a Pause**, followed by your telephone number.

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

NOTE: Use the **Pause** key to add a pause.

OWN ANALOG NUMBER	
YES OR CLR • NO	
0111212-5551234	
—	

4. **Yes** **Function**

Area Code Prefix

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

6 **1** **↓** twice

AREA CODE PREFIX	
YES TO SET	PREVIOUS ↑
NO TO CANCEL	NEXT ↓

2. **Yes**

AREA CODE PREFIX	
212-5551234	
— : 0 - 9	YES TO END

3. Input the area code prefix.

Note: In the USA, this is left blank.

AREA CODE PREFIX	
212-5551234	
— : 0 - 9	YES TO END

4. **Yes** **Function**

Own ISDN-G4 Number (Group 4 Kit Required)

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

6 **1** then **↓** until the screen is as shown opposite.

OWN ISDN-G4 NUMBER	
YES TO SET	PREVIOUS ↑
NO TO CANCEL	NEXT ↓

2. **Yes**

OWN ISDN-G4 NUMBER	
—	YES TO END

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 Country Code with your local telecommunications operator. The example shown below is for the US; the codes to add are 011 and 1.

☐ 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-G4 NUMBER	
YES OR CLR • NO	
0111212-5551234/2468	—

4. **Yes** **Function**

Own ISDN-G3 Number (Group 4 Kit Required)

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

6 **1** then **↓** until the screen is as shown opposite.

OWN ISDN-G3 NUMBER	
YES TO SET	PREVIOUS ↑
NO TO CANCEL	NEXT ↓

2. **Yes**

OWN ISDN-G3 NUMBER	
_____	YES TO END

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 US; the codes to add are 011 and 1.

- ☐ 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	
0111212-5551234/2468	

4. **Yes** **Function**

FAX MODE OPERATION

Next Transfer Station (Group 4 Kit required)

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

6 **1** then **↓** until the screen is as shown opposite.

NEXT TRANSF.	
YES TO SET	PREVIOUS ↑
NO TO CANCEL	NEXT ↓

2. **Yes**

NEXT TRANSF.	ENTER FAX NUMBER
_____	NO TO CANCEL

3. Input the number of the Next Transfer Station.


NEXT TRANSF.	YES OR CLR . NO
201-5553456	



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  until the screen is as shown opposite.

ID CODE	
<input type="button" value="YES"/> TO SET	PREVIOUS 
<input type="button" value="NO"/> TO CANCEL	NEXT 


2. **Yes**

ID CODE	
ID SETTING	<input type="button" value="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	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
 4363	



4. **Yes** **Function**

Confidential ID (Memory Card or Hard Disk required)


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

6 **1** then  until the screen is as shown opposite.

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


CONFIDENTIAL ID	
<input type="button" value="YES"/> TO SET	PREVIOUS 
<input type="button" value="NO"/> TO CANCEL	NEXT 

2. **Yes**

CONFIDENTIAL ID	
ID SETTING	<input type="button" value="YES"/> TO END
	

3. 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.


CONFIDENTIAL ID	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
 6754	

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)

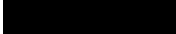
1. **Function** **6** **0** **2** **2** **2** **2**

6 **1** then  until the screen is as shown opposite.

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


MEMORY LOCK ID	
YES TO SET	PREVIOUS 
NO TO CANCEL	NEXT 

2. **Yes**

MEMORY LOCK ID	
ID SETTING	
	YES TO END

3. 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.

MEMORY LOCK ID	
YES OR CLR • NO	
	

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.

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  until the screen is as shown opposite.

RTI	
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

Note: Not more than 20 characters.



Input and editing are explained on page 7.


RTI	YES OR CLR . NO
XYZ COMPANY	ABC
	



4. **Yes** **Function**

TTI (Transmit Terminal Identification)


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

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


6 **1** then  until the screen is as shown opposite.


TTI	
YES TO SET	PREVIOUS 
NO TO CANCEL	NEXT 

2. **Yes**

TTI	
SELECT 	LABEL INSERTION YES TO END
1. INPUT	2. COPY RTI

3. Either:

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

TTI	
NO TO CANCEL	ABC
	

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 until the screen is as shown opposite.

CSI	
YES TO SET	PREVIOUS
NO TO CANCEL	NEXT

2. **Yes**

CSI	YES TO END

3. Input your telephone number.

Note: Not more than 20 digits.

- ☐ If you wish to input a "+" sign, to signify your international dial access code: **31**

CSI	YES	OR	CLR	.	NO
212-555-6789					

4. **Yes** **Function**

Telephone Line Type

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

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**
8 **1**

PSTN LINE TYPE	SELECT	←	→
DP	TT	↑	↓
	YES TO END		

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

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

Example: Forwarding - press **↓** 3 times.

FORWARDING	SELECT	←	→
ON	OFF	↑	↓
	YES TO END		

3. Change the setting by using **←** or **→**.

FORWARDING	SELECT	←	→
ON	OFF	↑	↓
	YES TO END		

4. Either:
 - ❑ 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: Optional printer interface required.

Feature	↓	Feature	↓
Telephone Line Type	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 ^{3,4}	14 times
Confidential File Report ¹	7 times	Cassette for Printer ⁴	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 from your PC. For details, see the operation manual for the printer interface kit.

User Parameter Settings

OMR

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

USER PARAMETER	PRINT LIST	
DEFAULT:	01000000	
SWITCH00:	01000000	
	YES TO END	

- ☐ At this time, you can print a User Parameter List if you press **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.
- ☐ 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, in this case from 0 to 1.

USER PARAMETER	PRINT LIST	
DEFAULT:	01000000	
SWITCH00:	01000001	
	YES TO END	

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.

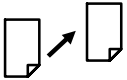
4. Either:
- ☐ Scroll through the switches with and until the required switch appears. Then go to step 3.
 - ☐ Finish: **Yes** **Function**

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 Selection 0: Off 1: On If 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	Resolution Bit 4 Bit 3 Setting 0 0 Standard
4	0 1 Detail 1 0 Super Fine 1 1 Do not use this setting
5	Transmission mode 0: Memory transmission 1: 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
0	Mark to be printed at the receiving side to distinguish messages that are sent from your machine when it is acting as a forwarding station (Memory card or hard disk required) 0: Off 1: On Forwarding mark: 
1	Center mark 0: Off 1: On
2	Reception time 0: Off 1: On
3	Do not change this setting.
4	Checkered mark 0: Off 1: On
5	Printing of the Command Information Line (ISDN kit required) 0: Off 1: On When communicating over the ISDN, this has the same effect 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 transmission) 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
5	Transmission result report (immediate transmission) 0: Off 1: On
6	Polling clear report 0: Off 1: On
7	TCR 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.
1	
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 order printing (Memory card or hard disk required) 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	Purpose
0	Contrast Bit 2 Bit 1 Bit 0 Setting Bit 2 Bit 1 Bit 0 Setting
1	0 0 0 Normal 1 0 0 Darken
2	0 1 0 Lighten 1 0 1 Darken slightly
	0 1 1 Lighten slightly Others: Do not use
3	Halftone mode Bit 4 Bit 3 Setting Bit 4 Bit 3 Setting
4	0 0 Text 1 0 Photo
	0 1 Text/Photo 1 1 Text
5 to 7	Do not change these settings.

Economy Transmission Time

1. **Function** **6** **0** **2** **2** **2** **2**
7 **4**

ECONOMY TX	
TIME=	11 :00AM
← →	YES TO END

2. Input the time that you always wish Economy Transmissions to start.
☐ To change from AM to PM and vice versa, press ***** or **#** .
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**

MONITOR VOLUME	SET VOLUME
TRANSMISSION:	← >>>> →
PRESS START	YES TO END

2. ☐ Increase: →
☐ Decrease: ←
☐ Test the current setting: **Start** .
 Press **Stop** when you have finished the test.
☐ Accept: **Yes**

MONITOR VOLUME	SET VOLUME
RECEPTION:	← >>>> →
PRESS START	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.

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**

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**.

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

7. Switch Label Insertion on or off.

Use the **←** and **→** arrows on the scroll key to select the required setting.

Then: **Yes**

QUICK DIAL	CHOOSE KEY
■ ■	PRINT LIST →
—	NO TO CANCEL

8. Either

- ☐ Program another: Go to step 2
- ☐ Finish: **Function**

Editing a Quick Dial Key

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

QUICK DIAL	CHOOSE KEY
■ ■	PRINT LIST →
—	NO TO CANCEL

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.

QUICK DIAL	YES OR NO
■ 01 XYZ CO. NEW YORK	↑
2125551234	↓

3. **Yes**

QUICK DIAL	YES OR CLR . NO
■ 01	
2125551234	

4. Edit the number.

- ☐ Use **←** and **→** to move the cursor, and use **Clear** to delete the cursor character.

After entering the new number, press **Yes**.

QUICK DIAL	YES OR CLR . NO
■ 01	
XYZ CO. NEW YORK	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.

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

6. Switch Label Insertion on or off.

Use the **←** and **→** arrows on the scroll key to select the required setting.
Then: **Yes**

QUICK DIAL	CHOOSE KEY
■ ■	PRINT LIST →
—	NO TO CANCEL

7. Either

- ☐ Program another: Go to step 2.
- ☐ Finish: **Function**

Erasing a Quick Dial Key

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

QUICK DIAL	CHOOSE KEY
■ ■	PRINT LIST →
—	NO TO CANCEL

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.

QUICK DIAL	YES OR NO
■ 01 XYZ CO. NEW YORK	↑
2125551234	↓

3. **Yes**

QUICK DIAL	YES OR CLR NO
■ 01	
2125551234	

4. Erase the number: **No** .

QUICK DIAL	ENTER FAX NUMBER
■ 01	NO TO CANCEL
—	

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.

Programming Speed Dial

OMR

Programming a New Speed Dial

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

☐ At this time, you can print a Speed Dial List if you press **→** **Start** .

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> 00	PRINT LIST →
—	NO TO CANCEL

2. 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** .

SPEED DIAL	YES OR NO
<input checked="" type="checkbox"/> 00	↑ ↓

3. **Yes**

SPEED DIAL	ENTER FAX NUMBER
<input checked="" type="checkbox"/> 00	NO TO CANCEL
—	

4. Enter the telephone number at the operation panel's ten key pad.

SPEED DIAL	YES OR CLR . NO
<input checked="" type="checkbox"/> 00	
—	01144715551234

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
<input checked="" type="checkbox"/> 00	
—	ABC

6. Either:

☐ Input a label using the Quick Dial keys (such as XYZ CO. LONDON). Then press **Yes** .

SPEED DIAL	YES OR CLR . NO
<input checked="" type="checkbox"/> 00	
INPUT: X	ABC

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

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 "L" for London;

Clear **L** **Yes**



Inputting and editing labels: see page 7.

SPEED DIAL	OPTION SETTING
LABEL INSERTION	ON OFF
SELECT	← → YES TO END

8. Switch Label Insertion on or off.

Use the **←** and **→** arrows on the scroll key to select the required setting. Then: **Yes**

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> —	PRINT LIST →
—	NO TO CANCEL

9. Either:

- ☐ Program another: Go to step 2.
- ☐ Finish: **Function**

Editing a Speed Dial

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

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> —	PRINT LIST →
—	NO TO CANCEL

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.

SPEED DIAL	YES OR NO
<input checked="" type="checkbox"/> 00 XYZ CO. LONDON	↑
01144715551234	↓

3. **Yes**

SPEED DIAL	YES OR CLR . NO
<input checked="" type="checkbox"/> 00	
01144715551234	

4. Edit the number.

- ☐ Use **←** and **→** to move the cursor, and use **Clear** to delete the cursor character.

After entering the new number, press **Yes** .

SPEED DIAL	YES OR CLR . NO
<input checked="" type="checkbox"/> 00	
XYZ CO. LONDON	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.

SPEED DIAL		YES	OR	CLR	.	NO
<input checked="" type="checkbox"/>	00					
INPUT:		X				ABC

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 **←** and **→** arrows on the scroll key to select the required setting.

Then: **Yes**

SPEED DIAL		ENTER SPEED CODE	
<input checked="" type="checkbox"/>	■	PRINT LIST →	
—		NO TO CANCEL	


8. Either

- ☐ Program another: Go to step 2.



- ☐ Finish: **Function**



Erasing a Speed Dial Code

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

SPEED DIAL		ENTER SPEED CODE	
<input checked="" type="checkbox"/>	■	PRINT LIST 	
—		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	
<input checked="" type="checkbox"/>	00	XYZ CO. LONDON	
		01144715551234	

3. **Yes**

SPEED DIAL		YES OR CLR . NO	
<input checked="" type="checkbox"/>	00	01144715551234	
		—	

4. Erase the number: **No** .

SPEED DIAL		ENTER FAX NUMBER	
<input checked="" type="checkbox"/>	00	NO TO CANCEL	
		■	
		—	

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.

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 **→** **Start** .

GROUP DIAL	GROUP SETTING
G 	PRINT LIST →
—	NO TO CANCEL

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.

GROUP DIAL	CHOOSE KEY
G 01 <input type="checkbox"/> 	YES TO SKIP
—	NO TO CANCEL

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	YES OR NO
G 01 <input type="checkbox"/> 08	↑
	↓

4. **Yes**

GROUP DIAL	SELECT
G 01 <input type="checkbox"/> 08 DEST. 0	YES TO END
1. ADDRESS 2. CHECK 3. LABEL ↓	

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 01 <input type="checkbox"/> 08 DEST. 0	<input type="button" value="NO"/> TO CANCEL
<div style="background-color: black; height: 15px; width: 100%;"></div>	

2. Input the number that you wish to store in the group. For example:

- ☐ Quick Dial 25: **25**

GROUP DIAL	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> . <input type="button" value="NO"/>
G 01 <input type="checkbox"/> 08 DEST. 0	
<input type="checkbox"/> 25 XYZ COMPANY ROME	

- ☐ Speed Dial 00: **Speed Dial** **0** **0**

GROUP DIAL	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> . <input type="button" value="NO"/>
G 01 <input type="checkbox"/> 08 DEST. 0	
<input checked="" type="checkbox"/> 00 XYZ COMPANY PARIS	

- ☐ Full number: Input at the keypad on the operation panel.

GROUP DIAL	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> . <input type="button" value="NO"/>
G 01 <input type="checkbox"/> 08 DEST. 0	
<div style="background-color: black; height: 15px; width: 100%;"></div> 011-44-21-5842261	

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 <input type="checkbox"/> 08 DEST. 1	<input type="button" value="NO"/> TO CANCEL
<div style="background-color: black; height: 15px; width: 100%;"></div>	

FAX MODE
OPERATION

NOTE: See the table on page 13 concerning the limitations on how many numbers can be stored in a group.

4. Either:

- ☐ Input another number: Go to step 2.
☐ Finish storing numbers in this group: **No** .

GROUP DIAL	SELECT <div style="background-color: black; width: 20px; height: 15px; display: inline-block;"></div>
G 01 <input type="checkbox"/> 08 DEST. 0	<input type="button" value="YES"/> TO END
1. ADDRESS 2. CHECK 3. LABEL <div style="background-color: black; width: 15px; height: 15px; display: inline-block;"></div>	

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** .

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 <input checked="" type="checkbox"/> 08 DEST. 1/25 CLR: CLR	
XYZ COMPANY ROME	

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.

GROUP DIAL	SELECT █
G 01 <input checked="" type="checkbox"/> 08 DEST. 0 YES TO END	
1. ADDRESS 2. CHECK 3. LABEL ↓	

3. 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 Label for this Group

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

1. Press **3** .

GROUP DIAL	ENTER LABEL
G 01 <input checked="" type="checkbox"/> 08	
████████████████████ ABC	

2. Input a label for the group using the Quick Dial keys.

Example: EUROPE BRANCHES



Inputting and editing labels: see page 7.

GROUP DIAL	YES OR CLR . NO
G 01 <input checked="" type="checkbox"/> 08	
EUROPE BRANCHES ████████ ABC	

3. Press **Yes** .

GROUP DIAL	SELECT █
G 01 <input checked="" type="checkbox"/> 08 DEST. 0 YES TO END	
1. ADDRESS 2. CHECK 3. LABEL ↓	

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** .

GROUP DIAL	ENTER TRANSF. STN
G 01 <input type="checkbox"/> 08	DEST. 0 <input type="checkbox"/> NO TO CANCEL
<div style="background-color: black; height: 15px; width: 100%;"></div>	

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** .

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR . <input type="checkbox"/> NO
G 01 <input type="checkbox"/> 08	DEST. 0
<input type="checkbox"/> 15	XYZ COMPANY LONDON

3. **Yes**

GROUP DIAL	SELECT <input type="checkbox"/>
G 01 <input type="checkbox"/> 08	DEST. 0 <input type="checkbox"/> YES TO END
1. ADDRESS 2. CHECK 3. LABEL <input type="checkbox"/>	

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** .

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:

1. Press **5** .

GROUP DIAL	
G 01	<input checked="" type="checkbox"/> 08 WILL BE ALL CLEARED
CLEAR?	<input type="checkbox"/> YES . <input type="checkbox"/> NO

2. Either:

- ☐ To delete the group: **Yes**
☐ To keep the group: **No**

GROUP DIAL	SELECT	<input checked="" type="checkbox"/>
G 01	<input checked="" type="checkbox"/> 08 DEST. 0	<input type="checkbox"/> YES TO END
1. ADDRESS 2. CHECK 3. LABEL		<input checked="" type="checkbox"/> ↓

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** .

Personal Codes

Personal Codes allow you to track machine usage; they are printed for each communication on the TCR 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

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

7 **1**

- ☐ At this time, you can print a Personal Code List if you press **→** **Start** .

PERS. CODE	ENTER ID CODE
<div style="background-color: black; width: 50px; height: 15px;"></div>	PRINT LIST →
—	NO TO CANCEL

FAX MODE
OPERATION

2. Input a Personal Code that you want to store in your machine for later use.

Example: **5** **4** **7** **7**

- ☐ If you input the wrong code, press **No** .

PERS. CODE	YES OR NO
<div style="background-color: black; width: 50px; height: 15px; display: flex; align-items: center;">5477</div>	

3. **Yes**

PERS. CODE	ENTER LABEL
5477	<div style="background-color: black; width: 150px; height: 15px;"></div> ABC
—	

4. Input a name for this Personal Code using the Quick Dial keys.


Example: JOHNSON

PERS. CODE	YES OR CLR • NO
5477	<div style="background-color: black; width: 150px; height: 15px; display: flex; align-items: center;">JOHNSON</div> ABC
—	

? Inputting and editing labels: see page 7.

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

5. **Yes**

PERS. CODE	CONF. ID SETTING
5477 JOHNSON	
	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: **No** .
Go to step 8.

PERS. CODE	YES OR CLR • NO
5477 JOHNSON	
	4656

7. **Yes**

PERS. CODE	ENTER ID CODE
	PRINT LIST →
—	NO TO CANCEL

8. Either:



- ☐ 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
	PRINT LIST 
—	NO TO CANCEL

2. Input the Personal Code that you wish to edit.

Example: **5** **4** **7** **7**

- ☐ If you input the wrong code, press **No** .

PERS. CODE	YES OR NO
5477	JOHNSON
CLR: CLR	

3. Either:

- ☐ Erase this Personal Code: **Clear** **Yes**
Go back to step 2.
- ☐ Edit the contents of this code: **Yes** .
Go to step 4.

PERS. CODE	YES OR CLR . NO
5477	
JOHNSON	ABC

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** .



Inputting and editing labels: see page 7.

PERS. CODE	ENTER ID CODE
	PRINT LIST 
—	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- PORTS	SETTINGS	
	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	OFF
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
TCR	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.



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

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 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 is 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 1992 12:09PM) ***						
			TTI XYZ COMPANY			
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. TCR

TCR

(Apr 28 1992 11:40AM)

TTI

XYZ COMPANY

<TX>

Date	Time	Address	Mode	Time	Page	Result	Pers. Code	File
Apr 28	9:48AM	XYZ NEW YORK	G4TES	1'11"	P. 5	OK	JOHNSON	0005
	9:54AM	DR. J. ALVAREZ	G3TES	0'27"	P. 1	OK	SMITH	0007
	9:56AM	2125551234	G3TES	0'28"	P. 1	OK	WILSON	0009
	10:01AM	XYZ BERLIN	G3TES	0'24"	P. 1	OK	JONES	0010

<RX>

Date	Time	Address	Mode	Time	Page	Result	Pers. Code	File
Apr 28	9:51AM	2015551234	G4RS	0'24"	P. 1	OK		0006
	9:58AM	XYZ MOSCOW	G3RES	0'27"	P. 1	OK		0008
	10:56AM	XYZ PARIS	G3RES	0'28"	P. 1	OK		0011
	11:01AM	XYZ TOKYO	G3RES	0'24"	P. 1	OK		0012

FAX MODE
OPERATION

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

The Mode Column

See the bottom of the TCR for a full listing of the symbols on the TCR.

On other reports such as the File List, a code is given, informing the type of communication. These codes are explained below.

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

TCR

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**

Personal Code List

Function **6** **0** **2** **2** **2** **2**

7 **1** **→** **Start**

Authorized Reception List

Function **6** **0** **2** **2** **2** **2**

7 **2** **→** **Start**

Forwarding List

Function **6** **0** **2** **2** **2** **2**

7 **5** **→** **Start**

Specified Cassette Selection List

Function **6** **0** **2** **2** **2** **2**

7 **6** **→** **Start**

User Parameter List

Function **6** **0** **2** **2** **2** **2**

9 **1** **→** **Start**



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

THIS PAGE HAS BEEN KEPT BLANK INTENTIONALLY

COPY MODE OPERATION

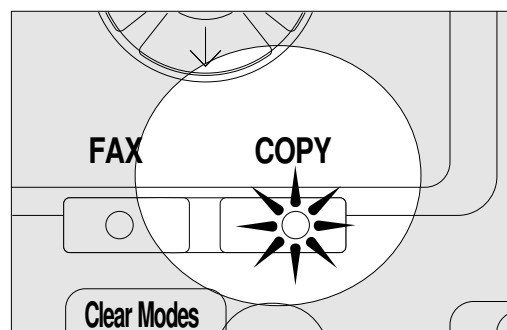
ROUTINE OPERATION

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.



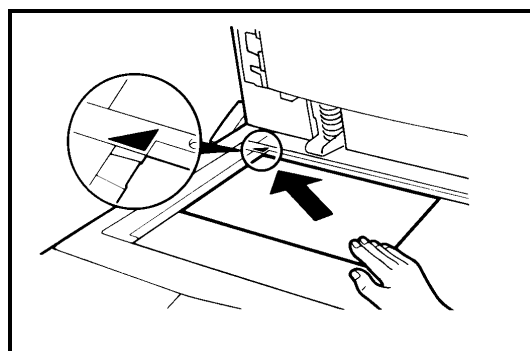
2. Position your originals as follows:

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.

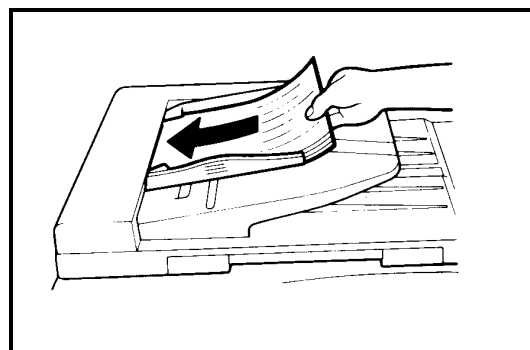


Using the document feeder:

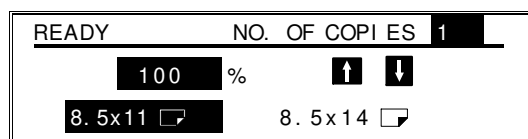
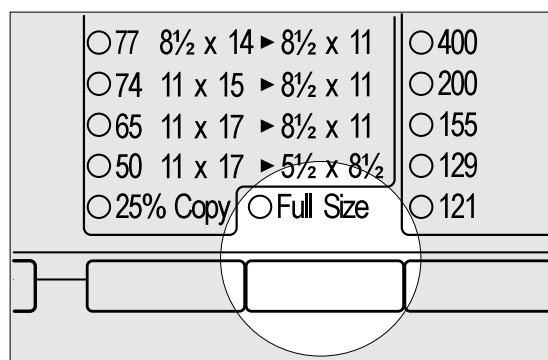
While adjusting the original guides, insert the stack of originals face up into the original table.



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



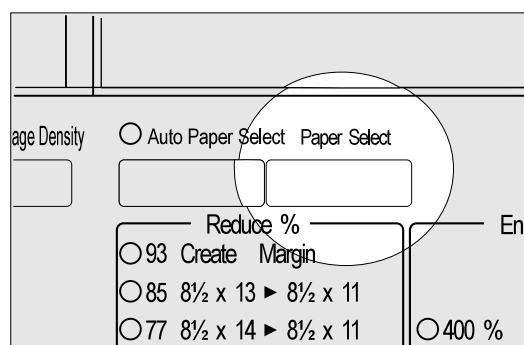
3. Make sure that "100%" is visible in the display. If not, press the **Full Size** key.



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

? See page 137 for more details.

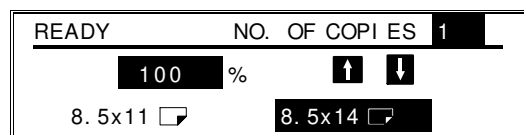
- ☐ This is not necessary if the **Auto Paper Select** indicator is lit. The machine will select a suitable paper size automatically.
- ☐ The display shows the selected paper size.
- ☐ It is possible to select paper size using the **←** and **→** arrows on the **Scroll** key.



Note:

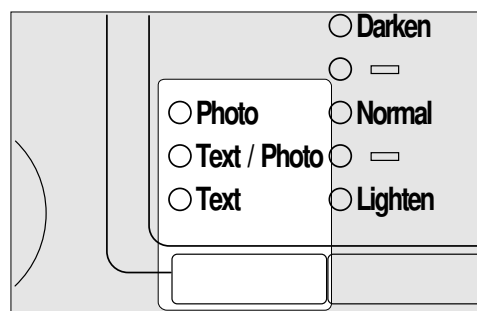
- ☐ The bottom row of the display shows the paper types that are currently installed in your paper trays.

If you see a **⌂** icon here instead of a paper size, you have installed the optional duplex tray 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:

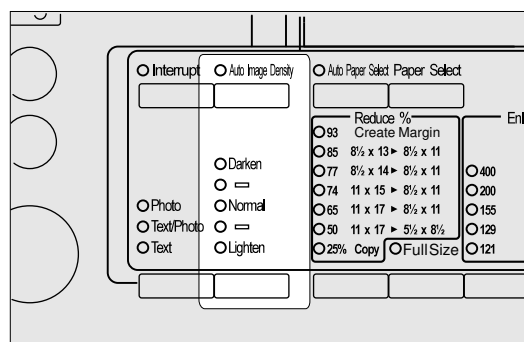
Set the image density level using the **Manual Image Density** key

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.

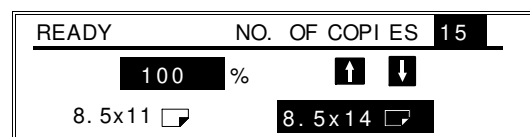


See page 136 for more details.

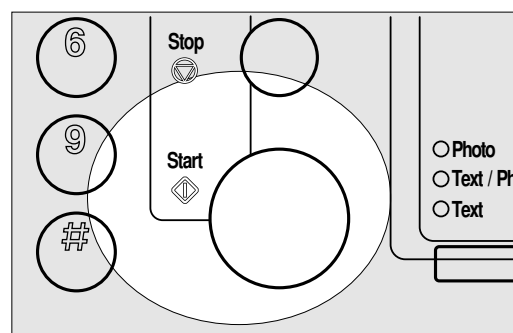


7. Using the number keys, enter the number of copies that you want.

- ☐ Up to 99 copies can be made.
- ☐ If you wish to change the number entered, press the **Clear** key, and then enter a new number.

8. Press the **Start** key.

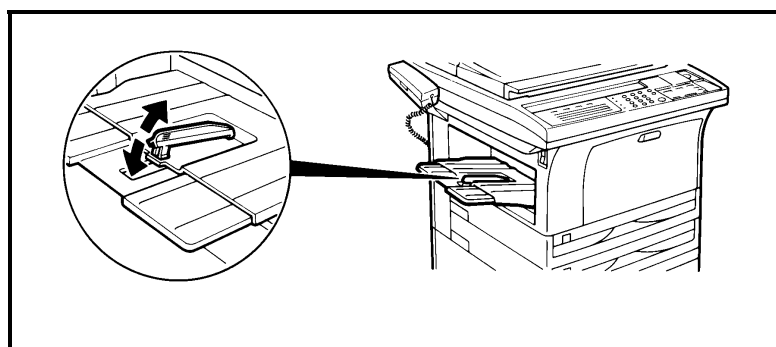
- ☐ If you wish to stop the machine during a multicopy run, press the **Stop** key once. Then press the **Start** key to resume copying, or press the **Clear** key to clear the copy counter.



COPY MODE
OPERATION

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 center rib, as shown below.



Restricted Access



SW04-5

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.

RESTRI CTED ACCESS	ENTER CODE
CODE [REDACTED]	
	DEC. 4. 11:50AM

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.

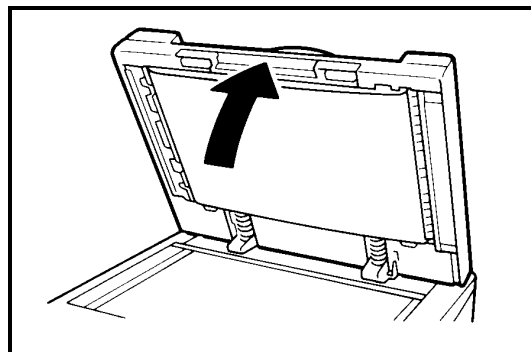
Note: See page 121 for details on how to store Personal Codes.

Setting up the Original

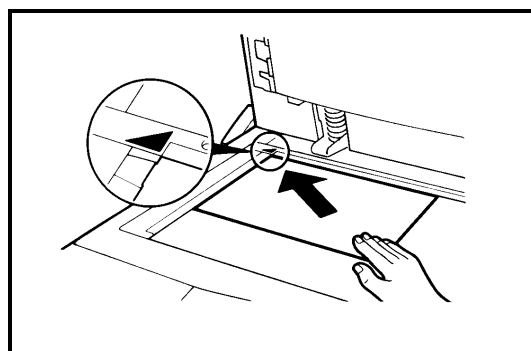
There are two ways to set up originals. One is to place the original on the exposure glass. The other is to use the document feeder (this is an optional unit).


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.

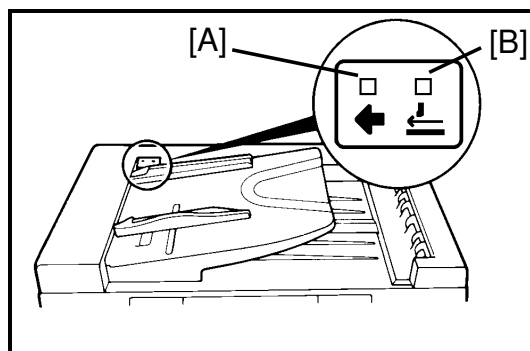
Using the Document Feeder (Optional Document Feeder Required)

Insert Original indicator [A]

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

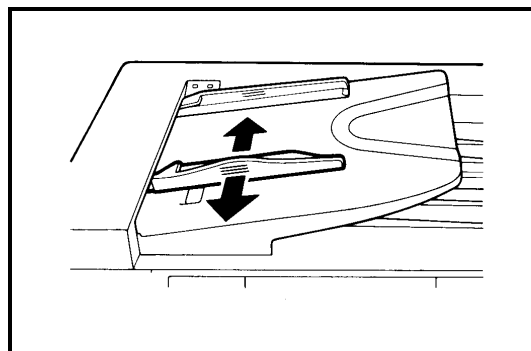
Auto Feed indicator [B]

Lights momentarily after the first original is fed. Insert the next original while it is lit.

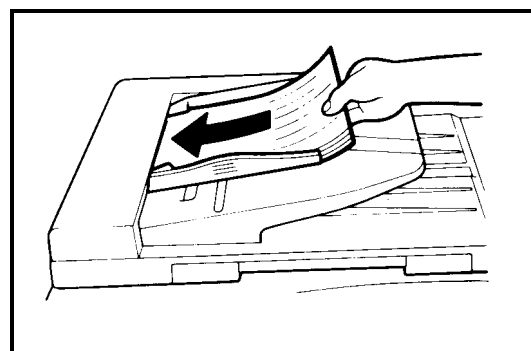


- ☐ Check if a previous original has been left on the exposure glass before inserting the originals into the document feeder.
- ☐ Up to 30 sheets can be inserted into the document feeder at one time.
- ☐ Do not remove originals from the document feeder during a copy run.

1. Square the stack of originals.
2. Adjust the original guides.



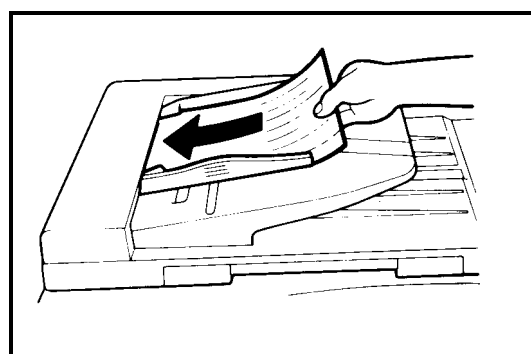
3. Either:
Insert the originals face up into the original table until the **Insert Original** indicator turns off (this is known as ADF, or Automatic Document Feeder, mode).



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.

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.

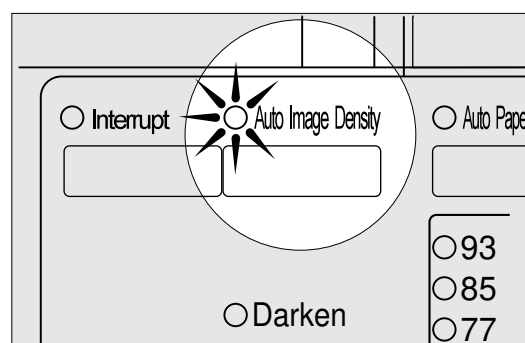
- ☐ The Auto Image Density Mode is the default.

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.

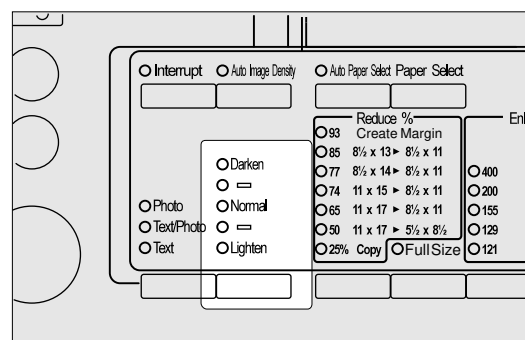
- ☐ If it is not, press the **Auto Image Density** key.



Manual Image Density Mode

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

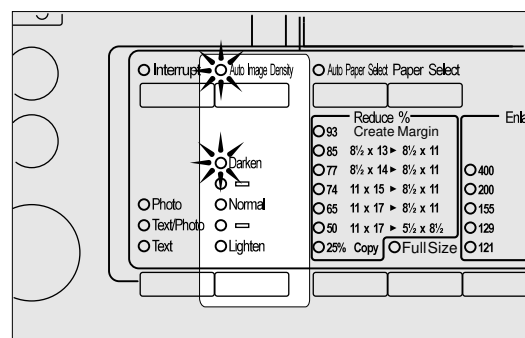
- ☐ If the **Auto Image Density** indicator is on, turn it off by pressing the **Auto Image Density** key.



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.

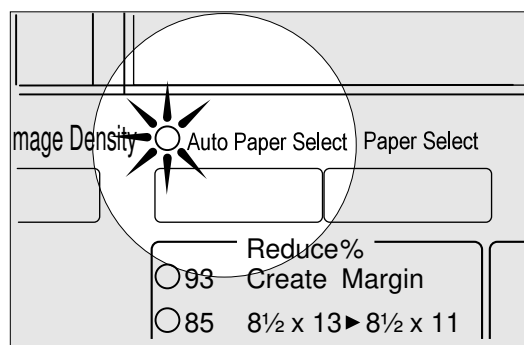
- ☐ Auto Paper Select mode is the default.
- ☐ If you would like manual paper select as the default with the optional document feeder, contact your service representative.

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.

- ☐ To copy originals that contain pages of different sizes, use Auto Paper Select mode. Contact your service representative 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.

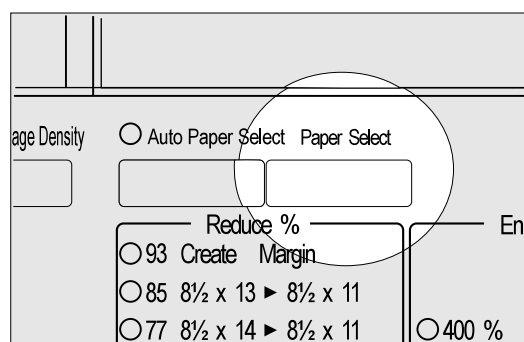


Manual Paper Select Mode

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.

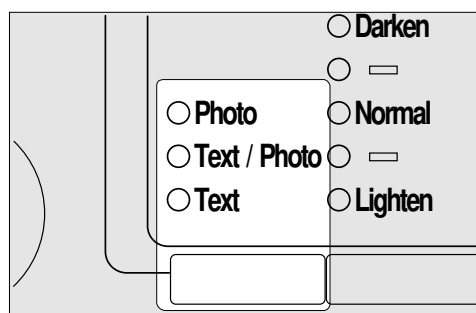


Selecting the Original Type Setting

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)

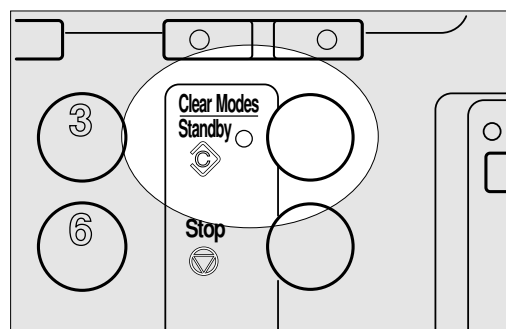
Press the **Text/Photo** key to select text mode, text/photo mode or photo mode.



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 as the default.



Idle Mode

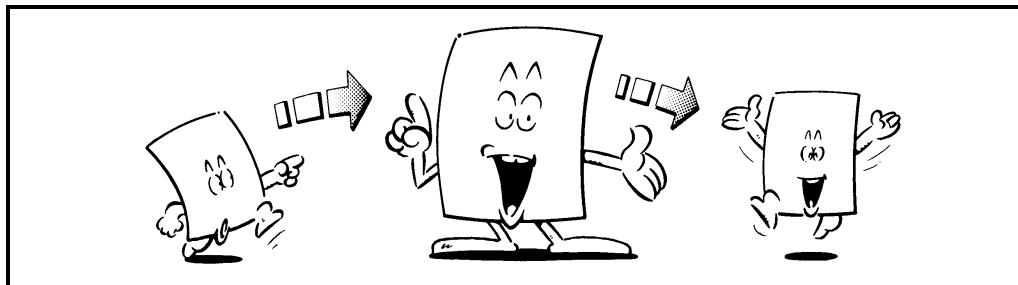
If you hold down the **Clear Modes/Standby** key for more than one second, all indicators except the one on this key and the Power indicator turn off. Note that incoming fax messages will be received as normal.

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:

93% → 85% → 77% → 74%
 ↖ 25% ← 50% ← 65% ↗

2. Follow the standard copying procedure.

? See page 129.

<input type="radio"/> Auto Image Density		<input type="radio"/> Auto Paper Select	Paper Select	<input type="radio"/> Dup
<input type="radio"/> Darken <input type="radio"/> Normal <input type="radio"/> Lighten		Reduce % <input type="radio"/> 93 Create Margin <input type="radio"/> 85 8½ x 13 ▶ 8½ x 11 <input type="radio"/> 77 8½ x 14 ▶ 8½ x 11 <input type="radio"/> 74 11 x 15 ▶ 8½ x 11 <input type="radio"/> 65 11 x 17 ▶ 8½ x 11 <input type="radio"/> 50 11 x 17 ▶ 5½ x 8½ <input type="radio"/> 25% Copy	Enlarge % <input type="radio"/> 400% Copy <input type="radio"/> 200 5½ x 8½ ▶ <input type="radio"/> 155 5½ x 8½ ▶ <input type="radio"/> 129 8½ x 11 ▶ <input type="radio"/> 121 8½ x 14 ▶	<input type="radio"/> Full Size

COPY MODE
OPERATION

Enlargement

1. Press the **Enlarge** key to enlarge the reproduction ratio as follows:

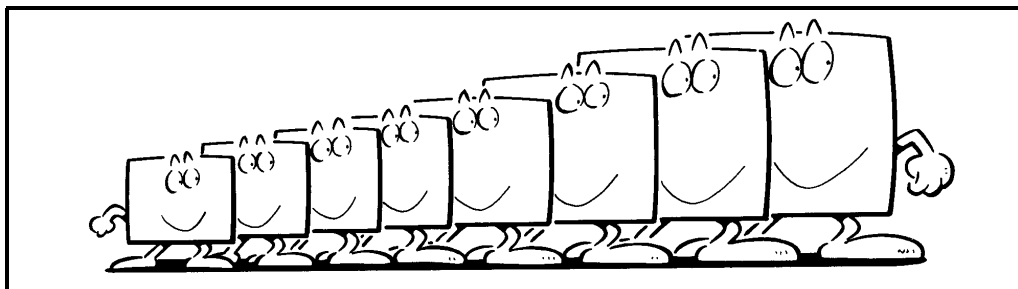
121% → 129% → 155%
 ↖ 400% ← 200% ↗

2. Follow the standard copying procedure.



? See page 129.

<input type="radio"/> Auto Paper Select		Paper Select	<input type="radio"/> Duplex	<input type="radio"/> Sort / Stack
<input type="radio"/> 93 Create Margin <input type="radio"/> 85 8½ x 13 ▶ 8½ x 11 <input type="radio"/> 77 8½ x 14 ▶ 8½ x 11 <input type="radio"/> 74 11 x 15 ▶ 8½ x 11 <input type="radio"/> 65 11 x 17 ▶ 8½ x 11 <input type="radio"/> 50 11 x 17 ▶ 5½ x 8½ <input type="radio"/> 25% Copy		Reduce % <input type="radio"/> Full Size	Enlarge % <input type="radio"/> 400 Copy <input type="radio"/> 200 5½ x 8½ ▶ 11 x 17 <input type="radio"/> 155 5½ x 8½ ▶ 8½ x 14 <input type="radio"/> 129 8½ x 11 ▶ 11 x 17 <input type="radio"/> 121 8½ x 14 ▶ 11 x 17	<input type="radio"/> 2 Single Copies <input type="radio"/> Double Copies <input type="radio"/> Erase Border Center Directional Magnification

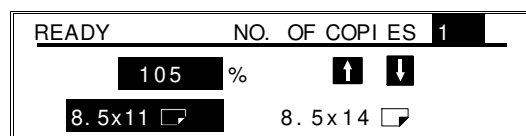
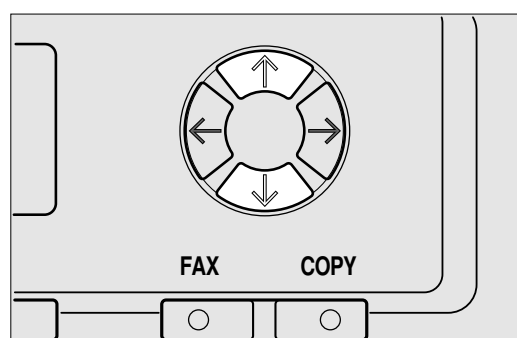
Zoom




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

1. Press the  key to increase the ratio, or, press the  key to decrease the ratio.

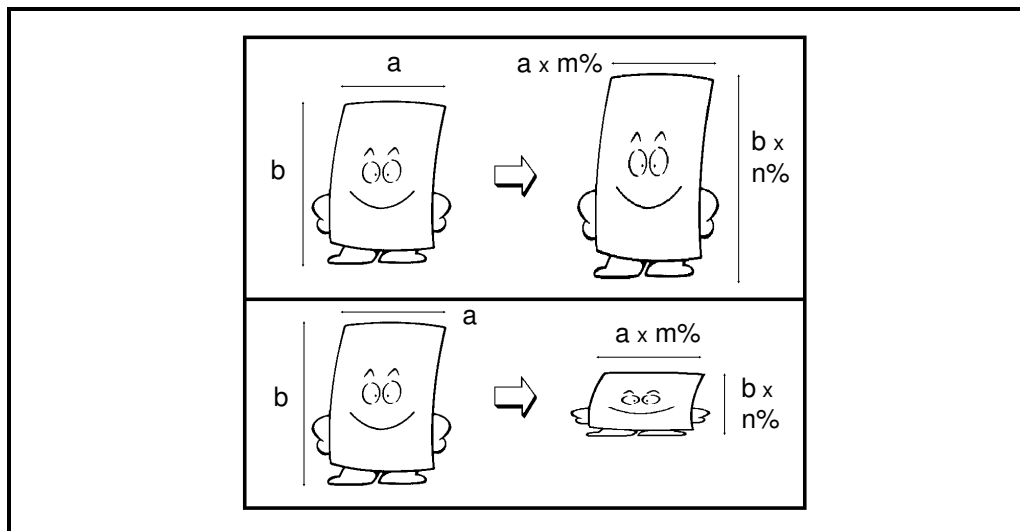
- ☐ The reproduction ratio is shown on the display.
- ☐ By pressing the Scroll up and down keys, the ratio will be changed in 1% steps.
- ☐ It is more convenient to select the nearest reproduction ratio with the **Reduce** or **Enlarge** key before pressing the scroll keys.



2. Follow the standard copying procedure.

 See page 129.

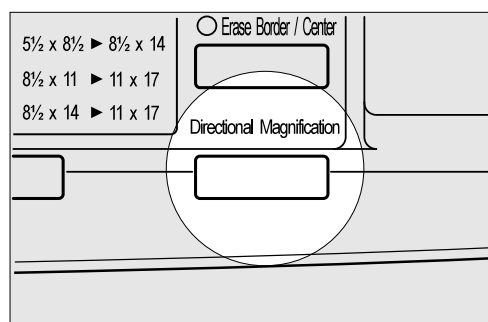
Directional Magnification



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

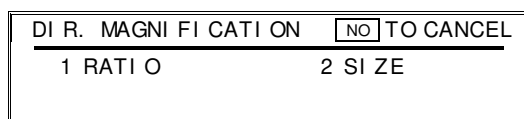
- ☐ The reproduction ratios must be between 25% and 400%.
- ☐ If the entered reproduction ratio is under the minimum ratio (25%) or over the maximum ratio (400%), the machine will automatically select 25% or 400%.

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



COPY MODE
OPERATION

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



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 **Clear** key then enter the new ratio.

DI R. MAGNI FI CATI ON		YES	OR	NO
↕	50 %			↑
↔	100 %			↓



4. 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.

DI R. MAGNI FI CATI ON		YES	OR	NO
↕	50 %			↑
↔	120 %			↓

5. Press the **Yes** key.

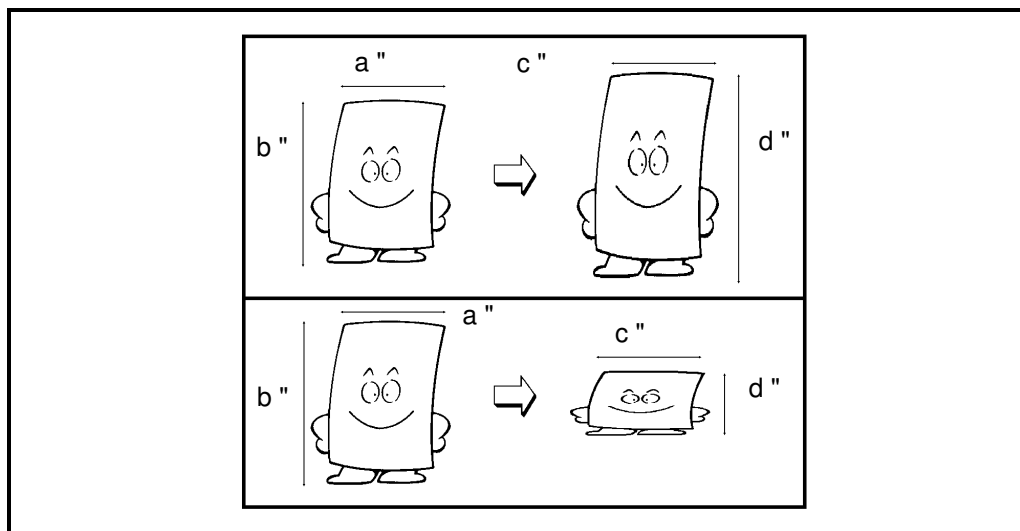
- ☐ If you wish to change either of the entered ratios, press the **Directional Magnification** key and enter the new ratio.

READY		NO. OF COPI ES		1
↕	50 %	↔	120 %	
8.5x11 		8.5x14 		

6. Follow the standard copying procedure.

? See page 129.

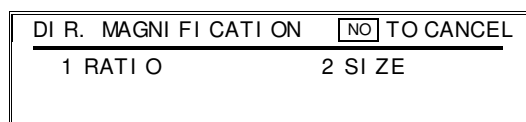
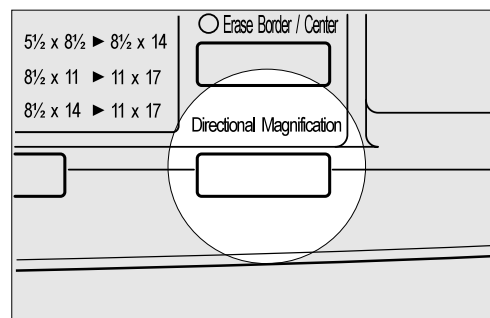
Directional Size Magnification



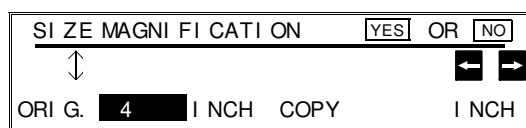
Copies can be reduced or enlarged to produce a copy of whatever size is required. The horizontal and vertical size of the copy can both be specified.

- ☐ 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%.

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.

SI ZE MAGNI FI CATI ON				YES	OR	NO
↑						
ORI G.	4	I NCH	COPY	I NCH		

4. Press the **→** key.

5. Enter the required vertical size of the copy using the number keys.

- ☐ The display shows the size entered.

SI ZE MAGNI FI CATI ON				YES	OR	NO
↑						
ORI G.	4	I NCH	COPY	8	I NCH	

6. Press the **Yes** key.

7. Enter the horizontal size of the original using the number keys.

- ☐ The display shows the size entered.

SI ZE MAGNI FI CATI ON				YES	OR	NO
↔		↑		200	%	
ORI G.	4	I NCH	COPY	I NCH		

8. Press the **→** 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	OR	NO
↔		↑		200	%	
ORI G.	4	I NCH	COPY	6	I NCH	

10. Press the **Yes** key.

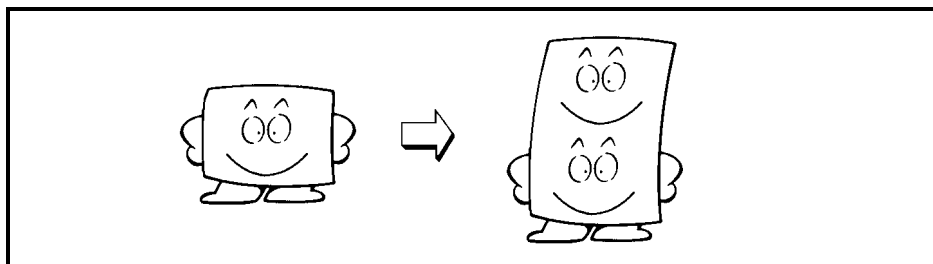
- ☐ To change the settings that you made, press the **Directional Magnification** key and enter the new size.

READY		NO. OF COPI ES		1
↑	200	%	↔	150
8.5x11 <input type="checkbox"/>		8.5x14 <input type="checkbox"/>		

11. Follow the standard copying procedure.

? See page 129.

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 center of the copy paper.

Making Double Copies

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

See page 129.

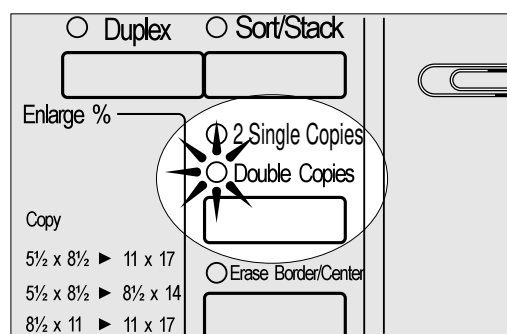
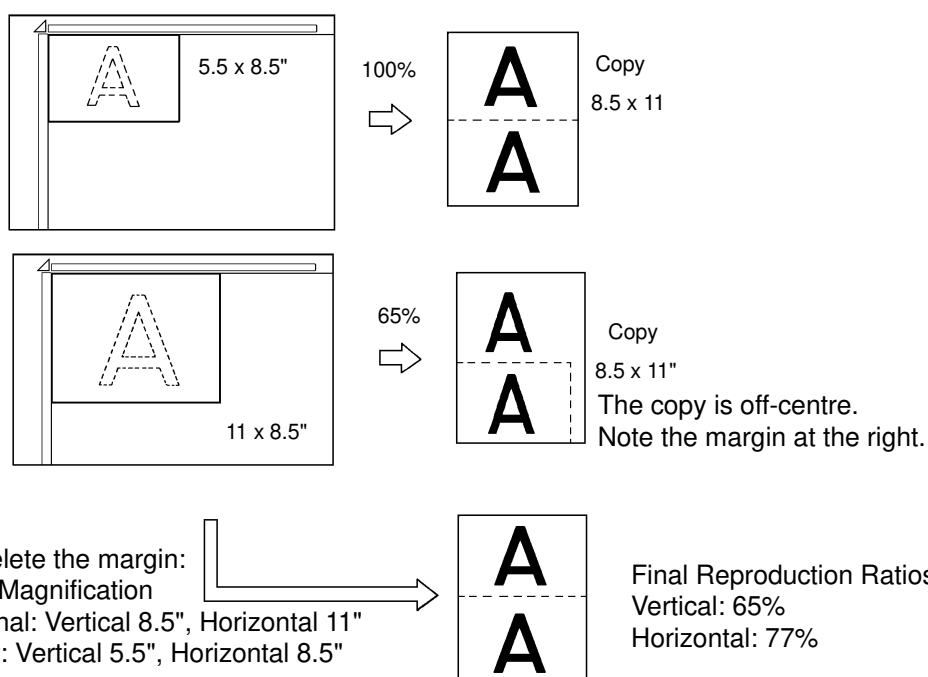


Image Position on the Copy Paper

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.



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.

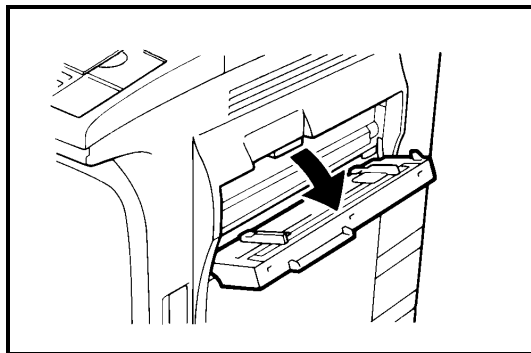
Usage Conditions

- ☐ Paper weight: 52 - 157 g/m² [14 to 42 lb]
- ☐ Paper width:
 - Standard: Max. A3 [11" x 17"], Min. A6 lengthwise [5 1/2" x 8 1/2" lengthwise]
 - Non-standard: Vertical 100 – 297 mm [3.9 - 11.7"]
 - Horizontal 148 – 432 mm [5.8 - 17.0"]

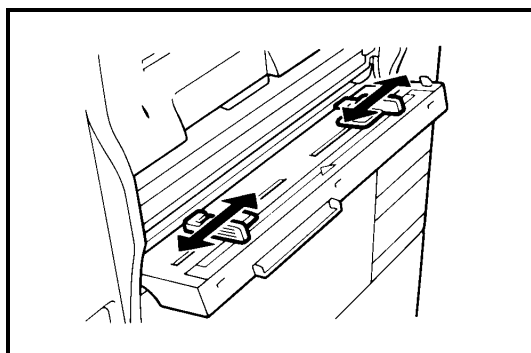
When you wish to copy onto non-standard paper, see the following page.

Copying onto Standard Width Paper

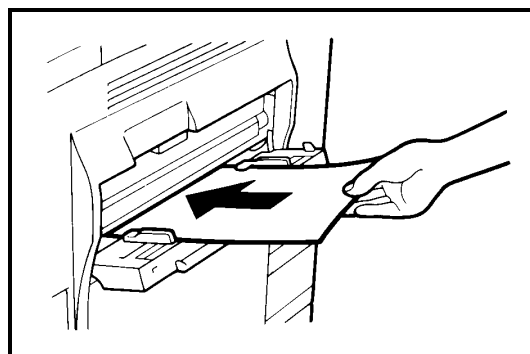
1. Open the bypass feed table.
 - ☐ The **Load Paper** () indicator lights.



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



3. 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.

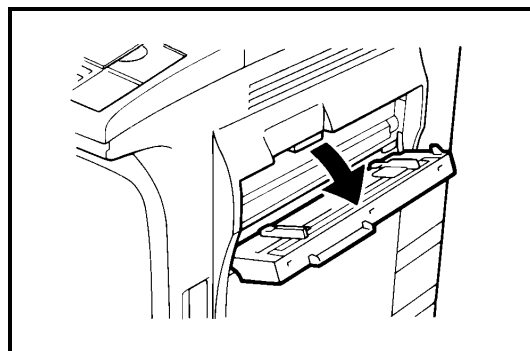


Copying onto Non-standard Width Paper

When you wish to use non-standard width paper for manual feed, perform 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.



COPY MODE
OPERATION


LOAD PAPER			
100	%	⬆️	⬆️
BYPASS FEED NON STANDARD SI ZE			➡️

2. Press the ➡️ key.

PAPER SI ZE		YES	OR	NO
(4. 0 - 11. 9)		(5. 9 - 17. 2)		
⬆️	■	I NCH	↔️	I NCH

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.
 - ❑ The display shows the size entered.

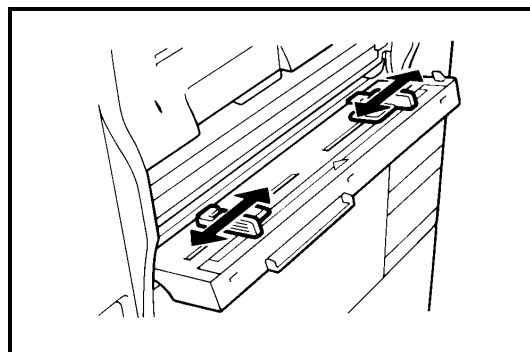
PAPER SI ZE		YES	OR	NO
(4. 0 - 11. 9)		(5. 9 - 17. 2)		
⬆️	5	I NCH	↔️	I NCH

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.

PAPER SIZE		YES	OR	NO
(4. 0 - 11. 9)		(5. 9 - 17. 2)		
↑	5 I NCH	↔	11	I NCH

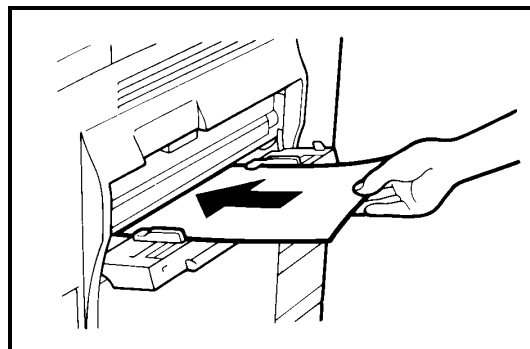
5. Press the **Yes** key.
6. Slide the paper guides to the paper width.



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.



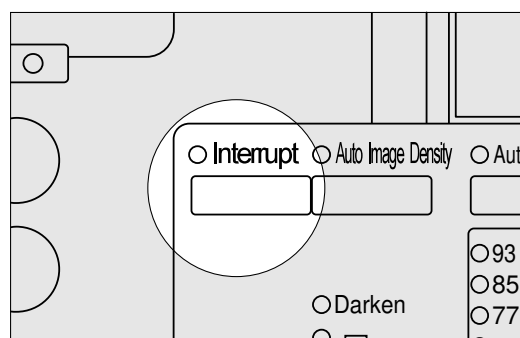
Interrupting One Job to Do Another

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

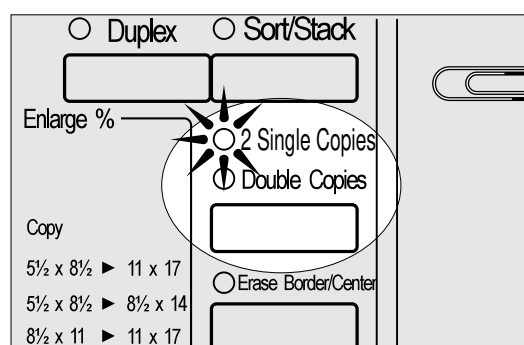


Two one-sided copies can be made from a book original.

- ❑ Select copy paper smaller than A4 [8 1/2" x 11"] sideways when copying a book original.

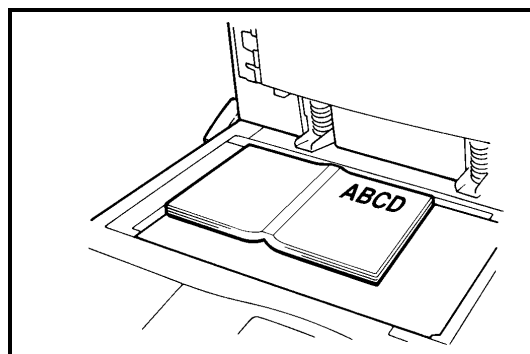
1. Press the **2 Single Copies** key.

- ❑ The **2 Single Copies** indicator lights.



2. Position the top of the book original towards the rear left corner.

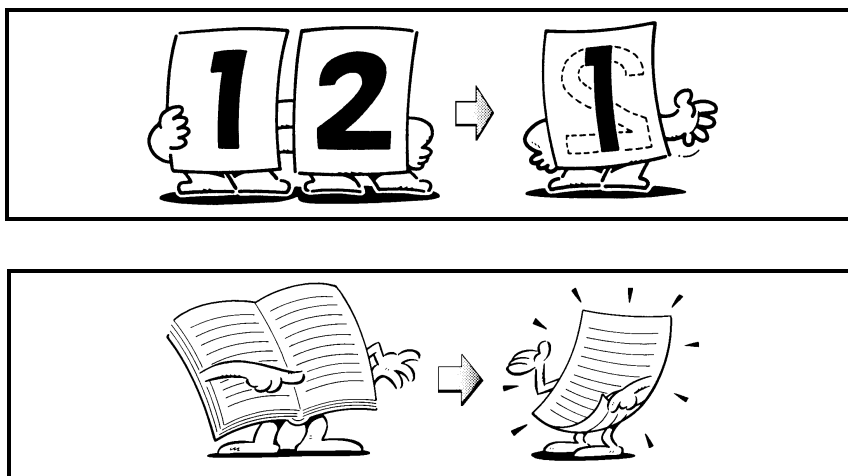
- ❑ To align the copy pages in order, place the higher numbered page to the left, and start making copies from the last page.



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).

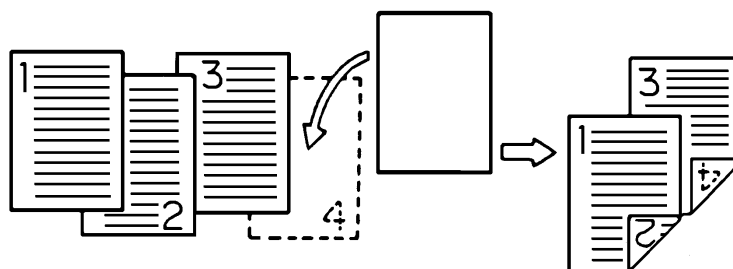
- ☐ The optional duplex unit is required.
- ☐ Only one copy can be made at a time.
- ☐ Select A4 [8 1/2" x 11"] sideways or smaller copy paper when using a book original.
- ☐ If you have an odd number of originals, you can have a blank page automatically appear on the back side of the last copy. Ask 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.

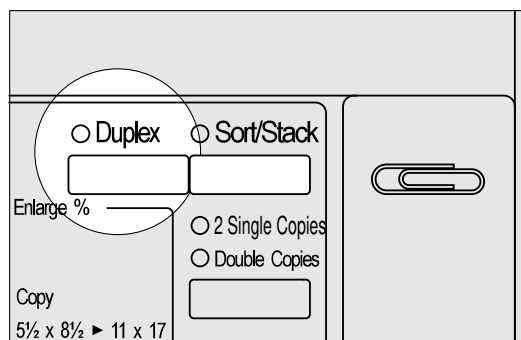
Check the number of originals. If it is odd, do either of the following:

- 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.



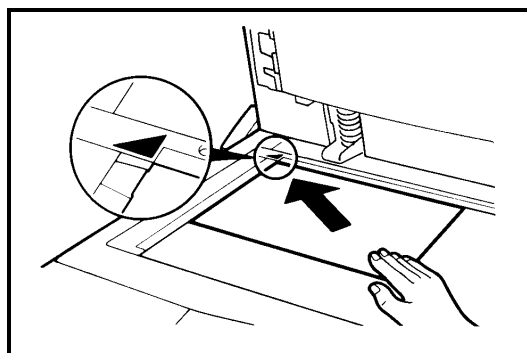
2. Select one-sided original mode using the **←** and **→** keys.



3. Press the **Yes** key.

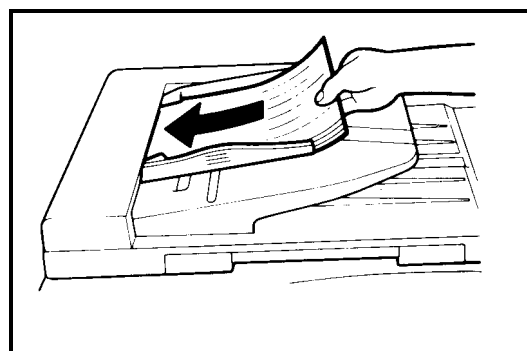
□ When using the exposure glass

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.



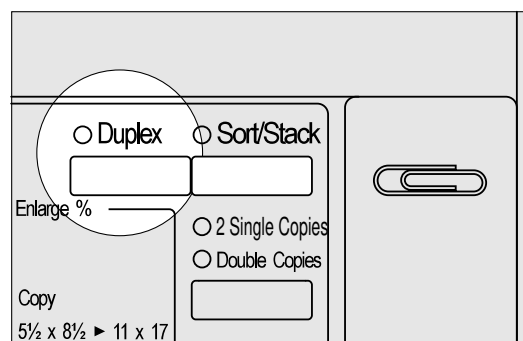
□ When using the document feeder

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.

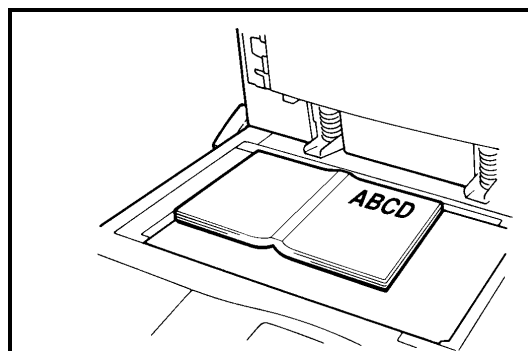


2. Select the book original mode using the **→** key.



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.



4. Follow the standard copying procedure.

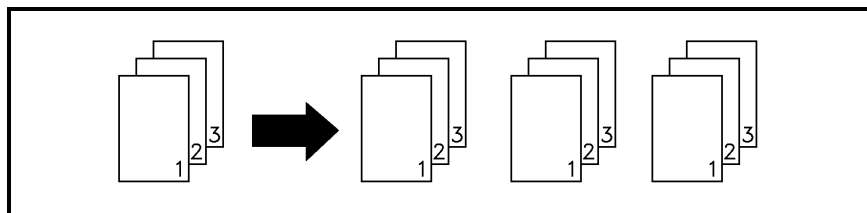
? See page 129.

5. Turn the page, position the book as instructed in step 3, and press the **Start** key.

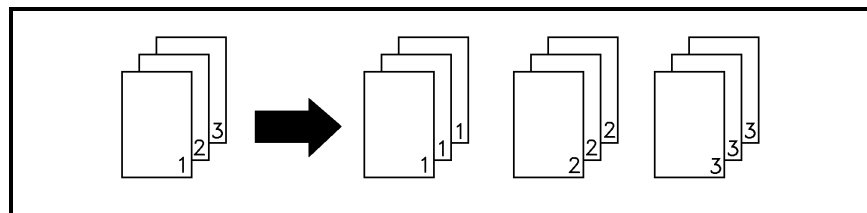
COPY MODE
OPERATION

Sorting/Stacking (Optional Sorter Required)

Sorting



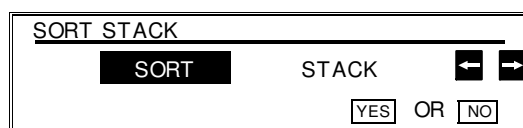
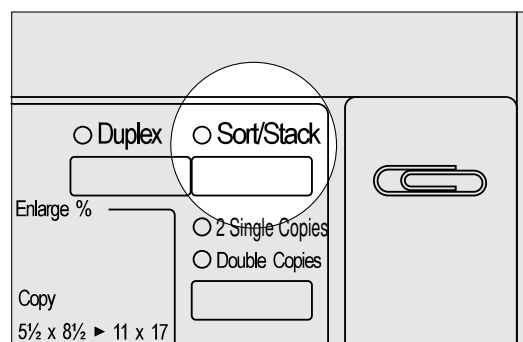
Stacking



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.



2. Select sort mode or stack mode using the **←** and **→** keys, then press **Yes**.
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.

READY	NO. OF COPIES	1
148	%	↑ ↓
8. 5x11		8. 5x14

	A	B	C	D
01	02	03	04	
I	J	K	L	
09	10	11	12	
Q	R	S	T	
17	18	19	20	
Y	Z			
25	26	27	28	

PROGRAM?
YES OR NO

4. Press the **Yes** key.
 - ☐ The copy settings are stored.

READY	NO. OF COPIES	1
148	%	↑ ↓
8. 5x11		8. 5x14

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.

RECALL PROGRAM?
 OR

2. Press the key.


3. Follow the standard copying procedure.

READY
NO. OF COPIES 1

148

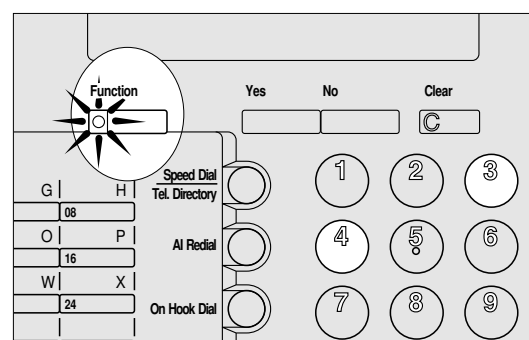
%

8.5x11 ☐
8.5x14 ☐

 See page 129.

How to Delete a Program

1. Press



PROGRAM
CHOOSE KEY

☐

TO CANCEL

2. Press the **Quick Dial** key which contains the program that you want to delete.

Example: Press Quick Dial key 01

PROGRAM
 OR

☐ 01

CLR:

3. Press the key.

PROGRAM

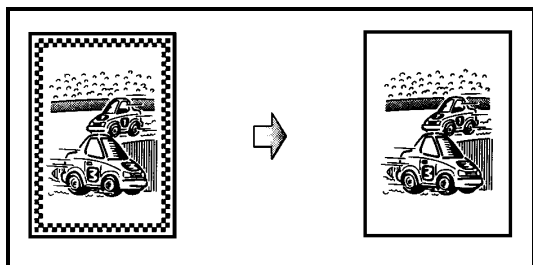
☐ 01

CLEAR? ·

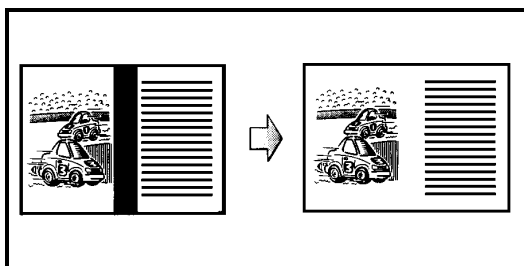
4. Press the key then the key.

Image Editing

Erase Border



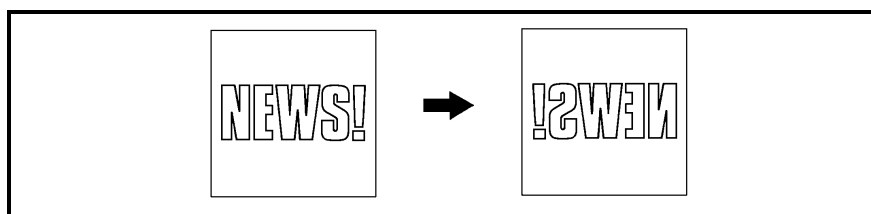
Erase Center



When copying a thick book original, the edges and the binding margin at the center may appear dirty on copies. To prevent this, use the Erase Border mode or Erase Center mode.

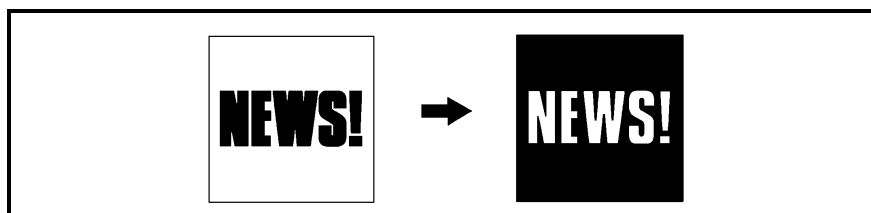
- ☐ Erase Border mode:
A 10 mm [0.4"] border will be erased around the edge of the original image. If this margin is not appropriate for your needs, you can change it to a value from 1 mm to 50 mm in 1 mm steps [0.04 - 2.0" in 0.04" steps].
- ☐ Erase Center mode:
A 10 mm [0.4"] strip will be erased at the center 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



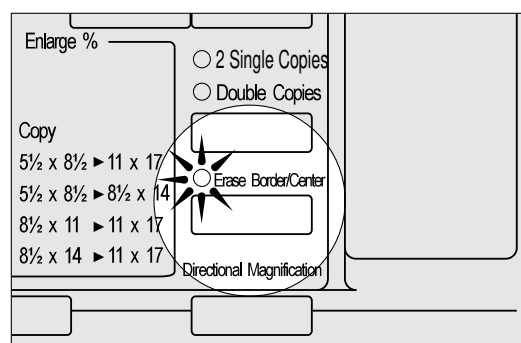
A mirror image of the original is produced.

Positive/Negative Copies



Black and white images of the original are reversed.

1. Press the **Erase Border/Center** key.
 - The **Erase Border/Center** indicator lights.



2. Press one of the following keys on the number key pad:
 - Erase Border → Press **1**
 - Erase Center → Press **2**
 - Mirror → Press **3**
 - Positive/Negative → Press **4**

EDIT IMAGE		YES	TO SET
1 ERASE BORDER	2 ERASE CENTER		
3 MIRROR	4 POS. / NEG.		

□ **Erase Border/Center 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 Center 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	1	IN	

The above example is for Erase Border mode. Erase Center 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.

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 during copying, continuously showing the number of copies made. 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, colored 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 canceled.

5. Idle Mode

In Idle mode, the display is blank, all indicators except the Power and Standby indicators 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 Center Line in Double Copies Mode

In the double copies mode, a broken line is automatically printed in the center of the sheet of copy paper. This can be changed into a solid line, center 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 are 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 Currently selected mode	1	2	3	4	5	6	7
1	Reduce/Enlarge		▲	○	○	○	○	○
2	Directional Magnification	▲		○	○	○	○	○
3	Double Copies	○	○		○	○	○	○
4	2 Single Copies	○	○	○		▲	▲	○
5	Duplex (1-sided Original)	○	○	○	▲		▲	X
6	Duplex (Book Original)	○	○	○	▲	▲		X
7	Sorting/Stacking	○	○	○	○	▲	▲	
8	Bypass Feed Copying	○	○	○	X	X	X	X
9	Interrupt Copying	○	○	○	○	X	X	X
10	Auto Paper Selection	○	○	○	▲	○	▲	○
11	Mirror Copies	○	○	○	○	○	○	○
12	Negative/Positive Copies	○	○	○	○	○	○	○
13	Erase Center	○	○	▲	▲	○	▲	○
14	Erase Border	○	○	▲	○	○	○	○

- 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 Presently selected mode	8	9	10	11	12	13	14
1	Reduce/Enlarge	O	❖	O	O	O	O	O
2	Directional Magnification	O	❖	O	O	O	O	O
3	Double Copies	O	❖	O	O	O	X	X
4	2 Single Copies	X	❖	X	O	O	X	O
5	Duplex (1-sided Original)	X	❖	O	O	O	O	O
6	Duplex (Book Original)	X	❖	X	O	O	X	O
7	Sorting/Stacking	X	❖	O	O	O	O	O
8	Bypass Feed Copying		❖	X	O	O	X	X
9	Interrupt Copying	O		O	O	O	O	O
10	Auto Paper Selection	▲	❖		O	O	O	O
11	Mirror Copies	O	❖	O		O	O	O
12	Negative/Positive Copies	O	❖	O	O		O	O
13	Erase Center	▲	v	O	O	O		O
14	Erase Border	▲	v	O	O	O	O	

MAINTAINING THE MACHINE

LOADING PAPER (WHEN IS LIT)

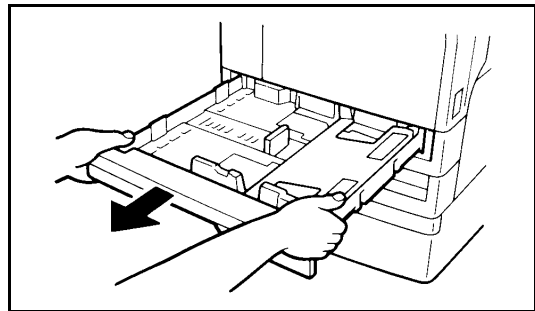
The **Load Paper** () indicator lights when one of the paper trays runs out of paper.

- ☐ 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.

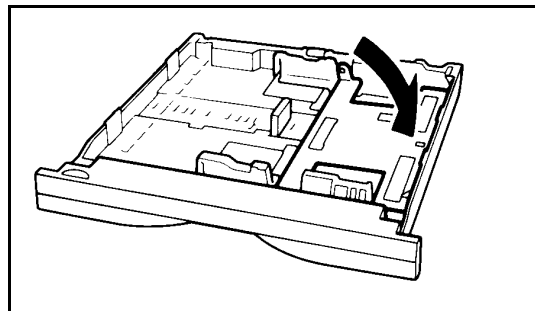
Load paper as follows.

- ☐ OHP transparencies and adhesive labels cannot be used in the paper tray. Use the bypass feed table.

1. Pull out the paper tray.



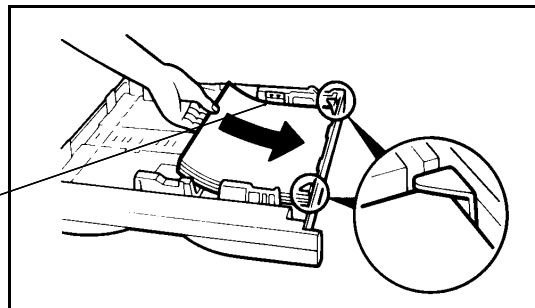
2. Push the bottom plate down until it locks.



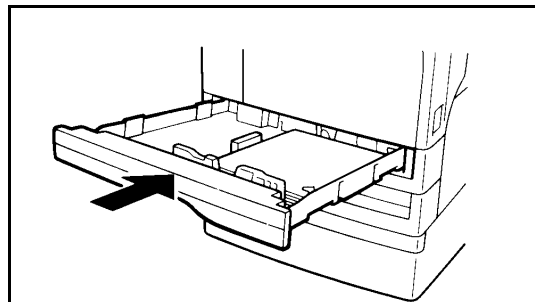
3. Load the paper in the paper tray.

- ☐ 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.

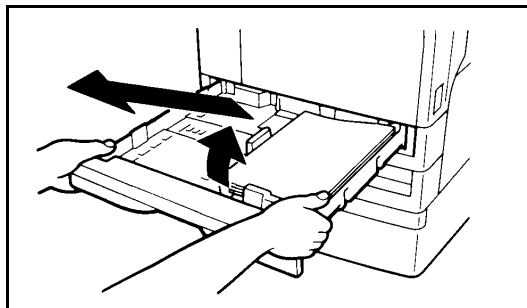


5. Confirm that the loaded paper size appears in the display.

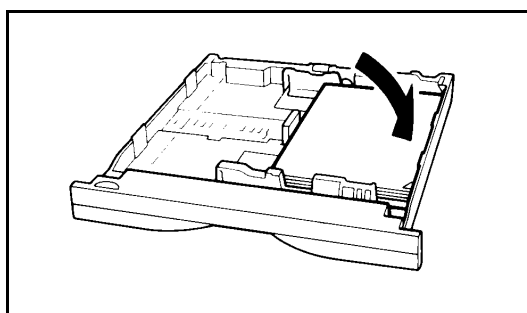
CHANGING THE PAPER SIZE

When you want to use a different size of paper in the paper tray, do the following.

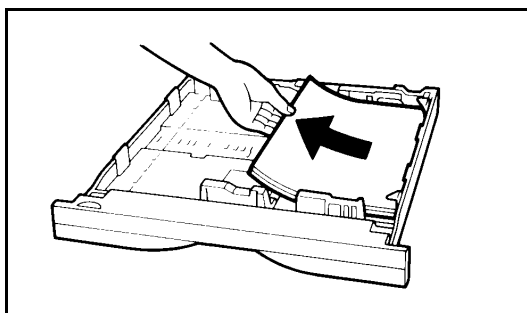
1. Pull out the paper tray as shown in the illustration.



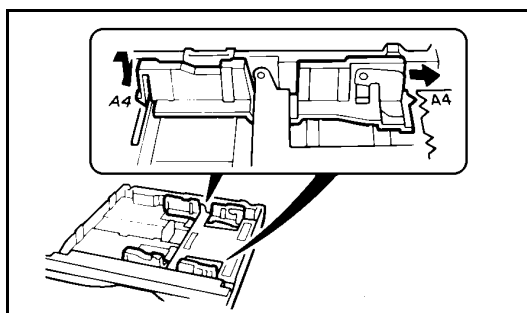
2. Push the bottom plate down until it locks.



3. Remove the paper.

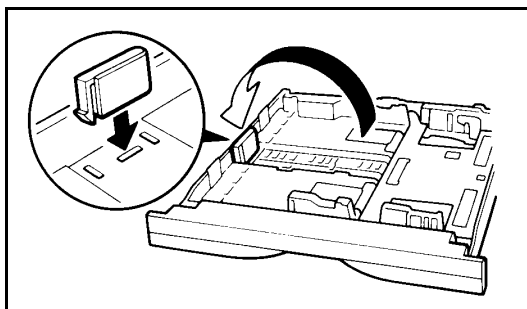


4. Slide the front left side guide to the slot that matches the new paper size.
 - ❑ The easiest way to move it is to press the guide in at the left and remove it from the slot before sliding it to its new position.

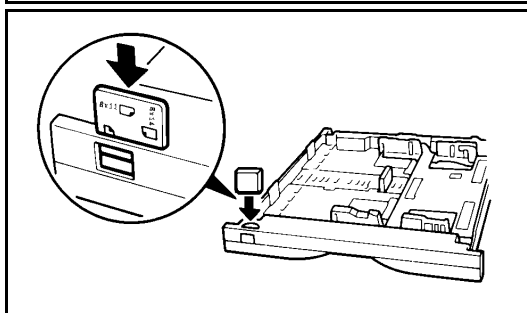


LOOKING AFTER
THE MACHINE

5. Take out the end plate and insert it in the slot that matches the paper size.

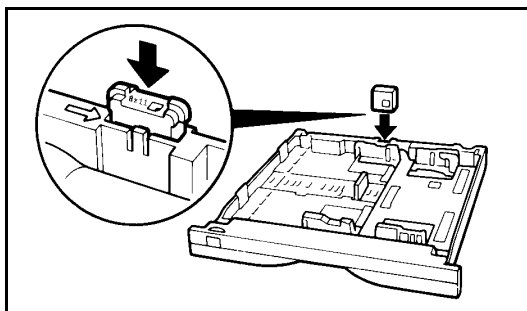


6. Change the paper size plate to display the correct paper size. The correct paper size must appear on the top edge of the size plate as you are installing it.



7. Set the paper size detection block at the back of the paper tray to match the paper size.

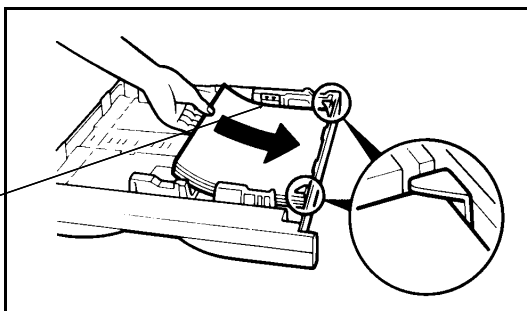
- ☐ Make sure that the selected paper size on the block faces the front of the tray.



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 —



9. Reinsert the paper tray gently until it stops.
10. Confirm that the loaded paper size appears in the display.

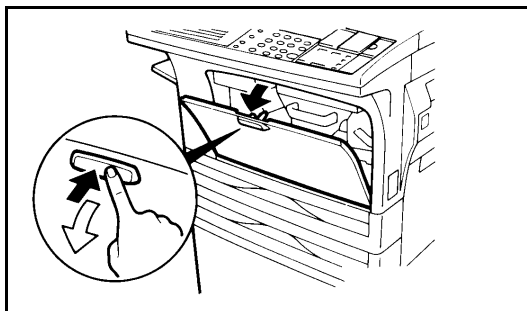
Note: The positions of the trays can be exchanged, except for the duplex tray. If installed, the duplex tray must always be the top tray.

ADDING TONER (WHEN IS LIT)

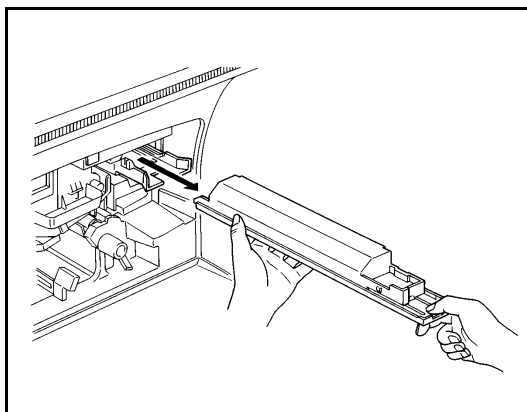
When the **Add Toner** () indicator blinks, it is time to supply toner. When the Add Toner indicator is continuously on, copies cannot be made until the toner cartridge is replaced.

WARNING: Do not incinerate the toner cartridge. Toner dust may ignite when exposed to open flame.

1. Open the front cover.
 - ☐ Push in the tab at the top center of the cover.

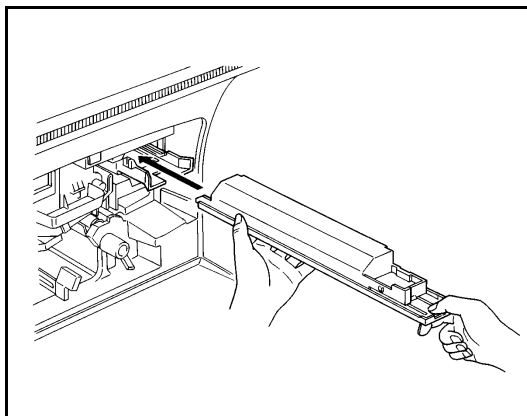


2. While pressing the release lever, pull the cartridge out.
 - ☐ Put it in the vinyl bag that is provided in the new toner carton.



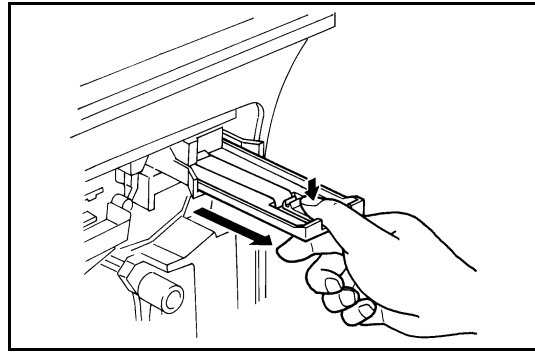
3. Shake a new cartridge thoroughly.

4. Insert the new cartridge all the way in, and press the cartridge shutter release button down.

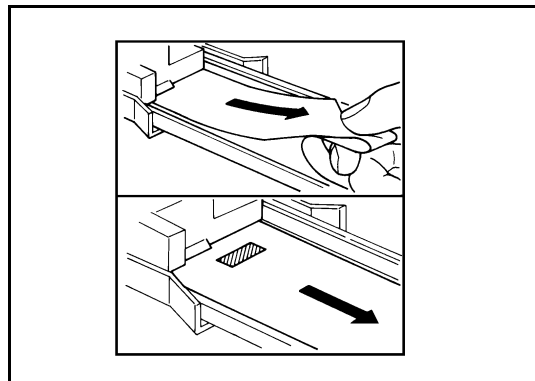


LOOKING AFTER
THE MACHINE

5. Pull the cartridge shutter all the way out.



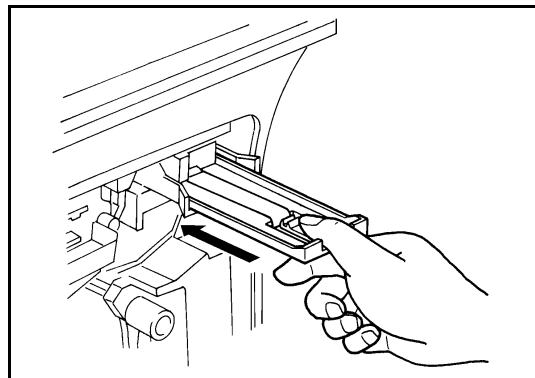
6. Pull the seal out until you can see the red line.



7. Push the cartridge shutter in.

If it cannot be moved smoothly, pull it out and push it in again.

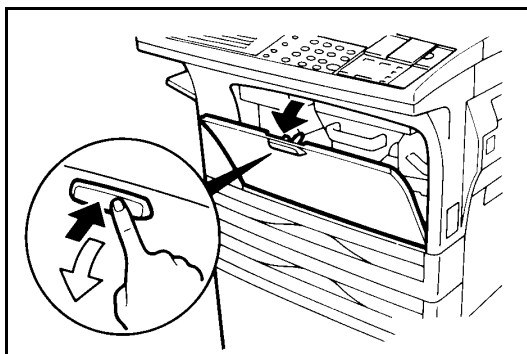
8. Close the front cover.



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.

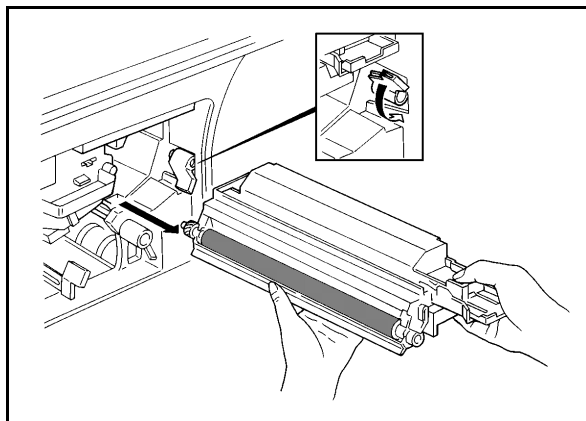
1. Switch off the main power and open the front cover.



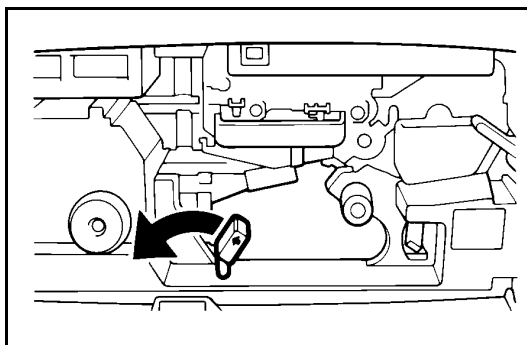
2. Push down the lever as shown in the diagram, and slide out the development unit.

Caution:

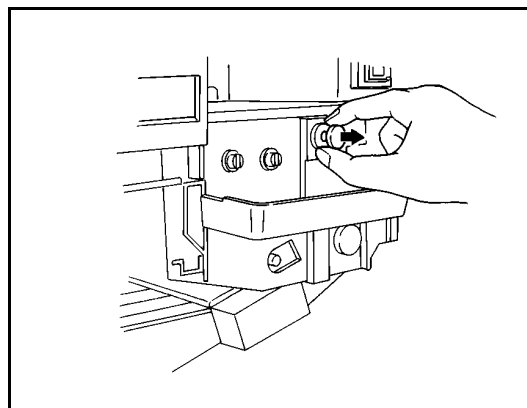
- ❑ Do not bend the unit. Otherwise, some toner will fall onto the floor.
- ❑ Do not touch the shaded roller. Otherwise, copy quality might deteriorate.



3. Move lever C1 over to the left.

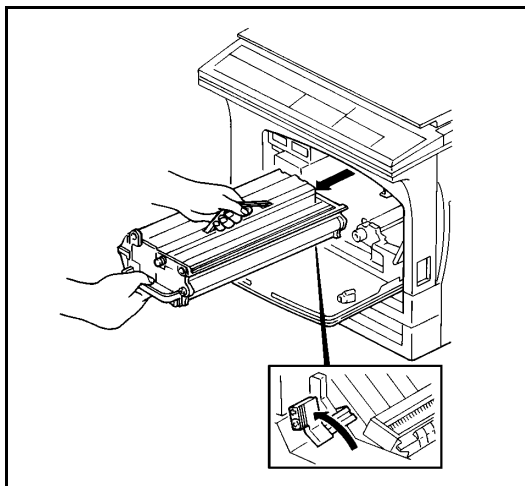


4. Pull out the black pin until you hear it click.



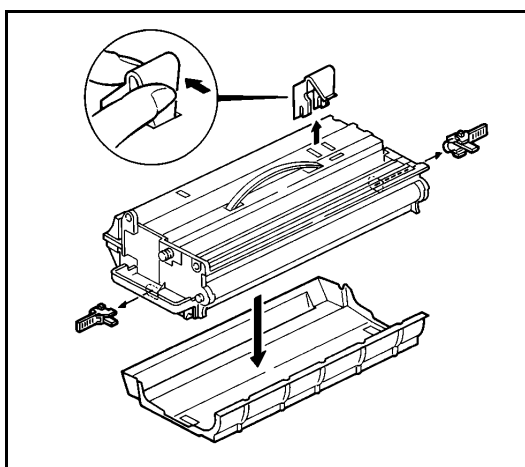
LOOKING AFTER
THE MACHINE

5. Pull out the master unit.



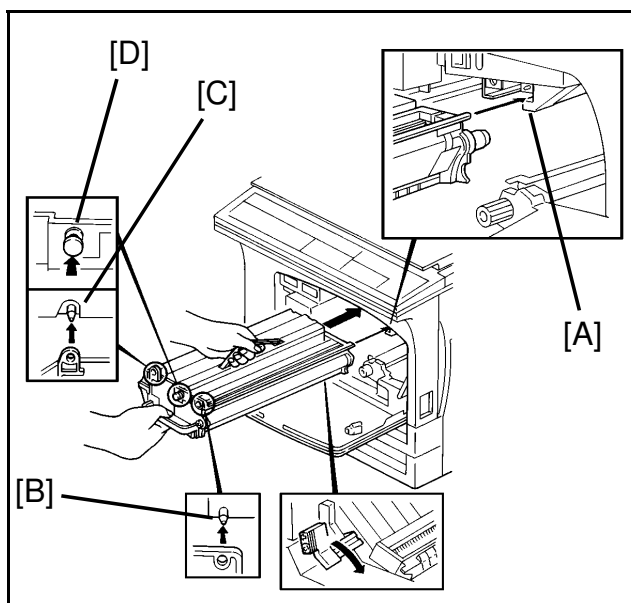
6. Remove the plastic cover and the three clips from a new master unit.

Caution: Do not touch the bottom green belt of the master unit. Otherwise, the copy quality 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.

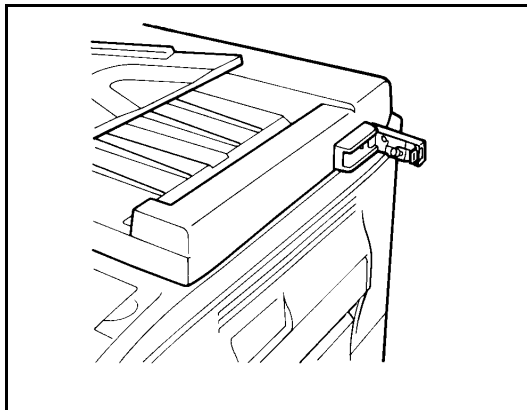


9. Put back the development unit.
10. Return the two levers to their original positions.
11. Close the front cover and switch on the main power.

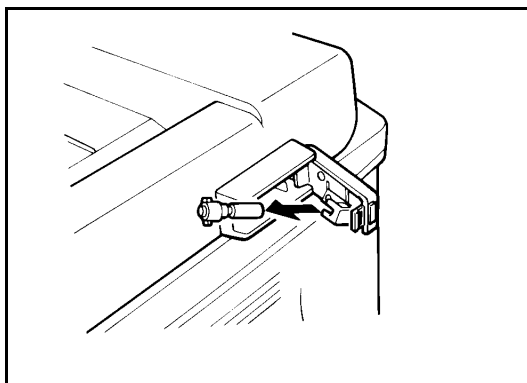
REPLACING THE MARKER

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.

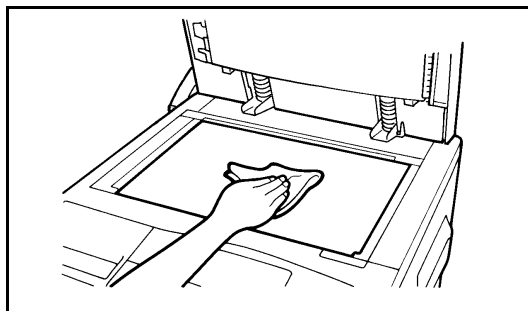
Note: If you wish documents to be stamped at the top of the page instead of at the bottom, contact your service representative.

CLEANING THE MACHINE

To maintain high copy and fax quality, carefully clean the following parts and units.

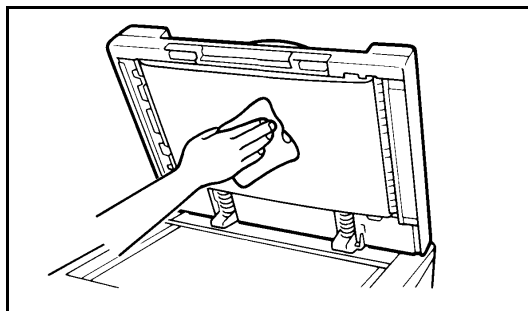
Exposure Glass

Clean the exposure glass with a damp cloth and wipe it with a dry cloth.



Platen Cover

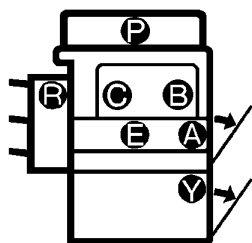
Clean the platen cover with a damp cloth and wipe it with a dry cloth. Use a weak cleaning solution if stains do not come off.



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: See page 174.

Location B: See page 174.

Location C: See page 175.

Location E: See page 177.

Location P: See page 178.

Location R: See page 178.

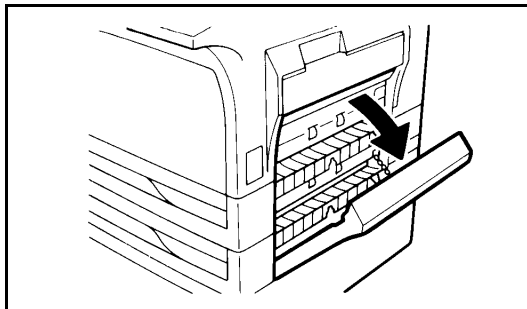
Location Y: See page 179.

WARNING: Since some parts of the machine are supplied with electrical voltage, touch only the parts specified in this section when removing misfed paper.

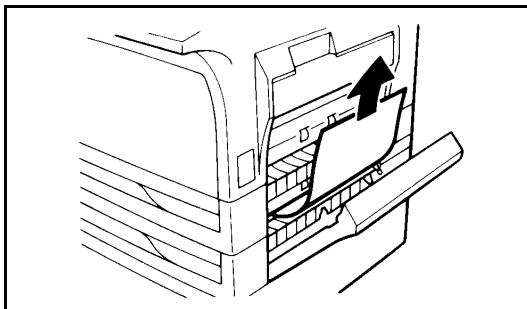
- ☐ Do not leave any torn scraps of paper within the machine.
- ☐ After removing misfed paper, make sure that all units and levers are returned to their original positions and that the front cover is closed.
- ☐ When a paper misfeed occurs, the machine automatically keeps track of the selected copy modes 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

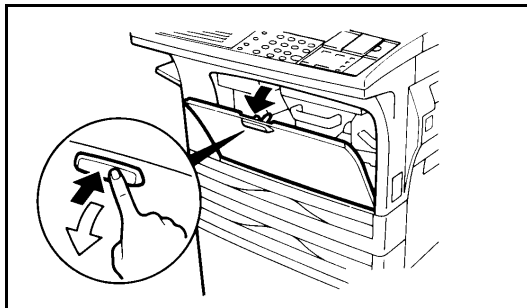
1. Open the right side cover.



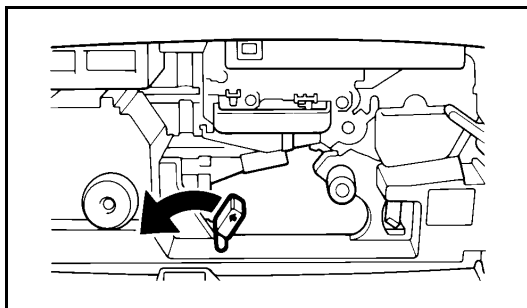
2. Remove the misfed paper.
3. Close the right side cover.

**When B is lit or blinking**

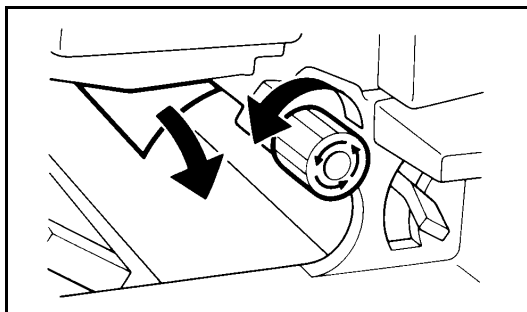
1. Open the front cover.
 - ☐ Push in the tab at the top center of the cover.



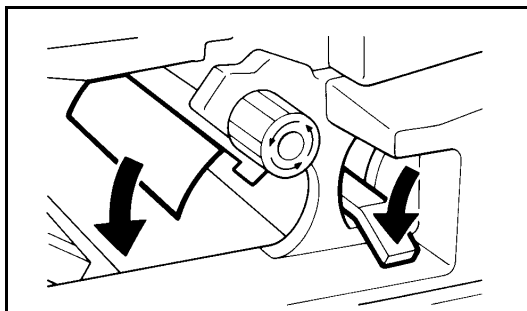
2. Move lever C1 to the left.



3. Turn knob B2 counterclockwise and remove the misfed paper.

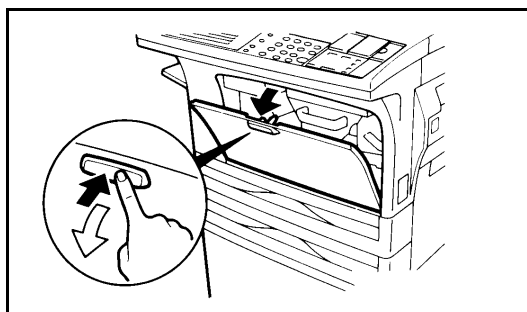


4. If the misfed paper cannot be removed, push down lever B1 and remove the misfed paper.
5. Return levers B1 and C1 to their original positions, and close the front cover.

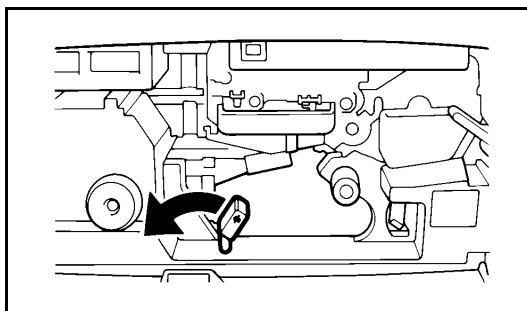


When C is lit or blinking

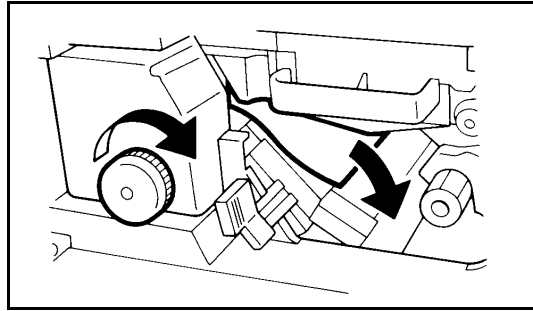
1. Open the front cover.
 - ☐ Push in the tab at the top center of the cover.



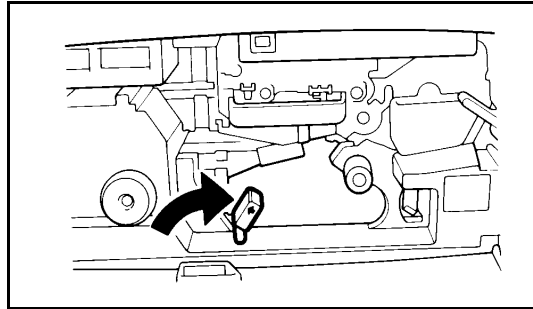
2. Move lever C1 to the left.



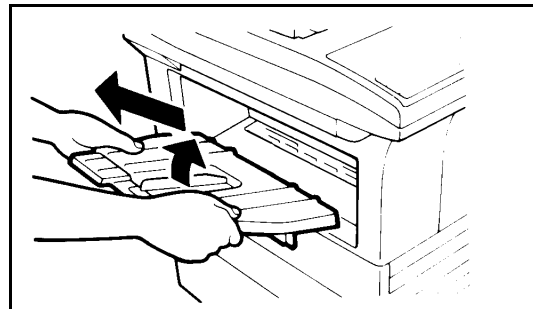
3. Turning knob C2 clockwise, remove the misfed paper.



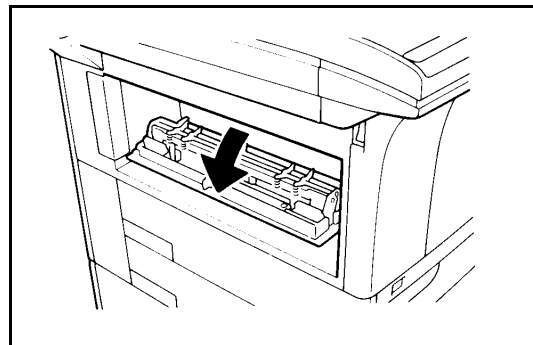
4. If the misfed paper cannot be removed, return lever C1 to its original position and close the front cover.



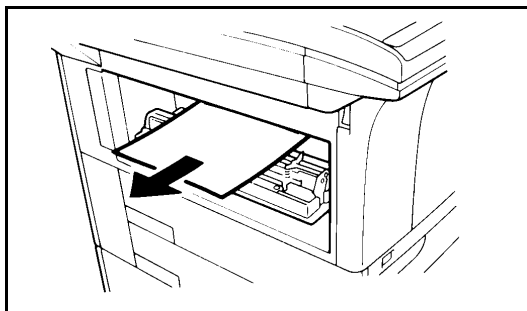
5. Either: Take out the copy tray.
Or: If a sorter has been installed, swing the sorter to the left gently using the sorter handle. See the diagram at the bottom of page 178.




6. Pull open cover C3.

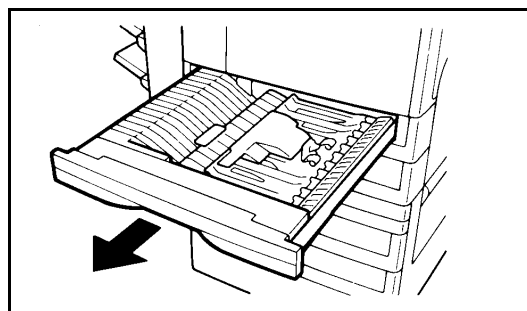


7. Remove the misfed paper if you could not remove it in step 3.
8. Return cover C3 to its original position and reset the copy tray.
 - ☐ Return the sorter to its original position also.

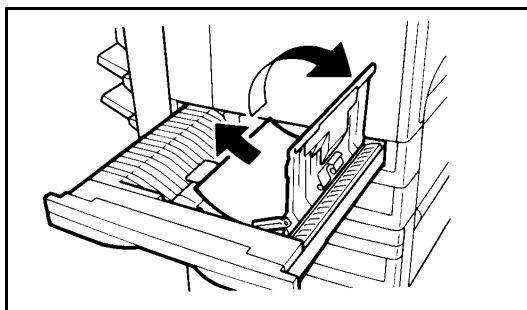


When E is lit or blinking

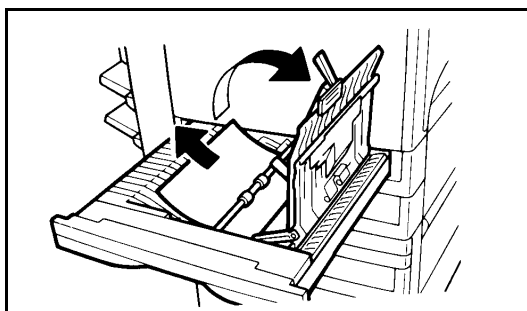
1. Pull out the duplex tray (this is the tray with the  decal on it).



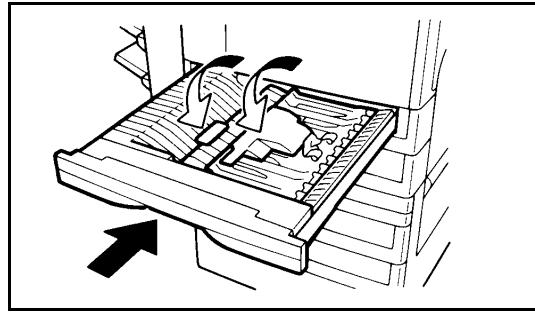
2. Lift lever E1 and remove the misfed paper.



3. If the paper is not there, lift lever E2 and remove the misfed paper.

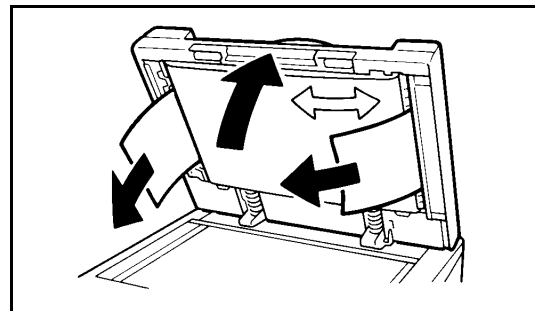


- Return levers E1 and E2 to their original positions, and slide the duplex tray in.



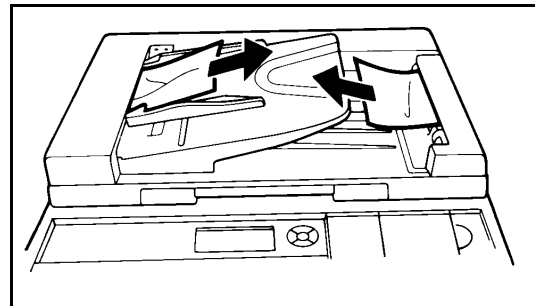
When P is lit or blinking

- Lift the document feeder.
- While turning the belt, remove the misfed paper gently.



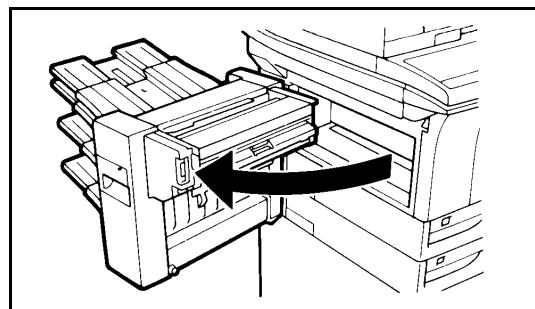
- If the misfed paper cannot be removed, remove the misfed paper from the feed-in unit or exit unit of the document feeder.

- If the **Misfeed** (**M**) indicator is on even after removing misfed paper, lift up then lower the document feeder to turn off that indicator.

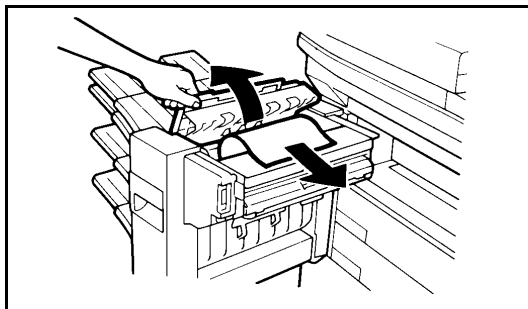


When R is lit or blinking

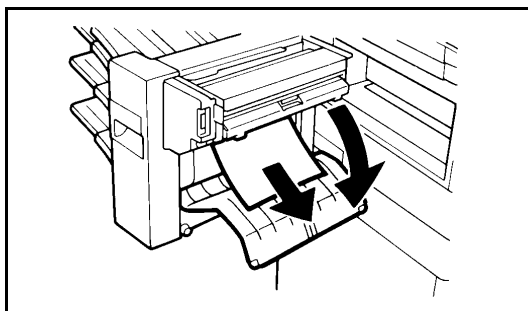
- Swing the sorter to the left gently using the sorter handle.



2. Open the sorter top cover and remove the misfed paper.

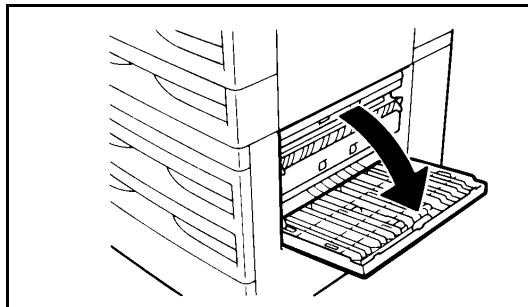


3. If the misfed paper cannot be removed, open the guide plate and remove the misfed paper.
4. Close the guide plate and the top cover, then return the sorter to its original position.

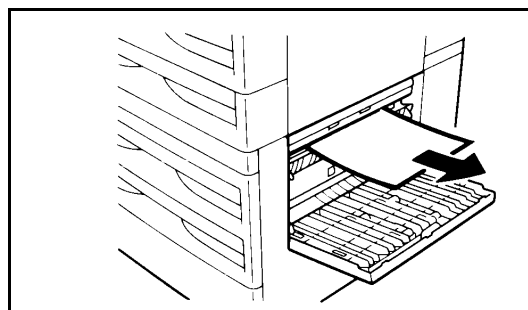


When Y is lit or blinking






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.	<p>Check the power cord. Is it properly plugged into the outlet?</p> <p>➤ Plug it in firmly</p>
The display does not show the Ready condition, or the machine stops during an operation.	<p>Is the Misfeed () indicator on?</p> <p>➤ Clear the misfed paper. See page 173.</p>
	<p>Is the Load Paper () indicator on?</p> <p>➤ Load paper into the paper tray. See page 164.</p> <p>➤ Load paper onto the bypass feed table. See page 146.</p>
	<p>Is the Close Cover () indicator blinking?</p> <p>➤ Close all covers indicated on the display.</p>
	<p>Is the Add Toner () indicator on?</p> <p>➤ Load a new toner cartridge. See page 167.</p>
	<p>Is the Call Service () indicator on?</p> <p>➤ Call your service representative, and report the message on the display.</p>
Copies appear dirty.	<p>Does the original have a gray or colored background?</p> <p>➤ Press the Manual Image Density key to lower the contrast.</p>
	<p>Are the platen cover or exposure glass dirty?</p> <p>➤ Clean them. See page 172.</p>
	<p>Is the Image Density level set correctly?</p> <p>➤ Press the Manual Image Density key to decrease the image density.</p>
Copies are too light.	<p>Is the image density level set correctly?</p> <p>➤ Press the Manual Image Density key to increase the image density.</p>
	<p>Does the original have a low contrast image?</p> <p>➤ Press the Manual Image Density key to increase the image density.</p>

Problem	Required Action
Copies are blank.	<p>The original must be placed face down on the exposure glass or face up on the document feeder</p> <ul style="list-style-type: none"> ➤ Position the original correctly. See pages 134 and 133.
The original is not pulled into the auto document feeder.	<p>You did not feed the document far enough into the feeder.</p> <ul style="list-style-type: none"> ➤ Insert the document into the feeder until it stops. Retransmit.
Frequent original misfeeds	<p>Multifeeds</p> <p>Incorrect positioning of originals</p> <ul style="list-style-type: none"> ➤ Put the document in the feeder correctly. See page 30. <p>Incorrect alignment of originals</p> <ul style="list-style-type: none"> ➤ Align the edges of the document. See page 29. <p>Curled pages</p> <ul style="list-style-type: none"> ➤ Flatten the document. See page 29. <p>Incorrect document type</p> <ul style="list-style-type: none"> ➤ Use a proper document type. See page 29. <p>Mixed document types</p> <ul style="list-style-type: none"> ➤ The pages must all be of the same type. <p>Static electricity on the originals</p> <ul style="list-style-type: none"> ➤ Shuffle the document. See page 30. <p>Non-feeds</p> <p>Copier silicone oil on the originals</p> <ul style="list-style-type: none"> ➤ Wait a few minutes, then try again. <p>Incorrect alignment of originals</p> <ul style="list-style-type: none"> ➤ Align the edges of the document. See page 29. <p>Curled pages</p> <ul style="list-style-type: none"> ➤ Flatten the document. See page 29. <p>Incorrect document type</p> <ul style="list-style-type: none"> ➤ Use a proper document type. See page 29. <p>More than 30 pages in the feeder</p> <ul style="list-style-type: none"> ➤ Do not place more than 30 pages in the automatic document feeder at once.

Problem	Required Action
Copy paper misfeeds occur frequently.	Is the proper paper in the paper tray? ➤ 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 that there is not too much paper in the trays; do not fill them up over the load limit mark.
	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 dialed number does not contain an access code or a pause. ➤ Include the access number and a pause before the telephone number.
	The dialed 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 place; the  indicator blinks.	The document is jammed in the feeder. ➤ 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 place; the  indicator blinks. Note: Before taking action, wait until the Communicating indicator goes out, then press the Stop key.	The other machine is out of order. ➤ Check the error report. ➤ Ask the other party to check their machine and correct the fault.
	The line is busy or noisy. ➤ Check that the dial tone is sent out. Try to retransmit.

Problem	Required Action
Consistent difficulty in communicating with a particular terminal	<p>There are some bad lines between you and that other terminal.</p> <p>➤ Store that terminal's number as a Quick Dial Key or Speed Dial Code.</p> <p>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.</p>
Consistent poor image quality when communicating with a particular terminal	
The telephone keeps ringing and no fax is printed.	<p>You are in Manual Receive mode.</p> <p>➤ Change to Auto Receive mode (see page 42).</p>
	<p>Power is switched off.</p> <p>➤ Switch the power on.</p>
Stripes on copies.	<p>The exposure glass is dirty.</p> <p>➤ Clean the exposure glass (see page 172).</p>
You can't receive phone calls; the unit only rings once then goes into receive mode.	<p>You are in Auto Receive mode.</p> <p>➤ Change to Manual Receive mode (see page 42).</p>
You can't receive phone calls; the unit does not ring.	<p>The telephone line is not connected.</p> <p>➤ Connect the modular cord (see page 94).</p>
Dialing took place, but polling could not.	<p>ID Codes do not match.</p> <p>➤ Contact the person at the other end and make sure that the ID Codes are the same before trying the communication again.</p>

DISPLAYED ERROR MESSAGES

Message	Problem
CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten-key pad or the handset.
NO BOOKING FOR POLLING RECV	No polling reception operations have been programmed.
NO TRANS FILES EXIST	There are no messages in memory waiting for transmission.
NO POLLING DOCUMENTS EXIST	There are no messages in memory waiting to be polled.
DOCUMENT IN USE	This message is now being sent. You cannot print it now.
USED AS GROUP	This Quick Dial Key has a Group stored in it.
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.
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	When either of these first appears on the display, you can print 50 more pages. Then you must change the master unit.
USED TONER TANK FULL	
(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.

Message	Problem
(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.

ERROR CODES

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, crosstalk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

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

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

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other party does not have the confidential or transfer function. The other party's memory may be full.
0-16	Same as for code 0-04

Code	Possible Cause
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.
0-70	There is a problem with the network or with the machine at the other end.
1-00	Document jam Improperly inserted document
1-01	Document length exceeded the maximum limit Same as for code 1-00
2-xx	Possible fault in your machine
4-00	The page took too long to send. Send again at a lower resolution, or without halftone. The line may be bad.
4-01	There is a bad line, or the telephone line at the rear of machine is disconnected
4-02	The received page was too long.
4-10	ID codes did not match. Co-ordinate ID codes with the other party.
5-20	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-21	
5-25	Your machine has a problem.
6-01	Poor line condition or a problem with your machine
6-02	
6-05	Poor line condition, a problem with the machine at the other end, or a problem with your machine
6-06	A problem with the machine at the other end, or a problem with your machine
6-08	A problem with the machine at the other end
6-09	A problem with the machine at the other end, or a problem with your machine
6-10	
9-07	Copy jam at the cassette entrance
9-08	Copy jam inside the machine
9-09	Copy jam at the feed-out area
9-11	There is a problem with your machine's scanner mechanism.
9-16	The power supply circuits inside the machine have failed.
9-20	There is a problem with your machine's printer mechanism.
9-22	
9-23	
9-24	

Copier and General Specifications

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 24 lb paper) 2nd Tray: 250 sheets (200 sheets for 24 lb paper) Bypass Tray: 1 sheet
Copy Paper Size:	Maximum: A3 [11 x 17"] Minimum: A5 sideways [8.5 x 11"] (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 [16 to 24 lb]
Reduction Ratios (%):	Enlargement N. America: 400, 200, 155, 129, 121 Taiwan: 400, 200, 141, 122, 115 Reduction N. America: 93, 85, 77, 74, 65, 50, 25 Taiwan: 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:	110 - 115 Vac, 60 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:	Letter: 8.3 in Double Letter: 10.8 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 [5.8 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] paper, Letter Size/A4) 25 sheets (Double Letter size)
Feed Speed:	8 sheets per minute (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 24 lb paper) 4th Tray: 250 sheets (200 sheets for 24 lb paper)
Paper Size:	Maximum: A3 [11 x 17"] Minimum: B5 sideways [8.5 x 14"]
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:	11" x 17", 8.5" x 11", 8.5" x 14", 8.5" x 13" A3, B4, A4, B5 sideways
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]

Sorter

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/m² [14 to 42 lb]
Feed out face down: 64 to 81 g/m² [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]

Memory Options (Fax) 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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APPENDIX PAPER FEED UNIT

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 24 lb paper), which means that you can add an extra 500 sheets of copy paper capacity to your fax machine (400 sheets for 24 lb 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 dialing 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

Dialing and Storing Telephone Numbers

Introduction

After installing the ISDN G4 Option Type 80, you must be careful to select the correct signaling type (Group 3 or Group 4) when dialing, 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 dialed 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 AI 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:**
- ❑ 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 dialing 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 dialing. 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 no. if the destination has one.

1. Make sure that the machine is in standby mode for faxing (see page 30).

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

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.

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
<G3>		

3. Change the line type (G3/G4) to the correct setting by pressing the G4/G3 Selector key on the operation panel.

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
<G4>		

4. Dial.



See page 30 for how to dial. You may use Speed Dial, Quick Dial, or the ten-key pad.

MEMORY TRANS	OPTIONS	↓
PRESS [YES] OR [CLR] • [NO]		
7005551234		

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**

MEMORY TRANS	OPTIONS	↓
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.

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

- ❑ At this time, you can print a Quick Dial List if you press **→** **Start** .

QUICK DIAL	CHOOSE KEY
<input checked="" type="checkbox"/> 01	PRINT LIST →
—	NO TO CANCEL

2. Press the Quick Dial Key that you wish to program.

Example: **01** **Yes**

QUICK DIAL	ENTER FAX NUMBER
<input checked="" type="checkbox"/> 01 <G3>	NO TO CANCEL

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
<input checked="" type="checkbox"/> 01 <G4>	NO TO CANCEL

4. Enter the telephone number at the operation panel's ten key pad.

QUICK DIAL	YES OR CLR . NO
<input checked="" type="checkbox"/> 01 <G4>	
7005551234	

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
<input checked="" type="checkbox"/> 01	<input type="text" value="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** .

QUICK DIAL	OPTION SETTING
LABEL INSERTION	ON <input checked="" type="checkbox"/> OFF
SELECT	<input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="YES"/> TO END

8. Switch Label Insertion on or off.

Use the and arrows on the scroll key to select the required setting.

Then press **Yes** .

QUICK DIAL	CHOOSE KEY
<input checked="" type="checkbox"/> <input type="text" value=""/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

9. Either

- ☐ Program another Quick Dial: go to step 2.
- ☐ Finish: **Function** .

3. TROUBLESHOOTING

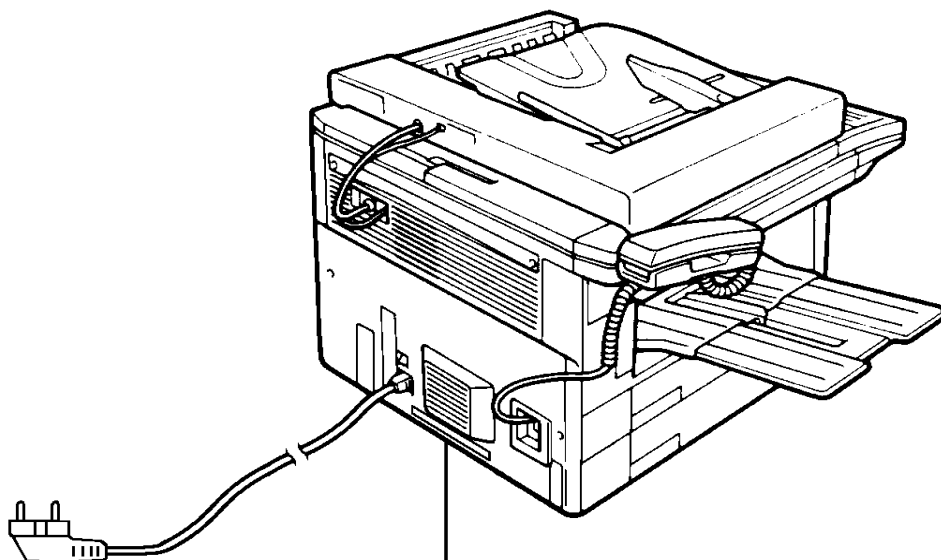
Call Progress Signals (CPS)

Sometimes, a Call Progress Signal and an error message will appear on the display panel. Possible messages are as follows.

DIALING	The machine is dialing; do not press Stop.
REMOTE TERMINAL BUSY	Try again later.
WRONG NUMBER	Check the number, and check that G3 or G4 was correctly selected. Then redial.
LINE NOT AVAILABLE	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 signaling 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** .

CERTIFICATION LABEL



Certification Label

RICOH COMPANY, LTD
1-10
KOMAKADO GOTENBA-SHI,
SHIZUOKA-KEN JAPAN.

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

MANUFACTURED:

HA

OFFICIAL NOTICE TO USERS

USA

FCC Requirements

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

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

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

CANADA

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

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier.

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

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

The standard connecting arrangement code for this equipment is CA11A or CB-1D.

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

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: Labeling and Erasing	50, 52, 157
35	Programming User Function Keys/Printing the User Function Key List	77
36	Auto Documents: Labeling 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 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
76	Programming Specified Cassette Selection/Printing the Specified Cassette Selection List***	73, 127
77	Programming the Number for Multi-sort Document Reception*	74
81	On/Off Switches	102
91	Programming the User Parameters/Printing the User Parameter List	104, 127
92	Programming the Date and Time	94
93	Adjusting the Speaker and Buzzer Volume	108
94	Selecting the Language on the Display and Reports	94
95	Checking the Counters	81

*: Memory card or hard disk required, **: Group 4 kit required

: At least one optional extra paper feed unit required, *: Printer interface kit required

SUPPLIES

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 80 is recommended for the best performance.

MARKER

☐ MARKER TYPE 30 is recommended for the best performance.

RICOH

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