

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 1027 Operating Instructions Facsimile Reference (option)

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Available Options

- Fax Function Upgrade Unit (Fax Function Upgrade Type 185)
- ISDN Unit (ISDN Open Type 1027)
- Extra G3 Interface Unit (G3 Interface Unit Type 1027)
- Expansion Memory (32MB: DIMM)

Supplies

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

NOTICE

A CAUTION:

Use of controls, adjustments or performance of procedures other than those specified here in may result in hazardous radiation exposure.

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

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

🖉 Note

- □ Some illustrations might be slightly different from your machine.
- Certain options might not be available in some countries. For details, please contact your local dealer.

Important

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Trademarks

Microsoft[®], Windows[®] and Windows NT[®] are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft[®] Windows[®] 95 operating system
- Microsoft[®] Windows[®] 98 operating system
- Microsoft[®] Windows[®] Millennium Edition (Windows Me)
- Microsoft[®] Windows[®] 2000 Professional
- Microsoft[®] Windows[®] 2000 Server
- Microsoft[®] Windows NT[®] Server operating system Version 4.0
- Microsoft[®] Windows NT[®] Workstation operating system Version 4.0

Notice:

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

.

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

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Vote:

This Class B digital apparatus complies with Canadian ICES-003.

. . .

Remarque concernant les utilisateurs au Canada

🖗 Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

When the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

Certalnes mesures de sécurité doivent être prises pendant l'utilisation de matérial téléphonique afin de réduire les risques d'incendle, de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une balgnoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un apparell sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fulte de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

A 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.

A 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.

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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 a fax 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 be transmitted.

Chapter 3 Communication Information

Explains how to erase a fax message programmed in memory and check the contents of any file in memory.

Chapter 4 Transmission Features

Explains useful transmission features. Learn how to dial numbers easily.

Chapter 5 Reception Features

Explains 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 The Facsimile Features

Explains how to program frequently used functions as a Quick Dial Key and User Function Key.

Chapter 8 Key Operator Setting

Explains 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.

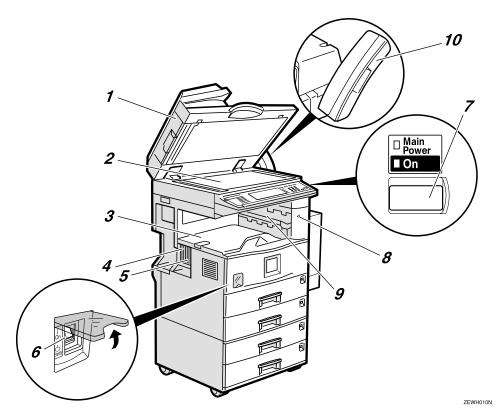
Chapter 11 Appendix

You can check the consumables and options for facsimile functions.

1. Getting Started

Guide to Components

Front View



1. Document Feeder (ADF)/Exposure Glass 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 exposure glass cover when you place a document on the exposure glass.

3. Internal Tray

Fax messages are delivered here.

4. Parallel Interface Port (Option)

Plug the parallel cable into this port.

5. Network Interface Unit (Option)

Plug the network cable into this port.

6. Main Power Switch

When this switch is turned off, the Main Power indicator goes off and the power turns off completely.

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

∰Important

□ If the Main Power switch is turned off, a facsimile cannot be received.

🔗 Note

- □ 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 exposure glass cover or document feeder (ADF) is open.
 - The machine is communicating with other destination machines.
 - The hard disk is running.

7. 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). \Rightarrow p.8 "Turning On the Power"

🖉 Note

- □ When the Main Power switch is turned on, a facsimile can be received even if the On indicator is off.
- If the operation switch is on and there is still no power, turn on the Main Power switch.

8. Remove Paper Indicator

The indicator is lit when paper is output on the Internal Tray 2 (Option). When they are removed from the Internal Tray 2, the indicator goes off.

9. Internal Tray 2 (Option)

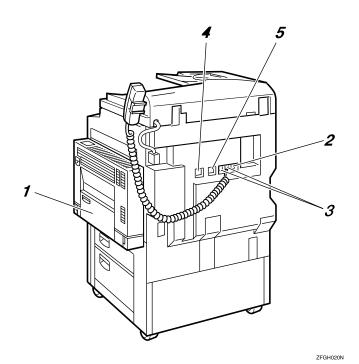
Fax messages are delivered here when received. Using the Internal Tray 2 allows you to distinguish fax messages from copied or printed paper that is delivered to other trays. ⇒Chapter 1, "Printing a Received Fax" in the System Settings Reference

10. Handset / External Telephone (Option)

🖉 Note

□ Interchange unit is necessary to install the Internal tray 2.

Rear View



1. Bypass Tray (Option)

Select this tray for non-standard size paper.

 \Rightarrow "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

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

3. Handset (Option)/External Telephone Connector

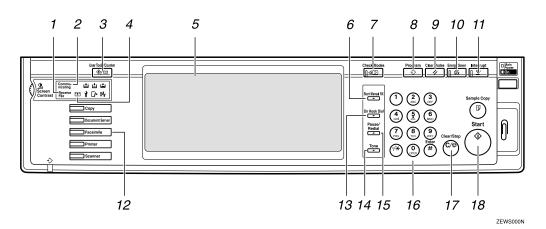
⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

4. ISDN Line Connector (Option)

5. Extra G3 Interface Unit Connector (Option)

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

Control Panel



1. Receive File Indicator

Lights when a message other than a Confidential Reception or Memory Lock file has been received. \Rightarrow Chapter 5, "When the Confidential File Indicator is Lit or Blinking" 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. \Rightarrow Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

Counter:

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

4. Confidential File Indicator

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

5. LCD display

This guides you through tasks and informs you of the machine status. A messages appears here. \Rightarrow p.12 "Reading the Display"

6. [Start Manual RX] key

Press to start manual reception.

7. [Check Modes] key

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

8. [Program] key

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

9. [Clear Modes] key

Press to cancel the current settings and return to standby mode.

10. [Energy Saver] key

Hold down for more than a second to enter Energy Saver mode.

11. [Interrupt] key

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

12. [Facsimile] key

Press to switch to Facsimile mode. \Rightarrow p.14 "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.78 "When the [Facsimile] Key is Lit in Red"

13. [On Hook Dial] key

Use to dial a number from the number keys 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. \Rightarrow 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. \Rightarrow p.42 "Pause" Redial:

Press to redial one of the last ten numbers. \Rightarrow 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 transmitting or printing.

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: \Rightarrow 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.

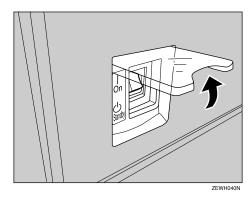
∰Important

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.

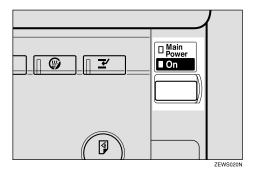
Turning On the Power

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

2 Confirm that the Main power switch is on.



3 Turn on the operation switch. The On indicator should light.



The panel display will turn on.

ORead	У					
Auto Paper Select►	1 Ш	2∎ 교 11×17	3∎ 교 8½×11	4 ⊟ ⊃ 8½×14	⊺⊌] 8½×11	لل 8يوجين
Full Size	Auto Redu	ce/Enlarge	11×15 81⁄2×11	51/2×81/2 81/2×14	93%	100%
<u>1</u> ²≁ <u>≀</u>		• 🏒	¹ 2 → 1 2] [¹²+	12 34	Create Margin
Cover/Slip :	Sheet	Edit/Stamp	Dup./	Combine/Seri	es Redu	ce/En large

🔗 Note

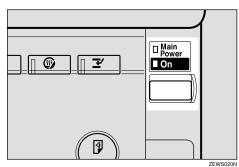
- □ If nothing happens when you turn on the operation switch, make sure the **Main Power** switch is turned on.
- You can use the machine within 10 seconds after the power has turned on.
- □ If "Ready" is not displayed, refer to the Copy Reference.
- □ You can have the machine start in Facsimile mode when you turn the machine on or when modes are cleared automatically.⇒"Changing the Machine's settings" in the Copy Reference

Press the [Facsimile] key.

The Facsimile mode is displayed.

Turning Off the Power

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



🔗 Note

D The On indicator blinks when:

- The exposure glass cover or document feeder (ADF) is open.
- The machine is communicating with other destination machines.
- The hard disk is running.

∰Important

 □ Fax files stored 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 unplug the power cord. Fax files programmed in memory will be deleted an hour after you turn the **Main Power** switch off or unplug the power cord.
- **1** Make sure the On indicator is off.

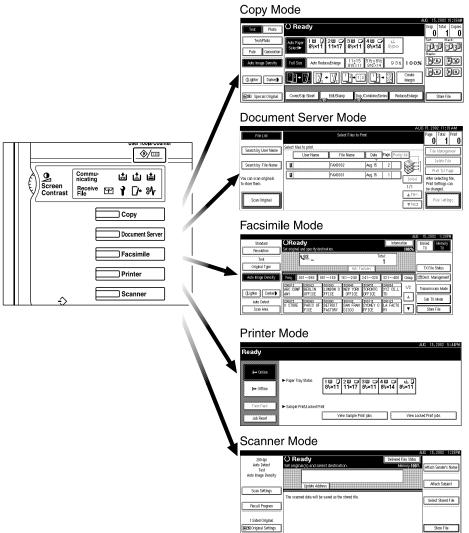
2 Turn off the Main Power switch.

The Main Power indicator turns off.

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

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. \Rightarrow "Changing the Machine Settings" in the Copy Reference



GEWH070N

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

Reading the Display

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

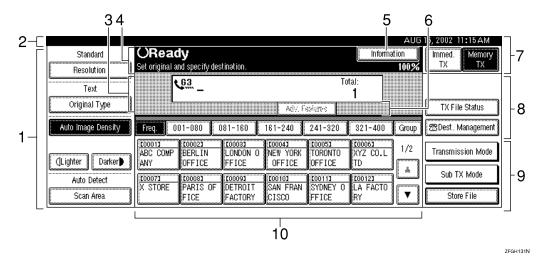
🔗 Note

- □ 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

🖉 Note

□ When optional components are not installed, the display is as below. If optional components are installed, the display changes.



Facsimile standby mode

- ① Displays the scanning conditions and sizes you can choose.
- 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 characters or numbers one by one.
- ⑦ Switches the transmission mode between memory transmission and immediate transmission.
- Displays Quick Operation Keys set for often used functions.
 [TX status display] and [Dest. Management] are preset.
- ⑦ Displays various functions for transmitting.
- 1 Displays the Quick Dial table of programmed destinations.

Viser Code Management

The machine can be set up so that no one can use it without entering a user code. This prevents unauthorized people from sending fax messages and helps track the activity of each user.

🖉 Note

- □ You can specify a user code with "System Settings".
- Even when user code management is set to on, you can still receive and print fax messages as usual.
- ① When the following message appears on the display, user code management is set to on.

		AUG	15, 2002 11:15 AM
Standard	OReady	Information	Immed. Memory
Resolution	Set original and specify destination.	100%	
Text Original Type Auto Image Density ULighter Darker	Enter user code with Number keys, then press .	Clear	TX status display SDest. Management Transmission Mode
Auto Detect		(#)	Sub TX Mode
Scan Area			Store File

- ② Enter a user code of up to 8 digits with the number keys.
- ③ Press [#].

🔗 Note

□ If an unprogrammed user code is entered, the display returns to step ①.

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

			AUG 15, 2002 11:15 AM
Standard	OReady	Informa	
Resolution	Set original and specify destination.	-	
Text	L ⁶³	Total: 1	
Original Type			TX status display
Auto Image Density	Freq. 001-080 081-160	161-240 241-320 321-400	Group 🖾 Dest. Management
Clinhter Darker	C00013 C00023 C00033 ABC COMP BERLIN LONDON ANY OFFICE FFICE	0 00043 000053 000063 0 NEW YORK TORONTO XYZ CO.L 0FFICE 0FFICE TD	1/2 Transmission Mode
Auto Detect	[000073] [000083] [000093	<u> </u>	Sub TX Mode
Scan Area	X STORE PARIS OF DETROI FICE FACTOR	F SAN FRAN SYDNEY O LA FACTO / CISCO FFICE RY	▼ Store File

Immediate Transmission

			AUG 15, 2002 11:15 AM
Standard	OReady	Informatio	n Immed. Memory
Resolution	Set original and specify destination.		
Text	<u>دو</u> ي _	1	
Original Type		Adv. Faxilated	TX status display
Auto Image Density	Freq. 001-080 081-160 1	61-240 241-320 321-400 (Group 🖾 Dest. Management
(]Lighter Darker)	200013 200023 200033 ABC COMP BERLIN LONDON 0 ANY OFFICE FFICE	NEW TURK TURUNIU ATZ CO.L	1/2 Transmission Mode
Auto Detect	100073 100083 100093	C00103 C00113 C00123	Sub TX Mode
Scan Area		SAN FRAN SYDNEY O LA FACTO CISCO FFICE RY	Store File

🔗 Note

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

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

Memory Transmission

ABC COMPANY		A4->A4	P.002	AUG	15, 2002 11:15 AM
Standard	OReady	Change/S	top TX File	Information	Immed. Memory
Resolution	Set original and specify desti	nation.		97%	TX TX
Text	6 3 –		Total: 1		
Original Type		Adv. Fa	siures		TX status display
Auto Image Density	Freq. 001-080 08	1-160 161-240	241-320 321	-400 Group	🕾 Dest. Management
(Lighter Darker)	ABC COMP BERLIN L	COOOSI COOO4I LONDON O NEW YORK FFICE OFFICE	200053 2000 TORONTO XYZ OFFICE TD	53 1/2 CO.L 1/2	Transmission Mode
Auto Detect	L00073 L00083	C00093 C00103	200113 2001		Sub TX Mode
Scan Area	protone printo or p	DETROIT SAN FRAN FACTORY CISCO	SYDNEY O LA F FFICE RY	FACTO	Store File

🖉 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

					Receiving	AUG	15, ZUUZ	11:15AM
Standard	OReady				Informa		Immed.	Memory
Resolution	Set original and s	pecify destination.				100%	LTX	
Text	1 63	<u> </u>		Tot	tal: 1			
Original Type			Adv.	Fastures	•			ıs display
Auto Image Density	Freq. 001-	080 081-160	0 161-240	241-320	321-400	Group	🕾 Dest. N	vlanagement
(Lighter Darker)	ABC COMP BE	0021 100031 RLIN LONDO FICE FFICE	N O NEW YORK	TORONTO	100061 XYZ CO.L	1/2	Transmis	ssion Mode
Auto Detect	[00073] [0	2000 3 2 800	[0010]	OFFICE	10 [0012]	L & J	Sub T	X Mode
Scan Area	X STORE PA	RIS OF DETRO CE FACTO		SYDNEY O FFICE	LA FACTO RY	▼		re File

🖉 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

		AU	6 15, 2002 TEEDAM
Standard	Transmitting Stop Transmission	Memory:	Immed. Memory
Resolution	Place next original within $1~0~$ sec., then press [Start]. If none, press \oplus .	100%	
Text	Original: VS. 0123456789	Dest. 1 sets	
Original Type			
Auto Image Density	(#)		Transmission Mode
(]Lighter Darker)			
Auto Detect			Sub TX Mode
Scan Area			Store File

Display Prompts

Depending on the situation, the machine will show various prompts on the display.

Instructions and Requests

		AUG 15, 2002 11:15 AM
Standard	OReady	Information Immed. Memory
Besolution		100% TX TX
Text	>> 0123456789_	Total: 1/1
Original Mode	Send Later Storing file and sends it at specified time. Specify time to send with Number keys	
	Start Time	Economy Time 11:00 PM
(]Lighter Darker	AM	<current 07:21="" pm<="" th="" time≻=""></current>
Auto Detect Scan Area		Cancel K K
Juan Area		لاستشعال

Questions

		AUG 15, 2002 11:15 AM
Standard	Register/Change/Delete Group	
Resolution	Select Gmun to delete	
Text	Deleting selected Group.	/64
Original Type	Le Isit OK?	oup
Auto Image Density		/6
t <u></u> i	Group name: STORE	
(Lighter Darker)	Destination No.: 1	T
Auto Detect	Do not Delete Delete	
Scan Area		Exit

Selections

Standard OReady	Information Immed. Memory
	Total: 1
Auto inflage Delisity	pook type original in left and right halves. inal size and transmission mode.
Cit inter Datier	
Auto Detect	From first Page From second Page

Status

			15, 2002 11:15 AM
Standard	Calling destination	Stop Transmission Memory:	Immed. Memory
Resolution		100%	
Text	Original: 123456789	Orig. Set: sets	
Original Type			
Auto Image Density			Transmission Mode
(Lighter) Darker)			Sub TX Mode
Auto Detect			
Stati Aras			Store File

2. Faxing

Transmission Modes

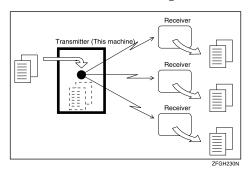
There are two types of transmission.

Memory Transmission

When a fax document is stored in memory, then transmission starts automatically.

This makes it convenient when you would like to take documents back in a hurry.

You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.

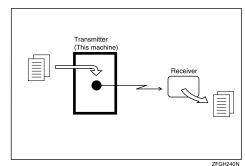


Immediate Transmission

The machine dials immediately, and transmits the fax while scanning.

It is convenient when you would like to send a document immediately, and would like to check whether you have successfully connected with the other party's fax machine.

A fax document is not stored in memory.



∰Important

□ If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 12 hours, all documents stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See Chapter 7 "Power Failure Report" in the Advanced Features manual.

Placing Originals

In this manual an original can mean a single or multiple page document. You can place 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 placed 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 HLT size documents on the exposure glass, they will not be detected. HLT size documents placed in the ADF are sent as LT size.

🖉 Note

- □ When sending a fax, the image output at the other end depends on the size and direction of paper used in the destination's terminal. If the destination does not use paper of the same size and direction as that of the original, the fax image may be reduced in size, 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.21 "Setting a Scan Area"

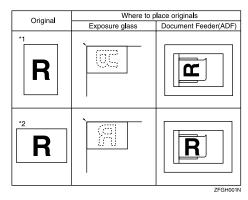
- You can scan non-standard sized documents as standard sized documents with the Irregular Scan Area feature. When you turn on this feature, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be cut at the receiving end.
- Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.
- □ If you place an LT 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
- □ You can send the first pages from the exposure glass then the remaining pages from the Document Feeder (ADF). After you have removed the last page from the exposure glass, insert the remaining pages in the Document Feeder (ADF), then press the [Start] key.

Reference

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

.

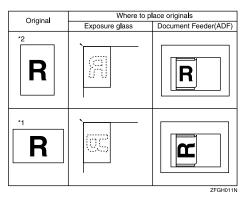
How to place A4, B4, A3, LT, LG and DLT size originals



🖉 Note

- When you place 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 top of the fax
 - *2 On the left side of the fax

How to place A4, A5,HLT and B5 size originals



Limitation

A5,HLT size documents are not detected on the exposure glass. Place A5,HLT size documents in the ADF.

🖉 Note

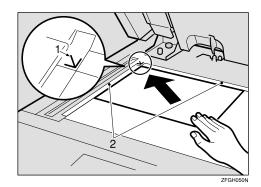
- When you place originals on the ADF as shown in the above illustration, the Fax Header will be printed on the received faxes at the destination as follows:
 - *1 On the top of the fax
 - *2 On the left side of the fax

.

Placing a Single Original on the Exposure Glass

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

1 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.



- 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.

2 Close the Document Feeder (ADF).

🖉 Note

When setting 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.

Pound Original Page Order

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

🖉 Note

□ You can choose whether the left page or right page is sent first. ⇒ Chapter 8, "Changing the User Parameters" in the Advanced Features manual

. . . .

.....

Placing 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 place 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.

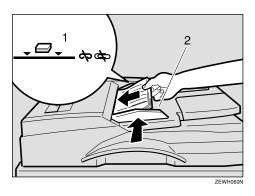
🖉 Note

- □ 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.21 "Setting a Scan Area" ⇒ Chapter 8, "Changing the User Parameters" in the Advanced Features manual
- Documents longer than 432mm (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 place it.
- Place thin originals on the exposure glass.

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

2

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

Originals unsuitable for the Document Feeder (ADF)

Do not place 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 placed 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.

Auto Detect

The area of a placed document is scanned automatically.

Regular

The placed 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 placed document is scanned according to the entered size regardless of its actual size. ⇒ Chapter 7, "Programming and Changing a Scan Size" in the Advanced Features manual

1 Place the originals, and select any scan settings you require.

🖉 Note

- When placing 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.

2 Press the [Scan Area] key.

Standard	ORead	ly				
Resolution	Set original and specify destination.					
Text	۲	<u>63</u>				
Original Type				Adv. S	alures	
Auto Image Density		01-080 0	81-160	161-240	241-33	
(]Lighter Darker)	ABC COMP ANY	BERLIN OFFICE	LONDON O FFICE	100041 NEW YORK OFFICE	TORON OFFIC	
Auto Detect Scan Area	100073 X STORE	100081 PARIS OF FICE	COOO93 DETROIT FACTORY	COOTOD SAN FRAN CISCO	COOTIN SYDNE FFICE	

The Scan Area menu is shown.

3 Select the scan area.

Specifying Standard Sizes

Press the [Regular] key.

Sca	an Area.	ORead Set original a		tinotion		
	Auto Detect		G3	(macton)		
	Regular				Adv. Fr	rdianae
	Area 1	Freq. 01	01-080 0	181-160	161-240	241-3
	Area 2	LOOO12 ABC COMP ANY	C00023 BERLIN OFFICE	LOOOSI LONDON O FFICE	100041 NEW YORK OFFICE	100051 TORON OFFIC
	iante OK	<u>000071</u> X STORE	LOOO81 PARIS OF FICE	LOOO91 DETROIT FACTORY	COOTOD SAN FRAN CISCO	100111 SYDNE FFICE

2 Press the size of the originals to be sent.

Regular	ORead	y				
	Set original a		tination.			
A4E A4E						
	۲	<u>63</u> _				
B4 JISCO 🛛 A3CO						
8 1/2 × 11PT				Adv. Fe	elures -	
810×11 m	Freq. 01	01-080 0	181-160	161-240	241-33	
	00013				[0005]	
8 1/2 x 14⊡	ABC COMP	BERLIN		NEW YORK	TOPON	
	ANY	OFFICE	FFICE		OFFIC	
11 x 17 🗂	استعماده المستعملة المستعملة				01110	
C	100071	£80003	£00093	£00103	200113	
Cancel OK	X STORE	PARIS OF	DETROIT	SAN FRAN	SYDNE	
		FICE	FACTORY	CISCO	FFICE	

🖉 Note

- □ To cancel the specified standard size, press **[Cancel]**. The display appears as in step **2**.
- □ 8 1/2 x 11 is LT, 8 1/2 x 14 is LG, and 11 x 17 is DLT.

3 Press [OK].

The specified size is shown.

4 Press [OK].

Scan Area	OReady
	Set original and specify destination.
A4 🗂	L <u>63</u>
Regular	
Area 1	Adv. Exclusion
	Freq. 001-080 081-160 161-240 241-3
Area 2	[00001] [00002] [00003] [00004] [00005]
	ABC COMP BERLIN LONDON O NEW YORK TORON
	ANY OFFICE FFICE OFFICE OFFIC
	[C00073] C00083] C00093] C00103] C00113
	X STORE PARIS OF DETROIT SAN ERAN SYDNE
Cancel OK	The otonic Brunto of Brethori Bourt their Bourte

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

Specifying programmed Sizes

Press the [Area 1] or [Area 2] key.

Scan Area. Auto Detect	ORead Set original a		tination.				
Regular	1111111111111						
Area 1	Freq. 01)1-080 0	181-160	Adv. F	241-3		
Area.2	COOO12 ABC COMP ANY	COOO23 BERLIN OFFICE	LOOO31 LONDON O FFICE	COOO43 NEW YORK OFFICE	TORON OFFIC		
Case OK	200073 X STORE	100081 PARIS OF FICE	C00093 DETROIT FACTORY	COOIOJ SAN FRAN CISCO	COOTIN SYDNE FFICE		

The length and width of the programmed size is shown.

🖉 Note

□ To cancel the set programmed size, press **[Cancel]**. The menu returns to that of step **2**.

2 Press [OK].

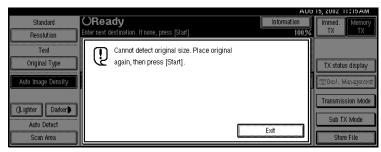
Scan Area	OReady
‡ 297 mm ↔ Auto Detect	Set original and specify destination.
Regular	Atta Externo
Area 1	Freq. 001-080 081-160 161-240 241-3
Area 2	200013 200023 200033 200043 200053 ABC COMP BERLIN LONDON 0 NEW YORK TORON
	ANY OFFICE FFICE OFFICE OFFICE
Cancel OK	C00093 C00093 C00103 C00113 X STORE PARIS OF FICE FACTORY CISCO FFICE

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

4 Dial a distination and press the [Start] key.

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.

1 Press [Exit].

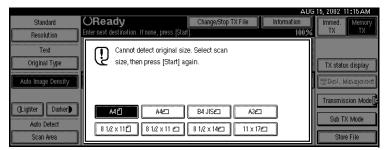
2 Remove the original and replace it on the exposure glass.

B Press the [Start] key to scan the original again.

If the above display appears again, repeat steps **1** to **3**.

🖉 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.

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. \Rightarrow p.23 "If the Machine Cannot Detect the Size of Your Original"

- Documents placed 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
- Slippery originals
- Originals in bound form of more than 10mm (") thick such as books

The following paper sizes are automatically detected in Facsimile mode.

Inch Version

Paper Size Where Original is placed	11"×17" (DLT) D	8 ¹ / ₂ "×14" (LG) D		5 ¹ / ₂ "×8 ¹ / ₂ (HLT) D
Exposure Glass	0	0	0	×
Document Feeder (ADF)	0	0	0	0

O - Auto detect

× - Unable to auto detect

Memory Transmission

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

- Maximum number of Memory Transmission files: 400 (up to 800 files with optional Expansion Memory installed)
- Maximum number of destinations per Memory Transmission: 500
- Combined total number of destinations that can be programmed: 500 (2,000, with optional Fax Function Upgrade Unit.)
- The theoretical maximum number of destinations you can enter with the number keys is 100 (1,000, with optional Fax Function Upgrade Unit), 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 maximum total number of documents that can be programmed 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
- □ The machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the desired settings is maintained. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

□ After dialing a destination, start the next procedure within 30 seconds. If you do not, the destination will be canceled. You can change the interval before cancelation. ⇒ System Setting Manual

1 Make sure that Memory Transmission is selected.

AUG	15, 2002 11:15 AM
estination. 100%	Immed. Memory TX TX
Total: 1	
Adv. Society	TX File Status
081-160 161-240 241-320 321-400 Group	🕾 Dest. Management
C00033 C00043 C00053 C00063 1/2 LONDON 0 NEW YORK TORONTO XYZ CO.L 1/2 FEICE OFFICE OFFICE TD 1/2	Transmission Mode
	Sub TX Mode
DETROIT SAN FRAN SYDNEY O LA FACTO FACTORY CISCO FFICE RY	Store File

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

2 Place 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 place pages on the exposure glass after you have started using the Document Feeder (ADF).

🖉 Note

- To store multiple page originals from the exposure glass, place them page by page.
- The original can be placed in either the Document Feeder (ADF) or Exposure Glass until the [Start] key is pressed.

Reference

p.18 "Placing Originals"

Make the necessary settings you require.

Standard	ORead				
Resolution	Set original a	nd specify des	tination.		
Text	۲	<u>63</u> _			
Original Type	L			Adv. S	x-lures
Auto Image Density	Freq. 0	01-080 0	81-160	161-240	241-3:
(Lighter) Darker	COOO13 ABC COMP ANY	100023 BERLIN OFFICE	LONDON O FFICE	100041 NEW YORK OFFICE	100051 TORON OFFIC
Auto Detect	100071 X STORE	COOORD PARIS OF	COOO93 DETROIT	COO103 SAN FRAN	200113 SYDNE
Scan Area		FICE	FACTORY	CISCO	FFICE

- \Rightarrow p.36 "Scan Settings"
- \Rightarrow p.37 "Original Type"
- \Rightarrow p.38 "Image Density (Contrast)"

4 Dial.

						AU
ORead	y				Informa	
Set original ar		tination.				100%
٦	<u>63</u>			To	1	
Freq. 0)1-080 (Adv. F 161-240	241-320	321-400	Group
ABC COMP ANY	100021 BERLIN OFFICE	100031 London O FFICE	100041 NEW YORK OFFICE	tooo51 Toronto Office	<u>100063</u> XYZ CO.L TD	1/2
100073 X STORE	100081 PARIS OF FICE	LOOO91 DETROIT FACTORY	<u>too101</u> SAN FRAN CISCO	COO113 SYDNEY O FFICE	LA FACTO RY	T

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

✓ Reference

- \Rightarrow p.41 "Dialing"
- \Rightarrow p.44 "Quick Dials"
- \Rightarrow p.45 "Groups"
- \Rightarrow Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

5 To send the same messages to several destinations (Broadcasting), press [Add].

🖉 Note

□ If Broadcasting is not required, go to step **2**.

Standard	ORead				
Resolution		stination. If no			
Text	≫≫ *	@ <u></u> 0123	3456789)_	
Original Type				Adv. Fe	atures
Auto Image Density	Freq. 0	01-080 0	181-160	161-240	241-3
(Lighter Darker)	ABC COMP ANY	100021 BERLIN OFFICE	LONDON O FFICE	100041 NEW YORK OFFICE	100051 TORON OFFIC
Auto Detect Scan Area	200073 X STORE	100081 PARIS OF FICE	C00091 DETROIT FACTORY	<u>COO103</u> SAN FRAN CISCO	100113 SYDNE FFICE

🖉 Note

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

6 Dial a destination.

ORead			Change/S	Stop TX File	Infor	mation
Set original an	63 63	tination.		Tot		100% ▲ Prev.
Freq. 00)81-160	Adv. F 161-240	351102.0	321-400	♥ Next Group
COOD12 ABC COMP ANY	100023 BERLIN OFFICE	LOOO31 LONDON O FFICE	100041 NEW YORK OFFICE	TORONTO OFFICE	<u>100061</u> XYZ CO.L TD	1/2
100073 X STORE	100081 PARIS OF FICE	LOOO91 DETROIT FACTORY	<u>100101</u> SAN FRAN CISCO	COO113 SYDNEY O FFICE	100123 La facto Ry	

🖉 Note

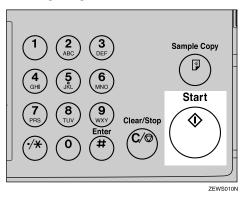
□ Repeat steps **5** and **6** for more destinations.

2 Press the **[Start]** key.

The machine starts scanning the original.

🖉 Note

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



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

ORead					Informa	
Set original a	<u>63</u>	rination.		Tot	al: 1	100%
Freq. 0	D1-080 0	81-160	Adv. Se 161-240	241-320	321-400	Group
ABC COMP ANY	100021 BERLIN OFFICE	100031 LONDON O FFICE	100041 NEW YORK OFFICE	100051 TORONTO OFFICE	<u>100061</u> XYZ CO.L TD	1/2
100071 X STORE	100081 PARIS OF FICE	COOO93 DETROIT FACTORY	<u>100101</u> SAN FRAN CISCO	100113 SYDNEY O FFICE	<u>100123</u> LA FACTO RY	* •

Sending Originals from the Exposure Glass

Place the first page of your original on the exposure glass face down.

Dial.

3 Select any scan settings you require.

4 Press the **[Start]** key.

The machine starts scanning the original.

S Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.



🖉 Note

- □ Repeat steps **1** to **1** for all pages.
- Place the last original then press [#].

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.

Check Modes	Program	Clear Modes	Energy Saver	I nt
			751/1904	DAD:

The following display appears.

		AUG	15.2002 11 : 15AM
ione, press (Start).	i:	ernellen 85%	inned. Memory TX TX
S OFFICE	Change	Dest. 1 sets	
			Send Later 23:00
			Transmission Mode
			Sub TX Mode
			L

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.

Canceling a Memory Transmission

Canceling the Transmission Before the Original is Scanned

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

Press the [Clear Modes] key.



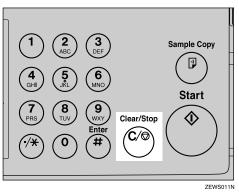
🖉 Note

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

Canceling a Transmission While the Original is Being Scanned

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

Press the [Clear/Stop] key.



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

🖉 Note

□ You can cancel a transmission also by pressing **[Stop Scanning]**.

Canceling a Transmission During Transmission Standby Mode

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

Limitation

- You cannot cancel the pages which already have been sent to the destination even if you cancel a transmission.
- 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.

Press [Change/Stop TX File].

OReady Set original and specify destin Change/Stop TX File Information 63 1 Freq. 001-080 081-160 161-240 241-320 321-400 100021 BERLIN OFFICE 100043 NEW YORK OFFICE TORONTO OFFICE LOOO13 ABC COMP LONDON O <u>00061</u> XYZ CO.L 1/2 ANY FFICE TD <u>COO101</u> SAN FRAN CISCO X STORE COOORI PARIS OF COOO93 DETROIT COO113 SYDNEY O COO123 LA FACTO FICE FACTORY FFICE

The list of stored files being transmitted or awaiting transmission is displayed.

2 Select the file you want to cancel.

Change,Stop TX File	Select file to stop tra	ansmission		
Scanning Date/Time Tr	ransmission Mode	Destination	Dest.	0
Aug.12 7:28PM Me	emory TX	X STORE	Ttl 1	
Aug.12 7:27PM M	emory TX	PARIS OFFICE	Ttl 1	
Aug.12 7:27PM Me	emory TX	TORONTO OFFICE	Ttl 1	
Aug.12 7:26PM M	emory TX	DETROIT FACTORY	Ttl 1	
Aug.12 7:26PM Me	emory TX	BERLIN OFFICE	Ttl 1	
Check/Change Settings	Print File	Stop Transmissio		T

🖉 Note

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

3 Press [Stop Transmission].



🖉 Note

□ To cancel another file, repeat steps **2** and **3**.

4 Press [Exit].

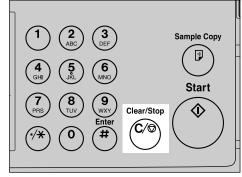
					AUG	515.2002 11:15 AM
smission						
stination	Dest		Org.	File No	Status	File List
STORE	Ttl	1	1 shts	0007	Standby	Files under TX
RIS OFFICE	Ttl	1	1 shts	0006	Standby	Print List
RONTO OFFICE	Ttl	1	1 shts	0005	Standby	
TROIT FACTORY	Ttl	1	4shts	0004	Standby	▲ Firev. 1/2
RLIN OFFICE	TtI	1	2 shts	0003	Standby	▼ Next
Stop Transmiss	ion	[Transmit	Failed F	ile	Exit

The machine will return to standby mode.

ORead			Change/S	top TX File	Informa	tion
Set original ar	nd specify des	tination.				81%
۱	<u>63</u>		Adv. F			
Freq. 0		81-160	161-240	241-320	321-400	Group
COOD12 ABC COMP ANY	COOO23 BERLIN OFFICE	LOOO31 LONDON O FFICE	100041 NEW YORK OFFICE	LOOOSI TORONTO OFFICE	<u>10006)</u> XYZ CO.L TD	1/2
100073 X STORE	100081 PARIS OF FICE	100093 DETROIT FACTORY	100101 SAN FRAN CISCO	100113 SYDNEY O FFICE	<u>100123</u> LA FACTO RY	* •

Canceling a Transmission While the Message is Being Sent





ZEWS011N

🖉 Note

You can cancel a transmission also by pressing [Change/Stop TX File].

2 Select the file you want to cancel.

Change/Stop TX File Select file to stop transmission Scanning Date/Time Destination Transmission Mode Dest 7:28PM Memory TX X STORE Ttl 1 Aug.12 7:27PM Memory TX PARIS OFFICE TtI 1 Aug.12 Aug.12 7:27PM Memory TX TORONTO OFFICE TtI 1 Aug.12 7:26PM Memory TX DETROIT FACTORY Ttl 1 7:26PM Memory TX BERLIN OFFICE Aug.12 Ttl 1 Check/Change Settings Print File Stop Transmission

🔗 Note

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



🖉 Note

□ To cancel another file, repeat steps **2** and **3**.

4 Press [Exit].

mission					
stination	Dest.	Org.	File No	Status	_ File List
STORE	Ttl 1	1 sht	s 0007	Standby	Files under TX
RIS OFFICE	Ttl 1	1 sht	s 0006	Standby]
RONTO OFFICE	Ttl 1	1 sht	s 0005	Standby	Print List
TROIT FACTORY	Ttl 1	4sht	s 0004	Standby	¥nev. 1/2
RLIN OFFICE	TtI 1	2 sht	s 0003	Standby	▼ Next

The machine will return to standby mode.

OReac Set original a		stination	Change/S	top TX File	Informa	tion
٩	<u>63</u> _		Adv. Fr	stores	tal: 1	
		081-160 LONDON 0 FFICE	161-240 100043 NEW YORK OFFICE	241-320 200053 TORONTO OFFICE	321-400 <u>C00063</u> XYZ CO.L TD	Group 1/2
100073 X STORE	100081 PARIS OF FICE	DETROIT FACTORY	100101 SAN FRAN CISCO	100111 SYDNEY O FFICE	<u>100123</u> LA FACTO RY	▼

2

Immediate Transmission

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 stored 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 can choose whether the transmission mode is set to Immediate Transmission or Memory Transmission when the machine is turned on or modes are cleared. Use the [Gen. Settings/Adjust] key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual
- You cannot send the same message to multiple destinations (Broadcasting). Use Memory Transmission for this purpose.
- □ The machine will return to the default transmission mode after every transmission. You can change this so that the desire setting is maintained. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

1 Make sure that Immediate Transmission is selected.

				AUG	15, 2002-11:15 AM
estination.			Informa		Immed. Memory TX TX
		To	tal: 1		
		polures			TX status display
081-160	161-240	241-320	321-400	Group	🕾 Dest. Management
LONDON O EFICE	COOO43 NEW YORK	TORONTO	100061 XYZ CO.L	1/2	Transmission Mode
[00093	£00103	1007111	10 [0012]	L.	Sub TX Mode
DETROIT FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	▼	Store File

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

2 Place the original.

Limitation

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 10 seconds.

🖉 Note

- Place the original on the exposure glass or in the Document Feeder (ADF). To send two or more pages from the exposure glass, place them one page at a time.
- The original can be placed in either the Document Feeder (ADF) or Exposure Glass until the [Start] key is pressed.

PReference

p.18 "Placing Originals"

3 Select any scan settings you require.

Standard	ORead				
Resolution	Set original a	nd specify des 63	tination.		
Text	ľ	•••••			
Original Type				Adv. S	x4ures
Auto Image Density	Freq. 01	01-080 0	181-160	161-240	241-3
(]Lighter Darker)	ABC COMP ANY	BERLIN	LONDON O FFICE	NEW YORK OFFICE	TORON
Auto Detect Scan Area	100073 X STORE	100081 PARIS OF FICE	COOO93 DETROIT FACTORY	100103 SAN FRAN CISCO	COOTIN SYDNE FFICE

- \Rightarrow p.36 "Scan Settings"
- \Rightarrow p.37 "Original Type"

 \Rightarrow p.38 "Image Density (Contrast)"

4 Dial.

ORead Enter next des	ly stination. If no	ne, press (Star	t].		Informa	
>>> Add	્લ્લ 0123 કલ્લ	3456789		Tot eatures	tal: 1/1 Clear	
Freq. 0	01-080 (81-160	161-240	241-320	321-400	Group
COOO13 ABC COMP ANY	COOO23 BERLIN OFFICE	100031 London O FFICE	100043 NEW YORK OFFICE	TORONTO OFFICE	<u>100061</u> XYZ CO.L TD	1/2
100073 X STORE	ICOOOBI PARIS OF FICE	LOOO91 DETROIT FACTORY	ICOO 103 SAN FRAN CISCO	COO113 SYDNEY O FFICE	<u>100123</u> LA FACTO RY	

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

- \Rightarrow p.41 "Dialing"
- \Rightarrow p.44 "Quick Dials"

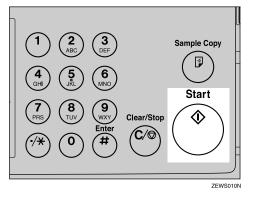
⇒ Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

5 Press the **[Start]** key.

The machine starts dialing.

Limitation

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



The Sender Name/Number isn't displayed until the machine connects to the other one.

	AU
Transmitting Stop Transmission	Memory:
Place next original within 1 O sec., then press [Start]. If none, press 🖲.	100%
Original: 1 0123456789	Dest. 1sets
#	

p.47 "Initial Settings and Adjustments"

After transmission the machine will return to standby mode.

ORead Set original a	ly nd specify des	tination			Informa	ation
	<u>63</u> _			Tot	1	
Freq. 0	01-080)81-160	Adv. 6 161-240	odutes 241-320	321-400	Grou
COOO13 ABC COMP ANY	100021 BERLIN OFFICE	<u>100031</u> London o FFICE	100041 NEW YORK OFFICE	COOOSI TORONTO OFFICE	<u>00063</u> XYZ CO.L TD	1/2
100073 X STORE	100081 PARIS OF FICE	LOOO93 DETROIT FACTORY	<u>COO103</u> SAN FRAN CISCO	100113 SYDNEY O FFICE	<u>COO123</u> LA FACTO RY	

Sending Originals from the Exposure Glass

Place the first page face down on the exposure glass.

2 Dial.

Select any scan settings you require.

4 Press the **[Start]** key.

The machine starts scanning the original.

S Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.

Image: Press of the second second

🖉 Note

- □ Repeat steps **1** to **1** for all originals.
- 6 Place the last original then press [♣].



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 store the scan in memory and then automatically redial the number.

.

Canceling an Immediate Transmission

Canceling a Transmission Before You Have Pressed the Start Key

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

1 Press the **[Clear Modes]** key.



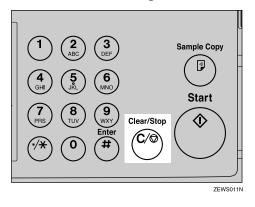
🖉 Note

When the original is placed, you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

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

1 Press the **[Clear/Stop]** key, and then remove the original.



- □ You can cancel a transmission also by pressing [Stop Transmission].
- □ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

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

- ❑ You can choose whether the resolution is set to Standard, Detail or Super Fine (Option) when the machine is turned on or modes are cleared. Use the [Gen. Setting/Adjust] key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual
- □ The resolution returns to the default setting after every transmission. You can change this with the [Gen. Settings/Adjust] key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

1 Press [Resolution].

Standard	ORead	ly			
Resolution		nd specify des	tination.		
Text	۲	<u>63</u> _			
Original Type				Adv. S	olure:
Auto Image Density	Freq. 0	01-080 (181-160	161-240	241-3
(Lighter Darker)	200013 ABC COMP ANY	100023 BERLIN OFFICE	LOOO31 LONDON O FFICE	LOOO43 NEW YORK OFFICE	<u>COOOSI</u> TORON OFFIC
Auto Detect Scan Area	100073 X STORE	100081 PARIS OF FICE	LOOO91 DETROIT FACTORY	100101 SAN FRAN CISCO	100111 Sydne FFICE

2 Select the resolution you require.

			-			
	Resolution	ORead				
	Standard		nd specify des	tination.		
	Stanuaru		63			
	Detail					
	L				Adv. S	elures
					1	
		Freq. 01	01-080 0	81-160	161-240	241-33
		[00001]	£00021	[0003]	[0004]	[0005]
		ABC COMP	BERLIN	LONDON O	NEW YORK	TORON
		ANY	OFFICE	FFICE	OFFICE	OFFIC
		£00071	C00083	£00093	£00103	000111
		X STORE	PARIS OF	DETROIT	SAN FRAN	SYDNE
I			FICE	FACTORY	CISCO	FFICE

3 Press [OK].

ſ						
	Resolution	ORead				
	Standard	Set original a	nd specify des	tination.		
	Standard	1	63			
	Detail					
					Adv. S	siures
		Freq. U	01-080 0	181-160	161-240	241-33
		£00013	C00023	[0003]	[0004]	00051
		ABC COMP	BERLIN	london o	NEW YORK	TORON
		ANY	OFFICE	FFICE	OFFICE	OFFIC
		100071	1 00081	£00093	£00103	000113
		X STORE	PARIS OF	DETROIT	SAN FRAN	SYDNE
	UK	L	FICE	FACTORY	CISCO	FFICE

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-andwhite 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.

- □ 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.
- □ You can choose whether Original Type is set to TEXT, TEXT/PHO-TO or PHOTO when the machine is turned on or modes are cleared. Use the [Gen. Settings/Adjust] key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

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

Press [Original Type].

Standard	OReady					
Resolution		Set original and specify destination.				
Text	۲	<u>63</u> _				
Original Type				Ad∀, Fe	sieres	
Auto Image Density	Freq. 0	01-080 0	181-160	161-240	241-3:	
	£00013	[0002]	[0003]	[0004]	200051	
(]Lighter Darker)	ABC COMP ANY	BERLIN OFFICE	LONDON O FFICE	NEW YORK OFFICE	TORON OFFIC	
Auto Detect	£00073	£00083	C00093	£00103	000113	
Scan Area	X STORE	PARIS OF FICE	DETROIT FACTORY	SAN FRAN CISCO	SYDNE FFICE	

2 Select the original mode you require.

ſ	Original Type	ORead	ly			
	Text	Set original and specify destination.				
	Text/Photo					
	Photo	Frea D		181-160	Adv. Fe	241-31
		LOOO12 ABC COMP	LOOO23 BERLIN	LONDON 0	LOOO43 NEW YORK	<u>00051</u> TORON
		ANY 200072	OFFICE	FFICE	OFFICE	OFFIC
	ОК	X STORE	PARIS OF FICE	DETROIT FACTORY	SAN FRAN CISCO	SYDNE

3 Press [OK].

Aninin et Tran	ORead	N/			
Original Type		nd specify des	tination.		
Text		63			
Text/Photo				Artiz Fa	
Photo	Freq. 0	01-080 0	181-160	161-240	241-3:
	COOO12 ABC COMP ANY	100023 BERLIN OFFICE	100031 London O FFICE	COOO43 NEW YORK OFFICE	100051 TORON OFFIC
ОК	100071 X STORE	100081 PARIS OF FICE	LOOO91 DETROIT FACTORY	100101 SAN FRAN CISCO	100111 SYDNE FFICE

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.

- □ You can choose whether the image density is set to Auto Image Density, Manual Image Density or Combined Auto and Manual Image Density when the machine is turned on or modes are cleared. Use the [Gen. Settings/Adjust] key.
 ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual
- □ The machine returns to the Original Type default setting after every transmission. You can change this with the [Gen. Settings/Adjust] key.
 ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

1 Selecting the type of image density.

Auto Image Density

Make sure that [Auto Image Density] is selected.

Standard	ORead				
Resolution	Set original a	nd specify des	tination.		
Text	۲	<u>63</u> _			
Original Type				Adv. Fe	olures
Auto Image Density	Freq. 0)1-080 0	181-160	161-240	241-3
	ABC COMP	C00023 BERLIN	LONDON O	COOO43 New York	<u>000053</u> Toron
(JLighter Darker)	ANY	OFFICE	FFICE	OFFICE	OFFIC
Auto Detect	X STORE	LOOO81 PARIS OF	COOO91 DETROIT	COO103 SAN FRAN	COO111 SYDNE
Scan Area		FICE	FACTORY	CISCO	FFICE

🔗 Note

□ If [Auto Image Density] is not selected, press [Auto Image Density].

Manual Image Density

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

Standard	OReady							
Resolution	Set original a	nd specify des	tination.					
Text	۲	63 _						
Original Type				Adv. F	xiures			
Auto Image Density	Freq. OI	01-080 (181-160	161-240	241-3:			
(Lighter Darker)	COOO13 ABC COMP ANY	100021 BERLIN OFFICE	LODO31 LONDON O FFICE	100041 NEW YORK OFFICE	TORON OFFIC			
Auto Detect Scan Area	100073 X STORE	100081 PARIS OF FICE	LOOO91 DETROIT FACTORY	COOTOD SAN FRAN CISCO	E00111 SYDNE FFICE			

② Press [Lighter] or [Darker] to change the density.

Standard	ORead				
Resolution	Set original a	nd specify des	tination.		
Photo Original Type	۲	<u>63</u> _			
				Adv. St	dures.
Auto Image Density	Freq. 01	01-080 0	181-160	161-240	241-3:
(Lighter Darker)	200013 ABC COMP ANY	100021 BERLIN OFFICE	LOOO31 LONDON O FFICE	100043 NEW YORK OFFICE	<u>100051</u> TORON OFFIC
Auto Detect Scan Area	200073 X STORE	100081 PARIS OF FICE	COOO93 DETROIT FACTORY	<u>COO103</u> SAN FRAN CISCO	100113 SYDNE FFICE

🖉 Note

□ You can select one of seven density levels.

Combined Auto and Manual Image Density

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

Standard	OReady							
Resolution	-	nd specify des	tination.					
Text	۲ ا	<u>63</u> _						
Original Type				Adv. Fr	siures			
Auto Image Density	Freq. 0	01-080 0	181-160	161-240	241-3			
(Lighter Darker)	COOO13 ABC COMP ANY	COOO23 BERLIN OFFICE	100031 LONDON O FFICE	100041 NEW YORK OFFICE	TORON OFFIC			
Auto Detect Scan Area	200073 X STORE	100081 PARIS OF FICE	C00091 DETROIT FACTORY	<u>COOIOJ</u> SAN FRAN CISCO	100111 SYDNE FFICE			

2 Press [**(**] Lighter] or [Darker **)**] to change the density.

Standard	ORead						
Resolution	Set original and specify destination.						
Text	► `	63					
Original Type	L			Adv. F	siures		
Auto Image Density	Freq. 00	1-080 0	81-160	161-240	241-3:		
Lighter Darker	ABC COMP ANY	100021 BERLIN OFFICE	LONDON O FFICE	100043 NEW YORK OFFICE	TORON OFFIC		
Auto Detect Scan Area	X STORE	<u>COOO81</u> PARIS OF FICE	COOO93 DETROIT FACTORY	COO103 SAN FRAN CISCO	COOTIN SYDNE FFICE		

🖉 Note

□ You can select one of seven density levels.

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.

Place 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.

🖉 Note

It is recommended that originals are placed on the exposure glass when mixing scan settings for a multiple page original.

When placing 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.

- **1** Check which pages you wish to scan with different settings.
- **2** Remove the previous page and place the next page.
- Select the Image Density, Resolution and Original Mode.

Standard	ORead				
Resolution		stination. If no			
Text		ea 0123	3456789	9_	
Original Type	Add			Adv. Fe	eatures
Auto Image Density	Freq. 0	01-080 0	181-160	161-240	241-3
(Lighter Darker)	COOO13 ABC COMP ANY	100021 BERLIN OFFICE	LOOO31 LONDON O FFICE	100041 NEW YORK OFFICE	COOOSI TORON OFFIC
Auto Detect Scan Area	100071 X STORE	100081 PARIS OF FICE	LOOO91 DETROIT FACTORY	<u>COO103</u> SAN FRAN CISCO	100111 SYDNE FFICE

🖉 Note

□ Adjust settings for each page before you press the **[Start]** key.

When placing originals in the document feeder (ADF)

- **1** Check which pages you wish to scan with different settings.
- 2 Select the Image Density, Resolution and Original Mode before the next page is scanned.

Standard Scar	
Resolution	ing scanned originals.
Text Original:	V ^{E®} 0123456789_
Original Type	
Auto Image Density	
()Lighter Darker	
Auto Detect	
Scan Alias	

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 programmed 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.

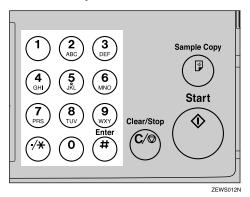
Number Keys

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, "Subaddress" in the Advanced Features manual

1 Enter the fax number with the number keys.



The digits appear on the display as you enter them.

ORead Enter next des	ly stination. If no	ne, press (Star	t].		Informa	tion
Add	્લ્લ 012:		Adv. F	Tot eatures	al: 1/1 Clear	
Freq. 0 COOO13 ABC COMP ANY	01-080 0 <u> 100023</u> BERLIN OFFICE	81-160 100033 LONDON 0 FFICE	161-240 100043 NEW YORK OFFICE	241-320 100053 TORONTO OFFICE	321-400 <u>100063</u> XYZ CO.L TD	Group
100071 X STORE	ICOOOBI PARIS OF FICE	100093 DETROIT FACTORY	100101 SAN FRAN CISCO	100113 SYDNEY O FFICE	<u>COO123</u> LA FACTO RY	\ ▼

- □ If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and enter again.
- □ If the optional ISDN Unit or the optional Extra G3 Interface Unit Connector is installed, select G3 or G4 before you press the [Start] key. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

Restrictions When Dialing with the Number Keys

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

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

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

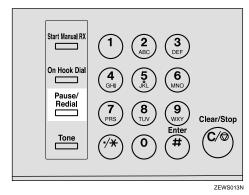
🖉 Note

- When this machine is requested to transfer a call (i.e. become a Transfer Station), 2 fax numbers are automatically programmed. 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 programmed, only Immediate Transmission is allowed.

- □ If a memory file is awaiting transmission and the "Memory is full. Cannot scan more. Transmitting only scanned pages." 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 programmed 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.



Limitation

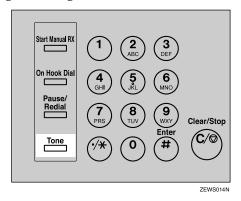
□ You cannot insert a pause before the first digit of a fax number.

🖉 Note

□ A pause is shown as a "-" on the display.

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.



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 tonal 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.
- □ When G4 is selected, the display shows UUI after a tone indication "*". ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- □ When G3 is selected on ISDN line, you can set the indication after a tone indication "*" in the User Parameters : PB(tone) or UUI. ⇒ Chapter 4, "Advanced Features", Chapter 8, "Changing Key Operator Settings" in the Advanced Features manual

Quick Dials

When you have programmed a destination's number in a Quick Dial table, you can dial the number by just selecting the destination from the 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 a destination for the Quick Dial table prior to using Quick Dial. \Rightarrow p.54 "Programming Quick Dials"

🖉 Note

- When you press the title key above the destination keys, the destination keys programmed in that title key appear.
- □ To check the contents of Quick Dial, print the Quick Dial list. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual
- □ A stored name can be printed out on the first page of a received fax at the other end. ⇒ Chapter 4, "Transmission Options" in the Advanced Features manual

 \Rightarrow p.41 "Dialing"

 Place your original and select any scan settings you require. ⇒ p.36 "Scan Settings"

2 Press the title key for the table with the desired destination key.

						AU
ORead					Informa	
Set original ar	nd specify des	tination.				100%
l t	63			Tof	tal:	
	- ····				1	
L			Adv. F	and one of the second		
				weeks 1		
Freq. 00	01-080 (81-160	161-240	241-320	321-400	Group
[C00013	100021	100033	00041	00051	[0006]	1.40
ABC COMP	BERLIN	LONDON O	NEW YORK	TORONTO	XYZ CO.L	1/2
ANY	OFFICE	FFICE	OFFICE	OFFICE	TD	
£00073	00083	C 00093	00103	00112	[0012]	
X STORE	PARIS OF	DETROIT	SAN FRAN	SYDNEY O	LA FACTO	<u> </u>
	FICE	FACTORY	CISCO	FFICE	RY	▼

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

ORead					Informa	tion
	G3.		Adv. F	sture 📗	al: 1	
		81-160	161-240	241-320	321-400	Grou
ABC COMP ANY	100021 BERLIN OFFICE	100031 LONDON O FFICE	LOOO41 NEW YORK OFFICE	TORONTO OFFICE	<u>100061</u> XYZ CO.L TD	1/2
100073 X STORE	ICOOOBI PARIS OF FICE	100093 DETROIT FACTORY	<u>too103</u> SAN FRAN CISCO	100113 SYDNEY O FFICE	<u>00123</u> LA FACTO RY	▼

🖉 Note

- □ To cancel a selected destination, press that destination again.
- □ If you wish to dial another destination, press **[Add]** and repeat steps **2** and **3**.

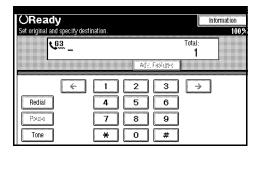
4 Press the [Start] key.

Changing Display Method

- 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

OReac Set original a		stination			Informa	tion
٩	<u>63</u> _				al: 1	
Freq. 0	01-080	081-160	161-240	241-320	321-400	Group
COOO13 ABC COMP ANY	E00023 BERLIN OFFICE	LOOO31 LONDON O FFICE	100041 NEW YORK OFFICE	100053 TORONTO OFFICE	<u>100061</u> XYZ CO.L TD	1/2
100073 X STORE	100081 PARIS OF FICE	100093 DETROIT FACTORY	100103 SAN FRAN CISCO	100113 SYDNEY O FFICE	<u>100123</u> LA FACTO RY	

Display Number Key



Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send 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. \Rightarrow p.63 "Programming Groups"

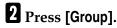
Limitation

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, "Printing the Group Dial List" in the Advanced Features manual
- □ A total of 500 destinations can be programmed for Group Dial.

1 Place your original and select any scan settings you require.

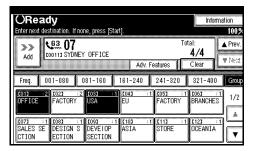


ORead		tination			Informa	tion
٩	nd specify des			Tot	ial: 1	
Freq. 0	01-080 0	81-160	161-240	241-320	321-400	Group
ABC COMP	100021 BERLIN OFFICE	100031 LONDON O FFICE	100041 NEW YORK OFFICE	100053 TORONTO OFFICE	<u>100061</u> XYZ CO.L TD	1/2
<u>000073</u> X STORE	100081 PARIS OF FICE	COOO93 DETROIT FACTORY	ICOO 103 SAN FRAN CISCO	100111 SYDNEY O FFICE	<u>100123</u> La facto Ry	\ ▼

Press the group key for the desired group.

ORe Set origin	ady al and specify d	estination.			Informa	tion
	1 63 _		- Adv. 6		tal: 1	
Freq.	001-080		161-240		321-400	
0FFICE	E CO23 FACTORY	2 <u>033</u> : 1 USA	<u>041 : :</u> EU	FACTORY	<u>CO63 : 1</u> BRANCHES	1/2
1073 SALES CTION	:1 1083 SE DESIGN S ECTION	1 091 :1 DEVEIOP SECTION	<u>[10] :</u> ASIA	STORE	<u>[12] : 1</u> OCEANIA	▼

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



🖉 Note

□ If you make a mistake, press the group key or **[Clear]** and start again.

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

- When the machine rings, pick up the handset of the external telephone.
- ② If you hear beeps, press the [Start] key or the [Start Manual RX] key. (The [Start] key is available in the facsimile mode when an original is not placed only.)
- ③ Replace the handset of the 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 as 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

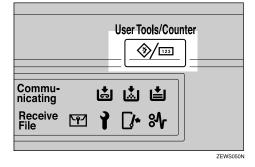
□ You can program up to 22 characters in G4 Terminal ID.

∰Important

□ You can confirm the programmed settings from Parameter Setting. We recommend that you print and keep the Parameter List when you program or change settings. ⇒ Chapter 8, "Printing the User Parameter list" in the Advanced Features manual

Programming

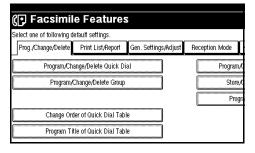
Press the [User Tools/Counter] key.



2 Press [Facsimile Features].

s/Counter/Inquiry				
	00	Copier/Document Server Features		碰
Settings	¢	Facsimile Features		
Joungo	Ь	Printer Features		i
	6	Scanner Features		123

B Press [Gen. Settings/Adjust].



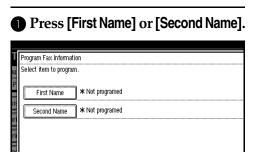
4 Press [Program Fax Information].

	AUG 15, 2002, 11:15 AM
	Exit
ettings/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 ▲ FTR-Y. ▼Next

🖉 Note

- □ If "Program Fax Information" is not shown, press [▲ Prev.] or [▼ Next].
- **5** Program the name and facsimile number.

Programming a Fax Header

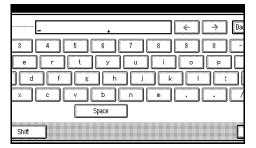


Own Fax Number | G4 Terminal ID

2 Enter a Fax Header.

Own Name

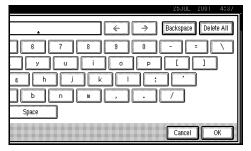
Fax Header



₽ Reference

 \Rightarrow p.72 "Entering Text"

3 Press [OK].



Programming an Own Name

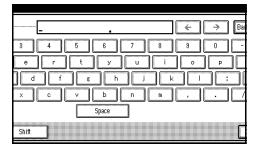
Press [Own Name].

T	Program Fax Information	n
30	Select item to program	
P	First Name	* Not programed
	Second Name	* Not programed
ri		
ns N		
n	Fax Header	Own Name Own Fax Number G4 Terminal ID

2 Press [Own Name].

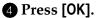
I	Program Fax Information
	Select item to program.
	eren tente program
Ρ	[·····································
	Own Name
his	
or 	
ri	
ns.	
n	Fax Header Own Name Own Fax Number G4 Terminal ID
-	

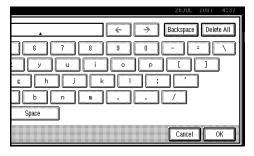
3 Enter an Own Name.



PReference

 \Rightarrow p.72 "Entering Text"





Programming an Own Fax Number

Press [Own Fax Number].

Т	Program Fax Information
811	Select item to program.
D	
F	First Name * Not programed
his	
	Second Name * Not programed
bri	
ri	
ns	
	Eav Header Own Name Own Fax Number G4 Terminal ID
111	Tradineauer Own Name Own Fax Number G4 Terrininal ID

5

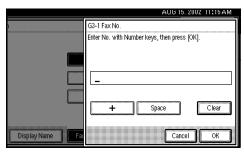
2 Select line type to Program.

_	
Т	Program Fax Information
au	Select item to program.
P	
	For G3-1
ori	
ri	
ns	
	Englished Anno Marco I Anno Fachlandar
:n:	Fax Header Own Name Own Fax Number

- The display differs according to the number of G3 Interface Unit (option) installed.
- When an Extra G3 Interface Unit (option) is installed, the display appears as below.

1	Program Fax Information
81.	Select item to program.
F	For G3-1
-	For G3-2
) 33	
ri	
n	
: -	Fax Header Own Name Own Fax Number
-	

3 Enter a facsimile number.



\mathcal{P} Reference

 \Rightarrow p.72 "Entering Text"

4 Press [OK].

Programming G4 Terminal ID

The display appears as below when the optional ISDN Unit is installed.

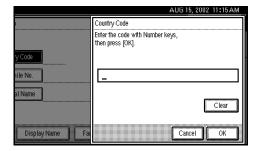
Press [G4 Terminal ID].

1	Program Fax Information	
вIJ	Select item to program.	
Ρ	No Net Desistand	
	First Name * Not Registered	
115	Second Name * Not Registered	
bri		
ri		
ns 		
I	Fax Header Own Name Own Fax Number G4 Terminal I	D
-		*

2 Press [Country Code].

T	Program Fax Information
au.	Select item to program.
P	Country Code
¥ ¥	Facsimile No.
ri	Terminal Name
 IN:	Fax Header Own Name Own Fax Number G4 Terminal ID
	· · · · · · · · · · · · · · · · · · ·

3 Enter a country code using the number keys.



4 Press [OK].

5	Pross	[Facsimile	No 1
э,	riess	Гасэнние	INO.J.

Т	Program Fax Information
8U	Select item to program.
P	Country Code
	Facsimile No.
ri	Terminal Name
ns	
	Fax Header Own Name Own Fax Number G4 Terminal ID

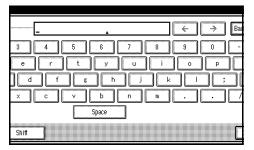
6 Enter a facsimile number using the number keys.

	AUG 15, 2002 11:15 AM
	Facsimile No.
	Enter facsimile No. with Number keys, then press [OK].
y Code	
nile No.	
al Name	Clear
Own Name 🛛 Own	Cancel

Press [OK].Press [Terminal Name].

Т	Program Fax Information
811	Select item to program.
P	Country Code
	Facsimile No.
ri	Terminal Name
ns	
:n:	Fax Header Own Name Own Fax Number G4 Terminal ID

9 Enter a terminal name.



\mathcal{P} Reference

 \Rightarrow p.72 "Entering Text"

Press [OK].

6 Press [Exit].

2 Press the **[User Tools/Counter]** key.

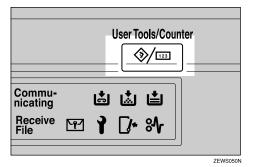
The machine will return to standby mode.

Editing

🖉 Note

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

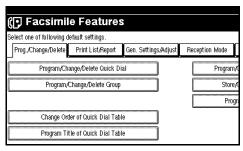
Press the [User Tools/Counter] key.



2 Press [Facsimile Features].

i Settings	ø	Facsimile Features	
r settings	Ъ	Printer Features	i

B Press [Gen. Settings/Adjust].



4 Press [Program Fax Information].

Features	5	A(
ault settings.		
Print List/Report	Gen. Settings/Adjust	Reception Mode Key Operator Tools
nission Switch	Memory Transmission	Switch Title of Quick Dial Table
ority	Standard	Switch Display
riority	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].

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

Т	Program Fax Information
8.0	Select item to program.
P	First Name DEF COMPANY
h is III is	Second Name SALES DIV.
n	Fax Header Own Name Own Fax Number G4 Terminal ID

6 Press the item you want to edit.



3

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

20001 4.07
, Backspace Delete All
6 7 8 9 0 - = \
y u i o p []
shjkl;,
b n m , . /
Space
Cancel

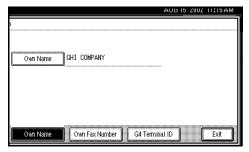
Note

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

8 Press [OK].



9 Press [Exit].



Press the [User Tools/Counter] key. The machine will return to standby mode.

Deleting

Note

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

1 Press the **[User Tools/Counter]** key.

				ools/Cou ≫∕ ⊡	
Commu- nicating		,	\$	ŧ	
Receive File	` Ŷ⁄	1	[/•	黔	

2 Press [Facsimile Features].

s/Counte			
	۵	Copier/Document Server Features	,¢*
ı Sett ings	ø	Facsimile Features	
ookiigo	Ъ	Printer Features	i
	6	Scanner Features	123

B Press [Gen. Settings/Adjust].

ault settings.			
Print List/Report	Gen. Settings/Adjust	Reception Mode	Key Operator Tools
ge/Delete Quick D	ial	Progran	n/Change/Delete Standard N
ange/Delete Group		Ston	e/Change/Delete Auto Docu
		Pro	gram/Change/Delete Scan S
of Quick Dial Tab			
of Quick Dial Tab	le		

4 Press [Program Fax Information].

				AU
Features	s			
ault settings.				
Print List/Report	Gen. Settings/Adjust	Reception Mode	Key Operator Tools	
hission Switch	Memory Transmission	Switch Tit	le of Quick Dial Table	
ority	Standard	S	witch Display	
riority	Text	Adju:	st Sound Volume	
nsity	ON	Prograf	m Fax Information	
nsity	Level 4		1/3	

Note

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

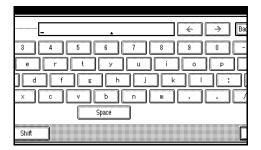
5 Press [Fax Header], [Own Name] or [Own Fax Number] for deleting.

Т	Program Fax Information
BU	Select item to program.
P	First Name DEF COMPANY
	Second Name SALES DIV.
ri	
ns	
: :	Fax Header Own Name Own Fax Number G4 Terminal ID

6 Press the item you want to delete.

	Al
Т	Program Fax Information
au	Select item to program.
P	Own Name DEF COMPANY
bri	
ri i i i	
	Fax Header Own Name Own Fax Number G4 Terminal IC

7 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.

8 Press [OK].



9 Press [Exit].

	AUG 15, 2002	11:15 AM
Own Name		
Own Name Own Fax Number G4 Termin	al ID	Exit

Press the [User Tools/Counter] key.

The machine will return to standby mode.

Setup

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. \Rightarrow p.43 "Tone", \Rightarrow Chapter 4, "Transmission Features" in the Advanced Features manual

- Destination name (up to 20 characters)
- 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 the group name) will be programmed as the Key Display automatically if you do not program a Key Display.

• Select Title

You can select a title for display programmed destinations. If no specific title is selected, only "Quick Dial List" will be shown.

🖉 Note

□ You can program your own messages to be used as standard messages.
 ⇒ Chapter 7, "Program/Delete Menu" in the Advanced Features manual

∰Important

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

Programming Quick Dials

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

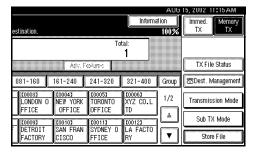
Limitation

When a programmed 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 at this time.

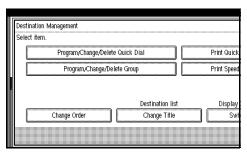
🖉 Note

- Up to 400 destinations can be programmed. 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 settings for the F Code, Space and Sub-address.
- □ You can program a destination into the Quick Dial table using [Prog./Change/Delete] in The Facsimile Features. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

Press [Dest. Management].



2 Press [Program/Change/Delete Quick Dial].



3 Select the destination key you want to program.

	Pr	ogram/Change	/Delete Quick	Dial				╡	
	Select destination to program or change. Programing No.: 15,								
I		शल्पु. 🛛 0	01-080	081-160	161-240	241-320	321-400		
		100251 * Not programed	100261 * Not programed	100273 * Not programed	100283 * Not programed	±00293 ★ Not programed	100301 * Not programed		
		100313 * Not programed	100321 * Not programed	100331 * Not programed	100341 * Not programed	±00351 ★ Not programed	100363 * Not programed		
	Programed programed programed programed programed programed								

🖉 Note

- □ If the destination key has not been programmed,[*Not programed] is shown.
- ☐ If an unprogrammed key is not shown, press [▲ Prev.] or [▼ Next].
- □ Press [Change Title] to display another title.
- **4** Enter the name of the destination.



Reference

 \Rightarrow p.72 "Entering Text"

🖉 Note

□ If the key has been programmed already, the contents are shown.

5 Press [OK].

The name has been programmed.

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

Program/	Change (Quick Dial	Enter fax N	o, of destina	tion.		
	Adv. Fasiures						
	(*	1	2	3	→	
			4	5	6		
Paus	е		7	8	9		
Tone	e		*	0	#		

🖉 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. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual.
- □ 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. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

Programming/Changing Key Display

Press [Key Display].

2 Enter a Key Display.



🖉 Note

□ The name which you programmed is shown. ⇒ p.72 "Entering Text"

3 Press [OK].

The Key Display which you programmed is shown.

Selecting a Title

- Press [Select Title].
- Select the title you want to program.

ia.	Select Title								
Select title for the destination.									
ļ	► Destination List	Freq.	001	-080	(i); i ·	· {:(i	181	-240	241-3
	► Title 1	Freq.	AB	CD	EF	GH	IJK	LMN	OPQ F
3	► Title2	Freq.	1	2	3	4	5	6	7
	► Title3	Freq.]	1	2	2		3	4

🖉 Note

- You can program the same destination in [Title 1], [Title 2] and [Title 3].
- □ When [Freq.] is selected for one title, [Freq.] is selected for all titles. ⇒ Chapter 7, "Program/Delete Menu" in the Advanced Features manual

3 Press [OK].

Selecting a Fax Header

Press [Select Fax Header].

Select [1st Name] or [2nd Name] for registration.

ia.	Select Fax Header
	Select Fax Header to be printed at destination.
	1st name
	2nd name

3 Press [OK].

Programming Label Insertion

Press [Label Insertion].
 Select [ON] or [OFF].

ia.	Label Insertion		
	If it is ON, destination name	and standard me	essage will be stamped at destination.
	OFF		
	ON	▶lie 1	(EF (())#Pany
		▶lie 1	i adiantei
		►lie 3	Place plane

🖉 Note

□ If you select **[OFF]** or if you want to insert only the destination name, go to step **6**.

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

		AUG 18, 3	2002 11:15AM				
ame and stan	ame and standard message will be stamped at destination.						
► Line	1 [DEF COMPANY					
►Line	-	Confidential	Change				
► Line	3 F	Please phone	Change				
		Canc	el OK				

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

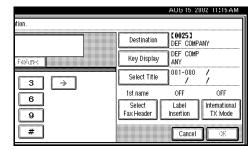
ia.	Label Insertion						
	If it is ON, destination name and standard message will be stamped at destination.						
	OFF						
	Stmp Std Mssg Select standard message to stamp at 2nd line.						
I	Confidential Urgent Popt Message I * Not Programed						
	Please phone Right Merssey: 2 × Not Programmed						
	Copy to correst section Regist Message 3 * Not Programmed						
0							



🖉 Note

6 Press [OK].

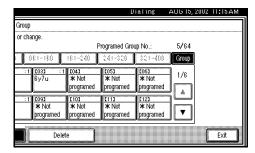
□ To stamp the standard message at the second or third line, proceed from step **B**. **7** Press [OK].



🖉 Note

□ If you press **[Cancel]**, no changes are made. The display appears as in step **E**.

8 Press [Exit] .



9 Press [Exit]

The machine will return to standby mode.



57

Editing Quick Dials

Change the destination information already programmed. Use this procedure to cancel a transmission after the original has been scanned.

Limitation

When a programmed 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 at this time.

🖉 Note

You also can change the destination information in "Program/Delete Menu" in "The Facsimile Features".

Press [Dest. Management].

				AUG	10, 2002 TEETO AM
estination.			Informa	ation 100%	Immed. Memory TX TX
		Tot	al: 1		
	Adv. Fe	siere:			TX File Status
081-160	161-240	241-320	321-400	Group	🕾 Dest. Management
LONDON O	COOO43 NEW YORK	<u>000053</u> TORONTO	<u>000061</u> XYZ CO.L	1/2	Transmission Mode
[0009]	OFFICE	OFFICE	10 (0012)	l	Sub TX Mode
DETROIT FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	▼	Store File

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

Select iter	n Management n.				
	Program/Change,	Delete Quick Dial	Print Quicł		
	Program, Change/Delete Group Print Spee				
		No distanti se list	Diselse		
		Destination list	Display		
	Change Order	Destination list Change Title	Display Sw		
	Change Order		Display		

3 Select the destination key you want to change.

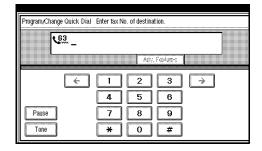
	Program,Change/Delete Quick Dial							
l	Select destination to program or change.							
H	Programing No.: 15,							
l	ित्सन्त्र, 001-080	081-160	161-240	241-320	321-400			
	C00253 C00263 * Not * Not programed program	100273 * Not programed	100281 * Not programed	too293 * Not programed	tooso1 * Not programed			
	£00313 £00323 ★ Not ★ Not programed program	red programed	× Not programed	£00351 ★ Not programed	100361 * 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.
- 4 Edit the items you want to change.

Editing a Facsimile Number

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



- □ Press [Adv. Features] to edit F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- □ 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. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

Editing a Destination

Press [Destination].

2 Reenter the destination.



Reference

 \Rightarrow p.72 "Entering Text"

3 Press [OK].

The new destination entered is shown.

Editing a Key Display

Press [Key Display].

2 Reenter the Key Display.

	•	🔶 🔿 Ba
3 4	5 6 7	8 9 0 -
e r	t y u	I O P
d f	ε h j	k ;
x c	v b n	n , [.] /
	Space	

 \Rightarrow p.72 "Entering Text"

3 Press [OK].

The new Key Display entered is shown.

Editing a Title

Press [Select Title].

2 Select the title you want to edit.

ia.	Select Title									
	Select title for the dest	ination.								
	 Destination List 	Freq.	001-		081	-18()	1810	-240	241	-33
	► Title 1	Freq.	AB	CD	EF	GH	IJK	LMN	OPQ	R
قى	► Title2	Freq.	1	2	3	4	5	6	7	
	► Title3	Freq.				2	3	}		4
										C

🖉 Note

- □ You can program the same destination in [Title 1], [Title 2] and [Title 3].
- □ When **[Freq.]** is selected for one title, **[Freq.]** is selected for all titles.

3 Press [OK].

Editing a Fax Header

Press [Select Fax Header].

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

a.	Select Fax Header
	Select Fax Header to be printed at destination.
	1st name
in the second	2nd name
2	
l	



Editing Label Insertion

Press [Label Insertion].
 Select [ON] or [OFF].

ia.	Label Insertion			
10.0	If it is ON, destination name	and stan	dard	message will be stamped at destination.
ł				
	OFF			
Para	ON	≫iline	1	(EF COMPANY
2		≫-i ing-	<i></i>	(onfidential
ł		₩°. L. H. K.		·····
		».Lhe	3	Plasse plane
ł				
ł				n de la companya de l

Solution Note

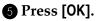
□ If you select **[OFF]** or if you want to insert only the destination name, go to step **6**.

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

			AUG 15, 2002 11:15 AM
iame	and standard m	essage will be stamped at destination	 N.
	►Line 1	DEF COMPANY	
	►Line 2	Confidential	Change
	►Line 3	Please phone	Change
			Cancel OK

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

Ia.	Label Insertion	
	If it is ON, destination name and standard mess	sage will be stamped at destination.
	OFF	
	Stmp Std Mssg Select standard message to	stamp at 2nd line.
	Confidential Urgent	Popt Messge I X Nol Programed
	Please phone	Right Herseyer 2 # Not Programmed
	Copy to corres. section	Rigd Messgel: X Nol Programed
10		

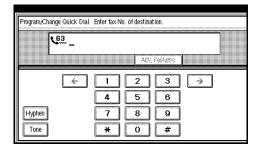


🖉 Note

□ To stamp the standard message at the second or third line, proceed from step **B**.

5 Press [OK].

The destination information changes.



🖉 Note

□ If you press **[Cancel]**, no changes are made. The display appears as in step **E**.

6 Press [Exit] .

or ch	ange.	F	rogramed Gro	up No.:	5/64	
	(18:1-18:(1	181-240	241-320	321-400	Group	
: 1	<u>1031 :1</u> 6y7u	to43 ★ Not programed	£051 ₩ Not programed	©63 ★ Not programed		
:1	x093 ★ Not programed	<u>£103</u> * Not programed	× Not programed	€123 ★ Not programed		

7 Press [Exit].

The machine will return to standby mode.

60

Deleting Quick Dials

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

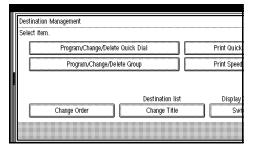
Limitation

When you try to delete a Quick Dial key that 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 at this time.

Press [Dest. Management].

				AUG	15,2002 11:15 AM
estination.			Informa	tion 100%	Immed. Memory TX TX
		Tot	al: 1		
	Adv. F	odures			TX File Status
081-160	161-240	241-320	321-400	Group	⊠Dest. Management
LONDON O	LOOO43 NEW YORK OFFICE	COODED TORONTO OFFICE	<u>000063</u> XYZ CO.L TD	1/2	Transmission Mode
[1110L [000092	£00103	C 00113	10 [0012]	Lå.	Sub TX Mode
FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	T	Store File

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



3 Press [Delete].

	Program,/Change/Delete Quick Dial									
	Select destination to program or change. Programing No.: 15									
		freq. 01	01-080 0	081-160	161-240	241-320	321-400	Ľ		
(A.1111)		©00253 ★ Not programed	100263 * Not programed	100273 * Not programed	100281 X Not programed	100293 * Not programed	100301 * Not programed			
		100313 * Not programed	COO323 * Not programed	C00333 C00343 ** Not ** Not programed programed		L00351 L00361 * Not * Not programed programe				
		Program/C	hange	Dele	te			_		

4 Select a destination key to be deleted.

Program/Change/Delete Quick Dial										
Select destination to delete. Programing No.: 16,										
	Freq.	01-080	081-160	161-240	241-320	321-400				
	00073 * Nol programed	00.33 * No propaned	icoccia IX Nol programed	100.30 * No propaned	totosia 1% Nol programed	icio co X Nol propaned];]r			
	KACIA X NO DROJANIO	200-22 * No 200-22	orecci X Nel programed	20032 X No 100320	i poressi I X Nel programed	0623 * No propanoj				
	Program/	Change	, Dele	te 👔						

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.

5 Press [Delete].

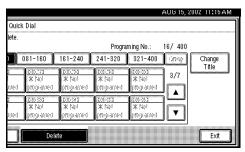


The destination has been deleted.

🖉 Note

□ If you press **[Do not Delete]**, the destination is not deleted. The display appears as in step **2**.

6 Press [Exit].



7 Press [Exit].

The machine will return to standby mode.

Groups

Programming 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 or 2,200 numbers with optional Fax Function Upgrade Unit, 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 the group name) will be programmed as the Key Display automatically if you do not program a Key Display.

You can edit destinations which are programmed in a group.

Programming Groups

Preparation

All destinations to be programmed should be selected using the Quick Dial table or entered using the number keys. You can use a combination of the Quick Dial table and number keys.

∰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 programmed 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 at this time.

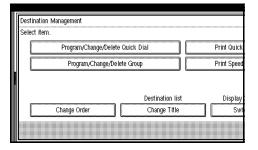
🖉 Note

- The maximum number of distinations that can be programmed in total is 500 (2,200 with optional Fax Function Upgrade Unit). With Quick Dial table: 400 (1,200 with optional Fax Function Upgrade Unit) With number keys: 100 (1,000 with optional Fax Function Upgrade Unit)
- The theoretical maximum number of destinations you can store in a Group ^{*1} is 500 ^{*2} (2,200 with optional Fax Function Upgrade Unit installed).
- *1 If the same distination number is programmed in several Groups, it will only be counted as a single item.
- *2 A maximum of 400 numbers can be stored with the Quick Dial table and 100 numbers with the number keys.

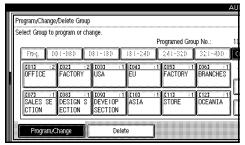
Press [Dest. Management].

				AUG	15, 2002 11:15 AM
estination.			Informa	tion 100%	Immed. Memory TX TX
		To	tal: 1		
	Adv. F	adumes 👘			TX File Status
081-160	161-240	241-320	321-400	Group	🕾 Dest. Management
LONDON O	COOO43 NEW YORK	COOOS2 TORONTO OFFICE	100061 XYZ CO.L	1/2	Transmission Mode
[FF1CE	£00103	200113	10 200123		Sub TX Mode
DETROIT FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	▼	Store File

2 Press [Program/Change/Delete Group].



Select the group key you want to program.



🖉 Note

- □ If the group key has not been programmed, [*Not programed] is shown.
- □ If the destination key you require is not shown, press [▲
 Prev.] or [▼ Next].

4 Enter the name of the group.



🖉 Note

□ You should program the group name.

Reference

 \Rightarrow p.72 "Entering Text"

5 Press [OK].

The name has been programmed.

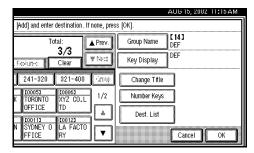
6 Specify the destinations to be programmed in the Group.

Program, Change Group Specify destination to store in Group.								
Call Total:								
Freq. 0								
COOO13 ABC COMP ANY	COOO23 BERLIN OFFICE	LONDON O FFICE	LOOO43 NEW YORK OFFICE	LOOOSI TORONTO OFFICE	<u>000063</u> XYZ CO.L TD	1/2		
tooo71 X Store	<u>100081</u> PARIS OF FICE	100093 DETROIT FACTORY	100101 SAN FRAN CISCO	100113 SYDNEY O FFICE	<u>100123</u> 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.
- ☐ If the destination key you require is not shown, press [▲ Prev.] or [▼ Next].
- □ Press [Change Title] to display another title.
- When you specify multiple destinations using the number keys, press [Add].
- Press [Dest. List] to confirm the destinations programmed in the group.

2 Press [OK].

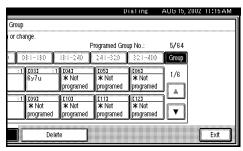


🖉 Note

□ If you press **[Cancel]**, the group is not programmed. The display appears as in step **B**.

3

8 Press [Exit].



9 Press [Exit].

The machine will return to standby mode.

Programming the Group as a Transfer Station of a Multi-Step Transfer

A Group can be programmed 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.

Limitation

- If you want to program a group which has been programmed as a Transfer Station as a normal group, delete the group and program again.
- □ Only one group can be programmed as a Transfer Station.
- Follow step **1** to **5** in "Programming 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 [OK].
- Press [Exit] twice.

 \Rightarrow Chapter 5, "Reception Functions" in the Advanced Features manual

Editing Groups

Change the Groups already programmed. Use this procedure to cancel a transmission after the original has been scanned.

Limitation

When a Group to be changed 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 key at this time.

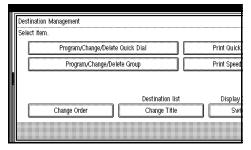
🖉 Note

You can change the Groups also in "Program/Delete Menu" in "The Facsimile Features".

1 Press [Dest. Management].

				AUG	15,2002 11:15AM
estination.			Informa		Immed. TX TX
			tal:		
	mmmin (MG17.77	stares			TX File Status
081-160	161-240	241-320	321-400	Group	🕾 Dest. Management
LONDON O	100043 NEW YORK	100051 TORONTO	100061 XYZ CO.L	1/2	Transmission Mode
[[FF102	000103	C00113	10 100121	Lå.	Sub TX Mode
DETROIT FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	T	Store File

2 Select [Program/Change/Delete Group].



3 Select the key for the group you want to change.

r	AU								
Program/Change/Delete Group									
Select Group to program or change.									
	Programed Group No.: 13								
freq. 001-080 081-18	o isi-240 241-820 821-400 C								
 1011 :2 1021 :2 1031 OFFICE FACTORY USA	:1 [043 :1] [053 :1 [063 :1] EU FACTORY BRANCHES								
CO73 :1 CO83 :1 CO93 SALES SE DESIGN S DEVEL CTION ECTION SECTI	OP ASIA STORE DCEANIA								
Program/Change	Delete								

🖉 Note

- □ If the group key you require is not shown, press [▲ Prev.] or [▼ Next].
- **4** Change the contents of the group.

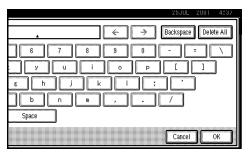
Program/C	Change Group If you have more, press [Add] an		
×× bbA	ABC COMPANY	Change	Dest 3s
	BERLIN OFFICE	Change	
	LONDON OFFICE	Change	

Editing a Group Name



		AUG 15, 2002 11:15 AM						
[Add] and enter destination. If none, press [OK].								
Change Dest. 3sets	Group Name	[14] DEF						
Change	Key Display	DEF						
Change								
	Dest. List							
		Cancel OK						

Press [Backspace] and [Delete All], and then reenter the group name.



PReference

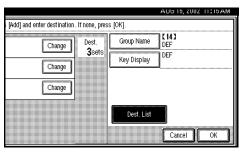
 \Rightarrow p.72 "Entering Text"

3 Press [OK].

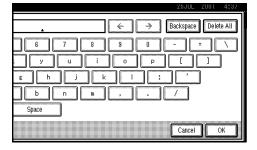
The display appears as in step **4**.

Editing Key Display





Press [Backspace] and [Delete All], and then reenter the Key Display.



Reference

 \Rightarrow p.72 "Entering Text"

8 Press [OK].

The display appears as in step **4**.

Editing a destination programmed in a Group

Press [Change] for the destination you want to edit.

The name of the destination is displayed under the fax number if the destination is programmed with the Quick Dial table.

COMPANY	Change	Dest. 3sets	Group Name
IN OFFICE	Change		Key Display
DN OFFICE	Change		
			Dest. List

🖉 Note

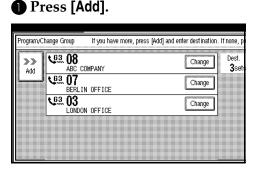
- ☐ If the destination you require is not shown, press [▲ Prev.] or [▼ Next].
- 2 Edit the destination using the number keys or destination key.

Program/Ch	ange Group	lf you have i	more, press (A	dd] and enter	destination. If	none, p
»» Add		321798_ DRK OFFICE	- Adv. Fr		tal: 4/4 Clear	▲ Prev. ♥ Nect
Freq.	001-080 (81-160	161-240	241-320	321-400	ंतव्य
<u>100013</u> ABC COMP ANY	ECOODE23 BERLIN OFFICE	<u>COOO33</u> LONDON O FFICE	t00043 NEW YORK OFFICE	100051 TORONTO OFFICE	<u>100061</u> XYZ CO.L TD	1/2
100073 X STORE	TOOOBJ PARIS OF FICE	COOO93 DETROIT FACTORY	100103 SAN FRAN CISCO	100111 SYDNEY O FFICE	<u>100123</u> LA FACTO RY	

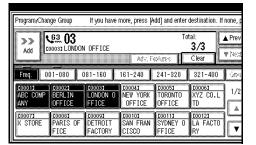
🖉 Note

- □ If the destination is programmed with the number keys, press the **[Clear/Stop]** key or **[Clear]** and enter the fax number of the destination.
- □ If the destination is programmed with the Quick Dial table, press the **[Clear/Stop]** key or **[Clear]** to cancel programming, and then program with the destination key again. You can cancel programming also by pressing the destination key.
- □ Press [Adv. Features] to edit F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- □ 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. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual
- □ To edit another destination, press [Dest.List] and proceed from step **2**.

Adding destinations



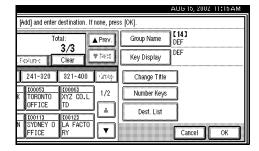
2 Add the destination using the number keys or a destination key.



🖉 Note

- □ To add another destination, press **[Dest.List]** and proceed from step **2**.
- You also can cancel programming also by pressing the destination key of the destination to be added.
- □ Press [Adv. Features] to program F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- □ 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. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

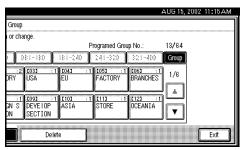
5 Press [OK].



🖉 Note

□ If you press **[Cancel]**, the group is not changed. The display appears as in step **§**.

6 Press [Exit].



2 Press [Exit].

The machine will return to standby mode.

Deleting Groups

Limitation

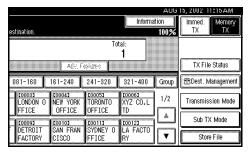
When a Group to be deleted is being used for a Memory Transmission on standby, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot delete destinations for this Group at this time.

🖉 Note

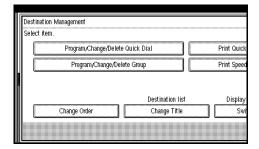
You can delete the Groups also in "Program/Delete Menu" in "The Facsimile Features".

Deleting a destination programmed in a Group

1 Press [Dest. Management].



2 Select [Program/Change/Delete Group].



3 Select the group key which contains the destination you want to delete.

							AU				
1	Pr	ogram/Change,	Delete Group								
Ш	Select Group to program or change.										
Ш	Programed Group No.: 1										
l		Freq. (ii	11-080	18:1-18:0	181-240	241-320	321-400				
			<u>CO23 : 2</u> FACTORY	<u>1033 : 1</u> USA	<u>1043</u> :1 EU	<u>1052 : 1</u> Factory	CO61 : 1 BRANCHES				
		<u>E073 :1</u> SALES SE CTION	<u>1083 :1</u> DESIGN S ECTION	1092 : 1 DEVETOP SECTION	<u>1103</u> :1 ASIA	<u>[11] : 1</u> Store	C123 :1 OCEANIA				
		Program/C	hange	Delet	e 🏼		·*				

🖉 Note

- ☐ If the group key you require is not shown, press [▲ Prev.] or [▼ Next].
- **4** Press [Change] for the destination you want to delete.

Program/C	hange Gro	up	If you hav	/e more,	press (/	\dd] and e	nter destinat	tion. If none,
>>> Add	<u>روي</u> ()8 .BC CON	(PANY				Change	J Dest. 3se
)7 Erlin	OFFICE				Change	
	6 3 ()3 .ondon	OFFICE				Change	וו

5 Press the **[Clear/Stop]** key or **[Clear]** to delete the facsimile number.

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

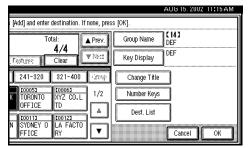
Program/Char	ige Group	lf you have	more, press (A	idd] and enter	destination. If	none,
Add C		321798 . DRK OFFICE	-	To estures	tal: 4/4 Clear	≜ Prev ♥ Nec
Freq. 0	01-080 (181-160	161-240	241-320	321-400	ino 1/2
ABC COMP ANY	OFFICE	FFICE	OFFICE	OFFICE	TD	
X STORE	PARIS OF FICE	DETROIT FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	Ī

🖉 Note

- If the destination is programmed with the Quick Dial table, you also can delete the destination by pressing to highlight the destination key.
- □ If you want to delete another destination, press [▲ Prev.] or [▼ Next] to display it.

The programmed Group is shown on the display.

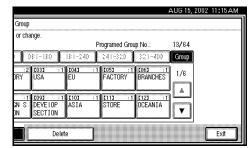
6 Press [OK].



🖉 Note

□ If you press **[Cancel]**, the destination is not deleted. The display appears as in step **1**.

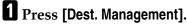
7 Press [Exit].



8 Press [Exit].

The machine will return to standby mode.

Deleting Groups



OReac Set original a		tination.			Informa	1009
٦	<u>63</u> _		Adv. F		al: 1	
Freq. 0	01-080 (81-160	161-240	241-320	321-400	Grou
COOO13 ABC COMP ANY	100021 BERLIN OFFICE	100031 LONDON O FFICE	100041 NEW YORK OFFICE	TORONTO OFFICE	100061 XYZ CO.L TD	1/2
100073 X STORE	100081 PARIS OF FICE	100091 DETROIT FACTORY	<u>100101</u> SAN FRAN CISCO	100113 SYDNEY O FFICE	100123 LA FACTO RY	

2 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	Swi

3 Press [Delete].

		AU				
	Program/Change/Delete Group					
H	Select Group to program or change.					
	Programed Group	No.: 18				
	Fire, 1001-080 081-180 181-240 241-320 1	321-400 (
(A		RANCHES				
	C072 :1 C082 :1 C102 :1 C112 :1 C1 :1 C1 S1 S1 S2 S2					
	Program,Change Delete					

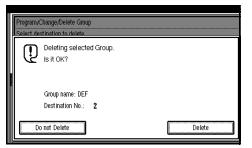
Select the key for the group you want to delete.

ſ	Program,Change/Delete Group							
	Select Group to delete.							
	L	(٢	rogramed Grou	JP INO.:	4 34
		Freq. ((030-14	181-180	181-240	241-320	321-400	C
		L131 :1 DEPARTME	(14) X No	1153 * Nol	16163 * 1464	(173 X Nol	(133 * No	
		NT	logislered.	ngsimed) বিজ্ঞানে বি	propaned	(লেন্ড) কালের	I۳
I		1352	IC:02	0.0	K. 23	133	K.343	٦L
I		* No	* Nei	* No	* No	* No	* No	ſ
U		লত্মাল	দেন্দের মন্যে	ആക്കൾ	চন্দ্রেজনের	ന്ത്രങ്ങൾ	গুল্বেন্সালে	
				·		~	~	
I		Program/C	hange	Delet	e			

🔗 Note

- □ If a group key has not been programmed, **[*Not programed]** is shown.
- If the group key has been programmed, the group name or Key Display is shown.

5 Press [Delete].

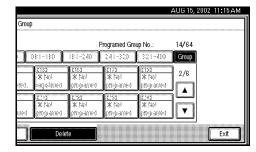


The group is deleted.

🖉 Note

□ If you press **[Do not Delete]**, the display appears as in step **E**.

6 Press [Exit].



2 Press [Exit].

The machine will return to standby mode.

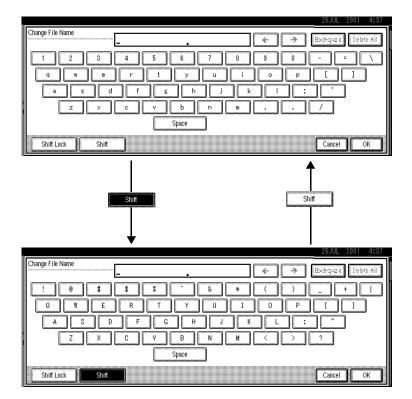
Entering Text

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.

How to Enter Text

Entering letters

1 Press [Shift] to switch between uppercase and lowercase.

2 Press the letter you want to enter.

Deleting characters

1 Press [Backspace] or [Delete All] to delete characters.

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 connects to the destination.

Printing

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

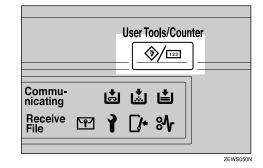
Limitation

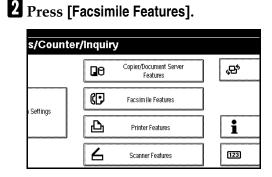
Adjusting Volume is not available with G4 on the optional Extra G3 Interface Unit.

🖉 Note

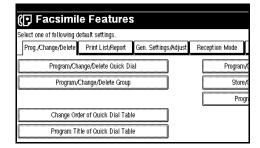
□ You can adjust the On Hook volume when you press the **[On Hook Dial]** key. ⇒ Chapter 4, "On Hook Dial" in the Advanced Features manual

Press the [User Tools/Counter] key.





3 Select [Gen. Settings/Adjust].



4 Select [Adjust Sound Volume].

Features	8			А
ault settings.				
Print List/Report	Gen. Settings/Adjust	Reception Mode	Key Operator Tools	
nission Switch	Memory Transmission	Switch Tit	le of Quick Dial Table	
rity	Standard	S	witch Display	
riority	Text	Adju	st Sound Volume	
nsity	ON	Progra	m Fax Information	
nsity	Level 4		1/3	

5 Press [Lower] or [Louder] for each item.

Adj	just Sound Volume				
Adj	ust volume, then press [O	K].			
∥►	On Hook Mode	Lower	<u> </u>	 7	Louder
┣►	At Transmission	Lower	<u> </u>	 7	Louder
►	At Reception	Lower	<u> </u>	 7	Louder
┣►	At Dialing	Lower	<u> </u>	 7	Louder
►	At Printing	Lower	<u> </u>	 7	Louder
					ſ

🔗 Note

□ You can hear the actual volume by pressing [Check].

6 Press [OK].

🖉 Note

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

7 Press [Exit].

8 Press the **[User Tools/Counter]** key.

The machine will return to standby mode.

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 Transmis- sion. Place originals that have not been scanned again.
Error occurred, and transmission was canceled.	A document jam occurred during Immediate Transmission. Press [OK] and re-send the page which has no been sent.
	An error occurred during Immediate Trans- mission. 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. Place originals again and press the [Start] key.
1 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. Transmit- ting only scanned pages.	If you press [OK] , the machine returns to the standby mode and starts transmitting pages which has been scanned.
Cannot scan to send fax message as scanner is in use for other function.	The Copy or Document Server function is in use. To cancel the job in process, do the follow-ing, and then try faxing again.
	Press [Exit], and then press the [Copy] or [Doc- ument Server] key. Next press the [Clear/Stop] key. When the message "[Stop] key was pressed. Stop printing?" or "[Stop] key was pressed. Stop storing?" appears, press [Stop].

When the [Facsimile] Key is Lit in Red

If this key is lit, press the **[Facsimile]** key to enter the facsimile mode. Refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	Add paper.
	\Rightarrow "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. The ma- chine will enter 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. \Rightarrow "Adding Toner" in the Copy Reference

Solving Problems

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	\Rightarrow p.38 "Image Density (Contrast)"
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty. Clean them. ⇒ the Copy Ref- erence manual Make sure that ink or correc- tion fluid is dry before placing the original.	
Received image is too light.	Request the sender to increase the image density.	
	When using moist, rough or processed paper, the printed im- age may be partly invisible. Only use recommended paper.	⇒ Appendix, "Acceptable Types of Originals" in the Ad- vanced Features manual
	When \textcircled{b} appears on the display, toner is beginning to run out. Replace the toner cartridge soon. \Rightarrow the Copy Reference manual	
Message appears blank at the other end.	The original was placed up- side down. Place it properly.	\Rightarrow p.18 "Placing Originals"
You want to cancel a Memory Transmission.	If the original is being pro- grammed, press the [Clear/Stop] key.	⇒ p.29 "Canceling a Memory Transmission"
	If the original is being sent, use "Change/Stop TX File" in the Information menu.	⇒ Chapter 2, "Checking and Canceling Transmission Files" in the Advanced Features manual
You want to cancel an Imme- diate Transmission.	Press the [Clear/Stop] key.	\Rightarrow p.29 "Canceling a Memory Transmission"
You cannot add any destina- tions to a Group although 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.	⇒ p.41 "Dialing"

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Both transmission and receiv- ing are impossible.	Make sure that the modular cord is correctly connected.	
	If you connect the ISDN line or PBX, check the setting.	
Transmission is possible, though receiving is impossible.	If you connect the ISDN line or PBX, check the setting.	
Receiving is possible, though transmission is impossible.	If you connect the ISDN line or PBX, check the setting.	

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