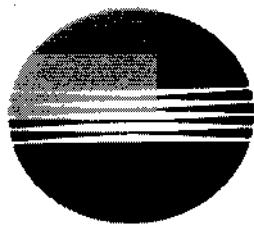


# MINOLTAFAX 1000

## Operator's Manual



MINOLTA

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**TRADEMARK  
NOTICE**

MINOLTAFAX 1000 is a trademark of MINOLTA CAMERA CO., Ltd.

**Precautions**

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.The information contained in this manual is subject to change without notice.

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# FCC Regulations

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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 or 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.*



**CAUTION: CHANGES OR MODIFICATIONS NOT EXPRESSLY APPROVED BY THE PARTY RESPONSIBLE FOR COMPLIANCE COULD VOID THE USER'S AUTHORITY TO OPERATE THE EQUIPMENT.**

## Canadian DOC Equipment Attachment Limitations

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**NOTICE:** The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

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

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

## Restrictions Concernant Le Raccordement de Materiel

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**AVIS:** - L'etiquette du ministere des Communications du Canada identifie le materiel est homologue. Cette etiquette certifie que le materiel conforme a certaines normes de protection, d'exploitation et de securite des reseaux de telecommunications. Le Ministere n'assure toutefois pas que le materiel fonctionnera a la satisfaction de l'utilisateur.

Avant d'installer ce materiel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de telecommunication. Le materiel doit egalement etre installe en suivant une method acceptee de raccordement. Dans certains cas, les fils interieurs de l'entreprise utilises pour un service individuel a ligne unique peuvent etre prolonges au moyen d'un dispositif homologue de raccordement (cordon prolongateur telephonique interne). L'abonne ne doit pas oublier qu'il est possible que la conformite aux conditions enoncees ci-dessus n'empchent pas la degradation du service dans certaines situations. Actuellement, les entreprises de telecommunication ne permettent pas que l'on raccorde leur materiel a des jacks d'abonne, sauf dans les cas precis prevus par les tarifs particuliers de ces entreprises.

Les reparations de materiel homologue doivent etre effectuees par un centre d'entretien canadien autorise designe par le fournisseur. La compagnie de telecommunications peut demander a l'utilisateur de debrancher un appareil a la suite de reparations ou de modifications effectuees par l'utilisateur ou a cause de mauvais fonctionnement.

Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise a la terre de la source d'energie electrique, des lignes telephoniques et des canalisations d'eau metalliques, s'il y en a, sont raccordes ensemble. Cette precaution est particulierement importante dans les regions rurales.

**Avertissement** - L'utilisateur ne doit pas tenter de faire ces raccordements lui-meme; il doit avoir recours a un service d'inspection des installations electriques, ou a un electricien, selon le cas.

L'indice de charge (IC) assigne a chaque dispositif terminal indique, pour eviter toute surcharge, le pourcentage de la charge totale qui peut etre raccordee a un circuit telephonique boucle utilise par ce dispositif. La terminaison du circuit boucle peut etre constituee de n'importe quelle combinaison de dispositifs, pourvu que la somme des indices de charge de l'ensemble de dispositifs ne depasse pas 100.

## I. Introduction

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The MINOLTAFAX 1000 is a desktop laser fax receiver. It ties directly to a telephone line and receives fax documents from any Group 3 fax machine. The 1000 is equipped standard with one megabyte of memory which will hold as much as 60 fax pages, although its capacity widely varies with the document and resolution transmitted. The memory is used for a variety of functions including back-up storage of incoming faxes, remote fax broadcasts and confidential fax storage. In addition, the memory will hold fax documents to produce multiple collated copies.

Both standard and fine fax transmission modes, including half-tones, are supported at speeds up to 9600 bps.



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## FEATURES

- *CCITT Group 3 fax compatibility supporting standard and fine transmission modes.*
- *250 sheet capacity standard plus optional 250 sheet tray.*
- *Approximately 6,000-page print capacity toner cartridge with integrated drum, toner, corona and cleaner (based on 5% black/white ratio).*
- *One megabyte of battery-protected memory provides storage of 60 fax pages, upgradeable to 4.0 megabytes or 240 pages. (Based on CCITT test chart #1).*
- *Variable, selectable output reduction options, including:*
  - *Fixed selectable reduction*
  - *Automatic reduction to fit letter-sized paper*
  - *Automatic selection of letter and legal-sized paper with optional paper tray*
- *Delivers up to five copies of incoming faxes — collated or uncollated, as selected.*
- *Voice response system enables quick, easy set-up and operation, and provides remote access to memory features.*
- *Memory broadcasts can be initialized from local or remote fax machines to virtually unlimited number of destinations (192 in permanent storage).*
- *Confidential fax mailbox stores all incoming faxes until requested to print or retransmit under password control.*
- *Auxiliary telephone connector allows phone line to be shared for outgoing faxes from an attached fax machine.*
- *Convenience copy feature provides plain-paper copies of documents using auxiliary fax machine.*

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<b>SPECIFICATIONS</b>	<i>Equipment type</i>	Desktop laser facsimile receiver
	<i>Fax compatibility</i>	CCITT Group 3
	<i>Modem</i>	9600 bps with automatic fallback to 7200, 4800 and 2400 per CCITT V.29 and V.27 ter
	<i>Print method</i>	Laser diode
	<i>Print speed</i>	6 pages per minute
	<i>Warm-up time</i>	Less than 60 seconds from cold start
	<i>Input paper capacity</i>	250 sheets standard plus optional 250-sheet second paper cassette
	<i>Output paper capacity</i>	100 sheets
	<i>Paper feeding</i>	Cassette
	<i>Paper size</i>	Legal, letter in standard tray, 16-24 lb; letter in second paper cassette
	<i>Memory</i>	1.0 megabyte standard equivalent to 60 fax pages based on CCITT Test Chart #1 in standard transmission mode
	<i>Image reduction</i>	Selectable fixed or automatic receive reduction from 100-91% in 1% increments plus 88% and 85%-65% in 5% increments
	<i>Paper selection</i>	Automatic selection of legal or letter-size paper with use of second paper cassette
	<i>Installation</i>	Installation parameters set locally or remotely via tone-dial telephone using interactive voice response system
	<i>Memory broadcast</i>	Broadcast from local or remote Group 3 fax machine via voice response; destination numbers entered separately or using predefined groups of up to 192 unique numbers
	<i>Confidential mode</i>	Stores incoming faxes in memory until instructed to print or retransmit to specified fax destination, via voice response, under password control
	<i>Polling</i>	Immediate, scheduled, or continuous receive polling initiated via voice response; fax numbers entered separately or using predefined groups of up to 192 unique numbers

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<i>.Telephone interface</i>	Public Switched Telephone Network (PSTN or equivalent) FCC Part 68 approved
<i>.Connectors</i>	Tel. line: RJ11C Aux: RF11C
<i>.Acoustic noise</i>	Less than 50 dBA (Operation) Less than 45 dBA (Standby)
<i>.Operating conditions</i>	Power supply: 100 - 120V, 50/60 Hz Power consumption: 550 W/7A Temperature: 50-90 F Humidity: 18-85% (noncondensing)
<i>.Dimensions</i>	17.8"(W) X 13.6"(D) X 7"(H)
<i>.Weight</i>	31 lbs. (43 lbs in shipping carton)
<i>Specifications subject to change without notice</i>	

**ITEMS  
SUPPLIED**

*.MINOLTAFAX 1000 unit*

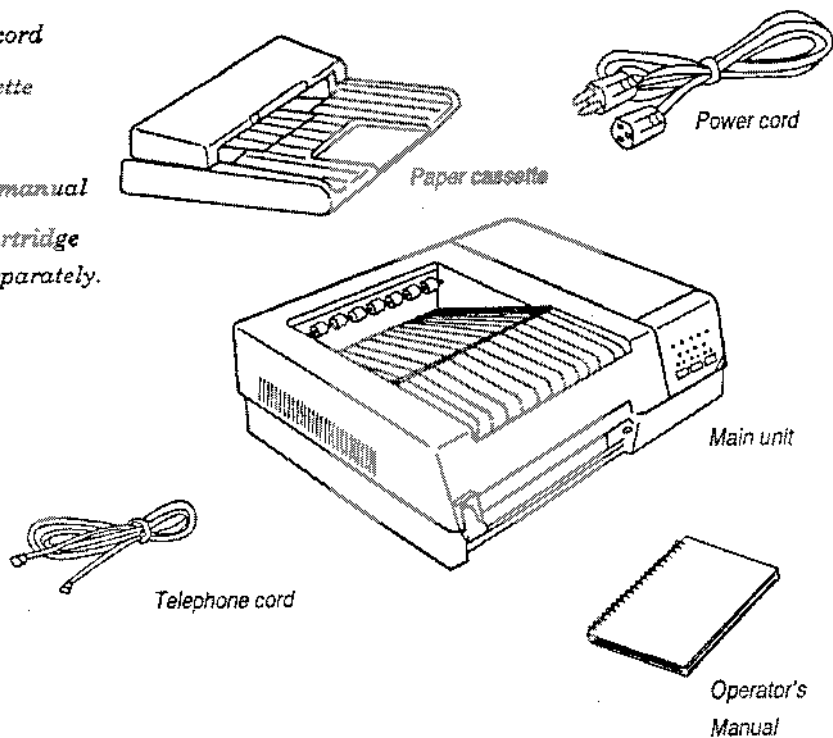
*.Telephone cord*

*.Paper cassette*

*.Power cord*

*.Operator's manual*

*.Imaging cartridge  
is packed separately.*



**OPTIONS AND  
SUPPLIES  
(PURCHASED  
SEPARATELY)**

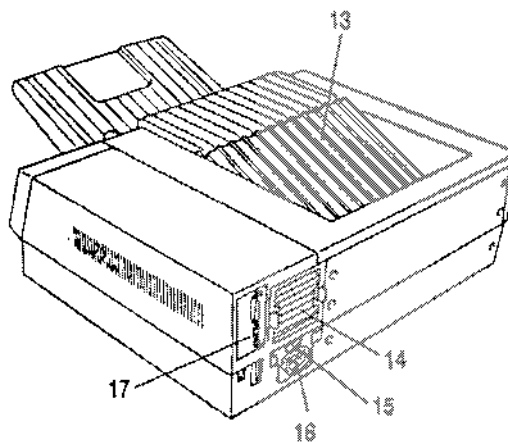
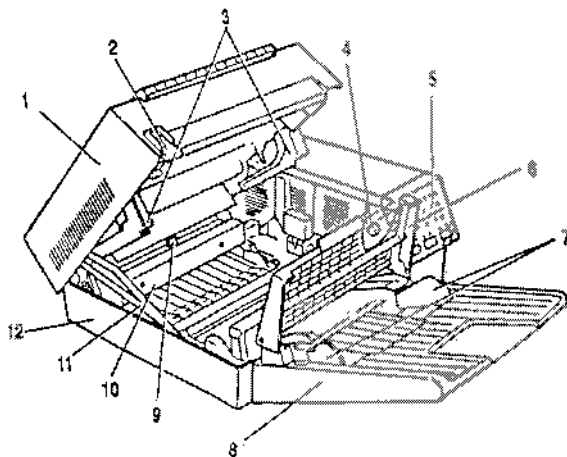
*Imaging cartridge*

*Second paper cassette unit (250 sheet capacity)*

*Memory upgrades to 2 or 4 megabytes*

*Face-up output tray*

When unpacking the 1000, inspect it for any damage that may have occurred during shipment. If it appears to be damaged, contact your Minolta dealer immediately.



**IDENTIFYING  
MINOLTAFAX  
1000 PARTS**

No.	Name	Function
1	Upper Unit	The upper part of the 1000 main unit which is hinged, and opens upwards.
2	Lock Release Lever	Unlocks the upper unit.
3	Housing Guide	A guide for mounting the imaging cartridge into the upper unit.
4	Print Density Control	Controls the thickness and blackness of printed characters and/or lines.
5	Indicator Panel	The lamps on this panel indicate the current operating status. The switches provide control of certain functions.
6	Paper Table Cover	Open this cover before loading or removing paper.
7	Paper Guide	Aligns the edges of the paper loaded in the paper cassette.
8	Paper Cassette	When using paper of standard size weighing from 16 to 24 lbs., approximately 250 sheets can be loaded in this cassette at one time.

9	Cleaner Pad	Keeps the surface of the fuser roller clean. The fuser roller employs heat and pressure to fuse the characters and/or images onto the paper.
10	Fusing Unit	Employs heat and pressure to fuse the characters and/or images onto the paper.
11	Supporting Prop	Supports the upper unit while it is opened. Its automatic lock mechanism allows you to lock the upper unit at angles of approximately 45 and 70 degrees.
12	Lower Unit	The lower part of the 1000 main unit.
13	Paper Exit Tray	Printed pages are ejected in order into this tray, with their printed surface facing down.
14	Ventilation Holes	To prevent overheating due to heat used in the fusing process, the interior is constantly ventilated by a fan. Take care not to block the ventilation holes.
15	Power ON/OFF Switch	Controls the 1000 power supply.
16	Power Socket	The power cord is not built into the main unit. Connect the power supply to the 1000 by plugging the power cord into this power socket.
17	Phone Jacks	There are two standard modular phone jacks at the rear of the 1000. The bottom connector connects to an outside phone line, while the top auxiliary connector is for optional connection to a fax machine or telephone. The auxiliary connector allows a single phone line to be shared for sending faxes or for outgoing telephone calls and may also be used for convenience copies or to activate memory features.

## II. Setting Up

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### CHOOSING A LOCATION

The 1000 should not be subjected to any environment more physically demanding than listed in the operating conditions. Temperature range should be 50-90 degrees F; humidity, within 15% to 85% RH.

Be sure to install the 1000 on a flat, level surface with a horizontal angle of 0 to 1 degrees.

The 1000 should not be installed in locations subject to the conditions listed below. Installation in any of these locations will lead to unsatisfactory printing results, malfunctions and deterioration of the unit's mechanism.

#### **Avoid locations with these conditions:**

- *Direct sunlight*
- *Direct draft from a cooler, heater, or air conditioner*
- *Poor ventilation*
- *Exposure to corrosive gas*
- *Close proximity to a heater or other heat source*
- *Exposure to moisture or water*
- *Uneven surface*
- *Very dusty areas*
- *Exposure to frequent vibrations*
- *Exposure to extreme temperature & humidity fluctuations*

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## POWER SUPPLY

The power source should be relatively stable, or a voltage regulator should be used. Do not connect the 1000 to an outlet that is also supplying power to another device. Also, avoid plugging the power into a multi-socket extension cord (power strips and surge protectors are fine) or into the electrical outlet of a household electrical appliance.

Other guidelines for power supply use are as follows:

- *Install and use the unit in a location that is as close as possible to the electrical outlet.*
- *Do not use the unit in a location that is subject to voltage fluctuations.*

Check each of the following points from time to time:

- *Is the power plug abnormally hot?*
- *Is the power cord cracked, peeling or otherwise defective?*
- *Is the power cord plugged securely into the electrical outlet?*

## GROUNDING THE 1000

To prevent the possibility of an electrical shock or leakage current, always keep the unit grounded.

If the power cord is not provided with a ground wire, connect the earth wire to the ground terminal on the electrical outlet.

Be sure to ground the unit in accordance with the electrical regulations in your area.



**Warning:** *Do not connect the ground wire to a gas pipe or water pipe, or to the ground wire for a telephone.*



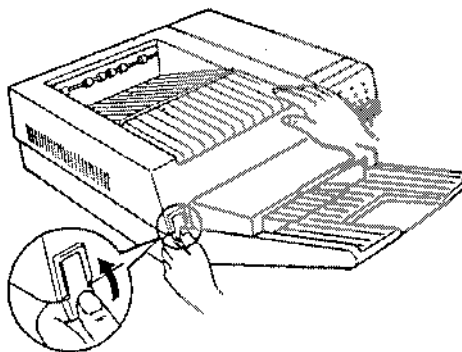
## OPENING THE UPPER UNIT

### To open the upper unit:

1. Press lightly on the front right edge of the upper unit, simultaneously pushing the lock release lever upward.
2. Raise the upper unit by lifting the lock release lever. Then, lock the upper unit in place at an angle.



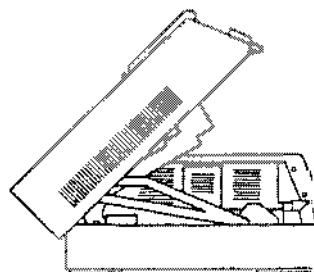
**CAUTION:** Do not release the upper unit until you feel it lock into place.



The upper unit is provided with a spring-loaded automatic locking mechanism which enables it to be locked in place at the approximate angles of 45 degrees and 70 degrees. Use steps 1 or 2 in the following situations:

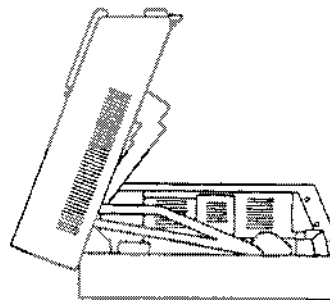
#### Step 1:

- when mounting or removing the imaging cartridge.
- when mounting or removing the paper cassette.
- when removing jammed paper from the path supply.



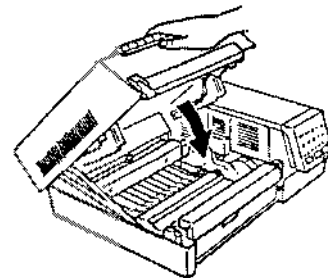
#### Step 2:

- when mounting or removing the cleaner pad.
- when cleaning the transfer charger.
- when cleaning the interior of the unit.
- when removing paper jammed in the vicinity of the fusing unit.



### CLOSING THE UPPER UNIT

1. Grasp the front central section of the upper unit and gently lower it.
2. Press the upper unit down until it clicks into place.



### INSTALLING CLEANER PAD AND IMAGING CARTRIDGE

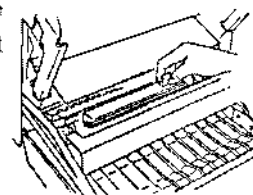
The 1000 forms images from carbon particles called "toner" which are adhered to the page by means of heat and pressure. These images are formed in the imaging cartridge. To produce clean fax documents, a cleaner pad of felt constantly cleans the surface of the roller which performs this "fixing" process. The cleaner pad and imaging cartridge are packaged together.

**Be sure to read the instruction guide that comes with your imaging cartridge.**

To install the cleaner pad, open the upper unit and lock it into place at step 2.

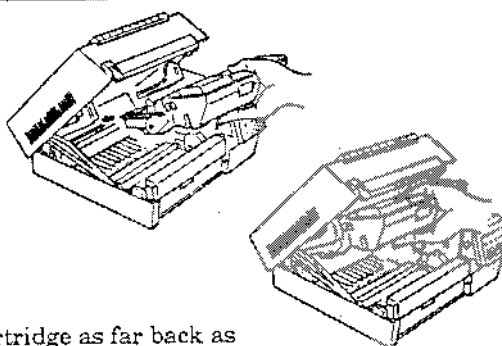
Place the cleaner pad on top of the fuser unit inside the 1000 in the position shown in the figure. The notch at the end of the cleaner pad must be placed toward the right side of the unit — nearest the control panel.

Before installing the imaging cartridge, take it out of its bag, and shake it gently to distribute the toner. After removing the cartridge from the bag, pull out the toner seal and rock the cartridge gently 4-5 times, as indicated in the instructions accompanying the cartridge.



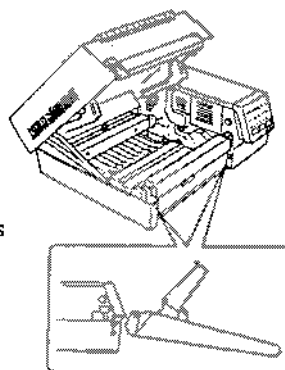
To install the imaging cartridge, place the upper unit in the stop 1 position. Then:

1. Fit the shaded area of the imaging unit into the rail of the imaging cartridge housing guide.
2. Next, gently slide the imaging cartridge as far back as possible along the rail of the imaging cartridge housing guide. The imaging cartridge is now fitted.



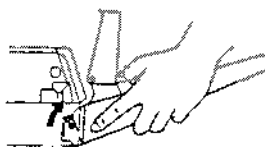
## INSTALLING THE PAPER TRAY

1. After removing its protective bag, remove protective packing tape from the tray.
2. Raise the paper table cover.
3. Fasten the two hooks of the paper tray onto the tabs provided on each side of the paper tray slot.
4. After the hooks are securely fastened, close the upper unit.



## REMOVING THE PAPER TRAY

1. Open the upper unit and raise the paper table cover.
2. Remove any paper still loaded in the tray. Lift the tray upward to release the hooks, then remove the tray.
3. Close the upper unit.



**NOTE:** Be sure to remove the paper tray before transporting the 1000.

---

**INSTALLING  
OPTIONAL  
SECOND  
PAPER  
CASSETTE**

If you did not purchase the optional paper tray, please skip this section.

1. Unpack the second paper cassette unit according to the accompanying instructions.
2. Gently lift the 1000 directly over the unit so that the corners match up.
3. Set the 1000 down so that it remains flush on the unit.

**CONNECTING  
THE POWER  
CORD**

1. Check to be sure that the ON/OFF switch is set to the OFF position. The ON/OFF switch is located above the power socket on the rear panel; the figure shows the switch in the OFF position.
2. Check to be sure the supply voltage of the wall outlet matches the rated input voltage of the 1000.

The rated input voltage of the 1000 is printed on the plate located on the rear panel of the lower unit. Compare this rated input voltage with the supply voltage of your wall outlet.

If the rated input voltage and the supply voltage do not match, do not connect the power cord to the wall outlet. Please contact your 1000 dealer.

3. Now, insert the female plug of the power cord into the power socket. Insert the plug with the smaller side (with only one hole) toward the bottom.
4. Connect the other end of the power cord to the wall outlet.



**NOTE:**

1. Before unplugging the power cord, be sure to first set the power switch to the OFF position.
2. Never attempt to unplug the power cord when your hands are wet. You may receive an electrical shock.

## INSTALLING TELEPHONE & FAX CONNECTIONS

The 1000 comes with two standard modular telephone jacks located on the rear panel. The lower connector is used for an outside phone line, while the top auxiliary connector may be used **optionally** with an attached fax machine or a telephone.

Regardless of your configuration, you will need to plug a standard outside phone line, using a standard RJ11C connection, to the lower phone jack. A telephone cord is supplied for this purpose.

### Connecting a Fax Machine to the 1000

If a standard fax machine is connected to the auxiliary port, the following features will be supported:

- *Shared phone line for sending faxes — an attached machine will automatically use the same telephone line to send faxes.*
- *Convenience copier function — documents may be copied on plain paper directly from an attached fax machine to the 1000.*
- *Memory broadcasts — fax documents may be transferred from the attached fax machine to the memory of the 1000 for broadcasting to many locations.*
- *All other voice functions — including polling, confidential fax storage and retrieval and configuration set-up.*

### To Install the Optional Auxiliary Fax Machine:

1. Plug the standard outside phone line into the lower phone jack on the 1000 labeled LINE.
2. Plug a standard RJ11C phone cable from the line connection on the auxiliary fax machine into the upper jack on the 1000.

### Connecting a Telephone to the 1000

If a telephone is connected to the 1000, the following features will be supported:

- *Shared phone line for outgoing calls — the telephone will automatically receive a*

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*dial tone from the same line to place an outgoing call. Delayed auto-answer may also be used to allow incoming calls to first ring on the auxiliary telephone or fax.*

- *Manual fax receptions — when the 1000 is offline, set for delayed auto-answer, or in manual receive mode (see Installation section), incoming calls will first ring on the auxiliary telephone or fax. If you hear a fax modem signal when answering the phone, simply press the START key to initiate a fax reception.*

## LOADING PAPER

### Paper Guidelines

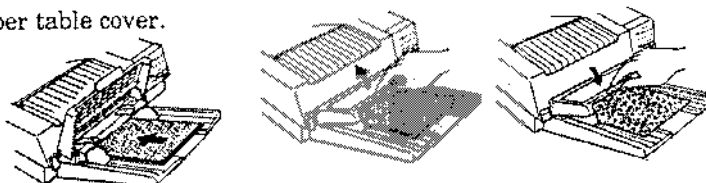
Use paper with a weight ranging from 16 to 24 lbs. For the standard paper cassette, vertically-fed (portrait) letter (8 1/2" X 11") or legal (8 1/2" X 14") should be used. When using legal-size paper, flip the extender at the top of the paper cassette to its extended position. In the second paper cassette, the paper size must correspond to the size of the cassette.

The standard and optional paper trays will hold a maximum of 250 sheets each.

### Loading the Paper

The 1000 is designed so that paper can be loaded without removing the paper cassette.

1. Raise the paper table cover.
2. Thoroughly fan the paper to be loaded, making sure that no sheets are stuck together. This will help prevent paper jams.
3. Center the paper between the paper guides, then carefully press the paper into the main unit, as shown.
4. Press the paper guides to fit against the sides of the paper.
5. Lower the paper table cover.



---

## Loading the Second Paper Cassette

If your machine is equipped with the optional second paper cassette unit, load the paper as follows:

1. Gripping the paper cassette at the front, press the paper cassette in and down toward the rear of the unit to "unlock" the cassette. Then, slide the cassette gently toward you to remove.
2. Place the fanned paper in the paper cassette. Check to be sure that the paper is held firmly at the front of the cassette by the paper pressure plate. Do not load the paper above the symbol marked on the right side of the cassette.
3. Push the refilled paper cassette into the paper cassette slot and all of the way to the rear of the unit. Then lift up on the paper cassette and pull it slightly toward you until it stays in place.



*NOTE: If you are using the recommended paper for this paper cassette, it will hold about 250 sheets at one time, but the capacity will vary with different types of paper.*

### III. Operation

---

**POWERING UP THE 1000** To turn on the 1000, press the proper side of the ON/OFF switch. If the 1000 does not operate in the manner described in this section, please see the "Troubleshooting" section.



***NOTE:** Whenever the power switch is turned ON or OFF, a heavy load is placed on the 1000 power supply. Once the printer is turned off, wait at least 5 seconds before turning it on again. Never turn off the power while the unit is actually printing.*

After connections have been properly established and the unit is powered up, ensure that the 1000 is working properly by generating an activity report as described below.

**GENERATING A REPORT** It is recommended that you produce a configuration and activity report before commencing operations to ensure that the 1000 is set up properly with the selected installation parameters and other data. You may generate a configuration and activity report by holding down the REPORT key until all of the memory lights are on, then release. To obtain a more complete report indicating any active memory functions, continue to hold the REPORT key down until all of the memory lights begin flashing, then release. You must wait for the unit to warm up and the READY indicator light to stop flashing before printing begins.

**MEMORY** The 1000 is equipped with two memory banks, system memory and main memory. System memory is maintained for several years using a lithium battery and is used to hold the activity report and all configuration parameters, including the fax ID, the date and time, various printing selections, voice response passwords, and group lists of up to 192 unique numbers.

The main memory is used to deliver multiple fax copies, to store fax documents if out of paper, to hold faxes for delayed transmission or broadcast, to initialize a polling sequence, or to hold confidential faxes for printing or remote retrieval. The



Minoltafax 1000 Rev 1.1M 08/09 18:57 1990 3266003

Copies: 1  
 Rings: 1  
 Reduction: 95%  
 Auto-Reduction Enabled  
 Memory Available: 95% of 1 Meg  
 ROM Checksum: Good; SRAM: Good; DRAM: Good; Modem: Good  
 Engine Status: 0:1; 1:1; 2:1; 3:1; 4:1; 5:127; 6:8; 7:6; 10:64; 15:1; 21:64;  
 Pages printed: 66

} Configuration Parameters

Group Definitions  
 Group 1: 17134285603 14158694259 14153475234

Scheduled Events  
 Immediate Broadcast 3% Originated by: 4153266003  
 17134285603 : Pending  
 14158694259 : Pending  
 14153475234 : Pending  
 Session number

Activity Report 08/09 18:57 3266003

Start Time	Usage	Connection Tel	Mode	Pages	Status	Print Time
08/09 13:21	0'51	ABC Company	Rcv	1	Printed	08/09 13:22
08/09 13:24	1'06	<12054963827>	BXmt	1	Sent	
08/09 17:30	0'48	4153266003	BRcv	1	Held	

Scheduled Time  
 Date & time of activity  
 Length of fax call  
 Connection ID. If number is in <brackets>, no connection ID was received and number dialed appears here  
 Mode of fax session:  
 Rcv - standard fax reception  
 BRcv - reception of broadcast fax in memory  
 BXmt - transmission of broadcast fax  
 CXmt - transmission of confidential stored faxes  
 Poll - manual or automatic polling  
 Rpt - remote log transmission  
 No. of pages in activity  
 Status of pages printed, sent or queued. Broadcast receptions will indicate "held" until entire session is "completed"  
 Date and time printing finished

1000 is equipped standard with one megabyte of main memory, upgradeable to four megabytes. In the case of power supply down main memory is protected using a NiCad battery which automatically recharges when the unit is on. The battery provides eight hours of protection after the unit has been powered on for at least 12 hours.

One megabyte of main memory holds approximately 60 pages of the CCITT Test Chart #1 in standard mode. For many fax operations, the number of pages held in memory may be significantly less depending on the content of the page and the resolution of the fax.

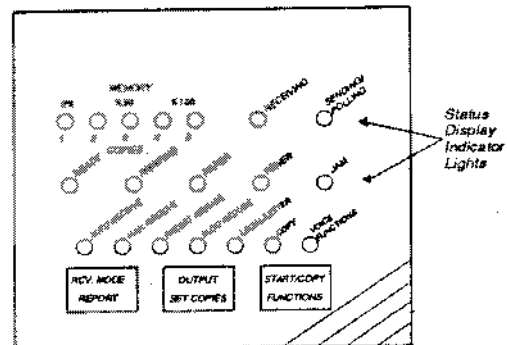
## STATUS DISPLAY INDICATOR LIGHTS

The top portion of the control panel contains display indicator lights, providing status information.

### MEMORY

The five memory lights indicate the extent to which the memory buffer is filled, from 0 to 100% in 25% increments. However, if anything is present in the memory buffer, the

first memory light will be lit. The memory lights are also used to set the number of copies to be printed of each fax (see "SET COPIES" section for instructions).



### ○ RECEIVING

The RECEIVING light is lit as soon as the 1000 answers a telephone call. If fax communications are not established, the 1000 will hang up after 30 seconds and the light will go off. After a fax call is terminated and the telephone line is released, the RECEIVING light will ordinarily go off before printing is finished. The RECEIVING light will also light simultaneously with the SENDING/POLLING light when the unit is receive polling.

### ○ SENDING/POLLING

Broadcast and polling operations are indicated by the sending/polling lamp when the unit is in the process of transmitting or polling a fax.

### ○ READY

When the unit is powered on, all lamps on the indicator panel light up momentarily in sequence. When the READY light is on, the 1000 is ready to receive faxes, although the unit will print only after the READY lamp stops flashing and remains lit. When the unit has not been used for several minutes, the laser engine is switched to standby mode, requiring the unit to warm up again before printing can resume. the READY indicator lamp may flash for up to one minute before the unit is ready to begin printing again.

## ○ PRINTING

The PRINTING indicator is lit whenever a fax page or an activity report is being printed. The time needed to print each page is approximately 10 seconds.

## ○ PAPER

The PAPER indicator is lit when the unit is out of paper in the standard paper tray. Replenish the paper supply according to the instructions in the "Loading Paper" section. After the paper supply has been replenished, make certain the PAPER lamp is off or the 1000 will not continue printing faxes. If the unit has switched to standby mode (which happens automatically after five minutes of inactivity), you must toggle one of the switches on the control panel to activate the engine after replenishing the paper supply. Be sure to leave the switch setting at its original selection.



*NOTE: If the optional cassette tray is being used with letter-sized paper in both trays, the unit will feed the lower tray first until both trays are empty. The PAPER indicator lamp will be lit only if the top tray is empty.*

*If the unit is set to switch between legal and letter paper and the optional letter cassette runs out of paper, the unit will continue to feed from the top legal tray until all of the paper is out. If the top legal tray runs out of paper, the unit discontinues printing if a fax page comes in which requires legal size paper. The unit will continue to hold fax documents in memory until the legal paper supply is replenished.*

## ○ TONER

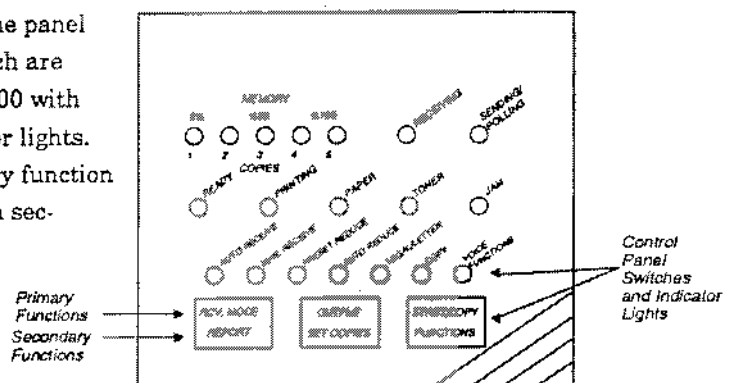
The TONER light indicates that the toner supply is low. Try gently shaking the imaging cartridge to distribute the toner for temporary printing, and if the light is still on, replace the cartridge as soon as possible as instructed in the "Installing the Imaging Cartridge" section. If a low toner level cartridge continues to be used, it may result in toner scattering into the mechanism as well as a poor image quality. The 1000 will prevent printing with a low toner indicator after printing 50 additional pages. To get an accurate report of number of remaining pages after TONER light appears, run a log report.

## ○ JAM

The JAM indicator is lit when a sheet of paper improperly feeds in the 1000. To clear a jam, open the upper unit and remove the jammed sheet. Avoid touching the fuser unit, as it will be quite hot. Complete instructions for how to clear a jam are found in the "Troubleshooting Guide."

## CONTROL PANEL SWITCHES & INDICATOR

The lower portion of the panel contains switches which are used to operate the 1000 with corresponding indicator lights. Each key has a primary function indicated in blue and a secondary function indicated in grey. The indicator lights identify the current selection.



**PRIMARY  
KEY  
FUNCTIONS**

☐ **RCV. MODE**

The receive mode specifies whether the 1000 will automatically (AUTO RCV) or manually (MAN RCV) answer incoming calls. In AUTO RCV mode, incoming telephone calls are answered on the ring specified in the installation procedure. In manual receive, the unit will not answer incoming calls, but will pass calls through to the auxiliary port. If a telephone is attached to the auxiliary port and a fax modem signal is heard, the START key may be pressed to initiate a fax reception (described below). To toggle between AUTO RCV and MAN RCV modes, momentarily press and release the RCV MODE key. The indicator lamps will signify the current mode. This key can only be used when unit is not printing.

☐ **OUTPUT**

This switch enables you to select among three fax printing modes. To select an output mode, momentarily press and release the OUTPUT key. The indicator lamps will signify the current mode. This key can only be used when unit is not printing.

When set to PRESET REDUCE, faxes will be printed with a fixed amount of reduction as selected during the installation process (or no reduction if 100% is selected). There are sixteen levels of reduction available as established in the configuration set-up.

When set to AUTO REDUCE, legal or A4-sized faxes will automatically be reduced only by the amount necessary to fit onto a letter-sized page. This is a useful feature if you are using only letter-sized paper. Letter-sized faxes will be printed to size, with the fixed reduction as established in the configuration set-up. If a fax page will not fit onto a letter-sized page after the maximum reduction of 65% is applied, the unit will default to its fixed reduction setting.

The LEGAL/LTR function should be selected whenever legal paper is used in the standard paper tray. When using the optional second paper cassette, this selection causes the unit to detect the size of each incoming fax page and select the proper paper size on which to print. To use this feature, the standard paper tray must be equipped with legal paper, while the second cassette contains letter-sized paper. If only the standard cassette is being used, you must select LEGAL/LTR whenever legal paper is being used. In either case, if a page is received which is longer than legal size, a second continuation page will be printed.

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Additional output options can be found in the "Configuration" section.

#### ☐ START/COPY

If a fax machine or telephone is connected to the 1000, the START key enables you to receive a fax after a call is in progress. This is especially useful when using the delayed auto-answer feature or when the unit is set to manual receive. By pressing the START key momentarily after an incoming call has been answered, the 1000 will attempt to receive a fax, immediately lighting the RCV FAX indicator and generating a busy signal at the local telephone. The START key only operates in this manner when the auxiliary telephone of the fax is off-hook.

The COPY function is used to make plain paper copies directly from an auxiliary fax machine attached to the 1000. To make a copy, press the START/COPY key momentarily before taking the fax machine telephone receiver off-hook (otherwise, the START function will be activated). The COPY light will remain lit for about 20 seconds. While the COPY light is lit, the auxiliary fax machine may transmit a fax directly to the 1000 for making a plain paper copy. No dialing is required for the auxiliary fax machine to transmit you may simply place the fax machine off-hook and press the start button of the auxiliary fax. Consult the operator's manual that came with your fax machine to determine the best way to facilitate the convenience copy function.

### SECONDARY KEY FUNCTIONS

Secondary functions are activated by holding the appropriate key down for several seconds. After the indicator lights respond, release the key.

#### ☐ REPORT

To perform self-tests and to print the configuration and activity reports, press the REPORT key for several seconds until all of the memory indicator lights turn on. Release the key and all of the memory lights will flash in sequence, indicating a test report is being generated. The printout will include current installation parameters and the current activity log. The lights will return to normal after the test print is completed.



**NOTE:** The activity report will print automatically after 32 faxes have been received and will clear memory only at that time. A sample log is shown on page 18.

#### ☐ SET COPIES

The 1000 will print up to five copies of each fax document received as selected. Multi-page fax documents will be printed in either collated or uncollated form, as selected during installation. To set the number of copies, press and hold the SET COPIES key until all of the memory lights turn on. Release the key and the current number of copies selected will be shown on the memory display. To change the number of copies, press the SET COPIES key momentarily to scroll through to the desired number. When the proper number is indicated, hold the key down again until all of the memory lights are lit. The current number of copies selected will also be displayed on the Configuration Report.

#### ☐ VOICE FUNCTIONS

The 1000 uses an interactive voice response system to set installation parameters such as numerous output and copy reduction features. These parameters are initially set to factory default values. To change these settings using a telephone or fax machine attached to the auxiliary port, press and hold the FUNCTIONS key until the VOICE FUNCTIONS light is lit. The voice response system may then be accessed from the auxiliary fax machine or phone connected to the 1000 using tone dialing. After the receiver is taken off-hook, the voice response system will begin.



**NOTE:** The voice response installation procedure may also be reached from any remote telephone simply by dialing the fax number of the 1000. Prior to the fax modem tone signal, a pound sign (#) should be entered from any tone dial telephone. The voice response menu will then instruct how to change the configuration. For more information, see the "Voice Response" section.

#### ☐ MANUAL POLLING

To use manual polling take local access phone off hook, press and hold START button until RECEIVING and POLLING lights turn on.

## IV. Voice Response System

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### ACCESSING THE VOICE RESPONSE SYSTEM

After the 1000 is properly connected and powered on, you may take advantage of numerous memory features and operating options through its interactive voice response system. The voice response system is designed to simplify the use of advanced features and to allow remote access from tone dial telephones and/or fax machines.

The voice response system is used for initiating memory broadcasts (including delayed transmissions), storing and retrieving confidential faxes, initializing receive polling jobs and setting installation and configuration parameters. Commands are entered using a tone dial keypad from either an auxiliary or remote telephone or fax machine.

Instructions for both local and remote access are given below:

### LOCAL ACCESS VIA ATTACHED PHONE OR FAX

The voice response system may be accessed from a telephone or fax machine directly attached to the auxiliary connector. For local access:

1. Hold down the FUNCTIONS key until the VOICE FUNCTIONS lamp is lit, then release.
2. Pick up the handset on the auxiliary telephone or fax machine within 20 seconds and wait to hear the voice response system beginning with the main menu.
3. After each question, enter digits from a tone dialing keypad. Press each digit slowly and distinctly. Wait until you hear a confirmation beep after each digit before the next digit is entered. The memory lights on the control panel will indicate when a digit is received by flashing momentarily. During most questions, you may press a star (\*) to exit the voice response system or a pound sign (#) to go on to the next question.



## REMOTE ACCESS

1. Make sure the fax line is connected to the 1000 and the unit is in AUTO RCV mode (as described in Section III, Operation).
2. Call the fax number of the 1000 from a tone dial telephone or fax machine. As soon as the 1000 answers (you should hear a click when it answers), you have two seconds to enter a pound sign (#) before the fax modem tone begins.
3. The voice response system will engage beginning with the main menu. If instead you hear a fax modem tone, the pound sign was not detected in time. Call again after waiting approximately 30 seconds for the 1000 to hang up.
4. Once the voice response system is heard, enter the appropriate digits from a tone dial telephone keypad. Enter each digit slowly and distinctly. After entering each digit, wait until a confirmation beep is heard before entering the next digit. During most questions, you may press a star (\*) to exit the voice response system or a pound sign (#) to go on to the next question.



**NOTE:** When using the voice response system, tones will not be detected while the voice is active — you must wait until the question is finished before entering tone dial commands. To facilitate this process, you may double the speed of the voice commands by entering a star (\*) immediately after going off-hook in local mode or immediately after pressing the pound sign (#) when calling remotely.

**VOICE  
RESPONSE  
QUESTIONS**

**Main Menu**

The main voice response menu provides access to the numerous features supported by the 1000. From this system, you can initiate a fax broadcast, establish a confidential fax mailbox or retrieve confidential faxes, initiate polling, or set the configuration. In the configuration set-up, you may also enter groups for broadcast or polling modes or change the passwords for access to particular features.

The main menu is as follows:

**WELCOME TO THE MINOLTAFAX 1000**

**TO BROADCAST, ENTER 1**

**TO REACH CONFIDENTIAL MODE, ENTER 2**

**TO POLL, ENTER 3**

**TO SET CONFIGURATION, ENTER 4**

**OR TO EXIT, ENTER STAR**

**BROADCAST**

1. Selecting "1" at the main menu allows a fax to be transmitted into the memory of the 1000 and retransmitted to either a single destination or broadcast to many destinations. To prevent unauthorized access to the broadcast feature, a four-digit password system is used.

A broadcast job is initiated from a fax machine, which may be either connected locally to the auxiliary jack, or from a remote fax machine by placing a call to the 1000. The broadcast may be scheduled to begin immediately or within a 24 hour period. A number of destinations (limited only by the available memory) may be scheduled for a particular fax broadcast, including up to 192 unique destination numbers permanently stored in up to eight groups. The list of destination numbers for a particular broadcast job may be compiled from one or more groups and/or a list of numbers which are entered individually. For a delayed transmission to a single location, only one destination number need be entered along with the scheduled time for the transmission to occur.

After the list of destination numbers is complete, the fax document must be sent directly from the fax machine to the 1000. The document will then be held in main memory for retransmission. For details of a particular broadcast session, you may print a detailed configuration and activity report by holding down the REPORT key until the memory lights begin flashing. The activity report will indicate "HELD" for a broadcast fax reception waiting to be completed. The activity report will indicate "COMPLETED" after all the faxes have been sent or have failed to transmit after three attempts. When a broadcast session is completed, the fax document will be purged from memory.

The resolution of the broadcast is determined by the resolution of the fax received by the 1000 and may vary within a single fax transmission.

The primary broadcast voice commands are as follows:

**ENTER PASSWORD NOW OR STAR TO GO BACK TO MAIN MENU.**

You must enter the four-digit broadcast password to access the broadcast system. The default password is "0000". To change the broadcast password, select "4" (TO SET CONFIGURATION) from the main menu.

**ENTER BROADCAST SESSION NUMBER TO CANCEL OR ENTER A POUND SIGN TO CONTINUE.**

For every scheduled broadcast transmission, a session number is assigned by the 1000. This number may be found on the detailed activity report. After a broadcast job has been entered, you may verify the destination numbers and confirm the session number by printing the detailed activity report. If you wish to cancel a particular broadcast job, enter the session number at this question.

**ENTER POUND FOR IMMEDIATE BROADCAST OR ENTER SCHEDULED TIME USING A 24 HOUR CLOCK.**

A fax transmission may be scheduled to begin at any time within a 24 hour period. Enter the scheduled time with four digits using a 24 hour clock; i.e., 4:05 p.m. would be entered as 16 05. For immediate broadcast, enter a pound sign (#).

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**ENTER NUMBER TO CALL FOLLOWED BY A POUND SIGN OR ONLY A POUND SIGN TO CALL A GROUP. IF YOU MAKE A MISTAKE, ENTER STAR AND REENTER NUMBER AGAIN.**

You may send a fax to a single number, a list of numbers, and/or to one or more previously defined groups. To send to one or more groups, enter a pound sign at this question. You may then select a group number to add to the destination list. Repeat the procedure to select multiple groups. After you have selected one or more groups, you may then add individual fax numbers to the destination list.

If predefined groups are not being used for the transmission, enter a single destination fax number followed by a pound sign. Wait for the confirmation beep after each digit is entered. Enter a pound sign at the end of each destination fax number. The voice response system will allow additional numbers to be entered until the list is complete. If you make a mistake while entering a number, enter a star (\*) and the number will not be accepted. You may then begin entering additional numbers.

If you accidentally enter a number which you know to be incorrect, enter a pound sign (#). Then hang up without sending the unit a fax for broadcasting and the unit will cancel the job automatically. If you want to be able to print the list and delete individual numbers, define a group list by entering "4" at the main menu.

After all numbers and/or groups have been entered properly, enter a pound sign (#) and the voice will respond, "LIST COMPLETE, SEND FAX NOW". This will be followed by the receiving fax modem tone. You will have approximately 15 seconds to begin transmitting a fax to the 1000. Place the fax document in the document feeder and send the fax to the 1000 by pressing the START key on the transmitting fax machine.

## CONFIDENTIAL MODE

- 2 Selecting "2" at the main menu allows you to set the 1000 to confidential mode or to print or retransmit documents held in confidential memory. To prevent unauthorized access to confidential mode, a password system is used. After selecting confidential mode from the main menu, voice response commands control the confidential memory.

***ENTER PASSWORD NOW OR STAR (\*) TO GO BACK TO MAIN MENU.***

You must enter the four-digit confidential password to access confidential mode. The default password is "0000". To change the confidential password, select "4" (TO SET CONFIGURATION) from the main menu.

***ENTER SIX TO HOLD ALL FAXES IN CONFIDENTIAL MEMORY.***

***SEVEN TO PRINT FAXES AND TURN OFF CONFIDENTIAL MODE.***

***EIGHT TO RETRANSMIT OR PICK UP CONFIDENTIAL FAXES.***

6 Selecting "6" will set the unit to confidential mode, whereby all incoming faxes will be held in memory until they are retrieved. The fifth memory light will turn on and remain lit at all times when the unit is set to confidential mode. Activity reports will continue to print and will indicate if the unit is in confidential mode. If memory becomes full, the voice response system will continue to answer to provide access to the system.

7 Selecting "7" will print any confidential faxes held in memory and turn off confidential mode. Subsequent fax documents received will be immediately printed.

8 Selecting "8" will allow confidential fax documents held in memory to be re-transmitted to a specified destination fax number or directly to a fax machine on the same call. If there are no fax documents held in memory, the unit will immediately return to the main menu after entering "8". When faxes are held in memory and "8" is selected, the following questions will be asked:

***DO YOU WISH TO CLEAR MEMORY AFTER TRANSMISSION?***

***ENTER ONE FOR YES OR TWO FOR NO.***

Select "1" to clear the memory after transmitting faxes to the destination desired. Enter two if you wish to retain faxes in memory for printing at a later time. If the transmission is unsuccessful, the documents will automatically be maintained in memory.

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**ENTER NUMBER TO CALL FOLLOWED BY A POUND SIGN OR ONLY A POUND SIGN TO RECEIVE FAXES NOW.**

You may enter a destination fax number to which to send all of the confidential faxes stored in memory. Be sure to enter a pound sign (#) after the number. Alternatively, enter a pound sign and the start button on your local fax machine.

After transmitting confidential faxes, the 1000 will remain in confidential mode unless instructed otherwise. You must request confidential fax documents to be printed (selection "7") to turn off confidential mode.

**RECEIVE  
POLLING**

**3** Selecting "3" at the main menu allows a polling operation to be initialized. To prevent unauthorized access to the polling feature, a four-digit password system is used. The polling password is the same as the password used for broadcasting.

A polling operation may be initiated from a telephone or fax machine, either connected locally to the auxiliary jack or remotely dialing the 1000. The polling may be scheduled to begin immediately or within a 24 hour period. You may also schedule a polling operation to be performed daily or continuously. A number of polling numbers (limited only by the available memory) may be scheduled for a particular polling operation, including up to 192 unique destination numbers permanently stored in up to eight groups. The groups used for polling are the same as the groups used for broadcast lists. The list of polling numbers may be compiled from one or more groups and/or a list of numbers which are entered individually.

The primary polling voice commands are as follows:

**ENTER PASSWORD NOW OR STAR (\*) TO GO BACK TO MAIN MENU.**

You must enter the four-digit broadcast password to initiate a polling operation. The default password is "0000". To change the password, select "4" (TO SET CONFIGURATION) from the main menu.

**ENTER ONE TO CANCEL POLLING.**

**ENTER TWO FOR IMMEDIATE POLLING.**

**ENTER THREE FOR DELAYED POLLING.**

**ENTER FOUR FOR DAILY POLLING.**

**ENTER FIVE FOR CONTINUOUS POLLING.**

**1 Cancel Polling.** At any time after you have initiated a polling set-up, you may cancel the polling job by taking the unit off-line, entering the voice installation mode, and selecting this option.

**2 Immediate Polling.** This selection will cause the unit to begin polling immediately. One minute is allowed to elapse between polling calls to allow for incoming fax receptions. If every number is not successfully polled, another pass is made through the polling list after each minute.

**3 Delayed Polling.** This option will initiate polling at the specified time within a 24 hour period.

**4 Daily Polling.** This option will initiate polling at the same time each day.

**5 Continuous Polling.** This option will cause the 1000 to continuously dial in sequence through the polling list every minute until the operation is cancelled.

**ENTER TIME USING A 24 HOUR CLOCK.**

A daily or delayed polling operation may be scheduled to begin at any time within a 24 hour period. Enter the scheduled time with four digits, using a 24 hour clock; i.e., 4:05 p.m. would be entered as 16 05.

**ENTER NUMBER TO CALL FOLLOWED BY A POUND SIGN, OR ONLY A POUND SIGN TO CALL A GROUP. IF YOU MAKE A MISTAKE, ENTER STAR AND REENTER NUMBER AGAIN.**

You may enter polling numbers individually or add certain numbers to one or more previously defined groups. To send to one or more groups, enter a pound

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sign at this question. You may then select a group number to add to the polling number list. Repeat the procedure to select multiple groups. After you have selected one or more groups, you may then add individual fax numbers to the polling number list.

If you are not sending the fax to a predefined group, enter a single fax number followed by a pound sign. Wait for the confirmation beep after each digit is entered. Enter a pound sign at the end of each fax number. The voice response system will allow additional numbers to be entered until the list is complete. If you make a mistake entering a number, enter a star (\*) and the number will not be accepted. You may then begin entering additional numbers. After all numbers and/or groups have been entered properly, enter a pound sign and the voice response will respond, "LIST COMPLETE".

## SET CONFIGURATION

**4** Selecting "4" from the main menu allows access to the configuration parameters. To prevent unauthorized access to the system, a password system is used. After selecting "4", the following voice response commands will be heard:

**ENTER SYSTEM PASSWORD NOW OR STAR (\*) TO GO BACK TO MAIN MENU.**

You must enter the four-digit system password to access the configuration. The default value is "0000".

**ENTER 1 TO CLEAR A GROUP.**

**2 TO ADD TO A GROUP.**

**3 TO DELETE A NUMBER FROM A GROUP.**

**OR ENTER A POUND SIGN TO CONTINUE.**

To edit one of the eight available group lists, enter the number corresponding to the desired modification. Then, enter the group number desired. Otherwise, enter a pound sign (\*) to continue setting the configuration.



***ENTER FAX ID FOLLOWED BY A POUND SIGN.***

When fax machines connect, they pass an identification code to the connecting fax machine, typically the fax telephone number. Up to 16 digits may be entered as the ID. To add a space within the ID, enter a star (\*) after the first digit has been entered.

***ENTER TODAY'S DATE USING TWO DIGITS FOR THE MONTH FOLLOWED BY THE DATE AND YEAR.***

For example, January 3, 1990, would be entered as 01 03 90. You must enter two digits for each field. **DEFAULT VALUE: FACTORY PRESET DATE**

***ENTER TIME USING A TWENTY-FOUR HOUR CLOCK.***

This question is skipped if no date was previously entered. You must enter four digits using a 24-hour clock; i.e., 3:20 a.m. should be entered as 03 20. **DEFAULT VALUE: FACTORY PRESET TIME**

***DO YOU WANT TO COLLATE COPIES? ENTER ONE FOR YES AND TWO FOR NO.***

From the front control panel, you may select to print from one to five copies of each fax. If the unit is set to print a single copy, the fax document will arrive in collated form. This question allows you to specify whether additional copies should be printed in collated or uncollated form. If collated is selected, the entire fax will be stored in memory until all of the copies are printed out. If the memory becomes too full, the multiple copy feature will quit printing additional copies. If uncollated is selected, only the current page will be stored in memory for additional copies to be printed. **DEFAULT VALUE: 1 OR COLLATED**

***ENTER AMOUNT OF COPY REDUCTION DESIRED.***

In standard output mode, all incoming faxes will be reduced by a fixed percentage factor which represents a percentage of the size of the original document. Using two digits, enter an accepted percentage value in the same manner you

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would reduce documents using a standard copy machine. Accepted percentage values are from 100 - 91% in 1% increments, and additionally 88%, 85%, 80%, 75%, 70% and 65%. For example, if you wish to reduce an incoming fax document by 7% of the original, enter "93". For no reduction, enter "00". **DEFAULT VALUE: 95%**



**NOTE:** *If you are often receiving a second overlap page (particularly if you receive many legal or A4-sized faxes), try increasing the amount of reduction or use the auto-reduction setting on the control panel. In auto-reduction mode, the fixed reduction amount will be used if no additional reduction is required to fit the page onto letter-sized paper.*

**ENTER THE RING TO ANSWER: 1, 3, OR 6.**

Ordinarily, the unit should answer on the first incoming ring. To delay the answer and allow calls to be passed through to the auxiliary telephone or fax machine, enter three to answer after three rings or six to answer after six rings. If the auxiliary telephone is answered and the call is an incoming fax, the START key may be pressed to initiate a fax reception. **DEFAULT VALUE: ONE**

**DO YOU WANT TO TURN OFF THE SPEAKER? ENTER ONE FOR YES AND TWO FOR NO.**

Selecting one will disable the beep indicators heard on the speaker during normal operations. This will also disable the phone line monitoring during broadcast and polling operations. **DEFAULT: TWO OR NO**

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**YOU MAY CHANGE PASSWORD NOW.**

**ENTER FIVE TO SET CONFIDENTIAL PASSWORD.**

**SIX TO SET BROADCAST PASSWORD.**

**SEVEN TO SET SYSTEM PASSWORD.**

**OR ENTER A POUND SIGN TO CONTINUE.**

You may change any password at this menu or enter a pound sign to complete the installation. To change passwords, you must first enter the old password followed by a new four-digit password.

## V. Maintenance

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### THINGS TO AVOID

The following should be avoided to protect your 1000 investment:

- *Do not place objects on the paper cassette*
- *Do not use the top of the printer for aligning the edges of paper*
- *Never attempt to lubricate the product yourself*
- *Do not attempt to disassemble the 1000 yourself*
- *Do not obstruct the ventilation holes*

If the 1000 will be inactive for an extended period, unplug its power cord.

### CARE OF DISPOSABLE SUPPLIES

Before using any of the disposable supplies, be sure to read the instruction guide provided with each item, as well as any precautions provided on its label. Following are some general guidelines:

~~As soon as you~~ remove an unwrapped imaging cartridge, ~~avoid~~ exposing it to light by ~~covering it with~~ the bag provided or a cloth.

The toner is made of non-hazardous material and may be washed off with soap. However, when disposing of a used imaging cartridge, please be aware of local regulations regarding the disposal of waste.

Unwrapped paper should be stored in a dry, cool, dark place.

To ~~maintain the~~ printing quality of an imaging cartridge removed from the 1000, ~~protect the drum~~ from external contact by sliding the drum protection cover over it.

Avoid placing the disposable supplies in any of these locations:

- *where temperatures will fall outside the following range: -4 degrees F to +95 degrees F*
- *with exposure to direct sunlight*
- *close to a heater or other source of heat*
- *within reach of small children*

## REGULAR CLEANING

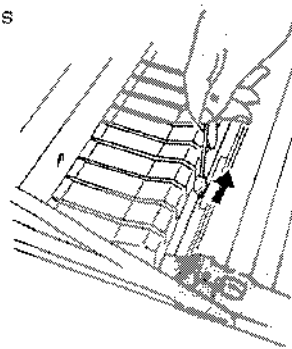
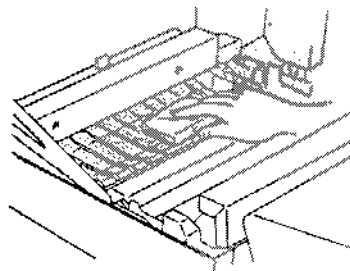
Always unplug the power cord before cleaning the 1000.

### Cleaning the exterior

After removing surface dirt with a neutral cleaning agent, dry it with a soft, dry cloth.

### Cleaning the interior

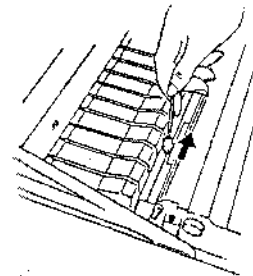
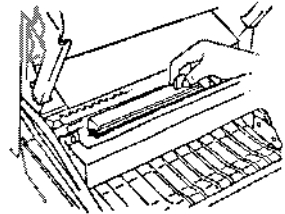
1. Open the upper unit, and set the supporting prop at the 70-degree position.
2. Remove the imaging unit.
3. Clean the transport guide section with a soft, dry cloth, taking care not to touch the fusing unit, as it gets hot.
4. Clean the transfer corona with the a cotton swab (one is supplied with each imaging cartridge), being careful not to break the wire.



## REPLACING THE IMAGING UNIT AND FUSING PAD

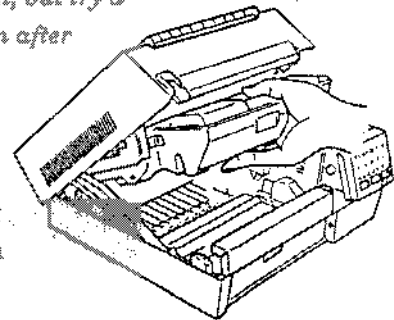
You should change the imaging cartridge every 6,000 sheets (check the page counter), or when the toner lamp comes on, whichever comes first. By changing the toner cartridge at these times, you not only maintain high printing quality, but also prolong the life of the 1000 printing mechanism.

The toner lamp may be on because the toner is unevenly distributed inside the imaging cartridge. Try removing the cartridge and shaking it gently to redistribute the toner, as described below, and recheck the toner lamp.



**NOTE:** The toner lamp may be illuminated at first, but try a few trial prints anyway. If the toner lamp is still on after a few trial prints, replace the imaging cartridge.

Always turn the power off before replacing these parts. The area around the fusing unit and fusing pad becomes very hot; handle them carefully when replacing them.



Follow these procedures to change the imaging cartridge:

1. Open the upper unit to the 70-degree position.
2. Remove the used imaging cartridge.
3. Pressing up on the fusing pad, remove it from the hook as shown in the diagram, holding it in place. After the fusing pad has been loosened from the hook, pull it out.
4. Set the new fusing pad in place.
5. Use the cotton swab packaged with the imaging cartridge to clean the transfer charger. Be sure not to cut the wire.

- 
6. Lift the imaging cartridge out of its bag and shake it lightly 4-5 times to distribute the toner evenly.
  7. Pull the toner seal off the imaging cartridge. Make sure the seal is completely detached.
  8. Fit the slanting section of the imaging cartridge along the imaging cartridge housing guide and slide it firmly into place.
  9. Release the supporting prop and close the upper half unit.

## VI. Troubleshooting Guide

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Two types of errors can occur in the 1000: recoverable errors and fatal errors.

Recoverable errors are those which can be easily corrected by the user, by following the guidelines listed below. The lamps in the control panel indicate the nature of the error by either flashing or illuminating continuously.

A fatal error is one in which the engine or control section of the unit occurs. Please contact your Minolta dealer if you should encounter a fatal error.

### RECOVERABLE ERRORS

*The unit does not power up.*

- Is the power switch set to the ON position?

*The lamps on the indicator are not lit.*

- Is the power cord properly connected to the wall outlet?
- Is the unit being supplied with power? (Check another appliance connected to the same outlet.)

*The PAPER lamp remains lit.*

- Have you tried toggling a switch on the control panel?
- Have you tried opening and closing the upper unit?
- Is the paper table cover open?
- Is the paper properly loaded in the paper tray?
- Is the paper cassette properly installed?

*The TONER lamp remains lit.*

- The toner is not evenly distributed within the imaging cartridge. Hold the imaging cartridge by its handle and tilt it slightly upward, then shake it gently side to side. If the TONER lamp remains lit, run a test print as described in the "Operations" section.



***The JAM lamp is lit.***

- A sheet of paper has been improperly fed inside the 1000. Open the upper unit and remove the jammed sheet. The unit will resume printing after the upper unit is closed. See further instructions below.

***The unit will not produce a configuration report.***

- Make sure the unit is not set to confidential mode.
- Is the "Ready" lamp lit?
- Is there paper in the cassette?
- Are any of the error lamps lit?

***The READY lamp is flashing.***

- The unit is not completely warmed up. Wait until the "Ready" lamp is lit.

***All lamps are on or flashing.***

- Some fatal error has occurred inside the unit. Follow the instructions in the "Fatal Error" section.

***The unit won't answer incoming calls.***

- Make certain the phone line connected to the unit will ring and operate properly with a standard analog phone. Many PBX telephones are digital phones using special digital lines, which will not work with the unit.
- Check to see if the 1000 memory is full; the unit will not answer with full memory.
- The unit may be configured for delayed auto-answering; if so, try setting it to answer on the first ring, as described in the "Installation" section.
- If the problem continues, try connecting the unit to a different telephone line. Ringing voltages can vary greatly, and could be the source of difficulty.
- Is the unit set to **AUTO RCV** on the control panel?

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***The RECEIVING light is lit, but the unit is not receiving faxes.***

The RECEIVING lamp is lit whenever the 1000 answers an incoming call. Sometimes these calls can be wrong numbers or may be coming from Group 2 fax machines (the 1000 is not Group 2 compatible), so that a fax communication never takes place.

- Try calling the unit from a telephone and listen for the fax modem tone. You should hear a tone, followed by a scrambled beep signal which turns on and off.
- Next, try sending a fax to the 1000 from any Group 3 machine. If the fax machine will still not connect, there may be a problem with the phone line — too much noise, too low a signal or perhaps a grounding problem. Contact your dealer for assistance.

***The unit receives faxes into memory, but won't print.***

- Make sure the unit is not set to confidential mode.
- Make sure none of the warning lights are on. Is the paper out? Is there a paper jam?
- If the memory lights are flickering, the unit could be in "voice" generating a report. Try calling the unit from a phone and see if it answers.

If the unit still does not operate properly or if a symptom not listed occurs, please contact your Minolta dealer.

**REMOVAL  
OF  
JAMMED  
PAPER**

Four different procedures for removing jammed paper are provided below, depending on the location of the jam. The 1000 is automatically reset by opening and reclosing the upper unit.



**NOTE:** When opening the top cover during any of these procedures, do not let go of it until it has been locked into its appropriate position. See "Opening the Upper Unit" in the "Setting Up" section for complete instructions.

### Paper misfeed in the paper cassette section

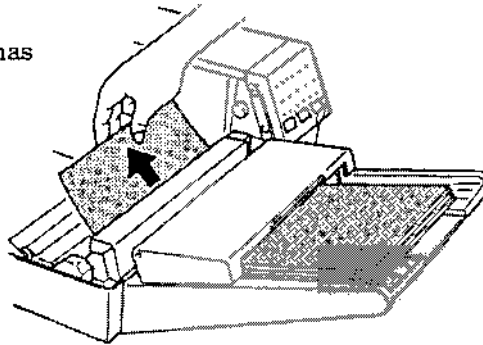
1. Open the paper table cover, and release the lock on the paper pressure plate.

2. a) If only a small portion of the paper has been fed into the printer: grasp the back end of the paper and extract it gently from the unit.

b) If the paper has been fed more than 4 inches from its front edge into the printer: open the upper unit to Step 1. Grasp the front edge of the paper and pull it out.

c) If the front edge of the jammed paper is under the synchronizing roller: turn the synchronizing feed knob to free the front edge of the paper from the roller. Then, grasp the front edge of the paper and pull it out.

3. Before restarting the unit, always open the upper unit to ensure that no other paper is jammed, and to reset the unit.



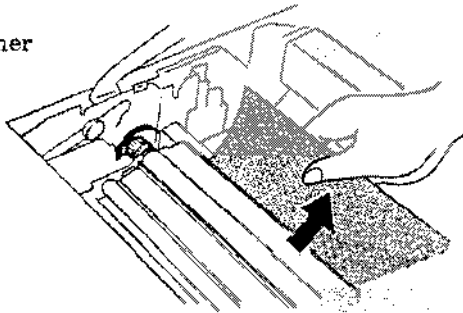
### Paper misfeed in the image transfer section

1. Open the upper unit.

2. Turn the synchronizing roller knob either toward you or toward the interior of the unit to free the paper.

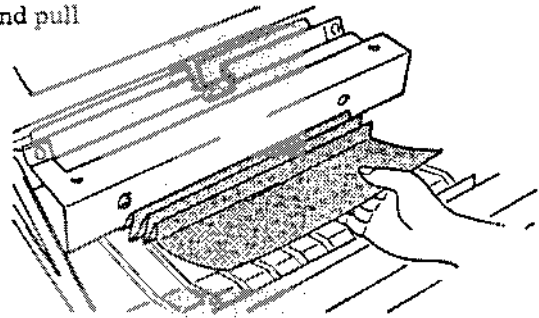
3. When you can reach the front of the paper, pull it out gently.

4. Close the upper unit.



### Paper misfeed in the fusing section

1. Open the top cover to a 70 degree angle (Stop 2).
2. Grasp the back end of the paper and pull it out gently.
3. If the back end of the paper is under the synchronizer roller, remove the paper from the roller as instructed above.
4. Close the top cover.



**CAUTION:** The fusing section is very hot. If the paper is jammed in the fusing section and you have to touch it, do not take the paper out until the unit has been turned off and opened long enough for it to cool down completely.

### Paper misfeed in the ejection section

1. Raise the upper unit to a 70 degree angle (Stop 2).
2. Grasp the front or back edge of the paper, whichever is easier, and gently pull it out.
3. Close top cover.

If you are still having difficulty after checking the points associated with the symptom, contact your dealer.

### FATAL ERRORS

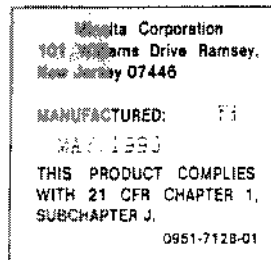
If a fatal error occurs, the printer will cease to operate, and all the indicator lamps on the front panel will start flashing simultaneously. This may indicate a true fatal error, or it may simply mean an operator error. To check, turn off the power, wait five seconds, then turn the power back on. If the lamps are still flashing after three tries of this procedure, contact your dealer.

# Safety Information

**LASER SAFETY** This printer is certified as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the printer does not produce hazardous laser radiation.

Since radiation emitted inside the printer is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

**CDRH REGULATIONS** The Center of Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States. The label shown in the following figure indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.



**CAUTION:** Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

## Ozone Emission

The corona assemblies used by laser printing engines generate ozone gas (O<sub>3</sub>) as a by-product of the eletrographic process. Ozone is generated while printing when the coronas are energized.

A standard for ozone emissions has been established by Underwriters Laboratory (UL). The Minoltafax 1000 meets this standard when shipped from the factory to our customers.

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## Employer Standards

Because ozone can be an irritant, various regulatory agencies have established limits to the amount of ozone to which employees may be exposed. The workplace specifications proposed by Underwriters Laboratory are:

- *A person may not be exposed to an average concentration of greater than 0.1 part per million (PPM) of ozone for a period of eight hours.*
- *In addition, the employee should not be exposed to peak concentrations of ozone greater than 0.3 PPM for longer than 15 minutes.*

The employer is responsible for providing a work environment that meets these standards.

## Recommendations for Minimizing Ozone Exposure

Almost all ozone concerns arise from abnormal site or operating conditions. The following conditions may generate an ozone complaint:

- installation of multiple laser printing units in a confined area
- extremely low relative humidity
- poor room ventilation
- the exhaust port of the printer is directed towards the face of personnel
- the existing ozone filter is in poor condition
- long, continuous operation combined with any of the above

Inspect your work environment for the operating conditions listed above if you believe ozone emissions are a problem in your area.

Some people are extremely sensitive to ozone odor. In such cases, it is advisable to position the printer away from the sensitive user.

The ozone filter is user replaceable and should be changed after the equivalent of 18,000 sheets have been printed.

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