FAX Option Type 1045

Operating Instructions
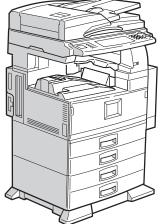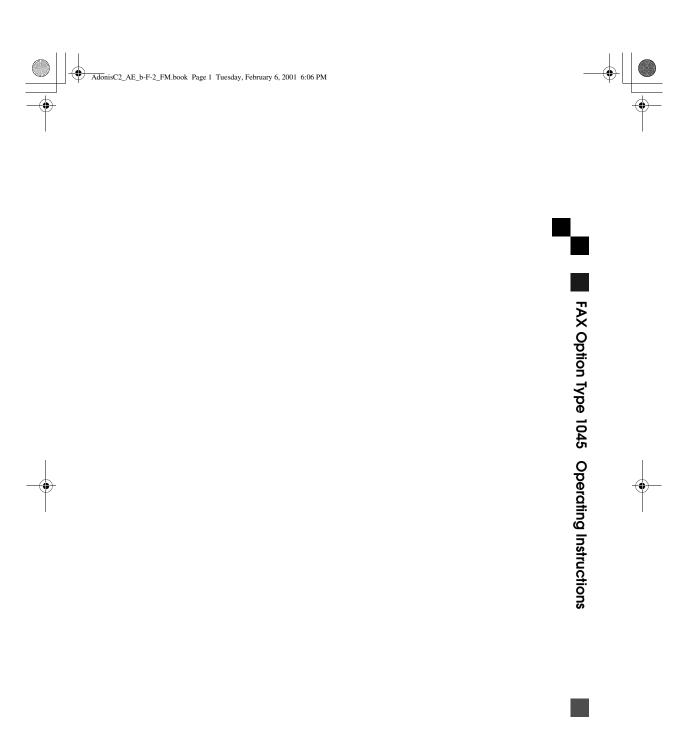## Facsimile Reference (option)
<Basic Features>

Read this manual carefully before you use this product and keep it handy for future reference.
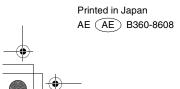For safety, please follow the instructions in this manual.
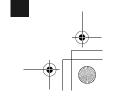
FAX Option Type 1045 Operating Instructions

Available Options

- Fax Function Upgrade Unit (Fax Function Upgrade Type 185)
- ISDN Unit (ISDN Option Type 1045)
- Extra G3 Interface Unit (G3 Interface Unit Type 1045)
- Expansion Memory (32MB: DIMM)

Supplies

- Marker Ink (Marker Type 30 is recommended for the best performance)

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

⚙️Important

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

📖 Preparation

This symbol indicates the prior knowledge or preparations required before operating.

🖉 Note

This symbol indicates precautions for operation or actions to take after misoperation.

♟ Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

🔎Reference

This symbol indicates a reference.

[   ]

Keys that appear on the machine's display panel.

【   】

Keys built into the machine's control panel.

i

TABLE OF CONTENTS

3. Setup

4. Troubleshooting

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

The Basic Features manual explains the most frequently used fax functions and operations.

Advanced Features

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

❖ **Chapter 1 Transmission Mode**
Explains how to send at a specific time without having to be by the machine, and also take advantage of off-peak telephone line charges.

❖ **Chapter 2 Checking and Canceling Transmission Files**
Explains how to cancel a transmission, and resend a message when it fails to transmit.

❖ **Chapter 3 Communication Information**
Explains how to erase a fax message programed in memory and check the contents of any file in memory.
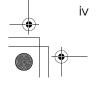
❖ **Chapter 4 Transmission Features**
Explains about useful transmission features, also learn how to dial numbers easily.

❖ **Chapter 5 Reception Features**
Explains about reception features. Learn how to receive messages in telephone mode, and print two pages of received messages on one page.

❖ **Chapter 6 Simplifying the Operation**
Explains how to specify a Program and use the Document Server.

❖ **Chapter 7 Facsimile User Tools**
Explains how to program frequently used functions as a Quick Dial Key and User Function Key.

❖ **Chapter 8 Key Operator Setting**
Explains about functions the key operator handles. Learn how to setup the phone line type, and how to store the Memory Locked ID and the Confidential ID.

❖ **Chapter 9 PC FAX Feature**
Explains how to fax directly from a computer and make necessary settings.

❖ **Chapter 10 Troubleshooting**
Explains what to do when toner runs out and when power is turned off or fails.

❖ **Chapter 11 Appendix**
You can check consumables and options for facsimile functions.

2
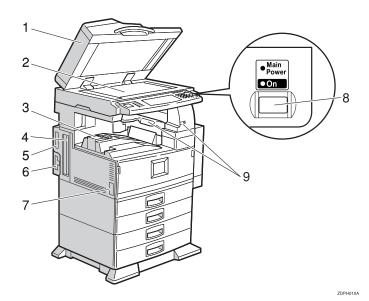
1. Getting Started

Guide to Components

Front View

ZDPH010A

1. Document Feeder (ADF)/Platen Cover (Option)

Holds a document stack of up to 50 sheets which are fed automatically one at a time. Place documents face up here.

2. Exposure Glass

Place the original face down on the upper left corner of the exposure glass, aligning the upper left corner with the reference mark. Close the platen cover when you set a document on the exposure glass.

3. Internal Tray

Fax messages are delivered here.

4. ISDN Line Connector (Option)

5. Parallel Interface Port

Plug the parallel cable into this port.
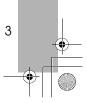
6. Network Interface Unit

Plug the network cable into this port.

7. Main Power Switch

Do not touch this switch. This switch should be only used by a service representative.

Getting Started

1

Note

❒ If the operation switch is on and there is still no power, turn on the **Main Power** switch.

❒ If you leave the **Main Power** switch off for more than an hour, all files in memory are lost. ⇒ Chapter 10, "When Power is Turned off or Fails" in the Advanced Features manual

❒ The On indicator blinks when:

- The platen cover or document feeder (ADF) is open.

- Communicating with other destination machines.

- The hard disk is running.
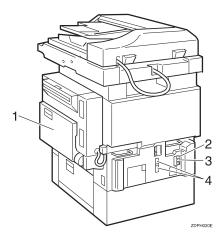
### *8.* **Operation Switch**

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). ⇒ P.8 *"Turning On the Power"*

9. **Internal Tray 2**

Fax messages are delivered here when received. The Internal tray 2 allows you to distinguish fax messages from copied or printed paper that are delivered to other trays. The indicator beside the Internal tray 2 is lit when the Internal tray 2 contains fax messages or printouts. ⇒ Chapter 1, "Printing a Received Fax" in the System Settings

Rear View

ZDPH020E

1. **Bypass Tray**

Select this tray for non-standard size paper.

⇒ "Copying from the Bypass Tray" in the Copy Reference

⇒ Chapter 5, "Having Incoming Messages Printed on Paper From the Bypass Tray" in the Advanced Features manual

2. **Analog Line Connector**

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

3. **External Telephone Connector**

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

4. **Extra G3 Interface Unit Connector (Option)**

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

1

Control Panel

1

ZDPS010A

1. **Confidential File Indicator**
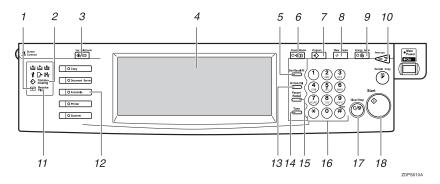
Lights when a message has been received into memory with Confidential Reception. Blinks when a Memory Lock file has been programed in memory. ⇒ Chapter 3, "Printing a Confidential Message" and Chapter 3, "Printing a File Received with Memory Lock" in the Advanced Features manual

2. **Communicating Indicator**

Lights during transmission or reception.

3. 【**User Tools/Counter**】**key**

User Tools:

Press to enter User Tools mode. These tools allow you to customize the default settings. ⇒ Chapter 7, "General Setting/ Adjustment" in the Advanced Features manual

Counter:

Display and print the total number of pages transmitted and received.

4. **LCD display**

This guides you through tasks and informs you of the machine status. A messages appears here. ⇒ P.11 *"Reading the Display"*

5. 【**Start Manual RX**】**key**

Press to start manual reception.

6. 【**Check Modes**】**key**

Press this key before pressing the 【**Start**】 key to check the settings selected for the fax about to be sent.

7. 【**Program**】**key**

Press to use the program function. ⇒ Chapter 6, "Simplifying the Operation" in the Advanced Features manual

8. 【**Clear Modes**】**key**

Press to cancel the current settings and returns.

9. 【**Energy Saver**】**key**

Hold down for more than a second to enter Energy Saver mode.
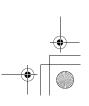
10. 【**Interrupt**】**key**

Press to interrupt the current fax operation in order to start copying.

11. **Receive File Indicator**

Lights when a message other than a Confidential Reception or Memory Lock file has been received. ⇒ Chapter 5, "When the Confidential File Indicator is Lit or Blinking" in the Advanced Features manual

12. 【Facsimile】**key**

Press to switch to Facsimile mode. ⇒ P.12 *"Standby Display"*

- Lights in yellow
  Facsimile mode has been selected.
- Lights in green
  Facsimile mode has been printing.
- Lights in red
  Lights up whenever any facsimile error occurs. Press 【Facsimile】 to display the error message and take the appropriate action. ⇒ P.76 *"When the* 【Facsimile】*key is Lit in Red"*

13. 【On Hook Dial】**key**

Use to dial a number from the numeric keypad without having to lift the handset. ⇒ Chapter 4, "Handy Dialing Functions" in the Advanced Features manual

14. 【Tone】**key**

Press to send tonal signals down a pulse dialing line. ⇒ P.43 *"Tone"*

15. 【Pause/Redial】**key**

Pause:

Insert a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit. ⇒ P.42 *"Pause"*

Redial:

Press to redial one of the last ten numbers. ⇒ Chapter 4, "Redial" in the Advanced Features manual

16. **Number keys**

Use to dial fax numbers or enter the number of copies.
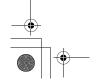
17. 【Clear/Stop】**key**

Clear:

Deletes one character or digit.

Stop:

Interrupts the current operation (transmission, scanning, copying or printing).

18. 【Start】**key**

Press to start all tasks.

Getting Started

Starting the Machine

To start the machine, turn on the operation switch.

📎 Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. ⇒ "Energy Saver Timer", "Auto Off Timer" in the Copy Reference

☆ Power switches

This machine has two power switches: ⇒ P.3 *"Guide to Components"*

◆ Operation switch

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

◆ Main power switch

Do not touch the **Main Power** switch. It should be used only by a service representative when the optional fax unit is installed.

⚠ Important
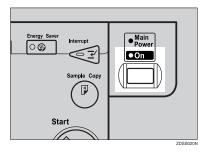
❒ If you leave the **Main Power** switch off for more than one hour, all fax files in memory are deleted. See "Turning Off The Power" below.
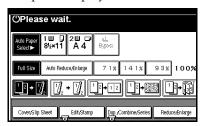
Turning On the Power

A **Confirm that the power cord is plugged into the wall outlet firmly and the Main Power switch is on.**

B **Confirm that the Main power switch is on.**

ZDSH040N

C **Turn on the operation switch. The On indicator should light.**

ZDSS020N
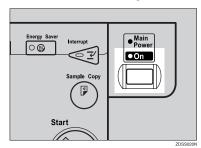
The panel display will turn on.

8

✐ Note

❒ If nothing happens when you turn on the operation switch, make sure the **Main Power** switch is turned on.

Turning Off the Power

A **Turn off the operation switch. The On indicator will go out.**

ZDSS020N

⚠️Important

❒ Fax files programed in memory will be deleted an hour after you turn the **Main Power** switch off or you unplug the power cord. ⇒ Chapter 10, "When Power is Turned off or Fails" in the Advanced Features manual
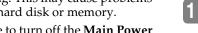
Turning Off the Main Power Switch

When the **Main Power** switch is turned off while using the fax function, waiting fax jobs and print jobs may be canceled, and incoming fax documents cannot be received. Normally, only the service representative operates this switch. When you have to turn off this switch for some reason, follow the procedure below.

⚠️Important

❒ Do not turn off the **Main Power** switch while the indicator is lit or blinking. This may cause problems in the hard disk or memory.

❒ Be sure to turn off the **Main Power** switch before unplugging the power cord. This may cause problems in the hard disk or memory.

❒ Make sure that 100% is shown on the display before you turn the **Main Power** switch off or you unplug the power cord. Fax files programed in memory will be deleted an hour after you turn the **Main Power** switch off or you unplug the power cord.

A **Make sure the On indicator is off.**

B **Turn off the Main Power switch.**

The Main Power indicator turns off.

1

9
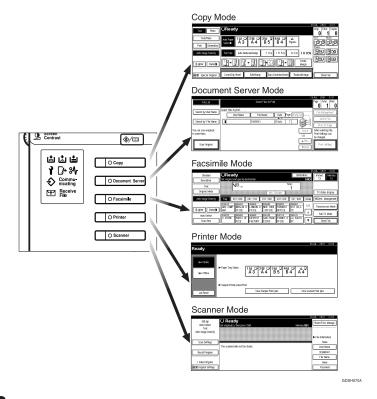
Getting Started

Switching Between Copy Mode, Facsimile Mode and Printer/Scanner Mode
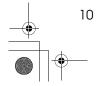
1

This machine is both a fax and a copier. When you turn on the power switch, the copier screen is shown and the machine is ready to make copies. When you wish to use fax functions, press the 【**Facsimile**】 key on the left of the operation panel.

You can set the machine to start in the Facsimile mode. ⇒ "Changing the Machine Settings" in the Copy Reference

Copy Mode

Document Server Mode

Facsimile Mode

Printer Mode

Scanner Mode

GDSH070A

❣ **Limitation**

❒ You cannot switch modes under the following circumstances:

- While scanning in a fax
- During Immediate Transmission
- While editing the System Settings
- During Interrupt Copying
- While using On-hook Dial
- During Energy Saver mode

10
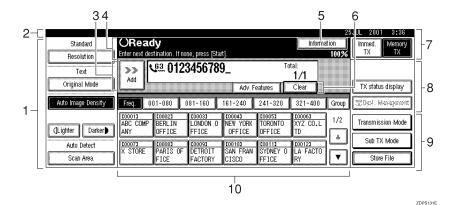
Reading the Display

The display tells you the machine status and guides you through operations.

✍ Note

❒ Functions that have been selected are highlighted (for example Auto Image Density). Keys that you cannot select are shown with a dashed outline (for example Dest. Management).

❒ All procedures in this manual assume you are in Facsimile mode. By default, when you turn the machine on it is in Copy mode. Press the 【Facsimile】 key to change to Facsimile mode. You can have the machine start in Facsimile mode. ⇒ "Changing the Machine's Settings" in the Copy Reference

Reading the Display Panel and Using Keys

ZDPS131E

1. **Displays the scanning conditions and sizes you can choose.**

Displays the possible selections for various functions.

2. **Displays the name and facsimile number of a destination when transmitting. Also displays the size of the original.**

3. **Displays the entered number of a destination. When adding destinations with the number keys, press [Add].**

4. **Displays messages and the machine status.**

5. **Press to display various information about transmission.**

6. **Appears when a destination is entered. Press [Clear] to erase character or numbers one by one.**

7. **Switches the transmission mode between memory transmission and immediate transmission.**

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Getting Started

8. **Displays Quick Operation Keys set for often used functions.**

[TX File Status] and **[Dest. Management]** are preset.

9. **Displays various functions for transmitting.**

Additional transmitting functions.
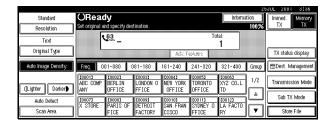
10. **Displays the programed destinations.**

Displays the Quick Dial table of programed destinations.
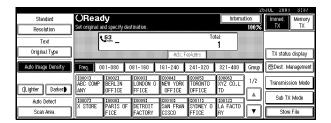
Standby Display

While the machine is in standby mode (immediately after the **[Facsimile]** key is pressed or after the **[Clear Modes]** key is pressed), the following display is shown.

❖ **Memory Transmission**
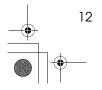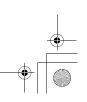
❖ **Immediate Transmission**

⬚ Note

❒ To return the machine to standby mode, do one of the following:

• If you have set the original and have not pressed the **[Start]** key, remove the original.

• If you have not set an original, press the **[Clear Modes]** key.

• If you are in User Tools mode, press the **[User Tools/Counter]** key.

Communication Display

While the machine is communicating, the status is displayed.

1

❖ **Memory Transmission**

Note

❒ Even when the machine is using memory to fax a message or receive a message, you can still scan the next original into memory. ⇒ Chapter 4, "More Transmission Functions" in the Advanced Features manual
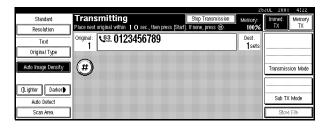
❖ **Reception**

Note

❒ Even when the machine is being used a copier or printer, the sender's name or number will be displayed for received faxes.

❖ **Immediate Transmission**
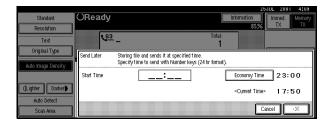
Display Prompts

Depending on the situation, the machine will show various prompts on the display.
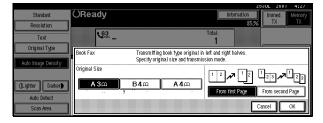
❖ **Instructions and Requests**

❖ **Questions**
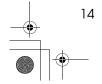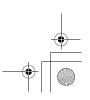
❖ **Selections**

❖ **Status**

2. Faxing

Overview

Changing Memory Transmission and Immediate Transmission

The basic procedure to send a fax message is:

① Make sure the Facsimile indicator is lit

② Set your original

③ Dial the number

④ Press the 【Start】 key

The rest of this section describes these steps and the various features that are available in more detail.

There are two ways to send a fax message:

• Memory Transmission

• Immediate Transmission

Check the display to see which mode is correctly active. You can change the transmission mode by pressing **[Immed. TX]** or **[Memory TX]**.

Setting Originals

In this manual an original can mean a single or multiple page document. You can set your originals either in the Document Feeder (ADF) or on the exposure glass. Some types of originals are unsuitable for the Document Feeder (ADF) so they must be set on the exposure glass.

Which way you place your original depends on its size and whether you are using the Document Feeder (ADF) or the exposure glass.

❦ Limitation

❒ If you place A5 size documents on the exposure glass, they will not be detected. A5 size documents loaded in the ADF are sent as A4 size.

✐ Note

❒ When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image may be output reduced, trimmed at both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.

❒ When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely. ⇒ P.19 *"Setting a Scan Area"*

❒ You can scan non-standard sized documents as standard sized documents with the Irregular Scan Area feature. When you turn on this feature, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be cut at the receiving end.

❒ Make sure that all ink, correcting fluid etc., has completely dried before setting your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.

❒ If you set an A4 size original in the portrait direction, the machine rotates the image by 90 degrees before sending it. ⇒ Chapter 4, "Transmission with Image Rotation" in the Advanced Features manual

🔎 Reference

For how to set 2-sided documents, see Chapter 4, "2-sided Transmission" in the Advanced Features manual.

2

☼ How to set A4, B4, A3, Lt, LG and DLT size originals

Original	Where original is set	
	Exposure glass	Document Feeder(ADF)
*1 R		
*2 R		

GFSETP01E

✐ Note

❒ When you set originals in the ADF as shown in the above illustration, the Fax Header will be printed on the received faxes at the destination as follows:

- *1 On the upper end of printings
- *2 On the left end of printings

☼ How to set A4, A5 and B5 size originals

Original	Where original is set	
	Exposure glass	Document Feeder(ADF)
*2 R		
*1 R		

GFSETP11E

❗ Limitation

❒ A5 size documents are not detected the exposure glass. Load A5 size documents in the ADF.

✐ Note
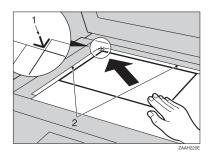
❒ When you set originals on the ADF as shown in the above illustration, the Fax Header will be printed on the received faxes at the destination as follows:

- *1 On the upper end of printings
- *2 On the left end of printings

Setting a Single Original on the Exposure Glass

Set originals that cannot be placed in the Document Feeder (ADF), such as a book, on the exposure glass one page at a time.

A **Lift the Document Feeder (ADF) by at least 30 degrees. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.**

ZAAH220E
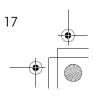
1. **Reference mark**

2. **Scale**

✐ Note

❒ If you do not raise the Document Feeder (ADF) by at least 30 degrees, the original size will not be detected.

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Faxing

2 **Close the Document Feeder (ADF).**

∅ Note

❒ When sending a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent its bound part from rising.

☆Bound Original Page Order

When sending bound originals (books, magazines, etc.), you can choose to have either the left page or right page sent first. ⇒ Chapter 4, "Book Fax" in the Advanced Features manual

∅ Note

❒ The default setting is Send Right Page first. ⇒ Chapter 8, "Changing the User Parameters" in the Advanced Features manual

Setting Originals in the Document Feeder (ADF)

Use the Document Feeder (ADF) to scan in a stack of originals in one operation. The Document Feeder (ADF) can handle both single-sided and double-sided originals.

♥ Limitation

❒ The maximum document length is 1200mm (47").

❒ Place all the originals to be sent in a single stack.

❒ You cannot set originals in the Document Feeder (ADF) one page at a time or in sheaves.

❒ Do not open the Document Feeder (ADF) while it is scanning the originals or a document could become jammed.
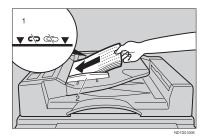
∅ Note

❒ If you send documents longer than 420mm (17"), select Long Document mode with the User Parameters. If a jam occurs, the document might be damaged because scanning will not stop. ⇒ P.19 *"Setting a Scan Area"* ⇒ Chapter 8, "Changing the User Parameters" in the Advanced Features manual

❒ Documents longer than 420mm (17") must be sent by memory transmission (immediate transmisson is not possible).

❒ If an original jams, press the 【Clear/ Stop】 key then remove the original carefully.

❒ If your original is bent or folded, flatten it before you set it.

❒ Set thin originals on the exposure glass.

℘Reference
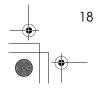
For information about the sizes and number of originals that can be placed in the Document Feeder (ADF), ⇒ Appendix, "Acceptable types of Originals" in the Advanced Features manual

1 **Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder (ADF) face up.**

1. **Limit mark**

2. **Document guide**

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Originals unsuitable for the Document Feeder (ADF)

Do not set the following types of originals in the Document Feeder (ADF) because they may be damaged. Place them on the exposure glass instead.

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Setting a Scan Area

Normally, the area of a set document is scanned automatically. If a scan area is specified, the document is scanned accordingly. Thus, documents can be sent without extra space or blank margins. Normally, all documents loaded in the Document Feeder (ADF) are scanned as the same sizes. To scan originals of different sizes as different sizes, use Mixed Original Sizes.

❖ **Auto Detect**
The area of a set document is scanned automatically.

❖ **Regular**
The set document is scanned according to the specified size regardless of its actual size.
The sizes that can be specified are A4, B4, A3, LT, LG, and DLT.

❖ **Area**
Enter the area to be scanned. The set document is scanned according to the entered size regardless of its actual size. ⇒ Chapter 7, "Programing and Changing a Scan Size" in the Advanced Features manual

❖ **Mixed Original Sizes**
Select this to scan one by one the size of originals loaded in the ADF. For example, when A4 and B4 size originals are sent together, usually all are sent as B4 size. By selecting Mixed Original Sizes, the machine scans and sends each document according to its size.

🖉 **Note**
❒ When using the Mixed Original Sizes, the machine sends the originals by memory transmission. ⇒ Chapter 4, "Transmission with Image Rotation" in the Advanced Features manual
❒ When using the Mixed Original Sizes feature, rotation transmission is disabled.

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A **Set the originals, and select any scan settings you require.**

🖉 **Note**

❒ When setting different size originals into the ADF, adjust the document guide to the largest original.

❒ Small originals may be sent at a slight slant since they do not match the document guide.

B **Press the [Scan Area] key.**
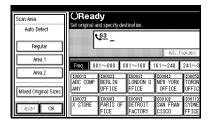
The Scan Area menu is shown.
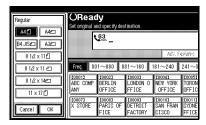
C **Select the scan area.**

Specifying Standard Sizes

A **Press the [Regular] key.**

B **Press the size of the originals to be sent.**

🖉 **Note**

❒ To cancel the specified standard size, press **[Cancel]**. The display appears as in step B.

❒ 8 1/2 x 11 is LT, 8 1/2 x 14 is LG, and 11 x 17 is DLT.

C **Press [OK].**
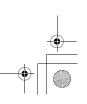
The specified size is shown.

D **Press [OK].**

[Regular] is highlighted on the display and the size is shown above this.

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Setting Originals

Specifying Programed Sizes

A **Press the [Area 1] or [Area 2] key.**
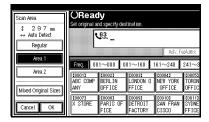
The length and width of the programed size is shown.

Note

❒ To cancel the set programed size, press **[Cancel]**. The menu returns to that of step **B**.

B **Press [OK].**

[Area 1] or **[Area 2]** is highlighted on the display the scan area is shown above this.

Specifying Mixed Original Sizes

A **Press the [Mixed Original Sizes] key.**

B **Press [OK].**

[Mixed Original Sizes] is highlighted on the display the scan area is shown above this.

C **Specify the receiver and press the 【Start】 key.**

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If the Machine Cannot Detect the Size of Your Original

If the machine cannot detect the original size, the following display is shown:

If this happens, carry out the following steps.

A **Press [Exit].**

B **Remove the original and replace it on the exposure glass.**

C **Press the 【Start】 key to scan the original again.**

If the above display appears again, repeat steps **A** to **C**.

✎ Note

❒ If the machine still cannot detect the original size, the following display is shown:

❒ If this happens, carry out the following steps.

- Press the key to switch the scan size.
- Press the 【Start】 key again.

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Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size. ⇒ P.22 *"If the Machine Cannot Detect the Size of Your Original"*

- Documents set on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges

The following paper sizes are automatically detected in Facsimile mode.

❖ **Metric Version**

Paper Size Where Original is Set	A3▯,8¹/₂" ×13" (F4)	B4▯	A4▯▯	B5▯▯	A5▯▯
Exposure Glass	O	O	O	O	×
Document Feeder (ADF)	O	O	O	O	O

O - Auto detect

× - Unable to auto detect

Memory Transmission

2

In Memory Transmission mode, after you press the 【 Start 】 key, the machine does not dial the destination until all pages of your fax message have been scanned into memory (in contrast with Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long

- While your message is being sent, other people can operate the machine

- You can send the same message to more than one place in a single operation (Broadcasting)

🔧Important
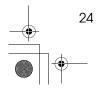
❒ If there is a power failure (**Main Power** switch is off) or the plug is pulled out for more than 1 hour, all the files programed in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, files are not deleted. ⇒ Chapter 10, "When Power is Turned off or Fails" in the Advanced Features manual

💡 Limitation

❒ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

🖉 Note

❒ Maximum number of Memory Transmission files: 400 (up to 800 files with optional Expansion Memory installed)

❒ Maximum number of destinations per Memory Transmission: 200

❒ Combined total number of destinations that can be programed: 500. (2,000, with Fax Function Upgrade Unit.)

❒ The theoretical maximum number of destinations you can enter with the number keys is 100, but this will depend on the amount of memory currently available.

❒ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T #1 chart, Resolution: Standard, Original Mode: Text).

❒ The machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the desired setting is maintained. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

❒ The maximum total number of documents that can be programed in memory is as follows:

- About 1000 pages with only the optional Expansion Memory installed

- About 2,080 pages with both the optional Expansion Memory and the optional Fax Function Upgrade Unit installed

A Make sure that the Memory Transmission is selected.

If it is not, press the **[Memory TX]** key.

B Set the original.

🍃 **Limitation**

❒ You can send the first pages from the exposure glass then the remaining pages from the Document Feeder (ADF). After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder (ADF).

❒ Note that you cannot set pages on the exposure glass after you have started using the Document Feeder (ADF).

📝 **Note**

❒ To store multiple page originals from the exposure glass, set them page by page.

❒ The original can be placed at either Document Feeder (ADF) or Exposure Glass, until you press the **[Start]** key.

🔍 **Reference**

P.16 *"Setting Originals"*

C Make the necessary settings you require.

🔍 **Reference**

⇒ P.36 *"Scan Settings"*

D Dial.

If you make a mistake, press the **[Clear/Stop]** key and enter the correct number again.

🔍 **Reference**

⇒ P.41 *"Dialing"*

⇒ Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

E Press the [Start] key.

The machine starts scanning the original.

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Note

❒ Do not open the Document Feeder (ADF) while it is scanning originals.

After scanning, the machine will return to standby mode.

Sending Originals from the Exposure Glass
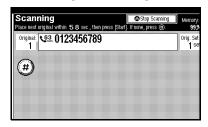
A **Set the first page of your original on the exposure glass face down.**

B **Dial.**

C **Select any scan settings you require.**

D **Press the 【Start】 key.**

The machine starts scanning the original.

E **Set the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.**

Note

❒ Repeat steps C to E for all pages.

F **Set the last original then press [#].**

G **Press the 【Start】 key.**

The machine calls the destination.

- -
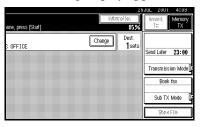
Checking the Transmission Settings

You can check the transmission settings (e.g. destination and transmission mode) on the display.

① Press the 【Check Modes】 key.

The following display appears.

② After checking the settings on the display, press the 【Check Modes】key.

This returns the display to the display shown before pressing the 【Check Modes】 key the first time.

- -

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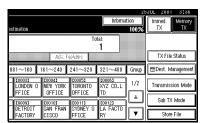
Broadcasting

Send the same messages to several destinations.

✎ Note

❒ Maximum number of destinations per Broadcasting: 500

❒ Combined total number of destinations that can be set: 500

❒ The number of destinations that can be set using the number keys varies according to the machine's memory usage. The maximum number is 100 or 1000 when the operational Expansion Memory is installed. ⇒ P.42 "*Restrictions When Dialing with the Number Keys*"

A Make sure that Memory Transmission is selected.

If it is not, press the **[Memory TX]** key.

B Set the original.

☙ Limitation

❒ You can send the first pages from the exposure glass then the remaining pages from the Document feeder (ADF). After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder (ADF).

❒ Note that you cannot set pages on the exposure glass after you have started using the Document Feeder (ADF).

✎ Note

❒ To scan multiple page originals from the exposure glass, place them page by page.

❒ The original can be placed at either place until you press the **[Start]** key. ⇒ P.16 "*Setting Originals*"
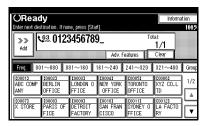
C Select any settings you require.

⌕ Reference

⇒ P.19 "*Setting a Scan Area*"

D Dial a destination.

If you make a mistake, press the **[Clear/Stop]** key and enter the correct number again.

⌕ Reference

⇒ P.19 "*Setting a Scan Area*"

⇒ Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

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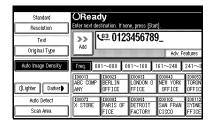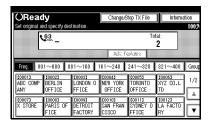
E **Press [Add].**

Note

❒ When specifying a destination using Quick Dial or Group Dial, the destination is added even without pressing **[Add]**.

F **Dial a destination.**

Note
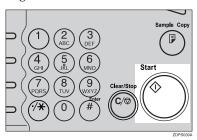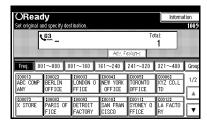
❒ Repeat steps **E** and **F** for more destinations.

G **Press the 【Start】 key.**

The machine starts scanning the original.

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The machine starts calling the destinations. After scanning, the machine will return to standby mode.

Canceling a Memory Transmission

Canceling the Transmission Before the Original is Scanned

A Press the 【Clear Modes】 key.

✎ Note

❒ When documents are loaded in the Document Feeder (ADF), you can cancel the transmission by just removing them.

Canceling a Transmission While the Original is Being Scanned

Canceling a transmission after pressing the 【Start】 key.

A Press the 【Clear/Stop】 key.

The machine will stop storing the original and the data will not be sent.

Canceling a Transmission While the Message is Being Sent

Use this procedure to cancel a transmission after the original has been scanned.

⚠ Limitation
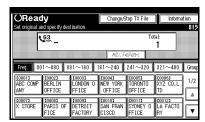
❒ If transmission finishes while you are carrying out this procedure, it will not be canceled.

✎ Note

❒ If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

Canceling a transmission using the [Change/Stop TX File] key

A Press [Change/Stop TX File].

The list of programed files being transmitted or a waiting transmission is displayed.

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B Select the file you want to cancel.

Change/Stop TX File	Select file to stop transmission			
Scanning date/time	Transmission Mode	Destination	Dest.	Org.
7/25 4:13	Memory TX	DETROIT FACTORY	Ttl	1
7/25 4:13	Memory TX	LA FACTORY	Ttl	1
7/25 4:12	Memory TX	TORONTO OFFICE	Ttl	1
7/25 4:12	Memory TX	X STORE	Ttl	1
7/25 4:12	Memory TX	ABC COMPANY	Ttl	1
Check/Change Settings.	Print File	Stop Transmission		

Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.

C Press **[Stop Transmission]**.

Select file to stop transmission

⚠ Transmission being stopped.
Scanned files will be deleted.

File No.: **0018**
☎ LONDON OFFICE

Save   Stop Transmission

Note

❒ To cancel another file, repeat steps B and C.

D Press **[Exit]**.

25JUL 2001 4:14

...mission				
...stination	Dest. Org.	File No	Status	
TROIT FACTORY	Ttl 1	4shts	0069	Standby
FACTORY	Ttl 1	1shts	0068	Standby
RONTO OFFICE	Ttl 1	1shts	0067	Standby
STORE	Ttl 1	4shts	0066	Standby
C COMPANY	Ttl 1	4shts	0065	Standby
Stop Transmission				Exit

File List
Files under TX
Print List

The machine will return to standby mode.

○**Ready**   Change/Stop TX File   Information
Set original and specify destination.   81▸

☎**63** _   Total:
                                                      1

Adv. Feature

Freq. 001~080 081~160 161~240 241~320 321~400 Group

[00001] ABC COMP ANY	[00002] BERLIN OFFICE	[00003] LONDON O FFICE	[00004] NEW YORK OFFICE	[00005] TORONTO OFFICE	[00006] XYZ CO.L TD	1/2
[00007] X STORE	[00008] PARIS OF FICE	[00009] DETROIT FACTORY	[00010] SAN FRAN CISCO	[00011] SYDNEY O FFICE	[00012] LA FACTO RY	▼

Canceling a transmission using the 【Clear/Stop】 key

A Press the 【Clear/Stop】 key.

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B Select the file you want to cancel.

Change/Stop TX File	Select file to stop transmission			
Scanning date/time	Transmission Mode	Destination	Dest.	Org.
7/25 4:13	Memory TX	DETROIT FACTORY	Ttl	1
7/25 4:13	Memory TX	LA FACTORY	Ttl	1
7/25 4:12	Memory TX	TORONTO OFFICE	Ttl	1
7/25 4:12	Memory TX	X STORE	Ttl	1
7/25 4:12	Memory TX	ABC COMPANY	Ttl	1
Check/Change Settings.	Print File	Stop Transmission		

Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
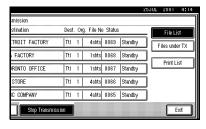
C **Press [Stop Transmission].**

📝 **Note**

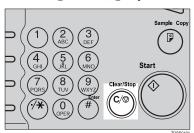❒ To cancel another file, repeat steps B and C.
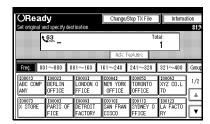
D **Press [Exit].**

The machine will return to standby mode.

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Immediate Transmission

2

With Immediate Transmission, when you press the 【Start】 key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being programed in memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check for the other terminal's Own Name or Own Fax Number on the operation panel during transmission).

Note

❒ You cannot send the same message to multiple destinations (Broadcasting). Use Memory Transmission for this purpose.

❒ Place the original on the exposure glass or in the Document Feeder (ADF). To send two or more pages from the exposure glass, set them one page at a time.

❒ You can scan some pages of your original from the exposure glass and the remainder from the Document Feeder (ADF). When you have finished scanning from the exposure glass, place the remainder of the pages in the Document Feeder (ADF) and press the 【Start】 key within ten seconds.

❒ By default, the transmission mode selected when the machine is turned on or when modes are cleared (transmission mode home setting) is Memory Transmission. You can change this with the **【Gen. Settings/Adjust】** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

A **Make sure that Immediate Transmission is selected.**

If it is not selected, press the **【Immed. TX】** key.

B **Set the original.**

Limitation

❒ Do not open the Document Feeder (ADF) while it is scanning the originals. This can cause originals to jam.
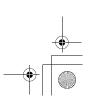
Note

❒ The original can be placed at either Document Feeder (ADF) or Exposure Glass, until you press the 【Start】 key.

Reference

P.16 "*Setting Originals*"

C **Select any scan settings you require.**

Reference

⇒ P.36 *"Scan Settings"*

D **Dial.**

If you make a mistake, press the 【**Clear/Stop**】 key and enter the correct number again.

Reference

⇒ P.41 *"Dialing"*
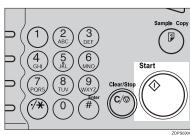
⇒ Chapter 4, "Chain Dial" in the Advanced Features manual

E **Press the 【Start】 key.**
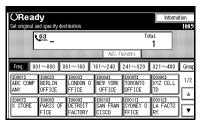
The Sender Name/Number isn't displayed until the machine connects to the other one.

Reference

P.47 *"Initial Settings and Adjustments"*

After transmission the machine will return to standby mode.

Sending Originals from the Exposure Glass

A **Set the first page face down on the exposure glass.**

B **Dial.**

C **Select any scan settings you require.**

D **Press the 【Start】 key.**

The machine starts scanning the original.

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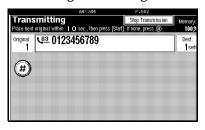
E **Set the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.**

🖉 Note

❒ Repeat steps C to E for all originals.

F **Set the last original then press [#].**

G **Press the 【Start】 key.**

The machine starts to call the destination.

- -

💡 If the Connection Could Not Be Made

The following display appears if the fax could not be sent:

Do one of the following:

- Press **[Cancel Transmission]** and try again.

- Press **[Memory Transmission]** to have the machine scan in the document and then automatically redial the number.

- -

Canceling an Immediate Transmission

2

Canceling a Transmission Before You Have Pressed the Start Key

A **Press the 【Clear Modes】 key.**
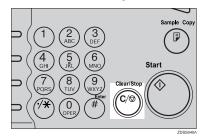
Note
❒ When the original is being set, you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

A **Press the 【Clear/Stop】 key, and then remove the original.**

Note
❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

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Scan Settings

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

❖ **Resolution:**
Standard, Detail, Super Fine (option)

❖ **Image density:**
Auto Image Density, Manual Image Density (7 levels)

❖ **Original Type:**
Text, Text/Photo, Photo

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Super Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in lower quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8×3.85lines/mm, 200×100dpi)**
Select for originals containing normal sized characters.

❖ **Detail (8×7.7lines/mm, 200×200dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Super Fine (optional Expansion Memory required: 16×15.4lines/mm, 400×400dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.
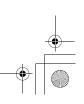
🔖 **Limitation**

❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.

❒ Sending with **Super Fine** resolution requires that your machine has the optional Expansion Memory and the other party's machine has the capability to receive fax messages at **Super Fine** resolution.

❒ Note that even if the option is installed on your machine, transmission and reception may take place using **Detail** resolution if the other party's machine does not support this feature. ⇒ Chapter 4, "Printed Report" in the Advanced Features manual

📝 **Note**
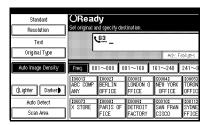
❒ When the machine is turned on or modes are cleared, the resolution is set to **Standard** by default. You can change this with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

❒ By default, the resolution returns to the home setting after every transmission. You can change this with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

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A **Press [Resolution].**
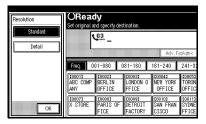
B **Select the resolution you require.**

C **Press [OK].**

Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate Original Type to optimize image clarity.

❖ **Text**

Select **Text** to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs or if you only want to send clearer text.

❖ **Text / Photo**

Select **Text / Photo** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image such as a photograph.

❖ **Photo**

Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

✏️ **Note**

❒ If you select **Text / Photo** or **Photo**, the transmission will take longer than when **Text** is selected.

❒ If you send a fax message with **Text / Photo** or **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.

❒ When the machine is turned on or modes are cleared, the Original Type is set to **Text**. You can change this with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

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Faxing

❐ By default, the machine returns to the Original Type home setting after every transmission. You can change this with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual
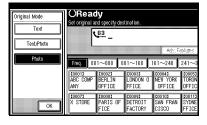
A **Press [Original Type].**

B **Select the original mode you require.**

C **Press [OK].**

Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

❖ **Auto Image Density**
The appropriate density setting for the original is automatically selected.

❖ **Manual Image Density**
Use manual image density, to set image density yourself.
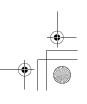
❖ **Combined Auto and Manual Image Density**
You can adjust image density for only photographs, illustrations or diagrams when the original has a dark background.

🖉 **Note**
❐ When the machine is turned on or modes are cleared, the image density is set to Auto Image Density. You can change this with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

❐ By default, the machine returns to the Auto Image Density home setting after every transmission. You can change this with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

A **Selecting the type of image density.**

Auto Image Density

A **Make sure that [Auto Image Density] is selected.**
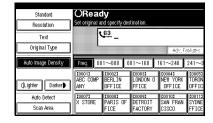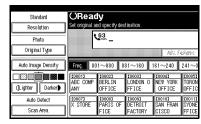
📎 Note
❒ If **[Auto Image Density]** is not selected, press **[Auto Image Density]**.

Manual Image Density

A **Make sure that [Auto Image Density] is not selected. If it is selected, press [Auto Image Density] to turn it off.**

B **Press [◖ Lighter] or [Darker ◗] to change the density.**

📎 Note
❒ You can select one of seven density levels.

Combined Auto and Manual Image Density

A **Make sure that [Auto Image Density] is selected. If it is not selected, press [Auto Image Density] to turn it on.**
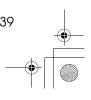
B **Press [◖ Lighter] or [Darker ◗] to change the density.**

📎 Note
❒ You can select one of seven density levels.

2

Faxing

2

Mixing Scan Settings for a Multiple Page Original

When sending an original consisting of several pages, you can select different Image Density, Resolution and Original Mode settings for each page.

Set your original, select the scan settings for the first page, dial and press the 【Start】 key as you would normally. Then follow one of the following two procedures.

When setting originals on the exposure glass

While the machine is beeping, you have about 60 seconds (10 for Immediate Transmission) to select density, resolution and original mode. The remaining time is shown on the display.

A **Check which pages you wish to scan with different settings.**

B **Remove the previous page and set the next page.**

C **Select the Image Density, Resolution and Original Mode.**

✍ Note
❒ Adjust settings for each page before you press the 【Start】 key.

When setting originals in the document feeder (ADF)

A **Check which pages you wish to scan with different settings.**

B **Select the Image Density, Resolution and Original Mode before the next page is scanned.**

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Dialing

There are two main ways to dial a number:

❖ **Number keys:**

Enter numbers directly using the key pad on the right side of the operation panel.

❖ **Quick Dials:**

When you have programed a destination's number in a Quick Dial key, you can dial the number by just pressing that key. Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

This section covers these features and others in more detail.
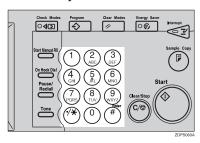
Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.
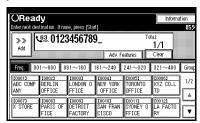
🖉 **Note**

❒ Maximum length of a fax number: 254 digits.

❒ You can insert pauses and tones in a fax number. ⇒ P.42 *"Pause"*, P.43 *"Tone"*

❒ If the optional ISDN Unit is installed, you may need to enter a sub-address. ⇒ Chapter 4, "Sub-address" in the Advanced Features manual

A **Enter the fax number with the number keys.**

The digits appear on the display as you enter them.

🖉 **Note**

❒ If you make a mistake, press the 【**Clear/Stop**】 key to erase the incorrect digits and try again.

❒ If the optional ISDN Unit is installed, select G3 or G4 before you go to the next step. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

Faxing

2

☼Restrictions When Dialing with the Number Keys

Fax numbers entered with the number keys are programed in internal memory (separate from memory for storing original data). Therefore, you cannot program more than 100 numbers , total, with the number keys for the following:

- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations and Transfer Stations specified in a Group
- Destinations specified in program registration

For example, when 90 destinations are programed in a Group with the number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.

📝 Note
- ❒ When this machine is requested to transfer a call (i.e. become a Transfer Station), 2 fax numbers are automatically programed. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.
- ❒ When a total of 100 fax numbers is programed, only Immediate Transmission is allowed.

- ❒ If a memory file is awaiting transmission and the "Memory is full and you cannot enter with number keys" message is displayed when dialing with the number keys, you cannot dial any more numbers. This is because fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

- ❒ The display shows the percentage of free memory space for storing originals. Since fax numbers are programed in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

Pause

Press the 【Pause/Redial】 key when dialing or storing a number to insert a pause of about two seconds.

ZDPS090A
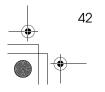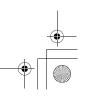
♨ Limitation
- ❒ You cannot insert a pause before the first digit of a fax number.

📝 Note
- ❒ A pause is shown as a "-" on the display.
- ❒ You can insert pauses in numbers programed in Quick Dials.

2
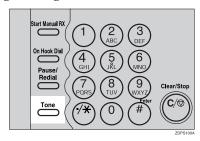
Tone

This feature allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the **【Tone】** key, the machine dials the number using tonal signals.

ZDPS100A

💡 Limitation

❒ You cannot place a tone before the first digit of a fax number.

❒ Some services may not be available when using the **【Tone】** key.

🖉 Note

❒ A tone is shown as a "•" on the display.

. . . .

🔆Using the **【Tone】** key with On Hook Dial

① Press the **【On Hook Dial】** key.

② Enter the fax number with the number keys.

③ Press the **【Tone】** key.

. . . .

. . . .

🔆Sending Tonal Signals by ISDN (Optional ISDN Unit Required)

You can still send tone signals to a G3 user even if the machine is only connected to an ISDN line.

🖉 Note

❒ This feature can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using On-hook Dial or Manual Dial.

. . . .

Quick Dials

When you have programed a destination's number in a Quick Dial table, you can dial the number by just selecting the destination from Quick Dial table.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

📋 Preparation

You must program the fax number of destination for the Quick Dial table prior to using Quick Dial.⇒ P.55 *"Programing Quick Dials"*

🖉 Note

❒ To check the contents of Quick Dial, print the destination list. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

🔎 Reference

⇒ P.41 *"Dialing"*

Faxing

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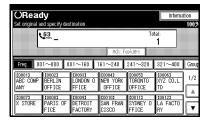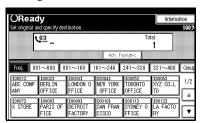
A **Set your original and select any scan settings you require. ⇒ P.36 "Scan Settings"**

B **Press the title key for the table with the desired destination key.**

C **Press the destination key If the desired destination key is not shown, press [▲] and [▼] to look through the table.**

Note

❒ To cancel a selected destination, press that destination again.

❒ If you wish to dial another destination, press **[Add]** and repeat steps **B** and **C**.

D **Press the 【Start】 key.**

- -
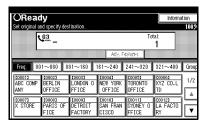
☼Changing Display Method

① Press **[Dest. Management]**.

② Press **[Switch Display]**.

③ Select **[Display Quick Dial Tbl]** or **[Display Number Keys]**.

④ Press **[OK]**.
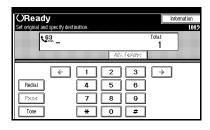
Note

❒ To cancel the change, press **[Cancel]**. The display appears as in step ②.

⑤ Press **[Exit]**.

❖ **Quick Dial Table**

❖ **Display Number Key**

- -

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Dialing

Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send the messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices") which will be displayed before you press the 【Start】 key.

📘 Preparation

You need to program the Groups. ⇒ P.63 *"Programing Groups"*

📍 Limitation
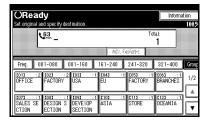
❒ Group Dial can be used only for Memory Transmission; it cannot be used for Immediate Transmission. The machine automatically changes to Memory Transmission when you use Group Dial.

✎ Note

❒ To check the contents of the Groups, print the list. ⇒ Chapter 7, "Group Dial List" in the Advanced Features manual

❒ A total of 500 destinations programed for Group Dial.

A **Set your original and select any scan settings you require.**

B **Press [Group].**

C **Press the group key for the desired group.**

A programmed destination and the total number of destinations is displayed. Press **[▲ Prev.]** or **[▼ Next]** to see the other destination.

✎ Note

❒ If you make a mistake, press the 【Clear/Stop】 key and start again.

2

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Faxing

Reception

Selecting the Reception Mode

There are two ways you can set up your machine to handle incoming calls:

- Manual Reception (external telephone required)
- Auto Reception (external telephone required)

Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax message, you must manually change to facsimile mode.

Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax message. Use this setting for a dedicated fax line.
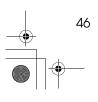
Limitation

❒ You cannot select the reception mode when the Extra G3 Interface Unit (option) is installed.

❒ The optional external telephone is required to use this machine as a telephone.

❒ You cannot select the reception mode when you use an ISDN line.

- -

☼Receiving a Fax in Manual Reception Mode

① When the machine rings, pick up the handset of external telephone.

② If you hear beeps, press the 【Start】 key or the 【Start Manual RX】 key.(【Start】 key is available only in the facsimile mode and when the original is not set)

③ Replace the handset of external telephone. The machine will start receiving.

- -

3. Setup

Initial Settings and Adjustments

You can send information to the other party when transmitting or receiving a fax message. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

❖ **Own Name**
The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

• You can program letters, symbols, number, and spaces.

✌ **Limitation**
❒ Own Name works only when the other machine is the same make and has the Own Name feature.

✐ **Note**
❒ You can program up to 20 characters in Own Name.

❖ **Fax Header**
The Fax Header is printed on the header of every fax you send. You should include your name in Fax Header.
You can program letters, symbols, number, and spaces.

✐ **Note**
❒ You can program up to 32 characters in Fax Header. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

❖ **Own Fax Number (Facsimile number of sender)**
The Own Fax Number of the sender is sent to the other party when sending a fax using a G3 line. The received facsimile number is shown on the display of the other machine and printed in a report. This function is available regardless of the make of the other party's machine.

✐ **Note**
❒ You can program up to 20 characters in Own Fax Number

❖ **G4 Terminal ID**
The optional G4 Unit is required to use this function.
G4 Terminal ID is available when the machine is connected to an ISDN line. This information is printed by the other party's machine when a fax is transmitted.
You can program letters, symbols, number, and spaces.

✐ **Note**
❒ You can program up to 22 characters in G4 Terminal ID.

❖ **Important**
❒ You can confirm the programed settings from Parameter Setting. We recommend that you print the Parameter List and keep it when you program or change settings. ⇒ Chapter 8, "Printing the User Parameter List" in the Advanced Features manual

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Programing

3

A **Press the 【User Tools/Counter】 key.**

ZDSS050N

B **Press [Facsimile Features].**

s/Counter

Copier/Document Server
Features

Settings   Facsimile Features

Printer Features

Scanner Features

123

C **Press [Gen. Settings/Adjust].**

Fax User Tools
Select one of following default settings.

Prog.,Change/Delete Print List/Report Gen. Settings/Adjust Reception Mode

Program/Change/Delete Quick Dial   Program/

Program/Change/Delete Group   Store/

Prog

Change Order of Quick Dial Table

Program Title of Quick Dial Table

D **Press [Program Fax Information].**

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Exit

ttings/Adjust Reception Mode Key Operator Tools

Transmission   Switch Title of Quick Dial Table   Destination List

Switch Display   Display Quick dial table

Adjust Sound Volume

Program Fax Information

1/3   ▲ Prev.   ▼ Next

📝 Note
❒ If "Program Fax Information" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

E **Program the name and facsimile number.**

Programing a Fax Header

A **Press [First Name] or [Second Name].**

Program Fax Information
Select item to program.

First Name   ✱ Not programed

Second Name   ✱ Not programed

Fax Header   Own Name   Own Fax Number   G4 Terminal ID

B **Enter a Fax Header.**

← → Ba

3 4 5 6 7 8 9 0 -

e r t y u i o p

d f g h j k l :

x c v b n m , . /

Space

Shift

🔍 Reference
⇒ P.71 *"Entering Text"*

C **Press [OK].**

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← → Backspace Delete All

6 7 8 9 0 - = \

y u i o p [ ]

g h j k l : '

b n m , . /

Space
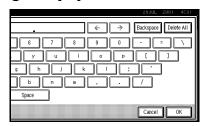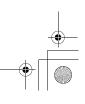
Cancel   OK

Programing a Own Name

A Press **[Own Name]**.

B Press **[Own Name]**.

C Enter a Own Name.

$\mathcal{P}$ Reference
⇒ P.71 *"Entering Text"*

D Press **[OK]**.

Programing a Own Fax Number

A Press **[Own Fax Number]**.

B Select line type to Program.
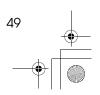
Note

❒ The display differs according to the number of G3 Interface Unit (option) installed.

❒ When an Extra G3 Interface Unit (option) is installed

3

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3

❐ When two Extra G3 Interface Units (option) are installed

C **Enter a facsimile number.**

🔎 **Reference**
⇒ P.71 *"Entering Text"*
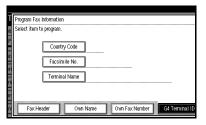
D **Press [OK].**

Programing G4 Terminal ID

A **Press [G4 Terminal ID].**
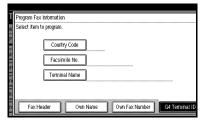
B **Press [Country Code].**

C **Enter a country code using the number keys.**

D **Press [OK].**

E **Press [Facsimile No.].**

F **Enter a facsimile number using the number keys.**
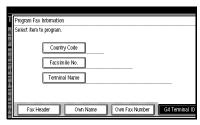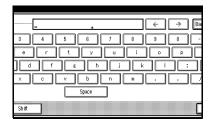
G **Press [OK].**

❽ **Press [Terminal Name].**

Program Fax Information
Select item to program.

Country Code
Facsimile No.
Terminal Name

Fax Header | Own Name | Own Fax Number | G4 Terminal ID

❾ **Enter a terminal name.**

← → Ba

3 4 5 6 7 8 9 0
e r t y u i o p
d f g h j k l ;
x c v b n m , .
Space
Shift

 Reference
⇒ P.71 *"Entering Text"*

❿ **Press [OK].**

🄵 **Press [Exit].**

🄶 **Press the 【User Tools/Counter】 key.**

The machine will return to standby mode.

Editing

 Note
❒ The following procedure explains how to edit Own Name as an example.

🄰 **Press the 【User Tools/Counter】 key.**

Screen Contrast | User Tools/Counter
ZDSS060N

🄱 **Press [Facsimile Features].**

s/Counter

Copier/Document Server Features
Facsimile Features
Settings
Printer Features
Scanner Features
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🄲 **Press [Gen. Settings/Adjust].**

 Fax User Tools
Select one of following default settings.
Prog./Change/Delete | Print List/Report | Gen. Settings/Adjust | Reception Mode

Program/Change/Delete Quick Dial | Program/
Program/Change/Delete Group | Store/
Prog
Change Order of Quick Dial Table
Program Title of Quick Dial Table

🄳 **Press [Program Fax Information].**

Tools
ult settings.
Print List/Report | Gen. Settings/Adjust | Reception Mode | Key Operator Tools

ission Switch | Memory Transmission | Switch Title of Quick Dial Table
rity | Standard | Switch Display
iority | Text | Adjust Sound Volume
nsity | ON | Program Fax Information
nsity | Level 4 | 1/3

 Note
❒ If "Program Fax Information" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

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Setup

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E **Press [Fax Header], [Own Name] or [Own Fax Number] for editing.**

```
Program Fax Information
Select item to program.

  First Name    DEF COMPANY

  Second Name   SALES DIV.

  Fax Header  │  Own Name  │  Own Fax Number
```

F **Press the item you want to edit.**

```
Program Fax Information
Select item to program.

        Display Name   DEF COMPANY

  Fax Header │ Own Name │ Own Fax Number │ G4 Terminal ID
```

G **Press [Backspace] or [Delete All] and reenter the name or number.**

```
                                    25JUL 2001 4:37
              .        ← │ → │ Backspace │ Delete All
   8   7   8   9   0   -   =   \
     y   u   i   o   p   [   ]
   s   h   j   k   l   ;   '
     b   n   m   ,   .   /
   Space
                              Cancel │  OK
```

Note

❒ Press **[Clear]**, if you want to edit Own Fax Number, Country Code and Own Fax Number of G4 Terminal ID.

H **Press [OK].**

```
                                    25JUL 2001 4:37
              .        ← │ → │ Backspace │ Delete All
   6   7   8   9   0   -   =   \
     y   u   i   o   p   [   ]
   s   h   j   k   l   ;   '
     b   n   m   ,   .   /
   Space
                              Cancel │  OK
```

I **Press [Exit].**

```
                                    25JUL 2001 4:48
      Display Name   DEF COMPANY


  Own Name │ Own Fax Number │ G4 Terminal ID │     Exit
```

J **Press the 【User Tools/Counter】 key.**

The machine will return to standby mode.

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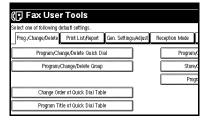Initial Settings and Adjustments

Deleting

Note

❒ The following procedure explains how to edit Own Name as an example.

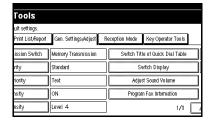**A Press the 【User Tools/Counter】 key.**

ZDSS050N

B Press [Facsimile Features].

C Press [Gen. Settings/Adjust].

D Press [Program Fax Information].

Note

❒ If "Program Fax Information" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

E Press [Fax Header], [Own Name] or [Own Fax Number] for editing.

F Press the item you want to delete.

G Press [Backspace] or [Delete All] and reenter the name or number.

Note

❒ Press **[Clear]**, if you want to edit Own Fax Number, Country Code and Own Fax Number of G4 Terminal ID.

3

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Setup

H **Press [OK].**

3

I **Press [Exit].**

J **Press the 【User Tools/Counter】 key.**

The machine will return to standby mode.

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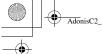
Quick Dial

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

Use the following steps to program a new Quick Dial or to edit or overwrite existing Quick Dials.

You can program the following items in each key:

- Destination fax number (up to 254 digits)
  You can select a line type for each destination, when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed.
  Setting can also be made for SEP, SUB, PWD, PID (up to 20 digits), sub-address (optional ISDN Unit is required), UUI, and tonal signals. ⇒ P.43 *"Tone"*, ⇒ Chapter 4, "Transmission Features" in the Advanced Features manual

- Destination name (up to 20 digits)

- Label Insertion (whether to print the destination name on faxes sent to this number)

- Fax Header (which Fax Header is printed on faxes sent to this number) ⇒ Chapter 4, "Sub Transmission Mode" in the Advanced Features manual

- Key Display
  You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of group name) will be programed as the Key Display automatically if you do not program a Key Display.

- Select Title
  You can select a title to display programed destinations. If no specific title is selected, only "Quick Dial List" will be shown.

✸Important

❒ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

3

Programing Quick Dials

If a receiver is programed in the Quick Dial table, you can just press that Quick Dial key to dial.

❢ Limitation

❒ When a programed Quick Dial key is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destination for this key.

📝 Note

❒ Up to 400 destinations can be programed. You can program up to 1200 destinations when Fax Function Upgrade Unit is installed.

❒ The maximum number of digits for a fax number may be less than 254 due to the setting for the F Code, Space and Sub-address.
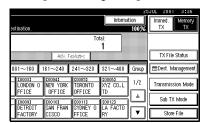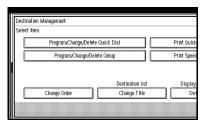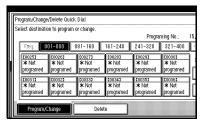
Setup

3

❒ You can program a destination into the Quick Dial table using **[Prog./Change/Delete]** in facsimile User Tools. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

A **Press [Dest. Management].**

B **Press [Program/Change/Delete Quick Dial].**

C **Select the destination key you want to program.**

✐ Note

❒ If the destination key has not been programed,**[✶ Not pro-gramed]** is shown.
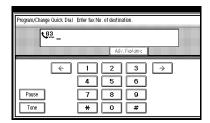
❒ If an unprogramed key is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❒ Press **[Change Title]** to display another title.

D **Enter the name of the receiver.**

✐ Note
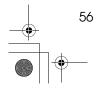
❒ If the key has been programed, already the contents are shown.
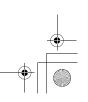
E **Press [OK].**

The name has been programed.

F **Enter the facsimile number you want to program with the number keys or [1], [2], [3], [4], [5], [6], [7],[8], [9], [0], [✶], and [#].**

✐ Note

❒ You should program a facsimile number.

❒ If you make a mistake, press **[Clear]** and start again.

❒ Press **[Adv. Features]** to edit F code, sub-address or UUI.

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❐ You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed. Press **[Select Line]** to select a line type.

Programing/Changing Key Display

A **Press [Key Display].**

B **Enter a Key Display.**

Note
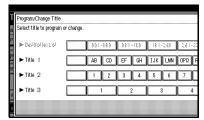
❐ The name which you programed is shown. ⇒ P.71 "Entering Text"

C **Press [OK].**

The Key Display which you programed is shown.

Selecting a Title

A **Press [Select Title].**

B **Select the title you want to program.**

C **Press [OK].**

Selecting a Fax Header

A **Press [Select Fax Header].**
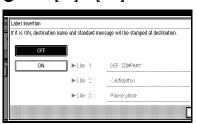
B **Select [1st Name] or [2nd Name] for registration.**

C **Press [OK].**

Programing Label Insertion

A **Press [Label Insertion].**

B **Select [ON] or [OFF].**

Note

❐ If you select **[OFF]** or if you want to insert only the receiver name, go to step F.

C **Press [Change] at the right side of the second or third line.**

3

Setup

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D **Select the standard message to be stamped at the second or third line.**

```
Label Insertion
If it is ON, destination name and standard message will be stamped at destination.

      OFF
Stmp Std Mssg    Select standard message to stamp at 2nd line.
  Confidential        Urgent       Regd Message 1  ✻ Not Programed
  Please phone                     Regd Message 2  ✻ Not Programed
  Copy to corres. section          Regd Message 3  ✻ Not Programed
```
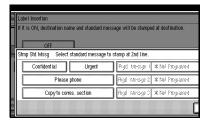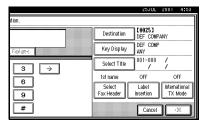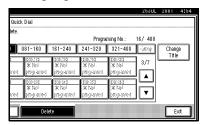
E **Press [OK].**

F **Press [OK].**

G **Press [OK].**

```
tion.                              25JUL 2001  4:53
                    Destination   【0025】
                                  DEF COMPANY
  Feature           Key Display   DEF COMP
                                  ANY
                    Select Title  001-080  /
                                           /
  3    →            1st name      OFF      OFF
  6                 Select        Label    International
                    Fax Header    Insertion TX Mode
  9
  #                               Cancel    OK
```

✎ Note

❒ If you press **[Cancel]**, group is not programed. The display appears as in step C.

H **Press [Exit] twice.**

```
                                   25JUL 2001  4:54
  Quick Dial
ete.
                        Programing No.:  16/ 400
    081-160  161-240  241-320  321-400  ...   Change
                                              Title
   ...      ...      ...      ...        3/7
  ✻ Not    ✻ Not    ✻ Not    ✻ Not       ▲
  ...      ...      ...      ...
   ...      ...      ...      ...
  ✻ Not    ✻ Not    ✻ Not    ✻ Not       ▼
  ...      ...      ...      ...
            Delete                        Exit
```
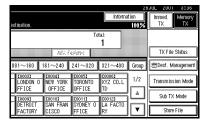
The machine will return to standby mode.
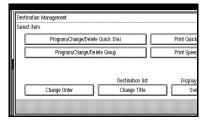
Editing Quick Dials

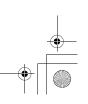Change the receiver information already programed.

✋ Limitation

❒ When a programed Quick Dial key is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destination for this key.
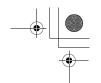
A **Press [Dest. Management].**

```
                                   25JUL 2001  3:38
                        Information     Immed. Memory
stination.                    100%      TX     TX
               Total:
                 1
          Adv. Feature                  TX File Status
  081~160  161~240  241~320  321~400  Group  ⊠Dest. Management
  【0003】 【0004】 【0005】 【0006】
  LONDON O NEW YORK TORONTO  XYZ CO.L  1/2  Transmission Mode
  FFICE    OFFICE   OFFICE   TD
  【0009】 【0010】 【0011】 【0012】  ▲  Sub TX Mode
  DETROIT  SAN FRAN SYDNEY O LA FACTO
  FACTORY  CISCO    FFICE    RY     ▼   Store File
```

B **Select [Program/Change/Delete Quick Dial].**

```
  Destination Management
  Select item.
    Program/Change/Delete Quick Dial        Print Quick
    Program/Change/Delete Group             Print Speed

                           Destination list    Display
    Change Order          Change Title          Sw
```

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C Select the destination key you want to change.

Program/Change/Delete Quick Dial
Select destination to program or change.
Programing No.: 15
Freq. | 001-080 | 081-160 | 161-240 | 241-320 | 321-400

[0025] ✳Not programed | [0026] ✳Not programed | [0027] ✳Not programed | [0028] ✳Not programed | [0029] ✳Not programed | [0030] ✳Not programed
[0031] ✳Not programed | [0032] ✳Not programed | [0033] ✳Not programed | [0034] ✳Not programed | [0035] ✳Not programed | [0036] ✳Not programed

Program/Change | Delete

✐ Note
❒ If the destination key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.
❒ Press **[Change Title]** to display another title.

D Press the 【Clear/Stop】 key or [Clear] and reenter the facsimile number.

Edit the items only you want to change. If you do not edit, go to step E.

Program/Change Quick Dial   Enter fax No. of destination.
☎63 _
Adv. Features

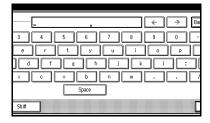← | 1 | 2 | 3 | →
4 | 5 | 6
Pause | 7 | 8 | 9
Tone | ✳ | 0 | #

✐ Note
❒ Press **[Adv. Features]** to edit F code, sub-address or UUI.
❒ You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed. Press **[Select Line]** to select a line type.

Editing a Destination

A Press [Destination].

B Reenter the destination.

← | → | Ba
3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | -
e | r | t | y | u | i | o | p |
d | f | g | h | j | k | l | : |
x | c | v | b | n | m | , | . | /
Space
Shift

⌕ Reference
⇒ P.71 *"Entering Text"*

C Press [OK].

The new destination entered is shown.

Editing a Key Display

A Press [Key Display].

B Reenter the key display.

← | → | Ba
3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | -
e | r | t | y | u | i | o | p |
d | f | g | h | j | k | l | : |
x | c | v | b | n | m | , | . | /
Space
Shift

⌕ Reference
⇒ P.71 *"Entering Text"*

C Press [OK].

The new key display entered is shown.
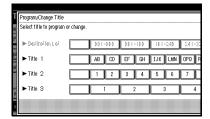
Editing a Title

A Press [Select Title].

3

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❷ **Select the title you want to edit.**

✎ Note

❒ You can programed the same destinations for **[Title 1]**, **[Title 2]**, **[Title 3]**.

❒ When **[Freq.]** is selected for one title, **[Freq.]** is selected for all titles.

❸ **Press [OK].**

Editing a Fax Header

❶ **Press [Select Fax Header].**

❷ **Select [1st Name] or [2nd Name] and edit them.**

❸ **Press [OK].**

Editing Label Insertion
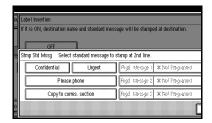
❶ **Press [Label Insertion].**

❷ **Select [ON] or [OFF].**

✎ Note

❒ If you select **[OFF]** or if you want to insert only the receiver name, go to step ❻.

❸ **Press [Change] at the right side of the second or third line.**

❹ **Select the standard message to be stamped at the second or third line.**

❺ **Press [OK].**

❻ **Press [OK].**

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E Press [OK].

```
Program/Change Quick Dial  Enter fax No. of destination.
                      ☎ 03 _
                                        Adv. Features
               ←    1    2    3    →
                    4    5    6
     Hyphen        7    8    9
     Tone          *    0    #
```

⌘ Note

❒ If you press **[Cancel]**, group is not programed. The display appears as in step **C**.

F Press [Exit] twice.

```
                                      25JUL  2001  4:54
Quick Dial
ete.
                        Programing No.:   16/ 400
    081-160  161-240  241-320  321-400  Group  Change
                                                Title
    [00127]  [00137]  [00147]  [00157]        3/7
    ✕ Not    ✕ Not    ✕ Not    ✕ Not
    refrigerated refrigerated refrigerated refrigerated  ▲
    [00167]  [00177]  [00187]  [00197]
    ✕ Not    ✕ Not    ✕ Not    ✕ Not
    refrigerated refrigerated refrigerated refrigerated  ▼
                    Delete                        Exit
```
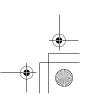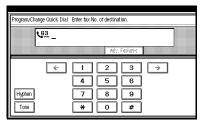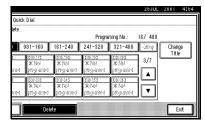
The machine will return to standby mode.
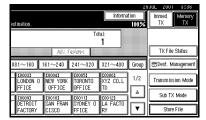
Deleting Quick Dials

This procedure describes how to find a programmed Quick Dial and delete it.
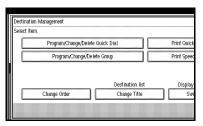
♦ Limitation

❒ When a deleted Quick Dial key is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot delete the destination for this key.

A Press [Dest. Management].

```
                                      25JUL  2001  3:36
                        Information    Immed.  Memory
estination.                    100%     TX      TX
                  Total:
                    1
            Adv. Features                TX File Status
    081~160  161~240  241~320  321~400  Group  ▣Dest. Management
    [00037]  [00047]  [00057]  [00067]  1/2
    LONDON O NEW YORK TORONTO XYZ CO.L         Transmission Mode
    FFICE    OFFICE   OFFICE  TD          ▲
    [00097]  [00107]  [00117]  [00127]           Sub TX Mode
    DETROIT  SAN FRAN SYDNEY O LA FACTO
    FACTORY  CISCO    FFICE   RY          ▼       Store File
```

B Select [Program/Change/Delete Quick Dial].

```
Destination Management
Select item.
    Program/Change/Delete Quick Dial          Print Quick
    Program/Change/Delete Group               Print Speed

                        Destination list      Display
    Change Order        Change Title            Sw
```
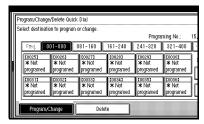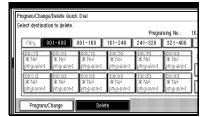
3

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Setup

C Press [Delete].

D Select a destination key to be deleted.

The information for the destination key is shown.

✐ Note

❒ If the destination key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.

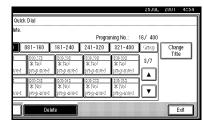❒ Press **[Change Title]** to display another title.
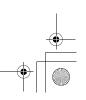
E Press [Delete].

The destination has been deleted.

✐ Note

❒ If you press **[Do not Delete]**, the destination is not deleted. The display appears as in step **D**.

F Press [Exit] twice.

The machine will return to standby mode.

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Groups

Programing Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

You can program the following items in a Group:

- Destination fax numbers (up to 500 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)
- Key Display
  You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of group name) will be programed as the Key Display automatically if you do not program a Key Display.

You can edit destinations which are programed in a group.

Programing Groups

⚠️Important

❒ It is recommended that you print and keep the Group Dial list when you program or change destinations. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

⭐ Limitation

❒ When a programed group is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destinations for this Group.

📎 Note

❒ The maximum number of Groups you can program is 64.

❒ The theoretical maximum number of destinations you can store in a Group [*1] is 500 [*2].

[*1] If the same number is programed in several Groups, it will only be counted as a single item.

[*2] There a Maximum of 100 numbers with the Group key and 100 numbers entered directly with the number keys.

🔟 Press [Dest. Management].

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Setup

B **Press [Program/Change/Delete Group].**

Destination Management
Select item.

| Program/Change/Delete Quick Dial | Print Quick |
| Program/Change/Delete Group | Print Speed |

Destination list   Display
| Change Order | Change Title | Sw |

3
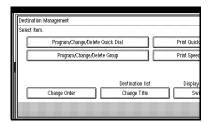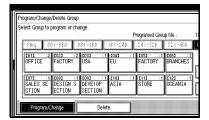
C **Select the group key you want to program.**

Program/Change/Delete Group
Select Group to program or change.
Programed Group No.:

| [01] :2 | [02] :2 | [03] :1 | [04] :1 | [05] :1 | [06] :1 |
| OFFICE | FACTORY | USA | EU | FACTORY | BRANCHES |

| [07] :1 | [08] :1 | [09] :1 | [10] :1 | [11] :1 | [12] :1 |
| SALES SE CTION | DESIGN S ECTION | DEVELOP SECTION | ASIA | STORE | OCEANIA |

| Program/Change | Delete |

Note

❒ If the group key has not been programed, **[✻ Not programed]** is shown.

❒ If the destination key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.

D **Enter the name of the group.**

←	→	Ba
3	4	5	6	7	8	9	0	-
e	r	t	y	u	i	o	p
d	f	g	h	j	k	l	;
x	c	v	b	n	m	,	.
Space
Shift

Note
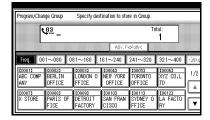
❒ You should program the group name.

℘ *Reference*

⇒ P.71 *"Entering Text"*

E **Press [OK].**

The name has been programed.
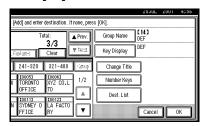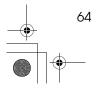
F **Specify the destinations to be programed in the Group.**

Program/Change Group   Specify destination to store in Group.

| ☎03 _ | | Total: 1 |
| Add. Feature |

| Freq | 001~080 | 081~160 | 161~240 | 241~320 | 321~400 | Group |

| [0001] ABC COMP ANY | [0002] BERLIN OFFICE | [0003] LONDON O FFICE | [0004] NEW YORK OFFICE | [0005] TORONTO OFFICE | [0006] XYZ CO.L TD | 1/2 |
| [0007] X STORE | [0008] PARIS OF FICE | [0009] DETROIT FACTORY | [0010] SAN FRAN CISCO | [0011] SYDNEY O FFICE | [0012] LA FACTO RY | ▲ ▼ |

Note

❒ You should program facsimile numbers using the number keys or Quick Dial table.

❒ If you make a mistake, press the **【Clear/Stop】** key or **[Clear]** and enter again.

❒ When you specify multiple destinations using the number keys, press **[Add]**.

❒ Press **[Dest. List]**, you can confirm the destinations programed in the group.

G **Press [OK].**

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[Add] and enter destination. If none, press [OK].

Total: 3/3	▲Prev.	Group Name	【14】 DEF
Feature	Clear	▼ Next	Key Display	DEF
241~320	321~400	Group	Change Title
[0005] TORONTO OFFICE	[0006] XYZ CO.L TD	1/2	Number Keys
[0011] SYDNEY O FFICE	[0012] LA FACTO RY	▲ ▼	Dest. List
			Cancel	OK

Note

❒ If you press **[Cancel]**, the group is not programed. The display appears as in step **C**.

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⑧ Press [Exit] twice.

The machine will return to standby mode.

- -
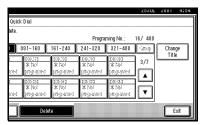
❀ Programing the Group as a Transfer Station of a Multi-step Transfer

A Group can be programed as a Transfer Station of a Multi-step Transfer. You should program the receiving stations when you program the group as a Transfer Station.

For more information, contact your service representative.

① Follow step **⓵** to **⓺** in "Programing Groups".

② Press **[Adv. Features]**.

③ Press **[Transfer Req.]**.

④ Press **[Receiving Station]**.

⑤ Specify the receiving station.

✏ Note
- ❏ When you specify the receiving station with Quick Dial, press **[Quick Dial]** and enter the Group Dial number using the number keys.
- ❏ When you specify the receiving station with Group Dial, press **[Group Dial]** and enter the Group Dial number using the number keys.

⑥ After specifying all of the receiving stations, press **[OK]**.

⑦ Press **[Exit]**.

- -

⌕ Reference
⇒ Chapter 5, "Reception Functions" in the Advanced Features manual
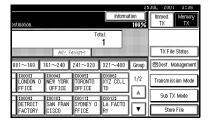
Editing Groups

Change the Groups already programed.
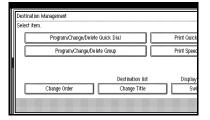
❗ Limitation
❏ When a programed Group is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destination for this key.

⓵ Press [Dest. Management].

⓶ Select [Program/Change/Delete Group].

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Setup
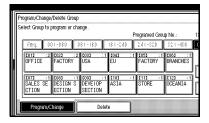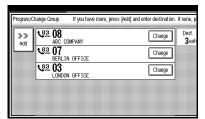
C **Select the key for the group key want to change.**

3

⚠️ Note

❒ If the group key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.
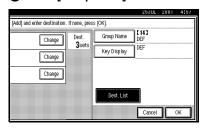
D **Change the contents of the group.**
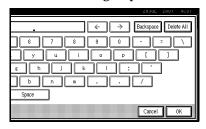
Editing a Group Name

❶ Press **[Group Name]**.

❷ Press **[Backspace]** and **[Delete All]** to reenter the group name.

🔍 Reference
⇒ P.71 *"Entering Text"*
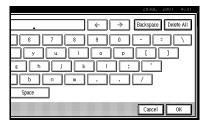
❸ Press **[OK]**.

Editing Key Display
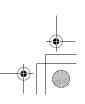
❶ Press **[Key Display]**.

❷ Press **[Backspace]** and **[Delete All]** to reenter the key display.

❸ Press **[OK]**.

Editing a destination programed in a Group
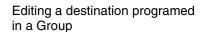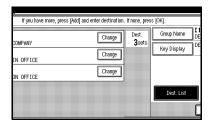
A **Press [Change] for the destination you want to edit.**

📎 Note
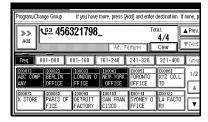
❒ If the destination you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.

B **Edit the destination.**
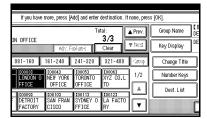
Destinations programed with the number keys

A **Press the 【Clear/Stop】 key or [Clear] and reenter the facsimile number.**
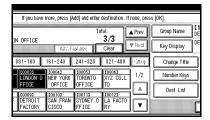
Destinations programed with the Quick Dial table

A **Press the 【Clear/Stop】 key or [Clear] to cancel the destination.**
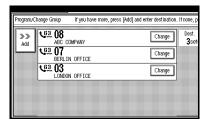
B **Select the desired destination key from the Quick Dial table.**

Adding destinations

A **Press [Add].**

3

Setup

3
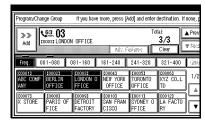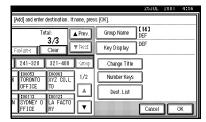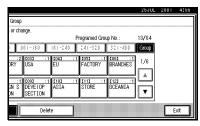
❷ **Add the destination using the number keys or destination key.**

E **Press [OK].**

F **Press [Exit] twice.**

The machine will return to standby mode.
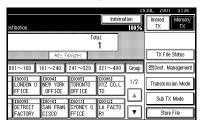
Deleting Groups

✿ Limitation
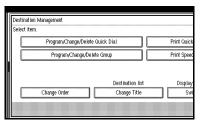
❒ When a programed Group is being used for a Memory Transmission on standby, the message "Speci-fied destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after trans-mission is completed." is shown. You cannot delete destinations for this Group.

Deleting a destination programed in a Group

A **Press [Dest. Management].**

B **Select [Program/Change/Delete Group].**
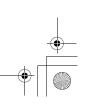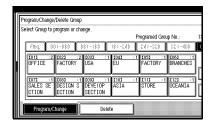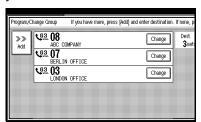
C **Select the group key which contains the destination you want to delete.**

Note

❒ If the group key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.

D **Press [Change] for the destination you want to delete.**

E **Press the 【Clear/Stop】 key or [Clear] to delete the facsimile number.**

If you programed the destination with the number keys, the number will clear one digit at a time. If you programed it with the Quick Dial table, the number will clear all at once.
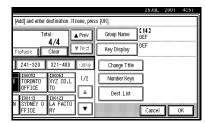
Note

❒ If you want to delete another destination, press **[▲ Prev.]** or **[▼ Next]** to display it.
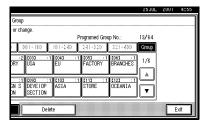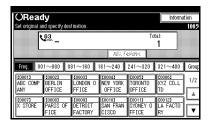
The programed Group is shown on the display.

F **Press [OK].**

Note

❒ If you press **[Cancel]**, the display appears as in step **C**.
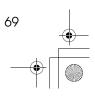
G **Press [Exit] twice.**

The machine will return to standby mode.

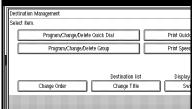## Deleting Groups

A **Press [Dest. Management].**

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Setup

B Select [Program/Change/Delete Group].

Destination Management
Select item.

| Program/Change/Delete Quick Dial | Print Quick |
| Program/Change/Delete Group | Print Speed |

Destination list   Display
Change Order | Change Title | Sw

3

C Press [Delete].

Program/Change/Delete Group
Select Group to program or change.
Programed Group No.: 1

[01] OFFICE :2 | [02] FACTORY :2 | [03] USA :1 | [04] EU :1 | [05] FACTORY :1 | [06] BRANCHES :1

[07] SALES SECTION :1 | [08] DESIGN SECTION :1 | [09] DEVELOP SECTION :1 | [10] ASIA :1 | [11] STORE :1 | [12] OCEANIA :1

Program/Change | Delete
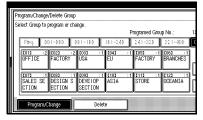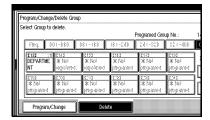
D Select the key for the group you want to delete.

Program/Change/Delete Group
Select Group to delete.
Programed Group No.: 1

[13] DEPARTMENT | [14] ✳ Not registered. | [15] ✳ Not programed | [16] ✳ Not programed | [17] ✳ Not programed | [18] ✳ Not programed

[19] ✳ Not programed | [20] ✳ Not programed | [21] ✳ Not programed | [22] ✳ Not programed | [23] ✳ Not programed | [24] ✳ Not programed

Program/Change | Delete

Note

❒ If a group key has not been programed, **[✳ Not programed]** is shown.

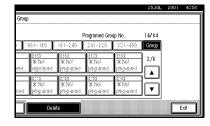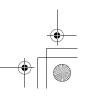❒ If the group key has been programed, the group name or key display is shown.

E Press [Delete].

Program/Change/Delete Group
Select destination to delete.

⚠ Deleting selected Group.
Is it OK?

Group name: DEF
Destination No.: 2

Do not Delete | Delete

The group has been deleted.

Note

❒ If you press **[Do not Delete]**. The display appears as in step **C**.

F Press [Exit] twice.

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Group
Programed Group No.: 14/64

081-160 | 161-240 | 241-320 | 321-400 | Group

[15] ✳ Not registered. | [16] ✳ Not programed | [17] ✳ Not programed | [18] ✳ Not programed | 2/6

[ ] ✳ Not programed | [ ] ✳ Not programed | [ ] ✳ Not programed | [ ] ✳ Not programed | ▲ ▼

Delete | Exit

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Entering Text
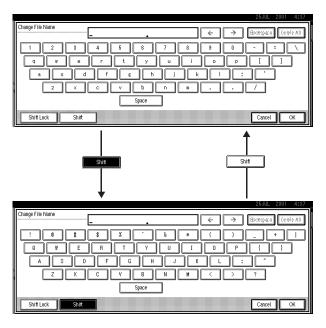
This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys

Note

❒ When entering uppercase or lowercase continuously, use the **[Shift Lock]** to lock the case.

Setup

How to Enter Text

Entering letters
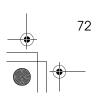
A **Press [Shift] to switch between uppercase and lowercase.**

B **Press the letter you want to enter.**

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Deleting characters

A **Press [Backspace] or [Delete All] to delete characters.**

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4. Troubleshooting

Adjusting Volume

You can change the volume of the following sounds the machine makes.

❖ **On Hook**

Sounds when the 【On Hook Dial】 key is pressed.

❖ **Transmission**

Sounds when the machine sends a message.

❖ **Reception**

Sounds when the machine receives a message.

❖ **Dialing**

Sounds after pressing the 【Start】 key until the line connect to the destination.

❖ **Printing**

Sounds when a received message has been printed. ⇒ Chapter 5, "Print Completion Beep" in the Advanced Features manual

♨ Limitation
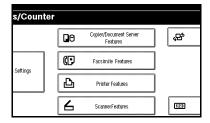
❐ Adjusting Volume is not available with G4 on the optional Extra G3 Interface Unit.

∅ Note
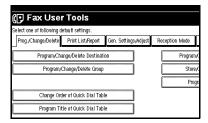
❐ You can adjust the On Hook volume when you press the 【On Hook Dial】 key. ⇒ Chapter 4, "On-Hook Dial" in the Advanced Features manual

A Press the 【User Tools/Counter】 key.

ZDSS050N

B Press [Facsimile Features].
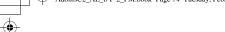
C Select [Gen. Settings/Adjust].

D Select [Adjust Sound Volume].

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Troubleshooting
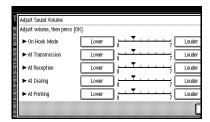
E **Press [Lower] or [Louder] for each item.**

Adjust Sound Volume				
Adjust volume, then press [OK].				
► On Hook Mode	Lower	0 ▼ 7	Louder	
► At Transmission	Lower	0 ▼ 7	Louder	
► At Reception	Lower	0 ▼ 7	Louder	
► At Dialing	Lower	0 ▼ 7	Louder	
► At Printing	Lower	0 ▼ 7	Louder	

✎ Note
❐ You can hear the actual volume by pressing **[Check]**.

F **Press [OK].**

✎ Note
❐ If you press **[Cancel]**, the volume setting is canceled. The display appears as in step **E**.

G **Press [Exit].**

H **Press the 【User Tools/Counter】 key.**

The machine will return to standby mode.
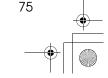
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Error Messages and Their Meanings

If there is an error, one of the following messages may appear on the display. It might just flash briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Put original back, check it and press [Start].	Original jammed during Memory Transmission. Reset originals that have not been scanned.
Error occurred, and transmission was canceled.	A document jam occurred during Immediate Transmission. Press **[OK]** and re-send the page which has been not sent.
	An error occurred during Immediate Transmission. Press **[OK]** and re-send the original. ✐ **Note** ❒ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Place original again, then press [Start].	The machine failed to detect the size of the original. Reset originals and press the **【Start】** key.
⚡Call Service Functional problems with facsimile. Please call service.	There is a problem with the fax function. Record the code number shown in the display and contact your service representative. The copier function will still work normally.
Memory is full. Cannot scan more. Transmitting only scanned pages.	If you press **[OK]**, the machine returns to the standby mode and starts transmitting pages which has been scanned.

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Troubleshooting

When the 【Facsimile】 key is Lit in Red

If this key is lit, refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	Add paper. ⇒ "Loading Paper" in the Copy Reference
The paper output tray is full.	Remove the paper from the tray.
The machine is in RDS (Remote Diagnostic System) mode.	Wait with the **Main Power** switch on. Machine will go to the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.
Toner is empty.	Replace the toner cartridge. ⇒ "Adding Toner" in the Copy Reference

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Solving Problems

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	⇒ P.38 *"Image Density (Contrast)"*
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty. Clean them. ⇒ the Copy Reference manual Make sure that ink or correction fluid is dry before setting the original.	---
Received image is too light.	Request the sender to increase the image density.	---
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	⇒ Appendix, "Acceptable Types of Originals" in the Advanced Features manual
	When 🔅 appears on the display, toner is beginning to run out. Replace the toner cartridge soon. ⇒ the Copy Reference manual	---
Message appears blank at the other end.	The original was set upside down. Set it properly.	⇒ P.16 *"Setting Originals"*
You want to cancel a Memory Transmission.	If the original is being programed, press the 【Clear/Stop】 key.	⇒ P.29 *"Canceling a Memory Transmission"*
	If the original is being sent, use "Change/Stop TX Files".	⇒ Chapter 2, "Checking and Canceling Transmission Files" in the Advanced Features manual
You want to cancel an Immediate Transmission.	Press the 【Clear/Stop】 key.	⇒ P.29 *"Canceling a Memory Transmission"*
You cannot add any destinations in a Group at though the number of destinations has not reached the maximum.	100 destinations have been programmed with the number keys (1000 with the optional Expansion Memory). Program more numbers with Quick Dials or Speed Dials.	⇒ P.41 *"Dialing"*

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MEMO

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