OKIFAX 740

User's Guide

Safety

Your OKIFAX 740 has been carefully designed to give you years of safe, reliable performance. As with all electrical equipment, there are a few basic precautions you should take to avoid hurting yourself or damaging the unit:

* Read the setup and operating instructions in this manual carefully. Be sure to save it for future reference.
* Read and follow all warning and instruction labels on the machine itself.
* Unplug the OKIFAX 740 before you clean it. Use only a damp cloth; do not use liquid or aerosol cleaners.
* Place your OKIFAX 740 on a firm, solid surface. If you put in on something unsteady, it might fall and be damaged; if you place it on a soft surface, such as a rug, sofa, or bed, the vents may be blocked, causing it to overheat.
* To protect your OKIFAX 740 from overheating, make sure no openings on the machine are blocked. Do not put the machine on or near a heat source, such as a radiator or heat register. If you put the machine in any kind of enclosure, make sure it is well ventilated.
* Do not use your OKIFAX 740 near water, or spill liquid of any kind into it.
* Be certain that your power source matches the rating listed on the back of the machine. If you are not sure, check with your dealer or with your local power company.

* Your OKIFAX 740 has an earthed, 3-pin plug as a safety feature, and it will only fit into a earthed outlet. If you can not plug it in, chances are that you have an older, non-earthed outlet; contact an electrician to have it replaced with a earthed outlet. Do *not* use an adapter to defeat the earthing.
* The outlet into which you plug your OKIFAX 740 must remain easily accessible at all times.
* To avoid damaging the power cable, do not put anything on it or place it where it will be walked on. If the cable becomes damaged or frayed, replace it immediately.
* If you're using an extension cable or power strip with the machine, make sure that the total current required by all the equipment on the extension is less than the extension's rating. Generally, the total ratings of all equipment plugged into any one power line should not exceed 15 amperes. Do not exceed this unless you know that the power line your equipment is plugged into has a rating above 15 amperes.
* Aside from the routine maintenance described in this manual, don't try to service the machine yourself; opening the cover may expose you to shocks or other hazards. Do not make any adjustments other than those outlined in the manual, you might cause damage requiring extensive repair work.

- If anything happens that indicates that your OKIFAX 740 is not working properly or has been damaged, unplug it immediately and contact your Oki dealer for service. These are some of the things to look for:

    - The power cable or plug is frayed or damaged.
    - Liquid has been spilled into the housing, or the machine has been exposed to water.
    - The machine has been dropped or its cabinet has been damaged.
    - The machine doesn't function normally when you are following the operating instructions.

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Installation

Unpacking

1. Open the packaging, remove the fax machine and its accessories and place them on a stable surface.

2. Check the package contents carefully. You should find the following items:

   i)   OKIFAX 740 facsimile transceiver;

   ii)   Telephone line cable;

   iii)   Paper support;

   iv)   Ink cartridge;

   v)   Telephone adapter for optional connection of serial telephone;

   vi)   Mains ac power cable;

   vii)   This User's Guide.
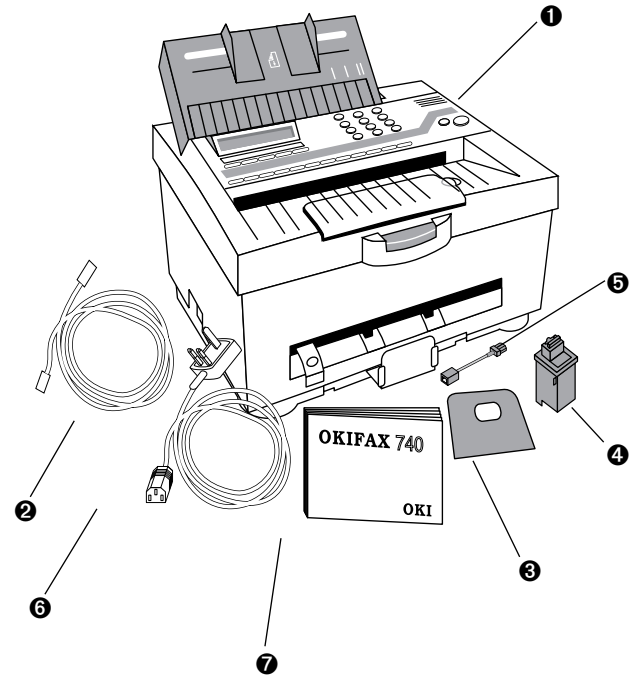
If anything appears to be missing or damaged, contact your Oki dealer without delay.

Removal of Transport Materials

1. Remove any adhesive tape from the outside surfaces of the machine.

2. Press down the cover release tab (1) and lift the top cover to the fully upright position.
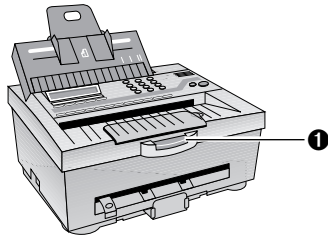
3. Pull out the sheet of transit paper from under the paper feed roller (2).
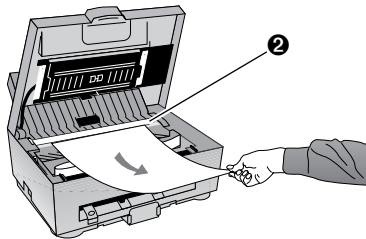
4. Lower the top cover and press down firmly to close.

5. Pull the paper feeder (1) towards the front of the machine to open the feeder. Pull out the sheet of transit paper (2) from the paper feeder.
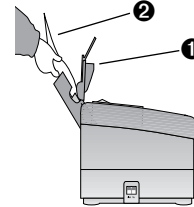
6. Push the feeder (1) towards the rear of the machine to close it.

7. Install the paper support (3) into the slots at the rear of the paper feeder (1).
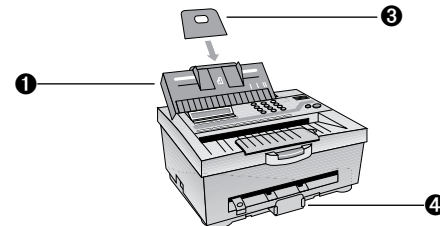
8. Pull out the paper catch tray (4) to accomodate the size of recording paper you will use.

Connecting to Power and Telephone Network

1. Insert the telephone line cable plug into the line jack ("LINE") on the left-hand side of the machine.

LINE   TEL

2. Ensure that the ac power on/off switch (2) is in the OFF (down) position.

❷

3. Plug the ac power cable into the rear panel socket on your OKIFAX 740, and the other end into a suitable ac power socket.

Note: The ac power socket must be nearby and should remain easily accessible at all times.
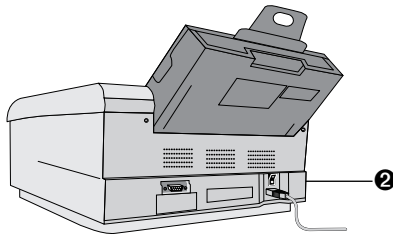
4. Plug the telephone line jack into the appropriate telephone network socket.
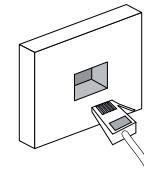
Connection of Telephone (Optional)

If you intend to use a normal telephone in conjunction with your fax machine, follow the steps in this section. Otherwise skip to the next section.

There are two methods by which a telephone may be connected: *serial* telephone connection and *parallel* telephone connection. Either method allows the same telephone line to be used for voice and facsimile communication.
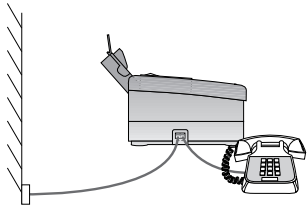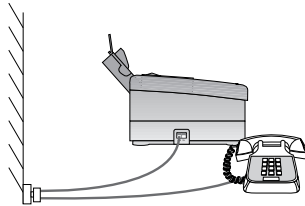
Serial Telephone Connection   Parallel Telephone Connection

Connection of Serial Telephone

This method does not require a two-way adapter, but instead utilises the TEL socket on your fax machine.

Note: This method of connection is available in certain countries only.

1. With the fax machine installed as described earlier, plug the line jack from your telephone into the telephone (TEL) socket (1) on the left-hand side of the fax machine.

❶
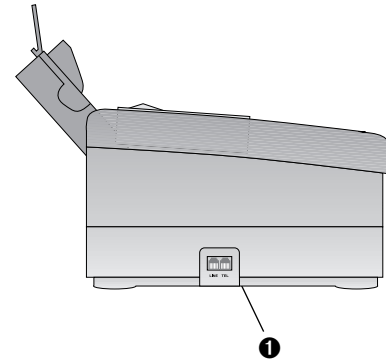
Connection of Parallel Telephone

This method involves the use of a two-way telephone jack adapter (not supplied).

1. Withdraw the telephone line jack from the telephone network socket.
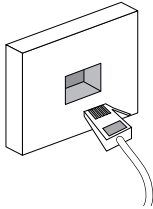
2. Plug a two-way telephone adapter into the telephone network socket.
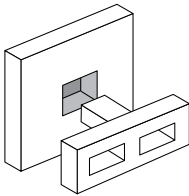
3. Plug the telephone line jack from the fax machine into one of the two input sockets on the two-way adapter, and the line jack from the telephone into the other socket.
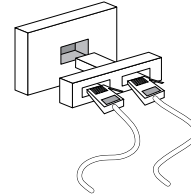
Installing the Ink Cartridge

1. Press down the cover release tab and lift the top cover to the fully upright position.

2. Slide the ink cartridge carrier towards the centre of its travel, and then slightly to the left, opposite the loading tab (1).
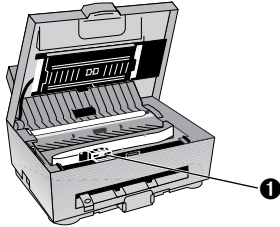
3. Carefully remove the ink cartridge from its packing.

Note: Hold the cartridge by its top. Do NOT touch the copper area — contacts (1) or nozzles (2).
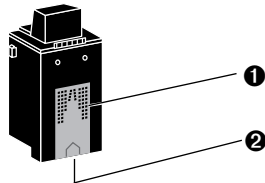
4. Carefully peel off the tape covering the print head.

5. Lower the ink cartridge into the carrier with the copper contacts facing the front of the machine.
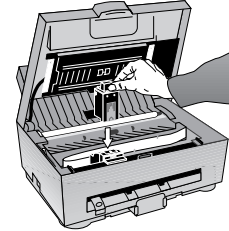
6. Squeeze the top of the cartridge towards the front of the carrier until it snaps into position.
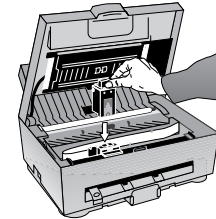
7. Lower the top cover and press down firmly to close.

Note: Do not remove the ink cartridge except to replace it or if your printer is to be transported. The ink nozzles will dry out if exposed for long periods of time.

Installing Paper

Your fax machine uses plain paper to print incoming messages. Any paper suitable for use in a standard ink jet printer may be used.

Choosing Paper

Examples of suitable paper types are:

- inkjet printer paper
- copier paper
- laser printer paper
- plain bond paper
- recycled bond paper

Examples of unsuitable paper are:

- continuous form feed paper
- erasable bond paper
- synthetic paper
- thermal paper
- multi-sheet forms and documents
- chemically treated multi-part forms
- paper with embossed printing

Three sizes of paper may be used:

A4	210 x 297mm
US Letter	8½" x 11" (216 x 279mm)
US Legal	8½" x 14" (216 x 356mm)

Loading Paper

Depending upon thickness, up to about 150 sheets of paper may be loaded into the paper feeder.

1. Remove paper fresh from its wrapping.

2. Fan the sheets to ensure no sheets are stuck together.
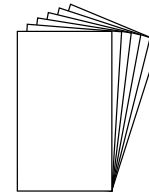
3. Flush the sheets into a neat stack.

4. Pull the paper feeder towards the front of the fax machine to open the feeder chute.

5. Adjust the paper width levers (1) & (2) to either LETTER or A4 as appropriate.
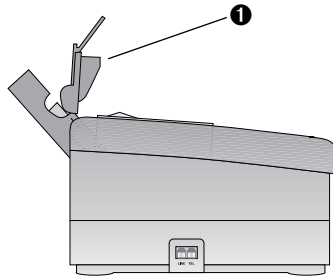
6. Insert the stack, short edge first, into the feeder. Do not force, but allow the stack to drop in gently under its own weight.
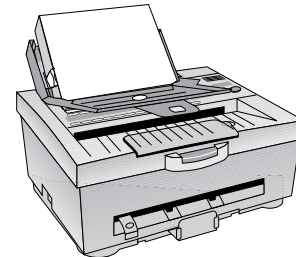
7. Return the paper feeder to its original closed position.

Control Panel
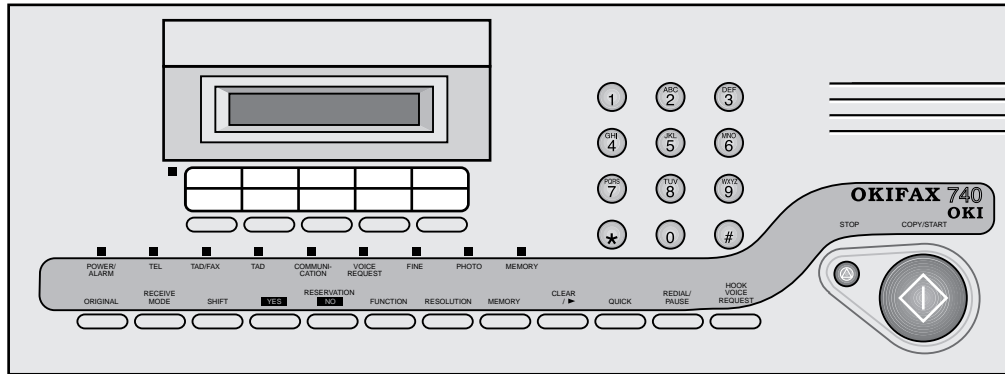
LCD Display

The display shows the current machine status (Ready, Transmitting, Receiving, etc.) and also gives prompts and messages when making adjustments.

Numeric Keypad

The 10-key numeric keypad is used to enter telephone numbers when dialling or registering quick dial numbers, and to enter function numbers when making adjustments.

Quick Dial (One-Touch) Keys

These five keys provide quick dialling of fax numbers stored in memories A to F.

Shift Light

This light toggles **ON** and **OFF** when you press the [SHIFT] key. When **OFF**, the quick dial keys select fax number memories **A** to **E**. When **ON**, the quick dial keys select memories **F** to **J**.

COPY/START Key

This key starts the required operation, such as transmitting, manual receiving or copying a document.

STOP Key

This key stops the current operation, such as transmitting, receiving or copying a document. It is also used to cancel an alarm signal after a malfunction.

ORIGINAL Key

This key is used to set the required contrast for your document for light originals, dark orginals (or coloured paper), or normal (clear black and white) originals.

RECEIVE MODE Key

This key is used to select the required receive mode: Fax, Tel, Tel/Fax or TAD. The selected mode is indicated by the TEL, TEL/FAX and TAD lights.

SHIFT Key

This key is used to determine whether the five quick dial keys select memory numbers **A** to **E**, or **F** to **J**.

YES Key

This key is used to answer YES to questions and prompts which appear on the LCD display panel during adjustment.

RESERVATION/NO Key

This key is used to answer NO to questions and prompts which appear on the LCD display panel during adjustment. It is also used to initiate a reserved transmission when the machine is busy receiving a long message.

FUNCTION Key

This key is used in conjunction with the numeric keypad to select the required function when making adjustments.

RESOLUTION Key

This key is used to select the appropriate resolution (degree of fineness) when sending or copying a document.

MEMORY Key

This key selects memory transmit operation. Documents may be scanned into memory for immediate or later transmission.

CLEAR Key

This key is used to delete entries for various machine settings or stored numbers. It is also used during editing numbers and settings to advance the editing position one character at a time when changing settings or stored fax numbers.

QUICK Key

This key is used to initiate quick dialling of stored fax numbers. Pressing [QUICK] followed by a two-digit number or a one-touch quick dial key selects one of up to 60 stored fax numbers.

REDIAL/PAUSE Key

This key redials the most recently dialled fax number. It is also used to enter a brief pause in a stored fax number, such as the pause sometimes required after the access digit for an outside line via an internal telephone exchange.

HOOK VOICE REQUEST Key

This key is used to place the machine in an on-line state for manual dialling, so that you may monitor the audible progress of a call. It is also used to signal to the remote party that you require voice communication after the currently transmitting or receiving fax message.

POWER/ALARM Light

This light illuminates when power is applied and the machine is switched on. In the event of a malfunction, or if recording paper runs out, this lamp will flash on and off.

TEL, TEL/FAX & TAD Lights

These three lights indicate the selected **receive mode**. The available modes are:

Fax	Normal dedicated fax mode with auto-answer.
Tel	Manual voice/fax receive without auto-answer.
Tel/Fax	Voice/fax receive with auto-answer and audible indication.
TAD	Voice/fax receive with auto-answer and support for an external telephone answering machine.

These modes are more fully explained later in this book.

COMMUNICATION Light

This light illuminates during fax transmission or reception.

VOICE REQUEST Light

This light illuminates during fax transmission or reception when either operator has pressed the **[VOICE REQUEST]** key. At the end of the fax message and audible alarm sounds to attract the operator's attention.

FINE & PHOTO Lights

These lights indicate the **resolution** selected. Fine resolution is appropriate for documents with very small print or other fine detail. Photo resolution is appropriate for photographs, coloured documents or those with several shades of grey. Standard resolution (both lights off) is appropriate for most normal black and white documents.

MEMORY Light

This light illuminates when **memory** transmission has been selected, or when memory reception is in progress.

Initial Settings

1. Ensure that the ac power socket, if switched, is turned on.

2. Set the ac power on/off switch (1) on your OKIFAX 740 to ON.
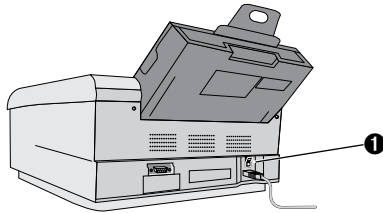
The display reads:

```
INITIALIZE, WAIT
```

After a few seconds, the display reads:

```
READY   99% 12:00
```

Three items are displayed: Machine Status (READY), Memory Available (99%) and the Time (12:00).

The next task is to adjust a number of settings in your OKIFAX 740 memory. These settings will be stored, even after power is turned off.

Personal ID (Function 24)

This item holds your name (or any other text) which will appear on the remote display if this function is supported.

1. Press **[FUNCTION] [2] [4]**.

```
PERSONAL ID? Y/N
```

2. Press **[YES]**.

3. Select the required characters from the list available (see table). Press **[*]** to move backwards through the list, or **[#]** to move forwards.

   Press **[CLEAR]** to advance the cursor to the next character position.

4. Press **[YES]** to confirm the entry.

Sender ID (Function 25)

This item holds your name or company name if you wish this information to be printed at the top of each page. The entry may be up to 32 characters long, including spaces.

1. Press **[FUNCTION] [2] [5]**.

```
SENDER ID?          Y/N
```

---

2. Press **[YES]**.

3. Select the required characters from the list available (see table). Press **[*]** to move backwards through the list, or **[#]** to move forwards.

    Press **[CLEAR]** to advance the cursor to the next character position.

4. Press **[YES]** to confirm the entry.

Personal/Sender ID Character Table

■		!	"	#	$	%	&
'	(	)	*	+	,	–	.
/	Ø	1	2	3	4	5	6
7	8	9	:	;	<	=	>
@	A	B	C	D	E	F	G
H	I	J	K	L	M	N	O
P	Q	R	S	T	U	V	W
X	Y	Z	[	¥	]	^	

Notes: 1. *The first character in this table (■) means 'no character,' i.e. end of entry. Entering this character in the middle of a text entry deletes all characters to the right. Entering this character at the start of your entry deletes the whole entry.*

2. *Some models of fax machine do not print your fax number on their received pages. To ensure that your fax number is always printed, you may wish to include it in this entry along with your name.*

3. *Sender ID text is printed inside the printable image area of your document. If your document image begins closer than about 20mm from the top of the page, a small portion may be omitted to make room for the Sender ID text.*

CSI/TSI (Function 26)

Your fax telephone number (Calling Station ID / Transmitting Station ID) entered here appears on the remote machine during fax communication. To set the number:

1. Press **[FUNCTION] [2] [6]**.

CSI/TSI?   Y/N

2. Press **[YES]**.

3. Enter your fax number from the table of available characters, using **[#]** to move forwards through the table or **[*]** to move backwards.

   Character Table

■		+	1	2	3	4
5	6	7	8	9	Ø	

Note: Numeric digits may also be entered directly using the numeric keypad.

Date & Time (Function 40)

Your OKIFAX 740 has an internal clock, which provides the following functions:

- Time display on the LCD panel
- Date and time printed on transmissions
- Delayed transmission and polling operations

To adjust the date and time:

1. Press **[FUNCTION] [4] [0]**.

ADJUST CLOCK Y/N

2. Press **[YES]**.

3. Use the **[CLEAR]** key if you need to move the cursor to the right.

4. Press the numeric keypad keys to enter the date and time in the format: YY-MM-DD HH:MM. For example, 3:05 p.m. on 12 February 1996 would be entered as 96-02-12 15:05. Note the use of the 24-hour clock.

5. Press **[YES]** to confirm your entry.

Speaker Volume (Function 41)

Your OKIFAX 740 has a built-in speaker to allow monitoring of call progress during dialling. The volume setting may be set to one of eight levels, from silent to loud, as follows:

1. Press **[FUNCTION] [4] [1]**.

ADJUST VOL?   Y/N

2. Press **[YES]**.

L>>>>   H */#/Y

3. Press **[*]** to decrease or **[#]** to increase the volume.

4. Press **[YES]** to confirm your entry.

Buzzer On/Off (Function 42)

As you press keys on the control panel, you may hear an audible beep. This function may be turned on or off as required.

1. Press **[FUNCTION] [4] [2]**.

SET BUZZER?   Y/N

2. Press **[YES]**.

ON-* OFF-# */#/Y

3. Press **[*]** for buzzer ON or **[#]** for buzzer OFF.

4. Press **[YES]** to confirm your entry.

Print Quality (Function 43)

The print quality of your OKIFAX 740 may be set to either Draft (faster speed, ink conservation) or **Letter** (slower speed, best print quality). To select your preference:

1. Press **[FUNCTION] [4] [3]**.

   ```
   SET QUALITY? Y/N
   ```

2. Press **[YES]**.

   ```
   DRAFT-*  LETTER-#
   ```

3. Press **[*]** for Draft or **[#]** for Letter.

4. Press **[YES]** to confirm your entry.

Paper Size (Function 44)

Three sizes of recording paper are available:
A4   210 x 297mm
US Letter   8½" x 11" (216 x 279mm)
US Legal   8½" x 14" (216 x 356mm)
To set the appropriate size for the paper in use:

1. Press **[FUNCTION] [4] [4]**.

   ```
   PAPER SIZE?   Y/N
   ```

2. Press **[YES]**.

3. Press **[*]** until the appropriate size is displayed.

4. Press **[YES]** to confirm your entry.

Reduction (Function 45)

It is possible to reduce the vertical size of incoming fax messages so that an over-sized message may fit on a single page, avoiding paper wastage. Six settings are available:

- 68%   Legal to Letter
- 85%   Legal to A4
- 93%   A4 to Letter
- 97%   Small margin adjustment
- 100%   No reduction
- Auto   Your OKIFAX 740 receives the document into its memory and calculates the best reduction figure before printing.

To set the reduction ratio:

1. Press **[FUNCTION] [4] [5]**.

SET REDUCN?   Y/N
---

2. Press **[YES]**.

3. Press **[*]** until the required setting is displayed.

4. Press **[YES]** to confirm your entry.

Page Count (Function 46)

This function automatically prints the page count on your outgoing transmissions. For example, the pages of a three page document will be labelled 1/3, 2/3 and 3/3. This enables the receiving party to easily assemble your document and check that no pages are missing.

When the function is set to ON, you will be prompted to enter the actual page count when you insert documents to send. To set the page count:

1. Press **[FUNCTION] [4] [6]**.

PAGE COUNT?   Y/N
---

2. Press **[YES]**.

3. Press **[*]** to set Page Count to **ON**, or **[#]** to set it to **OFF**.

4. Press **[YES]** to confirm your entry.

Transmission

Prepare to Send

1. Ensure the OKIFAX 740 is in standby mode (display reads READY).

2. Select the resolution required:

Fine LED	Photo LED	Resolution	Application
Off	Off	Standard	Ordinary, clear, black & white text or line drawings.
On	Off	Fine	Documents which contain fine detail, including very small print.
On	On	Photo	Documents containing photographs or other full colour pictures.

To set the resolution, press **[RESOLUTION]** until the appropriate LED's are illuminated.

3. Select the required contrast. Press **[ORIGINAL]** until the display confirms Light, Normal or Dark.

4. Place the document face down, top first, into the document feeder. You may load documents up to 20 pages.

    Ensure that documents are flat, undamaged, dry and contain no paper clips or staples. If a document to be sent cannot meet these requirements, photocopy it and use the copy.

5. If the Page Count feature is turned on, you will be prompted to enter the number of pages in your document. If you do not wish to enter this detail on this occasion, press **[NO]**.

Note: *Throughout this guide, where a dialling prompt appears in the display, the* **[QUICK]** *key switches back and forth between keypad number entry and quick dialling of stored fax numbers.*

Transmission After Voice

This method of transmission is used if you have been in conversation with the remote party, and you then wish to send a fax before hanging up.

1. Load your document face down, top first, into the document feeder.

2. Ask the remote party to press their **Start** key.

3. Press **[START]** while still keeping your telephone off hook.

4. Wait for the message "TRANSMITTING" to appear in the display.

5. Hang up the telephone handset.

Dialling with the Numeric Keypad

This method is used to send fax messages to infrequent destinations (frequent destinations may be programmed into the Quick Dial feature).

1. Prepare your document to send as described earlier (see *Prepare to Send*).

With your document loaded, the display will read:

QUICK:_■   KEYPAD

or

DIAL: KPAD/QUICK

2. Press **[QUICK]** if necessary, so that the display reads:

DIAL: KPAD/QUICK

3. Dial the number you require using the numeric keypad.

   If you enter an incorrect digit, press **[CLEAR]** to erase it.

   If you are connected via an internal telephone exchange which requires an access digit (usually 9) for an outside line, followed by a short pause, press **[PAUSE]** after the access digit. This will appear in the display as "–".

4. Press **[START]** to commence dialling.

The call is placed automatically. When the remote fax machine answers, the message "TRANSMITTING" is displayed and your document is sent. During the transmission the remote identification (name or telephone number) is displayed.

When transmission is complete, your OKIFAX 740 returns to standby automatically.

Dialling with the Quick Dial Feature

Your OKIFAX 740 has 60 memories to store frequently called telephone numbers. 10 numbers can be stored for one-touch dialling using the keys **[A]** to **[J]**, and a further 50 numbers may be stored in memory locations numbered 10 to 59, accessed via the numeric keypad.

This section describes how to dial a frequently used number using the Quick Dial feature. It is assumed that your frequently used numbers have already been programmed into the OKIFAX 740 memories. For information on programming numbers see later in the "Programming" section.

1. Prepare your document to send as described in *Prepare to Send* earlier.

   ```
   QUICK:_■   KEYPAD
   ```

   or

   ```
   DIAL: KPAD/QUICK
   ```

2. Press **[QUICK]** if necessary, so that the display reads:

   ```
   QUICK:_■   KEYPAD
   ```

3. For one-touch dialling, press the appropriate one-touch key **[A]** to **[J]**. For two-touch quick dialling, enter the appropriate two-digit memory number via the numeric keypad.

Note: *Five one-touch keys are provided, for memories **A** to **E**. To access memories **F** to **J**, first press **[SHIFT]**, then press the appropriate one-touch key.*

The call is placed automatically, and transmission begins when the remote fax machine answers. At completion your OKIFAX 740 will return to standby.

On-Hook Dialling

This function enables one-handed dialling with audible progress monitoring (if you have the volume setting above minimum). This can be useful, for example, if you have a telephone connected and wish to make a voice call and pick up when the remote party answers.

1. If you intend to send a fax message, prepare your document to send as described earlier.

2. Press **[HOOK]**

3. Dial the number using either the numeric keypad or quick dial feature described earlier.

4. When the remote party answers, press **[START]** to begin a fax transmission, or pick up the telephone handset to commence a voice call.

Last Number Redial

Your OKIFAX 740 can remember the last number dialled. This does not, of course, apply to numbers dialled on an attached telephone. To redial the last number:

1. Prepare your document to send.

2. Press **[REDIAL]**.

Auto Redial

If when trying to send a fax message your OKIFAX 740 was unable to connect with the remote party, for example the number was busy or did not answer, it will make up to five further dialling attempts (user adjustable in some countries). If you wish to cancel further attempts, simply remove your document from the feeder.

Polling Transmission (Function 10)

Your OKIFAX 740 can be set to automatically send a document to a calling machine while unattended. This might be used, for example, when your head office calls during the night to collect a report. Two types of polling transmission are possible:

Free Polling   Any fax machine with remote polling facilities can call your machine and request the document you have left.

Secure Polling Your OKIFAX 740 has a special polling password as a security feature. Only a remote machine with the same password can request your document.

To set a document for polling transmission:

1. Load your document face down, top first, into the document feeder.

2. Press **[FUNCTION] [1] [0]**.

```
POLL MODE?    Y/N
```

3. Press **[YES]**.

4. If you are prompted for the number of pages, enter the number or press **[NO]**.

```
CHK ID CODE? Y/N
```

5. For secure polling press **[YES]**, or for free polling press **[NO]**.

```
AWAITING POLLING
```
or
```
 FREE POLLING
```

Note: *To cancel polling transmission, simply remove your document from the document feeder.*

Delayed Transmission (Function 11)

You may set a document for transmitting unattended at a later time up to 24 hours ahead. This is useful for transmitting during the night to take advantage of off-peak call charges.

To set up a delayed transmission:

1. Load your document face down, top first, into the document feeder.

2. Press **[FUNCTION] [1] [1]**.

TIME 12:00 KPD/Y

Note: *The actual time displayed is the current time.*

3. Enter the time you wish the call to begin, using 24-hour clock notation, on the numeric keypad. The **[CLEAR]** key may be used to advance the cursor to the required editing position.

   If you enter an earlier time, transmission will begin at that time on the next day.

4. Press **[YES]** to confirm your entry.

DIAL KPAD/QUICK
---

5. For manual fax number entry, enter the required number using the numeric keypad. Then press **[START]**.

   For quick dialling a stored number, press **[QUICK]** followed by either a one-touch key or a two-digit memory location. Then press **[START]**.

Note: *To cancel a delayed transmission, simply remove your document from the document feeder.*

Memory Transmission

Using this feature your OKIFAX 740 can store a document in its internal memory for subsequent transmission, either immediately or at a later time.

You may scan your document into memory, then retrieve it leaving your fax machine to place the call and send the document.

A document scanned into memory for delayed transmission, up to 24 hours ahead, eliminates the need to leave the document in the document feeder until after transmission.

A document stored in memory may be sent, either immediately or later, to up to 70 different locations, including a pre-stored 'group' of correspondents using the Group Dial feature (see later).

To set up a document for memory transmission:

1. Load your document face down, top first, into the document feeder.

2. Press **[MEMORY]** and see that the **Memory** lamp is illuminated.

    ```
    DELAYED TX?   Y/N
    ```

3. For delayed transmission press **[YES]**. For immediate transmission press **[NO]**, then skip to step 5 below.

    ```
    TIME 15:30 KEY/Y
    ```

4. Enter the required start time using the numeric keypad, then press **[YES]**.

    ```
    QUICK:_■   */KPAD
    ```

5. Enter the quick dial number for your correspondent, or press **[*]** for Group Dial.

    ```
    NEXT FAX NO? Y/N
    ```

6. Press **[YES]** to enter another fax number or **[NO]** if there are no more numbers to enter.

7. Press **[START]** to begin scanning your document into memory.

```
S F.01 P.01   94%
```

The display indicates the current file number (stored documents are called 'files'), the current page number, and the amount of memory remaining.

When scanning is complete, the OKIFAX 740 returns to standby if delayed transmission has been selected, or it begins to place the first call if immediate transmission was chosen.

Note: To cancel delayed transmission, delete the appropriate file from memory (function 61).

Reserved Transmission

This feature enables you to prepare a document for transmission, including entering the fax number, when your OKIFAX 740 is currently receiving a long transmission. This avoids having to wait for the current transaction to complete.

To set up a reserved transmission:

1. Load your document into the document feeder.

2. Press **[RESERVATION]**.

3. Select the required transmission feature, e.g. manual dialling, quick dialling, etc.

4. Enter the fax number using the keypad or quick dialling.

   When the current transaction is complete, your call will be placed and your document sent.

Note: To cancel reserved transmission, simply remove your document from the feeder.

Reception

Your OKIFAX 740 provides four modes for call reception:

- TEL mode
- FAX mode
- TEL/FAX mode
- TAD mode

Each mode is selectable at any time by pressing [RECEIVE MODE]. You may also set the machine's default mode (the mode adopted by your OKIFAX 740 when it is switched on) by programming function 47.

TEL Mode

In this mode your OKIFAX 740 will not automatically answer incoming calls. This is convenient if you have a normal telephone installed and wish to answer incoming voice calls on the same line.

If you answer a call and hear a remote fax machine (short beeps at 3-second intervals), press [START] to begin fax reception.

FAX Mode

In this mode of operation your OKIFAX will automatically answer incoming calls with a fax answer tone. This is appropriate if your telephone line is dedicated to fax.

TEL/FAX Mode

In this mode your OKIFAX 740 will automatically answer incoming calls. If it detects a remote fax machine calling it will automatically respond and receive the fax message.

If no remote fax machine is detected your OKIFAX 740 will emit a high-pitched audible tone. In this case, lift your telephone handset and press [STOP] to begin a voice conversation.

After a voice exchange, to commence a fax exchange press [START] and hang up the telephone.

TAD Mode

TAD stands for 'Telephone Answering Device,' and is appropriate if you wish to receive both voice and fax calls while the OKIFAX 740 is unattended.

For this application you will require a voice telephone answering machine to be connected on the same line. The answering machine may be connected via the TEL socket on your OKIFAX 740 (if available in your country), or via a two-way telephone adapter. In either case, connection is similar to that for an external telephone, see under 'Installation'.

TAD Ring Count (Function 51)

When using a telephone answering machine with your OKIFAX 740, it is necessary to set the TAD Ring Count to determine how quickly your fax machine answers an incoming call.

To set the TAD Ring Count:

1. Press **[FUNCTION] [5] [1]**.

    `SET TAD I/F? Y/N`
    ---

2. Press **[YES]**.

    `TAD RING=1     */Y`
    ---

3. Press **[*]** until the required number of rings is displayed, then press **[YES]**.

    `SILENCE=05SEC*/Y`

    Your OKIFAX 740 will switch to fax receive if no incoming voice is heard for a set period of time.

4. Press **[*]** to increment the silence (waiting) period from 5 to 30 seconds in 5-second intervals, then press **[YES]**.

When correctly set up, your OKIFAX can receive incoming voice or fax messages completely unattended.

Polling Reception

This feature enables your OKIFAX 740 to call other fax machines and request a document from them. The remote machines must, of course, be set for polling transmission.

This application is useful if, for example, you wish to collect reports or other documents from each of your branch offices.

Delayed polling reception allows this activity to be carried out at night, taking advantage of off-peak telephone call charges.

There are two kinds of polling transmission:

Free Polling   Any fax machine with remote polling facilities can call and request document which has been prepared.

ID Polling   The transmitting machine has a special ID code as a security feature. Only a remote machine with the same ID code can request a prepared document.

Note: *This feature works with most (but not all) fax machines equipped with remote polling facilities.*

Setting the ID Code (Function 22)

To set your OKIFAX 740 ID code:

1. Press **[FUNCTION [2] [2]**.

    SET ID CODE? Y/N
    ---

2. Press **[YES]**.

    ID NO:▉▉▉▉
    ---

3. Enter a unique 4-digit code using digits from **0** to **9** and/or **A** to **F**. Use the numeric keypad for numeric digits and the **[∗]** and **[#]** keys for the letters **A** to **F**.

4. Press **[YES]** to confirm your entry.

Setting Polling Reception (Function 10)

To set your OKIFAX 740 for polling reception:

1. Ensure that you have set the correct ID code to match the remote machine(s) — see *Setting the ID Code*.

2. Press [FUNCTION] [1] [0].

> POLL MODE?   Y/N

3. Press [YES].

> POL RECEIVE? Y/N

4. Press [YES].

> POLL LATER?   Y/N

5. Press [YES] if you wish to poll at a later time, or [NO] for immediate polling.

> DIAL   KEYPAD

6. To enter a number manually, enter the number using the numeric keypad. If you enter an incorrect digit use the [CLEAR] key to erase it. When the number is correctly displayed, press [YES] to confirm.

   To enter the number using the Quick Dial feature, press [QUICK] followed by either a one-touch dial key or a two-digit memory number.

> NEXT FAX NO? Y/N

7. To enter another fax number, press [YES], and repeat step 6 above.

   If you have finished entering fax numbers, press [NO].

> PRESS START

8. Press [START].

   Your OKIFAX 740 will print your polling list. If immediate polling was requested, the activity will begin. If delayed polling was requested, the fax machine will return to standby.

Cancellation of Receive Polling (Function 62)

When polling reception has been programmed, a polling file, containing the time and remote fax number, is set up in memory to receive the incoming transmission. To cancel receive polling, this file must be deleted.

1. Press **[FUNCTION] [6] [2]**.

```
CLEAR POLL?   Y/N
```

2. Press **[YES]**.

```
FILE NO:█      Y/N
```

3. Enter the file number to delete, and then press **[YES]**.

4. Press **[CLEAR]**.

```
 FILE CLEARED!
```

After a few seconds your OKIFAX 740 will return to standby.

Printing a File in Memory (Function 60)

Each document stored in memory is placed in a file and allocated a file number. This applies to files stored for later transmission as well as received files. However, when documents stored for transmission are sent they are automatically deleted.

If you have several documents stored in memory, you may identify them without printing by referral to the printed memory file list (function 34).

To print a document stored in memory:

1. Press **[FUNCTION] [6] [0]**.

```
FILE PRINT?   Y/N
```

2. Press **[YES]**.

```
FILE NO:_█ KEY/N
```

3. Enter the file number you wish to print and press **[YES]**.

Deleting a File in Memory (Function 61)

Files stored in memory occupy reduce the amount of available memory for other documents. It is a good idea to print them and then delete them as soon as convenient.

To delete a file:

1. Press **[FUNCTION [6] [1]**.

    _____
    CLEAR FILE?   Y/N

2. Press **[YES]**.

    _____
    FILE NO:_■ KEY/N

3. Enter the file number to delete, then press **[YES]**.

    _____
    FILE NO: 01CLR/N

4. Check that the file number displayed is the file you actually wish to delete. If it is, press **[CLEAR]**. If not, press **[NO]**.

When the machine returns to standby you will see that there is a greater amount of memory available.

Substitute Memory

If a document is received when your OKIFAX 740 is out of paper or ink, or when there is a paper jam, the document will still be received in memory. At this time the display will read:

_____
MEMORY RECEIVING

When you load more paper, replace the ink cartridge or clear the paper jam, the document will print automatically.

Voice Request

If, during fax transmission or reception, you wish to attract the remote operator to the telephone for a voice conversation after the fax exchange has completed, press **[VOICE REQUEST]**.

When fax transmission is complete, the remote fax machine will emit an audible tone. If the remote operator picks up the telephone, your fax machine will emit an audible tone. When you hear this, pick up your telephone handset and press **[STOP]**. When you hang up the telephone, the fax machine will return to standby.

Using Your OKIFAX 740 as a Copier

Your OKIFAX 740 may be used as a convenience local copier. When making a single copy your original document is printed as it is scanned. For multiple copies, the document is first scanned into memory and then printed the required number of times. Up to 99 copies can be made.

To make a copy:

1. Load the original document face down, top first, into the document feeder.

2. Select the contrast and resolution required (see *Prepare to Send*).

3. Press [START].

    _____
    MULTI COPY?   Y/N

4. To make a single copy, press [NO].

    After copying your OKIFAX 740 will return to standby.

To make multiple copies, press [YES].

    _____
    COPY 01 SETS   Y

5. Enter the number of copies required, up to a maximum of 99, using the numeric keypad.

6. Press [YES].

7. Press [START].

    Each page of your original document is scanned into memory. When scanning is complete, printing commences.

    When printing is complete, your OKIFAX 740 will return to standby.

Printing Reports & Lists

Your OKIFAX 740 can print five reports and lists:

- Activity Report
- User Parameter List
- Telephone Number List
- Receive Polling List
- Memory File List

Activity Report (Function 30)

This report lists information about each transaction. It includes the remote fax number, date, time, duration and result (OK or Error). The activity report is printed automatically after every 35 transactions (if auto printing is enabled). However, you can request this report to print at any time.

1. Press **[FUNCTION] [3] [0]**.

   ACTIVITY RPT? Y/N

2. Press **[YES]**.

   After printing, your OKIFAX 740 will return to standby.

User Setup List (Function 31)

This report prints a list of all user parameters and their current settings.

1. Press **[FUNCTION] [3] [1]**.

   USER SETUP? Y/N

2. Press **[YES]**.

Telephone Number List (Function 32)

This report prints a list of all remote fax numbers stored in memory, including all one-touch, two-touch and group numbers.

1. Press **[FUNCTION] [3] [2]**.

   FOR TEL LIST Y/N

2. Press **[YES]**.

   After printing, your OKIFAX 740 will return to standby.

Receive Polling List (Function 33)

This report prints a list of all currently programmed receive polling files.

1. Press [FUNCTION] [3] [3].

   _____

   FOR POL LIST? Y/N

2. Press [YES].

   After printing, your OKIFAX 740 will return to standby.

Memory File List (Function 34)

This report prints a list of all files currently stored in memory.

1. Press [FUNCTION] [3] [4].

   _____

   MEMORY LIST? Y/N

2. Press [YES].

   After printing, your OKIFAX 740 will return to standby.

Report Auto Printing (Function 48)

Using this function you may instruct your OKIFAX 740 to automatically print useful reports at appropriate times. The automatic reports available are:

Activity Report
A log listing the most recent 35 transactions, including remote fax number, date, time and result.

TX Result
A single line report giving confirmation of the last transmission. This can be useful if you file an outgoing fax document and wish to include with it confirmation of transmission.

RX Result
A single line report giving confirmation of the last fax message received.

Memory File List
A list of memory files printed each time a new file is added.

Polling Reservation List
A confirmation entry printed each time a new polling file is added.

To set of cancel report auto printing for any of these reports:

1. Press **[FUNCTION] [4] [8]**.

```
AUTO PRINT     Y/N?
```

2. Press **[YES]**.

```
ACTIVITY RPT? Y/N
```

3. To set or cancel auto printing of the activity report, press **[YES]**.

   To move on to the next report, press **[NO]**, then skip to step 5.

```
AUTO SET:ON      */Y
```

4. Press **[∗]** to switch the current setting between **ON** an **OFF**. When the setting is correct, press **[YES]** to confirm.

```
TX REPORT      Y/N
```

5. To set or cancel auto printing of the Tx result report, press **[YES]**.

   To move on to the next report, press **[NO]**, then skip to step 7.

```
AUTO SET:ON      */Y
```

6. Press **[∗]** to switch the current setting between **ON** an **OFF**. When the setting is correct, press **[YES]** to confirm.

```
RX REPORT       Y/N
```

7. To set or cancel auto printing of the Rx result report, press **[YES]**.

   To move on to the next report, press **[NO]**, then skip to step 9.

```
AUTO SET:ON      */Y
```

8. Press **[∗]** to switch the current setting between **ON** an **OFF**. When the setting is correct, press **[YES]** to confirm.

```
NEW FILE R.      Y/N
```

9. To set or cancel auto printing of the memory file list, press **[YES]**.

    To move on to the next report, press **[NO]**, then skip to step 11.

    ```
    AUTO SET:ON      */Y
    ```
    ---

10. Press **[∗]** to switch the current setting between **ON** an **OFF**. When the setting is correct, press **[YES]** to confirm.

    ```
    NEW POLL R.      Y/N
    ```
    ---

11. To set or cancel auto printing of the memory file list, press **[YES]**.

    To rerun to standby, press **[NO]**.

Programming Fax Numbers

Programming Quick Dial Numbers (Function 20)

Your OKIFAX 740 can store up to 60 frequently use fax telephone numbers, 10 for one-touch dialling via the one-touch keys [A] to [J], and 50 via two-touch numeric codes **10** to **59** on the numeric keypad (keys [0] to [9]).

1. Press [FUNCTION] [2] [0].

    PROG. QUICK? Y/N

2. Press [YES].

    QUICK NO.   :KPAD

3. To program a one-touch key, press the appropriate key [A] to [J] (using the [SHIFT] key first for [F] to [J]).

    To program a two-touch code, enter the two digit code from 10 to 59 on the numeric keypad.

4. Press [YES] and enter the telephone number to be stored.

    If you enter an incorrect digit, press [CLEAR] to erase it.

5. Press [YES] to confirm your entry.

Note: *To erase a telephone number, press* [CLEAR] *at step 4, and enter the new number if required.*

Programming Fax Number Groups (Function 21)

You can allocate frequently used numbers to groups. Using this feature your OKIFAX 740 can transmit a document to all destinations in a group in sequence, from just one initiating action.

You can enter up to 5 groups, each having up to 30 fax numbers. Fax numbers may appear in more than one group if you wish.

Note: *If you reprogram a Quick Dial number it will be removed from any groups to which it belonged.*

1. Press [FUNCTION] [2] [1].

    GROUP DIAL? Y/N

2. Press **[YES]**.

```
GROUP:■      A-E
```

3. Press a one-touch key from **[A]** to **[E]**.

```
GROUP#:A   Y/N/C
```

4. To begin entering numbers in this group, press [YES].

   To select a different group, press **[NO]**.

   To clear all numbers from this group, press **[CLEAR]**.

```
(A):QUICK:■■KPAD
```

5. Enter a Quick Dial code by pressing the appropriate one-touch key **[A]** to **[J]**, or a two-digit code from 10 to 59 via the numeric keypad.

```
(A):QUICK:10Y/N/C
```

6. To enter this number into the group, press **[YES]**.

   To choose a different number, press **[NO]**.

   To remove this number from the group, press **[CLEAR]**.

Restricted Access

Your OKIFAX 740 has a special security feature which you can utilise to prevent unauthorised use. Using this feature, you can allocate a password which must be entered before anyone can dial out.

To apply password protection, two steps are required:

1. Turn on Restricted Access Mode in the User Parameters list;

2. Set a 4-digit password from 0001 to 9999.

To set a password, follow the procedure below. To turn on Restricted Access Mode see *User Parameters*.

Setting a Password (Function 23)

1. Press [FUNCTION] [2] [3].

    ```
    SET  PASSWORD?Y/N
    ```

2. Press [YES].

    ```
    PASSWORD:████
    ```

3. Enter a 4-digit password from 0001 to 9999 via the numeric keypad.

User Setup (Function 47)

Many of the adjustments on your OKIFAX 740 can be set up to default to the settings you prefer. This means that these settings will be automatically adopted by your OKIFAX 740 each time you switch it on.

This gives you several advantages:

- It saves you time in day-to-day operation;

- The machine is easier to use;

- Your OKIFAX 740 can be personalised to suit your needs.

The user parameters which may be set are as follows:

Contrast   Adjusts the scanned image for light, normal or dark documents.

Resolution   Adjusts the fineness of detail to normal or fine.

Receive Mode   Sets the normal receive mode to TEL, FAX, TEL/FAX or TAD.

Redial Count   Sets the number of attempts your OKIFAX 740 will make to place a call if the remote number does not answer or is busy. (Certain countries only.)

Ring Resp   Sets the number of rings after which your OKIFAX 740 answers an incoming call in FAX or TEL/FAX modes.

Line Select   Sets the method of dialling to pulse or tone dialling to suit your telephone exchange. (Certain countries only.)

Restricted Access   Turns on or off restricted access mode. When on, this mode requires a password before anyone may use the machine to dial out.

Closed Network   Sets closed network mode on or off. When on, this mode rejects incoming fax calls from machines which do not have the same ID code as your OKIFAX 740. This mode may reject unsolicited fax mail.

ECM — Turns ECM mode (error correction) on or off. ECM mode is helpful in overcoming noisy telephone line conditions, but does require the remote machine to support the same communication standard.

The user parameters are accessed in sequence. If you only need to adjust one parameter, enter the user parameter setup as described below and answer **[NO]** to each prompt until you reach the required setting.

To exit from the user parameters list without moving through all the rest, press **[FUNCTION]** again.

To enter the User Parameter setup:

1. Press **[FUNCTION] [4] [7]**.

   ```
   PARAMETER?    Y/N
   ```

2. Press **[YES]** to move to the first parameter.

Contrast

```
CONTRAST?      Y/N
```

1. To adjust contrast, press **[YES]**.

   To move on to the next parameter, press **[NO]**.

   ```
   BRIGHT:NORMAL */Y
   ```

2. Press **[*]** until the required setting is displayed, then press **[YES]**.

3. To return to standby, press **[FUNCTION]**.

Resolution

```
RESOLUTION?  Y/N
```

1. To adjust resolution, press **[YES]**.

   To move on to the next parameter, press **[NO]**.

```
RES:STANDARD */Y
```

2. Press **[*]** until the required setting is displayed, then press **[YES]**.

3. To return to standby, press **[FUNCTION]**.

Receive Mode

```
RECEIVE MODE?Y/N
```

1. To set receive mode, press **[YES]**.

   To move on to the next parameter, press **[NO]**.

```
RECEIVE:FAX  */N
```

2. Press **[*]** until the required setting is displayed, then press **[YES]**.

3. To return to standby, press **[FUNCTION]**.

Redial Count

REDIAL COUNT Y/N
---

1. To adjust the redial count, press **[YES]**.

   To move on to the next parameter, press **[NO]**.

REDIAL:■ KPAD/Y
---

2. Enter the required number of call attempts, from 1 to 5, then press **[YES]**.

3. To return to standby, press **[FUNCTION]**.

Ring Resp

SET RING RSP?Y/N
---

1. To set the number of rings in FAX mode, press **[YES]**.

   To move on to the next parameter, press **[NO]**.

COUNTER=1 KPAD/Y
---

2. Enter the number of rings required, from 1 to 9, then press **[YES]**.

3. To return to standby, press **[FUNCTION]**.

Line Select

LINE SELECT? Y/N
---

1. To select either pulse or tone dialling, press **[YES]**.

   To move on to the next parameter, press **[NO]**.

DP-* MF-#   */#/Y
---

2. Press **[*]** for **D**ial **P**ulse or **[#]** for **T**ouch **T**one, then press **[YES]**.

3. To return to standby, press **[FUNCTION]**.

Restricted Access

LIMIT TX?   Y/N
---

1. Press **[YES]** to turn on restricted access.

   To move on to the next parameter, press **[NO]**.

TX:ON-* TX:OFF-# Y
---

2. Press **[*]** for **ON** or **[#]** for OFF, then press **[YES]**.

*Note: **ON** requires a password before anyone may transmit a document.*

3. To return to standby, press **[FUNCTION]**.

Closed Network

```
LIMIT RX?      Y/N
```
---

1. Press **[YES]** to set closed network access.

   To move on to the next parameter, press **[NO]**.

```
RX: ON-* OFF-#
```
---

2. Press **[*]** to turn closed network **ON**, or **[#]** to turn it **OFF**, then press **[YES]**.

Note: **ON** *requires that the remote transmitting OKIFAX 740 must have the same ID code set as your machine. (Other types of remote fax machine may not support this function.)*

Error Correcting Mode (ECM)

```
ECM TRX?       Y/N
```
---

1. Press **[YES]** to set ECM.

   To return to standby, press **[NO]**.

```
ECM: ON-* OFF-#
```
---

2. Press **[*]** to turn ECM **ON**, or **[#]** to turn it **OFF**, then press **[YES]**.

4. Press **[YES]** to confirm your choice and return to standby.

3. To return to standby, press **[FUNCTION]**.

PC Interface On/Off

Your OKIFAX 740 is equipped with a serial interface for connection to a serial 'COM' port on a PC.

This facility enables a PC running a fax program, such as WinFax Pro or LaserFax, to send and receive fax messages without the need for intermediate printing.

In order to use this facility you must first set the PC Interface function to **ON**. If you wish to discontinue using this facility, you must set the PC Interface function to **OFF**.

```
PC I/F MODE? Y/N
```

1. To turn this mode **ON** or **OFF**, press **[YES]**.

```
IF: ON=* OFF-#
```

The current setting, **ON** or **OFF**, will flash.

2. Press **[*]** to turn this facility **ON**, or **[#]** to turn it **OFF**.

3. Press [YES] to confirm your choice and return the machine to standby.

*Note: When an incoming or outgoing fax message is in progress via the PC Interface, all buttons except **[STOP]** are disabled. To halt the progress of a fax transaction in this mode, press **[STOP]** on the fax machine, or select the STOP function within your PC fax program.*

Routine Maintenance

Your OKIFAX 740 is designed to give reliable and trouble-free operation for many years. However, occasional care and attention to the items covered in this section will help to ensure optimum performance.

Care of Recording Paper

Your OKIFAX 740 is designed to print on ordinary plain paper. Paper designed for use in inkjet or laser printers or copiers should be satisfactory in most applications.

1. Store paper sealed in its wrapper until required for use, and store flat in a clean, dry environment. Damp paper causes poor print quality and may result in paper jams and misfeeds.

2. Avoid overloading the automatic sheet feeder. It is designed to hold 150 sheets maximum.

3. Ensure that the paper guide is set to the correct width (Letter or A4) for the size of paper in use.

Cleaning External Surfaces

If you wish to clean the outside of your fax machine, follow the precautions below:

1. Switch off power to your OKIFAX 740 and remove the ac power plug from the wall or floor socket.

2. Use a clean, damp (but not soaking wet) cloth to gently wipe clean the external surfaces. Avoid the use of proprietary cleaners and polishes. Especially avoid contact with solvents, which may discolour or damage the casing.

3. Ensure that no liquids enter the inside of the machine at any time. *Should this happen by accident, do not apply power, but call for service.*

4. Ensure that all surfaces are completely dry before restoring ac power to the machine.

Ink Nozzle Test (Function 52)

This function prints a test pattern to check print quality.

1. Press **[FUNCTION] [5] [2]**.

    ```
    NOZZLE TEST? Y/N
    ```

2. Press **[YES]**.

    ```
    INK NOZZLE TEST
    ```

A test pattern will print, then your OKIFAX 740 will return to standby.

If print quality is poor, clean or change the ink cartridge or clean the ink carrier contacts.

Cleaning or Changing the Ink Cartridge (Function 53)

If you notice that print quality becomes poor, showing light or dark bands across the width of the page, you may be able to effect an immediate improvement by careful cleaning of the ink cartridge. Follow the procedure below:

1. Press **[FUNCTION] [5] [3]**.

    ```
    CHANGE INK?   Y/N
    ```

2. Press **[YES]**.

    ```
    COVER OPEN & CHG
    ```

3. Press the cover release tab and raise the top cover to its fully open position.

4. Gently push the top of the ink cartridge towards the rear of the machine until its snaps free.

5. Holding the cartridge by its top, lift it free of the carrier. Avoid touching the copper areas with your fingers.

6. To clean the cartridge, use a lightly damped, clean, lint-free cloth to gently wipe clean the copper areas, including the contacts (1) and the ink nozzles (2) on the under side. To remove any dried ink from the nozzles, hold the damp cloth against this area for about three seconds.
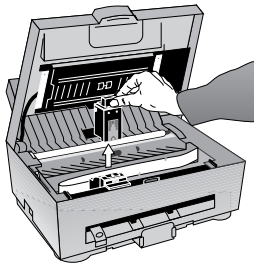
7. Still holding the cartridge by its top, ensure it is the correct way round for re-loading (copper contacts towards the front of the machine) and lower it back into the carrier.
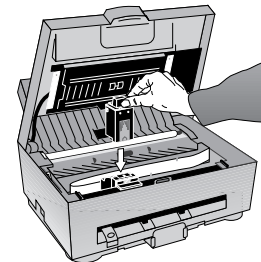
8. Place your thumb on the loading tab and your finger behind the top of the cartridge, then gently squeeze the tab and cartridge together until the ink cartridge snaps into place.
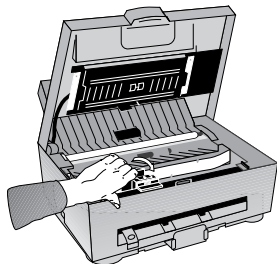
9. Close the top cover, pressing down firmly to lock it down.


```
NEW INK?        Y/N
```
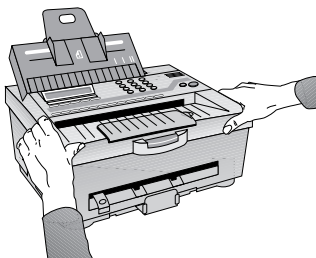
10. Press **[YES]** or **[NO]** as appropriate.

11. Run a nozzle test to check the print quality.

Cleaning the Ink Carrier Contacts

The ink carrier contacts are located inside the ink cartridge carrier. To clean them it will be necessary to again remove the ink cartridge.

1. Remove the ink cartridge *(see pages 49-50)*.

2. Use a clean dry cloth to reach into the ink carrier and wipe the contacts clean.

3. Re-install the ink cartridge *(see pages 50-51)*.

4. Run a nozzle test (function 52) to re-check the print quality.

   If print quality is still poor, replace the ink cartridge. If there is still no improvement, contact your dealer for service.

Cleaning the Document Feeder

The feed rollers in the document feeder may become smooth over time, due to paper dust residue. Cleaning with a damp cloth will bring back the proper friction for reliable document feeding.

1. Switch off your OKIFAX 740 and disconnect from ac power.

2. Press the cover release tab and raise the top cover to its fully open position.

3. Wipe the upper and lower feed rollers clean with a clean damp cloth.
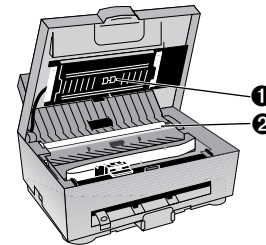
4. Lower the top cover and press down firmly to lock it closed.

5. Reconnect ac power and switch on.

Clearing a Document Jam

1. Press the cover release tab and raise the top cover to its fully open position.

2. Gently pull out the document towards the front of the machine.
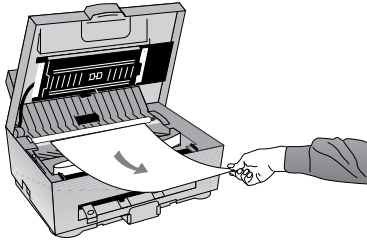
3. Lower the top cover and press down firmly to lock it closed.

Clearing a Recording Paper Jam

1. Press the cover release tab and raise the top cover to its fully open position.

2. Pull forward the blue paper release lever (1) to release the paper.
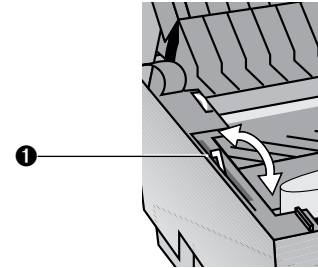
3. Carefully withdraw the jammed sheet.

4. Return the blue paper release lever (1) to its original position.

5. Lower the top cover and press down firmly to lock it closed.

Using the PC Interface

Your OKIFAX 740 is equipped with a serial interface (1) for connection to a serial 'COM' port on a PC.
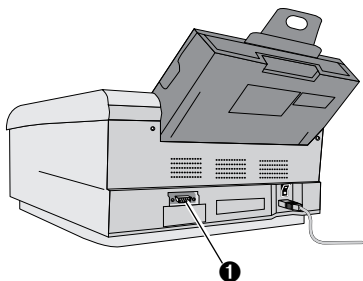
❶

This facility enables a PC running a fax program, such as WinFax Pro or LaserFax, to send and receive fax messages without the need for intermediate printing.

In addition to an IBM-compatible PC, you will need a suitable PC fax application program, such as WinFax Pro or LaserFax, and an RS-232 serial data cable to connect the PC interface to a serial 'COM' port on the PC.

Connecting the PC

LaserFax is normally supplied with a suitable RS-232 data cable, other programs may not. If you need to purchase a cable, contact your dealer or usual PC accessory supplier.

The PC interface port on your OKIFAX 740 is presented as a 9-way D-type socket. Pin assignments are as follows:

Pin	Signal	Note
1	Data Carrier Detect (DCD)	*1*
2	Receive Data (RD)	*2*
3	Transmit Data (TD)	*3*
4	Data Terminal Ready (DTR)	*1*
5	Signal Ground (SG)	
6	Data Set Ready (DSR)	*1*
7	Request To Send (RTS)	
8	Clear To Send (CTS)	
9	Ring Indicator	*4*

Notes: 1 *Pins 1, 4 & 6 are connected together inside the fax machine.*

2 *Data on pin 2 in received from the telephone line and sent to the host PC.*

3 *Data on pin 3 is sent from the host PC to the telephone line.*

4 *No connnection.*

PC Software Settings

Your PC fax program will normally provide several communication settings which need to be adjusted to suit the *external fax modem*, in this case your OKIFAX 740. Appropriate settings are as follows:

Modem type:	Generic Class 1 (software flow control).
Modem initialisation:	Leave at default setting.
Pulse/Tone dialling:	Set to suit your local telephone network (the same setting as used in your OKIFAX 740).
Detect dial/busy tones:	On.
Use ECM for Tx/Rx:	Usually on.
Max. baud rate:	9600 bit/s.
Min. baud rate:	2400 bit/s.

PC Interface Operation

In order to use this facility you must first set the PC Interface function to **ON**. If you wish to discontinue using this facility, you must set the PC Interface function to **OFF** (see *User Parameters*).

Sending a Fax

When the PC interface function has been turned on, your OKIFAX 740 will operate as an external fax modem.

Outgoing fax documents may be prepared using a variety of text editors and other programs, or with the editor buit into your PC fax program. The operation manual supplied with your PC fax program will guide you through the normal operations of sending and receiving fax messages.

Receiving a Fax

To receive messages automatically when your PC fax program is running, set the *number of rings* in the program to a value from 1 to 9, as required. If this setting is set to 0, your OKIFAX 740 will not receive messages automatically. When set to a value greater than 9, your OKIFAX 740 will receive incoming fax messages without using the host PC.

Note: *When an incoming or outgoing fax message is in progress via the PC Interface, all buttons except* **[STOP]** *are disabled. To halt the progress of a fax transaction in thos mode, press* **[STOP]** *on the fax machine, or select the STOP function within your PC fax program.*

Installing Additional Memory

This kit contains an additional 1MByte extra memory in the form of two memory chips, which may be fitted to your OKIFAX 740 in a matter of minutes.

Note: *These memory chips are extremely sensitive to static electricity. Care must be exercised in handling them. Also take care not to bend or damage the pins on these devices. If in any doubt, consult your dealer.*

To install the option memory, proceed as follows:

1. Switch off the ac power switch on your fax machine.

2. Remove any documents from the document feeder, and remove all paper from the automatic paper feeder.

3. Turn the machine onto its left side.
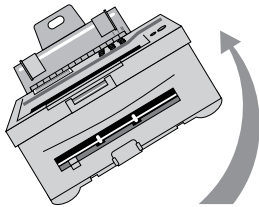
4. Pull out the paper catch tray to reveal the small silver coloured panel (1) on the bottom of the machine.
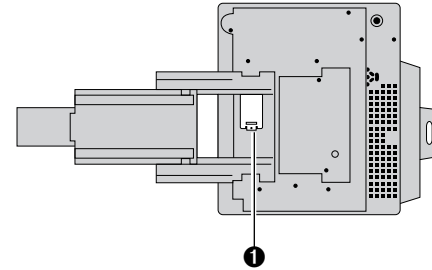
5. Insert a small screwdriver into the slot on the cover and gently push the cover upwards, and then towards you and away from the machine.

6. Grasp the cover with your fingers and pull it down and clear of the machine.
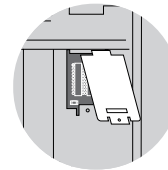
7. Carefully examine the two locations for the new chips, outlined in white on the main board.
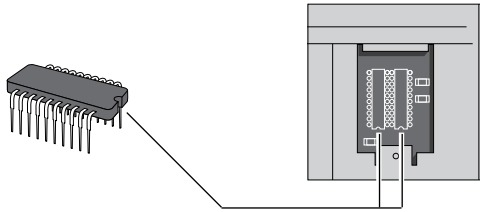
8. Note the position of the curved edges. These are at the bottom of the white outline markings as you view them. *It is essential that the half-circles at one end of each chip match this position when installed, i.e. are at the bottom with the machine in this position.*

9. Withdraw one of the chips from its packaging. Take care not to touch the pins with your fingers.

10. Orient the chip with the half-circle towards the bottom and the pins facing away from you, i.e. towards the machine.

11. Carefully match up each pin with its corresponding socket on the main board. Take care to match the position of each pin carefully, so that there is no overlap at either end or at either side.

12. Press the chip into the socket on the main board, taking great care not to bend the pins.

13. Repeat steps 9 to 12 for the other chip.

14. Refit the metal cover so that it snaps back into its original position.

15. Restore your OKIFAX 740 back to its original operating position and reload the recording paper.

16. Switch ac power on and wait a few seconds for the machine to initialise. Observe that the normal READY message appears in the display.

17. Carry out a memory test as follows:

• Press **[FUNCTION] [5] [4]**.

```
MEMORY TEST?   Y/N
```

• Press **[YES]**.

```
BASIC MEMORY TEST
```

The word TEST will flash on and off for a few seconds
while the test is performed.

BASIC MEMORY   OK

- Press **[STOP]**.

OPT   MEMORY TEST

The word TEST will flash on and off for a few seconds
while the test is performed.

OPTION MEMORY OK

- Press **[STOP]** to return your OKIFAX 740 to standby.

Error Messages

Message	Cause	Action
TOP COVER OPEN	Top cover not closed properly.	Close the top cover and press down to lock it closed.
NO PAPER	Recording paper has run out.	Replenish.
REMOVE JAM & STP	Recording paper misfeed or jam.	Clear jam.
CLEAR ORIGINAL	Document misfeed or jam.	Clear document jam.
PRESS STOP	Communication error.	Press **[STOP]**.
INK LOW	Ink cartridge down to 10% or less.	Ensure you have new ink cartridge available. Normal operation may be continued.
CHANGE INK	Ink cartridge empty.	Replace ink cartridge.

Message	Cause	Action
MEMORY OVERFLOW	Internal memory is full.	No further memory operations are possible until some memory is freed. Delete some files. If this problem occurs frequently, contact your dealer for a memory upgrade.
NOT PROGRAMMED	You are attempting to use a [QUICK] number which contains no fax number.	Program the required fax number into this memory location, or select another memory number which has been programmed.
INCORRECT PSWD	You have entered an incorrect password.	Enter the correct password (see *Restricted Access*).
SET PASSWORD	The current password is 0000.	Valid passwords are 0001 to 9999 (see *Restricted Access*).
MEMORY FILE FULL	The current memory file is full.	Use immediate transmission until more memory becomes available. If this problem occurs frequently, contact your dealer for a memory upgrade.

Message	Cause	Action
NOT REGISTERED	You pressed [REDIAL] but no number has been stored.	Use manual dialling.
REMOVE PAPER	The last sheet of recording paper has not ejected.	Clear recording paper jam.
CHECK PAPER FEED	Recording paper misfeed.	Check condition of recording paper stack. Try fanning the stack in case sheets are sticking together. If paper is damp, replace it. If the problem persists, call your dealer for service.

Function Summary

Function	Description
10	Polling transmission & reception
11	Memory transmission
20	Quick Dial entry and edit
21	Group Dial entry and edit
22	ID Code entry and edit
23	Password entry and edit
24	Personal ID entry and edit
25	Sender ID entry and edit
26	TSI/CSI entry and edit
30	Activity report printing
31	User setup list printing
32	Telephone number list printing
33	Receive polling list printing
34	Memory file list printing

Function	Description
40	Date and time adjustment
41	Speaker volume adjustment
42	Buzzer on/off
43	Print quality selection
44	Recording paper size
45	Reduction ratio
46	Document page count
47	User parameter set-up
48	Report auto-printing set-up
50	Total transactions check
51	TAD interface set-up
52	Ink nozzle test
53	Ink cartridge change
54	Memory test
60	Print memory file
61	Delete memory file
62	Delete receive polling file

Specification

Applicable telephone line:	Public switched telephone network (PSTN) or private branch exchange (PBX)
Communication system:	Direct coupled

Document:

	Width:	220mm max.
	Length:	104mm – 750mm
	Thickness:	0.05mm – 0.15mm
	Weight:	52 g/m² – 120 g/m²

Effective scanning width:	216mm
Effective recording width:	203mm

Resolution (lines / mm):

	Horizontal:	8 lines/mm
	Vertical:	3.85 lines/mm (standard)
		7.7 lines/mm (fine)

Transmission speed (ITU #1):	17 sec. ± 1 sec. (MR) ITU-T No. 1 chart
Reception speed (ITU #1):	24 sec. ± 2 sec. (memory) 46 sec. ± 4 sec. (immediate)
Coding scheme:	MH, MR
Modem speed:	9600 / 7200 / 4800 / 2400 bit/s.

Recording method:	Ink jet printing
Scanning method:	CIS
PC interface:	9-pin D-type socket Signals conform to CCITT V.28 Class 1 fax interface (PC software not supplied).
Power consumption:	Standby: 12W Transmit: 20W Receive: 23W Copy: 28W
Document feeding:	20 sheets max. (face down)
Recording paper feeding:	150 sheets max. (automatic)
Dimensions:	Width: 363 ± 5mm Length: 285 ± 5mm (358 ± 5mm) Height: 173 ± 5mm (255 ± 5mm)
Weight:	7 Kg
ECM:	Standard
Halftone:	32 grey scales
Memory:	0.5Mbyte (standard); 1Mbyte (upgrade option)

Statutory User Information (UK only)

The OKIFAX 740 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 740 is:

The OKIFAX 740 has a REN (ringer equivalence number) value of 1. The REN is a customer guide indicating the maximum number of apparatus that should be simultaneously connected to the line. The total REN values of each of the items of apparatus must not exceed a REN value of 4. This value includes a telephone which, unless otherwise stated, has a REN value of 1.

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, 50/60Hz 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.

The OKIFAX 740 may be connected to any direct PSTN exchange line except as an extension to a payphone. 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 adaptor 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 740 causes a voltage drop of 1.35V when passing a PSTN current up to and including 40mA dc. Do not connect the OKIFAX 740 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 740 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 conversation 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 740 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 350 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 740

2) The approval no. of your fax machine:

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.*

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