RICOH
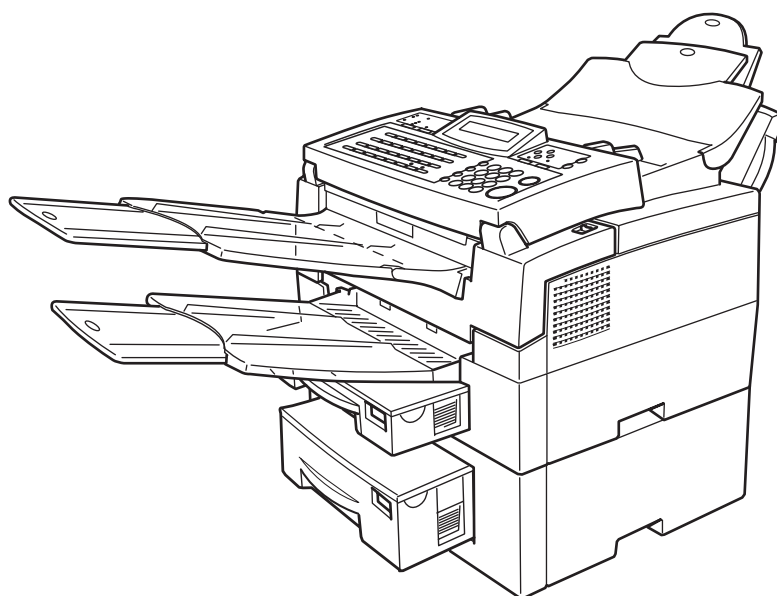
FAX2900L/2900Li

Operator's Manual

TSTH120E

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.

RICOH COMPANY, LTD.
15-5, 1 chome, Minami-Aoyama, Minato-ku, Tokyo
Telephone: Tokyo 3479-3111

Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

TONER CASSETTES
 RICOH FAX TONER CASSETTE TYPE 1430 BLACK is recommended for the best performance.

FAX 2900L/2900Li Operator's Manual

■ Overseas Affiliates

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EE GB H547-8601

Optional Equipment

❖ **PAPER FEED UNIT TYPE 180 (Second Cassette)**
A second paper feed unit can be added to the base machine.

❖ **BYPASS FEEDER TYPE 180(Multi-purpose Feeder)**
A third paper feed unit can be added to the base machine.

❖ **FAX EXPANSION CARD TYPE 10**
A 1-Mbyte memory card can be added.

❖ **FAX EXPANSION CARD TYPE 20**
A 2-Mbyte memory card can be added.

❖ **FAX EXPANSION CARD TYPE 40**
A 4-Mbyte memory card can be added.

❖ **PC-FAX EXPANDER TYPE 190**
This allows you to use the machine as a modem for an IBM PC/AT or compatible personal computer.
(Type 1 only)

❖ **ISDN INTERFACE UNIT TYPE 190**
This allows you to send and receive using the ISDN (Integrated Service Digital Network).
(Type 1 only)

$C\!\!\in$ **0682 X**

The interface complies with the requirements of the Commission Decision 98/515/EC.
98/515/EC:★ Commission Decision of 17 June 1998 on a common technical regulation for the pan-European integrated service digital network (ISDN) basic access (Amendment1).

🖉 **Note**
❒ The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.
• Type 1: FAX2900L
• Type 2: FAX2900Li

$C \in$

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

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🖉 **Note**
❒ The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.
  • Type 1: iNFOTEC3684
  • Type 2: iNFOTEC3684 ISDN

This information is based on our present state of knowledge and is intended to provide general notes on our products and their uses.

It should not therefore be construed as guaranteeing specific properties of the products described or their suitability for particular applications.

Any existing industrial property rights must be observed. The quality of our products is guaranteed under our General Conditions of Sale.

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.

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

> 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

❐ 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.

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

- **|** means POWER ON.
- ○ means POWER OFF.

Warning:

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

Examples Of Indications

⚠	Symbols ⚠ mean a situation that requires you take care.
⚠	Symbols ⚠ mean "Hot surface".
🚫	Symbols 🚫 mean "Do not touch".

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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. This product was designed to reduce the environmental impact associated with fax equipment by means of energy-saving features, such as Energy Saving Standby mode.

This fax automatically lowers its power consumption 5 minute after the last operation has been completed by default. To exit low power mode, press the 【Energy Saver】 key. The fax starts printing in about 40 seconds in the Energy Saving Standby mode or in about 30 seconds in the Fax Standby Mode. Please see the applicable page for details.

Specification

❖ **Type 1**

Energy Saving Standby Mode		Fax Standby Mode	
Power consumption	2W	Power consumption	30W
Default Time	5 minutes	Default Time	5 minutes
Print Start Time	Within about 40 seconds	Print Start Time	Within about 30 seconds

❖ **Type 2 machines, or Type 1 machines with the ISDN UNIT Type 190 installed**

Energy Saving Standby Mode		Fax Standby Mode	
Power consumption	2.5W	Power consumption	30W
Default Time	5 minutes	Default Time	5 minutes
Print Start Time	Within about 40 seconds	Print Start Time	Within about 30 seconds

Recycled paper

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

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x

1. Safety

Important Safety Instructions

All Safety messages in the main text of this manual are labeled WARNING or CAUTION. These mean the following:

WARNING: Important information to alert you to a situation that might cause serious injury and damage to your property if instructions are not followed properly.

CAUTION: Important information that tells how to prevent damage to your equipment or how to avoid a situation that might cause minor injury.

In addition to the warnings and cautions included in the text of this manual, please read and observe the following safety instructions.

① Read all of these instructions.

② Save these instructions for later use.

③ Follow all warnings and cautions marked on the product.

④ Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.

⑤ Do not use this product near water, for example, near bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

⑥ Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

⑦ Do not use a telephone in the vicinity of a gas leak to report the leak.

⑧ Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.

⑨ Slots and opening in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.

⑩ This product should be operated from the type of power source indicated on the marking label. Using a different power source may result in injury or accident. If you are not sure of the type of power available, consult an authorized sales person or your local power company.

⑪ This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)

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1

⑫ Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.

⑬ If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.

⑭ Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.

⑮ Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks.
Refer all servicing to qualified service personnel.

⑯ Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.

⑰ Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.

⑱ Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

- When the power cord or plug is damaged or frayed.

- If liquid has been spilled into the product.

- If the product has been exposed to rain or water.

- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often required extensive work by a qualified technician to restore the product to normal operation.

- If the product has been dropped or the cabinet has been damaged.

- If the product exhibits a distinct change in performance, indicating a need for service.

When to Call Your Service Representative

WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

① When the power cord or plug is damaged or frayed.

② If liquid has been spilled into the product.

③ If the product has been exposed to rain or water.

④ If the product does not operate normally when the operator's manual are followed. Adjust only those controls that are covered by the operator's manual since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

⑤ If the product has been dropped or the cabinet has been damaged.

⑥ If the product exhibits a distinct change in performance, indicating a need for service.

⑦ If smoke is coming out, there is a strange smell or anything looks unusual.

⑧ Do not use reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.

⑨ After you move the machine, fix it with the caster fixture. Otherwise the machine might move or come down to cause a personal injury.

⑩ When removing misfed paper, do not touch the fusing section because could be very hot.

1

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Power And Grounding

1

Power Supply

① Power requirements: 220-240V, 50/60 Hz

② Insert the power plug securely into the wall socket.

③ Make sure that the wall outlet is near the machine and readily accessible.

④ Do not connect other equipment to the same socket.

⑤ Do not step on or set anything on the power cord.

⑥ Do not connect other equipment to the same extension cord.

⑦ Be sure that the power cord is not in a position where it would trip someone.

⑧ The wall outlet must be easily accessible.

⑨ Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause and electric shock or fire.

⑩ Do not plug or unplug the power cord with wet hands or an electric shock might occur.

⑪ When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.

⑫ When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground plug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90 % of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

Other Important Informations

General

① Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.

② Do not make modifications or replacements other than those mentioned in this manual.

③ When not using the machine for a long period, disconnect the power cord.

④ Keep the machine away from humidity and dust. A fire or an electric shock might occur.

⑤ Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.

⑥ This machine has been tested for safety using this supplier's parts and consumable. We recommend you only use these specified supplies.

⑦ Ventilate the room around every half an hour during a long copy run or while printing a long message.

Ozone

The machine generates ozone during operation. Normally, the ozone level is safe for operators. However, during a long copy run or while printing a long message, ozone odor may appear; in such a case, ventilate the room.

Cold Weather Power-up

Avoid raising the room temperature abruptly when it is below 14°C, or condensation may form inside the machine.

① Raise the room temperature to 20°C at less than 10°C per hour.

② Wait for 30 to 60 minutes.

③ Turn the power on.

④ Do not use the machine near a humidifier.

Thunderstorms

With proper grounding, about 90 % of lightning damage can be prevented. However, if possible, during severe electric storms turn the power switch off and disconnect the power cord and telephone line cord.

Operating Precautions

- While the machine is in operation, do not turn off the main switch or unplug the power cord.

- Keep corrosive liquids, such as acid, off the machine.

- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.

- The fusing unit may be very hot. Be careful when handling it.

Copy Paper

- 60 to 90g/m². copy paper is recommended.

- Do not use damp paper, or copies will be defective.
- Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- Keep paper in a vinyl bag if it will not be used for a long time.
- Store in a cool dry place.
- Store flat. Do not stand upright.
- The following materials cannot be used in the paper cassettes: Post cards, Tracing paper, OHP sheets, Adhesive labels
- Do not overload the paper trays.
- If Multi-sheet Feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

Symbols & Conventions Used in This Manual

❖ **Documents:**
A document is anything you put on the feed table of your machine whether you are faxing it or copying it.

❖ **Prints:**
A print is anything that comes out of the machine: a fax message you received or a copy you made.

❖ **Procedures:**
Procedures are described step by step. Perform them in order. When you see a display, it always shows what comes after performing the step it accompanies. Other illustrations accompanying steps help you find the right key or handle, or show you how to perform the step.

1 This is a step in a procedure.

```
THIS CORRESPONDS TO
THE LCD DISPLAY.
```

2. Useful Functions

Help List

Use the 【No/Help】 key to print the Help List.

This list explains the following procedures:

- Immediate Transmission
- Memory Transmission
- Erasing a stored message before it is sent.
- Storing & editing Quick Dial numbers.
- Printing a list of the Quick Dial numbers
- Storing & editing Speed Dial numbers.
- Printing a list of the Speed Dial numbers
- Printing the Journal

Blank Sheet Detect

This feature is designed to help you avoid making mistakes while scanning in documents.

If you try and scan in an almost completely blank document, an alarm sounds to warn you. Make sure the document is not blank and is set the correct way up.

- Transmission is not cancelled even if the machine detects the document as blank.
- With Immediate Transmission, the alarm sounds immediately.
- With Memory Transmission, the alarm sounds as soon as the document has been scanned. If you press the 【Stop】 key while the BLANK DOCUMENT message is shown, the "Cancel Transmission" display appears.
- As the alarm sounds, the BLANK DOCUMENT message appears.
- You can turn Blank Original Detect on or off with the User Parameters (function 63 ⇒ P.162 *"User Parameters"*). When shipped, this feature is turned on by default.
- This feature is not supported in Copy mode.

Quick Label

Use this function to print a sheet showing the contents of each Quick Dial and User Function key. The size of the sheet matches the dimensions of the keys.

The following items are printed depending on what is stored in each key:

- Fax number label
- Group Dial label
- Program label
- User Function key
- Auto Document label

3. Machine Layout

Part Names
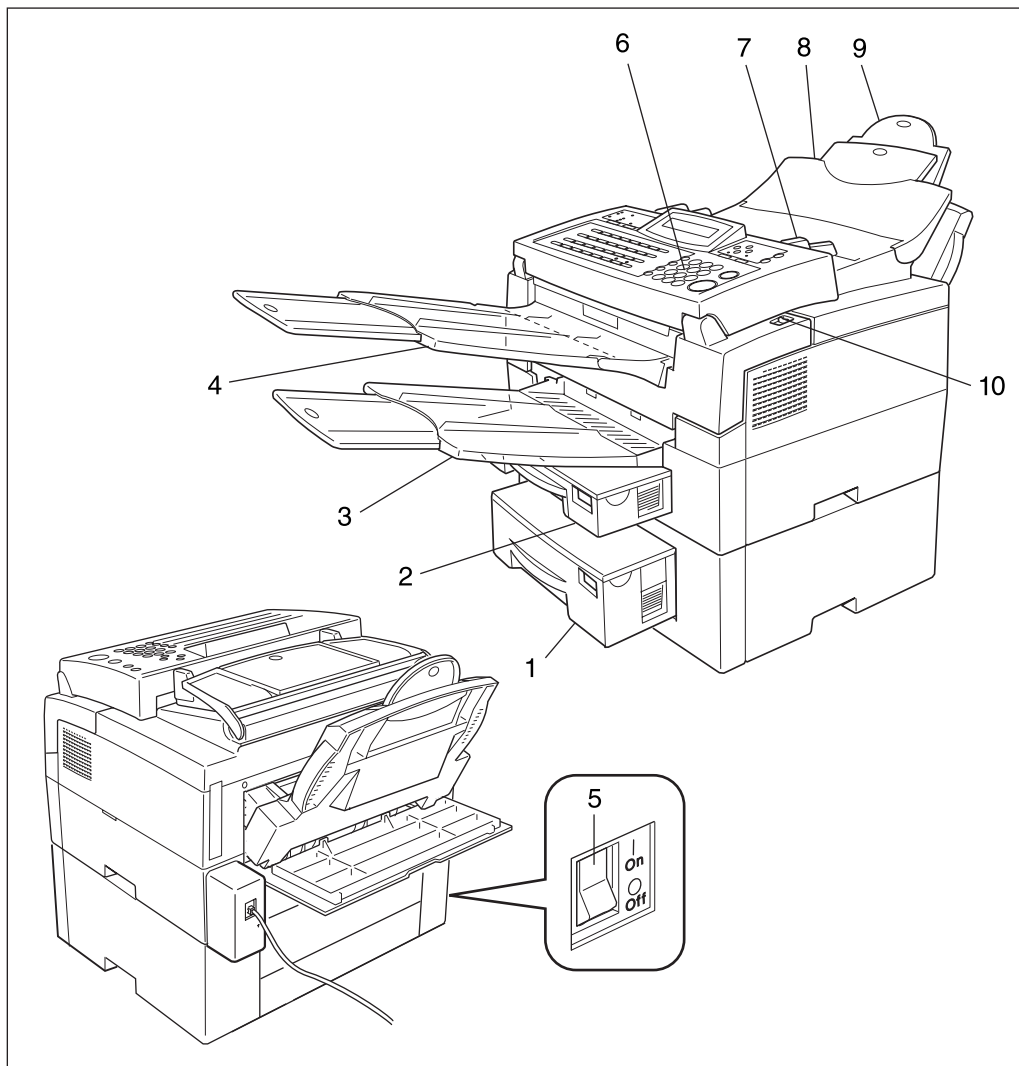
TSMH030E

1. Second Paper Cassette

The optional Second paper cassette holds more paper.

2. Main Paper Cassette

The main paper cassette holds copy paper.

3. Print Delivery Tray

Copies, incoming faxes, and prints are delivered here.

4. Document Delivery Tray

Scanned documents are stacked on the document delivery tray.

5. **Main Switch**

The main switch turns your machine on and off.

6. **Operation Panel**

Key panel for operating the machine.

7. **Document Guide**

Match the document guide to the size of your original documents.

8. **Document Table**

Document table holds up to 30 sheets which are fed one at a time. Place your original documents here.

9. **Multi-purpose Feeder (Bypass Feeder Type 180) (Option)**

Expands paper delivery capability to handle A4, Legal and F4 sizes.

10. **Cover Release Button**

Pull this catch to release the top cover.

Operation Panel

❖ **Type 1**

TSMS011N

❖ **Type 2**

TSMS021N
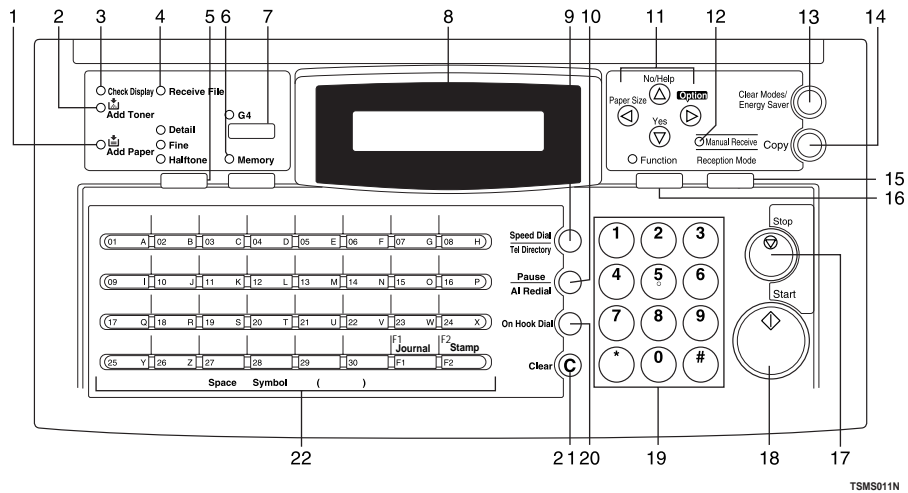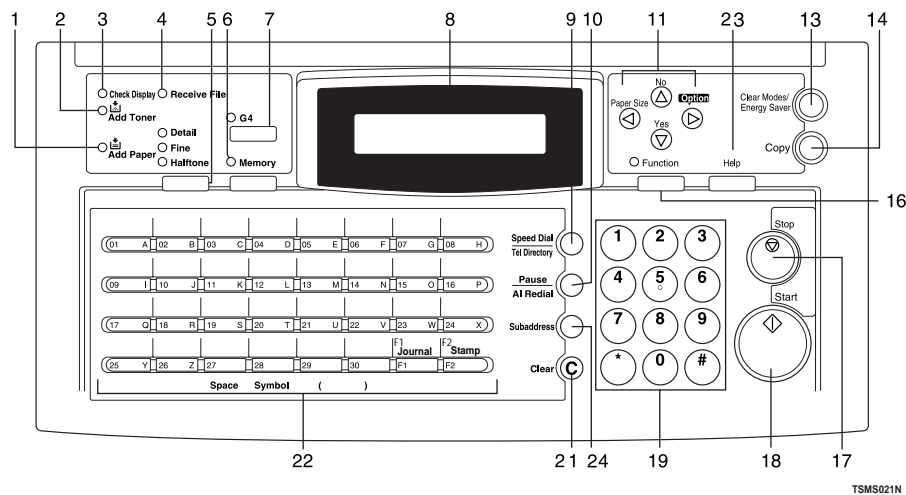
1. **Add Paper indicator**

Lights when a cassette is empty.

2. **Add Toner indicator**

Blinks when toner is about to run out and lights continuously when toner has run out.

3. **Check Display indicator**

The **Check Display** Indicator lights to tell you to read the display.

4. **Receive File indicator**

The **Receive File** indicator lights when an incoming message was re-

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ceived into memory. Blinks when confidential reception file or memory lock file is stored in the memory. (see P.139 *"If an Indicator Lights up on the Operation Panel"*).

5. 【Resolution】 key.

The resolution/Halftone is indicated by these three indicators and can be changed by the resolution/Halftone. When the Indicator is not lit, Standard is selected.

6. Memory key/ indicator

When the **Memory** indicator is on, then memory transmission is in effect, if it is off, immediate transmission is in effect. Switch between the two with the 【Memory】 key.

7. 【G4】 Selector Key/Indicator

Press to select G4 mode. When this indicator is not lit, G3 is mode. The display backlight enhances readability.

8. Control panel Display

The Liquid Crystal Display guides you through tasks and informs you of the state of the machine. Messages appear here. The display consists of two 20-character lines.

9. 【Speed Dial/Tel Directory】 key

Press the 【Speed Dial/Tel Directory】 key using Speed Dialor the Telephone Directory Feature.

10. 【Pause/AI Redial】 key

The 【Pause/AI Redial】 key inserts a pause when you are dialing or storing a fax number. Or, press the key to redial the last number dialed. (The redial feature doesn't work once you've started dialing a new number.)

11. Arrow keys

▼ 【Yes】 accept

▲ 【No】 reject/ 【Help】 (Type 1 only) Print help list

◀ scroll left/ 【Paper Size】 The paper size selection screen for each cassette will appear.

▶ scroll right/ 【Option】 Press to access the options.

12. Manual Receive indicator.

Lights when the reception mode is Telephone.

13. 【Clear Modes】/【Energy Saver】 key

Clear Modes: Press to clear any selected settings and return the condition it was in just after being switched on.

Energy Saver: Hold a few seconds this to start or end the energy saver mode.

14. 【Copy】 key

Press this to copy the document now in the feeder.

15. 【Reception Mode】 key

Press this to select the reception mode (Tel or Fax).

16. 【Function】 key

Press the 【Function】 key and enter a two digit code to access functions 11 to 55. (For functions 61 to 95, enter 6, the access code on see P.161 *"Access Code for Functions 61 to 95"* and the function number.)

17. 【Stop】 key

Press the 【Stop】 key to stop a transmission or a document scanning, to stop a reception or to stop a long copy run. The machine will finish printing out the sheet being printed and then stop.

18. 【Start】 key

Press the 【Start】 key to start all tasks.

19. Ten key pad

Use the ten key pad (sometimes called the ten keys) to dial fax numbers, to enter the numbers of copies, etc.

20. 【On Hook Dial】 key (Type 1 only)

Press the 【On Hook Dial】 key to dial a phone call from the keypad without

having to lift the phone or handset off the hook (phone or handset option needed).

21. 【Clear】 key

Press the 【Clear】 key to erase the last character or digit entered, or use the left and right arrow keys to move the cursor and then press Clear to erase whatever is at the cursor.

22. 【Quick Dial】 keys/ 【User Function】 keys.

There are 30 Quick Dial keys. Use them to store individual fax numbers (see P.30 *"Storing & Editing Fax Numbers (Functions 31 & 32)"*) or groups (see P.33 *"Storing & Editing a Group of Fax Numbers (Function 33)"*). You can also use these keys to enter characters (see P.172 *"Entering Characters"*). In addition you can register Quick Dial 29 as the Dial Option key (see P.36 *"Programming the Dial Option Key".*) You can also use Quick Dial 30 as a Group key (see P.34 *"Programming the Group Key".*)

You can store one special function in each of the User Function Keys (F1, F2). There are 9 special functions see P.108 *"User Function Keys (Function 36)"*

23. 【Help】 key (Type 2 only)

Use to print the Help list.

24. 【Subaddress】 key (Type 2 only)

Use to enter a subaddress.

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Recommended Types of Document

Before you send your document, make sure that it meets the following requirements.

⚜️Important

❒ Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.

❖ **Scanning area**

Minimum size
148mm
105mm
Scanning direction

Maximum size
218mm
4mm
7mm   7mm
600mm
5mm
Scanning direction

GFSIZE0E
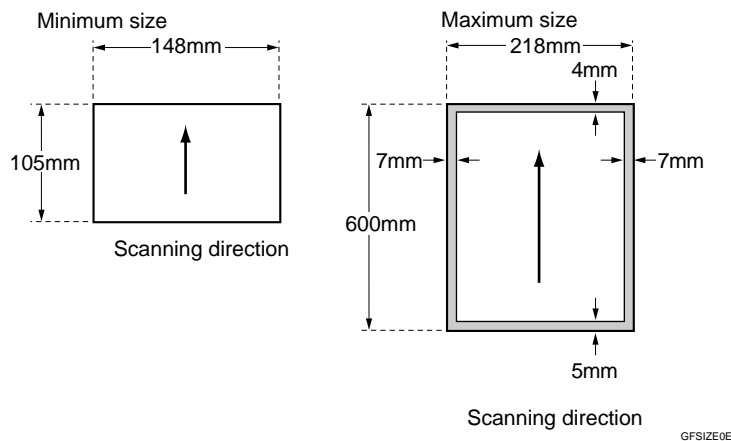
The part shaded will not be scanned, because it is outside the maximum scanning width range.

Correct Size for the Document Delivery Tray

- Thickness 0.05 to 0.2 mm (50 ~ 90 g/m^2)
- Length and Width: See the above diagram.
  If the page is too short, put it inside a document carrier or enlarge it with a copier.
  If the page is too long, divide it into two or more sheets.
- Clearly Written
  Small faint characters may not be transmitted clearly.
- Uniform Page Size
  Do not use different sizes of document in the same transmission.

Page Condition

Do not place damaged pages in the automatic document feeder.

- If your pages are curled or dog eared, flatten them.
- If your pages are stuck together, shuffle the stack.
- If your pages are folded, torn, or patched together, make copies.
- If your pages have binding files, trim the edges or make copies.

⚠️**Important**

❒ Do not place originals that contain the following materials in the document feeder ;

- Crayon
- Paint
- Charcoal, soft pencil
- Glue
- Thermal paper
- Clips
- OHP Sheets, vinyl-coat paper
- Waxed paper
- Carbon paper
- Silicone oil

🖉 **Note**

❒ Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

Memory Transmission And Immediate Transmission

G4 user please seeP.182 "Transmission Procedure".

There are two ways to send a fax message.

- Immediate Transmission
- Memory Transmission

Memory Transmission (Memory Indicator Lit)

Memory Transmission is convenient because:

- Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).
- While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).
- You can send the same message to more than one place with the same operation.
- There are two kinds of Memory Transmission: Parallel and Normal. Parallel Memory Transmission is the default.

✒ Note

❒ If your document gets stuck while it is being processed, press the 【Stop】 key, and turn to P.140 *"Clearing a Document Jam"* for instructions on how to safely remove the original.

A Make sure that the machine is in standby mode for faxing.

The display should look like this:

```
READY      100% 10:00
SET DOC. OR DIAL NO.
```

✒ Note

❒ If the display is blank, press the Energy Saver key to exit Energy Saving mode.

B Fan your document stack (at most 30 pages: 80 g/m² to make sure all pages are loose, then square it.

TSTS010N
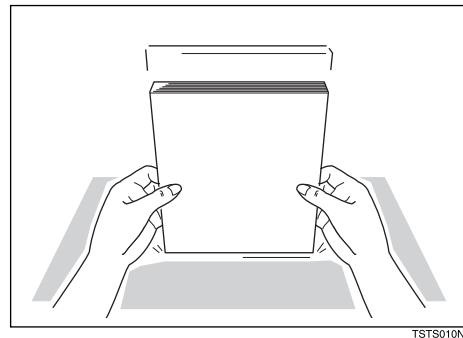
✒ Note

❒ All pages in your document must be one-sided and be of the same size.

C **Insert the document face - down into the feeder until the machine beeps. Then adjust the guides to match the width of the document.**
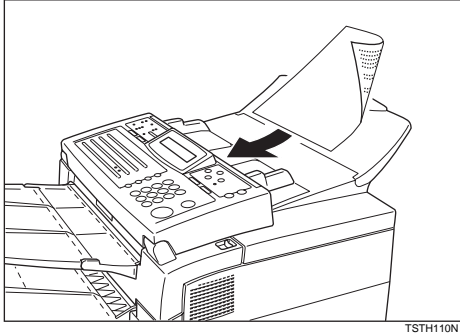
TSTH110N

Note

❒ You can dial before you set the document. Place the document after you dial the number and go to step G.

❒ Please set your document straight in the feeder. If you set more than 15 sheets, make sure the ends of your document are not skewed.

TSMS040E
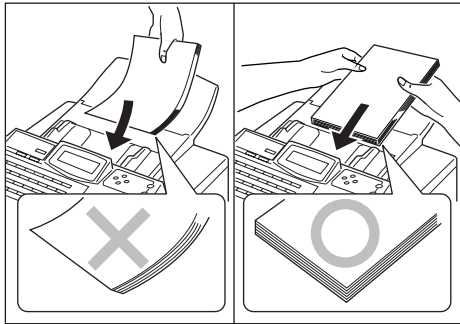
D **The display will look like this:**

```
TRANSMIT    OPTION▸
DIAL FAX NUMBER
```
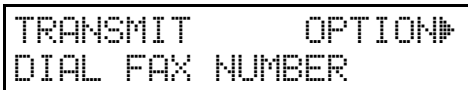
E **If the memory indicator is not lit, press the 【Memory】 key.**

F **Dial the number in one of the following ways.**

```
TRANSMIT    Y/START
5551234▉▉▉▉▉▉▉▉▉▉▉▉
```

Ten Key Pad	Quick Dial
GFDIAL0N	06 07 GFDIAL1N
Speed Dial	Group
Example: Speed Dial 10 Speed Dial 1 0 GFDIAL2N	Example: Method *1 Quick Dial key 08. Method *2 Quick Dial key 30 and 1 on the ten key pad.

*1 In this example Group Dial is programmed in Quick Dial 08.
*2 In this example Quick Dial key 30 is programmed as the Group key, and Group dial number 1 is programmed.

Note

❒ If you want to erase a digit of the phone number, press the 【Clear】 key. If you want to erase the entire number, press the 【No】 key.

❒ The maximum destinations you can dial using the ten key pad is 68. However, this limitation is also subject to memory capacity.

Reference

Programming Quick Dial: see P.30 *"Storing & Editing Fax Numbers (Functions 31 & 32)"*.

Programming Speed Dial: see P.30 *"Storing & Editing Fax Numbers (Functions 31 & 32)"*.

Programming Group Dial: see P.33 *"Storing & Editing a Group of Fax Numbers (Function 33)"*.

Programming Group key: see P.34 *"Programming the Group Key"*.

G **Press the 【Yes】 key to enter another number.**

```
TRANSMIT   DIAL/START
DIAL NEXT FAX NUMBER
```

✎ **Note**
❒ Repeat steps **F** and **G** until all destinations are entered.
❒ If you have only one destination, press the 【Start】 key.
❒ The machine stores your message and dials the first number (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

🔎 **Reference**
Send Later: see P.25 *"Sending at a Specific Time (Send Later)"*.

H **Press the 【Start】 key.**

The machine will dial the destination's number.

```
5551234
SET DOC. OR DIAL NO.
```

✎ **Note**
❒ If the other party's line is busy, your machine will dial again. (See P.29 *"Redialing"*.)

```
READY        98% 10:04
SET DOC. OR DIAL NO.
```

❒ If the other party's fax machine answers, both machines will connect and yours will send the message. A name or a label will appear on the upper line.
❒ If your line goes through a local switchboard (a PBX) remember to dial the exit code. Press the 【Pause】 key immediately after the code. If the number includes a country code, press the 【Pause】 key after the country code, then dial the rest of the number.

If you like to cancel the transmission

❶ **Press the 【Stop】 key during communication.**

```
5551234
STOP & CLR FILE? Y/N
```

❷ **Then press the 【Yes】 key to cancel the transmission.**

Parallel Memory Transmission

With this feature the machine can call destinations while scanning documents. Compared with normal Memory Transmission where the machine calls once all the documents have been stored, it is quick to verify whether a connection has been made or not.

Additionally, as scanning finishes more quickly than Immediate Transmission, it is useful if you want to take the document back to your desk immediately. However, if the connection cannot be made (for example if the line is busy), normal Memory Transmission takes place.

After a Parallel Memory Transmission fails, a communication result report or a communication failure report is printed.

✦Important

❒ The file is erased if any of the following happen during transmission:

- The Stop key is pressed.
- There is not enough memory available.
- A document becomes jammed.

✦ Limitation

❒ If the amount of available memory is less than 50 %, you cannot use Parallel Memory Transmission.

✐ Note

❒ Normal Memory Transmission still takes place when using the following:

- Send Later
- Specify Multiple Destinations
- Transfer Request
- Transmission Deadline

❒ When using Parallel Memory Transmission, page numbers are not printed at the other end. If you want page numbers printed, use Printing the Page Number of the optional feature for transmission. (See P.25 *"Printing the Page Number (Page Count)"*.)

Immediate Transmission

Immediate Transmission is convenient when:

- You wish to send a message immediately.

- You wish to quickly check whether you have successful 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 (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

A **Make sure that the machine is in standby mode.**

The display should look like this:

```
READY      100% 10:00
SET DOC. OR DIAL NO.
```

✐ Note

❒ The memory indicator should go out. If the memory indicator is lit, press the 【Memory】 key.

B **Place the entire document face down into the feeder.**

```
TRANSMIT     OPTION▶
DIAL FAX NUMBER
```

✐ Note

❒ No more than 30 pages.

❒ You can dial before you set the document. Place the document after you dial the number and go to step **D**.

C **Dial.**

```
TRANSMIT     Y/START
5551234
```

D **Press the 【Start】 key.**

```
5551234
DIALING
```

The machine dials and connect to the other party. The number that you dialed and the other party's RTI or CSI is displayed.

⌕Reference

RTI, CSI: see P.207 *"Initial Settings & Adjustments"*.

Dialing with the Telephone Directory

This function is only available on Type 1 machines.

This can be done for any number that you have stored as a Speed Dial code with a label programmed for it.

Example : you wish to dial " XYZ CO. NEWYORK ".

A **Make sure that the machine is in standby mode.**

```
READY     100% 10:00
SET DOC. OR DIAL NO.
```

B **Carefully place your fax message into the auto document feeder.**

```
TRANSMIT    OPTION▶
DIAL FAX NUMBER
```

C **Press the 【Speed Dial/Tel Directory】 key.**

```
SPEED DIAL     0-9
PUSH NUM OR ABC
```

D **Press the first letter of the name.**

```
TEL DIR.       Y/◀▉▶
B01 XA COMPANY
```

E **If the label you want does not appear, scroll through the labels using with ◀ and ▶ until you find it.**

```
TEL DIR.       Y/◀▉▶
B12 XYZ CO.NEW YORK
```

F **Press 【Yes】 key to dial the number you want.**

G **Either :**

- Dial more numbers.
- Press 【Start】 key.

4

21

Receiving Telephone Calls & Fax Messages (Faxes/Phone Calls)

This future is only available on Type 1 machine.

The machine can treat incoming fax messages and telephone calls in two ways.

❖ **Fax mode**
Use this mode if you have a dedicated fax line. The machine assumes all calls are fax messages. It will ring once to alert you to an incoming call and then start receiving.

❖ **Telephone mode**
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. You must manually hit 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.

Switching Between Fax and Telephone Mode

The Manual Receive indicator is lit when the machine is in Telephone mode. To switch to a different mode, follow the steps below.

A **Press the【Reception Mode】key.**

```
RECEIVE MODE      Y/◀▮▶
▮FAX   TEL
```

B **Press the ◀ and ▶ key to select the mode you require.**

```
RECEIVE MODE      Y/◀▮▶
 FAX ▮TEL
```

C **Press the【Yes】key.**

```
READY      100% 10:00
SET DOC. OR DIAL NO.
```

Receiving the Fax Message in the Telephone Mode

This mode is active when the Manual Receive indicator is lit. 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:

A **Pick up the handset of the optional handset or the external telephone.**

B **Listen to the other end.**

If you hear a voice

❶ **Continue your conversation as you would normally.**

If you hear a fax tone

❶ **Remove any documents from the feeder, press the【Start】key then replace the handset.**

The machine will start receiving.

Printing Received Messages That Have Been Stored (Substitute Reception)

If the Receive File indicator is lit, a message was stored in memory using substitute reception. This could be because the machine ran out of paper or toner, or because the Power Saver has turned off the print engine.

Check the following items and solve the problems, and the machine goes back to the working condition.

- While the Power Saver (see P.98 *"Saving Energy with the Power Saving Timer"*) has turned off the heater off, press Energy Saver Key for the machine go back to the working condition.

- When ADD PAPER appears in the display, your fax machine is out of paper. Add paper (see P.111 *"Loading Paper in the Main Cassette"*).

- When ADD TONER appears in the display, your fax machine is out of toner. Change the toner cassette (see P.118 *"Replacing the Toner Cassette and Cleaning Pad"*).

- Otherwise, there might be a paper jam (see P.142 *"Clearing a Copy, Fax, or Print Jam"*) or an open cover.

As soon as the machine is back in working condition, messages stored in memory will be printed. The Receive File indicator will turn off and the messages will be erased from memory.

🖉 Note
❒ If a message comes in while you are copying, the fax machine will store the message in memory and the Receive File indicator will light. The message will be printed as soon as copying is done.

❒ To turn substitute reception off or back on, set bit 0 of user parameter switch 05. See P.162 *"User Parameters"*.

4

Faxing a Page with Very Fine Detail

So that text, diagrams and images stand out clearly in your document, the machine automatically detects the image density (contrast) and makes a compensation.

However, if you need to send a document which requires optimum clarity, select the resolution setting appropriate to your needs.

You can select different settings for each page of your message. Simply change the settings for page 2 while page 1 is being scanned.

Resolution & Shading

The resolution button gives you control over document quality. The indicators above the button show the current setting. Choose a setting that matches your document.

❖ **Standard:**
Standard quality. Use for most printed or typewritten documents. This is selected when the other resolution indicators are not lit.

❖ **Detail:**
High quality. Use for documents with small print or fine details.

❖ **Fine:**
Very high quality. Use this for high quality reproduction.

❖ **Halftone:**
Use this for optimum quality if your document contains photographs/diagrams with complex shading patterns or gray tones. If you choose this setting, resolution will automatically be Detail.

Note

❒ Faxing at a higher resolution requires more time. Frequent use of high resolution could cause an increase in your phone bill, especially for long distance transmissions.

Optional Features for Transmission

Sending at a Specific Time (Send Later)

This feature is called Send Later.

Using this feature, 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.

Note
❒ If the machine memory is full, your document will remain in the document feeder. As a result, anybody removing the document will cancel the transmission.

A Set your document, dial the destination fax number and press 【Yes】 key. Do not press the 【Start】 key.

B Press ▶ twice.

```
SET OPTION       Y/▶
SEND LATER?
```

Note
❒ ▶ is also the 【Option】 key.

C Press the 【Yes】 key.

D Enter a sending time that falls within the following 24 hours.

```
SET OPTION     KPAD/Y
TIME 23:30     10:00
```

Note
❒ For example: To send at 23:30, press 【2】【3】【3】 and 【0】 from the key pad.

❒ If you enter the wrong time, press the 【No】 key and enter again.

E Press the 【Yes】 key.

Note
❒ Use function 21 to erase a stored fax message before it is sent (see P.39 *"Erasing a Stored Message before It Is Sent (Functions 21 & 22)"*).

Printing the Page Number (Page Count)

This feature is called Page Count.

When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the batch-numbering page numbers.

If you use Page Count, page numbers will be printed in batch-numbering format (for example, p1/3, p2/3, and p3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent, and if any are missing. However, you have to input the number of pages at the ten key pad before sending.

If you do not use Page Count, page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

Limitation

❒ This feature is available at Immediate Transmission and Parallel Memory Transmission.

Note

❒ If you do not select Immediate Transmission, Page Count is automatically switched on, and the pages are counted automatically.

❒ If the numbering with page count appears strange, check that the page count value matches the number of pages in your document.

A Press ▶ until the following display appears.

```
SET OPTION         Y/▶
SET PAGES?
```

B Press the 【Yes】 key.

```
SET OPTION        KPAD
PAGES:▤▤▤
```
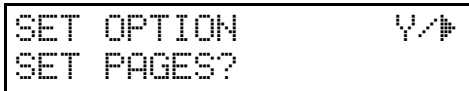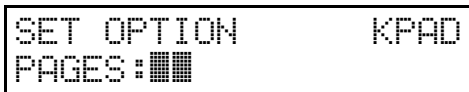
C Enter 【1】 and 【0】 using the ten key pad.

```
SET OPTION         Y/N
PAGE:10
```
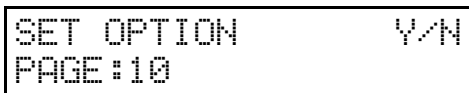
Note

❒ Example: 10 pages

D Press the 【Yes】 key.

Sending Your Identification at the Top of Your Message (TTI)

Normally, the TTI 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.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

A Press ▶ until the following display appears.

```
SET OPTION         Y/▶
TTI ON/OFF?
```

B Press the 【Yes】 key.

```
SET OPTION        Y/◀▶
TTI          ▶ON   OFF
```
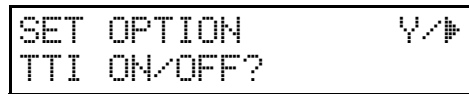
C Press ◀ or ▶ until the displayed setting is correct.

```
SET OPTION        Y/◀▶
TTI           ON ▶OFF
```
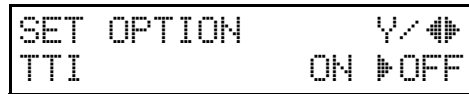
D Press the 【Yes】 key when you have finished.

Sending by a Specific Time (Transmission Deadline)

This feature is called Transmission Deadline (TRD). If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

If the line is busy, the machine will redial at set intervals either until the message gets through or until the deadline passes. Before the deadline passes, there is no limit to the number of times that the machine can redial. After the deadline passes, the machine will print a report which indi-

cates whether or not your message was sent within the deadline. Then the message will be erased from memory.

✎ **Note**

❒ This feature is only available with Memory Transmission.

A **Press ▶ until the following display appears.**

```
SET OPTION       Y/▶
SET TRD?
```

B **Press the 【Yes】 key.**

```
SET OPTION     KPAD/Y
TIME 00:00    10:00
```

C **Example: If the deadline is 12:50 pm, press 【1】【2】【5】【0】.**

```
SET OPTION       Y/N
TIME 12:50    10:00
```

✎ **Note**

❒ The TRD time cannot be more than 24 hours into the future.

D **Press the 【Yes】 key.**

Personal Codes

Personal Codes do the following.

- They allow you to keep track of machine usage. If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report that is called the Journal. This will help you to check on who has been using the machine, and how often.

- They allow personalization of documents and printed reports. For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.

If you input your Personal Code, your name will appear on the JOURNAL and Transmission Result Report.

🔎 **Reference**

See P.66 *"Programming the Personal Codes (Function 72)"*.

See P.93 *"Journal (Function 41)"*.

Label Insertion: See P.172 *"Entering Characters"*.

A **Press ▶ until the following display appears.**

```
SET OPTION       Y/▶
SET PERSONAL CODE?
```

B **Press the 【Yes】 key.**

```
SET OPTION     KPAD
PERSONAL CODE:▧▧▧▧
```

C **Enter the personal code.**

✎ **Note**

❒ Example: 【7】【3】【6】【2】

```
SET OPTION       Y/N
PERSONAL CODE:7362
```

D **Press the 【Yes】 key.**

4

Using the Stamp

When the **Stamp** indicator is lit, the machine stamps a small mark on the bottom of each page. During Memory Transmission, the stamp indicates that the page was successfully stored. For Immediate Transmission, it shows that the page was sent successfully.

Before you can use the Stamp, you need to program the Stamp function in a User Function key (F1 or F2) (See P.108 *"User Function Keys (Function 36)"*.) Then whenever you wish to use the Stamp feature, just press the User Function key you programmed it in. Note that you must switch the stamp on before you press the **【Start】** key, or the machine will not stamp the first page.

Note
❒ F2 key: default is stamp

Changing the Stamp Home Position Setting

You can change the Stamp default setting. To change this setting, adjust bit 0 of switch 0 with the user parameters:

- bit 0 = 0: Verification stamp off
- bit 0 = 1: Verification stamp on

(See P.162 *"User Parameters"*.)

Redialing

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. In many cases, the machine will redial the destination automatically. Or, with the AI Redial key, you can redial with just a few keystrokes.

Automatic Redialing

The machine will automatically redial the other party if any of the following conditions occurred.

- The other party was busy
- There was no reply from the other party
- The message was rejected by the machine at the other end because of excessive errors (in this case, redialing will only take place if Memory Transmission was used).

Note

❒ The number of redials and redialing interval varies according to your locale.

❒ The number of redials and the redial interval may be adjusted by a service technician.

❒ During redialing, the number being dialed is displayed as shown below.

```
2125551234
DIALING
```

Using the AI Redial key

The machine can remember the last 10 numbers dialled on the numeric keypad, and one previously dialled Quick Dial/Speed Dial. If you have to redial one of these numbers, just press the 【AI Redial】 key until the required telephone number or name is displayed, then press the 【Start】 key.

This feature has the following uses.

- If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire. Press the 【AI Redial】 key until the required telephone number or name is displayed, then press the 【Start】 key.

- If you wish to send another message to the same address that you sent one to recently, you don't have to dial the full number again if it is still in the Redial memory. Place the message in the feeder, then press the 【Start】 key.

A **Press the 【Pause/AI Redial】 key until the required number appears in the display, then press the 【Yes】 key twice.**

```
REDIAL            Y/◀▮▶
▯01 XYZ CO. NEW YORK
```

B **Carefully place your fax message into the Document Guide feeder.**

```
TRANSMIT   DIAL/START
DIAL NEXT FAX NUMBER
```

If you dial another party

❶ **Select another number. (Broadcasting)**

If you dial no more party

❶ **Press the 【Start】 key to start the transmission.**

Storing & Editing Fax Numbers (Functions 31 & 32)

*Type 2 users, or Type 1 **ISDN INTERFACE UNIT TYPE 190** option installed please see P.183 "Storing a Telephone Number".*

You can store numbers that you often use in the machine's memory. A stored number will remain in memory even if the power is cut.

You can store numbers in two ways.

❖ **Quick Dials**

The number is assigned to its own key. To dial that number, just press the key. You can store up to 30 numbers in this way.

❖ **Speed Dials**

The number is given a two-digit code. To dial the number, press the 【Speed Dial】 key and enter the code. There are 100 Speed Dial codes available numbered 00 to 99.

Storing, Editing & Erasing Quick Dial Numbers (Function 31)

This procedure describes how to store and edit fax numbers in Quick Dial keys.

A **Press 【Function】【3】【1】 then the 【Yes】 key.**

```
▥▨            QUICK/◀▮▶
PRINT LIST◀/SEARCH▶
```

B **Select a Quick Dial in any one of the following ways:**

• Press a Quick Dial key (e.g. press Quick Dial 01).

```
▥01 PROGRAM?      Y/◀▮▶
```
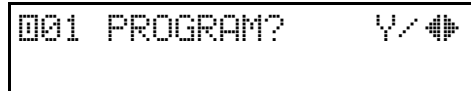
• Press the ▶ key until the Quick Dial you want appears on the display.

📝 **Note**

❒ To print a list of all Quick Dials and their contents, press ◀ 【Yes】 then the 【Start】 key.

C **Press the 【Yes】 key.**

```
▥01            KPAD/N
▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨
```

D **Do one of the following:**

• Enter the fax number you wish to store in this Quick Dial using the ten key pad. Then press the 【Yes】 key.

```
▥01          KPAD/Y/N
212551234▨▨▨▨▨▨▨▨▨
```

• To clear the number, press 【No】, 【Yes】 then go to step J.

E **Do one of the following:**

• If you wish to enter or edit a label for this Quick Dial, press the 【Yes】 key.
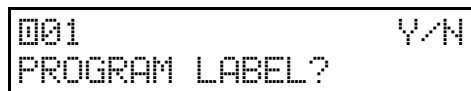
```
▥01              Y/N
PROGRAM LABEL?
```

•If you do not wish to give this number a label, press 【No】 then go to step 🔟.

🄵 **Enter or edit the label using the Quick Dial keys and the ten key pad. See P.172 "Entering Characters"**

```
▯01              ABC Y/N
NEW YORK OFFICE▰▰▰▰▰▰
```

🄷 **Press 【Yes】 key.**

```
▯01              Y/◀▮▶
LABEL SET   ON  ▶OFF
```

🄸 **Press ◀ or ▶ a to select whether the label for this Quick Dial will be printed on top of messages that you send to this destination.**

🄹 **Press 【Yes】 key.**

```
▯▰              QUICK/◀▮▶
PRINT LIST◀/SEARCH▶
```

🖉 Note

❒ To print a Quick Dial List, please the ◀ key to select LIST, then press the 【Start】 key.

❒ To print a Quick Dial label, choose LABEL then press 【Start】 key.

🔟 **You now have two choices:**

•To store, edit or delete another Quick Dial, go to step 🄱.

•To finish, press 【Function】 key.

Storing, Editing & Erasing Speed Dial Numbers (Function 32)

This procedure describes how to store and edit fax numbers in Speed Dials.

🄰 **Press the 【Function】【3】【2】 and the 【Yes】 key.**

```
▯▰▰              KPAD/◀▮▶
PRINT LIST◀/SEARCH▶
```

🄱 **Select a Speed Dial in any one of the following ways:**

•Enter the Speed Dial code one the ten key pad. (e.g. 01)

```
▯01 PROGRAM?     Y/◀▮▶
```

•Press the ▶ key until the Speed Dials you want appears on the display.

🖉 Note

❒ To print a list of all Speed Dials and their contents, press ◀ keys and then 【Start】 keys.

🄲 **Press 【Yes】 key.**

```
▯01              KPAD/N
▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰
```

🄳 **Do one of the following:**

•Enter the fax number you wish to store in this Speed Dial using the ten key pad. Then press 【Yes】 key.

```
▯01              KPAD/Y/N
212551234▰▰▰▰▰▰▰▰▰▰
```

•To clear the number, press 【No】, 【Yes】 then go to step 🔟.

E **Do one of the following:**

• If you wish to enter or edit a label for this Speed Dial, press 【Yes】 key.

```
▓01              Y/N
PROGRAM LABEL?
```

• If you do not wish to give this number a label, press 【No】 then go to step H.

F **Enter or edit the label using the Quick Dial keys.**

```
▓01          ABC Y/N
NEW YORK OFFICE▓▓▓▓▓▓
```

G **Press 【Yes】 key.**

```
▓01              Y/◀▶
LABEL SET    ON  ▶OFF
```

Press a ◀ or ▶ to select whether the label for this Speed Dial will be printed on top of messages that you send to this destination.

H **Press 【Yes】 key.**

```
▓▓▓          KPAD/◀▶
PRINT LIST◀/SEARCH▶
```

✎ **Note**

❒ To Print a Speed Dial List, press the ◀ key and then the 【Start】 key.

I **You now have two choices:**

• To store, edit or delete another Speed Dial, go to step B.

• To finish, press 【Function】 key.

4

32

Storing & Editing a Group of Fax Numbers (Function 33)

❖ **Groups**

If you regularly broadcast messages to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialled in sequence automatically. You can program up to 7 groups with 140 numbers each.

This section describes how to program or edit a Group. You can also get a printout of numbers that are already stored. In this example we will program Group 1 into Quick Dial key 01.

You can store up to seven groups numbered 1 to 7.

You can program up to 140 numbers in a Group.

A Press the 【Function】【3】【3】 and the 【Yes】 key.

```
GROUP ▓         1-7/◀▶
PRINT LIST◀/SEARCH▶
```

B Enter the number of the group you want to program or edit.

✐ **Note**

❒ e.g. Group 1: Press 【1】.

❒ To print a list, press ◀ then the 【Start】 key.

C Press the 【Yes】 key.

```
GROUP 1          Y/N
PROGRAM QUICK?
```

D To program or edit a Quick Dial key for this group, press the 【Yes】 key.

✐ **Note**

❒ If you do not program or edit, press the 【No】 key and go to step **G**.

E Press the Quick Dial key you wish to use for this group, 【01】 for example, then press the 【Yes】 key.

✐ **Note**

❒ If you want to free up the old Quick Dial key, press the 【No】 key, then the 【Yes】 key.

```
GROUP 1          Y/N
PROGRAM LABEL?
```

❒ If a message like USED AS.. flashes up, the key is already in use. Press a different key.

F If you wish to give this group a name, press the 【Yes】 key.

```
GROUP 1          ABC
▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
```

✐ **Note**

❒ If not, press the 【No】 key and go to step **B**.

G Enter or edit the name then press the 【Yes】 key.

How to enter characters, see P.172 *"Entering Characters"*

4

33

```
GROUP 1           KPAD/N
████████████████████████
```

H **Enter a fax number.**

✐ **Note**

❒ Enter one in one of these ways.

• Press a Quick Dial key.

• Press the Speed Dial key followed by two digits.

• Enter a number on the ten key pad.

I **Press the 【Yes】 key.**

✐ **Note**

❒ If ALREADY PROGRAMMED briefly flashes up on the display, either press the 【No】 key to keep the number and choose another number, or press the 【Yes】 key to clear.

J **Press the 【No】 key to finish entering numbers in this group.**

✐ **Note**

❒ To enter another number, go back to step H.

K **Press the 【Function】 key.**

✐ **Note**

❒ To work on another group, go to step B.

Erasing Groups

These steps describe how to erase single numbers from a group.

A **Press the 【Function】 【3】 【3】 and the 【Yes】 key.**

```
GROUP ▓         1-7/◀▶
PRINT LIST◀/SEARCH▶
```

B **Enter the group number using the ten key pad, then press the 【Yes】 key.**

```
GROUP 1            Y/N
PROGRAM QUICK?
```

C **Press the 【No】 key.**

```
GROUP       QUICK/N
PROGRAM LABEL?
```

D **Press the 【No】 key.**

```
GROUP 1            Y/N
CLEAR?
```

E **Press the 【Yes】 key.**

```
GROUP 1            Y/N
        CLEARED
```
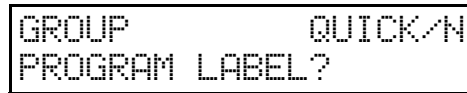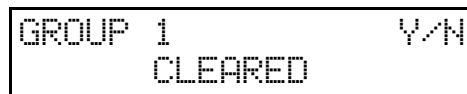
F **Press the 【Function】 key.**

✐ **Note**

❒ To delete another number, go to step B.

Programming the Group Key

You can program the 7 groups. However, if there is no room in Quick Dial keys, this group key is helpful. You have to Quick Dial 30 or one of User Function keys (F1 or F2) as the group key. How to transmit using the group key, see P.17 *"Memory Transmission (Memory Indicator Lit)"*.

♂ **Reference**

For how to program User Function keys, see P.108 *"User Function Keys (Function 36)"*.

4

A **Press the 【Function】【3】【1】 and the 【Yes】 key.**

```
▣▦              QUICK/◀▮▶
PRINT LIST◀/SEARCH▶
```

B **Press the Quick Dial 【30】.**

```
▣30 PROGRAM?          ◀▮▶
```

C **Press the 【Yes】 key.**

```
▣30    PROGRAM?    Y/N
PROGRAM GROUP KEY?
```

D **Press the 【Yes】 key.**

```
▣▦              QUICK/◀▮▶
PRINT LIST◀/SEARCH▶
```

E **Press the 【Function】 key.**

Dial Options

The Dial Options provide access to various F-code features which are designed to allow confidential transmission and polling reception between different makers' fax machines. Use them if the other party's fax machine is of a different make and supports the F-code features. Before you can use the Dial Options, you need to program Quick Dial key 29 as the Dial Option key if you have not done so already (see below for details).

Programming the Dial Option Key

This procedure describes how to set up Quick Dial key 29 as the Dial Option key.

A **Press 【Function】【3】【1】 then the 【Yes】 key.**

```
□▓            QUICK/◀▶
PRINT LIST◀/SEARCH▶
```

B **Press Quick Dial key 【29】.**

```
□29     PROGRAM? Y/◀▶
```

C **Press the 【Yes】 key.**

```
□29              Y/N
PROG. DIAL OPTION?
```

D **Press the 【Yes】 key.**

```
□▓            QUICK/◀▶
PRINT LIST◀/SEARCH▶
```

E **Press the 【Function】 key.**

Using the Dial Options

Available Dial options are as follows:

- SUB, SID, SEP, PWD
- SUBADDRESS (Type 1 users require the **ISDN INTERFACE UNIT TYPE 190** option for this feature)

To use the Dial Options, do the following after you have dialed the destination fax number and before you press the 【Start】 key.

A **Press the Dial Option key (Quick Dial 29).**

```
              Y/N/◀▶
SUB
```

B **Press the ◀ and ▶ keys to select the Dial Option you require, then press the 【Yes】 key.**

```
              Y/N/◀▶
SUB
```

```
              Y/N/◀▶
SEP
```

```
              Y/N/◀▶
SID
```

```
              Y/N/◀▶
PWD
```

```
              Y/N/◀▶
SUBADDRESS
```

C **Enter the code on the ten key pad then press the 【Yes】 key.**

```
SUB          KPAD/Y/N
1234████████████████
```

D **To specify another Dial Option, repeat steps B, C .**

```
TRANSMIT     Y/START
55551234
```

E **Press the 【Start】 key.**

4

Chain Dialing

This feature allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial Keys or Speed Dial Codes, and some of which may be input at the ten key pad.

You can program commonly used area or country codes into Speed Dial Codes or Quick Dial Keys.

Example: 01133-1-5553333 (From the United States to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- Quick Dial 01 = 01133 (Overseas to France)
- Quick Dial 02 = 1 (Paris)
- Speed Dial 10 = 555

The machine ask you to operate.

❖ **On Hook Dial or Handset Mode:**
Press 【01】【02】 and the 【Speed Dial】 key, 【1】【0】 then 【3】【3】【3】【3】.

❖ **Other:**
Press 【01】 the 【Pause】 key, 【02】 the 【Pause】 key, 【Speed Dial】 keys, 【1】【0】, then 【3】【3】【3】【3】.

Erasing a Stored Message before It Is Sent (Functions 21 & 22)

Every time you store a fax message in your machine's memory, a new file is created. A file is also created for storing instructions to pick up a fax message left elsewhere (polling, see P.101 *"Calling to Request a Message (Polling)"*). Each file is given a number. This number appears on the File Reserve Report, Journal and Transmission Result Report. To see which files are currently in memory, you may print a file list.

A **Either :**

To erase a fax message stored in memory

---

❶ **To erase a fax message stored in memory; press the 【Function】【2】【1】 and the 【Yes】 key.**

```
FILE NO.▓▓▓   KPAD/◀▶
PRINT LIST◀/SEARCH▶
```

To erase instructions to pick up a message (polling)

---

❶ **Press the 【Function】【2】【2】 and the 【Yes】 key.**

B **Press ▶ to scroll through the messages.**

You'll see the display. A number or a label will appear on the lower line.

```
FILE NO.027    Y/◀▶
5551234
```

✎ **Note**

❒ Press ◀ to obtain a list of all the files and their number. If you already know the number of the file to erase, enter it directly from the ten key pad.

C **Press the 【Yes】 key.**

```
FILE NO.027    Y/N
CLEAR?
```

D **Press the 【Yes】 key again to erase the file.**

E **Press the 【Function】 key.**

✎ **Note**

❒ To erase another file, go to step **B**.

4

Printing a Stored Message (Function 51)

If you need to see the contents of any files, use this feature.

A **Press the 【Function】【5】【1】 and the 【Yes】 key.**

```
FILE NO.▧▨▨  KPAD/◀▶
PRINT LIST◀/SEARCH▶
```

B **Press ▶ to scroll through the messages.**

You'll see the display. A number or a label will appear on the upper line.

```
FILE NO.115     Y/◀▶
5551234
```

✐ Note

❒ Press ◀ to obtain a list of all the files and their number. If you already know the number of the file to print, enter it directly from the ten key pad and skip to step **D**.

C **Press the 【Yes】 key.**

A number or a label will appear on the upper line.

```
FILE NO.115  START/N
6661234
```

D **Press the 【Start】 key to print the message.**

40

Locking Incoming Messages (Memory Lock)

If Memory Lock is switched on, the machine will not print any incoming fax messages. They will be kept in memory until you enter the Memory Lock ID that you previously stored in the machine. Messages received by Confidential Reception will not be printed when you input the Memory Lock ID.

📑 Preparation

To use Memory Lock, you must first:

- Store a Memory Lock ID (Function 61).
- Switch Memory Lock on (Function 62).

To make Memory Lock more versatile you may choose to receive messages from select locations into memory or exclude certain select locations from coming into memory. You may:

- Specify the senders whose messages you want to be lock in memory (Special Terminals). Do this by programming the RTI's or CSI's of these senders (Function 81).

- Select the messages to store in memory
  a) Only messages from Special Terminals.
  b) All messages except those from specified Terminals.
  (User Parameters, switch 09, bit 0 and 1; see P.162 *"User Parameters"*.)

🔍 Reference

Receiving Confidential Messages: see P.71 *"Receiving Confidential Messages"*.

Storing a Memory Lock ID

This can be any four-digit code (using digits 0 to 9), except 0000.

A **Press the 【Function】【6】 then the enter the access code 【2】【2】【2】【2】. Then press 【6】【1】 and the 【Yes】 key.**

```
                    Y/NEXT▶
SET G3 OWN NUMBER
```

B **Press ▶ until the screen is as shown.**

```
                    Y/NEXT▶
SET MEMORY LOCK ID
```

C **Press the 【Yes】 key.**

```
LOCK ID          KPAD
▓▓▓▓
```

D **Input the Memory Lock ID that you will be using.**

```
LOCK ID           Y/N
6754
```

📝 Note

❒ Example: 【6】【7】【5】【4】 from the ten key pad.

E **Press the 【Yes】 key to store the ID.**

F **Press the 【Function】 key.**

Editing the Memory Lock ID

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【1】 and the 【Yes】 key.

```
                     Y/NEXT▶
SET G3 OWN NUMBER
```

B Press ▶ until the screen is as shown.

```
                     Y/NEXT▶
SET MEMORY LOCK ID
```

C Press the 【Yes】 key.

```
LOCK ID  CHANGE? Y/N
5477
```

D Press the 【Yes】 key.

```
LOCK ID          Y/N
5477
```

E Press the 【No】 key and input a new number.

```
LOCK ID          Y/N
5478
```

F Press the 【Yes】 key.

G Press the 【Function】 key.

Switching Memory Lock on/off

📄 **Preparation**

Before you can use Memory Lock, you have to switch it on using Function 62.

After you switch Memory Lock on, MEMORY LOCK will appear on the display when the machine is in standby mode.

🖉 Note

❐ If you switch Memory Lock on, Forwarding will be automatically disabled.

❐ If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See P.71 *"Receiving Confidential Messages"*.

A Press the 【Function】【6】. Then enter the access code【2】【2】【2】【2】. Then press 【6】【2】 and the 【Yes】 key.

```
                     Y/NEXT▶
SELECT LINE
```

B Scroll through the features with ▶ until the screen is as shown.

```
                     Y/NEXT▶
MEMORY LOCK ON/OFF
```

C Press the 【Yes】 key.

```
MEMORY LOCK      Y/◀▶
  ON  ▶OFF
```

D Change the on/off setting by pressing ◀ or ▶.

```
MEMORY LOCK      Y/◀▶
▶ON   OFF
```

E Press the 【Yes】 key.

F Press the 【Function】 key to finish.

Programming Special Terminals for Lock in Memory

If you like to receive information from only select locations into Memory lock, you can program the RTI codes or CSI codes of those locations. A terminal sending an incoming messages always identifies itself to your terminal. The identification consists of an RTI or a CSI. When you specify the senders for Memory lock, you must program a list of these codes. Program the list using Function 81 called "Special Terminals" (see P.81 *"Programming a List of Senders to Treat Differently (Function 81)"*).

Selecting which Messages to Lock in memory

You have to select either to:

- Only Lock messages from Special Terminals.
- Lock all messages except those from Special Terminals.

To change this setting, adjust bit 1 of switch 9 with the User Parameters:

- Bit 1 = 0: Lock incoming messages in memory from special terminal
- Bit 1 = 1: All incoming messages except those from specified terminal

(See P.162 *"User Parameters"*.)

Printing a Memory-locked Message (Function 55)

If the **Receive File** indicator is blinking, a message has been stored using Memory Lock. Print it using the following procedure.

🖉 Note
❒ If the **Receive File** indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.

🔎 Reference
To print the message using the Confidential Reception. (seeP.71 *"Receiving Confidential Messages"*

A **Press the 【Function】【5】【5】and the 【Yes】key.**

```
LOCK  ID          KPAD
▓▓▓▓
```

B **Input the Memory Lock ID.**

```
LOCK  ID        START/N
▓▓▓▓
```

🖉 Note
❒ Example: 【4】【6】【3】【3】from the ten key pad.

C **Press the 【Start】key.**

4

Sending a Fax Using the External Telephone

You can send a fax message using the handset. (External telephone is required.)

A **Set the document then pick up the handset.**

B **Dial the other party.**

If you hear a voice

❶ **Speak to the other party.**

If you hear a high-pitched tone instead of a voice

❶ **Press the【Start】key.**

C **When you are ready to send your fax message, ask the other party to press the【Start】key.**

D **When you hear a high-pitched tone, press the【Start】key.**

E **Replace the handset.**

Answering the Telephone

This feature is available when you connect the external telephone.

Note

❒ If the telephone rings just once, a fax is coming in. Do not pick up the handset.

If the Telephone Rings Continuously

A **Pick up the handset and speak to the other party.**

If you hear a high-pitched tone

➊ **A fax is coming in. Press the 【Start】 key then hang up.**

If the caller wants to send you a fax

➊ **Press the 【Start】 key after speaking. Then hang up.**

Note

❒ If nothing happens after you press the 【Start】 key the telephone may not be properly connected.

Phoning and Faxing on the Same Call

This feature is available when you connect the external telephone.

To Talk before Sending a Fax

A **Pick up the handset.**

B **Dial.**

> *✎* **Note**
> ❒ Do not press the 【Start】 key.

C **If you hear a voice speak as a normal telephone conversation.**

If you hear a high-pitched tone instead of a voice

● **Place your fax message in the feeder, then press the 【Start】 key.**

D **When you are ready to send your fax message, place your message in the feeder, then ask the other party to press the 【Start】 key.**

E **When you hear a high-pitched tone, press the 【Start】 key.**

F **Replace the handset.**

5. Other Features

Verifying Communications, Errors, Counters, Etc.

You can obtain reports from your machine either by having your machine print them out automatically, or by printing them out yourself.

Automatically Printed Reports

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the user parameters (see P.162 *"User Parameters"*).

❖ **Journal (Switch 03, bit 7)**
This report gives details on each communication made by your terminal. It is automatically output after 50 transmissions and receptions.

❖ **File Reserve Report (Switch 03, bit 2)**
If you switch this report on, it is printed immediately after you store a document in memory for Memory Transmission. It gives the file number, the time that it was stored, and the destinations (including any Group numbers that were selected).

❖ **Power Failure Report (Stays on)**
This report is printed if the machine's power was off for long enough to erase files from the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

✎ **Note**
❒ Phone numbers stored in Quick/Speed/Groups are not lost.

❖ **Communication Result Report (Memory Transmission) (Switch 03, bit 0)**
This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed only when a communication fails.

❖ **Transmission Result Report (Switch 03, bit 5)**
This report is printed out after immediate transmission showing whether it was successful or not.

❖ **Communication Result Report (Polling result report) (Switch 03, bit 4)**
This report is printed after your machine polls a message from another machine.

❖ **Communication Failure Report (ON if Communication Result Report is OFF)**
This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Communication Result Report is switched off, and event of a communication failure.

❖ **Error Report (Turned on/off by a Service Technician)**
This report is printed after each unsuccessful communication. The

communication failure report is printed after a job has been completed. And at the end, it prints a communication failure or transmission result report. Check it, and retransmit any pages that were not sent. If a particular problem continues or gets worse, keep the error reports for the service technician.

❖ **Polling Result Report (Switch 03, Bit 4)**
This report is printed after your machine polls a message from another machine.

❖ **Polling Reserve Report (Switch 03, Bit 3)**
If you switch this report on, it is printed automatically after you program the machine for polling reception (immediate or send later). It gives the file number, time of polling, and destinations (including any Group numbers that you selected).

❖ **Polling Clear Report (Switch 03, Bit 6)**
This report is printed after a polling file has been erased from memory.

❖ **Printing Part of the Image on the Report (Switch 04, bit 7)**
For reference purposes, the machine prints the first few inches of the fax message on the following reports.

- Communication Result
- File Reserve
- Communication Failure Report

Report Formats

```
        * * * COMMUNICATION RESULT REPORT (NOV.24.1999   9:19) * * *
                                                   TTI XYZ COMPANY
FILE MODE        OPTION           ADDRESS (GROUP)        RESULT           PAGE
-----------------------------------------------------------------------------
                        Report details appear here
```

```
                 * * * JOURNAL(NOV.24.1999 11:10) * * *
                                            TTI XYZ COMPANY

<TRANSMISSION>
DATE   TIME   ADDRESS       MODE    TIME    PAGE   RESULT    PERSNAL NAME   FILE
-----------------------------------------------------------------------------
                    Transmission details appear here
<RECEPTION>
DATE    TIME   ADDRESS      MODE    TIME    PAGE   RESULT    PERSONAL NAME  FILE
-----------------------------------------------------------------------------
                    Reception details appear here
```

GFLIST0E

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❖ **The Mode Column**
See the bottom of the Journal for a full listing of symbols on the Journal. On other reports a code is given, informing the type of communication. These codes are explained below.

❖ **The Result Column**
OK: Successful communication
E: An error occurred

❖ **The Footnote on the Journal**
Transmission counter: Total number of transmitted pages
Reception counter: Total number of received pages

Counters (function 94)

These counters will help you if you wish to keep a regular check on how many pages your machine has sent, received, and copied. The machine has the following counters:

❖ **TX Counter:**
The number of pages that your machine has sent (transmitted)

❖ **RX Counter:**
The number of pages that your machine has received

❖ **Scan Counter:**
The number of pages that your machine has scanned (including copies)

❖ **Print Counter:**
The number of pages that your machine has printed (including copies, reports and lists.)

A Press the【Function】【6】then enter the access code【2】【2】【2】【2】. Then press【9】【4】and the【Yes】key.

```
TX :003256
RX :002648
```

B Press the【Yes】key to check the SCAN and PRINT counter.

```
SCAN  : 003287
PRINT : 002703
```

C When you have finished, press the【Function】key.

5

Programming Keystrokes

If you regularly transmit to a particular destination or set of destinations using the same features, you can save a lot of repetitive the ten key pad operation by storing the features and destinations in a Keystroke Program.

Keystroke Programs are stored as Quick Dial Keys.

- If you store a Keystroke Program into a Quick Dial Key, that Quick Dial Key cannot be used for any other purpose.

- Be sure to store your Keystroke Program in a vacant Quick Dial Key.

Example: Let us say that you normally send a daily report to locations A, B, and C at 11 pm (using Sending at a Specific Time). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key to set up the transmission.

🔎 Reference

Sending at a Specific Time: see P.25 *"Sending at a Specific Time (Send Later)"*.

Storing a Keystroke Program

🄰 **Make sure that the machine is in standby mode.**

```
READY      100% 10:00
SET DOC. OR DIAL NO.
```

🄱 **Place a sheet of paper in the feeder.**

```
TRANSMIT    OPTION▶
DIAL FAX NUMBER
```

🖉 Note

❒ Skip step 🄱 if you are making a Polling Reception program.

🄲 **Select all required features and telephone numbers as you would normally do.**

🖉 Note

❒ Resolution, and halftone cannot be stored in a keystroke program.

🄳 **Press the【Quick Dial】key that you wish to store the program in.**

```
PROGRAM          Y/N
PROGRAM?
```

🖉 Note

❒ Example: 01 of the Quick Dial
❒ Make sure that this key is vacant.

🄴 **Press the【Yes】key.**

```
QUICK 01 TO PROGRAM
NO KEY TO CLEAR
```

🄵 **Press the Quick Dial key where this program is being stored. In this example, press the Quick Dial【01】.**

The procedure that you just stored will now begin.

If you do not wish to use the procedure now

A Press the 【Stop】 key immediately.

Labeling a Program

If you store a label for your keystroke programs, the label will appear on the display when you use the program.

A Press the 【Function】【3】【4】and the 【Yes】 key.

```
□▓              QUICK/◀▐▶
PRINT LIST◀/SEARCH▶
```

Note
❑ If you press ◀ and the 【Start】 key, a Program List will be printed.

B Press the Quick Dial key that holds the program that you wish to label and press the 【Yes】 key.

```
□ 01                   Y/N
PROGRAM LABEL?
```

Note
❑ Example: 【01】 of the Quick Dial Key and the 【Yes】 key.

C Press the 【Yes】 key to program a label for this program.

```
□ 01              ABC
▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
```

D Input your label, using the Quick Dial keys.

```
□ 01           ABC Y/N
DAILY REPORT▓▓▓▓▓▓▓▓
```

Reference
How to enter the label; see P.172 "Entering Characters".

E Press the 【Yes】 key.

```
□▓              QUICK/◀▐▶
PRINT LIST◀/SEARCH▶
```

To label another program

A Go to step B.

To return to standby

A Press the 【Function】 key.

Using a Program

Before using a program, make sure that the machine is in standby mode.

Transmission program

A Place your document in the feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

B Press the programmed 【Quick Dial】 key.

Note
❑ The program begins at once.

Free polling reception program

A Press the programmed 【Quick Dial】 key.

```
2125551234
SET DOC. OR DIAL NO.
```

5

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Note

❒ The program begins at once.

Reference

Picking Up Messages Stored Elsewhere (Polling Reception) : see P.101 *"Calling to Request a Message (Polling)"*.

Erasing a Program / Changing the Program Label

When you wish to delete a keystroke program, do the following.

A **Press the 【Function】【3】【4】 and the 【Yes】 key.**

```
0▧          QUICK/◀▶
PRINT LIST◀/SEARCH▶
```

B **Press the Quick Dial key that holds the program that you wish to erase, or scroll the Quick Dial using ◀ and ▶.**

```
▧08     CHANGE? Y/◀▶
USED AS PROGRAM
```

Note

❒ Example:【08】of the Quick Dial Key.

C **Press the 【Yes】 key.**

```
▧08              Y/N
PROGRAM LABEL?
```

To erase this program

❶ **Press the 【No】 key.**

❷ **press the 【Yes】 key.**

To edit the program name

❶ **Press the 【Yes】 key.**

❷ **Edit the program name.**

❸ **Press the 【Yes】 key.**

D **Either ;**

```
0▧          QUICK/◀▶
PRINT LIST◀/SEARCH▶
```

To edit or erase another program

❶ **Go to step B.**

To return to standby

❶ **Press the 【Function】 key.**

Storing an Often Used Document (Auto Document)

If you often find that you have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in the memory as an Auto Document, using a Quick Dial Key. This feature is called Auto Document.

When you need to send that page to somebody, press the Quick Dial Key that you stored it in, place any other pages that you wish to send into the feeder, dial, and press the【Start】key. At the other end, the Auto Document will be printed first. You can also program a destination for each Auto Document into the same Quick Dial Key.

Note
❒ The Auto Document is transmitted as is; you cannot write anything on it like you can with a cover sheet. If you wish the machine to place your name on your transmitted documents, try using the Label Insertion feature (see P.26 *"Sending Your Identification at the Top of Your Message (TTI)"*).

Storing an Auto Document (Function 35)

Note
❒ You can program a Quick Dial number and an Auto Document in the same Quick Dial key. If you program the key as a Quick Dial before programming the Auto Document, the display below will appear in step **C**. If you press the 【Yes】key, whenever you press the

Quick Dial key the Auto Document will be attached to that transmission.

```
⊡08        PROGRAM? Y/◀▮▶
      USED AS DIAL
```

A **Take the document that you want to be an Auto Document and place it into the feeder.**

```
TRANSMIT        OPTION▶
DIAL FAX NUMBER
```

B **Press the 【Function】【3】【5】and the 【Yes】key.**

```
⊡▮          QUICK/◀▮▶
PRINT LIST◀/SEARCH▶
```

C **Press the Quick Dial Key that you wish to store the Auto Document in.**

```
⊡08        PROGRAM? Y/◀▮▶

```

Note
❒ Example: Quick Dial Key 【08】.

D **Press the 【Yes】key.**

```
⊡08              Y/N
PROG. AUTO DOCUMENT?
```

E **Press the 【Yes】key.**

The document is scanned.

To label this document

❶ **Press the 【Yes】 key.**

If no

❶ **Press the 【No】 key and go to step** ❽**.**

❻ **Input a label using the Quick Dial key.**

```
☐08            ABC Y/N
OFFICE LOCATION MAP
```

❼ **Press the 【Yes】 key.**

```
☐▓            QUICK/◀▶
PRINT LIST◀/SEARCH▶
```

❽ **Either:**

To program another auto document

❶ **Place the document that you want to be an Auto Document and go to step** ❸**.**

To finish

❶ **The 【Function】 key.**

Using an Auto Document

❶ **Make sure that the machine is in standby mode.**

```
READY      98% 10:00
SET DOC. OR DIAL NO.
```

If you wish to attach a fax message to your Auto Document

❶ **Place the fax face down into the feeder.**

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

❷ **Press the Quick Dial Key that contains the Auto Document that you need.**

```
TRANSMIT      OPTION▶
OFFICE LOCATION MAP
```

✐ **Note**
❒ Example: 【08】 of the Quick Dial Key.

❸ **Dial the destination(s), and press the 【Yes】 key.**

```
TRANSMIT  DIAL/START
DIAL NEXT FAX NUMBER
```

✐ **Note**
❒ If you send the message to more than one location, and you enter the Quick Dial key which contain the Auto Document, it will be attached to all destinations.
❒ To dial another number, repeat this step.

❹ **Press the 【Start】 key.**

Printing the Contents of an Auto Document (Function 53)

If you need to remind yourself of what one of your stored Auto Documents looks like, do the following procedure.

A **Press the 【Function】【5】【3】 and the 【Yes】 key.**

```
◫▒          QUICK/◀▮▶
PRINT LIST◀/SEARCH▶
```

B **Press the Quick Dial Key that holds the Auto Document that you wish to see.**

```
◫08          START/N
OFFICE LOCATION MAP
```

✎ **Note**

❒ Example: 【08】 of the Quick Dial Key and the 【Yes】 key.

C **Press the 【Start】 key.**

Erasing an Auto Document

If you wish to delete an Auto Document, do the following.

A **Press the 【Function】【3】【5】 and the 【Yes】 key.**

```
◫▒          QUICK/◀▮▶
PRINT LIST◀/SEARCH▶
```

B **Press the Quick Dial Key that contains the Auto Document that you wish to erase.**

```
◫08      CHANGE? Y/◀▮▶
USED AS AUTO DOC.
```

✎ **Note**

❒ Example: 【08】 of the Quick Dial Key.

C **Press the 【Yes】 key.**

```
◫08              Y/N
PROGRAM LABEL?
```

D **Press the 【No】 key.**

```
◫08              Y/N
AUTO DOC. CLEAR?
```

E **Press the 【Yes】 key to erase the Auto Document.**

```
◫▒          QUICK/◀▮▶
PRINT LIST◀/SEARCH▶
```

To erase another Auto Document

---

❶ **Go to step B.**

To return to standby mode

---

❶ **Press the 【Function】 key.**

5

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Batch Transmission

This feature will save communication costs if you often send more than one message to the same location.

If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Keystroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time comes, the messages will all be sent out on the same call, or 'batched'.

You can set up more than one batch. In an example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

✎ Note
❒ You can have up to 50 fax messages in the same batch.

♪ Reference
Sending at a Specific Time: see P.25 *"Sending at a Specific Time (Send Later)"* .

Changing the Batch Transmission on/off

To turn Batch Transmission on or off, adjust bit 4 of switch 6 in the User Parameters. (See P.162 *"User Parameters"*).

Closed Network (Transmission)

This feature helps to stop you from accidentally sending a fax message to a terminal that is outside your fax network.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

If you are interested in this feature, change the user parameter Switch 06 bit 2 to 1. (Function 63)

Note

❒ This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

Reference

ID Code: see P.61 *"Storing the ID Code"*.

Closed Network (Reception): see P.74 *"Closed Network (Reception)"*.

5

Sending Confidential Messages (Function 12)

This feature is called Confidential Transmission. Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until an ID known as the Confidential ID is entered.

There are two types of Confidential Transmission.

❖ **Normal Confidential Transmission**
The other party can print the message by entering the ID that was previously stored using the Confidential ID feature.

❖ **Confidential ID Override**
If you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, don't forget to tell the intended receiver what code must be entered to print the message.

 Note
❒ The receiving machine's Confidential ID is not changed by this process.
❒ If the intended receiver has a Personal Code with a Confidential ID stored with it, you can override the receiving machine's ID with that Confidential ID. Then:
   • The receiver can print the message by inputting the Confidential ID that is stored

with that person's Personal Code.
   • The intended receiver will also be informed personally by a Confidential File Report; this report will have the name of the receiver on it, if the name was stored with the Personal Code.

To set up a confidential transmission, do the following.

 Limitation
❒ The machine at the other end must have memory space available and it must have the Confidential Reception feature.
❒ This is a proprietary feature, and as such it only functions with machines produced by the same manufacturer that have this feature.

 Note
❒ Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

 Reference
Confidential ID: see P.71 *"Storing a Confidential ID"*

Personal Codes: see P.66 *"Storing a Personal Code"*

Confidential File Report: see P.73 *"Confidential File Report"*

Journal: see P.93 *"Journal (Function 41)"*

Receiving confidential Messages: see P.71 *"Receiving Confidential Messages"*

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A **Place your document in the feeder.**

```
TRANSMIT    OPTION▶
DIAL FAX NUMBER
```

B **Press the 【Function】【1】【2】and the 【Yes】key.**

```
CONFID'L TRANS  OPT▶
DIAL FAX NUMBER
```

C **Dial then press the 【Yes】key.**

```
CONFID'L TRANS Y/STA
2125551234▓▓▓▓▓▓▓▓▓▓
```

```
CONFID'L TRANS D/STA
DIAL NEXT FAX NUMBER
```

✎ Note
❒ To dial another number, repeat this step.

D **Press the 【Start】key.**

Confidential ID Override Option

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission.

If OPTION ▶ is displayed:

A **Press ▶ until the display appears.**

```
SET OPTION    Y/▶
SET CONFIDENTIAL ID?
```

B **Press the 【Yes】key.**

```
SET OPTION    KPAD
ID:▓▓▓▓▓
```

C **Enter the Confidential ID that you wish to use for this message.**

```
SET OPTION    Y/N
ID:2567
```

✎ Note
❒ Example: 【2】【5】【6】【7】of the ten key pad and press the 【Yes】key.

D **Dial and press the 【Start】key.**

5

Transfer Request (Function 13)

Transfer Request helps you save costs when you send the same message to more than one place in a distant area. You send your message once, to a machine referred to as a Transfer Station. In turn, this machine sends on the message to local machines (referred to as End Receivers). After the Transfer Station has broadcasted the message to all End Receivers in the sequence, it sends your machine a Transfer Result Report to tell you if these were any problems with the communication.

📑 Preparation

Before you can start to set up transfer request, there are some items that you have to program in your machine. These are as follows.

- Your Fax Machine's Own Telephone Number
- The ID Code

♟ Limitation

❒ This feature can only be used if the Transfer Station was made by the same maker as your machine.

❒ The Transfer Station must have memory space available, and must be able to act as a Transfer Station (some machines cannot do this, or can but the capability has been switched off).

❒ The ID Code of your machine must be the same as the ID Code of the Transfer Station.

📝 Note

❒ You cannot specify the End Receivers as full numbers on your ten key pad, and you cannot use your own stored Speed Dials, Quick Dials, and Groups. You must use the numbers that are stored as Quick Dials, Speed Dials or Groups in the Transfer Station. Always keep a copy of the Transfer Station's Telephone Lists (Quick Dial, Speed Dial, and Group Lists) near the machine if you plan to use Transfer Request.

🔎 Reference

Quick Dial and Speed Dial: see P.30 *"Storing & Editing Fax Numbers (Functions 31 & 32)"*

Groups: see P.33 *"Storing & Editing a Group of Fax Numbers (Function 33)"*

ID Code: see P.61 *"Storing the ID Code"*

Storing Your Machine's Own Telephone Number

Store your fax terminal's telephone number using this feature. If you do not do this, you will not be able to use the Transfer Request feature.

📝 Note

❒ If your fax machine's telephone number changes, do not forget to change the stored telephone number data.

1 Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【1】 and the 【Yes】 key.

```
                      Y/NEXT▶
SET G3 OWN NUMBER
```

2 Input your fax terminal's telephone number.

```
G3 OWN NO.  KPAD/Y/N
0111212-5551234██████
```

Note

❐ The format of the number must be as follows: International Dial Prefix, Your Country Code, Your Area Code, then you must add a Pause, followed by your telephone number.

❐ Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the United States; the codes to add are 011 and 1.

❐ Use the Pause key to add a pause.

C Press the 【Yes】 and 【Function】 keys.

Storing the ID Code

In addition to the networking features described in this section, ID Codes are used with the following communication features. The same code must be used by all members of your fax network and all people you wish to communicate with using these features.

• Calling to Request a Message (Polling): see P.101 *"Calling to Request a Message (Polling)"*.

• Closed Network: see P.74 *"Closed Network (Reception)"*.

Limitation

❐ Before programming the ID Code, confer with other users in your fax network to agree on an ID Code. This is because communications using ID Codes will fail if the codes are not the same.

❐ Features using ID Codes can only be used between terminals made by the same maker.

Note

❐ The ID Code can be any four-digit code (using digits 0 to 9 and letters A to F), except 0000 and FFFF.

Programming the ID Code

To store an ID Code, do the following.

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【1】 and the 【Yes】 key.

```
                 Y/NEXT▶
SET G3 OWN NUMBER
```

B Press ▶ until the display appears.

```
                 Y/NEXT▶
SET POLLING ID
```

C Press the 【Yes】 key.

```
POLLING ID       KPAD
████
```

D Input the ID Code that you will be using.

```
POLLING ID        Y/N
4363
```

Note

❐ Example: 【4】【3】【6】【3】

❐ Do not use 0000 or FFFF.

E Press the 【Yes】 and 【Function】 keys.

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Editing the ID Code

If you want to change the ID code, do the following.

A **Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【1】 and the 【Yes】 key.**

```
                    Y/NEXT▶
SET G3 OWN NUMBER
```

B **Press ▶ until the opposite display appears.**

```
                    Y/NEXT▶
SET POLLING ID
```

C **Press the 【Yes】 key.**

```
POLL. ID CHANGE? Y/N
1234
```

D **Press the 【Yes】 and 【No】 keys.**

```
POLLING ID      KPAD
▓▓▓▓
```

E **Input a new ID.**

```
POLLING ID       Y/N
5433
```

Note
❒ Example: 【5】【4】【3】【3】

F **Press the 【Yes】 and 【Function】 keys.**

Making a Transfer Request

After you stored your Machine's Own Telephone Number and ID code you can do the transfer request as in the following procedure.

Note
❒ You may use some transmission options, such as Sending at a Specific Time. See P.25 *"Sending at a Specific Time (Send Later)"*.

A **Make sure that the machine is in standby mode.**

```
READY      100% 10:00
SET DOC. OR DIAL NO.
```

B **Place your document in the feeder.**

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

C **Press the 【Function】【1】【3】 and the 【Yes】 key.**

```
TRANSFER      OPTION▶
DIAL FAX NUMBER
```

D **Input the telephone number of the transfer broadcasting station, then press the 【Yes】 key.**

```
TRANSFER      ∗/KPAD
DESTINATION #▓▓
```

Limitation
❒ This machine must be of the same manufacturer as yours, and it must be able to act as a Transfer Station.

E **Input the destinations for this transfer broadcaster.**

```
TRANSFER         Y/N
DESTINATION #*10
```

✐ **Note**

❒ Example: Speed Dial Code 10

❒ You must use Quick Dials, Speed Dials, or Groups that are stored in the transfer broadcaster. There is a shorthand notation for this purpose. See the following examples:

- Quick Dial Key 01: 【01】 【Yes】

- Speed Dial Code 10: * 【10】 【Yes】

- Group 01: * *【0 1】【Yes】

❒ You can select one Transfer Station, and up to 30 End Receivers for this Transfer Station.

F **Press the 【Yes】 key.**

G **Press the 【Start】 key to start the transfer request.**

```
TRANSFER        */KPAD
DESTINATION #▓▓▓
```

To enter more destinations for this transfer broadcaster

➊ **Go to step E.**

Combining Transfer Request with Broadcasting

If you wish to complex set up fax message distribution networks, you can make a Transfer Request using more than one Transfer Station. When you do this, you can send the same message to up to 30 Transfer Stations, and each Transfer Station can pass the message on to 30 End Receivers.
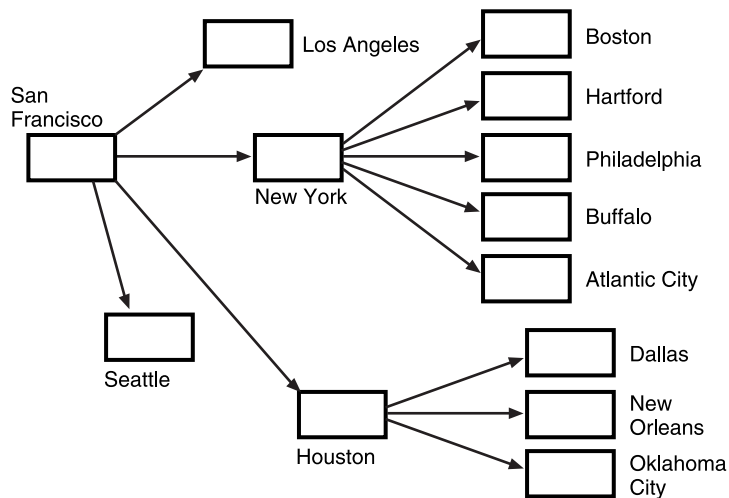
GFREQU2E

Assume that your machine is in San Francisco and you wish to send the same message to various locations in the U.S.A. Of course, doing a simple broadcast, sending to each terminal directly from your machine, would get the job done, but you would not be taking advantage of the cost-cutting features of the machine.

However, If you incorporate Transfer Request, as shown below, your machine would only make 4 calls, instead of the 10 that would be necessary if Transfer Request was not used. This saves costs.

- Your machine can play any part in a Transfer Request network of this type, provided that you have programmed all the required features as explained earlier in this station.

- The ID codes of the requester (San Francisco) and the Transfer Stations (NewYork and Houston) must be the same. The requester must have its own fax number programmed.

- The model used by the requester (San Francisco) must be able to make Transfer Requests through more than one Transfer Station.

- Report indicating success of failure will be returned to San Francisco from terminals fin Houston and NewYork.

Multi-step Transfer

The principles of the Two-step Transfer feature can be used to build up a multi-step facsimile network. This will using either analog (Group3) or digital (Group4) lines. An example follows.
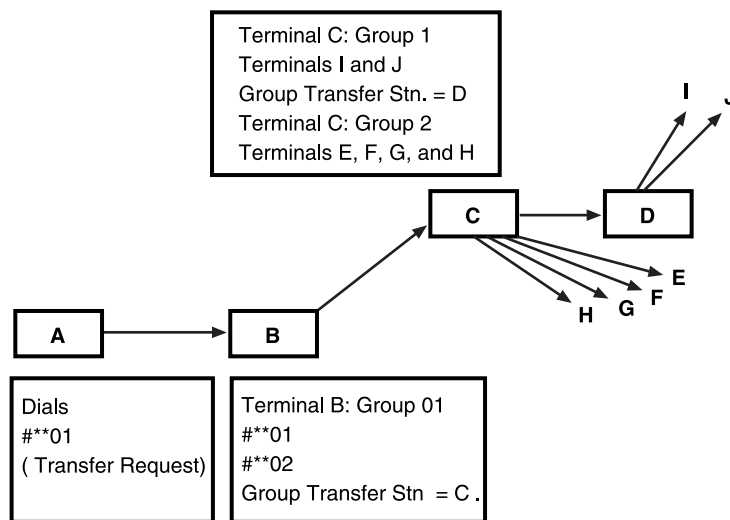
GFREQU1E

To set up this network, the following programming must be done.

- Terminal C must contain two preprogrammed groups. Group 1 must contain terminal I and J, Group 2 must contain terminals E, F, G, and H. In Group 1, terminal D must be specified as the Group Transfer Station.

- Terminal B must contain a preprogrammed group (Group 1). This group must contain two numbers, #**01, and #**02. These specify transfer using groups 1 and 2 that are stored in the Group Transfer Station. In Group 1, C must be specified as the Group Transfer Station.

- The ID codes of terminal A, B, C, and D must be the same.

To start the operation, terminal A does a transfer request using terminal B as the broadcasters stored in Group 1 at terminal B.

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Programming the Personal Codes (Function 72)

The main advantage of Personal Codes is that they allow you to track machine usage You can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

Each user can be given a Personal Code. While programming, you can store the following items with each Personal Code:

❖ **A name:**
This will be printed on reports, such as the JOURNAL, to identify the users of the machine.

❖ **A Confidential ID:**
This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.

🖉 **Note**
❒ The Personal Code is a four digit code. It can have any value from 0001 to 9999.
❒ You cannot register more than 30 Personal Codes with Names and Confidential IDs in this machine.

🔎**Reference**
Using Personal Codes: see P.27 "*Personal Codes*".

Journal: see P.93 "*Journal (Function 41)*".

Confidential File Report: see P.73 "*Confidential File Report*".

Confidential ID: see P.71 "*Storing a Confidential ID*".

Receiving Confidential Messages: see P.71 "*Receiving Confidential Messages*".

Storing a Personal Code

A Press the【Function】【6】then enter the access code【2】【2】【2】【2】. Then press【7】【2】and the【Yes】key.

```
SETTING?          Y/◀▶
PRINT LIST◀/SEARCH▶
```

🖉 **Note**
❒ If you press ◀ and the【Start】key, a Personal Code List will be printed.

B Press the【Yes】key.

```
PERS. CODE    KPAD/◀▶
▓▓▓▓
```

C Input a Personal Code that you want to store in your machine for later use.

```
PERSONAL CODE      Y/N
5477
```

Note

❒ Example: 【5】【4】【7】【7】 from the ten key pad.

If you input the wrong code

❶ **Press the 【No】 key and input again.**

D Press the 【Yes】 key to store the code.

```
PERSONAL CODE    Y/N
PROGRAM LABEL?
```

To store the label for this personal code

❶ **Press the 【Yes】 key and go to Step E.**

If you do not program for this personal code

❶ **Press the 【No】 key and go to step G.**

E Input a name for this Personal Code using the Quick Dial keys or the ten key pad.

```
PERSONAL     ABC Y/N
JOHNSON██████████████
```

Note

❒ Example: JOHNSON

Reference

How to enter the label; see P.172 *"Entering Characters"*.

If you do not wish to store an ID

❶ **Press the 【No】 key and go to step G.**

F Press the 【Yes】 key to store the name.

```
PERSONAL CODE    Y/N
SET CONFIDENTIAL  ID
```

If you want to program the Confidential ID for this user

❶ **Press the 【Yes】 key.**

❷ **Input a Confidential ID for the personal code used by this user.**

❸ **Press the 【Yes】 key.**

To enter another code

❶ **Go to step C.**

G Press the 【Function】 key to finish.

Editing or Erasing a Personal Code

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【7】【2】 and the 【Yes】 key.

```
SETTING?        Y/◀▮▶
PRINT LIST◀/SEARCH▶
```

B Scroll the personal code using ▶.

```
PERSONAL CHANGE? Y/N
5474
```

C Press the 【Yes】 key.

```
PERSONAL CODE    Y/N
5474
```

To erase this Personal Code

❶ **Press the 【No】 key.**

❷ **Press the 【Yes】 key and go back to step ❷ to edit another personal code. To finish, press the 【Function】 key.**

To edit the contents of this code

❶ **Press the 【Yes】 key and go to step ❹.**

```
PERSONAL CODE     Y/N
PROGRAM LABEL?
```

❹ **Edit the label.**

To edit the label

❶ **Press the 【Yes】 key and go to step ❺.**

```
PERSONAL CODE     Y/N
PROGRAM LABEL?
```

If you don't edit the label

❶ **Press the 【No】 key and go back to step ❷ to edit another personal code. To finish, press the 【Function】 key.**

❺ **Edit the name stored with this code. When the name is correct, press the 【Yes】 key.**

```
PERSONAL CODE     Y/N
SET CONFIDENTIAL ID?
```

To edit the Confidential ID stored with this code

❶ **Press the 【Yes】 and 【No】 key then input the ID.**

When the ID is correct

❶ **Press the 【Yes】 key twice.**

To enter or edit another code

❶ **Press the 【No】 key and go back to step ❷.**

❻ **Press the 【Function】 key.**

Tonal Signals

This function is only available on Type 1 machine.

On this model the 【*】 key on the ten key pad is used as the Tone key.

Some organizations offer you a special service by telephone, which you can access by transmitting Touch tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tonal Signals will allow you to access these services.

First, dial the other party. When you are through to the other end, press the Tone key and enter the code number that is needed to access the required feature at the other terminal. You do not need to press the Tone key if your machine is set up for dialing in Tone Dial (DTMF) mode.

Using the Tone Key

A Make sure that the machine is in standby mode, and that there is no document in the feeder.

B Pick up the telephone handset, or press the 【On Hook Dial】 key.

C Dial the remote facility. Do not press the 【Start】 key.

✎ Note
❒ If your telephone line type is DTMF (Tone Dial), go to step E.

D After your line is connected to the remote facility, if your telephone line type is Pulse Dial, press the 【*】 key on the ten key pad.

A dot appears in the display.

E Input the digits that you need to use the remote facility. After you have finished your business with the remote facility, hang up.

✎ Note
❒ Do not press the 【Start】 key.

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Rejecting Messages from Senders Who Don't Identify Themselves

Your fax machine can reject incoming messages lacking an identifier signal. Follow the user parameter procedure on to enter these settings.

Switch 05, bit 1

- 0: Accept such messages

- 1: Reject such messages

🔎**Reference**

> User Parameter: see P.162 *"User Parameters"*

Receiving Confidential Messages

This feature is called Confidential Reception.

If the other party sent you a message using Confidential Transmission, the message is stored in the memory, and not printed. The "Receive File" indicator on the operation panel blinks to inform you when a confidential message has come in. Also, if you have switched Confidential File Report on, the machine will print a report whenever a confidential message comes in.

📓 **Preparation**

For this feature to work properly, you must have stored a Confidential ID in advance.

There is no need to do anything immediately. When you want to print the message, input the Confidential ID.

🖉 **Note**

❒ If the machine's Confidential ID does not have any effect, contact the sender and check whether they used Confidential ID Override to override your ID. Print the Journal to find out who the sender is, if necessary.

❒ If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service technician for assistance.

❒ You can also receive confidential message using 4–digit SUB codes.

🔎 **Reference**

User Parameter List: see P.163 *"List of all relevant user parameters"*.

Confidential File Report: see P.73 *"Confidential File Report"*.

Confidential ID Override: see P.59 *"Confidential ID Override Option"*.

Sending Confidential Messages: see P.58 *"Sending Confidential Messages (Function 12)"*.

Journal: see P.93 *"Journal (Function 41)"*.
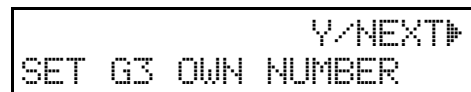
Storing a Confidential ID

This can be any four-digit code (using digits 0 to 9). It must be used to print any confidential messages that your machine has received.

⚠️**Important**
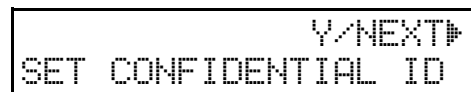
❒ If you do not store a Confidential ID, you will not be able to receive confidential messages.

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【1】 and the 【Yes】 key.
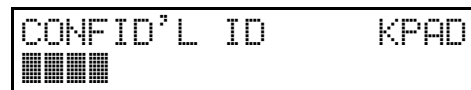
```
                   Y/NEXT▶
SET G3 OWN NUMBER
```

B Press ▶ until the screen is as shown.

```
                   Y/NEXT▶
SET CONFIDENTIAL ID
```

C Press the 【Yes】 key.

```
CONFID'L ID      KPAD
▉▉▉▉
```

D Input the Confidential ID that you will be using.

```
CONFID'L ID      Y/N
6754
```

Note
❐ Example: 【6】【7】【5】【4】 from the ten key pad.

E Press the 【Yes】 key.

F Press the 【Function】 key.

Editing the Confidential ID

A Press the 【Function】【6】 then enter access code 【2】【2】【2】【2】. Then press 【6】【1】 and the 【Yes】 key.

```
              Y/NEXT▶
SET G3 OWN NUMBER
```

B Press ▶ until the screen is as shown.

```
              Y/NEXT▶
SET CONFIDENTIAL ID
```

C Press the 【Yes】 key.

```
CONF. ID CHANGE? Y/N
6754
```

D Press the 【Yes】 key.

```
CONFID'L ID      Y/N
6754
```

E Press the 【No】 key and input a new confidential ID code.

Note
❐ Example: 【8】【3】【5】【2】.

F Press the 【Yes】 key.

```
CONFID'L ID      Y/N
8352
```

G Press the 【Function】 key.

Printing a Confidential Fax Message (Function 54)

If the Receive File indicator is blinking, do the following to print the message.

Note
❐ If the **Receive File** indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.

Reference
To print the message which is Memory Locked, see P.43 *"Printing a Memory-locked Message (Function 55)"*.

A Press the 【Function】【5】【4】 and the 【Yes】 key.

```
CONFID'L ID     KPAD
▓▓▓▓
```

B Input the ID.

```
CONFID'L ID   START/N
▓▓▓▓
```

Note
❐ Example: 【6】【7】【5】【4】 from the ten key pad.

❐ If you cannot output a confidential file with this ID, you have input the wrong ID or the send-

er may have over-ridden your ID. Contact your sender.

C **Press the 【Start】 key.**

Confidential File Report

This report informs you when a confidential message has been received.

You can store a separate Confidential ID with each of the Personal Codes. If the sender of the message uses Confidential ID Override, the sender can specify one of these IDs. If so, the Confidential File Report will contain the name stored with that Personal Code, drawing the attention of the intended receiver of the confidential message.

You can switch this report on or off, see P.162 *"User Parameters"*.

In a new machine, it is switched on at the factory.

✎ Note

❒ If you wish, you can prevent unidentified senders from sending you Confidential Messages. See P.71 *"Receiving Confidential Messages"*.

⌕ Reference

Personal Codes: see P.27 *"Personal Codes"*.

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Closed Network (Reception)

This feature may help you to prevent reception of excessive junk fax mail.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

Note
❒ This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

❒ If you are interested in this feature, contact your service representative.

Reference
ID Codes: see P.61 *"Programming the ID Code"*

Rejecting or Accepting Messages from Specified Senders (Authorized Reception)

This feature is called Authorized Reception. It helps you reject junk fax mail.

It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.

About Authorized Reception

① You must specify a list of senders (function 81). See P.81 *"Programming a List of Senders to Treat Differently (Function 81)"*.

② You must turn Authorized Reception on (function 62).

③ You must set your machine to accept or reject messages from senders in that list (function 63). (user parameters, switch 08, bit 2 and 3; see P.162 *"User Parameters"*).

If you accept them, the general public will not have access to your fax machine. You accept messages only from a group of people you know.

If you reject them, everyone will be able to send you messages except the people in the list. This is useful to reject the junk fax mail.

You can store up to 30 identifications with this feature. You can program part of an identification and accept (or reject) messages from all senders whose identification contains that part. See P.90 *"Wild Cards"*.

Entering a List of Senders to Treat Differently (Function 81)

How to enter a list of senders to treat differently, see P.81 *"Programming a List of Senders to Treat Differently (Function 81)"*

Switching Authorized Reception on / off (Function 62)

Before you use Authorized Reception, you have to switch the feature on.

A Press the【Function】【6】then enter the access code【2】【2】【2】【2】. Then press【6】【2】and the【Yes】key.

```
                    Y/NEXT▶
SELECT LINE
```

B Press ▶ until the screen is as shown.

```
                    Y/NEXT▶
AUTHORIZED ON/OFF
```

C Press the【Yes】key.

```
AUTHORIZED        Y/◀▶
  ON  ▶OFF
```

D Press ◀ or ▶ to change the on or off setting.

E Press the【Yes】and【Function】keys.

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Cassette Selection

About Cassette Selection

This feature is only available if your machine has an optional lower cassette, you can direct fax messages from certain senders to be printed from the main cassette.

Note

❒ Example: Put yellow paper in the main cassette. Then, messages from head office can be printed out on yellow paper; this will make it easy for you to see when a message from head office has arrived.

① You must specify a list of senders (function 81). See P.81 *"Programming a List of Senders to Treat Differently (Function 81)"*.

② You must turn Cassette Selection (function 62). See P.76 *"Selecting the Cassette (Function 62)"*.

③ Select the messages to be printed from the main cassette.
a) All messages from specified senders
b) All messages except those from specified senders. (user parameters, switch 08, bit 4 and 5; see P.162 *"User Parameters"*).

Entering a List of Senders to Treat Differently (Function 81)

How to enter a list of senders to treat differently, see P.81 *"Programming a List of Senders to Treat Differently (Function 81)"*.

Selecting the Messages to Be Printed from the Main Cassette

You can select the messages to be printed from the main cassette (see P.162 *"User Parameters"*) to enter the following settings.

❖ **Switch 08, bit 4**
You have to set it "1"

❖ **Switch 08, bit 5**
- 0: Print messages from the special terminals from the main cassette.
- 1: Print messages except from the special terminal from the main cassette.

Selecting the Cassette (Function 62)

Before you use Cassette Selection, you have to switch the feature on.

If you remove the lower cassette, the cassette selection mode is automatically turned off.

A **Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【2】 and the 【Yes】 key.**

```
                    Y/NEXT▶
SELECT LINE
```

B **Press ▶ until the screen is as shown.**

```
                    Y/NEXT▶
CASSETTE ON/OFF
```

3 **Press the 【Yes】 key.**

```
CASSETTE SELECT Y/◀▶
 ON  ▶OFF
```

4 **Press ◀ or ▶ to change the on or off setting.**

5 **Press the 【Yes】 and 【Function】 key.**

Multi-sort Document Reception

About Multi-sort Reception

Using this feature, more than one copy of each incoming fax message can be printed. You may also choose to have more than one copy from only select senders. This feature eliminates the extra steps needed to have someone make photocopies.

📝 Note

❒ For example: If you switch this feature on overnight, you will not have to make distribution copies of the messages that came in during the night. However, the paper in the cassette will be used up much faster.

① You must turn Multi-sort Reception (Function 62).

② Set the number of copies (Function 83). See P.79 *"Setting the Number of Copies (Function 83)"*.

③ Switch Reverse Order Printing on. See P.91 *"Reverse Order Printing"*.
If you wish to specify the senders whose messages are multi sorted.

④ Specify the senders whose messages you want to make Multi-sort. Do this by programming the RTI or CSI of these senders. See P.81 *"Programming a List of Senders to Treat Differently (Function 81)"*

⑤ Select the messages to Multi-sort copied
a) All messages from Special Terminals.
b) All messages except those from Special Terminals. (user

parameters, switch 08, bit 0 and 1; see P.162 *"User Parameters"*).

🔎 Reference

Reverse Order Printing: see P.91 *"Reverse Order Printing"*.

Copying an Original: see P.100 *"Copying"*.

Switching Multi-sort Document on/off (Function 62)

📋 Preparation

Before you can make multiple copies, you have to switch it on using Function 62.

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【2】 and the 【Yes】 key.

```
                   Y/NEXT▶
SELECT LINE
```

B Press ▶ until the screen is as shown.

```
                   Y/NEXT▶
# OF COPIES ON/OFF
```

C Press the 【Yes】 key.

```
# OF COPIES      Y/◀▶
▶ON    OFF
```

D Change the on/off setting by pressing ◀ or ▶.

```
# OF COPIES      Y/◀▶
 ON   ▶OFF
```

E Press the 【Yes】 key.

F Press the 【Function】 key to finish.

Setting the Number of Copies (Function 83)

A Press the 【Function】【6】 then enter access code 【2】【2】【2】【2】. Then press 【8】【3】 and the 【Yes】 key.

```
NO. OF COPIES KPAD/Y
1   SETS
```

B Input the number of copies that you need, then press the 【Yes】 key.

Copies of incoming faxes will be collated.

```
NO. OF COPIES KPAD/Y
3   SETS
```

🖉 Note

❒ Maximum number of copies: 9.

❒ To use Multi-sort Document Reception, you must switch Reverse Order Printing on. See P.91 *"Reverse Order Printing"* for how to do this.

C Press the 【Function】 key.

Programming the Special Terminals to Make Multi-sort-copies

To program the list of senders, see P.75 *"Entering a List of Senders to Treat Differently (Function 81)"*.

5

Choosing How to Treat the Special Terminals

You have to select one of the following two things. To change this selecting, adjust bit 1 of switch 8 with the User Parameters:

- Bit 1 = 0 : Make multiple copies of messages from Special Terminals.
- Bit 1 = 1 : Make multiple copies of all messages except those from Special Terminals.

List of Special Terminals (Function 81)	Multi-sort on/off (Function 62)	Switch 08 Digit 1 (Function 63)	Result
Empty	On	Either	All messages are Multi-sorted.
Empty/Not empty	Off	Either	No messages are Multi-sorted.
Not empty	On	Listed	Only messages from special terminals are Multi-sorted.
Not empty	On	non-Listed	All messages are Multi-sorted except those from Special Terminals.

5

Programming a List of Senders to Treat Differently (Function 81)

You can enter a list of up to 30 identifications (RTI, CSI and Wild Cards) for senders you wish to treat differently. For instance, for each identification in the list, you have the following options.

- Authorized Reception: You can accept their calls and reject all others (or vice-versa) with the Authorized Reception setting (See P.75 *"Rejecting or Accepting Messages from Specified Senders (Authorized Reception)"*).

- Specified Cassette Selection: You can choose to print their messages from the specified cassette.

- Multi-sort Reception: You can choose to make multiple copies of setting (See P.79 *"Setting the Number of Copies (Function 83)"*).

- Memory Lock: You can choose to lock their message in memory

Programming the List of Senders (Special Senders)

A **Press the 【Function】【6】 then enter access code 【2】【2】【2】【2】. Then press 【8】【1】 and the 【Yes】 key.**

```
SETTING?         Y/◀▮▶
PRINT LIST◀/SEARCH▶
```

✎ Note
❒ At this time, you can print a Programmed Special Senders List by pressing ◀ and the 【Start】 key.

B **Press the 【Yes】 key.**

```
RTI/CSI        ABC  ◀▮▶
▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
```

C **Enter RTI or CSI using the Quick Dial key and the ten key pad.**

```
RTI/CSI        ABC Y/N
XYZ COMPANY▮▮▮▮▮▮▮▮▮
```

✎ Note
❒ Example: XYZ COMPANY

🔍 Reference
How to enter the characters, see P.172 *"Entering Characters"*.

D **Press the 【Yes】 key.**

```
RTI/CSI             Y/N
STORE AS WILD CARD?
```

E **Either:**

Store this RTI as a wild card

➊ **The 【Yes】 key.**

Otherwise

➊ **The 【No】 key.**

F **Select whether you set this RTI/CSI as the special Senders for authorized reception using ▶ or ◀. (if yes: ON, if no: OFF)**

```
SET AUTHORIZED   Y/◀▮▶
▶ON    OFF
```

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G **Press the 【Yes】 key.**

```
SET # OF COPIES Y/◀▮▶
 ON    ▶OFF
```

H **Select whether you set this RTI/CSI as the special terminal for Multi copy using ▶ or ◀. (if yes: ON, if no: OFF)**

```
SET # OF COPIES Y/◀▮▶
▶ON    OFF
```

I **Press the 【Yes】 key.**

```
SET MEM. LOCK   Y/◀▮▶
 ON  ▶OFF
```

J **Select whether you set this RTI/CSI as the special terminal for specified Memory Lock using ▶ or ◀. (if yes: ON, if no: OFF)**

```
SET MEM. LOCK   Y/◀▮▶
▶ON   OFF
```

K **Press the 【Yes】 key.**

```
SET CASSE SLCT  Y/◀▮▶
 ON  ▶OFF
```

L **Select whether you set this RTI/CSI as the special terminal for specified Cassette Selection using ▶ or ◀. (if yes: ON, if no: OFF)**

```
SET CASSE SLCT  Y/◀▮▶
▶ON   OFF
```

M **Press the 【Yes】 key.**

```
RTI/CSI      ABC  ◀▮▶
▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
```

N **Either:**

To program another special terminal

● **Go to step C.**

To finish

● **The 【Function】 key.**

● ●

💡**Hints for programming the special senders**

You must specify the sender's identification code (see P.207 *"Initial Settings & Adjustments"*) which could be a little different from their phone number.

To get the other party's identification, call and ask for their CSI or RTI code.

Explain that you need the number programmed into their fax machine for identification purposes. Or, attempt a communication with their fax machine and print out a Journal report (function 41, see P.93 *"Journal (Function 41)"*). Read the identification under the RTI or CSI heading of the report.

● ●

Editing the RTI/CSI for the Special Terminals

A **Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【8】【1】 and the 【Yes】 key.**

```
SETTING?       Y/◀▮▶
PRINT LIST◀/SEARCH▶
```

B **Press ▶ to scroll through the list. When RTI/CSI you want to change appears, press the 【Yes】 key.**

```
RTI/CSI CHANGE? Y/◀▶
XYZ COMPANY
```

C **Edit the RTI or CSI and press the 【Yes】 key.**

```
RTI/CSI       ABC Y/N
XYZ COMPANY
```

D **Either:**

```
RTI/CSI           Y/N
STORE AS WILD CARD?
```

Store this RTI as a wild card

❶ **The 【Yes】 key.**

Otherwise

❶ **The 【No】 key.**

E **Select whether you set this RTI/CSI as the special terminal for Authorized reception using ▶ or ◀. (if yes: ON, if no: OFF)**

```
SET AUTHORIZED  Y/◀▶
▶ON    OFF
```

F **Press the 【Yes】 key.**

```
SET # OF COPIES Y/◀▶
  ON     ▶OFF
```

G **Select whether you set this RTI/CSI as the special terminal for Multi copy using ▶ or ◀. (if yes: ON, if no: OFF)**

```
SET # OF COPIES Y/◀▶
▶ON    OFF
```

H **Press the 【Yes】 key.**

```
SET MEM. LOCK   Y/◀▶
  ON   ▶OFF
```

I **Select whether you set this RTI/CSI as the special terminal for Memory Lock using ▶ or ◀. (if yes: ON, if no: OFF)**

```
SET MEM. LOCK   Y/◀▶
▶ON    OFF
```

J **Press the 【Yes】 key.**

```
SET CASSE SLCT  Y/◀▶
  ON   ▶OFF
```

K **Select whether you set this RTI/CSI as the special terminal for specified Cassette Selection using ▶ or ◀. (if yes: ON, if no: OFF)**

```
SET CASSE SLCT  Y/◀▶
▶ON    OFF
```

L **Press the 【Yes】 key.**

```
RTI/CSI        ABC  ◀▶
████████████████████████
```

M **Either:**

To edit another special terminal

❶ **Go to step B.**

To finish

❶ **The 【Function】 key.**

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Erasing the Special Terminal

A **Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【8】【1】 and the 【Yes】 key.**

```
SETTING?        Y/◀▮▶
PRINT LIST◀/SEARCH▶
```

B **Press ▶ scroll the RTI/CSI. And the RTI/CSI you want to change appears, press the 【Yes】 key.**

```
RTI/CSI CHANGE? Y/◀▮▶
XYZ COMPANY
```

C **Press the 【No】 and 【Yes】 key.**

D **Press the 【Function】 key.**

Forwarding

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called "forwarding terminals".

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.

To set up Forwarding, program your machine as follows:

- Program the phone numbers of the Forwarding Terminals that you will pass on messages to, together with the list of specified senders for each number (Function 82).

- Specify the senders whose messages you want to forward (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a Journal and read off the RTI/CSI).
  If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes (Function 82).

- Switch the Forwarding on (Function 62).

- Select the messages to forward (Function 63).
  - All messages from specified senders.
  - All messages except those from specified senders.

- Decide whether you want your machine to automatically print messages that it forwards (Function 63).

- Select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the printout (Function 63).

❗ Limitation

❐ If the RTI/CSI of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

🔎 Reference

RTI and CSI: see P.207 *"Initial Settings & Adjustments"*.

Journal: see P.93 *"Journal (Function 41)"*.

Wild Cards: see P.90 *"Wild Cards"*.

Programming the Forwarding Feature (Function 82)

This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【8】【2】 and the 【Yes】 key.

```
SETTING?          Y/◀▮▶
PRINT LIST◀/SEARCH▶
```

To print a list

❶ Press ◀.

B **Press the 【Yes】 key.**

```
FORWARD      KPAD/◀▶
████████████████████████
```

C **Store a forwarding station number.**

```
FORWARD      KPAD/Y/N
2125551234██████████████
```

📝 **Note**
❒ Example: 【2】【1】【2】【5】【5】【5】{1】【2】【3】【4】
❒ If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine.

D **Press the 【Yes】 key.**

E **Press the 【Yes】 key to input RTIs or CSIs of certain senders to be forwarded to this station.**

```
RTI/CSI      ABC   ◀▶
████████████████████████
```

📝 **Note**
❒ Messages from senders other than these RTIs or CSIs will not be forwarded to this station.

If you wish all incoming messages to be forwarded to this station

❶ **Press the 【No】 key.**

```
FORWARD          Y/N
SET RTI/CSI?
```

📝 **Note**
❒ Do not store any RTIs/CSIs for it.

❷ **Go to step ⑩.**

F **Type in an RTI or CSI.**

```
RTI/CSI      ABC Y/N
XYZ COMPANY
```

🔎 **Reference**
How to enter characters, see P.172 *"Entering Characters"*.

G **Press the 【Yes】 key.**

```
RTI/CSI          Y/N
STORE AS WILD CARD?
```

H **Press the 【Yes】 key to store this RTI as a wild card.**

```
FORWARD          Y/N
SET RTI/CSI?
```

Otherwise

❶ **Press the 【No】 key.**

I **Press the 【No】 key.**

If you want to store another RTI/CSI

❶ **Press the 【Yes】 key and go back to step F.**

To store another forwarding station

❶ **Press 【No】 key and go to step C.**

J **Press the 【Function】 key.**

Editing the Forwarding Feature

1 **Press the【Function】【6】then enter the access code【2】【2】【2】【2】. Then press【8】【2】and the【Yes】key.**

```
SETTING?        Y/◀▶
PRINT LIST◀/SEARCH▶
```

2 **Press ▶ until the forwarding station number you wish to edit appears. Then press the【Yes】key.**

```
FORWARD      KPAD/Y/N
2125551234▓▓▓▓▓▓▓▓▓▓
```

To erase this forwarding station's number and all RTIs/CSIs stored with it

❶ **Press the【No】key.**

```
FORWARD       KPAD/◀▶
▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
```

❷ **Press the【Yes】key to erase.**

❸ **Press the【Function】key to finish.**

If you change the forwarding station's telephone number

❶ **Edit this forwarding station's telephone number.**

```
FORWARD      KPAD/Y/N
2125552234▓▓▓▓▓▓▓▓▓▓
```

❷ **Press the【Yes】key.**

If this forwarding station's telephone number is correct

❶ **Press the【Yes】key.**

```
FORWARD           Y/N
SET RTI/CSI?
```

3 **Press the【Yes】key to change the RTI/CSI.**

```
RTI/CSI       ABC  ◀▶
▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
```

If you don't change the RTI/CSI

❶ **Press the【No】key and go back to step 2 to edit another forwarding number.**

4 **Change the RTI/CSI.**

To edit RTI's/CSI's allocated to this number

❶ **Press ▶ until the RTI/CSI you wish to edit appears.**

```
RTI/CSI CHANGE? Y/◀▶
XYZ COMPANY
```

To add RTIs/CSIs to this number

❶ **Input an RTI/CSI and press 【Yes】key. Then go to step 5.**

```
RTI/CSI       ABC Y/N
XYZ COMPANY
```

5 **Press the【Yes】to edit or delete the RTI/CSI.**

If you edit the RTI/CSI

❶ **Edit the RTI/CSI.**

```
RTI/CSI          Y/N
STORE AS WILD CARD?
```

❷ **Press the 【Yes】 key. Then go to step ⑥.**

If you delete the RTI/CSI

❶ **Press the 【No】 key.**

⚠️ **Important**
❒ If you delete all the RTIs and CSIs for a forwarding station, you must also delete the forwarding station (see step ❷). If you do not do this, all incoming messages will be forwarded to that station.

❷ **Press the 【Yes】 key. Then go back to step ④.**

⑥ **Press the 【Yes】 key to store it as a wild card.**

```
FORWARD           Y/N
SET RTI/CSI?
```

Otherwise

❶ **Press the 【No】 key.**

⑦ **Press the 【Function】 key to finish.**

Edit or input another RTI/CSI for this forwarding station:

❶ **Press the 【Yes】 key and Go to step ④.**

To work on another forwarding station:

❶ **Press the 【No】 key. Go to step ❷.**

⚠️ **Important**
❒ If you switch the forwarding on and program no RTI/CSI, all incoming messages are forwarded.

Switching Forwarding on / off (Function 62)

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

① **Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【2】 and the 【Yes】 key.**

```
                  Y/NEXT▶
SELECT LINE
```

② **Scroll through the list of features with ▶ until the screen is as shown.**

```
                  Y/NEXT▶
FORWARDING ON/OFF
```

③ **Press the 【Yes】 key.**

```
FORWARDING       Y/◀▶
ON  ▶OFF
```

④ **Change the on/off setting by pressing ◀ or ▶.**

⑤ **Press the 【Yes】 key.**

⑥ **Press the 【Function】 key to finish.**

Selecting Which Messages to Forward

To choose which messages are forwarded, adjust bit 7 of switch 8 with the User Parameters. Two settings are available.

- Forward all incoming messages from specified senders (bit 7=0).
- Forward all incoming messages except those from specified senders (bit 7=1).

(See P.162 *"User Parameters"*).

Switching Local Printing on / off

You can choose whether your machine prints copies of messages that it forwards (by default, these messages are printed). To change this setting, adjust bit 6 of switch 11 with the User Parameters:

- Bit 6=0 : Do not print
- Bit 6=1 : Print

(See P.162 *"User Parameters"*).

Enabling and Disabling the Forwarding Mark

The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, adjust bit 0 of switch 2 with the User Parameters:

- Bit 1=0 : Forwarding mark off

- Bit 1=1 : Forwarding mark on

(See P.162 *"User Parameters"*).

Wild Cards

This feature greatly enhances the effectiveness of the following features:

- Authorized Reception
- Forwarding
- Specified Cassette Selection
- Multi-sort Reception
- Memory Lock

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI or CSI of the other terminal, and acts accordingly.

When you program RTI's for these features, you can program wild cards to greatly expand the number of terminals that you can specify.

For example, if you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you don't have to store the RTI of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the RTIs of all XYZ branches contain an "XYZ" somewhere in the RTI, messages coming in from them will be accepted, and sent on to head office.

🖉 Note

❒ This feature cannot recognize spaces. If you store MAN as a wild card, and a terminal with an RTI that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

🔎 Reference

Authorized Reception: see P.75 *"Rejecting or Accepting Messages from Specified Senders (Authorized Reception)"*.

Forwarding: see P.85 *"Forwarding"*.

RTI and CSI: see P.207 *"Initial Settings & Adjustments"*.

Receiving Options

As receiving options, the Reverse Order Printing, Printing the Center Mark are available.

Reverse Order Printing

Normally, the machine prints the pages of received messages in the order that they were received uncollated.

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and more convenient for reading them.

Preparation

Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, see the User parameters. (see P.162 *"User Parameters"*).

Printing a Center Mark

If you switch this feature on, 2 marks at the center-top and center-left are printed on incoming fax messages. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

To switch this feature on, see the User Parameters. (see P.162 *"User Parameters"*).

Note

❒ The center mark is not printed when you use the machine for making copies.

Checkered Mark

The machine prints a checkered mark in the top left corner of the first page of received messages. Using this mark, you can find the first page easily. This makes it easier for you to separate the messages that are lying in the copy tray.

To switch this feature on, see the User Parameters. (seeP.162 *"User Parameters"*).

Reducing the Page Length

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image so that it will fit on one page.

The image length is within the following limits.

Paper size in the cassette	Maximum reducible length
A5 ▭	189mm
A4	387mm
F4	410mm
Letter	364mm
Legal	410mm

If the received image is longer than the above limits, there is no reduction and the image is split up and printed on two sheets of paper. Normally, the last 0.4 inch of the received image will be repeated at the beginning of the next page.

However, if you wish, the second page can continue from where the first page ended.

5

Note

❒ Contact your service representative if you require any adjustments to this feature.

Reception Time

When you receive a message, the time is printed at the bottom of the page.

However, this is the time at the transmitting end or printing end. To check the local time, you have to print the Journal.

However, if you switch on Reception Time, the local time is also printed at the bottom of on each page that you receive. The time is taken from your machine's internal clock, and is the same as the time that will be printed on the Journal. Switch this feature on if you often receive fax messages from other countries.

To switch this feature on , see the UserPrameters.(see P.162 *"User Parameters"*).

Reference

Journal: see P.93 *"Journal (Function 41)"*.

Date and Time: see P.212 *"Summer Time / Daylight Saving Time (Function 62)"*.

Two In One (Into 1)

This feature helps you conserve paper. If the size of the incoming page is half the size of the paper in the cassette, the machine will print out two pages on one sheet of paper.

In the example shown below, somebody is sending your machine two sheets of half-letter sized paper and

your machine is printing them out on one letter sized sheet.

To switch this feature on , see the UserPrameters.(see P.162 *"User Parameters"*).

Note

❒ If the sender specifies different resolution or halftone settings for each page, these will not show up using this feature.

Reports You Can Printout Yourself

You can print these reports at any time by following the steps below.

Journal (Function 41)

In addition to the automatic output of this report, which we've described earlier, you can print the Journal at any time.

❶ **Press the 【Function】 【4】 【1】 and the 【Yes】 key.**

❷ **Press the 【Start】 key to print out the report.**

File List (Function 42)

This is a list of memory transmission, memory reception, polling files still in memory and confidential reception. It gives information about each stored file, such as the fax numbers, start time, and status.

❶ **Press the 【Function】 【4】 【2】 and the 【Yes】 key.**

❷ **Press the 【Start】 key to print out the report.**

Telephone Number List (Function 43)

You can obtain a list of all the phone numbers stored in the machine. (You can also obtain a list of stored numbers as you edit them. See P.30 *"Storing & Editing Fax Numbers (Functions 31 & 32)"* P.33 *"Storing & Editing a Group of Fax Numbers (Function 33)"*

❶ **Press the 【Function】 【4】 【3】 and the 【Yes】 key.**

```
                   Y/N/◀▮▶
QUICK DIAL LIST
```

❷ **Press the ◀ and ▶ to select the Dial List for printing.**

```
                   Y/N/◀▮▶
QUICK DIAL LIST
```

❸ **Press the 【Yes】 and 【Start】 keys to print a Dial List.**

```
                   START
PRINT QUICK DIAL
```

Quick Label (Function 44)

Use this function to print a sheet showing the contents of each Quick Dial and User Function key.

❶ **Press the 【Function】 【4】 【4】 and the 【Yes】 keys.**

❷ **Press the 【Start】 key to Print Quick Label.**

Program List (Function 45)

This list shows the counters programmed as keystroke program with the Function 34.

❶ **Press the 【Function】 【4】 【5】 and the 【Yes】 key.**

❷ **Press the 【Start】 key to print out the program list.**

5

Energy Saving

Introduction

When your fax machine prints fax messages, it uses heat to fix the image to the paper. This heat is generated using a heating roller which must be hot enough to fuse toner to the paper properly. Because keeping the roller hot all the time consumes electricity, this machine is provided with an Energy Saving mode in which the heating roller is heated to full temperature only when a message needs to be printed.

The two available types of Energy Saving mode shown in the table below.

❖ **Type 1**

Energy Saving mode	Machine status in Energy Saving mode	How long before you can print after exiting Energy Saving mode	Power consumption in Energy Saving Mode
Fax Standby (Heater on)	Display turns off . The machine maintains the heating roller temperature at half the full temperature; warm up takes less time.	Within about 30s	30W
Energy Saving Standby (Heater off)	Display turns off . The machine lets the heating roller cool to room temperature; warm-up takes longer.	Within about 40s	2W

❖ **Type 2**

Energy Saving mode	Machine status in Energy Saving mode	How long before you can print after exiting Energy Saving mode	Power consumption in Energy Saving Mode
Fax Standby (Heater on)	Display turns off . The machine maintains the heating roller temperature at half the full temperature; warm up takes less time.	Within about 30s	30W
Energy Saving Standby (Heater off)	Display turns off . The machine lets the heating roller cool to room temperature; warm-up takes longer.	Within about 40s	2.5W

In Fax Standby mode, letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up.

In Energy Saving Standby mode, letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

When the machine is shipped, Energy Saving Standby is selected on by default.

🖉 **Note**

❒ When the machine is in Energy Saving mode, the display goes blank.

❒ You can still send fax messages while the machine is in Energy Saving mode.

❒ For related power saving information, see Power Saver P.98 *"Saving Energy with the Power Saving Timer"*

❒ When you load paper in Energy Saving mode, no error will be displayed even if the cassette is not pushed right in. After loading paper, press the Energy Saver key and check that "READY" is shown on the display.

❒ The Manual Receive indicator goes out in Energy Saving mode even if Manual Receive is turned on.

❒ Even though the operation panel display goes out in Energy Saving mode, indicators that flash or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saving mode and take appropriate action.

5

Entering Energy Saving mode

The machine enters Energy Saving mode when:

- Nobody uses the machine for about 5 minutes (it automatically enters Energy Saving mode).
- The user holds down the Energy Saver key for about 2 seconds.

Note

❒ If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the Energy Saving mode automatically, please contact your service representative.

❒ Energy Saving mode cannot be entered when a document is set.

Exiting Energy Saving mode

Your machine exits Energy Saving mode when a fax is received.

To exit Energy Saving mode manually:

- In Energy Saving Standby mode, press the Energy Saver key.
- In Fax Standby mode, press any key.
- Set a document.
- Pick up the optional handset or the external telephone handset.

Selecting the Energy Saving mode type

To select the Energy Saving mode type, adjust the bit switch below with the User Parameters. (See P.162 *"User Parameters"*.)

❖ **Switch 05 bit 6**

- Energy Saving Standby: To let the heating roller cool to room temperature, set bit 6 to 0.
- Fax Standby: To let the heating roller cool halfway set bit 6 to 1.

Note

❒ When the machine is shipped, Energy Saving Standby is selected on by default.

Reception in Energy Saving mode

Once in Energy Saving mode, you can still receive messages. When a message is received, the machine prints it and returns to Energy Saving mode.

🖉 Note

❒ If messages are already stored in memory, the machine cannot enter Energy Saving mode.

❒ If the machine is in Power Saver mode, the message will printed out after the machine exits Power Saver mode.

5

Saving Energy with the Power Saving Timer

You can set sleep time to let the machine go to saving energy condition and set the wake up time when it returns to standby mode the next morning. During this Power Saver mode, a fax message received is stored in the memory and will be printed automatically the next morning after the wake up timer is activated.

As a typical example, you could program the heating element inside the printer to stay off at night and over the weekend. (You can program different settings for every day of the week.)

To use the Power Saving timer, you must:

- Program the timers for each day of the week.
- Switch the Power Saving timer feature on.

Setting the Power Saving time (Function 71)

Note
❒ While the Power Saving timer is active, all incoming calls are refused if the memory fills up.

. . . .

Example:

For Tuesday, set the Power Saving timer to switch the heater on at 9:00 and off at 18:00.

. . . .

A Press the 【Function】【6】 then enter access code 【2】【2】【2】【2】. Then press 【7】【1】 and the 【Yes】 key.

```
SET TIMER      Y/N/◀▶
SUN
```

B Use ◀ and ▶ to scroll through the days of the week.

```
SET TIMER      Y/N/◀▶
TUE
```

Note
❒ Example: Press ▶ twice to go to Tuesday.

C Press the 【Yes】 key

```
TIMER#1 TUE     */#/Y
ON   FROM 00:00
```

D To change the ON to OFF, or the other way round, press the 【*】 or 【#】 keys.

Note
❒ There are two timers for each day, each with an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF" means that the heater will switch off at the time indicated.

E Press ▶ to move the cursor under the time.

```
TIMER#1 TUE     */#/Y
ON   FROM 00:00
```

F Input the time (9:00) : Press 【0】{9】【0】 and 【0】 from the key pad.

```
TIMER#1 TUE     KPAD/Y
ON   FROM 09:00
```

5

G **Press the 【Yes】 key.**

```
TIMER#2 TUE    */#/Y
ON  FROM 00:00
```

✎ **Note**

❒ Repeat step **E** to **G** for the second timer (18:00)

❒ If you want the heater on all day, set both timers to ON = 00:00. If you want the heater off all day, set both timers to OFF =00:00.

H **Press the 【Yes】 and 【Function】 keys to finish.**

✎ **Note**

❒ Go back to step **C** to program the timer for another day.

Switching the Power Saving Timer on / off (Function 62)

The Power Saving timer feature must be switched on using Function 62.

A **Press the 【Function】【6】 then enter access code 【2】【2】【2】【2】. Then press 【6】【2】 and the 【Yes】 key.**

```
              Y/NEXT▶
SELECT LINE
```

B **Scroll through the list of features with ▶ until the screen is as shown.**

```
              Y/NEXT▶
POWER SAVER ON/OFF
```

C **Press the 【Yes】 key.**

```
POWER SAVER      Y/◀▮▶
  ON  ▶OFF
```

D **Change the on/off setting by pressing ◀ or ▶.**

```
POWER SAVER      Y/◀▮▶
▶ON    OFF
```

E **Press the 【Yes】 and 【Function】 keys to finish.**

5

99

Copying

If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the feeder, and press the 【Copy】 key.

Note

❒ By default, copies are made at Detail resolution. To change to Standard , press the Resolution key.

A **Place your original in the feeder.**

```
TRANSMIT     OPTION▶
DIAL FAX NUMBER
```

B **Press the 【Copy】 key.**

```
COPY MODE    01 SETS
▶LT     LG     A4
```

C **If you have the optional lower cassette, or optional multi-purpose feeder you can select the paper size by pressing ▶.**

Note

❒ LT = letter, LG = legal

❒ The display shows that you select the Legal size.

```
COPY MODE    01 SETS
 LT    ▶LG     A4
```

D **Input the number of copies that you need.**

Note

❒ Example: 3 copies, press 【3】 of the ten key pad.

```
COPY MODE    03 SETs
 LT    ▶LG     A4
```

❒ This machine makes copies in the order P1, P1, P2, P2 (for example when making 2 copies of a 2 page document).

E **Press the 【Start】 key.**

Calling to Request a Message (Polling)

Polling means "picking up" a document that has been left for you at a remote fax terminal.

📍 Limitation

❒ Polling can only be used when both machines have the Polling feature.

📝 Note

❒ With polling, telephone line costs are charged to the person receiving the message (the Message Receiver).

Picking up Messages Stored Elsewhere (Polling Reception)

Use this feature when you wish to poll a message from another terminal.

📝 Note

❒ The maximum number of terminals that you can poll in one operation is 140.

🔍 Reference

Groups: see P.33 *"Storing & Editing a Group of Fax Numbers (Function 33)"*.

Programming Keystrokes: see P.50 *"Programming Keystrokes"*.

Operating Procedure

A **Press the 【Function】【1】【1】 and the 【Yes】 key.**

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

B **Enter the Dial number.**

```
POLLING RECV Y/START
2125551234▇▇▇▇▇▇▇▇▇
```

C **Press the 【Yes】 key.**

```
POLLING RECV Y/START
2125551234▇▇▇▇▇▇▇▇▇
```

📝 Note

❒ If you want dial more number, go to step **B**.

D **Press the 【Start】 key.**

Entering a Personal Code

A **Press the 【Function】【1】【1】 and the 【Yes】 key.**

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

B **Press ▶.**

```
SET OPTION        Y/▶
SET PERSONAL CODE?
```

C **Press the 【Yes】 key.**

```
SET OPTION        KPAD
PERSONAL CODE:▇▇▇▇▇
```

D **Enter the password that you wish to use for this operation.**

```
SET OPTION        Y/N
PERSONAL CODE:2567
```

5

Note

❒ Example: 【2】【5】【6】【7】 from the ten key pad.

E Press the 【Yes】 key.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

F Dial and press the 【Start】 key.

Limitation

❒ In theory, you can poll up to 140 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed.

Stored ID Override Option

This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

If OPTION ▶ is displayed:

A Press ▶ until the screen is as shown opposite.

```
SET OPTION       Y/▶
SET POLLING ID?
```

B Press the 【Yes】 key.

```
SET OPTION      KPAD
ID:▨▨▨▨▨
```

C Enter the password that you wish to use for this operation.

```
SET OPTION       Y/N
ID:2567
```

Note

❒ Example: 【2】【5】【6】【7】 from the ten key pad

D Press the 【Yes】 key.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

E Dial and press the 【Start】 key.

Limitation

❒ In theory, you can poll up to 140 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed.

Reference

For how to use other options, such as Send Later for delayed polling, see P.25 *"Sending at a Specific Time (Send Later)"*.

Leaving a Document to Be Picked up by Others (Polling Transmission)

Use Polling Transmission when you wish to leave a document in the memory for others to pick up.

You cannot specify the telephone number of the polling terminal (the terminal that you wish to poll your document), but using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

There are three types of Polling Transmission.

❖ **Free Polling:**
    Anybody can poll the message from the polled machine's memory.

❖ **Secured Polling:**
    The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

❖ **Stored ID Override:**
    There are two ways to use this feature:

    • If your ID Code is different from that of the other terminal, you can use the other terminal's ID Code just for this transmission (ask the other terminal's operator what their ID Code is). Your machine's stored ID Code will be ignored.

    • For extra security, both parties can specify an ID Code just for this communication. The ID Codes of both machines will be ignored. All communicating parties need to coordinate their ID Codes in this case.

❗ **Limitation**

❒ Only one document can be stored in the memory for Free Polling, and only one can be stored for Secured Polling. However, with Stored ID Override, you can store more than one file, but you must use a different ID for each file.

❒ Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer.

🔗 **Reference**
    ID Code: see P.61 *"Programming the ID Code"*.

Free Polling (Function 15)

A **Place your document in the feeder.**

```
TRANSMIT     OPTION▶
DIAL FAX NUMBER
```

B **Press the 【Function】【1】【5】and the 【Yes】key.**

```
FREE POLLING OPTION▶
PUSH START
```

🔗 **Reference**
    See P.105 *"Options for Polling Transmission"* for the options that are available with Polling Transmission.

C **Press the 【Start】key.**

Your fax message is stored and held on polling standby.

Note

❒ If you see ALREADY INPUT you already have a message on Free Polling Standby. To clear the old message: Clear the old polling transmission file by Function 23 (See P.106 *"Canceling a Polling Transmission (Function 23)"*). And start from the step **A** again.

Secured Polling (Function 14)

A Place your document in the feeder.

```
TRANSMIT    OPTION▶
DIAL FAX NUMBER
```

B Press the 【Function】【1】【4】 and the 【Yes】 key.

```
POLLING TRANS  OPT▶
PUSH START
```

Note

❒ If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step **D** in P.104 *"Stored ID Override"*.

C Press the 【Start】 key.

Your fax message is stored and held on polling standby.

Note

❒ If you see ALREADY INPUT you already have a message on Secured Polling Standby.

• To erase the old message: Clear the old polling transmission file by Function 23 (See P.106 *"Canceling a Poll-*

ing Transmission (Function 23)").

• To keep the old message: Input an ID code in the same way as for step **E** in P.104 *"Stored ID Override"*.

Stored ID Override

This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

A Place your document in the feeder.

```
TRANSMIT    OPTION▶
DIAL FAX NUMBER
```

B Press the 【Function】【1】【4】 and the 【Yes】 key.

```
POLLING TRANS  OPT▶
PUSH START
```

C Press ▶ until the screen is as shown.

```
SET OPTION      Y/▶
SET POLLING ID?
```

D Press the 【Yes】 key.

```
SET OPTION     KPAD
ID:▓▓▓▓▓
```

E Enter the ID code that you wish to use for this message.

```
SET OPTION      Y/N
ID:2567
```

Note

❒ Example: 【2】【5】【6】【7】 from the ten key pad.

❒ If you see ALREADY INPUT you already have a message on Secured Polling standby.

- To erase the old message: Clear the old polling file by Function 23 (See P.106 "*Canceling a Polling Transmission (Function 23)*".)

- To keep the old message, repeat from the step 🄱.

🄵 Press the 【Yes】 key.

```
POLLING TRANS    OPT▶
PUSH START
```

🄶 Press the 【Start】 key.

Your fax message is stored and held on polling standby.

Note

❒ If you need to cancel a polling transmission operation, use Function 23 (see P.106 "*Canceling a Polling Transmission (Function 23)*").

Options for Polling Transmission

When you store a document in memory for Polling Transmission, you also have the following options:

- Personal Code: This is the same as for normal transmission (see P.27 "*Personal Codes*").

- Page Count: This is the same as for normal transmission (see P.25 "*Printing the Page Number (Page Count)*").

- TTI On/Off: This is the same as for normal transmission (see P.26 "*Sending Your Identification at the Top of Your Message (TTI)*").

- Polling Standby Duration: There are two options (See user parameters, switch 11, bit 7 P.162 "*User Parameters*").

  - ONCE: The message will be automatically erased from memory after it has been polled once.

  - KEEP: The message will be kept in memory until you erase it yourself using the user parameter of the Function 63. While the message is in the memory, it can be polled at any time by as many terminals that need it.

The options are only available if the OPT ▶ can be seen in the top right corner of the display:

🄰 Press ▶.

```
SET OPTION        Y/▶
SET PERSONAL CODE?
```

🄱 Scroll through the options using the ▶ arrow on the scroll key, then the 【Yes】 key.

```
SET OPTION        Y/▶
TTI PRINT?
```

Note

❒ Example: TTI on/off

❒ The list of available options is as follows:

- Personal Code

- Page Count

- TTI

If you wish to switch on or off (TTI)

A **Use ▶ and ◀ of the scroll key until the displayed setting is correct.**

If you wish to switch other options (Personal Code or Page Count)

A **Press ▶ of the scroll key until the required option is shown. Then enter the personal code on page count.**

C **Press the 【Yes】 key and the 【Function】 keys to finish.**

Canceling a Polling Transmission (Function 23)

This is how to cancel a file (reservation) which is received for the Polling Transmission or the free polling .

Note
❒ During the Polling Transmission , the file is cancelled after the transmission has finished.

A **Press the 【Function】 【2】 【3】 then the 【Yes】 key.**

```
FILE NO.▓▓▓   KPAD/◀▶
PRINT LIST◀/SEARCH▶
```

B **Press ▶ to scroll through the messages.**

You'll see the display. A number or a label will appear on the lower line.

```
FILE NO.027      Y/◀▶
5551234
```

Note
❒ Press ◀ to obtain a list of all the files and their number. If you already know the number of the file to erase, enter it directly from the ten key pad.

C **Press the 【Yes】 key.**

```
FILE NO.027      Y/N
CLEAR?
```

D **Press the 【Yes】 key again to erase the file.**

E **Press the 【Function】 key.**

Note
❒ To erase another file, go to step B.

Printing a Polling Transmission File (Function 52)

If you need to see the contents of any of the files, use this feature.

A **Press the 【Function】 【5】 【2】 then the 【Yes】 key.**

```
FILE NO.▓▓▓   KPAD/◀▶
PRINT LIST◀/SEARCH▶
```

B **Press ▶ to scroll through the messages.**

You'll see the display. A number or a label will appear on the lower line.

```
FILE NO.100   KPAD/◀▶
DISIGN 2
```

C **Press the 【Yes】 key.**

```
FILE NO.100  START/N
DISIGN 2
```

4 Press the 【Start】 to the Polling Transmission file.

5 Press the 【Function】 key.

Note

❐ This procedure does not work for Confidential Receipt files.

User Function Keys (Function 36)

There are two Function keys (F1 and F2) on the operation panel.

You can program each of these keys with a feature that you wish to use frequently.

Store a User Function Code in the User Function Keys.

Programming a User Function Code

You can program each of the User Function Keys with one of the following functions.

Code	Function
01	Journal
02	TTI ON
03	GROUP KEY
04	Dial Option
05	Batch Transmission
06	Forwarding
07	Stamp
08	Send Tonal Signals
09	Input Subaddress (G4 mode only)

•F1 : Journal is default

•F2 : Stamp is default

To store a User Function Code, do the following procedure.

A **Press the 【Function】【3】【6】 and 【Yes】 key.**

✎ **Note**

❒ At this time, you can print a User Function List if you press ◀【Start】.

```
F▓            F1-F2/◀▮▶
PRINT LIST◀/SEARCH▶
```

B **Press one of the User Function Keys.**

```
F2        PROGRAM? Y/◀▮▶
```

✎ **Note**

❒ Example: Press the 【F2】【Yes】 keys.

❒ If the key is already used, the currently stored code is displayed.

C **Press the 【Yes】 keys.**

```
F2        KPAD/SEARCH▶
CODE ▓▓
```

D **Enter the two-digit code for the function that you wish to or search with ◀ or ▶ store.**

```
F2            Y/N/◀▮▶
CODE 03 GROUP KEY
```

✎ **Note**

❒ Example: Group Dial key, press 【03】.

E **Press the 【Yes】 key.**

```
F2            Y/N/◀▮▶
    PROGRAMMED
```

F **Press the 【Function】 key.**

Using a Function Program

1 Press the 【F1】 or 【F2】 key.

2 Use the function as normal.

Editing a Function Program

1 Press the 【Function】【3】【6】 and the 【Yes】 key.

```
F▓          F1-F2/◀▶
PRINT LIST◀/SEARCH▶
```

2 Press the user Function key that you wish to change.

```
F2      CHANGE? Y/◀▶
GROUP KEY
```

3 Press the 【Yes】 key.

```
F2            Y/N/◀▶
CODE 03 GROUP KEY
```

4 Press the 【No】 and 【Yes】 key.

5 Press the 【Function】 key.

Deleting a Function Program

1 Press the 【Function】【3】【6】 and the 【Yes】 key.

```
F▓          F1-F2/◀▶
PRINT LIST◀/SEARCH▶
```

2 Press the user Function key that you wish to erase.

✎ **Note**
❒ Example: 【F2】

```
F2      CHANGE? Y/◀▶
GROUP KEY
```

3 Press the 【Yes】 key.

```
F2            Y/N/◀▶
CODE 03 GROUP KEY
```

4 Press the 【No】 key.

5 Press the 【Yes】 and 【Function】 key.

5

Dual Access

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message, but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the feeder, select the required transmission features, dial the number, and press Start. Your message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the Journal).

The following table shows which features can operate simultaneously on your machine.

Job Currently in Progress	Job that you wish to carry out at the same time								
	1	2	3	4	5	6	7	8	9
1. Storing to Memory	—	✓	×	✓	×	✓	✓	✓	✓
2. Printing from Memory	✓	—	×	×	×	×	×	×	×
3. Copying	×	×	—	×	×	✓	×	✓	✓
4. Printing an Automatic Report	✓	×	×	—	×	×	×	×	×
5. Immediate Transmission	×	×	×	×	—	×	×	×	×
6. Memory Transmission	✓	×	✓	×	×	—	×	×	×
7. Receiving and Printing a Fax	✓	×	×	×	×	×	—	×	×
8. Receiving a Fax to Memory	✓	×	✓	×	×	×	×	—	×
9. Transmitting a Service Report	✓	×	✓	×	×	×	×	×	—

- ✓: Possible

- ×: Impossible

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6. Maintaining Your Machine

Loading Paper in the Main Cassette

A **Pull out the paper cassette and place it on a flat surface.**

✎ **Note**
❒ Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.


TSTC200E

B **Lift up the cassette cover and remove it.**

TSTC100N

C **Remove any remaining paper.**

TSTC270N
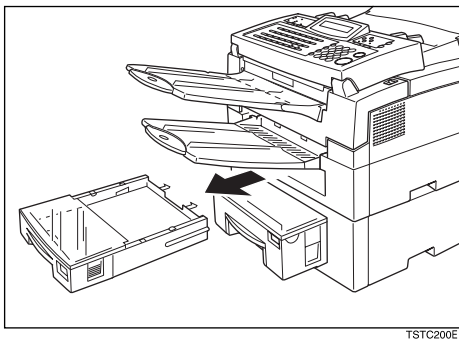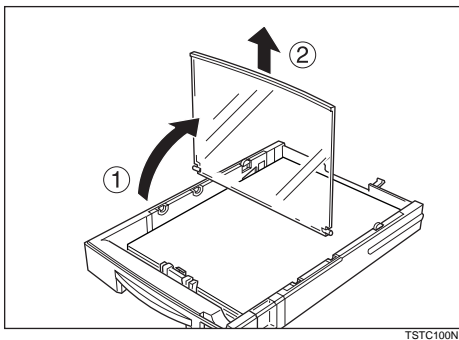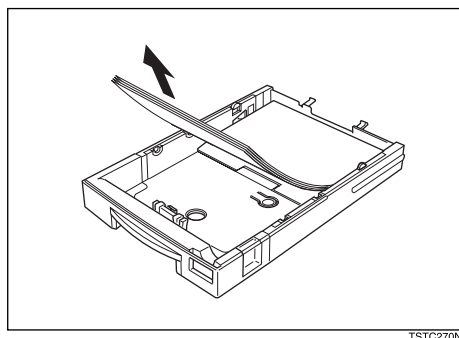
D If the metal base plate is raised, push it firmly down until it locks into place.
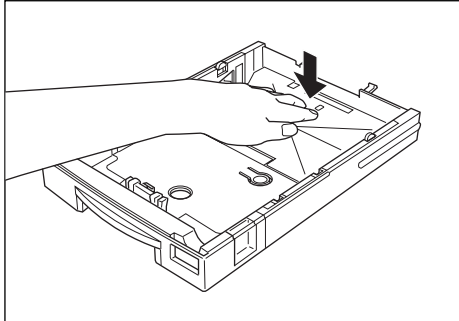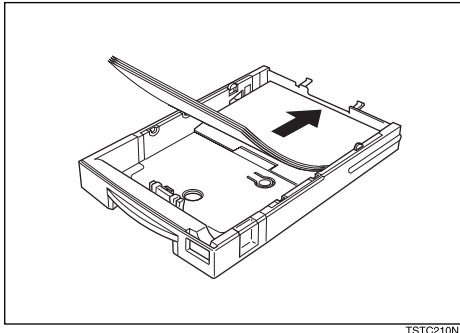

TSTC050N

E Prepare a stack of blank paper. For smoother operation, square the edges.
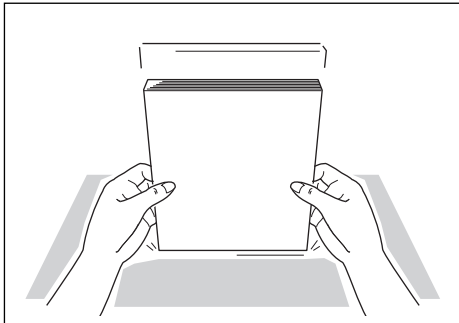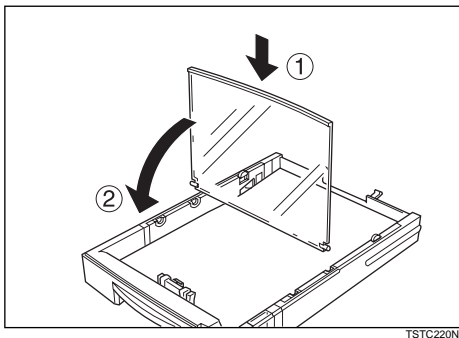

TSTS010N

F Load the paper into the cassette.
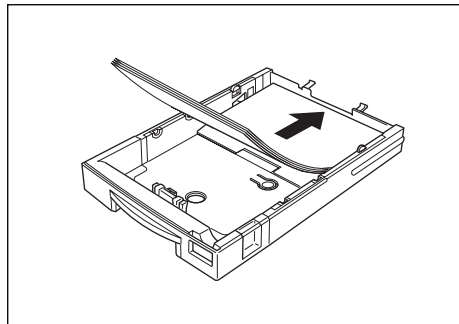
TSTC210N

7 Replace the cassette cover.

Note

❐ The frosted side of the cover must be face up when closed.

TSTC220N
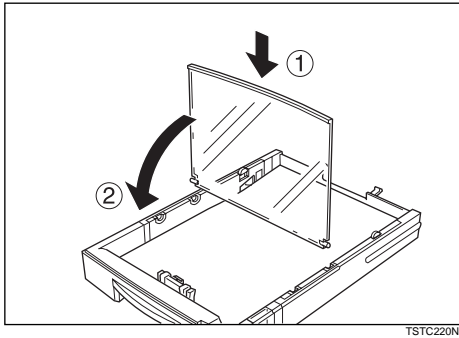
8 Replace the cassette. Push it in firmly until it locks into place.

TSTC230E
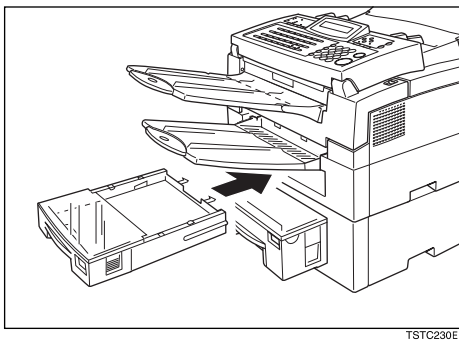
Loading Paper in the Second Cassette

A **Pull out the paper cassette and place it on a flat surface.**

Note

❒ Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

TSTJ150N

B **Lift up the cassette cover and remove it.**

TSTC410N

C **Remove any remaining paper.**

TSTC430N

D **Prepare a stack of blank paper. For smoother operation, square the edges.**

TSTS010N

E **Load the paper into the cassette.**

TSTC420N

F **Replace the cassette cover.**

Note

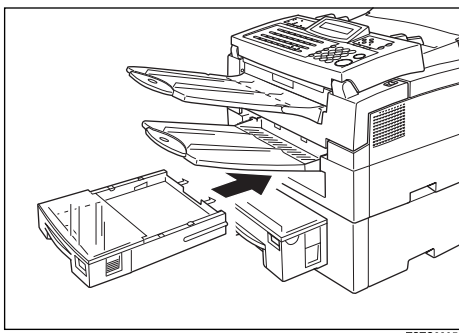❒ The frosted side of the cover must be face up when closed.

TSTC190N

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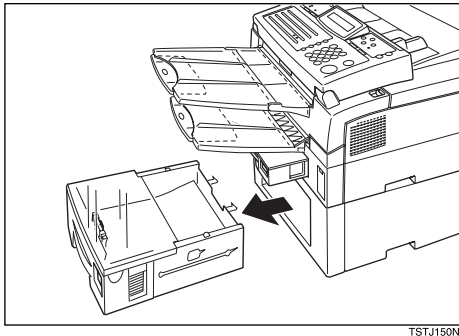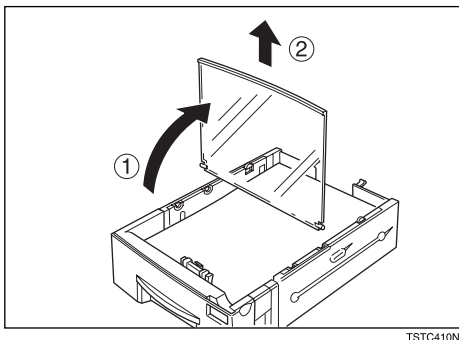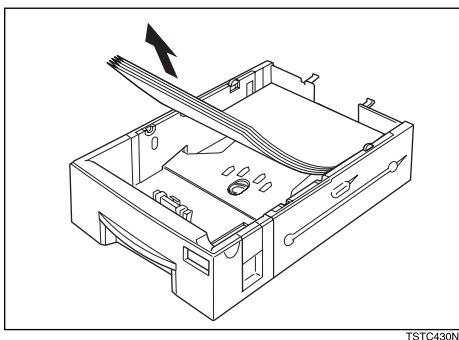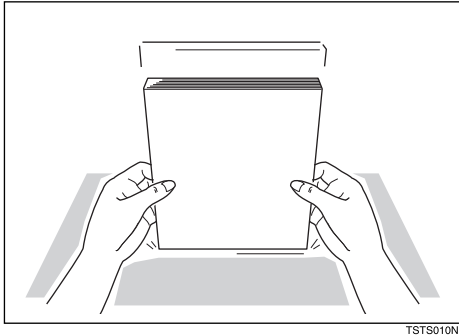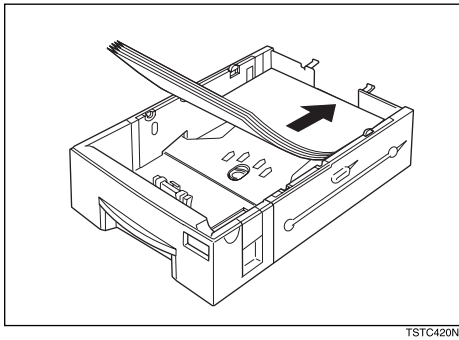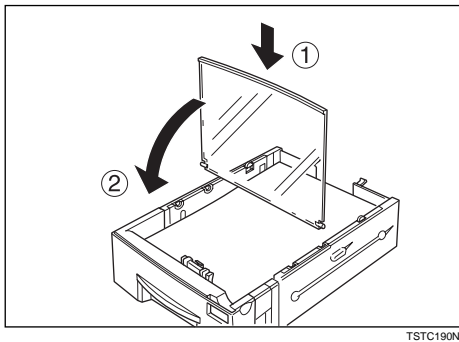
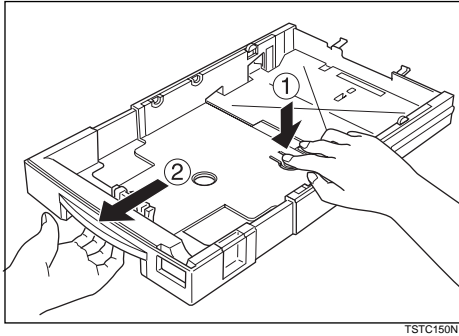**7** **Replace the cassette. Push it in firmly until it locks into place.**

TSTJ160N

6
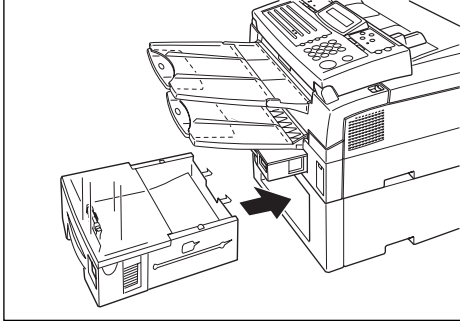
Loading Paper in the Optional Multi-purpose Feeder

A Remove any paper remaining in the feeder.

B Prepare a stack of blank paper. For smoother operation, square the edges.
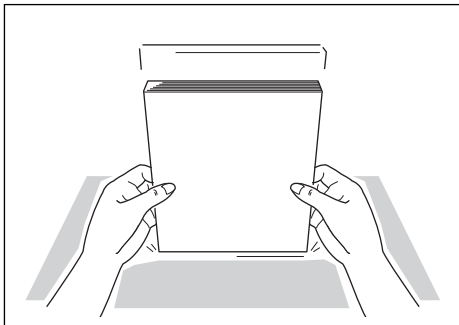
TSTS010N

C Lift back the document table.
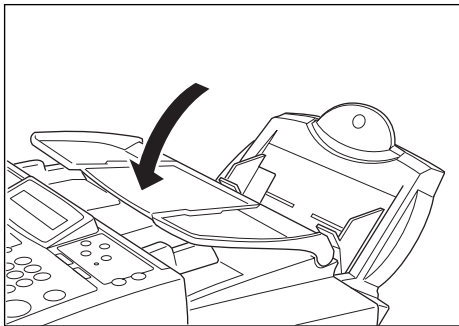
TSTF040N

D Rest the paper stack in the feeder.
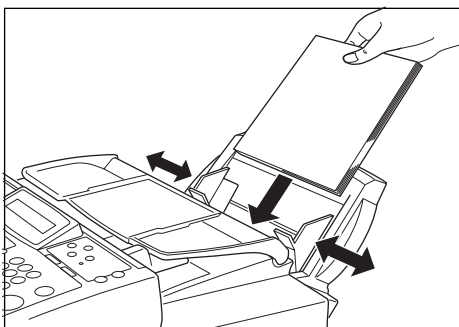
TSTF010N

Note
❒ You cannot set paper smaller than A5▱.

Replacing the Toner Cassette and Cleaning Pad

✎ Note

❒ When the Add Toner indicator (📥) starts to blink, the toner cassette is almost empty. You will make 100 more copies before you have to change the toner cassette.

❒ When the Add Toner indicator (📥) remains lit, it is time to install a new toner cassette.

A Pull the lower unit release lever towards you and open the top cover.

✎ Note

❒ If you do not pull the lever, only the upper unit will open.
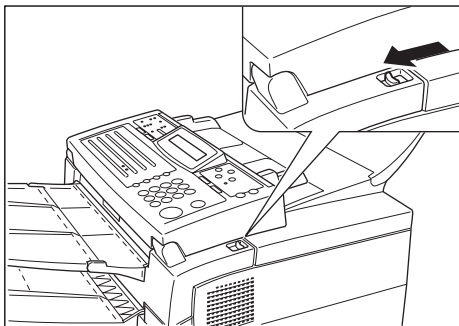
TSTC380N
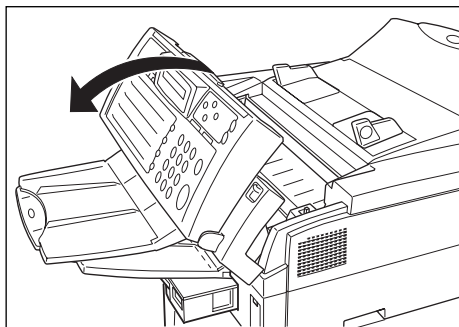
TSTC330N

B **Grasp the old toner cassette as shown, and lift it out carefully.**

Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.
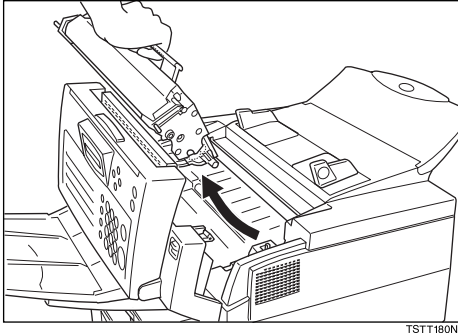
TSTT180N

C **Remove the old cleaning pad.**
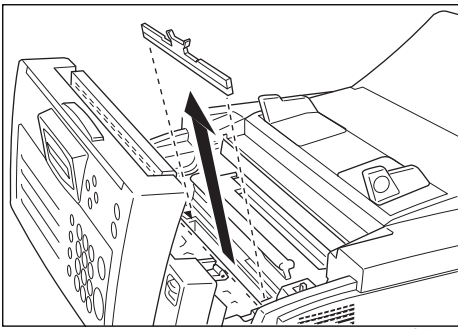
TSTT120N

D **Install the cleaning pad a shown in the illustration.**

TSTT110N

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E Prepare the new toner cassette.

⚠️Important

❒ Do not touch the green drum.

① Remove the new toner cassette from its bag. Do not remove any paper or tape yet.

② Hold the cassette horizontally and shake it gently from side to side a few times

TSTT070N

F Hold the cassette as shown and rest it in the machine. Make sure it fits in the slots provided on either side.

✎ Note

❒ The slots are marked with small arrows.

TSTT160N
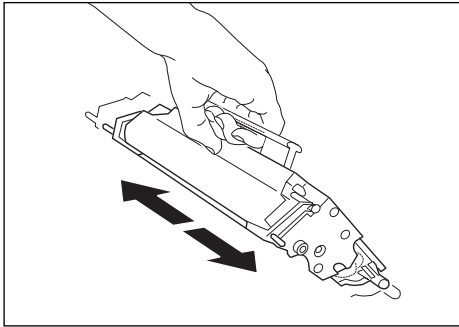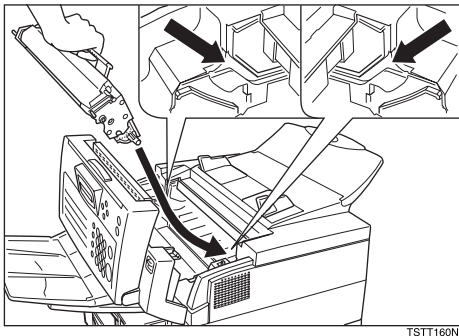
7 Press down on the cassette until it locks into place.

🖉 Note

❒ If you do not push the cassette right in, the top cover will not close.

TSTT170N
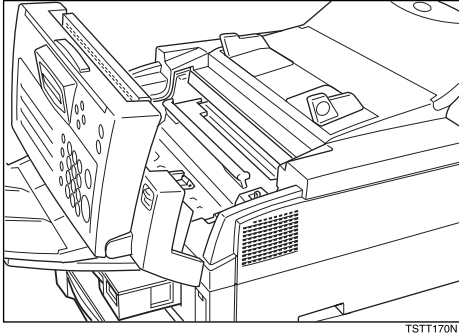
8 Close the top cover.

TSTC390N
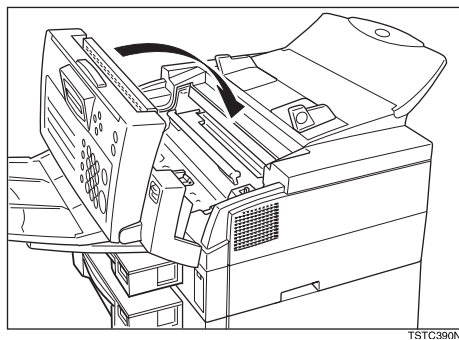
🖉 Note

❒ Background gray cast is sometimes evident on printed messages just after installing a new toner cassette.

Toner Cassette

- Store in a cool, dark place.
- Never store where they may be exposed to heat.
- Keep out of the reach of children.
- Do not eat toner.
- Do not lay heavy objects on toner cassette.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

6

Replacing the Stamp

When the mark made by the verification stamp becomes pale, replace the stamp as described below.

A **Open the top cover.**

TSTC260N

B **Replace the stamp.**

TSMS001E

TSMS002E
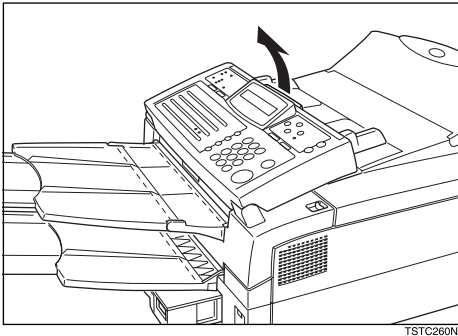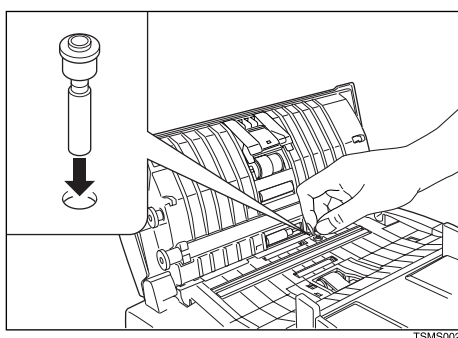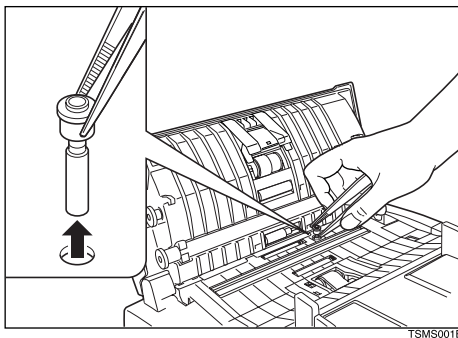
🖉 Note

❒ If tweezers are not available, you may press the point of a pencil down vertically into the stamp and remove it by lifting straight up.

C **Close the operation panel.**

Cleaning the Rollers and Scanner

To maintain the machine's condition, clean the rollers and scanner from time to time.

A **Open the top cover.**

TSTC260N

B **Wipe the rollers.**

TSMS003E
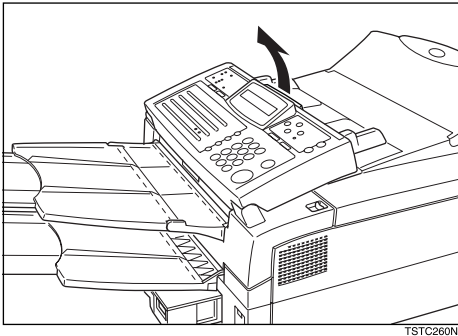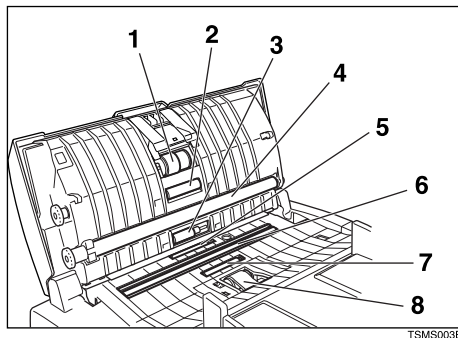
① Wipe the white roller with a damp cloth. Roll it round with your fingers so that you can wipe the whole surface.

② Wipe the short four black rollers.

③ Wipe the two grey rollers. (1, 8) Roll them round with your fingers so that you can wipe the whole surface.

C **Wipe the scanner. (6)**

D **Close the top cover.**

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Changing the Paper Size in the Main Cassette

This example explains how to switch to letter size paper. To switch to other paper sizes, follow the same steps but move the end plate and side rails to the appropriate size mark on the cassette.

Note

❐ Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

A **Pull out the paper cassette and place it on a flat surface.**

TSTC200E

B **Lift it up the cassette cover and remove it.**

TSTC100N
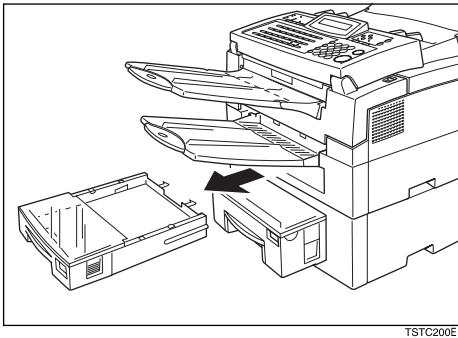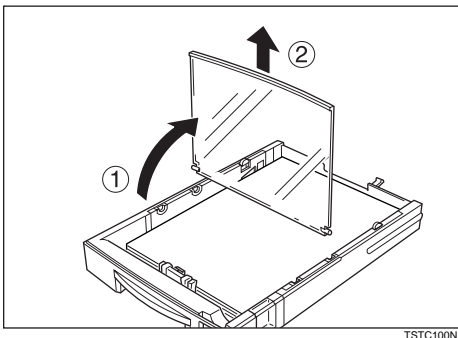
C **Remove any remaining paper.**
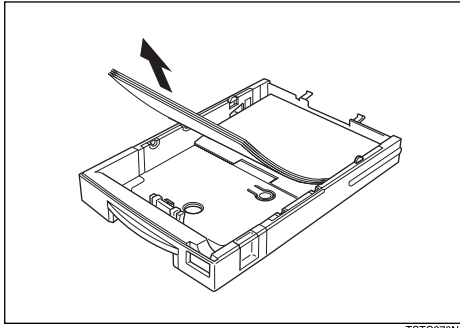
TSTC270N

D **If this is the main cassette and the metal base plate is raised, push it firmly down until it locks into place.**
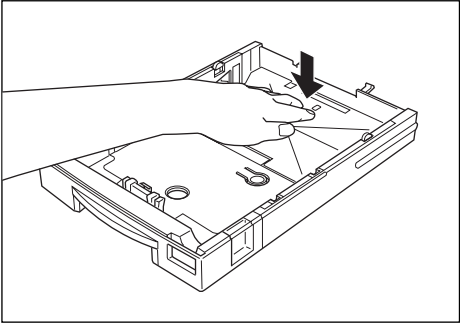
TSTC050N

E **Squeeze the green end plate slightly and remove it.**
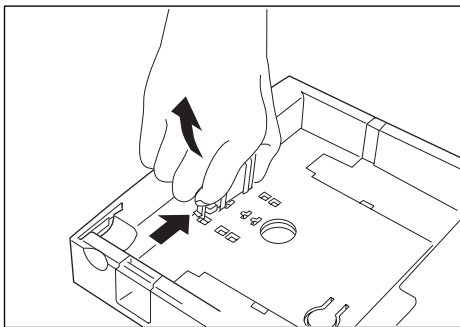
TSTC250N
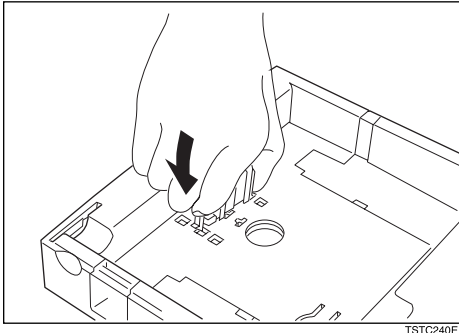
F **Insert the end plate into the letter slot as shown.**

TSTC240E

G **Remove the side rail (Squeeze in one of the plastic tabs on the underside of the cassette to loosen it).**

TSTC070N

H **Replace the side rail in the letter slots.**

✐ **Note**

❒ There are two sets of slots and they are marked on the base. Make sure that the upper and lower tabs on the rail both fit in the inner set of slots.

TSTC080E

I **Repeat steps F and G for the other rail.**

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J Remove the paper size plate located at the front of the cassette.

TSTP100E

K Replace the plate, orienting it so that the letter symbol is visible in the window at the front of the cassette.

TSTP110E

L Prepare a stack of blank paper. For smoother operation, square the edges.

TSTS010N

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⓭ Load the paper into the cassette.

TSTC210N

⓮ Replace the cassette cover.

✐ Note
❒ The frosted side of the cover must be face up when closed.

TSTC220N

⓯ Replace the cassette. Push it in firmly until it lock into place.

✐ Note
❒ It is a good idea at this time to check that the side rails have not dislodged while you were loading paper.

TSTC230E

⓰ Before you can use it, you must change the paper size setting for this cassette using function 37. See P.138 *"Changing the Paper Size Settings"* .

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How to change to the legal size

Adjust the paper size.

TSTC150N

Changing the Paper Size in the Second Cassette

This example explains how to switch to letter size paper. To switch to other paper sizes, follow the same steps but move the end plate and side rails to the appropriate size mark on the cassette.

🖉 **Note**

❐ Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

A **Pull out the paper cassette and place it on a flat surface.**

TSTJ150N

B **Lift it up the cassette cover and remove it.**

TSTC410N

C **Remove any remaining paper.**

TSTC430N

D **Squeeze the green end plate slightly and remove it.**

TSTC370N

E **Insert the end plate into the letter slot as shown.**

TSTC360E

F **Remove the side rail (Squeeze in one of the plastic tabs on the underside of the cassette to loosen it).**

TSTC340N

G **Replace the side rail in the letter slots.**

Note

❒ There are two sets of slots and they are marked on the base. Make sure that the upper and lower tabs on the rail both fit in the inner set of slots.

TSTC350E

H **Repeat steps** ***G*** **and** ***H*** **for the other rail.**

I **Remove the paper size plate located at the front of the cassette.**

TSTP120E

6

J **Replace the plate, orienting it so that the letter symbol is visible in the window at the front of the cassette.**

TSTP130E

K **Prepare a stack of blank paper. For smoother operation, square the edges.**

TSTS010N

L **Load the paper into the cassette.**

TSTC420N

M **Replace the cassette cover.**

Note

❐ The frosted side of the cover must be face up when closed.

TSTC190N

N **Replace the cassette. Push it in firmly until it lock into place.**

Note

❐ It is a good idea at this time to check that the side rails have not dislodged while you were loading paper.

TSTJ160N

O **Before you can use it, you must change the paper size setting for this cassette using function 37. See P.138 *"Changing the Paper Size Settings"*.**

How to change to the legal size

Adjust the paper size.

TSTC140N

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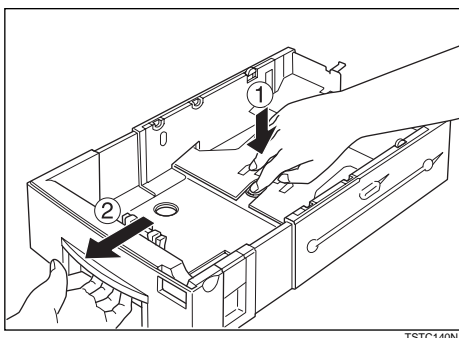
Changing the Paper Size in the Optional Multi-purpose Feeder

A **Remove any paper remaining in the feeder.**

TSTF030N
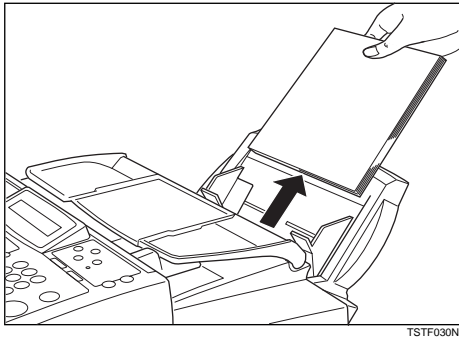
B **Adjust the paper guide to match the new paper size.**
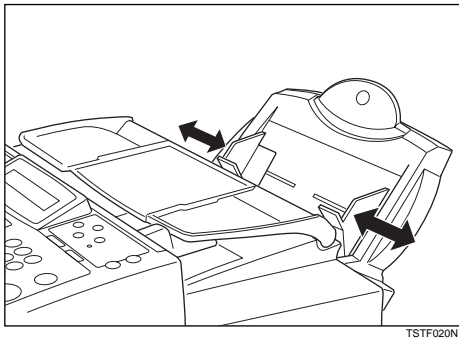
TSTF020N

C **Prepare a stack of blank paper. For smoother operation.**

TSTS010N

D **Rest the paper stack in the feeder.**

TSTF010N
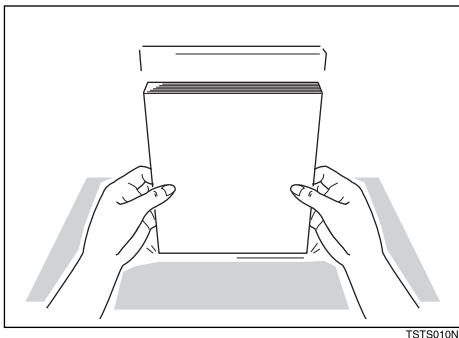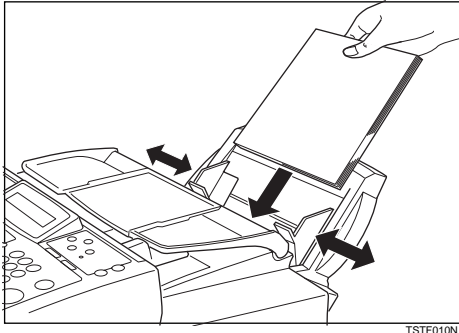
Note

❒ You cannot use paper smaller than A5▯.

E **Before you can use it, you must change the paper size setting for the Multi-purpose Feeder using function 37. See P.138 *"Changing the Paper Size Settings"*.**

6

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Changing the Paper Size Settings

When you change the paper size loaded in the main cassette, optional second cassette or optional multi-purpose feeder, you need to change the paper size settings.

🖉 Note

❒ Only the cassettes installed appear in the display.

A Press the 【Function】【3】【7】 and the 【Yes】 key. Alternatively, if the machine is in standby mode, just press the ◀ key.

```
                    Y/N/◀▮▶
MAIN CASSETTE
```

B Press the ◀ and ▶ keys to select the cassette.

```
                    Y/N/◀▮▶
2ND CASSETTE
```

C Press the 【Yes】 key.

```
2ND PAPER SIZE   Y/◀▮▶
A4 (210X297 MM)
```

D Press the ◀ and ▶ keys to select the paper size in the cassette.

```
2ND PAPER SIZE   Y/◀▮▶
LETTER (8.5X11 INCH)
```

E Press the 【Yes】 key.

```
2ND PAPER SIZE   Y/◀▮▶
       PROGRAMMED
```

F To program another cassette, repeat steps **B** to **E**.

G Press the 【Function】 key to finish.

7. Troubleshooting

If an Indicator Lights up on the Operation Panel

❖ **PRESS STOP KEY appears in the display:**
Press the【Stop】key.

❖ **The Receive File indicator is lit:**
You've received a fax message which is now stored in the machine. See P.23 *"Printing Received Messages That Have Been Stored (Substitute Reception)"*.

❖ **The Check Display indicator is lit:**
Read the message on the display and check the descriptions listed on P.157 *"Displayed Error Messages"*.

Clearing a Document Jam

When an original is jammed, CLEAR ORIGINAL is displayed — follow this procedure to solve the problem.

🖉 Note

❐ If copies, fax message or prints are jammed, follow the next procedure.

A **Open the top cover to an angle of about 45°.**

TSTJ030N

B **Remove the original.**

TSTJ040N
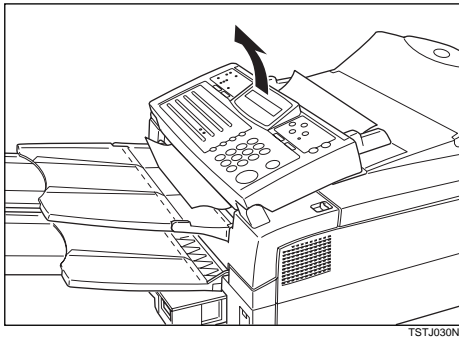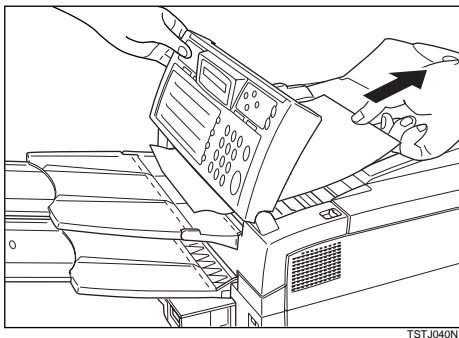
⚠️Important

❐ Do not pull out the document without opening the auto document feeder, or you will damage the scanning mechanism.

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3 Close the top cover.
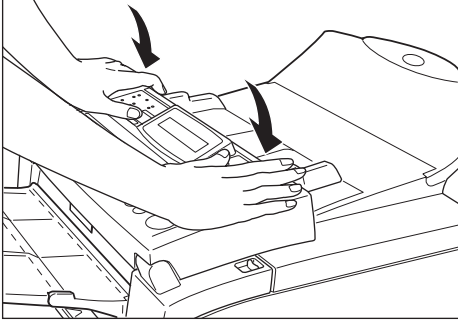
TSTC040N

Clearing a Copy, Fax, or Print Jam

When CLEAR COPY is displayed, follow this procedure to solve the problem. For how to clear original jams, see the previous procedure.

Clear a Jam inside the Machine

A **Pull the lower unit release lever towards you and open the top cover.**

✎ **Note**
❒ If you do not pull the lever, only the upper unit will open.
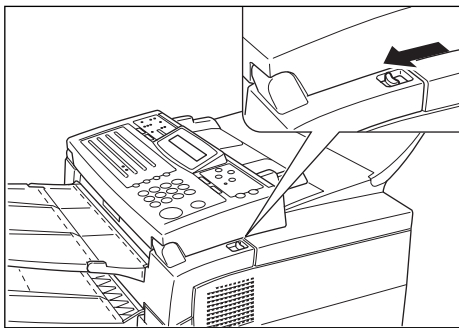
TSTC380N
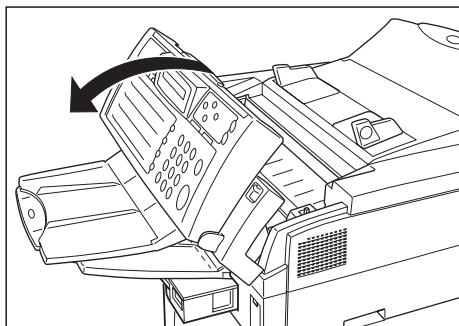
TSTC330N

B **Remove the toner cassette.**
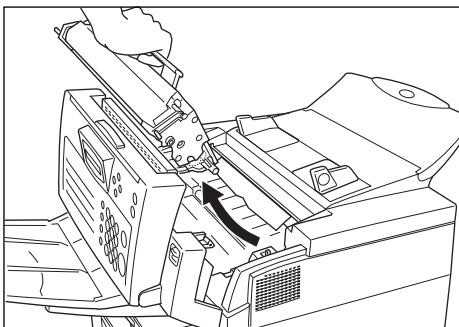
TSTJ070N

C **Remove any jammed paper underneath.**
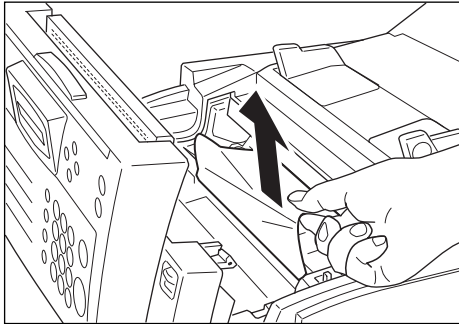
TSTJ170N

D **Replace the toner cassette.**

TSTT160N

E **Close the top cover.**

TSTC390N

7
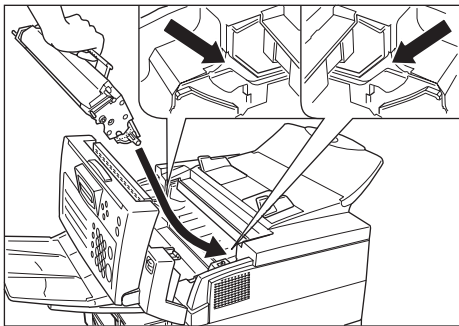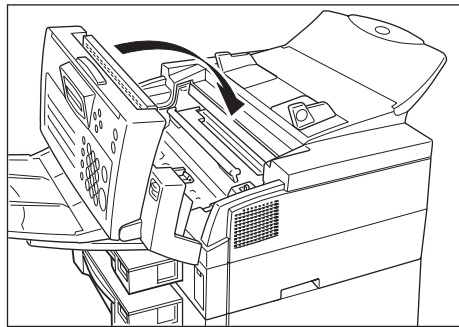
Clear a Jam in the Cassette Entrance

A **Remove the main cassette and place it on a flat surface.**

TSTC200E

B **Remove any paper from inside the machine.**

TSTJ080N
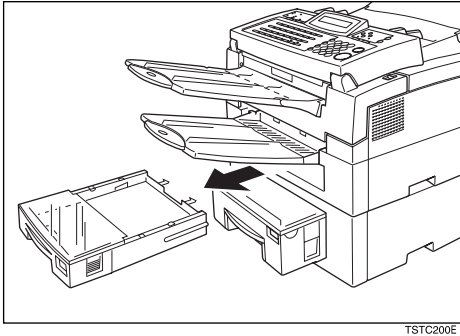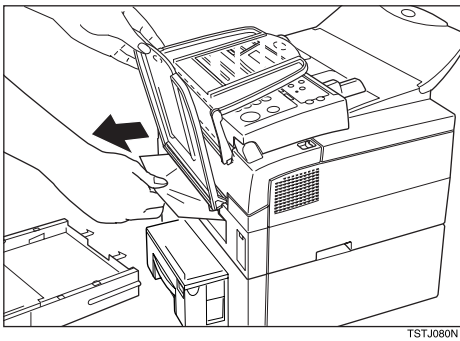
C **Push down the paper so that the base plate locks into place.**

TSTJ090N
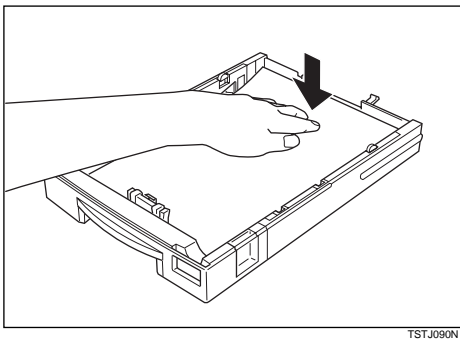
4 **Replace the main cassette.**
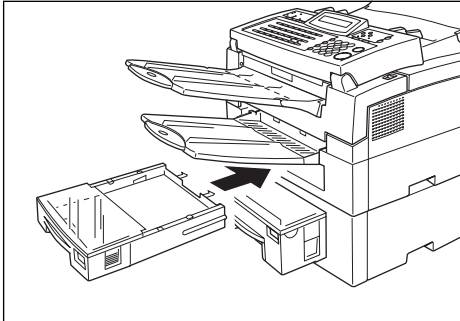
TSTC230E

Clear a Jam in the Optional Second Cassette

1 **Remove the optional second cassette and place it on a flat surface.**
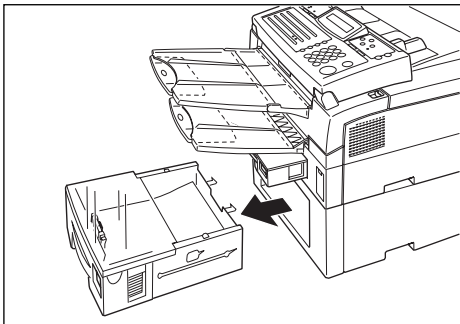
TSTJ150N

2 **Remove any paper from inside the machine.**
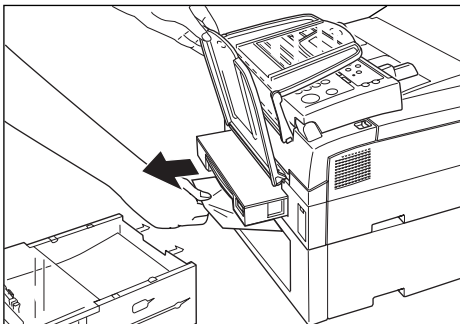
TSTJ140N

C **Replace the optional second cassette.**
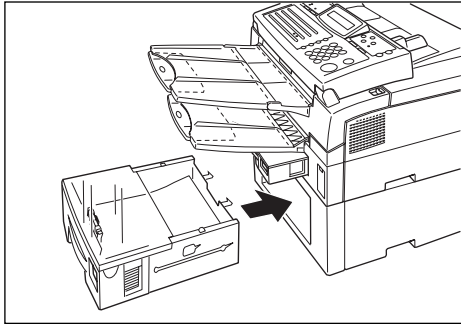
TSTJ160N

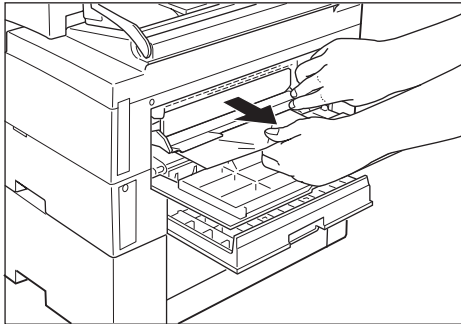# Clear a Jam in the Upper Rear Unit

A **Lift back the document table.**
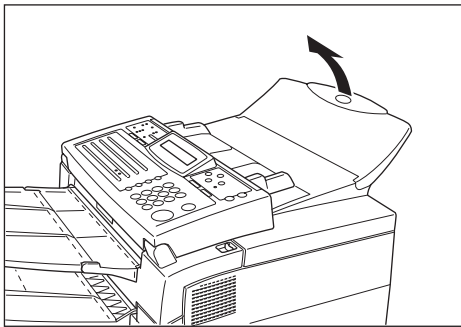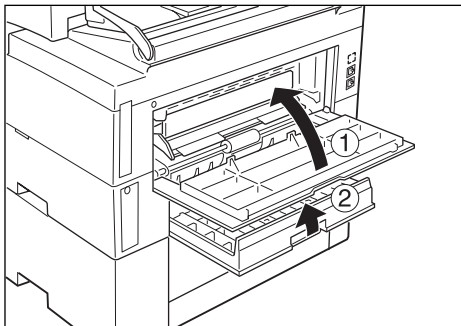

TSTF050N

B **Open the upper rear cover.**

TSTJ120N

7

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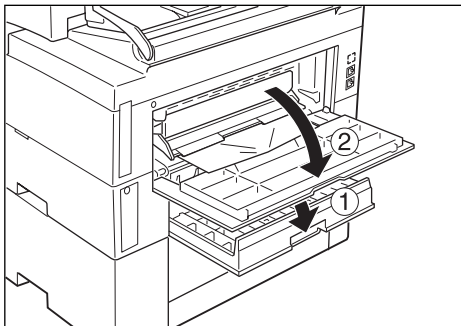
C **Pull out any jammed paper.**

TSTJ110N

D **Close the upper rear cover.**

TSTJ130N

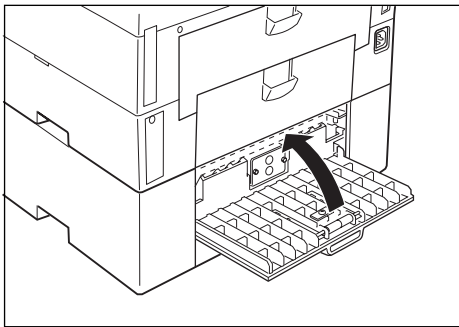## Clear a Jam in the Lower Rear Unit

A **Open the lower rear cover.**

TSTJ050N

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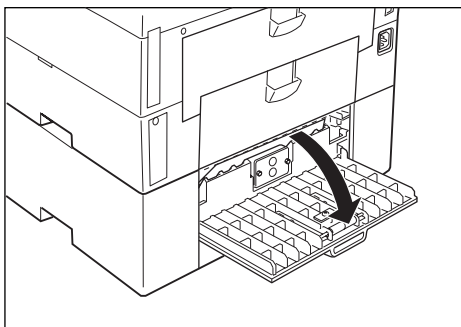
2 **Pull out any jammed paper.**
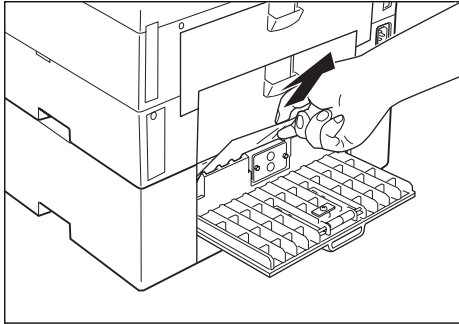
TSTJ060N

3 **Close the lower rear cover.**

TSTJ100N

7

If Messages You Receive Don't Fit on Your Paper

Breaking Down Large Format Messages

If the incoming document is longer than the paper in your fax machine, the machine will split it into multiple sheets. The tail end of the message will be reproduced at the head of the next page. The images overlap each other by 10mm. (You can ask a service technician to turn off the overlap.)

7

Communication Problems

If ERROR PRESS STOP appears in the display: Press the 【Stop】 key.

Causes:

- A poor line caused the communication to fail.

- The line is noisy. Try to retransmit.

- The other machine is out of order. Ask the other party to check their machine.

7

Adjusting the Printing Margins (Function 95)

Follow these steps if you wish to adjust the top and left margins on printed messages.

You can chose the site of margins in steps of about 0.5 mm.

If the upper and lower margins do not match, change the paper in the lower cassette.

📝 Note

❒ Do not change the margins too much, or no margin will be used and print quality might deteriorate.

A Press the【Function】【6】then enter the access code【2】【2】【2】【2】. Then press【9】【5】and the【Yes】 key.

```
                         Y/N/◀▶
MAIN CASSETTE
```

B If the cassette whose paper margins you wish to adjust is not displayed, press the ◀ and ▶ key until it appears.

```
                         Y/N/◀▶
2ND CASSETTE
```

C Press the【Yes】key.

```
                         Y/N/◀▶
TOP MARGIN
```

D Press the ◀ and ▶ key to select the margin you wish to adjust.

If you wish to make a test print, select TEST PRINT and go to **I**.

```
                         Y/N/◀▶
TOP MARGIN
```

E Press the【Yes】key.

```
TOP MARGIN        Y/N/◀▶
─         ✳         ╋
```

F Press the ◀ and ▶ key to adjust the size of the margin.

```
TOP MARGIN        Y/N/◀▶
─         ✳         ╋
```

G Press the【Yes】key.

```
TOP MARGIN    Y/N/◀▶
     PROGRAMMED
```

H If you wish to adjust other margins for this cassette, return to step **C**. If you wish to adjust the margins for another cassette, return step **B**.

I If you wish to make a test print, press the【Start】key. To skip the test print, press the【No】key.

```
                      START
TEST PRINT
```

J Press the【Function】key to return to standby mode.

You have two options:

```
READY      100% 10:00
SET DOC. OR DIAL NO.
```

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Operating Difficulties

Problem	Required Action
STANDBY MODE	
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet?
	Plug it in firmly.
SET DOC. OR DIAL NO. is not displayed.	Switch the power on.
	If the Power indicator does not light, check that the power cord is plugged in.
	If the Energy Saver indicator light, press the Energy Saver key.
The display does not show the Ready condition, or the machine stops during an operation.	Does CLEAR ORIGINAL or CLEAR COPY appear in the display?
	Clear the misfed paper.
	🔎**Reference**
	See P.140 *"Clearing a Document Jam"* and P.142 *"Clearing a Copy, Fax, or Print Jam"*.
	Does ADD PAPER appear in the display?
	Load paper into the paper tray. See P.111 *"Loading Paper in the Main Cassette"*.
	Does CLOSE COVER appear in the display?
	Close all cover.
	Is the Add Toner indicator on?
	Load a new toner cassette. See P.118 *"Replacing the Toner Cassette and Cleaning Pad"*.

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Problem	Required Action
TRANSMISSION	
The original is not pulled into the auto document feeder.	You did not feed the document far enough into the feeder.
	Insert the document into the feeder until it stops.
	Retransmit.
	Do user maintenance, especially rollers(1,8). See P.124 *"Cleaning the Rollers and Scanner"*.
	The telephone line is disconnected.
	Check that the line is connected properly.
	The telephone line type setting is incorrect.
	Check the telephone line type setting. See P.211 *"Setting the Phone Line (Function 62)"*.
	The dialed number does not contain an PSTN access code or a pause.
	Include the PSTN access number and a pause before the telephone number.
	(Type 1 only)
	The dialed number did not have enough pauses between the access PSTN number and the telephone number.
	Try adding more pauses after the access PSTN code.
	(Type 1 only)

7

| Problem	Required Action
Frequent original misfeeds (Multifeeds)	Incorrect positioning of originals
	Put the document in the feeder correctly. See P.17 *"Memory Transmission (Memory Indicator Lit)"*.
	Incorrect alignment of originals
	Align the edges of the document. See P.16 *"Page Condition"*.
	Curled pages
	Flatten the document. See P.16 *"Page Condition"*.
	Incorrect document type
	Use a proper document type. See P.16 *"Page Condition"*.
	Mixed document types
	The pages must all be of the same type.
	Static electricity on the originals
	Shuffle the document. See P.17 *"Memory Transmission (Memory Indicator Lit)"*.
	User maintenance is needed.
	Do user maintenance, especially roller (1). See P.124 *"Cleaning the Rollers and Scanner"*.
Frequent original misfeeds (Non-feeds)	Copier silicone oil on the originals
	Wait a few minutes, then try again.
	Incorrect alignment of originals
	Align the edges of the document. See P.17 *"Memory Transmission (Memory Indicator Lit)"*.
	Curled pages
	Flatten the document. See P.16 *"Page Condition"*.
	Incorrect document type
	Use a proper document type. See P.16 *"Page Condition"*.
	More than 30 pages in the feeder
	Do not place more than 30 pages in the automatic document feeder at once.
	User maintenance is needed.
	Do user maintenance, especially rollers (1,8). See P.124 *"Cleaning the Rollers and Scanner"*.

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Problem	Required Action
Transmission cannot take place; CLEAR ORIGINAL appears.	The document is jammed in the feeder.
	Remove the jammed document. See P.140 *"Clearing a Document Jam"*
	The document may be longer than the maximum limit (see P.15 *"Recommended Types of Document"*).
	Make sure that none of your originals exceed this limit.
	Do user maintenance, especially rollers (1,8). See P.124 *"Cleaning the Rollers and Scanner"*.
Transmission cannot take place. Before taking action, wait until the machine is standby mode, then press the 【Stop】 key.	The other machine is out of order.
	Check the error report.
	Ask the other party to check their machine and correct the fault.
	The line is noisy.
	Check that the dial tone is sent out.
	Try to retransmit.
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal.
	Store that terminal's number as a Quick Dial Key or Speed Dial Code.
Consistent poor image quality when communicating with a particular terminal	Then call a service technician. Inform the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in TEL mode.
	Change to FAX mode. See P.22 *"Receiving Telephone Calls & Fax Messages (Faxes/Phone Calls)"*.
	Power is switched off.
	Switch the power on.
RECEPTION/COPYING	
No printout; the Add Paper-indicator is lit.	The cassettes are empty.
	Add Paper . See P.111 *"Loading Paper in the Main Cassette"*.
No printout; CLEAR COPY appears.	The printer has jammed.
	Clear the jam. See P.142 *"Clearing a Copy, Fax, or Print Jam"*.

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Problem	**Required Action**
Copies are blank.	The original must be placed face down in the document feeder.
	Position the original correctly. See P.17 *"Memory Transmission (Memory Indicator Lit)"*.
Copy paper misfeeds occur frequently.	Is the proper paper in the paper cassette?
	Paper size and weight must be within the standards set for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper cassette?
	Always use dry, undamaged paper.
	Is the paper set properly in the paper cassette?
	Always load paper correctly. See P.111 *"Loading Paper in the Main Cassette"*.
	Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.
	Are there any pieces of misfed paper or other foreign objects in the machine?
	Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper?
	Fan the stack of recycled paper and load it in the paper tray.
Stripes on copies.	The exposure glass is dirty.
	Clean the exposure glass (6). See P.124 *"Cleaning the Rollers and Scanner"*.
TELEPHONING	
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in FAX mode.
	Change to TEL mode. See P.22 *"Receiving Telephone Calls & Fax Messages (Faxes/Phone Calls)"*.
You can't receive phone calls; the unit does not ring.	The telephone line is not connected.
	Connect the modular cord. See P.205 *"Connecting up to the Telephone Line"*.

7

Displayed Error Messages

The following messages may appear while you are operating or programming the machine.

CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten key pad or the external telephone.
NO FILE EXISTS	No polling reception operations have been programmed. There are no messages in memory waiting for transmission. Incorrect file number. Check the file number and try again.
TOO MANY DEST.	The memory cannot hold any more telephone numbers. Either: • Delete some numbers then try again. • Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
USED AS GROUPDIAL	This Quick Dial Key has a Group stored in it.
USED AS PROGRAM	This Quick Dial Key has a Keystroke Program stored in it.
USED AS DIAL	This Quick Dial Key has a telephone number stored in it.
USED AS GROUP KEY	This Quick Dial Key is programmed as Group Key.
NOT PROGRAMMED	Either: • This Quick Dial Key or Speed Dial Code does not contain a number. • This Quick Dial Key does not contain a Keystroke Program.
ALREADY PROGRAMMED	Either: • This number is already included in this Group. • This RTI/CSI has already been stored for use with this feature.

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`PLEASE SET PAUSE`	You must add a pause after your area code when you input your fax terminal's own telephone number.
`ADD TONER`	The toner cartridge is empty. Install a new cartridge.
`CLEAR ORIGINAL`	A document is jammed in the feeder.
`CLEAR COPY`	Paper is jammed in the printer.
`CLOSE COVER`	A cover is not closed properly. Check that all covers are closed.
`UNABLE USE PRINTER`	Machine cannot print a list/file, because the heater is not warm enough or plotter is not ready.
`SERVICE CALL▥-▥`	Machine is out of order. Contact your service representative.
`USED AS DIAL OPTION`	Dial Option feature is set in Quick 29.
`USED AS TONER KEY`	This Quick Dial is being used for Toner Key.
`◀CHECK PAPER SIZE`	The size of the installed paper does not match the currently selected paper size. Set the paper size P.138 *"Changing the Paper Size Settings"* or install the appropriate paper.
`IN USE`	This Quick Dial is being used for (e,g, for a Send Later Transmission)
`BLANK DOCUMENT`	An almost entirely blank document was scanned. Check your document.
`SET TONER`	The toner cartridge is not set correctly. For how to set it properly, see P.191 *"Installing the Toner Cassette"*.
`TONER NEAR EMPTY`	The toner cartridge is nearly empty.
`COPY MODE OFF`	Copy mode is disabled. Enable it with the User Parameters. P.162 *"User Parameters"*

Calling the Service Station

The machine has a feature called Service Report Transmission. Use this feature when your machine is having problems. The machine will transmit information about the condition of your machine to your service representative. A technician will then be able to find out what the problem is before making a visit. Service Report Transmission is available when the fax number of the service representative has been programmed.

Sending a Service Report

When you need to send a service report, do the following.

A **Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【7】【3】 and the 【Yes】 key.**

```
                    START
 SYSTEM PARA. TX
```

B **Press the 【Start】 key.**

```
5551234
DIALING
```

Note

❒ If the transmission was not successful, the machine will not redial. You must repeat the operation. Program your machine's own telephone number in order for your service representative to identify the sender of the service report. (see P.207 *"Initial Settings & Adjustments"*.)

7

7

8. Technical Reference

Access Code for Functions 61 to 95

Accessing functions 61 to 95 requires an access code.

The sole purpose of this feature is to keep others from accidentally misadjusting the machine. This code cannot be changed, so do not rely on it as a security feature.

The code is 2222

User Parameters

Adjusting your machine sometimes requires that you change special settings called user parameters. For each user parameter, you must change a bit in a switch.

A switch has eight bits. Each bit has a value of 1 or 0, and each bit is numbered 0 to 7 from the right.

❖ **Bit values and Bit numbers**

Bit value	0	1	0	0	0	0	0	0
Bit number	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

In the following example we'll change bit 3 of switch 05 in the user parameters.

A **Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【3】 and the 【Yes】 key.**

You'll get the display.

```
SETTING?          Y/◀
PRINT LIST ◀
```

✎ **Note**

❒ You can press the ◀ key to see a list. Otherwise, press the 【Yes】 key.

B **Press the 【Yes】 key again and use ◀ and ▶ to change switches.**

✎ **Note**

❒ For example go to switch 05 by pressing ▶ five times.

```
            KPAD/Y/◀▶
SWITCH 05 :1000 0001
```

C **To change bit 3, press 【3】 on the ten key pad.**

Bit 3 will change from 1 to 0 or from 0 to 1.

```
            KPAD/Y/◀▶
SWITCH 05 :1000 1001
```

✎ **Note**

❒ To change bit 0, press 【0】 to change bit 1, press 【1】 and so on.

D **Press the 【Yes】 and 【Function】 keys.**

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❊List of all relevant user parameters

Many bit settings have no effect and are not listed. (Never change these). The settings made at the factory are underlined.

SW	Digits & Definition	Settings
00	0: Default setting for Stamp	0: Off 1: On
	1,2 and 3	Do not change these settings
	4, 5: Default resolution when you send a message RESOLUTION HALFTONE	Bit: 4, 5 0, 0: STANDARD 1, 0: DETAIL 1, 0:FINE HALFTONE
	6: Default setting for transmission. TRANSMISSION	0: Memory 1: immediate
01	7: If you change any of resolution, transmission mode setting before making a transmission , then 0: The setting(s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission.	0: Off 1: On

8

SW	Digits & Definition	Settings
02	0: Mark to be printed at the receiving side to distinguish messages that are sent from you machine when it is acting as a forwarding station. FORWARDING MARK	0: Off 1: On
	1: The center mark is not printed when the machine is used for making copies. CENTER MARK	0: Off 1: On
	2: Printing the Reception Time on the receiving message RECEPTION TIME	0: Off 1: On
	3: TSI Print	0: Off 1: On
	4: Printing the Checkered Mark on a receiving message Checkered Mark	0: Off 1: On
	5: CIL Print	0: Off 1: On
	6: TID Print	0: Off 1: On

8

SW	Digits & Definition	Settings
03	0: Automatically print memory transmission reports. COMMUNICATION RESULT REPORT(MEMORY TX)	0: Off 1: On
	2: Automatically print storage reports for memory transmission. FILE RESERVE REPORT(MEMORY TX)	Off: 0 On: 1
	3: Printing the File Receive Report for Polling Reception	0: Off 1: On
	4: Automatically print polling reception reports. COMMUNICATION RESULT REPORT(POLLING RX)	0: Off 1: On
	5: Automatically print immediate transmission reports. TRANSMISSION RESULT REPORT	0: Off 1: On
	6: Printing the Polling Clear Reports.	0: Off 1: On
	7: Automatically print communication reports. JOURNAL	0: Off 1: On
04	0: Printing the Confidential File Report 7 CONFIDENTIAL FILE REPORT	0: Off 1: On
	7: Include the first half of the first page with reports? INCLUSION OF PART OF IMAGE	0: Off 1: On
05	0: Store incoming faxes when machine is out of supplies. SUBSTITUTE RECEPTION	0: Off 1: On
	1: Allow automatic reception from senders that do not identify themselves. CONDITIONS OF MEMORY RECEPTION	0: Accept(Free) 1: Reject(If no RTI/CSI received)
	6 : Level for the Energy Saving feature ENERGY SAVING	Bit: 6 0: Heater off (Energy Saving Mode) 1: Heater half cool (Fax Standby)

8

SW	Digits & Definition	Settings
06	0: Default Setting for sending a header with each page. TTI	0: Off 1: On
	2: Closed Network in Transmission.	0: Disabled 1: Enabled
	4: BATCH TRANSMISSION	0: Off 1: On
07	2: Dialing while a message is stored in. (Parallel Memory Transmission	0: Off 1: On
	4: Assign the Tone key as the "*" key on the operation panel.	0: Off 1: On

8

SW	Digits & Definition	Settings
08	0,1: Multi-sort Reception	Bit 0 1: 0 X: Off 1 0: Message from senders whose RTI/CSI/G4 TIDs are programmed are multi-copied. 1 1: Message from senders whose RTI/CSI/G4 TIDs are not programmed are multi-copied.
	2,3: AUTHORIZED RECEPTION (Can also use function 62)	Bit 2 3: 0 X: Off 1 0: Receive messages only from senders whose RTI/CSI/G4 TIDs are programmed. 1 1: Receive messages only from senders whose RTI/CSI/G4 TIDs are not programmed.
	4,5 CASSETTE SELECT (Optional Lower Cassette Required)	Bit 4 5: 0 X: Off 1 0: Print Special Terminal's messages using the main cassette, but don't print any other with this cassette. 1 1: Don't print Special Termnal's messages using the main cassette
	6,7 FORWARDING	Bit 6 7: 0 X: Off 1 0: Forward messages only from senders whose RTI/CSI/G4 TIDs are programmed 1 1: Forward messages only from senders whose RTI/CSI/G4 TIDs are not programmed

8

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SW	Digits & Definition	Settings
09	0,1: Memory Lock	Bit
		0 1:
		0 X: Off
		1 0: Messages from senders whose RTI/CSI/G4 TIDs are programmed are not printed unless you enter the Memory Lock ID
		1 1: Messages from senders whose RTI/CSI/G4 TIDs are not programmed are not printed unless you enter the Memory Lock ID
10	0: Reverse order Printing	0: Off
		1: On
	1:Two in 1 (Into 1)	0: Off
		1: On
	7: Use dithering halftone (SPD) or standard halftone (STD) `HALFTONE METHOD`	0: STD
		1: SPD
11	1:Selection of tone (PB) or UUI after tone( )	0: UUI
		1: PB
	2: Detect blank sheet	0: Off
		1: On
	6: Print the received message when it is acting as a forwarding station	0: Off
		1: On
	7: Polling standby duration	0: Once
		1: Keep
12	Copying	0: Possible
		1: Not Possible
13	0, 1: Access to the public telephone line	Bit: 0, 1
		1, 0: Loop Start
		0, 1: Ground Start
		1, 1: Flash Start
		0, 0: PSTN
	5: ISDN Incoming Global Reject [*1]	0: Receive
		1: Reject

[*1] Only valid for Type 2 machine, or Type 1 machines with **ISDN INTERFACE UNIT TYPE 190** installed.

8

User Parameter Hints

❖ **Changing your machine's default settings**
These are the settings your machine assumes immediately after it is turned on, after clearing the machine, or after you or the power saving reactivates it. Many of the user parameters determine your machine's default settings.

❖ **Clear modes after sending or loading a fax message (Switch 01, bit 7)**
Your machine can either reset itself or keep its settings (for a few minutes) after it sends a fax message.

❖ **Automatic reports**
Many types of automatic reports can be switched on or off. See P.47 *"Automatically Printed Reports"* for details.

❖ **Accepting messages when out of supplies (Switch 05, bit 0)**
This is also called substitute reception. You can accept messages even when out of toner or paper by storing them in memory. See P.23 *"Printing Received Messages That Have Been Stored (Substitute Reception)"*

8

Adjusting the Volume of Various Features (Function 92)

You can change the beeper (monitor) volume of the desired feature.

ONHOOK MONITOR	Beeps to signal on hook dialing.
TRANS MONITOR	Beeps to signal transmissions.
RECV MONITOR	Beeps to signal receptions.
DIAL MONITOR	Beeps when a number is dialed.
BUZZER	Beeps (doesn't buzz) to signal something going amiss.
KEY	Beeps when a key is pressed.

A Press the 【Function】【6】 then enter the access number 【2】【2】【2】【2】. Then press 【9】【2】.

```
ADJUSTMENT   Y/NEXT▶
92 ADJUST VoLUME
```

B Press the 【Yes】 key.

```
               Y/N/◀▶
ONHOOK MONITOR
```

C Press the ◀ and ▶ keys to select feature.

```
               Y/N/◀▶
TRANS MONITOR
```

D Press the ◀ and ▶ keys to select the beeper (monitor) volume and 【Yes】 key when you're done.

```
TRANS MONITOR   Y/◀▶
MIN ▶▶▶      MAX
```

E Press the 【Function】 key to return to standby mode.

Selecting the Display's Language (Function 93)

If you would rather use another language for messages and displays, follow the procedure below.

A Press the 【Function】【6】 then enter the access number 【2】【2】【2】｛2｝. Then press 【9】【3】 and the 【Yes】 key.

```
SELECT LANGUAGE Y/◀▶
ENGLISH
```

B Use ◀ and ▶ to scroll through the available languages.

```
SELECT LANGUAGE Y/◀▶
FRENCH
```

C Press the 【Yes】 and 【Function】 key to return to the ready state.

8

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Entering Characters

Use the ten key pad for entering numbers. Use Quick Dial keys 1 to 26 for entering letters, and Quick Dial key 27 for spaces and Quick Dial key 28 for other characters.

If at any time you make a mistake when entering a character or digit, press the 【Clear】key to erase it. To correct a character or number already entered, use the ◀ and ▶ keys to reach the mistake, enter the new character, and press clear to erase the mistaken character. If you press the 【No】key, whole characters are erased.

Entering Symbols

❶ **Press 【28】 of the Quick Dial key.**

❷ **Press ◀ or ▶ to scroll symbols.**

✎ **Note**
❑ You can enter the following symbols. & $! " # % ' ( ) * + , . / : ; < = > [¥] ^ _ – (space)

❸ **Press the 【Yes】 key.**

8

Document & Paper Specifications

Documents (Using the Auto Document Feeder)

❖ **Length:**
105mm – 600mm

❖ **Width:**
148mm – 218mm

❖ **Thickness:**
0.05 – 0.2mm

Document Feeder Requirements

- Do not insert torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged documents. Make copies of these originals and scan the copies.

- Do not insert folded, stapled, clipped, glued, or taped documents, or documents with a metallic coating. Make copies of these originals and scan the copies.

- Do not insert documents on which there is undried ink or correction fluid. Wait for the document to dry.

- If the document has an uneven or slanted edge, do not insert that edge in first.

Paper Requirements

- Do not print to torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged paper.

- Do not print to folded, stapled, clipped, glued, or taped paper.

- Do not print to paper with any kind of coating or printing. Do not print to metallic paper. Do not print to the reverse side of a print.

8

Capabilities

Stored Numbers (Long Term)

- 30 Quick Dial keys, each of which can hold an individual number. Any five of the Quick Dial keys can hold a group of numbers.
- 100 individual numbers stored as two-digit Speed Dial codes (see P.30 *"Storing & Editing Fax Numbers (Functions 31 & 32)"*).
- Seven groups, each of which can hold up to 140 destinations.
- 30 CSI or RTI codes (possibly used as wild cards) for authorized reception or cassette selection.

Stored Destinations

Up to 140 destinations can be set at any one time. (Ex: message A to 35 destinations, message B to 40, message C to 30 message D to 34 and finally one immediate transmission job you're programming in now. Total: 140)

File Storage

You can have as many as 100 memory transmission files stored in the machine: This is a theoretical maximum. The actual number of files you can have in your machine depends on the types of the documents, and how much memory they consume.

8

Specifications

Base Machine

❖ **Power supply:**
220-240Vac, 50/60 Hz

❖ **Power consumption:**
Energy saver mode: Average 2W (Type 1 (no options installed)) : Average 2.5 W (Type 2 or Type 1 with the **ISDN INTERFACE UNIT TYPE 190** installed)
Standby mode: Average 30 W
Transmission: Average 50 W
Reception: Average 250 W
Copying: Average 300 W
Maximum power consumption: 650 W

❖ **Protocol:**
G3, G4 (**ISDN INTERFACE UNIT TYPE 190** required)

❖ **Memory Capacity:**
- 76 pages/A4 size
- With 1Mbyte memory: 156 pages
- With 2Mbyte memory: 236 pages
- With 4Mbyte memory: 396 pages

❖ **Transmission time:**
G 3: 3 seconds at 28,800 bps, without TTI, ECM, MMR- using memory for a ITU-T #1 test document (Slerexe letter) at standard resolution
G 4: 3 seconds at 64 kbps, without TTI, MMR- using memory for a ITU-T #1 test document (Slerexe letter) at detail resolution

❖ **Data compression:**
MH, MR, MMR

❖ **Modem 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/ 2,400 bps.

❖ **Scanning resolution:**
- Standard: 8×3.85 lines/mm
- Detail: 8×7.7 lines/mm
- Fine: 8×15.4 lines/mm (Transmission only)

❖ **Paper cassette capacity:**
250 sheets (80g/m^2)

❖ **Paper Size:**
A4, A5 ▱ (Adjustable to Letter, Legal, and F4)

❖ **Dimensions (W × D × H):**
$410 \times 730 \times 323$ mm [1]

❖ **Weight:**
13.0 kg [1]

[1] exclusive of cassettes and options

Optional Lower Paper Cassette

❖ **Capacity:**
500 sheets (80 g/m^2)

❖ **Paper Size:**
A4, A5 ▱ (Adjustable to Letter, Legal and F4)

8

Multi-purpose Feeder

❖ **Capacity:**
A4, A5 ▭,Letter, F4: 100 sheets (80 g/m^2)
Legal: 50 sheets (80 g/m^2)

❖ **Paper Size:**
Letter, Legal, A5, F4, A4

8

9. ISDN

Introduction

*Type 1 users require the **ISDN INTERFACE UNIT TYPE 190** option.*

ISDN (Integrated Services Digital Network) allows you send and receive fax messages on high-speed high-quality digital networks. It will allow you to connect the machine to an ISDN for either Group 4 or Group 3 fax communication.

A few of the features described earlier in this manual cannot be used over an ISDN. These are as follows.

- Manual reception
- Telephone line type (DTMF/Pulse dial) selection
- Manual dialing with the handset
- On Hook Dial
- RTI, TTI, CSI (these identifiers can only be used with Group 3 communication. In Group 4 mode, another identifier called the Terminal ID is used instead. (see P.178 *"Programming the Terminal ID"*)

However, Group 4 has the following major advantages over Group 3:

- If your organization sends large volumes of material by fax, using Group 4 will greatly reduce your communication costs as a result of the high speed of data transmission.
- Normal analog networks tend to be noisy, affecting the quality of received data. However, communications over digital networks are of a high quality.
- The Group 4 interface will greatly enhance other features, especially broadcasting, transfer request, and other networking features, allowing complex distribution of documents with just a few keystrokes. The types of network that you can set up are described in the Networking section of this manual (see P.208 *"Initial Settings (Function 61)"*).

When connecting to the ISDN you should use the provided cable. If a different cable is used, this could cause radio interference with other equipment.

Attached to the modular cord that is used for the ISDN connection, there is a ferrite core - please do not remove it.

📎 Note

❒ Your sales or service representative will be able to help program all the necessary group and transfer station numbers in the various broadcasting terminals throughout your proposed network. Please coordinate with your sales representative to obtain correct programming at the time of installation.

Setting up the Group 4 Interface

Before you start sending faxes using the Group 4 interface, there are a few items that you have to store in your machine. These are as follows.

- Subaddress Key
- Own Number (G4)
- IG3 CSI
- G4 Terminal ID
- G4 Subscriber 1
- G4 Subscriber 2
- G4 Subaddress
- IG3 Subscriber 1
- IG3 Subscriber 2
- IG3 Subaddress

Subaddress Key

Group 4 fax machines may be connected to a multiplexer or similar device. Inputting the subaddress of a destination fax machine will allow you to reach it directly if it is connected behind a multiplexer or similar device. The subaddress can be thought of as similar to the extension number of a telephone connected behind a PBX.

To specify a subaddress, use the Dial Options key. Therefore, you need to program Quick Dial Key 29 as the Dial Options key if you have not done so already.P.36 *"Dial Options"*

When you need to input a subaddress (during dialing, or when inputting your own ISDN G3 or G4 number), press that Dial Option Key , then input the subaddress.

🖉 Note

❒ You can store a subaddress in a User Function key (F1 or F2), and recall it later. For how to program the User Function Keys, see P.108 *"User Function Keys (Function 36)"*.

❒ Type 2 users can also 【Subaddress】 key to input a subaddress.

Own ISDN-G4 Number

This is your machine's own telephone number for Group 4 communications over the ISDN.

℘Reference
"Initial Settings & Adjustments" ⇒ P.207.

Programming the IG3 CSI

If your machine uses Group 3 mode through the ISDN, IG3 CSI will appear on the other terminal's display or be printed in reports.

℘Reference
"Initial Settings & Adjustments" ⇒ P.207.

Programming the Terminal ID

If you transmit using Group 4 mode, the Terminal ID (G4 TID) will be printed on the top of the messages of receivers.

G4 Terminal ID consists in "Country Code", "-", "Telephone Number" "=" "Terminal ID Code". Terminal ID Code is normally sender's name. You cannot program more than 24 characters.
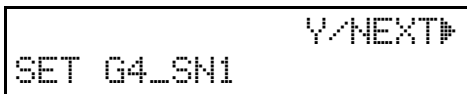
$\mathscr{P}$ **Reference**

"Initial Settings & Adjustments" $\Rightarrow$ P.207.

Programming the G4 Subscriber 1

Program the Second Subscriber Number when you have two units connected to the same line. Program the number of the other as the Second Subscriber Number. When a call comes in, if the other unit is busy, your machine will answer the call.

A **Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【4】 and the 【Yes】 keys.**

```
                    Y/NEXT▶
SET G4_SN1
```

B **Press 【Yes】 key.**

```
G4_SN1              KPAD
████████████████████████
```

C **Input your G4 subscriber number 1.**

Example: 212–5556789
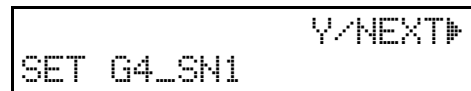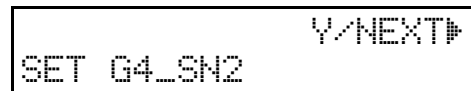
```
G4_SN1          KPAD/Y/N
212-5556789█████████████
```

∅ **Note**

❒ You can enter up to 20 digits.

❒ Insert a pause after the area code.

D **Press the 【Yes】 and 【Function】 keys.**

Programming the G4 Subscriber 2

A **Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【4】 and the 【Yes】 keys.**

```
                    Y/NEXT▶
SET G4_SN1
```

B **Press ▶ until the screen is as shown.**

```
                    Y/NEXT▶
SET G4_SN2
```

C **Press the 【Yes】 key.**

```
G4_SN2              KPAD
████████████████████████
```

D **Input your G4 subscriber 2 number.**

Example: 212–5556789

```
G4_SN2          KPAD/Y/N
212-5556789█████████████
```

∅ **Note**

❒ You can enter up to 20 digits.

❒ Insert a pause after the area code.

E **Press the 【Yes】 and 【Function】 keys.**

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Programming the G4 Subaddress

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【4】 and the 【Yes】 keys.

```
                   Y/NEXT▶
SET G4_SN1
```

B Press ▶ until the screen is as shown.

```
                   Y/NEXT▶
SET G4_SA
```

C Press the 【Yes】 key.

```
G4_SA              KPAD
▓▓▓▓▓
```

D Input your subaddress number.

Example: 9999

```
G4_SA              Y/N
9999
```

Note

❒ You can enter up to 4 digits.

E Press the 【Yes】 and 【Function】 keys.

Programming the IG3 Subscriber 1

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【4】 and the 【Yes】 keys.

```
                   Y/NEXT▶
SET G4_SN1
```

B Press ▶ until the screen is as shown.

```
                   Y/NEXT▶
SET IG3_SN1
```

C Press the 【Yes】 key.

```
IG3_SN1            KPAD
▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
```

D Input your IG3 subscriber number 1.

Example: 551–23456789

```
IG3_SN1        KPAD/Y/N
551-23456789▓▓▓▓▓▓▓▓
```

Note

❒ You can enter up to 20 digits.

❒ Insert a pause after the area code.

E Press the 【Yes】 and 【Function】 keys.

Programming the IG3 Subscriber 2

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【4】 and the 【Yes】 keys.

```
                   Y/NEXT▶
SET G4_SN1
```

B Press ▶ until the screen is as shown.

```
                     Y/NEXT▶
SET IG3_SN2
```

C Press the 【Yes】 key.

```
IG3_SN2          KPAD
████████████████████████
```
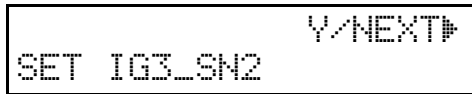
D Input your IG3 subscriber number 2.

Example: 551–23456789

```
IG3_SN2       KPAD/Y/N
551-23456789████████
```
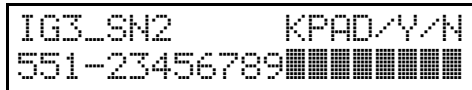
📝 **Note**

❑ You can enter up to 20 digits.

E Press the 【Yes】 and 【Function】 keys.

Programming the IG3 Subaddress

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【4】 and the 【Yes】 keys.

```
                     Y/NEXT▶
SET G4_SN1
```

B Press ▶ until the screen is as shown.

```
                     Y/NEXT▶
SET IG3_SA
```

C Press the 【Yes】 key.

```
IG3_SA           KPAD
████
```

D Input your IG3 subaddress number.

Example: 9999

```
IG3_SA        KPAD/Y/N
9999
```

📝 **Note**

❑ You can enter up to 4 digits.

E Press the 【Yes】 and 【Function】 keys.

9

Operation

Dialing and Storing Telephone Numbers

you must be careful to select the correct signaling type (Group 3 or Group 4) when dialing, or when storing a telephone number as a Speed Dial or Quick Dial.

The G4 key on the operation panel allows you to select whether the telephone number is to be dialed using Group 3 (G3) or Group 4 (G4). If G4 indicator is lit, G4 is selected, and if it is not lit, G3 is selected.

To change the setting, press the key until the required mode is selected. In most cases, (Group 3) or (Group 4) will appear on the display as a reference while you are entering a telephone number.

To enter a subaddress, you must use a Dial Option Key. On how to program a Dial Option Key using Function 31(see P.36 *"Programming the Dial Option Key"*.)

Note

❒ You can also store a subaddress in a User Function key (F1 or F2) and recall it later. For how to program the User Function Keys, see P.108 *"User Function Keys (Function 36)"*.

❒ Type 2 users can also use the 【Subaddress】 key to input a subaddress.

When you dial a number using a Quick Dial or Speed Dial, or using AI Redial, check the indicator lamp above the G4 key to make sure that the correct mode is selected. If it is not correct, press the G4 key.

Transmission Procedure

The following example shows how to dial . The differences between this procedure and the procedure for the base machine (see P.17 *"Memory Transmission And Immediate Transmission"*) are as follows:

- You have to select G3 or G4 before you dial a number.

- You may have to input a subaddress for a G4 number if the destination has one.

A **Make sure that the machine is in standby mode.**

```
READY       100% 10:00
SET DOC. OR DIAL NO.
```

B **Carefully place the document into the auto document feeder.**

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

C **Change the line type (G3/G4) to the correct setting by pressinDIAL FAX NUMBERg the G4 key on the operation panel.**

D **Dial. You may use Speed Dial, Quick Dial, Group Dial, or the ten-key pad.**

```
TRANSMIT      Y/START
700551234▓▓▓▓▓▓▓▓▓▓▓
```

Note

❒ G4 numbers – If you wish to enter a subaddress, press the User Function Key that you have al-

ready programmed as the sub-address key. Then enter the subaddress.

❒ To enter a subaddress, you must use a Dial Option Key. On how to program a Dial Option Key using Function 31, see P.30 *"Storing, Editing & Erasing Quick Dial Numbers (Function 31)"*.

❒ You can also store a subaddress in a User Function key (F1 or F2) and recall it later. For how to program the User Function Keys, see P.108 *"User Function Keys (Function 36)"*.

❒ Type 2 users can also use the 【Subaddress】 key to input a subaddress.

𝒫 **Reference**

On how to dial, P.17 *"Memory Transmission And Immediate Transmission"*.

E **Press the 【Yes】 key.**

```
TRANSMIT  DIAL/START
DIAL NEXT NUMBER
```

F **Either:**

- **Dial more numbers: go to step D.**
- **Start the transmission: press the 【Start】 key.**

✎ **Note**

❒ If the other party has not had a G4 Terminal ID programmed, you will see "=" on the screen during transmission, instead of their ID.

Storing a Telephone Number

The following example shows how to store a Quick Dial if the ISDN Interface has been installed. The differences between this procedure and the procedure for the base machine (P.30 *"Storing & Editing Fax Numbers (Functions 31 & 32)"*) are as follows:

- You have to select G3 or G4 before you input a Quick Dial or Speed Dial.

- You may have to input a subaddress for a G4 number if the destination has one.

A **Press the 【Function】【3】【1】 and 【Yes】 keys.**

```
0▓          QUICK/◀▐▶
PRINT/LIST◀/SEARCH▶
```

B **Press the Quick Dial Key that you wish to program.**

Example: 【01】【Yes】.

```
0 01         QUICK/◀▐▶
▓▓▓▓▓▓▓▓<G3>▓▓▓▓▓▓▓▓
```

C **Change the line type (G3/G4) to the correct setting by pressing the G4 key on the operation panel.**

D **Enter the telephone number at the operation panel's ten key pad.**

```
0 01          KPAD/N
7005551234▓▓▓▓▓▓▓▓▓▓
```

✎ **Note**

❒ G3 numbers – If your machine is behind a PBX, include the PBX access code and a pause before the number. For an internation-

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al number, place a pause after the country code.

❒ G4 numbers – If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key. Then enter the subaddress.

❒ To enter a subaddress, you must use a Dial Option Key. On how to program a Dial Option Key using Function 31, seeP.30 *"Storing & Editing Fax Numbers (Functions 31 & 32)"*.

E Press the 【Yes】 key.

```
▯01              Y/N
PROGRAM LABEL?
```

F Either:

- **Program a label for this number: go to step G.**
- **Do not program a label: Press the 【No】 key. Go to step I.**

G Input a label using the Quick Dial keys.

Then press the 【Yes】 key.

```
▯01              Y/◀▶
LABEL SET    ON ▶OFF
```

H Switch Label Insertion on or off.

```
▯01              Y/◀▶
LABEL SET    ▶ON  OFF
```

Note

❒ Use the ◀ and ▶ arrows on the scroll key to select the required setting. Then press the 【Yes】 key.

I Either:

- **Program another Quick Dial: go to step B.**
- **Finish: press the 【Function】 key.**

Note

❒ The procedure for storing a Speed Dial using Function 32 is exactly similar to that shown above; it is the same as the procedure for the base machine except that you have to select G3 or G4 and you may need to input a subaddress.

Automatic Fallback from Group 4 Mode to Group 3 Mode

If your machine cannot communicate with the other party using Group 4 mode, it will try using Group 3 mode. This will allow your machine to send the message even if you selected Group 4 mode instead of Group 3 mode by mistake.

Terminal ID

Instead of the TTI, a Group 4 communication will transmit a variety of information, including an identifier known as the Terminal ID, which identifies the other party in the same way as a TTI.

The make-up of the Group 3 TTI and the Group 4 Terminal ID is as shown below.

Group 3

Date	TTI		Page No.

Label Insertion (To)	Label Insertion (From)

Group 4

Rx Terminal ID	Tx Terminal ID	Date	Page No.

Label Insertion (To)	Label Insertion (From)
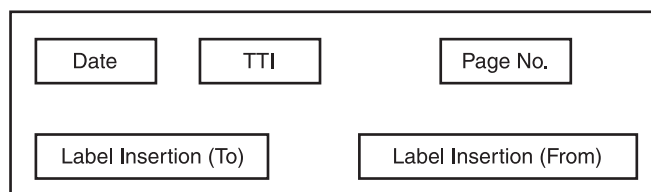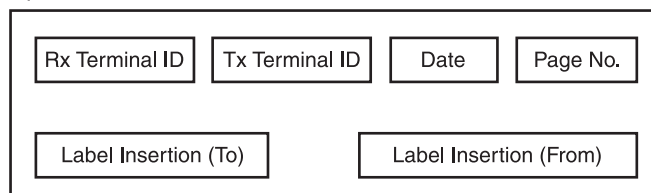
GFISDN1E

- Date, TTI, Page No., and Label Insertion are transmitted in the data signal, superimposed on the image.
- Receiver (Rx) Terminal ID, Transmitter (Tx) Terminal ID, Date (Group 4), Page No. (Group 4), Label Insertion, are transmitted in the Group 4 handshake signals.
- The Receiver and Transmitter Terminal IDs have up to 24 characters. The Date (Group 4) is in the YY-MM-DD-HH:MM format. The Page No. (Group 4) has up to 7 characters.

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Explanation of the Items in the Group 4 Identifier

❖ **Transmitter and Receiver Terminal IDs**
The following example shows what happens when the two communicating terminals are connected to two different ISDNs. Each ISDN has its own country code.
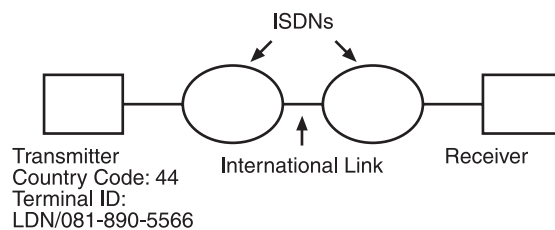
At the top of the received page, the following will be seen.

1–2015558310 = N.J./44 – 818905566 = LDN/(Date)/(Page No.)
The zero in the London area code and the other pauses in the phone numbers are not represented on the printout.
The country code and terminal ID are programmed by the service technician at installation.

❖ **Date and Time**
The date and time in the sending machine are printed.

❖ **Page Number**
001–001 (File number followed by page number)
Example: Batch Transmission
Receiving a three-page file and a two-page file
- First page: 001–001
- Second page: 001–002
- Third page: 001–003
- Fourth page: 002–001
- Fifth page: 002–002

Switching the Command Information Line On/Off

This is similar to the TTI On/Off switching option for Group 3 Transmission (see P.26 *"Sending Your Identification at the Top of Your Message (TTI)"*).

The Command Information Line consists of the Receiver and Transmitter Terminal IDs, the Date and Time, and the Page Number. Normally, this line 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.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch the Command Information Line off.

To switch this feature on or off, adjust bit 5 of switch 2 with the User Parameters:

- Bit 5= 0: Off

- Bit 5= 1: On

(See P.162 *"User Parameters"*.)

✐ Note

❒ If you switch the Command Information Line off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

9

Troubleshooting

Call Progress Signals (CPS)

Sometimes, a Call Progress Signal and an error message will appear on the display panel. Possible messages are as follows.

DIALING	The machine is dialing; do not press the 【Stop】 key.
REMOTE TERMINAL BUSY	Try again later.
WRONG NUMBER	Check the number, and check that G3 or G4 was correctly selected. Then redial.
LINE NOT AVAILABLE	Try again later.
FAX NUMBER CHANGED	Find out the new fax number.
REMOTE FAX REJECTED	Contact the user at the other end.
UNABLE TO CONNECT	Try again.
NO RESPONSE	Try again.
NETWORK BUSY	Try again later.
CLASS INCOMPATIBLE	The other terminal's signaling mode is not compatible with yours, and the message cannot be sent.
CHECK INTERFACE	Check that the ISDN line cord is connected properly. Then try again.

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To remove the message from the display, make sure that the Communicating indicator is not lit, then press the 【Stop】 key.

10. Installation

Before Installation

Before installing your machine, read the safety instructions at the beginning of this manual. To install the machine, follow these procedures:

① Find a suitable location for the machine.

② Remove all the pieces of tape attached to the machine.

③ Install the toner cassette. (see P.191 *"Installing the Toner Cassette"*.)

④ Attach the accessories and load the paper in the paper cassette.

⑤ Connect the phone line. (see P.205 *"Connecting up to the Telephone Line"*.)

⑥ Connect the power. (see P.206 *"Connecting the Power and Switching on"*.)

⑦ Enter all necessary information and settings in your machine's memory. (see P.207 *"Initial Settings & Adjustments"*.)

Machine Environment

When choosing a location for your machine, please follow the safety instruction given on the first section.

Location

For the best possible performance, install your machine in a place which satisfies the following conditions.

- Not exposed to direct sunlight
- Well ventilated (air turnover at least three times per hour) ; to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 m³/hr per person.
- Level
- Not subject to vibration
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 15 to 25°C
- Humidity 30 to 70 % RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- Within 5 meters of a three-pin grounded power outlet (220–240 Volts, 50/60 Hz)

- With the clearance as shown

TSTH070N
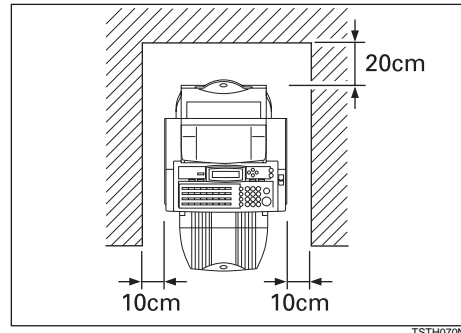
This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

10

Installing the Toner Cassette

A **Pull the lower unit release lever towards you and open the top cover.**

✎ **Note**

❒ If you do not pull the lever, only the upper unit will open.

TSTC010N

TSTC020N

B Prepare the new toner cassette.

⚠️Important

❒ Do not touch the green drum.

① Remove the new toner cassette from its bag. Do not remove any paper or tape yet.

② Hold the cassette horizontally and shake it gently from side to side a few times

TSTT070N

C Hold the cassette as shown and rest it in the machine. Make sure it fits in the slots provided on either side.

📝 Note

❒ The slots are marked with small arrows.

TSTT080N

10

D Press down on the cassette until it locks into place.

✎ Note
❒ If you do not push the cassette right in, the top cover will not close.

TSTT090N

E Close the top cover.

TSTC030N

✎ Note
❒ Background gray cast is sometimes evident on printed messages just after installing a new toner cassette.

10

Installing the Main Paper Cassette

✎ Note

❒ If you change the paper size, see P.125 *"Changing the Paper Size in the Main Cassette"*.

A **Unpack the cassette.**

B **Raise the cassette cover.**

TSTC031N
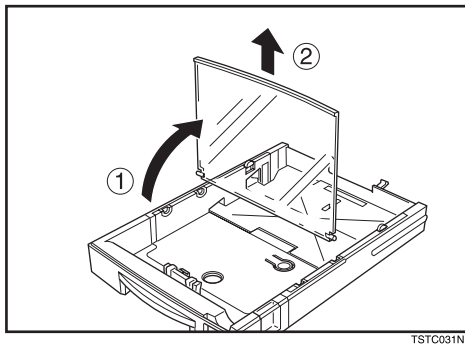
C **Set the paper then lower the cassette cover.**

✎ Note

❒ The frosted side of the cover must be face up when closed.

TSTC220N

10
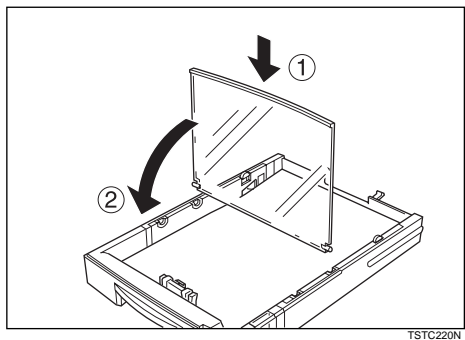
D **Replace the cassette. Push it in firmly until it locks into place.**

🖉 **Note**

❒ When you change the paper size, you need to adjust the paper size setting with Function 37. See P.138 *"Changing the Paper Size Settings"*

TSTC170E
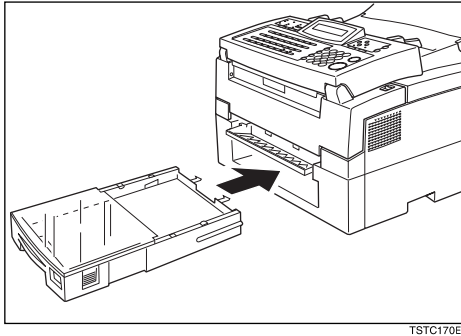
Installing the Optional Second Cassette

After you have installed the Second Cassette, do not lift it up.

✐ **Note**

❒ If you change the paper size, see P.131 *"Changing the Paper Size in the Second Cassette"*.

A **Turn off the power switch.**

TSTP040N
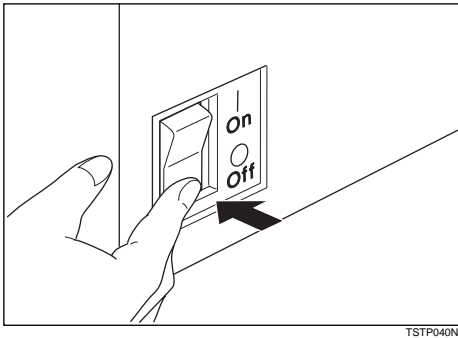
B **Unpack the second cassette and remove any tape that was protecting it during transmit.**

TSTC280N

10

C **Raise the cassette cover.**

TSTC180N

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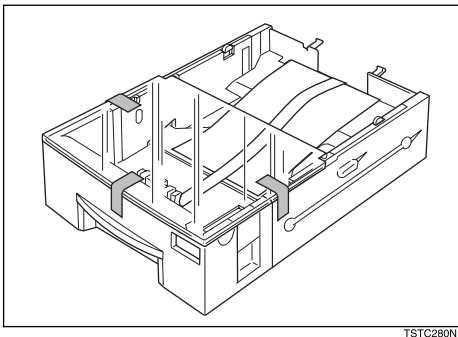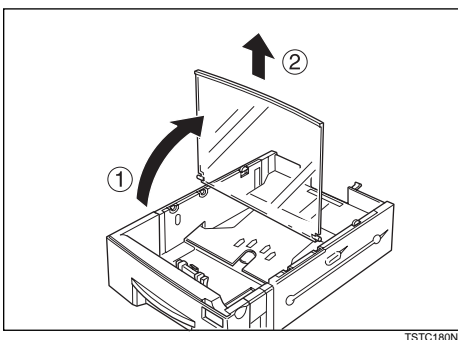
4 **Set the paper then Second the cassette cover.**

✐ **Note**

❒ The frosted side of the cover must be face up when closed.

TSTC190N
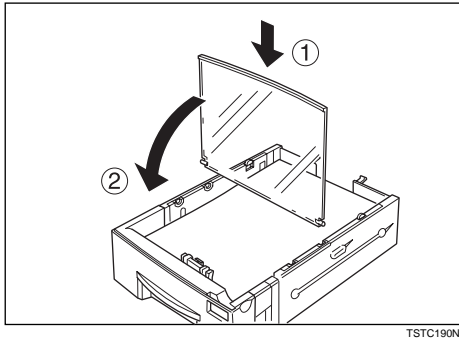
5 **Set the cassette in the unit. Push it in firmly unit it lock into place.**

☀ **Important**

❒ Be careful not to pinch your fingers!

TSTC120N
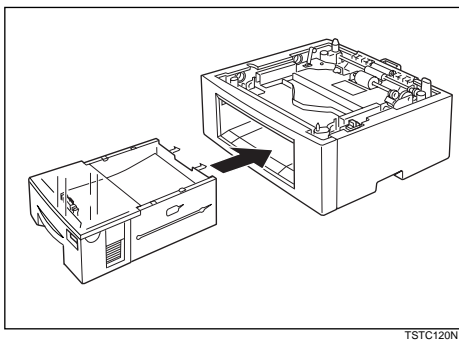
6 **Lay the machine on top of the unit as shown.**

TSTC130N
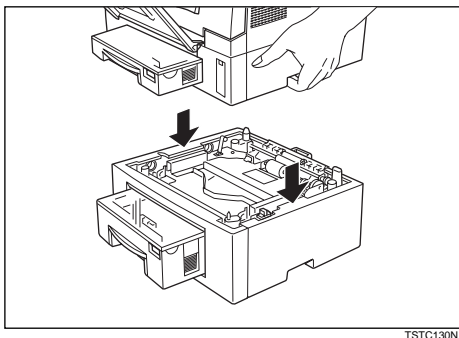
7 **Make sure the machine and unit fit together correctly. If they are not aligned, the machine will not be able to detect the second cassette when you try and change the paper size setting with function 37. See P.138** *"Changing the Paper Size Settings"*

10

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Attaching the Trays and Document Table

A **Attach the Print Delivery Tray. Insert it at an angle so that the tabs fit in the slots provided.**

TSTT030N
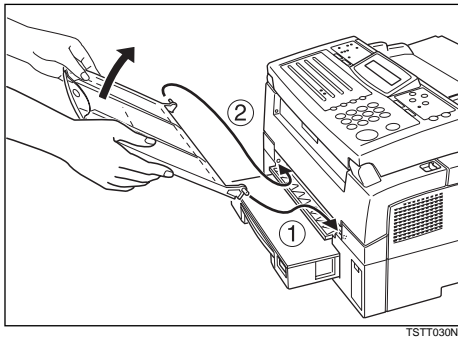
B **Attach the Document Delivery Tray.**

TSTT140N
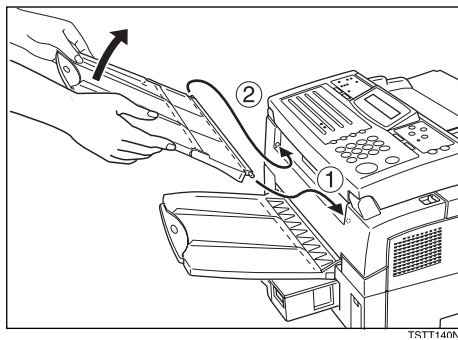
C **Attach the Document Table.**

TSTT010N

10
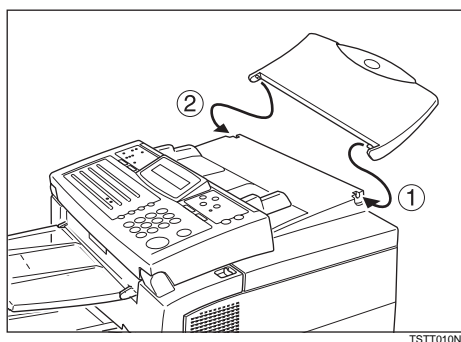
✎ Note

❒ If necessary, pull out the extensions on the Document Table and trays.
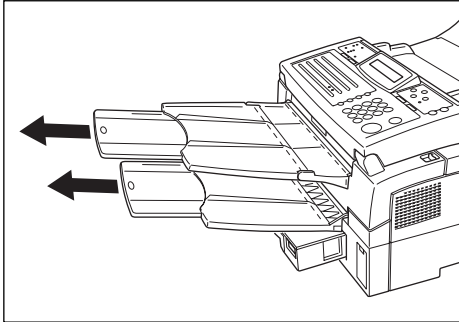
TSTT040N
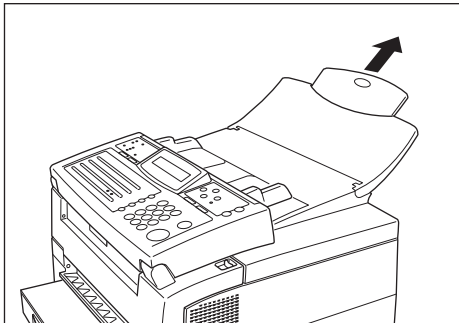
TSTT020N

Ventilation Grill Direction

You can adjust the ventilation grill direction so that air is blown downwards or to the rear of the machine.
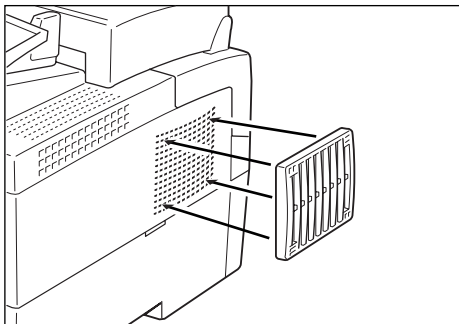
TSTC300N

Installing the Optional Multi-purpose Feeder

A **Turn off the power switch.**

TSTP040N

B **Lift back the document table.**

TSTF050N

C **Open the upper rear cover.**

TSTR010N

10
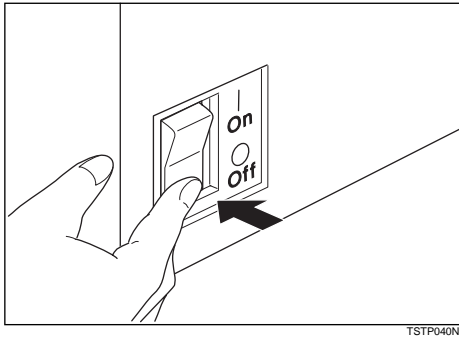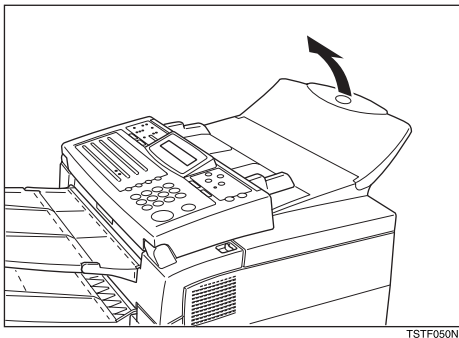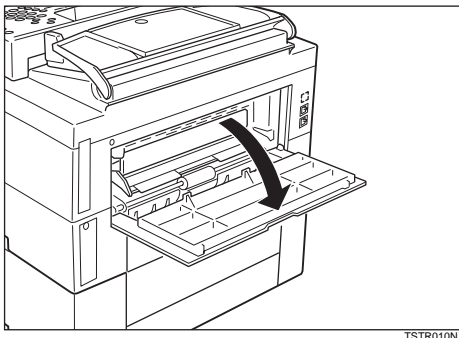
D **Hold the Multi - purpose Feeder as shown and fit it in the slots provided.**

✐ **Note**

❒ Do not hold the Multi - purpose Feeder by the extension, it could be damaged.

TSTR020N
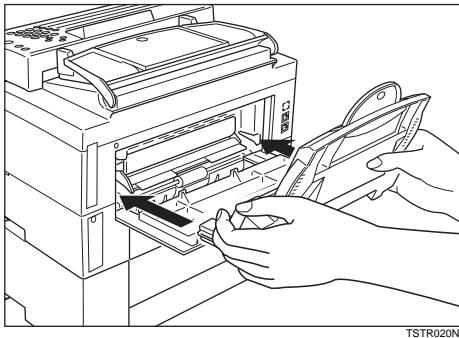
E **Before you use the Multi - purpose Feeder, you need to change the paper size setting to match the size of paper you will be using by function 37. See P.138** *"Changing the Paper Size Settings"*

10

Installing the Optional Memory Card

A **Turn off the power switch.**

TSTP040N
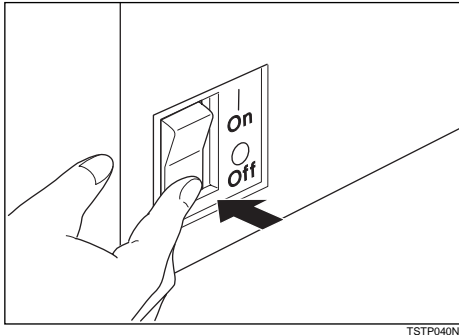
B **Remove the cover from the front right of the machine.**

C **Hold the card in the way shown (pay attention to which side is printed) and insert it carefully into the slot.**

Insert the Memory Card firmly or the machine may not work properly.

TSTM020N

D **Turn the power switch on.**

10
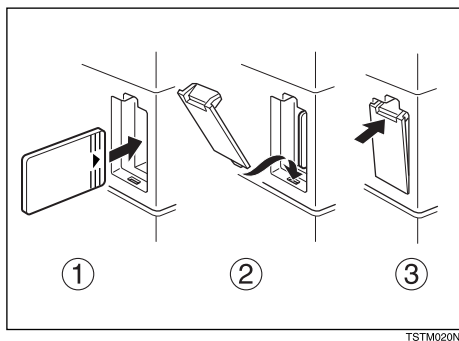
Connecting the External Telephone

1 **Plug the handset jack into the "TEL1" socket at the rear of the machine.**

TSTL031E
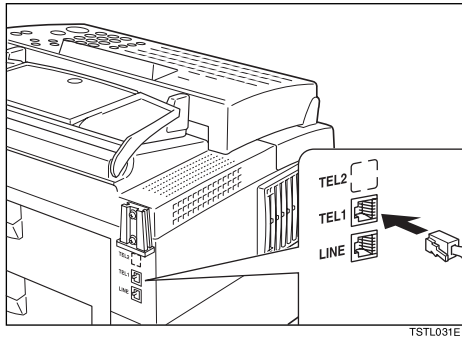
Connecting the Machine

Before using the machine, connect the machine to the telephone line properly. Then plug in the power cable and switch on.

Make sure the machine is properly connected to the telephone line and the power outlet, as shown following.

Do not switch on until everything is connected properly.

Program the Telephone Line Type setting (use Function 62; see P.211 *"Setting the Phone Line (Function 62)"*). If your telephone normally sends out tones (touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

10

Connecting up to the Telephone Line

There are similar sockets located at the rear of the machine:

- TEL1: For the handset option or external telephone
- LINE: Telephone line connection

A **Insert the line cable into the socket.**

Type 1: Insert the line into the socket labeled "LINE".

TSTL030N
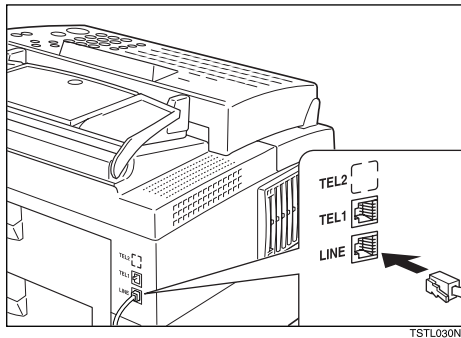
Type 2: Insert the line into the socket labeled "ISDN".

RTSTL030N
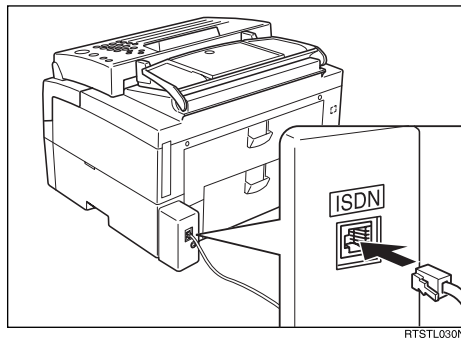
B **Connect the other end to your telephone line.**

⚡Important

❒ By law in the United States, you must program your phone number identification (your CSI) into your machine before you can connect the public phone system. See P.208 *"Initial Settings (Function 61)"*

10

Connecting the Power and Switching on

Do not switch on until everything is connected properly.

A **Insert the power cable into the socket located at the rear of the machine.**

B **Plug in the cable to the mains.**

C **Turn the power switch on.**

TSTP090N
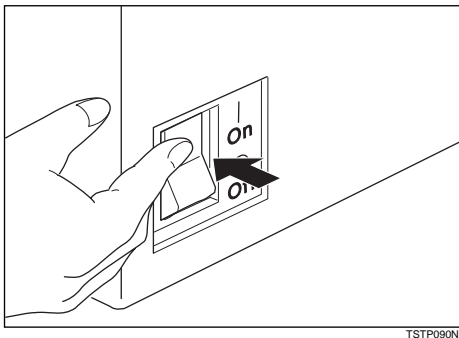
❇Important

❒ The supply from the wall outlet must not fluctuate more than 10V either side of 230 Vac.

❒ The power cord should not be laid in a place where it might trip somebody.

❒ Do not lay anything on the power cord.

❒ If you have to use an extension cord, make sure that it is capable of carrying 300V/10A, and that your facsimile terminal is the only piece of equipment connected that cord.

10

Initial Settings & Adjustments

Before you connect your machine to the telephone system, you must enter a few settings and make a few adjustments.

❖ **G3 Own Number :**
The phone number used by your fax line.

❖ **PABX OWN NUMBER (For Type 1 users, only displayed when using PSTN with the internal line specified as a line for outside use)**
Enter your own number as defined by your local PABX configuration. Enter the digits in the following order: exclusive access number, department number, pause, extension number.

❖ **G4 Own Number (Type 1 users require the ISDN INTERFACE UNIT TYPE 190 option.)**
The phone number for Group 4 communications over the ISDN

❖ **RTI (Remote Terminal Identification) :**
This should be your name or company name, in 20 characters or less. During a communication, if the other party's fax machine supports RTI, then this replaces the CSI following. The other party's name will appear on your display, and yours on theirs.

❖ **TTI (Transmitter Terminal Identification) :**
This must be 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 United States.

❖ **G4 TID (Type 1 users require the ISDN INTERFACE UNIT TYPE 190 option.)**
If you transmit using Group 4 mode, the Terminal ID (G4 TID) will be printed on the top of the message of receivers.

❖ **CSI (Called Station Identification, required by international law)(Type 1 only):**
This is your fax machine's phone number, which must include country and area codes. During any communication, your CSI appears on their display. (Conversely their CSI appears on your display.)

❖ **IG3 CSI (Type 1 users require the ISDN INTERFACE UNIT TYPE 190 option.)**
If you machine uses Group 3 mode through the ISDN, IG3 CSI will appear on the other terminal's display or be printed in reports.

❖ **Access number:**
If you select inside line, you must program the number which proceeds the telephone number.

❖ **Line:**
You must match the fax machine to the type of line you use: a tone line or a pulse line. Then, you should connect the line to the machine.

❖ **Date & Time:**
Necessary for many functions and required in the United States.

⚠️**Important**
❒ The CSI code is required by international law. You cannot legally connect a fax machine to the telephone system if the CSI code is not

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programmed. Further, the TTI code and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.

Initial Settings (Function 61)

During the course of this procedure you'll have to enter letters and other characters.

Use the ten key pad for entering numbers. Use Quick Dial keys 1 to 26 for entering letters, 【Yes】 key to accept a character, and Quick Dial key 27 to enter spaces and Quick Dial key 28 to enter symbols. See P.172 *"Entering Characters"* for details.

If these settings have been made before, the messages on the display will not always match those shown here. The setting already entered will appear along with the word CHANGE?. In this case, press the 【Yes】 key to change the setting.

A **Press the 【Function】【6】then enter the access code 【2】【2】【2】【2】. Then press 【6】【1】 and the 【Yes】 key.**

```
                    Y/NEXT▶
SET G3 OWN NUMBER
```

B **Press the 【Yes】 key.**

```
G3 OWN NO.        KPAD
████████████████████████
```

C **Enter your phone number.**

```
G3 OWN NO.    KPAD/Y/N
0111212-5551234██████
```
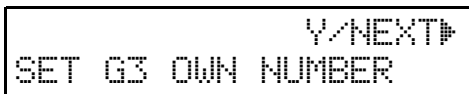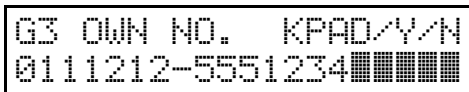
✎ Note

❒ The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code, then you must add a Pause, followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the United States; the codes to add are 011 and 1.

D **Press the 【Yes】 key.**

PROGRAMMED will flash on the display and you'll get the display.

✎ Note

❒ If the machine not set up to be-hind a PABX (see P.162 *"User Parameters"*), the display for step**8**.
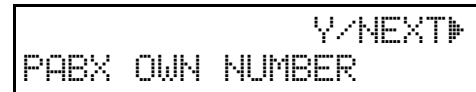
```
                    Y/NEXT▶
PABX OWN NUMBER
```

E **Press the 【Yes】 key.**

```
PABX OWN NO.      KPAD
████████████████████████
```

F **Enter the digits in the following order : exclusive access number, department number, pause, extension number.**

```
PABX OWN NO.KPAD/Y/N
8123456
```

G **Press the 【Yes】 key.**

PROGRAMMED will flash on the display and you'll get the display.

```
                        Y/NEXT▶
SET G4 OWN NUMBER
```

H **Press the 【Yes】 key.**

```
G4 OWN NO.      KPAD
████████████████████████
```

I **Enter your phone number for Group 4.**

```
G4 OWN NO.  KPAD/Y/N
0111212-5551234██████
```

10 **Press the 【Yes】 key.**

PROGRAMMED will flash on the display and you'll get the display.

```
                        Y/NEXT▶
SET POLLING ID
```
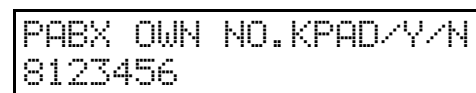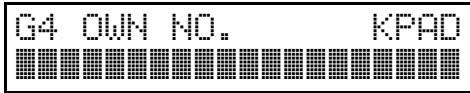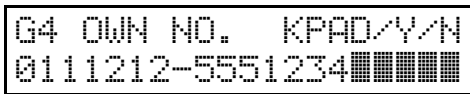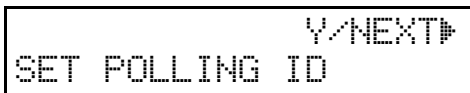
11 **Press ▶ until the following display is shown.**

```
                        Y/NEXT▶
SET RTI
```

12 **Press the 【Yes】 key.**

```
RTI             ABC
████████████████████████
```

13 **Enter your office, company, or personal name, or any other appropriate identification. (Using the Quick Dial keys.)**

```
RTI           ABC Y/N
XYZ COMPANY
```
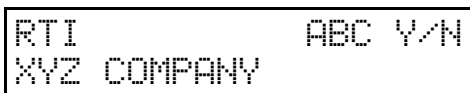
🔍**Reference**

See P.172 *"Entering Characters"*.

14 **Press the 【Yes】 key.**

PROGRAMMED will flash on the display and you'll get the display.

```
                        Y/NEXT▶
SET TTI
```

15 **Press the 【Yes】 key.**

16 **Press the 【No】 key.**

The RTI programmed in step **13** appears. You should keep it.

```
TTI       CHANGE? Y/N
XYZ COMPANY
```

✎ **Note**

❒ If you wish to change it, press the 【Yes】 key and edit the TTI.

17 **Press the 【No】 key to keep the TTI as is.**

PROGRAMMED will flash on the display and you'll get the display.

```
                        Y/NEXT▶
SET G4_TID
```
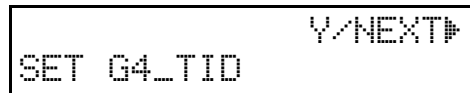
18 **Press the 【Yes】 key.**

```
G4_TID          KPAD
-=██████████████████████
```
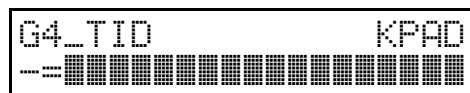
19 **Enter the countrycode, your machine's telephone number and terminal code.**
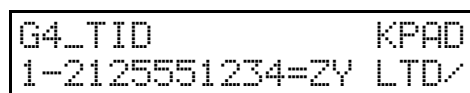
```
G4_TID          KPAD
1-212551234=ZY LTD/
```

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⅖ Press the 【Yes】 key.

PROGRAMMED will flash on the display and you'll get the display.

```
                  Y/NEXT▶
SET CSI
```

㉑ Press the 【Yes】 key.

```
CSI               KPAD
████████████████████████
```

㉒ Enter your phone number including the country and area codes, (but no pauses).

```
CSI            KPAD/Y/N
12125551234█████████████
```

㉓ Press the 【Yes】 key.

PROGRAMMED will flash on the display and you'll get the display.

```
                  Y/NEXT▶
SET IG3_CSI
```
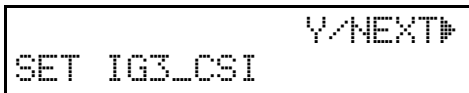
㉔ Press the 【Yes】 and 【Yes】 key.

```
IG3_CSI           KPAD
████████████████████████
```
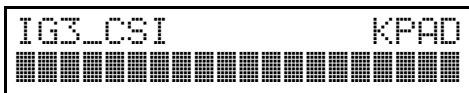
✐ Note

❒ You can enter up to 20 digits.

❒ If you wish to input a "+" sign by Quick Dial 28, to signify your international code (this is a common practice in Europe).

㉕ Enter your phone number.

```
IG3_CSI        KPAD/Y/N
2125556489██████████████
```

㉖ Press the 【Yes】 key.

PROGRAMMED will flash on the display and you'll get the display.

```
READY      100% 10:00
SET DOC. OR DIAL NO.
```

Setting the Access Number

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【1】 and the 【Yes】 key.

```
                  Y/NEXT▶
G3 SET OWN NUMBER
```

B Press ▶ until the following display is shown.

```
                  Y/NEXT▶
SET PSTN ACCESS NO.
```

C Press the 【Yes】 key.

```
NUMBER            KPAD
███
```
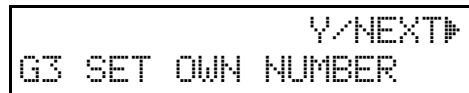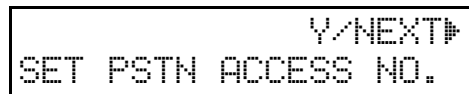
D Enter the number which you use to access an outside line.

```
NUMBER          KPAD/N
0█
```

E Press the 【Yes】 key to store your setting, then press the 【Function】 key.

Setting the Phone Line (Function 62)

This function is only available on Type 1 machine.

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then enter 【6】【2】 and the 【Yes】 key.

```
                    Y/NEXT▶
SELECT LINE
```

B Press the 【Yes】 key.

```
SELECT LINE     Y/◀▶
▶TT   PD
```

Note
❑ TT = Touch Tone
❑ PD = Pulse Dial

C Press ◀ and ▶ to set your machine for a tone dial line (**TT**) or a pulse dial line (**PD**).

```
SELECT LINE     Y/◀▶
  TT   ▶PD
```

D Press the 【Yes】 key.

PROGRAMMED will flash on the display and you'll get the display.

E Press the 【Function】 key.

```
READY     100% 10:00
SET DOC. OR DIAL NO.
```

Setting the Date & Time (Function 91)

A Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then enter 【9】【1】 and the 【Yes】 key.

```
SAT           KPAD/Y
24 JUL 1999 01:35
```

B Change the date with the ten key pad as 【3】【0】.

```
MON           KPAD/Y
30 JUL 1999 01:35
```

C Change the month using 【*】 or 【#】 (【*】 to scroll forward, or 【#】 to scroll backward) on the ten key pad and press ▶ to move the cursor.

```
MON           */#/Y
30 AUG 1999 01:35
```

D Type in the year and time with the ten key pad as 【9】【8】【1】【0】 【2】【5】.

```
MON           */#/Y
30 AUG 1999 10:25
```

E When the display is correct, press the 【Yes】 and 【Function】 key.

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Summer Time / Daylight Saving Time (Function 62)

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

When you install the machine for the first time, take care that the setting is correct before you set the date and time.

A **Press the 【Function】【6】 then enter the access code 【2】【2】【2】【2】. Then press 【6】【2】 and the 【Yes】 key.**

```
                     Y/NEXT▶
SELECT LINE
```

B **Press ▶ until the display is as shown, and then press the 【Yes】 key.**

```
                     Y/NEXT▶
SUMMER TIME/DST
```

C **Use the ◀ and ▶ arrows on the scroll key to switch the feature on or off. This mode is off if the display is shown.**

```
SUMMER TIME/DST Y/◀▶
  ON  ▶OFF
```

D **To store your setting, press the 【Yes】 key.**

E **Press the 【Function】 key to finish.**

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11. Function List

Function List

Press the 【Function】 key followed by one of the numbers below.

No.	Feature	Reference
11	Picking a document stored elsewhere	P.101 *"Calling to Request a Message (Polling)"*
12	Confidential Transmission	P.58 *"Sending Confidential Messages (Function 12)"*
13	Transfer Request	P.60 *"Transfer Request (Function 13)"*
14	Secured Polling Transmission	P.103 *"Leaving a Document to Be Picked up by Others (Polling Transmission)"*
15	Free Polling Transmission	P.103 *"Free Polling (Function 15)"*
21	Erasing a message stored for transmission	P.39 *"Erasing a Stored Message before It Is Sent (Functions 21 & 22)"*
22	Erasing instructions to pick up a document.	P.39 *"Erasing a Stored Message before It Is Sent (Functions 21 & 22)"*
23	Erasing Polling Transmission Files	P.106 *"Canceling a Polling Transmission (Function 23)"*
31	Storing a number in one of the Quick Dial keys at left.	P.30 *"Storing & Editing Fax Numbers (Functions 31 & 32)"*
32	Storing a number as a two-digit code.	P.30 *"Storing & Editing Fax Numbers (Functions 31 & 32)"*
33	Storing a group of numbers.	P.33 *"Storing & Editing a Group of Fax Numbers (Function 33)"*
34	View contents of Quick Dials / Register a program label.	P.51 *"Labeling a Program"*
35	Auto Documents: Labeling and Erasing.	P.53 *"Storing an Often Used Document (Auto Document)"*

36	Register frequently used functions in a User Function key.	P.108 *"User Function Keys (Function 36)"*
37	Setting the paper size.	P.138 *"Changing the Paper Size Settings"*
41	Checking the last 50 communications.	P.93 *"Journal (Function 41)"*
42	Printing a list of all messages and pick-up files stored in the machine.	P.93 *"File List (Function 42)"*
43	Printing a list of all the telephone numbers stored in the fax machine.	P.93 *"Telephone Number List (Function 43)"*
44	Print a Quick Label List	P.93 *"Quick Label (Function 44)"*
45	Print a list showing currently stored Programs.	P.93 *"Program List (Function 45)"*
51	Printing a message stored in the machine.	P.40 *"Printing a Stored Message (Function 51)"*
52	Printing a Content of a Memory File	P.106 *"Printing a Polling Transmission File (Function 52)"*
53	Printing as Auto Document	P.54 *"Printing the Contents of an Auto Document (Function 53)"*
54	Print received documents that were sent to you by Confidential Transmission.	P.72 *"Printing a Confidential Fax Message (Function 54)"*
55	Printing from Memory Lock	P.43 *"Printing a Memory-locked Message (Function 55)"*

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61 [*1]	Initial Settings	P.207 *"Initial Settings & Adjustments"*
	Own telephone number	P.208 *"Initial Settings (Function 61)"*
	Polling ID	P.61 *"Programming the ID Code"*
	Memory Lock ID	P.41 *"Storing a Memory Lock ID"*
	Confidential ID	P.71 *"Storing a Confidential ID"*
	RTI (a name ID sent to other machines)	P.208 *"Initial Settings (Function 61)"*
	TTI (an ID printed on messages you send)	P.208 *"Initial Settings (Function 61)"*
	CSI (phone ID sent to other machines)	P.208 *"Initial Settings (Function 61)"*
	PSTN accessing code	P.210 *"Setting the Access Number"*
62 [*1]	Selecting the phone line [*2]	P.211 *"Setting the Phone Line (Function 62)"*
	Turning authorized reception on or off.	P.75 *"Switching Authorized Reception on / off (Function 62)"*
	Power Saver	P.98 *"Saving Energy with the Power Saving Timer"*
	Turning the Summer Timer / Daylight Saving Time on or off.	P.212 *"Summer Time / Daylight Saving Time (Function 62)"*
	Turning the Memory Locked on or off	P.41 *"Storing a Memory Lock ID"*
	Turning the forwarding on or off.	P.88 *"Switching Forwarding on / off (Function 62)"*
	Turning the Multi-sort Reception	P.78 *"Switching Multi-sort Document on/off (Function 62)"*
	Turning the Cassette Selection	P.76 *"Selecting the Cassette (Function 62)"*
63 [*1]	Printing and setting user parameters.	P.162 *"User Parameters"*
64 [*1] [*3]	ISDN Initial Setting	P.178 *"Setting up the Group 4 Interface"*

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71 *1	Power Saver	P.98 *"Saving Energy with the Power Saving Timer"*
72 *1	Register personal Codes.	P.66 *"Programming the Personal Codes (Function 72)"*
73 *1	Sending the Service Report	P.159 *"Sending a Service Report"*
81 *1	Setting the list of specified senders.	P.81 *"Programming a List of Senders to Treat Differently (Function 81)"*
82 *1	Register the number to forward messages to, and which senders messages to forward.	P.85 *"Forwarding"*
83 *1	Programming the Numbers for Multi-sort Document Reception.	P.79 *"Setting the Number of Copies (Function 83)"*
91 *1	Adjusting the clock.	P.211 *"Setting the Date & Time (Function 91)"*
92 *1	Adjust the volume.	P.170 *"Adjusting the Volume of Various Features (Function 92)"*
93 *1	Selecting a different language.	P.171 *"Selecting the Display's Language (Function 93)"*
94 *1	Counters	P.49 *"Counters (function 94)"*
95 *1	Adjust the printing margins.	P.151 *"Adjusting the Printing Margins (Function 95)"*

*1 These functions require the access code (see P.161 *"Access Code for Functions 61 to 95"*).
*2 Only valid for Type 1
*3 Only valid for Type 2 machines, or for Type 2 machines with the **ISDN INTERFACE UNIT TYPE 190** installed.

Photocopy this table and use as a quick reference.

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12. Laser Label

Position of the Laser Label

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage. For this reason, do not remove the back cover. The laser generator exists inside the machine in the location shown by the arrow below.

The certification is located behind the machine.

DANGER	
INVISIBLE LASER RADIATION WHEN OPEN AVOID DIRECT EXPOSURE TO BEAM	
CAUTION INVISIBLE LASER RADIATION WHEN OPEN AVOID EXPOSURE TO BEAM	**VORSICHT** UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKNG GEOFFNET NICHT DEM STRAHL AUSSETZEN

TSTH130E

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**CLASS 1 LASER PRODUCT
IN ACCORDANCE WITH IEC 825
LASER KLASSE 1 nach IEC 825**

TSTH140E

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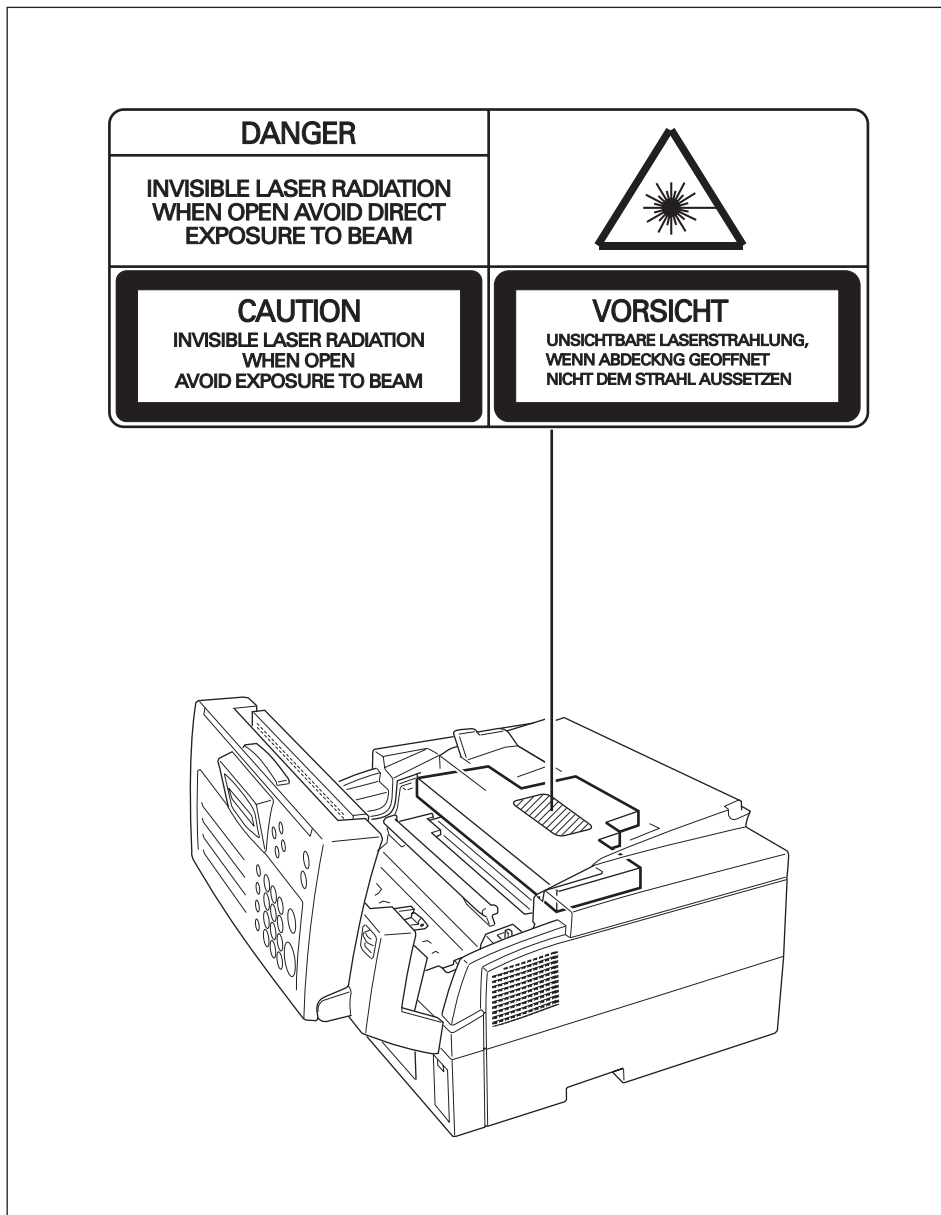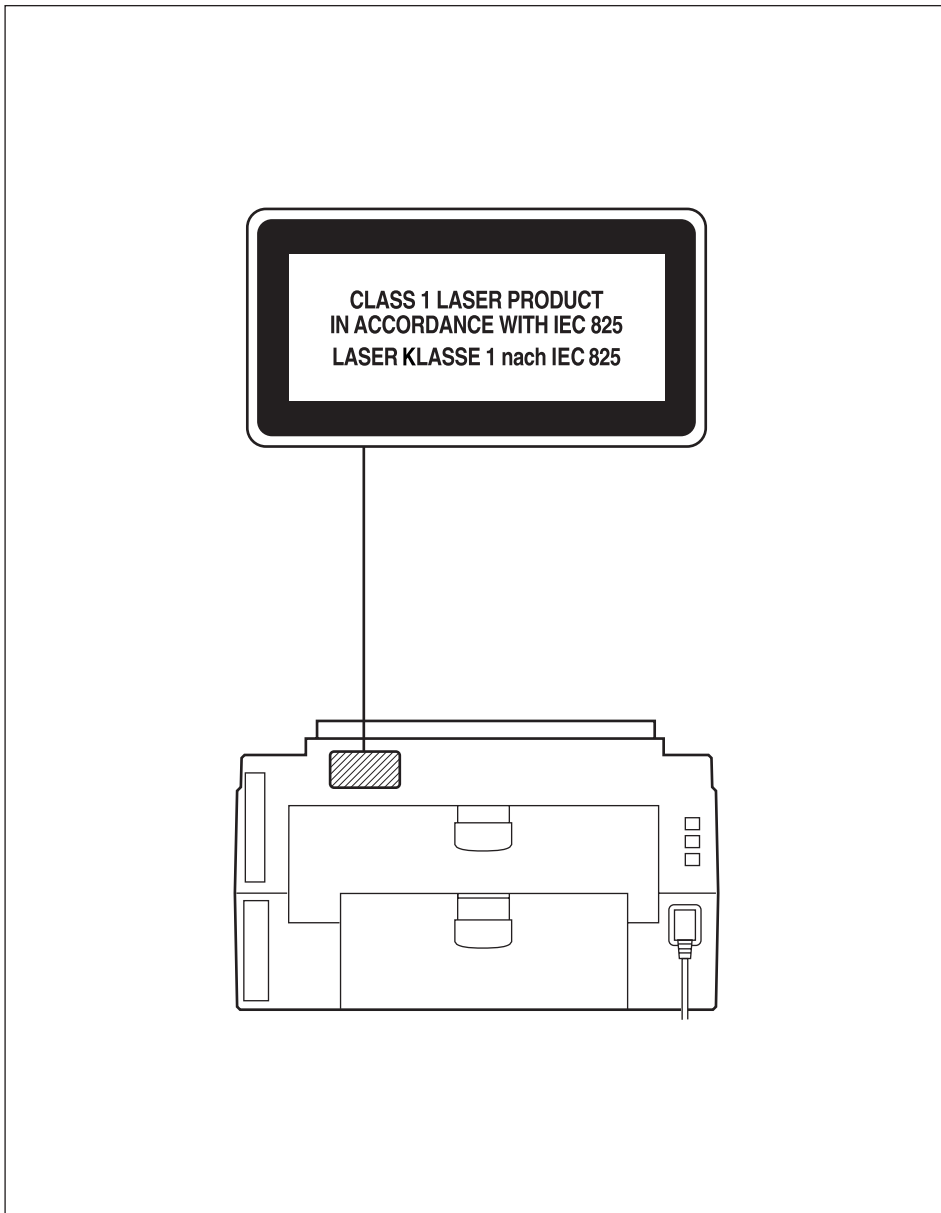
13. BABT Notice

BABT Notice

This model is designed and approved for connection to the following circuits.

- British Telecom Public Switched Telephone Network
- Hull Public Switched Telephone Network
- PABX Extensions
- Mercury Communications Limited Public Switched Telephone Network

❖ **CONNECTION TO THE PSTN OR A PABX EXTENSION**

If there is a line or jack socket already installed you may connect this model using the line lead supplied. If you require a socket to be fitted, complete the attached form and send it to your local telephone manager's office.

❖ **IMPORTANT NOTICE**

① The connection to the BT network must be unplugged before the earth is disconnected.

② The connection to the BT network must not be hard wired.

③ Please ensure that connection to the mains supply(240VAC), is correctly made and that the power is switched on before use.

④ The apparatus is suitable for direct connection to exclusive lines of Public Switched Telephone Network, and for connection to compatible PABXs (consult your authorised dealer for the list of compatible PABXs and for installation thereon), or via an RBS. The definition of an RBS (Relevant Branch System) for PSTN lines, is given in BS6789 section 6.1, clause 2.4.

⑤ When idle, this model allows normal use of an associated main telephone, which must be plugged into the BS6312 compatible connector, provided for telephone line connection. Only one such connection may be made.

⑥ The apparatus must be connected to PSTN lines which use loop disconnect or DTMF signalling.

⑦ The machine is not suitable as an extension to a payphone, for use on shared service lines, or on 1 - 1 carrier systems.

⑧ The Terminal operates in mode 1 (autodialling).

⑨ The user is advised to check all numbers stored in the register before making a call.

⑩ The approval of this terminal for connection to the British Telecom public switched telephone network is INVALIDATED if the apparatus is subject to any modification in any material way not authorised by BABT or it is used with, or connected to:
a) Internal software that has not been formally accepted by BABT.

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b) External control software or external control apparatus which causes the operation of the terminal or associated call set-up equipment to contravene the requirements of the approval.

All apparatus connected to this terminal and thereby connected directly to the British Telecom public switched telephone network must be approved apparatus as defined in Section 22 of the British Telecommunications Act 1984.

⑪ This apparatus has been approved for the use of the following facilities:

- Storage of Telephone Numbers for Retrieval by Predetermined Code

- Automatic Call Initiation

- Operation in the Absence of Proceed Indication (Although not Detected)

- Automatic Dialling Facilities

- Auto-Calling Facility

- Loudspeaking Facility

- Series Connection Facility

- Automatic Storage of Last Number Dialled

- Tone Detection - Busy Tone

- Repeat Attempt Facilities: Multiple (Automatic)

- Auto Clear from Call Originating End

- Integral Modem

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

⑫ Connection to a PBX - it cannot be guaranteed that the apparatus will operate correctly under all possible conditions connection to compatible PBX's. Any cases of difficulty should be referred in the first instance to the supplier of the telephone apparatus.

⑬ This apparatus provides an off hook detector and switching of the line between the telephone and modem. The voltage drop introduced by this apparatus into the loop connection between the main telephone and the network at a current of 40ma d.c. is 0.3 volts.

⑭ Only apparatus conforming with EN60950 may be connected to the series socket. Any interconnection between the above socket and other connections, directly or by the way of other apparatus, may produce hazardous conditions on the BT network. Advice should be obtained from a competent engineer before any such connection is made.

⑮ The apparatus is supplied with a connection to the Public switched telephone network, which is refered to as a TNV circuit. There is also an optional printer port that may be fitted, which is refered to as a SELV circuit.

Please ensure that the TNV circuit is only connected to another TNV circuit and that the SELV circuit is only connected to other SELV circuit.

The apparatus does not recognise a secondary proceed indication.

⑯ Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

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