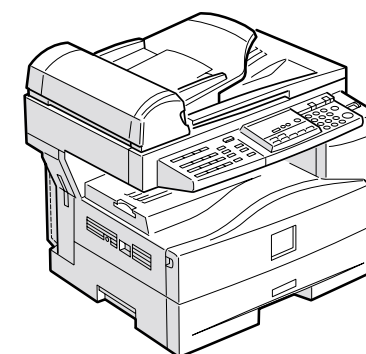


Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 μm // Pages in book=80 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.200000 mm

2512
1202
5612
Aficio™ 120

Operating Instructions
Copy Reference



ZFOH104E

Type for 2512/1202/5612/Aficio 120
Printed in China
UE (USA) B045-7267

For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 μm // Pages in book=80 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.200000 mm

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.59 "Power Connection".

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

 means **POWER ON.**

 means **STAND BY.**

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

- | |
|--|
| <p>⚠ WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p>⚠ CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--|

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
 - **You spill something into the machine.**
 - **You suspect that your machine needs service or repair.**
 - **The external housing of your machine has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer.**
- **Dispose of the used toner cartridge in accordance with the local regulations.**

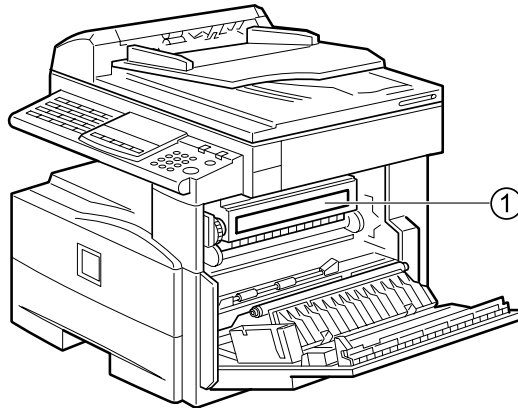
⚠ CAUTION:

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine. Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise an injury might occur.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

Positions of Labels and Hallmarks for **⚠WARNING** and **⚠CAUTION**

This machine has labels and hallmarks for **⚠WARNING**, **⚠CAUTION** at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

The inside of the machine becomes very hot. Do not touch the inside. Doing so could result in a burn.



ZFOH106E

①



How to Read this Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

What You Can Do with This Machine

*1The optional 32MB copier memory unit is required.

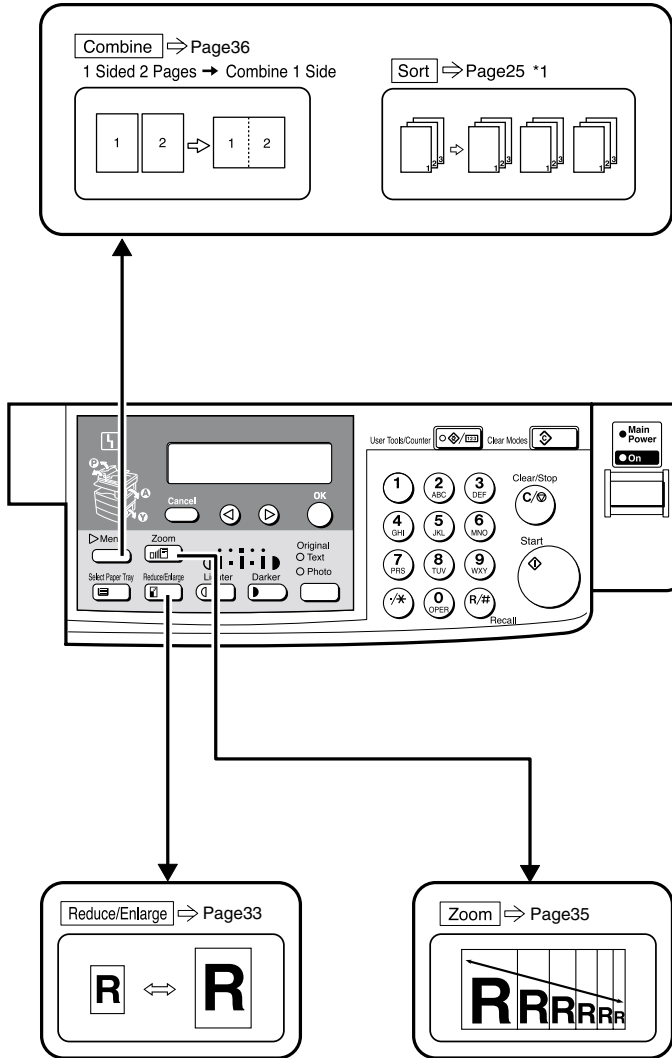


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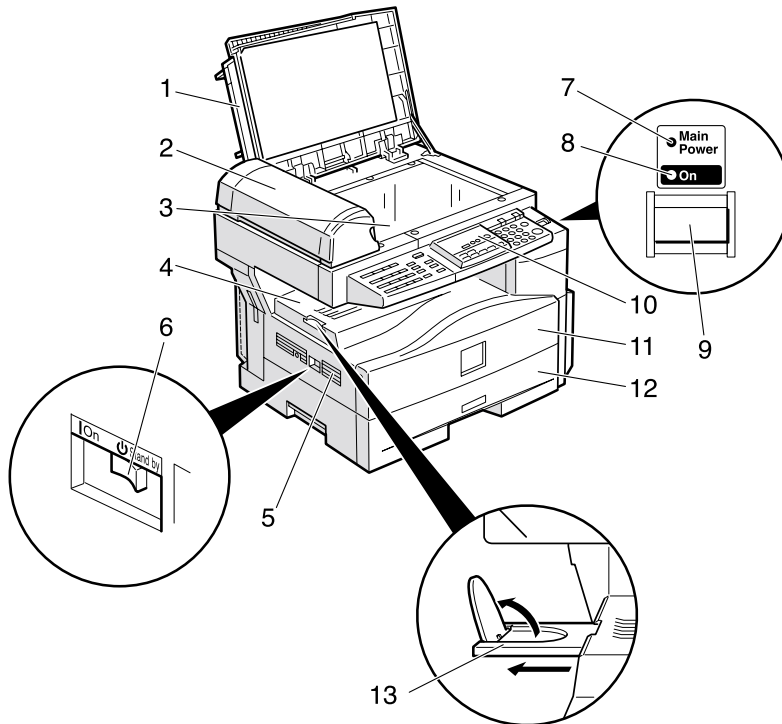
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Guide to Components



ZFH129N

1. Exposure glass cover

Lower the exposure glass cover over the original placed on the exposure glass for copying.

2. Document feeder (ADF) (Option)

Originals will be fed automatically.

3. Exposure glass

Position originals here face down for copying. See p.10 "Originals".

4. Internal tray

Copied paper is delivered here face down.

5. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

6. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. However, if the machine is installed with the fax function, do not turn the main power off.

7. Main Power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

8. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

9. Operation switch

Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

10. Control panel

See p.4 "Control Panel".

11. Front cover

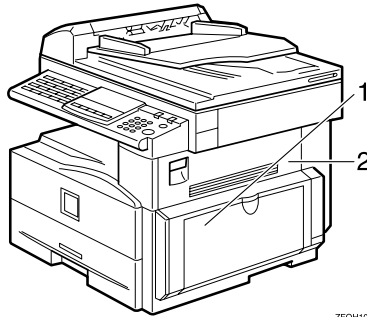
Open to access the inside of the machine.

12. Paper tray

Place paper here. See p.42 " Loading Paper".

13. Internal tray guide

Swing out to support large papers and raise the end fence.



ZFOH107E

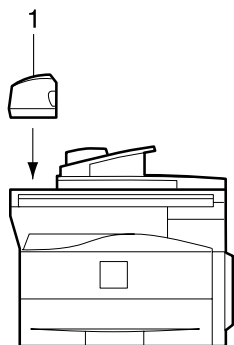
1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, envelopes, and custom size paper. See p.27 "Copying from the Bypass Tray".

2. Right cover

Open this cover to remove jammed paper fed from the paper tray.

Options



ZFOP108E

1. Document feeder (ADF)

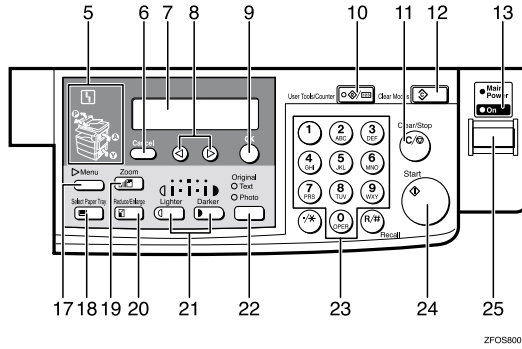
Originals will be fed automatically.

Other options:

- 32MB copier memory unit
Increases memory capacity.

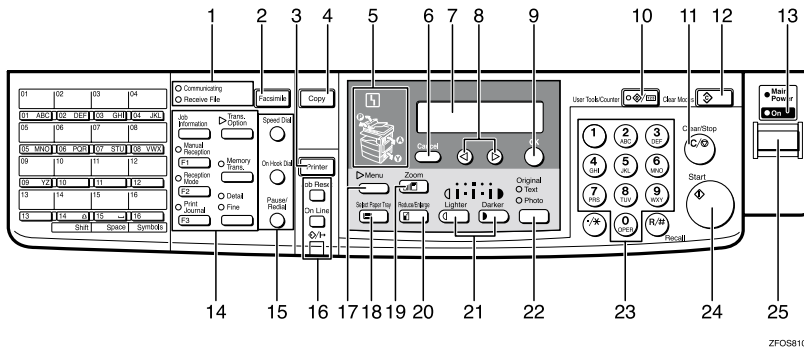
Control Panel

◆ Copier only



ZFOS800N

◆ Fax and/or printer installed



ZFOS810N

1. Indicators for fax mode (Fax installed machine only)

See the Facsimile Reference manual.

2. [Facsimile] key (Fax installed machine only)

Press to use facsimile functions.

3. [Printer] key (Printer installed machine only)

Press to use printer functions.

4. [Copy] key

Press to use copy functions.

5. Indicators

These indicators show errors or the status of the machine. See p.39 "Troubleshooting".

6. [Cancel] key

Press to cancel an operation or return to the previous display.

7. Panel display

Shows operation status, error messages, and function menu. See p.6 "Panel Display".

8. [Left/Right] keys (Cursor keys)

Press to select an item on the panel display.

9. [OK] key**10. [User Tools/Counter] key**

Press to change the default settings and conditions to meet your requirements. See p.51 "User Tools (Copier Features)".

11. [Clear/Stop] key

While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.

12. [Clear Modes] key

Press to clear the previously entered copy job settings.

13. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the operation switch is turned off.

14. Fax function keys (Fax installed machine only)

Press to change modes. To use copy functions, press the **[Copy]** key.

15. Dial Function keys (Fax installed machine only)

See the Facsimile Reference manual.

16. Printer function keys (Printer installed machine only)

Press to change modes. To use copy functions, press the **[Copy]** key.

17. [Menu] key

Press this key to set the following functions.

- Combine
Press to make combined copies. See p.36 "Combine".
- Sort (Optional 32MB copier memory unit is required)
Automatically sorts copies. See p.25 "Sort"
- Original Size
Select the original size that matches the originals placed. See p.20 "Placing Standard Size Originals"

18. [Select Paper Tray] key

Press to select the paper tray.

19. [Zoom] key

Changes the reproduction ratio in 1% steps.

20. [Reduce/Enlarge] key

Press to make reduced or enlarged copies. See p.33 "Preset Reduce/Enlarge".

21. [Lighter] and [Darker] keys

Adjusts the copy image density.

22. [Original] key

Press to select the original type.

23. Number keys

Use to enter the desired number of copies and data for selected modes.

24. [Start] key

Press to start copying. Also use to initiate Auto Start. See p.32 "Auto Start".

25. Operation switch

Press this switch to turn the power on or return from the Low Power mode, the Sleep mode or the Auto Off mode (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

Panel Display

The panel display shows the status of the machine, error messages, and function menus.

Important

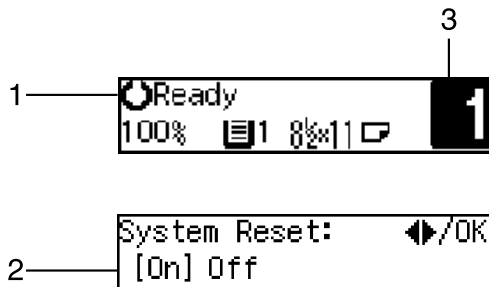
- Do not apply a strong shock or force of about 30N (about 3kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

- The machine is in Copy mode when turned on. This can be changed. See “Settings You Can Change with the User Tools” in the System Settings manual.

Displays and Key Operations

◆ Copy display





ZF05820N

1. Upper line: The machine status or currently selected functions appear here.

2. Bottom line: Items which can be selected or specified, or messages appear here. Currently selected items are displayed with brackets.

3. Number of copies set and number of copies made.

◆ Common keys

 or 	Press to move between pages or select function.
[Cancel]	Press to cancel an operation or return to the previous display.
[Clear /Stop]	While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.
[Clear Modes]	Press to cancel the settings and return to the standby mode.
[OK]	Press to set a selected function or entered value.

1. Basics

Turning On the Power

To turn the machine on, press the operation switch.

 **Note**

- This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See “6. Auto Off Timer” in the System Settings manual.

 **Power switches**

This machine has two power switches.

◆ **Operation switch (right side of the control panel)**

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

◆ **Main power switch (left side of the machine)**

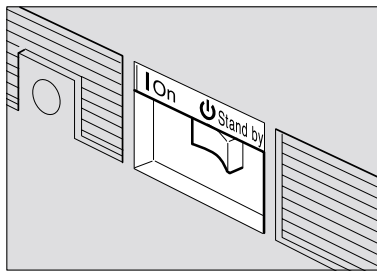
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.

The **main power indicator** on the control panel goes on.



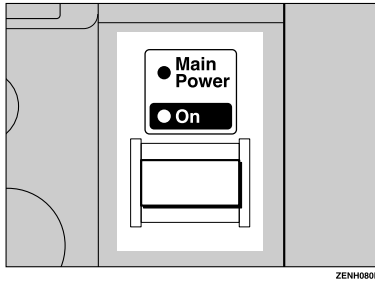
ZFOH330N

Starting the Machine

1

1 Press the operation switch to make the On indicator go on.

The display panel will come on.



Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (less than 20 seconds), you can use the Auto Start function. See p.32 "Auto Start".
- You can set up a copy job and press the **[Start]** key while the "Select Modes and Press Start" message is displayed.
- When "Input User Code and Press OK" is displayed, enter your user code.

Shutting Down the Machine

1 Press the operation switch to make the On indicator go off and change to Low Power mode.

Turning Off the Main Power

1 Turn off the main power switch.

The main power indicator of the control panel goes off.

Important

- Fax files stored in memory will be lost 12 hours after you turn the main power switch off or you unplug the power cord.

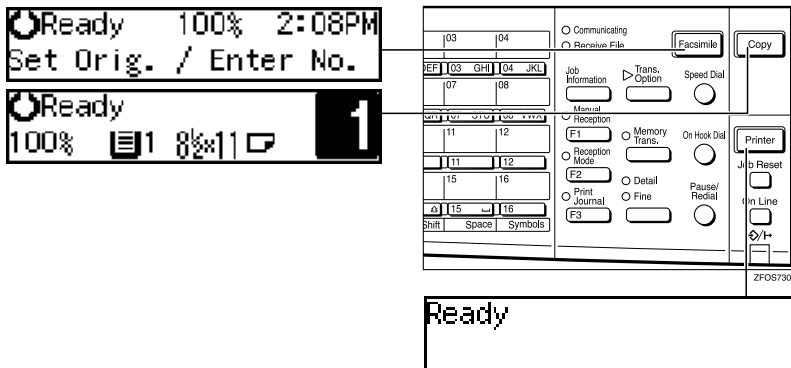
Changing Modes

You can use this machine not only as a copier, but optionally as a fax machine or a printer as well. Press the **Copy** key to use copy functions, or press the **Facsimile** key to use facsimile functions.

1

If the display shows a mode other than copy mode, press the **Copy** key to switch to copy mode.

For details about how to change the mode the machine starts in when you turn the operation switch on, see "1. Function Priority" in the System Settings manual.



Limitation

- You cannot switch modes in any of the following cases:
 - When scanning in a fax message for transmission.
 - During immediate transmission.
 - When accessing the user tools.
 - During On Hook dialing for fax transmission.
 - During Energy Saver mode.

Originals

1

Sizes and Weights of Recommended Originals

◆ Metric version

Where original is placed	Original Size	Original Weight
Exposure glass	Up to A4	--
Document feeder (ADF)	A4 – A5	52 – 105g/m ²

◆ Inch version

Where original is placed	Original Size	Original Weight
Exposure glass	Up to 8 ¹ / ₂ " × 11"	--
Document feeder (ADF)	8 ¹ / ₂ " × 14" – 5 ¹ / ₂ " × 8 ¹ / ₂ "	14 – 28 lb

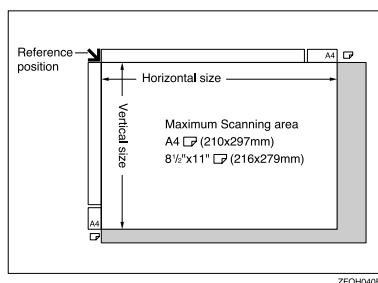
Non-recommended originals for the document feeder (ADF)

Placing the following originals in the document feeder (ADF) might cause paper misfeeds or damage to the originals. Place these originals on the exposure glass.

- Originals other than those specified in p.10 "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Originals of inappropriate weight other than those specified in p.10 "Sizes and Weights of Recommended Originals"
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

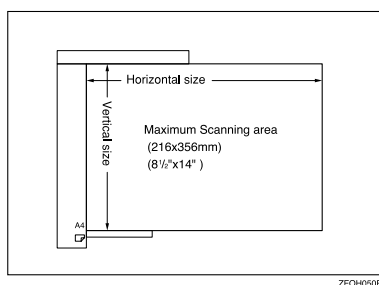
Original Sizes and Scanning Area/Missing Image Area

◆ Exposure glass



1

◆ Document feeder (ADF)



⚠ Limitation

- Even if you correctly place originals in the document feeder (ADF) or on the exposure glass, margins (about 4mm, 0.2") on all four sides might not be copied.

Copy Paper

1

Recommended Paper Sizes and Types

The following limitations apply to each tray:

		Paper sizes	Paper weight	Paper capacity
Paper Tray		A4, A5, 8 1/2" x 11", 5 1/2" x 8 1/2" Note You can specify the paper size with the user tools. See p.48 "Selecting the Paper Size with the User Tools".	60 – 90g/m ² , 16 – 24 lb	250 sheets *1
By-pass tray	Standard sizes	A4, A5, 8 1/2" x 11", 5 1/2" x 8 1/2", 8 1/2" x 14", 8" x 13", 8 1/2" x 13", 8 1/4" x 13", 8 1/4" x 14" Note You can specify the paper size. See p.27 "Copying from the Bypass Tray"	60 – 157g/m ² , 16 – 42 lb	1 sheet *1
		Custom sizes		
		Inch version Vertical: 3.5" – 8.5" Horizontal: 5.5" – 14"		
		Envelopes: Com#10 Env (104.8 x 241.3mm, 4 1/8" x 9 1/2"), CA Env (162 x 229mm, 6.38" x 9.02"), C6 Env (114 x 162mm, 4.49" x 6.38"), DL Env (110 x 220mm, 4.33" x 8.66"), Monarch Env (98.4 x 190.5mm, 3 7/8" x 7 1/2")	72 – 90g/m ² , 19 – 24 lb	
		Translucent paper (A4), OHP transparencies postcards Adhesive labels (A4)	–	

*1 Paper weight: 80g/m², 20 lb

Important


- Use of damp or curled paper may cause a misfeed. If a misfeed occurs, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

 **Note**

- Postcards should be fed from the bypass tray.
- When printing on envelopes, note the following:
 - Load the envelope with the copy side face down on the bypass tray.
 - Check that envelope flap is securely folded up.
 - Before loading the envelope, flatten the leading edge (the side being fed into the machine) by running a pencil or ruler across them.
 - Use only rectangular envelopes.

1

 **Reference**

If you want to add paper, see p.42 “ Loading Paper”.

If you want to change the paper size, see p.47 “Changing the Paper Size”.

Non-recommended Paper

 **CAUTION:**

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

 **Important**

- Do not use any of the following kinds of paper or a fault might occur.
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
- Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

 **Note**

- Do not use any of the following kinds of paper or a misfeed might occur.
 - Bent, folded, or creased paper
 - Damp paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper that has low stiffness
 - Paper with much paper dust on its surface
- If you make copies on rough grain paper, the copy image might be blurred.

Basics

- 1**
- Do not use envelopes in the following conditions.
 - damp
 - excessively curled or twisted
 - stuck together
 - damaged in any way
 - with stamps attached
 - with windows, holes, perforations, cutouts or embossing
 - with metal clasps, string ties or metal folding bars
 - designed to be interlocked
 - with nicked edges or bent corners
 - with rough, wrinkled or laid finishes
 - with any exposed adhesive, when the flap is in the sealed or closed position

Paper Storage

Note

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
- Keep open reams of paper in the package, and store as you would unopened paper.
- Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a plastic bag.

Toner

Handling Toner

1

WARNING:

- *Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.*

CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*


CAUTION:

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

Important

- If you use toner other than that recommended type, a fault might occur.

Reference

If you want to add toner, see p.43 “ Changing the Toner Cartridge”.

Toner Storage

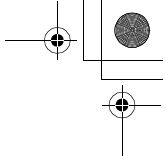
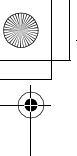
Note

- When storing toner, the following precautions should always be followed:
 - Store toner containers in a cool, dry place free from direct sunlight.
 - Store on a flat surface.

Used Toner

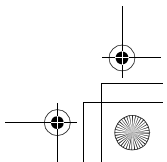
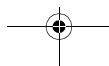
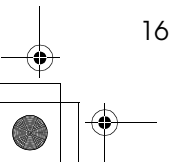
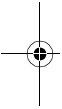
Note

- Toner cannot be re-used.



Basics

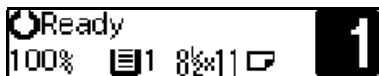
1



2. Copying

Basic Procedure

- 1 Make sure that the machine is in Copy mode.



Note

- If not, press the **[Copy]** key.

- 2 If the machine is set for User Code, enter the code with the number keys, and then press the **[OK]** key. See p.31 "User Codes".

- 3 Make sure that there are no previous settings remaining.

Note

- To clear settings, press the **[Clear Modes]** key.

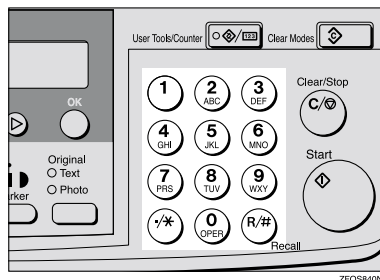
- 4 Place your originals.

Reference

See p.19 "Placing Originals".

- 5 Make the desired settings.

- 6 Enter the number of copies required with the number keys.



Note

- You cannot enter the number of copies when you select the bypass tray.
- The maximum copy quantity can be set between 1 and 99 (default: 99). See "1. Max. Copy Q'ty" in p.54 "Copier Features".
- To change the number entered, press the **[Clear/Stop]** key, and then enter the new number.

- 7 Press the **[Start]** key.

The machine starts copying.

Note

- To stop the machine during the multi-copy run, press the **[Clear/Stop]** key.
- To return the machine to the initial condition after copying, press the **[Clear Modes]** key.

System Reset

The machine returns to its prioritized mode automatically after your job is finished, after a certain period of time. This function is called "System Reset".

Note

- You can change the System Reset time. See "3. System Reset" in the System Settings manual.

Copying




Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

2

Note

- How to exit Auto Off mode:
 - Turn on the operation switch
 - Place an original in the document feeder (ADF)
 - Lift and lower the exposure glass cover
 - You can change the Auto Off time. See "6. Auto Off Timer" in the System Settings manual.
- 

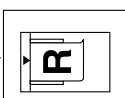

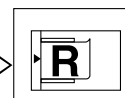

Placing Originals

⚠ Limitation

- ❑ Place originals after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

📝 Note

- ❑ Basically, the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.

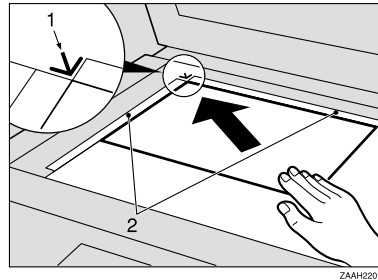
Originals	Document feeder (ADF)	Exposure glass
R	→ 	
	<small>GCC0600E</small>	
R	→ 	
	<small>set23EE</small>	

🔍 Reference

See p.10 "Originals".

Placing Originals on the Exposure Glass

- 1** Lift the exposure glass cover or the document feeder (ADF).
- 2** Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



- 1.** Reference mark
- 2.** Scale
- 3** Lower the exposure glass cover or the document feeder (ADF).

2

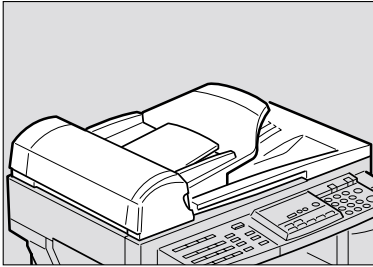
Copying

Loading Originals in the Document Feeder (ADF)

Note

- The original might become dirty if it is written with a pencil or similar tools.
- Do not place any foreign objects on the document feeder (ADF) or cover it with your hand.

2



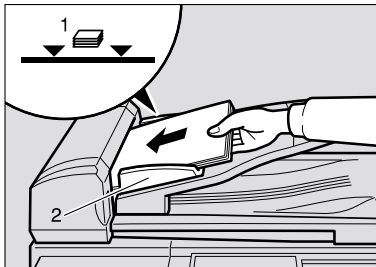
ZFOP430E

Reference

Regarding originals that the document feeder (ADF) can handle, see p.10 "Originals".

1 Adjust the guide to the original size.

2 Place the aligned originals face up into the document feeder (ADF).



ZFOP440E

1. Limit mark
2. Document guide

Note

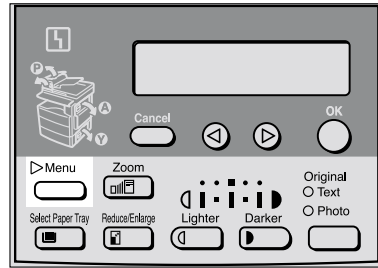
- Do not stack originals above the limit mark.
- To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder (ADF).

Placing Standard Size Originals

Note

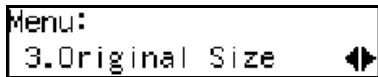
- When the copy paper size and the original size differ, follow the steps below.

1 Press the **[Menu]** key.



ZFOS850N

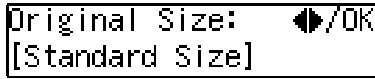
2 Press the **[Left]** or **[Right]** key to select "3. Original Size", and then press the **[OK]** key.



Note

- You can also enter this mode by pressing the **[R/#]** key.
- When the bypass tray is selected, the **[R/#]** key does not work to enter this mode.

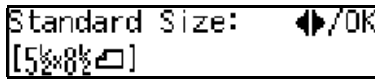
- 3** Make sure that "Standard Size" is selected, and then press the **[OK]** key.



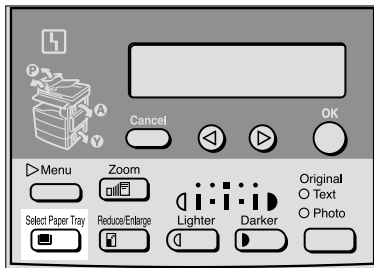
Note

- If not, press the **[Left]** or **[Right]** key to select it.

- 4** Press the **[Left]** or **[Right]** key to select original size, and then press the **[OK]** key.



- 5** Press the **[Select Paper Tray]** key to select your desired tray.



ZFOS860N

Note

- Select the same size and direction copy paper as the original.

- 6** Press the **[Start]** key.

Placing Custom Size Originals

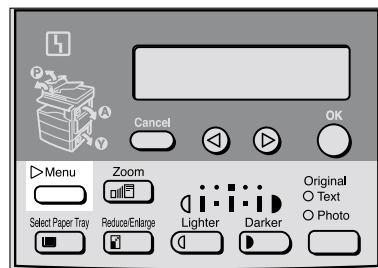
Limitation

- Enter the size of your original if it is not one of the following: A4, A5, 8 1/2" x 14", 8 1/2" x 13", 8 1/2" x 11", 5 1/2" x 8 1/2", 8" x 13", 8 1/4" x 13", 8 1/4" x 14".
- For exposure glass, the paper size that can be set with this function is vertical 105–216mm, 4.1"–8.5", horizontal 128–297mm, 5"–11".
- For document feeder (ADF), the paper size that can be set with this function is vertical 140–216mm, 5.5"–8.5", horizontal 140–356mm, 5.5"–14".
- For exposure glass, the maximum copy paper size is 210 x 297mm, 8 1/2" x 11".
- For document feeder (ADF), the maximum copy paper size is 216 x 356mm, 8 1/2" x 14".

2

- 1** Place one original face down on the exposure glass or face up into the document feeder (ADF).

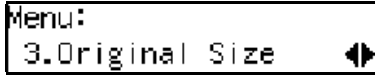
- 2** Press the **[Menu]** key.



ZFOS850N

Copying

- 3** Press the **⏪** or **⏩** key to select "3. Original Size", and then press the **[OK]** key.



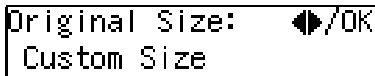
- 8** Press the **[Start]** key.

2

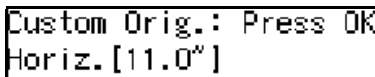
Note

- You can also enter this mode by pressing the **[R/#]** key.

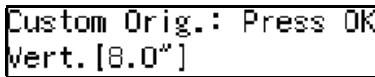
- 4** Press the **⏪** or **⏩** key to select "Custom Size", and then press the **[OK]** key.



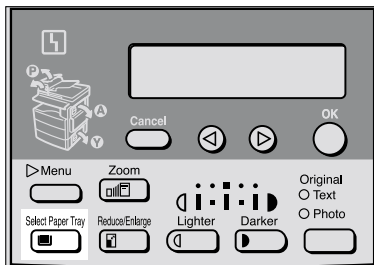
- 5** Enter the horizontal size of the original with the number keys, and then press the **[OK]** key.



- 6** Enter the vertical size of the original with the number keys, and then press the **[OK]** key.



- 7** Press the **[Select Paper Tray]** key to select your desired paper tray.



ZFOS860N

Basic Functions

Note

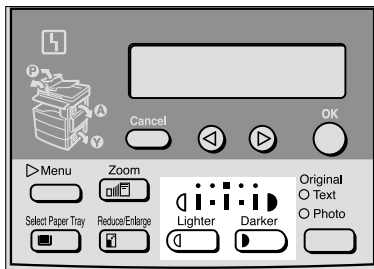
- You can select functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See p.54 "Settings You Can Change with the User Tools".
- You can change default settings for basic functions. See p.54 "Settings You Can Change with the User Tools".

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

If you require darker or lighter copies, adjust the image density yourself.

- 1** Press the **[Lighter]** or **[Darker]** key to adjust the image density.



ZFOSB70N

Selecting an Original Type

There are two ways to match your originals:

2

Text

If you do not select either mode, your originals will be scanned with the settings suitable for text originals with this mode.

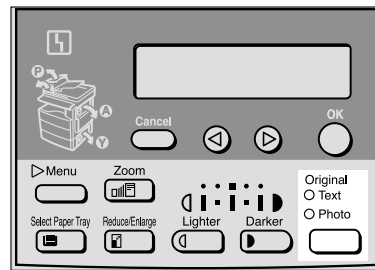
Photo

Delicate tones of photographs and pictures can be reproduced with this mode.

Note

- You can change the detailed settings for Text and Photo each with the User Tools. See p.54 "Settings You Can Change with the User Tools".

- 1** Press the **[Original]** key, and then select the original type.



ZFOSB80N

Note

- Press the **[Original]** key to step through the following types:

Upper indicator lit	Text
Lower indicator lit	Photo

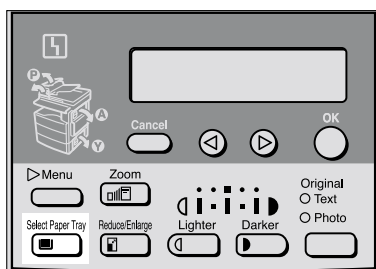
Copying

Selecting Copy Paper

You can manually select the paper tray for the paper size you wish to use.

2

- 1 Select the paper tray or bypass tray by pressing the **[Select Paper Tray]** key.



ZF03860N

Sort

The optional 32MB copier memory unit is required to use this function.

The machine can scan your originals into memory and automatically sort the copies.

Limitation

- The maximum paper length for the sort function is 356 mm.
- You cannot use the bypass tray with this function.

Note

- The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

Metric version

Internal tray	<ul style="list-style-type: none"> • A4 or smaller: 250 sheets (80g/m²)
---------------	---

Inch version

Internal tray	<ul style="list-style-type: none"> • 8¹/₂" × 11" or smaller: 250 sheets (20 lb)
---------------	--

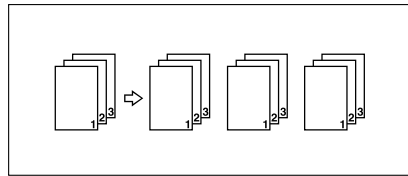
- The maximum tray capacity might also be reduced when copy paper is considerably curled.

Sort

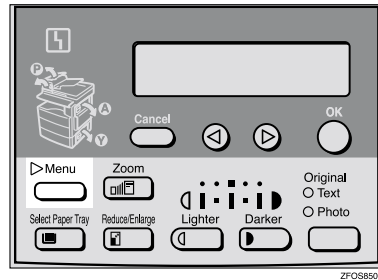
Copies can be assembled as sets in sequential order.

2

Sort



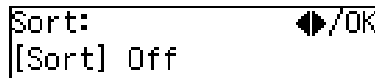
1 Press the **[Menu]** key.



2 Select "2. Sort" with the **[Left]** or **[Right]** key, and then press the **[OK]** key.



3 Select "Sort" with the **[Left]** or **[Right]** key, and then press the **[OK]** key.



4 Enter the number of copy sets with the number keys.

Note

- The maximum number of sets is 99. You can change the default number with "1. Max. Copy Q'ty" in the copier features. See p.54 "Settings You Can Change with the User Tools".
- To change the number entered, press the **[Clear/Stop]** key and enter the new number.

5 Place your originals.

When loading originals in the document feeder (ADF)

- 1 Load your originals in the document feeder (ADF), and then press the **[Start]** key.

Note

- The last page should be on the bottom.
- If an original is misfed, place your originals in the document feeder (ADF) again according to the instruction on the display.

When placing an original on the exposure glass

- 1 Place the original, and then press the **[Start]** key.
- 2 Place the next original, and then press the **[Start]** key.

Note

- Place the original in the same direction as the first one.

- 3 After all originals are scanned, press the **[R/#]** key.

The copies are delivered to the tray.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, envelopes, and copy paper that cannot be set in the paper tray.

Note

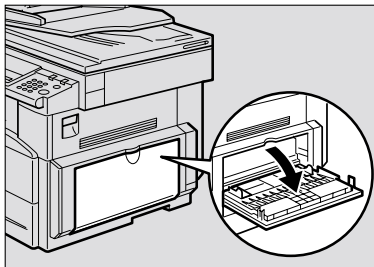
- ❑ If you do not use standard size copy paper, you should enter vertical and horizontal dimensions. The sizes that you can enter are as follows:

Metric version	<ul style="list-style-type: none"> • Vertical: 90 – 216mm • Horizontal: 140 – 356 mm
Inch version	<ul style="list-style-type: none"> • Vertical: 3.5" – 8.5" • Horizontal: 5.5" – 14"

Reference

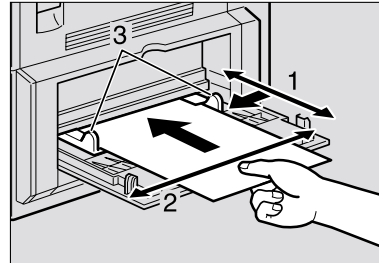
For details about paper capacity in the bypass tray, see p.12 "Copy Paper".

1 Open the bypass tray.



ZFOY109E

2 Adjust the paper guides and gently insert the copy paper face down.



ZFOY110E

1. Horizontal size


2. Vertical size

3. Paper guides

Important

- ❑ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

Note

- ❑ Set the direction of the copy paper to .
- ❑ If you set A4, 8¹/₂" × 14" or larger copy paper, hold the edge of the paper.
- ❑ You can specify the type of paper used for the bypass tray. See "6. Bypass Paper Type" in p.54 "Copier Features"
- ❑ The machine operates the function that forces to feed the paper in three minutes after you load the paper on the bypass tray.

Copying

Reference

For details about how to set the copy paper, see p.28 "When copying onto OHP transparencies", p.29 "When copying onto standard size paper", p.29 "When copying onto custom size copy paper" or p.30 "When copying onto envelopes".

2

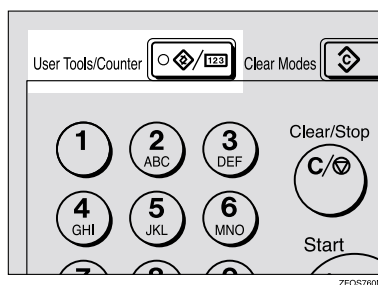
- 3** Place your originals, and then press the **[Start]** key.

Important

- Do not insert copy paper into the bypass tray while copying or copy interruption. A misfeed might occur.

When copying onto OHP transparencies

- 1** Press the **[User Tools/Counter]** key.



- 2** Press the **⏪** or **⏩** key to display "3. Copier Features", and then press the **[OK]** key.



- 3** Press the **⏪** or **⏩** key to display "6. Bypass Paper Type", and then press the **[OK]** key.

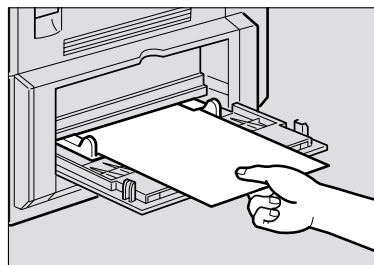


- 4** Press the **⏪** or **⏩** key to display "Special/OHP", and then press the **[OK]** key.



- 5** Press the **[User Tools/Counter]** key to exit from the user tools.

- 6** Gently insert the OHP transparency face down and adjust the paper guide.

**Important**

- The side of OHP transparency that is copied is fixed. Before you place the OHP transparency in the bypass tray, check the cutting position of the OHP transparency.

When copying onto standard size paper

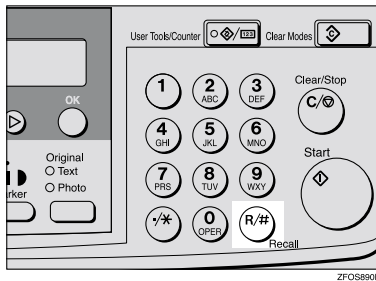
Important

- ❑ You should specify the size of paper to avoid paper misfeeds.

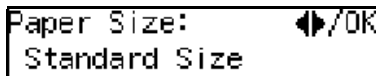
Note

- ❑ The default copy paper size for the paper tray and the bypass tray is A4, 8 1/2" × 11"

1 Press the [R/#] key.



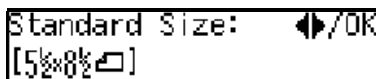
2 Make sure that "Standard Size" is selected, and then press the [OK] key.



Note

- ❑ If not, press the ⏪ or ⏩ key to select it.

3 Press the ⏪ or ⏩ key to select paper size, and then press the [OK] key.

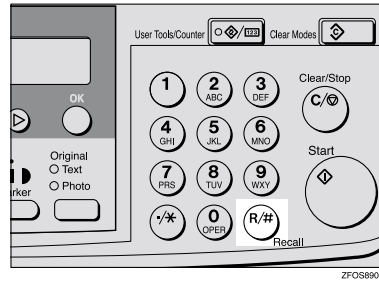


When copying onto custom size copy paper

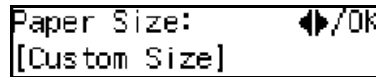
Important

- ❑ You should specify the size of paper to avoid paper misfeeds.

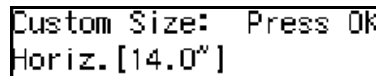
1 Press the [R/#] key.



2 Press the ⏪ or ⏩ key to select "Custom Size", and then press the [OK] key.



3 Enter the horizontal size of the paper with the number keys, and then press the [OK] key.



Note

- ❑ To change the number entered, press the [Clear/Stop] key, and then enter the new number.

Copying

- 4** Enter the vertical size of the paper with the number keys, and then press the **[OK]** key.

Custom Size: Press OK
vert. [8.0"]


2

Note

- To change the number entered, press the **[Clear/Stop]** key, and then enter the new number.

When copying onto envelopes

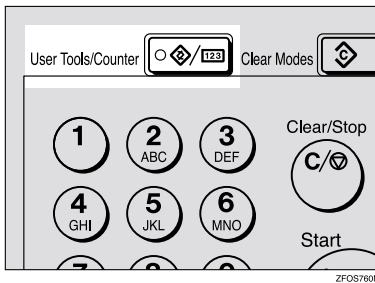
Note

- Set the direction of the envelope to 

Reference

For details about envelopes, see p.12 "Copy Paper"

- 1** Press the **[User Tools/Counter]** key.



- 2** Press the **[Left]** or **[Right]** key to display "3. Copier Features", and then press the **[OK]** key.

User Tools:
3.Copier Features

- 3** Press the **[Left]** or **[Right]** key to display "6. Bypass Paper Type", and then press the **[OK]** key.

Copier Features
6.Bypass Paper Type

- 4** Press the **[Left]** or **[Right]** key to display "Special/OHP", and then press the **[OK]** key.

Bypass PaperType: /OK
Special/OHP

- 5** Press the **[User Tools/Counter]** key to exit from the user tools.

Other Functions

User Codes

When user codes are set, operators must enter their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

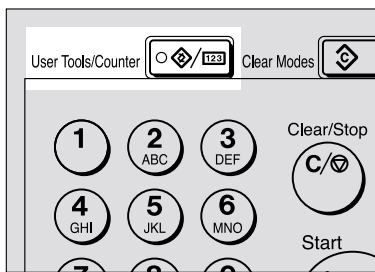
- When user codes are set, the machine will prompt you for your user code after the power switch is turned on or Copy Reset Timer comes into effect.
- To prevent others from making copies using your user code, press the **[Clear Modes]** and **[Clear/Stop]** keys simultaneously after copying.

Reference

For details about user codes, see p.54 "Settings You Can Change with the User Tools".

Setting the User Code

- 1** Press the **[User Tools/Counter]** key.



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- 2** Press the **[Left]** or **[Right]** key to display "3. Copier Features", and then press the **[OK]** key.

```
User Tools:
3.Copier Features
```

2

- 3** Press the **[Left]** or **[Right]** key until "7. Key Op. Tools" is displayed, and then press the **[OK]** key.

```
Copier Features
7.Key Op. Tools
```

- 4** Press the **[Left]** or **[Right]** key until "7. Program User Code" is displayed, and then press the **[OK]** key.

```
Key Op. Tools:
7.Program User Code
```

- 5** Enter the desired user code with the number keys, and then press the **[OK]** key.

```
Program User Code: /OK
[12345678] (01/10)
```

Copying

Auto Start

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and your copies will be made as soon as warm-up finishes.

2

1 Make any adjustments to copy settings during the warm-up period.

2 Place your originals.

3 Press the **[Start]** key.

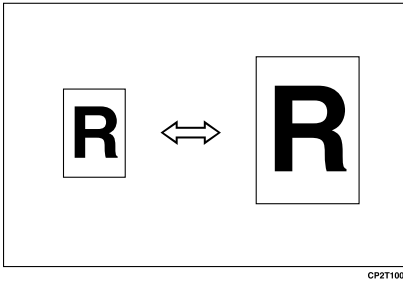
The **[Start]** key indicator flashes green.

 **Note**

- To cancel Auto Start, press the **[Clear/Stop]** key.

Preset Reduce/Enlarge

You can select a preset ratio for copying.



CP21100

Note

- You can select one of 5 preset ratios (2 enlargement ratios, 3 reduction ratios).
- You can change the preset ratios to other ratios you frequently use. See "3. Set Ratio" in p.54 "Copier Features".
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- Copies can be reduced or enlarged as follows:

Metric version

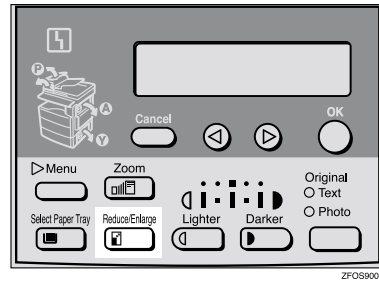
Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A6→A4
141 (enlarge area by 2)	A5→A4
100	Full Size
93	A little reduced. (Create Margin)
71 (reduce area by 1/2)	A4→A5
50 (reduce area by 1/4)	A4→A6

Inch version

Ratio (%)	Original → Copy paper size
155 (enlarge area by 2)	5 ¹ / ₂ " × 8 ¹ / ₂ " → 8 ¹ / ₂ " × 14"
129	5 ¹ / ₂ " × 8 ¹ / ₂ " → 8 ¹ / ₂ " × 11"
100	Full Size
93	A little reduced. (Create Margin)
78	8 ¹ / ₂ " × 14" → 8 ¹ / ₂ " × 11"
65 (reduce area by 1/4)	8 ¹ / ₂ " × 11" → 5 ¹ / ₂ " × 8 ¹ / ₂ "

2

- 1 Press the **[Reduce/Enlarge]** key.



ZF05000N

Reduce/Enlarge: [100% Full Size]

- 2 Press the **[Reduce/Enlarge]** key or the **[Left Arrow]** or **[Right Arrow]** key until the desired reduce/enlarge size is displayed.

Note

- The ratio displayed changes every time you press the **[Reduce/Enlarge]** key or the **[Left Arrow]** or **[Right Arrow]** key.

- 3 Press the **[OK]** key.

Copying

4 Place your originals, and then press the **[Start]** key.

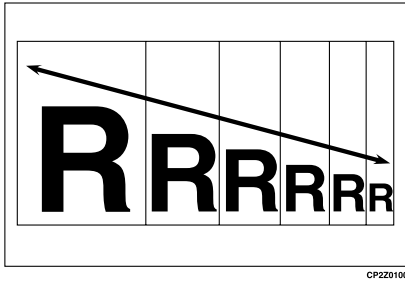
 **Note**

- When the copy paper size and the original size differ, set the original size. See p.20 "Placing Standard Size Originals"

2

Zoom

You can change the reproduction ratio in 1% steps.

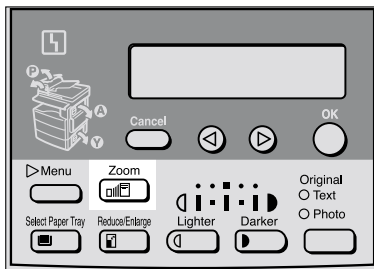


CP220100

Note

- You can change the reproduction ratio from 50–200%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- You can select a preset ratio which is near the desired ratio, and then adjust the ratio with the ◀ or ▶ key.

1 Press the [Zoom] key.



ZF03910N

2 Enter the ratio.

When using the ◀ or ▶ key

- 1 Enter the desired reproduction ratios with the ◀ or ▶ key.

2



Note

- To change the ratio in 1% steps, just press the ◀ or ▶ key. To change the ratio in 10% steps, press and hold down the ◀ or ▶ key.
- To change the ratio entered, press the [Clear/Stop] key, and then enter the new ratio.

When using the number keys

- 1 Enter the desired ratio with the number keys.

Note

- To change the ratio entered, press the [Clear/Stop] key, and then enter the new ratio.

3 Press the [OK] key.

4 Place your originals, and then press the [Start] key.

Note

- When you place originals in the document feeder, set the original size. See p.20 "Placing Standard Size Originals"

Copying

Combine

Use this feature to combine two original images onto one page.

2



Combine1

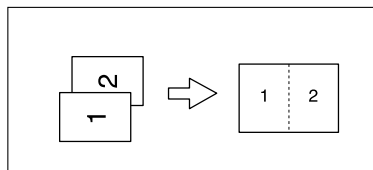
Limitation

- The machine cannot copy originals different in size and direction.
- You cannot use the bypass tray with this function.

Note

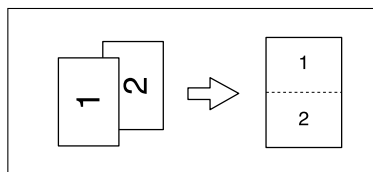
- A5, $5\frac{1}{2}'' \times 8\frac{1}{2}''$ copy paper cannot be combined.
- The number of originals copied (combined) can be 2.
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper size and the original size.
- You can change the reproduction ratio from 50–200%.
- If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.
- When the number of originals placed is less than the number specified for combining, the last page(s) will be copied blank.
- Direction of the originals and arrangement of combined images.

Portrait (📄) originals



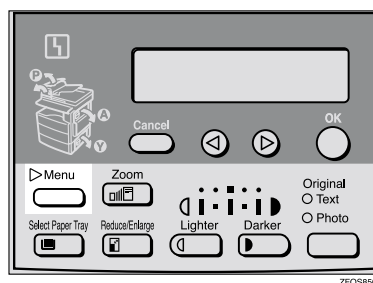
GCC0610E

Landscape (📄) originals



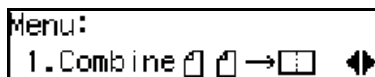
GCC0620E

1 Press the [Menu] key.



ZF05850N

2 Make sure that "1. Combine 📄📄→📄" is selected, and then press the [OK] key.



- 3** Select “ → ” with the or key, and then press the **[OK]** key.

```
Combine: /OK
[   →  ] Off
```

Note

- You can specify the orientation of originals. See “5. Orig. Orientation” in the Copier Features in p.54 “Settings You Can Change with the User Tools”

```
Orig. Orientation: /OK
[  ] 
```

- 4** Press the **[Select Paper Tray]** key to select the copy paper.

- 5** Place your originals.

Note

- Set the direction of the original to .

When placing an original on the exposure glass

- 1** Place the original, and then press the **[Start]** key.
- 2** Place the next original, and then press the **[Start]** key.

Note

- To finish copying, press the **[R/#]** key to eject the copy.

When loading originals in the document feeder (ADF)

- 1** Load your originals, and then press the **[Start]** key.

Copying

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

2

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

Mode after you select	Custom Originals	Copying from the Bypass Tray	Image Density	Text Originals	Photo Originals	Zoom	Preset Reduce/Enlarge	Combine	Sort
Mode before you select									
Custom Originals	-	☆	☆	☆	☆	☆	☆	☆	☆
Copying from the Bypass Tray	☆	-	☆	☆	☆	☆	☆	×	×
Image Density	☆	☆	-	☆	☆	☆	☆	☆	☆
Text Originals	☆	☆	☆	-	→	☆	☆	☆	☆
Photo Originals	☆	☆	☆	→	-	☆	☆	☆	☆
Zoom	☆	☆	☆	☆	☆	-	→	→	☆
Preset Reduce/Enlarge	☆	☆	☆	☆	☆	→	-	→	☆
Combine	☆	×	☆	☆	☆	☆	☆	-	☆
Sort	☆	×	☆	☆	☆	☆	☆	☆	-

3. Troubleshooting

Machine Operation Problems

General

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up. 🔍 Reference You can use Auto Start mode during the warm-up period. See p.32 "Auto Start".
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See "1. Max. Copy Q'ty" in p.54 "Copier Features".
The machine instructs you to enter the user code (8-digit number).	User codes are set.	Enter the user codes. See p.31 "User Codes".

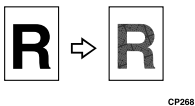
Display

Problem	Cause	Action
The panel display is off.	The machine is in Energy Saver mode.	Turn on the operation switch. See p.1 "Guide to Components"
	The operation switch is turned off.	
	The main power switch is turned off.	Turn on the main power switch. See p.1 "Guide to Components"
	The power cord is unplugged.	Make sure that the power cord is plugged into the wall outlet firmly.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See p.1 "Guide to Components".
	The power cord is unplugged.	Make sure that the power cord is plugged into the wall outlet firmly.

Troubleshooting

Cannot Make Clear Copies

3

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. See p.23 "Adjusting Copy Image Density".
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. See p.23 "Adjusting Copy Image Density".
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. See p.23 "Adjusting Copy Image Density".
		Change the original direction.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass, exposure glass cover, or document feeder (ADF) white sheet is dirty.	Clean them. See p.61 "Maintaining Your Machine".
When copying with the document feeder (ADF), black lines appear in a copy.	Your document feeder (ADF) might be dirty.	Clean the document feeder (ADF) with a cloth. See p.61 "Maintaining Your Machine".
Copies are too light.	The image density is too light.	Adjust the image density. See p.23 "Adjusting Copy Image Density".
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. See p.43 "Changing the Toner Cartridge".
Parts of the image are not copied.	The original is not placed correctly.	Place originals correctly. See p.19 "Placing Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not placed correctly.	Place originals correctly. See p.19 "Placing Originals".
	The side of the original placed is incorrect.	Place originals correctly.
A moire pattern is produced on copies. 	Your original has a dot pattern image or many lines.	Change the original direction.

Cannot Make Desired Copies

Problem	Cause	Action
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See p.47 "Changing the Paper Size" or p.27 "Copying from the Bypass Tray".
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See p.38 "Combination Chart".

3

Combine

Problem	Cause	Action
Parts of the image are not copied.	The original size and the copy paper size do not match.	Set the original size and the copy paper size correctly. See p.20 "Placing Standard Size Originals"
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.
Order of copies is not correct.	You placed originals in an incorrect order.	When loading originals in the document feeder (ADF), the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.

Troubleshooting

⚡ Loading Paper

Note

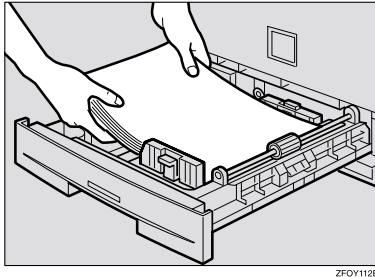
- If you want to change the paper size, see p.47 "Changing the Paper Size".

Reference

Regarding paper types and sizes that can be used, see p.12 "Copy Paper".

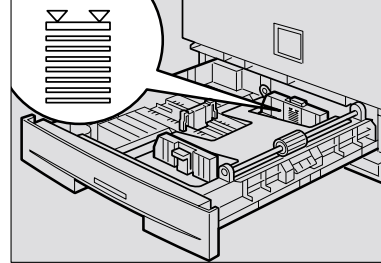
3

- 1** Make sure that the paper tray is not being used.
- 2** Pull out the paper tray until it stops.
- 3** Push the metal plate down, and then square the paper and load it in the tray.



Important

- Do not stack paper over the limit mark.




- If paper is left in the paper tray and then you add paper, a mis-feed might occur.

Note

- Shuffle the paper before setting it in the tray.

- 4** Push the paper tray in until it stops.

Changing the Toner Cartridge

When  is displayed, it is time to supply toner.

WARNING:

- **Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.**

CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*

CAUTION:


- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

3

Important

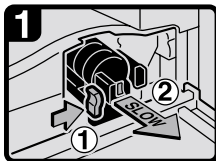
- If you use toner other than that recommended, a fault might occur.
- When adding toner, do not turn off the power switch. If you do, your settings are cleared.
- Always add toner after the machine instructs you to add toner.

Note

- You can still make about 50 copies after the  symbol is lit and "Toner is Almost Empty" is displayed, but replace the toner early to prevent poor copy quality.

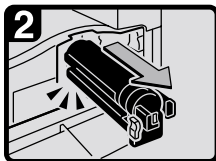
Reference

Regarding toner storage, see p.15 "Toner Storage".



ZFOT119E

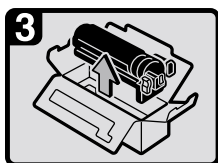
- Open the front cover of the machine.
- Push the green lever.



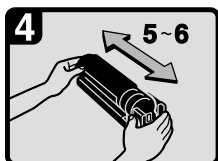
ZFOT120E

- Gently pull out the toner cartridge.

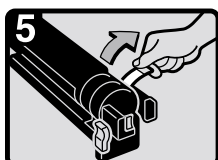
Troubleshooting



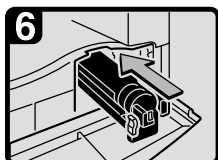
ZFOT121E



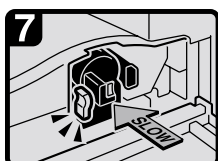
ZFOT122E



ZFOT123E



ZFOT124E



ZFOT125E

3

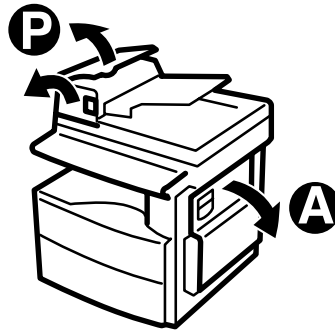
- Hold the new toner cartridge horizontally, and then shake it 5 or 6 times.

- Remove the seal.

- Insert the new toner cartridge.

- Push the new toner cartridge in until it clicks.
- Close the front cover of the machine.

Clearing Misfeeds



ZF0H130E

3

CAUTION:

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

Important

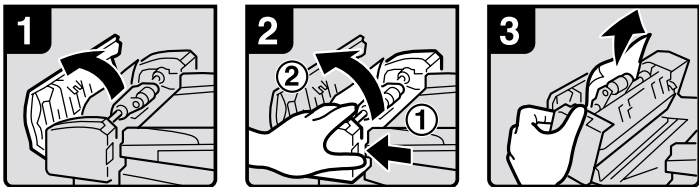
- When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

Note

- More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, P.
- You can find a sticker explaining how to remove misfed paper inside of the right cover.
- When the machine instructs you to place originals once again, place your originals in the feeding position. The display might indicate the number of originals you should return.

Troubleshooting

■ When P is lit



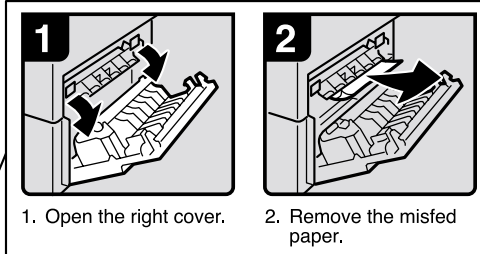
3

1. Open the cover of the document feeder, and then remove the misfed original.

2. While pressing the knob, lift the internal cover of the document feeder.

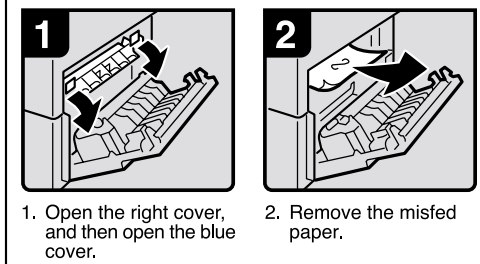
3. Remove the misfed original.

■ When A is lit



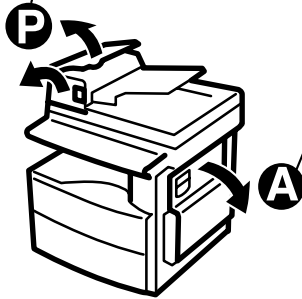
1. Open the right cover.

2. Remove the misfed paper.



1. Open the right cover, and then open the blue cover.

2. Remove the misfed paper.



ZFOH126E

Changing the Paper Size

Important

- Select the paper size with the user tools, or misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be loaded in the tray, see p.12 "Copy Paper".

Note

- When you load A4 copy paper, place the back fence in the corner pocket on the left.

Changing the Paper Size in the Paper Tray

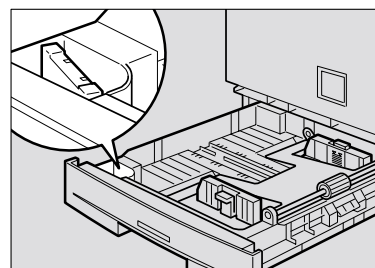
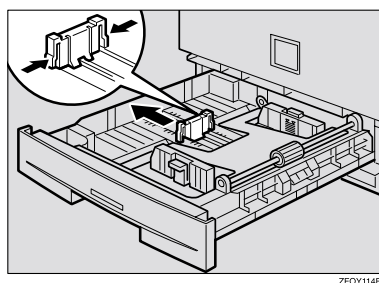
- 1** Make sure that the paper tray is not being used.

- 2** Pull out the paper tray until it stops.

Note

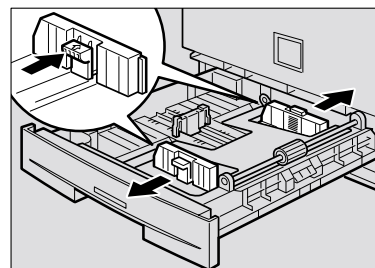
- Remove any remaining copy paper.

- 3** Adjust the back fence.

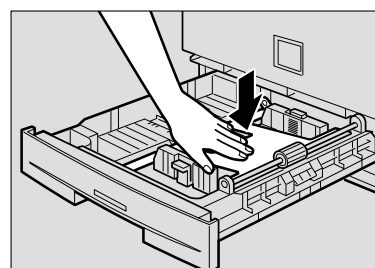


3

- 4** While pressing the release lever, adjust the side fences.

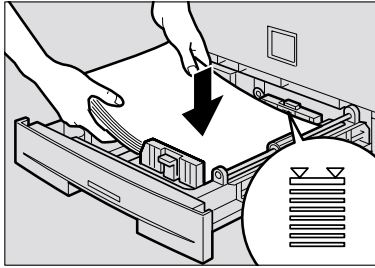


- 5** Push the metal plate down.



Troubleshooting

- 6** Square the paper and load it in the tray.

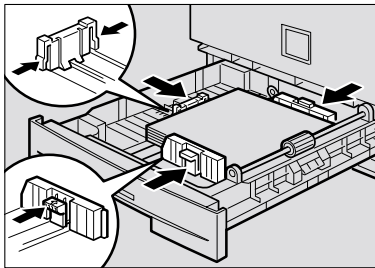


ZFOY350E

Important

- Do not stack paper over the limit mark.

- 7** Adjust the side and back fences to the new paper size.



ZFOY117E

Important

- When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

- 8** Push the paper tray in until it stops.

Note

- Select the new paper size with the User Tools. See p.48 "Selecting the Paper Size with the User Tools".

Selecting the Paper Size with the User Tools

- 1** Press the [User Tools/Counter] key.



ZFOS760N

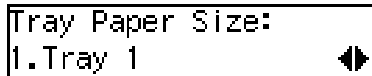
- 2** Press the ⏪ or ⏩ key to display "2.System Settings", and then press the [OK] key.



- 3** Press the ⏪ or ⏩ key until "8. Tray Paper Size" is displayed, and then press the [OK] key.



- 4** Press the ⏪ or ⏩ key to select the paper tray you want to change the paper size for, and then press the [OK] key. When you select "1. Tray 1", go to step 6.



- 5** If you have selected "3. Bypass" on step **4**, select "Standard Size" or "Custom Size", and then press the **[OK]** key.

```
Bypass      ◀/OK
[Standard Size]
```

- 6** Select the desired paper size.

When you have selected
"Custom Size" on step **5**

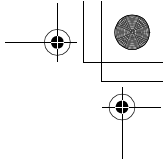
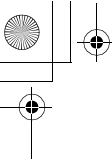
- 1** Enter the horizontal size of the paper with the number keys, and then press the **[OK]** key.

```
Custom Size: Press OK
Horiz. [14.0"]
```

- 2** Enter the vertical size of the paper with the number keys, and then press the **[OK]** key.

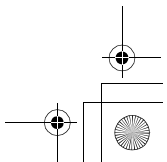
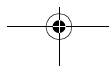
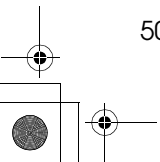
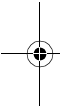
```
Custom Size: Press OK
Vert. [8.5"]
```

- 7** Press the **[User Tools/Counter]** key to exit from the user tools.



Troubleshooting

3



4. User Tools (Copier Features)

Accessing the User Tools (Copier Features)

This section is for the key operators in charge of this machine. The user tools allow you to change or set the machine's default settings.

Preparation

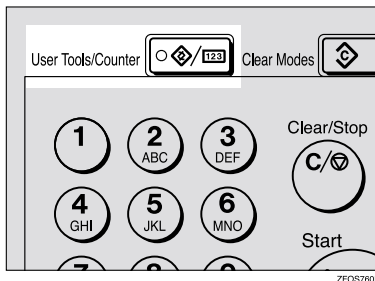
Always exit the user tools when you have finished.

Reference

For details about how to access the system settings, see "Accessing The User Tools (System Settings)" in the System Settings manual.

For information about the Fax user tools, see the Facsimile Reference manual.

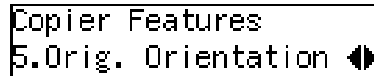
1 Press the **[User Tools/Counter]** key.



2 Press the **[Left Arrow]** or **[Right Arrow]** key to display "3. Copier Features", and then press the **[OK]** key.



3 Press the **[Left Arrow]** or **[Right Arrow]** key until desired User Tools menu is displayed, and then press the **[OK]** key.



4 Change the settings by following the instructions on the panel display, and then press the **[OK]** key.

Reference

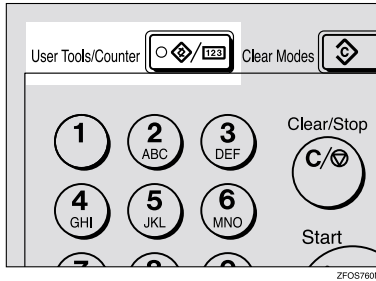
See p.54 "Settings You Can Change with the User Tools".

Note

- [OK]** key: Press to make the new settings and return to the previous menu. **[Cancel]** key: Press to return to the previous menu without changing any data.
- The settings are not canceled even if the main power switch is turned off or the **[Clear Modes]** key is pressed.

Exiting the User Tools

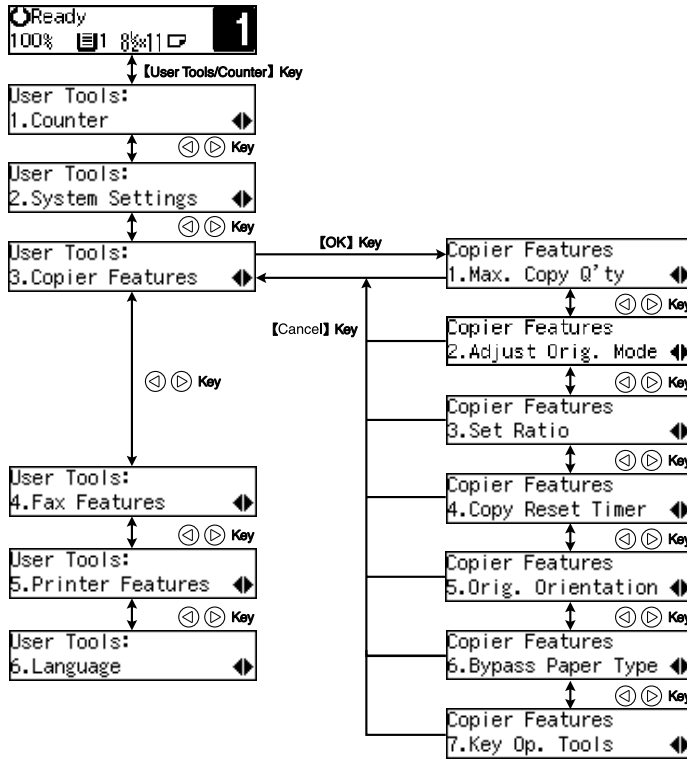
- 1 Press the **[User Tools/Counter]** key.



Note

- You can exit the User Tools mode by pressing the **[Cancel]** key.
- If you want to return to the previous mode, press the **[User Tools/Counter]** key.

User Tools Menu (Copier Features)



4

ZFOS920N



Settings You Can Change with the User Tools

Reference






For details about how to access the user tools, see p.51 “Accessing the User Tools (Copier Features)”.

Copier Features

4

Menu	Description
1. Maximum Copy Quantity (1. Max. Copy Q'ty)	<p>The maximum copy quantity can be set between 1 and 99.</p> <p> Note</p> <p><input type="checkbox"/> Default: 99</p>
2. Adjust Original Mode	<p>You can adjust the finish quality level of copies depending on the type of the original. You can choose these mode after selecting “1. Text” or “2. Photo”.</p> <ul style="list-style-type: none"> • Text Mode 1 For normal text originals • Text Mode 2 For newspapers, originals through which the rear side is moderately visible with light text • Photo Mode 1 For text/photo images which contain mainly photo areas • Photo Mode 2 For text/photo images which contain mainly text areas • Special Mode 1 For originals with colored text and lines • Special Mode 2 For photo images • Special Mode 3 For normal text originals (when preserving the background) <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • 1. Text: Text Mode 1 • 2. Photo: Photo Mode 1

Settings You Can Change with the User Tools

Menu	Description
3. Set Ratio	<p>Select which Reduce, Enlarge or Input Ratio is shown on the panel display with priority when the 【Reduce/Enlarge】 key is pressed.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Ratio 1: 65% 8¹/₂" × 11" → 5¹/₂" × 8¹/₂" • Ratio 2: 78% 8¹/₂" × 14" → 8¹/₂" × 11" • Ratio 3: 93% • Ratio 4: 129% 5¹/₂" × 8¹/₂" → 8¹/₂" × 11" • Ratio 5: 155% 5¹/₂" × 8¹/₂" → 8¹/₂" × 14"
4. Copy Reset Timer	<p>The machine returns to its initial condition automatically after your job is finished. When you set the time, select "1. On/Off" to "On" and then set the "2. Timer" to the desired time. The time can be selected from 10 to 999 seconds.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • 1. On/Off: On • 2. Timer: 60 sec.
5. Orig. Orientation	<p>You can select the orientation of originals with Combine mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p>
6. Bypass Paper Type	<p>You can select the type of paper for the bypass tray.</p> <p> Note</p> <p><input type="checkbox"/> Default: Thick</p>
7. Key Op. Tools	<p>If the machine is set to use the User Code function, operators must enter their user codes before the machine can operate. The machine can keep count of the number of copies made under each user code.</p>
1. User Code Access	<p>Specify whether to employ user codes to restrict copier users, and manage the number of copies made.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p>
2. Check Copy Counter	You can check the number of copies made under each user code.
3. Print Counter List	You can print counter lists.
4. Reset Counter	You can check the number of copies made under each user code. You can also reset each user code's counter to 0.

User Tools (Copier Features)

Menu	Description
5. Clear all User Codes (5. Clr All User Codes)	You can clear all user codes. Note <input type="checkbox"/> The number of copies made under the old code is added to that made under the new user code. <input type="checkbox"/> The number of copies made under the deleted code is also deleted.
6. Reset All Counters	You can reset each user code's counter to 0.
7. Program User Code	You can register user codes. Note <input type="checkbox"/> Up to 10 user codes (8 digits or less) can be registered.
8. Change User Code	You can change user codes. Note <input type="checkbox"/> The number of copies made under the old code is added to that made under the new user code.
9. Delete User Code	You can delete user codes. Note <input type="checkbox"/> The number of copies made under the deleted code is also deleted.

5. Remarks

Do's and Don'ts

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

- Make sure the remaining memory space is 100%, before you unplug the power cord.
- While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference manual.

- When you use this machine for a long time in a confined space without good ventilation, you may notice an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. This is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, copying with memory and printing continue. However, scanning of copy originals is interrupted.
- The machine might fail to produce good copy images if condensation forms inside the machine due to temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs, your settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Remarks

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ CAUTION:

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F), humidity 54% at 32°C, 89.6°F
- Humidity: 15 – 80%, temperature 27°C, 80.6°F at 80%
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia such as diazo copy machines.
- Places where the machine might be subjected to frequent, strong vibrations.
- Dusty areas.
- Areas with corrosive gases.

5

Power Connection

⚠ WARNING:

- **Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.**

⚠ WARNING:

- **Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.**

⚠ CAUTION:

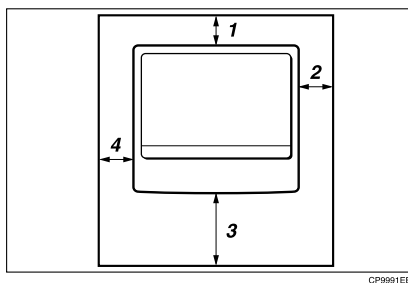
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- When the main switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

5

Remarks _____

Access to Machine

Place the machine near the power source, providing clearance as shown.



5

1. Rear: more than 1cm (0.4")
2. Right: more than 1cm (0.4")
3. Front: more than 75cm (29.6")
4. Left: more than 1cm (0.4")

 **Note**

- For information about required space when options are installed, please contact your service representative.

Maintaining Your Machine

If the exposure glass, exposure glass cover or document feeder (ADF) white sheet is dirty, clean them if you find them dirty.

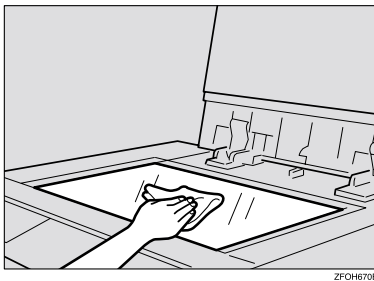
◆ Cleaning the machine

Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

⚠ Important

- ❑ Do not use chemical cleaner or organic solvent such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- ❑ Do not clean parts other than those specified on this page. Such parts should be cleaned by your service representative.

Cleaning the Exposure Glass



ZF0H670E

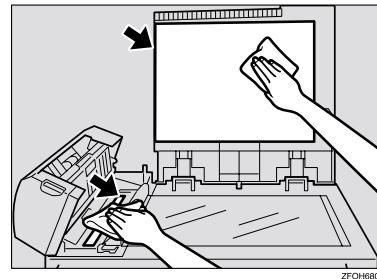
Cleaning the Exposure Glass Cover



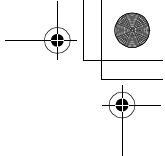
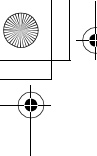
ZF0H660E

5

Cleaning the Document Feeder (ADF)

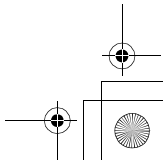
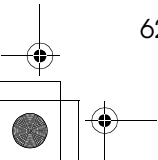
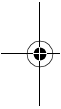


ZF0H660E



Remarks

5



6. Specifications

Mainframe

- ❖ **Configuration:**
Desktop
- ❖ **Photosensitivity type:**
OPC drum ($\Phi 30$)
- ❖ **Original scanning:**
One-dimensional solid scanning system through CCD
- ❖ **Copy process:**
Dry electrostatic transfer system
- ❖ **Development:**
Dry two-component magnetic brush development system
- ❖ **Fusing:**
Heating roll system
- ❖ **Resolution:**
600dpi
- ❖ **Exposure glass:**
Stationary original exposure type
- ❖ **Original reference position:**
Rear left corner
- ❖ **Warm-up time:**
Less than 20 seconds (20°C, 68°F)
- ❖ **Originals:**
Sheet/book/objects
- ❖ **Maximum original size:**
 - Exposure glass: A4□, 8¹/₂" × 11"□
 - Document feeder (ADF): A4□, 8¹/₂" × 14"□
- ❖ **Copy paper size:**
 - Paper tray: A4□, A5□, 8¹/₂" × 11"□, 5¹/₂" × 8¹/₂"□
 - Bypass tray: A4□, A5□□, 8¹/₂" × 11"□, 5¹/₂" × 8¹/₂"□□, 8¹/₂" × 14"□, 8" × 13"□, 8¹/₂" × 13"□, 8¹/₄" × 13"□, 8¹/₄" × 14"□
 - Bypass tray (custom size):
Vertical: 90 – 216mm, 3.5" – 8.5"
Horizontal: 140 – 356mm, 5.5" – 14"

Specifications

◆ Copy paper weight:

- Paper tray (Standard size): 60 – 90g/m² (16 – 24 lb.)
- Bypass tray: 60 – 157g/m² (16 – 42 lb.)

◆ Non-reproduction area:

- Leading edge: 3 ± 2mm, 0.14" ± 0.08"
- Trailing edge: 3 ± 2mm, 0.14" ± 0.08"
- Left edge: 2 ± 1.5mm, 0.08" ± 0.07"
- Right edge: more than 0.5mm, 0.02"

◆ First copy time:

8 seconds or less

(A4□, 8¹/₂" × 11"□ 100%, placing an original on the exposure glass, feeding from the paper tray)

◆ Copying speed:

- 12 copies/minute (A4□, 8¹/₂" × 11"□, feeding from the paper tray)

◆ Reproduction ratio:

Preset reproduction ratios:

--	Metric version	Inch version
Enlargement	200%	155%
	141%	129%
Full Size	100%	100%
Reduction	93%	93%
	71%	78%
	50%	65%

Zoom: from 50% to 200% in 1% step.

◆ Continuous copying count:

1 – 99 copies

◆ Copy paper capacity:

250 sheets (80g/m², 20 lb)

◆ Power consumption:

	Mainframe only	Full system ^{*1}
Warm up	About 890W	About 890W
Stand-by	About 90Wh	About 100Wh
During printing	About 480Wh	About 480Wh
Maximum	Less than 1,000W	Less than 1,000W

^{*1} Mainframe with the optional document feeder (ADF).

- ◆ **Dimensions (W × D × H up to exposure glass):**
468 × 450 × 371mm (18.43 × 17.72 × 14.61 inch)

- ◆ **Noise Emission ^{*1} :**

- Sound power level

	Mainframe only	Complete System ^{*3}
Stand-by	40.0dB (A)	40.0dB (A)
During printing	62.0dB (A)	66.0dB (A)

- Sound pressure level ^{*2}

	Mainframe only	Complete System ^{*3}
Stand-by	27.0dB (A)	27.0dB (A)
During printing	54.0dB (A)	54.0dB (A)

^{*1} The above measurements made in accordance with ISO 7779 are actual value.

^{*2} It is measured at the position of the operator.

^{*3} The Complete System consists of mainframe with full options.

- ◆ **Weight:**
Approx. 20kg (44.09 lb.)

- ◆ **Note**

- Specifications are subject to change without notice.







Specifications

Document Feeder (ADF) (Option)

❖ **Mode:**

- ADF mode

❖ **Original size:**

- A4  – A5  
- 8¹/₂" × 14"  – 5¹/₂" × 8¹/₂"  

❖ **Original weight:**

- 1-sided originals: 52 – 105g/m² (14 – 28 lb.)

❖ **Number of originals to be set:**

- 30 sheets (80g/m², 20 lb.)

❖ **Maximum power consumption:**

- less than 50W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**

- 110 × 360 × 95mm (4.3 × 14.2 × 3.8 inch)

❖ **Weight:**

- Approx. 2kg, (4.4 lb.)

 **Note**

- Specifications are subject to change without notice.

32MB Copier Memory Unit (Option)

- ◆ **Memory capacity:**
32MB
- ◆ **Additional functions:**
Increased memory capacity
- ◆ **Number of originals that can be stored: about 99 pages**
ITU-T No.4 chart

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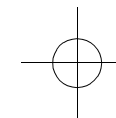
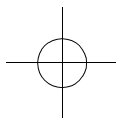
MEMO

MEMO

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 μm // Pages in book=20 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 0 mm

2512
1202
5612
Aficio™ 120

Operating Instructions
System Settings



Type for 2512/1202/5612/Aficio 120
Printed in China
UE (USA) B045-8667

For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the Copy Reference manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

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

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

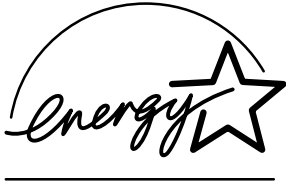
In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means POWER ON.

⏻ means STAND BY.

ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- **Low Power mode**
This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Low Power mode, but if you wish to make copies press the operation switch first.
For details about how to change the default interval that the machine waits before entering Low Power mode, see "4. Energy Saver Timer" on p.14 "System Settings".
- **Sleep mode (Fax or printer installed)**
If the fax or printer features are installed, this product automatically lowers its power consumption even further 30 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Sleep mode, but if you wish to make copies press the operation switch first.
For details about how to change the default interval that the machine waits before entering Sleep mode, see "6. Auto Off Timer" on p.14 "System Settings".
- **Auto Off mode (Copier only)**
To conserve energy, this product automatically turns off 30 minutes after the last copying or printing job has completed. If you wish to make copies when the machine is in Auto Off mode, press the operation switch first.
For details about how to change the default interval that the machine waits before entering Auto Off mode, see "6. Auto Off Timer" on p.14 "System Settings".

Specification

		Copier only	Fax or printer installed
Low Power mode	Power consumption	50 Wh	60 Wh
	Default interval	15 minutes	15 minutes
	Recovery time	10 seconds	10 seconds
Sleep mode	Power consumption	-	20 Wh
	Default interval	-	30 minutes
	Recovery time	-	20 seconds
Auto Off mode	Power consumption	less than 2 Wh	-
	Default interval	30 minutes	-
	Recovery time	20 seconds	-

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

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Manuals for This Machine

This is a multi-functional machine combining copier, printer and fax functions. A separate manual is provided for each function. Please consult the manual that suits your needs.

◆ System Settings

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

◆ Copy Reference

Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining two originals onto one copy.

◆ Facsimile Reference Basic Features (Option)

Explains the most frequently used facsimile functions and operations.

◆ Facsimile Reference Advanced Features (Option)

Describes more advanced facsimile functions and also explains settings for key operations.

◆ Printer Reference 1 (Option)

Describes the system settings, procedures and functions for using this machine as a printer.

◆ Printer Reference 2 (Option)

Describes the procedures and provides necessary information about using this machine as a printer.

◆ Network Interface Board Quick Configuration Guide (Option)

Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

◆ PS Level 2 Emulation Type 2 Operating Instructions Supplement (Option)

Describes the menus and features you can set using the PostScript printer driver.

◆ Network Interface Board Type 2 Owner's Manual (Option)

Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

◆ Unix Supplement (Option)

Provides information about setting up and using the printer in a UNIX environment.

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions and printer functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining two originals onto one copy. You can install an optional memory expansion for storage of document images, thereby making the best use of memory with various copy functions.

Options for Memory Expansion

- ◆ **32MB copier memory unit**
Increases memory capacity.

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode.

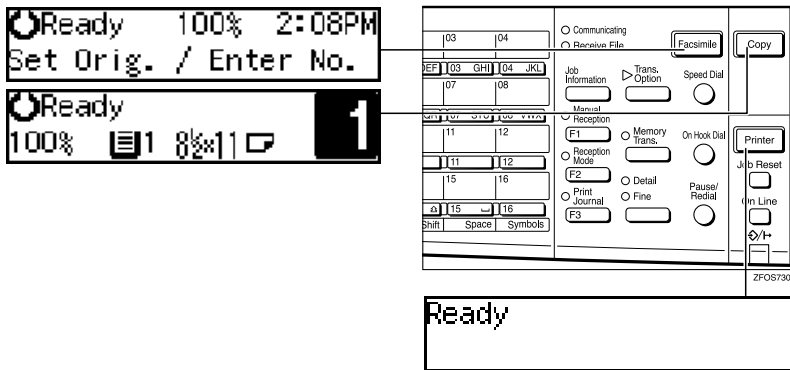
Printer Mode (Option)

You can use this machine as a printer when you install the optional printer controller.

1. Modes

Changing Modes

Press the **[Copy]**, **[Facsimile]** or **[Printer]** key to switch to copy, fax or printer mode respectively.



⚠ Limitation

- ❑ You cannot switch modes in any of the following cases:
 - When scanning in a fax message for transmission.
 - During immediate transmission.
 - When accessing the user tools.
 - During On Hook dialing for fax transmission.
 - During Energy Saver mode.

Modes

Multi-access

1

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, the machine can send a fax message that has been stored in memory.
- You can make copies while receiving fax data.
- The machine can receive print data in any mode.

Performing multiple functions simultaneously like this is called Multi-access.

Sample operations

For details on operations under other conditions, contact your service representative

		Mode after you select		Mode before you select																
		Copy	Facsimile	Printer	Copy stand-by mode	Copying	Facsimile stand-by mode	Memory Transmission	Memory Reception	Automatically printing received data	Manually printing received data	Manual Reception Operation	Automatically printing reports/lists	Manually printing reports/lists	Printer stand-by mode	Receive Data	Printing	User Tools (Counter)	User Tools (Copy, Facsimile or Printer)	
Copy	Operating	—	—	○	—	—	○	☆	☆	☆	☆	☆	☆	☆	○	○	☆	☆	☆	○
	Copying	—	—	×	—	—	×	☆	☆	☆	↓	×	☆	↓	×	×	☆	☆	↓	×
	Stopping	—	—	○	—	—	○	☆	☆	☆	↓	×	☆	↓	×	×	☆	☆	↓	×
	While using the external hand set	—	—	○	—	—	○	×	×	☆	○	☆	☆	☆	○	○	☆	☆	☆	○
Facsimile	Operating	○	○	—	☆	☆	☆	☆	☆	☆	○	☆	☆	☆	○	○	☆	☆	☆	×
	Scanning an original for Memory Transmission	×	×	—	☆	☆	☆	☆	☆	×	☆	☆	×	×	×	☆	☆	×	×	
	Memory Transmission	☆	☆	☆	→	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Immediate Transmission	×	×	—	→	—	—	—	—	×	—	—	×	×	×	☆	☆	×	×	
	Memory Reception	☆	☆	☆	→	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Automatically printing received data	☆	→	☆	☆	☆	☆	☆	→	×	☆	→	×	×	☆	☆	→	☆	☆	
	Manually printing received data	×	×	—	☆	☆	☆	☆	→	×	—	☆	→	—	×	☆	→	×	×	
	Immediate Reception	☆	☆ ^{*1}	☆	→	—	—	—	—	→	×	—	→	×	☆	☆	→	☆	☆	
	Automatically printing reports/lists	☆	→	☆	☆	☆	☆	☆	→	×	☆	→	×	×	☆	☆	→	☆	☆	
	Manual printing reports/lists	×	×	—	→	—	—	—	→	—	—	→	—	×	×	☆	→	×	×	
While using the external hand set	☆	☆	☆	→	—	—	—	—	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	

		Mode after you select														
		Copy		Facsimile						Printer						
Mode before you select		Copy stand-by mode	Copying	Facsimile stand-by mode	Memory Transmission	Memory Reception	Automatically printing received data	Manually printing received data	Manual Reception Operation	Automatically printing reports/lists	Manually printing reports/lists	Printer stand-by mode	Receive Data	Printing	User Tools (Counter)	User Tools (Copy, Facsimile or Printer)
Printer	Operating	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Receive Data	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	—	☆	☆	☆
	Printing	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	—	☆	☆
	While using the external hand set	☆	☆	☆	→	—	☆	○	☆	☆	○	—	☆	☆	☆	×
	Accessing User Tools	×	×	×	☆	☆	☆	—	☆	☆	—	×	☆	☆	—	—

☆...means that these functions can be used together.

○...means that you can interrupt the current job with function keys to proceed to a subsequent job.

→...means that another job will automatically start after the current job is finished.

×...means that you must manually start another job after the current job is finished (i.e. these functions cannot be used together).

*1 The Facsimile switches to Memory Reception and operates simultaneously.



Modes

Copy Mode

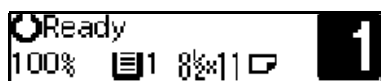
1

Changing to Copy Mode

You can always make a copy when the machine is not printing or scanning fax data.

1 Press the **[Copy]** key.

The copy display appears on the panel display.



Reference

For details, see the Copy Reference manual.

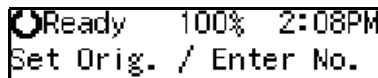
Facsimile Mode

Changing to Facsimile Mode

You can always use the machine for faxing when you are not using the scanner function.

- 1 Press the **[Facsimile]** key.

The fax display appears on the panel display.



Ready 100% 2:08PM
Set Orig. / Enter No.

Note

- The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not to switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the Facsimile Reference manual.

Sending a Fax

1

Sending a fax while copying

- 1 Press the **[Facsimile]** key to switch to the fax display.

Note

- When you press the **[Facsimile]** key while scanning originals or sorting in Copy mode, remove any originals of your copy job.

- 2 Complete the usual operations for sending a fax, and then press the **[Start]** key.

- 3 After the transmission has finished, press the **[Copy]** key.

- 4 Reset the copy job originals, and then press the **[Start]** key.

The machine resumes the interrupted copy run.

Sending a fax while printing

- 1 Press the **[Facsimile]** key to switch to the fax display.

- 2 Complete the usual operations for sending a fax, and then press the **[Start]** key.

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode.

Modes

Printer Mode

1

Changing to Printer Mode

Whenever you print from applications, you do not have to switch to Printer mode.

Reference

For details, see the Printer Reference manual.

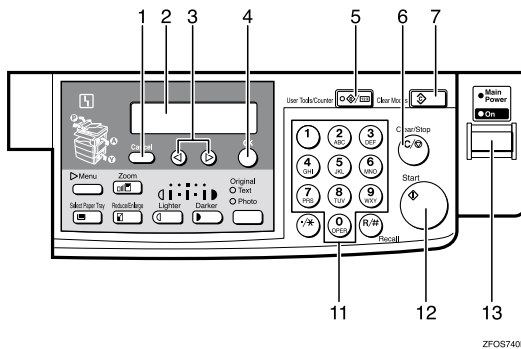
Printing

The machine can receive a print data while another feature is running.

2. User Tools (System Settings)

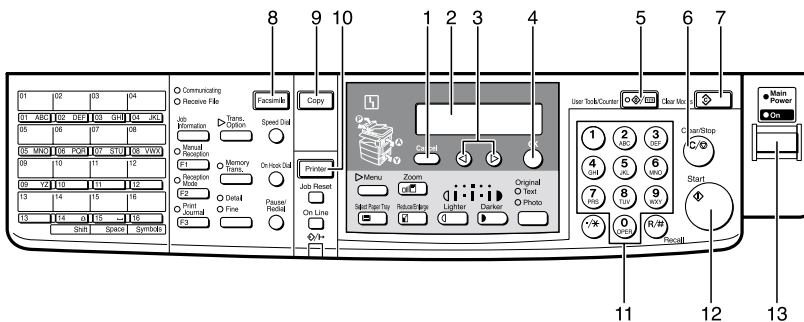
Keys for User Tools (System Settings)

◆ When the machine has the copier feature only



ZFOS740N

◆ When the machine has the printer and/or fax feature



ZFOS750N

1. **[Cancel]** key

Press to return to the previous menu.

2. **Panel display**

Shows operation status, error messages and function menu.

3. **[Left] or [Right]** key (Cursor keys)

Press to display the previous/next menu or select an item on the panel display.

4. **[OK]** key

Press to make the new settings and return to the previous menu.

5. **[User Tools/Counter]** key

See p.11 "Accessing the User Tools (System Settings)".

6. **[Clear/Stop]** key

Press to delete a number you have entered or to stop copying.

User Tools (System Settings)

7. **【Clear Modes】** key

Press to clear the previously entered copy job settings.

8. **【Facsimile】** key (Fax installed machine only)

Press to use facsimile functions.

2

9. **【Copy】** key

Press to use copy functions.

10. **【Printer】** key (Printer installed machine only)

Press to use printer functions.

11. **Number keys**

Use to enter a numeric value.

12. **【Start】** key

Press to start copying or faxing.

13. **Operation switch**

Press this switch to turn the power on or return from the Low Power mode, the Sleep mode or the Auto Off mode. To turn the power off, press this switch again.

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

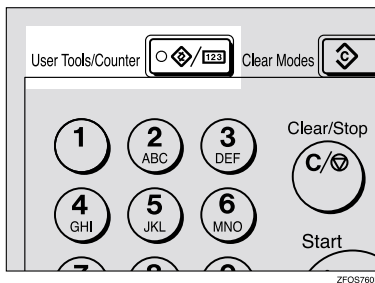
After using the user tools, be sure to return to Copy mode.

The settings are not canceled even if the main power switch is turned off or the **[Clear Modes]** key is pressed.

Reference

For information on Copy, Fax, and Printer User Tools, see the appropriate reference manual.

1 Press the **[User Tools/Counter]** key.



The User Tools Main Menu appears.

2 Press the **[Left Arrow]** or **[Right Arrow]** key until "2.System Settings" is displayed, and then press the **[OK]** key.

2

Note

- To view the total number of prints made by the machine, see p.12 "Printing the Counter Value".
- To switch the display language, select "6. Language" and then press the **[OK]** key. Press the **[Left Arrow]** or **[Right Arrow]** key until your desired language is displayed, and then press the **[OK]** key.

User Tools (System Settings)

3 Press the **⏪** or **⏩** key until your desired menu is displayed, and then press the **[OK]** key.

System Settings:
1.Function Priority ◀▶

System Settings:
2.CopyCount Display ◀▶

System Settings:
3.System Reset ◀▶

System Settings:
4.Energy Saver Timer◀▶

System Settings:
5.Energy Saver Level◀▶

System Settings:
6.Auto Off Timer ◀▶

System Settings:
7.AOF(Keep It On.) ◀▶

System Settings:
8.Tray Paper Size ◀▶

System Settings:
11Display Contrast ◀▶

System Settings:
12Measurement Unit ◀▶

- Note**
- ⏩**: Press to go to the next menu.
 - ⏪**: Press to go back to the previous menu.

Reference
p.13 "User Tools Menu (System Settings)"

4 Change the settings by following the instructions on the panel display, and then press the **[OK]** key.

Reference
p.14 "Settings You Can Change with the User Tools"

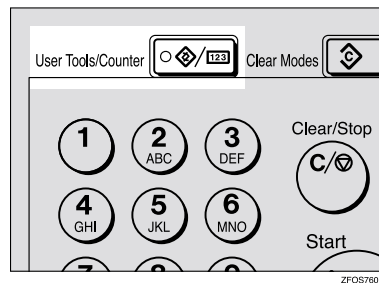
- Note**
- [OK]** : Press to make the new settings and return to the previous menu.
 - [Cancel]** : Press to return to the previous menu without changing any data.

Exiting from the User Tools

1 After changing the user tools settings, press the **[User Tools/Counter]** key.

Printing the Counter Value

1 Press the **[User Tools/Counter]** key.



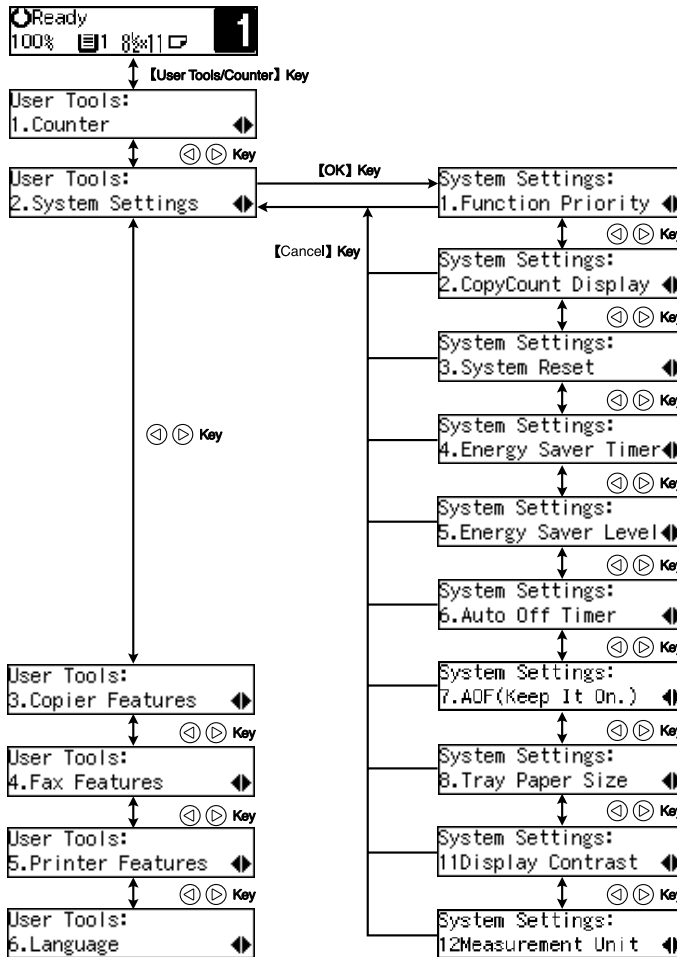
2 Make sure "1.Counter" is displayed, and then press the **[OK]** key to view the total number of pages.

Counter: ◀▶/OK
Total Pages 0000150

3 Press the **[Start]** key.

User Tools Menu (System Settings)

2



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Settings You Can Change with the User Tools






Reference

For details about how to access the user tools, see p.13 “User Tools Menu (System Settings)”.

2

System Settings

Menu	Description
1. Function Priority	<p>You can specify the mode (Copier or Fax) to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Copier</i></p>
2. CopyCount Display	<p>The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Up</i></p>
3. System Reset	<p>The machine returns to its prioritized mode automatically after your job is finished. This function is called “System Reset”. When you set the time, select “1. On/Off” to “On”, and then set “2. Timer” to the desired time. The time can be set from 10 to 999 seconds.</p> <p> Note</p> <p><input type="checkbox"/> Default: On (<i>60 seconds</i>)</p> <p><input type="checkbox"/> You can specify the prioritized mode with the user tools. See “1. Function Priority”.</p>
4. Energy Saver Timer	<p>The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes.</p> <p>In Low Power mode, power consumption is reduced by 5% compared with Standby mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>15 minutes</i></p> <p><input type="checkbox"/> Energy Saver might not be effective when an error message is displayed.</p> <p><input type="checkbox"/> When the machine receives a fax or printer data in Energy Saver mode, it automatically prints the fax or the printer data.</p>

Menu	Description
5. Energy Saver Level	<p>You can select the Energy Saver level.</p> <p>◆ Level 1</p> <ul style="list-style-type: none"> • Power Consumption: Reduced by about 5% compared to standby mode. • Warm-Up Time: about 5 seconds <p>◆ Level 2</p> <ul style="list-style-type: none"> • Power Consumption: Reduced by about 40% compared to standby mode. • Warm-Up Time: about 10 seconds <p>◆ Level 3</p> <ul style="list-style-type: none"> • Power Consumption: Reduced by about 80% compared to standby mode. • Warm-Up Time: about 20 seconds <p> Note</p> <p><input type="checkbox"/> Default: <i>Level 2</i></p>
6. Auto Off Timer	<p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time is up. This function is called "Auto Off". The time can be set from 1 to 240 minutes.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>30 minutes</i></p> <p><input type="checkbox"/> Auto Off might not be effective when an error message is displayed.</p> <p><input type="checkbox"/> To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after power is turned on.</p> <p><input type="checkbox"/> When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or printer data.</p>
7. AOF(Keep It On.)	<p> Note</p> <p><input type="checkbox"/> For details about this function, contact your service representative.</p>
8. Tray Paper Size	<p>Select the size of the paper set in the paper tray.</p> <p> Reference</p> <p>See "Changing the Paper Size" in the Copy Reference manual.</p>
11Display Contrast	You can adjust the brightness of the panel display.
12Measurement Unit	<p>You can select the unit of measurement.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>inch</i></p>

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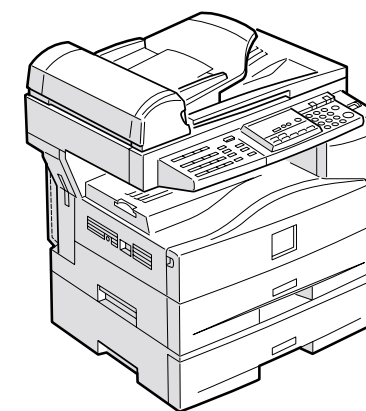
U

User Tools/Counter key, 9
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Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 μm // Pages in book=84 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.360000 mm

2513/2513f
1302/1302f
5613/5613F
Aficio™ 1013/1013F

Operating Instructions
Copy Reference



ZFKH010E

Type for 2513/2513f/1302/1302f/5613/5613F/Aficio 1013/1013F
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UE (USA) B045-7207

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.v "Machine Types".)

- Type 1: No fax function installed
- Type 2: Fax function installed

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.61 "Power Connection".

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

 means POWER ON.



 means STAND BY.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

- | |
|--|
| <p> WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p> CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--|

 **WARNING:**

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
 - **You spill something into the equipment.**
 - **You suspect that your equipment needs service or repair.**
 - **Your equipment's cover has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer or at appropriate collection sites.**
- **Dispose of the used toner cartridge in accordance with the local regulation.**

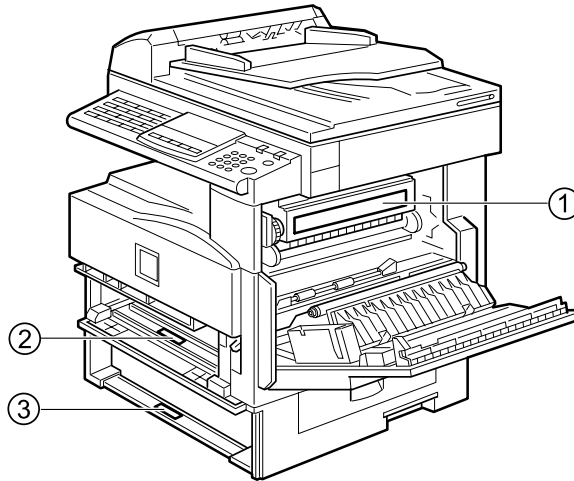
⚠ CAUTION:

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Positions of Labels and Hallmarks for **⚠**WARNING and **⚠**CAUTION

This machine has labels and hallmarks for **⚠**WARNING, **⚠**CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

The inside of the machine becomes very hot. Do not touch the inside. Doing so could result in a burn.



①



② The anti-condensation heater in the inner lower part of the machine becomes very hot. Do not touch it. Doing so could result in a burn.



③ The anti-condensation heater in the inner upper part of the machine becomes very hot. Do not touch it. Doing so could result in a burn.



Note

- The anti-condensation heater is optional. For details, contact your service representative.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

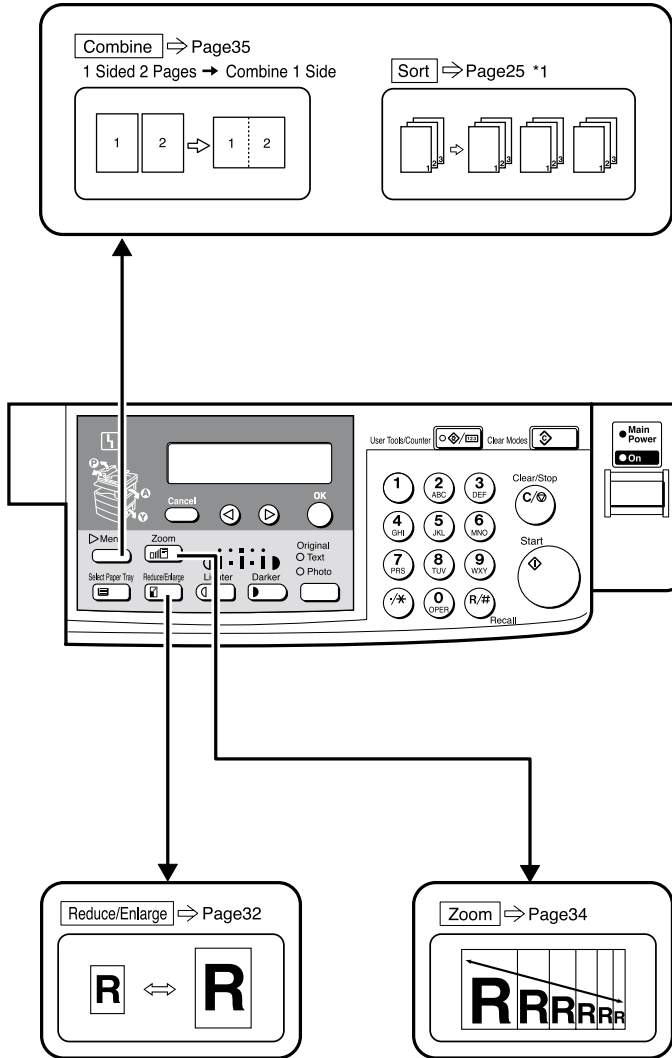
Machine Types

This machine has two models. Type 2 machine is installed with the fax unit as a standard.

	Type 1	Type 2
Fax unit	Option	Standard
Printer unit	Option	Option

What You Can Do with This Machine

*1The optional 32MB copier memory unit is required.



GCMF780N

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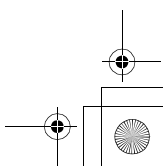
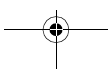
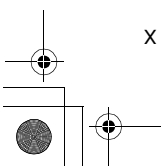
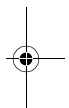
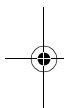
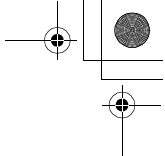
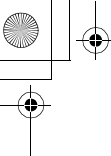
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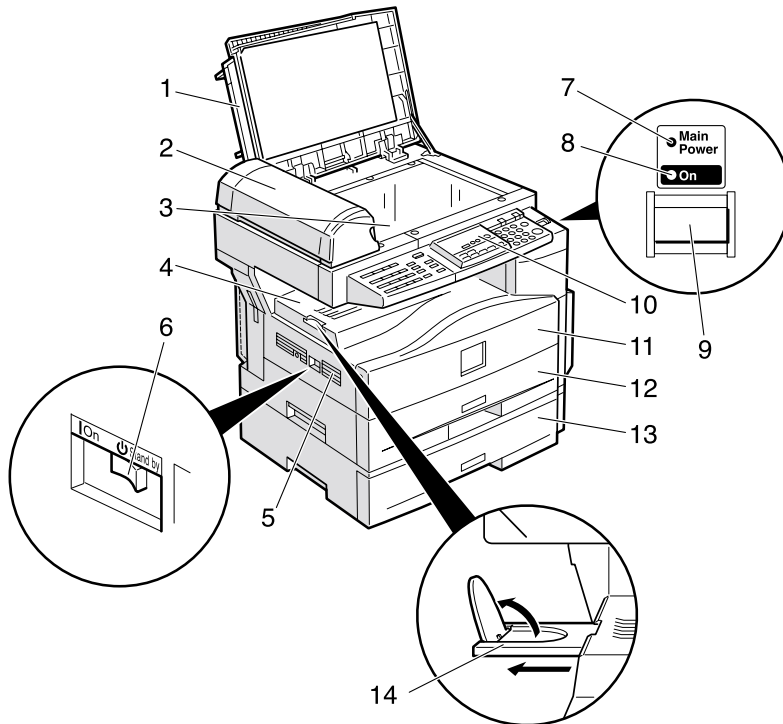
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Guide to Components



ZFH780N

1. Exposure glass cover

Lower the exposure glass cover over the original placed on the exposure glass for copying.

2. Document feeder (ADF) (Option for Type 1)

Originals will be fed automatically.

3. Exposure glass

Position originals here face down for copying. See p.10 "Originals".

4. Internal tray

Copied paper is delivered here face down.

5. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

6. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. However, if the machine is installed with the fax function, do not turn the main power off.

7. Main Power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

8. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

9. Operation switch

Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

10. Control panel

See p.4 "Control Panel".

11. Front cover

Open to access the inside of the machine.

12. Paper tray

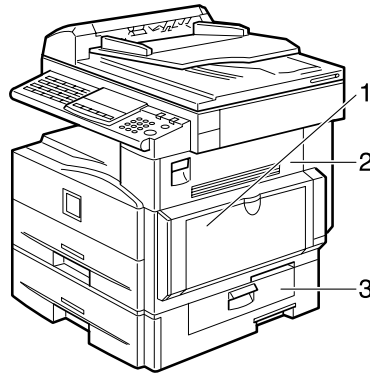
Place paper here. See p.42 " Loading Paper".

13. Paper tray unit (option)

Holds 500 sheets of paper.

14. Internal tray guide

Swing out to support large papers and raise the end fence.



ZFOH020E

1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post-cards, envelopes, and custom size paper. See p.27 "Copying from the Bypass Tray".

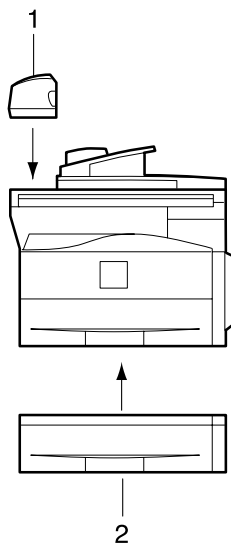
2. Right cover

Open this cover to remove jammed paper fed from the paper tray.

3. Lower right cover

Open this cover to remove jammed paper fed from the optional paper tray unit.

Options



ZFOR030E

1. Document feeder (ADF) (Option for Type 1)

Originals will be fed automatically.

Other options:

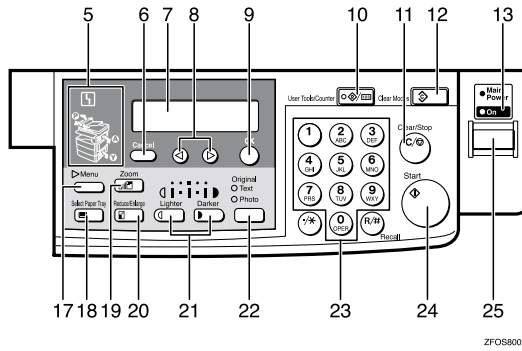
- 32MB copier memory unit
Increases memory capacity.

2. Paper tray unit

Holds 500 sheets of paper.

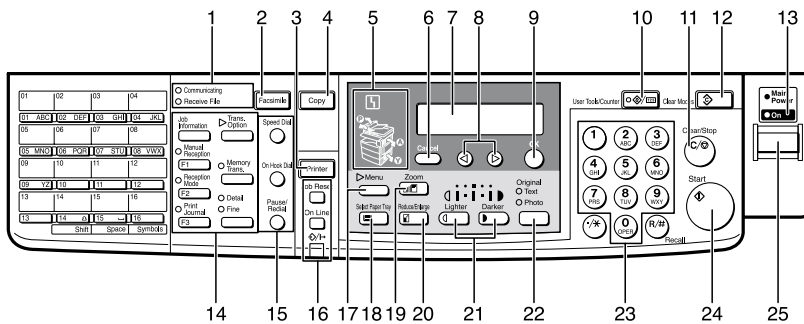
Control Panel

◆ Copier only



ZFOS800N

◆ Fax and/or printer installed



ZFOS810N

1. Indicators for fax mode (Fax installed machine only)

See the Facsimile Reference manual.

2. [Facsimile] key (Fax installed machine only)

Press to use facsimile functions.

3. [Printer] key (Printer installed machine only)

Press to use printer functions.

4. [Copy] key

Press to use copy functions.

5. Indicators

These indicators show errors or the status of the machine. See p.39 "Troubleshooting".

6. [Cancel] key

Press to cancel an operation or return to the previous display.

7. Panel display

Shows operation status, error messages, and function menu. See p.6 "Panel Display".

8. ⏪ ⏩ keys (Cursor keys)

Press to select an item on the panel display.

9. [OK] key

10. [User Tools/Counter] key

Press to change the default settings and conditions to meet your requirements. See p.53 "User Tools (Copier Features)".

11. [Clear/Stop] key

While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.

12. [Clear Modes] key

Press to clear the previously entered copy job settings.

13. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the operation switch is turned off.

14. Fax function keys (Fax installed machine only)

Press to change modes. To use copy functions, press the **[Copy]** key.

15. Dial Function keys (Fax installed machine only)

See the Facsimile Reference manual.

16. Printer function keys (Printer installed machine only)

Press to change modes. To use copy functions, press the **[Copy]** key.

17. [Menu] key

Press this key to set the following functions.

- Combine
Press to make combined copies. See p.35 "Combine".
- Sort (Optional 32MB copier memory unit is required)
Automatically sorts copies. See p.25 "Sort"
- Original Size
Select the original size that matches the originals placed. See p.20 "Placing Standard Size Originals"

18. [Select Paper Tray] key

Press to select the paper tray.

19. [Zoom] key

Changes the reproduction ratio in 1% steps.

20. [Reduce/Enlarge] key

Press to make reduced or enlarged copies. See p.32 "Preset Reduce/Enlarge".

21. [Lighter] and [Darker] keys

Adjusts the copy image density.

22. [Original] key

Press to select the original type.

23. Number keys

Use to enter the desired number of copies and data for selected modes.

24. [Start] key

Press to start copying. Also use to initiate Auto Start. See p.31 "Auto Start".

25. Operation switch

Press this switch to turn the power on or return from the Low Power mode, the Sleep mode or the Auto Off mode (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

Panel Display

The panel display shows the status of the machine, error messages, and function menus.

Important

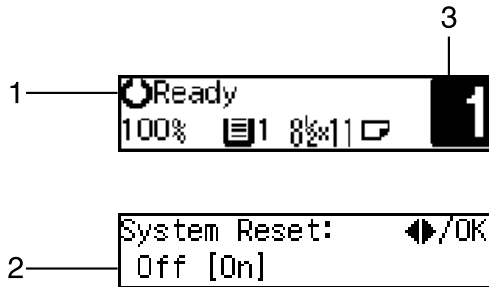
- Do not apply a strong shock or force of about 30N (about 3kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

- The machine is in Copy mode when turned on. This can be changed. See “Settings You Can Change with the User Tools” in the System Settings manual.

Displays and Key Operations

◆ Copy display



ZFOS820N

1. Upper line: The machine status or currently selected functions appear here.

3. Number of copies set and number of copies made.

2. Bottom line: Items which can be selected or specified, or messages appear here. Currently selected items are displayed with brackets.

◆ Common keys

⊙ or ⊙	Press to move between pages or select function.
[Cancel]	Press to cancel an operation or return to the previous display.
[Clear /Stop]	While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.
[Clear Modes]	Press to cancel the settings and return to the standby mode.
[OK]	Press to set a selected function or entered value.


1. Basics

Turning On the Power

To turn the machine on, press the operation switch.

 **Note**

- This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See “6. Auto Off Timer” in the System Settings manual.

 **Power switches**

This machine has two power switches.

❖ **Operation switch (right side of the control panel)**

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **Main power switch (left side of the machine)**

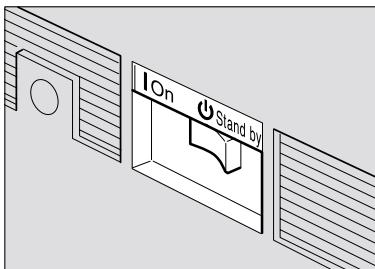
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.

The **main power indicator** on the control panel goes on.



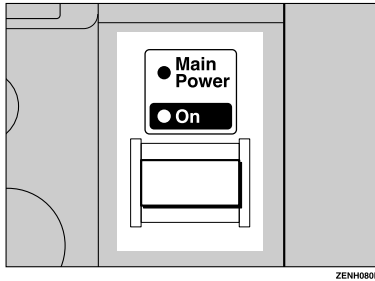
ZFOH830N

Starting the Machine

1

1 Press the operation switch to make the On indicator go on.

The display panel will come on.



ZENH080N

Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (less than 20 seconds), you can use the Auto Start function. See p.31 "Auto Start".
- You can set up a copy job and press the **[Start]** key while the "Select Modes and Press Start" message is displayed.
- When "Input User Code and Press OK" is displayed, enter your user code.

Shutting Down the Machine

1 Press the operation switch to make the On indicator go off and change to Low Power mode.

Turning Off the Main Power

1 Turn off the main power switch.

The main power indicator of the control panel goes off.

Important

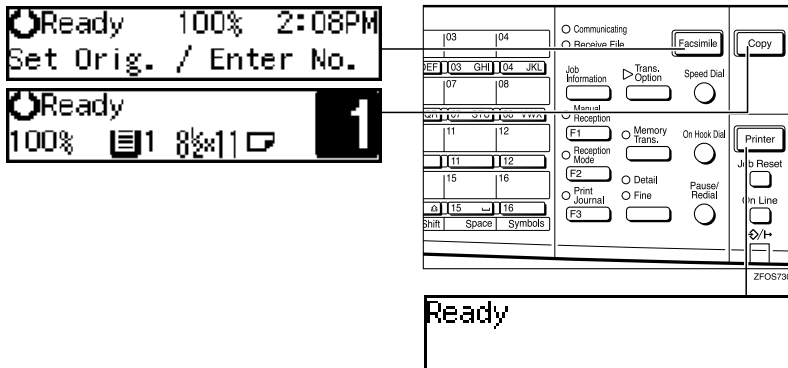
- Fax files stored in memory will be lost 12 hours after you turn the main power switch off or you unplug the power cord.

Changing Modes

You can use this machine not only as a copier, but optionally as a fax machine or a printer as well. (Type 2 machine is installed with the fax function as the standard.) Press the **[Copy]** key to use copy functions, or press the **[Facsimile]** key to use facsimile functions.

If the display shows a mode other than copy mode, press the **[Copy]** key to switch to copy mode.

For details about how to change the mode the machine starts in when you turn the operation switch on, see "1. Function Priority" in the System Settings manual.



⚠ Limitation

- ❑ You cannot switch modes in any of the following cases:
 - When scanning in a fax message for transmission.
 - During immediate transmission.
 - When accessing the user tools.
 - During On Hook dialing for fax transmission.
 - During Energy Saver mode.

Originals

1

Sizes and Weights of Recommended Originals

◆ Metric version

Where original is placed	Original Size	Original Weight
Exposure glass	Up to A4	--
Document feeder (ADF)	A4 – A5	52 – 105g/m ²

◆ Inch version

Where original is placed	Original Size	Original Weight
Exposure glass	Up to 8 ¹ / ₂ " × 11"	--
Document feeder (ADF)	8 ¹ / ₂ " × 14" – 5 ¹ / ₂ " × 8 ¹ / ₂ "	14 – 28 lb

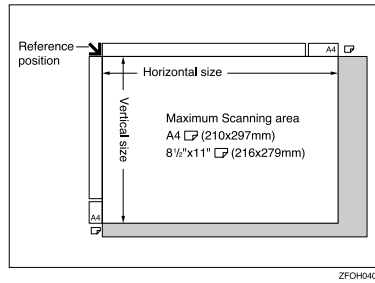
Non-recommended originals for the document feeder (ADF)

Placing the following originals in the document feeder (ADF) might cause paper misfeeds or damage to the originals. Place these originals on the exposure glass.

- Originals other than those specified in p.10 "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Originals of inappropriate weight other than those specified in p.10 "Sizes and Weights of Recommended Originals"
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

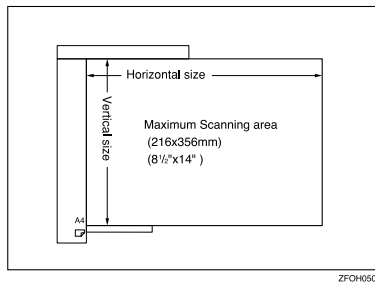
Original Sizes and Scanning Area/Missing Image Area

◆ Exposure glass



1

◆ Document feeder (ADF)



⚠ Limitation

- Even if you correctly place originals in the document feeder (ADF) or on the exposure glass, margins (about 4mm, 0.2") on all four sides might not be copied.

Copy Paper

1

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Paper sizes	Paper weight	Paper capacity	
Paper Tray	A4☐, A5☐, 8 ¹ / ₂ " × 11"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐ Note ☐ You can specify the paper size with the user tools. See p.51 "Selecting the Paper Size with the User Tools".	60 – 90g/m ² , 16 – 24 lb	250 sheets *1	
Paper tray unit (option)	A4☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 14"☐, 8 ¹ / ₄ " × 13"☐, 8 ¹ / ₂ " × 11"☐ Note ☐ You can specify the paper size with the user tools. See p.51 "Selecting the Paper Size with the User Tools".	60 – 90g/m ² , 16 – 24 lb	500 sheets *1	
Bypass tray	Standard sizes	A4☐, A5☐☐, 8 ¹ / ₂ " × 11"☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 8 ¹ / ₂ " × 14"☐☐, 8" × 13"☐☐, 8 ¹ / ₂ " × 13"☐☐, 8 ¹ / ₄ " × 13"☐☐, 8 ¹ / ₄ " × 14"☐☐ Note ☐ You can specify the paper size. See p.27 "Copying from the Bypass Tray"	60 – 157g/m ² , 16– 42 lb	100 sheets *1
	Custom sizes	Metric version	Vertical: 90 – 216mm Horizontal: 140 – 356mm	
		Inch version	Vertical: 3.5" – 8.5" Horizontal: 5.5" – 14"	
		Envelopes *2: Com#10 Env (104.8 × 241.3mm, 4 ¹ / ₈ " × 9 ¹ / ₂ "), CA Env (162 × 229mm, 6.38" × 9.02"), C6 Env (114 × 162mm, 4.49" × 6.38"), DL Env (110 × 220mm, 4.33" × 8.66"), Monarch Env (98.4 × 190.5mm, 3 ⁷ / ₈ " × 7 ¹ / ₂ ")	72 – 90g/m ² , 19 – 24 lb	10 sheets
		Translucent paper (A4☐), OHP transparencies *2	–	10 sheets
	postcards *2		40 sheets	
	Adhesive labels (A4☐) *2		1 sheet	

*1 Paper weight: 80g/m², 20 lb

*2 Place one sheet at a time. See p.27 "Copying from the Bypass Tray".

 **Important**

- Use of damp or curled paper may cause a misfeed. If a misfeed occurs, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

 **Note**

- Postcards should be fed from the bypass tray.
- When printing on envelopes, note the following:
 - Load envelopes with the copy side face down on the bypass tray.
 - Check that envelope flaps are securely folded up.
 - Make sure that there is no air between envelopes.
 - Load only envelopes of the same size and type at the same time.
 - Before loading envelopes, flatten the leading edge (the side being fed into the machine) by running a pencil or ruler across them.
 - Use only rectangular envelopes.
- If you load paper of the same size and in the same direction in two trays, the machine automatically switches to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. The optional paper tray unit is required to use this setting. See "10Auto Tray Switch" of the System Settings manual.

 **Reference**

If you want to add paper, see p.42 "4 Loading Paper".

If you want to change the paper size, see p.48 "Changing the Paper Size".

Non-recommended Paper

 **CAUTION:**

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or equipment failure.*

 **Important**

- Do not use any of the following kinds of paper or a fault might occur.
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
- Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Basics

Note

- 1**
- Do not use any of the following kinds of paper or a misfeed might occur.
 - Bent, folded, or creased paper
 - Damp paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper that has low stiffness
 - Paper with much paper dust on its surface
 - If you make copies on rough grain paper, the copy image might be blurred.
 - Do not use envelopes in the following conditions.
 - damp
 - excessively curled or twisted
 - stuck together
 - damaged in any way
 - with stamps attached
 - with windows, holes, perforations, cutouts or embossing
 - with metal clasps, string ties or metal folding bars
 - designed to be interlocked
 - with nicked edges or bent corners
 - with rough, wrinkled or laid finishes
 - with any exposed adhesive, when the flap is in the sealed or closed position

Paper Storage

Note

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
- Keep open reams of paper in the package, and store as you would unopened paper.
- Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a plastic bag.

Toner

Handling Toner

1

 **WARNING:**

- *Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.*

 **CAUTION:**

- *Keep toner (used or unused) and toner containers out of reach of children.*


 **CAUTION:**

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

 **Important**

- If you use toner other than that recommended type, a fault might occur.

 **Reference**

If you want to add toner, see p.44 “ Changing the Toner Cartridge”.

Toner Storage

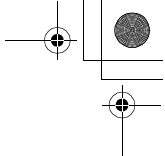
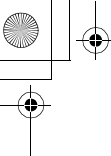
 **Note**

- When storing toner, the following precautions should always be followed:
 - Store toner containers in a cool, dry place free from direct sunlight.
 - Store on a flat surface.

Used Toner

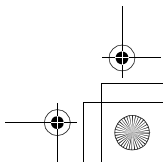
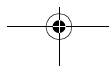
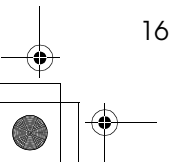
 **Note**

- Toner cannot be re-used.



Basics

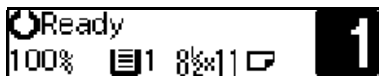
1



2. Copying

Basic Procedure

- 1 Make sure that the machine is in Copy mode.



Note

- If not, press the **[Copy]** key.

- 2 If the machine is set for User Code, enter the code with the number keys, and then press the **[OK]** key. See p.31 "User Codes".

- 3 Make sure that there are no previous settings remaining.

Note

- To clear settings, press the **[Clear Modes]** key.

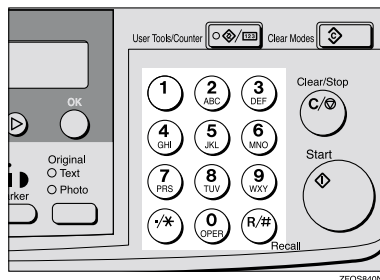
- 4 Place your originals.

Reference

See p.19 "Placing Originals".

- 5 Make the desired settings.

- 6 Enter the number of copies required with the number keys.



Note

- The maximum copy quantity can be set between 1 and 99 (default: 99). See "1. Max. Copy Q'ty" in p.56 "Copier Features".
- To change the number entered, press the **[Clear/Stop]** key, and then enter the new number.

- 7 Press the **[Start]** key.

The machine starts copying.

Note

- To stop the machine during the multi-copy run, press the **[Clear/Stop]** key.
- To return the machine to the initial condition after copying, press the **[Clear Modes]** key.

System Reset

The machine returns to its prioritized mode automatically after your job is finished, after a certain period of time. This function is called "System Reset".

Note

- You can change the System Reset time. See "3. System Reset" in the System Settings manual.

Copying



Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

2

 **Note**

- How to exit Auto Off mode:
 - Turn on the operation switch
 - Place an original in the document feeder (ADF)
 - Lift and lower the exposure glass cover
- You can change the Auto Off time. See "6. Auto Off Timer" in the System Settings manual.

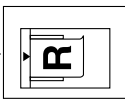

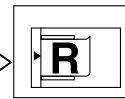

Placing Originals

⚠ Limitation

- ❑ Place originals after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

✎ Note

- ❑ Basically, the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.

Originals	Document feeder (ADF)	Exposure glass
R	→ 	
	<small>GCC0600E</small>	
R	→ 	
	<small>9e223EE</small>	

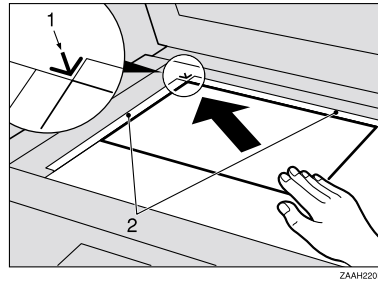
🔍 Reference

See p.10 "Originals".

Placing Originals on the Exposure Glass

- 1** Lift the exposure glass cover or the document feeder (ADF).
- 2** Place the original face down on the exposure glass. The original should be aligned to the rear left corner.

2



1. Reference mark

2. Scale

- 3** Lower the exposure glass cover or the document feeder (ADF).

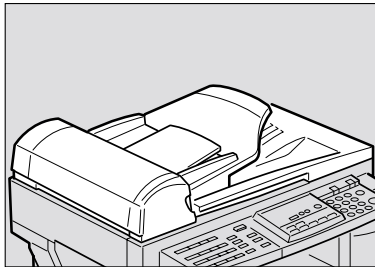
Copying

Loading Originals in the Document Feeder (ADF)

Note

- The original might become dirty if it is written with a pencil or similar tools.
- Do not place any foreign objects on the document feeder (ADF) or cover it with your hand.

2

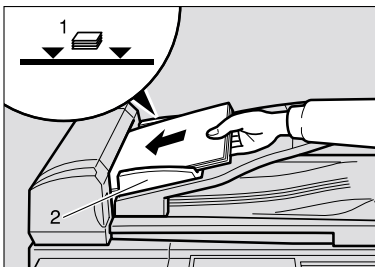


ZFOP430E

Reference

Regarding originals that the document feeder (ADF) can handle, see p.10 "Originals".

- 1** Adjust the guide to the original size.
- 2** Place the aligned originals face up into the document feeder (ADF).



ZFOP440E

1. Limit mark
2. Document guide

Note

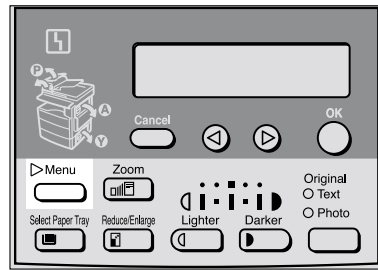
- Do not stack originals above the limit mark.
- To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder (ADF).

Placing Standard Size Originals

Note

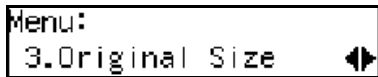
- When the copy paper size and the original size differ, follow the steps below.

- 1** Press the **[Menu]** key.



ZFOS850N

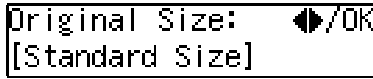
- 2** Press the **[Left]** or **[Right]** key to select "3. Original Size", and then press the **[OK]** key.



Note

- You can also enter this mode by pressing the **[R/#]** key.
- When the bypass tray is selected, the **[R/#]** key does not work to enter this mode.

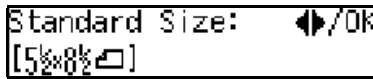
- 3** Make sure that "Standard Size" is selected, and then press the **[OK]** key.



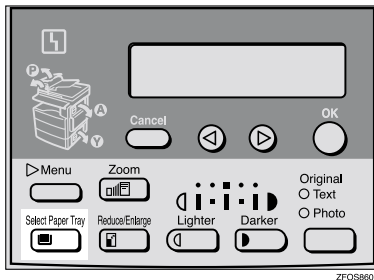
Note

- If not, press the \odot or \oplus key to select it.

- 4** Press the \odot or \oplus key to select original size, and then press the **[OK]** key.



- 5** Press the **[Select Paper Tray]** key to select your desired tray.



ZFOS860N

Note

- Select the same size and direction copy paper as the original.

- 6** Press the **[Start]** key.

Placing Custom Size Originals

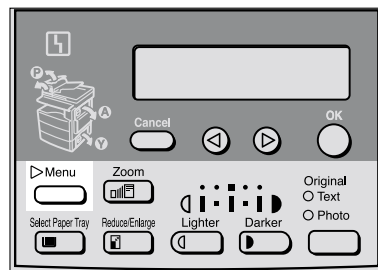
Limitation

- Enter the size of your original if it is not one of the following: A4, A5, 8 1/2" x 14", 8 1/2" x 13", 8 1/2" x 11", 5 1/2" x 8 1/2", 8" x 13", 8 1/4" x 13", 8 1/4" x 14"
- For exposure glass, the paper size that can be set with this function is vertical 105–216mm, 4.1"–8.5", horizontal 128–297mm, 5"–11"
- For document feeder (ADF), the paper size that can be set with this function is vertical 140–216mm, 5.5"–8.5", horizontal 140–356mm, 5.5"–14".
- For exposure glass, the maximum copy paper size is 210 x 297mm, 8 1/2" x 11".
- For document feeder (ADF), the maximum copy paper size is 216 x 356mm, 8 1/2" x 14".

2

- 1** Place one original face down on the exposure glass or face up into the document feeder (ADF).

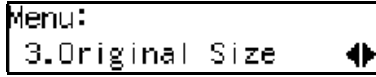
- 2** Press the **[Menu]** key.



ZFOS850N

Copying

- 3** Press the **⏪** or **⏩** key to select "3. Original Size", and then press the **[OK]** key.



2

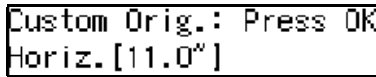
Note

- You can also enter this mode by pressing the **[R/#]** key.

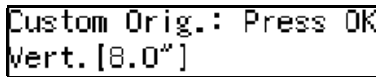
- 4** Press the **⏪** or **⏩** key to select "Custom Size", and then press the **[OK]** key.



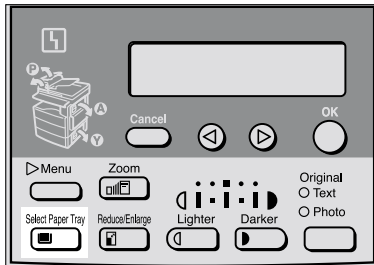
- 5** Enter the horizontal size of the original with the number keys, and then press the **[OK]** key.



- 6** Enter the vertical size of the original with the number keys, and then press the **[OK]** key.



- 7** Press the **[Select Paper Tray]** key to select your desired paper tray.



ZFOS860N

- 8** Press the **[Start]** key.

Basic Functions

Note

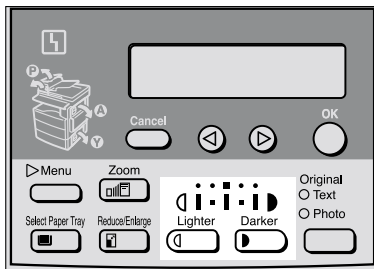
- You can select functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See p.56 “Settings You Can Change with the User Tools”.
- You can change default settings for basic functions. See p.56 “Settings You Can Change with the User Tools”.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

If you require darker or lighter copies, adjust the image density yourself.

- 1** Press the **[Lighter]** or **[Darker]** key to adjust the image density.



ZFOS870N

Selecting an Original Type

There are two ways to match your originals:

2

Text

If you do not select either mode, your originals will be scanned with the settings suitable for text originals with this mode.

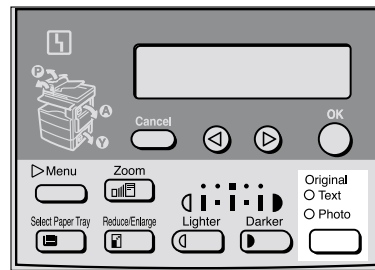
Photo

Delicate tones of photographs and pictures can be reproduced with this mode.

Note

- You can change the detailed settings for Text and Photo each with the User Tools. See p.56 “Settings You Can Change with the User Tools”.

- 1** Press the **[Original]** key, and then select the original type.



ZFOS880N

Note

- Press the **[Original]** key to step through the following types:

Upper indicator lit	Text
Lower indicator lit	Photo

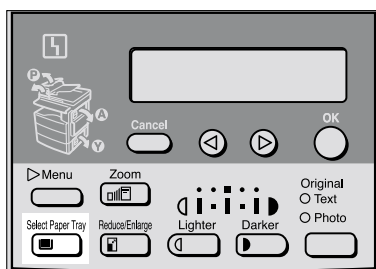
Copying

Selecting Copy Paper

You can manually select the paper tray for the paper size you wish to use.

2

- 1 Select the paper tray or bypass tray by pressing the **[Select Paper Tray]** key.



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Sort

The optional 32MB copier memory unit is required to use this function.

The machine can scan your originals into memory and automatically sort the copies.

Limitation

- The maximum paper length for the sort function is 356 mm.

Note

- The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

Metric version

Internal tray	<ul style="list-style-type: none"> A4 or smaller: 250 sheets (80g/m²)
---------------	---

Inch version

Internal tray	<ul style="list-style-type: none"> 8 1/2" x 11" or smaller: 250 sheets (20 lb)
---------------	---

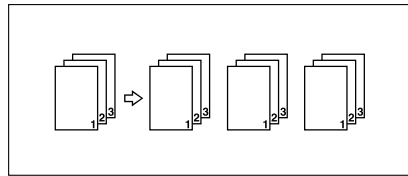
- The maximum tray capacity might also be reduced when copy paper is considerably curled.

Sort

Copies can be assembled as sets in sequential order.

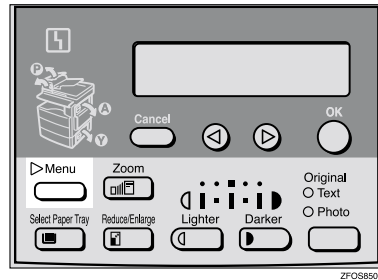
2

Sort



CP160-A

1 Press the **[Menu]** key.

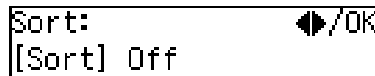


ZF05850N

2 Select "2. Sort" with the **[Left]** or **[Right]** key, and then press the **[OK]** key.



3 Select "Sort" with the **[Left]** or **[Right]** key, and then press the **[OK]** key.



Copying

4 Enter the number of copy sets with the number keys. **Note**

- The maximum number of sets is 99. You can change the default number with "1. Max. Copy Q'ty" in the copier features. See p.56 "Settings You Can Change with the User Tools".
- To change the number entered, press the **[Clear/Stop]** key and enter the new number.

5 Place your originals.

When loading originals in the document feeder (ADF)

1 Load your originals in the document feeder (ADF), and then press the **[Start]** key. **Note**

- The last page should be on the bottom.
- If an original is misfed, place your originals in the document feeder (ADF) again according to the instruction on the display.

When placing an original on the exposure glass

1 Place the original, and then press the **[Start]** key.**2** Place the next original, and then press the **[Start]** key. **Note**

- Place the original in the same direction as the first one.

3 After all originals are scanned, press the **[R/#]** key.

The copies are delivered to the tray.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, envelopes, and copy paper that cannot be set in the paper tray.

Note

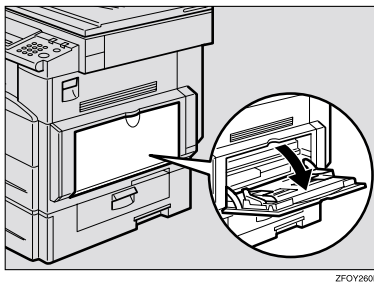
- If you do not use standard size copy paper, you should enter vertical and horizontal dimensions. The sizes that you can enter are as follows:

Metric version	<ul style="list-style-type: none"> • Vertical: 90 – 216mm • Horizontal: 140 – 356 mm
Inch version	<ul style="list-style-type: none"> • Vertical: 3.5" – 8.5" • Horizontal: 5.5" – 14"

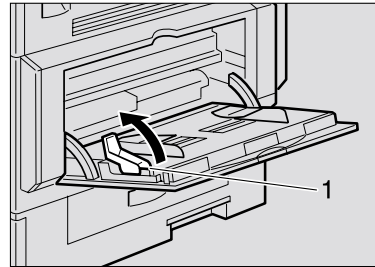
Reference

For details about paper capacity in the bypass tray, see p.12 "Copy Paper".

1 Open the bypass tray.

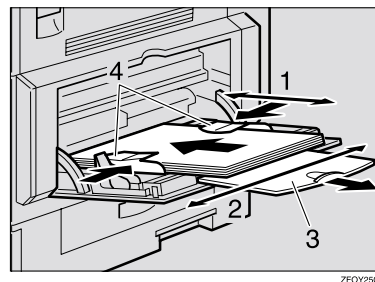


2 Push up the paper guide release lever.



1. Paper guide release lever

3 Gently insert the copy paper face down and adjust the paper guides.



1. Horizontal size

2. Vertical size

3. Extender




4. Paper guides

Important

- If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

Copying

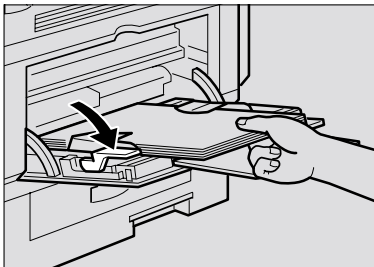
Note

- Set the direction of the copy paper to .
- Swing out the extender to support paper sizes larger than A4  , 8¹/₂" × 14" .
- Fan paper to get air between the sheets and avoid a multi-sheet feed.

2**Reference**

For details about how to set the copy paper, see p.28 "When copying onto OHP transparencies", p.29 "When copying onto standard size paper", p.29 "When copying onto custom size copy paper" or p.30 "When copying onto envelopes".

- 4** Push down the paper guide release lever.



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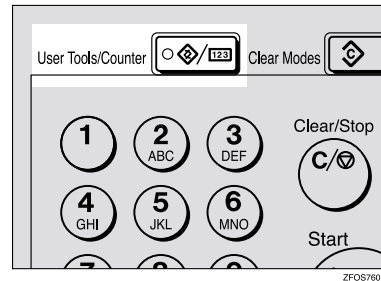
Note

- If you set A4, 8¹/₂" × 14" or larger copy paper, hold the edge of the paper and push down the paper guide release lever.
- If you do not push down the paper guide release lever, a mis-feed might occur.
- You can specify the type of paper used for the bypass tray. See "6. Bypass Paper Type" in p.56 "Copier Features"



- 5** Place your originals, and then press the **[Start]** key.

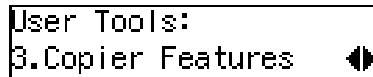
When copying onto OHP transparencies



- 1** Press the **[User Tools/Counter]** key.





ZF0S760N

- 2** Press the  or  key to display "3. Copier Features", and then press the **[OK]** key.



- 3** Press the  or  key to display "6. Bypass Paper Type", and then press the **[OK]** key.

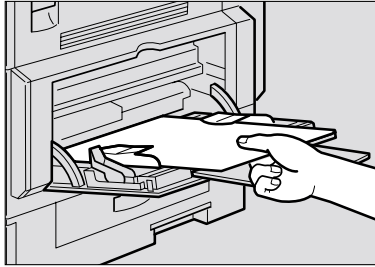


- 4** Press the  or  key to display "Special/OHP", and then press the **[OK]** key.



- 5** Press the **[User Tools/Counter]** key to exit from the user tools.

- 6** Gently insert the OHP transparencies face down and adjust the paper guide.



ZFOY330E

Important

- The side of OHP transparencies that is copied is fixed. Before you place the OHP transparencies in the bypass tray, check the cutting position of the OHP transparencies.

When copying onto standard size paper

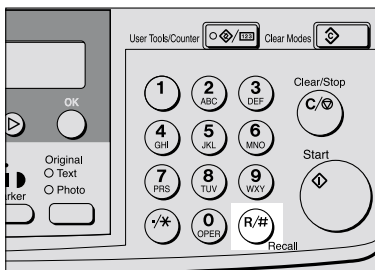
Important

- You should specify the size of paper to avoid paper misfeeds.

Note

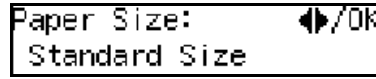
- The default copy paper size for the paper tray, the optional paper tray unit and the bypass tray is A4, 8¹/₂" × 11"

- 1** Press the [R/#] key.



ZFOS890N

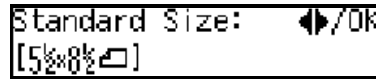
- 2** Make sure that "Standard Size" is selected, and then press the [OK] key.



Note

- If not, press the ◀ or ▶ key to select it.

- 3** Press the ◀ or ▶ key to select paper size, and then press the [OK] key.



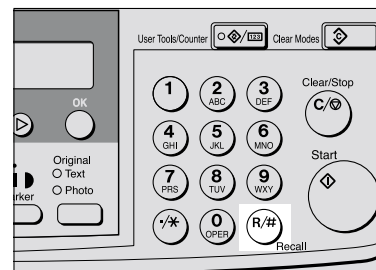
2

When copying onto custom size copy paper

Important

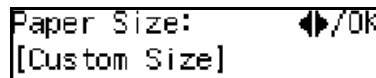
- You should specify the size of paper to avoid paper misfeeds.

- 1** Press the [R/#] key.



ZFOS890N

- 2** Press the ◀ or ▶ key to select "Custom Size", and then press the [OK] key.



Copying

- 3** Enter the horizontal size of the paper with the number keys, and then press the **[OK]** key.

```
Custom Size: Press OK
Horiz. [14.0"]
```

2

Note

- To change the number entered, press the **[Clear/Stop]** key, and then enter the new number.

- 4** Enter the vertical size of the paper with the number keys, and then press the **[OK]** key.


```
Custom Size: Press OK
Vert. [8.0"]
```

Note

- To change the number entered, press the **[Clear/Stop]** key, and then enter the new number.

When copying onto envelopes

Note

- Set the direction of the envelope to 

Reference

For details about envelopes, see p.12 "Copy Paper"

- 1** Press the **[User Tools/Counter]** key.



- 2** Press the **[Left Arrow]** or **[Right Arrow]** key to display "3. Copier Features", and then press the **[OK]** key.

```
User Tools:
3.Copier Features
```

- 3** Press the **[Left Arrow]** or **[Right Arrow]** key to display "6. Bypass Paper Type", and then press the **[OK]** key.

```
Copier Features
6.Bypass Paper Type
```

- 4** Press the **[Left Arrow]** or **[Right Arrow]** key to display "Special/OHP", and then press the **[OK]** key.

```
Bypass PaperType: /OK
Special/OHP
```

- 5** Press the **[User Tools/Counter]** key to exit from the user tools.

Other Functions

User Codes

When user codes are set, operators must enter their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

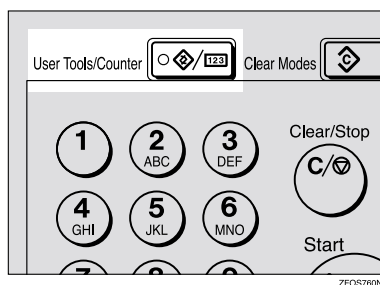
- When user codes are set, the machine will prompt you for your user code after the power switch is turned on or Copy Reset Timer comes into effect.
- To prevent others from making copies using your user code, press the **[Clear Modes]** and **[Clear/Stop]** keys simultaneously after copying.

Reference

For details about user codes, see p.56 "Settings You Can Change with the User Tools".

Setting the User Code

- 1** Press the **[User Tools/Counter]** key.



- 2** Press the **[Left Arrow]** or **[Right Arrow]** key to display "3. Copier Features", and then press the **[OK]** key.

```
User Tools:
3.Copier Features
```

- 3** Press the **[Left Arrow]** or **[Right Arrow]** key until "7. Key Op. Tools" is displayed, and then press the **[OK]** key.

```
Copier Features
7.Key Op. Tools
```

2

- 4** Press the **[Left Arrow]** or **[Right Arrow]** key until "7. Program User Code" is displayed, and then press the **[OK]** key.

```
Key Op. Tools:
7.Program User Code
```

- 5** Enter the desired user code with the number keys, and then press the **[OK]** key.

```
Program User Code: /OK
[12345678] (01/10)
```

Auto Start

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and your copies will be made as soon as warm-up finishes.

- 1** Make any adjustments to copy settings during the warm-up period.

- 2** Place your originals.

- 3** Press the **[Start]** key.

The **[Start]** key indicator flashes green.

Note

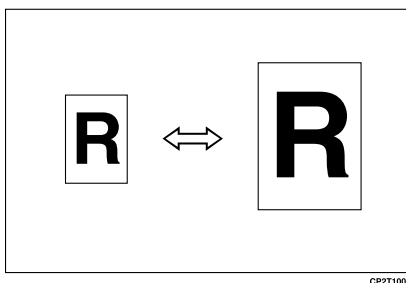
- To cancel Auto Start, press the **[Clear/Stop]** key.

Copying

Preset Reduce/Enlarge

You can select a preset ratio for copying.

2



CP21100

Note

- You can select one of 5 preset ratios (2 enlargement ratios, 3 reduction ratios).
- You can change the preset ratios to other ratios you frequently use. See "3. Set Ratio" in p.56 "Copier Features".
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- Copies can be reduced or enlarged as follows:

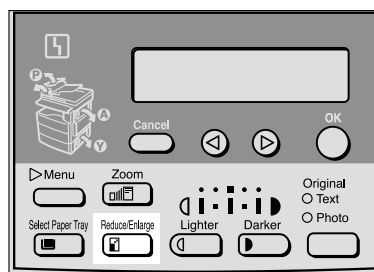
◆ Metric version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A6→A4
141 (enlarge area by 2)	A5→A4
100	Full Size
93	A little reduced. (Create Margin)
71 (reduce area by 1/2)	A4→A5
50 (reduce area by 1/4)	A4→A6

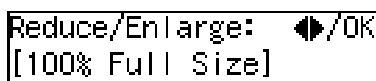
◆ Inch version

Ratio (%)	Original → Copy paper size
155 (enlarge area by 2)	5 ¹ / ₂ " × 8 ¹ / ₂ "→8 ¹ / ₂ " × 14"
129	5 ¹ / ₂ " × 8 ¹ / ₂ "→8 ¹ / ₂ " × 11"
100	Full Size
93	A little reduced. (Create Margin)
78	8 ¹ / ₂ " × 14"→8 ¹ / ₂ " × 11"
65 (reduce area by 1/4)	8 ¹ / ₂ " × 11"→5 ¹ / ₂ " × 8 ¹ / ₂ "

1 Press the **[Reduce/Enlarge]** key.



ZF05900N



2 Press the **[Reduce/Enlarge]** key or the **[Left Arrow]** or **[Right Arrow]** key until the desired reduce/enlarge size is displayed.

Note

- The ratio displayed changes every time you press the **[Reduce/Enlarge]** key or the **[Left Arrow]** or **[Right Arrow]** key.

3 Press the **[OK]** key.

4 Place your originals, and then press the **[Start]** key.

 **Note**

- When the copy paper size and the original size differ, set the original size. See p.20 "Placing Standard Size Originals"

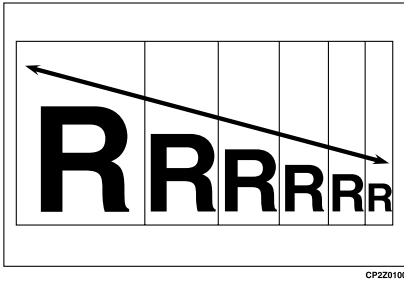
2

Copying

Zoom

You can change the reproduction ratio in 1% steps.

2

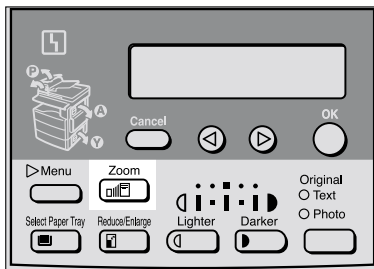


CP220100

Note

- You can change the reproduction ratio from 50–200%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- You can select a preset ratio which is near the desired ratio, and then adjust the ratio with the ◀ or ▶ key.

1 Press the **[Zoom]** key.

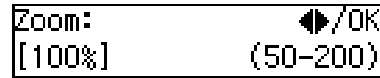


ZF03910N

2 Enter the ratio.

When using the ◀ or ▶ key

1 Enter the desired reproduction ratios with the ◀ or ▶ key.



Note

- To change the ratio in 1% steps, just press the ◀ or ▶ key. To change the ratio in 10% steps, press and hold down the ◀ or ▶ key.
- To change the ratio entered, press the **[Clear/Stop]** key, and then enter the new ratio.

When using the number keys

1 Enter the desired ratio with the number keys.

Note

- To change the ratio entered, press the **[Clear/Stop]** key, and then enter the new ratio.

3 Press the **[OK]** key.

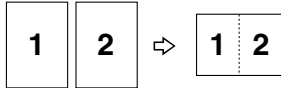
4 Place your originals, and then press the **[Start]** key.

Note

- When you place originals in the document feeder, set the original size. See p.20 “Placing Standard Size Originals”

Combine

Use this feature to combine two original images onto one page.



Combine1

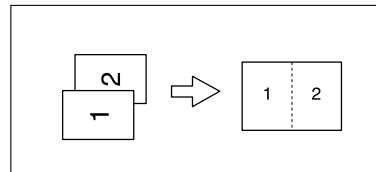
Limitation

- The machine cannot copy originals different in size and direction.

Note

- A5, $5\frac{1}{2}'' \times 8\frac{1}{2}''$ copy paper cannot be combined.
- The number of originals copied (combined) can be 2.
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper size and the original size.
- You can change the reproduction ratio from 50–200%.
- If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.
- When the number of originals placed is less than the number specified for combining, the last page(s) will be copied blank.
- Direction of the originals and arrangement of combined images.

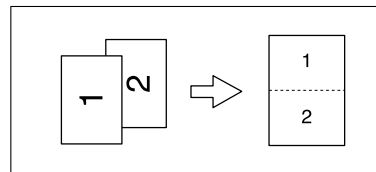
Portrait (📄) originals



GCC0610E

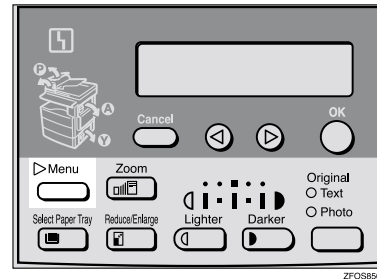
2

Landscape (📄) originals



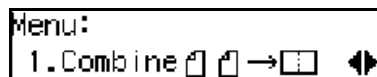
GCC0620E

1 Press the [Menu] key.








ZF05850N

2 Make sure that "1. Combine" is selected, and then press the [OK] key.



Copying




- 3** Select “  → ” with the  or  key, and then press the **[OK]** key.

```
Combine: /OK
[   →  ] Off
```

2

 **Note**


- You can specify the orientation of originals. See “5. Orig. Orientation” in the Copier Features in p.56 “Settings You Can Change with the User Tools”

```
Orig. Orientation: /OK
[  ] 
```

- 4** Press the **[Select Paper Tray]** key to select the copy paper.

- 5** Place your originals.

 **Note**

- Set the direction of the original to .

When placing an original on the exposure glass

- 1** Place the original, and then press the **[Start]** key.
- 2** Place the next original, and then press the **[Start]** key.

 **Note**

- To finish copying, press the **[R/#]** key to eject the copy.
-

When loading originals in the document feeder (ADF)

- 1** Load your originals, and then press the **[Start]** key.

Combination Chart

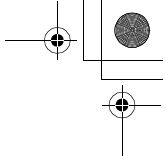
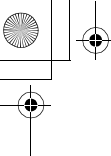
The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

2

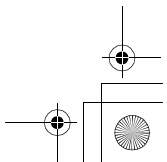
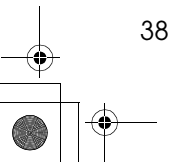
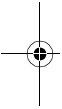
The following shows the combinations of functions.

Mode after you select	Custom Originals	Copying from the Bypass Tray	Image Density	Text Originals	Photo Originals	Zoom	Preset Reduce/Enlarge	Combine	Sort
Mode before you select									
Custom Originals	-	☆	☆	☆	☆	☆	☆	☆	☆
Copying from the Bypass Tray	☆	-	☆	☆	☆	☆	☆	☆	☆
Image Density	☆	☆	-	☆	☆	☆	☆	☆	☆
Text Originals	☆	☆	☆	-	→	☆	☆	☆	☆
Photo Originals	☆	☆	☆	→	-	☆	☆	☆	☆
Zoom	☆	☆	☆	☆	☆	-	→	→	☆
Preset Reduce/Enlarge	☆	☆	☆	☆	☆	→	-	→	☆
Combine	☆	☆	☆	☆	☆	☆	☆	-	☆
Sort	☆	☆	☆	☆	☆	☆	☆	☆	-



Copying

2



3. Troubleshooting

Machine Operation Problems

General

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up. 🔍 Reference You can use Auto Start mode during the warm-up period. See p.31 "Auto Start".
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See "1. Max. Copy Q'ty" in p.56 "Copier Features".
The machine instructs you to enter the user code (8-digit number).	User codes are set.	Enter the user codes. See p.31 "User Codes".

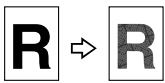
Display

Problem	Cause	Action
The panel display is off.	The machine is in Energy Saver mode.	Turn on the operation switch. See p.1 "Guide to Components"
	The operation switch is turned off.	
	The main power switch is turned off.	Turn on the main power switch. See p.1 "Guide to Components"
	The power cord is unplugged.	Make sure that the power cord is plugged into the wall outlet firmly.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See p.1 "Guide to Components".
	The power cord is unplugged.	Make sure that the power cord is plugged into the wall outlet firmly.

Troubleshooting

Cannot Make Clear Copies

3

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. See p.23 "Adjusting Copy Image Density".
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. See p.23 "Adjusting Copy Image Density".
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. See p.23 "Adjusting Copy Image Density".
		Change the original direction.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass, exposure glass cover, or document feeder (ADF) white sheet is dirty.	Clean them. See p.63 "Maintaining Your Machine".
When copying with the document feeder (ADF), black lines appear in a copy.	Your document feeder (ADF) might be dirty.	Clean the document feeder (ADF) with a cloth. See p.63 "Maintaining Your Machine".
Copies are too light.	The image density is too light.	Adjust the image density. See p.23 "Adjusting Copy Image Density".
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. See p.44 "Changing the Toner Cartridge".
Parts of the image are not copied.	The original is not placed correctly.	Place originals correctly. See p.19 "Placing Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not placed correctly.	Place originals correctly. See p.19 "Placing Originals".
	The side of the original placed is incorrect.	Place originals correctly.
A moire pattern is produced on copies.  <small>CP268</small>	Your original has a dot pattern image or many lines.	Change the original direction.

Cannot Make Desired Copies

Problem	Cause	Action
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See p.48 "Changing the Paper Size" or p.27 "Copying from the Bypass Tray".
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See p.37 "Combination Chart".

3

Combine

Problem	Cause	Action
Parts of the image are not copied.	The original size and the copy paper size do not match.	Set the original size and the copy paper size correctly. See p.20 "Placing Standard Size Originals"
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.
Order of copies is not correct.	You placed originals in an incorrect order.	When loading originals in the document feeder (ADF), the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.

Troubleshooting

⚡ Loading Paper

✎ Note

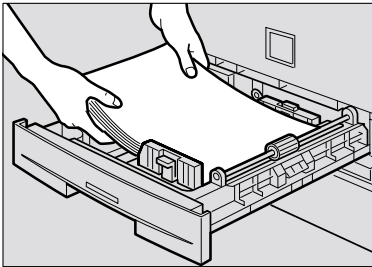
- ❑ If you want to change the paper size, see p.48 "Changing the Paper Size".

🔍 Reference

Regarding paper types and sizes that can be used, see p.12 "Copy Paper".

3

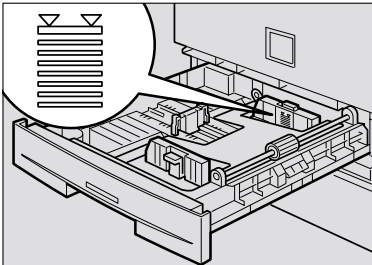
- 1** Make sure that the paper tray is not being used.
- 2** Pull out the paper tray until it stops.
- 3** Push the metal plate down, and then square the paper and load it in the tray.



ZFOY280E

⚠ Important

- ❑ Do not stack paper over the limit mark.



ZFOY300E

- ❑ If paper is left in the paper tray and then you add paper, a mis-feed might occur.

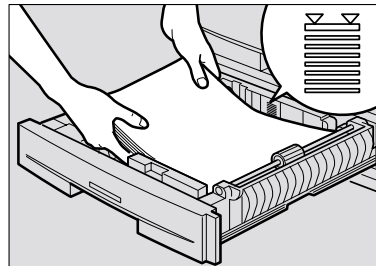
✎ Note

- ❑ Shuffle the paper before setting it in the tray.

- 4** Push the paper tray in until it stops.

Loading paper in the optional paper tray unit

- 1** Make sure that the optional paper tray unit is not being used.
- 2** Pull out the paper tray until it stops.
- 3** While pinching the release lever, adjust the back fence and side fences.
- 4** Push the metal plate down, and then square the paper and load it in the tray.



ZFOY290E

⚠ Important

- ❑ If paper is left in the paper tray and then you add paper, a mis-feed might occur.
- ❑ Do not stack paper over the limit mark.
- ❑ Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

 **Note**

- Shuffle the paper before loading it in the tray.
- If the paper is curled, load the paper up side down.

5 Readjust the back fence and side fences.

 **Important**


- When loading small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

6 Push the paper tray in until it stops.

3

Troubleshooting

Changing the Toner Cartridge

When  is displayed, it is time to supply toner.

⚠ WARNING:

- **Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.**

⚠ CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*

3


⚠ CAUTION:

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

🔧 Important

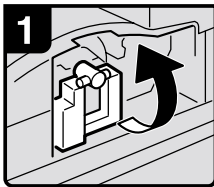
- If you use toner other than that recommended, a fault might occur.
- When adding toner, do not turn off the power switch. If you do, your settings are cleared.
- Always add toner after the machine instructs you to add toner.

📝 Note

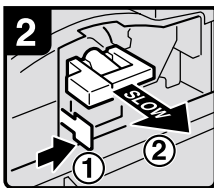
- You can still make about 50 copies after the  symbol is lit and “Toner is Almost Empty” is displayed, but replace the toner early to prevent poor copy quality.

🔍 Reference

Regarding toner storage, see p.15 “Toner Storage”.

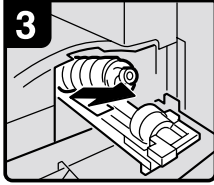


- Open the front cover of the machine.
- Lift the green holder.



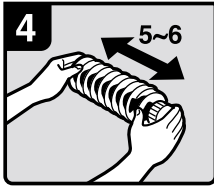
- Push the green lever, and then gently pull out the holder.

Changing the Toner Cartridge



ZFOT156E

- Press the Toner Cartridge backward to raise its head, and then gently pull out the bottle.



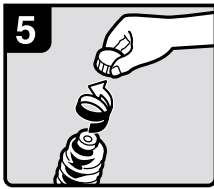
ZFOT160E

- Hold the new bottle horizontally, and then shake it 5 or 6 times.

 **Note**

- Do not remove the black cap when shaking.

3

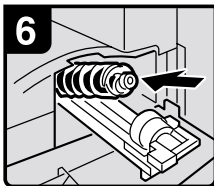


ZFOT170E

- Remove the black cap.

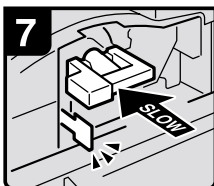
 **Note**

- Do not remove the inner cap.



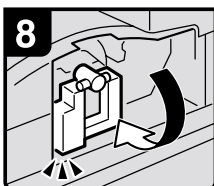
ZFOT180E

- Put the Toner Cartridge on the holder, and then press its head forward.



ZFOT190E

- Push the holder in until it clicks.

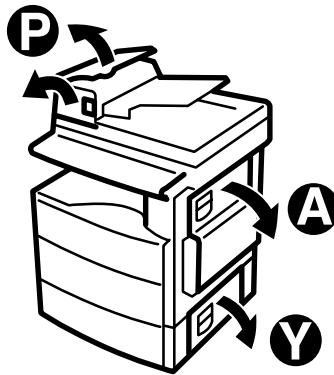


ZFOT200E

- Push down the green holder.
- Close the front cover of the machine.

Clearing Misfeeds

3



ZFOH210E

CAUTION:

- *The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.*

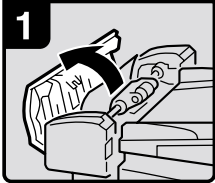
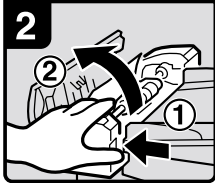
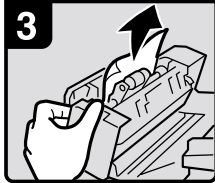
Important

- When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

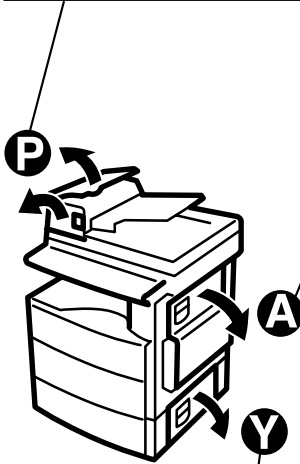
Note

- More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, P, Y.
- You can find a sticker explaining how to remove misfed paper inside of the right cover.
- When the machine instructs you to place originals once again, place your originals in the feeding position. The display might indicate the number of originals you should return.

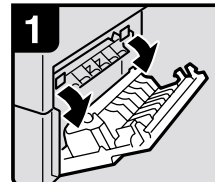
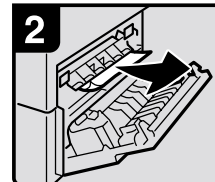
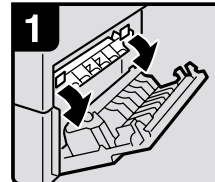
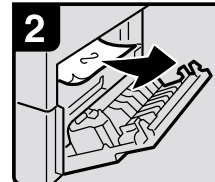
■ When P is lit

		
1. Open the cover of the document feeder, and then remove the misfed original.	2. While pressing the knob, lift the internal cover of the document feeder.	3. Remove the misfed original.

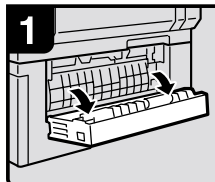
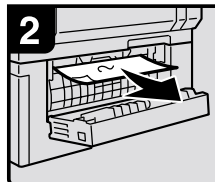
3



■ When A is lit

	
1. Open the right cover.	2. Remove the misfed paper.
	
1. Open the right cover, and then open the blue cover.	2. Remove the misfed paper.

■ When Y is lit

	
1. Open the lower right cover.	2. Remove the misfed paper.

ZFH220E

Troubleshooting

Changing the Paper Size

Important

- ❑ Select the paper size with the user tools, or misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be loaded in each tray, see p.12 “Copy Paper”.

Note

- ❑ When you load A4 copy paper, place the back fence in the corner pocket on the left.

3

Changing the Paper Size in the Paper Tray

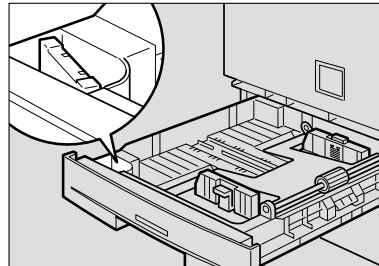
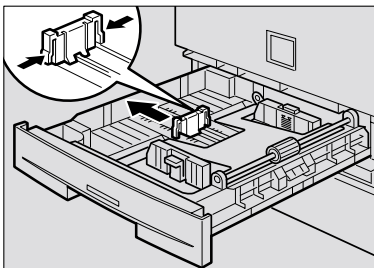
- 1 Make sure that the paper tray is not being used.

- 2 Pull out the paper tray until it stops.

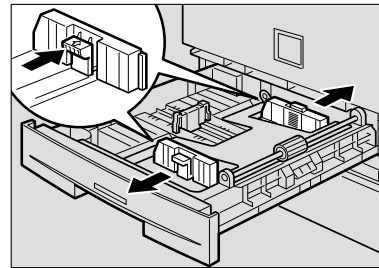
Note

- ❑ Remove any remaining copy paper.

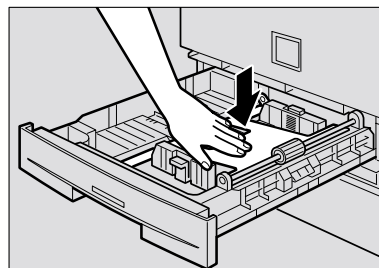
- 3 Adjust the back fence.



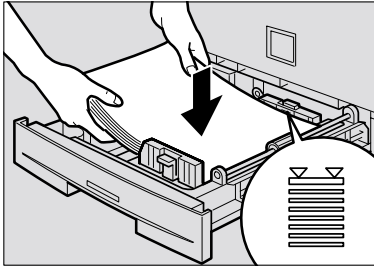
- 4 While pressing the release lever, adjust the side fences.



- 5 Push the metal plate down.



- 6** Square the paper and load it in the tray.

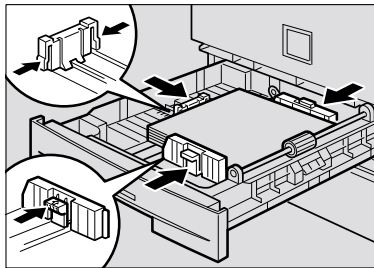


ZFOY380E

Important

- Do not stack paper over the limit mark.

- 7** Adjust the side and back fences to the new paper size.



ZFOY360E

Important

- When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

- 8** Push the paper tray in until it stops.

Note

- Select the new paper size with the User Tools. See p.51 "Selecting the Paper Size with the User Tools".

Changing the Paper Size in the Optional Paper tray unit

- 1** Make sure that the paper tray is not being used.

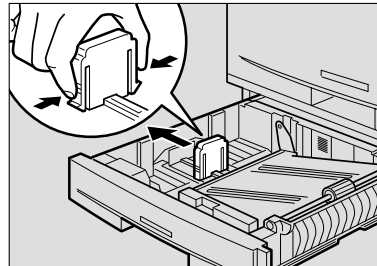
- 2** Pull out the paper tray until it stops.

Note

- Remove any remaining copy paper.

3

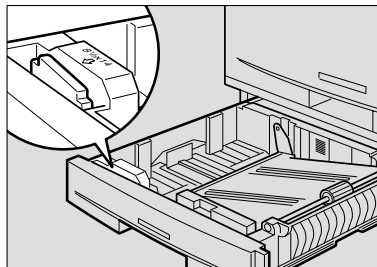
- 3** Adjust the back fence.



ZFOY370E

Note

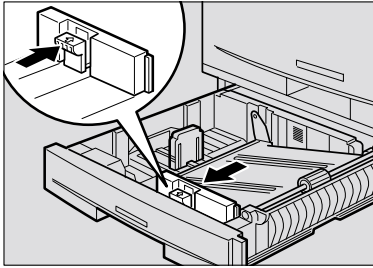
- When you load 8¹/₄" × 14" or 8¹/₂" × 14" copy paper, place the back fence in the corner pocket on the left.



ZFOY650E

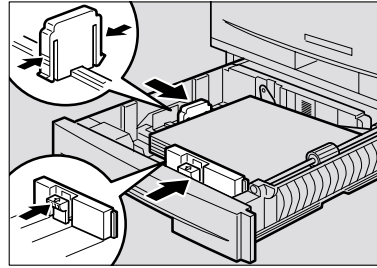
Troubleshooting

- 4** While pressing the release lever, adjust the side fences.



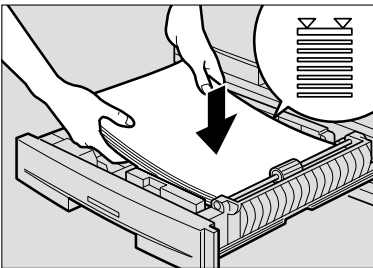
ZFOY380E

- 6** Adjust the side and back fences to the new paper size.



ZFOY400E

- 5** Push the metal plate down, and then square the paper and load it in the tray.



ZFOY390E

Important

- When loading small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

- 7** Push the paper tray in until it stops.

Note

- Select the new paper size with the User Tools. See p.51 "Selecting the Paper Size with the User Tools".

Important

- Do not stack paper over the limit mark.
- Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

Note

- Shuffle the paper before loading it in the tray.

Selecting the Paper Size with the User Tools

- 1 Press the **[User Tools/Counter]** key.



- 2 Press the **[Left]** or **[Right]** key to display "2.System Settings", and then press the **[OK]** key.

```
User Tools:
2.System Settings
```

- 3 Press the **[Left]** or **[Right]** key until "8. Tray Paper Size" is displayed, and then press the **[OK]** key.

```
System Settings:
8.Tray Paper Size
```

- 4 Press the **[Left]** or **[Right]** key to select the paper tray you want to change the paper size for, and then press the **[OK]** key. When you select "1. Tray 1" or "2. Tray 2", go to step 6.

```
Tray Paper Size:
1.Tray 1
```

- 5 If you have selected "3. Bypass" on step 4, select "Standard Size" or "Custom Size", and then press the **[OK]** key.

```
Bypass
[Standard Size]
```

- 6 Select the desired paper size.

When you have selected "Custom Size" on step 5

- 1 Enter the horizontal size of the paper with the number keys, and then press the **[OK]** key.

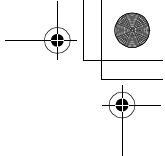
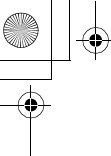
```
Custom Size: Press OK
Horiz. [14.0"]
```

- 2 Enter the vertical size of the paper with the number keys, and then press the **[OK]** key.

```
Custom Size: Press OK
Vert. [8.5"]
```

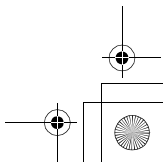
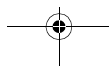
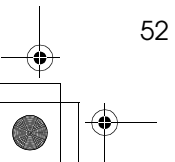
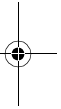
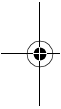
- 7 Press the **[User Tools/Counter]** key to exit from the user tools.

3



Troubleshooting

3



4. User Tools (Copier Features)

Accessing the User Tools (Copier Features)

This section is for the key operators in charge of this machine. The user tools allow you to change or set the machine's default settings.

Preparation

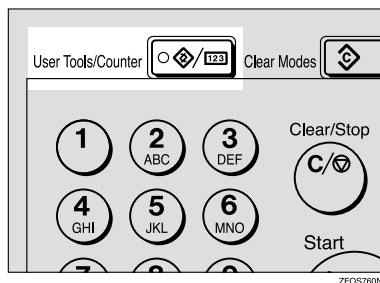
Always exit the user tools when you have finished.

Reference

For details about how to access the system settings, see "Accessing The User Tools (System Settings)" in the System Settings manual.

For information about the Fax user tools, see the Facsimile Reference manual.

1 Press the **[User Tools/Counter]** key.



2 Press the **[Left Arrow]** or **[Right Arrow]** key to display "3. Copier Features", and then press the **[OK]** key.



3 Press the **[Left Arrow]** or **[Right Arrow]** key until desired User Tools menu is displayed, and then press the **[OK]** key.



4 Change the settings by following the instructions on the panel display, and then press the **[OK]** key.

Reference

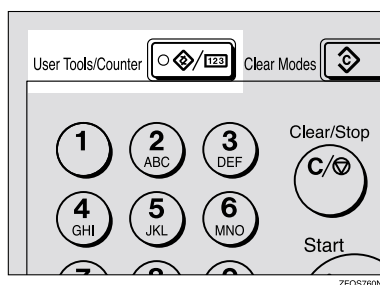
See p.56 "Settings You Can Change with the User Tools".

Note

- [OK]** key: Press to make the new settings and return to the previous menu. **[Cancel]** key: Press to return to the previous menu without changing any data.
- The settings are not canceled even if the main power switch is turned off or the **[Clear Modes]** key is pressed.

Exiting the User Tools

- 1 Press the **[User Tools/Counter]** key.

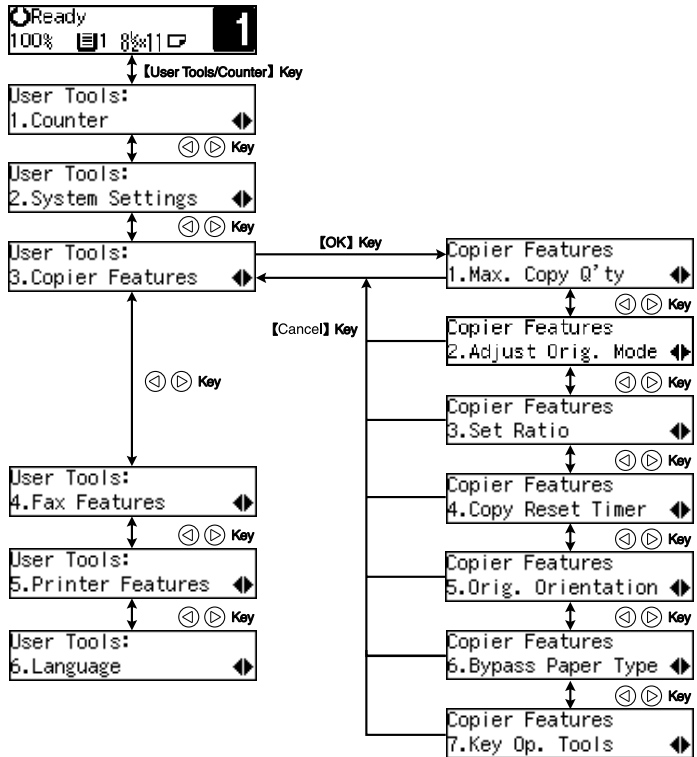


4

Note

- ❑ You can exit the User Tools mode by pressing the **[Cancel]** key.
- ❑ If you want to return to the previous mode (copy or facsimile), press the **[User Tools/Counter]** key.

User Tools Menu (Copier Features)



4

ZFOS920N



Settings You Can Change with the User Tools

Reference






For details about how to access the user tools, see p.53 “Accessing the User Tools (Copier Features)”.

Copier Features





4

Menu	Description
1. Maximum Copy Quantity (1. Max. Copy Q'ty)	<p>The maximum copy quantity can be set between 1 and 99.</p> <p> Note</p> <p><input type="checkbox"/> Default: 99</p>
2. Adjust Original Mode	<p>You can adjust the finish quality level of copies depending on the type of the original. You can choose these mode after selecting “1. Text” or “2. Photo”.</p> <ul style="list-style-type: none"> • Text Mode 1 For normal text originals • Text Mode 2 For newspapers, originals through which the rear side is moderately visible with light text • Photo Mode 1 For text/photo images which contain mainly photo areas • Photo Mode 2 For text/photo images which contain mainly text areas • Special Mode 1 For originals with colored text and lines • Special Mode 2 For photo images • Special Mode 3 For normal text originals (when preserving the background) <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • 1. Text: Text Mode 1 • 2. Photo: Photo Mode 1

Settings You Can Change with the User Tools

Menu	Description
3. Set Ratio	<p>Select which Reduce, Enlarge or Input Ratio is shown on the panel display with priority when the 【Reduce/Enlarge】 key is pressed.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Ratio 1: 65% 8¹/₂" × 11" → 5¹/₂" × 8¹/₂" • Ratio 2: 78% 8¹/₂" × 14" → 8¹/₂" × 11" • Ratio 3: 93% • Ratio 4: 129% 5¹/₂" × 8¹/₂" → 8¹/₂" × 11" • Ratio 5: 155% 5¹/₂" × 8¹/₂" → 8¹/₂" × 14"
4. Copy Reset Timer	<p>The machine returns to its initial condition automatically after your job is finished. When you set the time, select "1. On/Off" to "On" and then set the "2. Timer" to the desired time. The time can be selected from 10 to 999 seconds.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • 1. On/Off: On • 2. Timer: 60 sec.
5. Orig. Orientation	<p>You can select the orientation of originals with Combine mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p>
6. Bypass Paper Type	<p>You can select the type of paper for the bypass tray.</p> <p> Note</p> <p><input type="checkbox"/> Default: Thick</p>
7. Key Op. Tools	<p>If the machine is set to use the User Code function, operators must enter their user codes before the machine can operate. The machine can keep count of the number of copies made under each user code.</p>
1. User Code Access	<p>Specify whether to employ user codes to restrict copier users, and manage the number of copies made.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p>
2. Check Copy Counter	You can check the number of copies made under each user code.
3. Print Counter List	You can print counter lists.
4. Reset Counter	You can check the number of copies made under each user code. You can also reset each user code's counter to 0.

User Tools (Copier Features)

Menu	Description
5. Clear all User Codes (5. Clr All User Codes)	<p>You can clear all user codes.</p> <p> Note</p> <ul style="list-style-type: none"><input type="checkbox"/> The number of copies made under the old code is added to that made under the new user code.<input type="checkbox"/> The number of copies made under the deleted code is also deleted.
6. Reset All Counters	<p>You can reset each user code's counter to 0.</p>
7. Program User Code	<p>You can register user codes.</p> <p> Note</p> <ul style="list-style-type: none"><input type="checkbox"/> Up to 10 user codes (8 digits or less) can be registered.
8. Change User Code	<p>You can change user codes.</p> <p> Note</p> <ul style="list-style-type: none"><input type="checkbox"/> The number of copies made under the old code is added to that made under the new user code.
9. Delete User Code	<p>You can delete user codes.</p> <p> Note</p> <ul style="list-style-type: none"><input type="checkbox"/> The number of copies made under the deleted code is also deleted.

5. Remarks

Do's and Don'ts

CAUTION:

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*

Important

- Make sure the remaining memory space is 100%, before you unplug the power cord.
- While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference manual.

- When you use this machine for a long time in a confined space without good ventilation, you may notice an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. This is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, copying with memory and printing continue. However, scanning of copy originals is interrupted.
- The machine might fail to produce good copy images if condensation forms inside the machine due to temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs, your settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Remarks

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the equipment away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the equipment on an unstable or tilted surface. If it topples over, it could cause injury.*

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⚠ CAUTION:

- *Before moving the equipment, be sure to pull all four handles fully out. Not doing this may result in an injury, such as getting your fingers pinched. After moving the equipment, return the four handles to their original positions.*
- *When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. If the paper tray unit becomes detached from the main unit, this could cause an injury.*

⚠ CAUTION:

- *If you use the equipment in a confined space, make sure there is a continuous air turnover.*
- Temperature: 10 – 32°C (50 – 89.6°F), humidity 54% at 32°C, 89.6°F
- Humidity: 15 – 80%, temperature 27°C, 80.6°F at 80%
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia such as diazo copy machines.
- Places where the machine might be subjected to frequent, strong vibrations.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ WARNING:

- ***Only connect the machine to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

⚠ WARNING:

- ***Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.***

⚠ CAUTION:

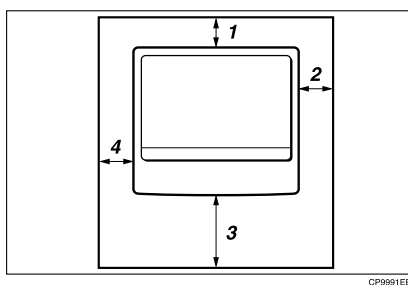
- ***When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).***
- When the main switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

5

Remarks _____

Access to Machine

Place the machine near the power source, providing clearance as shown.



5

1. Rear: more than 1cm (0.4")

3. Front: more than 75cm (29.6")

2. Right: more than 1cm (0.4")

4. Left: more than 1cm (0.4")

 **Note**

- For information about required space when options are installed, please contact your service representative.

Maintaining Your Machine

If the exposure glass, exposure glass cover or document feeder (ADF) white sheet is dirty, clean them if you find them dirty.

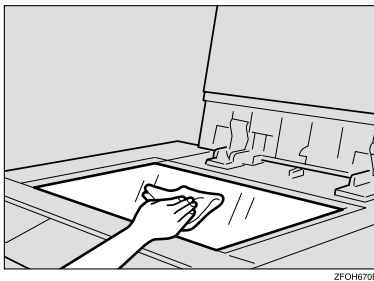
◆ Cleaning the machine

Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

⚠ Important

- ❑ Do not use chemical cleaner or organic solvent such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- ❑ Do not clean parts other than those specified on this page. Such parts should be cleaned by your service representative.

Cleaning the Exposure Glass



ZF0H670E

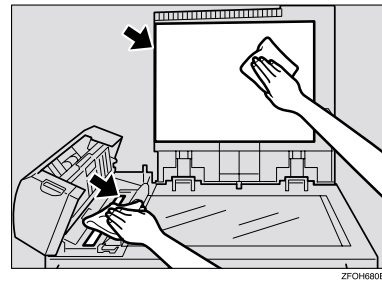
Cleaning the Exposure Glass Cover



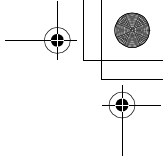
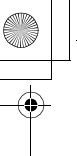
ZF0H660E

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Cleaning the Document Feeder (ADF)

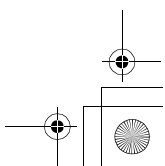
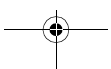
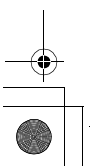
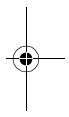
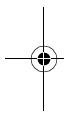


ZF0H660E



Remarks

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6. Specifications

Mainframe

- ◆ **Configuration:**
Desktop
- ◆ **Photosensitivity type:**
OPC drum ($\Phi 30$)
- ◆ **Original scanning:**
One-dimensional solid scanning system through CCD
- ◆ **Copy process:**
Dry electrostatic transfer system
- ◆ **Development:**
Dry two-component magnetic brush development system
- ◆ **Fusing:**
Heating roll system
- ◆ **Resolution:**
600dpi
- ◆ **Exposure glass:**
Stationary original exposure type
- ◆ **Original reference position:**
Rear left corner
- ◆ **Warm-up time:**
Less than 20 seconds (20°C, 68°F)
- ◆ **Originals:**
Sheet/book/objects
- ◆ **Maximum original size:**
 - Exposure glass: A4□, 8¹/₂" × 11"□
 - Document feeder (ADF): A4□, 8¹/₂" × 14"□
- ◆ **Copy paper size:**
 - Paper tray: A4□, A5□, 8¹/₂" × 11"□, 5¹/₂" × 8¹/₂"□
 - Bypass tray: A4□, A5□, 8¹/₂" × 11"□, 5¹/₂" × 8¹/₂"□, 8¹/₂" × 14"□, 8" × 13"□, 8¹/₂" × 13"□, 8¹/₄" × 13"□, 8¹/₄" × 14"□

Specifications

- Bypass tray (custom size):
Vertical: 90 – 216mm, 3.5" – 8.5"
Horizontal: 140 – 356mm, 5.5" – 14"
- Paper tray unit: A4☐, 8¹/₂" × 14"☐, 8¹/₂" × 13"☐, 8¹/₄" × 14"☐, 8¹/₄" × 13"☐, 8¹/₂" × 11"☐

❖ Copy paper weight:

- Paper tray (Standard size): 60 – 90g/m² (16 – 24 lb.)
- Bypass tray: 60 – 157g/m² (16 – 42 lb.)
- Paper tray unit: 60 – 90g/m² (16 – 24 lb.)

❖ Non-reproduction area:

- Leading edge: 3 ± 2mm, 0.14" ± 0.08"
- Trailing edge: 3 ± 2mm, , 0.14" ± 0.08"
- Left edge: 2 ± 1.5mm, , 0.08" ± 0.07"
- Right edge: more than 0.5mm, 0.02"

❖ First copy time:

8 seconds or less

(A4☐, 8¹/₂" × 11"☐ 100%, placing an original on the exposure glass, feeding from the paper tray)

❖ Copying speed:

- 13 copies/minute (A4☐, 8¹/₂" × 11"☐, feeding from the paper tray or the optional paper tray unit)

❖ Reproduction ratio:

Preset reproduction ratios:

--	Metric version	Inch version
Enlargement	200%	155%
	141%	129%
Full Size	100%	100%
Reduction	93%	93%
	71%	78%
	50%	65%

Zoom: from 50% to 200% in 1% step.

❖ Continuous copying count:

1 – 99 copies

❖ Copy paper capacity:

250 sheets (80g/m², 20 lb)

◆ **Power consumption:**

	Mainframe only	Full system ^{*1}
Warm up	About 890W	About 890W
Stand-by	About 90Wh	About 100Wh
During printing	About 480Wh	About 480Wh
Maximum	Less than 1,000W	Less than 1,000W

^{*1} Mainframe with the optional document feeder (ADF), paper tray unit.

◆ **Dimensions (W × D × H up to exposure glass):**

- Type 1: 468 × 450 × 371mm (18.43 × 17.72 × 14.61 inch)
- Type 2: 468 × 450 × 461mm (18.43 × 17.72 × 18.15 inch)

◆ **Noise Emission ^{*1} :**

- Sound power level

	Mainframe only	Complete System ^{*3}
Stand-by	40.0dB (A)	40.0dB (A)
During printing	62.0dB (A)	66.0dB (A)

- Sound pressure level ^{*2}

	Mainframe only	Complete System ^{*3}
Stand-by	27.0dB (A)	27.0dB (A)
During printing	54.0dB (A)	54.0dB (A)

^{*1} The above measurements made in accordance with ISO 7779 are actual value.

^{*2} It is measured at the position of the operator.

^{*3} The Complete System consists of mainframe with full options.

◆ **Weight:**

- Type 1: Approx. 20kg (44.09 lb.)
- Type 2: Approx. 23kg (50.7 lb.)

 **Note**

- Specifications are subject to change without notice.







Specifications

Document Feeder (ADF) (Option for Type 1)

❖ **Mode:**

- ADF mode

❖ **Original size:**

- A4  – A5  
- 8¹/₂" × 14"  – 5¹/₂" × 8¹/₂"  

❖ **Original weight:**

- 1-sided originals: 52 – 105g/m² (14 – 28 lb.)

❖ **Number of originals to be set:**

- 30 sheets (80g/m², 20 lb.)

❖ **Maximum power consumption:**

- less than 50W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**

- 110 × 360 × 95mm (4.3 × 14.2 × 3.8 inch)


❖ **Weight:**

- Approx. 2kg, (4.4 lb.)

 **Note**

- Specifications are subject to change without notice.

Paper Tray Unit (Option)

- ◆ **Copy paper weight:**
60 – 90g/m² (16 – 24 lb.)
 - ◆ **Available paper size:**
A4, 8¹/₂" × 14", 8¹/₂" × 13", 8¹/₄" × 14", 8¹/₄" × 13", 8¹/₂" × 11"
 - ◆ **Maximum power consumption:**
15W (power is supplied from the main frame.)
 - ◆ **Paper capacity:**
500 sheets (80g/m², 20 lb)
 - ◆ **Dimensions (W × D × H):**
430 × 414 × 140mm (17.0 × 16.3 × 5.6 inch)
 - ◆ **Weight:**
Approx. 6kg (13.3 lb.)
-  **Note**
- Specifications are subject to change without notice.
 - For details about the optional anti-condensation heater, contact your service representative.

Specifications

32MB Copier Memory Unit (Option)

- ◆ **Memory capacity:**
32MB
- ◆ **Additional functions:**
Increased memory capacity
- ◆ **Number of originals that can be stored: about 99 pages**
ITU-T No.4 chart

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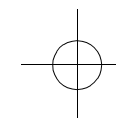
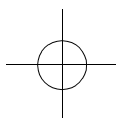
MEMO

MEMO

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 μm // Pages in book=24 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 0 mm

2513/2513f
1302/1302f
5613/5613F
Aficio™ 1013/1013F

Operating Instructions
System Settings



Type for 2513/2513f/1302/1302f/5613/5613F/Aficio 1013/1013F
Printed in China
UE (USA) B045-8607

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.2 "Machine Types".)

- Type 1: No fax function installed
- Type 2: Fax function installed

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the Copy Reference manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

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

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

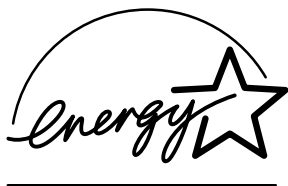
In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means POWER ON.

⏻ means STAND BY.

ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- **Low Power mode**
This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Low Power mode, but if you wish to make copies press the operation switch first.
For details about how to change the default interval that the machine waits before entering Low Power mode, see "4. Energy Saver Timer" on p.16 "System Settings".
- **Sleep mode (Fax or printer installed)**
If the fax or printer features are installed, this product automatically lowers its power consumption even further 30 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Sleep mode, but if you wish to make copies press the operation switch first.
For details about how to change the default interval that the machine waits before entering Sleep mode, see "6. Auto Off Timer" on p.16 "System Settings".
- **Auto Off mode (Copier only)**
To conserve energy, this product automatically turns off 30 minutes after the last copying or printing job has completed. If you wish to make copies when the machine is in Auto Off mode, press the operation switch first.
For details about how to change the default interval that the machine waits before entering Auto Off mode, see "6. Auto Off Timer" on p.16 "System Settings".

Specification

		Copier only	Fax or printer installed
Low Power mode	Power consumption	50 Wh	60 Wh
	Default interval	15 minutes	15 minutes
	Recovery time	10 seconds	10 seconds
Sleep mode	Power consumption	-	20 Wh
	Default interval	-	30 minutes
	Recovery time	-	20 seconds
Auto Off mode	Power consumption	less than 2 Wh	-
	Default interval	30 minutes	-
	Recovery time	20 seconds	-

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environment friendly. Please contact your sales representative for recommended paper.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

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Manuals for This Machine

This is a multi-functional machine combining copier, printer and fax functions. A separate manual is provided for each function. Please consult the manual that suits your needs.

◆ System Settings

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

◆ Copy Reference

Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining two originals onto one copy.

◆ Facsimile Reference Basic Features (Option for Type 1)

Explains the most frequently used facsimile functions and operations.

◆ Facsimile Reference Advanced Features (Option for Type 1)

Describes more advanced facsimile functions and also explains settings for key operations.

◆ Printer Reference 1 (Option)

Describes the system settings, procedures and functions for using this machine as a printer.

◆ Printer Reference 2 (Option)

Describes the procedures and provides necessary information about using this machine as a printer.

◆ Network Interface Board Quick Configuration Guide (Option)

Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

◆ PS Level 2 Emulation Type 2 Operating Instructions Supplement (Option)

Describes the menus and features you can set using the PostScript printer driver.

◆ Network Interface Board Type 2 Owner's Manual (Option)

Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

◆ Unix Supplement (Option)

Provides information about setting up and using the printer in a UNIX environment.

Machine Types

This machine has two models. Type 2 machine is installed with the fax unit as a standard.

	Type 1	Type 2
Fax unit	Option	Standard
Printer unit	Option	Option

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions and printer functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining two originals onto one copy. You can install an optional memory expansion for storage of document images, thereby making the best use of memory with various copy functions.

Options for Memory Expansion

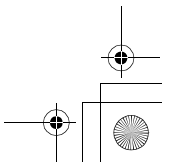
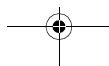
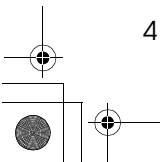
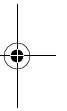
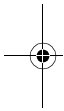
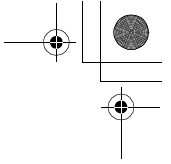
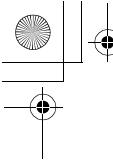
- ◆ **32MB copier memory unit**
Increases memory capacity.

Facsimile Mode (Option for Type 1)

You can send and receive fax messages in facsimile mode.

Printer Mode (Option)

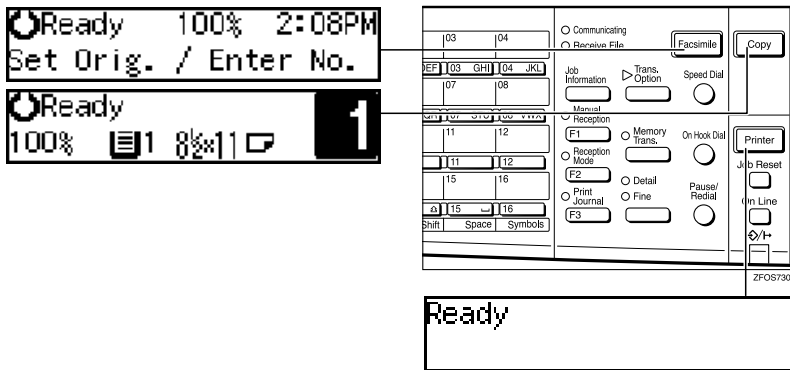
You can use this machine as a printer when you install the optional printer controller.



1. Modes

Changing Modes

Press the **[Copy]**, **[Facsimile]** or **[Printer]** key to switch to copy, fax or printer mode respectively.



⚠ Limitation

- You cannot switch modes in any of the following cases:
 - When scanning in a fax message for transmission.
 - During immediate transmission.
 - When accessing the user tools.
 - During On Hook dialing for fax transmission.
 - During Energy Saver mode.

Modes

Multi-access

1

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, the machine can send a fax message that has been stored in memory.
- You can make copies while receiving fax data.
- The machine can receive print data in any mode.

Performing multiple functions simultaneously like this is called Multi-access.

Sample operations

For details on operations under other conditions, contact your service representative

		Mode after you select		Facsimile								Printer						
		Copy	Facsimile	Copy stand-by mode	Copying	Facsimile stand-by mode	Memory Transmission	Memory Reception	Automatically printing received data	Manually printing received data	Manual Reception Operation	Automatically printing reports/lists	Manually printing reports/lists	Printer stand-by mode	Receive Data	Printing	User Tools (Counter)	User Tools (Copy, Facsimile or Printer)
Mode before you select		Copy	Facsimile	Copy stand-by mode	Copying	Facsimile stand-by mode	Memory Transmission	Memory Reception	Automatically printing received data	Manually printing received data	Manual Reception Operation	Automatically printing reports/lists	Manually printing reports/lists	Printer stand-by mode	Receive Data	Printing	User Tools (Counter)	User Tools (Copy, Facsimile or Printer)
Copy	Operating	—	—	○	☆	☆	☆	☆	○	☆	☆	○	○	☆	☆	☆	☆	○
	Copying	—	—	×	☆	☆	→	×	☆	→	×	×	×	☆	→	×	×	
	Stopping	—	—	○	☆	☆	→	○	☆	→	○	○	○	☆	→	☆	○	
	While using the external hand set	—	☆	○	×	×	☆	○	☆	☆	○	○	○	☆	☆	☆	○	
Facsimile	Operating	○	○	—	☆	☆	☆	○	☆	☆	○	○	☆	☆	☆	☆	×	
	Scanning an original for Memory Transmission	×	×	—	☆	☆	☆	×	☆	☆	×	×	×	☆	☆	×	×	
	Memory Transmission	☆	☆	☆	→	—	☆	☆	—	☆	☆	☆	☆	☆	☆	☆	☆	
	Immediate Transmission	×	×	—	→	—	☆	×	—	☆	×	×	×	☆	☆	×	×	
	Memory Reception	☆	☆	☆	→	—	☆	☆	—	☆	☆	☆	☆	☆	☆	☆	☆	
	Automatically printing received data	☆	→	☆	☆	☆	→	×	☆	→	×	×	×	☆	☆	→	☆	
	Manually printing received data	×	×	—	☆	☆	→	—	☆	→	—	×	×	☆	→	×	×	
Immediate Reception	☆	☆ ^{*1}	☆	→	—	→	×	—	→	×	×	×	☆	☆	→	☆		

Mode after you select		Copy		Facsimile							Printer					
		Copy stand-by mode	Copying	Facsimile stand-by mode	Memory Transmission	Memory Reception	Automatically printing received data	Manually printing received data	Manual Reception Operation	Automatically printing reports/lists	Manually printing reports/lists	Printer stand-by mode	Receive Data	Printing	User Tools (Counter)	User Tools (Copy, Facsimile or Printer)
Mode before you select																
Facsimile	Automatically printing reports/lists	☆	→	☆	☆	☆	↓	×	☆	↓	×	☆	☆	↓	☆	☆
	Manual printing reports/lists	×	×	—	☆	☆	→	—	☆	→	—	×	☆	→	×	×
	While using the external hand set	☆	☆	☆	→	—	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Printer	Operating	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	—	☆	☆	☆	☆
	Receive Data	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	—	☆	☆	☆	☆
	Printing	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	—	☆	☆
	While using the external hand set	☆	☆	☆	→	—	☆	○	☆	☆	○	—	☆	☆	☆	×
Accessing User Tools		×	×	×	☆	☆	☆	—	☆	☆	—	×	☆	☆	—	—

☆...means that these functions can be used together.

○...means that you can interrupt the current job with function keys to proceed to a subsequent job.

→...means that another job will automatically start after the current job is finished.

×...means that you must manually start another job after the current job is finished (i.e. these functions cannot be used together).

*1 The Facsimile switches to Memory Reception and operates simultaneously.



Copy Mode

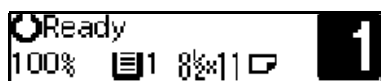
1

Changing to Copy Mode

You can always make a copy when the machine is not printing or scanning fax data.

1 Press the **[Copy]** key.

The copy display appears on the panel display.



Reference

For details, see the Copy Reference manual.

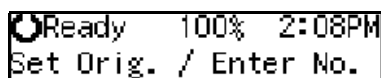
Facsimile Mode

Changing to Facsimile Mode

You can always use the machine for faxing when you are not using the scanner function.

- 1 Press the **[Facsimile]** key.

The fax display appears on the panel display.



Note

- The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not to switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the Facsimile Reference manual.

Sending a Fax

1

Sending a fax while copying

- 1 Press the **[Facsimile]** key to switch to the fax display.

Note

- When you press the **[Facsimile]** key while scanning originals or sorting in Copy mode, remove any originals of your copy job.

- 2 Complete the usual operations for sending a fax, and then press the **[Start]** key.

- 3 After the transmission has finished, press the **[Copy]** key.

- 4 Reset the copy job originals, and then press the **[Start]** key.

The machine resumes the interrupted copy run.

Sending a fax while printing

- 1 Press the **[Facsimile]** key to switch to the fax display.

- 2 Complete the usual operations for sending a fax, and then press the **[Start]** key.

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode.

Modes

Printer Mode

1

Changing to Printer Mode

Whenever you print from applications, you do not have to switch to Printer mode.

Reference

For details, see the Printer Reference manual.

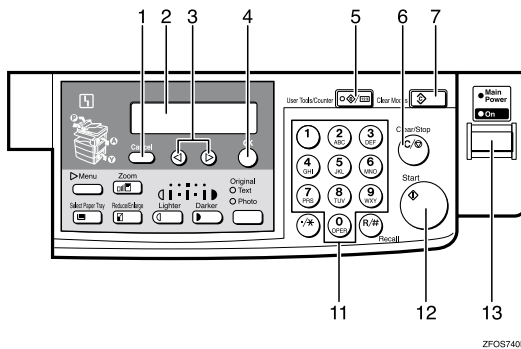
Printing

The machine can receive a print data while another feature is running.

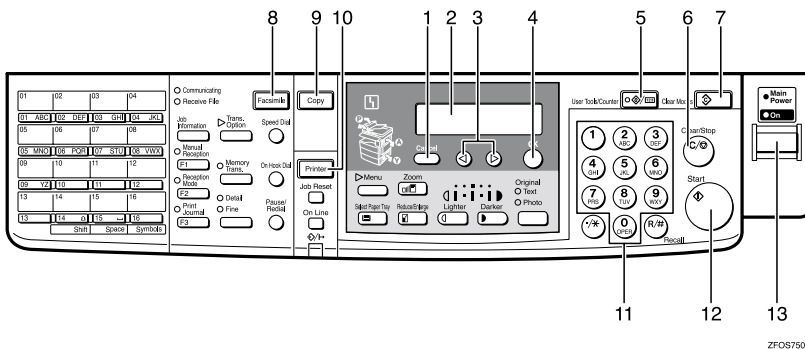
2. User Tools (System Settings)

Keys for User Tools (System Settings)

◆ When the machine has the copier feature only



◆ When the machine has the printer and/or fax feature



1. **[Cancel]** key

Press to return to the previous menu.

2. **Panel display**

Shows operation status, error messages and function menu.

3. **◀ or ▶ key (Cursor keys)**

Press to display the previous/next menu or select an item on the panel display.

4. **[OK]** key

Press to make the new settings and return to the previous menu.

5. **[User Tools/Counter]** key

See p.13 "Accessing the User Tools (System Settings)".

6. **[Clear/Stop]** key

Press to delete a number you have entered or to stop copying.

7. **[Clear Modes]** key

Press to clear the previously entered copy job settings.

8. **[Facsimile]** key (Fax installed machine only)

Press to use facsimile functions.

User Tools (System Settings)

9. [Copy] key

Press to use copy functions.

10. [Printer] key (Printer installed machine only)

Press to use printer functions.

11. Number keys

Use to enter a numeric value.

12. [Start] key

Press to start copying or faxing.

13. Operation switch

Press this switch to turn the power on or return from the Low Power mode, the Sleep mode or the Auto Off mode. To turn the power off, press this switch again.

2

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

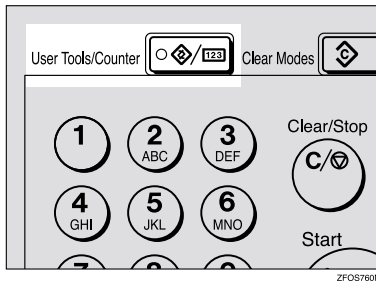
After using the user tools, be sure to return to Copy mode.

The settings are not canceled even if the main power switch is turned off or the **[Clear Modes]** key is pressed.

Reference

For information on Copy, Fax, and Printer User Tools, see the appropriate reference manual.

1 Press the **[User Tools/Counter]** key.



The User Tools Main Menu appears.

2 Press the **[Left]** or **[Right]** key until "2.System Settings" is displayed, and then press the **[OK]** key.



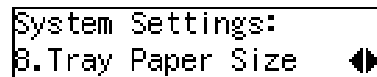
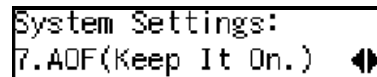
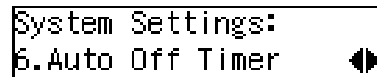
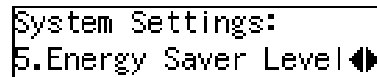
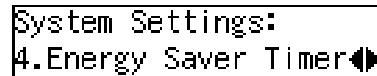
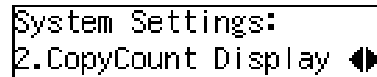
Note

- To view the total number of prints made by the machine, see p.14 "Printing the Counter Value".

- To switch the display language, select "6. Language" and then press the **[OK]** key. Press the **[Left]** or **[Right]** key until your desired language is displayed, and then press the **[OK]** key.

2

3 Press the **[Left]** or **[Right]** key until your desired menu is displayed, and then press the **[OK]** key.



*1



User Tools (System Settings)

*1
System Settings:
10Auto Tray Switch ◀▶

2
System Settings:
11Display Contrast ◀▶

System Settings:
12Measurement Unit ◀▶

*1 Displays when the optional paper tray unit is equipped with your machine.

 **Note**

- ▶: Press to go to the next menu.
- ◀: Press to go back to the previous menu.

 **Reference**

p.15 "User Tools Menu (System Settings)"

- 4** Change the settings by following the instructions on the panel display, and then press the **[OK]** key.

 **Reference**

p.16 "Settings You Can Change with the User Tools"

 **Note**

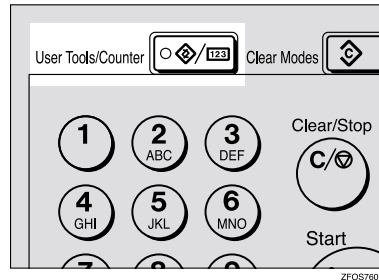
- [OK]**: Press to make the new settings and return to the previous menu.
- [Cancel]**: Press to return to the previous menu without changing any data.

Exiting from the User Tools

- 1** After changing the user tools settings, press the **[User Tools/Counter]** key.

Printing the Counter Value

- 1** Press the **[User Tools/Counter]** key.

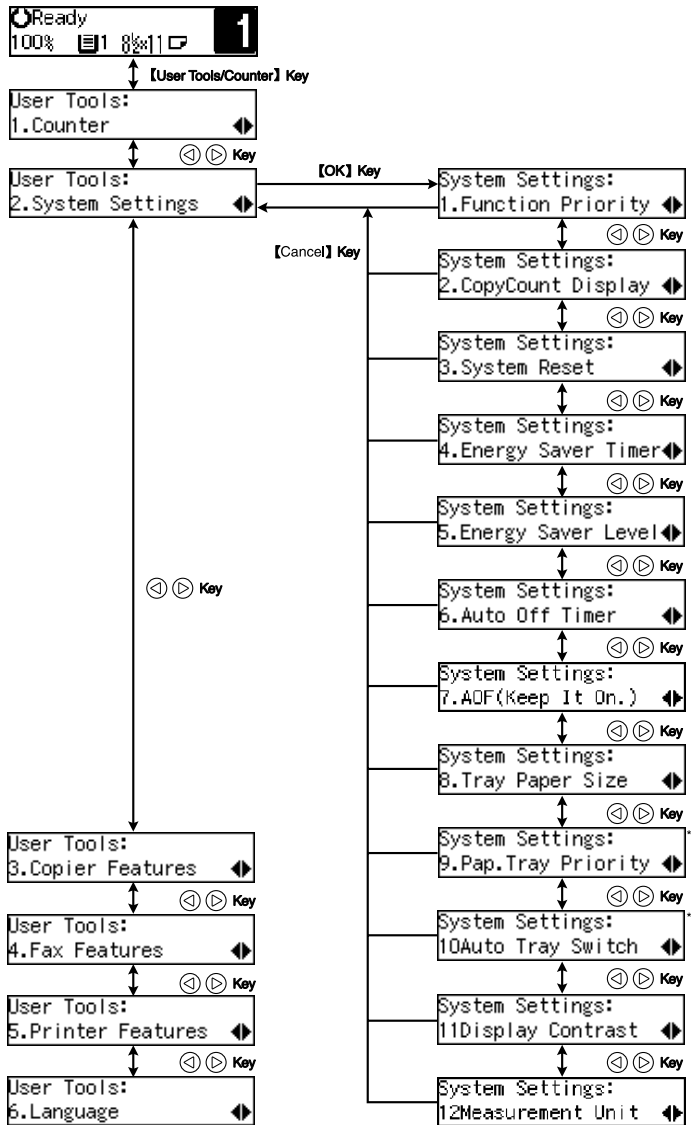


- 2** Make sure "1.Counter" is displayed, and then press the **[OK]** key to view the total number of pages.

Counter: ◀▶/OK
Total Pages 0000150

- 3** Press the **[Start]** key.

User Tools Menu (System Settings)



ZF05770N

*1 Displays when the optional paper tray unit is equipped with your machine.





Settings You Can Change with the User Tools





Reference

For details about how to access the user tools, see p.15 “User Tools Menu (System Settings)”.

2

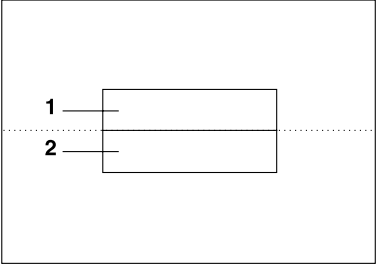
System Settings

Menu	Description
1. Function Priority	<p>You can specify the mode (Copier or Fax) to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Copier</i></p>
2. CopyCount Display	<p>The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Up</i></p>
3. System Reset	<p>The machine returns to its prioritized mode automatically after your job is finished. This function is called “System Reset”. When you set the time, select “1. On/Off” to “On”, and then set “2. Timer” to the desired time. The time can be set from 10 to 999 seconds.</p> <p> Note</p> <p><input type="checkbox"/> Default: On (<i>60 seconds</i>)</p> <p><input type="checkbox"/> You can specify the prioritized mode with the user tools. See “1. Function Priority”.</p>
4. Energy Saver Timer	<p>The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes.</p> <p>In Low Power mode, power consumption is reduced by 5% compared with Standby mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>15 minutes</i></p> <p><input type="checkbox"/> Energy Saver might not be effective when an error message is displayed.</p> <p><input type="checkbox"/> When the machine receives a fax or printer data in Energy Saver mode, it automatically prints the fax or the printer data.</p>

Menu	Description
5. Energy Saver Level	<p>You can select the Energy Saver level.</p> <ul style="list-style-type: none"> ◆ Level 1 <ul style="list-style-type: none"> • Power Consumption: Reduced by about 5% compared to standby mode. • Warm-Up Time: about 5 seconds ◆ Level 2 <ul style="list-style-type: none"> • Power Consumption: Reduced by about 40% compared to standby mode. • Warm-Up Time: about 10 seconds ◆ Level 3 <ul style="list-style-type: none"> • Power Consumption: Reduced by about 80% compared to standby mode. • Warm-Up Time: about 20 seconds <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Level 2</i>
6. Auto Off Timer	<p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time is up. This function is called "Auto Off". The time can be set from 1 to 240 minutes.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>30 minutes</i> <input type="checkbox"/> Auto Off might not be effective when an error message is displayed. <input type="checkbox"/> To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after power is turned on. <input type="checkbox"/> When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or printer data.
7. AOF(Keep It On.)	<p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> For details about this function, contact your service representative.
8. Tray Paper Size	<p>Select the size of the paper set in the paper tray.</p> <p> Reference</p> <p>See "Changing the Paper Size" in the Copy Reference manual.</p>

User Tools (System Settings)

2

Menu	Description
9. Pap.Tray Priority (for Copy mode only)	<p>When the optional paper tray unit is equipped with your machine, you can select a default paper tray in the following conditions:</p> <ul style="list-style-type: none"> • When the operation switch is turned on. • When the 【Clear Modes】 key is pressed. • When the Copy Reset Timer comes into effect.  <p>1: Tray 1 2: Tray 2 (optional paper tray unit)</p> <p>Note <input type="checkbox"/> Default: <i>Tray 1</i></p>
10Auto Tray Switch (for Copy mode only)	<p>If you load paper of the same size and direction in two trays, the machine automatically switches to another tray when the tray in use runs out of paper. You can set or cancel this setting. The optional paper tray unit is required to use this setting.</p> <p>Note <input type="checkbox"/> Default: <i>On</i></p>
11Display Contrast	<p>You can adjust the brightness of the panel display.</p>
12Measurement Unit	<p>You can select the unit of measurement.</p> <p>Note <input type="checkbox"/> Default: <i>inch</i></p>

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MEMO



Operating Instructions Facsimile Reference <Basic Features>



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

NOTICE

CAUTION:

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Note to users in the United States of America

 **Notice:**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

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

 **Warning**

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada


 **Note:**

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

 **Avertissement:**

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

 **Notice about the Telephone Consumer Protection Act (Valid in USA only).**

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

For this machine, TTI is called FAX HEADER.

Important Safety Instructions

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

The Basic Features manual explains the most frequently used fax functions and operations.

Advanced Features

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

❖ Chapter 1 Transmission Options

Explains about sending at a specific time without having to be by the machine and also taking advantage of off-peak telephone line charges.

❖ Chapter 2 Job Information

Explains about erasing a fax message stored in memory and checking the contents of any files in memory.

❖ Chapter 3 Other Transmission Features

Explains about useful features for transmission. You can find out about dialing numbers easily.

❖ Chapter 4 Reception Features

Explains about reception features. You can find out about screening out message from anonymous senders.

❖ Chapter 5 Facsimile User Tools

Explains about programming frequently used functions for User Function Key and setting the Date and Time.

❖ Chapter 6 Key Operator Settings

Explains about functions the key operator handles. You can find out how to change the user parameter settings.

❖ Chapter 7 Troubleshooting

Explains about things you should do when an Error Report is printed and power is turned off.

❖ Chapter 8 Appendix

You can check the specifications for this machine.

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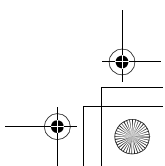
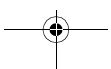
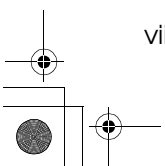
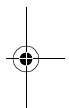
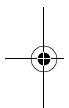
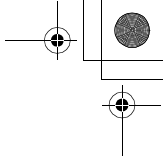
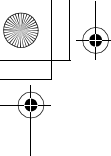
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1. Getting Started

Machine Types

This machine comes in three models.

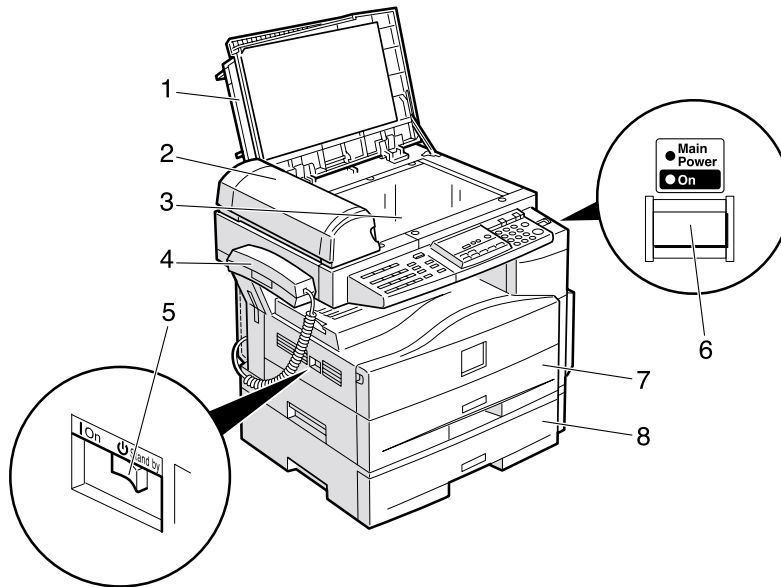
	Model A	Model B	
	Type1	Type1	Type2
Copy Speed	12 copies/minute (A4, 8 ¹ / ₂ "×11")	13 copies/minute (A4, 8 ¹ / ₂ "×11")	13 copies/minute (A4, 8 ¹ / ₂ "×11")
Paper Capacity for Bypass Tray	1 sheet	100 sheets	100 sheets
Paper Tray Unit	Not available	Option	Option
Fax Unit	Option	Option	Standard
Document Feeder	Option	Option	Standard

Guide to Components

1

Front View

Following illustration is for Model B.



ZFKH020N

1. Exposure Glass Cover

Lower the Exposure Glass Cover over originals placed on the exposure glass.

2. Document Feeder (ADF) (Option for Type1)

Originals will be fed automatically.

3. Exposure Glass

Place the original face down on the upper left corner of the exposure glass, aligning the upper left corner with the reference mark. Close the exposure glass cover when you set a document on the exposure glass.

4. Handset (Option)

This permits voice communication.

5. main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. However, if the machine is installed with the fax option, do not turn the main power switch off.

Note

- The main power switch is normally set by your service representative. Do not touch this switch.
- When you press the operation switch and there is still no power, turn on the main power switch.
- If you leave the main power switch off for more than 12 hours, all files in memory are lost.

6. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). See p.6 "Turning On the Power".

7. Paper Tray

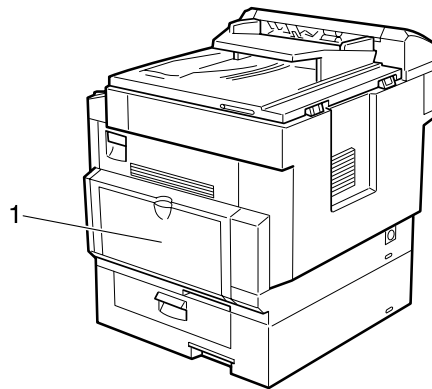
Set paper here.

8. Paper Tray Unit (Option for Model B Only)

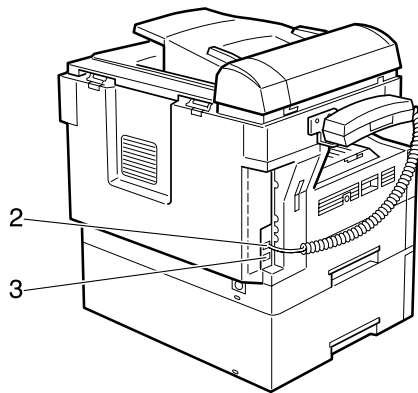
You can set more paper here.

1

Side View



ZFKH030E



ZFKH040N

1. Bypass Tray

A fax message can be printed on the paper placed here. (Model B only)

2. External Telephone Connector

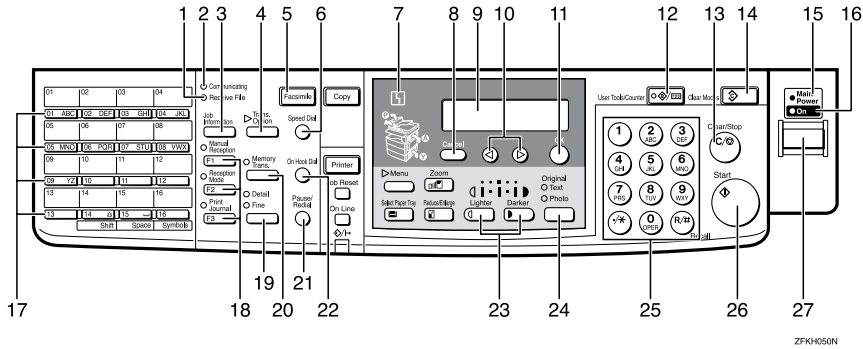
3. G3 Line Connector

3

Getting Started

Control Panel

1



1. Receive File Indicator

Lights when a message has been received into memory.

2. Communicating Indicator

Lights during transmission or reception.

3. [Job Information] key

Press to search for information on a specific job.

4. [Transmission Option] key

Press to change the transmission option settings. The indicator lights when option settings are changed.

5. [Facsimile] key

Press to switch to Facsimile mode.

6. [Speed Dial] key

Press to select a Speed Dial.

7. Indicator

The indicator shows errors or the status of the machine.

8. [Cancel] key

Press to cancel an operation or return to the previous display.

9. LCD display

This guides you through tasks and informs you of the machine status. A message appears here.

10. [Left Arrow] [Right Arrow] keys

Press to move the cursor or select functions.

11. [OK] key

Press to answer " Yes " to a question displayed on the display.

12. [User Tools] key

Press to enter User Tools mode. These tools allow you to customize the default settings.

13. [Clear/Stop] key

Clear:

Deletes one character or digit.

Stop:

Interrupts the current operation (transmission, scanning, copying or printing).

14. [Clear Modes] key

15. Main Power Indicator

16. On Indicator

17. Quick Dial keys

Use to dial numbers at a single touch or to enter letters and symbols. Also use for the Group Dial function.

18. User Function keys

Each of these can be programmed for rapid access to frequently used functions.

◆ Functions Programmed by Default

Key	Function
F1	Manual Reception
F2	Reception Mode
F3	Print Journal

19. [Resolution] key

Press to switch between **Standard**, **Detail** and **Fine**. When the indicator is not lit, **Standard** is selected.

20. [Memory Trans.] key

Press this key to toggle between Memory Transmission (**Memory Trans.**) and Immediate Transmission (**Immediate Trans**) modes.

When the indicator is not lit, Immediate Transmission is selected, and when the indicator is lit, Memory Transmission is selected.

21. [Pause/Redial] key

Pause:

Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.

Redial:

Press to redial one of the last ten numbers.

22. [On Hook Dial] key

Use to dial a number from the numeric keypad without having to lift the handset.

23. [Image Density] keys (**I** and **D**)

Use to change the setting of image density.

24. [Original Type] key

Press to select original type, Text or Photo. When the original type is selected, the corresponding indicator lights.

25. Number keys

Use to dial fax numbers or enter the number of copies.

26. [Start] key

Press to start all tasks.

27. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

1

5

Starting the Machine

1

To start the machine, turn on the operation switch.

Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See Chapter 2 “Settings You Can Change with the User Tools” in the System Settings manual.

Power switches

This machine has two power switches: See p.2 “Guide to Components”.

❖ Operation switch

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

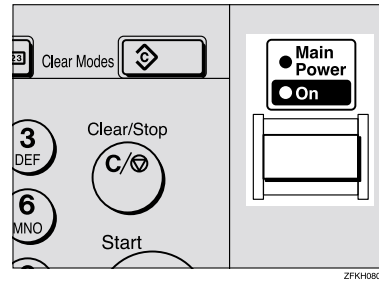
Important

- ❑ Fax files stored in memory can be kept for 12 hours after the main power is switched off if the machine has been on for at least a week. However, if the surrounding temperature is low, the storage time might be shorter.
- ❑ If you leave the main power switch off for more than 12 hours, all fax files in memory are deleted. See p.7 “Turning Off the Power”.

Turning On the Power

- 1** Confirm that the power cord is plugged into the wall outlet firmly and the main power switch is on.
- 2** Turn on the operation switch. The On indicator should light.

The panel display will turn on.

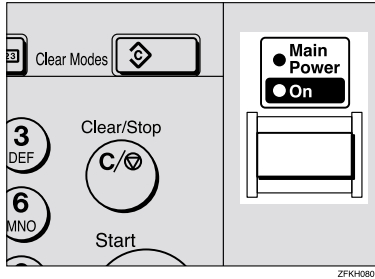


Note

- ❑ If nothing happens when you turn on the operation switch, make sure the main power switch is turned on.

Turning Off the Power

- 1 Turn off the operation switch. The On indicator will go out.



Important

- Before you unplug the power cord, confirm that the display in Facsimile mode indicates that the remaining memory space is 100%.

Turning Off the main power switch

When the main power switch is turned off while using the fax function, waiting fax jobs and print jobs may be canceled, and incoming fax documents cannot be received. Normally, only the service representative operates this switch. When you have to turn off this switch for some reason, follow the procedure below.

Important

- Make sure that 100% is shown on the Fax standby display before you turn the main power switch off or you unplug the power cord. Fax files programed in memory will be deleted 12 hours after you turn the main power switch off or you unplug the power cord.

- 1 Make sure the On indicator is off.
- 2 Turn off the main power switch. The main power indicator turns off.

1

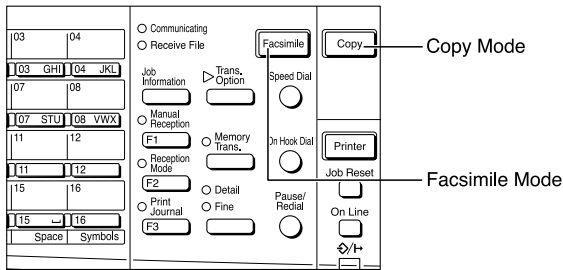
Getting Started

Changing Modes

1

This machine is both a fax and a copier. If the machine is not in Facsimile mode, press the **[Facsimile]** key to use fax function.

You can set this machine to display facsimile mode immediately after the operation switch is turned on. See Chapter 2 "Settings You Can Change with the User Tools" in the System Settings manual.



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Limitation

- You cannot switch modes under the following circumstances:
 - While scanning with fax
 - During Immediate Transmission
 - While editing the System Settings
 - While using On Hook Dial

Reading the Display

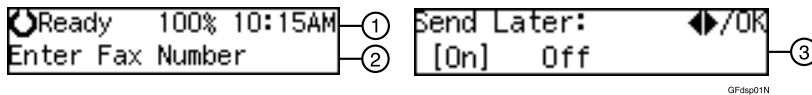
The machine status and instructions are shown on the display.

Note

- ❑ All procedures in this manual assume you are in Facsimile mode. If the machine is not in Facsimile mode, press the **[Facsimile]** key to change to Facsimile mode. You can have the machine start in Facsimile mode. See Chapter 2 "Settings You Can Change with the User Tools" in the System Settings.
- ❑ This machine automatically returns to the standby mode if you do not use the machine for a certain period of time. You can select the period in Fax Reset Timer. See Chapter 5 "Setting the Fax Reset Timer" in the Advanced Features manual.

1

Reading the Display and Using Keys



- ① Display for the machine status or currently selected function.
- ② Display for the messages.
Items which can be selected or specified.
- ③ Display for items which can be selected.

Note

- ❑ Press **[Left]** or **[Right]** to display another function on the LCD display or move the brackets to select another values.
- ❑ Press the **[OK]** key to set a selected function or entered value, and return to the previous display.
- ❑ Press the **[Cancel]** key to cancel the selected function or entered value, and return to the previous display.
- ❑ Press the **[Clear Modes]** key to cancel the settings and return to the initial display.

Standby Display

While the machine is in standby mode (immediately after it is turned on or after the **[Cancel]** key is pressed), the following display is shown.

```
Ready 100% 10:20AM
Set Orig. / Enter No.
```

Note

- To return the machine to standby mode, do one of the following:
 - If you have set the original and have not pressed the **[Start]** key, remove the original.
 - If you have not set an original, press the **[Cancel]** key.
 - If you are in User Tools mode, press the **[User Tools]** key or the **[Cancel]** key.

Communication Display

While the machine is communicating, the status is displayed.

Display during Memory Transmission or Reception:

The destination's name or fax number appears on the top of the LCD display.

```
ABC COMPANY
Set Orig. / Enter No.
```

Note

- Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next original into memory.

Immediate Transmission:

```
ABC COMPANY
Transmitting...
```

Display Prompts

Depending on the situation, the machine will show various prompts on the display.

Instructions and Requests

```
Send Later: Press OK
Time [ 9:00] PM
```

Questions

```
Store as Wildcard?
[Yes] No
```

Selections

```
Label Insertion: ◀/OK
[On] Off
```

Status

```
ABC COMPANY
Dialing...
```

2. Faxing

Transmission Modes

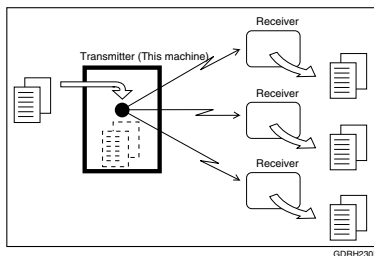
There are two types of transmission.

◆ Memory Transmission

When a fax document is stored in memory, then transmission starts automatically.

This makes it convenient when you would like to take documents back in a hurry.

You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.

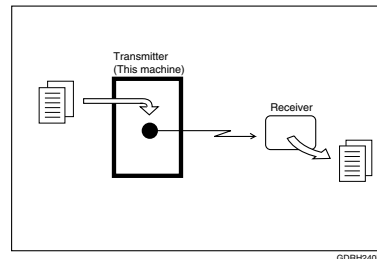


◆ Immediate Transmission

The machine dials immediately, and transmits the fax while scanning.

It is convenient when you would like to send a document immediately, and would like to check whether you have successfully connected with the other party's fax machine.

A fax document is not stored in memory.



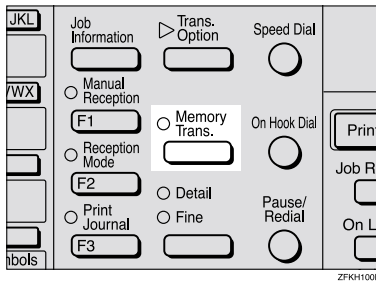
⚠ Important

- If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 12 hours, all documents stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See Chapter 7 "Power Failure Report" in the Advanced Features manual.

Switching between Memory Transmission and Immediate Transmission

2

Press the **[Memory Trans.]** key to switch between Memory Transmission and Immediate Transmission. When the indicator of the **[Memory Trans.]** key is not lit, Immediate Transmission is selected. When the indicator of the **[Memory Trans.]** key is lit, Memory Transmission is selected.



Note

- You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on with the User Parameters. See Chapter 6 "User Parameters" in the Advanced Features manual (Switch 00 Bit 6).
- You can set whether the Transmission mode returns to the default mode after each transmission with the User Parameters. See Chapter 6 "User Parameters" in the Advanced Features manual (Switch 01 Bit 7).

Setting Originals

You can set your originals either in the Document Feeder or on the exposure glass. Some types of originals are unsuitable for the Document Feeder so they must be set on the exposure glass.

Which way you place your original depends on its size and whether you are using the Document Feeder or the exposure glass.

◆ How to set A4, B5, A5, 5¹/₂"x8¹/₂", 8¹/₂"x11, 8¹/₂"x14" and 8"x13" size originals

Original	Where original is set	
	Exposure glass	Document Feeder

THYS922E

◆ How to set A5 and 8¹/₂"x5¹/₂" size originals

Original	Where original is set	
	Exposure glass	Document Feeder

THYS912E

Note

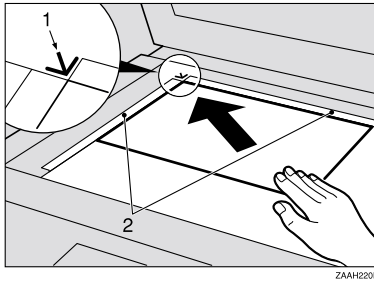
- When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image size may be reduced on output, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.
- Make sure that all ink, correcting fluid, etc., has completely dried before setting your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.
- You can set the original any time up until you press the **[Start]** key.

2

Placing a Single Original on the Exposure Glass

Set originals that cannot be placed in the Document Feeder, such as a book, on the exposure glass one page at a time.

- 1** Lift the Exposure Glass Cover. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.



1. Reference mark

2. Scale

- 2** Close the Exposure Glass Cover.

Note

- When sending a bound original, the received image may contain some black areas. To reduce this effect, press down on the original to prevent its bound part from rising.

Loading Originals in the Document Feeder

Use the Document Feeder to scan in a stack of originals in one operation. The Document Feeder can handle single-sided originals.

Limitation

- The maximum document length is 1260mm (49.6") with manual assistance.
- Place all the originals to be sent in a single stack.
- You cannot set originals in the Document Feeder one page at a time or in sheaves.
- Do not open the Document Feeder while it is scanning the originals or your document could be jammed.

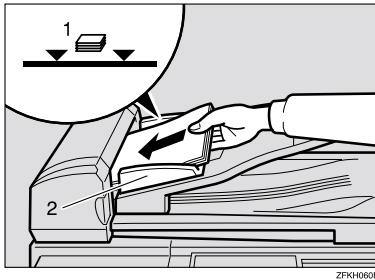
Note

- If an original jams, press the **[Clear/Stop]** key, and then remove the original carefully.
- If your original is bent or folded, flatten it before you set it.
- Set thin originals on the exposure glass.

Reference

For information about the sizes and number of originals that can be placed in the Document Feeder, see Chapter 8 "Originals" in the Advanced Features manual.

- 1** Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder face up. Adjust the document guide to match the size of the originals again.



1. Limit mark
2. Document guide

Originals unsuitable for the Document Feeder (ADF)

Do not set the following types of originals in the Document Feeder because they may be damaged. Place them on the exposure glass instead.

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper

- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals.

- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges

2

Memory Transmission

Memory Transmission is convenient because:

- Fax documents can be scanned much more quickly. Your scanned document is stored in the memory, and then sent automatically, meaning you do not have to wait for your document to send.
- While your fax document is being sent, another user can operate the machine (people do not have to wait long to use the fax machine).
- You can send the same document to more than one place with the same operation. (Broadcasting)
- There are two kinds of Memory Transmission: Parallel and Normal. See Chapter 3, "Parallel Memory Transmission" in the Advanced Features manual.

Important

- If there is a power failure (main power switch is off) or the plug is pulled out for more than 12 hours, all the files stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, files are not deleted.

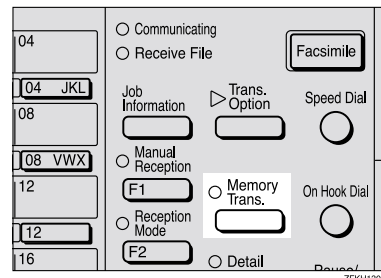
Limitation

- If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

- Maximum number of Memory Transmission files: 133
- Maximum number of destinations per Memory Transmission: 133
- Combined total number of destinations that can be stored: 300
- The theoretical maximum number of destinations you can enter with the number keys is 67, but this will depend on the amount of memory currently available.
- The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 80 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text).
- You can set whether the machine returns to the default transmission mode after every transmission. You can change this so that the desired setting is maintained. See Chapter 6 "User Parameters" (Switch 01, Bit 7) in the Advanced Features manual.

1 Make sure that the Memory Transmission indicator is lit.



If it is not lit, press the **[Memory Trans.]** key.

2 Set the original.**Limitation**

- You can send the first pages from the exposure glass, and then the remaining pages from the Document Feeder. After you place the last page on the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder.
- Note that you cannot place pages on the exposure glass after you have started using the Document Feeder.
- Do not open the Document Feeder while it is scanning in originals.

Note

- Place the original you want to store in memory on the exposure glass or the Document Feeder. To store multiple page originals from the exposure glass, set them page by page.

Reference

p.13 "Setting Originals"

3 Select any scan settings you require. See p.24 "Scan Settings".**4** Dial. If you wish to send the same message to more than one destination, press the **[OK]** key, and then dial another destination. Repeat this step for all destinations.

```

Dest.1          OK to Add
☎1234567890■■■■■■■■■■
  
```

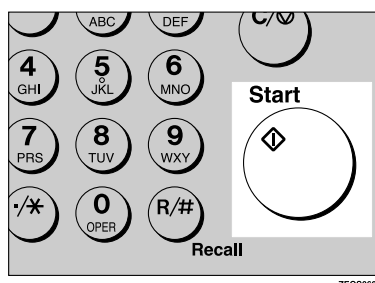
If you make a mistake, press the **[Clear/Stop]** key, and then enter the correct number again.

Note

- When specifying a destination using a Quick Dial, the destination is added even if you did not press the **[OK]** key.

Reference

p.26 "Dialing"

5 Press the **[Start]** key.

```

1234567890
File No.054 P.001 99%
  
```

The machine starts scanning the original.

The machine calls the destination. The name or fax number which is programmed as the Own Name or Own Fax Number at the other end is shown on the top of the display.

Reference

p.33 "Own Name/Fax Header/Own Fax Number"

```

☎Ready 100% 10:20AM
Set Orig. / Enter No.
  
```

After transmission, the machine will return to standby mode.

Faxing

Sending Originals from the Exposure Glass

2

❶ Place the first page of your original on the exposure glass face down.

❷ Dial.

❸ Press the **[Start]** key.

The machine starts scanning the original.

❹ Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.

 **Note**

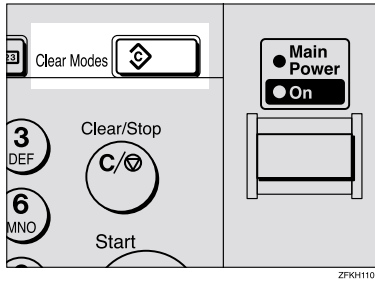
Repeat steps ❸ to ❹ for all pages.

❺ Press the **[#]** key to finish.

Canceling a Memory Transmission

Before the Start Key is Pressed

1 Press the **[Clear Modes]** key.

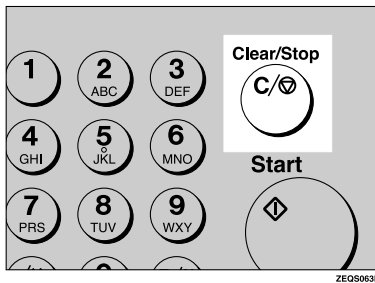


Note

- When you set the document in the Document Feeder, you can cancel the transmission by just removing it.

While the Original is Being Scanned

1 Press the **[Clear/Stop]** key.



The machine will stop storing the original and the data will not be sent.

During Transmission

Use this procedure to cancel a transmission after the original has been scanned.

2

Limitation

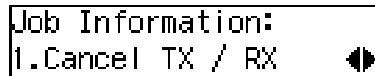
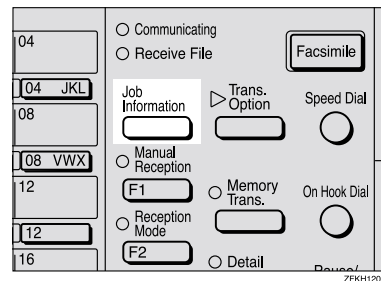
- If transmission finishes while you are carrying out this procedure, it will not be canceled.

Note

- If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

2 Press the **[Job Information]** key, and confirm that " 1. Cancel TX / RX " is displayed.



The Information menu is shown.

Faxing

2

3 Press the **[OK]** key.

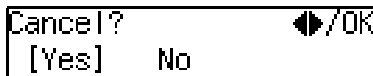
4 Display the file you want to delete.

Enter the file number with the number keys, or search using **[◀]** or **[▶]**.



5 Press the **[OK]** key.

6 Press **[◀]** or **[▶]** to select "Yes"



7 Press the **[OK]** key.



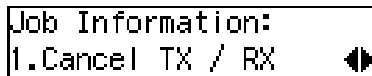
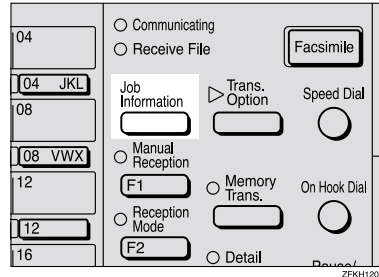
The file is erased, and the machine will return to standby mode

While the Original is Awaiting Transmission

! Limitation

- Pages already being sent to the destination cannot be canceled, even if you cancel the transmission. The transmission may be sent before you can cancel it, even if you start canceling the transmission before it is fully sent.

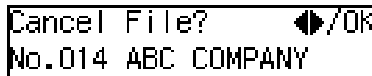
1 Press the **[Job Information]** key, and confirm that "1. Cancel TX/RX" is displayed.



2 Press the **[OK]** key.

3 Display the file you want to delete.

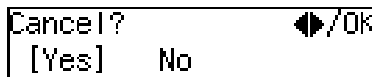
Enter the file number with the number keys, or search using **[◀]** or **[▶]**.



If you are unable to find the file, it has already been sent.

4 Press the **[OK]** key.

5 Press **[◀]** or **[▶]** to select "Yes".



6 Press the **[OK]** key.



The file is erased, and the machine will return to standby mode

Immediate Transmission

Immediate Transmission is convenient when:

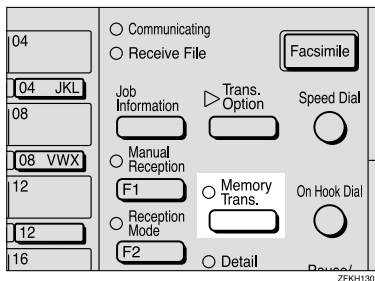
- You wish to send a document immediately as it is scanning.
- You wish to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **[Start]** key. The message is scanned and transmitted page by page without being stored in memory.

Note

- You can only specify one destination for Immediate Transmission.
- You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on with the User Parameters.
- The machine does not redial with immediate transmission.

1 Check that the Memory Transmission indicator is not lit.



If it is lit, press the **[Memory Trans.]** key.

2 Set your original.

Reference
p.13 "Setting Originals"

3 Select any scan settings you require. See p.24 "Scan Settings".

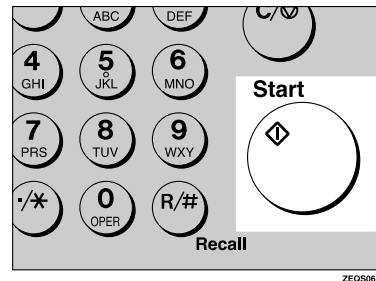
4 Dial.



If you make a mistake, press the **[Clear/Stop]** key, and then enter the correct number again.

Reference
p.26 "Dialing"
See Chapter 3 "Chain Dial" in the Advanced Features manual.

5 Press the [Start] key.



The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.



2

Faxing

Reference

p.33 "Own Name/Fax Header/Own Fax Number"



```
Ready 100% 10:20AM
Set Orig. / Enter No.
```

2

After transmission the machine will return to standby mode.

Sending Originals from the Exposure Glass

- ① Place the first page face down on the exposure glass.
- ② Dial.
- ③ Press the **[Start]** key.
The machine starts scanning the original.
- ④ Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.

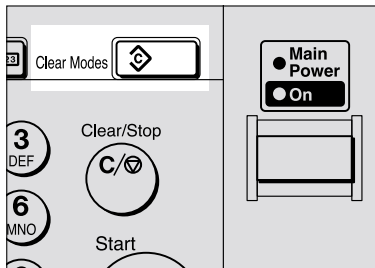
Note

- Repeat steps ③ to ④ for all originals.
- ⑤ Press the **[#]** key to finish.

Canceling an Immediate Transmission

Before the Start key is Pressed

- 1 Press the **[Clear Modes]** key.



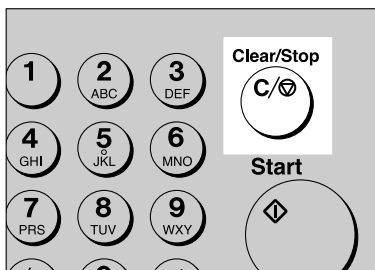
ZFKH110N

Note

- When you have already set the original, you can also cancel an Immediate Transmission by removing the original from the machine.

After the Start key is Pressed

- 1 Press the **[Clear/Stop]** key, and then remove the original.



ZEQS063N

Note

- If the transmission finishes while you are carrying out this procedure, it will not be canceled.

You may wish to send many different types of fax messages. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

❖ **Resolution:**
Standard, Detail, Fine

❖ **Original Type:**
Text, Photo

❖ **Image Density (Contrast):**
Manual Image Density

Resolution

Images and text are scanned into the machine by converting them to a sequence of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in less quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8×3.85lines/mm, 200×100dpi)**
Select for originals containing normal sized characters.

❖ **Detail (8×7.7lines/mm, 200×200dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Fine (8×15.4lines/mm, 200×400dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is four times as fine as Standard.

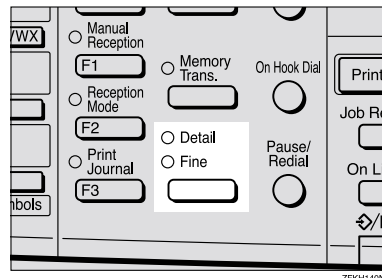
Limitation

- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.
- Sending with **Fine** resolution requires that the other party's machine has the capability to receive fax messages at **Fine** resolution.

Note

- The resolution returns to the default setting after every transmission. You can change this with the User Parameters. See Chapter 6 "User Parameters (Switch01, Bit7)" in the Advanced Features manual.

1 Press the **[Resolution]** key to switch between resolutions. The indicators above the key shows the current selection. When neither of the indicators are lit, **Standard** is selected.



Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate Original Type to optimize image clarity.

◆ Text

Select **Text** to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs or if you only want to send clearer text.

◆ Photo

Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

● Limitation

- If you select **Photo**, resolution is automatically set to **Detail**. Even if you select **Text** again, the resolution will not return to **Standard**.

📝 Note

- If you select **Photo**, the transmission will take longer than when **Text** is selected.
- If you send a fax message with **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.
- When the machine is turned on or modes are cleared, the Original Type is set to **Text**.
- You can set whether the machine returns to the Original Type default setting after every transmission with the User Parameters. See Chapter 6 "User Parameters (Switch 01 Bit 7)" in the Advanced Features manual.

- 1** Press the **[Original Type]** key for the type you require.

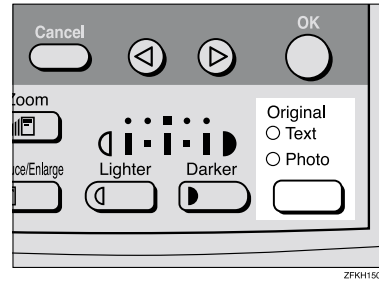
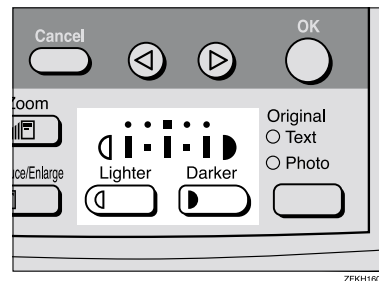


Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

Use the **[Image Density]** keys to select the image density within 5 levels.

- 1** Press **⏪** or **⏩** to change the density from five density levels.



Dialing

There are four main ways to dial a number:

- ◆ **Entering Numbers Directly**
See p.26 "Entering Numbers Directly"
- ◆ **Using Quick Dials:**
See p.27 "Using Quick Dials"
- ◆ **Using Speed Dials:**
See p.28 "Using Speed Dials"
- ◆ **Using Groups**
See p.29 "Using Groups"

Entering Numbers Directly

Enter numbers directly using the number keys on the right side of the operation panel.

Note

- Maximum length of a fax number: 254 digits.
- You can insert pauses and tones in a fax number. See p.27 "Pause", p.27 "Tone"

1 Make sure that the machine is in standby mode.

2 Set your original and select any scan settings you require.

Ready 100% 10:15AM
Enter Fax Number

3 Enter the fax number with the number keys.

The digits appear on the display as you enter them.

Dest.1 Press Start
1234567890

Note

- If you make a mistake, press the **[Clear/Stop]** key and enter again.
- If you wish to send this message to more than one destination, press the **[OK]** key, and then enter the next destination.

4 Press the **[Start]** key.

Limitations when dialing with the number keys

Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program more than 67 numbers for the following:

- Destinations specified in a Memory Transmission (including Polling Reception)
- Destinations specified in a Group

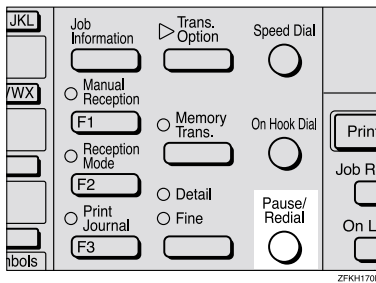
For example, when 60 destinations are registered in a Group with the number keys, only 7 destinations can be dialed for Memory Transmission from the number keys.

Note

- If a memory file is awaiting transmission and the "Exceeded the Max. Cannot Add" message is displayed when dialing with the number keys, you cannot dial any more numbers. That is because the fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.
- The display shows the percentage of free memory space for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

Pause

Press the **[Pause/Redial]** key when dialing or storing a number to insert about a two-second pause.



Limitation

- You cannot insert a pause before the first digit of a fax number.

Note

- A pause is shown as a "-" on the display.
- You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

This function allows a machine connected to a pulse dialing line to send tone signals (for example if you want to use a special service on a tone dialing line). When you press the **[*]** key, the machine dials the number using tone signals.

Limitation

- You cannot place a tone before the first digit of a fax number.
- Some services may not be available when using the **[*]** key.

Note

- A tone is shown as a "•" on the display.

Using Quick Dials

You can specify destinations simply by pressing the Quick Dial.

You must program the destination's fax number in a Quick Dial beforehand.

Additionally, you can store a name for the destination in Quick Dials.

Note

- To register, edit, or delete a Quick Dial, see p.38 "Quick Dial"
- To check the contents of all Quick dials, print the quick Dial list. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.
- You can have the label stored with a Quick Dial printed on the first page received at the other end.

Reference

p.26 "Dialing"

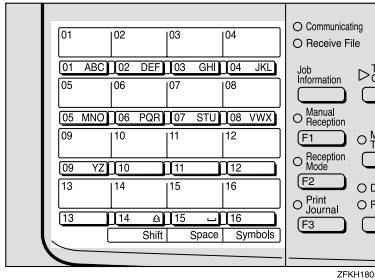
Faxing

- 1** Make sure that the machine is in standby mode.
- 2** Set your original and select any scan settings you require.

Ready 100% 10:15AM
Enter Fax Number

2

- 3** Press the Quick Dial key in which the destination's number is programmed.



If the destination's name has been stored, the name is shown on the display. If it is not, the fax number is shown.

Dest.1 OK to Add
001 ABC COMPANY

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you wish to dial another destination, press the **[OK]** key and dial another fax number.

- 4** Press the **[Start]** key.

Using Speed Dials

You can specify destinations simply by pressing the **[Speed Dial]** key and a Speed Dial code (00 to 49).

You must store the destination's fax number in a Speed Dial beforehand. Additionally, you can store a name for the destination in Speed Dials.

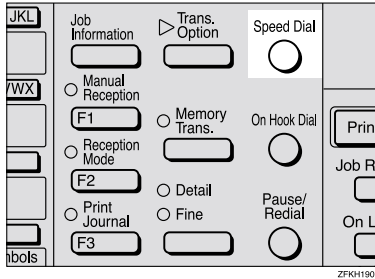
Note

- To register, edit, or delete Speed Dial entries, see p.44 "Speed Dial"
- To check the contents of all Speed Dials, print the Speed Dial list. See Chapter 5, "Printing Reports/Lists" in the Advanced Features manual.
- You can use codes 00-49 for Speed Dials.
- If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory function. See Chapter 3 "Telephone Directory" in the Advanced Features manual.
- You can have the label stored with a Speed Dial printed on the first page received at the other end.

- 1** Make sure that the machine is in standby mode.

- 2** Set your original and select any scan settings you require.

Ready 100% 10:15AM
Enter Fax Number

3 Press the **[Speed Dial]** key.

Speed Dial: Enter No.
[00]

4 Enter the two digit code (00 to 49) for the destination with the number keys.

Dest.1 OK to Add
☎ 00 DEF COMPANY

Note

- When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- If you wish to dial another destination, press the **[OK]** key and dial another fax number.
- If you make a mistake, press the **[Clear/Stop]** key, and try again.

5 Press the **[Start]** key.**Using Groups**

You can store multiple destinations as a single Group and simply specify a particular Group.

You must store the destinations' fax number in a Group beforehand.

Additionally, you can store destination names and a Group name in Groups.

The method for specifying Groups differs according to the way they were programmed.

- When programmed in a Quick Dial: Press the Quick Dial key.
- When not programmed in a Quick Dial: First, Program the Group function in a User Function key (**[F1]** to **[F3]**). When you want to specify a destination, press the User Function key in which the Group Function is programmed, and then press the Group number with the number keys. (See Chapter 5, "User Function Keys" in the Advanced Features manual.)

Limitation

- Quick Dials programmed for Groups cannot be used for any other function.
- You cannot use Immediate Transmission to send Groups. You can only use Memory Transmission.

Note

- To register, edit, or delete Groups, see p.49 "Groups"
- To check the contents of all Groups, print the Group Dial list. See Chapter 5, "Printing Report/Lists" in the Advanced Features manual.

Faxing

When Specifying a Group with a Quick Dial

Make sure that the Memory Transmission indicator is lit, if not, press the **[Memory Trans.]** key to light it.

2**Note**

- You must register Groups to Quick Dials beforehand. See p.49 "Groups"

1 Make sure that the machine is in standby mode.

2 Set your original and select any scan settings you require.

```

Ready 100% 10:15AM
Enter Fax Number
  
```

3 Press the Quick Dial key in which the Group is programmed.

```

Dest.1 Press Start
☎02:Gp.D1 EUROPE1
  
```

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you wish to dial another destination, press the **[OK]** key, and then dial another fax number.

4 Press the **[Start]** key.

When Specifying a Group with the Group key

Make sure that the Memory Transmission indicator is lit, if not, press the **[Memory Trans.]** key to light it.

Note

- You must program the Group function in a User Function key beforehand. See Chapter 5 "User Function Keys" in the Advanced Features manual.

1 Make sure that the machine is in standby mode.

2 Set your original and select any scan settings you require.

```

Ready 100% 10:15AM
Enter Fax Number
  
```

3 Press the User Function key programmed with the Group function.

```

Group Dial: Enter No.
[Gp.D1]
  
```

4 Enter the Group number (1 to 5) with the number keys.

```

Dest.1 Press Start
☎Gp.D1 EUROPE1
  
```

Note

- If you want to specify another Group, press the **[OK]** key, and then repeat step **3** above.
- If you make a mistake, press the **[Clear/Stop]** key, and the display will return to that in step **2**.

5 Press the **[Start]** key.

Reception Modes

The machine can treat incoming fax messages and telephone calls in three ways.

◆ Manual Receive

Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax documents or telephone calls. You must manually press the **[Start]** key to receive a fax.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times. The Manual Receive indicator is lit when the machine is in this mode.

◆ Auto Receive

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax documents. It will ring once to alert you of an incoming call, and then starts receiving.

◆ Auto Select

In this mode, the machine rings a number of times. You can answer the call while the machine is ringing. If you do not answer the call, the machine automatically changes to receive fax messages.

Note

- You can change the number of rings. See Chapter 5, "Setting the Auto Ring Time" in the Advanced Features manual.
- When the other party send a fax message, the machine changes to receive the fax message automatically.

- You can connect a telephone answering machine with Auto Select.
- Set a smaller number of rings for the telephone answering machine than for the fax machine.
- It could not work correctly depends on a telephone answering machine.

2

Selecting the Reception Mode

This function also requires the use of a User Function key. By default, the **[F2]** key is assigned as the **[Reception Mode]** key.

- 1** Press the **[Reception Mode]** key.

```
Reception Mode: ◀/OK
[Auto Receive]
```

- 2** Press **⏪** or **⏩** to select the reception mode.

```
Reception Mode: ◀/OK
Manual Receive
```

- 3** Press the **[OK]** key.

```
Ready 100% 10:20AM
Set Orig. / Enter No.
```


Faxing

2

Distinctive Ring

Two numbers (telephone number and fax number) can be assigned to one line by making a contract with your telephone company for Distinctive Ring. Each number will have a different ringing pattern. This is useful for distinguishing a fax from a telephone call.

Please contact your telephone company for details.

After making a contract with your telephone company, turn this function on with the User Parameters (Switch12 Bit1).

Note

- When Distinctive Ring is set, Reception Mode can not be selected.

3. Registering

Own Name/Fax Header/Own Fax Number

Make sure that all necessary settings are made before connecting your machine to the telephone line.

◆ Own Name

This should be your name or company name, in 20 characters or less. During communication, if the other party's fax machine supports Own Name, this replaces the Own Fax Number that follows. This name will appear on the display of the other party's fax machine, and the name registered on that machine will appear on yours.

! Limitation

- The registered name will not be used unless the other party has the same machine of the same make that supports the Own Name function.

◆ Fax Header

This is ordinarily your name or company name. Your fax header can be up to 32 characters long, and is printed on the header of every page you send.

◆ Own Fax Number (Required by international law)

This is your fax machine's phone number, which must include country and area codes, in 20 characters or less. During any communication, your Own Fax Number appears on their display. (Conversely their Own Fax Number appears on your display.)

✎ Note

- In some areas, the Own Fax Number is preprogrammed by your service representative, and cannot be re-programmed by the user.

! Important

- When sending a fax, your Own Fax Number is required by international law. You cannot legally connect a fax machine to the telephone system if the Own Fax Number is not programmed.

✎ Note

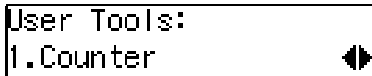
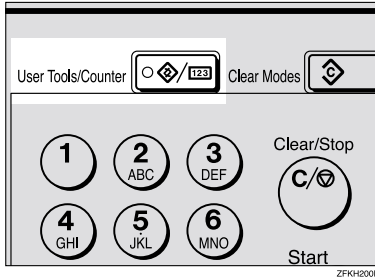
- You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List. See Chapter 6 "Printing the User Parameter List" in the Advanced Features manual.

Registering

Registering

The following procedure describes how to make initial settings.

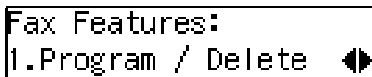
- 1 Press the **[User Tools]** key.



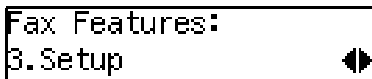
- 2 Press **[Left]** or **[Right]** until " 4. Fax Features " is displayed.



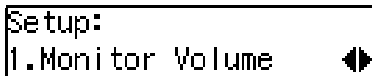
- 3 Press the **[OK]** key.



- 4 Press **[Left]** or **[Right]** until " 3. Setup " is displayed.



- 5 Press the **[OK]** key.

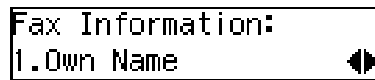


- 6 Press **[Left]** or **[Right]** until "6. Fax Information" is displayed.



- 7 Press the **[OK]** key.

Confirm that " 1. Own Name " is displayed.



- 8 Press the **[OK]** key.



- 9 Enter your Own Name.



Note

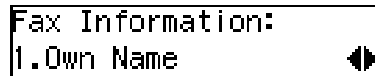
- If you want to erase a character in the name, press the **[Clear/Stop]** key.

Reference

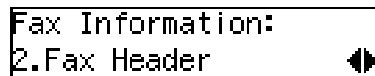
See p.59 "Entering Characters" for how to enter characters.

- 10 Press the **[OK]** key.

Your Own Name is programmed.



- 11 Press **[Left]** or **[Right]** until " 2. Fax Header " is displayed.



- 12** Press the **[OK]** key.
The programmed Own Name is displayed.

Header: [ABC] /OK
MAIN OFFICE

- 13** Enter your Fax Header.
If your Fax Header is the same as your Own Name, go to step **14**.

Header: [ABC] /OK
MAIN OFFICE

- 14** Press the **[OK]** key.
Your Fax Header is programmed.

Fax Information:
2. Fax Header

- 15** Press **[Left]** or **[Right]** until "3. Own Fax Number" is displayed.

Fax Information:
3. Own Fax Number

- 16** Press the **[OK]** key.

Fax Number:
☎

- 17** Enter your Own Fax Number.

Fax Number: /OK
☎ 1234567890

Note

- The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code (do not insert a pause after your Area Code), followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator.

Characters you can enter include numerals 0-9, plus signs (+), and spaces.

- 18** Press the **[OK]** key.
Your Own Fax Number is programmed.

Fax Information:
3. Own Fax Number

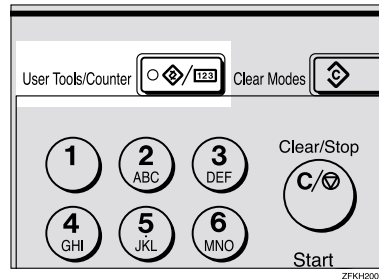
- 19** Press the **[User Tools]** key to return to standby display.

3

Editing

The following procedure describes how to edit initial settings.

- 1** Press the **[User Tools]** key.



User Tools:
1. Counter

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4. Fax Features

- 3** Press the **[OK]** key.

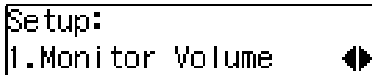
Fax Features:
1. Program / Delete

Registering

- 4** Press \leftarrow or \rightarrow until " 3. Setup " is displayed.



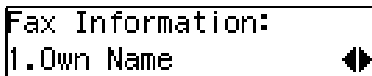
- 5** Press the [OK] key.



- 6** Press \leftarrow or \rightarrow until " 6. Fax Information " is displayed.



- 7** Press the [OK] key.



- 8** Press \leftarrow or \rightarrow to select the item that you want to edit.

- 9** Press the [OK] key.

- 10** Press the [Clear/Stop] key, and then reenter the Number or Name.

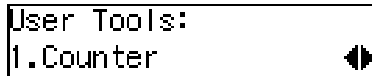
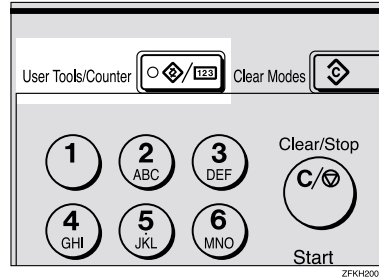
- 11** Press the [OK] key.

- 12** Press the [User Tools] key to return to standby display.

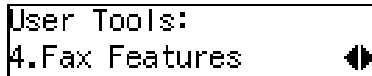
Deleting

The following procedure describes how to delete initial settings.

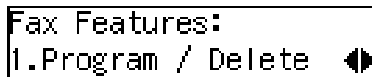
- 1** Press the [User Tools] key.



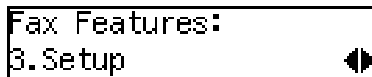
- 2** Press \leftarrow or \rightarrow until " 4. Fax Features " is displayed.



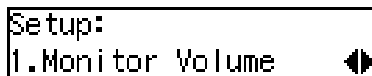
- 3** Press the [OK] key.



- 4** Press \leftarrow or \rightarrow until " 3. Setup " is displayed.



- 5** Press the [OK] key.





- 6** Press  or  until " 6. Fax Information " is displayed.

```
Setup:
6.Fax Information
```

- 7** Press the **[OK]** key.

```
Fax Information:
1.Own Name
```

- 8** Press  or  to select the item that you want to delete.

- 9** Press the **[OK]** key.

- 10** Press the **[Clear/Stop]** key.

- 11** Press the **[OK]** key.

- 12** Press the **[User Tools]** key to return to standby display.

Registering

Quick Dial

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

3

Registering

The following procedure describes how to register fax numbers in Quick Dial keys. There are 16 Quick Dials available.

You can register the following items in each key:

- Destination fax number (up to 254 digits)
- Destination name (up to 20 characters)
- Label Insertion (whether to print the destination name on faxes sent to this number)

Important

- We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

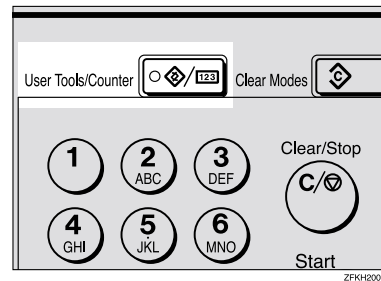
Limitation

- When a registered Quick Dial key is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Change." is shown and you cannot change the destination for this key.

Note

- You can confirm fax numbers stored in Quick Dials on the Quick Dial List. See Chapter 5, "Printing Reports/Lists" in the Advanced Features manual.

- 1 Press the **[User Tools]** key.



User Tools:
1.Counter

- 2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

- 3 Press the **[OK]** key.

Fax Features:
1.Program / Delete

Confirm that "1. Program / Delete" is displayed.

- 4 Press the **[OK]** key.

Program / Delete:
1.Prog. Quick Dial

Confirm that "1. Prog. Quick Dial" is displayed.

Registering

- 12** Press the **[OK]** key.

```
Program / Delete:
1.Prog. Quick Dial
```

If you want to store another Quick Dial, go to step **5**.

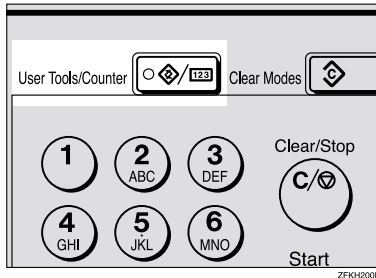
- 13** Press the **[User Tools]** key to return to standby display.

3

Editing

The following procedure describes how to edit fax numbers registered in Quick Dial keys.

- 1** Press the **[User Tools]** key.



```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

```
Fax Features:
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

- 4** Press the **[OK]** key.

```
Program / Delete:
1.Prog. Quick Dial
```

Confirm that "1. Prog. Quick Dial" is displayed.

- 5** Press the **[OK]** key.

```
Press Key to Program
(Browse)
```

- 6** Display the number of the Quick Dial key you want to edit.

Press a Quick Dial key, or search using **⏪** or **⏩**.

- 7** Press the **[OK]** key.

- 8** Press the **[Clear/Stop]** key, and then reenter the fax number with the number keys.

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press **⏪** or **⏩** to select the fax number you want to specify, and then press the **[OK]** key.
- Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number and press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID and PWD (See Chapter 3 "SEP Code" or "SUB Code" in the Advanced Features manual).

- 9** Press the **[OK]** key.

- 10** Press the **[Clear/Stop]** key, and then reenter the destination name.

Note

- Under rare circumstances, garbled characters may appear during name registration if you use the **[Pause/Redial]** key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using **[Left]** or **[Right]** and the **[Clear/Stop]** keys, and then go on to enter the name.

- 11** Press the **[OK]** key.

The name is programmed.

```
Label Insertion: [Left]/[OK]
On [Off]
```

- 12** Press **[Left]** or **[Right]** to select either "On" or "Off".

Note

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.

```
Label Insertion: [Left]/[OK]
[On] Off
```

- 13** Press the **[OK]** key.

```
Program / Delete:
1.Prog. Quick Dial [Left]
```

If you want to store another Quick Dial, go to step **5**.

- 14** Press the **[User Tools]** key to return to standby display.

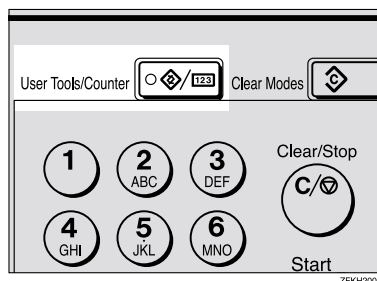
Deleting

The following procedure describes how to delete fax numbers registered in Quick Dial keys.

Limitation

- When a Quick Dial key is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Delete." is shown and you cannot delete the destination for this key.

- 1** Press the **[User Tools]** key.



```
User Tools:
1.Counter [Left]
```

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features [Left]
```

- 3** Press the **[OK]** key.

```
Fax Features:
1.Program / Delete [Left]
```

Confirm that "1. Program / Delete" is displayed.

- 4** Press the **[OK]** key.

Registering

- 5** Press **⏪** or **⏩** until "2. Del. Quick Dial" is displayed.

```
Program / Delete:
2.Del. Quick Dial  ⏪
```

- 6** Press the **[OK]** key.

```
Press Key to Delete
(Browse ⏪)
```

3

- 7** Display the Quick Dial key that you want to delete.

Press a Quick Dial key or search by pressing **⏪** or **⏩**.

```
Delete?  ⏪/OK
001 DEF COMPANY
```

The number of the Quick Dial key and the fax number or name are displayed.

- 8** Press the **[OK]** key.

The stored data (fax number and name) is deleted.

```
Program / Delete:
2.Del. Quick Dial  ⏪
```

If you want to delete another Quick Dial key, go to step **6**.

- 9** Press the **[User Tools]** key to return to standby display.

Quick Dial Key Label (Dial label)

You can print a template that can be used to make labels for Quick Dial keys. The template will have destination or Group names programmed in Quick Dial keys.

Limitation

- Set the label paper to landscape in the Bypass Tray. Portrait position will print the wrong size.

Note

- To print the label template, see Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

Label paper

P. 1

* * * QUICK DIAL LABEL (OCT.11.2001 11:45 AM) * * *

FAX HEADER: MAIN OFFICE

1	2		
01 : ABC CO PANY	02 : EUROPE	03 :	04 :
05 :	06 :	07 :	08 :
09 :	10 :	11 :	12 :
13 :	14 :	15 :	16 :

01 : ABC CO MPANY	02 : EUROPE	03 :	04 :
05 :	06 :	07 :	08 :
09 :	10 :	11 :	12 :
13 :	14 :	15 :	16 :

CUT ALONG THE DOTTED LINES AND SET THE LABEL(S) TO THE OPERATION PANEL.

ZPKH210N

3

1. Quick Dial key number

2. Destination name

Registering

Speed Dial

Registering

If you register numbers in Speed Dials, you can specify the fax number simply by pressing the **[Speed Dial]** key, and entering a two-digit Speed Dial number.

3

The following procedure describes how to register fax numbers in Speed Dials.

You can register the following items in a Speed Dial:

- Destination fax number (up to 50 numbers, up to 254 digits for each number)
- Destination name (up to 20 characters)
- A Telephone Directory search letter (A to Z)
- Label Insertion (whether to print the destination name on faxes sent to this number)

Important

- We recommend that you print the Speed Dial list and keep it when you register or change a destination.

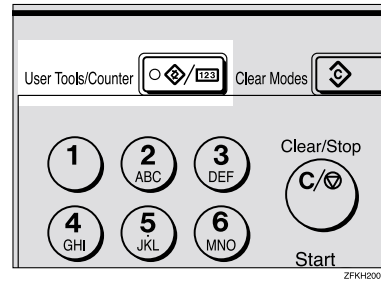
Limitation

- When a registered Speed Dial is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Change." is shown and you cannot change the destination for this Quick Dial.

Note

- You can specify codes 00 to 49.
- You can confirm the contents of Speed Dial numbers in the Speed Dial List. See Chapter 5, "Printing Reports/Lists" in the Advanced Features manual.

- 1 Press the **[User Tools]** key.



User Tools:
1.Counter

- 2 Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

- 3 Press the **[OK]** key.

Fax Features:
1.Program / Delete

Confirm that "1. Program / Delete" is displayed.

- 4 Press the **[OK]** key.

- 5 Press **[Left]** or **[Right]** until "3. Prog. Speed Dial" is displayed.

Program / Delete:
3.Prog. Speed Dial

- 6 Press the **[OK]** key.

Enter No. to Program
[000] (Browse)

- 7** Display the number of the Speed Dial you want to register (00 to 49).

Enter the Speed Dial number with the number keys, or search using ◀ or ▶.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If a Speed Dial number has already been stored, the contents are displayed. Press ◀ or ▶ to select an unprogrammed number, then press the **[OK]** key.

- 8** Enter a fax number with the number keys.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press ◀ or ▶ to select the fax number you want to specify, and then press the **[OK]** key.

- 9** Press the **[OK]** key.

The fax number is programmed.



- 10** Enter the Destination name.



Note

- If a destination name is already registered in the Speed Dial, the name is shown on the display. If you wish to change the destination name, press the **[Clear/Stop]** key, and then enter another name.

- 11** Press the **[OK]** key.

The search letter is registered.



- 12** Press ◀ or ▶ to select "On" or "Off".



Note

- Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.

- 13** Press the **[OK]** key.



If you want to store another Speed Dial number, go to step 6.

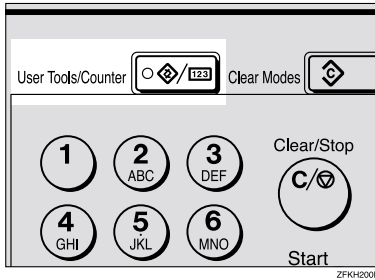
- 14** Press the **[User Tools]** key to return to standby display.

Registering

Editing

The following procedure describes how to edit registered Speed Dial numbers.

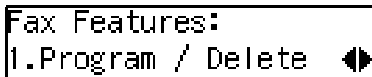
1 Press the **[User Tools]** key.



2 Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.



3 Press the **[OK]** key.



Confirm that "1. Program / Delete" is displayed.

4 Press the **[OK]** key.

5 Press **[Left]** or **[Right]** until "3. Prog. Speed Dial" is displayed.



6 Press the **[OK]** key.



7 Display the number of the Speed Dial you want to edit (00 to 49).

Enter the Speed Dial number with the number keys, or search using **[Left]** or **[Right]**.

8 Press the **[OK]** key.

9 Press the **[Clear/Stop]** key, and then reenter a fax number with the number keys.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press **[Left]** or **[Right]** to select the fax number you want to specify, and then press the **[OK]** key.

10 Press the **[OK]** key.

The fax number is programmed.

11 Press the **[Clear/Stop]** key, and then reenter the Destination name.



12 Press the **[OK]** key.

The search letter is registered.



- 13 Press **⏪** or **⏩** to select "On" or "Off".

```
Label Insertion: ◀/OK
[On] Off
```

Note

- ❑ Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.

- 14 Press the **[OK]** key.

```
Program / Delete:
3.Prog. Speed Dial ▶
```

If you want to edit another Speed Dial number, go to step 6.

- 15 Press the **[User Tools]** key to return to standby display.

Deleting

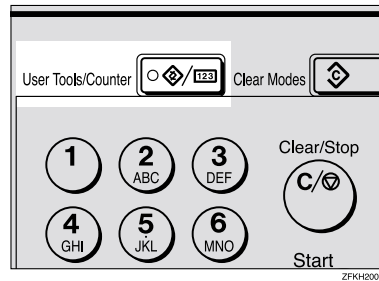
The following procedure describes how to delete fax numbers in Speed Dials.

Limitation

- ❑ If a registered Speed Dial is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Delete." is shown and you cannot delete the destination for this Speed Dial.

3

- 1 Press the **[User Tools]** key.



```
User Tools:
1.Counter ▶
```

- 2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features ▶
```

- 3 Press the **[OK]** key.

```
Fax Features:
1.Program / Delete ▶
```

Confirm that "1. Program / Delete" is displayed.

- 4 Press the **[OK]** key.

Registering

- 5** Press \leftarrow or \rightarrow until "4. Del. Speed Dial" is displayed.

```

Program / Delete:
4.Del. Speed Dial  ◀▶
  
```

- 6** Press the **[OK]** key.

```

Enter No. to Delete
[0000] (Browse◀▶)
  
```

3

- 7** Display the Speed Dial number you want to delete (00 to 49).

Enter the Speed Dial number with the number keys or search using \leftarrow or \rightarrow .

```

Delete? ◀▶/OK
001 DEF COMPANY
  
```

The Speed Dial number and the fax number or name are displayed.

- 8** Press the **[OK]** key.

The programmed data (fax number and name) is deleted.

```

Program / Delete:
4.Del. Speed Dial  ◀▶
  
```

If you want to delete another name, go to step **6**.

- 9** Press the **[User Tools]** key to return to standby display.

Groups

If you regularly broadcast documents to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialed in sequence automatically.

There are two ways of programming Groups:

◆ Registering groups in Quick Dial keys

If you register a group in a Quick Dial key, you can specify that group by pressing a Quick Dial key. However, if you use Quick Dial keys to register groups, you will be able to register fewer Quick Dial keys.

● Limitation

- You cannot register another function (Quick Dials) in a Quick Dial key already used for a group. Also, you cannot register groups in a Quick Dial key already used for another function.

◆ Assigning the Group Functions to the Group key

To assign the Group Function to the Group key, you must first assign the Group function to a User Function key. To send a fax, press the Group key, and then enter the group number (1 to 5). To select a Group using a Group key, one more step is required than when using a Quick Dial key. However, multiple Groups (a maximum of five) can be stored in a Group key, thus leaving the Quick Dial keys to be used more effectively.

Registering

You can register the following items in a Group:

- Destination fax numbers
- Group name (up to 20 characters)

You can enter destination numbers by Quick Dial keys, Speed Dials, or the number keys.

3

✎ Note

- You can register up to 5 Groups.
- The maximum number of destinations you can register in a Group is 133.
- The combined maximum number of destinations you can register in all Groups is 133. This 133 can be composed of up to 16 Quick Dial numbers, 50 Speed Dial numbers and 67 numbers entered directly with the number keys.
- The number of destinations that can be registered with the number keys depends on how the machine is used. In theory you can register up to a combined maximum of 67 destinations with the number keys for all groups.
- If you register 67 destinations with the number keys, Memory Transmission using the number keys becomes unavailable, and only Immediate Transmission is available.
- If you register a Group with the number keys when a file is waiting to be transmitted, a message is shown. You sometimes cannot register any more destinations even when the number of specified destination is 66 or less.

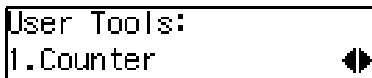
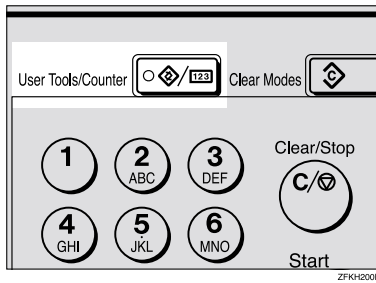
Registering

- ❑ It is recommended that you print the Group Dial list and keep it when you register or change destinations. See Chapter 5, "Printing Reports/ Lists" in the Advanced Features manual.
- ❑ If you register the same destination in different Groups, it is only counted as one item.
- ❑ How to count numbers.

3

	Registered destinations	Total Number of items
Group 1	Quick Dial: [01], [03], [05] Speed Dial: [02], [04], [06] number key: 12345678	9
Group 2	Quick Dial: [01], [05] Speed Dial: [02], [04], [09] number key: 12345678, 87654321	

1 Press the **[User Tools]** key.



2 Press **[Left]** or **[Right]** until " 4. Fax Features " is displayed.



3 Press the **[OK]** key.



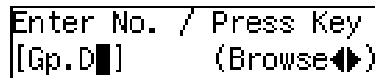
Confirm that " 1. Program / Delete " is displayed.

4 Press the **[OK]** key.

5 Press **[Left]** or **[Right]** until " 5. Prog. Group Dial " is displayed.



6 Press the **[OK]** key.



7 Display the number of the Group you want to register (1 to 5).

Enter the group number with the number keys, or search using **[Left]** or **[Right]**.



Note

- ❑ If you make a mistake, press the **[Cancel]** key and try again.
- ❑ If a group has already been stored, the contents are displayed. Press **[Left]** or **[Right]** to select a group number that is not programmed, and then press the **[OK]** key.
- ❑ If a group is programmed, but no name is specified, the group number only is displayed on the lower line of the display.

- 8** Specify the destination using one of the following three methods:

Enter the fax number with the number keys.

```
Gp.D1:#1      Press OK
☎123456789
```

Press a Quick Dial key.

```
Gp.D1:#1      Press OK
☎01 ABC COMPANY
```

Press the **[Speed Dial]** key, and then enter a Speed Dial number.

```
Gp.D1:#1      Press OK
☎00 London office
```

- 9** Press the **[OK]** key.
The destination is programmed.
- 10** Press the **[◀]** or **[▶]** to select "Add" or "Exit".

```
Program?      ◀/OK
[Add] Delete  Exit
```

- 11** Press the **[OK]** key.
If you selected "Exit", go to step **10**.
- 12** Repeat step **7** to **11** for all the destinations you want to register in the Group.

- 13** Enter the Group name.

```
Gp.D1 [abc]   /OK
[Europe
```

Note

- If the Group name is already registered, it is shown on the display. If you wish to change the Group name, press the **[Clear/Stop]** key, and then enter another name.

- 14** Press the **[OK]** key to register the Group.

```
Assign to Key? ◀/OK
[Yes]  No
```

- 15** Press **[◀]** or **[▶]** to select "Yes" or "No" to be programmed in the Quick Dial key. Then press the **[OK]** key.

If you selected "No", go to step **10**.

- 16** Press the Quick Dial key you want to register in the Group.

```
Press Quick Dial Key
[[03]
```

- 17** Press the **[OK]** key.

```
Program / Delete:
5.Prog. Group Dial ▶
```

- 18** Press the **[User Tools]** key to return to standby display.

3

Registering

Editing

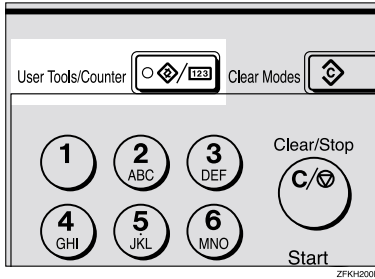
You can edit the group name or add destinations for programmed groups. To edit a destination:

- For destinations programmed in Quick Dial or Speed Dial, edit the contents of the programmed Quick Dial or Speed Dial.
- For destinations programmed with the number keys, delete the destination you want to edit from the group, and then program the new destination.

3

Editing a Group Name

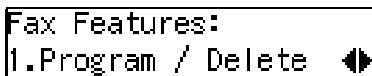
1 Press the **[User Tools]** key.



2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.



3 Press the **[OK]** key.



Confirm that "1. Program / Delete" is displayed.

4 Press the **[OK]** key.

5 Press **⏪** or **⏩** until "5. Prog. Group Dial" is displayed.



6 Press the **[OK]** key.

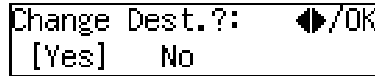


7 Display the number of the group you want to edit (1 to 5).

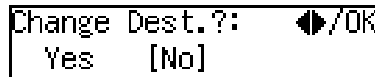
Enter the group number with the number keys, or search using **⏪** or **⏩**.



8 Press the **[OK]** key.



9 Press **⏪** or **⏩** to select "No".



10 Press the **[OK]** key.

11 Press the **[Clear/Stop]** key, and then enter the new name.



Note

- If you want to delete a character of the name, press the **[Clear/Stop]** key.
- If you press the **[Cancel]** key, the display will return to that shown for step **5**.

- 12** Press the **[OK]** key.

The name is changed.

- 13** Press **◀** or **▶** to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```
Assign to Key?  ◀▶/OK
[Yes]  No
```

- 14** Press the **[OK]** key.

If you selected "No", go to step **10**.

```
Press Quick Dial Key
[005]
```

Note

- If you want to edit a programmed Quick Dial key, press the Quick Dial key, and then the **[OK]** key.

- 15** Press the **[OK]** key.

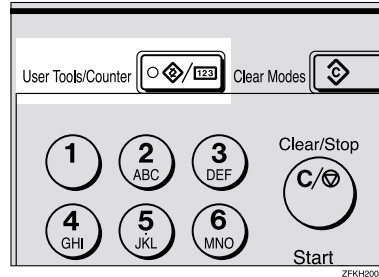
```
Program / Delete:
5.Prog. Group Dial  ◀▶
```

If you want to program another group name, go to step **6**.

- 16** Press the **[User Tools]** key to return to standby mode.

Adding a Fax Number to a Group

- 1** Press the **[User Tools]** key.



3

```
User Tools:
1.Counter  ◀▶
```

- 2** Press **◀** or **▶** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features  ◀▶
```

- 3** Press the **[OK]** key.

```
Fax Features:
1.Program / Delete  ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

- 4** Press the **[OK]** key.

- 5** Press **◀** or **▶** until " 5. Prog. Group Dial " is displayed.

```
Program / Delete:
5.Prog. Group Dial  ◀▶
```

- 6** Press the **[OK]** key.

```
Enter No. / Press Key
[Gp.D]  (Browse◀▶)
```

Registering

- 7 Display the number of the group to which you want to add a number (1 to 5).

Enter the group number with the number keys, or search using ◀ or ▶.

```

Program?          ◀/OK
Gp.D1 Europe
  
```

3

- 8 Press the **[OK]** key.

```

Change Dest.?:   ◀/OK
[Yes] No
  
```

- 9 Press ◀ or ▶ to select "Yes".

```

Change Dest.?:   ◀/OK
[Yes] No
  
```

- 10 Press the **[OK]** key

```

Program?          ◀/OK
[Add] Delete Exit
  
```

Note

- If you have finished adding destinations, select "Exit" and go to step 11.

- 11 Press ◀ or ▶ to select "Add".

```

Program?          ◀/OK
[Add] Delete Exit
  
```

- 12 Press the **[OK]** key.

```

Gp.D1:#4          Fax No.
☎■■■■■■■■■■■■■■■■■■■■
  
```

- 13 Specify the destination using one of the following three methods:

Enter the fax number with the number keys.

```

Gp.D1:#4          Press OK
☎12345678■■■■■■■■■■■■■■■■
  
```

Press a Quick Dial key.

```

Gp.D1:#4          Press OK
☎01 ABC COMPANY
  
```

Press the **[Speed Dial]** key and enter a Speed Dial number.

```

Gp.D1:#4          Press OK
☎800 London office
  
```

Note

- If you specify a Quick Dial or Speed Dial that is not programmed, "This key is Not Programmed" is displayed. Respecify the destination.

- 14 Press the **[OK]** key.

The destination is added.

- 15 To add another destination, repeat steps 11 to 14.

- 16 If you have finished adding destinations, select "Exit".

```

Program?          ◀/OK
Add Delete [Exit]
  
```

- 17 Press the **[OK]** key.

```

Gp.D1 [ABC]       /OK
[Europe1■■■■■■■■■■■■■■■■]
  
```

Note

- If you want to change the group name, press the **[Clear/Stop]** key and enter the new name.

- 18** Press the **[OK]** key.

```
Assign to Key?  ◀▶/OK
[Yes]  No
```

- 19** Press **⏪** or **⏩** to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```
Assign to Key?  ◀▶/OK
[Yes]  No
```

- 20** Press the **[OK]** key.

If you selected "No", go to step **22**.

```
Press Quick Dial Key
[005]
```

Note

- If you want to edit a programmed Quick Dial, press the Quick Dial key, and then the **[OK]** key.

- 21** Press the **[OK]** key.

```
Program / Delete:
5.Prog. Group Dial  ▶▶
```

If you want to add another destination to the group, go to step **3**.

- 22** Press the **[User Tools]** key to return to standby mode.

Deleting

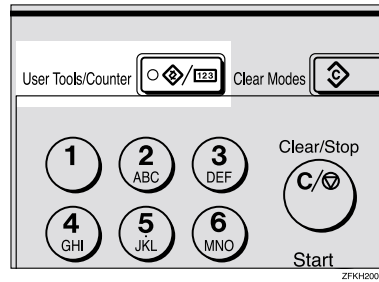
The following procedure describes how to delete a destination from a group.

- When you delete a destination from a group programmed in a Quick Dial or a Speed Dial, the contents of the Quick Dial or Speed Dial are not deleted.

3

To delete a destination from a group

- 1** Press the **[User Tools]** key.



```
User Tools:
1.Counter  ▶▶
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features  ▶▶
```

- 3** Press the **[OK]** key.

```
Fax Features:
1.Program / Delete  ▶▶
```

Confirm that "1. Program / Delete" is displayed.

- 4** Press the **[OK]** key.

Registering

- 5** Press **⏪** or **⏩** until " 5. Prog. Group Dial " is displayed.

```

Program / Delete:
5.Prog. Group Dial ◀▶
    
```

- 6** Press the **[OK]** key.

```

Enter No. / Press Key
[Gp.D1] (Browse◀▶)
    
```

3

- 7** Display the group number for the destination you want to delete (1 to 5).

Enter the group number with the number keys, or search using **⏪** or **⏩**.

```

Program? ◀▶/OK
Gp.D1 Europe1
    
```

- 8** Press the **[OK]** key.

```

Change Dest.?: ◀▶/OK
[Yes] No
    
```

- 9** Press **⏪** or **⏩** to select "Yes".

```

Change Dest.?: ◀▶/OK
[Yes] No
    
```

- 10** Press the **[OK]** key.

```

Program? ◀▶/OK
[Add] Delete Exit
    
```

- 11** Press **⏪** or **⏩** to select "Delete".

```

Program? ◀▶/OK
Add [Delete] Exit
    
```

- 12** Press the **[OK]** key.

```

Select Destination
with ◀▶
    
```

- 13** Press **⏪** or **⏩** to display the destination you want to delete.

```

Delete? ◀▶/OK
000 London office
    
```

- 14** Press the **[OK]** key.

```

Program? ◀▶/OK
Add [Delete] Exit
    
```

To delete another destination, repeat steps **13** to **14**.

- 15** If you are finished deleting destinations, press **⏪** or **⏩** to select "Exit".

```

Program? ◀▶/OK
Add Delete [Exit]
    
```

- 16** Press the **[OK]** key.

```

Gp.D1 [ABC] /OK
[Europe1 ████████████████████]
    
```

- 17** Press the **[OK]** key.

```

Assign to Key? ◀▶/OK
[Yes] No
    
```

- 18** Press **⏪** or **⏩** to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```

Assign to Key? ◀▶/OK
[Yes] No
    
```

- 19** Press the **[OK]** key.

If you selected "No", go to step **18**.

```

Press Quick Dial Key
[[05]
    
```

Note

- If you want to edit a programmed Quick Dial key, press the Quick Dial key and then the **[OK]** key.

- 20** Press the **[OK]** key to return to standby mode.

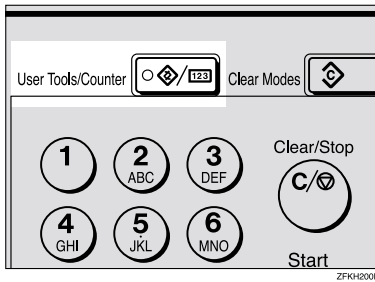
```
Program / Delete:
5.Prog. Group Dial
```

If you want to delete another destination from the group, go to step **6**.

- 21** Press the **[User Tools]** key to return to standby mode.

To delete an entire group

- 1** Press the **[User Tools]** key.



```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

```
Fax Features:
1.Program / Delete
```

Confirm that " 1. Program / Delete " is displayed.

- 4** Press the **[OK]** key.

- 5** Press **⏪** or **⏩** until " 6. Del. Group Dial " is displayed.

```
Program / Delete:
6.Del. Group Dial
```

- 6** Press the **[OK]** key.

```
Enter No. / Press Key
[Gp.D] (Browse)
```

- 7** Display the number of the group you want to delete (1 to 5).

Enter the group number with the number keys, or search using **⏪** or **⏩**.

```
Delete?
Gp.D1 Europe1
```

- 8** Press the **[OK]** key.
The entire Group is deleted.

```
Program / Delete:
6.Del. Group Dial
```

- 9** Press the **[User Tools]** key to return to standby display.

3

Registering

To change and delete Quick Dials programmed as groups:

To store an entire group under a different Quick Dial key, or to delete the group from the Quick Dial key altogether, perform the following procedure:

3

- ① Press the **[User Tools]** key.
- ② Press **⏪** or **⏩** until " 4. Fax Features " is displayed.
- ③ Press the **[OK]** key.
- ④ Press the **[OK]** key, and then press **⏪** or **⏩** to display "5. Prog. Group Dial".
- ⑤ Press the **[OK]** key.
- ⑥ Enter the group number (1 to 5).
- ⑦ Press the **[OK]** key.
- ⑧ Press **⏪** or **⏩** to select "No", and then press the **[OK]** key.
- ⑨ Press the **[OK]** key.
- ⑩ If you want to change the Quick Dial key, press "Yes", and if you want to delete the Quick Dial key, press "No".
- ⑪ Press the **[OK]** key.
If you selected "No" in step ⑨, the Quick Dial key is deleted. Go to step ⑬.
- ⑫ If you want to change the Quick Dial key, press the new Quick Dial key.
- ⑬ Press the **[OK]** key.
The Quick Dial key is changed.
- ⑭ Press the **[User Tools]** key to return to standby mode.

Entering Characters

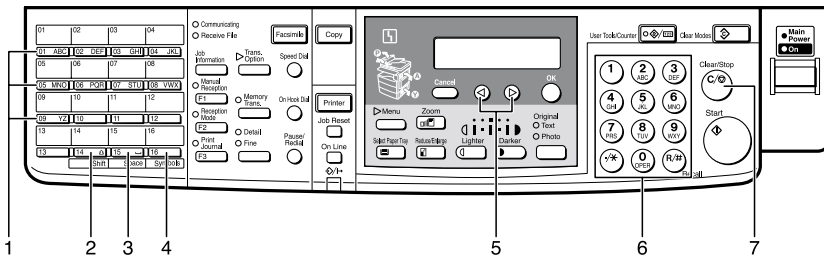
This section describes how to enter characters.

Available Characters

- Letters:
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols:
- _ (space) . , () / @ & \$! ' # * % + : ; < = > ? ^ [] ` { | } ~
- Numbers:
0123456789

3

Keys



ZFKH220N

1. Quick Dial 01 to Quick Dial 09 (A to Z)

Press these keys to enter upper and lower case letters.

Every time you press the same Quick Dial key, one of the three letters printed on a Quick Dial key is displayed. For example, when you press Quick Dial 01, letters in display are changed A → B → C → A as you press the key. Press to move cursor and enter next one.

2. **[Shift]** key (Quick Dial 14)

Use to switch between upper and lower case.

3. **[Space]** key (Quick Dial 15)

Press to enter a space.

4. **[Symbol]** key (Quick Dial 16)

Press to enter symbols.

5. or

Use to move the cursor left or right and select the symbol.

6. **Number keys**

Use to enter numbers.

7. **[Clear/Stop]** key

Deletes a character at the cursor position. Even if the cursor is placed to the right of the character, you can delete a character at the right end of a line.

How to Enter Characters

The following procedure describes how to enter characters.

Note

- ❑ When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

3

1 Enter letters, symbols or numbers.

Characters are entered and the cursor moves.

- For letters, press the Quick Dial keys (01 to 09). When the desired letter is displayed, press \triangleright .
- For symbols, press the **[Symbol]** key and \triangleleft or \triangleright to select the symbol, and then press the **[OK]** key.
- For numbers, press the number key.

Note

- ❑ When you make a mistake, press the **[Clear/Stop]** key.
- ❑ When you want to insert a character, move the cursor to the character right of the position you want to enter. Now the inserted character is shown left of the cursor position.

2 Press the **[OK]** key.

Wild Cards

When you register other party's Own Name or Own Fax Numbers for multiple destinations, you can register a sequence of characters common to these identifications as a wild card instead of registering every identification.

If a destination has an Own Name or Own Fax Numbers containing a wild card, the machine determines that the destination matches the registered destination.

❖ Not using a wild card

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH	3
HONG KONG BRANCH	
SYDNEY BRANCH	

❖ Using a wild card

Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

! Limitation

- ❑ You can register up to 30 wild cards.

Note

- ❑ Compare identifications by neglecting spaces.
- ❑ You can use wild cards for the following functions:
 - See Chapter 6 "Memory Lock" in the Advanced Features manual.
 - See Chapter 6 "Forwarding" in the Advanced Features manual.

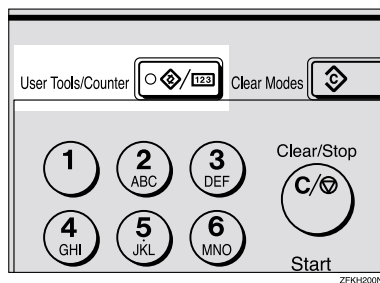
4. Troubleshooting

Adjusting Volume

You can change the volume of the following sounds the machine makes.

- ◆ **On Hook**
Sounds when you press the **[On Hook Dial]** key.
- ◆ **Transmission**
Sounds when the machine send a message.
- ◆ **Reception**
Sounds when the machine receives a message.
- ◆ **Dialing**
After pressing the **[Start]** key, this sound is made until the line connects to the destination.
- ◆ **Key Tone**
Sounds when keys on the Control panel are pressed.
- ◆ **Alarm**
The sound to signal something going amiss.

- 1** Press the **[User Tools]** key.



User Tools:
1.Counter

- 2** Press **[Left]** or **[Right]** until " 4. Fax Features " is displayed.

User Tools:
4.Fax Features

- 3** Press the **[OK]** key.

Fax Features:
1.Program / Delete

Confirm that " 1. Program / Delete " is displayed.

- 4** Press **[Left]** or **[Right]** until " 3. Setup " is displayed.

Fax Features:
3.Setup

- 5** Press the **[OK]** key.

Confirm that " 1. Monitor Volume " is displayed.

Setup:
1.Monitor Volume

- 6** Press the **[OK]** key.

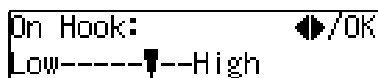
Monitor Volume:
1.On Hook

- 7** Press **[Left]** or **[Right]** to select the item you want to adjust, and then press the **[OK]** key.

On Hook: Low-█-----High /OK

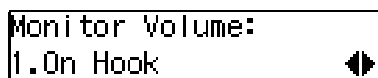
Troubleshooting

- 8** Press  or  to adjust the volume.



- 9** Press the **[OK]** key.

The volume is adjusted.



4

If you want to adjust another item, repeat steps **7** to **9**.

- 10** Press the **[User Tools]** key to return to standby display.

Error Messages


If there is an error, one of the following messages may appear on the display. It might just flash up briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Clear Misfed Orig. Remove original from ADF Cover	Original misfeed Remove originals from the Document Feeder. Set any pages of the original that were not scanned and send again.
	A document jam occurred during Immediate Transmission. Press the [OK] key, and then resend the page which has not been sent.
	An error occurred during Immediate Transmission. Press the [OK] key, and then resend the original. Note <input type="checkbox"/> There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
Reset Original(s) and press Start	Original jammed during Memory Transmission. Reset originals that have not been scanned.
Memory is Full.Storing Stopped.	After you press the [OK] key, you can select whether to transmit pages which have been stored in memory or to delete those pages. Check the number of transmitted pages on the Communication Result Report when you select to transmit those pages.
Exceeded the Max.Cannot Add	You cannot dial any more numbers. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

Troubleshooting

When the **[Facsimile]** key is Lit in Red

When the **[Facsimile]** key is lit in red while machine is in Copy mode, press the **[Facsimile]** key and read the message.





If  is lit, refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	Add paper. See Chapter 3 "Loading Paper" in the Copy Reference.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier function will still work normally.

4

When the Receive File Indicator is Lit


If the **Receive File** indicator is lit, a message has been received but could not be printed for some reason. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed out. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out	 is lit red.	Add paper. See Chapter 3 "Loading Paper" in the Copy Reference.
Toner is empty	 is lit red.	Replace the toner cartridge. See Chapter 3 "Changing the Toner Cartridge" in the Copy Reference. Note <input type="checkbox"/> Even if there is no toner left, you can still send fax messages.
Paper is jammed	 is lit red.	Remove the jammed paper. See Chapter 3 "Clearing Misfeeds" in the Copy Reference.
Cover is open	 is lit red.	Close the cover. A cover other than the Document Feeder or front cover is open.
Machine is busy printing with other function	The machine is printing with other function.	The message will be printed after the current job finishes automatically.

Troubleshooting

Solving Problems

This table lists some common problems and their solutions.

Problem	Required Action
Image background appears dirty when a fax is received at the other end.	Adjust the scan density. Reference See p.25 "Image Density (Contrast)"
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty, clean them. Make sure that ink or eraser is dry before setting the original. Reference See Chapter 5 "Maintaining Your Machine" in the Copy Reference
Received image is too light.	Request the sender to increase the image density. When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper. Reference See Appendix, "Originals" in the Advanced Features manual. When  appears on the display, toner is beginning to run out. Replace the toner cartridge soon. Reference See Chapter 3 "Changing the Toner Cartridge" in the Copy Reference.
Message appears blank at the other end.	The original was set upside down. Set it properly. Reference See p.13 "Setting Originals"
You want to cancel a Memory Transmission.	If the original is being stored, press the [Clear/Stop] key. Reference See p.19 "Canceling a Memory Transmission" If the original is being sent, use "Cancel TX/RX" in the Job Information menu. Reference See Chapter 2 "Canceling Transmission or Reception" in the Advanced Features manual.
You want to cancel an Immediate Transmission.	Press the [Clear/Stop] key. Reference See p.23 "Canceling an Immediate Transmission"
You cannot add any destination in Group, even though it does not reach the maximum number.	67 destinations have been programmed with the number keys. Program more numbers with Quick Dials or Speed Dials. Reference See p.49 "Groups"

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MEMO

MEMO

MEMO

Operating Instructions Facsimile Reference <Advanced Features>

Operating Instructions
Facsimile Reference
<Advanced Features>

How to Read this Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ Chapter 1 Getting Started

Names and describes the parts of the control panel and machine.

❖ Chapter 2 Faxing

Explains basic transmission. You can also learn about other types of transmissions.

❖ Chapter 3 Registering

Explains how to make initial settings, such as the Own Name and Own Fax Number settings. Also explains the Quick Dial, Speed Dial and Group keys. These keys allow you to store numbers and save time when dialing. This chapter also explains how to enter letters and symbols.

❖ Chapter 4 Troubleshooting

Explains how to adjust the volume of sounds generated by the machine and how to interpret error messages. When the display or indicator lights show unusual information, check the list and take appropriate action.

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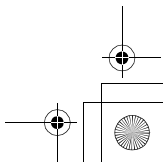
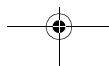
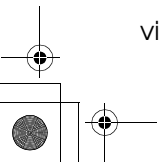
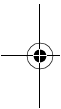
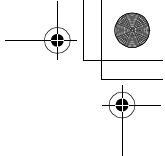
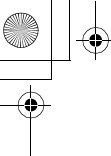
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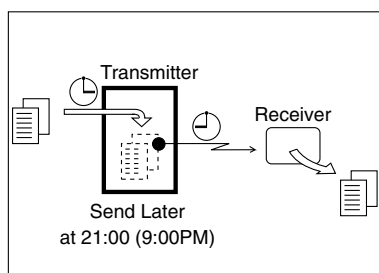
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1. Transmission Options

Sending at a Specific Time (Send Later)

Using the Send Later function, you can delay transmission of your fax message until a specified time. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time of transmission.



Note

- You can not specify a time more than 24 hours later.
- This function is only available with Memory Transmission.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

```
Ready 100% 10:20AM
Set Orig. / Enter No.
```

2 Place your original and select any scan settings you require.

3 Press the **[Transmission Option]** key.

```
Trans. Option:
1.Send Later
```

4 Confirm that " 1. Send Later " is displayed.

5 Press the **[OK]** key.

6 Press **[Left]** or **[Right]** to select "On".

```
Send Later:
[On] Off
```

7 Press the **[OK]** key.

8 Press **[Left]** or **[Right]** to select "AM" or "PM".

```
Send Later:
Time AM [PM]
```

9 Press the **[OK]** key.

10 Enter the time that you want to send the fax message with the number key.

```
Send Later: Press OK
Time [ 9:00] PM
```

Enter the hour setting (1 to 12). Then press **[Left]** or **[Right]**.

Then enter a 2-digit number for the minute setting (00 to 59).

Note

- When entering numbers smaller than 10, add a leading zero.
- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If the current time shown on the display is not correct, change it. See p.43 "Setting the Date and Time".

Transmission Options

1 Press the **[OK]** key.

The specified time is set.

2 Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step 2.

3 Press the **[Start]** key.

 **Note**

- You can cancel a message transmission set for Send Later. See p.9 "Canceling Transmission or Reception".

1

2

Fax Header Print

Normally, the Fax Header programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

Important

- In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

Note

- In the USA, law requires that your fax number be included in the Fax Header. Register the fax number and switch on Fax Header Print with the User Parameters. See p.58 "User Parameters" (Switch06, Bit0)

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



- 2** Place your original, and then select any scan settings you require.

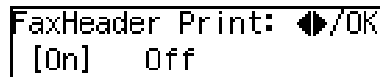
- 3** Press the **[Transmission Option]** key.
The Transmission Option menu appears.

- 4** Press **⏪** or **⏩** until "2. Fax Header Print" is displayed.



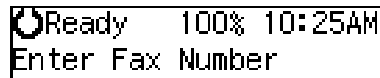
- 5** Press the **[OK]** key.

- 6** Press **⏪** or **⏩** to select "On".



- 7** Press the **[OK]** key.

- 8** Press the **[Transmission Option]** key.



- 9** Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step **9**.

- 10** Press the **[Start]** key.

1

3

Label Insertion

1

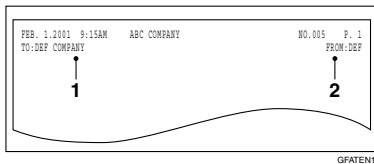
With this function, you can have the receiver's name programmed in Quick Dial or Speed Dial printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

If you program the Label Insertion function in a Quick Dial or Speed Dial, the function is enabled when you select "On". This function cannot be used if the other party's name is not programmed.

If you select the Label Insertion function then enter your personal code, your personal code will also appear on the page. "From" is automatically inserted before your personal code. This function is available when personal code is registered and the Restricted Access is turned on.

Note

- You can set this function for each destination.



1. Name that is registered in the Quick Dial or Speed Dial key.

2. Name that is assigned to the Personal Code.

Reference

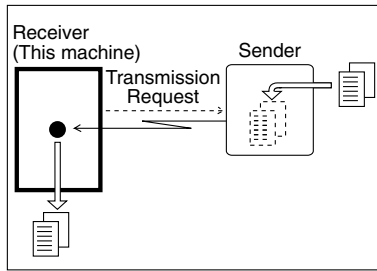
To program the Label Insertion function in the Quick Dial, see Chapter 3 "Quick Dial" in the Basic Features manual.

To program the Label Insertion function in the Speed Dial, see Chapter 3 "Speed Dial" in the Basic Features manual.

For details about Personal Codes, see p.63 "Personal Codes".

Calling to Request a Message (Polling Reception)

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals.



There are two types of Polling Reception:

◆ Secured Polling Reception

If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require an ID are received (Free Polling).

◆ Stored ID Override Polling Reception

You must enter an Override Polling ID unique to this transmission. This ID overrides the Polling ID. Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that does not require an ID are received (Free Polling).

! Limitation

- Polling Reception requires that the other machine can perform Polling Transmission.
- To receive a message sent by any Secured Polling Transmission or Stored ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
- To receive a message sent by Secured Polling Transmission or Stored ID Override Polling Transmission, the sender must be a machine of the same manufacturer and equipped with the Polling Reception function.

✎ Note

- The communication fee is charged to the receiver.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```
Ready 100% 10:20AM
Set Orig. / Enter No.
```

- 2** Press the **[Transmission Option]** key.

- 3** Press **[Left]** or **[Right]** until "3. Polling RX" is displayed.

```
Trans. Option:
3.Polling RX
```

- 4** Press the **[OK]** key.

Transmission Options

1

5 Press **[Left]** or **[Right]** to select "On".

```

Polling RX:      [Left]/OK
[On]   Off
    
```

6 Press the **[OK]** key.

7 Select the type of Polling Reception.

Secured Polling Reception

1 Press **[Left]** or **[Right]** to select "Default".

```

Polling RX:      [Left]/OK
[Default] Override
    
```

Stored ID Override Polling Reception

1 Press **[Left]** or **[Right]** to select "Override".

```

Polling RX:      [Left]/OK
Default [Override]
    
```

2 Press the **[OK]** key.

```

Polling RX:
Override ID [■■■■]
    
```

3 Enter the Polling ID (4 digits) with the number keys or Quick Dial keys.

```

Polling RX:      Press OK
Override ID [1234]
    
```

Note

- You can enter A to F by the Quick Dial keys.
- You can enter 0 to 9 by the number keys.
- 0000 and FFFF can not be entered.

If you make a mistake, press the **[Clear/Stop]** key and try again.

8 Press the **[OK]** key.

9 Specify the other party's fax number.

10 Press the **[Start]** key.

⚙️ Polling Documents from Other Manufacturer's Fax Machines:

Standard Polling Reception only works with machines of the same manufacturer that have the Polling Reception function. However, if the other party's fax machine supports SEP Code Polling Reception, you can receive documents from them using SEP Code. (See p.19 "SEP Code".)

File Reserve Report (Polling RX)

This report is printed after Polling Reception has been set up.

You can check the date and time, Fax Header, File No., Transmission condition and the Other party's name with this report.

Note

- You can turn this function on or off with the User Parameters. See p.58 "User Parameters" (Switch03, Bit3).

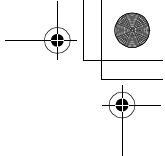
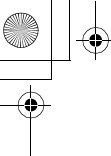
Communication Result Report (Polling RX)

This report is printed after a Polling Reception has been completed and shows the result of the Polling Reception.

You can check the date and time, Other party's name and result with this report.

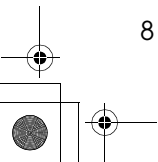
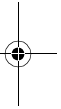
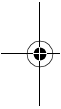
Note

- You can also check the result of a Polling Reception with the Journal.
- You can turn this function on or off with the User Parameters. See p.58 "User Parameters" (Switch03, Bit4).

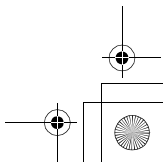
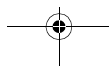


Transmission Options

1



8



2. Job Information

Canceling Transmission or Reception

Transmission files are originals that have been stored in memory and are awaiting transmission. The functions that produce transmission files are Memory Transmission and Polling Reception.

If you notice an error in the destination specified or the document content after scanning a document into memory, you can cancel transmission of that document. This is done by searching for the document in the fax machine's memory and deleting it.

Note

- You can cancel Memory Transmission even while files are being sent. However, any pages that have already been sent cannot be canceled.
- To cancel transmission in progress, press the **[Clear/Stop]** key.
- You can print out a File List to confirm the transmission files stored in memory.

Reference

For details about Memory Transmission and Polling Reception, see Chapter 2 "Memory Transmission" in the Basic Features manual, and p.5 "Calling to Request a Message (Polling Reception)".

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```

Ready 100% 10:20AM
Set Orig. / Enter No.
  
```

- 2** Press the **[Job Information]** key.

```

Job Information:
1.Cancel TX / RX
  
```

Confirm that " 1. Cancel TX / RX " is displayed.

- 3** Press the **[OK]** key.

- 4** Display the file you want to cancel.

To display the file, enter the file number with the number keys or press \odot or \ominus until the file number is displayed.

```

Cancel File?
No.014 ABC COMPANY
  
```

Note

- If you make a mistake, press the **[Cancel]** key and try again.
- If you cannot find the file you want to cancel, the document has already been sent.

- 5** Press the **[OK]** key.

```

Cancel?
[Yes] No
  
```

- 6** Confirm that you have selected the correct file, and press the **[OK]** key.

" Trans. Cancelled File Deleted " is displayed, and the machine returns to the standby display.

Printing a List of Files in Memory (Print File List)

2

Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

Note

- The contents of an original stored in memory can also be printed. See p.11 "Printing a Stored Message (Print TX File)".

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```

Ready 100% 10:20AM
Set Orig. / Enter No.
  
```

- 2** Press the **[Job Information]** key.

- 3** Press **⏪** or **⏩** until "2. Print File List" is displayed.

```

Job Information:
2.Print File List  ⏩
  
```

- 4** Press the **[OK]** key.

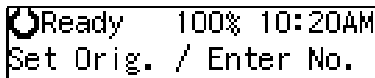
- 5** Press the **[Start]** key.

The File List is printed out and the machine returns to the standby display.

Printing a Stored Message (Print TX File)

If you wish to check the contents of a fax that is stored in memory and has not been sent yet, use this procedure to print it out.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

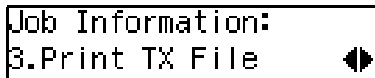


```
Ready 100% 10:20AM
Set Orig. / Enter No.
```

- 2** Press the **[Job Information]** key.

The Information menu is shown.

- 3** Press **[Left]** or **[Right]** until "3. Print TX File" is displayed, and then press the **[OK]** key.



```
Job Information:
3.Print TX File
```

- 4** Display the file you want to print.

The registered name or fax number appears on the lower line.

 **Note**

- Enter the file number with the number keys or search using **[Left]** or **[Right]**.
- If you make a mistake, press the **[Cancel]** key and try again.

- 5** Press the **[OK]** key.

- 6** Press the **[Start]** key.

The document is printed and the machine returns to the standby display.

Printing a Memory-locked Message

2

This is a security function that prevents unauthorized individuals from reading printed messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code. When your machine has received a message with Memory Lock, the "Receive File" indicator flashes. See p.50 "Memory Lock".

Note

- Before you start, register your Memory Lock ID. (See p.66 "ID Code".)
- Messages received by Polling Reception are automatically printed even if this function is switched on.
- If the main power switch is turned off for more than 12 hours, all messages protected by Memory Lock are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See p.71 "Power Failure Report".)

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```
Ready 100% 10:20AM
Set Orig. / Enter No.
```

- 2** Press the **[Job Information]** key.
- 3** Press **[Left]** or **[Right]** until "4. Print Mem. Lock" is displayed.

```
Job Information:
4. Print Mem. Lock
```

- 4** Press the **[OK]** key.

- 5** Enter the Memory Lock ID (4 digits) with the number keys.

```
Mem. Lock: Press OK
ID [****]
```

The Memory Lock ID you entered is not displayed.

- 6** Press the **[OK]** key.

- 7** Press the **[Start]** key.

The document is printed out and the machine returns to standby mode.

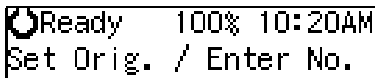
Printing the Journal

When automatic communication report printing is turned on, the Journal is printed automatically after every 50 communications (receptions + transmissions). You can also print a copy of the Journal at any time by following the procedure below.

Note

- The sender's name column of the Journal is useful when you need to register a Specified Sender.
- If you do not want the Journal to be printed automatically, you can turn automatic printing off. See p.58 "User Parameters" (switch 03, bit 7).

1 Make sure that the machine is in Facsimile mode and the standby display is shown.



```
Ready 100% 10:20AM
Set Orig. / Enter No.
```

2 Press the **[Job Information]** key.

3 Press **◀** or **▶** until "5. Print Journal" is displayed.



```
Job Information:
5. Print Journal ▶
```

4 Press the **[OK]** key.

5 Press the **[Start]** key.

The report is printed and the machine returns to the standby display.

Job Information

Report Formats

2

*** JOURNAL (OCT. 10. 2001 11:07 AM) ***									
FAX HEADER:MAIN OFFICE									
<TRANSMISSION>					(MANUAL PRINT)				
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	PERSONAL	NAME	FILE
Transmission details appear here									
<RECEPTION>									
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	PERSONAL	NAME	FILE
Reception details appear here									
TX		0000001				RX		0000002	
#	:BATCH		P	:POLLING		M	:MEMORY TX		L :SEND LATER
@	:FORWARDING		E	:ECM		S	:STANDARD		D :DETAIL
F	:FINE								

ZFKH230N

1. The Mode Column

Codes and alphabet on this column inform the type of communication. These codes are explained on the bottom of the report.

2. The Result Column

OK: Successful communication
 E: An error occurred
 D: Power Failure

3. The Footnote on the Journal

Transmission counter: Total number of transmitted pages

Reception counter: Total number of received pages

3. Other Transmission Features

Handy Dialing Functions

Chain Dial

This function allows you to compose a telephone number from various parts, some of which may be registered in Quick Dials or Speed Dials and some of which may be entered using the number keys.

You can program commonly used area or country codes into Speed Dials or Quick Dial keys.

Example: 01133-1-5551234 (From the United States to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- Quick Dial **[03]** = 01133 (Overseas to France)
- Quick Dial **[02]** = 1 (Paris)
- Speed Dial **[0][1]** = 5551234

Limitation

- Maximum length of telephone or fax number: 254 digits

Note

- For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On Hook Dial and Manual Dial, no pause is needed.

Reference

For registering fax numbers to Speed Dials or Quick Dial keys, See Chapter 3 "Speed Dial" or "Quick Dial" in the Basic Features manual.

- 1** Set your original and select any scan settings you require.

- 2** Press Quick Dial key **[03]**.

```
Dest.1      Press Start
☎03 FRANCE
```

- 3** Press the **[Pause/Redial]** key.

```
Dest.1      Press Start
☎01133-████████████████████
```

- 4** Press Quick Dial key **[02]**.

```
Dest.1      Press Start
☎01133-1████████████████████
```

- 5** Press the **[Pause/Redial]** key.

```
Dest.1      OK to Add
☎01133-1-████████████████████
```

- 6** Press the **[Speed Dial]** key, and then press **[0][1]**.

```
Dest.1      Press Start
☎01133-1-5551234██████
```

If you want to send the same fax to another party, press the **[OK]** key and repeat the above steps from step **2**.

- 7** Press the **[Start]** key.

Other Transmission Features

Telephone Directory

This function lets you find a registered Speed Dial quickly by just entering a single letter, for example, the first letter of the name registered for that number.

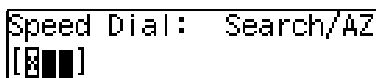
Limitation

- Speed Dial codes cannot be searched for by symbol or number.
- Names enclosed within brackets are not searched.

1 Set your original, and then select any scan settings you require.

2 Press the **[Speed Dial]** key.

3 Enter the search letter by pressing one of the Quick Dial keys (A to Z).



Note

- The names or fax numbers registered in Speed Dials are shown in numerical order on the display.

4 Press **⏪** or **⏩** until the destination you are searching for is displayed, and then press the **[OK]** key.



Note

- If you make a mistake, press the **[Cancel]** key and try again.
- If you wish to dial another destination, press the **[OK]** key and dial another fax number.

5 Press the **[Start]** key.

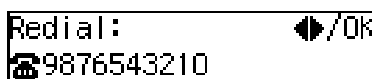
Redial

The machine can recall the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed recently, the Redial function saves you from finding and entering the number again.

1 Place your original and select any scan settings you require.

2 Press the **[Pause/Redial]** key.

3 Press **⏪** or **⏩** until the destination you want to redial is displayed.



4 Press the **[OK]** key.

5 Press the **[Start]** key.

Limitation

- The following kinds of destinations can not be recalled.
 - Quick Dials
 - Speed Dials
 - Group Dials
 - Any destinations if multiple destinations were dialed
 - Destinations dialed by Redial (regarded as already memorized)

On Hook Dial

You can send a fax message without lifting the receiver, while still listening to the dial tone.

If the other party has a telephone fax machine, you can talk by lifting the receiver after your machine has connected to theirs.

Reference

See Chapter 4 "Adjusting Volume" in the Basic Features manual.

1 Place your original, and then select any scan settings you require.

2 Press the **[On Hook Dial]** key.

You will hear a tone from the internal speaker. If you wish to cancel this operation, press the **[On Hook Dial]** key again.

3 Dial.



The machine immediately dials the destination. If you make a mistake, press the **[On Hook Dial]** key and return to step **2**.

Note

- You can change the volume of sound with **[Left Arrow]** or **[Right Arrow]**.

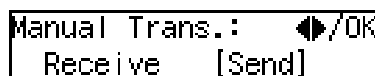
4 When the line is connected and you hear a high-pitched tone, press the **[Start]** key.

When the originals are placed on Document Feeder (ADF), the machine starts transmitting the originals. The display will be that shown for step **5**.

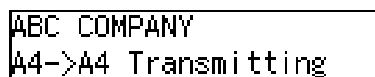
Note

- If you hear a voice, pick up the external telephone before you press the **[Start]** key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

5 When the originals are not placed on the Document Feeder, press **[Left Arrow]** or **[Right Arrow]** to select "Send".



6 Press the **[OK]** key.



The originals are transmitted.



After transmission, the machine will return to standby mode.

3

Manual Dial

The external telephone is required.

You can send a fax message using an external telephone.

Note

- The result of transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).

3

1 Place your original, and then select any scan settings you require.

2 Pick up the external telephone.

You will hear a tone.

3 Dial.

If you make a mistake, replace the external telephone and try again from step **2**.

4 When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message.

```
1234567890
Dialing...
```

Note

- If the other party answers the phone, inform them that you are sending a fax.

5 Replace the handset of the external telephone.

After transmission the machine will return to standby mode.

```
Ready 100% 10:20AM
Set Orig. / Enter No.
```


- 8** Press **⏪** or **⏩** until "3. Polling RX" is displayed.

```
Trans. Option:
3. Polling RX
```

- 9** Press the **[OK]** key.

- 10** Press **⏪** or **⏩** to select "On".

```
Polling RX:
[On] Off
```

3

- 11** Press the **[OK]** key.

- 12** Press **⏪** or **⏩** to select "Default".

```
Polling RX:
[Default] Override
```

- 13** Press the **[OK]** key.

- 14** Press the **[Start]** key.

SUB Code

If the other party's machine has functions like Transfer Request and Confidential Transmission with SUB/SID Code, you can use those functions with SUB/SID Code.

Preparation

You need to assign the Dial Option function to a User Function key beforehand. See p.35 "User Function Keys".

Note

- The ID can be up to 20 digits long and consist of numbers, spaces, **[#]** and **[*]**.
- Make sure the ID matches the specification of the fax you are sending to.
- You can store IDs in Quick Dials, Speed Dials, and Groups.
- Messages you send using this function are marked "SUB" on all reports.
- When you send fax message with SUB Code to other makers' machines, sometimes a password (SID) is necessary. Use SID when it is necessary.

- 1** Place your original and make any changes to the scan settings if necessary.

- 2** Dial the destination fax number using the number keys.

```
Dest. 1      OK to Add
☎9876543210
```

- 3** Press the **[User Function]** key assigned with the Dial Option function.

- 4** Confirm that " 1. SUB " is displayed.

```
Dial Option:
1.SUB
```

- 5** Press the **[OK]** key.

- 6** Enter the SUB code with the number keys.

```
SUB:          Press OK
[1234
```

- 7** Press the **[OK]** key.

When a password (SID) is necessary

- 1** Press the **[User Function]** key assigned with the Dial Option function.
- 2** Press **[Left]** or **[Right]** until " 3. SID " is displayed.

```
Dial Option:
3.SID
```

- 3** Press the **[OK]** key
- 4** Enter the SID code with the number keys.

```
SID:          Press OK
[1234
```

- 5** Press the **[OK]** key

- 8** Press the **[Start]** key.

```
Dest.1      Press Start
9876543210
```

Note

- If you use Immediate Transmission and the destination fax machine does not support the Dial Option function, a message will appear on the display to inform you of this. In this case, press the **[OK]** key to cancel the transmission.

3

More Transmission Functions

If Memory Runs Out While Storing an Original

- 1** If you run out of memory while storing an original (free space reaches 0%), "Memory is Full. Storing Stopped." is displayed.

```
Memory is Full.
Storing Stopped. /OK
```

- 2** Press the **[OK]** key.

```
Stored Pages      ◀/OK
[Transmit] Delete
```

When transmitting the stored pages

- 1** Press **◀** or **▶** to select "Transmit" and press the **[OK]** key.

Note

- Successfully scanned pages are sent. Check the number of transmitted pages on Communication Result Report.

When deleting the stored pages

- 1** Press **◀** or **▶** to select "Delete" and press the **[OK]** key.

```
Trans. Cancelled.
File Deleted.
```

Checking the Transmission Result

- Turn on the printing of the Communication Result Report if you want a report to be printed after every successful transmission. See p.25 "Printed Reports".
If you leave off the printing of the Communication Result Report, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- If you turn off the printing of the Transmission Result Report (Immediate Transmission), the Error Report will be printed when the communication on fails.
- You can also check the transmission result by examining the Journal. See p.13 "Printing the Journal".
- You can assign the function of printing Transmission Result Report to User Function Keys.

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting), the messages are sent in the order in which they were dialed. If the fax message could not be transmitted to a destination, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

Sending a Fax Message Immediately

To send a fax message immediately, use Immediate Transmission. If you have just set up an original for broadcasting, Immediate Transmission will interrupt the current communication.

Your message will not be sent until previously queued files have been sent.

Broadcasting : Checking Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 4 times at 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints the Communication Result Report or Communication Failure Report.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your message. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduces transmission time.

Fax messages for which the transmission time has been set in advance are sent by Batch Transmission when that time is reached.

Note

- You can switch this function on or off with the User Parameters. See p.58 "User Parameters" (Switch06, Bit4).

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

ECM (Error Correction Mode)

This function automatically resends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the receiver has the same function.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission and is useful when you are in a hurry and need to use the original for another purpose.

Note

- You can switch this function on or off with the User Parameters. See p.58 "User Parameters" (Switch07, Bit2).

Limitation

- Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.
 - When the line is busy and could not be connected to
 - With Send Later
 - When you store an original for Memory Transmission while another communication is in progress
 - When two or more destinations are specified
 - When the original is set on the exposure glass

Note

- If you press the **[Clear/Stop]** key, the original jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Communication Result Report. The file is erased.
- Total stored page numbers are not printed in the Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P.2 not 1/2, 2/2.
- If you run out of memory, normal Memory Transmission takes place.
- File Reserve Report will not be printed with Parallel Memory Transmission.

Printed Reports

You can obtain reports from your machine either by having your machine print them out automatically, or by printing them out yourself.

Note

- You can switch on or off the printing of the various reports with the User Parameters. See p.58 "User Parameters" (switch 03, bits 7–0).
- For reference purposes, the machine prints part of the original image on the File Reserve Report, Communication Result Report and Communication Failure Report. You can choose whether to include part of the original image on reports with User Parameters (Switch 04. Bit 7).

File Reserve Report (Switch 03, Bit 2)

This report is printed after an original is stored in memory. Use it to review the contents and destinations of stored originals. Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

Note

- File Reserve Report will not be printed with Parallel Memory Transmission.

Communication Result Report (Switch 03, Bit 0)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. See p.25 "Communication Failure Report (Switch 03, Bit 0)".

Communication Failure Report (Switch 03, Bit 0)

This report is only printed if the Communication Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

Note

- The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

3

Transmission Result Report (Immediate Transmission) (Switch 03, Bit 5)

If you turn on the printing of this report, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the error report is printed instead.

Note

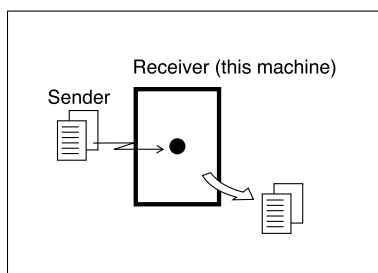
- If the page was sent successfully, the "Page" column gives the total number of pages that were sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

4. Reception Features

General

Immediate Reception

Each page of a received fax message is printed as soon as it is received. This method is used for standard fax messages.



ND1X00E2

◆ Display during reception

The sender's name or fax number appears on the upper line.

```

ABC COMPANY
Set Orig. / Enter No.
  
```

◆ Reception resolution

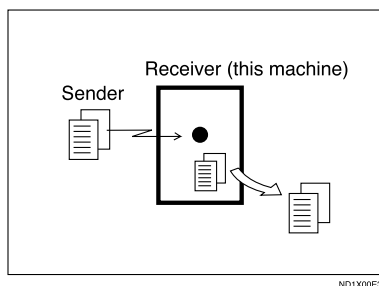
This machine supports **Standard** and **Detail** resolutions for reception. A fax message may be printed in a resolution different from the one specified by the sender.

📎 Note

- ❑ Reception will not take place if there is not enough free memory left. If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.



ND1X00E3

This method is used with Substitute Reception. See p.28 "Printing Documents that have been Received into Memory (Substitute Reception)".

⚠ Important

- ❑ All the messages stored in memory are deleted if the power is switched off for more than 12 hours.
- ❑ The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above functions off.

⚠ Limitation

- ❑ The machine may not be able to receive fax messages when the free memory space is low.

📎 Note

- ❑ If the memory free space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Printing Documents that have been Received into Memory (Substitute Reception)

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- A cover is open
- A fax is received during a copy or print run
- Memory Lock

Limitation

- Reception may not take place if there is not enough free memory left.

Note

- The **Receive File** indicator lights to let you know when message(s) have been received using Substitute Reception.
- If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up your memory, the machine can be programmed to only use Substitute Reception for messages that arrive with name or fax number identification.

Two settings are available:

- When a name or fax number is received
- Free

Note

- When "When a name or fax number is received" is selected, the machine only stores messages when the name or fax number is present. You can change this with User Parameters. See p.58 "User Parameters" (switch 05, bit 1).

When a name or fax number is received

The machine switches to Substitute Reception only when the sender programs their name or fax number. If the power is switched off for more than 12 hours, all the messages received into memory are deleted. If this occurs, the Power Failure Report or Journal can be used to identify which messages were lost so you can ask the senders to transmit them again.

Important

- If a sender does not program their name or fax number, the machine may reject an important fax message. We recommend that you ask important senders to register their name or fax number in advance.

◆ Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their name or fax number.

Receiving Messages in Telephone Mode

In this mode you have to answer the call yourself and decide whether it is a fax or a telephone call.

The procedure for answering a call is as follows:

- 1** Pick up the handset of the external telephone and listen to the other end.
- 2** If you hear a voice, continue your conversation as you would normally.
- 3** If you hear a fax tone, remove any originals from the feeder.

Note

- If the function of Manual Reception is registered to the User Function Key, press the User Function key and receive the message, then go to **3**.

- 4** Make sure that the machine is in Facsimile mode and the standby display is shown.

- 5** Press the **[Start]** key.

```
Manual Trans.:  ◀/OK
[Receive]      Send
```

- 6** Press **⏪** or **⏩** to select "Receive".

- 7** Press the **[OK]** key.

- 8** Replace the handset.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one uses it for a while. In this situation, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

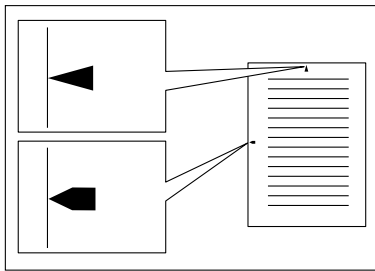
Important

- Reception is not possible if both the operation switch and main power switch are turned off.

Printing Options

Center Mark

When this function is turned on, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



ZFKH240E

Limitation

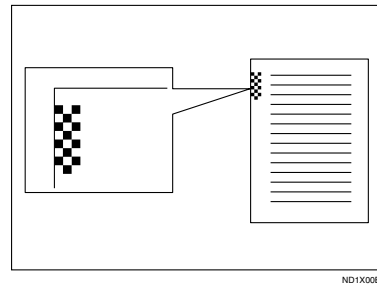
- The center marks may deviate a little from the exact center of the edge.

Note

- You can turn this function on or off with the User Parameters (Switch 02 Bit 1). See p.58 "User Parameters".

Checked Mark

When this function is turned on, a checkered mark is printed on the first page of fax messages to help you separate them.



ND1X00E5

Note

- You can turn this function on or off with the User Parameters (Switch 02 Bit 4) See p.58 "User Parameters".

TSI Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Name or Fax Number is printed instead so you can find out where the message came from. See p.58 "User Parameters" (Switch 02 Bit 3)

Reception Time

When this function is turned on, you can have the date and time when a message was received printed at the bottom of the received image. Turn it on or off with the User Parameters (Switch 02 Bit 2). See p.58 "User Parameters".

! Limitation

- When a received message is printed on two or more sheets, the date and time is printed on the last page.

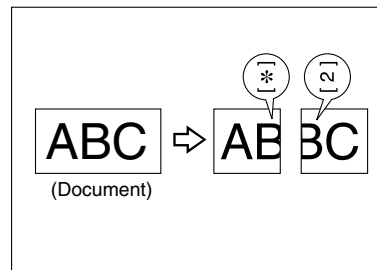
✎ Note

- The date and time when the message was printed can also be recorded on the message. If you need this function, please contact your service representative.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, When the paper size is A4 , this function splits the message if the message length is 92mm (3.7") or longer than the paper used. The message is reduced if it is less than 92mm (3.7"). When the paper size is 8¹/₂"×11" , this function splits the message if the message length is 85mm(3.4") or longer than the paper used. The message is reduced if it is less than 85mm(3.4"). When a message is split, the split mark (*) is inserted at the split position and about 10mm (0.4") of the split area is duplicated on the top of the second sheet.

4



ND1X01E1

✎ Note

- This function is not available in some countries.
- Your service representative can customize this function with the following settings.
 - Reduction
 - Print split mark
 - Overprinting
 - Guideline for split

Reception Features

When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has A4 and 8 1/2" x 11" installed and you receive a A5 size message, check the A5 column of the table below. The paper size at the top has the highest priority. In this case, since 8 1/2" x 11" is a higher priority than A4, the message is printed on 8 1/2" x 11".

◆ **Priority Table**

4

		Received Image Size					
		8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	A4 	8 1/2" x 11" 	A5 	5 1/2" x 8 1/2"
Paper Select Priorities	1	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	A4 	8 1/2" x 11" 	A5 	5 1/2" x 8 1/2"
	2	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	A4 	8 1/2" x 11" 	A4 	5 1/2" x 8 1/2" 	A5
	3	A4 	8 1/2" x 11" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	8 1/2" x 11" 	8 1/2" x 11"
	4	8 1/2" x 11" 	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 14" 8 1/4" x 14" 	A4 	A4
	5	A5 	A5 	A5 	A5 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13"
	6	5 1/2" x 8 1/2" 	5 1/2" x 8 1/2" 	5 1/2" x 8 1/2" 	5 1/2" x 8 1/2" 	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 14" 8 1/4" x 14"

- Portrait
- Landscape
- Reduction

ZFKH250E

- and indicate that the message is split over two pages of paper with the orientation and size shown.

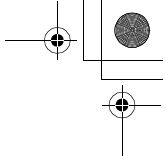
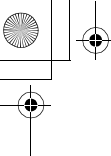
Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Width or Length Priority	Width

📌 **Limitation**

- The paper size used to print a received message may be different from the size of the sent original.

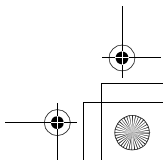
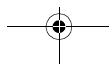
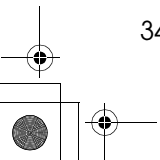
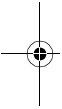
🔍 **Reference**

p.31 "Page Separation and Length Reduction"



Reception Features

4



5. Facsimile User Tools

User Function Keys

You can program each of the User Function keys (**[F1]** to **[F3]**) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key.

Important

- When registering and editing User Function keys, we recommend that you print out a User Function List for reference. (See p.39 "Printing Reports/Lists".)

Functions You Can Assign to User Function Keys

You can program each of the User Function keys with one of the following functions.

Function Name	Function Contents	Condition	Reference
Manual Reception	Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax messages or telephone calls.	-	See Chapter 2, "Reception Modes" in the Basic Features manual.
Reception Mode	Use this mode to switch Reception modes.	-	See Chapter 2 "Reception Modes" in the Basic Features manual.
Print Journal	Use when you want to print out a Journal.	-	See p.13 "Printing the Journal"
TX Result Report	Use this to have a result report printed after every transmission.	○	See p.25 "Communication Result Report (Switch 03, Bit 0)" and p.26 "Transmission Result Report (Immediate Transmission) (Switch 03, Bit 5)"
Fax Header Print	You can turn this function on or off.	○	See p.3 "Fax Header Print"
Group	Use when you want to specify a group of destinations.	-	See Chapter 2, "Using Groups" in the Basic Features manual.
Tone	Use when you want to enter a tone signal.	-	See Chapter 2, "Tone" in the Basic Features manual.

Facsimile User Tools

Function Name	Function Contents	Condition	Reference
Dial Option	Use this function to attach various information to a fax message.	-	See p.19 "SEP Code", p.20 "SUB Code"
Batch Trans.	You can turn this function on or off.	○	See p.23 "Batch Transmission"
Forwarding	You can turn this function on or off.	○	See p.52 "Forwarding"
Prog. Quick Dial	Use when you want to register the other party's number as a Quick Dial destination.	-	See Chapter 3, "Quick Dial" in the Basic Features manual.
Monitor volume	Use this to adjust the volume for the monitor and buzzer.	-	See Chapter 4, "Adjusting Volume" in the Basic Features manual.

- The "○" notation indicates that the User Function key lights when that function is selected "On".

To assign a function to a User Function key, perform the following procedure.

5

Making a User Function Key Assignment

- 1 Press the [User Tools] key.

```
User Tools:
1.Counter
```

- 2 Press ⏪ or ⏩ until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3 Press the [OK] key.

Confirm that " 1. Program / Delete " is displayed

```
Fax Features:
1.Program / Delete
```

- 4 Press the [OK] key.

- 5 Press ⏪ or ⏩ to scroll and display " 7. User Functions ".

```
Program / Delete:
7.User Functions
```

- 6 Press the [OK] key.

```
Press Key to Program
(F1-F3)
```

- 7 Press the User Function key ([F1] to [F3]) you want to assign.

```
User Functions /OK
[Print Journal]
```

- 8 Press ⏪ or ⏩ to display the function name you want to assign.

```
User Functions /OK
Group
```

- 9** Press the **[OK]** key.

```
User Functions  ◀▶/OK
[Group]
```

If you want to register another User Function key, repeat the above steps from step **6**.

- 10** Press the **[User Tools]** key.

The machine returns to standby mode.

Using a User Function Key

To use a User Function key (**[F1]** to **[F3]**), press the User Function key that contains the desired registered function.

```
Group Dial: Enter No.
[Gp. D ]
```

The display for Group function is registered.

The display changes for each assigned function.

Deleting a User Function Key

To delete a User Function key, perform the following procedure.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter  ▶▶
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features  ▶▶
```

- 3** Press the **[OK]** key.

- 4** Confirm that "1. Program / Delete" is displayed.

```
Fax Features:
1.Program / Delete  ▶▶
```

- 5** Press the **[OK]** key

- 6** Press **⏪** or **⏩** until "7. User Functions" is displayed.

```
Program / Delete:
7.User Functions  ▶▶
```

- 7** Press the **[OK]** key

```
Press Key to Program
(F1-F3)
```

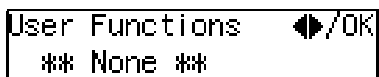
- 8** Press the User Function key you want to delete.

```
User Functions  ▶▶/OK
[Group]
```

If you make a mistake, press the correct User Function key.

Facsimile User Tools

9 Press **◀** or **▶** to display "None".



User Functions ◀/OK
** None **

10 Press the **[OK]** key.

If you want to delete another User Function key, repeat the above steps from step **7**.

11 Press the **[User Tools]** key.

The machine returns to standby mode.

5

Printing Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
See p.13 "Printing the Journal".
- TX File List
See p.11 "Printing a Stored Message (Print TX File)".
- Quick Dial List
See Chapter 3 "Quick Dial" in the Basic Features manual.
- Speed Dial List
See Chapter 3 "Speed Dial" in the Basic Features manual.
- Group Dial List
See Chapter 3 "Groups" in the Basic Features manual.
- All Lists
You can print all Dial lists (Quick Dial List, Speed Dial List and Group Dial List).
- Quick Dial Label
See Chapter 3 "Quick Dial" in the Basic Features manual.
- User Function List
See p.35 "User Function Keys"

1 Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

2 Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

3 Press the **[OK]** key.

4 Press **⏪** or **⏩** until " 2. Reports / Lists " is displayed.

```
Fax Features:
2.Reports / Lists
```

5 Press the **[OK]** key.

Printing the Journal

1 Confirm that " 1. Journal " is displayed and press the **[OK]** key.

```
Reports / Lists:
1.Journal
```

Note

- If you make a mistake, press the **[Cancel]** key and try again.

Printing a TX File List

1 Press **⏪** or **⏩** until " 2. TX File List " is displayed.

```
Reports / Lists:
2.TX File List
```

2 Press the **[OK]** key.

Note

- If you make a mistake, press the **[Cancel]** key and try again.

5

Facsimile User Tools

Printing the Quick Dial List

- 1 Press **⏪** or **⏩** until "3. Dial List" is displayed.

```
Reports / Lists:
3.Dial List
```

- 2 Press the **[OK]** key.
Confirm that "1. Quick Dial List" is displayed.

```
Dial List:
1.Quick Dial List
```

- 3 Press the **[OK]** key.

 **Note**

- If you make a mistake, press the **[Cancel]** key and try again.

Printing the Speed Dial List

- 1 Press **⏪** or **⏩** until "3. Dial List" is displayed.

```
Reports / Lists:
3.Dial List
```

- 2 Press the **[OK]** key
- 3 Press **⏪** or **⏩** until "2. Speed Dial List" is displayed.

```
Dial List:
2.Speed Dial List
```

- 4 Press the **[OK]** key

 **Note**

- If you make a mistake, press the **[Cancel]** key and try again.

Printing the Group Dial List

- 1 Press **⏪** or **⏩** until "3. Dial List" is displayed.

```
Reports / Lists:
3.Dial List
```

- 2 Press the **[OK]** key
- 3 Press **⏪** or **⏩** until "3. Group Dial List" is displayed.

```
Dial List:
3.Group Dial List
```

- 4 Press the **[OK]** key

 **Note**

- If you make a mistake, press the **[Cancel]** key and try again.

Printing the All Lists

You can print all Dial Lists (Quick Dial List, Speed Dial List and Group Dial List) by the following operation.

- 1 Press **⏪** or **⏩** until "3. Dial List" is displayed.
- 2 Press the **[OK]** key.
- 3 Press **⏪** or **⏩** until "4. All Lists" is displayed.

```
Dial List:
4.All Lists
```

- 4 Press the **[OK]** key.

 **Note**

- If you make a mistake, press the **[Cancel]** key and try again.

Printing the Quick Dial Label

- 1 Press **◀** or **▶** until " 4. Quick Dial Label " is displayed.

```
Reports / Lists:
4.Quick Dial Label ◀▶
```

- 2 Press the **[OK]** key.

 **Note**

- If you make a mistake, press the **[Cancel]** key and try again.

Printing the User Function List

- 1 Press **◀** or **▶** until " 5. U. Function List " is displayed.

```
Reports / Lists:
5.U. Function List ◀▶
```

- 2 Press the **[OK]** key.

 **Note**

- If you make a mistake, press the **[Cancel]** key and try again.

- 6 Press the **[Start]** key.

- 7 Press the **[User Tools]** key.

The machine returns to the stand-by display.

Adjusting the Display Contrast

Use this function to adjust the brightness of the display.

- 1 Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

5

- 3 Press the **[OK]** key.

- 4 Press **⏪** or **⏩** until " 3. Setup " is displayed.

```
Fax Features:
3.Setup
```

- 5 Press the **[OK]** key.

- 6 Press **⏪** or **⏩** until " 2. Display Contrast " is displayed.

```
Setup:
2.Display Contrast
```

- 7 Press the **[OK]** key.

- 8 Press **⏪** or **⏩** to adjust the brightness of the display.

```
Display Contrast: ◀/OK
◀□□□■□□▶
```

- 9 Press the **[OK]** key.

- 10 Press the **[User Tools]** key to return to the standby display.

Setting the Date and Time

Use this function to set your machine's internal clock to the current time and date.

If the current date and time are wrong, use this procedure to correct them.

Note

- If you make a mistake when entering numbers, press the **[Clear/Stop]** key and try again.
- The machine automatically sets the internal clock one hour ahead when daylight saving time begins, and one hour back when it ends.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **[Left]** or **[Right]** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

- 5** Press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "3. Date/Time" is displayed.

```
Setup:
3.Date/Time
```

- 7** Press the **[OK]** key.

- 8** Use the number keys to enter the year.

```
Year:          Press OK
[2001]
```

- 9** Press the **[OK]** key

- 10** Press **[Left]** or **[Right]** to select the correct month.

```
Month:          /OK
[May]
```

- 11** Press the **[OK]** key.

- 12** Use the number keys to enter the correct number for the date (1 to 31).

```
Day:          Press OK
[20]
```

- 13** Press the **[OK]** key.

- 14** Press **[Left]** or **[Right]** to select "AM" or "PM".

```
AM/PM:          /OK
[AM]   PM
```

- 15** Press the **[OK]** key.

- 16** Use the number keys to enter the correct time.

```
Time:          Press OK
[ 3:52]
```

Enter the current hour setting (1 to 12), and then use the number keys to enter a 2-digit number for the current minute setting (00 to 59)

Facsimile User Tools

17 Press the **[OK]** key.

After "Function Accepted" flashes briefly in the display, the next setting is displayed.

18 Press the **[User Tools]** key to return to standby display.

5

Setting the Auto Ring Time

In Auto Select mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can change the number of rings with the Auto Ring Time.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **⏪** or **⏩** until " 3. Setup " is displayed.

```
Fax Features:
3.Setup
```

- 5** Press the **[OK]** key.

- 6** Press **⏪** or **⏩** until " 5. No. of Rings " is displayed.

```
Setup:
5.No. of Rings
```

- 7** Press the **[OK]** key.

```
No. of Rings: /OK
[ 8] (1-29)
```

- 8** Enter the new number using the number keys.

```
No. of Rings: /OK
[ 6] (1-29)
```

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.

- 9** Press the **[OK]** key.

- 10** Press the **[User Tools]** key to return to the standby display.

5

Setting the Fax Reset Timer

This machine automatically returns to the standby mode if you do not use the machine for a certain period of time. You can select this period.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

5

- 3** Press the **[OK]** key.

- 4** Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

- 5** Press the **[OK]** key.

- 6** Press **⏪** or **⏩** until "7. Fax Reset Timer" is displayed.

```
Setup:
7.Fax Reset Timer
```

- 7** Press the **[OK]** key.

```
Fax Reset Timer: /OK
[30 seconds]
```

- 8** Press **⏪** or **⏩** to select a period of time.

```
Fax Reset Timer: /OK
3 minutes
```

- 9** Press the **[OK]** key.

- 10** Press the **[User tools]** key to return to the standby display.

On Hook Timeout

This machine automatically cancels the On Hook Dial mode if you do not dial a number from the numeric keypad for a certain period of time after pressing the **[On Hook Dial]** key. You can select this period.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **⏪** or **⏩** until " 3. Setup " is displayed.

```
Fax Features:
3.Setup
```

- 5** Press the **[OK]** key.

- 6** Press **⏪** or **⏩** until " 8. On Hook Timeout " is displayed.

```
Setup:
8.On Hook Timeout
```

- 7** Press the **[OK]** key.

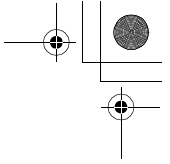
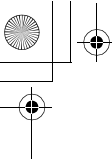
```
On Hook Timeout: /OK
[3 minutes]
```

- 8** Press **⏪** or **⏩** to select a period of time.

```
On Hook Timeout: /OK
5 minutes
```

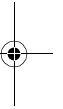
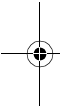
- 9** Press the **[OK]** key.

- 10** Press the **[User tools]** key to return to standby display.

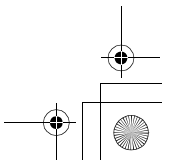
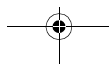
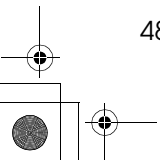


Facsimile User Tools

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6. Key Operator Settings

Function List

Here is a list of the functions that are available for setting. Please refer to the reference page numbers for more information.

Display (Specs.)	Description	Reference
1. Memory Lock	Allows you to have messages from Specified Senders stored in memory and not printed as soon as they are received. To print the fax messages, you must enter an ID.	p.50 "Memory Lock"
2. Forwarding	Allows you to automatically forward fax messages to the fax machines of Specified Senders.	p.52 "Forwarding"
3. User Parameters	Allows you to customize various default settings as required.	p.58 "User Parameters"
4. Personal Code	Allows you to set up personal codes for using the Restricted Access. Before using the fax machine, users must enter the Personal Code. This allows you to limit transmission to specified users.	p.63 "Personal Codes"
5. ID Code	Allows you to register IDs required for various types of transmissions.	p.66 "ID Code"
6. Line Type	Allows you to select tone or pulse dialing to match the telephone line connected to your fax machine.	p.67 "Line Type"
7. PSTN Access No.	Allows you to specify the code used to access an outside line when you dialing.	p.68 "PSTN Access Number"
8. Mem. File Trans.	Allows you to send all messages stored in memory to another fax machine and print them out there, for example, when your fax machine runs out of toner.	p.69 "Memory File Transfer"
9. RDS On/Off	Allows you to switch on RDS (Remote Diagnostic System) so a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	p.70 "RDS (Remote Diagnostic System)"

Copy this table and use it as a quick reference.

Using Key Operator Settings

This chapter explains about functions the key operator handles.

Memory Lock

This is a security function to prevent unauthorized individuals from reading printed fax messages. When Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID.

Note

- Before you can use this function, you must register the Memory Lock ID. See p.66 "ID Code"

Limitation

- Memory Lock cannot be selected until you have registered the Memory Lock ID.
- To use this function you must switch Memory Lock on after you register the Memory Lock ID.
- You can select to lock only messages from Specified Users, or you can select to lock messages from senders other than from Specified Users. See p.58 "User Parameters" (switch 09, bits 1 and 0).

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **[Left]** or **[Right]** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

```
Key Op. Tools:
1.Memory Lock
```

Confirm that "1. Memory Lock" is displayed.

- 6** Press the **[OK]** key.

```
Memory Lock:
1.On/Off
```

- 7** Follow the procedures below to switch Memory Lock On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

Switching Memory Lock On/Off

- 1** Press the **[OK]** key.

```
Memory Lock: /OK
On [Off]
```

- 2** Press **[Left]** or **[Right]** to "On" to switch this function on, or select "Off" to switch this function off.

```
Memory Lock: /OK
[On] Off
```

- 3** Press the **[OK]** key.

Registering a Specified Sender for Memory Lock

You can register Specified Senders for this function.

- 1 Press **◀** or **▶** to display " 2. Program Sender ".

```
Memory Lock:
2.Program Sender ▶◀
```

- 2 Press the **[OK]** key.
- 3 Enter "Own Name" or "Own Fax Number" for the Specified Sender.

Enter the other party's "Own Name" or "Own Fax Number"

```
Name/No.: [ABC] /OK
[ABC COMPANY■■■■■■■■■■]
```

- 4 Press the **[OK]** key.
- ```
Store as Wildcard?
[Yes] No
```
- 5 If you want to specify a wildcard, press **◀** or **▶** key to select "Yes".

```
Store as Wildcard?
Yes [No]
```

- 6 Press the **[OK]** key.  
The Specified Sender is registered.  
If you want to register another Specified Sender, repeat from step 2.

### Deleting a Specified Sender for Memory Lock

You can delete Specified Senders for this function.

- 1 Press **◀** or **▶** to select " 3. Delete Sender ".

```
Memory Lock:
3.Delete Sender ▶◀
```

- 2 Press the **[OK]** key.
- 3 Press **◀** or **▶** to select the name of the Specified Sender that you want to delete.
- 4 Press the **[OK]** key.

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat from step

- 2.

### Printing a List of Specified Senders for Memory Lock

You can print a list of Specified Senders for Memory Lock.

- 1 Press **◀** or **▶** to display " 4. Print Sender List ".

```
Memory Lock:
4.Print Sender List ▶◀
```

- 2 Press the **[OK]** key.
- 3 Press the **[Start]** key. The list prints.
- 8 Press the **[User Tools]** key to return to the standby display.

## Key Operator Settings

## Forwarding

Use this function to print fax specified from Specified Senders on your own machine and then forward the messages to other fax machines. This is useful, for example, if you are visiting another office and would like copies of your messages from the head office forwarded to you so you can read them.

In this section, the machines that messages are forwarded to are referred to as Forwarding Stations. The locations from which you would like messages forwarded from are referred to as Specified Senders.

You can register:

- 5 Forwarding Stations
- 30 Specified Senders (maximum 10 per Forwarding Station, up to 24 characters each)
- Wild Cards

### Important

- We recommend that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender.

### Limitation

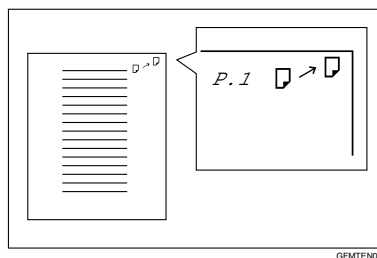
- This function only works if the incoming message is from another party that has been programmed as a Specified Sender.
- The Forwarding function does not forward messages received with Polling Reception mode.
- You cannot register a sender who does not have an Own Name or Own Fax Number.
- You can register up to 30 senders for the Forwarding function. You sometimes cannot register 30 senders depending on the number of senders registered with other functions.

### Note

- To register a sender, use an Own Name or Own Fax Number.
- You can find out the Own Name or Own Fax Number of a sender by looking in the destination name column of the Journal.

### Forwarding Mark

You can print a forwarding mark on forwarded messages. See p.58 "User Parameters" (Switch02, Bit0).



### Switching Forwarding On/Off

- 1 Press the [User Tools] key.

```
User Tools:
1.Counter
```

- 2 Press **4** or **5** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

- 3 Press the [OK] key.

- 4** Press  $\leftarrow$  or  $\rightarrow$  until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press  $\leftarrow$  or  $\rightarrow$  until " 2. Forwarding " is displayed.

```
Key Op. Tools:
2.Forwarding
```

- 7** Press the **[OK]** key.

Confirm that " 1. On/Off " is displayed.

```
Forwarding:
1.On/Off
```

- 8** Press the **[OK]** key.

- 9** Press  $\leftarrow$  or  $\rightarrow$  to "On" to switch this function on, or select "Off" to switch this function off.

```
Forwarding: /OK
[On] Off
```

- 10** Press the **[OK]** key.

**Note**

- If you select "On" and no forwarding station is registered, "Press OK to Program Forwarding Station" is displayed. Press the **[OK]** key, and then register a forwarding station by following steps **10** to **11** on p.53 "Registering Forwarding Stations".

- 11** Press the **[User Tools]** key to return to the standby display.

## Registering Forwarding Stations

You can register a Forwarding Station as follows.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press  $\leftarrow$  or  $\rightarrow$  until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press  $\leftarrow$  or  $\rightarrow$  until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press  $\leftarrow$  or  $\rightarrow$  until " 2. Forwarding " is displayed.

```
Key Op. Tools:
2.Forwarding
```

- 7** Press the **[OK]** key.

- 8** Press  $\leftarrow$  or  $\rightarrow$  until " 2. Prog. Station " is displayed.

```
Forwarding:
2.Prog. Station
```

- 9** Press the **[OK]** key.

Key Operator Settings

- 10** Press **[Left]** or **[Right]** to display the number of the forwarding station you want to register.

```

Program? [Left]/OK
1:

```

If a forwarding station is already registered, the fax number for that station is displayed.

- 11** Press the **[OK]** key.
- 12** Enter the other party's fax number with the number keys.

```

Station 1: Press OK
☎1234567890 [|||||]

```

- 13** Press the **[OK]** key.  
The Forwarding Station's fax number is registered.

```

Sender Setting:
1.Program Sender [Left]

```

- 14** Press the **[OK]** key.
- ```

Name/No.: [ABC]
[|||||]
    
```

- 15** Enter the other party's name.
- ```

Name/No.: [ABC] /OK
[ABC COMPANY [|||||]

```

- 16** Press the **[OK]** key.
- 17** If you want to register the Specified Sender as a Wildcard, press **[Left]** or **[Right]** to select "Yes".

```

Store as Wildcard?
[Yes] No

```

- 18** Press the **[OK]** key.  
To register another Specified Sender, repeat the above steps from step 10.

To register a different Forwarding Station, press the **[Cancel]** key and repeat the above steps from step 10.

- **Limitation**
- Names for Specified Senders can be up to 24 characters long.

- ✎ **Note**
- You can confirm the names and fax numbers of Specified Senders on the Journal.
- You can confirm registered Specified Senders using the Specified Sender list.

- 19** Press the **[User Tools]** key to return to the standby display.

**Editing a Forwarding Station**

To edit a Forwarding Station that is already registered, perform the following procedure.

- 1** Press the **[User Tools]** key.
- ```

User Tools:
1.Counter [Left]
    
```

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.
- ```

User Tools:
4.Fax Features [Left]

```

- 3** Press the **[OK]** key.

- 4** Press  $\leftarrow$  or  $\rightarrow$  until " 4. Key Op. Tools " is displayed.

Fax Features:  
4.Key Op. Tools  $\leftarrow/\rightarrow$

- 5** Press the **[OK]** key.

- 6** Press  $\leftarrow$  or  $\rightarrow$  until " 2. Forwarding " is displayed.

Key Op. Tools:  
2.Forwarding  $\leftarrow/\rightarrow$

- 7** Press the **[OK]** key.

- 8** Press  $\leftarrow$  or  $\rightarrow$  until " 2. Prog. Station " is displayed.

Forwarding:  
2.Prog. Station  $\leftarrow/\rightarrow$

- 9** Press the **[OK]** key.

- 10** Press  $\leftarrow$  or  $\rightarrow$  to display the fax number of the Forwarding Station you want to edit.

Program?  $\leftarrow/\rightarrow$  /OK  
1:1234567890

- 11** Press the **[OK]** key.

- 12** Press the **[Clear/Stop]** key, and then enter the Forwarding Station's correct fax number.

Station 1: Press OK  
☎9876543210■■■■■■■■■■

- 13** Press the **[OK]** key.

The fax number is registered.  
If you want to edit another Forwarding Station, press the **[Cancel]** key and repeat the above steps from step **4**.

- 14** Press the **[User Tools]** key to return to the standby display.

**Editing a Specified Sender**

To edit a Specified Sender, delete the Specified Sender you want to edit (See p.56 "Deleting a Specified Sender" ), and then register it as a new Specified Sender. (See p.53 "Registering Forwarding Stations").

**Deleting a Forwarding Station**

To delete a Forwarding Station, perform the following procedure.

- 1** Press the **[User Tools]** key.

User Tools:  
1.Counter  $\leftarrow/\rightarrow$

- 2** Press  $\leftarrow$  or  $\rightarrow$  until " 4. Fax Features " is displayed.

User Tools:  
4.Fax Features  $\leftarrow/\rightarrow$

- 3** Press the **[OK]** key.

- 4** Press  $\leftarrow$  or  $\rightarrow$  until " 4. Key Op. Tools " is displayed.

Fax Features:  
4.Key Op. Tools  $\leftarrow/\rightarrow$

- 5** Press the **[OK]** key.

- 6** Press  $\leftarrow$  or  $\rightarrow$  until " 2. Forwarding " is displayed.

Key Op. Tools:  
2.Forwarding  $\leftarrow/\rightarrow$

- 7** Press the **[OK]** key.

## Key Operator Settings

- 8** Press **◀** or **▶** until "3. Delete Station" is displayed.

```
Forwarding:
3.Delete Station
```

- 9** Press the **[OK]** key.

- 10** Press **◀** or **▶** to display the fax number of the Forwarding Station you want to delete.

```
Delete?
1:9876543210
```

- 11** Press the **[OK]** key.

The Forwarding Station is deleted.  
If you want to delete another Forwarding Station, repeat the procedure from step **8**.

- 12** Press the **[User Tools]** key to return to the standby display.

### Deleting a Specified Sender

To delete a Specified Sender, perform the following procedure.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **◀** or **▶** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **◀** or **▶** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press **◀** or **▶** until "2. Forwarding" is displayed.

```
Key Op. Tools:
2.Forwarding
```

- 7** Press the **[OK]** key.

- 8** Press **◀** or **▶** until "2. Prog. Station" is displayed.

```
Forwarding:
2.Prog. Station
```

- 9** Press the **[OK]** key.

- 10** Press **◀** or **▶** to display the fax number of the Forwarding Station that contains the Specified Sender you want to delete.

```
Program?
1:1234567890
```

- 11** Press the **[OK]** key.

- 12** Press the **[OK]** key.

- 13** Press **◀** or **▶** until "2. Delete Sender" is displayed.

```
Sender Setting:
2.Delete Sender
```

- 14** Press the **[OK]** key.



- 15** Use **⏪** or **⏩** to display the Specified Sender you want to delete.

```
Delete?
ABC COMPANY
```

- 16** Press the **[OK]** key.

The Specified Sender is deleted.

If you want to delete another Specified Sender, repeat the above steps from step **15**.

- 17** Press the **[User Tools]** key to return to the standby display.

#### Printing the Specified Sender list

You can check which Specified Senders are registered for a Forwarding Address.

Follow the steps below to print this list.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press **⏪** or **⏩** until " 2. Forwarding " is displayed.

```
Key Op. Tools:
2.Forwarding
```

- 7** Press the **[OK]** key.

- 8** Press **⏪** or **⏩** until " 4. Print Sender List " is displayed.

```
Forwarding:
4.Print Sender List
```

- 9** Press the **[OK]** key.

- 10** Press the **[Start]** key.

The list is printed.

- 11** Press the **[User Tools]** key to return to the standby display.

## Key Operator Settings

## User Parameters

The User Parameters allow you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.

### Preparation

Access to some User Parameter Settings requires installation of optional equipment or that other settings be made beforehand.

### ◆ Switches and Bits

User Parameters are divided into switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

| Bit Number | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 |
|------------|---|---|---|---|---|---|---|---|
| Bit Value  | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
|            | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

The User Parameter switches are outlined below.

| Switch | Bit   | Item                                                                                                                                                                                          | 1         | 0      |
|--------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|
| 00     | 3,2,1 | Image density adjustment level home position (the higher level, the greater image density)<br>000: Standard,<br>001: lighter,<br>010: darker<br>101: somewhat lighter<br>110: somewhat darker |           |        |
|        | 5,4   | 5, 4: Default resolution when you send a message.<br>RESOLUTION<br>00: Standard<br>01: Detail<br>10: Fine                                                                                     |           |        |
|        | 6     | Default setting for transmission.<br>TRANSMISSION MODE                                                                                                                                        | Immediate | Memory |
|        | 7     | Home position for the Original Type.<br>HALFTONE                                                                                                                                              | Photo     | Text   |
| 01     | 7     | Return the machine to the default settings after each communication (Return to default after transmission)                                                                                    | On        | Off    |

## Using Key Operator Settings

| Switch | Bit | Item                                                                                                                  | 1  | 0   |
|--------|-----|-----------------------------------------------------------------------------------------------------------------------|----|-----|
| 02     | 0   | Default setting for printing the Forwarding Mark.<br>FORWARDING MARK                                                  | On | Off |
|        | 1   | Default setting for the Center Mark.<br>CENTER MARK                                                                   | On | Off |
|        | 2   | Default setting for printing the Reception Time.<br>RECEPTION TIME                                                    | On | Off |
|        | 3   | Print Sender Information (TSI Print)                                                                                  | On | Off |
|        | 4   | Default setting for the Checkered Mark.<br>CHECKERED MARK                                                             | On | Off |
| 03     | 0   | Automatic printing of the Communication Result Report (Memory TX)                                                     | On | Off |
|        | 2   | Automatic printing of the File Reserve Report (Memory TX)                                                             | On | Off |
|        | 3   | Automatic printing of the File Reserve Report (Polling RX)                                                            | On | Off |
|        | 4   | Automatic printing of the Communication Result Report (Polling RX)                                                    | On | Off |
|        | 5   | Automatic printing of the Transmission Result Report (Immediate TX)                                                   | On | Off |
|        | 7   | Automatic printing of the Journal                                                                                     | On | Off |
| 04     | 7   | Include a portion of the image on the Communication Result Report, File Reserve Report, Communication Failure Report. | On | Off |

## Key Operator Settings

| Switch | Bit | Item                                                                                                                                                                                                  | 1                                             | 0             |
|--------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------|
| 05     | 0   | Store incoming faxes when machine is out of supplies.<br>SUBSTITUTE RECEPTION                                                                                                                         | On                                            | Off           |
|        | 1   | Default setting for Substitute Reception.<br>CONDITIONS OF MEMORY RECEPTION                                                                                                                           | Reject (If no name or fax number is received) | Accept (Free) |
|        | 4   | Restricts fax machine usage to specific users.<br>RESTRICTED ACCESS                                                                                                                                   | On                                            | Off           |
| 06     | 0   | Default setting for a header with each page.<br>FAX HEADER PRINT                                                                                                                                      | On                                            | Off           |
|        | 4   | Default setting for Batch Transmission.<br>BATCH TRANSMISSION                                                                                                                                         | On                                            | Off           |
| 07     | 2   | Parallel Memory Transmission                                                                                                                                                                          | On                                            | Off           |
|        | 4   | Assign the Tone key as the "*" key on the operation panel.<br>TONE SWITCH BY ASTERISK KEY                                                                                                             | On                                            | Off           |
| 08     | 6   | Forwarding                                                                                                                                                                                            | On                                            | Off           |
|        | 7   | Forwarding 0: Forward messages from Specified Senders only. 1: Forward messages from non-Specified Senders only.                                                                                      |                                               |               |
| 09     | 0   | Memory Lock                                                                                                                                                                                           | On                                            | Off           |
|        | 1   | Memory Lock<br>0: Messages from Specified Senders are not printed unless you enter the Memory Lock ID.<br>1: Messages from non-Specified Senders are not printed unless you enter the Memory Lock ID. |                                               |               |
|        | 6   | ADD DESTINATIONS WITH A SERIES OF QUICK DIALS                                                                                                                                                         | On                                            | Off           |

| Switch | Bit | Item                                                                                             | 1    | 0    |
|--------|-----|--------------------------------------------------------------------------------------------------|------|------|
| 10     | 7   | Use dithering halftone (SPD) or standard halftone (STD).<br>HALFTONE METHOD                      | SPD  | STD  |
| 11     | 6   | Print the received message when acting as a Forwarding Station<br>PRINT MEMORY<br>TRANSFER FILES | On   | Off  |
| 12     | 1   | Distinctive Ring                                                                                 | On   | Off  |
| 13     | 0   | Access to the public telephone line<br>PABX/PSTN G3                                              | PABX | PSTN |

### Changing the User Parameters

We recommend that you print the User Parameter list and keep it when you register or change a user parameter. See p.62 "Printing the User Parameter List".

Do not change any bit switches other than those shown on the previous pages.

- 1 Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3 Press the **[OK]** key.

- 4 Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5 Press the **[OK]** key.

- 6 Press **⏪** or **⏩** until " 3. User Parameters " is displayed.

```
Key Op. Tools:
3.User Parameters
```

- 7 Press the **[OK]** key.

```
User Parameters:
1.Change
```

## Key Operator Settings

- 8** Press the **[OK]** key.

```
Refer Op. Manual:
Switch 00 :0000 0110
```

For a list of the switches and settings, see p.58 "User Parameters".

Use the User Parameters table to look up the number of the switch that you want to change, and then press the **[←]** or **[→]** key to display the number of the switch.

The bits are numbered 7~0. To change a setting, press the corresponding number key to toggle the setting between "0" and "1"

| Key to Press | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 |
|--------------|---|---|---|---|---|---|---|---|
| SW 00:       | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |

For example, if you want to change the setting at bit 7, press the 7 number key to toggle the setting between "1" and "0".

- 9** When you are finished making adjustments, press the **[OK]** key.

```
User Parameters:
1.Change
```

- 10** Press the **[User Tools]** key to return to the standby display.

### Printing the User Parameter List

Print this list to see the current User Parameter settings.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **[←]** or **[→]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **[←]** or **[→]** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press **[←]** or **[→]** until "3. User Parameters" is displayed.

```
Key Op. Tools:
3.User Parameters
```

- 7** Press the **[OK]** key.

```
User Parameters:
1.Change
```

- 8** Press the **[←]** or **[→]** key until "2. Print List" is displayed.

```
User Parameters:
2.Print List
```

- 9** Press the **[OK]** key.

- 10** Press the **[Start]** key to print the list.

```
User Parameters List:
Press Start to Print
```

#### Note

- If you press the **[Cancel]** key before printing starts, the list will not be printed and the display shown in step **8** appears again.

- 1 Press the **[User Tools]** key to return to the standby display.

## Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed, users have to enter their Personal Code before they send a fax. This function is used for the Restricted Access. See p.65 "Restricted Access"

### Important

- We recommend that you print the Personal Code List and keep it when you register or change a Personal Code. See p.64 "Printing the Personal Code List".

### Limitation

- Personal Codes can be up to 8-digits long, and you can enter the following numbers and symbols : 0 to 9, #, \*, and spaces.
- You can register up to 10 Personal Codes. Each Personal Code name can be up to 20 characters long.

## Registering and Editing

- 1 Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3 Press the **[OK]** key.

- 4 Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5 Press the **[OK]** key.

- 6 Press **⏪** or **⏩** until " 4. Personal Code " is displayed.

```
Key Op. Tools:
4.Personal Code
```

- 7 Press the **[OK]** key.

Confirm that " 1. Prog. Pers. Code " is displayed.

```
Personal Code:
1.Prog. Pers. Code
```

- 8 Press the **[OK]** key.

- 9 To register a new Personal Code , enter the Personal Code (8 digits or less) with the number keys. To edit a registered personal code, press **⏪** or **⏩** to display the desired Personal Code.

```
Enter Code to Prog.
[11111111] Press OK
```

- 10 Press the **[OK]** key.

- 11 Enter the user name.

```
Name: [ABC] /OK
[ABC COMPANY]
```

- 12 Press the **[OK]** key.

- 13 Press the **[User Tools]** key to return to the standby display.

## Key Operator Settings

**Deleting**

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

 **Note**

- If the key operator code is registered and turned on, enter the key operator code, and then press the **[OK]** key.

- 6** Press **⏪** or **⏩** until " 4. Personal Code " is displayed.

```
Key Op. Tools:
4.Personal Code
```

- 7** Press the **[OK]** key.

- 8** Press **⏪** or **⏩** until " 2. Delete " is displayed.

```
Personal Code:
2.Delete
```

- 9** Press the **[OK]** key.

- 10** Press **⏪** or **⏩** to display the Personal Code you want to delete.

```
Delete?
11111111:DEF COMPANY
```

- 11** Press the **[OK]** key.

The Personal Code is deleted.

If you want to delete another Personal Code, repeat the above steps from step **9**.

- 12** Press the **[User Tools]** key to return to the standby display.

**Printing the Personal Code List**

Print this list to find out the registered Personal Codes and their names.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.



- 6** Press **◀** or **▶** until "4. Personal Code" is displayed.

```
Key Op. Tools:
4. Personal Code
```

- 7** Press the **[OK]** key.

- 8** Press **◀** or **▶** until "3. Print List" is displayed.

```
Personal Code:
3. Print List
```

- 9** Press the **[OK]** key.

- 10** Press the **[Start]** key.

The list is printed.

- 11** Press the **[User Tools]** key to return to the standby display.

### Restricted Access

Use this function to limit transmission to specific users. When turned on, users must enter a previously assigned Personal Code in order to transmit documents.

The Restricted Access function makes it possible to monitor machine usage by user or department.

#### Preparation

In order to use this function, you need to register the Personal Code and turn this function on with the User Parameters beforehand. See p.63 "Registering and Editing". and p.58 "User Parameters" (Switch 05, Bit 4).

#### Note

- The machine returns to the state where a Personal Code must be entered to use the machine in the following situations:
  - The machine is not used for a certain time
  - A previously set document is removed
  - The current operation is completed
- When Restricted Access is turned on, incoming faxes are received and printed as normal.

- 1** Check that the Restricted Access display is shown.

```
Pers. Code:
[■■■■■■■■]
```

- 2** Enter your personal code with the number keys.

```
Pers. Code: Press OK
[*****]
```

- 3** Press the **[OK]** key.

## Key Operator Settings

## ID Code

Use this procedure to register the following kinds of ID Codes:

### Important

- You can confirm ID Codes in the Parameter Settings list. We recommend you print a new list each time you register or change ID Codes.
- You can edit registered ID Codes by performing the steps for registering ID Codes in the following procedure. Display the ID Code you want to change, and then press the **[Clear/Stop]** key and re-enter the ID Code.

### ◆ Polling ID

This ID is required for using Default ID Polling Reception. See p.5 "Calling to Request a Message (Polling Reception)"

#### Note

- You can enter A to F by the Quick Dial keys.
- You can enter 0 to 9 by the number keys.
- 0000 and FFFF can not be entered.

### ◆ Memory Lock ID

This ID is required for printing a message received using the Memory Lock function. See p.12 "Printing a Memory-locked Message".

#### Note

- You can enter 0 to 9 by the number keys.
- 0000 can not be entered.

## Registering

To register ID Codes, perform the following procedure.

The following example is for Memory Lock ID.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **[Left]** or **[Right]** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **[Left]** or **[Right]** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until " 5. ID Code " is displayed.

```
Key Op. Tools:
5.ID Code
```

- 7** Press the **[OK]** key.

- 8** Press **[Left]** or **[Right]** until " 2. Memory Lock ID " is displayed.

```
ID Code:
2.Memory Lock ID
```

- 9** Press the **[OK]** key.

- 10** Enter the Memory Lock ID (4-digits) with the number keys.

```
Memory Lock ID: /OK
ID[1234]
```

If you make a mistake, press the **[Clear/Stop]** key and try again.

- 11** Press the **[OK]** key.

If you want to enter another item, repeat the above steps from step **9**.

- 12** Press the **[User Tools]** key to return to the standby display.

## Line Type

You must register the Line Type before you connect the machine to the line.

### Note

- This function is not available in some areas.
- If you do not know the type of line you are connected to, select "Tone" and dial a trial number. If the connection was successful, your Line Type is "Tone", if it was not, set the Line Type to "Pulse" and dial a trial number. If the connection was successful, your Line Type is "Pulse".

### Limitation

- If you do not correctly set the Line Type, you will be able to receive messages, but you may not be able to send them.

To register the Line Type, perform the following procedure.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **[Left]** or **[Right]** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "6. Line Type" is displayed.

```
Key Op. Tools:
6.Line Type
```

- 7** Press the **[OK]** key.

- 8** Press **[Left]** or **[Right]** and select "Tone" or "Pulse".

```
Line Type: /OK
Pulse [Tone]
```

- 9** Press the **[OK]** key.

- 10** Press the **[User Tools]** key to return to the standby display.

## Key Operator Settings

## PSTN Access Number

Use this setting to save having to enter a pause after the PSTN access number when dialing. When you program an access number, a pause is automatically added as soon as that number is pressed. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

### Limitation

- PSTN access numbers can be up to 2 digits long.
- This function does not work when using On Hook mode or when dialing from an external telephone.

### Note

- After you have registered PSTN access number, select the line to PABX on User Parameters (Switch 13 Bit 0).

To register an PSTN access number, perform the following procedure.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press **⏪** or **⏩** until " 7. PSTN Access No." is displayed.

```
Key Op. Tools:
7.PSTN Access No.
```

- 7** Press the **[OK]** key.

- 8** Enter the PSTN access number (2-digits) with the number keys.

If you make a mistake, press the **[Clear/Stop]** key and try again.

```
PSTN Access No.: /OK
[0]
```

- 9** Press the **[OK]** key.

" Programmed " is displayed.

- 10** Press the **[User Tools]** key to return to the standby display.

## Memory File Transfer

If the machine cannot print out a received message, you can send all messages currently stored in memory to another fax machine and have them printed out there (for example, when toner is empty, paper has run out, or the printing function is out of order). All messages in memory including Memory-locked messages can be sent to another fax machine. Use this function when you are in an urgent situation.

### Limitation

- Even if a transmission error occurs, messages are not resent.

### Note

- All documents are not erased from memory regardless of whether forwarding was successful or not.
- Details of the forwarding operation are not printed in the Journal.

To transfer all of the messages currently stored in memory, perform the following procedure.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press **⏪** or **⏩** to display "8. Mem. File Trans."

```
Key Op. Tools:
8.Mem.File Trans.
```

- 7** Press the **[OK]** key.

If no files are available, "No Files Exist" is displayed.

- 8** Enter the transfer destination's fax number with the number keys.

- 9** Press the **[Start]** key.

File transfer starts.

Once file transfer has finished, the machine returns to standby mode.

## Key Operator Settings

## RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

- 1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press **⏪** or **⏩** until "9. RDS On/Off" is displayed.

```
Key Op. Tools:
9.RDS On/Off
```

- 7** Press the **[OK]** key.

- 8** Press **⏪** or **⏩** and select "On" or "Off".

```
RDS On/Off:
[On] Off
```

- 9** Press the **[OK]** key.

- 10** Press the **[User Tools]** key to return to the standby display.

# 7. Troubleshooting

## Reading Reports

### Error Report

An error report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

#### Note

- If the error happens frequently, contact your service representative.
- The "Page" column gives the total number of pages. The "Page Not Sent" column gives the number of pages that were not sent or received successfully.

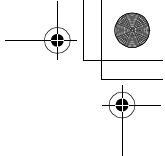
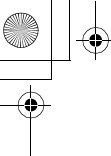
### Power Failure Report

Even if the main power switch is turned off, the contents of the machine's memory (for example, programmed numbers) will not be lost. However, if power is lost for about 12 hours through the main power switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it.

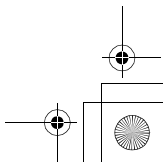
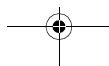
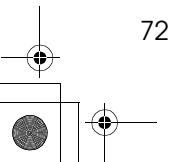
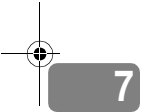
#### Important

- Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for about one week after the power loss occurs.



## Troubleshooting

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## 8. Appendix

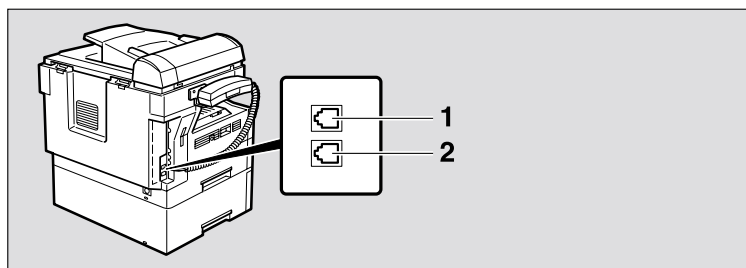
### Connecting to a Telephone Line and a Telephone

To connect the machine to a telephone line, use a snap-in modular type connector.

#### **Important**

- Make sure the connector is the correct type before you start.
- By law in the United States, you must program your phone number identification (your OWN FAX NUMBER) into your machine before you can connect the public phone system. See chapter3 "Own Name/Fax Header/Own Fax Number" in the Basic Features manual.

#### **◆ Where to connect the machine**



1. External Telephone
2. Line

## Appendix

## Connecting the Optional Handset and an External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

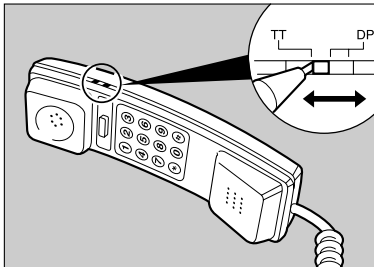
### Note

- Some telephone may not be connected or may suffer reduced functionality.

### Limitation

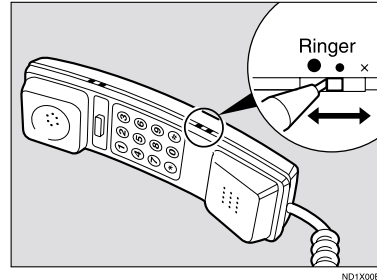
- When you use the handset or an optional external telephone with the **[On Hook Dial]** key for telephone calls, you can not talk with the other party without pressing the **[On Hook Dial]** or **[Clear/Stop]** key after taking off the receiver.

### Specifying the handset line type



The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

### Adjusting the handset bell volume



Adjust the handset ringer volume using the volume switch.

# Specifications

## Base Machine

### ◆ Power Consumption

|                               |      |
|-------------------------------|------|
| Standby mode                  | 100W |
| Immediate Transmission        | 130W |
| Immediate Reception           | 290W |
| Printing                      | 480W |
| Night Timer Off mode          | 2W   |
| Low-Power mode, Auto Off Mode | 2W   |

### ◆ Protocol:

G3

### ◆ Resolution:

- Standard: 8×3.85/mm
- Detail: 8×7.7/mm
- Fine: 8×15.4/mm

### ◆ Transmission Time:

3 seconds at 28,800bps, Standard resolution

### ◆ Data Compression Method:

MH, MR, MMR

### ◆ Maximum Original Size:

216×1260mm / 8.5"×49.6" (Standard and Detail)  
216×600mm / 8.5"×23.7" (Fine)

### ◆ Maximum Scanning Size:

216×1260mm / 8.5"×49.6" (Standard and Detail)  
216×600mm / 8.5"×23.7" (Fine)

### ◆ Print Process:

Printing on standard paper using a laser

### ◆ Transmission Speed:

33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/  
9,600/7,200/4,800/2,400bps (auto shift down system)

Appendix

## Available Options

- ◆ **Expansion Memory (32MB)**  
Increase memory capacity.
- ◆ **Paper Tray Unit (Option for Model B only)**  
Holds 500 sheets of paper.
- ◆ **Document Feeder (ADF) (Option for Type1)**  
Originals will be fed automatically.
- ◆ **Handset (Handset Type 1018)**  
This permits voice communication.

## Originals

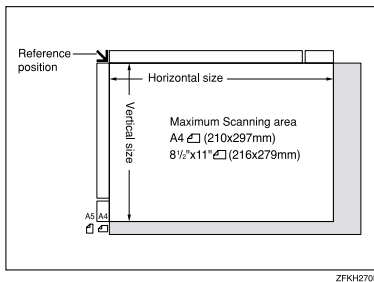
Make sure your originals are completely dry before placing them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and affect the resulting image.

### Sizes and weights of Recommended Originals

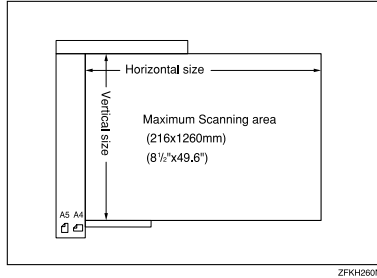
| Where Original is Placed | Acceptable Original Size                                                   | Maximum Number of Sheets               | Paper Thickness                            |
|--------------------------|----------------------------------------------------------------------------|----------------------------------------|--------------------------------------------|
| Exposure glass           | Maximum A4 (210×297mm) ☐, 8½"×11" (216×279mm) ☐                            | 1                                      | ----                                       |
| Document Feeder (ADF)    | Fax transmission: A5 ☐ to A4 ☐ (up to 1260mm long), 8½"×11" ☐ to 8½"×14" ☐ | 30 sheets (80g/m <sup>2</sup> , 21 lb) | 52–105g/m <sup>2</sup> (45—90kg, 14-28 lb) |

### Paper Size and Scanned Area

#### ◆ Exposure Glass



### ◆ Document Feeder (ADF)



#### ● Limitation

- Even if an original is correctly placed on the exposure glass or in the Document Feeder, a margin of 3mm to 5mm (0.1" to 0.2") around each edge of the original may not be sent.
- There may be a difference in the size of the image when it is printed at the destination.

#### ✎ Note

- The maximum scanning area on ADF is 1260mm (49.6") when the Resolution is Detail or Standard, 600mm (23.7") when it is Fine.
- If the receiver uses paper narrower than the original, the image will be reduced to fit the paper width.

## Appendix

## Maximum Values

The following list contains the maximum value for each item.

| Item                                                                                                                                   | Standard                      |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Memory                                                                                                                                 | 1MB                           |
| The number of pages that you can store in memory (Using A4 size Standard <ITU-T #1Chart, Resolution: Standard, Original Type: Text > ) | 80 (320 with Optional Memory) |
| Total number of Memory Transmission files                                                                                              | 133                           |
| The number of pages per file                                                                                                           | 500                           |
| The number of pages for all files                                                                                                      | 500                           |
| The number of destinations you can specify for one file                                                                                | 133                           |
| The number of destinations you can specify for all files                                                                               | 300                           |
| The number of Quick Dials you can register                                                                                             | 16                            |
| The number of Speed Dials you can register                                                                                             | 50                            |
| The number of Group Dials you can register                                                                                             | 5                             |
| The number of destinations you can specify by the number keys                                                                          | 67                            |
| The number of destinations you can register in a group                                                                                 | 133                           |
| The number of destinations you can register in all groups                                                                              | 133                           |
| The number of personal codes you can register                                                                                          | 10                            |
| The number of digits for Dials                                                                                                         | 254                           |

## Advanced Transmission Features

Functions selectable with the **[Trans. Option]** key are as follows.

| Function name     | Description                                                                                                                            | Reference                                              |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Send Later        | Sets the machine to automatically start transmission or polling reception at an appointed time.                                        | p.1 "Sending at a Specific Time (Send Later)"          |
| Fax Header Print  | You can add a Fax Header (e.g. registered name) to the message you send so it appears on the message printed by the receiving machine. | p.3 "Fax Header Print"                                 |
| Polling Reception | Use this function if you want to poll a message from another terminal.                                                                 | p.5 "Calling to Request a Message (Polling Reception)" |

## Appendix

## Job Information

Functions selectable with the **[Job Information]** key are as follows.

| Function name                       | Description                                                                                                                            | Reference                                                   |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Canceling Transmission or Reception | This function cancels a file (reservation) for Memory Transmission or Polling Reception.                                               | p.9 "Canceling Transmission or Reception"                   |
| Printing the File List              | The transmission file list can be manually printed. This list allows you to know what files are stored in memory and the file numbers. | p.10 "Printing a List of Files in Memory (Print File List)" |
| Printing a Stored Message           | Prints the contents of a fax that is stored in memory and has not been sent yet.                                                       | p.11 "Printing a Stored Message (Print TX File)"            |
| Printing a Memory-locked Message    | The Memory-locked messages can be manually printed. To print the messages, you have to enter the Memory Lock ID.                       | p.12 "Printing a Memory-locked Message"                     |
| Printing the Journal                | The Journal can be manually printed. This report shows the results of the last 50 communications.                                      | p.13 "Printing the Journal"                                 |



## User Tools

| Function name                | Description                                                                                                                                                                                                                                                                                                                                                   | Reference                                                 |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Register/Delete Quick Dial   | When you register a destination in a Quick Dial, you can specify the destination by only pressing the Quick Dial key.                                                                                                                                                                                                                                         | Chapter3 "Quick Dial" in the Basic Features manual.       |
| Register/Delete Speed Dial   | When you register a destination in a Speed Dial, you can specify the destination by entering the two-digit Speed Dial code after pressing the Speed Dial key.                                                                                                                                                                                                 | Chapter3 "Speed Dial" in the Basic Features manual.       |
| Register/Delete Group Dial   | If you program several destinations into a Group, you can dial with just a few key-strokes.                                                                                                                                                                                                                                                                   | Chapter3 "Groups" in the Basic Features manual.           |
| Assigning User Function Keys | Stores a frequently used function in a User Function Key ( <b>[F1]</b> to <b>[F3]</b> ).                                                                                                                                                                                                                                                                      | p.35 "User Function Keys"                                 |
| Reports/Lists                | This function allows you to print various reports and lists manually. You can print the following reports and lists: <ul style="list-style-type: none"> <li>• Journal</li> <li>• Transmission File List</li> <li>• Quick Dial list</li> <li>• Speed Dial list</li> <li>• Group Dial list</li> <li>• Quick Dial Label</li> <li>• User Function List</li> </ul> | p.39 "Printing Reports/Lists"                             |
| Monitor Volume               | Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.                                                                                                                                                                                                                                                                       | Chapter4 "Adjusting Volume" in the Basic Features manual. |
| Display Contrast             | Adjust the brightness of the display.                                                                                                                                                                                                                                                                                                                         | p.42 "Adjusting the Display Contrast"                     |
| Date/Time                    | Adjusts the date and the time as a reference.                                                                                                                                                                                                                                                                                                                 | p.43 "Setting the Date and Time"                          |
| Reception Mode               | The machine can treat incoming fax messages and telephone calls in two ways.                                                                                                                                                                                                                                                                                  | Chapter 2 "Reception Modes" in the Basic Features manual. |

## Appendix

| Function name              | Description                                                                                    | Reference                                                                       |
|----------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Setting the Auto Ring Time | You can alter the number of rings by changing the Auto Ring Time.                              | p.45 "Setting the Auto Ring Time"                                               |
| Fax Information            | Registers your Own Name, Fax Header and Own Fax Number.                                        | Chapter3 "Own Name / Fax Header / Own Fax Number" in the Basic Features manual. |
| Fax Reset Timer            | You can select a period of time before this machine automatically returns to the standby mode. | p.46 "Setting the Fax Reset Timer"                                              |
| On Hook Timeout            | You can select a period before the machine cancels the On Hook Dial mode.                      | p.47 "On Hook Timeout"                                                          |

## Key Operator Tools

| Function name                | Description                                                                                                                                                                                                                      | Reference                               |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Memory Lock                  | All received messages are stored in memory and are not automatically printed.                                                                                                                                                    | p.50 "Memory Lock"                      |
| Forwarding                   | Transfers received messages to a registered receiver (forwarding destination).                                                                                                                                                   | p.52 "Forwarding"                       |
| Changing User Parameters     | Allows you to change the function settings to meet your needs.                                                                                                                                                                   | p.58 "User Parameters"                  |
| Printing User Parameter List | Allows you to print and check User Parameter settings.                                                                                                                                                                           | p.62 "Printing the User Parameter List" |
| Personal Code                | Personal Code is used for Restricted Access. When turn the Restricted Access on, users must enter the Personal Code in order to transmit documents.                                                                              | p.63 "Personal Codes"                   |
| ID Code                      | Registers the ID required for using Polling Reception and Memory Lock.                                                                                                                                                           | p.66 "ID Code"                          |
| Line Type                    | Registers the type of line (Tone or Pulse) you are connected to.                                                                                                                                                                 | p.67 "Line Type"                        |
| PSTN Access Number           | Allows you to specify the code used to access an outside line when dialing.                                                                                                                                                      | p.68 "PSTN Access Number"               |
| Memory File Transfer         | You can send all messages currently stored in memory to another fax and have them printed out there.                                                                                                                             | p.69 "Memory File Transfer"             |
| RDS On/Off                   | Allows you to switch on RDS (Remote Diagnostic system) to a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem. | p.70 "RDS (Remote Diagnostic System)"   |

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Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 μm // Pages in book=92 // Print scale=81%  
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.680000 mm

### Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

### Machine Types

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see Chapter1 “Machine Types” in the Basic Features manual.)

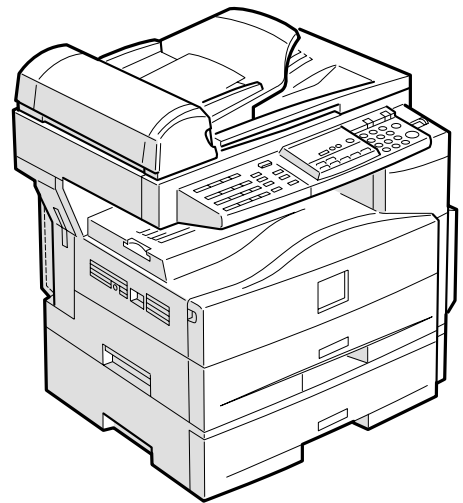
### Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.



# PRINTER Controller Type 1013

## Operating Instructions Printer Reference 2 (option)



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.



## **Introduction**

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual.

Please keep this manual in a handy place near the machine.

Please read the Safety Information in the "Copy Reference" manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### **Notes:**

"PS2" stands for PostScript level2 Compatible in this manual.

### **Important**

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

### **Trademarks**

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Adobe, PostScript, Acrobat and PageMaker are registered trademarks of Adobe System Incorporated.

PCL is a registered trademark of Hewlett-Packard Company.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

### **Warning:**

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

### **Notes:**

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

# Manuals for This Machine

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## Manuals for This Machine

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There are ten manuals that separately describe the operational procedures for the operation and maintenance of the machine.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

❖ **System Settings**

Describes the system settings of this machine.

❖ **Facsimile Reference <Basic Features>**

Describes the procedures and most frequently used functions for using this machine as a facsimile.

❖ **Facsimile Reference <Advanced Features>**

Describes the procedures and more advanced functions for using this machine as a facsimile. And also explains settings for key operators.

❖ **Printer Reference 1**

Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2**

Describes the procedures and provides necessary information about using this machine as a printer. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer". (this manual)

❖ **Network Interface Board Quick Configuration Guide**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement**

Describes the functions of Printer Utility for Mac. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **UNIX Supplement**

Provides information about setting up and using the printer in a UNIX environment. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Network Interface Board Type 1018 Owner's Manual**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Print Server Software and Documentation" which comes with optional Network Interface Board Type 1018.

# How to Read This Manual

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## Symbols

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In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

\* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[    ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

[    ]

Keys built into the machine's control panel.

Keys on the computer's keyboard.

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# 1. Setting Up the Printer Driver and Canceling a Print Job

## PCL 6/5e - Accessing the Printer Properties


---

### Windows 95/98/Me - Accessing the Printer Properties

---

#### Changing the default printer settings


---

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.
- 2** Click to select the icon of the printer whose default settings you want to change.
- 3** On the **[File]** menu, click **[Properties]**.  
The Printer Properties appear.
- 4** Make any settings you require and click **[Apply]**.  
 **Note**
  - With some applications, the printer driver's settings are not used, and the application's own default settings are applied.
- 5** Click **[OK]**.

#### Making printer settings from an application

---

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

-  **Note**
- The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
  - Any settings you make in the following procedure are valid for the current application only.
- 1** On the **[File]** menu, click **[Print]**.  
The **[Print]** dialog box appears.

- 2** Select the printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

- 3** Make any settings you require and click [Apply].

- 4** Click [OK] to start printing.

---

## Windows 2000 - Accessing the Printer Properties

---

---

### Changing the default printer settings - Printer Properties

---

#### Limitation

- Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

- 1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

- 2** Click to select the icon of the printer whose default settings you want to change.

- 3** On the [File] menu, click [Properties].

The Printer Properties appear.

- 4** Make any settings you require and click [Apply].

#### Note

- Settings you make here are used as the default settings for all applications.

- 5** Click [OK].

---

### Changing the default printer settings - Printing Preferences Properties

---

#### Limitation

- Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

- 1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

**2** Click to select the icon of the printer whose default settings you want to change.

**3** On the [File] menu, click [Printing Preferences...].

The Printing Preferences Properties appear.

**4** Make any settings you require and click [Apply].

 **Note**

Settings you make here are used as the default settings for all applications.

**5** Click [OK].

---

### Making printer settings from an application

---

To make the printer settings for a specific application, open the [Print] dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

 **Note**

The actual procedures you should follow to open the [Print] dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.

Any settings you make in the following procedure are valid for the current application only.

**1** On the [File] menu, click [Print...].

The [Print] dialog box appears.

**2** Select the printer you want to use in the [Select Printer] box.

**3** Make any settings you require and click [Apply].

**4** Click [Print] to start printing.



---

## Windows NT 4.0 - Accessing the Printer Properties

---

1

---

### Changing the default printer settings - Printer Properties

---

#### Limitation

- Changing the setting of the printer requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

**1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

**2** Click to select the icon of the printer whose default settings you want to change.

**3** On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

**4** Make any settings you require and click **[OK]**.

#### Note

- Settings you make here are used as the default settings for all applications.

---

### Changing the default printer settings - Default Document Properties

---

#### Limitation

- Changing the setting of the printer requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

**1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

**2** Click to select the icon of the printer whose default settings you want to change.

**3** On the **[File]** menu, click **[Document Defaults...]**.

The Default Document Properties appear.

**4** Make any settings you require and click **[OK]**.

#### Note

- Settings you make here are used as the default settings for all applications.

---

## Making printer settings from an application

---

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

 **Note**

- The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

**1** On the **[File]** menu, click **[Print...]**.

The **[Print]** dialog box appears.

**2** Select the printer you want to use in the **[Name]** list box, and then click **[Properties]**.

The Printer Properties appear.

**3** Make any settings you require and click **[OK]**.

**4** Click **[OK]** to start printing.

# PostScript - Setting Up for Printing

1

---

## Windows 95/98/Me - Accessing the Printer Properties

---

---

### Changing the default printer settings

---

To make the Printer default settings, first open the Printer Properties dialog box from the **[Printers]** window.

 **Note**

- With some applications, the printer driver's settings are not used, and the application's own default settings are applied.

**1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

**2** Click to select the icon of the printer whose default settings you want to change.

**3** On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

**4** Make any settings you require and click **[Apply]**.

**5** Click **[OK]**.

---

### Making printer settings from an application

---

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

 **Note**

- The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- With some applications, the printer driver's settings are not used, and the application's own default settings are applied.
- Any settings you make in the following procedure are valid for the current application only.

**1** On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

- 2** Select the printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

- 3** Make any settings you require and click [Apply].

- 4** Click [OK] to start printing.

---

## Windows 2000 - Accessing the Printer Properties

---

---

### Changing the default printer settings - Printer Properties

---

#### Limitation

- Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

- 1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

- 2** Click to select the icon of the printer whose default settings you want to change.

- 3** On the [File] menu, click [Properties].

The Printer Properties appear.

- 4** Make any settings you require and click [Apply].

#### Note

- Settings you make here are used as the default settings for all applications.

- 5** Click [OK].

---

### Changing the default printer settings - Printing Preferences Properties

---

#### Limitation

- Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

- 1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

**2** Click to select the icon of the printer whose default settings you want to change.

**3** On the [File] menu, click [Printing Preferences...].

The Printing Preferences Properties appear.

**4** Make any settings you require and click [Apply].

 **Note**

Settings you make here are used as the default settings for all applications.

**5** Click [OK].

---

### Making printer settings from an application

---

To make the printer settings for a specific application, open the [Print] dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

 **Note**

The actual procedures you should follow to open the [Print] dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.

Any settings you make in the following procedure are valid for the current application only.

**1** On the [File] menu, click [Print...].

The [Print] dialog box appears.

**2** Select the printer you want to use in the [Select Printer] box.

**3** Make any settings you require and click [Apply].

**4** Click [OK] to start printing.

---

## Windows NT 4.0 - Accessing the Printer Properties

---

---

### Changing the default printer settings - Printer Properties

---

#### Limitation

- Changing the setting of the printer requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

#### **1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears .

#### **2** Click to select the icon of the printer whose default settings you want to change.

#### **3** On the [File] menu, click [Properties].

The Printer Properties appear.

#### **4** Make any settings you require and click [OK].

#### Note

- Settings you make here are used as the default settings for all applications.

---

### Changing the default printer settings - Default Document Properties

---

#### Limitation

- Changing the setting of the printer requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

#### **1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

#### **2** Click to select the icon of the printer you want to use.

#### **3** On the [File] menu, click [Document Defaults...].

The Default Document Properties appear.

#### **4** Make any settings you require and click [OK].

#### Note

- Settings you make here are used as the default settings for all applications.

---

## Making printer settings from an application

---

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

### Note

- The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

**1** On the [File] menu, click [Print].

The [Print] dialog box appears.

**2** Select the printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

**3** Make any settings you require and click [OK].

**4** Click [OK] to start printing.

---

## Macintosh - Setting Up for Printing

---

---

### Making paper settings from an application

---

**1** Open the file you want to print.

**2** On the [File] menu, click [Page Setup].

The [LaserWriter 8 Page Setup] dialog box appears.

**3** Confirm that the printer you want to use is shown in [Format for:] box.

Then, use [Paper] to select the paper size you want to use.

### Note

- If the printer is not shown in the [Format for:] box, use the pop-up menu to display a list of available printers.

### Reference

The actual appearance of the [Page Setup] dialog box depends on the application you are using. See the documentation that comes with the Macintosh for more information.

**4** After configuring the settings, click [OK].

---

## Setting up for printing from an application

---

- 1** Open the file you want to print.
- 2** On the [File] menu, click [Print].  
The [Printer] dialog box appears.
- 3** Confirm that the printer is selected in the [Printer :] box, and make the printer settings.
- 4** After configuring the settings, click [Print] .



# Canceling a Print Job

1

## Windows 95/98/Me, Windows 2000, Windows NT 4.0 - Canceling a Print Job

**1** Double-click the printer icon on the Windows taskbar.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

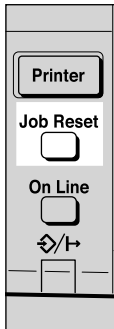
**2** Select the name of the job you want to cancel.

**3** On the [Document] menu, click [Cancel].

 **Note**

You can also open the print job queue window by double-clicking the printer icon in the [Printers] window.

**4** Press [Job Reset] on the control panel.



The message appears on the panel display indicating that the print job is being canceled.

 **Important**

This procedure cancels the print job that is being processed by the printer. In some cases, the printer may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press [Job Reset].

When the printer is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

 **Note**

You cannot stop printing data that has already been processed internally by the printer. Because of this, printing may continue for a few pages after you press [Job Reset].

A print job that contains a large volume of data may take considerable time to stop.

---

## Macintosh - Canceling a Print Job

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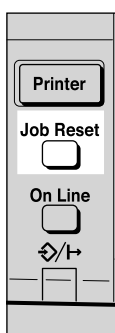
### 1 Double-click the printer's icon on the desktop.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

### 2 Select the name of the job you want to cancel.

### 3 Click the pause icon, and then click the trash icon.

### 4 Press **[Job Reset]** on the control panel.



The message appears on the panel display indicating that the print job is being canceled.

### Important

- This procedure cancels the print job that is being processed by the printer. In some case, the printer may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press **[Job Reset]**.
- When the printer is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

### Note

- You cannot stop printing data that has already been processed internally by the printer. Because of this, printing may continue for a few pages after you press **[Job Reset]**.
- A print job that contains a large volume of data may take considerable time to stop.



# 2. Uninstalling the Printer Driver and Software

## Uninstalling the PCL 6/5e Printer Driver

This section describes how to uninstall the printer driver. The actual procedure may differ depending on the operating system.

Follow one of the appropriate procedures below.

---

### Windows 95/98/Me - Uninstalling the PCL 6/5e Printer Driver

---

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.
- 3** Click to select the icon of the printer you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.  
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

---

### Windows 2000 - Uninstalling the PCL 6/5e Printer Driver

---

#### Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.
- 3** Click to select the icon of the printer you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.  
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

---

## Windows NT 4.0 - Uninstalling the PCL 6/5e Printer Driver

---

### ! Limitation

- ❑ Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you install a printer driver, log on using an account that has Full Control permission.

**1** Close all applications that are currently running.

**2** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

**3** Click to select the icon of the printer you want to remove.

**4** On the [File] menu, click [Delete].

A confirmation dialog box appears.

**5** Click [Yes] to uninstall the printer driver.

# Uninstalling the PostScript Printer Driver

This section describes how to uninstall the PostScript printer driver. The actual procedure may differ depending on the operating system. Follow one of the appropriate procedures below.

---

## Windows 95/98/Me - Uninstalling the PostScript Printer Driver

---

2

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.
- 3** Click to select the icon of the printer you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.  
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

---

## Windows 2000 - Uninstalling the PostScript Printer Driver

---

### Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.
- 3** Click to select the icon of the printer you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.  
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

---

## Windows NT 4.0 - Uninstalling the PostScript Printer Driver

---

### ! Limitation

- Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you uninstall a printer driver, log on using an account that has Full Control permission.

**1** Close all applications that are currently running.

**2** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

**3** Click to select the icon of the printer you want to remove.

**4** On the [File] menu, click [Delete].

A confirmation dialog box appears.

**5** Click [Yes] to uninstall the printer driver.

---

## Macintosh - Uninstalling the PostScript Printer Driver

---

- 1** Delete the "PPD" file inside the [Printer Description] folder in the [Extensions] folder in [System Folder].

# 3. Troubleshooting

## Error & Status Messages on the Control Panel

| Messages/Second messages                                                   | Description                                                                                                                                                                        | Solution                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add Toner<br>Open Front Cover and<br>/Follow Instructions to<br>Replace it | Toner is running out.                                                                                                                                                              | It is time to supply toner.                                                                                                                                                                                                                                                                                                                                |
| Clear Misfeed(s)<br>/Follow instructions in<br>Front Cover                 | There is misfeed at the front cover.                                                                                                                                               | Remove the misfed paper following the instructions inside the front cover.                                                                                                                                                                                                                                                                                 |
| Close Front/Right Cover                                                    | The front or right cover is open.                                                                                                                                                  | Close the front or right cover.                                                                                                                                                                                                                                                                                                                            |
| Load Bypass Tray<br>[Paper Size]                                           | There is no paper left in the Bypass Tray.                                                                                                                                         | Load paper into the Bypass Tray.                                                                                                                                                                                                                                                                                                                           |
| Load Paper<br>[Paper Size]                                                 | The paper size setting on the tray differs from that of printer driver.                                                                                                            | Load paper that matches the paper size settings. Printing will not automatically resume if the paper size and orientation settings are incorrect.                                                                                                                                                                                                          |
| Load Tray #<br>[Paper Size]                                                | There is no paper left in this tray.                                                                                                                                               | Load paper into the tray indicated.                                                                                                                                                                                                                                                                                                                        |
| Memory Overflow<br>Job Incomplete                                          | A memory overflow has occurred.                                                                                                                                                    | Add memory to the printer.                                                                                                                                                                                                                                                                                                                                 |
| Memory Full<br>Job Incomplete                                              | A memory full has occurred.                                                                                                                                                        | Add memory to the printer.                                                                                                                                                                                                                                                                                                                                 |
| Printing...                                                                | The printer is printing.                                                                                                                                                           | Wait for a while.                                                                                                                                                                                                                                                                                                                                          |
| Print Overrun<br>Job Incomplete                                            | A print overrun occurred on a file being printed. Only a part of the data on the page will be printed, and the print job is suspended, or the current print job has been canceled. | To print the image correctly, add memory to the printer or simplify the actual data size. Set "Page Protect" to "On" on the printer driver. Be sure to return "Page Protect" to "Auto" after the print job. With "Page Protect" "On", the printer performance might be decreased. While using the PostScript printer driver, lower the resolution setting. |



| <b>Messages/Second messages</b> | <b>Description</b>                                    | <b>Solution</b>                                                 |
|---------------------------------|-------------------------------------------------------|-----------------------------------------------------------------|
| Processing...                   | The printer is processing internally.                 | Wait for a while.                                               |
| Ready                           | The printer is online and ready to print.             | If you want to set the printer offline, press <b>[Online]</b> . |
| Resetting Job...                | The print job is being reset.                         | Wait for a while.                                               |
| Toner is Almost Empty           | Toner is almost running out.                          | Replace the toner early to prevent poor print quality.          |
| Waiting...                      | The printer is waiting for the next print job.        | Wait for a while.                                               |
| Warming Up...                   | The printer is warming up or toner is being supplied. | Wait until the panel display changes to "Ready".                |

# Machine Does Not Print

| Possible Cause                                                        | Solutions                                                                                                                                       |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Is the power on?                                                      | Turn on the machine.                                                                                                                            |
| Is the interface cable properly connected?                            | Connect the interface cable properly.<br>If there are any connectors or screws, make sure that they are fastened securely.                      |
| Are you using the correct interface cable?                            | Be sure to use the correct one. If the cable is damaged or worn, replace it with a new one.                                                     |
| Did you connect the interface cable after turning on the main switch? | Be sure to connect the interface cable before turning on the main switch.                                                                       |
| Is the machine Online?                                                | Make it Online by touching the <b>[Online]</b> key.                                                                                             |
| Is the specified paper set?                                           | Set the specified paper in any of the input trays.                                                                                              |
| Are there any error messages on the panel display?                    | Check the error message, and take the required action.                                                                                          |
| Does the indicator above the Printer Mode key stay red?               | Check the error message, and take the required action.                                                                                          |
| Is the Data-in Indicator blinking or lit?                             | If not, the data does not reach the machine.<br>Check the printer cable connection.<br>Also confirm that the printer port settings are correct. |
| Can you print a configuration page?                                   | If you cannot, check the printer cable connection.<br>Also confirm that the printer port settings are correct.                                  |
| Can you make a "Print Test Page" from the printer driver?             | If you cannot, the machine might be out of order.<br>Contact your sales or service representative.                                              |

## Other Printing Problems

| Problem                                                                                            | Action                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| An image is printed on the reverse side of the paper.                                              | Set the paper upside down.                                                                                                                                                       |
| Multiple pages are fed through the printer at once.                                                | Remove all the paper from the tray and fan them gently.                                                                                                                          |
| Paper misfeeds occur frequently.                                                                   | Check the paper size settings. Use the recommended paper. Avoid using curled, folded or wrinkled paper, perforated paper, or glossy paper.                                       |
| An control panel error message stays on after removing the misfed paper.                           | A paper misfeed message will remain until the front cover is opened and then closed. Open the front cover and close it.                                                          |
| It takes a long time for the printer to start printing.                                            | The machine might be in Energy Saver mode or Low Power mode, which requires more time for warming up and resuming the print job.                                                 |
| It takes too much time to complete the print job.                                                  | The data is so large or complex that it takes time to process it.<br>If the Data In indicator is blinking, the data processing is being done.<br>Just wait until it is finished. |
| Windows 95/98/Me, 2000, NT 4.0 :<br>The computer does not recognize the installed printer options. | If the printer is not connected to a network, specify which options you have installed using the printer driver.<br>See the HELP file of the printer driver.                     |
| No image is printed when loading paper on the bypass tray.                                         | The machine operates the function that forces to feed the paper in three minutes after you load the paper on the bypass tray. Load the paper on the bypass tray again.           |

# 4. Using the Control Panel

Though the factory default settings of the printer are suitable for most printing jobs, the "Printer Features" gives you access to a number of settings that control basic printer operations. "Printer Features" settings you make are retained even when you turn off the printer.

## **Reference**

For more information about the copy features and their system settings, see the "Copy Reference" and the "System Settings" manuals.

## **Note**

- Some of the settings accessed by the printer driver can be accessed by the "Printer Features". Settings made by the printer driver take priority over settings by the "Printer Features".

# Adjusting Printer Features

## Printer Features Menu

There are four menu items in the "Printer Features" menu.

- Job Control
- Network Setup
- Maintenance
- List Print

You can select functions in the following table.

| Category              | Function menu |                   |               |
|-----------------------|---------------|-------------------|---------------|
| Job Control<br>⇒ p.27 | Paper Input   | Tray Priority     |               |
|                       |               | Tray Locking      |               |
|                       |               | Bypass Paper Size | Standard Size |
|                       |               |                   | Custom Size   |
|                       | Print Quality | Edge Smoothing    |               |
|                       |               | Resolution        | PCL           |
|                       |               |                   | PS            |
|                       |               | Toner Saving      |               |
|                       | System        | Print PS Errors   |               |
|                       |               | I/O Timeout       |               |
|                       |               | I/O Buffer        |               |
|                       |               | Page Protect      |               |
|                       |               | Auto Continue     |               |
|                       |               | Sub Paper Size    |               |
|                       | PCL Menu      | Orientation       |               |
|                       |               | Form Lines        |               |
|                       |               | Font Source       |               |
|                       |               | Font Number       |               |
|                       |               | Point Size        |               |
|                       |               | Font Pitch        |               |
| Symbol Set            |               |                   |               |

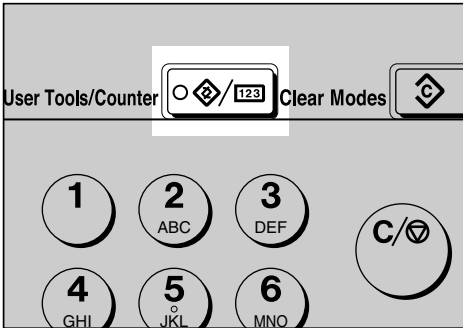
| Category                      | Function menu      |
|-------------------------------|--------------------|
| Network Setup<br>*1<br>⇒ p.34 | IP Address         |
|                               | Subnet Mask        |
|                               | Gateway Address    |
| Maintenance<br>⇒ p.35         | Restart Printer    |
|                               | Menu Reset         |
|                               | Hex Dump           |
| List Print<br>⇒ p.37          | Configuration Page |
|                               | Menu List          |
|                               | PCL Font List      |
|                               | PS Font List *2    |

\*1 Optional Network Interface Board is required.

\*2 Optional PostScript level2 Compatible Kit is required.

### Accessing the Printer Features Menu

Press **[User Tools/Counter]**.





Press the ◀ or ▶ key to display "5.Printer Features", then press **[OK]**.  
The following screen appears on the panel display.

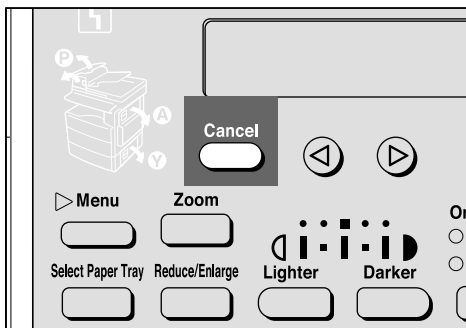


Press the ◀ or ▶ key to display the following four items one by one.

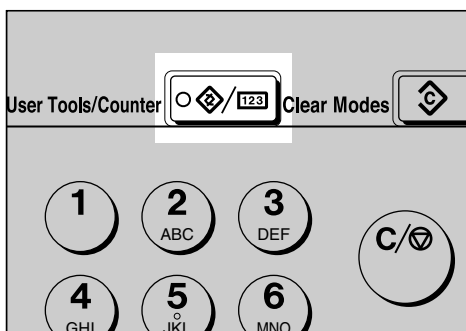
- Job Control
- Network Setup
- Maintenance
- List Print

### Note

-  key : Press to go to the next menu.
-  key : Press to go back to the previous menu
- After making the printer settings, be sure to return to the previous menu by pressing **[Cancel]**.



- After making the printer settings, press **[User Tools/Counter]** to return to the initial display.



- The revised settings are not canceled even if the power switch is turned off.

# Printer Features Parameters



## Job Control Menu

There are four menu items in the “Job Control” menu.


- Paper Input
- Print Quality
- System
- PCL Menu

## Job Control Parameters



### ❖ Paper Input


| Menu          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tray Priority | <p>When no tray or paper size is selected for a print job, the tray selected here is used.<br/>Tray 1, Tray 2</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Tray 1</i></li> <li><input type="checkbox"/> Only the installed trays appear on the panel display.</li> <li><input type="checkbox"/> It is recommended that you load paper having the size and direction you frequently use in the tray selected with “Tray Priority”.</li> </ul>                                                                                                                                                                                                                                                                             |
| Tray Locking  | <p>If you use different kinds of paper, you can lock a tray to prevent printing on wrong paper such as letterhead or colored paper. When “Auto Select” is selected in the Paper Source selections from the printer driver, the locked tray will not be used.<br/>Tray 1, Tray 2, None</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>None</i></li> <li><input type="checkbox"/> This menu is invalid if the optional tray is not installed.</li> <li><input type="checkbox"/> If you want to use the locked tray, you must select the tray from the printer driver.</li> <li><input type="checkbox"/> When a locked tray is selected from the printer driver, the printer does not search for any other tray.</li> </ul> |







| Menu              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bypass Paper Size | <p>You can specify the paper size, standard or custom, for the bypass tray.</p> <p>When the bypass paper size is not specified, the paper size you set on the control panel is used.</p> <p>If you use PCL 6 or PS2 printer driver to print custom paper size, the paper size you set in the printer driver is used.</p> <p>If you use PCL 5e printer driver to print custom paper size, paper size you set on the control panel is used.</p> <p>If the Bypass Tray can hold paper of either the short edge feed size or the long edge feed size, use the short edge feed size.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Specifications of bypass tray depends on the machine. Confirm which type of machine you have. See the Copy Reference.</li> </ul> |



❖ **Print Quality**

| Menu           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Edge Smoothing | <p>You can set whether to enable Edge Smoothing.</p> <ul style="list-style-type: none"> <li>• On</li> <li>• Off</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>On</i></li> <li><input type="checkbox"/> If “Toner Saving” is “On”, “EdgeSmoothing” is ignored even if it is “On”.</li> <li><input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.</li> </ul> |
| Resolution     | <p>You can set the print resolution in dots per inch.</p> <ul style="list-style-type: none"> <li>❖ <b>PCL</b><br/>300 dpi, 600 dpi</li> <li>❖ <b>PS</b><br/>300 dpi, 600 dpi</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: 600 dpi</li> <li><input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.</li> </ul>                                                |




| Menu         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Toner Saving | <p>You can select whether to enable Toner Saving.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> <li><input type="checkbox"/> If “Toner Saving” is “On”, “EdgeSmoothing” is ignored even if it is “On”.</li> <li><input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.</li> </ul> |





#### ◆ System

| Menu            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I/O Timeout     | <p>You can set how many seconds the printer should wait before ending a print job. If data from other port often appears in the middle of the print job, you should increase the timeout value.</p> <p>15 seconds, 30 seconds, 60 seconds, 180 seconds, 300 seconds</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>30 seconds</i></li> </ul>                                                                                                                                                                                                          |
| I/O Buffer      | <p>You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.</p> <p>16 KB, 32 KB, 64 KB, 128 KB, 256 KB, 512 KB</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>32 KB</i></li> </ul>                                                                                                                                                                                                                                                                                                                              |
| Print PS Errors | <p>You can set whether the PS error sheet should be printed out.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> </ul>                                                                                                                                                                                                                                                                                                                                            |
| Page Protect    | <p>When the “Print Overrun. Job Incomplete.” message appears on the panel display, set this function to “On”.</p> <ul style="list-style-type: none"> <li>• Auto</li> <li>• On</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be sure to return “Page Protect” to “Auto” after the print job. With “Page Protect” “On”, the printer performance might be decreased.</li> <li><input type="checkbox"/> Default: <i>Auto</i></li> <li><input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.</li> </ul> |

| Menu           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Auto Continue  | <p>You can set whether to enable Auto Continue. When it is set to "On", the printing continues even if the following error messages appear on the display.</p> <p>"Print Overrun. Job Incomplete.", "Memory Overflow. Job Incomplete.", "Memory Full. Job Incomplete."</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> When it is "On", and a certain type of error occurs, the current job might be canceled, and the printer automatically resumes the next job.</p> <p><input type="checkbox"/> Default: <i>Off</i></p> |
| Sub Paper Size | <p>You can enable the Auto Substitute Paper Size feature between A4 and letter size. When you select "On", the printer substitutes A4 ↔ letter size if the paper currently specified is not loaded.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Off</i></p>                                                                                                                                                                                                                                                |

#### ◆ PCL Menu

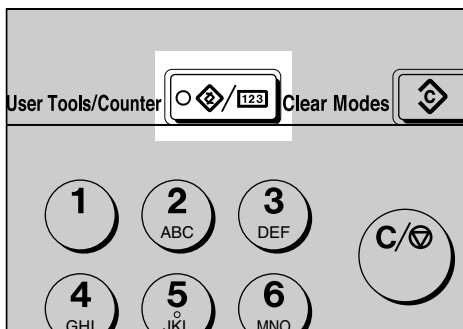
| Menu        | Description                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Orientation | <p>You can set the page orientation.</p> <ul style="list-style-type: none"> <li>• Portrait</li> <li>• Landscape</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: Portrait</p>                                                                                                                             |
| Form Lines  | <p>You can set the number of lines per page.</p> <p>5-128</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: 64 (Metric version), 60 (Inch version)</p>                                                                                                                                                            |
| Font Source | <p>You can set the location of the default font.</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• Download</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: Internal</p> <p><input type="checkbox"/> When you select "Download", you can select only fonts downloaded to printer RAM.</p> |

| Menu        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Font Number | <p>You can set the ID of the default font you want to use.</p> <ul style="list-style-type: none"> <li>• 0 to 54 (for Internal)</li> <li>• 1 to 50 (for Download source)</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: Internal</li> <li><input type="checkbox"/> Default: 0</li> </ul>                                                                                                                                 |
| Point Size  | <p>You can set the point size you want to use for the default font.<br/>4 to 999.75 by 0.25</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: 12.00</li> <li><input type="checkbox"/> This setting is effective only for a variable-space font.</li> </ul>                                                                                                                                                                        |
| Font Pitch  | <p>You can set the number of characters per inch you want to use for the default font.<br/>0.44 to 99.99 by 0.01</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: 10.00</li> <li><input type="checkbox"/> This setting is effective only for a fixed-space font.</li> </ul>                                                                                                                                                      |
| Symbol Set  | <p>You can specify the set of print characters for the default font. The available options are as follows.</p> <p>Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, VN Intl, VN US, MS Publ, Math-8, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: Roman-8</li> </ul> |

## Changing the Paper Input Menu

The following procedure describes changing the “Tray Priority” as an example in the “Paper Input” menu.

- 1 Press [User Tools/Counter].



- 2 Press the ◀ or ▶ key until the following message appears on the panel display.

```
User Tools:
5.Printer Features ◀▶
```

- 3 Press [OK].

The following screen appears on the panel display.

```
Printer Features:
1.Job Control ◀▶
```

- 4 Press [OK].

The following screen appears on the panel display.

```
Job Control:
1.Paper Input ◀▶
```

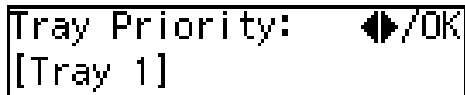
- 5 Press [OK].

The following screen appears on the panel display.

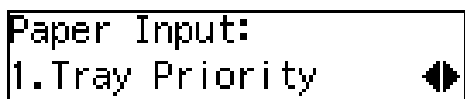
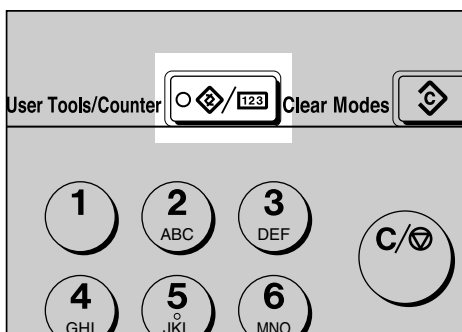
```
Paper Input:
1.Tray Priority ◀▶
```

**6** Press [OK].

The following screen appears on the panel display.

**7** Press the ◀ or ▶ key to select the tray type you want to use.**8** Press [OK].

"Programmed" is displayed for two seconds.

**9** The following screen appears on the panel display.**10** Press [User Tools/Counter] to return to the initial display.

## Network Setup Menu







There are three menu items in the “Network Setup” menu.

- IP Address
- Subnet Mask
- Gateway Address

### Note

- This “Network Setup” menu appears only when installing the optional Network Interface Board.

## Network Setup Parameters


| Menu            | Description                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IP Address      | <p>You can set the IP Address.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>All zero</i></p> <p> <b>Reference</b></p> <p>See “Configuring the Printer for the Network with the Control Panel” in “Printer Reference 1”.</p>             |
| Subnet Mask     | <p>You can set the Subnet Mask.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>255.000.000.000</i></p> <p> <b>Reference</b></p> <p>See “Configuring the Printer for the Network with the Control Panel” in “Printer Reference 1”.</p> |
| Gateway Address | <p>You can set the Gateway Address.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>All zero</i></p> <p> <b>Reference</b></p> <p>See “Configuring the Printer for the Network with the Control Panel” in “Printer Reference 1”.</p>    |

## Maintenance Menu

There are three menu items in the “Maintenance” menu.

- Restart Printer
- Menu Reset
- Hex Dump

## Maintenance Parameters

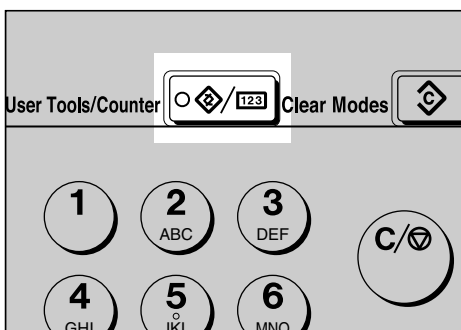
| Menu            | Description                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Restart Printer | You can restart the printer.<br>⇒ p.35 “Restarting a Printer”                                                                                                                                                                                                                                                                                                                                    |
| Menu Reset      | You can reset the menu settings to the factory defaults except the optional Network Interface Board settings.                                                                                                                                                                                                                                                                                    |
| Hex Dump        | You can set to isolate the source of a print job problem. With this function “On”, all data sent to the printer is printed in hexadecimal character representation. <ul style="list-style-type: none"> <li>• On</li> <li>• Off</li> </ul> <p> <b>Note</b><br/> <input type="checkbox"/> Default: <i>Off</i></p> |

4

## Restarting a Printer

The following procedure describes selecting the “Restart Printer” as an example in the “Maintenance” menu.

- 1 Press **[User Tools/Counter]**.





**2** Press the ⏪ or ⏩ key until the following message appears on the panel display.



**3** Press [OK].

The following screen appears on the panel display.



**4** Press the ⏪ or ⏩ key until the following message appears on the panel display.



**5** Press [OK].

The following screen appears on the panel display.



**6** Press [OK].

The following screen appears on the panel display.



**7** Press [OK].

"Ready" appears on the panel display.



4

## List Print Menu

There are four menu items in the “List Print” menu.

- Configuration Page
- Menu List
- PCL Font List
- PS Font List

## List Print Parameters

| Menu               | Description                                                                 |
|--------------------|-----------------------------------------------------------------------------|
| Configuration Page | You can print a Configuration Page. ⇒ p.37 “Printing a Configuration Page”  |
| Menu List          | You can print the Menu List which shows the function menus of this machine. |
| PCL Font List      | You can print a PCL Font List.                                              |
| PS Font List       | You can print a PS Font List.                                               |

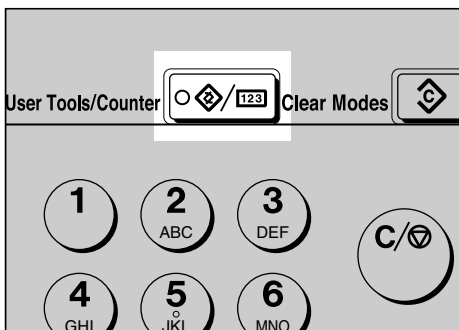
## Printing a Configuration Page

The following procedure describes printing the “Configuration Page” as an example in the “List Print” menu.

### Reference

For more information, see p.39 “Interpreting the Configuration Page”.

- 1** Press **[User Tools/Counter]**.



- 2** Press the **⏪** or **⏩** key until the following message appears on the panel display.

```
User Tools:
5.Printer Features
```

**3** Press [OK].

The following screen appears on the panel display.

```
Printer Features:
1.Job Control
```

**4** Press the ⏪ or ⏩ key until the following message appears on the panel display.

```
Printer Features:
4.List Print
```

**5** Press [OK].

The following screen appears on the panel display.

```
List Print:
1.Configuration Page
```

**6** Press [OK].

The following screen appears on the panel display.

```
Configuration Page:
Press OK
```

**7** Press [OK].

The following screen appears on the panel display.

```
Printing...
Configuration Page
```

In a short time, the printing of the configuration page will start.

**Important**

- If you cannot complete printing a configuration page correctly, make sure an error message appears on the panel display. For more information about error messages, see p.19 "Error & Status Messages on the Control Panel".

---

## Interpreting the Configuration Page

---

---

### Reference

---

#### ❖ **Printer ID**

Shows the serial number assigned to the board by its manufacturer.

#### ❖ **Firmware Version**

Shows the version number of the printer firmware.

#### ❖ **Pages Printed**

Shows the total number of pages printed by the printer to date.

#### ❖ **Total Memory**

Shows the total amount of memory (SDRAM) installed on the printer.

#### ❖ **Options**

Show the options that you installed.

---

### Job Control

---

Shows the settings made under the “Job Control” menu.

#### **Reference**

For more information, see p.27 “Job Control Menu”.

---

### Network Setup

---

Shows the settings you made under the “Network Setup” menu.

When DHCP is active on the network, the actual IP Address, Subnet Mask and Gateway Address appear in parentheses on the configuration page.

#### **Reference**

For more information, see p.34 “Network Setup Menu”.

---

### Maintenance

---

Shows the settings you made under the “Maintenance”.

#### **Reference**

For more information, see p.35 “Maintenance Menu”.

---

### Error Log

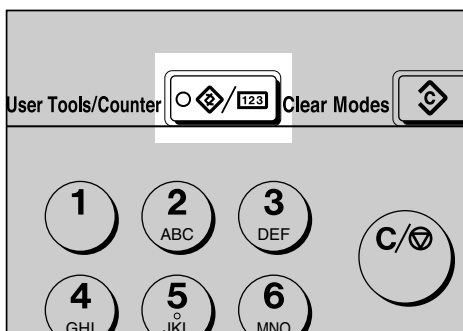
---

Shows the log of printer errors.

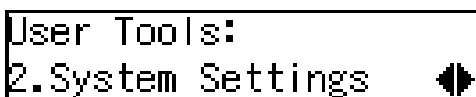
# Adjusting System Settings

## Accessing the System Settings

- 1 Press [User Tools/Counter].

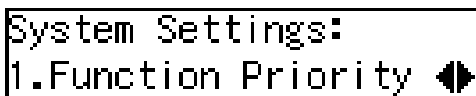


- 2 Press the ◀ or ▶ key to display "2.System Settings".



- 3 Press [OK].

The following screen appears on the panel display.



Select the desired menu you want to change.

- 4 Change the settings by following the instructions on the panel display, then press [OK].

⇒ p.41 "System Settings Parameters"

### Note

- Press the [Language] key to switch the display language.

## Exiting from the User Tools/Counter





- 1 Press [User Tools/Counter].

## System Settings Parameters

This section contains the information about the parameters used for the printer.

### Reference

For more information about the other parameters in the System Settings menu, see the “System Settings” manual.


| Menu                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.Function Priority | <p>You can specify the mode (Copier or Facsimile) to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Copier</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3.System Reset      | <p>The machine returns to its prioritized mode automatically after your job is finished, when you selected the time. This function is called “System Reset”. The time can be set from 10 to 999 seconds, or no system reset.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: On (<i>60 seconds</i>)</p> <p><input type="checkbox"/> You can specify the prioritized mode with the user tools. See “1.Function Priority”.</p>                                                                                                                                                                                                                                                                                                |
| 6.Auto Off Timer    | <p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called “Auto Off”. The time can be set from 1 to 240 minutes.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>60 minutes</i></p> <p><input type="checkbox"/> Auto Off might not be effective when an error message is displayed.</p> <p><input type="checkbox"/> To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after power is turned on.</p> <p><input type="checkbox"/> When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or the printer data.</p> |
| 13Measurement Unit  | <p>You can select the measurement unit.</p> <ul style="list-style-type: none"> <li>• mm</li> <li>• inch</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>mm</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



# 5. Appendix

## Specifications

This section contains the electrical and hardware specifications for the printer, including the information about the options.

| Component                                   | Specification                                                                                                                                                                                                                                                                        |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Resolution                                  | 300 × 300 dpi; PCL5e <sup>*1</sup> , PS2 <sup>*2</sup><br>600 × 600 dpi; PCL5e <sup>*1</sup> , PCL6, PS2                                                                                                                                                                             |
| Printing Speed                              | Printing Speed depends on the machine. Confirm which type of machine you have.                                                                                                                                                                                                       |
| Parallel Interface                          | Standard 36-pin printer cable and a parallel port on the host computer.<br>IEEE1284<br> <b>Note</b><br><input type="checkbox"/> Do not use a parallel cable that is longer than 3 meters (10 feet). |
| Printer Language                            | PCL5e , PCL6<br>PS2 (option)                                                                                                                                                                                                                                                         |
| Fonts                                       | <b>PCL5e, PCL6</b><br>35 Intellifonts, 10 True Type fonts<br><b>PS2 (option)</b><br>80 PS Resident fonts                                                                                                                                                                             |
| Memory                                      | <b>Standard</b> : 16MB<br><b>Optional SDRAM</b> : 32MB, 64MB, 128MB                                                                                                                                                                                                                  |
| Operation Systems supported by this printer | Windows 95 <sup>*3</sup> /98 <sup>*4</sup> /Me <sup>*5</sup><br>Windows 2000 <sup>*6</sup><br>Windows NT 4.0 <sup>*7</sup><br>Mac OS <sup>*8</sup>                                                                                                                                   |
| Network                                     | <b>Topology</b> : Ethernet 10BASE-T/100BASE-TX<br><b>Protocol</b> : TCP/IP, IPX/SPX, AppleTalk                                                                                                                                                                                       |
| Network Cable                               | 10BASE-T/100BASE-TX interface cable with ferrite core.                                                                                                                                                                                                                               |

<sup>\*1</sup> For PCL5e, only 600dpi is selectable from the printer driver.

<sup>\*2</sup> PostScript level2 Compatible

<sup>\*3</sup> Microsoft Windows 95 operating system

<sup>\*4</sup> Microsoft Windows 98 operating system

<sup>\*5</sup> Microsoft Windows Millennium Edition

<sup>\*6</sup> Microsoft Windows 2000 Professional

Microsoft Windows 2000 Server

<sup>\*7</sup> Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.

<sup>\*8</sup> Required version is 8 or 9 operating system. With Mac OS X, the machine operates in only Classic mode.



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## Options

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### Network Interface Board Type 1018

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- ❖ **Topology:**  
Ethernet (10BaseT/100BaseTX)
- ❖ **Protocols:**  
TCP/IP, IPX/SPX, AppleTalk
- ❖ **Interface Connector:**  
RJ45
- ❖ **Required Cable:**  
Interface cable with ferrite core  
Interface cable is not provided with this option.

5

---

### Memory Unit

---

- ❖ **Module Type:**  
SO-DIMM (Small Outline Dual-in-line Memory Module)
- ❖ **Memory Type:**  
SDRAM (Synchronous Dynamic RAM)
- ❖ **Number of Pins**  
144 pins
- ❖ **Compatible:**  
PC100 compatible

---

### Type 1018 PostScript level2 Compatible Kit

---

PostScript level2 compatible.

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## Note to users in the United States of America

### Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

**Reorient or relocate the receiving antenna.**

**Increase the separation between the equipment and receiver.**

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

**Consult the dealer or an experienced radio/TV technician for help.**

### Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### Caution(in case of IEEE1284 environment) :

Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

### Caution (in case of 100BaseTX environment):

Interface cable with ferrite core must be used for RF interference suppression.

### Declaration of Conformity

Product Name: Printer Controller

Model Number: Type 1013

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

## Note to users in Canada

### Note:

This Class B digital apparatus complies with Canadian ICES-003.

## Remarque concernant les utilisateurs au Canada

### Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.



**PRINTER Controller Type 1013 Operating Instructions Printer Reference 2 (option)**

