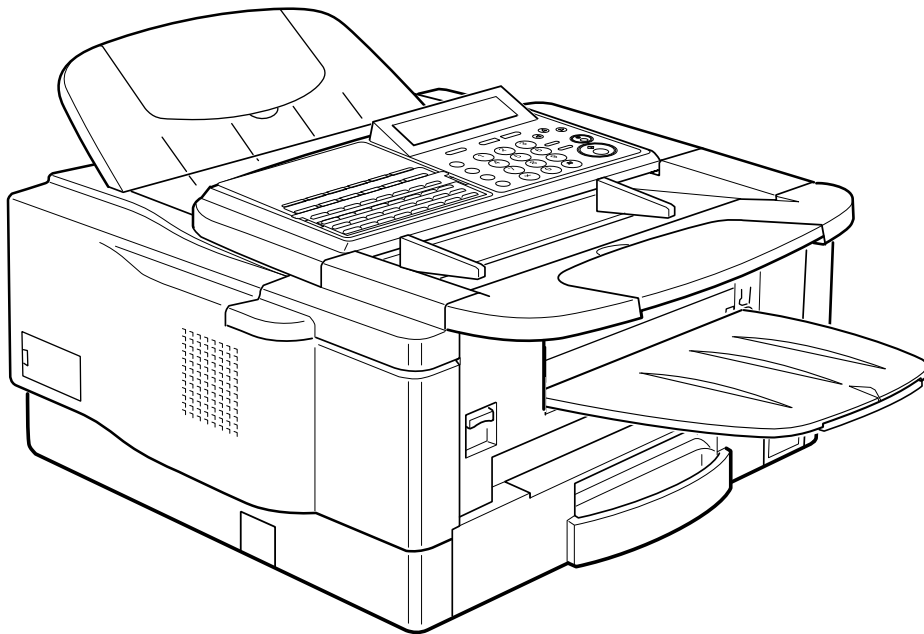


# **RICOH**

## ***OPERATOR'S MANUAL***

### ***RICOH FAX4700L***



Please read all of these instructions and keep this manual by your machine.

## Optional Equipment

### **Memory (FEATURE EXPANDER TYPE 140 2M, FEATURE EXPANDER TYPE 140 4M, FEATURE EXPANDER TYPE 80M HD)**

Either a 2-Mbyte memory card, a 4-Mbyte memory card or a 80-Mbyte hard disk can be added.

### **ISDN G4 KIT (ISDN INTERFACE TYPE 140)**

This allows you to send and receive using the ISDN (Integrated Services Digital Network)

### **PC Printer Interface Kit (PRINTER INTERFACE TYPE 100)**

This allows you to use the machine as a laser printer for an IBM<sup>1</sup> or compatible personal computer.

### **Telephone Handset (HANDSET TYPE 100)**

This permits voice communication (over the PSTN).

### **PAPER CASSETTE TYPE 100**

This gives this machine additional 100 sheet paper capacity with single sheet bypass.

### **COUNTER TYPE 100**

### **FUNCTION UPGRADE CARD TYPE 140**

With this card installed, Memory Disk, Upgraded Speed Dial and so on become available.

### **FAX ON DEMAND TYPE 140**

When installed the Fax on Demand service becomes available.

### **EXTRA PAPER FEED UNITS**

Up to 2 extra paper feed units can be added to the base machine:

PAPER FEED UNIT TYPE 140F - an additional front feed paper unit.

PAPER FEED UNIT TYPE 140S - an additional side feed paper unit.

A front and side feed unit cannot be installed on the same machine.

**Note:** The Function Upgrade Card and Fax on Demand Kit cannot be installed in the same machine.

### **1Copyright Notice**

IBM is a registered trademark of International Business Machines Corporation.

**Caution:** Once a Function Upgrade Card or Fax on Demand Card has been installed, do not remove it. If removed, this will result in data being permanently lost.

**WARNING:** This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

\* **CAUTION:** Use of control or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

#### ENERGY SAVING INFORMATION



As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power (Energy Saver) mode and Night Timer. Please see applicable sections of operating manual for details.

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

Attention please!

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 or 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 "Getting Started" and/or "Programming" sections. 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

## IMPORTANT SAFETY INSTRUCTIONS

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
7. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.
  - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - E. If the product has been dropped or the cabinet has been damaged.
  - F. If the product exhibits a distinct change in performance, indicating a need for service.

# Table of Contents

<b><i>INTRODUCTION</i></b>	<b><i>1</i></b>
WHAT DOES A FAX MACHINE DO?	1
TELEPHONE LINE PROBLEMS AFFECT FAX COMMUNICATION	1
<b><i>HOW TO USE THIS MANUAL</i></b>	<b><i>2</i></b>
MANUAL OVERVIEW	2
CONVENTIONS	3
Keynames	3
Displays	3
STORING TELEPHONE NUMBERS	4
STORING NAMES AND LABELS	4
Punctuation Marks and Symbols	5
Shift Key	5
Cursor and Clear Key for Editing	5
IF YOU MAKE A MISTAKE	5
ON/OFF SWITCHES AND USER PARAMETERS	6
On/Off Switches	6
User Parameter Settings	7
<b><i>GENERAL PRECAUTIONS</i></b>	<b><i>13</i></b>
POWER AND GROUNDING	13
COLD WEATHER POWER-UP	14
THUNDERSTORMS	14
COPY PAPER	15
TONER CARTRIDGES	15
OPERATING PRECAUTIONS	15
GENERAL	16
<b><i>GUIDE TO COMPONENTS</i></b>	<b><i>17</i></b>
<b><i>OPERATION PANEL</i></b>	<b><i>18</i></b>
<b><i>ROUTINE OPERATION</i></b>	<b><i>20</i></b>
SENDING A FAX MESSAGE	20
Precautions Concerning Unacceptable Document Types	20
Transmission Procedure at a Glance	22
Contrast, Resolution, and Halftone Modes	30
Dialing with the Telephone Directory	33
Optional Features for Transmission	34

Immediate Transmission	41
Using the Stamp	43
Redialing	44
<b>RECEIVING FAX MESSAGES</b>	<b>46</b>
Selecting the Reception Mode	46
Substitute Reception	47
<b>TELEPHONE CALLS</b>	<b>49</b>
Making a Telephone Call	49
Answering the Telephone	51
Phoning and Faxing on the Same Call	51
Speaker and Buzzer Volume Adjustments	52

## ***ADVANCED FEATURES***

**53**

<b>NETWORKING</b>	<b>53</b>
Overview	53
What Networking Features Does This Machine Have?	54
Preparing the Machine for Networking Operations	55
Transfer Request	58
Combining Transfer Request with Broadcasting	61
Multi-step Transfer	62
Your Machine as a Transfer Station (Memory Card or Hard Disk Required)	63
Transfer Request by Tonal Signals	63
<b>TRANSMISSION</b>	<b>68</b>
Keystroke Programs	68
Confidential Transmission	73
Auto Document	75
Storing an Auto Document	76
Changing the Contents of Auto Document	79
Erasing an Auto Document or Label	80
Restricting Access to the Machine	82
Tonal Signals	88
Chain Dialing	90
Specified Image Area (Function Upgrade Card Required)	91
Label Insertion	93
Closed Network (Transmission)	94
Protection Against Wrong Connections	95
ECM (Error Correction Mode) and Page Retransmission	96
Batch Transmission Optional (Memory Card or Hard Disk Required)	97
Well Log Transmission	98
<b>RECEPTION</b>	<b>99</b>
Confidential Reception (Memory Card or Hard Disk Required)	99
Memory Lock (Optional Memory Card or Hard Disk Required)	103
Rejection of Messages from Unidentified Senders	108
Authorized Reception	109
Forwarding (Memory Card or Hard Disk Required)	113

Specified Cassette Selection (Optional Paper Feed Unit Required)	119
Wild Cards	123
Reverse Order Printing (Optional Memory Card or Hard Disk Required)	124
Multi-sort Document Reception (Memory Card or Hard Disk Required)	125
Center Mark	129
Checkered Mark	130
Reception Time	131
Length Reduction	132
Two in One	133
Closed Network (Reception)	134
<b>OTHER</b>	<b>135</b>
Polling	135
File Management	142
User Function Keys	148
OMR Sheets	151
Saving Energy	161
Night Timer	163
Counters	166
Communication Result Display	166
Entering PC Printer Mode (Printer Interface Required)	167
Copying	168
Dual Access	169
RDS (Remote Diagnostic System)	170
AI Short Protocol	171

## ***REPORTS***

***172***

<b>AUTOMATICALLY PRINTED REPORTS</b>	<b>172</b>
Report Formats	173
Printing a Sample of Data on the Reports	175
<b>USER-INITIATED REPORTS</b>	<b>176</b>
Descriptions of Available Reports	176
Print the Personal TCR	177

## ***LOOKING AFTER THE MACHINE***

***181***

<b>LOADING PAPER</b>	<b>181</b>
Loading Paper in the Main Cassette or the Optional Front Paper Feed Unit	181
Loading Paper in the Optional Side Paper Feed Unit (Optional)	182
<b>CHANGING THE PAPER SIZE</b>	<b>183</b>
Changing the Paper Size in the Main Cassette or the Optional Front Paper Feed Unit	183
Changing the Paper Size in the Optional Side Paper Feed Unit	185
<b>REPLACING THE TONER CASSETTE AND CLEANING PAD</b>	<b>187</b>
Replacement Procedure	187
<b>REPLACING THE STAMP</b>	<b>189</b>



<b>CHANGING THE PAPER SIZE (OPTIONAL CASSETTE)</b>	<b>190</b>
<b>USER MAINTENANCE PROCEDURES</b>	<b>193</b>
User Maintenance Table of Cleaning	193
User Maintenance Procedure of Cleaning	194
Cleaning the Corona Wire	197
User Maintenance Procedure for Replacing	199
The Front Paper Feed Unit	204
The Side Paper Feed Unit	205

<b><i>SOLVING PROBLEMS</i></b>	<b><i>206</i></b>
--------------------------------	-------------------

<b>DOCUMENT JAMS</b>	<b>206</b>
Clearing a Document Jam	206
Adjusting the Document Feeder	207
<b>COPY JAMS</b>	<b>208</b>
Cassette Entrance	208
Copy Feed Area	209
Copy Jams with the Optional Removable Cassette (Cassette Area)	212
Paper Jams in the Optional Front Paper Feed Unit	213
Paper Jams in the Optional Side Paper Feed Unit	214
<b>COMMUNICATION PROBLEMS</b>	<b>215</b>
<b>OPERATING DIFFICULTIES</b>	<b>216</b>
<b>DISPLAYED ERROR MESSAGES</b>	<b>220</b>
<b>ERROR CODES</b>	<b>222</b>
<b>CALLING AN AUTHORIZED SERVICE REPRESENTATIVE</b>	<b>224</b>
<b>DEDICATED TRANSMISSION PARAMETERS</b>	<b>224</b>

<b><i>SPECIFICATIONS</i></b>	<b><i>225</i></b>
------------------------------	-------------------

<b><i>APPENDIX A</i></b>	<b><i>226</i></b>
--------------------------	-------------------

<b>PROGRAMMING FAX ON DEMAND (OPTIONAL FAX ON DEMAND KIT REQUIRED)</b>	<b>226</b>
Storing and Labeling a Document	226
Editing Documents	228
Erasing a Fax on Demand Document or its Name	229
<b>PRINTING A FAX ON DEMAND LIST</b>	<b>230</b>
<b>PRINTING A FAX ON DEMAND DOCUMENT</b>	<b>230</b>
<b>STORING THE FAX ON DEMAND RECORDED MESSAGES</b>	<b>231</b>
Recording a Message	231
How Callers Use Fax on Demand	233
<b>PRINTING FAX ON DEMAND INFORMATION SERVICE REPORT</b>	<b>234</b>

**APPENDIX B****235**

<b>DISK FILES (HARD DISK AND FUNCTION UPGRADE CARD REQUIRED)</b>	<b>235</b>
Reception to Disk File	235
Switching Reception to Disk File On/Off	235
Programming a List of Senders to Treat Differently	236
Choosing How to Treat the Programmed Senders	237
Erasing Disk Files	238
Erasing a File	243
<b>PRINTING DISK FILES</b>	<b>244</b>
Printing a List	244
Print a Document	249

**APPENDIX C****250**

<b>PAPER FEED UNIT</b>	<b>250</b>
Operation	250
Maintenance	250
Copy Jams	250

**APPENDIX D****251**

<b>FEATURE EXPANDER TYPE 140 80 MB HD</b>	<b>251</b>
General	251
Operation	251

**APPENDIX E****252**

<b>ISDN TYPE 140</b>	<b>252</b>
Introduction	252
Setting up the Group 4 Interface	253
Operation	257
Troubleshooting	264

**APPENDIX F****265**

<b>INSTALLING THE MACHINE</b>	<b>265</b>
Location	265
Attaching the Document Table and Document Tray	266
Installing the Machine Cover	267
Installing the Photoconductor, Cleaning Pad and Toner Cassette	268
Rotatable Operation Panels	270
Connecting the Machine	271
Loading Paper in the Cassette	272
Installing Removable Cassette and Loading Paper (Option)	274
Attaching the Optional Handset	277

Installing Optional Memory Card, Function Upgrade Card, and Fax on Demand	277
Using Manual Feed	278
<b>BEFORE YOU SEND YOUR FIRST FAX</b>	<b>279</b>
Some Items Must be Programmed First	279
<b>QUICK DIAL, SPEED DIAL, AND GROUP DIAL</b>	<b>285</b>
Three Convenient Ways to Dial	285
Programming Quick Dial	287
Programming Speed Dials	290
Programming Groups	294
Programming/Changing Upgraded Speed Dials	299
Storage Capacity for Telephone Numbers	303
<b>DEALING WITH JUNK FAX MAIL</b>	<b>305</b>
<b>OTHER ITEMS TO PROGRAM AT YOUR LEISURE</b>	<b>305</b>
<b>GLOSSARY</b>	<b>306</b>

# INTRODUCTION

Thank you for purchasing this product. This multi-function office machine offers a wide range of fax, printer, and convenience features. (Some of these features are optional)

## WHAT DOES A FAX MACHINE DO?

When you write a letter, you normally seal it in an envelope, attach a stamp, and post it in the nearest mail box. Then, in a few days, depending on the postal service, the letter will arrive at its destination. However, you may not be aware of its arrival until you get a return letter.

A fax machine speeds up this process. After you have written your letter, place it face down in your fax machine's document feeder, dial the destination's fax number, then press the Start key.

The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots that there are across and down the page depends on the resolution that you selected; refer to the specifications section of this manual for details). This series of dots is transformed into an electrical signal and sent out over the telephone line to the destination fax machine.

The receiving fax machine reconstructs your letter from the incoming signal, and prints it.

If you are worried about whether the message arrived at the destination, you can check a report called the TCR (Transaction Confirmation Report). When you print this report, you will see the results of the most recent fax communications made by your machine.

You can use your fax machine to send and receive many types of documents, even photographs.

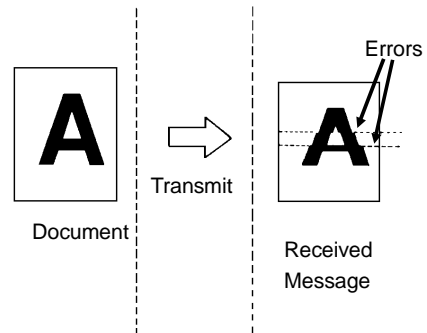
## TELEPHONE LINE PROBLEMS AFFECT FAX COMMUNICATION

Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit a letter-size page in about 6 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.

The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM (Error Correction Mode) is an effective countermeasure against this type of error; you have the choice of having the ECM feature switched on or off. It is switched on before the machine leaves the factory. (Refer to page 96 for more information about ECM).

The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines.

In addition, the quality and condition of switching equipment used by your phone company can affect fax communication.



# ***HOW TO USE THIS MANUAL***

## **MANUAL OVERVIEW**

Your facsimile machine is equipped with a wide range of labor-saving and cost-saving features. This manual explains each of these features, and how you can put them to use. Note that the external appearance of the machine in some illustrations may be slightly different from the actual machine.

The manual consists of the following sections.

- How to Use this Manual** - This is the section that you are now reading. It contains an overview of the manual and the conventions used by the authors. It also contains quick reference sections on how to input telephone numbers and names, and how to correct errors that you may inadvertently make when operating the machine.
- General Precautions** - This section lists precautions that you should keep in mind when operating the machine. Read this section before you begin to use your machine.
- Guide to Components** - This contains a diagram that shows where the main components of your machine are situated.
- Operation Panel** - This describes the functions of the various buttons and indicators that are on your machine's operation panel.
- Routine Operation** - This section describes the features and settings that you will normally be using every day.
- Advanced Features** - This section explains how to take advantage of the special features of your fax machine, including how to set up networks for economical distribution of fax messages over long distances.
- Reports** - This section explains the reports that the machine generates.
- Looking After the Machine** - This section shows you what to do when consumable supplies run out. The user maintenance procedure in this section should be done every six months if you want to keep your machine in top condition.
- Solving Problems** - If your machine cannot communicate, or if it generates error codes or experiences paper jams, refer to this section. Many routine problems can be solved without a service call.
- Specifications** - This is a list of technical capabilities of your machine.
- Appendices A to E** - These describe fax on demand, memory disk file, the paper feed unit the ISDN G4 kit and the hard disk.
- Appendix F- Installing the Machine** - This section explains how to install the machine and connect it to the telephone line. It also explains the best type of place to install your machine. And this section also explains the things that you have to do before you can send your first fax message and lists important features that will make faxing more convenient.
- Quick Reference Guide** - This indicates how to use this machine at a glance.

## CONVENTIONS

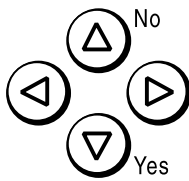
The following conventions were used when writing this manual.

### Keynames

These have been printed in a bold typeface.

For example: When you see a command in bold such as "**Start** " means "Press the Start key on the operation panel".

If you see something like "**# x 3**", this means that you have to press the # key 3 times.



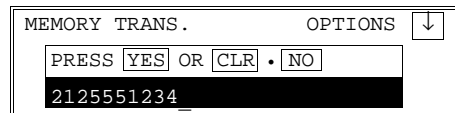
On the operation panel, there are four arrow keys (up, down, left, right). This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see ► in the manual, you are being asked to press the right-pointing arrow (►) on the scroll key.

HOW TO USE THIS MANUAL

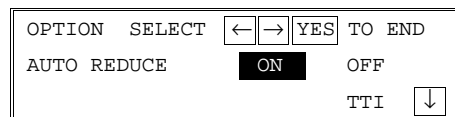
### Displays

Messages seen on the display are shown in a larger box, normally on the right hand side of the page, directly opposite the step that brought it up on the screen. After following a step in a procedure, check the display to see if it corresponds to the one in the manual. This may help you to check whether you are following the procedure successfully. The following examples show three common types of display.

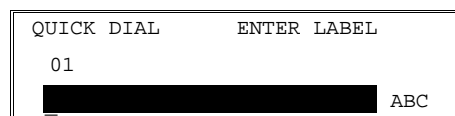
Example A: The keys that can be pressed are shown on the screen in small boxes. In this example, you can press the Yes, No, or Clear keys or down arrow (▼) on the scroll key.



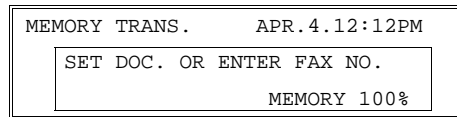
Example B: The choices of settings for a feature are shown on the screen. The current setting is indicated ( It is set ON). If you press the ◀ or ▶ on the scroll key, the setting will be changed to OFF.



Example C: The ABC in the bottom right of the display indicates letters (using the Quick Dial Keys) or numbers (using the ten-key pad on the operation panel) can be entered.



Most procedures start from standby mode, that is, when the display is as shown on the right. The value after "MEMORY" shows how much memory space is remaining.



NOTE: If you start a procedure and do not enter anything at the operation panel for more than 5 minutes, the machine returns to standby mode.

## STORING TELEPHONE NUMBERS

To dial a telephone number or store it as a Quick Dial or Speed Dial, type it into the machine at the ten-key pad on the operation panel.

## STORING NAMES AND LABELS

You can enter names using the Quick Dial Keys. Use Quick Dial Keys 01 to 26 for the letters of the alphabet (or 33 to 58 if the quick dial label plate on the operation panel is flipped up), and use Quick Dial 30 (or 62) as a spacebar. The letters are printed on the surface of each key. If you wish to enter a digit, use the ten-key pad.

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the ◀ and ▶ arrows on the circular scroll key on the operation panel.

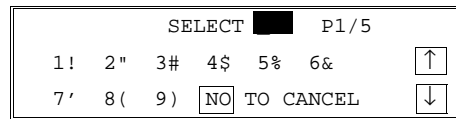
If you wish to enter a punctuation mark or symbol, use Quick Dial 31 (or 63). See "Punctuation Marks and Symbols" on the next page for more details.

Quick Dial 32 (or 64) can be used as a Shift key, to select upper or lower case letters.

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
01/33	A	12/44	L	23/55	W
02/34	B	13/45	M	24/56	X
03/35	C	14/46	N	25/57	Y
04/36	D	15/47	O	26/58	Z
05/37	E	16/48	P	27/59	Not used
06/38	F	17/49	Q	28/60	
07/39	G	18/50	R	29/61	
08/40	H	19/51	S	30/62	Space
09/41	I	20/52	T	31/63	Punctuation Marks and Symbols
10/42	J	21/53	U		
11/43	K	22/54	V	32/64	Shift key (see p. 5)

## Punctuation Marks and Symbols

If you press **31** or **63** while entering a label, a menu of symbols will appear, as shown on the right.



- To select a symbol, press the required key on the ten-key pad. For example, if you wish to enter a '#', press **3**. The cursor moves forward automatically so that you can enter the next letter, digit, or symbol in the item that you are typing into the display.
- If the symbol that you need is not on the screen, scroll through the pages of symbols with the **▲** and **▼** keys.

## Shift Key

As shown in example C on page 3, 'ABC' can be seen in the bottom right of the display while you are inputting a label. This indicates that upper case letters will be stored. If you wish to input lower case letters, press **32** or **64**. The 'ABC' will change to 'abc', and the letters that you type in will be stored as lower case letters. To change back to upper case letters, press **32** or **64** again.

## Cursor and Clear Key for Editing

You can move the cursor using the scroll key (**◀** and **▶**) to edit the name or label. If you press **Clear**, the character above the cursor is deleted. On entering a character, the character appears at the cursor position then the cursor moves to the right.

## IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, either:

- Press **Clear** to erase the last letter or digit that you entered.

If you enter the wrong function number, either:

- Press **No** then input the correct function number.
- Press **Function** to return to standby mode and start again.
- 

If you dialed the wrong number, either:

- Press **No**. If scanning has already begun, press **Stop**.
- If you already programmed the number into the machine by pressing Yes, remove the document from the document feeder and start again, or use the destination reviewing feature (option 07) to cancel that particular destination only (see page 27).



## ON/OFF SWITCHES AND USER PARAMETERS

Some of the features in this machine can be switched on or off, and some of them do not work unless they are switched on first. Other features can be adjusted in various ways. Each adjustment or on/off switch is explained in the relevant sections of the manual.

There are two user functions to help you access these features.

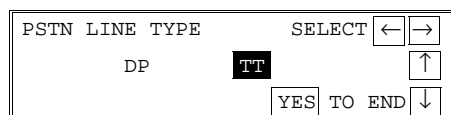
Function 62 (On/Off Switches)

Function 63 (User Parameters)

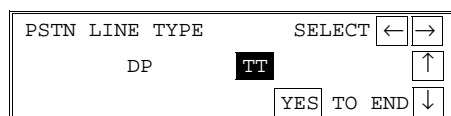
### On/Off Switches

This feature allows you to switch some of the major features of the machine on or off. The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

1. **Function 6 0 2 2 2 6 and 2.**



2. Change the setting by using ◀ and ▶.  
The first displayed item is the telephone line type: DP = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.



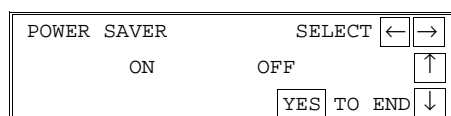
3. **Yes.**



4. Either:
  - Change another setting: Go to step 5.
  - Finish: **Function**
5. Scroll through the list of features with ▼ until the required feature appears.  
Example: Power Saver press ▼ once.



6. Go to step 2.



On/off switches available in this menu are

	Feature		Feature
1	PSTN Line Type	7	Memory Lock <sup>1</sup>
2	Authorized Reception	8	Forwarding <sup>1</sup>
3	Power Saver	9	Multi-sort Reception <sup>1</sup>
4	Daylight Saving Time/Summer Time	10	Disk Filing <sup>2</sup>
5	RDS	11	Cassette Selection <sup>3</sup>
6	File Retention Time <sup>1</sup>		

(<sup>1</sup>: Optional Memory Card or Hard Disk required. <sup>2</sup>: Optional Function Upgrade Card and Hard Disk required, <sup>3</sup>: Optional Paper Feed required.)

HOW TO USE THIS MANUAL

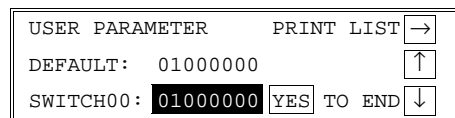
### User Parameter Settings

A wide range of features can be switched on or off by using the User Parameters. However, this feature is more difficult to use than the On/Off Switches. The switches and adjustments are presented on the screen as rows of digits. Each digit can be either 0 or 1. Each feature is allocated one or more digit. The value of the digit determines the status of the feature.

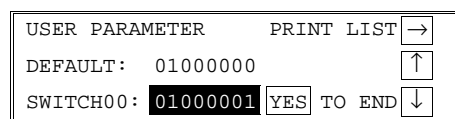
The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

1. **Function 6 0 2 2 2 6 and 3.**

- At this time, you can print a User Parameter List if you press **▶** and **Start**. The current settings for switch 00 are now displayed on the bottom line of the display. If the settings for this switch are the way that you want them, go to step 3.



- 2. To change the required setting, press a number from 0 to 7 corresponding to the digit that you wish to change.



Example: **0** on the ten key pad. The value of the digit changes, in this case from 0 to 1.

Each switch contains 8 digits, which act as on/off switches for various features. The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

## 3. Either:

- Scroll through the switches with ▲ and ▼ until the required switch appears. Then go to step 2.
- Finish: **Yes** and **Function**.

The user parameter switches are outlined below.

\*: Default

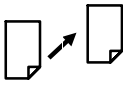
**Switch 00 - Home position settings**

Digit	Purpose								
0	Stamp				0: Off *				
	1: On (successfully scanned documents will be marked)								
1	Contrast home position								
2	Digit 3	Digit 2	Digit 1	Setting	Digit 3	Digit 2	Digit 1	Setting	
3	0	0	0	Normal *	1	X	X	Do not use this setting.	
	0	0	1	Lighten					
	0	1	0	Darken					
4	Resolution		Digit 5	Digit 4	Setting		Digit 5	Digit 4	Setting
5			0	0	Standard*		1	0	Fine
			0	1	Detail		1	1	Do not use this.
6	Transmission mode				0: Memory transmission*				
					1: Immediate transmission				
7	Halftone				0: Off*		1: On		

**Switch 01**

Digit	Purpose
0 to 6	Do not change these settings.
7	If you change any of the contrast, resolution, transmission mode, stamp, or halftone settings before making a transmission, then: 0: The setting(s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission.*

**Switch 02 - Printing of various items on received messages**

Digit	Purpose	
0	Mark to be printed at the receiving side to distinguish messages that are sent from your machine when it is acting as a forwarding station (Memory card or hard disk required)	
	0: Off	1: On *
	Forwarding Mark 	
1	Center mark	0: Off* 1: On
	The center mark is not printed when the machine is used for making copies	
2	Reception time	0: Off* 1: On
3	TSI printing	0: Off* 1: On
4	Checkered mark	0: Off 1: On*
5	Printing of the Command Information Line (ISDN kit required)	
	0: Off	1: On*
	This has the same effect as the TTI On/Off setting.	
6	Printing the Terminal ID (ISDN kit required)	0: Off* 1: On
7	Do not change this setting.	

**Switch 03 - Automatic printing of reports**

Digit	Purpose		
0	Communication result report (memory transmission)	0: Off	1: On*
1	Do not change this setting.		
2	File reserve report (Memory storage report)	0: Off*	1: On
3	File reserve report (polling reception)	0: Off*	1: On
4	Communication result report (polling reception)	0: Off	1: On*
5	Transmission result report (immediate transmission)	0: Off	1: On*
6	Polling clear report	0: Off	1: On*
7	TCR	0: Off	1: On*

**HOW TO USE  
THIS MANUAL**
**Switch 04 - Automatic printing of reports, Various**

Digit	Purpose		
0	Confidential reception report	0: Off	1: On*
1	Fax on demand report	0: Off*	1: On
2 to 6	Do not change these settings		
7	Inclusion of part of the image on the following reports: Transmission Result Report, Memory Storage Report, Polling Clear Report, Communication Failure Report, Transfer Result Report, Transmission Deadline Report, Polling Confirmation List 0: No            1: Yes*		

**Switch 05 - Various**

Digit	Purpose			
0	Substitute reception	0: Off	1: On*	
1	Memory reception if no RTI or CSI received	0: Possible*	1: Not possible	
2, 3	Do not change these settings			
4, 5	Restricted Access	Digit 5	Digit 4	Setting
		0	0	Off*
		0	1	On
6, 7	Energy Saver mode	Digit 7	Digit 6	Setting
		0	0	Heater off
		0	1	Heater energy saver mode*
		1	X	Do not use these settings

**Switch 06 Home position**

Digit	Purpose		
0	Printing TTI or CIL on the message to the other side.	0: Off	1: On*
1	Do not change this setting		
2	Closed network in transmission	0: Disabled*	1: Enabled
3	Do not change these settings.		
4	Batch Transmission (Memory card or hard disk required)	0: Off	1: On*
5	Specified Image Area home position	0: Off*	1: On
6 to 7	Do not change these settings.		

**Switch 07 - Various**

Digit	Purpose		
0, 1	Do not change these settings.		
2	Dialing while a message is stored in. (Parallel memory TX)	0: Off	1: On*
3	Auto Reduce	0: Off	1: On*
4 to 5	Do not change these settings.		
6, 7	Fax on Demand		
	Digit 7	Digit 6	Setting
	0	0	Off*
	1	0	The other party is required to enter the password to access the fax on demand service.
	0	1	The other party is not required to enter the password to access the fax on demand service.

**Switch 08 - Various**

Digit	Purpose		
0, 1	Multicopy reception (Memory card or hard disk required)		
	Digit 1	Digit 0	Setting
	X	0	Off*
	0	1	Messages from senders whose RTI/CSI/G4 TIDs are programmed are multi-copied.
	1	1	Messages from senders whose RTI/CSI/G4 TIDs are <b>not programmed</b> are multi-copied.
2, 3	Authorized Reception		Digit 3 Digit 2
			X 0
			0 1
			Receive messages only from senders whose RTI/CSI/G4 TIDs are programmed.
			1 1
			Receive messages only from senders whose RTI/CSI/G4 TIDs are <b>not programmed</b> .
4, 5	Specified Paper Cassette Selection (Optional Paper Cassette Unit Required)		
	Digit 5	Digit 4	Setting
	X	0	Off*
	0	1	Messages from senders whose RTI/CSI/G4 TIDs are programmed are printed from a upper cassette.
	1	0	Messages from senders whose RTI/CSI/G4 TIDs are <b>not programmed</b> are printed from a upper cassette.
6, 7	Forwarding (Memory card or hard disk required)		
	Digit 7	Digit 6	Setting
	X	0	Off*
	0	1	Forward messages only from senders whose RTI/CSI/G4 TIDs are programmed
			1 1
			Forward messages only from senders whose RTI/CSI/G4 TIDs are <b>not programmed</b> .

**Switch 09 - Various**

Digit	Purpose			
0, 1	Memory lock (Memory card or hard disk required)	Digit 1 X	Digit 0 0	Setting Off*
		0	1	Messages from senders whose RTI/CSI/G4 TIDs are programmed are not printed unless you enter the memory lock ID.
		1	1	Messages from senders whose RTI/CSI/G4 TIDs <b>are not</b> programmed are not printed unless you enter the memory lock ID.
2, 3	Disk File (Optional Hard Disk and Function Upgrade Card are required)	Digit 3 X	Digit 2 0	Setting Off*
		0	1	Messages from senders whose RTI/CSI/G4 TIDs are programmed are stored in the memory disk.
		1	1	Messages from senders whose RTI/CSI/G4 TIDs are <b>not</b> <b>programmed</b> are stored in the memory disk.
4 to 7	Do not change these settings.			

**HOW TO USE  
THIS MANUAL**
**Switch 10 Various**

Digit	Purpose	
0	Reverse order printing (Memory card or hard disk required)	0: Off*      1: On
1	Two in one	0: Off*      1: On
2 to 6	Do not change these settings	
7	Halftone mode	0: Standard Mode* 1: Speed Mode

**Switch 11 Various**

Digit	Purpose	
0	Transfer Request by Tonal Signals	0: Off*      1: On
1	Selecton of tone (PB) or UUI after tone(•) (When the ISDN kit is installed)	0: UUI      1: Tone*
2 to 5	Do not change these settings.	
6	Print the received message when it is acting as a forwarding station.	0: Off      1: On*
7	Polling standby duration	0: Once*      1: Keep

## Switch 12 Various

Digit	Purpose																					
0 and 1	Do not change these settings.																					
2	<p>Toner saving mode 0: Off* 1: On</p> <p><b>Note:</b> If on, contrast will be set to "Normal" automatically, preserving image quality. This is available when receiving fax messages and printing reports, but not for copying or printing from a PC.</p> <p>Further, messages sent to you in halftone mode will automatically turn off toner saving to insure a clear image.</p> <p>To make sure that the fax quality is acceptable with toner saving on, print a few reports. (See page 176 ).</p> <p>(Note: If the sender is using a machine made by another manufacturer, toner saving will stay on and this could lower image quality.)</p>																					
3 and 4	<table border="0"> <tr> <td>Density of the printing image</td> <td>Digit 4</td> <td>Digit 3</td> <td>Setting</td> <td>Digit 4</td> <td>Digit 3</td> <td>Setting</td> </tr> <tr> <td></td> <td>0</td> <td>0</td> <td>Normal *</td> <td>0</td> <td>1</td> <td>Lighten</td> </tr> <tr> <td></td> <td>1</td> <td>0</td> <td>Darken</td> <td>1</td> <td>1</td> <td>Do not use these settings</td> </tr> </table>	Density of the printing image	Digit 4	Digit 3	Setting	Digit 4	Digit 3	Setting		0	0	Normal *	0	1	Lighten		1	0	Darken	1	1	Do not use these settings
Density of the printing image	Digit 4	Digit 3	Setting	Digit 4	Digit 3	Setting																
	0	0	Normal *	0	1	Lighten																
	1	0	Darken	1	1	Do not use these settings																
5 to 6	Do not change these settings.																					
7	Copying 0: Possible 1: Not Possible*																					

## Switch 13 Do not change these settings

Digit	Purpose
0 to 7	Do not change these settings.

## Accessing Previously Used Functions

When you press Function, the names of the last four functions you have used come up in order on the display. This allows you to easily select a function that you have recently used.

Note: If you want to re-use functions 61 and above, you will still need to enter the access code (2222) and function number after following the procedure below.

1. Press **Function**.

The names of the last 2 functions are displayed.

FUNCTION	YES OR NO
>>POLLING RECEPTION	↑
SYSTEM SET	↓

## 2. Use the ▲ and ▼ keys to move the &gt;&gt; symbol.

If you press ▼ a few times, the remaining 2 functions are displayed.

If the function you want is not there, either:

Press **No**.

Press ▼ until the display changes to that shown opposite.

Then enter the function number as you would normally.

>>QUICK DIAL PROG./CHNG	↑
TRANSMISSION CLR/CHNG	↓

3. Press **Yes**.

QUICK DIAL	CHOOSE KEY
■	PRINT LIST →
NO	TO CANCEL

## GENERAL PRECAUTIONS

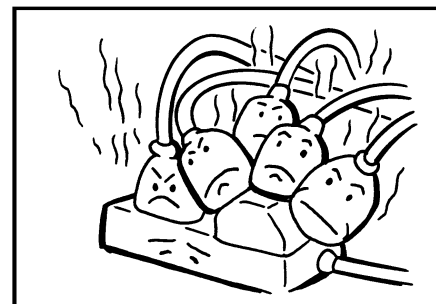
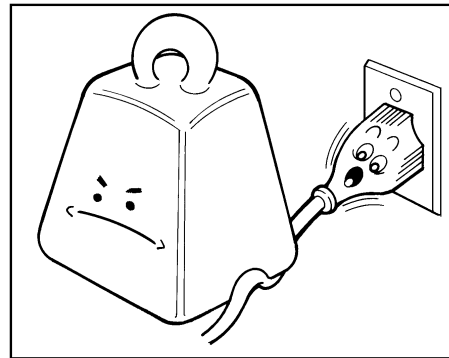
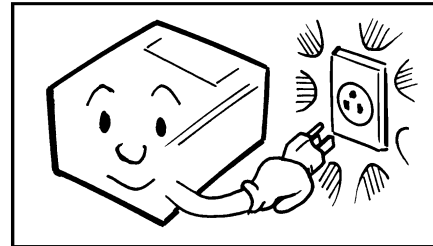
**WARNING:** Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

### POWER AND GROUNDING

Pay attention to the following.

#### Power Supply

1. Power requirements: 115 V, 60 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.
8. The wall outlet must be easily accessible.



GENERAL  
PRECAUTIONS

#### Grounding

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

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

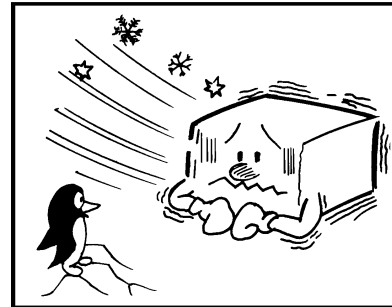


## COLD WEATHER POWER-UP

Avoid raising the room temperature abruptly when it is below 57°F, or condensation may form inside the machine.

1. Raise the room temperature to 68°F at less than 18°F per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

**Do not use the machine near a humidifier.**



## THUNDERSTORMS

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

**Note:**

All fax messages stored in the memory may be erased if power is switched off for more than an hour.



## COPY PAPER

- 16 to 24 lb. copy paper is recommended: letter or legal sizes are the most commonly used
- Do not use damp paper, or copies will be defective.
- Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- Keep paper in a vinyl bag if it will not be used for a long time.
- Store in a cool dry place.
- Store flat. Do not stand upright.
- The following materials cannot be used in the paper trays: Post cards, Tracing paper, OHP sheets, Adhesive labels
- Do not overload the paper trays.
- If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

## TONER CARTRIDGES

- 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 cartridges.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

## OPERATING PRECAUTIONS

- While the machine is in operation, do not turn off the main switch or unplug the power cord.
- Keep corrosive liquids, such as acid, off the machine.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- The fusing unit may be very hot. Be careful when handling it.

## GENERAL

- Read the Important Safety Information at the front of this manual.
- Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- Do not make modifications or replacements other than those mentioned in this manual.
- When not using the machine for a long period, disconnect the power cord.

## OZONE

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

### WARNING:

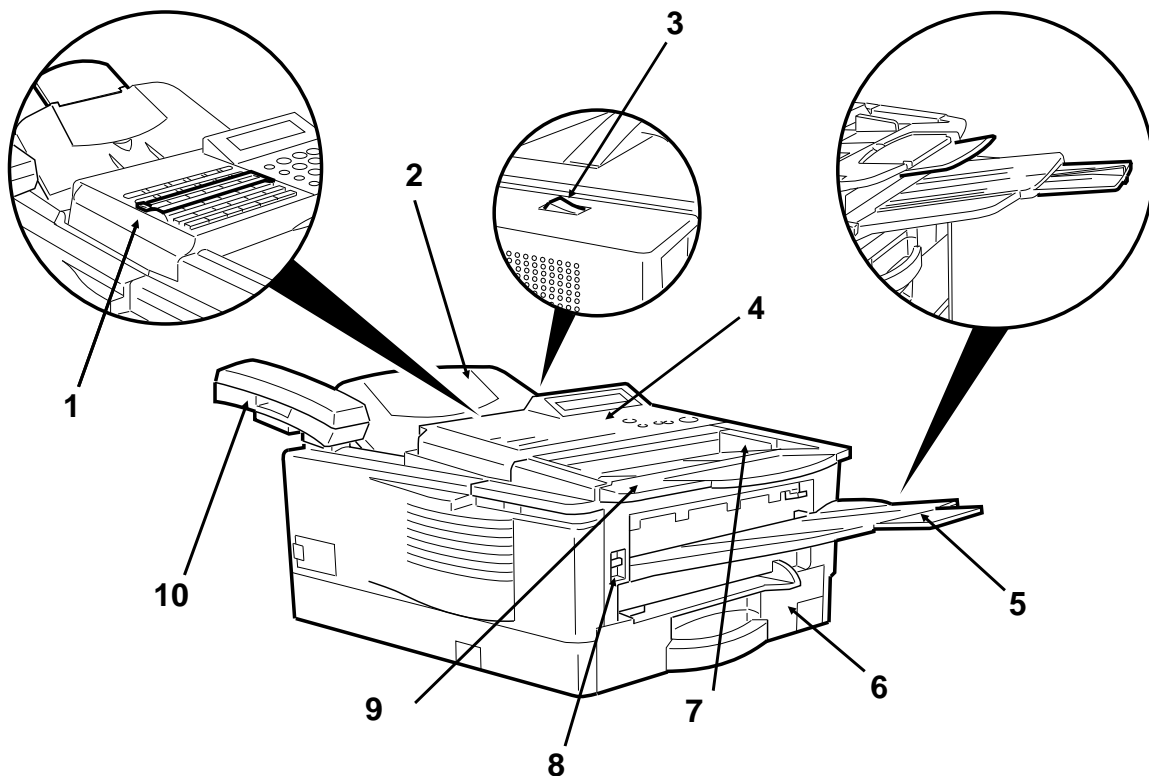


This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.

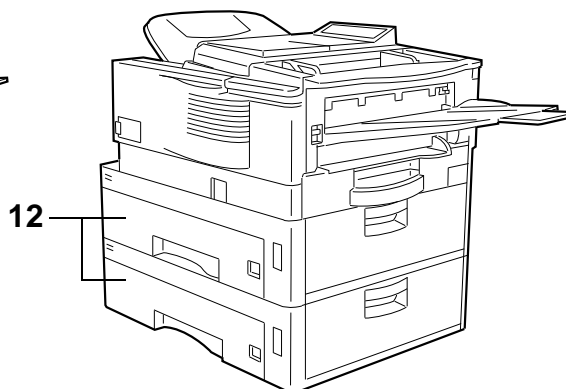
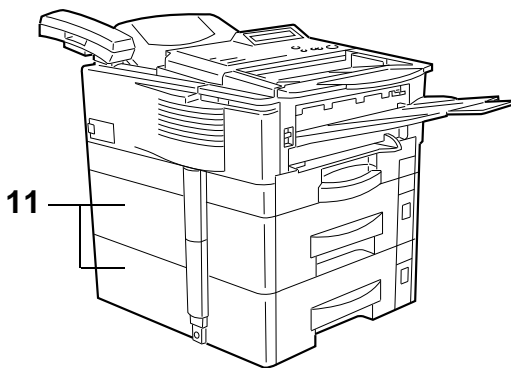


This symbol is attached to some components to alert the user not to touch them, because they may be very hot.

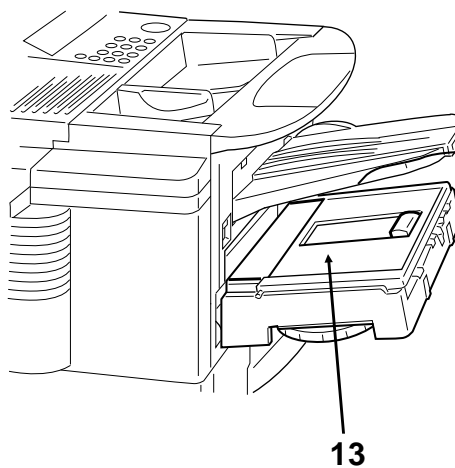
# GUIDE TO COMPONENTS



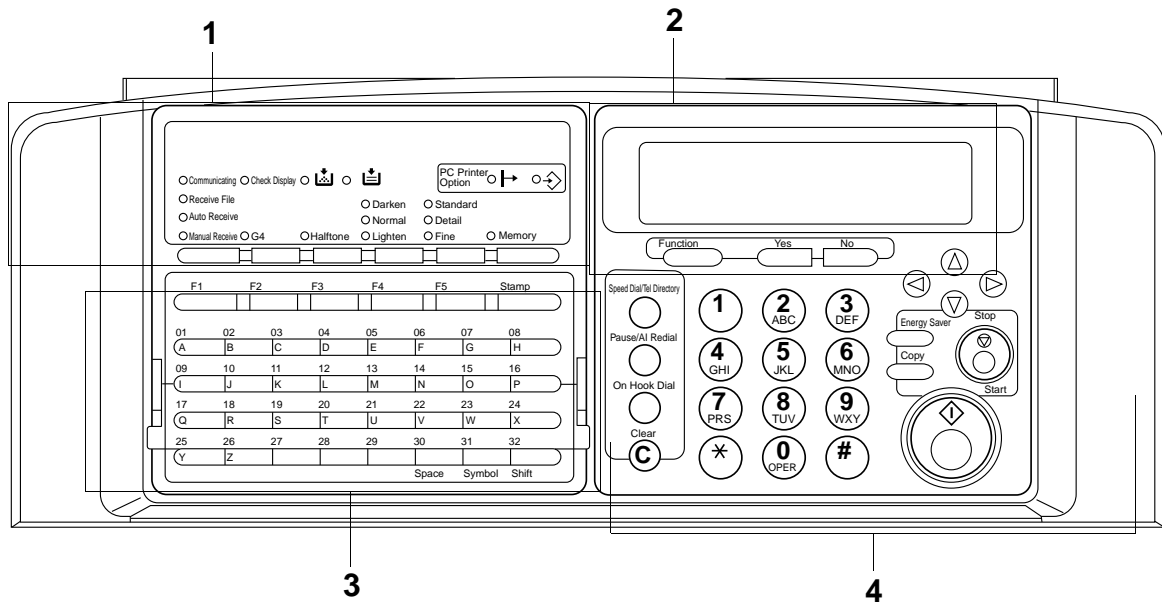
GUIDE TO COMPONENTS





1	Quick Dial Key Flip Plate
2	Document Tray
3	Power Switch
4	Operation Panel
5	Copy Tray
6	Paper cassette
7	Document Guide
8	Front Cover Release Button
9	Document Table
10	Optional Telephone Handset
11	Optional Front Paper Feed Unit
12	Optional Side Paper Feed Unit
13	Optional Removable Cassette



# OPERATION PANEL



1.	<b>Communicating Indicator</b>	Lights when a fax message is being transmitted or received
	<b>Receive File Indicator</b>	Lights when an incoming message was received into memory. Blinks when confidential reception file or memory lock file is stored in the memory.
	<b>Check Display Indicator</b>	Lights when some error occurs. See the instruction appearing on the display.
	<b>Add Toner Indicator</b> 	Blinks when the toner cartridge is almost empty, and lights when it is empty.
	<b>Add Paper Indicator</b> 	Lights when a cassette is empty.
	<b>PC Printer Option Indicators</b>	These indicators are only used when the optional Printer Interface Kit is installed. See the operation manual for the Printer Interface Kit for full details.
	<b>Reception Mode Selector Key</b>	Press to select Auto Receive or Manual Receive.
	<b>Contrast Selector Key</b>	Press this to select either Darken, Normal or Lighten
	<b>Resolution Selector Key</b>	Press this to select either Standard, Detail, or Fine transmission mode.
	<b>Halftone Key</b>	Press this to use halftone transmission mode.
	<b>G4 Selector Key/Indicator</b>	Press to select the G4 mode. When this indicator is not lit, G3 is selected.
	<b>Memory Key</b>	If the indicator is lit, your document will be stored before transmission. If it is not lit, your document will be sent immediately without being stored. Press the key to change the mode.

2.	<b>Display</b>	Displays prompts, warnings, and selected modes.
	<b>Function Key</b>	Press to use one of the numbered functions explained in this manual.
	<b>Yes/No Keys</b>	Use to answer questions on the display.
	<b>Scroll Key</b>	When an arrow is shown on the display, use this key to access the options, items, or functions shown by the arrow. Also use it to move the cursor when programming or editing a displayed item.
3.	<b>Quick Dial Keys</b>	Each of these can be programmed with a telephone number, a group, or a keystroke program. You can also use these keys to type names and labels such as the RTI and TTI. To access keys 01 to 32, flip the number plate down. To access keys 33 to 64, flip the number plate up.
	<b>User Function Keys</b>	Each of these can be programmed for rapid access to frequently used features. If the light under a key is on, the feature can be used.
	<b>Stamp Key</b>	Press to enable or disable the transmission/scanning verification stamp feature.
4.	<b>Speed Dial/Tel Directory Key</b>	Press this to dial using Speed Dial or the Telephone Directory Feature.
	<b>Pause/Al Redial Key</b>	Press this if you need to insert a pause when dialing. Or press this to redial one of the last ten numbers that were dialed.
	<b>On Hook Dial Key</b>	Press this to dial without picking up the handset.
	<b>Clear Key</b>	Use this as a backspace key during programming.
	<b>Ten Key Pad</b>	Use this as a telephone keypad, or to enter Speed Dial codes.
	<b>Energy Saver Key</b>	Hold this down a few seconds this to start or end the energy saver mode.
	<b>Copy Key</b>	Press this to copy the document now in the feeder.
	<b>Stop Key</b>	Press this to stop the machine and return it to standby mode.
	<b>Start Key</b>	Press this to start fax communication.

OPERATION  
PANEL

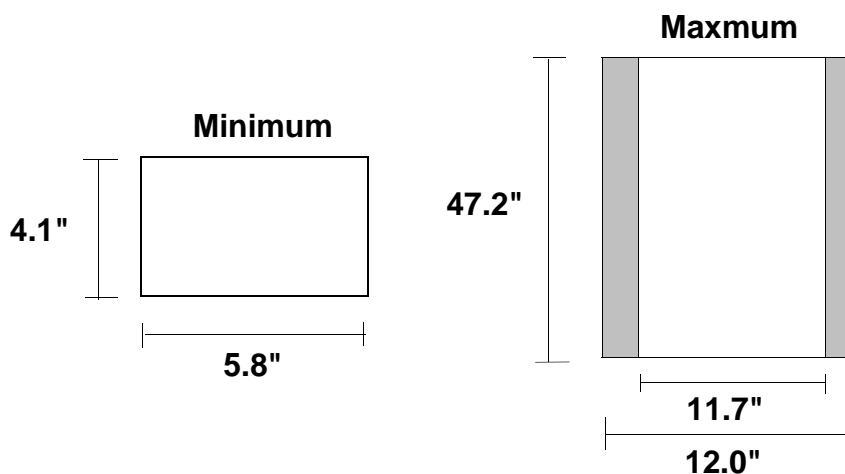
# ***ROUTINE OPERATION***


## **SENDING A FAX MESSAGE**

### **Precautions Concerning Unacceptable Document Types**

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

**Caution:** 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.



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

### **Correct Size for the Document Feeder**

Thickness: 2 to 8 mils (20 lb 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.

### **Clearly Written**

Small faint characters may not be transmitted clearly.

### **Uniform Page Size**

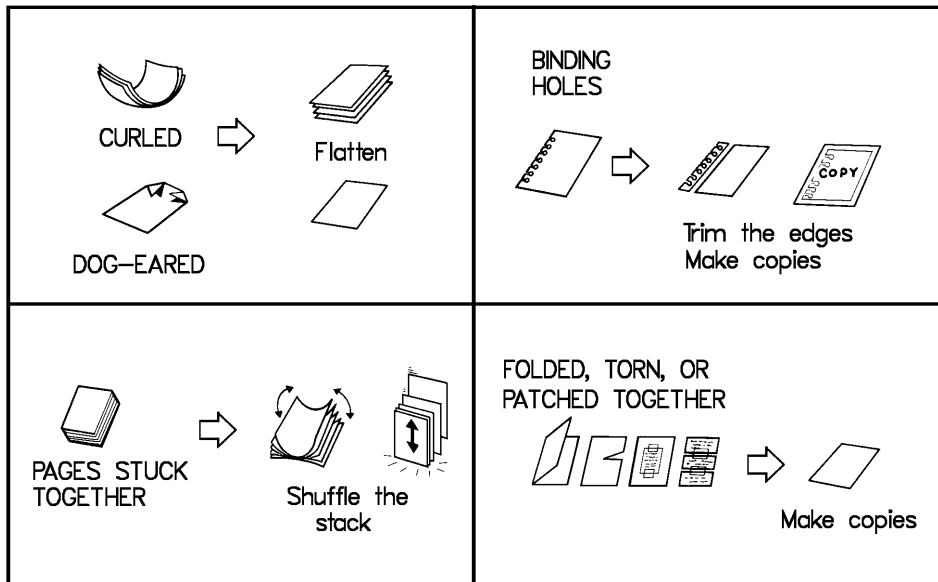
Do not use different sizes of document in the same transmission.

### **Dry Ink**

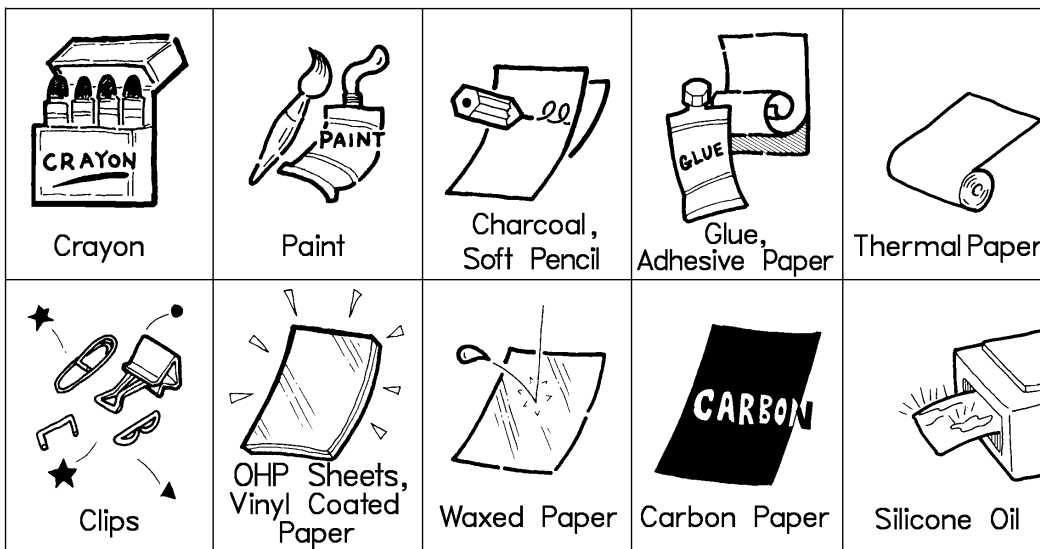
All ink must be dry before you place the document in the feeder.

**Page Condition**

Do not place damaged pages in the automatic document feeder.



Originals that contain the following materials should not be placed in the document feeder. Make copies of these originals and scan the copies.



ROUTINE OPERATION

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



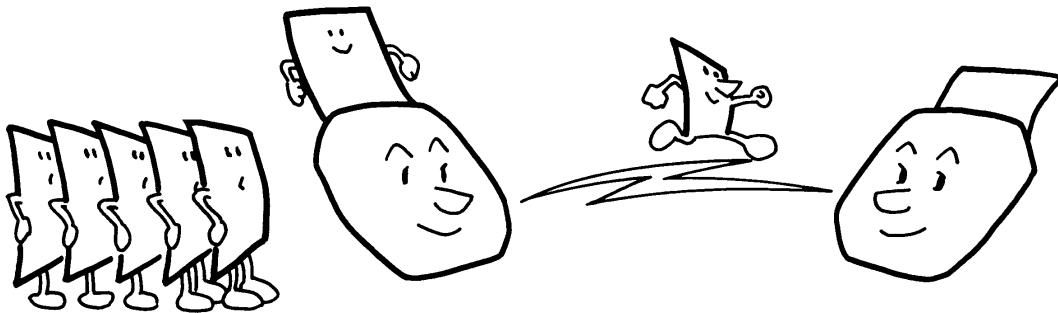
## Transmission Procedure at a Glance

### Overview

There are two ways to send a fax message.

- Immediate Transmission
- Memory Transmission

### Immediate Transmission

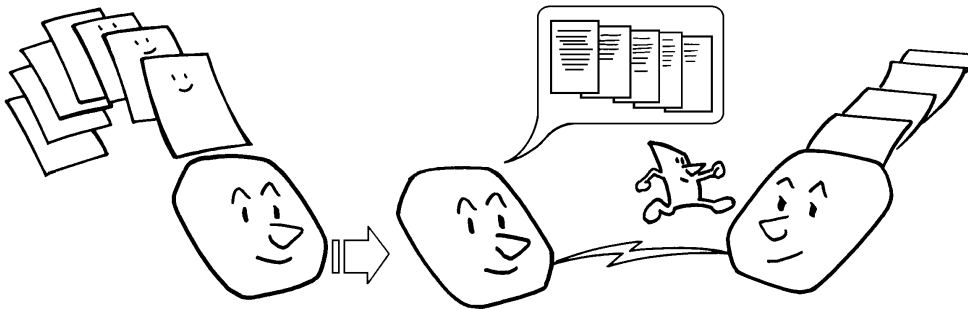


Immediate Transmission is convenient when:

- You wish to send a message immediately
- You quickly wish to check whether you have successfully connected with the other party
- Your machine's memory is getting full

The machine dials immediately after you press Start (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

## Memory Transmission



Memory Transmission is convenient because:

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

After you press Start, the machine doesn't dial until all the pages of your fax message have been stored in the memory.

The default mode of this machine is Memory Transmission, so the procedures described in this manual will be based on the assumption that you are using Memory Transmission. Immediate Transmission is described in a separate section.

### **Cross-references**

Send Later: see page 35.

## 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.

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

Normal Memory Transmission still takes place when using the following:

- Send Later
- Transfer Request
- Store Double Sided
- Specify Multiple Destinations
- Specified Image Area

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

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

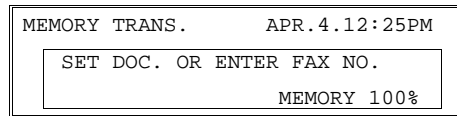
After a parallel Transmission fails, a communication result report is printed.

When using Parallel Transmission, page numbers are not printed at the other end. If you want page numbers printed, use Page Count of the optional feature for transmission. (See page 36.)

**Sending to Just One Location**

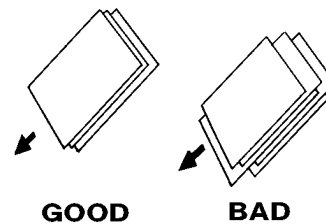
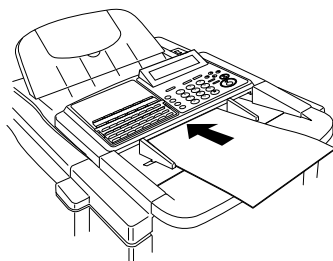
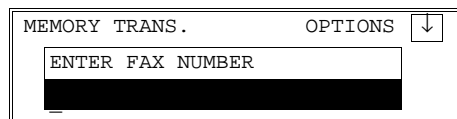
1. Make sure that the machine is in standby mode:

The display on the operation panel must be as shown on the right.



2. Carefully place your fax message face down into the auto document feeder.

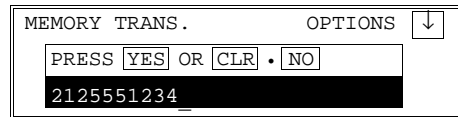
**Note:** You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 4.



- The pages must be placed face down in the feeder, with the first page at the bottom of the stack.
- Feed the pages in so that the top edge goes in first.
- Do not exceed the feeder capacity:  
Standard letter: Up to 50 pages at a time.  
Double letter: Up to 25 pages at a time
- Do not use pages of different sizes.
- The pages should be arranged loosely, but the leading edges should be tidy, as shown above.

Selecting Contrast and Resolution: See page 30.  
Options for Sending a Message: See page 34.

3. Dial in one of the following ways.



a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Upgraded Speed Dial ★1	d) Handset L2
	<p>Example: QuickDial I2</p>	<p>Example: SpeedDial I0</p>		

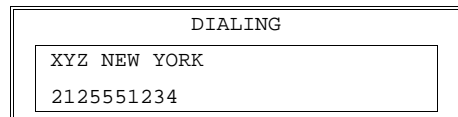
★1 : Assuming user function key F1 is programmed as the Upgraded Speed Dial key. Optional Function Upgrade Card required.

★2 : Only if the telephone handset is installed.

If your telephone line is through a PBX, dial the access code, then a pause, then the telephone number.  
 For an international number, press the Pause key after entering the country code.

4. **Start**
5. The machine stores your fax message.
6. The machine dials, and the line to the other party is connected.

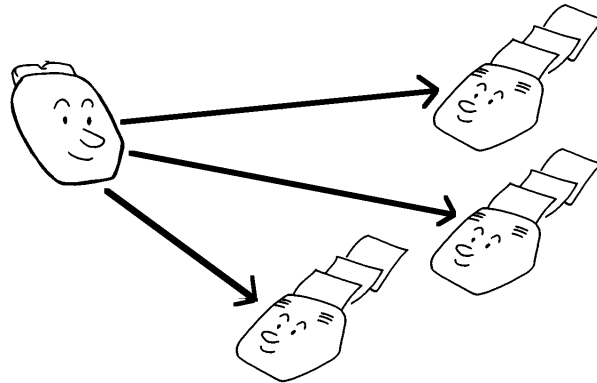
**Note:** Watch the display. The identification of the other party will appear.



7. After sending the message, the machine hangs up automatically.

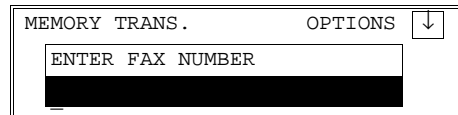
ROUTINE OPERATION

**Sending to More Than One Location (Broadcasting)**



1. Make sure that the machine is in standby mode (see page 24).
2. Make sure that the Memory indicator is lit. If it is not, press **Memory**.
3. Place your fax message face down into the feeder.

- You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 5.

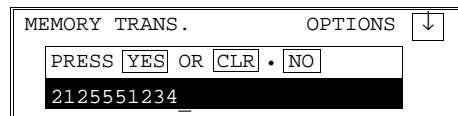


Selecting Contrast and Resolution: See page 30.

Options for Sending a Message: See page 34.

Scanning only a part of the document (Specified Image Area): See page 91.

4. Dial in one of the following ways.

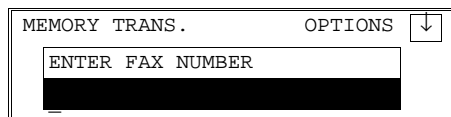


a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Upgraded Speed Dial ★1	d) Group Dial ★2
	<p>Example: QuickDial 12</p>	<p>Example: SpeedDial 10</p>	<p><b>F1</b> <b>1</b> <b>0</b> <b>0</b></p>	<p>Example: Group 1, stored in Quick Dial Key 08</p> <p>Method 1: <b>08</b></p> <p>Method 2: <b>F4</b> <b>1</b></p>

- ★1: If the F1 of the user function key is programmed as the Upgraded Speed Dial key.
- ★2: Method 1: Press the Quick Dial Key the Group is stored in (in the example, press key 08).  
 Method 2: If you do not know which Quick Dial Key the Group is stored in but you do know the Group number, use Method 2. You must have programmed one of the User Function keys in advance with code 02 (Group Dial), using Function 35 (see page 148). In the above example, F4 has been made the Group Dial key; press F4 then input the Group number.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes.**



6. Either:

- Dial another number: Go to step 4.
- Press **Start**.

The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

**NOTE:** In theory, you can send the same fax message to up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 303 for more information concerning the limitations to this feature.

**Check your Destinations Before Dialing**

If you wish to send a fax message to more than one location, you can scroll through the list of telephone numbers that you have input so far to check whether you have missed any or entered any wrong numbers.

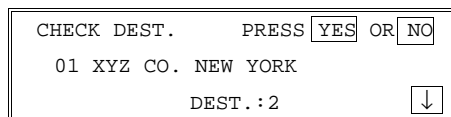
This feature is useful when using the features such as Broadcasting, Transfer Request, and Polling Reception.

ROUTINE OPERATION

Cross-reference  
 Broadcasting: see page 26.                      Transfer Request: see page 58.  
 Polling Reception: see page 140.

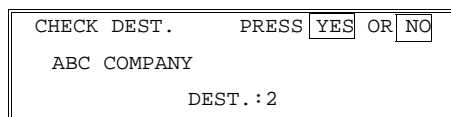
1. Press **▼ 0 7**.

- The number after **DEST** shows how many numbers you have input so far.



2. Use the **▼** arrow to scroll through the list of destinations that you have already input.

- To cancel a destination that you have input by mistake: **No**.
- To finish checking: **Yes**.



### Storing Double Sided Documents

When you are using Memory Transmission and press the User Function Key programmed as Store Double Sided, both sides of a document can be scanned. The front and back of the scanned document will be printed in order, on separate sheets at the other end.

The procedure for transmission using Store Double Sided is outlined below. (Programming the User Function Key see page 148.)

1. Check the Memory indicator is lit.
2. Press the User Function Key (F1-F5) programmed as Store Double Sided.
3. Set the double sided document with the front page face down.
4. Select the resolution settings you require and dial then press **Start**. The front page will start to be scanned. When scanning has finished, "TURN OVER, RESET, PRESS START" will appear on the display.
5. Set the document with the reverse side face down and press **Start**. You have 60 seconds to set the reverse side - if you do not, an error will occur and you cannot transmit.

For how to deal with the case when the number of pages does not match (for example if you have accidentally fed several documents in at the same time), do as follows.

If the PAGE NO. INCORRECT CLEAR FILE? YES•NO appears in the display.

While storing a double sided document, the number of front pages does not match the number of reverse pages. Either:

- Press **Yes** to completely erase the stored document and return to standby mode.
- Press **No** to return to standby mode and begin transmission of the pages that have been stored so far.

### Possible Problems

#### **You want to take out the document**

Open the scanner, and take out the document.

**Caution:** Do not pull out the document without opening the scanner, or you will damage the machine.

#### **You want to send more than 50 pages**

While the last page is being fed in, place more pages (up to 50) in the feeder.

You made a mistake while dialing

If you already pressed **Start**, press **Stop** immediately.

If you haven't pressed **Start** yet, either

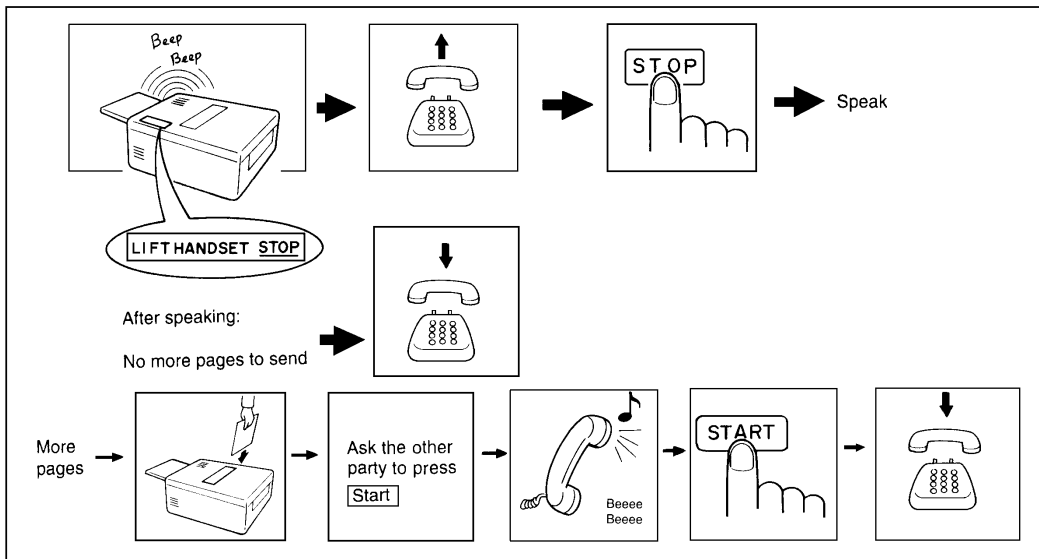
- No**. The entire number is deleted. Enter a new number.
- Clear**. Only the last digit is deleted.

**The Check Display Indicator is blinking**

- ❑ If CLEAR ORIGINAL appears in the display:  
Take out the document (see page 206). Then redial the destination.
- ❑ If ERROR PRESS STOP KEY appears in the display:  
If the Communicating lamp is not lit, press **Stop**.  
If the Communicating lamp is lit, wait until it goes out, then press **Stop**.

**The buzzer is ringing**

The other party wishes to speak with you. Proceed as shown below.



ROUTINE OPERATION



## Contrast, Resolution, and Halftone Modes

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

If you are not sure whether your settings are suitable, make a copy of the document using these settings. The printout shows how the fax message will look when it is printed at the other end.

- If your fax message has more than one page, you can select different settings for each page. For example, if you wish to use a different resolution just for page 2, change the resolution setting while page 1 is being scanned. Then, while page 2 is being scanned, you can return the resolution setting to the original setting.

### Contrast

The text and diagrams in your document must stand out clearly from the paper they are written on. If your document has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the contrast.

There are three grades.

**Normal:** Suitable for most documents

**Darken:** Use for documents with faint writing (such as those written in pencil)

**Lighten:** Use for documents that have a dark or patchy background

### Resolution

If your document contains fine print or detailed diagrams, use a higher resolution setting.

**Standard:** Suitable for most typewritten documents

**Detail:** Use for documents with small print or fine details

**Fine:** Use this for high quality reproduction

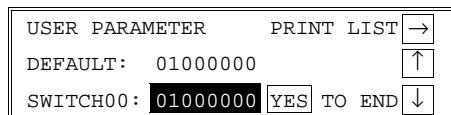
### **Halftone**

If your document contains a photograph, or diagrams with complex shading patterns or grays, switch Halftone Mode on to achieve optimum image quality.

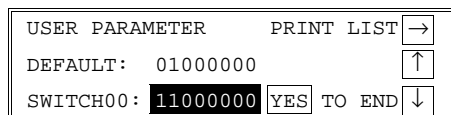
### Selecting the Halftone Type

This model has two types of Halftone: the Dither Process and the higher quality Error Diffusion Process. To change the currently used Halftone type, perform the following procedure.

1. **Function 6 0 2 2 2 6 and 3.**  
The settings for switch 00 are now shown on the bottom line of the display.



2. Press ▲ or ▼ until the settings for switch 10 are shown. You need to change digit 7.  
If you wish change the setting press 7 on the ten key pad.  
Digit 7  
1: Speed mode  
0: Standard mode



Speed mode: The machine will use the Basic Halftone Process.  
Standard mode: The machine will use the higher quality Error Diffusion Process.

3. Finish: **Yes** and **Function**  
Halftone Mode slows down the transmission speed, and may increase your communication costs, especially if you use the Error Diffusion process. Higher resolutions also do this. This is because these settings create larger amounts of data to be sent.

Messages are transmitted the fastest if you use the standard resolution setting, and keep Halftone off.

ROUTINE OPERATION

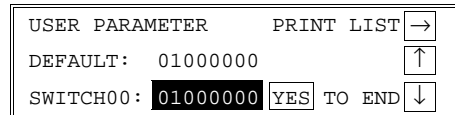
**Home Position Setting Adjustments**

For the contrast, resolution, and halftone, you can select whether the settings return to home position at the end of transmission (in a new machine, they do). Also, you can change the home positions of these settings.

If you need other adjustments, contact a service representative.

The procedure is as follows (see page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 2 6** and **3**.



At this time, you can print a User Parameter List if you press **▶** and **Start**.

2. The settings for switch 00 are now shown on the bottom line of the display.

SWITCH00: 0000 0000  
Digit 7654 3210

The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

The settings that you may need to change are those for digits 0, 1, 2, 3, 4, 5, 6, and 7. The functions of these are as follows.

Digit	Purpose							
0	Stamp		0: Off*		1: On			
1	Contrast home position							
	Digit 3	Digit 2	Digit 1	Setting	Digit 3	Digit 2	Digit 1	Setting
	0	0	0	Normal*	1	X	X	Do not use
3	0	0	1	Lighten	this setting			
	0	1	0	Darken				
4	Resolution home position							
	Digit 5	Digit 4	Setting		Digit 5	Digit 4	Setting	
	0	0	Standard*		1	0	Fine	
5	0	1	Detail		1	1	Do not change these settings.	
6	Transmission mode home position							
	0: Memory transmission*				1: Immediate transmission			
7	Halftone on/off home position				0: Off*		1: On	

3. If you wish to change one of the settings, press the key on the ten key pad that corresponds to the digit that you wish to change.

Example: **3** from the ten key pad. The value of digit 3 changes.

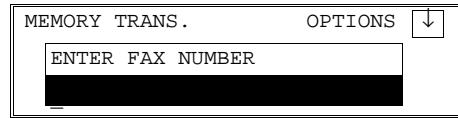
4. Finish: **Yes** and **Function**.

### Dialing with the Telephone Directory

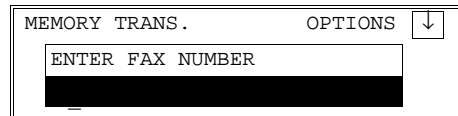
This can be done for any number that you have stored as a Speed Dial Code with a label programmed for it.

**Example:** You wish to dial "XYZ CO. LONDON".

1. Make sure that the machine is in standby mode (see page 24).
2. Place your document in the feeder.



3. **Speed Dial/Tel Directory.**

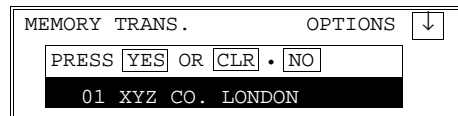


4. Press the first letter of the name: **X**  
(Quick Dial Key **24** or **48**)

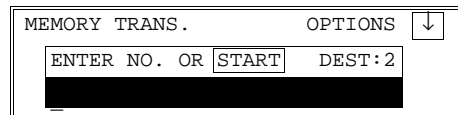
Press **X** repeatedly until the correct number is displayed.



5. **Yes.**



6. **Yes** again.




7. Either:

- Dial more numbers.
- Press **Start**.

 Programming Speed Dial Codes: See page 290.

ROUTINE OPERATION

## Optional Features for Transmission

When you make a routine transmission, you can access a few optional features. These options are only available if " OPTION  " can be seen in the top right corner of the display.

### Personal Code



Personal Codes do the following.

- They allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report that is called the TCR (Transaction Confirmation Report). This will help you to check on who has been using the machine, and how often.
- They allow personalization of documents and printed reports. For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.
- They allow you to restrict use of the machine to authorized personnel only. If you switch the Restricted Access feature on, users have to enter their personal code before they can use the machine. The personal code must have already been stored in the machine. This may deter unauthorized personnel from casually using the machine.

#### **Cross-references**

Programming Personal Codes: see page 82.

Label Insertion: see page 93.

Restricted Access: see page 82.

TCR: see page 176

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

- 1. Press ▼ 0 1.

PERSONAL CODE	ENTER CODE
██████████	
	[NO] TO END

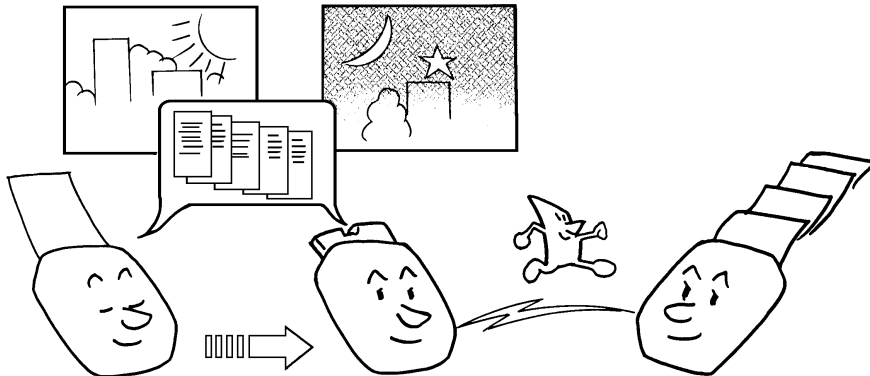
- 2. Enter the personal code  
Example: 7 3 6 2

The display shows the name that was stored with the code that you selected. In this example, it is SMITH.

PERSONAL CODE	PRESS [YES] OR [NO]
7362	SMITH

- 3. **Yes.**  
See page 82 for details on how to program the Personal Codes and their labels.

**Send Later**



ROUTINE OPERATION

Using this feature, you can instruct the machine to delay transmission of your fax message until a later time, which you specify. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

**CAUTION:** If your machine's memory is full, you will have to keep the message in the document feeder. This means that nobody can use the document feeder unless they remove your document. This would automatically cancel the Send Later operation.

- 1. Press ▼, 0 and 2.

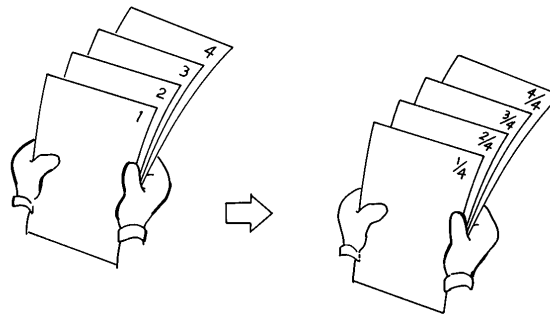
SEND LATER	ENTER START TIME
██████████	AM/PM: #
NOW 12:15 PM	[NO] TO END

2. Example: Send at 11:30pm  
**1 1 3 0** from the ten key pad.  
 To change AM/PM, press \* or # on the ten key pad.
3. **Yes.**  
 The Send Later time cannot be more than 24 hours into the future.

SEND LATER	PRESS	YES	OR	NO
TODAY	11:30	PM	AM/PM:	#

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

**Page Count (Immediate Transmission only)**



When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the format in which the page numbers are printed.

**If you use Page Count:**

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

**If you do not use Page Count:**

- Page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

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

1. Press ▼, 0 and 3.

PAGE COUNT	SET COUNT
<input type="text"/>	PAGE(S)
<input type="button" value="NO"/> TO END	

2. Example: 10 pages.  
1 0

PAGE COUNT	PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/>
<input type="text" value="10"/>	PAGE(S)

3. Yes.

**TTI (Transmit Terminal Identification)**

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

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

**Note:** If you switch TTI off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

<b>Cross-reference</b>
TTI: see page 261.                      Label Insertion: see page 93.

ROUTINE OPERATION

1. Press ▼, 0 and 6.

TTI	SELECT	<input type="button" value="←"/>	<input type="button" value="→"/>	<input type="button" value="YES"/>	TO END
		<input checked="" type="button" value="ON"/>	<input type="button" value="OFF"/>		

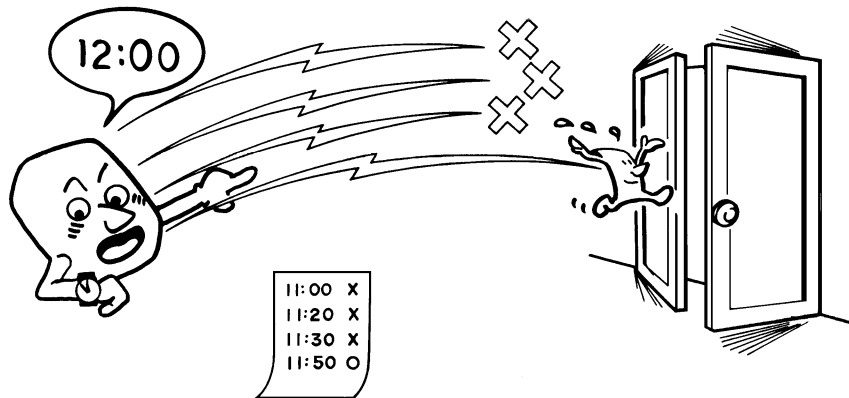
2. If you wish to change the TTI setting, press ◀ or ▶ until the displayed setting is correct.

TTI	SELECT	<input type="button" value="←"/>	<input type="button" value="→"/>	<input type="button" value="YES"/>	TO END
		<input type="button" value="ON"/>	<input checked="" type="button" value="OFF"/>		

3. Yes when you have finished.



**Transmission Deadline (TRD) (Optional Memory Card or Hard Disk is required)**



If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

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

After the deadline passes, the machine will print a report which indicates whether or not your message was sent within the deadline. Then, the message will be erased from memory.

This feature is only available with Memory Transmission.

1. Press ▼, 0 and 8.

TRD	ENTER TRD TIME	
	█ : █	AM/PM: #
NOW	12:15 PM	<input type="checkbox"/> NO <input type="checkbox"/> TO END

2. Example: The deadline is 12:50 pm.  
**1 2 5 0**

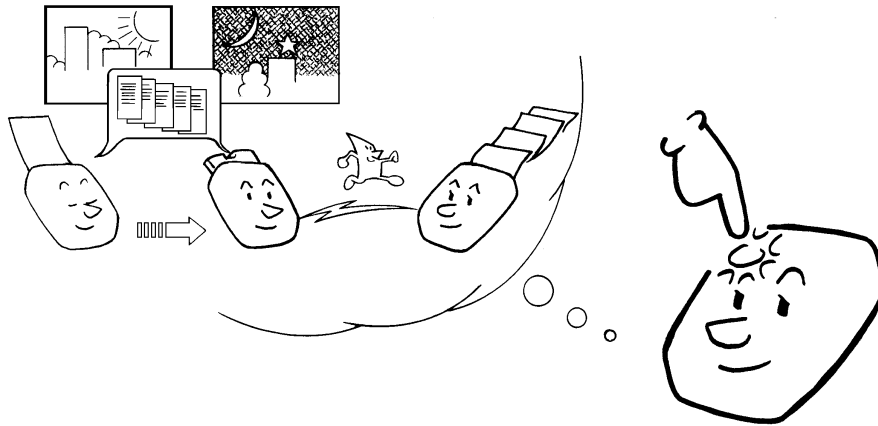
TRD	PRESS <input type="checkbox"/> YES OR <input type="checkbox"/> NO	
TODAY	12:50 PM	AM/PM: #

- The TRD time cannot be more than 24 hours into the future.
- To change AM to PM or the other way around, press #.

3. Yes.

MEMORY TRANS.	OPTIONS	<input type="button" value="↓"/>
ENTER FAX NUMBER		
█		

**Economy Transmission (Optional Memory Card or Hard Disk Required)**



This feature is similar to Send Later. However, it has the added bonus of automatically combining two cost-saving features: use of off-peak rates, and Batch Transmission. Also, you do not have to input the required transmission time every time, like you do with Send Later. However, with Send Later, you can input a different time of transmission for each fax message.

If you select Economy Transmission, your fax message will be sent at the time that you previously stored for this feature using Function 72 (see the next page). Also, all messages that were stored for sending to the same destination using this feature will be batched automatically.

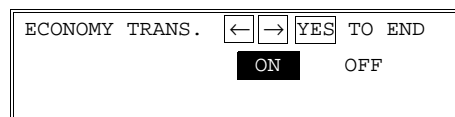
ROUTINE OPERATION

Cross-reference  
Send Later: see page 35. Batch Transmission: see page 97.

On/Off Selection Switch

When OPT is displayed.

- Press **▼**, **0** and **9**.
  - If you have previously programmed this feature as a User Function Key, press that key.
- If you wish to change the **ECONOMY TRANS.** setting, press **◀** or **▶** until the displayed setting is correct.
- Yes** when you have finished.



### Storing the Economy Transmission Time

Before using Economy Transmission, you must use Function 72 to program a time for Economy Transmissions to start. This should be the start of the off-peak rate period for your area. After you have stored this, you will not need to change it again until your telephone company changes the starting time of the off-peak rate period.

1. **Function 6 0 2 2 2 7 and 2.**

ECONOMY TX
TIME= 11 :00AM
<input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="YES"/> TO END

2. Input the time that you always wish Economy Transmissions to start.  
 To change from AM to PM and vice versa, press \* or #.
3. Press **Yes Function** when the display is correct.

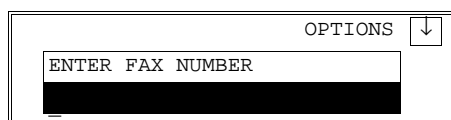
## Immediate Transmission

### Procedure

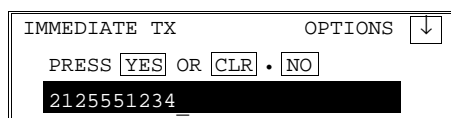
If you do not wish to store the fax message in memory before sending it out, use the following procedure.

The advantages and drawbacks of Immediate Transmission and Memory Transmission are discussed on pages 22 and 23.

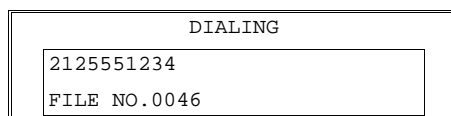
1. Make sure that the machine is in standby mode (see page 24).
2. Make sure that the Memory indicators should go out. If it is lit, press **Memory**.
3. Place the document face down into the feeder.



4. Dial (only one destination). And press **Yes**. See page 25 for how to dial.



5. **Start.**



6. The machine dials and the line to the other party is connected. The number that you dialed is displayed (or if you used Quick Dial or Speed Dial, the Quick Dial or Speed Dial Label stored for that number is displayed).

ROUTINE OPERATION

### Converting Immediate Transmission to Memory Transmission

If there is a message still waiting in the document feeder, you can convert it into a memory file if you press **Memory** and **Start** and **Yes**. The document will be scanned and stored into memory, leaving the document feeder free for others to use.

### Transmission Mode Home Position Adjustment

The default mode of your machine is Memory Transmission. If you wish, you can change this home position to Immediate Transmission.

The procedure is as follows (see page 7 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**

- At this time, you can print a User Parameter List if you press **▶** and **Start**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<u>01000000</u>	YES TO END ↓

The settings for switch 00 are now shown on the bottom line of the display. The setting that you need to change is that for digit 6.

2. If you wish to change the setting, press **6** on the ten key pad.

SWITCH00: 0000 0000

Digit 6 (Double underlined)  
0: Memory Transmission  
1: Immediate Transmission

3. Finish: **Yes** and **Function**.

## Using the Stamp

Press the Stamp key to achieve the transmission verification stamp. When the Stamp indicator is lit, the machine stamps a small mark on the bottom of each page. During memory transmission, the stamp indicates that the page was successfully stored. For immediate transmission, it shows that the page was sent successfully. You must switch the stamp on before you press **Start**, or the machine will not stamp the first page.

- If you wish the stamp to be at the top of each page instead of at the bottom, contact your service representative.

## Changing the Stamp Home Position Setting

If you wish to change the Stamp default setting, do the following.

(See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.  
At this time, you can print a User Parameter List if you press **▶** and **Start**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<b>01000000</b>	YES TO END ↓

The settings for switch 00 are now shown on the bottom line of the display. The setting that you need to change is that for digit 0.

SWITCH00: 0000 0000

Digit 0 (Double Underlined)

0: Verification stamp off

1: Verification stamp on

2. If you wish to change the setting, press **0** on the ten key pad.
3. Finish: **Yes** and **Function**.

## Redialing

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

### Automatic Redialing

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

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

Redialing is done 4 times at 5 minute intervals (for a memory transmission) or 2 times at 5 minute intervals (for an immediate transmission).

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

During redialing, the number being dialed is displayed as shown on the right.

[	2125551234]
MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 99%	

If redialing fails for an immediate transmission, the display appears as shown opposite. You can convert this communication to a memory transmission to free up the machine for other users. Press **Memory** then **Start**.

REDIAL STANDBY
OR SELECT MEMORY MODE
(PRESS MEMORY + START)

**Using the AI (Artificial Intelligence) Redial Key**

The machine learns and remembers the last 10 telephone numbers that you input. Then, if you have to redial one of these numbers, just press the AI Redial key until the number or name of the party you wish to redial is displayed, then press the Start key.

This feature has the following uses.

- If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire. Press the AI Redial key until the required telephone number or name is displayed, then press the Start key.
- If you wish to send another message to the same address that you just sent one to recently, you don't have to dial the full number again if it is still in the AI Redial memory. Place the message in the feeder, then press the AI Redial key until the required telephone number or name is displayed, then press the Start key.

- Notes:**
- AI Redial only remembers one Quick Dial or Speed Dial number --- the last number dialed. When you dial another Quick Dial or Speed Dial, the previously dialed Quick Dial/ Speed Dial cannot be accessed.
  - Using AI Redial, you cannot retry a failed Memory Transmission. However, you can redial the telephone number, as explained above.
  - AI Redial employs the AI Short Protocol feature.
  - The AI Redial key does not work if you used the handset to dial.

<b>Cross-reference</b>	AI Short Protocol: see page 171.
------------------------	----------------------------------

ROUTINE OPERATION

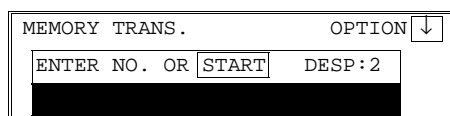
To send a fax using AI Redial, do the following:

1. Make sure that the machine is in standby mode (see page 24).
2. Place your document into the feeder.
3. **AI Redial.**



4. Scroll through the numbers in the AI Redial memory using the ▲ and ▼ arrows of the scroll key.

- To select a number: **Yes** x 2.



5. Either:
  - Select another number: go to step 4.
  - Start the transmission: **Start.**



## RECEIVING FAX MESSAGES

### Selecting the Reception Mode

There are two ways to set up your machine to receive fax messages.

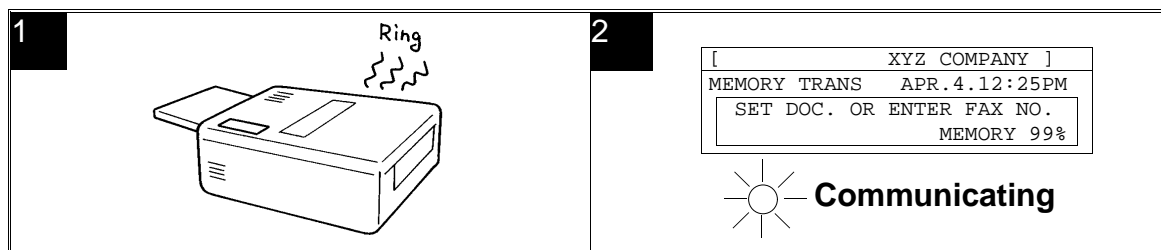
- Auto Receive Mode
- Manual Receive Mode

Press the reception mode key to switch between the modes.

#### Auto Receive Mode

This mode is selected when the Auto Receive indicator is lit.

Incoming faxes are received automatically. You do not have to be by the machine if the power switch is kept on. Use this mode when you must leave the machine.



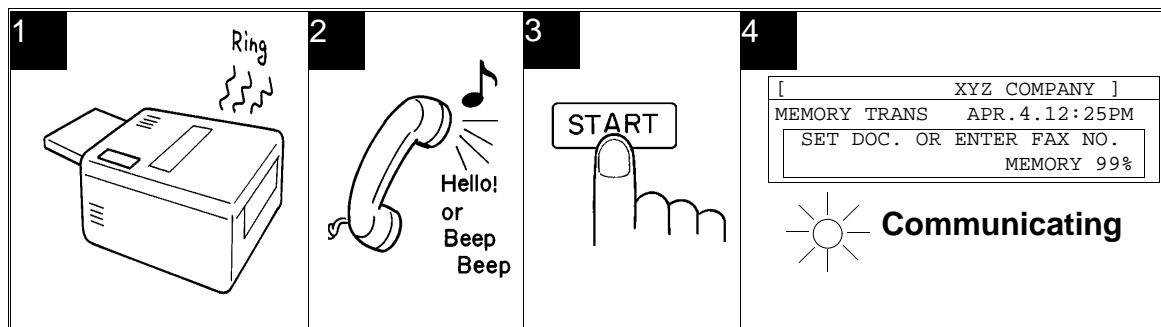
1. The telephone rings once.
2. The machine automatically starts to receive the message.

#### Manual Receive Mode

This mode is selected when the Manual Receive indicator is lit.

This setting is convenient if you wish to use your fax machine's handset to answer telephone calls coming in on the same line as fax messages. However, your fax machine cannot automatically receive fax messages; you have to be by the machine if a fax message comes in.

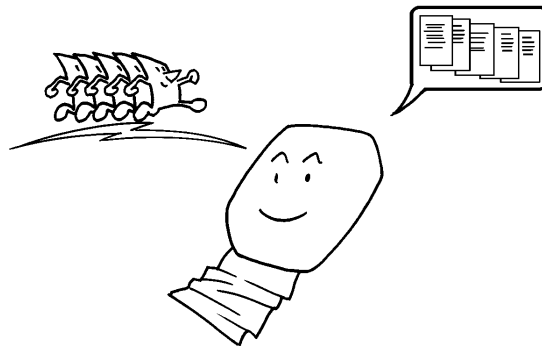
The machine operates as follows.



1. The machine rings continuously until you answer the call. Pick up the handset.
2. If you hear a voice from the other end, speak in reply.  
If you hear a tone every few seconds, the other end is a fax terminal.  
**Note:** Remove any documents that are in the feeder.
3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.
4. The machine starts to receive the message.  
The Communicating indicator lights.

## Substitute Reception

### Overview



If the printer is jammed or out of supplies, you will still be able to receive fax messages; any messages coming in will be stored in the machine's memory. If the "Receive File" indicator is lit, a message has been stored in the memory using the Substitute Reception feature.

Check the following:

- The printer paper may be used up. If so, add paper: see page 181.
- The toner may have run out. If so, add toner: see page 187.
- The printer paper may have jammed. If so, remove the jam: see page 208.
- If there appears to be no problem, somebody may be making copies while a fax message is coming in.

The messages received into memory will be printed and erased from memory after the machine has been returned to normal operation.

## Switching Substitute Reception On or Off

There are two conditions under which you may wish to disable this feature.

- If you do not like keeping received fax messages in memory: After your machine has received a fax message to memory, it sends an OK signal to the other end. However, if something happens to your machine and you lose the fax message before you have a chance to read it, the sender will not be informed. Therefore, you may not wish to use the Substitute Reception feature.
- If you do not wish to have your memory full of mail from unknown senders: If you have not enabled the Authorized Reception feature, you can receive fax messages from anybody. However, you can see who they are because their identifier (the TTI) is printed at the top of each page. If the other party has not programmed their identifiers (perhaps in an attempt to hide their identity), you may not wish to receive their messages into memory, which would take up valuable space.

### Cross-reference

ECM: see page 96.

Authorized Reception: see page 109.

If you wish to switch Substitute Reception on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**  
At this time, you can print a User Parameter List if you press **▶** and **Start**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<b>01000000</b>	↓
	YES	TO END

The settings for switch 00 are now shown on the bottom line of the display.

2. Press **▲** or **▼** until the settings for switch 05 are shown.  
The settings that you need to change are those for digits 0 and 1.  
The meanings of these settings are as follows.

SWITCH05: 0000 000

Digit 0 (Underlined)

Digit 1 (Double Underlined)

Digit	Purpose
0	Substitute Reception      0: Off      1: On*
1	Reception to memory (including Substitute Reception, Memory Lock, Forwarding, and Transfer Requests from another station) when no RTI or CSI identifiers were received from the other party      0: Enabled, 1: Disabled

3. If you wish to change the setting, press **0** or **1** of the ten key pad.
4. Finish: **Yes** and **Function**.

## TELEPHONE CALLS

A handset is required to execute the procedures in this section.

You can use your fax machine for dialing in the same way as you would use a telephone. This is useful when calling fax machines that are usually kept in Manual Receive Mode, as well as for telephone conversations.


- You can dial using Quick Dial Keys or Speed Dial Codes.
- With the On Hook Dial feature, you do not have to pick up the handset before dialing.
- You can send a fax message after finishing the conversation, without having to make a new call.

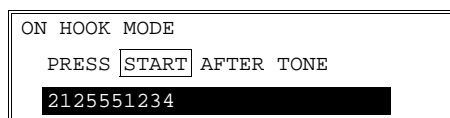
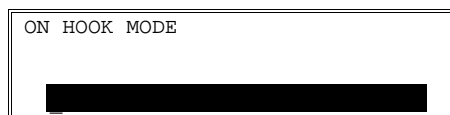
Cross-reference Manual Receive Mode: see page 46.

### Making a Telephone Call

#### Using On Hook Dial

Using On Hook Dial is like using the handset (see the next page), except that you do not have to pick it up before dialing. Just press the On Hook Dial key, and dial the number. When you hear the other party on the fax machine's built-in speaker, you can pick up the handset. This keeps both hands free for referring to telephone numbers while you are dialing.

1. Press the **On Hook Dial** key.
2. Dial.
  -  See page 25 for how to dial.
  - Do not use the handset.



**Note:**

Do not press **Start**.

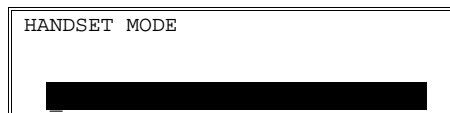
If you wish to cancel the call, press the **On Hook Dial** key.

3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.
4. Replace the handset when you have finished.


## Using the Handset

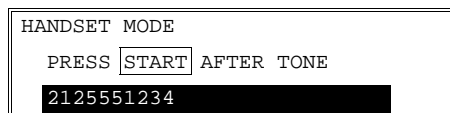
Using the fax machine's built-in or optional handset, you can use the fax machine in the same way as a normal telephone. Pick up the handset and dial on the fax machine's ten-key pad (or use a Quick Dial Key or Speed Dial Code if you wish).

1. Pick up the handset.



2. Dial.

 See page 25 for how to dial.



**Note:** Do not press **Start**.

3. Continue as for a normal telephone conversation.

## Using AI Redial

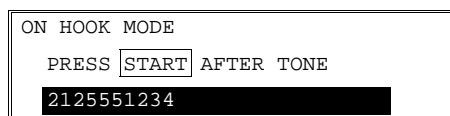
Use AI Redial if you wish to redial a number that you dialed recently.

1. **On Hook Dial** and **AI Redial**.



2. Scroll through the numbers in the AI Redial memory using the ▲ and ▼ arrows of the scroll key. When the correct number is displayed, press **Yes**.

The number will be dialed immediately.

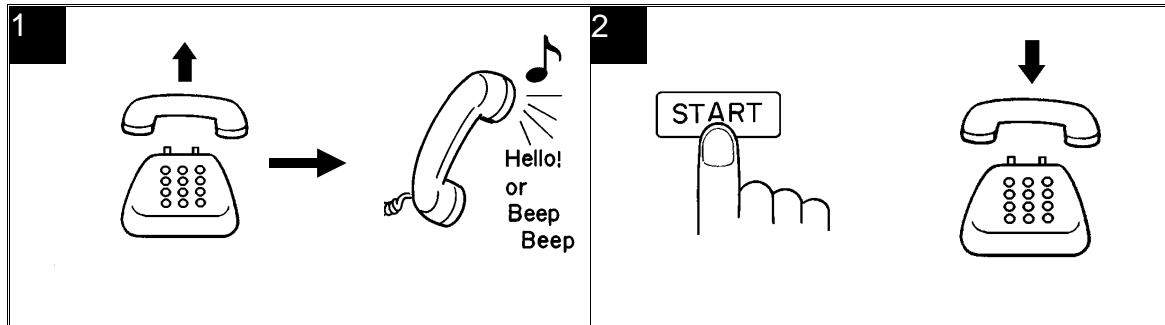


## Answering the Telephone

### If the telephone rings just once:

A fax is coming in. Do not pick up the handset.

### If the telephone rings continuously:



1. Pick up the handset and speak to the other party.  
If you hear a high-pitched tone, a fax is coming in.  
Press **Start** then hang up.
2. If the caller wants to send you a fax, press **Start** after speaking. Then hang up.

If nothing happens after you press Start the power may be switched off or the telephone may not be properly connected.

## Phoning and Faxing on the Same Call

### To Talk Before Sending a Fax (On Hook Dial)

1. Press the **On Hook Dial** key.
2. Dial.  
**Note:**  
Do not use the handset.  
Do not press **Start**.
3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.  
 If you hear a high-pitched tone instead of a voice, place your fax message in the feeder, then press **Start**.
4. When you are ready to send your fax message, place your message in the feeder, then ask the other party to press **Start**.
5. When you hear a high-pitched tone, press **Start**.
6. Replace the handset.

Do not replace the handset if you wish to speak to the other party again.  
When your machine emits a tone, press Stop then speak.

### Speaker and Buzzer Volume Adjustments

Your machine has a built in speaker. With this speaker, you can listen to the telephone line without picking up the handset. The speaker will be automatically switched off just before the start of facsimile data communication.

When you are sending a fax message, you will be able to hear the line after the machine has dialed. If the line is busy, you can press the Stop key and start another operation without having to wait for the machine to disconnect the line.

The volumes you can adjust are;

Transmitting monitor (TRANSMISSION): Sound you hear in transmission.

Receiving monitor (RECEPTION): Sound you hear in reception.

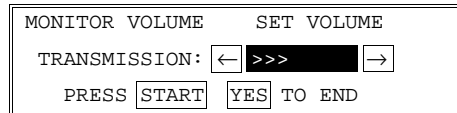
Dialing monitor (DIALING): Sound you hear after pressing Start key.

Buzzer tone (ALARM): Volume of the buzzer when you open a cover and so on.

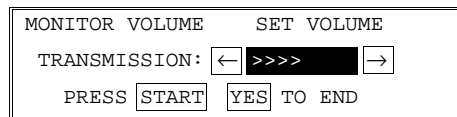
Key tone (SCROLL KEY): Sound you hear when you press a key on the operation panel.

If the speaker volume is not satisfactory, you can adjust it.

1. **Function 6 0 2 2 2 2 9** and **2**.



2. To increase: **▶**.  
 To decrease: **◀**.  
 To accept: **Yes**.



3. Repeat step 2 for each adjustment that appears on the screen.
4. Finish: **Function**.

# ADVANCED FEATURES

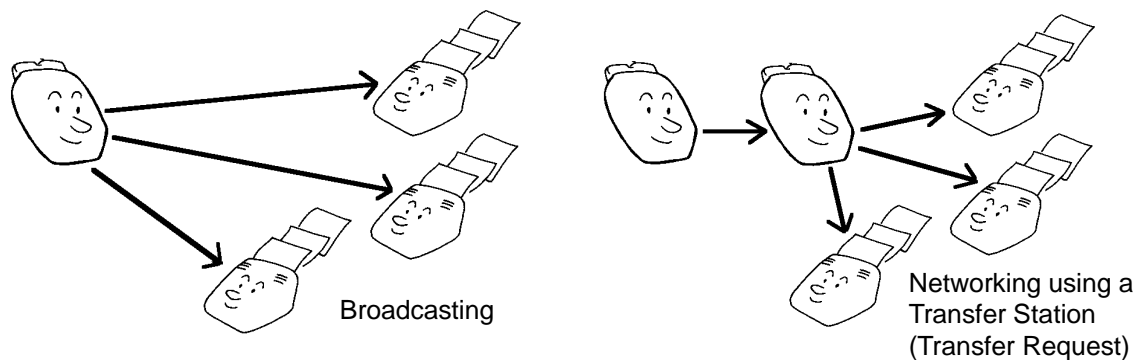
## NETWORKING

### Overview

This section explains how you can use this machine to distribute fax messages over networks of fax machines.

As we have seen (Sending to More Than One Location, page 26), you can send the same fax message directly from your machine to more than one location. The diagram in that section shows your machine sending the same fax to three locations. This feature is commonly known as Broadcasting.

However, with Broadcasting, you or your organization has to pay for three fax calls. If these are all long distance calls, that can be quite expensive. If you use the networking features provided with this machine, you will be able to reduce costs by sending the fax message only once, to a Transfer Station, and that Transfer Station will distribute your fax message.



You can take advantage of your machine's Group Dial, Broadcasting, and Transfer Request features to set up extensive facsimile networks. Such networks can save time and cost if you set them up to perform commonly-used broadcasting operations, especially if long-distance communications are involved.

#### Cross-references

Groups: see page 286.

Broadcasting: see page 26.

Transfer Request: see page 58.



## What Networking Features Does This Machine Have?

The machine's networking features are summarized below.

- Transfer Request:** This allows you to send a fax message to a number of destinations via a single Transfer Station (see page 58). Transfer Request can be combined with Broadcasting to set up more complex networks (see page 61).
- Multi-step Transfer:** This allows you to set up a string of Transfer Stations in different areas. The Transfer Station in each area would distribute your message to destinations in the same area, and pass on your message to the next Transfer Station in the chain. See page 62 for more on this feature.

When you look at these procedures later in this section, they may seem rather complex. However, once you have decided upon a certain operation, and if you plan to use it frequently, program it as a Keystroke Program. Next time, this will allow you to start the operation with only one keystroke.

### Note

Your sales or service representative will be able to help make all the necessary group and transfer station number programming in the various broadcasting terminals throughout your proposed network. Please co-ordinate with your sales representative to obtain correct programming at the time of installation.

### Cross-references

Transfer Request: see page 58.

Transfer Request combined with Broadcasting: see page 61.

Multi-step Transfer: see page 62.

Keystroke Programs: see page 68.

## Preparing the Machine for Networking Operations

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

- Your Fax Machine's Own Telephone Number
- The ID Code (the ID Code of your machine and all the Relaying Terminals and Transfer Stations must be the same)

If you install the optional Group 4 ISDN kit, there are some other items that you will have to program. These are dealt with in Appendix E, which covers the ISDN kit.

You will also have to plan how you program your Groups (in co-ordination with other people at other locations who will use your machine as a Transfer Station), and you must also know how all the Relaying Terminals and Transfer Stations have programmed their Groups.

### Storing your Machine's Own Telephone Number

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

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

1. **Function 6 0 2 2 2 6 1** then ▼ until the screen is as shown opposite.

OWN ANALOG NUMBER			
<input type="button" value="YES"/>	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. **Yes.**

OWN ANALOG NUMBER	<input type="button" value="YES"/>	TO END
██████████		

3. Input your fax terminal's telephone number.

- The format of the number must be as follows:**  
 International Dial Prefix, Your Country Code, Your Area Code, **then you must add a Pause**, followed by your telephone number.  
 Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

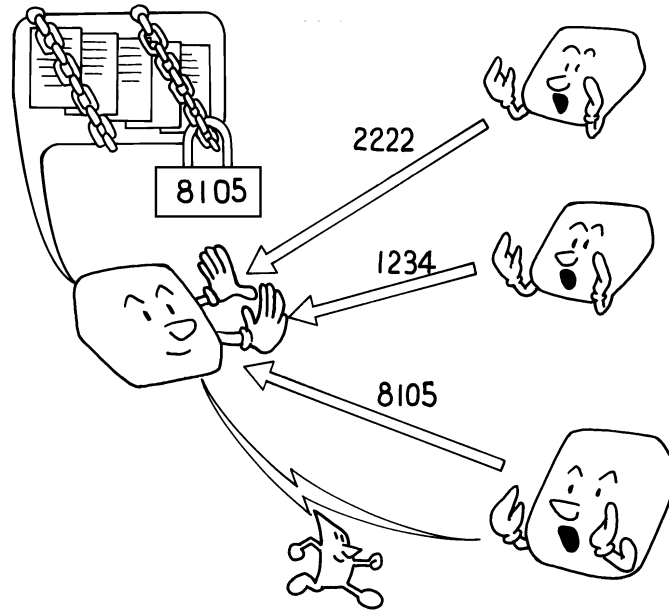
**NOTE:** Use the **Pause** key to add a pause.

OWN ANALOG NUMBER		
<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/> • <input type="button" value="NO"/>
0111212-5551234		

4. **Yes Function.**

ADVANCED FEATURES

## Storing the ID Code



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

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

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

- Polling: see page 135.
- Closed Network: see pages 94 and 134.

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

To store an ID Code, do the following.

1. **Function 6 0 2 2 2 2 6 1** then ▼ until the screen is as shown opposite.

POLLING ID			
<input type="button" value="YES"/>	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. **Yes.**

POLLING ID	
ID SETTING	
<input type="button" value="YES"/>	TO END

3. Input the ID Code that you will be using.  
Example: **4 3 6 3**.

Do not use 0000 or FFFF.

POLLING ID			
<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/>	<input type="button" value="NO"/>
4363			

4. **Yes Function.**

### Groups

The way to program a Group is explained in Appendix F. See page 294 and the pages following that for all the procedures. However, there are two points to keep in mind when you are setting up Groups for networking operations.

**Limitations on the size of a Group:** You can store up to 200 destinations in a Group. However, the networking features can only handle Groups that have up to 30 destinations. If you are programming a Group for networking purposes, do not put more than 30 numbers in that Group.

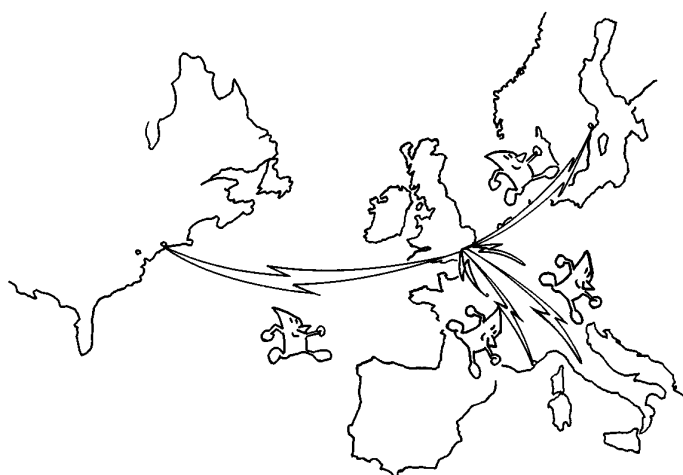
**Group Transfer Station:** You can specify a Group Transfer Station for each of your Groups. Then another party can send you a fax message and instruct your machine to send it to each number in a Group, through the Group Transfer Station, which acts as a broadcaster. Your machine will then relay the fax message to that group's Group Transfer Station, which will then send the fax message to each of the numbers stored in that Group. You should store Group Transfer Stations for Groups that you wish to use with the Multi-step Transfer features. For instructions on how to store a Group Transfer Station for a Group, see page 297.



## Transfer Request

Transfer Request helps you save costs when you send the same message to more than one place in a distant area.

- Your machine sends the message to the Transfer Station, which holds it in memory.
- The Transfer Station then sends it on to each of the End Receivers in sequence.
- After broadcasting, the Transfer Station sends your machine a Transfer Result Report to tell you if there were any problems with the communication.



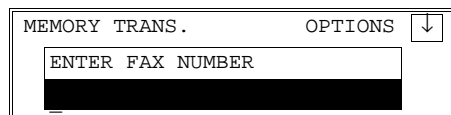
- Note:**
- This feature can only be used if the Transfer Station was made by the same maker as your machine.
  - The ID Code of your machine must be the same as the ID Code of the Transfer Station.
  - Your fax machine's telephone number must have been programmed in advance.
  - The Transfer Station must have memory space available, and must be able to act as a Transfer Station (some machines cannot do this, or can but the capability has been switched off).
  - The telephone number of the caller who makes a transfer request must be programmed in a Quick Dial or Speed Dial of the Transfer Station. This is so the Transfer Station can send back the caller a Transfer Result Report (so they know whether the transfer request was successful or not).

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

**Cross-reference**

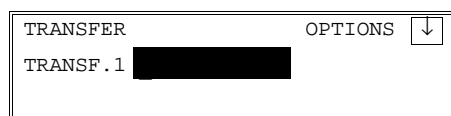
Quick Dial and Speed Dial: see pages 285 and 287. Groups: see page 286.  
 ID Code: see page 56. Telephone Lists: see p. 176.

1. Make sure that the machine is in standby mode (see page 24).
2. Place your document in the feeder.



3. Either:

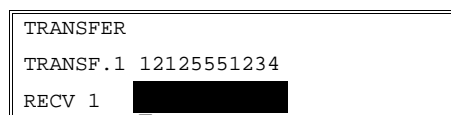
**Function 1 and 3.**



- If you cannot use Function 13, you forgot to store, your fax machine's telephone number, or your ID code (Function 61).
- If you have installed the ISDN Option kit, you must also program the machine's Own ISDN G4 and Own ISDN G3 numbers (use Function 61; see pages 253 and 254). Your G4 Terminal ID and your ISDN subscriber numbers for G4 and G3 must also have been stored.

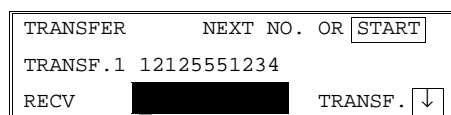
4. Input the telephone number of the first transfer broadcasting station, then press **Yes**.

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



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

- Quick Dial Key 01: **# 0 1 Yes.**
- Speed Dial Code 10: **# \* 1 0 Yes.**
- Group 01: **# \* \* 0 1 Yes.**



**Note:** You cannot store the Upgrade Speed Dial Number.

**NOTE:** You can select up to 99 Transfer Stations, and up to 30 End Receivers for each Transfer Station. (This number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 303 for more information concerning the limitations to this feature.)

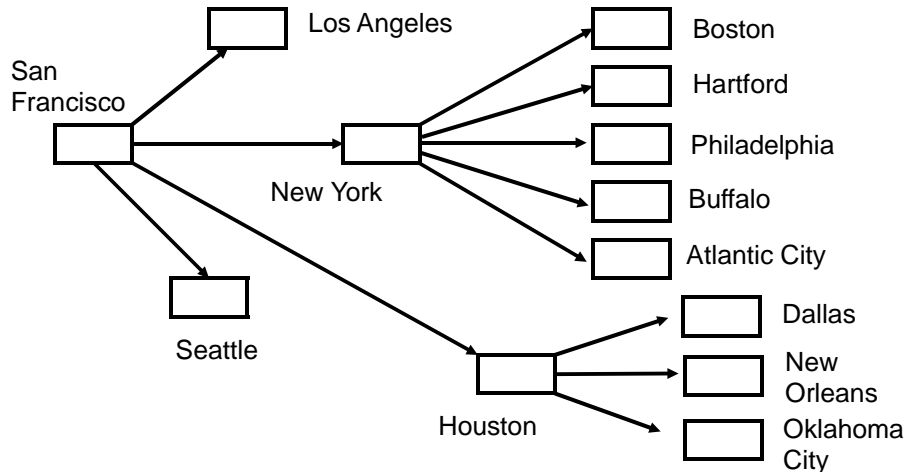
6. Either:

- Enter more destinations for this transfer broadcaster - go to step 5.
- Input another transfer broadcaster and its destinations: ▼ - go to step 4.
- Start the transfer request: **Start**.

**NOTE:** You may use some transmission options, such as Send Later. See page 34.  
If you wish your machine to be a Transfer Station for other parties to use for their Transfer Requests, you must install a memory card or a hard disk.

## Combining Transfer Request with Broadcasting

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



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

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

- Your machine can play any part in a Transfer Request network of this type, provided that you have programmed all the required features as explained earlier in this section.
- The ID codes of the requester (San Francisco) and the Transfer Stations (New York and Houston) must be the same. The requester must have its own fax number programmed.
- The model used by the requester (San Francisco) must be able to make Transfer Requests through more than one Transfer Station.
- Reports indicating success or failure will be returned to San Francisco from the terminals in Houston and New York.

To do this procedure, use the broadcasting procedure on page 26. The destinations should be as follows:

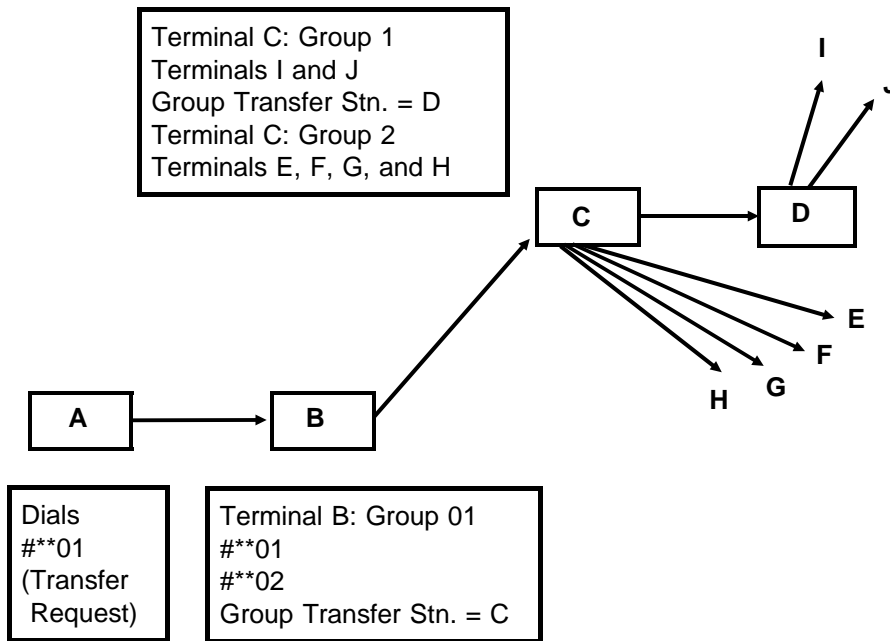
- Los Angeles
- Seattle
- A Group containing Boston, Hartford, Philadelphia, Buffalo, and Atlantic City, with New York as the Group Transfer Station
- A Group containing Dallas, New Orleans, and Oklahoma City, with Houston as the Group Transfer Station



- ❑ The fax number of San Francisco must be programmed in a Quick Dial or Speed Dial of the machines in New York and Houston.

### Multi-step Transfer

The principles of the Two-step Transfer feature can be used to build up a multi-step facsimile network. This will work using either analog (Group 3) or digital (Group 4) lines. An example follows.



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

- ❑ Terminal C must contain two preprogrammed groups. Group 1 must contain terminals I and J. Group 2 must contain terminals E, F, G, and H. In Group 1, terminal D must be specified as the Group Transfer Station.
- ❑ Terminal B must contain a preprogrammed group (Group 1). This group must contain two numbers, #\*\*01, and #\*\*02. These specify transfer using groups 1 and 2 that are stored in the Group Transfer Station. In Group 1, C must be specified as the Group Transfer Station.
- ❑ The ID codes of terminals A, B, C, and D must be the same.

To start the operation, terminal A does a transfer request using terminal B as the broadcaster and #\*\*01 as the end receiver; this specifies transmission to the numbers stored in Group 1 at terminal B.

**Cross-reference**  
Group Transfer Station: see page 297.

## Your Machine as a Transfer Station (Memory Card or Hard Disk Required)

Your machine can be a Transfer Station for other people to use for their Transfer Requests.

If the requesting party is using a machine of the same manufacturer as your machine, they must perform the Transfer Request procedure given after page 58. Any requesting party must have the same ID Code as your machine's.

However, if the requesting party is using a machine made by another manufacturer, or if they couldn't get the Transfer Request procedure to work, you will have to set up the Transfer Request by Tonal Signals feature in your machine (see below).

- If you do not wish to have your machine available as a Transfer Station, contact a service technician and ask to have this feature switched off.
- Another way to restrict use of this feature is to make sure that all requesting parties must have their identifiers stored, so that you do not receive Transfer Requests from unknown parties. See the bottom of page 108 for more details on this.

## Transfer Request by Tonal Signals

This feature allows your machine to accept Transfer Requests made from the requesting side using Dial Tones. An operation of this type can succeed only if the following conditions have been met.

- The requester's fax machine must be connected to a telephone line that can accept DTMF (tone dial) signals, or must be able to generate Tonal Signals (see page 88).
- Your fax machine's reception mode must be Auto Receive.
- Your fax machine's remote ID must have been programmed.
- Transfer Request by Tonal Signals must have been switched on.
- The requester's fax number must be programmed in a Quick Dial or Speed Dial in your machine.

## Setting the Machine up for Transfer Request by Tonal Signals

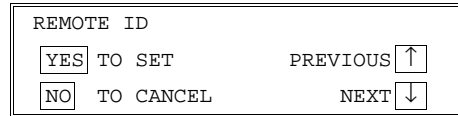
**You must do the following to use this feature:**

- Set up the machine in Auto Receive mode (see page 46).
- Program the Remote ID (Function 61, see below)**  
The other party will have to enter this code every time they access your machine to make a Transfer Request using a machine that is not of the same manufacturer as this machine.
- Switch Transfer Request by Tonal Signals On (Function 63, see below).**  
In a new machine, it is switched on in the factory.

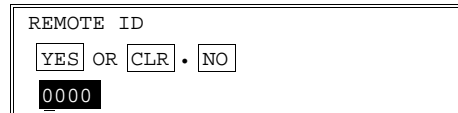
**Storing the Remote ID**

As a new machine has a Remote ID of 0000 when it leaves the factory, we recommend that you store a new Remote ID immediately. This remote ID is also used as the password for Fax on Demand.

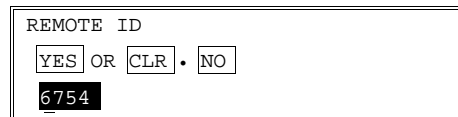
1. Function **6 0 2 2 2 6 1** then ▼ until the screen is as shown opposite.



2. **Yes.**



3. Press **No** then input the new Remote ID that you will be using. Example: **6 7 5 4**.

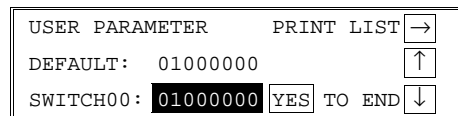


4. **Yes Function.**

**Switching Transfer Request by Remote Transfer On/Off**

To switch this feature on or off, do the following. (See page 10 for more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.



2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 11 are shown.  
The setting you need to use is digit 0.

SWITCH00: 00000000

SWITCH11: 00000000

Digit 0  
0: The feature is disabled.  
1: The feature is enabled.

4. If you wish to change the setting, press **0**.
5. Finish: **Yes Function.**

## Procedure for Transfer Request by Tonal Signals

If an operator of a machine of a different manufacturer than yours wishes to use your machine as a Transfer Station, they will have to do the following procedure.

### Full Procedure

A quick reference version of this procedure is given on the next page.

1. First, the requesting party must dial your fax machine using an external telephone.
2. Immediately after hearing fax tones from your machine, they must press **#**. The tone will stop, and a single high-pitched beep of about one second duration will be heard. This is an ACK tone (Acknowledgment).
3. The requesting party must then enter your Remote ID then press **#**. See the notes at the bottom of the next page.
4. After hearing an ACK tone, they must press **2 4 #**.
5. After hearing an ACK tone, they must press **\* \* \***.
6. After hearing an ACK tone, they must dial the number which the Transfer Result Report must go to (their own terminal). This must be programmed in your machine as a Speed Dial or Quick Dial. If it is programmed in a Quick Dial, they must enter its number (00 to 64). Or if it is programmed in a Speed Dial, they must enter **\*** then its number (00 to 99). Then they must press **#**.
7. The requesting party has to dial the end receivers in the shorthand format used for Transfer Request (see the quick reference procedure on the next page for an example). Then they must press **#**.

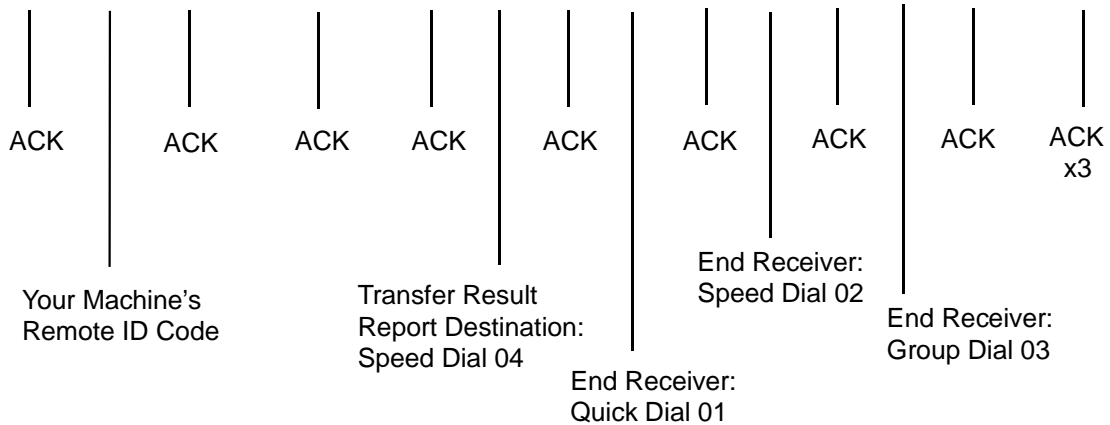
For example:

- Quick Dial Code 01: **0 1 #**
  - Speed Dial Code 01: **\* 0 1 #**
  - Group 01: **\* \* 0 1 #**
8. The requesting party must repeat step 7 for all the end receiver numbers. If there are no more numbers, the requesting party should press **#** twice.
  9. Communication begins after three ACK tones. When the requesting party hears fax tones again, they must press **Start** on their fax machine.

Example Procedure (for Quick Reference)

- Remote ID: 1111
  - Transfer Result Report Destination: Speed Dial 04 in your machine.
  - End Receivers, as programmed in your machine: Quick Dial 01, Speed Dial 02, Group Dial 03.
1. The requesting party must dial your machine using an external telephone, and wait for the fax tones.
  2. When the fax tones come in, the requesting party must immediately input the following sequence. (ACK: Wait for the ACK tone)

# - 1111# - 24# - \*\*\* - \*04# - 01# - \*02# - \*\*03# - ## -



3. When the requesting party hears fax tones again, they must press Start.

**Notes**

- The remote ID code must have been programmed earlier.
- After entering the ID code, if there is an interval of more than 5 seconds followed by three short beeps repeated three times, enter the remote ID again.
- If you enter the wrong remote ID, you will hear three short beeps. Try to enter the code again. If you enter the wrong code five times, the remote control services will not be available until you go back to the machine and reprogram the ID (this is a security measure to prevent other people getting access to your machine).

### Beep Tones

Sometimes during a Remote Transfer, you may hear one or more beeps. The following table explains the meanings of these signals.

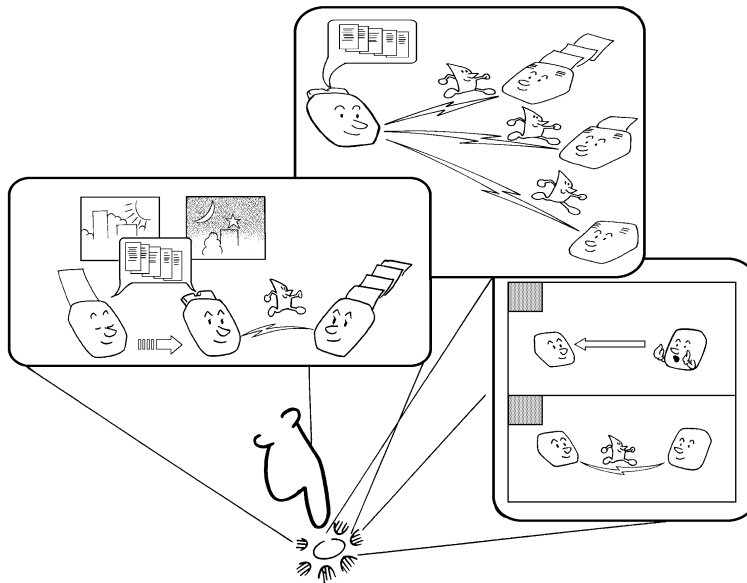
<b>Sound</b>	<b>Reason</b>	<b>Required Action</b>
One high beep	Acknowledgment	No problem; keep going.
A short beep three times	Rejection	Operation error. Try again. Also see the third note on the previous page.
A high beep three times	Service code accepted	No problem; keep going.
A mixed beep five times	Service code rejected	Operation error. Input the correct code.

## TRANSMISSION

### Keystroke Programs

#### Overview

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 the features and destinations in a Keystroke Program.



Keystroke Programs are stored in Quick Dial Keys or Speed Dial Codes.

- If you store a Keystroke Program into a Quick Dial Key or Speed Dial Codes, that they cannot be used for any other purpose.
- Be sure to store your Keystroke Program in a vacant Quick Dial Key or Speed Dial Code.

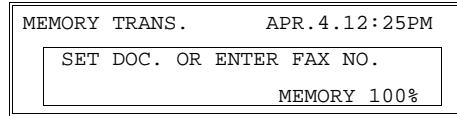
Example: Let us say that you normally send a daily report to locations A, B, and C at 11 pm (using Send Later). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key or enter that code to set up the transmission.

Cross-reference	Send Later: see page 35.
-----------------	--------------------------

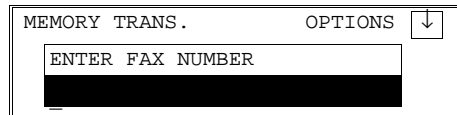
Note: Keystroke Programs can be stored in Speed Dial codes, when the Function Upgrade Card is installed.
--

**Storing a Keystroke Program**

1. Make sure that the machine is in standby mode (see page 24).

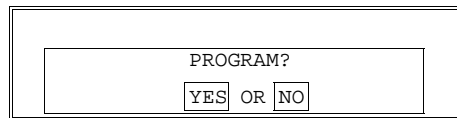


2. Place a sheet of paper in the feeder.
  - Skip step 2 if you are making a Polling Reception program.



3. Select all required features (such as Transfer Request) and telephone numbers as you would normally do.
  - Contrast, resolution, and halftone cannot be stored in a keystroke program.

4. Press the Quick Dial key or Speed Dial with two digits code that you wish to store the program in.  
 Example: **01** of the Quick Dial.  
 or  
**Speed Dial, 1 and 0.**
  - Make sure that this key is vacant.



5. To complete the program: **Yes.**

Note: The procedure that you just stored will now begin. If you do not wish to use the procedure now, press **Stop** immediately.



## Labeling a Program

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

1. **Function 3 and 4.**

If you press **▶** and Start, a Program List will be printed.

PROGRAM	CHOOSE KEY
■	PRINT LIST →
	NO TO CANCEL

2. Press the Quick Dial key or enter the Speed Dial code that holds the program that you wish to label.

Example: **01** of the Quick Dial Key and **Yes**.

PROGRAM	YES	OR	CLR	.	NO
08					
TRANSMIT DAILY REPORT					ABC

3. Input your label, using the Quick Dial keys.  
For how to enter the label; see page 4.

PROGRAM	CHOOSE KEY
■	PRINT LIST →
	NO TO CANCEL

4. **Yes.**

PROGRAM	CHOOSE KEY
■	PRINT LIST →
	NO TO CANCEL

5. Either:

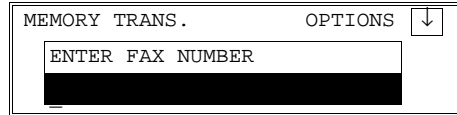
- Label another program: Go to step 2.
- Return to standby: **Function**.

**Using a Program**

Before using a program, make sure that the machine is in standby mode (see page 24 for details).

**Transmission Program**

1. Place your document in the feeder.



2. Press the programmed Quick Dial Key, or enter the programmed Speed Dial code.
  - The program begins at once, or at the later time specified by the program.

**Free Polling Reception Program**

1. Press the programmed Quick Dial Key, or enter the programmed Speed Dial code.



The program begins at once, or at the later time specified by the program.

Cross-reference:  
Polling Reception: see page 140.

**Erasing a Program**

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

1. **Function 3** and **4**.

PROGRAM	CHOOSE KEY
■	PRINT LIST →
	NO TO CANCEL

2. Press the Quick Dial key or enter the Speed Dial codes that holds the program that you wish to erase.  
Example: **08** of the Quick Dial Key.

PROGRAM	YES OR NO
08	TRANSMIT DAILY REPORT ↑
CLR: CLR	↓

3. Press **Clear**.

PROGRAM	
10	KANTOH AREA ↑
CLEAR? YES • NO	

4. To delete the program: **Yes**.

PROGRAM	CHOOSE KEY
■	PRINT LIST →
	NO TO CANCEL

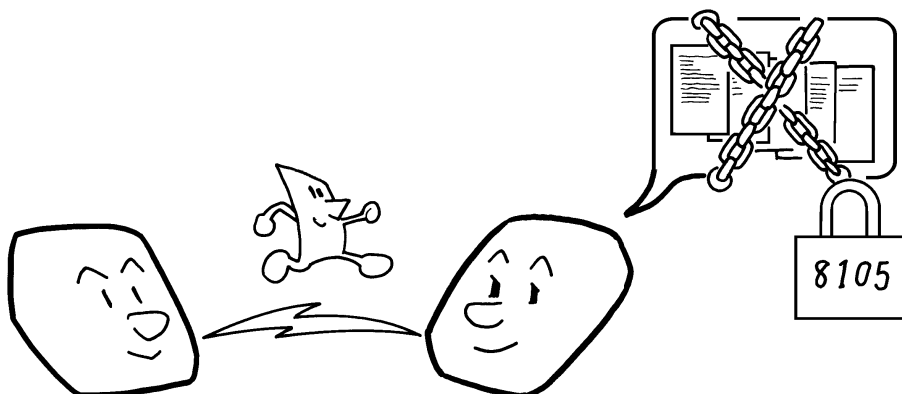
5. Either:

- Edit or erase another program: Go to step 2.
- Return to standby: **Function**.

## Confidential Transmission

### Overview

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.



- Note:**
- 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.
  - 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.

There are two types of Confidential Transmission.

#### 1. Normal Confidential Transmission

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

#### 2. Confidential ID Override

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

**Note:** The receiving machine's Confidential ID is not changed by this process.

If the intended receiver has a Personal Code with a Confidential ID stored with it, you can override the receiving machine's ID with that Confidential ID. Then:

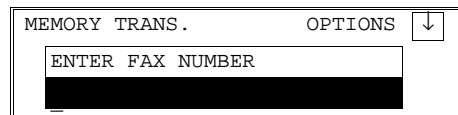
- The receiver can print the message by inputting the Confidential ID that is stored with that person's Personal Code.
- The intended receiver will also be informed personally by a Confidential File Report; this report will have the name of the receiver on it, if the name was stored with the Personal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

Cross-references  
 Confidential ID: see page 100.                      Personal Codes: see page 82.  
 TCR: see page 176.      Confidential Reception: see page 99.

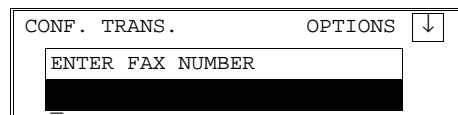
**Procedure**

To set up a confidential transmission, do the following.

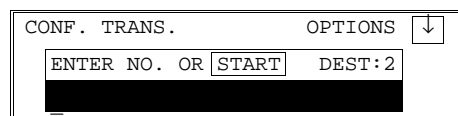
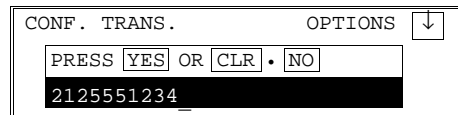
1. Place your document in the feeder.



2. **Function 1 and 2.**  
The machine is now in Confidential Transmission Mode.



3. Dial then press **Yes**.



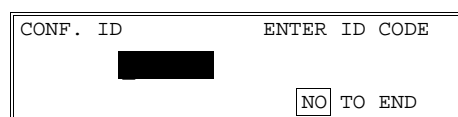
4. Either:
  - Dial another number: Go to step 3.
  - Press **Start**.

**Confidential ID Override Option**

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

When in Confidential Transmission Mode (see above).

1. Press ▼, **0** and **4**.



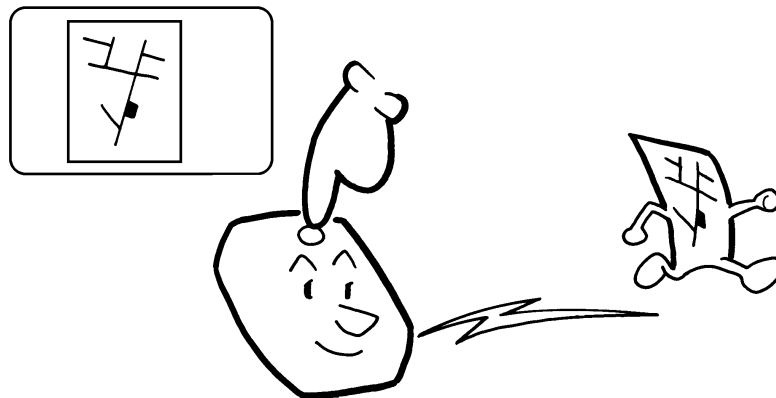
2. Enter the Confidential ID that you wish to use for this message.  
Example: **2 5 6 7** of the ten key pad and press **Yes**.
3. Dial and press **Start**.

CONF. ID	PRESS	YES	OR	NO
1111				

**?** For how to use other options, see page 34 and the pages following.

## Auto Document

### Overview



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

Then, when you need to send that page to somebody, press the Quick Dial Key or enter the Speed Dial code that you stored it in, place any other pages that you wish to send into the feeder, dial, and press Start. At the other end, the Auto Document will be printed first.

The Auto Document is transmitted as it 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 page 93).

Note: Auto Documents can be stored in Speed Dial codes, when the Function Upgrade Card is installed.

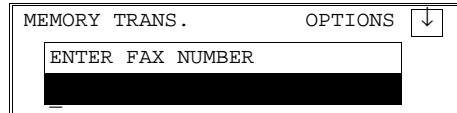
ADVANCED FEATURES

## Storing an Auto Document

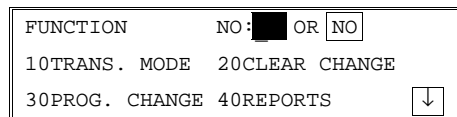
You can store the auto document in a Quick Dial or Speed Dial and label the auto document.

### Storing an Auto Document

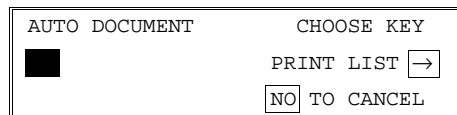
1. Place the document and select the resolution/contrast settings you require.



2. Press **Function**.



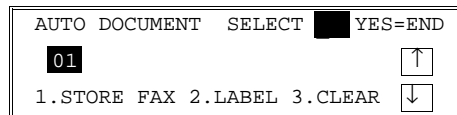
3. Press **3** and **5**.



With the feature enhancing card

4. Now choose where to store the Auto Document, in a Quick Dial or Speed Dial. Either:

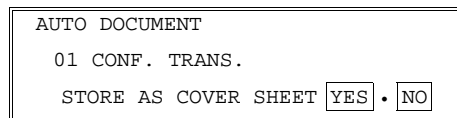
- Press a Quick Dial key
- or
- Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.



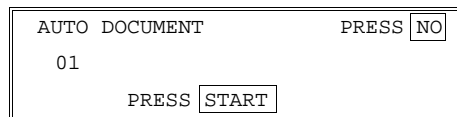
When pressing the one-touch 01

If you enter the wrong number, press **No** to enter the correct number.

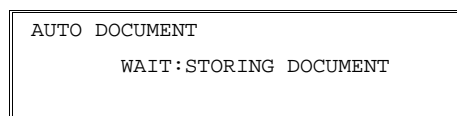
5. Press **1**.



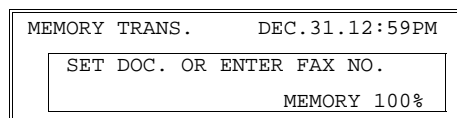
6. Press **Yes** to store the document as the cover sheet or press **No** not to.



7. Press **Start**.



8. Press **Function** to return to standby mode.



**Labeling an Auto Document**

1. Press **Function**.
2. Press **3** and **5**.

FUNCTION	NO: [ ] OR [NO]
10TRANS. MODE	20CLEAR CHANGE
30PROG. CHANGE	40REPORTS
	[↓]

AUTO DOCUMENT	CHOOSE KEY
[ ]	PRINT LIST [→]
	[NO] TO CANCEL

3. Now choose the Quick Dial key or Speed Dial code to label  
Either:

- Press a Quick Dial key
- or
- Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

AUTO DOCUMENT	SELECT [ ] YES=END
[29]	[↑]
1.STORE FAX	2.LABEL
3.CLEAR	[↓]

When pressing the Quick Dial 29.

If you enter the wrong number, press **No** to enter the correct number or search the correct number using **▲** and **▼**.

4. Press **2**.

AUTO DOCUMENT	ENTER LABEL
01	[NO] TO CANCEL
[ ]	ABC

When selecting "1"

5. Enter the document name using the Quick Dial key or the ten key pad.  
If you enter the wrong name, press **Clear** or **No** to enter the correct name.  
**Clear** --- Erase one letter at the cursor.  
**No** --- Erase all.

AUTO DOCUMENT	ENTER LABEL
01	[NO] TO CANCEL
[ ]	ABC

6. Press **Yes**.

AUTO DOCUMENT	SELECT [ ] YES=END
[29]	[↑]
1.STORE FAX	2.LABEL
3.CLEAR	[↓]

Press **Yes** and repeat the procedure from step 3 to name another document.

7. Press **Function**.  
Return to the standby mode.

MEMORY TRANS.	DEC.31.12:59PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

ADVANCED FEATURES



## Customized Auto Document

Programming documents into Quick Dials or Speed Dials which have destinations already stored in them is called "Customized Auto Document" you can not only amend Quick Dials/Speed Dials, but may also add programmed destinations to auto documents.

## Using an Auto Document

1. Make sure that the machine is in standby mode (see page 24).
2. If you wish to attach a fax message to your Auto Document, place the fax face down into the feeder.

MEMORY TRANS.                      OPTIONS [v]

ENTER FAX NUMBER

[REDACTED]

3. Now choose the Quick Dial key or Speed Dial code that contains the document you need.

Either:

- Press a Quick Dial key
- or
- Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

Example: Quick Dial Key **08**.

And press **Yes**.

SEND AUTO DOCUMENT

[YES] OR [NO]

4. Dial the destination(s), and press **Yes**.

MEMORY TRANS.                      OPTIONS [v]

ENTER FAX NUMBER

[REDACTED]

5. Either;
  - Dial another number: go to step 4.
  - No more destinations: press **Start**.

Note:

If you send the message to more than one location, and you enter the Quick Dial key which contains the Auto Document, it will be attached to all destinations.

### Printing the Contents of an Auto Document

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

1. **Function 5** and **3**.

PROGRAM	CHOOSE KEY
■	PRINT LIST →
	NO TO CANCEL

2. Now choose the Quick Dial key or Speed Dial code of the document you wish to print.

AUTO DOCUMENT	NO TO CANCEL
08	OFFICE LOCATION MAP
PRESS	START

Either:

- Press a Quick Dial key
- or
- Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

Example: Quick Dial Key **08** and **Yes**.

3. **Start**.

### Changing the Contents of Auto Document

#### Changing the Label

1. Press **Function**.

FUNCTION	NO: ■ OR NO
10TRANS. MODE	20CLEAR CHANGE
30PROG. CHANGE	40REPORTS
	↓

2. Press **3** and **5**.

AUTO DOCUMENT	PRESS QCK/SPD
■	PRINT LIST →
	NO TO CANCEL

3. Now choose the Quick Dial key or Speed Dial code of the document you wish to change.

AUTO DOCUMENT	SELECT	■
29		↑
1.STORE FAX	2.LABEL	3.CLEAR
		↓

Either:

- Press a Quick Dial key
- or
- Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

When pressing the one-touch 29.

If you enter the wrong number, press **No** to enter the correct number or search for the correct number using ▲ and ▼.

4. Press **2**.  
The document name is displayed.

AUTO DOCUMENT	ENTER LABEL
01	[NO] TO CANCEL
████████████████████	ABC

5. Press **Clear** or **No** to enter the document name again.  
6. Press **Yes** to return to the standby mode.

AUTO DOCUMENT	PRESS QCK/SPD
██	PRINT LIST →
	[NO] TO CANCEL

Repeat the procedure from step 3 to change another name.

7. Press **Function**.

MEMORY TRANS.	DEC.31.12:59PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

### Erasing an Auto Document or Label

1. Press **Function**.  
2. Press **3** and **5**.

FUNCTION	NO:██ OR [NO]
10TRANS. MODE	20CLEAR CHANGE
30PROG. CHANGE	40REPORTS
	↓

AUTO DOCUMENT	CHOOSE KEY
██	PRINT LIST →
	[NO] TO CANCEL

3. Now choose the Quick Dial key or Speed Dial code to erase.

Either:

- Press a Quick Dial key  
or

- Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

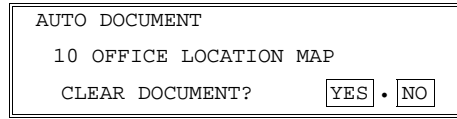
If you enter the wrong number, press **No** to enter the correct number or search for the correct number using ▲ and ▼.

AUTO DOCUMENT	SELECT	██
29		↑
1.STORE FAX	2.LABEL	3.CLEAR
		↓

4. Press **3**.

5. Either:

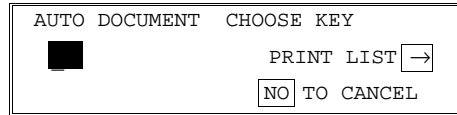
- Press **Yes** to erase the Auto Document.  
"Document Erased!" will flash up.



- If you don't wish to erase this Auto Document, press **No**.

6. Either:

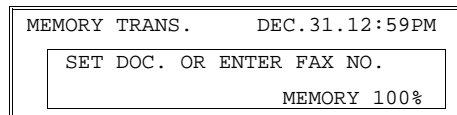
- Press **Yes** to erase the Auto Document's label.  
"Label Erased!" will flash up.0



Repeat the procedure from step 3 to erase another document.

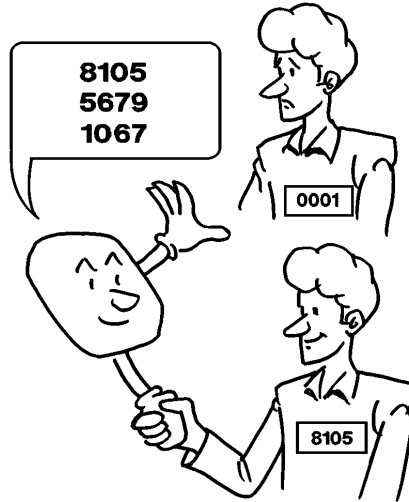
- If you don't want to make a change, press **No**.

7. Press **Function** to return to the standby mode.



## Restricting Access to the Machine

### Overview



When your machine arrives from the factory and is installed for the first time, anybody can use it. However, using a system of Personal Codes, the machine can be set up to prevent unauthorized persons from using the machine. The necessary procedures are given in the following sections.

- Programming the Personal Codes: see below.
- Switching on Restricted Access: see page 86.

### Programming the Personal Codes

The main advantage of Personal Codes is that they allow you to track machine usage and restrict access to the machine. If you do not wish to restrict access to the machine, you can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

The Personal Code is a four digit code. It can have any value from 0001 to 9999.



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

- A name: This will be printed on reports, such as the TCR, to identify the users of the machine. It is also used with the Label Insertion feature.
- A Confidential ID: This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.

You can only store Confidential IDs if you have an optional memory card or hard disk.

**Note:** You cannot register more than 50 Personal Codes (if the optional Function Upgrade Card is installed, you can register up to 500 personal codes) with Names and Confidential IDs in this machine. This means that if you switch Restricted Access on, only 50 people can use the machine.

Cross-references  
 Using Personal Codes: see pages 34, 74, 86, and 102.  
 Label Insertion: see page 93.  
 TCR: see page 176. Confidential ID: see page 100.  
 Confidential Reception: see page 99.

### Storing a Personal Code

1. **Function 6 0 2 2 2 2 7 and 1**

- At this time; you can print a Personal Code List if you press **Start**.

PERS. CODE ██████	ENTER ID CODE PRINT LIST → NO TO CANCEL
----------------------	---

2. Input a Personal Code that you want to store in your machine for later use.  
 Example: **5 4 7 7**.

PERS. CODE 5477	YES OR NO CLR: CLR
--------------------	-----------------------

- If you input the wrong code, press **No**.

3. Store the code: **Yes**.

4. Either:

- Press the Quick Dial key that you wish to program the Personal Code into. And press **Yes**.

PERS. CODE 5477	YES OR NO 16
--------------------	-----------------

- If you don't wish to program this code into a Quick Dial key, press **Yes**.

ADVANCED FEATURES

- 5. Input a name for this Personal Code using the Quick Dial keys.  
Example: JOHNSON

PERS. CODE	<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/>	•	<input type="button" value="NO"/>
5477					
JOHNSON _____ ABC					

**?** Inputting and editing labels:  
see page 7.

- If you do not wish to store a label:  
**Yes.** Go to step 7.

- 6. Store the name: **Yes.**

PERS. CODE	CONF. ID	SETTING
5477	JOHNSON	
CONF. ID:	<input type="button" value="YES"/>	TO END

- 7. Either:

- If you do not have an optional memory card or hard disk, go to step 8.
- Input a Confidential ID for the personal code used by this user.  
Example: **4 6 5 6.**

PERS. CODE	<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/>	•	<input type="button" value="NO"/>
5477 JOHNSON					
CONF. ID:	<input type="text" value="4656"/>				

If you do not wish to store an ID: **Yes.**  
Go to step 9.

- 8. Store the ID: **Yes.**

PERS. CODE	ENTER ID CODE
<input type="button" value="NO"/>	PRINT LIST <input type="button" value="→"/>
<input type="button" value="NO"/> TO CANCEL	

- 9. Either:

- Enter another code: Go to step 2.
- Finish: **Function.**

Editing or Erasing a Personal Code

- 1. **Function 6 0 2 2 2 2 7 and 1**

PERS. CODE	ENTER ID CODE
<input type="button" value="NO"/>	PRINT LIST <input type="button" value="→"/>
<input type="button" value="NO"/> TO CANCEL	

- 2. Input the Personal Code that you wish to edit.  
Example: **5 4 7 7.**  
And press **Yes.**

PERS. CODE	<input type="button" value="YES"/>	OR	<input type="button" value="NO"/>
<input type="text" value="5477"/>	JOHNSON		
CLR:	<input type="button" value="CLR"/>		

- If you input the wrong code, press **No.**

3. Either:

- Erase this Personal Code: **Clear Yes.**  
Go back to step 2.
- Edit the contents of this code: **Yes.**  
**Go to step 4.**

PERS. CODE	YES	OR	CLR	.	NO
5477	JOHNSON				ABC

4. Either:

- To change the Quick Dial key this code has been programmed into, press the **No** key.
- If you don't wish to make a change go straight to step 6.

PERS. CODE	YES	OR	NO
5477	█		


5. Press the Quick Dial key you want to program this code into.

PERS. CODE	YES	OR	NO
5477	16		

6. Press **Yes.**

PERS. CODE	YES	OR	CLR	.	NO
5477	JOHNSON				

7. Edit the name stored with this code. When the name is correct, press **Yes.**

 Inputting and editing labels: see page 7.

PERS. CODE	YES	OR	CLR	.	NO
5477	JOHNSON				
	4656				

8. Either:

- If you do not have an optional memory card or hard disk, go to step 9.
- Edit the Confidential ID stored with this code. Press **No** then enter a new code.  
When the ID is correct, press **Yes.**

PERS. CODE	ENTER ID CODE
█	PRINT LIST →
	NO TO CANCEL

9. Either:

- Enter or edit another code: Go to step 2.
- Finish: **Function.**

ADVANCED FEATURES



**Switching on Restricted Access**

Restricted Access allows you to keep a closer track of machine usage, and deters passers-by from casually using your machine.

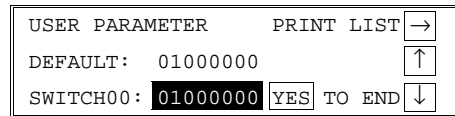
If this feature is switched on, users have to enter their Personal Code before they can use the machine. The Personal Code must have already been stored in the machine.

However, the user can enter codes directly at the keypad. Therefore, if you are serious about using this feature to stop casual users from operating the machine, you must allocate relatively obscure codes to all authorized users, and try to avoid obvious numbers such as 0001.

To switch Restricted Access On or Off, do the following:

If you wish to switch Restricted Access on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**



2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▲ or ▼ until the settings for switch 05 are shown. The settings you need are digits 4 and 5.

SWITCH 05 : 000 0000  
 Digit 4 (Underlined)  
 Digit 5 (Double Underlined)

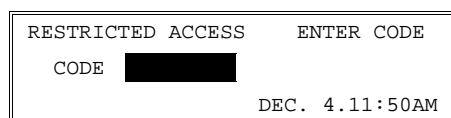
Digit	Purpose			
	Restricted Access	Digit 5	Digit 4	Setting
4		0	0	Off
5		0	1	On
		1	0	On when the Night Timer is on

4. If you wish to change the setting, press 4 or 5 on the ten key pad.
5. Finish: **Yes** and **Function**.

## Operating the Machine with Restricted Access Switched On

If you have switched Restricted Access on, the display is as shown below when the machine is in standby mode.

Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 82 for how to store Personal Codes.



1. Either:
  - Enter your personal code.  
Example: **7 3 6 2** from the ten key pad.
  - Press the Quick Dial key where the personal code programmed.
2. After a second, the normal standby display will appear, and you can use the machine. If the normal standby display does not appear, you entered a personal code that is not stored in the machine.

If you decide that you do not wish to use the machine now, you should return the machine to Restricted Access standby mode. To do this, either:

- Insert a page into the document feeder and remove it immediately.  
Press **Function** twice.

## Tonal Signals

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

First, dial the other party. When you are through to the other end, press the tone dial 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 dial key if your machine is set up for dialing in Tone Dial (DTMF) mode.

Before you can use this feature, you must program one of the User Function Keys as the Tone key. In the following procedure, suppose that we have already programmed the **F1** key as a Tone key.

### Programing the Tone Key

1. **Function 3** and **6**.
2. Press the User Function Key (F1-F5) that you wish to program the Tone key into.

USER FUNCTION	PRESS F1 TO F5
F <span style="background-color: black; color: black;">    </span>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

3. Press **Yes**.

USER FUNCTION	ENTER CODE
F 4	CODE: <span style="background-color: black; color: black;">    </span>
	<input type="button" value="NO"/> TO CANCEL

4. Either:
  - If the key is already programmed, press **No**, then **0, 4**.
  - If the key is vacant, press **0** and **4**.

USER FUNCTION	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
F 4	CODE: <span style="background-color: black; color: black;">04</span>
TONE KEY	

5. Press **Yes** and **Function**.

### Operating 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 **On Hook Dial**.
3. Dial the remote facility. Do not press **Start**
4. After your line is connected to the remote facility, do the following:
  - If your telephone line type is DTMF (Tone Dial): Go to step 5.
  - If your telephone line type is Pulse Dial: Press the User Function key where the Tone key is programmed. (Example: **F1**) A dot appears on the display.
5. Input the digits that you need to use the remote facility. These digits will depend on the remote facility.  
**Note:** Do not press **Start**.
6. After you have finished your business with the remote facility, hang up.

Cross-reference  
Tone Dial (Telephone Line Type): see page 284.

## Chain Dialing

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

For example, you can program commonly used area or country codes into Speed Dial Codes or Quick Dial Keys.

This feature is convenient if:

- You often communicate with many terminals for which the area code, or international code is the same.
- You often make international calls.  
For example, if you often call Tokyo, Japan, program 011813 (Overseas to Tokyo from the USA) as Quick Dial Key 01. This will save work at the operation panel when dialing a Tokyo number.
- Your PBX requires an ID code before the destination number.  
For example, if your ID is 1234567, and the destination is stored in Quick Dial Key 01, enter 1234567 at the keypad, press Pause, then press Quick Dial Key 01.

**Note:** Do not store any labels with the Quick Dials and Speed Dials that you are using with Chain Dialing. This is because Label Insertion does not work with Chain Dialing.

Cross-reference  
Quick Dial and Speed Dial: see page 285.  
Label Insertion: see page 93.

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

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

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

When the machine asks you to dial:

On Hook Dial or Handset Mode:

Press **QuickDial01 QuickDial02 Speed Dial 1 0** then **3 3 3 3**.

Other:

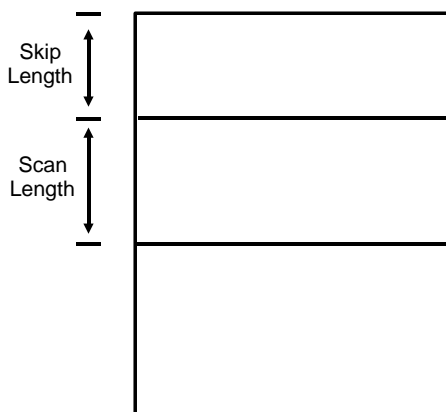
Press **QuickDial01 Pause QuickDial02 Pause Speed Dial 1 0 Pause** then **3 3 3 3**.

## Specified Image Area (Function Upgrade Card Required)



### Overview

If you only wish to transmit a part of the page, use this feature. You tell the machine what area to scan by specifying two parameters: The Skip Length, and the Scan Length. See the following diagram.



This feature cannot be used when you are transmitting using an OMR sheet, immediate transmission, when you are making a copy.

Before you can use the feature during a transmission, you must:

- Set up the feature using Function 74 (see the next page).
- Program one of the User Function Keys so that you can activate this feature during the transmission procedure.

**Note:** If skip length is longer than the paper, the machine stops scanning.

When you send with Specified Image Area, Parallel Memory Transmission is cancelled and normal Memory Transmission takes place.

If Parallel Transmission is on, you cannot send just a few pages with Specified Image Area. Should you want to send a few pages with Specified Image Area, turn Parallel Transmission off using function 63 (set switch 07 digit 2 to "0").

ADVANCED  
FEATURES

### Changing the Specified Image Area On/Off Home Position Setting

In a new machine, this setting is off. If you change this setting to "On", the image area that you input (using Function 74 on the next page) will be used for all of your transmitted pages, unless you switch off the light under the User Function Key that you programmed for this feature.

1. **Function 6 0 2 2 2 2 6 and 3.**

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

- 2. The settings for switch 00 are now shown on the bottom line of the display.
- 3. Press ▼ until the settings for switch 06 are shown.  
The setting that you need to change is digit 5.
- 4. If you wish to change the setting, press 5.

SWITCH00 : 00000000

SWITCH06 : 00000000

Digit 5

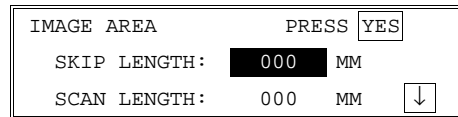
0: The home position is "Off". After transmission, Specified Image Area will switch itself off.

1: The home position is "On". After transmission, Specified Image Area will stay active and the lamp under the User Function Key will stay lit.

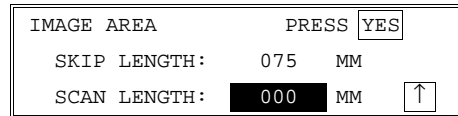
5. Finish: Yes Function

**Specifying an Image Area**

1. **Function 6 0 2 2 2 2 7** and **4**.



2. Input the skip length then press ▼.  
You must enter a three digit value.  
For example, for 75 mm, input 075.



3. Input the scan length. You must enter a three digit value.  
For example, for 95 mm, input 095.

1 inch is 25.4 mm. You must input the dimensions in mm.

4. Finish: **Yes** and **Function**.

The machine returns to standby mode.

Specified Image Area is available only when you are doing one of the following:

- Memory Transmission (including Confidential Transmission and Transfer Request)
- Storing a document for Polling Transmission
- Storing an Auto Document

### Label Insertion

This feature supplements the TTI. It uses the Personal Code and the Quick Dial or Speed Dial Label to inform the other party who is sending the message, and to state who the message is for.

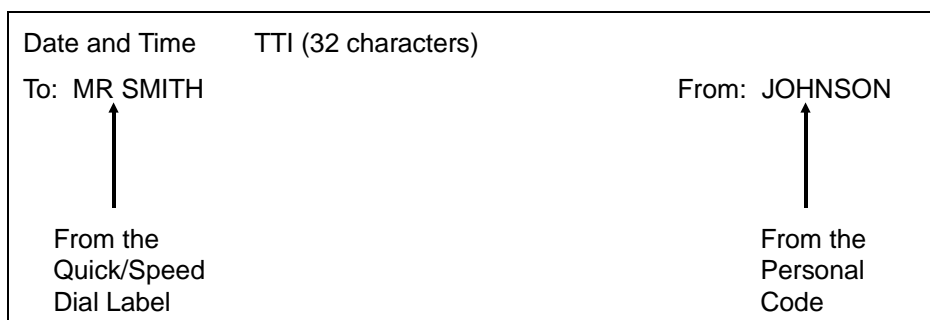
To use this feature, you must:

- Switch Label Insertion on for each Quick Dial and Speed Dial that you wish to use this feature with (see the procedures starting on pages 287 and 34).
- Program the Personal Codes of the machine’s users, and store their names with their codes (see page 82).
- Program labels with the Speed Dial and Quick Dial numbers (see the procedures starting on pages 287 and 34).
- When you make a transmission, use a Quick or Speed Dial, and select the Personal Code option (see page 34).

Note: TTI on/off has no effect on this feature.

**Example:**

Your fax message as received at the other end



In the above example, the message was sent using Johnson’s personal code. The Quick Dial or Speed Dial used to dial the destination had MR SMITH as the label.

ADVANCED FEATURES

**Notes**  
 If you later reprogram the Speed/Quick Dial, be sure to reprogram or delete the label as well.  
 The top of the image will be overprinted if there is no margin at the top of the transmitted page (this is also true for the TTI).

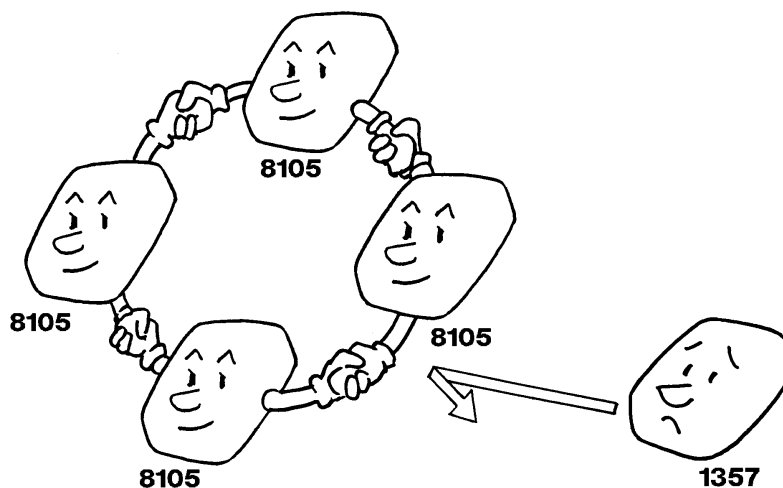
**Cross-reference**  
 Quick Dial and Speed Dial: see page 285.  
 Personal Codes: see pages 34 and 82.



## Closed Network (Transmission)

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

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



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

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

### Cross-references

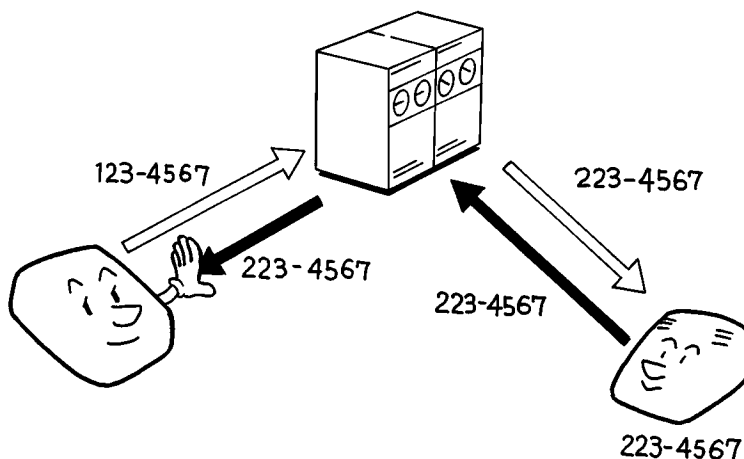
ID Codes: see page 56.

Closed Network (Reception): see page 134.

## Protection Against Wrong Connections

This feature prevents the automatic switching equipment in the telephone network from accidentally connecting you to the wrong fax terminal.

However, it does not help you if you dialed the wrong number yourself. So, even if this feature is switched on, you should still check your operation panel display to check whether you have reached the correct terminal, and be ready to press Stop if the wrong terminal's RTI or CSI is displayed.



Your machine compares the number that you dialed with the CSI received from the other end. (Only the last 8 digits are checked, and spaces and pauses in the telephone number are ignored.) If the CSI is not the same as the telephone number, the transmission is stopped.

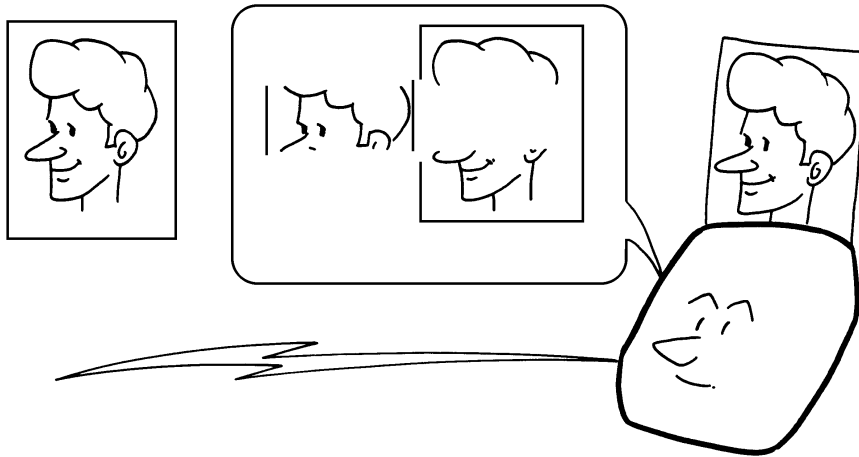
This feature has to be switched on by a service technician.

**Note:** If you cannot send a message to a certain location using this feature, contact the other end and make sure that they have stored their CSI correctly. (If the other party is using a machine made by another maker, they may not be familiar with the term CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.)

### Cross-references

CSI: see pages 281 and 283.

## ECM (Error Correction Mode) and Page Retransmission



ECM is a signaling system that greatly reduces the chance of data being lost because of a bad telephone line. ECM is useful if you frequently communicate over poor telephone lines.

With ECM switched on, the communication cost will increase if the line is bad, but the data will be sent much more reliably.

If ECM is switched off, Page Retransmission will be used. The whole page will be resent (unless you used Immediate Transmission, in which case damaged data cannot be resent at all). ECM is more efficient, because it only resends the damaged parts of the data, and the maximum possible number of retransmission attempts is much higher, and it also works with Immediate Transmission.

- If you prefer reliable communication over communication costs, keep ECM switched on. If you however prefer to be cost effective, ask the service technician to switch ECM off.

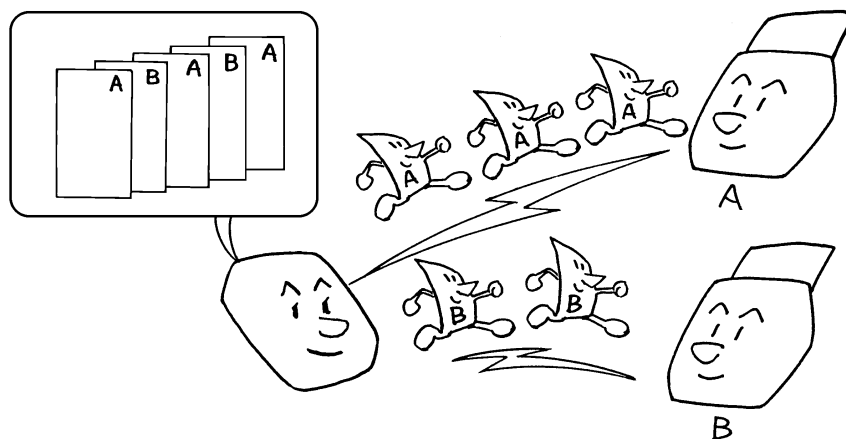
Pages can be sent up to 3 times before the machine gives up. If you wish to change the number of retries, contact a service technician.

ECM is switched on in your machine when it leaves the factory, to provide you with the ability to send accurate and complete documents as reliably as possible.

## Batch Transmission Optional (Memory Card or Hard Disk Required)

### Overview

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



### Example:

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

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

You must program a User Function Key to turn Batch Transmission On or OFF.

- If the light under that key is on, Batch Transmission is active.
- If the light is off, Batch Transmission is disabled. Press the User Function Key to use Batch Transmission.

You can set up more than one batch. In the example shown in the diagram above, you have set up two batches; one is for destination A and one is for destination B. In another example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

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

**Note:** You can have up to 50 fax messages in the same batch.  
Messages using Confidential Transmission cannot be put into a batch.

#### Cross-reference

Send Later: see page 35.

### Switching Batch Transmission On/Off

In a new machine, this setting is "On". If you wish to change this setting, use the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 06 are shown.  
The setting that you need to change is digit 4.
4. If you wish to change the setting, press 4 on the ten key pad.
5. Finish: **Yes** and **Function**.

SWITCH06 : 0001 0000

Digit 4

0: The home position setting is "Off". Batch Transmission will be disabled after transmission. Use this if you only wish certain transmissions to be batched. However, you will have to press the Batch Transmission User Function Key for every transmission you wish to be batched.

1: The home position is "On". If you use Batch Transmission, it will stay on for all transmissions, until you turn off the lamp under the User Function Key.

### Well Log Transmission

Using this feature, you can transmit a document that is longer than the maximum limit, without having to cut it up into separate sheets. However, you must contact a service technician to have this feature switched on. The name of this feature is taken from oil well borehole surveying. A well log is a vertical profile of a borehole, drawn to scale, showing important data. A well log can be several yards long.

#### Caution

If this feature is switched on permanently, users must stay by the machine while their documents are being scanned. This is because, if the document jams, the machine may take much longer than usual to recognize the jam; this could result in excessive wear and tear of the mechanical components of the scanner.

If a jam does occur, press the Stop key immediately.

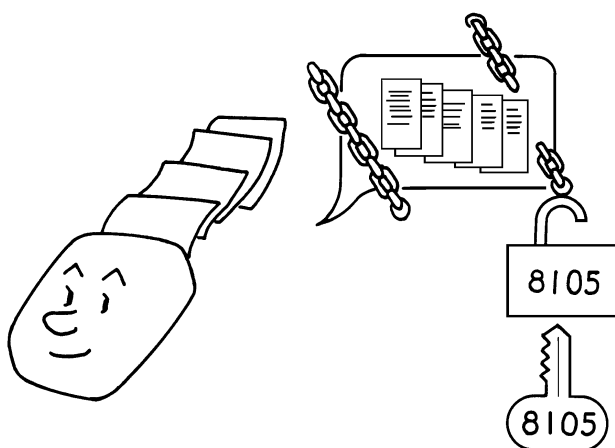
## RECEPTION

### Confidential Reception (Memory Card or Hard Disk Required)

#### Overview

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

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



- Notes:**
- For this feature to work properly, you must have stored the Confidential ID in advance.
  - The Confidential ID of both sender and receiver must be the same for this feature to work - if you are going to use it, arrive upon a mutually agreed code before hand.
  - If the machine's Confidential ID does not have any effect when trying to print a message, contact the sender and check whether they used Confidential ID Override to override your ID. Print the TCR to find out who the sender is, if necessary.
  - If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service technician for assistance.

#### **Cross-references**

Confidential ID: see page 100.      TCR: see page 176.

Confidential File Report: see page 102.

Confidential Transmission: see page 73.

Confidential ID Override: see page 73.

User Parameter List: see page 180.

**Storing a Confidential ID**

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

1. **Function 6 0 2 2 2 6 and 1.**

OWN ANALOG NUMBER			
<input type="button" value="YES"/>	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

CONFIDENTIAL ID			
<input type="button" value="YES"/>	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT	<input type="button" value="↓"/>

3. **Yes.**

CONFIDENTIAL ID	
ID SETTING	
<input type="text" value=""/>	<input type="button" value="YES"/> TO END

4. Input the Confidential ID that you will be using. Example: **6 7 5 4** from the ten key pad.

CONFIDENTIAL ID	
<input type="button" value="YES"/>	OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
<input type="text" value="6754"/>	

5. **Yes and Function.**

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

**Editing the Confidential ID**

1. **Function 6 0 2 2 2 6 and 1.**

OWN ANALOG NUMBER			
<input type="button" value="YES"/>	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

CONFIDENTIAL ID			
<input type="button" value="YES"/>	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT	<input type="button" value="↓"/>

3. **Yes.**

CONFIDENTIAL ID	
<input type="button" value="YES"/>	OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
<input type="text" value="6754"/>	

4. **No** and input a new confidential ID code  
Example: 8352.

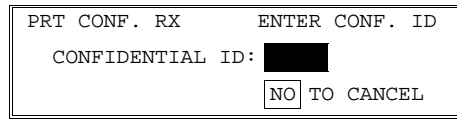
CONFIDENTIAL ID CODE	
<input type="button" value="YES"/>	OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
<input type="text" value="8352"/>	

5. **Yes and Function.**

**Printing a Confidential Fax Message**

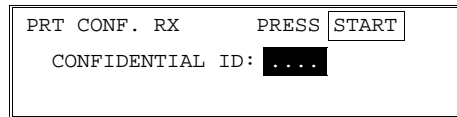
If the Receive File indicator is blinking, do the following to print the message.

1. **Function 5 and 5.**



2. Input the ID. Example: **6 7 5 4** from the ten key pad.

If you cannot output a confidential file with this ID, you have input the wrong ID or the sender may have over-ridden your ID. Contact your sender.



3. **Start.**

**NOTE:** If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature. To print the message which is memory locked, see page 107.



## Confidential File Report

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

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

You can switch this report on or off using Function 63. In a new machine, it is switched on at the factory.

1. **Function 6 0 2 2 2 6** and **3**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.

3. Press ▼ until the settings for 04 are shown. The settings you need to change is digit 0.

SWITCH 04 :0000 0000

Digit 0

0: Confidential file report is switched off.

1: Confidential file report is switched on

4. If you wish to change the setting press **0**.

5. Finish: **Yes** and **Function**.

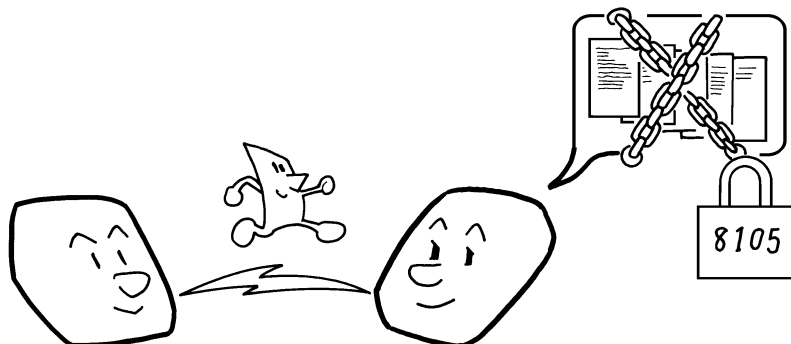
### **Cross-reference**

Personal Codes: see page 82.

If you wish, you can prevent unidentified senders from sending you confidential messages. See page 108.

## Memory Lock (Optional Memory Card or Hard Disk Required)

### Overview



To use Memory Lock, you must first:

- Store a Memory Lock ID.
- Switch Memory Lock on.

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

- Specify the senders whose messages you want to be lock in memory. Do this by programming the RTI, CSI or G4 TID of these senders
- Select the messages to store in memory:
  - a) All messages from specified senders.
  - b) All messages except those from specified senders.

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

ADVANCED FEATURES

**Cross-reference**

Confidential Reception: see page 99.

### Storing a Memory Lock ID

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

1. **Function 6 0 2 2 2 6 and 1.**

OWN ANALOG NUMBER			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

MEMORY LOCK ID			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

3. **Yes.**

MEMORY LOCK ID	
ID SETTING	<input type="button" value="YES"/> TO END
<input type="text" value=""/>	

4. Input the Memory Lock ID that you will be using. Example: **6 7 5 4** from the ten key pad.

MEMORY LOCK ID	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
<input type="text" value="6754"/>	

5. Store the ID: **Yes** and **Function**.

**Editing the Memory Lock ID**

1. **Function 6 0 2 2 2 6** and **1**.

OWN ANALOG NUMBER	
<input type="button" value="YES"/> TO SET	PREVIOUS <input type="button" value="↑"/>
<input type="button" value="NO"/> TO CANCEL	NEXT <input type="button" value="↓"/>

2. Press **▼** until the screen is as shown opposite.

MEMORY LOCK ID	
<input type="button" value="YES"/> TO SET	PREVIOUS <input type="button" value="↑"/>
<input type="button" value="NO"/> TO CANCEL	NEXT <input type="button" value="↓"/>

3. **Yes.**

MEMORY LOCK ID	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
<input type="text" value="6754"/>	

4. **No** and input a new number.

MEMORY LOCK ID	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
<input type="text" value="5478"/>	

5. **Yes** and **Function**.

**Switching Memory Lock On/Off**

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

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

**Note:** If you switch Memory Lock on, Forwarding will be automatically disabled.

1. **Function 6 0 2 2 2 6** and **2**.

PSTN LINE TYPE	SELECT	<input type="button" value="←"/>	<input type="button" value="→"/>
DP	<input type="text" value="TT"/>	<input type="button" value="↑"/>	
	<input type="button" value="YES"/> TO END	<input type="button" value="↓"/>	

2. Scroll through the features with **▼** until the screen is as shown opposite.

MEMORY LOCK	SELECT	<input type="button" value="←"/>	<input type="button" value="→"/>
ON	<input type="text" value="OFF"/>	<input type="button" value="↑"/>	
	<input type="button" value="YES"/> TO END	<input type="button" value="↓"/>	

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

PSTN LINE TYPE	SELECT	←	→
<b>ON</b>	OFF	↑	
	YES	TO	END ↓

- 4. Finish : **Yes** and **Function**.

If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See page 108.

**Specifying Which Senders Messages to Lock in Memory**

If you would like to receive information from only select locations into memory lock, you can program the RTI, CSI, G4 TID codes of those locations. A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI, CSI or G4 TID. When you specify the senders for memory lock, you must program a list of these codes.

- 1. **Function 6 0 2 2 2 2 8** and **4**.

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST. 0.

MEMORY LOCK SELECT	█
DEST. 6	PRINT LIST →
1.RTI PROG 2.RTI	NO TO CANCEL

- At this time, you can print an Authorized Reception List by pressing ▶ **Start**.

- 2. Either:

- Store some RTIs/CSIs/G4 TIDs: **1**. Go to step 3.

MEMORY LOCK	ENTER RTI/CSI
	NO TO CANCEL
██████████	ABC

- View the RTIs/CSIs/G4 TIDs that you have stored: **2**. Go to step 6. DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far, and the first in the list is now displayed.

MEMORY LOCK	NO TO CANCEL
DEST. 1/6	CLR: CLR
XYZ.CO.	↓

- Finish: **Function**.

- 3. Type in an RTI, CSI or G4 TID, then press **Yes**.

**?** Inputting labels and digits: see page 4.

MEMORY LOCK	NO TO CANCEL
STORE AS WILD CARD?	YES • NO
XYZ.CO.	

- 4. Either:

- Store this as a wild card: **Yes**.
- Otherwise: **No**.

MEMORY LOCK	ENTER RTI/CSI
	NO TO CANCEL
██████████	ABC

ADVANCED FEATURES

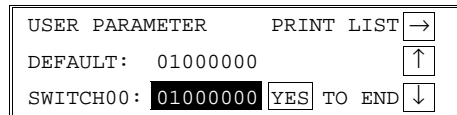
5. Either:
  - Enter another RTI, CSI or G4 TID: Go to step 3.
  - Finish: **Function**.
6. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.
  - It is not possible to edit an RTI/CSI/G4 TIDs; if you wish to do so, you must delete the incorrect entry and re-input it.
  - To delete the displayed RTI/CSI/G4 TIDs: **Clear**. Go to step 2.
  - When you have finished: **Function**.

**Selecting Which Messages to Lock in Memory**

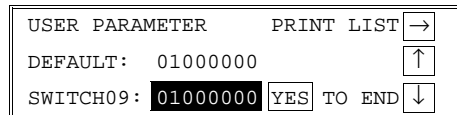
You have to select one of the following:

- Lock all messages from specified terminals.
- or
- Lock all messages except those from specified terminals.

1. **Function 6 0 2 2 2 6** and **3**.  
At this time, you can print a User Parameter List if you press ► and **Start**.



2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 09 are shown.



4. The setting that you need to change is that for digit 0 (double underlined) and 1 (underlined).  
Set one of the two as shown opposite.

When you want to lock incoming messages in memory from specified terminals;  
SWITCH09: 0000 0001

If you want to lock all incoming messages except those from specified terminals;  
SWITCH09: 0000 0011

**Printing from Memory Lock (Memory Card or Hard Disk Required)**

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

1. **Function 5 and 6.**

PRT MEM. LOCK	ID SETTING
MEMORY LOCK ID:	■■■■
	[NO] TO CANCEL

2. Input the Memory Lock ID.  
Example: **4 6 3 3** from the ten key pad.

PRT MEM. LOCK	PRESS	[START]
MEMORY LOCK ID:		■■■■

3. **Start.**

**NOTE:** If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.  
To print the message using the Confidential Reception, see page 101.

List of Special Terminals (Function 81)	Memory Lock On/Off (Function 62)	Lock messages from special terminals, or Print messages from special terminals (Function 63)	Result
Empty	On	Either	All messages are locked in memory.
Empty/Not empty	Off	Either	No messages are locked in memory.
Not empty	On	Listed	Only messages from special terminals are locked in memory.
Not empty	On	Non-listed	All messages are locked in memory <b>except</b> those from special terminals.

ADVANCED FEATURES

## Rejection of Messages from Unidentified Senders

If you wish, you can make the machine reject incoming messages that require storage to your machine's memory, if they are not accompanied with an identifier such as the RTI or CSI. Features that would be affected are Substitute Reception, Memory Lock, and Confidential Reception, Forwarding, and Action as a Transfer Station.

The procedure is as follows (see page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.

At this time, you can print a User Parameter List if you press **◀** and **Start**. The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<b>01000000</b>	YES TO END ↓

2. Press **▼** until the settings for switch 05 are shown.

The setting that you need to change is that for digit 1.

SWITCH05: 0000 0000

Digit 1 (Double Underlined)  
0: Messages are not rejected.  
1: Messages are rejected.

3. If you wish to change the setting, press **1** on the ten key pad.

4. Finish: **Yes** and **Function**.

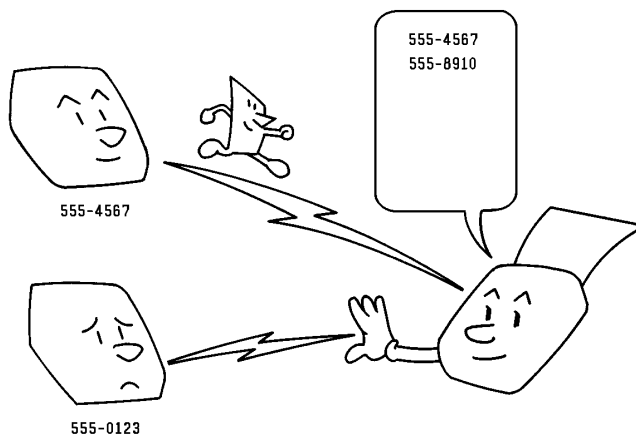
### Cross-references

Substitute Reception: see page 47. Confidential Reception: see page 99.  
Memory Lock: see page 103. Forwarding: see page 113.

## Authorized Reception

### Overview

This feature helps you to reject junk fax mail. It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.



To use this feature:

- Switch Authorized Reception on.
- Specify the senders whose messages you want accept. Do this by programming the RTI/CSI/G4 TID's of these senders. (Ask the sending party what their RTI/CSI/G4 TID is. Or make a communication with that terminal, print a TCR and read off the RTI/CSI/G4 TID.)  
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI, CSI or G4 TID. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
- Select the messages to accept, either
  - a) All messages from specified senders
  - b) All messages except those from specified senders.

If the sender's RTI/CSI/G4 TID is not the same as any of those that you have programmed into this feature, the message will not be accepted.

The number of RTI/CSI/G4 TID's that you can store for use with this feature is limited to 30. However, you can use Wild Cards to extend the number of RTI/CSI/G4 TID's that you can specify.

**Note:** If you turn Authorized Reception on and you do not program any senders' RTI/CSI/G4 TID's, your machine will not accept any messages. If one of the authorized terminals changes their RTI/CSIG4 TIDs, you have to change the stored RTI/CSI/G4 TIDs also. Otherwise, your machine cannot identify the senders as Specified Senders. Then, you will not be able to accept messages from that sender any more with the current setting.



**Cross-references**

RTI and CSI: see page 281.

Wild Cards: see page 123.

TCR: see page 176.

**Switching Authorized Reception On/Off**

Before you use Authorized Reception, you have to switch it on using Function 62. If it is switched off, the machine will accept any incoming fax message.

1. **Function 6 0 2 2 2 2 6** and **2**.

PSTN LINE TYPE	SELECT	←	→
DP	TT		↑
	YES	TO	END
			↓

2. Scroll through the list of features with ▼ until the screen is as shown opposite. Press **Yes**.

AUTHORIZED RECEPTION SELECT	←	→
ON	OFF	↑
	YES	TO
		END
		↓

3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes** and **Function**.

**Programming the List of the Senders for Authorized Reception**

A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI, CSI or G4 TID code. When you specify the senders for authorized reception, you must program a list of these codes.

1. **Function 6 0 2 2 2 2 8** and **1**.

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST. 0.

- At this time, you can print a Specified Terminal List by pressing ▶ **Start**.

AUTHORIZ. RX SELECT	
DEST. 6	PRINT LIST →
1.RTI PROG 2.RTI	NO TO CANCEL

2. Either:

- Store some RTIs/CSIs/G4 TIDs: **1**. Go to step 3.

AUTHORIZ. RX	ENTER RTI/CSI
	NO TO CANCEL
	ABC

- View the RTIs/CSIs/G4 TIDs that you have stored so far: **2**. Go to step 6.


DEST. 1/6 means that there are 6 RTIs/CSIs/G4 TIDs programmed so far, and the first in the list is now displayed.

- Finish: **Yes**.

AUTHORIZ. RX	NO TO CANCEL
DEST. 1/6	CLR: CLR
XYZ. CO.	↓

- 3. Type in an RTI, CSI or G4 TID, then press **Yes**.

AUTHORIZ. RX	
STORE AS WILD CARD?	<input type="checkbox"/> YES • <input type="checkbox"/> NO
XYZ. CO.	

- 4.  Label input and editing: see page 4.

- Store this RTI as a wild card: **Yes**.
- Otherwise: **No**.

AUTHORIZ. RX	ENTER RTI/CSI
<input type="checkbox"/> NO TO CANCEL	
████████████████████ ABC	

- 5. Either:
  - Enter another RTI, CSI or G4 TID: Go to step 3.
  - Finish: **Function**.
- 6. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with m.
  - It is not possible to edit an RTI/CSI/G4 TID; if you wish to do so, you must delete the incorrect entry and re-input it.
  - To delete the displayed RTI/CSI/G4 TID: **Clear**. Go to step 2.
  - When you have finished: **Function**.

**Note:** When you program a G4 TID, program "Country Code" "-" "Telephone Number" "=" "Terminal ID Code". Program "-" and "=" in the way to store symbols.

**Selecting Which Messages to Accept**

You can select one of the following two things.

- Only accept incoming messages from the specified senders whose RTI/CSI's are programmed.
- Accept all incoming messages except those from the Specified Senders whose RTI/CSI/G4 TID are programmed.

- 1. Function **6 0 2 2 2 2 6** and **3**.  
The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	<input type="button" value="→"/>
DEFAULT:	01000000	<input type="button" value="↑"/>
SWITCH00:	01000000	<input type="button" value="YES"/> TO END <input type="button" value="↓"/>

ADVANCED FEATURES

2. Press **m** until the settings for switch 08 are shown.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH08:	<u>01000000</u> YES	↓

The settings that you need to change are digit 2 (double underline) and 3 (single underline).

3. Set one of the two as shown opposite  
Press **2** of the ten key pad to change the setting of digit 2. Press **3** to change the setting of digit 3.

If you want to accept all incoming messages from the special terminals.

SWITCH08: 0000 0100

If you want to accept all incoming messages except those from the special terminals.

SWITCH08: 0000 1100

4. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Authorized Reception on/off (Function 62)	Accept messages from special terminals listed or not listed (Function 63)	Result
Empty	On	Either	No messages are accepted.
Empty/Not empty	Off	Either	All messages are accepted.
Not empty	On	Listed	Only messages from special terminals are accepted.
Not empty	On	non-listed	All messages are accepted <b>except</b> those from special terminals.

**Note:** The combined maximum number of Special Terminals that you can program for the features below is 30 (50 when the optional Function Upgrade Card is installed).

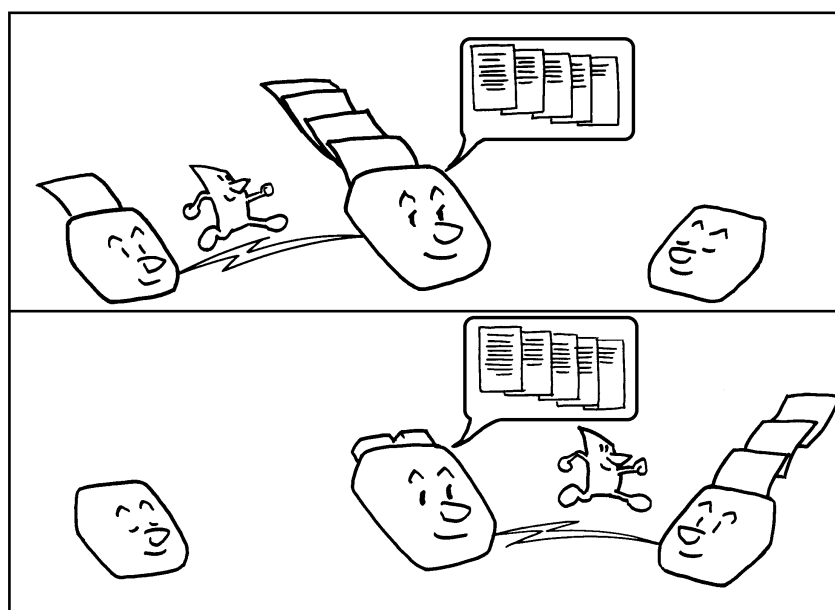
- Authorized Reception
- Forwarding
- Multi-copy
- Memory Lock
- Disk File
- Specified Cassette Selection

## Forwarding (Memory Card or Hard Disk Required)

### Overview

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called "forwarding terminals".

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.



To set up Forwarding, program your machine as follows:

- Program the phone numbers of the forwarding terminals that you will use.
- Specify the senders whose messages you want to forward. (Ask the sending party what their RTI/CSI/G4 TID is. Or make a communication with that terminal, print a TCR and read off the RTI/CSI/G4 TID.)  
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI, CSI or G4 TID. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
- Select the messages to forward, either:
  - a) All messages from specified senders.
  - b) All messages except those from specified senders.

If the RTI/CSI/G4 TID of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

**Note:** Messages received with the following features are not forwarded:  
Confidential Reception, Memory Lock and Polling Reception

**Notes:**

Your machine prints all the messages that it forwards. If you do not want to do this, change the setting of the user parameter (Function 63) switch 11 bit 6 to '0'.

You can select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the output. This mark brings to the other party's attention that this message has been forwarded. See page 8 for more about the Forwarding Mark.

If one of the senders changes their RTI/CSI/G4 TIDs, you must change the stored RTI/CSI/G4 TIDs, or you will not be able to forward messages from that sender.

**Cross-references**

RTI and CSI: see page 281.

Wild Cards: see page 123.

TCR: see page 176.

**Programming the Forwarding Feature**

This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

1. **Function 6 0 2 2 2 2 8 and 2.**

To print a specified terminal list, press ►.

FORWARDING	SET FORWARD. CODE
NO. [REDACTED]	PRINT LIST [→]
	[NO] TO CANCEL

2. Input a two digit code from 01 to 05 for a forwarding station number.

Example: 02

FORWARDING	[YES] OR [NO]
NO. [02] DEST. 0	[↑]
	[↓]

- DEST.0 on the opposite display shows that there are no RTIs/CSIs/G4 TIDs stored so far for this forwarding station.


3. **Yes.**

FORWARDING	ENTER FAX NUMBER
NO. 02	[NO] TO CANCEL
[REDACTED]	

4. Input the telephone number of this forwarding station.

- If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine.

Then press **Yes**.

-  See page 25 for how to dial.  
Do not use the handset.

FORWARDING	SELECT	<input type="checkbox"/>
NO. 02 DEST.0		
1.RTI	PROG	2.RTI
		<input type="button" value="YES"/> TO END

5. Either:

- If you wish **all** incoming messages to be forwarded to this station:  
Do not store any RTIs/CSIs/G4 TIDs for it.  
Instead: **Yes**.  
Then either go to step 2 to program another forwarding station,  
or press **Function** to finish.

- If you only wish messages from certain senders to be forwarded to this station:  
Input their RTIs, CSIs or G4 TIDs (messages from senders other than these will not be forwarded to this station):  
Press **1**, then go to step 6.

FORWARDING	ENTER RTI/CSI
<input type="button" value="NO"/> TO CANCEL	
[REDACTED] ABC	

- View the RTIs/CSIs/G4 TIDs that you have stored so far: **2**. Go to step 9.  
DEST 1/6 means that there are 6 RTIs/CSIs/G4 TIDs stored so far, and the first in the list is now displayed.

FORWARDING	<input type="button" value="NO"/> TO CANCEL
NO.01 DEST. 1/6	CLR: <input type="button" value="CLR"/>
XYZ. CO.	

- Finish storing RTIs/CSIs/G4 TIDs for this forwarding station and input another forwarding station number: **Yes**. Go to step 2.
- Finish: **Function**

6. Type in an RTI, CSI or G4 TID, then press **Yes**.

- You can program up to 10 Special Terminals for each Forwarding station and up to 30 Special Terminals in total.

FORWARDING
STORE AS WILD CARD? <input type="button" value="YES"/> • <input type="button" value="NO"/>
XYZ. CO.

7. Either:

- Store this RTI as a wild card, press **Yes**.
- Otherwise: **No**.

FORWARDING	ENTER RTI/CSI
<input type="button" value="NO"/> TO CANCEL	
[REDACTED] ABC	

8. Either:

- Enter another RTI, CSI or G4 TID: Go to step 6.
- Finish: **No**. Go to step 5.

9. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.

- To delete the displayed RTI/CSI/G4 TID: **Clear**.
- When you have finished: **No**. Go to step 5.

ADVANCED FEATURES

**Editing the Forwarding Feature**

1. **Function 6 0 2 2 2 2 8 and 2.**

FORWARDING	SET FORWARD. CODE
NO. [ ]	PRINT LIST [→]
	[NO] TO CANCEL

2. Input the code number of the forwarding station that you wish to edit. Then press **Yes**.

- See the Forwarding List for a list of these codes.

FORWARDING	[YES] OR [CLR] • [NO]
NO. 01	
[212553456]	

3. Either:

- Erase this forwarding station number and all RTIs/CSIs/G4 TIDs stored with it:  
Press **No** x 2, then **Yes** to erase. Go to step 2.

- Edit this forwarding station's telephone number.  
If it is correct: **Yes**.  
DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far for this forwarding station.

FORWARDING	SELECT [ ]
NO.01 DEST.6	
1.RTI PROG 2.RTI	[YES] TO END

4. Either:

- To add RTIs/CSIs/G4 TIDs to this number: **1**  
Go to step 6.

FORWARDING	
STORE AS WILD CARD?	[YES] • [NO]
XYZ. CO.	

- To view or delete RTIs/CSIs/G4 TIDs allocated to this number: **2**.  
Go to step 5.  
DEST. 1 / 6 means that there are 6 RTIs/CSIs/G4 TIDs programmed so far for this forwarding station, and the first in the list is now displayed.

FORWARDING	[NO] TO CANCEL
NO.01 DEST.1/6	CLR: [CLR]
XYZ. CO.	

- If you wish to view another forwarding station number: **Yes**.  
Go to step 2.

FORWARDING	SET FORWARD. CODE
NO. [ ]	PRINT LIST [→]
	[NO] TO CANCEL

- Finish: **Function**.

- 5. ▼ until the RTI/CSI/G4 TID that you wish to delete appears.

FORWARDING	SELECT	█
NO. 02 DEST.0		
1.RTI	PROG	2.RTI
		YES TO END

To delete the RTI/CSI/G4 TID: **Clear**, then go to step 4.

- It is not possible to edit an RTI/CSI/G4 TID; if you wish to do so, you must delete the incorrect label and store a new one.

**Caution:** If you delete all the RTIs, CSIs and G4 TIDs for a forwarding station, you must also delete the forwarding station (see step 3). If you do not do this, all incoming messages will be forwarded to that station.

- 6. Type in an RTI, CSI or G4 TID, then press **Yes**.

FORWARDING	
STORE AS WILD CARD?	YES * NO
XYZ. CO.	

**?** Inputting labels: see page 4.

- 7. Either:
  - Store this RTI as a wild card: **Yes**.
  - Otherwise: **No**.
- 8. Either:
  - Input another RTI/CSI/G4 TID for this forwarding station: go to step 6.
  - Finish working on this forwarding station: **No**. Go to step 4.
  - Finish: **Function**.

**Selecting Which Messages to Forward**

You have to select one of the following two things.

- Forward all incoming messages from specified senders.
- or
- Forward all incoming messages except those from specified senders.

- 1. **Function 6 0 2 2 2 6** and **3**.  
The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

- 2. Press ▼ until the settings for switch 08 are shown.  
The settings that you need to change are digit 6 (double underline) and 7 (single underline).

SWITCH 08: 0000 0000

ADVANCED FEATURES



3. Set one of the two as shown opposite

Press **6** of the ten key pad to change the setting of digit 6.  
 Press **7** to change the setting of digit 7.

If you want to forward all incoming messages from special terminals.

SWITCH8: 0100 0000

If you want to forward all incoming messages except those from special terminals.

SWITCH8: 1100 0000

4. Finish: **Yes** and **Function**.

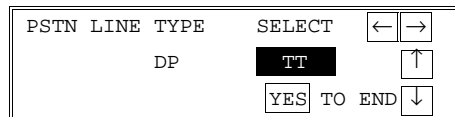
**Switching Forwarding On/Off**

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

After you switch Forwarding on, <FORWARD> is displayed on the operation panel when the machine is in standby mode.

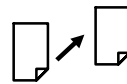
**Note:** Forwarding cannot be switched on if Memory Lock is switched on. If you wish to use Forwarding, you must switch Memory Lock off.

1. **Function 6 0 2 2 2 2 6** and **2**.



2. Scroll through the list of features with ▼ and ▲ until "FORWARDING" appears.
3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes** and **Function**.

**Enabling and Disabling the Forwarding Mark**

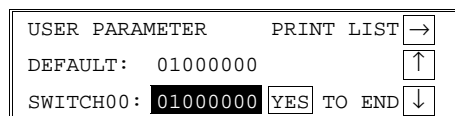


The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6** and **3**.

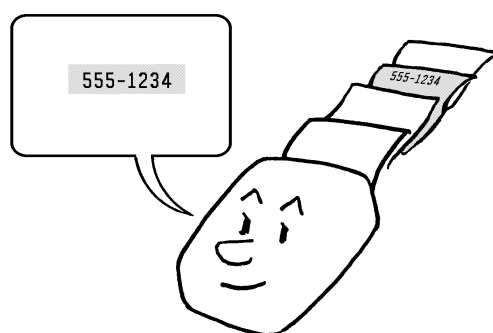
The settings for switch 00 are now shown on the bottom line of the display.



2. Press ▼ until the settings for switch 02 are shown. SWITCH02: 0000 0000  
 The setting that you need to change is digit 0. Digit 0 (Double Underlined)  
 0: Forwarding Mark is Off  
 1: Forwarding Mark is On
3. If you wish to change the setting, press **0** on the ten key pad.
4. Finish: **Yes** and **Function**.

## Specified Cassette Selection (Optional Paper Feed Unit Required)

### Overview



This feature is only available if your machine has more than one cassette. Using this feature, you can direct fax messages from certain senders to be printed from the upper cassette.

#### **Example:**

Put yellow paper in the upper cassette. Then, messages from head office can be printed out on yellow paper; this will make it easy for you to see when a message from head office has arrived.

To direct messages from a particular sender to a special cassette:

- Program the RTI, CSI or G4 TID of the sender. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a TCR, and read off the RTI/CSI/G4 TID.)  
 If the other party is using a machine made by another maker, they may not be familiar with the terms RTI, CSI or G4 TID. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
- Switch Specified Cassette Selection on.
- Select the messages to be printed from upper cassette.
  - a) All messages from specified senders
  - b) All messages except those from specified senders.

If the RTI/CSI/G4 TID is not the same as any of those that you have programmed into this feature, the incoming message will be printed on paper from the normally-used cassette.

The number of RTI/CSI/G4 TID's that you can store for use with this feature is 10. You can use Wild Cards to extend the number of RTI/CSI/G4 TID's that you can specify.

**Note:** If one of the senders changes their RTI/CSI/G4 TID, you have to change the stored RTI/CSI/G4 TID also. Otherwise, messages from that sender will no longer be sent to the required cassette.

**Cross-references**  
 RTI and CSI: see page 281. Wild Cards: see page 123.  
 TCR: see page 176.

**Programming the Specified Cassette Selection Feature**

1. **Function 6 0 2 2 2 8 and 6.**  
 DEST.6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST.0.

CST SELECT	SELECT <input type="checkbox"/>
DEST.6	PRINT LIST <input type="button" value="→"/>
1.RTI PROG 2.RTI	<input type="button" value="NO"/> TO CANCEL

- At this time, you can print a Specified Cassette Selection List by pressing **▶ Start**.

2. Either:

- Store some RTIs/CSIs/G4 TIDs: 1. Go to step 3.

CST SELECT	ENTER RTI/CSI
<input type="button" value="NO"/> TO CANCEL	ABC
<div style="background-color: black; width: 100px; height: 15px; margin: 0 auto;"></div>	

- View the RTIs/CSIs/G4 TIDs that you have stored so far: 2. Go to step 6.

CST SELECT	<input type="button" value="NO"/> TO CANCEL
DEST.1/6	CLR: <input type="button" value="CLR"/>
XYZ. CO.	<input type="button" value="↓"/>

3. Type in an RTI, CSI or G4 TID using a Quick Dial Key or the ten key pad then press **Yes**.

CST SELECT	STORE AS WILD CARD? <input type="button" value="YES"/> • <input type="button" value="NO"/>
XYZ. CO.	

4. Either:

- Store this RTI as a wild card: **Yes**.
- Otherwise: **No**.

CST SELECT	ENTER RTI/CSI
<input type="button" value="NO"/> TO CANCEL	ABC
<div style="background-color: black; width: 100px; height: 15px; margin: 0 auto;"></div>	

5. Either:

- Enter another RTI, CSI G4 TID: Go to step 3.
- Finish: **Function**.

6. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with **▼**.

- It is not possible to edit previously stored RTIs/CSIs/G4 TIDs; if you wish to do so, you must delete the incorrect label and store a new one.

- To delete the displayed RTI/CSI/G4 TID: **Clear**.
- When you have finished: **Function**.

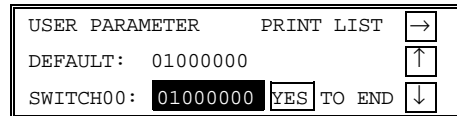
**NOTE:** Messages from senders that have RTI/CSI/G4 TIDs that match those that were input using the above procedure will be printed using the first (upper) paper cassette.  
 If there is no paper in the upper cassette, messages from the specified senders will be stored in the memory (substitute reception).  
 If there is no paper in the lower cassette, messages from other senders will be stored in the memory.

**Selecting Which Messages to Print from the Specified Cassette**

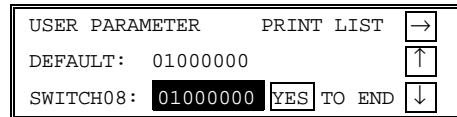
You can select one of the following two things.

- Print messages from the specified senders whose RTI/CSI/G4 TID are programmed from the upper cassette.
- Print all messages except those from the specified senders whose RTI/CSI/G4 TID are programmed from the upper cassette.

1. Function **6 0 2 2 2 6** and **3**.  
 The settings for switch 00 are now shown on the bottom line of the display.



2. Press **m** until the settings for switch 08 are shown.  
 The settings that you need to change are digit 4 (double underline) and 5 (single underline).



3. Set one of the two as shown opposite  
 Press **4** on the ten key pad to change the setting of digit 4. Press **5** to change the setting of digit 5.

If you want to print all incoming messages from the specified senders.

SWITCH08: 00 01 0000

If you want to print all incoming messages except those from the specified senders.

SWITCH08: 00 11 0000

4. Finish: **Yes** and **Function**.

ADVANCED FEATURES

### Switching Specified Cassette Selection On/Off

Before you use this feature, you have to switch it on using Function 62.

1. **Function 6 0 2 2 2 2 6 and 2.**

PSTN LINE TYPE	SELECT	←	→
DP	TT	↑	
	YES	TO	END
			↓

2. Scroll through the list of features with ▲ and ▼ until CASSETTE SELECTION appears.
3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes Function.**

List of Special Terminals	Specified Cassette on/off (Function 62)	Print messages from from the Upper Cassette listed or not listed (Function 63)	Result
Empty	On	Either	All messages are printed from the upper cassette.
Empty/Not empty	Off	Either	No messages are printed from the upper cassette.
Not empty	On	Listed	Only messages from special terminals are printed from the upper cassette.
Not empty	On	non-listed	All messages are printed from the upper cassette, except those from special terminals.

## Wild Cards

This feature greatly enhances the effectiveness of the following features:

- Authorized Reception
- Forwarding
- Memory Lock
- Multi-Sort Document
- Specified Cassette Selection
- Memory Disk File

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI or CSI of the other terminal, and acts accordingly.

When you program RTIs for these features, you can program wild cards to greatly expand the number of terminals that you can receive from.

### Example:

If you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you don't have to store the RTI of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the RTIs of all XYZ branches contain an "XYZ" somewhere in the RTI, messages coming in from them will be accepted, and sent on to head office.

### CAUTION

This feature cannot recognize spaces.

### Example:

If you store MAN as a wild card, and a terminal with an RTI that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

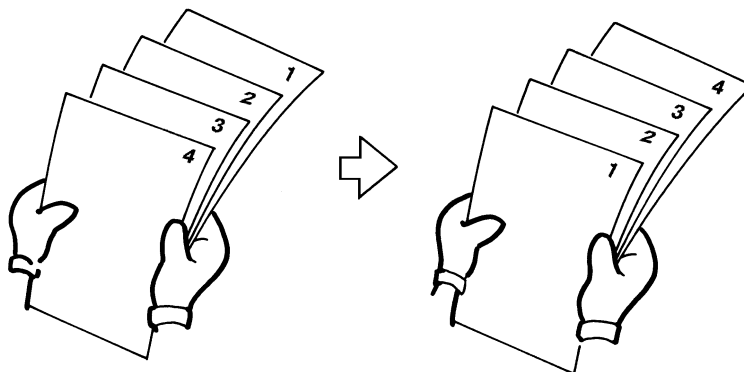
### Cross-references

Authorized Reception: see page 109.

Forwarding: see page 113.

RTI and CSI: see page 281.

## Reverse Order Printing (Optional Memory Card or Hard Disk Required)



Normally, the machine prints the pages of received messages in the order that they were received uncollated.

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and more convenient for reading them.

Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**

The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<b>01000000</b>	YES TO END ↓

2. Press ▼ until the settings for switch 10 are shown.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH10:	<b>01000000</b>	YES TO END ↓

3. The setting that you need to change is digit 0 (Double Underlined).

SWITCH10: 0000 0001

Digit 0 (Double Underlined)

0: This feature is Off.

1: This feature is On.

4. If you wish to change the setting, press **0** on the ten key pad.
5. Finish: **Yes** and **Function**.

## Multi-sort Document Reception (Memory Card or Hard Disk Required)

Using this feature, more than one copy of each incoming fax message can be printed. You may also choose to have more than one copy from only select senders. This feature eliminates the extra steps needed to have someone make photocopies.

For example, if you switch this feature on overnight, you will not have to make distribution copies of the messages that came in during the night. However, the paper in the cassette will be used up much faster.

To use multi-sort document reception, you must first:

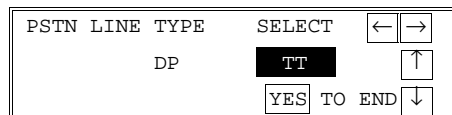
- Switch multi-sort on. (Function 62)
- Set the number of copies. (Function 83)
- Specify the senders whose messages you want to multi-sort. Do this by programming the RTI, CSI or G4 TID of these senders. (Function 83)
- Select the messages to multi-sort copied: (Function 63)
  - a) All messages from specified senders.
  - b) All messages except those from specified senders.

Cross-reference  
 Reverse Order Printing: see page 124.      Copying an Original: see page 168.

### Switching Multi-Sort On or Off

Before you can make multiple copies, you have to switch it on using Function 62.

1. **Function 6 0 2 2 2 2 6** and **2**.
2. Scroll through the list of features with ▼ until the screen is as shown opposite.
3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes** and **Function**.



ADVANCED FEATURES



**Setting the Number of Copies and the Senders for a Multi-Sort Document**

1. **Function 6 0 2 2 2 8 and 3.**

```
MULTISORT RX   ENTER 1-9 COPY
ENTER # COPY:  1 COPY(S)
                YES TO END
```

2. Input the number of copies that you need, then press **Yes**.  
Copies of incoming faxes will be collated.

```
MULTISORT      SELECT █
DEST.0         PRINT LIST →
1.RTI PROG. 2.RTI  NO TO CANCEL
```

NOTE: Maximum number of copies: 9  
To use Multi-sort Document Reception, you must switch Reverse Order Printing on. See page 145 for how to do this.

3. Either:

- Print a specified terminal list: press **▶** and **Start**.
- Store some RTIs/CSIs/G4 TIDs: **1**.  
Go to step 4.

```
MULTISORT RX   ENTER RTI/CSI
                NO TO CANCEL
                ██████████ ABC
```

- View the RTIs/CSIs/G4 TIDs that you have stored so far: **2**. Go to step 7.

```
MULTISORT RX   NO TO CANCEL
DEST.1/6       CLR: CLR
XYZ. CO.
```

4. Type in an RTI, CSI or G4 TID, then press **Yes**.

```
MULTISORT
STORE AS WILD CARD? YES . NO
XYZ. CO.
```

**?** Inputting and editing labels:  
see page 4.

5. Either:  
Store this RTI as a wild card: **Yes**.  
Otherwise: **No**.

```
MULTISORT RX   ENTER RTI/CSI
                NO TO CANCEL
                ██████████ ABC
```

6. Either:

- Enter another RTI, CSI or G4 TID: Go to step 4.
- Finish: **Function**.

7. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.
  - It is not possible to edit previously stored RTIs/CSIs/G4 TIDs; if you wish to do so, you must delete the incorrect label and store a new one.
  - To delete the displayed RTI/CSI/G4 TID: **Clear**.
  - When you have finished: **Function**.

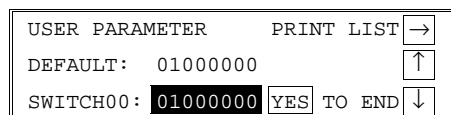
NOTE: Messages from senders that have RTI/CSIs/G4 TIDs that match those that were input using the above procedure will be printed using the first (upper) paper cassette.  
 If there is no paper in the upper cassette, messages from the specified senders will be stored in the memory (substitute reception).  
 If there is no paper in the lower cassette, messages from other senders will be stored in the memory.

**Selecting Specified Senders for Multi-Sort**

You have to select one of the following:

- Only Multi-Sort messages from specified senders
- or
- Multi-Sort all messages except those from specified senders.

1. **Function 6 0 2 2 2 6 and 3.**



**Yes.**

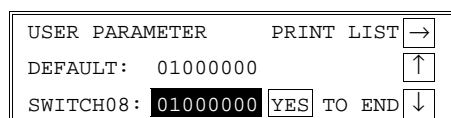
The settings for switch 00 are now shown on the bottom line of the display.

2. Press ▼ until the settings for switch 08 are shown.

The settings that you need to change are digit 0 (double underline) and 1 (single underline).

Press **0** on the ten key pad to change the setting of digit 0.

Press **1** to change the setting of digit 1.



SWITCH08: 0000 000

ADVANCED FEATURES

## 3. Set one of the two as shown opposite:

When you want to Multi-sort all incoming messages from special terminals.

SWITCH08: 0000 0001

When you want to Multi-sort all incoming messages except those from special terminals

SWITCH08: 0000 0011

4. Finish: **Yes** and **Function**

List of Special Terminals (Function 81)	Multi-sort on/off (Function 62)	Multi-sort from the special terminals listed or not listed (Function 63)	Result
Empty	On	Either	All messages are multi-sorted.
Empty/Not empty	Off	Either	No messages are multi-sorted.
Not empty	On	Listed	Only messages from special terminals are multi-sorted.
Not empty	On	non-listed	All messages are multi-sorted <b>except</b> those from special terminals.

## Center Mark

If you switch this feature on, a mark is printed halfway down each received page on the left hand side. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

The center mark is not printed when you use the machine for making copies.

To switch this feature on, do the following. (See page 7 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.

Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<u>01000000</u>	YES TO END ↓

2. Press **▼** until the settings for switch 02 are shown.

The setting that you need to change is digit 1 (Double Underlined).

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH02:	<u>01000000</u>	YES TO END ↓

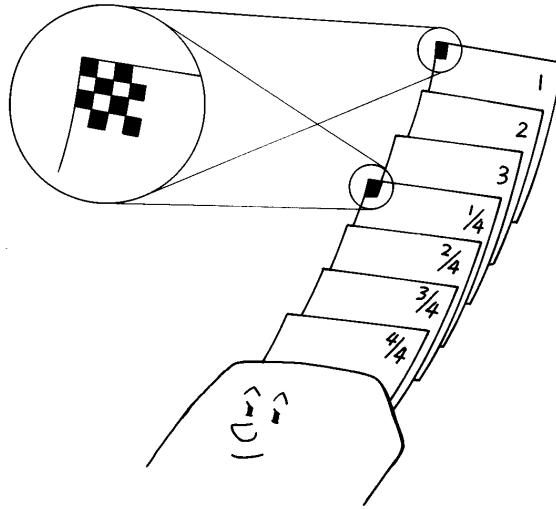
SWITCH02: 0000 0010

Digit 1 (Double Underlined)

- 0: The center mark will not be printed
- 1: The center mark will be printed

3. If you wish to change the setting, press **1** on the ten key pad.
4. Finish: **Yes** and **Function**.

## Checkered Mark



The machine prints a checkered mark in the top left corner of the first page of received messages. Using this mark, you can find the first page easily. This makes it easier for you to separate the messages that are lying in the copy tray. To switch this feature on or off, do the following. (See page 7 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 02 are shown.  
The setting that you need to change is digit 4.

SWITCH00: 00000000

SWITCH02: 00000000

Digit 4

0: The checkered mark will not be printed.

1: The checkered mark will be printed.

4. If you wish to change the setting, press 4.
5. Finish: **Yes Function.**

## Reception Time

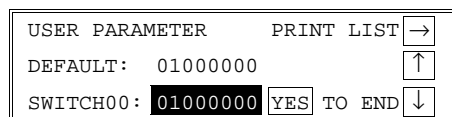
When you receive a message, the time is printed at the top of the page. However, this is the time at the transmitting end. To check the local time, you have to print the TCR.

However, if you switch on Reception Time, the local time is also printed on each page that you receive. The time is taken from your machine's internal clock, and is the same as the time that will be printed on the TCR. Switch this feature on if you often receive fax messages from other countries.

Cross-references  
 TCR: see page 176.      Date and Time: see page 280.

To switch this feature on, do the following. (See page 7 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.



2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 01 are shown.  
The setting that you need to change is digit 2.

SWITCH00: 00000000

SWITCH01: 00000000

Digit 2  
 0: The reception time will not be printed.  
 1: The reception time will be printed.

4. If you wish to change the setting, press **2**.
5. Finish: **Yes Function**.

**Note:** If the message is in the memory for a while (for example confidential reception, memory lock or substitute reception), the printing time is printed at the top of the page.

## Length Reduction

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image so that it will fit on one page, if the image length is within the following limits.

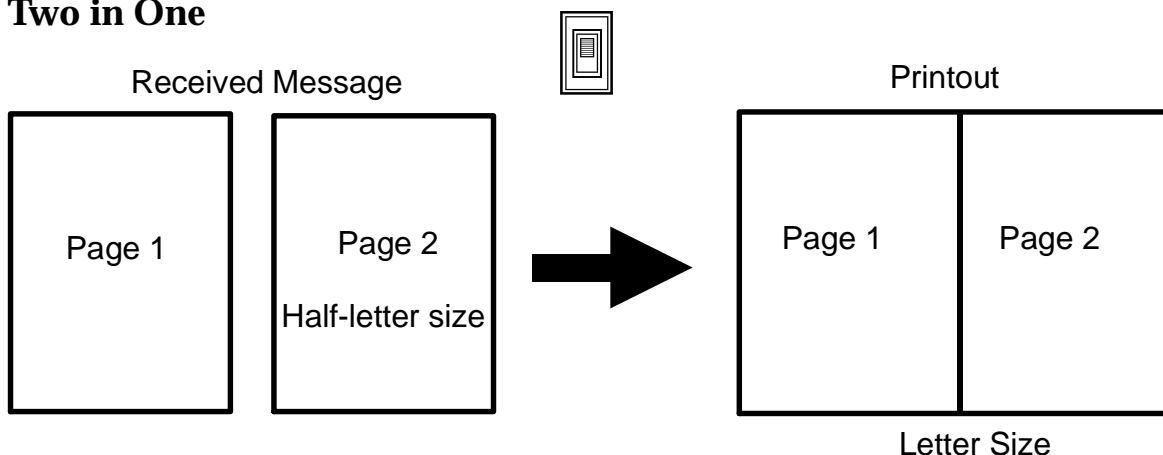
Paper size in the cassette	Maximum reducible incoming page length
Letter (11")	14.4"
Legal (14")	18.3"

If the received image is longer than the above limits, there is no reduction and the image is split up and printed on two sheets of paper. Normally, the last 0.4 inch of the received image will be repeated at the beginning of the next page.

However, if you wish, the second page can continue from where the first page ended.

Contact your service representative if you require any adjustments to this feature.

## Two in One



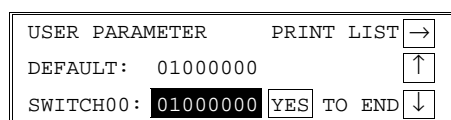
This feature helps you conserve paper. If the size of the incoming page is half the size of the paper in the cassette, the machine will print out two pages on one sheet of paper.

In the example shown above, somebody is sending your machine two sheets of half-letter sized paper and your machine is printing them out on one letter sized sheet.

- Note:**
- The effectiveness of this feature depends on the sizes of paper stocked in your machine's cassettes.
  - If you have legal size paper installed, the machine will print the two pages on one piece of legal size paper.
  - If Two in One is switched on, you will not be able to print out more than one copy of an incoming fax message using Multi-sort Document Reception.

To switch this feature on, do the following. (See page 7 if you need more information about the User Parameter settings adjustment procedure).

1. Function **6 0 2 2 2 6** and **3**



2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 10 are shown.  
The setting that you need to change is digit 1.

SWITCH00: 00000000

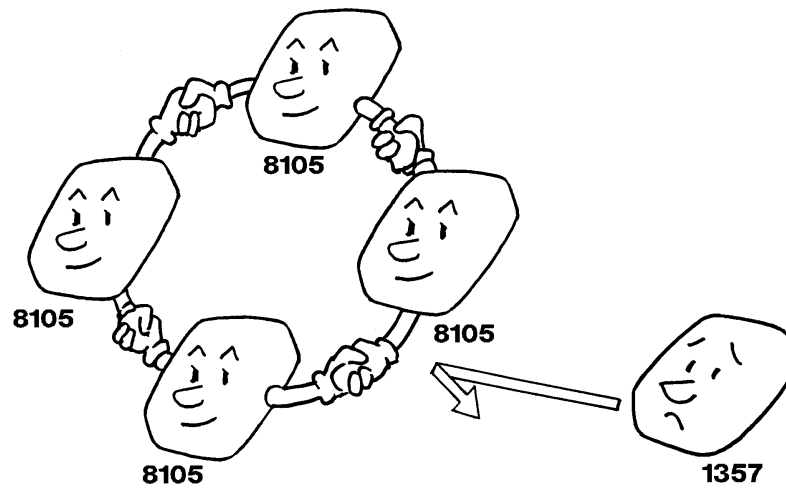
SWITCH10: 00000000

Digit 1  
0: Two in One is disabled.  
1: Two in One in enabled.

4. If you wish to change the setting, press **1**.
5. Finish: **Yes Function**



## Closed Network (Reception)



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

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

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

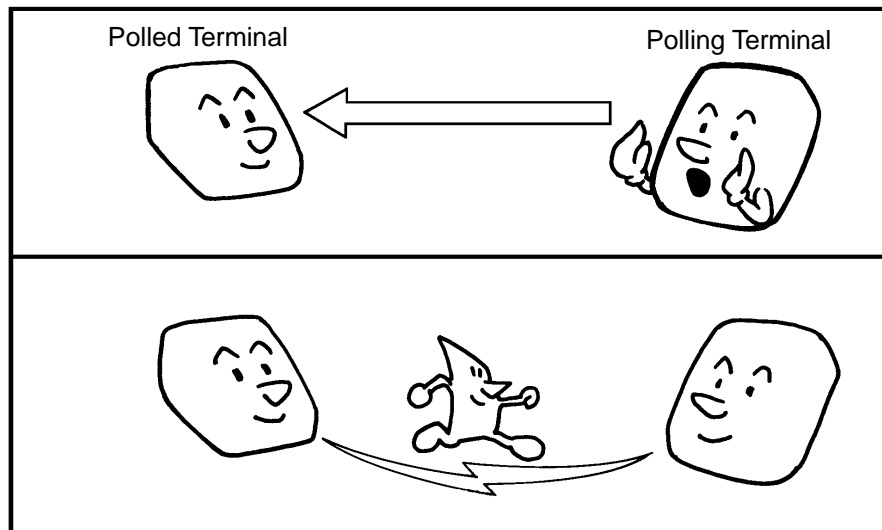
Cross-references  
ID Codes: see page 56.

## OTHER

### Polling

#### Overview

Polling means "picking up" a document that has been left for you at a remote fax terminal. You can also leave a document in your machine's memory for other machines to poll from you.



- With polling, telephone line costs are charged to the person receiving the message (the polling terminal).
- Polling can only be used when both machines have the Polling feature.

## Polling Transmission

Use Polling Transmission when you wish to leave a document in the memory for others to pick up.

You cannot specify the telephone number of the polling terminal (the terminal that you wish to poll your document), but using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

There are three types of Polling Transmission.

**Free Polling:** Anybody can poll the message from the polled machine's memory.

**Secured Polling:** The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

**Stored ID Override:** There are two ways to use this feature:

- If your ID Code is different from that of the other terminal, you can use the other terminal's ID Code just for this transmission (ask the other terminal's operator what their ID Code is). Your machine's stored ID Code will be ignored.
- For extra security, both parties can specify an ID Code just for this communication. The ID Codes of both machines will be ignored. All communicating parties need to coordinate their ID Codes in this case.

Only one document can be stored in the memory for Free Polling, and only one can be stored for Secured Polling. However, with Stored ID Override, you can store more than one file, but you must use a different ID for each file.

Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer.

### **Cross-reference**

ID Code: see page 56.

## Free Polling

1. Place your document in the feeder.

MEMORY TRANS.      OPTIONS    ↓

ENTER FAX NUMBER

[REDACTED]

2. **Function 1 5.**



See page 139 for the options that are available with Polling Transmission.

FREE POLLING.      OPTIONS    ↓

PRESS [START]

3. **Start.**

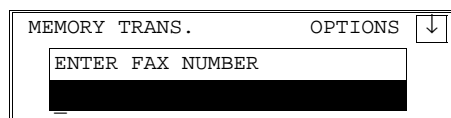
- Your fax message is stored and held on polling standby.

**Note:** If you see FILE EXISTS CLEAR? PRESS YES • NO, you already have a message on Free Polling Standby.

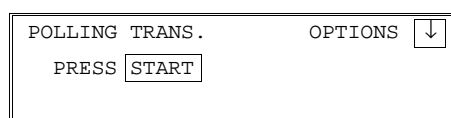
- To keep the old message: **No**. Remove the document from the feeder.
- To erase the old message: **Yes**.

Secured Polling

1. Place your document in the feeder.



2. **Function 1** and **4**.



**NOTE:** If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step 4 in "Stored ID Override" on the next page.

3. **Start.**

- Your fax message is stored and held on polling standby.

**Note:** If you see SAME ID FILE EXISTS CLEAR? PRESS YES • NO, you already have a message on Secured Polling Standby.

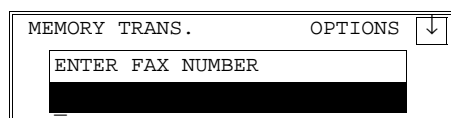
- To erase the old message: **Yes**. The old message is erased and your new one is stored.
- To keep the old message: **No**. Input an ID Code in the same way as for step 4 in "Stored ID Override" below.

ADVANCED FEATURES

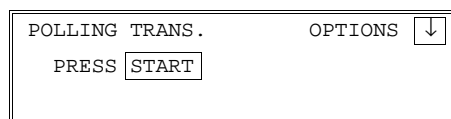
Stored ID Override

This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

1. Place your document in the feeder.



2. **Function 1** and **4**.



3. Press ▼, 0 and 5.

ID CODE	ENTER ID CODE
	██████
	[NO] TO END

4. Enter the ID code that you wish to use for this message.  
Example: **2 5 6 7** from the ten key pad.

ID CODE	PRESS [YES] OR [NO]
	2567

5. **Yes.**

POLLING TRANS.	OPTIONS	↓
PRESS	[START]	

6. **Start.**

- Your fax message is stored and held on polling standby.

**Note:** If you see SAME ID FILE EXISTS CLEAR? PRESS YES . NO, you already have a message on Secured Polling Standby.

- To erase the old message: **Yes.** The old message is erased and your new one is stored.
- To keep the old message: **No.** Input another ID Code.

**NOTE:** If you need to cancel a polling transmission operation, use Function 23 (see page 144).

### Options for Polling Transmission

When you store a document in memory for Polling Transmission, you also have the following options:

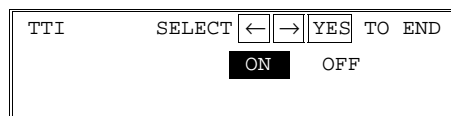
- Personal Code:** This is the same as for normal transmission (see page 34 )
- Page Count:** This is the same as for normal transmission (see page 36 )
- TTI On/Off:** This is the same as for normal transmission (see page 37).
- Polling Standby Duration:** There are two options.
  - ONCE:** The message will be automatically erased from memory after it has been polled once.
  - KEEP:** The message will be kept in memory until you erase it yourself using the user parameter of the Function 63. While the message is in the memory, it can be polled at any time by as many terminals that need it.

The options are available when **OPTIONS** is displayed in the top right corner of the display. To access an option, press ▼ followed by one of these 2 digit codes:

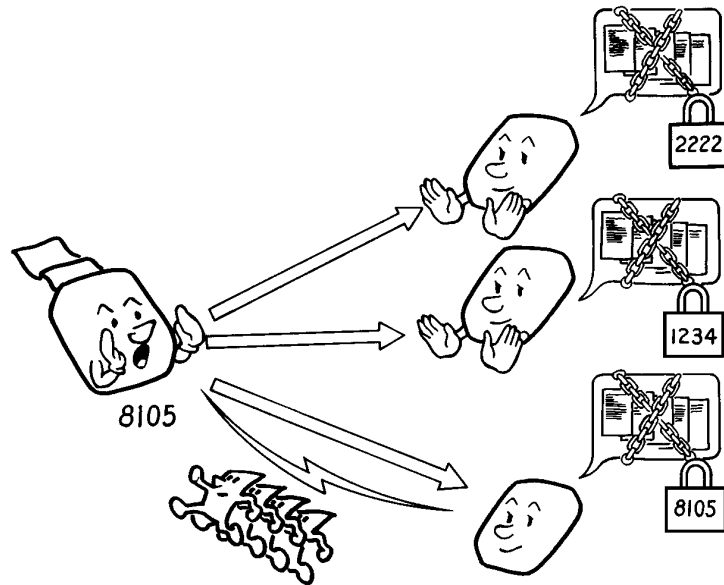
01 PERSONAL CODE      03 PAGE COUNT  
05 ID CODE              06 TTI

Then use the keys indicated on the screen to change the setting or enter information.

1. Press ▼, **0** and **6**.  
Example: TTI on/off.



2. Depending on the option, either:
  - Use ◀ and ▶ on the scroll key to turn a feature on or off.
  - Enter a number using the ten key pad (Personal Code or Page Count).
3. **Yes** and **Function** when you have finished.

**Polling Reception**

Use this feature when you wish to poll a message from another terminal.

You can poll documents from many terminals with only one operation (use Groups and Keystroke Programs to make the most out of this feature).

You have three options: Free Polling, Secured Polling, and Stored ID Override, as described for Polling Transmission (see page 136).

The maximum number of terminals that you can poll in one operation is 132.

**Cross-references**

ID Code: see page 56.

Groups: see page 286.

Keystroke Programs: see page 68.

**Operating Procedure**

1. **Function 1 and 1.**

POLLING RECV.	OPTIONS	↓
ENTER FAX NUMBER		
████████████████████		

2. Dial the number.

POLLING RECV.	OPTIONS	↓
PRESS <input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>		
0462-████████████████		

3. **Yes.**  
If you want dial more numbers, go to step 2.

POLLING RECV.	OPTIONS	↓
ENTER NO. OR <input type="button" value="START"/> DEST: 2		
████████████████████		

4. **Start.**

Stored ID Override Option

This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

Before pressing **Start** in the previous procedure and when Option ▼ is displayed:

1. Press ▼, **0** and **5**.

ID CODE	ENTER ID CODE
	<input type="button" value="NO"/> TO END

2. Enter the password that you wish to use for this operation.

Example: **2 5 6 7** from the ten key pad

ID CODE
PRESS <input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
2567

3. **Yes.**

POLLING RECV.	OPTION	<input type="button" value="▼"/>
ENTER NO. OR <input type="button" value="START"/>	DEST: 2	

4. Dial and press **Start**.



For how to use other options, such as Send Later for delayed polling, see page 34 and the pages following that.

**NOTE:** In theory, you can poll up to 200 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 303 for more information concerning the limitations to this feature.

ADVANCED FEATURES

Continuous Polling Reception

If you wish to poll a number of destinations in a continuous cycle, switch this feature on. After the machine has polled all the specified destinations, it will start again from the first destination.

To switch on continuous polling reception, contact a service technician.



## File Management

This section describes how to alter files that have been programmed using the following features:

- Memory Transmission (Function 21)
- Confidential Transmission (Function 21)
- Transfer Request (Function 21)
- Polling Reception (Function 22)

You can use this function to:

- Erase a file
- Change the transmission time
- Erase a destination
- Add a destination

### Cross-reference

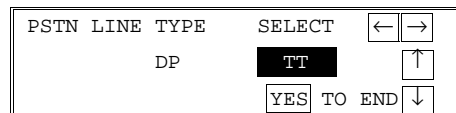
File List: see page 176.

## File Retention Time and File Retransmission

This machine has a setting known as the File Retention Time, which allows you to keep transmitted fax messages in the memory for a while longer if the transmission fails.

You can select the File Retention Time, or switch File Retention off, using Function 81.

1. **Function 6 0 2 2 2 6 and 2.**



2. Scroll through the list of features with ▲ and ▼ until FILE RETENTION TIME appears.
3. Change the setting by pressing ◀ or ▶.
  - You can select 24 hrs, 72 hrs, or Off.
4. Finish: **Yes Function.**

**File Retransmission (Optional Memory Card or Hard Disk is Required)**

This feature allows you to transmit a fax message again, as long as the File Retention Time has not yet expired. Use this feature when you wish to retransmit a fax message that is still stored in a file in the memory. Note that you cannot change, add, or delete any destinations, and you cannot alter the Send Later time.

1. **Function 2 5.**

RETRANSMIT FILE	SCROLL	↓
FILE NO. : █████	PRINT LIST	→
LAST FILE:0015	<input type="checkbox"/> NO	TO CANCEL

2. Either:

- Print a list of files: ▶ **Start.**
- Scroll through the files on the display:  
▼ until the required file appears.
- If you know the file number, input it directly: **0 0 0 2.**

RETRANSMIT FILE	SCROLL	↑	↓
NO.0002	STANDBY	PRESS	<input type="checkbox"/> YES
XYZ COMPANY NEW YORK			

The second line of the display shows the current status of the file.  
 STANDBY: The file is waiting to be transmitted.  
 IN USE: The file is currently being transmitted.

3. **Yes.**

RETRANSMIT FILE
NO.0002
RESEND FILE? <input type="checkbox"/> YES • <input type="checkbox"/> NO

4. Retransmit the displayed file number: **Yes.**

RETRANSMIT FILE
NO.0002
READY TO TRANSMIT

ADVANCED FEATURES

The message will be retransmitted as soon as the machine is free.

## Changing Contents of a File or Erasing a File from Memory

You can alter any of the memory files (except Confidential Reception files). This is useful if the memory is getting full and you need to make some space for an important job.

1. You can alter these kinds of file.

To Clear a:

- Fax message file (Memory Transmission):
- Instruction file (Polling Reception):  
(Example: Using Function 21)

Enter

**Function 2 1**

**Function 2 2**

2. Either:

- Print a list of files: ▶ **Start**.
- Scroll through the files on the display: ▼ until the required file appears.  
Then press **Yes**.
- If you know the file number, input it directly: **0 0 0 2 Yes**.

CLEAR TRANS. FILE
NO.0002
CLEAR FILE? <input type="checkbox"/> YES <input type="checkbox"/> NO

TRANS. CLR/CHNG	SELECT	<input checked="" type="checkbox"/>
NO.0002	<input type="checkbox"/> YES	TO END
1.FILE CLEAR	2.CLOCK	<input type="checkbox"/> ↓

### Erasing a file

3. Press **1**.

TRANS. CLR/CHNG
NO.000
CLEAR FILE? <input type="checkbox"/> YES <input type="checkbox"/> NO

4. Either:

- Erase the file: Press **Yes**.
- Keep the file: Press **No**.

TRANS. CLR/CHNG
NO.0002
FILE CLEARED

Continue the procedure from step 3 to cancel another transmission.

5. Press **Function**.  
Return to the standby mode.

MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

Setting or Changing a Transmission Time

3. Press **2**.

```

TRANS. CLR/CHNG
TIME=11:00PM
TRANS NOW: NO [←] [→] YES TO END
    
```

4. Either:

Set or change the transmission time using the ten key pad and # and \* to alter AM/PM.

```

TRANS. CLR/CHNG
TIME=11:30AM
TRANS NOW: NO [←] [→] YES TO END
    
```

Press **No** if you want to send the message now, then go to step 6. The machine will begin dialling.

5. Press **Yes**.

The time is changed.

```

TRANS. CLR/CHNG SELECT █
NO.0002 YES TO END
1.FILE CLEAR 2.CLOCK ↓
    
```

6. Press **Function**.

Return to the standby mode.

```

MEMORY TRANS. APR.4.12:25PM
SET DOC. OR ENTER FAX NO.
MEMORY 100%
    
```

Erasing a Destination

3. Press **3**.

```

TRANS. CLR/CHNG NO TO CANCEL
DEST. 1/25 CLR: CLR
777-2222 ↓
    
```

4. If the destination you wish to **Clear** is not displayed, scroll through the destinations with ▼ until it is displayed.

```

TRANS. CLR/CHNG NO TO CANCEL
DEST. 2/25 CLR: CLR
02 XYZ COMPANY ↓
    
```

5. Press **Clear**.

The destination is erased.

```

TRANS. CLR/CHNG NO TO CANCEL
DEST. 3/25 CLR: CLR
5555-1234 ↓
    
```

6. Press **Function**.

Return to the standby mode.

```

MEMORY TRANS. APR.4.12:25PM
SET DOC. OR ENTER FAX NO.
MEMORY 100%
    
```

ADVANCED  
FEATURES

Adding a Destination

3. Press **4**.

TRANS. CLR/CHNG	ENTER FAX NO
DEST. 1	<input type="button" value="NO"/> TO CANCEL
[REDACTED]	

4. Enter an additional destination.

TRANS. CLR/CHNG	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
DEST. 1	
123-4567	

5. Press **Yes**.

TRANS. CLR/CHNG	SELECT	<input type="button" value="1"/>
NO.0002	<input type="button" value="YES"/> TO END	
1.FILE CLEAR	2.CLOCK	<input type="button" value="↓"/>

6. Press **Function**.

MEMORY TRANS.	APR.4.12:25PM
SET DOCUMENT	
MEMORY 100%	

**Note:** You cannot erase files that were received using Confidential Reception.

Canceling a Polling Transmission

This is how to cancel a file (reservation) which is reserved for the polling transmission or the free polling .

- During the polling transmission, the file is cancelled after stopping the transmission.

1. Press **Function, 2** and **3**.

CLEAR POLLING TX	SCROLL <input type="button" value="↓"/>
FILE NO. : [REDACTED]	PRINT LIST <input type="button" value="→"/>
LAST FILE:0002	<input type="button" value="NO"/> TO CANCEL

2. Either:

- Print a list of files: **▶ Start**.
- Scroll through the files on the display:  
**▼** until the required file appears. Then press **Yes**.
- If you know the file number, input it directly: **0 0 0 2 Yes**.

CLEAR POLLING TX	
NO.0002	
CLEAR FILE?	<input type="button" value="YES"/> <input type="button" value="NO"/>

3. Press **Yes**.

- 5. Confirm the file and press **Yes**.  
The transmission is cancelled.

CLEAR POLLING TX	SCROLL	↓
FILE NO. : [REDACTED]	PRINT LIST	→
LAST FILE:0002	[NO]	TO CANCEL

Repeat the procedure from step 2 to cancel another file.

- 6. Press **Function**.  
Return to the standby mode.

MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

**Printing a File**

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

- 1. You can print these kinds of file:
  - Fax message file (Memory Transmission): **Function 5 and 1**
  - Fax message file (Polling Transmission): **Function 5 and 2**  
(Example: Using Function 51)

PRINT TRANS. FILE	SCROLL	↓
FILE NO. : [REDACTED]	PRINT LIST	→
LAST FILE:0015	[NO]	TO CANCEL

- 2. Either:
  - Print a list of files: ▶ **Start**.
  - Scroll through the files on the display:  
▼ until the required file appears. Then press **Yes**.
  - If you know the file number, input it directly: **0 0 0 2 Yes**.

PRINT TRANS. FILE	
NO.0002	[NO] TO CANCEL
PRESS [START]	

- 3. **Start**.

**Note:** This procedure does not work for Confidential Reception files.

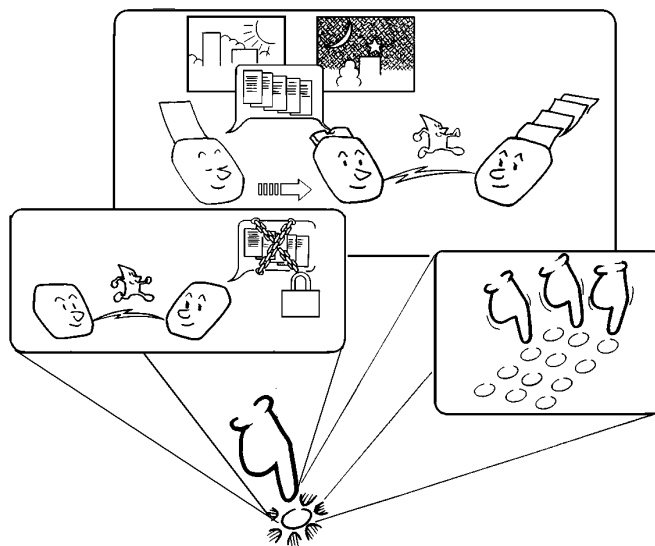
ADVANCED FEATURES

## User Function Keys

There are five Function keys (F1 to F5) on the operation panel.

You can program each of these keys with a feature that you wish to use frequently. There are two ways to do this.

- Store a User Function Code in the User Function Key.
- Store a Function Program in the User Function Key.



## User Function Codes

You can program each of the User Function Keys with one of the following functions. In a new machine, the User Function Keys F1 to F4 have already been programmed, as shown in the table below in boldface.

Code	Function	Code	Function
01	Group key	06	Specified Image Area On / Off
02	Use Economy Transmission	07	Storing a Both Sided Document <b>[F1]</b>
03	Switch TTI On or Off <b>[F3]</b>	08	Switch Forwarding On/Off *
04	Send Tonal Signals	09	Upgraded Speed Dial key
05	Batch Transmission on/off	10	Input a Subaddress (G4 mode only) **

\*: Memory Card or Hard Disk required

\*\* : ISDN G4 Kit required

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

1. **Function 3 and 6.**

- At this time, you can print a User Function List if you press **▶ Start**.

USER FUNCTION	PRESS F1 TO F5
F <span style="background-color: black; color: black;">    </span>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

2. Press one of the User Function Keys.  
Example: Press **F4 Yes**.

If this key is already used, the currently stored code is displayed. Either;

- Press **Yes** to keep it as it is.
- Press **No** to erase the old code.

USER FUNCTION	ENTER CODE
F 4	CODE: <span style="background-color: black; color: black;">    </span>
	<input type="button" value="NO"/> TO CANCEL

3. Enter the two-digit code for the function that you wish to store.  
Example: Group Dial key, press **0 1**.

USER FUNCTION	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
F 4	CODE: <span style="background-color: black; color: black;">01</span>
GROUP ADDRESS ENTRY	

4. **Yes and Function.**

USER FUNCTION	PRESS F1 TO F5
F <span style="background-color: black; color: black;">    </span>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

Function Programs

If the feature that you wish to store as a User Function Key does not have a User Function Code, you can store it as a Function Program.

Example:

If you often use Function 32 (Programming Speed Dial), store it as a Function Program in one of the User Function Keys. Then, when you want to store a Speed Dial, just press that User Function Key instead of pressing Function, 3, 2, and Yes.

Storing a Function Program

For example, store Function 32 (Programming Speed Dial) into Function Key F4.

1. **Function 3 2.**

SPEED DIAL	ENTER SPEED CODE
<span style="background-color: black; color: black;">    </span>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

ADVANCED FEATURES



2. **F4.**

- If you cannot select this Function Key, it is already being used for something. Select another Function Key.

PROGRAM?
<input type="checkbox"/> YES OR <input type="checkbox"/> NO

3. **Yes Function.**Using a Function Program1. **F4.**

SPEED DIAL	ENTER SPEED CODE
N <input type="checkbox"/>	PRINT LIST <input type="button" value="→"/>
<input type="checkbox"/> NO TO CANCEL	

2. Use the function as normal.

Deleting a Function Program1. **Function 3 6.**

USER FUNCTION	PRESS F1 TO F5
F <input type="checkbox"/>	PRINT LIST <input type="button" value="→"/>
<input type="checkbox"/> NO TO CANCEL	

2. Press the key that you wish to erase.  
Example: **F4.**

USER FUNCTION	<input type="checkbox"/> YES OR <input type="checkbox"/> NO
F 4	CODE :
FUNCTION PROGRAMMED	

3. **Yes, No** and **Function.**

## OMR Sheets

### Introduction

Instead of inputting instructions at the operation panel, you can mark up a special form, called an OMR Sheet (OMR means Optical Mark Reader), and scan your instructions into the machine. Your fax machine will read the marks on the form and carry out your instructions. Your machine can accept five types of OMR Sheets.

- User Parameter Program Sheet - use this to change the user parameter settings
- Quick/Speed Dial Program Sheet - use this to store a number as a Quick Dial or Speed Dial
- Group Program Sheet - use this to store numbers into a Group
- Transmission Program Sheet - use this to transmit a fax message
- Transfer Request Program Sheet - use this to make a Transfer Request

This section of the manual first describes the OMR Sheets and how to use them, and finally gives the procedures that you need to use an OMR Sheet.

### Using an OMR Sheet

The general procedure for using an OMR Sheet is as follows.

1. Print the OMR Sheet that you need, using Function 54 (see page 159).
2. Mark your instructions on the sheet. This will be explained in the following pages.
3. Place the OMR Sheet into the feeder, then press **Start** then **Yes**.

When you are using an OMR Sheet to send a fax message or make a transfer request, the OMR Sheet must be the first page that is scanned.

#### **CAUTION:**

- OMR Sheets should not be used more than 3 times. If they get dirty, incorrect data may be scanned.
- Do not try to correct mistakes on an OMR sheet with an opaque white correcting fluid.
- OMR Sheets must be marked with a felt tip or ball point pen as shown on page 152 and subsequent pages.
- Store OMR Sheets in a cool dry place in an airtight bag.
- Do not use cut off portions of OMR Sheets, photocopies of OMR Sheets, or OMR Sheets with paper or adhesive tape attached to them.

**Completing an OMR Sheet**

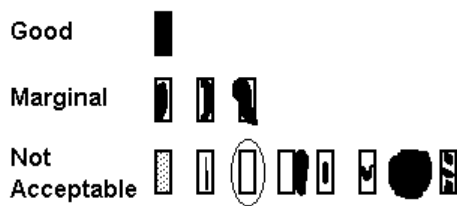
Each OMR Sheet contains a number of boxes or fields.

- Boxes are for marking user parameter settings, the contrast setting, and so on.
- Fields are for inputting telephone numbers and names.

**Marking Up Boxes**

The correct way to mark up a box is shown below. Make sure that you follow this rule, or you may get some strange results when you scan the OMR Sheet.

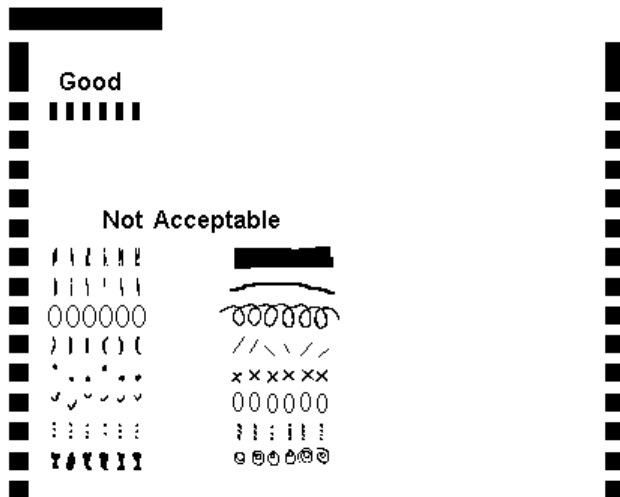
**Note:** Use a black felt tip or ball point pen. Do not use a pencil.



If you need to mark up a consecutive row of boxes, observe the following rules.

- Each individual box must be completely filled.
- Do not leave a box only partly filled.
- Gaps between boxes must be kept clear.

See below for examples of correct and incorrect marking of a row of boxes.



Marking Up Fields

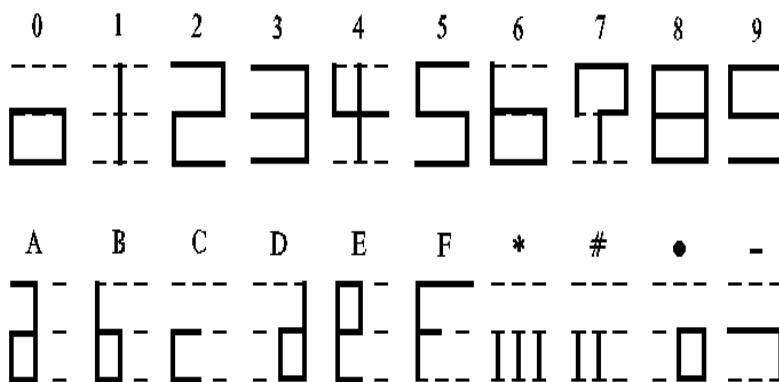
There are two types of field.

- Number Fields:** These are for inputting telephone numbers, personal codes, the number of pages in the fax message (Page Count), and the transmission start time (when using Send Later or TRD).
- Name Fields:** These are for any names and labels that you need to input.

Number Fields

Each digit in a number field consists of a 3 x 3 rectangular array of dots. You can only write down the characters shown in the following diagram.

**Caution:** You must write each character exactly as shown below, clearly, carefully, and unambiguously. Otherwise, the machine may store the wrong data or dial the wrong telephone number. The machine cannot always detect errors in the data.



- Note:**
- If you wish to send Tonal Signals after a telephone number, use '•' to indicate the start of the tonal signal. See page 88 for more details on Tonal Signals.
  - If you wish to input a pause in the telephone number, use a '-' to indicate a pause.

ADVANCED FEATURES

## Name Fields

In a name field, each letter, symbol, or punctuation mark is represented by two digits. The characters that you can use with this machine are shown below, with the character codes for each one.

Code	Character	Code	Character	Code	Character	Code	Character
20	Space	30	0	40	@	50	P
21	!	31	1	41	A	51	Q
22	"	32	2	42	B	52	R
23	#	33	3	43	C	53	S
24	\$	34	4	44	D	54	T
25	%	35	5	45	E	55	U
26	&	36	6	46	F	56	V
27	'	37	7	47	G	57	W
28	(	38	8	48	H	58	X
29	)	39	9	49	I	59	Y
2A	*	3A	:	4A	J	5A	Z
2B	+	3B	;	4B	K	5B	[
2C	,	3C	<	4C	L	5C	¥
2D	-	3D	=	4D	M	5D	]
2E	.	3E	>	4E	N	5E	^
2F	/	3F	?	4F	O	5F	_

For example: SMITH

S = code 53, M = code 4D, I = code 49, T = code 54, and H = code 48

534D495448  

S
M
I
T
H

**Note:** The method of writing digits 0 to 9 and letters A to F is the same as explained above for Number Fields. However, if you wish to input a ' \* ', ' # ', ' • ', or ' - ' into a Name Field, do not use the method described in the explanation of Number Fields on the previous page; input the two-digit code from the above table.

**The Five Types of OMR Sheets**

This section describes each of the five types of OMR Sheet and how to mark them. (Using Function 54, print a sample of each OMR Sheet for your reference while you are studying this section.)

- Procedures for use are on page 159 and the pages following that.

**User Parameter Program Sheet**

You can use this sheet to change the settings of the User Parameters. Each parameter is listed, along with each possible setting.

- An asterisk next to a setting indicates that this is the factory setting.
- To see the current settings, print the User Parameter List (Function 63, page 180).

To use the User Parameter Program Sheet, mark each setting that you wish to make. For example, to switch Restricted Access on, first look for Restricted Access on the sheet, then black out the box above "ON".

<u>Restricted access</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ON	OFF

You might find this sheet more easy to understand than the eight-digit User Parameter Switches described on page 10 and the pages following that.

**Quick/Speed Dial Program Sheet**

You can use this sheet to program Quick Dial and Speed Dial Upgraded Speed Dial numbers. You can only program one telephone number with each OMR Sheet. However, you can program the Upgrade Speed Dial when you install the Function Upgrade Card.

1. At the top of the sheet, mark up either QUICK or SPEED. Mark SPEED when you program the Upgraded Speed Dial.
2. Mark up the Quick or Speed Dial number that you wish to store. You must mark a Hundreds Digit, a Tens Digit, and a Units Digit.  
Example: To program Speed Dial Code 25, mark up the first few lines of the OMR Sheet as follows.

Quick/Speed Dial Program Sheet

<input type="checkbox"/>	<input checked="" type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>	Quick	Speed							
Hundreds Digit		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tens Digit		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Units Digit		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		0	1	2	3	4	5	6	7	8 9

ADVANCED  
FEATURES

**CAUTION:** If you mark a Quick Speed or Upgraded Speed Dial that already contains a number, the machine will replace the old number without giving you any warning.

3. In the "FAX No." field, write the telephone number that you wish to store in the Quick/Speed/Upgraded Speed Dial number that you just marked in steps 1 and 2.
  - See "Number Fields" on page 153 for how to do this.
4. In the "FAX label" field, write the name that you wish to store with this telephone number.
  - See "Name Fields" on page 154 for how to do this.
5. For Label Insertion, mark either the ON or the OFF box.

### Group Program Sheet

You can use this sheet to program Groups. You can program one Group with each OMR Sheet. However, using this method, you can only store one full telephone number in the Group; the others must all be Speed Dials or Quick Dials. If you wish to store more full numbers in the Group, store them with Function 33 (see page 294) after you have scanned the OMR Sheet.

1. At the top of the sheet, mark the Group number that you wish to program.

**CAUTION:** If you mark a Group number that already contains fax numbers, the machine will replace the old numbers without giving you any warning.

2. In the "Group Label" field, write in a name for the Group.
  - See "Name Fields" on page 154 for how to do this.
3. If you wish to include a full telephone number in the Group, write it in the "FAX No." field.
  - See "Number Fields" on page 153 for how to do this.

Continued on the next page.





### Transfer Request Program Sheet

You can use this sheet when you make a Transfer Request.

1. At the top of the sheet, next to Trans. Mode, mark up either the box above "Memory" or the box above "Immediate".
2. Mark up the required contrast, resolution. Also, indicate whether your transmission is in Group 3 or Group 4 mode.
3. Input the number of the Transfer Broadcasting Station. To do this, either:
  - Write the full telephone number of the Transfer Broadcasting Station in the "Transfer Station (Full No.)" field. See "Number Fields" on page 153 for how to write numbers on OMR Sheets.
  - Mark one of the Quick Dials in the "Transfer Station (Quick Dial)" row of boxes.
  - Mark one of the Speed Dials in the "Transfer Station (Speed Dial)" row of boxes.

**NOTE:** You can only enter one Transfer Broadcasting Station on the OMR Sheet.  
Refer to page 87 and the pages following for all conditions required to perform a Transfer Request.

4. Mark the end receivers.
  - You must mark the end receivers as Speed Dials, Quick Dials, and Groups that are stored in the Transfer Broadcasting Station. Do not input any of your own stored Quick Dials, Speed Dials, or Groups here.
  - Confer with the operator of the Transfer Broadcasting Station if you need their latest list of stored telephone numbers.

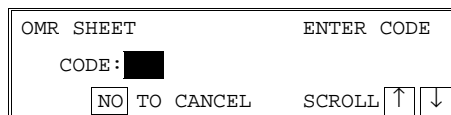
Example: If one of the end receivers is stored in the Transfer Broadcasting Station as Speed Dial 10, mark the box above 10 in the "Receiver (Speed Dials in Transfer Station)" area.

**Procedures**

To Print an OMR Sheet

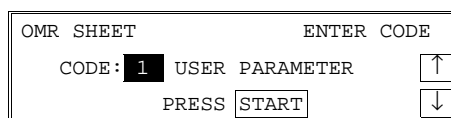
**Note:** You must have Letter or Legal size paper in the cassette before you print an OMR Sheet.

1. **Function 5 4.**



2. Select the OMR Sheet that you wish to print.

- Use the ▼ key to scroll through the possible selections until the correct one is displayed on the screen.



3. **Start.**

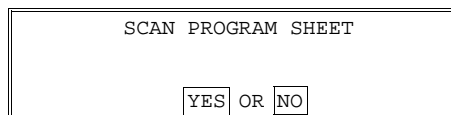
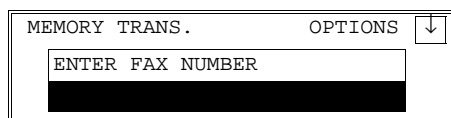
Using an OMR Sheet to Send a Fax Message

After marking up the OMR Sheet, do the following:

1. Make sure that the machine is in standby mode (see page 24).
2. Place the OMR sheet face up at the top of your fax message and put everything into the feeder face down.

**Note:** The OMR Sheet must be the page that is scanned first.

3. **Start.**



4. **Yes.**

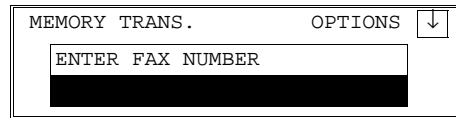
The machine scans the OMR Sheet, then scans and sends the fax message in accordance with the instructions on the OMR Sheet. Then, the machine returns to standby mode.

ADVANCED FEATURES

### Using an OMR Sheet to Program the Machine

After marking up the OMR Sheet, do the following.

1. Place the OMR Sheet in the feeder face down.

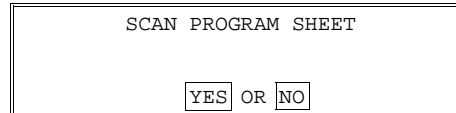


MEMORY TRANS.      OPTIONS    ↓

ENTER FAX NUMBER

[REDACTED]

2. **Start.**



SCAN PROGRAM SHEET

YES OR NO

3. **Yes.**

The machine scans the OMR Sheet and programs itself in accordance with the instructions marked on the OMR Sheet. Then it returns to standby mode.

### Errors

If the machine finds an error, it stops scanning the OMR Sheet and displays an error message that shows you where the problem is. No data is stored and no fax message is sent. Correct the error and scan the OMR Sheet again.

## Saving Energy

To print a fax message your fax machine uses a heating roller to fuse the image to the print. This roller must already be hot when the paper passes under it. To maintain a temperature high enough to permit proper fusing, electricity is consumed. This facsimile is equipped with various energy saving modes to reduce the consumptions of electricity while the machine is waiting for a fax message.

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. (a few minutes later)

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.

If your fax machine enters saving energy mode, the lamp and display on the control panel will turn off.

Though the setting is available, leaving the roller on at full heat brings you no advantage. We recommend you always use one of the two heat roller settings described above.

The saving energy mode is related to the Night Timer. Refer to the section titled "Night Timer".

### How to start the saving energy mode

Your machine will enter the saving energy mode under the following conditions.

- When you hold the **Energy Saver** key for a few seconds.
- Your machine is not used for 5 minutes.

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 saving energy mode automatically, please contact your service representative.

### How to exit the saving energy mode

Your machine exits from the energy saving mode.

- When you insert a document in the feeder.
- When pick up the handset if you have.
- When you hold the **Energy Saver** key for a few seconds.
- When a fax is received. (If the night timer is on, the message will printed out after the night timer ends.)

- When you press any key on the operation panel. (When the heater roller is cool halfway.)

### Which saving energy mode is best for you?

You have two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. To choose which of the two settings you would prefer, set the user parameter switch.

When you allow the roller to cool to room temperature, energy savings is at maximum and printing will take a little longer since the roller will take more time to come to printing temperature. When you select the midpoint, energy savings will still be achieved and printing will occur more rapidly.

1. **Function 6 0 2 2 2 6 and 3.**

The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<u>01000000</u>	YES TO END ↓

2. Press ▼ until the settings for switch 05 are shown.

The settings that you need to change are digit 6 (double underline) and 7 (single underline).

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH05:	<u>01000000</u>	YES TO END ↓

3. Set one of the two as shown opposite.  
To change digit 6, press **6**.  
To change digit 7, press **7**.

SWITCH05: 0000 0000

If you want to let the roller cool to room temperature.

SWITCH05: 0000 0000

If you want to let the roller cool halfway.

SWITCH05: 0100 0000

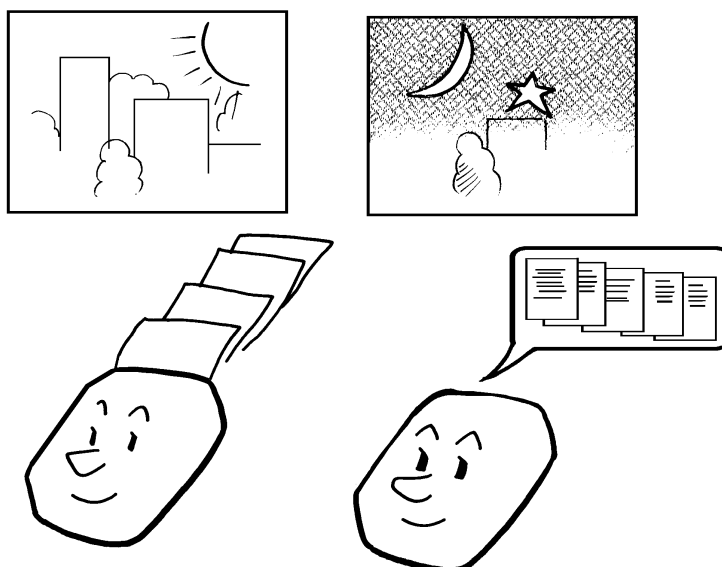
4. Finish: **Yes** and **Function**.

## Night Timer

### Overview

Laser printing requires the application of heat to bond toner to the printer paper. For incoming messages to be output quickly, a heating element inside the machine must be kept hot. This will affect your electricity bills.

The Night Timer feature lets you program timers to switch this heating element on and off. This will help you to reduce overnight electricity costs. The amount of savings is the same as the Energy Saving mode described on page 161 . In addition, it also means that anyone wandering through the office after working hours will not be able to casually read your incoming fax messages, because incoming messages are not printed while the heating element is switched off.



- If a fax message comes in while the heating roller is switched off, the message is stored in the memory. When the heating element switches back on, the message is automatically printed.
- While the heating roller is disabled, all incoming calls are refused when the memory fills up.
- If you wish to print a received fax messages while the heating element is off, you can temporarily make the heating element switch on and print the message by pressing the Energy Saver key. The timer will activate again automatically a few minutes after you have printed your message.

As a typical example, you could program the heating roller to stay off at night and over the weekend. (You can program different settings for every day of the week.)

To use Night Timer, you must:

- Program the timers for each day of the week.
- Switch the Night Timer feature on.

**Switching the Night Timer (Power Saver) On or Off**

The night timer feature must be switched on using Function 62. If it is switched off, the heating elements will stay on all the time.

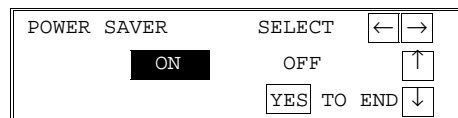
1. **Function 6 0 2 2 2 6 and 2.**



2. Scroll through the list of features with ▼ until the screen is as shown opposite. **Yes.**



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

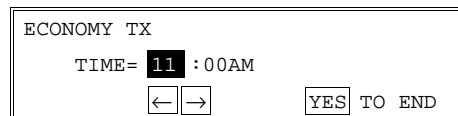


4. Finish: **Yes** and **Function**.

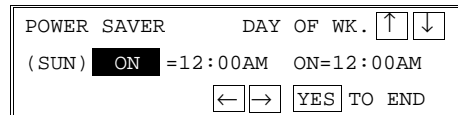
**Programming Procedure**

**Example:** For Tuesday, set the heater to switch on at 9 am and switch off at 6 pm.

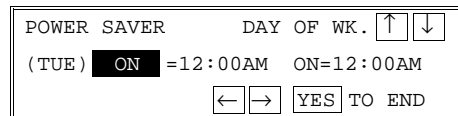
1. **Function 6 0 2 2 2 7 and 2.**



2. Press **Yes**.



3. Use the ▲ and ▼ keys to scroll through the days of the week.



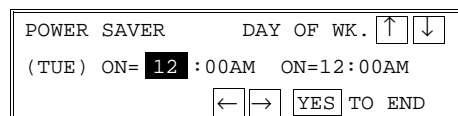
Example: Press ▼ twice to go to Tuesday.

4. Program the first timer for Tuesday:

- ☐ Both timers for each day have an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF" means that the heater will switch off at the time indicated.

To change the ON to OFF, or the other way round, press \*.

When the ON/OFF display is correct: ▶



- Input the time: **0 9 0 0**.

Press **▶** to move the cursor and repeat step 3 for the second timer.

- Input **0 6 0 0** for the timer value.

To change AM to PM and the other way around, press #.

POWER SAVER	DAY OF WK.	↑	↓
(TUE)	ON=12:00AM	ON=12:	00 AM
		←	→
		YES	TO END

**KEEPING THE HEATER ON ALL DAY:** Set both timers to ON = 12:00AM.  
**KEEPING THE HEATER OFF ALL DAY:** Set both timers to OFF = 12:00AM.

5. Either:

- Program the timer for another day: Go back to step 3.
- Finish: **Yes** and **Function**.

**NOTE:** To print the received messages while the heater is off, press any key. After all the messages have been printed, the heater will stay on for 5 minutes before switching off again. Because of this, the Night timer does not give you complete security for received documents. For this type of security, use the Memory Lock feature; see page 103.

### Temporarily Switching the Heating roller

During the Night Timer cycle that the heating roller is off, it may be switched back on:

- When you hold the **Energy Saver** key for a few seconds.
- When you insert a document in the feeder.
- When you pick up the handset, or press **On Hook Dial** key.

After you leave the machine alone for a while, the heating elements will turn back off. Note that if the automatic saver mode is disabled by a service technician, the night timer will not turn back on.



## Counters

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

The machine has the following software counters:

- Tx (Transmit) Counter:** The number of pages that your machine has sent
- Rx (Receive) Counter:** The number of pages that your machine has received
- Scan Counter:** The number of pages that your machine has scanned (includes copy mode)
- Print Counter:** The number of pages that your machine has printed (includes copies and printouts made when using other PC printer).

### 1. Function 6 0 2 2 2 9 and 4.

COUNTERS	<input type="checkbox"/> YES	TO END
TX:000000	SCN:000000	
RX:000000	PRT:000000	

### 2. When you have finished: **Function.**

In addition, a hardware counter option may be installed so that you may know the number of printouts at a glance.

- Mechanical counter (Option):** Displays the number of pages that your machine has printed including copie, reports, lists and printouts made when using other PC printer option.

It is located on the rear of the machine immediately behind the document tray.

## Communication Result Display

You can call up an on-screen display of the results of the previous few communications. This is useful if you wish to know whether your transmission was successful, but do not wish to print a TCR.

<b>Cross-reference</b>	TCR: see page 176.
------------------------	--------------------

### 1. Function 4 1 ▶.

PERS. CODE 7346	<input type="checkbox"/> NO	TO CANCEL
OCT. 10 08:23AM RX OK 10PAGES	<input type="button" value="↑"/>	
2125551234	<input type="button" value="↓"/>	

### 2. Scroll through the past communications on the screen using ▲ and ▼.

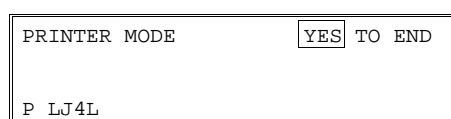
- To print the TCR: **No Start.**

## Entering PC Printer Mode (Printer Interface Required)

Using PC Printer Mode, you can connect your fax machine to an IBM or compatible personal computer and use it as a printer. Documents printed from your computer will be sent to your fax machine as text (ASCII characters) or graphics (vector or dot image), depending on the application that you are using. They will not be sent in the same way as fax messages, which are always dot images.

You must obtain the optional Printer Interface Type 100 before you can use PC Printer Mode. Then, you must do the following procedure if you wish to enter printer mode. For full details about the printer interface kit, see the operation manual for the printer interface kit.

1. **Function 3 and 9.**

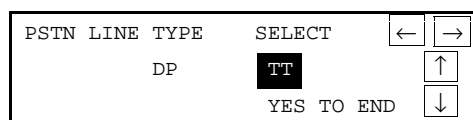


You can now operate the printer.

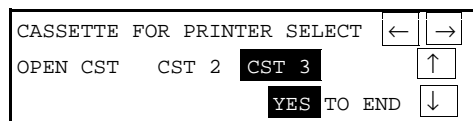
## Selecting the Cassette (optional removable cassette and/or feed unit required)

To select which cassette the machine will use for printout from your computer you must select main cassette or optional cassette using the printer driver first. Next you must select which optional cassette using the following procedure.

1. **Function 6, 0, 2, 2, 2, 2, 6 and 2.**



2. Scroll through the features with ▼ until the screen is as shown opposite.



3. Select the appropriate cassette using ◀ or ▶.

OPEN CST: Select the removable cassette.

CST 2: Select the extra feed unit, if one extra feed unit is installed.

Select the upper feed unit if two extra feed units are installed.

CST 3 Select the lower feed unit if two extra feed units are installed.

4. Press **Yes** and **Function**.

## 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.

Copying an original is a good way to test contrast and resolution before sending a document, if you are not sure that the settings that you have chosen are appropriate. The copy made by your printer shows you how the message would look when received at the other end. If it does not look good, change the settings and try again.

**Cross-references** Contrast, Resolution, and Halftone: see page 30.

1. Place your original in the feeder.

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

2. Press **Copy**.

COPY MODE	NO. OF COPIES:	1
PRESS START		
PAPER	8.5x11	8.5x14 ← →

**Note:** To cancel copy mode, press Copy again.

3. If you have the optional cassette, you can select the paper size by pressing **▶**. The opposite display shows that you select the Legal size.
4. Input the number of copies that you need. Example: 3 copies, press **3** on the ten key pad.

COPY MODE	NO. OF COPIES:	1
PRESS START		
PAPER	8.5x11	8.5x14 ← →

COPY MODE	NO. OF COPIES:	3
PRESS START		
PAPER	8.5x11	8.5x14 ← →

5. **Start.**

## 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 (such as Confidential Transmission), 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 TCR).

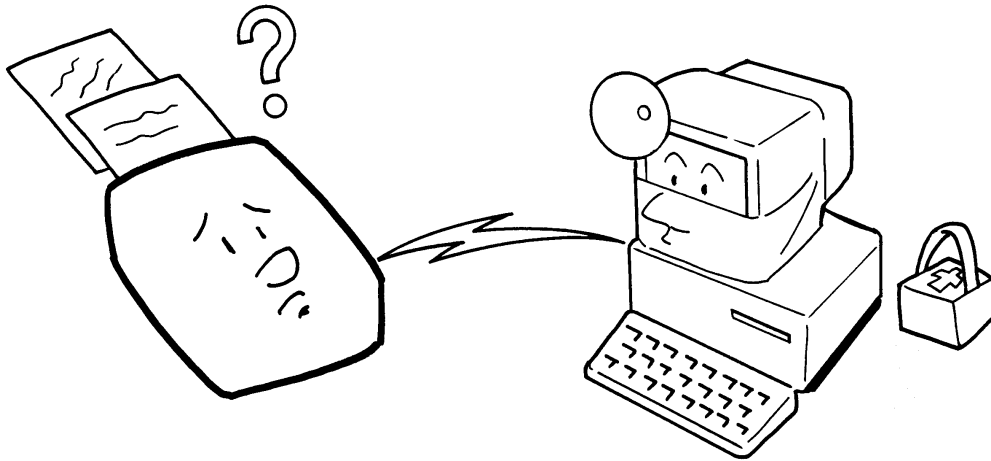
The following table shows which features can operate simultaneously on your machine.

Job Currently in Progress	Job that you wish to carry out at the same time							
	1.	2.	3.	4.	5.	6.	7.	8.
1. Storing to Memory		✓	✗	✓	✗	✓	✓	✓
2. Printing from Memory	✓		✗	✗	✓	✓	✗	✓
3. Copying	✗	✗		✗	✗	✓	✗	✓
4. Printing an Automatic Report	✓	✗	✗		✓	✓	✗	✓
5. Immediate Transmission	✗	✓	✗	✓		✗	✗	✗
6. Memory Transmission	✓	✓	✓	✓	✗		✗	✗
7. Receiving and Printing a Fax	✓	✗	✗	✗	✗	✗		✗
8. Receiving a Fax to Memory	✓	✓	✓	✓	✗	✗	✗	

✓: Possible, ✗: Impossible

## RDS (Remote Diagnostic System)

### Overview



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 to change some of your machine's settings if you request it.

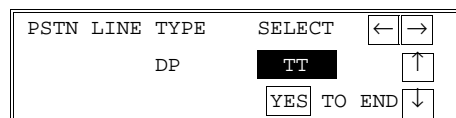
For RDS to work, you must switch it on before the service technician starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

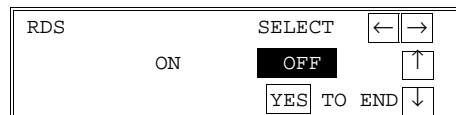
### Switching RDS On/Off

Before your machine can accept incoming calls from an RDS, you have to switch RDS on using Function 62. If it is switched off, the machine will not accept treatment from an RDS.

1. **Function 6 0 2 2 2 6** and **2**.



2. Scroll through the list of features with ▼ and ▲ until the screen is as shown opposite.



3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes** and **Function**.

**Note:** RDS is automatically switched off 24 hours after you switch it on.

## AI Short Protocol

This feature employs Artificial Intelligence (AI) to learn the communication characteristics of the machines programmed as Speed Dials or Quick Dials. AI Short Protocol helps you to reduce communication costs between machines produced by the same manufacturer. AI Short Protocol only works if you dial using Quick Dial, Speed Dial, or AI Redial; also, the machine at the other end must have the AI Short Protocol feature.

When you send a fax message, the two machines carry out a handshaking procedure, during which they establish the best way to communicate with each other. Using AI Short Protocol, this handshaking procedure only takes place in full the first time you dial a particular number. Your machine remembers the optimum communication parameters for calling that number. The next time you dial that number, the machine will remember these parameters and the preliminary handshaking will be significantly reduced, saving communication costs.

**Cross-references**

Quick Dial and Speed Dial: see page 285.

# **REPORTS**

## **AUTOMATICALLY PRINTED REPORTS**

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the switch of the user parameters (see page 7) indicated in the subtitle.

### Transaction Confirmation Report (TCR, Switch 03, bit 7)

This report gives detail on each communication made by your terminal. It is automatically output after 50 communications.

### File Reserve Report (Memory Storage Report) (Switch 03, bit 2)

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

### Power Failure Report (Stays on)

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

(Note: Phone numbers stored in Quick/Speed/Groups are not lost.)

### Communication Result Report (Memory Transmission) (Switch 03, bit 0)

This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed when a communication fails.

### Transmission Result Report (Switch 03, bit 5)

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

### File Reserve Report (polling reserve report) (Switch 03, bit 3)

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

### Communication Result Report (polling result report) (Switch 03, bit 4)

This report is printed after your machine polls a message from another machine.

## **Transfer Result Report**

After the end of a transfer request, the transfer broadcasting station sends you this report. The report lists the telephone numbers of the broadcasting stations and the end receivers, and indicates whether each transmission was successful or not. With this information, you may retransmit any pages that were not sent, either directly, or using another transfer request operation.

If your machine is the broadcasting terminal, it will print the report if it cannot send the report to the transfer requesting terminal (for example, due to a busy line). The report asks you to send the report manually, and gives the telephone number.

Communication Failure Report (ON if Transmission Result Report is OFF)

This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Transmission Result Report is switched off.

Error Report (Turned on/off by a Service Technician)

This report is printed after each unsuccessful communication. The communication failure report (above) is printed after a job has been completed. So while doing a broadcast, the machine may print a number of error reports, 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.

Printing Part of the Image on the Report (Switch 04, bit 7)

For reference purposes, the machine prints the first few inches of the fax message on the following reports.

- Transmission Result Report
- Memory Storage Report
- Communication Failure Report

**Report Formats**

Example 1. Error Report\*

* * * ERROR REPORT (AUG 01 1995 -06:00 AM) * * *						
						TTI XYZ COMPANY
FILE	ADDRESS	MODE	TIME	PAGE	RESULT	
-----						
<i>Report details appear here</i>						

Example 2. TCR\*

* * * TCR (AUG 01 1995 07:00AM) * * *							
							TTI XYZ COMPANY
<TX>							
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	FILE
-----							
Transmission details appear here							
<RX>							
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	FILE
-----							
<i>Reception details appear here</i>							



The Mode Column

See the bottom of the TCR for a full listing of symbols on the TCR. 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

STANDBY: Ready to transmit

The Footnote on the TCR

TX counter: Total number of transmitted pages

RX counter: Total number of received pages

Counters listed on the User Parameter List

SCN: Total number of pages scanned

PRN: Total number of pages printed

In the Result column, an "E" followed by a code might appear, and a message might also appear at the bottom of the report. This code and message indicate that a problem occurred. The codes are explained below.

Code	Message	Explanation
1	Hang up or line fail	The other party either hung up or had no message on polling standby. Or there could have been a problem with the line.
2	Busy	The machine at the other end was busy.
3	No answer	The machine at the other end did not answer.
4	No facsimile connection	The machine at the other end is not a facsimile.

- Note:**
- To switch the Confidential File Report on or off, use Function 63 (see page 102).
  - To switch the Error Report on or off, contact a service technician.

### Printing a Sample of Data on the Reports

For reference purposes, the machine prints the first few inches of the fax message on the following reports.

- Communication Result Report
- File Reserve Report
- File Clear Report (Polling Clear Report)
- Communication Failure Report
- Transfer Result Report

The procedure to switch this feature on or off is as follows. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**

The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<b>01000000</b>	YES TO END ↓

2. Press ▼ until the settings for switch 04 are shown.  
The setting you need to use is digit 7.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH04:	<b>01000000</b>	YES TO END ↓

3. If you wish to change the setting, press **7** on the ten key pad.

SWITCH04: 0000 0000

Digit 7 (Double underlined)  
0: This feature is off  
1: This feature is on

4. Finish: **Yes** and **Function**.



## USER-INITIATED REPORTS

These reports can be printed at any time by executing a procedure on the operation panel.

### Descriptions of Available Reports

#### TCR

In addition to the automatic output of this report, you can print the TCR at any time.

1. Press **Function 4** and **1**.
2. Either:
  - Obtain a printed list - press Start.
  - Look through the record of communications on the screen press **▶** then scroll through the list with **▲** and **▼**.
3. Press **Funtion** to finish.

#### File List

This is a list of memory transmission, memory reception, and polling files still in the memory. It gives information about each stored operation, such as the fax numbers, start time, status, and type of operation.

1. Press **Function 4** and **2**.
2. **Start**.

#### Telephone Number List

**Quick Dial List:** This is a list of the telephone numbers and other items that you have stored in the machine's Quick Dial Keys.

**Speed Dial List:** This is a list of the telephone numbers that you have stored as Speed Dial Codes.

**Group Dial List:** This is a list of all the groups that you have programmed, and the telephone numbers in these groups.

**Speed Dial Upgraded List:** This is a list of the telephone numbers that you have stored as Speed Dial Upgraded Code.

1. Press **Function 4** and **3**.

DIAL LIST	SELECT_	<input type="checkbox"/>	NO	TO CANCEL
1.QUICK DIAL				2.SPEED DIAL
3.GROUP DIAL				4.SPD DL UPGR

2. Enter the number of the list you want.  
Example: For Quick Dial list, press 1.

```

QUICK DIAL LIST
PRESS  
 TO CANCEL
    
```

3. **Start.**

**Program List**

This gives details on the Keystroke Programs that you have stored in the machine.

1. Press **Function 4** and **4**.

```

PROGRAM LIST
PRESS  
 TO CANCEL
    
```

2. **Start.**

**User Function List**

This shows how the user Function keys are currently programmed.

1. Press **Function 4** and **5**.

```

USER FUNCTION LIST
PRESS  
 TO CANCEL
    
```

2. **Start.**

**Print the Personal TCR**

Specify the personal codes or file numbers to select the reports of the transmission results which you wish to check among the latest transmissions/receptions and 250 transmissions, and print them.

**Specifying by a Personal Code**

1. Press **Function**.
2. Press **4** and **6**.

```

FUNCTION          NO:  OR 
10TRANS. MODE    20CLEAR CHANGE
30PROG. CHANGE  40REPORTS 
    
```

```

PERSONAL TCR      SELECT ITEMS
                  SELECT   TO CANCEL
1PERS. CODE 2FILE NO.
    
```

3. Press **1**.

```

PERSONAL TCR      ENTER ID CODE
PERS. CODE  PRINT LIST 
 TO CANCEL
    
```

REPORTS

4. Enter the personal code.  
If you enter the wrong code, press **Clear** or **No** to enter the correct code.  
**Clear** --- Erase one digit at the cursor.  
**No** --- Erase all.
5. Press **Start**.  
The report is printed.

PERSONAL TCR	<input type="button" value="NO"/> TO CANCEL
PERS. CODE 1111	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

PERSONAL TCR
PRINTING

The machine returns to the standby mode when the printout is finished.

MEMORY TRANS.	APR. 4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

### Specifying by a File Number

1. Press **Function**.
2. Press **4** and **6**.
3. Press **2**.
4. Display the file number.  
Enter the file number or search the file using **▼** and **▲**.  
If you enter the wrong file number, press **Clear** or **No** to enter the correct number.  
**Clear** --- Erase one digit at the cursor.  
**No** --- Erase all.
5. Press **Yes**.
6. Press **Start**.  
The report is printed.

FUNCTION NO: <input type="button" value="4"/> OR <input type="button" value="NO"/>
10TRANS. MODE 20CLEAR CHANGE
30PROG. CHANGE 40REPORTS <input type="button" value="↓"/>

PERSONAL TCR	SELECT ITEMS
SELECT <input type="button" value="4"/>	<input type="button" value="NO"/> TO CANCEL
1PERS. CODE 2FILE NO.	

PERSONAL TCR	SCROLL <input type="button" value="↑"/> <input type="button" value="↓"/>
NO. 0002	STANDBY PRESS <input type="button" value="YES"/>
XYZ COMPANY	

PERSONAL TCR	<input type="button" value="NO"/> TO CANCEL
NO.0002	
PRESS <input type="button" value="START"/>	

PERSONAL TCR
PRINTING

The machine returns to the standby mode when the printout is finished.

MEMORY TRANS.	APR. 4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

**Fax on Demand List (Fax on Demand Kit Required)**

To get a list of boxes and their names:

1. Press **Function**.

FUNCTION	NO: <input type="checkbox"/>	OR	<input type="checkbox"/> NO
10TRANS. MODE	20CLEAR CHANGE		
30PROG. CHANGE	40REPORTS		<input type="button" value="↓"/>

2. Press **4** and **7**.

FOD PROGRAM LIST
PRESS <input type="button" value="START"/>
<input type="button" value="NO"/> TO CANCEL

3. Press **Start**.  
The list is printed.

FOD PROGRAM LIST
PRINTING

The machine returns to the standby mode when the printout is finished.

MEMORY TRANS.	APR. 4 .12:25PM
SET DOC. OR ENTER FAX NO.	
	MEMORY 100%

**Personal Code List**

This is a list of the Personal Codes that you have stored, along with the names and Confidential IDs.

1. Press **Function 6 2 2 2 2 7** and **1**.
2. **▶** and **Start**.

**Special Terminal List**

This is a list of all terminal names that you have specified for Authorized Reception, Memory Lock and Multi Copy. It includes Wild Cards.

1. Press **Function 6 2 2 2 2 8** and **1**.
2. **▶** and **Start**.

**Forwarding List**

This list shows details of how you have programmed the Forwarding feature. It also includes the Wild Cards.

1. Press **Function 6 2 2 2 2 8** and **2**.
2. **▶** and **Start**.



### User Parameter List

This shows the current settings of the User Parameters.

1. Press **Function 6 2 2 2 2 6** and **3**.
2. **▶** and **Start**.

#### **Cross-references**

Immediate Transmission: see page 22.

Memory Transmission: see page 23.

Confidential Transmission: see page 73.

Confidential Reception: see page 99.

Keystroke Programs: see page 68.

Personal Codes: see page 82.

Forwarding: see page 113.

Quick Dial: see page 285.

Transfer Request: see page 58.

Polling: see page 135.

Groups: see page 286.

Speed Dial: see page 285.


Authorized Reception: see page 109.

User Parameters: see page 11.

# LOOKING AFTER THE MACHINE

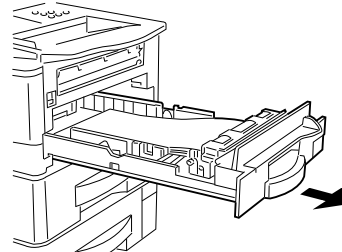
## LOADING PAPER

### Loading Paper in the Main Cassette or Optional Front Paper Feed Unit

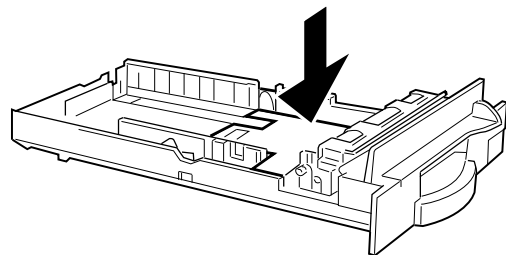
When the Add Paper indicator (  ) on the operation panel is lit, the cassette is empty.

1. Slide out the cassette until it stops. With both hands, remove it by holding it up and lifting it out at the same time.

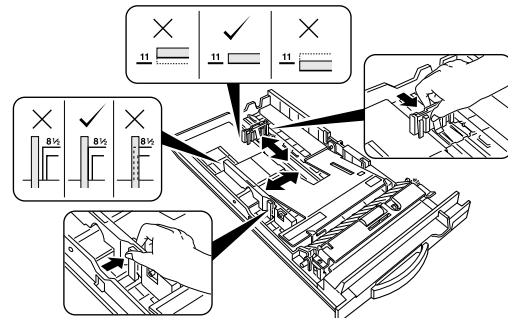
**Note:** When you pull out the cassette, pull it out horizontally.



2. Press down the metal base plate until it clicks into place.



3. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the cassette with the side on which you wish to print face up. Check the paper fits under the metal corners.



Make sure the back fence is set in the Groove on the paper cassette.

4. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.

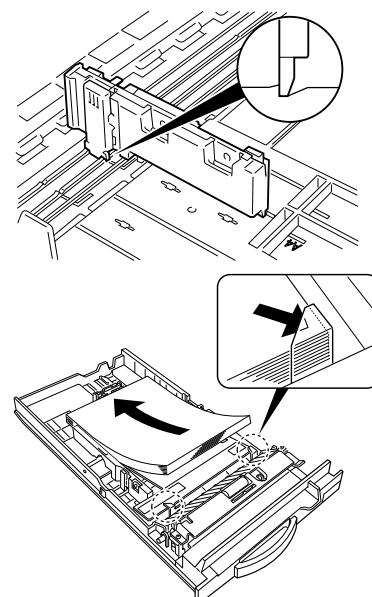
**NOTE:**  Make sure that the paper fits the corners.

- Do not fill up the cassette past the load limit marker.

Load Limit



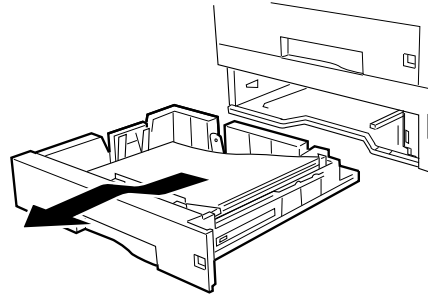
5. Replace the cassette to its original position.



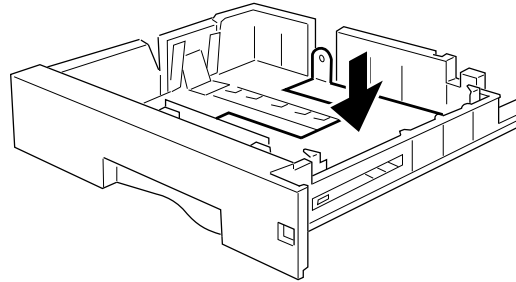


## Loading Paper in the Optional Side Paper Feed Unit

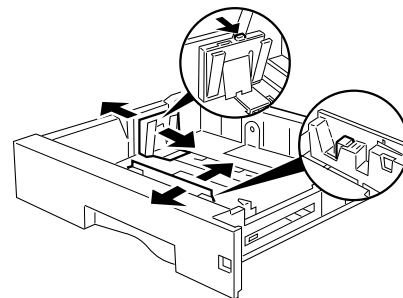
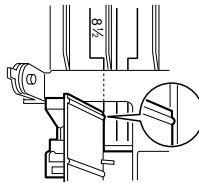
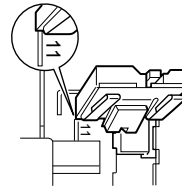
1. Slide out the side paper feed unit until it stops. With both hands, remove it by holding it up and lifting it out at the same time.



2. Press down the metal base plate until it clicks into place.



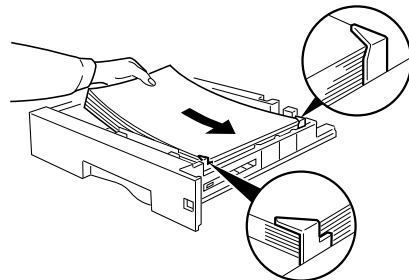
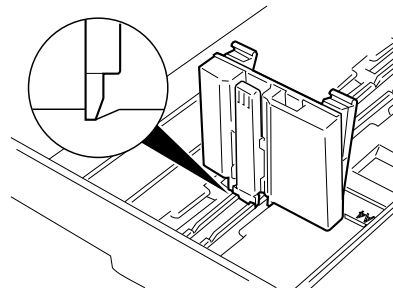
3. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the unit with the side on which you wish to print face up. Check the paper fits under the metal corners.



Make sure the back fence is set in the groove on the paper cassette.

4. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.

- Do not fill up the cassette past the load limit marker.

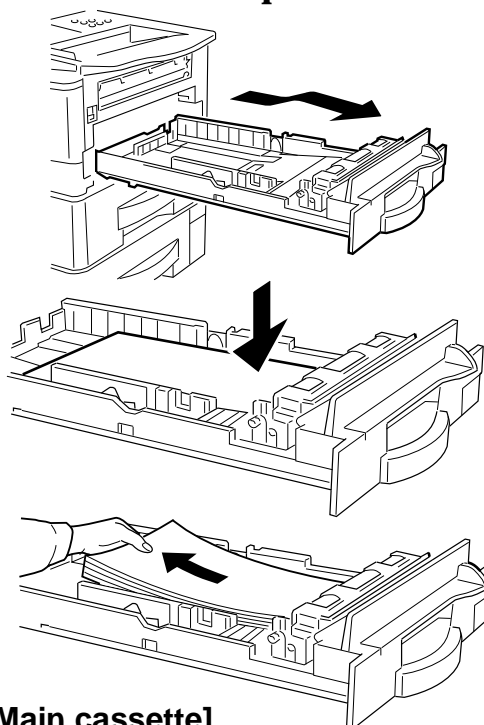


5. Replace the feed unit to its original position.

## CHANGING THE PAPER SIZE

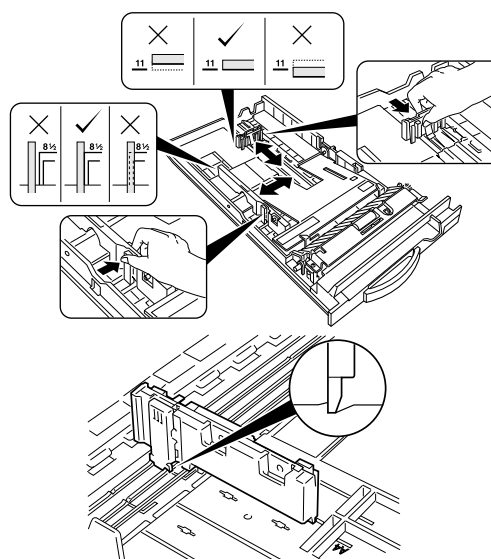
### Changing the Paper Size in the Main Cassette or the Optional Front Paper Feed Unit

1. Slide out the cassette until it stops. Then, with both hands, remove it by holding it up and lifting it out at the same time.  
**Note:** When you pull out the cassette, pull it out horizontally.
2. Press down the paper until it clicks into place.
3. Take out the paper.



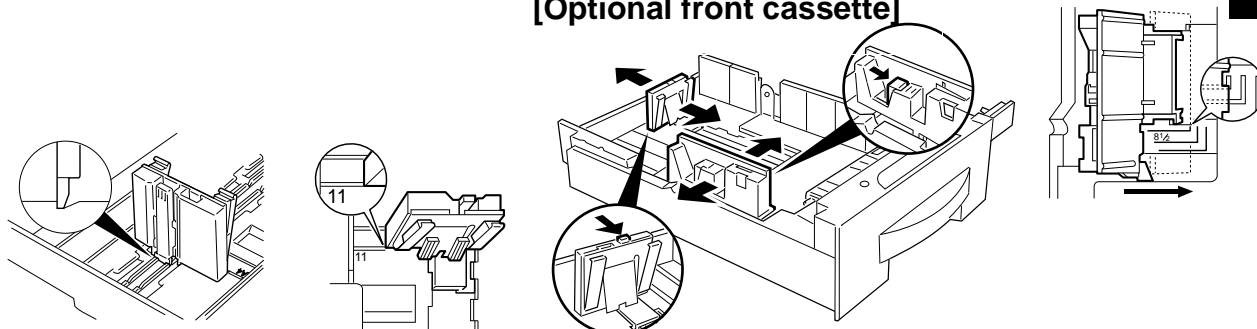
[Main cassette]

4. Adjust the paper fences to the paper size. To move a fence, pinch the top lever in and slide the fence in or out as shown. Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the cassette. The fences should be aligned so that the inside edge of each fence is just touching the line of the scale.



Make sure the back fence is set in the groove on the paper cassette.

[Optional front cassette]

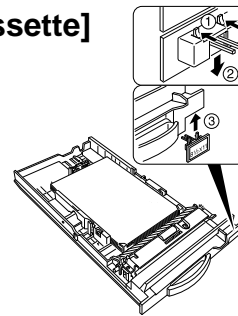


## LOOKING AFTER THE MACHINE

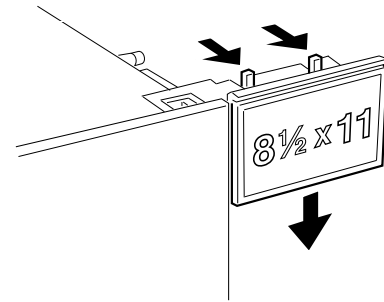
5. Change the paper size plate (located at the front of the cassette).

To remove an existing plate, squeeze the two vertical tabs slightly inwards while pulling the plate out from below (see diagram). Insert a plate with the appropriate paper size engraved on the front.

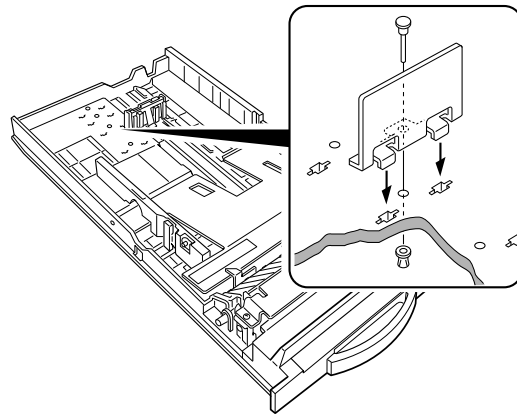
### [Main Cassette]



### [Optional front cassette]

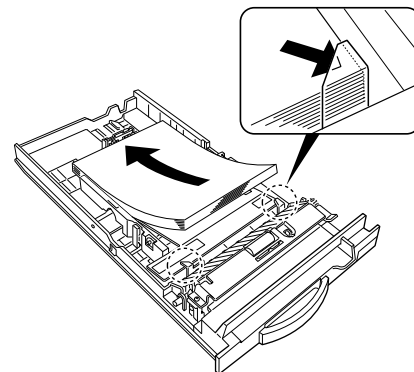


6. Fit the paper fence lock behind the rear fence of main cassette as shown in the diagram. The lock should fit into the slots on the base of the tray and should be snug against the paper fence. Insert the holding pin as shown and fix the plastic nut, under the tray.



7. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the cassette with the side on which you wish to print face up. Check the paper fits under the metal corners.

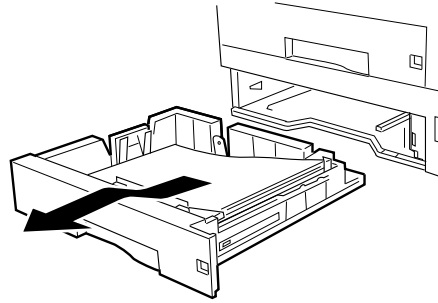
- Do not fill up the cassette past the load limit marker.



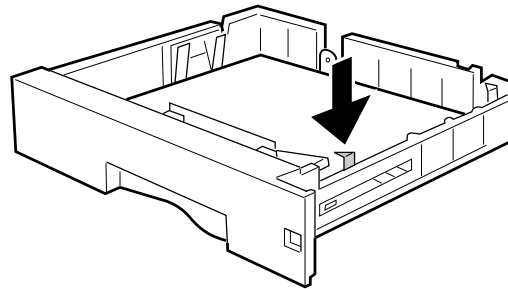
8. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.
9. Replace the cassette to its original position.

## Changing the Paper Size in the Optional Side Paper Feed Unit

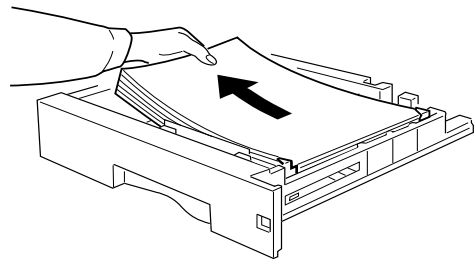
1. Slide out the paper feed unit until it stops. Then, with both hands, remove it by holding it up and lifting it out at the same time.



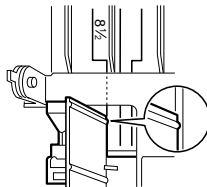
2. Press down the paper until it clicks into place.



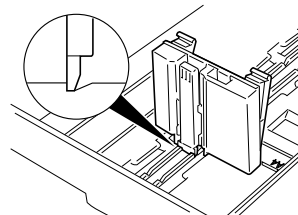
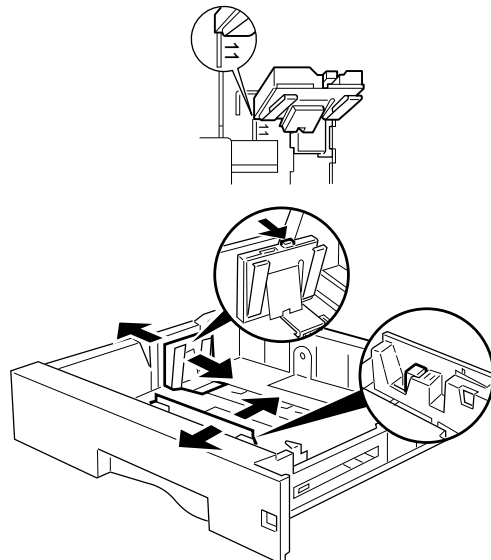
3. Pull out the paper.



4. Adjust the paper fences to the paper size. To move a fence, pinch the top lever in and slide the fence in or out as shown. Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the feed unit. The fences should be aligned so that the inside edge of each fence is just touching the line of the scale.



Make sure the fence is set in the groove on the paper cassette.

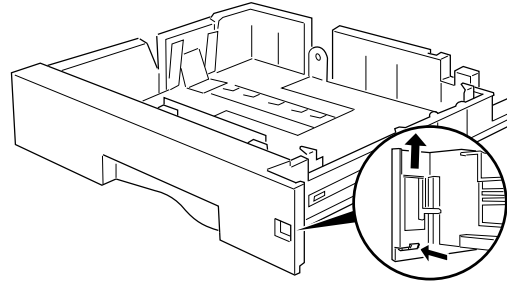


## LOOKING AFTER THE MACHINE

---

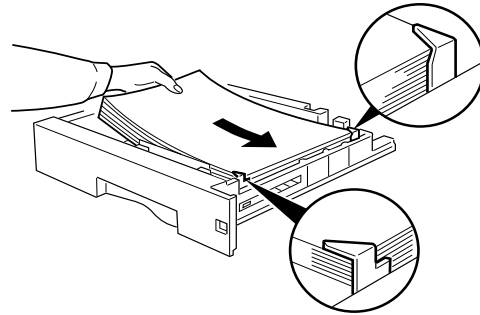
5. Change the paper size plate (located at the front of the feed unit).

To remove an existing plate, push in the tab at the base while lifting the plate out from above (see diagram). Insert a plate with the appropriate paper size engraved on the front.





6. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the feed unit with the side on which you wish to print face up. Check the paper fits under the metal corners.

Do not fill up the cassette past the load limit marker.



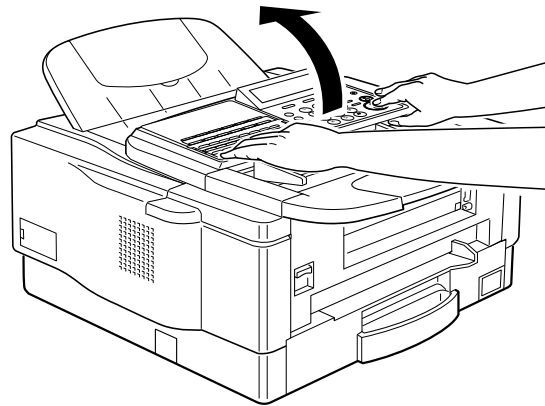
7. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.
8. Replace the feed unit to its original position.

## REPLACING THE TONER CASSETTE AND CLEANING PAD

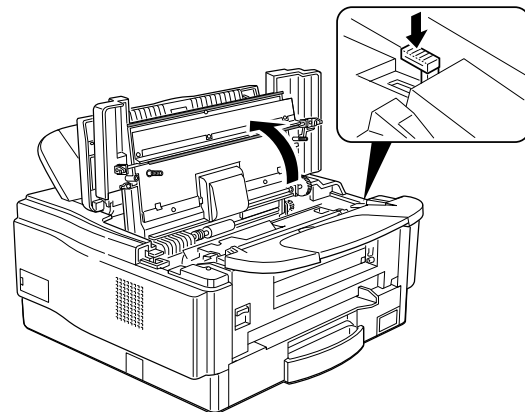
- ❑ When the Add Toner indicator (  ) starts to blink, the toner cassette is almost empty. You will be able to make 100 more copies before you have to change the toner cassette.
- ❑ When the Add Toner indicator (  ) remains lit, it is time to install a new toner cassette.

### Replacement Procedure

1. Open the scanner.



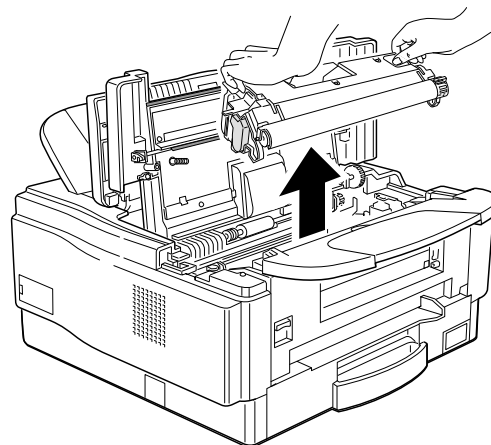
2. Open the upper cover. (Push the button of the right side.)



3. Slide out the old toner cassette.

**Note:** Do not shake the cassette, or toner may spill out.

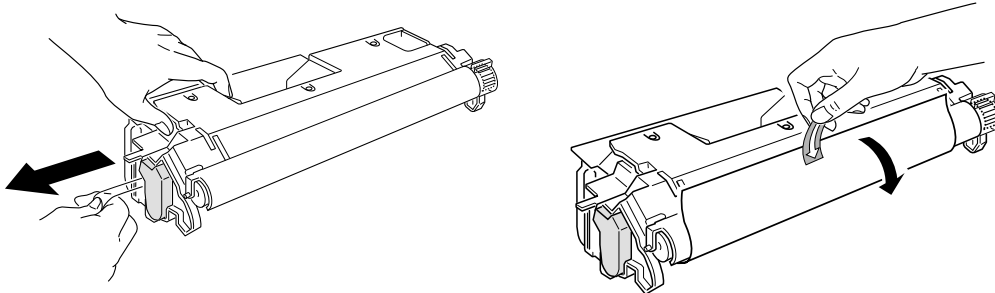
**WARNING:** Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.



## LOOKING AFTER THE MACHINE

---

4. Shake the toner cassette before installing it.  
On the new toner cassette, pull out the sheet. And remove the black sheet.

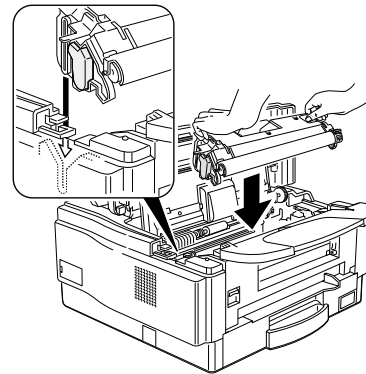


5. Slide the new toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.

### CAUTION

Hold the cassette as shown in the illustration.

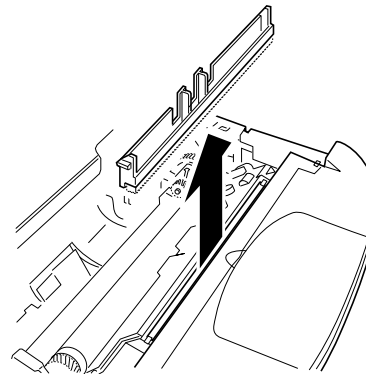
Never touch the photoconductor inside the machine (Green drum).



6. Remove the old cleaning pad.

### WARNING:

The cleaning pad may be very hot.  
Therefore, hold it by the center two tabs.  
Do not touch any other parts on the pad.



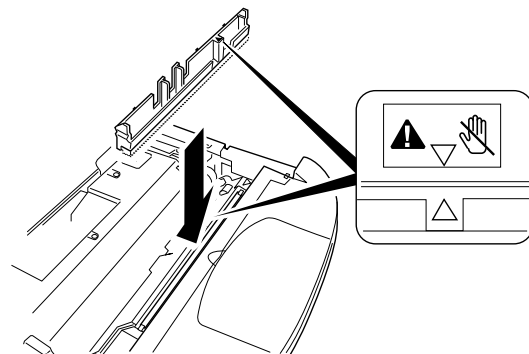
7. Install the new cleaning pad.  
Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.

**Note:** Push the cleaning pad until you hear it clicking.

**Important:** Do not forget to install the cleaning pad. If not installed correctly, damage may be caused to the machine.

8. Close the upper cover and lower the operation panel until it clicks.

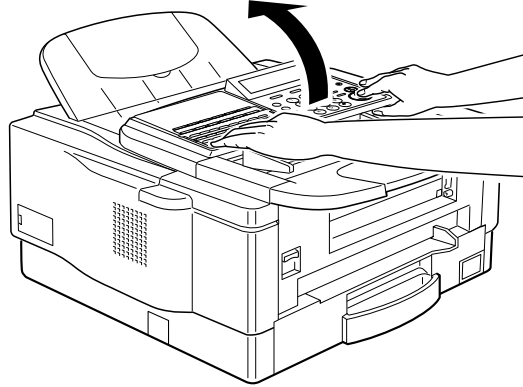
**Note:** If the upper cover does not close, the toner cassette or cleaning pad is not correctly installed.



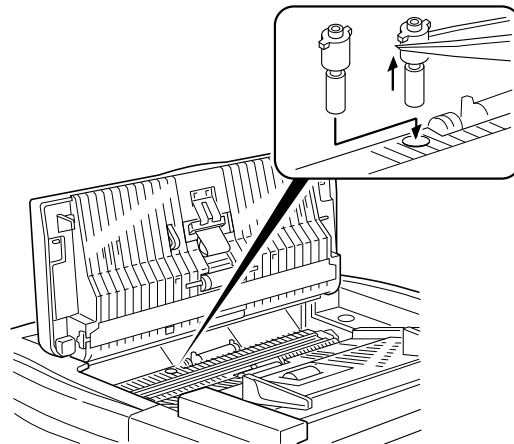
## REPLACING THE STAMP

When the mark made by the verification stamp becomes pale, replace the stamp as described below.

1. Pull up the scanner.



2. Replace the stamp.  
If tweezers are not available, you may press the point of a pencil down vertically into the stamp and remove it by lifting straight up.

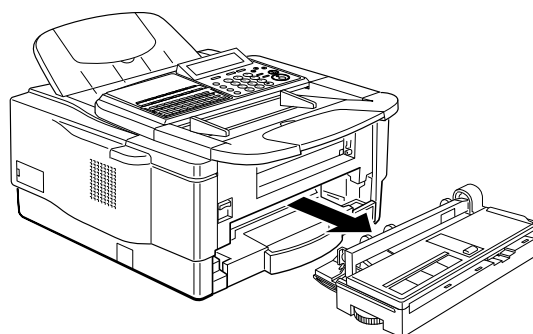


3. Close the operation panel.  
Make sure you push down on both sides of the panel so it locks into place.

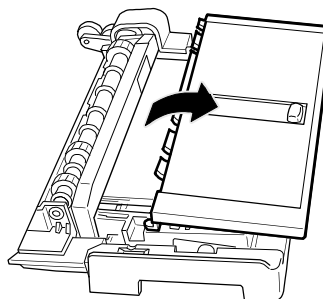


## **CHANGING THE PAPER SIZE (OPTIONAL CASSETTE)**

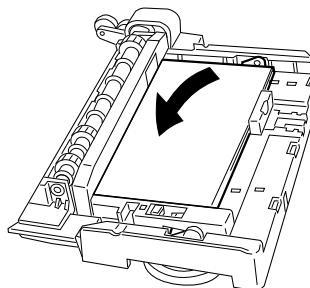
1. Pull out the removable cassette.



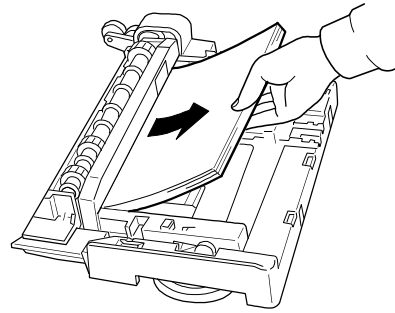
2. Remove the cover of the cassette.



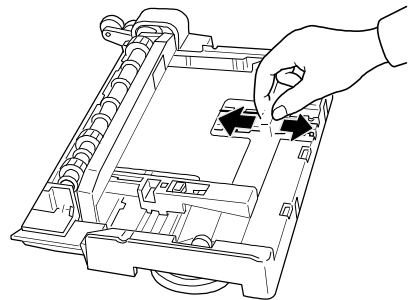
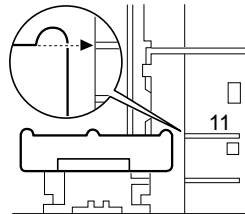
3. Push the paper until it clicks.



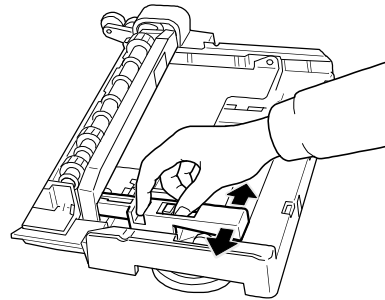
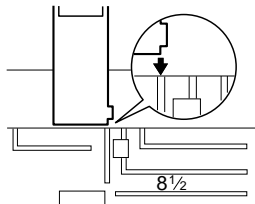
4. Remove the paper.



5. Adjust the position of the back fence.

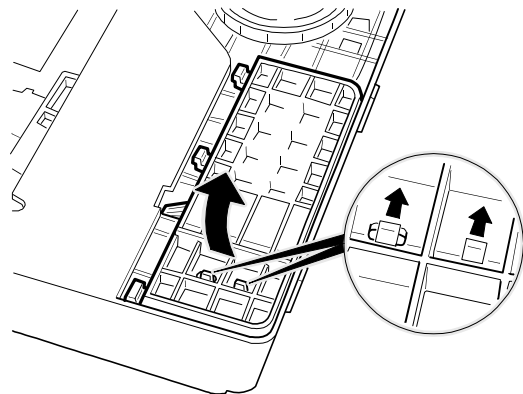


6. Adjust the position of the side fence.



When you install the long size of paper, install the extension.

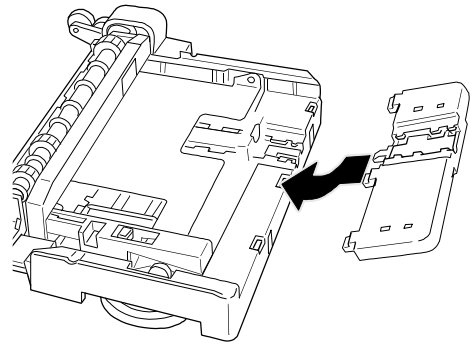
7. Turn over the cassette. Remove the extension.



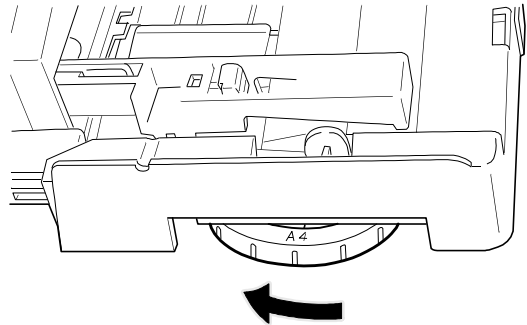
## LOOKING AFTER THE MACHINE

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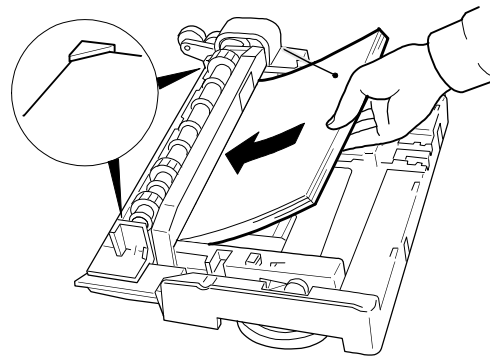
8. Turn over the cassette again and install the extension.



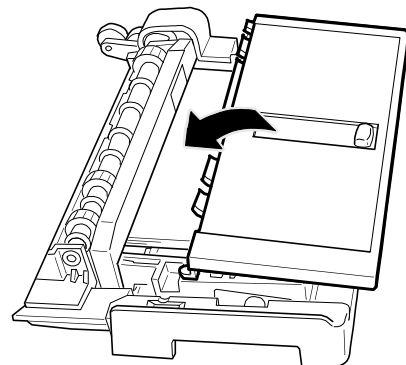
9. Rotate the dial until the appropriate size appears.



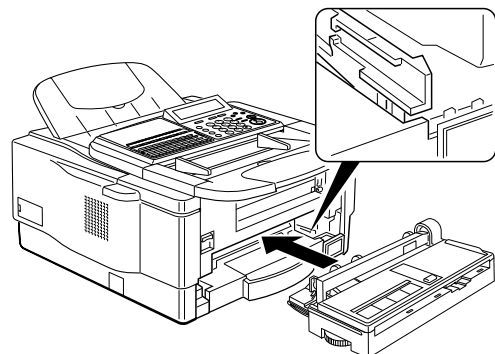
10. Set the paper under the corners.  
If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



11. Set the cover of the removable cassette.



12. Install the removable cassette.



## USER MAINTENANCE PROCEDURES

To ensure that your fax continues to operate properly, some simple maintenance is required. This entails cleaning and replacing a few components. Cleaning should be done once every 6 months. Replacements should be done after a specified number of scannings or printings.

### User Maintenance Table of Cleaning

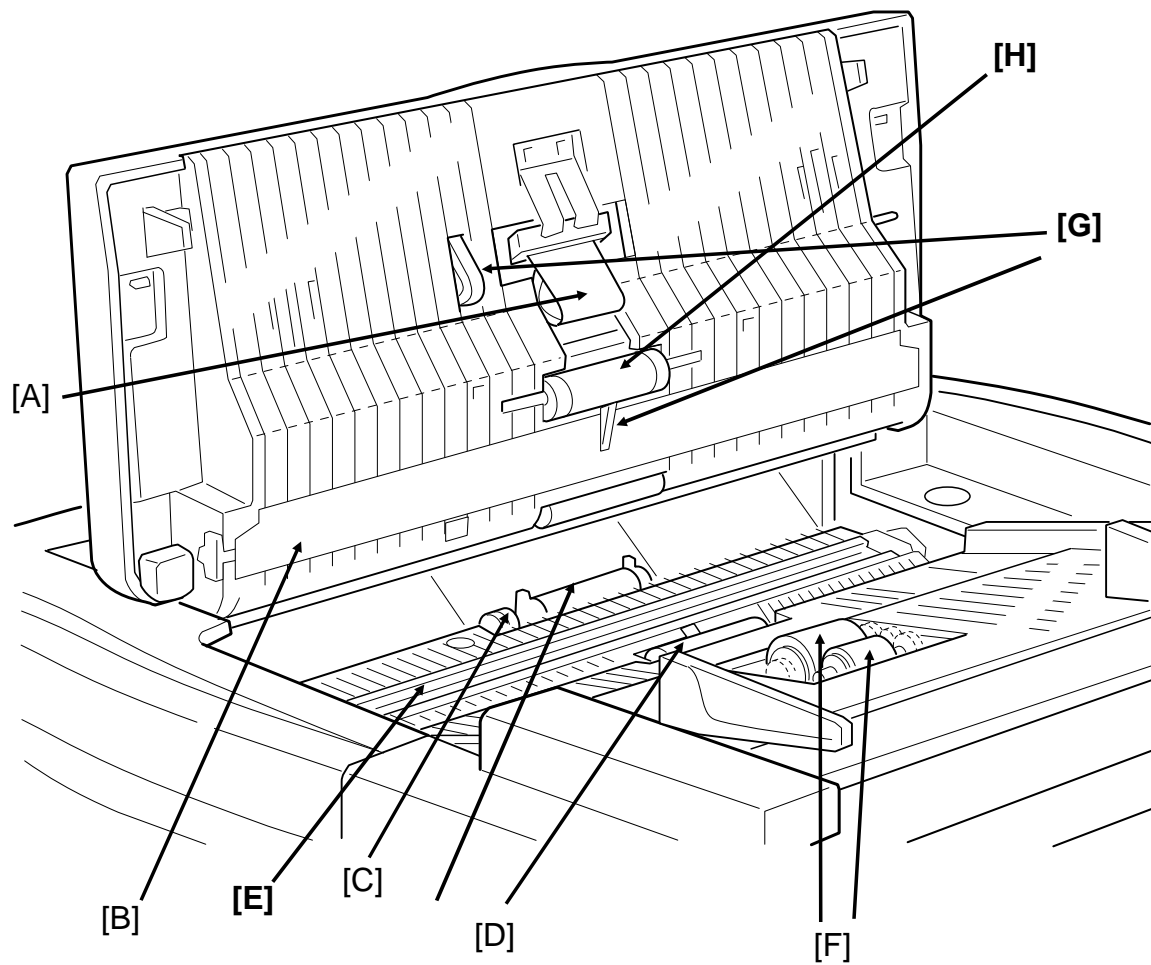
The following table shows what items you need to look after from time to time. Letters after component names in the Item column refer to the labels used in the diagrams on the following pages.

Area	Item	What to Use	Possible Problems if Not Maintained
Scanner	Separation pad [A]	Soft damp cloth	Document non-feed or multifeed
	Separation Roller [H]		
	Pick-up Roller [F]	Soft damp cloth	Document non-feed or jam
	Feed Roller [F]	Soft damp cloth	
	White Strip [B]	Soft damp cloth	Poor copy quality (dirty background on copies and transmitted faxes)
	R1 Roller [D]	Soft damp cloth	Document skew, or dirt on the document
	R2 Roller [D]	Soft damp cloth	
	Exposure Glass [E]	Soft damp cloth	Vertical black lines on copies and transmitted faxes

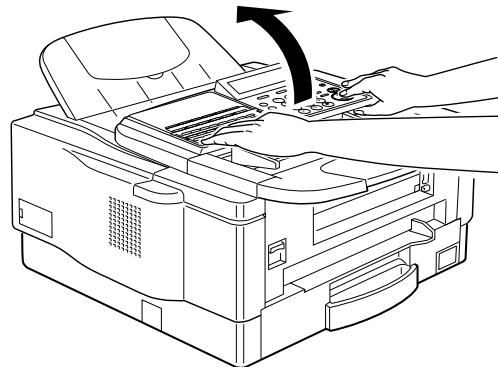
**Caution:** A soft damp cloth is needed. The cloth must be wrung out tightly before use. Use water only. Do not use a detergent or a solvent such as alcohol.

## User Maintenance Procedure of Cleaning

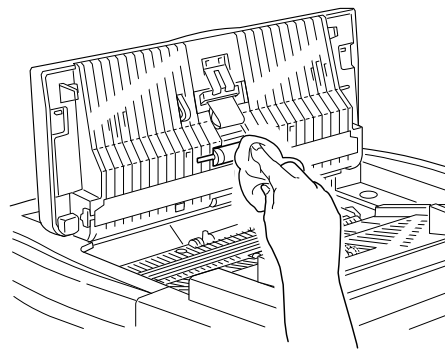
### Scanner



1. Prepare a soft damp cloth.
2. Turn off the main power switch.
3. Lift up the operation panel.



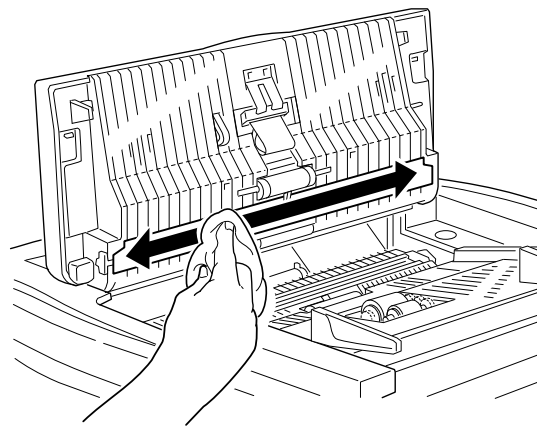
4. Clean the pressure roller [A] with the soft damp cloth, while rotating the roller.



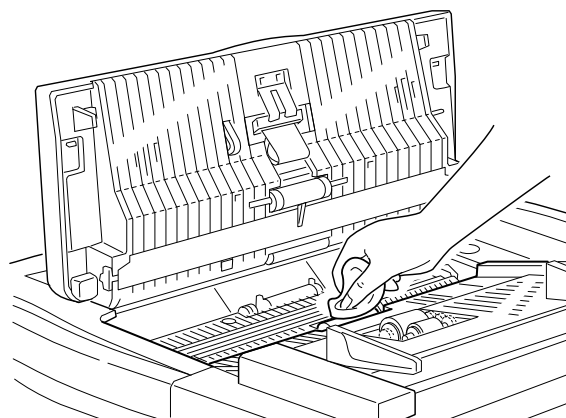
5. Clean the white strip [B] with the soft damp cloth.

**CAUTION:**

Do not damage the sensor actuator [G] (black plastic) on the white stripe.



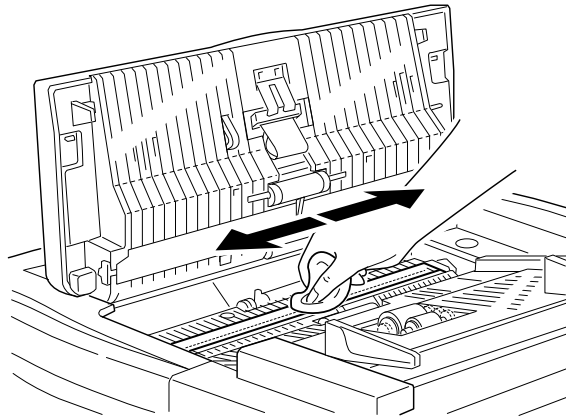
6. Clean the R1 and R2 rollers [D] with the soft damp cloth.



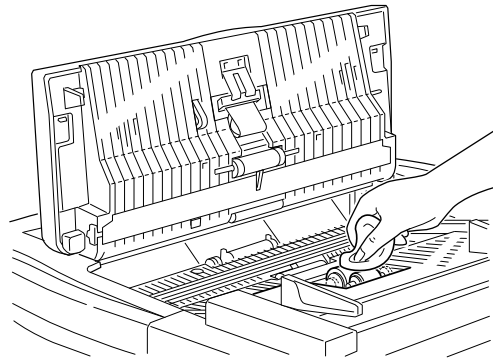
## LOOKING AFTER THE MACHINE

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6. Turn the main power switch off.
7. Clean the exposure glass [E] with the soft damp cloth.



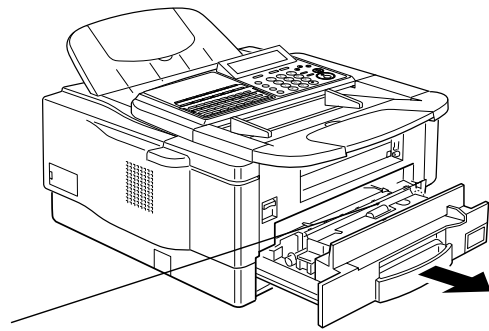
8. Clean the pick-up and feed rollers [F] with the soft damp cloth, while turning the rollers in the direction shown in the diagram.



9. Close the operation panel.  
Make sure you push down on both sides of the panel so it locks into place.

**Cassette**

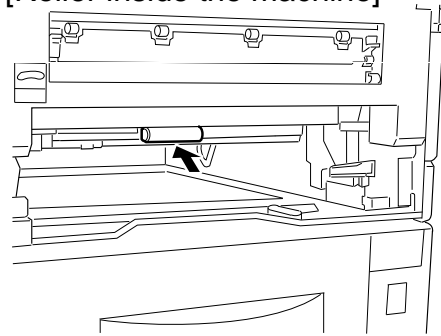
1. Pull out the cassette.  
**Note:** When you pull out the cassette, pull it out horizontally.



[Roller on the cassette]

2. Clean the rollers on the cassette and in the interior of the machine using the soft damp cloth.

[Roller inside the machine]

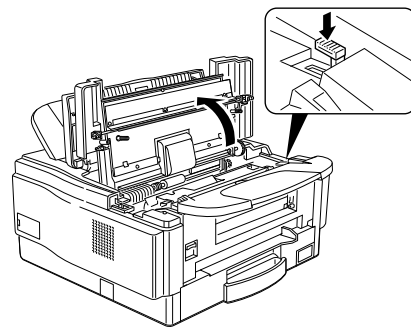
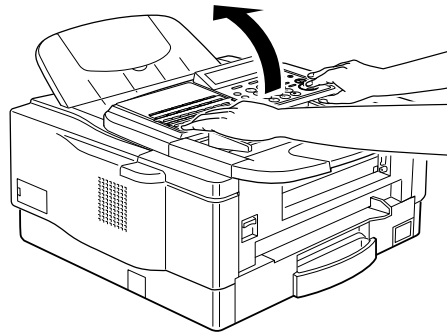


3. Close the cassette.

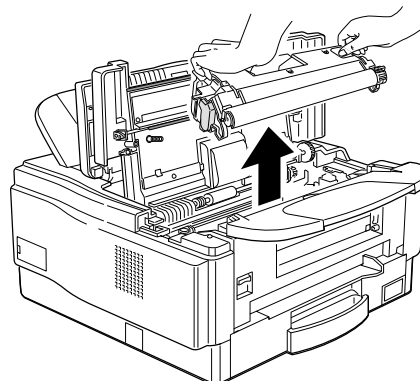
**Cleaning the Corona Wire**

Please clean the corona wire often in order to keep the printing image quality.

1. Lift up the operation panel.
2. Open the upper cover.



3. Remove the toner cassette. Place it on a sheet of paper.

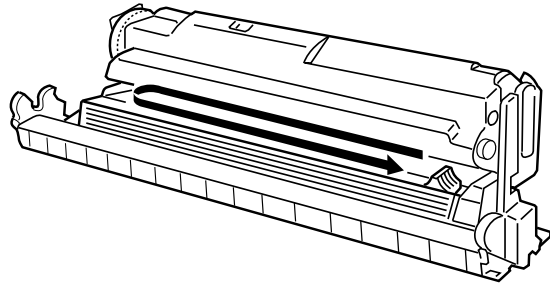




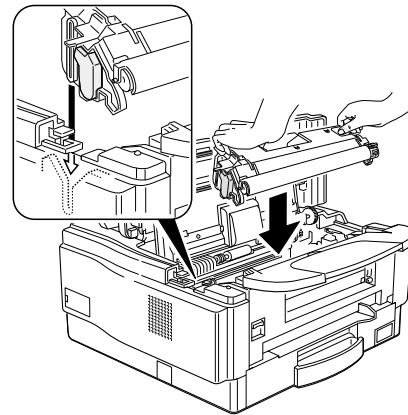
## LOOKING AFTER THE MACHINE

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4. Gently drag the blue lever from end to end twice. Make sure the lever is returned on the original position.



5. Re-install the toner cassette. Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



6. Close the upper cover and lower the operation panel. Make sure you push down on both sides of the panel so it locks into place.

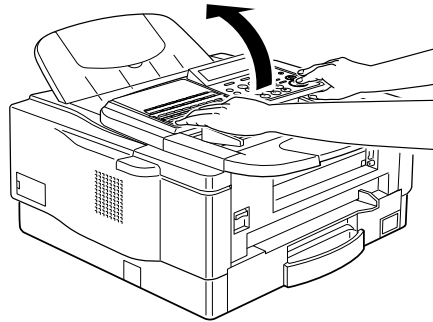
## User Maintenance Procedure for Replacing

### Replacing the ADF Roller Assembly and the Separation Pad

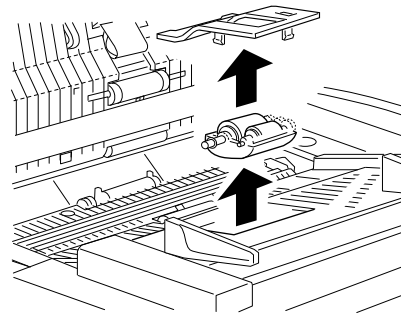
You should replace the ADF(Auto Document Feeder) roller assembly and the separation pad to prevent misfeeds about every 30,000 sheets. To check how many sheets you've scanned, please refer the section titled "Counters" (See page166 .)

To get the new roller and pad, contact your service representative.

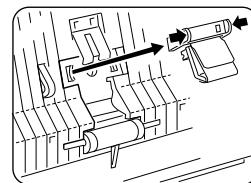
1. Open the operation panel.



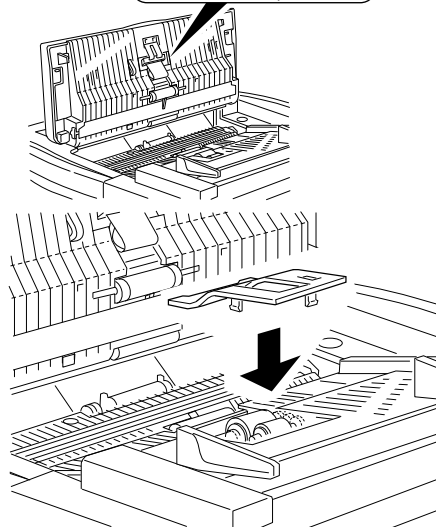
2. Remove the old ADF roller assembly.



3. Remove the old separation pad.



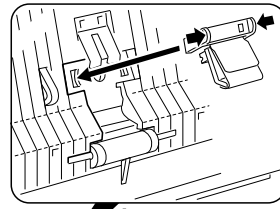
4. Install the new ADF roller assembly.



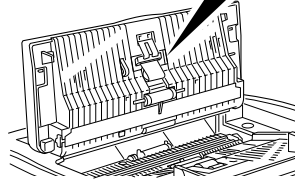
## LOOKING AFTER THE MACHINE

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5. Install the new separation pad.



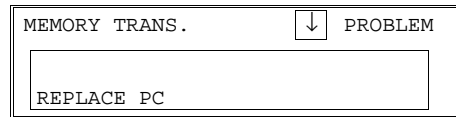
6. Close the operation panel.  
Make sure you push down on both sides of the panel so it locks into place.



## Replacing the Photoconductor

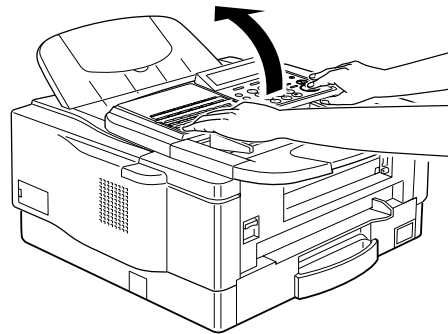
You should replace the photoconductor to maintain the copy quality after about every 30,000 sheets.

If the following display appears, replace the photoconductor.

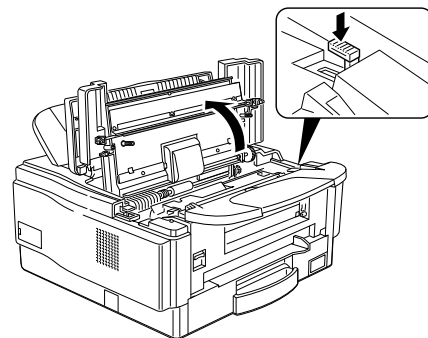


To check how many sheets you've printed, please refer the section titled "Counters" (See page166 .)

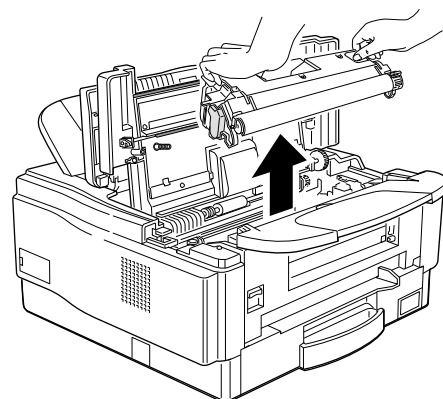
1. Lift up the operation panel.



2. Open the upper cover.



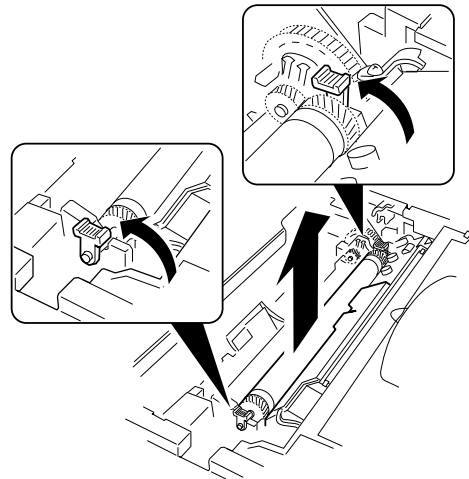
3. Remove the toner cassette.



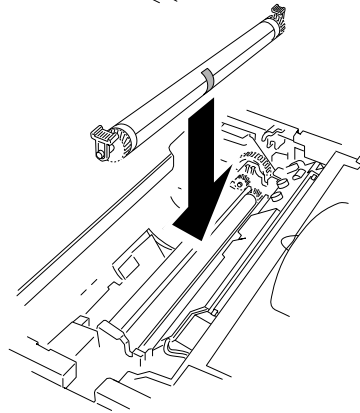
## LOOKING AFTER THE MACHINE

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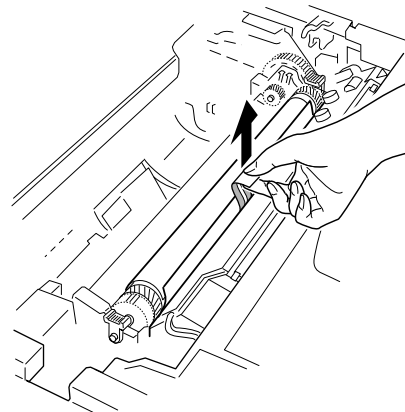
4. Remove the old the photoconductor.



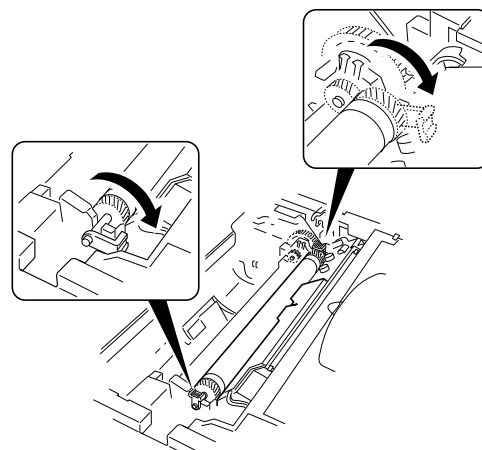
5. Place the photoconductor in the machine. Pay attention to the green knob. One of them is marked "R" for right side.



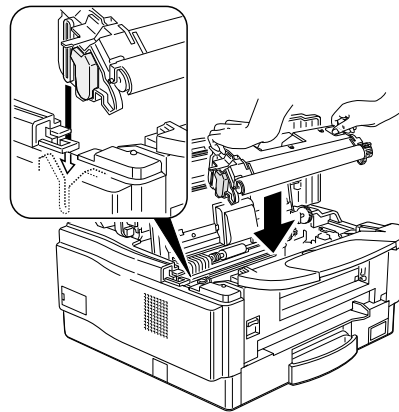
6. Remove the black sheet as shown in the diagram.



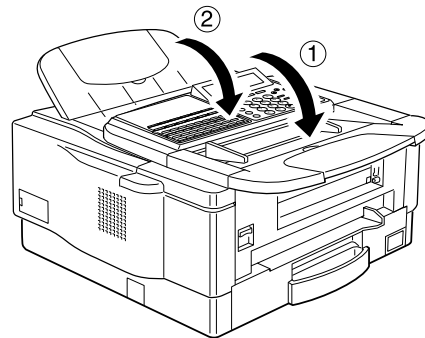
7. Turn the green levers to lock the photoconductor in place.  
**Caution:** Never touch the surface of the photoconductor (green drum).



8. Replace the toner cassette.

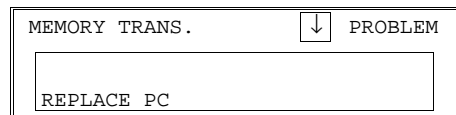


9. Close the upper cover and the operation panel.

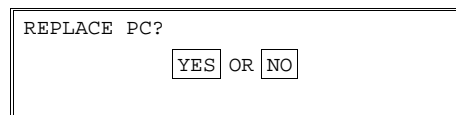


After you replace the photoconductor, reset the counter for photoconductor inside the machine.

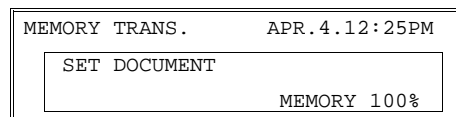
1. The display is shown as opposite.



2. Press ▼.



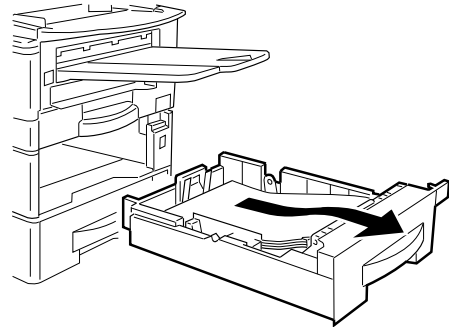
3. Press **Yes**.  
The counter resets.



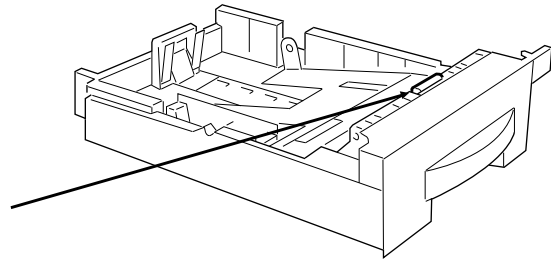
## **The Front Paper Feed Unit**

1. Using both hands, pull out the feed unit. Then remove it by holding it up and lifting it out at the same time.

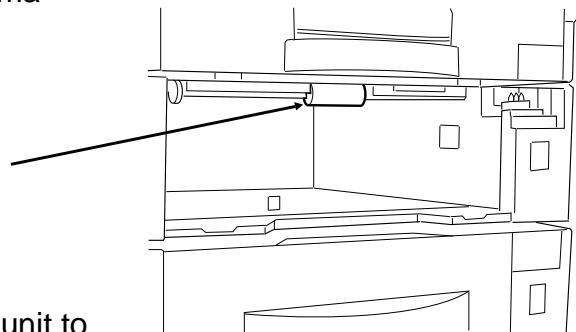
**Note:** When you pull out the cassette, pull it out horizontally.



2. Remove the paper then wipe the roller on the feed unit.



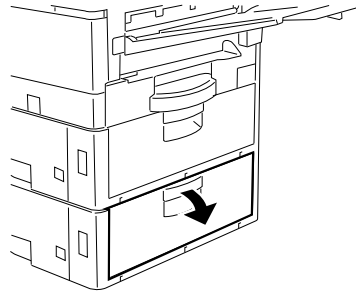
3. Wipe the roller in the interior of the machine.



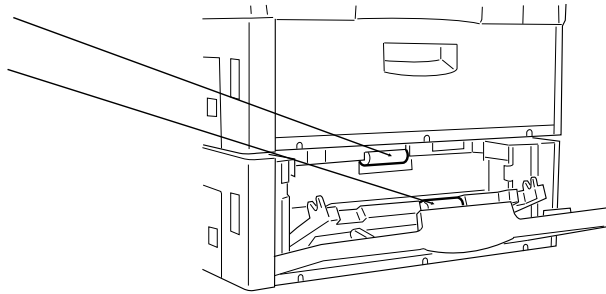
4. Set the paper and replace the feed unit to its original position.

## **The Side Paper Feed Unit**

1. Open the side cover.



2. Wipe the 2 rollers.



3. Close the side cover.



## ***SOLVING PROBLEMS***

**Caution:** Do not attempt to make any repairs other than those described in this manual. Removing covers may expose you to dangerous voltages and other risks. Refer all servicing to qualified personnel.

### **CHECK THE INDICATORS AND DISPLAY PANEL**

**Check Display** indicator lights if there are any problems. Check the description in the display.

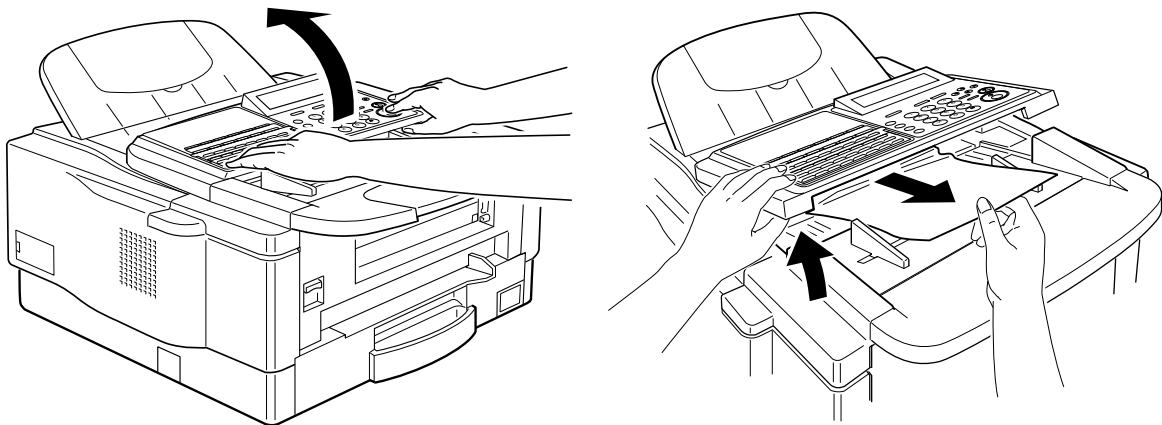
### **DOCUMENT JAMS**

#### **Clearing a Document Jam**

If CLEAR ORIGINAL appears in the display:

- There is a document jammed in the feeder. Remove the jammed document and repeat the transmission procedure.
- The document may be longer than the maximum limit (see Recommended Types of Document, page 20).

1. Pull up and open the operation panel.
2. Carefully take out the jammed original. Do not leave any pieces inside. Then close the operation panel.

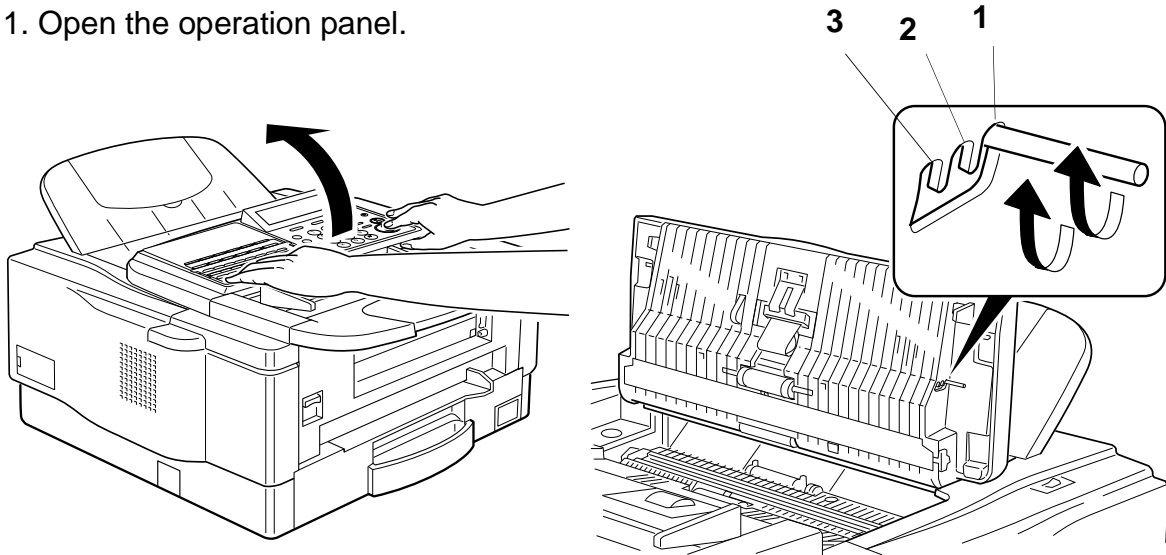


A defective or unrecommended document type may cause a jam. See pages 20 and 21.

### Adjusting the Document Feeder

Depending on the thickness of the paper, three settings can be selected; thin, normal, and thick.

1. Open the operation panel.



2. To meet the paper type to be scanned, adjust the lever position as shown in the following table.

Paper Thickness	Pressure	Position
Thin	Low	1
Normal	Normal	2
Thick	High	3

To correct document feed problems, adjust the lever position as shown in the following.

Problem	Position
Multi-feed	3
Feed Jam	1
Non-feed	1

Note: In a new machine the setting is middle position.

## COPY JAMS

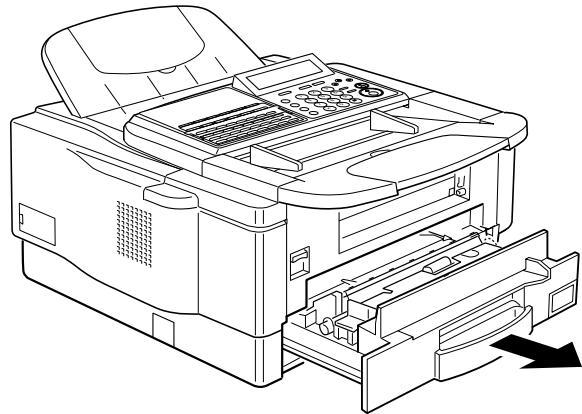
If the CLEAR COPY appears in the display, there is a copy jam.

There are four possible locations:

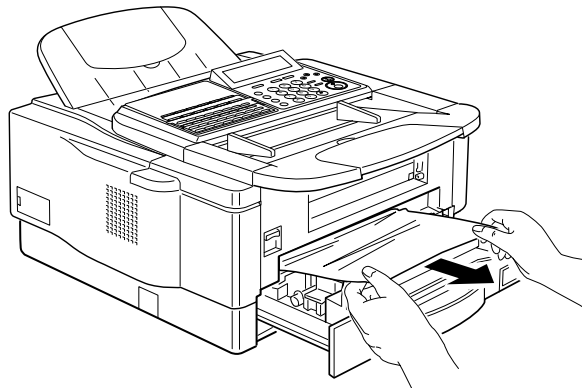
- Cassette entrance
- Inside the machine

### Cassette Entrance

1. Pull open the cassette.



2. Gently pull out the misfed paper.  
Do not leave any pieces inside.

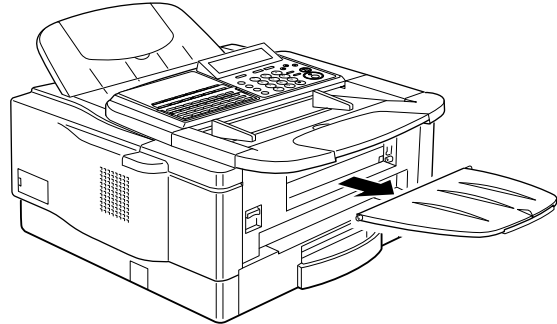


3. Push the stack of paper until it clicks.
4. Replace the cassette.

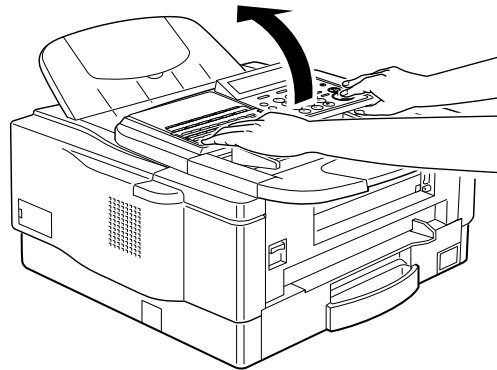
## Copy Feed Area

### Inside the machine

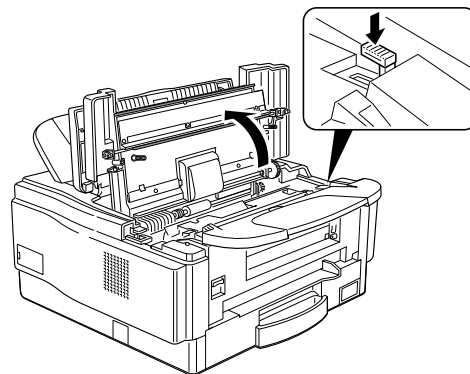
1. Remove the copy tray.



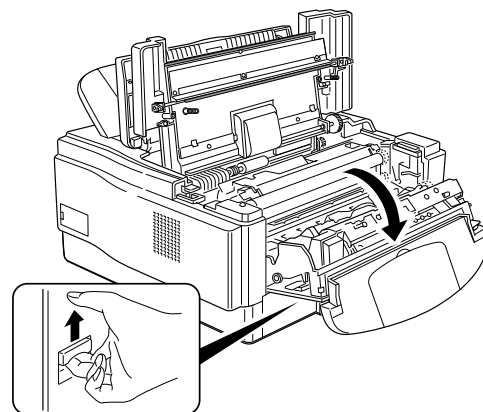
2. Pull up and open the operation panel.



3. Open the upper cover.



4. Open the front cover.



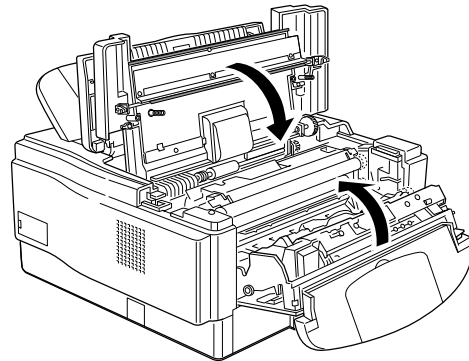
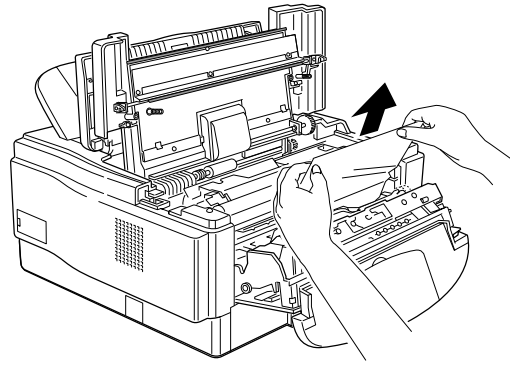
5. Pull out the jammed paper carefully.

**CAUTIONS:**

- Do not touch the fusing unit . It may be hot.
- Do not touch the photoconductor drum.

Any toner on the paper will not be fixed to the paper. Be careful not to get your hands or clothing dirty.

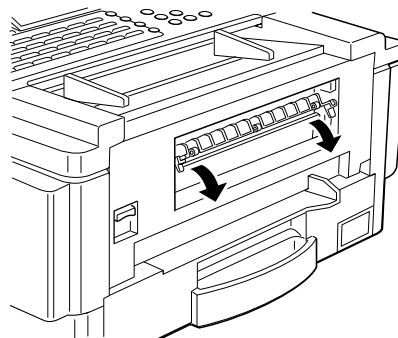
6. Close the front cover and the upper cover.



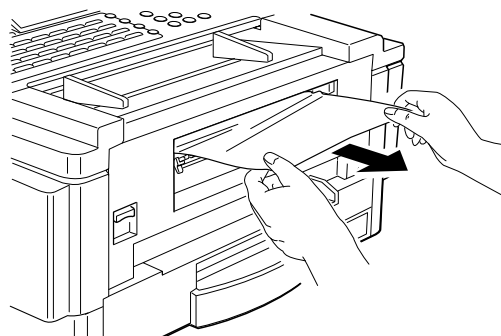
7. Close the operation panel.  
Make sure you push down on both sides of the panel so it locks into place.

**Copy Exit Area**

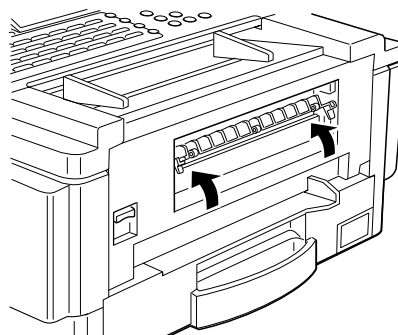
1. Open the copy exit cover.



2. Gently pulled the jammed paper.

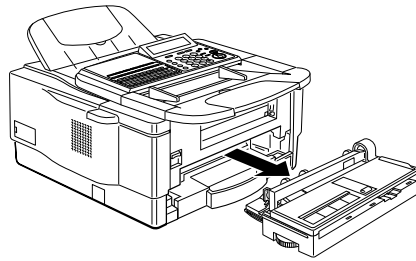


3. Close the copy exit cover.

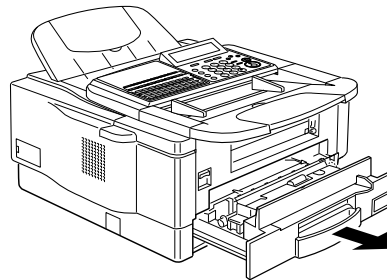


## Copy Jams with the Optional Removable Cassette (Cassette Area)

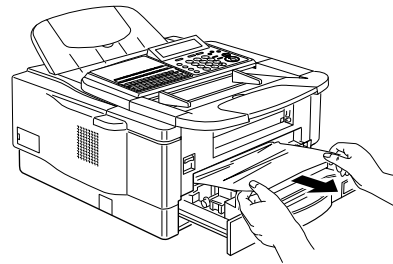
1. Take out the removable cassette.



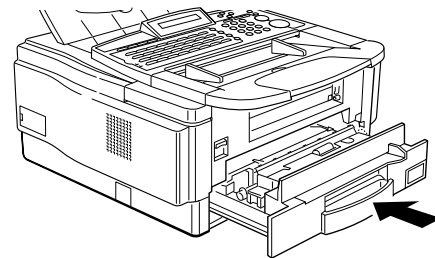
2. Pull out the cassette.



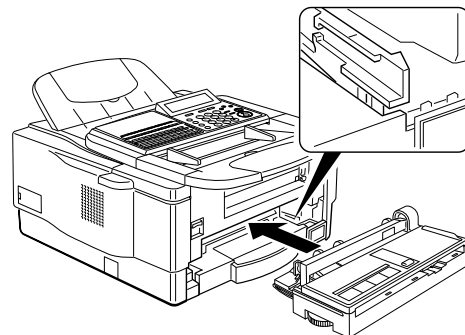
3. Gently pull out the misfed paper.  
Do not leave any pieces inside.




4. Replace the cassette.



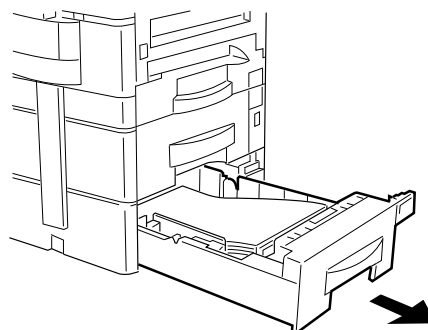
5. Replace the removable cassette.



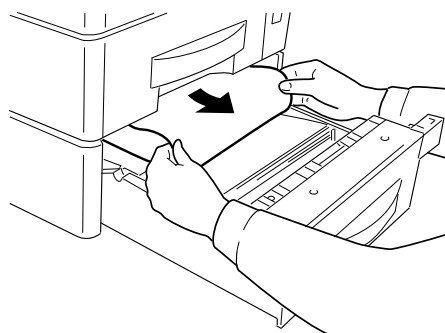
## Paper Jams in the Optional Front Paper Feed Unit

1. When  is lit, pull out the paper feed unit. If two front feed units are installed, both indicators may be lit. In this case, begin with the lower paper feed unit.

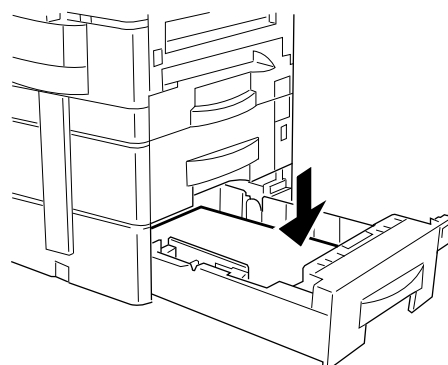
**Note:** When you pull out the cassette, pull it out horizontally.



2. If there is any jammed paper, remove it.




3. Press down the paper that is set in the feed unit until the base plate clicks.

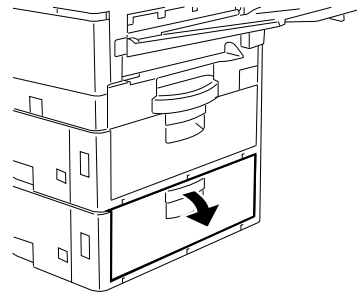


4. Replace the feed unit. If two front feed units are installed and both indicators are lit, repeat steps 1 to 3 for the upper feed unit to remove any paper jammed there.

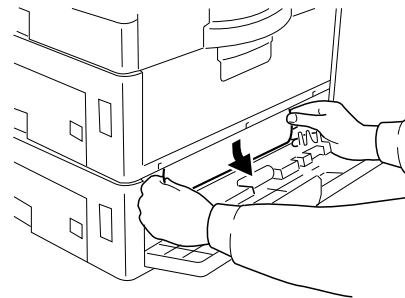


## Paper Jams in the Optional Side Paper Feed Unit

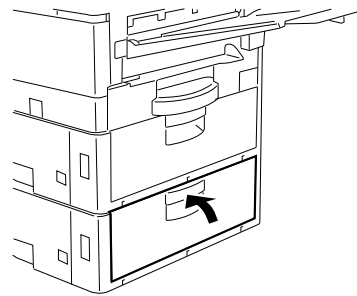
1. When  is lit, open the feed unit side cover. If two landscape feed units are installed, both indicators may be lit. In this case, begin with the lower unit.



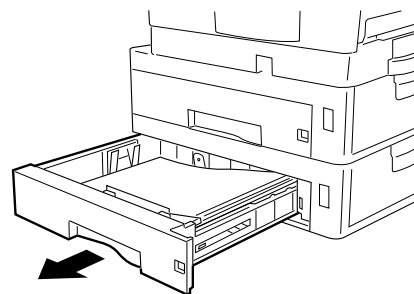
2. If there is any jammed paper, remove it.



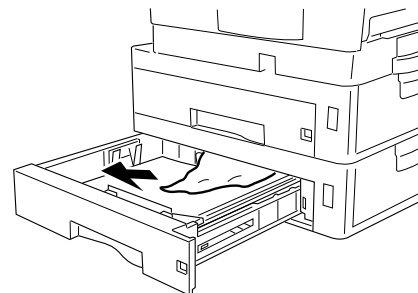
3. Close the side cover.



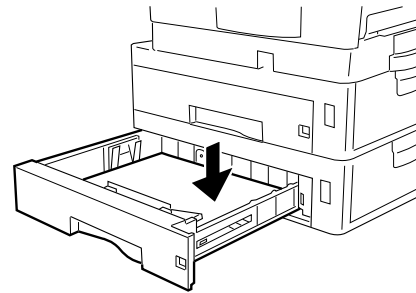
4. If you haven't managed to remove the jammed paper yet, pull out the paper feed unit.



5. If there is any jammed paper, remove it.



6. Press down the paper that is set in the unit until the bottom plate clicks. Make sure the paper fits correctly under the two metal corners.



7. Replace the feed unit to its original position. If two landscape feed units are installed and both indicators are lit, repeat steps 1 to 7 for the upper unit to remove paper jammed there.

## COMMUNICATION PROBLEMS

If the ERROR PRESS STOP KEY appears in the display:

Press **Stop**.

- A poor line caused the communication to fail.
- The line is busy or noisy. Try to retransmit.
- The other machine is out of order.
- Ask the other party to check their machine.

**OPERATING DIFFICULTIES**

<b>Problem</b>	<b>Required Action</b>
<b>STANDBY MODE</b>	
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet? <ul style="list-style-type: none"> <li>• Plug it in firmly</li> </ul>
SET DOC. OR DIAL NO is not displayed.	Switch the power on. <ul style="list-style-type: none"> <li>• If the Power indicator does not light, check that the power cord is plugged in.</li> </ul>
The display does not show the Ready condition, or the machine stops during an operation.	Does CLEAR ORIGINAL or CLEAR COPY appear in the display ? <ul style="list-style-type: none"> <li>• Clear the misfed paper. See pages 206 and 208.</li> </ul>
	Does ADD PAPER appear in the display? <ul style="list-style-type: none"> <li>• Load paper into the paper tray. See page 181.</li> </ul>
	Does CLOSE COVER appear in the display? <ul style="list-style-type: none"> <li>• Close all covers.</li> </ul>
	Is the Add Toner indicator on? <ul style="list-style-type: none"> <li>• Load a new toner cartridge. See page 187.</li> </ul>
<b>TRANSMISSION</b>	
The original is not pulled into the auto document feeder.	You did not feed the document far enough into the feeder. <ul style="list-style-type: none"> <li>• Insert the document into the feeder until it stops. Retransmit.</li> </ul>
	Do user maintenance, especially separation pad [A] and roller [F] (see page 193). <ul style="list-style-type: none"> <li>• If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 207).</li> </ul>
	The telephone line is disconnected. <ul style="list-style-type: none"> <li>• Check that the line is connected properly.</li> </ul>
	The telephone line type setting is incorrect. <ul style="list-style-type: none"> <li>• Check the telephone line type setting (see page 284).</li> </ul>
	The dialed number does not contain an access code or a pause. <ul style="list-style-type: none"> <li>• Include the access number and a pause before the telephone number.</li> </ul>
	The dialed number did not have enough pauses between the access number and the telephone number. <ul style="list-style-type: none"> <li>• Try adding more pauses after the access code.</li> </ul>

Problem	Action Required
Frequent original misfeeds	<b>Multifeeds</b>
	Incorrect positioning of originals <ul style="list-style-type: none"> <li>• Put the document in the feeder correctly. See page 24.</li> </ul>
	Incorrect alignment of originals <ul style="list-style-type: none"> <li>• Align the edges of the document. See page 24.</li> </ul>
	Curled pages <ul style="list-style-type: none"> <li>• Flatten the document. See page 21.</li> </ul>
	Incorrect document type <ul style="list-style-type: none"> <li>• Use a proper document type. See page 21.</li> </ul>
	Mixed document types <ul style="list-style-type: none"> <li>• The pages must all be of the same type.</li> </ul>
	Static electricity on the originals <ul style="list-style-type: none"> <li>• Shuffle the document. See page 24.</li> </ul>
	User maintenance is needed <ul style="list-style-type: none"> <li>• Do user maintenance, especially separation pad [A]. See page 193.</li> </ul>
	The document feeder is not adjusted correctly. <ul style="list-style-type: none"> <li>• Adjust the auto document feeder. See page 207.</li> </ul>
	<b>Non-feeds</b>
	Copier silicone oil on the originals <ul style="list-style-type: none"> <li>• Wait a few minutes, then try again.</li> </ul>
	Incorrect alignment of originals <ul style="list-style-type: none"> <li>• Align the edges of the document. See page 24.</li> </ul>
	Curled pages <ul style="list-style-type: none"> <li>• Flatten the document. See page 21.</li> </ul>
	Incorrect document type <ul style="list-style-type: none"> <li>• Use a proper document type. See page 21.</li> </ul>
	More than 50 pages in the feeder <ul style="list-style-type: none"> <li>• Do not place more than 50 pages in the automatic document feeder at once.</li> </ul>
	User maintenance is needed <ul style="list-style-type: none"> <li>• Do user maintenance, especially separation pad [A] and roller [E]. See page 193.</li> </ul>
	The document feeder is not adjusted correctly. <ul style="list-style-type: none"> <li>• Adjust the auto document feeder. See page 207.</li> </ul>
Transmission cannot take place; CLEAR ORIGINAL appears.	The document is jammed in the feeder. <ul style="list-style-type: none"> <li>• Remove the jammed document (see page 206) and repeat the transmission procedure.</li> </ul>
	The document may be longer than the maximum limit (see page 20). <ul style="list-style-type: none"> <li>• Make sure that none of your originals exceed this limit.</li> </ul>
	Do user maintenance, especially separation pad [A] and roller [F] (see page 193). <ul style="list-style-type: none"> <li>• If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 207).</li> </ul>

SOLVING PROBLEMS

Problem	Action Required
<p>Transmission cannot take place; the Line Fail indicator blinks.</p> <p><b>Note:</b> Before taking action, wait until the Communicating indicator goes out, then press the <b>Stop</b> key.</p>	<p>The other machine is out of order.</p> <ul style="list-style-type: none"> <li>• Check the error report.</li> <li>• Ask the other party to check their machine and correct the fault.</li> </ul> <p>The line is busy or noisy.</p> <ul style="list-style-type: none"> <li>• Check that the dial tone is sent out. Try to retransmit.</li> </ul>
<p>Consistent difficulty in communicating with a particular terminal</p>	<p>There are some bad lines between you and that other terminal.</p> <ul style="list-style-type: none"> <li>• Store that terminal's number as a Quick Dial Key or Speed Dial Code.</li> </ul>
<p>Consistent poor image quality when communicating with a particular terminal</p>	<p>Then call a service technician. Inform the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.</p>
<p><b>RECEPTION</b></p>	
<p>The telephone keeps ringing and no fax is printed.</p>	<p>You are in Manual Receive mode.</p> <ul style="list-style-type: none"> <li>• Change to Auto Receive mode (see page 46).</li> </ul> <p>Power is switched off.</p> <ul style="list-style-type: none"> <li>• Switch the power on.</li> </ul>
<p><b>RECEPTION/COPYING</b></p>	
<p>No printout; the Add Paper indicator is lit.</p>	<p>The cassettes are empty.</p> <ul style="list-style-type: none"> <li>• Add paper (see page 181).</li> </ul>
<p>No printout; CLEAR COPY appears.</p>	<p>The printer has jammed.</p> <ul style="list-style-type: none"> <li>• Clear the jam (see page 208).</li> </ul>
<p>Copies appear dirty.</p>	<p>Does the original have a gray or colored background?</p> <ul style="list-style-type: none"> <li>• Select the Lighten contrast setting.</li> </ul>
<p>Copies are too light.</p>	<p>Does the original have a low contrast image?</p> <ul style="list-style-type: none"> <li>• Select the Darken contrast setting.</li> </ul>
<p>Copies are blank.</p>	<p>The original must be placed face down in the document feeder</p> <ul style="list-style-type: none"> <li>• Position the original correctly. See page 24.</li> </ul>
<p>Copy paper misfeeds occur frequently.</p>	<p>Is the proper paper in the paper tray?</p> <ul style="list-style-type: none"> <li>• Paper size and weight must be within the standards set for this machine.</li> </ul> <p>Is folded, wrinkled, damp, or curled paper in the paper tray?</p> <ul style="list-style-type: none"> <li>• Always use dry, undamaged paper.</li> </ul> <p>Is the paper set properly in the paper tray?</p> <ul style="list-style-type: none"> <li>• Always load paper correctly. See page 181. Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.</li> </ul> <p>Are there any pieces of misfed paper or other foreign objects in the machine?</p> <ul style="list-style-type: none"> <li>• Make sure that the paper path is completely clear of paper and other material after a misfeed.</li> </ul> <p>Are you copying onto recycled paper?</p> <ul style="list-style-type: none"> <li>• Fan the stack of recycled paper and load it in the paper tray.</li> </ul>

Problem	Action Required
Stripes on copies.	The exposure glass is dirty. <ul style="list-style-type: none"> <li>• Clean the exposure glass (see page 194).</li> </ul> Do user maintenance, especially glass [E] (see page 193).
<b>TELEPHONING</b>	
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. <ul style="list-style-type: none"> <li>• Change to Manual Receive mode (see page 46).</li> </ul>
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. <ul style="list-style-type: none"> <li>• Connect the modular cord (see page 271).</li> </ul>
<b>POLLING</b>	
Dialing took place, but polling could not.	ID Codes do not match. <ul style="list-style-type: none"> <li>• Contact the person at the other end and make sure that the ID Codes are the same before trying the communication again.</li> </ul>

## DISPLAYED ERROR MESSAGES

The following messages may appear while you are operating or programming the machine.

NO BOOKING FOR POLLING RECV	No polling reception operations have been programmed.
NO TRANS FILES EXIST	There are no messages in memory waiting for transmission.
NO POLLING DOCUMENTS EXIST	There are no messages in memory waiting to be polled.
NO DISK FILE FOUND	The disk file is empty.
DISK FILE NOT FOUND	No messages have been found in the disk file.
THIS FILE DOES NOT EXIST	Incorrect file number. Check the file number and try again.
TOO MANY DEST	The memory cannot hold any more telephone numbers. Either: Delete some numbers then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
DOCUMENT IN USE	This message is now being sent. You cannot print it now.
USED AS GROUP	This Quick Dial Key has a Group stored in it.
USED AS PROGRAM	This Quick Dial Key has a Keystroke Program stored in it.
USED AS QUICK DIAL	This Quick Dial Key has a telephone number stored in it.
USED AS SPEED DIAL	This Speed Dial code has a telephone number stored in it.
USED AS PERSONAL CODE	This Quick Dial Key has a personal code stored in it.
USED AS AUTO DOC.	This Quick Dial Key or Speed Dial code has an auto document stored in it.
WAIT	Please wait.
NOT ADDED	The telephone number was not stored, because either: You cannot add any more numbers to this Group. The digit, pause, or other symbol that you just attempted to input was rejected because it is inappropriate.
NOT ADDED!	The telephone number was not stored, because you cannot store any more full telephone numbers at the moment. Either: Delete some numbers from the machine to make room, then try again. Or: Store this number as a Quick or Speed Dial before trying to use it. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
OVERFLOW	There is no room in the machine's memory for any more telephone numbers. Either: Delete some numbers from the machine to make room, then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
NOT PROGRAMMED	Either: This Quick Dial Key or Speed Dial Code does not contain a number. This Quick Dial Key does not contain a Keystroke Program.

THIS CODE DOES NOT EXIST	This personal code has not been programmed.
FAX NO NOT PROGRAMMED	There are no fax numbers stored in this Group.
NO DATA PROGRAMMED	The Group that you tried to erase does not contain any fax numbers.
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.
OVER NO OF PROG RTI/CSI	You cannot store any RTIs or CSIs for use with this feature; the limit has already been reached.
RTI/CSI IS NOT PROGRAMMED	No RTIs or CSIs have been stored for this feature.
NO PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
SWITCH OFF AFTER PRINT OUT	You cannot switch Memory Lock off while there is a received fax message in the memory. You must input the Memory Lock ID and print the message first before switching Memory Lock off.
NOT CHANGEABLE	You cannot change the setting of this feature.
(FORWARDING)	If displayed under SET DOCUMENT in standby mode, this indicates that Forwarding is now switched on.
(MEMORY LOCK)	If displayed under SET DOCUMENT in standby mode, this indicates that Memory Lock is now switched on.
(RDS)	If displayed under SET DOCUMENT in standby mode, this indicates that RDS is now switched on.
ADD TONER	The toner cartridge is empty. Install a new cartridge.
ADD PAPER IN CASSETTE NO. _	The indicated cassette is now empty.
CHECK ID	The ID that you entered is not correct. Try again.
COMMUNICATION FAIL	There was an error during a transmission or reception. Check the error report.
CLEAR ORIGINAL	A document is jammed in the feeder.
CLEAR COPY	Paper is jammed in the printer.
CLOSE COVER	A cover is not closed properly. Check that all covers are closed.
UNABLE TO USE PRINTER	Machine cannot print out a list/file, because the heater is not warm enough or plotter is not ready.
UNABLE TO PROGRAM	This Quick Dial Key already contains a number. Try another Quick Dial Key.
SERVICE CALL ■ - ■■ H	Machine is out of order. Contact your service representative.



## ERROR CODES

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, crosstalk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact a service technician.

**Note:** When an error occurs, it does not mean that you are doing anything wrong or that your machine needs service. Only if the problem persists should you call your service representative.

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other party does not have the confidential or transfer function. The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.
0-70	There is a problem with the network or with the machine at the other end.
1-00	Document jam Improperly inserted document
1-01	Document length exceeded the maximum limit Same as for code 1-00
2-xx	Possible fault in your machine

<b>Code</b>	<b>Possible Cause</b>
4-00	The page took too long to send. Send again at a lower resolution, or without halftone. The line may be bad.
4-01	There is a bad line. The telephone line at the rear of the machine may be disconnected.
4-02	The received page was too long.
4-10	ID codes did not match. Co-ordinate ID codes with the other party.
5-20 5-21	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-25	Your machine has a problem.
6-01 6-02	Poor line condition or a problem with your machine
6-05	Poor line condition, a problem with the machine at the other end, or a problem with your machine
6-06	A problem with the machine at the other end, or a problem with your machine
6-08	A problem with the machine at the other end
6-09 6-10	A problem with the machine at the other end, or a problem with your machine
9-07	Copy jam at the cassette entrance (first, or top, paper feed station)
9-08	Copy jam inside the machine (first, or top, paper feed station)
9-09	Copy jam at the feed-out area
9-17 9-20 9-22 9-23 9-24	There is a problem with your printer.

## CALLING AN AUTHORIZED SERVICE REPRESENTATIVE

The machine has a feature called Service Report Transmission. Use this feature when your machine is having problems. The machine will transmit information about the condition of your machine to your service representative. A technician will then be able to find out what the problem is before making a visit.

Service Report Transmission is available when the fax number of the service representative has been programmed.

### Sending a Service Report

When you need to send a service report, do the following.

1. **Function 6 0 2 2 2 7 and 3.**

SYSTEM PARAMETER TX?
PRESS <input type="button" value="START"/>
<input type="button" value="NO"/> TO CANCEL

2. **Start.**

The fax number which the service technician entered appears.

If the transmission was not successful, the machine will not redial. You must repeat the operation.

## DEDICATED TRANSMISSION PARAMETERS

If you often encounter problems when transmitting to a certain address, program that address into a Quick Dial Key or Speed Dial Code.

Then contact a service technician, describe the problem, and tell them which Speed Dial or Quick Dial you have stored the number in.

The technician can instruct the machine to use different transmission parameters whenever you select that Speed Dial/Quick Dial.

If you reprogram the Speed/Quick Dial, be sure to inform your service technician.

### **Cross-references**

Quick Dial and Speed Dial: see page 285.

## **SPECIFICATIONS**

<b>Dimensions:</b>	Front operation: 18.7" x 20.5" x 10.3" (W x D x H) Side operation: 20.5" x 18.7" x 10.3" (W x D x H) Excluding trays, handset, and optional kits.
<b>Weight:</b>	42 lbs Excluding the toner cassette, trays and printer paper.
<b>Power Supply:</b>	115 Vac, 60 Hz; single phase
<b>Power Consumption:</b>	Standby: Minimum 2W, Normal 30W Transmission: 60 W Reception: 220 W Copying: 330 W (Maximum: 950W)
<b>Acceptable Document Dimensions:</b>	Width: 5.8" to 12.0" (11.7" maximum scanning width) Length: 4.1" to 47.2" Thickness: 2 to 8 mils (20 lb bond paper)
<b>ADF Capacity:</b>	50 sheets (using 20 lb paper)
<b>Cassette Capacity:</b>	Cassette: 250 sheets Optional Removable Paper Cassette: 100 sheets Optional Paper Feed Unit: 500 sheets per cassette Maximum Total: 1,350 sheets
<b>Memory Capacity:</b>	Base machine: 80 pages With 2 Mbyte memory: 240 pages With 4 Mbyte memory: 400 pages With hard disk: 1,200 pages With hard disk and function upgrade card: 3,000 pages Measured using a ITU-T #1 chart (Slerexe letter) at standard resolution
<b>Data Compression:</b>	MH, MR, MMR, EFC, SSC
<b>Resolution:</b>	Standard: 200 x 100 dpi Detail: 200 x 200 dpi Fine: 200 x 400 dpi
<b>Transmission Speed:</b>	6 seconds at 14,400 bps (G3 ECM) for a ITU-T #1 test document (Slerexe letter) by memory using standard resolution
<b>Scanning Speed:</b>	1.5 seconds (Resolution: Standard, Letter size)
<b>Compatibility:</b>	G3 (G4 kit available)
<b>Paper Size:</b>	Letter, Legal
<b>Maximum Printing Width:</b>	8.1"
<b>Maximum Printing Speed:</b>	10 pages/minute (Letter)

## APPENDIX A

### PROGRAMMING FAX ON DEMAND (OPTIONAL FAX ON DEMAND KIT REQUIRED)

With this feature you can store documents in memory ready to be picked up by callers to your machine.

The callers are prompted by a sequence of recorded messages and the document or documents they require are automatically sent.

If you wish, you may restrict access to the service by requiring callers to enter a password before they can use it.

- The Fax on Demand Kit must be installed.
- The caller must use tone dialing for this feature to work.
- The machine must be in Auto Receive mode

To set up Fax on Demand, you need to:

- Store the documents (Function 38)
- Program the recorded messages (Function 75)
- Turn the password on/off by user parameter. (Function 63, page 7)
- Program the password if required. (Storing the Remote ID - Function 62, page 64)

### Storing and Labeling a Document

This section describes how to store a document in a box, then how to give it a name.

#### Storing a Document

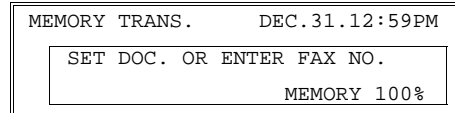
1. Press **Function**.
2. Press **3** and **8**.
3. Enter a box number (01 to 99) from the ten key pad.
4. Press **1**.

FOD	SET BOX NO.
BOX NO. █	PRINT LIST →
	NO TO CANCEL

FOD	SELECT █	YES TO END
BOX NO. 01		↑
1.STORE FAX 2.LABEL 3.CLEAR		↓

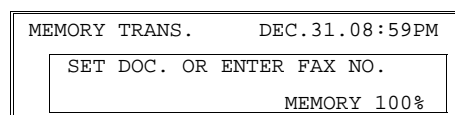
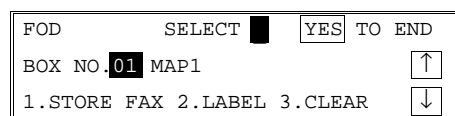
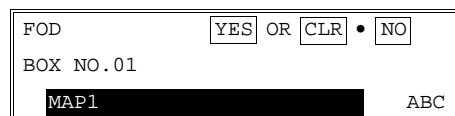
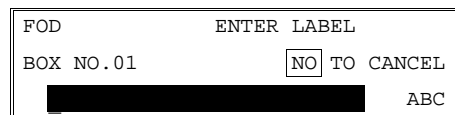
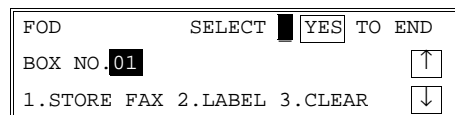
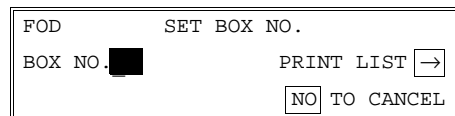
FOD	NO TO CANCEL
BOX NO.01	
SET DOCUMENT	

5. Set the document and select any contrast/resolution settings you require.
6. Press **Start**.
7. To finish, press **Function**.
  - To give the document a name, go to step 4 below.
  - To store another document, press **No** and go back step 3.
  - To finish: Press **Function**.



**Labelling a Document**

1. Press **Function**.
2. Press **3** and **8**.
3. Enter the box number (01 to 99) of the document you wish to label on the ten key pad.  
If the document is stored already, the display appears as shown on the right.
4. Press **2**.
5. Enter the name.
6. Press **Yes**.
7. Press **Function** to return to standby mode.



## Editing Documents

### Changing a Document

To change an existing document, you need to erase it then create a new document in its place.

### Changing a Document's Label

1. Press **Function**.
2. Press **3** and **8**.
3. Enter the box number (01 to 99) on the ten key pad.  
If the document is stored already, the display appears as shown on the right.
4. Press **2**.
5. Press **Clear** or **No** to change the name.  
Edit the name using the Quick Dial keys or ten key pad.
6. Press **Yes**.
7. Press **Function** to return to standby mode.

FOD	SET BOX NO.
BOX NO. █	PRINT LIST →
	NO TO CANCEL

FOD	SELECT █	YES TO END
BOX NO. 01	MAP1	↑
1.STORE FAX	2.LABEL	3.CLEAR ↓

FOD	YES OR CLR • NO
BOX NO. 01	
MAP1 █	ABC

FOD	YES OR CLR • NO
BOX NO. 01	
TEL No. █	ABC

FOD	SELECT █	YES TO END
BOX NO. 01	TEL NO.	↑
1.STORE FAX	2.LABEL	3.CLEAR ↓

MEMORY TRANS.	DEC.31.08:59PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

## Erasing a Fax on Demand Document or its Name

1. Press **Function**.

FUNCTION	NO: <input type="checkbox"/> OR <input type="checkbox"/> NO
10TRANS. MODE	20CLEAR CHANGE
30PROG. CAHNGE	40REPORTS
<input type="button" value="↓"/>	

2. Press **3** and **8**.

FOD	SET FILE NO.
BOX NO. <input type="checkbox"/>	PRINT LIST <input type="button" value="→"/>
<input type="button" value="NO"/> TO CANCEL	

3. Enter the box number (01 to 99) of the document you wish to erase.

FOD	SELECT <input type="checkbox"/> <input type="button" value="YES"/> TO END
BOX NO. <input type="text" value="01"/> map1	<input type="button" value="↑"/>
1.STORE FAX	2.LABEL
3.CLEAR	<input type="button" value="↓"/>

4. Press **3**.

FOD
BOX NO.01 map1
CLEAR DOCUMENT? <input type="button" value="YES"/> . <input type="button" value="NO"/>

5. Press **Yes** to erase the document, or **No** not to.

FOD
BOX NO.01 map1
CLEAR LABEL? <input type="button" value="YES"/> . <input type="button" value="NO"/>

6. Press **Yes** to erase the name, or **No** not to.

FOD	SELECT <input type="checkbox"/> <input type="button" value="YES"/> TO END
BOX NO. <input type="text" value="01"/>	<input type="button" value="↑"/>
1.STORE FAX	2.LABEL
3.CLEAR	<input type="button" value="↓"/>

7. Press **Function** to return to standby mode.

MEMORY TRANS.	DEC.31.08:59PM
SET DOCUMENT OR DIAL NO.	
MEMORY 100%	

## Setting the Password On/Off

Program bits 6 and 7 of the user parameter switches 07 in one of two ways. (see page 7).

Digit 7 = 1, Digit 6 = 0 [password ON]

Digit 7 = 0, Digit 6 = 1 [password OFF]

**Note:** If both digits are zero, Fax on Demand is disabled.



## PRINTING A FAX ON DEMAND LIST

If you want a list of the Fax on Demand Documents, print a list using this procedure.

1. Press **Function 4** and **7**.
2. Press **Start**.

## PRINTING A FAX ON DEMAND DOCUMENT

If you want to check what a stored document looks like, print a copy using this procedure.

1. Press **Function**.
2. Press **5** and **7**.
3. Enter the box number (01 to 99) which you wish to print.  
If you enter the wrong number, press **No** to clear it and then enter the correct number or search through the numbers using **▼** and **▲**.
4. Press **Start**.  
The document is printed.
5. Press **Function** to return to standby mode.

PRINT FOD	SET BOX NO.
BOX NO. ■■■	PRINT LIST →
	NO TO CANCEL

FOD	NO TO CANCEL
BOX NO. 01	↑
PRESS START	↓

MEMORY FILE PRINTING
----------------------

MEMORY TRANS.	DEC.31.08:59PM
SET DOC. OR ENTER FAX NO.	
	MEMORY 100%

## STORING THE FAX ON DEMAND RECORDED MESSAGES

When a caller requests a Fax on Demand document, the machine can be programmed to play back appropriate messages. This section describes how to record these messages.

- 7 types of message may be stored.
- Each message may last up to 30 seconds.

The table below outlines the messages you may record.

- You need a microphone to record messages.  
The microphone jack is located at the rear of the machine under the telephone line jack. Make sure it has been connected before you start.  
**Note:** So that unwanted background noise is not recorded, the microphone provided for this feature is unidirectional --- it is sensitive to sound from one direction. Therefore, when you record a message, hold the microphone about 2 inches from your mouth and speak directly into it.
- You can choose to restrict access to the boxes by using a password - turn the password on using function 63 (user parameter settings, page 7). Program the password using function 61 (Remote ID, page 64).

Message number	Content	Example of the message to store
1	Greeting message	This is the XYZ fax information service.
2	Password input guidance	Please enter the password followed by a #.
3	Box number input guidance 1	"Press # twice to get box one, or enter the box number you need followed by a #" <b>NOTE:</b> Message 2 is skipped when the password is turned off.
4	Box number input guidance 2	"If you require another box, enter a box number followed by a #. To finish press # twice"
5	Transmission guidance	"Please press the Start key to begin transmission"
6	Re-enter guidance	Please enter again.
7	Redial guidance	Please dial again.

### Recording a Message

1. Press **Function 6** and **0**.

SYSTEM SET

█

[NO] TO CANCEL

2. Press **2 2 2 2 7** and **5**.

FOD VOICE

SELECT █ [NO] TO CANCEL

1.VOICE RECORD    2.VOICE CONFIRM

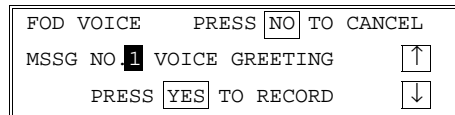
3. Press **1**.

FOD VOICE                      PROGRAM NO.

MSSG NO. █

(REC) [NO] TO CANCEL    SCROLL [↑] [↓]

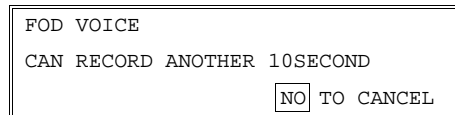
- Enter the message number which you wish to record.



Either:

- Press a number (1-7) on the keypad.
- Search through the numbers using ▼ and ▲.

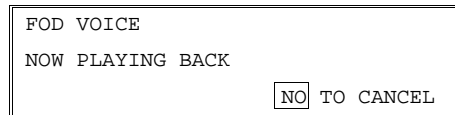
- Press **Yes** to Start recording. Speak your message into the microphone.



After you have finished, press **No** to stop the recording.

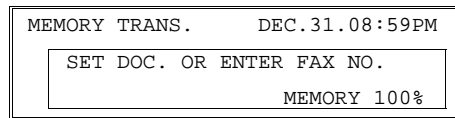
**Note:** You can record up to 30 seconds - the machine will count down the remaining time on the display.

- After the recording, the message will be played back.



- Either:

- To record another message, go to step 4.
- To finish: Press **Function**.



### Changing a Stored Message

To change a stored message, just follow the same procedure as above.

### Checking the Contents of a Recorded Message

- Press **Function**.
- Press **2 2 2 2 7** and **5**.
- Press **2**.
- Enter the message number which you wish to play back. Use the ten key pad or search for the number using ▼ and ▲.
- Press **Yes** to play the message back.
 

Either:

  - Go back to step 4 to play another message.
  - Press **Function** to return to standby mode.

## How Callers Use Fax on Demand

The sequence in which the machine plays back messages is outlined below.

The table below shows the sequence that a caller to the fax service follows, and how the machine will respond.

Note that the caller must wait until a message has completely finished playing before pressing a key. If a key is pressed too early, or a mistake is made while entering a box number, message number 6 (enter again) will be played.

Message 6 (please enter again) is played when:

- The box number has not been entered properly.
- The box number has not been entered within 5 seconds.
- The password has not been entered within 5 seconds

Message 7 (please call again) is played when:

- The wrong password has been entered 3 times in a row.
- A box with no information programmed in it has been selected 3 times
- A tone signal hasn't been detected and the machine has played message 6 twice.

Step	Caller Action	Machine Action	Example Message
1	The caller dials.	The machine answers. Message 1 is played.	"This is the ZYX Fax Information Service"
2*	The caller enters the password followed by a # (if turned on).	If the password is turned on, Message 2 is played	"Please enter the password followed by a #" (If the password is turned on)
3	The caller enters a box number followed by a #.	Message 3 is played.	"Press # twice to get box one, or enter the box number you need followed by a #"
4	The caller specifies another box or enters # twice.	Message 4 is played.	"If you require another box, enter a box number followed by a #. To finish press # twice"
5	The caller presses Start.	Message 5 is played.	"Please press the Start key to begin transmission"
6		The contents of the specified box(es) are transmitted.	

\* Step 2 is skipped if the password is turned off.

## PRINTING A FAX ON DEMAND INFORMATION SERVICE REPORT

1. Press **Function 6** and **0**.

SYSTEM SET
[NO] TO CANCEL

2. Press **2 2 2 2 7** and **6**.

FAX ON DEMAND REPORT
PRESS [START]
[NO] TO CANCEL

3. Press **Start**.

FAX ON DEMAND REPORT
PRINTING

4. Press **Function**.  
Return to the standby mode.

MEMORY TRANS.	DEC.31.12:59PM
[SET DOC. OR ENTER FAX NO.]	
MEMORY 100%	

*** FAX ON DEMAND REPORT (25 AUG. 1995 9:25AM) ***									
The date and time when the report was printed									
CALL	9900						TTY XYZ COMPANY		
SENT	4950		NOT SENT	4950					
The content which was stored in TTI									
BOX No.	SENT	NOT SENT	BOX No.	SENT	NOT SENT	BOX No.	SENT	NOT SENT	
01	0001	0099	02	0002	0098	03	0003	0097	
04	0004	0096	05	0005	0095	06	0006	0094	
07	0007	0093	08	0008	0092	09	0009	0091	
10	0010	0090	11	0011	0089	12	0012	0088	
13	0013	0087	14	0014	0086	15	0015	0085	
16	0016	0084	17	0017	0083	18	0018	0082	

At the top of the report, the following statistics are printed.

### CALLS

The total number of transmission requests

### SENT

The total number of successful transmission

### NOT SENT

The total number of transmission which failed

In the table underneath a breakdown of successful (SENT) and unsuccessful (NOT SENT) transmission is given for each box number.

## APPENDIX B

### DISK FILES (HARD DISK AND FUNCTION UPGRADE CARD REQUIRED)

You can resend transmitted documents or reprint important received messages, providing they have been stored on the Disk File. Note, however, this function does not support the following features:

- Immediate Transmission
- Memory Lock Reception
- Confidential Transmission/Reception
- Polling Transmission
- Fax on Demand
- Transfer Request

When the memory capacity reaches 50%, the oldest file stored on the Memory Disk is automatically erased.

For more about storing received files, see below.

#### Reception to Disk File

You can specify that incoming messages be automatically stored on Disk File using this feature.

In addition, you can choose to save messages from certain senders or screen out messages from selected senders.

The following procedures describe how to:

- Switch Reception to Disk File on (Function 62)
- Program a list of senders to treat differently (Function 81)
- Choose the way to treat those senders (Function 63)

#### Switching Reception to Disk File On/Off

Before you use Reception to Disk File, you have to switch it on using Function 62.

1. **Function 6 0 2 2 2 6 and 2.**

PSTN LINE TYPE	SELECT	←	→
DP	TT	↑	
	YES TO END		↓

2. Scroll through the list of features with ▼ until the screen is as shown opposite. Press **Yes**.

DISK FILE	SELECT	←	→
ON	OFF	↑	
	YES TO END		↓

3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes** and **Function**.

## Programming a List of Senders to Treat Differently

A terminal sending an incoming message always identifies itself to your machine. This identification consists of a RTI, CSI or G4 TID code. By programming your machine with a list of these ID's you can choose the senders whose messages will be saved to Disk File.

1. **Function 6 0 2 2 2 8 and 5.**

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST. 0.

DISK FILE SELECT		<input type="checkbox"/>
DEST. 6	PRINT LIST	<input type="button" value="→"/>
1.RTI PROG 2.RTI	<input type="button" value="NO"/>	TO CANCEL

At this time, you can print an Authorized Reception List by pressing **Start**.

2. Either:

Store some RTIs/CSIs/G4 TIDs: **1**. Go to step 3.

DISK FILE	ENTER RTI/CSI
<input type="button" value="NO"/>	TO CANCEL
<input type="text" value="████████████████████"/>	ABC

View the RTIs/CSIs/G4 TIDs that you have stored so far: **2**. Go to step 6.

DISK FILE	<input type="button" value="NO"/>	TO CANCEL
DEST. 1/6	CLR:	<input type="button" value="CLR"/>
XYZ.CO.		<input type="button" value="↓"/>

DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far, and the first in the list is now displayed.

3. Type in an RTI, CSI or G4 TIDs, then press **Yes**.

Inputting labels and digits: see page 4.

DISK FILE	<input type="button" value="NO"/>	TO CANCEL
STORE AS WILD CARD?	<input type="button" value="YES"/>	<input type="button" value="NO"/>
XYZ.CO.		

4. Either:

Store this as a wild card: **Yes**.  
 Otherwise: **No**.

DISK FILE	ENTER RTI/CSI
<input type="button" value="NO"/>	TO CANCEL
<input type="text" value="████████████████████"/>	ABC

5. Either:

Enter another RTI, CSI or G4 TID: Go to step 3.  
 Finish: **No**. Go to step 2.

6. Scroll through the stored RTIs/CSIs on the screen with **▼**.

It is not possible to edit an RTI/CSI/G4 TID; if you wish to do so, you must delete the incorrect entry and re-input it.  
 To delete the displayed RTI/CSI/G4 TID: **Clear**. Go to step 2.  
 When you have finished: **No**. Go to step 2.

## Choosing How to Treat the Programmed Senders

There are two ways to screen incoming messages for storage on Disk File: Only save messages from terminals whose ID's have been programmed, or save all messages except those from terminals whose ID's have been programmed.

1. **Function 6 0 2 2 2 2 6 and 3.**  
At this time, you can print a User Parameter List if you press **▶** and **Start**.

```

USER PARAMETER      PRINT LIST →
DEFAULT:  01000000  ↑
SWITCH00: 01000000 YES TO END ↓
    
```

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press **▼** until the settings for switch 09 are shown.

```

USER PARAMETER      PRINT LIST →
DEFAULT:  01000000  ↑
SWITCH09: 01000000 YES TO END ↓
    
```

4. The setting that you need to change is that for digit 2 (double underlined) and 3 (underlined).  
Set one of the two as shown opposite.

Only save messages from terminals whose ID's have been programmed;  
SWITCH09: 0000 0100  
Save all messages, EXCEPT those from terminals whose ID's have been programmed;  
SWITCH09: 0000 1100

5. To finish: Press **Yes** and **Function**.

List of Special Terminals (Function 81)	Reception to Memory Disk On/Off (Function 62)	How to Treat the Terminals (Function 63)	Result
Empty/Not empty	Off	Either	No messages are saved in the disk file.
Empty	On	Either	All messages are saved on the disk file.
Not empty	On	Listed	Only messages from Special Terminals are saved on the disk file.
Not empty	On	Non-listed	Messages from Special Terminals <u>aren't</u> saved in the disk file, but all others are.



## Erasing Disk Files

Documents stored on the disk file can be deleted using this function. You need to know the document's index numbers. To find out, print a list using one of the following searches:

- Search by time period
- Search by destination name
- Search by personal code
- Search by file number

You may also choose whether to search for received documents or transmission documents. For example, by specifying search by time period and received documents, you can get a list of all documents that were received between two points in time.

Once a list has been obtained, you may then go on to erase each file individually.

**Note:** When erasing files, specify the index number of the file, (not the file number).

**Note:** Only documents using standard transmission or reception can be specified. This feature does not work with documents related to Confidential Transmission, Auto Document, Immediate Transmission, Polling Standby, Memory Lock, Confidential Reception or Transfer Request.

## Searching for a Disk File

Follow steps 1 to 3 below, then continue from step 4 in the section appropriate to the search you are using (see the following pages).

1. Press **Function**.
2. Press **2** and **4**.

PRT DISK FILE	SELECT	█
1SRCH FOR SENT	2SRCH FOR RCVD	
3INPUT FILE NO.	<input type="checkbox"/> NO	<input type="checkbox"/> TO CANCEL

3. Press:
  - 1** to search for transmission documents
  - 2** to search for received documents.
 Then select the type of search:
  - Press **1** to search by time period
  - Press **2** to search by destination name
  - Press **3** to search by personal code
  - Press **4** to search by file number.

PRT DISK FILE	YES	OR	NO	<input type="checkbox"/>
FOUND:100	SELECT	█	PRINT LIST	<input type="button" value="→"/>
(TX) 1PERIOD	2TERMINAL			<input type="button" value="↓"/>

Search by Period

4. Press 1.

```

CLEAR DISK          SET START TIME
FEB 01 1995 10:00AM~ YES OR NO
FEB 23 1995 08:20PM  < >
    
```

5. Enter the start date and time for the search.

Change the month using i or m.  
And press k to move the cursor.

```

CLEAR DISK          SET START TIME
JUL 01 1995 10:00AM~ YES OR NO
FEB 23 1995 08:20PM  < >
    
```

6. Change the date with the ten key pad as 07.

```

CLEAR DISK          SET START TIME
JUL 07 1995 10:00AM~ YES OR NO
FEB 23 1995 08:20PM  < >
    
```

7. Type in the year and time at the ten key pad as 951025.

```

PRT DISK FILE      SET START TIME
JUL 07 1995 10:25 AM~ YES OR NO
FEB 23 1995 08:20PM  < >
    
```

8. Change AM/PM using \* or # on the ten key pad. And press Yes.

```

PRT DISK FILE      SET END TIME
JUL 07 1995 10:25PM~ YES OR NO
FEB 23 1995 08:20PM  < >
    
```

9. Repeat steps 5 to 8 to enter the end time.

```

CLEAR DISK          SET END TIME
JUL 07 1995 10:00AM~ YES OR NO
AUG 23 1995 08:20PM  < >
    
```

10. Press Yes.

```

CLEAR DISK          YES OR NO
FOUND:100  SELECT  PRINT LIST
(TX) 1PERIOD  2TERMINAL
    
```

11. Either:

- To print the list format, press k.  
Choose the list format, press 1 only to print the file details or press 2 to print the file details with a portion of the message image. And press Start.

- To erase a file - press Yes, and go to step 12.

```

PRT DISK FILE
INDEX NO.: █████ SCROLL
NO TO CANCEL
    
```

12. Press m until the index number that you want to erase appears.

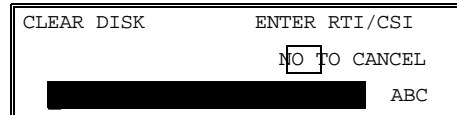
```

PRT DISK FILE  PRESS YES
NO.0018       JUL 14 '95 10:25AM
555-1234
    
```

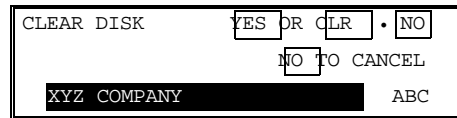
13. Press **Yes** twice. The file is cleared.
14. Either:
  - To erase another file, go to step 11.
  - To finish: Press **Function**.

Search by Destination

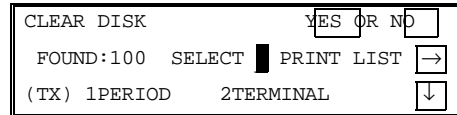
4. Press **2**.



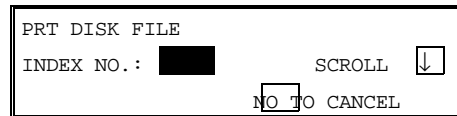
5. Enter the destination's RTI or CSI.



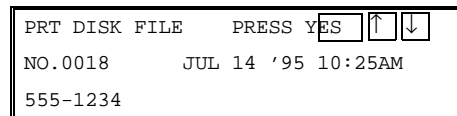
6. Press **Yes**.



7. Either:
  - To print the list format, press k. Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. And press **Start**.
  - To erase a file - press **Yes**, and go to step 8.



8. Press m until the index number that you want to erase appears.



9. Press **Yes** twice. The file is cleared.

10. Either:
  - To erase another file, go to step 8.
  - To finish: Press **Function**.

Specify the Personal Code to Search

4. Press **3**.

```

CLEAR DISK          ENTER ID CODE
PERS. CODE ██████
                                NO TO CANCEL
    
```

5. Enter the personal code.

```

CLEAR DISK          YES OR CLR . NO
PERS. CODE 1111
                                DESIGN3
    
```

6. Press **Yes**.

```

CLEAR DISK          YES OR NO
FOUND:100  SELECT █ PRINT LIST →
(TX) 1PERIOD      2TERMINAL ↓
    
```

7. Either:

- To print the list format, press k.  
Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. And press **Start**.
- To erase a file - press **Yes**, and go to step 8.

```

PRT DISK FILE
INDEX NO.: ██████          SCROLL ↓
                                NO TO CANCEL
    
```

8. Press m until the index number that you want to erase appears.

```

PRT DISK FILE  PRESS YES ↑ ↓
NO.0018        JUL 14 '95 10:25AM
555-1234
    
```

9. Press **Yes** twice. The file is cleared.

10. Either:

- To erase another file, go to step 8.
- To finish: Press **Function**.

Search by File Number

4. Press **4**.

```

CLEAR DISK          SET FILE NO.
FILE NO. ██████
                                NO TO CANCEL
    
```

5. Enter the file number on the ten key pad.

```

CLEAR DISK          CLR . NO
FILE NO. 0 ██████
    
```

6. Press **Yes**.

CLEAR DISK	YES	OR	NO
FOUND:100	SELECT	█	PRINT LIST →
(TX) 1PERIOD	2TERMINAL		↓

7. Either:

- To print the list format, press k.  
Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. And press **Start**.
- To erase a file - press **Yes**, and go to step 8.

PRT DISK FILE		
INDEX NO.: █	SCROLL	↓
	NO	TO CANCEL

8. Press m until the index number that you want to erase appears.

PRT DISK FILE	PRESS YES	↑	↓
NO.0018	JUL 14 '95 10:25AM		
555-1234			

9. Press **Yes** twice. The file is cleared.

10. Either:

- To erase another file, go to step 8.
- To finish: Press **Function**.

## Erasing a File

**NOTE:** When erasing a file, specify its index number not the file number to find this out, print a list (see page 238).

1. Press **Function**.

FUNCTION	NO: <input type="checkbox"/>	OR	<input type="checkbox"/> NO
10TRANS. MODE	20CLEAR CHANGE		
30PROG. CHANGE	40REPORTS		<input type="button" value="↓"/>

2. Press **2** and **4**.

CLEAR DISK	SELECT <input type="checkbox"/>
1SRCH FOR SENT	2SRCH FOR RCVD
3INPUT FILE NO.	<input type="checkbox"/> NO TO CANCEL

3. Press **3**.

CLEAR DISK
FILE NO. : <input type="checkbox"/>
<input type="checkbox"/> NO TO CANCEL

4. Enter the index number of the file you wish to erase.

CLEAR DISK	<input type="button" value="CLR"/>	•	<input type="button" value="NO"/>
FILE NO. : 0	<input type="checkbox"/>		

5. Press **Yes**.

CLEAR DISK		
FILE NO.0002		
CLEAR DISK FILE? <input type="button" value="YES"/>	•	<input type="button" value="NO"/>

Continue the procedure from step 4 to cancel another disk.

6. Check you have entered the correct index number (not file number). If you have, press **Yes** to erase the file.

CLEAR DISK
FILE NO.0002
DISK FILE CLEARED

7. Either:
  - Erase another file, go to step 4.
  - Return to standby mode, press **Function**.

MEMORY TRANS.	DEC.31.08:59PM
<input type="button" value="SET DOC. OR ENTER FAX NO."/>	
MEMORY 100%	

## PRINTING DISK FILES

This function allows you to print documents stored on the disk file. You need to know the documents' index numbers. To find these out, print a list using one of the following searches:

- search by time period
- search by destination name
- search by personal code
- search by file number

You may also choose to search for received documents or transmission documents. For example, by specifying 'search by personal code' and 'received documents', you can get a list of all received documents with that personal code.

Once a list has been obtained, you can proceed to print each document individually.

### NOTE:

When printing documents specify the index number of the document (not the file number).

### Printing a List

Follow steps 1 to 3 below, then continue from step 4 in the section appropriate to the search you are using (see the following pages).

1. Press **Function**.

```

FUNCTION          NO:  OR  NO
10TRANS. MODE   20CLEAR CHANGE
30PROG. CHANGE  40REPORTS      ↓
    
```

2. Press **5** and **8**.

```

PRT DISK FILE    SELECT 
1SRCH FOR SENT  2SRCH FOR RCVD
3INPUT FILE NO.   NO TO CANCEL
    
```

3. Press:

- 1** to search for transmission documents
- 2** to search for received documents.

The select the type of search:

- Press **1** to search by time period
- Press **2** to search by destination name
- Press **3** to search by personal code
- Press **4** to search by file number.

```

PRT DISK FILE    YES OR NO 
FOUND:100  SELECT  PRINT LIST →
(TX) 1PERIOD   2TERMINAL      ↓
    
```

Search by Period

4. Press 1.

```

PRT DISK FILE      SET START TIME
FEB 01 19 95 10:00AM~ YES OR NO
FEB 23 1995 08:20PM  ← →
    
```

5. Enter the start date and time for the search.  
Change the month using i or m.  
And press k to move the cursor.

```

PRT DISK FILE      SET START TIME
JUL 01 1995 10:00AM~ YES OR NO
FEB 23 1995 08:20PM  ← →
    
```

6. Change the date with the ten key pad as 07.

```

PRT DISK FILE      SET START TIME
JUL 07 19 95 10:00AM~ YES OR NO
FEB 23 1995 08:20PM  ← →
    
```

7. Type in the year and time at the ten key pad as 951025.

```

PRT DISK FILE      SET START TIME
JUL 07 1995 10:25 AM~ YES OR NO
FEB 23 1995 08:20PM  ← →
    
```

8. Change AM/PM using \* or # on the ten key pad. And press Yes.

```

PRT DISK FILE      SET END TIME
JUL 07 1995 10:25PM~ YES OR NO
FEB 23 1995 08:20PM  ← →
    
```

9. Repeat step from 5 to 8 to enter the end time.

```

PRT DISK FILE      SET START TIME
FEB 01 1995 10:00AM~ YES OR NO
FEB 23 1995 08:20PM  ← →
    
```

10. Press Yes.

```

PRT DISK FILE      YES OR NO
FOUND:100 SELECT █ PRINT LIST →
(TX) 1PERIOD 2TERMINAL ↓
    
```

11. Either:

- To print the list format, press k.  
Choose the list format, press 1 only to print the file details or press 2 to print the file details with a portion of the message image. And press Start.
- To print a file - press Yes, and go to step 12.

```

PRT DISK FILE
INDEX NO.: █ SCROLL ↓
NO TO CANCEL
    
```

12. Press m until the index number that you want to print appears.

```

PRT DISK FILE      PRESS YES ↑ ↓
NO.0018           JUL 14 '95 10:25AM
555-1234
    
```





Search by Personal Code

4. Press **3**.

```

PRT DISK FILE      ENTER ID CODE
PERS. CODE ██████
                                [NO] TO CANCEL
    
```

5. Enter the personal code.

```

PRT DISK FILE      [YES] OR [CLR] • [NO]
PERS. CODE 1111
                                DESIGN3
    
```

6. Press **Yes**.

```

PRT DISK FILE      [YES] OR [NO]
FOUND:100  SELECT █ PRINT LIST →
(TX) 1PERIOD      2TERMINAL      ↓
    
```

7. Press **▶**.

```

PRT DISK FILE      SELECT █
                                [NO] TO CANCEL
1SEARCH LIST 2VISUAL LIST
    
```

8. Choose the list format:

- Only print the file details - press **1**.
- Print the file details with a portion of the message image - press **2**.

```

DISK FILE SEARCH LIST
PRESS [START]
                                [NO] TO CANCEL
    
```

9. Press **Start** to print the list.

```

DISK FILE SEARCH LIST

                                PRINTING
    
```

Search by File Number

4. Press **4**.

```

PRT DISK FILE      SET FILE NO.
FILE NO. ██████
                                [NO] TO CANCEL
    
```

5. Enter the file number on the ten key pad.

```

PRT DISK FILE      [CLR] • [NO]
FILE NO. 1111
    
```

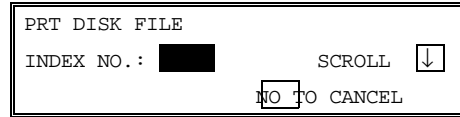
6. Press **Yes**.

```

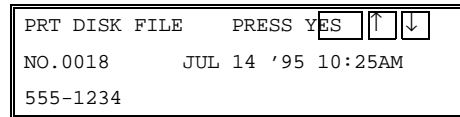
PRT DISK FILE      [YES] OR [NO]
FOUND:100  SELECT █ PRINT LIST →
(TX) 1PERIOD      2TERMINAL      ↓
    
```

7. Either:

- To print the list format, press **k**.  
Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. And press **Start**.
- To print a file - press **Yes**, and go to step 8.



8. Press **m** until the index number that you want to print appears.



9. Press **Yes** then **Start**. The file is printed.

10. Either:

- To print another file, go to step 8.
- To finish: Press **Function**.

## Print a Document

**NOTE:** When printing a document, specify the index number of the file (not the file number).

1. Press **Function**.

FUNCTION	NO: [ ]	OR	[NO]
10TRANS. MODE	20CLEAR CHANGE		
30PROG. CAHNGE	40REPORTS		[↓]

2. Press **5** and **8**.

PRT DISK FILE	SELECT	[ ]
1SRCH FOR SENT	2SRCH FOR RCVD	
3INPUT FILE NO.	[NO]	TO CANCEL

3. Press **3**.

PRT DISK FILE	ENTER ID CODE
INDEX NO	[ ]
	[NO] TO CANCEL

4. Enter the index number of the document you wish to to print.

PRT DISK FILE	[YES] OR [CLR] • [NO]
INDEX NO.	1111
	DESIGN3

5. Press **Yes**.

PRT DISK FILE	
INDEX NO.0002	[NO] TO CANCEL
	PRESS [START]

6. Press **Start** to print the document.

PRT DISK FILE	
INDEX NO. [ ]	
	[NO] TO CANCEL

Continue the procedure from step 4 to print another file.

7. Either:
  - Print another document - go to step 4.
  - Finish - press **Function**.

MEMORY FILE PRINTING
----------------------

## **APPENDIX C**

### **PAPER FEED UNIT**

**WARNING:** Do not attempt any maintenance or troubleshooting other than that mentioned in this manual.

#### **Operation**

Up to two additional paper feed units can be installed. Each paper feed unit can hold up to 500 sheets of paper, which means that you can add an extra 1,000 sheets of copy paper capacity to your fax machine.

If you have the same size of paper in more than one cassette, the paper in the uppermost cassette will be used.

#### **Maintenance**

Replacing Paper: See the section entitled REPLACING PAPER on page 181.

#### **Copy Jams**

When a paper jam occurs in the machine, and you have one or more optional paper feed units installed:

- If the jam is at the cassette entrance, substitute reception will take place. Remove the jammed paper (see the section entitled COPY JAMS on page 208).

## **APPENDIX D**

### **FEATURE EXPANDER TYPE 140 80 MB HD**

**WARNING:** Do not attempt any maintenance or troubleshooting other than that mentioned in this manual.

#### **General**

You can upgrade the memory capacity of the facsimile machine with this hard disk unit.

Neither the standard memory nor the optional 2 Mbyte or 4 Mbyte memory card can be used if you install the hard disk unit.

This manual contains information about using the hard disk.

#### **CAUTION**

Do not knock, shake, or move the hard disk unit while the hard disk is working.

**Note:** The hard disk read/write head automatically moves to the shipping position in standby mode.

#### **Operation**

The operating procedures are the same as those already described in this manual.

The memory features of the hard disk are the same as the features of the standard memory or the optional 2 Mbyte/4 Mbyte memory card, except for the following items.

1. The data will remain on the hard disk even if you switch off the power to the machine.
2. The hard disk can store up to 1,200 pages (based on the ITU-T #1 test document). The memory capacity is 80 Mbytes. The hard disk and function upgrade card can store up to 3,000 pages.

**Note:** Do not knock, shake, or move the hard disk unit while the hard disk is working.

## **APPENDIX E**

### **ISDN INTERFACE TYPE 140**

#### **Introduction**

The optional ISDN Interface Type 140 allows you to send and receive fax messages on high-speed high-quality digital networks. It will allow you to connect the machine to an ISDN (Integrated Services Digital Network) for either Group 4 or Group 3 fax communication.

**Caution:** When connecting to the ISDN you should use the provided cable. If a different cable is used, this could cause radio interference with other equipment. Attached to the modular cord that is used for the ISDN connection, there is a ferrite core - please do not remove it.

A few of the features described earlier in this manual cannot be used over an ISDN. These are as follows.

- Manual reception
- Telephone line type (DTMF/Pulse dial) selection
- Manual dialing with the handset
- On Hook Dial
- RTI, TTI, CSI (these identifiers can only be used with Group 3 communication. In Group 4 mode, another identifier called the Terminal ID is used instead. The Terminal ID is explained on page 261)

However, Group 4 has the following major advantages over Group 3:

- If your organization sends large volumes of material by fax, using Group 4 will greatly reduce your communication costs as a result of the high speed of data transmission.
- Normal analog networks tend to be noisy, affecting the quality of received data. However, communications over digital networks are of a high quality.
- The Group 4 interface will greatly enhance other features, especially broadcasting, transfer request, and other networking features, allowing complex distribution of documents with just a few keystrokes. The types of network that you can set up are described in the Networking section of this manual (see page 53).

**Note:** Your sales or service representative will be able to help program all the necessary group and transfer station numbers in the various broadcasting terminals throughout your proposed network. Please coordinate with your sales representative to obtain correct programming at the time of installation.

**Batch Transmission**

The use of Batch Transmission is critical to making your Group 4 ISDN kit a cost effective alternative to Group 3. Set up a batch for each of your major fax message destinations. To do this, decide on separate times of execution for each of your batch files. Then, if you wish to send a message to one of these destinations, use Send Later to delay the transmission until the time that you decided for that destination. See page 97 for a description of the Batch Transmission feature.

**Setting Up the Group 4 Interface**

Before you start sending faxes using the Group 4 interface, there are a few items that you have to store in your machine. These are as follows.

- Subaddress Key
- Own ISDN G4 Number
- Own ISDN G3 Number
- G4 Terminal ID
- IG3 CSI

**Subaddress Key**

Group 4 fax machines may be connected to a multiplexer or similar device. Inputting the subaddress of a destination fax machine will allow you to reach it directly if it is connected behind a multiplexer or similar device. The subaddress can be thought of as similar to the extension number of a telephone connected behind a PBX.

You must program one of the User Function Keys (F1 to F5) to input a subaddress (see page 148 for how to program a User Function Key). When you need to input a subaddress (during dialing, or when inputting your own ISDN G3 or G4 number), press that User Function Key (a backslash will appear), then input the subaddress.

**Own ISDN-G4 Number**

This is your machine's own telephone number for Group 4 communications over the ISDN.

1. **Function 6 0 2 2 2 6 1** then ▼ until the screen is as shown opposite.

OWN ISDN-G4 NUMBER			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. **Yes.**

OWN ISDN-G4 NUMBER	<input type="checkbox"/> YES	TO END
<div style="background-color: black; width: 100%; height: 15px;"></div>		



- Input your ISDN number for Group 4 communications.  
**The format of the number must be as follows:** International Dial Prefix, Your Country Code, Your Area Code, **then you must input a Pause**, followed by your telephone number. After that, if your ISDN G4 number contains a subaddress, type a slash followed by the subaddress number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown below is for the USA; the codes to add are 011 and 1.

Use the **Pause** key to add a pause.

To type the backslash, you must have programmed one of the User **Function** Keys to input a subaddress (see page 148 for how to program a User Function Key). Press that User Function Key to input the slash, then input the subaddress.

OWN ISDN-G4 NUMBER		
<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/> • <input type="button" value="NO"/>
0111212-5551234/2468		

- Yes Function.**

**Own ISDN-G3 Number**

You can also make Group 3 communications over the ISDN. This procedure is for storing your machine's own telephone number for Group 3 communications over the ISDN.

- Function 6 0 2 2 2 6 1** then ▼ until the screen is as shown opposite.

OWN ISDN-G3 NUMBER		
<input type="button" value="YES"/>	TO SET	PREVIOUS <input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT <input type="button" value="↓"/>

- Yes.**

OWN ISDN-G3 NUMBER	<input type="button" value="YES"/>	TO END
[REDACTED]		

- Input your ISDN number for Group 3 communications.  
**The format of the number must be as follows:** International Dial Prefix, Your Country Code, Your Area Code, then you must input a Pause, followed by your telephone number. After that, if your ISDN G3 number contains a subaddress, type a slash followed by the subaddress number. Check the International Dial Prefix and your Country Code with your local telecommunications operator. The example shown below is for the USA; the codes to add are 011 and 1.

Use the **Pause** key to add a pause.

- To type the slash, you must have programmed one of the User Function Keys to input a subaddress (see page 148 for how to program a User Function Key). Press that User Function Key to input the slash, then input the subaddress.

OWN ISDN-G3 NUMBER	
<input type="checkbox"/> YES	OR <input type="checkbox"/> CLR . <input type="checkbox"/> NO
0111212-5551234/2468	

4. **Yes Function.**

**Programming the IG3 CSI**

If your machine uses Group 3 mode through the ISDN, IG3 CSI will appear on the other terminal's display or be printed in reports.

1. **Function 6 0 2 2 2 6 1** then m until the screen is as shown opposite.

G4 TID			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press **Yes**.

G4 TID	
<input type="checkbox"/> YES TO END	

3. Input your telephone number.  
Example: 2125556789

IG3-CSI	
<input type="checkbox"/> YES	OR <input type="checkbox"/> CLR . <input type="checkbox"/> NO
2125556789	

**Note:** Not more than 20 digits

- If you wish to input a "+" sign by Quick Dial 31 or 63 (Symbol), to signify your international dial access code (this is a common practice in Europe).

4. **Yes and Function.**

**Programming the Terminal ID**

If your machine transmit using Group 4 mode, Terminal ID (G4 TID) will be printed on the top of the messages of receivers.

G4 Terminal ID consists in "Country Code", "-", "Telephone Number" "=" "Terminal ID Code". Terminal ID Code is normally sender's name. You cannot program more than 22 characters.

1. **Function 6 0 2 2 2 6 1** then m until the screen is as shown opposite.

G4 TID		PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="YES"/>	TO SET	NEXT	<input type="button" value="↓"/>
<input type="button" value="NO"/>	TO CANCEL		

2. Press **Yes**.

G4 TID	
<input type="button" value="YES"/> TO END	

3. Enter the country code.

G4 TID	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
--	
<input type="text" value="1"/>	

4. Press **Yes**.

G4 TID	
1--	
- <input type="text"/>	<input type="button" value="YES"/> TO END

5. Enter your machine's telephone number.

G4 TID	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
1--	
- <input type="text" value="2125551234"/>	

6. Press **Yes**.

G4 TID	<input type="button" value="YES"/> TO END
1-2125551234=	
= <input type="text"/>	

7. Enter the terminal ID code.

G4 TID	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
1-2125551234=	
- <input type="text" value="ZY COMPANY"/>	

8. **Yes and Function**.

## Operation

### Dialing and Storing Telephone Numbers

#### Overview

After installing the ISDN Interface Type 140, you must be careful to select the correct signaling type (Group 3 or Group 4) when dialing, or when storing a telephone number as a Speed Dial or Quick Dial.

The G4 key on the operation panel allows you to select whether the telephone number is to be dialed using Group 3 (G3) or Group 4 (G4). If G4 indicator is lit, G4 is selected, and if it is not lit, G3 is selected.

To change the setting, press the key until the required mode is selected. In most cases, <G3> (Group 3) or <G4> (Group 4) will appear on the display as a reference while you are entering a telephone number.

**Caution:** When you dial a number using a Quick Dial or Speed Dial, or using AI Redial, check the indicator lamp above the G4 key to make sure that the correct mode is selected. If it is not correct, press the G4 key.

- Notes:**
- Your machine is set up to send to Group 3 fax machines over the regular telephone network (the PSTN, the Public Switched Telephone Network). If you wish to send to Group 3 machines over the ISDN, contact your service representative.
  - When dialing a fax machine or telephone over an ISDN, the destination could have a subaddress number. This number can be thought of as similar to an extension number on a PBX. If the destination telephone or fax machine has a subaddress number, input this number when dialing. You can get this number from your contact at that location.

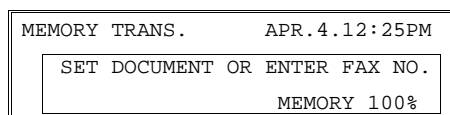
To enter a subaddress, you must use a User Function Key. See page 148 for how to program a User Function Key using Function 36.

Transmission Procedure

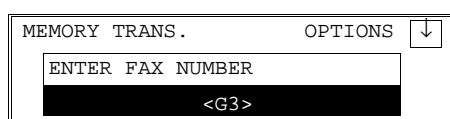
The following example shows how to dial (assuming that the ISDN Interface Type 140 has been installed). The differences between this procedure and the procedure for the base machine (refer to page 24) are as follows:

- You have to select G3 or G4 before you dial a number.
- You may have to input a subaddress for a G4 number if the destination has one.

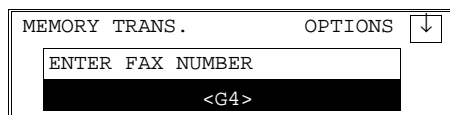
1. Make sure that the machine is in standby mode (see page 24).



2. Carefully place the document into the auto document feeder.



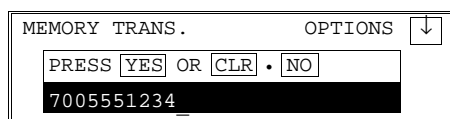
3. Change the line type (G3/G4) to the correct setting by pressing the G4 key on the operation panel.



4. **Dial.**



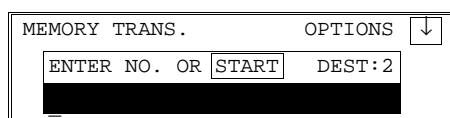
See page 26 for how to dial. You may use Speed Dial, Quick Dial, Group Dial, or the ten-key pad.



G3 numbers - If your machine is behind a PBX, include the PBX access code and a pause before the number. For an international number, place a pause after the country code.  
 G4 numbers - If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key. Then enter the subaddress.

To enter a subaddress, you must use a User Function Key. See page 148 for how to program a User Function Key using Function 36.

5. **Yes.**



6. Either:

- Dial more numbers: go to step 4.
- Start the transmission: **Start.**

**Note:** If the other party has not had a G4 Terminal ID programmed, you will see "- =" on the screen during transmission, instead of their ID.

## Storing a Telephone Number

The following example shows how to store a Quick Dial if the ISDN Interface Type 140 has been installed. The differences between this procedure and the procedure for the base machine (refer to page 287) are as follows:

- You have to select G3 or G4 before you input a Quick Dial or Speed Dial
- You may have to input a subaddress for a G4 number if the destination has one.

### 1. Function 3 1.

QUICK DIAL	CHOOSE KEY
<input type="checkbox"/>	PRINT LIST <input type="button" value="→"/>
<input type="button" value="NO"/> TO CANCEL	

2. Press the Quick Dial Key that you wish to program.  
Example: **01 Yes.**

QUICK DIAL	ENTER FAX NUMBER
01 <G3>	<input type="button" value="NO"/> TO CANCEL
<input type="text" value=""/>	

3. Change the line type (G3/G4) to the correct setting by pressing the G4 key on the operation panel.

QUICK DIAL	ENTER FAX NUMBER
01 <G4>	<input type="button" value="NO"/> TO CANCEL
<input type="text" value=""/>	

4. Enter the telephone number at the operation panel's ten key pad.

QUICK DIAL	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
01 <G4>	
<input type="text" value="7005551234"/>	

G3 numbers - If your machine is behind a PBX, include the PBX access code and a pause before the number. For an international number, place a pause after the country code.  
G4 numbers - If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key. Then enter the subaddress.

To enter a subaddress, you must use a User Function Key. See page 148 for how to program a User Function Key using Function 36.

**APPENDIX E**

---

5. **Yes.**

QUICK DIAL	ENTER LABEL
01	
<input type="text"/>	ABC

6. Either:

- Program a label for this number: go to step 7.
- Do not program a label: **Yes.** Go to step 8.

7. Input a label using the Quick Dial keys. Then press **Yes.**

QUICK DIAL	OPTION SETTING
LABEL INSERTION	ON <input checked="" type="checkbox"/> OFF
SELECT	<input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="YES"/> TO END

8. Switch Label Insertion on or off. Use the ◀ and ▶ arrows on the scroll key to select the required setting. Then press **Yes.**

QUICK DIAL	CHOOSE KEY
<input type="text"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

9. Either

- Program another Quick Dial: go to step 2.
- Finish: **Function.**

**Note:** The procedure for storing a Speed Dial using Function 32 is exactly similar to that shown above; it is the same as the procedure for the base machine except that you have to select G3 or G4 and you may need to input a subaddress.

## Automatic Fallback from Group 4 Mode to Group 3 Mode

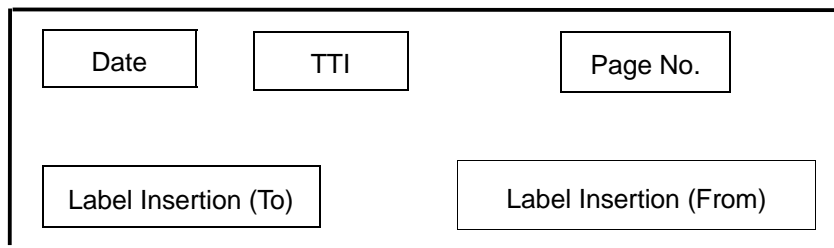
If your machine cannot communicate with the other party using Group 4 mode, it will try using Group 3 mode. This will allow your machine to send the message even if you selected Group 4 mode instead of Group 3 mode by mistake.

### Terminal ID

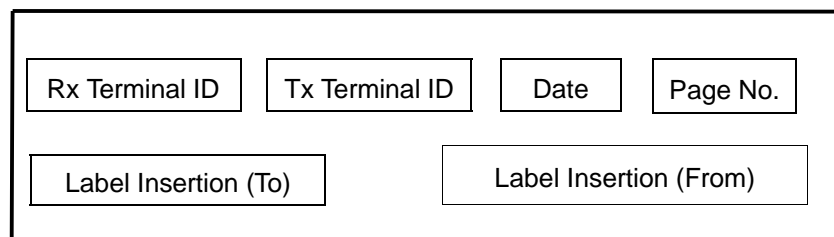
Instead of the TTI, a Group 4 communication will transmit a variety of information, including an identifier known as the Terminal ID, which identifies the other party in the same way as a TTI.

The make-up of the Group 3 TTI and the Group 4 Terminal ID is as shown below.

#### Group 3



#### Group 4



- Date, TTI, Page No., and Label Insertion are transmitted in the data signal, superimposed on the image.
- Receiver (Rx) Terminal ID, Transmitter (Tx) Terminal ID, Date (Group 4), Page No. (Group 4), are transmitted in the Group 4 handshake signals.
- The Receiver and Transmitter Terminal IDs have up to 24 characters. The Date (Group 4) is in the YY-MM-DD-HH:MM format. The Page No. (Group 4) has up to 7 characters.

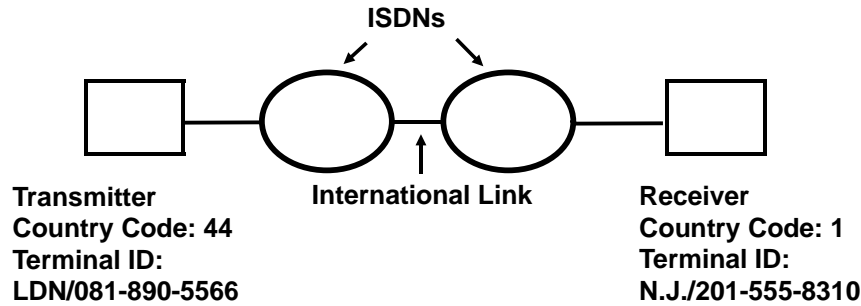


**Explanation of the Items in the Group 4 Identifier**



Transmitter and Receiver Terminal IDs

The following example shows what happens when the two communicating terminals are connected to two different ISDNs. Each ISDN has its own country code.



At the top of the received page, the following will be seen.

1 - 201558310 = N.J./44 - 818905566 = LDN/(Date)/(Page No.)

The zero in the London area code and the other pauses in the phone numbers are not represented on the printout.

The country code and terminal ID are programmed by the service technician at installation.

Date and Time

The date and time in the receiving machine are printed.

Page Number

001-001 (File number followed by page number)

**Example:** Batch Transmission

Receiving a three-page file and a two-page file

First page: 001-001 Fourth page: 002-001

Second page: 001-002Fifth page: 002-002

Third page: 001-003

## Switching the Command Information Line On/Off

This is similar to the TTI On/Off switching option for Group 3 Transmission (see page 37).

The Command Information Line consists of the Receiver and Transmitter Terminal IDs, the Date and Time, and the Page Number. Normally, this line is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

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

**Note:** If you switch the Command Information Line off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

To switch this feature on or off, do the following. (See page 10 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**

USER PARAMETER	PRINT LIST →
DEFAULT : 01000000	↑
SWITCH00: 01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 02 are shown.  
The setting you need to use is digit 5.
4. If you wish to change the setting, press 5.

SWITCH00: 00000000

SWITCH02: 00000000

Digit 5

0: This feature is Off.

1: This feature is On.

5. Finish: **Yes Function.**

## Troubleshooting

### Call Progress Signals (CPS)

Sometimes, a Call Progress Signal and an error message will appear on the display panel. Possible messages are as follows.

DIALING	The machine is dialing; do not press Stop.
REMOTE TERMINAL BUSY	Try again later.
WRONG NUMBER	Check the number, and check that G3 or G4 was correctly selected. Then redial.
LINE NOT AVAILABLE	Try again later.
FAX NUMBER CHANGED	Find out the new fax number.
REMOTE FAX REJECTED	Contact the user at the other end.
UNABLE TO CONNECT	Try again.
NO RESPONSE	Try again.
NETWORK BUSY	Try again later.
CLASS INCOMPATIBLE	The other terminal's signaling mode is not compatible with yours, and the message cannot be sent.
CHECK INTERFACE	Check that the ISDN line cord is connected properly. Then try again.

To remove the message from the display, make sure that the Communicating indicator is not lit, then press **Stop**.

## APPENDIX F

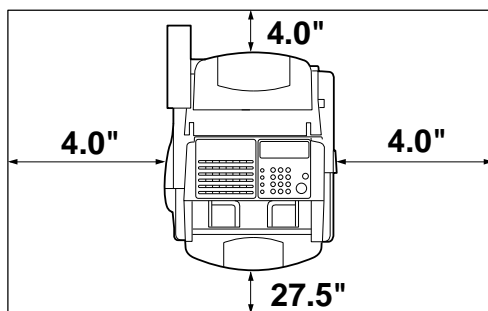
### INSTALLING THE MACHINE

#### Location

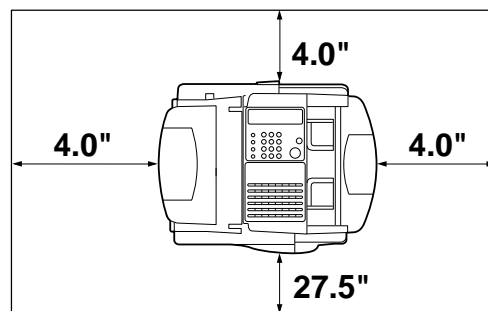
For the best possible performance, install your machine in a place which satisfies the following conditions.

- Not exposed to direct sunlight
- Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd<sup>3</sup>/hr per person.
- Level
- Not subject to vibration
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 63 to 82°F
- Humidity 40 to 70% RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)
- With the clearance as shown below

**Front Operation**



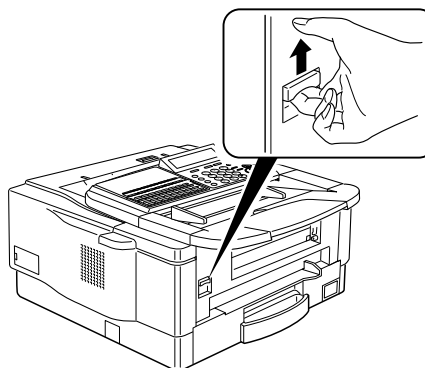
**Side Operation**



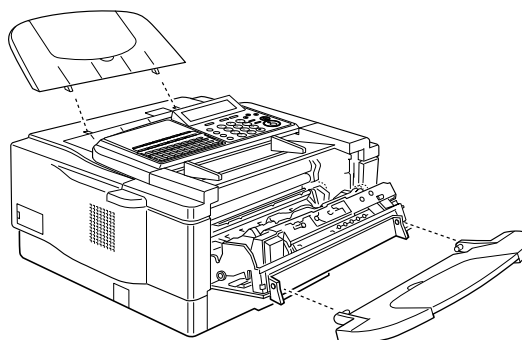
**NOTE:** This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

## Attaching the Document Table and Document Tray

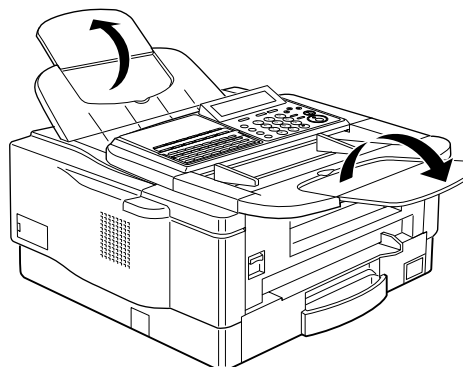
1. Open the front cover.



2. Attach the document table and the document tray as shown.

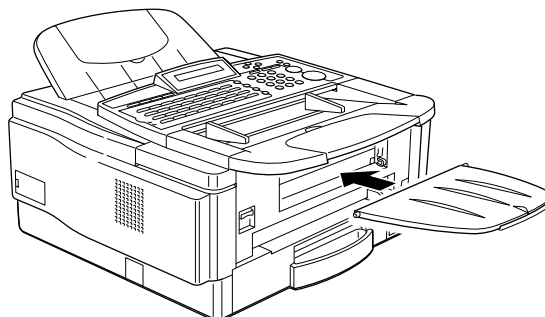


3. Close the front cover until you hear it clicks. If your document is large, pull the extensions out.

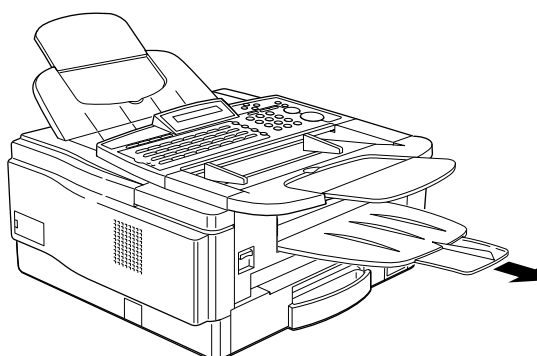


## Attaching the Copy Tray

1. Attach the copy tray as shown.

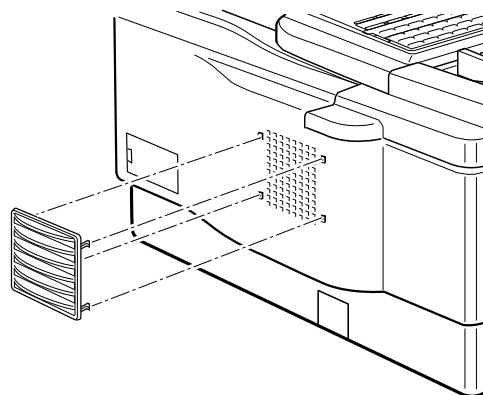


2. You can also extend the copy tray.



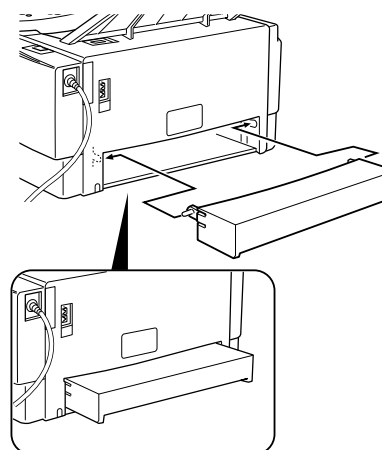
## Install the Side Grill

To minimise the amount of ozone encountered when using the machine, fix this grill over the ventilation holes on the left side of the machine as shown. The slats should point down so that air is deflected downwards.



## Installing the Machine Cover

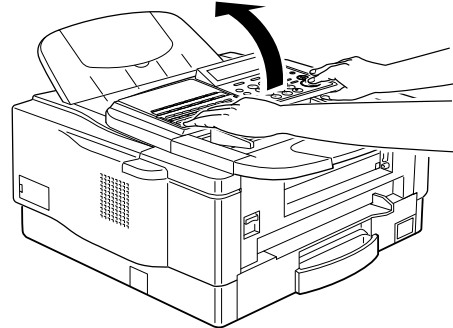
Fix the main cassette cover at the rear of the machine as shown opposite.



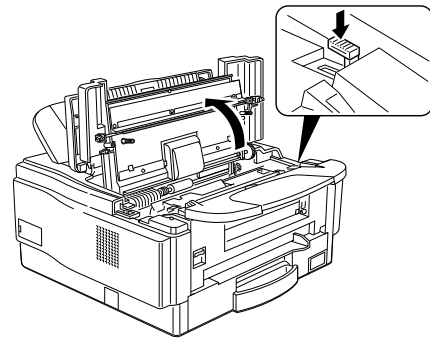
## Installing the Photoconductor, Cleaning Pad and Toner Cassette

Before using the machine, install the photoconductor, cleaning pad and the toner cassette as in the following procedure

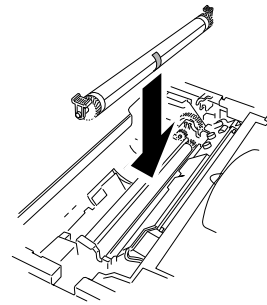
1. Lift up the operation panel.



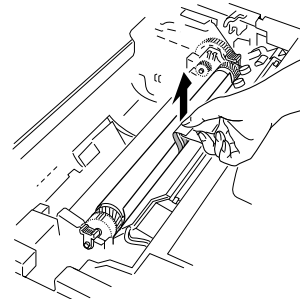
2. Open the front cover. (Push the button on the cover.)



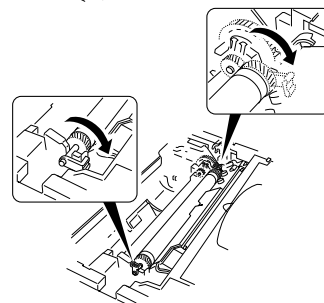
3. Place the photoconductor in the machine. Pay attention to the green knobs. One of them is marked "R" for right side.



4. Remove the black sheet.



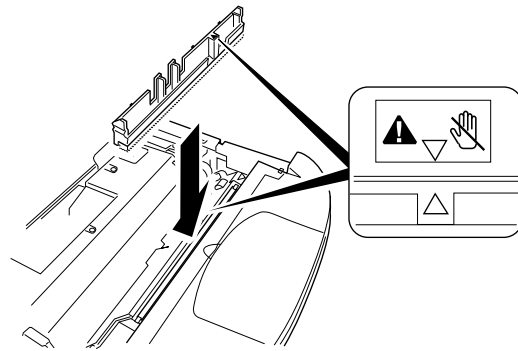
5. Turn the green levers to lock the photoconductor in place.  
**Caution:** Never touch the surface of the photoconductor (green drum).



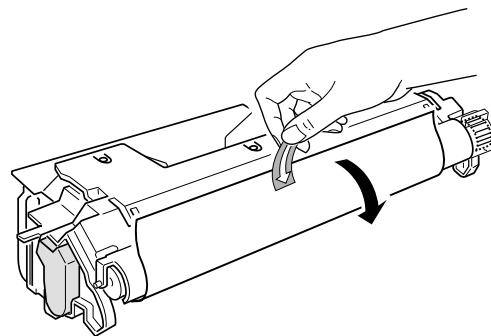
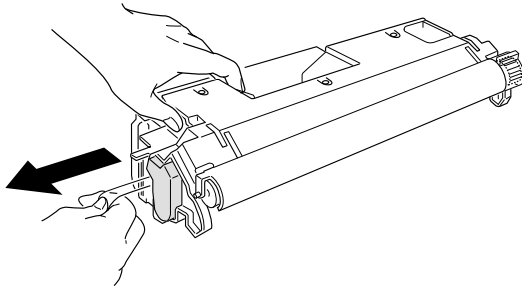
6. Install the new cleaning pad.  
Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.

**Note:** Push the cleaning pad until you hear it clicking

**Important:** Do not forget to install the cleaning pad. If not installed correctly, damage may be caused to the machine.



7. Shake the toner cassette before installing it. Pull out the sheet of the toner cassette. And remove the black sheet.

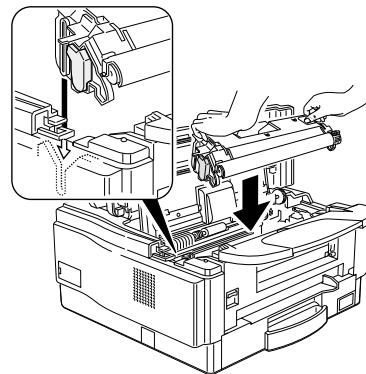


**Note:** Do not shake the cassette, or toner may spill out.

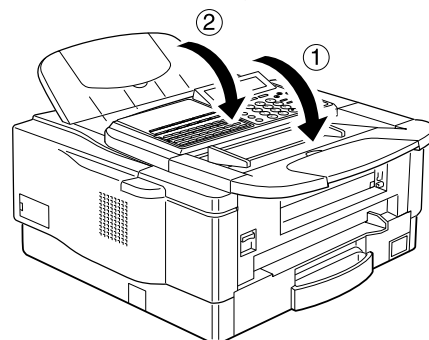
**WARNING**

Do not incinerate waste toner. Toner dust may cause flashback when exposed to an open flame.

8. Install the toner cassette as far as it will go. Gently push down the cassette to secure it in place.



9. Close the upper cover and the operation panel.



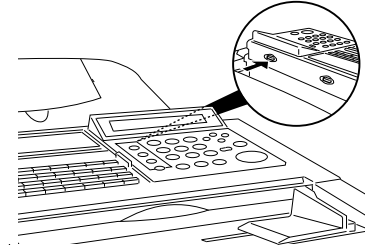


## Rotatable Operation Panels

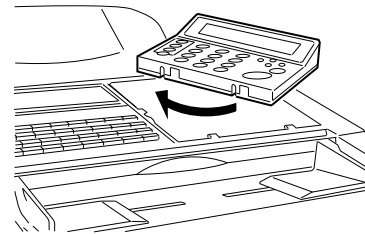
You can change the direction of the operation panels according to a direction in which the machine is installed. There are two panels you can move, the keypad panel (pictured below) and the Quick Dial panel. Follow the same steps for each.

**WARNING:** Turn off the power before you begin this procedure.

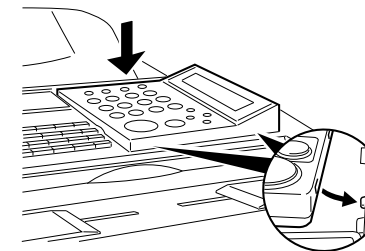
1. Press the button behind the panel to release it.



2. Change the direction of the operation panel.

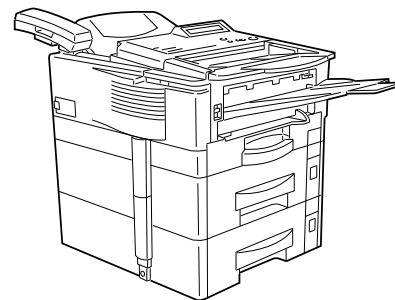


Push the area indicated by the arrow in the picture to set the operation panel.

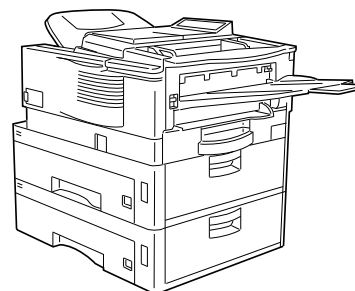


Repeat steps one and two for the other panel.

Optional paper cassette (the type to supply the paper from the front)

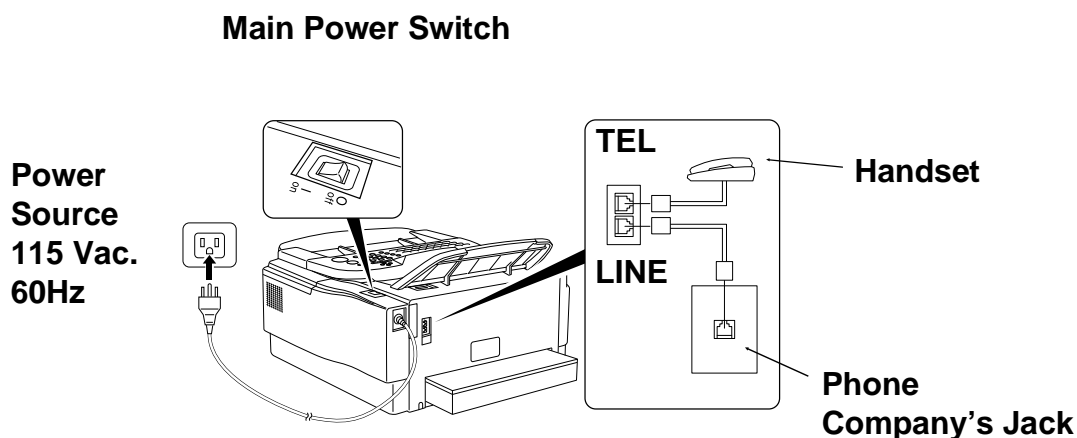


3. Optional paper cassette (the type to supply the paper from the side)



## Connecting the Machine

Before using the machine, connect the machine to the telephone line properly. And plug the power cable and switch on.



- Make sure that it is properly connected to the telephone line and the power outlet, as shown above.

**CAUTION:** Do not switch on until everything is connected properly.

- Program the Telephone Line Type setting (use Function 62; see page 284). 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.

### IMPORTANT POINTS ABOUT POWER CONNECTION

- The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.
- The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

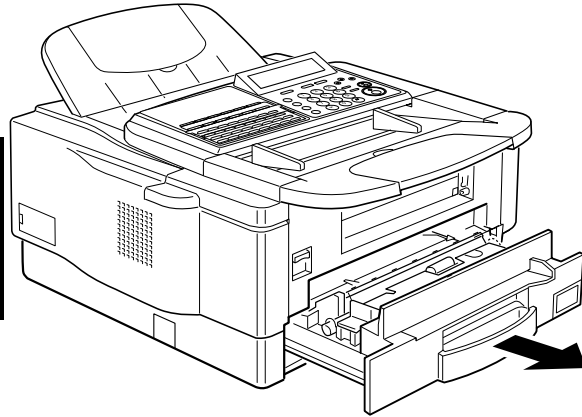
## Loading Paper in the Cassette

When you load the paper in the cassette, do the following.

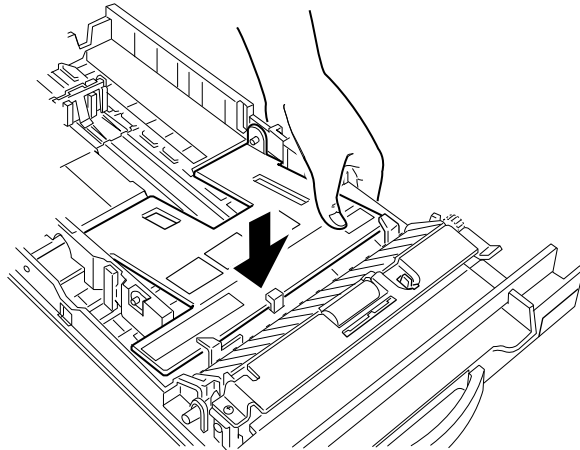
1. Remove the cassette.  
**Note:** When you pull out the cassette, pull it out horizontally.

**CAUTION:**

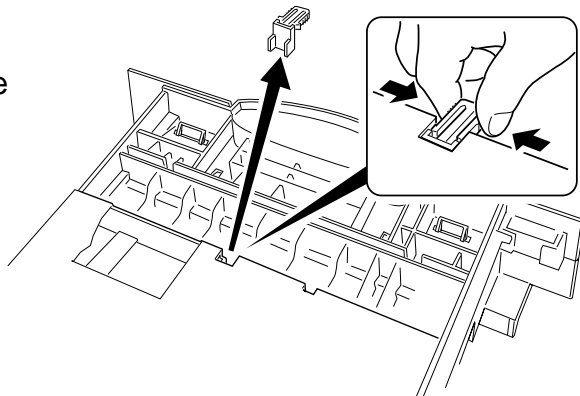
To avoid dropping the cassette hold it by the front and side while pulling it out.



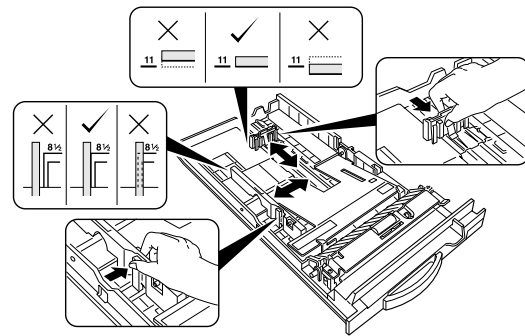
2. Push the metal plate down.



3. Pushing the metal plate, turn over the demonstrated in the illustration.

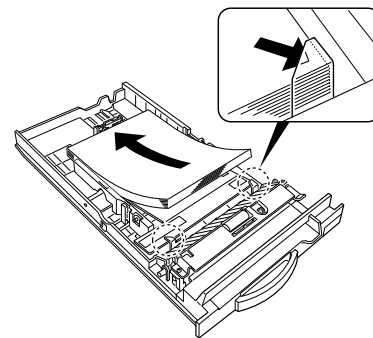


- Fan the paper. Make sure the edges are uniformly aligned and place the paper into the cassette with the side on which you wish to print facing up. Check the paper fits under the metal corners.

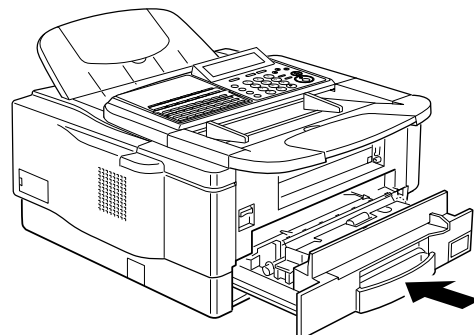


- If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.

- Do not fill up the cassette past the load limit marker.

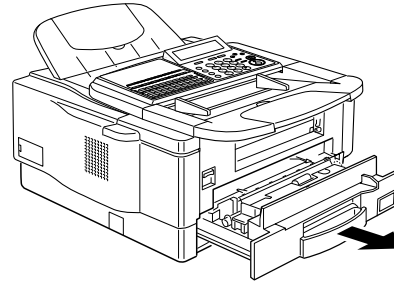


- Replace the cassette.

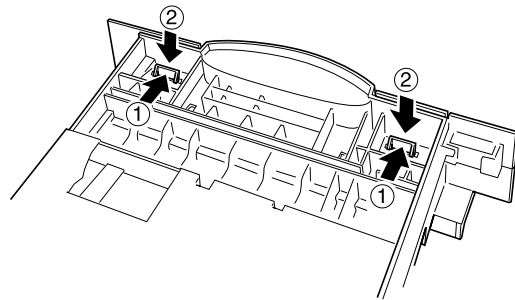


## Installing Removable Cassette and Loading Paper (option)

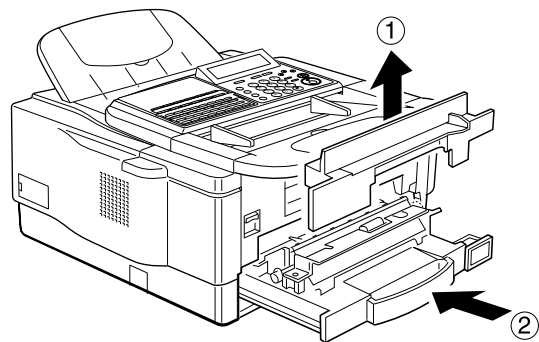
1. Pull out and remove the cassette.



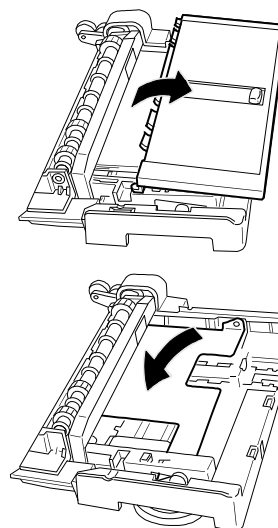
2. Turn over the cassette and remove the front cover attached to the cassette as shown in the picture. Then close the cassette.



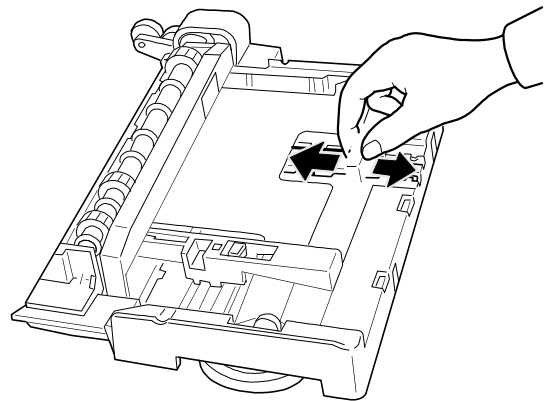
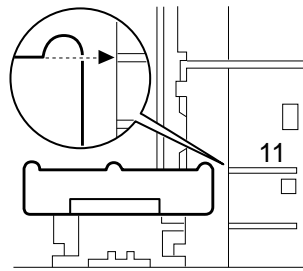
3. Remove the cover of the cassette.



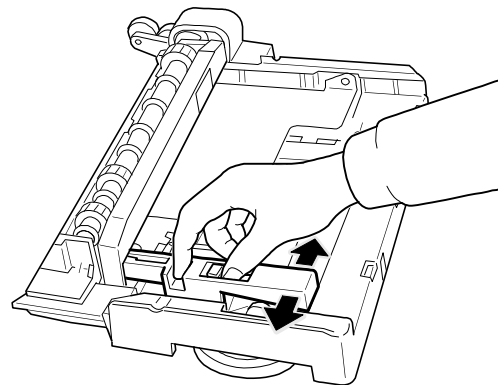
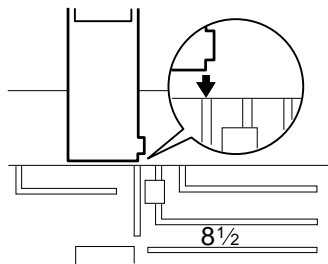
4. Push the bottom plate until it clicks.



5. Adjust the position of the back fence.

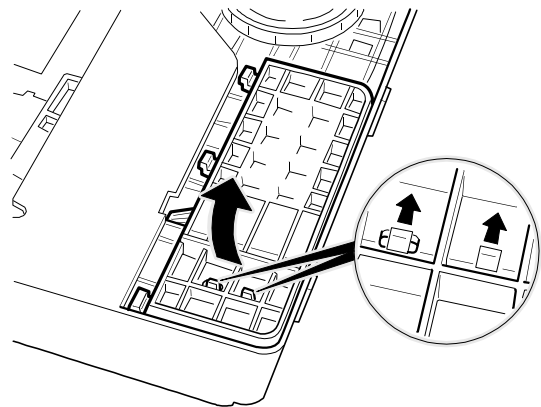


6. Adjust the position of the side fence

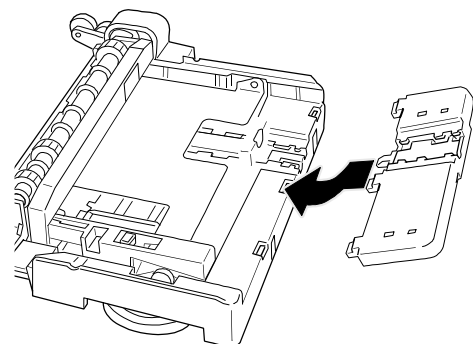


Installing the long paper extension.

7. Turn over the cassette. Remove the extension.



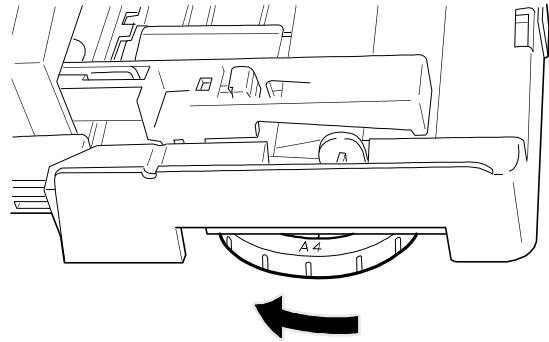
8. Turn over the cassette again and install the extension.



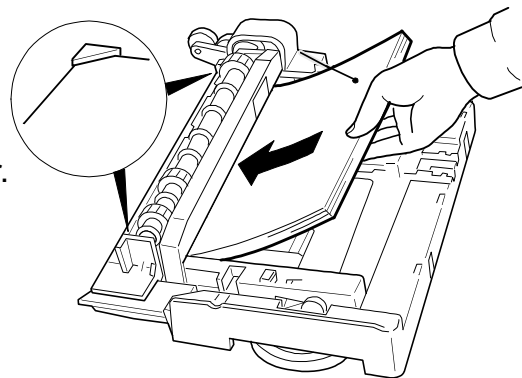
## APPENDIX F

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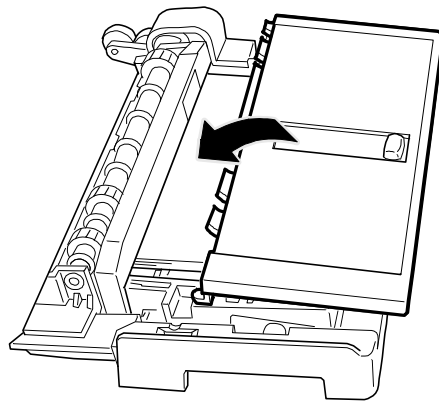
9. Rotate the dial until the appropriate size appears.



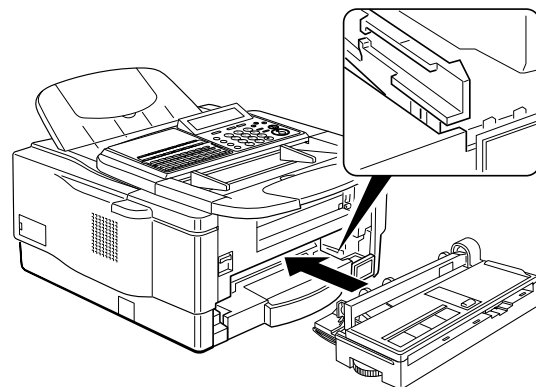
10. Set the paper under the corners.  
If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



11. Set the cover of the removable cassette.

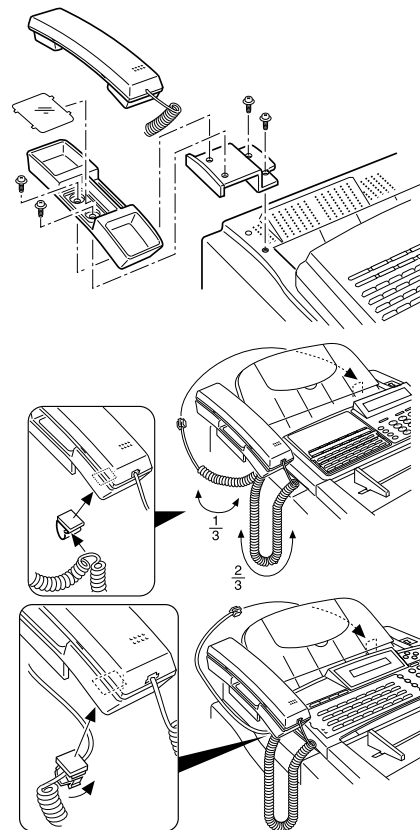


12. Install the removable cassette.



## Attaching the Optional Handset

1. Attach the handset stand to the bracket by two screws.  
And attach the bracket with stand to the machine by two screws.
2. To avoid slack wire hanging at the rear of the machine, attach the cord clip.
  - 1) Insert the cord into the clip about two thirds down (see diagram).
  - 2) Peel off the adhesive cover on the cord clip.
  - 3) Fix the cord clip to the handset bracket as shown.
3. Plug the cable to 'Tel' jack on rear side of the machine.  
**Note:** Depending on which handset you have, install the cord as shown.

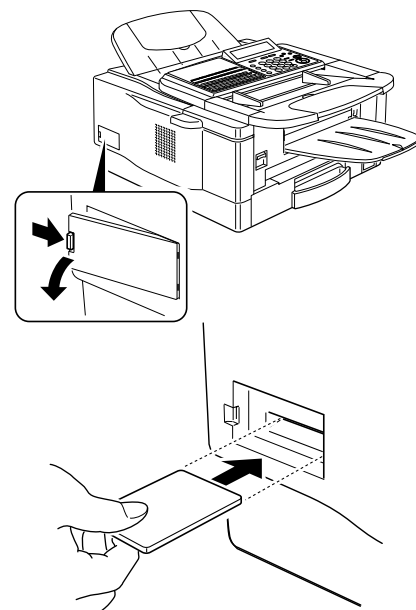


## Installing Optional Memory Card, Function Upgrade Card, and Fax on Demand

Switch off the power before you install the optional memory card (feature expander), function upgrade card and fax on demand card.

**Caution:** Once a Function Upgrade Card or Fax on Demand Card has been installed, do not remove it. If removed, this will result in data being permanently lost. The Function Upgrade Card and Fax on Demand Kit cannot be installed in the same machine.

1. Remove the cover on the left side of the machine.
2. Insert the card with the printed face up. Make sure that the machine and card contacts touch.  
Upper slot is for the memory card (feature expander) only. Lower slot is for the function upgrade card and fax on demand card.
3. Replace the cover.





## Using Manual Feed

You can set a sheet of paper using the manual feeder when you make a copy or print from the PC (Optional Printer Interface is required).

1. Insert a sheet of paper and align it with the right edge.  
Paper will be fed.

**Note:**

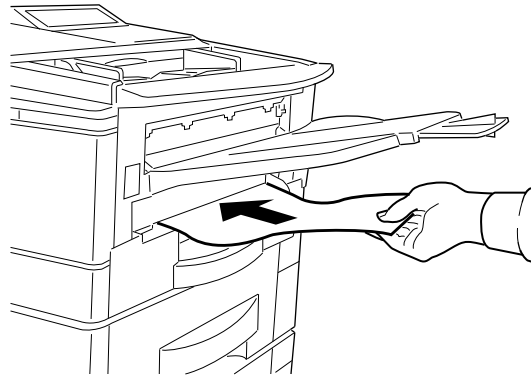
The acceptable paper size from the manual feed is 3.9" to 8.5" in width, and 5.8" to 14.3" in length.

**Note:**

If a paper is left in the manual feeder for 3 minutes, it will be fed out automatically.

**Caution:**

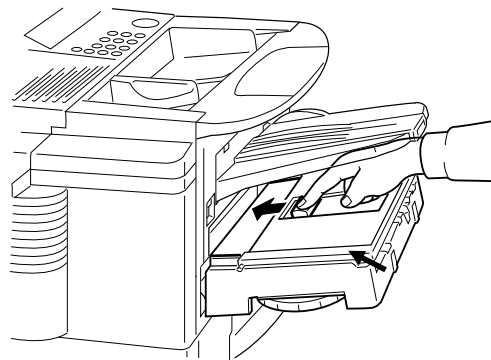
Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.



## Using Manual Feed with the Removable Cassette (Option)

You can set a sheet of paper using the manual feeder of the removable cassette when you make a copy or print from the PC (Optional Printer Interface is required).

1. Close the cover of the removable cassette



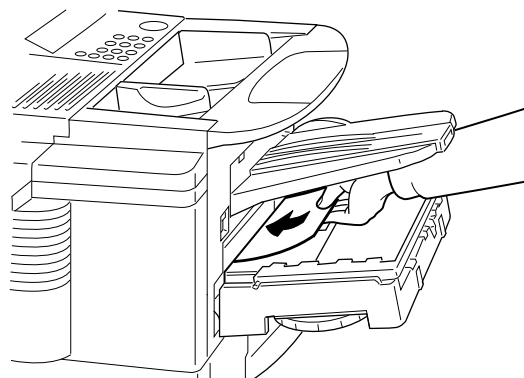
2. Set a sheet of paper and align it with the right edge.  
Paper will be fed.

**Note:**

The acceptable paper size from the manual feed is 3.9" to 8.5" in width, and 5.8" to 14.3" in length.

**Caution:**

Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.



## BEFORE YOU SEND YOUR FIRST FAX

### Some Items Must be Programmed First

#### Overview

After you have installed your new machine and connected it to the telephone line, there are a few things that you have to do before you start to send fax messages from your new machine.

You should set up your machine's clock and identification. In fact, for faxes sent to, from, or within the United States, the United States' Federal Communications Commission (FCC) states that the fax message must contain header information that identifies the sender (or the sender's organization), and the date and time that the fax was sent. To do this, program the following features.

- Date and Time/Daylight Saving Time: see page 280.
- RTI (Remote Terminal Identification): see page 282.
- TTI (Transmit Terminal Identification): see page 282.
- CSI (Called Subscriber Identification): see page 283.

In addition, you also have to make sure that the fax machine's dialing circuits are set up correctly. There are two settings: Pulse Dial, and Tone Dial. If you select the wrong setting, your machine will not be able to dial fax numbers. If you are not sure which setting to use, contact your telephone company. To change this setting, see the following section of the manual.

- Telephone Line Type: see page 284.

Also, if you have a handset attached to your fax machine, make sure that its dialing circuit is also set up correctly.

#### Language Selection

If your native language is Spanish or French, you can have the machine display instructions and print reports in either of these languages instead of in English.

1. **Function 6 0 2 2 2 9 and 3.**

LANGUAGE	SELECT	◀	▶
<b>ENGLISH</b>	FRENCH	SPANISH	
	YES	TO	END

2. Use the ◀ and ▶ to select the language.
3. When the correct language is displayed, press **Yes** and **Function**.
  - Once you have done this, all displays and reports will be in the selected language.

**Date and Time**

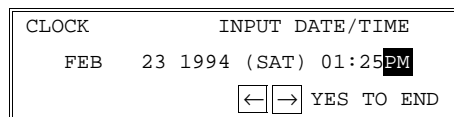
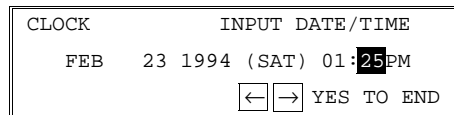
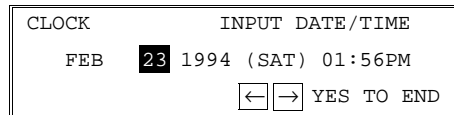
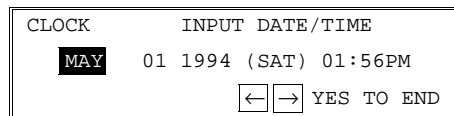
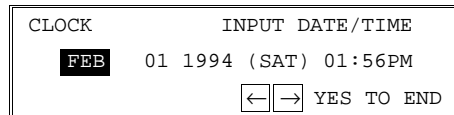
Your fax machine has an internal clock. It controls the following features.

- The time display on the operation panel while the machine is idle.
- Operation of time-delay features like Send Later.
- The date and time that is printed out on pages that you receive, if Reception Time is switched on.
- The date and time that is printed out at the other end on pages received from your machine.

Program the correct date and time when you install the machine.

**Cross-references:**  
 Send Later: see page 35.      Reception Time: see page 131.

1. Press **Function 6 0 2 2 2 9** and **1**.  
 Example: Change to 09 May '95, at 10:25AM
2. Change the month using **▲** or **▼** (**▼** to scroll forward, or **▲** to scroll backward) on the ten key pad and press **▶** to move the cursor.
3. Change the date with the ten keypad as 09.
4. Type in the year and time at the keypad as 9 5 1 0 2 5.
5. Change AM/PM using **\*** or **#** on the ten key pad.
6. When the display is correct, press **Yes Function**.

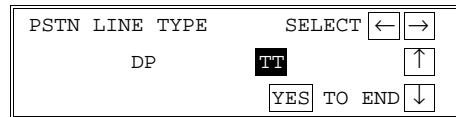


**Daylight Saving Time**

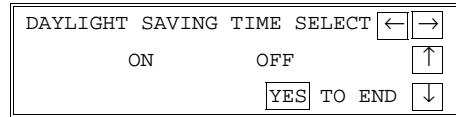
Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

- When you install the machine for the first time, take care that the setting is correct before you set the date and time.

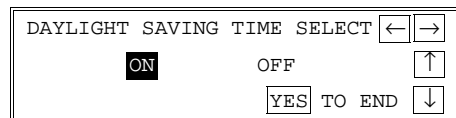
1. Press **Function 6 0 2 2 2 6** and **2**.



2. Press **▼** until the screen is as shown opposite, and then press **Yes**.



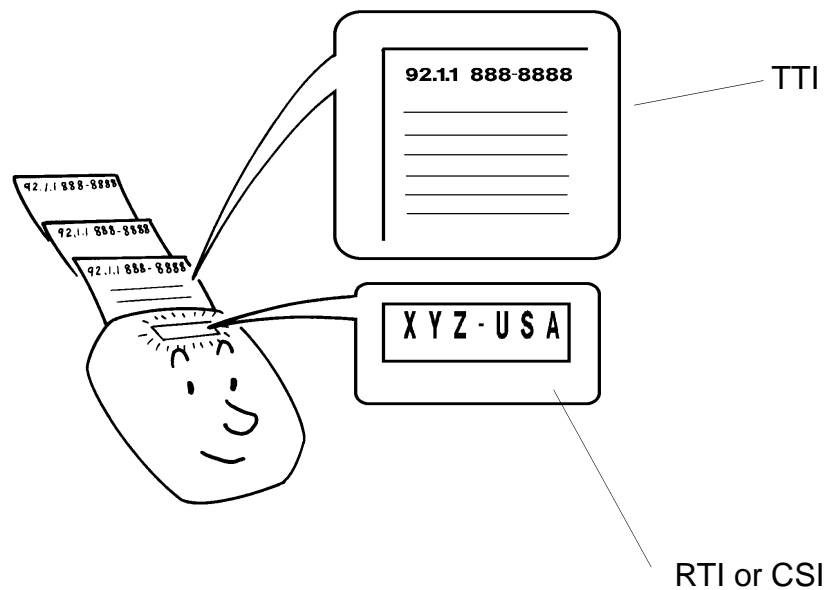
3. Use the **◀** and **▶** arrows on the scroll key to switch the feature on or off. This mode is on if the display is shown as opposite.



4. To store your setting: **Yes**. And press **Function**.

### Terminal Identification

There are three labels which identify yourself to the operator at the other end. These labels are called the RTI, the TTI, and the CSI.



- ❑ RTI (Remote Terminal Identification) and CSI (Called Subscriber Identification): These appear on the receiving fax machine in the display on the operation panel during communication, and on reports after communication.
- ❑ TTI (Transmit Terminal Identification): This is printed at the other end at the top of each page received from your machine.

You can see the RTI, TTI, and CSI of the other party during the communication (see the diagram) and on reports printed by the machine later.

Some machines may reject your transmitted fax messages if you have not stored the RTI, TTI, or CSI in advance.

**Note:** You can switch the TTI off for a particular transmission if you do not wish it to be printed on your pages as they are printed at the other end. See page 37.

RTI (Remote Terminal Identification)

Your RTI appears on the other party's operation panel during communication, if the other machine was made by the same manufacturer as yours. The RTI can have up to 20 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

1. Press **Function 6 0 2 2 2 6** and **1**.

2. Press **▼** until the screen is as shown opposite.

3. Press **Yes**.

4. Input the RTI using the Quick Dial key or the ten key pad. (You can delete the character using **Clear**.)  
Example: XYZ COMPANY  
How to program characters, see page 4.

**Note:**

RTI cannot be not more than 20 characters

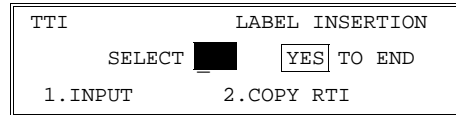
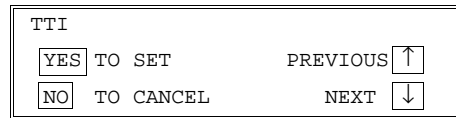
5. Press **Yes** to program the RTI. You may then enter the TTI. Go to the step 1 in the following procedure in order to enter the TTI.

TTI (Transmit Terminal Identification)

Your TTI is printed at the other end on the top edge of each page that you send. The TTI can have up to 32 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

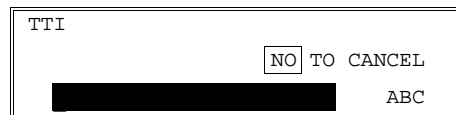
1. Either:

- To enter the TTI from the standby mode, press **Function 6 0 2 2 2 2 6** and **1**. Press **▼** until the screen is as shown opposite. Then press **Yes**.
- If you have just enter the RTI in the previous procedure, press **Yes**.

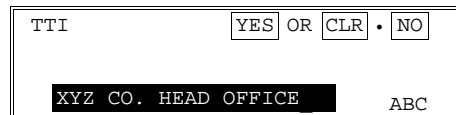


2. Either:

- Copy the RTI across and store that as the TTI: 2. Then go to setp 4.
- Input a new TTI or edit the TTI that is already there: 1. Go to step 3.



3. Input the TTI that you will be using.  
Example: XYZ COMPANY HEAD OFFICE



**Note:** Not more than 32 characters.



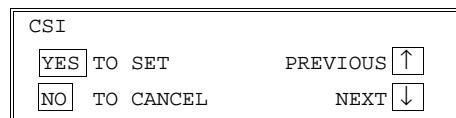
Input and editing are explained on page 4.

4. **Yes Function**

CSI (Called Subscriber Identification)

Your CSI appears on the other party's operation panel during communication instead of your RTI, if the other party's machine is another manufacturer's product. The CSI can have up to 20 characters (only numbers and spaces can be used). Enter your fax machine's telephone number, because some features of your machine may not work if the CSI is not the same as the telephone number.

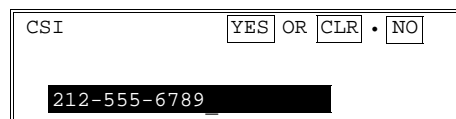
1. Either:



- If you enter the CSI from the standby mode, press **Function, 6, 0, 2, 2, 2, 2, 6, and 1**. And then press ▼ until the screen is as shown opposite. Finally press **Yes**.
- If you have just entered the CSI in the previous procedure, press **Yes**.



2. Input your telephone number.  
**Example:** 2125556789



**Note:** Not more than 20 digits.

- If you wish to input a "+" sign by Quick Dial 31 or 63 (Symbol), to signify your international dial access code (this is a common practice in Europe).

3. **Yes** and **Function**.

### Telephone Line Type

If the setting of this feature is incorrect, you will not be able to dial using the machine's keypad or automatic dialer.

There are two basic types of telephone company exchange:

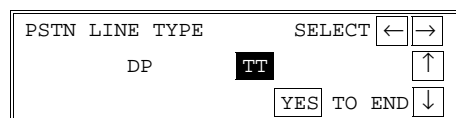
- Exchanges using Tone Dialing (also known as touch tone, DTMF, TT, or sometimes PB)
- Exchanges using Pulse Dialing (also known as rotary dial, PD or DP)

The telephone line type setting in your fax machine must match the type of exchange that you are connected to. If you are not sure what type your local exchange is, ask the telephone company.

**Note:** If there is a handset connected to your fax machine, make sure that it is also set up in the correct dialing mode.

Change the line type setting for the fax machine using **Function 62**.

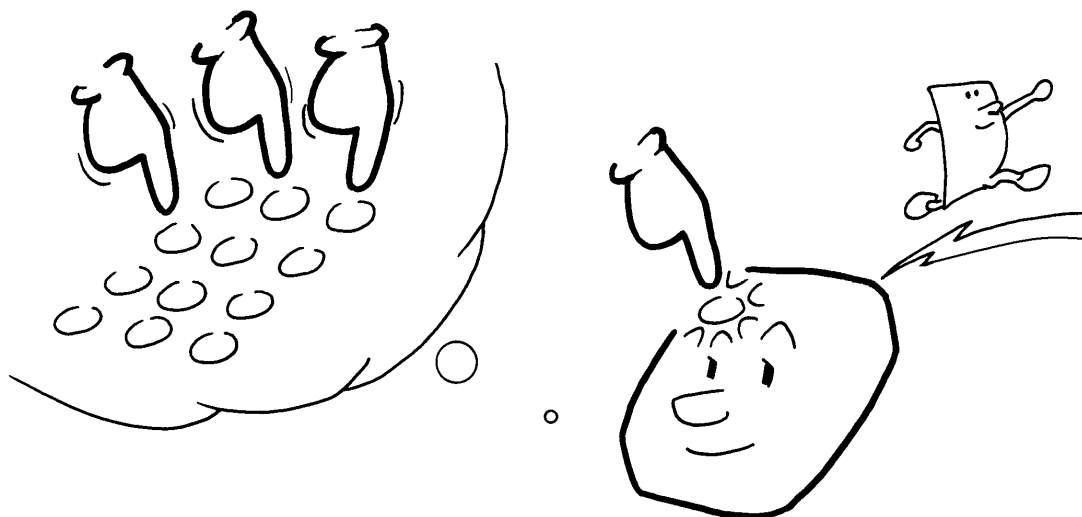
1. Press **Function 6 0 2 2 2 2 6** and **2**. Make sure that the display is as shown opposite



2. Change the setting by using ◀ or ▶.
3. To finish, press **Yes** and **Function**.

## QUICK DIAL, SPEED DIAL, AND GROUP DIAL

### Three Convenient Ways to Dial



Instead of dialing the full number on the fax machine's keypad, you can use Speed Dial, Quick Dial or Group Dial.

These features allow you to store telephone numbers in your machine's memory. (A stored number will remain in the memory, and you can use it as many times as you wish without having to reprogram it.)

Then, when you need to dial a number, just call it up (by pressing the required Quick Dial key or two digit Speed Dial code).

### Quick Dial and Speed Dial

Quick Dial and Speed Dial are very convenient for dialing numbers that you often call, especially if these numbers are very long (like international numbers).

These features greatly improve the convenience of operating your machine.

However, first, you have to program the telephone numbers that you need into the Quick Dial Keys and Speed Dial Codes in your machine.

After programming your Quick Dials and Speed Dials, you can dial a telephone number with very few keystrokes.

- For Quick Dial, just press a Quick Dial Key then press Start.
- For Speed Dial, press the key on the operation panel labeled "Speed Dial", enter a two-digit Speed Dial Code, then press Start.

You can store up to 64 Quick Dial Keys and 100 Speed Dial Codes in this model.



When you store a Quick Dial or Speed Dial, you can also store the name of the other party as a quick reference (this name will be displayed on the operation panel before you press the Start key, so you can check whether you have selected the correct number).

### Groups

If you frequently send the same message at the same time to more than one place, program these telephone numbers into a group. Then you can send the messages to all the addresses in that group with just a few keystrokes.

You can also program a name for that group (for example, "Branch Offices"), which will be displayed before you press the Start key. This helps you to check whether you have selected the correct group.

You can store up to 9 Groups in this machine.

Groups can be used with the following features.

- Broadcasting (Sending to More Than One Location); see page 26.
- Transfer Request; see page 58.
- Polling Reception; see page 140.

**Caution:** There are limits on the number of addresses that can be dialed with each of these features. Do not store more numbers in the group than the capacity of the feature that you plan to use it with. These limits are:

Broadcasting: 200 addresses

Transfer Request: 30 addresses

Polling Reception: 200 addresses

## Programming Quick Dial

This machine has 64 Quick Dial Keys (01 to 64), each of which can be programmed as **one** of the following: Quick Dial Key, Group, Auto Document, or Keystroke Program. The page number in the following table shows the location of the programming procedure.

1	Quick Dial	A fax or telephone number	This page
2	Group	A set of fax numbers that you often wish to send the same fax to at the same time.	Page 294
3	Keystroke Program	A program of settings, features, and destinations.	Page 96
4	Auto Document	A page that you often send, such as a map.	Page 75

Using the following procedure, you can store telephone numbers as Quick Dials.

**Note:** You cannot use the following procedure to store Groups, Keystroke Programs or Auto Documents.

### Programming a New Quick Dial

1. **Function 3 1.**

- At this time, you can print a Quick Dial List if you press **Start**.

2. Press the Quick Dial Key that you wish to program. Example: **01**  
If you pressed the wrong key, press **No**.

3. **Yes.**

4. Enter the telephone number at the operation panel's ten key pad.

If your machine is behind a PBX, include the access code and a pause before the tel. number.  
For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes.**

QUICK DIAL	ENTER LABEL
01	████████████████████ ABC

6. Either:

- Input a label using the Quick Dial keys. Then press **Yes**.

Inputting and editing labels:



see page 4.

- Do not program a label: Press **Yes**.

QUICK DIAL	OPTION SETTING
LABEL INSERTION	ON <input type="checkbox"/> OFF <input checked="" type="checkbox"/>
SELECT	← → YES TO END

7. Switch Label Insertion on or off. Use the ◀ and ▶ arrows on the scroll key to select the required setting. Then: **Yes**.

QUICK DIAL	CHOOSE KEY
█	PRINT LIST →
	NO TO CANCEL

8. Either

- Program another: Go to step 2.
- Finish: **Function**.

**Editing a Quick Dial**

1. **Function 3 1.**

QUICK DIAL	CHOOSE KEY
█	PRINT LIST →
	NO TO CANCEL

2. Press the Quick Dial key that you wish to edit. Example: **01**

- If the wrong number is displayed, use the ▲ and ▼ keys to scroll through the Quick Dial Keys on the screen.

QUICK DIAL	YES OR NO
01	XYZ CO. NEW YORK
2125551234	↑ ↓

3. **Yes.**

QUICK DIAL	YES OR CLR • NO
01	
2125551234	

4. Edit the number.

- Use ◀ and ▶ to move the cursor, and use **Clear** to delete the character at the cursor.

QUICK DIAL	YES OR CLR • NO
01	
XYZ CO. NEW YORK	ABC

After entering the new number, press **Yes**.

5. Either

Change the label: Edit the existing label, then press **Yes**.

Keep the label as it is: **Yes**.



Inputting and editing labels:  
see page 4.

QUICK DIAL	OPTION SETTING
LABEL INSERTION	ON <input type="checkbox"/> OFF <input checked="" type="checkbox"/>
SELECT	← → YES TO END

6. Switch Label Insertion on or off.

Use the ◀ and ▶ arrows on the scroll key to select the required setting.

Then: **Yes**.

QUICK DIAL	CHOOSE KEY
■	PRINT LIST →
	NO TO CANCEL

7. Either

Edit another: Go to step 2.

Finish: **Function**.

Erasing a Quick Dial

1. **Function 3 1.**

QUICK DIAL	CHOOSE KEY
■	PRINT LIST →
	NO TO CANCEL

2. Press the Quick Dial key that you wish to erase. Example: **01**

If the wrong number is displayed, use the ▲ and ▼ keys to scroll through the Quick Dial Keys on the screen.

QUICK DIAL	YES OR NO
01	XYZ CO. NEW YORK
2125551234	↑
	↓

3. **Yes.**

QUICK DIAL	YES OR CLR • NO
01	
2125551234	

4. Erase the number: **No**.

QUICK DIAL	ENTER FAX NUMBER
01	NO TO CANCEL

After erasing a number, you may store a new one to replace it if you wish. If you do not wish to store a new number, press **No** again. Then go to step 2 to continue or press **Function** if you have finished.



## Programming Speed Dials

Using this feature, you can store telephone numbers as Speed Dial Codes. You can also store a label with each telephone number for use with the Telephone Directory and Label Insertion features.

**Telephone Directory**  
 This makes using Speed Dial Codes more convenient. When you program a Speed Dial Code, you can program a name and a telephone number. Then, instead of having to refer to the latest Speed Dial Code list when you want to dial that number, you can type in the first letter of the name, and scroll through the list of names that begin with that letter until you find the right one. You may also program the letter under which you wish to file the label. For example, if a Speed Dial Code has the label HOTEL NEW YORK, you may wish to file this label under N instead of under H if your Telephone Directory contains a lot of hotels. This would make it easier to find using the Telephone Directory feature; type in N instead of H, then scroll through the N's until you find the HOTEL NEW YORK.

**Cross-reference**  
 Label Insertion: see page 93. Telephone Directory: see page 33.

### Programming a New Speed Dial

1. **Function 3 2.**

- At this time, you can print a Speed Dial List if you press **Start**.

SPEED DIAL      ENTER SPEED CODE  
 [ ]      PRINT LIST [→]  
 [NO] TO CANCEL

2. Input the Speed Dial Code that you wish to program (from 00 to 99).

Example: **0 0**

- If you input the wrong code, press **No**.

SPEED DIAL      [YES] OR [NO]  
 [00]      [↑]  
                  [↓]

3. **Yes.**

SPEED DIAL      ENTER FAX NUMBER  
 00      [NO] TO CANCEL  
 [REDACTED]

4. Enter the telephone number at the operation panel's ten key pad.

SPEED DIAL      [YES] OR [CLR] • [NO]  
 00  
 01144715551234 [REDACTED]

If your machine is behind a PBX, include the access code and a pause before the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.


5. **Yes.**

SPEED DIAL	ENTER LABEL
00	ABC

6. Either:

- Input a label using the Quick Dial keys (such as XYZ CO. LONDON). Then press **Yes**.

SPEED DIAL	YES	OR	CLR	.	NO
00					
INPUT:	X				ABC

 Inputting and editing labels: see page 4.

- Do not program a label for this number: Press **Yes**. Go to step 8.

7. The letter shown next to "INPUT" will be used with the Telephone Directory feature when searching for a name.

Either:

- Do not change the letter: press **Yes**.
- If you wish to use another letter, input the letter.  
Example: Change to "L" for London; **Clear L Yes**.

8. Switch Label Insertion on or off. Use the ◀ and ▶ arrows on the scroll key to select the required setting. Then: **Yes**.

SPEED DIAL	ENTER SPEED CODE
■	PRINT LIST →
	NO TO CANCEL

9. Either:

- Program another: Go to step 2.
- Finish: **Function**.

**Editing a Speed Dial**

1. **Function 3 2.**

SPEED DIAL	ENTER SPEED CODE
█	PRINT LIST →
	NO TO CANCEL

2. Input the Speed Dial Code that you wish to edit. Example: 0 0

- If the wrong number is displayed, press **No** or use the ▲ and ▼ keys to scroll through the Speed Dial Codes on the screen.

SPEED DIAL	YES OR NO
00 XYZ CO. LONDON	↑
01144715551234	↓

3. **Yes.**

SPEED DIAL	YES OR CLR • NO
00	
01144715551234	

4. Edit the number.

- Use ◀ and ▶ to move the cursor, and use **Clear** to delete the cursor character.

After entering the new number, press **Yes**.

SPEED DIAL	YES OR CLR • NO
00	
XYZ CO. LONDON	ABC

5. Either

- Change the label: Edit the existing label, then press **Yes**.
- Keep the label as it is: **Yes**.

SPEED DIAL	YES OR CLR • NO
00	
INPUT: X	ABC

6. Either:

- Change the letter in the INPUT column (for example, to P): **Clear P Yes**.
- Do not change the letter: **Yes**.

SPEED DIAL	OPTION SETTING
LABEL INSERTION	ON OFF
SELECT	← → YES TO END

7. Switch Label Insertion on or off. Use the ◀ and ▶ arrows on the scroll key to select the required setting.  
Then: **Yes**.

SPEED DIAL	ENTER SPEED CODE
<input type="checkbox"/>	PRINT LIST →
	NO TO CANCEL

8. Either
- Program another: Go to step 2.
  - Finish: **Function**.

### Erasing a Speed Dial

1. **Function 3 2.**

SPEED DIAL	ENTER SPEED CODE
<input type="checkbox"/>	PRINT LIST →
	NO TO CANCEL

2. Input the Speed Dial Code that you wish to erase. Example: **0 0**

- If the wrong number is displayed, press **No** or use the ▲ and ▼ keys to scroll through the Speed Dial Codes on the screen.

SPEED DIAL	YES OR NO
00 XYZ CO. LONDON	↑
01144715551234	↓

3. **Yes.**

SPEED DIAL	YES OR CLR • NO
00	
01144715551234	

4. Erase the number: **No**.

SPEED DIAL	ENTER FAX NUMBER
00	NO TO CANCEL

After erasing a number, you can store a new one to replace it.

If you do not wish to store a new number, press **No** again, then go to step 2 to continue or press **Function** if you have finished.





## Programming Groups

Groups allow you to combine some numbers into one group, for easy sequential transmission to all the numbers in that group. These numbers can be selected from those already stored in Quick Dial Keys or Speed Dial Codes, or you can select other numbers by entering them at the keypad.

You can also store a label with each Group. This label will be displayed when you select the Group.

**Note:** See page 26 to see how to dial a group.

The Group programming procedure has several modules. Entering Group Programming mode will be explained first, followed by each of the modules.

### Entering Group Programming Mode and Selecting a Group

1. **Function 3 3.**

- At this time, you can print a Group List if you press **Start**.

GROUP DIAL	GROUP SETTING
G <span style="background-color: black; color: black;">    </span>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

2. Input the number of the group that you wish to program.

- There are 9 groups, from 01 to 09.  
Example: Group 01, **0 1 Yes**.
- If this group already exists, go to step 4.
- If you input the wrong group number, press **No**.

GROUP DIAL	CHOOSE KEY
G 01 <span style="background-color: black; color: black;">    </span>	<input type="button" value="YES"/> TO SKIP
	<input type="button" value="NO"/> TO CANCEL

3. Press the Quick Dial Key in which you wish to store this new group.

- Example: **08**
- If you pressed the wrong key: **No**.

GROUP DIAL	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
G 01 <span style="background-color: black; color: black;">    </span> <b>08</b>	<input type="button" value="↑"/>
	<input type="button" value="↓"/>

4. **Yes.**

GROUP DIAL	SELECT <span style="background-color: black; color: black;">    </span>
G 01 08 DEST.0	<input type="button" value="YES"/> TO END
1.ADDRESS 2.CHECK 3.LABEL	<input type="button" value="↓"/>

You are now ready to access one of the five Group Programming Modules. These are explained on the following pages.

## Storing Numbers in a Group

First, enter Group Programming mode as explained on page 294. Then:

1. Press 1.

GROUP DIAL	ENTER FAX NUMBER
G 01 08 DEST. 0	<input type="checkbox"/> NO TO CANCEL
[REDACTED]	

2. Input the number that you wish to store in the group. For example:

- Quick Dial 25: **25**

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR • <input type="checkbox"/> NO
G 01 08 DEST. 0	
<input type="checkbox"/> 25	XYZ COMPANY ROME

- Speed Dial 00: **Speed Dial 0 0.**

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR • <input type="checkbox"/> NO
G 01 08 DEST. 0	
<input type="checkbox"/> 00	XYZ COMPANY PARIS

- Full number: Input at the keypad on the operation panel.

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR • <input type="checkbox"/> NO
G 01 08 DEST. 0	
<input type="checkbox"/> 011-44-21-5842261	

3. Store the number in the group: **Yes.**

- The number after DEST has increased by 1. The number after DEST shows how many telephone numbers are stored in the group.

GROUP DIAL	ENTER FAX NUMBER
G 01 08 DEST. 1	<input type="checkbox"/> NO TO CANCEL
[REDACTED]	

**NOTE:** Do not store more than 200 numbers in a Group. If you plan to use this Group for Transfer Requests, do not store more than 30 in it.

4. Either:

- Input another number: Go to step 2.
- Finish storing numbers in this group: **No.**

GROUP DIAL	SELECT <input type="checkbox"/>
G 01 08 DEST. 0	<input type="checkbox"/> YES TO END
1.ADDRESS 2.CHECK 3.LABEL <input type="checkbox"/>	

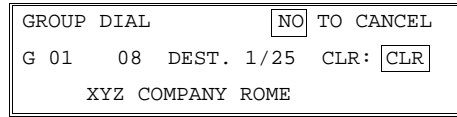
Now, you can either:

- Use another module (press a key from 1 to 5).
- Start working on another Group (press **Yes** then go to step 2 of the procedure on page 294).
- Return to standby mode by pressing **Function**.

**Checking Which Numbers are Already in the Group**

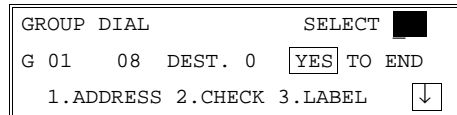
First, enter Group Programming mode as explained on page 294. Then:

1. Press **2**.



2. Press ▼ to scroll through the numbers on the display.

- To erase the displayed number: **Clear**.
- When you have finished checking this group: **No**.



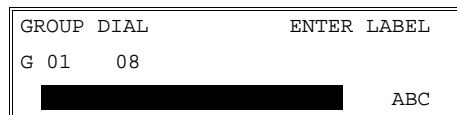
3. Now, you can either:

- Use another module (press a key from 1 to 5).
- Start working on another Group (press **Yes** then go to step 2 of the procedure on page 294).
- Return to standby mode by pressing **Function**.

**Storing a Label for this Group**

First, enter Group Programming mode as explained on page 294. Then:

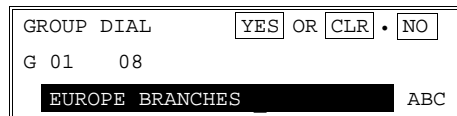
1. Press **3**.



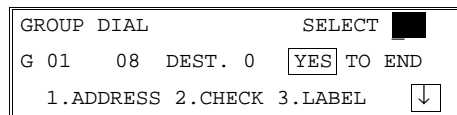
2. Input a label for the group using the Quick Dial keys.

Example: EUROPE BRANCHES

**?** Inputting and editing labels:  
see page 4.



3. Press **Yes**.



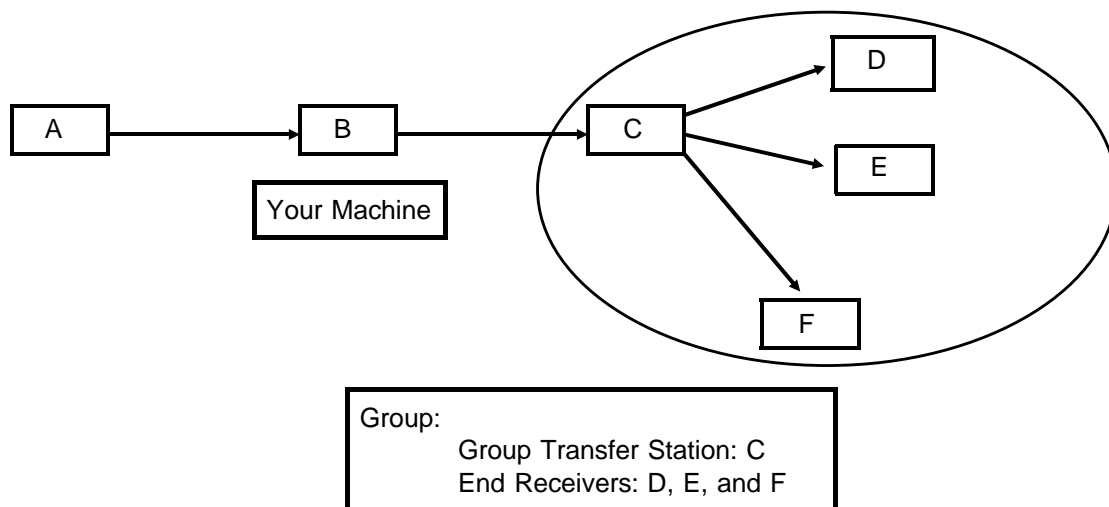
Now, you can either:

- Use another module (press a key from 1 to 5).
- Start working on another Group (press **Yes** then go to step 2 of the procedure on page 294).
- Return to standby mode by pressing **Function**.

## Storing a Group Transfer Station

The Group Transfer Station is one of the features of this machine that allows you to set up fax transmission networks.

Briefly, the Group Transfer Station allows another party to send you a fax message and instruct your machine to send it to each number in the same Group, through the Group Transfer Station, which acts as a broadcaster. This means that your machine will relay the fax message to the Group Transfer Station, and that station will then send it on to each of the numbers stored in that Group. All this will be done automatically, without requiring your presence at the machine.



The use of the Group Transfer Station is described in more detail in the section entitled "Networking".

To store a Group Transfer Station for a particular Group, first, enter Group Programming mode as explained on page 294. Then:

1. Press **4**.

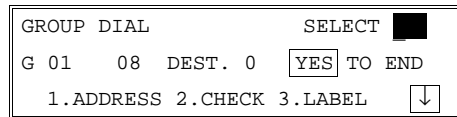
GROUP DIAL	ENTER TRANSF. STN
G 01 08 DEST. 0	<input type="checkbox"/> NO TO CANCEL
████████████████████	

2. Store the telephone number of the terminal that you wish to act as the Group Transfer Station for this group.
  - Input the number as a Quick Dial, Speed Dial, or full number at the keypad.

Example: Quick Dial 15, press **15**.

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR • <input type="checkbox"/> NO
G 01 08 DEST. 0	
<input type="checkbox"/> 15	XYZ COMPANY LONDON

3. **Yes.**



Now, you can either:

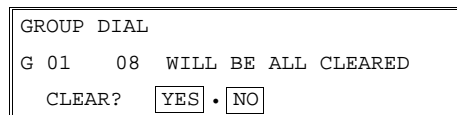
- Use another module (press a key from 1 to 5).
- Start working on another Group (press **Yes** then go to step 2 of the procedure on page 294.)
- Return to standby mode by pressing **Function**.

**Erasing the Group**

This procedure deletes this Group and all the numbers stored in it. The Speed Dial Codes and Quick Dial Keys that you used in this Group will not be deleted from the memory; you can continue to use them for other purposes.

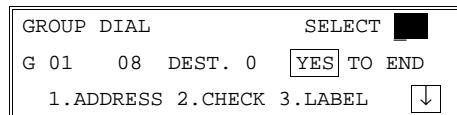
First, enter Group Programming mode as explained on page 294. Then:

1. Press **5**.



2. Either:

- To delete the group: **Yes**.
- To keep the group: **No**.



Now, you can either:

- Use another module (press a key from 1 to 5).
- Start working on another Group (press **Yes** then go to step 2 of the procedure on page 294).
- Return to standby mode by pressing **Function**.

## Programming/Changing Upgraded Speed Dials

Store the telephone numbers as Upgraded Speed Dials to specify the destination simply by entering the three-digit Upgraded Speed Dial number after pressing User Function key.

### Programming the Upgraded Speed Dial

You can store the following as Upgraded Speed Dials:

- The fax number and label
- The search character for the Telephone Directory

Label Insertion mode

1. Press **Function**.
2. Press **3** and **7**.

SPD DL UPGR	ENTER SPEED CODE
█	PRINT LIST →
	NO TO CANCEL

3. Enter the number (100 to 999) to store as an Upgraded Speed Dial from the ten key pad.

If you enter the wrong number, press **No** to enter the correct number.

SPD DL UPGR	YES OR NO
100 █	↑
	↓

If the number is already stored, the display appears as shown on the right. To find a vacant Upgrade Speed Dial, scroll through the list using ▼ and ▲.

SPD DL UPGR	YES OR NO
100 ABC █	↑
123-4567	↓

4. Press **Yes**.

SPD DL UPGR	ENTER FAX NUMBER
█ 100	NO TO CANCEL
-	

5. Enter the telephone number from the ten key pad.

If you enter the wrong number, press **Clear** or **No** and enter the correct number.

**Clear** --- Erase one letter at the cursor.

**No** --- Erase the whole number.

SPD DL UPGR	YES OR CLR • NO
█ 100	NO TO CANCEL
123-4567_	

6. Press **Yes**.  
The telephone number is stored.

7. Enter a label.  
 Go to step 12 if you do not store the name.  
 If you change the label or enter the wrong name, press **Clear** or **No** and enter the label again.  
**Clear** --- Erase one character at the cursor.  
**No** --- Erase all.

8. Press **Yes**.

SPD DL UPGR	SET TEL DIRECTORY
100	YES TO SKIP
INPUT: _	

9. The highlighted character is the letter which your label will appear under in the telephone directory.

SPD DL UPGR	YES OR CLR	NO
100	INPUT: A ABC	

Either:

- Accept this letter - go to step 10.
- Change the letter - press **No** and enter a new letter. Go to step 10.

10. Press **Yes**.

SPD DL UPGR	OPTION SETTING
LABEL INSERTION	ON OFF
SELECT ← → YES TO END	

11. Select whether you set the Label Insertion mode.  
 Press ◀ or ▶ to select ON or OFF and the selected item is highlighted.

SPD DL UPGR	OPTION SETTING
LABEL INSERTION	ON OFF
SELECT ← → YES TO END	

12. Press **Yes**.

SPD DL UPGR	ENTER SPEED CODE
100	PRINT LIST →
NO TO CANCEL	

Repeat the procedure from step 3 to store another number as Quick Dials.

13. Either:
  - Enter another number - go to step 3.
  - Finish: **Function**.

## Transmission Using Upgraded Quick Dials

1. Place the document, then select the scanning condition.
2. Press the User Function key in which the number is programmed as Upgraded Speed Dial key.
3. Enter the number (100 to 999) in which the destination is stored from the ten key pad.  
Then the label name or number is displayed.
4. Make sure if you select the correct destination, and press **Yes**.
5. Press **Start**.

## Editing an Upgraded Speed Dials

Change the number or label which is stored already.

1. Press **Function**.
2. Press **3** and **7**.
3. Enter the stored number (100 to 999) which you wish to change from the ten key pad.  
If you enter the wrong number, press **No** to enter the correct number or search the correct number using **▲▼**.
4. Press **Yes**.
5. Edit the number. If you enter the wrong telephone number, press **Clear** or **No** to enter the correct number.  
**Clear** --- Erase one character at the cursor.  
**No** --- Erase all.
6. Press **Yes**.  
The fax number is changed.  
Proceed to step 8 if you do not change the label.
7. Edit the name. Press **Clear** or **No** to edit.  
Proceed to step 9 if you do not change the label.

SPD DL UPGR	ENTER SPEED CODE
█	PRINT LIST →
	NO TO CANCEL

SPD DL UPGR	YES OR NO
100	↑
	↓

SPD DL UPGR	YES OR NO
100	↑
ABC	↑

SPD DL UPGR	YES OR NO
100 ABC	↑
123-4567	↓

SPD DL UPGR	YES OR CLR • NO
█ 100	
ABC_	ABC

SPD DL UPGR	YES OR CLR • NO
█ 100	
ABC_	ABC



8. Press **Yes**.

SPD DL UPGR	SET TEL DIRECTORY
100	YES TO SKIP
INPUT: _	

9. The highlighted character is the letter which your label will appear under in the telephone directory.

SPD DL UPGR	OPTION SETTING
LABEL INSERTION	ON OFF
SELECT ← → YES TO END	

Either:

- Accept this letter - go to step 10.
- Change the letter - press **No** and enter a new letter. Go to step 10.

10. Press **Yes**.

SPD DL UPGR	OPTION SETTING
LABEL INSERTION	ON OFF
SELECT ← → YES TO END	

11. Select whether you set the Label Insertion.  
Press ◀ or ▶ to select ON or OFF and the selected mode is highlighted.

SPD DL UPGR	ENTER SPEED CODE
█	PRINT LIST →
	NO TO CANCEL

12. Press **Yes**.

SPD DL UPGR	ENTER SPEED CODE
█	PRINT LIST →
	NO TO CANCEL

13. Either:

- Enter another number - go to step 3.
- Finish: **Function**.

### Erasing an Upgraded Speed Dial

The destinations which are already stored are displayed. Select the destinations which you do not need any more and erase them.

1. Press **Function**.

2. Press **3** and **7**.

SPD DL UPGR	ENTER SPEED CODE
█	PRINT LIST →
	NO TO CANCEL

3. Enter the number (100 to 999) which you wish to erase from the ten key pad.  
If you enter the wrong number, press **No** to enter the correct number or search the correct number using ▲▼.

SPD DL UPGR	YES OR NO
100 ABC	↑
123-4567	↓

4. Press **Yes**.

SPD DL UPGR	<input type="checkbox"/> YES	OR	<input type="checkbox"/> NO
100	ABC		<input type="button" value="↑"/>
123-4567			<input type="button" value="↓"/>

5. Press **No**.

SPD DL UPGR	ENTER FAX NUMBER
<input type="checkbox"/> 100	<input type="checkbox"/> NO TO CANCEL
-	

6. Press **No**.  
The stored destination is erased.

SPD DL UPGR	ENTER SPEED CODE
<input type="checkbox"/>	PRINT LIST <input type="button" value="→"/>
	<input type="checkbox"/> NO TO CANCEL

7. Press **Function** to return to the standby mode.

MEMORY TRANS.	APR.4.12:25PM
SET DOCUMENT	
	MEMORY 100%

### Storage Capacity for Telephone Numbers

When you use the three features listed in the following table, you can dial more than one number. Some functions have different capacities.

COMMUNICATION FEATURE	PAGE	MAX. NUMBER OF ADDRESSES/FAX MESSAGE	TOTAL ADDRESSES FOR ALL FAXES	MAX. STORED Pages
Broadcasting	62	200	500	Standard: 80 With 2M: 240 With 4M: 400 With harddisk: 1200 With hard disk and function upgrade card 3000 (*4)
Transfer Request (*1)	90	30		
Polling Reception	157	200		

## APPENDIX F

---

The following table shows how many telephone numbers you can store in the machine.

Quick Dials	64
Speed Dials	100
Ten Key Pad (*2)	99
Groups (*3)	9

- \*1 The limitations on this feature are imposed by the capacity of the broadcasting machine.
- \*2 This is the number of full telephone numbers that can be input into the machine at any one time. For example, if there is a broadcasting operation in memory using 98 full numbers, you can only input one more full number for any operation, including storage in groups, until the broadcast has finished. Also, if you have stored, say, 30 numbers at the ten key pad into your groups, then you will only be able to input 69 full dial numbers at any one time for other operations, such as broadcasting.
- \*3 You can program up to 9 groups. Each group can contain up to 200 numbers. You can store any Quick Dial or Speed Dial number in a group. You may also store up to 99 numbers that are not programmed as Quick or Speed Dials; see Note 2 above for the restrictions on the use of these numbers.
- \*4 This is the theoretical maximum number of pages that can be stored.

When the Function Upgrade Card is installed the following features are expanded.

Feature	When not installed	When installed
Upgraded Speed Dials	—	900
Groups	9	30
Personal Codes	50	500
Memory Transmission Files	200	100
Auto Documents	64	164
Programs	64	164
Number of communications that the machine can remember	256	1000
Wild Cards	300	50

## DEALING WITH JUNK FAX MAIL

The following features will help you to reject unwanted junk fax mail.

- Authorized Reception: see page 109.
- Closed Network (Reception): see page 134.
- Rejection of messages from unauthorized senders: see page 108.

## OTHER ITEMS TO PROGRAM AT YOUR LEISURE

The following features will help you use the machine more quickly and efficiently.

- Auto Document: see page 75.
- Function Programs: see page 149.
- Keystroke Programs: see page 68.
- Chain Dialing: see page 90.

To use the full range of features provided by this fax machine, you need to program other items. These procedures are all given in the relevant sections of the manual.

## GLOSSARY

### **ADF (Automatic Document Feeder):**

A device which feeds the pages of a multipage document one at a time, in the order that you arranged the pages in the stack.

### **Batch Numbering (Page Count):**

This is a way of numbering pages that allows you to check whether you received all pages, and if not, which ones are missing. For example, if you receive two pages with p1/3 printed on one and p2/3 on the other, you have just received a three-page document but page 3 didn't make it.

### **BPS (Bits Per Second):**

This is the data communication rate. In G3 mode, your fax terminal digitizes documents, transforming them into 'bits' - binary digits - (an average page will produce about 200,000 of them), and then sends them out at a top speed of 9,600 to 14,400 bps, depending on the model.

### **Broadcasting:**

In G3 fax communication terminology, broadcasting is the transmission of a document to more than one address in sequence, not simultaneously.

### **CCITT**

Consultative Committee for International Telephone and Telegraph. This committee sets international standards for communication.

### **Communication:**

Transmission or reception.

### **Copy:**

When used as a noun, this refers to a printout, either in copy mode or receive mode

### **Country Code:**

In international dialing, this is the code that directs the call to the country where the terminal that you wish to send to is located.

### **CSI:**

Called Subscriber Identification. ☞ page 281.

### **Default Setting:**

See "Factory Setting".

### **Dial Pulses:**

These are dialing signals that your terminal sends out if it uses pulse dialing (☞ page 284).

### **Document:**

This is the original page or set of pages that you wish to send.

### **DPI (Dots Per Inch), or l/mm (Lines Per Millimeter):**

This is the unit of resolution. The scanner scans your document according to the selected resolution. An 8-1/2" x 11" page is broken down into about 1,728,000 dots if standard resolution is used. (Digital compression techniques for G3 convert these into about 200,000 bits.)

**ECM (Error Correction Mode):** This is signaling method that is designed to eliminate transmission errors on even the noisiest of telephone lines. See page 96.

**EFC:**

This is a proprietary digital data compression technique. It shortens the time for sending a page.

**Factory Setting:**

The factory setting of a function is the state into which it was programmed at the factory; this will also be the state of that function in a new machine. It can also referred to as "Default Setting".

**File:**

Memory File, Polling File.

**Group 3:**

This is an internationally-agreed signaling and data transfer method used for facsimile communication (approved by CCITT). It is also known as G3.

**Handset:**

This is the telephone that is connected to the jack marked "TEL".

**Home Position:**

Some of your machine's features can be adjusted. The home position is the setting to which the machine always returns at the end of an operation.

**International Dialing Code:**

This is the code that must be dialed at the beginning of the number if the destination is outside your country.

**Memory File:**

This is a document stored in the SAF memory (see the next page) and the instructions (destinations, time of transmission) for sending that document.

**Modem:**

Acronym for modulator/demodulator. A device that transforms a digital signal into a form suitable for transmission over the telephone network.

**Original:**

Same as "Document".

**Page Retransmission:**

If the terminal you are sending to indicates that it did not properly receive the page you just sent, your terminal will resend that page from memory. This only works if you used Memory Mode and if you are not using ECM. (ECM is a more effective data retransmission method.)

**Polling File:**

This is a set of instructions (destinations to be polled, time of polling) for polling reception.

**Pulse Dialing:**

This method of dialing uses a string of pulses to represent each dialed digit.

**Reception:**

The act of receiving a document.

## GLOSSARY

---

### **Reduction:**

If your document is wider than the paper available in the other terminal, your terminal will automatically reduce it so that it will fit.

### **Remote Terminal:**

The facsimile terminal that you are sending to or receiving from.

### **RTI:**

Remote Terminal Identification. page 281.

### **Sending:**

Same as "Transmission", see below.

### **Standby Mode:**

The terminal is said to be in standby mode when it is idle.

### **Terminal:**

A facsimile terminal, such as your machine.

### **Tone Dialing:**

This method of dialing uses a tone to represent each dialed digit.

### **Transmission:**

The act of sending a document.

### **TTI:**

Transmit Terminal Identification. page 281.

# Index

## A

Add Paper Indicator	181
Add Toner Indicator	187
AI Redial	
Sending a fax	45
AI Short Protocol	171
Authorized Reception	109
Authorized Reception List	110, 179
On/Off switch	110
Auto Document	75
Auto Receive Mode	46
Automatic Group 4 to Group 3 Fallback	261

## B

Batch Transmission	97
Broadcasting	26
Using an OMR Sheet	157
Buzzer	
Alarm	29
Volume Control	52

## C

Call Progress Signals (CPS)	264
Center Mark, on/off	129
Chain Dialing	90
Checkered Mark, on/off	130
Clear Original	28 - 29, 206
Clock	280
Closed Network	
Reception	134
Transmission	94
Command Information Line (CIL), on/off	263
Communication Result Display	166
Confidential File Report	102
On/Off Switch	102
Confidential ID	100
Confidential ID Override Option	74
Confidential Reception	99
Confidential Transmission	73
Continuous Polling Reception	141
Contrast	30
Copy Jam	208 - 215
Copy Mode: Multi-copy	168
Copy paper	15
Changing the size	183
Copy Paper Replacement	181
Correcting Mistakes	
Dialing	5, 28
Erasing a file from memory	144
Input	5
Wrong Function Number	5
Counters	166
CPS (Call Progress Signals)	264
CSI (Called Subscriber Identification)	283

## D

Date and Time	280
Daylight Saving Time	280
Dedicated Transmission Parameters	224
Dialing	24 - 26
Disk File	2350
Document Feeder Acceptable originals	20 - 21
Document Jam	206 - 207
Document size, allowable	20
Document types, allowable	21
Dual Access	169

## E

ECM (Error Correction Mode)	96
Energy Saver Mode	161
Erasing a Memory File	144
Erasing Memory Disk Files	238
Error Codes	222 - 223
Error Report	222 - 223

## F

Faxing, basic procedure	24
File List	176
File Retention Time	
0 hr/24 hr/72 hr selection switch	142
File Retransmission	143
Forwarding	113, 221
Forwarding List	179
Forwarding Mark, on/off	118
On/Off switch	118
Function Programs	149

## G

Grounding	13
Group Dial List	176
Group Transfer Station	57
How to use	62
Programming	297
Groups	286
Programming	294
Programming by OMR Sheet	156
Using a Group	26, 57

## H

Halftone	30
Halftone Type Selection	31
Handset	50
Installation	277

## I

ID Codes	
Confidential ID	73, 100
ID Code	56
ID Code, use with Polling Reception	141
ID Code, used with Stored ID Override	138
Memory Lock ID	103, 107



Immediate Transmission	22, 41	Specified Cassette Selection	122
Indicators	18	Substitute Reception	48
Add Paper	181	Transfer Request by Tonal Signals	63
Add Toner	187	Two-in-one	133
Receive File	47, 101	Ozone	265
Installation	265		
International dialing	25, 287		
<b>K</b>		<b>P</b>	
Keystroke Programs	68	Page Count	36
		Page Retransmission	96
<b>L</b>		Parallel Memory Transmission	23
Label Insertion	93	PBX, dialing from behind	25, 287
Language Selection	279	PC Printer Mode	167
Length Reduction	132	Personal Code List	83, 179
Lightning protection	13 - 14	Personal Codes	34, 82
Line Fail Indicator	215	Programming	82
Loading Paper	181	Use with Label Insertion	93
		Use with Restricted Access	86
<b>M</b>		Use with Transmission	34
Manual Receive Mode	46	Polling	135
Marker (Stamp)	43	Canceling a Polling Operation	144
Memory % Display	4	Continuous Polling Reception	141
Memory Lock	103, 107, 118, 221	Polling Reception	140
Memory Lock ID	103	Polling Transmission	136
On/Off switch	104	Secured Polling	137
Memory Transmission	23, 41	Stored ID Override (Polling Reception)	141
Multi-sort Document Reception	125	Stored ID Override (Polling Transmission)	137
Multi-step Transfer	54, 62		
Multicopy Mode	168	Power Saver	
		On/Off switch	164
<b>N</b>		Power supply	13
Night Timer	163	Printing a Fax on Demand Document	230
		Printing a file from memory	147
<b>O</b>		Program List	177
OMR Sheets	151	Programming	
On Hook Dial	49, 51	Authorized Reception	110
On/Off Switches	6	Confidential ID	100
Authorized Reception	110	CSI (Called Subscriber Identification)	283
Center Mark	129	Date and Time	280
Checkered Mark	130	Daylight Saving Time	280
Command Information Line (CIL)	263	Forwarding	113
Confidential File Report	102	Function Programs	149
File Retention Time	142	Group Dial	294
Forwarding	118	Group Transfer Station	297
Forwarding Mark	118	ID Code	56
Image sample on reports	175	Language Selection	279
Memory Lock	104	Memory Lock ID	103
Power Saver	164	Multi-sort Document Reception	126
RDS	170	On/Off Switches	6
Reception Time	131	Personal Codes	82
Reject Messages from Unidentified Senders	108	Power Saver	164
Restricted Access	86	Quick Dial	287
Reverse Order Printing	124	Quick Dial (ISDN)	259
		RTI (Remote Terminal Identification)	282
		Speaker and Buzzer Volume	52
		Specified Cassette Selection	119
		Speed Dial (ISDN)	259

Telephone Line Type	284	Resolution	30
TTI (Transmit Terminal Identification)	282	Default setting	8, 32
User Function Keys	148	Restricted Access	82
User Parameters	7	On/off switch	86
Using an OMR Sheet	155 - 156, 160	Reverse Order Printing	124
Your Machine's ISDN Group 3 Number	254	RTI (Remote Terminal Identification)	282
Your Machine's ISDN Group 4 Number	253	<b>S</b>	
Your Machine's Telephone Number	55	Saving Energy	161
Programming Fax on Demand	226	Send Later	35
Protection against wrong connections	95	Sending a Fax	24
<b>Q</b>		Service Report Transmission	224
Quick Dial	285	Shift Key	5
Programming	259, 287	Speaker Volume	52
Programming by OMR Sheet	155	Specified Cassette Selection	119
Using a Quick Dial number	25 - 26	On/Off switch	122
Quick Dial Keys	19	Specified Image Area	91
Quick Dial List	287	Speed Dial	285
<b>R</b>		Programming	259
RDS (Remote Diagnostic System)	170, 221	Programming by OMR Sheet	155
Receive File Indicator	47, 101	Using a Speed Dial number	25 - 26
Reception		Speed Dial List	290
Auto Receive Mode	46	Stamp	43
Confidential Reception	99	Replacement	189
Manual Receive Mode	46	Use during transmission	43
Mode Selection	46	Standby Mode	4
Substitute Reception	47	Storing the Fax on Demand Recorded	Messages 231
Reception Time, on/off	131	Subaddress	253
Redialing	19, 44	Substitute Reception	47
Reduction		On/Off switch	48
Length Reduction	132	<b>T</b>	
Replacing the Stamp	189	TCR	172
Replacing the Toner Cassette	187	TCR (Transaction Confirmation Report)	176
report		Telephone Directory	
communication failure	173	How to use	33
communication result	172	Telephone Line Type	7, 284
error	173	Telephoning	
format	173	Making a Telephone Call	49
memory storage	172	Phoning and faxing on the same call	51
power failure	172	Receiving a call	51
Special Terminal List	179	Using On Hook Dial	49, 51
TCR	172	Using the Handset	50
transmission result	172	Terminal ID	261
Reports		Tonal Signals	88
Authorized Reception List	110	Toner cartridges	15
Error Report	222 - 223	Toner Cassette	15
File List	176	Toner Cassette Replacement	187, 268
Forwarding List	179	Transfer	
Personal Code List	83, 177	Multi-step	62
Quick Dial List	287	Transfer Request	54, 172
Service Report	224	Using an OMR Sheet	158
Speed Dial List	177, 290	Transfer Result Report	172
TCR (Transaction Confirmation Report)	176		
Transfer Result Report	172		
User Parameter List	180		

Transfer Station	53
Your machine as	63
Transmission	
Basic Procedure	24
Broadcasting	26
Chain Dialing	90
Immediate	22, 41
Immediate Transmission	41
ISDN	258
Memory	23, 41
Tonal Signals	88
Using AI Redial	45
Using an OMR Sheet	157, 159
Transmission Deadline (TRD)	38
Transmission mode	
Default setting	42
TTI (Transmit Terminal Identification)	282
TTI On/Off	37
Two-in-one	133

## U

User Function Keys	148
User Maintenance Procedures	193
User Parameter List	180
User Parameters	7
Programming by OMR Sheet	155

## V

Verification Stamp	43
Volume Control, Speaker & Buzzer	52

## W

Well Log Transmission	98
Wild Cards	123

## Y

Your Machine's ISDN Group 3 Number	254
Your Machine's ISDN Group 4 Number	253
Your Machine's Telephone Number	55

# OFFICIAL NOTICE TO USERS

## 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 of 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 for you 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 on 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 certain telecommunications network protective, operational, and safety requirements. 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 made by an authorized Canadian maintenance facility 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 to disconnect the equipment. Users 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 standard connecting arrangement code for this equipment is CA11A or CB-1D.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination of a loop may consist of any combination of devices subject only to the requirement that the sum of the load numbers of all the devices does not exceed 100.

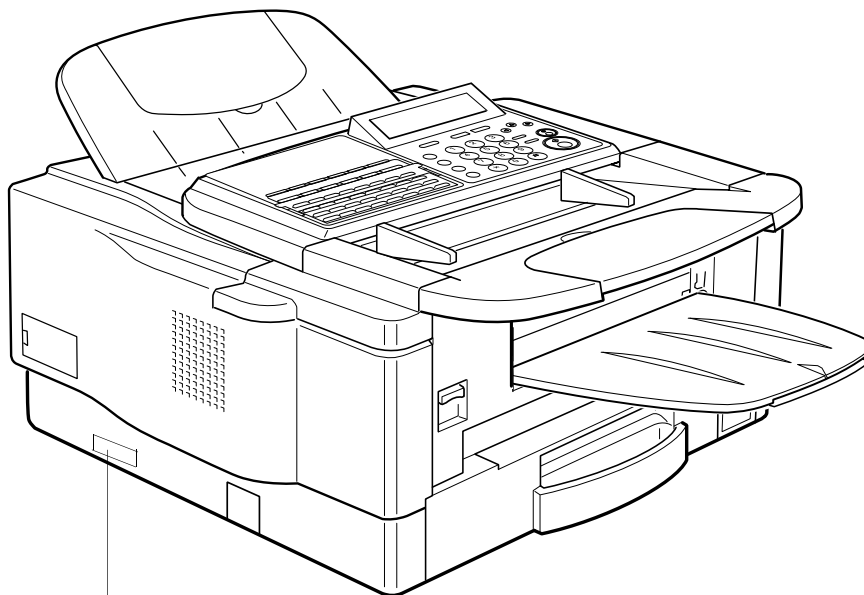
## FUNCTION LIST

NO.	FUNCTION	PAGE
11	Polling Reception	140
12	Confidential Transmission	73
13	Transfer Request	58
14	Secured Polling Transmission	137
15	Free Polling Transmission	136
21	Erasing Memory Files	144
22	Erasing Polling Reception Files	144
23	Erasing Polling Transmission Files	146
24	Erasing Disk Files <sup>7</sup>	238
25	File Retransmission <sup>1</sup>	143
31	Programming Quick Dials/Printing the Quick Dial List	287
32	Programming Speed Dials/Printing the Speed Dial List	290
33	Programming Groups/Printing the Group Dial List	294
34	Keystroke Programs: Labelling and Erasing	70
35	Auto Documents: Labelling and Erasing	76
36	Programming User Function Keys/Printing the User Function Key List	148
37	Programming Upgraded Speed Dials/Printing the Upgraded Speed Dials <sup>6</sup>	299
38	Storing Document for Fax on Demand <sup>5</sup>	226
39	Entering Printer Mode <sup>4</sup>	167
41	Printing the TCR/On screen communication Result Display	176
42	Printing the File List	176
43	Printing the Quick Dial, Speed Dial, Group Dial, and Upgrade Speed Dial <sup>6</sup> Lists	176
44	Printing the Program List	177
45	Printing the User Function List	177
46	Personal TCR	177
47	Printing Fax on Demand Report <sup>5</sup>	179
51	Printing the Contents of a Memory File	147
52	Printing the Contents of a Polling File	147
53	Printing an Auto Document	79
54	Printing Blank OMR Sheets	159
55	Printing a Confidential Message <sup>1</sup>	101
56	Printing from Memory Lock <sup>1</sup>	107
57	Storing a Document for Fax on Demand <sup>5</sup>	230
58	Printing a Document in Disk File <sup>7</sup>	244
Functions 61 and above can only be used after a password has been entered.		
61	System Set up: Your Fax Terminal's Telephone Number, ID Code, ISDN G4 and G3 Telephone Numbers <sup>2</sup> , Confidential ID <sup>1</sup> , Memory ID <sup>1</sup> , Remote ID <sup>1</sup> or <sup>5</sup> , RTI, TTI, CSI, G4 TID <sup>2</sup> and IG3 CSI <sup>2</sup>	
62	On/Off Switches	6
63	Programming the User Parameters/Printing the User Parameter List	7
71	Programming the Personal Codes/Printing the Personal Codes	83
72	Programming the Night Timer	164
73	Sending a Service Report	224
74	Specified Image Area <sup>6</sup>	92
75	Storing Fax on Demand Recorded Messages <sup>5</sup>	231
76	Printing a Fax on Demand Information Service Report <sup>5</sup>	234
81	Programming Authorized Reception/Printing the Authorized Reception List	110
82	Programming Forwarding/Printing the Forwarding List <sup>1</sup>	114
83	Programming the Numbers for Multi-Sort Document Reception <sup>1</sup>	126
84	Programming Memory Lock <sup>1</sup>	105

<b>NO.</b>	<b>FUNCTION</b>	<b>PAGE</b>
85	Programming Specified Senders for Disk File <sup>7</sup>	236
86	Programming Specified Cassette Selection <sup>3</sup>	120
91	Programming the Date and Time	280
92	Adjusting the Speaker and Buzzer Volume	52
93	Selecting the Language on the Display and Reports	279
94	Checking Counters	166

- 1: Memory card or hard disk required
- 2: Group 4 kit required
- 3: Optional extra paper feed unit required
- 4: Printer interface kit required
- 5: Fax on demand kit required
- 6: Function upgrade card required
- 7: Function upgrade card and hard disk required

# CERTIFICATION LABEL



Certification Label

RICOH UNITECHNO CO., LTD.

Complies with FDA radiation performance standards, 21 CFR Subchapter J.

713  
TSURUGASONE YASHIO-SHI  
SAITAMA-KEN JAPAN.

MANUFACTURED:

PPC2100S HS



## SUPPLIES

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

### TONER CASSETTES

- RICOH TONER CASSETTE TYPE 100 or RICOH TONER CASSETTE TYPE 150 is recommended for the best performance.

### STAMP

- MARKER TYPE 30 is recommended for the best performance.

### PHOTOCONDUCTOR

- RICOH PHOTOCONDUCTOR TYPE 100 is recommended for the best performance.

# RICOH

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Rico Company Ltd., 15-5, Minami-Aoyama 1-Chome, Minato-ku, Tokyo 107, Japan

**US**

Part No. H5158600B Printed in Japan



# Quick Reference Card

**Function List:** To access the functions below, press the function key, then enter the function's number.

NO.	FUNCTION
11	Polling Reception
12	Confidential Transmission
13	Transfer Request
14	Secured Polling Transmission
15	Free Polling Transmission
21	Erasing Memory Files
22	Erasing Polling Reception Files
23	Erasing Polling Transmission Files
24	Searching for Files on Disk File <sup>7</sup>
25	File Retransmission <sup>1</sup>
31	Programming Quick Dials/Printing the Quick Dial List, Programming the Tone Key, Programming the Group Key
32	Programming Speed Dials/Printing the Speed Dial List
33	Programming Groups/Printing the Group Dial List
34	Keystroke Programs: Labelling and Erasing
35	Auto Documents: Labelling and Erasing
36	Programming User Function Keys/Printing the User Function Key List
37	Programming Upgrade Speed Dials/Printing the Upgrade Speed Dial <sup>6</sup>
38	Storing a Document for Fax on Demand <sup>5</sup>
39	Entering Printer Mode (Optional Printer Interface required)
41	Printing the TCR/On screen communication Result Display
42	Printing the File List
43	Printing the Quick Dial, Speed Dial, Group Dial, and Upgrade Speed Dial <sup>6</sup> List
44	Printing the Program List
45	Printing the User Function List
46	Personal TCR
47	Printing a Fax on Demand Report <sup>5</sup>
51	Printing the Contents of a Memory File
52	Printing the Contents of a Polling File
53	Printing an Auto Document
54	Printing Blank OMR Sheets
55	Printing a Confidential Message
56	Printing from Memory Lock
57	Storing a Document for Fax on Demand <sup>5</sup>
58	Printing a Document in Memory Disk <sup>7</sup>
Function 61 and above can only be used after a password has been entered.	
61	System Set up: Your Fax Terminal's Telephone Number, ID Code, ISDN G4 and G3 Telephone Numbers, Confidential ID', Memory ID', Remote ID', RTI, TTI and CSI
62	On/Off Switches
63	Programming the User Parameters/Printing the User Parameter List

NO.	FUNCTION
71	Programming the Personal Codes/Printing the Personal Codes
72	Programming the Night Timer
73	Sending a Service Report
74	Specified Image Area <sup>6</sup>
75	Storing Fax on Demand Recorded Messages <sup>5</sup>
76	Printing Fax on Demand Information Service Report <sup>5</sup>
81	Programming Authorized Reception/Printing the Authorized Reception List
82	Programming Forwarding/Printing the Forwarding List
83	Programming the Number for Multi-Sort Document Reception
84	Programming Memory Lock <sup>1</sup>
85	Programming Memory Disk <sup>7</sup>
86	Programming Specified Cassette Selection <sup>3</sup>
91	Programming the Date and Time
92	Adjusting the Speaker and Buzzer Volume
93	Selecting the Language on the Display and Reports
94	Checking Counters

- 1: Memory card or hard disk required
- 2: Group 4 kit required
- 3: Optional extra paper feed unit required
- 4: Printer interface kit required
- 5: Fax on demand kit required
- 6: Function upgrade card required
- 7: Function upgrade card and hard disk required

## Basic transmission procedure

	Memory Transmission	Immediate Transmission
1	Make sure that the machine is in standby mode.	
2	Check that the Memory indicator is lit. If it is not lit, press <b>MEMORY</b>	Check that the Memory indicator is not Lit. If it is lit, press <b>MEMORY</b>
3	Carefully place the document in the feeder.	
4	Select the contrast and resolution (and halftone if necessary)	
5	You may select one or more of the following options. To select an option, press the ▼ arrows on the scroll key, then press one of the following combinations of keys. Personal Code 0.1 Send Later 0.2 Page Count 0.3 TTI On/Off 0.6 Destination Check 0.7 TRD 0.8* Economy Transmission 0.9*	
6	Enter the telephone number in one of the following ways	
	Quick Dial Speed Dial Group Dial Ten Key Pad Handset On Hook Dial	Quick Dial Speed Dial Ten Key Pad Handset On Hook Dial
7	Press <b>YES</b>	Press <b>START</b>
8	Either: Dial another number go to step 6, then Press <b>Start</b> . To dial another number, go to step 6. Otherwise, press <b>Start</b> .	
9	The machine stores your message in memory, then sends it to each terminal in sequence.	The machine dials, then your message is fed, scanned, and sent to the other terminal.

\*: Memory Card Required

## Programming

	Quick Dial	Speed Dial
1	Function 31 Yes	Function 32 Yes
2	Press the <b>Quick Dial Key</b> that you wish to program	input the <b>Speed Dial Code</b> that you wish to program
3	Enter the telephone number with the Ten key pad	
4	Press <b>Yes</b>	
5	Input a label using Quick Dial Key (or press <b>No</b> if you don't want to)	
6	Switch label insertion on or off using the arrow keys. Press <b>Yes</b> .	
7	Press <b>Function</b> to finish	

## Key Stroke Program

1. Make sure that the machine is in Standby Mode.
2. Place a sheet of paper in the feeder.
3. Select all required features and telephone numbers as you would normally do.
4. Press the Quick Dial key that you wish to store the program in.
5. Press **Yes**

## Copying

1. Press **Copy**
2. Place your original in the feeder.
3. Input the number of copies you need.
4. Press **Start**

## Changing Files From Memory

1. Memory Transmission **Function 21 Yes**  
Polling Reception **Function 22 Yes**  
Polling Transmission **Function 23 Yes**
  2. Input the file number. If you do not know the file number, print a list of files or press the right arrow until the required file appears  
[Memory Transmission/Polling Reception]
  3. Press **Yes**.
  4. Press 1.
  5. Press **Yes**.
  6. **Function**.
- [Polling Transmission]
3. Press **YES** (X 2)
  4. **Function**

## REPORT

Automatically Printed Report	SETTINGS	
	ON/OFF	DEFAULT
Confidential File Report	User Parameter Switch 04 digit 0*	ON
Communication Failure Report		NOTE
Error Report	Contact Service Technician	ON
File Reserve Report (Memory Storage Report)	User Parameter Switch 03 digit 2	OFF
Communication Result Report (Polling Reception)	User Parameter Switch 03, digit 4	ON
File Reserve Report (Polling Reserve Report)	User Parameter Switch 03, digit 3	OFF
Polling Clear Report	User Parameter Switch 03, digit 6	ON
Power Failure Report		
TCR	User Parameter Switch 03, digit 7	ON
Communication Result Report (Memory Transmission)	User Parameter Switch 03, digit 0	ON
Transfer Request report		ON

**[NOTE]** If the Transmission Result Report is switched off, a Communication Failure Report will be printed when a communication fails.

# **RICOH**

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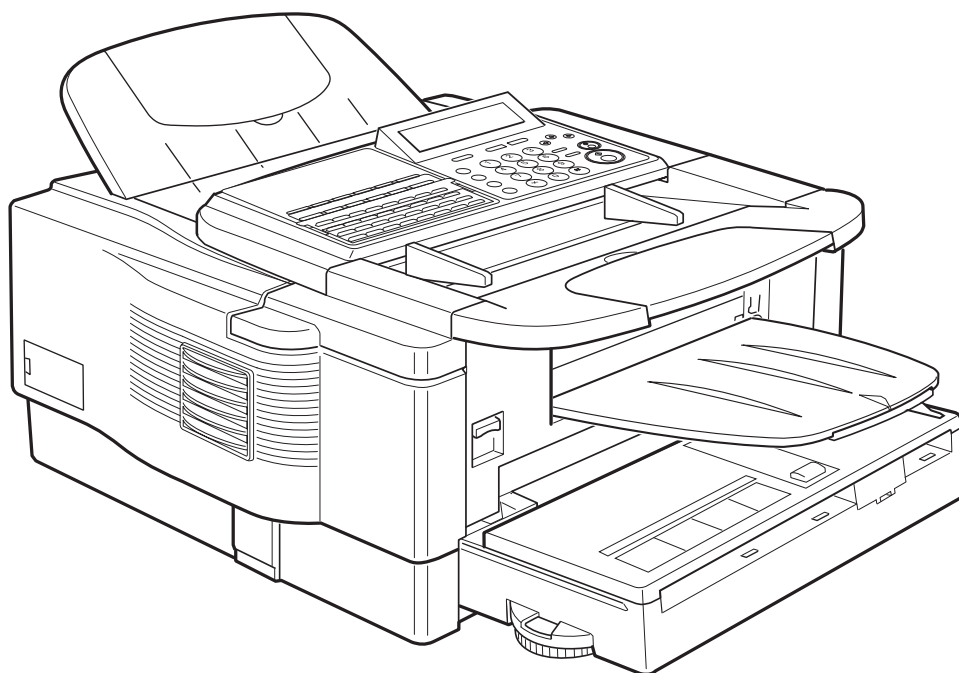
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## ***OPERATOR'S MANUAL***

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## ***RICOH FAX4800L***



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.

## Optional Equipment

### **Memory (FEATURE EXPANDER TYPE 140 2M, FEATURE EXPANDER TYPE 140 4M, FEATURE EXPANDER TYPE 140 80MIII)**

Either a 2-Mbyte memory card, a 4-Mbyte memory card or a 80-Mbyte hard disk can be added.

### **ISDN G4 KIT (ISDN INTERFACE UNIT TYPE 140III)**

This allows you to send and receive using the ISDN (Integrated Services Digital Network)

### **PC Printer Interface Kit (PRINTER INTERFACE TYPE 200)**

This allows you to use the machine as a laser printer for an IBM PC/AT<sup>1</sup> or compatible personal computer.

### **Telephone Handset (HANDSET TYPE 100)**

This permits voice communication.

### **PAPER CASSETTE TYPE 100**

This gives this machine additional 100 sheet paper capacity with single sheet bypass.

### **COUNTER TYPE 100**

### **FUNCTION UPGRADE CARD TYPE 140**

With this card installed, Memory Disk and so on become available.

### **FAX ON DEMAND TYPE 140**

When installed the Fax on Demand service becomes available.

### **EXTRA PAPER FEED UNITS**

Up to 2 extra paper feed units can be added to the base machine:

PAPER FEED UNIT TYPE 140F - an additional front feed paper unit.

PAPER FEED UNIT TYPE 140SIII - an additional side feed paper unit.

A front and side feed unit cannot be installed on the same machine.

### **G3 Kit (G3 INTERFACE UNIT TYPE 140)**

This allows you to connect an additional PSTN (Public Switched Telephone Network) to the machine.

**Note:** The Function Upgrade Card and Fax on Demand Kit cannot be installed in the same machine.

### **1Copyright Notice**

IBM PC/AT is a registered trademark of International Business Machines Corporation.

<p><b>CAUTION:</b> Once a Function Upgrade Card or Fax on Demand Card has been installed, do not remove it. If removed, this will result in data being permanently lost.</p>
--

## Table of Optional Equipment

Optional Equipment	Memory *1			Function Upgrade Card	Printer Interface Kit	*2		Paper Feed Unit *3		G4/G3 Kit *4		Counter	Fax on Demand Kit
	Memory Card 2M	Memory Card 4M	Hard Disk 80M			Telephone Handset	Paper Cassette	Front Paper Feed Unit	Side Paper Feed Unit	ISDN G4 Kit	G3 Kit		
Memory Card 2M		X	X	O	O	O	O	O	O	O	O	O	O
Memory Card 4M	X		X	O	O	O	O	O	O	O	O	O	O
Hard Disk 80M	X	X		O	O	O	O	O	O	O	O	O	O
Function Upgrade Card	O	O	O		O	O	O	O	O	O	O	O	X
Printer Interface Kit	O	O	O	O		O	O	O	O	O	O	O	O
Telephone Handset	O	O	O	O	O		O	O	O	O	O	O	O
Paper Cassette	O	O	O	O	O	O		O	O	O	O	O	O
Front Paper Feed Unit	O	O	O	O	O	O	O	O	X	O	O	O	O
Side Paper Feed Unit	O	O	O	O	O	O	O	X	O	O	O	O	O
ISDN G4 Kit	O	O	O	O	O	O	O	O	O		X	O	O
G3 Kit	O	O	O	O	O	O	O	O	O	X		O	O
Counter	O	O	O	O	O	O	O	O	O	O	O		O
Fax on Demand Kit	O	O	O	X	O	O	O	O	O	O	O	O	

O : Available

X : Not Available

\*1 Only one Memory Option (Memory Card 2M, Memory Card 4M, Hard Disk 80M) can be installed at once.

\*2 You can not use the Telephone Handset with the optional G3 Kit.

\*3 You can not install both Front Paper Feed Unit and Side Paper Feed Unit on the same machine.

Two Front Paper Feed Units or two Side Paper Feed Units can be installed on the same machine.

\*4 You can not install both ISDN G4 Kit and G3 Kit on the same machine.

**WARNING:**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

**CAUTION**

Use of control or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

**Operator Safety**

This equipment is considered a CDRH Class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 to 800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

**Laser Safety**

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical units 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 of the optical subsystem is required.

In accordance with ISO 7001, this machine uses the following symbols for the main switch:

- I means POWER ON
- O means POWER OFF

**CAUTION**

Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.

**WARNING**



This symbol is attached to some components to alert the user not to touch them because they may be very hot.



This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.

**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.

The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

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 Appendix F:Installation the machine. 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.

**ENERGY SAVING INFORMATION**



As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power (saving energy) mode and Night Timer. Please see applicable sections of operating manual for details.



## IMPORTANT SAFETY INSTRUCTIONS

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

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and cautions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
6. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
7. Do not use a telephone in the vicinity of a gas leak to report the leak.
8. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
9. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
10. This product should be operated from the type of power source indicated on the marking label. Using a different power source may result in injury or accident. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
11. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug (This does not apply in countries in which the 2-wire, non-grounded type of plug is used).
12. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
13. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating.
14. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
15. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.

16. Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.
17. Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.
18. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.
  - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often required extensive work by a qualified technician to restore the product to normal operation.
  - E. If the product has been dropped or the cabinet has been damaged.
  - F. If the product exhibits a distinct change in performance, indicating a need for service.

# Table of Contents

<b><i>INTRODUCTION</i></b>	<b><i>1</i></b>
WHAT DOES A FAX MACHINE DO?	1
TELEPHONE LINE PROBLEMS AFFECT FAX COMMUNICATION	1
<b><i>HOW TO USE THIS MANUAL</i></b>	<b><i>2</i></b>
MANUAL OVERVIEW	2
CONVENTIONS	3
Keynames	3
Displays	3
Symbols	4
Accessing Previously Used Functions	4
<b><i>GENERAL PRECAUTIONS</i></b>	<b><i>5</i></b>
POWER AND GROUNDING	5
COLD WEATHER POWER-UP	6
THUNDERSTORMS	6
COPY PAPER	7
TONER CARTRIDGES	7
OPERATING PRECAUTIONS	7
GENERAL	8
<b><i>GUIDE TO COMPONENTS</i></b>	<b><i>9</i></b>
<b><i>OPERATION PANEL</i></b>	<b><i>10</i></b>
<b><i>ROUTINE OPERATION</i></b>	<b><i>12</i></b>
SENDING A FAX MESSAGE	12
Precautions Concerning Unacceptable Document Types	12
Transmission Procedure at a Glance	14
Cancelling a Memory Transmission	22
Sending a Page with Very Fine Detail	23
Dialing with the Telephone Directory	26
Optional Features for Transmission	27
Sending Quickly (Immediate Transmission)	34
Changing Transmission Mode	34
Using the Stamp	36
Redialing	37
RECEIVING FAX MESSAGES	39
Selecting the Reception Mode	39

Receiving Fax Messages When There is a Problem	40
<b>TELEPHONE CALLS</b>	<b>42</b>
Making a Telephone Call	42
Answering the Telephone	44
Phoning and Faxing on the Same Call	44
Speaker and Buzzer Volume Adjustments	45

## ***ADVANCED FEATURES***

**46**

<b>NETWORKING</b>	<b>46</b>
Overview	46
What Networking Features Does This Machine Have?	47
Preparing the Machine for Networking Operations	48
Transfer Request	51
Combining Transfer Request with Broadcasting	54
Multi-step Transfer	55
Your Machine as a Transfer Station	56
Transfer Request by Tonal Signals	56
<b>TRANSMISSION</b>	<b>61</b>
Programming Keystrokes	61
Sending Confidential Messages	66
Storing an Often Used Document (Auto Document)	68
Storing an Auto Document	69
Changing the Contents of Auto Document	72
Erasing an Auto Document or Label	73
Restricting Access to the Machine	75
Tonal Signals	81
Dialing with the Dial Option Key	83
Storing Part of a Number	85
Specified Image Area (Function Upgrade Card Required)	86
Label Insertion	88
Closed Network (Transmission)	89
Protection Against Wrong Connections	90
ECM (Error Correction Mode) and Page Retransmission	91
Batch Transmission	92
Well Log Transmission	93
<b>RECEPTION</b>	<b>94</b>
Receiving Confidential Reception	94
Locking Incoming Messages (Memory Lock)	98
Rejection of Messages from Unidentified Senders	103
Authorized Reception	104
Forwarding	108
Specified Cassette Selection (Optional Paper Feed Unit Required)	114
Wild Cards	118
Reverse Order Printing	119
Multi-sort Document Reception	120
Printing a Center Mark	124

Checkered Mark	125
Reception Time	126
Reducing the Page Length	127
Two in One	128
Closed Network (Reception)	129
<b>OTHER</b>	<b>130</b>
Calling to Request a Message (Polling)	130
File Management	137
User Function Keys	143
OMR Sheets	146
Saving Energy	156
Night Timer	158
Counters	161
Communication Result Display	161
PC Printer Mode (Printer Interface Required)	162
Copying	163
Dual Access	164
RDS (Remote Diagnostic System)	165
AI Short Protocol	166

## ***REPORTS***

**167**

<b>AUTOMATICALLY PRINTED REPORTS</b>	<b>167</b>
Report Formats	168
Printing a Sample of Data on the Reports	170
<b>USER-INITIATED REPORTS</b>	<b>171</b>
Descriptions of Available Reports	171
Print the Personal JOURNAL	172

## ***LOOKING AFTER THE MACHINE***

**176**

<b>LOADING PAPER</b>	<b>176</b>
Loading Paper in the Main Cassette or the Optional Front Paper Feed Unit	176
Loading Paper in the Optional Side Paper Feed Unit (Optional)	177
<b>CHANGING THE PAPER SIZE</b>	<b>178</b>
Changing the Paper Size in the Main Cassette or the Optional Front Paper Feed Unit	178
Changing the Paper Size in the Optional Side Paper Feed Unit	180
<b>REPLACING THE TONER CASSETTE AND CLEANING PAD</b>	<b>182</b>
Replacement Procedure	182
<b>REPLACING THE STAMP</b>	<b>184</b>
<b>CHANGING THE PAPER SIZE (OPTIONAL CASSETTE)</b>	<b>185</b>
<b>USER MAINTENANCE PROCEDURES</b>	<b>188</b>
User Maintenance Table of Cleaning	188
User Maintenance Procedure of Cleaning	189
Cleaning the Corona Wire	192
User Maintenance Procedure for Replacing	194

The Front Paper Feed Unit	199
The Side Paper Feed Unit	200

## ***SOLVING PROBLEMS***

***201***

<b>DOCUMENT JAMS</b>	<b>201</b>
Clearing a Document Jam	201
Adjusting the Document Feeder	202
<b>COPY JAMS</b>	<b>203</b>
Cassette Entrance	203
Copy Feed Area	204
Copy Exit Area	206
Copy Jams with the Optional Removable Cassette (Cassette Area)	207
Paper Jams in the Optional Front Paper Feed Unit	208
Paper Jams in the Optional Side Paper Feed Unit	209
<b>COMMUNICATION PROBLEMS</b>	<b>210</b>
<b>OPERATING DIFFICULTIES</b>	<b>211</b>
<b>DISPLAYED ERROR MESSAGES</b>	<b>215</b>
<b>ERROR CODES</b>	<b>217</b>
<b>CALLING AN AUTHORIZED SERVICE REPRESENTATIVE</b>	<b>219</b>
<b>DEDICATED TRANSMISSION PARAMETERS</b>	<b>219</b>

## ***TECHNICAL REFERENCE***

***220***

<b>STORING TELEPHONE NUMBERS</b>	<b>220</b>
<b>STORING NAMES AND LABELS</b>	<b>220</b>
Punctuation Marks and Symbols	221
Shift Key	221
Cursor and Clear Key for Editing	221
<b>IF YOU MAKE A MISTAKE</b>	<b>221</b>
<b>ON/OFF SWITCHES AND USER PARAMETERS</b>	<b>222</b>
On/Off switches	222
User Parameter Settings	223
<b>SPECIFICATIONS</b>	<b>229</b>

## ***APPENDIX A***

***230***

<b>PROGRAMMING FAX ON DEMAND (OPTIONAL FAX ON DEMAND KIT REQUIRED)</b>	<b>230</b>
Storing and Labeling a Document	230
Editing Documents	232
Erasing a Fax on Demand Document or its Name	233
<b>PRINTING A FAX ON DEMAND LIST</b>	<b>234</b>
<b>PRINTING A FAX ON DEMAND DOCUMENT</b>	<b>234</b>
<b>STORING THE FAX ON DEMAND RECORDED MESSAGES</b>	<b>235</b>
Recording a Message	235
How Callers Use Fax on Demand	237
<b>PRINTING FAX ON DEMAND INFORMATION SERVICE REPORT</b>	<b>238</b>

**APPENDIX B****239**

<b>DISK FILES (HARD DISK AND FUNCTION UPGRADE CARD REQUIRED)</b>	<b>239</b>
Reception to Disk File	239
Switching Reception to Disk File On/Off	239
Programming a List of Senders to Treat Differently	240
Choosing How to Treat the Programmed Senders	241
Erasing Disk Files	242
Erasing a File	247
<b>PRINTING DISK FILES</b>	<b>248</b>
Printing a List	248
Print a Document	253

**APPENDIX C****254**

<b>PAPER FEED UNIT</b>	<b>250</b>
Operation	250
Maintenance	250
Copy Jams	250

**APPENDIX D****255**

<b>FEATURE EXPANDER TYPE 140 80MIII</b>	<b>255</b>
General	255
Operation	255

**APPENDIX E****256**

<b>ISDN INTERFACE UNIT TYPE 140III</b>	<b>256</b>
Introduction	256
Setting up the Group 4 Interface	257
Operation	261
Troubleshooting	268
<b>DUAL COMMUNICATION (ISDN Interface Unit Type 140III or G3 Interface Unit Type 140 Required)</b>	<b>269</b>
Overview	269
Line Type Selection	270

**APPENDIX F****271**

<b>INSTALLING THE MACHINE</b>	<b>271</b>
Location	271
Attaching the Document Table and Document Tray	272
Installing the Machine Cover	273
Installing the Photoconductor, Cleaning Pad and Toner Cassette	274
Rotatable Operation Panels	276

Connecting the Machine	277
Loading Paper in the Cassette	278
Installing Removable Cassette and Loading Paper (Option)	280
Attaching the Optional Handset	273
Installing Optional Memory Card, Function Upgrade Card, and Fax on Demand	283
Using Manual Feed	284
<b>BEFORE YOU SEND YOUR FIRST FAX</b>	<b>285</b>
Some Items Must be Programmed First	285
<b>QUICK DIAL, SPEED DIAL, AND GROUP DIAL</b>	<b>291</b>
Three Convenient Ways to Dial	291
Programming Quick Dial	293
Programming Speed Dials	296
Programming Groups	300
Storage Capacity for Telephone Numbers	305
<b>DEALING WITH JUNK FAX MAIL</b>	<b>307</b>
<b>OTHER ITEMS TO PROGRAM AT YOUR LEISURE</b>	<b>307</b>



# INTRODUCTION

Thank you for purchasing this product. This multi-function office machine offers a wide range of fax, printer, and convenience features (Some of these features are optional).

## WHAT DOES A FAX MACHINE DO?

When you write a letter, you normally seal it in an envelope, attach a stamp, and post it in the nearest mail box. Then, in a few days, depending on the postal service, the letter will arrive at its destination. However, you may not be aware of its arrival until you get a return letter.

A fax machine speeds up this process. After you have written your letter, place it face down in your fax machine's document feeder, dial the destination's fax number, then press the Start key.

The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots that there are across and down the page depends on the resolution that you selected; refer to the specifications section of this manual for details). This series of dots is transformed into an electrical signal and sent out over the telephone line to the destination fax machine.

The receiving fax machine reconstructs your letter from the incoming signal, and prints it.

If you are worried about whether the message arrived at the destination, you can check a report called the Journal. When you print this report, you will see the results of the most recent fax communications made by your machine.

You can use your fax machine to send and receive many types of documents, even photographs.

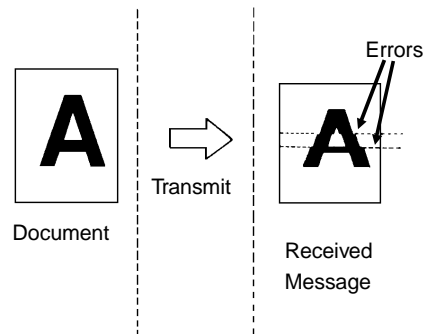
## TELEPHONE LINE PROBLEMS AFFECT FAX COMMUNICATION

Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit a letter-size page in about 6 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.

The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM (Error Correction Mode) is an effective countermeasure against this type of error; you have the choice of having the ECM feature switched on or off. It is switched on before the machine leaves the factory. (Refer to page 96 for more information about ECM).

The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines.

In addition, the quality and condition of switching equipment used by your phone company can affect fax communication.



# **HOW TO USE THIS MANUAL**

## **MANUAL OVERVIEW**

Your facsimile machine is equipped with a wide range of labor-saving and cost-saving features. This manual explains each of these features, and how you can put them to use. Note that the external appearance of the machine in some illustrations may be slightly different from the actual machine.

The manual consists of the following sections.

- ❑ **How to Use this Manual** - This is the section that you are now reading. It contains an overview of the manual and the conventions used by the authors. It also contains quick reference sections on how to input telephone numbers and names, and how to correct errors that you may inadvertently make when operating the machine.
- ❑ **General Precautions** - This section lists precautions that you should keep in mind when operating the machine. Read this section before you begin to use your machine.
- ❑ **Guide to Components** - This contains a diagram that shows where the main components of your machine are situated.
- ❑ **Operation Panel** - This describes the functions of the various buttons and indicators that are on your machine's operation panel.
- ❑ **Routine Operation** - This section describes the features and settings that you will normally be using every day.
- ❑ **Advanced Features** - This section explains how to take advantage of the special features of your fax machine, including how to set up networks for economical distribution of fax messages over long distances.
- ❑ **Reports** - This section explains the reports that the machine generates.
- ❑ **Looking After the Machine** - This section shows you what to do when consumable supplies run out. The user maintenance procedure in this section should be done every six months if you want to keep your machine in top condition.
- ❑ **Solving Problems** - If your machine cannot communicate, or if it generates error codes or experiences paper jams, refer to this section. Many routine problems can be solved without a service call.
- ❑ **Specifications** - This is a list of technical capabilities of your machine.
- ❑ **Appendices A to E** - These describe fax on demand, memory disk file, the paper feed unit, the ISDN G4 kit and the hard disk.
- ❑ **Appendix F- Installing the Machine** - This section explains how to install the machine and connect it to the telephone line. It also explains the best type of place to install your machine. And this section also explains the things that you have to do before you can send your first fax message and lists important features that will make faxing more convenient.
- ❑ **Quick Reference Guide** - This indicates how to use this machine at a glance.

## CONVENTIONS

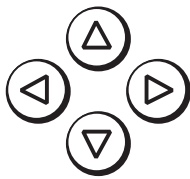
The following conventions were used when writing this manual.

### Keynames

These have been printed in a bold typeface.

For example: When you see a command in bold such as "**Start**" means "Press the Start key on the operation panel".

If you see something like "**# x 3**", this means that you have to press the # key 3 times.

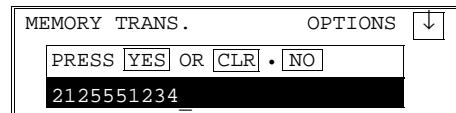


On the operation panel, there are four arrow keys (up, down, left, right). This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see ► in the manual, you are being asked to press the right-pointing arrow (►) on the scroll key.

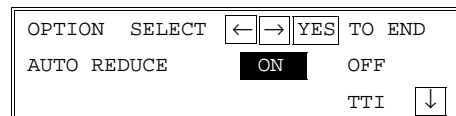
### Displays

Messages seen on the display are shown in a larger box, normally on the right hand side of the page, directly opposite the step that brought it up on the screen. After following a step in a procedure, check the display to see if it corresponds to the one in the manual. This may help you to check whether you are following the procedure successfully. The following examples show three common types of display.

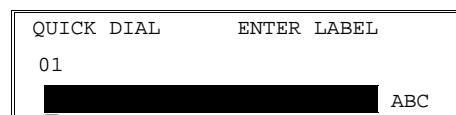
Example A: The keys that can be pressed are shown on the screen in small boxes. In this example, you can press the Yes, No, or Clear keys or down arrow (▼) on the scroll key.



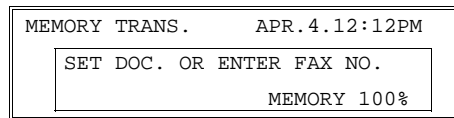
Example B: The choices of settings for a feature are shown on the screen. The current setting is indicated (It is set ON). If you press the ◀ or ▶ on the scroll key, the setting will be changed to OFF.



Example C: The ABC in the bottom right of the display indicates letters (using the Quick Dial Keys) or numbers (using the ten-key pad on the operation panel) can be entered.




Most procedures start from standby mode, that is, when the display is as shown on the right. The value after "MEMORY" shows how much memory space is remaining.



**Note:** If you start a procedure and do not enter anything at the operation panel for more than 5 minutes, the machine returns to standby mode.

## Symbols

The text contains a few symbols that highlight important points or direct you towards other parts of the manual that are related to the feature currently being described.

 indicates a hint (for example, indicating a page number where related information can be found).

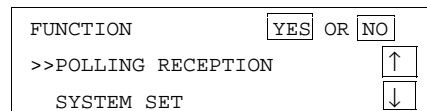
## Accessing Previously Used Functions

When you press Function, the names of the last four functions you have used come up in order on the display. This allows you to easily select a function that you have recently used.

**Note:** If you want to re-use functions 61 and above, you will still need to enter the access code (2222) and function number after following the procedure below.

1. Press **Function**.

The names of the last 2 functions are displayed.



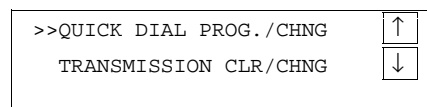
2. Use the ▲ and ▼ keys to move the >> symbol.

If you press ▼ a few times, the remaining 2 functions are displayed.

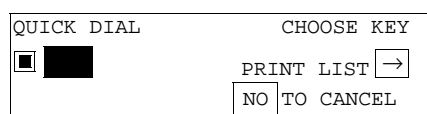
If the function you want is not there, either:

- Press **No**.
- Press ▼ until the display changes to that shown opposite.

Then enter the function number as you would normally.



3. Press **Yes**.



## GENERAL PRECAUTIONS

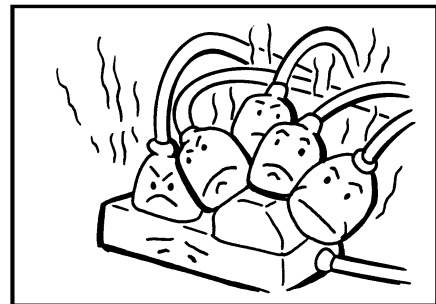
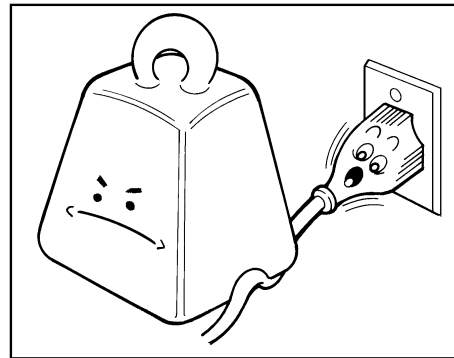
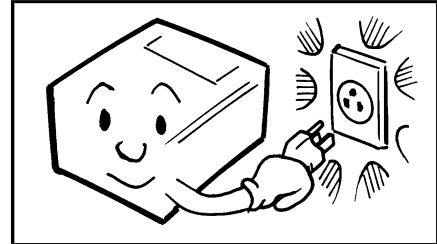
**WARNING:** Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

### POWER AND GROUNDING

Pay attention to the following.

#### Power Supply

1. Power requirements: 115 V, 60 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.
8. The wall outlet must be easily accessible.



GENERAL  
PRECAUTIONS

#### Grounding

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

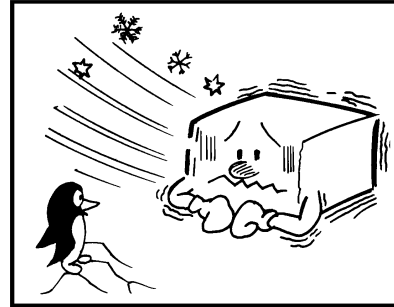
The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

## COLD WEATHER POWER-UP

Avoid raising the room temperature abruptly when it is below 57°F, or condensation may form inside the machine.

1. Raise the room temperature to 68°F at less than 18°F per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

**Do not use the machine near a humidifier.**



## THUNDERSTORMS

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

**Note:** All fax messages stored in the memory may be erased if power is switched off for more than an hour.



## COPY PAPER

- 16 to 24 lb. copy paper is recommended: letter or legal sizes are the most commonly used.
- Do not use damp paper, or copies will be defective.
- Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- Keep paper in a vinyl bag if it will not be used for a long time.
- Store in a cool dry place.
- Store flat. Do not stand upright.
- The following materials cannot be used in the paper trays: Post cards, Tracing paper, OHP sheets, Adhesive labels.
- Do not overload the paper trays.
- If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

## TONER CARTRIDGES

- 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 cartridges.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

## OPERATING PRECAUTIONS

- While the machine is in operation, do not turn off the main switch or unplug the power cord.
- Keep corrosive liquids, such as acid, off the machine.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- The fusing unit may be very hot. Be careful when handling it.

## GENERAL

- Read the Important Safety Information at the front of this manual.
- Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- Do not make modifications or replacements other than those mentioned in this manual.
- When not using the machine for a long period, disconnect the power cord.

## OZONE

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

### WARNING:



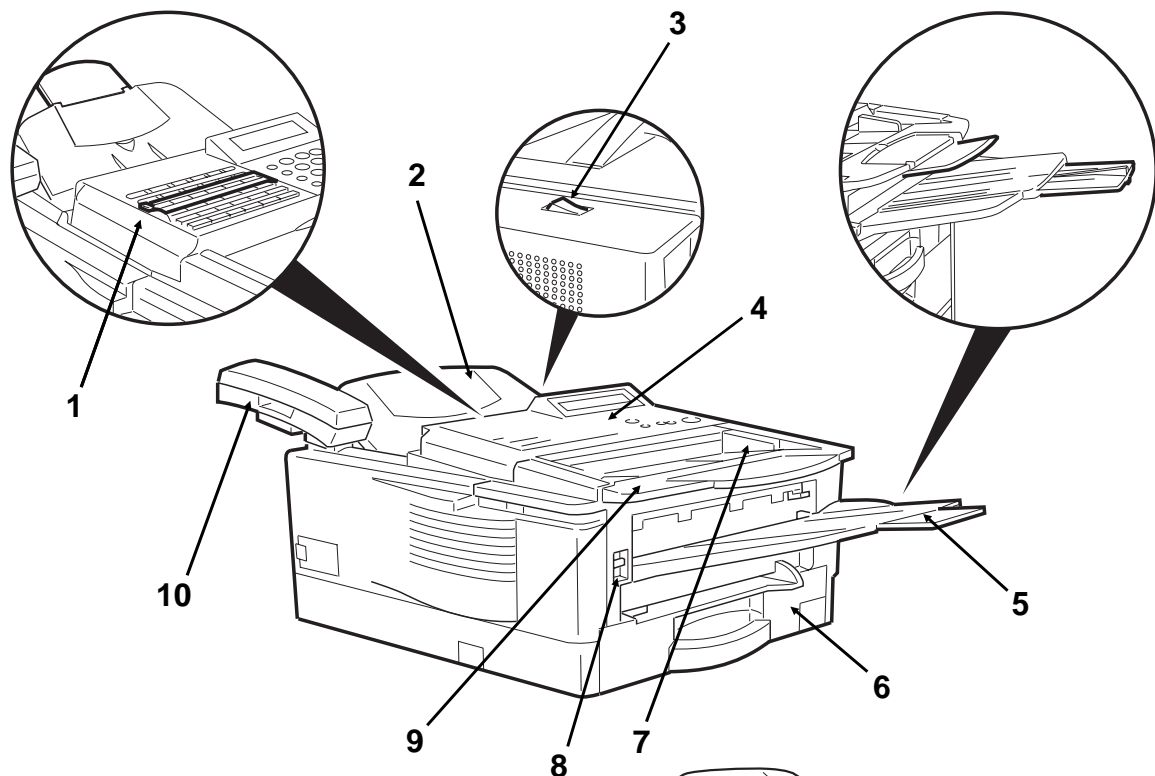
This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.



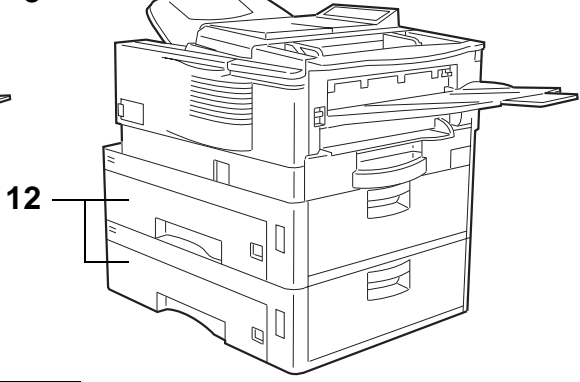
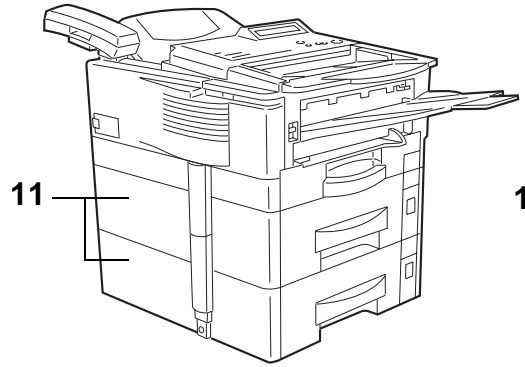
This symbol is attached to some components to alert the user not to touch them, because they may be very hot.



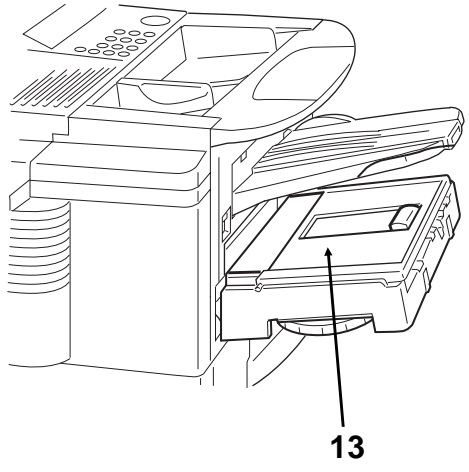
# GUIDE TO COMPONENTS



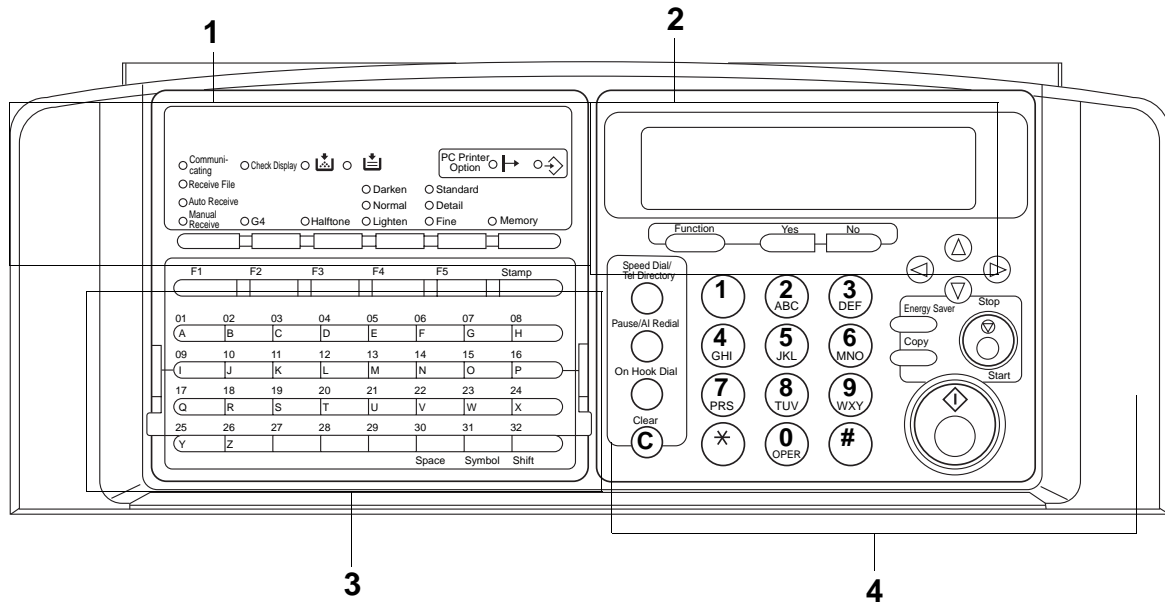
GUIDE TO COMPONENTS





1	Quick Dial Key Flip Plate
2	Document Tray
3	Power Switch
4	Operation Panel
5	Copy Tray
6	Paper cassette
7	Document Guide
8	Front Cover Release Button
9	Document Table
10	Optional Telephone Handset
11	Optional Front Paper Feed Unit
12	Optional Side Paper Feed Unit
13	Optional Removable Cassette



# OPERATION PANEL



1.		
	<b>Communicating Indicator</b>	Lights when a fax message is being transmitted or received
	<b>Receive File Indicator</b>	Lights when an incoming message was received into memory. Blinks when confidential reception file or memory lock file is stored in the memory.
	<b>Check Display Indicator</b>	Lights when some error occurs. See the instruction appearing on the display.
	<b>Add Toner Indicator</b> 	Blinks when the toner cartridge is almost empty, and lights when it is empty.
	<b>Add Paper Indicator</b> 	Lights when a cassette is empty.
	<b>PC Printer Option Indicators</b>	These indicators are only used when the optional Printer Interface Kit is installed. See the operation manual for the Printer Interface Kit for full details.
	<b>Reception Mode Selector Key</b>	Press to select Auto Receive or Manual Receive.
	<b>Contrast Selector Key</b>	Press this to select either Darken, Normal or Lighten
	<b>Resolution Selector Key</b>	Press this to select either Standard, Detail, or Fine transmission mode.
	<b>Halftone Key</b>	Press this to use halftone transmission mode.
	<b>G4 Selector Key/Indicator</b>	Press to select G4 mode. When this indicator is not lit, G3 is selected.
	<b>Memory Key</b>	If the indicator is lit, your document will be stored before transmission. If it is not lit, your document will be sent immediately without being stored. Press the key to change the mode.

2.	<b>Display</b>	Displays prompts, warnings, and selected modes.
	<b>Function Key</b>	Press to use one of the numbered functions explained in this manual.
	<b>Yes/No Keys</b>	Use to answer questions on the display.
	<b>Scroll Key</b>	When an arrow is shown on the display, use this key to access the options, items, or functions shown by the arrow. Also use it to move the cursor when programming or editing a displayed item.
3.	<b>Quick Dial Keys</b>	Each of these can be programmed with a telephone number, a group, or a keystroke program. You can also use these keys to type names and labels such as the RTI and TTI. To access keys 01 to 32, flip the number plate down. To access keys 33 to 64, flip the number plate up.
	<b>User Function Keys</b>	Each of these can be programmed for rapid access to frequently used features. If the light under a key is on, the feature can be used.
	<b>Stamp Key</b>	Press to enable or disable the transmission/scanning verification stamp feature.
4.	<b>Speed Dial/Tel Directory Key</b>	Press this to dial using Speed Dial or the Telephone Directory Feature.
	<b>Pause/Al Redial Key</b>	Press this if you need to insert a pause when dialing. Or press this to redial one of the last ten numbers that were dialed.
	<b>On Hook Dial Key</b>	Press this to dial without picking up the handset.
	<b>Clear Key</b>	Use this as a backspace key during programming.
	<b>Ten Key Pad</b>	Use this as a telephone keypad, or to enter Speed Dial codes.
	<b>Energy Saver Key</b>	Hold this down a few seconds this to start or end Energy Saver mode.
	<b>Copy Key</b>	Press this to copy the document now in the feeder.
	<b>Stop Key</b>	Press this to stop the machine and return it to standby mode.
	<b>Start Key</b>	Press this to start fax communication.

OPERATION  
PANEL

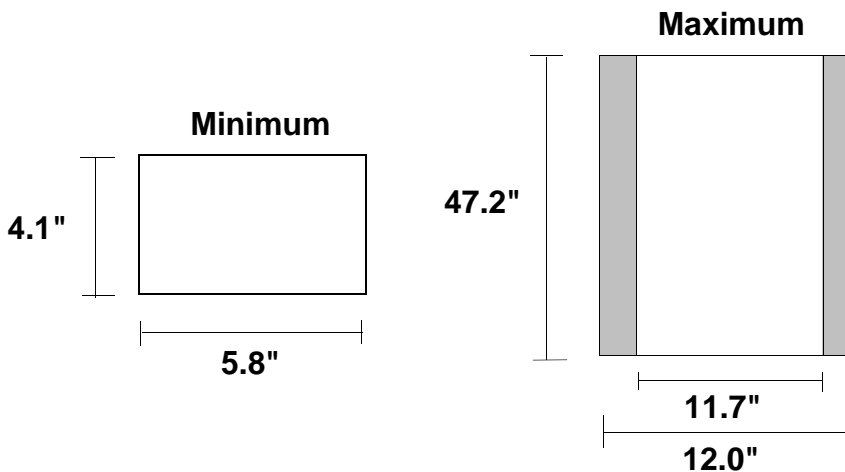
## ***ROUTINE OPERATION***


### **SENDING A FAX MESSAGE**

#### **Precautions Concerning Unacceptable Document Types**

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

**CAUTION:** 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.



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

#### **Correct Size for the Document Feeder**

Thickness: 2 to 8 mils (20 lb 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.

#### **Clearly Written**

Small faint characters may not be transmitted clearly.

#### **Uniform Page Size**

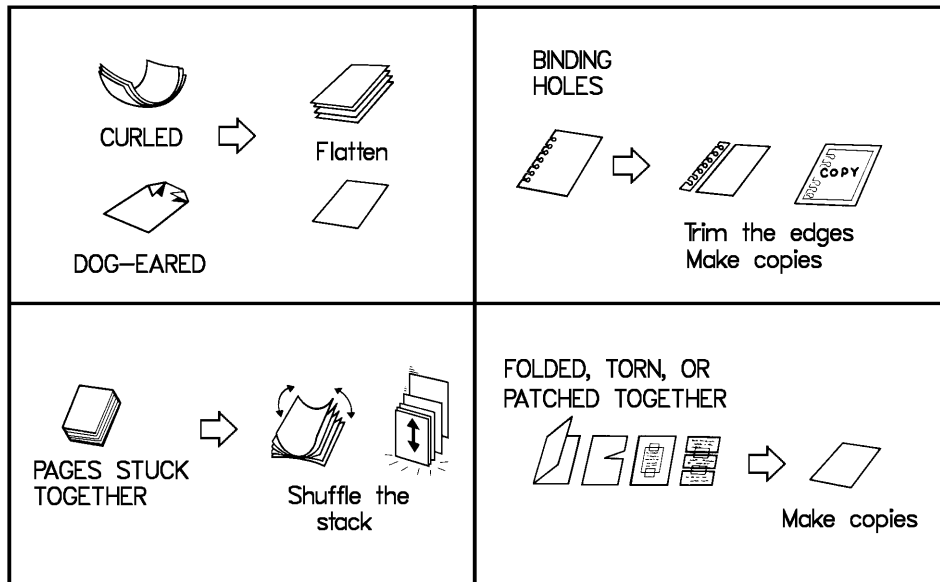
Do not use different sizes of document in the same transmission.

#### **Dry Ink**

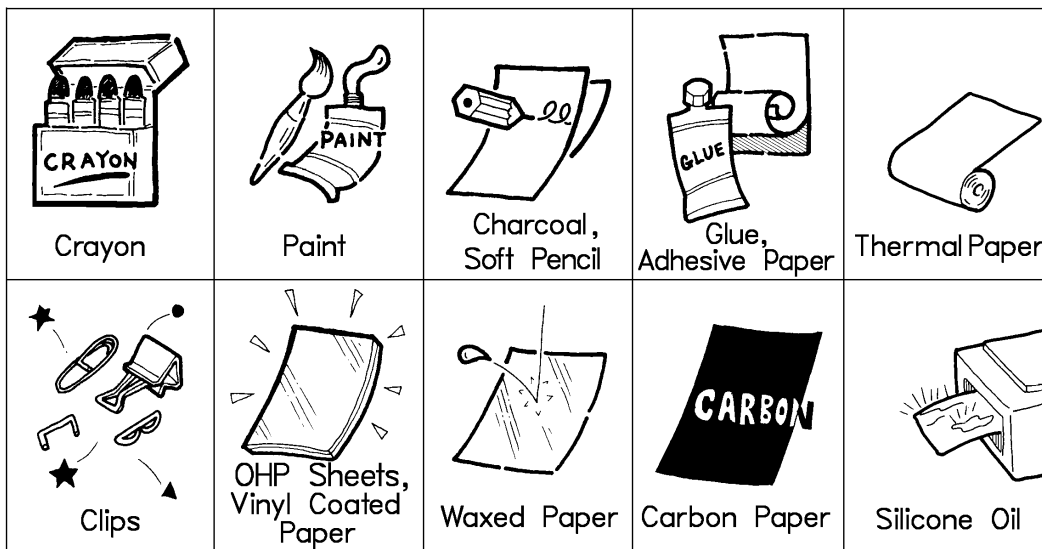
All ink must be dry before you place the document in the feeder.

**Page Condition**

Do not place damaged pages in the automatic document feeder.



Originals that contain the following materials should not be placed in the document feeder. Make copies of these originals and scan the copies.



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

ROUTINE OPERATION

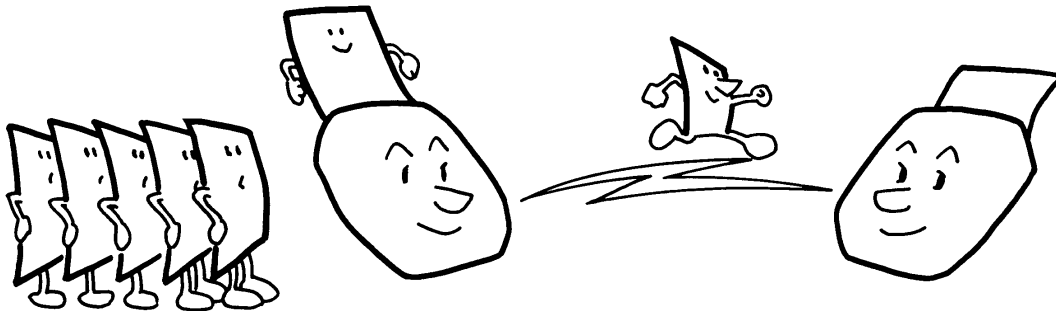
## Transmission Procedure at a Glance

### Overview

There are two ways to send a fax message.

- Immediate Transmission
- Memory Transmission

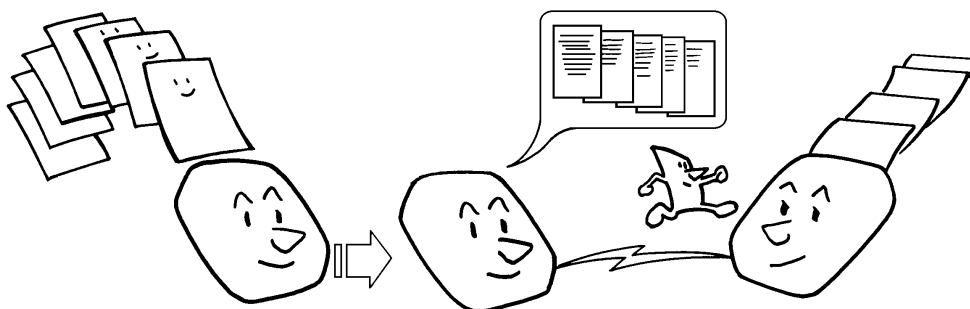
### Immediate Transmission



Immediate Transmission is convenient when:

- You wish to send a message immediately.
- You quickly wish to check whether you have successfully connected with the other party.
- Your machine's memory is getting full.

The machine dials immediately after you press Start (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

Memory Transmission

Memory Transmission is convenient because:

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

After you press Start, the machine doesn't dial until all the pages of your fax message have been stored in the memory.

The default mode of this machine is Memory Transmission, so the procedures described in this manual will be based on the assumption that you are using Memory Transmission. Immediate Transmission is described in a separate section.

**Cross-reference**

Sending at a Specific Time (Send Later): see page 28.

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.

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

Normal Memory Transmission still takes place when using the following:

- Send Later
- Transfer Request
- Store Double Sided
- Specify Multiple Destinations
- Specified Image Area

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

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

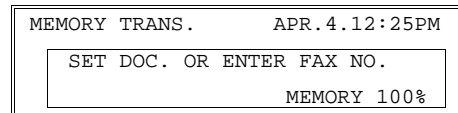
After a parallel Transmission fails, a communication result report is printed.

When using Parallel Transmission, page numbers are not printed at the other end. If you want page numbers printed, use Page Count of the optional feature for transmission (see page 29).

### Sending to Just One Location

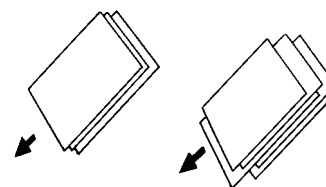
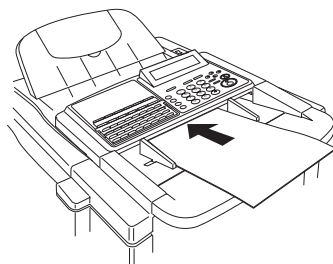
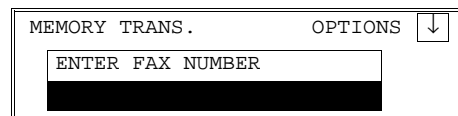
1. Make sure that the machine is in standby mode:

The display on the operation panel must be as shown on the right.



2. Carefully place your fax message face down into the auto document feeder.

**Note:** You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 4.



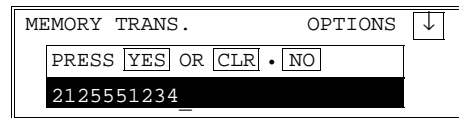
- The pages must be placed face down in the feeder, with the first page at the bottom of the stack.
- Feed the pages in so that the top edge goes in first.
- Do not exceed the feeder capacity:  
Standard letter: Up to 50 pages at a time.  
Double letter: Up to 25 pages at a time
- Do not use pages of different sizes.
- The pages should be arranged loosely, but the leading edges should be tidy, as shown above.

#### **Cross-references**

Sending a Page with Very Fine Detail: See page 23.  
Options for Sending a Message: See page 27.



3. Dial in one of the following ways.

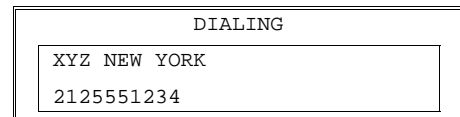


a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset ☆1
	<p>Example: QuickDial 12</p>	<p>Example: SpeedDial 10</p>	

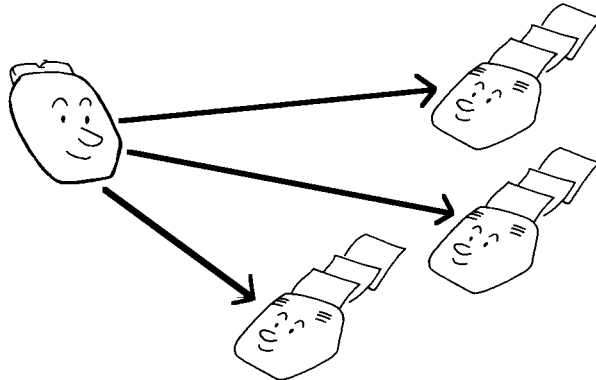
☆1 : Only if the telephone handset is installed.

If your telephone line is through a PBX, dial the access code, then a pause, then the telephone number. For an international number, press the Pause key after entering the country code.

4. **Start**
5. The machine stores your fax message.
6. The machine dials, and the line to the other party is connected.  
**Note:** Watch the display. The identification of the other party will appear.
7. After sending the message, the machine hangs up automatically.

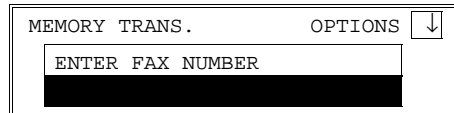


**Sending to More Than One Location (Broadcasting)**



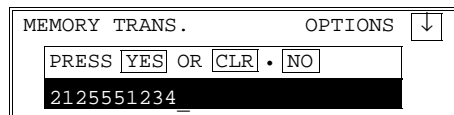
1. Make sure that the machine is in standby mode (see page 17).
2. Make sure that the Memory indicator is lit. If it is not, press **Memory**.
3. Place your fax message face down into the feeder.

- You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 5.



**Cross-references**  
 Sending a Page with Very Fine Detail: See page 23. Options for Sending a Message: See page 27.  
 Scanning only a part of the document (Specified Image Area): See page 86.

4. Dial in one of the following ways.



a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group Dial ★1
	<p>Example: QuickDial 12</p>	<p>Example: SpeedDial 10</p>	<p>Example: Group 1, stored in Quick Dial Key 08</p> <p>Method 1: <b>[08]</b></p> <p>Method 2: <b>[F4] [0] [1]</b></p>

- ★1: Method 1: Press the Quick Dial Key the Group is stored in (in the example, press key 08).
- Method 2: If you do not know which Quick Dial Key the Group is stored in but you do know the Group number, use Method 2. You must have programmed one of the User Function keys in advance with code 02 (Group Dial), using Function 35 (see page 148). In the above example, F4 has been made the Group Dial key; press F4 then input the Group number.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes.**

MEMORY TRANS.                      OPTIONS ↓

ENTER FAX NUMBER

XXXXXXXXXX

6. Either:

- Dial another number: Go to step 4.
- Press **Start**.

The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

**Note:** In theory, you can send the same fax message to up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 305 for more information concerning the limitations to this feature.

**Check your Destinations Before Dialing**

If you wish to send a fax message to more than one location, you can scroll through the list of telephone numbers that you have input so far to check whether you have missed any or entered any wrong numbers.

This feature is useful when using the features such as Broadcasting, Transfer Request, and Polling Reception.

**Cross-references**  
 Broadcasting: see page 18.                      Transfer Request: see page 51.  
 Polling Reception: see page 135.

1. Press **▼ 0 7**.

- The number after DEST shows how many numbers you have input so far.

CHECK DEST.                      PRESS YES OR NO

01 XYZ CO. NEW YORK

DEST. : 2                      ↓

2. Use the **▼** arrow to scroll through the list of destinations that you have already input.

- To cancel a destination that you have input by mistake: **No**.
- To finish checking: **Yes**.

CHECK DEST.                      PRESS YES OR NO

ABC COMPANY

DEST. : 2

ROUTINE OPERATION

### Storing Double Sided Documents

When you are using Memory Transmission and press the User Function Key programmed as Store Double Sided, both sides of a document can be scanned. The front and back of the scanned document will be printed in order, on separate sheets at the other end.

The procedure for transmission using Store Double Sided is outlined below (for how to program the User Function Key, see page 143).

1. Check the Memory indicator is lit.
2. Press the User Function Key (F1-F5) programmed as Store Double Sided.
3. Set the double sided-document with the front page face down.
4. Select the resolution settings you require and dial then press **Start**. The front page will start to be scanned. When scanning has finished, "TURN OVER, RESET, PRESS START" will appear on the display.
5. Set the document with the reverse side face down and press **Start**. You have 60 seconds to set the reverse side --- if you do not, an error will occur and you cannot transmit.

If "PAGE NO. INCORRECT CLEAR FILE? YES•NO" appears on the display, your pages have not been scanned in properly.

In this case, do one of the following:

- Press **Yes** to completely erase the stored document and return to standby mode.
- Press **No** to return to standby mode and begin transmission of the pages that have been stored so far.

### Possible Problems

#### **You want to take out the document**

Open the scanner and take out the document.

**CAUTION:** Do not pull out the document without opening the scanner, or you will damage the machine.

#### **You want to send more than 50 pages**

While the last page is being fed in, place more pages (up to 50) in the feeder.

#### **You made a mistake while dialing**

If you already pressed **Start**, press **Stop** immediately.

If you haven't pressed **Start** yet, do one of following:

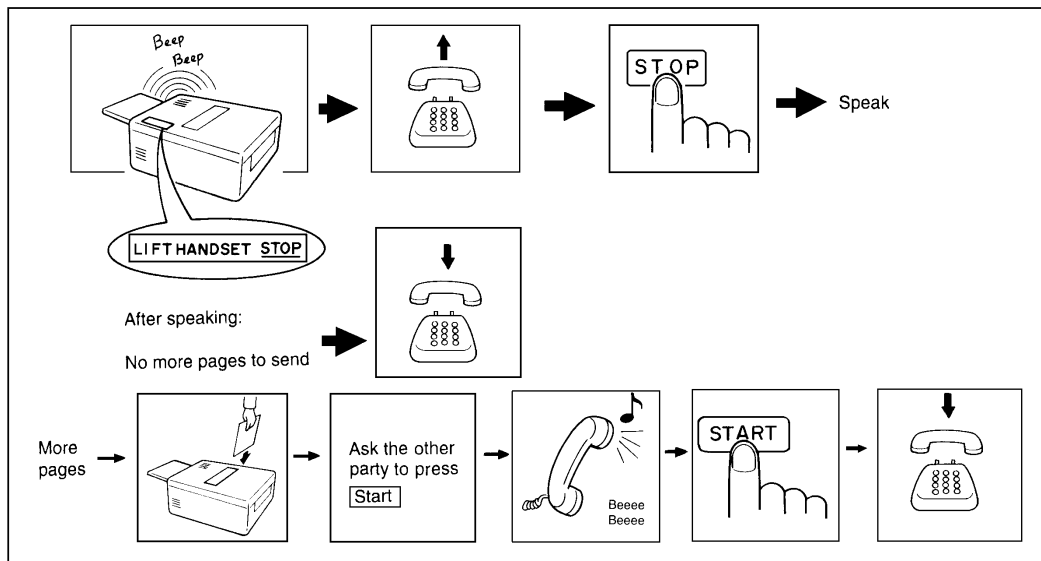
- Press **No**. The entire number is deleted. Enter a new number.
- Press **Clear**. Only the last digit is deleted.

**The Check Display Indicator is blinking**

- ❑ If CLEAR ORIGINAL appears in the display:  
Take out the document (see page 201). Then redial the destination.
- ❑ If ERROR PRESS STOP KEY appears in the display:  
If the Communicating lamp is not lit, press **Stop**.  
If the Communicating lamp is lit, wait until it goes out, then press **Stop**.

**The buzzer is ringing**

The other party wishes to speak with you. Proceed as shown below.

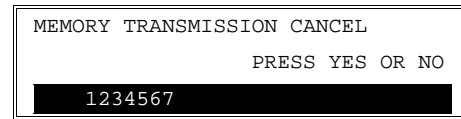


ROUTINE OPERATION

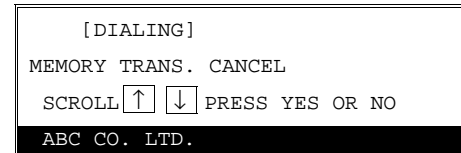
## Cancelling a Memory Transmission

### When communication is in progress

1. Press the **Stop** Key.
2. If two messages are being sent (\*), select the file to cancel with the ▲ and ▼ keys.
3. Press **Yes**.



(\*) Dual Communication



**Note:** (\*) Dual Communication (Optional ISDN Kit or optional G3 Kit required)

### **Cross-reference**

Dual Communication: see page 269.

### When the message is awaiting transmission

1. Press **Function** followed by **2 1**.
2. Select the file using the ▲ and ▼ keys. Then press **Yes**.
3. Press **1** then **Yes**

## Sending a Page with Very Fine Detail

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

If you are not sure whether your settings are suitable, make a copy of the document using these settings. The printout shows how the fax message will look when it is printed at the other end.

- If your fax message has more than one page, you can select different settings for each page. For example, if you wish to use a different resolution just for page 2, change the resolution setting while page 1 is being scanned. Then, while page 2 is being scanned, you can return the resolution setting to the original setting.

### Contrast

The text and diagrams in your document must stand out clearly from the paper they are written on. If your document has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the contrast.

There are three grades.

**Normal:** Suitable for most documents

**Darken:** Use for documents with faint writing (such as those written in pencil)

**Lighten:** Use for documents that have a dark or patchy background

### Resolution

If your document contains fine print or detailed diagrams, use a higher resolution setting.

**Standard:** Suitable for most typewritten documents

**Detail:** Use for documents with small print or fine details

**Fine:** Use this for high quality reproduction

### Halftone

If your document contains a photograph, or diagrams with complex shading patterns or grays, switch Halftone Mode on to achieve optimum image quality.

Selecting the Halftone Type

This model has two types of Halftone: the Dither Process and the higher quality Error Diffusion Process. To change the currently used Halftone type, perform the following procedure.

1. **Function 6 0 2 2 2 6 and 3.**

The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

## 2. Press ▲ or ▼ until the settings for switch 10 are shown. You need to change digit 7.

If you wish change the setting press 7 on the ten key pad.

Digit 7

1: Speed mode

0: Standard mode

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	11000000	YES TO END ↓

Speed mode: The machine will use the Basic Halftone Process.

Standard mode: The machine will use the higher quality Error Diffusion Process.

3. Finish: **Yes and Function**

Halftone Mode slows down the transmission speed, and may increase your communication costs, especially if you use the Error Diffusion process. Higher resolutions also do this. This is because these settings create larger amounts of data to be sent.

Messages are transmitted the fastest if you use the standard resolution setting, and keep Halftone off.



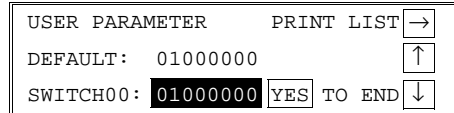
**Home Position Setting Adjustments**

For the contrast, resolution, and halftone, you can select whether the settings return to home position at the end of transmission (in a new machine, they do). Also, you can change the home positions of these settings.

If you need other adjustments, contact a service representative.

The procedure is as follows (see page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 2 6 and 3.**



At this time, you can print a User Parameter List if you press **▶** and **Start**.

2. The settings for switch 00 are now shown on the bottom line of the display.

SWITCH00: 0000 0000  
Digit 7654 3210

The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

The settings that you may need to change are those for digits 0, 1, 2, 3, 4, 5, 6, and 7. The functions of these are as follows.

Digit	Purpose							
0	Stamp				0: Off*		1: On	
1	Contrast home position							
2	Digit 3	Digit 2	Digit 1	Setting	Digit 3	Digit 2	Digit 1	Setting
3	0	0	0	Normal*	1	X	X	Do not use this setting
	0	0	1	Lighten				
	0	1	0	Darken				
4	Resolution home position							
5	Digit 5	Digit 4	Setting		Digit 5	Digit 4	Setting	
	0	0	Standard*		1	0	Fine	
	0	1	Detail		1	1	Do not change these settings.	
6	Transmission mode home position							
	0: Memory Transmission*				1: Immediate Transmission			
7	Halftone on/off home position				0: Off*		1: On	

ROUTINE OPERATION

3. If you wish to change one of the settings, press the key on the ten key pad that corresponds to the digit that you wish to change.

Example: **3** from the ten key pad. The value of digit 3 changes.

4. Finish: **Yes** and **Function**.

**ROUTINE  
OPERATION**

## Dialing with the Telephone Directory

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

**Example:** You wish to dial "XYZ CO. LONDON".

1. Make sure that the machine is in standby mode (see page 16).
2. Place your document in the feeder.

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
████████████████████		

3. **Speed Dial/Tel Directory.**

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
████████████████████		

4. Press the first letter of the name: **X**  
(Quick Dial Key **24** or **48**)

Press **X** repeatedly until the correct number is displayed.

TELEPHONE DIRECTORY		
SCROLL: X	PRESS	YES OR NO
01 XYZ CO. LONDON		

5. **Yes.**

MEMORY TRANS.	OPTIONS	↓
PRESS YES OR CLR • NO		
01 XYZ CO. LONDON		

6. **Yes again.**


MEMORY TRANS.	OPTIONS	↓
ENTER NO. OR	START	DEST:2
████████████████████		

7. Either:

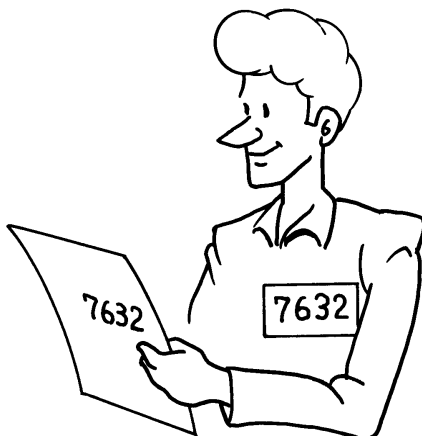
- Dial more numbers.
- Press **Start**.

**?** Programming Speed Dial Codes: See page 296.

## Optional Features for Transmission

When you make a routine transmission, you can access a few optional features. These options are only available if " OPTION  " can be seen in the top right corner of the display.

### Personal Code



Personal Codes do the following.

- They allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report that is called the Journal. This will help you to check on who has been using the machine, and how often.
- They allow personalization of documents and printed reports. For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.
- They allow you to restrict use of the machine to authorized personnel only. If you switch the Restricted Access feature on, users have to enter their personal code before they can use the machine. The personal code must have already been stored in the machine. This may deter unauthorized personnel from casually using the machine.

**Cross-references**

Programming Personal Codes: see page 75.  
Label Insertion: see page 88.

Restricted Access: see page 75.  
Journal: see page 171

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

1. Press ▼ 0 1.

PERSONAL CODE	ENTER CODE
██████████	
	NO TO END

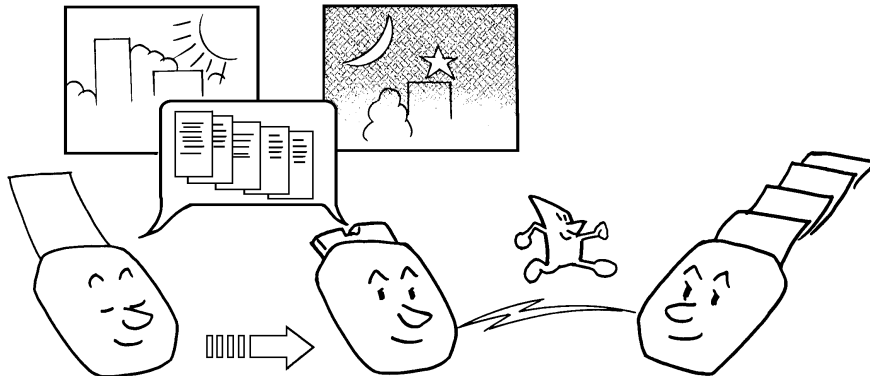
2. Enter the Personal Code  
Example: 7 3 6 2

- The display shows the name that was stored with the code that you selected. In this example, it is SMITH.

PERSONAL CODE	PRESS YES OR NO
7362	SMITH

3. **Yes.**  
See page 75 for details on how to program the Personal Codes and their labels.

### Sending at a Specific Time



This feature is called **Send Later**.

Using this feature, you can instruct the machine to delay transmission of your fax message until a later time, which you specify. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

**CAUTION:** If your machine's memory is full, you will have to keep the message in the document feeder. This means that nobody can use the document feeder unless they remove your document. This would automatically cancel the Send Later operation.

1. Press ▼, 0 and 2.

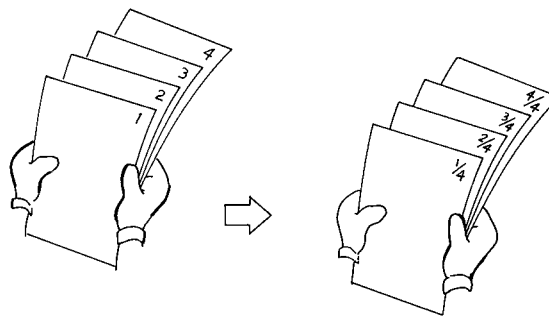
SEND LATER	ENTER START TIME
██████████	AM/PM: #
NOW 12:15 PM	NO TO END

2. Example: Send at 11:30pm  
Enter **1 1 3 0** on the ten key pad.  
To change AM/PM, press \* or # on the ten key pad.
3. **Yes.**  
The Send Later time cannot be more than 24 hours into the future.

SEND LATER	PRESS	YES	OR	NO
TODAY	11:30	PM	AM/PM:	#

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

**Printing the Page Number (Immediate Transmission only)**



This feature is called **Page Count**.  
When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the format in which the page numbers are printed.

**If you use Page Count:**

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

**If you do not use Page Count:**

- Page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

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

ROUTINE OPERATION

1. Press ▼, 0 and 3.

PAGE COUNT	SET COUNT
<input type="text"/>	PAGE (S)
	<input type="button" value="NO"/> TO END

2. Example: 10 pages.  
1 0

PAGE COUNT	PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/>
<input type="text" value="10"/>	PAGE (S)

3. Yes.

### TTI (Transmit Terminal Identification)

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

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

**Note:** If you switch TTI off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

#### **Cross-references**

TTI: see page 265.

Label Insertion: see page 88.

1. Press ▼, 0 and 6.

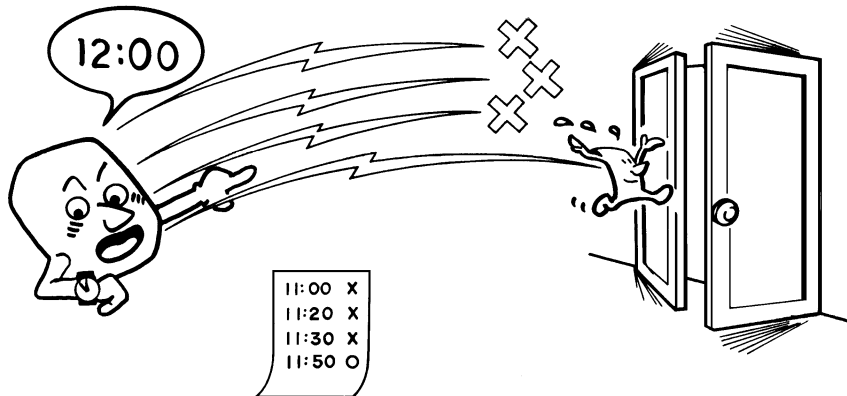
TTI	SELECT <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="YES"/> TO END
	<input checked="" type="button" value="ON"/> OFF

2. If you wish to change the TTI setting, press ◀ or ▶ until the displayed setting is correct.

TTI	SELECT <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="YES"/> TO END
	ON <input checked="" type="button" value="OFF"/>

3. Yes when you have finished.

Sending by a Specific Time (Transmission Deadline)



This feature is called **Transmission Deadline (TRD)**.

If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

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

After the deadline passes, the machine will print a report which indicates whether or not your message was sent within the deadline. Then, the message will be erased from memory.

This feature is only available with Memory Transmission.

1. Press **▼, 0 and 8**.

TRD	ENTER TRD TIME	
	:	AM/PM: #
NOW	12:15 PM	<input type="checkbox"/> NO TO END

2. Example: The deadline is 12:50 pm.  
**1 2 5 0**

TRD	PRESS <input type="checkbox"/> YES OR <input type="checkbox"/> NO	
TODAY	12:50 PM	AM/PM: #

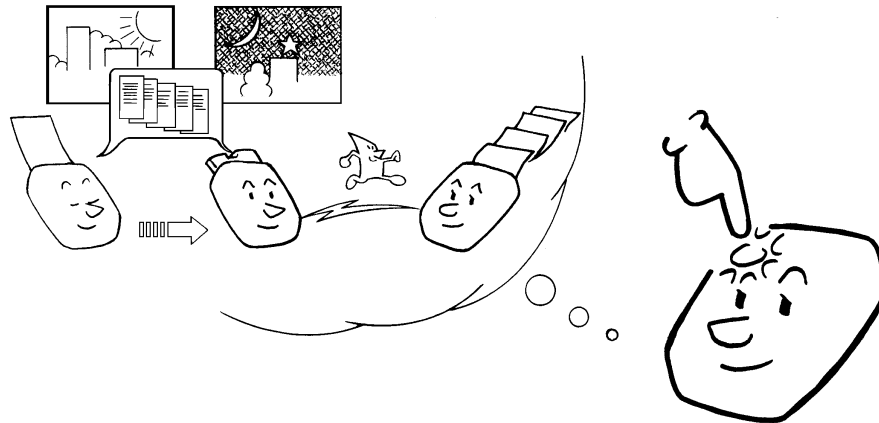
- The TRD time cannot be more than 24 hours into the future.
- To change AM to PM or the other way around, press #.

3. **Yes.**

MEMORY TRANS.	OPTIONS	<input type="button" value="↓"/>
ENTER FAX NUMBER		
[REDACTED]		

ROUTINE OPERATION



Economy Transmission

This feature is similar to Send Later. However, it has the added bonus of automatically combining two cost-saving features: use of off-peak rates, and Batch Transmission. Also, you do not have to input the required transmission time every time, like you do with Send Later. However, with Send Later, you can input a different time of transmission for each fax message.

If you select Economy Transmission, your fax message will be sent at the time that you previously stored for this feature using Function 72 (see the next page). Also, all messages that were stored for sending to the same destination using this feature will be batched automatically.

**Cross-references**


Sending at a Specific Time: see page 28.

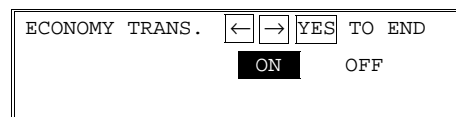
Batch Transmission: see page 92.

On/Off Selection Switch

When OPT is displayed.

1. Press **▼**, **0** and **9**.

-  If you have previously programmed this feature as a User Function Key, press that key.



2. If you wish to change the **ECONOMY TRANS.** setting, press **◀** or **▶** until the displayed setting is correct.
3. **Yes** when you have finished.

Storing the Economy Transmission Time

Before using Economy Transmission, you must use Function 72 to program a time for Economy Transmissions to start. This should be the start of the off-peak rate period for your area. After you have stored this, you will not need to change it again until your telephone company changes the starting time of the off-peak rate period.

1. **Function 6 0 2 2 2 2 7** and **2**.

ECONOMY TX
TIME= 11 :00AM
← → YES TO END

2. Input the time that you always wish Economy Transmissions to start.  
 To change from AM to PM and vice versa, press \* or #.
3. Press **Yes Function** when the display is correct.

## Sending Quickly (Immediate Transmission)

### Procedure

If you do not wish to store the fax message in memory before sending it out, use the following procedure.

- The advantages and drawbacks of Immediate Transmission and Memory Transmission are discussed on pages 14 and 15.

1. Make sure that the machine is in standby mode (see page 16).
2. Make sure that the Memory indicator is not lit. If it is lit, press **Memory**.
3. Place the document face down into the feeder.

IMMEDIATE TX	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

4. Dial (only one destination). And press **Yes**.

**?** See page 17 for how to dial.

IMMEDIATE TX	OPTIONS	↓
PRESS <input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>		
2125551234		

5. **Start**.

DIALING	
2125551234	
FILE NO.0046	

6. The machine dials and the line to the other party is connected. The number that you dialed is displayed (or if you used Quick Dial or Speed Dial, the Quick Dial or Speed Dial Label stored for that number is displayed).

## Changing Transmission Mode

### Converting Immediate Transmission to Memory Transmission

If there is a message still waiting in the document feeder, you can convert it into a memory file if you press **Memory** and **Start** and **Yes**. The document will be scanned and stored into memory, leaving the document feeder free for others to use.

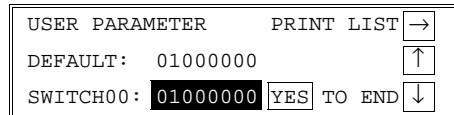
**Immediate Transmission as Your First Choice**

The default mode of your machine is Memory Transmission. If you wish, you can change this home position to Immediate Transmission.

The procedure is as follows (see page 223 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**

- At this time, you can print a User Parameter List if you press **▶** and **Start**.



The settings for switch 00 are now shown on the bottom line of the display. The setting that you need to change is that for digit 6.

- 2. If you wish to change the setting, press **6** on the ten key pad.

SWITCH00: 0000 0000

Digit 6 (Double underlined)  
0: Memory Transmission  
1: Immediate Transmission

- 3. Finish: **Yes** and **Function**.



## Using the Stamp

Press the Stamp key to have faxes you send stamped. When the Stamp indicator is lit, the machine stamps a small mark on the bottom of each page. During memory transmission, the stamp indicates that the page was successfully stored. For immediate transmission, it shows that the page was sent successfully. You must switch the stamp on before you press **Start**, or the machine will not stamp the first page.

- If you wish the stamp to be at the top of each page instead of at the bottom, contact your service representative.

## Changing the Stamp Home Position Setting

If you wish to change the Stamp default setting, do the following.

(See page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**  
At this time, you can print a User Parameter List if you press **▶** and **Start**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<u>01000000</u>	YES TO END ↓

The settings for switch 00 are now shown on the bottom line of the display. The setting that you need to change is that for digit 0.

SWITCH00: 0000 0000

Digit 0 (Double Underlined)

0: Verification stamp off

1: Verification stamp on

2. If you wish to change the setting, press **0** on the ten key pad.
3. Finish: **Yes** and **Function**.

## Redialing

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

### Automatic Redialing

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

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

Redialing is done 4 times at 5 minute intervals (for a Memory Transmission) or 2 times at 5 minute intervals (for an immediate transmission).

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

During redialing, the number being dialed is displayed as shown on the right.

[	2125551234]
MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 99%	

If redialing fails for an immediate transmission, the display appears as shown opposite. You can convert this communication to a memory transmission to free up the machine for other users. Press **Memory** then **Start**.

REDIAL STANDBY
OR SELECT MEMORY MODE
(PRESS MEMORY + START)

### Using the AI (Artificial Intelligence) Redial Key

The machine learns and remembers the last 10 telephone numbers that you input. Then, if you have to redial one of these numbers, just press the **AI Redial** key until the number or name of the party you wish to redial is displayed, then press the **Start** key.

This feature has the following uses.

- If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire. Press the **AI Redial** key until the required telephone number or name is displayed, then press the **Start** key.
- If you wish to send another message to the same address that you just sent one to recently, you don't have to dial the full number again if it is still in the AI Redial memory. Place the message in the feeder, then press the **AI Redial** key until the required telephone number or name is displayed, then press the **Start** key.

- Notes:**
- AI Redial only remembers one Quick Dial or Speed Dial number --- the last number dialed. When you dial another Quick Dial or Speed Dial, the previously dialed Quick Dial/ Speed Dial cannot be accessed.
  - Using AI Redial, you cannot retry a failed Memory Transmission. However, you can redial the telephone number, as explained above.
  - AI Redial employs the AI Short Protocol feature.
  - The AI Redial key does not work if you used the handset to dial.

<b>Cross-reference</b> AI Short Protocol: see page 166.
---

To send a fax using AI Redial, do the following:

1. Make sure that the machine is in standby mode (see page 16).
2. Place your document into the feeder.
3. **AI Redial.**

AI REDIAL NO. DIRECTORY
1 SCROLL <input type="button" value="↓"/> PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/>
01 XYZ CO. NEW YORK

4. Scroll through the numbers in the AI Redial memory using the ▲ and ▼ arrows of the scroll key.

- To select a number: **Yes** x 2.

MEMORY TRANS.      OPTION <input type="button" value="↓"/>
ENTER NO. OR <input type="button" value="START"/> DESP: 2

5. Either:
  - Select another number: go to step 4.
  - Start the transmission: **Start**.

## RECEIVING FAX MESSAGES

### Selecting the Reception Mode

There are two ways to set up your machine to receive fax messages.

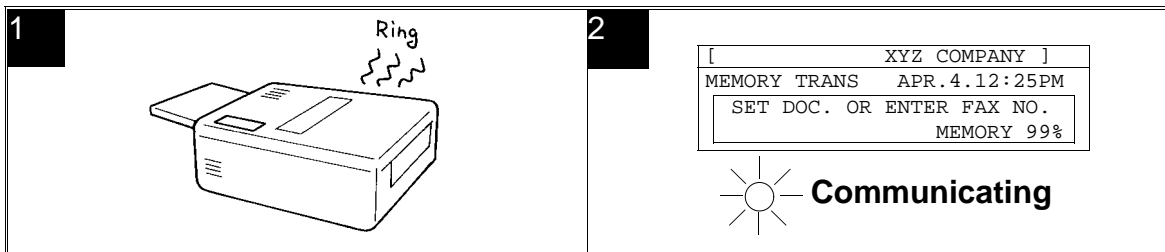
- Auto Receive Mode
- Manual Receive Mode

Press the **Reception** mode key to switch between the modes.

#### Auto Receive Mode

This mode is selected when the Auto Receive indicator is lit.

Incoming faxes are received automatically. You do not have to be by the machine if the power switch is kept on. Use this mode when you must leave the machine.



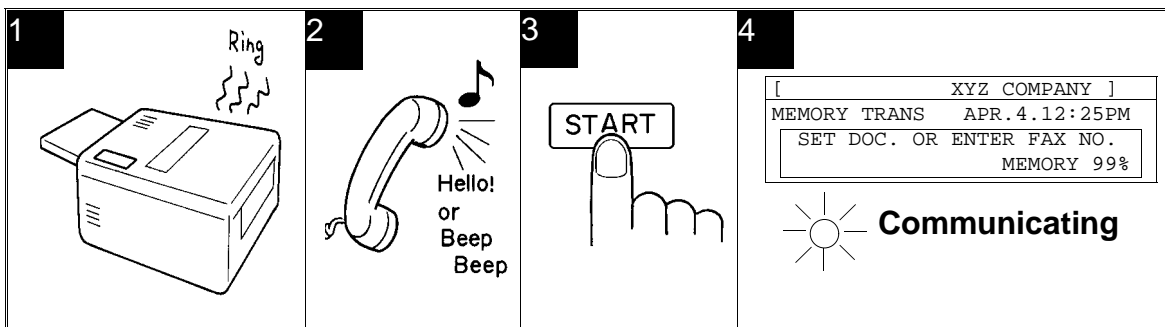
1. The telephone rings once.
2. The machine automatically starts to receive the message.

#### Manual Receive Mode

This mode is selected when the Manual Receive indicator is lit.

This setting is convenient if you wish to use your fax machine's handset to answer telephone calls coming in on the same line as fax messages. However, your fax machine cannot automatically receive fax messages; you have to be by the machine if a fax message comes in.

The machine operates as follows.



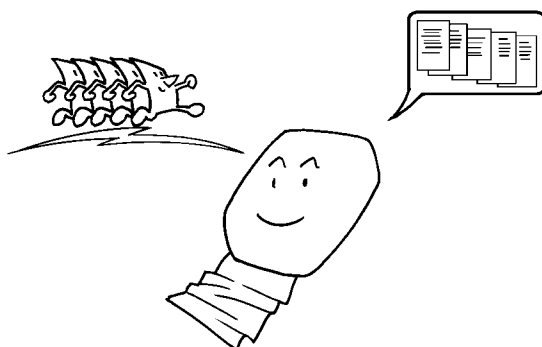
ROUTINE OPERATION



1. The machine rings continuously until you answer the call. Pick up the handset.
2. If you hear a voice from the other end, speak in reply.  
If you hear a tone every few seconds, the other end is a fax terminal.  
**Note:** Remove any documents that are in the feeder.
3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.
4. The machine starts to receive the message.  
The Communicating indicator lights.

## Receiving Fax Messages When There Is a Problem

### Overview



This feature is called **Substitute Reception**.

If the printer is jammed or out of supplies, you will still be able to receive fax messages; any messages coming in will be stored in the machine's memory.

If the "Receive File" indicator is lit, a message has been stored in the memory using the Substitute Reception feature.

Check the following:

- The printer paper may be used up. If so, add paper: see page 176.
- The toner may have run out. If so, add toner: see page 182.
- The printer paper may have jammed. If so, remove the jam: see page 203.
- If there appears to be no problem, somebody may be making copies while a fax message is coming in.

The messages received into memory will be printed and erased from memory after the machine has been returned to normal operation.

**Switching Substitute Reception On or Off**

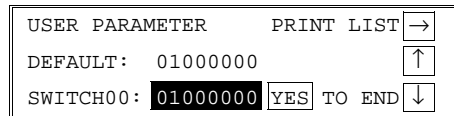
There are two conditions under which you may wish to disable this feature.

- ❑ If you do not like keeping received fax messages in memory: After your machine has received a fax message to memory, it sends an OK signal to the other end. However, if something happens to your machine and you lose the fax message before you have a chance to read it, the sender will not be informed. Therefore, you may not wish to use the Substitute Reception feature.
- ❑ If you do not wish to have your memory full of mail from unknown senders: If you have not enabled the Authorized Reception feature, you can receive fax messages from anybody. However, you can see who they are because their identifier (the TTI) is printed at the top of each page. If the other party has not programmed their identifiers (perhaps in an attempt to hide their identity), you may not wish to receive their messages into memory, which would take up valuable space.

**Cross-references**  
 ECM: see page 91.                      Authorized Reception: see page 104.

If you wish to switch Substitute Reception on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**  
 At this time, you can print a User Parameter List if you press **▶** and **Start**.



The settings for switch 00 are now shown on the bottom line of the display.

2. Press **▲** or **▼** until the settings for switch 05 are shown.  
 The settings that you need to change are those for digits 0 and 1.  
 The meanings of these settings are as follows.

SWITCH05: 0000 0000  
 Digit 0 (Underlined)  
 Digit 1 (Double Underlined)

Digit	Purpose
0	Substitute Reception                      0: Off                      1: On*
1	Reception to memory (including Substitute Reception, Memory Lock, Forwarding, and Transfer Requests from another station) when no RTI or CSI identifiers were received from the other party                      0: Enabled, 1: Disabled

3. If you wish to change the setting, press **0** or **1** on the ten key pad.
4. Finish: **Yes** and **Function**.

ROUTINE OPERATION

## TELEPHONE CALLS

A handset is required to execute the procedures in this section.

You can use your fax machine for dialing in the same way as you would use a telephone. This is useful when calling fax machines that are usually kept in Manual Receive Mode, as well as for telephone conversations.

- You can dial using Quick Dial Keys or Speed Dial Codes.
- With the On Hook Dial feature, you do not have to pick up the handset before dialing.
- You can send a fax message after finishing the conversation, without having to make a new call.

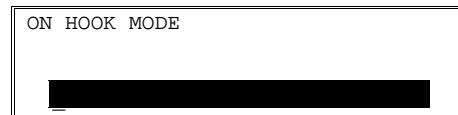
<b>Cross-reference</b>	Manual Receive Mode: see page 39.
------------------------	-----------------------------------

## Making a Telephone Call


### Using On Hook Dial

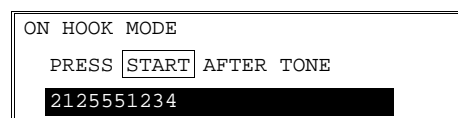
Using On Hook Dial is like using the handset (see the next page), except that you do not have to pick it up before dialing. Just press the On Hook Dial key, and dial the number. When you hear the other party on the fax machine's built-in speaker, you can pick up the handset. This keeps both hands free for referring to telephone numbers while you are dialing.

1. Press the **On Hook Dial** key.



2. Dial.

 See page 17 for how to dial.  
Do not use the handset.



**Note:**

Do not press **Start**.

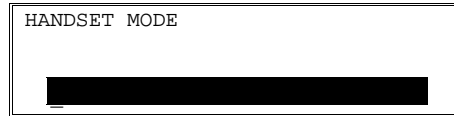
If you wish to cancel the call, press the **On Hook Dial** key.

3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.
4. Replace the handset when you have finished.

**Using the Handset**

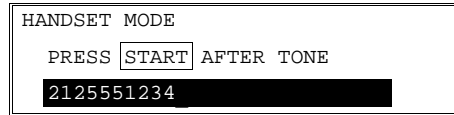
Using the fax machine’s built-in or optional handset, you can use the fax machine in the same way as a normal telephone. Pick up the handset and dial on the fax machine’s ten-key pad (or use a Quick Dial Key or Speed Dial Code if you wish).

1. Pick up the handset.



2. **Dial.**

**?** See page 17 for how to dial.



**Note:** Do not press **Start**.

3. Continue as for a normal telephone conversation.

**Using AI Redial**

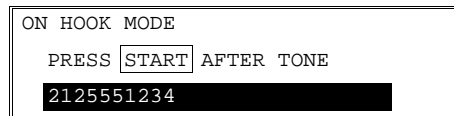
Use AI Redial if you wish to redial a number that you dialed recently.

1. **On Hook Dial** and **AI Redial**.



2. Scroll through the numbers in the AI Redial memory using the ▲ and ▼ arrows of the scroll key. When the correct number is displayed, press **Yes**.

The number will be dialed immediately.



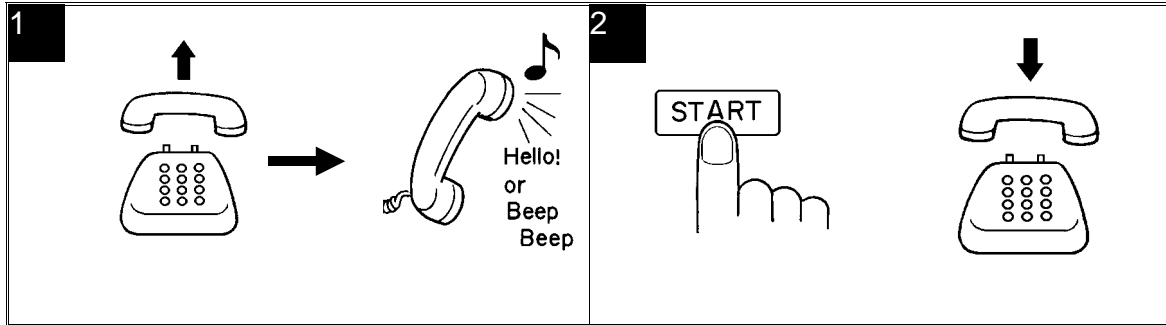
ROUTINE OPERATION

## Answering the Telephone

### If the telephone rings just once:

A fax is coming in. Do not pick up the handset.

### If the telephone rings continuously:



1. Pick up the handset and speak to the other party.  
If you hear a high-pitched tone, a fax is coming in.  
Press **Start** then hang up.
2. If the caller wants to send you a fax, press **Start** after speaking. Then hang up.

If nothing happens after you press Start the power may be switched off or the telephone may not be properly connected.

## Phoning and Faxing on the Same Call

### To Talk Before Sending a Fax (On Hook Dial)

1. Press the **On Hook Dial** key.
2. Dial.  
**Note:**  
Do not use the handset.  
Do not press **Start**.
3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.  
 If you hear a high-pitched tone instead of a voice, place your fax message in the feeder, then press **Start**.
4. When you are ready to send your fax message, place your message in the feeder, then ask the other party to press **Start**.
5. When you hear a high-pitched tone, press **Start**.
6. Replace the handset.

Do not replace the handset if you wish to speak to the other party again.  
When your machine emits a tone, press **Stop** then speak.

## Speaker and Buzzer Volume Adjustments

Your machine has a built in speaker. With this speaker, you can listen to the telephone line without picking up the handset. The speaker will be automatically switched off just before the start of facsimile data communication.

When you are sending a fax message, you will be able to hear the line after the machine has dialed. If the line is busy, you can press the **Stop** key and start another operation without having to wait for the machine to disconnect the line.

The volumes you can adjust are;

Transmitting monitor (TRANSMISSION): Sound you hear in transmission.

Receiving monitor (RECEPTION): Sound you hear in reception.

Onhook dial monitor (ONHOOK): Sound you hear in dialing by Onhook dial.

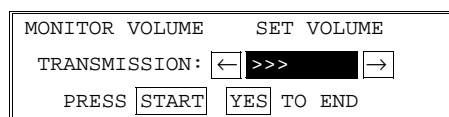
Dialing monitor (DIALING): Sound you hear after pressing **Start** key.

Buzzer tone (ALARM): Volume of the buzzer when you open a cover and so on.

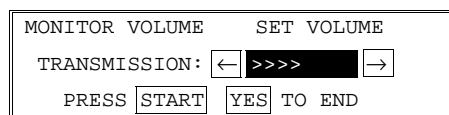
Key tone (SCROLL KEY): Sound you hear when you press a key on the operation panel.

If the speaker volume is not satisfactory, you can adjust it.

1. **Function 6 0 2 2 2 2 9** and **2**.



2. To increase: **▶**.  
To decrease: **◀**.  
To accept: **Yes**.



3. Repeat step 2 for each adjustment that appears on the screen.
4. Finish: **Function**.

# ADVANCED FEATURES

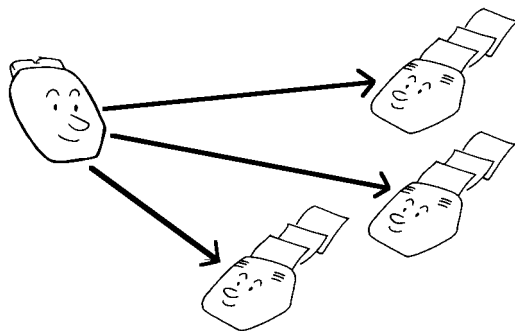
## NETWORKING

### Overview

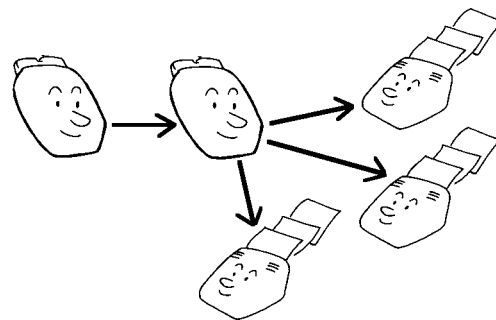
This section explains how you can use this machine to distribute fax messages over networks of fax machines.

As we have seen (Sending to More Than One Location, page 19), you can send the same fax message directly from your machine to more than one location. The diagram in that section shows your machine sending the same fax message to three locations. This feature is commonly known as Broadcasting.

However, with Broadcasting, you or your organization has to pay for three fax calls. If these are all long distance calls, that can be quite expensive. If you use the networking features provided with this machine, you will be able to reduce costs by sending the fax message only once, to a Transfer Station, and that Transfer Station will distribute your fax message.



Broadcasting



Networking using a Transfer Station (Transfer Request)

You can take advantage of your machine's Group Dial, Broadcasting, and Transfer Request features to set up extensive facsimile networks. Such networks can save time and cost if you set them up to perform commonly-used broadcasting operations, especially if long-distance communications are involved.

#### Cross-references

Groups: see page 292.

Broadcasting: see page 19.

Transfer Request: see page 51.

## What Networking Features Does This Machine Have?

The machine's networking features are summarized below.

- ❑ **Transfer Request:** This allows you to send a fax message to a number of destinations via a single Transfer Station (see page 51). Transfer Request can be combined with Broadcasting to set up more complex networks (see page 54).
- ❑ **Multi-step Transfer:** This allows you to set up a string of Transfer Stations in different areas. The Transfer Station in each area would distribute your message to destinations in the same area, and pass on your message to the next Transfer Station in the chain. See page 55 for more on this feature.

When you look at these procedures later in this section, they may seem rather complex. However, once you have decided upon a certain operation, and if you plan to use it frequently, program it as a Keystroke Program. Next time, this will allow you to start the operation with only one keystroke.

**Note:**

Your sales or service representative will be able to help make all the necessary group and transfer station number programming in the various broadcasting terminals throughout your proposed network. Please co-ordinate with your sales representative to obtain correct programming at the time of installation.

**Cross-references**

Transfer Request: see page 51.

Transfer Request combined with Broadcasting: see page 54.

Multi-step Transfer: see page 55.

Keystroke Programs: see page 61.



## Preparing the Machine for Networking Operations

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

- Your Fax Machine's Own Telephone Number
- The ID Code (the ID Code of your machine and all the Relaying Terminals and Transfer Stations must be the same)

If you install the optional Group 4 ISDN kit, there are some other items that you will have to program. These are dealt with in Appendix E, which covers the ISDN kit.

You will also have to plan how you program your Groups (in co-ordination with other people at other locations who will use your machine as a Transfer Station), and you must also know how all the Relaying Terminals and Transfer Stations have programmed their Groups.

### Storing your Machine's Own Telephone Number

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

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

1. **Function 6 0 2 2 2 2 6 1** then ▼ until the screen is as shown opposite.

OWN NUMBER (G3)			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. **Yes.**

OWN NUMBER (G3)	<input type="checkbox"/> YES	TO END

3. Input your fax terminal's telephone number.

- The format of the number must be as follows:**

International Dial Prefix, Your Country Code, Your Area Code, **then you must add a Pause**, followed by your telephone number.

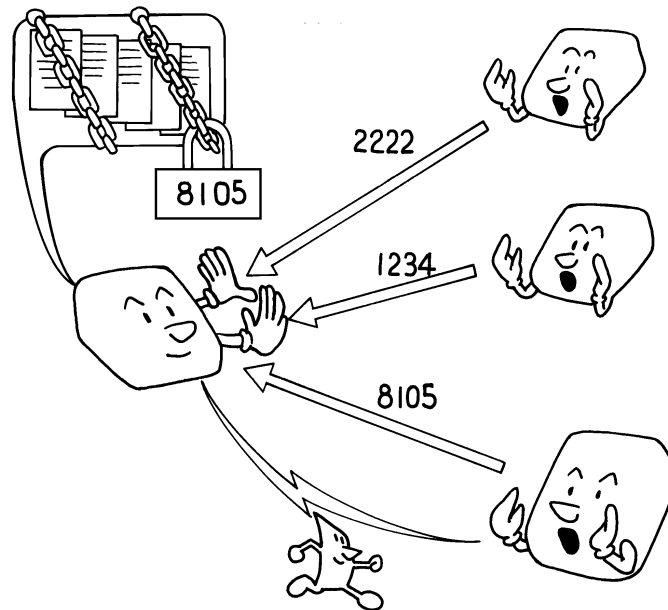
Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

**Note:** Use the **Pause** key to add a pause.

OWN NUMBER (G3)				
<input type="checkbox"/> YES	OR	<input type="checkbox"/> CLR	•	<input type="checkbox"/> NO
0111212-5551234				

4. **Yes Function.**

### Storing the ID Code



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

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

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

- Polling: see page 130.
- Closed Network: see pages 89 and 129.

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

To store an ID Code, do the following.

1. **Function 6 0 2 2 2 2 6 1** then ▼ until the screen is as shown opposite.

2. **Yes.**

3. Input the ID Code that you will be using.  
Example: **4 3 6 3**.

Do not use 0000 or FFFF.

4. **Yes Function.**

**Groups**

The way to program a Group is explained in Appendix F. See page 300 and the pages following that for all the procedures. However, there are two points to keep in mind when you are setting up Groups for networking operations.

**Limitations on the size of a Group:** You can store up to 200 destinations in a Group. However, the networking features can only handle Groups that have up to 30 destinations. If you are programming a Group for networking purposes, do not put more than 30 numbers in that Group.

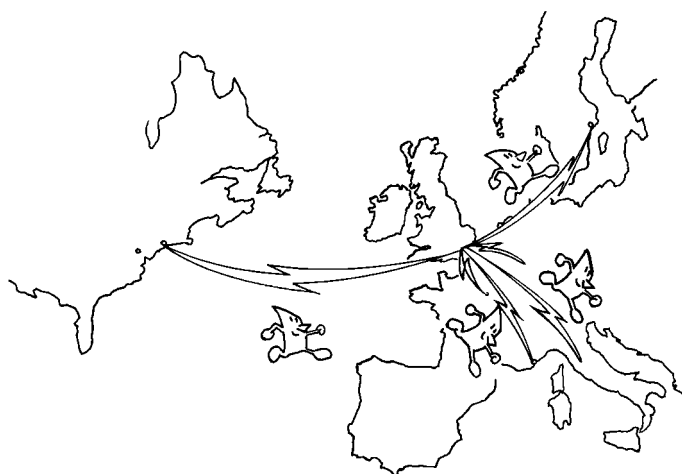
**Group Transfer Station:** You can specify a Group Transfer Station for each of your Groups. Then another party can send you a fax message and instruct your machine to send it to each number in a Group, through the Group Transfer Station, which acts as a broadcaster. Your machine will then relay the fax message to that group's Group Transfer Station, which will then send the fax message to each of the numbers stored in that Group. You should store Group Transfer Stations for Groups that you wish to use with the Multi-step Transfer features. For instructions on how to store a Group Transfer Station for a Group, see page 303.



## Transfer Request

Transfer Request helps you save costs when you send the same message to more than one place in a distant area.

- Your machine sends the message to the Transfer Station, which holds it in memory.
- The Transfer Station then sends it on to each of the End Receivers in sequence.
- After broadcasting, the Transfer Station sends your machine a Transfer Result Report to tell you if there were any problems with the communication.

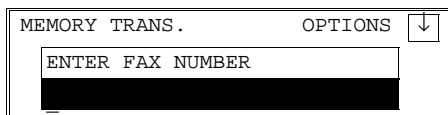


- Note:**
- This feature can only be used if the Transfer Station was made by the same maker as your machine.
  - The ID Code of your machine must be the same as the ID Code of the Transfer Station.
  - Your fax machine's telephone number must have been programmed in advance.
  - The Transfer Station must have memory space available, and must be able to act as a Transfer Station (some machines cannot do this, or can but the capability has been switched off).
  - The telephone number of the caller who makes a transfer request must be programmed in a Quick Dial or Speed Dial of the Transfer Station. This is the Transfer Station can send back the caller a Transfer Result Report (so they know whether the transfer request was successful or not).

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

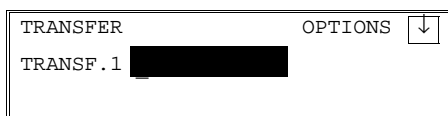
**Cross-references**  
 Quick Dial and Speed Dial: see pages 291 and 293. Groups: see page 292.  
 ID Code: see page 49. Telephone Number Lists: see page 171.

1. Make sure that the machine is in standby mode (see page 17).
2. Place your document in the feeder.



3. Either:

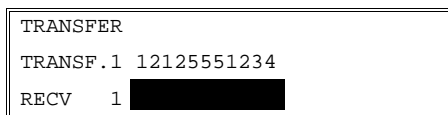
**Function 1 and 3.**



- If you cannot use Function 13, you forgot to store, your fax machine's telephone number, or your ID code (Function 61).
- If you have installed the ISDN Option kit, you must also program the machine's Own ISDN G4 and Own ISDN G3 numbers (use Function 61; see pages 257 and 258). Your G4 Terminal ID and your ISDN subscriber numbers for G4 and G3 must also have been stored.

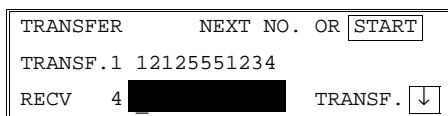
4. Input the telephone number of the first transfer broadcasting station, then press **Yes**.

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



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

- Quick Dial Key 01: **# 0 1 Yes.**
- Speed Dial Code 10: **# \* 1 0 Yes.**
- Group 01: **# \* \* 0 1 Yes.**



**Note:** You can select up to 99 Transfer Stations, and up to 30 End Receivers for each Transfer Station (This number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 305 for more information concerning the limitations to this feature).

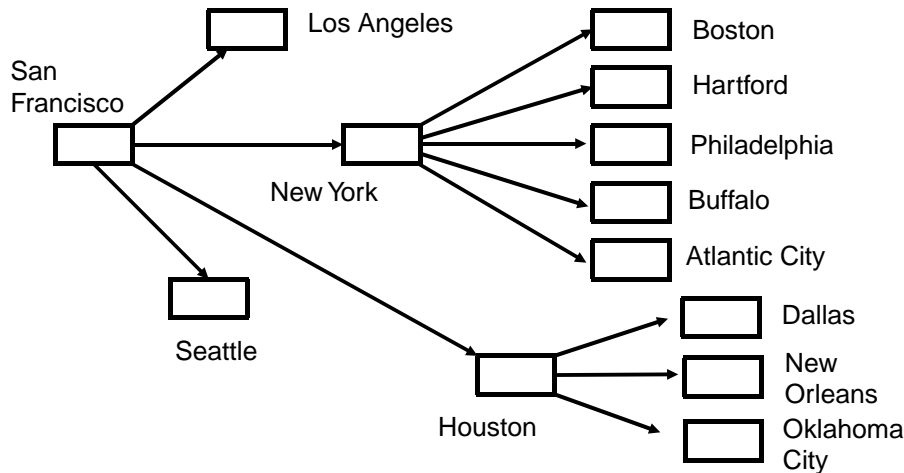
6. Either:

- Enter more destinations for this transfer broadcaster - go to step 5.
- Input another transfer broadcaster and its destinations: ▼ - go to step 4.
- Start the transfer request: **Start**.

**Note:** You may use some transmission options, such as Send Later. See page 27.  
If you wish your machine to be a Transfer Station for other parties to use for their Transfer Requests, you must install a memory card or a hard disk.

## Combining Transfer Request with Broadcasting

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



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

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

- Your machine can play any part in a Transfer Request network of this type, provided that you have programmed all the required features as explained earlier in this section.
- The ID codes of the requester (San Francisco) and the Transfer Stations (New York and Houston) must be the same. The requester must have its own fax number programmed.
- The model used by the requester (San Francisco) must be able to make Transfer Requests through more than one Transfer Station.
- Reports indicating success or failure will be returned to San Francisco from the terminals in Houston and New York.

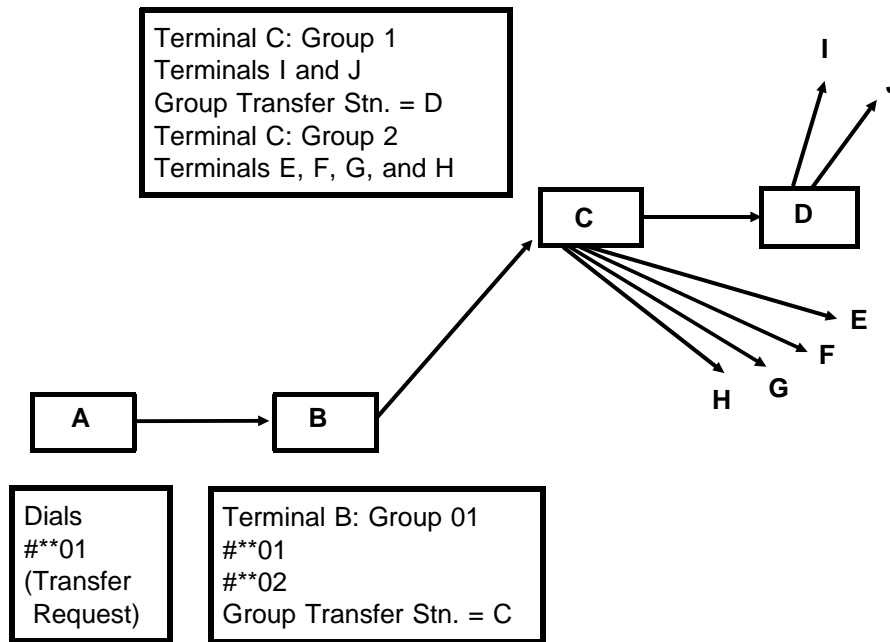
To do this procedure, use the broadcasting procedure on page 19. The destinations should be as follows:

- Los Angeles
- Seattle
- A Group containing Boston, Hartford, Philadelphia, Buffalo, and Atlantic City, with New York as the Group Transfer Station
- A Group containing Dallas, New Orleans, and Oklahoma City, with Houston as the Group Transfer Station

- ❑ The fax number of San Francisco must be programmed in a Quick Dial or Speed Dial of the machines in New York and Houston.

### Multi-step Transfer

The principles of the Two-step Transfer feature can be used to build up a multi-step facsimile network. This will work using either analog (Group 3) or digital (Group 4) lines. An example follows.



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

- ❑ Terminal C must contain two preprogrammed groups. Group 1 must contain terminals I and J. Group 2 must contain terminals E, F, G, and H. In Group 1, terminal D must be specified as the Group Transfer Station.
- ❑ Terminal B must contain a preprogrammed group (Group 1). This group must contain two numbers, `***01`, and `***02`. These specify transfer using groups 1 and 2 that are stored in the Group Transfer Station. In Group 1, C must be specified as the Group Transfer Station.
- ❑ The ID codes of terminals A, B, C, and D must be the same.

To start the operation, terminal A does a transfer request using terminal B as the broadcaster and `***01` as the end receiver; this specifies transmission to the numbers stored in Group 1 at terminal B.

**Cross-reference**      Group Transfer Station: see page 303.



## Your Machine as a Transfer Station

Your machine can be a Transfer Station for other people to use for their Transfer Requests.

If the requesting party is using a machine of the same manufacturer as your machine, they must perform the Transfer Request procedure given after page 51. Any requesting party must have the same ID Code as your machine's.

However, if the requesting party is using a machine made by another manufacturer, or if they couldn't get the Transfer Request procedure to work, you will have to set up the Transfer Request by Tonal Signals feature in your machine (see below).

- If you do not wish to have your machine available as a Transfer Station, contact a service technician and ask to have this feature switched off.
- Another way to restrict use of this feature is to make sure that all requesting parties must have their identifiers stored, so that you do not receive Transfer Requests from unknown parties. See the bottom of page 103 for more details on this.

## Transfer Request by Tonal Signals

This feature allows your machine to accept Transfer Requests made from the requesting side using Dial Tones. An operation of this type can succeed only if the following conditions have been met.

- The requester's fax machine must be connected to a telephone line that can accept DTMF (tone dial) signals, or must be able to generate Tonal Signals (see page 81).
- Your fax machine's reception mode must be Auto Receive.
- Your fax machine's remote ID must have been programmed.
- Transfer Request by Tonal Signals must have been switched on.
- The requester's fax number must be programmed in a Quick Dial or Speed Dial in your machine.

### Setting the Machine up for Transfer Request by Tonal Signals

**You must do the following to use this feature:**

- Set up the machine in Auto Receive Mode (see page 39).
- Program the Remote ID (Function 61, see below).**  
The other party will have to enter this code every time they access your machine to make a Transfer Request using a machine that is not of the same manufacturer as this machine.
- Switch Transfer Request by Tonal Signals On (Function 63, see below).**  
In a new machine, it is switched on in the factory.

**Storing the Remote ID**

As a new machine has a Remote ID of 0000 when it leaves the factory, we recommend that you store a new Remote ID immediately. This remote ID is also used as the password for Fax on Demand.

- Function **6 0 2 2 2 2 6 1** then ▼ until the screen is as shown opposite.

REMOTE ID		PREVIOUS	↑
<input type="button" value="YES"/>	TO SET		
<input type="button" value="NO"/>	TO CANCEL	NEXT	↓

- Yes.**

REMOTE ID	
<input type="button" value="YES"/>	OR <input type="button" value="CLR"/> . <input type="button" value="NO"/>
0000	

- Press **No** then input the new Remote ID that you will be using. Example: **6 7 5 4**.

REMOTE ID	
<input type="button" value="YES"/>	OR <input type="button" value="CLR"/> . <input type="button" value="NO"/>
6754	

- Yes Function.**

**Switching Transfer Request by Remote Transfer On/Off**

To switch this feature on or off, do the following. (See page 10 for more information about the User Parameter settings adjustment procedure).

- Function **6 0 2 2 2 2 6** and **3**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	<input type="button" value="YES"/> TO END ↓

- The settings for switch 00 are now shown on the bottom line of the display.
- Press ▼ until the settings for switch 11 are shown.  
The setting you need to use is digit 0.

SWITCH00: 00000000

SWITCH11: 00000000

Digit 0  
0: The feature is disabled.  
1: The feature is enabled.

- If you wish to change the setting, press **0**.
- Finish: **Yes Function.**

ADVANCED FEATURES

### Procedure for Transfer Request by Tonal Signals

If an operator of a machine of a different manufacturer than yours wishes to use your machine as a Transfer Station, they will have to do the following procedure.

#### Full Procedure

A quick reference version of this procedure is given on the next page.

1. First, the requesting party must dial your fax machine using an external telephone.
2. Immediately after hearing fax tones from your machine, they must press **#**. The tone will stop, and a single high-pitched beep of about one second duration will be heard. This is an ACK tone (Acknowledgment).
3. The requesting party must then enter your Remote ID then press **#**. See the notes at the bottom of the next page.
4. After hearing an ACK tone, they must press **2 4 #**.
5. After hearing an ACK tone, they must press **\* \* \***.
6. After hearing an ACK tone, they must dial the number which the Transfer Result Report must go to (their own terminal). This must be programmed in your machine as a Speed Dial or Quick Dial. If it is programmed in a Quick Dial, they must enter its number (00 to 64). Or if it is programmed in a Speed Dial, they must enter **\*** then its number (00 to 99). Then they must press **#**.
7. The requesting party has to dial the end receivers in the shorthand format used for Transfer Request (see the quick reference procedure on the next page for an example). Then they must press **#**.

For example:

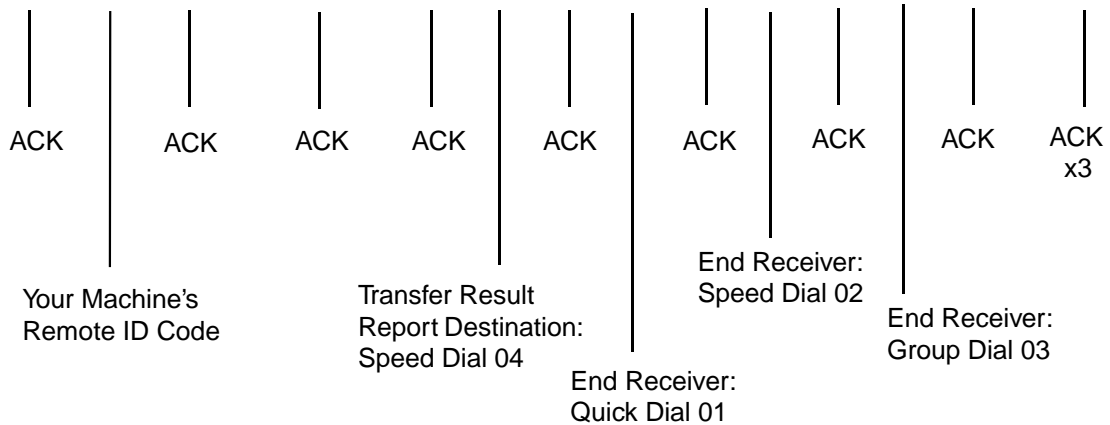
- Quick Dial Code 01: **0 1 #**
  - Speed Dial Code 01: **\* 0 1 #**
  - Group 01: **\* \* 0 1 #**
8. The requesting party must repeat step 7 for all the end receiver numbers. If there are no more numbers, the requesting party should press **#** twice.
  9. Communication begins after three ACK tones. When the requesting party hears fax tones again, they must press **Start** on their fax machine.

Example Procedure (for Quick Reference)

- Remote ID: 1111
- Transfer Result Report Destination: Speed Dial 04 in your machine.
- End Receivers, as programmed in your machine: Quick Dial 01, Speed Dial 02, Group Dial 03.

1. The requesting party must dial your machine using an external telephone, and wait for the fax tones.
2. When the fax tones come in, the requesting party must immediately input the following sequence. (ACK: Wait for the ACK tone)

# - 1111# - 24# - \*\*\* - \*04# - 01# - \*02# - \*\*03# - ## -



3. When the requesting party hears fax tones again, they must press Start.

**Notes:**

- The remote ID code must have been programmed earlier.
- After entering the ID code, if there is an interval of more than 5 seconds followed by three short beeps repeated three times, enter the remote ID again.
- If you enter the wrong remote ID, you will hear three short beeps. Try to enter the code again. If you enter the wrong code five times, the remote control services will not be available until you go back to the machine and reprogram the ID (this is a security measure to prevent other people getting access to your machine).

ADVANCED FEATURES

### Beep Tones

Sometimes during a Remote Transfer, you may hear one or more beeps. The following table explains the meanings of these signals.

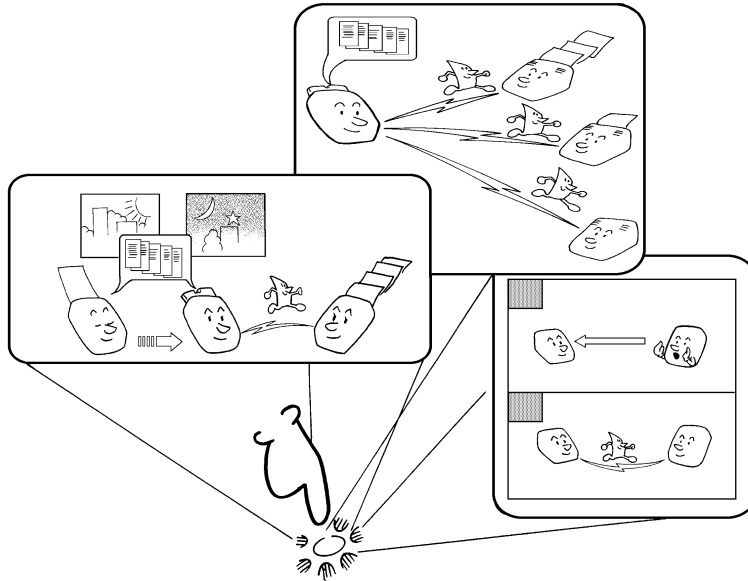
<b>Sound</b>	<b>Reason</b>	<b>Required Action</b>
One high beep	Acknowledgment	No problem; keep going.
A short beep three times	Rejection	Operation error. Try again. Also see the third note on the previous page.
A high beep three times	Service code accepted	No problem; keep going.
A mixed beep five times	Service code rejected	Operation error. Input the correct code.

## TRANSMISSION

### Programming Keystrokes

#### Overview

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 the features and destinations in a Keystroke Program.



Keystroke Programs are stored in Quick Dial Keys or Speed Dial Codes.

- If you store a Keystroke Program into a Quick Dial Key or Speed Dial Codes, that they cannot be used for any other purpose.
- Be sure to store your Keystroke Program in a vacant Quick Dial Key or Speed Dial Code.

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

**Cross-reference**

Sending at a Specific Time (Send Later): see page 28.

**Note:** Keystroke Programs can be stored in Speed Dial codes, when the Function Upgrade Card is installed.

**Storing a Keystroke Program**

1. Make sure that the machine is in standby mode (see page 16).

MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

2. Place a sheet of paper in the feeder.
  - Skip step 2 if you are making a Polling Reception program.

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

3. Select all required features (such as Transfer Request) and telephone numbers as you would normally do.

- Contrast, resolution, and halftone cannot be stored in a keystroke program.

4. Press the Quick Dial key or Speed Dial with two digits code that you wish to store the program in.

Example: Quick Dial Key **01**.

or

**Speed Dial, 1 and 0.**

- Make sure that this key is vacant.

PROGRAM?	
YES	OR NO

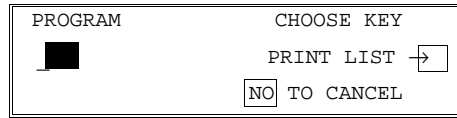
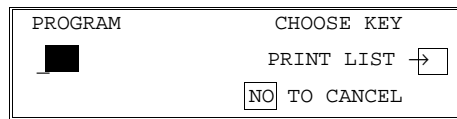
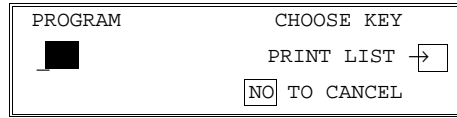
5. To complete the program: **Yes**.

**Note:** The procedure that you just stored will now begin. If you do not wish to use the procedure now, press **Stop** immediately.

**Labeling a Program**

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

1. **Function 3 and 4.**  
If you press **▶** and Start, a Program List will be printed.
2. Press the Quick Dial key or enter the Speed Dial code that holds the program that you wish to label.  
Example: Quick Dial Key **01** and **Yes**.
3. Input your label, using the Quick Dial keys.  
For how to enter the label; see page 4.
4. **Yes.**
5. Either:
  - Label another program: Go to step 2.
  - Return to standby: **Function**.



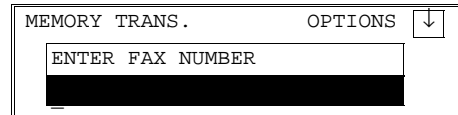


### Using a Program

Before using a program, make sure that the machine is in standby mode (see page 24 for details).

#### Transmission Program

1. Place your document in the feeder.



2. Press the programmed Quick Dial Key, or enter the programmed Speed Dial code.
  - The program begins at once, or at the later time specified by the program.

#### Free Polling Reception Program

1. Press the programmed Quick Dial Key, or enter the programmed Speed Dial code.



The program begins at once, or at the later time specified by the program.

**Cross-reference**

Polling Reception: see page 135.

Erasing a Program

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

1. **Function 3 and 4.**

PROGRAM	CHOOSE KEY
<input type="checkbox"/>	PRINT LIST → <input type="checkbox"/>
<input type="checkbox"/> NO TO CANCEL	

2. Press the Quick Dial key or enter the Speed Dial codes that holds the program that you wish to erase.  
Example: Quick Dial Key **08**.

PROGRAM	<input type="checkbox"/> YES OR <input type="checkbox"/> NO
<input type="checkbox"/> 8	TRANSMIT DAILY REPORT <input type="checkbox"/>
CLR: <input type="checkbox"/> CLR	<input type="checkbox"/>

3. Press **Clear**.

PROGRAM	<input type="checkbox"/>
<input type="checkbox"/> 0 KANTOH AREA	<input type="checkbox"/>
CLEAR? <input type="checkbox"/> YES • <input type="checkbox"/> NO	

4. To delete the program: **Yes**.

PROGRAM	CHOOSE KEY
<input type="checkbox"/>	PRINT LIST → <input type="checkbox"/>
<input type="checkbox"/> NO TO CANCEL	

5. Either:

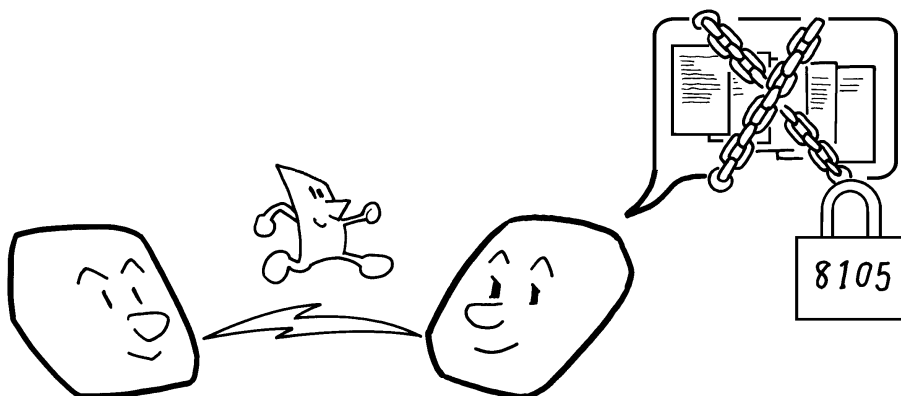
- Edit or erase another program: Go to step 2.
- Return to standby: **Function**.

## Sending Confidential Messages

### Overview

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.



- Note:**
- 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.
  - 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.

There are two types of Confidential Transmission.

### 1. Normal Confidential Transmission

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

### 2. Confidential ID Override

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

**Note:** The receiving machine's Confidential ID is not changed by this process.

If the intended receiver has a Personal Code with a Confidential ID stored with it, you can override the receiving machine's ID with that Confidential ID. Then:

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

**Cross-references**  
 Confidential ID: see page 95.      Personal Codes: see page 75.  
 Journal: see page 171.      Confidential Reception: see page 94.

**Procedure**

To set up a confidential transmission, do the following.

1. Place your document in the feeder.

2. **Function 1 and 2.**  
The machine is now in Confidential Transmission Mode.

3. Dial then press **Yes**.

4. Either:
  - Dial another number: Go to step 3.
  - Press **Start**.

**Confidential ID Override Option**

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

When in Confidential Transmission Mode (see above).

1. Press **▼, 0 and 4**.

ADVANCED FEATURES

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

Example: **2 5 6 7** on the ten key pad and press **Yes**.

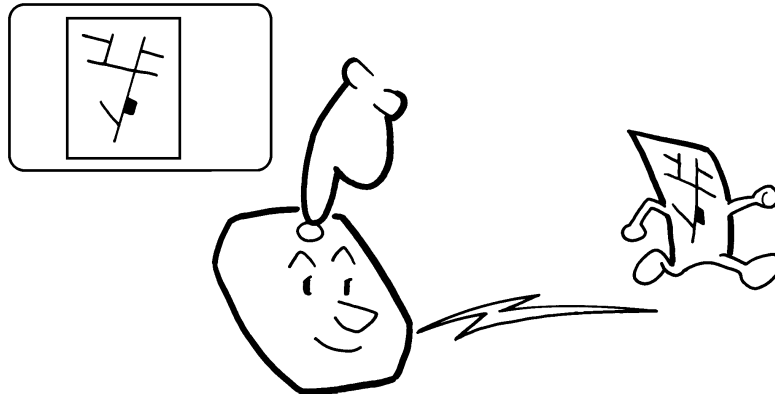
CONF. ID	PRESS	<input type="checkbox"/> YES	OR	<input type="checkbox"/> NO
2567				

3. Dial and press **Start**.

**?** For how to use other options, see page 27 and the pages following.

## Storing an Often Used Document (Auto Document)

### Overview



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

This feature is called **Auto Document**.

Then, when you need to send that page to somebody, press the Quick Dial Key or enter the Speed Dial code that you stored it in, place any other pages that you wish to send into the feeder, dial, and press Start. At the other end, the Auto Document will be printed first.

The Auto Document is transmitted as it 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 page 88).

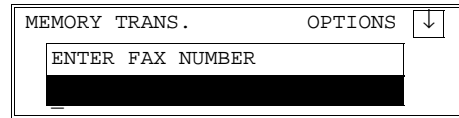
**Note:** Auto Documents can be stored in Speed Dial codes, when the Function Upgrade Card is installed.

## Storing an Auto Document

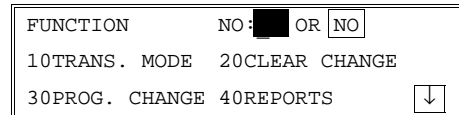
You can store the Auto Document in a Quick Dial or Speed Dial and give it a label.

### Storing an Auto Document

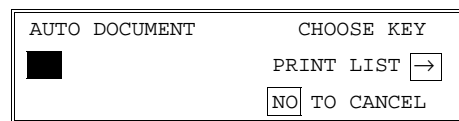
1. Place the document and select the resolution/contrast settings you require.



2. Press **Function**.



3. Press **3** and **5**.



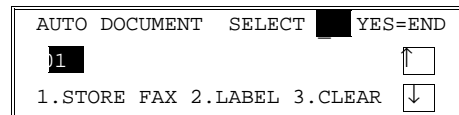
With the feature enhancing card

4. Now choose where to store the Auto Document: in a Quick Dial or Speed Dial. Either:

Press a Quick Dial key or

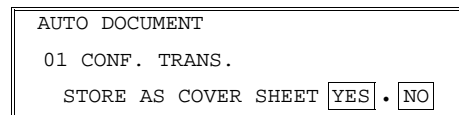
Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

If you enter the wrong number, press **No** to enter the correct number.

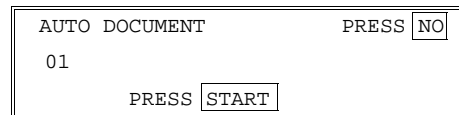


When pressing the one-touch 01

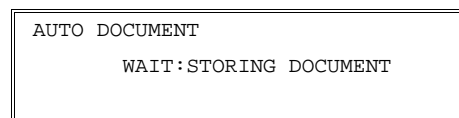
5. Press **1**.



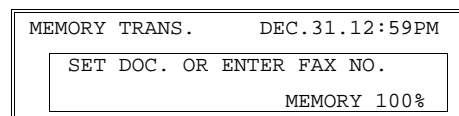
6. Press **Yes** to store the document as the cover sheet or press **No** not to.



7. Press **Start**.



8. Press **Function** to return to standby mode.



Labeling an Auto Document

1. Press **Function**.
2. Press **3** and **5**.

FUNCTION	NO: [ ] OR [ ]	[ ]
10TRANS. MODE	20CLEAR CHANGE	
30PROG. CHANGE	40REPORTS	[ ]

AUTO DOCUMENT	CHOOSE KEY
[ ]	PRINT LIST [ ]
	[ ] TO CANCEL

3. Now choose the Quick Dial key or Speed Dial code to label.

Either:

- Press a Quick Dial key  
or
- Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

If you enter the wrong number, press **No** to enter the correct number or search the correct number using **▲** and **▼**.

AUTO DOCUMENT	SELECT [ ]	YES=END
[ ]	[ ]	[ ]
1.STORE FAX	2.LABEL	3.CLEAR

When pressing the Quick Dial 29.

4. Press **2**.

AUTO DOCUMENT	ENTER LABEL
01	[ ] TO CANCEL
[ ]	ABC

When selecting "1"

5. Enter the document name using the Quick Dial key or the ten key pad.

If you enter the wrong name, press **Clear** or **No** to enter the correct name.  
**Clear** --- Erase one letter at the cursor.

**No** --- Erase all.

AUTO DOCUMENT	ENTER LABEL
01	[ ] TO CANCEL
[ ]	ABC

6. Press **Yes**.

AUTO DOCUMENT	SELECT [ ]	YES=END
[ ]	[ ]	[ ]
1.STORE FAX	2.LABEL	3.CLEAR

Press **Yes** and repeat the procedure from step 3 to name another document.

7. Press **Function**.  
Return to the standby mode.

MEMORY TRANS.	DEC.31.12:59PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

### Customized Auto Document

Programming documents into Quick Dials or Speed Dials which have destinations already stored in them is called "Customized Auto Document". You can not only amend Quick Dials/Speed Dials, but may also add programmed destinations to Auto Documents.

### Using an Auto Document

1. Make sure that the machine is in standby mode (see page 17).
2. If you wish to attach a fax message to your Auto Document, place the fax face down into the feeder.

MEMORY TRANS.      OPTIONS [v]

ENTER FAX NUMBER

[REDACTED]

3. Now choose the Quick Dial key or Speed Dial code that contains the document you need.

Either:

- Press a Quick Dial key
- or
- Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

Example: Quick Dial Key **08**.

And press **Yes**.

4. Dial the destination(s), and press **Yes**.

SEND AUTO DOCUMENT

[YES] OR [NO]

5. Either:
  - Dial another number: go to step 4.
  - No more destinations: press **Start**.

MEMORY TRANS.      OPTIONS [v]

ENTER FAX NUMBER

[REDACTED]

#### **Note:**

If you send the message to more than one location and you enter the Quick Dial key which contains the Auto Document, it will be attached to all destinations.



### Printing the Contents of an Auto Document

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

1. **Function 5 and 3.**

AUTO DOCUMENT	CHOOSE KEY
█	PRINT LIST →
	NO TO CANCEL

2. Now choose the Quick Dial key or Speed Dial code of the document you wish to print.

Either:

Press a Quick Dial key

or

Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

Example: Quick Dial Key **08** and **Yes**.

AUTO DOCUMENT	NO TO CANCEL
08	OFFICE LOCATION MAP
	PRESS START

3. **Start.**

### Changing the Contents of Auto Document

#### Changing the Label

1. Press **Function**.

FUNCTION	NO: █ OR NO
10TRANS. MODE	20CLEAR CHANGE
30PROG. CHANGE	40REPORTS
	↓

2. Press **3** and **5**.

AUTO DOCUMENT	CHOOSE KEY
█	PRINT LIST →
	NO TO CANCEL

3. Now choose the Quick Dial key or Speed Dial code of the document you wish to change.

Either:

Press a Quick Dial key

or

Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

AUTO DOCUMENT	SELECT █ YES=END
29	↑
1.STORE FAX	2.LABEL
3.CLEAR	↓

When pressing the one-touch 29.

If you enter the wrong number, press **No** to enter the correct number or search for the correct number using ▲ and ▼.

- Press **2**.  
The document name is displayed.

AUTO DOCUMENT	ENTER LABEL
01	<input type="checkbox"/> NO TO CANCEL
<input type="checkbox"/>	ABC

- Press **Clear** or **No** to enter the document name again.
- Press **Yes** to return to the standby mode.

AUTO DOCUMENT	CHOOSE KEY
<input type="checkbox"/>	PRINT LIST <input type="checkbox"/>
	<input type="checkbox"/> NO TO CANCEL

Repeat the procedure from step 3 to change another name.

- Press **Function**.

MEMORY TRANS.	DEC.31.12:59PM
SET DOC. OR ENTER FAX NO.	
	MEMORY 100%

### Erasing an Auto Document or Label

- Press **Function**.
- Press **3** and **5**.

FUNCTION	NO: <input type="checkbox"/> OR <input type="checkbox"/> NO
10TRANS. MODE	20CLEAR CHANGE
30PROG. CHANGE	40REPORTS <input type="checkbox"/>

AUTO DOCUMENT	CHOOSE KEY
<input type="checkbox"/>	PRINT LIST <input type="checkbox"/>
	<input type="checkbox"/> NO TO CANCEL

- Now choose the Quick Dial key or Speed Dial code to erase.  
Either:
  - Press a Quick Dial key  
or
  - Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

If you enter the wrong number, press **No** to enter the correct number or search for the correct number using **▲** and **▼**.

- Press **3**.

AUTO DOCUMENT	SELECT <input type="checkbox"/> [YES]=END
39 <input type="checkbox"/>	<input type="checkbox"/>
1.STORE FAX 2.LABEL 3.CLEAR	<input type="checkbox"/>

ADVANCED FEATURES

5. Either:


- Press **Yes** to erase the Auto Document.  
"Document Cleared!" will flash up.

AUTO DOCUMENT	
10 OFFICE LOCATION MAP	
CLEAR DOCUMENT?	<input type="button" value="YES"/> • <input type="button" value="NO"/>

- If you don't wish to erase this Auto Document, press **No**.

6. Either:

- Press **Yes** to erase the Auto Document's label.  
"Label Cleared!" will flash up.

AUTO DOCUMENT	CHOOSE KEY
	PRINT LIST <input type="button" value="→"/>
<input type="button" value="NO"/>	TO CANCEL

Repeat the procedure from step 3 to erase another document.

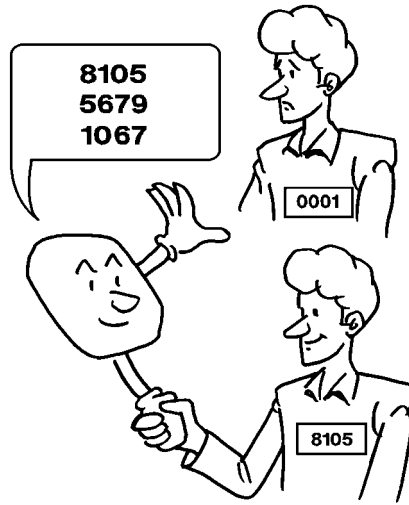
- If you don't want to make a change, press **No**.

7. Press **Function** to return to the standby mode.

MEMORY TRANS.	DEC.31.12:59PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

## Restricting Access to the Machine

### Overview



When your machine arrives from the factory and is installed for the first time, anybody can use it. However, using a system of Personal Codes, the machine can be set up to prevent unauthorized persons from using the machine. The necessary procedures are given in the following sections.

- Programming the Personal Codes: see below.
- Switching on Restricted Access: see page 79.

### Programming the Personal Codes

The main advantage of Personal Codes is that they allow you to track machine usage and restrict access to the machine. If you do not wish to restrict access to the machine, you can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

The Personal Code is a four digit code. It can have any value from 0001 to 9999.



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

- A name: This will be printed on reports, such as the Journal, to identify the users of the machine. It is also used with the Label Insertion feature.
- A Confidential ID: This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message. You can only store Confidential IDs if you have an optional memory card or hard disk.

**Note:** You cannot register more than 50 Personal Codes (if the optional Function Upgrade Card is installed, you can register up to 500 personal codes) with Names and Confidential IDs in this machine. This means that if you switch Restricted Access on, only 50 people can use the machine.

#### Cross-references

Using Personal Codes: see pages 27, 67, 79, and 97.

Label Insertion: see page 88.

Confidential Reception: see page 94.

Journal: see page 171.

Confidential ID: see page 95.

#### Storing a Personal Code

##### 1. Function 6 0 2 2 2 7 and 1

- At this time; you can print a Personal Code List if you press **Start**.

PERS. CODE	ENTER ID CODE
██████	PRINT LIST →
	NO TO CANCEL

##### 2. Input a Personal Code that you want to store in your machine for later use. Example: 5 4 7 7.

PERS. CODE	YES OR NO
5477	

- If you input the wrong code, press **No**.

##### 3. Store the code: **Yes**.

PERS. CODE	CHOOSE KEY
5477	
████	YES TO SKIP NO TO CANCEL

##### 4. Either:

- Press the Quick Dial key that you wish to program the Personal Code into. Then press **Yes**.

PERS. CODE	YES OR NO
5477	
6	

- If you don't wish to program this code into a Quick Dial key, press **No**.

- 5. Input a name for this Personal Code using the Quick Dial keys.  
Example: JOHNSON

PERS. CODE	<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/>	.	<input type="button" value="NO"/>
5477					
JOHNSON					ABC

**?** Inputting and editing labels:  
see page 223.

- If you do not wish to store a label:  
**Yes.** Go to step 7.

- 6. Store the name: **Yes.**

PERS. CODE	CONF. ID	SETTING
5477	JOHNSON	
CONF. ID:	<input type="text"/>	<input type="button" value="YES"/> TO END

- 7. Either:

- If you do not have an optional memory card or hard disk, go to step 8.
- Input a Confidential ID for the personal code used by this user.  
Example: **4 6 5 6.**

PERS. CODE	<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/>	.	<input type="button" value="NO"/>
5477	JOHNSON				
CONF. ID:	<input type="text" value="4656"/>				

If you do not wish to store an ID: **Yes.**  
Go to step 9.

- 8. Store the ID: **Yes.**

PERS. CODE	ENTER ID CODE
<input type="text"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

- 9. Either:

- Enter another code: Go to step 2.
- Finish: **Function.**

Editing or Erasing a Personal Code

- 1. **Function 6 0 2 2 2 7 and 1**

PERS. CODE	ENTER ID CODE
<input type="text"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

- 2. Input the Personal Code that you wish to edit.  
Example: **5 4 7 7.**  
And press **Yes.**

PERS. CODE	<input type="button" value="YES"/>	OR	<input type="button" value="NO"/>
<input type="text" value="5477"/>	JOHNSON		

- If you input the wrong code, press **No.**

ADVANCED FEATURES

## 3. Either:

- Erase this Personal Code: Press **Clear** then **Yes**.  
Go back to step 2.
- Edit the contents of this code:  
Press **Yes**.  
Go to step 4.

PERS. CODE	YES	OR	CLR	.	NO
5477					
JOHNSON					ABC

## 4. Either:

- To change the Quick Dial key this code has been programmed into, press the **No** key.
- If you don't wish to make a change, go straight to step 6.

PERS. CODE	CHOOSE KEY
5477 JOHNSON	
■	YES TO SKIP NO TO CANCEL

## 5. Press the Quick Dial key you want to program this code into.


PERS. CODE	YES	OR	NO
5477 JOHNSON			
6			

6. Press **Yes**.

PERS. CODE	YES	OR	CLR	.	NO
5477					
JOHNSON					ABC

7. Edit the name stored with this code. When the name is correct, press **Yes**.

PERS. CODE	YES	OR	CLR	.	NO
5477 JOHNSON					
CONF. ID: 4656					

 Inputting and editing labels:  
see page 223.

## 8. Either:

- If you do not have an optional memory card or hard disk, go to step 9.
- Edit the Confidential ID stored with this code. Press **No** then enter a new code.  
When the ID is correct, press **Yes**.

PERS. CODE	CONF. ID	SETTING
5477 JOHNSON		
CONF. ID: ■	YES	TO END

## 9. Either:

- Enter or edit another code: Go to step 2.
- Finish: **Function**.

PERS. CODE	ENTER ID CODE
■	PRINT LIST →
	NO TO CANCEL

**Switching on Restricted Access**

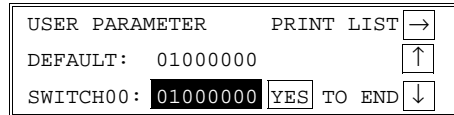
Restricted Access allows you to keep a closer track of machine usage, and deters passers-by from casually using your machine.

If this feature is switched on, users have to enter their Personal Code before they can use the machine. The Personal Code must have already been stored in the machine.

However, the user can enter codes directly at the keypad. Therefore, if you are serious about using this feature to stop casual users from operating the machine, you must allocate relatively obscure codes to all authorized users, and try to avoid obvious numbers such as 0001.

If you wish to switch Restricted Access on or off, do the following procedure (See page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**



2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▲ or ▼ until the settings for switch 05 are shown.  
The settings you need are digits 4 and 5.

SWITCH 05 : 000 0000  
Digit 4 (Underlined)  
Digit 5 (Double Underlined)

Digit	Purpose		
	Digit 5	Digit 4	Setting
4	0	0	Off
5	0	1	On
	1	0	On when the Night Timer is on

ADVANCED FEATURES

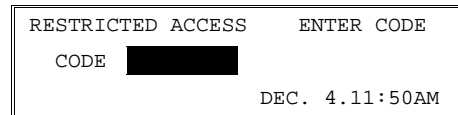
4. If you wish to change the setting, press 4 or 5 on the ten key pad.
5. Finish: **Yes** and **Function**.



### Operating the Machine with Restricted Access Switched On

If you have switched Restricted Access on, the display is as shown below when the machine is in standby mode.

Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 82 for how to store Personal Codes.



1. Either:
  - Enter your personal code.  
Example: **7 3 6 2** from the ten key pad.
  - Press the Quick Dial key where the personal code programmed.
2. After a second, the normal standby display will appear, and you can use the machine. If the normal standby display does not appear, you entered a personal code that is not stored in the machine.

If you decide that you do not wish to use the machine now, you should return the machine to Restricted Access standby mode. To do this, either:

- Insert a page into the document feeder and remove it immediately.
- Press **Function** twice.

## Tonal Signals

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

First, dial the other party. When you are through to the other end, press the tone dial 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 dial key if your machine is set up for dialing in Tone Dial (DTMF) mode.

Before you can use this feature, you must program one of the User Function Keys as the Tone key. In the following procedure, suppose that we have already programmed the **F1** key as the Tone key.

### Programing the Tone Key

1. **Function 3 and 6.**
2. Press the User Function Key (F1-F5) that you wish to program the Tone key into.

USER FUNCTION	PRESS F1 TO F5
F <span style="background-color: black; color: black;">    </span>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

3. Press **Yes**.

USER FUNCTION	ENTER CODE
F 4	CODE: <span style="background-color: black; color: black;">    </span> SCROLL <input type="button" value="↑"/> <input type="button" value="↓"/>
	<input type="button" value="NO"/> TO CANCEL

4. Either:
  - If the key is already programmed, press **No**, select 04 using by scroll keys.
  - If the key is vacant, select 04 using by scroll keys.

USER FUNCTION	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
F 4	CODE: <span style="background-color: black; color: black;">04</span> SCROLL <input type="button" value="↑"/> <input type="button" value="↓"/>
TONE KEY	

5. Press **Yes** and **Function**.

ADVANCED FEATURES

### Operating 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 **On Hook Dial**.
3. Dial the remote facility. Do not press **Start**
4. After your line is connected to the remote facility, do the following:
  - If your telephone line type is DTMF (Tone Dial): Go to step 5.
  - If your telephone line type is Pulse Dial: Press the User Function key where the Tone key is programmed. (Example: **F1**) A dot appears on the display.
5. Input the digits that you need to use the remote facility. These digits will depend on the remote facility.  
**Note:** Do not press **Start**.
6. After you have finished your business with the remote facility, hang up.

<b>Cross-reference</b> Tone Dial (Telephone Line Type): see page 290.
---

## Dialling with the Dial Option Key

The SUB (Sub-address) and SID (Sub-address ID) features allow you to send confidential messages to other manufacturer's machines provided with these features. Similarly, the SEP (Selecting Polling) and PWD (Password) features let you pick up fax messages.

### Confidential Transmission with SUB/SID

- 1 Set the document.
- 2 Enter the number of the destination.
- 3 Press the **Dial Option Key**.  
(Example : **F5**)  
**Note** : You must program F5 as the Dial Option Key before using this feature.
- 4 If this number requires an SID (Sub-address ID), press **3** and enter the SID using the ten-key pad. If there is no SID, go to step 6.
- 5 Press **Yes**.
- 6 If the number requires a sub-address (SUB), press **1** and enter the sub-address using the ten-key pad.
- 7 Press **Yes**.
- 8 Press **Yes**.
- 9 Press **Yes** then **Start**.

**Note:** You can program the sub-address ID and the sub-address in a Quick Dial, a Speed Dial or Group.

**Cross-reference** User Function Key (Dial Option Key): see page 143.

```

MEMORY TRANS.  OCT.13. 03:29PM
SET DOC.  OR  ENTER FAX NO.
                                MEMORY 100%
    
```

```

MEMORY TRANS.  OPTIONS [v]
ENTER FAX NUMBER
7890
    
```

```

DIAL OPTION  NO. : [ ] or [YES]
1 : SUB      2 : SEP
3 : SID      4 : PWD [NO] TO CANCEL
    
```

```

DIAL OPTION
ENTER SID      [NO] TO CANCEL
    
```

```

DIAL OPTION
PRESS [YES] OR [CLR] • [NO]
123456
    
```

```

DIAL OPTION  NO. : [ ] or [YES]
1 : SUB      2 : SEP
3 : [SID]    4 : PWD [NO] TO CANCEL
    
```

```

DIAL OPTION
ENTER SUB      [NO] TO CANCEL
    
```

```

DIAL OPTION
PRESS [YES] OR [CLR] • [NO]
123
    
```

```

DIAL OPTION  NO. : [ ] or [YES]
1 : [ ]      2 : SEP
3 : [ ]      4 : PWD [NO] TO CANCEL
    
```

```

MEMORY TRANS.  OPTIONS [v]
PRESS [YES] OR [CLR] • [NO]
7890
    
```

```

MEMORY TRANS.  OPTIONS [v]
ENTER NO. OR [START]  DEST: 2
    
```

ADVANCED FEATURES

**SID:** You must program the SUB password (SID) before sending fax messages by SUB. If you use standard Confidential Transmission, this is not necessary.

**Polling Reception with SEP/PWD**

- 1 Press **Function** followed by 1 1.
- 2 Enter the number of the destination.
- 3 Press the Dial Option Key.  
(Example : **F5**)  
**Note** : You must program F5 as the Dial Option Key before using this feature.
- 4 If the sender requires a password, press **4** and enter the password using the ten-key pad.  
If no password is required, or go to step 6.
- 5 Press **Yes**.
- 6 If the sender requires SEP (Selective Polling), press **2** and enter the SEP code using the ten-key pad.
- 7 Press **Yes**.
- 8 Press **Yes**.  
Or **No** to cancel.
- 9 Press **Yes** then **Start**.

**Cross-reference** User Function Key (Dial Option Key): see page 143.

**Note:** You can program the password and the selective polling in a Quick Dial, a Speed Dial or Group.

**PWD:** You must program the SEP password (PWD) before you can receive fax messages by SEP. This is not necessary with standard Polling Reception.

MEMORY TRANS. OCT.13. 03:29PM
SET DOC. OR ENTER FAX NO.
MEMORY 100%

POLLING RECV OPTIONS ↓
ENTER FAX NUMBER
123456

DIAL OPTION NO. : <input type="checkbox"/> or <input type="checkbox"/>
1 : SUB 2 : SEP
3 : SID 4 : PWD <input type="checkbox"/> TO CANCEL

DIAL OPTION
ENTER PWD <input type="checkbox"/> TO CANCEL

DIAL OPTION
PRESS <input type="checkbox"/> OR <input type="checkbox"/> • <input type="checkbox"/>
789012

DIAL OPTION NO. : <input type="checkbox"/> or <input type="checkbox"/>
1 : SUB 2 : SEP
3 : SID 4 : <input checked="" type="checkbox"/> <input type="checkbox"/> TO CANCEL

DIAL OPTION
ENTER SEP <input type="checkbox"/> TO CANCEL

DIAL OPTION
PRESS <input type="checkbox"/> OR <input type="checkbox"/> • <input type="checkbox"/>
456789

DIAL OPTION NO. : <input type="checkbox"/> or <input type="checkbox"/>
1 : SUB 2 : <input checked="" type="checkbox"/>
3 : SID 4 : <input checked="" type="checkbox"/> <input type="checkbox"/> TO CANCEL

POLLING RECV OPTIONS ↓
PRESS <input type="checkbox"/> OR <input type="checkbox"/> • <input type="checkbox"/>
123456

POLLING RECV OPTIONS ↓
ENTER NO. OR <input type="checkbox"/> DEST: 2

## Storing Part of a Number

This feature is called **Chain Dialing**.

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

- For example, you can program commonly used area or country codes into Speed Dial Codes or Quick Dial Keys.

This feature is convenient if:

- You often communicate with many terminals for which the area code, or international code is the same.
- You often make international calls.  
For example, if you often call Tokyo, Japan, program 011813 (Overseas to Tokyo from the USA) as Quick Dial Key 01. This will save work at the operation panel when dialing a Tokyo number.
- Your PBX requires an ID code before the destination number.  
For example, if your ID is 1234567, and the destination is stored in Quick Dial Key 01, enter 1234567 at the keypad, press Pause, then press Quick Dial Key 01.

**Note:** Do not store any labels with the Quick Dials and Speed Dials that you are using with Chain Dialing. This is because Label Insertion does not work with Chain Dialing.

### Cross-references

Quick Dial and Speed Dial: see page 291.

Label Insertion: see page 88.

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

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

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

When the machine asks you to dial:

On Hook Dial or Handset Mode:

Press **QuickDial01 QuickDial02 Speed Dial 1 0** then **3 3 3 3**.

Other:

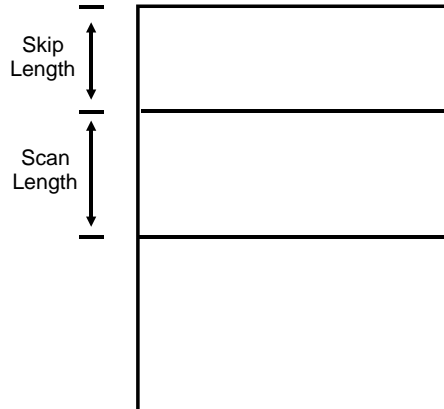
Press **QuickDial01 Pause QuickDial02 Pause Speed Dial 1 0 Pause** then **3 3 3 3**.

## Specified Image Area (Function Upgrade Card Required)



### Overview

If you only wish to transmit a part of the page, use this feature. You tell the machine what area to scan by specifying two parameters: The Skip Length, and the Scan Length. See the following diagram.



This feature cannot be used when you are transmitting using an OMR sheet, Immediate Transmission, or when you are making a copy.

Before you can use the feature during a transmission, you must:

- Set up the feature using Function 74 (see the next page).
- Program one of the User Function Keys so that you can activate this feature during the transmission procedure.

**Note:** If the skip length is longer than the paper, the machine stops scanning.

When you send with Specified Image Area, Parallel Memory Transmission is cancelled and normal Memory Transmission takes place.

If Parallel Transmission is on, you cannot send just a few pages with Specified Image Area. Should you want to send a few pages with Specified Image Area, turn Parallel Transmission off using function 63 (set switch 07 digit 2 to "0").

### Changing the Specified Image Area On/Off Home Position Setting

In a new machine, this setting is off. If you change this setting to "On", the image area that you input (using Function 74 on the next page) will be used for all of your transmitted pages, unless you switch off the light under the User Function Key that you programmed for this feature.

1. **Function 6 0 2 2 2 2 6 and 3.**

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 06 are shown.  
The setting that you need to change is digit 5.
4. If you wish to change the setting, press 5.

SWITCH00: 00000000

SWITCH06: 00000000

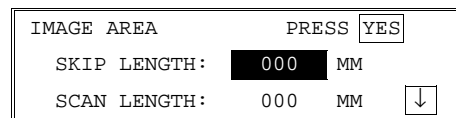
Digit 5

- 0: The home position is "Off".  
After transmission, Specified Image Area will switch itself off.
- 1: The home position is "On".  
After transmission, Specified Image Area will stay active and the lamp under the User Function Key will stay lit.

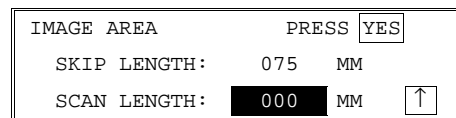
5. Finish: Press **Yes** then **Function**.

Specifying an Image Area

1. **Function 6 0 2 2 2 7** and **4**.



2. Input the skip length then press ▼.  
You must enter a three digit value.  
For example, for 75 mm, input 075.



3. Input the scan length. You must enter a three digit value.  
For example, for 95 mm, input 095.

4. Finish: **Yes** and **Function**.

- 1 inch is 25.4 mm. You must input the dimensions in mm.

The machine returns to standby mode.

Specified Image Area is available only when you are doing one of the following:

- Memory Transmission (including Confidential Transmission and Transfer Request)
- Storing a document for Polling Transmission
- Storing an Auto Document

ADVANCED FEATURES



## Label Insertion

This feature supplements the TTI. It uses the Personal Code and the Quick Dial or Speed Dial Label to inform the other party who is sending the message, and to state who the message is for.

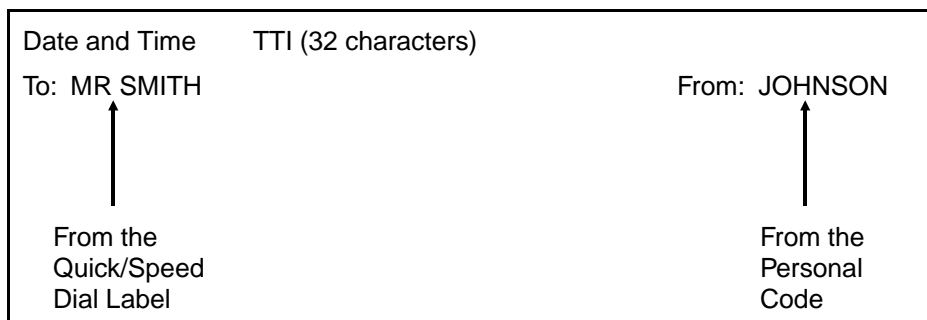
To use this feature, you must:

- Switch Label Insertion on for each Quick Dial and Speed Dial that you wish to use this feature with (see the procedures starting on pages 293 and 27).
- Program the Personal Codes of the machine's users, and store their names with their codes (see page 75).
- Program labels with the Speed Dial and Quick Dial numbers (see the procedures starting on pages 293 and 27).
- When you make a transmission, use a Quick or Speed Dial, and select the Personal Code option (see page 27).

Note: TTI on/off has no effect on this feature.

### Example:

Your fax message as received at the other end



In the above example, the message was sent using Johnson's personal code. The Quick Dial or Speed Dial used to dial the destination had MR SMITH as the label.

**Note:** If you later reprogram the Speed/Quick Dial, be sure to reprogram or delete the label as well. The top of the image will be overprinted if there is no margin at the top of the transmitted page (this is also true for the TTI).

#### Cross-references

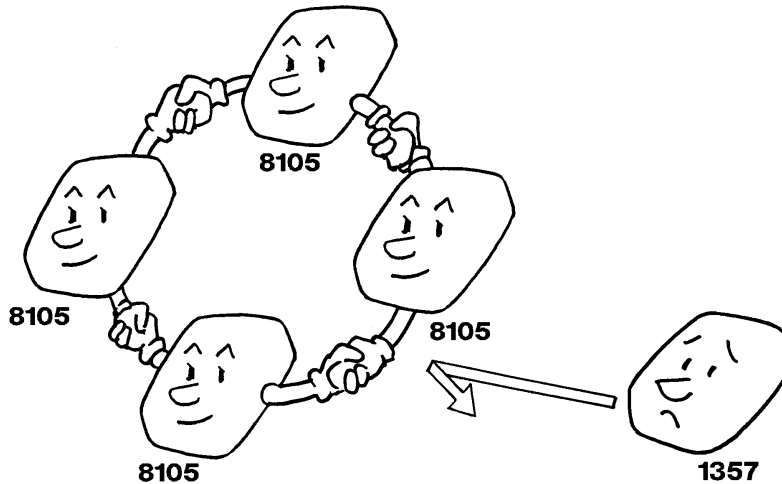
Quick Dial and Speed Dial: see page 291.

Personal Codes: see pages 27 and 75.

## Closed Network (Transmission)

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

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



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

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

### Cross-references

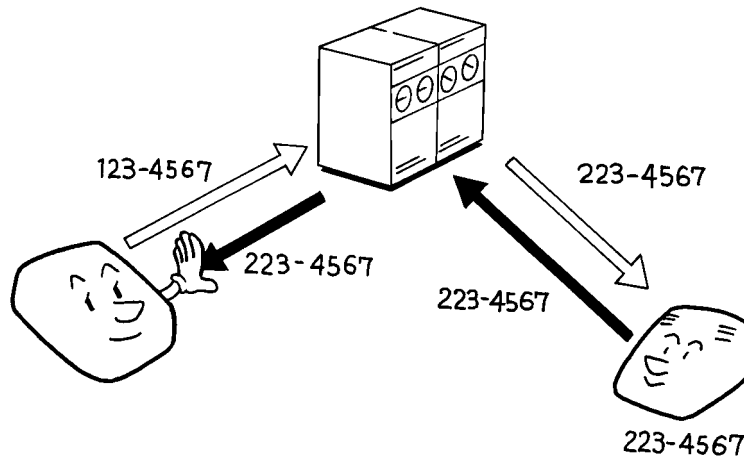
ID Codes: see page 49.

Closed Network (Reception): see page 129.

## Protection Against Wrong Connections

This feature prevents the automatic switching equipment in the telephone network from accidentally connecting you to the wrong fax terminal.

However, it does not help you if you dialed the wrong number yourself. So, even if this feature is switched on, you should still check your operation panel display to check whether you have reached the correct terminal, and be ready to press Stop if the wrong terminal's RTI or CSI is displayed.



Your machine compares the number that you dialed with the CSI received from the other end (Only the last 8 digits are checked, and spaces and pauses in the telephone number are ignored). If the CSI is not the same as the telephone number, the transmission is stopped.

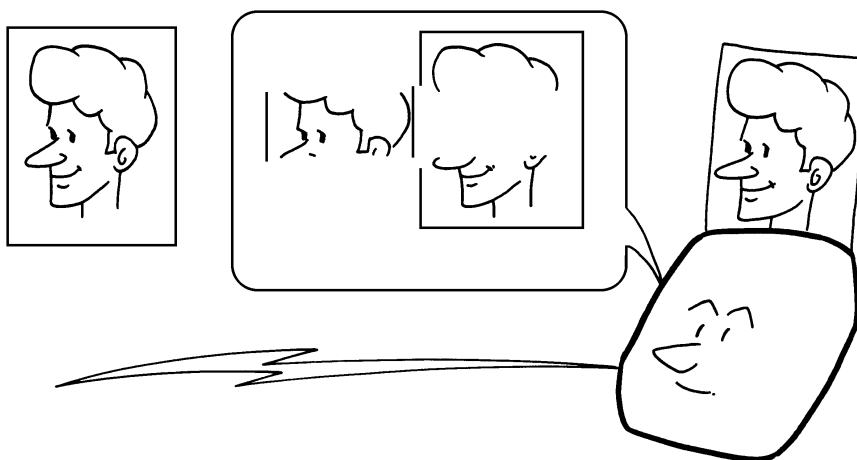
This feature has to be switched on by a service technician.

**Note:** If you cannot send a message to a certain location using this feature, contact the other end and make sure that they have stored their CSI correctly (If the other party is using a machine made by another maker, they may not be familiar with the term CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes).

**Cross-reference**

CSI: see pages 287 and 289.

## ECM (Error Correction Mode) and Page Retransmission



ECM is a signaling system that greatly reduces the chance of data being lost because of a bad telephone line. ECM is useful if you frequently communicate over poor telephone lines.

With ECM switched on, the communication cost will increase if the line is bad, but the data will be sent much more reliably.

If ECM is switched off, Page Retransmission will be used. The whole page will be resent (unless you used Immediate Transmission, in which case damaged data cannot be resent at all). ECM is more efficient, because it only resends the damaged parts of the data, and the maximum possible number of retransmission attempts is much higher, and it also works with Immediate Transmission.

- If you prefer reliable communication over communication costs, keep ECM switched on. If you however prefer to be cost effective, ask the service technician to switch ECM off.

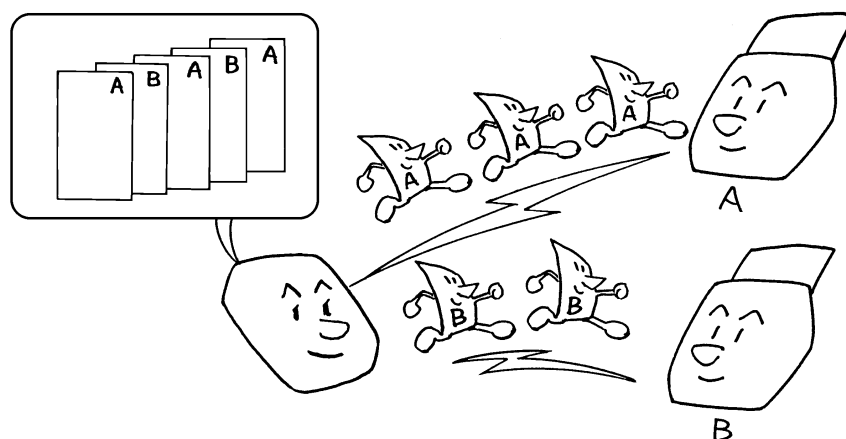
Pages can be sent up to 3 times before the machine gives up. If you wish to change the number of retries, contact a service technician.

ECM is switched on in your machine when it leaves the factory, to provide you with the ability to send accurate and complete documents as reliably as possible.

## Batch Transmission

### Overview

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



### Example:

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

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

You must program a User Function Key to turn Batch Transmission On or OFF.

- If the light under that key is on, Batch Transmission is active.
- If the light is off, Batch Transmission is disabled. Press the User Function Key to use Batch Transmission.

You can set up more than one batch. In the example shown in the diagram above, you have set up two batches; one is for destination A and one is for destination B. In another example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

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

**Note:** You can have up to 50 fax messages in the same batch.  
 Messages using Confidential Transmission cannot be put into a batch.

**Cross-reference**      Sending at a Specific Time: see page 28.

**Switching Batch Transmission On/Off**

In a new machine, this setting is "On". If you wish to change this setting, use the following procedure (See page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.

USER PARAMETER	PRINT LIST →
DEFAULT: 01000000	↑
SWITCH00: 01000000	↓
YES	TO END

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 06 are shown.  
 The setting that you need to change is digit 4.
4. If you wish to change the setting, press 4 on the ten key pad.
5. Finish: **Yes** and **Function**.

SWITCH06 : 0001 0000

Digit 4  
 0: The home position setting is "Off". Batch Transmission will be disabled after transmission. Use this if you only wish certain transmissions to be batched. However, you will have to press the Batch Transmission User Function Key for every transmission you wish to be batched.  
 1: The home position is "On". If you use Batch Transmission, it will stay on for all transmissions, until you turn off the lamp under the User Function Key.

ADVANCED FEATURES

**Well Log Transmission**

Using this feature, you can transmit a document that is longer than the maximum limit, without having to cut it up into separate sheets. However, you must contact a service technician to have this feature switched on. The name of this feature is taken from oil well borehole surveying. A well log is a vertical profile of a borehole, drawn to scale, showing important data. A well log can be several yards long.

**CAUTION:**  
 If this feature is switched on permanently, users must stay by the machine while their documents are being scanned. This is because, if the document jams, the machine may take much longer than usual to recognize the jam; this could result in excessive wear and tear of the mechanical components of the scanner.  
 If a jam does occur, press the Stop key immediately.

## RECEPTION

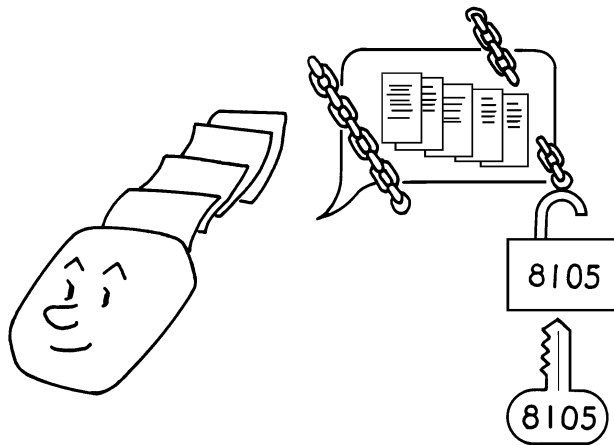
### Receiving Confidential Reception

#### Overview

This feature is called **Confidential Reception**.

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

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



- Notes:**
- For this feature to work properly, you must have stored the Confidential ID in advance.
  - The Confidential ID of both sender and receiver must be the same for this feature to work - if you are going to use it, arrive upon a mutually agreed code before hand.
  - If the machine's Confidential ID does not have any effect when trying to print a message, contact the sender and check whether they used Confidential ID Override to override your ID. Print the Journal to find out who the sender is, if necessary.
  - If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service technician for assistance.

#### **Cross-references**

Confidential ID: see page 95.

Confidential File Report: see page 97.

Confidential Transmission: see page 66.

Journal: see page 171.

Confidential ID Override: see page 66.

User Parameter List: see page 175.

**Storing a Confidential ID**

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

1. **Function 6 0 2 2 2 6 and 1.**

OWN NUMBER (G3)			
<input type="button" value="YES"/>	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

CONFIDENTIAL ID			
<input type="button" value="YES"/>	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT	<input type="button" value="↓"/>

3. **Yes.**

CONFIDENTIAL ID			
ID SETTING			
[REDACTED]			<input type="button" value="YES"/> TO END

4. Input the Confidential ID that you will be using. Example: **6 7 5 4** from the ten key pad.

CONFIDENTIAL ID			
<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/>	• <input type="button" value="NO"/>
6754			

5. **Yes and Function.**

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

**Editing the Confidential ID**

1. **Function 6 0 2 2 2 6 and 1.**

OWN NUMBER (G3)			
<input type="button" value="YES"/>	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

CONFIDENTIAL ID			
<input type="button" value="YES"/>	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="button" value="NO"/>	TO CANCEL	NEXT	<input type="button" value="↓"/>

3. **Yes.**

CONFIDENTIAL ID			
<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/>	• <input type="button" value="NO"/>
6754			

4. **No** and input a new confidential ID code Example: **8352**.

CONFIDENTIAL ID CODE			
<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/>	• <input type="button" value="NO"/>
8352			

5. **Yes and Function.**

ADVANCED FEATURES



### Printing a Confidential Fax Message

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

1. **Function 5 and 5.**

PRT CONF. RX	ENTER CONF. ID
CONFIDENTIAL ID: [REDACTED]	
	[NO] TO CANCEL

2. Input the ID. Example: **6 7 5 4** from the ten key pad.

If you cannot output a confidential file with this ID, you have input the wrong ID or the sender may have over-ridden your ID.

Contact your sender.

PRT CONF. RX	PRESS [START]
CONFIDENTIAL ID: [REDACTED]	

3. **Start.**

**Note:** If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.  
To print the message which is memory locked, see page 107.

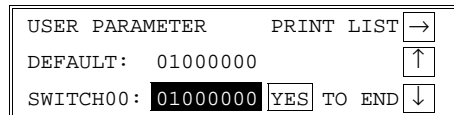
**Confidential File Report**

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

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

You can switch this report on or off using Function 63. In a new machine, it is switched on at the factory.

1. **Function 6 0 2 2 2 2 6** and **3**.



2. The settings for switch 00 are now shown on the bottom line of the display.

3. Press ▼ until the settings for 04 are shown. The settings you need to change is digit 0.

SWITCH 04 :0000 0000

Digit 0  
0: Confidential file report is switched off.  
1: Confidential file report is switched on

4. If you wish to change the setting press **0**.

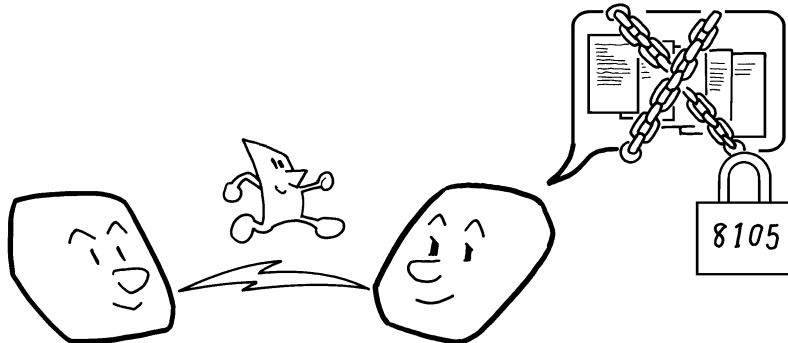
5. Finish: **Yes** and **Function**.

**Cross-reference**      Personal Codes: see page 75.

If you wish, you can prevent unidentified senders from sending you confidential messages. See page 103.

## Locking Incoming Messages (Memory Lock)

### Overview



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

To use Memory Lock, you must first:

- Store a Memory Lock ID.
- Switch Memory Lock on.

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

- Specify the senders whose messages you want to be lock in memory. Do this by programming the RTI, CSI or G4 TID of these senders
- Select the messages to store in memory:
  - a) All messages from specified senders.
  - b) All messages except those from specified senders.

<b>Cross-reference</b>	Confidential Reception: see page 94.
------------------------	--------------------------------------

### Storing a Memory Lock ID

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

1. **Function 6 0 2 2 2 6 and 1.**

OWN NUMBER (G3)			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

MEMORY LOCK ID			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

3. **Yes.**

MEMORY LOCK ID	
ID SETTING	
█	YES TO END

4. Input the Memory Lock ID that you will be using. Example: **6 7 5 4** from the ten key pad.

MEMORY LOCK ID	
YES OR CLR • NO	
6754	

5. Store the ID: **Yes** and **Function**.

Editing the Memory Lock ID

1. **Function 6 0 2 2 2 6** and **1**.

OWN NUMBER (G3)	
YES TO SET	PREVIOUS ↑
NO TO CANCEL	NEXT ↓

2. Press ▼ until the screen is as shown opposite.

MEMORY LOCK ID	
YES TO SET	PREVIOUS ↑
NO TO CANCEL	NEXT ↓

3. **Yes.**

MEMORY LOCK ID	
YES OR CLR • NO	
6754	

4. **No** and input a new number.

MEMORY LOCK ID	
YES OR CLR • NO	
5478	

5. **Yes** and **Function**.

Switching Memory Lock On/Off

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

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

**Note:** If you switch Memory Lock on, Forwarding will be automatically disabled.

1. **Function 6 0 2 2 2 6** and **2**.

LINE TYPE (PSTN)	SELECT	←	→
DP	TT	↑	
	YES TO END		↓

2. Scroll through the features with ▼ until the screen is as shown opposite.

MEMORY LOCK	SELECT	←	→
ON	OFF	↑	
	YES TO END		↓

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

LINE TYPE (PSTN)	SELECT	←	→
<b>ON</b>	OFF	↑	
		↓	
		YES TO END	

4. Finish : **Yes** and **Function**.

If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See page 103.

**Specifying Which Senders Messages to Lock in Memory**

If you would like to receive information from only select locations into memory lock, you can program the RTI, CSI, G4 TID codes of those locations. A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI, CSI or G4 TID. When you specify the senders for memory lock, you must program a list of these codes.

1. **Function 6 0 2 2 2 8** and **4**.

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST. 0.

MEMORY LOCK SELECT	█
DEST. 6	PRINT LIST →
1.RTI PROG 2.RTI	NO TO CANCEL

- At this time, you can print an Authorized Reception List by pressing ▶ **Start**.

2. Either:

- Store some RTIs/CSIs/G4 TIDs: **1**. Go to step 3.

MEMORY LOCK	ENTER RTI/CSI
	NO TO CANCEL
██████████	ABC

- View the RTIs/CSIs/G4 TIDs that you have stored: **2**. Go to step 6. DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far, and the first in the list is now displayed.

MEMORY LOCK	NO TO CANCEL
DEST. 1/6	CLR: CLR
XYZ.CO.	↓

- Finish: **Function**.

3. Type in an RTI, CSI or G4 TID, then press **Yes**.

**?** Inputting labels and digits: see page 220.

MEMORY LOCK	NO TO CANCEL
STORE AS WILD CARD?	YES • NO
XYZ.CO.	

4. Either:

- Store this as a wild card: **Yes**.
- Otherwise: **No**.

MEMORY LOCK	ENTER RTI/CSI
	NO TO CANCEL
██████████	ABC

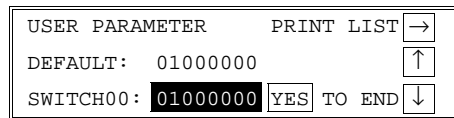
5. Either:
  - Enter another RTI, CSI or G4 TID: Go to step 3.
  - Finish: **Function**.
6. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.
  - It is not possible to edit an RTI/CSI/G4 TIDs; if you wish to do so, you must delete the incorrect entry and re-input it.
  - To delete the displayed RTI/CSI/G4 TIDs: **Clear**. Go to step 2.
  - When you have finished: **Function**.

Selecting Which Messages to Lock in Memory

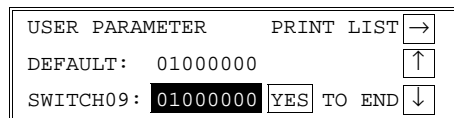
You have to select one of the following:

- Lock all messages from specified terminals.
- or
- Lock all messages except those from specified terminals.

1. **Function 6 0 2 2 2 2 6** and **3**.  
At this time, you can print a User Parameter List if you press ► and **Start**.



2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 09 are shown.



4. The setting that you need to change is that for digit 0 (double underlined) and 1 (underlined).  
Set one of the two as shown opposite.

When you want to lock incoming messages in memory from specified terminals;  
SWITCH09: 0000 0001  
If you want to lock all incoming messages except those from specified terminals;  
SWITCH09: 0000 0011

ADVANCED FEATURES

**Printing from Memory Lock**

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

1. **Function 5 and 6.**

PRT MEM. LOCK	ID SETTING
MEMORY LOCK ID:	■■■■
	<input type="button" value="NO"/> TO CANCEL

2. Input the Memory Lock ID.  
Example: **4 6 3 3** from the ten key pad.

PRT MEM. LOCK	PRESS	<input type="button" value="START"/>
MEMORY LOCK ID:		■■■■

3. **Start.**

**Note:** If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.  
To print the message using the Confidential Reception, see page 96.

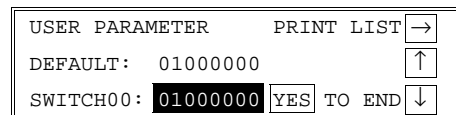
List of Special Terminals (Function 81)	Memory Lock On/Off (Function 62)	Lock messages from Special Terminals, or Print messages from Special Terminals (Function 63)	Result
Empty	On	Either	All messages are locked in memory.
Empty/Not empty	Off	Either	No messages are locked in memory.
Not empty	On	Listed	Only messages from Special Terminals are locked in memory.
Not empty	On	Non-listed	All messages are locked in memory <b>except</b> those from Special Terminals.

## Rejection of Messages from Unidentified Senders

If you wish, you can make the machine reject incoming messages that require storage to your machine's memory, if they are not accompanied with an identifier such as the RTI or CSI. Features that would be affected are Substitute Reception, Memory Lock, and Confidential Reception, Forwarding, and Action as a Transfer Station.

The procedure is as follows (see page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**  
At this time, you can print a User Parameter List if you press **◀** and **Start**. The settings for switch 00 are now shown on the bottom line of the display.



2. Press **▼** until the settings for switch 05 are shown.  
The setting that you need to change is that for digit 1.
3. If you wish to change the setting, press **1** on the ten key pad.
4. Finish: **Yes** and **Function**.

SWITCH05: 0000 000  
Digit 1 (Double Underlined)  
0: Messages are not rejected.  
1: Messages are rejected.

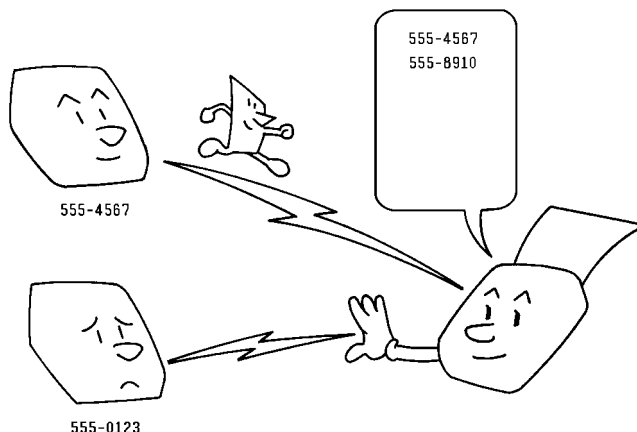
Cross-references	
Substitute Reception: see page 40.	Confidential Reception: see page 94.
Memory Lock: see page 98.	Forwarding: see page 108.



## Authorized Reception

### Overview

This feature helps you to reject junk fax mail. It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.



To use this feature:

- Switch Authorized Reception on.
- Specify the senders whose messages you want accept. Do this by programming the RTI/CSI/G4 TID's of these senders. (Ask the sending party what their RTI/CSI/G4 TID is. Or make a communication with that terminal, print a JOURNAL and read off the RTI/CSI/G4 TID.)  
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI, CSI or G4 TID. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
- Select the messages to accept, either
  - a) All messages from specified senders
  - b) All messages except those from specified senders.

If the sender's RTI/CSI/G4 TID is not the same as any of those that you have programmed into this feature, the message will not be accepted.

The number of RTI/CSI/G4 TID's that you can store for use with this feature is limited to 30. However, you can use Wild Cards to extend the number of RTI/CSI/G4 TID's that you can specify.

**Note:** If you turn Authorized Reception on and you do not program any senders' RTI/CSI/G4 TID's, your machine will not accept any messages. If one of the authorized terminals changes their RTI/CSIG4 TIDs, you have to change the stored RTI/CSI/G4 TIDs also. Otherwise, your machine cannot identify the senders as Specified Senders. Then, you will not be able to accept messages from that sender any more with the current setting.

**Cross-references**  
 RTI and CSI: see page 287. Wild Cards: see page 118.  
 JOURNAL: see page 171.

**Switching Authorized Reception On/Off**

Before you use Authorized Reception, you have to switch it on using Function 62. If it is switched off, the machine will accept any incoming fax message.

1. **Function 6 0 2 2 2 2 6** and **2**.

LINE TYPE (PSTN)	SELECT	←	→
DP	<b>TT</b>	↑	↓
YES		TO END	

2. Scroll through the list of features with ▼ until the screen is as shown opposite. Press **Yes**.

AUTHORIZED RECEPTION	SELECT	←	→
ON	<b>OFF</b>	↑	↓
YES		TO END	

3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes** and **Function**.

**Programming the List of the Senders for Authorized Reception**

A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI, CSI or G4 TID code. When you specify the senders for authorized reception, you must program a list of these codes.

1. **Function 6 0 2 2 2 2 8** and **1**.  
 DEST . 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST . 0.

AUTHORIZ. RX	SELECT	▶
DEST. 6	PRINT LIST	→
1.RTI PROG 2.RTI <b>NO</b> TO CANCEL		

- At this time, you can print a Special Number List by pressing ▶ **Start**.

2. Either:

- Store some RTIs/CSIs/G4 TIDs: **1**. Go to step 3.

AUTHORIZ. RX	ENTER RTI/CSI
[REDACTED]	ABC
NO TO CANCEL	

- View the RTIs/CSIs/G4 TIDs that you have stored so far: **2**. Go to step 6.  
 DEST . 1 / 6 means that there are 6 RTIs/CSIs/G4 TIDs programmed so far, and the first in the list is now displayed.

AUTHORIZ. RX	NO TO CANCEL
DEST. 1 / 6	CLR: CLR
XYZ. CO.	↓

ADVANCED FEATURES

Finish: **Yes.**

3. Type in an RTI, CSI or G4 TID, then press **Yes.**



Label input and editing: see page 220.

AUTHORIZ. RX	
STORE AS WILD CARD?	<input type="checkbox"/> YES • <input type="checkbox"/> NO
XYZ. CO.	

4. Either:

Store this RTI as a wild card: **Yes.**

Otherwise: **No.**

AUTHORIZ. RX	ENTER RTI/CSI
<input type="checkbox"/> NO	TO CANCEL
[REDACTED] ABC	

5. Either:

Enter another RTI, CSI or G4 TID: Go to step 3.

Finish: **Function.**

6. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.

It is not possible to edit an RTI/CSI/G4 TID; if you wish to do so, you must delete the incorrect entry and re-input it.

To delete the displayed RTI/CSI/G4 TID: **Clear.** Go to step 2.

When you have finished: **Function.**

**Note:** When you program a G4 TID, program "Country Code" "-" "Telephone Number" "=" "Terminal ID Code". Program "-" and "=" in the way to store symbols.

Selecting Which Messages to Accept

You can select one of the following two kinds of Authorized Reception:.

Only accept incoming messages from the Specified Senders whose RTI/CSI's are programmed.

Accept all incoming messages except those from the Specified Senders whose RTI/CSI/G4 TID are programmed.

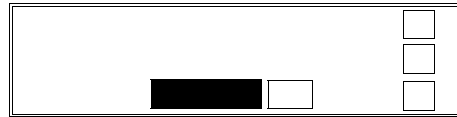
1. Function **6 0 2 2 2 2 6** and **3.**

The settings for switch 00 are now shown on the bottom line of the display.

[REDACTED]	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>

2. Press ▼ until the settings for switch 08 are shown.

The settings that you need to change are digit 2 (double underline) and 3 (single underline).



3. Set one of the two as shown opposite Press 2 of the ten key pad to change the setting of digit 2. Press 3 to change the setting of digit 3.

If you want to accept all incoming messages from the Special Terminals.

SWITCH08: 0000 0100

If you want to accept all incoming messages except those from the Special Terminals.

SWITCH08: 0000 1100

4. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Authorized Reception on/off (Function 62)	Accept messages from Special Terminals listed or not listed (Function 63)	Result
<u>Empty</u>	On	Either	No messages are accepted.
<b>Empty/Not empty</b>	Off	Either	All messages are accepted.
<b>Not empty</b>	On	Listed	Only messages from Special Terminals are accepted.
<b>Not empty</b>	On	non-listed	All messages are accepted <b>except</b> those from Special Terminals.

ADVANCED FEATURES

**Note:** The combined maximum number of Special Terminals that you can program for the features below is 30 (50 when the optional Function Upgrade Card is installed).

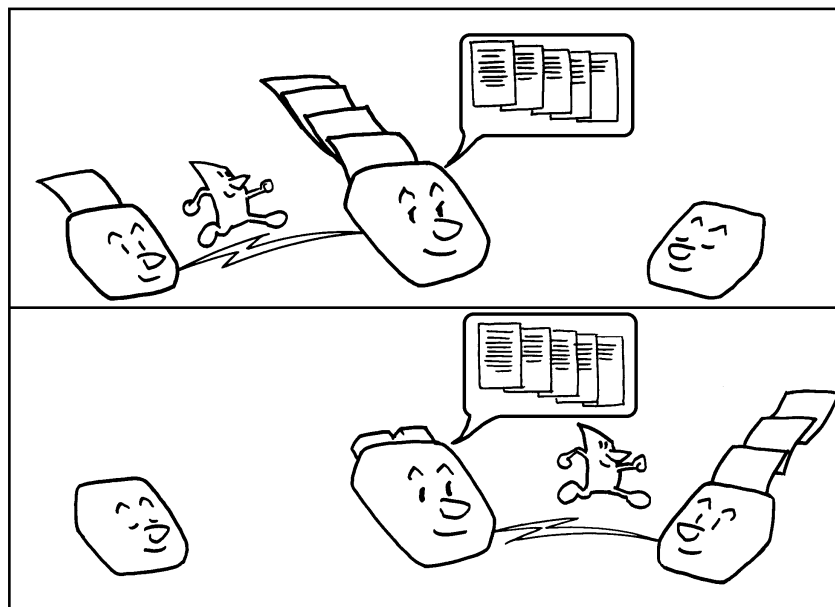
- Authorized Reception
- Forwarding
- Multi-sort Document
- Memory Lock
- Memory Disk File
- Specified Cassette Selection

## Forwarding

### Overview

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called "forwarding terminals".

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.



To set up Forwarding, program your machine as follows:

- Program the phone numbers of the forwarding terminals that you will use.
- Specify the senders whose messages you want to forward. (Ask the sending party what their RTI/CSI/G4 TID is. Or make a communication with that terminal, print a JOURNAL and read off the RTI/CSI/G4 TID.)  
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI, CSI or G4 TID. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
- Select the messages to forward, either:
  - a) All messages from specified senders.
  - b) All messages except those from specified senders.

If the RTI/CSI/G4 TID of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

**Note:** Messages received with the following features are not forwarded:  
Confidential Reception, Memory Lock and Polling Reception

**Notes:**  
 Your machine prints all the messages that it forwards. If you do not want to it to do this, change the setting of the user parameter (Function 63) switch 11 bit 6 to '0'.  
  
 You can select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the output. This mark brings to the other party's attention that this message has been forwarded. See page 8 for more about the Forwarding Mark.  
  
 If one of the senders changes their RTI/CSI/G4 TIDs, you must change the stored RTI/CSI/G4 TIDs, or you will not be able to forward messages from that sender.

**Cross-references**                      Journal: see page 171.  
 RTI and CSI: see page 287.              Wild Cards: see page 118.

**Programming the Forwarding Feature**

This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

1. **Function 6 0 2 2 2 8 and 2.**  
 To print a specified terminal list, press ►.

FORWARDING	SET FORWARD. CODE
NO. [REDACTED]	PRINT LIST [→]
	[NO] TO CANCEL

2. Input a two digit code from 01 to 05 for a forwarding station number.  
 Example: 02

FORWARDING	YES OR NO
NO. 02 DEST. 0	[↑]
	[↓]

- DEST.0 on the opposite display shows that there are no RTIs/CSIs/G4 TIDs stored so far for this forwarding station.


3. **Yes.**

FORWARDING	ENTER FAX NUMBER
NO. 02	[NO] TO CANCEL
[REDACTED]	

4. Input the telephone number of this forwarding station.
  - If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine.

ADVANCED FEATURES

Then press **Yes**.

-  See page 17 for how to dial.  
Do not use the handset.

FORWARDING	SELECT	<input type="checkbox"/>
NO. 02 DEST. 0		
1.RTI	PROG	2.RTI
		<input type="checkbox"/> YES TO END

5. Either:

- If you wish **all** incoming messages to be forwarded to this station:  
Do not store any RTIs/CSIs/G4 TIDs for it.  
Instead: **Yes**.  
Then either go to step 2 to program another forwarding station,  
or press **Function** to finish.

- If you only wish messages from certain senders to be forwarded to this station:  
Input their RTIs, CSIs or G4 TIDs (messages from senders other than these will not be forwarded to this station):  
Press **1**, then go to step 6.

FORWARDING	ENTER RTI/CSI
<input type="checkbox"/> NO TO CANCEL	
[REDACTED] ABC	

- View the RTIs/CSIs/G4 TIDs that you have stored so far: **2**. Go to step 9.  
DEST 1/6 means that there are 6 RTIs/CSIs/G4 TIDs stored so far, and the first in the list is now displayed.

FORWARDING	<input type="checkbox"/> NO TO CANCEL
NO.01 DEST. 1/6	CLR: <input type="checkbox"/> CLR
XYZ. CO.	

- Finish storing RTIs/CSIs/G4 TIDs for this forwarding station and input another forwarding station number: **Yes**. Go to step 2.
- Finish: **Function**

6. Type in an RTI, CSI or G4 TID, then press **Yes**.

- You can program up to 10 Special Terminals for each Forwarding station and up to 30 Special Terminals in total.

FORWARDING
STORE AS WILD CARD? <input type="checkbox"/> YES • <input type="checkbox"/> NO
XYZ. CO.

7. Either:

- Store this RTI as a wild card, press **Yes**.
- Otherwise: **No**.

FORWARDING	ENTER RTI/CSI
<input type="checkbox"/> NO TO CANCEL	
[REDACTED] ABC	

8. Either:

- Enter another RTI, CSI or G4 TID: Go to step 6.
- Finish: **No**. Go to step 5.

9. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.

- To delete the displayed RTI/CSI/G4 TID: **Clear**.
- When you have finished: **No**. Go to step 5.

Editing the Forwarding Feature

1. **Function 6 0 2 2 2 2 8** and **2**.

FORWARDING	SET FORWARD. CODE
NO. [ ]	PRINT LIST [→]
	[NO] TO CANCEL

2. Input the code number of the forwarding station that you wish to edit.  
Then press **Yes**.

- See the Forwarding List for a list of these codes.

FORWARDING	[YES] OR [CLR] • [NO]
NO. 01	
[2125553456]	

3. Either:

- Erase this forwarding station number and all RTIs/CSIs/G4 TIDs stored with it:  
Press **No** x 2, then **Yes** to erase. Go to step 2.
- Edit this forwarding station's telephone number.  
If it is correct: **Yes**.  
DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far for this forwarding station.

FORWARDING	SELECT [ ]
NO.01 DEST.6	
1.RTI PROG 2.RTI	[YES] TO END

4. Either:

- To add RTIs/CSIs/G4 TIDs to this number: **1**  
Go to step 6.
- To view or delete RTIs/CSIs/G4 TIDs allocated to this number: **2**.  
Go to step 5.  
DEST. 1 / 6 means that there are 6 RTIs/CSIs/G4 TIDs programmed so far for this forwarding station, and the first in the list is now displayed.
- If you wish to view another forwarding station number: **Yes**.  
Go to step 2.
- Finish: **Function**.

FORWARDING	
STORE AS WILD CARD?	[YES] • [NO]
XYZ. CO.	

FORWARDING	[NO] TO CANCEL
NO.01 DEST.1/6	CLR: [CLR]
XYZ. CO.	

FORWARDING	SET FORWARD. CODE
NO. [ ]	PRINT LIST [→]
	[NO] TO CANCEL

ADVANCED FEATURES



- 5. ▼ until the RTI/CSI/G4 TID that you wish to delete appears.

FORWARDING	SELECT	█
NO. 02 DEST.0		
1.RTI	PROG	2.RTI
		YES TO END

To delete the RTI/CSI/G4 TID: **Clear**, then go to step 4.

- It is not possible to edit an RTI/CSI/G4 TID; if you wish to do so, you must delete the incorrect label and store a new one.

**CAUTION:** If you delete all the RTIs, CSIs and G4 TIDs for a forwarding station, you must also delete the forwarding station (see step 3). If you do not do this, all incoming messages will be forwarded to that station.

- 6. Type in an RTI, CSI or G4 TID, then press **Yes**.

FORWARDING
STORE AS WILD CARD? YES . NO
XYZ. CO.

**?** Inputting labels: see page 220.

- 7. Either:
  - Store this RTI as a wild card: **Yes**.
  - Otherwise: **No**.
- 8. Either:
  - Input another RTI/CSI/G4 TID for this forwarding station: go to step 6.
  - Finish working on this forwarding station: **No**. Go to step 4.
  - Finish: **Function**.

Selecting Which Messages to Forward

You have to select one of the following two things.

- Forward all incoming messages from specified senders.
- or
- Forward all incoming messages except those from specified senders.

- 1. **Function 6 0 2 2 2 2 6** and **3**.  
The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<u>01000000</u>	YES TO END ↓

- 2. Press ▼ until the settings for switch 08 are shown.  
The settings that you need to change are digit 6 (double underline) and 7 (single underline).

SWITCH 08: 0000 0000

3. Set one of the two as shown opposite

Press **6** of the ten key pad to change the setting of digit 6.  
Press **7** to change the setting of digit 7.

If you want to forward all incoming messages from special terminals.

SWITCH8: 0100 0000

If you want to forward all incoming messages except those from special terminals.

SWITCH8: 1100 0000

4. Finish: **Yes** and **Function**.

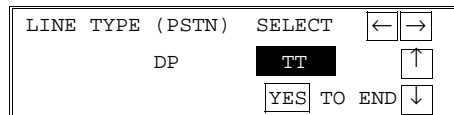
**Switching Forwarding On/Off**

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

After you switch Forwarding on, <FORWARD> is displayed on the operation panel when the machine is in standby mode.

**Note:** Forwarding cannot be switched on if Memory Lock is switched on. If you wish to use Forwarding, you must switch Memory Lock off.

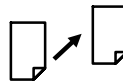
1. **Function 6 0 2 2 2 2 6** and **2**.



2. Scroll through the list of features with ▼ and ▲ until "FORWARDING" appears.
3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes** and **Function**.

ADVANCED FEATURES

**Enabling and Disabling the Forwarding Mark**

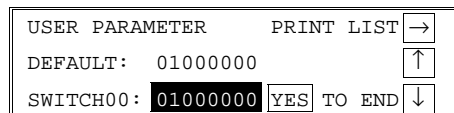


The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6** and **3**.

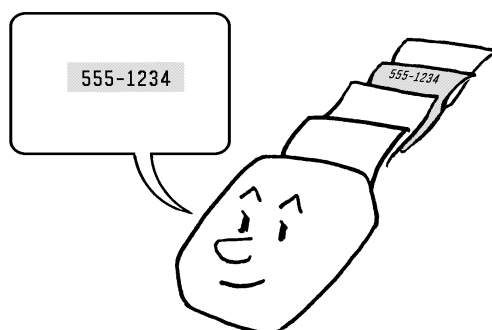
The settings for switch 00 are now shown on the bottom line of the display.



2. Press ▼ until the settings for switch 02 are shown.  
The setting that you need to change is digit 0.
- |                             |
|-----------------------------|
| SWITCH02: 0000 000 <u>0</u> |
| Digit 0 (Double Underlined) |
| 0: Forwarding Mark is Off   |
| 1: Forwarding Mark is On    |
3. If you wish to change the setting, press **0** on the ten key pad.
  4. Finish: **Yes** and **Function**.

## Specified Cassette Selection (Optional Paper Feed Unit Required)

### Overview



This feature is only available if your machine has more than one cassette. Using this feature, you can direct fax messages from certain senders to be printed from the upper cassette.

#### **Example:**

Put yellow paper in the upper cassette. Then, messages from head office can be printed out on yellow paper; this will make it easy for you to see when a message from head office has arrived.

To direct messages from a particular sender to a special cassette:

- Program the RTI, CSI or G4 TID of the sender. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a Journal, and read off the RTI/CSI/G4 TID.)  
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI, CSI or G4 TID. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
- Switch Specified Cassette Selection on.
- Select the messages to be printed from upper cassette.
  - a) All messages from specified senders
  - b) All messages except those from specified senders.

If the RTI/CSI/G4 TID is not the same as any of those that you have programmed into this feature, the incoming message will be printed on paper from the normally-used cassette.

The number of RTI/CSI/G4 TID's that you can store for use with this feature is 10. You can use Wild Cards to extend the number of RTI/CSI/G4 TID's that you can specify.

**Note:** If one of the senders changes their RTI/CSI/G4 TID, you have to change the stored RTI/CSI/G4 TID also. Otherwise, messages from that sender will no longer be sent to the required cassette.

<b>Cross-references</b>	Journal: see page 171.
RTI and CSI: see page 287.	Wild Cards: see page 118.

**Programming the Specified Cassette Selection Feature**

1. **Function 6 0 2 2 2 2 8 and 6.**  
DEST.6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST.0.

CST SELECT	SELECT <input type="checkbox"/>
DEST. 6	PRINT LIST <input type="button" value="→"/>
1. RTI PROG 2. RTI	<input type="button" value="NO"/> TO CANCEL

- At this time, you can print a Specified Cassette Selection List by pressing **▶ Start**.

2. Either:

- Store some RTIs/CSIs/G4 TIDs: 1. Go to step 3.

CST SELECT	ENTER RTI/CSI
	<input type="button" value="NO"/> TO CANCEL
████████████████████	ABC

- View the RTIs/CSIs/G4 TIDs that you have stored so far: 2. Go to step 6.

CST SELECT	<input type="button" value="NO"/> TO CANCEL
DEST. 1/6	CLR: <input type="button" value="CLR"/>
XYZ. CO.	<input type="button" value="↓"/>

3. Type in an RTI, CSI or G4 TID using a Quick Dial Key or the ten key pad then press **Yes**.

CST SELECT	STORE AS WILD CARD? <input type="button" value="YES"/> • <input type="button" value="NO"/>
XYZ. CO.	

4. Either:

- Store this RTI as a wild card: **Yes**.
- Otherwise: **No**.

CST SELECT	ENTER RTI/CSI
	<input type="button" value="NO"/> TO CANCEL
████████████████████	ABC

5. Either:

- Enter another RTI, CSI G4 TID: Go to step 3.
- Finish: **Function**.

6. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with **▼**.

- It is not possible to edit previously stored RTIs/CSIs/G4 TIDs; if you wish to do so, you must delete the incorrect label and store a new one.

ADVANCED FEATURES

- To delete the displayed RTI/CSI/G4 TID: **Clear**.
- When you have finished: **Function**.

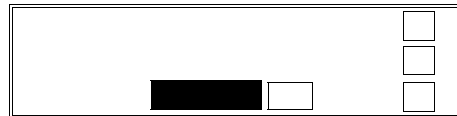
**Note:** Messages from senders that have RTI/CSI/G4 TIDs that match those that were input using the above procedure will be printed using the first (upper) paper cassette.  
 If there is no paper in the upper cassette, messages from the specified senders will be stored in the memory (substitute reception).  
 If there is no paper in the lower cassette, messages from other senders will be stored in the memory.

### Selecting Which Messages to Print from the Specified Cassette

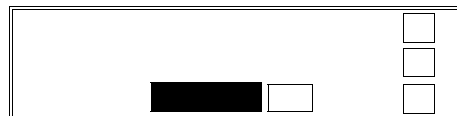
You can select one of the following two settings:

- Print messages from the specified senders whose RTI/CSI/G4 TID are programmed from the upper cassette.
- Print all messages except those from the specified senders whose RTI/CSI/G4 TID are programmed from the upper cassette.

1. Function **6 0 2 2 2 2 6** and **3**.  
The settings for switch 00 are now shown on the bottom line of the display.



2. Press ▼ until the settings for switch 08 are shown.  
The settings that you need to change are digit 4 (double underline) and 5 (single underline).



3. Set one of the two as shown opposite. Press **4** on the ten key pad to change the setting of digit 4. Press **5** to change the setting of digit 5.

If you want to print all incoming messages from the specified senders.

SWITCH08: 0001 0000

If you want to print all incoming messages except those from the specified senders.

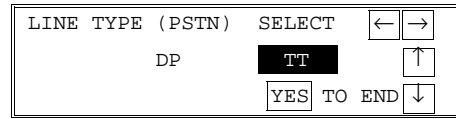
SWITCH08: 0011 0000

4. Finish: **Yes** and **Function**.

**Switching Specified Cassette Selection On/Off**

Before you use this feature, you have to switch it on using Function 62.

1. **Function 6 0 2 2 2 6 and 2.**



2. Scroll through the list of features with ▲ and ▼ until CASSETTE SELECTION appears.
3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes Function.**

List of Special Terminals	Specified Cassette on/off (Function 62)	Print messages from from the Upper Cassette listed or not listed (Function 63)	Result
Empty	On	Either	All messages are printed from the upper cassette.
Empty/Not empty	Off	Either	No messages are printed from the upper cassette.
Not empty	On	Listed	Only messages from Special Terminals are printed from the upper cassette.
Not empty	On	non-listed	All messages are printed from the upper cassette, except those from Special Terminals.

ADVANCED FEATURES

## Wild Cards

This feature greatly enhances the effectiveness of the following features:

- Authorized Reception
- Forwarding
- Memory Lock
- Multi-sort Document
- Specified Cassette Selection
- Memory Disk File

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI or CSI of the other terminal, and acts accordingly.

When you program RTIs for these features, you can program wild cards to greatly expand the number of terminals that you can receive from.

### Example:

If you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you don't have to store the RTI of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the RTIs of all XYZ branches contain an "XYZ" somewhere in the RTI, messages coming in from them will be accepted, and sent on to head office.

**CAUTION:** This feature cannot recognize spaces.

**Example:** If you store MAN as a wild card, and a terminal with an RTI that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

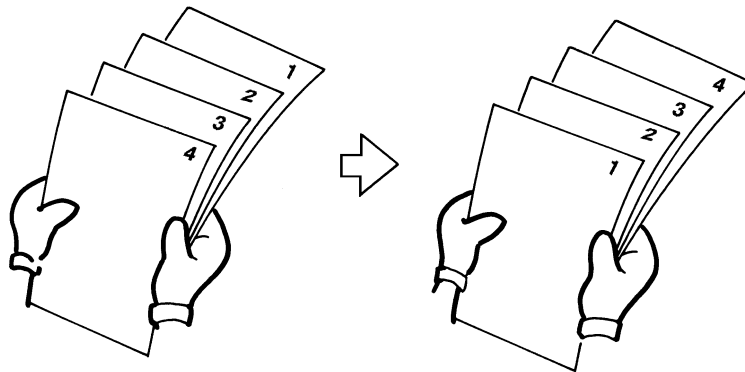
### Cross-references

Authorized Reception: see page 104.

RTI and CSI: see page 287.

Forwarding: see page 108.

## Reverse Order Printing



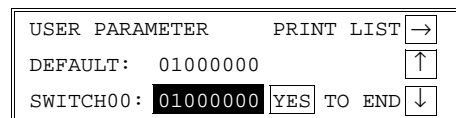
Normally, the machine prints the pages of received messages in the order that they were received uncollated.

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and more convenient for reading them.

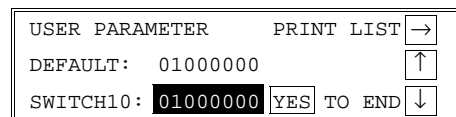
Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, do the following procedure. (See page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**  
The settings for switch 00 are now shown on the bottom line of the display.



2. Press ▼ until the settings for switch 10 are shown.



3. The setting that you need to change is digit 0 (Double Underlined).

SWITCH10: 0000 0001  
Digit 0 (Double Underlined)  
0: This feature is Off.  
1: This feature is On.

4. If you wish to change the setting, press **0** on the ten key pad.
5. Finish: **Yes** and **Function**.



## Multi-sort Document Reception

Using this feature, more than one copy of each incoming fax message can be printed. You may also choose to have more than one copy from only select senders. This feature eliminates the extra steps needed to have someone make photocopies.

For example, if you switch this feature on overnight, you will not have to make distribution copies of the messages that came in during the night. However, the paper in the cassette will be used up much faster.

To use Multi-sort Document Reception, you must first:

- Switch multi-sort on (Function 62).
- Set the number of copies (Function 83).
- Specify the senders whose messages you want to multi-sort. Do this by programming the RTI, CSI or G4 TID of these senders (Function 83).
- Select the messages to multi-sort copied (Function 63):
  - a) All messages from specified senders.
  - b) All messages except those from specified senders.

### Cross-references

Reverse Order Printing: see page 119.      Copying an Original: see page 163.

### Switching Multi-Sort On or Off

Before you can make multiple copies, you have to switch it on using Function 62.

1. **Function 6 0 2 2 2 2 6** and **2**.
2. Scroll through the list of features with ▼ until the screen is as shown opposite.
3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes** and **Function**.

LINE TYPE (PSTN)	SELECT	←	→
DP	TT		↑
	YES TO END		↓

MULTISORT	SELECT	←	→
ON	OFF		↑
	YES TO END		↓

MULTISORT	SELECT	←	→
ON	OFF		↑
	YES TO END		↓

**Setting the Number of Copies and Programming the Senders for the Multi-sort Document**

1. **Function 6 0 2 2 2 2 8 and 3.**

```
MULTISORT      ENTER 1-9 COPY
ENTER # COPY:  1 COPY(S)
                YES TO END
```

2. Input the number of copies that you need, then press **Yes**.  
Copies of incoming faxes will be collated.

```
MULTISORT      SELECT █
DEST.0          PRINT LIST →
1.RTI PROG. 2.RTI  NO TO CANCEL
```

**Note:** Maximum number of copies: 9  
To use Multi-sort Document Reception, you must switch Reverse Order Printing on. See page 119 for how to do this.

3. Either:

- Print a specified terminal list: press ► and **Start**.
- Store some RTIs/CSIs/G4 TIDs: **1**.  
Go to step 4.

```
MULTISORT      ENTER RTI/CSI
                NO TO CANCEL
██████████████ ABC
```

- View the RTIs/CSIs/G4 TIDs that you have stored so far: **2**. Go to step 7.

```
MULTISORT      NO TO CANCEL
DEST.1/6       CLR: CLR
XYZ. CO.
```

4. Type in an RTI, CSI or G4 TID, then press **Yes**.

```
MULTISORT
STORE AS WILD CARD? YES . NO
XYZ. CO.
```

**?** Inputting and editing labels: see page 220.

5. Either:  
Store this RTI as a wild card: **Yes**.  
Otherwise: **No**.

```
MULTISORT      ENTER RTI/CSI
                NO TO CANCEL
██████████████ ABC
```

6. Either:

- Enter another RTI, CSI or G4 TID: Go to step 4.
- Finish: **Function**.

ADVANCED FEATURES

7. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.
  - It is not possible to edit previously stored RTIs/CSIs/G4 TIDs; if you wish to do so, you must delete the incorrect label and store a new one.
  - To delete the displayed RTI/CSI/G4 TID: **Clear**.
  - When you have finished: **Function**.

**Note:** Messages from senders that have RTI/CSIs/G4 TIDs that match those that were input using the above procedure will be printed using the first (upper) paper cassette.  
 If there is no paper in the upper cassette, messages from the specified senders will be stored in the memory (Substitute Reception).  
 If there is no paper in the lower cassette, messages from other senders will be stored in the memory.

### Selecting Specified Senders for Multi-Sort

You have to select one of the following:

- Only Multi-Sort messages from specified senders
- or
- Multi-Sort all messages except those from specified senders.

1. **Function 6 0 2 2 2 2 6 and 3.**

USER PARAMETER	PRINT LIST →
DEFAULT: 01000000	↑
SWITCH00: <u>01000000</u> YES TO END	↓

**Yes.**

The settings for switch 00 are now shown on the bottom line of the display.

2. Press ▼ until the settings for switch 08 are shown.

The settings that you need to change are digit 0 (double underline) and 1 (single underline).

Press **0** on the ten key pad to change the setting of digit 0.

Press **1** to change the setting of digit 1.

USER PARAMETER	PRINT LIST →
DEFAULT: 01000000	↑
SWITCH08: <u>01000000</u> YES TO END	↓

SWITCH08: 0000 000

3. Set one of the two as shown opposite:

When you want to Multi-sort all incoming messages from special terminals.

SWITCH08: 0000 0001

When you want to Multi-sort all incoming messages except those from special terminals

SWITCH08: 0000 0011

4. Finish: **Yes** and **Function**

List of Special Terminals (Function 81)	Multi-sort on/off (Function 62)	Multi-sort from the Special Terminals listed or not listed (Function 63)	Result
Empty	On	Either	All messages are Multi-sorted.
Empty/Not empty	Off	Either	No messages are Multi-sorted.
Not empty	On	Listed	Only messages from Special Terminals are Multi-sorted.
Not empty	On	non-listed	All messages are Multi-sorted <b>except</b> those from Special Terminals.

## Printing a Center Mark

If you switch this feature on, a mark is printed halfway down each received page on the left hand side. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

The center mark is not printed when you use the machine for making copies.

To switch this feature on, do the following. (See page 223 if you need more information about the User Parameter settings adjustment procedure).

### 1. **Function 6 0 2 2 2 6 and 3.**

Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<u>01000000</u>	YES TO END ↓

### 2. Press ▼ until the settings for switch 02 are shown.

The setting that you need to change is digit 1 (Double Underlined).

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH02:	<u>01000000</u>	YES TO END ↓

SWITCH02: 0000 0010

Digit 1 (Double Underlined)

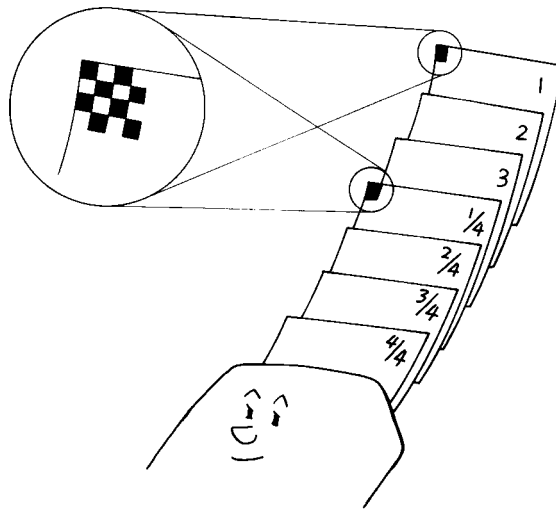
0: The center mark will not be printed

1: The center mark will be printed

### 3. If you wish to change the setting, press **1** on the ten key pad.

### 4. Finish: **Yes** and **Function**.

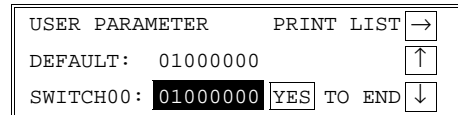
## Checkered Mark



The machine prints a checkered mark in the top left corner of the first page of received messages. Using this mark, you can find the first page easily. This makes it easier for you to separate the messages that are lying in the copy tray.

To switch this feature on or off, do the following (see page 223 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 2 6 and 3.**



2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 02 are shown.  
The setting that you need to change is digit 4.

SWITCH00: 00000000

SWITCH02: 00000000

Digit 4  
 0: The checkered mark will not be printed.  
 1: The checkered mark will be printed.

4. If you wish to change the setting, press **4**.
5. Finish: **Yes Function**.

ADVANCED FEATURES

## Reception Time

When you receive a message, the time is printed at the top of the page. However, this is the time at the transmitting end. To check the local time, you have to print the Journal.

However, if you switch on Reception Time, the local time is also printed on each page that you receive. The time is taken from your machine's internal clock, and is the same as the time that will be printed on the Journal. Switch this feature on if you often receive fax messages from other countries.

### Cross-references

Journal: see page 171.      Date and Time: see page 286.

To switch this feature on, do the following (see page 223 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 01 are shown.  
The setting that you need to change is digit 2.

SWITCH00: 00000000

SWITCH01: 00000000

Digit 2

0: The reception time will not be printed.

1: The reception time will be printed.

4. If you wish to change the setting, press **2**.
5. Finish: **Yes Function**.

**Note:** If the message is in the memory for a while (for example Confidential Reception, Memory Lock or Substitute Reception), the printing time is printed at the top of the page.

## Reducing the Page Length

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image so that it will fit on one page, if the image length is within the following limits.

Paper size in the cassette	Maximum reducible incoming page length
Letter (11")	14.4"
Legal (14")	18.3"

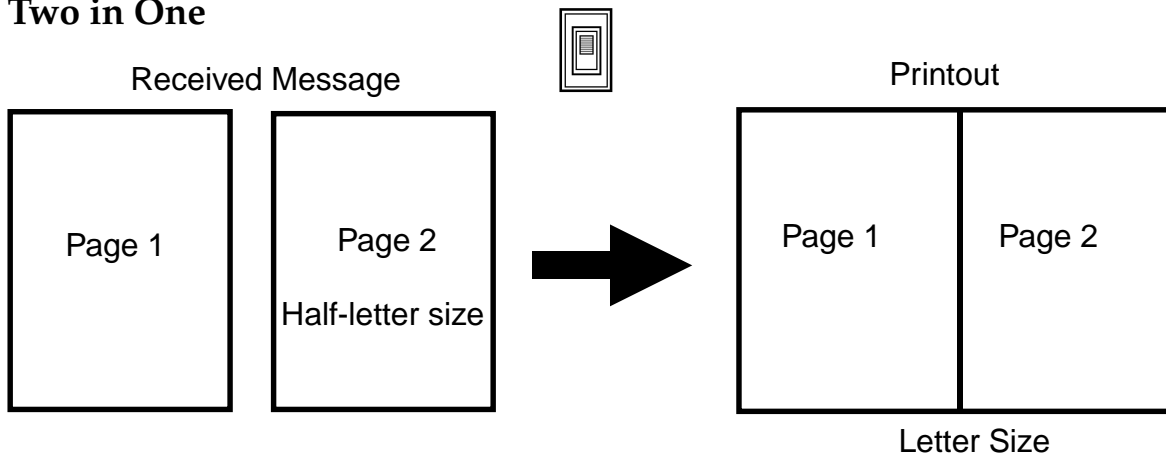
If the received image is longer than the above limits, there is no reduction and the image is split up and printed on two sheets of paper. Normally, the last 0.4 inch of the received image will be repeated at the beginning of the next page.

However, if you wish, the second page can continue from where the first page ended.

**Note:** Please contact your service representative if you require any adjustments to this feature.



## Two in One



This feature helps you conserve paper. If the size of the incoming page is half the size of the paper in the cassette, the machine will print out two pages on one sheet of paper.

In the example shown above, somebody is sending your machine two sheets of half-letter sized paper and your machine is printing them out on one letter sized sheet.

- Note:**
- The effectiveness of this feature depends on the sizes of paper stocked in your machine's cassettes.
  - If you have legal size paper installed, the machine will print the two pages on one piece of legal size paper.
  - If Two in One is switched on, you will not be able to print out more than one copy of an incoming fax message using Multi-sort Document Reception.

To switch this feature on, do the following (see page 223 if you need more information about the User Parameter settings adjustment procedure).

1. Function **6 0 2 2 2 6** and **3**

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	↓
	YES TO END	

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 10 are shown.  
The setting that you need to change is digit 1.

SWITCH00: 00000000

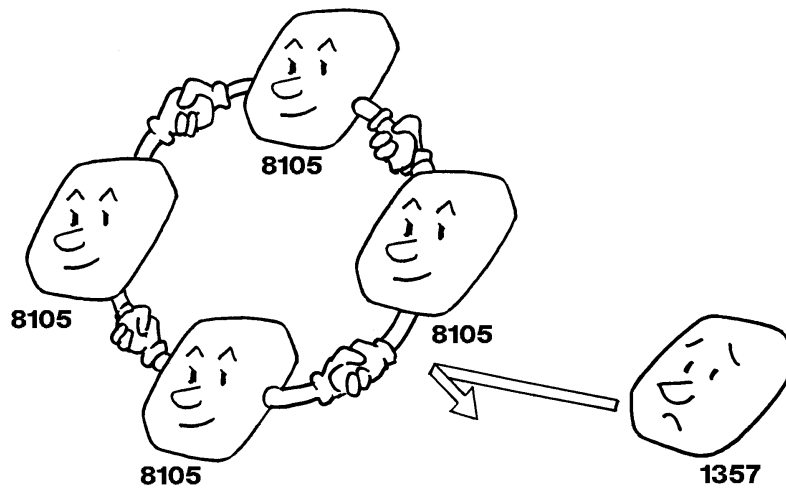
SWITCH10: 00000000

Digit 1

0: Two in One is disabled.  
1: Two in One in enabled.

4. If you wish to change the setting, press **1**.
5. Finish: **Yes Function**

## Closed Network (Reception)



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

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

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

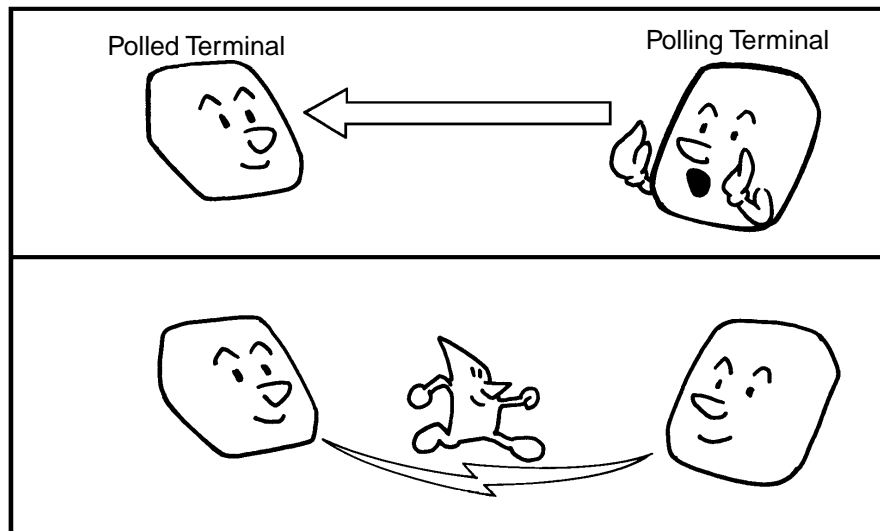
**Cross-reference** ID Codes: see page 49.

## OTHER

### Calling to Request a Message (Polling)

#### Overview

Polling means "picking up" a document that has been left for you at a remote fax terminal. You can also leave a document in your machine's memory for other machines to poll from you.



- With polling, telephone line costs are charged to the person receiving the message (the Polling terminal).
- Polling can only be used when both machines have the Polling feature.

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

Use Polling Transmission when you wish to leave a document in the memory for others to pick up.

You cannot specify the telephone number of the polling terminal (the terminal that you wish to poll your document), but using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

There are three types of Polling Transmission.

**Free Polling:** Anybody can poll the message from the polled machine's memory.

**Secured Polling:** The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

**Stored ID Override:** There are two ways to use this feature:

- If your ID Code is different from that of the other terminal, you can use the other terminal's ID Code just for this transmission (ask the other terminal's operator what their ID Code is). Your machine's stored ID Code will be ignored.
- For extra security, both parties can specify an ID Code just for this communication. The ID Codes of both machines will be ignored. All communicating parties need to coordinate their ID Codes in this case.

Only one document can be stored in the memory for Free Polling, and only one can be stored for Secured Polling. However, with Stored ID Override, you can store more than one file, but you must use a different ID for each file.

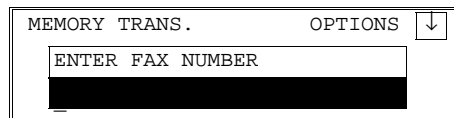
Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer.

**Cross-reference** ID Code: see page 49.

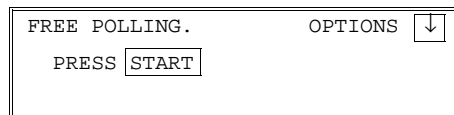
ADVANCED FEATURES

Free Polling

1. Place your document in the feeder.



2. **Function 1 5.**  
See page 134 for the options that are available with Polling Transmission.



3. **Start.**
  - Your fax message is stored and held on polling standby.

**Note:** If you see FILE EXISTS CLEAR? PRESS YES • NO, you already have a message on Free Polling Standby.

- To keep the old message: **No**. Remove the document from the feeder.
- To erase the old message: **Yes**.

### Secured Polling

1. Place your document in the feeder.

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

2. **Function 1** and **4**.

POLLING TRANS.	OPTIONS	↓
PRESS [START]		

**Note:** If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step 4 in "Stored ID Override" on the next page.

3. **Start.**

- Your fax message is stored and held on polling standby.

**Note:** If you see SAME ID FILE EXISTS CLEAR? PRESS YES • NO, you already have a message on Secured Polling Standby.

- To erase the old message: **Yes**. The old message is erased and your new one is stored.
- To keep the old message: **No**. Input an ID Code in the same way as for step 4 in "Stored ID Override" below.

### Stored ID Override

This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

1. Place your document in the feeder.

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

2. **Function 1** and **4**.

POLLING TRANS.	OPTIONS	↓
PRESS [START]		

3. Press ▼, 0 and 5.

ID CODE	ENTER ID CODE
	■
	[NO] TO END

4. Enter the ID code that you wish to use for this message.  
Example: **2 5 6 7** from the ten key pad.

ID CODE	PRESS [YES] OR [NO]
	■ 2567

5. **Yes.**

POLLING TRANS.	OPTIONS	↓
PRESS [START]		

6. **Start.**

- Your fax message is stored and held on polling standby.

**Note:** If you see "SAME ID FILE EXISTS CLEAR? PRESS YES . NO", you already have a message on Secured Polling Standby.

- To erase the old message: **Yes**. The old message is erased and your new one is stored.
- To keep the old message: **No**. Input another ID Code.

**Note:** If you need to cancel a polling transmission operation, use Function 23 (see page 141).

### Options for Polling Transmission

When you store a document in memory for Polling Transmission, you also have the following options:

- Personal Code:** This is the same as for normal transmission (see page 27).
- Page Count:** This is the same as for normal transmission (see page 29).
- TTI On/Off:** This is the same as for normal transmission (see page 30).
- Polling Standby Duration:** There are two options.

**ONCE:** The message will be automatically erased from memory after it has been polled once.

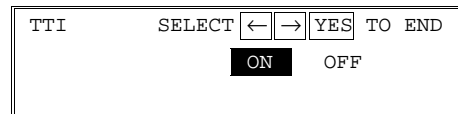
**KEEP:** The message will be kept in memory until you erase it yourself using the user parameter of the Function 63. While the message is in the memory, it can be polled at any time by as many terminals that need it.

The options are available when **OPTIONS** is displayed in the top right corner of the display. To access an option, press ▼ followed by one of these 2 digit codes:

01 PERSONAL CODE	03 PAGE COUNT
05 ID CODE	06 TTI

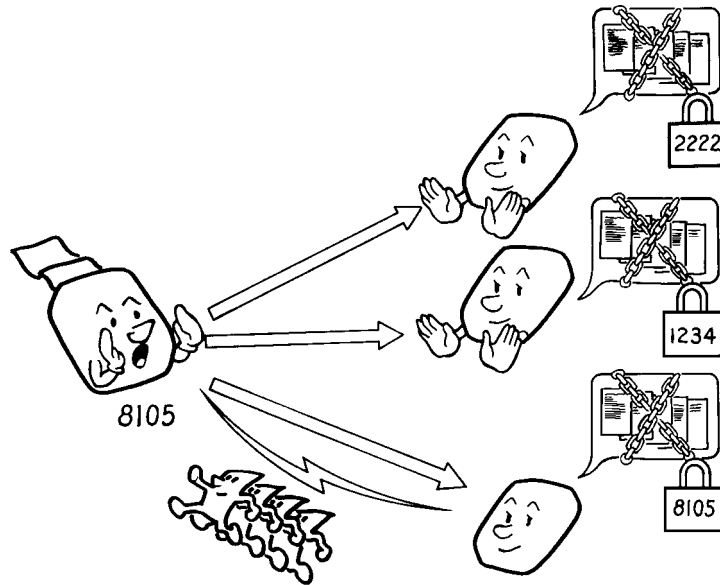
Then use the keys indicated on the screen to change the setting or enter information.

1. Press ▼, **0** and **6**.  
Example: TTI on/off.



2. Depending on the option, either:
  - Use ◀ and ▶ on the scroll key to turn a feature on or off.
  - Enter a number using the ten key pad (Personal Code or Page Count).
3. **Yes** and **Function** when you have finished.

**Picking Up Messages Stored Elsewhere (Polling Reception)**



Use this feature when you wish to poll a message from another terminal.  
 You can poll documents from many terminals with only one operation (use Groups and Keystroke Programs to make the most out of this feature).  
 You have three options: Free Polling, Secured Polling, and Stored ID Override, as described for Polling Transmission (see page 131).  
 The maximum number of terminals that you can poll in one operation is 132.

<b>Cross-references</b>	Groups: see page 292. ID Code: see page 49.	Keystrokes: see page 61.
-------------------------	--	--------------------------

ADVANCED FEATURES

Operating Procedure

- Function 1 and 1.**

POLLING RECV.                      OPTIONS ↓

ENTER FAX NUMBER

██

- Dial the number.

POLLING RECV.                      OPTIONS ↓

PRESS  OR  •

0462-██

- Yes.**  
If you want dial more numbers, go to step 2.

POLLING RECV.                      OPTIONS ↓

ENTER NO. OR  DEST: 2

██

- Start.**




Stored ID Override Option

This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.


Before pressing **Start** in the previous procedure and when Option ▼ is displayed:

1. Press ▼, **0** and **5**.


ID CODE	ENTER ID CODE
	
	<input type="button" value="NO"/> TO END

2. Enter the password that you wish to use for this operation.

Example: **2 5 6 7** from the ten key pad

ID CODE
PRESS <input type="button" value="YES"/> OR <input type="button" value="CLR"/> . <input type="button" value="NO"/>
 2567

3. **Yes**.

POLLING RECV.	OPTION	<input type="button" value="▼"/>
ENTER NO. OR <input type="button" value="START"/>	DEST: 2	
		

4. Dial and press **Start**.



For how to use other options, such as Send Later for delayed polling, see page 27 and the pages following that.

**Note:** In theory, you can poll up to 200 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 305 for more information concerning the limitations to this feature.

Continuous Polling Reception

If you wish to poll a number of destinations in a continuous cycle, switch this feature on. After the machine has polled all the specified destinations, it will start again from the first destination.

To switch on Continuous Polling Reception, please contact a service technician.

## File Management

This section describes how to alter files that have been programmed using the following features:

- Memory Transmission (Function 21)
- Confidential Transmission (Function 21)
- Transfer Request (Function 21)
- Polling Reception (Function 22)

You can use this function to:

- Erase a file
- Change the Transmission Time
- Erase a destination
- Add a destination

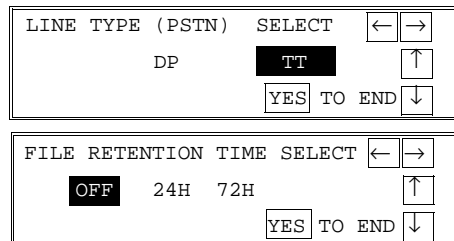
**Cross-reference** File List: see page 171.

### File Retention Time

This machine has a setting known as the File Retention Time, which allows you to keep transmitted fax messages in the memory for a while longer if the transmission fails.

You can select the File Retention Time, or switch File Retention off, using Function 81.

1. **Function 6 0 2 2 2 2 6 and 2.**
2. Scroll through the list of features with ▲ and ▼ until FILE RETENTION TIME appears.
3. Change the setting by pressing ◀ or ▶.
  - You can select 24 hrs, 72 hrs, or Off.
4. Finish: **Yes Function.**



ADVANCED FEATURES

File Retransmission

This feature allows you to transmit a fax message again by changing the transmission time, as long as the File Retention Time has not yet expired. Use this feature when you wish to retransmit a fax message that is still stored in a file in the memory.

1. **Function 21.**

TRANS. CLR/CHNG	SCROLL	↓
FILE NO. : █	PRINT LIST	→
LAST FILE:0015	NO	TO CANCEL

## 2. Either:

- Print a list of files: ▶ **Start.**
- Scroll through the files on the display:  
▼ until the required file appears.
- If you know the file number, input it directly: **0 0 0 2.**

TRANS. CLR/CHNG	SCROLL	↑	↓
NO.0002 FAILED	PRESS	YES	
XYZ COMPANY NEW YORK			

The second line of the display shows the current status of the file.

STANDBY: The file is waiting to be transmitted.

IN USE: The file is currently being transmitted.

FAILED: The file is failed to transmit.

3. **Yes.**

TRANS. CLR/CHNG	SELECT	█
NO.0002		
1.FILE CLEAR 2.CLOCK		

4. Press **2.**

TRANS. CLR/CHNG		
TIME=09:50AM		
TRANS NOW: NO	←	→ YES TO END

5. Change the transmission time using the ten key Pad and # and \* to alter AM/PM.  
Example: 10:00AM

- Press **No** if you want to send the message now, then go to step 7.

TRANS. CLR/CHNG		
TIME=10:00AM		
TRANS NOW: NO	←	→ YES TO END

6. **Yes.**7. Press **Function.**

Return to the standby mode.

**Changing Contents of a File or Erasing a File from Memory**

You can alter any of the memory files (except Confidential Reception files). This is useful if the memory is getting full and you need to make some space for an important job.

1. You can alter these kinds of file.

To Clear a:

- Fax message file (Memory Transmission):
- Instruction file (Polling Reception):  
(Example: Using Function 21)

Enter

**Function 2 1**

**Function 2 2**

2. Either:

- Print a list of files: ▶ **Start**.
- Scroll through the files on the display: ▼ until the required file appears. Then press **Yes**.
- If you know the file number, input it directly: **0 0 0 2 Yes**.

```

CLEAR TRANS. FILE
NO.0002
CLEAR FILE? YES . NO
    
```

```

TRANS. CLR/CHNG  SELECT █
NO.0002           YES TO END
1.FILE CLEAR  2.CLOCK  ↓
    
```

**Erasing a file**

3. Press **1**.

```

TRANS. CLR/CHNG
NO.000
CLEAR FILE? YES . NO
    
```

4. Either:

- Erase the file: Press **Yes**.
- Keep the file: Press **No**.

```

TRANS. CLR/CHNG
NO.0002
FILE CLEARED
    
```

Continue the procedure from step 3 to cancel another transmission.

5. Press **Function**.

Return to the standby mode.

```

MEMORY TRANS.      APR.4.12:25PM
SET DOC. OR ENTER FAX NO.
MEMORY 100%
    
```

ADVANCED FEATURES

Setting or Changing a Transmission Time

3. Press **2**.

TRANS. CLR/CHNG	
TIME=11:00PM	
TRANS NOW: NO	← → YES TO END

4. Either:

Set or change the transmission time using the ten key pad and # and \* to alter AM/PM.

TRANS. CLR/CHNG	
TIME=11:30AM	
TRANS NOW: NO	← → YES TO END

Press **No** if you want to send the message now, then go to step 6. The machine will begin dialling.

5. Press **Yes**.

The time is changed.

TRANS. CLR/CHNG	SELECT	█
NO.0002	YES TO END	
1.FILE CLEAR	2.CLOCK	↓

6. Press **Function**.

Return to the standby mode.

MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

Erasing a Destination

3. Press **3**.

TRANS. CLR/CHNG	NO TO CANCEL
DEST. 1/25	CLR: CLR
777-2222	↓

4. If the destination you wish to **Clear** is not displayed, scroll through the destinations with ▼ until it is displayed.

TRANS. CLR/CHNG	NO TO CANCEL
DEST. 2/25	CLR: CLR
02 XYZ COMPANY	↓

5. Press **Clear**.

The destination is erased.

TRANS. CLR/CHNG	NO TO CANCEL
DEST. 3/25	CLR: CLR
5555-1234	↓

6. Press **Function**.

Return to the standby mode.

MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

Adding a Destination

3. Press **4**.

TRANS. CLR/CHNG	ENTER FAX NO
DEST. 1	<input type="button" value="NO"/> TO CANCEL
[REDACTED]	

4. Enter an additional destination.

TRANS. CLR/CHNG	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
DEST. 1	
123-4567	

5. Press **Yes**.

TRANS. CLR/CHNG	SELECT <input type="checkbox"/>
NO.0002	<input type="button" value="YES"/> TO END
1.FILE CLEAR	2.CLOCK <input type="button" value="↓"/>

6. Press **Function**.

MEMORY TRANS.	APR.4.12:25PM
SET DOCUMENT	
MEMORY 100%	

**Note:** You cannot erase files that were received using Confidential Reception.

Canceling a Polling Transmission

This is how to cancel a file (reservation) which is reserved for the Polling Transmission or the free polling .

During the Polling Transmission, the file is cancelled after the transmission has finished.

1. Press **Function, 2** and **3**.

CLEAR POLLING TX	SCROLL <input type="button" value="↓"/>
FILE NO. : [REDACTED]	PRINT LIST <input type="button" value="→"/>
LAST FILE:0002	<input type="button" value="NO"/> TO CANCEL

2. Either:

- Print a list of files: ▶ **Start**.
- Scroll through the files on the display: ▼ until the required file appears. Then press **Yes**.
- If you know the file number, input it directly: **0 0 0 2 Yes**.

CLEAR POLLING TX	
NO.0002	
CLEAR FILE?	<input type="button" value="YES"/> <input type="button" value="NO"/>

3. Press **Yes**.

ADVANCED FEATURES

5. Confirm the file and press **Yes**.  
The transmission is cancelled.

CLEAR POLLING TX	SCROLL	↓
FILE NO. : [REDACTED]	PRINT LIST	→
LAST FILE:0002	[NO]	TO CANCEL

Repeat the procedure from step 2 to cancel another file.

6. Press **Function**.  
Return to the standby mode.

MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

### Printing a File

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

1. You can print these kinds of file:

- Fax message file (Memory Transmission): **Function 5 and 1**
- Fax message file (Polling Transmission): **Function 5 and 2**  
(Example: Using Function 51)

PRINT TRANS. FILE	SCROLL	↓
FILE NO. : [REDACTED]	PRINT LIST	→
LAST FILE:0015	[NO]	TO CANCEL

2. Either:

- Print a list of files: ► **Start**.
- Scroll through the files on the display:  
▼ until the required file appears. Then press **Yes**.
- If you know the file number, input it directly: **0 0 0 2 Yes**.

PRINT TRANS. FILE	
NO.0002	[NO] TO CANCEL
PRESS [START]	

3. **Start**.

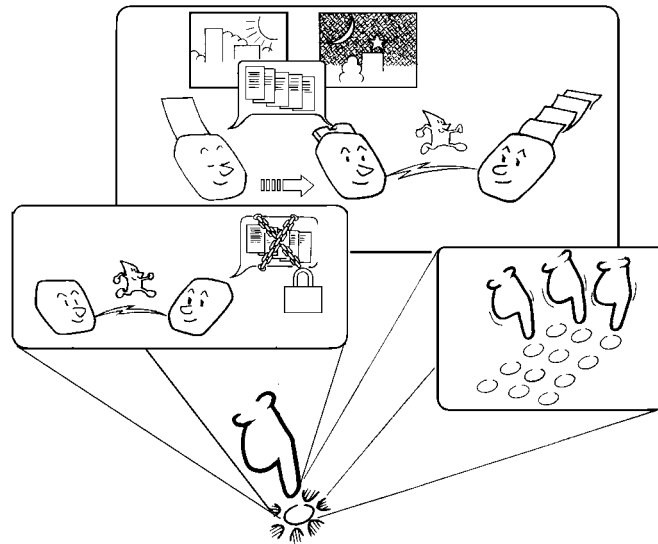
**Note:** This procedure does not work for Confidential Reception files.

## User Function Keys

There are five Function keys (F1 to F5) on the operation panel.

You can program each of these keys with a feature that you wish to use frequently. There are two ways to do this.

- Store a User Function Code in the User Function Key.
- Store a Function Program in the User Function Key.



### User Function Codes

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

**Note:** In a new machine, the User Function Keys F1 to F3 have already been programmed (F1 as Storing Double Sided Documents, F2 as Printing a Journal, F3 as Switch TTI On/Off).

Code	Function	Code	Function
01	Group key	07	Storing Double Sided Documents
02	Use Economy Transmission	08	Switch Forwarding On/Off
03	Switch TTI On or Off	10	Input a Sub-address (G4 mode only) *
04	Send Tonal Signals	11	Internal Line **
05	Batch Transmission On/Off	12	Dial Option Key
06	Specified Image Area On / Off	13	Line Select **

\* ISDN G4 Kit Required

\*\* ISDN G4 Kit or Optional G3 Kit Required



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

1. **Function 3 and 6.**

- At this time, you can print a User Function List if you press ► **Start**.

USER FUNCTION	PRESS F1 TO F5
F <span style="background-color: black; color: black;">    </span>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

2. Press one of the User Function Keys.  
Example: Press **F4 Yes**.

If this key is already used, the currently stored code is displayed. Either:

- Press **Yes** to keep it as it is.  
 Press **No** to erase the old code.

USER FUNCTION	ENTER CODE
F 4	CODE: <span style="background-color: black; color: black;">    </span>
	<input type="button" value="NO"/> TO CANCEL

3. Enter the two-digit code for the function that you wish to store.

Example: Group Dial key, press **0 1**.

USER FUNCTION	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
F 4	CODE: <span style="background-color: black; color: black;">01</span>
GROUP ADDRESS ENTRY	

4. **Yes and Function.**

USER FUNCTION	PRESS F1 TO F5
F <span style="background-color: black; color: black;">    </span>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

### Function Programs

If the feature that you wish to store as a User Function Key does not have a User Function Code, you can store it as a Function Program.

Example:

If you often use Function 32 (Programming Speed Dial), store it as a Function Program in one of the User Function Keys. Then, when you want to store a Speed Dial, just press that User Function Key instead of pressing Function, 3, 2, and Yes.

### Storing a Function Program

For example, store Function 32 (Programming Speed Dial) into Function Key F4.

1. **Function 3 2.**

SPEED DIAL	ENTER SPEED CODE
<span style="background-color: black; color: black;">    </span>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

2. **F4.**

- If you cannot select this Function Key, it is already being used for something. Select another Function Key.

PROGRAM?

YES OR  NO

3. **Yes Function.**

Using a Function Program

1. **F4.**

SPEED DIAL	ENTER SPEED CODE
N <input style="width: 20px; height: 15px;" type="text"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

2. Use the function as normal.

Deleting a Function Program

1. **Function 3 6.**

USER FUNCTION	PRESS F1 TO F5
F <input style="width: 20px; height: 15px;" type="text"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

2. Press the key that you wish to erase.  
Example: **F4.**

USER FUNCTION	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
F 4	CODE:
FUNCTION PROGRAMMED	

3. **Yes, No and Function.**

## OMR Sheets

### Introduction

Instead of inputting instructions at the operation panel, you can mark up a special form, called an OMR Sheet (OMR means Optical Mark Reader), and scan your instructions into the machine. Your fax machine will read the marks on the form and carry out your instructions. Your machine can accept five types of OMR Sheets.

- User Parameter Program Sheet - use this to change the user parameter settings.
- Quick/Speed Dial Program Sheet - use this to store a number as a Quick Dial or Speed Dial.
- Group Program Sheet - use this to store numbers into a Group.
- Transmission Program Sheet - use this to transmit a fax message.
- Transfer Request Program Sheet - use this to make a Transfer Request.

This section of the manual first describes the OMR Sheets and how to use them, and finally gives the procedures that you need to use an OMR Sheet.

### Using an OMR Sheet

The general procedure for using an OMR Sheet is as follows.

1. Print the OMR Sheet that you need, using Function 54 (see page 154).
2. Mark your instructions on the sheet. This will be explained in the following pages.
3. Place the OMR Sheet into the feeder, then press **Start** then **Yes**.

When you are using an OMR Sheet to send a fax message or make a transfer request, the OMR Sheet must be the first page that is scanned.

### **CAUTION:**

- OMR Sheets should not be used more than 3 times. If they get dirty, incorrect data may be scanned.
- Do not try to correct mistakes on an OMR sheet with an opaque white correcting fluid.
- OMR Sheets must be marked with a felt tip or ball point pen as shown on page 152 and subsequent pages.
- Store OMR Sheets in a cool dry place in an airtight bag.
- Do not use cut off portions of OMR Sheets, photocopies of OMR Sheets, or OMR Sheets with paper or adhesive tape attached to them.

Completing an OMR Sheet

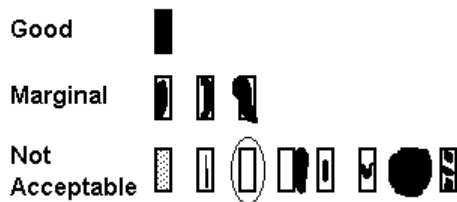
Each OMR Sheet contains a number of boxes or fields.

- Boxes are for marking user parameter settings, the contrast setting, and so on.
- Fields are for inputting telephone numbers and names.

Marking Up Boxes

The correct way to mark up a box is shown below. Make sure that you follow this rule, or you may get some strange results when you scan the OMR Sheet.

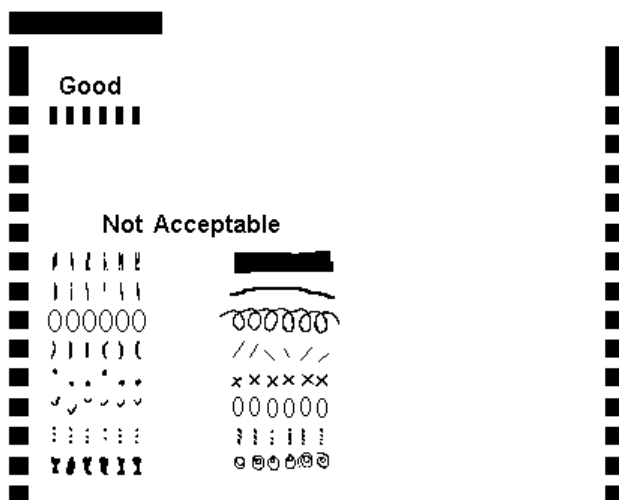
**Note:** Use a black felt tip or ball point pen. Do not use a pencil.



If you need to mark up a consecutive row of boxes, observe the following rules.

- Each individual box must be completely filled.
- Do not leave a box only partly filled.
- Gaps between boxes must be kept clear.

See below for examples of correct and incorrect marking of a row of boxes.



ADVANCED FEATURES

## Marking Up Fields

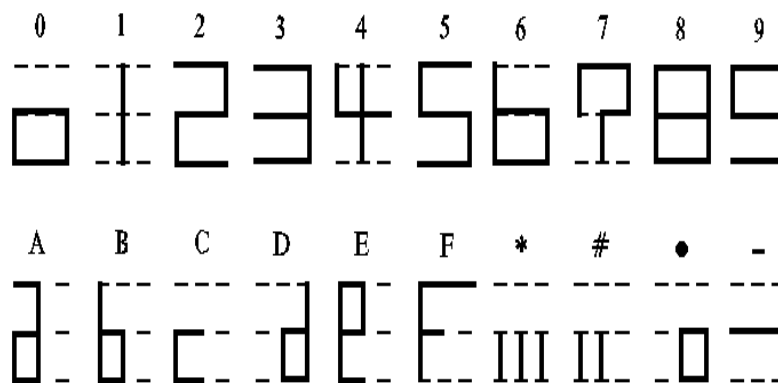
There are two types of field.

- Number Fields:** These are for inputting telephone numbers, personal codes, the number of pages in the fax message (Page Count), and the transmission start time (when using Send at a Specific Time or Send by a Specific Time).
- Name Fields:** These are for any names and labels that you need to input.

### Number Fields

Each digit in a number field consists of a 3 x 3 rectangular array of dots. You can only write down the characters shown in the following diagram.

**Caution:** You must write each character exactly as shown below, clearly, carefully, and unambiguously. Otherwise, the machine may store the wrong data or dial the wrong telephone number. The machine cannot always detect errors in the data.



- Note:**
- If you wish to send Tonal Signals after a telephone number, use '•' to indicate the start of the tonal signal. See page 81 for more details on Tonal Signals.
  - If you wish to input a pause in the telephone number, use a '-' to indicate a pause.

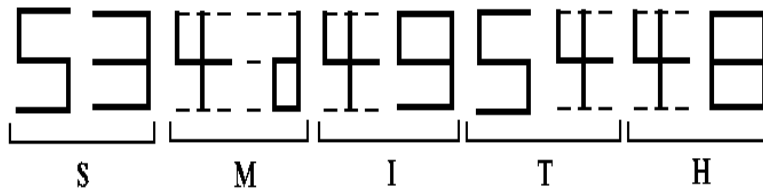
Name Fields

In a name field, each letter, symbol, or punctuation mark is represented by two digits. The characters that you can use with this machine are shown below, with the character codes for each one.

Code	Character	Code	Character	Code	Character	Code	Character
20	Space	30	0	40	@	50	P
21	!	31	1	41	A	51	Q
22	"	32	2	42	B	52	R
23	#	33	3	43	C	53	S
24	\$	34	4	44	D	54	T
25	%	35	5	45	E	55	U
26	&	36	6	46	F	56	V
27	'	37	7	47	G	57	W
28	(	38	8	48	H	58	X
29	)	39	9	49	I	59	Y
2A	*	3A	:	4A	J	5A	Z
2B	+	3B	;	4B	K	5B	[
2C	,	3C	<	4C	L	5C	¥
2D	-	3D	=	4D	M	5D	]
2E	.	3E	>	4E	N	5E	^
2F	/	3F	?	4F	O	5F	_

For example: SMITH

S = code 53, M = code 4D, I = code 49, T = code 54, and H = code 48



**Note:** The method of writing digits 0 to 9 and letters A to F is the same as explained above for Number Fields. However, if you wish to input a ' \* ', ' # ', ' • ', or ' - ' into a Name Field, do not use the method described in the explanation of Number Fields on the previous page; input the two-digit code from the above table.

ADVANCED FEATURES

### The Five Types of OMR Sheets

This section describes each of the five types of OMR Sheet and how to mark them (Using Function 54, print a sample of each OMR Sheet for your reference while you are studying this section).

- Procedures for use are on page 154 and the pages following that.

### User Parameter Program Sheet

You can use this sheet to change the settings of the User Parameters. Each parameter is listed, along with each possible setting.

- An asterisk next to a setting indicates that this is the factory setting.
- To see the current settings, print the User Parameter List (Function 63, page 175).

To use the User Parameter Program Sheet, mark each setting that you wish to make. For example, to switch Restricted Access on, first look for Restricted Access on the sheet, then black out the box above "ON".

Restricted access	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ON	OFF

You might find this sheet more easy to understand than the eight-digit User Parameter Switches described on page 225 and the pages following that.

### Quick/Speed Dial Program Sheet

You can use this sheet to program Quick Dial and Speed Dial numbers. You can only program one telephone number with each OMR Sheet.

1. At the top of the sheet, mark up either QUICK or SPEED Dial.
2. Mark up the Quick or Speed Dial number that you wish to store. You must mark a Hundreds Digit, a Tens Digit, and a Units Digit.  
Example: To program Speed Dial Code 25, mark up the first few lines of the OMR Sheet as follows.

Quick/Speed Dial Program Sheet										
<input type="checkbox"/>	<input checked="" type="checkbox"/>									
Quick	Speed									
Hundreds Digit	0	1	2	3	4	5	6	7	8	9
Tens Digit	0	1	2	3	4	5	6	7	8	9
Units Digit	0	1	2	3	4	5	6	7	8	9

**CAUTION:** If you mark a Quick Speed that already contains a number, the machine will replace the old number without giving you any warning.

3. In the "FAX No." field, write the telephone number that you wish to store in the Quick/Speed Dial number that you just marked in steps 1 and 2.
  - See "Number Fields" on page 148 for how to do this.
4. In the "FAX label" field, write the name that you wish to store with this telephone number.
  - See "Name Fields" on page 149 for how to do this.
5. For Label Insertion, mark either the ON or the OFF box.

### Group Program Sheet

You can use this sheet to program Groups. You can program one Group with each OMR Sheet. However, using this method, you can only store one full telephone number in the Group; the others must all be Speed Dials or Quick Dials. If you wish to store more full numbers in the Group, store them with Function 33 (see page 300) after you have scanned the OMR Sheet.

1. At the top of the sheet, mark the Group number that you wish to program.

**CAUTION:** If you mark a Group number that already contains fax numbers, the machine will replace the old numbers without giving you any warning.

2. In the "Group Label" field, write in a name for the Group.
  - See "Name Fields" on page 149 for how to do this.
3. If you wish to include a full telephone number in the Group, write it in the "FAX No." field.
  - See "Number Fields" on page 148 for how to do this.

Continued on the next page.





### Transfer Request Program Sheet

You can use this sheet when you make a Transfer Request.

1. At the top of the sheet, next to Trans. Mode, mark up either the box above "Memory" or the box above "Immediate".
2. Mark up the required contrast, resolution. Also, indicate whether your transmission is in Group 3 or Group 4 mode.
3. Input the number of the Transfer Broadcasting Station. To do this, either:
  - Write the full telephone number of the Transfer Broadcasting Station in the "Transfer Station (Full No.)" field. See "Number Fields" on page 148 for how to write numbers on OMR Sheets.
  - Mark one of the Quick Dials in the "Transfer Station (Quick Dial)" row of boxes.
  - Mark one of the Speed Dials in the "Transfer Station (Speed Dial)" row of boxes.

**Note:** You can only enter one Transfer Broadcasting Station on the OMR Sheet. Refer to page 80 and the pages following for all conditions required to perform a Transfer Request.

4. Mark the end receivers.
  - You must mark the end receivers as Speed Dials, Quick Dials, and Groups that are stored in the Transfer Broadcasting Station. Do not input any of your own stored Quick Dials, Speed Dials, or Groups here.
  - Confer with the operator of the Transfer Broadcasting Station if you need their latest list of stored telephone numbers.

Example: If one of the end receivers is stored in the Transfer Broadcasting Station as Speed Dial 10, mark the box above 10 in the "Receiver (Speed Dials in Transfer Station)" area.

**Procedures**To Print an OMR Sheet

**Note:** You must have Letter or Legal size paper in the cassette before you print an OMR Sheet.

1. **Function 5 4.**

OMR SHEET	ENTER CODE
CODE: [REDACTED]	
[NO] TO CANCEL	SCROLL [↑] [↓]

## 2. Select the OMR Sheet that you wish to print.

- Use the ▼ key to scroll through the possible selections until the correct one is displayed on the screen.

OMR SHEET	ENTER CODE
CODE: 1 USER PARAMETER	[↑]
PRESS [START]	[↓]

3. **Start.**Using an OMR Sheet to Send a Fax Message

After marking up the OMR Sheet, do the following:

1. Make sure that the machine is in standby mode (see page 17).
2. Place the OMR sheet face up at the top of your fax message and put everything into the feeder face down.

MEMORY TRANS.	OPTIONS [↓]
ENTER FAX NUMBER	[REDACTED]

**Note:** The OMR Sheet must be the page that is scanned first.

3. **Start.**

SCAN PROGRAM SHEET
[YES] OR [NO]

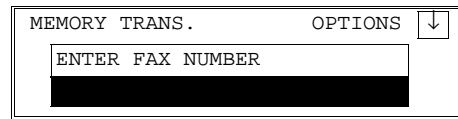
4. **Yes.**

The machine scans the OMR Sheet, then scans and sends the fax message in accordance with the instructions on the OMR Sheet. Then, the machine returns to standby mode.

### Using an OMR Sheet to Program the Machine

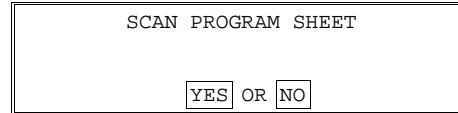
After marking up the OMR Sheet, do the following.

1. Place the OMR Sheet in the feeder face down.



MEMORY TRANS.      OPTIONS ↓  
ENTER FAX NUMBER  
[REDACTED]

2. **Start.**



SCAN PROGRAM SHEET  
YES OR NO

3. **Yes.**

The machine scans the OMR Sheet and programs itself in accordance with the instructions marked on the OMR Sheet. Then it returns to standby mode.

### Errors

If the machine finds an error, it stops scanning the OMR Sheet and displays an error message that shows you where the problem is. No data is stored and no fax message is sent. Correct the error and scan the OMR Sheet again.

## Saving Energy

To print a fax message your fax machine uses a heating roller to fuse the image to the print. This roller must already be hot when the paper passes under it. To maintain a temperature high enough to permit proper fusing, electricity is consumed. This facsimile is equipped with various energy saving modes to reduce the consumptions of electricity while the machine is waiting for a fax message.

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 (a few minutes later).

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.

If your fax machine enters saving energy mode, the lamp and display on the control panel will turn off.

Though the setting is available, leaving the roller on at full heat brings you no advantage. We recommend you always use one of the two heat roller settings described above.

The saving energy mode is related to the Night Timer. Refer to the section titled "Night Timer".

### How to start the saving energy mode

Your machine will enter the saving energy mode under the following conditions.

- When you hold the **Energy Saver** key for a few seconds.
- Your machine is not used for 5 minutes.

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 saving energy mode automatically, please contact your service representative.

### How to exit the saving energy mode

Your machine exits from the energy saving mode.

- When you insert a document in the feeder.
- When pick up the handset if you have.
- When you hold the **Energy Saver** key for a few seconds.
- When a fax is received (If the night timer is on, the message will printed out after the night timer ends).

- ☐ When you press any key on the operation panel. (When the heater roller is cool halfway.)

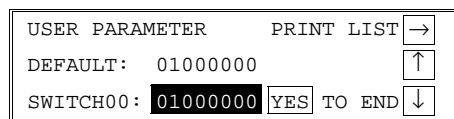
**Which Saving Energy Mode is Best for You?**

You have two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. To choose which of the two settings you would prefer, set the user parameter switch.

When you allow the toller to cool to room temperature, energy savings is at maximum and printing will take a little longer since the roller will take more time to come to printing temperature. When you select the midpoint, energy savings will still be achieved and printing will occur more rapidly.

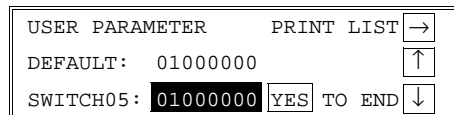
1. **Function 6 0 2 2 2 6 and 3.**

The settings for switch 00 are now shown on the bottom line of the display.



2. Press ▼ until the settings for switch 05 are shown.

The settings that you need to change are digit 6 (double underline) and 7 (single underline).



3. Set one of the two as shown opposite.  
To change digit 6, press **6**.  
To change digit 7, press **7**.

SWITCH05: 0000 0000

If you want to let the roller cool to room temperature.

SWITCH05: 0000 0000

If you want to let the roller cool halfway.

SWITCH05: 0100 0000

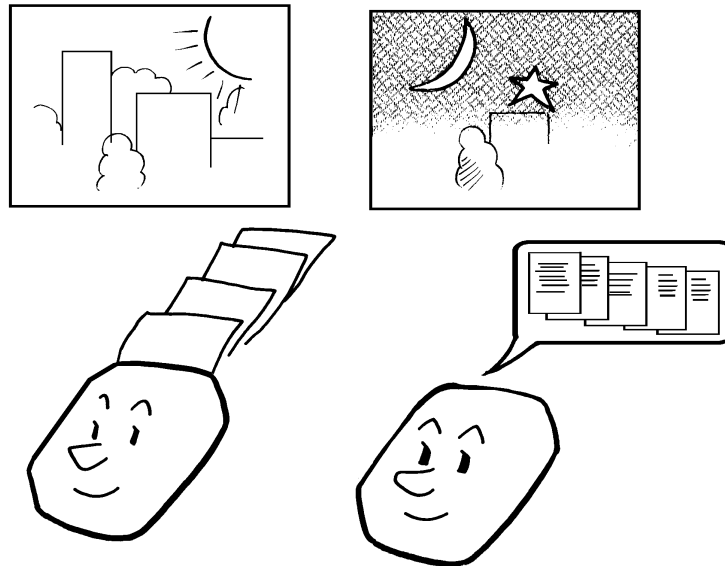
4. Finish: **Yes** and **Function**.

## Night Timer

### Overview

Laser printing requires the application of heat to bond toner to the printer paper. For incoming messages to be output quickly, a heating element inside the machine must be kept hot. This will affect your electricity bills.

The Night Timer feature lets you program timers to switch this heating element on and off. This will help you to reduce overnight electricity costs. The amount of savings is the same as the Energy Saving mode described on page 161 . In addition, it also means that anyone wandering through the office after working hours will not be able to casually read your incoming fax messages, because incoming messages are not printed while the heating element is switched off.



- If a fax message comes in while the heating roller is switched off, the message is stored in the memory. When the heating element switches back on, the message is automatically printed.
- While the heating roller is disabled, all incoming calls are refused when the memory fills up.
- If you wish to print a received fax messages while the heating element is off, you can temporarily make the heating element switch on and print the message by pressing the Energy Saver key. The timer will activate again automatically a few minutes after you have printed your message.

As a typical example, you could program the heating roller to stay off at night and over the weekend (You can program different settings for every day of the week).

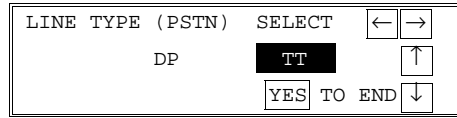
To use Night Timer, you must:

- Program the timers for each day of the week.
- Switch the Night Timer feature on.

**Switching the Night Timer (Power Saver) On or Off**

The Night Timer feature must be switched on using Function 62. If it is switched off, the heating elements will stay on all the time.

1. **Function 6 0 2 2 2 2 6 and 2.**



2. Scroll through the list of features with ▼ until the screen is as shown opposite. **Yes.**



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

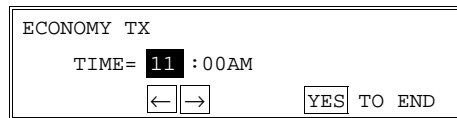


4. Finish: **Yes** and **Function**.

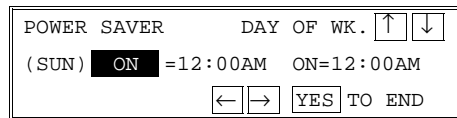
**Programming Procedure**

**Example:** For Tuesday, set the heater to switch on at 9 AM and switch off at 6 PM.

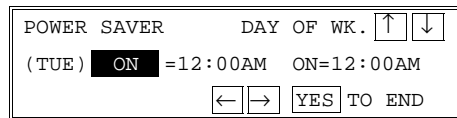
1. **Function 6 0 2 2 2 2 7 and 2.**



2. Press **Yes**.



3. Use the ▲ and ▼ keys to scroll through the days of the week.



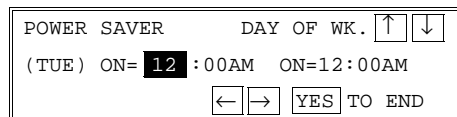
Example: Press ▼ twice to go to Tuesday.

4. Program the first timer for Tuesday:

- ☐ Both timers for each day have an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF" means that the heater will switch off at the time indicated.

To change the ON to OFF, or the other way round, press \*.

When the ON/OFF display is correct: ▶



ADVANCED FEATURES



Input the time: **0 9 0 0**.

Press **▶** to move the cursor and repeat step 3 for the second timer.

Input **0 6 0 0** for the timer value.

To change AM to PM and the other way around, press #.

POWER SAVER	DAY OF WK.	↑	↓
(TUE)	ON=12:00AM	ON=12:	00 AM
		←	→
		YES	TO END

**KEEPING THE HEATER ON ALL DAY:** Set both timers to ON = 12:00AM.  
**KEEPING THE HEATER OFF ALL DAY:** Set both timers to OFF = 12:00AM.

5. Either:

- Program the timer for another day: Go back to step 3.
- Finish: **Yes** and **Function**.

**Note:** To print the received messages while the heater is off, press any key. After all the messages have been printed, the heater will stay on for 5 minutes before switching off again. Because of this, the Night timer does not give you complete security for received documents. For this type of security, use the Memory Lock feature; see page 98.

### Temporarily Switching the Heating roller on

During the Night Timer cycle that the heating roller is off, it may be switched back on:

- When you hold the **Energy Saver** key for a few seconds.
- When you insert a document in the feeder.
- When you pick up the handset, or press **On Hook Dial** key.

After you leave the machine alone for a while, the heating elements will turn back off. Note that if the automatic saver mode is disabled by a service technician, the night timer will not turn back on.

## Counters

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

The machine has the following software counters:

- Tx (Transmit) Counter:** The number of pages that your machine has sent.
- Rx (Receive) Counter:** The number of pages that your machine has received.
- Scan Counter:** The number of pages that your machine has scanned (includes copy mode).
- Print Counter:** The number of pages that your machine has printed (includes copies and printouts made when using other PC printer).

1. **Function 6 0 2 2 2 9 and 4.**

COUNTERS	<input type="button" value="YES"/> TO END
TX:000000	SCN:000000
RX:000000	PRT:000000

2. When you have finished: **Function.**

In addition, a hardware counter option may be installed so that you may know the number of printouts at a glance.

- Mechanical counter (Option):** Displays the number of pages that your machine has printed including copies, reports, lists and printouts made when using other PC printer options.

It is located on the rear of the machine immediately behind the document tray.

## Communication Result Display

You can call up an on-screen display of the results of the previous few communications. This is useful if you wish to know whether your transmission was successful, but do not wish to print the Journal.

<b>Cross-reference</b>	Journal: see page 171.
------------------------	------------------------

1. **Function 4 1 ▶.**

PERS. CODE 7346	<input type="button" value="NO"/> TO CANCEL
OCT. 10 08:23AM RX OK 10PAGES	<input type="button" value="↑"/>
2125551234	<input type="button" value="↓"/>

2. Scroll through the past communications on the screen using ▲ and ▼.

- To print the Journal: Press **No** then **Start**.

## PC Printer Mode (Printer Interface Required)

Using PC Printer Mode, you can connect your fax machine to an IBM or compatible personal computer and use it as a printer. Documents printed from your computer will be sent to your fax machine as text (ASCII characters) or graphics (vector or dot image), depending on the application that you are using. They will not be sent in the same way as fax messages, which are always dot images.

You must obtain the optional Printer Interface Type 200 before you can use PC Printer Mode. Then, you must do the following procedure if you wish to enter printer mode. For full details about the printer interface kit, see the operation manual for the printer interface kit.

1. **Function 3 and 9.**

PRINTER MODE	YES	TO END
--------------	-----	--------

You can now operate the printer.

## Selecting the Cassette (Optional Removable Cassette and/or Paper Feed Unit Required)

To select which cassette the machine will use for printout from your computer you must select main cassette or optional cassette using the printer driver first. Next you must select which optional cassette using the following procedure.

1. **Function 6 0 2 2 2 2 6 and 2.**

LINE TYPE (PSTN)	SELECT	←	→
DP	TT	↑	↓
YES TO END			

2. Scroll through the features with ▼ until the screen is as shown opposite.

CASSETTE FOR PRINTER SELECT		←	→
OPEN CST	CST 2	CST 3	↑
YES TO END			↓

3. Select the appropriate cassette using ◀ or ▶.
  - OPEN CST: Select the removable cassette.
  - CST 2: Select the extra feed unit, if one extra feed unit is installed.
  - CST 3: Select the upper feed unit if two extra feed units are installed.
4. Press **Yes** and **Function**.

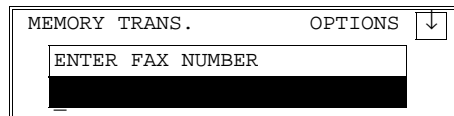
## Copying

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.

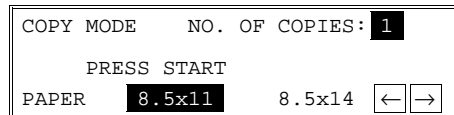
Copying an original is a good way to test contrast and resolution before sending a document, if you are not sure that the settings that you have chosen are appropriate. The copy made by your printer shows you how the message would look when received at the other end. If it does not look good, change the settings and try again.

**Cross-reference**      Sending a Page with Very Fine Detail: see page 23.

1. Place your original in the feeder.

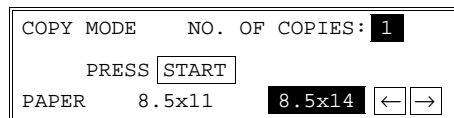


2. Press **Copy**.

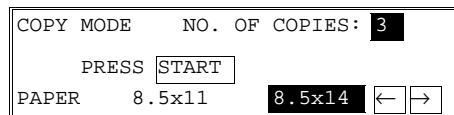


**Note:** To cancel copy mode, press **Copy** again.

3. If you have the optional cassette, you can select the paper size by pressing **▶**. The opposite display shows that you have selected Legal size.



4. Input the number of copies that you need. Example: 3 copies, press **3** on the ten key pad.



5. **Start.**

ADVANCED FEATURES

## 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 (such as Confidential Transmission), dial the number, and press Start. Your message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the JOURNAL).

The following table shows which features can operate simultaneously on your machine.

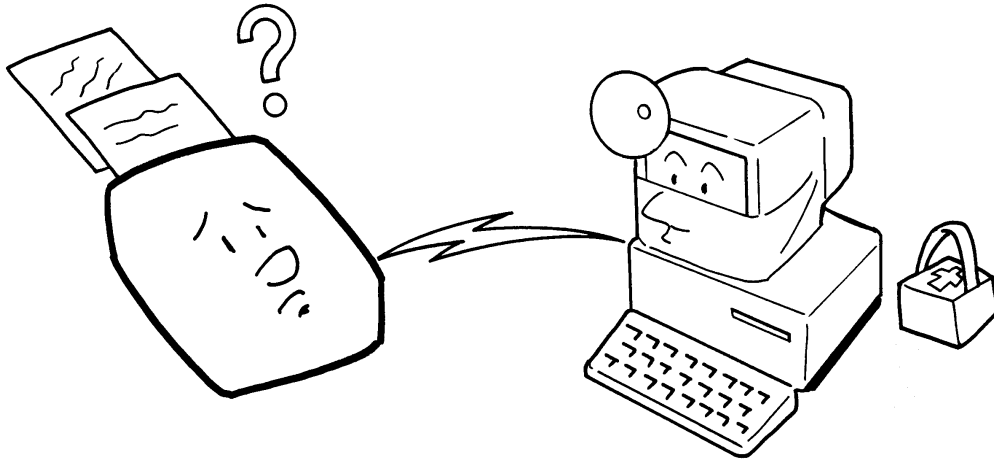
Job Currently in Progress	Job that you wish to carry out at the same time							
	1.	2.	3.	4.	5.	6.	7.	8.
1. Storing to Memory		✓	✗	✓	✗	✓	✓	✓
2. Printing from Memory	✓		✗	✗	✓	✓	✗	✓
3. Copying	✗	✗		✗	✗	✓	✗	✓
4. Printing an Automatic Report	✓	✗	✗		✓	✓	✗	✓
5. Immediate Transmission	✗	✓	✗	✓		✗	✗	✗
6. Memory Transmission	✓	✓	✓	✓	✗		✗	✗
7. Receiving and Printing a Fax	✓	✗	✗	✗	✗	✗		✗
8. Receiving a Fax to Memory	✓	✓	✓	✓	✗	✗	✗	

✓: Possible, ✗: Impossible

\* This table refers to the base machine with no option installed.

## RDS (Remote Diagnostic System)

### Overview



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 to change some of your machine's settings if you request it.

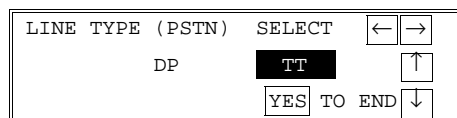
For RDS to work, you must switch it on before the service technician starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

### Switching RDS On/Off

Before your machine can accept incoming calls from an RDS, you have to switch RDS on using Function 62. If it is switched off, the machine will not accept treatment from an RDS.

1. **Function 6 0 2 2 2 2 6** and **2**.



2. Scroll through the list of features with ▼ and ▲ until the screen is as shown opposite.



3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes** and **Function**.

**Note:** RDS is automatically switched off 24 hours after you switch it on.

## AI Short Protocol

This feature employs Artificial Intelligence (AI) to learn the communication characteristics of the machines programmed as Speed Dials or Quick Dials. AI Short Protocol helps you to reduce communication costs between machines produced by the same manufacturer. AI Short Protocol only works if you dial using Quick Dial, Speed Dial, or AI Redial; also, the machine at the other end must have the AI Short Protocol feature.

When you send a fax message, the two machines carry out a handshaking procedure, during which they establish the best way to communicate with each other. Using AI Short Protocol, this handshaking procedure only takes place in full the first time you dial a particular number. Your machine remembers the optimum communication parameters for calling that number. The next time you dial that number, the machine will remember these parameters and the preliminary handshaking will be significantly reduced, saving communication costs.

**Cross-reference**

Quick Dial and Speed Dial: see page 291.

# REPORTS

## AUTOMATICALLY PRINTED REPORTS

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the switch of the user parameters (see page 223) indicated in the subtitle.

### Journal (Switch 03, bit 7)

This report gives detail on each communication made by your terminal. It is automatically output after 50 communications.

### File Reserve Report (Memory Storage Report) (Switch 03, bit 2)

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

### Power Failure Report (Stays on)

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

(Note: Phone numbers stored in Quick/Speed/Groups are not lost.)

### Communication Result Report (Memory Transmission) (Switch 03, bit 0)

This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed when a communication fails.

### Transmission Result Report (Switch 03, bit 5)

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

### File Reserve Report (Polling Reserve Report) (Switch 03, bit 3)

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

### Communication Result Report (Polling Result Report) (Switch 03, bit 4)

This report is printed after your machine polls a message from another machine.

### Transfer Result Report

After the end of a transfer request, the transfer broadcasting station sends you this report. The report lists the telephone numbers of the broadcasting stations and the end receivers, and indicates whether each transmission was successful or not. With this information, you may retransmit any pages that were not sent, either directly, or using another transfer request operation.

If your machine is the broadcasting terminal, it will print the report if it cannot send the report to the transfer requesting terminal (for example, due to a busy line). The report asks you to send the report manually, and gives the telephone number.



**Communication Failure Report** (ON if Transmission Result Report is OFF)

This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Transmission Result Report is switched off.

**Error Report** (Turned on/off by a Service Technician)

This report is printed after each unsuccessful communication. The communication failure report (above) is printed after a job has been completed. So while doing a broadcast, the machine may print a number of error reports, 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.

**Printing Part of the Image on the Report** (Switch 04, bit 7)

For reference purposes, the machine prints the first few inches of the fax message on the following reports.

- Transmission Result Report
- Memory Storage Report
- Communication Failure Report

**Report Formats**

**Example 1. Error Report\***

* * * ERROR REPORT (AUG 01 1998 -06:00 AM) * * *						
				TTI XYZ COMPANY		
FILE	ADDRESS	MODE	TIME	PAGE	RESULT	
-----						
<i>Report details appear here</i>						

**Example 2. Journal\***

* * * JOURNAL (AUG 01 1998 07:00AM) * * *							
					TTI XYZ COMPANY		
<TX>							
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	FILE
-----							
<i>Transmission details appear here</i>							
<RX>							
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	FILE
-----							
<i>Reception details appear here</i>							

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

STANDBY: Ready to transmit

The Footnote on the Journal

TX counter: Total number of transmitted pages

RX counter: Total number of received pages

Counters listed on the User Parameter List

SCN: Total number of pages scanned

PRN: Total number of pages printed

In the Result column, an "E" followed by a code might appear, and a message might also appear at the bottom of the report. This code and message indicate that a problem occurred. The codes are explained below.

Code	Message	Explanation
1	Hang up or line fail	The other party either hung up or had no message on polling standby. Or there could have been a problem with the line.
2	Busy	The machine at the other end was busy.
3	No answer	The machine at the other end did not answer.
4	No facsimile connection	The machine at the other end is not a facsimile.

- Note:**
- To switch the Confidential File Report on or off, use Function 63 (see page 97).
  - To switch the Error Report on or off, please contact a service technician.

## Printing a Sample of Data on the Reports

For reference purposes, the machine prints the first few inches of the fax message on the following reports.

- Communication Result Report
- File Reserve Report
- File Clear Report (Polling Clear Report)
- Communication Failure Report
- Transfer Result Report

The procedure to switch this feature on or off is as follows. (See page 225 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**

The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

2. Press ▼ until the settings for switch 04 are shown.

The setting you need to use is digit 7.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH04:	01000000	YES TO END ↓

3. If you wish to change the setting, press **7** on the ten key pad.

SWITCH04: 0000 0000

Digit 7 (Double underlined)  
0: This feature is off  
1: This feature is on

4. Finish: **Yes** and **Function**.

## USER-INITIATED REPORTS

These reports can be printed at any time by executing a procedure on the operation panel.

### Descriptions of Available Reports

#### Journal

In addition to the automatic output of this report, you can print the Journal at any time.

1. Press **Function 4** and **1**.
2. Either:
  - Obtain a printed list - press **Start**.
  - Look through the record of communications on the screen press **▶** then scroll through the list with **▲** and **▼**.
3. Press **Funtion** to finish.

#### File List

This is a list of memory transmission, memory reception, and polling files still in the memory. It gives information about each stored operation, such as the fax numbers, start time, status, and type of operation.

1. Press **Function 4** and **2**.
2. **Start**.

#### Telephone Number List

**Quick Dial List:** This is a list of the telephone numbers and other items that you have stored in the machine's Quick Dial Keys.

**Speed Dial List:** This is a list of the telephone numbers that you have stored as Speed Dial Codes.

**Group Dial List:** This is a list of all the groups that you have programmed, and the telephone numbers in these groups.

1. Press **Function 4** and **3**.

DIAL LIST	SELECT_	<input type="checkbox"/>	NO	TO CANCEL
1.QUICK DIAL			2.SPEED DIAL	
3.GROUP DIAL				

2. Enter the number of the list you want.  
Example: For Quick Dial list, press 1.

```

QUICK DIAL LIST
PRESS 
 TO CANCEL
    
```

3. **Start.**

Program List

This gives details on the Keystroke Programs that you have stored in the machine.

1. Press **Function 4** and **4**.

```

PROGRAM LIST
PRESS 
 TO CANCEL
    
```

2. **Start.**

User Function List

This shows how the user Function keys are currently programmed.

1. Press **Function 4** and **5**.

```

USER FUNCTION LIST
PRESS 
 TO CANCEL
    
```

2. **Start.**

**Print the Personal Journal**

Specify the personal codes or file numbers to select the reports of the transmission results which you wish to check among the latest transmissions/receptions and 250 transmissions, and print them.

Specifying by a Personal Code

1. Press **Function**.
2. Press **4** and **6**.

```

FUNCTION NO:  OR 
10TRANS. MODE 20CLEAR CHANGE
30PROG. CHANGE 40REPORTS 
    
```

```

PERSONAL JOURNAL SELECT ITEMS
SELECT   TO CANCEL
1PERS. CODE 2FILE NO. 3DATE
    
```

3. Press **1**.

```

PERSONAL JOURNAL ENTER ID CODE
PERS. CODE 
 TO CANCEL
    
```

4. Enter the personal code.  
If you enter the wrong code, press **Clear** or **No** to enter the correct code.  
**Clear** --- Erase one digit at the cursor.  
**No** --- Erase all.
5. Press **Start**.  
The report is printed.

PERSONAL JOURNAL
PERS. CODE 1111
NO TO CANCEL

PERSONAL JOURNAL
PRINTING

The machine returns to the standby mode when the printout is finished.

MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

Specifying by a File Number

1. Press **Function**.
2. Press **4** and **6**.
3. Press **2**.
4. Display the file number.  
Enter the file number or search the file using ▼ and ▲.  
If you enter the wrong file number, press **Clear** or **No** to enter the correct number.  
**Clear** --- Erase one digit at the cursor.  
**No** --- Erase all.
5. Press **Yes**.
6. Press **Start**.  
The report is printed.

FUNCTION	NO: [ ] OR [ ]
10TRANS. MODE	20CLEAR CHANGE
30PROG. CHANGE	40REPORTS
↓	

PERSONAL JOURNAL	SELECT ITEMS
SELECT [ ] NO TO CANCEL	
1PERS. CODE 2FILE NO. 3DATE	

PERSONAL JOURNAL	SCROLL ↓
NO. 0002	PRESS YES
XYZ COMPANY	NO TO CANCEL

PERSONAL JOURNAL	NO TO CANCEL
NO.0002	
PRESS START	

PERSONAL JOURNAL
PRINTING

The machine returns to the standby mode when the printout is finished.

MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

REPORTS

**Fax on Demand List (Fax on Demand Kit Required)**

To get a list of boxes and their names:

1. Press **Function**.

FUNCTION	NO: <input type="checkbox"/>	OR	<input type="checkbox"/> NO
10TRANS. MODE	20CLEAR	CHANGE	
30PROG. CHANGE	40REPORTS		<input type="button" value="↓"/>

2. Press **4** and **7**.

FOD PROGRAM LIST
PRESS <input type="button" value="START"/>
<input type="button" value="NO"/> TO CANCEL

3. Press **Start**.  
The list is printed.

FOD PROGRAM LIST
PRINTING

The machine returns to the standby mode when the printout is finished.

MEMORY TRANS.	APR. 4. 12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

**Personal Code List**

This is a list of the Personal Codes that you have stored, along with the names and Confidential IDs.

1. Press **Function 6 0 2 2 2 2 7** and **1**.
2. **▶** and **Start**.

**Special Numbers List (Special Terminals)**

This is a list of all terminal names that you have specified for Authorized Reception, Memory Lock and Multi Copy. It includes Wild Cards.

1. Press **Function 6 0 2 2 2 2 8** and **1**.
2. **▶** and **Start**.

**Special Numbers List (Forwarding)**

This list shows details of how you have programmed the Forwarding feature. It also includes the Wild Cards.

1. Press **Function 6 0 2 2 2 2 8** and **2**.
2. **▶** and **Start**.

### User Parameter List

This shows the current settings of the User Parameters.

1. Press **Function 6 0 2 2 2 6** and **3**.
2. **▶** and **Start**.

### Quick Key Label List

Follow these steps to print out a label with the destination names/function names currently stored in Quick Dials and User Function keys. Stick the label on the operation panel for quick and easy reference.

1. Press **Function 3 1**.
2. **▶** and **2**.
3. **Start**

- A protective transparent film is attached to the operation panel. Peel off the film and stick the Quick Key Label on the operation panel.
- Cut out the Quick Key Label and glue it onto the operation panel. When you stick it on, avoid covering the sensor near Quick Dial 49 (upper left corner).

**NOTE:** When replacing an old label with a new one, first remove all traces of the old label. Sticking several labels on top of each other may cause the sensor to malfunction.

#### **Cross-references**

Immediate Transmission: see page 14.  
Memory Transmission: see page 15.  
Confidential Transmission: see page 66.  
Confidential Reception: see page 94.  
Keystrokes: see page 61.  
Personal Codes: see page 75.  
Forwarding: see page 108.


Quick Dial: see page 291.  
Transfer Request: see page 51.  
Polling: see page 130.  
Groups: see page 292.  
Speed Dial: see page 291.  
Authorized Reception: see page 104.  
User Parameters: see page 227.



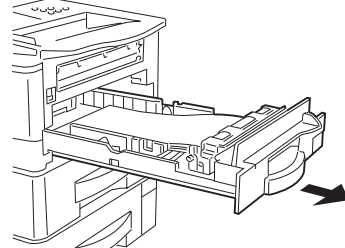
# LOOKING AFTER THE MACHINE

## LOADING PAPER

### Loading Paper in the Main Cassette or Optional Front Paper Feed Unit

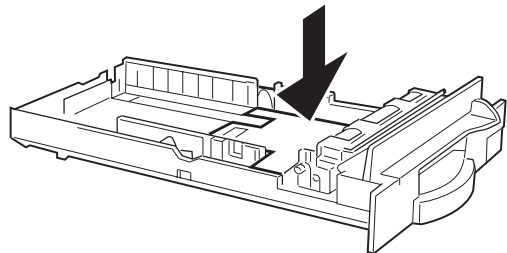
When the Add Paper indicator (  ) on the operation panel is lit, the cassette is empty.

1. Slide out the cassette until it stops. With both hands, remove it by holding it up and lifting it out at the same time.

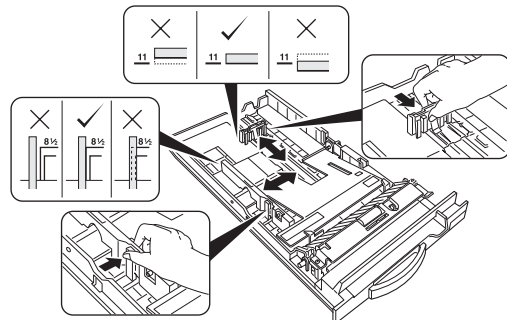


**Note:** When you pull out the cassette, pull it out horizontally.

2. Press down the metal base plate until it clicks into place.



3. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the cassette with the side on which you wish to print face up. Check the paper fits under the metal corners.



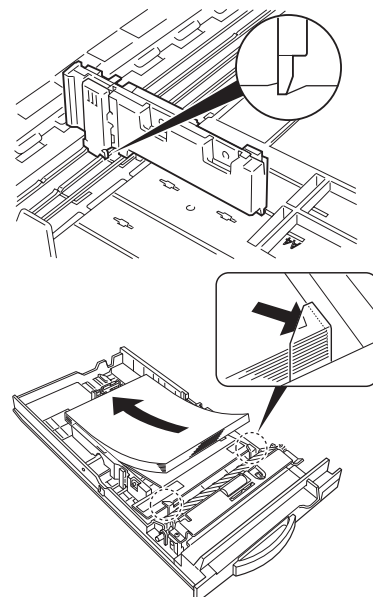
Make sure the back fence is set in the Groove on the paper cassette.

4. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.

**NOTE:**  Make sure that the paper fits the corners.  
 Do not fill up the cassette past the load limit marker.

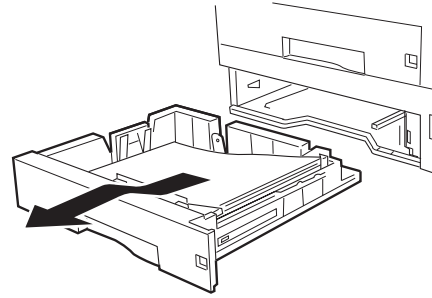
Load Limit 

5. Replace the cassette to its original position.

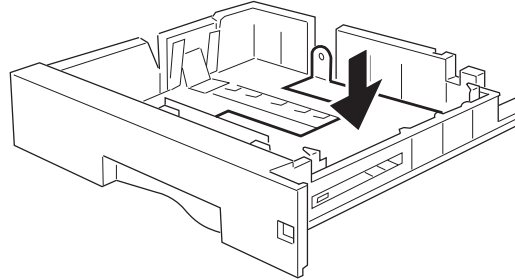


## Loading Paper in the Optional Side Paper Feed Unit

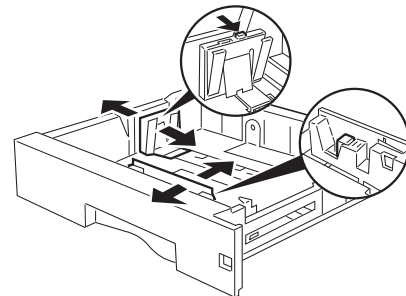
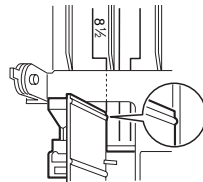
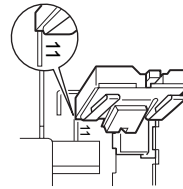
1. Slide out the side paper feed unit until it stops. With both hands, remove it by holding it up and lifting it out at the same time.



2. Press down the metal base plate until it clicks into place.



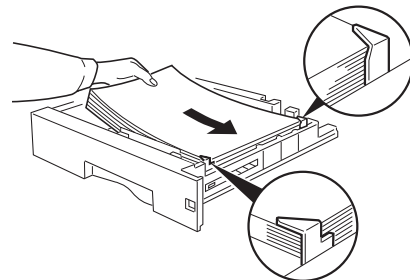
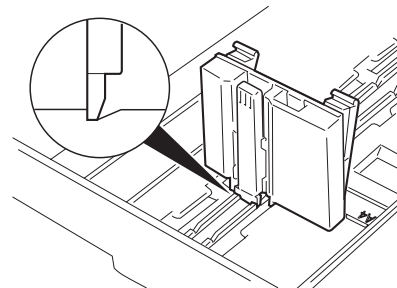
3. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the unit with the side on which you wish to print face up. Check the paper fits under the metal corners.



Make sure the back fence is set in the groove on the paper cassette.

4. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.

- Do not fill up the cassette past the load limit marker.



5. Replace the feed unit to its original position.

## CHANGING THE PAPER SIZE

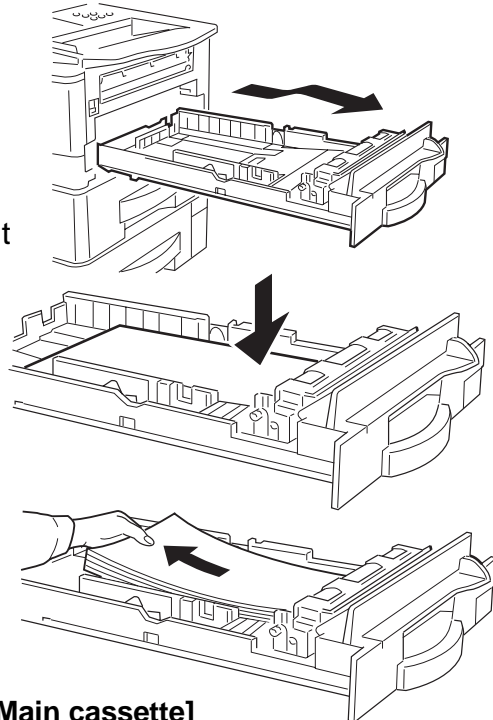
### Changing the Paper Size in the Main Cassette or the Optional Front Paper Feed Unit

1. Slide out the cassette until it stops. Then, with both hands, remove it by holding it up and lifting it out at the same time.

**Note:** When you pull out the cassette, pull it out horizontally.

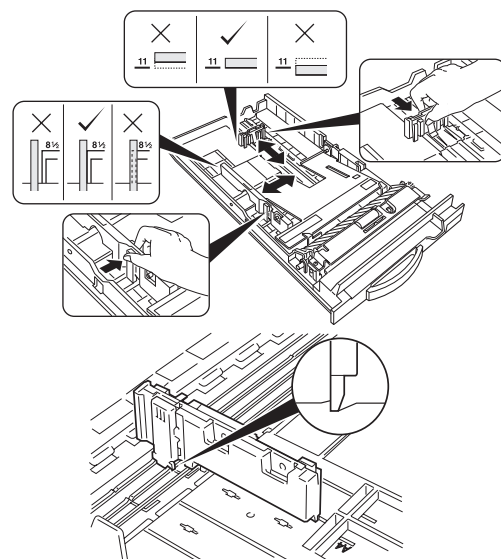
2. Press down the paper until it clicks into place.

3. Take out the paper.

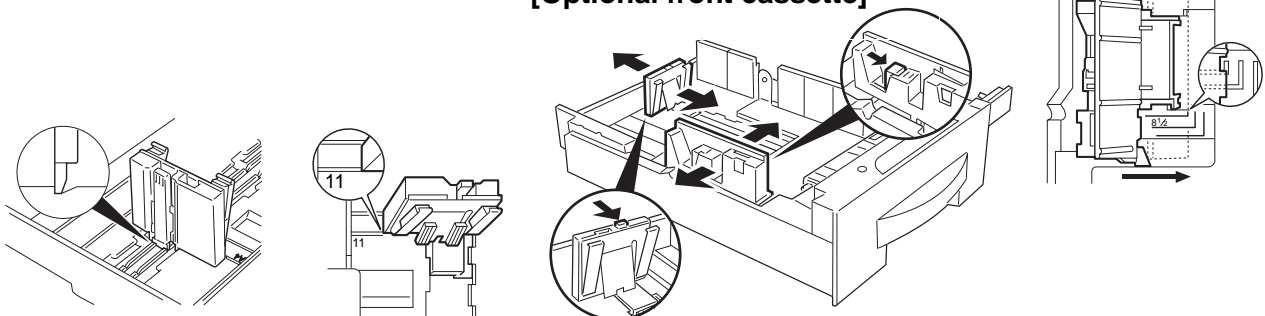


4. Adjust the paper fences to the paper size. To move a fence, pinch the top lever in and slide the fence in or out as shown. Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the cassette. The fences should be aligned so that the inside edge of each fence is just touching the line of the scale.

Make sure the back fence is set in the groove on the paper cassette.

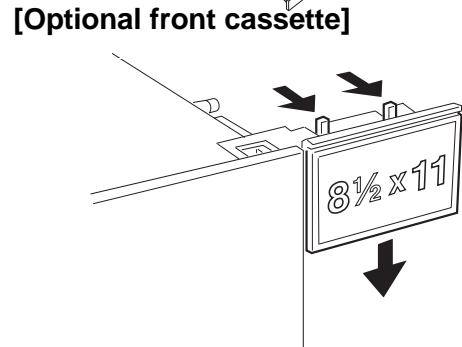
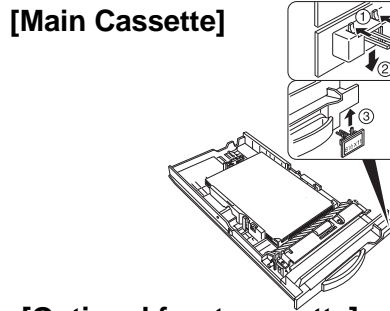


#### [Optional front cassette]

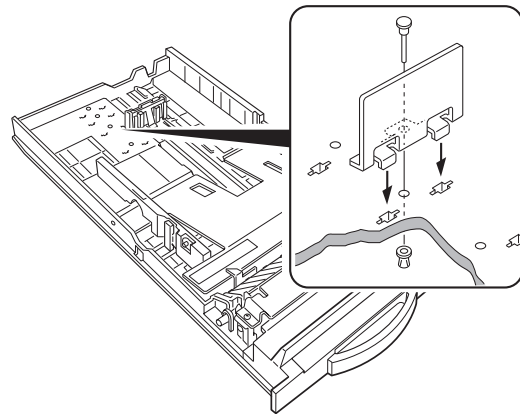


5. Change the paper size plate (located at the front of the cassette).

To remove an existing plate, squeeze the two vertical tabs slightly inwards while pulling the plate out from below (see diagram). Insert a plate with the appropriate paper size engraved on the front.

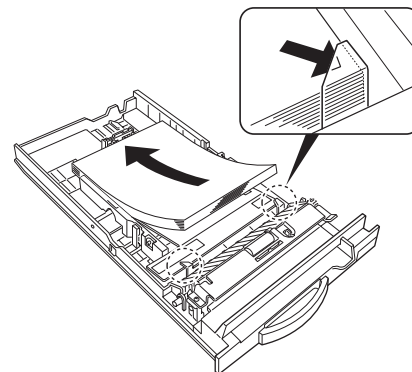
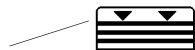


6. Fit the paper fence lock behind the rear fence of main cassette as shown in the diagram. The lock should fit into the slots on the base of the tray and should be snug against the paper fence. Insert the holding pin as shown and fix the plastic nut, under the tray.



7. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the cassette with the side on which you wish to print face up. Check the paper fits under the metal corners.

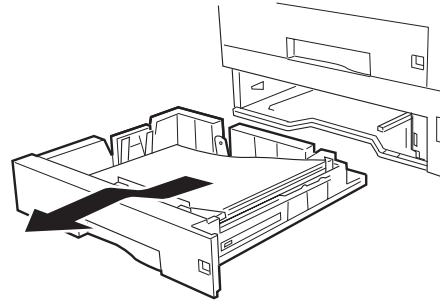
- Do not fill up the cassette past the load limit marker.



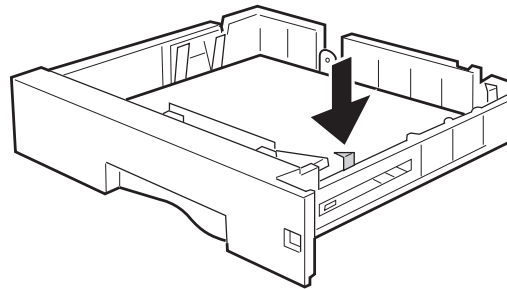
8. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.
9. Replace the cassette to its original position.

## Changing the Paper Size in the Optional Side Paper Feed Unit

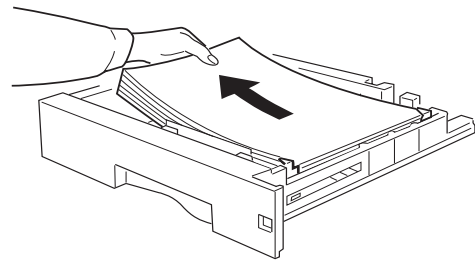
1. Slide out the paper feed unit until it stops. Then, with both hands, remove it by holding it up and lifting it out at the same time.



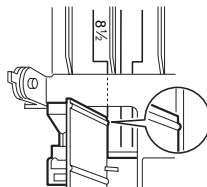
2. Press down the paper until it clicks into place.



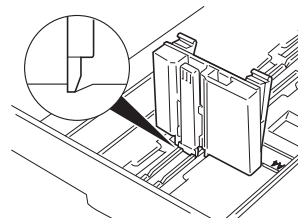
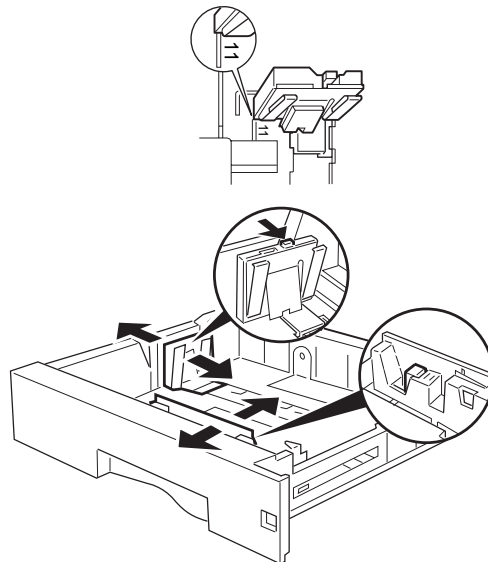
3. Pull out the paper.



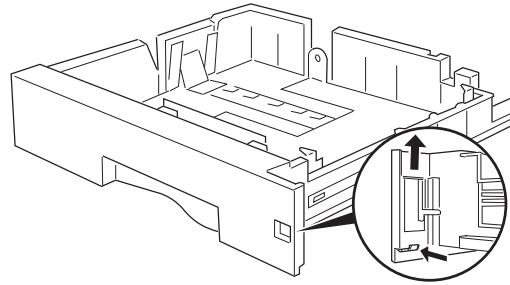
4. Adjust the paper fences to the paper size. To move a fence, pinch the top lever in and slide the fence in or out as shown. Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the feed unit. The fences should be aligned so that the inside edge of each fence is just touching the line of the scale.



Make sure the fence is set in the groove on the paper cassette.

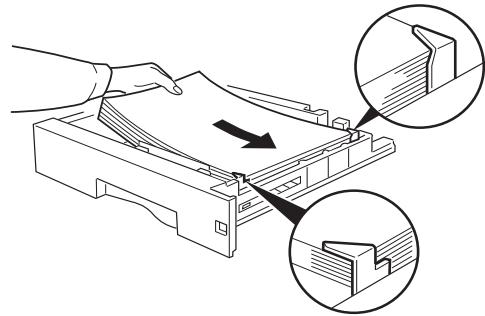


5. Change the paper size plate (located at the front of the feed unit).  
To remove an existing plate, push in the tab at the base while lifting the plate out from above (see diagram). Insert a plate with the appropriate paper size engraved on the front.





6. Fan the paper. Make sure the edges are uniformly aligned and place the paper into the feed unit with the side on which you wish to print face up. Check the paper fits under the metal corners.

- Do not fill up the cassette past the load limit marker.



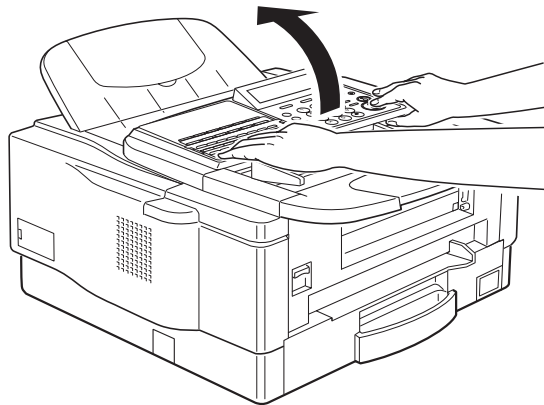
7. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.
8. Replace the feed unit to its original position.

## REPLACING THE TONER CASSETTE AND CLEANING PAD

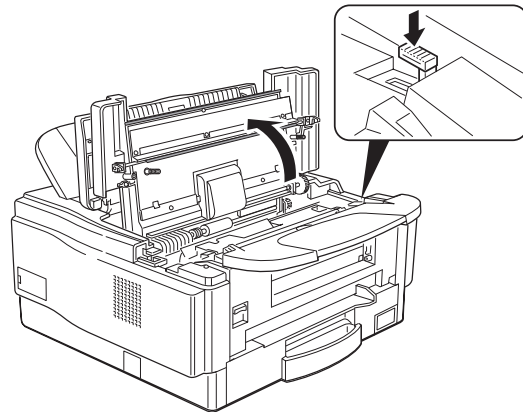
- ❑ When the Add Toner indicator (  ) starts to blink, the toner cassette is almost empty. You will be able to make 100 more copies before you have to change the toner cassette.
- ❑ When the Add Toner indicator (  ) remains lit, it is time to install a new toner cassette.

### Replacement Procedure

1. Open the scanner.



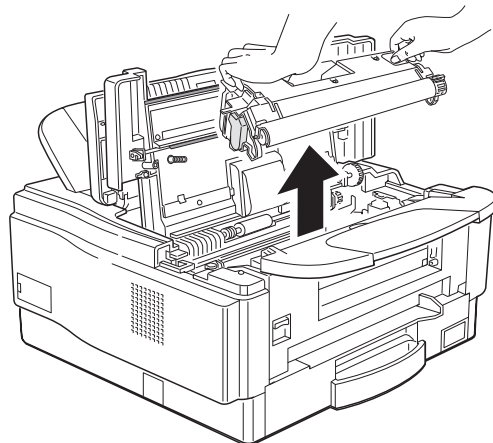
2. Open the upper cover. (Push the button of the right side.)



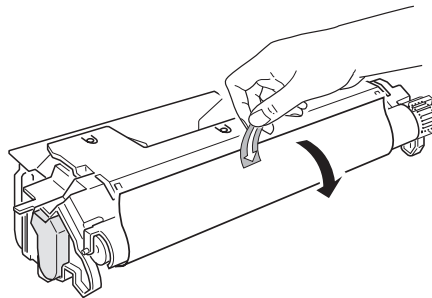
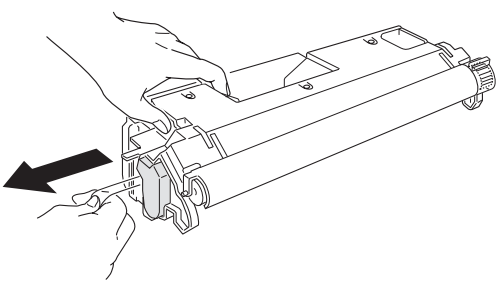
3. Slide out the old toner cassette.

**Note:** Do not shake the cassette, or toner may spill out.

**WARNING:** Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.

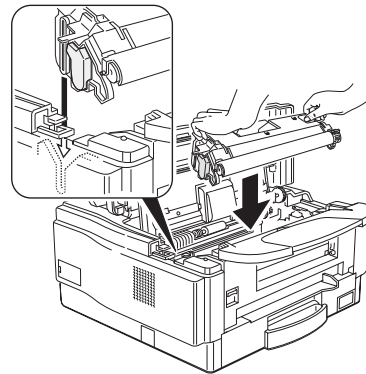


4. Shake the toner cassette before installing it.  
On the new toner cassette, pull out the sheet. And remove the black sheet.



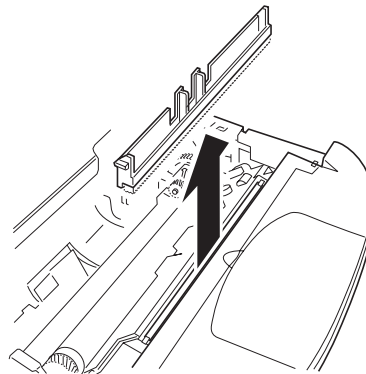
5. Slide the new toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.

**CAUTION:** Hold the cassette as shown in the illustration. Never touch the photoconductor inside the machine (green drum).



6. Remove the old cleaning pad.

**WARNING:** The cleaning pad may be very hot. Therefore, hold it by the center two tabs. Do not touch any other parts on the pad.



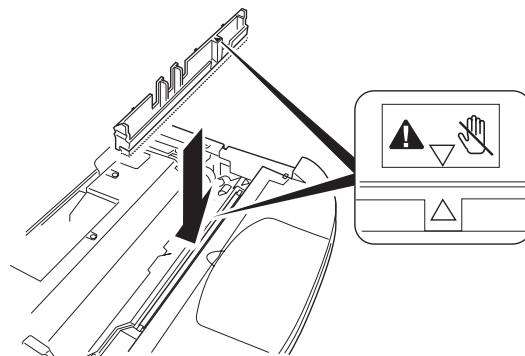
7. Install the new cleaning pad.  
Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.

**Note:** Push the cleaning pad until you hear it clicking.

**Important:** Do not forget to install the cleaning pad. If not installed correctly, damage may be caused to the machine.

8. Close the upper cover and lower the operation panel until it clicks.

**Note:** If the upper cover does not close, the toner cassette or cleaning pad is not correctly installed.



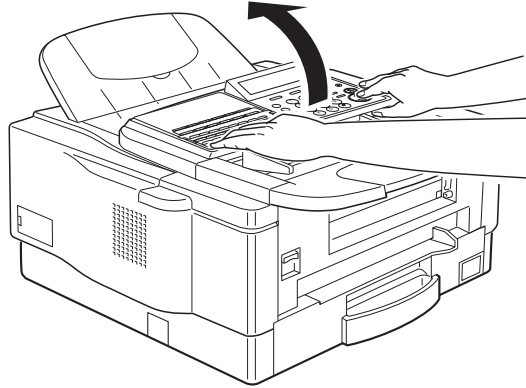
LOOKING AFTER THE MACHINE



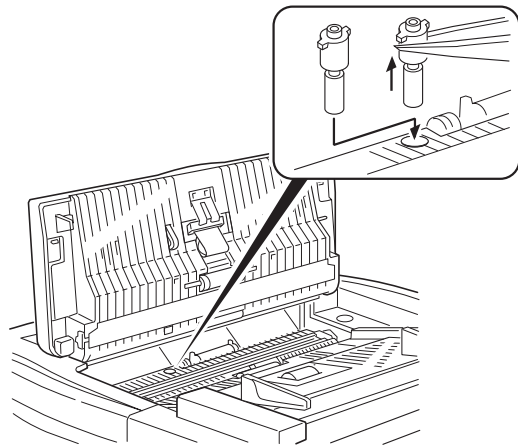
## REPLACING THE STAMP

When the mark made by the verification stamp becomes pale, replace the stamp as described below.

1. Pull up the scanner.



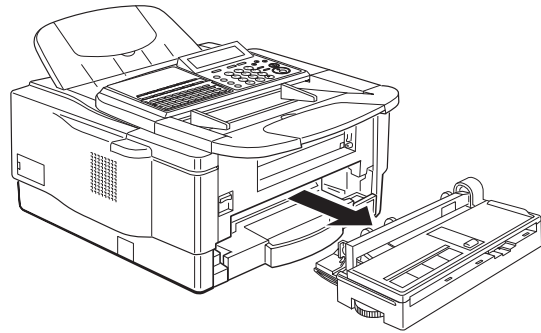
2. Replace the stamp.  
If tweezers are not available, you may press the point of a pencil down vertically into the stamp and remove it by lifting straight up.



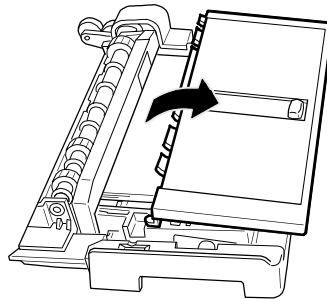
3. Close the operation panel.  
Make sure you push down on both sides of the panel so it locks into place.

## CHANGING THE PAPER SIZE (OPTIONAL CASSETTE)

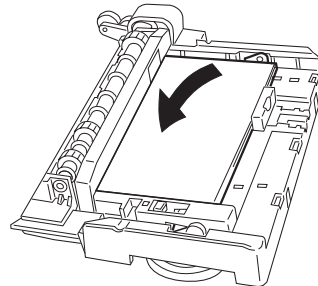
1. Pull out the removable cassette.



2. Remove the cover of the cassette.



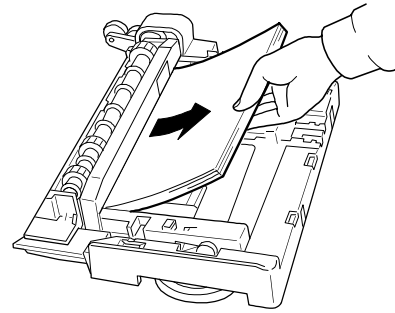
3. Push the paper until it clicks.



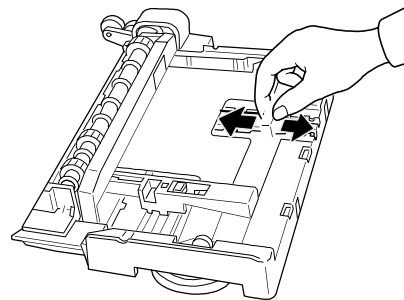
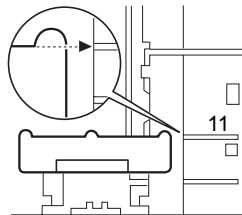
## LOOKING AFTER THE MACHINE

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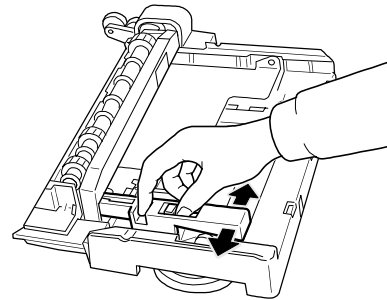
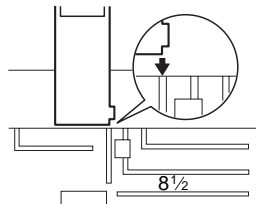
4. Remove the paper.



5. Adjust the position of the back fence.

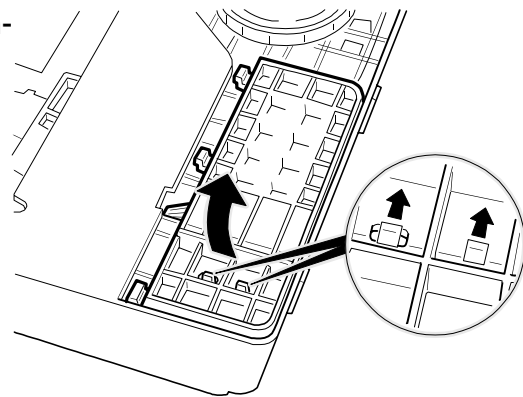


6. Adjust the position of the side fence.

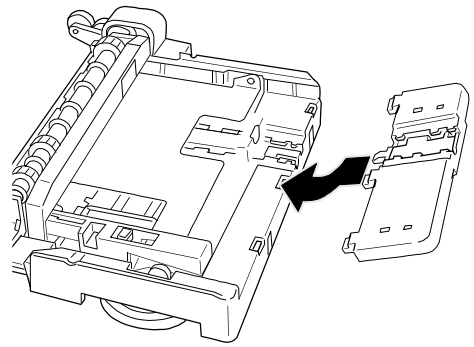


When you install the long size of paper, install the extension.

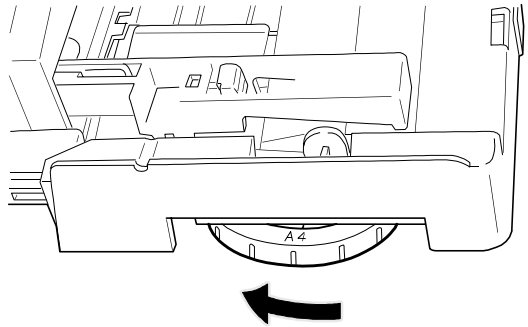
7. Turn over the cassette. Remove the extension.



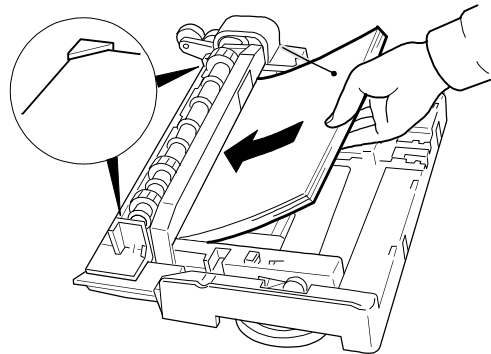
8. Turn over the cassette again and install the extension.



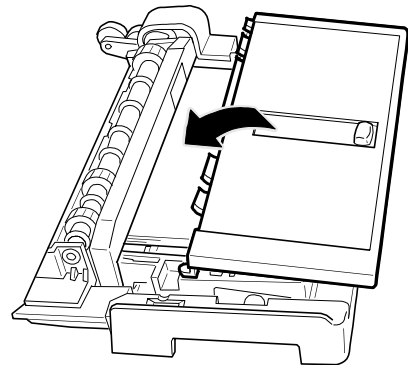
9. Rotate the dial until the appropriate size appears.



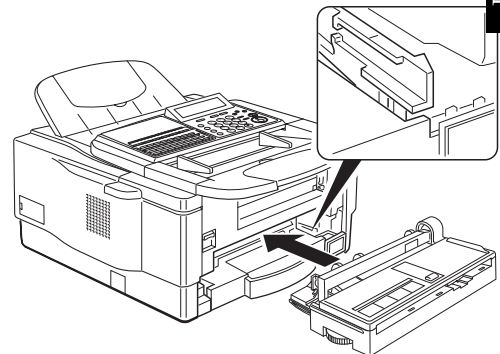
10. Set the paper under the corners.  
If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



11. Set the cover of the removable cassette.



12. Install the removable cassette.



## USER MAINTENANCE PROCEDURES

To ensure that your fax continues to operate properly, some simple maintenance is required. This entails cleaning and replacing a few components. Cleaning should be done once every 6 months. Replacements should be done after a specified number of scanings or printings.

### User Maintenance Table of Cleaning

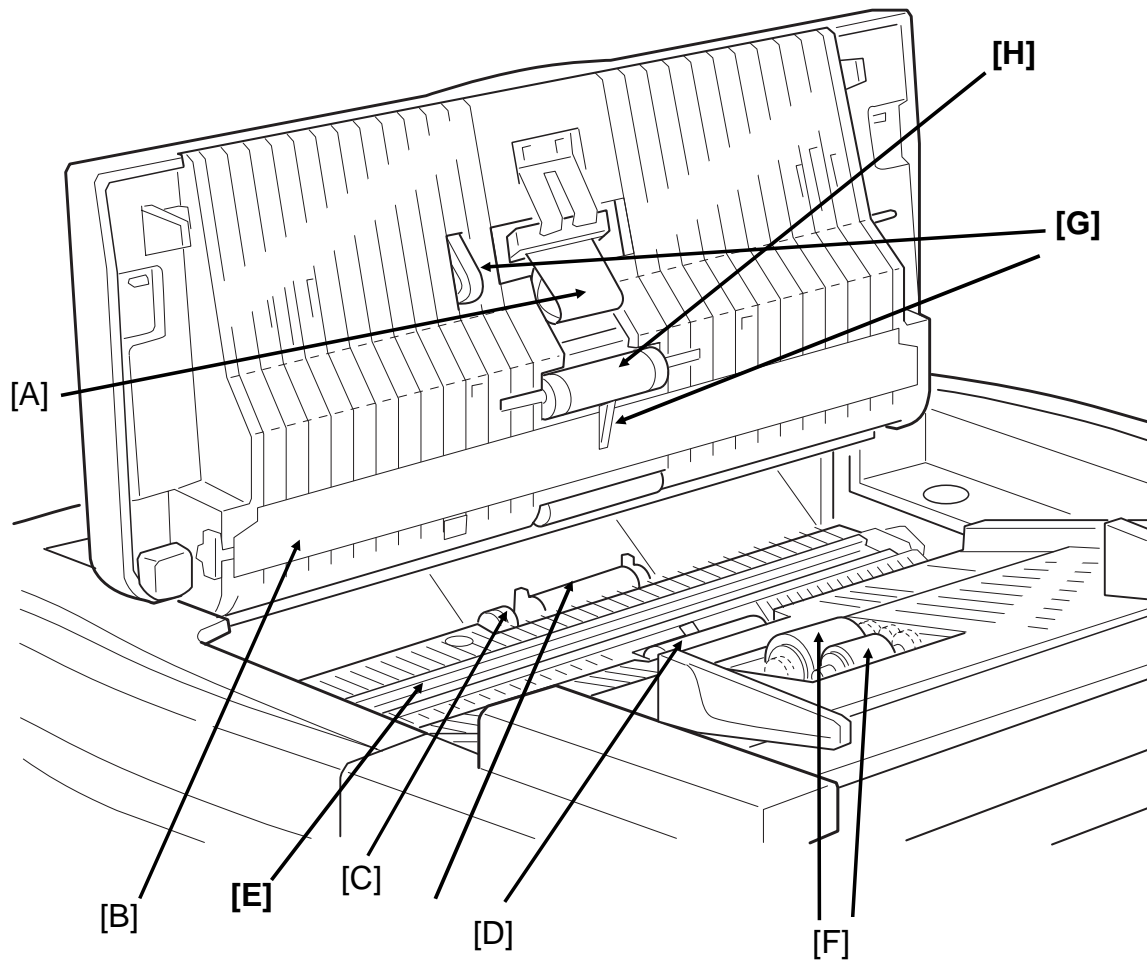
The following table shows what items you need to look after from time to time. Letters after component names in the Item column refer to the labels used in the diagrams on the following pages.

Area	Item	What to Use	Possible Problems if Not Maintained
Scanner	Separation pad [A]	Soft damp cloth	Document non-feed or multifeed
	Separation Roller [H]		
	Pick-up Roller [F]	Soft damp cloth	Document non-feed or jam
	Feed Roller [F]	Soft damp cloth	
	White Strip [B]	Soft damp cloth	Poor copy quality (dirty background on copies and transmitted faxes)
	R1 Roller [D]	Soft damp cloth	Document skew, or dirt on the document
	R2 Roller [D]	Soft damp cloth	
	Exposure Glass [E]	Soft damp cloth	Vertical black lines on copies and transmitted faxes

**CAUTION:** A soft damp cloth is needed. The cloth must be wrung out tightly before use. Use water only. Do not use a detergent or a solvent such as alcohol.

## User Maintenance Procedure of Cleaning

### Scanner

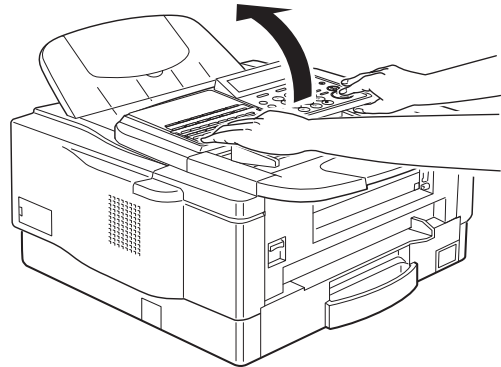


LOOKING AFTER  
THE MACHINE

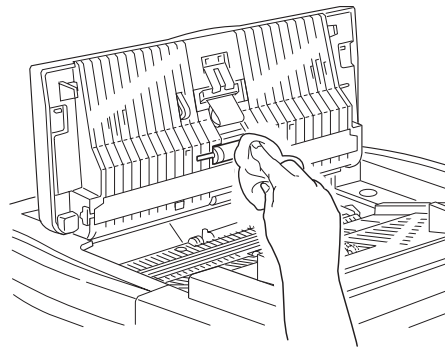
## LOOKING AFTER THE MACHINE

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1. Prepare a soft damp cloth.
2. Turn off the main power switch.
3. Lift up the operation panel.



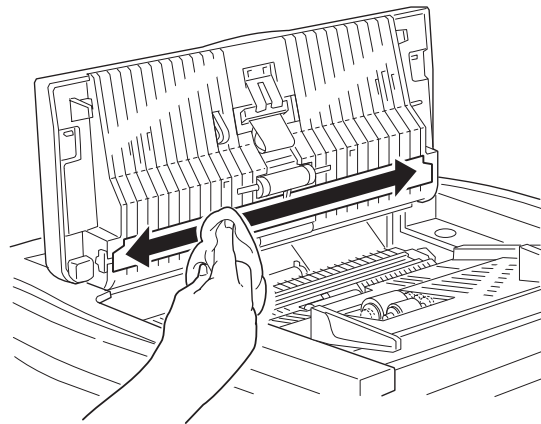
4. Clean the pressure roller [A] with the soft damp cloth, while rotating the roller.



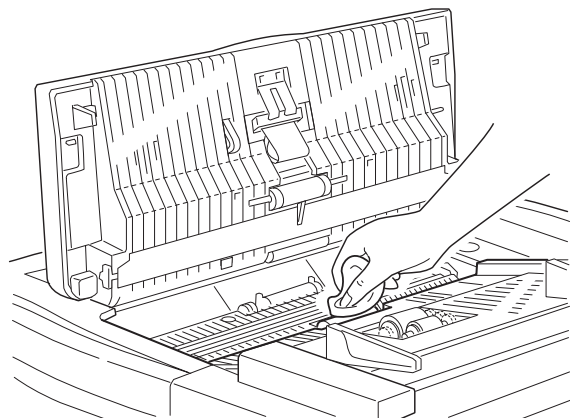
5. Clean the white strip [B] with the soft damp cloth.

**CAUTION:**

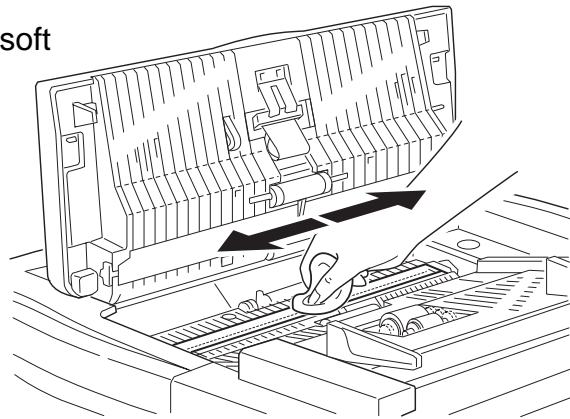
Do not damage the sensor actuator [G] (black plastic) on the white stripe.



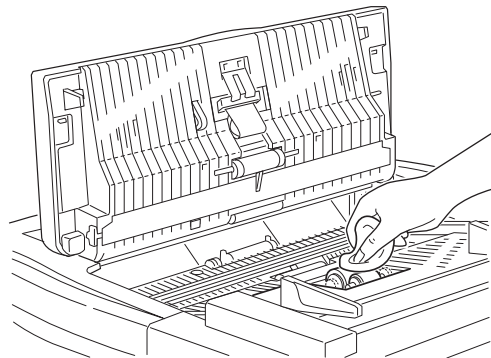
6. Clean the R1 and R2 rollers [D] with the soft damp cloth.



6. Turn the main power switch off.
7. Clean the exposure glass [E] with the soft damp cloth.



8. Clean the pick-up and feed rollers [F] with the soft damp cloth, while turning the rollers in the direction shown in the diagram.



9. Close the operation panel.  
Make sure you push down on both sides of the panel so it locks into place.



## LOOKING AFTER THE MACHINE

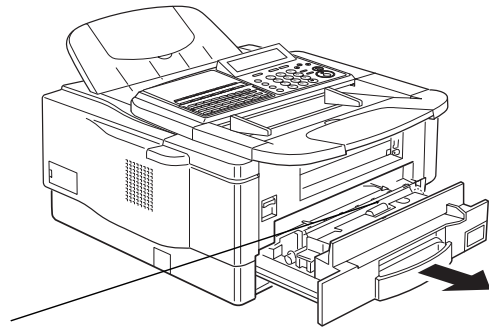
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### Cassette

1. Pull out the cassette.

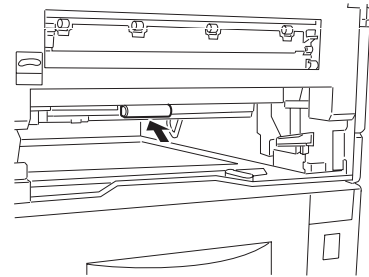
**Note:** When you pull out the cassette, pull it out horizontally.

[Roller on the cassette]



[Roller inside the machine]

2. Clean the rollers on the cassette and in the interior of the machine using the soft damp cloth.

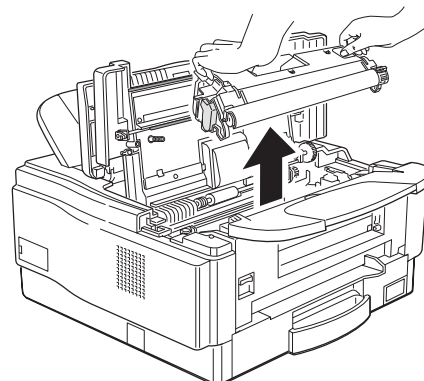
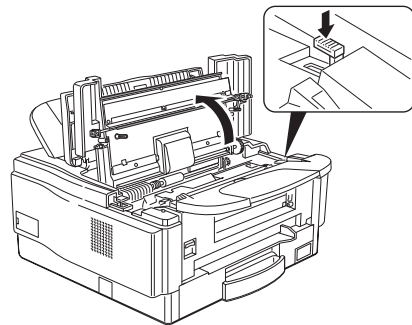
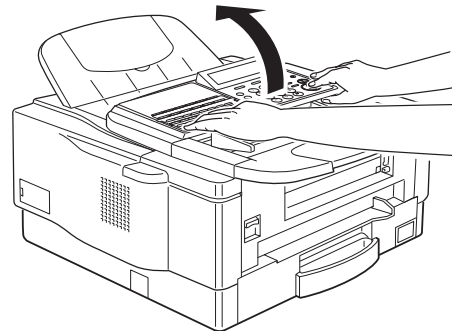


3. Close the cassette.

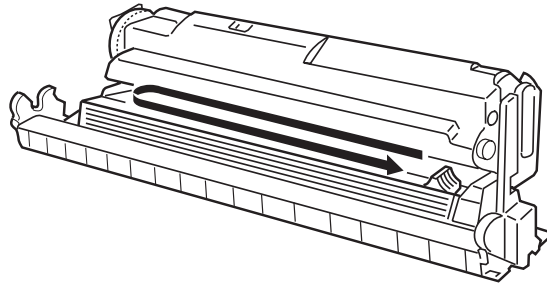
### **Cleaning the Corona Wire**

Please clean the corona wire often in order to keep the printing image quality.

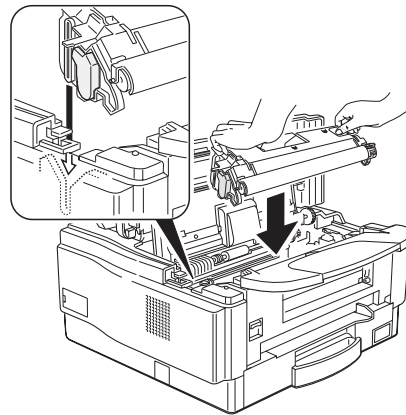
1. Lift up the operation panel.
2. Open the upper cover.
3. Remove the toner cassette. Place it on a sheet of paper.



4. Gently drag the blue lever from end to end twice. Make sure the lever is returned on the original position.



5. Re-install the toner cassette. Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



6. Close the upper cover and lower the operation panel. Make sure you push down on both sides of the panel so it locks into place.

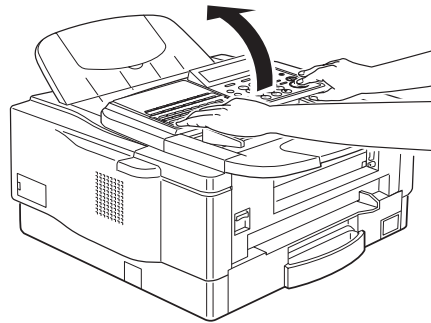
## User Maintenance Procedure for Replacing

### Replacing the ADF Roller Assembly and the Separation Pad

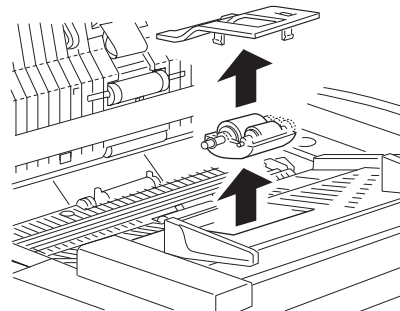
You should replace the ADF(Auto Document Feeder) roller assembly and the separation pad to prevent misfeeds about every 30,000 sheets. To check how many sheets you've scanned, please refer the section titled "Counters" (See page 161).

To get the new roller and pad, contact your service representative.

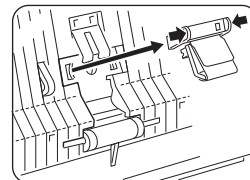
1. Open the operation panel.



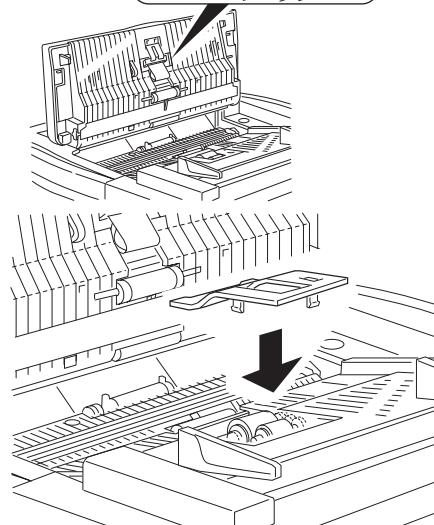
2. Remove the old ADF roller assembly.



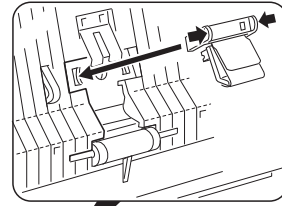
3. Remove the old separation pad.



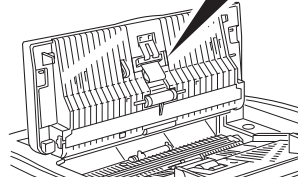
4. Install the new ADF roller assembly.



5. Install the new separation pad.



6. Close the operation panel.  
Make sure you push down on both sides of the panel so it locks into place.



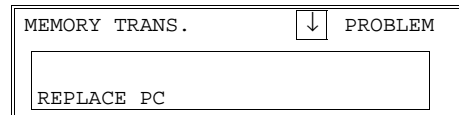
## LOOKING AFTER THE MACHINE

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### Replacing the Photoconductor

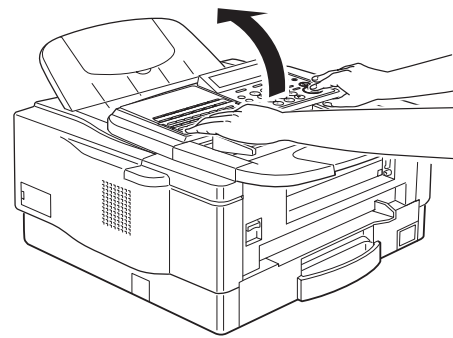
You should replace the photoconductor to maintain the copy quality after about every 30,000 sheets.

If the following display appears, replace the photoconductor.

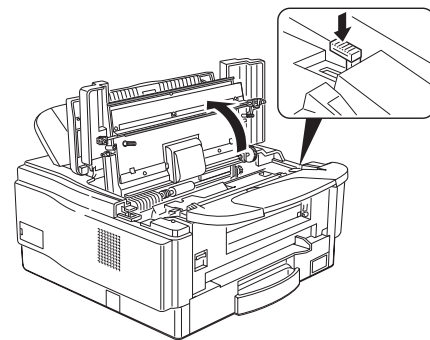


To check how many sheets you've printed, please refer the section titled "Counters" (See page 161).

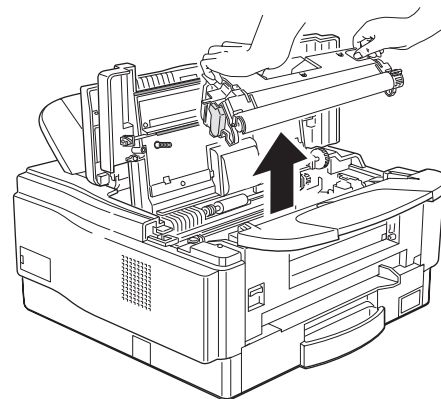
1. Lift up the operation panel.



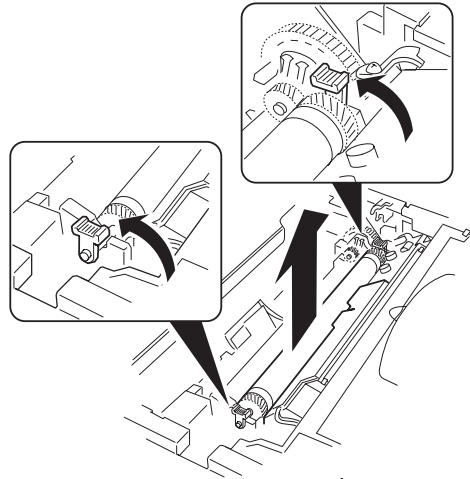
2. Open the upper cover.



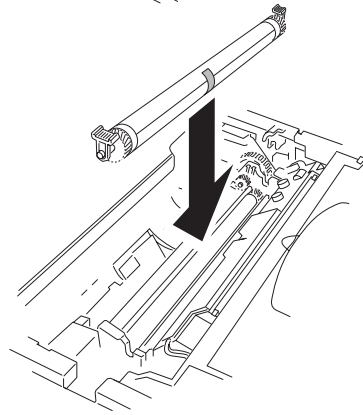
3. Remove the toner cassette.



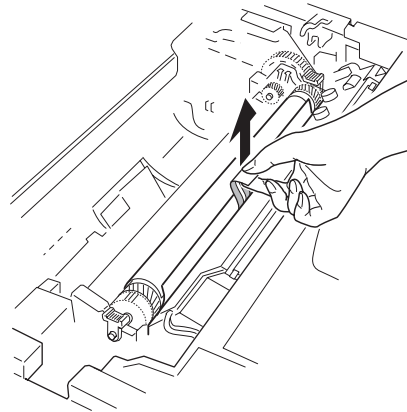
4. Remove the old the photoconductor.



5. Place the photoconductor in the machine. Pay attention to the green knob. One of them is marked "R" for right side.

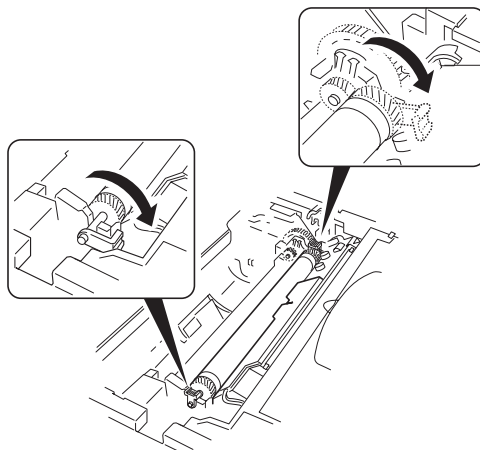


6. Remove the black sheet as shown in the diagram.



7. Turn the green levers to lock the photoconductor in place.

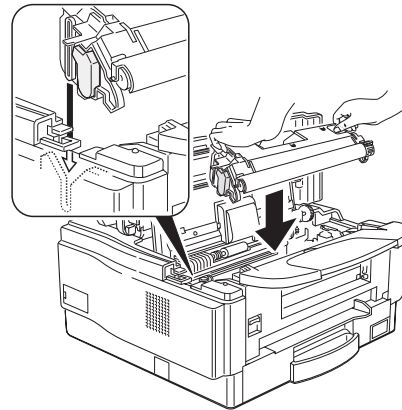
**Caution:** Never touch the surface of the photoconductor (green drum).



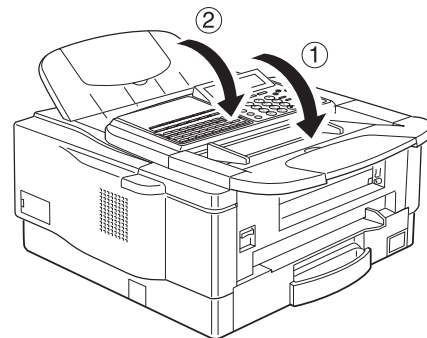
## LOOKING AFTER THE MACHINE

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8. Replace the toner cassette.

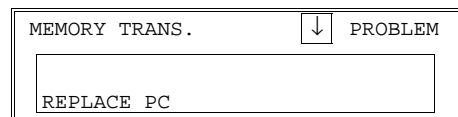


9. Close the upper cover and the operation panel.

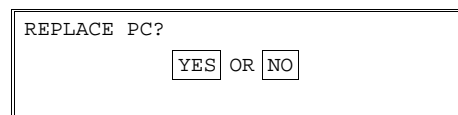


After you replace the photoconductor, reset the counter for photoconductor inside the machine.

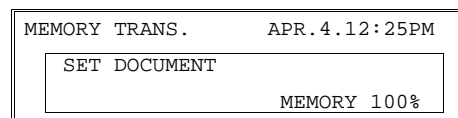
1. The display is shown as opposite.



2. Press ▼.



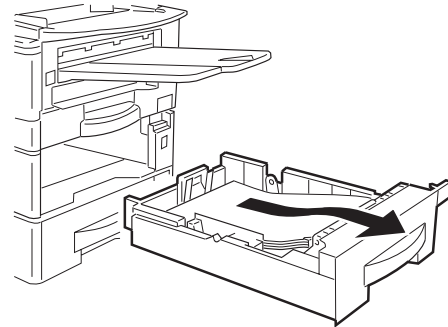
3. Press **Yes**.  
The counter resets.



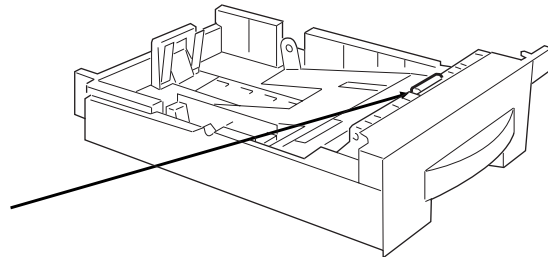
## The Front Paper Feed Unit

1. Using both hands, pull out the feed unit. Then remove it by holding it up and lifting it out at the same time.

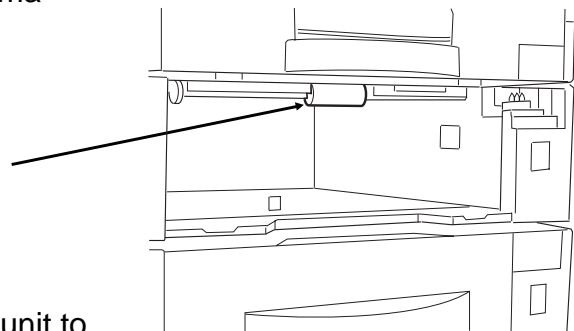
**Note:** When you pull out the cassette, pull it out horizontally.



2. Remove the paper then wipe the roller on the feed unit.



3. Wipe the roller in the interior of the machine.

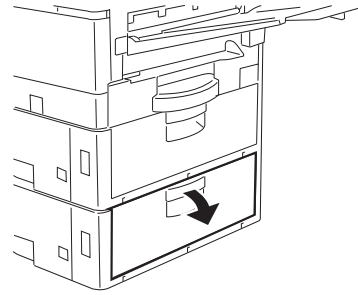


4. Set the paper and replace the feed unit to its original position.

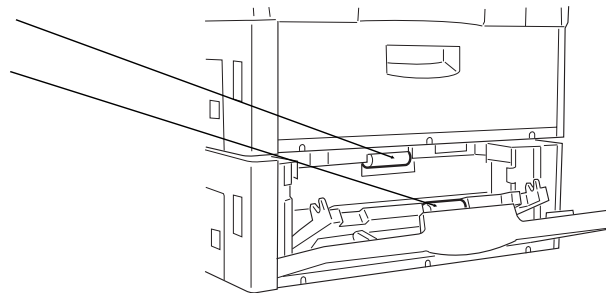


## **The Side Paper Feed Unit**

1. Open the side cover.



2. Wipe the 2 rollers.



3. Close the side cover.

## SOLVING PROBLEMS

**Caution:** Do not attempt to make any repairs other than those described in this manual. Removing covers may expose you to dangerous voltages and other risks. Refer all servicing to qualified personnel.

### CHECK THE INDICATORS AND DISPLAY PANEL

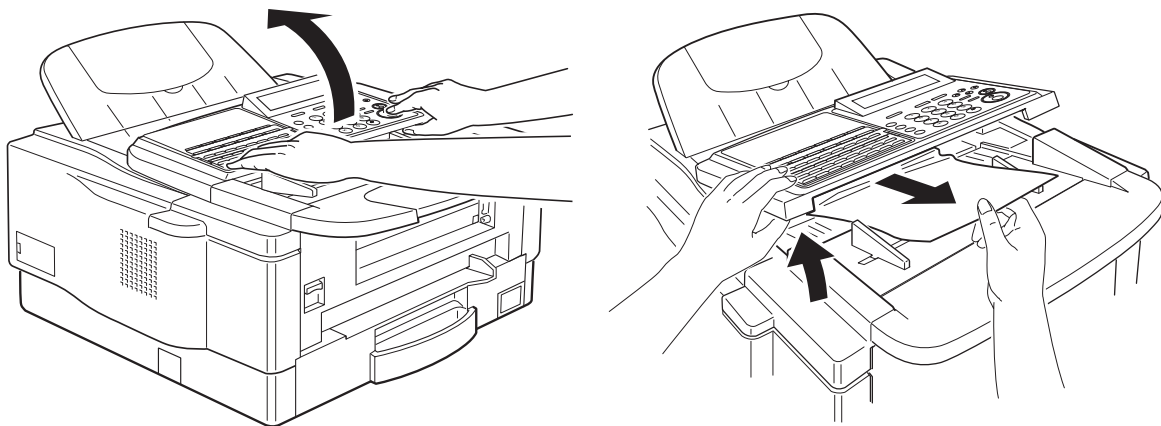
**Check Display** indicator lights if there are any problems. Check the description in the display.

### DOCUMENT JAMS

#### Clearing a Document Jam

If CLEAR ORIGINAL appears in the display:

- There is a document jammed in the feeder. Remove the jammed document and repeat the transmission procedure.
  - The document may be longer than the maximum limit (see Recommended Types of Document, page 12).
1. Pull up and open the operation panel.
  2. Carefully take out the jammed original. Do not leave any pieces inside. Then close the operation panel.

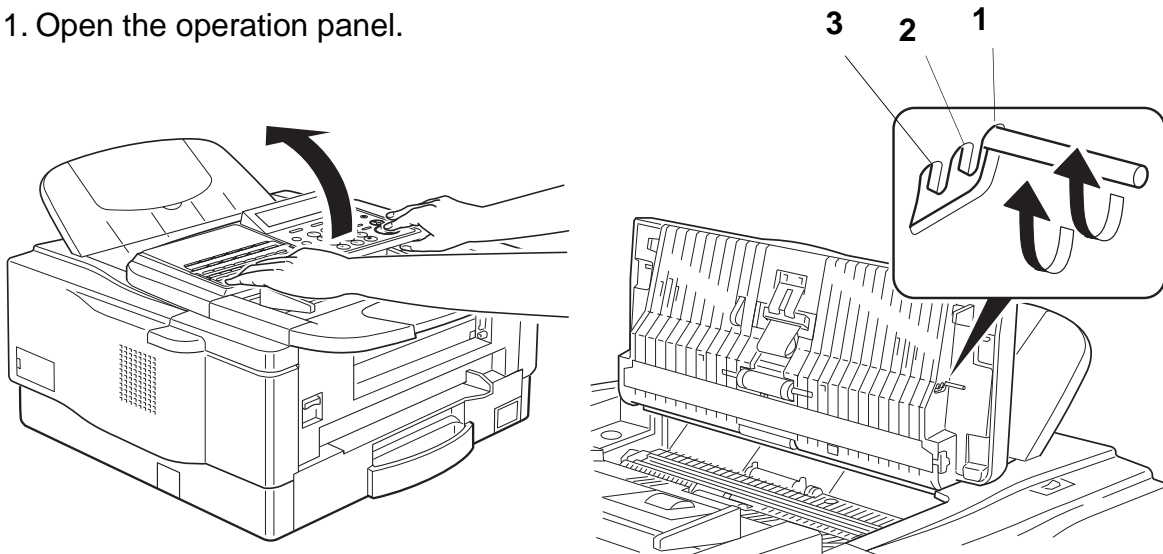


A defective or unrecommended document type may cause a jam. See pages 12 and 13.

## Adjusting the Document Feeder

Depending on the thickness of the paper, three settings can be selected; thin, normal, and thick.

1. Open the operation panel.



2. To meet the paper type to be scanned, adjust the lever position as shown in the following table.

Paper Thickness	Pressure	Position
Thin	Low	1
Normal	Normal	2
Thick	High	3

To correct document feed problems, adjust the lever position referring to the table below.

Problem	Position
Multi-feed	3
Feed Jam	1
Non-feed	1

Note: In a new machine the lever is in the middle position.

## COPY JAMS

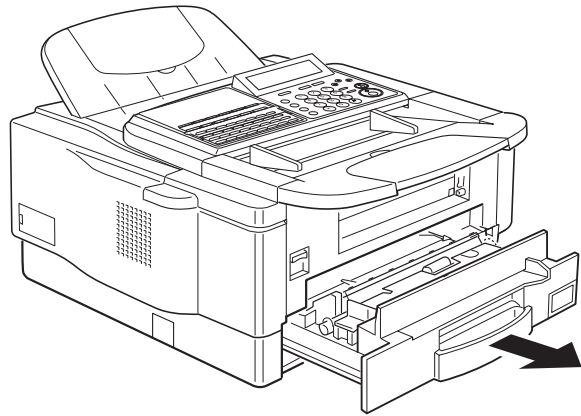
If "CLEAR COPY" appears on the display, there is a copy jam.

There are four possible locations:

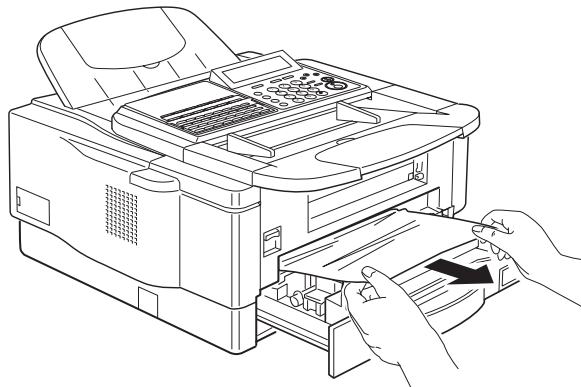
- Cassette entrance
- Copy feed area
- Copy exit area
- Optional removable cassette
- Optional front paper feed unit
- Optional side paper feed unit

### Cassette Entrance

1. Pull open the cassette.



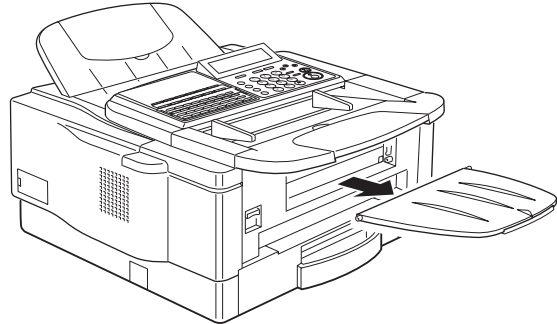
2. Gently pull out the misfed paper.  
Do not leave any pieces inside.



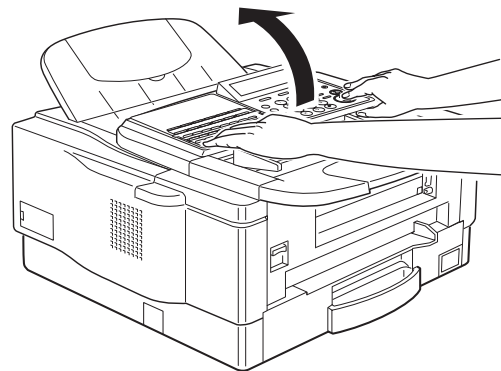
3. Push the stack of paper until it clicks.
4. Replace the cassette.

## Copy Feed Area

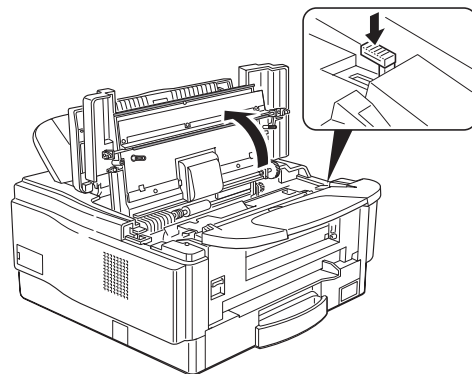
1. Remove the copy tray.



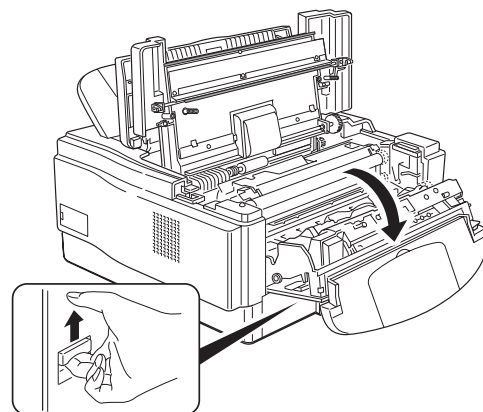
2. Pull up and open the operation panel.



3. Open the upper cover.



4. Open the front cover.

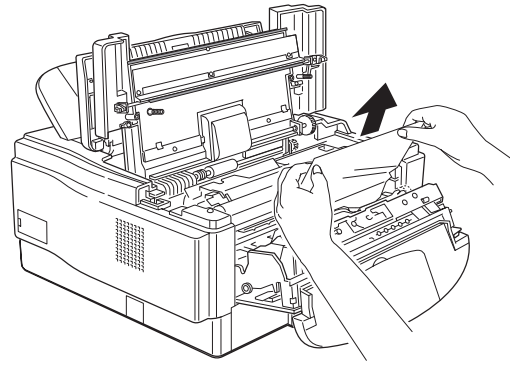


5. Pull out the jammed paper carefully.

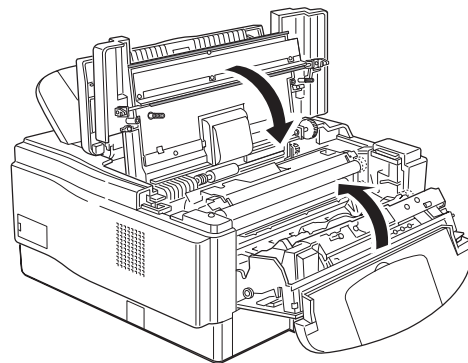
**CAUTIONS:**

- Do not touch the fusing unit . It may be hot.
- Do not touch the photoconductor drum.

Any toner on the paper will not be fixed to the paper. Be careful not to get your hands or clothing dirty.



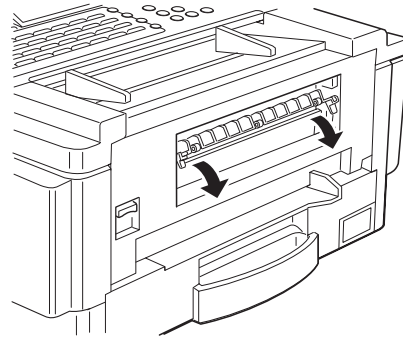
6. Close the front cover and the upper cover.



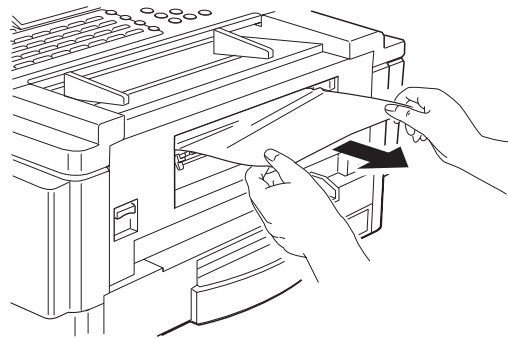
7. Close the operation panel.  
Make sure you push down on both sides of the panel so it locks into place.

## Copy Exit Area

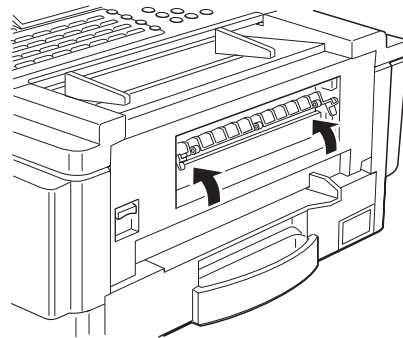
1. Open the copy exit cover.



2. Gently pull out the jammed paper.

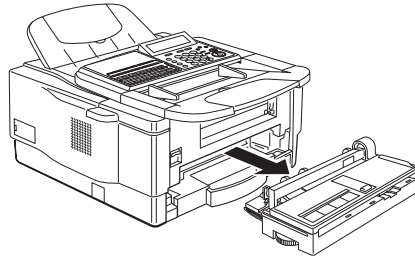


3. Close the copy exit cover.

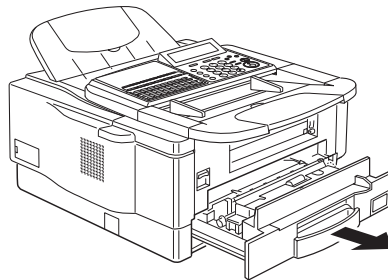


## Copy Jams with the Optional Removable Cassette (Cassette Area)

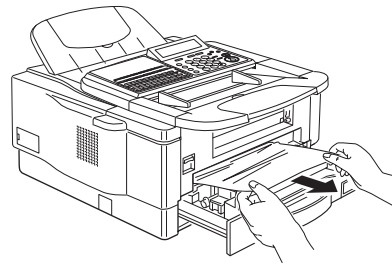
1. Take out the removable cassette.



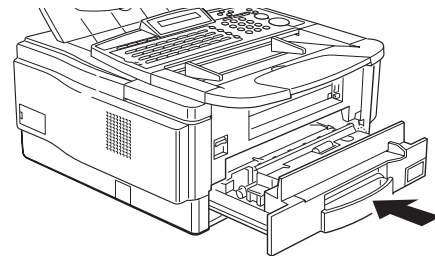
2. Pull out the cassette.



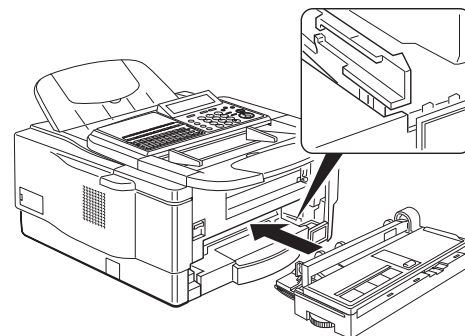
3. Gently pull out the misfed paper.  
Do not leave any pieces inside.



4. Replace the cassette.




5. Replace the removable cassette.

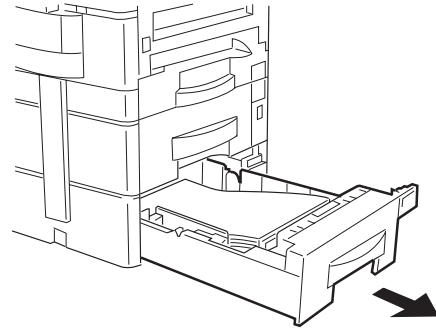




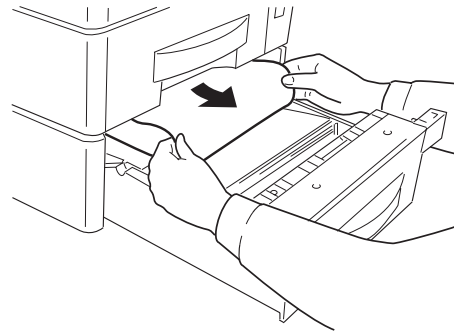
## Paper Jams in the Optional Front Paper Feed Unit

1. When  is lit, pull out the paper feed unit. If two front feed units are installed, both indicators may be lit. In this case, begin with the lower paper feed unit.

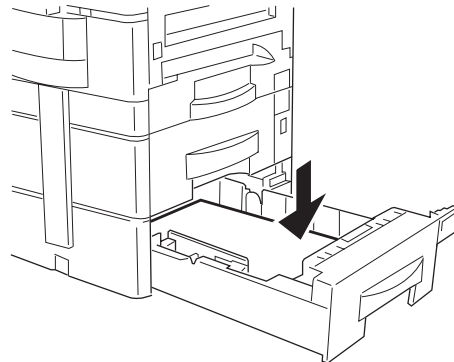
**Note:** When you pull out the cassette, pull it out horizontally.



2. If there is any jammed paper, remove it.




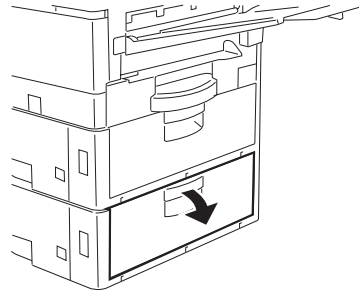
3. Press down the paper that is set in the feed unit until the base plate clicks.



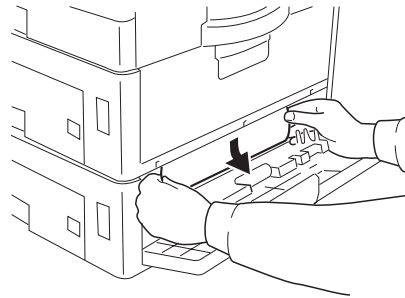
4. Replace the feed unit. If two front feed units are installed and both indicators are lit, repeat steps 1 to 3 for the upper feed unit to remove any paper jammed there.

## Paper Jams in the Optional Side Paper Feed Unit

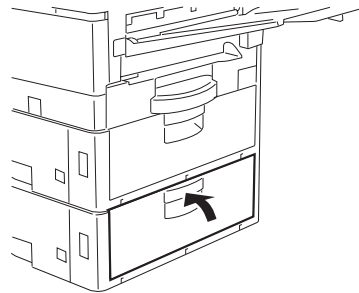
1. When  is lit, open the feed unit side cover. If two landscape feed units are installed, both indicators may be lit. In this case, begin with the lower unit.



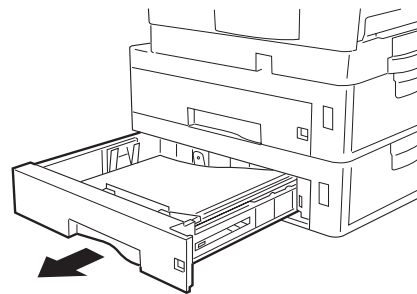
2. If there is any jammed paper, remove it.



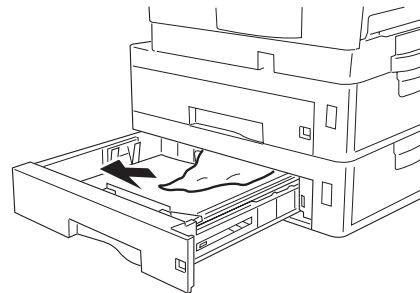
3. Close the side cover.



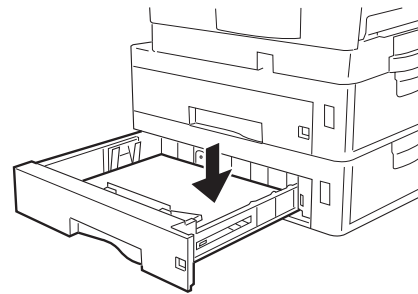
4. If you haven't managed to remove the jammed paper yet, pull out the paper feed unit.



5. If there is any jammed paper, remove it.



6. Press down the paper that is set in the unit until the bottom plate clicks. Make sure the paper fits correctly under the two metal corners.



7. Replace the feed unit to its original position. If two landscape feed units are installed and both indicators are lit, repeat steps 1 to 7 for the upper unit to remove paper jammed there.

## COMMUNICATION PROBLEMS

If "ERROR PRESS STOP KEY" appears on the display, press **Stop**.

Here are some possible causes and solutions:

- A poor line caused the communication to fail — try again.
- The line is busy — try again.
- The other party's machine is out of order — ask them to check their machine.

## OPERATING DIFFICULTIES

Problem	Required Action
<b>STANDBY MODE</b>	
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet? <ul style="list-style-type: none"> <li>• Plug it in firmly</li> </ul>
SET DOC. OR DIAL NO is not displayed.	Switch the power on. <ul style="list-style-type: none"> <li>• If the Power indicator does not light, check that the power cord is plugged in.</li> </ul>
The display does not show the Ready condition, or the machine stops during an operation.	Does CLEAR ORIGINAL or CLEAR COPY appear in the display ? <ul style="list-style-type: none"> <li>• Clear the misfed paper. See pages 201 and 203.</li> </ul>
	Does ADD PAPER appear in the display? <ul style="list-style-type: none"> <li>• Load paper into the paper tray. See page 176.</li> </ul>
	Does CLOSE COVER appear in the display? <ul style="list-style-type: none"> <li>• Close all covers.</li> </ul>
	Is the Add Toner indicator on? <ul style="list-style-type: none"> <li>• Load a new toner cartridge. See page 182.</li> </ul>
<b>TRANSMISSION</b>	
The original is not pulled into the auto document feeder.	You did not feed the document far enough into the feeder. <ul style="list-style-type: none"> <li>• Insert the document into the feeder until it stops. Retransmit.</li> </ul>
	Do user maintenance, especially separation pad [A] and roller [F] (see page 188). <ul style="list-style-type: none"> <li>• If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 202).</li> </ul>
	The telephone line is disconnected. <ul style="list-style-type: none"> <li>• Check that the line is connected properly.</li> </ul>
	The telephone line type setting is incorrect. <ul style="list-style-type: none"> <li>• Check the telephone line type setting (see page 290).</li> </ul>
	The dialed number does not contain an access code or a pause. <ul style="list-style-type: none"> <li>• Include the access number and a pause before the telephone number.</li> </ul>
	The dialed number did not have enough pauses between the access number and the telephone number. <ul style="list-style-type: none"> <li>• Try adding more pauses after the access code.</li> </ul>

Problem	Action Required
Frequent original misfeeds.	<b>Multifeeds</b>
	Incorrect positioning of originals <ul style="list-style-type: none"> <li>Put the document in the feeder correctly. See page 16.</li> </ul>
	Incorrect alignment of originals <ul style="list-style-type: none"> <li>Align the edges of the document. See page 16.</li> </ul>
	Curled pages <ul style="list-style-type: none"> <li>Flatten the document. See page 13.</li> </ul>
	Incorrect document type <ul style="list-style-type: none"> <li>Use a proper document type. See page 13.</li> </ul>
	Mixed document types <ul style="list-style-type: none"> <li>The pages must all be of the same type.</li> </ul>
	Static electricity on the originals <ul style="list-style-type: none"> <li>Shuffle the document. See page 16.</li> </ul>
	User maintenance is needed <ul style="list-style-type: none"> <li>Do user maintenance, especially separation pad [A]. See page 188.</li> </ul>
	The document feeder is not adjusted correctly. <ul style="list-style-type: none"> <li>Adjust the auto document feeder. See page 202.</li> </ul>
	<b>Non-feeds</b>
	Copier silicone oil on the originals <ul style="list-style-type: none"> <li>Wait a few minutes, then try again.</li> </ul>
	Incorrect alignment of originals <ul style="list-style-type: none"> <li>Align the edges of the document. See page 16.</li> </ul>
	Curled pages <ul style="list-style-type: none"> <li>Flatten the document. See page 13.</li> </ul>
	Incorrect document type <ul style="list-style-type: none"> <li>Use a proper document type. See page 13.</li> </ul>
	More than 50 pages in the feeder <ul style="list-style-type: none"> <li>Do not place more than 50 pages in the automatic document feeder at once.</li> </ul>
	User maintenance is needed <ul style="list-style-type: none"> <li>Do user maintenance, especially separation pad [A] and roller [E]. See page 188.</li> </ul>
	The document feeder is not adjusted correctly. <ul style="list-style-type: none"> <li>Adjust the auto document feeder. See page 202.</li> </ul>
	Transmission cannot take place; CLEAR ORIGINAL appears.
The document may be longer than the maximum limit (see page 12). <ul style="list-style-type: none"> <li>Make sure that none of your originals exceed this limit.</li> </ul>	
Do user maintenance, especially separation pad [A] and roller [F] (see page 188). <ul style="list-style-type: none"> <li>If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 202).</li> </ul>	

Problem	Action Required
<p>Transmission cannot take place; the Line Fail indicator blinks.</p> <p><b>Note:</b> Before taking action, wait until the Communicating indicator goes out, then press the <b>Stop</b> key.</p>	<p>The other machine is out of order.</p> <ul style="list-style-type: none"> <li>• Check the error report.</li> <li>• Ask the other party to check their machine and correct the fault.</li> </ul> <p>The line is busy or noisy.</p> <ul style="list-style-type: none"> <li>• Check that the dial tone is sent out. Try to retransmit.</li> </ul>
<p>Consistent difficulty in communicating with a particular terminal.</p>	<p>There are some bad lines between you and that other terminal.</p> <ul style="list-style-type: none"> <li>• Store that terminal's number as a Quick Dial Key or Speed Dial Code.</li> </ul> <p>Then call a service technician. Inform them of the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.</p>
<p>Consistent poor image quality when communicating with a particular terminal.</p>	
<b>RECEPTION</b>	
<p>The telephone keeps ringing and no fax is printed.</p>	<p>You are in Manual Receive mode.</p> <ul style="list-style-type: none"> <li>• Change to Auto Receive mode (see page 39).</li> </ul>
	<p>Power is switched off.</p> <ul style="list-style-type: none"> <li>• Switch the power on.</li> </ul>
<b>RECEPTION/COPYING</b>	
<p>No printout; the Add Paper indicator is lit.</p>	<p>The cassettes are empty.</p> <ul style="list-style-type: none"> <li>• Add paper (see page 176).</li> </ul>
<p>No printout; CLEAR COPY appears.</p>	<p>The printer has jammed.</p> <ul style="list-style-type: none"> <li>• Clear the jam (see page 203).</li> </ul>
<p>Copies appear dirty.</p>	<p>Does the original have a gray or colored background?</p> <ul style="list-style-type: none"> <li>• Select the Lighten contrast setting.</li> </ul>
<p>Copies are too light.</p>	<p>Does the original have a low contrast image?</p> <ul style="list-style-type: none"> <li>• Select the Darken contrast setting.</li> </ul>
<p>Copies are blank.</p>	<p>The original must be placed face down in the document feeder</p> <ul style="list-style-type: none"> <li>• Position the original correctly. See page 16.</li> </ul>
<p>Copy paper misfeeds occur frequently.</p>	<p>Is the proper paper in the paper tray?</p> <ul style="list-style-type: none"> <li>• Paper size and weight must be within the standards set for this machine.</li> </ul>
	<p>Is folded, wrinkled, damp, or curled paper in the paper tray?</p> <ul style="list-style-type: none"> <li>• Always use dry, undamaged paper.</li> </ul>
	<p>Is the paper set properly in the paper tray?</p> <ul style="list-style-type: none"> <li>• Always load paper correctly. See page 176.</li> </ul> <p>Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.</p>
	<p>Are there any pieces of misfed paper or other foreign objects in the machine?</p> <ul style="list-style-type: none"> <li>• Make sure that the paper path is completely clear of paper and other material after a misfeed.</li> </ul>
	<p>Are you copying onto recycled paper?</p> <ul style="list-style-type: none"> <li>• Fan the stack of recycled paper and load it in the paper tray.</li> </ul>

<b>Problem</b>	<b>Action Required</b>
Stripes on copies.	The exposure glass is dirty. <ul style="list-style-type: none"><li>• Clean the exposure glass (see page 189).</li></ul> Do user maintenance, especially glass [E] (see page 188).
<b>TELEPHONING</b>	
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. <ul style="list-style-type: none"><li>• Change to Manual Receive mode (see page 39).</li></ul>
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. <ul style="list-style-type: none"><li>• Connect the modular cord (see page 277).</li></ul>
<b>POLLING</b>	
Dialing took place, but polling could not.	ID Codes do not match. <ul style="list-style-type: none"><li>• Contact the person at the other end and make sure that the ID Codes are the same before trying the communication again.</li></ul>

## DISPLAYED ERROR MESSAGES

The following messages may appear while you are operating or programming the machine.

NO BOOKING FOR POLLING RECV	No polling reception operations have been programmed.
NO TRANS FILES EXIST	There are no messages in memory waiting for transmission.
NO POLLING DOCUMENTS EXIST	There are no messages in memory waiting to be polled.
NO DISK FILE FOUND	The disk file is empty.
DISK FILE NOT FOUND	No messages have been found in the disk file.
THIS FILE DOES NOT EXIST	Incorrect file number. Check the file number and try again.
TOO MANY DEST	The memory cannot hold any more telephone numbers. Either: Delete some numbers then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
DOCUMENT IN USE	This message is now being sent. You cannot print it now.
USED AS GROUP	This Quick Dial Key has a Group stored in it.
USED AS PROGRAM	This Quick Dial Key has a Keystroke Program stored in it.
USED AS QUICK DIAL	This Quick Dial Key has a telephone number stored in it.
USED AS SPEED DIAL	This Speed Dial code has a telephone number stored in it.
USED AS PERSONAL CODE	This Quick Dial Key has a personal code stored in it.
USED AS AUTO DOC .	This Quick Dial Key or Speed Dial code has an auto document stored in it.
WAIT	Please wait.
NOT ADDED	The telephone number was not stored, because either: You cannot add any more numbers to this Group. The digit, pause, or other symbol that you just attempted to input was rejected because it is inappropriate.
NOT ADDED!	The telephone number was not stored, because you cannot store any more full telephone numbers at the moment. Either: Delete some numbers from the machine to make room, then try again. Or: Store this number as a Quick or Speed Dial before trying to use it. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
OVERFLOW	There is no room in the machine's memory for any more telephone numbers. Either: Delete some numbers from the machine to make room, then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
NOT PROGRAMMED	Either: This Quick Dial Key or Speed Dial Code does not contain a number. This Quick Dial Key does not contain a Keystroke Program.



THIS CODE DOES NOT EXIST	This personal code has not been programmed.
FAX NO NOT PROGRAMMED	There are no fax numbers stored in this Group.
NO DATA PROGRAMMED	The Group that you tried to erase does not contain any fax numbers.
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.
OVER NO OF PROG RTI/CSI	You cannot store any RTIs or CSIs for use with this feature; the limit has already been reached.
RTI/CSI IS NOT PROGRAMMED	No RTIs or CSIs have been stored for this feature.
NO PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
SWITCH OFF AFTER PRINT OUT	You cannot switch Memory Lock off while there is a received fax message in the memory. You must input the Memory Lock ID and print the message first before switching Memory Lock off.
NOT CHANGEABLE	You cannot change the setting of this feature.
(FORWARDING)	If displayed under SET DOCUMENT in standby mode, this indicates that Forwarding is now switched on.
(MEMORY LOCK)	If displayed under SET DOCUMENT in standby mode, this indicates that Memory Lock is now switched on.
(RDS)	If displayed under SET DOCUMENT in standby mode, this indicates that RDS is now switched on.
ADD TONER	The toner cartridge is empty. Install a new cartridge.
ADD PAPER IN CASSETTE NO. _	The indicated cassette is now empty.
CHECK ID	The ID that you entered is not correct. Try again.
COMMUNICATION FAIL	There was an error during a transmission or reception. Check the error report.
CLEAR ORIGINAL	A document is jammed in the feeder.
CLEAR COPY	Paper is jammed in the printer.
CLOSE COVER	A cover is not closed properly. Check that all covers are closed.
UNABLE TO USE PRINTER	Machine cannot print out a list/file, because the heater is not warm enough or plotter is not ready.
UNABLE TO PROGRAM	This Quick Dial Key already contains a number. Try another Quick Dial Key.
SERVICE CALL ■ - ■■ H	Machine is out of order. Contact your service representative.
SET TONER	No toner cartridge. Install a cartridge.
TONER NEAR EMPTY	The toner cartridge is nearly empty.

## ERROR CODES

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, crosstalk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact a service technician.

**Note:** When an error occurs, it does not mean that you are doing anything wrong or that your machine needs service. Only if the problem persists should you call your service representative.

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other party does not have the confidential or transfer function. The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.
0-80~88	Poor line condition. Incompatible or faulty terminal at the other end.
1-00	Document jam Improperly inserted document
1-01	Document length exceeded the maximum limit Same as for code 1-00
2-xx	Possible fault in your machine

<b>Code</b>	<b>Possible Cause</b>
3-xx	There is a problem with the ISDN network. Check the ISDN line connection. Faulty terminal at the other end.
4-10	ID codes did not match. Co-ordinate ID codes with the other party.
5-20 5-21 5-22 5-23 5-24	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-25	Your machine has a problem.
6-01 6-02	Poor line condition or a problem with your machine
6-05	Poor line condition, a problem with the machine at the other end, or a problem with your machine
6-06	A problem with the machine at the other end, or a problem with your machine
6-08	A problem with the machine at the other end
6-09 6-10	A problem with the machine at the other end, or a problem with your machine
9-07	Copy jam at the cassette entrance (first, or top, paper feed station)
9-08	Copy jam inside the machine (first, or top, paper feed station)
9-09	Copy jam at the feed-out area
9-10	Toner end. Replace the toner cassette.
9-17 9-20 9-22 9-23 9-24	There is a problem with your printer.
9-3x	There is a problem with the hard disk option.

## CALLING AN AUTHORIZED SERVICE REPRESENTATIVE

The machine has a feature called Service Report Transmission. Use this feature when your machine is having problems. The machine will transmit information about the condition of your machine to your service representative. A technician will then be able to find out what the problem is before making a visit.

Service Report Transmission is available when the fax number of the service representative has been programmed.

### Sending a Service Report

When you need to send a service report, do the following.

1. **Function 6 0 2 2 2 7 and 3.**

SYSTEM PARAMETER TX?
PRESS <input type="button" value="START"/>
<input type="button" value="NO"/> TO CANCEL

2. **Start.**  
The fax number which the service technician entered appears.

If the transmission was not successful, the machine will not redial. You must repeat the operation.

## DEDICATED TRANSMISSION PARAMETERS

If you often encounter problems when transmitting to a certain address, program that address into a Quick Dial Key or Speed Dial Code.

Then contact a service technician, describe the problem, and tell them which Speed Dial or Quick Dial you have stored the number in.

The technician can instruct the machine to use different transmission parameters whenever you select that Speed Dial/Quick Dial.

If you reprogram the Speed/Quick Dial, be sure to inform your service technician.

**Cross-reference** Quick Dial and Speed Dial: see page 291.

## *TECHNICAL REFERENCE*

### STORING TELEPHONE NUMBERS

To dial a telephone number or store it as a Quick Dial or Speed Dial, type it into the machine at the ten-key pad on the operation panel.

### STORING NAMES AND LABELS

You can enter names using the Quick Dial Keys. Use Quick Dial Keys 01 to 26 for the letters of the alphabet (or 33 to 58 if the quick dial label plate on the operation panel is flipped up), and use Quick Dial 30 (or 62) as a spacebar. The letters are printed on the surface of each key. If you wish to enter a digit, use the ten-key pad.

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the ◀ and ▶ arrows on the circular scroll key on the operation panel.

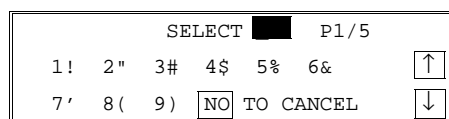
If you wish to enter a punctuation mark or symbol, use Quick Dial 31 (or 63). See "Punctuation Marks and Symbols" on the next page for more details.

Quick Dial 32 (or 64) can be used as a Shift key, to select upper or lower case letters.

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
01/33	A	12/44	L	23/55	W
02/34	B	13/45	M	24/56	X
03/35	C	14/46	N	25/57	Y
04/36	D	15/47	O	26/58	Z
05/37	E	16/48	P	27/59	Not used
06/38	F	17/49	Q	28/60	
07/39	G	18/50	R	29/61	
08/40	H	19/51	S	30/62	Space
09/41	I	20/52	T	31/63	Punctuation Marks and Symbols
10/42	J	21/53	U		
11/43	K	22/54	V	32/64	Shift key (see p. 221)

## Punctuation Marks and Symbols

If you press **31** or **63** while entering a label, a menu of symbols will appear, as shown on the right.



- To select a symbol, press the required key on the ten-key pad. For example, if you wish to enter a '#', press **3**. The cursor moves forward automatically so that you can enter the next letter, digit, or symbol in the item that you are typing into the display.
- If the symbol that you need is not on the screen, scroll through the pages of symbols with the **▲** and **▼** keys.

## Shift Key

As shown in example C on page 3, 'ABC' can be seen in the bottom right of the display while you are inputting a label. This indicates that upper case letters will be stored. If you wish to input lower case letters, press **32** or **64**. The 'ABC' will change to 'abc', and the letters that you type in will be stored as lower case letters. To change back to upper case letters, press **32** or **64** again.

## Cursor and Clear Key for Editing

You can move the cursor using the scroll keys (**◀**, **▶**, **▲** and **▼**) to edit the name or label.

If you press **Clear**, the character at the cursor is deleted.

On entering a character, the character appears at the cursor position then the cursor moves to the right.

## IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, either:

- Press **Clear** to erase the last letter or digit that you entered.

If you enter the wrong function number, either:

- Press **No** then input the correct function number.
- Press **Function** to return to standby mode and start again.
- 

If you dialed the wrong number, either:

- Press **No**. If scanning has already begun, press **Stop**.
- If you already programmed the number into the machine by pressing **Yes**, remove the document from the document feeder and start again, or use the destination reviewing feature (option 07) to cancel that particular destination only (see page 27).

## ON/OFF SWITCHES AND USER PARAMETERS

Some of the features in this machine can be switched on or off, and some of them do not work unless they are switched on first. Other features can be adjusted in various ways. Each adjustment or on/off switch is explained in the relevant sections of the manual.

There are two user functions to help you access these features.

Function 62 (On/Off Switches)

Function 63 (User Parameters)

### On/Off Switches

This feature allows you to switch some of the major features of the machine on or off. The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

1. **Function 6 0 2 2 2 2 6 and 2.**

LINE TYPE (PSTN)	SELECT	←	→
DP	<b>TT</b>		↑
	YES	TO END	↓

2. Change the setting by using ◀ and ▶.  
The first displayed item is the telephone line type: DP = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.

LINE TYPE (PSTN)	SELECT	←	→
DP	<b>TT</b>		↑
	YES	TO END	↓

3. **Yes.**

AUTHORIZED RECEPTION SELECT	SELECT	←	→
ON	<b>OFF</b>		↑
	YES	TO END	↓

4. Either:
  - Change another setting: Go to step 5.
  - Finish: **Function**

5. Scroll through the list of features with ▼ until the required feature appears.  
Example: To find Power Saver press ▼ once.

POWER SAVER	SELECT	←	→
ON	<b>OFF</b>		↑
	YES	TO END	↓

6. Go to step 2.

POWER SAVER	SELECT	←	→
ON	OFF		↑
	YES	TO END	↓

On/off switches available in this menu are

	Feature		Feature
1	Line Type (PSTN)	7	Memory Lock
2	Authorized Reception	8	Forwarding
3	Power Saver	9	Multi-sort Reception
4	Summer Time/DST	10	Disk Filing <sup>1</sup>
5	RDS	11	Cassette Selection <sup>2</sup>
6	File Retention Time		

( <sup>1</sup>: Optional Function Upgrade Card and Hard Disk required, <sup>2</sup>: Optional Paper Feed required)

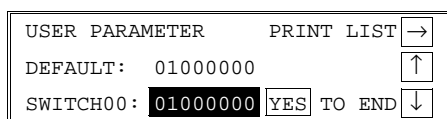
### User Parameter Settings

A wide range of features can be switched on or off by using the User Parameters. However, this feature is more difficult to use than the On/Off Switches. The switches and adjustments are presented on the screen as rows of digits. Each digit can be either 0 or 1. Each feature is allocated one or more digit. The value of the digit determines the status of the feature.

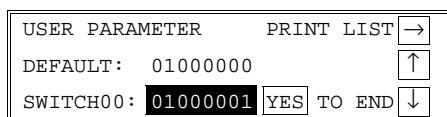
The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

1. **Function 6 0 2 2 2 2 6 and 3.**

- At this time, you can print a User Parameter List if you press **▶** and **Start**. The current settings for switch 00 are now displayed on the bottom line of the display. If the settings for this switch are the way that you want them, go to step 3.



- 2. To change the required setting, press a number from 0 to 7 corresponding to the digit that you wish to change.



Example: **0** on the ten key pad. The value of the digit changes, in this case from 0 to 1.

Each switch contains 8 digits, which act as on/off switches for various features. The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.



## 3. Either:

- Scroll through the switches with ▲ and ▼ until the required switch appears. Then go to step 2.
- Finish: **Yes** and **Function**.

The user parameter switches are outlined below.

\*: Default Settings

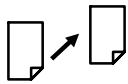
**Switch 00 - Home position settings**

Digit	Purpose								
0	Stamp				0: Off *				
	1: On (successfully scanned documents will be marked)								
1	Contrast home position								
	Digit 3	Digit 2	Digit 1	Setting	Digit 3	Digit 2	Digit 1	Setting	
2	0	0	0	Normal *	1	X	X	Do not use this setting.	
3	0	0	1	Lighten					
	0	1	0	Darken					
4	Resolution		Digit 5	Digit 4	Setting		Digit 5	Digit 4	Setting
5			0	0	Standard*		1	0	Fine
			0	1	Detail		1	1	Do not use this.
6	Transmission mode				0: Memory Transmission*				
	1: Immediate Transmission								
7	Halftone				0: Off*		1: On		

**Switch 01**

Digit	Purpose
0 to 6	Do not change these settings.
7	If you change any of the contrast, resolution, transmission mode, stamp, or halftone settings before making a transmission, then: 0: The setting(s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission.*

**Switch 02 - Printing of various items on received messages**

Digit	Purpose	
0	Mark to be printed at the receiving side to distinguish messages that are sent from your machine when it is acting as a forwarding station (Memory card or hard disk required)	
	0: Off	1: On *
	Forwarding Mark 	
1	Center Mark	0: Off* 1: On
	The center mark is not printed when the machine is used for making copies	
2	Reception Time	0: Off* 1: On
3	TSI printing	0: Off* 1: On
4	Checkered Mark	0: Off 1: On*
5	Printing of the Command Information Line (ISDN kit required)	
	0: Off	1: On*
	This has the same effect as the TTI On/Off setting.	
6	Printing the Terminal ID (ISDN kit required)	0: Off* 1: On
7	Do not change this setting.	

**Switch 03 - Automatic printing of reports**

Digit	Purpose		
0	Communication Result Report (Memory Transmission)	0: Off	1: On*
1	Do not change this setting.		
2	File Reserve Report (Memory storage report)	0: Off*	1: On
3	File Reserve Report (Polling Reception)	0: Off*	1: On
4	Communication Result Report (Polling Reception)	0: Off	1: On*
5	Transmission Result Report (Immediate Transmission)	0: Off	1: On*
6	Polling Clear Report	0: Off	1: On*
7	Journal	0: Off	1: On*

**Switch 04 - Automatic printing of reports, Various**

Digit	Purpose		
0	Confidential Reception Report	0: Off	1: On*
1	Fax on Demand Report	0: Off*	1: On
2 to 6	Do not change these settings		
7	Inclusion of part of the image on the following reports: Transmission Result Report, Memory Storage Report, Polling Clear Report, Communication Failure Report, Transfer Result Report, Transmission Deadline Report, Polling Confirmation List 0: No 1: Yes*		

**Switch 05 - Various**

Digit	Purpose		
0	Substitute Reception	0: Off	1: On*
1	Memory Reception if no RTI or CSI received	0: Possible	1: Not possible*
2, 3	Do not change these settings		
4, 5	Restricted Access	Digit 5 Digit 4	Setting
		0 0	Off*
		0 1	On
		1 0	On when the Night Timer is on
6, 7	Energy Saver Mode	Digit 7 Digit 6	Setting
		0 0	Heater off
		0 1	Heater energy saver mode*
		1 X	Do not use these settings

**Switch 06 Home position**

Digit	Purpose		
0	Printing TTI or CIL on the message to the other side.	0: Off	1: On*
1	Do not change this setting		
2	Closed Network in transmission	0: Disabled*	1: Enabled
3	Do not change these settings.		
4	Batch Transmission	0: Off	1: On*
5	Specified Image Area home position	0: Off*	1: On
6, 7	Do not change these settings.		

**Switch 07 - Various**

Digit	Purpose		
0, 1	Do not change these settings.		
2	Dialing while a message is stored in. (Parallel Memory Transmission)	0: Off	1: On*
3	Auto Reduce	0: Off	1: On*
4, 5	Do not change these settings.		
6, 7	Fax on Demand		
	Digit 7	Digit 6	Setting
	0	0	Off*
	1	0	The other party is required to enter the password to access the fax on demand service.
	0	1	The other party is not required to enter the password to access the fax on demand service.

**Switch 08 - Various**

Digit	Purpose			
0, 1	Multi-sort Reception			
	Digit 1	Digit 0	Setting	
	X	0	Off*	
	0	1	Messages from senders whose RTI/CSI/G4 TIDs are programmed are multi-copied.	
	1	1	Messages from senders whose RTI/CSI/G4 TIDs are <b>not programmed</b> are multi-copied.	
2, 3	Authorized Reception		Digit 3 Digit 2	
			Setting	
			Off *	
		0	1	Receive messages only from senders whose RTI/CSI/G4 TIDs are programmed.
		1	1	Receive messages only from senders whose RTI/CSI/G4 TIDs are <b>not</b> programmed.
4, 5	Specified Paper Cassette Selection (Optional Paper Cassette Unit Required)			
	Digit 5	Digit 4	Setting	
	X	0	Off*	
	0	1	Messages from senders whose RTI/CSI/G4 TIDs are programmed are printed from a upper cassette.	
	1	0	Messages from senders whose RTI/CSI/G4 TIDs are <b>not programmed</b> are printed from a upper cassette.	
6, 7	Forwarding			
	Digit 7	Digit 6	Setting	
	X	0	Off*	
	0	1	Forward messages only from senders whose RTI/CSI/G4 TIDs are programmed	
	1	1	Forward messages only from senders whose RTI/CSI/G4 TIDs are <b>not</b> programmed.	

**Switch 09 - Various**

Digit	Purpose			
0, 1	Memory Lock	Digit 1	Digit 0	Setting
		X	0	Off*
		0	1	Messages from senders whose RTI/CSI/G4 TIDs are programmed are not printed unless you enter the Memory Lock ID.
		1	1	Messages from senders whose RTI/CSI/G4 TIDs <b>are not</b> programmed are not printed unless you enter the Memory Lock ID.
		Disk File (Optional Hard Disk and Function Upgrade Card are required)		
		Digit 3	Digit 2	Setting
2, 3		X	0	Off*
		0	1	Messages from senders whose RTI/CSI/G4 TIDs are programmed are stored in the memory disk.
		1	1	Messages from senders whose RTI/CSI/G4 TIDs are <b>not programmed</b> are stored in the memory disk.
4 to 7	Do not change these settings.			

**Switch 10 Various**

Digit	Purpose	
0	Reverse Order Printing	0: Off*      1: On
1	Two in One	0: Off*      1: On
2 to 6	Do not change these settings	
7	Halftone mode	0: Standard Mode* 1: Speed Mode

**Switch 11 Various**

Digit	Purpose	
0	Transfer Request by Tonal Signals	0: Off*      1: On
1	Selecton of tone (PB) or UUI after tone(•) (When the ISDN kit is installed)	0: UUI      1: Tone*
2 to 5	Do not change these settings.	
6	Print the received message when it is acting as a forwarding station.	0: Off      1: On*
7	Polling standby duration	0: Once*      1: Keep

**Switch 12 Various**

Digit	Purpose																					
0, 1	Do not change these settings.																					
2	<p>Toner Saving Mode 0: Off* 1: On</p> <p><b>Note:</b> If on, contrast will be set to "Normal" automatically, preserving image quality. This is available when receiving fax messages and printing reports, but not for copying or printing from a PC. Further, messages sent to you in halftone mode will automatically turn off toner saving to insure a clear image. To make sure that the fax quality is acceptable with toner saving on, print a few reports (See page 171 ).</p> <p><b>Note:</b> If the sender is using a machine made by another manufacturer, toner saving will stay on and this could lower image quality.</p>																					
3, 4	<table border="0"> <tr> <td>Density of the printing image</td> <td>Digit 4</td> <td>Digit 3</td> <td>Setting</td> <td>Digit 4</td> <td>Digit 3</td> <td>Setting</td> </tr> <tr> <td></td> <td>0</td> <td>0</td> <td>Normal *</td> <td>0</td> <td>1</td> <td>Lighten</td> </tr> <tr> <td></td> <td>1</td> <td>0</td> <td>Darken</td> <td>1</td> <td>1</td> <td>Do not use these settings</td> </tr> </table>	Density of the printing image	Digit 4	Digit 3	Setting	Digit 4	Digit 3	Setting		0	0	Normal *	0	1	Lighten		1	0	Darken	1	1	Do not use these settings
Density of the printing image	Digit 4	Digit 3	Setting	Digit 4	Digit 3	Setting																
	0	0	Normal *	0	1	Lighten																
	1	0	Darken	1	1	Do not use these settings																
5, 6	Do not change these settings.																					
7	Copying 0: Possible* 1: Not Possible																					

**Switch 13 Do not change these settings**

Digit	Purpose
0 to 7	Do not change these settings.

## SPECIFICATIONS

<b>Dimensions:</b>	Front operation: 18.7" x 20.5" x 10.3" (W x D x H) Side operation: 20.5" x 18.7" x 10.3" (W x D x H) Excluding trays, handset, and optional kits.
<b>Weight:</b>	42 lbs Excluding the toner cassette, trays and printer paper.
<b>Power Supply:</b>	115 Vac, 60 Hz; single phase
<b>Power Consumption:</b>	Standby: Minimum 2W, Normal 30W Transmission: 60 W Copying: 300 W (Maximum: 950W) Reception: 220 W
<b>Acceptable Document Dimensions:</b>	Width: 5.8" to 12.0" (11.7" maximum scanning width) Length: 4.1" to 47.2" Thickness: 2 to 8 mils (20 lb bond paper)
<b>ADF Capacity:</b>	50 sheets (using 20 lb paper)
<b>Cassette Capacity:</b>	Cassette: 250 sheets Optional Removable Paper Cassette: 100 sheets Optional Paper Feed Unit: 500 sheets per cassette Maximum Total: 1,350 sheets
<b>Memory Capacity:</b>	Base machine: 126 pages With 2 Mbyte memory: 294 pages With 4 Mbyte memory: 462 pages With hard disk: 1,200 pages With hard disk and function upgrade card: 3,000 pages Measured using a ITU-T #1 chart (Slerexe letter) at standard resolution.
<b>Data Compression:</b>	MH, MR, MMR, SSC, JBIG (Optional G3 Kit)
<b>Resolution:</b>	Standard: 200 x 100 dpi Detail: 200 x 200 dpi Fine: 200 x 400 dpi
<b>Transmission Speed:</b>	3 seconds(*) (*)Transmission times are measured with the ITU-T #1 test document (Slerexe letter) by memory transmission using standard resolution. Times may vary according to telephone line conditions.
<b>Modem Speed</b>	33600/31200/28800/26400/24000/21600/19200/16800/ 14400/12000/9600/7200/4800/2400bps. 64Kbps/56Kbps (Optional ISDN G4 Kit).
<b>Scanning Speed:</b>	1.5 seconds (Resolution: Standard, Letter size)
<b>Compatibility:</b>	G3/G4 (Optional ISDN G4 Kit)
<b>Paper Size:</b>	Letter, Legal
<b>Maximum Printing Width:</b>	8.1"
<b>Maximum Printing Speed</b>	10 pages/minute (Letter)

## APPENDIX A

### PROGRAMMING FAX ON DEMAND (OPTIONAL FAX ON DEMAND KIT REQUIRED)

With this feature you can store documents in memory ready to be picked up by callers to your machine.

The callers are prompted by a sequence of recorded messages and the document or documents they require are automatically sent.

If you wish, you may restrict access to the service by requiring callers to enter a password before they can use it.

- The Fax on Demand Kit must be installed.
- The caller must use tone dialing for this feature to work.
- The machine must be in Auto Receive mode

To set up Fax on Demand, you need to:

- Store the documents (Function 38).
- Program the recorded messages (Function 75).
- Turn the password on/off by User Parameter (Function 63, page 223).
- Program the password if required (Storing the Remote ID - Function 62, page 57).

### Storing and Labeling a Document

This section describes how to store a document in a box, then how to give it a name.

#### Storing a Document

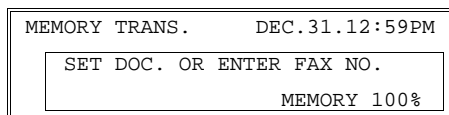
1. Press **Function**.
2. Press **3** and **8**.
3. Enter a box number (01 to 99) from the ten key pad.
4. Press **1**.

FOD	SET BOX NO.
BOX NO. ■	PRINT LIST →
	NO TO CANCEL

FOD	SELECT ■	YES TO END
BOX NO. 01		↑
1. STORE FAX 2. LABEL 3. CLEAR		↓

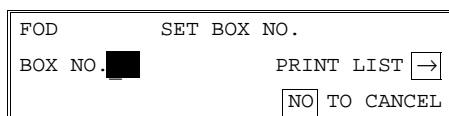
FOD	NO TO CANCEL
BOX NO. 01	
SET DOCUMENT	

5. Set the document and select any contrast/resolution settings you require.
6. Press **Start**.
7. To finish, press **Function**.
  - To give the document a name, go to step 4 below.
  - To store another document, press **No** and go back step 3.
  - To finish: Press **Function**.

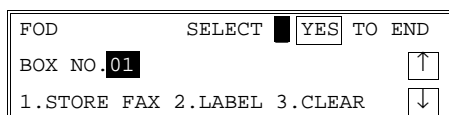


**Labelling a Document**

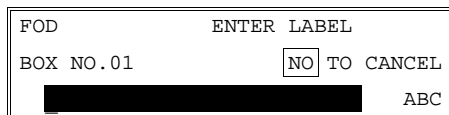
1. Press **Function**.
2. Press **3** and **8**.
3. Enter the box number (01 to 99) of the document you wish to label on the ten key pad.  
If the document is stored already, the display appears as shown on the right.



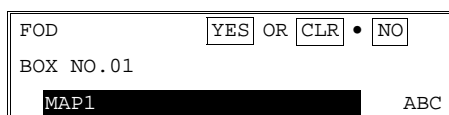
4. Press **2**.



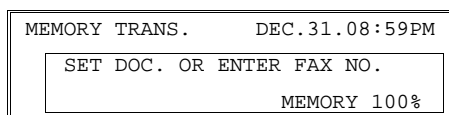
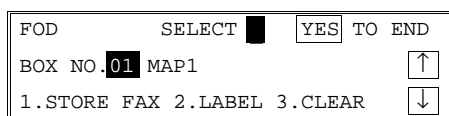
5. Enter the name.



6. Press **Yes**.



7. Press **Function** to return to standby mode.





## Editing Documents

### Changing a Document

To change an existing document, you need to erase it then create a new document in its place.

### Changing a Document's Label

1. Press **Function**.
2. Press **3** and **8**.
3. Enter the box number (01 to 99) on the ten key pad.  
If the document is stored already, the display appears as shown on the right.
4. Press **2**.
5. Press **Clear** or **No** to change the name.  
Edit the name using the Quick Dial keys or ten key pad.
6. Press **Yes**.
7. Press **Function** to return to standby mode.

FOD	SET BOX NO.
BOX NO. █	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

FOD	SELECT █ <input type="button" value="YES"/> TO END
BOX NO. 01	MAP1 <input type="button" value="↑"/>
1.STORE FAX 2.LABEL 3.CLEAR	<input type="button" value="↓"/>

FOD	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
BOX NO. 01	
MAP1 █	ABC

FOD	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>
BOX NO. 01	
TEL No. █	ABC

FOD	SELECT █ <input type="button" value="YES"/> TO END
BOX NO. 01	TEL NO. <input type="button" value="↑"/>
1.STORE FAX 2.LABEL 3.CLEAR	<input type="button" value="↓"/>

MEMORY TRANS.	DEC.31.08:59PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

## Erasing a Fax on Demand Document or its Name

1. Press **Function**.

FUNCTION	NO: <input type="checkbox"/>	OR	<input type="checkbox"/> NO
10TRANS. MODE	20CLEAR CHANGE		
30PROG. CAHNGE	40REPORTS		<input type="button" value="↓"/>

2. Press **3** and **8**.

FOD	SET FILE NO.
BOX NO. <input type="checkbox"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

3. Enter the box number (01 to 99) of the document you wish to erase.

FOD	SELECT <input type="checkbox"/>	<input type="button" value="YES"/> TO END
BOX NO. <input type="checkbox"/> 01	map1	<input type="button" value="↑"/>
1.STORE FAX	2.LABEL	3.CLEAR <input type="button" value="↓"/>

4. Press **3**.

FOD
BOX NO.01 map1
CLEAR DOCUMENT? <input type="button" value="YES"/> . <input type="button" value="NO"/>

5. Press **Yes** to erase the document, or **No** not to.

FOD
BOX NO.01 map1
CLEAR LABEL? <input type="button" value="YES"/> . <input type="button" value="NO"/>

6. Press **Yes** to erase the name, or **No** not to.

FOD	SELECT <input type="checkbox"/>	<input type="button" value="YES"/> TO END
BOX NO. <input type="checkbox"/> 01		<input type="button" value="↑"/>
1.STORE FAX	2.LABEL	3.CLEAR <input type="button" value="↓"/>

7. Press **Function** to return to standby mode.

MEMORY TRANS.	DEC.31.08:59PM
SET DOCUMENT OR DIAL NO.	
MEMORY 100%	

### Setting the Password On/Off

Program bits 6 and 7 of the user parameter switches 07 in one of two ways (see page 223).

- Digit 7 = 1, Digit 6 = 0 [password ON]
- Digit 7 = 0, Digit 6 = 1 [password OFF]

**Note:** If both digits are zero, Fax on Demand is disabled.

## PRINTING A FAX ON DEMAND LIST

If you want a list of the Fax on Demand Documents, print a list using this procedure.

1. Press **Function 4** and **7**.
2. Press **Start**.

## PRINTING A FAX ON DEMAND DOCUMENT

If you want to check what a stored document looks like, print a copy using this procedure.

1. Press **Function**.
2. Press **5** and **7**.
3. Enter the box number (01 to 99) which you wish to print.  
If you enter the wrong number, press **No** to clear it and then enter the correct number or search through the numbers using ▼ and ▲.
4. Press **Start**.  
The document is printed.
5. Press **Function** to return to standby mode.

PRINT FOD	SET BOX NO.
BOX NO. ■	PRINT LIST →
	NO TO CANCEL

FOD	NO TO CANCEL
BOX NO. 01	↑
PRESS START	↓

MEMORY FILE PRINTING
----------------------

MEMORY TRANS.	DEC.31.08:59PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

## STORING THE FAX ON DEMAND RECORDED MESSAGES

When a caller requests a Fax on Demand document, the machine can be programmed to play back appropriate messages. This section describes how to record these messages.

- 7 types of message may be stored.
- Each message may last up to 30 seconds.

The table below outlines the messages you may record.

- You need a microphone to record messages.  
The microphone jack is located at the rear of the machine under the telephone line jack. Make sure it has been connected before you start.  
**Note:** So that unwanted background noise is not recorded, the microphone provided for this feature is unidirectional — it is sensitive to sound from one direction. Therefore, when you record a message, hold the microphone about 2 inches from your mouth and speak directly into it.
- You can choose to restrict access to the boxes by using a password - turn the password on using function 63 (user parameter settings, page 223). Program the password using function 61 (Remote ID, page 57).
- Under rare circumstances, FOD (Fax on Demand) playback may cut off. If this happens, re-record the messages in a different voice.

Message number	Content	Example of the message to store
1	Greeting message	This is the XYZ fax information service.
2	Password input guidance	Please enter the password followed by a #.
3	Box number input guidance 1	"Press # twice to get box one, or enter the box number you need followed by a #" <b>NOTE:</b> Message 2 is skipped when the password is turned off.
4	Box number input guidance 2	"If you require another box, enter a box number followed by a #. To finish press # twice"
5	Transmission guidance	"Please press the Start key to begin transmission"
6	Re-enter guidance	Please enter again.
7	Redial guidance	Please dial again.

### Recording a Message

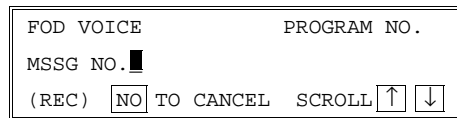
1. Press **Function 6** and **0**.

SYSTEM SET	<input type="checkbox"/>	<input type="checkbox"/>	NO TO CANCEL
------------	--------------------------	--------------------------	--------------

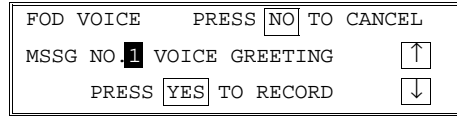
2. Press **2 2 2 2 7** and **5**.

FOD VOICE	SELECT <input type="checkbox"/>	<input type="checkbox"/>	NO TO CANCEL
1.VOICE RECORD		2.VOICE CONFIRM	

3. Press **1**.



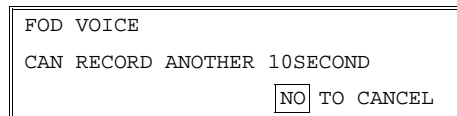
4. Enter the message number which you wish to record.



Either:

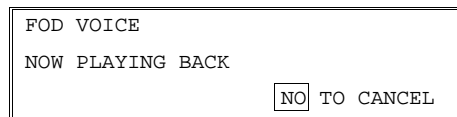
- Press a number (1-7) on the keypad.
- Search through the numbers using ▼ and ▲.

5. Press **Yes** to start recording.  
 Speak your message into the microphone.  
 After you have finished, press **No** to stop the recording.



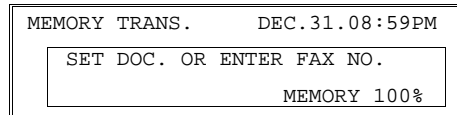
**Note:** You can record up to 30 seconds - the machine will count down the remaining time on the display.

6. After the recording, the message will be played back.



7. Either:

- To record another message, go to step 4.
- To finish: Press **Function**.



**Changing a Stored Message**

To change a stored message, just follow the same procedure as above.

**Checking the Contents of a Recorded Message**

1. Press **Function**.
2. Press **2 2 2 2 7** and **5**.
3. Press **2**.
4. Enter the message number which you wish to play back.  
 Use the ten key pad or search for the number using ▼ and ▲.
5. Press **Yes** to play the message back.  
 Either:
  - Go back to step 4 to play another message.
  - Press **Function** to return to standby mode.

## How Callers Use Fax on Demand

The sequence in which the machine plays back messages is outlined below.

The table below shows the sequence that a caller to the fax service follows, and how the machine will respond.

Note that the caller must wait until a message has completely finished playing before pressing a key. If a key is pressed too early, or a mistake is made while entering a box number, message number 6 (enter again) will be played.

Message 6 (please enter again) is played when:

- The box number has not been entered properly.
- The box number has not been entered within 5 seconds.
- The password has not been entered within 5 seconds

Message 7 (please call again) is played when:

- The wrong password has been entered 3 times in a row.
- A box with no information programmed in it has been selected 3 times
- A tone signal hasn't been detected and the machine has played message 6 twice.

Step	Caller Action	Machine Action	Example Message
1	The caller dials.	The machine answers. Message 1 is played.	"This is the ZYX Fax Information Service"
2*	The caller enters the password followed by a # (if turned on).	If the password is turned on, Message 2 is played	"Please enter the password followed by a #" (If the password is turned on)
3	The caller enters a box number followed by a #.	Message 3 is played.	"Press # twice to get box one, or enter the box number you need followed by a #"
4	The caller specifies another box or enters # twice.	Message 4 is played.	"If you require another box, enter a box number followed by a #. To finish press # twice"
5	The caller presses Start.	Message 5 is played.	"Please press the Start key to begin transmission"
6		The contents of the specified box(es) are transmitted.	

\* Step 2 is skipped if the password is turned off.

## PRINTING FAX ON DEMAND INFORMATION SERVICE REPORT

1. Press **Function 6** and **0**.

SYSTEM SET

■

TO CANCEL

2. Press **2 2 2 2 7** and **6**.

FAX ON DEMAND REPORT

PRESS

TO CANCEL

3. Press **Start**.

FAX ON DEMAND REPORT

PRINTING

4. Press **Function**.  
Return to the standby mode.

MEMORY TRANS.      DEC.31.12:59PM

SET DOC. OR ENTER FAX NO.

MEMORY 100%

*** FAX ON DEMAND REPORT (25 AUG. 1998 9:25AM) ***									
The date and time when the report was printed									
CALL		9900		NOT SENT		4950		TTY XYZ COMPANY	
SENT		4950							
The content which was stored in TTI									
BOX No.	SENT	NOT SENT	BOX No.	SENT	NOT SENT	BOX No.	SENT	NOT SENT	
01	0001	0099	02	0002	0098	03	0003	0097	
04	0004	0096	05	0005	0095	06	0006	0094	
07	0007	0093	08	0008	0092	09	0009	0091	
10	0010	0090	11	0011	0089	12	0012	0088	
13	0013	0087	14	0014	0086	15	0015	0085	
16	0016	0084	17	0017	0083	18	0018	0082	

At the top of the report, the following statistics are printed.

### CALLS

The total number of transmission requests

### SENT

The total number of successful transmission

### NOT SENT

The total number of transmission which failed

In the table underneath a breakdown of successful (SENT) and unsuccessful (NOT SENT) transmission is given for each box number.

## APPENDIX B

### DISK FILES (HARD DISK AND FUNCTION UPGRADE CARD REQUIRED)

You can resend transmitted documents or reprint important received messages, providing they have been stored on the hard disk. Note, however, this function does not support the following features:

- Immediate Transmission
- Memory Lock Reception
- Confidential Transmission/Reception
- Polling Transmission
- Fax on Demand
- Transfer Request

When the memory capacity reaches 50%, the oldest file stored on the Memory Disk is automatically erased.

For more about storing received files, see below.

#### Reception to Disk File

You can specify that incoming messages be automatically stored on disk using this feature.

In addition, you can choose to save messages from certain senders or screen out messages from selected senders.

The following procedures describe how to:

- Switch Reception to Disk File on (Function 62).
- Program a list of senders to treat differently (Function 81).
- Choose the way to treat those senders (Function 63).

#### Switching Reception to Disk File On/Off

Before you use Reception to Disk File, you have to switch it on using Function 62.

1. **Function 6 0 2 2 2 6 and 2.**

LINE TYPE (PSTN)      SELECT ← →  
DP      TT      ↑  
YES TO END ↓

2. Scroll through the list of features with ▼ until the screen is as shown opposite. Press **Yes**.

DISK FILE      SELECT ← →  
ON      OFF      ↑  
YES TO END ↓

3. Change the on/off setting by pressing ◀ or ▶.
4. Finish: **Yes** and **Function**.



## Programming a List of Senders to Treat Differently

A terminal sending an incoming message always identified itself to your machine. This identification consists of a RTI, CSI or G4 TID code. By programming your machine with a list of these ID's you can choose the senders whose messages will be saved to Disk File.

1. **Function 6 0 2 2 2 8 and 5.**

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST. 0.

DISK FILE SELECT		<input type="checkbox"/>
DEST. 6	PRINT LIST	<input type="button" value="→"/>
1.RTI PROG 2.RTI	<input type="button" value="NO"/>	TO CANCEL

At this time, you can print an Authorized Reception List by pressing **Start**.

2. Either:

Store some RTIs/CSIs/G4 TIDs: **1**. Go to step 3.


DISK FILE	ENTER RTI/CSI
<input type="button" value="NO"/>	TO CANCEL
[REDACTED] ABC	

View the RTIs/CSIs/G4 TIDs that you have stored so far: **2**. Go to step 6.

DISK FILE	<input type="button" value="NO"/>	TO CANCEL
DEST. 1/6	CLR:	<input type="button" value="CLR"/>
XYZ.CO.		<input type="button" value="↓"/>

DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far, and the first in the list is now displayed.

3. Type in an RTI, CSI or G4 TIDs, then press **Yes**.

 Inputting labels and digits: see page 220.

DISK FILE	<input type="button" value="NO"/>	TO CANCEL
STORE AS WILD CARD?	<input type="button" value="YES"/>	<input type="button" value="NO"/>
XYZ.CO.		

4. Either:

Store this as a wild card: **Yes**.

Otherwise: **No**.

DISK FILE	ENTER RTI/CSI
<input type="button" value="NO"/>	TO CANCEL
[REDACTED] ABC	

5. Either:

Enter another RTI, CSI or G4 TID: Go to step 3.

Finish: **No**. Go to step 2.

6. Scroll through the stored RTIs/CSIs on the screen with **▼**.

It is not possible to edit an RTI/CSI/G4 TID; if you wish to do so, you must delete the incorrect entry and re-input it.

To delete the displayed RTI/CSI/G4 TID: **Clear**. Go to step 2.

When you have finished: **No**. Go to step 2.

## Choosing How to Treat the Programmed Senders

There are two ways to screen incoming messages for storage on Disk File: Only save messages from terminals whose ID's have been programmed, or save all messages except those from terminals whose ID's have been programmed.

1. **Function 6 0 2 2 2 2 6** and **3**.  
At this time, you can print a User Parameter List if you press **▶** and **Start**.

```

USER PARAMETER      PRINT LIST →
DEFAULT:  01000000  ↑
SWITCH00: 01000000 YES TO END ↓
    
```

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press **▼** until the settings for switch 09 are shown.

```

USER PARAMETER      PRINT LIST →
DEFAULT:  01000000  ↑
SWITCH09: 01000000 YES TO END ↓
    
```

4. The setting that you need to change is that for digit 2 (double underlined) and 3 (underlined).  
Set one of the two as shown opposite.

Only save messages from terminals whose ID's have been programmed;

SWITCH09: 0000 0100

Save all messages, EXCEPT those from terminals whose ID's have been programmed;

SWITCH09: 0000 1100

5. To finish: Press **Yes** and **Function**.

List of Special Terminals (Function 81)	Reception to Memory Disk On/Off (Function 62)	How to Treat the Terminals (Function 63)	Result
Empty/Not empty	Off	Either	No messages are saved in the disk file.
Empty	On	Either	All messages are saved on the disk file.
Not empty	On	Listed	Only messages from Special Terminals are saved on the disk file.
Not empty	On	Non-listed	Messages from Special Terminals <u>aren't</u> saved in the disk file, but all others are.

## Erasing Disk Files

Documents stored on the disk file can be deleted using this function. You need to know the document's index numbers. To find out, print a list using one of the following searches:

- Search by time period
- Search by destination name
- Search by personal code
- Search by file number

You may also choose whether to search for received documents or transmission documents. For example, by specifying search by time period and received documents, you can get a list of all documents that were received between two points in time.

Once a list has been obtained, you may then go on to erase each file individually.

**Note:** When erasing files, specify the index number of the file, (not the file number).

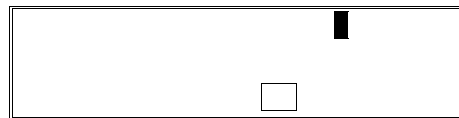
**Note:** Only documents using standard transmission or reception can be specified. This feature does not work with documents related to Confidential Transmission, Auto Document, Immediate Transmission, Polling Standby, Memory Lock, Confidential Reception or Transfer Request.

### Searching for a Disk File

Follow steps 1 to 3 below, then continue from step 4 in the section appropriate to the search you are using (see the following pages).

1. Press **Function**.

2. Press **2** and **4**.



3. Press:

- 1** to search for transmission documents
- 2** to search for received documents.

Then select the type of search:

- Press **1** to search by time period
- Press **2** to search by destination name
- Press **3** to search by personal code
- Press **4** to search by file number.



Search by Period

4. Press **1**.

CLEAR DISK	SET START TIME
FEB 01 1998 10:00AM~	<input type="checkbox"/> YES OR <input type="checkbox"/> NO
FEB 23 1998 08:20PM	<input type="button" value="←"/> <input type="button" value="→"/>

5. Enter the start date and time for the search.

Change the month using **▲** or **▼**.  
And press **▶** to move the cursor.

CLEAR DISK	SET START TIME
JUL <b>01</b> 1998 10:00AM~	<input type="checkbox"/> YES OR <input type="checkbox"/> NO
FEB 23 1998 08:20PM	<input type="button" value="←"/> <input type="button" value="→"/>

6. Change the date with the ten key pad as 07.

CLEAR DISK	SET START TIME
JUL 07 19 <b>98</b> 10:00AM~	<input type="checkbox"/> YES OR <input type="checkbox"/> NO
FEB 23 1998 08:20PM	<input type="button" value="←"/> <input type="button" value="→"/>

7. Type in the year and time at the ten key pad as 981025.

█	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

8. Change AM/PM using **\*** or **#** on the ten key pad. And press **Yes**.

█	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

9. Repeat steps 5 to 8 to enter the end time.

CLEAR DISK	SET END TIME
JUL 07 1998 10:25AM~	<input type="checkbox"/> YES OR <input type="checkbox"/> NO
AUG <b>23</b> 1998 08:20PM	<input type="button" value="←"/> <input type="button" value="→"/>

10. Press **Yes**.

CLEAR DISK	<input type="checkbox"/> YES OR <input type="checkbox"/> NO
FOUND:100	SELECT <input type="text"/> PRINT LIST <input type="button" value="→"/>
(TX) 1PERIOD	2TERMINAL <input type="button" value="↓"/>

11. Either:

- To print the list format, press **▶**.  
Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. Then press **Start**.
- To erase a file - press **Yes**, and go to step 12.

█	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>


12. Press **▼** until the index number that you want to erase appears.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

13. Press **Yes** twice. The file is cleared.
14. Either:
  - To erase another file, go to step 11.
  - To finish: Press **Function**.

Search by Destination

4. Press **2**.

CLEAR DISK	ENTER RTI/CSI
	<input type="checkbox"/> NO TO CANCEL
	ABC


5. Enter the destination's RTI or CSI.

CLEAR DISK	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR • <input type="checkbox"/> NO
	<input type="checkbox"/> NO TO CANCEL
XYZ COMPANY	ABC

6. Press **Yes**.

CLEAR DISK	<input type="checkbox"/> YES OR <input type="checkbox"/> NO
FOUND:100	SELECT <input type="checkbox"/> PRINT LIST <input type="checkbox"/> →
(TX) 1PERIOD	2TERMINAL <input type="checkbox"/> ↓

7. Either:
  - To print the list format, press **▶**.  
Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. Then press **Start**.
  - To erase a file - press **Yes**, and go to step 8.

	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

8. Press **▼** until the index number that you want to erase appears.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

9. Press **Yes** twice. The file is cleared.
10. Either:
  - To erase another file, go to step 8.
  - To finish: Press **Function**.

Specify the Personal Code to Search

4. Press **3**.

CLEAR DISK	ENTER ID CODE
PERS. CODE	<input type="checkbox"/>
	<input type="checkbox"/> NO TO CANCEL

5. Enter the personal code.

CLEAR DISK	<input type="checkbox"/> YES	OR	<input type="checkbox"/> CLR	•	<input type="checkbox"/> NO
PERS. CODE	1111				
	DESIGN3				

6. Press **Yes**.

CLEAR DISK	<input type="checkbox"/> YES	OR	<input type="checkbox"/> NO
FOUND:100	SELECT	<input type="checkbox"/>	PRINT LIST <input type="checkbox"/>
(TX) 1PERIOD	2TERMINAL		<input type="checkbox"/>

7. Either:

- To print the list format, press **▶**.  
Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. Then press **Start**.
- To erase a file - press **Yes**, and go to step 8.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

8. Press **▼** until the index number that you want to erase appears.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

9. Press **Yes** twice. The file is cleared.

10. Either:

- To erase another file, go to step 8.
- To finish: Press **Function**.

Search by File Number

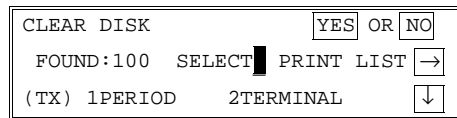
4. Press **4**.

CLEAR DISK	SET FILE NO.
FILE NO.	<input type="checkbox"/>
	<input type="checkbox"/> NO TO CANCEL

5. Enter the file number on the ten key pad.

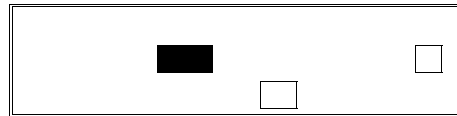
CLEAR DISK	<input type="checkbox"/> CLR	•	<input type="checkbox"/> NO
FILE NO.	0		

6. Press **Yes**.

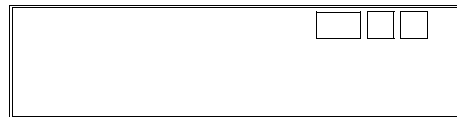


7. Either:

- To print the list format, press **▶**.  
Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. Then press **Start**.
- To erase a file - press **Yes**, and go to step 8.



8. Press **▼** until the index number that you want to erase appears.



9. Press **Yes** twice. The file is cleared.

10. Either:

- To erase another file, go to step 8.
- To finish: Press **Function**.

## Erasing a File

**NOTE:** When erasing a file, specify its index number not the file number to find this out, print a list (see page 242).

1. Press **Function**.

FUNCTION	NO: <input type="checkbox"/>	OR	<input type="checkbox"/> NO
10TRANS. MODE	20CLEAR CHANGE		
30PROG. CHANGE	40REPORTS		<input type="button" value="↓"/>

2. Press **2** and **4**.

CLEAR DISK	SELECT	<input type="checkbox"/>
1SRCH FOR SENT	2SRCH FOR RCVD	
3INPUT FILE NO.	<input type="checkbox"/> NO	TO CANCEL

3. Press **3**.

CLEAR DISK	
FILE NO. :	<input type="checkbox"/>
	<input type="checkbox"/> NO TO CANCEL

4. Enter the index number of the file you wish to erase.

CLEAR DISK	<input type="checkbox"/> CLR	•	<input type="checkbox"/> NO
FILE NO. :	0	<input type="checkbox"/>	

5. Press **Yes**.

CLEAR DISK	
FILE NO.0002	
CLEAR DISK FILE?	<input type="checkbox"/> YES • <input type="checkbox"/> NO

Continue the procedure from step 4 to cancel another disk.

6. Check you have entered the correct index number (not file number). If you have, press **Yes** to erase the file.

CLEAR DISK	
FILE NO.0002	
DISK FILE CLEARED	

7. Either:

- Erase another file, go to step 4.
- Return to standby mode, press **Function**.

MEMORY TRANS.	DEC.31.08:59PM
SET DOC. OR ENTER FAX NO.	
	MEMORY 100%



## PRINTING DISK FILES

This function allows you to print documents stored on the disk file. You need to know the documents' index numbers. To find these out, print a list using one of the following searches:

- search by time period
- search by destination name
- search by personal code
- search by file number

You may also choose to search for received documents or transmission documents. For example, by specifying 'search by personal code' and 'received documents', you can get a list of all received documents with that personal code.

Once a list has been obtained, you can proceed to print each document individually.

**Note:** When printing documents specify the index number of the document (not the file number).

### Printing a List

Follow steps 1 to 3 below, then continue from step 4 in the section appropriate to the search you are using (see the following pages).

1. Press **Function**.

FUNCTION	NO: <input type="checkbox"/> OR <input type="checkbox"/>
10TRANS. MODE	20CLEAR CHANGE
30PROG. CHANGE	40REPORTS <input type="checkbox"/>

2. Press **5** and **8**.

█
<input type="checkbox"/>

3. Press:

- 1** to search for transmission documents
- 2** to search for received documents.

█	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

The select the type of search:

- Press **1** to search by time period
- Press **2** to search by destination name
- Press **3** to search by personal code
- Press **4** to search by file number.

Search by Period

4. Press **1**.

PRT DISK FILE	SET START TIME
FEB 01 1998	10:00AM~ YES OR NO
FEB 23 1998 08:20PM	← →

5. Enter the start date and time for the search.

Change the month using ▲ or ▼.  
And press ► to move the cursor.

PRT DISK FILE	SET START TIME
JUL 01 1998	10:00AM~ YES OR NO
FEB 23 1998 08:20PM	← →

6. Change the date with the ten key pad as 07.

PRT DISK FILE	SET START TIME
JUL 07 1998	□ □ □ □
FEB 23 1998 08:20PM	← →

7. Type in the year and time at the ten key pad as 981025.

□ □ □ □	□ □ □ □
---------	---------

8. Change AM/PM using \* or # on the ten key pad. And press **Yes**.

□ □ □ □	□ □ □ □
---------	---------

9. Repeat step from 5 to 8 to enter the end time.

PRT DISK FILE	SET START TIME
FEB 01 1998 10:00AM~	YES OR NO
FEB 23 1998 08:20PM	← →

10. Press **Yes**.

PRT DISK FILE	YES OR NO
FOUND:100 SELECT PRINT LIST	→
(TX) 1PERIOD 2TERMINAL	↓

11. Either:

- To print the list format, press ►.  
Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. Then press **Start**.

- To print a file - press **Yes**, and go to step 12.

□ □ □ □	□ □ □ □
---------	---------

12. Press ▼ until the index number that you want to print appears.

□ □ □ □	□ □ □ □
---------	---------

13. Press **Yes** twice. The file is printed.

14. Either:

- To print another file, go to step 12.
- To finish: Press **Function**.

Search by Destination

4. Press **2**.

PRT DISK FILE                      ENTER RTI/CSI  
 TO CANCEL  
██                      ABC

5. Enter the destination's RTI or CSI.

PRT DISK FILE                       OR  •   
██                      ABC  
 XYZ COMPANY

6. Press **Yes**.

PRT DISK FILE                       OR   
 FOUND:100    SELECT     PRINT LIST   
 (TX) 1PERIOD                      2TERMINAL                     

7. Either:

- To print the list format, press **▶**.  
 Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. Then press **Start**.
- To erase a file - press **Yes**, and go to step 12.

██                     

8. Press **▼** until the index number that you want to print appears.

9. Press **Yes** then **Start**. The file is printed.

10. Either:

- To print another file, go to step 8.
- To finish: Press **Function**.

Search by Personal Code

4. Press **3**.

```

PRT DISK FILE      ENTER ID CODE
PERS. CODE ██████
                                [NO] TO CANCEL
    
```

5. Enter the personal code.

```

PRT DISK FILE      [YES] OR [CLR] • [NO]
PERS. CODE 1111
                DESIGN3
    
```

6. Press **Yes**.

```

PRT DISK FILE      [YES] OR [NO]
FOUND:100  SELECT █ PRINT LIST [→]
(TX) 1PERIOD      2TERMINAL      [↓]
    
```

7. Press **▶**.

```

PRT DISK FILE      SELECT █
                                [NO] TO CANCEL
1SEARCH LIST 2VISUAL LIST
    
```

8. Choose the list format:

- Only print the file details - press **1**.
- Print the file details with a portion of the message image - press **2**.

```

DISK FILE SEARCH LIST
                PRESS [START]
                                [NO] TO CANCEL
    
```

9. Press **Start** to print the list.

```

DISK FILE SEARCH LIST
                PRINTING
    
```

Search by File Number

4. Press **4**.

```

PRT DISK FILE      SET FILE NO.
FILE NO. ██████
                                [NO] TO CANCEL
    
```

5. Enter the file number on the ten key pad.

```

PRT DISK FILE      [CLR] • [NO]
FILE NO. 1111
    
```

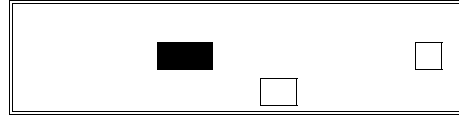
6. Press **Yes**.

```

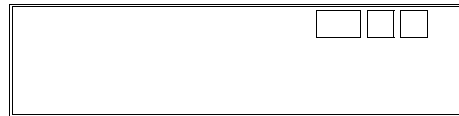
PRT DISK FILE      [YES] OR [NO]
FOUND:100  SELECT █ PRINT LIST [→]
(TX) 1PERIOD      2TERMINAL      [↓]
    
```

7. Either:

- To print the list format, press ►.  
Choose the list format, press **1** only to print the file details or press **2** to print the file details with a portion of the message image. Then press **Start**.
- To print a file - press **Yes**, and go to step 8.



8. Press ▼ until the index number that you want to print appears.



9. Press **Yes** then **Start**. The file is printed.

10. Either:

- To print another file, go to step 8.
- To finish: Press **Function**.

## Print a Document

**Note:** When printing a document, specify the index number of the file (not the file number).

1. Press **Function**.

FUNCTION	NO: <input type="checkbox"/>	OR	<input type="checkbox"/> NO
10TRANS. MODE	20CLEAR CHANGE		
30PROG. CAHNGE	40REPORTS		<input type="button" value="↓"/>

2. Press **5** and **8**.

PRT DISK FILE	SELECT	<input type="checkbox"/>
1SRCH FOR SENT	2SRCH FOR RCVD	
3INPUT FILE NO.	<input type="checkbox"/> NO	TO CANCEL

3. Press **3**.

PRT DISK FILE	ENTER ID CODE
INDEX NO	<input type="checkbox"/>
	<input type="checkbox"/> NO TO CANCEL

4. Enter the index number of the document you wish to to print.

PRT DISK FILE	<input type="checkbox"/> YES	OR	<input type="checkbox"/> CLR	•	<input type="checkbox"/> NO
INDEX NO.	1111				
	DESIGN3				

5. Press **Yes**.

PRT DISK FILE	
INDEX NO.0002	<input type="checkbox"/> NO TO CANCEL
	PRESS <input type="button" value="START"/>

6. Press **Start** to print the document.

PRT DISK FILE	
INDEX NO.	<input type="checkbox"/>
	<input type="checkbox"/> NO TO CANCEL

Continue the procedure from step 4 to print another file.

7. Either:
  - Print another document - go to step 4.
  - Finish - press **Function**.

MEMORY FILE PRINTING
----------------------

## **APPENDIX C**

### **PAPER FEED UNIT**

**WARNING:** Do not attempt any maintenance or troubleshooting other than that mentioned in this manual.

#### **Operation**

Up to two additional paper feed units can be installed. Each paper feed unit can hold up to 500 sheets of paper, which means that you can add an extra 1,000 sheets of copy paper capacity to your fax machine.

If you have the same size of paper in more than one cassette, the paper in the uppermost cassette will be used.

#### **Maintenance**

Replacing Paper: See the section entitled REPLACING PAPER on page 176.

#### **Copy Jams**

When a paper jam occurs in the machine, and you have one or more optional paper feed units installed:

- If the jam is at the cassette entrance, Substitute Reception will take place. Remove the jammed paper (see the section entitled COPY JAMS on page 203).

## APPENDIX D

### FEATURE EXPANDER TYPE 140 80MIII

**WARNING:** Do not attempt any maintenance or troubleshooting other than that mentioned in this manual.

#### General

You can upgrade the memory capacity of the facsimile machine with this hard disk unit.

Neither the standard memory nor the optional 2 Mbyte or 4 Mbyte memory card can be used if you install the hard disk unit.

This manual contains information about using the hard disk.

**Note:** The hard disk read/write head automatically moves to the shipping position in standby mode.

#### Operation

The operating procedures are the same as those already described in this manual.

The memory features of the hard disk are the same as the features of the standard memory or the optional 2 Mbyte/4 Mbyte memory card, except for the following items.

1. The data will remain on the hard disk even if you switch off the power to the machine.
2. The hard disk can store up to 1,200 pages (based on the ITU-T #1 test document). The memory capacity is 80 Mbytes. The hard disk and function upgrade card can store up to 3,000 pages.



## APPENDIX E

### ISDN INTERFACE UNIT TYPE 140III

#### Introduction

The optional ISDN Interface Unit Type 140III allows you to send and receive fax messages on high-speed high-quality digital networks. It will allow you to connect the machine to an ISDN (Integrated Services Digital Network) for either Group 4 or Group 3 fax communication.

**CAUTION:** When connecting to the ISDN you should use the provided cable. If a different cable is used, this could cause radio interference with other equipment. Attached to the modular cord that is used for the ISDN connection, there is a ferrite core - please do not remove it.

A few of the features described earlier in this manual cannot be used over an ISDN. These are as follows.

- Manual reception
- Telephone line type (DTMF/Pulse dial) selection
- Manual dialing with the handset
- On Hook Dial
- RTI, TTI, CSI (these identifiers can only be used with Group 3 communication. In Group 4 mode, another identifier called the Terminal ID is used instead. The Terminal ID is explained on page 265)

However, Group 4 has the following major advantages over Group 3:

- If your organization sends large volumes of material by fax, using Group 4 will greatly reduce your communication costs as a result of the high speed of data transmission.
- Normal analog networks tend to be noisy, affecting the quality of received data. However, communications over digital networks are of a high quality.
- The Group 4 interface will greatly enhance other features, especially broadcasting, transfer request, and other networking features, allowing complex distribution of documents with just a few keystrokes. The types of network that you can set up are described in the Networking section of this manual (see page 46).

**Note:** Your sales or service representative will be able to help program all the necessary group and transfer station numbers in the various broadcasting terminals throughout your proposed network. Please coordinate with your sales representative to obtain correct programming at the time of installation.

**Batch Transmission**

The use of Batch Transmission is critical to making your Group 4 ISDN kit a cost effective alternative to Group 3. Set up a batch for each of your major fax message destinations. To do this, decide on separate times of execution for each of your batch files. Then, if you wish to send a message to one of these destinations, use Send Later to delay the transmission until the time that you decided for that destination. See page 92 for a description of the Batch Transmission feature.

**Setting Up the Group 4 Interface**

Before you start sending faxes using the Group 4 interface, there are a few items that you have to store in your machine. These are as follows.

- Subaddress Key
- Own Number (G4)
- G4 Terminal ID
- IG3 CSI

**Subaddress Key**

Group 4 fax machines may be connected to a multiplexer or similar device. Inputting the subaddress of a destination fax machine will allow you to reach it directly if it is connected behind a multiplexer or similar device. The subaddress can be thought of as similar to the extension number of a telephone connected behind a PBX.

You must program one of the User Function Keys (F1 to F5) to input a subaddress (see page 143 for how to program a User Function Key). When you need to input a subaddress (during dialing, or when inputting your own ISDN G3 or G4 number), press that User Function Key (a backslash will appear), then input the subaddress.

**Own ISDN-G4 Number**

This is your machine's own telephone number for Group 4 communications over the ISDN.

1. **Function 6 0 2 2 2 2 6 1** then ▼ until the screen is as shown opposite.

OWN NUMBER (G4)	
<input type="checkbox"/> YES TO SET	PREVIOUS <input type="button" value="↑"/>
<input type="checkbox"/> NO TO CANCEL	NEXT <input type="button" value="↓"/>

2. **Yes.**

OWN NUMBER (G4)	<input type="checkbox"/> YES TO END
<div style="background-color: black; height: 15px; width: 100%;"></div>	

3. Input your ISDN number for Group 4 communications.

**The format of the number must be as follows:** International Dial Prefix, Your Country Code, Your Area Code, **then you must input a Pause**, followed by your telephone number. After that, if your ISDN G4 number contains a subaddress, type a slash followed by the subaddress number.

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

- Use the **Pause** key to add a pause.

To type the backslash, you must have programmed one of the **User Function Keys** to input a subaddress (see page 143 for how to program a User Function Key). Press that User Function Key to input the slash, then input the subaddress.

OWN NUMBER (G4)		
YES	OR	CLR • NO
0111212-5551234/2468		

4. **Yes Function.**

### Programming the IG3 CSI

If your machine uses Group 3 mode through the ISDN, IG3 CSI will appear on the other terminal's display or be printed in reports.

1. **Function 6 0 2 2 2 2 6 1** then ▼ until the screen is as shown opposite.

2. Press **Yes**.

3. Input your telephone number.  
Example: 2125556789

**Note:** You can enter up to 20 digits.

- If you wish to input a "+" sign by Quick Dial 31 or 63 (Symbol), to signify your international dial access code (this is a common practice in Europe).

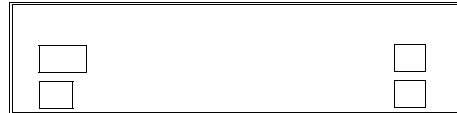
4. **Yes** and **Function**.

**Programming the Terminal ID**

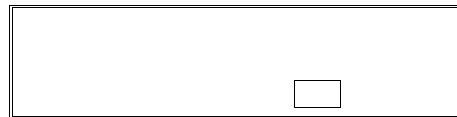
If you transmit using Group 4 mode, the Terminal ID (G4 TID) will be printed on the top of the messages of receivers.

G4 Terminal ID consists in "Country Code", "-", "Telephone Number" "=" "Terminal ID Code". Terminal ID Code is normally sender's name. You cannot program more than 22 characters.

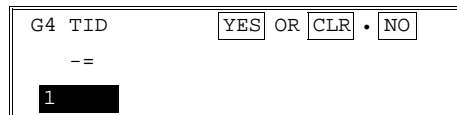
1. **Function 6 0 2 2 2 2 6 1** then ▼ until the screen is as shown opposite.



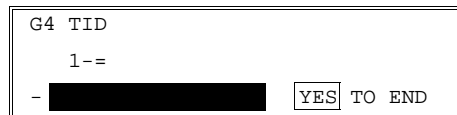
2. Press **Yes**.



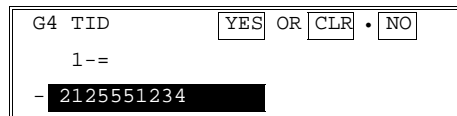
3. Enter the country code.



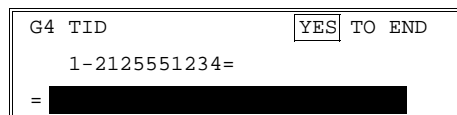
4. Press **Yes**.



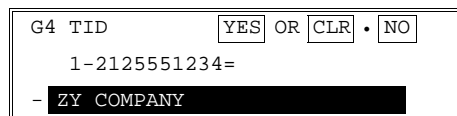
5. Enter your machine's telephone number.



6. Press **Yes**.



7. Enter the terminal ID code.



8. **Yes and Function**.

## Operation

### Dialing and Storing Telephone Numbers

#### Overview

After installing the ISDN Interface Unit Type 140III, you must be careful to select the correct signaling type (Group 3 or Group 4) when dialing, or when storing a telephone number as a Speed Dial or Quick Dial.

The G4 key on the operation panel allows you to select whether the telephone number is to be dialed using Group 3 (G3) or Group 4 (G4). If G4 indicator is lit, G4 is selected, and if it is not lit, G3 is selected.

To change the setting, press the key until the required mode is selected. In most cases, <G3> (Group 3) or <G4> (Group 4) will appear on the display as a reference while you are entering a telephone number.

**Caution:** When you dial a number using a Quick Dial or Speed Dial, or using AI Redial, check the indicator lamp above the G4 key to make sure that the correct mode is selected. If it is not correct, press the G4 key.

- Notes:**
- Your machine is set up to send to Group 3 fax machines over the regular telephone network (the PSTN, the Public Switched Telephone Network). If you wish to send to Group 3 machines over the ISDN, contact your service representative.
  - When dialing a fax machine or telephone over an ISDN, the destination could have a subaddress number. This number can be thought of as similar to an extension number on a PBX. If the destination telephone or fax machine has a subaddress number, input this number when dialing. You can get this number from your contact at that location.

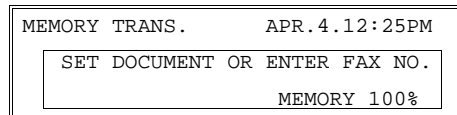
To enter a subaddress, you must use a User Function Key. See page 143 for how to program a User Function Key using Function 36.

Transmission Procedure

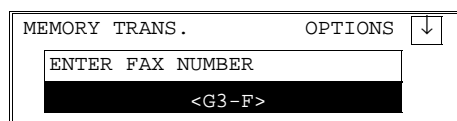
The following example shows how to dial (assuming that the ISDN Interface Unit Type 140III has been installed). The differences between this procedure and the procedure for the base machine (refer to page 17) are as follows:

- You have to select G3 or G4 before you dial a number.
- You may have to input a subaddress for a G4 number if the destination has one.

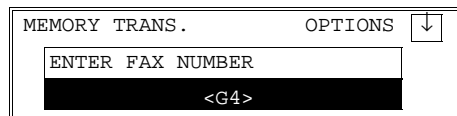
1. Make sure that the machine is in standby mode (see page 16).




2. Carefully place the document into the auto document feeder.

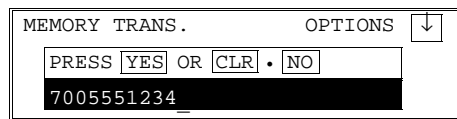


3. Change the line type (G3/G4) to the correct setting by pressing the G4 key on the operation panel.



4. **Dial.**

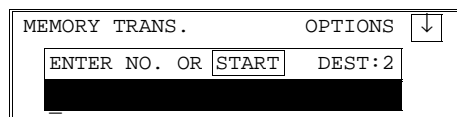
-  See page 18 for how to dial. You may use Speed Dial, Quick Dial, Group Dial, or the ten-key pad.



G3 numbers - If your machine is behind a PBX, include the PBX access code and a pause before the number. For an international number, place a pause after the country code.  
 G4 numbers - If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key. Then enter the subaddress.

To enter a subaddress, you must use a User Function Key. See page 143 for how to program a User Function Key using Function 36.

5. **Yes.**



6. Either:

- Dial more numbers: go to step 4.
- Start the transmission: **Start**.

**Note:** If the other party has not had a G4 Terminal ID programmed, you will see "- =" on the screen during transmission, instead of their ID.

## Storing a Telephone Number

The following example shows how to store a Quick Dial if the ISDN Interface Type 140 has been installed. The differences between this procedure and the procedure for the base machine (refer to page 293) are as follows:

- You have to select G3 or G4 before you input a Quick Dial or Speed Dial
- You may have to input a subaddress for a G4 number if the destination has one.

### 1. **Function 3 1.**

QUICK DIAL	CHOOSE KEY
<input type="checkbox"/>	PRINT LIST → <input type="checkbox"/>
<input type="checkbox"/> NO TO CANCEL	

### 2. Press the Quick Dial Key that you wish to program.

Example: **01 Yes.**

QUICK DIAL	ENTER FAX NUMBER
01 <G3>	<input type="checkbox"/> NO TO CANCEL
████████████████████	

### 3. Change the line type (G3/G4) to the correct setting by pressing the G4 key on the operation panel.

QUICK DIAL	ENTER FAX NUMBER
01 <G4>	<input type="checkbox"/> NO TO CANCEL
████████████████████	

### 4. Enter the telephone number at the operation panel's ten key pad.

QUICK DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR • <input type="checkbox"/> NO
01 <G4>	
7005551234	

G3 numbers - If your machine is behind a PBX, include the PBX access code and a pause before the number. For an international number, place a pause after the country code.  
 G4 numbers - If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key. Then enter the subaddress.

To enter a subaddress, you must use a User Function Key. See page 143 for how to program a User Function Key using Function 36.



5. **Yes.**

QUICK DIAL	ENTER LABEL
01	ABC
[REDACTED]	

6. Either:

- Program a label for this number: go to step 7.
- Do not program a label: **Yes.** Go to step 8.

7. Input a label using the Quick Dial keys. Then press **Yes.**

QUICK DIAL	OPTION SETTING
LABEL INSERTION	ON <b>OFF</b>
SELECT	← → YES TO END

8. Switch Label Insertion on or off. Use the ◀ and ▶ arrows on the scroll key to select the required setting. Then press **Yes.**

QUICK DIAL	CHOOSE KEY
[REDACTED]	PRINT LIST →
	NO TO CANCEL

9. Either

- Program another Quick Dial: go to step 2.
- Finish: **Function.**

**Note:** The procedure for storing a Speed Dial using Function 32 is exactly similar to that shown above; it is the same as the procedure for the base machine except that you have to select G3 or G4 and you may need to input a subaddress.

### Automatic Fallback from Group 4 Mode to Group 3 Mode

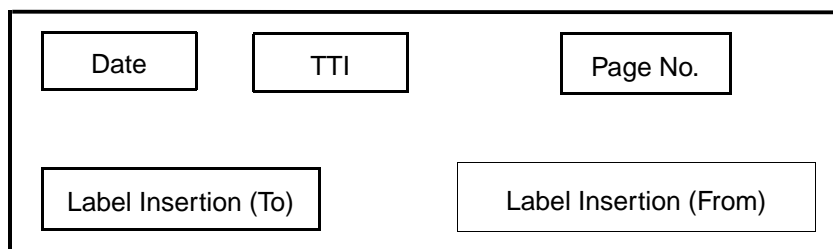
If your machine cannot communicate with the other party using Group 4 mode, it will try using Group 3 mode. This will allow your machine to send the message even if you selected Group 4 mode instead of Group 3 mode by mistake.

### Terminal ID

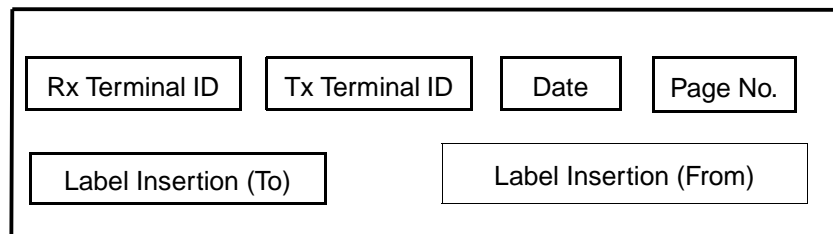
Instead of the TTI, a Group 4 communication will transmit a variety of information, including an identifier known as the Terminal ID, which identifies the other party in the same way as a TTI.

The make-up of the Group 3 TTI and the Group 4 Terminal ID is as shown below.

#### Group 3



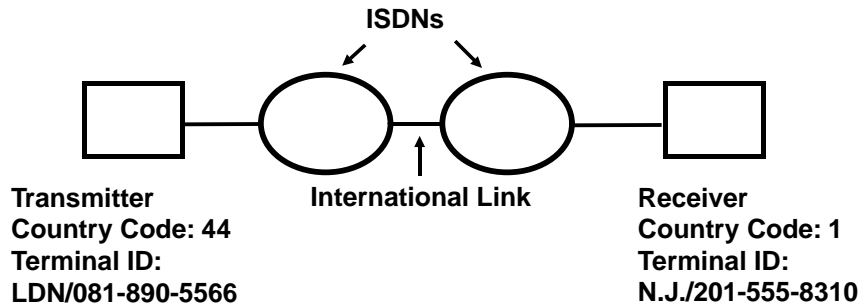
#### Group 4



- Date, TTI, Page No., and Label Insertion are transmitted in the data signal, superimposed on the image.
- Receiver (Rx) Terminal ID, Transmitter (Tx) Terminal ID, Date (Group 4), Page No. (Group 4), are transmitted in the Group 4 handshake signals.
- The Receiver and Transmitter Terminal IDs have up to 24 characters. The Date (Group 4) is in the YY-MM-DD-HH:MM format. The Page No. (Group 4) has up to 7 characters.

Explanation of the Items in the Group 4 IdentifierTransmitter and Receiver Terminal IDs

The following example shows what happens when the two communicating terminals are connected to two different ISDNs. Each ISDN has its own country code.



At the top of the received page, the following will be seen.

1 - 2015558310 = N.J./44 - 818905566 = LDN/(Date)/(Page No.)

The zero in the London area code and the other pauses in the phone numbers are not represented on the printout.

The country code and terminal ID are programmed by the service technician at installation.

Date and Time

The date and time in the receiving machine are printed.

Page Number

001-001 (File number followed by page number)

**Example:** Batch Transmission

Receiving a three-page file and a two-page file

First page: 001-001

Second page: 001-002

Third page: 001-003

Fourth page: 002-001

Fifth page: 002-002

### Switching the Command Information Line On/Off

This is similar to the TTI On/Off switching option for Group 3 Transmission (see page 30).

The Command Information Line consists of the Receiver and Transmitter Terminal IDs, the Date and Time, and the Page Number. Normally, this line is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

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

**Note:** If you switch the Command Information Line off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

To switch this feature on or off, do the following (See page 226 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**

USER PARAMETER	PRINT LIST	→
DEFAULT :	01000000	↑
SWITCH00:	01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 02 are shown.  
The setting you need to use is digit 5.
4. If you wish to change the setting, press 5.

SWITCH00: 00000000

SWITCH02: 00000000

Digit 5

0: This feature is Off.

1: This feature is On.

5. Finish: **Yes Function.**

## Troubleshooting

### Call Progress Signals (CPS)

Sometimes, a Call Progress Signal and an error message will appear on the display panel. Possible messages are as follows.

DIALING	The machine is dialing; do not press <b>Stop</b> .
REMOTE TERMINAL BUSY	Try again later.
WRONG NUMBER	Check the number, and check that G3 or G4 was correctly selected. Then redial.
LINE NOT AVAILABLE	Try again later.
FAX NUMBER CHANGED	Find out the new fax number.
REMOTE FAX REJECTED	Contact the user at the other end.
UNABLE TO CONNECT	Try again.
NO RESPONSE	Try again.
NETWORK BUSY	Try again later.
CLASS INCOMPATIBLE	The other terminal's signaling mode is not compatible with yours, and the message cannot be sent.
CHECK INTERFACE	Check that the ISDN line cord is connected properly. Then try again.

To remove the message from the display, make sure that the Communicating indicator is not lit, then press **Stop**.

## Dual Communication

### (ISDN Interface Unit Type 140 or G3 Interface Unit Type 140 Required)

#### Overview

If you install the optional ISDN G4 Interface Unit Type 140 or G3 Interface Unit Type 140, your machine can handle two communications, simultaneously. For example, if you have the G4 unit, the machine can deal with an ISDN G3 communication and ISDN G4 communication at the same time, or a standard G3 line communication and an ISDN communication at the same time. Similarly, the G3 option lets you handle two G3 communications simultaneously.

**Cross-reference** ISDN Interface Unit Type 140 III: see page 252.

**Note:** You can not install both ISDN Interface Unit Type 140 and G3 Interface Unit Type 140 on the same fax machine.

**Note:**

- When you use an ISDN G4 service, you need to use an ISDN G4 line. If you use a PSTN service, you can select either ISDN G3 or G3 lines.
- When your fax machine is connected to both an ordinary PSTN G3 line and an optional ISDN G4 line and you use a PSTN service, you can select either ISDN G3 or G3 lines.

Please contact your service representative about changing the initial set-up for this feature.

## Line Type Selection

When you install the optional ISDN G4 Interface Unit Type 140 , you can increase the maximum possible line connections to 3 and connect the machine to the ISDN. When you install the optional G3 Interface Unit Type 140, you can increase the maximum possible line connections to 2 and connect the machine to the PSTN.

**Note :** Although you must use ISDN lines for G4 communication, you can communicate by G3 over both ISDN and PSTN lines. Therefore, if you have connected both ISDN and PSTN lines, you can use either for G3 communication. Which line is used is decided by G4 Unit setup, but if you wish to change this setting, please contact your service representative.

**Note :** Line Type on the Operation Panel and on the Reports.

Operation	Display on Operation Panel	Report	LINE Type	Optional Unit
G3	G3	G3	PSTN (FAX)	No Optional Unit
G3-1	G3-1	G3-1	PSTN (FAX)	Optional G3 Kit
G3-2	G3-2	G3-2	PSTN (Optional G3)	Optional G3 Kit
G3-F*	G3-F*	G3-F*	PSTN (FAX or Op.G3)	Optional G3 Kit or ISDN G4 Kit
I-G3**	I-G3**	I-G3**	ISDN (Optional G4)	ISDN G4 Kit
G4	G4	G4	ISDN (Optional G4)	ISDN G4 Kit

\* G3-F means "Use Open line". With this, the line is not designated. An open line of the same type is chosen.

\*\* I-G3 means an ISDN G3 communication.

### Line type selections for Dual Communication

With G4 Unit \*(Connected the PSTN and ISDN lines)

- G3 + G4
- I-G3 + G4

\* You can not select I-G3 + G3 with G4 Unit.

With G3 Unit (Connected the PSTN and additional PSTN lines)

- G3-1 + G3-2

**Note :** G3 (including G3-1 and G3-2) can also be used with internal lines.

<b>Cross-references</b> Dual Communication: see page 269.      Operation(G3/G4):see page 261.
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## APPENDIX F

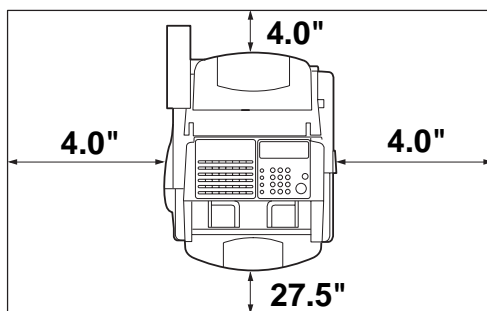
### INSTALLING THE MACHINE

#### Location

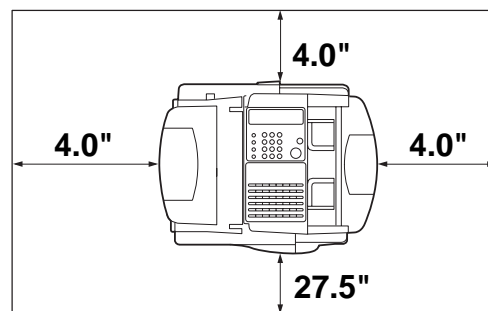
For the best possible performance, install your machine in a place which satisfies the following conditions.

- Not exposed to direct sunlight
- Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd<sup>3</sup>/hr per person.
- Level
- Not subject to vibration
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 63 to 82°F
- Humidity 40 to 70% RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)
- With the clearance as shown below

**Front Operation**



**Side Operation**

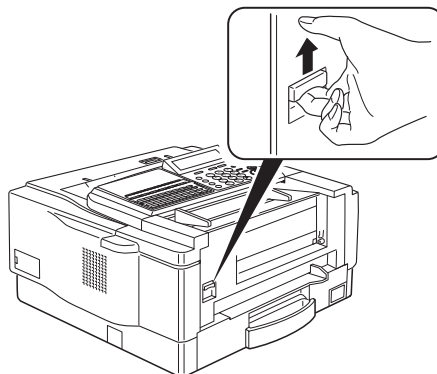


**NOTE:** This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

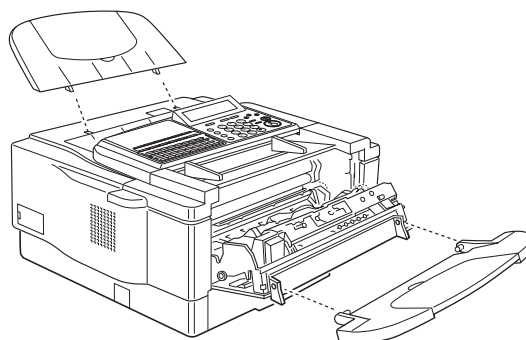


## Attaching the Document Table and Document Tray

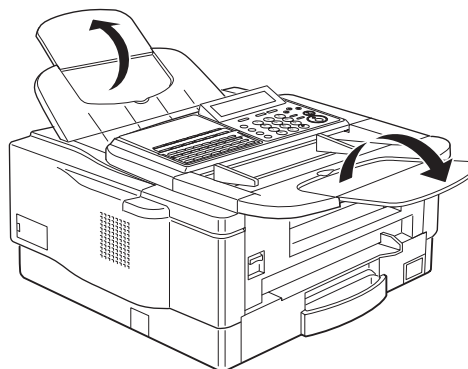
1. Open the front cover.



2. Attach the document table and the document tray as shown.

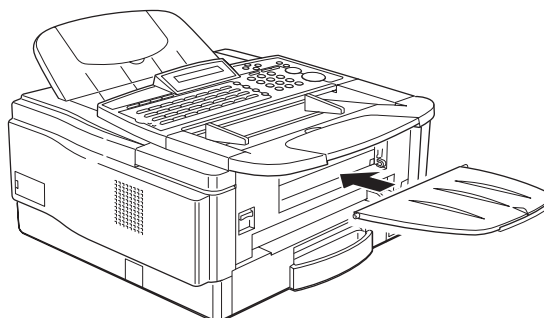


3. Close the front cover until you hear it clicks. If your document is large, pull the extensions out.

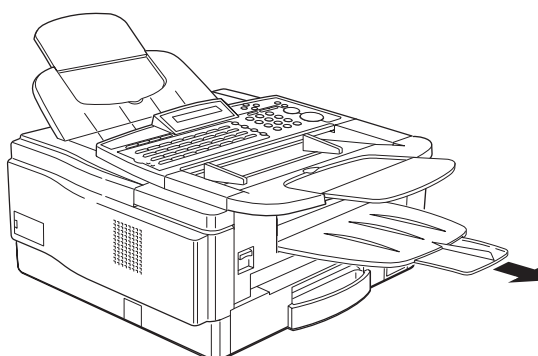


### Attaching the Copy Tray

1. Attach the copy tray as shown.

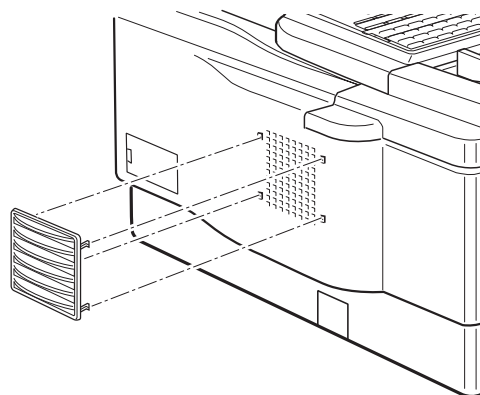


2. You can also extend the copy tray.



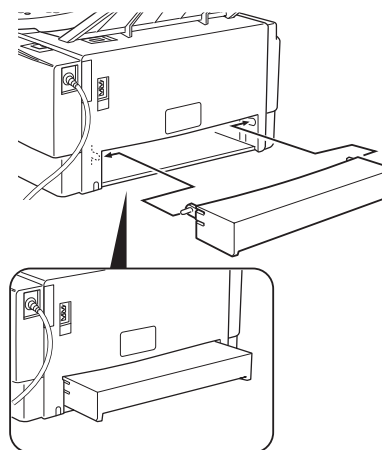
### Install the Side Grill

To minimise the amount of ozone encountered when using the machine, fix this grill over the ventilation holes on the left side of the machine as shown. The slats should point down so that air is deflected downwards.



### Installing the Machine Cover

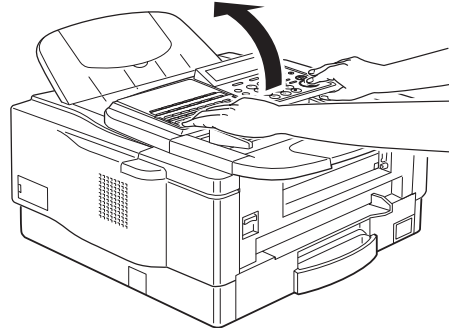
Fix the main cassette cover at the rear of the machine as shown opposite.



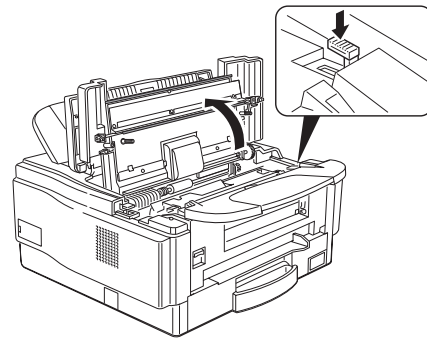
## Installing the Photoconductor, Cleaning Pad and Toner Cassette

Before using the machine, install the photoconductor, cleaning pad and the toner cassette as in the following procedure

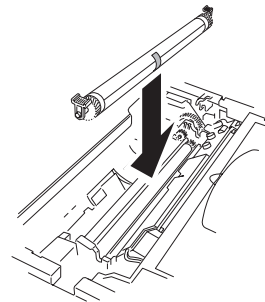
1. Lift up the operation panel.



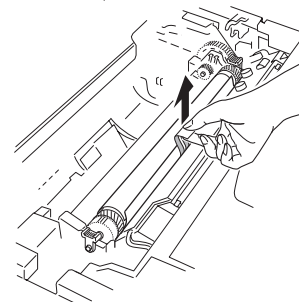
2. Open the upper cover (Push the button on the cover).



3. Place the photoconductor in the machine. Pay attention to the green knobs. One of them is marked "R" for right side.

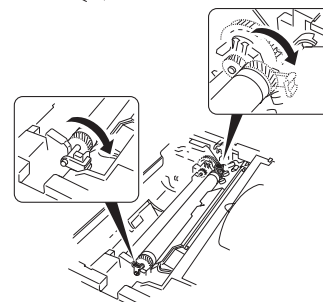


4. Remove the black sheet.



5. Turn the green levers to lock the photoconductor in place.

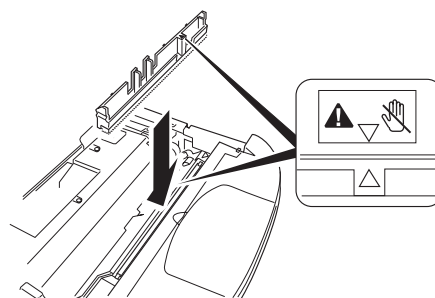
**Caution:** Never touch the surface of the photoconductor (green drum).



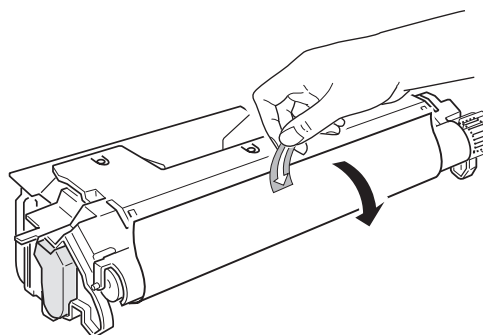
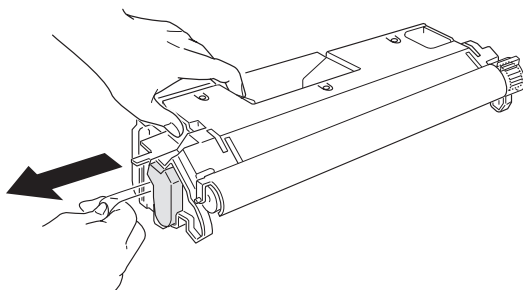
6. Install the new cleaning pad.  
Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.

**Note:** Push the cleaning pad until you hear it clicking

**Important:** Do not forget to install the cleaning pad. If not installed correctly, damage may be caused to the machine.



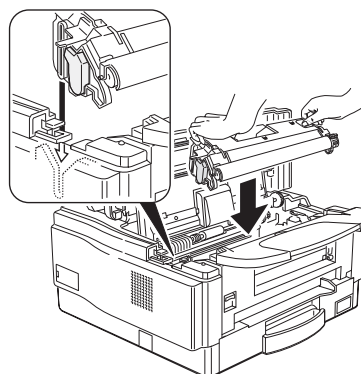
7. Shake the toner cassette before installing it. Pull out the sheet of the toner cassette. And remove the black sheet.



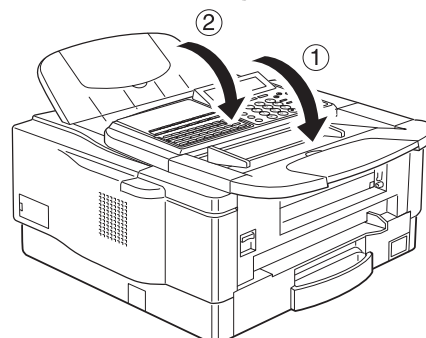
**Note:** Do not shake the cassette, or toner may spill out.

**WARNING:** Do not incinerate waste toner. Toner dust may cause flashback when exposed to an open flame.

8. Install the toner cassette as far as it will go. Gently push down the cassette to secure it in place.



9. Close the upper cover and the operation panel.

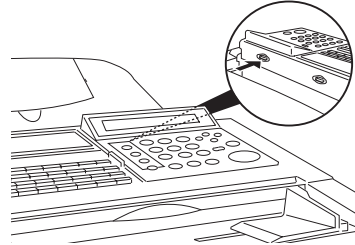


## Rotatable Operation Panels

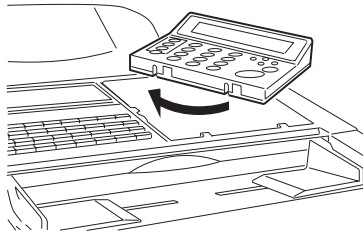
You can change the direction of the operation panels according to a direction in which the machine is installed. There are two panels you can move, the keypad panel (pictured below) and the Quick Dial panel. Follow the same steps for each.

**WARNING:** Turn off the power before you begin this procedure.

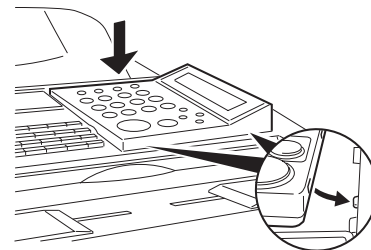
1. Press the button behind the panel to release it.



2. Change the direction of the operation panel.

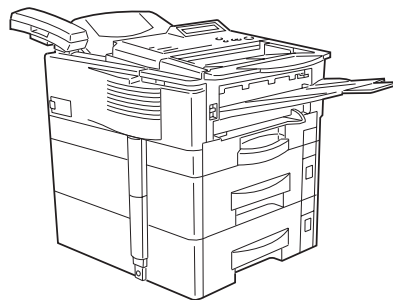


Push the area indicated by the arrow in the picture to set the operation panel.

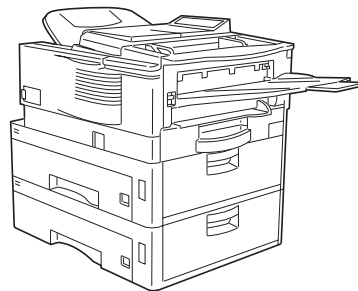


Repeat steps one and two for the other panel.

**Optional paper cassette**  
(the type to supply the paper from the front)



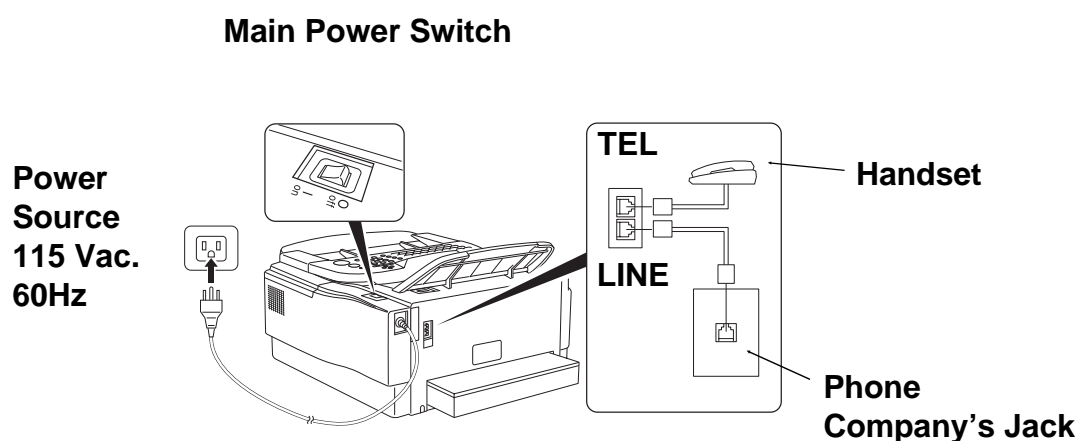
**Optional paper cassette**  
(the type to supply the paper from the side)



## Connecting the Machine

Before using the machine, it must be connected to the telephone line properly (see below).

When this has been done, plug in the power cable and switch the machine on.



- Make sure that it is properly connected to the telephone line and the power outlet, as shown above.

**CAUTION:** Do not switch on until everything is connected properly.

- Program the Telephone Line Type setting (use Function 62; see page 290). 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.

### IMPORTANT POINTS ABOUT POWER CONNECTION

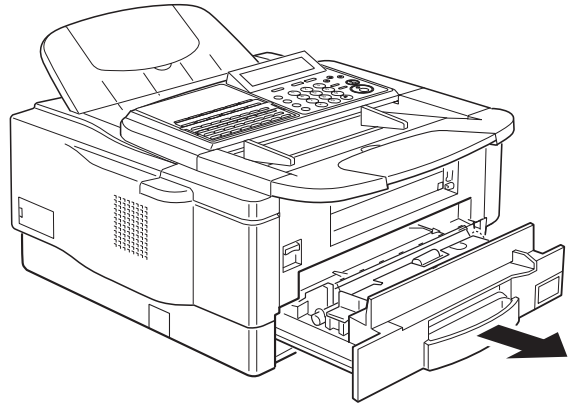
- The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.
- The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

## Loading Paper in the Cassette

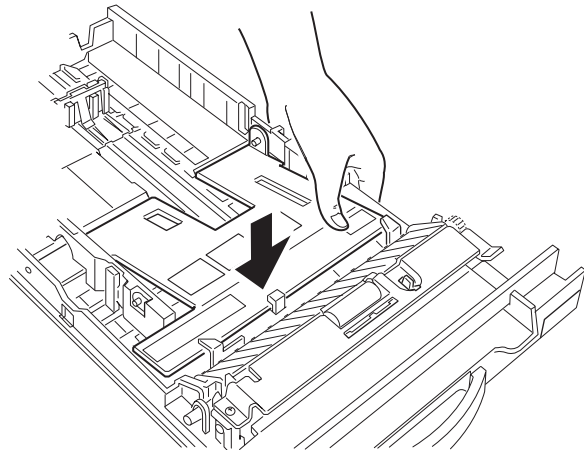
When you load the paper in the cassette, do the following.

1. Remove the cassette.  
**Note:** When you pull out the cassette, pull it out horizontally.

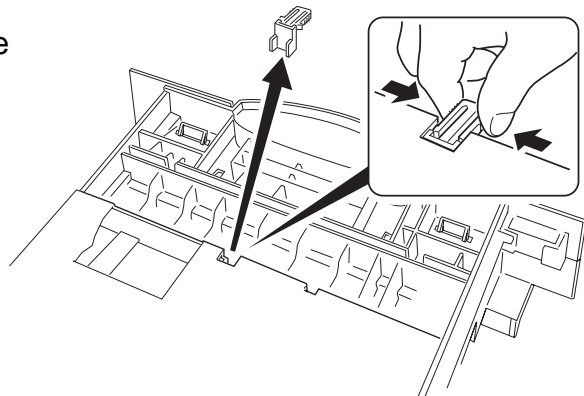
**CAUTION:** To avoid dropping the cassette hold it by the front and side while pulling it out.



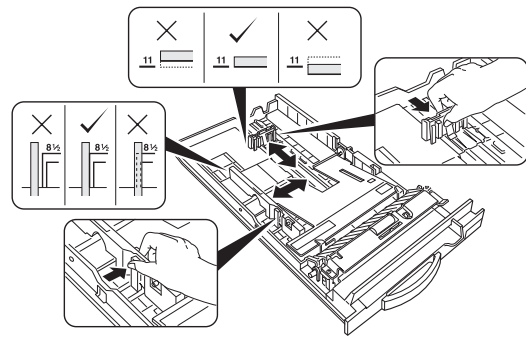
2. Push the metal plate down.



3. Pushing the metal plate, turn over the demonstrated in the illustration.

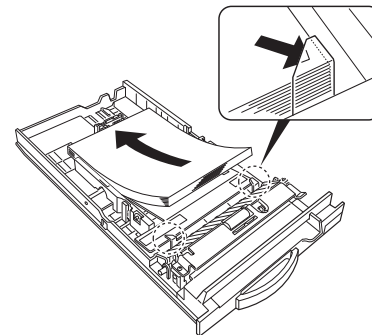


- Fan the paper. Make sure the edges are uniformly aligned and place the paper into the cassette with the side on which you wish to print face up. Check the paper fits under the metal corners.

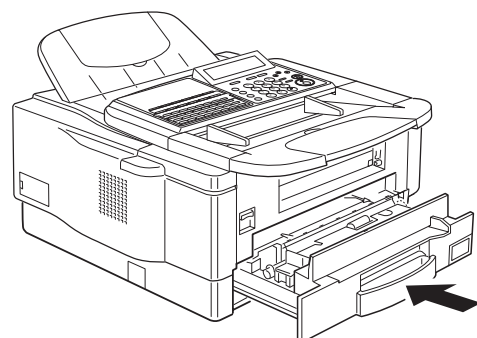


- If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.

- Do not fill up the cassette past the load limit marker.



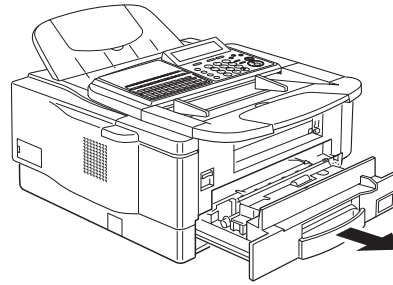
- Replace the cassette.



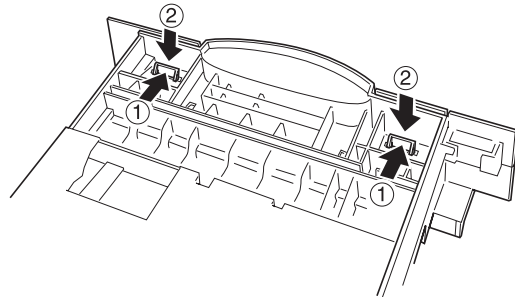


## Installing Removable Cassette and Loading Paper (option)

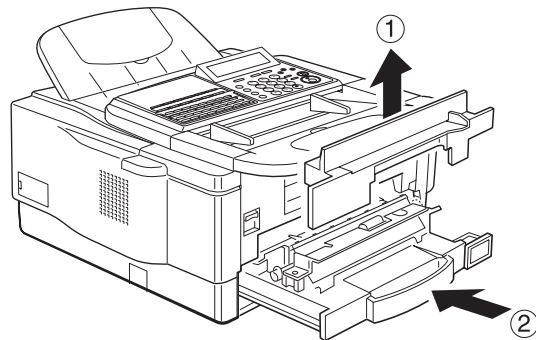
1. Pull out and remove the cassette.



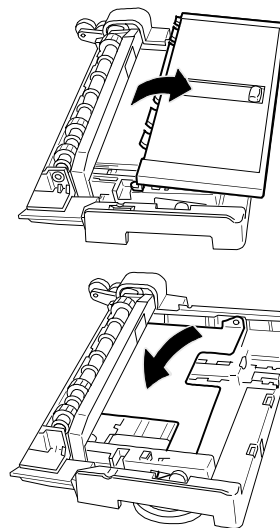
2. Turn over the cassette and remove the front cover attached to the cassette as shown in the picture. Then close the cassette.



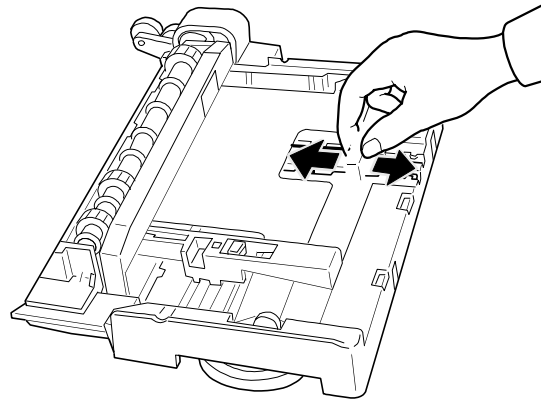
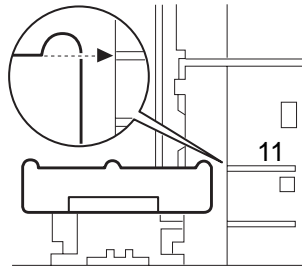
3. Remove the cover of the cassette.



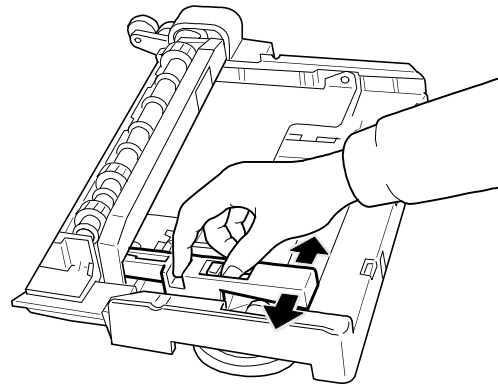
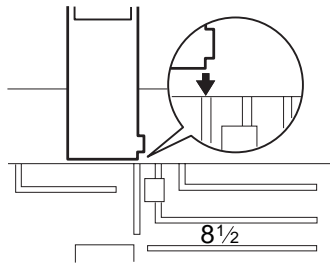
4. Push the bottom plate until it clicks.



- Adjust the position of the back fence.

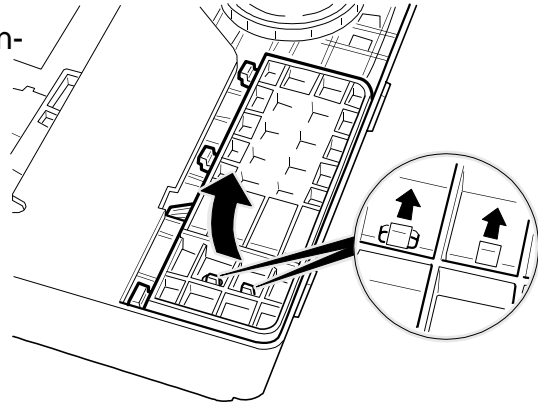


- Adjust the position of the side fence

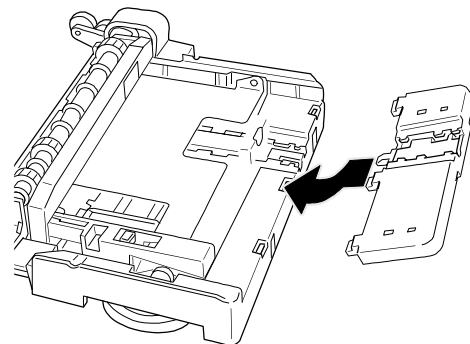


Installing the long paper extension.

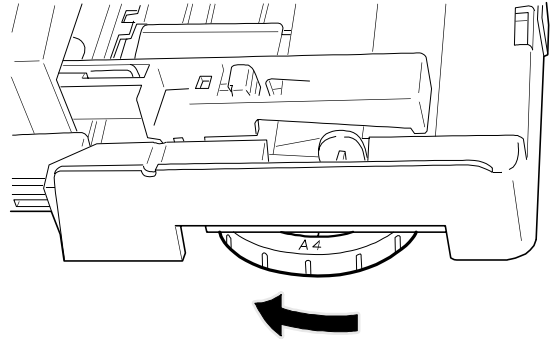
- Turn over the cassette. Remove the extension.



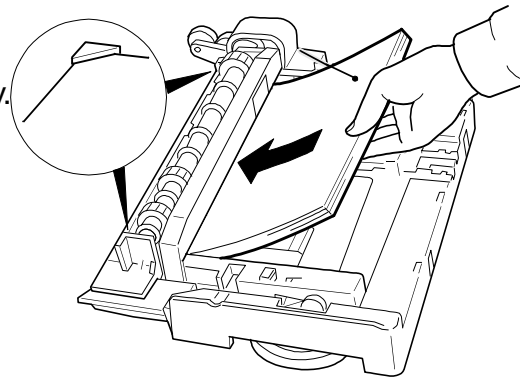
- Turn over the cassette again and install the extension.



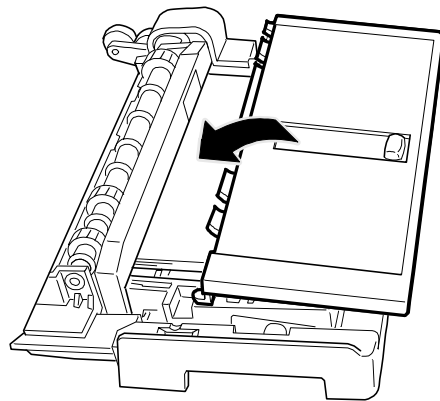
9. Rotate the dial until the appropriate size appears.



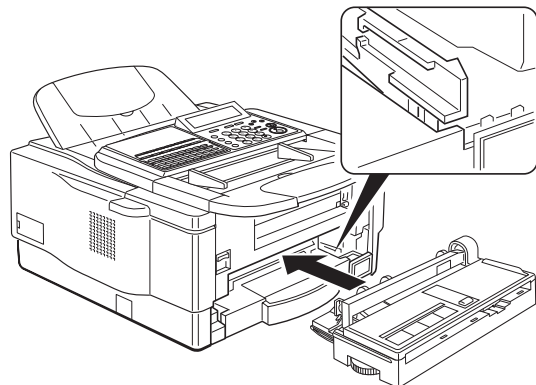
10. Set the paper under the corners.  
If there is space between the paper and fences, the paper will not be fed properly.  
To avoid this, carefully move in each fence until it is flush with the paper.



11. Set the cover of the removable cassette.

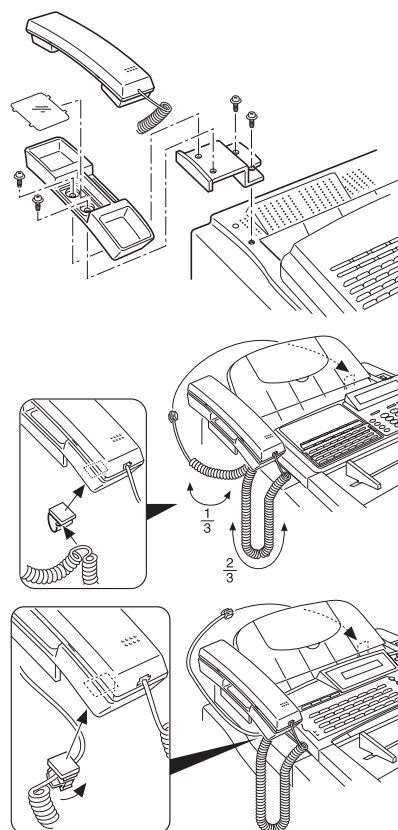


12. Install the removable cassette.



## Attaching the Optional Handset

1. Attach the handset stand to the bracket by two screws.  
And attach the bracket with stand to the machine by two screws.
2. To avoid slack wire hanging at the rear of the machine, attach the cord clip.
  - 1) Insert the cord into the clip about two thirds down (see diagram).
  - 2) Peel off the adhesive cover on the cord clip.
  - 3) Fix the cord clip to the handset bracket as shown.
3. Plug the cable to 'Tel' jack on rear side of the machine.  
**Note:** Depending on which handset you have, install the cord as shown.

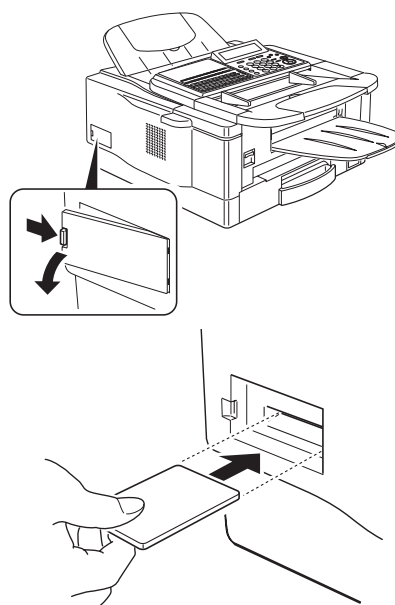


## Installing Optional Memory Card, Function Upgrade Card, and Fax on Demand

Switch off the power before you install the optional memory card (feature expander), function upgrade card and fax on demand card.

**Caution:** Once a Function Upgrade Card or Fax on Demand Card has been installed, do not remove it. If removed, this will result in data being permanently lost. The Function Upgrade Card and Fax on Demand Kit cannot be installed in the same machine.

1. Remove the cover on the left side of the machine.
2. Insert the card with the printed face up. Make sure that the machine and card contacts touch. Upper slot is for the Memory Card (Feature Expander) only. The lower slot is for the Function Upgrade Card and Fax On Demand Card.
3. Replace the cover.



## Using Manual Feed

You can set a sheet of paper using the manual feeder when you make a copy or print from the PC (Optional Printer Interface is required).

1. Insert a sheet of paper and align it with the right edge.  
Paper will be fed.

**Note:**

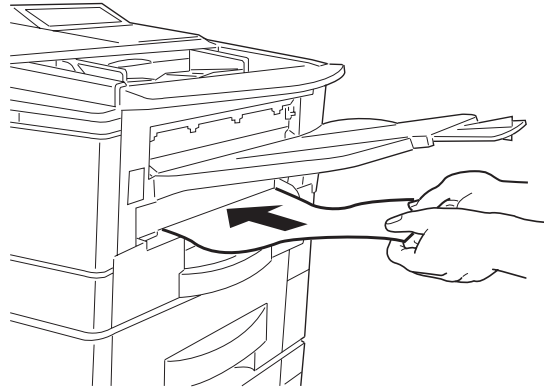
The acceptable paper size from the manual feed is 3.9" to 8.5" in width, and 5.8" to 14.3" in length.

**Note:**

If a sheet of paper is left in the manual feeder for 1 minutes, it will be fed out automatically.

**CAUTION:**

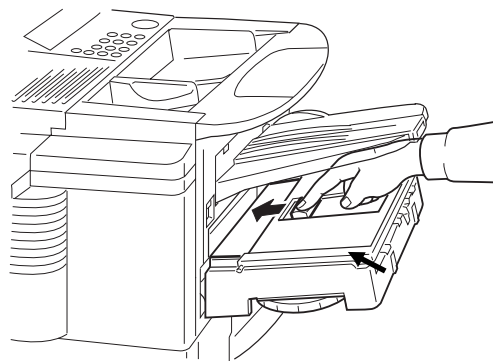
Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.



## Using Manual Feed with the Removable Cassette (Option)

You can set a sheet of paper using the manual feeder of the removable cassette when you make a copy or print from the PC (Optional Printer Interface is required).

1. Close the cover of the removable cassette



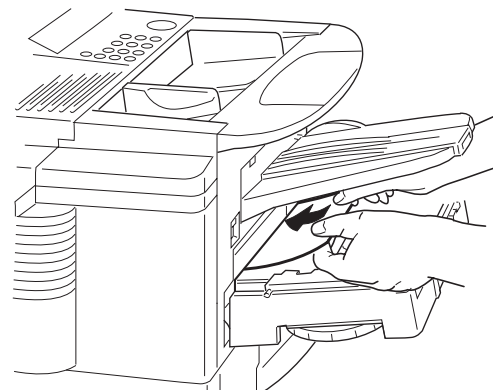
2. Set a sheet of paper and align it with the right edge.  
Paper will be fed.

**Note:**

Acceptable sizes for the manual feed are from 3.9" to 8.5" in width, and 5.8" to 14.3" in length.

**CAUTION:**

Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.



## BEFORE YOU SEND YOUR FIRST FAX

### Some Items Must be Programmed First

#### Overview

After you have installed your new machine and connected it to the telephone line, there are a few things that you have to do before you start to send fax messages from your new machine.

You should set up your machine's clock and identification. In fact, for faxes sent to, from, or within the United States, the United States' Federal Communications Commission (FCC) states that the fax message must contain header information that identifies the sender (or the sender's organization), and the date and time that the fax was sent. To do this, program the following features.

- Date and Time/Daylight Saving Time: see page 286.
- RTI (Remote Terminal Identification): see page 288.
- TTI (Transmit Terminal Identification): see page 288.
- CSI (Called Subscriber Identification): see page 289.

In addition, you also have to make sure that the fax machine's dialing circuits are set up correctly. There are two settings: Pulse Dial, and Tone Dial. If you select the wrong setting, your machine will not be able to dial fax numbers. If you are not sure which setting to use, contact your telephone company. To change this setting, see the following section of the manual.

- Telephone Line Type: see page 290.

Also, if you have a handset attached to your fax machine, make sure that its dialing circuit is also set up correctly.

#### Language Selection

If your native language is Spanish or French, you can have the machine display instructions and print reports in either of these languages instead of in English.

1. **Function 6 0 2 2 2 2 9** and **3**.

LANGUAGE	SELECT	◀	▶
<b>ENGLISH</b>	FRENCH	SPANISH	
	YES	TO	END

2. Use the ◀ and ▶ keys to select the language.
3. When the correct language is displayed, press **Yes** and **Function**.
  - Once you have done this, all displays and reports will be in the selected language.

**Date and Time**

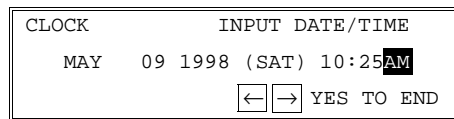
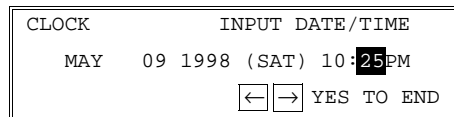
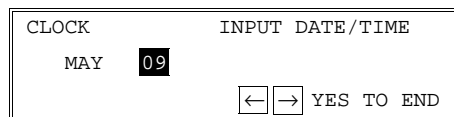
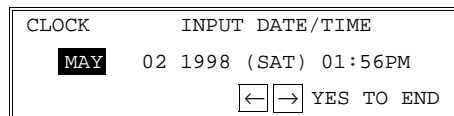
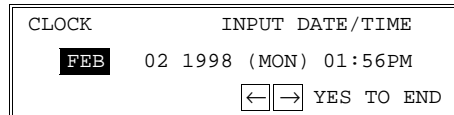
Your fax machine has an internal clock. It controls the following features.

- The time display on the operation panel while the machine is idle.
- Operation of time-delay features like Send Later.
- The date and time that is printed out on pages that you receive, if Reception Time is switched on.
- The date and time that is printed out at the other end on pages received from your machine.

Program the correct date and time when you install the machine.

**Cross-references**  
 Sending at a Specific Time (Send Later): see page 28. Reception Time: see page 126.

1. Press **Function 6 0 2 2 2 9** and **1**.  
 Example: Change to 09 May '98, at 10:25AM
2. Change the month using **▲** or **▼** (**▼** to scroll forward, or **▲** to scroll backward) on the ten key pad and press **▶** to move the cursor.
3. Change the date with the ten keypad as 09.
4. Type in the year and time at the keypad as 9 8 1 0 2 5.
5. Change AM/PM using **\*** or **#** on the ten key pad.
6. When the display is correct, press **Yes Function**.



**Summer Time/DST (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.

- When you install the machine for the first time, take care that the setting is correct before you set the date and time.

1. Press **Function 6 0 2 2 2 6** and **2**.

LINE TYPE (PSTN)	SELECT	←	→
DP	<b>TTI</b>	↑	
	YES	TO END	↓

2. Press **▼** until the screen is as shown opposite, and then press **Yes**.

SUMMER TIME/DST SELECT	←	→
ON	OFF	↑
	YES	TO END ↓

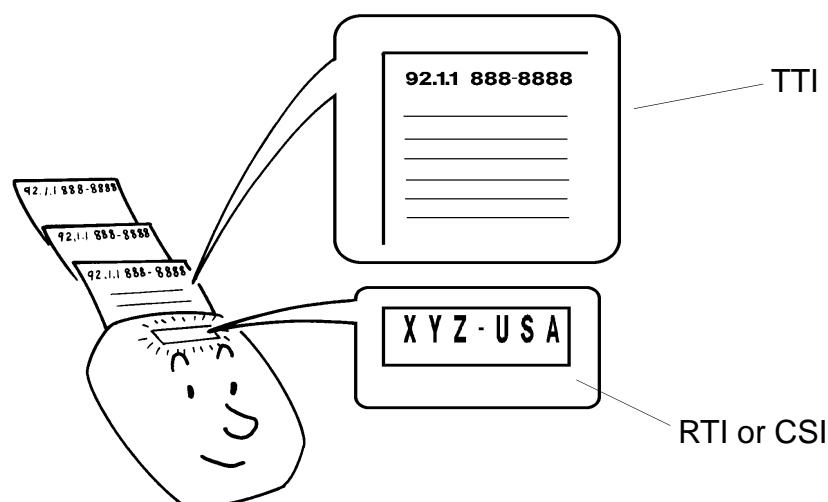
3. Use the **◀** and **▶** arrows on the scroll key to switch the feature on or off. This mode is on if the display is shown as opposite.

SUMMER TIME/DST SELECT	←	→
<b>ON</b>	OFF	↑
	YES	TO END ↓

4. To store your setting: **Yes**. And press **Function**.

### Terminal Identification

There are three labels which identify yourself to the operator at the other end. These labels are called the RTI, the TTI, and the CSI.



- RTI (Remote Terminal Identification) and CSI (Called Subscriber Identification): These appear on the receiving fax machine in the display on the operation panel during communication, and on reports after communication.
- TTI (Transmit Terminal Identification): This is printed at the other end at the top of each page received from your machine.

You can see the RTI, TTI, and CSI of the other party during the communication (see the following diagram) and on reports printed by the machine later.



Some machines may reject your transmitted fax messages if you have not stored the RTI, TTI, or CSI in advance.

**Note:** You can switch the TTI off for a particular transmission if you do not wish it to be printed on your pages as they are printed at the other end. See page 30.

RTI (Remote Terminal Identification)

Your RTI appears on the other party's operation panel during communication, if the other machine was made by the same manufacturer as yours. The RTI can have up to 20 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

1. Press **Function 6 0 2 2 2 6** and **1**.

OWN NUMBER (PSTN)			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

RTI			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

3. Press **Yes**.

RTI	
<input type="checkbox"/> NO	TO CANCEL
████████████████████	ABC

4. Input the RTI using the Quick Dial key or the ten key pad (you can delete the character using **Clear**).

Example: XYZ COMPANY

How to program characters, see page 220.

RTI		<input type="checkbox"/> YES	OR	<input type="checkbox"/> CLR	•	<input type="checkbox"/> NO
XYZ COMPANY						ABC

**Note:** The RTI cannot be not more than 20 characters

5. Press **Yes** to program the RTI. You may then enter the TTI. Go to the step 1 in the following procedure in order to enter the TTI.

TTI (Transmit Terminal Identification)

Your TTI is printed at the other end on the top edge of each page that you send. The TTI can have up to 32 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

## 1. Either:

- To enter the TTI from the standby mode, press **Function 6 0 2 2 2 2 6** and **1**. Press **▼** until the screen is as shown opposite. Then press **Yes**.
- If you have just enter the RTI in the previous procedure, press **Yes**.

TTI		PREVIOUS	↑
YES	TO SET		
NO	TO CANCEL	NEXT	↓

TTI	LABEL INSERTION	
SELECT	■	YES TO END
1. INPUT		2. COPY RTI

## 2. Either:


- Copy the RTI across and store that as the TTI: 2. Then go to setp 4.
- Input a new TTI or edit the TTI that is already there: **1**. Go to step 3.

TTI		NO TO CANCEL
■		ABC

3. Input the TTI that you will be using.  
Example: XYZ COMPANY HEAD OFFICE

TTI	YES OR CLR	• NO
XYZ CO. HEAD OFFICE	ABC	

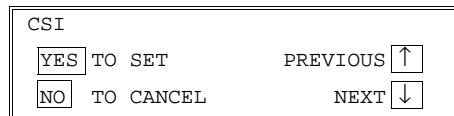
**Note:** You can enter up to 32 characters.

 Input and editing are explained on page 220.

4. Press **Yes** then **Function**CSI (Called Subscriber Identification)

Your CSI appears on the other party's operation panel during communication instead of your RTI, if the other party's machine is another manufacturer's product. The CSI can have up to 20 characters (only numbers and spaces can be used). Enter your fax machine's telephone number, because some features of your machine may not work if the CSI is not the same as the telephone number.

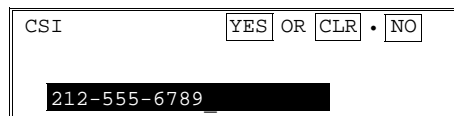
1. Either:



- If you enter the CSI from the standby mode, press **Function 6 0 2 2 2 2 6** and **1**. And then press **▼** until the screen is as shown opposite. Finally press **Yes**.
- If you have just entered the CSI in the previous procedure, press **Yes**.



2. Input your telephone number.  
**Example:** 2125556789



**Note:** Not more than 20 digits.

- If you wish to input a "+" sign by Quick Dial 31 or 63 (Symbol), to signify your international dial access code (this is a common practice in Europe).

3. **Yes** and **Function**.

Telephone Line Type

If the setting of this feature is incorrect, you will not be able to dial using the machine's keypad or automatic dialer.

There are two basic types of telephone company exchange:

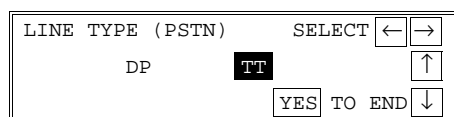
- Exchanges using Tone Dialing (also known as touch tone, DTMF, TT, or sometimes PB).
- Exchanges using Pulse Dialing (also known as rotary dial, PD or DP).

The telephone line type setting in your fax machine must match the type of exchange that you are connected to. If you are not sure what type your local exchange is, ask the telephone company.

**Note:** If there is a handset connected to your fax machine, make sure that it is also set up in the correct dialing mode.

Change the line type setting for the fax machine using **Function 62**.

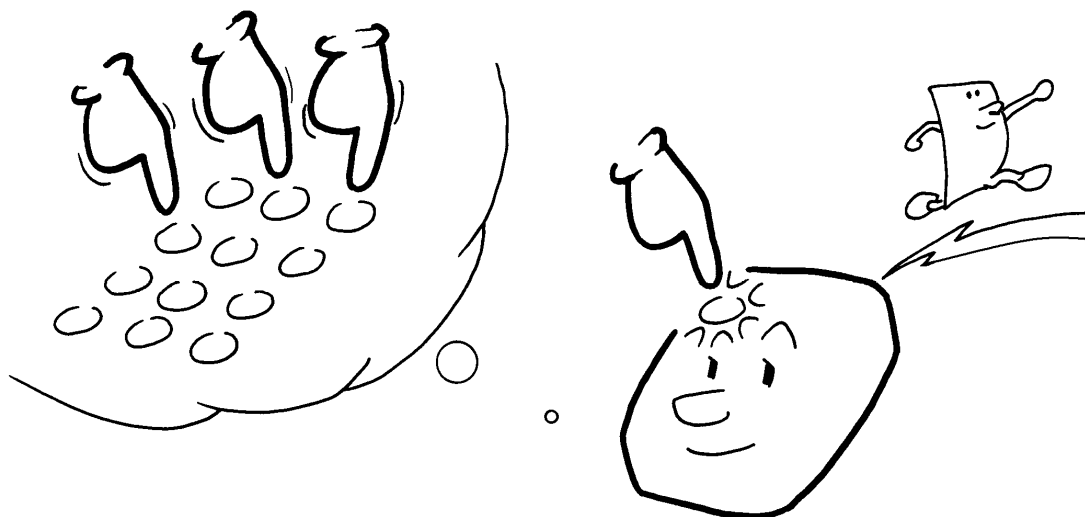
1. Press **Function 6 0 2 2 2 2 6** and **2**. Make sure that the display is as shown opposite



2. Change the setting by using **◀** or **▶**.
3. To finish, press **Yes** and **Function**.

## QUICK DIAL, SPEED DIAL, AND GROUP DIAL

### Three Convenient Ways to Dial



Instead of dialing the full number on the fax machine's keypad, you can use Speed Dial, Quick Dial or Group Dial.

These features allow you to store telephone numbers in your machine's memory. (A stored number will remain in the memory, and you can use it as many times as you wish without having to reprogram it.)

Then, when you need to dial a number, just call it up (by pressing the required Quick Dial key or two digit Speed Dial code).

#### Quick Dial and Speed Dial

Quick Dial and Speed Dial are very convenient for dialing numbers that you often call, especially if these numbers are very long (like international numbers).

These features greatly improve the convenience of operating your machine.

However, first, you have to program the telephone numbers that you need into the Quick Dial Keys and Speed Dial Codes in your machine.

After programming your Quick Dials and Speed Dials, you can dial a telephone number with very few keystrokes.

- For Quick Dial, just press a Quick Dial Key then press Start.
- For Speed Dial, press the key on the operation panel labeled "Speed Dial", enter a two-digit Speed Dial Code, then press Start.

You can store up to 64 Quick Dial Keys and 100 Speed Dial Codes in this model. When the Function Upgrade Card is installed in your machine, You can store up to 1000 Speed Dial Codes in it.

When you store a Quick Dial or Speed Dial, you can also store the name of the other party as a quick reference (this name will be displayed on the operation panel before you press the **Start** key, so you can check whether you have selected the correct number).

### Groups

If you frequently send the same message at the same time to more than one place, program these telephone numbers into a Group. Then you can send the messages to all the addresses in that Group with just a few keystrokes.

You can also program a name for that Group (for example, "Branch Offices"), which will be displayed before you press the **Start** key. This helps you to check whether you have selected the correct group.

You can store up to 9 Groups in this machine.

Groups can be used with the following features.

- Broadcasting (Sending to More Than One Location); see page 18.
- Transfer Request; see page 51.
- Polling Reception; see page 135.

**CAUTION:** There are limits on the number of addresses that can be dialed with each of these features. Do not store more numbers in the Group than the capacity of the feature that you plan to use it with. These limits are:

Broadcasting: 200 addresses

Transfer Request: 30 addresses

Polling Reception: 200 addresses

## Programming Quick Dial

This machine has 64 Quick Dial Keys (01 to 64), each of which can be programmed as **one** of the following: Quick Dial Key, Group, Auto Document, or Keystroke Program. The page number in the following table shows the location of the programming procedure.

1	Quick Dial	A fax or telephone number	This page
2	Group	A set of fax numbers that you often wish to send the same fax to at the same time.	Page 300
3	Keystroke Program	A program of settings, features, and destinations.	Page 62
4	Auto Document	A page that you often send, such as a map.	Page 68

Using the following procedure, you can store telephone numbers as Quick Dials.

**Note:** You cannot use the following procedure to store Groups, Keystroke Programs or Auto Documents.

### Programming a New Quick Dial

#### 1. **Function 3 1.**

- At this time, you can print a Quick Dial List a Quick Key Label if you press **▶**, and **1** for a Quick Dial List, or **2** for Quick Key Label, and **Start**.

QUICK DIAL	CHOOSE KEY
<b>1</b>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

2. Press the Quick Dial Key that you wish to program. Example: **01**  
If you pressed the wrong key, press **No**.

QUICK DIAL	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
<b>01</b>	<input type="button" value="↓"/>

#### 3. **Yes.**

QUICK DIAL	ENTER FAX NUMBER
	<input type="button" value="NO"/> TO CANCEL
<b>[REDACTED]</b>	

4. Enter the telephone number at the operation panel's ten key pad.

QUICK DIAL	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> <input type="button" value="NO"/>
01	
<b>2125551234</b>	


If your machine is behind a PBX, include the access code and a pause before the telephone number. For an international number, place a pause after the country code. To input a pause, press the **Pause** key.

5. **Yes.**

QUICK DIAL	ENTER LABEL
01	ABC

6. Either:

- Input a label using the Quick Dial keys. Then press **Yes**.

 Inputting and editing labels:  
see page 220.

- Do not program a label:  
Press **No**.

QUICK DIAL	OPTION SETTING
LABEL INSERTION	ON <input type="checkbox"/> OFF <input checked="" type="checkbox"/>
SELECT	← → YES TO END

7. Switch Label Insertion on or off.  
Use the ◀ and ▶ arrows on the scroll key to select the required setting.  
Then: **Yes**.

QUICK DIAL	CHOOSE KEY
■	PRINT LIST → <input type="checkbox"/>
	NO TO CANCEL

8. Either

- Program another: Go to step 2.
- Finish: **Function**.

Editing a Quick Dial

1. **Function 3 1.**

QUICK DIAL	CHOOSE KEY
■	PRINT LIST → <input type="checkbox"/>
	NO TO CANCEL

2. Press the Quick Dial key that you wish to edit. Example: **01**

- If the wrong number is displayed, use the ▲ and ▼ keys to scroll through the Quick Dial Keys on the screen.

QUICK DIAL	YES OR NO
01	XYZ CO. NEW YORK
2125551234	↑ ↓

3. **Yes.**

QUICK DIAL	YES OR CLR • NO
01	
2125551234	

4. Edit the number.

- Use ◀ and ▶ to move the cursor, and use **Clear** to delete the character at the cursor.

QUICK DIAL	YES OR CLR • NO
01	
XYZ CO. NEW YORK	ABC

After entering the new number, press **Yes**.

## 5. Either

Change the label: Edit the existing label, then press **Yes**.

Keep the label as it is: **Yes**.



Inputting and editing labels:  
see page 220.

QUICK DIAL	OPTION SETTING
LABEL INSERTION	ON <input type="checkbox"/> OFF <input checked="" type="checkbox"/>
SELECT	[←] [→] [YES] TO END

## 6. Switch Label Insertion on or off.

Use the ◀ and ▶ arrows on the scroll key to select the required setting.

Then: **Yes**.

QUICK DIAL	CHOOSE KEY
■	PRINT LIST [→]
	[NO] TO CANCEL

## 7. Either

Edit another: Go to step 2.

Finish: **Function**.

Erasing a Quick Dial1. **Function 3 1.**

QUICK DIAL	CHOOSE KEY
■	PRINT LIST [→]
	[NO] TO CANCEL

2. Press the Quick Dial key that you wish to erase. Example: **01**

If the wrong number is displayed, use the ▲ and ▼ keys to scroll through the Quick Dial Keys on the screen.

QUICK DIAL	[YES] OR [NO]
01	XYZ CO. NEW YORK [↑]
2125551234	[↓]

3. **Yes.**

QUICK DIAL	[YES] OR [CLR] • [NO]
01	
2125551234	

4. Erase the number: **No**.

QUICK DIAL	ENTER FAX NUMBER
01	[NO] TO CANCEL
■	

After erasing a number, you may store a new one to replace it if you wish. If you do not wish to store a new number, press **No** again. Then go to step 2 to continue or press **Function** if you have finished.





## Programming Speed Dials

Using this feature, you can store telephone numbers as Speed Dial Codes. You can also store a label with each telephone number for use with the Telephone Directory and Label Insertion features.

### Telephone Directory

This makes using Speed Dial Codes more convenient.

When you program a Speed Dial Code, you can program a name and a telephone number. Then, instead of having to refer to the latest Speed Dial Code list when you want to dial that number, you can type in the first letter of the name, and scroll through the list of names that begin with that letter until you find the right one.

You may also program the letter under which you wish to file the label. For example, if a Speed Dial Code has the label HOTEL NEW YORK, you may wish to file this label under N instead of under H if your Telephone Directory contains a lot of hotels. This would make it easier to find using the Telephone Directory feature; type in N instead of H, then scroll through the N's until you find the HOTEL NEW YORK.

### Cross-references

Label Insertion: see page 88.

Telephone Directory: see page 26.

### Programming a New Speed Dial

#### 1. Function 3 2.

- At this time, you can print a Speed Dial List if you press **▶ Start**.

SPEED DIAL	ENTER SPEED CODE
<input type="checkbox"/>	PRINT LIST → <input type="checkbox"/>
	<input type="checkbox"/> NO TO CANCEL

#### 2. Input the Speed Dial Code that you wish to program (from 00 to 99).

Example: **00**

- If you input the wrong code, press **No**.

SPEED DIAL	YES OR NO
00	<input type="checkbox"/>
	<input type="checkbox"/>

#### 3. Yes.

SPEED DIAL	ENTER FAX NUMBER
00	<input type="checkbox"/> NO TO CANCEL
<input type="checkbox"/>	

#### 4. Enter the telephone number at the operation panel's ten key pad.

SPEED DIAL	YES OR CLR • NO
00	
01144715551234	


If your machine is behind a PBX, include the access code and a pause before the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes.**

SPEED DIAL	ENTER LABEL
00	
<input type="checkbox"/>	ABC

## 6. Either:

- Input a label using the Quick Dial keys (such as XYZ CO. LONDON). Then press **Yes**.

 Inputting and editing labels: see page 220.

- Do not program a label for this number: Press **Yes**. Go to step 8.

## 7. The letter shown next to "INPUT" will be used with the Telephone Directory feature when searching for a name.

Either:

- Do not change the letter: press **Yes**.


- If you wish to use another letter, input the letter.

Example: Change to "L" for London; **Clear L Yes**.

## 8. Switch Label Insertion on or off.

Use the ◀ and ▶ arrows on the scroll key to select the required setting.

Then: **Yes**.

SPEED DIAL	ENTER SPEED CODE
<input type="checkbox"/>	PRINT LIST 
	<input type="checkbox"/> NO TO CANCEL

## 9. Either:

- Program another: Go to step 2.

- Finish: **Function**.

**Note:** You can store 1000 telephone numbers (000 to 999) as Speed Dials by entering the three-digit, when the Function Upgrade Card (option) is installed in your machine.

Editing a Speed Dial

1. **Function 3 2.**

SPEED DIAL	ENTER SPEED CODE
█	PRINT LIST →
	NO TO CANCEL

2. Input the Speed Dial Code that you wish to edit. Example: 0 0

- If the wrong number is displayed, press **No** or use the ▲ and ▼ keys to scroll through the Speed Dial Codes on the screen.

SPEED DIAL	YES OR NO
00 XYZ CO. LONDON	↑
01144715551234	↓

3. **Yes.**

SPEED DIAL	YES OR CLR • NO
00	
01144715551234	

4. Edit the number.

- Use ◀ and ▶ to move the cursor, and use **Clear** to delete the cursor character.

After entering the new number, press **Yes**.

SPEED DIAL	YES OR CLR • NO
00	
XYZ CO. LONDON	ABC

5. Either

- Change the label: Edit the existing label, then press **Yes**.
- Keep the label as it is: **Yes**.

SPEED DIAL	YES OR CLR • NO
00	
INPUT: X	ABC

6. Either:

- Change the letter in the INPUT column (for example, to P): **Clear P Yes**.
- Do not change the letter: **Yes**.

SPEED DIAL	OPTION SETTING
LABEL INSERTION	ON OFF
SELECT	← → YES TO END

7. Switch Label Insertion on or off. Use the ◀ and ▶ arrows on the scroll key to select the required setting.

Then: **Yes**.

SPEED DIAL	ENTER SPEED CODE
■	PRINT LIST →
	NO TO CANCEL

8. Either

Program another: Go to step 2.

Finish: **Function**.

### Erasing a Speed Dial

1. **Function 3 2**.

SPEED DIAL	ENTER SPEED CODE
■	PRINT LIST →
	NO TO CANCEL

2. Input the Speed Dial Code that you wish to erase. Example: **0 0**

If the wrong number is displayed, press **No** or use the ▲ and ▼ keys to scroll through the Speed Dial Codes on the screen.

SPEED DIAL	YES OR NO
00 XYZ CO. LONDON	□
01144715551234	↓

3. **Yes**.

SPEED DIAL	YES OR CLR • NO
00	
01144715551234	

4. Erase the number: **No**.

SPEED DIAL	ENTER FAX NUMBER
00	NO TO CANCEL

After erasing a number, you can store a new one to replace it.

If you do not wish to store a new number, press **No** again, then go to step 2 to continue or press **Function** if you have finished.



## Programming Groups

Groups allow you to combine some numbers into one Group, for easy sequential transmission to all the numbers in that group. These numbers can be selected from those already stored in Quick Dial Keys or Speed Dial Codes, or you can select other numbers by entering them at the keypad.

You can also store a label with each Group. This label will be displayed when you select the Group.

**Note:** See page 18 to see how to dial a group.

The Group programming procedure has several modules. Entering Group Programming mode will be explained first, followed by each of the modules.

### Entering Group Programming Mode and Selecting a Group

1. **Function 3 3.**

- At this time, you can print a Group Dial List if you press **Start**.

GROUP DIAL	GROUP SETTING
G [ ]	PRINT LIST [→]
	[NO] TO CANCEL

2. Input the number of the Group that you wish to program.

- There are 9 Groups, from 01 to 09.

Example: Group 01, **0 1 Yes**.

- If this Group already exists, go to step 4.

- If you input the wrong Group number, press **No**.

GROUP DIAL	CHOOSE KEY
G 01 [ ]	[YES] TO SKIP
	[NO] TO CANCEL

3. Press the Quick Dial Key in which you wish to store this new Group.

Example: **08**

- If you pressed the wrong key: **No**.

GROUP DIAL	[YES] OR [NO]
G 01 08 [ ]	[ ]
	[↓]

4. **Yes.**

GROUP DIAL	SELECT [ ]
G 01 08 DEST.0 [YES] TO END	
1.ADDRESS 2.CHECK 3.LABEL	[↓]

You are now ready to access one of the five Group Programming Modules. These are explained on the following pages.

### Storing Numbers in a Group

First, enter Group Programming mode as explained on page 300. Then:

1. Press **1**.

GROUP DIAL	ENTER FAX NUMBER
G 01 08 DEST. 0	<input type="checkbox"/> NO <input type="checkbox"/> TO CANCEL
[REDACTED]	

2. Input the number that you wish to store in the Group. For example:

- Quick Dial 25: **25**

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR • <input type="checkbox"/> NO
G 01 08 DEST. 0	
5 XYZ COMPANY ROME	

- Speed Dial 00: **Speed Dial 0 0**.

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR • <input type="checkbox"/> NO
G 01 08 DEST. 0	
0 XYZ COMPANY PARIS	

- Full number: Input at the keypad on the operation panel.

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR • <input type="checkbox"/> NO
G 01 08 DEST. 0	
011-44-21-5842261	

3. Store the number in the group: **Yes**.

- The number after DEST has increased by 1. The number after DEST shows how many telephone numbers are stored in the Group.

GROUP DIAL	ENTER FAX NUMBER
G 01 08 DEST. 1	<input type="checkbox"/> NO <input type="checkbox"/> TO CANCEL
[REDACTED]	

**Note:** Do not store more than 200 numbers in a Group. If you plan to use this Group for Transfer Requests, do not store more than 30 in it.

4. Either:

- Input another number: Go to step 2.  
 Finish storing numbers in this group: **No**.

GROUP DIAL	SELECT
G 01 08 DEST. 0	<input type="checkbox"/> YES <input type="checkbox"/> TO END
1.ADDRESS 2.CHECK 3.LABEL [DOWN]	

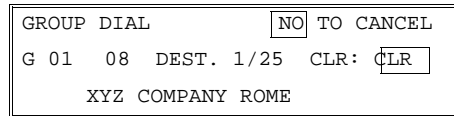
Now, you can either:

- Use another module (press a key from 1 to 5).  
 Start working on another Group (press **Yes** then go to step 2 of the procedure on page 300).  
 Return to standby mode by pressing **Function**.

**Checking Which Numbers are Already in the Group**

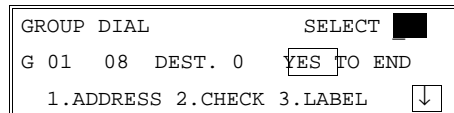
First, enter Group Programming mode as explained on page 300. Then:

1. Press **2**.



2. Press **▼** to scroll through the numbers on the display.

- To erase the displayed number: **Clear**.
- When you have finished checking this Group: **No**.



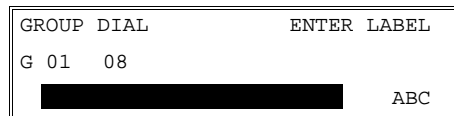
3. Now, you can either:

- Use another module (press a key from 1 to 5).
- Start working on another Group (press **Yes** then go to step 2 of the procedure on page 300).
- Return to standby mode by pressing **Function**.

**Storing a Label for this Group**

First, enter Group Programming mode as explained on page 294. Then:

1. Press **3**.



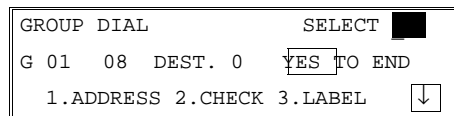
2. Input a label for the group using the Quick Dial keys.

Example: EUROPE BRANCHES

Inputting and editing labels: see page 220.



3. Press **Yes**.



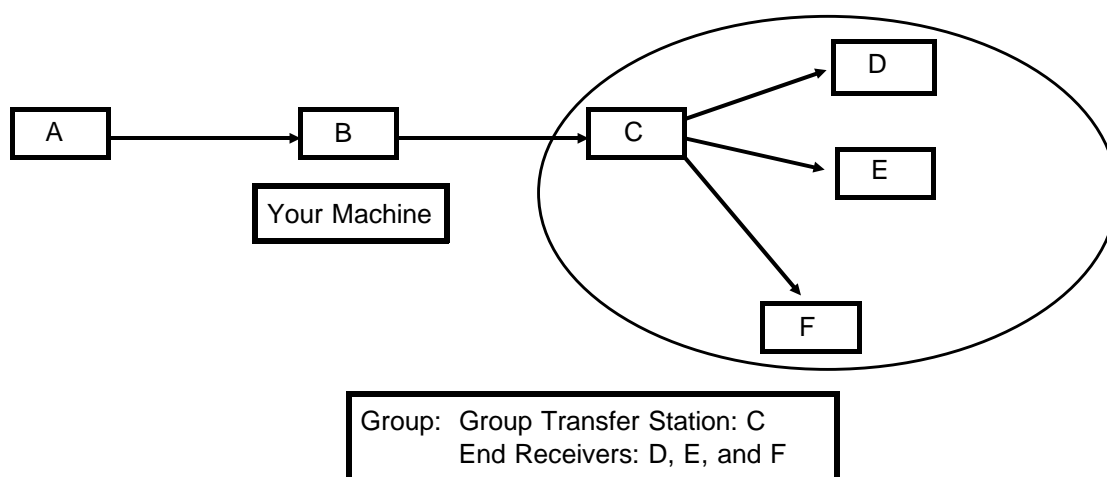
Now, you can either:

- Use another module (press a key from 1 to 5).
- Start working on another Group (press **Yes** then go to step 2 of the procedure on page 300).
- Return to standby mode by pressing **Function**.

### Storing a Group Transfer Station

Group Transfer Station is one of the features of this machine that allows you to set up fax transmission networks.

Briefly, the Group Transfer Station allows another party to send you a fax message and instruct your machine to send it to each number in the same Group, through the Group Transfer Station, which acts as a broadcaster. This means that your machine will relay the fax message to the Group Transfer Station, and that station will then send it on to each of the numbers stored in that Group. All this will be done automatically, without requiring your presence at the machine.



The use of the Group Transfer Station is described in more detail in the section entitled "Networking".

To store a Group Transfer Station for a particular Group, first, enter Group Programming mode as explained on page 300. Then:

1. Press **4**.

GROUP DIAL	ENTER TRANSF. STN
G 01 08 DEST. 0	<input type="checkbox"/> NO TO CANCEL

2. Store the telephone number of the terminal that you wish to act as the Group Transfer Station for this group.

- Input the number as a Quick Dial, Speed Dial, or full number at the keypad.

Example: Quick Dial 15, press **15**.

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR • <input type="checkbox"/> NO
G 01 08 DEST. 0	
<input type="checkbox"/> 5	XYZ COMPANY LONDON



3. **Yes.**

GROUP DIAL	SELECT	■
G 01 08 DEST. 0	YES	TO END
1.ADDRESS 2.CHECK 3.LABEL		↓

Now, you can either:

- Use another module (press a key from 1 to 5).
- Start working on another Group (press **Yes** then go to step 2 of the procedure on page 300).
- Return to standby mode by pressing **Function**.

Erasing the Group

This procedure deletes this Group and all the numbers stored in it. The Speed Dial Codes and Quick Dial Keys that you used in this Group will not be deleted from the memory; you can continue to use them for other purposes.

First, enter Group Programming mode as explained on page 300. Then:

1. Press **5**.

GROUP DIAL	
G 01 08 WILL BE ALL CLEARED	
CLEAR?	YES • NO

2. Either:

- To delete the Group: **Yes**.
- To keep the Group: **No**.

GROUP DIAL	SELECT	■
G 01 08 DEST. 0	YES	TO END
1.ADDRESS 2.CHECK 3.LABEL		↓

Now, you can either:

- Use another module (press a key from 1 to 5).
- Start working on another Group (press **Yes** then go to step 2 of the procedure on page 300).
- Return to standby mode by pressing **Function**.

## Storage Capacity for Telephone Numbers

When you use the three features listed in the following table, you can dial more than one number. Some functions have different capacities.

COMMUNICATION FEATURE	PAGE	MAX. NUMBER OF ADDRESSES/FAX MESSAGE	TOTAL ADDRESSES FOR ALL FAXES	MAX. STORED Pages
Broadcasting	62	200	500	Standard: 126 With 2M: 294 With 4M: 462 With hard disk: 1200 With hard disk and function upgrade card 3000 (*4)
Transfer Request (*1)	90	30		
Polling Reception	157	200		

The following table shows how many telephone numbers you can store in the machine.

Quick Dials	64
Speed Dials	100
Ten Key Pad (*2)	99
Groups (*3)	9

- \*1 The limitations on this feature are imposed by the capacity of the broadcasting machine.
- \*2 This is the number of full telephone numbers that can be input into the machine at any one time. For example, if there is a broadcasting operation in memory using 98 full numbers, you can only input one more full number for any operation, including storage in groups, until the broadcast has finished. Also, if you have stored, say, 30 numbers at the ten key pad into your groups, then you will only be able to input 69 full dial numbers at any one time for other operations, such as broadcasting.
- \*3 You can program up to 9 groups. Each group can contain up to 200 numbers. You can store any Quick Dial or Speed Dial number in a group. You may also store up to 99 numbers that are not programmed as Quick or Speed Dials; see Note 2 above for the restrictions on the use of these numbers.
- \*4 This is the theoretical maximum number of pages that can be stored.

## APPENDIX F

---

When the Function Upgrade Card is installed the following features are expanded.

<b>Feature</b>	<b>When not installed</b>	<b>When installed</b>
Speed Dials	100	1000
Groups	9	30
Personal Codes	50	500
Memory Transmission Files	200	1000
Auto Documents	64	164
Programs	64	164
Number of communications that the machine can remember	256	1000
Wild Cards	30	50

---

## DEALING WITH JUNK FAX MAIL

The following features will help you to reject unwanted junk fax mail.

- Authorized Reception: see page 104.
- Closed Network (Reception): see page 129.
- Rejection of messages from unauthorized senders: see page 103.

## OTHER ITEMS TO PROGRAM AT YOUR LEISURE

The following features will help you use the machine more quickly and efficiently.

- Auto Document: see page 68.
- Function Programs: see page 144.
- Keystroke Programs: see page 61.
- Chain Dialing: see page 85.

To use the full range of features provided by this fax machine, you need to program other items. These procedures are all given in the relevant sections of the manual.

## ***GLOSSARY***

**ADF (Automatic Document Feeder):**

A device which feeds the pages of a multipage document one at a time, in the order that you arranged the pages in the stack.

**Batch Numbering (Page Count):**

This is a way of numbering pages that allows you to check whether you received all pages, and if not, which ones are missing. For example, if you receive two pages with p1/3 printed on one and p2/3 on the other, you have just received a three-page document but page 3 didn't make it.

**BPS (Bits Per Second):**

This is the data communication rate. In G3 mode, your fax terminal digitizes documents, transforming them into 'bits' - binary digits - (an average page will produce about 200,000 of them), and then sends them out at a top speed of 9,600 to 33,600 bps, depending on the model.

**Broadcasting:**

In G3 fax communication terminology, broadcasting is the transmission of a document to more than one address in sequence, not simultaneously.

**Communication:**

Transmission or reception.

**Copy:**

When used as a noun, this refers to a printout, either in copy mode or receive mode

**Country Code:**

In international dialing, this is the code that directs the call to the country where the terminal that you wish to send to is located.

**CSI:**

Called Subscriber Identification. See page 287.

**Default Setting:**

See "Factory Setting".

**Dial Pulses:**

These are dialing signals that your terminal sends out if it uses pulse dialing. See page 290.

**Document:**

This is the original page or set of pages that you wish to send.

**DPI (Dots Per Inch), or l/mm (Lines Per Millimeter):**

This is the unit of resolution. The scanner scans your document according to the selected resolution. An 8-1/2" x 11" page is broken down into about 1,728,000 dots if standard resolution is used (Digital compression techniques for G3 convert these into about 200,000 bits).

**ECM (Error Correction Mode):** This is signaling method that is designed to eliminate transmission errors on even the noisiest of telephone lines. See page 91.

**Factory Setting:**

The factory setting of a function is the state into which it was programmed at the factory; this will also be the state of that function in a new machine. It can also be referred to as "Default Setting".

**File:**

Memory File, Polling File.

**Group 3:**

This is an internationally-agreed signaling and data transfer method used for facsimile communication (approved by ITU-T). It is also known as G3.

**Handset:**

This is the telephone that is connected to the jack marked "TEL".

**Home Position:**

Some of your machine's features can be adjusted. The home position is the setting to which the machine always returns at the end of an operation.

**International Dialing Code:**

This is the code that must be dialed at the beginning of the number if the destination is outside your country.

**ITU-T:**

This committee sets international standards for communication.

**Memory File:**

This is a document stored in the SAF memory (see the next page) and the instructions (destinations, time of transmission) for sending that document.

**Modem:**

Acronym for modulator/demodulator. A device that transforms a digital signal into a form suitable for transmission over the telephone network.

**Original:**

Same as "Document".

**Page Retransmission:**

If the terminal you are sending to indicates that it did not properly receive the page you just sent, your terminal will resend that page from memory. This only works if you used Memory Mode and if you are not using ECM (ECM is a more effective data retransmission method).

**Polling File:**

This is a set of instructions (destinations to be polled, time of polling) for polling reception.

**Pulse Dialing:**

This method of dialing uses a string of pulses to represent each dialed digit.

**Reception:**

The act of receiving a document.

**Reduction:**

If your document is wider than the paper available in the other terminal, your terminal will automatically reduce it so that it will fit.

**Remote Terminal:**

The facsimile terminal that you are sending to or receiving from.

**RTI:**

Remote Terminal Identification. See page 287.

**Sending:**

Same as "Transmission", see below.

**Standby Mode:**

The terminal is said to be in standby mode when it is idle.

**Terminal:**

A facsimile terminal, such as your machine.

**Tone Dialing:**

This method of dialing uses a tone to represent each dialed digit.

**Transmission:**

The act of sending a document.

**TTI:**

Transmit Terminal Identification. See page 287.

# Index

## A

Add Paper Indicator	176
Add Toner Indicator	182
Adjusting the Document Feeder	202
AI Redial	
Sending a fax	38
AI Short Protocol	166
Authorized Reception	104
Authorized Reception List	105, 174
On/Off switch	105
Auto Document	68
Auto Receive Mode	39
Automatic Group 4 to Group 3 Fallback	265

## B

Batch Transmission	92
Beep Tones	60
Broadcasting	18
Using an OMR Sheet	152
Buzzer	
Alarm	21
Volume Control	45

## C

Call Progress Signals (CPS)	268
Calling an Authorized Service	
Representative	219
Calling to Request a Message	130
Center Mark, on/off	124
Chain Dialing	85
Changing the Paper Size	178
Checkered Mark, on/off	125
Clear Key	221
Clear Original	21 - 22, 201
Clock	286
Closed Network	
Reception	129
Transmission	89
Command Information Line (CIL), on/off	267
Communication Problems	210
Communication Result Display	161
Confidential File Report	97
On/Off Switch	97
Confidential ID	95
Confidential ID Override Option	67
Confidential Reception	94
Confidential Transmission	66
Confidential Transmission with SUB/SID	83
Continuous Polling Reception	136
Contrast	23
Copying	163
Copy Jam	203 - 210
Copy Mode: Multi-copy	163

Copy paper	7
Changing the size	178
Copy Paper Replacement	176
Correcting Mistakes	
Dialing	21, 221
Erasing a file from memory	139
Input	221
Wrong Function Number	221
Counters	161
CPS (Call Progress Signals)	268
CSI (Called Subscriber Identification)	289
Cursor	221

## D

Date and Time	286
Daylight Saving Time	286
Dedicated Transmission Parameters	219
Dialing	17 - 19
Dialling with the Dial Option Key	83
Disk File	239
Document Feeder Acceptable originals	12 - 13
Document Jam	201
Document size, allowable	12
Document types, allowable	13
Double Sided Documents	20, 143
Dual Access	164
Dual Communication	269

## E

ECM (Error Correction Mode)	91
Economy Transmission	32
Energy Saver Mode	156
Erasing a Memory File	139
Erasing Memory Disk Files	242
Error Codes	217 - 218
Error Report	168

## F

Faxing, basic procedure	16
Fax on Demand	230 - 238
Feature Expander Type 140 80MIII	255
File List	171
File Retention Time	
0 hr/24 hr/72 hr selection switch	137
File Retransmission	138
Forwarding	108, 216
Special Number List (Forwarding)	174
Forwarding Mark, on/off	113
On/Off switch	113
Function Programs	144

## G

Grounding	5
Group Dial List	171
Group Transfer Station	50
How to use	55



Programming	303	Multi-sort Document Reception	120
Groups	292	Multi-step Transfer	47, 55
Programming	300	Multicopy Mode	163
Programming by OMR Sheet	151		
Using a Group	19, 50		
<b>H</b>		<b>N</b>	
Halftone	23	Network Operation	48
Halftone Type Selection	24	Night Timer	158
Handset	43		
Installation	283	<b>O</b>	
<b>I</b>		OMR Sheets	146
ID Codes		On Hook Dial	42, 44
Confidential ID	66, 95	On/Off Switches	222
ID Code	49	Authorized Reception	105
ID Code, use with Polling Reception	136	Center Mark	124
ID Code, used with Stored ID Override	132	Checked Mark	125
Memory Lock ID	98, 102	Command Information Line (CIL)	267
Immediate Transmission	14, 34	Confidential File Report	97
Indicators	10	File Retention Time	137
Add Paper	176	Forwarding	113
Add Toner	182	Forwarding Mark	113
Receive File	40, 96	Image sample on reports	170
Installation	271	Memory Lock	99
International dialing	17, 293	Power Saver	159
ISDN Interface Unit Type 140 III	256 - 268	RDS	165
		Reception Time	126
		Reject Messages from Unidentified Senders	103
		Restricted Access	79
		Reverse Order Printing	119
		Specified Cassette Selection	117
		Substitute Reception	41
		Transfer Request by Tonal Signals	56
		Two-in-one	128
		Operating Difficulties	211
		Ozone	8, 271
<b>J</b>		<b>P</b>	
Journal	167, 168, 171	Page Count	29
		Page Retransmission	91
		Paper Feed Unit	254
		Parallel Memory Transmission	15
		PBX, dialing from behind	18, 293
		PC Printer Mode	162
		Personal Code List	76, 174
		Personal Codes	27, 75
		Storing	75
		Use with Label Insertion	88
		Use with Restricted Access	79
		Use with Transmission	27
		Personal Journal	172
		Polling	130
		Canceling a Polling Operation	139
		Continuous Polling Reception	136
		Free Polling	132
		Polling Reception	135
		Polling Transmission	131
<b>L</b>			
Label Insertion	88		
Language Selection	285		
Lightning protection	5 - 6		
Line Fail Indicator	210		
Loading Paper	176		
Locking Incoming Messages	98		
On/Off Switch	99		
Storing a ID	98		
Line Type Selection	270		
<b>M</b>			
Manual Receive Mode	39		
Marker (Stamp)	36		
Memory % Display	4		
Memory Lock	98, 102, 113,		
	216		
Memory Lock ID	98		
On/Off switch	99		
Memory Transmission	15, 34		
Canceling the Memory Transmission	22		

Polling with SEP/PWD	84
Secured Polling	132
Stored ID Override (Polling Reception)	136
Stored ID Override (Polling Transmission)	132
Power Saver	
On/Off switch	159
Power supply	5
Printing a Fax on Demand Document	234
Printing a file from memory	142
Printing the Page Number	29
Program List	172
Programming	
Authorized Reception	105
Confidential ID	95
CSI (Called Subscriber Identification)	289
Date and Time	286
Daylight Saving Time	286
Forwarding	108
Function Programs	144
Group Dial	300
Group Transfer Station	303
ID Code	49
Keystrokes	61
Language Selection	285
Memory Lock ID	98
Multi-sort Document Reception	121
On/Off Switches	222
Personal Codes	75
Power Saver	159
Quick Dial	293
Quick Dial (ISDN)	263
RTI (Remote Terminal Identification)	288
Speaker and Buzzer Volume	45
Specified Cassette Selection	114
Speed Dial (ISDN)	263
Telephone Line Type	290
TTI (Transmit Terminal Identification)	288
User Function Keys	143
User Parameters	223
Using an OMR Sheet	150 - 151, 155
Your Machine's ISDN Group 3 Number	258
Your Machine's ISDN Group 4 Number	257
Your Machine's Telephone Number	48
Programming Fax on Demand	230
Protection against wrong connections	90
Punctuation Marks and Symbols	221

## Q

Quick Dial	291
Programming	263, 293
Programming by OMR Sheet	150
Using a Quick Dial number	16 - 18
Quick Dial Keys	11
Quick Dial List	171, 293
Quick Key Label (List)	175, 293

## R

RDS (Remote Diagnostic System)	165, 216
Receive File Indicator	40, 96
Reception	
Auto Receive Mode	39
Confidential Reception	94
Manual Receive Mode	39
Mode Selection	39
Substitute Reception	40
Reception Time, on/off	126
Redialing	11, 37
Reducing the Page Length	127
Replacing the Stamp	184
Replacing the Toner Cassette	182
Report(s)	
Communication Failure	168
Communication Result	167
Error	168
Fax on Demand List	174
File List	171
File Reserve	167
Group Dial List	171, 300
Journal	167, 168, 171
Memory Storage	167
Personal Code List	76, 174
Personal Journal	172
Polling Reserve	167
Polling Result	167
Power Failure	167
Program List	172
Quick Dial List	171, 263
Quick Key Label List	175
Service Report	219
Special Number List (Forwarding)	174
Special Number List (Special Terminal)	105, 174
Speed Dial List	171, 296
Telephone Number List	171
Transfer Result	167
Transmission Result	167
User Function List	172
User Parameter List	175
Resolution	23
Default setting	25, 224
Restricted Access	75
On/off switch	79
Reverse Order Printing	119
RTI (Remote Terminal Identification)	288

## S

Saving Energy	156
Send Later	28
Sending a Fax	16
Sending a Page with Very Fine Detail	23
Sending at a Specific Time	28
Sending by a Specific Time (Transmission Deadline)	31

Sending Confidential Messages	66	Basic Procedure	16
Sending Quickly	34	Broadcasting	18
Service Report Transmission	219	Chain Dialing	85
Shift Key	221	Immediate	14, 34
Speaker Volume	45	Immediate Transmission	34
Special Number List		ISDN	262
Special Number List (Forwarding)	174	Memory	15, 34
Special Number List (Special Terminals)	174	Tonal Signals	81
Specified Cassette Selection	114	Using AI Redial	38
On/Off switch	117	Using an OMR Sheet	152, 154
Specified Image Area	86	Transmission Deadline (TRD)	31
Speed Dial	291	Transmission mode	
Programming	263, 296	Default setting	35
Programming by OMR Sheet	150	TTI (Transmit Terminal Identification)	288
Using a Speed Dial number	16 - 18	TTI On/Off	30
Speed Dial List	172, 296	Two-in-one	128
Stamp	36		
Replacement	184	<b>U</b>	
Use during transmission	36	User Function Codes	143
Standby Mode	4	User Function Keys	143
Storage Capacity	305	User Maintenance Procedures	188
Storing an often Used Document	68	User Parameter List	175
Storing Double Sided Documents	20	User Parameters	223
Storing Part of a Number	85	Programming by OMR Sheet	150
Storing the Fax on Demand Recorded			
	Messages 235	<b>V</b>	
Subaddress	257	Verification Stamp	36
Substitute Reception	40	Volume Control, Speaker & Buzzer	45
On/Off switch	41		
Summer Time	286	<b>W</b>	
		Well Log Transmission	93
<b>T</b>		Wild Cards	118
Telephone Directory		<b>Y</b>	
How to use	26	Your Machine's ISDN Group 3 Number	258
Telephone Line Type	223, 290	Your Machine's ISDN Group 4 Number	257
Telephoning		Your Machine's Telephone Number	48
Answering the Telephone	44		
Making a Telephone Call	42		
Phoning and faxing on the same call	44		
Receiving a call	44		
Using On Hook Dial	42, 44		
Using the Handset	43		
Terminal ID	265		
Tonal Signals	81		
Toner cartridges	7		
Toner Cassette	7		
Toner Cassette Replacement	182, 274		
Transfer			
Multi-step	47, 55		
Transfer Request	47, 51		
by Tonal Signals	56		
Using an OMR Sheet	153		
Transfer Result Report	167		
Transfer Station	46		
Your machine as	56		
Transmission			

# OFFICIAL NOTICE TO USERS

## 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 of 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 for you 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 on 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 to disconnect the equipment. Users 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 devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

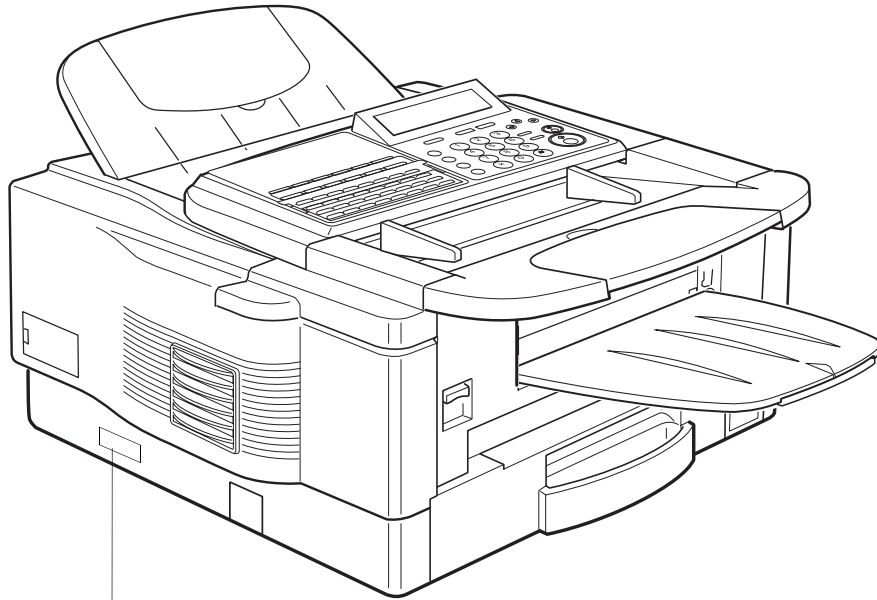
## FUNCTION LIST

NO.	FUNCTION	PAGE
11	Polling Reception	135
12	Confidential Transmission	66
13	Transfer Request	51
14	Secured Polling Transmission	132
15	Free Polling Transmission	131
16	Scanner Mode	
21	Erasing Memory Files/File Retransmission	139
22	Erasing Polling Reception Files	139
23	Erasing Polling Transmission Files	141
24	Erasing Disk Files <sup>7</sup>	242
31	Programming Quick Dials/Printing the Quick Dial List	293
32	Programming Speed Dials/Printing the Speed Dial List	296
33	Programming Groups/Printing the Group Dial List	300
34	Keystroke Programs: Labelling and Erasing	63
35	Auto Documents: Labelling and Erasing	69
36	Programming User Function Keys/Printing the User Function Key List	143
38	Storing Document for Fax on Demand <sup>5</sup>	230
39	Entering Printer Mode <sup>4</sup>	162
41	Printing the Journal/On screen communication Result Display	171
42	Printing the File List	171
43	Printing the Quick Dial, Speed Dial and Group Dial.	171
44	Printing the Program List	172
45	Printing the User Function List	172
46	Personal Journal	172
47	Printing Fax on Demand Report <sup>5</sup>	174
51	Printing the Contents of a Memory File	142
52	Printing the Contents of a Polling File	142
53	Printing an Auto Document	72
54	Printing Blank OMR Sheets	154
55	Printing a Confidential Message	96
56	Printing from Memory Lock	102
57	Storing a Document for Fax on Demand <sup>5</sup>	234
58	Printing a Document in Disk File <sup>7</sup>	248
Functions 61 and above can only be used after a password has been entered.		
61	System Set up: Your Fax Terminal's Telephone Number, ID Code, ISDN G4 Telephone Numbers <sup>2</sup> , Confidential ID, Memory ID, Remote ID <sup>1 or 5</sup> , RTI, TTI, CSI, G4 TID <sup>2</sup> and IG3 CSI <sup>2</sup>	
62	On/Off Switches	222
63	Programming the User Parameters/Printing the User Parameter List	223
71	Programming the Personal Codes/Printing the Personal Codes	76
72	Programming the Night Timer	159
73	Sending a Service Report	219
74	Specified Image Area <sup>6</sup>	87
75	Storing Fax on Demand Recorded Messages <sup>5</sup>	235
76	Printing a Fax on Demand Information Service Report <sup>5</sup>	238
81	Programming Authorized Reception/Printing the Authorized Reception List	105
82	Programming Forwarding/Printing the Forwarding List	109
83	Programming the Numbers for Multi-sort Document Reception	121
84	Programming Memory Lock	100

<b>NO.</b>	<b>FUNCTION</b>	<b>PAGE</b>
85	Programming Specified Senders for Disk File <sup>7</sup>	240
86	Programming Specified Cassette Selection <sup>3</sup>	115
91	Programming the Date and Time	286
92	Adjusting the Speaker and Buzzer Volume	45
93	Selecting the Language on the Display and Reports	285
94	Checking Counters	161

- 1: Memory Card or Hard Disk required
- 2: Group 4 Kit required
- 3: Optional Extra Paper Feed Unit required
- 4: Printer interface Kit required
- 5: Fax on Demand Kit required
- 6: Function Upgrade Card required
- 7: Function Upgrade Card and Hard Disk required

# CERTIFICATION LABEL



Certification Label

RICOH UNITECHNO CO., LTD.

Complies with FDA radiation performance standards, 21 CFR Subchapter J.

713  
TSURUGASONE YASHIO-SHI  
SAITAMA-KEN JAPAN.

MANUFACTURED:

>PS<

# Quick Reference Card

**Function List:** To access the functions below, press the function key, then enter the function's number.

NO.	FUNCTION
11	Polling Reception
12	Confidential Transmission
13	Transfer Request
14	Secured Polling Transmission
15	Free Polling Transmission
16	Scanner Mode
21	Erasing Memory Files/File Retransmission
22	Erasing Polling Reception Files
23	Erasing Polling Transmission Files
24	Searching for Files on Disk File <sup>7</sup>
31	Programming Quick Dials/Printing the Quick Dial List, Programming the Tone Key, Programming the Group Key
32	Programming Speed Dials/Printing the Speed Dial List
33	Programming Groups/Printing the Group Dial List
34	Keystroke Programs: Labelling and Erasing
35	Auto Documents: Labelling and Erasing
36	Programming User Function Keys/Printing the User Function Key List
38	Storing a Document for Fax on Demand <sup>5</sup>
39	Entering Printer Mode (Optional Printer Interface required)
41	Printing the Journal/On screen communication Result Display
42	Printing the File List
43	Printing the Quick Dial, Speed Dial and Group Dial.
44	Printing the Program List
45	Printing the User Function List
46	Personal Journal
47	Printing a Fax on Demand Report <sup>5</sup>
51	Printing the Contents of a Memory File
52	Printing the Contents of a Polling File
53	Printing an Auto Document
54	Printing Blank OMR Sheets
55	Printing a Confidential Message
56	Printing from Memory Lock
57	Storing a Document for Fax on Demand <sup>5</sup>
58	Printing a Document in Memory Disk <sup>7</sup>
Function 61 and above can only be used after a password has been entered.	
61	System Set up: Your Fax Terminal's Telephone Number, ID Code, ISDN G4 Telephone Numbers, Confidential ID', Memory ID', Remote ID', RTI, TTI and CSI
62	On/Off Switches
63	Programming the User Parameters/Printing the User Parameter List

NO.	FUNCTION
71	Programming the Personal Codes/Printing the Personal Codes
72	Programming the Night Timer
73	Sending a Service Report
74	Specified Image Area <sup>6</sup>
75	Storing Fax on Demand Recorded Messages <sup>5</sup>
76	Printing Fax on Demand Information Service Report <sup>5</sup>
81	Programming Authorized Reception/Printing the Authorized Reception List
82	Programming Forwarding/Printing the Forwarding List
83	Programming the Number for Multi-Sort Document Reception
84	Programming Memory Lock
85	Programming Memory Disk <sup>7</sup>
86	Programming Specified Cassette Selection <sup>3</sup>
91	Programming the Date and Time
92	Adjusting the Speaker and Buzzer Volume
93	Selecting the Language on the Display and Reports
94	Checking Counters

- 1: Memory Card or Hard Disk required
- 2: Group 4 Kit required
- 3: Optional extra Paper Feed Unit required
- 4: Printer Interface Kit required
- 5: Fax on Demand Kit required
- 6: Function Upgrade Card required
- 7: Function Upgrade Card and Hard Disk required



### Basic transmission procedure

	<b>Memory Transmission</b>	<b>Immediate Transmission</b>
<b>1</b>	Make sure that the machine is in standby mode.	
<b>2</b>	Check that the Memory indicator is lit. If it is not lit, press <b>MEMORY</b>	Check that the Memory indicator is not Lit. If it is lit, press <b>MEMORY</b>
<b>3</b>	Carefully place the document in the feeder.	
<b>4</b>	Select the contrast and resolution (and halftone if necessary)	
<b>5</b>	You may select one or more of the following options. To select an option, press the ▼ arrows on the scroll key, then press one of the following combinations of keys. Personal Code 0.1 Send Later 0.2 Page Count 03 TTI On/Off 0.6 Destination Check 0.7 TRD 0.8 Economy Transmission 0.9	
<b>6</b>	Enter the telephone number in one of the following ways	
	Quick Dial Speed Dial Group Dial Ten Key Pad Handset On Hook Dial	Quick Dial Speed Dial Ten Key Pad Handset On Hook Dial
<b>7</b>	Press <b>YES</b>	Press <b>START</b>
<b>8</b>	Either: Dial another number go to step 6, then Press <b>Start</b> . To dial another number, go to step 6. Otherwise, press <b>Start</b> .	
<b>9</b>	The machine stores your message in memory, then sends it to each terminal in sequence.	The machine dials, then your message is fed, scanned, and sent to the other terminal.

## Programming

	Quick Dial	Speed Dial
1	Function 31 Yes.	Function 32 Yes.
2	Press the <b>Quick Dial Key</b> that you wish to program.	Input the <b>Speed Dial Code</b> that you wish to program.
3	Enter the telephone number with the Ten key pad.	
4	Press <b>Yes</b> .	
5	Input a label using Quick Dial Key (or press <b>No</b> if you don't want to).	
6	Switch label insertion on or off using the arrow keys. Press <b>Yes</b> .	
7	Press <b>Function</b> to finish.	

## Keystroke Program

1. Make sure that the machine is in Standby Mode.
2. Place a sheet of paper in the feeder.
3. Select all required features and telephone numbers as you would normally do.
4. Press the Quick Dial key that you wish to store the program in.
5. Press **Yes**.

## Copying

1. Press **Copy**.
2. Place your original in the feeder.
3. Input the number of copies you need.
4. Press **Start**.

## Changing Files From Memory

1. Memory Transmission **Function 21 Yes**.  
Polling Reception **Function 22 Yes**.  
Polling Transmission **Function 23 Yes**.
2. Input the file number. If you do not know the file number, print a list of files or press the right arrow until the required file appears.

[Memory Transmission/Polling Reception]

3. Press **Yes**.
4. Press 1.
5. Press **Yes**.
6. **Function**.

[Polling Transmission]

3. Press **YES** twice.
4. **Function**.

## REPORT

Automatically Printed Report	SETTINGS	
	ON/OFF	DEFAULT
Confidential File Report	User Parameter Switch 04 digit 0*	ON
Communication Failure Report		NOTE
Error Report	Contact Service Technician	ON
File Reserve Report (Memory Storage Report)	User Parameter Switch 03 digit 2	OFF
Communication Result Report (Polling Reception)	User Parameter Switch 03, digit 4	ON
File Reserve Report (Polling Reserve Report)	User Parameter Switch 03, digit 3	OFF
Polling Clear Report	User Parameter Switch 03, digit 6	ON
Power Failure Report		
JOURNAL	User Parameter Switch 03, digit 7	ON
Communication Result Report (Memory Transmission)	User Parameter Switch 03, digit 0	ON
Transfer Request Report		ON

[NOTE] If the Transmission Result Report is switched off, a Communication Failure Report will be printed when a communication fails.



## SUPPLIES

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

### TONER CASSETTES

- RICOH TONER CASSETTE TYPE 150 is recommended for the best performance.

### STAMP

- MARKER TYPE 30 is recommended for the best performance.

### PHOTOCONDUCTOR

- RICOH PHOTOCONDUCTOR TYPE 100 is recommended for the best performance.

The RICOH logo is displayed in a bold, black, sans-serif font. The letters are thick and closely spaced, with a distinctive design where the 'R' and 'I' are connected at the top, and the 'O's have a unique shape with a vertical line through them.

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# NIC FAX CD-ROM OPERATOR'S MANUAL



## INTRODUCTION

Thank you for purchasing NIC FAX.

This Operator's Manual contains important information that you need to know in order to get the most out of the powerful features and functions of NIC FAX. Be sure to read it carefully, and keep it on hand for future reference when required.

Note that you are authorized to use this Operator's Manual and the IC FAX applications only after you agree to the terms and conditions of the User License Agreement (CD-ROM).

- This Operator's Manual covers NIC FAX KIT TYPE140 on a Local Area Network (LAN).
- See the ICViewer Operator's Manual for details on using the ICViewer.
- Installation of NIC FAX KIT TYPE140 should be performed by your sales or an authorized service provider. Do not attempt installation on your own.
- The contents of this Operator's Manual assume that you are already familiar with Windows functions and procedures. If you are not, see the documentation that comes with Windows for details on how to use it.
- The manufacturer recommends the use of recycled paper. Contact your sales representative for details.

The contents of this Operator's Manual assume that you are already familiar with Windows functions and procedures. If you are not, see the documentation that comes with Windows for details on how to use it.

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# TABLE OF CONTENTS

Contents

<b>CONTENTS</b> .....	<b>3</b>	CONNECTING TO A LAN .....	24
TABLE OF CONTENTS .....	3	Connecting the LAN Cable .....	24
PRECAUTIONS .....	7	MAIL SERVER SETTINGS	
Internet Fax Precautions .....	7	(BY NETWORK ADMINISTRATOR) .....	25
Functions Not Supported by Mail Transmission .....	7	Mail Servers That Have Been Confirmed To Work ....	25
Functions Not Supported by Mail Reception .....	8	INITIAL SETTINGS .....	26
<b>GETTING ACQUAINTED WITH NIC FAX</b> ..	<b>9</b>	Making Initial Settings .....	26
NIC FAX FEATURES .....	10	INSTALLATION .....	29
OPERATION PANEL .....	11	System Requirements .....	29
WHAT IS AN INTERNET FAX? .....	12	Before Starting Installation .....	29
BASIC TRANSMISSION .....	13	Installing the IC FAX Applications .....	30
Sending a Fax as Mail from NIC FAX .....	13	Using the Customize Option .....	34
Sending a Fax from a Computer .....	16	When the Custom Option is Used not to Install	
RECEPTION FUNCTIONS .....	18	IC FAX Com Redirector .....	36
Routing of a Received Document to a Computer ....	18	UNINSTALLING THE IC FAX	
Forwarding of a Received Document to a Computer	19	APPLICATIONS .....	47
IC FAX Applications .....	20	Uninstalling the IC FAX Applications .....	47
IC FAX Monitor .....	20	Uninstalling the IC FAX Port .....	50
IC FAX Com Redirector .....	21	Uninstalling Facsimile Modem Type A03 .....	53
ICViewer .....	22	IC FAX Monitor SETTINGS .....	54
<b>GETTING READY</b> .....	<b>23</b>	Entering the Administrator Mode .....	54
		Internet Mail Settings .....	56
		TCP/IP Settings .....	58
		Other Settings .....	60

CONTINUED 



Click on a chapter title in the contents to jump directly to the corresponding page.

## Other Button Meanings

A list of all the other buttons that appear within the text of this Operator's Manual is shown below.

<b>Contents</b>	
GETTING ACQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

Click to jump to the first page of the chapter you want to see, with the title of the chapter highlighted.

	Click to jump to the referenced page.
	Click for help on using this User's Guide.

CONTINUED 

This button indicates that the current section continues on the next page.



SETTING THE ADMINISTRATOR MODE  
 PASSWORD ..... 62  
 BACKING UP AND RESTORING MEMORY  
 DATA ..... 63  
     Backing Up Memory Data ..... 63  
         To save the data in a different file ..... 64  
     Restoring Memory Data ..... 64  
         To change the back up file ..... 65  
 TESTING FOR PROPER OPERATION ..... 67  
     Testing for Proper Operation ..... 67  
     Testing Operation by Sending a Fax from a PC  
     Application ..... 69

**INTERNET FAXING ..... 70**

TRANSMISSION ..... 71  
     Using Manual Address Input ..... 71  
     Using Quick Dial, Speed Dial, or Group Dial for  
     Address Input ..... 73  
 BROADCASTING ..... 75  
 TRANSFER REQUEST ..... 77  
     Transfer Request by Mail ..... 77  
     Inputting a Mail Address Manually ..... 79  
     Transfer Request by Fax ..... 81  
     Specifying an End Receiver Station ..... 81

RECEPTION ..... 82  
     Receiving Mail ..... 82  
     Receiving Transfer Request Mail ..... 83  
     Multi-step Transfer Example ..... 84  
     Routing of Received Faxes ..... 85  
     Forwarding of Received Faxes ..... 86  
 REPORTS AND LISTS ..... 87  
     Transfer Result Report ..... 87  
     Error Mail Notification ..... 88  
     Error Report (Mail) ..... 88  
     Server-generated Error Mail from the Server ..... 89  
     Journal ..... 90  
     Personal Code List ..... 92  
 SIMPLE SCANNING OPERATION ..... 93  
 USING A PC FAX APPLICATION ..... 95  
     PC FAX Application ..... 95  
     Sending a PC Fax ..... 96

**USING FUNCTIONS ..... 98**

FUNCTION 25 - ERASING PC FAX  
 TRANSMISSION ..... 99  
 FUNCTION 31 - PROGRAMMING QUICK  
 DIALS ..... 100  
     Quick Dial Key Programming ..... 101

CONTINUED 


Click on a chapter title in the contents to jump directly to the corresponding page.


**Other Button Meanings**


A list of all the other buttons that appear within the text of this Operator's Manual is shown below.

<b>Contents</b>	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Click to jump to the first page of the chapter you want to see, with the title of the chapter highlighted.

 Click to jump to the referenced page.

 Click for help on using this User's Guide.

CONTINUED  This button indicates that the current section continues on the next page.

Programming a New Quick Dial .....	102	Viewing Files Awaiting Transmission .....	124
Editing Quick Dial .....	105	Viewing Files That Have Been Received Into Fax Memory .....	126
Erasing a Quick Dial .....	107	Viewing Auto Documents .....	127
Speed Dial and Group Dial .....	108	<b>JOURNALS (TRANSMISSION AND RECEPTION) .....</b>	<b>128</b>
<b>FUNCTION 63 - USER PARAMETERS .....</b>	<b>109</b>	Viewing the Send and Reception Journals .....	128
<b>FUNCTION 71 - PROGRAMMING THE PERSONAL CODES (ROUTING ADDRESSES) ..</b>	<b>111</b>	<b>ADDRESS BOOK (QUICK DIAL, SPEED DIAL, GROUP DIAL) .....</b>	<b>129</b>
Programming a Personal Code .....	111	Adding a New Quick Dial .....	129
<b>EDITING PERSONAL CODE .....</b>	<b>114</b>	Dialing with the Dial Option Key .....	131
Deleting a Personal Code .....	115	Adding a New Speed Dial .....	133
<b>IC FAX Monitor .....</b>	<b>116</b>	Adding a New Group Dial .....	136
<b>STARTING UP AND QUITTING IC FAX</b>		<b>ADDING MULTI-STEP TRANSFER GROUPS .....</b>	<b>139</b>
Monitor .....	117	<b>ADDING PERSONAL CODES .....</b>	<b>142</b>
Starting up IC FAX Monitor .....	117	<b>ADDING FORWARDING STATION ADDRESSES .....</b>	<b>145</b>
Quitting IC FAX Monitor .....	118	<b>EDITING FORWARDING SETTINGS .....</b>	<b>148</b>
<b>SPECIFYING THE TARGET FAX .....</b>	<b>119</b>	<b>VIEWING FAX INFORMATION .....</b>	<b>150</b>
IC FAX Monitor INITIAL SCREEN .....	120	<b>USING ONLINE HELP .....</b>	<b>152</b>
<b>CHANGING THE CONNECTION MODE ...</b>	<b>121</b>	Using Index Search .....	152
Changing from the User Mode to the Administrator Mode .....	121	Using Keyword Search .....	154
Changing from the Administrator Mode to the User Mode .....	122	Displaying Version Information .....	155
<b>MEMORY STATUS .....</b>	<b>123</b>		

CONTINUED 



Click on a chapter title in the contents to jump directly to the corresponding page.

### Other Button Meanings

A list of all the other buttons that appear within the text of this Operator's Manual is shown below.

<b>Contents</b>	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Click to jump to the first page of the chapter you want to see, with the title of the chapter highlighted.

	Click to jump to the referenced page.
	Click for help on using this User's Guide.

CONTINUED 

This button indicates that the current section continues on the next page.

<b>IC FAX COM REDIRECTOR ..... 156</b>	<b>GLOSSARY ..... 184</b>
STARTING UP AND QUITTING IC FAX	10BASE-T cable ..... 184
COM REDIRECTOR ..... 157	CSI ..... 184
Starting Up IC FAX Com Redirector ..... 157	IP address ..... 184
Quitting IC FAX Com Redirector ..... 159	LAN ..... 184
Displaying Version Information ..... 160	MIME ..... 184
USING ONLINE HELP ..... 161	POP server ..... 184
Using Index Search ..... 163	RTI ..... 184
Using Keyword Search ..... 164	STMP server ..... 184
<b>TROUBLESHOOTING ..... 165</b>	TIFF-F/DCX ..... 184
ERROR MESSAGES ..... 166	confidential transmission ..... 184
NIC FAX Display Messages ..... 166	default gateway ..... 185
IC FAX Monitor Initial Screen Messages ..... 168	domain name ..... 185
IC FAX Monitor Operation Messages ..... 169	polling reception ..... 185
IC FAX Com Redirector Messages ..... 176	polling transmission ..... 185
IC FAX COM REDIRECTOR	subnet mask ..... 185
TROUBLESHOOTING ..... 178	<b>INDEX ..... 186</b>
<b>APPENDIX ..... 179</b>	
INCLUDED ITEMS ..... 180	
SPECIFICATIONS ..... 181	
FUNCTION LIST ..... 182	


Click on a chapter title in the contents to jump directly to the corresponding page.


### Other Button Meanings


A list of all the other buttons that appear within the text of this Operator's Manual is shown below.

<b>Contents</b>	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

Click to jump to the first page of the chapter you want to see, with the title of the chapter highlighted.

 Click to jump to the referenced page.

 Click for help on using this User's Guide.

**CONTINUED**  This button indicates that the current section continues on the next page.

# PRECAUTIONS

## Note

The following functions are supported with standard fax transmission, but not with Internet faxing.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Internet Fax Precautions

Note the following important precautions.

- NIC FAX does not support installation of the optional ISDN G4 Kit (ISDN INTERFACE UNIT TYPE140 III), the optional G3 Kit (G3 INTERFACE UNIT TYPE140) and PC-FAX EXPANDER TYPE141.
- Internet Fax performs communication with a server over a LAN. It cannot communicate directly with another party.
- Error Mails may not be able to be received. Confirm reception by telephone when sending important mails.
- The level of security for Internet communications is low. The use of standard subscriber lines is recommended for confidential communications.
- Voice communications are not supported over a LAN.
- Internet fax delivery might be delayed due to network congestion. Use a standard fax whenever communication is time sensitive.

## < Note

## Functions Not Supported by Mail Transmission

- Immediate Transmission
- ID Transmission
- Confidential Transmission
- Polling Transmission
- Batch Transmission
- Forwarding of Substitute Reception or Confidential Reception messages (Forwarding to a mail address not supported.)
- ECM
- To Print an OMR sheet (mail address input not supported)
- Dialling with the Dial Option Key

## Functions Not Supported by Mail Reception

- Manual Reception
- ID Reception
- Forwarding Station (Forwarding of Mail not supported.)
- Confidential Reception
- Polling Reception
- Multi-sort Reception
- Authorized Reception
- Memory Lock

### < Note

### Note

Note that the sample operation panel displays and IC FAX application screens shown in this Operator's Manual may differ somewhat from those that actually appear.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



# GETTING ACQUAINTED WITH NIC FAX

- ➔ NIC FAX FEATURES ..... 10
- ➔ OPERATION PANEL ..... 11
- ➔ WHAT IS AN INTERNET FAX? ..... 12
- ➔ BASIC TRANSMISSION ..... 13
- ➔ RECEPTION FUNCTIONS ..... 18

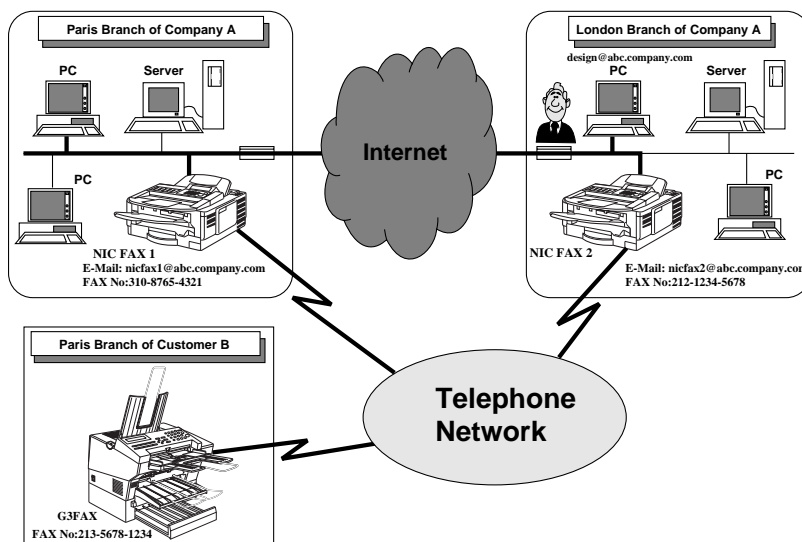
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

# NIC FAX FEATURES

Connecting NIC FAX to a LAN with Mail makes it possible to send hard copy documents as mail to another NIC FAX or to a computer. Documents received from a G3 fax can also be delivered or forwarded as mail to a computer.

- TCP/IP communication protocols support connection to a LAN with Mail.
- Easy-to-master operations that are identical to those of a standard fax machine.
- Also supports fax transmission and reception over a telephone line
- IC FAX Com Redirector can be used to send a fax from a computer on a LAN using a fax application.
- The IC FAX Monitor can be used to check the settings and status of NIC FAX from a computer.
- ICViewer can be used to view, edit, and store images sent from NIC FAX.
- Received faxes can be directly transferred or mailed to a computer. Received fax data can be read at your own desk for improved communication security.
- Use of the Internet greatly reduces communication costs.
- Elimination of the use of paper for fax transmission and reception reduces paper expenses.

Contents	
GETTING ACQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

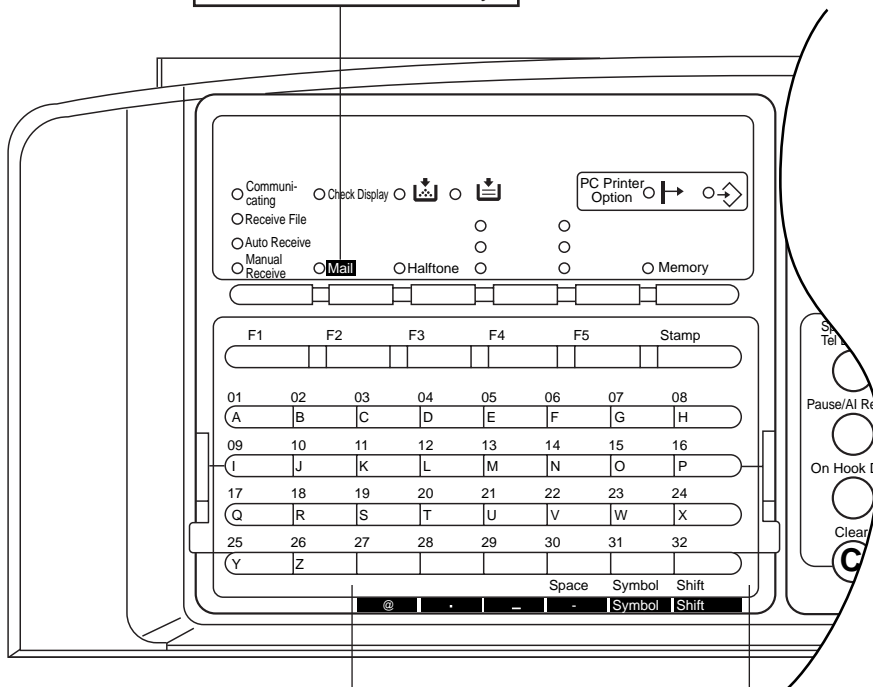


# OPERATION PANEL

This section describes the operation panel buttons and indicators that are unique to NIC FAX. See the Operator's Manual of the standard fax for details on other operation panel buttons and indicators.

**Mail**

Press this key before inputting the characters for a mail address (see table below) with the Quick Dial keys. The indicator next to this button is lit when mail address input is activated for the Quick Dial keys.



Contents	
GETTING ACQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

The following shows Quick Dial Key operations while the Mail button indicator is lit.

Quick Dial Key	[27/59]	[28/60]	[29/61]	[30/62]	[31/63]	[32/64]
Function	@	•	—	—	Symbol	Shift



# WHAT IS AN INTERNET FAX?

NIC FAX converts fax (hard copy) document data transmitted over a telephone line to mail format, and transmits the data over the Internet.

The mail sent by NIC FAX can be received by another NIC FAX or a computer. Instead of inputting the telephone number of the destination you want to send to, you input the applicable mail address.

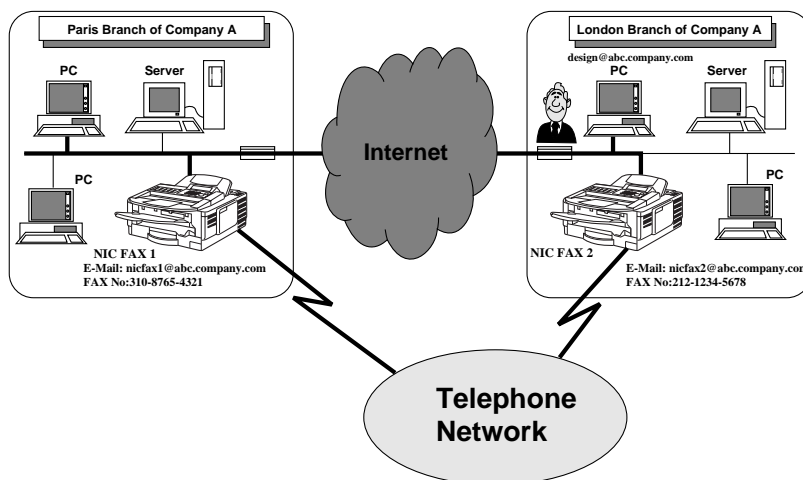
Documents are sent as mail messages with an attached TIFF-F or DCX image. Because of this, a MIME-compatible mail reader is required in order to view documents received on a computer. To view an attached image, software that is capable of displaying TIFF-F or DCX formatted images is required. IC FAX applications include ICViewer, which can be used to view, edit, and store image data. (See the ICViewer Reference for full details on how to use it.)

NIC FAX must be connected to an LAN and set up correctly in order to use its Internet fax functions. See "GETTING READY" of this Operator's Manual for details on connecting to a LAN and making initial settings.

## Note

NIC FAX Internet fax functions support mail communication only. They do not support real-time communication.

## < Note



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# BASIC TRANSMISSION

## Note

- Because mail does not handle extremely large messages well, you may not be able to send very long faxes as mail.
- The level of security for Internet communications is very low. The use of standard subscriber lines is recommended for confidential communications.

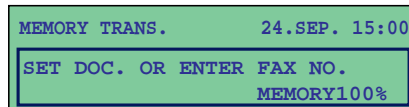
NIC FAX supports standard fax transmission to another fax machine, as well as fax transmission from a computer on the LAN through NIC FAX. A fax can be sent from the computer using a fax application.

## < Note

### Sending a Fax as Mail from NIC FAX

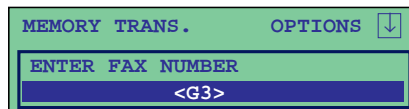
For Internet Fax, input the mail address instead of the fax number.

- 1 Make sure that the *Memory* indicator is lit.**



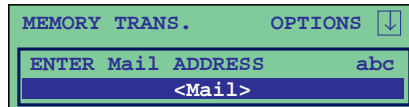
- If the *Memory* indicator is not lit, press the *Memory* key to turn it on.
- The data for Internet fax transmissions must first be stored into memory before it is sent. Immediate transmission is not supported.

- 2 Place your document face down into the feeder, and set the scanning parameters.**



- Messages are always sent as A4 size. If you feed wider document than A4, it will be reduced in size to A4.
- Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

- 3 Press *Mail*.**



- Make sure that the *Mail* indicator is lit.
- Pressing *Mail* while a document is not set on the feeder causes an error tone to sound.

Contents	
GETTING ACQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**4 Use the Quick Dial keys and Ten-Key Pad to input the mail address you want to send to.**



- Letters and symbols will not be input if you press the Quick Dial keys while the **Mail** indicator is not lit.
- As with the telephone numbers you input for standard faxes, you can also use Quick Dial, Speed Dial, or Group Dial to input mail addresses (do not press the Mail key in this case).
- Steps 3 and 4 are not necessary if you input the mail address using Quick Dial, Speed Dial, or Group Dial.
- (@), period, underline, and hyphen can be input with the Quick Dial keys after pressing **Symbol**. Use **Shift** to shift between upper-case and lower-case characters.

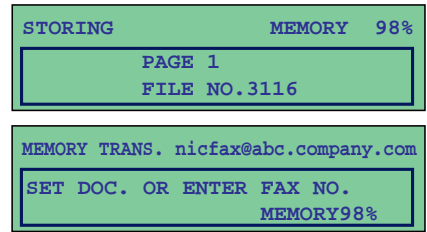
**5 Press **Yes**.**



- This confirms the mail address as shown on the display and causes the **Mail** indicator to go out.
- Repeat steps 3 through 5 if you want to input more.

Contents	
GETTING ACQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**6** Press **Start**.



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- With a long message, it may take some time before the transmission starts. This is due to the time the machine requires to convert the data in memory.

**< Note**

**Note**

- To cancel an Internet Fax, press the Function key, followed by the 2 and 1 keys.
- To cancel transmission, press the Stop key.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

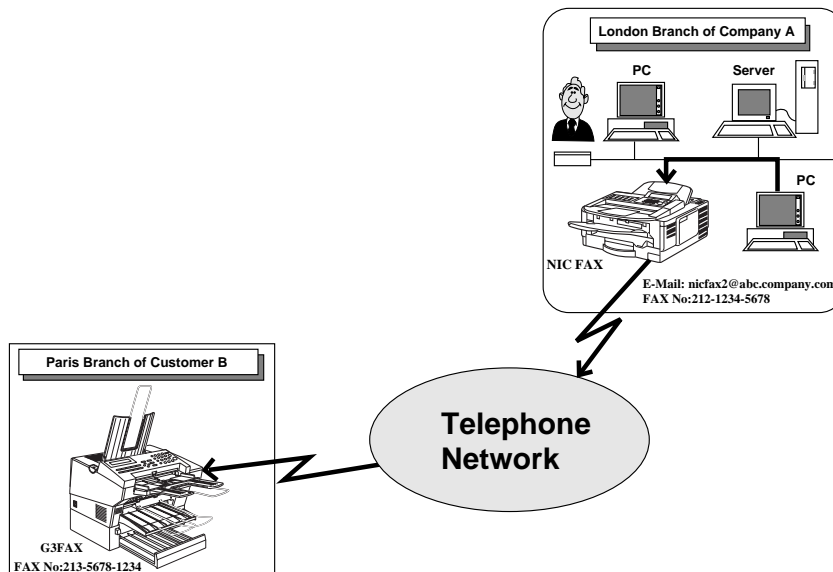
## Sending a Fax from a Computer

You can use IC FAX Com Redirector (see page 156~164) and a fax application to send a fax from a computer without connecting a modem to the computer.

### Note

Use Microsoft FAX or some other fax application that supports Class 2 AT commands to send faxes from a computer. Contact your sales or your service representative for information about computer fax applications that are supported by NIC FAX.

### < Note



- ① IC FAX Com Redirector, IC FAX Port, and a Type A03 fax modem are installed on the computer at the London Branch of Company A. The fax number (213-5678-1234) of the Paris Branch of Customer B is dialed from the computer's fax application.
- ② NIC FAX at Company A sends the fax to the number that is dialed. The fax number can be dialed manually, or by using Quick Dial, Speed Dial, or Group Dial. See the following examples.

Contents	
GETTING ACQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Dialling Method	Format	Example
Quick Dial	# (two-digit Quick Dial number)	#12
Speed Dial	# * (two-digit Speed Dial number)	# *23
Group Dial	# ** (two-digit Group number)	# **05

If a Quick Dial, Speed Dial, or Group Dial number is assigned a mail address, mail is sent to the applicable address when the number is dialled.

Note that you can input Quick Dial, Speed Dial, and Group Dial numbers in series for broadcasting of the same message to multiple destinations.

Example: #12# \* 23# \*\* 05

**< Note**

**Note**

- Be sure to input a leading zero to change one-digit numbers into two-digit numbers. For example, input 5 as 05.
- When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you must input three digits for Speed dial. This means you must input two leading zeros to change one-digit numbers into three-digit numbers.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# RECEPTION FUNCTIONS

## Note 1

- A single mail address only can be registered for each Personal Code.
- NIC FAX can be set up to print a forwarding mark on faxes that are delivered as mail. See page 224 of the main Operator's Manual for details on turning the forwarding mark on and off. Forwarding mark printing is turned on as the initial factory default.

## Note 2

- RTI (Receive Terminal Identification) or CSI (Called Station Identification) is shown on the computer as the subject of the mail message.

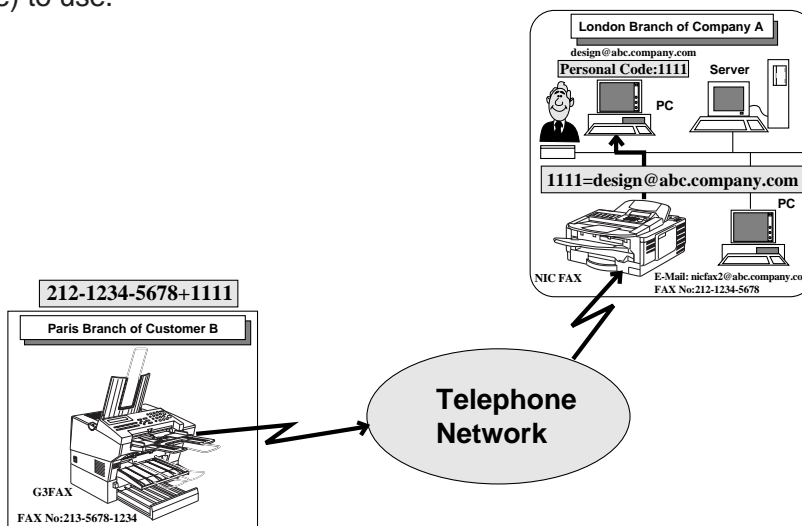
Contents	
GETTING ACQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Routing of a Received Document to a Computer

Four-digit numeric Personal Codes (pages 111, 142) and routing addresses (mail addresses) for each Personal Code can be registered in NIC FAX. Then when a fax with a SUB appended as a dial option is received from a fax machine with Personal Code send capabilities, NIC FAX automatically delivers the fax as mail to an address programmed in a Quick Dial or Speed Dial.

### < Note 1

To use this function, the sender must be informed of the proper Personal Code (four-digit ID number registered as the receiver's Personal Code) to use.



- ① Paris Branch of Customer B sends a fax from a G3 machine to the London Branch of Company A with Personal Code 1111 appended.
- ② NIC FAX in London Branch of Company A receives the fax and delivers it as mail to the computer specified by the Personal Code.

### < Note 2

## Forwarding of a Received Document to a Computer

Unlike document delivery which requires Personal Code registration and appending of an ID number (Personal Code and SUB) by the sender, a received document is forwarded to a computer in accordance with its RTI (Receive Terminal Identification) or CSI (Called Station Identification). With this method, the sending fax does not need to have function code send capabilities.

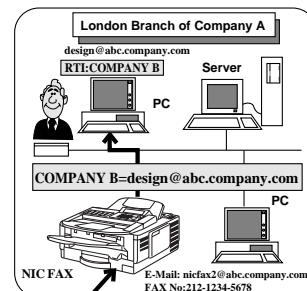
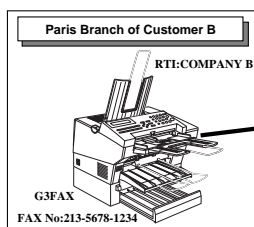
Use of this function requires Forwarding Station Address to which memory contents are to be forwarded.

### Note

- See page 145 of this Operator's Manual and page 108 of the main Operator's Manual for details on Forwarding Station Address.

"Forwarding Station Address"  
 ..... See to p.145 →

- RTI (Receive Terminal Identification) or CSI (Called Station Identification) is shown as the subject of the forwarded mail message.



- ① Paris Branch of Customer B sends a fax to the London Branch of Company A.
- ② The fax is received on NIC FAX at Company A, and forwarded to the personal computer whose mail address is specified to receive faxes from RTI: Customer B.

### < Note

Contents	
GETTING ACQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



**Note**

- See page 29 for the system requirements for running the IC FAX applications.  
 "System Requirements"  
 ..... See to p.29 →

**IC FAX Applications**

NIC FAX comes with IC FAX applications that can be installed on your computer. IC FAX applications include the following software.

- IC FAX Monitor
- IC FAX Com Redirector
- ICViewer

**< Note**

**IC FAX Monitor**

This utility software lets you configure NIC FAX to suit your individual needs, and check its current status on your computer's display. The following items can be set or checked using IC FAX Monitor.

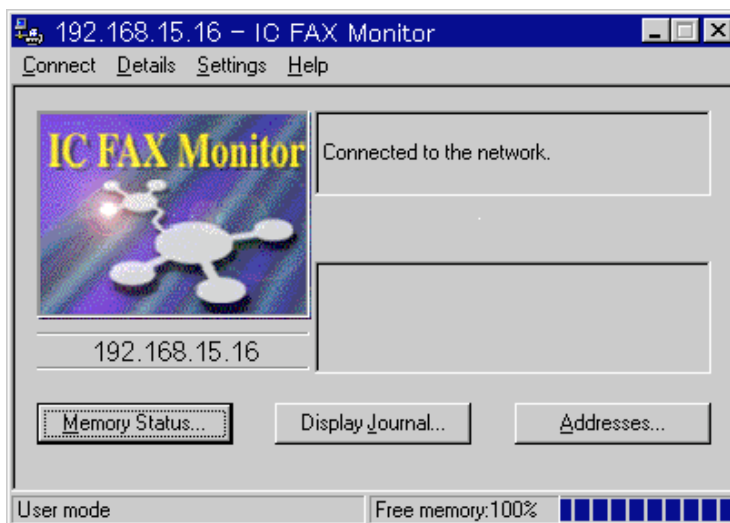
- Setup (page 56)
- Setting the Administrator Mode Password (page 62)
- Back up (page 63)
- Restore (page 64)
- Memory Status (Transmission, Reception, Auto Document) (page 123)
- Display Journal (Transmission, Reception) (page 128)
- Address Book (Quick Dial, Speed Dial, Group Dial) (page 129)
- Multi-step Transfer Group (page 139)
- Personal Codes (page 142)
- Forward Station Addresses (page 145)

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

IC FAX Monitor has a User Mode and an Administrator Mode (page 54). The User Mode can be used to check settings but not change them. Administrator Mode access requires input of a password. The Administrator Mode can be used to change settings and perform all functions available with IC FAX Monitor.

**Note**

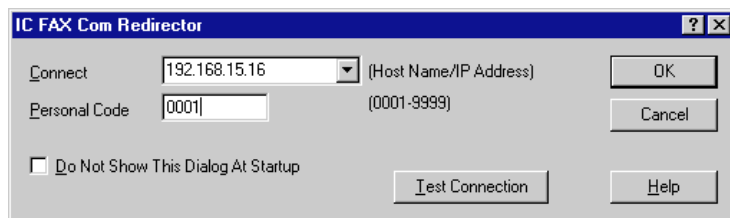
- Use Microsoft FAX or some other fax application that supports Class 2 AT commands to send faxes from a computer. Contact your sales or your service representative for information about PC FAX applications that are supported by NIC FAX.
- You must also have IC FAX Port and Facsimile Modem Type A03 installed on your computer in order to use IC FAX Com Redirector.



**IC FAX Com Redirector**

This software can be used to send a request to NIC FAX to transmit a fax from PC FAX application.

Normally, data from the computer's COM port is sent over the LAN to NIC FAX, which then transmits the fax. IC FAX Com Redirector makes it possible to send a fax directly from a computer without connecting a modem.

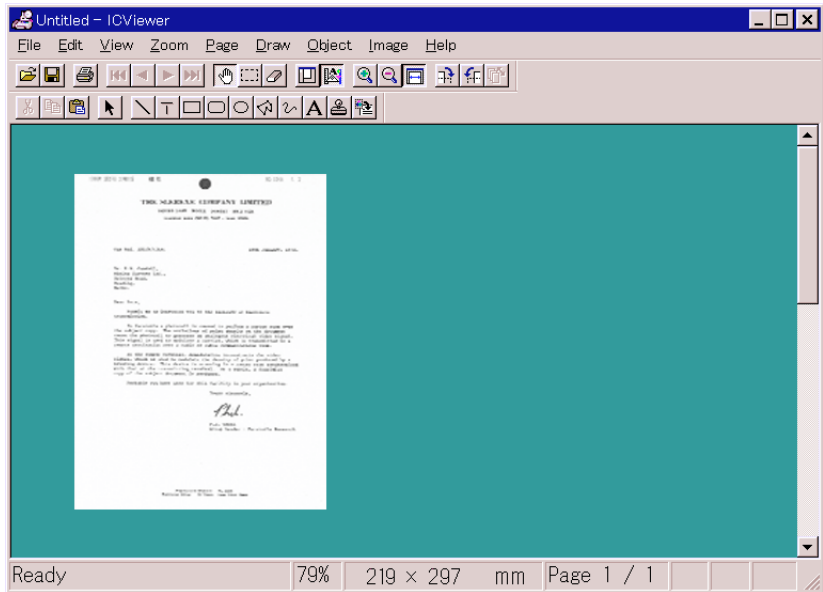


Contents	
GETTING ACQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

< **Note**

## ICViewer

With this software, you can view, edit, and store images (TIFF-F and DCX files) sent from NIC FAX by mail.



### Note

- See the separate ICViewer Operator's Manual for details on how to use it.

See the separate ICViewer Operator's Manual for details on how to use it.

### < Note

Contents	
GETTING ACQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



# GETTING READY

- ➔ CONNECTING TO A LAN ..... 24
- ➔ MAIL SERVER SETTINGS  
    (BY NETWORK ADMINISTRATOR)..... 25
- ➔ INITIAL SETTINGS ..... 26
- ➔ INSTALLATION ..... 29
- ➔ UNINSTALLING THE IC FAX APPLICATIONS ..... 47
- ➔ IC FAX MONITOR SETTINGS ..... 54
- ➔ SETTING THE ADMINISTRATOR MODE  
    PASSWORD ..... 62
- ➔ BACKING UP AND RESTORING MEMORY DATA ..... 63
- ➔ TESTING FOR PROPER OPERATION ..... 67

<b>Contents</b>	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## CONNECTING TO A LAN

### Note

- 10BASE-T cable is not supplied with NIC FAX.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Connecting the LAN Cable

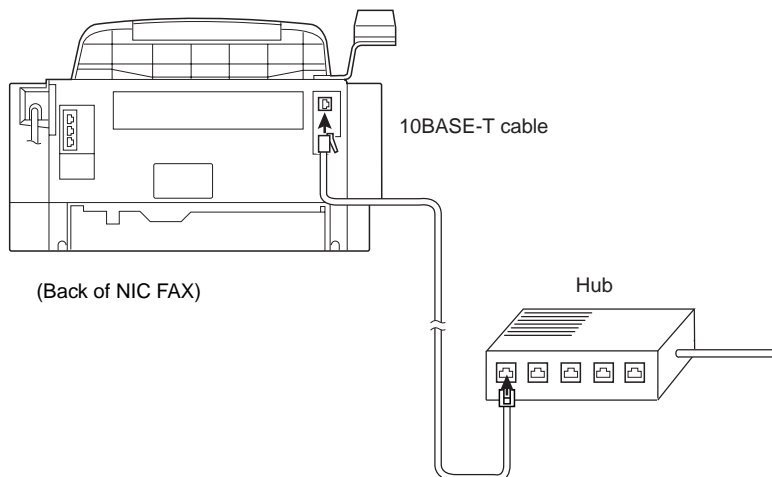
The following steps must be performed before you can use NIC FAX.

1. Connection of NIC FAX to a LAN.
  - Connection requires a LAN cable. (10Base-T)
2. Mail server settings (by network administrator)
3. Initial settings (IP address, subnet mask, default gateway settings)
4. Installation
  - Installation of the IC FAX applications on your computer
5. IC FAX Monitor settings

Since NIC FAX communicates over a LAN using TCP/IP protocols, it requires a 10BASE-T LAN cable for connection.

### < Note

- 1 Plug one end of the cable into the NIC FAX port. Note that the tab of the plug should be facing to the right of NIC FAX when viewed from the rear.**
- 2 Plug the other end of the cable into a hub.**



## MAIL SERVER SETTING (BY NETWORK ADMINISTRATOR)

### Note

- Supported operations and services differ according to the mail server used.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

The information in this section is for your network administrator.

NIC FAX uses an Internet mail system to send Internet faxes. Since it automatically connects to the mail server to get mail, a NIC FAX account and password must be set up on the mail server. See the documentation for the mail server for details on the procedure required for setting up accounts and passwords.

Be sure to provide the NIC FAX IP address and host name information to NIC FAX users, who need to input them when establishing a connection with IC FAX Monitor and IC FAX Com Redirector.

### Mail Servers That Have Been Confirmed To Work

- Sendmail/QUALCOM Pop server
 

Program	SMTP sendmail	Ver.8 or higher
	POP	QUALCOM Pop server
OS	Solaris 1	Ver.2.1.4-R3
- Post Office
 

Agency	Software.com
	Ver.3.1 Release PO203a
- Seattle Lab Mail Server
 

Agency	Seattle Lab Inc
	Ver.2.4
- Netscape Messaging Server
 

Agency	NetScape Communications
	Ver.3.0
- IMail Server for Windows NT
 

Agency	Ipswitch, Inc.
	Ver.4.0

### < Note

## INITIAL SETTINGS

The procedure described here should be performed after NIC FAX is connected to the LAN and the required mail server settings are complete. The following describes the three initial settings:

IP address

The IP address is assigned to NIC FAX by your network administrator. An IP address is made up of four numbers, each of which is in the range off 0 to 255, separated by periods.

Subnet mask

The subnet mask is assigned by your network administrator.

Default gateway

This is the address of the gateway (router) to which NIC FAX is connected. The default gateway setting is required when connecting to another network.

### Note

- Please consult your network administrator to obtain the IP address, subnet mask, and default gateway settings.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

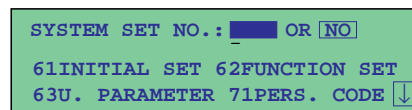
## Making Initial Settings

### < Note

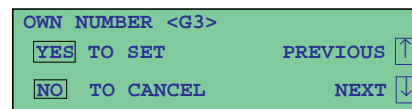
**1** Press **Function 6 0**.



**2** Press **222261**.



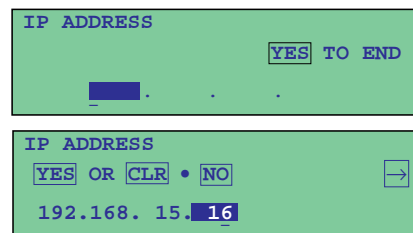
**3** Press **▼** until the IP address appears on the display.



**4** Press **Yes**.

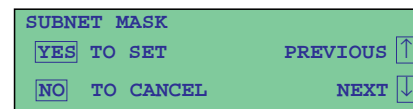


**5 Input the IP address.**



- If a number has only one or two digits, input it and then press **▶** to move the cursor to the next number.
- Pressing **Clear** deletes the digit at the current cursor position.
- Pressing **No** clears the entire IP address.

**6 Press Yes.**

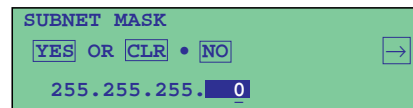


**7 Press Yes.**



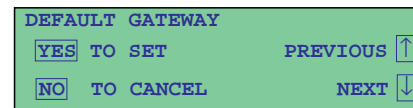
- This displays the subnet mask setting screen. If you want to exit the initial setting procedure at this point, press **Function**.

**8 Input the subnet mask.**



- If a number has only one or two digits, input it and then press **▶** to move the cursor to the next number.

**9 Press Yes.**



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

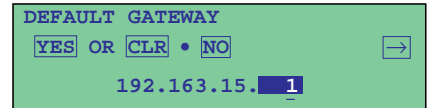


**10** Press **Yes**.



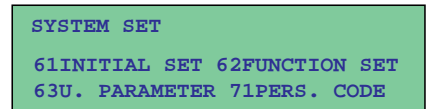
- ☐ This displays the default gateway setting screen. If you want to exit the initial setting procedure at this point, press **Function**.

**11** Input the default gateway.

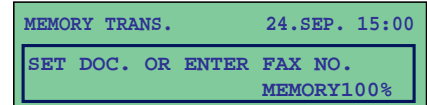


- ☐ If a number has only one or two digits, input it and then press **▶** to move the cursor to the next number.

**12** Press **Yes**.



**13** Press **Function**.



**Contents**

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# INSTALLATION

## Note

- Operation cannot be guaranteed for all system configurations.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## System Requirements

The following is the required system for a computer running the IC FAX applications.

Computer	: IBM PC/AT or compatible running Windows 95 (English)
CPU	: i486DX-100MHz or higher
Minimum Memory	: 16MB minimum
Free Disk Space	: 30MB minimum
Operating System	: Windows 95 (English)
Display	: SVGA 640 × 480, 256 colours minimum
Network	: LAN connection, TCP/IP protocols

## ◀ Note

## Before Starting Installation

Running the installation program on the CD-ROM that contains the IC FAX applications causes the three programs listed below to be installed by default. Note, however, that you can also specify installation of specific programs if you want.

- IC FAX Com Redirector
- IC FAX Monitor
- ICViewer

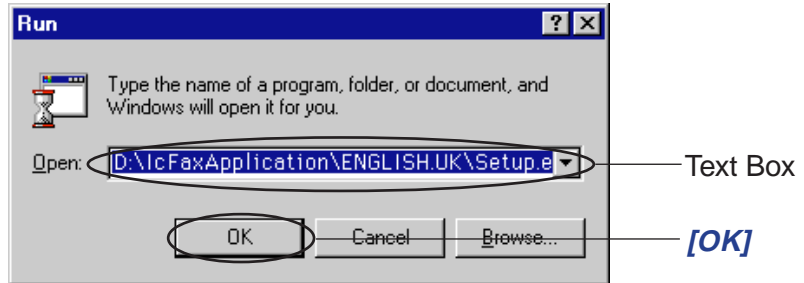
**Note**

- Close all files, exit all applications, and restart Windows 95 before installing the IC FAX applications.

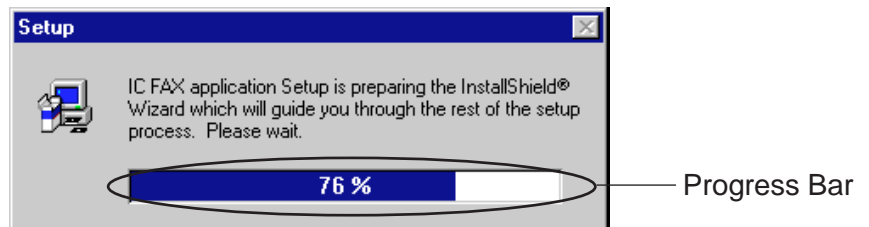
## Installing the IC FAX Applications

- 1** Turn on the computer and start up Windows 95.
- < Note**
- 2** Insert the CD-ROM that contains the IC FAX applications into the computer's CD drive.
- 3** On the **[Start]** menu, select **[Run]**.  
This causes the **[Run]** dialog box to appear.
- 4** Type the text shown below into the Text Box and then click **[OK]**.

Type: D:\IcFaxApplication\ENGLISH.UK\Setup.exe  
 └─ CD-ROM drive name. Use the actual name of the CD-ROM drive on your system.

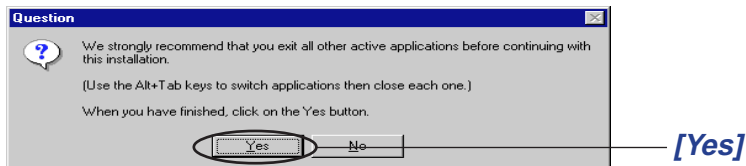


- ☐ Clicking **[OK]** above prepares the Install Shield wizard. When the progress bar reaches 100%, the Question dialog box will appear.

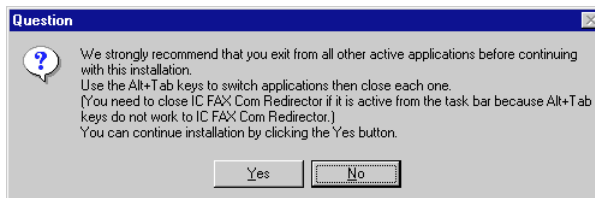


Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**5** Click **[Yes]** in response to the dialog box that appears to start installation.



- ❑ To check whether other applications are running, hold down [Alt] and press [Tab]. Exit all other applications that are running before you click **[Yes]**.
- ❑ The dialog shown below appears if IC FAX Com Redirector is running. Note that IC FAX Com Redirector is not shown in the box that appears when you press [Alt] + [Tab]. In this case, you have to click **[No]** to exit the installation, Quitting IC FAX Com Redirector (page 159), and then restart installation from step 1.



## Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

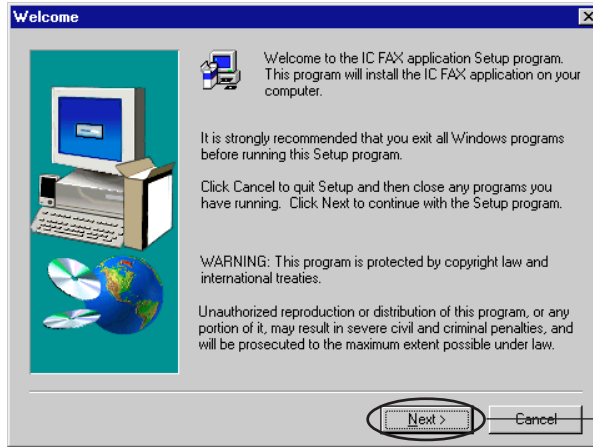
USING FUNCTIONS

GLOSSARY

IC FAX Monitor

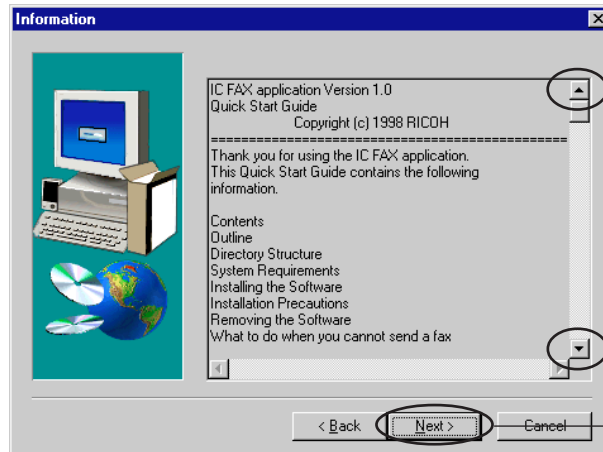
Index

**6** After checking the contents of the dialog box, click **[Next]**.



**[Next]**

**7** After viewing the information, click **[Next]**.



Scroll Button

Scroll Button

**[Next]**

**Note**

- The information dialog box contains important information you need to know about installation. Be sure to read it all carefully. Use the scroll buttons to scroll the information up and down.

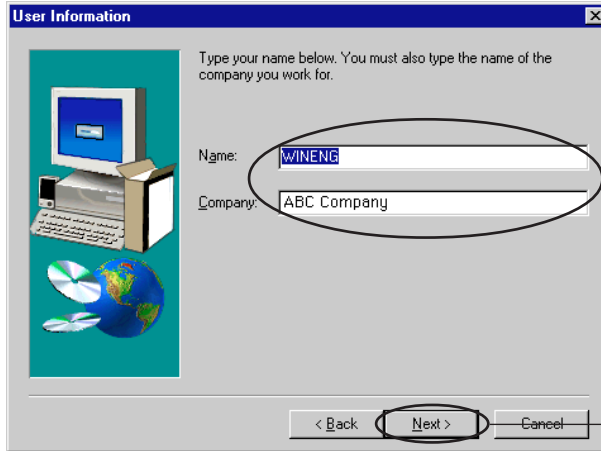
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**< Note**

**Note**

- If you want to change the location where the IC FAX applications will be installed, click **[Browse]** to display a dialog box for specification of a directory. After you specify the directory, click **[Next]**.

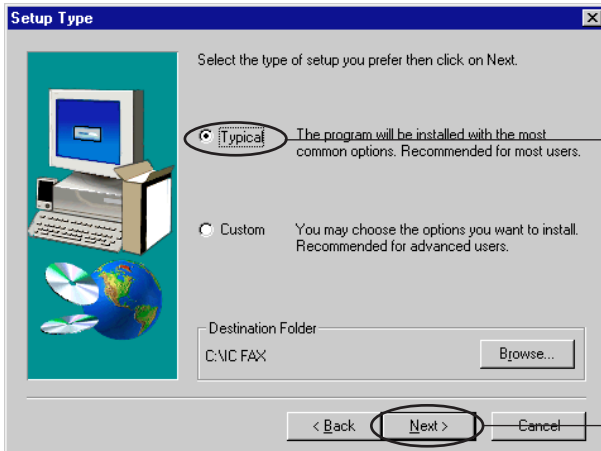
**8** Type in your name and the name of your company, and then click **[Next]**.



Your name and the name of your company

**[Next]**

**9** Select **[Typical]** and then click **[Next]**.



**[Typical]**

**[Next]**

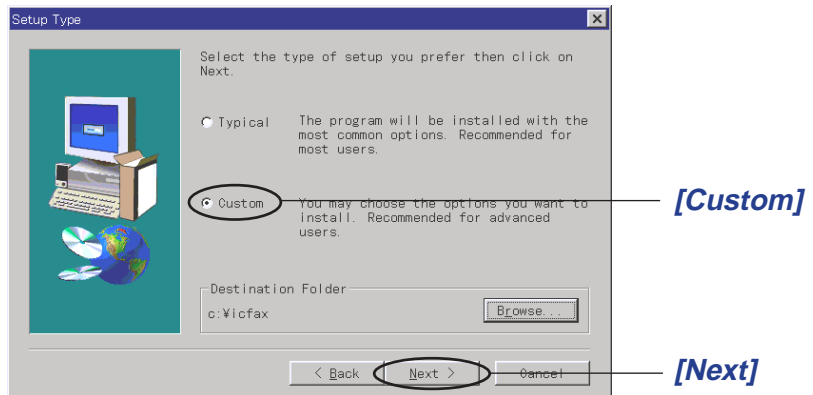
◀ **Note**

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

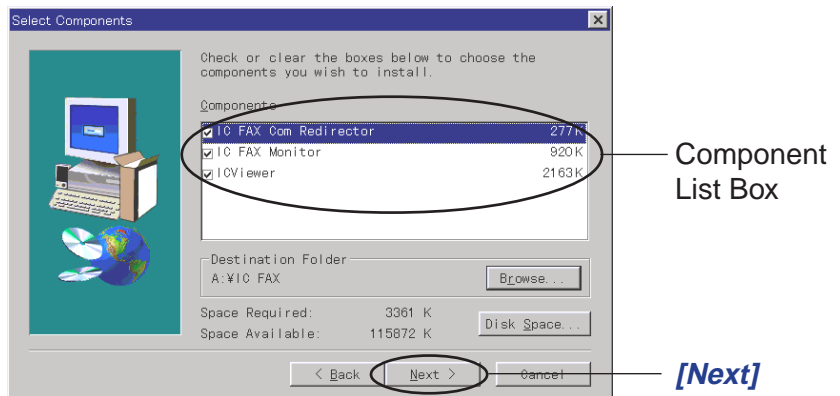
### Using the Customize Option

Step 9 above automatically installs all three of the programs that make up the IC FAX applications. Substitute the following two steps for step 9 when you want to install one or two of the available programs.

(1) Select to **[Custom]** and then click **[Next]**.



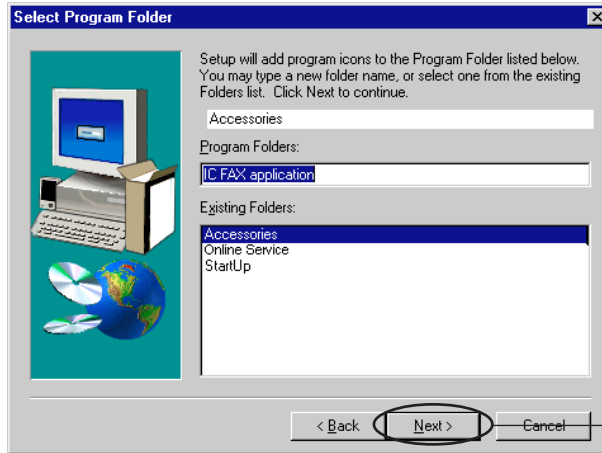
(2) Put checks in the checkboxes next to the program names in the component list box to select the programs you want to install.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**10** Click **[Next]**.

- To change to another folder, click on the folder name in the list and then click **[Next]**.

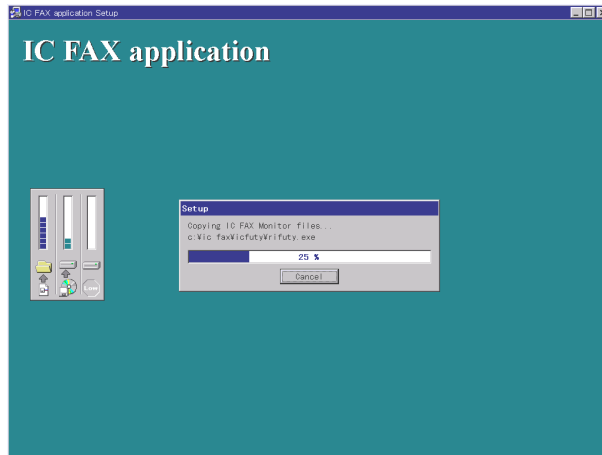


**Note**

- Use of only the folders shown in the list is recommended.

**< Note**

- A dialog box appears on the display showing you the progress of the installation as it is performed.



- A message appears on the display to let you know when installation is complete.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



**Note**

If you do not to use the Hardware Wizard, use the following procedure to install IC FAX Port.

1. On the **[Start]** menu, point to **[Settings]** and then click **[Control Panel]**.
2. Double-click the **[Add New Hardware]** icon.
3. In the dialog box that appears, click **[Next]**.
4. Continue from step 13 of the installation procedure.

**Contents**

GETTING AQUAINTED WITH NIC FAX

IC FAX Com Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

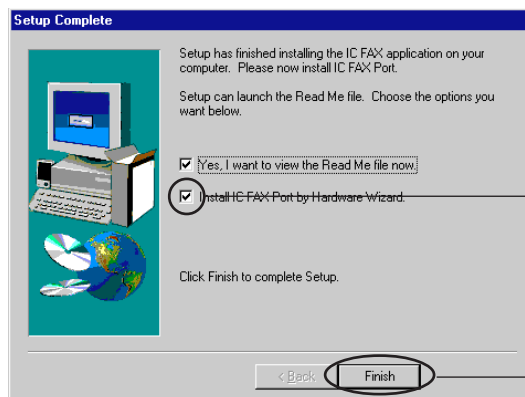
USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**

- 11 (1)** To assign IC FAX Port, put a check in the checkbox next to **[Install IC FAX Port by Hardware Wizard]** and then click **[Finish]**.



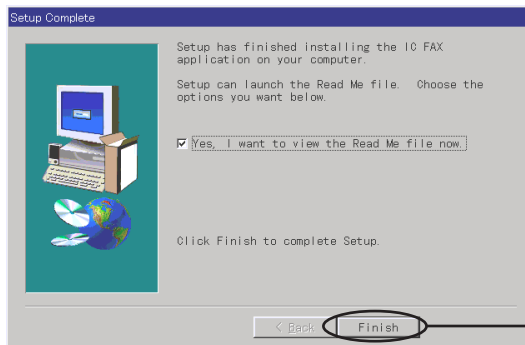
Checkbox of **[Install IC FAX Port by Hardware Wizard]**

**[Finish]**

**< Note**

**When the Custom Option is Used not to Install IC FAX Com Redirector**

- (2)** In this case, the dialog box shown below appears after installation is complete. Click **[Finish]**.



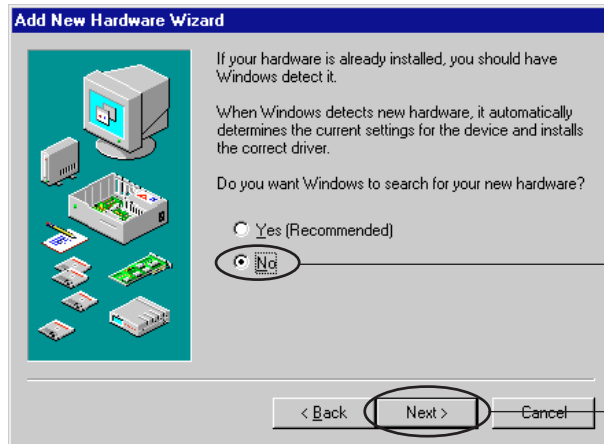
**[Finish]**

- Put a check in the checkbox in the above dialog box before you click **[Finish]** if you want to view the contents of the ReadMe file before exiting the installation. After reading the contents of the file, click the close box to close it and complete the installation.

**12** Click *[Next]*.



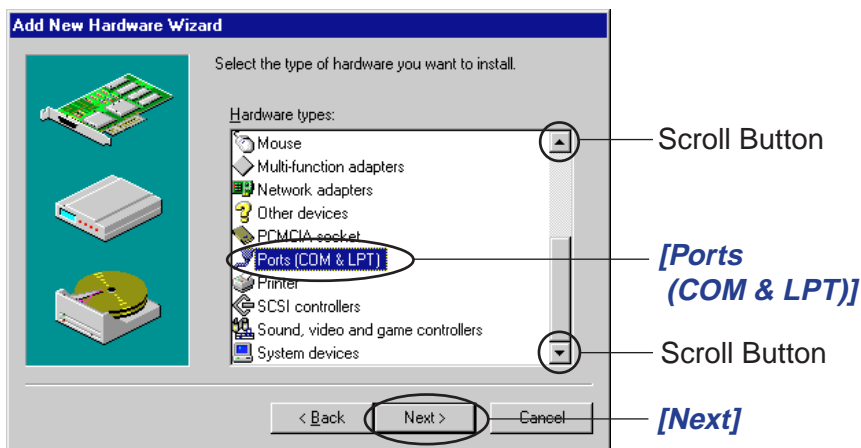
**13** Click the radio button next to *[No]* so it is selected, and then click *[Next]*.



**Contents**

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**14** Click on *[Ports (COM & LPT)]*, and then click *[Next]*.

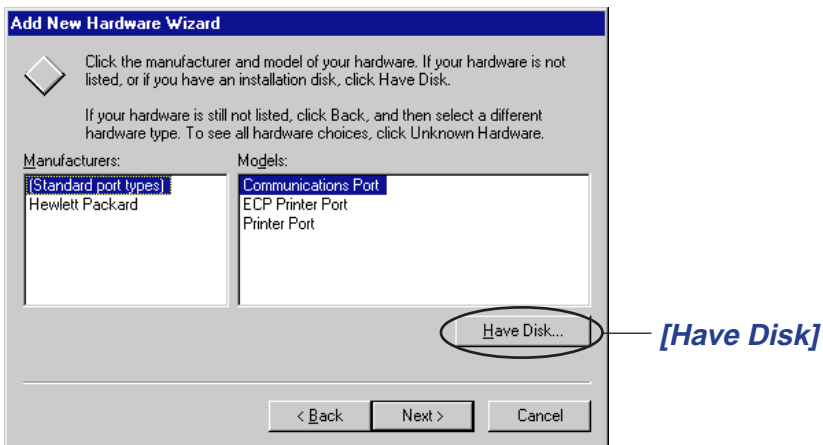


**Note**

- If you can't see *[Ports (COM & LPT)]* in the list box, use the scroll buttons to scroll the list up and down.

**< Note**

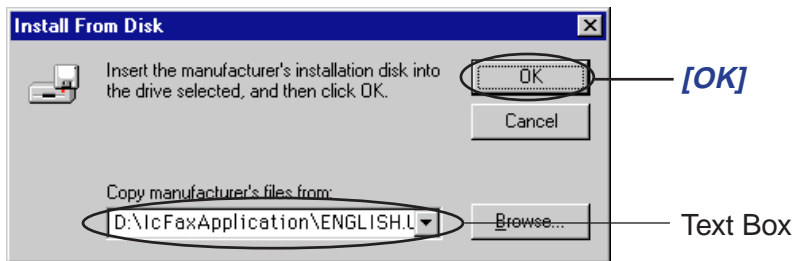
**15** Click *[Have Disk]*.



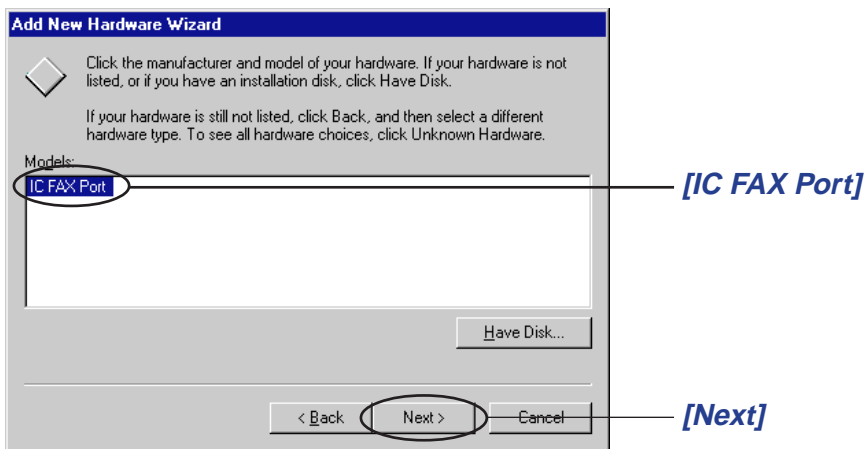
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**16** Type the text shown below into the text box and then click **[OK]**.

- ☐ Type: D:\IcFaxApplication\ENGLISH.UK
  - ☐ CD-ROM drive name. Use the actual name of the CD-ROM drive on your system.



**17** Click on **[IC FAX Port]** and then click **[Next]**.



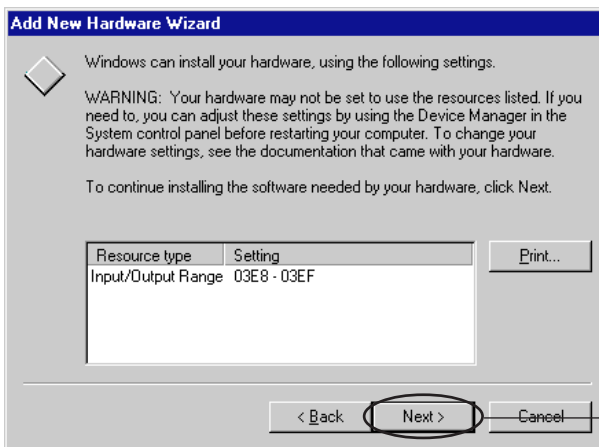
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**Note**

- You can manually change the I/O port address after installation is complete. Note that a device may fail to operate properly if there is a conflict with another device.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**18 Click [Next].**



[Next]

**< Note**

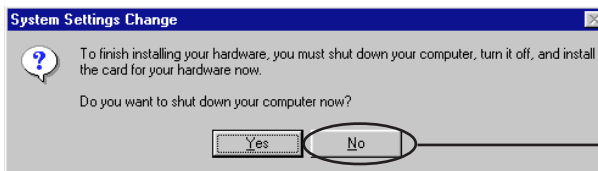
**19 Click [Finish].**



[Finish]

- Next install Facsimile Modem Type A03 for IC FAX Com Redirector.

**20** Click **[No]**.

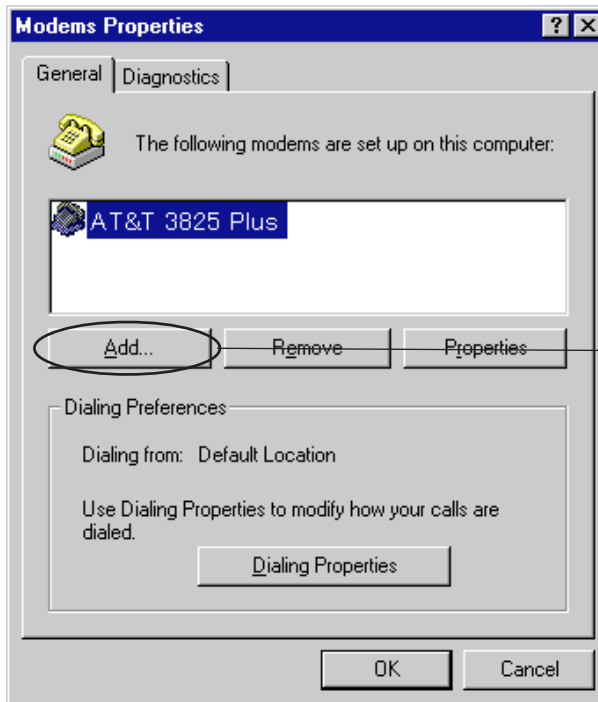


**21** On the **[Start]** menu, point to **[Settings]** and then click **[Control Panel]**.

**22** In Control Panel, double-click the **[Modems]** icon.

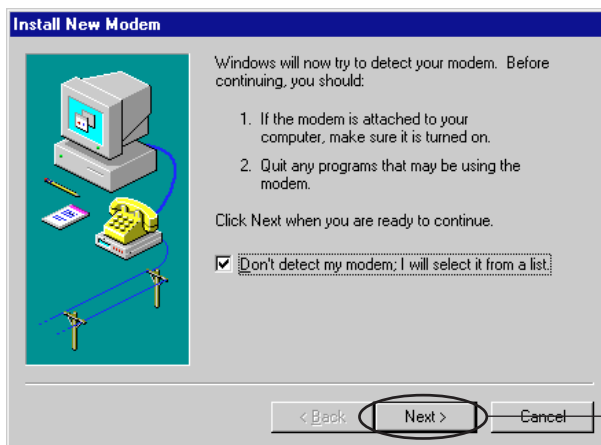
- The Modems Properties window appears.
- If your computer has a modem currently installed, perform step 23. Skip to step 25 if your computer does not have a modem installed.

**23** Click **[Add]**.

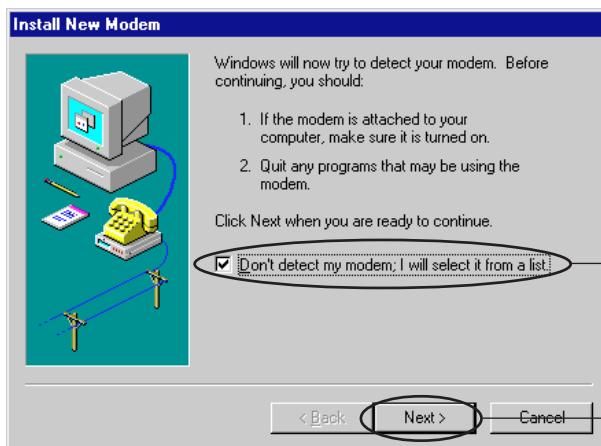


Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**24** Put a check in the checkbox to disable startup of Hardware Wizard and then click *[Next]*.

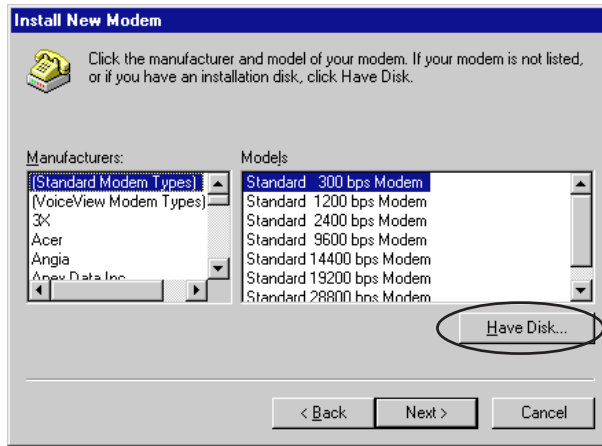


**25** Put a check in the checkbox next to “*Don't detect my modem;...*” checkbox to select it, and then click *[Next]*.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

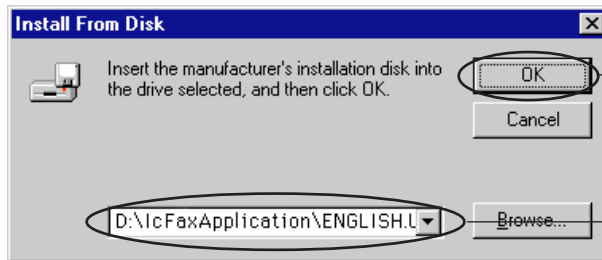
**26** Click *[Have Disk...]*.



*[Have Disk...]*

**27** Type the text shown below into the text box and then click *[OK]*.

- Type: D:\IcFaxApplication\ENGLISH.UK
  - └ CD-ROM drive name. Use the actual name of the CD-ROM drive on your system.



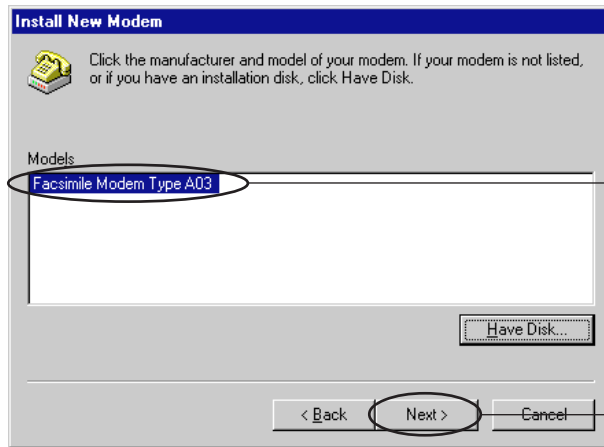
*[OK]*

Text Box

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



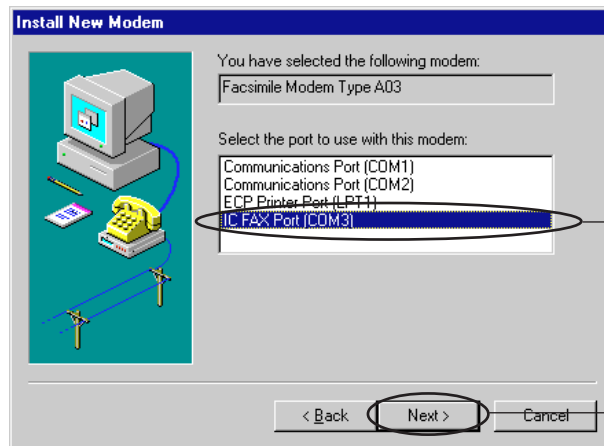
**28** Click on *[Facsimile Modem Type A03]* and then click *[Next]*.



*[Facsimile Modem Type A03]*

*[Next]*

**29** Click on *[IC FAX Port (COM 3)]* and then click *[Next]*.



*[IC FAX Port (COM 3)]*

*[Next]*

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

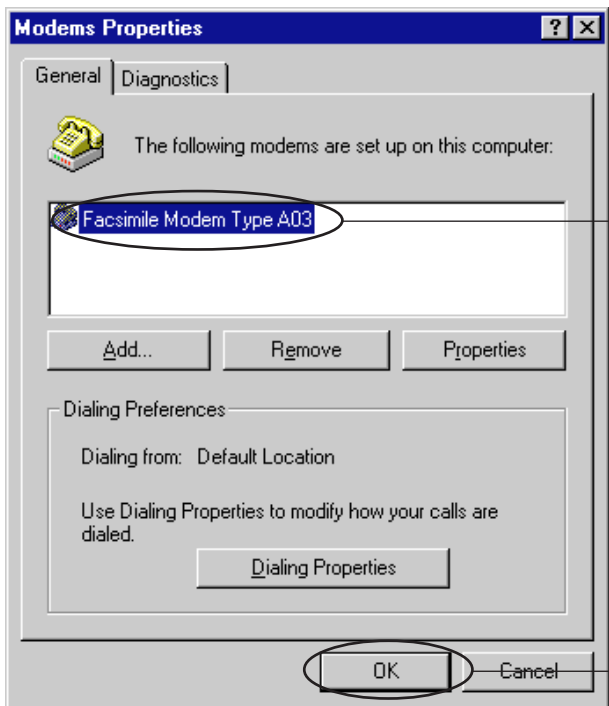
- ❑ IC FAX Port is normally installed for COM3. If COM3 is already in use, it is installed for COM4 or higher.
- ❑ 16-bit faxing applications are not supported if IC FAX Port is installed for COM5 or higher. Use 32-bit PC Fax applications for COM5 or higher settings.

**30** Click *[Finish]*.



*[Finish]*

**31** Click *[OK]*.

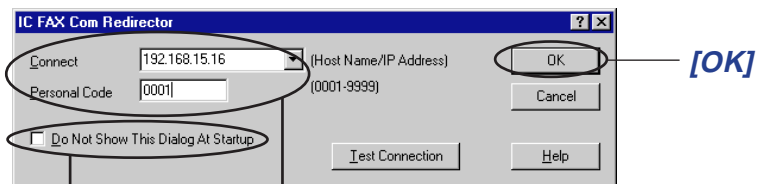


*[Facsimile Modem Type A03]*

*[OK]*

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

- 32 Remove the CD-ROM from the drive. On the *[Start]* menu click *[Shut Down]*, and then click *[Restart the computer?]*.
  - This restarts Windows 95 and displays the initial IC FAX Com Redirector screen.
- 33 Type the IP address or host name into the *[Connect]* text box, and if necessary, a four digit Personal Code into the *[Personal Code]* text box, and then click *[OK]*.



*[Connect]*  
*[Personal Code]*  
 IP Address Example: 192. 168. 15. 16  
 Personal Code Example: 0001

*[Do Not Show This Dialog At Startup.]*

**Note**

- Type in the Personal Code if needed.
- If you put a check in the checkbox next to *[Do Not Show This Dialog At Startup]*, this dialog box will not appear from the next time you start up Windows 95, even if NIC FAX is not connected. To display the dialog box in this case, double-click the *[IC FAX Com Redirector]* icon located on the Task Bar.

**< Note**

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# UNINSTALLING THE IC FAX APPLICATIONS

## Note

- If the folder where the IC FAX applications were installed contains an Address Book back up file that was created by IC FAX Monitor, the back up file is not deleted by the uninstall procedure.

Perform the following procedures to uninstall the IC FAX applications from your computer.

## < Note

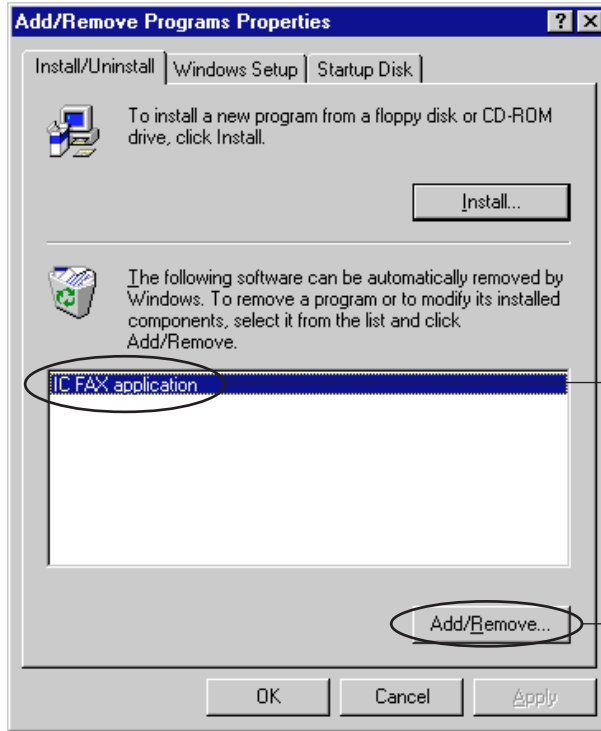
### Uninstalling the IC FAX Applications

- 1 Turn on your computer and start up Windows 95.**
- 2 Quit all IC FAX applications. Use the procedure below to quit IC FAX Com Redirector.**
  - ① On the Task Bar, right click the IC FAX Com Redirector icon.
  - ② Choose **[Exit]**.
  - ③ In the dialog box that appears, click **[OK]**.
    - You cannot uninstall the IC FAX applications if any of them are running. See page 119 of this Operator's Manual for details on quitting IC FAX Monitor, and the ICViewer Operator's Manual for quitting ICViewer. See page 159 of this Operator's Manual for full details on quitting IC FAX Com Redirector.
- 3 On the [Start] menu, point to [Settings] and then click [Control Panel].**
- 4 Double-click the [Add/Remove Programs] icon.**

## Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

- 5 In the dialog box that appears, click on **[IC FAX Application]** in the list box, and then click **[Add/Remove]**.

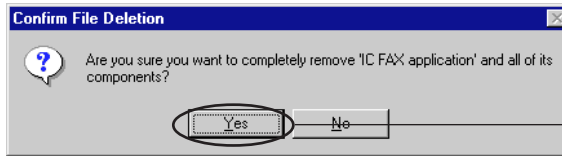


**[IC FAX Application]**

**[Add/Remove]**

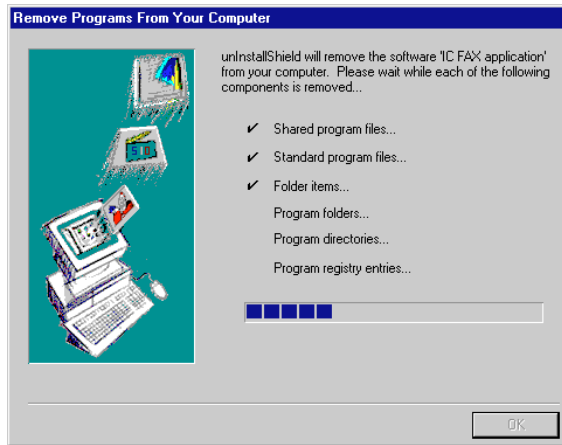
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**6** Click **[Yes]**.

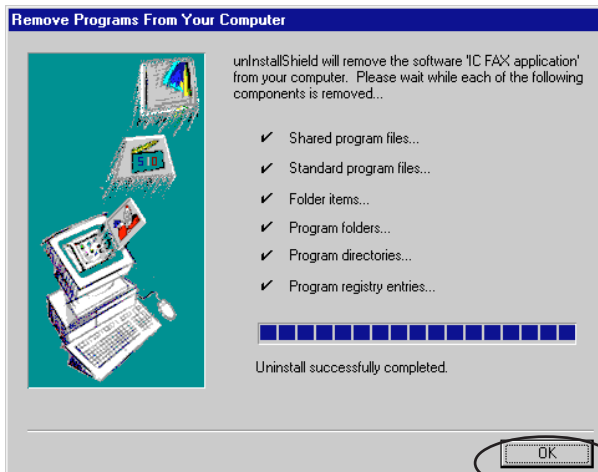


**[Yes]**

☐ A dialog shows the progress of the uninstall procedure.



**7** Click **[OK]**.




**[OK]**

**8** Click **[OK]**.

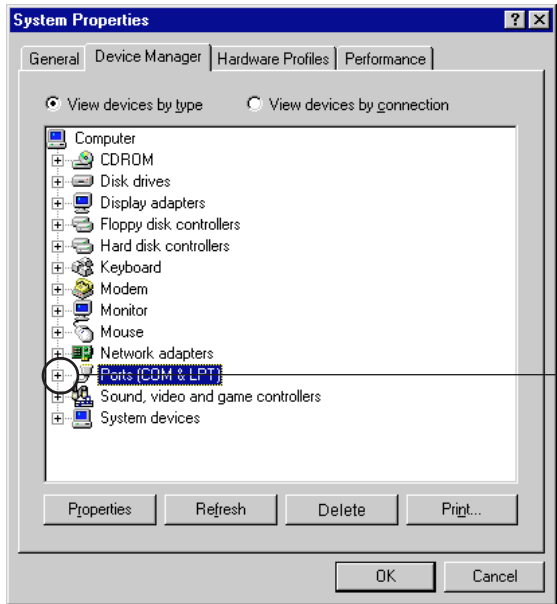
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Uninstalling the IC FAX Port

- 1** Turn on your computer and start up Windows 95.
- 2** Use the procedure below to quit IC FAX Com Redirector.
  - ① On the Task Bar, right click the IC FAX Com Redirector icon.
  - ② Choose *[Exit]*.
  - ③ In the dialog box that appears, click *[OK]*.

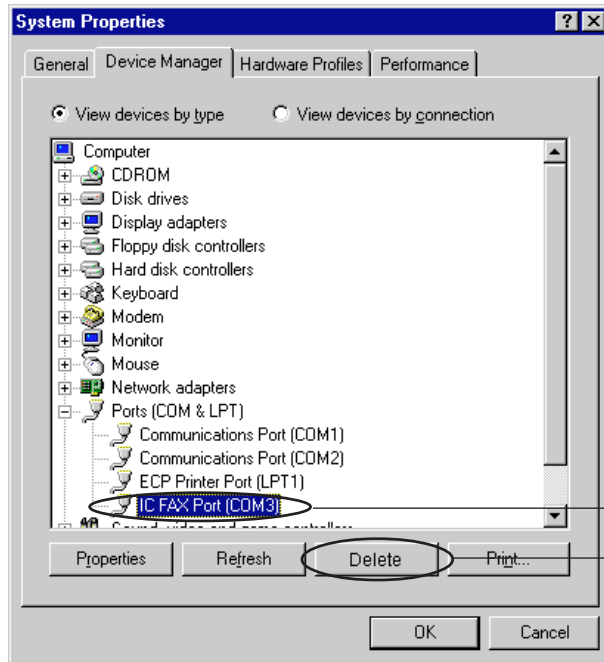
You cannot uninstall IC FAX Port if IC FAX Com Redirector is running. See page 159 of this Operator's Manual for full details on quitting IC FAX Com Redirector.
- 3** On the *[Start]* menu, point to *[Settings]* and then click *[Control Panel]*.
- 4** Double-click the *[System]* icon.
- 5** Double-click the *[Device Manager]* tab.
- 6** Click on the  next to *[Ports (COM & LPT)]*.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



*[Port (COM & LPT)]*

**7** Click on *[IC FAX Port (COM 3)]* and then click *[Delete]*.



*[IC FAX Port (COM 3)]*  
*[Delete]*

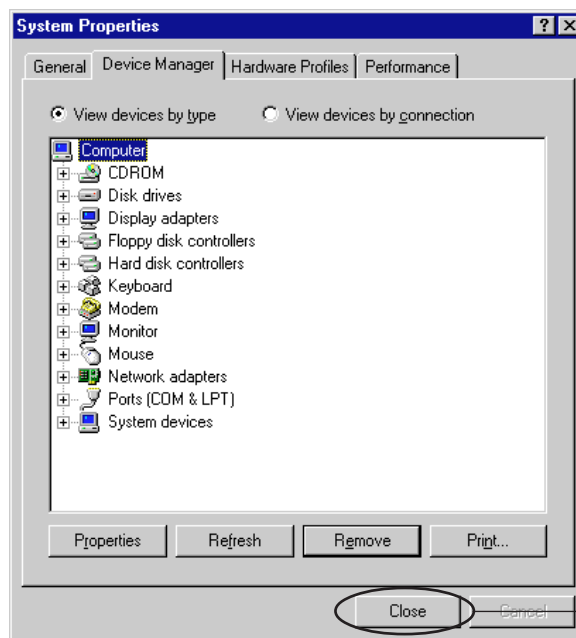
**8** Click *[OK]*.



*[OK]*

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



**9** Click *[Close]*.**Contents**GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector**GETTING READY**

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

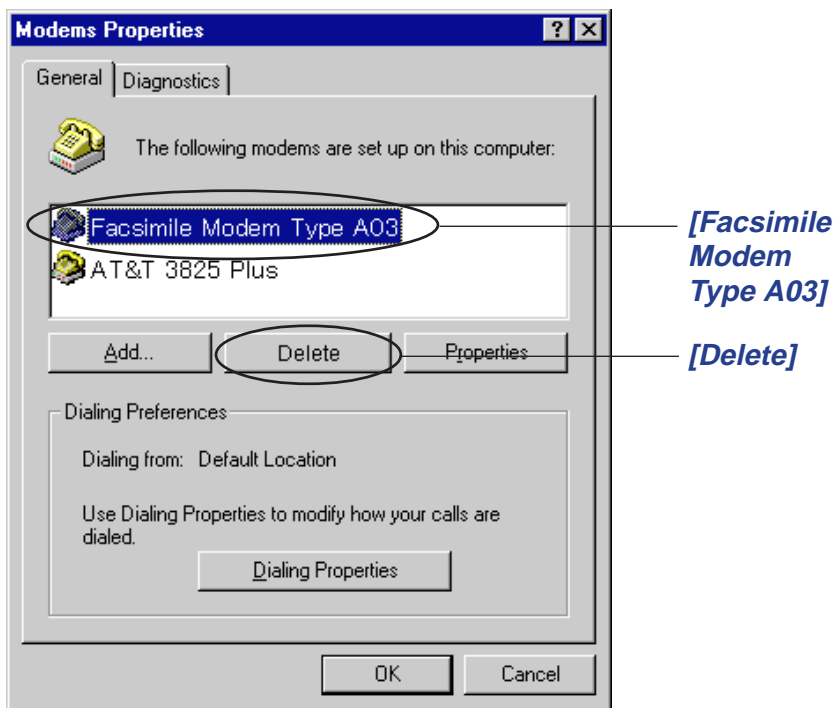
GLOSSARY

IC FAX Monitor

**Index**

## Uninstalling Facsimile Modem Type A03

- 1 Turn on your computer and start up Windows 95.
- 2 On the **[Start]** menu, point to **[Settings]** and then click **[Control Panel]**.
- 3 Double-click the **[Modems]** icon to display the modem properties dialog box.
- 4 On the **[General]** tab, click on **[Facsimile Modem Type A03]** and then click **[Delete]**.



### Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

Index

# IC FAX Monitor SETTINGS

## Note 1

- This section contains procedures for making system settings only. See page 116 of this Operator's Manual for full details on using the IC FAX Monitor.

"IC FAX Monitor"

..... See to p.116 →

## Note 2

- In using the Administrator Mode, functions 20 through 40 and the function with the password of "2222" cannot be used. While these functions are used, the Administrator Mode cannot be entered.

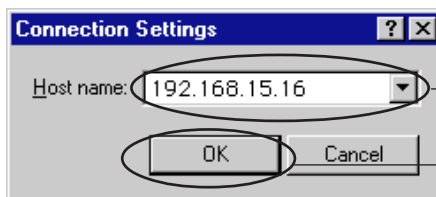
After completing mail server settings, initial settings, and installation, you are ready to use IC FAX Monitor to make mail, TCP/IP and other system settings.

## < Note 1

### Entering the Administrator Mode

Before making system settings you have to first perform the procedure below to enter the Administrator Mode.

- Click the **[IC FAX Monitor]** icon.
  - You could also open the **[Start]** menu, point to **[Programs]**, point to **[IC FAX Applications]**, and then click **[IC FAX Monitor]**.
- Type the IP address or host name into the **[Host Name]** text box, and then click **[OK]**.



**[IP Address] or [Host Name]**

**[OK]**

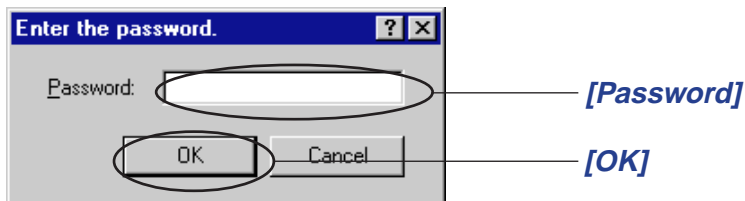
The above shows input of the example IP address 192.168.15.16.

## < Note 2

- On the **[Connect]** Menu, click **[Administrator Mode]**.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

- 4** The factory default password is a blank (null), so simply click **[OK]** to enter the Administrator Mode the first time.



**< Note**

**Note**

- See “Setting the Administrator Mode Password” on page 62 for details on changing the Administrator Mode password.

"Setting the Administrator Mode Password"

.....See to p.62

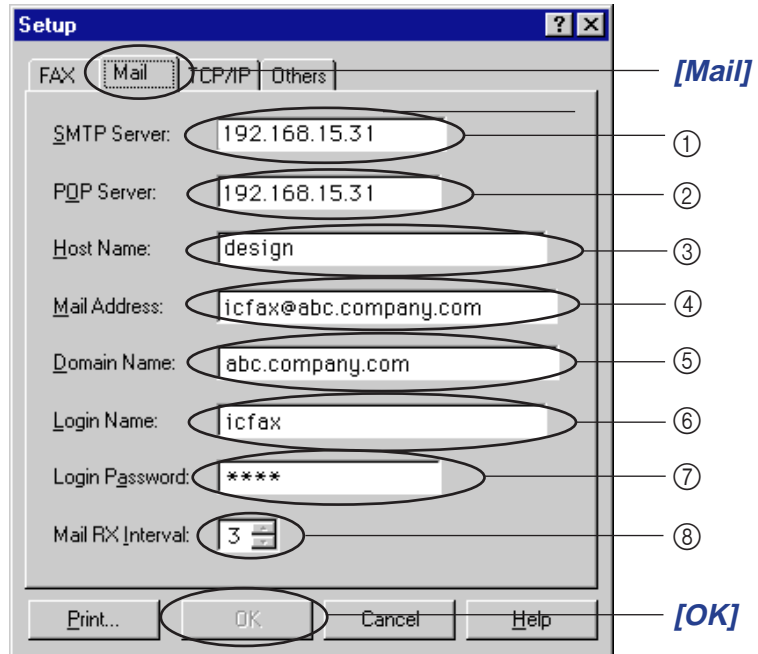
- Failure to perform any input for 10 minutes in the Administrator Mode causes an error. Next, IC FAX Monitor returns automatically to the User Mode.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Internet Mail Settings

In the Administrator Mode, execute the **[Settings]** menu's **[Setup]** command to display the **[Setup]** dialog box.

- 1 Click the **[Mail]** tab in the **[Setup]** dialog box.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## 2 Make the *[Mail]* settings described below (1 through 8), and then click *[OK]*.

### ① *[SMTP Server]*

Type in the IP address of the SMTP server to be connected to for sending Internet mail.

### ② *[POP Server]*

Type in the IP address of the POP server to be connected to for receiving Internet mail.

### ③ *[Host Name]*

Type in the NIC FAX host name. This input can be skipped.

### ④ *[Mail Address]*

Type in the NIC FAX mail address. The address you type here is automatically added to the “From” field of outgoing mail.

### ⑤ *[Domain Name]*

Type in the domain name of the network where NIC FAX is located. This input can be skipped.

### ⑥ *[Login Name]*

Type in the name for logging into the POP server.

### ⑦ *[Login Password]*

Type in the password for logging into the POP server.

### ⑧ **Mail RX Interval**

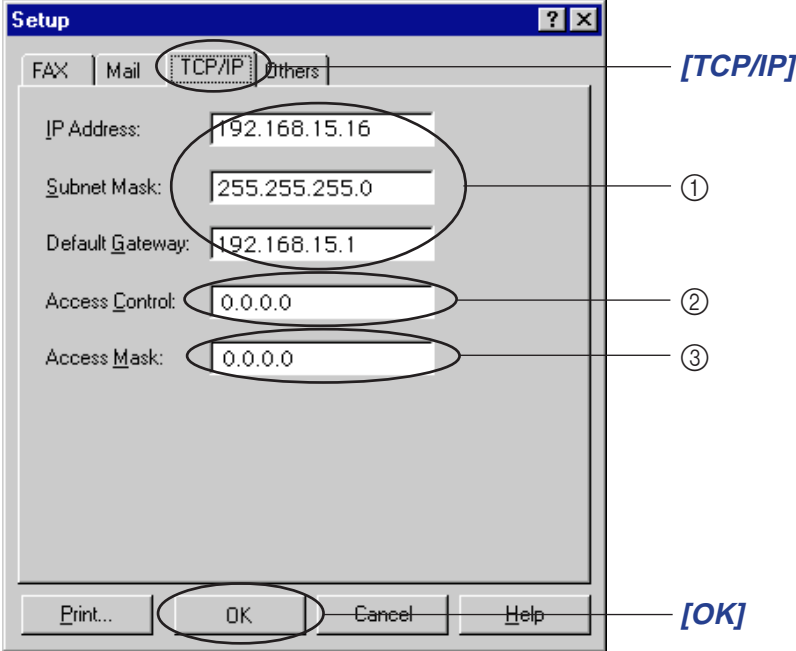
Specify the minimum interval for logging into the POP server to pick up any mail that is waiting. An interval in the range of 1 to 60 minutes can be specified, in one-minute units. The factory default setting for the interval is 3 (minutes).

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## TCP/IP Settings

In the Administrator Mode, execute the **[Settings]** menu's **[Setup]** command to display the **[Setup]** dialog box.

- 1 Click the **[TCP/IP]** tab in the **[Setup]** dialog box.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**2** Make the *[TCP/IP]* settings described below (1 through 3), and then click *[OK]*.

① *[IP Address]* , *[Subnet Mask]* , *[Gateway]*

Make sure that these items are identical to those you input on the NIC FAX control panel (page 26).

② *[Access Control]*

Type in the IP address to which NIC FAX can connect when using the PC FAX function. Leave this setting at 0.0.0.0 if you don't need to use it.

③ *[Access Mask]*

Type in an access mask to limit the range of IP addresses that can connect to NIC FAX. Leave this setting at 0.0.0.0 if you don't need to use it.

Example:

Access Control : 192.168.15.16

Access Mask : 255.255.0.0

In this case, IP addresses that can connect to NIC FAX is:  
192.168.xx.xx

## Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

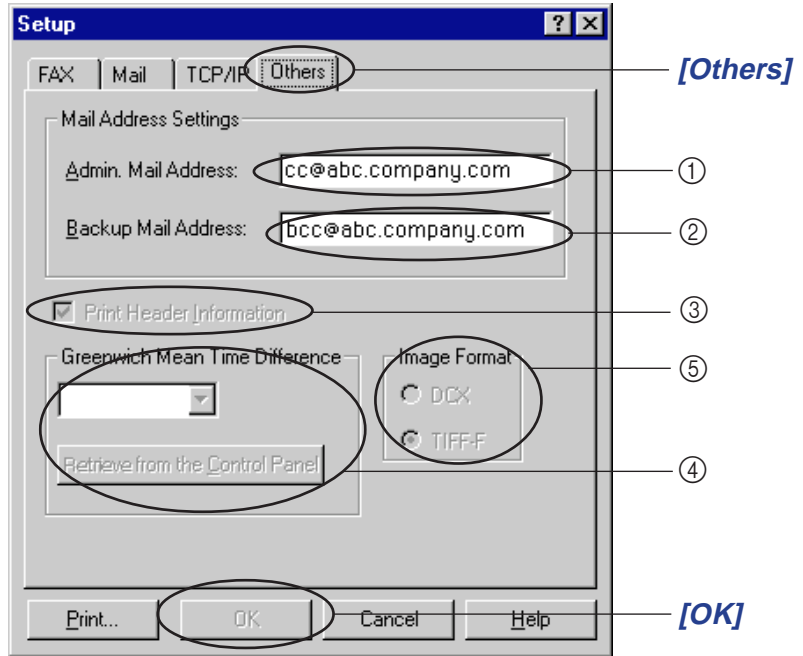
**Index**



## Other Settings

In the Administrator Mode, execute the **[Settings]** menu's **[Setup]** command to display the **[Setup]** dialog box.

- 1** Click the **[Others]** tab in the **[Setup]** dialog box.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**Note**

- Do not specify the NIC FAX mail address as the Admin. Mail Address or Backup Mail Address. Doing so can cause operational problems when transfer request mail is bcc'd to NIC FAX.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## 2 Make the settings described below (1 through 5), and then click **[OK]**.

### ① **[Admin. Mail Address]**

When notification mail messages (error notifications, relay result notifications) are generated by NIC FAX and sent to the originator of a message, a copy of the notification is also sent to the address you specify here. This input can be skipped.

### ② **[Backup Mail Address]**

Copies of all mail sent from NIC FAX are also sent to this address. This input can be skipped.

- Specifying a Backup Mail Address causes all mail to be sent to the address. This means the backup address requires large memory capacity.

### < **Note**

### ③ **[Print Header Information]**

Put a check in this checkbox if you want header information to be printed in received mail.

### ④ **[Greenwich Mean Time Difference]**

Specify the difference between Greenwich Mean Time and the time zone you are currently located in. You can use the drop-down list or click the button to get the value from Control Panel.

Example

London GMT

Paris GMT + 01:00

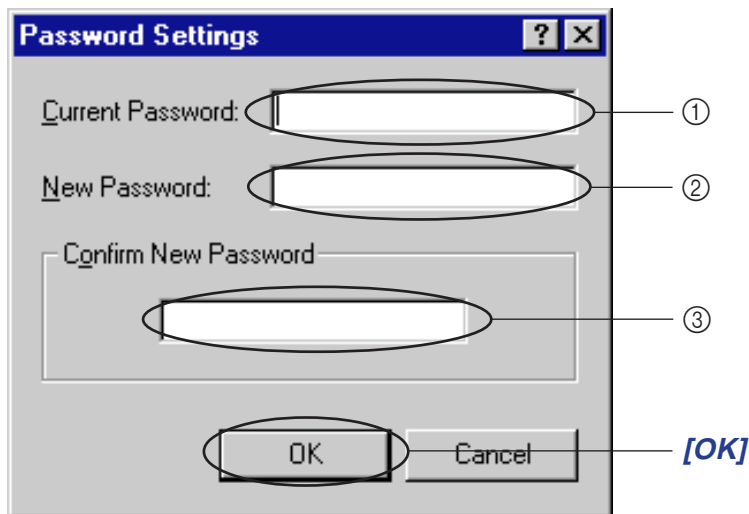
### ⑤ **[Image Format]**

Select the image format to be used when attaching fax data images to mail.

## SETTING THE ADMINISTRATOR MODE PASSWORD

On the **[Settings]** menu, click **[Password]** to display the password settings dialog box. Use this dialog box to specify a password that controls access to the Administrator Mode.

- 1 In the dialog box, make the required password settings and then click **[OK]**.



### Note

- Make sure you keep a separate record of your password so you do not forget it. If you do, you will not be able to access the Administrator Mode.
- Should you forget the password, contact your service representative.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

#### ① **[Current Password]**

Type in the password you want to change from. If this is the first time you are setting a password since installing IC FAX Monitor, leave this text box blank.

#### ② **[New Password]**

Type in up to eight characters for the password to which you want to change. Note that IC FAX Monitor distinguishes between upper-case and lower-case characters.

#### ③ **[Confirm New Password]**

Retype the password you specified into the **[New Password]** text box.

- Password settings you make go into effect when you click **[OK]**.

< **Note**

## BACKING UP AND RESTORING MEMORY DATA

### Note

- You cannot open a backup file on your computer.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

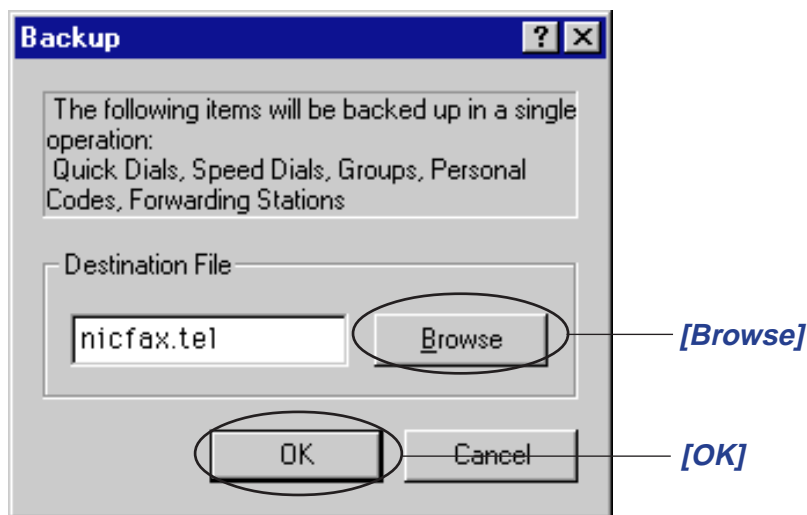
### Backing Up Memory Data

Making a backup file of memory data provides an easy way to restore normal operation should data be accidentally corrupted or deleted. The following is a list of data that is backed up by the procedure described below.

- Quick Dial
- Speed Dial
- Group Dial (including Multi-step Transfer Groups)
- Personal Codes
- Forwarding Stations

- 1** In the Administrator Mode, execute the *[Settings]* menu's *[Service Tools]* command followed by *[Backup]* command to open the backup dialog box.
- 2** After confirming the name of the backup file, click *[OK]* to save the data.

### < Note



**Note**

- Restore is intended for use to recover from a hardware malfunction. Restoring data for any other reason can cause communication problems.
- Restore can be used only when there is no dialing data stored in memory. Check that there is no data in memory before trying to restore data.
- Contact your service representative before performing the restore operation.

**Contents**GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector**GETTING READY**

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index****To save the data in a different file**

- 3** You can leave the default backup file name as it is or change it by clicking the **[Browse]** button, which opens a standard Windows file name specification dialog box.
- 4** Click **[OK]** to save the data.

**Restoring Memory Data**

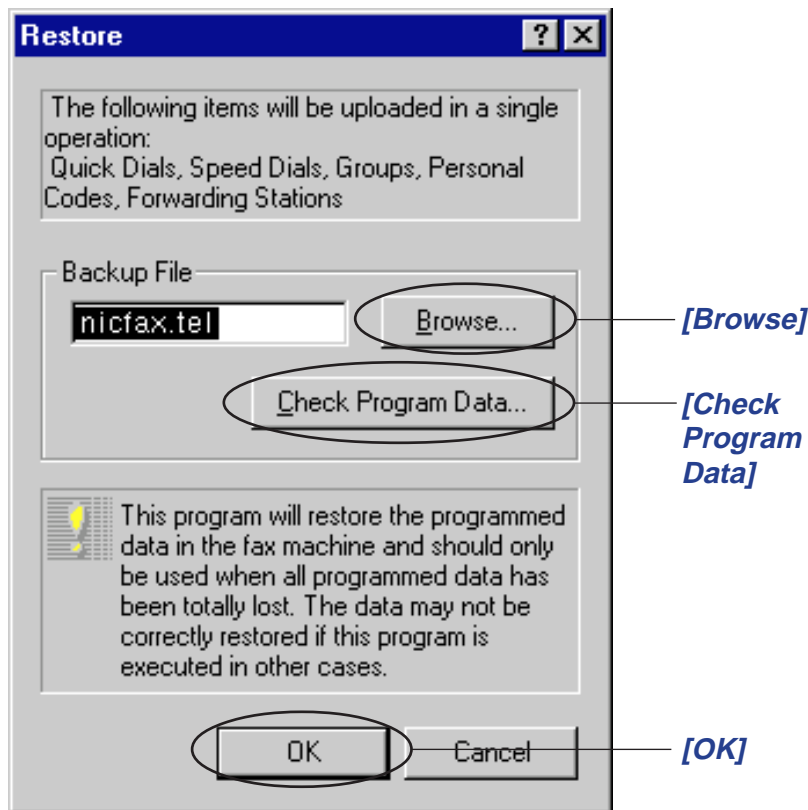
Use the procedure below to import data from a backup file and restore NIC FAX to the settings based on the backup file data.

Before you perform the restore operation, you must first ensure that all Quick Dial, Speed Dial, Group Dial, Personal Codes, and Forwarding Station data has been cleared from IC FAX memory. You can check if any of this data is in memory by printing reports.

**< Note**

- 1** In the Administrator Mode, execute the **[Settings]** menu's **[Restore]** command to open the restore dialog box.

- 2 After confirming the name of the backup file you want to restore, click **[OK]**.



### To change the backup file

- 3 You can leave the default backup file name as it is or change it by clicking the **[Browse]** button, which opens a standard Windows file name specification dialog box.

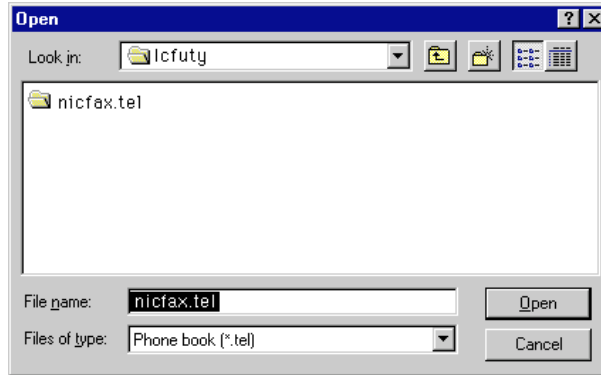
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**Note**

- Clicking Check Program Data displays a dialog box that lets you view data currently stored in memory.

- 4 Confirm that the name of the backup file is correct, then click **[OK]** to restore the data.

**< Note**



**Contents**

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# TESTING FOR PROPER OPERATION

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
<b>GETTING READY</b>	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

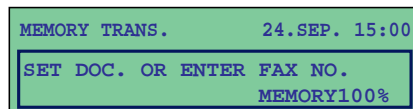
After completing all connections and settings, use the following procedure to test NIC FAX for proper operation.

## Testing for Proper Operation

Use the following procedure to send a mail message from NIC FAX to your own computer and test for proper operation of the send and receive functions.

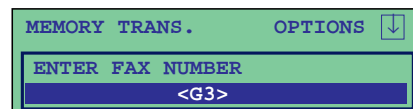
If the send and receive functions do not operate properly, check connections and try to locate the problem in the TROUBLESHOOTING section starting from page 165 of this Operator's Manual.

### 1 Make sure that the *Memory* indicator is lit.



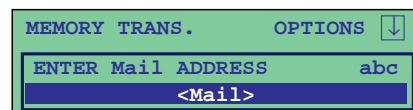
- If the *Memory* indicator is not lit, press the *Memory* key to turn it on.

### 2 Place the document you want to send face down into the feeder, and set the scanning parameters.



- Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

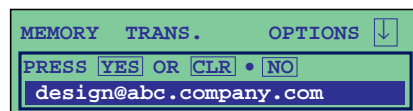
### 3 Press *Mail*.



- Make sure that the *Mail* indicator is lit.
- Pressing *Mail* while a document is not set on the feeder causes an error tone to sound.

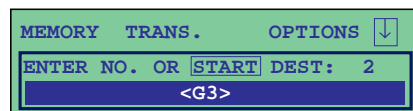


- 4 Use the Quick Dial keys and Ten-Key Pad to input the mail address you want to send to.**



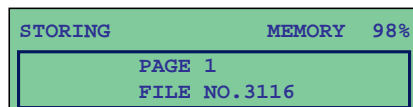
- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Letters and symbols will not be input if you press the Quick Dial keys while the Mail indicator is not lit.

- 5 Press Yes.**



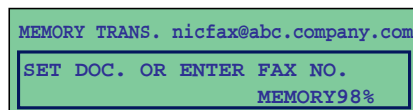
- This confirms the mail address as shown on the display and causes the **Mail** indicator to go out.

- 6 Press Start.**



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- It may take some time before the send operation starts. This is due to the time the machine requires to convert the data in memory.

- 7 Check that the sent mail was delivered properly.**



- Note that mail is picked up in accordance with the Mail RX Interval (page 58).

## Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector**GETTING READY**

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**

## Testing Operation by Sending a Fax from a PC FAX Application

After IC FAX Com Redirector, IC FAX Port, and Facsimile Modem Type A03 are installed on your computer, you can use one of its applications to send a fax to NIC FAX and to check for proper receipt. See page 95 for details on how to send a fax from a PC FAX application.

### Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector**GETTING READY**

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**



# INTERNET FAXING

- ➔ TRANSMISSION ..... 71
- ➔ BROADCASTING ..... 75
- ➔ TRANSFER REQUEST ..... 77
- ➔ RECEPTION ..... 82
- ➔ REPORTS AND LISTS ..... 87
- ➔ SIMPLE SCANNING OPERATION ..... 93
- ➔ USING A PC FAX APPLICATION ..... 95

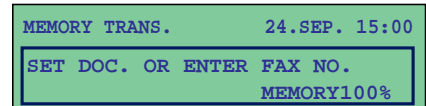
<b>Contents</b>	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
<b>INTERNET FAXING</b>	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# TRANSMISSION

A document can be read into IC FAX memory and sent as mail. The mail address can be input manually, or using Quick Dial, Speed Dial, or Group Dial. Mail can be sent to another fax compatible interned fax machine or to a computer.

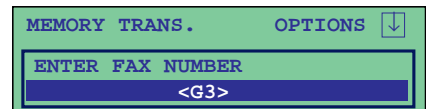
## Using Manual Address Input

- 1** Make sure that the *Memory* indicator is lit.



- If the *Memory* indicator is not lit, press the *Memory* key to turn it on.
- The data for Internet fax transmissions must first be stored into memory before it is sent. Immediate transmission is not supported.

- 2** Place your document face down into the feeder, and set the scanning parameters.



- Messages are always sent as A4 size. If you feed wider document than A4, it will be reduced in size to A4.
- Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

- 3** Press *Mail*.



- Make sure that the *Mail* indicator is lit.
- Pressing *Mail* while a document is not set on the feeder causes an error tone to sound.

### Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**Note**

- To cancel an Internet Fax, press the Function key, followed by the 2 and 1 keys.
- To cancel transmission, press the Stop key.

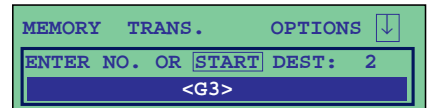
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
<b>INTERNET FAXING</b>	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**4 Use the Quick Dial keys and Ten-Key Pad to input the mail address.**



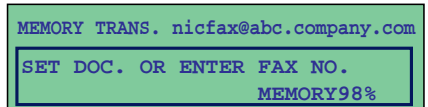
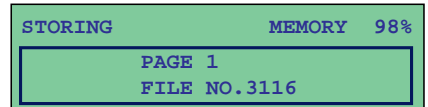
- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Letters and symbols will not be input if you press the Quick Dial keys while the **Mail** indicator is not lit.

**5 Press Yes.**



- This confirms the mail address as shown on the display and causes the **Mail** indicator to go out.
- Repeat steps 3 through 5 if you want to input more.

**6 Press Start.**

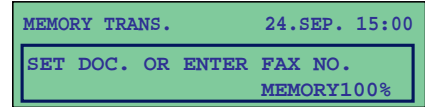


- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- With a long message, it may take some time before the transmission starts. This is due to the time the machine requires to convert the data in memory.

**< Note**

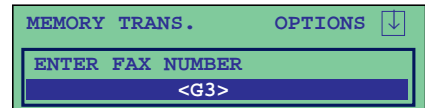
## Using Quick Dial, Speed Dial, or Group Dial for Address Input

**1** Make sure that the *Memory* indicator is lit.



- If the *Memory* indicator is not lit, press the *Memory* key to turn it on.

**2** Place your document face down into the feeder, and set the scanning parameters.



- Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

**3** Use Quick Dial, Speed Dial, or Group Dial to specify the mail address.



- Quick Dial ... Press the applicable Quick Dial key. See page 129 of this manual and page 293 of the main Operator's Manual for details on using Quick Dial.
- Speed Dial ... Press *Speed Dial/Tel Directory* and use the Ten-Key Pad to input the applicable two-digit Speed Dial. See page 133 of this manual and page 296 of the main Operator's Manual for details on using Quick Dial.
- Group Dial ... Press the applicable Quick Dial key. See page 300 of the main Operator's Manual for details on using Group Dial.

### Note

- With Group Dial, you can assign a mixture of mail addresses and fax numbers to a single Quick Dial key.

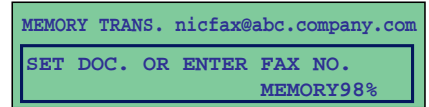
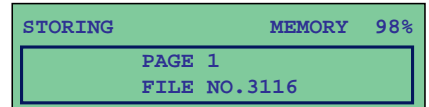
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**< Note**

4 Press **Yes**.



5 Press **Start**.



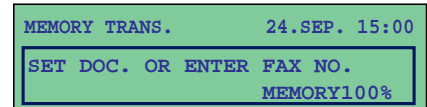
- ❑ This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- ❑ With a long message, it may take some time before the transmission starts. This is due to the time the machine requires to convert the data in memory.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
<b>INTERNET FAXING</b>	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# BROADCASTING

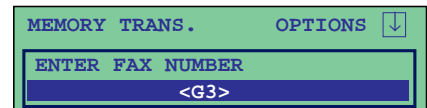
NIC FAX can send the same mail to multiple faxes or computers. The broadcasting addresses can be a mixture of fax numbers and mail addresses.

## 1 Make sure that the Memory indicator is lit.



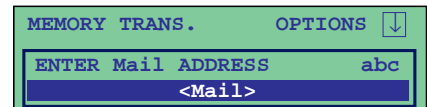
- If the **Memory** indicator is not lit, press the **Memory** key to turn it on.

## 2 Place your document face down into the feeder, and set the scanning parameters.



- Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

## 3 Use the Quick Dial keys or Ten-Key Pad to input the mail address.



- Manual input ... Press Mail then use the Quick Dial keys and Ten-Key Pad to input the mail address.
- Note that Letters and symbols will not be input if you press the Quick Dial keys while the **Mail** indicator is not lit.
- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Pressing **Mail** while a document is not set on the feeder causes an error tone to sound.

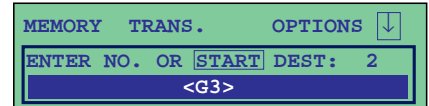
### Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



- Quick Dial ... Press the applicable Quick Dial key.
- Speed Dial ... Press **Speed Dial/Tel Directory** key and use the Ten-Key Pad to input the applicable two-digit Speed Dial.
- Group Dial ... Press the applicable Quick Dial key.

**4 Press Yes.**



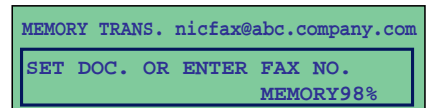
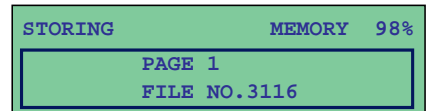
- This confirms the mail address as shown on the display. It also causes the **Mail** indicator to go out (if using manual input).

**5 Repeat steps 3 through 5 to input all the mail addresses you want.**



**< Note**

**6 Press Start.**



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- It may take some time before the transmission starts. This is due to the time the machine requires to convert the data in memory.

**Note**

- You can input up to 200 addressees, mixing mail addresses and fax numbers. Note that the maximum number of addressees may be further limited by your mail server.
- See page 18 of the main Operator's Manual for details on specifying addressees using user function keys.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# TRANSFER REQUEST

## Note 1

- Only a NIC FAX can be specified as the transfer requester for a transfer request by mail.
- See page 51 of the main Operator's Manual for details on the operation for transfer request by fax.

## Note 2

- Up to 99 transfer stations can be specified for each transfer request.
- Up to 30 end receivers can be specified for each transfer station.
- Each transfer station Group is counted as a single end receiver.
- Up to a total of 100 transfer stations can be specified by end receiver specification and Ten-Key input.

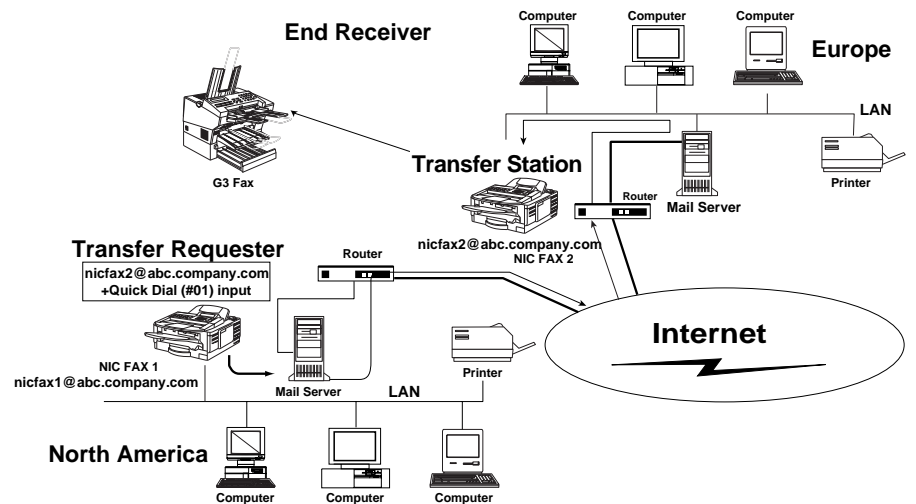
You can use Quick Dial, Speed Dial, or Group Dial to send to a transfer station previously assigned to the applicable key or code. There are two types of transfer request transmission: transfer request by mail and transfer request by fax (standard transfer request transmission).

The following are some terms you must be familiar with in order to perform the following procedure.

- Transfer requester..... This is the fax machine performing the transfer request transmission (NIC FAX).
- Transfer station ..... This is the fax machine, which is equipped with transfer capabilities, that is requested to perform a transfer.
- End receiver ..... This is the fax machine or computer that receives the mail or fax from the transfer station.

## < Note 1

### Transfer Request by Mail



## < Note 2

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

**Note 1**

- Before performing the following procedure, you must first store the polling ID for your fax machine and its telephone number. The same polling ID must be stored for both the transfer requester (NIC FAX) and the transfer station.
- See page 49 of the main Operator’s Manual for details on using Function 61 to store the polling ID (ID code).

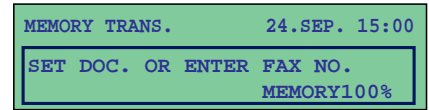
**Note 2**

- Sending a transfer request transmission to a fax that does not have a transfer function or to a computer by mail is sent as a normal transmission to and received by the transfer station without being transferred to any other destination. Note that no error report is returned to the transfer requester (the originator of the transmission). Because of this you should always confirm that the transfer station is a fax that is equipped with a transfer function.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

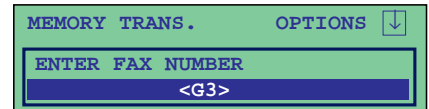
**< Note 1**

**1** Make sure that the *Memory* indicator is lit.



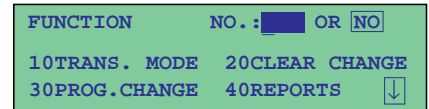
- If the *Memory* indicator is not lit, press the *Memory* key to turn it on.

**2** Place your document face down into the feeder, and set the scanning parameters.



- Text is sent as Detail size, even if Fine is selected.

**3** Press *Function*.



- If a function screen is already on the display, press *No*.
- See page 4 of the main Operator’s Manual for details on the sequence that functions are displayed.

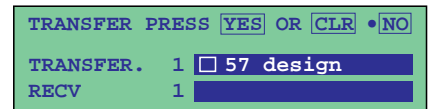
**4** Press **1 3**.



**< Note 2**

In Putting a Mail Address Stored in a Quick Dial/Speed Dial.

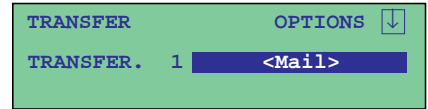
**5** Use Quick Dial or Speed Dial to specify the transfer station.



- Quick Dial  
Press the Quick Dial to which the desired address is assigned.
- Speed Dial  
Press *Speed Dial/Tel Directory* use the Ten-Key Pad to input the applicable Speed Dial.

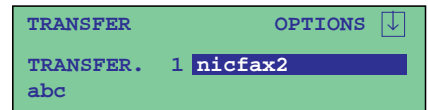
### Inputting a Mail Address Manually

**5 (1) Press *Mail*.**



- Make sure that the *Mail* indicator is lit.
- Pressing *Mail* while a document is not set on the feeder causes an error tone to sound.

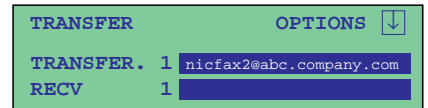
**5 (2) Input the mail address.**



- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a *Sym-bol* key is pressed. Use *Shift* to shift between upper-case and lower-case characters.
- Pressing *Clear* deletes the character at the current cursor position.
- Pressing *No* clears the address.

**6 Press *Yes*.**

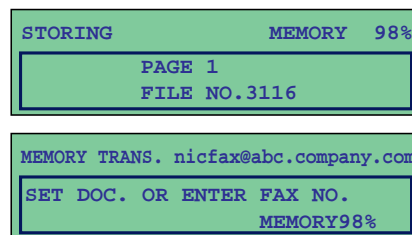
**7 Specify the end receiver and then press *Yes*.**



- See page 81 of this Operator's Manual for details about specifying end receivers.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

- 8 After finishing all the required input, press **Start**.



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- It may take some time before the send operation starts. This is due to the time the machine requires to convert the data in memory.

## Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**

## Transfer Request by Fax

See page 51 of the main Operator's Manual for details on sending a transfer request by fax.

## Specifying an End Receiver Station

Only end receivers whose mail addresses or fax numbers are programmed as Quick Dial, Speed Dials, or Group Dials on the transfer station can be specified as end receivers. Data for addressees specified as end receivers is sent to the mail addresses or fax machines registered on the transfer station.

### Quick Dial

Press **#** and then input the applicable two-digit Quick Dial code.

Example : To specify the end receiver assigned to Quick Dial code 01 on the transfer station.

Enter : **# 0 1**

### Speed Dial

Press **# \*** and then input the applicable two-digit or three-digit Speed Dial.

Example : To specify the end receiver assigned to Speed Dial 12 on the transfer station.

Enter : **# \* 1 2**

Example : To specify the end receiver assigned to Speed Dial 123 on the transfer station.

Enter : **# \* 1 2 3**

### Group Dial

Press **# \*\*** and then input the applicable two-digit Group Dial code.

Example : To specify the end receiver assigned to Group 04 on the transfer station.

Enter : **# \*\* 0 4**

## Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**

## RECEPTION

### Receiving Mail

NIC FAX automatically accesses the mail server to receive mail. Mail RX interval is set to three minutes at the factory, but this can be changed to any interval within the range of one to 60 minutes.

- ❑ See page 58 of this Operator's Manual for information about changing the mail receive interval setting.

#### Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

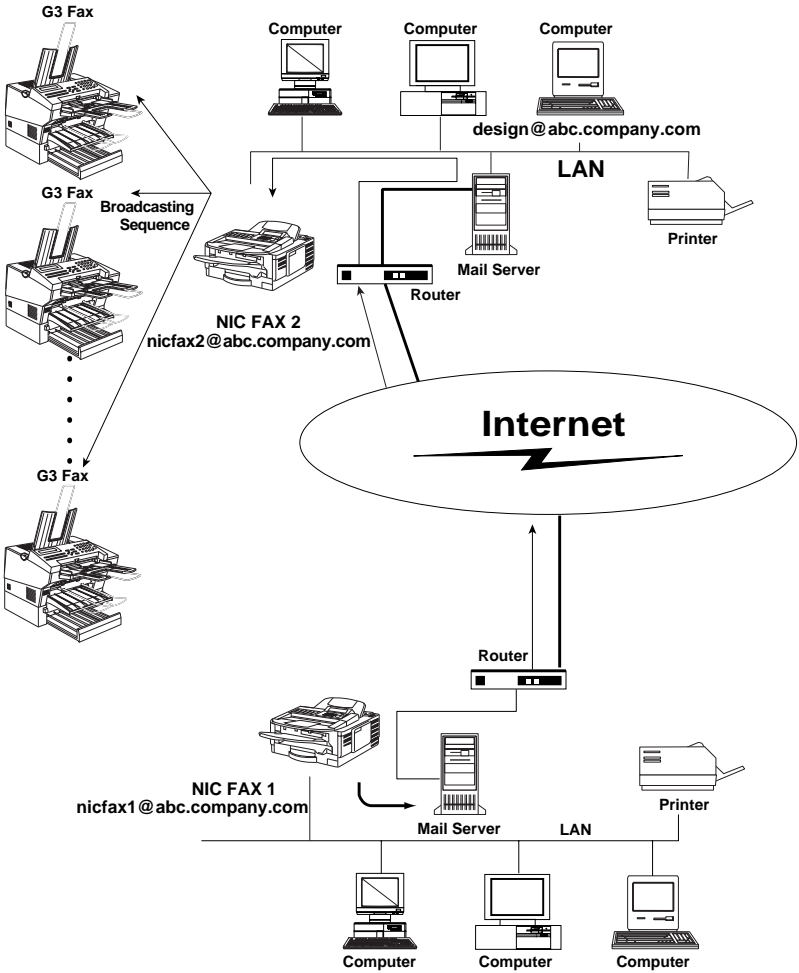
IC FAX Monitor

**Index**

## Receiving Transfer Request Mail

When NIC FAX receives a transfer request transmission by mail, it transfers the mail to all the end receivers specified in the mail.

- ❑ Note that the an optional memory card or hard disk unit is required to receive transfer request mail.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Transfer request mail from NIC FAX 1 is received by NIC FAX 2 and sent to the specified end receivers.



**Note 1**

- For Mail from a computer, alphabetic-character text and TIFF-F/DCX images are output they are. If you receive nonalphabetic text, it may not be printed normally.
- Mail is not picked up when free memory is low. In this case, mail pickup will be performed once sufficient free memory becomes available.
- Mail addresses can also be specified as end users.
- Transfer request mail requires setting of the polling ID and end receiver address or fax phone number. The end receiver address or fax phone number must be assigned to a Quick Dial, Speed Dial, or Group Dial.

**Note 2**

- If a specified Group Dial that is programmed as the end receiver is set for Multi-step Transfer at the transfer station, the transfer station passes on the document to the destination.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**< Note 1**

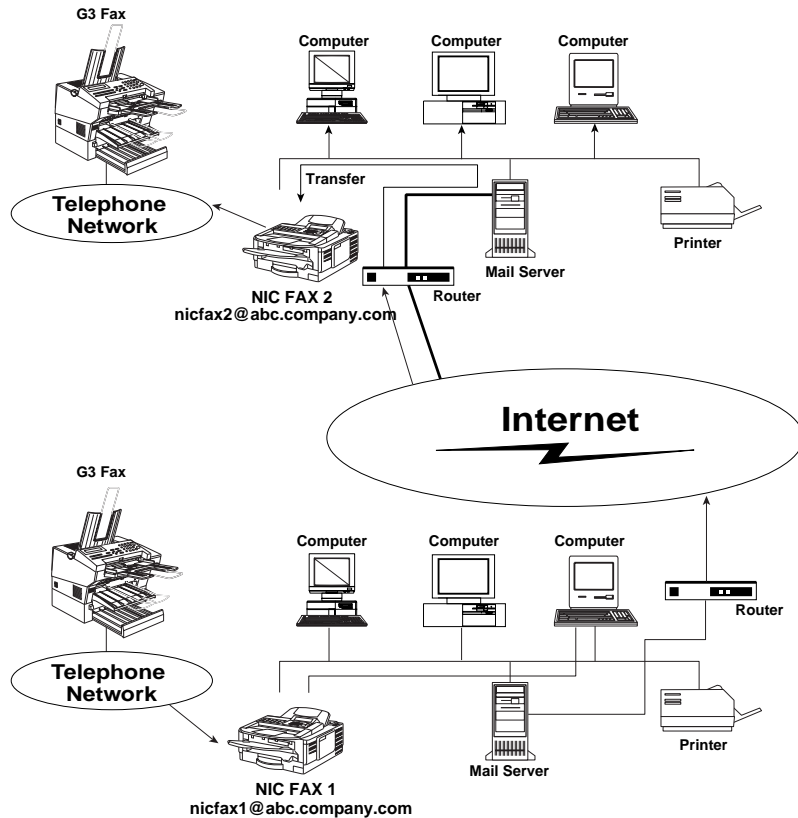
**Multi-step Transfer Example**

Transfer request transmission becomes even more effective when it is performed through multiple transfer stations.

Once a transfer station is assigned to a Group, specifying that group as the end receiver causes a transfer request transmission to send the document to the assigned transfer station. The mail addresses and fax numbers assigned to the specified Group become end receivers.

Contact your local service representative for full details.

**< Note 2**



## Routing of Received Faxes

Four-digit Personal function codes (SUB) appended to faxes sent from G3 machines are compared with Personal Codes programmed on the NIC FAX. A matching code causes the fax to be routed to the destination assigned to the Personal Code.

See pages 111 and 142 of this Operator's Manual for details on programming routing destinations.

### < Note

### Note

- See page 18 of this manual for details on routing of received faxes.  
 "Routing of a Received Document to a Computer"  
 ..... See to p.18
- NIC FAX supports routing of faxes received from another NIC FAX or other types of fax machines.
- Routing results are not informed to the routing requester machine.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Forwarding of Received Faxes

See page 109 of the main Operator's Manual for details on programming forwarding destinations.

- ❑ See page 19 of this Operator's Manual for details on forwarding of received faxes.

### Contents


GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# REPORTS AND LISTS

## Note 1

- When you send a fax to a mail address, the field where the fax number normally appears in a standard fax report or list is replaced by the applicable mail address.

## Note 2

- See page 60 for details on how to turn printing of header information on and off "Other Settings"  
 ..... See to p.60 

The formats of most reports and lists are identical to those output for the standard fax functions. This section describes only reports and lists that have different formats.

## < Note 1

### Transfer Result Report

When a transfer result request is sent by mail to a transfer station, this report is sent by mail to the transfer requester to inform it of the result of the transmissions as soon as they are all complete.

## < Note 2

```

**** Mail INFORMATION ***** 24.SEP. 1998 11:26 *****

From: nicfax 1@abc.company.com
Subject: Fax Message from "1234"("nicfax RTT")
*****

***** TRANSFER RESULT REPORT ( 24.SEP. 1998 ) *****

TRANSFER STATION  nicfax 1@ abc.company.com
TRANSFER REQUESTED TIME  1.23  11:25

ADDRESS(GROUP)                                     PAGE      RESULT
-----
Mail : nicfax@ccc.company.com                       1          --
G3 : 212-1234-45678                                  1          OK
    
```

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

### [RESULT]

- OK : All pages sent (fax transmission).
- E : Error
- : Internet fax sent to mail server registered for this machine. This does not indicate that the mail reached the final destination.

## Error Mail Notification

NIC FAX sends this notification to a sender when it is unable to successfully receive a particular mail message. A cc of this notification is also sent to the administrator mail address when one is specified.

- ☐ See page 60 for details on specifying the administrator mail address.

```

**** Mail INFORMATION ***** 24.SEP. 1998 11:26 *****

From: nicfax 1@abc.company.com
Subject: Fax Message from "1234"("nicfax RTI")
*****

***** ERROR MAIL NOTIFICATION ( 24.SEP. 1998 ) *****

NOTIFICATION FROM          nicfax 1@ abc.company.com

CAUSE OF ERROR  DECODE ERROR (INVALID FILE)

PLEASE CONFIRM

THANK YOU
    
```

### Note

- NIC FAX also prints an Error Report when it sends an Error Mail Notification.
- See page 168 of the main Operator’s Manual for details on error reports.

### < Note

## Error Report (Mail)

This report is printed on NIC FAX when it is unable to send an Error Mail Notification.

```

***** ERROR REPORT (Mail) ( 24.SEP. 1998 11:26 ) *****

                                                                 TTI design

FILE TIME      ADDRESS
*****
0009 11:26      nicfax 1@ abc.company.com

PLEASE SEND THIS REPORT TO THE ABOVE ADDRESS.
CAUSE OF ERROR:      DECODE ERROR (INVALID FILE)
    
```

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Server-generated Error Mail from the Server

The transmitting server sends this error mail to the originator of mail that cannot be transmitted correctly due to an incorrect mail address or some other reason.

```

**** Mail INFORMATION ***** 24.SEP. 1998 11:21 *****

From: MAILER-DAEMON
Subject: Returned mail : User unknown
*****

Received: from localhost (localhost) by aaa.company.com (8.6.11+2.4W/3.3W9-1.OS8Sun)
Date: Thu, 24.SEP. 1998 11:18:15+0900
From: Mail Delivery Subsystem (MAILER-DAEMON)
Subject: Return mail: User unknown
Message-Id:(12345678.LAA12345@aaa.company.com)
To <icfax@aaa.company.com >

The original message was received at Fri, 19 Jun 1998 11:25:02 +0900
From abc.company.com[192.168.15.16]

----- The following addresses had delivery problems -----
< icfax@bbb.company.com > (unrecoverable error)

----- Transcript of session as follows -----
... while talking to aaa.company.com:
>>> RCPT To: < icfax@bbb.company.com > ... User unknown
<<< 550Action not taken. supported local user icfax@ bbb.company.com does not exist.
550 < icfax@bbb.company.com >... User unknown

-----Original message follows -----
Return-Path: icfax@bbb.company.com
Received: from icfax@bbb.company.com (abc.company.com [192.168.15.16] by are
Message-Id: (12345678.LAA12345@aaa.company.com)
Date: 19 Jun 1998 11: 20:21 +0900
X-Mailer: ICFAQ Version 1.0
Content-Type: multipart/mixed: boundary="----- ICFAQ_60678ADCFI -----"
To: icfax@bbb.company.com
From: icfax@ aaa.company.com
Subject: Fax Message from "1234"
(F64G-S RTT")

```

Example Printout of Server-generated Error Mail

### Note

- Printing of server-generated error mail is followed by printing of the first page of the document.

### Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

Index

< Note

## Journal

```

* * * JOURNAL ( 24.SEP. 1998 15:12 ) * * *
                                                    TTI ABC.COMPANY
<TX>
DATE  TIME  ADDRESS                MODE  TIME  PAGE  RESULT  PERS. NAME  FILE
-----
24.SEP. 10:19  New York Branch          G3EDM 0'41"  P.1   OK           design  0528
          11:45  PC--<LAN>-->            G3DM  0'05"  P.2   OK           0529
          13:46  nicfax1@abc.company.com  MailDM 0'45"  P.2   -- --       0530
          14:47  nicfax2@abc.company.com  MailDM 0'15"  P.1   -- --       001   0531
          14:48  nicfax3@abc.company.com  MailDM 2'22"  P.1   -- --       111   0532
          15:08  nicfax4@abc.company.com  MailDM 0'15"  P.1   E           0533

<RX>
DATE  TIME  ADDRESS                MODE  TIME  PAGE  RESULT  PERS. NAME  FILE
-----
24.SEP. 9:37   New York Branch          G3ES  0'06"  P.1   OK           design  0558
          11:19  PC--<LAN>-->            MailSM 0'15"  P.1   OK           0559
          12:45  nicfax5@abc.company.com  MailSM 0'08"  P.1   OK           0560
          15:01  nicfax6@abc.company.com  MailSM 0'01"  P.1   E           0001  0561
          15:09  nicfax7@abc.company.com  MailSM 0'02"  P.1   OK           1111  0562

S C N      000636          P R T      002318          T X      006535          R X      000838
# : BATCH                C : CONFIDENTIAL  $ : TRANSFER      P : POLLING
M : MEMORY              L : SEND LATER   @ : FORWARDING    E : ECM
S : STANDARD            D : DETAIL       F : FINE           > : REDUCTION
!S : REMOTE TRANSFER   N : PABX         + : ROUTING
    
```

**[DATE]**  
Date of communication.

**[TIME]**  
Time communication started.

**[ADDRESS]**  
In the case of mail transmission, this column shows the address that was input manually, or the name assigned to the Quick Dial or Speed Dial that was used.

In the case of mail reception, this column shows the address that was in the From field of the received mail.

In the case of communication with another fax, the contents of this column are identical to those of the standard fax journal.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**[MODE]**

Letter or symbol indicating the communication mode.

**[TIME]**

Elapsed time. \*\*:\* is shown if the elapsed time exceeds 99 minutes 59 seconds.

**[PAGE]**

Number of pages. \*\*\* is shown if the number of pages exceeds 999.

**[RESULT]**

OK : All pages sent (fax transmission).

E : Error

-- : Internet fax sent to mail server registered for this machine. This does not indicate that the mail reached the final destination.

D : Power outage

**[PERSONAL NAME]**

Personal name or Personal Code for communication with Personal Code specified. The personal name is shown here when one is programmed.

**[FILE]**

File number (document control number)

**Contents**GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**



## Personal Code List

* * * PERSONAL CODE LIST ( 24.SEP. 1998 15:12 ) * * *					
					TTI ABC.COMPANY
PERS. CODE	CONFID'LID	PERS.NAME	QUICK KEY	ROUTING ADDRESS	
0001	1234	design PC	36	QUICK DIAL 08	Mail : design
0011		NORTON PC	12	QUICK DIAL 01	Mail : NORTON
0154		Micky PC	44	QUICK DIAL 09	Mail : ARMSTRONG
2222		Mike PC	56	QUICK DIAL 03	Mail : Philadelphia
3333		Jon PC	45	QUICK DIAL 05	Mail : Chicago

### [PERSONAL CODE]

Personal Codes programmed on the machine

### [CONFIDENTIAL ID]

Confidential IDs, when programmed

### [PERSONAL NAME]

Personal names, when programmed

### [QUICK DIAL KEY]

Quick Dial to which Personal Codes are assigned

### [ROUTING DESTINATION]

Routing destinations, when programmed

## Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

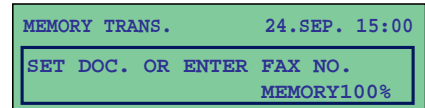
**Index**

# SIMPLE SCANNING OPERATION

You can use NIC FAX as a simplified network scanner by sending a document to your own mail address.

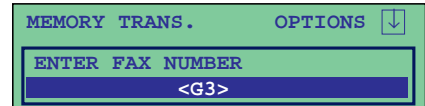
- ☐ For this operation you can select between Standard resolution (200 × 100 dpi) and Detail resolution (200 × 200 dpi).

**1** Make sure that the **Memory** indicator is lit.



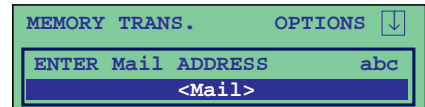
- ☐ If the **Memory** indicator is not lit, press the **Memory** key to turn it on.

**2** Place the document you want to scan face down into the feeder, and set the scanning parameters.



- ☐ Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

**3** Press **Mail**.



- ☐ Make sure that the **Mail** indicator is lit.
- ☐ Pressing **Mail** while a document is not set on the feeder causes an error tone to sound.
- ☐ It is not necessary to press **Mail** if you plan to use Quick Dial or Speed Dial to input the address.
- ☐ To input the address, you could also use Quick Dial if your mail address is programmed to one. (In this case, skip step 3.)
- ☐ To input the address, you could also press **Speed Dial/Tel Directory** and then input a Speed Dial if your mail address is programmed to one. (In this case, skip step 3.)

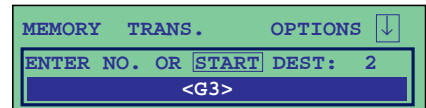
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**4 Use the Quick Dial keys and Ten-Key Pad to input the mail address you want to send to.**



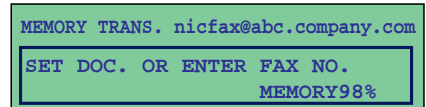
- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Letters and symbols will not be input if you press the Quick Dial keys while the **Mail** indicator is not lit.

**5 Press Yes.**



- This confirms the mail address and causes the **Mail** indicator to go out.

**6 Press Start.**



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- It may take some time before the send operation starts. This is due to the time the machine requires to convert the data in memory.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# USING A PC FAX APPLICATION

## Note 1

- See the documentation that comes with your PC fax application for details on how to install it.
- See page 156 of this Operator's Manual for details about IC FAX Com Redirector.  
"IC FAX Com Redirector"  
..... See to p.156 →
- NIC FAX can also receive simultaneous transmission requests from two different computers.

## Note 2

- A PC fax application cannot be used to receive a fax. Be sure to turn off its auto receive setting if it has one.

NIC FAX lets you send a fax of a document created on your computer using IC FAX Com Redirector and a PC fax application.

## < Note 1

### PC FAX Application

Be sure to use a PC Fax application that supports Class 2 AT commands, such as Microsoft FAX. Contact your sales or service representative for details on PC FAX applications that are compatible with NIC FAX.

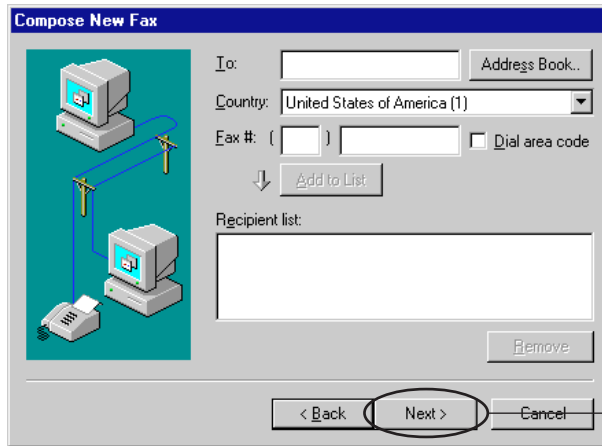
## < Note 2

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

## Sending a PC Fax

The following example shows how to send a PC FAX using Microsoft FAX. See the documentation that comes with Windows 95 for full details on Microsoft FAX.

- 1** On the *[Start]* menu, point to *[Programs]*, *[Accessories]*, and *[Fax]*, and then click *[Compose New Fax]*.
  - This displays a dialog box for creation of a new message.
- 2** Type in the number of the fax machine to which you want to send.



- You can also specify the number by inputting a NIC FAX Quick Dial, Speed Dial, or Group Dial. If a mail address is assigned to the Quick Dial, Speed Dial, or Group Dial, the message is sent as mail.
- Quick Dial  
Input # followed by a two-digit Quick Dial Code. For Quick Dial code 12, input: #12.
- Speed Dial  
Input #\* followed by a two-digit Speed Dial. For Speed Dial 23, input: #\*23.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**Note 1**

- Be sure to input a leading zero to change one-digit numbers into two-digit numbers. For example, input 5 as 05.
- When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you must input three digits for Speed Dials. This means you must input two leading zeros to change one-digit numbers into three-digit numbers.
- Typing in 0000 for the fax number outputs to the NIC FAX you are sending from.

**Note 2**

- As with standard faxing from NIC FAX, TTI (Transmit Terminal Identification) information, addressee names assigned to the Quick Dial or Speed Dial, and personal name (destination name) are included with PC fax transmissions, except when sending to your own machine (fax number 0000).

- Group Dial

Input #\* \* followed by a two-digit Group Dial Code. For Group Dial code 05, input: #\* \*05.

**< Note 1**

- 3 Follow the instructions that appear on the screen.**

**< Note 2**

Sending a PC Fax of a Document Created with a Word Processor or Other Application

- 1 On the [File] menu, click [Print].**
- 2 Select Microsoft FAX or the name of the PC fax application you are using as the printer name.**
- 3 Follow the instructions that appear on the display.**

**Contents**GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**



# USING FUNCTIONS

- ➔ FUNCTION 25 - ERASING PC FAX TRANSMISSION .... 99
- ➔ FUNCTION 31 - PROGRAMMING QUICK DIALS ..... 100
- ➔ FUNCTION 63 - USER PARAMETERS ..... 109
- ➔ FUNCTION 71 - PROGRAMMING THE PERSONAL  
CODES (ROUTING ADDRESSES) ..... 111
- ➔ EDITING PERSONAL CODE ..... 114

<i>Contents</i>	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<i>Index</i>

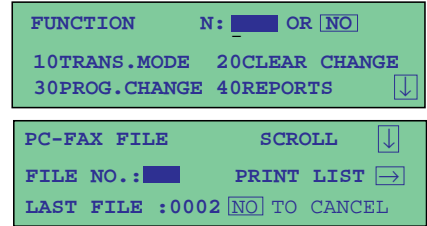
# FUNCTION 25 - ERASING PC FAX TRANSMISSION

## Note

- You can use this procedure to cancel a PC FAX transmission while NIC FAX is accepting a PC FAX transmission, in the stand-by mode, or sending a fax.
- Use Function 21 to cancel an Internet fax.
- An IC FAX transmission can be interrupted by pressing *Stop*.

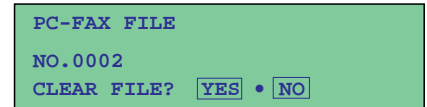
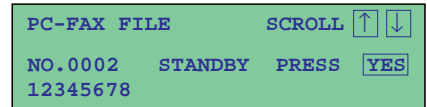
Perform the following procedure to cancel a PC FAX transmission.

**1** Press *Function 25*.



- If a previous function screen is already shown, you need to press *No* followed by **3** then **1** instead.

**2** Press **▼** to select the file you want to cancel, and then press *Yes*.



**3** Press *Yes*.

**4** Press *Function*.

**< Note**


Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



# FUNCTION 31 - PROGRAMMING QUICK DIALS

## Note

- Always use the procedure on page 63 of this Operator's Manual to back up data before programming new data or editing existing data.

..... See to p.63 

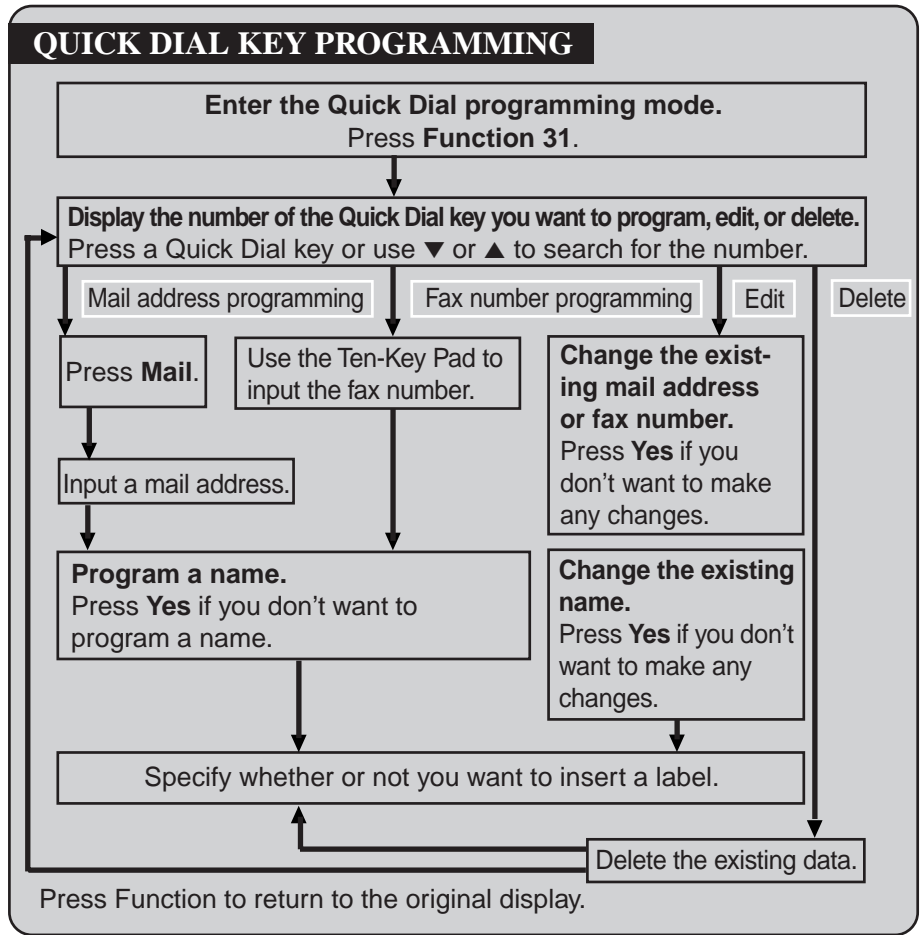
Once a destination fax number or mail address is assigned to a Quick Dial key, you can input the fax number or address by simply pressing the key or inputting its code. Turning on label insertion automatically prints the programmed name on the first page of the document.

Assigning an Auto Document to a Quick Dial key to which a destination is assigned appends the Auto Document to the fax being sent with the touch of a key. This is called a Personal Auto Document. See page 68 of the main Operator's Manual for details.

## < Note

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Quick Dial Key Programming



### Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
<b>USING FUNCTIONS</b>	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Programming a New Quick Dial

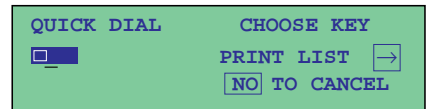
See page 293 of the main Operator's Manual for details on programming standard fax machine phone numbers.

The following data can be programmed to a Quick Dial key.

- Destination mail address and name
- Label insertion on and off

### < Note

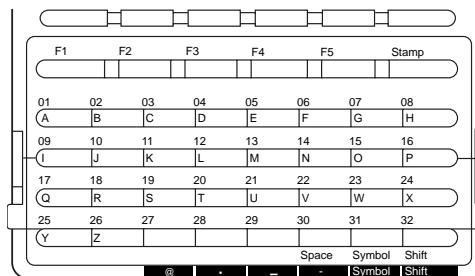
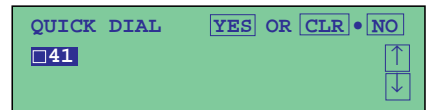
**1** Press **Function 31**.



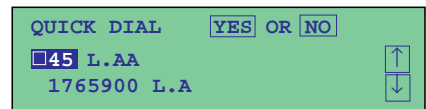
- If a previous function screen is already shown, you need to press **No** followed by **3** then **1** instead.

**2** Press the Quick Dial key you want to program.

- If you press the wrong key, press **No** or use **▲** and **▼** to scroll to another key.



- A screen like the one to the right appears if the key already has data assigned to it. Use **▲** and **▼** to search for a different Quick Dial key that is not programmed yet.



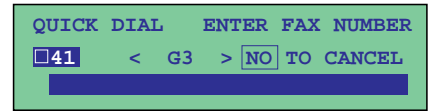
### Note

- You can also make settings with IC FAX Monitor. See page 129 of this Operator's Manual for details.

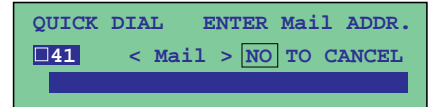
..... See to p.129

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**3** Press **Yes**.

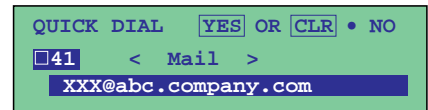


**4** Press **Mail**.



This causes the **Mail** indicator to light.

**5** Input the mail address you want to assign to the key.



- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Pressing **Clear** deletes the character at the current cursor position.
- Pressing **No** clears the address.

**6** Press **Yes**.



This saves the mail address and causes the **Mail** indicator to go out.

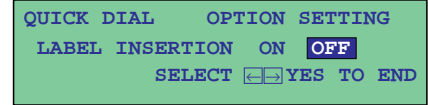
**7** Input the destination label.



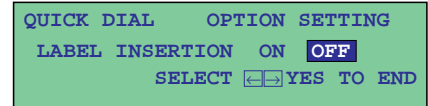
If you do not want to program a label, press **Yes** and skip to step 10.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

8 Press **Yes**.

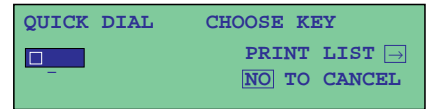


9 Turn label insertion on or off.

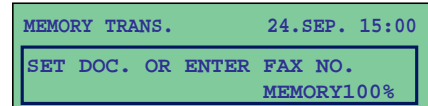


Use ◀ and ▶ to move the highlighting between ON and OFF.

10 Press **Yes**.



11 Press **Function**.



### Using Quick Dial to Send a Document

1. Place your document face down into the feeder, and set the scanning parameters.
2. Press the Quick Dial key to which the destination where you want to send the document is programmed.

This causes the destination name and mail address to appear on the display.

3. After checking that the destination is correct, press **Yes**.
4. Press **Start**.

### Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**Note**

- The data of a Quick Dial key that is currently being used by a fax that is in memory standing by for transmission cannot be edited.

## Editing Quick Dial

Use the following procedure to edit data already programmed to a Quick Dial key.

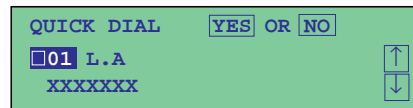
**< Note**

**1 Press *Function 31*.**



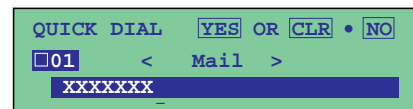
- If a previous function screen is already shown, you need to press **No** followed by **3** then **1** instead.

**2 Press the Quick Dial key you want to edit.**

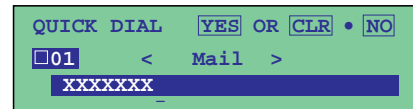


- If you press the wrong key, press **No** or use **▲** and **▼** to scroll to the key you want.
- While this screen is on the display, you can press **▶**, use the Ten-Key Pad to input 1 for a Quick Dial List or 2 for a Quick Dial Label, and then press **Start** to print the selection.

**3 Press *Yes*.**



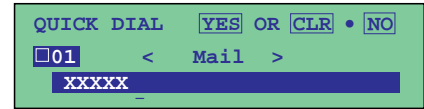
**4 Press *Mail*.**



- Make sure the **Mail** indicator is lit.
- If a mail address is already assigned to the key, it appears on the display automatically in step 3. In this case, you do not need to perform step 4.

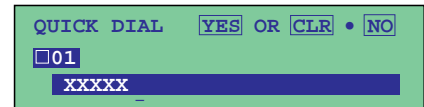
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**5 Edit the mail address on the display.**



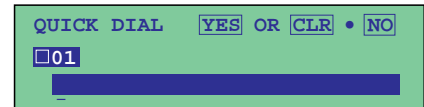
- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-*bol*** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Pressing **Clear** deletes the character at the current cursor position.
- Pressing **No** clears the address.

**6 Press *Yes*.**



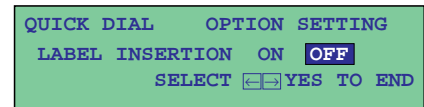
- This saves the mail address and causes the **Mail** indicator to go out.

**7 Use *Clear* or *No* then re-input the label.**

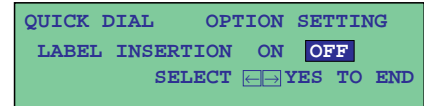


- If you do not want to change the label, jump to step 8.
- See page 220 of the main Operator's Manual for details on storing names.

**8 Press *Yes*.**



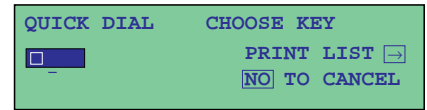
**9 Turn label insertion on or off.**



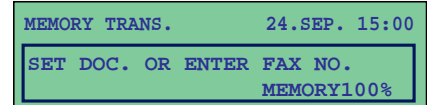
- Use ◀ and ▶ to move the highlighting between ON and OFF.
- See page 88 of the main Operator's Manual for details on label insertion and the inputting text.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**10** Press **Yes**.



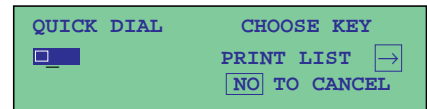
**11** Press **Function**.



## Erasing a Quick Dial

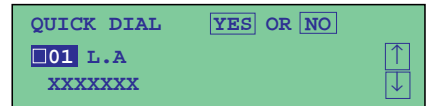
Use the following procedure to delete data already programmed to a Quick Dial key.

**1** Press **Function 31**.



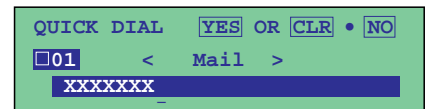
- If a previous function screen is already shown, you need to press **No** followed by **3** then **1** instead.

**2** Press the Quick Dial key whose data you want to delete.

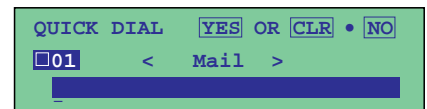


- If you press the wrong key, press **No** or use **▲** and **▼** to scroll to the key you want.
- While this screen is on the display, you can press **▶**, use the Ten-Key Pad to input 1 for a Quick Dial List or 2 for a Quick Dial Label, and then press **Start** to print the selection.

**3** Press **Yes**.



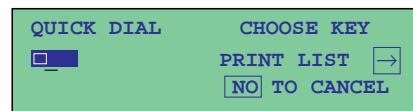
**4** Press **No**.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

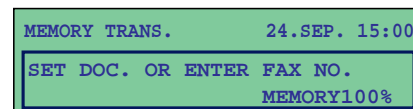


**5** Press **No**.



This deletes the data.

**6** Press **Function**.



## Speed Dial and Group Dial

Similar procedures as described above can be used to program Speed Dial and Group Dial mail addresses. See page 296~304 of the main Operator's Manual for details on programming fax numbers.

### Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**

# FUNCTION 63 - USER PARAM- ETERS

User Parameters appear on the display as a series of on/off switches that can be used to configure a number of features.

- When installation of options or functions requires other on/off settings besides User Parameter settings, make the other settings first before making the User Parameter settings.
- The factory default setting is    (underline).

### Switches and Bits

- Each User Parameter switch represents a bit (digit) of an eight-bit binary number. Each bit is referred to by its relative position, with bit 0 on the far right and bit 7 on the far left. Each bit can be either 0 or 1, and the status of each function is determined by the value of the corresponding bit.

Switch : 0 0 : 0 1 0 0 0 0 0

• • • • • • • •  
• • • • • • • •

7 6 5 4 3 2 1 Bit numbers

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Note

- See page 223 of the main Operator's Manual for details on making User Parameter settings.
- See page 175 of the main Operator's Manual for details on how to print a User Parameter List.

## < Note

Switch	Bit	Item	Settings	Page
14 LAN-PC FAX	2	Normal TTI printing	1: Print    0: <u>Do not print</u>	P.30, 267

The following table shows User Parameter switches for IC FAX mail.

Switch	Bit	Item	Description
02	0	Forwarding mark printing	This setting specifies whether or not a forwarding mark should be appended to images of received mail that is forwarded or routed.
	1	Centre mark printing	
	2	Reception time printing	
	3	TSI printing	Printing of the mail address in the From field of received mail.
	4	Checkered Mark printing	
06	0	Normal TTI printing	
	4	Batch transmission	Mail transmission does not support batch Transmission, but when this switch is turned on, the same mail can be batch sent to multiple destinations. When this switch is off, mail is sent to individual destinations.
10	0	Reverse order printing	
	1	TOIN-1	Image Rotation

## Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**

# FUNCTION 71 - PROGRAMMING THE PERSONAL CODES (ROUTING ADDRESSES)

Routing addresses are compared with four-digit Personal Codes received from G3 fax machines, and messages are routed accordingly. See page 18 of this manual for details.

- A name can be assigned to each Personal Code.
- You can select whether or not to assign Personal Codes to Quick Dial keys. When they are, a Personal Code can be specified by pressing the applicable Quick Dial key.
- For details on inputting Personal Codes for transmission, see page 28 of the main Operator's Manual.
- When Restricting Access to the Machine (page 75 of the main Operator's Manual), machine operations are disabled unless the operator is able to input the proper Personal Code.
- Printout of a Personal Code List is recommended after you program or edit Personal Code data. Keep this list handy for later reference when required.

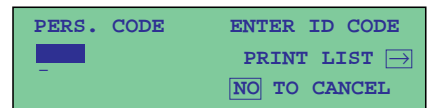
## Programming a Personal Code

### 1 Press **Function 60**.



- If a previous function screen is already shown, you need to press **No** followed by **6** then **0** instead.
- See page 4 of the main Operator's Manual for details on the sequence that function screens appear on the display.

### 2 Press **222271**.



- While this screen is on the display, you can print a Personal Code list by pressing **▶** and then **Start**. See page 92 of this Operator's Manual for details on the Personal Code List.

### Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

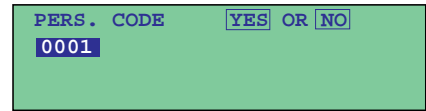
GLOSSARY

IC FAX Monitor

**Index**

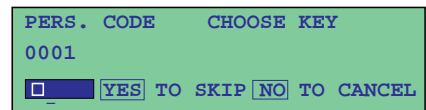
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**3 Use the Ten-Key Pad to input a four-digit Personal Code.**



- You can use any number from 0 to 9 in each digit of the Personal Codes. The only restriction is that you are not allowed to program a Personal Code of 0000.
- If you make a mistake during input, press **No** and input again.

**4 Press Yes.**



**5 Press the Quick Dial key to which you want to assign the Personal Code.**



- Skip this step if you don't want to assign the Personal Code to a Quick Dial key.

**6 Press Yes.**



**7 Input the name you want to assign to the Personal Code.**

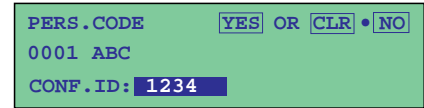


- You can input up to 20 characters per name. A character can be an alphabetic character, symbol, number, or space.
- See page 220 of the main Operator's Manual for details on storing names.
- If you do not want to program a label, skip to step 9.

**8 Press Yes.**



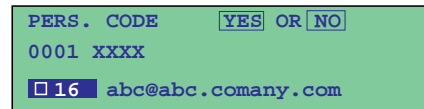
**9** Input a 4-digit Confidential ID if you wish to use this feature (you can skip this step if you wish).



**10** Press **Yes**.

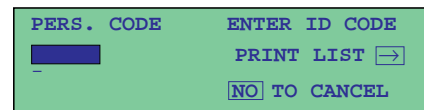


**11** Use a Quick Dial or Speed Dial to specify the routing address.

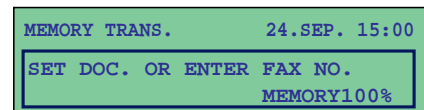


- If you specify a Quick Dial or Speed Dial that does not have a mail address assigned to it, the message UNABLE TO PROGRAM appears.
- Note that you cannot input a routing address manually.

**12** Press **Yes**.



**13** Press **Function**.



## Contents

GETTING AQUAINTED WITH NIC FAX

IC FAX Com Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**

# EDITING A PERSONAL CODE

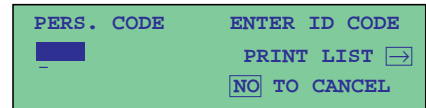
To change a Personal Code, you must delete the existing code and program a new one from the beginning. Use the following procedure when you want to change the name or routing address.

**1 Press *Function 60*.**



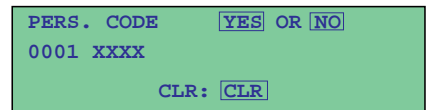
- If a previous function screen is already shown, you need to press **No** followed by **6** then **0** instead.
- See page 4 of the main Operator's Manual for details on the sequence that functions are displayed.

**2 Press *222271*.**



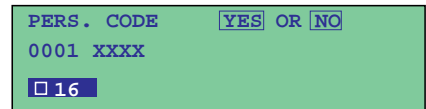
- While this screen is on the display, you can print a Personal Code list by pressing **▶** and then **Start**. See page 92 of this Operator's Manual for details on the Personal Code List.

**3 Use the Ten-Key Pad to input the four-digit Personal Code whose name and routing address you want to edit.**

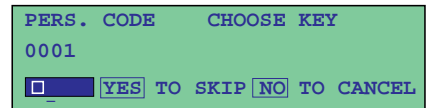


- If you make a mistake during input, press **No** and input again.

**4 Press *Yes*.**



**5 If you want to change the Quick Dial to which the Personal Code is assigned, press *No*.**



- If you don't want to change the Quick Dial, Skip to step 7.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**6** Press the Quick Dial key to which you want to change.

```

PERS. CODE   YES OR NO
0001 XXXX
 17
    
```

**7** Press **Yes**.

```

PERS. CODE   ENTER LABEL
0001         NO TO CANCEL
XXXXXXXX      ABC
    
```

**8** Use **Clear** or **No** then change the name.

```

PERS. CODE   ENTER LABEL
0001         NO TO CANCEL
XXXXXXXX      ABC
    
```

If you do not want to change the name, skip to step 9.

**9** Press **Yes**.

```

PERS. CODE   ENTER LABEL
0001         NO TO CANCEL
            ABC
    
```

**10** If you wish, enter a Confidential ID and press **No**. To skip this step, just press **Yes**.

```

PERS. CODE   CONF.ID SETTING
0001 XXXX
CONF.ID:     YES TO END
    
```

**11** Use a Quick Dial or Speed Dial to change the routing address.

```

PERS. CODE   YES OR NO
0001 XXXX
 01 ccc@abc.comany.com
    
```

**12** Press **Yes**.

```

PERS. CODE   ENTER ID CODE
            PRINT LIST (→)
            NO TO CANCEL
    
```

**13** Press **Function**.

```

MEMORY TRANS.      24.SEP. 15:00
SET DOC. OR ENTER FAX NO.
                    MEMORY100%
    
```

## Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
<b>USING FUNCTIONS</b>	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Deleting a Personal Code

See page 77 of the main Operator's Manual for details on deleting Personal Codes.





# IC FAX Monitor

→ STARTING UP AND QUITTING IC FAX Monitor .....	117
→ SPECIFYING THE TARGET FAX .....	119
→ IC FAX Monitor INITIAL SCREEN .....	120
→ CHANGING THE CONNECTION MODE .....	121
→ MEMORY STATUS .....	123
→ JOURNALS (TRANSMISSION AND RECEPTION) ...	128
→ ADDRESS BOOK (QUICK DIAL, SPEED DIAL, GROUP DIAL) .....	129
→ ADDING MULTI-STEP TRANSFER GROUPS .....	139
→ ADDING PERSONAL CODES .....	142
→ ADDING FORWARDING STATION ADDRESSES .....	145
→ EDITING FORWARDING SETTINGS .....	148
→ VIEWING FAX INFORMATION .....	150
→ USING ONLINE HELP .....	152

## Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

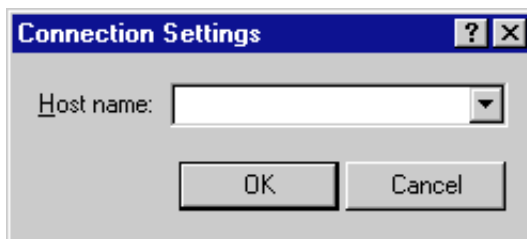
IC FAX Monitor

Index

# STARTING UP AND QUITTING IC FAX Monitor

## Starting up IC FAX Monitor

- ❑ The following procedure describes operation in the User Mode.
- 1** Start up the computer on which IC FAX Monitor is already installed.
- 2** On the *[Start]* menu, point to *[Programs]* and then *[IC FAX Applications]*. Next, click *[IC FAX Monitor]*.
- 3** Type the IP address or host name into the *[Host Name]* text box, and then click *[OK]*.
  - ❑ Clicking the ▼ button displays a list of up to five previously connected IP addresses or host names.
  - ❑ Note that this dialog box does not appear if you have already specified an IP address or host name. Instead, IC FAX Monitor automatically connects to the last IC FAX to which it was connected.



- ❑ Contact your network administrator if you are unsure of the IP address or host name to input here.

### Contents

GETTING AQUAINTED WITH NIC FAX

IC FAX Com Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

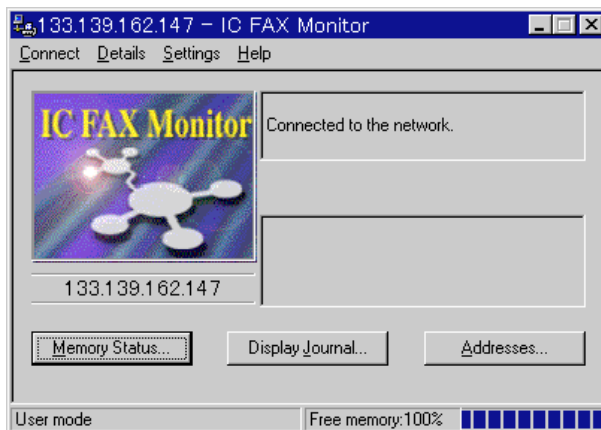
USING FUNCTIONS

GLOSSARY

IC FAX Monitor

Index

- 4** After a few moments, the initial IC FAX Monitor screen shown here appears.



- Activation of the computer's power save function can cause the connection with the IC FAX to be broken.

## Quitting IC FAX Monitor

From the initial IC FAX Monitor screen, click the **[Connect]** menu's **[Exit]** command.

- Perform the following procedure to restart IC FAX Monitor. On the **[Start]** menu, point to **[Programs]** and then **[IC FAX Applications]**. Next, click **[IC FAX Monitor]**.

## Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

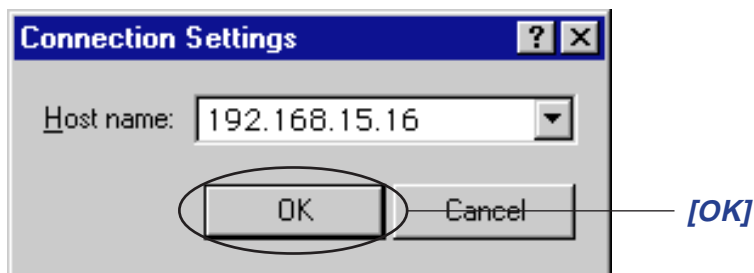
IC FAX Monitor

**Index**

## SPECIFYING THE TARGET FAX

Use the following procedure to switch between fax machines when there are more than one NIC FAX machines on the network.

- 1 From the initial IC FAX Monitor screen, click the **[Connect]** menu's **[Connect to FAX]** command.
- 2 Type in the IP address or host name of the NIC FAX to which you want to connect, and then click **[OK]**.
  - Clicking the ▼ button displays a list of up to five previously connected IP addresses or host names.



### Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

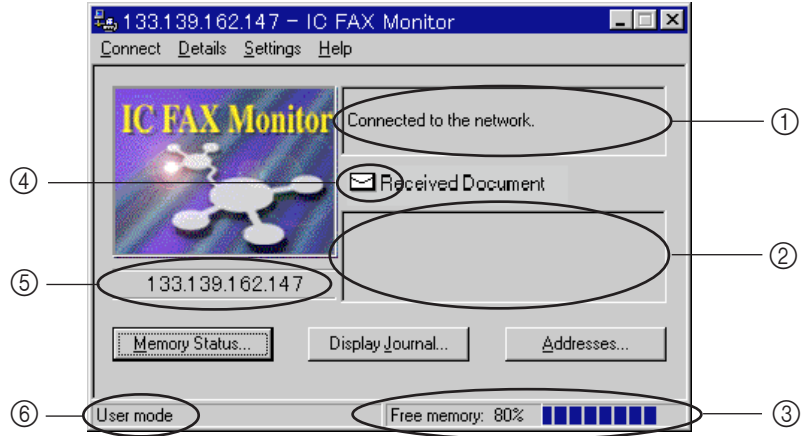
IC FAX Monitor

Index

# IC FAX Monitor INITIAL SCREEN

The initial screen shown below appears whenever you start up IC FAX Monitor. It shows the FAX that is currently selected, along with the status of a variety of different settings.

- ❑ Activation of the computer's power save function can cause the connection with the NIC FAX to be broken.



- ① Network connection status  
This area shows the communication status while IC FAX communication is in progress.
- ② Error status message  
See Troubleshooting on page 168 of this Operator's Manual for details on error status messages.
- ③ Fax machine memory status  
Remaining memory is shown as a percent and bar graphic.
- ④ Received document  
This indicator appears to indicate a received file (confidential reception, substitute reception, authorized reception) in memory.
- ⑤ IP address or host name of connected NIC FAX
- ⑥ Current connection mode

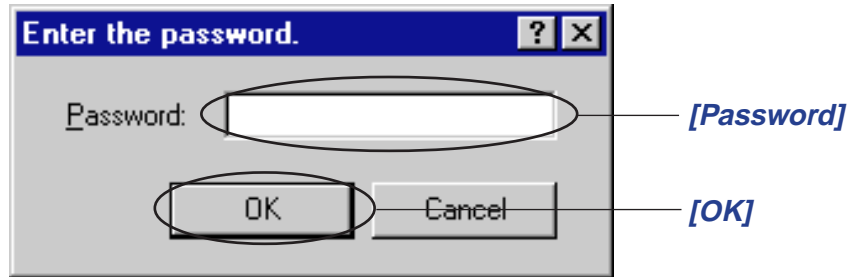
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# CHANGING THE CONNECTION MODE

Use the following procedure to switch IC FAX Monitor between its User Mode and Administrator Mode.

## Changing from the User Mode to the Administrator Mode

- 1 From the initial IC FAX Monitor screen, click the **[Connect]** menu's **[Administrator Mode]** command.



- 2 Type in the password.
- 3 Click **[OK]**.
  - ❑ The message “<BUSY! PC COMMUNICATING>” is shown on the display if connected to IC FAX Monitor. Also, IC FAX functions 20 through 40 and functions normally made available by input of the password 2222 are all disabled.
  - ❑ Attempting to enter the Administrator Mode while any function in the range of 20 through 40, or a function made available by input of the password 2222 causes the message “<Sorry, busy for doing some other tasks>” to appear in the IC FAX Monitor screen. IC Fax Monitor will not enter the Administrator Mode when this message appears.
  - ❑ Failure to perform any input for 10 minutes in the Administrator Mode causes an error. Next, IC FAX Monitor returns automatically to the User Mode.
  - ❑ See page 62 of this Operator’s Manual for details about setting the Administrator Mode password.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Changing from the Administrator Mode to the User Mode

From the initial IC FAX Monitor screen, click the **[Connect]** menu's **[User Mode]** command.

- The User Mode can be used to view current settings.

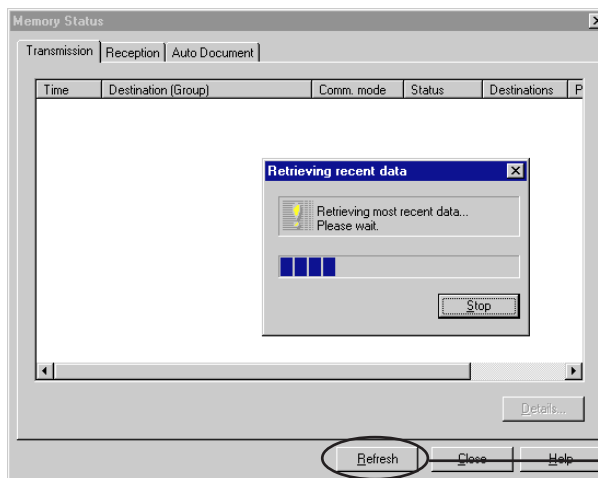
### Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## MEMORY STATUS

Use the following procedures to view IC FAX memory status, as well as lists of send documents, receive documents, and Auto Documents.

From the initial IC FAX Monitor screen, click the [\[Memory Status\]](#) button.



- ❑ IC FAX Monitor gets the most recent data from NIC FAX and displays it in the dialog box.
- ❑ Clicking the [\[Refresh\]](#) button at the bottom of the dialog box gets the latest data from NIC FAX and updates the data on the dialog box.

### Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

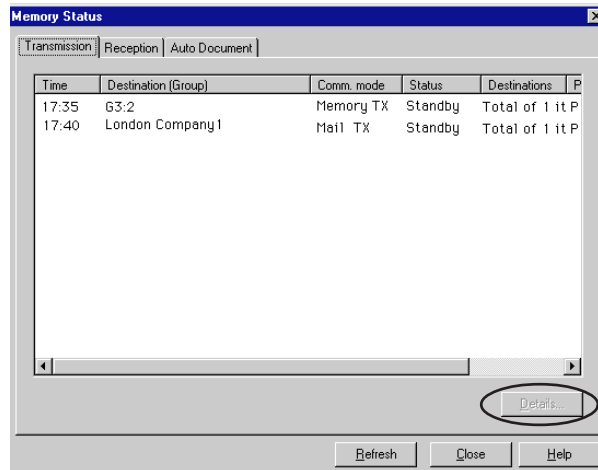
IC FAX Monitor

Index



## Viewing Files Awaiting Transmission

1 Click the *[Transmission]* tab.

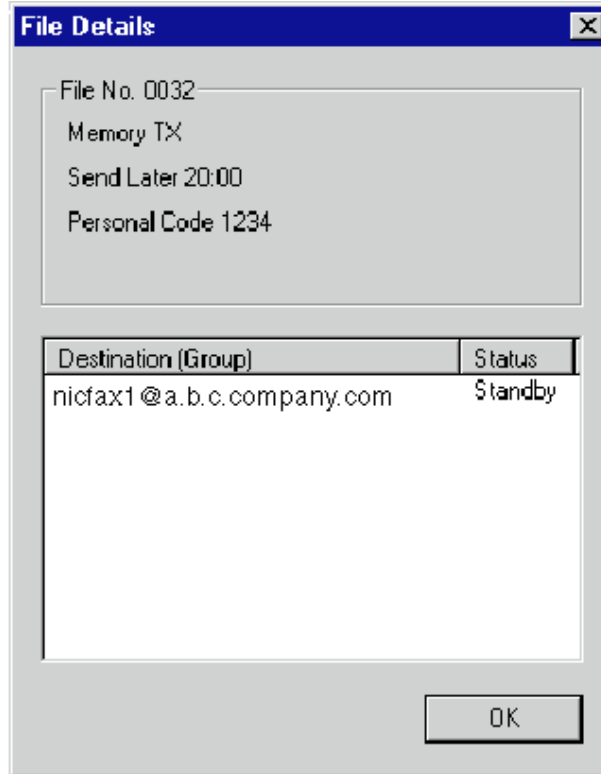


*[Details]*

- Clicking any of the column names at the top of the data sorts the files in the list according to the data whose column name you clicked.
- Up to 100 files can be shown at one time.
- The *[Page]* column of the *[Transmission]* tab shows the number of pages.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

- 2** To view the details of a particular file, click on its name and then click the *[Details]* button.



- The dialog box that appears shows all other destinations (if any), personal code, and other information.

## Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

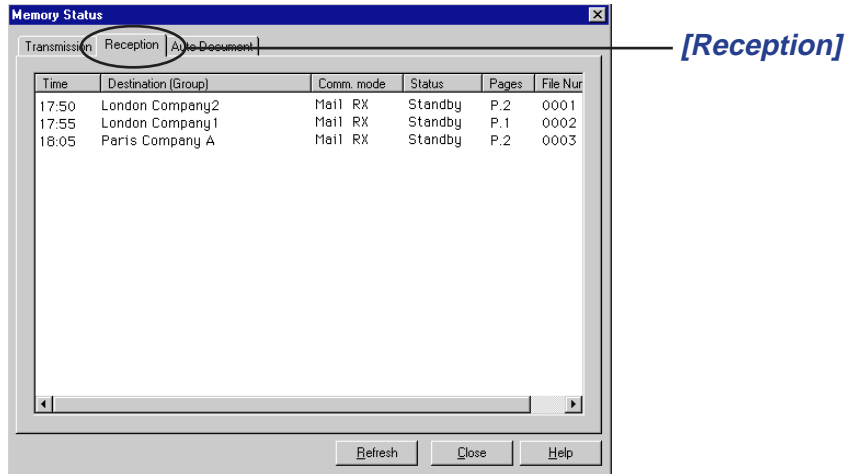
GLOSSARY

IC FAX Monitor

**Index**

## Viewing Files That Have Been Received Into Fax Memory

### 1 Click the *[Reception]* tab.



- This tab shows all the received files in memory.
- Clicking any of the column names at the top of the data sorts the files in the list according to the data whose column name you clicked.

## Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

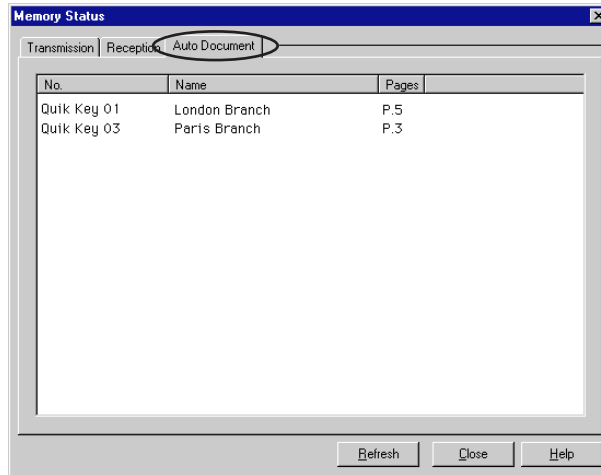
GLOSSARY

IC FAX Monitor

**Index**

## Viewing Auto Documents

### 1 Click the *[Auto Document]* tab.



- This tab shows all the Auto Document files in memory.
- See page 68 of the main Operator's Manual for details about Auto Documents.

### Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**

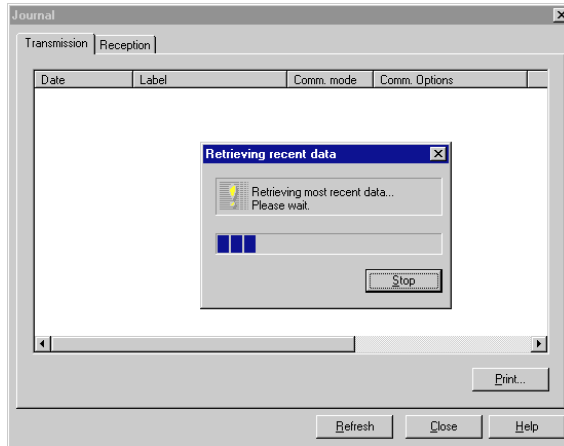
# JOURNALS (TRANSMISSION AND RECEPTION)

## Note

- Up to 100 entries can be shown in each journal.
- Clicking any of the column names at the top of the data sorts the files in the journal according to the data whose column name you clicked.

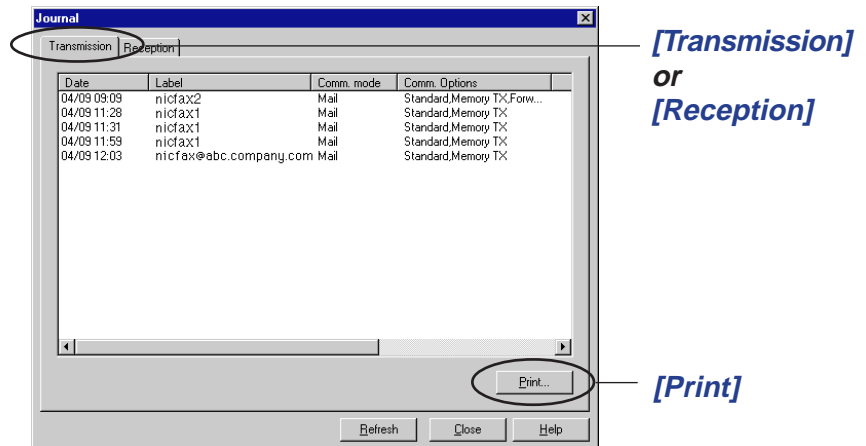
## Viewing the Send and Reception Journals

- 1 From the initial IC FAX Monitor screen, click the *[Display Journal]* button.



- IC FAX Monitor gets the most recent data from NIC FAX in the dialog box.

- 2 Click the *[Transmission]* or *[Reception]* tabs to view the applicable data.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

< Note

# ADDRESS BOOK (QUICK DIAL, SPEED DIAL, GROUP DIAL)

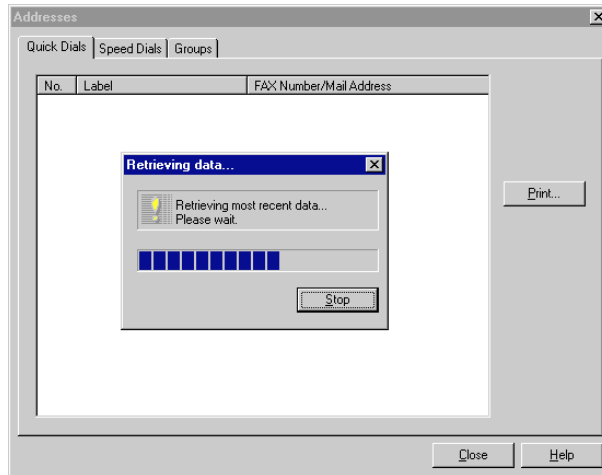
You can use the Address Book to add Quick Dials, Speed Dials, and Group Dials to IC FAX memory. Note that this operation must be performed in the IC FAX Monitor Administrator Mode.

- You can program a mail address or fax number to a Quick Dial for input with the touch of a key. Quick Dial code numbers correspond to the numbers shown on the IC FAX Quick Dial keys.
- Clicking [\[Addresses\]](#) in the User Mode displays Address Book data, but you cannot make any changes while in this mode.

## Adding a New Quick Dial

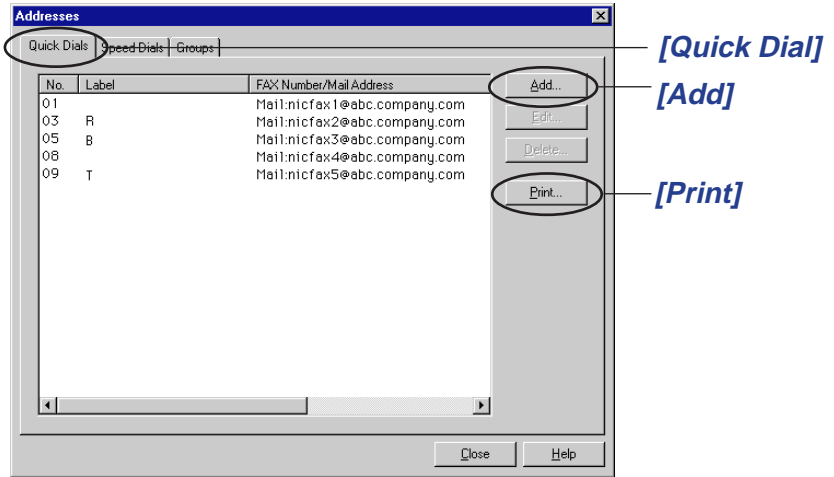
- Note that you can use IC FAX Monitor to add Quick Dials. You can also IC FAX control panel when you want to edit or delete Quick Dials.

- 1** From the initial screen in the Administrator Mode, click the [\[Addresses\]](#) button.

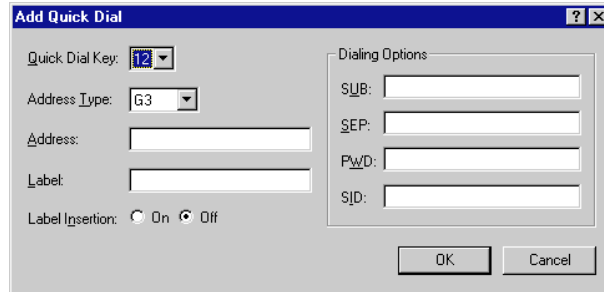


Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

**2** Click the **[Quick Dial]** tab.



**3** Click the **[Add]** button.



**4** Click the ▼ button to the right of the **[Quick Dial Key]** text box, and select a number from the list that appears.

- ❑ Currently unused Quick Dial numbers only are shown in the list. The list can show up to 64 numbers.

**5** Click the ▼ button to the right of the **[Address Type]** text box, and select the number type from the list that appears.

- ❑ You can specify that the destination is either a fax number or mail address. In the case of FAX Number, you can also set the dial options on the right side of the dialog box.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
<b>IC FAX Monitor</b>	<b>Index</b>

- 6 Type the destination mail address or fax number into the **[Address]** text box.
- 7 Type the name of the destination into the **[Label]** text box.
- 8 Click on a radio button to turn **[Label Insertion]** on or off.
  - Turning label insertion on automatically inserts and sends the destination name you specify in step 7.
- 9 Click **[OK]** after you are finished making the settings you want.
  - In the case of a confidential transmission or polling transmission, type in the dial options described below before you click **[OK]**.
  - You can also edit or delete Quick Dial by IC FAX Monitor (But, as for Programming Keystrokes or Storing an Auto Document, it can't be done.).

### Dialling with the Dial Option Key

The four dial option settings on the right side of the dialog box become enabled when **[FAX Number]** is selected for **[Address Type]**. These options can be used for confidential transmission and polling reception from a fax machine that is equipped with these functions.

#### ■ SUB

Type in the SUB (confidential ID number) when the destination you are adding requires one for confidential transmission. When the destination is a NIC FAX, this can be used as a routing address specification, but note that confidential transmission is not available for a routed document.

#### ■ SEP

Type in the SEP (polling ID number) used by the destination for receiving faxes by polling.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



**Note**

- Dial options can have up to 20 digits, each of which is a number (0 to 9), pound sign (#), or asterisk (\*).

■ **PWD**

Type in the PWD (polling password) for receiving faxes by polling in combination with SEP above. This setting is not required when the other machine is a NIC FAX.

■ **SID**

Type in the SID (confidential password) for confidential transmission in combination with the SUB code above. This setting is not required when your machine is a NIC FAX.

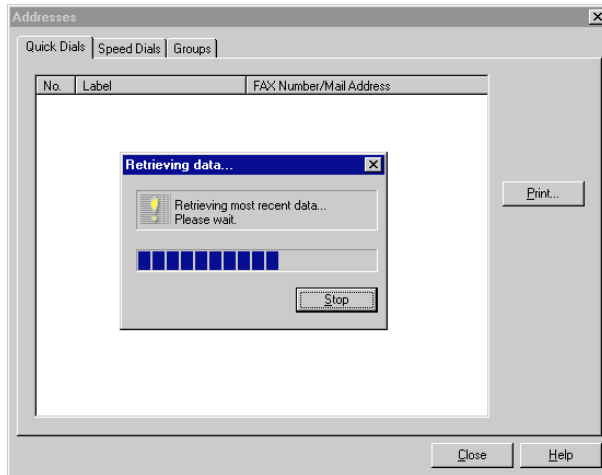
◀ **Note**

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

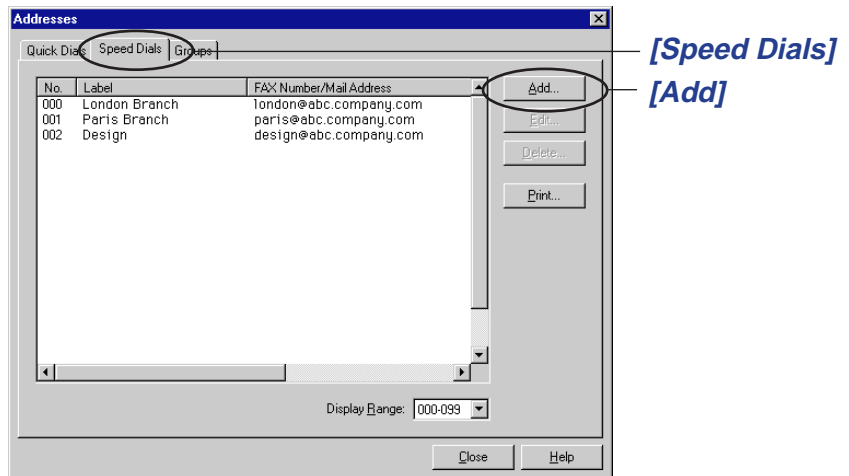
## Adding a New Speed Dial

☐ Note that you can use IC FAX Monitor to add Speed Dials. You can also use the NIC FAX operation panel when you want to edit or delete Speed Dials.

- 1** From the initial screen in the Administrator Mode, click the **[Addresses]** button.

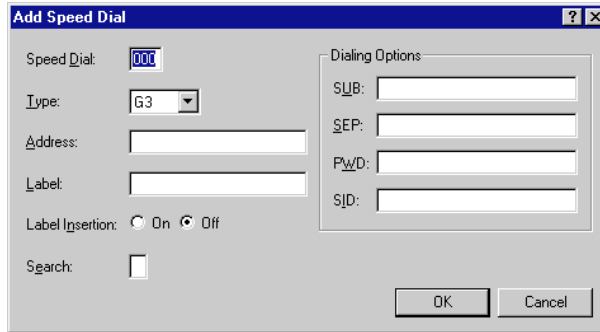


- 2** Click the **[Speed Dials]** tab.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

- 3 Click the ▼ button next to the *[Display Range]* text box and select the range of Speed Dials you want to display.
  - ❑ Clicking ▼ displays a list of 10 different ranges for Speed Dials 000 through 999.
  - ❑ Speed dials 100 through 999 are available when an optional FUNCTION UPGRADE CARD TYPE140 is installed.
  - ❑ An error occurs when the Speed Dial you specify in the next step is not within the range you specify here. This means that if you plan to specify Speed Dial 100, you should select the range *[100-199]* here.



- 4 Click the *[Add]* button.
  - ❑ The *[Add]* button is dimmed if all the Speed Dials are already used.
- 5 Type the number of the Speed Dial you want to add into the *[Speed Dial]* text box.
  - ❑ Specify a number from 000 to 099 with the normal configuration. When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you can specify a number from 000 to 999.
- 6 Click the ▼ button to the right of the *[Type]* text box, and select the number type from the list that appears.
  - ❑ You can specify that the destination is either a fax number or mail address.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

- 7** Type the destination mail address or fax number into the **[Address]** text box.
- 8** Type the name of the destination into the **[Label]** text box.
- 9** Click on a radio button to turn **[Label Insertion]** on or off.
  - Turning label insertion on automatically inserts and sends the destination name you specify in step 7.
- 10** Type one character into the **[Search]** text box.
  - This character is searched by the IC FAX telephone directory for destination searches.
  - You can specify any alphabetic character as the search character.
- 11** Click **[OK]** after you are finished making the settings you want.
  - In the case of a confidential transmission or polling transmission, type in the dial options described below before you click **[OK]**. See page 131 of this Operator's Manual for details on how to input Dial Options.
  - You can also edit or delete Quick Dial by IC FAX Monitor (But, as for Programming Keystrokes or Storing an Auto Document, it can't be done.).

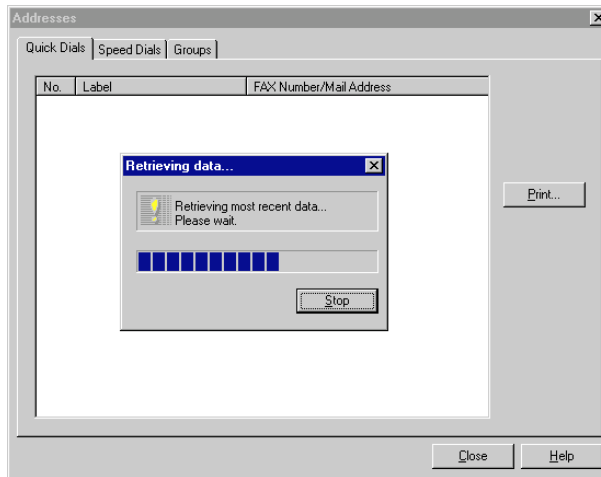
## Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Adding a New Group Dial

- ❑ Note that you can use IC FAX Monitor to add Group Dials. You can also use the NIC FAX operation panel when you want to edit or delete Group Dials.

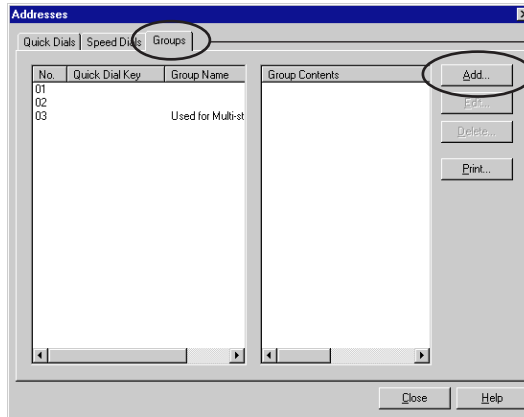
- 1** From the initial screen in the Administrator Mode, click the **[Addresses]** button.



### Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

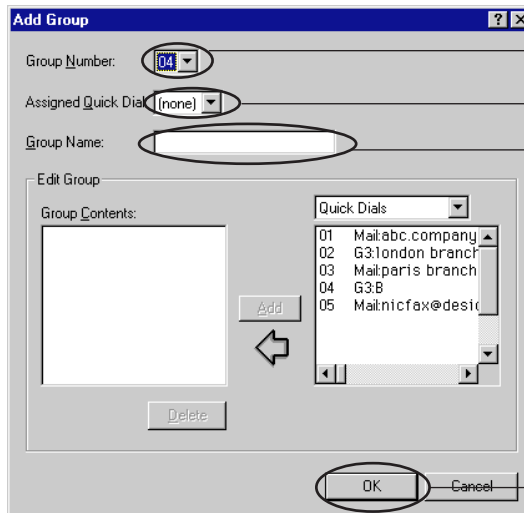
**2** Click the **[Groups]** tab.



**[Groups]**  
**[Add]**

- ❑ See page 171 of the main Operator's Manual for full details on the contents of the Group Dial List.
- ❑ You can also edit or delete Quick Dial by IC FAX Monitor (But, as for Programming Keystrokes or Storing an Auto Document, it can't be done.).

**3** Click the **[Add]** button.



**[Group Number]**  
**[Assigned Quick Dial]**  
**[Group Name]**

**[OK]**

- ❑ The **[Add]** button is dimmed if all the Group Dials are already used.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Note

- You can program up to 200 destinations, including Quick Dials, Speed Dials, and destinations input individually with the Ten-Key Pad. With IC FAX Monitor, however, you cannot use the Ten-Key Pad to input a destination.
- The total number of destinations that can be programmed for all groups is 264: 64 Quick Dials, 100 Speed dials, and 100 Ten-Key Pad inputs. When an optional FUNCTION UPGRADE CARD TYPE140 is installed, the number of Speed Dials is increased by 1,000, for a total of 2,064 destinations.

## Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

Index

- 4 Click the ▼ button to the right of the **[Group Number]** text box, and select a number from the list that appears.
  - Currently unused Group Dial numbers only are shown in the list.
  - You can program up to nine groups with the normal configuration. When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you can specify up to 30 groups.
- 5 Click the ▼ button to the right of the **[Assigned Quick Dial]** text box, and select the setting you want from the list of options that appears.
  - If you don't want to assign the group to a Quick Dial key, select **[none]** to which you want to assign the group. To assign the group to a Quick Dial key, select the key's number from the list.
- 6 Type up to 20 characters for the name you want to give the group into the **[Group Name]** text box. Add destinations addresses to this Group.
- 7 Add destination addresses to this Group.
  - You can add or delete destinations, or add destinations assigned to Quick Dials and Speed Dials.
  - To add a destination assigned to a Quick Dial or Speed Dial, select either **[Quick Dial]** or **[Speed Dial]** from the drop-down list on the right, click on the item you want to add in the list below, and then click the **[Add]** button.
  - To delete a destination, click on it in the list on the left, and then click the **[Delete]** button.
- 8 Click **[OK]** after you are finished making the settings you want.

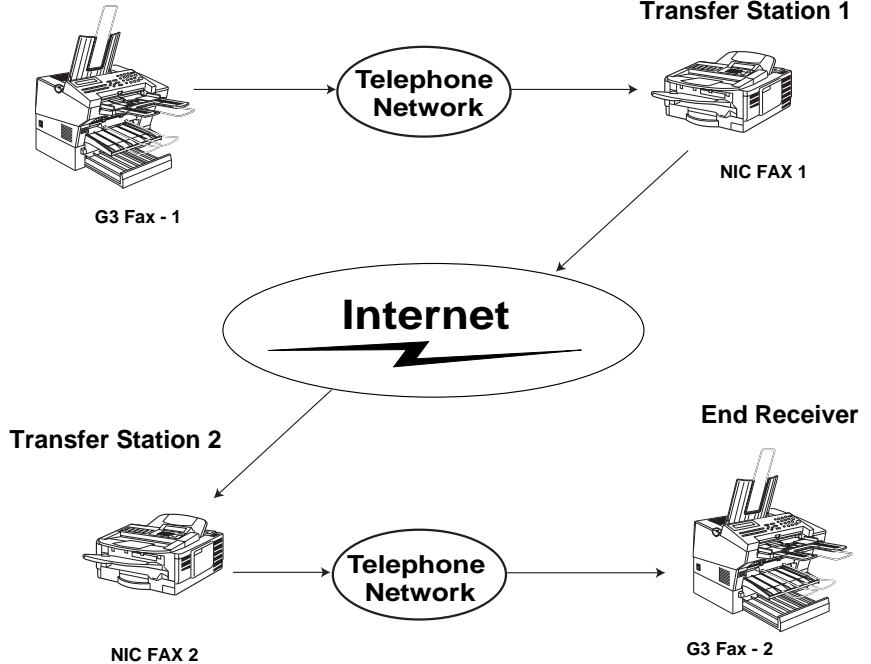
◀ Note

# ADDING MULTI-STEP TRANSFER GROUPS

You can use IC FAX Monitor to add Multi-Step Transfer Groups, transfer stations, and end receivers. Note that this operation must be performed in the IC FAX Monitor Administrator Mode.

- Contact your service representative for details.

### Transfer Requester

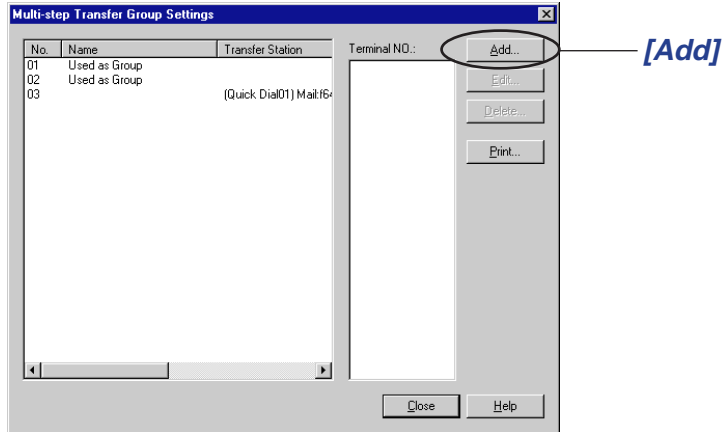


- Note that you can use IC FAX Monitor to add Multi-Step Transfer Groups. You can also NIC FAX operation panel when you want to edit or delete them.

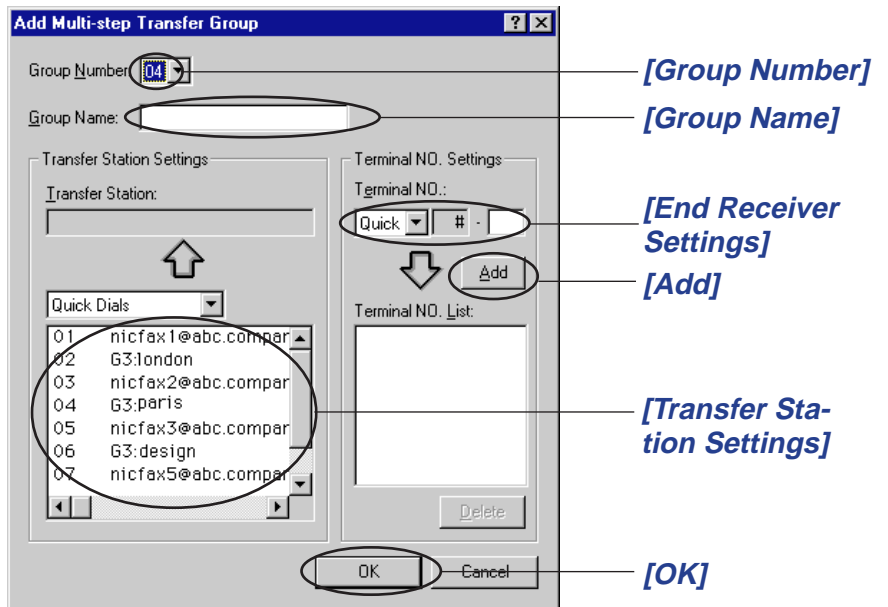
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



- 1 From the Details menu of IC FAX Monitor, click the **[Multi-step Transfer Group Settings]** command.



- 2 Click **[Add]**.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

- The **[Add]** button is dimmed if all the Multi-Step Transfer Groups are already used.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

- 3** Click the ▼ button to the right of the *[Group Number]* text box, and select a number from the list that appears.

  - Currently unused Multi-Step Transfer Group numbers only are shown in the list.
  - You cannot select a number that is already used.
- 4** Type up to 20 characters for the name you want to assign to the Multi-Step Transfer Group into the *[Group Name]* text box.
- 5** Make the Transfer Station Settings you want.

  - These are settings for the transfer requester fax machine. The destination can be specified from those assigned to Quick Dials or Speed Dials.
  - The specified fax becomes the transfer station, which sends the document to each of the fax machines specified as end receivers.
- 6** Make the End Receiver Settings you want.

  - These are the settings for the destination of the transmission from the transfer station.
  - These settings are made in accordance with the transfer station’s Quick Dials, Speed Dials, and Group Dials, so information about these dials are required before these settings can be made.
  - To make this setting, select Quick Dial, Speed Dial, or Group Dial, and then input the number you want to set.
- 7** Click *[Add]*.
- 8** Click *[OK]* after you are finished making the settings you want.

  - You can also edit or delete Quick Dial by IC FAX Monitor.

## ADDING PERSONAL CODES

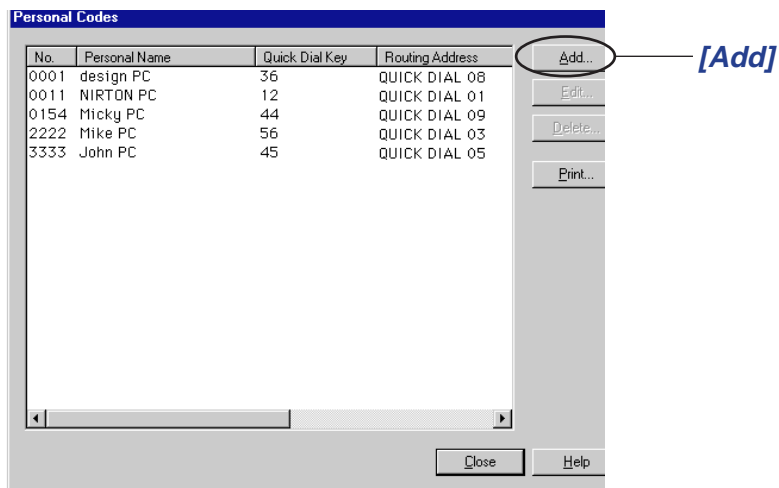
You can use IC FAX Monitor to add Personal Codes. Note that this operation must be performed in the IC FAX Monitor Administrator Mode.

- ☐ Note that you can use IC FAX Monitor to add Quick Dials. You can also use the NIC FAX operation panel when you want to edit or delete Personal Codes.

### 1 Enter the Administrator Mode.

- ☐ See page 121 of this Operator's Manual for details on entering the Administrator Mode.

### 2 On the *[Details]* menu, click *[Personal Codes]*.



### Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

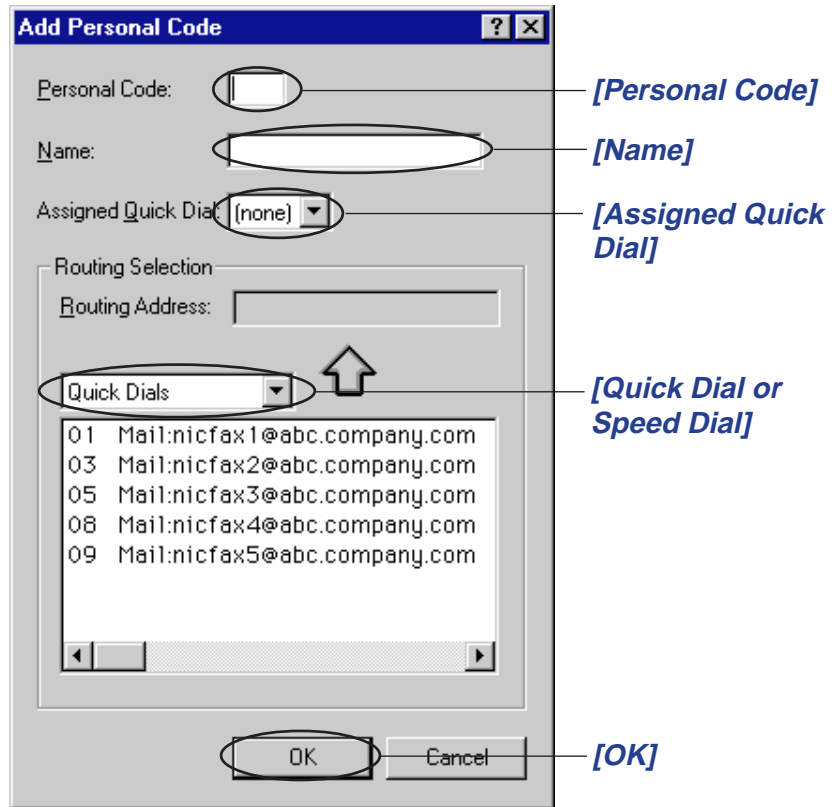
USING FUNCTIONS

GLOSSARY

IC FAX Monitor

Index

**3** Click the **[Add]** button.



- ❑ Four-digit Personal Codes (SUB) appended to faxes sent from G3 machines are compared with Personal Codes programmed on the NIC FAX. A matching code causes the fax to be routed to the destination assigned to the Personal Code.
- ❑ The **[Add]** button is dimmed if all the Personal Codes are already used.
- ❑ You can program up to 50 Personal Codes with the normal configuration. When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you can specify up to 500 Personal Codes.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

- 4** Type a Personal Code number into the *[Personal Code]* text box.

  - You can input any four-digit code except 0000. A number can be used only once.
  
- 5** Type up to 20 characters for the name you want to give the Personal Code into the *[Name]* text box.
  
- 6** Click the ▼ button to the right of the *[Assigned Quick Dial]* text box, and select a number from the list that appears.

  - Use this setting to specify whether or not you want to assign the Personal Code to a Quick Dial. If you do, select one of the Quick Dial numbers from the list.
  
- 7** If you did not assign the Personal Code to a Quick Dial number with the previous step, make the *[Routing Address Setting]*.

  - Click the ▼ button next to the text box on the left, and then select either Quick Dial or Speed Dial from the list that appears.
  - When the contents of the Quick Dial or Speed Dial appear in the list on the right, click on the mail address you want.
  - The selected mail address appears in the *[Routing Address]* box. Fax numbers are not shown.
  
- 8** Click *[OK]* after you are finished making the settings you want.

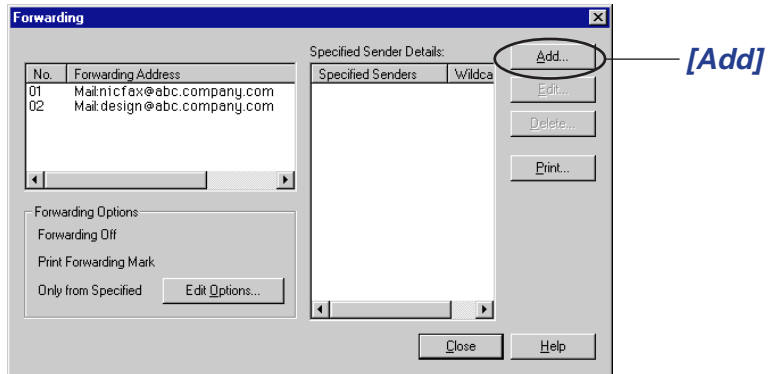
  - The destination (mail address) is specified automatically when a transmission with an SUB appended by the sender arrives. The routing addresses are selected from mail addresses assigned to Quick Dials and Speed Dials.
  - You can also edit or delete Quick Dial by IC FAX Monitor.

# ADDING FORWARDING STATION ADDRESSES

You can use IC FAX Monitor to add forwarding station addresses. Note that this operation must be performed in the IC FAX Monitor Administrator Mode.

- ❑ Note that you can use IC FAX Monitor to add forwarding station addresses. You can also NIC FAX operation panel when you want to edit or delete them.

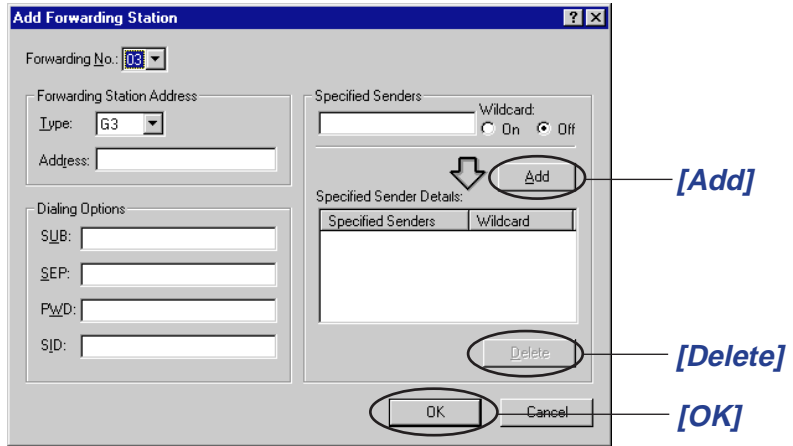
## 1 Enter the Administrator Mode.



## 2 On the [Details] menu, click [Forwarding].

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

**3** Click the **[Add]** button.



- ❑ Four-digit function codes (SUB) appended to faxes sent from G3 machines are compared with Personal Codes programmed on the NIC FAX. A matching code causes the fax to be routed to the destination assigned to the Personal Code.
- ❑ Up to five forwarding station addresses can be programmed. The **[Add]** button is dimmed if all five forwarding station addresses are already used.

**4** Click the **▼** button to the right of the **[Forwarding No.]** selector, and select a number from the list that appears.

- ❑ Currently unused forwarding station address numbers only are shown in the list.

**5** Click the **▼** button to the right of the **[Type]** text box, and select the number type from the list that appears.

- ❑ You can specify that the destination is either a fax number or mail address. In the case of FAX Number, you can also set the dial options in the lower left of the dialog box.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
<b>IC FAX Monitor</b>	<b>Index</b>

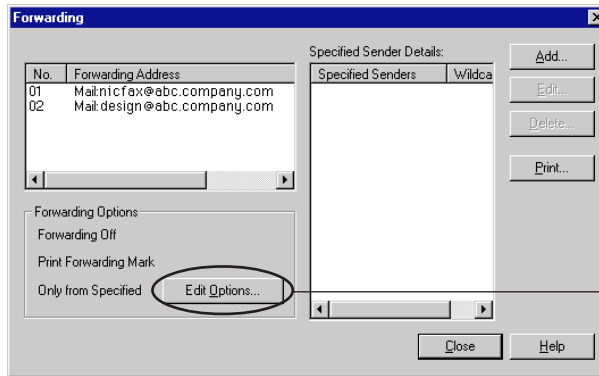
- 6 Type in the fax number or mail address into the *[Address]* text box.**
  - You can input up to 254 characters, including dial options, for a fax number. Each character can be a number (0 to 9), pound sign (#), asterisk (\*), or hyphen (-).
  - You can input up to 127 alphabetic characters for a mail address.
  - See page 131 of this Operator’s Manual for details on dial options.
- 7 Specify the dial options.**
- 8 Add any destinations you want to use as specified senders.**
  - Program specified senders when you want to forward only faxes from specified senders or perform other operations only for messages from certain senders.
  - Type in the RTI or CSI of the specified sender. To delete a specified sender, click on its name to select it and then click the *[Delete]* button. After deletion is complete, click *[OK]* and jump to step 10.
  - You can program up to 30 specified senders with the normal configuration. When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you can specify up to 50 specified senders.
  - The *[Add]* button is dimmed if no more specified senders can be added.
- 9 Turn Wild Cards on or off. Then click *[Add]*.**
  - Turning on Wild Cards causes all faxes that contain the specified user name in the RTI or CSI to be forwarded.
- 10 Click *[OK]* after you are finished making the settings you want.**
  - The *[Specified Senders Details]* list shows specified sender names, and whether wild cards are on or off.
  - You can also edit or delete Quick Dial by IC FAX Monitor.



# EDITING FORWARDING SETTINGS

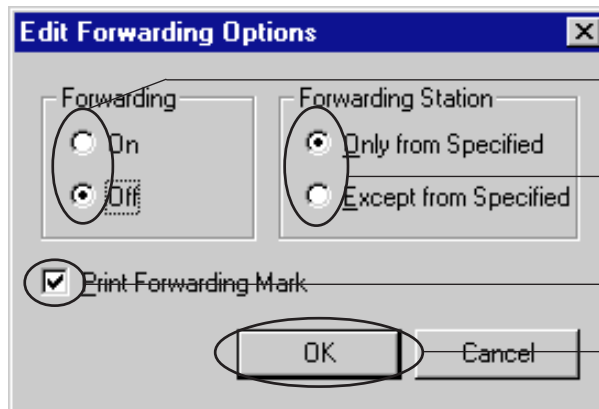
Use the procedure below to edit forwarding settings.

- 1 Enter the Administrator Mode.**
  - See page 122 of this Operator's Manual for details on entering the Administrator Mode.
- 2 On the *[Details]* menu, click *[Forwarding]*.**



*[Edit options]*

- 3 Click the *[Edit Options]* button.**



*[Forwarding]*

*[Forwarding Station]*

*[Print Forwarding Mark]*

*[OK]*

- 4 Click on a radio button to turn forwarding on or off.**
  - Forwarding should be turned on after the forwarding station and specified senders are programmed.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

- 5 Click on a radio button to select the forwarding station.**

  - This setting specifies whether only documents received from specified senders or documents received from senders other than specified senders should be forwarded.
  
- 6 Click on the checkbox to turn forwarding mark printing on (checked) or off (unchecked).**

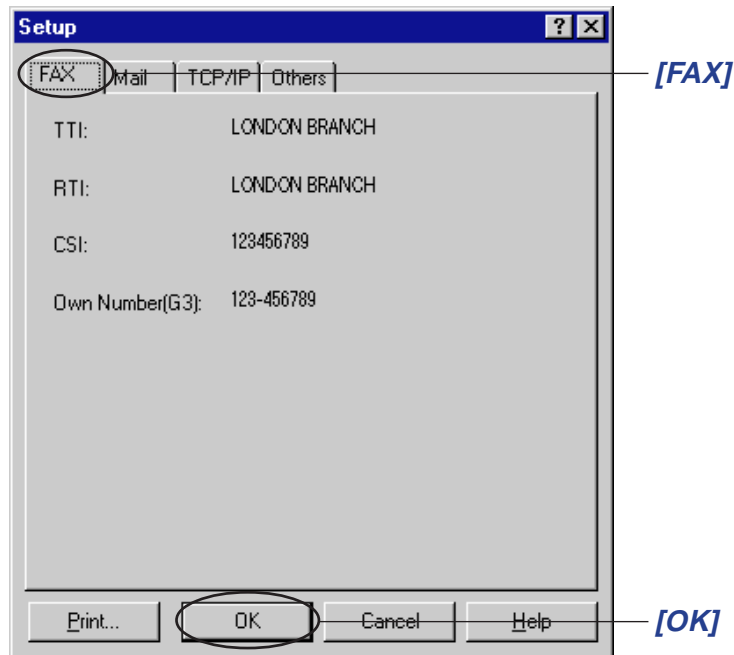
  - This setting determines whether or not forwarding marks are printed on faxes when they are forwarded. The forwarding mark helps to distinguish forwarded faxes from standard faxes.
  
- 7 Click *[OK]* after you are finished making the settings you want.**

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## VIEWING FAX INFORMATION

Use this procedure when you want to check such information as TTI, RTI, CSI, and Own Number. These settings are made using the operation panel of the NIC FAX.

- 1** Enter the User Mode or Administrator Mode.
- 2** From the initial IC FAX Monitor screen, click **[Setup]** from the **[Settings]** Menu.
  - This displays the **[Setup]** dialog box.
- 3** Click the **[Fax]** tab.



### Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

**4** After you are finished, click **[OK]**.

■ **TTI**

The Transmitter Terminal Identification is a preprogrammed name that is printed on the pages of the sender's document. The TTI is best used for the company name, branch name, etc.

■ **RTI**

The Receive Terminal Identification is data that is sent between machines during send and receive operations. This data appears on the display of the machine being communicated with and is printed in reports.

■ **CSI**

The Called Station Identification is data that is sent between machines during send and receive operations. This data appears on the display of the machine being communicated with and is printed in reports. The CSI is sent and received even when the other party is not a fax machine.

The normal format for the CSI is: country code, local area code, number.

■ **Own Number (G3)**

This is the number that is called to connect with the fax machine.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# USING ONLINE HELP

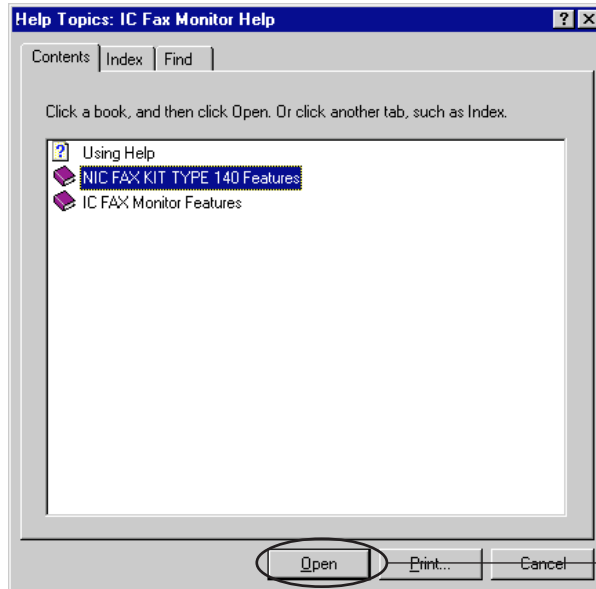
Online help gives you instant access to useful information about IC FAX Monitor on your computer screen.

From the initial IC FAX Monitor screen, click the **[Help]** menu's **[Help Topics]** command to display the help dialog box.

## Using Index Search

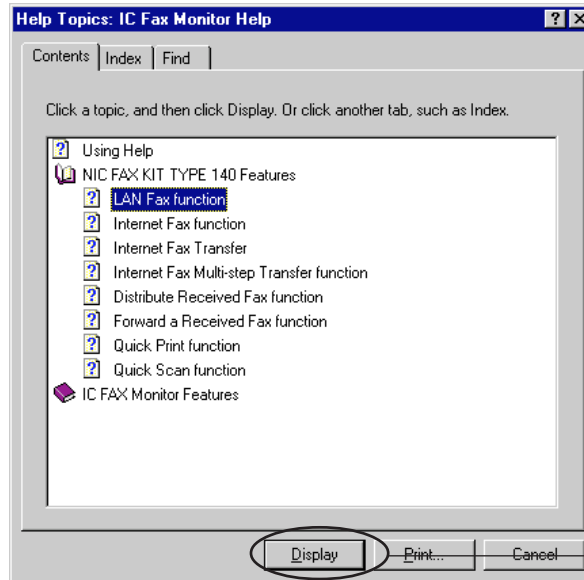
Use the following procedure to search for a help topic from the index.

- 1** In the **[Help Topics: IC FAX Monitor Help]** dialog box, click the **[Contents]** tab.
- 2** Click on a <book> icon to select it, and then click the **[Open]** button.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

- 3** Click on the topic about which you want more information, and then click the *[Display]* button.



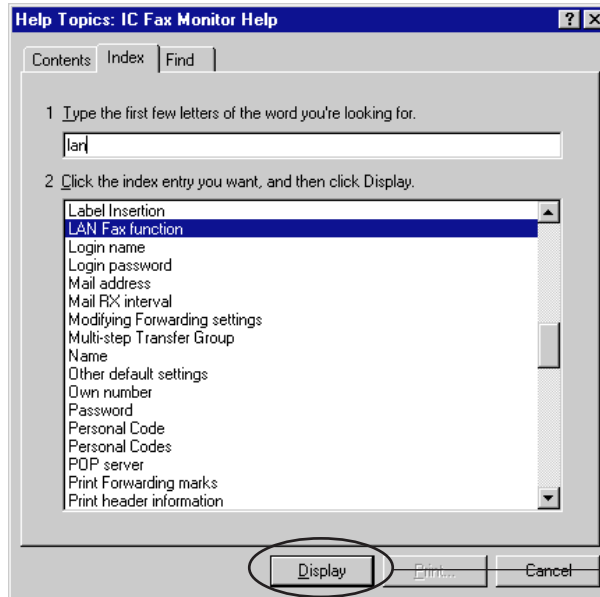
- If your computer is connected to a printer, you can print the currently displayed help screen by clicking the *[Print]* button.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

## Using Keyword Search

Use the following procedure to search for a help topic by keyword.

- 1 In the *[Help Topics: IC FAX Monitor Help]* dialog box, click the *[Index]* tab.
- 2 Input a number of characters for the topic for which you want to search and then click the *[Display]* button. You can also scroll through the list to find the topic you want, click on it, and then click the *[Display]* button.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Displaying Version Information

- 1 On the **[Help]** menu, click **[About...]** to display a dialog box that shows version information about IC FAX Monitor.



- 2 Click **[OK]** to close the dialog box.

### Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**





# IC FAX Com Redirector

- **STARTING UP AND QUITTING**
  - IC FAX Com Redirector ..... 157
- **USING ONLINE HELP** ..... 161

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

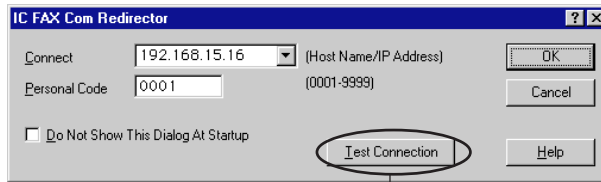
# STARTING UP AND QUITTING IC FAX Com Redirector

## Note

- The dialog box that appears in step 2 of the right procedure does not appear on subsequent Windows 95 startups if you put a check in the checkbox next to “<Do Not Show This Display At Startup>.” In such a case, you have to open the dialog box manually by double-clicking the IC FAX Com Redirector icon in the Task Bar.

## Starting Up IC FAX Com Redirector

- 1 Turn on your computer and start up Windows 95.**
  - This automatically launches IC FAX Com Redirector and displays its icon in the Task Bar.
  - Double-clicking the IC FAX Com Redirector icon displays the setup screen, which shows the host and Personal Code you programmed when installing the IC FAX applications (step 33 on page 46 of this Operator’s Manual).
- 2 Click [Test Connection] to check the fax connection.**



[Test Connection]

## < Note

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

- 3** The dialog box shown below appears when a fax machine is connected to the computer (an error occurs when no fax machine is connected). Click **[OK]** to close this dialog box.



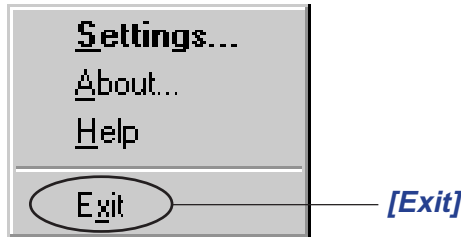
- ☐ An IC FAX Com Redirector icon is in the Task Bar while IC FAX Com Redirector is running. This icon changes form as shown in the table below to keep you informed of the communication status.

Icon	Status
	Normal communication enabled. Standing by connection.
	Fax is performing a communication operation.
	Fax communication is disabled. Check settings and setup.

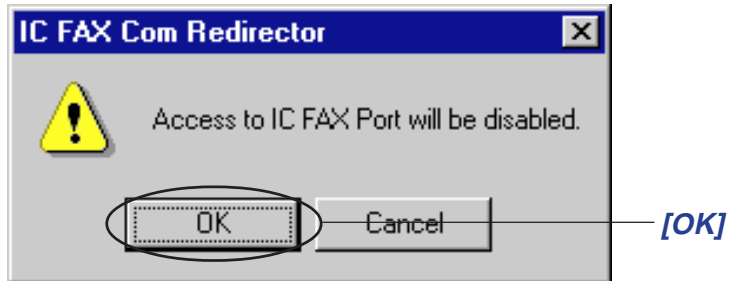
Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Quitting IC FAX Com Redirector

- 1** Right click the *[IC FAX Com Redirector]* on the Task Bar.  
This opens a menu.
- 2** On the menu, click *[Exit]*.  
This displays a confirmation message.



- 3** Click *[OK]*.



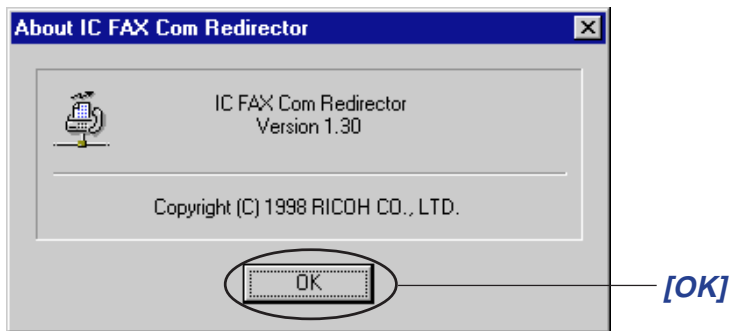
- This quick IC FAX Com Redirector and clears its icon from the Task Bar.
- The PC fax function is disabled when IC FAX Com Redirector is not running.

Perform the following procedure to restart IC FAX Com Redirector. On the *[Start]* menu, point to *[Programs]* and then *[IC FAX applications]*. Next, click *[IC FAX Com Redirector]*.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## Displaying Version Information

- 1 Right click the *[IC FAX Com Redirector]* on the Task Bar.  
This opens a menu.
- 2 On the menu, click *[About]* to display a dialog box that shows version information about IC FAX Com Redirector.



- 3 Click *[OK]* to close the dialog box.

### Contents

GETTING AQUAINTED  
WITH NIC FAX

IC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

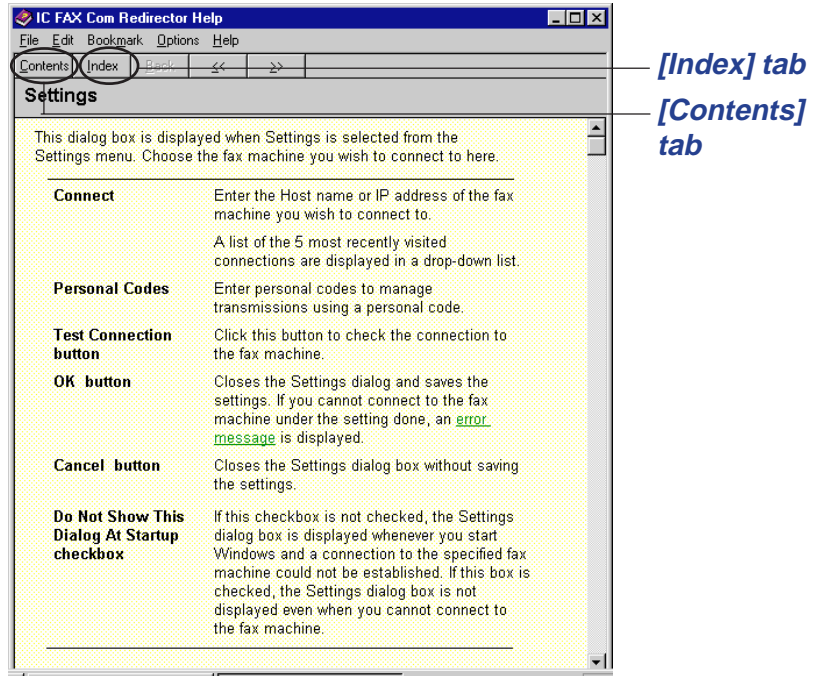
**Index**

# USING ONLINE HELP

Online help gives you instant access to useful information about IC FAX Com Redirector on your computer screen.

**1** From the initial IC FAX Com Redirector setting screen (page 157), click the [\[Help\]](#) button, or right click the IC FAX Com Redirector task bar icon and then click [\[Help\]](#) on the menu that appears.

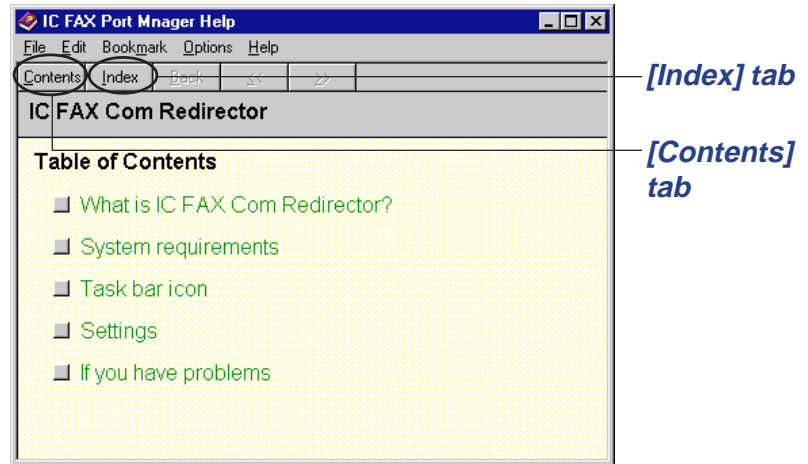
- This displays the online help window. You can find the information you want using index search or keyword search.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Help window when the [\[Help\]](#) button is clicked on the initial IC FAX Com Redirector screen.

- ❑ Clicking red or green underlined text displays the corresponding help text.

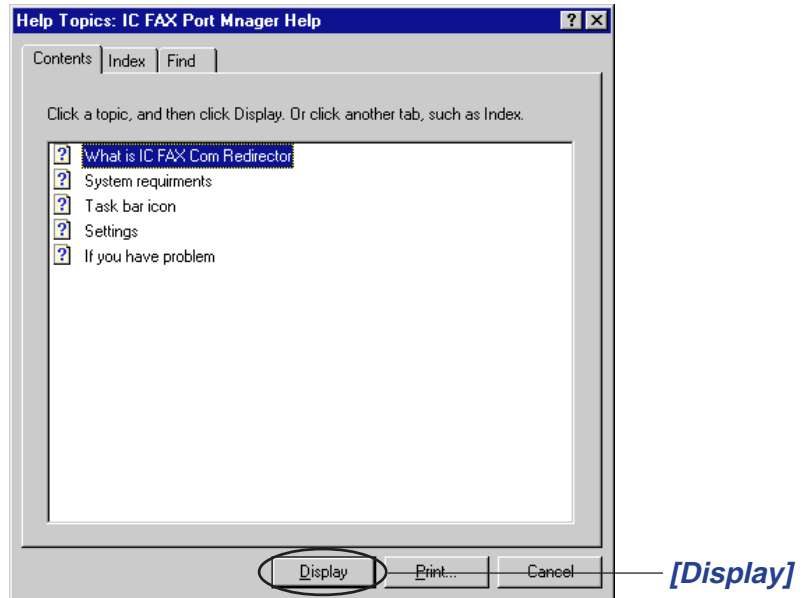


Help window when the **[Help]** button is clicked on the IC FAX Com Redirector task bar icon.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

## Using Index Search

- 1 In the help window, click the **[Contents]** tab.
- 2 Click on the topic you want help on, and then click the **[Display]** button.



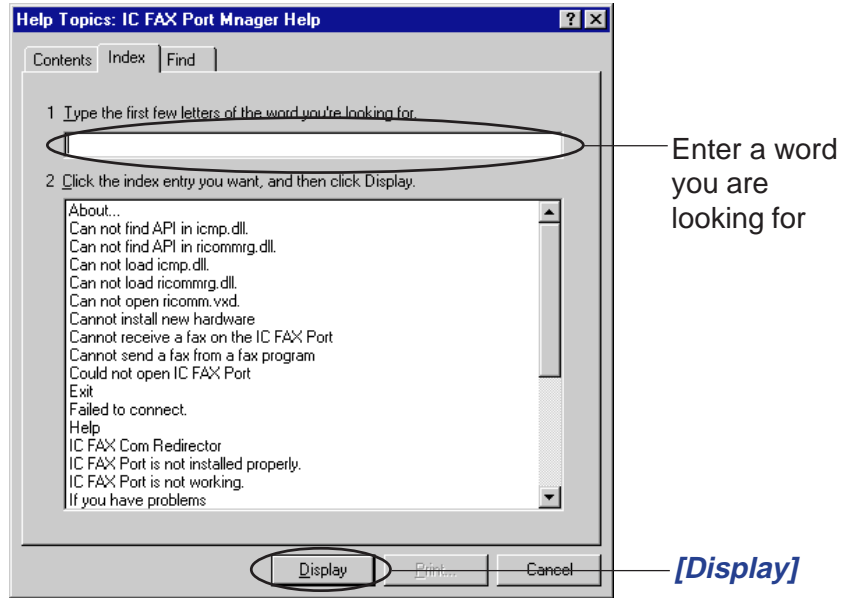
- If your computer is connected to a printer, you can print the currently displayed help screen by clicking the **[Print]** button.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



## Using Keyword Search

- 1 In the help window, click the *[Index]* tab.
- 2 Input a number of characters for the topic for which you want to search and then click the *[Display]* button.



Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>



# TROUBLESHOOTING

- ➔ **ERROR MESSAGES ..... 166**
- ➔ **IC FAX Com Redirector TROUBLESHOOTING ..... 178**

<i>Contents</i>	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TROUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<i>Index</i>

# ERROR MESSAGES

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TROUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## NIC FAX Display Messages

The following error messages appear on the display of the NIC FAX when a problem occurs. If the advice provided below does not solve the problem, contact your service representative.











Message	Causes and Recommended Actions
Network Error [10-40]	<ul style="list-style-type: none"> <li>No fax IP address is set. Use the NIC FAX control panel to set an IP address. (Page 26)</li> <li>Call your network administrator.</li> </ul>
Network Error [10-41]	<ul style="list-style-type: none"> <li>Multiple IP addresses. Use the NIC FAX control panel to check that the IP address is correct. (Page 26)</li> <li>Call your network administrator.</li> </ul>
Network Error [10-61]	<ul style="list-style-type: none"> <li>POP server cannot be found. Use IC FAX Monitor to check whether the POP server's IP address is correct. (Page 56)</li> <li>Call your network administrator.</li> </ul>
Network Error [10-62]	<ul style="list-style-type: none"> <li>Cannot log into the POP server. Use IC FAX Monitor to check whether login name and password are correct.</li> <li>Call your network administrator. (Page 56)</li> </ul>
Network Error [10-70]	<ul style="list-style-type: none"> <li>No SMTP server IP address is set. Use IC FAX Monitor to register an SMTP server. (Page 56)</li> <li>Call your network administrator.</li> </ul>
Network Error [10-73]	<ul style="list-style-type: none"> <li>SMTP server cannot be found. Use IC FAX Monitor to check whether the SMTP server's IP address is correct. (Page 56)</li> <li>Call your network administrator.</li> </ul>
Network Error [10-74]	<ul style="list-style-type: none"> <li>No mail address is set for the fax machine. Use IC FAX Monitor to set a mail address. (Page 56)</li> <li>Call your network administrator.</li> </ul>
Network Error [10-50] [10-63] [10-82]	<ul style="list-style-type: none"> <li>A line error occurred during receipt of data. Make sure the LAN cable is correctly connected to the fax machine. (Page 24)</li> <li>Call your network administrator.</li> </ul>

Message	Causes and Recommended Actions
Network Error [10-30] [10-31] [10-33] [10-34] [10-35] [10-42]	<ul style="list-style-type: none"> <li>• Mechanical malfunction has occurred. Contact your service representative.</li> </ul>
BUSY!  PC COMMUNICATING	This message appears on the display of the fax machine while it is connected to the IC FAX Monitor Administrator Mode. At this time control panel Functions 20 through 40 and functions accessed with password 2222 are disabled.

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index

## IC FAX Monitor Initial Screen Messages

The following is a list of messages that appear in the initial screen of IC FAX Monitor and actions you should take when they appear.

Icon	Message	Causes and Recommended Actions
	Please call a service engineer	<ul style="list-style-type: none"> <li>Contact your service representative.</li> </ul>
	Network error	<ul style="list-style-type: none"> <li>LAN network error</li> </ul>
	Communication error	<ul style="list-style-type: none"> <li>G3 communication error. See page 210 of the main Operator's Manual.</li> </ul>
	Close the cover	<ul style="list-style-type: none"> <li>NIC FAX cover is open. Close the cover.</li> </ul>
	Clear copy	<ul style="list-style-type: none"> <li>Copy jam. Clear the jam. See page 203 of the main Operator's Manual.</li> </ul>
	Clear original	<ul style="list-style-type: none"> <li>Document jam. Clear the jam. See page 201 of the main Operator's Manual.</li> </ul>
	Load paper	<ul style="list-style-type: none"> <li>Out of paper. Load paper. See page 176 of the main Operator's Manual.</li> </ul>
	Set the toner cartridge properly	<ul style="list-style-type: none"> <li>Install the toner cartridge correctly. See page 182 of the main Operator's Manual.</li> </ul>
	Replace the toner cartridge	<ul style="list-style-type: none"> <li>Out of toner. Replace the toner cartridge with a new one. See page 182 of the main Operator's Manual.</li> </ul>
	Toner near empty	<ul style="list-style-type: none"> <li>Low toner. Replace the toner cartridge with a new one soon. See page 182 of the main Operator's Manual.</li> </ul>

### Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

Index

## IC FAX Monitor Operation Messages

Message	Causes and Recommended Actions
The IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified IP address is not entered correctly. Make sure the NIC FAX IP address you got from your network administrator is correct. It should be made up of four numbers from 0 to 255, separated by periods. (Page 26)</li> </ul>
The access control IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified access control is not entered correctly. Make sure access control is correct. It should be make up of four numbers from 0 to 255, separated by periods. (Page 58)</li> </ul>
The access control mask is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified access mask is not entered correctly. Make sure the NIC FAX access mask is correct. It should be made up of four numbers from 0 to 255, separated by periods. (Page 58)</li> </ul>
The default gateway IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified gateway is not entered correctly. Make sure the gateway (router) address is correct. The gateway should be made up of four numbers from 0 to 255, separated by periods. (Page 26)</li> </ul>
The subnet mask is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified subnet mask is not entered correctly. Make sure the NIC FAX subnet mask you got from your network administrator is correct. It should be made up of four numbers from 0 to 255, separated by periods. (Page 26)</li> </ul>
The POP server IP address is incorrect in the Mail settings.	<ul style="list-style-type: none"> <li>The specified POP server IP address is not entered correctly. Make sure the IP address of the POP server being used by NIC FAX is entered correctly. (Page 56)</li> </ul>
The SMTP server IP address is incorrect in the Mail settings.	<ul style="list-style-type: none"> <li>The specified SMTP server IP address is not entered correctly. Make sure the IP address of the SMTP server being used by NIC FAX is entered correctly. (Page 56)</li> </ul>

### Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

Index

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TRUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Message	Causes and Recommended Actions
[Administrator Mode Monitor Error] No input for 10 minutes so returning to User mode.	<ul style="list-style-type: none"> <li>• IC FAX Monitor is automatically returning to the User Mode after being left in the Administrator Mode for 10 minutes without any input. Re-enter the Administrator Mode if you need to make more settings. (Page 122)</li> </ul>
Address is too long.	<ul style="list-style-type: none"> <li>• The specified address is too long and cannot be stored. Up to 254 characters, including dial options, can be input for a fax number.</li> </ul>
[Application Error] Stopped due to an error when retrieving Address Book data.	<ul style="list-style-type: none"> <li>• A network error occurred while getting data from the NIC FAX address table. Check the following points, reconnect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24)</li> <li>• Check whether NIC FAX network settings have been changed. (Page 56)</li> </ul>
[FAX command error] Sorry, not executable at the moment.	<ul style="list-style-type: none"> <li>• Maintenance procedure is being performed by service personnel. Wait until maintenance is finished.</li> </ul>
[Application Error] System error.	<ul style="list-style-type: none"> <li>• Problem with the Windows system. Restart your computer.</li> </ul>
[Application Error] System timer reset failure.	<ul style="list-style-type: none"> <li>• Problem with the Windows system. Restart your computer.</li> </ul>
[Network Error] Failed to initialize the status.	<ul style="list-style-type: none"> <li>• A network error occurred while getting NIC FAX status data. Check the following points, reconnect, and try again.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24)</li> <li>• Check whether NIC FAX network settings have been changed. (Page 56)</li> </ul>
[ FAX command error] Timeout occurred.	<ul style="list-style-type: none"> <li>• NIC FAX is busy. Wait a while and try again.</li> </ul>

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TRUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Message	Causes and Recommended Actions
[Application Error] The password you entered is incorrect. Please try again.	<ul style="list-style-type: none"> <li>The password you input does not match the password registered on NIC FAX. Input the correct password.</li> </ul>
[Application Error] An I/O error occurred during the backup.	<ul style="list-style-type: none"> <li>The backup file you specified does not exist or is corrupted. Specify a valid backup file. (Page 64)</li> </ul>
[Application Error] Stopped due to an error while retrieving file list.	<ul style="list-style-type: none"> <li>A network error occurred while getting NIC FAX memory status data. Check the following points, reconnect, and try again.</li> <li>Confirm that NIC FAX is turned on.</li> <li>Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24)</li> <li>Check whether NIC FAX network settings have been changed. (Page 56)</li> </ul>
Please specify a filename.	<ul style="list-style-type: none"> <li>No file name specified for a backing up or restoring memory data. Specify a file name. (Page 63)</li> </ul>
[Network error] Error when connecting to FAX.	<ul style="list-style-type: none"> <li>A network error occurred during communication with NIC FAX. Check the following points, reconnect, and try again.</li> <li>Confirm that NIC FAX is turned on.</li> <li>Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24)</li> <li>Check whether NIC FAX network settings have been changed. (Page 56)</li> </ul>
[Application Error] Failed while making fonts for pre-print processing.	<ul style="list-style-type: none"> <li>The Windows print font is not installed. Install MS Gothic.</li> </ul>



Message	Causes and Recommended Actions
[FAX command error] Bad command.	<ul style="list-style-type: none"> <li>The command you are trying to use cannot be processed by NIC FAX. Check that you are inputting the command correctly.</li> <li>The connected fax machine is not supported by this version of NIC FAX Monitor. Install the correct version of software.</li> </ul>
[FAX command error] Bad parameter.	<ul style="list-style-type: none"> <li>The command you are trying to use cannot be processed by NIC FAX. Check that you are inputting the command correctly.</li> <li>The connected fax machine is not supported by this version of NIC FAX Monitor. Install the correct version of software.</li> </ul>
[Application Error] Cannot restore using the specified backup file.	<ul style="list-style-type: none"> <li>The backup file you specified is not a NIC FAX restoring memory data. Specify a proper backup file. (Page 64)</li> </ul>
[Application Error] You entered an invalid backup file.	<ul style="list-style-type: none"> <li>The backup file you specified is not a backup file. Specify a proper backup file. (Page 64)</li> </ul>
[Network error] Could not connect to specified host.	<ul style="list-style-type: none"> <li>Confirm that the NIC FAX host name or IP address is set correctly. (Pages 56~58)</li> <li>Confirm that NIC FAX is turned on.</li> <li>Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24)</li> <li>Confirm that the IP address and subnet mask are set correctly on NIC FAX. (Page 26)</li> <li>Confirm that TCP/IP protocols are installed on the computer where IC FAX Monitor is installed.</li> <li>Confirm that the DNS (Domain Name Server) settings on the computer where IC FAX Monitor is installed are correct.</li> <li>Confirm that NIC FAX is registered on the DNS.</li> <li>When NIC FAX is not on the same network, confirm that the settings of the computer where IC FAX Monitor is installed and those on the NIC FAX gateway are correct. (Page 58)</li> <li>Contact your network administrator.</li> <li>The Saving energy mode on the computer is activated. Turn off the Energy Saving mode.</li> </ul>

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TRUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TRUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Message	Causes and Recommended Actions
[Network error] Connection error.	<ul style="list-style-type: none"> <li>• Confirm that the NIC FAX host name or IP address is set correctly. (Pages 56, 58)</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24)</li> <li>• Confirm that the IP address and subnet mask are set correctly on NIC FAX. (Page 26)</li> <li>• Confirm that the DNS (Domain Name Server) settings on the computer where IC FAX Monitor is installed are correct.</li> <li>• Contact your network administrator.</li> </ul>
[Application Error] Please enter the name of the host to connect to.	<ul style="list-style-type: none"> <li>• Input the NIC FAX host name or IP address on the other device. (Pages 26, 56)</li> </ul>
[FAX command error] Sorry, busy for doing some other tasks.	<ul style="list-style-type: none"> <li>• Function settings are being performed on the operation panel of the connected NIC FAX or the Administrator Mode of another IC FAX Monitor is currently in use. Wait until the conflicting procedure is finished and try again.</li> <li>• The command you are trying to use is already in being used by a NIC FAX process and cannot be executed.</li> </ul>
[FAX command error] Do not have access permission to change that value.	<ul style="list-style-type: none"> <li>• Restart IC FAX Monitor, enter the Administrator Mode, and change the value. (Pages 116, 121)</li> </ul>
[Application Error] Stopped due to an error when retrieving the journal.	<ul style="list-style-type: none"> <li>• A network error occurred while getting NIC FAX journal data. Check the following points, reconnect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24)</li> <li>• Check whether NIC FAX network settings have been changed. (Page 56)</li> </ul>

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TRUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Message	Causes and Recommended Actions
[Network error] Exited due to reception error.	<ul style="list-style-type: none"> <li>• A network error occurred. Check the following points, reconnect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24)</li> <li>• Check whether NIC FAX network settings have been changed. (Page 56)</li> </ul>
[Network error] Exited due to transmission error.	<ul style="list-style-type: none"> <li>• A network error occurred. Check the following points, reconnect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24)</li> <li>• Check whether NIC FAX network settings have been changed. (Page 56)</li> </ul>
Cannot add item because this dialling information already exists.	<ul style="list-style-type: none"> <li>• The dial you specified is already used. Specify a different dial.</li> </ul>
Cannot store item because this dialling information already exists.	<ul style="list-style-type: none"> <li>• The specified user is already used.</li> </ul>
Cannot add item because this Specified Sender address information already exists.	<ul style="list-style-type: none"> <li>• The specified user is already used.</li> </ul>
You have not entered any Specified Senders.	<ul style="list-style-type: none"> <li>• Input specified user data.</li> </ul>
Error in entered Specified Sender data.	<ul style="list-style-type: none"> <li>• Input alphabetic characters, symbols, or spaces for specified users.</li> </ul>
Data entry error (number setting is duplicated).	<ul style="list-style-type: none"> <li>• The number you are trying to add is already used. Specify a number that is not used.</li> </ul>

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TRUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Message	Causes and Recommended Actions
Data entry error (invalid number setting).	<ul style="list-style-type: none"> <li>• Input the correct end receiver number when programming multi-step transfer groups. When the end receiver is a Quick or Group Dial, input a non-zero two-digit number for the end receiver number.</li> <li>• Input the correct Personal Code when programming Personal Codes. Input a non-zero four-digit number for the Personal Code.</li> </ul>
Data input error. Invalid character in address.	<ul style="list-style-type: none"> <li>• For fax numbers, you can input numbers (0 to 9), pound signs (#), asterisks (*), and hyphens (-). For mail addresses, you can input alphabetic characters.</li> </ul>
Data input error. Invalid character in dialling options.	<ul style="list-style-type: none"> <li>• For dial options, you can input numbers (0 to 9), pound signs (#), and asterisks (*).</li> </ul>
Data input error. Invalid search letter. Data input error.	<ul style="list-style-type: none"> <li>• Input alphabetic characters.</li> </ul>
Please enter digits only.	<ul style="list-style-type: none"> <li>• Input numbers (0 to 9) only.</li> </ul>
Data input error. Speed Dial code out of range.	<ul style="list-style-type: none"> <li>• The Speed Dial code you specified is outside the display range. Change the code so it is within the display range.</li> </ul>
Please enter all items required.	<ul style="list-style-type: none"> <li>• Input the required items.</li> </ul>
[FAX command error] An unexpected error occurred.	<ul style="list-style-type: none"> <li>• An unexpected error has occurred on the connected NIC FAX. Try executing the command again.</li> </ul>
Windows sockets initialization failed.	<ul style="list-style-type: none"> <li>• Check whether the networking is enabled.</li> <li>• Check whether your configuration supports Windows sockets.</li> </ul>

## IC FAX Com Redirector Messages

Message	Causes and Recommended Actions
Invalid Personal Code.	<ul style="list-style-type: none"> <li>Four-digit numbers in the range of 0001 to 9999 can be specified as Personal Codes. This message appears when a Personal Code is specified using fewer than four numbers. Make sure that your specification does not include any alphabetic characters or symbols. (Page 111)</li> </ul>
Invalid host name/IP address.	<ul style="list-style-type: none"> <li>Confirm that the NIC FAX host name or IP address is set correctly. (Pages 26, 56)</li> <li>Confirm that NIC FAX is turned on.</li> <li>Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24)</li> <li>Confirm that the DNS (Domain Name Server) is set correctly.</li> </ul>
No response from host. Can not communicate.	
Failed to connect.	
Make sure the network resource is available.	<ul style="list-style-type: none"> <li>Two computers are connected to NIC FAX at the same time. Try connecting again after communication with the other computer is finished.</li> <li>Check NIC FAX access control and access mask settings. (Page 58)</li> <li>Contact your network administrator.</li> </ul>
Can not find API in ricommrg.dll.	<ul style="list-style-type: none"> <li>Confirm that the <b>[System]</b> directory created when Windows is installed contains a file named: ricommrg.dll. If this file is not present, delete the existing IC FAX Port and reinstall IC FAX Port. (Page 50)</li> </ul>
Can not load ricommrg.dll.	<ul style="list-style-type: none"> <li>ricommrg.dll is corrupted. Delete the existing IC FAX Port and reinstall IC FAX Port. (Page 50)</li> </ul>
Can not find API in icmp.dll.	<ul style="list-style-type: none"> <li>Click: <b>[Start]</b>, <b>[Settings]</b>, <b>[Control Panel]</b>, <b>[Network]</b>. Check the <b>[Configuration]</b> tab to see if TCP/IP is installed. If not, install TCP/IP.</li> </ul>
Can not load icmp.dll.	

### Contents

GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TROUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Message	Causes and Recommended Actions
IC FAX Port is not installed properly.	<ul style="list-style-type: none"> <li>Click: <b>[Start]→[Settings]→[Control Panel]→[System]</b>. Check <b>[Ports (COM &amp; LPT)]</b> on the <b>[Device Manager]</b> tab to see if IC FAX Port is installed. If not, install IC FAX Port. (Page 30)</li> </ul>
IC FAX Port is not working.	<ul style="list-style-type: none"> <li>Confirm that the [System] directory created when Windows is installed contains a file named: ricomm.vxd. If this file is not present, delete the existing IC FAX Port and reinstall IC FAX Port. (Page 50)</li> <li>Check if IC FAX Port is being used by another application. If so, start up IC FAX Com Redirector after closing IC FAX Com Redirector. (Page 157)</li> </ul>
Can not open ricomm.vxd.	
Can not open IC FAX Port.	

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TROUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

# IC FAX Com Redirector TROUBLE- SHOOTING

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	<b>TROUBLESHOOTING</b>
INTERNET FAXING	APPENDIX
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

Problem	Causes and Recommended Actions
Cannot send from	<ul style="list-style-type: none"> <li>• Check if IC FAX Com Redirector is running. An icon a fax application. should be on the Task Bar when it is. (Page 157)</li> <li>• Check if the IC FAX Com Redirector icon that communication cannot be performed (page 157). If it does, double-click the icon displays the setup screen, and make the required settings.</li> <li>• Click: [Start], [Settings], [Control Panel], [Modem]. Check the modem properties to see if Facsimile Modem Type A03 is installed.</li> <li>• Check if Facsimile Modem Type A03 is connected to IC FAX Port.</li> <li>• Check if the modem or port settings used by the fax application are correct.</li> <li>• The Facsimile Modem Type A03 supports Class 2 AT commands. Specify Class 2 as the commands used by the fax application.</li> <li>• NIC FAX supports simultaneous connection with two computers. IC FAX Port cannot be used when two other computers are connected to NIC FAX.</li> <li>• Check if NIC FAX access restrictions are restricted connection. See page 58 for information on access restriction.</li> </ul>
Cannot receive faxes with IC FAX Port.	<ul style="list-style-type: none"> <li>• IC FAX Port is send-only, so it cannot be used to receive faxes. Turn off the auto receive function of your fax application.</li> </ul>
Cannot install new hardware.	<ul style="list-style-type: none"> <li>• When new hardware cannot be installed due to resource conflict with IC FAX Port, try deleting IC FAX Port (page 50) and installing the new hardware. Then when you reinstall IC FAX Port the port number assigned to it may change.</li> </ul> <p><b>Installing IC FAX Port</b></p> <ol style="list-style-type: none"> <li>1. Click: <b>[Start]</b>, <b>[Settings]</b>, <b>[Control Panel]</b>, <b>[Hardware]</b>.</li> <li>2. Perform steps 11-2 through 19 from page 36.</li> <li>3. In step 20 on page 41, click <b>[Yes]</b>.</li> </ol>



# APPENDIX

- ➔ INCLUDED ITEMS ..... 180
- ➔ SPECIFICATIONS ..... 181
- ➔ FUNCTION LIST ..... 182

Contents	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	<b>APPENDIX</b>
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	Index



## INCLUDED ITEMS

Item	Quantity
CD-ROM (IC FAX Application, NIC FAX CD-ROM OPERATOR'S MANUAL)	1
BOOKLET	1
USER LICENSE AGREEMENT FOR IC FAX APPLICATION SOFTWARE	1
INSTALLATION MANUAL	1
Operation Panel Label	1

### Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

**APPENDIX**

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**

# SPECIFICATIONS

Network	LAN : Local Area Network (Ethernet/10base-T)
Transmit Function	Mail
Scan Line Density	200 × 100 dpi, 200 × 200 dpi
Document Size	A4
Transmit Protocols	Mail send : SMTP (IETF RFC821 and RFC822), TCP/IP Mail receive: POP3 (IETF RFC1725 and RFC1939), TCP/IP
Mail Format	Single/Multi-part MIME (RFC1521) conversion Attached file forms: TIFF-F (MH compression)/DCX
Convertible model	NIC FAX
Internet Communication	Send and receive Mail with computer that has an Mail address
Mail Send Functions	Automatic conversion of send document to Mail format and transmission of Mail. Memory transmission only.
Mail Receive Functions	Automatic detection and printing of appended TIFF-F (MH)/DCX files and ASCII text. Memory reception only.

## Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

**APPENDIX**

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

**Index**

## FUNCTION LIST

The list below shows the functions described in this manual only. For other functions, see FUNCTION LIST which follows index of the main Operator's Manual.

- Page numbers marked with an asterisk (\*) are main Operator's Manual pages.

No.	Function Name	Description	Page
25	Erasing PC FAX Transmission	Use to cancel a PC FAX transmission	P.99
31	Program Quick Dials	If you program a destination in a Quick Dial, you can dial that destination by just pressing that Quick Dial key.	P.100 *P.293
32	Program Speed Dials	If you program a destination in a Speed Dial, you can dial that destination by just pressing the Speed Dial/ Tel. Directory key then entering a 2 - digit code.	*P.296
33	Program Group Dials	If you program multiple destinations in a Group, you can specify all those addresses easily.	*P.300
41	Printing Journal	Print the Journal manually. Use to check the results of the last 50 transmissions/receptions.	P.90 *P.171
61	IP Address	This is required by the TCP/IP protocol, and is a kind of identification code. Enter the IP address allotted to you by your system administrator.	P.26
	Subnet Mask	Enter the mask that represents the portion of the network address that is devoted to subnet addresses.	P.26
	Default Gateway	Enter the IP address of the router connected to another network.	P.26

### Contents

GETTING AQUAINTED  
WITH NIC FAXIC FAX Com  
Redirector

GETTING READY

TROUBLESHOOTING

INTERNET FAXING

APPENDIX

USING FUNCTIONS

GLOSSARY

IC FAX Monitor

Index

63	User Parameters	You can customize various function settings to suit your requirements.	P.109 *P.223
71	Programming the Personal Codes (Routing Addresses)	You can program a Personal Code for each user. If you enter your Personal Code when transmitting, you can check on usage for each Personal Code.	P.111 *P.75

<b>Contents</b>	
GETTING AQUAINTED WITH NIC FAX	IC FAX Com Redirector
GETTING READY	TROUBLESHOOTING
INTERNET FAXING	<b>APPENDIX</b>
USING FUNCTIONS	GLOSSARY
IC FAX Monitor	<b>Index</b>

## GLOSSARY

- Page numbers marked with an asterisk ( \* ) are main Operator's Manual pages.

### **10BASE-T cable**

Twisted pair Ethernet cable that provides 10Mbps communication. See page 24.

### **CSI**

Called Station Identification. Data exchanged between machines to let them know who they are communicating with. See page 18, 19, 150.

### **IP address**

Internet Protocol address used for TCP/IP protocols. A kind of computer ID number.  
See page 26, 58.

### **LAN**

Local Area Network. High-speed network of computers, printers, servers, and other devices within a limited area. See page 24.

### **MIME**

Multipurpose Internet Mail Extensions. Defines a mail protocol for sending non-text data.  
See page 12.

### **POP server**

Mail receive server. See page 56.

### **RTI**

Receive Terminal Identification. Identifies the sender. See page 18, 19, 150.

### **STMP server**

Internet-connected e-mail server that routes mail. See page 56.

### **TIFF-F/DCX**

Image formats used when faxes are converted to images. See page 22, 60.

### **confidential transmission**

Transmission that, when received, remains in memory until the proper ID code is input.  
See page 131.

**default gateway**

IP address of a router in another network to which your network is connected. See page 26.

**domain name**

Name of a network on the internet. See page 56.

**polling reception**

Use Polling Receive when you wish to poll a message from another terminal. See page 8, \*135.

**polling transmission**

Use Polling Transmission when you wish to leave a document in the memory for others to pick up. See page 7, \*131.

**subnet mask**

Mask value that allows use of part of an IP address as a network address. See page 26, 58.

# INDEX

- 1**  
 10BASE-T cable 24, 184
- A**  
 Access Control 59  
 Access Mask 59  
 Adding a New Group Dial 136  
 Adding a New Quick Dial 133  
 Adding a New Speed Dial 133  
 ADDING FORWARDING STATION ADDRESSES 145  
 ADDING MULTI-STEP TRANSFER GROUPS 139  
 ADDING PERSONAL CODES 142  
 ADDRESS BOOK 129  
 Admin. Mail Address 61  
 Administrator Mode 54, 122  
 APPENDIX 179
- B**  
 BACKING UP AND RESTORING MEMORY DATA 63  
 Backup Mail Address 61  
 BASIC TRANSMISSION 13  
 Before Starting Installation 29  
 BROADCASTING 75
- C**  
 Changing from the User Mode to the  
   Administrator Mode 122  
 CHANGING THE CONNECTION MODE 122  
 Class 2 AT commands 95  
 Confidential Transmission 131, 184  
 Computer 29  
 CONNECTING TO A LAN 24  
 Connecting the LAN Cable 24  
 Convertible model 181  
 CPU 29  
 CSI 18, 19, 150, 184  
 Confirm New Password 62  
 Current connection mode 120  
 Current Password 62
- D**  
 DCX 22, 184  
 Default gateway 26, 184  
 Deleting a Personal Code 115  
 Dialling with the Dial Option Key 131  
 Display 29  
 DNS 173, 176  
 Document Size 181  
 Domain Name 56, 185
- E**  
 EDITING FORWARDING SETTINGS 148  
 EDITING A PERSONAL CODE 114  
 Editing Quick Dial Data 105  
 End receiver 77  
 Entering the Administrator Mode 54  
 Erasing a Quick Dial 107  
 ERASING PC FAX TRANSMISSION 99  
 Error Mail Notification 88  
 ERROR MESSAGES 166  
 Error Report (Mail) 88  
 Error status message 120
- F**  
 Facsimile Modem Type A03 40, 45  
 Fax Application 16  
 Fax machine memory status 120  
 Forwarding of a Received Document to a Computer 19  
 Forwarding of Received Faxes 86  
 Free Disk Space 29  
 Function Not Supported by Mail Transmission 7  
 Function Not Supported by Mail Reception 8  
 FUNCTION LIST 184  
 FUNCTION 25 99  
 FUNCTION 31 100  
 FUNCTION 63 109  
 FUNCTION 71 111
- G**  
 Gateway 58  
 GETTING READY 23  
 Greenwich Mean Time Difference 61

<b>H</b>			MAIL SERVER SETTINGS	25
HELP	152, 161		Mail Servers That Have Been Confirmed	
Host Name	56		To Work	25
Hub	24		Making Initial Settings	26
			Memory indicator	13
<b>I</b>			MEMORY STATUS	123
IBM PC/AT or compatible	29		MIME	12, 184
IC Fax Application	20		Minimum Memory	29
IC FAX Com Redirector	21, 157		Multi-step Transfer Example	84
IC FAX Com Redirector Messages	176		<b>N</b>	
IC FAX Monitor	20, 116		Network	29, 181
IC FAX Monitor INITIAL SCREEN	120		NETWORK ADMINISTRATOR	25
IC FAX Monitor Initial Screen Messages	168		Network connection status	120
IC FAX Monitor SETTINGS	54		New Password	62
IC FAX Port	36		NIC FAX Display Messages	166
ICViewer	22		<b>O</b>	
Image Format	61		Operating System	29
INCLUDED ITEMS	180		OPERATION PANEL	11
INITIAL SETTINGS	26		Other Settings	60
INSTALLATION	29		Own Number (G3)	150
Installing the IC FAX Applications	30		<b>P</b>	
INTERNET FAX	12		PASSWORD	62, 121
Internet Communication	181		PC FAX Application	95
Internet Fax Precautions	7		Personal Code	18, 111, 142
Internet Mail Settings	56		Personal Code List	92
IP address	26, 58, 184		Polling Reception	8, 185
IP address or host name of connected IC FAX	120		Polling Transmission	7, 185
<b>J</b>			POP Server	56, 184
Journal	90		Ports (COM & LPT)	38
JOURNALS (TRANSMISSION AND RECEPTION)	128		PRECAUTIONS	7
<b>L</b>			Print Header Information	61
LAN	24, 184		Programmed a New Quick Dial	102
LAN Cable	24		PROGRAMMING PERSONAL CODES	
Login Name	56		(ROUTING ADDRESSES)	111
Login Password	56		PROGRAMMING QUICK DIALS	100
<b>M</b>			PWD	131
Mail Address	56		<b>Q</b>	
Mail Format	181		Quick Dial Key Programming	101
Mail Receive Functions	181		Quitting IC FAX Com Redirector	159
Mail RX Interval	58		Quitting IC FAX Monitor	118
Mail Send Functions	181			








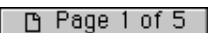





<b>R</b>		TIFF-F	22, 184
RECEPTION	82	TRANSFER REQUEST	77
RECEPTION FUNCTIONS	18	Transfer Request by Fax	81
Received document	120	Transfer request by mail	77
Receiving Mail	82	Transfer requester	77
Receiving Transfer Request Mail	83	Transfer Result Report	87
REPORTS AND LISTS	87	Transfer Station	77
Restoring Memory Data	64	TRANSMISSION	71
Routing of a Received Document to a Computer	18	Transmit Function	181
Routing of Received Faxes	85	Transmit Protocols	181
RTI	18, 19, 150, 184	TROUBLESHOOTING	165
<b>S</b>		TTI	150
Scan Line Density	181	<b>U</b>	
Sending a Fax from a Computer	16	Uninstalling Facsimile Modem Type A03	53
Sending a Fax as Mail form NIC FAX	13	UNINSTALLING THE IC FAX APPLICATIONS	47
Sending a PC Fax	96	Uninstalling the IC FAX Applications	47
SEP	131	Uninstalling the IC FAX Port	50
Server-generated Error Mail from the Server	89	USER PARAMETERS	109
SETTING THE ADMINISTRATOR MODE PASSWORD	62	USING A PC FAX APPLICATION	95
SID	131	Using Index Search	152
SIMPLE SCANNING OPERATION	93	USING ONLINE HELP	152, 161
SMTP Server	56, 184	Using Quick Dial, or Group Dial for Address Input	73
SPECIFICATIONS	181	<b>V</b>	
Specifying an End Receiver Station	81	Version Information	155, 160
SPECIFYING THE TARGET FAX	119	Viewing Auto Documents	127
Speed Dial Address Input	73	VIEWING FAX INFORMATION	150
STARTING UP AND QUITTING IC FAX		Viewing Files Awaiting Transmission	124
Com Redirector	157	Viewing Files That Have Bee Received Into Fax	
STARTING UP AND QUITTING IC FAX Monitor	117	Memory	126
Starting Up IC FAX Com Redirector	157	Viewing the Send and Reception Journals	128
Starting up IC FAX Monitor	117	<b>W</b>	
SUB	131	WHAT IS AN INTERNET FAX	12
Subnet mask	26, 58, 185		
SVGA	29		
System Requirements	29		
<b>T</b>			
TCP/IP Settings	58		
TESTING FOR PROPER OPERATION	67		
Testing for Proper Operation	67		
Testing Operation by Sending a Fax from			
a PC Application	69		



# HELP

---

This document explains how to view the online operator's manual.

- To return to previous pages or views, do any of the following:
  - Right click, then choose [Go Back].
  - From the [View] menu, choose [Go Back].
  - Click  on the toolbar.
- To advance through views, do one of the following:
  - From the [View] menu, choose [Go Forward].
  - Click  on the toolbar.
- There are several ways to step through the document page by page:
  - Click  on the toolbar to view the previous page.
  - Click  on the toolbar to view the next page.
  - From the [View] menu, choose [Previous Page] or [Next Page].
  - Click on the scrollbar.
- To view a specific page by number, either:
  - Click  on the toolbar, or choose [Thumbnails and Page] from the [View] menu to display thumbnail images of each page. Then click the thumbnail of the page you wish to view.
  - Click  on the status bar at the bottom of the screen. The [Goto Page] dialog will appear and you can select a page.
- To zoom in on the page, either:
  - Click  on the toolbar, or choose [Zoom In] from the [Tools] menu. Then click over the area you wish to zoom into.
- To zoom out of the page, either:
  - Click  on the toolbar. Then while holding down the control key, click on the page to zoom out.
  - From the [Tools] menu, choose [Zoom Out] then click on the page.
- You can change the way the page is displayed in the following ways:
  - Click  on the toolbar to show the page at its actual size.
  - Click  on the toolbar to show the whole page.
  - Click  on the toolbar to show the whole page width.
  - Alternatively, you can choose [Actual Size], [Fit Page] or [Fit Width] from the [View] menu.
- For more detailed information, please refer to the Acrobat online documentation. From the [Help] menu, choose [Acrobat Online Guide] to open the Acrobat help file.



**NIC FAX CD-ROM  
OPERATOR'S MANUAL**  
*ICViewer Reference*



## INTRODUCTION

Thank you for selecting this product.

This Operator's Manual explains the procedures and precautions with which you need to be familiar in order to get the most out of this product. Be sure to read this manual carefully before using the product for the first time, and keep it on hand for later reference when necessary.

Note that you are authorized to use this Operator's Manual and the application it describes only after you agree to the terms and conditions of the User License Agreement that comes with the CD-ROM.

The contents of this Operator's Manual assume that you are already familiar with Windows functions and procedures. If you are not, see the documentation that comes with Windows for details on how to use it.

### **Important**

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# CONTENTS

Contents

<b>ICViewer FEATURES .....</b>	<b>5</b>	Drawing Tools .....	13
System Requirements .....	5	To select multiple objects .....	13
<b>STARTING UP AND QUITTING ICViewer .....</b>	<b>6</b>	To move an object .....	13
Starting Up .....	6	To re-size an object .....	14
Quitting ICViewer .....	6	To draw a line .....	14
ICViewer Initial Screen .....	7	To draw a rectangle .....	14
<b>VIEWING IMAGES .....</b>	<b>9</b>	To draw a round-cornered rectangle .....	15
Page Jump Bar .....	10	To draw an ellipse .....	15
To show/hide the Page Jump Bar .....	10	To draw a polygon .....	15
To move to a different page .....	10	To place some text .....	16
To access the Page Jump context menu .....	10	To change the font size, family, alignment or style .....	16
<b>EDITING AN IMAGE .....</b>	<b>11</b>	To place a stamp mark .....	17
Image Editing Tools .....	12	<b>Gridlines .....</b>	<b>18</b>
To change the size of the eraser .....	12	To show the grid .....	18
To select an area of the image .....	12	To change the grid size (three levels) or hide it .....	18
To move part of the image to another position .....	12	<b>Scale to Gray View and Black and White View ..</b>	<b>18</b>
To copy part of the image to another position .....	12	To switch between Scale to Gray and Black and White ..	18
		<b>Zoom Factor .....</b>	<b>18</b>
		To change the zoom factor .....	18
		<b>Object Properties .....</b>	<b>19</b>
		To change the properties of an object .....	19

CONTINUED 



Click on a chapter title in the contents to jump directly to the corresponding page.

## Other Button Meanings

A list of all the other buttons that appear within the text of this Operator's Manual is shown below.

<b>Contents</b>	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

Click to jump to the first page of the chapter you want to see, with the title of the chapter highlighted.

	Click to jump to the referenced page.
	Click for help on using this User's Guide.

CONTINUED 

This button indicates that the current section continues on the next page.

<p>Layering Drawing Objects ..... 20              To move an object up or down a layer .....20          Fixing an Image ..... 20          Manipulating Images ..... 21</p> <p><b>IMPORTING IMAGES ..... 22</b></p> <p>    To insert a graphics file .....22              To insert an image from the clipboard .....22</p> <p><b>SAVING AND EXPORTING IMAGES ..... 23</b></p> <p>    To save all pages to disk .....23              To export the current page image to disk as a bitmap ...23</p> <p><b>PRINTING IMAGES ..... 24</b></p> <p>    To check how the image will appear on the page                  before you print .....24              To print the image directly .....24</p> <p><b>SENDING FAX MESSAGES          (NOT AVAILABLE ON SOME SYSTEMS) ... 25</b></p> <p>    To send a fax message from the viewer .....25</p>	<p><b>PROPERTIES ..... 26</b></p> <p>    To access the ICViewer properties .....26          Printing Info ..... 27          Drawing ..... 28          Stamp ..... 29              To add a stamp image .....29          Reply Info ..... 29</p> <p><b>INDEX ..... 30</b></p>
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Click on a chapter title in the contents to jump directly to the corresponding page.

**Other Button Meanings**

A list of all the other buttons that appear within the text of this Operator's Manual is shown below.

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Contents														
ICViewer FEATURES	SAVING AND EXPORTING IMAGES													
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES													
VIEWING IMAGES	SENDING FAX MESSAGES													
EDITING AN IMAGE	PROPERTIES													
IMPORTING IMAGES	<b>Index</b>													
		<div style="display: flex; align-items: center; gap: 10px;"> <span>Click for help on using this User's Guide.</span> </div>												

<div style="display: flex; align-items: center; gap: 5px;"> <span style="font-weight: bold; color: blue;">CONTINUED</span> </div> <div style="margin-left: 20px;"> <p>This button indicates that the current section continues on the next page.</p> </div>
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# ICViewer FEATURES

ICViewer is an application that lets you view images sent from NIC FAX on

your computer screen.

Here are some of the things you can do with ICViewer.

- View and browse through pages of an image
- Edit an image using drawing and text tools
- Insert bitmaps into an image
- Save and export images
- Print out images
- Send fax messages (not available on some systems)

## System Requirements

ICViewer requires the following system to run correctly.

Computer	: IBM PC/AT or compatible running Windows 95 (English)
CPU	: i486DX-100MHz or higher
Memory	: Enough to run Windows 95 (at least 32MB recommended)
Free Disk Space	: 5MB on drive where application is installed (program, data, help); at least 30MB on system drive (50MB recommended)
Display	: SVGA 640 × 480, 256 colors minimum (800 × 600, 64,000 colors recommended)
Operating System	: Windows 95 (English)

**< Note**

### Note

- Operation cannot be guaranteed for all system configurations.

### Contents

ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	PROPERTIES
IMPORTING IMAGES	Index



# STARTING UP AND QUITTING ICViewer


## Starting Up

You can start up ICViewer from the **[Start]** menu or by double-clicking the icon of a file with a DCX or TIF extension.

### Starting Up from the [Start] Menu

1. Point to **[Start]**, **[Programs]**, and then **[IC FAX Application]**. Next, click **[ICViewer]**.
  - This displays the initial ICViewer screen.
2. On the **[File]** menu, click **[Open]** and open the file you want.

### Starting Up by Double-clicking an Icon

1. Use Explorer or some other means to find the icon of the DCX or TIF file you want to open.
2. Double-click the icon.
  - This starts up ICViewer and displays the contents of the file whose icon you clicked.
  - Files that can be opened with ICViewer are indicated by the icon .

## Quitting ICViewer

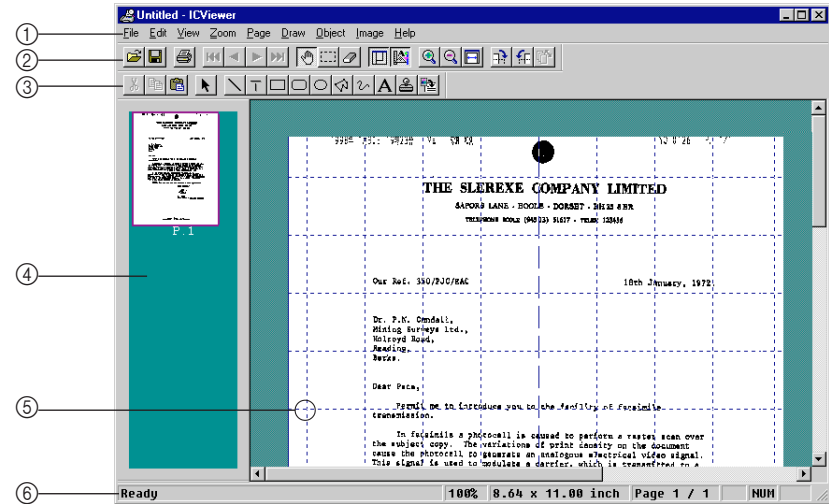
On the ICViewer **[File]** Menu, click **[Exit]**.

### Contents

ICViewer FEATURES	SAVING AND EXPORTING IMAGES
<b>STARTING UP AND QUITTING ICViewer</b>	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

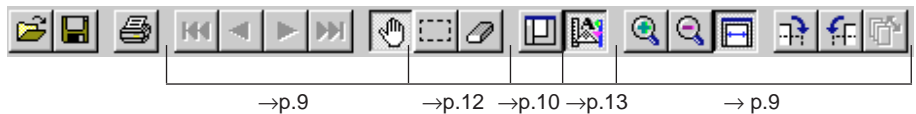


## ICViewer Initial Screen



- ① **Menu Bar** : Contains pull-down menus of various commands.
- ② **Tool Bar** : Provides one-touch access to functions and commands.

### Tool Bar



- ③ **Drawing Tool Bar** : A collection of tools for drawing, cutting, copying, pasting, etc.

### Drawing Tool Bar



Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

- ④ **Page Jump Bar** : Shows thumbnails of all pages in the document. Double-click on a page's thumbnail to jump to it. See page 10.
- ⑤ **Gridlines** : Guidelines that help you align objects on the page. See page 18.
- ⑥ **Status Bar** : Shows the currently selected menu and tool bar name, zoom factor, paper size, page number, and CAPS, NUM, and SCRL lock status.

<b>Contents</b>	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
<b>STARTING UP AND QUITTING ICViewer</b>	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	PROPERTIES
IMPORTING IMAGES	<b>Index</b>



# VIEWING IMAGES

The button bar, near the top of the screen, has several useful tools for viewing different parts of an image and moving around a document.

You can also access some of these features from the menu bar.



## Drag Scroll

When you move the mouse pointer over the image, the mouse pointer will turn into a hand. To scroll the image, hold down the left mouse button and drag the mouse.



## Jump to the first page of the document



## Move back to previous page



## Go to next page



## Jump to the last page of the document



## Zoom In



## Zoom Out

You can also select different magnifications from the *Zoom* pulldown menu.



## Rotate all pages of the document 90° clockwise



## Rotate all pages of the document 90° counter-clockwise



## Reverse the page order of a multi-paged document

This is useful for viewing a document that was sent bottom page first.



## Page Width

Chooses a magnification that allows you to view the entire width of the image on your screen.

### Contents

ICViewer FEATURES

SAVING AND EXPORTING IMAGES

STARTING UP AND QUITTING ICViewer

PRINTING IMAGES

VIEWING IMAGES

SENDING FAX MESSAGES

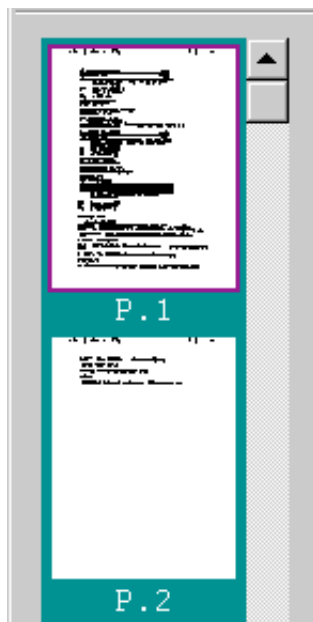
EDITING AN IMAGE

PROPERTIES

IMPORTING IMAGES

Index

## Page Jump Bar



The Page Jump Bar shows thumbnails of all the pages contained in the document, with the current page indicated by a red border.

### To show/hide the Page Jump Bar:

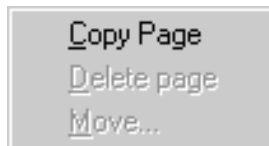
Click on the  button.

### To move to a different page:

Double click on another thumbnail image.

### To access the Page Jump context menu:

1. Move the mouse to one of the thumbnails in the Page Jump Bar.
2. Right click and select the function you want.



Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	PROPERTIES
IMPORTING IMAGES	<b>Index</b>




## EDITING AN IMAGE

### Note

- When you choose image editing tools, all drawing objects will temporarily vanish. Do not worry, they will reappear as soon as you switch to a different type of tool.

When you save an image, any drawing objects you have laid over the top are combined into the basic image. This process is not reversible and the drawing objects will no longer be editable.

See “Saving and exporting images” on page 23 for details on saving images

..... See to p.23 

This viewer provides tools for editing the image as well as adding text and drawings. When you have completed editing the image, you can save it or transfer it to another application.

There are two main types of tools:

- Image editing tools that act upon the basic image (p.12)
- Drawing tools for superimposing lines, shapes and text over the basic image (p.13)

### < Note

The following features are also available:

- Gridlines (p.18)
- Scale to gray view and black and white view (p.18)
- Object properties (p.19)
- Layering drawing objects (p.20)
- Manipulating images (p.21)

### Contents

ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
<b>EDITING AN IMAGE</b>	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

## Image Editing Tools



### Erase

Deletes parts of the basic image pixel by pixel.




Holding down the right mouse button and moving the cursor erases everything the cursor passes.

#### To change the size of the eraser:

Right click over the image and select a different size.



### Selection rectangle

Selects an area of the image. Once selected, you can cut (  ), copy (  ) and paste (  ) the selection.

#### To select an area of the image:

1. Hold down the left mouse button and drag the mouse to scale the selection rectangle.
2. Release the button to select the area.

#### To move part of the image to another position:

1. Move the mouse button over the selected area and hold down the left mouse button.
2. Drag the mouse.

#### To copy part of the image to another position:

1. While holding down the **[Ctrl]** key, choose the image selection tool and select the area you wish to copy.
2. Move the mouse pointer over the area, hold down the left mouse button and drag the copy to where you want it.

## Contents

ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
<b>EDITING AN IMAGE</b>	PROPERTIES
IMPORTING IMAGES	<b>Index</b>



**Cut**

Cuts currently selected drawing object(s) to the clipboard.



**Copy**

Copies the selected area to the clipboard.



**Paste**

Pastes the contents of the clipboard over the image.

**Drawing Tools**



**Toggle Draw Tool Bar**

Use to hide or show the draw toolbar.



**Cut**

Cuts currently selected drawing object(s) to the clipboard.



**Copy**

Copies currently selected drawing object(s) to the clipboard.



**Paste**

Pastes the contents of the clipboard over the image.



**Select drawing object**

Click once on the object you want to select.

**To select multiple objects**

Either of the two following methods can be used to select multiple objects:

- Hold down the **[Shift]** key and click once on each object.
- Hold down the left mouse button and draw a box around the area containing the objects you wish to select.

Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
<b>EDITING AN IMAGE</b>	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

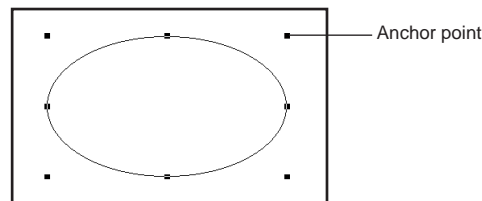
Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
<b>EDITING AN IMAGE</b>	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

**To move an object:**

1. Move the mouse over the selected object and hold down the left mouse button.
2. Drag the object to its new position.

**To re-size an object:**

1. Select an object. If it is re-sizable, anchor points will appear.



2. Hold down the left mouse button on an anchor point and drag the anchor to scale the object.

 **Straight line**

**To draw a line:**

1. Press and hold down the left mouse button where you want the line to begin.
2. Drag the mouse.

 **Orthogonal line**

This is like the straight line tool except the line snaps automatically to the closest vertical, horizontal or diagonal.

 **Rectangle**

**To draw a rectangle:**

1. Hold down the left mouse button.
2. Drag the mouse to scale the object.



Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
<b>EDITING AN IMAGE</b>	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

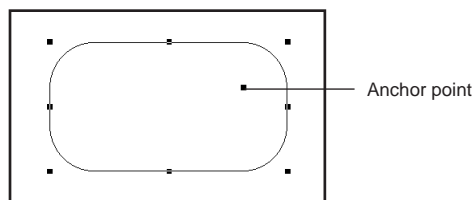


### Round-cornered rectangle

#### To draw a round-cornered rectangle:

1. Hold down the left mouse button.
2. Drag the mouse to scale the object.

When you draw a round-cornered rectangle, an extra anchor point appears inside the rectangle. Drag on this anchor to alter the roundness.



### Ellipse

#### To draw an ellipse:

1. Hold down the left mouse button.
2. Drag the mouse to scale the object.



### Polygon

#### To draw a polygon:

1. Move the mouse pointer to where you want the first corner and click once.
2. Move the mouse pointer to another position and click again to set the next corner.
3. Repeat the previous step for all corners.
4. Double click to fix the object.



### Freehand line

Hold down the left mouse button and drag the mouse.

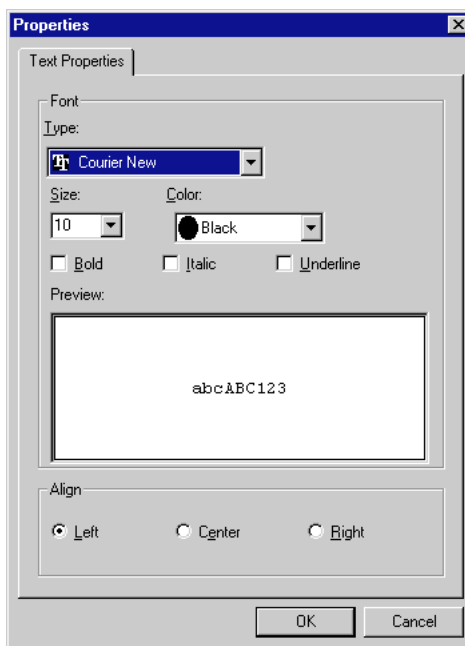
## **A** Text box

### To place some text:

1. Hold down the left mouse button and drag to make rectangle for your text to go in.
2. Release the button and type in your text at the keyboard.

### To change the font size, family, alignment or style:

1. Switch to the **[Select tool]** button and click on the text object once to select it.
2. From the **[Object]** menu, choose **[Properties]** (or right-click on the object and choose **[Properties]**).



3. Make any changes and then click on **[OK]** .

Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
<b>EDITING AN IMAGE</b>	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

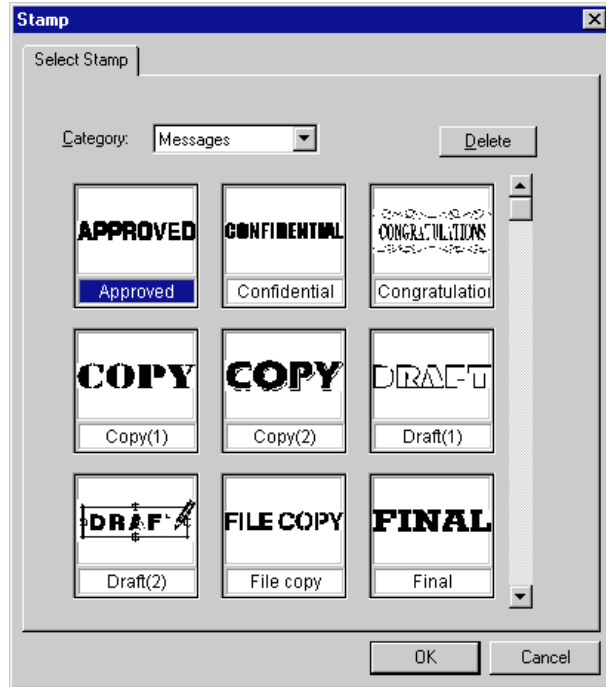


### Stamp

Pastes a preset label onto the image (e.g. “Urgent”).

#### To place a stamp mark:

1. Click on the **[Stamp]** button.



2. Choose an image and click on **[OK]** .

Stamps are grouped as one of four types: **[Messages]**, **[Faces]**, **[Arrows]**, and **[English]** .

3. Resize and position the image.

#### < Note



### External Illustration

Click on this button to insert an image file. See page 22 for details.

### Note

- Selecting a stamp and clicking **[Delete]** deletes the selected stamp.
- You can also add your own original image as a stamp. See page 29 for details.

..... See to p.29

Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
<b>EDITING AN IMAGE</b>	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

## Gridlines

You can superimpose a grid over the current image to help you align images and drawing objects accurately.

### To show the grid:

From the **[View]** pull down menu, choose **[Grid]**.

### To change the grid size (three levels) or hide it:

Choose **[Grid]** from the **[View]** menu again and again until the grid setting is how you wish.

## Scale to Gray View and Black and White View

In the Scale to Gray view, the image is displayed using shades of gray. In the Black and White view, the image is represented as discrete black and white dots. Note that the Scale to Gray view is available only when the image zoom factor is 100% or less.




### To switch between Scale to Gray and Black and White:

From the **[View]** pull down menu, choose **[Scale to Gray]** or **[Black and White]**.

## Zoom Factor

The zoom factor determines the size of the displayed image. 100% is normal size, while anything below 100% is smaller and anything greater than 100% is larger. You can set select a zoom factor in the range of 10% to 300%.

### To change the zoom factor

- On the **[Zoom]** menu point to the zoom factor you want to select **25, 50, 75, 100, 200, 300, Page Width, Whole Page,** or **Custom**.
- Instead of using the **[Zoom]** menu, you could click  to zoom in (enlarge),  to zoom out (reduce), or  to fit to the screen width.

## Contents

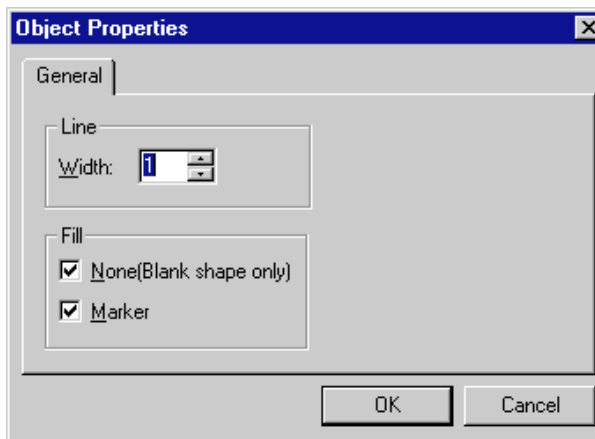
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

## Object Properties

You can change various properties of a drawing object such as the fill style and line width.

### To change the properties of an object:

1. Select the object.
2. Either right click over the object and choose **[Properties]**, or choose **[Properties]** from the **[Object]** pulldown menu.
3. Make any changes and choose **[OK]**.



- Line width : Set a value from 0 to 100.
- None (Blank shape only): Specifies whether the area inside lines should be filled in (unchecked) or left blank (checked).
- Marker : Specifies whether the background should be transparent (checked) or opaque (unchecked).

Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
<b>EDITING AN IMAGE</b>	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

## Layering Drawing Objects

The Object pulldown menu provides functions that allow you to choose whether drawing objects appear above or underneath other objects.

Example



### To move an object up or down a layer:

1. Select the object.
2. From the **[Object]** pulldown menu, choose one of the following: **[Bring Front]**, **[Bring Back]**, **[Bring Top]**, or **[Bring Bottom]**.

## Fixing an Image

Drawing objects you draw with the drawing tools are different from the image you are editing. You can select drawing objects individually and move them around the display, but the main image is a single integrated unit whose elements cannot be selected independently.

You can incorporate the drawing object you are working with into the main image by executing the **Draw** menu's **[Fixing an Image]** command. Note that the appearance of the object changes when it is incorporated into the main image.

Example



Note that once a drawing object is incorporated into an image, it cannot be removed.

With some display drivers, attempting to incorporate a colored object into an image can cause an error.

Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
<b>EDITING AN IMAGE</b>	PROPERTIES
IMPORTING IMAGES	<b>Index</b>

## Manipulating Images

The Image pulldown menu has functions that allow you to manipulate all or part of the image.

Note that for these functions to be enabled for all objects, you must first click the *[Draw]* menu's *[Fixing an Image]* command.

The following functions are available:

- **Fill Rectangle**  
Fills the inside or outside of an area selected with the selection tool with white or black.
- **Invert Image**  
Inverts the inside or outside of an area selected with the selection tool. When nothing is selected, this function affects the current page or all pages.
- **Denoise**  
Removes noise from the current page or all pages. This function is disabled while something is selected with the selection tool.
- **Emphasis**  
Emphasizes the current page or all pages. This function is disabled while something is selected with the selection tool.
- **Deskew**  
Deskews the current page or all pages. This function is disabled while something is selected with the selection tool.

Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
<b>EDITING AN IMAGE</b>	PROPERTIES
IMPORTING IMAGES	<b>Index</b>



## IMPORTING IMAGES

You can import images in the following graphics formats:

- DIB bitmap (.bmp, .dib)
- Windows Metafile (.wmf)
- JPEG-JFIF (.jpg)
- CompuServe GIF (.gif)
- TIFF (.tif)
- DCX (.dcx)

### To insert a graphics file:

1. Choose **[External Illust]** from the **[Draw]** menu.



2. Select the filename and click **[OK]**.

The bitmap will appear selected and you can move and scale it.

### To insert an image from the clipboard:

1. From an external application (for example, Paint), select the graphic you want and copy it to the clipboard.
2. Switch to ICViewer and select **[Paste]** from the **[Edit]** menu.  
You can now move and scale the image.

### Contents

ICViewer FEATURES

SAVING AND EXPORTING IMAGES

STARTING UP AND QUITTING ICViewer

PRINTING IMAGES

VIEWING IMAGES

SENDING FAX MESSAGES

EDITING AN IMAGE

PROPERTIES

IMPORTING IMAGES

Index






# SAVING AND EXPORTING IMAGES

You can save multiple pages and export an image file in various formats.

If you save or export an image, all drawing objects that you have laid over the image are automatically merged with the original image. When this happens, it is no longer possible to edit these drawing objects.

### To save all pages to disk:

1. On the **[File]** menu, click **[Save As]**.
2. Enter a filename and choose a format.
3. Choose **[OK]**.

To save the file under its existing name, click the **[File]** menu's **[Save]** command or click the  button.

### Supported multi-page formats are:

- DCX
- TIFF MH Compression
- TIFF MR Compression
- TIFF MMR Compression

Files sent by NIC FAX with Mail are saved using DCX or TIFE-MH compressed format.

### To export the current page image to disk as a bitmap:

1. Choose **[Export]** from the **[File]** menu.
2. Select a graphics format and click **[OK]**.

### Supported single page formats are:

- Bitmap (.bmp)
- CompuServe GIF (.gif)

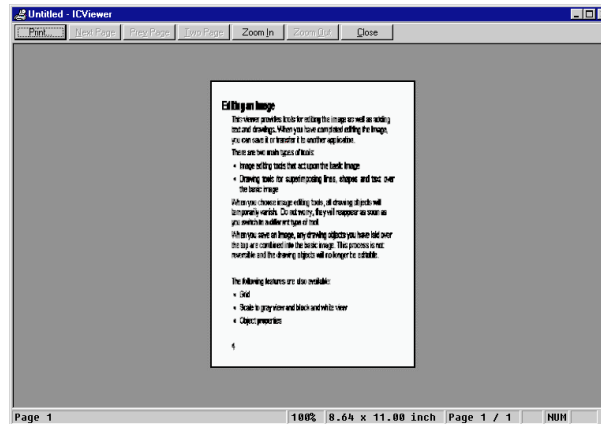
3. Enter a filename and click **[OK]**.

Contents	
ICViewerFEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	PROPERTIES
IMPORTING IMAGES	Index

# PRINTING IMAGES

To check how the image will appear on the page before you print:

1. From the **[File]** menu, choose **[Print Preview]**.



[Next page] : Displays the next page.

[Prev page] : Displays the previous page.

[Two Pages] : Displays two pages at a time.

[One Page] : Displays one page at a time.

[Zoom In] : Enlarges the image.

[Zoom Out] : Reduces the image.

[Close] : Returns to the viewer window.

2. If the image looks OK, choose the **[Print]** button.

**To print the image directly:**

1. From the **[File]** menu, choose **[Print]**.
2. Check your printer settings, then choose **[OK]**.

## Contents

ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	<b>PRINTING IMAGES</b>
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	PROPERTIES
IMPORTING IMAGES	<b>Index</b>



## SENDING FAX MESSAGES (NOT AVAIL- ABLE ON SOME SYSTEMS)

You can send new images by E-mail. On some systems, you can send images to a fax machine. Ask your system administrator for more details.

### To send a fax message from the viewer:

You can use Microsoft Exchange to send images you create as E-mail.

1. If ICViewer is not already started, click on the ICViewer icon to launch it.
2. Prepare your fax image.
3. From the **[File]** menu, choose **[Send]**.. then **[Send]** .
4. Any drawing objects will be merged with the basic fax image and color will be lost. Click **[OK]** .
5. A new message window will open with the fax image inserted in the body of the message as an attachment.
6. To select a destination, click on the **[To]** button. The Address Book will open.
7. The addresses available to you are shown on the left. Select the address you wish to send to and choose **[Add]**. The address will be copied to the **[recipient list]** on the right.  
You can send copies to more than one destination by adding more addresses.
8. Choose **[OK]** . The **[Address Book]** will close.
9. Fill in the **[subject field]** . If you are sending to a PC address, you can add some text to the body of the message before or after the attachment.
10. To send the message, choose **[Send]** from the **[File]** menu.

Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	<b>SENDING FAX MESSAGES</b>
EDITING AN IMAGE	PROPERTIES
IMPORTING IMAGES	Index



# PROPERTIES

These settings allow you to change various defaults, such as the method of printing, line and eraser styles, location of the stamp directory and network settings.

### To access the ICViewer properties:

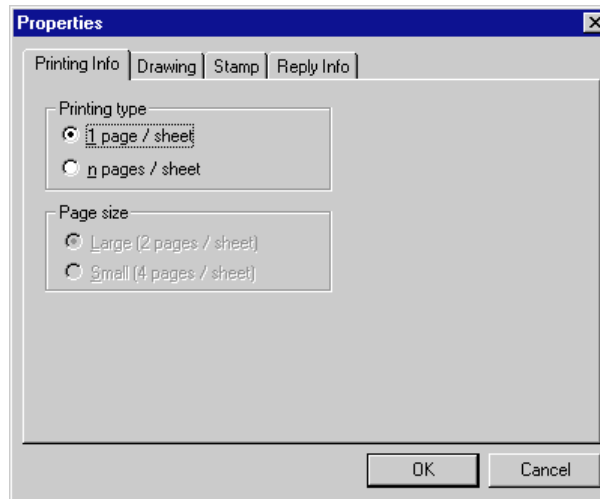
1. From the **[File]** menu, choose **[Properties]**.
2. Click on a tab to view the settings.
3. Choose **[OK]** to finish.

The following tabs are available in the properties dialog:

- Printing Info (p.27)
- Drawing (p.28)
- Stamp (p.29)
- Reply Info (p.29)

Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	<b>PROPERTIES</b>
IMPORTING IMAGES	Index

## Printing Info



These settings affect how images made up of more than one page are laid out on the paper.

### Printing type

- 1 page/sheet      Fit one page on each sheet
- n pages/sheet    Fit more than one page on each sheet

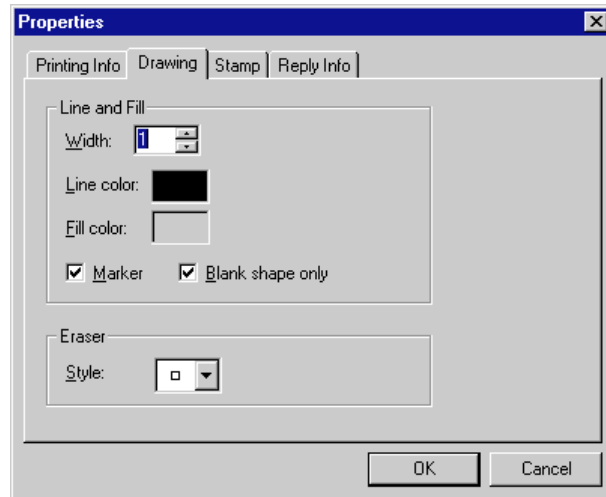
### Page size

- Large (2 pages/sheet)    Fit 2 pages on each sheet
- Small (4 pages/sheet)    Fit 4 pages on each sheet

### Contents

ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	<b>PROPERTIES</b>
IMPORTING IMAGES	<b>Index</b>

## Drawing



Use this tab to change the default drawing settings.

### Line and fill

Width                      Default line width

Line color                Default line color

Fill color                Default fill color

Marker                    Colours merge with other objects (like a marking pen)

Blank shape only      Special fill feature

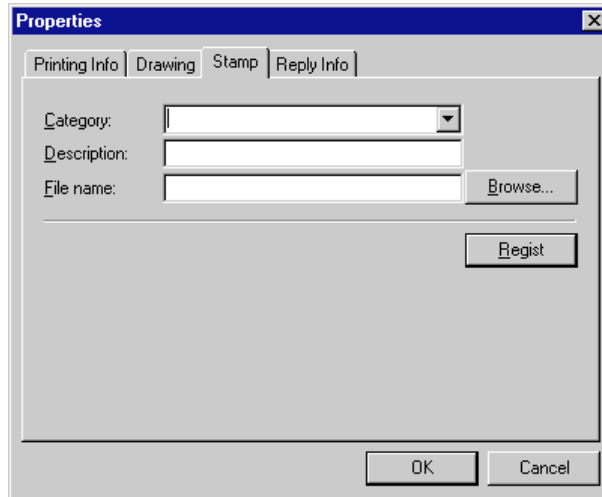
### Eraser style

Select a large, medium or small eraser.

## Contents

ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	<b>PROPERTIES</b>
IMPORTING IMAGES	<b>Index</b>

## Stamp



You can add your own images to the selection available with the Stamp feature.

### To add a stamp image:

1. Select the **[Category]** to which you wish to add the image. Alternatively, enter the name of a new category you wish to create.
2. Enter a description of the image e.g., **[Company Logo]**.
3. Type the image file name for the stamp into **[File Name]** or click **[Browse]**.
4. Choose **[Regist.]** to copy the image to the ICViewer stamp directory.

## Reply Info

This function is not available.

Contents	
ICViewer FEATURES	SAVING AND EXPORTING IMAGES
STARTING UP AND QUITTING ICViewer	PRINTING IMAGES
VIEWING IMAGES	SENDING FAX MESSAGES
EDITING AN IMAGE	<b>PROPERTIES</b>
IMPORTING IMAGES	<b>Index</b>

# INDEX

## C

Copy .....	13
Cut .....	13

## D

Denoise .....	21
Deskew .....	21
Drag Scroll .....	9
Drawing .....	28
Drawing tools .....	13
Drawing Tool Bar .....	7

## E

Editing an image .....	11
Ellipse .....	15
Emphasis .....	21
Erase .....	12
External Illustration .....	17

## F

Fill Rectangle .....	21
Fixing an image .....	20
Freehand line .....	15

## G

Go to next page .....	9
Gridlines .....	8, 18

## I

ICViewer Features .....	5
Importing images .....	22
Invert image .....	21

## J

Jump to the first page of the document .....	9
Jump to the last page of the document .....	9

## L

Layering drawing objects .....	20
--------------------------------	----

## M

Manipulating images .....	21
Menu Bar .....	7
Move back to previous page .....	9

## O

Object properties .....	19
Orthogonal line .....	14

## P

Page Jump Bar .....	8, 10
Page Width .....	9
Paste .....	13
Polygon .....	15
Printing images .....	24
Printing info .....	27
Properties .....	26

## R

Rectangle .....	14
Reply info .....	29
Reverse the page order of a multi-paged document .....	9
Rotate all pages of the document 90° clockwise .....	9
Rotate all pages of the document 90° counter-clockwise .....	9
Round-cornered rectangle .....	15

## S

Saving and exporting images .....	23
Scale to gray view and black and white view .....	18
Select drawing object .....	13
Selection rectangle .....	12
Sending fax messages .....	25
Stamp .....	17, 29
Status Bar .....	8
Starting up and quitting ICViewer .....	6
Straight line .....	14
Supported multi-page formats are .....	23
Supported single page formats are .....	23
System Requirements .....	5

## T

Text box .....	16
Toggle Draw Tool Bar .....	13
Tool Bar .....	7

## V

Viewing images .....	9
----------------------	---

## Z

Zoom factor .....	18
Zoom In .....	9
Zoom Out .....	9






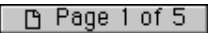









# HELP

---

This document explains how to view the online operator's manual.

- To return to previous pages or views, do any of the following:
  - Right click, then choose [Go Back].
  - From the [View] menu, choose [Go Back].
  - Click  on the toolbar.
- To advance through views, do one of the following:
  - From the [View] menu, choose [Go Forward].
  - Click  on the toolbar.
- There are several ways to step through the document page by page:
  - Click  on the toolbar to view the previous page.
  - Click  on the toolbar to view the next page.
  - From the [View] menu, choose [Previous Page] or [Next Page].
  - Click on the scrollbar.
- To view a specific page by number, either:
  - Click  on the toolbar, or choose [Thumbnails and Page] from the [View] menu to display thumbnail images of each page. Then click the thumbnail of the page you wish to view.
  - Click  on the status bar at the bottom of the screen. The [Goto Page] dialog will appear and you can select a page.
- To zoom in on the page, either:
  - Click  on the toolbar, or choose [Zoom In] from the [Tools] menu. Then click over the area you wish to zoom into.
- To zoom out of the page, either:
  - Click  on the toolbar. Then while holding down the control key, click on the page to zoom out.
  - From the [Tools] menu, choose [Zoom Out] then click on the page.
- You can change the way the page is displayed in the following ways:
  - Click  on the toolbar to show the page at its actual size.
  - Click  on the toolbar to show the whole page.
  - Click  on the toolbar to show the whole page width.
  - Alternatively, you can choose [Actual Size], [Fit Page] or [Fit Width] from the [View] menu.
- For more detailed information, please refer to the Acrobat online documentation. From the [Help] menu, choose [Acrobat Online Guide] to open the Acrobat help file.