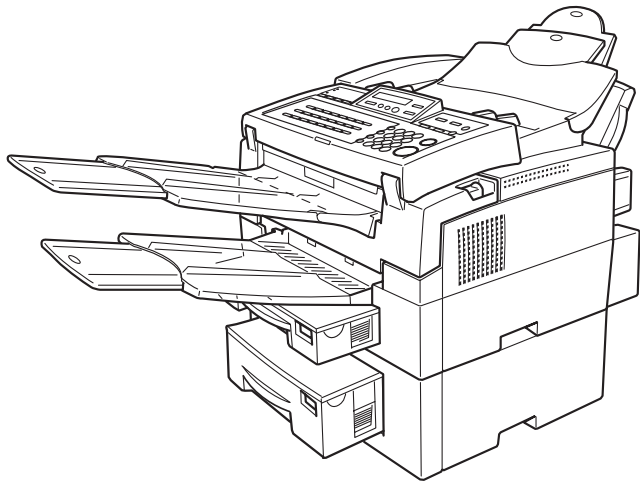


RICOH

FAX3900L/3900NF

Operating Instructions <Advanced Features>



ZCKH030N

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, Minami Aoyama 1-chome,
Minato-ku, Tokyo 107-8544, Japan
Phone: +81-(0)3-3479-3111

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 1135 BLACK(United States) is recommended for the best performance.
RICOH FAX TONER CASSETTE TYPE 1136 BLACK(Canada) is recommended for the best performance.

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FAX3900L/3900NF Operating Instructions

Printed in China

UE (USA) H535-8700B

Introduction

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

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

Notes:

Some illustrations might be slightly different from your machine.

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

Laser Safety:

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

Operator Safety:

This machine is considered a CDRH Class I laser device, safe for office/EDP use. The machine contains a 5-milliwat, 765 - 805 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanism have been designed to prevent any possible laser beam exposure to the operator.

Warning:

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

Notes:

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

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

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Power Source:

AC120V, 60Hz

Please be sure to connect the power cord to a power source as above.

Declaration of Conformity

Product Name: Facsimile

Model Number: FAX3900L/3900NF

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

USA**◆ FCC Requirements**

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

◆ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

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

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

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

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

- I** means POWER ON.
- O** means POWER OFF.

Introduction

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

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

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Some illustrations might be slightly different from your machine.

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Laser Safety:

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

Operator Safety:

This machine is considered a CDRH Class I laser device, safe for office/EDP use. The machine contains a 5-milliwat, 765 - 805 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanism have been designed to prevent any possible laser beam exposure to the operator.

Warning:

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

Notes:

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

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

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Power Source:

AC120V, 60Hz

Please be sure to connect the power cord to a power source as above.

Declaration of Conformity

Product Name: Facsimile

Model Number: 3740/9940, 3740nf/9940nf

Responsible party: SAVIN CORPORATION

Address: 333 Ludlow Street, Stamford, CT 06904

Telephone number: 203-967-5000

This device complies with part 15 of FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

USA**◆ FCC Requirements**

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the SAVIN CORPORATION at 1-203-967-5000 for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

◆ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

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

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

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

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

- I** means **POWER ON.**
- means **POWER OFF.**

Notice

Note to users in the United States of America

 **Notice:**

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

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

 **Warning**

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

Note to users in Canada


 **Note:**

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

Remarque concernant les utilisateurs au Canada

 **Avertissement:**

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



**Notice about the Telephone
Consumer Protection Act
(Valid in USA only).**

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

(For this machine, TTI is called Fax Header.)

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.

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

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

⚠ WARNING:

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

⚠ CAUTION:

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

Important Safety Instructions

Grounding

In order to prevent potentially hazardous electrical shock, provide means of connecting to the protective grounding conductor in the building, wiring those grounding conductors of power cable and 3 pins plug.

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

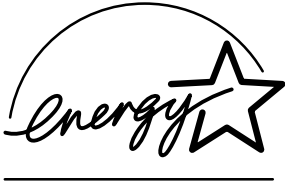
Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux avertissements pertinents quant à l'élimination des piles.

Conserver ces instructions.

ENERGY STAR Program

ENERGY STAR®



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

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

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

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

- **Low-power Mode**

At the factory, this fax machine is set to enter the low power mode after no operation takes place for more than 5 minutes. To exit the low power mode, press the **[Energy Saver/ Clear Modes]** key. The machine starts printing in about 40 seconds in the Energy Saving Standby mode, or in about 30 seconds in the Fax Standby Mode.

- ◆ **Specification**

Specification	Power consumption	Default time
Without NIC FAX KIT installed	1.7 W	5 min
With NIC FAX KIT installed	4.3 W	

Recycled Paper

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

How to Read this Manual

How to Read this Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

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

 **CAUTION:**

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

* The statements above are notes for your safety.

 **Important**

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

 **Preparation**

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

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

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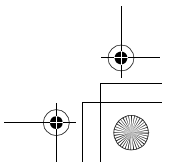
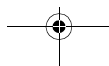
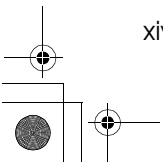
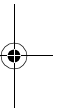
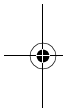
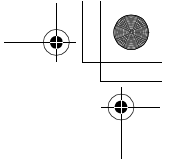
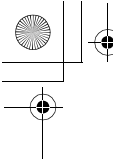
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Manuals for this machine

This machine is provided with a Basic Features manual and an Advanced Features manual. Please consult the manual that suits your needs.

Advanced Features (This Manual)

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ Chapter 1 Introduction

Describes part names of the machine and operation panel. Also lists symbols and conventions used in this manual.

❖ Chapter 2 Faxing

Explains basic transmission. You can also find out about other types of transmissions and how to switch the reception mode.

❖ Chapter 3 Setup

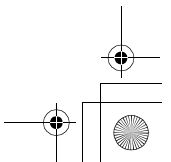
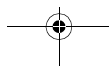
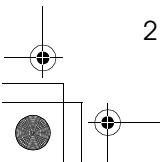
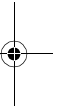
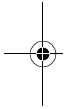
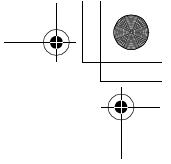
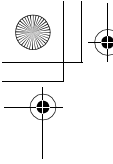
Explains how to make initial settings, such as the Own Name and Own Fax Number settings. Also explains the Quick Dial, Speed Dial and Group keys. These functions allow you to store numbers and save time when dialing. This chapter also explains how to enter letters and symbols.

❖ Chapter 4 Troubleshooting

Explains clearing document jams, loading paper and changing the volume of audible signals generated by the machine. When the display or indicator lights show unusual information, check the list and take appropriate action.

❖ Chapter 5 Appendix

Describes options available for use with the machine.



1. Transmission Options

Sending at a Specific Time (Send Later)

Using the Send Later 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.
- If the current time shown on the display is not correct, adjust it. (See P.66 "Setting the Date and Time".)
- You cannot specify a time more than 24 hours into the future.

1 Set your document and select any scan settings you require.

2 Press the **[Trans. Option]** key.

```
Trans. Option
1. Send Later
```

3 Confirm that "1. Send Later" is displayed.

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

5 Press **⏪** or **⏩** to select "On".

Note

- You can turn this feature off by selecting "Off" and pressing the **[OK]** key.

```
Send Later:      ⏪/OK
[On]   Off
```

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

7 Press the **⏪** or **⏩** key to select "AM" or "PM", and then press the **[OK]** key.

```
Send Later:      ⏪/OK
Time [AM]   PM
```

8 Enter the time that you want to send the fax message.

```
Send Later: Press OK
Time [09:34] AM
```

Enter the hour setting in 12-hour format (1–12).

Press the **[Clear]** key to clear the previous entry, and then enter the new number with the number keys.

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

The specified time is set.

10 Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step 10.

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

Note

- You can cancel transmission of a message set up for Send Later. (See P.17 "Canceling Transmission or Reception".)

Personal Codes

1

Personal Codes consisting of up to 8 digits (numerals, the # and * symbols, and spaces) can be assigned to individual users. You can keep track of fax machine usage by assigning Personal Codes and having users enter them when using the machine.

- User names assigned to Personal Codes can be printed in the Journal and other reports.
- If user names are assigned to Personal Codes, label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on documents when they are received at the destination.

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

Reference

See P.100 "Programming the Personal Codes".

See P.103 "Printing the Personal Code List".

See P.34 "Label Insertion".

- 1 Set your document and select any scan settings you require.
- 2 Press the **[Trans. Option]** key.
- 3 Press **⏪** or **⏩** until "2. Personal Code" is displayed.

```
Trans. Option
 2. Personal Code  ⏩
```

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

- 5 Press **⏪** or **⏩** to select "On".

```
Pers. Code:  ⏩/OK
[On]  Off
```

Note

- You can cancel this feature by selecting "Off".

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

- 7 Enter a personal code (up to 8 digits) with the number keys.

If you make a mistake, press the **[Clear]** key and try again.

```
Pers. Code: Press OK
[12345678]
```

Note

- Personal codes may be any string of 8-digit numbers (0 to 9), symbols (# and *), or spaces. You can register up to 30 personal codes.

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

The personal code is set.

- 9 Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step 9.

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

Note

- You can cancel transmission of a message set up for Personal Code Transmission. (See P.17 "Canceling Transmission or Reception".)

Fax Header Print

Normally, the Fax Header programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

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

Note

- In the USA, law requires that your fax number be included in the fax header. Register the fax number and switch on Fax Header Print with the User Parameters. See P.95 "User Parameters" (switch 06, bit 0).

Important

- In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

1 Set your document and select any scan settings you require.

2 Press the **[Trans. Option]** key.

3 Press **⏪** or **⏩** until "3. FaxHeader Print" is displayed.

```
Trans. Option
3.FaxHeader Print
```

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

5 Press **⏪** or **⏩** to select "Off".


```
FaxHeader Print /OK
On [Off]
```

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

7 Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step **7**.

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

 If you register the Fax Header Print function in a User Function key beforehand, you can turn on Fax Header Print simply by pressing the User Function key. (See P.58 "Assigning User Function Keys".)

1

5

Sending Confidential Messages

1

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 in the other party's terminal 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, do not forget to tell the intended receiver what code must be entered to print the message.

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

- A Confidential ID can be any 4-digit number except 0000.
- 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

See P.105 "Confidential ID".

See P.100 "Programming the Personal Codes".

See P.96 "User Parameter List".

See P.22 "Printing the Journal".

See P.20 "Printing a Confidential Fax Message".

- 1** Set your document and select any scan settings you require.
- 2** Press the **[Trans. Option]** key.
- 3** Press **⏪** or **⏩** until "4. Confidential TX" is displayed.

```
Trans. Option
4. Confidential TX
```

- 4** Press the **[OK]** key.
- 5** Press **⏪** or **⏩** to select "On".

```
Conf. TX:      ⏪/OK
[On] Off
```

- 6** Press the **[OK]** key.
- 7** Select the type of Confidential Transmission.

Normal Confidential Transmission:

- 1 Press **[Left]** or **[Right]** to select "Default".

```
Conf. ID:      ←/OK
[Default] Override
```

- 2 Press the **[OK]** key.
Normal Confidential Transmission is set.
- 3 Specify the other party's fax number.

Confidential ID Override Option:

- 1 Press **[Left]** or **[Right]** to select "Override".

```
Conf. ID:      ←/OK
Default [Override]
```

- 2 Press the **[OK]** key.
Confidential ID Override is set.
- 3 Enter the Confidential ID (4-digits) with the number keys.

```
Conf. TX:      Press OK
ID [1234]
```

- 8 Specify the other party's fax number.
- 9 Press the **[Start]** key.

When sending messages to fax machines produced by other manufacturers

Normally you can only send and receive confidential faxes between machines of the same make which support confidential sending and receiving. However, if the other party's fax is not the same as your own, you can still send and receive confidential fax messages if the other party's fax machine supports the SUB/SID function. See P.14 "SUB Code Transmission".

1

Leaving a Document to Be Picked Up by Others (Polling Transmission)

1

Use Polling Transmission when you want to leave a document in the machine's memory for others to pick up. The message will be sent when the other party calls your machine.

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

You must enter an Override Polling ID unique to this transmission. The user must supply this ID when they poll your machine and if the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

⚠ Limitation

- ❑ Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer. With Free Polling, a message can also be sent to other manufacturer's machines as long as they have the Polling Reception feature.

✎ Note

- ❑ Only one document can be stored in the memory for Free Polling and Secured Polling. However, with Stored ID Override, you can store up to 100 files, but you must use a different ID for each file.
- ❑ A Polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
- ❑ The communication fee is charged to the receiver.
- ❑ To delete the document immediately after transmission, select "Use once". To repeatedly send the document, select "Save". By default, Polling Transmission is set to "Use Once". See P.95 "User Parameters" (switch 11, bit 7).
- ❑ This function works only when sufficient memory is available.

🔍 Reference

See P.17 "Canceling Transmission or Reception".

See P.18 "Printing a File List".

Leaving a Document to Be Picked Up by Others (Polling Transmission)

- 1** Set your document and select any scan settings you require.
- 2** Press the **[Trans. Option]** key.
- 3** Press **◀** or **▶** until "5. Polling TX" is displayed.

```
Trans. Option
5.Polling TX
```

- 4** Press the **[OK]** key.
- 5** Press **◀** or **▶** to select "On".

```
Polling TX:
[On] Off
```

- 6** Press the **[OK]** key.
- 7** Select the type of Polling Transmission.

Secured Polling

- 1** Press **◀** or **▶** to select "Default".

```
Polling TX:
[Default]
```

Stored ID Override

- 1** Press **◀** or **▶** to select "Override".

```
Polling TX:
[Override]
```

- 2** Press the **[OK]** key.
- 3** Enter the Polling ID using the number and Quick Dial keys.

```
Polling TX: Press OK
ID [1234]
```

Free Polling

- 1** Press **◀** or **▶** to select "Free".

```
Polling TX:
[Free]
```

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

Note

- Before using Secured Polling, you need to program the Polling ID. See P.105 "Registering ID Codes".

When using Polling Transmission with fax machines produced by other manufacturers

Standard Polling Transmission only works with machines of the same that manufacturer have the Polling Reception feature. However, if the other party's fax machine supports SEP Polling Transmission, you can send documents to them using SEP Code Polling Reception. See P.15 "SEP Code Polling Reception".

When sending a document using secured polling transmission, ask the other party to enter the registered 4-digit polling ID as the SEP code. When using stored ID override transmission, ask the other party to enter the 4-digit polling ID entered when storing the document as the SEP code.

Calling to Request a Message (Polling Reception)

1

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals.

There are two types of Polling Reception:

◆ Secured Polling Reception

If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require an ID are received (Free Polling).

◆ Stored ID Override Polling Reception

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID. Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that do not require an ID are received (Free Polling).

● Limitation

- Polling Reception requires that the other machine can perform Polling Transmission.
- To receive a message sent by any Secured Polling Transmission or Stored ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.

- To receive a message sent by Secured Polling Transmission or Stored ID Override Polling Transmission, the sender must use a machine of the same manufacturer that is equipped with the Polling Reception feature.

✎ Note

- The communication fee is charged to the receiver.

1 Press the **[Trans. Option]** key.

2 Press **⏪** or **⏩** until "6. Polling RX" is displayed.

```
Trans. Option
6. Polling RX
```

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

4 Press **⏪** or **⏩** to select "On".

```
Polling RX:  ⏪/OK
[On]  Off
```

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

6 Press **⏪** or **⏩** to select "Default".

```
Polling RX:  ⏪/OK
[Default] Override
```

7 Select the type of Polling Reception.

Secured Polling Reception

- 1 Press the **[OK]** key.
The settings are made.
- 2 Specify the other party's fax number.
- 3 Press the **[Start]** key.

Reference

See P.17 "Canceling Transmission or Reception".

Stored ID Override Option

- 1 Press **[4]** or **[6]** to select "Override".

```
Polling RX:  [OK]
Default [Override]
```

- 2 Press the **[OK]** key.
- 3 Enter the Confidential ID (4 digits) with the number keys and Quick Dial keys.

```
Polling RX: Press OK
Override ID [1234]
```

If you make a mistake, press the **[Clear]** key and try again.

- 8 Press the **[OK]** key.
- 9 Specify the other party's fax number.
- 10 Press the **[Start]** key.

Polling Documents from Other Manufacturer's Fax Machines:

Standard Polling Reception only works with machines of the same manufacturer that have the Polling Reception feature. However, if the other party's fax machine supports SEP Code Polling Reception, you can receive documents from them using SUB/SEP Reception. (See P.15 "SEP Code Polling Reception".)

1

Transfer Request

1

Transfer Request allows fax machines that have this feature to automatically distribute incoming messages onto multiple fax destinations. This feature helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

Before you can use this feature you must program the Polling ID and set the Transfer Result Report.

Limitation

- The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.
- End Receivers must be programmed into Quick Dials or Groups in the Transfer Station.

Note

- Polling ID's of the requesting party (this machine) and Transfer Stations must be identical.

The following terminology is used in this section:

◆ Requesting Party

The machine where the message originates from.

◆ Transfer Station

The machine that forwards the incoming message to another destination.

◆ End Receiver

The final destination of the message.

Note

- You can have up to 30 End Receivers per Transfer Station.
- If you specify a Transfer Station Group, the Group counts as a single receiver.

1 Set your document and select any scan settings you require.

2 Press the **[Trans. Option]** key.

3 Press **⏪** or **⏩** until "7. Transf. Request" is displayed.

```
Trans. Option
7. Transf. Request
```

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

5 Press **⏪** or **⏩** to select "On".

```
Transf. Request: /OK
[On] Off
```

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

7 Specify the Transfer Station.

If you make a mistake, press the **[Clear]** key and try again.

```
Transf. Stn: Press OK
123456789_
```

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

9 Specify the End Receiver.

Note

- Note You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s).

```
ReceiveStn. :Press OK
1 [#10_ ]
```

10 Press the [OK] key.

11 Press ⏪ or ⏩ to select "Yes" or "No".

```
Add Recv. Stn? ⏪/OK
[Yes] No
```

12 Press the [OK] key.

If you selected "Yes", go back to step 9.

13 Press the [Start] key.

⚙️ Sending Broadcast Requests to Other Manufacturers' Fax Machines:

Standard Broadcast Request Transmissions only work with machines of the same make that have the Transfer Station feature. However, if the other party's fax machine supports SUB Transmission, you can specify them as a Transfer Station. (See P.14 "SUB Code Transmission".)

Specifying an End Receiver

You cannot enter the numbers of the End Receivers directly. Instead, enter a simple code that describes where the numbers are stored in the Transfer Station (in Quick Dials, Speed Dials or Groups). End Receiver information is then relayed to the Transfer Station(s), and sent to the destinations stored in the Transfer Station(s) memory.

◆ Quick Dial

Enter [#] followed by 2 digits of the Quick Dial where the End Receiver is stored. For example, to choose the number stored in Quick Dial 01 in the Transfer Station, enter: [#][0][1].

◆ Speed Dial

Enter [#], [*] followed by the Speed Dial code (2 digits). For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: [#][*][1][2].

◆ Group Dial

Enter [#], [*], [*] followed by the Group number (2 digits). For example, to choose the number stored in Group 04 in the Transfer Station, enter: [#][*][*][0][4].

SUB Code Transmission

1

Confidential Transmission is only possible with machines of the same make that have the Confidential Transmission feature. However, if you use the SUB/SID function, you can send and receive confidential faxes to and from other makers' machines that have the SUB/SID feature.

You can also send transfer requests to other maker's fax machines that are equipped with this feature.

1 Set your document and select any scan settings you require.

2 Press the **[Trans. Option]** key.

3 Press **◀** or **▶** until "8. TX with SUB" is displayed.

```
Trans. Option
8.TX with SUB  ⬅➡
```

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

5 Press **◀** or **▶** to turn SUB code transmission "On".

```
TX with SUB:  ⬅➡/OK
[On]   Off
```

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

7 Specify the destination.

```
Dest.1:      Press OK
0123456789_ ██████████
```

⚠ Limitation

- You cannot specify Groups as destinations.

✎ Note

- If you used Quick Dial key to specify a destination that was registered along with a SUB code, or if you specified the destination using Speed Dial, go to step 10.

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

9 Enter the SUB Code with the number keys.

```
SUB:          Press OK
1234_ ██████████
```

✎ Note

- You can enter up to 20 characters from the following: digits from 0 to 9, #, *, and spaces.
- If you make a mistake, press the **[Clear]** key and try again.

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

11 Press **◀** or **▶** to select "Yes" or "No".

```
Add Dest.?  ⬅➡/OK
[Yes]   No
```

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

If you selected "Yes", go to step 13.

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

✎ Note

- You can cancel transmission of a message set up for SUB Code Transmission. (See P.17 "Canceling Transmission or Reception".)

SEP Code Polling Reception

If you want to receive a message stored in the memory of another party's fax machine, use this feature. The machine will receive the message with the SEP and PWD code that matches the SEP and PWD code you enter in the following procedure.

Note

- You can enter up to 20 characters from the following: digits from 0 to 9, #, *, and spaces.
- If you make a mistake, press the **[Clear]** key and try again.

- 1** Press the **[Trans. Option]** key.
- 2** Press **◀** or **▶** until "9. RX with SEP" is displayed.

```
Trans. Option
9.RX with SEP  ⏪
```

- 3** Press the **[OK]** key.
- 4** Press **◀** or **▶** to turn SEP Code Reception "On".

```
RX with SEP:  ⏪/OK
[On] Off
```

- 5** Press the **[OK]** key.
- 6** Specify the other party's fax number.

```
Dest. 1:      Press OK
0123456789_ ██████████
```

Note

- If you used Quick Dial key to specify a destination that was registered along with a SEP code, or if you specified the destination using Speed Dial, go to step **7**.

- 7** Press the **[OK]** key.
- 8** Enter the SEP Code with the number keys.

```
SEP:          Press OK
1111_ ██████████
```

Note

- If you make a mistake, press the **[Clear]** key and try again.

- 9** Press the **[OK]** key.
- 10** Press **◀** or **▶** to select "Yes" or "No".

```
Add Dest.?  ⏪/OK
[Yes] No
```

- 11** Press the **[OK]** key.
If you selected "Yes", go to step **12**.

- 12** Press the **[Start]** key.
Once the document is received, the machine returns to standby mode.

Note

- You can cancel transmission of a message set up for SEP Code Polling Reception. (See P.17 "Canceling Transmission or Reception".)
- A Communication Result Report prints out after SEP Code Polling Reception is set up. You can use this to confirm the contents of SEP Code Polling Reception. (See P.40 "Communication Result Report (Memory Transmission) (Switch 03, Bit 0)".)

Mail Option

1

This menu appears when the fax machine is connected to the Internet, and is used for sending faxes via the Internet.

⚠ **Limitation**

- The NIC FAX KIT or PDU KIT must be installed in order to use this feature.

🔍 **Reference**

For details, please refer to the NIC FAX KIT manual or the PDU KIT manual.

2. Communication Information

Canceling Transmission or Reception

Transmission files are documents that have been stored in memory and are awaiting transmission. The features that produce transmission files are Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception, and Polling Transmission. These features are described in detail elsewhere in this document.

If you notice an error in the destination specified or the document content after scanning a document into memory, you can cancel transmission of that document. This is done by searching for the document in the fax machine's memory and deleting it.

Note

- You can cancel Memory Transmission even while files are being sent. However, any pages that have already been sent cannot be canceled.
- To cancel transmission in progress, press the **[Stop]** key.
- You can out a File List to confirm the transmission files stored in memory.

1 Press the **[Job Information]** key.

Confirm that "1. Cancel TX/RX" is displayed.

```
Job Information
1.Cancel TX / RX
```

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

3 Display the file you want to cancel.

To display the file, enter the file number with the number keys, or press **[◀]** or **[▶]** until the file number is displayed.

```
Cancel File?  ←/OK
No.001 0123456789
```

Note

- If you make a mistake, press the **[Cancel]** key and try again.
- If you cannot find the file you want to cancel, the document has already been sent.

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

```
Cancel?  ←/OK
[Yes]  NO
```

5 Confirm that you have selected the correct file, and press the **[OK]** key.

"Trans. Cancelled File Deleted" is displayed, and the machine returns to standby mode.

Printing a File List

Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example, when erasing files).

2

 **Note**

- The contents of a document stored in memory can also be printed. (See P.19 "Printing a Stored Message".)

- 1** Press the **[Job Information]** key.
- 2** Press **◀** or **▶** until "2. Print File List" is displayed.

```
Job Information
2.Print File List ▸
```

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

The File List is printed out and the machine returns to standby mode.

Printing a Stored Message

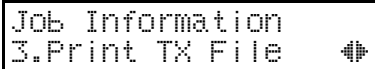
Use this feature to check the contents of Polling Transmission or Free Polling files stored in memory.

⚠ Limitation

- You cannot print out files that are being sent or Confidential Transmission files.
- If the file you print out is larger than the paper you have set in the ADF, the file is reduced before it is printed.

1 Press the **[Job Information]** key.

2 Press **⏪** or **⏩** until "3. Print TX File" is displayed.



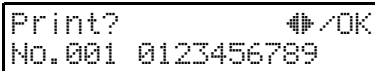
```
Job Information
3.Print TX File  →
```

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

4 Display the file you want to print.

Enter the file number with the number keys, or search using **⏪** or **⏩**.

If you make a mistake, press the **[Cancel]** key and try again.



```
Print?  →/OK
No.001 0123456789
```

The registered name or fax number appears on the lower line.

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

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

The document is printed and the machine returns to standby mode.

Printing a Confidential Fax Message

This feature is designed to prevent messages being picked up casually by anyone when they are received. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message you have to enter the Confidential ID code. When your machine has received a confidential message, the "Receive File" indicator flashes.

2

Note

- Before using this function, program your Confidential ID. (See P.105 "Registering ID Codes".)

Important

- If the Main Power switch is off more than an hour, all Confidential Messages are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See P.131 "Power Failure Report".)

Limitation

- You must program the Confidential ID for Confidential Reception to work.

Note

- If you receive a fax by Confidential ID Override Reception, enter the override Confidential ID.

1 Press the **[Job Information]** key.

2 Press **[Left]** or **[Right]** until "4. Print Conf. RX" is displayed.

```
Job Information
4.Print Conf.RX  ←→
```

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

```
Conf. RX:
IDC_#####
```

4 Enter the Confidential ID (8 digits or less) with the number keys.

The Confidential ID you entered is not displayed.

```
Conf. RX:   Press OK
IDC****_####
```

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

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

The document is printed and the machine returns to standby mode.

Printing a Memory-locked Message

This is a security feature that prevents unauthorized individuals from reading printed messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code. When your machine has received a message with Memory Lock, the "Receive File" indicator flashes. See P.81 "Memory Lock".

Note

- Before you start, program your Memory Lock ID. (See P.105 "Registering ID Codes".)
- Messages received by Polling Reception are automatically printed even if this feature is switched on.
- If the Main Power switch is turned off for more than an hour, all messages protected by Memory Lock are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See P.131 "Power Failure Report".)

- 1** Press the **[Job Information]** key.
- 2** Press **[Left]** or **[Right]** until "5. Print Mem. Lock" is displayed.

```
Job Information
5.Print Mem.Lock  ←→
```

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

```
Mem. Lock:
IDC_####
```

- 4** Enter the Memory Lock ID (4 digits) with the number keys.

The Memory Lock ID you entered is not displayed.

```
Mem. Lock:  Press OK
IDC****
```

2

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

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

The document is printed out and the machine returns to standby mode.

Printing the Journal

2

The Journal contains information about the last 50 communications made by your machine. By default, it is printed automatically after every 50 communications (receptions + transmissions). You can also print a copy of the Journal at any time by following the procedure below.

Note

- The sender's name column of the Journal is useful when you need to register a Specified Sender.
- If you do not want the Journal to be printed automatically, you can turn automatic printing off. See P.95 "User Parameters" (switch 03, bit 7).
- You can program this feature in one of the User Function keys. By default, this function is programmed in the **[F1 Print Journal]** key.

1 Press the **[Job Information]** key.

2 Press **⏪** or **⏩** until "6. Print Journal" is displayed.

```
Job Information
6.Print Journal  ⏩
```

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

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

The report is printed and the machine returns to standby mode.

Mail Reception

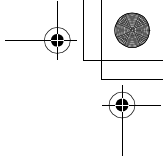
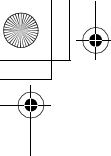
This menu appears when the fax machine is connected to the Internet, and is used for receiving mail via the Internet.

! Limitation

- The NIC FAX KIT or PDU KIT must be installed in order to use this feature.

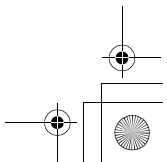
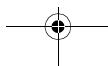
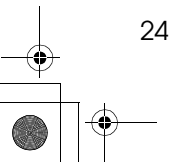
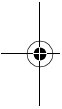
🔍 Reference

For details, please refer to the NIC FAX KIT manual or the PDU KIT manual.



Communication Information

2



3. Other Transmission Features

Handy Dialing Functions

Chain Dial

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 entered with the number keys.

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

Example: 01133-1-5551234 (From the United States to Paris).

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

- Quick Dial 01 = 01133 (Overseas to France)
- Quick Dial 02 = 1 (Paris)
- Speed Dial 01 = 5551234

◆ Memory Transmission Mode:

When using Memory Transmission and Immediate Transmission, you must press the **[Pause/Redial]** key between each dialing sequence. However, when On Hook dialing or manual dialing, you do not need to press this key.

- 1** Make sure that the machine is in standby mode.

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

- 2** Carefully place your fax message in the auto document feeder.

- 3** Press Quick Dial key **[01]**.

```
Dest.1 OK to Add
001 FRANCE
```

- 4** Press the **[Pause/Redial]** key.

```
Dest.1 OK to Add
01133- ████████████████████
```

- 5** Press Quick Dial key **[02]**.

```
Dest.1 OK to Add
01133-1_
```

- 6** Press the **[Pause/Redial]** key.

```
Dest.1 OK to Add
01133-1-
```

- 7** Press the **[Speed Dial/Tel Directory]** key, and then press **[0][1]**.

```
Dest.1 OK to Add
01133-1-5551234_██████
```

If you want to send the same fax to another party, press the **[OK]** key and repeat the above steps from step **3**.

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

! Limitation

- You can enter up to 254 digits.

Other Transmission Features

Telephone Directory

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

Limitation

- You cannot search for symbols or digits.
- Names in parentheses are not searched.

3

- 1** Make sure that the machine is in standby mode.

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

- 2** Carefully place your fax message in the auto document feeder.

- 3** Press the **[Speed Dial/Tel Directory]** key.

```
Speed Dial:Enter No.
[0-9]
```

- 4** Enter the first letter of the name you are searching for using the **[Quick Dial]** keys.

The first destination is displayed.

```
Tel Dir.: [W] <=>/OK
015 WALCOMPANY
```

When searching for "W"

- 5** Press **▶** until the destination you are searching for is displayed.

If you have selected the wrong search letter, press the **[Cancel]** key and repeat the above steps from step **3**.

```
Tel Dir.: [W] <=>/OK
016 WWF COMPANY
```

- 6** Once the name you are searching for is displayed, press the **[OK]** key to dial the number.

```
Dest.1 OK to Add
016 WWF COMPANY
```

If you want to send the same fax to another party, press the **[OK]** key and repeat the above steps from step **2**.

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

Redial

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. With the **[Pause/Redial]** key, you can redial with just a few key-strokes.

Using the Redial Key

The machine can remember the last 10 numbers dialed on the numeric keypad, and one previously dialed Quick Dial/Speed Dial. If you have to redial one of these numbers, just press the **[Pause/Redial]** key until the required telephone number or name is displayed, and 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 **[Pause/Redial]** key until the required telephone number or name is displayed, and then press the **[Start]** key.
- If you wish to send another message to the same address that you sent one to recently, you do not have to dial the full number again if it is still in the Redial memory. Place the message in the feeder, and then press the **[Start]** key.

- 1** Make sure that the machine is in standby mode.

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

- 2** Carefully place your fax message in the auto document feeder.

- 3** Press the **[Pause/Redial]** key.

The 10 most recent numbers you have dialed are displayed.

```
Redial: [Left Arrow] / OK
001 ABC COMPANY
```

- 4** Display the destination you want to redial.

You can scroll through the destinations by pressing the **[Pause/Redial]** key or **[Left Arrow]** or **[Right Arrow]**.

- 5** Once the name you are searching for is displayed, press the **[OK]** key to dial the number.

```
Dest.1 OK to Add
001 ABC COMPANY
```

If you want to redial another destination, press the **[OK]** key and repeat the above steps from step **2**.

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

! Limitation

- If you specified multiple destinations, they are not all stored in memory.
- If you specified multiple destinations using the Quick Dial or Speed Dial keys, only the latest destination is stored in memory.

3

Dial Options

The Dial Options provide access to various code features which are designed to allow confidential transmission and polling reception between different fax machines. Use them if the other party's fax machine is of a different make and supports the code features. Further, the Dial Options allow you to send faxes using a sub-address when your fax machine is connected to ISDN only. Before you can use the Dial Options, you need to program the Dial Options features in the User Functions keys. (See P.58 "User Function Keys".)

Available Dial Options are as follows:

- SUB, SID, SEP, PWD
- SUB-ADDRESS (Requires the optional ISDN INTERFACE UNIT TYPE 190.)

Note

- You can program sub-addresses in the User Functions key.

Limitation

- The maximum number of digits you can enter for SUB, SEP, SID, and PWD is 20.
- The maximum number of digits you can enter for sub-address is 19. It may be any string of 20 numbers (0 to 9) or symbols (# and *).

- 1** Make sure that the machine is in standby mode.

```
Ready 100% 02:39PM
Set Ori&./ Enter No.
```

- 2** Carefully place your fax message in the auto document feeder.

- 3** Enter the destination with the number keys.

```
Dest.1 OK to Add
0123456789_|||||
```

- 4** Press the User Functions key that is programmed with the Dial Options feature.

- 5** Press **◀** or **▶** to display the item you want to set.

```
Dial Option:
1.SUB ▶
```

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

- 7** Enter the code with the number keys.

If you want to erase a digit of the number, press the **[Clear]** key and re-enter the digit.

```
SUB: Press OK
1234_|||||
```

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

```
Dest.1 OK to Add
0123456789_|||||
```

If you want to specify another destination, press the **[OK]** key and repeat the above steps from step **3**.

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

On Hook Dial

You can send a fax message without lifting the receiver, while still listening to the dial tone.

If the other party has a telephone fax machine, you can talk by lifting the receiver after your machine has connected to theirs.

- 1** Make sure that the machine is in standby mode.

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

- 2** Carefully place your fax message in the auto document feeder.

- 3** Press the **[On Hook Dial]** key.

You will hear a dial tone coming from the machine's internal speaker.

Note

- If you press the **[On Hook Dial]** key once more, the machine will hang up and the dial tone will stop.

```
On Hook :
_|||||
```

- 4** Specify the destination.

The destination you specify is dialed immediately.

If you misdial the number, press either the **[On Hook Dial]** key or the **[Stop]** key, and repeat the procedure from step **3**.

```
On Hook :
0123456789_|||||
```

- 5** When you hear a high-pitched tone, press the **[Start]** key.

Transmission starts.

Once the fax is sent, the machine returns to standby mode.

```
ABC COMPANY
A4->A4 Transmittin
```

3

Reference

To adjust the volume:

See Chapter 4, "Adjusting the Volume and Sounds the Machine Makes" in the Basic Features manual.

To stop transmission:

If you want to stop a fax message during transmission, press the **[Stop]** key, and then remove the document from the auto document feeder.

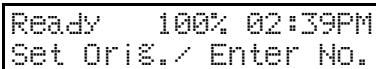
Other Transmission Features

Manual Dial

You can send a fax message using the handset (optional) or receiver of an external telephone.

- 1** Make sure that the machine is in standby mode.

3



- 2** Carefully place your fax message in the auto document feeder.

- 3** Pick up the receiver.

You will hear a dial tone coming from the receiver.



- 4** Specify the destination.

The destination you specify is dialed immediately.

If you misdial the number, replace the receiver and repeat the procedure from step **3**.

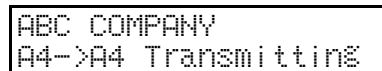


- 5** When you hear a high-pitched tone, press the **[Start]** key and replace the receiver.

Transmission starts.

If the other party answers the phone, inform them that you are sending a fax.

Once the fax is sent, the machine returns to standby mode.



Reference

To stop transmission:

If you want to stop a fax message during transmission, press the **[Stop]** key, and then remove the document from the auto document feeder.

Selecting G3 or G4

If your fax machine is connected to ISDN, you can select G3 or G4.

To select G4, press the **[G4]** key. The G4 indicator lights.

Reference

Your machine automatically switches to G3 mode if the destination is not connected to an ISDN line.

Limitation

- You can only select a line during transmission if you specified the destination with the number keys or chain dial.

Tone Signals

On this model the **[*]** key on the number keys is used as the Tone key.

Some organizations offer you a special service by telephone, which you can access by transmitting touch tones. If your phone service provides only pulse dialing, the ability to generate Tone Signals will allow you to access these services.

3

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

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

2 Pick up the telephone handset, or press the **[On Hook Dial]** key.

3 Dial the remote facility. Do not press the **[Start]** key.

 **Note**

- If your telephone line type is a tone dial line, go to step **5**.

4 After your line is connected to the remote facility, if your telephone line type is Pulse Dial, press the **[*]** key on the number keys.

A dot appears in the display.

5 Enter the digits that you need to use for remote facility. After you have finished your business with the remote facility, hang up.

 **Note**

- Procedures vary according to service.

Transmission Functions

Stamp

When sending a fax message, the machine can stamp a circle mark at the bottom of the document. This stamp indicates that the document has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.

Before you can use the Stamp, you need to program the Stamp function in a User Function key ([F1] to [F4]). The key to which the function is pre-assigned varies according to model. (See P.58 "User Function Keys".) 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.

- If a page is not stamped, you may need to resend it.

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

The Stamp indicator lights. Pressing the **[Stamp]** key again turns it off.

By default, Stamp is turned off. If you use this feature often, you can adjust the User Parameters so that the home setting is on. In this case, Stamp can easily be turned off for any single transmission by pressing the **[Stamp]** key. See P.95 "User Parameters" (switch 00, bit 0).

Note

- When the stamp starts getting lighter, replace the cartridge. See P.146 "Replacing the Stamp Cartridge".

Closed Network Transmission

This feature ensures that you do not send confidential documents to the wrong machine. The ID Codes of the communicating machines are checked, and if they are not the same, the communication is stopped.

Note

- Program the same ID Code in the receiver's fax machine beforehand. See P.105 "ID Code".
- You can specify whether you want to send a fax by Closed Network Reception with the User Parameters. See P.95 "User Parameters" (switch 06, bit 2).
- The factory default setting is Disabled.

3

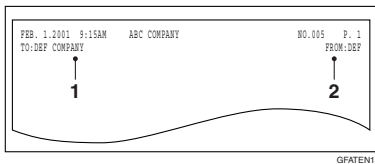
Label Insertion

With this feature you can have the receiver's name programmed in Quick Dial or Speed Dial printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

3

If you program the Label insertion feature in a Quick Dial or Speed Dial, the feature is enabled when you select **[Yes]**. This feature cannot be used if the other party's name is not programmed.

If you select the Label insertion feature then enter the other party's user code, your user code will also appear on the page. "From" is automatically inserted before your user code. However, this feature cannot be used if your user code is not programmed.



1. Name that is registered in the Quick Dial or Speed Dial key.

2. Name that is assigned to the Personal Code.

Note

- You can set this feature for each destination.

No Document, No Dial

If you dial a destination without setting a document, and then for some reason leave the machine without sending anything, the document set by the next person to use the machine could be sent to the wrong destination. To avoid such mistakes, when this feature is turned on you cannot dial a destination unless your document is set.

When No Document, No Dial is turned on, the standby display looks like this:

```
Ready 100% 02:39PM
Set Originals
```

Note

- When the machine is shipped, this feature is turned off by default. If you wish to turn this feature on, please contact your service representative.

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.

- 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 Trans." display appears.
- As the alarm sounds, the BLANK DOCUMENT message appears.
- You can turn Blank Sheet Detect on or off with the User Parameters. See P.95 "User Parameters" (switch 11, bit 2). When shipped, this feature is turned on by default.
- This feature is not supported in Copy mode.

More Transmission Functions

The following functions are useful when transmitting documents.

If Memory Runs Out While Storing a Document

3

If you run out of memory while storing a document. (free space reaches 0%), scanning stops and the following display will appear: "Memory is Full. Storing Stopped OK". If you press the **[OK]** key, the display changes. Remove the document from the auto document feeder, press ⏪ or ⏩ to select "Transmit" or "Delete", and then press the **[OK]** key.



```

Stored Pages  →/OK
[Transmit] Delete
  
```

"Transmit" - Send the pages of the document stored in memory. Once this lot of pages is sent, send the remaining pages.

"Delete" - The entire document is erased from memory and the machine returns to the standby mode. Reset the document in the auto document feeder and send it using Immediate Transmission.

Checking the Transmission Result

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.95 "User Parameters" (switch 03, bits 7-0).

You can confirm successful transmission with the Communication Result Report or the Communication Failure Report for Memory Transmission, and the Immediate Transmission Result Report for Immediate Transmission.

❖ Communication Result Report

Turn on the Communication Result Report if you want a report to be printed after every transmission.

❖ Communication Failure Report

If you turn the Communication result Report off, the Communication Failure Report will be printed when a communication fails.

❖ Immediate Transmission Result Report

Turn on the Immediate Transmission Result Report if you want a report to be printed after every successful Immediate Transmission.

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting), the messages are sent in the order in which they were dialed. If the document could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations, A through D for Broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

Sending a Fax Straight Away

When you wish to send a fax straight away, use Immediate Transmission.

If a Memory Transmission is in progress, the display will switch to transmission standby and as soon as the current transmission has finished, the Immediate Transmission will start automatically. (See Chapter 2, "Immediate Transmission" in the Basic Features manual.)

If you are already sending to more than one destination with Memory Transmission and your document has already been scanned in, Broadcasting is interrupted to allow the Immediate Transmission to be sent.

However, if a transmission other than the current transmission is on standby, that document is sent first causing your Immediate Transmission to take a little longer.

Broadcasting: Checking Progress

To check which destinations the fax message has been sent to so far, print the TX file list. (See P.18 "Printing a File List".)

Auto Redial

If a document cannot be transmitted because the line is busy or due to a transmission error, redialing is done twice at 1-minute intervals for Immediate Transmission, and four times at 5-minute intervals for Memory Transmission. (The redialing interval and number of retries may vary according to country.)

If redialing fails, the machine cancels the transmission and prints the Communication Result Report or Communication Failure Report. See P.40 "Communication Result Report (Memory Transmission) (Switch 03, Bit 0)", and P.40 "Communication Failure Report (On if Communication Result Report is Off) (Switch 03, Bit 0)".

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 Key-stroke 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 is reached, the messages will all be sent out on the same call, or 'batched'.

You can set up more than one batch. For example, you could set up a batch for Tokyo at 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).

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

Note

- By default, Batch Transmission is switched on. You can switch it on or off with the User Parameters. See P.95 "User Parameters" (switch 06, bit 4).
- If you store the Batch Transmission function in a User Function key, you can turn it on or off by just pressing that key. The User Function key indicator lights when Batch Transmission is turned on.

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).

Note that during Immediate Transmission, when copying, or when the User Tools menu is open, the machine cannot scan in documents.

ECM (Error Correction Mode)

This feature automatically resends data that wasn't transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

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.

Note

- Normal Memory Transmission still takes place when using the following:
 - Send Later
 - Transfer Request
- By default, Parallel Memory Transmission is switched on. You can switch it on or off with the User Parameters. See P.95 "User Parameters" (switch 07, bit 2).
- When the amount of remaining memory drops below a certain level, the machine switches to ordinary memory transmission and the parallel memory transmission feature is disabled until more memory becomes available.

Printed Reports

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

Note

- You can switch the various reports on or off with the User Parameters. See P.95 "User Parameters" (switch 03, bits 7–0).

3

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).

If you have switched this report off, a File Reserve Report will be printed only when a communication fails.

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.

Communication Failure Report (On if Communication Result Report is Off) (Switch 03, Bit 0)

This report is printed if a memory transmission failure occurs after a job is completed. It is only printed if the Communication Result Report is switched off, and a communication failure occurs.

Transmission Result Report (Switch 03, Bit 5)

This report is printed out after immediate transmission showing whether it was successful or not.

◆ Printing Part of the Image on the Report

For reference purposes, the machine prints all or part of the first page of the document on the following reports.

- Communication Result
- File Reserve
- Communication Failure Report

Report Formats

```

* * * COMMUNICATION RESULT REPORT (FEB. 1.2001 9:19PM) * * *
                                     FAX HEADER:ABC COMPANY
TRANSMITTED/STORE: FEB. 1.2001 9:18PM
FILE MODE   OPTION   ADDRESS           RESULT   PAGE
-----
Report details appear here

```

```

* * * JOURNAL (FEB. 1.2001 11:07PM) * * *
                                     FAX HEADER:ABC COMPANY

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

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

```

GFRTUKON

3

◆ The Mode Column

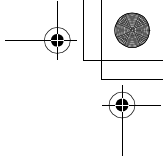
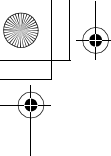
See the bottom of the Journal for a full listing of symbols on the Journal. On other reports a code is given, informing the type of communication. These codes are explained below.

◆ The Result Column

OK: Successful communication
E: An error occurred

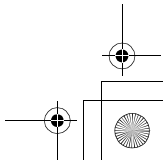
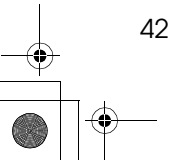
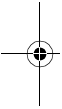
◆ The Footnote on the Journal

Transmission counter: Total number of transmitted pages
Reception counter: Total number of received pages



Other Transmission Features

3



4. Reception Features

General

Immediate Reception

Each page of a received fax message is printed as soon as it is received. This method is used for standard fax messages.

The machine normally receives fax messages in Immediate Reception. However, if Two In One or Multi-Copy Reception are switched on, messages are received in Memory Reception. Further, if one of the Substitute Reception items occurs, messages are received in Memory Reception.

◆ Display during reception

The sender's name or fax number appears on the first line.

```

ABC COMPANY
Set Ori&. / Enter No.
  
```

◆ Reception resolution

This machine supports Standard and Detail resolutions. Even if the sender specifies the resolution as Fine or Super Fine, this machine receives images as Detail. This may cause faxes to appear slightly different at your end than the sender intended.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.

This method is used with the following features:

- Two In One (See P.47 "Two In One".)
- Multi-Copy Reception (See P.79 "Multi-Copy Reception".)

⚠ Important

- If the functions listed above are turned on, you may not be able to receive very large or detailed faxes. If this happens, we recommend that you turn these functions off.
- If power is turned off for more than 1 hour, documents saved in memory are deleted.

! Limitation

- The machine may not be able to receive fax messages when the free memory space is less than about 9%.

✎ Note

- If the memory free space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Printing Documents That Have Been Received into Memory (Substitute Reception)

If the Receive File indicator is lit steadily, 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 to solve the problem and restore the machine to normal working condition.

- The Power Saver (See P.93 "Energy Save Timer") has turned off the heater. Press the **[Energy Saver/Clear Modes]** key to restore the machine to working condition.
- When "ADD PAPER" appears in the display, your fax machine is out of paper. Add paper (See Chapter 4, "Loading Paper in the Main Paper Cassette" in the Basic Features manual).
- When "ADD TONER" appears in the display, your fax machine is out of toner. Change the toner cassette. (See P.147 "Replacing the Toner Cassette and Cleaning Pad")
- A paper jam has occurred. (See P.128 "Clearing a Copy, Fax, or Print Jam"), or a cover is open.

As soon as the machine is restored to working condition, messages stored in memory are printed. The Receive File indicator goes out and the messages are 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.
- By default, Substitute Reception is switched on. You can switch it on or off with the User Parameters. See P.95 "User Parameters" (switch 05, bit 0).

Screening Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up your memory, the machine can be programmed to only use Substitute Reception for messages that arrive with name or fax number identification.

Two settings are available:

- When a name or fax number is received
- Free

Note

- The default setting is "When a name or fax number is received." In other words, the machine only stores messages when the name or fax number is present. You can change this with User Parameters. See P.95 "User Parameters" (switch 05, bit 1).

◆ When a name or fax number is received

The machine switches to Substitute Reception only when the sender programs their name or fax number. If the power is switched off for more than an hour, all the messages received into memory are deleted. If this occurs, the Power Failure Report or Journal can be used to identify which messages were lost so you can ask the senders to transmit them again.

⚠ Important

- If a sender does not program their name or fax number, the machine may reject an important fax message. We recommend that you ask important senders to register their name or fax number in advance.

◆ Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their name or fax number.

Receiving Messages in Telephone Mode

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:

When Answering with the Optional Handset

4

- 1** Pick up the optional handset and listen to the other end.
- 2** If you hear a voice, continue your conversation as you would normally.
- 3** If you hear a fax tone, remove any documents from the feeder, press the **[Start]** key, and then replace the handset.

Printing Options

Center Mark

By default, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position the hole puncher correctly when you file received messages.

You can turn this feature on or off. See P.95 "User Parameters" (switch 02, bit 1).

4

Note

- The center mark is not printed when you use the machine for making copies.
- The center mark may deviate a little from the exact center of the edge.

Checkered Mark

By default, a checkered mark is printed on the first page of fax messaged to help you separate them.

Note

- You can turn this feature off. See P.95 "User Parameters" (switch 02, bit 4).

TSI Print

Usually the sender's fax header is printed on received messages. If the sender has not programmed their header, you will not be able to identify them. However, if you turn this feature on, the sender's name or fax number is printed instead so you can find out where the message came from.

- TSI = Transmitting Subscriber Identification

Note

- When the machine is shipped, this feature is turned off by default. Turn it on or off with the User Parameters. See P.95 "User Parameters" (switch 02, bit 3).

CIL/TID Print

Limitation

- This feature is available only when receiving in G4 mode. (The optional ISDN board must be installed and the fax machine connected for ISDN communications.)

Two features are provided for identification of messages received by G4 (ISDN). If turned on, this information is printed on every page. Turn CIL and TID on and off with the User Parameters. See P.95 "User Parameters" (switch 02, bit 5 and 6).

The CIL (Call Identification Line) refers to the combination of the receiver's own fax number, name, the sender's own fax number and name, time, and page number. The default setting is on. The TID (Transmitter ID) refers to the name registered by the sender in their fax header. The default setting is on.

Reception Time

You can have the date and time when a message was received printed at the bottom of the received image. This feature is turned off by default. You can turn it on with the User Parameters. See P.95 "User Parameters" (switch 02, bit 2).

Limitation

- When a received message is printed on two or more sheets, the date and time is printed in the last page.

Note

- The date and time printed on messages received using Memory Reception is the date and time when printed.

Two In One

When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this feature on.

This can help you economize on paper.

- Two half-letter messages are printed side by side on a sheet of letter .

Limitation

- This feature does not work with messages larger than half-letter , or LT . When LT size paper is loaded in the machine, each page of the received message is output on a single sheet.
- If paper matching the size and direction of a received document is not available, Two In One is not possible.
- If the sent pages are of different width, or were sent with different scan settings, this feature is not available.

Note

- By default, this feature is turned off. Switch it on with the User Parameters. See P.95 "User Parameters" (switch 10, bit 1).
- This feature uses Memory Reception.

Reverse Order Printing

Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine starts printing the message from the last page received, meaning that the first page received is printed last. By default, this feature is turned off, but you can turn it on with the User Parameters. See P.95 "User Parameters" (switch 10, bit 0).

Note

- This feature uses Memory Reception.

If Incoming Messages Do Not Fit on 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 0.4 inches. (You can ask a service technician to turn off the overlap.)

4

5. Copying

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.

Important

- When making multiple copy sets, copying starts once all originals have been scanned into memory. If memory runs out (free memory reaches 0%) while scanning, the copy job is canceled and originals that have been scanned in so far are deleted from memory.

Note

- If you frequently use the fax machine to make copies and do not want to wait 30 seconds for the machine to warm up after it has entered the Energy Saving mode, you can change the setting of the Energy Saving feature so that the heater cools only halfway. See P.95 "User Parameters" (switch 05, bit 6).
- Set your original and select any scan settings in the same way as for fax transmission.
- Multiple copy sets are sorted and delivered in page order.
- If you wish to prevent passersby from freely making copies, you can disable the copy feature with the User Parameters. See P.95 "User Parameters" (switch 12, bit 7). By default, the copy feature is enabled.
- The margins of error when copying at 100% magnification are as follows:
 - Horizontal: +1.5%, -1.5%
 - Vertical: +1.0%, -1.0%
- You can specify between 1 and 99 copies.



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

```
COPY:          Q' tY[ 1 ]
[LT]   A4
```

Note

- Pressing the **[Copy]** key again returns the machine to standby mode.

- 2** Place your original in the feeder.

If you have the optional lower cassette or optional bypass feeder you can select the paper size by pressing  or .

```
COPY:          Q' tY[ 1 ]
LT   [A4]
```

- 3** Adjust any scan settings as necessary.

Limitation

- If your original is longer than the copy paper you choose, only the length of the copy paper will be copied.

- 4** Enter the number of copies you need with the number keys.

If you make a mistake, press the **[Clear]** key and try again.

```
COPY:          Q' tY[ 3 ]
LT   [A4]
```

Copying

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

Copying starts.

When copying has finished, the machine returns to standby mode.

Note

- To stop copying while it is in progress, press the **[Stop]** key. Then open the operation panel and remove any paper that is left.

5

6. Facsimile User Tools

Programs

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

Keystroke Programs are stored as Quick Dial keys.

Important

- You cannot register a program in a Quick Dial already used for another function.

Example: Assume 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, and then press that key to set up the transmission.

Reference

See P.3 "Sending at a Specific Time (Send Later)".

See P.63 "Printing a Keystroke Program List".

Storing a Program

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, Confidential Transmission, Free Polling, Polling Transmission, Polling Reception, Transfer Request, Printing reports or lists, destinations, transfer stations, reception stations, Personal Codes, Confidential ID codes, Polling ID codes, SUB Code Transmission, SEP Code Polling Reception, and dialup options.

Simply perform the usual procedure, and then instead of pressing the **[Start]** key or the **[OK]** key, press the Quick Dial you want to register the program in.

- 1** Set your document and select any scan settings you require.
- 2** Specify the destination and press the Quick Dial you want to register the program in.
- 3** Press **[Left Arrow]** or **[Right Arrow]** to select "Yes", and then press the **[OK]** key.

```
Store Program?  ←/OK
[Yes]  NO
```

If you selected "No", press the **[OK]** key, and the screen will return to step **2**.

Facsimile User Tools

4 Register the program name.

If you make a mistake, press the **[Clear]** key and try again.

5 Press the [OK] key.

"Programmed" is displayed on the screen and the document is scanned in.

If you only want to register the program and do not want to send a fax, press the **[Stop]** key during scanning.

Using a Program

6

To use a program, perform the following procedure.

Example: When using a program stored in Quick Dial 27.

1 Set your document and select any scan settings you require.**2 Specify Quick Dial 27.**

The machine starts scanning the document and the program stored in the Quick Dial begins. Once scanning has finished, the document is sent.

Editing a Program

You can edit the contents of a program registered as a Quick Dial by erasing the program. (See P.53 "Deleting a Program"), and then re-registering it as a new program (See P.51 "Storing a Program".)

Editing the Program Name

To edit the program name, perform the following procedure.

1 Press the [User Tools] key.

Confirm that "1. Program / Delete" is displayed.

2 Press the [OK] key.**3 Press [Left] or [Right] to scroll and display "7. Change Prog. Name".**
4 Press the [OK] key.**5 Press the Quick Dial that contains the program whose name you want to edit.**

Scroll using [Left] or [Right].

6 Press the [OK] key.**7 Press the [Clear] key, and then enter the program's name.**
8 Press the [OK] key.**9 Press the [User Tools] key.**

The machine returns to standby mode.

Deleting a Program

To delete a program, perform the following procedure.

Limitation

- You cannot delete a program if a file using that program (destination) is stored in memory.
- You cannot delete a program if a group using that program (destination) is stored in memory.

Note

- If you delete a program, the registered program name is also deleted.

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

Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete
```

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

3 Press **⏪** or **⏩** to scroll and display "8. Delete Program".

```
User Tools Main Menu
8.Delete Program
```

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

5 Press the Quick Dial that contains the program you want to delete.

Press the Quick Dial, or scroll using **⏪** or **⏩**.

```
Delete?      /OK
@10 DEF COMPANY
```

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

The program is deleted.

7 Press the **[User Tools]** key.

The machine returns to standby mode.

Storing an Often Used Document (Auto Document)

If you find that you often 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 saves rescanning the document every time you want to send it.

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 destination, the Auto Document will be printed first. You can also program a destination for each Auto Document into the same Quick Dial Key.

6

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.34 "Label Insertion".)

Storing an Auto Document

Important

- If the Main Power switch is turned off for more than an hour, the contents of all Auto Documents are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See P.131 "Power Failure Report".)

Limitation

- The maximum number of Auto Documents you can register is 30.
- You can only send one Auto Document per transmission.
- You cannot register Auto Documents in Quick Dials that are already programmed.
- If you register Auto Documents, the amount of memory reserved for Memory Transmission decreases.

To register a document in a Quick Dial, perform the following procedure.

- 1** Set your document and select any scan settings you require.

- 2** Press the **[User Tools]** key.

Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1. Program / Delete
```

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

- 4** Press \leftarrow or \rightarrow until "9. Prog. Auto Doc." is displayed.

```

Program / Delete:
9.Prog. Auto Doc.
  
```

- 5** Press the **[OK]** key.
- 6** Display the number of the Quick Dial where the want to register the document.

Press the Quick Dial, or scroll \leftarrow or \rightarrow .

- If you select a Quick Dial that is programmed with a destination, "This key is in Use as a Quick Dial" is displayed, and you can proceed to step **7**. If you select the wrong Quick Dial, press the **[Cancel]** key, then go back to step **6**.
- If you specify a Quick Dial that is used as a Group or Program, "This key is in Use as a Group Dial" or "This key is in Use as a Program" is displayed, and you cannot program that Quick Dial. Select a Quick Dial that is not programmed.

```

@20[ABC] Name
_#####
  
```

- 7** Enter the name of the Auto Document.

- If you make a mistake, press the **[Clear]** key and try again.
- If you do not enter a name and press the **[OK]** key, the name is not programmed.

```

@20[ABC] OK
DEF COMPANY_#####
  
```

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

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

The document is stored in memory and registered as an Auto Document.

- 10** Press the **[User Tools]** key.

The machine returns to standby mode.

Sending an Auto Document as an Attachment

To send an Auto Document as an attachment, perform the following procedure. (To send an Auto Document only, perform the following procedure from step **2**.)

Note

- If you send another document with an Auto Document, the Auto Document is sent first.

- 1** Set your document and select any scan settings you require.

- 2** Press the Quick Dial where the Auto Document is registered.

- 3** Specify the destination and press the **[OK]** key.

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

Editing an Auto Document

You can edit the contents of an Auto Document registered as a Quick Dial by deleting the Auto Document. (See P.57 "Deleting an Auto Document"), and then re-registering it as a new Auto Document (See P.54 "Storing an Auto Document".)

Limitation

- Although you can specify scan settings when sending an Auto Document, these settings will only apply to the document you send along with the Auto Document. The settings used when you scanned in and stored the Auto Document will apply to the Auto Document itself.

6

Editing an Auto Document Name

To edit an Auto Document's name, perform the following procedure.

1 Press the [User Tools] key.

Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete
```

2 Press the [OK] key.

3 Press ⏪ or ⏩ to scroll and display "9. Prog. Auto Doc."

```
Program / Delete:
9.Prog. Auto Doc.
```

4 Press the [OK] key.

5 Display the number of the Quick Dial whose name you want to edit.

Press the Quick Dial, or scroll using ⏪ or ⏩, and then press the [OK] key.

```
020[ABC] /OK
DEF COMPANY
```

6 Press the [Clear] key, and then enter the Auto Document's name.

If you do not want to change the name, go to step 7.

```
020[ABC] OK
ABC COMPANY_
```

7 Press the [OK] key.

The name is changed.

If you want to change another Auto Document's name, repeat the above steps from step 5.

8 Press the [User Tools] key.

The machine returns to standby mode.

Deleting an Auto Document

To delete an Auto Document, perform the following procedure.

Limitation

- You cannot delete an Auto Document if a file containing that document is stored in memory.

Note

- If you want to confirm the list of Auto Documents already stored in memory, print a Keystroke Program List. See P.63 "Printing a Keystroke Program List".

1 Press the [User Tools] key.

Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete
```

2 Press the [OK] key.

3 Press \leftarrow or \rightarrow to scroll and display "10. Del. Auto Doc."

```
Program / Delete:
10.Del. Auto Doc.
```

4 Press the [OK] key.

5 Display the number of the Quick Dial where the document you want to delete is registered.

Press the Quick Dial, or scroll using \leftarrow or \rightarrow .

```
Delete?
020 DEF COMPANY
```

6 Press the [OK] key.

7 Press \leftarrow or \rightarrow to select [Yes (Delete)].

If you select [No], and then press the [OK] key, go back to step 5.

```
Are You Sure?
[Yes] NO
```

8 Press the [OK] key.

If you want to delete another Auto Document, repeat the above steps from step 5.

9 Press the [User Tools] key.

The machine returns to standby mode.

User Function Keys

You can program each of the User Function keys (**[F1]** to **[F4]**) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key.

Important

- When registering and editing User Function keys, we recommend that you print out a Quick Dial destination/User Function List for reference. (See P.62 "Printing Dial Lists" and P.63 "Printing a Keystroke Program List".)

Assigning User Function Keys

You can program each of the User Function keys with one of the following functions.

Function Name	Function Contents	Condition	Reference
Print Journal	Use when you want to print out a Journal.	-	P.22 "Printing the Journal"
Fax Header Print	You can turn this function on or off.	○	P.5 "Fax Header Print"
Group	Use when you want to specify a group of destinations.	-	See Chapter 2, "Using Groups" in the Basic Features manual.
Stamp	You can turn this function on or off.	○	P.33 "Stamp"
Tone	Use when you want to enter a tone signal.	-	P.32 "Tone Signals"
Dial Option	Use this function to attach various information to a fax message.	○	P.28 "Dial Options"
Sub-address ^{*1}	Use when entering a sub-address.	○	P.112 "ISDN G3/G4"
Batch Trans.	You can turn this function on or off.	○	P.38 "Batch Transmission"
Forwarding	You can turn this function on or off.	○	P.85 "Forwarding"
Mail Address ^{*2}	Use when you want to specify the destination with an e-mail address.	-	See "Registering E-mail Addresses" in the NIC FAX KIT manual or PDU manual.

User Function Keys

Function Name	Function Contents	Condition	Reference
Mail Reception	Use when you want to access the server and send an e-mail.	-	See "Internet Faxing" in the NIC FAX KIT manual or PDU manual.
Auto Mail Reception ^{*2}	See "Internet Faxing" in the NIC FAX KIT manual or PDU manual.	○	See "Internet Faxing" in the NIC FAX KIT manual or PDU manual.
Prog. Quick Dial	Use when you want to register the other party's number as a Quick Dial destination.	-	See Chapter 3, "Storing Quick Dial Numbers" in the Basic Features manual.
Monitor volume	You can adjust the volume for the monitor and buzzer.	-	See Chapter 4, "Adjusting the Volume and Sounds the Machine Makes" in the Basic Features manual.

*1 Your machine must be hooked up to ISDN.

*2 Your machine must be connected to the Internet.

- The "○" notation indicates that the User Function key lights when that function is selected.
- If your fax machine is not equipped with the NIC FAX KIT, two empty function keys are available and two function keys are pre-programmed:
F1: Print Journal
F2: Stamp
- If your fax machine is equipped with a NIC FAX KIT, four function keys are pre-programmed:
F1: Print Journal
F2: Mail Address
F3: Mail Reception
F4: Stamp

To store a User Function Code, perform the following procedure.

Facsimile User Tools

Making Function Key Assignments

- 1 Press the **[User Tools]** key.
Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete
```

- 2 Press the **[OK]** key.
- 3 Press **[Left]** or **[Right]** to scroll and display "11. User Functions".

```
Program / Delete:
11.User Functions
```

- 4 Press the **[OK]** key.
- 5 Press the User Function key (**[F1]** to **[F4]**) you want to register.
If you make a mistake and press a key that is not programmed, "None" is displayed in the display.

```
User Functions /OK
[** None **]
```

- 6 Press **[Left]** or **[Right]** to display the function name you want to register.

```
User Functions /OK
GROUP
```

- 7 Press the **[OK]** key.
If you want to register another User Function key, repeat the above steps from step 5.

- 8 Press the **[User Tools]** key.
The machine returns to standby mode.

Using a User Function Key

To use a User Function key (**[F1]** to **[F4]**), press the User Function key that contains the desired registered function.

```
Journal:
Press Start to Print
```

When printing a Journal.
The display changes for each registered function.

Editing a User Function Key

To edit a User Function key, perform the following procedure.

- 1 Press the **[User Tools]** key.
Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete
```

- 2 Press the **[OK]** key.
- 3 Press **[Left]** or **[Right]** to scroll and display "11. User Functions".

```
Program / Delete:
11.User Functions
```

- 4 Press the **[OK]** key.
- 5 Press the User Function key you want to edit.
If you make a mistake, press the correct User Function key.

```
User Functions /OK
[Print Journal]
```


- 6** Press ◀ or ▶ to display the new function name you want to register.

```
User Functions ←/OK
Stamp
```

- 7** Press the [OK] key.
If you want to edit another User Function key, repeat the above steps from step 6.

- 8** Press the [User Tools] key.
The machine returns to standby mode.

- 6** Press ◀ or ▶ to display "None".

```
User Functions ←/OK
** None **
```

- 7** Press the [OK] key.
If you want to delete another User Function key, repeat the above steps from step 6.

- 8** Press the [User Tools] key.
The machine returns to standby mode.

Deleting a User Function Key

To delete a User Function key, perform the following procedure.

- 1** Press the [User Tools] key.
Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete ←/▶
```

- 2** Press the [OK] key.
3 Press ◀ or ▶ to scroll and display "11. User Functions".

```
Program / Delete:
11.User Functions ←/▶
```

- 4** Press the [OK] key.
5 Press the User Function key you want to delete.
If you make a mistake, press the correct User Function key.

```
User Functions ←/OK
[Print Journal]
```

Lists You Can Print Out Yourself

Printing Dial Lists

This function allows you to print the following lists manually. Select a list as needed.

 **Note**

- You can also print the User Function Key list from "Printing a User Function Key List". (See P.65 "Printing a User Function Key List".)

- 1** Press the **[User Tools]** key.
- 2** Press **⏪** or **⏩** to display "2. Reports / Lists".

6

```
User Tools Main Menu
2.Reports / Lists  ⏩
```

- 3** Press the **[OK]** key.
- 4** Press **⏪** or **⏩** to display "3.Dial List".

```
Reports / Lists
3.Dial List  ⏩
```

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

- 6** Press **⏪** or **⏩** to select the list you want to print.

If you selected "4. All Lists", all three lists will print.

```
Dial List:
1.Quick Dial List  ⏩
```

```
Dial List:
2.Speed Dial List  ⏩
```

```
Dial List:
3.Group Dial List  ⏩
```

```
Dial List:
4.All Lists  ⏩
```

- 7** Press the **[OK]** key.
- 8** Press the **[Start]** key.
The list(s) are printed.

Printing a Quick Dial Label

You can print labels for the Quick Dial keys. For details, see Chapter 3, "Printing a Quick Dial Key Label" in the Basic Features manual.

Printing a Keystroke Program List

The Keystroke Program list allows you to print and check functions registered in keystroke programs, and the names of registered Auto Documents.

- 1** Press the **[User Tools]** key.
- 2** Press **⏪** or **⏩** to display "2. Reports / Lists".

```
User Tools Main Menu  
2.Reports / Lists  ⏪
```

- 3** Press the **[OK]** key.
- 4** Press **⏪** or **⏩** to display "5. Program List".

```
Reports / Lists  
5.Program List  ⏪
```

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

The list is printed.

Printing an Auto Document

You can print and check the contents of Auto Documents.

- 1** Press the **[User Tools]** key.
- 2** Press **⏪** or **⏩** to display "2. Reports / Lists".

```
User Tools Main Menu
2.Reports / Lists  ⏪
```

- 3** Press the **[OK]** key.
- 4** Press **⏪** or **⏩** to display "6. Auto Doc. Orig.". 6

```
Reports / Lists
6.Auto Doc. Orig.  ⏪
```

- 5** Press the **[OK]** key.
- 6** Press the **Quick Dial** for the registered Auto Document.

If you make a mistake, press the **[Cancel]** key and try again. Use **⏪** or **⏩** to scroll.

```
Print?  ⏪/OK
020 LIST
```

- 7** Press the **[OK]** key.
- 8** Press the **[Start]** key.
The document is printed.

Printing a User Function Key List

You can print and check the functions of User Function keys.

 **Note**

- You can also print the User Function list from "Printing Dial Lists". (See P.62 "Printing Dial Lists".)

- 1** Press the **[User Tools]** key.
- 2** Press **⏪** or **⏩** to display "2. Reports / Lists".

```
User Tools Main Menu
2.Reports / Lists  ⏪
```

- 3** Press the **[OK]** key.
- 4** Press **⏪** or **⏩** to display "7. U. Function List".

```
Reports / Lists
7.U. Function List ⏪
```

- 5** Press the **[OK]** key.
- 6** Press the **[Start]** key.
The list is printed.

Setting the Date and Time

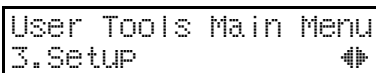
Use this function to set your machine's internal clock to the current time and date.

If the current date and time are wrong, use this procedure to correct them.

1 Make sure that the machine is in standby mode.

2 Press the **[User Tools]** key.

3 Press **⏪** or **⏩** to display "3. Setup".

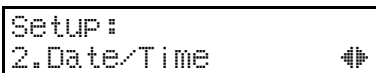


```

User Tools Main Menu
3. Setup
  
```

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

5 Press **⏪** or **⏩** to display "2. Date/Time".



```

Setup:
2. Date/Time
  
```


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



```

Year:          Press OK
[2000]
  
```

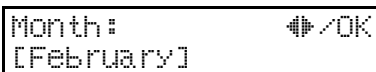
7 Press a number key to enter the year for the digit, or if the year is correct press the **[OK]** key.



```

Year:          Press OK
[2001]
  
```

8 Press **⏪** or **⏩** key to select the correct month, and then press the **[OK]** key.



```

Month:          /OK
[February]
  
```


9 Press the **[Clear]** key and use the number keys to enter the correct number for the date (01 to 31).



```

Day:          Press OK
[04]
  
```

10 Press **⏪** or **⏩** to select AM or PM for the time that you are going to enter.



```

AM/PM:          /OK
[AM]          PM
  
```

11 Use the number keys to enter the correct time.



```

Time:          Press OK
[ 2:50]
  
```

Enter the current hour setting (1 to 12), and then press the **⏪** or **⏩** key.



```

Time:          Press OK
[ 4:50]
  
```

Press the **[Clear]** key and use the number keys to enter a 2-digit number for the correct minute setting (00 to 59).

After "Function Accepted" flashes briefly in the display, the next setting is displayed.

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

When the display is correct, press the **[OK]** key.

13 Press the **[User Tools]** key.

The machine returns to standby mode.

Summer Time / Daylight Saving Time

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.

Note

- Before you set this function, make sure that your machine's internal clock is correct.

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

2 Press **⏪** or **⏩** to display "3. Setup".

```
User Tools Main Menu
3.Setup
```

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

4 Press **⏪** or **⏩** to display "3. Summer Time / DST".

```
Setup:
3.Summer Time /DST
```

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

6 Use **⏪** or **⏩** to select "On" or "Off".

Select "On" to advance your machine's internal clock one hour, and select "Off" to go back one hour.

```
Summer Time/DST /OK
[On] Off
```

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

If you selected "On", "The Clock Advanced By One Hour" is displayed in the display, and if you selected "Off", "The Clock Put Back By One Hour" is displayed.

8 Press the **[User Tools]** key.

The machine returns to standby mode.

Changing the Paper Size Setting

This section explains how to change the size of paper set in the main paper tray, the optional second cassette, or the optional bypass feeder.

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

2 Press **⏪** or **⏩** to display "3. Setup"

```
User Tools Main Menu
3.Setup
```

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

4 Press **⏪** or **⏩** to display "5. Paper Size".

```
Setup:
5.Paper Size
```

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

6 Press **⏪** or **⏩** to display the cassette whose paper size you want to change.

```
Paper Size:
1.Cassette 1
```

If the optional second cassette or optional bypass feeder are not installed, they are not displayed. Proceed to step **7**.

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

8 Press **⏪** or **⏩** to display the paper size you want to set.

```
Cassette 1:  ⏪/OK
[LT (8 1/2X 11)]
```

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

If you want to change the paper size for another cassette, repeat the above steps from step **6**.

10 Press the **[User Tools]** key.

The machine returns to standby mode.

Selecting the Display Language

If your native language is Spanish or French, you can have the messages that appear on displays, lists and reports shown in either of these languages instead of in English. Follow the procedure below to change between the three languages.

Note

- Make sure that your machine is in standby mode before following this procedure. If the standby display is not shown when you start, the display may become temporarily jumbled up.

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

2 Press **⏪** or **⏩** to display "5. Language".



```
User Tools Main Menu
5. Language          →
```

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

4 Press **⏪** or **⏩** to display the language you want to select.



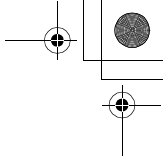
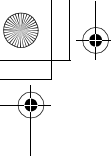
```
Language:           →>/OK
[ENGLISH]
```

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

"Now Changing Display Language" is displayed, and the language is changed.

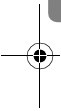
6 Press the **[User Tools]** key.

The machine returns to standby mode.

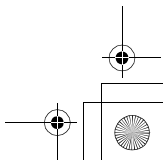
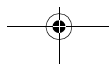
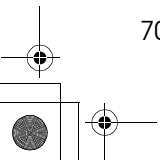


Facsimile User Tools

6



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7. Key Operator Settings

Function List

Here is a list of the functions that are available for setting. Please refer to the referenced page numbers for more information.

Note

- Please remember that some functions, namely, Specified Cassette, ISDN G3/G4, Network, Dial up, will not appear in the menu until the required optional devices have been installed. If all of these items are installed on your machine, then the feature numbering in the list below will match the numbers you see on the display. If one or more options are not installed on your machine, then some of the numbers will be different.
- If your fax machine is not equipped with a network card, you can have either a NIC FAX KIT or a PDU KIT (but not both) installed at any time. If your machine is equipped with a NIC FAX KIT, you cannot install a PDU KIT.

Display (Specs.)	Description	Ref.
1. Counter	Displays the total number of pages transmitted or received.	P.74 "Counters"
2. PAD Count. Clear	Allows you to clear the counter after replacing the ADF Maintenance Kit.	P.75 "Resetting the PAD Counters"
3. Authorized RX	Allows you to limit receiving of fax messages to Specified Senders that you register on your fax machine. All fax messages from other than Specified Senders are not received, thus preventing you from receiving junk fax messages.	P.76 "Authorized Reception"
4. Multi-Copy Recp.	Prints multiple copies of fax messages from Specified Senders.	P.79 "Multi-Copy Reception"
5. Memory Lock	Allows you to have messages from Specified Senders stored in memory and not printed as soon as they are received. To print the fax messages, you must enter an ID.	P.81 "Memory Lock"
6. Specified Cass.	Allows you to have messages from Specified Senders printed from a different tray. This item is available only after the optional Second Paper Cassette has been installed.	P.83 "Specified Cassette"
7. Forwarding	Allows you to automatically forward fax messages to the fax machines of Specified Senders.	P.85 "Forwarding"
8. Backup File TX	Allows you to register a destination and have the fax machine create a backup copy for administrative use for every fax message sent to the registered destination.	P.91 "Backup File Transmission"

Key Operator Settings

Display (Specs.)	Description	Ref.
9. Energy Save Timer	Allows you to have the fax switch off and on at specified times to save energy.	P.93 "Energy Save Timer"
10. User Parameters	Allows you to customize various default settings as required.	P.95 "User Parameters"
11. Personal Code	Allows you to set up personal codes for everyone who uses the fax machine. Before using the fax machine, they must enter their Personal Code. This allows you to monitor who is using the fax machine and how often.	P.100 "Programming the Personal Codes"
12. ID Code	Allows you to register IDs required for various types of transmissions.	P.105 "Registering ID Codes"
13. Line Type	Allows you select tone or pulse dialing to match the telephone line connected to your fax machine.	P.107 "Line Type"
14. Select Line	Allows you to select an internal G3 communication line or external telephone line for your fax machine.	P.108 "Select Line"
15. PSTN Access No.	Allows you to specify the code used to access an outside line when you dialing.	P.109 "PSTN Access Number"
16. Transfer Report	Allows you to store the number of the line your fax machine is connected to and have this number used as the return address when making transfer requests.	P.110 "Transfer Report"
17. ISDN G3/G4	Allows you to perform all the settings required for an ISDN connection. This item is available only after ISDN has been installed and connected.	P.112 "ISDN G3/G4"
18. Network	Allows you to perform settings required for a network connection. This item is displayed for a fax machine with the network card pre-installed or for a fax machine in which the optional NIC FAX KIT has been installed after purchase.	P.118 "Network"
18. Dial up	Allows you to perform the settings required for the Internet fax feature. This item is available only if the optional PDU Kit Type 210 has been installed.	P.119 "Dialup"
19. Key Layout	Allows you to arrange Keystroke Programs on the keyboard in an alphabetic order or in the traditional QWERTY layout.	P.120 "Key Layout"
20. Memory Option	Allows you to perform settings for memory expansion. This item is displayed for a fax machine with the network card pre-installed or for a fax machine in which the optional NIC FAX KIT has been installed after purchase.	P.121 "Memory Option"
21. Mem. File Trans.	Allows you to send all messages stored in memory to another fax machine and print them out there, for example, when your fax machine runs out of toner.	P.122 "Memory File Transfer"

Function List

Display (Specs.)	Description	Ref.
22. Margin Adjust	Allows you to adjust paper settings when you receive fax messages that are blank or partially missing.	P.123 " <i>Margin Adjust</i> "
23. RDS On/Off	Allows you to switch on RDS (Remote Diagnostic System) so a service technician can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	P.125 " <i>RDS On/Off</i> "
24. System Param. TX	Allows you to send information about the condition of your fax machine to your nearest service center.	P.126 " <i>System Parameter Transmission</i> "

Copy this table and use it as a quick reference.

Using Key Operator Settings

Counters

This function allows you to check the total number of transmitted, received, scanned, and printed pages on the display.

◆ TX Pages

Total number of transmitted pages.

◆ RX Pages

Total number of received pages.

◆ Scan Pages

The combined total number of pages that have been scanned in when copying and sending faxes.

◆ Print Pages

The combined total number of pages that have been printed through fax reception, copying, and PC printing.

1 Make sure that the machine is in standby mode.

2 Press the **[User Tools]** key.

3 Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⏪⏩
```

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

5 Press **[2][2][2][2]**, and then press the **[OK]** key.

6 Confirm that "1. Counter" is displayed.

```
Key OP. Tools:
1.Counter  ⏪⏩
```

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

The number of pages transmitted is displayed. You can display the number of pages received, scanned, or printed by pressing **⏪** or **⏩**.

8 Once you have confirmed the number of pages, press the **[OK]** key.

9 Press the **[User Tools]** key.

The machine returns to standby mode.

Resetting the PAD Counters

After replacing the ADF Document Separation Pad, follow this procedure to reset the counter. You need to replace the Separation Pad when you are prompted to do so by a message in the display:

```
Change ADF PAD
/OK
```

If you replace the Separation Pad as soon as this message appears, then you do not need to reset the counter. However, if you do not replace the Separation Pad the first time that you are prompted to do so, or if you replace the Separation Pad before the above message appears, then you must follow the procedure below to reset the counter.

Reference

See P.145 "Replacing the ADF Maintenance Kit (ADF Document Separation Pad)".

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⏪
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.

- 6** Press **⏪** or **⏩** to display "2. PAD Count. Clear".

```
Key OP. Tools:
2.PAD Count. Clear ⏪
```

- 7** Press the **[OK]** key.
- 8** Press **⏪** or **⏩** to select "Yes".

```
Counter Clear? ⏪/OK
[Yes] NO
```

If you selected "No" and pressed the **[OK]** key, return to step **6**.

- 9** Press the **[OK]** key.
The counters are cleared.
- 10** Press the **[User Tools]** key.
The machine returns to standby mode.

Key Operator Settings

Authorized Reception

You can block junk fax messages and save paper by limiting the fax messages that your fax machine receives to a list of Specified Senders. If you receive a fax message from someone that is not a Specified Sender, the line is disconnected immediately as soon as you receive the call.

- To use this feature you must switch Authorized Reception on after you register the Specified Senders. By default, Authorized Reception is switched off.
- You can select to receive fax messages only from Specified Users, or you can select to receive all messages from senders other than from Specified Users. See P.95 "User Parameters" (switch 08, bits 3 and 2).
- In order for this feature to operate correctly, at least one Specified User must be registered.

- 1 Make sure that the machine is in the standby mode.
- 2 Press the [User Tools] key.
- 3 Press the \leftarrow or \rightarrow key to select "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools
```

- 4 Press the [OK] key.
- 5 Press [2][2][2][2], and then press the [OK] key.
- 6 Press \leftarrow or \rightarrow to display "3. Authorized RX".

```
Key Op. Tools:
3.Authorized RX
```

- 7 Press the [OK] key.

```
Authorized RX:
1.On/Off
```

- 8 Follow the procedures below to switch Authorized Reception On/Off, register a Specified Sender, or print a list of Specified Senders.

Switching Authorized Reception On/Off

- 1 Press the [OK] key.

```
Authorized RX:  $\leftarrow$ /OK
On [Off]
```

- 2 Press \leftarrow or \rightarrow to select "On" or "Off".
- 3 Press the [OK] key.

Note

- If no Specified Users are registered when you press the [OK] key, you will be prompted to register a Specified Sender. Press the [OK] key and follow the procedure (steps 3 to 6) for "Registering a Specified Sender for Authorized Reception" below.

Registering a Specified Sender for Authorized Reception

Follow this procedure to register Specified Users for Authorized Reception. Registration uses the other party's Own Name (for display) or fax number. If the other party is using a fax machine of the same manufacturer, then registration uses the Own Name of the other party registered on their fax machine. If the other fax machine is of a different manufacturer, then registration uses the other party's fax number.

Limitation

- Destinations that you select as Specified Users must have their names and fax numbers registered on your fax machine.

Note

- You can register up to a total of 50 Specified Users for Authorized Reception, Multi-Copy Reception, Memory Lock, Specified Cassette, and Memory File Transfer.
- A Specified User name can be up to 24 characters long.
- You can confirm the names and fax numbers of Specified Senders by name in the printed Journal.
- You can also confirm Specified Senders by printing a Specified Sender list.
- In order to change a Specified Sender entry, you must first delete the entry, and then re-enter it.

- 1 Press **⏪** or **⏩** to display "2. Program Sender".

```
Authorized RX:
2. Program Sender
```

- 2 Press the **[OK]** key.
- 3 Enter the name for the Specified User.

Enter the other party's name or fax number.

```
Name/No. [ABC]   OK
ABC COMPANY_|||||
```

Reference

For details about how to enter names, see Chapter 3, "Entering Characters" in the Basic Features manual.

- 4 Press the **[OK]** key.
- 5 If you want to specify a wildcard, press the **⏪** or **⏩** key to select "Yes", or select "No".

```
Store as Wildcard?
[Yes] No
```

Reference

See Chapter 3, "Wild Card" in the Basic Features manual.

- 6 Press the **[OK]** key.
- The Specified User is registered. If you want to register another Specified User, repeat from step 2.

Key Operator Settings

Deleting a Specified Sender for Authorized Reception

Follow this procedure to delete a Specified Sender.

- 1 Press **[Left]** or **[Right]** to select "3. Delete Sender".

```
Authorized RX:
3.Delete Sender  [Left/Right]
```

- 2 Press the **[OK]** key.
- 3 Press the **[Left]** or **[Right]** key to select the name of the Specified Sender that you want to delete.

```
Delete?  [Left/Right]/OK
ABC COMPANY
```

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

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat the above steps from step 2.

Printing a List of Specified Senders for Authorized Reception

Follow this procedure to print a list so you can confirm the currently registered Specified Users.

- 1 Press **[Left]** or **[Right]** to display "4. Print SenderList".

```
Authorized RX:
4.Print SenderList [Left/Right]
```

- 2 Press the **[Start]** key. The list prints.

Note

- All the Specified Senders registered for Authorized Reception, Multi-Copy Reception, Memory Lock, Specified Cassette, and Memory File Transfer are printed in the same list.

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

- 9 Press the **[User Tools]** key.

The fax machine returns to standby.

Multi-Copy Reception

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies of messages from Specified Senders.

Note

- You cannot have multiple copies printed for Polling Reception, Free Polling Reception, Confidential Reception, and Memory Lock Reception.

Limitation

- You can set the number of copies from 2 to 9.
- To use this feature you must switch Multi-Copy Reception on after you register the Specified Senders. By default, this feature is switched off.
- You can use the User Parameters function to select whether you want to print multiple copies of messages received from Specified Senders only, or from all senders other than Specified Senders. See P.95 "User Parameters" (switch 08, bits 1 and 0). The default setting is "Specified Senders Only". The default for this setting is off.

1 Make sure that the machine is in the standby mode.

2 Press the [User Tools] key.

3 Press \leftarrow or \rightarrow to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏏
```

4 Press the [OK] key.

5 Press [2][2][2][2], and then press the [OK] key.

6 Press \leftarrow or \rightarrow to display "4. Multi-Copy Recp.".

```
Key Op. Tools:
4.Multi-COPY RECP. ⏏
```

7 Press the [OK] key.

```
Multi-COPY RECP.:
1.On/Off,Quantity ⏏
```

8 Follow the procedures below to switch Multi-Copy Reception On/Off, register a Specified Sender, or print a list of Specified Senders.

Switching Multi-Copy Reception On/Off

1 Press the [OK] key.

2 Press \leftarrow or \rightarrow to "On" to switch this feature on, or select "Off" to switch this feature off.

```
MULTICOPY RECP. ⏏/OK
[On]   Off
```

3 Press the [OK] key.

Note

- If you switch this feature off, go to step 9.

4 Press a number key to enter the number of copies.

```
Quantity:   Press OK
[3]         (2-9)
```

5 Press the [OK] key.

Key Operator Settings

Registering a Specified Sender for Multi-Copy Reception

You can register Specified Senders for this function.

Reference

The procedure to register Specified Senders for Multi-Copy Reception is the same as that for Authorized Reception. See P.77 *“Registering a Specified Sender for Authorized Reception”*.

Deleting a Specified Sender for Multi-Copy Reception

You can delete Specified Senders for this function.

Reference

The procedure to delete Specified Senders for Multi-Copy Reception is the same as that for Authorized Reception. See P.78 *“Deleting a Specified Sender for Authorized Reception”*.

Printing a List of Specified Senders for Multi-Copy Reception

You can print a list of Specified Senders for Multi-Copy Reception

Reference

The procedure to print a list of Specified Senders for Multi-Copy Reception is the same as that for Authorized Reception. See P.78 *“Printing a List of Specified Senders for Authorized Reception”*.

9 Press the **[User Tools]** key.

The fax machine returns to stand-by.

Memory Lock

This is a security feature to prevent unauthorized individuals from reading printed fax messages. When Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code.

Note

- Before you can use this feature, you must register the Memory Lock ID. (See P.105 "Memory Lock ID".)

Limitation

- Memory Lock cannot be selected until you have registered the Memory Lock ID.
- To use this feature you must switch Memory Lock on after you register the Memory Lock ID. By default, Memory Lock is switched off.
- You can select to lock in memory only messages from Specified Users, or you can select to lock in memory messages from senders other than from Specified Users. See P.95 "User Parameters" (switch 09, bits 1 and 0).

- 1** Make sure that the machine is in the standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press the **[4]** or **[2]** key to select "4 Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **[4]** or **[2]** to display "5. Memory Lock".

```
Key Op. Tools:
5.Memory Lock
```

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

```
Memory Lock:
1.On/Off
```

- 8** Follow the procedures below to switch Memory Lock On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

Switching Memory Lock On/Off

- 1** Press the **[OK]** key.
- 2** Press **[4]** or **[2]** to "On" to switch this feature on, or select "Off" to switch this feature off.

```
Memory Lock:  /OK
[On] Off
```

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

Key Operator Settings

Registering a Specified Sender for Memory Lock

You can register Specified Senders for this function.

Reference

The procedure to register Specified Senders for Memory Lock is the same as that for Authorized Reception. See P.77 *“Registering a Specified Sender for Authorized Reception”*.

Deleting a Specified Sender for Memory Lock

You can delete Specified Senders for this function.

Reference

The procedure to delete Specified Senders for Memory Lock is the same as that for Authorized Reception. See P.78 *“Deleting a Specified Sender for Authorized Reception”*.

Printing a List of Specified Senders for Memory Lock

You can print a list of Specified Senders for Multi-Copy Reception.

Reference

The procedure to print a list of Specified Senders for Memory Lock is the same as that for Authorized Reception. See P.78 *“Printing a List of Specified Senders for Authorized Reception”*.

Press the **[User Tools]** key.

The fax machine returns to stand-by.

Specified Cassette

Use this function to have messages from Specified Senders printed on different paper. For example, imagine green paper placed in the main paper tray, and white paper placed in the optional Second Tray. By choosing to have fax messages from Specified Senders printed on green paper and all others printed on white paper, you can distinguish between them at a glance.

Limitation

- This item is available only after the optional Second Paper Cassette has been installed.

Note

- To use this feature you must switch Specified Cassette on after you register the Specified Senders). By default, Specified Cassette is switched off.
- You can select to print fax messages from the paper supply of the designated source only for Specified Users, or you can select to print fax messages from the designated paper supply for all senders other than for Specified Users. See P.95 "User Parameters" (switch 08, bits 5 and 4).
- Make sure that you placed the same size paper in the main paper tray and the optional Second Tray. If you do not placed the same size paper for both paper supplies, then the received messages will be stored in the memory.

1 Make sure that the machine is in the standby mode.

2 Press the [User Tools] key.

3 Press the ⏪ or ⏩ key to select "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⏪
```

4 Press the [OK] key.

5 Press [2][2][2][2], and then press the [OK] key.

6 Press ⏪ or ⏩ to display "6. Specified Cass.".

```
Key OP. Tools:
6.Specified Cass.  ⏪
```

7 Press the [OK] key.

```
Specified Cassette:
1.On/Off  ⏪
```

8 Follow the procedures below to switch Specified Cassette On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

Switching Specified Cassette On/Off

1 Press the [OK] key.

2 Press ⏪ or ⏩ to "On" to switch this feature on, or select "Off" to switch this feature off.

```
Specified Cass.  ⏪/OK
[On]  Off
```

3 Press the [OK] key.

Key Operator Settings

Registering a Specified Sender for Specified Cassette

You can register Specified Senders for this function.

Reference

The procedure to register Specified Senders for Specified Cassette is the same as that for Authorized Reception. See P.77 *“Registering a Specified Sender for Authorized Reception”*.

Deleting a Specified Sender for Specified Cassette

You can delete Specified Senders for this function.

Reference

The procedure to delete Specified Senders for Specified Cassette is the same as that for Authorized Reception. See P.78 *“Deleting a Specified Sender for Authorized Reception”*.

Printing a List of Specified Senders for Specified Cassette

You can print a list of Specified Senders for Specified Cassette.

Reference

The procedure to print a list of Specified Senders for Specified Cassette is the same as that for Authorized Reception. See P.78 *“Printing a List of Specified Senders for Authorized Reception”*.

Press the **[User Tools]** key.

The fax machine returns to stand-by.

Forwarding

Use this function to print fax specified from Specified Senders on your own machine and then forward the messages to other fax machines. This is useful, for example, if you are visiting another office and would like copies of your messages from the head office forwarded to you so you can read them.

! Limitation

- Messages cannot be forwarded from senders who are registered for both Forwarding and Memory Lock.

✎ Note

- You can stamp printed fax messages which have been forwarded to remind you that they have been forwarded to other destinations.
- You can select to forward messages only to Specified Users, or you can select to forward messages to all registered destinations other than the Specified Users. See P.95 "User Parameters" (switch 08, bits 7 and 6). Unless you change this setting, the machine default is set to forward messages only to the Specified Users.
- To use this feature you must switch Forwarding on after you register the Specified Senders). By default, Forwarding is switched off.
- You can also choose to have messages forwarded to Specified Users without printing them on your fax machine. See P.95 "User Parameters" (switch 11, bits 6). Unless you change this setting, the machine default is set to print all messages forwarded from your fax machine.
- You can register destinations of up to 254 characters.

- You can register up to 30 destinations for messages to be forwarded. The Specified User name can be up to 24 characters long.
- You can register a combined total of Specified Senders for Authorized Reception, Memory Lock, Multi-Copy Reception, and Specified Cassette.
- To edit a registered Specified User, just repeat the procedure you followed to register the user.

Switching Forwarding On/Off

- 1** Make sure that the machine is in the standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press the **[◀]** or **[▶]** key to select "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

- 4** Press the **[OK]** key.
- 5** Press **[2] [2] [2] [2]**, and then press the **[OK]** key.
- 6** Press **[◀]** or **[▶]** to display "7. Forwarding".

```
Key Op. Tools:
7.Forwarding  ⏪
```

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

```
Forwarding:
1.On/Off  ⏪
```

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

Key Operator Settings

- 9** Press **[Left]** or **[Right]** to "On" to switch this feature on, or select "Off" to switch this feature off.

```
Forwarding:  [Left]/OK
[On]  Off
```

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

 **Note**

- If you select "On" and no forwarding station is registered, "Press OK to Program Forwarding Station" is displayed. Press the **[OK]** key and register a forwarding station by following steps **10** to **13** on P.86 "Registering a Forwarding Station Number".

- 11** Press the **[User Tools]** key.

The fax machine returns to standby.

7 Registering a Forwarding Station Number

You can register a Forwarding Station Number as follows:

 **Note**

- If your machine is connected to ISDN, and you want to use G4 fax communication to send messages to another party who can use G4, press the **[G4]** key until "G4" is displayed, and then register the Forwarding Station.

- 1** Make sure that the machine is in standby mode.

- 2** Press the **[User Tools]** key.

- 3** Press **[Left]** or **[Right]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  [Left]
```

- 4** Press the **[OK]** key, and then press **[2][2][2][2]**.

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

- 6** Press **[Left]** or **[Right]** to display "7. Forwarding".

```
Key Op. Tools:
7.Forwarding  [Left]
```

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

- 8** Press **[Left]** or **[Right]** to display "2. Prog. Station"

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

- 10** Press **[Left]** or **[Right]** to display the number of the forwarding station you want to record or change.

```
Program?  [Left]/OK
1:
```

If a forwarding station is already registered, the fax number for that station is displayed.

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

- 12** Enter the other party's fax number with the number keys.

```
Station 1: Press OK
0123456789
```

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

The fax number is registered.

When your machine is connected to ISDN, you must select the line you are using. Press **[Left]** or **[Right]** to select **[G3]** or **[G4]**, and then press the **[OK]** key.

14 Press **[Left]** or **[Right]** to select "Yes".

If you select "No" and press the **[OK]** key, the screen will return to that for step **13**.

If you want to register another fax number, repeat the above steps from step **13**.

If you want to finish, press the **[User Tools]** key.

```
Sender Setting:
1.Program Sender
```

15 Press the **[OK]** key.**16** Enter the other party's name.

Enter the other party's name or fax number.

```
Name/No. [ABC] OK
DEF COMPANY_
```

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

The name is registered.

18 If you want to register the Specified Sender as a Wildcard, press **[Left]** or **[Right]** to select "Yes" or "No".

```
Store as Wildcard?
[Yes] No
```

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

To register another Specified Sender, repeat the above steps from step **13**.

To register a different Forwarding Station, press the **[Cancel]** key and repeat the above steps from step **13**.

! Limitation

- Names for Specified Senders can be up to 24 characters long.

Note

- You can confirm the names and fax numbers of Specified Senders on the Journal.
- You can confirm registered Specified Senders on the Specified Sender list.

20 Press the **[User Tools]** key.

The machine returns to standby mode.

Editing a Forwarding Station

To edit a Forwarding Station that is already registered, perform the following procedure.

1 Make sure that the machine is in standby mode.**2** Press the **[User Tools]** key.**3** Press **[Left]** or **[Right]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools
```

4 Press the **[OK]** key, and then press **[2][2][2][2]**.**5** Press the **[OK]** key.**6** Press **[Left]** or **[Right]** to display "7. Forwarding".

```
Key Op. Tools:
7.Forwarding
```

7 Press the **[OK]** key.**8** Press **[Left]** or **[Right]** to display "2. Prog. Station".

```
Forwarding:
2.Prog. Station
```

Key Operator Settings

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

10 Press **⏪** or **⏩** to display the fax number of the Forwarding Station you want to edit.

```
Program?   ⏪/OK
1:0123456789
```

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

12 Press the **[Clear]** key and enter the Forwarding Station's correct fax number.

```
Station 1: Press OK
9876543210_#####
```

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

The fax number is registered.

If you want to edit another Forwarding Station, press the **[Cancel]** key and repeat the above steps from step **7**.

14 Press the **[User Tools]** key.

The machine returns to standby mode.

Editing a Specified Sender

To edit a Specified Sender, delete the Specified Sender you want to edit. (See P.89 "Deleting a Specified Sender"), and then register it as a new Specified Sender. (See P.77 "Registering a Specified Sender for Authorized Reception".)

Deleting a Forwarding Station

To delete a Forwarding Station, perform the following procedure.

1 Make sure that the machine is in standby mode.

2 Press the **[User Tools]** key.

3 Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools   ⏪
```

4 Press the **[OK]** key, and then press **[2][2][2][2]**.

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

6 Press **⏪** or **⏩** to display "7. Forwarding".

```
Key OP. Tools:
7.Forwarding     ⏪
```

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

8 Press **⏪** or **⏩** to display "3. Delete Station".

```
Forwarding:
3.Delete Station ⏪
```

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

10 Press **⏪** or **⏩** to display the fax number of the Forwarding Station you want to delete.

```
Delete?   ⏪/OK
1:0123456789
```

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

The Forwarding Station is deleted.
If you want to delete another Forwarding Station, repeat the procedure from step **9**.

12 Press the **[User Tools]** key.

The machine returns to standby mode.

Deleting a Specified Sender

To delete a Specified Sender, perform the following procedure.

1 Make sure that the machine is in standby mode.**2** Press the **[User Tools]** key.**3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

4 Press the **[OK]** key, and then press **[2][2][2][2]**.**5** Press the **[OK]** key.**6** Press **⏪** or **⏩** to display "7. Forwarding".

```
Key Op. Tools:
7.Forwarding  ⏪
```

7 Press the **[OK]** key.**8** Press **⏪** or **⏩** to display "2. Prog. Station".

```
Forwarding:
2.Prog. Station  ⏪
```

9 Press the **[OK]** key.**10** Press **⏪** or **⏩** to display the fax number of the Forwarding Station that contains the Specified Sender you want to delete.

```
Program?  ⏪ /OK
1:0123456789
```

11 Press the **[OK]** key.**12** Press the **[OK]** key.

When your machine is connected to ISDN, you must select the line you are using. Press **⏪** or **⏩** to select **[G3]** or **[G4]**, and then press the **[OK]** key.

13 Press **⏪** or **⏩** to display "2. Delete Sender".

```
Sender Setting:
2.Delete Sender  ⏪
```

14 Press the **[OK]** key.**15** Use **⏪** or **⏩** to display the Specified Sender you want to delete.

```
Delete?  ⏪ /OK
DEF COMPANY
```

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

The Specified Sender is deleted.

If you want to delete another Specified Sender, repeat the above steps from step **13**.

17 Press the **[User Tools]** key.

The machine returns to standby mode.

Key Operator Settings

Printing the Forwarding Mark

You can have a mark stamped on documents to indicate that they have been forwarded.

At the forwarding destination this can help distinguish between standard faxes and faxes that have been forwarded.

Note

- You can turn the Forwarding Mark on or off with the User Parameters. See P.95 "User Parameters" (switch 02, bit 0). When shipped, this feature is turned on.

Printing the Specified Sender List

You can check which Specified Senders are registered for a Forwarding Address.

Follow the steps below to print this list.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⏪
```

- 4** Press the **[OK]** key, and then press **[2][2][2][2]**.
- 5** Press the **[OK]** key.
- 6** Press **⏪** or **⏩** to display "7. Forwarding".

```
Key OP. Tools:
7.Forwarding  ⏪
```

- 7** Press the **[OK]** key.
- 8** Press **⏪** or **⏩** to display "4. Print SenderList".

```
Forwarding:
4.Print SenderList ⏪
```

- 9** Press the **[OK]** key.
- 10** Press the **[Start]** key.
The list is printed.
- 11** Press the **[User Tools]** key.
The machine returns to standby mode.

Backup File Transmission

Use this function to automatically create a back copy of every fax message that you send to specified destinations. You can create only one backup file for each sent message for the name and fax number that you register. You can use Backup File Transmission to create backup files for fax messages sent with Memory Sending, Relay Sending, Confidential Sending, and User Code Sending.

Limitation

- You cannot register Backup File Transmission with Quick Dials or Speed Dials.
- With Backup File Transmission switched on, you cannot use Immediate Sending.
- During sending if there is not enough space in memory to save an incoming message or create the backup file, then the message cannot be sent.

Note

- Messages sent with Backup File Transmission switched on are recorded in the Journal.

1 Make sure that the machine is in the standby mode.

2 Press the **[User Tools]** key.

3 Press the **[4]** or **[6]** key to select "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools
```

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

5 Press **[2][2][2][2]**, and then press the **[OK]** key.

6 Press **[4]** or **[6]** to display "8. Backup File TX".

```
Key Op. Tools:
8.Backup File TX
```

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

```
Backup File TX:
1.On/Off
```

8 Follow the procedures below to switch Specified Cassette On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

Switching Backup File Transmission On/Off

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

2 To switch this feature on, select "On", and to switch it off, select "Off" using **[4]** or **[6]**.

```
Backup File TX: /OK
[On] Off
```

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

Note

- If you select "On" and no destination is registered, "Press OK to Program Receiver" is displayed. To register a destination, press the **[OK]** key, and then follow steps **3** to **6** on P.92 "Registering or Editing Destinations for Backup File Transmission".

Key Operator Settings

 Registering or Editing
 Destinations for Backup File
 Transmission

- ➊ Press **⏪** or **⏩** to select "2. Prog. Receiver".
- ➋ Press the **[OK]** key.
- ➌ Enter the fax number of the destination that you want create backup files for.

```

Backup TX:  Press OK
0123456789_■■■■■■■■■■
  
```

- ➍ Press the **[OK]** key.
 When your machine is connected to ISDN, you must select the line you are using. Press **⏪** or **⏩** to select **[G3]** or **[G4]**, and then press the **[OK]** key.
- ➎ Enter the name of the destination.

```

Name:[ABC]  Press OK
ABC COMPANY_■■■■■■■■■■
  
```

- ➏ Press the **[OK]** key.
 The destination for Backup File Transmission is registered.
- ➐ Press the **[User Tools]** key.
 The fax machine returns to stand-by.

Energy Save Timer

Use this feature to have the fax machine turn its heater on and off automatically at specified times. For example, by having the heater turned off during the evening, at weekends, and during long holidays, you can reduce power costs.

Note

- You can set the timer switch on and off twice daily over a 1-week period.
- When the heater is off, incoming faxes are received in memory with Substitute Reception and printed when the heater is switched on.
- To use this feature you must switch Energy Save Timer on after you specify times for the fax machine to automatically switch on and off. By default, Energy Save Timer is switched off.

1 Make sure that the machine is in the standby mode.

2 Press the **[User Tools]** key.

3 Press the **[4]** or **[2]** key to select "4 Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

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

5 Press **[2][2][2][2]**, and then press the **[OK]** key.

6 Press **[4]** or **[2]** to display "8. Energy Save Timer".

```
Key Op. Tools:
9.EnergySave Timer ⏪
```

7 Press the **[OK]** key. Make sure that the next display appears.

```
Energy Save Timer:
1.On/Off  ⏪
```

8 Perform the settings below to switch the timer On/Off, and program the timers.

Switching the Energy Save Timer On/Off

- 1** Press the **[OK]** key.
- 2** Press **[4]** or **[2]** to "On" to switch this feature on, or select "Off" to switch this feature off.

```
EnergySaveTimer ⏪ /OK
[On]  Off
```

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

Programming the Energy Save Timer

- 1** Press the **[4]** or **[2]** key to select "2. Date/Time Set".

```
Energy Save Timer:
2.Date/Time Set  ⏪
```

- 2** Press the **[OK]** key.
- 3** Press **[4]** or **[2]** to select the day of the week.
- 4** Press the **[OK]** key.
- 5** Press **[4]** or **[2]** to select "AM" or "PM".

```
Sun. Set 1: Press OK
Time [AM] PM
```

Key Operator Settings

- ⑥ Press the **[OK]** key.
- ⑦ Use the number keys to enter the first time for the first On/Off switching.

Enter the time in the 12-hour format (00~12).

```
SUN. Set 1: Press OK
Time [09:34] AM
```

 **Note**

- Be sure to prefix single digit numbers with a zero (Example: For 5 a.m. or 05:00, and for 5 p.m. enter 17:00.)
- If you make a mistake, press the **[Clear]** key and enter the number again.

- ⑧ Press the **[OK]** key.
- ⑨ Use the **[←]** or **[→]** key to select "On" or "Off".

```
SUN. Set 1:      ←/OK
[On]   Off
```

- ⑩ Press the **[OK]** key.
- ⑪ Now, repeat steps ⑤ to ⑩ to program the time for the second switching.

If you register only one setting, repeat the procedure with the same settings.

 **Note**

- The display repeats so you can perform the second setting for the switch.

- ⑫ If you want to set switches for another day of the week, repeat from step ③.

- ⑨ Press the **[User Tools]** key.

The fax machine returns to stand-by.

 **Note**

- When the heater is powered off, the display is blank. When the fax machine heater is switched off with the Energy Save Timer, you can restore the fax machine to normal operation temporarily by pressing the **[Energy Saver/↻ Clear Modes]** key so fax messages in the memory can print. If the fax machine remains idle for more than 5 minutes, the fax machine will once again switch off the heater automatically.

User Parameters

The User Parameters allow you to customize various settings to match your needs.

Note

- ❑ Make sure you install options and perform all other operations before switching the parameter settings on and off.
- ❑ Items selected as factory default settings are marked with an asterisk (*) in the tables.
- ❑ User Parameters are divided into switches, and each switch is divided into eight bits. The right most bit is bit 0 and the left most bit is bit 7.

Changing User Parameters and Printing a List

1 Make sure that the machine is in the standby mode.

2 Press the **[User Tools]** key.

3 Press the **◀** or **▶** key to select "4 Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⬅➡
```

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

5 Press **[2][2][2][2]**, and then press the **[OK]** key.

6 Press **◀** or **▶** to display "10. User Parameters".

```
Key Op. Tools:
10.User Parameters ⬅➡
```

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

```
User Parameters:
1.Change  ⬅➡
```

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

```
Refer Op.Manual:
Switch 00 :0000 0000
```

For a list of the switches and settings, see P.96 "User Parameter List".

Use the User Parameters table to look up the number of the switch that you want to change, and then press the **◀** or **▶** key to display the number of the switch (Switch nn).

The switch bits are numbered 7~0. To change a setting, press the corresponding number key to toggle the setting between "0" and "1".

Key to Press	7	6	5	4	3	2	1	0
SW 00:	0	0	0	0	0	0	0	0

For example, if you want to change the setting at bit 7, press the 7 number key to toggle the setting between "1" and "0".

9 When you are finished making adjustments, press the **[OK]** key.

```
User Parameters:
1.Change  ⬅➡
```

10 Press the **◀** or **▶** key to select "2.Print List".

```
User Parameters:
2.Print List  ⬅➡
```

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

12 Press the **[Start]** key to print the list.

Key Operator Settings

User Parameter List

The following list contains all relevant User Parameters.

SW	Bits & Definitions	Settings
00	0: Default setting for Stamp. STAMP	0: Off* 1: On
	5, 4: Default resolution when you send a message. RESOLUTION	Bit: 5, 4 00: STANDARD* 10: FINE 01: DETAIL 11: HALFTONE
	6: Default setting for transmission. TRANSMISSION MODE	0: Memory* 1: Immediate
01	7: Default setting for the return home position after the transmission. RETURN TO DEFAULT AFTER TRANSMISSION	0: Off 1: On*
02	0: Default setting for printing the Forwarding Mark. FORWARDING MARK	0: Off 1: On*
	1: Default setting for the Center Mark. CENTER MARK	0: Off 1: On*
	2: Default setting for printing the Reception Time. RECEPTION TIME	0: Off* 1: On
	3: TSI Print	0: Off* 1: On
	4: Default setting for the Checkered Mark. CHECKERED MARK	0: Off 1: On*
	5: CIL Print	0: Off 1: On*
	6: TID Print	0: Off 1: On*

User Parameters

SW	Bits & Definitions	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)	0: Off* 1: On
	3: Print the File Receive Report for Polling Reception FILE RESERVE REPORT (POLLING RX)	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 (IMMEDIATE TX)	0: Off* 1: On
	6: Automatically print the Polling Clear Reports. POLLING TX CLEAR REPORT	0: Off 1: On*
	7: Automatically print communication reports. JOURNAL	0: Off 1: On*
04	0: Print the Confidential File Report CONFIDENTIAL FILE REPORT	0: Off 1: On*
	7: Include 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: Default setting for Substitute Reception. CONDITIONS OF MEMORY RECEPTION	0: Accept (Free) 1: Reject*(If no name or fax number received)
	4: Restricts fax machine usage to specific users. RESTRICTED ACCESS	0: Off* 1: On
	6: Default setting for the Energy Saving feature ENERGY SAVER	0: On* (heater off) 1: Off (heater half-cool)

Key Operator Settings

SW	Bits & Definitions	Settings
06	0: Default setting for sending a header with each page. FAX HEADER PRINT	0: Off 1: On*
	2: Default setting for Closed Network Transmission. CLOSED NETWORK TRANSMISSION	0: Disabled* 1: Enabled
	4: Default setting for Batch Transmission. BATCH TRANSMISSION	0: Off 1: On*
	6: ISDN Directory Number Select (SPID)	0: Off 1: On*
	7: Backup Transmission.	0: Off* 1: On
07	2: Dial while a message is being stored in. PARALLEL MEMORY TX	0: Off 1: On*
	4: Assign the Tone key as the "*" key on the operation panel. TONE SWITCH BY ASTERISK KEY	0: Off 1: On*
08	1, 0: MULTI - COPY RECEPTION	01: Messages from Specified Senders are multi-copied.* 11: Messages from non-Specified Senders are multi-copied.
	3, 2: AUTHORIZED RECEPTION	01: Receive messages from Specified Senders only.* 11: Receive messages from non-Specified Senders only.
	5, 4: SPECIFIED TRAY (Optional Second Cassette required)	01: Print Special Terminal's messages only using the main cassette.* 11: Do not print Special Terminal's messages using the main cassette.
	7, 6: FORWARDING	01: Forward messages from Specified Senders only.* 11: Forward messages from non-Specified Senders only.

User Parameters

SW	Bits & Definitions	Settings
09	1, 0: MEMORY LOCK	01: Messages from Specified Senders are not printed unless you enter the Memory Lock ID.* 11: Messages from non-Specified Senders are not printed unless you enter the Memory Lock ID.
10	0: Reverse order Printing REVERSE ORDER PRINT	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 (*) ^{*1} ISDN TX (PB/UUI)	0: UUI 1: PB*
	2: Blank sheet detect DETECTION OF BLANK SHEET TRANSMISSION	0: Off 1: On*
	6: Print the received message when acting as a Forwarding Station PRINT MEMORY TRANSFER FILES	0: Off 1: On*
	7: Polling standby duration POLLING TRANSMISSION STAND-BY PERIOD	0: Once* 1: Keep
12	7: Copying COPY MODE	0: Possible* 1: Not Possible
13	1, 0: Access to the public telephone line PABX/PSTN G3	00: Outside line 01: Extension (PREFIX)

^{*1} THE ISDN INTERFACE UNIT TYPE 190 option is required.

Programming the Personal Codes

Personal Codes allow you to keep track of machine usage. If everybody uses a Personal Code when they use the fax machine, the codes or names programmed for the codes will be printed in the Journal. (See P.15 "SEP Code Polling Reception") and other reports. This will help you to check up on who has been using the machine and how often.

If you receive a message using SUB Code Transmission, and the Personal Code for your machine is the same as the sender's SUB Code, the message is stored in memory. If this occurs and a sub-address is registered in the Personal Code, the message is routed to the sub-address without printing on your machine. If no sub-address is registered in the Personal Code, you can print the document as a Confidential Reception by entering the Personal Code.

7

Limitation

- Personal Codes can be up to 8-digits long, and you can enter numbers and symbols from the following: 0 to 9, #, *, and spaces.
- You can register up to 30 Personal Codes. Each Personal Code name can be up to 20 characters long.
- Personal Codes cannot be 4-digit numbers that are already registered as Confidential ID Codes.
- You cannot specify Groups stored in Quick Dials.

Note

- To register Personal Codes, you must create a Personal Box for each user beforehand and assign it to a Quick Dial key or a Speed Dial key.

- When registering and editing Personal Codes, we recommend that you print out a Personal Code list and keep it for reference.
- If the document cannot be routed, a Transmission Failure Report is printed and the message is stored in Confidential Reception.

Registering Personal Codes

To register Personal Codes, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **[4]** or **[6]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  [F4]
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **[4]** or **[6]** to display "11. Personal Code".

```
Key OP. Tools:
11.Personal Code  [F4]
```

- 7** Press the **[OK]** key.
- 8** Press the **[OK]** key.

- 9** Enter the Personal Code (8-digits or less) with the number keys.

```
Enter Code to Prog.
[12345678] Press OK
```

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

- 11** Enter the user name.

```
Name:[ABCD] Press OK
ABC COMPANY
```

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

- 13** If you want to register a SUB Routing, press **[◀]** or **[▶]** and select "Yes". If you do not want to register a sub-address, select "No".

```
SUB Routing  ←/OK
[Yes]  NO
```

If you selected "No", go to step **10**.

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

- 15** Specify the registered routing sub-address using a Quick Dial or Speed Dial.

```
Specify a Quick Dial
or Speed Dial
```

When specifying a Quick Dial:

- 1** Press the Quick Dial where the routing sub-address is registered.

When specifying a Speed Dial:

- 1** Press the **[Speed Dial/Tel Directory]** key.
- 2** Enter the number (00 to 99) registered as the sub-address with the number keys.

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

The Personal Code is registered.

To register another Personal Code, repeat the above steps from step **7**.

- 17** Press the **[User Tools]** key.

The machine returns to standby mode.

Editing a Personal Code

To edit Personal Codes, delete the code, and then re-register it as a new Personal Code. To edit user names and routing sub-addresses, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **[◀]** or **[▶]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ←/▶
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **[◀]** or **[▶]** to display "11. Personal Code".

```
Key OP. Tools:
11.Personal Code  ←/▶
```

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

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

Key Operator Settings

- 9** Press **◀** or **▶** to display the Personal Code for the user name or routing sub-address you want to change.

```

Program?      ←/OK
12345678:ABC COMPANY
  
```

- 10** Press the **[OK]** key.
- 11** Enter the user name.

```

Name:[ABC]   Press OK
DEF COMPANY_■■■■■■■■■■
  
```

- 12** Press the **[OK]** key.
- 13** If you want to change or register a SUB Routing, press **◀** or **▶** and select "Yes". If you do not want to change or register a SUB Routing, select "No".

```

SUB Routing   ←/OK
Yes   [No]
  
```

If you selected "No", go to step **10**.

- 14** Press the **[OK]** key.
- 15** Specify the registered sub-address using a Quick Dial key or Speed Dial key.

```

Specify a Quick Dial
or Speed Dial
  
```

When specifying a Quick Dial:

- 1** Press the Quick Dial where the routing sub-address is registered.

When specifying a Speed Dial:

- 1** Press the **[Speed Dial/Tel Directory]** key.
- 2** Enter the number (00 to 99) registered as the routing sub-address with the number keys.

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

If you want to edit another Personal Code, repeat the above steps from step **7**.

- 17** Press the **[User Tools]** key.

The machine returns to standby mode.

Deleting a Personal Code

To delete a Personal Code, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **◀** or **▶** to display "4. Key Op. Tools".

```

User Tools Main Menu
4.Key Op. Tools  ←/
  
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **◀** or **▶** to display "11. Personal Code".

```

Key Op. Tools:
11.Personal Code ←/
  
```

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

- 8** Press **◀** or **▶** to display "2. Delete".

```
Personal Code:
2.Delete
```

- 9** Press the **[OK]** key.
- 10** Press **◀** or **▶** to display the Personal Code you want to delete.

```
Delete?      /OK
12345678:DEF COMPANY
```

- 11** Press the **[OK]** key.
- The Personal Code is deleted.
- If you want to delete another Personal Code, repeat the above steps from step **8**.

- 12** Press the **[User Tools]** key.
- The machine returns to standby mode.

Printing the Personal Code List

Print the Personal Code list to confirm the names and codes of registered users.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **◀** or **▶** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.

- 6** Press **◀** or **▶** to display "11. Personal Code".

```
Key Op. Tools:
11.Personal Code
```

- 7** Press the **[OK]** key.
- 8** Press **◀** or **▶** to display "3. Print List".

```
Personal Code:
3.Print List
```

- 9** Press the **[OK]** key.
- 10** Press the **[Start]** key.
- The list is printed.

- 11** Press the **[User Tools]** key.
- The machine returns to standby mode.

Restricted Access

Use this feature to limit transmission and copying to specific users. When turned on, users must enter a previously assigned Personal Code in order to transmit or copy documents.

The Restricted Access feature makes it possible to monitor machine usage by user or department.

Note

- The Restricted Access feature makes it possible to monitor machine usage by user or department.
- Restricted Access is turned on or off with the User Parameters. The factory default setting is "Off". See P.95 "User Parameters" (switch 05, bit 4).

Key Operator Settings

- When restricted Access is turned on, the machine returns to the state where access restrictions become effective in the following situations.
 - When a certain amount of time elapses without any operation after entering a Personal Code
 - When a previously set document is removed
 - When the current operation is completed
- Restricted Access does not affect reception of documents, and incoming faxes are printed as they are received. Fax settings can also be changed regardless of whether Restricted Access is enabled.

1 Check that the Restricted Access display is shown.



Pers. Code:
[■■■■■■■■■■]

2 Enter a Personal Code (up to 8 digits).

 **Note**

- If you make a mistake, press the **[Clear]** key and try again.

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

 **Note**

- If the Personal Code entered has not been registered, a warning message appears and the screen will return to step **1**.
- When Restricted Access is turned on, entering a Personal Code automatically changes the transmission mode to Personal Code transmission. See P.4 "Personal Codes".

ISDN Local Directory Number Routing

This function uses Personal Codes to transmit fax images received via an ISDN line.

 **Limitation**

- This function can only be used when the fax machine is connected to the Internet via an ISDN line.
- ISDN Local Directory Number routing allows multiple telephone numbers to be used on a single line. By registering a particular ISDN local directory number (receiver ID) as a Personal Code and specifying it as the destination routing mail address, fax images sent to that receiver ID are transmitted as E-mail to that address.

 **Note**

- The following settings must be made when using the ISDN Local Directory Number routing function.
 - The destination routing mail address must be programmed as a Quick Dial or Speed Dial. See the NIC FAX KIT manual or PDU KIT manual.
 - The Local Directory Number (LDN) of the ISDN line must be registered as G4 Own Number. See P.112 "ISDN G3/G4".

ID Code

Use this procedure to register the following kinds of ID Code:

Important

- ❑ You can confirm ID Codes in the Parameter Settings list. We recommend you print a new list each time you register or change ID Codes.
- ❑ You can edit registered ID Codes by performing the steps for registering ID Codes in the following procedure. Display the ID Code you want to change, and then press the **[Clear]** key and re-enter the ID Code.

◆ Polling ID

This ID is required for using the Transfer Request, Transfer Station, Default ID Polling Transmission, Default ID Polling Reception, and Closed Network Transmission.

◆ Confidential ID

This ID is usually required for printing a message received with the Confidential Reception feature. See P.20 "Printing a Confidential Fax Message".

! Limitation

- ❑ If you do not register a Confidential ID, you cannot receive messages sent using Confidential Transmission.
 - A Polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
 - You cannot enter a 4-digit number string already registered as a Personal Code.

◆ Memory Lock ID

This ID is required for printing a message received using the Memory Lock feature. See P.21 "Printing a Memory-locked Message".

Registering ID Codes

To register ID Codes, perform the following procedure.

The following example uses Confidential ID.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **[Left]** or **[Right]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⏪
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **[Left]** or **[Right]** to display "12. ID Code".

```
Key OP. Tools:
12.ID Code  ⏪
```

- 7** Press the **[OK]** key.
- 8** Press **[Left]** or **[Right]** to display "2. Confidential ID".

```
ID Code:
2.Confidential ID  ⏪
```

Key Operator Settings

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

10 Enter the Confidential ID (4-digits) with the number keys.

If you make a mistake, press the **[Clear]** key and try again.

```
Confidential ID: /OK  
ID[4666]
```

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

If you want to enter another item, repeat the above steps from step **9**.

12 Press the **[User Tools]** key.

The machine returns to standby mode.

Line Type

You must register the Line Type before you connect the machine to the line.

Note

- By default, Line Type is set to "Tone".
- This setting has no effect if your fax machine is connected to only an ISDN line.

Limitation

- This function will not work if your machine is connected to ISDN only.
 - If you do not correctly set the Line Type, you will be able to receive messages, but you may not be able to send them.
 - If you do not know the type of line you are connected to, select "Tone" and dial a trial number. If the connection was successful, your Line Type is "Tone", if it did not, set the Line Type to "Pulse" and dial a trial number. If the connection was successful, your Line Type is "Pulse".

To register the Line Type, perform the following procedure.

Note

- You can edit the registered Line Type by performing the steps for registering the Line Type in the following procedure.

1 Make sure that the machine is in standby mode.

2 Press the **[User Tools]** key.

3 Press **[Left]** or **[Right]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS
```

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

5 Press **[2][2][2][2]**, and then press the **[OK]** key.

6 Press **[Left]** or **[Right]** to display "13. Line Type".

```
Key Op. Tools:
13.Line Type
```

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

8 Press **[Left]** or **[Right]** and select "Tone" or "Pulse".

```
Line Type:      ←/OK
Pulse [Tone]
```

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

10 Press the **[User Tools]** key.

The machine returns to standby mode.

Key Operator Settings

Select Line

When your machine is connected through a PABX, change the Select Line setting to Extension. If it is connected directly to the telephone network, leave it set to Outside.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **[Left]** or **[Right]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ←→
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **[Left]** or **[Right]** to display "14. Select Line".

```
Key OP. Tools:
14.Select Line  ←→
```

- 7** Press the **[OK]** key.
- 8** Press **[Left]** or **[Right]** and select "Extension" or "Outside".

```
Select Line  ←→/OK
Extension [Outside]
```

- 9** Press the **[OK]** key.
"Function Accepted" is displayed on the screen.
- 10** Press the **[User Tools]** key.
The machine returns to standby mode.

PSTN Access Number

Use this setting to save having to enter a pause after the outside line access number when dialing. When you program an access number, a pause is automatically added as soon as that number is pressed. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

⚠ Limitation

- Outside line access numbers can be up to 2 digits long.
- This feature does not work when using On Hook mode, when using the optional handset, or when dialing from an external telephone.

After you have registered an outside line access number, set the line to "Extension" in "Select Line". By default, this feature is set to "Outside".

To register an outside line access number perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⊙** or **⊕** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⬅➡
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.

- 6** Press **⊙** or **⊕** to display "15. PSTN Access No.".

```
Key OP. Tools:
15.PSTN Access No.  ⬅➡
```

- 7** Press the **[OK]** key.
- 8** Enter the outside line access number (2-digits) with the number keys.

If you make a mistake, press the **[Clear]** key and try again.

```
PSTN Access No. : /OK
[00]
```

- 9** Press the **[OK]** key.
"Programmed" is displayed on the screen.
- 10** Press the **[User Tools]** key.
The machine returns to standby mode.

Transfer Report

Follow these steps to store the fax number of the line your machine is connected to as the return address when making transfer requests.

When you make a Transfer Request from this machine, this number is passed to the transfer station. The transfer station then sends back the Transfer Result Report to this fax number.

You can store the following settings:

- G3 Fax Number
- G3 Extension Number
- G4 Fax Number

Limitation

- If the line is being used, you cannot register or edit these settings. Please wait until the communication has finished.

Note

- Transfer request transmission will not function unless the return address is stored.
 - When sending to Transfer Stations, you need to register the telephone number to which your machine is connected so that the transfer station can return the Transfer Result report to you. Be sure to enter a pause after the area code.
 - With G3 fax communication you can enter up to 16 digits, and with G4 fax communication you can enter up to 29 digits.
 - When registering a G3 extension as a fax number, set the line to "Extension" in "Select Line". By default, this feature is set to "Outside".

To register Transfer Request return addresses, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **[Left]** or **[Right]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  [Left/Right]
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **[Left]** or **[Right]** to display "16. Transfer Report".

```
Key OP. Tools:
16.Transfer Report [Left/Right]
```

- 7** Press the **[OK]** key.
- 8** Press **[Left]** or **[Right]** to display the line you want to register a fax number for.

```
Transfer Report:
1.G3 [Left/Right]
```

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

10 Enter the fax number with the number keys.

If you make a mistake, press the **[Clear]** key and try again.

For G3 fax communication

```
G3:          Press OK
[1-234-567-8900_] ]
```

For G4 fax communication

```
G4:          Press OK
[1-234-567-8900_] ]
```

For internal fax numbers

```
Extention:   Press OK
[1-234-567-8900_] ]
```

Note

- When registering a sub-address, press the User Function key to which the dial option or sub-address is registered, then enter the 4-digit sub-address.
- You can delete the cursor at the position of the flashing cursor by pressing the **[Clear]** key. If there is no character at the cursor position, the character to the left of the cursor is deleted.

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

The fax number is registered.

To register another fax number, repeat the above steps from step **8**.

12 Press the **[User Tools]** key.

The machine returns to standby mode.

ISDN G3/G4

You must set the following items when your machine is connected to ISDN.

- G4 Terminal ID
- G4 Own Number
- G4 SPID (G4 Own Number 2)
- G4 Sub-Address
- I-G3 Own Fax Number
- I-G3 Own Number
- I-G3 SPID (I-G3 Own Number 2)
- I-G3 Sub-Address

G4 Terminal ID, G4 Own Number, G4 SPID (G4 Own Number 2), and the G4 Sub-Address must be set when using G4 communications.

I-G3 Own Fax Number, I-G3 Own Number, I-G3 SPID (I-G3 Own Number 2), and the I-G3 Sub-Address must be set when using G3 communications.

❖ Programming the G4 Terminal ID

If your machine uses Group 4 mode through the ISDN, G4 Terminal ID appears on the other terminal's display and is printed in reports.

- You can store digits and pauses as the G4 Own Number.

❖ Programming G4 Own Number

Program the G4 Own Number for ISDN.

Separate the telephone number itself from the area or exchange code by inserting a pause.

Note

- This must be programmed when your machine is connected to ISDN.

❖ Programming G4 SPID (G4 Own Number 2)

When you have two units connected to the same line, enter the I-G4 SPID number.

If "ISDN Directory Number Select (SPID)" in the User Parameters is turned off, the display shows "G4 Own Number 2" instead of "G4 SPID". These settings are identical.

❖ Programming the G4 Sub-address

When multiple terminals (faxes, digital phones, and so on) are connected to the same line, program a sub-address for each terminal.

Note

- You can enter up to 4 digits.
- You can enter numbers from 0 to 9999.

❖ Programming the I-G3 Own Fax Number

If your machine uses Group 3 mode through the ISDN, the G3 Own Fax Number appears on the other terminal's display and is printed in reports.

Note

- You can enter numbers, the + symbol, and spaces.
- You can enter up to 20 digits.

❖ Programming I-G3 Own Number

You must program I-G3 Own Number.

- You can store digits and pauses as the G3 Own Number.

❖ Programming I-G3 SPID (I-G3 Own Number 2)

When you have two units connected to the same line, enter the I-G3 SPID number.

If "ISDN Directory Number Select (SPID)" in the User Parameters is turned off, the display shows "I-G3 Own Number 2" instead of "I-G3 SPID". These settings are identical.

❖ Programming the I-G3 Sub-address

When multiple terminals (faxes, digital phones, and so on) are connected to the same line, program a sub-address for each terminal.

Note

- You can enter up to 4 digits.
- You can enter numbers from 0 to 9999.

Storing ISDN 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 Quick Dial or Speed Dial.

To register G4 Terminal ID, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **[4]** or **[6]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  [right arrow]
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.

- 6** Press **[4]** or **[6]** to display "17. ISDN G3 / G4".

```
Key Op. Tools:
17. ISDN G3/G4  [right arrow]
```

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

To register G4 Terminal ID

- 1** Confirm that "1. G4 Terminal ID" is displayed.

```
ISDN G3/G4:
1.G4 Terminal ID  [right arrow]
```

- 2** Press the **[OK]** key.
- 3** Enter your country code.
If you make a mistake, press the **[Clear]** key and try again.

```
CountryCode:Press OK
[0000]
```

- 4** Press the **[OK]** key.
- 5** Enter the fax number.
If you make a mistake, press the **[Clear]** key and try again.

```
Fax Number: Press OK
[012345678901]
```

- 6** Press the **[OK]** key.
- 7** Enter the name.
If you make a mistake, press the **[Clear]** key and try again.

```
Name:[ABCD] OK
[ABC COMPANY_#####]
```

- 8** Press the **[OK]** key.
G4 Terminal ID is registered.

Key Operator Settings

To register G4 Own Number

- 1 Press **⏪** or **⏩** to display "2. G4 Own Number".

```
ISDN G3/G4:
2.G4 Own Number  ⏪
```

- 2 Press the **[OK]** key.
- 3 Enter the telephone number.
If you make a mistake, press the **[Clear]** key and try again.

```
G4 Own No.: Press OK
1-234-567-8900_#####
```

- 4 Press the **[OK]** key.
G4 Own Number is registered.

To register G4 SPID (G4 Own Number 2)

- 1 Press **⏪** or **⏩** to display "3. G4 SPID".

```
ISDN G3/G4:
3.G4 SPID  ⏪
```

- 2 Press the **[OK]** key.
- 3 Enter the telephone number.
If you make a mistake, press the **[Clear]** key and try again.

```
G4 SPID: Press OK
1-234-567-8901_#####
```

- 4 Press the **[OK]** key.
G4 SPID is registered.

To register the G4 Sub-address

- 1 Press **⏪** or **⏩** to display "4. G4 Sub-address".

```
ISDN G3/G4:
4.G4 Sub-address  ⏪
```

- 2 Press the **[OK]** key.
- 3 Enter the sub-address (up to 4 digits).
If you make a mistake, press the **[Clear]** key and try again.

```
G4 Sub-add.: Press OK
[1234]
```

- 4 Press the **[OK]** key.
The G4 sub-address is registered.

To register I-G3 Own Fax Number

- 1 Press **⏪** or **⏩** to display "5. I-G3 Own Fax No.".

```
ISDN G3/G4:
5.I-G3 Own Fax No. ⏪
```

- 2 Press the **[OK]** key.
- 3 Enter your country code, area code (minus the leading zero), and your fax number in that order.
If you make a mistake, press the **[Clear]** key and try again.

```
I-G3 NO.: /OK
012345678901_#####
```

- 4 Press the **[OK]** key.
The I-G3 Own fax number is registered.

 To register I-G3 Own Number

- 1 Press **⏪** or **⏩** to display "6. I-G3 Own Number".

```
ISDN G3/G4:
6.I-G3 Own Number
```

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

When G4 Own Number is already registered, the telephone number registered for G4 Own Number is displayed.

- 3 Enter the telephone number.

If you entered the same telephone number registered for G4 Own Number, go to step 6.

If you make a mistake, press the **[Clear]** key and try again.

```
I-G3 Own No. : /OK
1-234-567-8900
```

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

I-G3 Own Number is registered.

 To register I-G3 SPID (I-G3 Own Number 2)

- 1 Press **⏪** or **⏩** to display "7. I-G3 SPID".

```
ISDN G3/G4:
7.I-G3 SPID
```

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

- 3 Enter the telephone number.

If you make a mistake, press the **[Clear]** key and try again.

```
I-G3 SPID: Press OK
1-234-567-8901
```

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

I-G3 SPID is registered.

 To register the I-G3 Sub-address

- 1 Press **⏪** or **⏩** to display "8. I-G3 Sub-address".

```
ISDN G3/G4:
8.I-G3 Sub-address
```

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

- 3 Enter the sub-address (up to 4 digits).

If you make a mistake, press the **[Clear]** key and try again.

```
I-G3 Sub-add. : /OK
[1234]
```

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

The I-G3 sub-address is registered.

- 8 Press the **[User Tools]** key.

The machine returns to standby mode.

Editing ISDN Telephone Numbers

To edit telephone numbers that are already registered, perform the following procedure.

The following example uses G4 Own Number.

- 1 Make sure that the machine is in standby mode.
- 2 Press the **[User Tools]** key.
- 3 Press **[←]** or **[→]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⬅➡
```

- 4 Press the **[OK]** key.
- 5 Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6 Press **[←]** or **[→]** to display "17. ISDN G3 / G4".

```
Key OP. Tools:
17. ISDN G3/G4  ⬅➡
```

- 7 Press the **[OK]** key.
- 8 Press **[←]** or **[→]** to display "2. G4 Own Number".

```
ISDN G3/G4:
2.G4 Own Number  ⬅➡
```

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

- 10 Press the **[Clear]** key and enter the correct telephone number.

If you make a mistake, press the **[Clear]** key and try again.

```
G4 Own No.: Press OK
1-234-567-8901_███
```

- 11 Press the **[OK]** key.
The number is changed.
- 12 Press the **[User Tools]** key.
The machine returns to standby mode.

Deleting ISDN Telephone Numbers

To delete telephone numbers that are already registered, perform the following procedure.

The following example uses I-G3 Own Number.

- 1 Make sure that the machine is in standby mode.
- 2 Press the **[User Tools]** key.
- 3 Press **[←]** or **[→]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⬅➡
```

- 4 Press the **[OK]** key.
- 5 Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6 Press **[←]** or **[→]** to display "17. ISDN G3 / G4".

```
Key OP. Tools:
17. ISDN G3/G4  ⬅➡
```


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

8 Press **[←]** or **[→]** to display "6. I-G3 Own Number".

```
ISDN G3/G4:
6. I-G3 Own Number
```

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

10 Press the **[Clear]** key.

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

The number is deleted.

12 Press the **[User Tools]** key.

The machine returns to standby mode.

Network

Use of this function requires a network card installed in the fax machine. For details about settings, please refer to the NIC FAX KIT manual.

 **Note**

- If you purchased your fax machine without a network card, the optional NIC FAX KIT can be installed in your machine at any time.

Dialup

Use of these settings requires the optional PDU KIT Type 210.

Adjust these settings to set up the Internet Fax feature.

For details, please refer to the PDU KIT manual.

⚠ **Limitation**

- The optional PDU KIT cannot be installed in a machine that is equipped with a NIC FAX KIT.

Key Layout

You can change the layout of characters assignments to Quick Dial keys used for entering characters. Two different layouts are provided, the QWERTY layout and the ABC layout. With the QWERTY layout, the letters are assigned in the same order as on the keyboard of a typewriter. With the ABC layout, they are arranged in alphabetical order.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⏪** or **⏩** to display "4. Key Op. Tools".



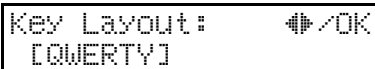
```
User Tools Main Menu
4. Key Op. Tools  →
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **⏪** or **⏩** to display "19. Key Layout".



```
Key Op. Tools:
19. Key Layout  →
```

- 7** Press the **[OK]** key.
- 8** Press **⏪** or **⏩** and select "ABC-DEF" or "QWERTY".



```
Key Layout:  →/OK
[QWERTY]
```

- 9** Press the **[OK]** key.
The layout is programmed.

- 10** Press the **[User Tools]** key.
The machine returns to standby mode.

Memory Option

This function can only be used when a network interface card is installed in the fax machine. For details about settings, please refer to the NIC FAX KIT manual.

 **Note**

- If your fax machine is not equipped with a network card, you can have a NIC FAX KIT installed at any time. If your machine is equipped with the PDU KIT, you cannot install a network card.

Memory File Transfer

Follow this procedure if you want to send all messages currently stored in memory to another fax and have them printed out there (for example, if your machine cannot print for some reason).

Use of this feature requires the optional Memory Card. For details on settings, see Chapter 3, "Memory Option" in the NIC FAX KIT manual.

Limitation

- You cannot choose an e-mail address as the forwarding destination.
- Even if a transmission error occurs, messages are not resent.

Note

- All messages are sent in a single transmission.
- All documents are not erased from memory regardless of whether forwarding was successful or not.
- Details of the forwarding operation are not printed in the Journal.

To transfer all of the messages currently stored in memory, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⏪
```

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

- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.

- 6** Press **⏪** or **⏩** to display "21. Mem. File Trans.".

```
Key OP. TOOLS:
21.Mem.File Trans. ⏪
```

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

If no files are available, "No Files Exist" is displayed.

- 8** Enter the transfer destination's fax number with the number keys.

```
Enter No.Press Start
0123456789_#####
```

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

File transfer starts.

Once file transfer has finished, the machine returns to standby mode.

Margin Adjust

If image positioning needs to be adjusted slightly, adjust the margins for the appropriate tray (the main paper tray, the optional second cassette, or the optional bypass feeder).

- You can adjust the paper 13 steps up or down, left or right.
- You can adjust the position of the printed image in 0.5 mm steps.

To adjust margins, perform the following procedure.

1 Make sure that the machine is in standby mode.

2 Press the **[User Tools]** key.

3 Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

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

5 Press **[2][2][2][2]**, and then press the **[OK]** key.

6 Press **⏪** or **⏩** to display "22. Margin Adjust".

```
Key Op. Tools:
22.Margin Adjust  ⏪
```

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

8 Press **⏪** or **⏩** to display the tray you want to adjust the margins for.

```
Margin Adjust:
1.Cassette 1  ⏪
```

Note

- The optional lower cassette is displayed as "Cassette 2", and the optional bypass feeder as "Bypass".

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

10 Press **⏪** or **⏩** and select "1. Top Margin" or "2. Left Margin".

```
Cassette 1:
1.TOP Margin  ⏪
```

Note

- You can view the margins by using **⏪** or **⏩** to select "3. Test Print", and then pressing the **[OK]** key.

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

12 Press **⏪** or **⏩** and adjust the margins.

Press the **⏪** key to move the arrow (▼) to the left and reduce the image.

Press the **⏩** key to move the arrow (▼) to the right and enlarge the image.

```
Cassette 1:TOP  ⏪/OK
-           ▼           +
```

Key Operator Settings

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

The margins are set.

If you want to adjust a margin for the same tray, repeat the process from step **1**. If you want to adjust a margin for another tray, press the **[Cancel]** key, and then repeat the procedure from step **3**.

4 Press the **[User Tools]** key.

The machine returns to standby mode.

RDS On/Off

If your machine has a problem, a service technician can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS (Remote Diagnostic System) to change some of your machine's settings if you request it.

For RDS to work, you must switch it on before the service technician starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

Make sure that the machine is in standby mode.

- 1** Press the **[User Tools]** key.
- 2** Press the **[Left]** or **[Right]** key to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ←→
```

- 3** Press the **[OK]** key.
- 4** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 5** Press the **[Left]** or **[Right]** key to display "23. RDS On/Off".

```
Key OP. Tools:
23.RDS On/Off  ←→
```

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

```
RDS On/Off:  ←→/OK
[On]  Off
```

- 7** Press the **[Left]** or **[Right]** key to select "On".

- 8** Press the **[OK]** key.
The message "Function Accepted" flashes briefly in the display.

System Parameter Transmission

This feature sends information about the condition of your machine to your nearest service representative. Follow these steps when your service representative requests you to.

Important

- This information is sent to the destination that has been registered in your machine by a customer engineer.
 - The list is sent from memory straight to your nearest service representative.

To send a System Parameter Transmission, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **[Left]** or **[Right]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ←→
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **[Left]** or **[Right]** to display "24. System Param. TX".

```
Key OP. Tools:
24.System Param.TX ←→
```

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

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

The destination fax number set by the customer engineer is displayed.

Once transmission has finished, the machine returns to standby mode.

8. Troubleshooting

Printing the Help List

Press the **[Help]** key to print a copy of the Help List which contains brief descriptions about the following features:

- Immediate/Memory Transmission
- Canceling Memory Transmission
- Programming/Clearing Quick Dials
- Printing lists of Quick Dials and User Function keys
- Programming/Clearing Speed Dials
- Printing the Speed Dial List
- Printing the Journal
- Printing the Quick Dial Key Label

Troubleshooting

Clearing a Copy, Fax, or Print Jam

When "Clear Misfed Paper" is displayed, follow this procedure to solve the problem.

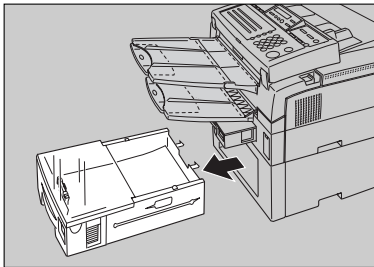
 **Note**

- To clear jams in the main paper tray, see Chapter 4, "Clearing a Document Jam" in the Basic Features manual.

Clearing a Jam in the Optional Second Cassette

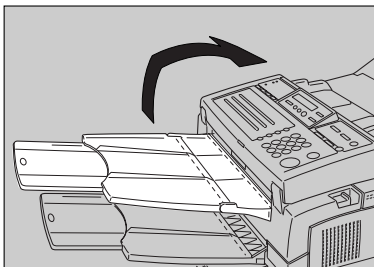
To clear jams in the optional second cassette, perform the following procedure.

- 1** Remove the optional second cassette and place it on a flat surface.



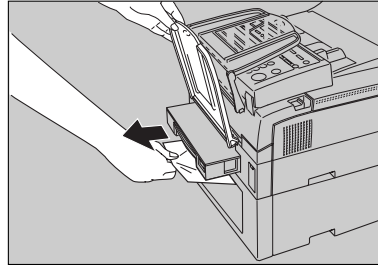
ZCKY290N

- 2** Lift the document delivery tray in the direction of the arrow.



ZCJY190J

- 3** Hold up the print delivery tray and remove any jammed paper.

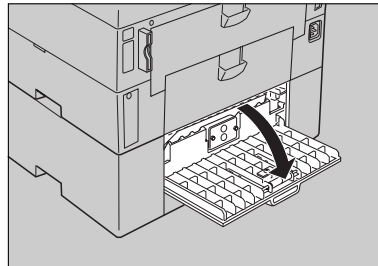


ZCKY310N

 **Note**

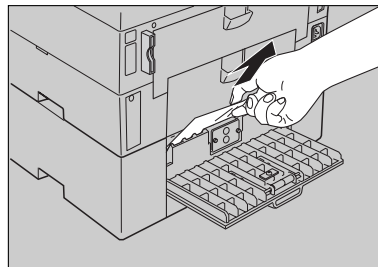
- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

- 4** Open the lower rear cover.



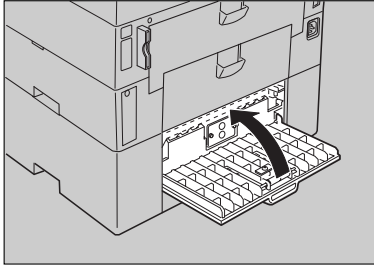
ZCKY340N

- 5** Remove any jammed paper.



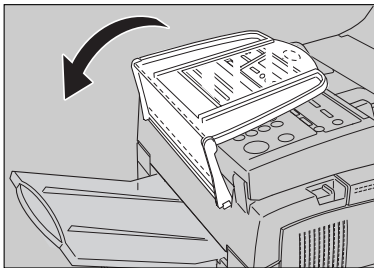
ZCKY350N

- 6** Push the lower rear cover closed until you hear it click into place.



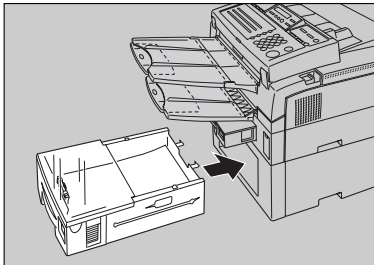
ZCKY380N

- 7** Replace the document delivery tray.



ZCKY210N

- 8** Replace the optional second cassette.

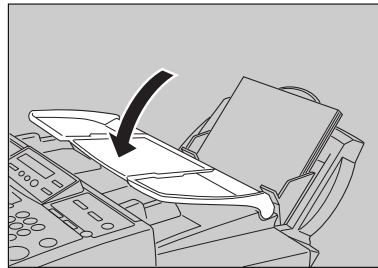


ZCKY330N

Clearing a Jam in the Optional Bypass Feeder

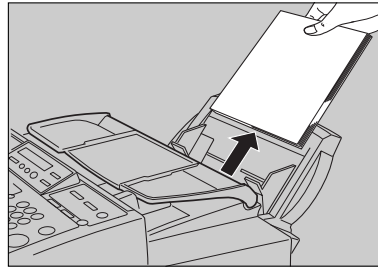
To clear jams in the optional bypass feeder, perform the following procedure.

- 1** Pull the document table toward the front of the machine.



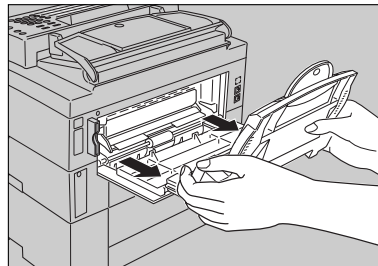
ZCJY370J

- 2** Remove any remaining paper.



ZCKY380N

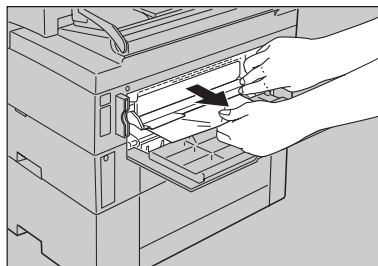
- 3** Remove the bypass feeder.



ZCKY390N

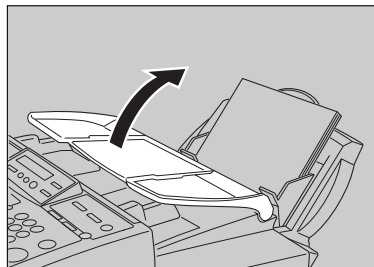
Troubleshooting

4 Remove any jammed paper.



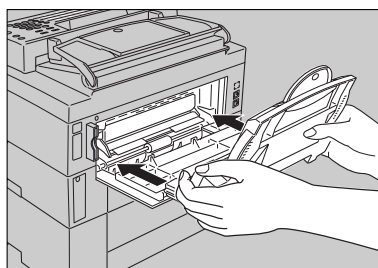
ZCKY400N

7 Replace the document table to its original position.



ZCJY430J

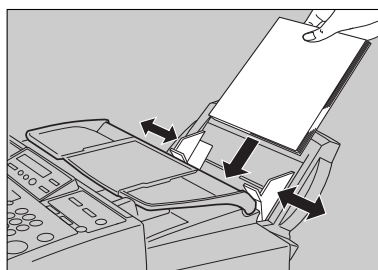
5 Lift up the feeder and insert it into the fax machine.



ZCKY410N

8

6 Square the edges of the paper and load it face down into the feeder.



ZCKY420N

Reading Reports

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

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.

Power Failure Report

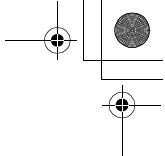
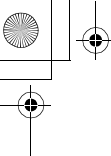
This report is printed if the machine's power was off for long enough to erase files from the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

Important

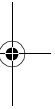
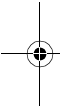
- Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.

Note

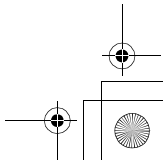
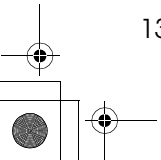
- Phone numbers stored in Quick/Speed/Groups are not lost.



Troubleshooting



8



9. Maintaining Your Machine

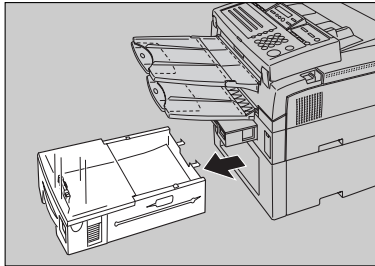
Loading Paper in the Second Cassette

The following procedure describes how to load paper in the optional second cassette.

- 1** Pull out the paper cassette and place it on a flat surface.

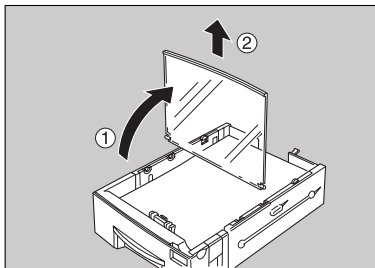
 **Note**

- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.



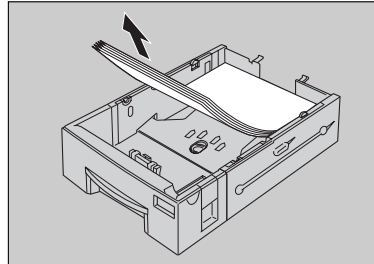
ZCKY290N

- 2** Lift up the cassette cover and remove it.



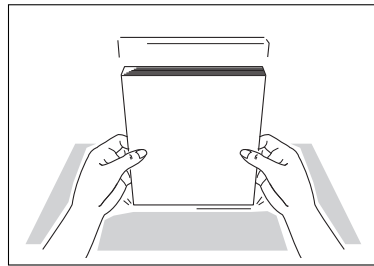
ZCKY610N

- 3** Remove any remaining paper.



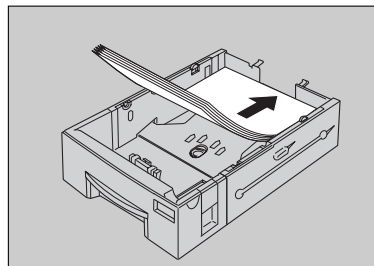
ZCKY620N

- 4** Prepare a stack of blank paper. For smoother operation, square the edges.



TST5010N

- 5** Load the paper into the cassette.



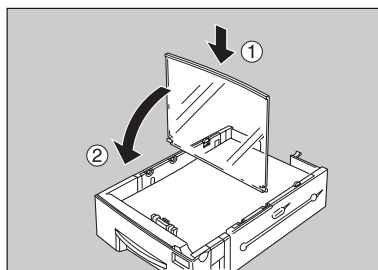
ZCKY630N

Maintaining Your Machine

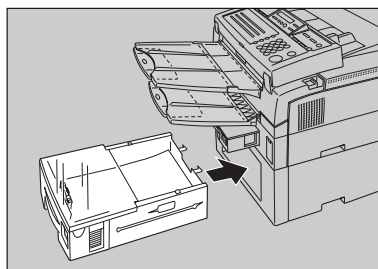
6 Replace the cassette cover.

Note

- The frosted side of the cover must face up when closed.



7 Replace the cassette. Push it in firmly until you hear it click into place.

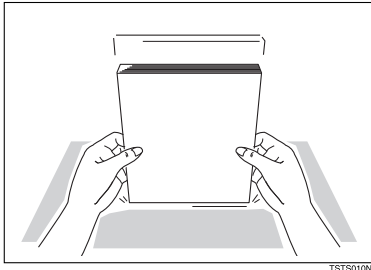


9

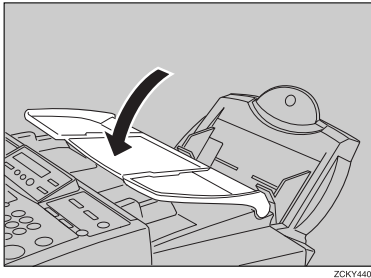
Loading Paper in the Optional Bypass Feeder

1 Remove any paper remaining in the feeder.

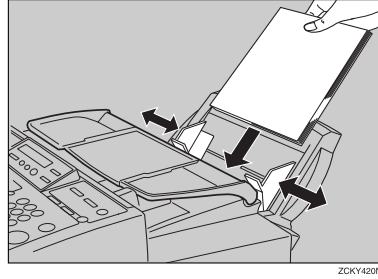
2 Prepare a stack of blank paper. For smoother operation, square the edges.



3 Lift back the document table.



4 Place the paper stack in the feeder.



Note

- You cannot set paper smaller than ISO A5 \square (8.27 × 5.85 in).

Maintaining Your Machine

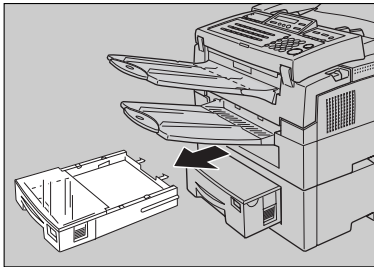
Changing the Paper Size in the Main Cassette

This example explains how to switch to A4 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.

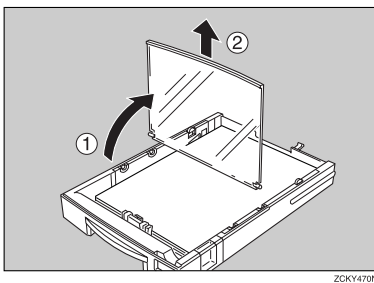
Note

- ❑ Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

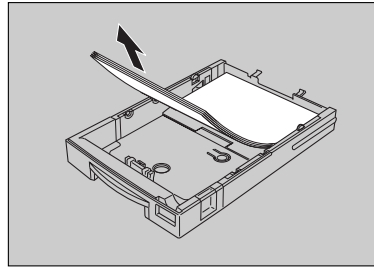
- 1** Pull out the paper cassette and place it on a flat surface.



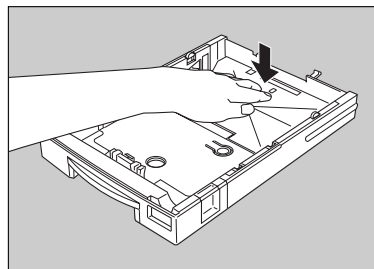
- 2** Lift up the cassette cover and remove it.



- 3** Remove any remaining paper.

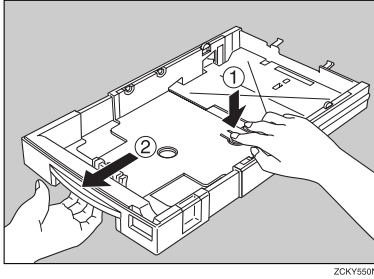


- 4** If this is the main cassette and the metal base plate is raised, push it firmly down until you hear it click into place.



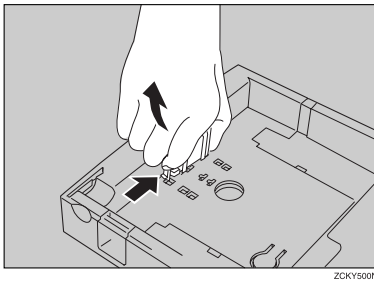
How to Change to Legal Size

- 1 Press the tray extension release tab ①, then extend the tray by pulling on the front handle ②.

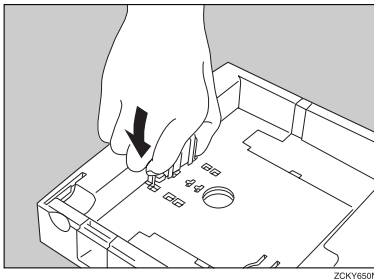


How to Change To A4 Size

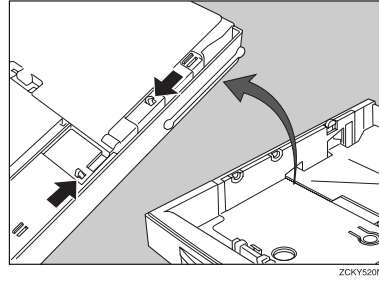
- 1 Squeeze the green end plate slightly and remove it.



- 2 Insert the end plate into the A4 slot as shown.



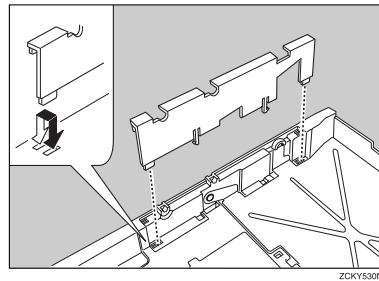
- 3 Remove the side rail. (Squeeze in one of the plastic tabs on the underside of the cassette to loosen it.)



- 4 Replace the side rail in the A4 slots.

Note

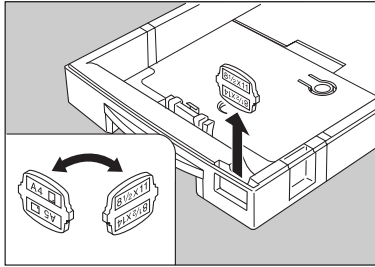
- There are two sets of slots and they are marked on the base. Make sure that the upper and lower tabs on the rail both fit into the inner set of slots.



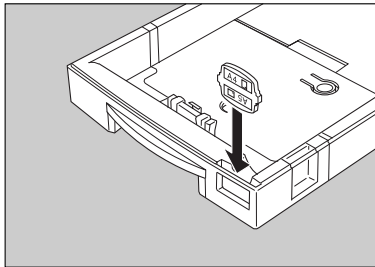
- 5 Repeat steps ② and ③ for the other rail.

Maintaining Your Machine

- 5** Remove the paper size plate located at the front of the cassette.

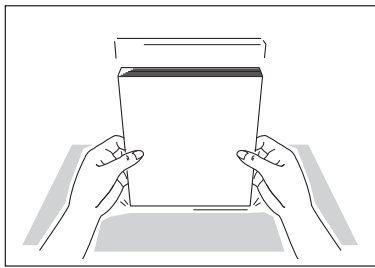


- 6** Replace the plate, orienting it so that the appropriate paper size symbol is visible in the window at the front of the cassette.

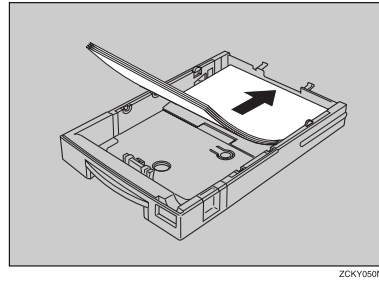


9

- 7** Prepare a stack of blank paper. For smoother operation, square the edges.



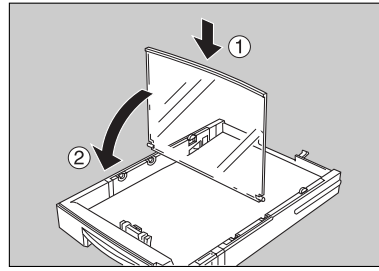
- 8** Load the paper into the cassette.



- 9** Replace the cassette cover.

Note

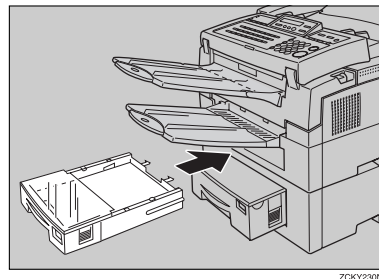
- The frosted side of the cover must face up when closed.



- 10** Replace the cassette. Push it in firmly until you hear it click 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.



1 Before you can use it, you must change the paper size setting for this cassette using "Paper Size" function. See P.68 "Changing the Paper Size Setting".

Maintaining Your Machine

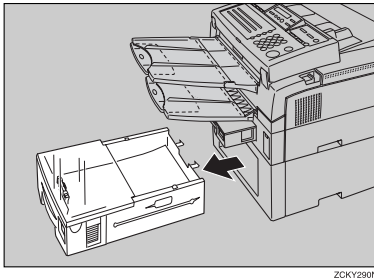
Changing the Paper Size in the Optional Second Cassette

This example explains how to switch to A4 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

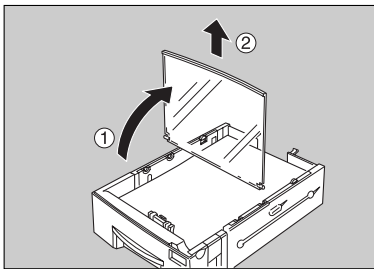
- ❑ Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

- 1** Pull out the paper cassette and place it on a flat surface.



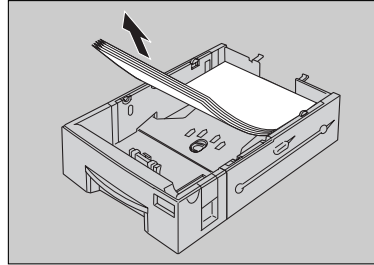
ZCKY290N

- 2** Lift it up the cassette cover and remove it.



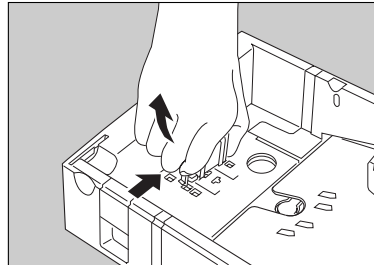
ZCKY810N

- 3** Remove any remaining paper.



ZCKY620N

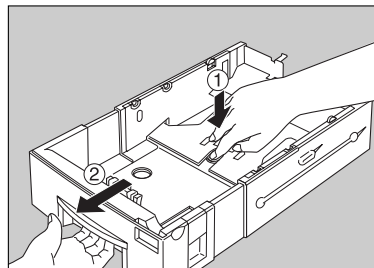
- 4** Squeeze the green end plate slightly and remove it.



ZCKY670N

How to Change to Legal Size

- 1** Press the tray extension release tab ①, then extend the tray by pulling on the front handle ②.

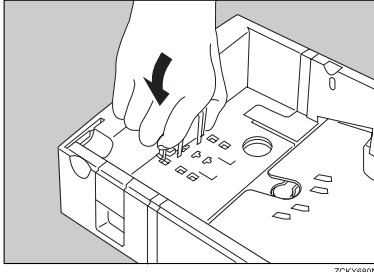


ZCJC040N

Changing the Paper Size in the Optional Second Cassette

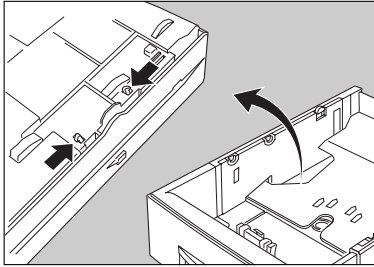
How to Change to A4 Size

- 1 Insert the end plate into the A4 slot as shown.



ZCKY680N

- 2 Remove the side rail. (Squeeze in one of the plastic tabs on the underside of the cassette to loosen it.)

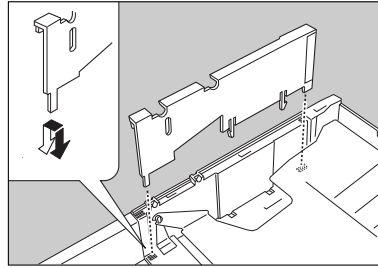


ZCKY690N

- 3 Replace the side rail in the A4 slots.

Note

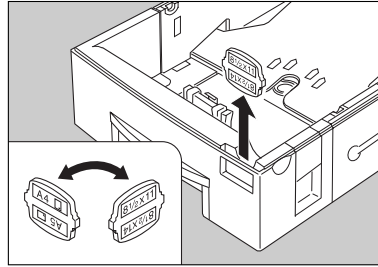
- There are two sets of slots and they are marked on the base. Make sure that the upper and lower tabs on the rail both fit into the inner set of slots.



ZCKY700N

- 4 Repeat steps 3 and 4 for the other rail.

- 5 Remove the paper size plate located at the front of the cassette.

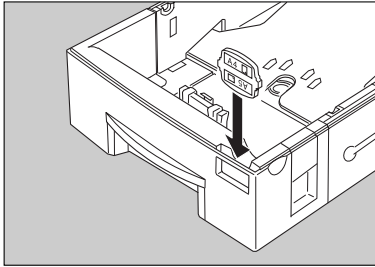


ZCKY710N

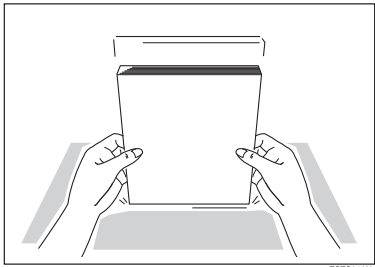
9

Maintaining Your Machine

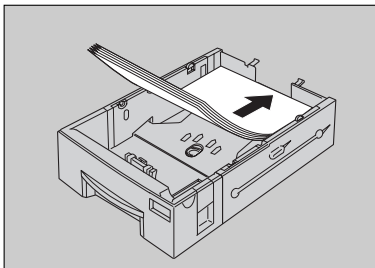
- 6** Replace the plate, orienting it so that the appropriate paper size symbol is visible in the window at the front of the cassette.



- 7** Prepare a stack of blank paper. For smoother operation, square the edges.



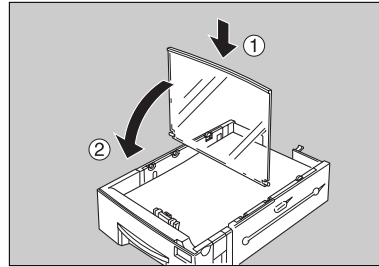
- 8** Load the paper into the cassette.



- 9** Replace the cassette cover.

Note

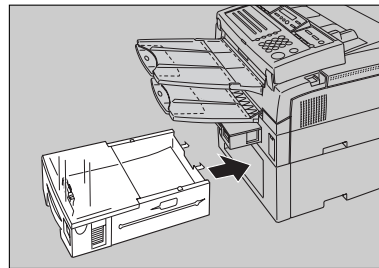
- The frosted side of the cover must face up when closed.



- 10** Replace the cassette. Push it in firmly until you hear it click place.

Note

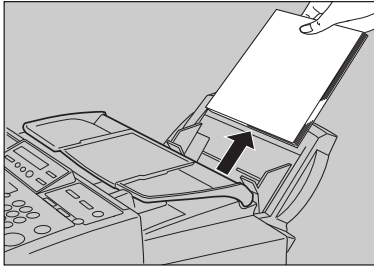
- It is a good idea at this time to check that the side rails have not dislodged while you were loading paper.



- 11** Before you can use it, you must change the paper size setting for this cassette using "Paper Size" function. See P.68 "Changing the Paper Size Setting".

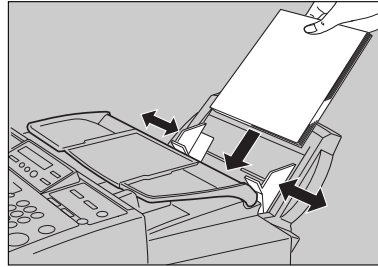
Changing the Paper Size in the Optional Bypass Feeder

- 1** Remove any paper remaining in the feeder.



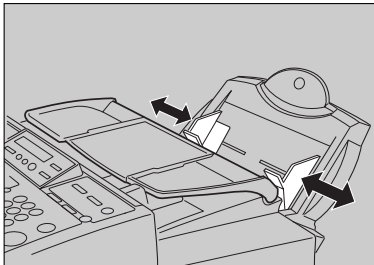
ZCKY390N

- 4** Place the paper stack in the feeder.



ZCKY420N

- 2** Adjust the paper guide to match the new paper size.



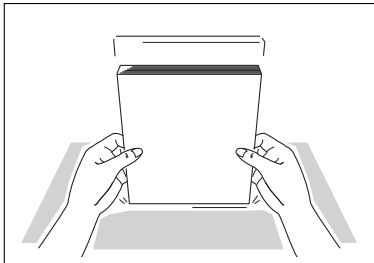
ZCKY570N

Note

- You cannot use paper smaller than ISO A5 (8.27 × 5.85 in).

- 5** Before you can use it, you must change the paper size setting for the Bypass Feeder using "Paper Size" function. See P.68 "Changing the Paper Size Setting".

- 3** Prepare a stack of blank paper. For smoother operation, square the edges.



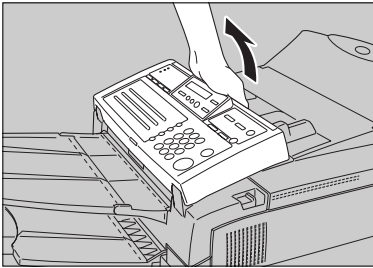
TST8010N

Maintaining Your Machine

Cleaning the Rollers and Exposure Glass

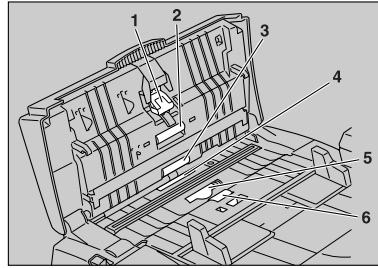
To maintain the machine's condition, clean the rollers and scanner from time to time.

1 Open the operation panel.



3 Clean the pads and rollers.

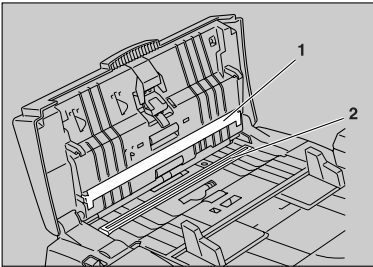
Wipe the pad and rollers (6 locations) with a well-wrung damp cloth.



2 Clean the white roller (1) and exposure glass (2).

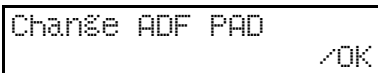
Wipe the exposure glass (2) with a soft, dry cloth. If dirt is hard to remove, wipe with a well-wrung damp cloth, then wipe dry with a soft, dry cloth.

4 Close the operation panel.



Replacing the ADF Maintenance Kit (ADF Document Separation Pad)

In order to ensure maximum performance of your fax machine, the ADF Maintenance Kit is provided so you can replace the ADF Document Separation Pad after approximately 30,000 documents have been scanned with the ADF. You need to replace the Separation Pad when you are prompted to do so by a message in the display:

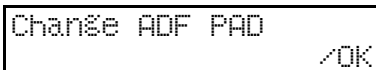


Follow the procedure below to replace the Separation Pad.

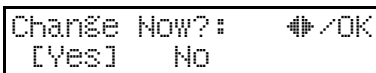
Note

- This message does not appear in areas where ADF Maintenance Kit replacement is performed by arrangement with service representatives.
- If you replace the Separation Pad without being prompted to do so, after replacement be sure to reset the counter. See P.75 "Resetting the PAD Counters".
- If you do not have an ADF Maintenance Kit when you are prompted to replace the Separation Pad, or if you do not have time to perform the maintenance at that time, at step 3 below, select "No", and then press the [OK] key to return to the standby mode so you can continue using the fax machine. However, after you scan an additional 100 documents with the ADF, you will be prompted once again to replace the Separation Pad.
- After Change ADF Pad message appears in the display, you can continue to use send fax messages and perform other operations.

- 1** A message in the display prompts you to replace the Separation Pad when it is time for replacement:



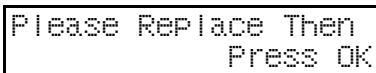
- 2** Press the [OK] key.



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

Note

- If you want to replace the Separation Pad later, press ⏪ or ⏩ to select "No", and then press the [OK] key.



- 4** To replace the ADF Document Separation Pad, follow the instructions in "Installing the ADF Maintenance Kit" supplied with the ADF Maintenance Kit.

- 5** Press the [OK] key.

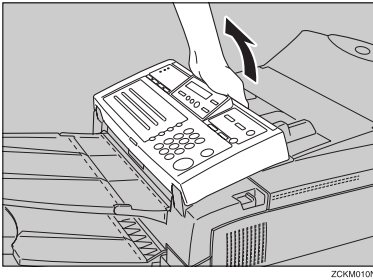
When you see "ADF Pad Replaced" appear in the display, the fax machine automatically returns to the standby mode.

Maintaining Your Machine

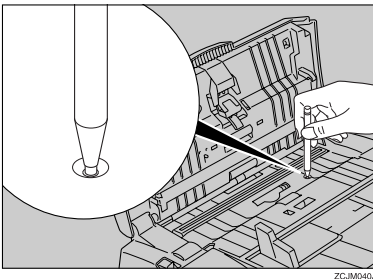
Replacing the Stamp Cartridge

When the mark made by the verification stamp becomes pale, replace the stamp cartridge as described below.

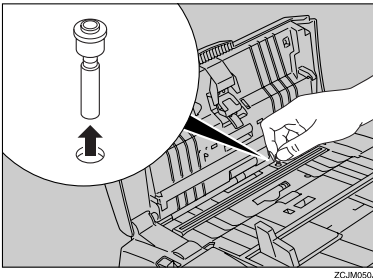
1 Open the operation panel.



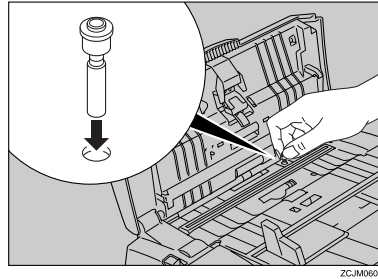
2 Insert the tip of a sharp object, such as a mechanical pencil, into the hole shown in the illustration.



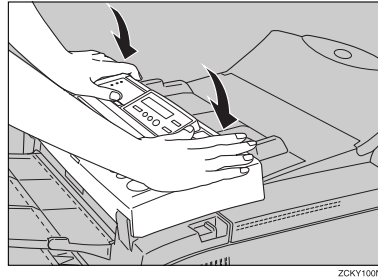
3 The stamp cartridge pops up. Lift it out of the machine.



4 Insert the new cartridge.



5 Push the operation panel shut until you hear it click into place.



Note

- Please use the following stamp cartridge: INK PAD MARKER TYPE30 for Facsimile.

Replacing the Toner Cassette and Cleaning Pad

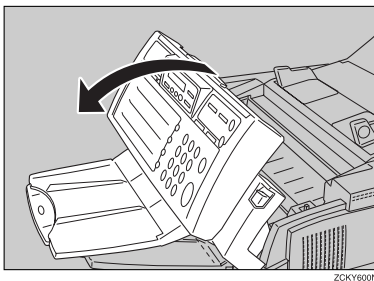
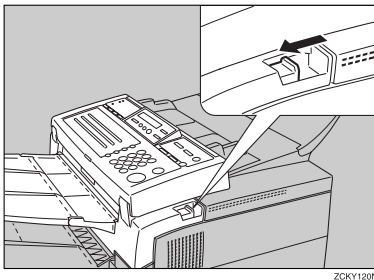
Note

- When the Add Toner indicator (🔊) starts to blink, the toner cartridge 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.

- 1** Pull the front cover release lever towards you and open the front cover.

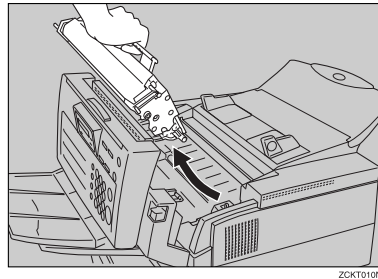
Note

- If you do not pull the lever, only the operation panel will open.

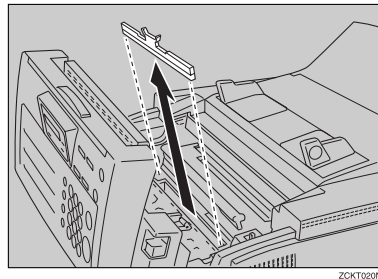


- 2** Grasp the old toner cassette as shown, and lift it out carefully.

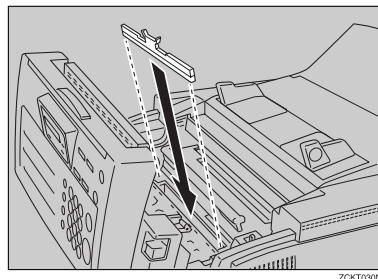
Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.



- 3** Remove the old cleaning pad.



- 4** Install the cleaning pad as shown in the illustration.

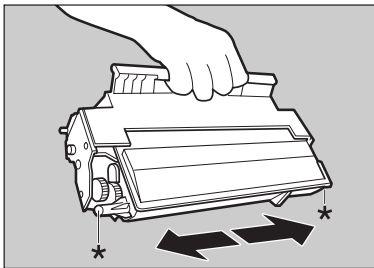


Maintaining Your Machine

5 Prepare the new toner cassette.

Important

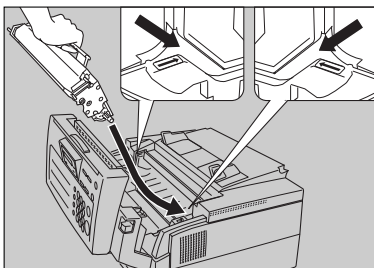
- Do not touch the green drum.
- ① Remove the new toner cartridge from its bag. Do not remove any paper or tape yet.
- ② Hold the cassette horizontally and shake it gently from side to side a few times



6 Hold the toner cassette as shown in the illustration and set it into the fax machine. Make sure that the pins (marked with "*" in the illustration in step 5) on either side of the toner cassette slide along the guides inside the machine.

Note

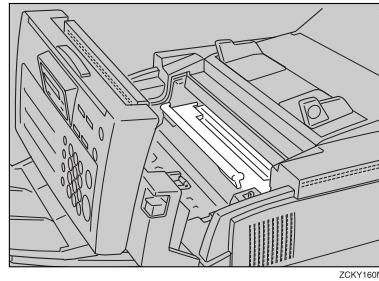
- The slots are marked with small arrows.



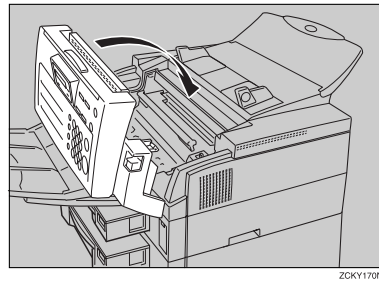
7 Press down on the cassette until you hear it click into place.

Note

- If you do not push the cassette right in, the front cover will not close.



8 Close the front cover.

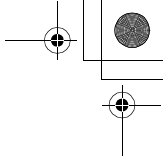
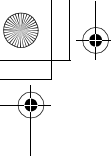


Note

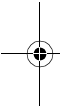
- Background gray cast is sometimes evident on printed messages just after installing a new toner cassette.

Toner Cassette Storage

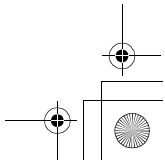
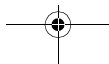
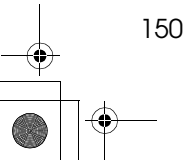
- Store in a cool, dark place.
- Never store where they may be exposed to heat.
- Keep out of the reach of children.
- Do not eat toner.
- Do not lay heavy objects on toner cassette.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.



Maintaining Your Machine



9



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.
- ④ Attach the accessories and load the paper in the paper cassette.
- ⑤ Connect the phone line. (See P.154 "Connecting to a Telephone Line".)
- ⑥ Connect the power. (See P.155 "Connecting the Power and Switching On".)
- ⑦ Enter all necessary information and settings in your machine's memory. (See Chapter 3, "Setup" in the Basic Features manual.)

For details, please refer to the setup guide, "Before You Use This Machine".

Installation

Machine Environment

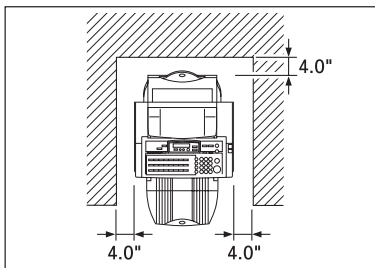
When choosing a location for your machine, please follow the safety instructions given in the first section.

Location

For the best possible performance, install your machine in a place which satisfies the following conditions:

- Not exposed to direct sunlight
- Level
- Not subject to vibrations
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 59 to 77°F
- Humidity 30 to 70 % RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes in temperature
- Within 5 yards of a 3-pin grounded power outlet (120 volts, 60 Hz)
- With the clearance as shown

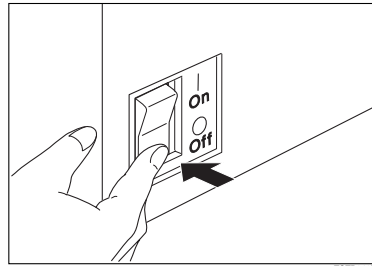
10



ZCXX010N

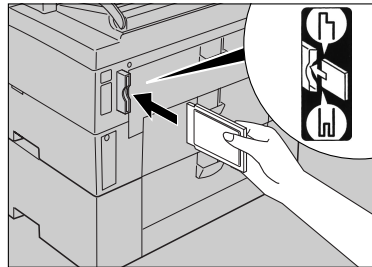
Installing the Optional Memory Card

- 1** Turn off the power switch.



TSTP040N

- 2** If the memory card cover is attached to the machine, remove it.
- 3** Hold the card as shown in the illustration, and insert it carefully into the slot.

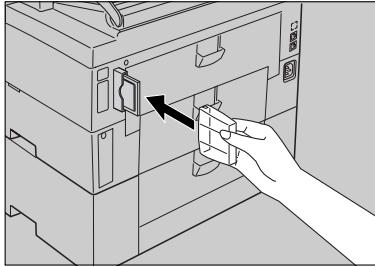


ZCKP090N

Note

- ❑ Insert the Memory Card firmly or the machine may not work properly.

- 4** Attach the memory card cover to the back left of the machine.

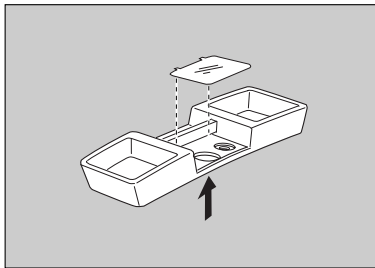


ZCKP080N

- 5** Turn the power switch on.

Installing The Optional Handset

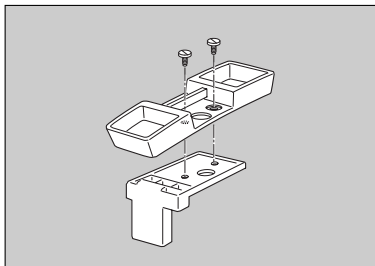
- 1** Remove the information card from the holder.



ZCKP010N

- 2** Attach the holder to the bracket with the two screws provided.

Screw in firmly but not too tightly (using an item such as a small coin).

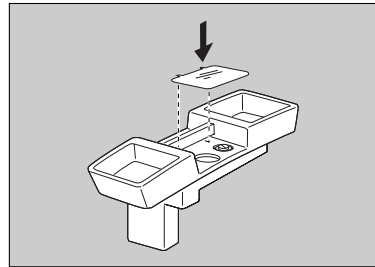


ZCKP020N

Note

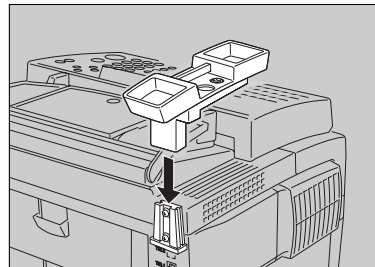
- The bracket and screws are included with the fax machine. The holder is included with the optional handset.

- 3** Replace the information card.



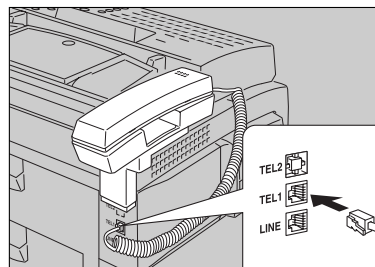
ZCKP030N

- 4** Fix the bracket to the protruding plastic hook on the rear left of the machine.



ZCKP040N

- 5** Plug the handset jack into the "TEL1" socket at the rear of the machine.



ZCKP050N

Connecting to a Telephone Line

⚠ CAUTION: To reduce the risk of fire, use only No.26 AWG or larger telecommunication line cord.

⚠ ATTENTION: Pour réduire le risque d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG ou de section supérieure.

To connect the machine to a telephone line, use a snap-in modular type connector.

There are similar sockets located at the rear of the machine.

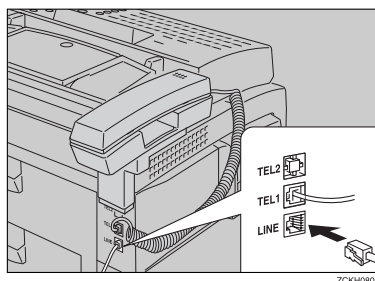
- TEL1: For the optional handset or external telephone
- LINE: Telephone line connection

Note

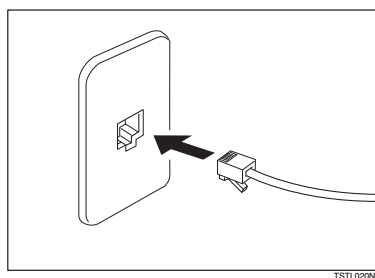
- Do not switch the machine on until everything is connected properly.
- Program the Telephone Line Type setting. (See P.107 "Line Type".) If your telephone normally sends out tones (touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

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- 1** Insert the line cable into the socket labeled "LINE".



- 2** Connect the other end of the line cable to your telephone line.



Important

- In the United States, you are required by law to program your phone number identification (Own Fax Number) into the fax machine before you connect a fax machine to the public telephone system. See Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.

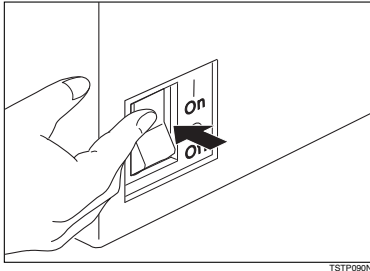
Connecting the Power and Switching On

Important

- Make sure that the wall outlet is near the machine and readily accessible.
- The wall outlet must be easily accessible.

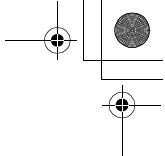
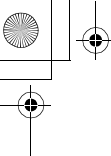
Do not switch on until everything is connected properly.

- 1** Insert the power cable into the socket located at the rear of the machine.
- 2** Plug in the cable to the mains.
- 3** Turn the power switch on.

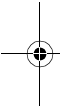


Important

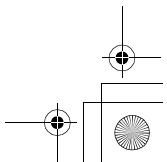
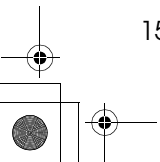
- The supply from the wall outlet must not fluctuate more than 15V either side of 120V.
- The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.



Installation



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11. Appendix

Specifications

Base Machine

❖ **Power supply:**

120V, 60 Hz

❖ **Power consumption:**

Energy saver mode:	Average 1.7 W (without NIC FAX KIT installed)
	Average 4.3 W (with NIC FAX KIT installed)
Standby mode:	Average 30 W
Transmission:	Average 45 W
Reception:	Average 350 W
Copying:	Average 300 W
Maximum power consumption:	650 W

❖ **Protocol:**

G3, G4 (optional G4 unit required)

❖ **Memory Capacity:**

- Standard: 160 pages/ITU-T #1 test document (Slerexe letter) at standard resolution
- With 2Mbyte memory: 320 pages
- With 4Mbyte memory: 480 pages

❖ **Transmission time:**

G3: 3 seconds at 28,800 bps, without Fax Header, ECM, MMR- using memory for a ITU-T #1 test document (Slerexe letter) at standard resolution

G4: 3 seconds at 64 kbps, without Fax Header, MMR- using memory for a ITU-T #1 test document (Slerexe letter) at detail resolution

❖ **Data compression:**

MH, MR, MMR, JBIG

❖ **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.

Appendix

❖ Scanning resolution:

G3

- Standard: 8×3.85 lines/mm
- Detail: 8×7.7 lines/mm
- Fine: 8×15.4 lines/mm (Transmission only)

G4

- Standard: 200×100 dpi
- Detail: 200×200 dpi

❖ Paper cassette capacity:

250 sheets (20 lb)

❖ Paper Size:

Letter, Legal (Adjustable to A4, A5, and F4)

❖ Dimensions (W × D × H):

$16.5 \times 28.8 \times 13.5$ inch (with print delivery tray and document delivery tray fully extended.)

❖ Weight:

28.7 lb ^{*1}

^{*1} exclusive of cassettes and options

Optional Second Paper Cassette

❖ Capacity:

500 sheets (20 lb)

❖ Paper Size:

Letter, Legal (Adjustable to A4, A5 and F4)

Bypass Feeder

❖ Capacity:

Letter, A4, A5, F4: 100 sheets (20 lb)
Legal: 50 sheets (20 lb)

❖ Paper Size:

Letter, Legal, A5, F4, A4

Document and Paper Specifications

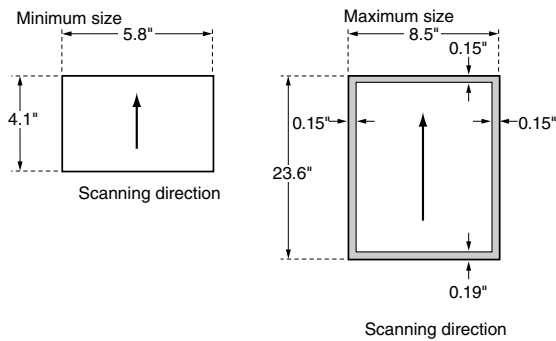
Recommended types of document

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



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 to 90 g/m², 20lb paper)
- 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.

Documents (Using the auto document feeder)

- ◆ **Length:**
4.1" to 23.6"
- ◆ **Width:**
5.8" to 8.5"
- ◆ **Thickness:**
16 to 24lb

Appendix

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 on the reverse side of a print.

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.

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.	Less than 30 s	30 W
Energy Saving Standby (Heater off)	Display turns off . The machine lets the heating roller cool to room temperature; warm-up takes longer.	Less than 40 s	Without NIC FAX KIT: 1.7 W With NIC FAX KIT: 4.3 W

Values vary according to options installed and settings of the User Parameters.

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 P.93 "Energy Save Timer".
- 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.

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/  Clear Modes]** 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.

 Appendix

Selecting the Energy Saving mode type

To select the Energy Saving mode type, adjust the bit switch below with the User Parameters. See P.95 "User Parameters" (switch 05, bit 6).

◆ 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.

Storage Capacity

Quick Dials, Speed Dial and Codes

- 30 Quick Dial keys, each of which can hold an individual number. Any seven of the Quick Dial keys can hold a group of numbers.
- 100 individual numbers stored as 2-digit Speed Dial codes.
- Seven groups, each of which can hold up to 140 destinations.
- 50 Own Fax Number or Own Name codes (possibly used as wild cards) for Authorized Reception, Multi-Copy Reception, Memory Lock, Specified Cassette, or Forwarding.

Destinations

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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 are programming in now. Total: 140)

Memory files

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.

Function List

Advanced Transmission Features

Functions selectable with the **[Trans. Option]** key are as follows.

Feature name	Reference
Send Later	P.3 "Sending at a Specific Time (Send Later)"
Personal Code Transmission	P.4 "Personal Codes"
Fax Header Print	P.5 "Fax Header Print"
Confidential Transmission	P.7 "Normal Confidential Transmission:"
Polling Transmission	P.8 "Leaving a Document to Be Picked Up by Others (Polling Transmission)"
Polling Reception	P.10 "Calling to Request a Message (Polling Reception)"
Transfer Request	P.12 "Transfer Request"
SUB Code Transmission	P.14 "SUB Code Transmission"
SEP Code Polling Reception	P.15 "SEP Code Polling Reception"
Mail Option	For details see the NIC FAX KIT manual or PDU KIT manual

Appendix

Communication Information

Functions selectable with the **[Job Information]** key are as follows.

Feature name	Reference
Canceling Transmission Files	P.17 "Canceling Transmission or Reception"
Printing the TX File List	P.18 "Printing a File List"
Printing a TX Document	P.19 "Printing a Stored Message"
Printing a Confidential Reception Document	P.20 "Printing a Confidential Fax Message"
Printing a Memory Lock Document	P.21 "Printing a Memory-locked Message"
Printing the Journal	P.22 "Printing the Journal"

Fax Features

Feature Name	Content	Reference
Program/Delete	Registering and Deleting Quick Dials	Chapter 3, "Storing Quick Dial Numbers" and "Deleting Quick Dial Numbers" in the Basic Features manual.
	Registering and Deleting Speed Dials	Chapter 3, "Storing Speed Dial Numbers" and "Deleting Speed Dial Numbers" in the Basic Features manual.
	Registering and Deleting Group Dials	Chapter 3, "Storing a Group of Fax Numbers" and "Deleting a Group" in the Basic Features manual.
	Changing Keystroke Program Names and Deleting Keystroke Programs	P.51 "Storing a Program" P.53 "Deleting a Program"
	Registering and Deleting Auto Documents	P.54 "Storing an Auto Document" P.57 "Deleting an Auto Document"
	User Function keys	P.58 "Assigning User Function Keys"
Reports/Lists	Journal	P.22 "Printing the Journal" P.40 "Communication Result Report (Memory Transmission) (Switch 03, Bit 0)" P.18 "Printing a File List" P.62 "Lists You Can Print Out Yourself"
	Transmit File List	P.18 "Printing a File List"
	Dial List	P.62 "Printing Dial Lists"
	Quick Dial Labels	Chapter 3, "Printing a Quick Dial Key Label" in the Basic Features manual.
	Keystroke Program List	P.63 "Printing a Keystroke Program List"
	Auto Documents	P.64 "Printing an Auto Document"
	User Function Key List	P.65 "Printing a User Function Key List"

Appendix

Feature Name	Content	Reference
Setup	Monitor Volume	Chapter 4, "Adjusting the Volume and Sounds the Machine Makes" in the Basic Features manual.
	Date/Time	P.66 "Setting the Date and Time"
	Summer Time/DST	P.67 "Summer Time / Daylight Saving Time"
	Fax Information	Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual. P.5 "Fax Header Print"
	Paper Cassette Size	P.136 "Changing the Paper Size in the Main Cassette" P.140 "Changing the Paper Size in the Optional Second Cassette" P.143 "Changing the Paper Size in the Optional Bypass Feeder"
Language	Display Language	P.69 "Selecting the Display Language"

Key Operator Tools

*1 This feature requires the optional Paper Supply Unit.

*2 This feature requires the optional G4 Unit.

*3 This feature requires the optional NIC FAX KIT TYPE 210.

*4 This feature requires the optional PDU KIT TYPE 210.

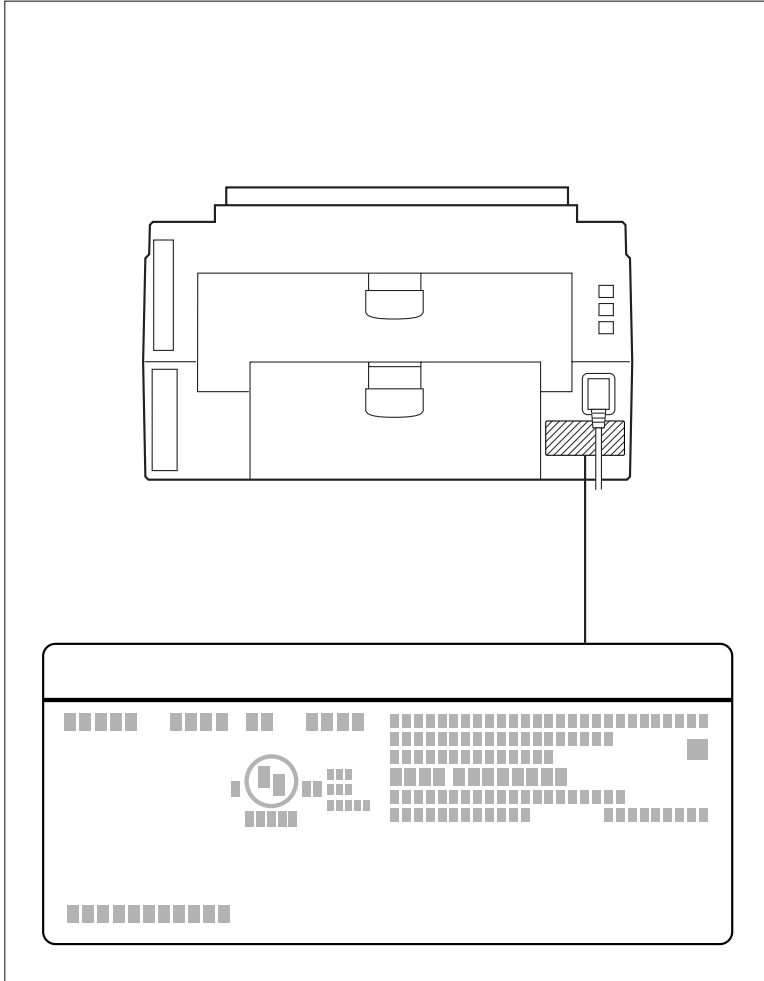
*5 This feature requires the optional Memory Card.

Feature name	Reference
Counters	P.74 "Counters"
PAD Counter Clear	P.75 "Resetting the PAD Counters"
Authorized Reception	P.76 "Authorized Reception"
Multi-Copy Reception	P.79 "Multi-Copy Reception"
Memory Lock	P.81 "Memory Lock"
Specified Cassette *1	P.83 "Specified Cassette"
Forwarding	P.85 "Forwarding"
Backup File Transmission Settings	P.91 "Backup File Transmission"
Energy Save Timer	P.93 "Energy Save Timer"
Changing User Parameters	P.95 "User Parameters"
Personal Code	P.100 "Programming the Personal Codes"
ID Code	P.105 "Registering ID Codes"
Line Type	P.107 "Line Type"
Select Line	P.108 "Select Line"
PSTN Access Number	P.109 "PSTN Access Number"
Transfer Report	P.110 "Transfer Report"
ISDN G3/G4 *2	P.112 "ISDN G3/G4"
Network Settings *3	For details, please refer to the NIC FAX KIT manual.
Dialup Settings *4	P.119 "Dialup"
Key Layout	P.120 "Key Layout"
Memory Option *3 *5	P.122 "Memory File Transfer"
Memory File Transfer	P.122 "Memory File Transfer"
Margin Adjust	P.123 "Margin Adjust"
RDS On/Off	P.125 "RDS On/Off"
System Parameter Transmission	P.126 "System Parameter Transmission"

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Certification Label

The certification is located behind the machine.



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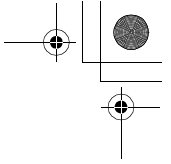
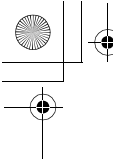
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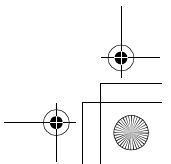
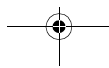
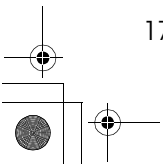
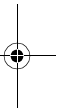
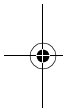
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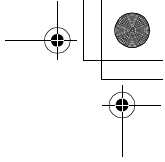
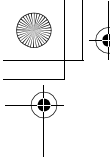
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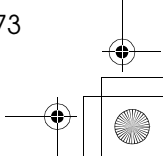
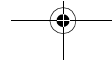
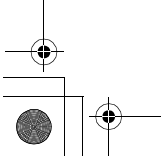
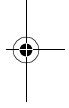
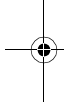


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