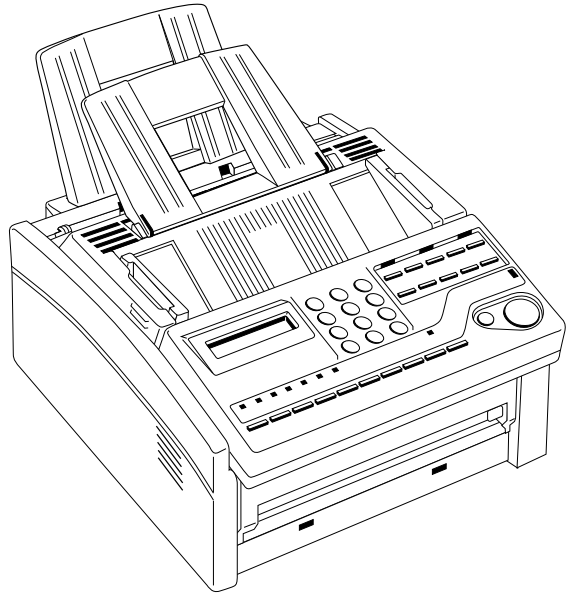


# OKIFAX 4100



Handbook

*English*

*English*

Every effort has been made to ensure that the information in this document is complete, accurate and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in products made by other manufacturers and referred to in this handbook will not affect the applicability of the information in it. This handbook is subject to change without notification.

© 1996 by Oki Data Corporation. All rights reserved.

OKI and OKIFAX are registered trademarks of  
OKI Electric Industry Co., Ltd.

This product complies with the requirements of the Council Directives 89/336/EEC and 73/23/EEC on the approximation of the laws of the member states relating to electromagnetic compatibility and low voltage.



As an Energy Star Partner, Oki has determined that this product meets the Energy Star guidelines for energy efficiency.

# Safety

## Installation Hints

- Install your fax machine in a dust-free location away from direct sunlight.
- Do not plug your fax machine into a power source shared by equipment which produces electrical noise (i.e., air conditioners, etc.).
- Leave electronic adjustments to authorized service personnel.
- The LINE terminal connects your fax machine to a standard telephone line. To avoid damage to your telephone system or to the fax machine, do not plug your fax machine into anything other than a standard RJ-11C jack.
- Your fax machine is intended to be grounded electrically and is equipped with a three-wire grounded power cord. For your safety, do not attempt to defeat your power cord's grounding plug.
- The socket-outlet should be installed near the equipment and should be easily accessible.

- The TEL port on the back of the fax is only suitable for 2 wire devices. Not all standard telephones will respond to incoming ringing when connected to an extension socket.
- This equipment may not necessarily provide for the effective hand-over of a call from a telephone connected to the same line.
- The operation of this equipment on the same line as telephone or other equipment with audible warning devices or automatic ring detectors will rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problems occur, the user is not to contact the telephone company.

## Operation and Maintenance

- Use a dry cloth to clean the control panel and the main body of the unit.
- Aside from the instructions specifically mentioned in this handbook, your fax machine is not user

serviceable. Do not attempt to service the machine or lubricate moving parts by yourself.

- Pull out the AC plug before trying to remove any objects that may have fallen into the machine.
- Immediately disconnect the fax machine if it becomes physically damaged and arrange for its repair or disposal.
- When relocating your fax machine, always disconnect the telephone line before disconnecting the power cord, then reconnect the power cord first.

### **Toner Cartridge and Image Drum Unit Handling**

- Leave unused toner cartridges and image drum units in their packages until needed. When replacing a toner cartridge or image unit, re-use the packaging to dispose of the old toner cartridge or image drum unit.
- Do not expose these components to light for more than five minutes. Never expose the green drum (inside the image drum unit) to direct sunlight.
- Always hold the image drum unit by the ends-never by the middle. Never touch the green drum inside

## **4 Safety**

the image drum unit.

- Exercise care when removing the toner cartridge. Do not let it touch your clothing or porous materials. The toner powder causes permanent stains.
- Small amounts of toner spilled on skin or clothing can be readily removed with soap and cold water. Using heated water will make removing the stain much more difficult.

### **Emergency First Aid**

- **IF TONER IS SWALLOWED:** Dilute by giving two glasses of water and induce vomiting by administering Syrup of Ipecac (follow manufacturer's instructions). Seek medical attention. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.
- **IF TONER IS INHALED:** Take person to an open area for fresh air. Seek medical attention.
- **IF TONER GETS IN THE EYES:** Flush eyes with large quantities of cool water for 15 minutes, keeping eyelids open with fingers. Seek medical attention.

# Contents

## **Introduction 8**

### **Features 8**

### **Product Options 9**

Memory Expansion 9

PC Interface Board 9

Optional Handset 9

Optional Document Stacker 9

## **Component Identification 10**

### **What You Should Receive 10**

### **Components 11**

### **Control Panel 13**

### **Control Panel Keys and Indicators 14**

### **The One Touch Keypad 17**

Using the One Touch Keys for Dialling 17

Using the One Touch Keys for

Selecting Functions and Programming 17

### **Signal Tones 18**

## **Installation 19**

### **Getting Started 19**

Where to Install Your Fax Machine 19

### **Unpacking 19**

### **Setting Up Your Fax Machine 20**

Install the Paper Tray/Copy Stacker 20

Install the Document Tray 20

Install the Toner Cartridge 20

Connect to the Telephone Line 22

Option: Installing an External Handset 22

Connecting an External Telephone or  
Answering Machine 23

Connect Power 23

### **Loading Paper 23**

### **Setting the Clock 24**

### **Setting the Answering Mode 25**

Answering Mode Options 25

Changing the Answering Mode 26

### **Setting the Fax Identification 26**

### **Setting Language 27**

### **Connecting to a PBX 28**

## **Dial Directories 29**

### **Programming One Touch Keys 29**

One Touch Parameters 30

Chain Dialling 30

### **Programming Auto Dial Numbers 31**

### **Programming Groups 32**

## **Basic Operations 33**

### **Preparing Documents 33**

- Document Size 33
- Multiple Page Documents 33

### **Loading Documents 34**

### **Sending a Fax to a Single Location 35**

- Search Key Dialling 35
- Real-Time Dialling 36
- Redialling 36
- Confirming Results 36
- Stopping a Transmission 36

### **Receiving Faxes Manually 36**

### **Receiving Faxes in Memory 37**

- No Paper Reception 37
- No Toner Reception 37
- Cancelling Messages Stored in Memory 37

### **Rejecting Unsolicited Fax Messages 38**

### **Power Failures and Memory 38**

### **Making Copies 39**

- Making Copies with the Manual Paper Feeder 39

### **Using Voice Request 39**

- To Initiate a Voice Request 40
- To Answer a Voice Request 40

## **Advanced Operations 41**

### **Sending a Fax at a Later Date and Time 41**

- Sending a Delayed Fax From the Document Feeder 41
- Sending a Delayed Fax From Memory 42
- Cancelling a Delayed Transmission 43

### **Sending a Fax to Multiple Locations 43**

### **Sending a Confidential Fax 44**

### **Relay Broadcasting 44**

- Relay Initiating Station 44
- Relay Key Station 45
- Relay Broadcast Report 45
- Initiating a Relay Broadcast 45

### **Polling 46**

- Setting Your Fax Machine to be Polled 46
- Polling Documents from Other Fax Machines 46

## **Programming 47**

### **Customizing Features and Operations 47**

- Viewing Your Current Settings 47

### **User Function Settings 47**

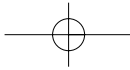
- User Function Settings List 47
- Changing Your User Function Settings 50
- Setting Your Fax Machine's Distinctive Ring 51

### **Dial Parameter Settings 51**

- Dial Parameter Settings List 51
- Changing Your Dial Parameter Settings 53

### **Service Function Settings 53**

- Service Function Settings List 53



*English*



**Reports 55**

**Understanding Reports 55**

- Activity Report 55
- Broadcast Confirmation Report 55
- Broadcast Entry Report 56
- Message Confirmation Report 56
- Configuration Report 56
- Phone Directory 56
- Power Outage Report 57

**Printing Reports 57**

- Printing a Message Confirmation Report 57
- Printing Other Reports 57

**Codes Used in Reports 57**

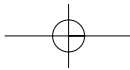
- Result Codes 57
- Communication Codes 58

**Problem Solving 59**

- Clearing a Document Jam 59
- Clearing a Printing Paper Jam 60
- Replacing the Toner Cartridge 62
- Replacing the Image Drum Unit 65
- Reading Your Print Counters 67
- Problem Checklist 67

**Specifications 71**

**Index 72**



# Introduction

Thank you for purchasing this OKIFAX fax machine. This fax machine uses advanced Light Emitting Diode technology to transfer received and copied images to plain paper. It has been designed to make sending and receiving faxes a fast and trouble-free process.

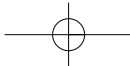
## Features

The OKIFAX 4100 includes the following features:

- 10 One Touch keys for automatic, single-key dialling of pre-programmed telephone numbers.
- 45 Auto Dial numbers for automatic dialling of additional pre-programmed telephone numbers.
- 5 Groups can be programmed to allow you to transmit a document to multiple locations with a single selection.
- A search feature to allow you to look for pre-programmed telephone numbers by name.
- Halftone transmission in up to 16 shades of gray.
- Fax communication at up to 14,400 bits per second.
- Automatic redial and page re-transmission when a telephone number is busy or when problems occur in communication.
- Advanced transmission and reception features, including delayed transmission, transmission to multiple locations, relay broadcast initiate and polling.
- Advanced memory transmission and reception features, including automatic reception into memory.
- Reports to help you keep track of your fax machine's operations and settings.
- Automatic power save mode.
- Answering modes for manual and automatic fax reception, automatic switching between incoming voice and fax messages, and to allow an answering machine to work on the same telephone line.

## 8 Introduction





- A closed network feature to allow you to limit who can send faxes to your fax machine, or to limit both where faxes can be sent to and received from.
- Your fax machine can also make up to 50 sorted copies of an original document (using standard-weight 20 lb. paper).
- 256 KB of built-in memory.

### Product Options

A number of product options are available to increase the usefulness and convenience of your fax machine.

#### Memory Expansion

Installing additional memory allows your fax machine to more pages of information in memory. If you are constantly seeing a MEMORY OVERFLOW message on your fax machine, you should consider purchasing additional memory.

- A 1MB memory expansion board is available.

#### PC Interface Board

This option allows your fax machine to communicate with a personal computer. Once the option is installed, you can:

- Use your fax machine as a local printer.
- Send fax messages directly from your computer.
- Receive and store fax messages directly on your computer.
- Scan pages from your fax machine into your computer.

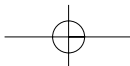
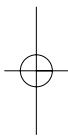
#### Optional Handset

The optional handset connects directly to your fax machine and works exactly like a telephone.

#### Optional Document Stacker

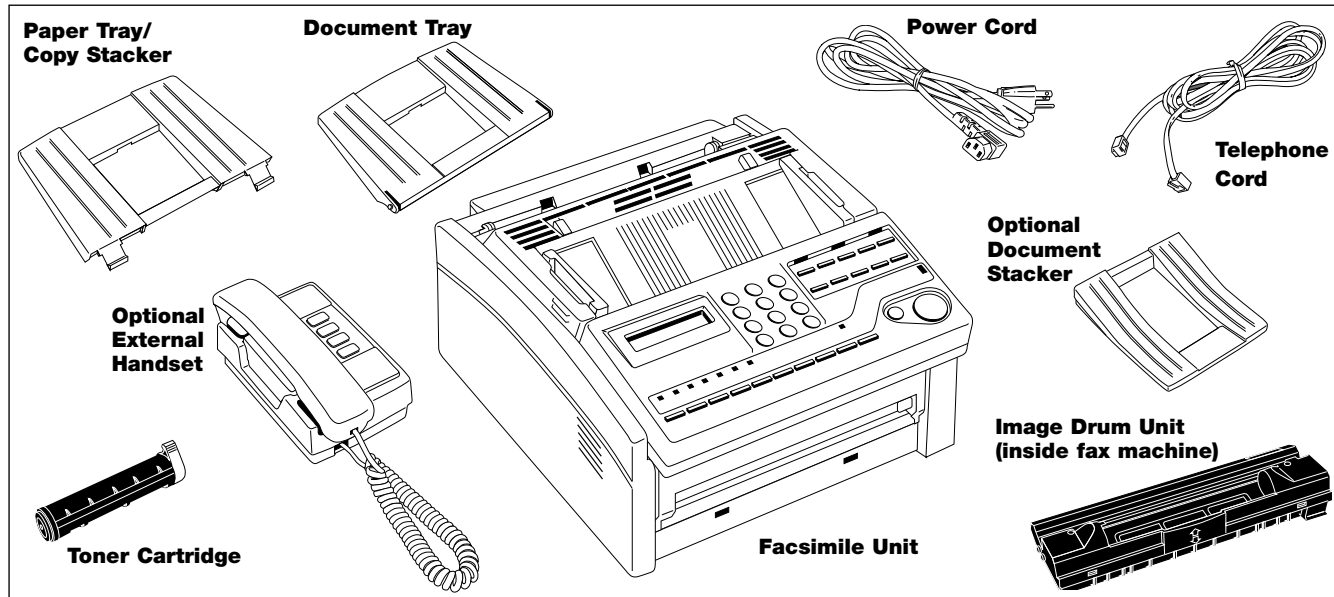
This optional tray connects to the front of your fax machine and supports documents after they have been faxed or copied.

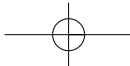
English



# Component Identification

## What You Should Receive

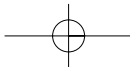
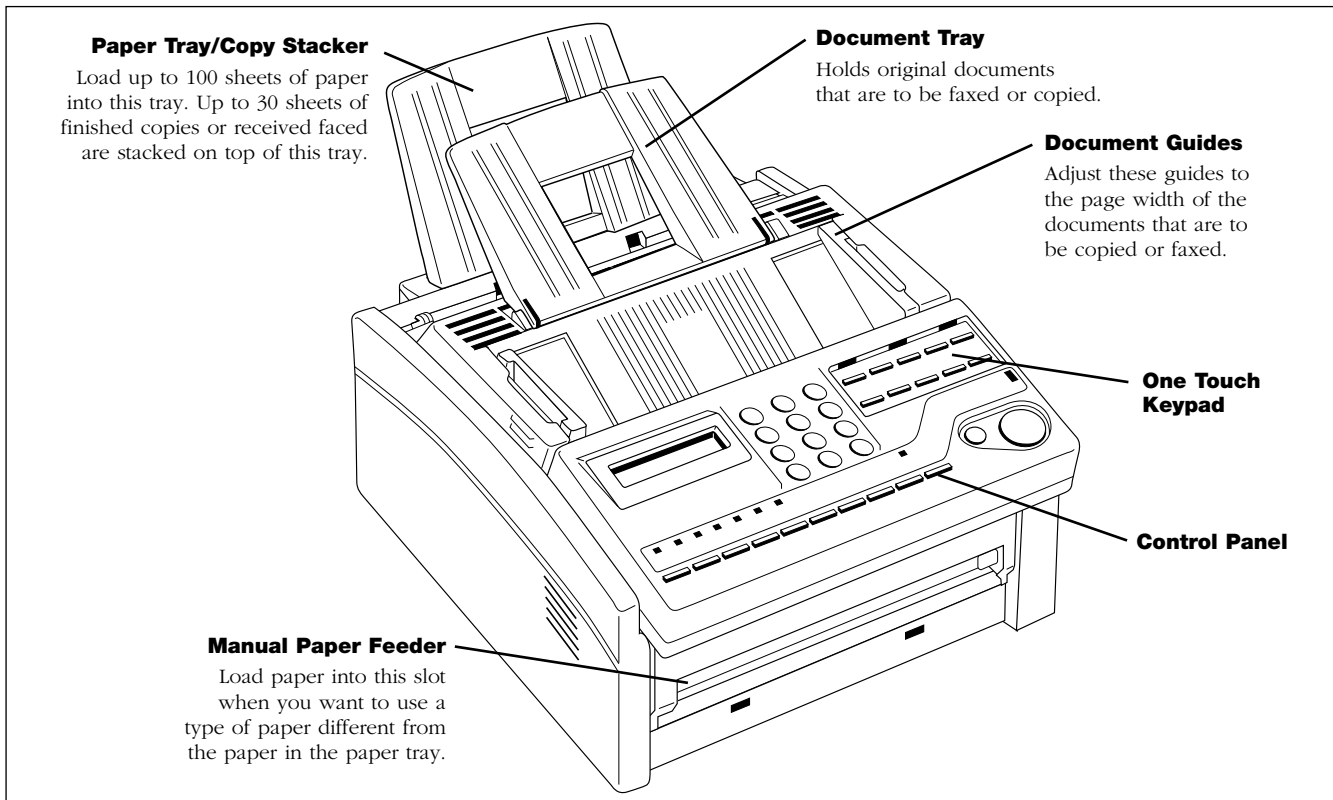




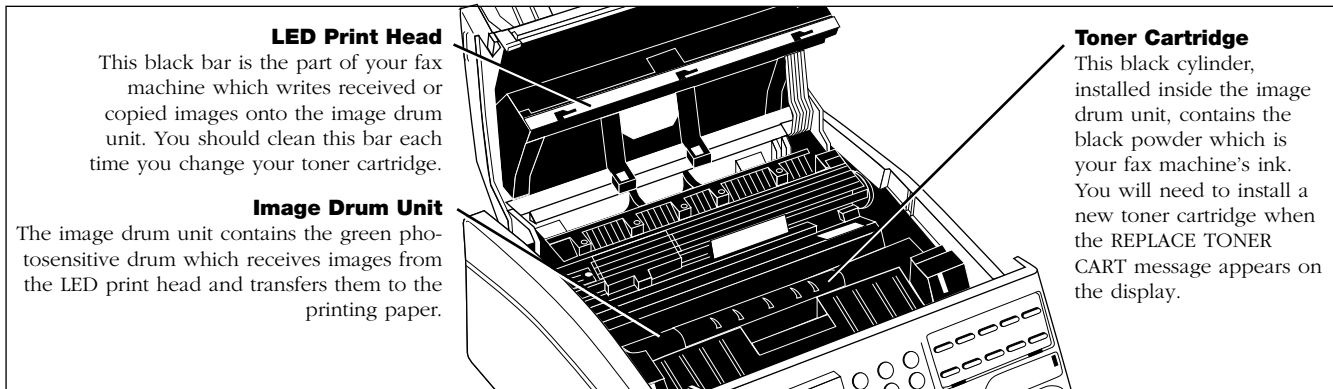
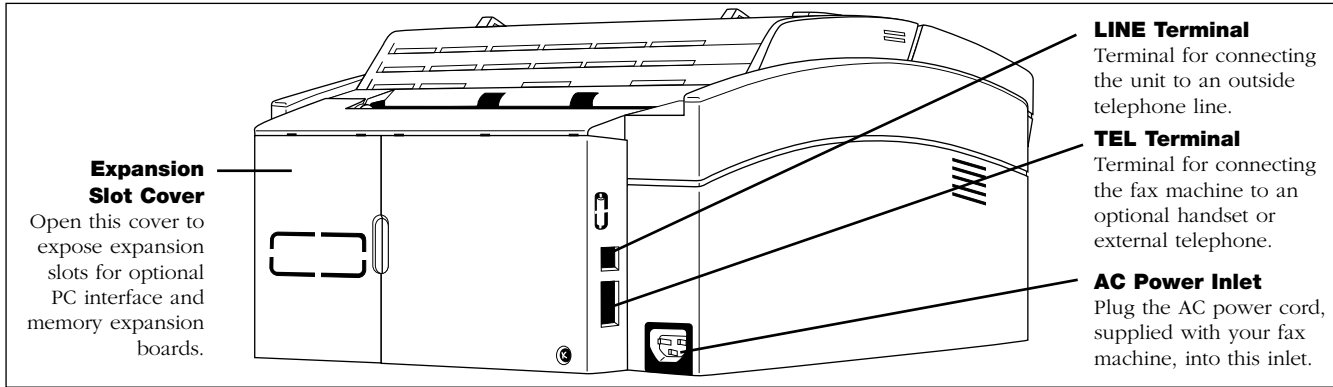
English



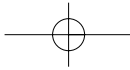
## Components



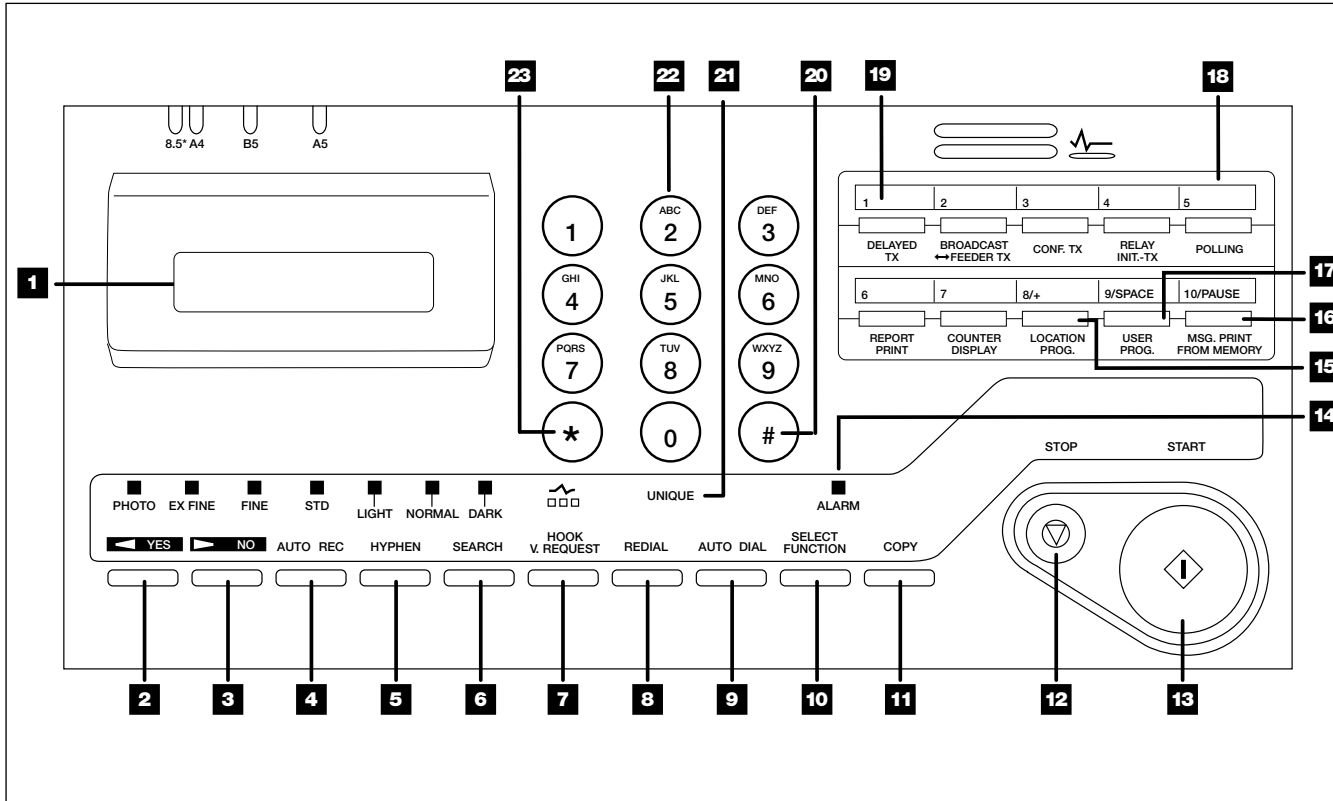
### Components



### 12 Component Identification

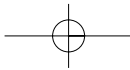


### Control Panel



Component Identification 13

English



## Control Panel Keys and Indicators

**1 LCD Display Panel:** Refer to this display for instructions and information while your fax machine is performing operations or while you are programming.

**2 Transmit Resolution/Yes ◀ key:** Use this key to change the resolution used for transmitting documents. Use STD for standard originals, FINE and EX.FINE for detailed or small print originals, and PHOTO for originals that include colours or many shades of gray.

You will also use this key as the Yes ◀ key when making selections or to move your cursor while programming.

**3 Type of Original/No ▶ key:** Use this key to select the document contrast after you load a document for transmission. Use LIGHT for originals that are too light, NORMAL for documents with good contrast, and DARK for originals that are too dark.

You will also use this key as the No ▶ key when making selections or to move your cursor while programming.

**4 Auto Rec Key:** Use this key to switch your fax machine's answering mode. The answering mode controls how your fax machine answers incoming calls and receives faxes. Your fax machine's display will always indicate your current selection. See

### 14 Component Identification

Setting the Answering Mode in the Installation chapter for more information about the answering modes available in your fax machine.

**5 Hyphen Key:** When programming One Touch keys and Auto Dial telephone numbers, use this key to tell your fax machine to wait for the outside or international line to become available before it proceeds with dialling the rest of the telephone number. When programming the TSI/CSI (see page 26) or call back numbers into your fax machine, use this key to enter a "+" symbol.

**6 Search Key:** The One Touch keys and Auto Dial numbers can be programmed to have a name or location ID associated with their telephone numbers. Using this key by itself or in combination with the numeric keypad, you can search for these numbers alphabetically. You can also use the Search key to search for unassigned One Touch keys and Auto Dial numbers.

**7 Hook/V. Request Key:** Press this key to open a telephone line for manual dialling. You will be able to hear the dialling through your fax machine's speaker. If you have an optional telephone handset or external telephone connected to your fax machine, you can also use this key to initiate or answer a request for voice communication. During a fax communication, press this key to tell the operator at the other fax machine that you want to talk to him or her at the

end of your transmission or after reception of any page has been completed. To answer a voice request, press the this key after lifting your telephone handset.

**8 Redial Key:** Press this key to manually redial the last number dialled on your fax machine.

**Tip:** *Once the fax machine has entered power save mode (after the machine has been inactive for three minutes), this manual redial function does not work.*

**9 Auto Dial Key:** Auto Dial numbers are abbreviated numbers for rapid dialling. Rather than dialling the entire telephone number, you can enter a 2-digit Auto Dial number instead. You can also use the Location IDs (names) associated with Auto Dial numbers to search for these locations by name using the Search key.

**10 Select Function Key:** Use this key to activate your fax machine's advanced transmission and reception functions, to obtain reports and for programming. To select a function, press the Select Function key, then press the One Touch key labelled with the function you want to use. While programming or selecting other functions, pressing the Select Function key a second time takes you directly back to your fax machine's standby mode.

**11 Copy Key:** After loading a document, press this key to make a copy. When no documents are

loaded, press this key once to obtain a Message Confirmation Report about your last transmission on the LCD Display Panel, and a second time to receive a printed report. You can also use the Copy key as a shortcut for programming One Touch keys and Auto Dial numbers. After you have loaded a document and manually dialled a telephone number, press Copy to be able to instantly program that number into a One Touch Key or Auto Dial number.

**12 Stop Key:** This key cancels the operation currently in progress and turns off the Alarm Indicator. After loading paper or installing a new toner cartridge, press this key to cancel alarm conditions after the condition has been corrected. While you are programming, pressing the Stop key takes you back step-by-step through the programming functions you have already selected.

**13 Start Key:** Press the Start key to initiate the operation indicated on the display or to confirm information you have entered into the display. While the fax machine is in power save mode, press the Start key to exit power save mode.

**14 Alarm Indicator:** This indicator will glow red and an alarm will sound to notify you of any problem that occurs. To turn the alarm indicator off, press the Stop key and correct the problem.

English

**15 Plus key (One Touch key 8):** Each fax number you enter or program into your fax machine can be up to 32 digits long. In the case that you need to dial a number which is longer than 32 digits, it is possible to dial a number using any combination of One Touch keys, Auto Dial numbers or the numeric keypad. When programming a chain dial number into a One Touch key or Auto Dial number, press the Plus key at the end of the first part of the number to indicate to the fax machine that this is a chain dial number.

**16 Pause Key (One Touch key 10):** Use this key on the One Touch keypad to enter automatic 3-second pauses (*certain countries only*) in dialling when programming telephone numbers. For example, you may want to use this key to tell your machine to wait for an outside or international line to open. Pauses in telephone numbers are marked by a "P" symbol.

**17 Space Key (One Touch key 9):** Use this key on the One Touch Keypad to enter spaces while programming. Unlike the Pause key, spaces are used for easier reading only and have no effect on dialling.

**18 One Touch Keypad:** For a description of all the functions of the One Touch keypad, see the next section, The One Touch Keypad.

**19 One Touch Labels:** After programming a loca-

## 16 Component Identification

tion into a One Touch key, write the location's name on the One Touch label. Lift off the plastic cover above the One Touch label, use a pencil to write in the name, then replace the cover.

**20 #/Group Key:** Once you have programmed some One Touch keys or Auto Dial numbers, use this key to create groups to allow you to send the same fax to multiple locations. After you have loaded a document, use this key to select the group you want to send your fax to.

**21 0/Unique Key:** When dialling, you will use this key to enter a "0". When programming your Sender ID or a Location ID, you can use this key to enter a variety of unique characters, including: ! # & ' ( ) \* + , - . / : ; = ? · ä ß ñ ö ü Æ Å Ø æ å ø.

**22 Numeric Keypad:** When dialling, these 12 keys work just like the keypad on a telephone. You will also use the keypad to enter numbers, letters and other characters while programming. After pressing the Search key, you can also use the numeric keypad to alphabetically search for the names of locations programmed into your fax machine.

**23 \*/Tone Key:** If your fax machine is set to pulse dialling, this key allows you to switch the dialling operation of your fax machine from pulse to tone dialling during your current call. You can also use this key while programming to create numbers with



## The One Touch Keypad

The One Touch keys are your fax machine's most important tool. You will use them for quick, one-touch dialling, and to access most of your fax machine's functions and programming options.

### Using the One Touch Keys for Dialling

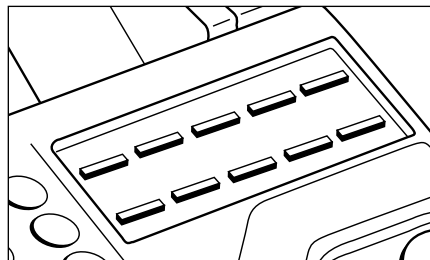
To use a One Touch key for dialling, just press the appropriate One Touch key. For each key, you may program up to two telephone numbers: a primary number, which will always be dialled first, and an alternate number which will be automatically dialled if the first number is busy or if there is no answer. You can also use the Location IDs (names) associated with One Touch keys to search for these locations by name using the Search key.

### Using the One Touch Keys for Selecting Functions and Programming

You will also use the One Touch keys for selecting special transmission and reception functions, for obtaining reports and for programming.

To select a function from the One Touch keypad, press the Select Function key, then press the corresponding One Touch key.

**1/Delayed TX Key:** Use this key to send a fax at a later time and date which you specify (within three days).



**2/Broadcast ↔ Feeder TX Key:** Use this key to send a fax to multiple locations.

**3/Confidential TX Key:** Use this key to send a confidential document to a mail box (a memory storage area) in the receiving fax machine.

**4/Relay Initiate TX Key:** Use this key to set up a relayed fax transmission. During a relayed fax transmission, your fax machine initiates the transmission by sending a document to a second fax machine, which then broadcasts the message to a number of other fax machines.

**5/Polling Key:** When a document is loaded on the document table, use this key to set your fax machine to wait for another fax machine to call and request the document to be sent (polling transmission). When no document is loaded on the document table, use this key to call another fax machine and

English

request it to send the documents loaded into it (polling reception).

**6/Report Print Key:** Use this key to manually print reports from your fax machine.

**7/Counter Display Key:** Your fax machine keeps track of the number of pages it has printed in several ways. Use this key to check your fax machine's print counters, and to reset your fax machine's drum counter after replacing the image drum unit.

**8/Location Program Key:** Use this key to program your fax machine's One Touch keys, Auto Dial numbers and groups.

**9/User Program Key:** Use this key to program your fax machine's identification information, to set your fax machine's clock and to change your fax machine's function settings.

**10/Message Print From Memory Key:** Your fax machine can be set to receive messages into memory and not print them when it runs low on toner. Using this key you can force messages to print (although print quality may be poor). When no messages are in memory, use this key to print a cleaning page to clear accumulated toner from your fax machine's image drum.

## 18 Component Identification

### Signal Tones

Your fax machine emits a number of sounds to inform you of specific conditions.

**Key Select Tone:** This is a short beep that occurs each time you press a key.

**Error Tones:** If you press a wrong or inappropriate key, your fax machine will emit three short beeps. If your fax machine experiences a problem during communications, it will emit three long beeps. Press the Stop key to turn the error tone off, then print a Message Confirmation Report to check the source of the problem (to do this, press the Copy key twice with no documents loaded).

**Voice Request Tone:** During a fax session, either you or the person at the remote fax machine may initiate a voice request. When the person at the remote fax machine either initiates or answers your voice request, your fax machine will emit a repetitive warbling sound.

**End of Session Tone:** At the end of every successful fax session, your fax machine will emit a short beep to inform you that there were no errors or problems in the communication.

**Off-Hook Alarm Tone:** If your fax machine is equipped with a handset, and if the handset is left off the hook, your fax machine will emit an intermittent warbling sound. To turn off the sound, hang up the handset or press the Stop key.

# Installation

## Getting Started

To install your new fax machine, follow the instructions from Unpacking to Setting the Fax Identification. You must complete these steps for your fax machine to operate properly.

If you have purchased an option package for your fax machine, refer to the documentation you received with that option.

### Where to Install Your Fax Machine

- Install your fax machine in a dust-free location away from direct sunlight.
- Allow several inches on each side of the fax machine to ensure adequate ventilation.
- Make sure that both power and telephone outlets are available nearby.
- Choose a location where the relative humidity is between 20% and 80%, and where the temperature is between 10°C/50°F and 32°C/92°F.

## Unpacking

Before you begin, be sure that all the items listed below are included in your package. Remove the contents from the carton and place them on a sturdy surface.

- Facsimile unit
- Toner cartridge
- Image drum unit (inside facsimile unit)
- Power cord
- Telephone line cord
- Paper tray/Copy stacker
- This handbook

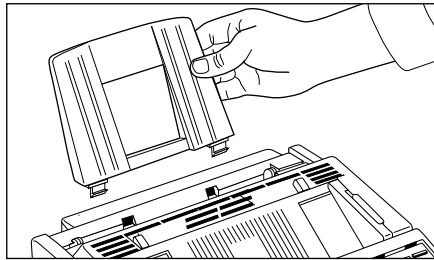
Refer to the illustrations in the Component Identification chapter.

**Tip:** *A telephone handset, handset cradle and handset cord may also be included. If any items are missing, notify your dealer immediately for a replacement. Keep your packing materials and carton in case you ever need to ship or transport the machine.*

## Setting Up Your Fax Machine

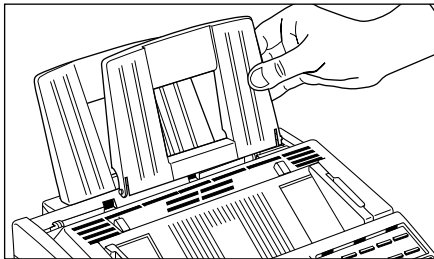
### Install the Paper Tray/Copy Stacker

- 1 Slip the paper tray/copy stacker tabs into the rear-most slots in the top of the unit. You will feel them lock into place.



### Install the Document Tray

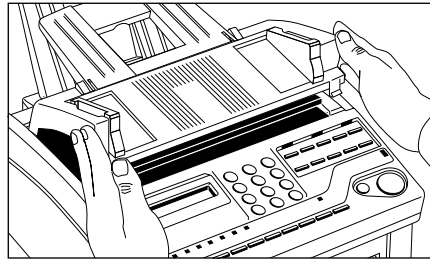
- 1 Insert the document tray into the long horizontal slot on the top of the unit. You will feel it lock into place.



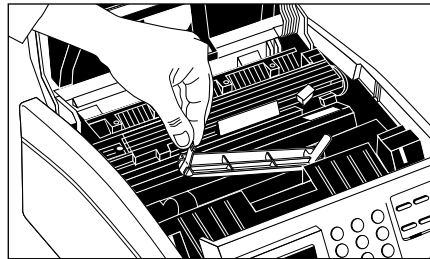
**20** Installation

## Install the Toner Cartridge

- 1 Open the fax machine's top cover.

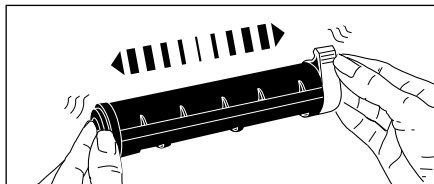


- 2 Remove the protective plastic cover from the toner well in the image drum unit.

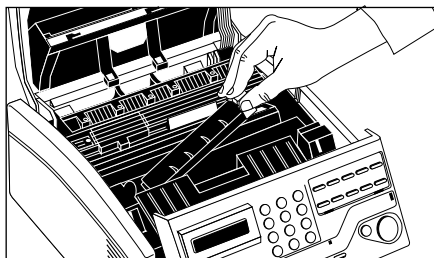


**Warning:** Be careful when handling the toner cartridge. Do not let toner spill onto your clothing or other porous materials. If you experience any problems with toner, see the Safety chapter at the beginning of this handbook.

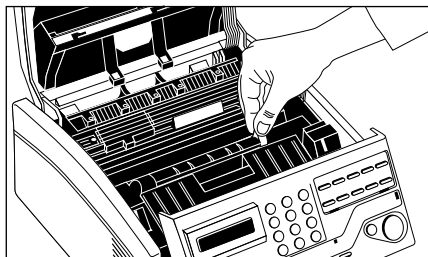
- 3** Remove the toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.



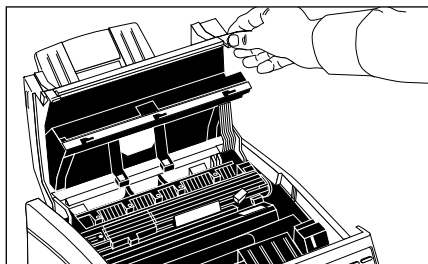
- 4** With the ridged side facing up and the gray lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.



- 5** Once the toner cartridge is in place, push the gray lever all the way forward to secure it and release the toner.



- 6** Close the top cover of the fax machine.

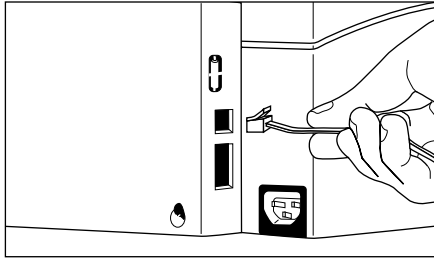


**Tip:** *Ensure that the top cover is firmly closed by pressing down hard on both sides of the top cover.*

English

### Connect to the Telephone Line

- 1 Insert one end of the telephone cord into the LINE terminal at the back of the machine.



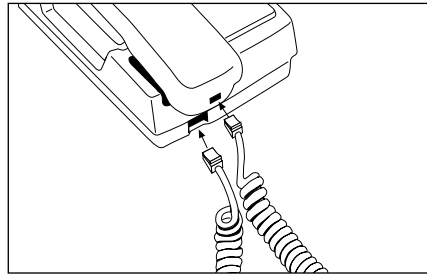
- 2 Insert the other end of the cord into your wall telephone jack.

**Tip:** Now, you can connect either an external telephone or the external handset option for your fax machine. See the instructions below.

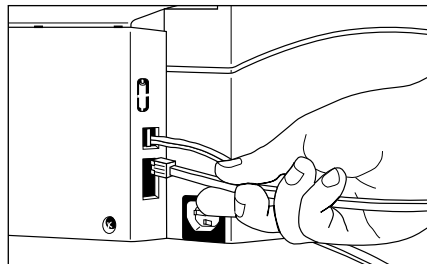
#### Option: Installing an External Handset

If you purchased an external handset option with your fax machine, follow these instructions to install it.

- 1 Plug one end of the handset cord into the handset. Then plug the other end of the handset cord into the jack located on the front of the cradle. Place the handset in the cradle.

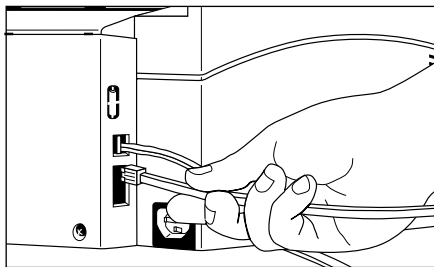


- 2 Insert the supplied telephone cable into the jack on the telephone cradle.
- 3 Insert the end of the cord into the TEL terminal on the back of the fax machine.



### Connecting an External Telephone or Answering Machine

- 1 Insert one end of the telephone cord into the TEL terminal on the back of the machine.



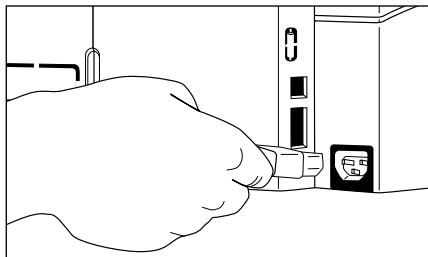
- 2 Insert the other end of the cord into the jack in your external device.

**Tip:** To connect both an answering machine and a telephone, first connect your answering machine to your fax machine, then plug your external telephone's cord into the telephone jack on your answering machine.

**Tip:** You will need to have the TAD mode feature turned on for an answering machine to work with your fax machine. See *Setting the Answering Mode* in this chapter.

### Connect Power

- 1 Plug the power cord into the power inlet located on the back of the unit.



- 2 Plug the unattached end of the power cord into a nearby earthed AC power socket.
- 3 Your fax machine has no power switch and will automatically turn on. The time and current answering mode will appear on the display. Your fax machine is now in standby mode, ready to send or receive faxes.

### Loading Paper

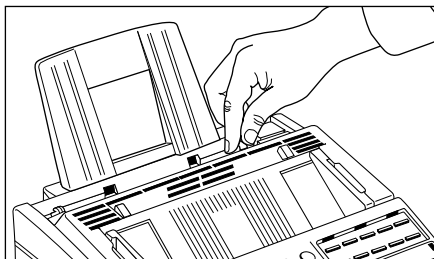
Your fax machine can hold up to 100 sheets of standard-weight (20 lb.) paper. For best results, use paper specially made for laser printers or photocopiers. Available sizes are A4, letter size and legal size.

English

Your fax machine automatically reduces the vertical length of the page images it receives to fit on the paper loaded in your fax machine (down to 75% of the original length). For example, if you are sent a document created originally on legal-size paper, your fax machine can reduce the received pages to fit on A4 or letter-size paper.

**Tip:** Your fax machine is set at the factory to use A4 paper. If you intend to use a different paper size, change the 1<sup>ST</sup> PAPER SIZE user function setting to match your new paper size. See the Programming chapter for instructions.

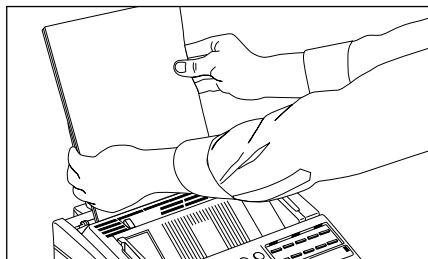
- 1 Adjust the paper guides to the width of your paper.



- 2 Remove the paper from its wrapper (up to 100 sheets). Note the “print side” notice printed on the label. Fan the paper.

## 24 Installation

- 3 Insert the paper into the paper tray, print side down.



**Caution:** Be sure to grasp the paper tightly to avoid slipping of the uppermost sheet of paper.

### Setting the Clock

Follow these instructions to set the time and date on your fax machine.

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key.
- 3 On the numeric keypad, press 3. The display will show 3:CLOCK ADJUSTMENT.
- 4 Press the Yes ◀ key. The display will show the currently set date and time.
- 5 Using the numeric keypad, enter the new date and time.
- 6 Press the Yes ◀ key to confirm your entry.
- 7 Press the Select Function key to finish.



## Setting the Answering Mode

Your fax machine has a number of answering modes which determine how it handles incoming calls (both fax and voice). The current answering mode appears on your fax machine's standby display.

### Answering Mode Options

The answering mode which is best for you will vary depending on how you use your fax machine and what external telephone devices are connected to it. Read through the answering modes listed here, then follow the instructions below.

**Manual Receive Mode [TEL]:** If you use the same line for both fax and telephone calls and the majority of your incoming calls are telephone calls, then the TEL answering mode is your best choice. Each time someone calls, your fax machine will ring like a telephone. You can answer from either an external handset or from an external telephone connected to your fax machine. If you pick up the handset and hear fax machine tones, press the Start key to receive the fax. If you do not answer the phone and someone tries to send you a fax message, your machine will not accept it.

**Auto Receive Mode [FAX]:** If your fax machine is connected to a telephone line reserved only for fax communications, use the Auto Receive mode. Your fax

machine will assume all incoming calls are fax messages and automatically receive all incoming fax messages.

**Telephone/Fax Mode [T/F]:** When incoming calls are a mixture of fax and telephone calls, your best choice is the Telephone/Fax mode. In this mode, your fax machine detects whether the incoming call is a fax or voice call. When the call is from another fax machine, your machine will switch to fax mode and receive the message. When the call is a voice call, your fax machine will ring like a telephone. If you do not answer, your fax machine will switch back to fax mode to allow the calling party to manually send a fax.

**Telephone Answering Device Mode [TAD]:** Use this mode if you have connected an answering machine to your fax machine. Like Telephone/Fax mode, the Telephone Answering Device mode detects whether an incoming call is a fax or voice call. If the call is a fax call, your fax machine will receive the fax. Your answering machine will not activate. If the incoming call is a voice call, your fax machine will ring just as it does in Manual Receive mode. If no one answers the call, your answering machine will activate, allowing the calling party to leave a message. If the calling party decides to send a fax, your fax machine will automatically receive the fax.

**Tip:** *The Telephone Answering Device mode is normally turned off. To have it turned on, contact your dealer.*

English

**PC Fax Mode [PC]:** If you have purchased the optional PC Interface Board for your fax machine, this mode turns on the connection between your fax machine and a personal computer. Refer to the documentation you received with your PC Interface Board option for details.

### Changing the Answering Mode

Follow these instructions to change your fax machine's answering mode.

- 1** Press the Auto Rec key. Your fax machine will display a description of your current selection.
- 2** Press the Auto Rec key again. Your fax machine will switch to the next setting.
- 3** Continue pressing the Auto Rec key until the selection you want appears on the display. After a short pause, your fax machine will return to standby mode displaying the new answering mode setting.

### Setting the Fax Identification

Fax machines use the information you will enter here to identify themselves during communications. In most countries programming this information into your fax machine is a legal requirement. The information you will enter here includes:

**Sender ID:** This is a descriptive title (usually the location of your fax machine or the name of your company or office). This description will be printed at the top of every

fax you send. You can enter up to 32 characters. The first 16 characters of your Sender ID will also be used as your Personal ID, which may appear on the displays or reports of other fax machines you are communicating with.

**Tip:** *Some fax machines do not print your TSI/CSI telephone number (see below) on their received pages. To ensure this is always printed, you may wish to include it in your Sender ID entry along with your name.*

**TSI/CSI:** This is the telephone number of your fax machine. This number is printed at the top of the faxes you send, and appears on the displays and reports of other fax machines you are communicating with.

**Call Back Number:** The Call Back Number is a telephone number (not a fax number) which the operator of the remote machine can use to reach you. If you use the voice request function while communicating with another fax machine and no one is there to answer, your fax machine will automatically send a cover letter with a call back message. The call back message is printed in a separate sheet with the message "Please call back" and a telephone number where you can be reached. The call back number entered here is the number that appears on the call back message.

- 1** Press the Select Function key.
- 2** Press the 9/User Program One Touch key.
- 3** On the numeric keypad, press 4. The display will

show 4:SYSTEM DATA PRG.

- 4 Press the Yes ◀ key. The display will show NO=<TSI/CSI>, ID=<SENDER ID>.
- 5 After the display clears, enter the full telephone number of your fax machine using the numeric keypad.
 

**Tip:** Use the Hyphen key to enter a “+” character before the number, and use the Space One Touch key to enter spaces.
- 6 Press the Start key to save your entry.
- 7 Enter your Sender ID. This is a descriptive title up to 32 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character.	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? ` ¨ ä å ß ñ ö ü Æ Å Ø æ à ø.
Enter two letters using the same key.	Press the No ▶ key to move to the next character.
Move the cursor to	Yes ◀ and No ▶ keys.

make corrections.

- 8 Press the Start key to save your entry. The display will show NO=<CALL BACK NO.>.
- 9 After the display clears, use the numeric keypad to enter the telephone number you want to use for call back messages. Enter up to 20 characters.
 

**Tip:** Use the Hyphen key to enter a “+” character before the number, and use the Space One Touch key to enter spaces.
- 10 Press the Start key to save your entry.
- 11 Press the Select Function key to finish.

### Setting Language

Your fax machine comes with two languages installed, which appear on the display and in reports. Follow the instructions below to switch languages.

**Tip:** Your dealer may be able to provide you with additional languages.

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key. The display will show 1:FUNC. PROGRAMMING.
- 3 Press the Yes ◀ key. The display will show FUNCTION NO. [ ].

- 4 Using the numeric keypad, enter 15. This display will show USER LANGUAGE.
- 5 Press the No ► key to switch to the other installed language.
- 6 To accept the language change, press the Yes ◀ key.
- 7 Press the Select Function key to finish.

### Connecting to a PBX

A PBX (Private Branch Exchange) is a private telephone system used to route internal calls. If you have to dial a prefix (access) number to get an outside line, then your line is connected to a PBX.

If you are connecting your fax machine to a PBX, follow the instructions below. These setting changes allow your fax machine to identify your PBX's outside line dial prefix digits in the numbers that you program or dial in your fax machine. After it dials the prefix digits, your fax machine will wait until it sees that the outside line is available before dialling the rest of the number.

**Warning:** *In some countries you may require service assistance to make these changes. Also, some PBX installations may require additional adjustments to your fax machine. If you continue to have difficulty with fax communication after following these steps, contact your dealer.*

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key.
- 3 On the numeric keypad, press 2. The display will show 2:DIAL PARAMETER.
- 4 Press the Yes ◀ key until the display shows PBX LINE, [OFF].
- 5 Press the No ► key. The display will change to PBX LINE, [ON].
- 6 Press the Yes ◀ key until the display shows DIAL PREFIX, [OFF].
- 7 Press the No ► key. The display will change to DIAL PREFIX, [ ] ENTER 4DIGITS.
- 8 Using the numeric keypad, enter the number you normally dial from your PBX to obtain an outside line.
- 9 Press the Space One Touch key until the display changes.
- 10 Press the Yes ◀ key.
- 11 Press the Select Function key to finish.

**Tip:** *Keep in mind that all of the outside telephone numbers you program into your fax machine will have to begin with your PBX's dial prefix.*

# Dial Directories

## Programming One Touch Keys

Your fax machine has ten One Touch keys for rapid dialling. You can store up to two fax numbers with 32 digits for each One Touch key, a main number and an alternate number which will be used if the main number is busy. You can also enter a 15-character Location ID (name) for each One Touch key.

**Tip:** *To find One Touch keys which are not yet registered, repeatedly press the Search key.*

- 1** Press the Select Function key.
- 2** Press the 8/Location Program One Touch key. The display will show LOCATION PROGRAMMING.
- 3** Press a One Touch key to program.
- 4** The display will briefly show NO=<FAX NO.>, ID=<LOCATION ID> (or a previously-programmed fax number and Location ID).
- 5** After the display clears, enter the main fax number. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter pauses (i.e., to wait for long distance or outside lines)	Pause key
Add a switch from pulse to tone dialling for part of the call	*/Tone key
Move the cursor to make corrections	Yes ◀ and No ▶ keys

**6** Press the Start key.

**7** Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? ` ¨ ß ñ ö ü Æ Å Ø æ å ø.

**To Do This****Use**

Enter two letters using the same key.

Press the No ► key to move to the next character.

Move the cursor to make corrections.

Yes ◀ and No ► keys

- 8** Press the Start key.  
The display will show NO=<OR LOCATION>.
- 9** Enter the alternate fax number. Refer to the instructions following Step 5.
- 10** Press the Start key to finish programming the One Touch key. The display will show LOCATION PROGRAMMING.
- 11** To continue programming One Touch keys, go back to Step 3. If you are finished programming, press the Select Function key.
- 12** Lift off the plastic cover above the One Touch label. Using a pencil, write in the name for your newly-programmed One Touch key. Then replace the cover.

**One Touch Parameters**

If you are experiencing problems communicating with a remote location in a very noisy telephone area, set up a One Touch key for that location and try turning Echo Protection on for that One Touch key.

- 1** Press the Select Function key.
- 2** Press the 9/User Program One Touch key.  
The display will show 1:FUNC. PROGRAMMING.

**30 Dial Directories**

- 3** Press the Yes ◀ key.  
The display will show FUNCTION NO. [ ].
- 4** Using the numeric keypad, enter 23.  
The display will show 23:ONE TOUCH PARAM.
- 5** Press the One Touch key for the location whose settings you want to change. The display will show ECHO PROTECTION, [OFF].
- 6** Press the No ► key to switch Echo Protection on.
- 7** Press the Yes ◀ key to confirm your selection.  
The display will show 23:ONE TOUCH PARAM. [ ].
- 8** Press the Select Function key to finish.

**Tip:** *Switch Echo Protection back off if you later change the location the One Touch key is used for.*

**Chain Dialling**

Each fax number that you enter or program into your fax machine can be up to 32 digits long. In the case that you need to dial a number which is longer than 32 digits, use the chain dial feature.

To create a chain dial number, program the first 31 digits of the number into a One Touch key or Auto Dial number. Then press the 8/+ One Touch key to make this a chain dial number. Next, program the rest of the number into another One Touch key or Auto Dial number (or, you can leave the second part

of the number unprogrammed and enter it manually on the numeric keypad).

To use a chain dial number, select the One Touch key or Auto Dial number programmed with the first part of the chain dial number. The display will show: PRESS OT/AD/SRCH KEY. Then select the One Touch key or Auto Dial number programmed with the second part of the chain dial number. If the second part of the chain dial number was not programmed, enter it manually on the numeric keypad. If necessary, press the Start key to begin sending the fax.

### Programming Auto Dial Numbers

Your fax machine has 45 Auto Dial numbers available for quick, two-digit selection and dialling. For each auto dial number, you can enter a fax number up to 32 digits long and a Location ID (name) up to 15 characters long.

- 1** Press the Select Function key.
- 2** Press the 8/Location Program One Touch key. The Display will show LOCATION PROGRAMMING.
- 3** Press the Auto Dial key.
- 4** Using the numeric keypad, enter a 2-digit number (01-45) for the Auto Dial number you want to program.
- 5** The display will briefly show NO=<FAX NO.>, ID=<LOCATION ID> (or a previously-programmed fax number and location).

- 6** After the display clears, enter the fax number. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter pauses (i.e., to wait for long distance or outside lines)	Pause key
Add a switch from pulse to tone dialling for part of the call	*/Tone key
Move the cursor to make corrections	Yes ◀ and No ▶ keys

- 7** Press the Start key.

- 8** Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character.	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? ` ä å ñ ö ü Æ Å Ø æ å ø.
Enter two letters using the same key.	Press the No ▶ key to move to the next character.
Move the cursor to make corrections.	Yes ◀ and No ▶ keys

- 9** Press the Start key to finish programming the One Touch key. The display will show AUTO DIAL NO. [ ].
- 10** To continue programming Auto Dial numbers, go back to Step 4. If you are finished programming, press the Select Function key.

### Programming Groups

Once you have programmed some One Touch keys or Auto Dial numbers, you can program groups to allow you to send the same fax to multiple locations. You can program up to 5 groups into your fax machine.

- 1** Press the Select Function key.
- 2** Press the 8/Location Program One Touch key. The display will show LOCATION PROGRAMMING.
- 3** On the numeric keypad, press the # key. The display will show GROUP SETTING.
- 4** Using the numeric keypad, enter the group number (1-5) you want to program.
- 5** The display will show the number of your current group and SELECT LOC.(S). You can now add a location to your group (or delete a location from it). Refer to the instructions below.

#### To Do This

#### Use

Add a One Touch location	Press the One Touch key. Press Yes <b>↵</b> to add it to the group.
Add an Auto Dial location	Press Auto Dial. Enter the 2-digit Auto Dial number. Press Yes <b>↵</b> to add it to the group.
Delete a previously added One Touch location	Press the One Touch key. Press No <b>▶</b> to delete it from the group.
Delete an Auto Dial location	Press the Auto Dial key. Enter the 2-digit Auto Dial number. Press No <b>▶</b> to delete it from the group.
Search for a location by name to add or delete	Press the Search key continuously until the location you want appears. Press Yes <b>↵</b> to add it to the group. Press No <b>▶</b> to delete it.

- 6** After you have completed your selection (by pressing Yes **↵** or No **▶**), the display will show SELECT LOC. again. Continue to add or delete locations from your group. Each group can contain up to a maximum of all of the One Touch and Auto Dial locations available on your fax machine.
- 7** When you are finished programming your group, press the No **▶** key. The display will show LOCATION PROGRAMMING.
- 8** To program another group, go back to Step 3. If you are finished, press the Select Function key.

### 32 Dial Directories



# Basic Operations

## Preparing Documents

- Try to use good quality documents for your transmissions. Documents that are typed or created in felt-tip black ink on white (or light) paper work best.
- Do not send documents which are not rectangular.
- Never use documents that have wet or sticky surfaces, wrinkles, staples or paper clips. However, your fax machine can transmit documents that have been subject to normal wear, such as documents with staple holes, letter folds and minor corner folds.
- If you are not sure how a document will fax, try making a copy first on your fax machine (load the document face down and press the Copy key).
- If your documents are extremely bent, creased or torn, make a copy on a photocopier and send the copy instead. You can also use a photocopier to enlarge or reduce documents before sending.

## Document Size

All documents must have a minimum width of 148 mm and a minimum length of 128 mm. Documents cannot be wider than 216 mm or longer than 356 mm.

## Multiple Page Documents

Your fax machine can scan paper with a base weight between 13 pounds (50 g/m<sup>2</sup>) and 28 pounds (105 g/m<sup>2</sup>). You can load up to 20 sheets of standard 20-pound paper (like photocopier paper) at the same time. If you use a heavier paper, you can load up to 15 sheets. For very heavy paper, load and send pages sheet-by-sheet.

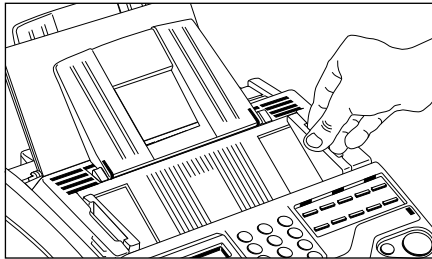
When loading multiple-page documents, do not load paper which is thinner than 0.08 mm or thicker than 0.13 mm. For documents, do not load paper which is thinner than 0.06 mm or thicker than 0.15 mm.

## Loading Documents

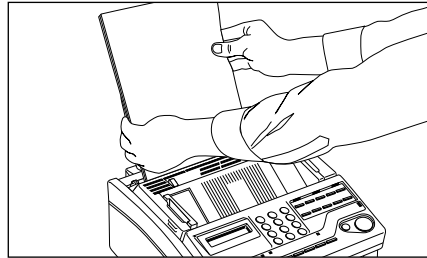
To prevent paper jams and problems during scanning, neatly stack your documents, aligning their edges, before loading. Do not load documents of different sizes at the same time.

**Tip:** You can load and prepare to transmit a document while your fax machine is still sending or receiving another message (as long as the document feeder is clear). To do this, load the document, select your location and press the Start key. Your document will be sent when the current communication ends.

- 1 Adjust the document guides to the width of the paper you are using.



- 2 Neatly stack your documents, then insert them face down into the document feeder. Readjust the document guides for a snug fit.



- 3 Your fax machine will grip the documents, and pull the bottom page into the machine.
- 4 If necessary, use the Transmit Resolution or Yes ◀ key to set the resolution of your document.

Document Type	Resolution to Use
Normal office documents	STD (Standard)
Documents with small type or other fine details	FINE or EX. FINE
Documents with photos or many shades of gray	PHOTO

## 34 Basic Operations

- 5** If necessary, use the Type of Original or No ► key to set the level of contrast in your document.

Document Type	Contrast to Use
Documents with normal contrast	NORMAL
Documents which are too light	LIGHT
Documents which are too dark	DARK

- 6** Your documents are now ready for faxing or copying.

### Sending a Fax to a Single Location

- 1** Load your documents.
- 2** Select a location. Refer to the instructions below.

To Dial Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
The numeric keypad	Dial as you would on a normal telephone. If you make a mistake, press the Yes ◀ key to go back and re-enter the number.
An external telephone	Pick up the handset of your external telephone and dial the number of the machine you wish to transmit to. If the receiving fax machine is in automatic reception mode, you will hear a high-pitched tone. If a person answers the phone, ask them to press the Start key on their fax machine.

- 3** If necessary, press the Start key to begin the transmission. Refer to the table below to understand

some of the messages you may see during a typical fax transmission.

Message	Explanation
(location)	The remote location's Personal ID, TSI/CSI, Location ID or the telephone number you entered will identify the location during transmission.
DIALLING	Your fax machine is dialling the number.
CALLING	The line is ringing.
SENDING	Your fax machine is sending the message.
RESULT = OK	The fax was sent successfully.
COMMUN. ERROR	If you see this or another error message, a problem occurred during the communication. Try resending the fax. Refer to the chapter on Problem Solving for assistance.

### Search Key Dialling

If you are not sure which One Touch key or Auto Dial number contains the location you want to communicate with, use the Search key to look through an alphabetical list of all of the Location IDs programmed into your fax machine.

- 1** When selecting locations, press the Search key. The display will show ENTER 1-ST CHAR.
- 2** Repeatedly press the Search key to look through the entire list of locations in alphabetical order, or locate the letter you want on the numeric keypad, and press that key repeatedly to look through Location IDs beginning with that letter.

**Real-Time Dialling**

Normally, your fax machine dials the entire number of the location you have selected at one time. Occasionally, it may be necessary to dial numbers in real time (one digit at a time).

If your fax machine is equipped with a handset, you can dial in real time by picking up the handset. Or, press the Hook/Voice Request key.

**Redialling**

If the line is busy or if there is no answer, your fax machine will wait, and then automatically redial the number.

Also, if your fax machine is transmitting from memory and a communication error occurs, it will automatically redial the number and try to send the fax again.

You can redial a number manually at any time by pressing the Redial key.

**Confirming Results**

After transmission, press the Copy key once (with no documents loaded) to see a report confirming your transmission on your fax machine's display. To print the report, press the Copy key a second time. See the chapter on Reports for more information.

**Stopping a Transmission**

To stop a transmission while it is in progress, follow the instructions below.

- 1 Press the Stop key twice. The display will show STOPPED.
- 2 If documents are stuck partway through the document feeder, you may see a RELOAD DOCUMENT message on the display. Press the Stop key again. Your fax machine will feed the document the rest of the way through the document feeder.

**Receiving Faxes Manually**

As long as your fax machine is not set to the manual receive [TEL] mode, your fax machine will automatically receive faxes. If your fax machine is set to the manual receive [TEL] mode, follow the instructions below.

- 1 When your telephone or fax machine rings, pick up the telephone handset. If a person is on the line, carry on your conversation.
- 2 If a remote fax machine is on the line, or if a person wishes to fax you a document after a conversation, press the Start key.
- 3 When the RECEIVING message appears on the display, hang up the handset.
- 4 After you receive the fax, a long beep will tell you that the transmission was successful.

## Receiving Faxes in Memory

Your fax machine will automatically receive messages into memory (and not immediately print them) in a few different situations.

### No Paper Reception

When your fax machine has run out of paper, a MSG. IN MEMORY, REPLACE PAPER message will appear on the display. Even when your fax machine runs out of paper, it will continue to receive faxes in memory.

- 1 Your fax machine will automatically print out any messages received in memory when the paper is replaced and you press the Stop key.

### No Toner Reception

When your fax machine is running low on toner, it will display a TONER LOW, REPLACE TONER CART. message, and can be programmed by your service representative to receive faxes into memory (rather than risk printing an unreadable message). If your fax machine has received a message in memory because toner is low, MSG. IN MEMORY will appear on the display.

To print out a message stored in memory when toner is running low, follow the instructions below.

- 1 Press the Select Function key.

- 2 Press the 10/Message Print From Memory One Touch key. The display will show 1:PRINT MEMORY MSG?
- 3 Press the Yes ◀ key. The stored message will begin printing.

**Tip:** *Even if you see a TONER LOW message on your fax machine, you may be able to use the 10/Message Print From Memory One Touch key to continue printing faxes, but the print quality cannot be guaranteed. Replace your toner cartridge as soon as possible.*

### Cancelling Messages Stored in Memory

It is also possible to erase messages received in memory without printing them.

- 1 After you have followed the instructions to print out messages stored in memory, the display will show MSG. IN MEMORY, PRINTING.
- 2 To erase the message instead of printing it, press the Stop key. The display will show CANCEL?

**Tip:** *If your fax machine is set to print an automatic report after transmission, and the paper has run out, the message PAPER MISFEED, REPLACE PAPER will appear. Load new paper and press the Copy key twice to print the report.*

- 3 Press the Yes ◀ key to erase the message from your fax machine's memory.

English

## Rejecting Unsolicited Fax Messages

The closed network option allows you to limit the locations your fax machine can communicate with. Using this function, you can set your fax machine to refuse to receive any incoming faxes from locations whose telephone numbers are not programmed into your One Touch keys or Auto Dial numbers. In this way, your fax machine will automatically reject unsolicited fax messages such as advertising. You can also set your fax machine to neither send faxes to nor receive faxes from locations whose telephone numbers are not programmed into your One Touch keys or Auto Dial numbers (T/R). The available settings are limit reception only (RX), limit both transmission and reception (T/R), and no limitation on transmission or reception (OFF). To use the closed network function, follow the instructions below.

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key. The display will show 1:FUNC. PROGRAMMING.
- 3 Press the Yes ◀ key. The display will show FUNCTION NO. [ ].
- 4 Using the numeric keypad, enter 08. The display will show 08:CLOSED NETWORK, and the current setting of this function.

- 5 Press the No ▶ key until the setting you want appears in the display.
- 6 Press the Yes ◀ key to confirm the new setting.
- 7 Press the Select Function key to finish.

## Power Failures and Memory

If power is interrupted to your fax machine, the following problems will occur:

- Any messages your fax machine has scanned into memory but not yet transmitted will be lost.
- Any messages your fax machine has received into memory but not yet printed will be lost.
- If you have loaded documents on your fax machine's document feeder, any dialling or transmission settings will be lost.

Your fax machine will print a power off report to inform you in the event of a power failure. Use this report to determine which received messages you may have lost, and to determine which transmissions you may have to resend. See the Reports chapter for more information.

## Making Copies

Your fax machine can also be used to make copies. You can make up to 50 copies at one time. Your fax machine automatically makes all copies in FINE mode.

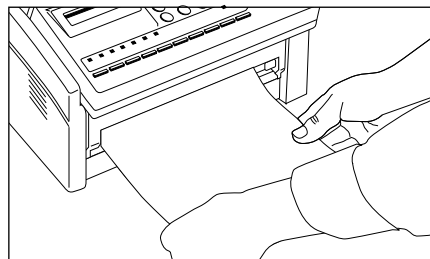
- 1 Load your documents.
- 2 Press the Copy key. The display will show PRG. NO. OF COPIES, [1SETS]. If you want to make just one copy, you are finished. Your fax machine will wait a moment, then begin copying.
- 3 To make multiple copies, enter the number of copies you want to make on the numeric keypad. Then press the Copy key again. Your fax machine will begin making copies.

### Making Copies with the Manual Paper Feeder

Your fax machine's manual paper feeder allows you to make copies on a different type of paper than what you normally keep in the paper tray. To make copies using the manual paper feeder, follow the instructions below.

- 1 Load your documents.

- 2 Insert a sheet of paper face up into the manual paper feeder slot, until you feel the fax machine grab hold of the paper.



- 3 Press the Copy key (see the instructions above).

### Using Voice Request

The voice request feature allows you to have a conversation with a person at a remote fax machine during a fax communication. Either the person sending or receiving the fax can initiate a voice request.

If you are sending a fax, you can answer a voice request only after all pages have been transmitted. If you are receiving a fax, you can answer a voice request after reception of each page.

You will know if the person on the other fax machine has issued a voice request when you hear a warbling tone. If you do not respond in approximately six seconds, the voice request is automatically cancelled.

**Tip:** *You will need to have either an attached handset or an external telephone to use the voice request function.*

#### **To Initiate a Voice Request**

- 1** During a fax communication, press the Voice Request key.
- 2** When the other party answers your request, your fax machine will emit a repetitive warbling sound. The display will show LIFT HANDSET, AND PRESS VOICE REQUEST.
- 3** Lift your handset and press the Voice Request key.

**Tip:** *If you press your Voice Request key to initiate a voice request at TX mode but no one is there to answer, your fax machine will automatically send a call back message to the remote site. This message includes a telephone number where you can be reached. Note that the voice request feature is not available if you have sent the fax message from memory.*

#### **To Answer a Voice Request**

- 1** Lift the handset and press the Voice Request key.

## **40 Basic Operations**



# Advanced Operations

English

## Sending a Fax at a Later Date and Time

The delayed transmission feature allows you to send documents at a specified date and time, and frees you from the need to manually start the transmission. You can program a delayed transmission to occur at any time on the day of your transmission, or at any time over the next three days.

You can program your fax machine to send one delayed fax at a time either from the document feeder or from memory. Refer to the table below to decide which method you want to use.

Delayed TX Features and Limitations	From Feeder	From Memory
Number of locations	One	Multiple
Fax machine can be used for other transmissions while a delayed fax is waiting to be sent?	No	Yes

### Sending a Delayed Fax from the Document Feeder

- 1 Load your documents.
- 2 Press the Select Function key.

- 3 Press the 1/Delayed TX One Touch key. The display will show DELAYED TX and today's date.
- 4 If the transmission is to occur today, press the Yes ◀ key and go to step 7. If the transmission is to occur at a later date, press the No ▶ key.
- 5 Using the numeric keypad, enter the date on which you wish the transmission to begin.
- 6 Press the Yes ◀ key. The display will show PRG. START TIME.
- 7 Using the numeric keypad, enter the time on which you wish the transmission to begin.

**Tip:** Be sure to enter the time using a 24-hour clock (i.e., 8:00 a.m. would be entered as 08:00, and 8:00 p.m. would be entered as 20:00).

- 8 Press the Yes ◀ key and the display will show BROADCAST/MEMORY TX or FEEDER TX depending on the User Function 18 setting.
- 9 If the display shows FEEDER TX go to step 10. If the

display shows BROADCAST/MEMORY TX press No ► key, display will show FEEDER TX.

- 10** Select a location. Refer to the following instructions.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

- 11** Press the Start key. Your fax machine will begin waiting for the time and date you have set before sending the fax.

#### **Sending a Delayed Fax From Memory**

- 1** Load your documents.
- 2** Press the Select Function key.
- 3** Press the 1/Delayed TX One Touch key. The display will show DELAYED TX and today's date.
- 4** If the transmission is to occur today, press the Yes ◀ key and go to step 7. If the transmission is to occur at a later date, press the No ► key.
- 5** Using the numeric keypad, enter the date on which you wish the transmission to begin.

## **42 Advanced Operations**

- 6** Press the Yes ◀ key.  
The display will show PRG. START TIME.

- 7** Using the numeric keypad, enter the time on which you wish the transmission to begin.

**Tip:** Be sure to enter the time using a 24-hour clock (i.e., 8:00 a.m. would be entered as 08:00, and 8:00 p.m. would be entered as 20:00).

- 8** Press the Yes ◀ key and the display will show BROADCAST/MEMORY TX or FEEDER TX depending on the User Function 18 setting.

- 9** If the display shows BROADCAST/MEMORY TX go to step 10. If the display shows FEEDER TX press No ► key, display will show BROADCAST/MEMORY TX.

- 10** Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

- 11** Press the Yes ◀ key to confirm your selection. The display will show SELECT LOCATION(S).

- 12** Repeat Steps 10 and 11 as often as necessary to continue selecting locations.

- 13** When you are finished selecting locations, press the No ► key at the SELECT LOCATION(S) message.
- 14** If you have selected multiple locations, your fax machine will ask if you want to confirm your selections with a printed report before proceeding. Press the Yes ◀ key. After the report is printed, the display will show BEGIN SCANNING? If you want to make corrections, press the No ► key and go back to Step 10. To remove a location, select the location in the same way, but press the No ► key to delete it from your transmission.
- 15** When all of your selections are correct, press the Start key. Your fax machine will scan the documents into memory and begin waiting until the time and date you have set before sending the fax. When scanning is completed, your fax machine will be available for other transmission operations.

#### Canceling a Delayed Transmission

To cancel a delayed transmission from the document feeder or from memory before it has been sent, follow the instructions below.

- 1** Press the Stop key.  
The display will show COMMUNICATION CANCEL.
- 2** Press the Yes ◀ key. The display will show the Location ID or telephone number of the delayed transmission currently loaded in your fax machine.

- 3** Press the Yes ◀ key.
- 4** If the delayed transmission was a feeder transmission, press the Stop key again to remove the document from the document feeder.

#### Sending a Fax to Multiple Locations

- 1** Load your documents.
- 2** Press the Select Function key.
- 3** Press the 2/BROADCAST key. The display will show either BROADCAST/MEMORY TX or FEEDER TX depending on the User Function 18 setting.

If the display shows BROADCAST/MEMORY TX go to step 4. If the display shows FEEDER TX press the No ► key, display will show BROADCAST/MEMORY TX.

- 4** Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A group	Using the numeric keypad, press the # key, then enter the number of the group you want to use.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

English

- 5 Press the Yes ◀ key to confirm your selection.
- 6 Repeat Steps 4 and 5 as often as necessary to continue selecting locations.
- 7 When you are finished selecting locations, press the No ▶ key at the SELECT LOCATION(S) message.
- 8 If you have selected multiple locations, your fax machine will ask if you want to confirm your selections with a printed report before proceeding. Press the Yes ◀ key. After the report is printed, the display will show BEGIN SCANNING? If you want to make corrections, press the No ▶ key and go back to Step 4. To remove a location, select the location in the same way, but press the No ▶ key to delete it from your transmission.
- 9 When all of your selections are correct, press the Start key. Your fax machine will scan the documents into memory and begin transmitting the message.

### **Sending a Confidential Fax**

Fax machines are often placed in public places where everyone can look through the received faxes. To send confidential documents, use the confidential fax feature. The receiving fax machine will store the message in a confidential mail box (in memory) and will not print it until a password is entered.

**Tip:** *You must know in advance the mail box the message should be sent to. Ask the person who will receive*

### **44 Advanced Operations**

*the fax to tell you their mail box number. Note that this feature only works with some remote machines.*

- 1 Load your documents.
- 2 Press the Select Function key.
- 3 Press the 3/Confidential TX One Touch key. The display will ask you to enter the number of a confidential mail box on the receiving fax machine.
- 4 Using the numeric keypad, enter the number of the confidential mail box you are transmitting to.
- 5 Press the Yes ◀ key to confirm your entry. The display will show SELECT LOCATION.
- 6 Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

- 7 Press the Start key. Your fax machine will begin sending the fax.

### **Relay Broadcasting**

Relay broadcasting allows one fax machine to send a document to another fax machine, which then re-

sends (broadcasts) the document to a number of other locations.

Two different fax machines are involved in transmitting a relay broadcast: the relay initiating station and the relay key station.

#### **Relay Initiating Station**

Your fax machine can act as the relay initiating station which starts the relay broadcast by sending the original documents. Before you can program your fax machine to initiate a relay broadcast, you will need to obtain the following information from the operator of the fax machine you intend to use as a relay key station:

**Relay Password:** This is the 4-digit relay key word which is programmed into the relay key station.

**Relay Group Numbers:** These 2-digit numbers are the group numbers programmed into the relay key station.

#### **Relay Key Station**

The relay key station is the fax machine which receives the original fax message and then automatically relays or broadcasts the message to other remote fax machines.

For this feature to be available, the relay key station must be an OKIFAX OF-27, OKIFAX OF-38, or OKI-FAX 2600 facsimile machine.

#### **Relay Broadcast Report**

After the relay broadcast is completed, it is possible for the relay key station to send a fax back to your fax machine confirming the success of the relay broadcast. For this function to work, your fax machine's own telephone number must be programmed into your fax machine's last Auto Dial number (Auto Dial number 45).

#### **Initiating a Relay Broadcast**

- 1** Load your documents.
- 2** Press the Select Function key.
- 3** Press the 4/Relay Initiate TX One Touch key. The display will show RELAY PASSWORD.
- 4** If relay broadcast has been programmed, press the No ► key, otherwise skip to step 5.
- 5** Using the numeric keypad, enter a 4-digit password which is the same as the relay keyword programmed into the relay key station.
- 6** Press the Yes ◀ key. The display will show REMOTE LIST NO.
- 7** Press the No ► key.
- 8** Using the numeric keypad, enter a 2-digit number which corresponds to a relay group programmed into the relay key station.

*English*

- 9** Press the Yes ◀ key. The display will show SELECT LOCATION.
- 10** Select the location of the relay key station. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

- 11** Press the Start key. Your fax machine will begin sending the fax.

### Polling

When you normally send faxes, you load documents into your fax machine, select a location, and then press the Start key to begin sending the documents.

However, sometimes it is more useful to be able to simply load your documents on your fax machine and set it to wait for the receiving fax machine to call and collect them. This is called setting your fax machine to be polled, or polling transmission. Calling a remote fax machine to receive documents someone else has loaded is called polling or polling reception. Note that this feature works with most,

but not all, remote machines with polling facilities.

### Setting Your Fax Machine to be Polled

- 1 Load your documents.
- 2 Press the Select Function key.
- 3 Press the 5/Polling One Touch Key. The display will show WAITING TO BE POLLED.

### Polling Documents from Other Fax Machines

- 1 With no documents loaded, press the Select Function key.
- 2 Press the 5/Polling One Touch key. The display will show POLLING RX, SELECT LOCATION.
- 3 Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

- 4 Press the Start key. Your fax machine will begin polling the remote fax machine.

## 46 Advanced Operations

# Programming

## Customizing Features and Operations

Many of your fax machine's features and functions have settings which can be changed to customize the operations of your fax machine.

Because each country has different regulations, you may not be able to access all of the settings listed in this chapter. If you have trouble changing a setting, contact your dealer for assistance.

### Viewing Your Current Settings

Follow these instructions to obtain a configuration report showing your fax machine's current settings.

- 1 Press the Select Function key.
- 2 Press the 6/Report Print One Touch key. The display will show 1:ACTIVITY REPORT.
- 3 Using the numeric keypad, press 4. The display will show 4:CONFIGURATION.
- 4 Press the Yes ◀ key. The report will begin printing.

## User Function Settings

User function settings allow you to customize the general operation of your fax machine. Refer to User Function Settings List to determine which settings you may need to change, then refer to Changing Your User Function Settings to make the change.

### User Function Settings List

- 01 MCF (SINGLE-LOC.):** This function automatically prints a Message Confirmation Report after each single-location transmission or polling transmission. Available settings are on and off.
- 02 MCF (MULTI-LOC.):** This function automatically prints a Message Confirmation Report after each multiple-location transmission. Available settings are on and off.
- 03 ERR REPORT (MCF):** This function can be used as an alternative to function 01 above (that is, function 01 off and function 03 on). Your machine will print a report only if an error has occurred.

**04 IMAGE IN MCF:** When a message confirmation is printed, this function adds a portion of the first page your fax machine transmitted. This is printed at the bottom of the message confirmation report. Available settings are on and off.

**05 SENDER ID:** This function controls the printing of your fax machine's Sender ID on the faxes you send. When turned on, your fax machine's Sender ID will be printed on each page slightly outside the image area of your document. When turned off, your fax machine's Sender ID will not be printed.

**06 MONITOR VOLUME:** This function sets the volume your fax machine uses for telephone line monitoring sounds during dialling. Available settings are low, high and off.

**07 BUZZER VOLUME:** This function sets the volume of the various beep and alarm tones your fax machine emits during operations. Available settings are low, middle and high.

**08 CLOSED NETWORK:** This function allows you to program your fax machine to refuse to receive faxes from or transmit faxes to locations whose telephone numbers have not been programmed into your fax machine's One Touch keys or Auto Dial numbers. Using this function, you can set up a closed network of fax machines. If you do not want your fax machine to transmit faxes to or receive

faxes from locations outside your network, select T/R. If you only want your fax machine to refuse to receive faxes from outside your network, select RX. Available settings are OFF, T/R and RX.

**09 TX MODE DEFAULT:** This function allows you to change your fax machine's default type of original and transmit resolution settings. Unless you select otherwise using the Transmit Resolution/Yes ◀ or Type of Original/No ▶ keys, your fax machine is set to use the STD and NORMAL settings. If you are constantly sending faxes which require some other combination of transmission modes, use this function setting to change the default transmission modes to any other combination of settings. While you are programming, the new default combinations will appear on the LEDs above the Transmit Resolution/Yes ◀ or Type of Original/No ▶ keys.

**10 T/F TIMER PROG.:** When set to the telephone/fax answering mode, your fax machine automatically distinguishes between incoming voice and fax calls. If the incoming call is a voice call, your fax machine will ring to tell you to pick up the handset. If you do not answer, your fax machine automatically switches back to facsimile mode to allow the calling party to send a fax. The T/F TIMER function controls how long your fax machine waits before switching back to fax mode. Available settings are 20 seconds or 35 seconds.



**11 RING RESPONSE:** This function controls how long your fax machine waits before answering an incoming telephone call. The available settings are 1 ring, 5 seconds, 10 seconds, 15 seconds or 20 seconds. The recommended setting for Tel/Fax mode is 1 ring.

**12 DISTINCTIVE RING:** This function is intended for use only in certain countries outside Europe. The default setting is off, and should not be changed.

**13 1<sup>ST</sup> PAPER SIZE:** This function allows you to tell your fax machine what size of paper you are using in your fax machine's paper tray. Available settings are A4, letter, legal 13 and legal 14.

**15 USER LANGUAGE:** This function allows you to switch between the two languages programmed into your fax machine.

**16 INCOMING RING:** This function controls the telephone ringing sound your fax machine makes when a call comes in. When this function is set to off, your fax machine will not ring during incoming calls. When set to on, your fax machine will only ring when set to manual receive mode or RING RESPONSE is set to 5-20 seconds (except 1 ring). When set to DRC, your fax machine will ring for each incoming call with the same tone. Available settings are on, off and DRC.

**17 REMOTE RECEIVE:** You may have manually answered an incoming call and had a conversation,

and then wish to receive a fax message from the other party before hanging up. Or, you may have picked up the telephone and heard a remote fax machine's short beep every 3 seconds. This function enables you to activate your fax receive function using your telephone dial pad or the optional telephone handset. Using this feature you may press a single key twice on the telephone or handset key pad to start receiving. Available settings are off, 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, \*\* AND ##.

**18 MEM./FEEDER SW.:** This function controls how your fax machine normally transmits fax messages (by scanning the document into memory first, or by transmitting directly from the document feeder). Available settings are memory and feeder.

**19 POWER SAVE MODE:** This function substantially reduces the amount of power your fax machine consumes when it is not in use. When this function is on, your fax machine will automatically switch to power save mode after it has been idle for three minutes. When this occurs, your display will show: POWER SAVE MODE, PRESS "START" TO EXIT.

While in this mode, your fax machine will automatically switch back to full operation after you press the Start key, when the telephone rings, when the telephone handset is lifted, or when a document is loaded. Available settings are on and off.

*English*

**20 ECM FUNCTION:** The error correction mode function helps your fax machine to improve communication in areas where telephone line conditions are poor. Available settings are on and off.

**21 REMOTE DIAGNOSIS:** The remote diagnostics feature allows a service person to remotely dial and service your fax machine. Available settings are on and off.

**22 PC/FAX SWITCH:** If the PC Interface option is installed, your fax machine automatically transfers received faxes directly to the PC (and does not receive and print them itself). However, if there is a problem with the PC interface option and this function is set to ON, then the fax machine will automatically receive and print any messages. If this function is set to OFF there will be no reception.

**23 ONE TOUCH PARAM:** This function allows you to make changes to the communications settings for a specific One Touch key, without changing the normal communication settings used by your fax machine. For instructions on changing One Touch Parameters settings for a One Touch key, see One Touch Parameters in the Dial Directories chapter.

### Changing Your User Function Settings

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key. The display will show 1:FUNC. PROGRAMMING.
- 3 Press the Yes ◀ key. The display will show FUNCTION NO. [ ].
- 4 Using the numeric keypad, enter the 2-digit number of the function you want to change. This display will show the name of the selected function.
- 5 Repeatedly press the No ▶ key until the setting you want appears in the display.

**Tip:** *If you are changing your fax machine's TX MODE DEFAULT settings, the new settings will appear on the LEDs above the Transmit Resolution/Yes ◀ and the Type of Original/No ▶ keys*

- 6 Press the Yes ◀ key to confirm your selection. The name of the next function setting will appear in the display.
- 7 Press the Select Function key to finish.

## Dial Parameter Settings

These functions allow you to control the way your fax machine dials telephone numbers. Refer to Dial Parameter Settings List to determine which settings you may need to change, then refer to Changing Your Dial Parameter Settings to make the change.

**Tip:** *Some settings are not available in some countries. If you have trouble accessing a dial parameter setting listed here, contact your dealer for assistance.*

### Dial Parameter Settings List

**REDIAL TRIES:** This function controls how many times your fax machine will automatically redial a number which is busy or which does not answer. Available settings are from 0 to 10 tries.

**REDIAL INTERVAL:** The function controls how long your fax machine waits between each automatic redial attempt. Available settings are from 1 to 6 minutes.

**DIAL TONE DETECT:** This function allows your fax machine to wait for and detect a dial tone before proceeding with dialling. Available settings are on and off.

**BUSY TONE DETECT:** This function allows your fax machine to detect a busy tone when sending a fax. Available settings are on and off.

**MF(TONE)/DP(PULSE):** This function controls what method your fax machine uses for dialling. Two dialling methods are in common use. DP, or dial pulse dialling, uses monotone pulses to dial a number (like a rotary telephone). MF, or multi-frequency dialling (touch tone), uses different tones to dial a number. Available settings are MF and DP.

**PULSE DIAL RATE:** If your fax machine is set to pulse dialling, this function controls how quickly your fax machine sends our dialling pulses (the dial pulse rate varies in different countries). Available settings are 10 pps, 16 pps and 20 pps.

**PULSE MAKE RATIO:** Available settings are 33% and 39%.

**PULSE DIAL TYPE:** If your fax machine is set to pulse dialling, this function controls the type of pulse dialling used (different types of pulse dialling are used in different countries). Available settings are N, 10-N and N+1.

**MF(TONE) DURATION:** If your fax machine is set to tone dialling, this function controls the duration of the tones used for dialling (the tone duration varies in different countries). Available settings are 75 ms, 85 ms, and 100 ms.

**PBX LINE:** Turn this function on if your fax machine is connected to a PBX. Once this function has been turned on and the access digit function has been programmed, your fax machine will recognize the access digit you use in your PBX to get an outside line.

After it dials your access digit, your fax machine will pause to wait for an outside line before dialling the rest of the telephone number.

Available settings are on and off. See Connecting to a PBX in the Installation chapter for instructions on changing this setting.

**FLASH/EARTH/NORMAL:** If your fax machine is connected to a PBX, this function tells your fax machine about the type of PBX line your fax machine is connected to. Available settings are normal (N), flash (F) and earth (E).

**AUTO START:** When this function is turned on, your fax machine will automatically begin dialling as soon as you have selected a location by pressing a One Touch key or entering an Auto Dial code. You do not have to press Start. Available settings are on and off.

**DIAL PREFIX:** If your fax machine is connected to a PBX, use this function to tell your fax machine what access number is used to obtain an outside line from your PBX.

You can enter up to 4 digits. See Connecting to a

## 52 Programming

PBX in the Installation chapter for instructions on changing this setting.

**IT2 DETECT:** This is another type of dial tone detection (France only). Available settings are on and off.

### Changing Your Dial Parameter Settings

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key.
- 3 On the numeric keypad, press 2. The display will show 2:DIAL PARAMETER.
- 4 Press the Yes ◀ key until the display shows the dial parameter you want to change.
- 5 Repeatedly press the No ▶ key until the setting you want appears in the display.
- 6 Press the Yes ◀ key to confirm your selection. The name of the next dial parameter setting will appear in the display.
- 7 Press the Select Function key to finish.

### Service Function Settings

Service function settings in many cases greatly change the way your fax machine operates. To change any of these settings, contact your dealer.

### Service Function Settings List

**LONG DOC. SCAN:** Normally, your fax machine will not scan documents longer than 360 mm. When this function is on, your fax machine will scan and transmit documents of any length for up to one hour.

When using this feature, keep in mind that multiple document mis-feeds will not be detected.

**MDY/DMY:** This function controls how your fax machine displays and prints the date (month / day / year or day / month / year).

**TIME/DATE PRINT:** This function controls how the time and date are printed on the fax messages which you transmit. Your fax machine can be set to not print the time and date, to print it at the top the first page only, or to print it at the top of every page.

**TSI PRINT:** When this function is on, the telephone number of the fax machine sending you a fax message is printed at the top of each page of the message.

**NO TONER MEM. RX:** When this function is turned on, your fax machine will automatically receive messages in memory when it is low on toner.

**TAD MODE:** This function allows an answering machine to operate on the same line as your fax machine.

**TEL/FAX SWITCH:** When this function is on, the telephone/fax [T/F] answering mode is available, which allows your fax machine to automatically distinguish between incoming voice and fax telephone calls.

**MONITOR CONT.:** This function controls the line monitoring sounds you hear while your fax machine is dialling and all fax communication sounds. Available settings are on and off.

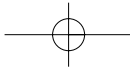
**REAL TIME DIAL:** This function controls how you can dial telephone numbers on your fax machine. Normally, your fax machine waits for you to enter an entire telephone number and press Start before dialling.

When this function is set to type 1, you can dial immediately (digit by digit) whenever you pick up the handset. When this function is set to type 2, you can dial immediately whenever you pick up the handset or press the Hook key. Available settings are off, type 1 and type 2.

**STONE FOR ECHO:** This function compensates for poor overseas line conditions. Available settings are on and off.

**MH ONLY:** This function controls the type of compression method your fax machine uses during communication. Adjusting may also help in poor line conditions. Available settings are on and off.

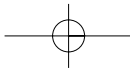
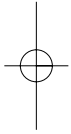
English



*English*



**H/MODEM RATE:** This function controls the communications speed your fax machine's modem uses at the beginning of a fax communication. Available settings are 14.4K, 9.6K and 4.8K.



# Reports

## Understanding Reports

Your fax machine provides a variety of useful reports which help you understand your fax machine's current settings, programming and operations.

Refer to the reports listing below to determine which reports you may want to print, then refer to Printing Reports for instructions on printing a report.

### Activity Report

The activity report provides a record of your fax machine's communications. Information provided on this report includes:

- The total amount of time your fax machine spent sending faxes and the total amount of time spent receiving faxes.
- The date, time and duration (S,R-TIME) of each transmission or reception.
- The name or telephone number of the fax machine you were communicating with (DISTANT STATION ID). If you were sending a fax, the telephone

number or the Location ID will be printed. If you were receiving a fax, the remote fax machine's Personal ID or telephone number, if programmed, will be printed.

- The communication mode used for each transmission or reception.
- The number of pages sent or received.
- The result of each communication.
- Service codes.

**Tip:** *This report does not contain the results of messages which were received without errors.*

### Broadcast Confirmation Report

Use this report to confirm the results of a multiple-location transmission (or broadcast). Information provided on this report includes:

- The date and time at which the broadcast started.
- The total amount of time used to complete the broadcast.

- For each location, the Location ID or telephone number, the number of pages sent and the result of the communication.

#### **Broadcast Entry Report**

Each time you program a multiple-location transmission (or broadcast), your fax machine will give you the option of printing this report to confirm your entries. Information in this report includes:

- The Location ID of the One Touch keys and Auto Dial codes you have selected.
- Telephone numbers you have manually entered using the numeric keypad.

#### **Message Confirmation Report**

This report provides information about your last single-location fax transmission or polling transmission. Information in this report includes:

- The date of the communication.
- The total amount of time your fax machine spent sending or receiving (S,R-TIME).
- The Location ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID).
- The communication mode used.

- The number of pages sent or received.
- The result of the communication.
- Service codes.
- If the "Image in MCF" function is set to ON, and any error occurred during the communication, a portion of the first page which experienced a problem will be printed after the report.

#### **Configuration Report**

The configuration report provides a list of the current operational settings of your fax machine. The information includes:

- The current settings of all your fax machine's user functions (except for One Touch Parameter settings, which appear in the telephone directory).
- The Sender ID (ID=), TSI/CSI (TEL NO.), and call back number currently programmed into your fax machine.
- Your fax machine's current dial parameter settings.

#### **Phone Directory**

This report provides a complete listing of all of the telephone numbers programmed into your fax machine's One Touch keys, Auto Dial codes and groups. The information includes:



- The Location ID and main fax number for each One Touch key and Auto Dial code.
- The alternate number (OR) for each One Touch key.
- The One Touch Parameter settings for each One Touch key (PRM. ECHO).
- A listing of all of the One Touch keys and Auto Dial codes included in each group.

#### Power Outage Report

If power is interrupted to your fax machine, then the power failure may have interfered with delayed transmissions, messages received into memory or other communications. In this case, your fax machine will automatically print a power off report to alert you.

Compare the items in this report with those in the activity report. Items missing from the power off report are communications which did not reach their destination.

### Printing Reports

#### Printing a Message Confirmation Report

After transmission, press the Copy key once (with no documents loaded) to see a report confirming your transmission on your fax machine's display. To print the report, press the Copy key a second time.

#### Printing Other Reports

- 1 Press the Select Function key.
- 2 Press the 6/Report Print One Touch key. The display will show 1:ACTIVITY REPORT.
- 3 Press the No ► key repeatedly until the report you want to print appears on the display.
- 4 Press the Yes ◀ key. The report will begin printing.
- 5 Press the Select Function key to finish.

### Codes Used in Reports

#### Result Codes

Result codes indicate the results of communications.

Code	Description
BUSY	The other machine's line was busy or there was no answer.
CANCL	A message was erased after being held in memory for 10 days.
COMP.	A multiple-location transmission was completed.
COVER	The fax machine's cover was opened during the communication.
NO	The transmission or reception failed due to a communication error.
OK	The communication was completed successfully.
PUNIT	This error code indicates a problem with the printing unit. Contact your service person.

English

**Code Description**

---

R_JAM	A paper jam occurred in your fax machine while it was receiving a fax, and your fax machine was unable to receive the entire message in memory.
S_JAM	A document jam occurred in the sending fax machine.
STOP	The Stop key was pressed, ending the communication session.

**Communication Codes**

Communication codes indicate the communication mode was used for a communication.

**Code Description**

---

B.C.	Multiple-location transmission (broadcast).
CALLING	A communication initiated by your fax machine.
CALLED	A communication initiated by a remote fax machine.

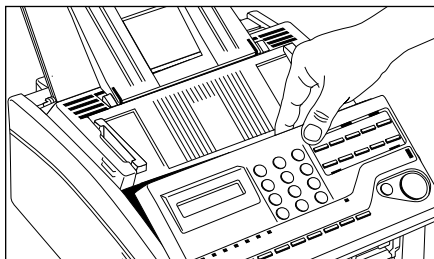
# Problem Solving

English

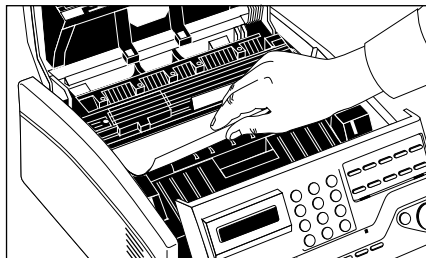
## Clearing a Document Jam

When a document jam occurs, your fax machine will beep and an error message will appear in the display. If the jammed document looks like it is positioned straight in your feeder, press the Stop key to try to feed the document the rest of the way through the feeder. If this fails, follow the instructions below.

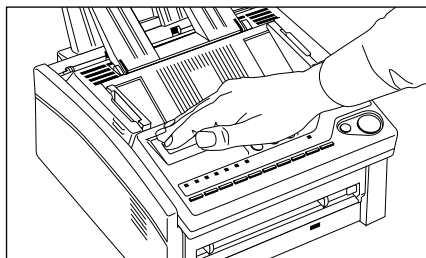
- 1 Grasp the control panel. Pull up and toward you until it releases. Swing the control panel up and out of the way.



- 2 Pull out the jammed document.



- 3 Push the control panel back down until it locks.

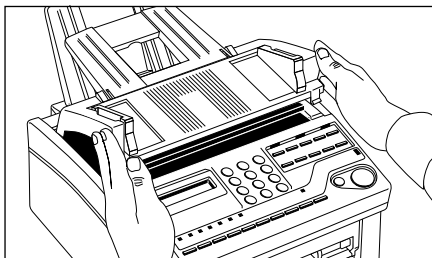


## Clearing a Printing Paper Jam

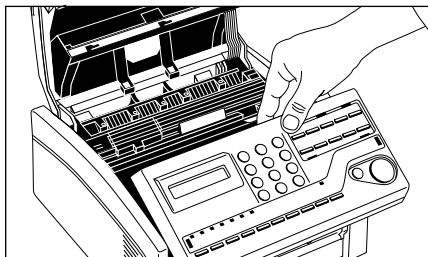
If your fax machine displays PAPER JAM or NO PAPER when the paper tray still contains paper, there may be one or more sheets of paper jammed in the machine. To clear a paper jam, follow the instructions below.

**Tip:** *If you are experiencing many paper jams, it may be due to the type of paper you are using. For best results, select a paper which has been developed specifically for photocopying or laser printing. Be sure to fan the paper before loading it into your paper tray.*

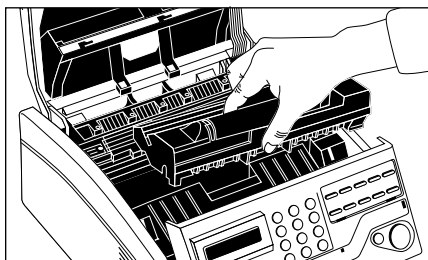
- 1 Lift the fax machine's top cover and swing it out of the way.



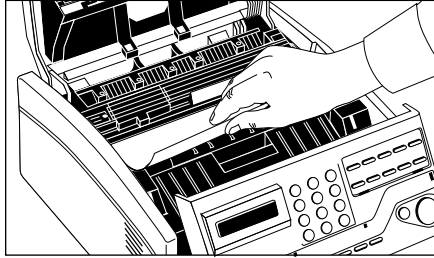
- 2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.



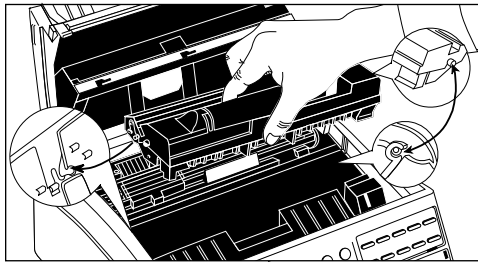
- 3 Lift the image drum unit out and set it aside. Keep it out of direct sunlight. Do not touch the green surface of the drum.



- 4 Pull out any paper you see jammed inside the machine.



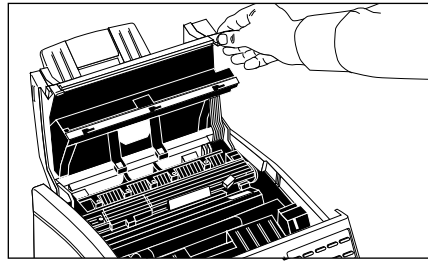
- 5 Place the image drum unit back into your fax machine. Ensure that the tabs on both sides of the image drum are inserted correctly as shown below. Then press down firmly on both ends of the image drum until it snaps into place.



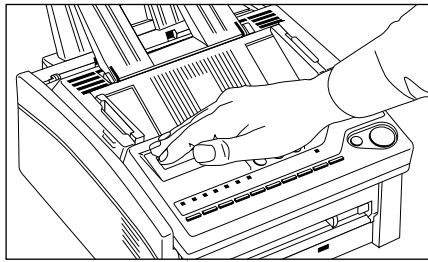
**Warning:** Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum

unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.

- 6 Close the fax machine's top cover.

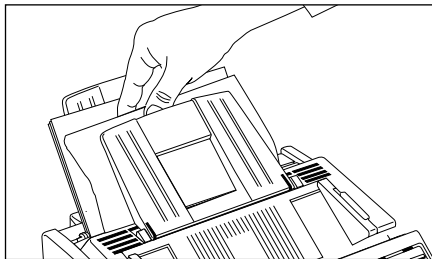


- 7 Close the fax machine's control panel. Press down until it snaps into place.

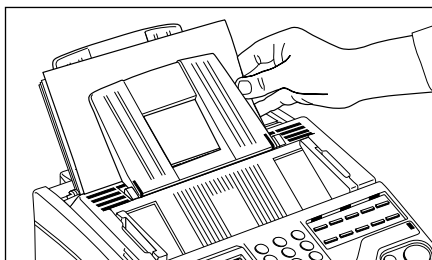


English

- 8 Pull the paper out of the paper tray. If any of the paper is damaged, remove and replace it.



- 9 Reload the paper into the paper tray.



## 62 Problem Solving

### Replacing the Toner Cartridge

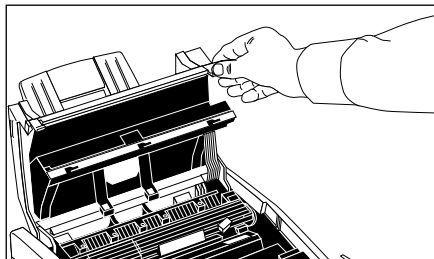
The number of pages you can print with one toner cartridge varies depending on the type of documents you usually receive or copy. A toner cartridge will print about 1,250 pages/A4 size of standard business communications at a typical print coverage of 4% (equivalent of CCITT No. 1 test chart). The first toner cartridge installed in a new image drum unit will have a decreased yield because the image drum unit itself has to be filled.

If your fax machine displays REPLACE TONER CART., replace the toner cartridge with a new one. However, if the print density is high enough, you can continue to use the toner cartridge without replacing it until the print density becomes too low.

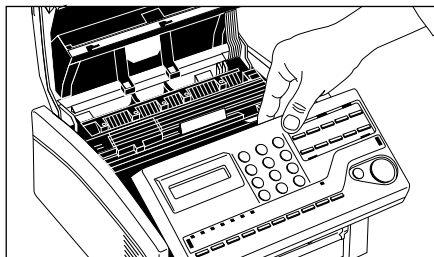
If the print density becomes low even before your fax machine displays REPLACE TONER CART., gently wipe the lens surface of the LED array (see Step 7). If the print density does not improve, replace the toner cartridge. When your fax machine's display shows CHANGE DRUM, replace the image drum unit.

**Warning:** *Be careful when handling the toner cartridge. Do not let toner spill on your clothing or other porous materials. See the Safety chapter at the beginning of this handbook.*

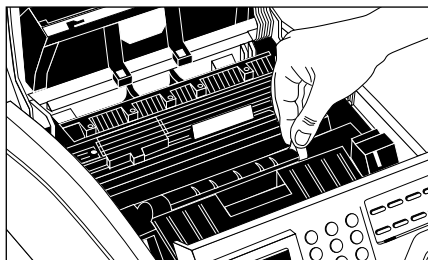
- 1** Lift the fax machine's top cover into an upright position.



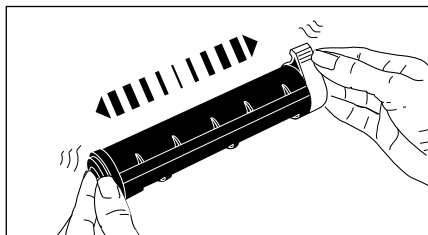
- 2** Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.



- 3** Pull the gray lever on the old toner cartridge all the way toward you. Carefully pull the old toner cartridge out of the image drum unit. Dispose of it in the plastic bag you received with your new toner cartridge.



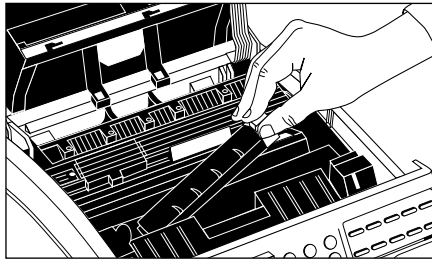
- 4** Remove the new toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.



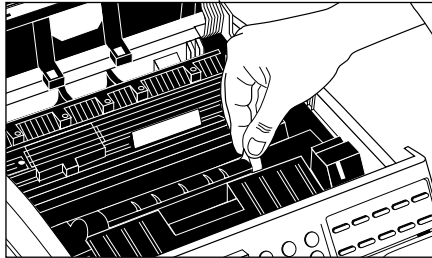
English



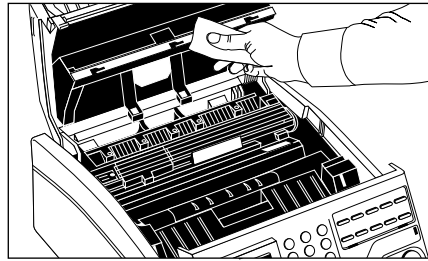
- 5** With the ridged side facing up and the gray lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.



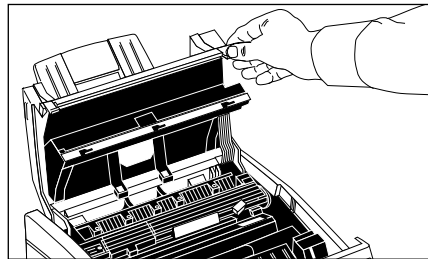
- 6** Once the toner cartridge is in place, push the gray lever all the way forward to secure it and release the toner.



- 7** Using the cleaning wipe provided in the package with your new toner cartridge, gently wipe back and forth across the full length of your fax machine's LED array.



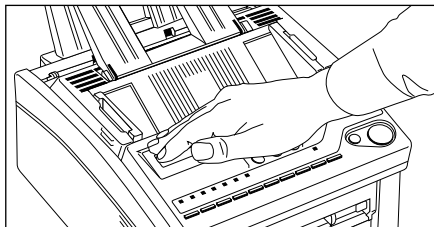
- 8** Close the fax machine's top cover.



**64 Problem Solving**



- 9 Close the fax machine's control panel. Press down until it snaps into place.



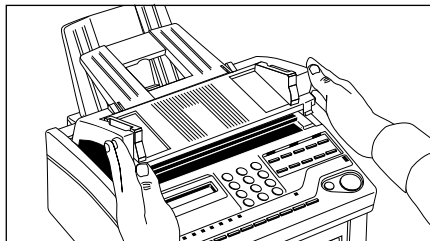
### Replacing the Image Drum Unit

If the faxes you receive are light or have vertical streaks in them and you are not out of toner, or if your fax machine displays a CHANGE DRUM message, your fax machine needs a new image drum unit. Contact your dealer to order one.

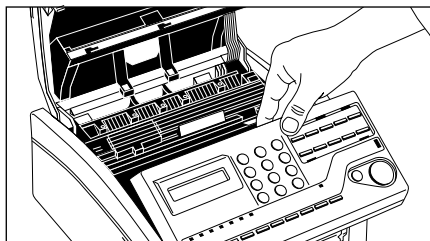
The life of an image drum depends on a number of factors, including temperature and humidity, the type of paper you use, and the number of pages per job. The image drum cartridge should last about 10,000 pages for continuous printing, up to 8,000 pages at 3 pages per job, and about 4,500 pages at 1 page per job.

**Warning:** *Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.*

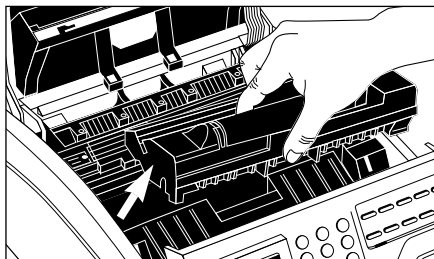
- 1 Lift the fax machine's top cover and swing it out of the way.



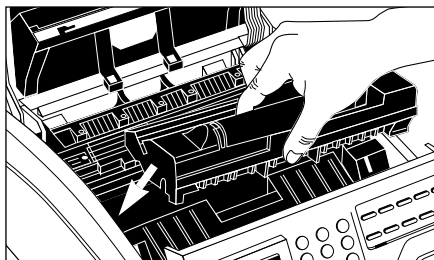
- 2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.



- 3** Remove the old image drum unit (with its toner cartridge), wrap it in the packaging materials from your new image drum unit, and throw it away.



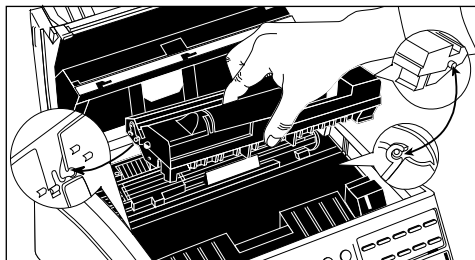
- 4** Insert the new image drum unit into your fax machine.



**Warning:** *Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum*

*unit by the ends. Never touch the surface of the green drum inside the image drum unit.*

- 5** Ensure that the tabs on both sides of the image drum are inserted correctly as shown below. Then press down firmly on both ends of the image drum until it snaps into place.



- 6** Install a new toner cartridge. Follow Steps 4-9 in Replacing the Toner Cartridge in this chapter.
- 7** Wait until the time and answering mode appear on the display. Then press the Select Function key.
- 8** Press the 7/Counter Display One Touch key. The display will show DRUM COUNT.
- 9** Press the Yes ◀ key to clear the image drum unit counter.
- 10** Press the Select Function key to finish.

## 66 Problem Solving

## Reading Your Print Counters

Your fax machine's print counters count the number of pages your fax machine has printed or scanned in its lifetime. If you are experiencing a problem, a service person may ask you to check these counters.

**Tip:** *If your fax machine's image drum unit has reached the end of its life, you will also use this function to reset the drum counter. Refer to Replacing the Image Drum Unit in this chapter for more information.*

- 1 Press the Select Function key.
- 2 Press the 7/Counter Display One Touch key. The display will show your print unit counter.
- 3 Press the No ► key. The display will show the scanning unit counter.
- 4 Press the Select Function key to finish.

## Problem Checklist

Your fax machine is a complex machine with many features and functions which allow it to operate in different ways. Many problems you experience may be due to improper programming. If you are experiencing a problem, read through the list of problems and solutions before calling your dealer.

**The display is blank.** Check the power cord to make sure that it is firmly plugged in. Check your wall outlet to make sure that it has power.

**Nothing happens when you press the control panel keys.** Turn the fax machine off, wait 10 seconds, then turn it on again.

**The display tells you to replace paper even though there is paper in the paper tray.** Make sure that the paper is firmly stacked in the tray. Check for a paper jam in the fax machine.

**Your documents jam.** Check the document for wrinkles, tears or other damage. Make sure there are no staples or paper clips and that the paper is clean and dry. Make sure the document is not wider than your fax machine can load. Try making a copy of the document on a photocopier and faxing the copy.

**Your fax machine won't dial.** Check the power cord and wall outlet. Make sure that your telephone line (not your external telephone or handset) is connected to the LINE outlet on the back of your fax machine. If you have an external telephone connected, lift the handset and check for a dial tone. If you do not hear one, there may be a problem with your telephone line. If you do hear a dial tone, your fax machine may be using the wrong dialling method

(pulse or tone) for your area. If you hear changing tones instead of dialling pulses and you know that your area uses pulse dialling, refer to the MF(TONE)/DP(PULSE) user function setting in the Programming chapter.

**The display shows a communication error.** This alarm indicates any of a number of problems. You may be trying to communicate with an incompatible fax machine (your machine can only communicate with ITU-T Group 3 fax machines). The remote machine may not be able to perform the function that you want, such as polling or confidential messages. The remote machine may also be out of paper or experiencing a paper jam. Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure you are dialling the correct telephone number. If you have to dial a prefix number to get an outside line, or if you are dialling internationally, you may need to enter a pause (using the Pause One Touch key) after the dial prefix or international dialling code to tell your machine to wait for a dial tone. If you have frequent problems communicating with a particular remote fax machine, try programming the number into one of your One Touch keys and then changing the One Touch Parameters for that One Touch key (see the Dial Directories chapter). Lastly, either your fax machine or the remote fax machine

may need servicing. Try sending a fax to another location to check your machine.

**You sent a fax but the image the remote fax machine received was very poor.** If your document had a lot of small type, complex illustrations, photos, or was very light or very dark, try changing your Transmit Resolution and Type of Original settings (see Loading Documents in the Basic Operations chapter). Copy the document on your fax machine to see how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

**You keep getting reports you do not want.** Check your user function settings and turn off the reports you do not want. See the Programming chapter.

**You sent a fax but it was received completely blank.** Make sure that you have loaded your document face down.

**The image received on your fax machine was very poor.** Contact the person sending you the fax and ask them to change their Transmit Resolution and Type of Original settings. Ask the person to make a copy of the document on their fax machine to ensure that it is working properly. Then ask them to send the fax again. If you still have a problem, try making a copy of a document on your machine to make sure it is working properly.

**You tried dialling with a One Touch key or an Auto Dial code but nothing happened.** Make sure that something is programmed into the One Touch key or Auto Dial code you are using. Check the fax number to make sure it was entered correctly (see the Dial Directories chapter). When you are dialling with an Auto Dial code, be sure to press the Auto Dial key before you enter the code. If your fax machine has the Auto Start feature turned off, you will have to press the Start key before dialling will begin (see the chapter on Programming).

**Your fax machine does not answer the phone or receive faxes.** First check to see that the power cord is connected to the AC outlet. Also check the reception mode you are using. Your fax machine will not automatically receive faxes in manual answering mode [TEL]. See Setting the Answering Mode in the Installation chapter.

**Your received documents are light or have vertical streaks on them and you are not out of toner.** Gently wipe the lens surface of your fax machine's LED array and then see if the machine works properly (refer to "Replacing the Toner Cartridge"). If your fax machine still does not work properly, remove the image drum unit (refer to "Replacing the Image Drum Unit"), tap the toner cartridge, and slowly swing it 20-30 degrees vertically

several times. Be careful not to let the toner leak from the cartridge. If this does not work, you may need to replace your image drum unit. Contact your dealer to get a replacement.

**You set your fax machine for delayed transmission but it did not send.** Check the display to make sure that you have set your fax machine's clock to the correct time. See Setting the Clock in the Installation chapter.

**Your fax machine disconnected before you could answer a voice request.** You must answer a voice request while the warbling tone is being emitted. When you hear the warbling tone, press the Voice Request Key after picking up your handset.

**Your fax machine will not poll a remote fax machine.** Call the person at the remote fax machine and make sure that they have loaded documents and set their fax machine in polling transmission mode.

**Your fax machine is connected to a PBX and you can not dial out.** You must enter your dial prefix before the telephone number for each number that you dial or program into your machine. Also, your fax machine must be programmed for PBX operation before it will work. See Connecting to a PBX in the Installation chapter.

**You want to answer an external telephone but your fax machine always answers first.** If you are using an external telephone, change your fax machine's ring response user function setting. See the Programming chapter.

**Your received faxes sometimes look distorted.** If the document received is wider or longer than the paper you have loaded into your paper tray, your fax machine automatically reduces either the width or the length of the document to fit on your paper. This type of problem could also be communication related.

**You are constantly receiving unsolicited advertising on your fax machine.** Try using the closed network function. See Receiving Faxes in the Basic Operations chapter.

**Your fax machine does not immediately switch to TEL mode when you make or receive a voice call.** Try pressing the Stop key. Your fax machine will return to standby mode so that you can converse. This condition may happen infrequently due to telephone line conditions, or the type of external telephone used. If this problem happens often, consult your service representative.

# Specifications

Category	Specifications
Type/compatibility	Desktop ITU-T G3 transceiver
Applicable network	PSTN and PBX
Transmission Speed	14400/12000/9600/7200/4800/2400 Automatic fall back
Communications	Half duplex
Coding scheme	MH/MR/MMR with ITU-T ECM
Horizontal resolution	8 pel/mm
Vertical resolution	3.85 line/mm (standard) 7.7 line/mm (fine) 15.4 line/mm (ex. fine; TX and copy)
Half-tone transmission	16 shades of gray
Document size	A4, A5, letter or legal size
Recording paper	Plain paper, A4, letter or legal size
Effective scan width	209 mm

Category	Specifications
Weight	8 kg approx. (excluding paper)
Display	2 rows of 20 characters, LCD panel
Dimensions	Approx. 312 mm (W) x 383 mm (D) x 190 mm (H) (excluding paper tray and document tray)
Power	220/240 $\pm$ 10% VAC, 50/60 Hz $\pm$ 2%
Operating conditions	Relative humidity 20%-80% (non condensing) Temperature 10°C to 32°C
Document feed	20 pages maximum (80g/m <sup>2</sup> A4 size)
Model number for approvals organizations	OKIFAX 4100: Model F21001B

English

**Statutory User Information (UK only)**

The OKIFAX 4100 is approved for connection to telecommunications systems specified in the instructions for use subject to the conditions set out in them. The BABT approval number for the OKIFAX 4100 is:

BABT/96/4334

This apparatus has been approved for the use of the following facilities:

- manual call initiation
- operation in the absence of proceed indication
- auto answer
- modem
- series connection
- simple telephone

Any other usage will invalidate the approval of the apparatus if as a result it ceases to conform to the standards against which the approval was granted.

Interconnection circuits should be such that this equipment continues to comply with the requirements of 4.2 of EN 41003 for TNV circuits and 2.3 of EN60950 for SELV circuits after making connections between circuits.

Interconnection points 'Line/TEL1/TEL2' are for connection to TNV circuits, and the 'Power Inlet Socket' is for connection to a 220-240VAC, 50/60 Hz supply.

The apparatus has been approved for connection to the public switched telephone network provided by British Telecommunications Plc, Kingston Communications Plc, or Mercury Communications Ltd.

**72 Stat User Info**

The OKIFAX 4100 may be connected to any direct PSTN exchange line except as an extension to a pay phone. The exchange line must provide facilities for either loop-disconnect or multi-frequency (MF) dialling.

In order to prevent the misdirection of calls and network interference, please ensure that all manually programmed telephone numbers are correctly entered.

This apparatus is also approved for use as an extension instrument to compatible PBXs. The supplier of the apparatus should be consulted for an up-to-date list of PBXs with which this apparatus is compatible.

The handset can be used to make "999" calls to the Emergency Services.

The second telephone or answering machine must be connected to the TEL 2 jack by means of the two-way adapter provided.

The apparatus is suitable for connection to PBXs which return Secondary Proceed Indication. In these situations, please insert pauses between the initial access digit and the number to be dialled to the PSTN.

**Series Connection****NOTE 1**

The OKIFAX 4100 causes a voltage drop of 1.35V when passing a PSTN current up to and including 40mA dc. Do not connect the OKIFAX 4100 with apparatus which, with associated wiring causes the aggregate of the voltage drops to exceed a value of 2V at a PSTN line current of 40mA dc.



The 2V level indicates the maximum impairment that may be introduced between the terminal apparatus and the Network Terminal Point (NTP) of a Relevant Branch system (RBS) containing the apparatus.

Only one OKIFAX 4100 should be connected between any series connected apparatus and the PSTN.

Difficulties may occasionally be experienced when making calls from other apparatus connected to the PSTN via the series apparatus. Such difficulties may include:

- (i) Difficulty in making calls
- (ii) Problems in telephone conversion being experienced by both parties to the call
- (iii) Such that any apparatus which forms part of the RBS or is connected via it, is so connected that no signals of any kind may be conveyed between that apparatus and a PSTN circuit or vice-versa, except by means of other apparatus that does not materially affect the electrical conditions presented to one another by that apparatus and the PSTN.

Further information is contained in the proposed British Standard for RBS to PSTN lines.

### **TEL/FAX Change Over**

When the OKIFAX 4100 is in changeover mode, care must be taken to ensure that you only connect the apparatus to telephone lines not listed in the telephone directories issued by the Public Telephone Network Operators.

The telephone number of this apparatus should not be issued to other parties without instructions concerning the correct method of making calls to this apparatus.

While operation may be possible initially, changes to or modernisation of the network taking place in the normal course of events may result in the apparatus being connected to a network service with which it was not designed to be compatible. Failure of the apparatus to work under these circumstances may not be the responsibility of the network operator.

If such difficulties are experienced, please consult your OKIFAX supplier.

### **NOTE 2**

A Relevant Branch system (RBS) is a telecommunication system other than a public telecommunication system that is:-

- (i) Run under a license granted or having effect under section 7 of the Telecommunications Act 1984.
- (ii) Connected to one or more PSTN lines.

### **Line Socket Installation (UK only)**

To request the installation of a socket for the connection of your OKIFAX 4100 to the telephone network, you should send a postcard containing the following information to your local BT Sales Office:

- 1) The model no. of your fax machine: OKIFAX 4100
- 2) The approval no. of your fax machine: BABT/96/4334
- 3) The number of extension sockets you require.
- 4) Your name, address and telephone number.

The card should be signed and dated.

*Note: If your wiring does not belong to British Telecom, then it is not necessary to apply to BT for socket installation.*

# Index

#/Group key 16  
\*/Tone key 16  
0/Unique key 16  
1/Delayed TX One Touch key 17, 41  
2/Broadcast ( Feeder TX key 17, 43  
3/Confidential TX One Touch key 17, 44  
4/Relay Initiate TX One Touch key 17, 45  
5/Polling key 17  
6/Report Print key 18  
7/Counter Display key 18, 67  
8/Location Program key 18  
9/User program key 18  
10/Message Print From Memory key 18

## A

AC power 4, 12  
Activity report 55  
Alarm indicator 15  
Answering mode,  
    Changing 26  
    Options 25  
    Setting 25

## 74 Index

Auto Dial key 15  
Auto Dial numbers 31  
Auto Rec Key 14  
Auto receive mode 25  
AUTO START 52

## B

B.C. 58  
Broadcast ↔ Feeder TX key 17, 43  
Broadcast confirmation report 55  
Broadcast entry report 56  
BUSY 57  
BUSY TONE DETECT 51  
Buzzer volume 48

## C

Call back number 26  
CALLED 58  
CALLING 58  
Cancelling  
    Messages in memory 37  
    Delayed transmission 43

CANCL 57  
Chain Dialling 30  
Cleaning  
    General 3  
    LED array 64  
Clock, setting 24  
Closed network 38, 48  
Codes in reports 57  
Communication codes 58  
Communication errors 68  
COMP. 57  
Confidential  
    Mail box 44  
    Transmission 44  
    TX key 17  
    TX One Touch key 17, 44  
Configuration report 47, 56  
Confirming results 36  
Contrast, setting 35  
Control panel 11, 13, 14  
Copy key 15, 39  
Copy stacker 10, 11, 20  
Copying  
    Making copies 39  
    Using manual paper feeder 39  
Counter Display One Touch key 18, 67  
Counters, reading 67  
COVER 57  
Customizing operations 47

**D**  
DARK contrast 14  
Delayed transmission  
    Cancelling 43  
    Delayed TX One Touch key 17, 41  
    Programming 41  
    Programming from memory 42  
Dial parameter settings 51, 53  
DIAL PREFIX 28, 52  
DIAL TONE DETECT 51  
Dialling  
    Problems 67  
    Real-time 36  
    Redialling 36  
    Using search feature 35  
Display 14  
    Blank display 67  
Distinctive ring 49, 51  
Document guides 11  
Document jams 59  
Document stacker 9, 10  
Document tray 10, 11, 20  
Documents  
    Clearing jams 59  
    Loading 34  
    Preparing 33  
    Resolution selection 34  
    Size and weight 33

*English*

DRUM COUNT 66  
Dust 3

**E**  
ECHO PROTECTION 30  
ECM FUNCTION 50  
Electrical noise 3  
End of session tone 18  
ERR REPORT (MCF) 47  
Error correction mode 50  
Error tone 18  
Errors 47  
EX. FINE resolution 14  
Expansion slot cover 12  
External telephone, connecting 23

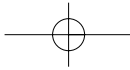
**F**  
Fax identification, setting 26  
Fax machine  
    Customizing 47  
    Installing 19  
    Moving 4  
    Setting up 20  
    Unpacking 19  
FAX mode 25  
FINE resolution 14  
First aid 4  
FLASH/EARTH/NORMAL 52

Function settings,  
    Changing 50  
    Service 53

**G**  
Grounding 3  
Group key 16  
Groups, programming 32

**H**  
H/MODEM RATE 54  
Handset option 9, 10, 22  
Hook/Voice Request key 14, 36  
Humidity 19  
Hyphen key 14  
Image drum unit 10  
    Handling 4  
    Life 65  
    Replacing 65  
IMAGE IN MCF 48  
Incoming ring 49  
Indicators 14  
Installation 19  
IT2 DETECT 52

**J**  
Jams  
    Document 59  
    Paper 60



**K**

Key select tone 18

**L**

Language 27, 49  
LCD display panel 14  
LED array, cleaning 64  
LIGHT contrast 14  
LINE terminal 3, 12, 22  
Loading documents 34  
Location Program key 18  
LONG DOC. TX 53

**M**

Mail box, confidential 44  
Maintenance 3  
Manual paper feeder 11  
Manual receive mode 25  
Manual reception 36  
MCF (MULTI-LOC.) 47  
MCF (SINGLE\_LOC.) 47  
MDY/DMY 53  
MEM./FEEDER SW. 49  
Memory expansion board 9  
Memory transmission 43  
Memory,  
    Cancelling messages in 37  
    Power failures and 38  
Message confirmation report 36, 47, 56, 57  
Message Print From Memory key 18

MF(TONE) DURATION 52  
MF(TONE)/DP(PULSE) 52  
MH ONLY 54  
Monitor volume 48  
Multiple location transmission 43

**N**

No ► key 14  
NO PAPER 60  
NO TONER MEM. RX 53  
NONITOR CONT. 53  
NORMAL contrast 14  
Numeric keypad 16

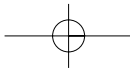
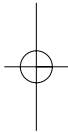
**O**

Off-hook alarm tone 18  
OK 57  
One Touch keypad 11, 16, 17  
One Touch keys 17, 29  
One Touch labels 16  
One Touch parameters 30, 50  
Optional handset, installing 22  
Options 9

**P**

Paper feeder, manual 11  
Paper  
    Clearing jams 60  
    Loading 23  
    Paper jams 60

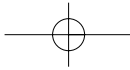
*English*



Paper size 23, 24, 49  
Paper tray 10, 11, 20  
Password 44  
Pause key 16  
PBX LINE 28, 52  
PBX, connecting to 28  
PC fax mode 26  
PC interface board 9, 50  
PC/FAX SWITCH 50  
Personal ID 26  
Phone directory report 56  
PHOTO resolution 14  
Plus key 16  
Polling 46  
Polling One Touch key 17  
Power 3  
    Connecting 23  
Power Cord 10  
Power failures 38  
Power outage report 38, 57  
Power save mode 49  
Print density 62  
Printing reports 57  
Private branch exchange 28, 52  
Problem checklist 67  
Product options 9  
PULSE DIAL RATE 52  
PULSE MAKE RATIO 52  
PUNIT 57

**78 Index**

**R**  
REAL TIME DIAL 54  
Real-time dialling 36  
Receiving 36  
    Cancelling memory messages 37  
    Into memory 37  
    Manual reception 36  
    No paper 37  
    No toner 37  
    Polling 46  
    Rejecting unsolicited messages 38  
REDIAL INTERVAL 51  
Redial key 15  
REDIAL TRIES 51  
Reduction 24  
Relay broadcast report 45  
Relay broadcasting 44  
Relay group numbers 45  
Relay Initiate TX One Touch key 17, 45  
Relay initiating station 44  
Relay key station 45  
Relay key word 45  
Relay password 45  
Remote diagnosis 50  
Remote receive 49  
REPLACE TONER CART. 62  
Report Print key 18



Reports 55  
 Activity 55  
 Broadcast confirmation 55  
 Broadcast entry 56  
 Codes used in 57  
 Configuration 56  
 Message confirmation 47, 56  
 Phone directory 56  
 Power outage 57  
 Printing 57  
 Relay broadcast 45  
 Result codes 57  
 RING RESPONSE 49  
 R\_JAM 57

**S**

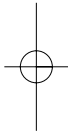
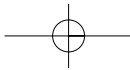
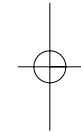
Safety 3  
 Search key 14, 35  
 Searching 35  
 Select Function key 15  
 Sender ID 26, 48  
 Settings  
 Changing 50  
 Service functions 53  
 Viewing 47  
 Signal Tones 18  
 Space key 16  
 Start key 15  
 STD resolution 14  
 STOP 57

Stop key 15, 36  
 Stopping a transmission 36  
 S\_JAM 57

**T**

T/F mode 25, 48  
 T/F TIMER PROG. 48  
 TAD mode 23, 25, 53  
 TEL mode 25, 36  
 TEL terminal 12, 22, 23  
 TEL/FAX SW. 53  
 Telephone answering device mode 23, 25  
 Telephone cord 10  
 Telephone line 22  
 Telephone/fax mode 25, 48  
 Temperature 19  
 TIME/DATE PRINT 53  
 TONE FOR ECHO 54  
 Tone key 16  
 Toner 4  
 Toner cartridge 4, 10, 12, 20, 62  
 TONER LOW message 37  
 Transmission,  
 Confidential 44  
 Delayed 41  
 Delayed from memory 42  
 Multiple-location 43  
 Polling 46  
 Relay broadcast 44  
 Stopping 36

*English*



*English*

Transmit Resolution/Yes key 14, 34  
TSI PRINT 53  
TSI/CSI 14, 26  
TX MODE DEFAULT 48  
Type of Original/No key 14, 35

**U**

Unique characters 16  
Unique key 16  
Unpacking 19  
Unsolicited fax messages, rejecting 38  
User function settings 47, 50  
User language 49  
User program key 18

**V**

V.Request/Hook key 14, 40  
Voice request tone 18  
Voice request 39, 40

**Y**

Yes ◀ key 14