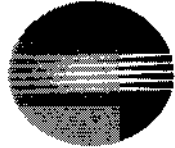


4275-9005-02

# **SECOND PHONE LINE KIT**

## **OPERATING INSTRUCTIONS**

**MINOLTAFAX 5500**



MINOLTA

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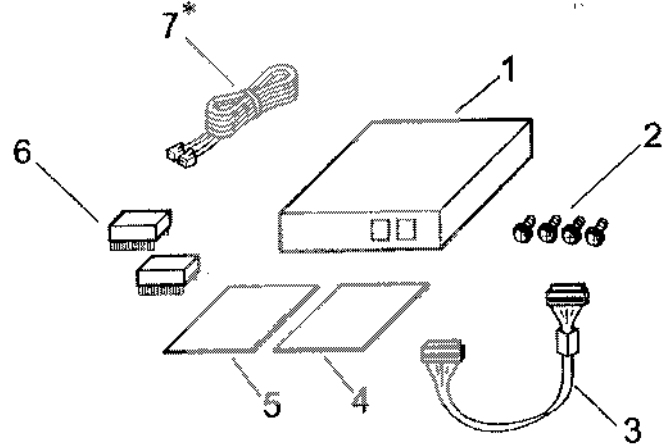
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# Installation

## Unpacking Second phone line kit

This drawing shows what should be included in the Second Phone Line Kit package:



1. Second Phone Line Kit — Includes the NCU and Modem printed circuit boards (PCBs)
2. Four screws
3. Connection cable
4. Second Phone Line Kit operating instructions (this manual)
5. Optional Kit installation instructions
6. Two upgrade ROMs
7. Telephone line cord

**Note:** The telephone line cord type may differ due to local regulations.

Be sure to save the packing materials for reshipment.

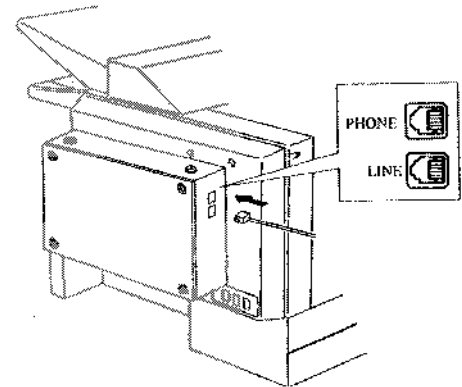
### Installation

## Setting up

**Note:** The Second Phone Line Kit *must* be installed by your MINOLTA authorized dealer.

After your dealer has installed the Second Phone Line Kit:

1. Plug one end of the telephone line cord into the **LINE** jack on the Second Phone Line Kit's right side.
2. Plug the other end of the cord into a standard telephone wall jack, just as you would plug in a phone.



# Operation

## Using EasyStart to enter initial settings

**Important:** Please be sure to re-enter the initial settings using EasyStart, even if you already have set them.

**Important:** Be sure your fax machine has paper before you begin EasyStart, since this feature can print a handy settings list at the conclusion.

**Important:** If you press **STOP** during EasyStart, your fax machine will return to standby mode (its normal condition) but will retain what settings you saved by pressing **ENTER** as described in these instructions.

1. Press **►/PROGRAM, I, ENTER**.

The LCD will display the current setting of the fax's built-in calendar/clock, with a cursor appearing under the first digit.

```
Enter Time
' 01 01/01 00:00
```

2. Use the numeric keypad to enter the correct date and time, using a *YYMMDD* format for the date and *24-hour* ("military") format for the time. For instance, if it's 8:30 PM on September 11, 1997, enter **9709112030**, which results in the following:

```
Enter Time
' 27 09/11 20:30
```

**Note:** Your fax machine automatically inserts the spaces and date-slash. All you have to do is enter the digits.

To change only one digit, press **◀** to move the cursor leftward, or **►/PROGRAM** to move it rightward, to that digit. Then, enter the correct digit.

3. Press **ENTER** to save the clock setting and continue EasyStart.
4. The LCD now asks whether you want to set the calendar/clock for automatic recognition of daylight saving time (DST):

```
Daylight Saving: Off
Program/Enter
```

When the setting is *On*, your machine automatically will set itself either to DST or to standard time, depending upon the calendar setting, at 2 AM on each appropriate "switchover" Sunday each year.

When the setting is *Off*, no such automatic change will occur. (We have provided

### Operation

this choice because some areas do not observe DST.)

If the setting you see is acceptable, skip to step 6.

Otherwise, proceed to step 5.

5. To change the setting, press ◀ or ▶/**PROGRAM** once or twice until your choice appears (here, we've changed the setting to *On*):

Daylight Saving: On  
Program/Enter

6. Press **ENTER** to save the setting and continue.
7. The LCD now asks you to enter the *fax number* of the *first* phone line as you want it to appear on other fax machine's displays or printouts:

Your Fax Number (1)  
\_

Use the numeric keypad to enter the desired number. To put in a dash for easier reading, as shown here, press **DIALING OPTIONS** once. The number may contain up to 20 characters (numbers and dashes).

Your Fax Number (1)  
972-555-2034\_

**Note:** If you make a mistake, press **CANCEL** to erase, leftward. Or, to change just one character in the number, press ◀ to move the cursor leftward, or ▶/**PROGRAM** to move it rightward, to that character. Then re-enter until the fax number is just as you want it.

8. Press **ENTER** to save the number.
9. The LCD now asks you to enter the *name* of the *first* phone line you want it to appear at the top of faxes you send. The name may be up to 22 characters in length.

**Important:** You enter letters and other non-numeric characters through the one-touch keys.

Your Name (1) :Upper  
\_

The word *Upper* means the machine is set for entering only *upper-case* letters. If you press **R**, the machine will see it as an *R* (not an *r*). To change it so that pressing a one-touch key will produce a *lower-case* letter rather than an upper-case letter, press **U2/abc**. To switch back for upper-case entries, press **U1/ABC**. To enter spaces, punctuation and symbols, press **U3/SYMBOL**. This lets you enter the blue characters shown on the one-touch keypad.

## Operation

To use the *Code* function at **U4/CODE** to enter a wide variety of characters, please review the explanatory chart shown below. (Usually, you will probably find the **U1/ABC**, **U2/abc** and **U3/SYMBOL** keys to be sufficient.)

*First keypress*

	2	3	4	5	6	7	A	B	C	D	E	F
0		0	@	P	`	p	¢	£		↑	α	ρ
1		1	A	Q	a	q	U	W	Q	↓	á	q
2	"	2	B	R	b	r	é	W	r	á	ñ	θ
3	#	3	C	S	c	s	À	ò	í	í	ε	∞
4	\$	4	D	T	d	t	à	ó		ó	μ	Ω
5	%	5	E	U	e	u	á	ó		ú	σ	u
6	&	6	F	V	f	v	á	ó	→	ñ	ρ	Σ
7		7	G	W	g	w	ç	ó	←	N	g	π
8	(	8	H	X	h	x	é	y	ì	á	√	×
9	)	9	I	Y	i	y	ø	ó		g	·	ƒ
A	*	:	J	Z	j	z	ø	U	ø	í	j	ƒ
B	+	:	K	I	k	i	£	ø	ø	r	*	£
C	.	<	L	W	l	w	£	£	<	r	£	£
D	-	=	M	I	m	i	ì	W	>	ì	£	+
E	.	>	N	^	n	→	À	Pt	"	«	n	→
F	/	?	O	-	o	←	À	f	°	»		■

*Second keypress*

The legends just outside the chart indicate which key you press, and in which order, to get a given character. For example, to get the £ character, press **B**, **C**. (The blank area for 2, 0 and C, 0 indicate where spaces occur.)

**Note:** If you make a mistake, press **CANCEL** to erase leftward. Or, to change just one character in the name, press **←** to move the cursor leftward, or **→/PROGRAM** to move it rightward, to that character. Then re-enter until the name is just as you want it.

10. Press **ENTER** to save the setting and continue.
11. The LCD now indicates the *dialing type*, tone or pulse, of the *first* phone line for which the fax machine is set,

Phone Type (1): Tone  
Program/Enter

If the dialing type setting is acceptable, skip to step 13.  
Otherwise, proceed to step 12.

12. To change the setting, press **←** or **→/PROGRAM** once or twice until your choice appears (here, we've changed the setting to pulse mode).

Phone Type (1): Pulse  
Program/Enter

### Operation

13. Press **ENTER** to save the setting and continue.
14. The LCD now indicates the *communication type* of the *first* phone line. (See "Reference," page 13, for more details.)

Tx/Rx (1):	Tx/Rx
	Program/Enter

If the communication type setting is acceptable, skip to step 16.  
Otherwise, proceed to step 15.

15. To change the setting, press ◀ or ▶/**PROGRAM** repeatedly until your choice appears (here, we've changed the setting to only Tx mode).

Tx/Rx (1):	Tx
	Program/Enter

16. Press **ENTER** to save the setting and continue.
17. The LCD now indicates the *phone line type*, PSTN or PBX, of the *first* phone line. (See "Reference," page 13, for more details.)

Line Type (1):	PSTN
	Program/Enter

If the phone line type setting is acceptable, skip to step 19.  
Otherwise, proceed to step 18.

18. To change the setting, press ◀ or ▶/**PROGRAM** once or twice until your choice appears (here, we've changed the setting to PBX mode).

Line Type (1):	PBX
	Program/Enter

19. Press **ENTER** to save the setting and continue.  
If you selected PSTN in steps 17–18, skip to step 22.  
Otherwise, proceed to step 20.

20. If you selected PBX in steps 17–18, the LCD now asks you to enter a number — 9, for example — for accessing PSTN from the PBX on the *first* phone line. The number may contain up to 10 characters.

**Note:** If your first line calls only other PBX extensions, skip to step 21 without entering the access number. (However, if this line makes PSTN calls from a PBX, you must enter an access number.)

PSTN Access No. (1)
—

**Note:** If you make a mistake, press **CANCEL** to erase, leftward. Or, to change just one character in the number, press ◀ to move the cursor leftward, or

►/PROGRAM to move it rightward, to that character. Then re-enter until the access number is as you want it.

21. Press **ENTER** to save the number and continue.
22. The LCD now requests the *fax number* of the *second* phone line as you want it to appear on other fax machines' displays or printouts. Use the numeric keypad to enter the desired number. To put in a dash for easier reading, as shown here, press **DIALING OPTIONS** once. The number may contain up to 20 characters (numbers and/or dashes).

Your Fax Number (2)  
972-555-4934\_

**Note:** If you make a mistake, press **CANCEL** to erase, leftward. Or, to change just one character in the number, press ◀ to move the cursor leftward, or ►/PROGRAM to move it rightward, to that character. Then re-enter until the number is as you want it.

23. Press **ENTER** to save the number.
24. The LCD now asks you to enter the *name* of the *second* phone line as you want it to appear at the top of faxes you send. The name may be up to 22 characters in length.

**Important:** You enter letters and other non-numeric characters through the one-touch keys.

Your Name (2) :Upper  
\_

Review the explanation on pages 4–5 regarding entering upper-case letters, lower-case letters, the blue characters on the one-touch keypad or using the *Code* function at **U4/CODE** to enter a wide variety of characters.

**Note:** If you make a mistake, press **CANCEL** to erase leftward. Or, to change just one character in the name, press ◀ to move the cursor leftward, or ►/PROGRAM to move it rightward, to that character. Then re-enter until the name is just as you want it.

25. Press **ENTER** to save the setting and continue.
26. The LCD now indicates the *dialing type*, tone or pulse, of the *second* phone line for which the fax machine is set.

Phone Type (2) : Tone  
Program/Enter

If the dialing setting is acceptable, skip to step 28. Otherwise, proceed to step 27.

### Operation

27. To change the setting, press ◀ or ▶/**PROGRAM** once or twice until your choice appears (here, we've changed the setting to pulse mode).

Phone Type (2): Pulse  
Program/Enter

28. Press **ENTER** to save the setting and continue.
29. The LCD now indicates the *communication type* — transmit/receive ("Tx/Rx"), transmit-only ("Tx") or receive-only ("Rx") — of the *second* phone line.

Tx/Rx (2): Tx/Rx  
Program/Enter

If the communication type setting is acceptable, skip to step 31. Otherwise, proceed to step 30.

30. To change the setting, press ◀ or ▶/**PROGRAM** repeatedly until your choice appears (here, we've changed the setting to transmit-only mode).

Tx/Rx (2): Tx  
Program/Enter

31. Press **ENTER** to save the setting and continue.
32. The LCD now indicates the *phone line type* of the *second* phone line, PSTN or PBX.

Line Type (2): PSTN  
Program/Enter

If the phone line type setting is acceptable, skip to step 34. Otherwise, proceed to step 33.

33. To change the setting, press ◀ or ▶/**PROGRAM** once or twice until your choice appears (here, we've changed the setting to PBX mode).

Line Type (2): PBX  
Program/Enter

34. Press **ENTER** to save the setting and continue.  
If you selected PSTN in steps 32–33, skip to step 37.
35. If you selected PBX in steps 32–33, the LCD now asks you to enter a number — 9, for example — for accessing PSTN from the PBX on the *second* phone line. The number may contain up to 10 characters.

**Note:** If your second line calls only other PBX extensions, skip to step 36 without entering the access number. (However, if this line makes PSTN calls from a PBX, you must enter an access number.)

PSTN Access No. (2)  
—

**Note:** If you make a mistake, press **CANCEL** to erase, leftward. Or, to change just one character in the number, press **◀** to move the cursor leftward, or **▶/PROGRAM** to move it rightward, to that character. Then re-enter until the access number is as you want it.

36. Press **ENTER** to save the number and continue.
37. The LCD now indicates your fax machine's current default reception mode, which is *Fax Ready*. (See your fax machine's operating instructions for more on reception modes.)

<p><b>Fax Ready</b> Program/Enter</p>
---

**Note:** If *Tel Ready* appears in standby mode, your fax machine's auto-answer mode is turned off. To select *Fax Ready*, press **AUTO ANSWER**; the **AUTO ANSWER** light shines to indicate that your fax will automatically answer calls.

38. Press **ENTER** to save the setting and continue.
39. One more thing to do! The LCD now asks whether you want to print a list of all of its settings (including some covered in "User settings" in your fax machine's operating instructions).

<p><b>Print Setting List</b> Enter/Stop</p>
---

- If you want to print a list, press **ENTER**. Your fax machine will print a list of all of its settings.
- If you don't want to print a list, press **STOP**. Your machine will return to standby mode.

## Operation

### **Dialing within a PBX: a special note**

When dialing from one PBX extension to another PBX extension with your fax, if you have selected "PBX" for the line you're using, you must press **HOLD** to enter the ! character to finish the process. This character tells your fax machine not to dial the PSTN access code.

**Note:** While it looks the same, this character is *not* the same as the ! character described in the "Autodialer" section of your fax machine's operating instructions. Please don't confuse them.

### **Dialing using the autodialer**

**Note:** For dialing using the autodialer, you must have set the ! character to the autodialer, as described below.

**Note:** The following instructions presume you are familiar with how to set and use your machine's autodialer. If necessary, consult your fax machine's operating instructions.

1. Make a normal autodialer entry by using the numeric keypad to enter the number exactly as your machine should dial it.
2. Press **HOLD** to enter the ! character.
3. Press **ENTER** to save the number.
4. Autodial the number as normal, either by using a one-touch key or a speed-dial number.

### **Dialing using the numeric keypad**

1. Enter the number using the numeric keypad.
2. Press **HOLD**.
3. Press **START** to dial the number.

# Troubleshooting

## Error codes

Occasionally during transmissions, your fax machine will detect a problem with the phone line type. You can further identify the problem by consulting the *error report* your machine will print. The *error code* listed in the "Result" column of the error report indicates the specific problem encountered (these are in addition to the error codes listed in the "Just in case . . ." section of your fax machine's operating instructions):

- D.0.10** The call couldn't be completed. This can happen if the communication type of both phone lines are set to *Rx* (receive-only).
- D.0.11** The two fax machines were incompatible. The remote fax machine has 28.8 Kbps capability but the line your fax machine used to make the call is only 14.4 Kbps. Please call your authorized MINOLTA dealer.
- D.0.12** The call couldn't be completed. The phone line type is set to *PSTN*, but the telephone number called is a *PBX* extension.
- D.0.13** The call couldn't be completed. The phone line type is set to *PBX*, but the telephone number called is a *PSTN* number and the correct *PSTN* access number is not set on your machine.

## Troubleshooting

### 'Check Message' printouts

When a fax call ends and your machine detects an error, it produces an error printout headed by the words "Check Message"; this printout lists the following information about the transmission:

- The resulting error code
- A communications error messages (see right column)
- The phone number (or, perhaps, TTI) of the fax machine with which your machine had attempted to communicate
- The phone line number.

### What error messages can mean

The error messages on Check Message printouts can mean a variety of things (these are in addition to the error messages listed in the "Just in case . . ." section of your fax machine's operating instructions). Here's a brief summary:

Error message	Possible meanings
Check the Tx and Rx setting	<ul style="list-style-type: none"><li>• Communication type is set to Rx</li><li>• The two faxes were incompatible</li></ul>
Check number dialed and line type	<ul style="list-style-type: none"><li>• While the communication type is set to PSTN, the phone number is for PBX</li><li>• While the communication type is PSTN and phone number is PBX, there is no PSTN access number stored</li></ul>

# Reference

## Communication type

Your fax machine has three *communication types*. The following shows the type and description.

- **Tx/Rx (Transmit/Receive)** — Both calling and receiving are available.
- **Tx (Transmit)** — Only calling is available.
- **Rx (Receive)** — Only receiving is available.

## Phone number type

You can use the following telephone numbers:

- **PSTN** — A regular phone number.
- **PBX** — A PBX extension.
- **PSTN called from a PBX**.

Each telephone number is characterized by:

- Its phone line type
- How it is dialed — stored in your autodialer or direct-dialed

The following table shows possible combinations, using the common PSTN access number “9” as an example:

	Case 1	Case 2	Case 3	Case 4	Case 5	Case 6
Line type	PSTN	PSTN	PBX	PBX	PBX	PBX
PSTN access number	None	None	9	9	None	None
Entered number	972-555-5525	55251	972-555-5525	55251	972-555-5525	55251
Dialed number	9725555525	Error message	99725555525	5525	Error message	5525

reference

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# Regulatory information

## United States of America

### Federal Communications Commission (FCC) information

*Ringer Equivalence Number (REN): AC REN, 0.4B; DC REN, 0.3.*

This facsimile machine has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against such 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 causes interference to radio or television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

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

This equipment complies with Part 68 of the FCC rules. At the back of this equipment is a label that contains, among other information, the FCC registration number and REN for this equipment. If requested, you must provide this information to the telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

### Telephone company procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally have to make changes in its equipment, operations or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information upon request.

In certain circumstances, it may be necessary for the telephone company to request information from you about the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the Ringer Equivalence Number (REN) of this equipment which is connected to your line. Both of these numbers are listed on the equipment label attached to your fax machine.

The sum of all RENs on your telephone line should be fewer than five (5) in order to assure proper service from the telephone company. Sometimes, a sum of five (5) may not be usable on a given telephone line.

**Notice:** 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 fax machine unless such message clearly contains, either in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it was sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, entity or individual. For instructions on programming this information (the "TTY") into your fax machine, see page 3 of these operating instructions.

## Regulatory information

### Type of service

Your fax is designed for use on standard-device telephone lines. The fax connects to the telephone line with a standard line called the USOC RJ-11. Connection to telephone-company-provided coin service (central-office-implemented systems). Connection to party line service is subject to State tariffs.

### If problems arise

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 stop service. When practical, they will notify you before this 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 problem and will be informed of your right to file a complaint with the FCC.

If you experience troubles with this equipment, please contact:

Minolta Corporation  
101 Williams Drive Ramsey,  
New Jersey 07446, U.S.A.

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## Dominion of Canada

### Industry Canada (IC) regulations

IC Load Number (LN): 0.2.

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus," ICES-003 of the Department of Communications.

*Cet appareil numérique respecte les limites de bruits radio électriques applicables aux appareils numériques de Classe A prescrites dans la norme sur le matériel brouilleur : "Appareils Numériques," NMB-003 édictée par le Ministre des Communications.*

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

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

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

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

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

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the devices doesn't exceed 100. The IC Load Number for your equipment is 18.

If you have trouble with this equipment, please contact:

Minolta Business Equipment (Canada), Ltd.  
369 Britannia Road East  
Mississauga, Ontario L4Z 2H5, Canada  
Tel: 1(905) 890-6600

