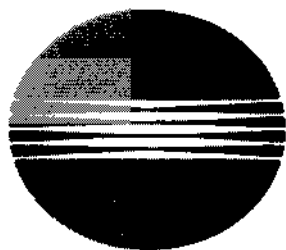


MINOLTAFAX 1700

Operator's Manual



MINOLTA

WARNING — FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note: 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 the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

NOTE — The laser component of the MINOLTA FAX 1700 is rated Class 1 and complies with 21 CFR 1040.10 and 1040.11 of the CDRH standards. This means that the machine does not produce hazardous laser radiation.

ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991

"The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile 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 following information:

- (1) The date and time of transmission.
 - (2) Identification of either business, business entity or individual sending the message.
 - (3) Telephone number of either the sending machine, business, business entity or individual.
- In order to program this information into your facsimile machine, please refer to the appropriate instructions in the operation manual."

FOR YOUR RECORDS

Please record the model number and serial number below, for easy reference, in case of loss or theft. These numbers are located on the rear side of the unit. Space is also provided for other relevant information.

Model Number _____

Serial Number _____

Date of Purchase _____

Place of Purchase _____

INTRODUCTION

Congratulations on your purchase of the MINOLTAFAX 1700, and thank you for choosing MINOLTA!

The MINOLTAFAX 1700 is G3 compatible, which means it is able to communicate with almost every facsimile machine in use today. In addition to providing you with the ease and convenience of plain-paper printing, it features a variety of special functions designed to increase the range and power of your communication.

This manual gives you easy-to-follow instructions for installing and using the MINOLTAFAX 1700. The Table of Contents will show you where instructions for using each feature are located. While you may not need to read every section in detail at first, we recommend you at least look over them briefly.

If you have any questions or problems which cannot be solved by reading this manual, please contact:

Minolta Corporation
101 Williams Drive Ramsey,
New Jersey 07446
U.S.A.
TEL: 1-800-851-7619

♦ *Your fax machine and the telephone system*

The FCC Registration Number and Ringer Equivalence Number for this equipment are shown on the label on the back of the machine. The telephone company may require these numbers.

The sum of all Ringer Equivalence Numbers on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on a specific line.

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

If the telephone company notes a problem, they may temporarily disconnect service. When practical, they will notify you in advance of the disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC.

Cautions

- ♦ Never install telephone wiring during a lightning storm.
- ♦ Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- ♦ Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- ♦ Use caution when installing or modifying telephone lines.
- ♦ Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- ♦ Do not use a telephone to report a gas leak in the vicinity of the leak.

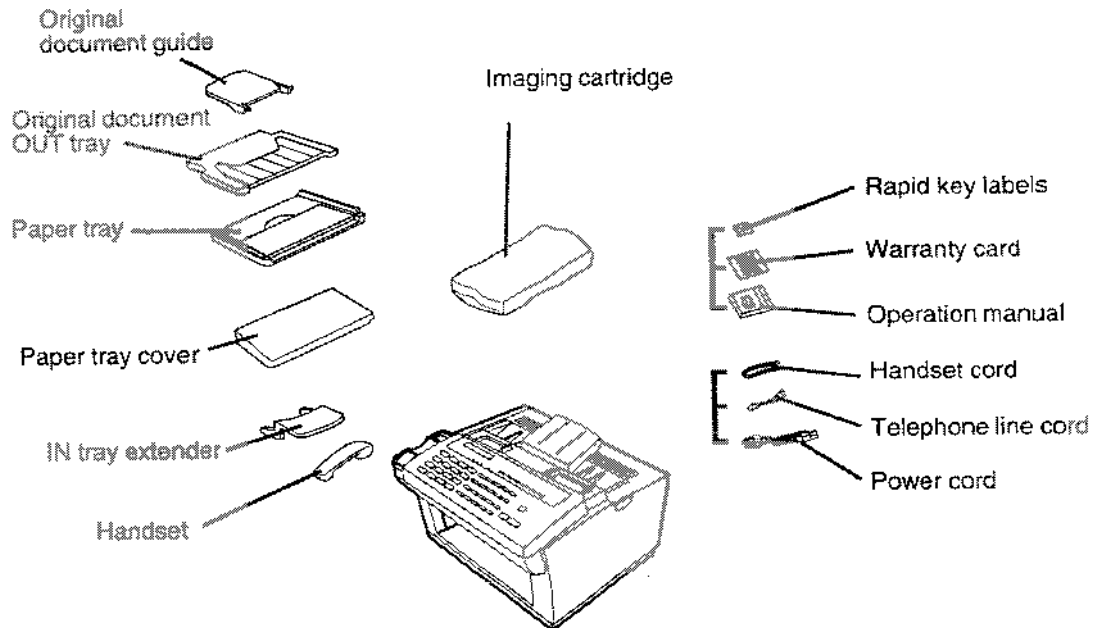
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1 INSTALLATION

UNPACKING

Take the fax machine out of the box carefully, and remove all packing material. Make sure you have **all** the items listed below. If any are missing, contact your dealer or retailer.



Precautions before setting up

- ◆ The printing unit in the fax generates a small amount of ozone during operation. The amount is not large enough to be harmful; however, the fax should only be installed in a well-ventilated room.
- ◆ The fax must be installed on a level surface.
- ◆ Keep the fax away from air conditioners, heaters, direct sunlight, and dust.
- ◆ Provide easy access to the front, back, and sides of the fax. In particular, keep the area in front of the fax clear, or the original document may jam as it comes out after scanning.
- ◆ Keep liquids away from the fax. Spilt liquids on the fax can damage the internal circuitry.
- ◆ Fax transmissions and voice calls cannot be performed or received while the printer cover is open. If the printer cover is opened during a transmission or voice call, the line will be disconnected.

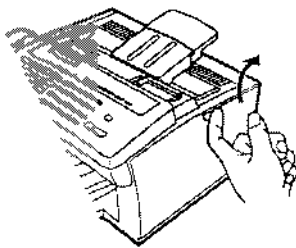
Note: If the fax is moved from a cold to a warm place, it is possible that the reading glass may fog up due to condensation, preventing proper scanning of documents for transmission. To remove the fog, turn on the power and wait approximately 2 hours before using the fax.

INSTALLING THE IMAGING CARTRIDGE

The laser printer in your fax creates printed text and images by applying toner to the page with a photoconductive drum. The Imaging cartridge contains both the toner and the drum.

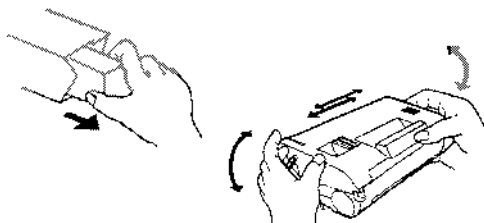
Follow the steps below to install the initial starter Imaging cartridge provided. This is capable of printing approximately 3000 sheets of average content. (The replacement cartridge is capable of printing approximately 4500 sheets.)

1



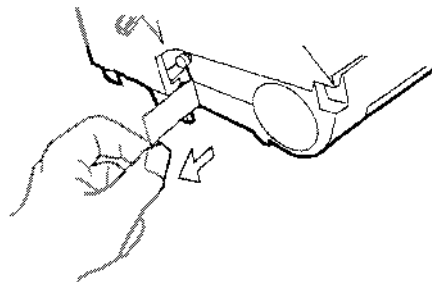
Open the printer cover at the rear of the fax by grasping the finger hold on the right side of the cover and pulling up.

2



Remove the imaging cartridge from its box. Hold it with both hands, and shake it well in the directions shown.

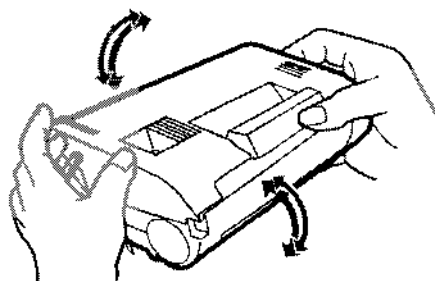
3



Peel off the toner seal.

- Grasp the tag at the side of the cartridge and pull it straight out. Be sure to pull the tape all the way out of the cartridge.

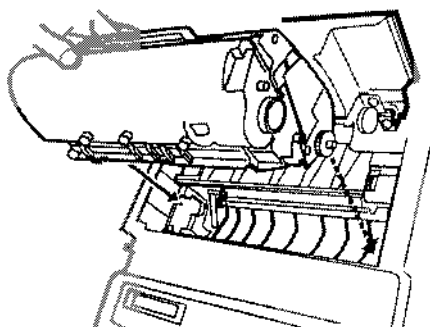
4



Shake the cartridge four or five times in the direction shown.

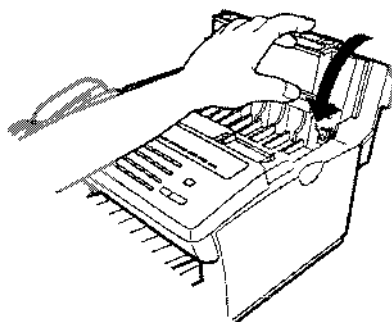
- This ensures that the toner is well distributed inside the cartridge.

5



Insert the cartridge into the fax as shown, using the cartridge guides to position it properly. Push down gently on the cartridge to ensure that it is well seated.


6



Close the printer cover.

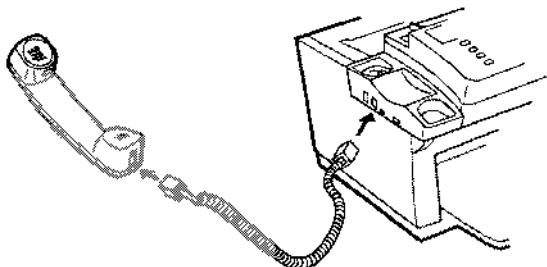
Replacing the cartridge

The replacement cartridge can print approximately 4500 pages if letter size paper is used and 5% black is printed on each page.

When the cartridge nears empty (approximately 140 pages can still be printed), the  indicator on the operation panel will blink, and **REPLACE TONER** will appear in the display. The indicator will continue to blink until the cartridge is empty, at which point it will shine steadily. Printing will no longer be possible. To replace the cartridge, first take out the old cartridge, then install the new cartridge as described above.

ASSEMBLY AND CONNECTIONS

Handset



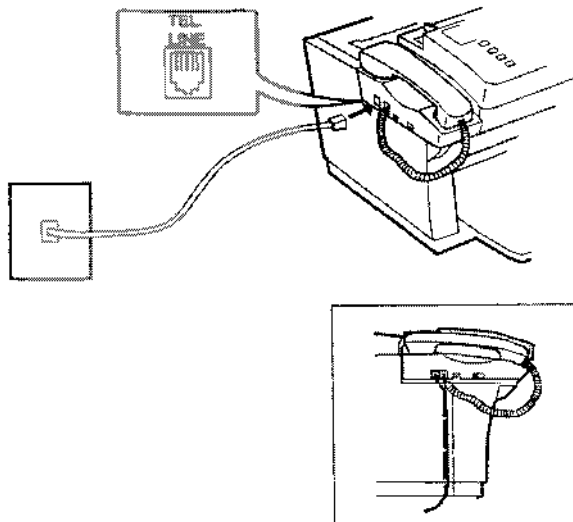
Connect the handset cord to the handset and the fax as shown.

- The ends of the handset cord are identical, so they will go into either jack.

Place the handset on the handset rest.

Use the handset to make ordinary phone calls, or to transmit and receive documents manually.

Telephone line cord



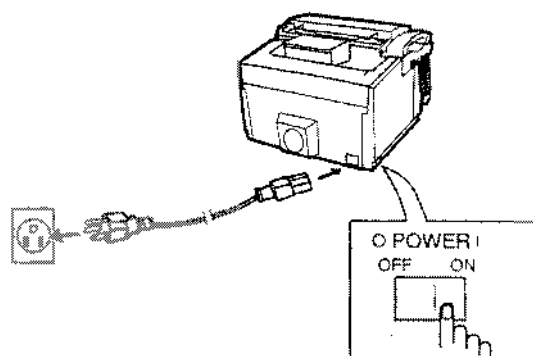
Plug one end of the telephone line cord into the jack on the fax marked "TEL. LINE". Plug the other end into a standard (RJ11C) single-line telephone wall jack.

- Your fax is set for touch-tone dialing. If you are on a pulse dial (rotary) line, you must change the dialing mode setting as described in Chapter 2, "Dialing Mode".

Comments:

- Your fax cannot be used on a digital system or a system with special features such as "Call Waiting". No couplers or other devices may be used.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

Power cord

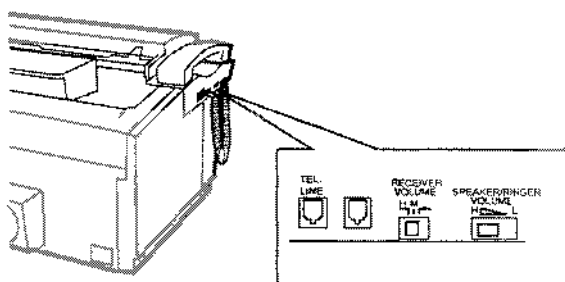


Plug the female end of the power cord into the power socket on the back of the fax. Plug the male end into a 120 V, 60 Hz, grounded (3-prong) outlet.

- **Caution:** Do not plug the power cord into any other kind of outlet. This will damage the machine and is not covered under the warranty.

Press the power switch to turn on the power.

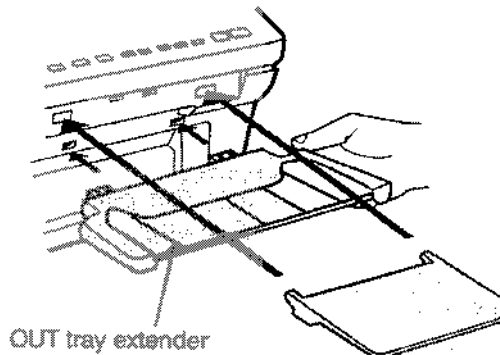
Volume switches



Adjust the volume switches on the left side of the fax:

- **RECEIVER VOLUME:** This switch controls the volume of the handset receiver. Set it at high (H), medium (M), or low (L) as desired.
- **SPEAKER/RINGER VOLUME:** This switch controls the volume of the ringer and the speaker. Adjust it from high (H) to low (L) as desired.

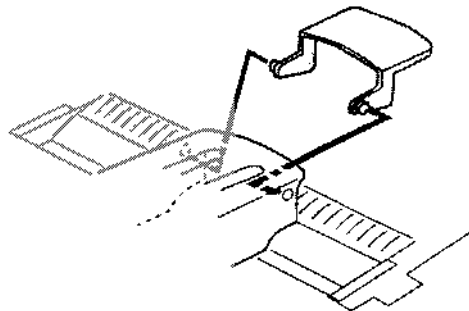
Original document trays



Attach the original document guide by inserting the tabs into the holes at the top of the fax.

Attach the original document OUT tray by inserting the tabs into the holes in the fax as shown.

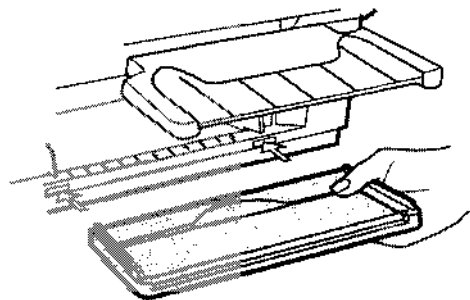
- If you are going to transmit or copy long originals, flip out the OUT tray extender.



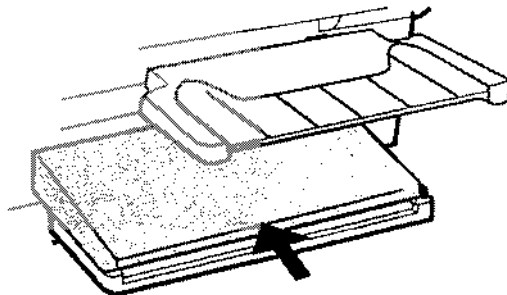
Attach the IN tray extender to the original document IN tray by inserting the tabs on the ends of the extender into the holes in the sides of the tray.

- To insert the tabs, bend the ends of the extender inward slightly.

Paper tray



Attach the paper tray by inserting the tabs into the holes at the bottom of the fax.



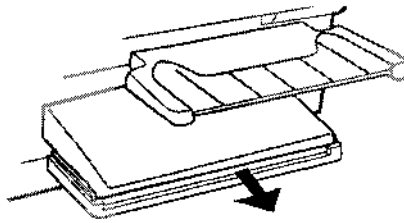
Place the paper cover on the paper tray so that the guides go inside the cover, and slide the cover in.

LOADING PRINTING PAPER

The paper tray holds the paper on which received documents and copies are printed. Up to 150 sheets of letter or legal size paper from 16 to 24 lbs. (60 to 90 g/m²) can be loaded in the tray.

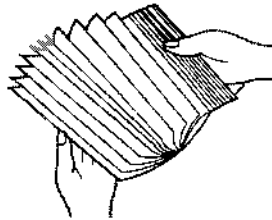
Note: Plain paper has a "print" side which should be used to obtain the best print quality. The print side is not visible to the naked eye, so check the label on the end of the package before removing the paper. The print side will be indicated by an arrow, symbol, or wording. Load the paper in the tray print side up as described below.

1



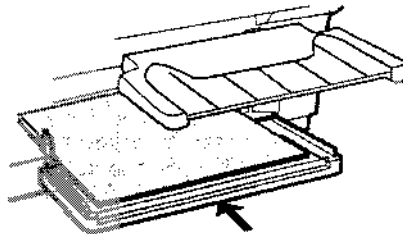
Remove the paper tray cover.

2



Fan the paper, and then tap the edge against a flat surface to even the stack.

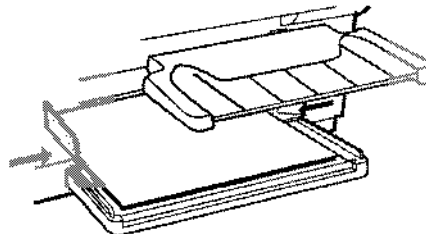
3



Insert the paper into the tray, print side up.

- Make sure the paper fits squarely against the inside of the fax.

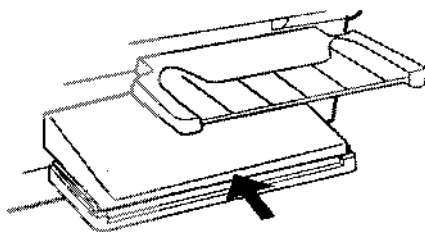
4



Adjust the paper guides so that they fit snugly against the edges of the paper.

5

Replace the paper tray cover.



6



1 or **2**

Set the fax to the size of the paper you have loaded:

Press the START key.

• PAPER SET MODE will appear in the display.

Press "1" if you have loaded letter paper, or "2" if you have loaded legal paper.

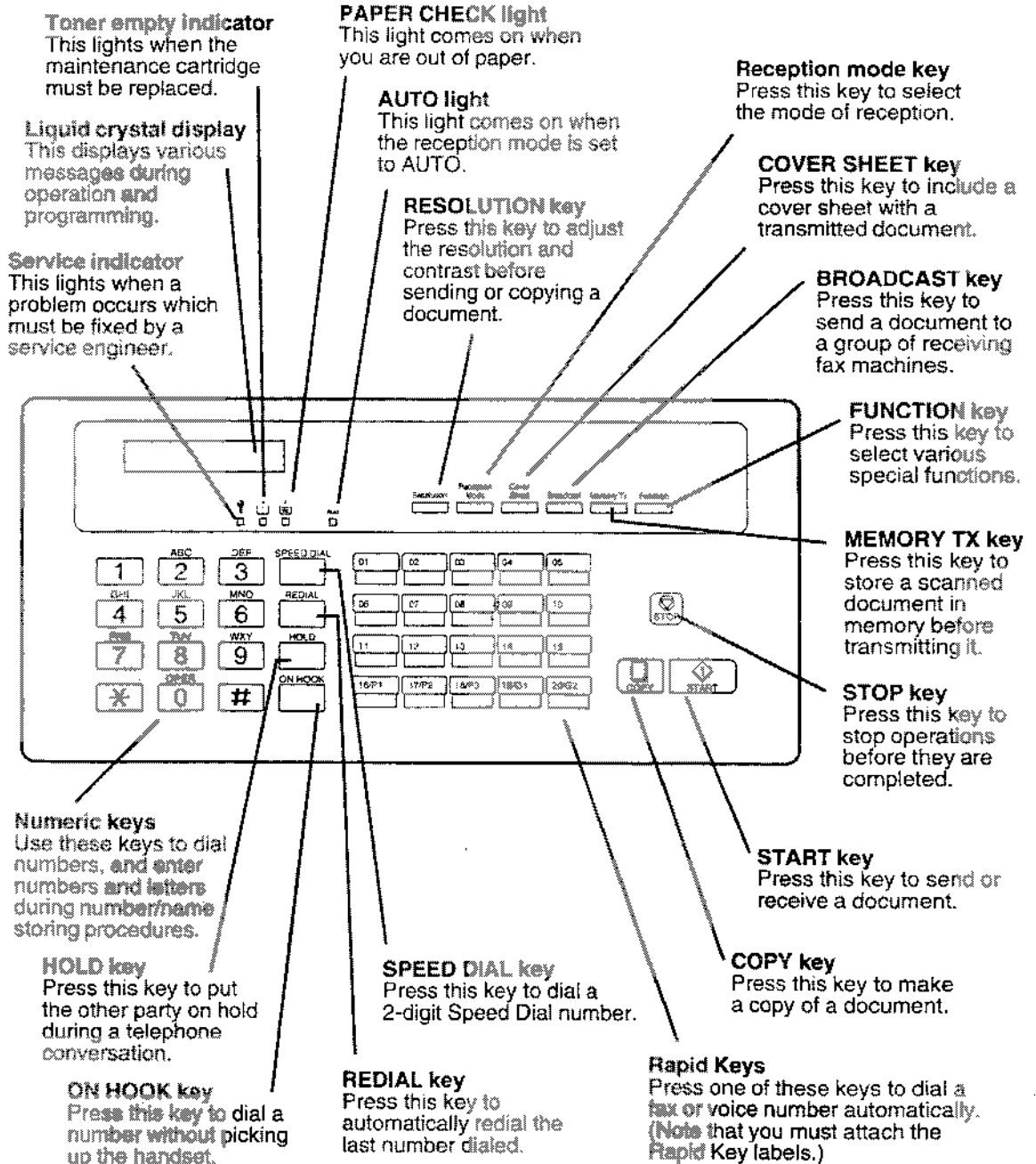
Comments:

- If you **attempt to receive** or copy a document when there is no paper in the paper tray, **CHECK PAPER** will appear in the display. In this case, you **must perform Step 6** after loading paper in order to clear **CHECK PAPER** from the display and allow operation to continue.
- If the paper size setting is incorrect when receiving a document, your fax will automatically change the setting after the first page is printed, and reprint the first page.
- If the paper size setting is incorrect when making a copy, **SIZE ERROR** will appear in the display **after the first page is printed and printing will stop**. In this case, reset the paper size by performing Step 6 above, and then repeat the copy procedure.
- When adding paper to the paper tray, you must first take out any remaining paper, combine it into one stack with the new paper, and then put the stack in the tray. If you do not remove the remaining paper and simply place new paper on top of it, double feeding may result.

2 INITIAL SETTINGS

A LOOK AT THE OPERATION PANEL













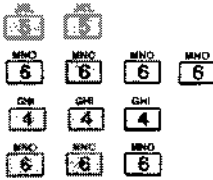


Before you can begin using your fax, there are some settings which must be made using the keys on the operation panel. First take a moment to familiarize yourself with the operation panel, and then make the settings as described on the following pages.



ENTERING YOUR NAME AND FAX NUMBER

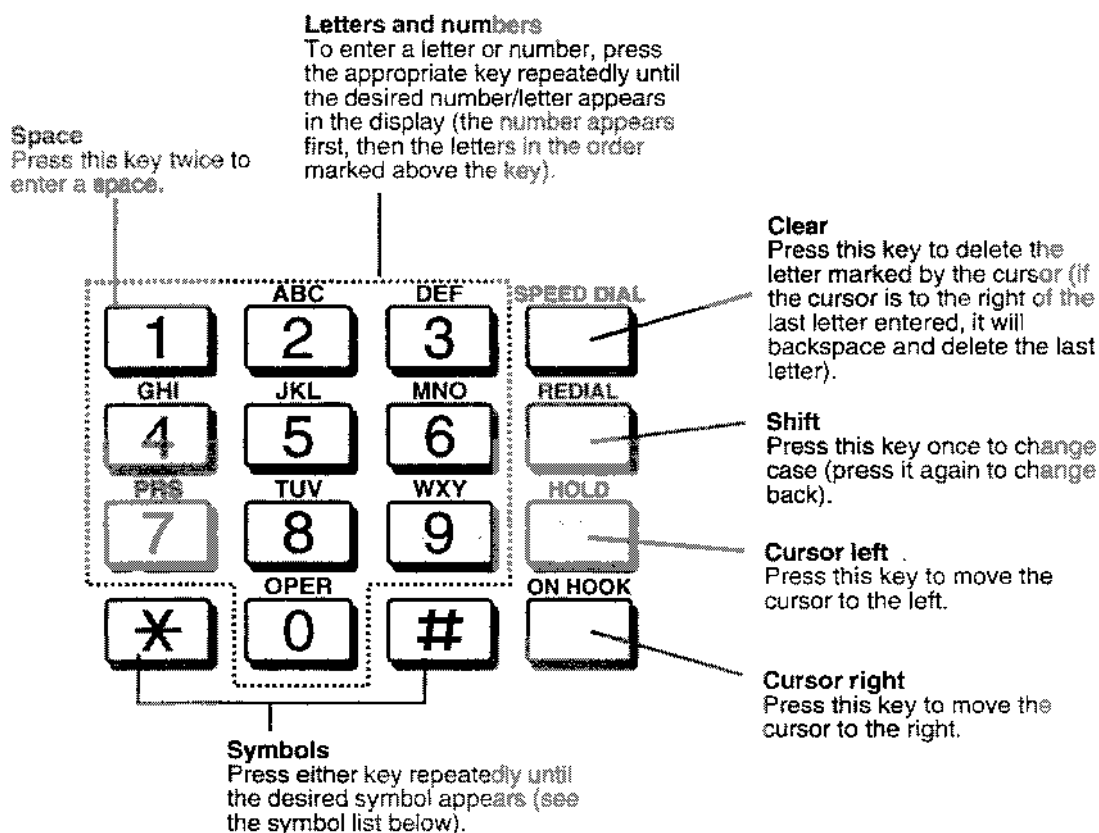
To have your name and fax/telephone number (called the "Sender's name" and "Sender's number") printed at the top of every page you transmit, program them by pressing the panel keys as shown below.

- ◆ You must program your name and fax number in order to comply with the Consumer Protection Act of 1991 (see inside of front cover).
- ◆ If you enter an incorrect number or letter, press the **HOLD** key to move the cursor back to the mistake, then enter the correct number or letter. (To move the cursor forward, press the **ON HOOK** key.)

Step	Press these keys:	Comments
1	Function  3	"ENTRY MODE" will appear in the display.
2	 	"OWN NUMBER SET" will appear in the display.
3		
4	       (Example)	Enter your fax number (max. of 20 digits) by pressing the numeric keys. (To insert a space between digits, press the "#" key. To insert a "+", press the "*" key.)
5		
6	 (Example: "JOHN")	Enter your name by pressing the appropriate numeric keys as shown on the following page. Press each key repeatedly until the desired letter appears in the display. (Max. of 24 characters.)
7		
8		Exit.

ENTERING LETTERS FOR NAMES

Names are programmed by pressing the numeric keys. To enter a letter, press the key above which the letter is marked two or more times until the letter appears in the display. The keys which are used for entering letters and editing are shown below.



Comments:

- Enter "Q" with the "7" key, and "Z" with the "9" key (these are not marked on the machine).
- To enter two letters in succession which require using the same key, press the ON HOOK key once after entering the first letter, then enter the second letter.
- To change one letter to another, move the cursor to that letter and enter the desired letter. The new letter will replace the old one.

Symbol list

To enter a symbol from the list below, press the "*" key or the "#" key repeatedly until the desired symbol appears.

















































































# →	← *
. / ! " # \$ % & ' () * + , - : ; < = > ? @ [\] ^ _ ` { } → ←	

ENTERING LETTERS FOR NAMES

Example

The following is an example of entering the name 'ABC Co. #1'.

♦ The cursor in the display is indicated below by a rectangle:



















Step	Press these keys:	Display
1	 	
2		 <input type="text"/>
3	  	 
4		  <input type="text"/>
5	   	  
6	 	   <input type="text"/>
7	   	   
8	    	    
9		     
10	 	      <input type="text"/>
11	    	      
12		       
13		

SETTING THE DATE AND TIME

The date and time appear in the display and in reports; are printed at the top of each page you transmit, and are used for timer operations. Set the date and time by pressing the keys on the operation panel as shown below.

- ♦ To correct a mistake, press the **SPEED DIAL** key to move the cursor back to the mistake, and then enter the correct number.
- ♦ The day of the week is set by entering a code number. Code numbers are as follows:








Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Step	Press these keys:	Comments
1	Function  3	ENTRY MODE will appear in the display.
2		DATE & TIME SET will appear in the display.
3		
4	  (Example: January)	Enter the month (2 digits: "01" to "12").
5	  (Example)	Enter the day (2 digits: "01" to "31").
6	  (Example: 1994)	Enter the year (2 digits).
7	 (Example: Thursday)	Enter the day of the week by entering the appropriate code number (see above table).
8	  (Example)	Enter the hour (2 digits: "01" to "12").
9	  (Example)	Enter the minute (2 digits: "00" to "59").
10	 or 	Press "*" to select A.M., or "#" to select P.M.
11		The clock will now start.
12		Exit.

DIALING MODE

The fax has been set for touch-tone dialing at the factory. If you are on a pulse dial (rotary) phone line, reset the fax for pulse dialing by pressing the panel keys as shown below.

- ◆ If this setting is incorrect, you will not be able to make a call. If you do not know what kind of line you are on, try making calls with both settings and see which one works.

Step	Press these keys:	Comments
1	 	OPTION SETTING will appear in the display.
2	 	DIAL MODE will appear in the display.
3	 or 	Press "1" to select touch-tone dialing, or "2" to select pulse dialing.
4		Exit.

DISTINCTIVE RINGING

Distinctive ringing is a service offered by some telephone companies which allows you to use up to three different telephone numbers, each with a different ringing pattern, on your regular single line. If you subscribe to a distinctive ringing service, you can set your fax to automatically answer when it detects one of those ringing patterns, thereby allowing you to use the number corresponding to that pattern as an exclusive fax number.





Note: If you do not subscribe to a distinctive ringing service from your phone company, then you do not need to make this setting.

When using this feature, you must set the reception mode of your fax to AUTO as described in "Receiving a Document" in Chapter 3. When your designated fax number is dialed, your fax will automatically answer and begin reception after one ring. Note that other devices on the same line will also ring until your fax answers, and they will begin ringing one ring before your fax does. If one of your other numbers is dialed, the fax will ring; however, it will not answer.

To use distinctive ringing, select the one ringing pattern to which you want your fax to answer by pressing the panel keys as shown below. The selections are as follows:

- | | |
|--------------------------------------|---|
| 1. RING PATTERN 1 (for U.S.A. only): | Two short rings. |
| 2. RING PATTERN 2 (for U.S.A. only): | One short, one long, and one short ring. |
| 3. RING PATTERN 3 (for U.S.A. only): | Two short rings and one long ring. |
| 4. RING PATTERN 4 (for Canada only): | Two short rings. |
| 5. RING PATTERN 5 (for Canada only): | One short, one long, and one short ring. |
| 6. RING PATTERN 6 (for Canada only): | Two short rings and one long ring. |
| 7. STANDARD RING: | Your standard (normal) ringing pattern. |
| 8. OFF SETTING: | Answer all ringing patterns (this turns distinctive ringing off). |

Your fax has been set to "8" at the factory.

Step	Press these keys:	Comments
1	Function  4	OPTION SETTING will appear in the display.
2		DISTINCTIVE RING will appear in the display.
3	 (Example)	Select a ringing pattern by entering the appropriate number ("1" to "8") as shown in the above list.
4		Exit.

STORING NUMBERS FOR AUTOMATIC DIALING









Automatic dialing is a quick and convenient way of dialing which is done by either pressing a Rapid Key (Rapid Key Dialing), or pressing the **SPEED DIAL** key and entering a 2-digit number (Speed Dialing). It can be used for both fax transmissions and voice calls.






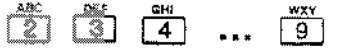


To use Automatic Dialing, you must first store the full number in your fax. The way you store it depends on whether you want to use it for Rapid Key Dialing or Speed Dialing:

- ♦ **Rapid Key Dialing:** You assign a full fax number to a Rapid Key. You can also store a name, a voice number (dialed as described in "Voice Communications" in Chapter 3), and a back-up fax number which is automatically dialed if the first fax number is busy.
- ♦ **Speed Dialing:** You assign a full fax number to a 2-digit Speed Dial number. You can also store a name.






Comments:

- * You may need to add a pause between certain digits in the number to allow time for connection. For example, if you are on a PBX telephone system that requires an access number to be dialed (such as "9") to access an outside line, you will need to enter a pause between the access number and the telephone/fax number of the other party. Pauses are entered by pressing the **REDIAL** key (2 seconds per pause). If necessary, several pauses can be entered in a row.
- * To enter letters for names or correct a mistake, see "Entering letters for names" in this chapter.

Step	Press these keys:	Comments
1	 	ENTRY MODE will appear in the display.
2		FAX/TEL # MODE will appear in the display.
3		Select SET.
4	 (Example)	To store a Rapid Key number, press a Rapid Key. To store a Speed Dial number, press two numeric keys ("01" to "30").
5	 (Example)	Enter the fax number (max. of 30 digits including pauses) using the numeric keys.
6		If you are storing a Speed Dial number, go to Step 9 after pressing START .
7	 (Example)	Enter a full voice number (max. of 30 digits). If you don't want to enter a voice number, skip this step.

8		
9	 (Example)	Enter the name of the location or party by pressing numeric keys as described in "Entering Letters for Names" in this chapter (max. of 20 characters). If you don't want to enter a name, skip this step.
10		If you are storing a Speed Dial number, go to Step 15 after pressing START .
11	 (Example)	Enter a full back-up fax number. If you don't want to enter a back-up number, go to Step 14.
12		
13	 (Example)	Enter a name for the back-up number (max. of 20 letters). If you don't want to enter a name, skip this step.
14		
15	Step 4 or 	Return to Step 4 to store another number, or press STOP to exit. If the number is a Rapid Key number, you can write the name on the label above the appropriate Rapid Key.

Clearing numbers

Step	Press these keys:	Comments
1	Function  3	ENTRY MODE will appear in the display.
2		FAX/TEL. # MODE will appear in the display.
3		Select CLEAR.
4	 (Example)	To clear a Rapid Key number, press the appropriate Rapid Key . To clear a Speed Dial number, enter the 2-digit number with the numeric keys.
5		















6	Step 4 or 	Return to Step 4 to clear another number, or press STOP to exit.
---	---	---

Storing Numbers in Group Keys

Group Keys allow you to dial a group of fax numbers by simply pressing the appropriate Group Key once. They are convenient for the Broadcasting function, which is used to transmit a document to a group of fax machines.

Rapid Keys 19 and 20 can be programmed as Group Keys. To program or clear a Group Key, follow the steps below. Note that one key cannot be simultaneously programmed as both a Rapid Key and a Group Key.

- ♦ Up to 49 fax numbers can be stored in one Group Key.
- ♦ Only Rapid Key and Speed Dial numbers can be stored in a Group Key. No full numbers can be stored.
- ♦ A Group Key cannot be cleared if it is being used in a programmed Broadcasting operation. First clear the programmed operation as described in "Entering and Using Programs" in Chapter 4, then clear the key. If you need to check which program the key is used in, print out the Program and Group List as described in Chapter 6.

Step	Press these keys:	Comments
1	 	PROGRAM/GROUP will appear in the display.
2		GROUP ENTRY MODE will appear in the display.
3	 or 	Press "1" (SET) to program a Group Key, or "2" (CLEAR) to clear a Group Key.
4	 or 	Press a Group Key to select it. If you are clearing the key, go to Step 6.
5	  ...    ...  (Example)	Enter fax numbers using one or both of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers with the numeric keys.
6		

3 BASIC OPERATIONS

SENDING DOCUMENTS

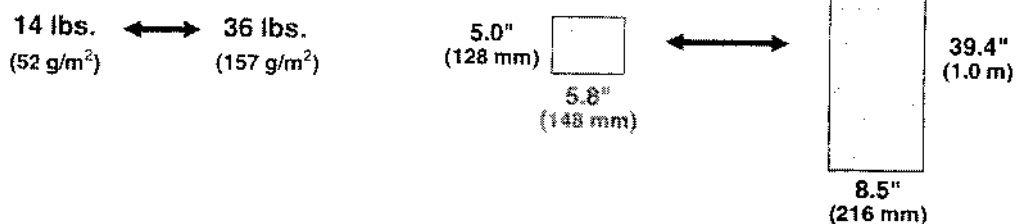
Transmittable documents

Your fax can transmit most standard office documents. Specific guidelines are as follows:

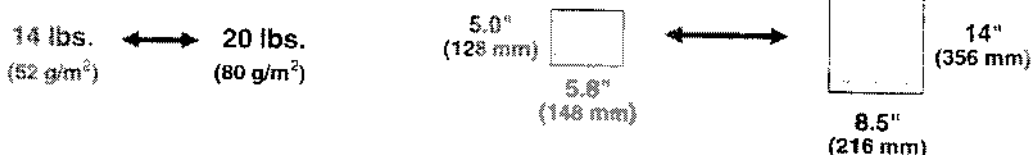
Size and weight

The size and weight of documents which you can load in the document feeder depend on whether you load one sheet at a time or several sheets at once.

One sheet at a time:



Several sheets at once:



Note: The area of the document which is scanned by the fax is slightly smaller than the actual document size. Any letters or graphics outside this area cannot be transmitted.

Scanning width: 8.3 inches

Scanning length: The length of the sheet minus 0.16" from both the top and bottom edges.

Other restrictions

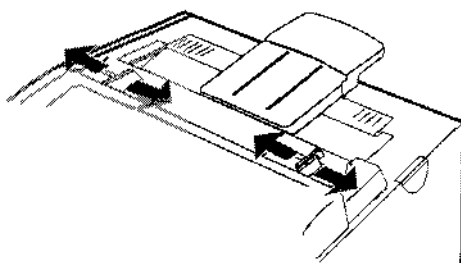
- ♦ Documents written in yellow, greenish yellow, or light blue ink cannot be transmitted, as the scanner does not recognize these colors.
- ♦ Ink, glue, and correcting fluid on documents must be dry before they are transmitted.
- ♦ All clips, staples, and pins must be removed from documents before transmission. If these are not removed, they may damage the fax.
- ♦ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, or easily smudged should be photocopied, and the copy used for transmission.

Loading the document

Up to 20 sheets can be placed in the feeder at one time. These will be automatically fed into the fax starting from the sheet on the bottom.

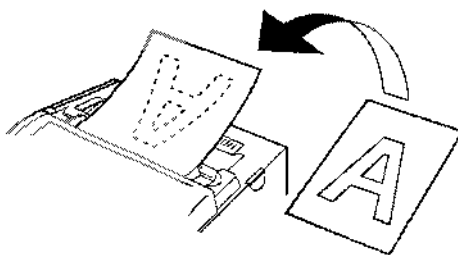
- ♦ If you need to send or copy more than 20 sheets, place the additional sheets gently and carefully in the feeder as the last sheet is being scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick sheets which must be loaded one at a time, insert each sheet into the feeder as the previous sheet is being scanned. Insert gently to prevent double-feeding.

1



Adjust the document guides to the width of your document.

2



Place the document face down and push it gently into the document feeder. The top edge of the document should enter the fax first.

- The feeder will draw the leading edge of the document into the fax. SEND/COPY READY will appear in the display.

3

You can now either make resolution and/or contrast settings as described in the following section, or dial the other party as described in the section, "Dialing and transmission".

Optional transmission settings

If desired, there are several transmission settings which you can make before dialing and transmitting the document.

Note: To make the settings, the document must first be loaded in the feeder.

Resolution

Your fax has 3 resolution settings:

STANDARD:	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE:	Use FINE for improved reproduction, especially with documents containing small letters or fine drawings.
HALF TONE:	Use HALF TONE for photographs and illustrations. The original will be reproduced in 32 shades of gray.

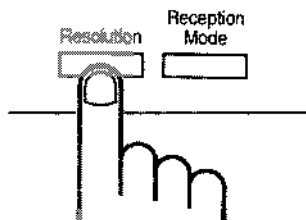
If you do not make a setting, the fax will automatically send the document in STANDARD.

- ◆ In order to transmit with FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your fax will automatically step down to STANDARD.
- ◆ The default resolution (the resolution the fax uses if you do not make a resolution setting) can be changed to FINE by changing Option Setting 1. See Chapter 6, "Option Settings".

Contrast

The contrast is normally set to AUTO, which means that the fax automatically controls the contrast, but for very light documents you can change the setting to DARK.

Setting the resolution and contrast



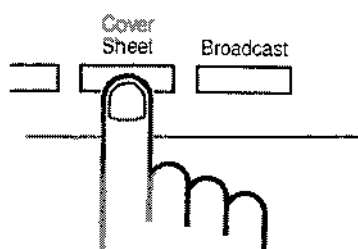
Press the RESOLUTION key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Cover Sheet

You can have your fax generate a cover sheet and send it as the last page of the transmission. The cover sheet includes the date and time, the sender's name and number, and the receiver's name and number if an automatic dialing number is used. The total number of pages sent is indicated on the bottom.

- ◆ Your name and number must be programmed in order for them to appear on the cover sheet. (See "Entering Your Name and Fax Number" in Chapter 2.)
- ◆ Cover Sheet cannot be selected when you use the Relay Request function.



To send a cover sheet, press the **COVER SHEET** key.

Batch Page Numbering

This setting is used to change the page numbering of the transmitted document (normally "P.1", "P.2", etc.) to batch numbering, which means that a slash and the total number of pages being sent is added after each page number (for example, "P. 1/5", "P.2/5", etc.). This allows the receiver to check for any missing pages.

- ◆ If you are sending a cover sheet, **do not** include the cover sheet in the total number of pages. Your fax will adjust the number to include the cover sheet automatically.
- ◆ If you need to cancel a batch number entry, remove the document from the feeder or press the **STOP** key.
- ◆ If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and **PAGE COUNT ERROR** will appear in the display.

Step	Press these keys:	Comments
1	Function <input type="text"/> 0	ENTER # OF PAGE(S) will appear in the display.
2	<input type="text"/> 1 <input type="text"/> 0 (Example)	Enter the total number of pages (2 digits - "01" to "99") by pressing the numeric keys.

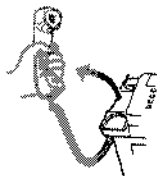
Dialing and transmission

Once you have loaded the document and made any desired transmission settings, you are ready to dial the number of the receiving fax machine and transmit the document. There are several ways of dialing, and you can select the one which best suits your needs.

Normal Dialing

With Normal Dialing, you pick up the handset (or press the **ON HOOK** key) and dial as you would to make a telephone call. If the receiving machine is set to receive faxes manually (this means that the receiving party first answers your call vocally, and then presses their Start key to begin fax reception), you can talk with them before sending the fax.

1

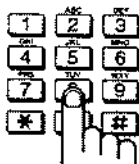


or



Pick up the handset or press the **ON HOOK** key. Listen for the dial tone.

2



Dial the number of the receiving machine by pressing the numeric keys.

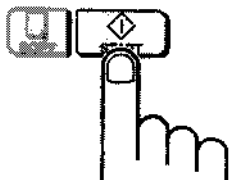
3



Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other party answers, ask them to press their Start key (if you pressed the **ON HOOK** key, pick up the handset to speak with them). This causes the receiving machine to issue a reception tone.

4



When you hear the reception tone, press the **START** key. Replace the handset if you used it.

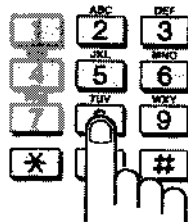
- When transmission is completed, the fax will beep.

Direct Keypad Dialing

If you do not need to talk with the other party before sending the fax, you can just dial; it isn't necessary to pick up the handset or press the **ON HOOK** key.

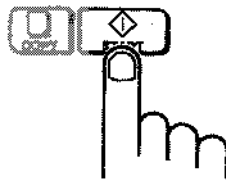
- ◆ Direct Keypad Dialing is a form of automatic dialing, so if you need to insert a pause between any digits of the number, press the **REDIAL** key. (For more information on pauses, see "Storing Numbers for Automatic Dialing" in Chapter 2.)

1



Enter the number of the receiving machine by pressing the numeric keys.

2

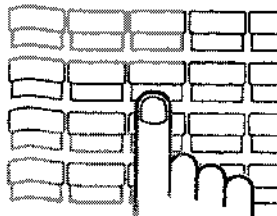


Check the display. If the number of the receiving machine shown is correct, press the **START** key.

- If it is not correct, press the **STOP** key to backspace and clear individual digits, and then re-enter the correct digits.

Rapid Key Dialing

If the number you want to dial has been stored as a Rapid Key number (see "Storing Numbers for Automatic Dialing" in Chapter 2), you can dial it by pressing the appropriate Rapid Key.



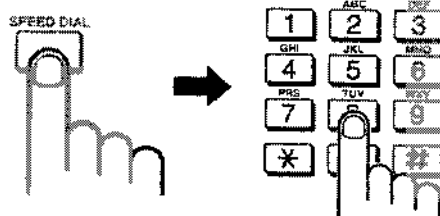
Press the appropriate Rapid Key.

- ◆ The name of the receiving party will appear in the display, or the fax number if no name was stored for that number. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is made.

Speed Dialing

If the number you want to dial has been stored as a **Speed Dial** number, you can dial it by pressing the **SPEED DIAL** key and then entering the 2-digit number (see "Storing Numbers for Automatic Dialing" in Chapter 2).

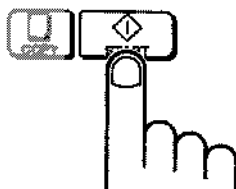
1



Press the **SPEED DIAL** key and then enter the two digits of the Speed Dial number by pressing the numeric keys.

- To enter numbers 1 through 9, first enter 0 and then the number.

2



Check the display. If the name or number shown is correct, press the **START** key. (If not, press the **STOP** key and then repeat Step 1.)

Redialing

Automatic redialing

If you use automatic dialing (including **Direct Keypad Dialing**) and the line is busy, your fax will automatically redial the number. This will be done 2 times at intervals of 5 minutes.

- ♦ To stop automatic redialing, press the **STOP** key.
- ♦ If desired, you can change the number of times the fax redials to any number from 1 to 15 with Option Setting 5, and the interval at which redialing is done to any number of minutes from 1 to 15 with Option Setting 4.

Using the REDIAL key

If the line is busy, you can press the **REDIAL** key to redial the number (the last number dialed is redialed).

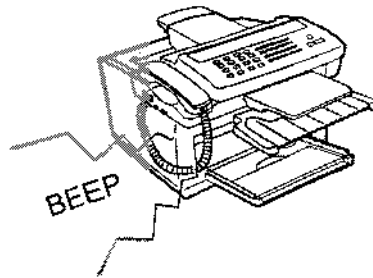
1



Press the **REDIAL** key.

- The speaker will be activated. (Be sure to adjust the speaker volume adequately.)

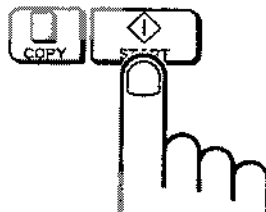
2



Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other person answers, pick up the handset and ask them to press their Start key. This causes the other machine to issue a reception tone.

3



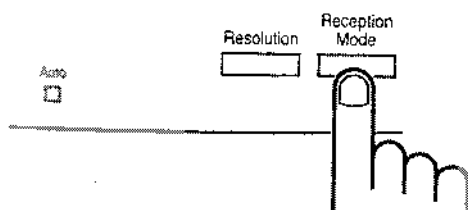
When you hear the reception tone, press the **START** key. Replace the handset if you used it.

RECEPTION

Your fax has two modes of reception: AUTO and MANUAL. With MANUAL reception, you must first pick up the handset and then press the **START** key. With AUTO reception, you don't have to do anything; your fax automatically answers the call and receives the incoming document.

- ♦ AUTO reception is most useful when you want to use your line as a dedicated fax line (you will only be receiving faxes on it).
- ♦ MANUAL reception is most useful when you will be receiving both voice calls and fax messages on the same line.

Setting the mode of reception



Press the **RECEPTION MODE** key.

- The reception mode changes each time you press the **RECEPTION MODE** key. When the **AUTO** light is on, the mode is AUTO. When the **AUTO** light is off, the mode is MANUAL.

AUTO reception

In AUTO reception mode, the fax automatically answers all calls after 1 ring and receives the incoming documents.

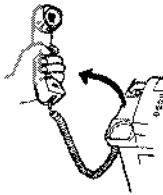
- ♦ You can change the number of rings on which the fax answers incoming calls by changing **Option Setting 2** (see Chapter 5, "Optional Settings"). Any number from "0" to "9" can be selected. (Select "0" to have your fax answer calls without ringing.)
- ♦ If you pick up the handset before your fax answers, you can talk to the other party and/or receive a document as described below in "MANUAL reception".

Note: If Option Setting 2 is set to a large number of rings, your fax may not be able to receive documents sent by automatic dialing. If you have difficulty receiving documents, change the setting of Option Setting 2 to a lesser number of rings.

Note: If you are using distinctive ringing, your fax will answer incoming calls after one ring regardless of the setting of Option Setting 2.

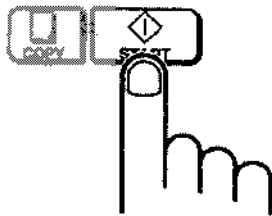
MANUAL reception

1



When your fax rings, pick up the handset.

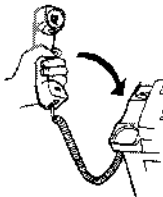
2



You will either hear a fax tone or the other party will speak to you.

- If you hear a fax tone, press the **START** key.
- If the other party first speaks with you and then wants to send a document, press the **START** key after speaking.

3



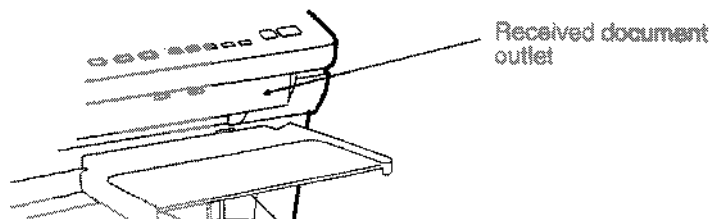
Hang up when **RECEIVING** appears in the display.

Note: As a back-up feature of MANUAL mode, you can set the fax to automatically answer calls and receive documents on any number of rings from 1 to 9. This is useful if you are occasionally unable to respond to an incoming call personally. The setting is made with Option Setting 6. See Chapter 5, "Optional Settings".

Received document outlet

The received document outlet is located just above the original document OUT tray as shown below. Received documents and copies will rest in the outlet with the leading edge protruding out onto the original document OUT tray.

Note: The Received Document Outlet has a maximum capacity of 50 sheets. To prevent the outlet from becoming obstructed, which will in turn cause paper jams, be sure to frequently remove received documents and copies. **Do not allow a large number of documents to accumulate in the outlet.**



Automatic Fax/Phone Changeover

This is a special function in AUTO reception mode which allows you to use one line for both fax and voice communications without having to personally answer every call. When it is turned on, your fax will detect whether an incoming call is a voice call or a fax message. If it is a voice call (or a manually dialed fax message), your fax will signal you to answer. If it is an auto-dialed fax message, your fax will automatically start reception.

Caution!

- *Automatic Fax/Phone Changeover will not route voice calls to extension telephones on the same line as the fax machine. Do not use Automatic Fax/Phone Changeover if you intend to use one or more extension telephones together with the fax machine.*

Turning Automatic Fax/Phone Changeover on

Automatic Fax/Phone Changeover is turned on by setting Option Setting 7 to "YES". The procedure for doing this is described in Chapter 5, "Option Settings".

- ♦ Make sure the reception mode is set to **AUTO**.

***Note:** If Option Setting 2 is set to a large number of rings, your fax may not be able to receive documents sent by automatic dialing. If you have difficulty receiving documents, change the setting of Option Setting 2 to a lesser number of rings.*

How the function operates

When a call comes in, your fax will answer it after the number of rings set with Option Setting 2:

- ♦ If your fax detects a fax tone, it will begin reception automatically.
- ♦ If your fax doesn't detect a fax tone, it will make a special ringing sound (called pseudo ringing) for approximately 15 seconds, signaling you to pick up the handset.

In the latter case, if you do not pick up the handset within 15 seconds, your fax will issue a fax tone to the other fax machine. This allows the other party to send a document manually if they desire when you are out. The document will be received automatically.

Comments:

- *If the other party calls with the intention of sending a document manually, your fax will treat the call as a voice call. This is because Normal Dialing is used for manual transmission, and no fax tone is issued. Your fax will only be able to recognize a fax transmission if the other party uses automatic dialing.*
- *The duration of pseudo ringing can be adjusted with Option Setting 11 (see Chapter 5, "Option settings"). Possible settings are 15, 30, 60, or 120 seconds (the factory setting is 15 seconds).*

MAKING COPIES

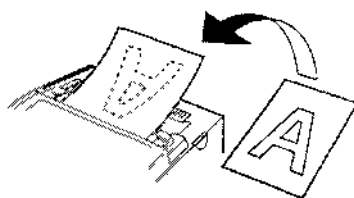
Your fax can also be used to make copies. Both single and multiple copies (up to 50 per original) can be made, enabling your fax to double as an office copier.

- ◆ The default resolution for copying is FINE.

Single copies

Follow these steps when you only want to make one copy of each original in the feeder. Single copying is particularly convenient for making sample copies of documents to be transmitted to see if the resolution or contrast needs adjustment.

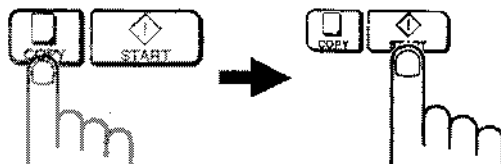
1



Load the document(s) face down.

- If desired, adjust the resolution and/or contrast with the **RESOLUTION** key.

2

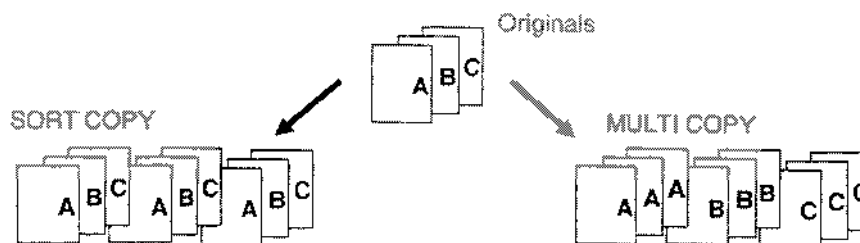


Press the **COPY** key, and then the **START** key.

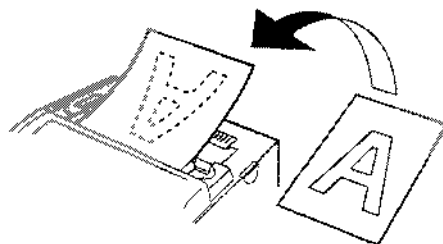
Multiple copies

Follow these steps when you want to make multiple copies of one or more originals. Up to 50 copies per original can be made.

- ◆ If you are making multiple copies of more than one original, you can choose whether to have the copies be sorted (SORT COPY) or not sorted (MULTI COPY). The following example shows how each mode works when 3 copies each of 3 originals are made.



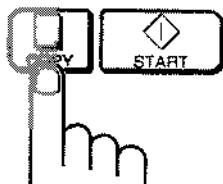
1



Load the document(s) face down.

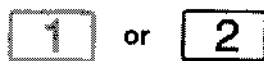
- If desired, adjust the resolution and/or contrast with the **RESOLUTION** key.

2



Press the **COPY** key.

3



Press "1" to select **MULTI COPY**, or "2" to select **SORT COPY**.

4

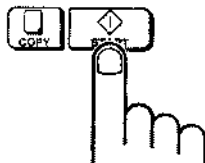


(Example)

Enter the desired number of copies with the numeric keys.

- If the desired number of copies is from 1 to 9, enter "0" first.

5



Press the **START** key.

Note: If you place a large number of originals in the feeder, the memory may become full before all of them can be scanned (**MEMORY FULL** will appear in the display). If this happens, press the **START** key to copy the originals which have been scanned, and then repeat the multiple copy procedure for the remaining originals, including the original which was being scanned when the memory became full.

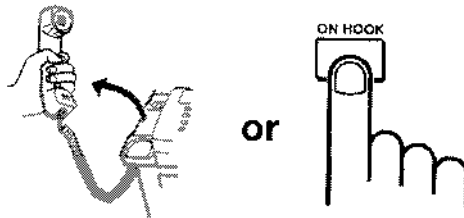
Note: The Received Document Outlet has a maximum capacity of 50 sheets. To prevent the outlet from becoming obstructed, which will in turn cause paper jams, be sure to frequently remove received documents and copies. Do not allow a large number of documents to accumulate in the outlet.

MAKING TELEPHONE CALLS

Your fax can be used like a regular telephone to make and receive voice calls.

Note: To make or receive a phone call, the power must be on.

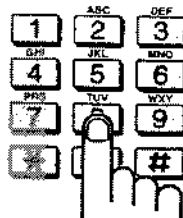
1



Pick up the handset or press the **ON HOOK** key. Listen for the dial tone.

- To use Rapid Key Dialing, you must press the **ON HOOK** key.

2



Dial the number using one of the following methods:

- **Normal Dialing:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialing:** Press the appropriate Rapid Key. (The voice number will be dialed.)

3



Speak with the other party when they answer.

- If you pressed the **ON HOOK** key, pick up the handset.

Note: If the printer cover is opened during a phone conversation, the line will be disconnected.

Redial

The last number called can be redialed by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **ON HOOK** key). When the other party answers, pick up the handset.

Hold

You can put the other party on hold during a conversation by pressing the **HOLD** key. When this is done, they cannot hear you. You can replace the handset without breaking the connection.

When you are ready to speak with them again, pick up the handset. If you did not replace the handset, press the **HOLD** key one more time.

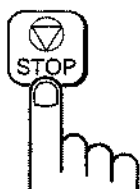
Talk Request

You can press the **STOP** key during a fax transmission to stop the transmission and talk with the other party if needed.

To use the **STOP** key for Talk Request, you must first set Option Setting 10 to YES. This procedure is described in Chapter 5, "Option Settings". Note that if Option Setting 10 is set to NO, pressing the **STOP** key will simply stop transmission and break the connection.

To make a Talk Request

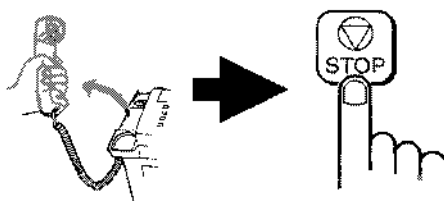
1



When transmission or reception is in progress, press the **STOP** key.

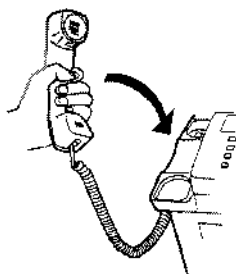
- This will cause the talk request alarm to sound on the receiving machine. The other person will pick up their handset and press the appropriate key on their fax machine.

2



The Talk Request alarm will sound on your fax, and the message **LIFT HANDSET** will appear in the display. Lift your handset and press the **STOP** key.

3



After a few seconds, you will be able to talk with the other party. When you have finished talking, hang up.

- If the other party does not answer the call within a short period of time, talk mode is automatically cancelled and the machine returns to standby mode.
- If "DOCUMENT JAM" appears in the display, press the **START** key to make the document feed out.

Notes

4 SPECIAL FUNCTIONS

MEMORY

Your fax has a memory similar to that of a computer. This can be used to store both incoming and outgoing documents.

- ◆ Approximately 15 pages of average content can be held in memory if they are all to be transmitted, or 23 pages if they are all received. Less can be held if any were scanned using fine or halftone resolution.

Caution!

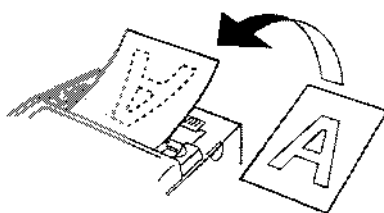
- * When documents are stored in memory, do not turn the power off. This will erase all of the contents.

Sending documents from memory

With this function, the original document is scanned immediately, stored in memory, and then transmitted once the connection to the receiving machine is made. This is convenient when transmitting to places where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations.

- ◆ Only one memory transmission can be set at a time.
- ◆ The amount of memory currently occupied appears as a percentage in the display while the document is being scanned.

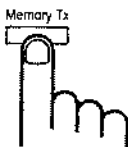
1



Load the document(s).

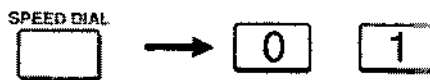
- ◆ Set the resolution and/or contrast if desired.

2



Press the MEMORY key.

3

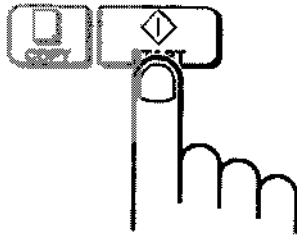


(Example)

Enter the number of the receiving machine using one of the following methods:

- ◆ Press a Rapid Key.
- ◆ Press the **SPEED DIAL** key and enter a Speed Dial number.
- ◆ Enter a full telephone number with the numeric keys (do not pick up the handset or press the **ON HOOK** key).

4



Press the **START** key if you entered a **Speed Dial number** or a **full number**.

- The document is first scanned and stored in memory. The other machine is then dialed (redialing will be done automatically if necessary). When the connection is made, transmission begins. Afterwards, the document is cleared from memory and your fax returns to **standby** mode.

If the memory becomes full...

If the memory becomes full while the document is being scanned, **MEMORY FULL** will appear in the display.

- ♦ Press the **START** key if you want to transmit the pages which have been stored up to that point in **memory**. After transmission, the **memory will be cleared** and you can then **refeed and transmit** the remaining pages. You will **also need to refeed** the page which was being scanned when the memory filled up.
- ♦ Press the **STOP** key if you want to cancel the entire transmission.

Substitute reception into memory

This is a **back-up function** which is automatically activated if your fax runs out of paper, the imaging cartridge needs replacement, or the paper jams.

When you have received a document in memory, **SUBSTITUTE FOUND** will appear in the display, alternating with **CHECK PAPER**, **REPLACE TONER**, or **PAPER JAM**. When you add paper (and set the paper size), replace the imaging cartridge, or clear the jam, the stored documents will automatically be printed out.

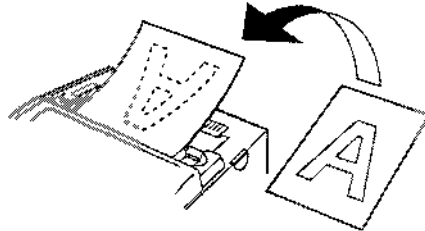
- ♦ If you received documents in memory because the fax **ran out of paper**, be sure to add paper **which is the same size as the paper previously used**. If not, the document print-out size may not match the size of the printing paper.

Note: If documents received in memory are lost due to a power failure or other interruption in the power supply, a **"CLEAR REPORT"** will be printed out when the power is restored. This gives information about the receptions lost, including the fax numbers of the transmitting machines which are available.

TRANSMISSION RESERVATION

When your fax is busy receiving a document or transmitting a document from memory, you can "reserve" a transmission by loading the document and entering the fax number. Once the current operation is completed, your fax will automatically dial the number and transmit the document, saving you from having to wait.

1



Load the document(s).

- RESERVE READY will appear in the display.
- Set the resolution and/or contrast if desired.

2

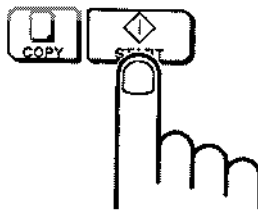


(Example)

Enter the number of the receiving machine using one of the following methods:

- Press a Rapid Key.
- Press the **SPEED DIAL** key and enter a Speed Dial number.
- Enter a full number with the numeric keys.

3



Press the START key if you entered a Speed Dial number or a full number.

- The number will be dialed once the current operation is completed, and transmission will begin once the connection is made.

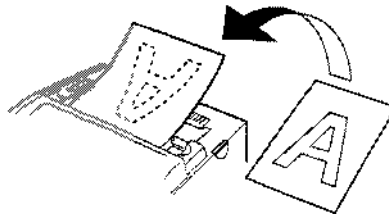
Note: If the document is removed from the feeder after a transmission reservation is set, the reservation will be canceled.

BROADCASTING

The Broadcasting function allows you to send the same document to as many as 50 different locations with just one operation. You feed the document through the machine **once** and it is stored in memory. After this, the **numbers** you have entered are automatically dialed in succession, and the document transmitted to each location.

- ♦ To enter the fax numbers of the receiving machines, you must use Rapid Keys, Speed Dial numbers, or Group Keys; no full numbers can be entered.

1



Load the document(s).

- ♦ If you want to send a cover sheet, press the **COVER SHEET** key.

2



Press the **BROADCAST** key.

3

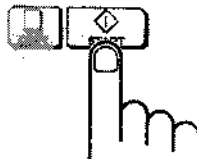


(Example)

Dial the receiving units using one or more of the following methods:

- ♦ Press one or more Rapid Keys.
- ♦ Enter Speed Dial numbers with the numeric keys.
- ♦ Press one or more Group Keys.

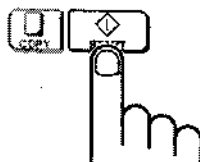
4



Press the **START** key.

- ♦ Set the resolution and/or contrast if desired.

5



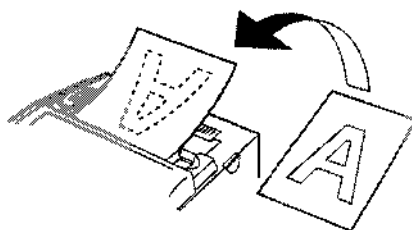
Press the **START** key. Transmission will begin.

- ♦ A **Transaction Report** is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

Broadcasting using a Group Key

If the fax machines to which you want to broadcast have **all been** programmed into one **Group Key**, you can perform the broadcasting operation using the following simplified procedure:

1



Load the document(s).

- Make any desired transmission settings (resolution, contrast, etc.).

2

GROUP 1



(Example)

Press the appropriate Group Key.
Transmission will begin.

TIMER OPERATIONS

The timer function allows you to set a transmission operation to be performed automatically at a time you specify. Up to 5 operations can be set at any one time, and the times **they will be performed** can be specified up to **a week in advance**.














You can use this function, for example, to take advantage of lower nighttime telephone rates without having to be there when the operation is performed.






- ♦ Code numbers are used to specify days of the week. Refer to the table below when making time settings which include a specified day:

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Comments:

- Only regular transmissions can be set using the procedure described below. If you want to set a broadcast operation to be performed at a specified time, program the operation into a Program Key and include a timer setting. This is described in "Entering and Using Programs" in this chapter.
- If you want to include a cover sheet with a timer transmission, press the **COVER SHEET** key before beginning the procedure below.
- When a timer operation is set, "T" will appear at the right side of the display.







Step	Press these keys:	Comments
1	 	TIMER MODE will appear in the display.
2		Select SET.
3	    (Example)	Enter the time of the operation (2 digits for the hour and 2 digits for the minute).
4	 or 	Press "*" to select A.M., or "#" to select P.M.
5	 (Example)	Enter the code for the day of the operation (skip this step if the operation will be performed within the next 24 hours).
6		
7	  (Example)	Enter the fax number of the other machine using one of the following methods: <ul style="list-style-type: none"> • Press a Rapid Key. • Enter a Speed Dial number with the numeric keys.

8		
9	Resolution 	Adjust the resolution and contrast if desired (otherwise skip this step).
10		
11	Memory Tx  or 	<p>If you want to send the document from memory, load it and press Memory TX.</p> <p>If you want to send the document from the feeder, press START and load the document any time before the set time.</p> <p>If a timer transmission from the feeder has already been set ("START: END OF SET" will appear in the display), you must send the document from memory. Load the document and press START.</p>

To cancel an operation

If you need to cancel an operation after it has been set, follow the steps below.

- ◆ You need to know the number assigned to the operation in order to cancel it. If you don't remember the number (it appears in the display when you set the operation), print out the Timer List (see Chapter 6, "Printing Out Reports and Lists").

Step	Press these keys:	Comments
1	Function  1 	TIMER MODE will appear in the display.
2	2 	Select CLEAR.
3	3  (Example)	Enter the 1-digit timer number assigned to the operation.
4		
5		Exit.

ENTERING AND USING PROGRAMS

If you frequently perform the same operation involving the same party, you can program all the steps of the operation into one Program Key. This allows you to perform the operation by simply pressing that key.

- ◆ Rapid Keys 18 to 18 can be used as Program Keys. However, a key cannot be used if it is already being used for Rapid Key Dialing.
- ◆ Only Rapid Keys, Speed Dial numbers, and Group Keys can be used to enter fax numbers of receiving machines in Program Keys. Full numbers cannot be entered.
- ◆ You can also include a timer setting in the program to have the operation performed automatically at a selected time.
- ◆ To clear a mistake, press the **STOP** key.













Initial procedure

To program an operation, first perform the following procedure. After you have completed it, go to the procedure for the specific operation you want to program.

- ◆ Code numbers are used to set days of the week. Refer to the table below when making time settings which include a specified day:





Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6





Step	Press these keys:	Comments
1	Function <input type="text"/> 7	PROGRAM/GROUP will appear in the display.
2	<input type="text"/>	PRG. ENTRY MODE will appear in the display.
3	<input type="text"/> 1	Select SET.
4	P1 <input type="text"/> (Example)	Select a Program Key by pressing the appropriate Rapid Key.
5	<input type="text"/> <input type="text"/> <input type="text"/> ... <input type="text"/> (Example)	Enter a name for the program (max. of 20 letters). (See "Entering Letters for Names" in Chapter 2.) Skip this step if you don't want to enter a name.

6		
7	  (Example)	Enter the hour (2 digits: "01" to "12"). If you don't want to make a timer setting, go to Step 11.
8	  (Example)	Enter the minute (2 digits - "00" to "59").
9	 or 	Press "*" to select A.M., or "#" to select P.M.
10	 (Example)	Enter the day of the week by entering the appropriate code number (see above table). (Skip this step if the operation will be done within 24 hours of pressing the Program Key.)
11		
12	 ↓ 	Press the "#" key or "*" key until the desired operation appears in the display. The operations will appear in the following order: • Transmission • Broadcasting
13		Continue with the specific procedure for your operation (see the following pages).

Transmission






(Continued from "Initial procedure".)

Step	Press these keys:	Comments
14	  (Example)	Enter the fax number of the other machine using one of the following methods: • Press a Rapid Key. • Enter a Speed Dial number with the numeric keys.
15		
16		Adjust the resolution and contrast if desired (otherwise skip this step).

17		
18	Memory Tx  or 	If you want the document to be sent from memory, press Memory TX . If you want the document to be sent from the feeder, press START .
19		Exit.








Broadcasting

(Continued from "Initial procedure".)

Step	Press these keys:	Comments
14	<div> <div>0</div> <div>1</div> <div>...</div> <div>0</div> <div>2</div> </div> <p>(Example)</p>	Enter the numbers of the receiving fax machines using one or more of the following methods: <ul style="list-style-type: none"> • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers. • Press one or more Group Keys.
15		
16	Resolution 	Adjust the resolution and contrast if desired (otherwise skip this step).
17	 	
18		Exit.

Clearing a Program Key

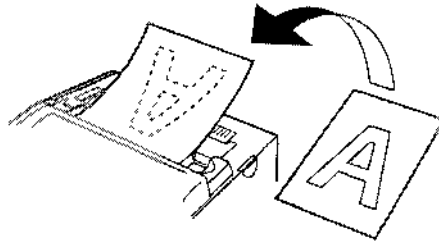
To clear a Program key, follow these steps:

Step	Press these keys:	Comments
1	Function  	PROGRAM/GROUP will appear in the display.
2		PRG. ENTRY MODE will appear in the display.
3		Select CLEAR.
4	 (Example)	Press the Program Key you want to clear.
5		
6		Exit.

Using a Program Key

A programmed operation is performed as follows:

1



Load the document.

- To include a cover sheet, press the **COVER SHEET** key. (This cannot be done for a relay request operation.)

2



Press the appropriate Program Key.

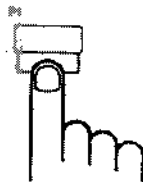
(Example)

Note: A maximum of 5 timer operations can be set at any one time, including both timer operations set by pressing a Program Key and operations set as described in "Timer Operations" in this chapter.

To cancel a timer operation

If a Program Key has been pressed for a timer operation and you need to cancel the operation before it is performed, follow these steps:

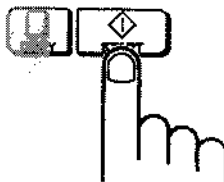
1



Press the Program Key.

(Example)

2





Press the START key.

Notes

5 OPTIONAL SETTINGS

A variety of optional settings are available which you can use to fine-tune your fax to better suit your needs. The settings are made by pressing the panel keys, and each setting is described in the list below.

Accessing the settings

Step	Press these keys:	Comments
1	 4	OPTION SETTING will appear in the display.
2	# or *	Move through the list of settings by pressing "#" to move forward, or "*" to move backward. The settings will appear in the order listed below.
3	2 (Example)	When the desired setting appears in the display, change it appropriately as described below.
4		Exit.

Settings

Setting 1: FINE RESOLUTION PRIORITY

This sets the default resolution for document transmission. Press "1" (YES) to set it to FINE, or "2" (NO) to set it to STANDARD.

- Factory setting: "2"

Setting 2: NUMBER OF RINGS TO AUTO ANSWER

This sets the number of rings your fax waits before answering an incoming call in AUTO receive mode. Enter a number from "0" to "9" (if "0" is entered your fax will answer without ringing).

- Factory setting: "1"

Setting 3: AUTO LISTING

Press "1" (YES) to have your fax automatically print out Send/Receive Activity Reports every 30 operations. (The list can still be printed out manually when desired.) Press "2" (NO) to turn the function off.

- Factory setting: "2"

Setting 4: RECALL INTERVAL

This sets the amount of time your fax will wait between automatic redials when the line is busy. Press "01" for 1 minute, "02" for 2 minutes, etc., up to a maximum of 15 minutes.

- Factory setting: "05"

Setting 5: RECALL TIMES

This sets the maximum number of times your fax will automatically redial if the line is busy. Enter any number from "01" to "15".

- Factory setting: "02"

Setting 6: NUMBER OF RINGS TO MANUAL ANSWER

This sets your fax to automatically answer a call after a certain number of rings when it is in manual reception mode. Any number from "0" to "9" can be entered (enter "0" if you don't want your fax to answer automatically).

- Factory setting: "0"

Setting 7: AUTO FAX/PHONE CHANGEOVER

Press "1" (YES) to have your fax detect whether incoming calls are voice calls or fax transmissions in automatic reception mode. Press "2" (NO) to turn the function off.

- Factory setting: "2"

Setting 8: TRANSACTION REPORT PRINT SELECT

This sets the condition for printing out Transaction Reports. Enter a number from "1" to "5" as follows:

- "1" (ALWAYS PRINTS): Print out after each transmission, reception, or error.
- "2" (ERR/TIMER/MEM.): Print out only after an error, a timer operation, or a memory operation.
- "3" (SEND ONLY): Print out only after a transmission.
- "4" (NEVER PRINT): Never print out.
- "5" (ERROR ONLY): Print out only after an error occurs.

- Factory setting: "5"

Setting 9: CLOSED NETWORK

This allows you to prevent reception of unwanted faxes by only allowing reception from fax numbers which you have stored for automatic dialing. Press "1" to turn the function on, or "2" to turn it off.

- Factory setting: "2"

Setting 10: TALK FUNCTION

Press "1" to set the STOP key to function as a Talk Request key when pressed during transmission. Press "2" to turn Talk Request off.

- Factory setting: "2"

Setting 11: PSEUDO RINGING DURATION

This sets the duration of pseudo ringing when Automatic Fax/Phone Changeover is turned on. Enter a number from "1" to "4" as follows:

- "1" (15 SEC.): 15 seconds
- "2" (30 SEC.): 30 seconds
- "3" (60 SEC.): 60 seconds
- "4" (120 SEC.): 120 seconds

- Factory setting: "1"

Setting 12: COPY REDUCE

This sets the amount by which copies are reduced before printing to ensure that data at the edges is not cut off. Press "1" for automatic reduction depending on the size of the original and the printing paper, "2" for no reduction, or "3" for fixed reduction to 94% of the original size.

- Factory setting: "2"

Setting 13: RECEIVE REDUCE

This sets the amount by which received documents are reduced before printing to ensure that data on the edges is not cut off. Press "1" for automatic reduction depending on the size of the document received and the printing paper, "2" for no reduction, or "3" for fixed reduction to 94% of the original size.

- Factory setting: "1"

Setting 14: COPY CUT-OFF

Press "1" (CONTINUE) to have documents longer than the printing paper be continued on a second page when copied. Press "2" (CUT-OFF) to have the part outside that length not printed.

- Factory setting: "2"

Setting 15: BEEP LENGTH

This sets the duration of the beep which signals the end of transmission, reception, or copying. Press "1" for 3 seconds, "2" for 1 second, or "3" for no beep.

- Factory setting: "1"

Setting 16: FOOTER PRINT

Press "1" (YES) to have the transmitting machine's fax number (if provided) printed at the bottom of each page you receive (this is in addition to similar information printed at the top of each page). Press "2" (NO) for no footer printing.

- Factory setting: "2"

Setting 17: DIAL MODE

This sets the mode of dialing. Press "1" if you are on a touch-tone line, or "2" if you are on a pulse dial line.

- Factory setting: "1"

Setting 18: DISTINCTIVE RINGING

This sets the ring pattern to which your fax will answer if you subscribe to a distinctive ringing service. Enter a number from "1" to "8" to select a pattern. See "Distinctive Ringing" in Chapter 2 for more details.














- Factory setting: "8"

Printer heater

To conserve electricity at times when your fax is not used frequently, you can turn off its laser printer heater. With the power switch left on and the heater turned off, your fax can still receive incoming transmissions.

When a document comes in, it is stored in memory. The heater turns on automatically, and once it heats up to the appropriate temperature, the document is printed. After this, memory is cleared and the heater turns off.

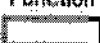




You can either turn the heater on (this is the factory setting), turn it off, or set the heater to automatically turn on and off at selected times every day. Follow the steps below to make the setting.

Step	Press these keys:	Comments
1	Function 	HEATER MODE will appear in the display.
2	 (Example)	Press "1" to turn the heater on, "2" to turn it off, or "3" to have it turn on and off automatically at set times every day.
3	          (Example)	If you pressed "3" in the above step, enter the time you want the heater to turn off, and then the time you want it to turn on. For each time, enter 2 digits for the hour, 2 digits for the minute, and then "X" for A.M., or "P" for P.M. (note that the initial time settings are 5:00 P.M. and 9:00 A.M.).
4		Press START.

6 PRINTING OUT REPORTS AND LISTS

You can print out a variety of lists showing settings and information entered in the fax. You can also have the fax automatically print out a report on transactions after they are made. Each list and the report is described below.

Printing out a list

Step	Press these keys:	Comments
1	Function  	LISTING MODE will appear in the display.
2	 or 	Move through the lists by pressing "#" or "*". Stop when the desired list appears in the display.
3		Print out the list.

Activity Report

This report shows details on up to 30 of the operations most recently performed. The report is divided into two parts: the TRANSMISSIONS ACTIVITY REPORT, which shows details on transmissions, and the RECEPTIONS ACTIVITY REPORT, which shows details on receptions.

- ♦ If Option Setting 3 is set to "1", a report will be automatically printed out whenever data on 30 operations has accumulated. (A report can still be printed out manually at any time.)
- ♦ All data is erased after a report is printed out. If automatic print-out is turned off and print-out has not been done manually for more than 30 operations, the oldest data is successively overwritten each time an operation is performed.

Explanation of headings

SENDER/RECEIVER	The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").
START	The time at which transmission/reception started.
TX/RX TIME	Total time taken for transmission/reception.
PAGES	Number of pages transmitted/received.

PRINTING OUT REPORTS AND LISTS

TYPE (T) - A timer operation was performed.

(M) - The memory was used.

NOTE OK - Transmission/reception was normal.

P.FAIL - A power failure occurred.

JAM - A problem with the printing paper or document occurred.

BUSY - The line was busy.

COM.E-0 to COM.E-7 - A telephone line error prevented the transaction. See the appropriate list below based on whether you were transmitting or receiving.

CANCEL - Transmission was cancelled because the STOP key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have.

Transmission errors

E-0	Able to recognize handshake signal, but it has errors.
E-1	Cannot recognize the handshake signal from the receiver side.
E-2	Line disconnected during transmission.
E-3	Line disconnected after modem speed fall-back.
E-4	Line disconnected during multi-page transmission.
E-6	Cannot recognize the handshake signal for next page at receiver side.
E-7	No response from receiver side or "disconnect signal" is received at transmitter side.

Reception errors

E-0	Able to recognize handshake signal, but it has errors.
E-1	Line disconnected during reception.
E-2	Cannot recognize the handshake signal from the transmitter side.
E-3	Cannot recognize the last handshake signal from the transmitter side.
E-4	Cannot recognize the handshake signal for next page from the transmitter side in the case of mode change.
E-5	Cannot recognize the handshake signal for next page from transmitter side.
E-7	No response from transmitter or "disconnect signal" is received at receiver side.

Timer List

This list shows the timer operations which are currently set.

```

*****
TIMER LIST
*****
F00 John Doe Corp.      201 555 1234      JUL-7-94 THU 1:03 PM
*****
NO    SET TIME    TYPE    DESCRIPTION    REMOTE STATION ID
-----
1    MON 11:15 AM    TMRD    (TMR)    STANDARD    304
2    TUE 1:45 PM    SEGR    (TMR)    STANDARD    305
3    WED 4:00 PM    SEGR    (TMR)    FINE       7755GRAM J1
*****

```

Telephone List

This list shows the fax and voice numbers which have been stored for automatic dialing, your name and fax number as entered in your fax, and a sample of the header printed at the top of every page you transmit.

```

*****
TELEPHONE LIST
*****
F00 John Doe Corp.      201 555 1234      JUL-7-94 THU 1:38 PM
*****
NAME / PHONE #    TELEPHONE #
-----
1    J T DORE      FAX 852-555-0542
2    J T DORE      TEL 877-852-0117
3    J T DORE      FAX 852-555-0852
4    J T DORE      TEL 154236
5    J T DORE      PROGRAM 11 JCTED
6    J T DORE      PROGRAM 12 JCTED
7    J T DORE      PROGRAM 13 JCTED
8    J T DORE      FAX 852-555-1234
9    J T DORE      FAX 25-563-2102
*****
<<FAX BROADCAST SETTING>>
*****
REMOTE STATION NO.
*****
RECEIVE PROGRAMS
*****
NAME    TEL NO.
-----
1    J T DORE    852-555-0542
2    J T DORE    852-555-0852
3    J T DORE    852-555-1234
*****
OTHER FAX NUMBERS
*****
*****
HEADER PRINT
*****
JUL-7-94 THU 1:38 PM    John Doe Corp.    FAX NO 201 555 1234    P 1
*****

```

Option Settings List

This list shows the current status of the option settings.

```

*****
OPTIONAL SETTINGS LIST
*****
F00 John Doe Corp.      201 555 1234      JUL-7-94 THU 1:40 PM
*****
SN NO.    ITEM    SETTING
-----
1    1    LINE PRIORITY    RD
2    2    NUMBER OF RINGS    8 RING
3    3    DIALING    NO
4    4    INTERVAL    3 MINUTES
5    5    TIMES    1 TIMES
6    6    ON HANG-UPS    NO
7    7    ANSWERS    NO
8    8    ACTION PRINT SELECT    ERR-TIMER-MEM. PRINT
9    9    CLOSING NETWORK    NO
10   10    TALK SELECT    RD
11   11    SENDING RING DOR.    15 SEC
12   12    COPY SOURCE    FROM
13   13    SENSITIVE REDUCE    AUTO
14   14    COPY CUT-OFF MODE    YES
15   15    STOP LENGTH    5 SEC
16   16    PORTER PRINT    NO
17   17    DIAL MODE    TONE
18   18    DISTINCTIVE RING    OFF SETTING
*****

```

Program and Group List

The top part of this list shows the programs which have been entered. The bottom part shows the fax numbers which have been stored in each Group Key.

```

*****
*                                                                 P. 01 *
*                               PROGRAM & GROUP LIST                *
*                               JUL- 7-94 THU 11:41 PM             *
*                               FOR: John Doe Corp.                201 555 1234 *
*-----*
* PROGRAM 1  NAME ABC Corp. *
*            RESERVED TIME 4:55 PM MON *
*            TYPE SEND (TM) *
*            RESOLUTION FINE *
*            REMOTE STATION ID EQ1 *
* GROUP 1    REMOTE STATION ID SQ1, EQ1, SQ2 *
*****

```

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax is set at the factory to print out the report only when an error occurs, but you can change the setting to have it printed out after every operation, only after certain types of operations, or not at all. This is done by changing Option Setting 8 as described in Chapter 5.

- ◆ The Transaction Report shows the same information as the Activity Report. See "Activity Report" in this chapter for an explanation of the headings.
- ◆ The report cannot be printed out manually.

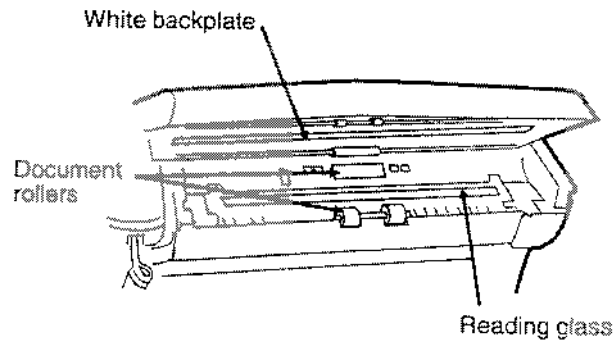
```

*****
*                                                                 P. 01 *
*                               TRANSACTION REPORT                *
*                               JUL- 7-94 THU 11:27 AM             *
*                               FOR: John Doe Corp.                201 555 1234 *
*-----*
* SEND(M) *
* DATE    START  RECEIVER    TX TIME PAGES TYPE    NOTE *
*-----*
* JUL- 7 11:27 AM N. T. BANK  **'**'  0 SEND    (M) CANCEL *
*****

```

Reading glass and rollers

Clean the reading glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel by pulling up on the front edge with both hands, and clean them as shown below.



Wipe the reading glass, white backplate, and rollers with a soft cloth.

- Make sure that all dirt and stains (such as those of correcting fluid) are removed, as these will cause vertical lines on transmitted images and copies.

When finished, close the operation panel by pressing down firmly on both front corners. Make sure that both sides of the panel click into place.

The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

- *Do not use benzene or thinner. These solvents may damage or discolor the machine.*

Notes

8 TROUBLESHOOTING

PROBLEMS AND SOLUTIONS

Problem	Check and remedy
Nothing appears in the display.	<ul style="list-style-type: none">• Make sure the power cord is properly plugged into a power outlet.• Make sure the power switch has been switched to the correct position.• Connect another electrical appliance to the outlet to see if it is live.
The fax does not respond when you press any of its keys.	<ul style="list-style-type: none">• If a beep sound is not made when you press the keys, turn off the power and then turn it back on several seconds later.
Automatic document feeding does not work for transmission or copying.	<ul style="list-style-type: none">• Check the size of the document (see "Transmittable documents" in Chapter 3).
Dialing cannot be done.	<ul style="list-style-type: none">• Make sure the power is on.• Make sure that the telephone line is properly connected to the TEL. LINE jack.• Make sure that your fax is set to the correct dialing mode for your telephone line. See "Dialing Mode" in Chapter 2.
Nothing is printed at the receiving end.	<ul style="list-style-type: none">• Make sure that the document for transmission is placed face down in the feeder.• Make sure that the printing paper is properly loaded in the receiving machine.
The power is on, but no transmission takes place.	<ul style="list-style-type: none">• Make sure that the receiving machine has printing paper.• If the receiving machine is in manual mode with no attendant, reception will not be possible.• If the receiving machine is not a Minolta model, make sure it is G3 compatible.• Check the display for error messages.• Pick up the handset and check for a dial tone.
A distorted image is received at the other end.	<ul style="list-style-type: none">• Noise in the telephone line may cause distortion. Try sending the document again.• Make a copy of the document on your fax. If the copy is also distorted, your fax may have a problem.

The printing paper does not come out.	<ul style="list-style-type: none"> • The printing paper may be jammed. See "Clearing Jammed Printing Paper" in this chapter. • Make sure that the printing paper is properly loaded in your machine. • Make sure the power is on.
The printing paper comes out blank when you try to receive a document.	<ul style="list-style-type: none"> • Make sure that the document is loaded face down in the feeder of the transmitting machine.
The received document is faint.	<ul style="list-style-type: none"> • Ask the other party to send higher contrast documents. If the contrast is still too low, your fax may have a problem. Make a copy to check it. • The imaging cartridge may need replacement.
Received images are distorted.	<ul style="list-style-type: none"> • Noise in the telephone line may cause distortion. Have the other party try sending the document again. • Make a copy of another document on your fax. If the copy is also distorted, your fax may have a problem.
Dots appear at regular intervals on received documents and copies.	<ul style="list-style-type: none"> • The photoconductor drum in the imaging cartridge may be damaged. Try a new cartridge.
The original document doesn't feed properly or comes out skewed during transmission or copying.	<ul style="list-style-type: none"> • Make sure the operation panel is completely closed (press down firmly on both front corners of the panel).

MESSAGES AND SIGNALS

Display messages

CHECK PAPER	You have either run out of printing paper, or it is not loaded properly in the paper tray. Load the paper, press the START key, wait about 20 seconds, and then press "1" for letter paper, or "2" for legal paper.
COVER OPEN	The cover is open. Close it.
DOCUMENT JAM	The original document is jammed. See the following section, "Clearing Paper Jams".
FUNCTION MODE	The FUNCTION key has been pressed.
LINE ERROR	Transmission or reception was not successful. Try again.
MEMORY FULL	The memory is full. See "Memory" in Chapter 4.
PAPER JAM	The printing paper is jammed. See the following section, "Clearing Paper Jams".
ON HOOK DIAL	The ON HOOK key has been pressed and the fax is waiting for you to dial.
RESERVE READY	The machine is ready to reserve a transmission (see "Transmission reservation" in Chapter 4).

DISPLAY MESSAGES

SIZE ERROR	The size of the printing paper differs from the paper size setting. Reset the paper size by pressing the START key, and then "1" for letter paper or "2" for legal paper.
SUBSTITUTE FOUND	A fax has been received in memory because the imaging cartridge needs replacement, the fax machine has run out of printing paper, or the paper is jammed. The fax will be printed out automatically once the problem is fixed.
REPLACE TONER	The imaging cartridge needs replacement or has not been installed.
MEMORY PRINTING	The fax is preparing to or printing out a document in memory.

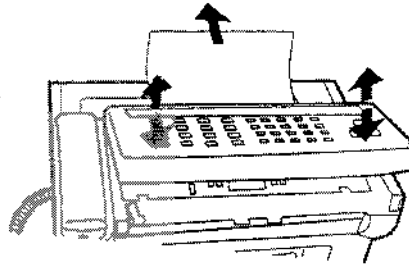
Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	0.5 seconds on, 0.5 seconds off	Indicates that the printer cover is open.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

CLEARING PAPER JAMS

Clearing a jammed document

If a document doesn't feed properly during transmission or copying, or DOCUMENT JAM appears in the display, first try pressing the **START** key. If the document doesn't feed out, remove it as follows:

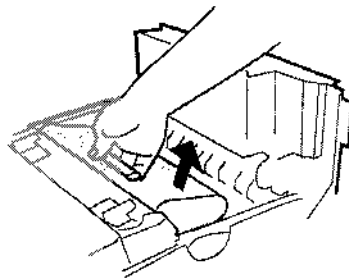


Open the operation panel by pulling up on the front edge with both hands. Gently pull the document out.

Close the operation panel by pressing down firmly on both front corners, making sure that both sides of the panel click into place.

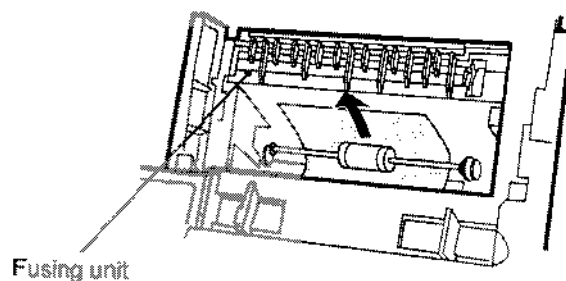
Clearing jammed printing paper

1



Open the printer cover and remove the imaging cartridge.

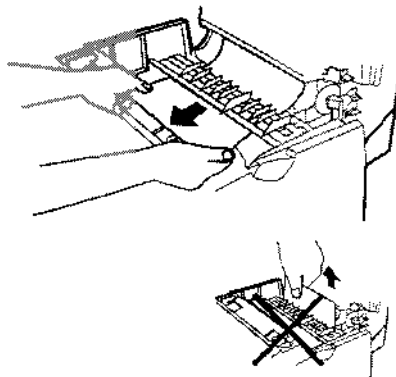
2



If the edge of the paper has not entered the fusing unit, remove the paper by pulling up as shown.

• **Caution!** The fusing unit is hot. Do not touch it.

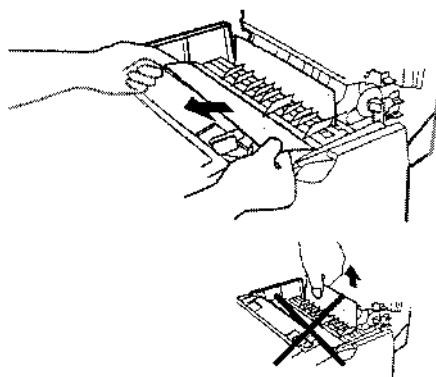
3



If the leading edge of the paper has entered the fusing unit, first remove the leading edge from the fusing unit by pulling down as shown, then remove the entire sheet by pulling up as shown in Step 2.

- **Caution!** Do not remove the paper from the fusing unit by pulling the leading edge up from the top of the unit. This will damage the fusing unit mechanism.

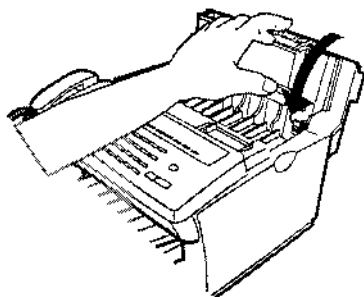
4



If the paper is jammed within the fusing unit, grasp the bottom part of the paper and pull down as shown.

- **Caution!** Do not remove the paper from the fusing unit by pulling the leading edge up from the top of the unit. This will damage the fusing unit mechanism.

5



Replace the imaging cartridge and close the printer cover.

SPECIFICATIONS

Applicable telephone line:	Public switched telephone network
Compatibility:	ITU-TS (CCITT) G3 mode
Configuration:	Half-duplex, desktop transceiver
Compression scheme:	Modified Huffman and special mode
Scanning method:	Flat-bed, solid-state CCD
Resolution:	Horizontal: 203 lines/inch (8 lines/mm) Vertical: Standard — 98 lines/inch (3.85 lines/mm) Fine/Halftone — 196 lines/inch (7.7 lines/mm)
Display:	7 x 5 dots, 1 line by 16-digit display
Reception modes:	Auto/Manual switching
Modem speed:	9600 bps with automatic fallback to 7200, 4800, or 2400 bps
Transmission time*:	Approx. 15 seconds (special mode)
Effective recording width:	8.0" (203 mm) (average)
Input document size:	Automatic feeding: Width — 5.83 to 8.5" (148 to 216 mm) Length — 5.04 to 14" (128 to 356 mm) Manual feeding: Width — 5.83 to 8.5" (148 to 216 mm) Length — 5.04 to 39.4" (128 to 1000 mm)
Effective scanning width:	8.3" (210 mm) max.
Automatic document feeder:	Standard (20 sheets max.)
Halftone (gray scale):	Standard (32 levels)
Contrast control:	Automatic/Dark selectable
Copy function:	Standard
Telephone function:	Standard (cannot be used if power fails)
Power requirements:	120 V AC, 60 Hz
Operating temperature:	50 - 86°F (10 - 30°C)
Power consumption:	Stand-by: 12 W Maximum: 360 W
Dimensions:	Width: 14.8" (375 mm) Depth: 16.0" (406 mm) Height: 10.6" (270 mm) (Without attachments)
Weight:	Approx. 19.8 lbs. (9.0 kg)

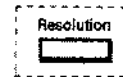
* Based on ITU-TS (CCITT) Test Chart #1 at standard resolution in special mode, excluding time for protocol signals (i.e., ITU-TS phase C time only).

As a part of our policy of continuous improvement, MINOLTA reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.


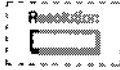

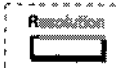
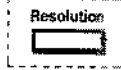


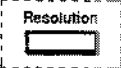


Notes

QUICK REFERENCE GUIDE


Note: Steps which are optional are enclosed in a dotted frame:



Transmitting documents

Normal Dialing	Load document →  → Lift handset or press ON HOOK → Dial (press numeric keys) → Hang up
Direct Keypad Dialing	Load document →  → Dial (press numeric keys) → 
Rapid Key Dialing	Load document →  → Press Rapid Key
Speed Dialing	Load document →  →  → Enter Speed Dial number (press 2 numeric keys) → 
Redialing	Load document →  →  → Wait for reception tone → 

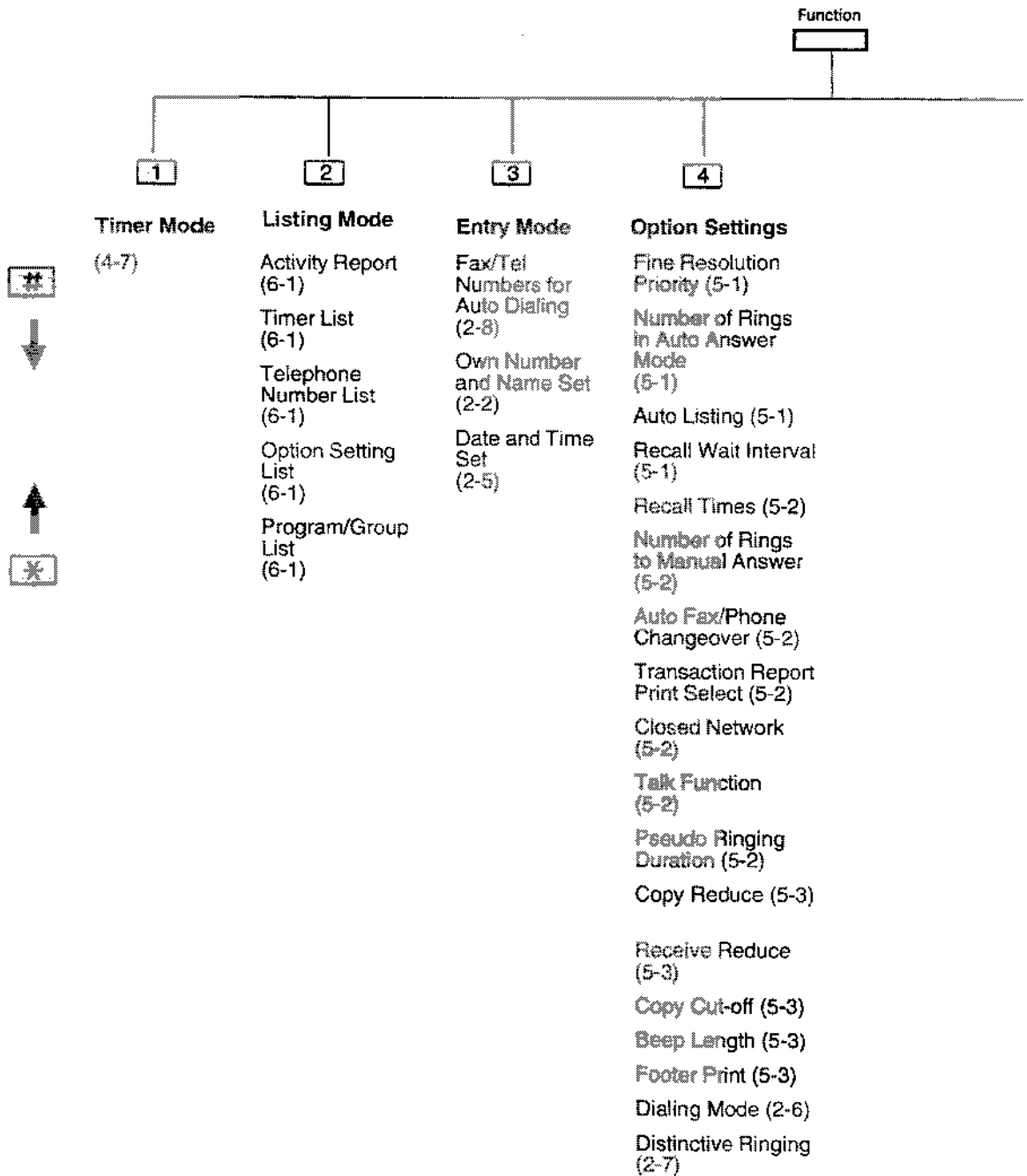
Making voice calls

Normal Dialing	Lift handset or press ON HOOK → Dial (press numeric keys) → Lift handset if you pressed ON HOOK
Rapid Key Dialing	press ON HOOK → Press Rapid Key → Lift handset
Redialing	Lift handset or press ON HOOK →  → Lift handset if you pressed ON HOOK

FUNCTION key menu

The following chart shows the layout of the functions and settings accessed by pressing the **FUNCTION** key. First press the **FUNCTION** key, the appropriate numeric key as shown, and then "#" or "*" until the desired item appears.

Instructions for making each setting appear in the display. If you have any difficulty, refer to the detailed instructions on the page shown below the setting.



7	0	*	#
Program/Group Mode	Page Counter	Heater Mode	Life
Program Entry Mode (4-8) Group Entry Mode (2-10)	(3-4)	Heater On (5-4) Heater Off (5-4) Set Sleep Timer (5-4)	(The total number of pages your fax has printed will appear.)

A

Activity Report	6-1 - 6-2
Audible signals	8-4
AUTO light	2-1, 3-9
AUTO reception mode	3-9
Auto Listing	5-1
Automatic dialing, storing numbers	2-8 - 2-9
Automatic Fax/Phone Changeover	3-11, 5-2

B

Batch page numbering	3-4
Beep length	5-3
Broadcasting	4-4 - 4-5
Broadcast key	2-1, 4-4

C

Cleaning	7-1
Closed Network	5-2
Connections	1-4 - 1-5
Contrast	3-3
Copies	3-12 - 3-13
Copy Cut-off	5-3
Copy key	2-1, 3-12
Copy Reduce	5-3
Cover sheet	3-4
Cover sheet key	2-1, 3-4

D

Date, setting	2-5
Dialing	
Direct Keypad	3-6
Normal	3-5
Rapid Key	3-6
Speed	3-7
Dialing mode	2-6
Direct Keypad Dialing	3-6
Display messages	8-3
Distinctive ringing	2-7
Document feeder	3-2
Document guides	3-2
Document restrictions	3-1
Document rollers	7-1
Document sizes	3-1
Document, readable length and width	3-1

E

Electrical outlet	1-5
-------------------	-----

F

Fine Resolution Priority	5-1
Footer Print	5-3
Function key	2-1, Quick-ii

G

Group Keys	2-10, 4-5
------------	-----------

H

Halftone	3-3
Handset	1-4
Hold	3-14
Hold key	2-1, 3-14
Housing, cleaning	7-1

I

Imaging cartridge	
Installing	1-2 - 1-3
Replacing	1-3

J

Jams, clearing	8-5 - 8-6
----------------	-----------

L

Letters, entering	2-3 - 2-4
Liquid crystal display	2-1
Loading the document	3-2

M

MANUAL reception mode	3-10
Memory	
Transmission	4-1 - 4-2
Reception	4-2
Memory key	2-1, 4-1

N

Normal Dialing	3-5
Number of Rings in Auto Answer Mode	5-1
Numeric keys	2-1

O

On Hook key	2-1, 3-5, 3-14
Option Settings List	6-3
Original document OUT tray	1-6

P

Paper check light	2-1
Paper, loading	1-7 - 1-8
Paper, setting the size	1-8
Paper jams, clearing	8-5 - 8-6
Paper tray	1-6
Pauses in automatic dialing numbers	2-8
Power cord	1-5
Program and Group List	6-4
Programs	4-8 - 4-13

Pseudo ringing duration 5-2

R

Rapid Key Dialing 3-6
 Rapid Keys 2-1
 Reading glass, cleaning 7-1
 Recall Wait Interval 5-1
 Recall Times 5-2
 Receive Reduce 5-3
 Received document outlet 3-10
 Receiver volume 1-5
 Reception mode 3-9
 Setting 3-9
 AUTO mode 3-9
 MANUAL mode 3-10
 Reception mode key 2-1, 3-9
 Redial key 2-1, 3-8, 3-14
 Redialing 3-7 - 3-8, 3-14
 Resolution 3-3
 Resolution key 2-1, 3-3
 Ringing volume 1-5
 Rollers, cleaning 7-1

S

Sender's name and number, entering 2-2
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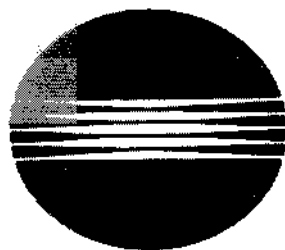
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For location of the nearest Minolta authorized Service, or to obtain product literature, accessories, supplies or customer assistance, please call **1-800-851-7619**.

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