FAX Option Type 2045

Operating Instructions

Facsimile Reference <Basic Features>

1 Getting Started

2 Faxing

3 Registering

4 Troubleshooting

For safe and correct use of this machine, please be sure to read the Safety Information in the General Settings Guide before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

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

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

Important

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

Instructions for the optional extra G3 interface unit (G3 Interface Unit Type 2045) are included in the Basic Features and Advanced Features manuals.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file. Two CD-ROMs are provided:

- CD-ROM 1"Operating Instructions for Printer / Scanner"
- CD-ROM 2"Scanner Driver & Document Management Utilities"

❖ **General Settings Guide**
Provides an overview of the machine.
It also describes System Settings (such as paper trays and user codes settings), Document Server functions, and troubleshooting.

❖ **Network Guide (PDF file - CD-ROM1)**
Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference**
Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Facsimile Reference <Basic Features> (this manual)**
Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ **Facsimile Reference <Advanced Features>**
Describes advanced functions and settings for key operators.

❖ **Printer Reference 1**
Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**
Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**
Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTop-Binder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTop-Binder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for Scan-Router V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

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NOTICE

Note to users in the United States of America

Notice:

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

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

Warning

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

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

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message 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. (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 to program this information into your FAX machine, you should complete the following steps: This information is transmitted with your document by the FAX HEADER feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Programming. Also refer to the FAX HEADER programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Note to users in Canada

Note:

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

Remarque concernant les utilisateurs au Canada

Avertissement:

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

Notice:

This equipment meets the applicable Industry Canada technical specifications.

Important Safety Instructions

Caution

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

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

Save these instructions.

IMPORTANTES MESURES DE SÉCURITÉ

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

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

Conserver ces instructions.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *General Settings Guide*.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *General Settings Guide*.

* The statements above are notes for your safety.

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

Preparation
This symbol indicates information or preparations required prior to operating.

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

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

Reference
This symbol indicates a reference.

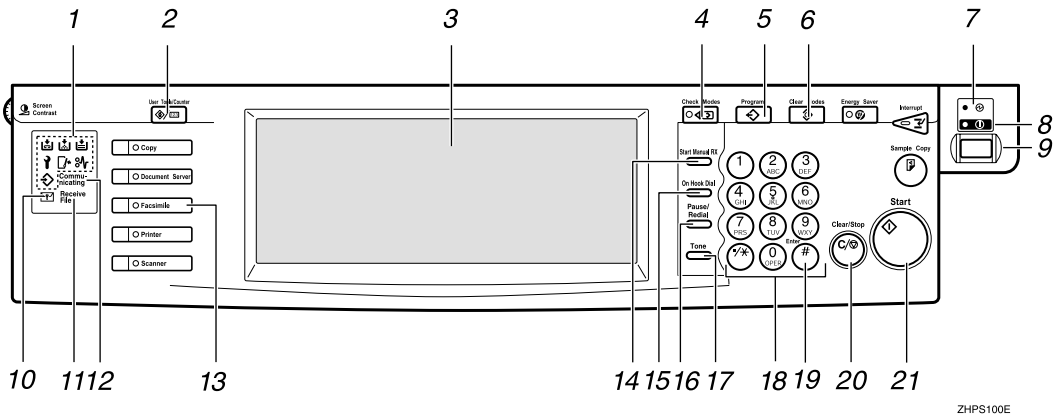
[ ]
Keys that appear on the machine's panel display.

[ ]
Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's control panel.

Control Panel

The actual machine control panel may differ from this illustration depending on installed optional units. This illustration has all options installed.



1. Indicators

Shows errors and machine status.

: Data In indicator

: Service Call indicator

: Misfeed indicator

: Open Cover indicator

: Add Staple indicator

: Add Toner indicator

: Paper run-out indicator

See"Control Panel", *General Settings Guide*.

2. 【User Tools/Counter】 key

User Tools:

Press to enter User Tools mode. These tools allow you to customize default settings. See p.125 "Facsimile Features", *Facsimile Reference <Advanced Features>* .

Counter:

Displays and prints the total number of copied or printed pages.

3. Display Panel

This guides you through tasks and displays the machine status. Messages appear here.

4. 【Check Modes】 key

Press before pressing the 【Start】 key to check the settings selected for the fax about to be sent.

5. 【Program】 key

Enables you to program frequently used settings and recall previously programmed settings. See p.113 "Programs", *Facsimile Reference <Advanced Features>* .

6. 【Clear Modes】 key

Press to cancel the current settings.

7. Main power indicator

This indicator lights when the main power switch is turned on.

8. On indicator

This indicator lights when the operation switch is turned on.

Important

❒ Do not turn off the main power switch while the On indicator stays lighted or is blinking. Neglecting this may damage the hard disk.

Note

❒ If the main power switch is on even when the On indicator is off, the machine will receive a fax message.

9. Operation switch

Press to turn the power on (the On indicator lights). To turn the power off, press this switch again (the On indicator goes off). See p.175 "Power Failure Report", *Facsimile Reference <Advanced Features>* .

Note

❒ The Operation switch does not function when the **[User Tools/Counter/Inquiry]** display is shown.

10. Confidential file indicator

Lights when a message is received into memory with Confidential Reception or Personal Box. See p.32 "Printing a Confidential Message", *Facsimile Reference <Advanced Features>* . See p.36 "Printing Personal Box Messages", *Facsimile Reference <Advanced Features>* .

Blinks when a Memory Lock file is received into memory. See p.34 "Printing a File Received with Memory Lock", *Facsimile Reference <Advanced Features>* .

11. Receive file indicator

Lights when a message other than a Confidential Reception or Memory Lock file is received. See p.79 "Substitute Reception", *Facsimile Reference <Advanced Features>* .

With Store Received File activated, also lights when a message is received. See p.172 "Storing or Printing Received Documents", *Facsimile Reference <Advanced Features>* .

12. Communicating indicator

Lights during transmission or reception.

13. 【Facsimile】 key

Press to switch to facsimile mode.

- Lights up in yellow
  Facsimile mode has been selected.
- Lights up in green
  Printing while in facsimile mode.
- Lights up in red
  Lights up whenever a facsimile error occurs. Press the 【Facsimile】 key to display the error message and take appropriate action. See p.52 "When the 【Facsimile】 Key Is Lit in Red".

14. 【Start Manual RX】 key

Press when Reception mode is set to Manual Reception. See p.42 "Receiving a Fax in Manual Reception Mode".

15. 【On Hook Dial】 key

Press when manual facsimile reception is set, or using facsimile information services. See p.51 "On Hook Dial", *Facsimile Reference <Advanced Features>* .

16. 【Pause/Redial】 key

Pause:

Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit. See p.34 "Pause"

Redial:

Press to redial one of the last ten numbers. See p.43 "Redial", *Facsimile Reference <Advanced Features>* .

17. 【Tone】 key

Press to send tonal signals down a pulse dialing line. See p.35 "Tone"

18. Number keys

Use to dial fax numbers, or enter the number of copies.

19. 【#】 key (Enter key)

Registers entered numbers or settings.

20. 【Clear/Stop】 key

Clear:

Cancels entered numbers.

Stop:

Interrupts the current operation (transmission, scanning, copying, or printing).

21. 【Start】 key

Press to start faxing, or printing reports, or lists.

Reading the Display

The display shows you the machine status, messages, and guides you through operations.

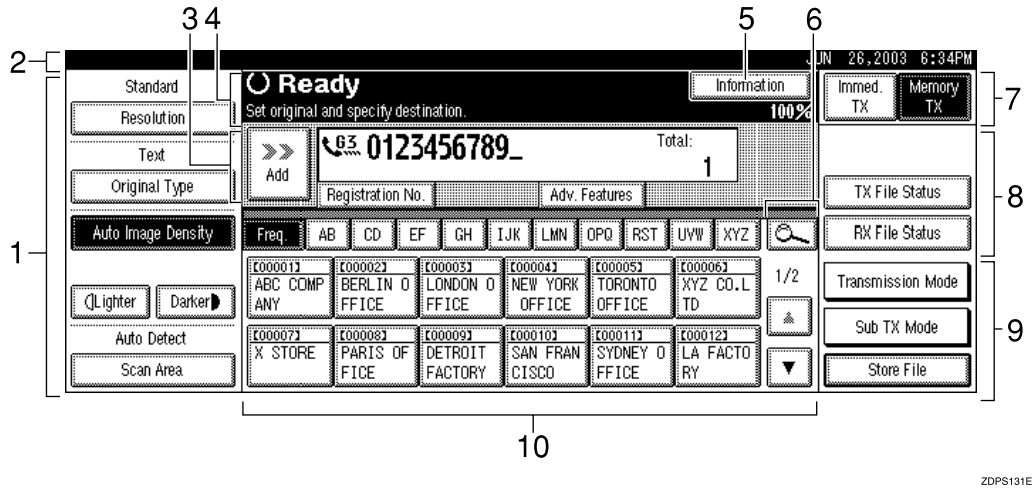
Note

❒ This machine automatically returns to standby mode if you do not use the machine for a certain period of time. You can select the period using the Fax Reset Timer. See "Timer Settings", *General Settings Guide*.

Reading the Display Panel and Using Keys

Display contents will differ depending on installed optional units.

❖ Initial Display



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1. **Displays the scanning conditions and sizes you can select.**

2. **Displays the date and time, the name and facsimile number of a destination when transmitting, and the size of the original.**

3. **Displays the entered number of a destination. When adding destinations using the number keys, press [Add].**

4. **Displays messages and the machine status.**

5. **Press to display various information about transmission.**

6. **Allows you to search for a destination by destination name or fax number.**

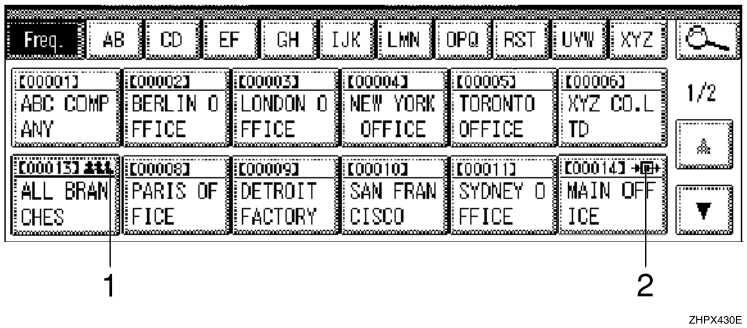
7. **Switches transmission mode between Memory Transmission and Immediate Transmission.**

8. **Displays Quick Operation Keys set for often used functions. [TX File Status] and [RX File Status] are preset.**

9. **Displays various functions for transmitting.**

10. **Displays the Destination lists of programmed destinations.**

❖ Destination List



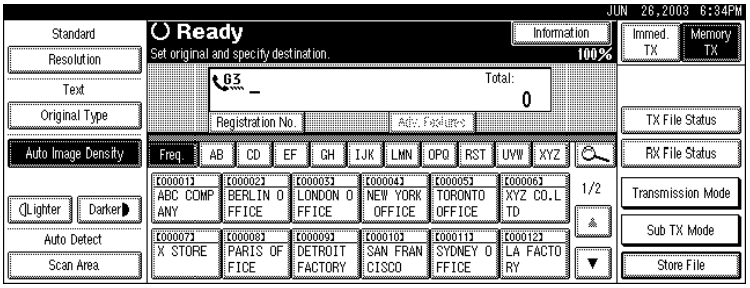
1. **Appears on Quick Dial keys programmed with a group of destinations.**

2. **Appears on Quick Dial keys programmed as a transfer station.**

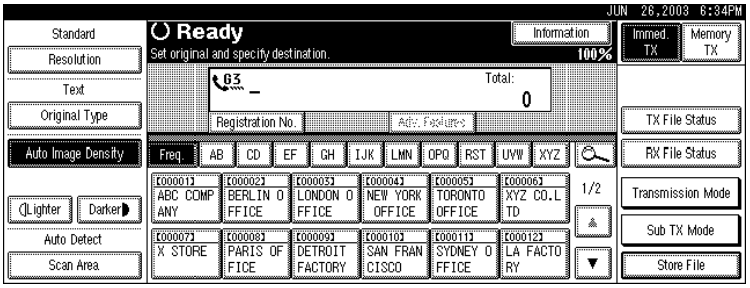
Standby Display

While the machine is in standby mode (immediately after the **【Facsimile】** key is pressed or after the **【Clear Modes】** key is pressed), the following display appears.

❖ Memory Transmission (initial display)



❖ Immediate Transmission



Note

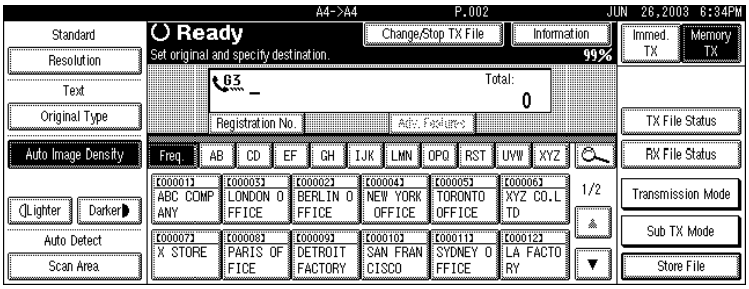
❒ To return to standby mode, do one of the following:

- If you have placed the original in the optional Auto Document Feeder (ADF) and have not pressed the **【Start】** key, remove the original.
- If you have not placed an original, press the **【Clear Modes】** key.
- If you are in User Tools mode, press the **【User Tools/Counter】** key.

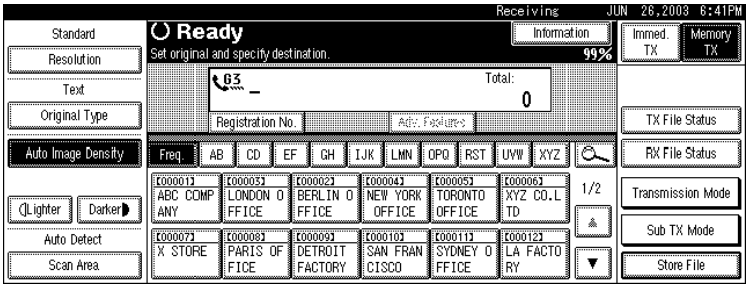
Communication Display

While communicating, the machine status is displayed.

❖ Memory Transmission



❖ Reception



Note

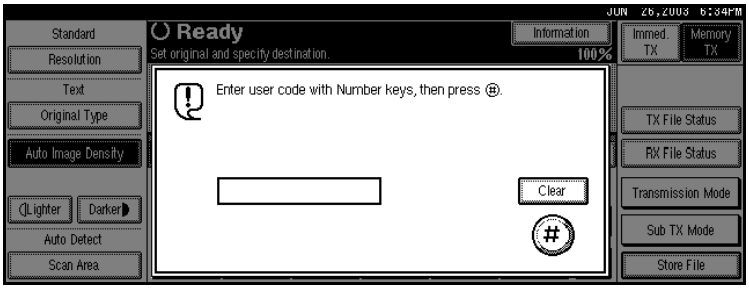
❒ Even when the machine is using memory to fax a message or receive a message, you can still scan another original into memory. See p.73 “Dual Access”, *Facsimile Reference <Advanced Features>* .

❒ Even when the machine is being used as a copier, printer, or scanner, the sender name or number will appear for received faxes.

❖ Immediate Transmission

User Code Entry Display

When the following message appears on the display, User Code Management is active. Enter a user code to deactivate User Code Management.



The machine can be set up so that no one can use it without entering a user code. This prevents unauthorized people from sending fax messages and helps track the activity of each user or department.

Note

❒ You can specify a user code with "System Settings". See the *General Settings Guide*.

❒ Even when User Code Management is on, you can still receive and print fax messages as normal.

1 Enter a user code of up to eight digits using the number keys.

2 Press [#].

Note

❒ If an unprogrammed user code is entered, the display returns to that of step 1.

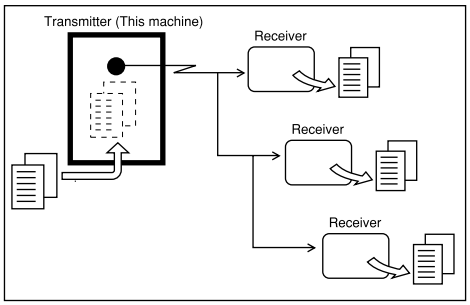
Transmission Modes

There are two types of transmission:

- Memory Transmission
- Immediate Transmission

❖ Memory Transmission

Transmission starts automatically after the original has been stored in memory. It is a convenient method for when you are in a hurry and want to take the document away with you. You can also send the same original to several destinations (broadcasting).



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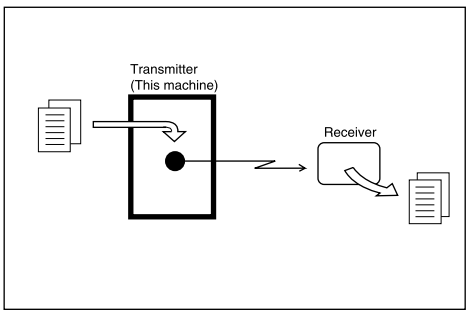
❖ Immediate Transmission

Immediately dials the destination number, and while reading the original, sends it. It is very convenient when you want to send an original quickly or when you want to check the destination you are sending to. When using this type of transmission, the original is not stored in memory. You can only specify one address.



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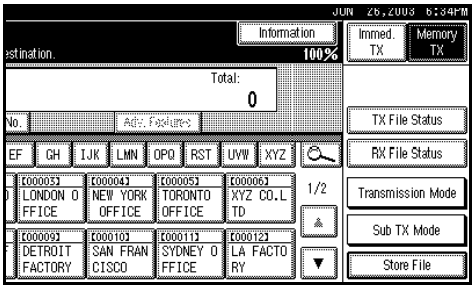
Important

❒ If the machine is switched off for more than one hour, all files stored in memory are deleted. If files are deleted, once the machine is switched on again, a Power Failure Report will be printed. On this report, you can see which files were deleted. See p.175 “Power Failure Report”, *Facsimile Reference <Advanced Features>* .

Switching between Memory Transmission and Immediate Transmission

Check the display to see which mode is currently active. You can change transmission mode by pressing **[Immed. TX]** or **[Memory TX]**.



Note

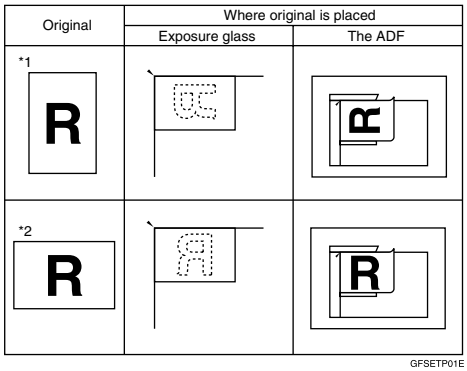
- You can select the transmission mode that is operative when the machine is turned on with **[Memory/Immed. Transmission Switch]** under **[Gen. Settings/Adjust]**. See p.130 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .
- You can have the machine return to default mode after each transmission using **[Scan End Reset]** under **[Gen. Settings/Adjust]**. See p.130 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

Placing Originals

You can place the originals either in the Auto Document Feeder (ADF) or on the exposure glass. Some types of originals are unsuitable for the ADF, so they must be placed on the exposure glass.

Which way you place the original depends on its size and whether you are using the ADF or the exposure glass. See p.19 “Original sizes difficult to detect”.

❖ How to place A4, B4 JIS (Japanese Industrial Standard), A3, $8^1/_2$"×11", 11"×14", and 11"×17" size originals

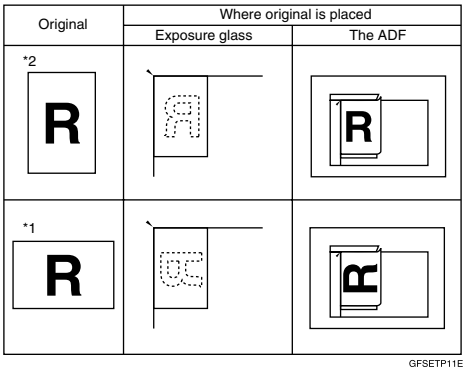


Note

❒ When you place originals as shown in the above illustration, the fax header will be printed on received faxes at the destination as follows:

- *1 On the top of the fax
- *2 On the left side of the fax

❖ How to place A5 and B5 JIS size originals



Limitation

❒ A5 size documents are not detected on the exposure glass. Place A5 size documents in the ADF.

Note

❒ When you place originals as shown in the above illustration, the fax header will be printed on the received faxes at the destination as follows:

- *1 On the top of the fax
- *2 On the left side of the fax

Limitation

❒ If you place A5 size documents on the exposure glass, they will not be detected. A5 size documents placed in the ADF are sent as A4 size. See p.19 “Original sizes difficult to detect”.

Note

❒ When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's terminal. If the receciver does not use paper of the same size and orientation as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided into two or more sheets. When sending an important original, we recommend you ask the receiver about the size and orientation of the paper used in their terminal.

❒ When sending an original of irregular (i.e. custom) size or part of a large original, you can specify the scan area precisely. See p.16 "Setting a Scan Area".

❒ Custom size documents are scanned as regular size documents, so the receiver may find extra blank margins or edges of images missing. If you specify a scan area, only that area will be scanned regardless of actual document size.

❒ Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.

❒ If you place an A4 size original in the portrait orientation, the machine rotates the image by 90 degrees before sending. See p.73 "Transmission with Image Rotation", *Facsimile Reference <Advanced Features>* .

❒ You can send the first pages from the exposure glass then the remaining pages from the ADF. After you have removed the last page from the exposure glass, insert the remaining pages in the ADF, and then press the **【Start】** key.

Reference

For how to place two-sided documents, see p.56 "Two-Sided Transmission (Double-Sided Transmission)", *Facsimile Reference <Advanced Features>* .

Placing a Single Original on the Exposure Glass

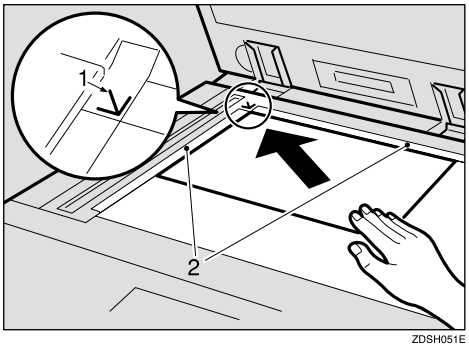
Place originals that cannot be placed in the Auto Document Feeder (ADF), such as a book, on the exposure glass one page at a time.

1 **Lift the exposure glass cover or the ADF by at least 30 degrees.**

Note

❒ If you do not lift the ADF by at least 30 degrees, the original size will not be detected.

2 **Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.**



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1. **Positioning mark**

2. **Scale**

3 **Lower the ADF.**

Note

❒ When setting a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent the bound part from rising.

Bound original page order

When setting bound originals (books, magazines, etc.), you can select to have either the left page or right page sent first. See p.55 "Book Fax", *Facsimile Reference <Advanced Features>* .

Note

❒ You can select whether the left page or right page is sent first. See p.147 "Changing the User Parameters", *Facsimile Reference <Advanced Features>* (switch 06, bit 6).

Placing Originals in the Auto Document Feeder (ADF)

Use the ADF to scan in a stack of originals in one operation. The ADF can handle both one-sided and two-sided originals.

Limitation

❒ Place all the originals to be sent in a single stack.

❒ You cannot place originals in the ADF one page at a time or in sheaves.

Note

❒ The maximum document length is 1200 mm (47").

❒ If you send documents longer than 420 mm (17"), specify the area to be scanned. If you send such documents frequently, select Long Document mode with the User Parameters. If a jam occurs, the document might be damaged because scanning will not stop. See p.16 "Setting a Scan Area". See p.147 "Changing the User Parameters", *Facsimile Reference <Advanced Features>* (switch 14, bit 1).

❒ Documents longer than 800 mm (32") must be sent by memory transmission (immediate transmission is not possible).

❒ If your original is bent or folded, flatten it before you place it.

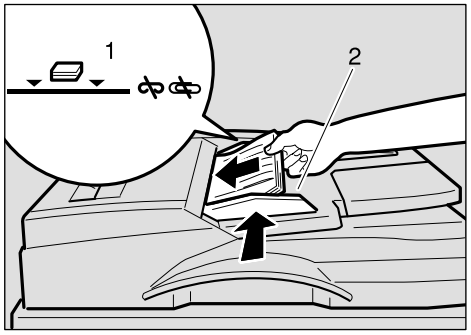
❒ When sending thin originals, place them on the exposure glass.

❒ If a paper jam occurred, press the 【Clear/Stop】 key, and then slowly remove the original.

❒ You can check information about the sizes and number of originals that can be placed in the ADF. See p.183 "Acceptable Types of Originals", *Facsimile Reference <Advanced Features>* .

1 **Adjust the document guide to match the size of the originals.**

2 Align the edges of the originals and stack them in the ADF face up.



1. **Limit mark**

2. **Document guide**

Originals unsuitable for the optional Auto Document Feeder (ADF)

Do not place the following types of originals in the ADF because they may be damaged. Place them on the exposure glass instead.

- Originals in unacceptable sizes (See p.183 "Acceptable Types of Originals", *Facsimile Reference <Advanced Features>* .)
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Setting a Scan Area

Normally, a placed document is scanned according to the automatically detected size. If a scan area is specified, the document is scanned accordingly. Thus, documents can be sent without extra space or blank margins.

❖ **Auto Detect**

The placed document is scanned according to the automatically detected size.

Note

❒ If the machine cannot detect the original size, a confirmation message appears. Replace the original and make the copy again.

❖ **Regular**

The placed document is scanned according to specified size regardless of actual size.

The sizes that can be specified are A4 ▯, B4 JIS ▯, A3 ▯, $8\frac{1}{2}$"×11" ▯, 11"×14" ▯, and 11"×17" ▯.

❖ **Area**

Enter the area to be scanned. Only the area in the specified size is scanned regardless of the actual size of a placed document. See p.140 "Programming and Changing a Scan Size", *Facsimile Reference <Advanced Features>* .

❖ **Mixed Original Sizes**

Select this to individually scan the size of originals loaded in the ADF. For example, when A4 and B4 JIS size originals are sent together, usually all are sent using the size of the first original. By selecting Mixed Original Sizes, the machine scans and sends each document according to its size.

Note

❒ To cancel the selected scan area, select **[Auto Detect]**. See p.18 "Specifying Auto Detect".

❒ When using the Mixed Original Sizes, the machine sends the originals by memory transmission.

❒ When using the Mixed Original Sizes, rotation transmission is disabled. See p.73 "Transmission with Image Rotation", *Facsimile Reference <Advanced Features>* .

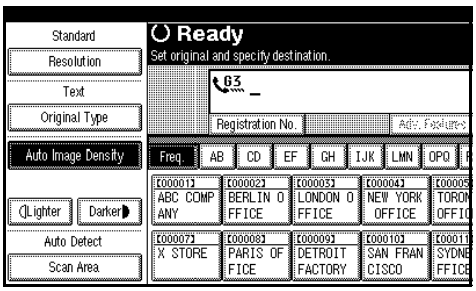
1 Place the originals, and then select any scan settings you require.

Note

❒ When placing different size originals into the ADF, adjust the document guide to the largest original.

❒ Small-size originals may be sent at a slight slant since they do not match the document guide.

2 Press [Scan Area].



The Scan Area menu is shown.

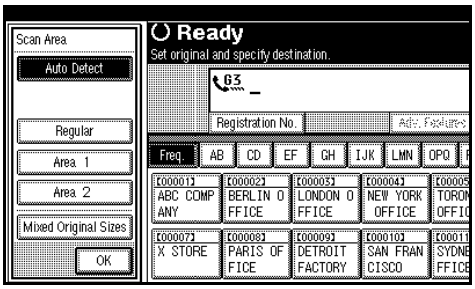
3 Select the scan area.

Note

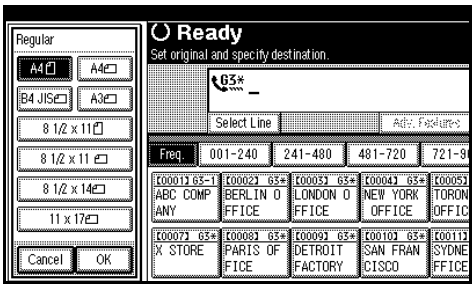
❒ To cancel the selected scan area, select **[Auto Detect]**. See p.18 "Specifying Auto Detect".

Specifying standard sizes

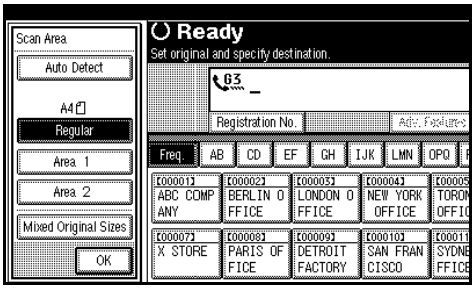
1 Press [Regular].



2 Press the size of the originals to be sent, and then press [OK].



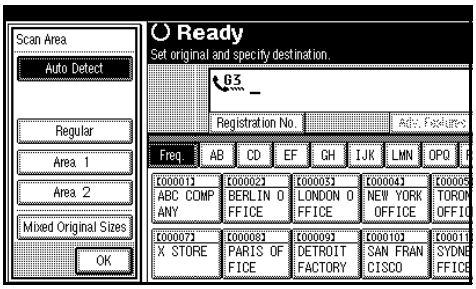
3 Press [OK].



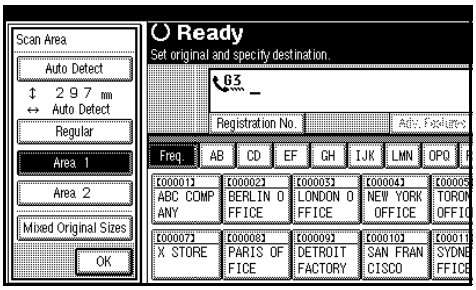
The selected size is shown above the highlighted **[Scan Area]**.

Specifying programmed sizes

❶ **Press [Area 1] or [Area 2].**



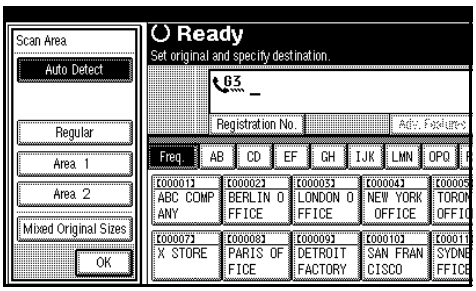
❷ **Press [OK].**



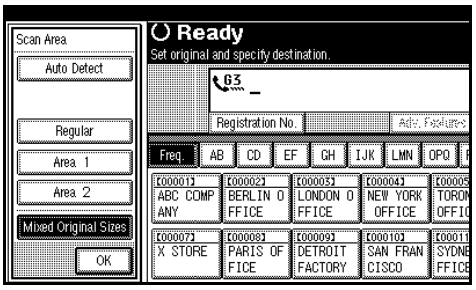
The selected scan area is shown above the highlighted **[Scan Area]**.

Specifying Mixed Original Sizes

❶ **Press [Mixed Original Sizes].**



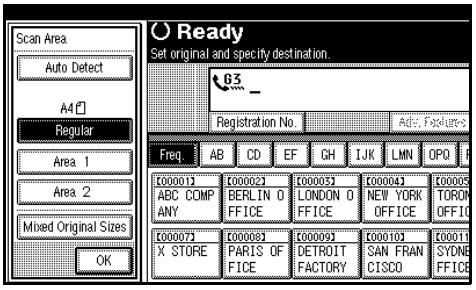
❷ **Press [OK].**



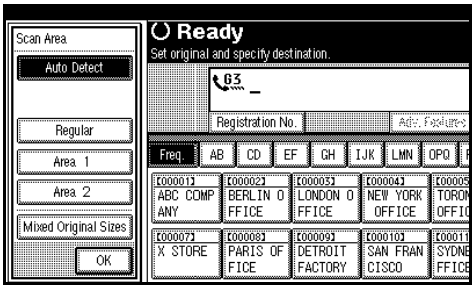
"Mixed original sizes" is shown above the highlighted **[Scan Area]**.

Specifying Auto Detect

❶ **Press [Auto Detect].**



❷ **Press [OK].**



"Auto Detect" is shown above **[Scan Area]**.

❹ Dial a destination and press the 【Start】 key.

Original sizes difficult to detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size.

- Documents placed on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or protruding parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with dense text or drawings
- Originals which partially contain solid printing
- Originals which have solid printing around their edges
- Originals with glossy surfaces
- Bound originals of more than 10 mm (0.3") in thickness, such as books.

The following paper sizes are automatically detected in facsimile mode.

❖ Metric Version

Paper size where original is placed	A3	8 1/2"×13" (F4)	B4 JIS	A4	B5 JIS	A5
Exposure glass	O	O	O	O	O	×
ADF	O	O	O	O	O	O

❖ Inch Version

Paper size where original is placed	11"×17"	8 1/2"×14"	8 1/2"×11"	5 1/2"×8 1/2"
Exposure glass	O	O	O	×
ADF	O	O	O	O

O - Auto detect

× - Unable to auto detect

Memory Transmission

In Memory Transmission mode, after you press the 【Start】 key, the machine does not dial the destination until all pages of your fax message have been scanned into memory (in contrast to Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long.
- While your message is being sent, other people can use the machine.
- You can send the same message to more than one place in a single operation (broadcasting).

Important

❒ If there is a power failure (the main power switch is off) or the machine is unplugged out for more than one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. If you turn only the operation switch off, documents are not deleted. See p.175 “Power Failure Report”, *Facsimile Reference <Advanced Features>* .

❒ We recommend you call the receiver and confirm with them when sending important messages.

Limitation

❒ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

❒ Maximum number of destinations per Memory Transmission: 500.

❒ Combined total number of destinations that can be programmed: 500 (2,000 with the optional fax function upgrade unit).

❒ After the total number of programmed fax numbers exceeds 500 (2,000 with the optional fax function upgrade unit), you can perform only Immediate Transmission.

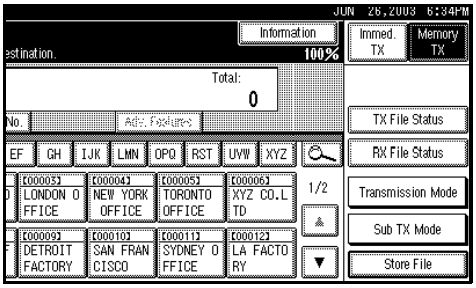
❒ The number of programs you can store is 400. You can store 800 programs with the optional fax function upgrade unit.

❒ The number of pages you can store in memory depends on the original images and the scan settings. You can store up to 320 standard pages (ITU-T #4 chart, Resolution: Standard, Original Type: Text). You can store up to 2,240 standard pages, with the optional expansion memory installed.

❒ You can have the machine set to Memory Transmission mode or Immediate Transmission mode right after the power is turned on or the 【Clear Modes】 key is pressed. See p.130 “General Settings/Adjustment”, *Facsimile Reference <Advanced Features>* .

❒ You can have the machine return to the default transmission mode (Memory Transmission or Immediate Transmission) after every transmission. You can change this so that the desired setting is maintained. See p.130 “General Settings/Adjustment”, *Facsimile Reference <Advanced Features>* .

1 **Make sure that Memory Transmission is selected.**



If it is not, press **[Memory TX]**.

2 **Place the original.**

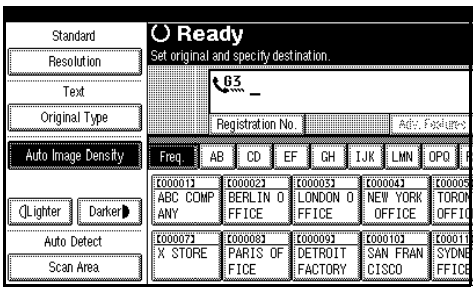
Note

- ❒ You can send the first few pages from the exposure glass then the remaining pages from the ADF. After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the ADF.
- ❒ Note that you cannot place pages on the exposure glass after you have started using the ADF.
- ❒ The original can be placed either in the ADF or on the exposure glass, until the **【Start】** key is pressed.

Reference

p.13 “Placing Originals”

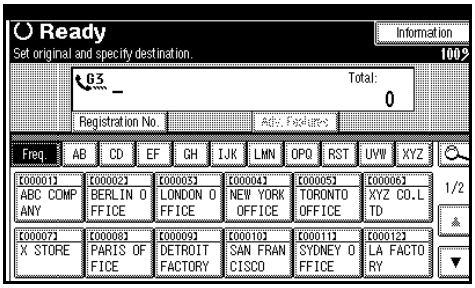
3 **Make the settings you require.**



Reference

p.29 “Scan Settings”

4 **Dial a destination.**



Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key, and then enter the correct number.

Reference

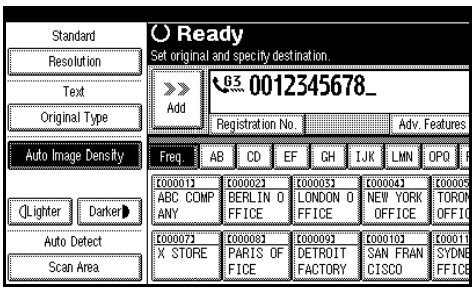
p.34 “Dialing”

p.35 “Using Destination Lists”

p.43 “Chain Dial”, *Facsimile Reference <Advanced Features>*

p.43 “Redial”, *Facsimile Reference <Advanced Features>*

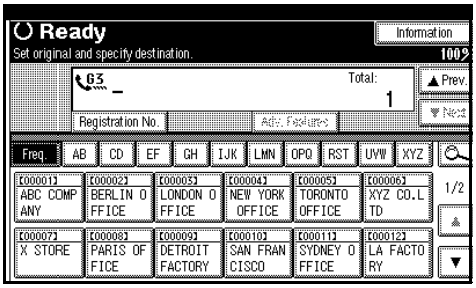
5 **When sending the same orignal to several destinations (broadcasting), press [Add] to specify the destinations.**



Note

- ❒ You do not have to press **[Add]** when adding a destination using the destination list.
- ❒ If you do not want to do a broadcast transmission, proceed to step **7**.

6 Specify a destination.



Note

❒ If you want to specify another destination, repeat steps 5 and 6.

7 Press the [Start] key.

Note

❒ Do not lift the ADF during scanning.

After scanning, the standby display appears.

Sending originals using the exposure glass

① Place the first page of your original face down on the exposure glass.

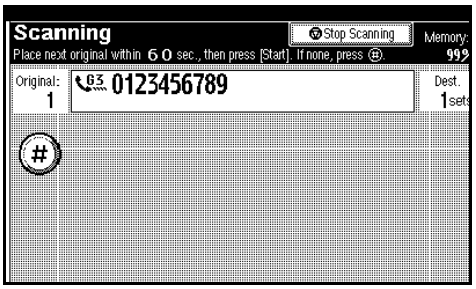
② Dial a destination.

③ Make the scan settings you require.

④ Press the [Start] key.
The machine starts scanning.

⑤ Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.

⑥ Repeat steps ③ to ⑤ for all originals.

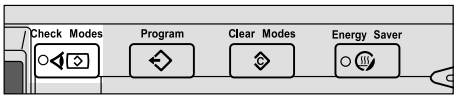


⑦ Place the last original, and then press [#].

Checking the transmission settings

You can check the transmission settings (e.g. destination and transmission mode) on the display.

① Press the [Check Modes] key.



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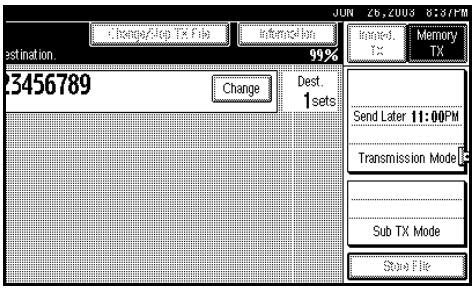
The following display appears.



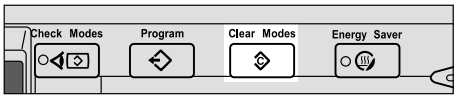
② After checking the settings on the display, press the [Check Modes] key.
The display before the [Check Modes] key was pressed appears.

Canceling a Memory Transmission

Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the 【Start】 key.

1 **Press the 【Clear Modes】 key.**



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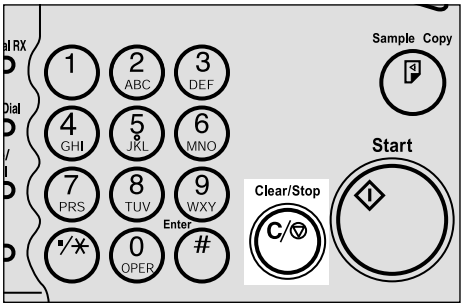
Note

❒ When documents are placed in the ADF, you can cancel transmission simply by removing them.

While the Original Is Being Scanned

Use this procedure to cancel a transmission after pressing the 【Start】 key.

1 **Press the 【Clear/Stop】 key.**



ZHPS140E

The machine stops scanning.

Note

❒ You can also cancel scanning by pressing **[Stop Scanning]**.

❒ Scanning may be completed while you are performing the cancel operation.

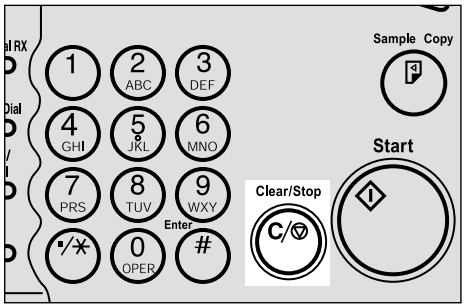
While the Original Is Being Transmitted

Note

❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

❒ If you cancel a message while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of your message may have already been sent and received at the other end.

1 **Press the 【Clear/Stop】 key.**

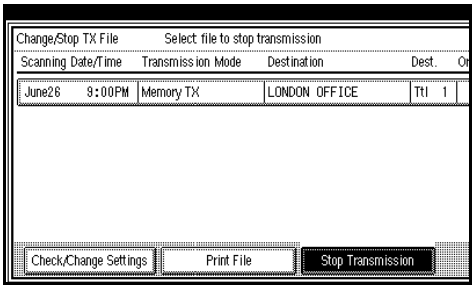


ZHPS140E

Note

❒ You can also cancel a Memory Transmission by pressing **[Change/Stop TX File]**.

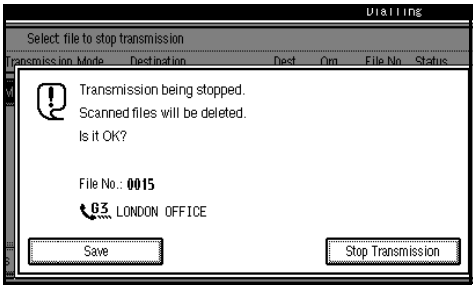
2 **Select the file you want to cancel.**



Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]** to find it.

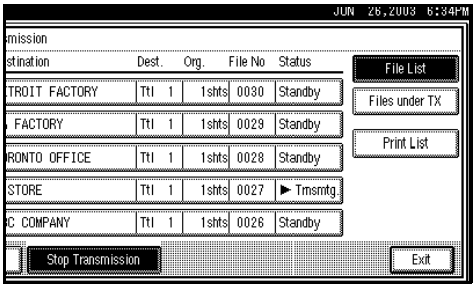
3 **Press [Stop Transmission].**



Note

❒ To cancel another file, repeat steps **2** and **3**.

4 **Press [Exit].**

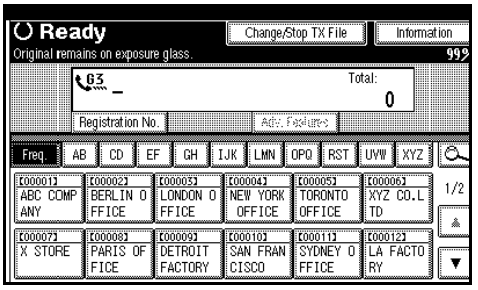


The standby display appears.

Before the Transmission Is Started

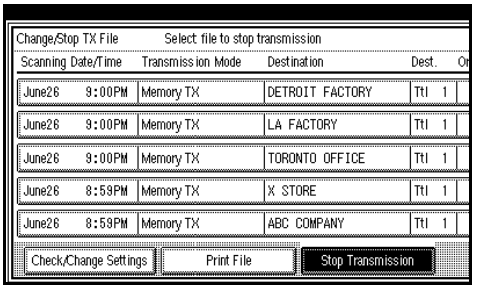
Use this procedure to cancel a transmission after the original has been scanned.

1 **Press [Change/Stop TX File].**



The list of stored files being transmitted or waiting for transmission appears.

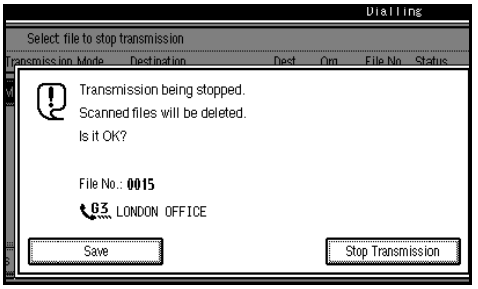
2 **Select the file you want to cancel.**



Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]** to find it.

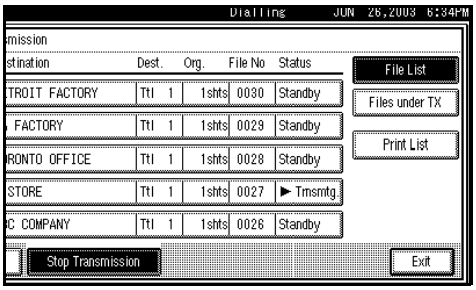
3 **Press [Stop Transmission].**



Note

❒ To cancel another file, repeat steps 2 and 3.

4 **Press [Exit].**



The standby display appears.

Immediate Transmission

With Immediate Transmission, when you press the 【Start】 key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being stored in memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's Own Name or Own Fax Number on the control panel during transmission).

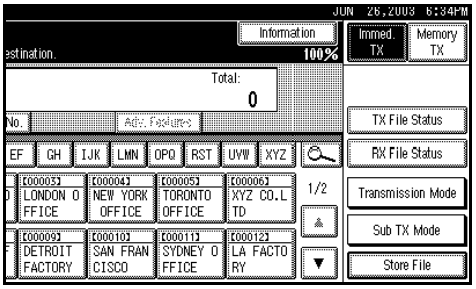
Note

❒ You cannot send the same document to multiple destinations (broadcasting). Memory Transmission allows this function.

❒ You can have the machine set to Memory Transmission mode or Immediate Transmission mode right after the power is turned on. See p.130 “General Settings/Adjustment”, *Facsimile Reference <Advanced Features>* .

❒ You can have the machine return to the default transmission mode (Memory Transmission or Immediate Transmission) after every transmission. You can change this so that the desired setting is maintained. See p.130 “General Settings/Adjustment”, *Facsimile Reference <Advanced Features>* .

1 Make sure that Immediate Transmission is selected.



Note

❒ If it is not selected, press **[Immed. TX]**.

2 Place the original.

Note

❒ You can scan a few pages of your original from the exposure glass and the remainning pages from the ADF. When you have finished scanning from the exposure glass, place the remainning pages in the ADF and press the 【Start】 key within ten seconds.

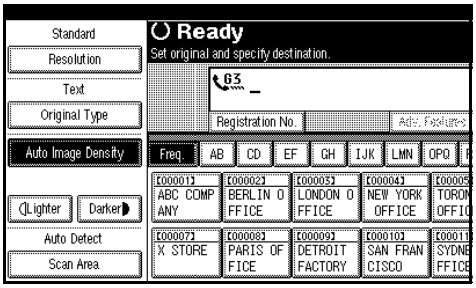
❒ The original can be placed whenever, before the 【Start】 key is pressed.

❒ Place the original on the exposure glass or in the ADF. To send two or more pages using the exposure glass, set them one page at a time.

Reference

p.13 “Placing Originals”

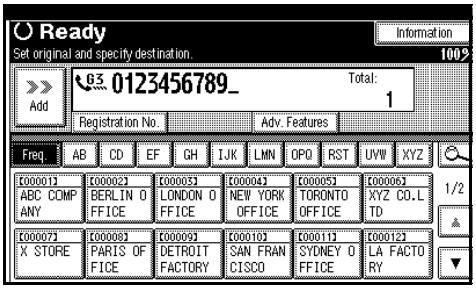
3 **Select the scan settings you require.**



Reference

p.29 “Scan Settings”

4 **Dial a destination.**



Note

❒ If you make a mistake, press the 【Clear/Stop】 key, and then enter the correct number.

Reference

p.34 “Dialing”

p.43 “Chain Dial”, *Facsimile Reference <Advanced Features>*

p.43 “Redial”, *Facsimile Reference <Advanced Features>*

5 **Press the 【Start】 key.**

Note

❒ Do not lift the ADF during scanning.

After transmission, the standby display appears.

Sending originals using the exposure glass

① Place the first page face down on the exposure glass.

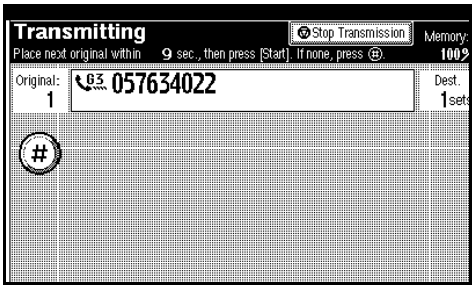
② Dial a destination.

③ Make the scan settings you require.

④ Press the 【Start】 key.

⑤ Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.

⑥ Repeat steps ③ to ⑤ for all originals.

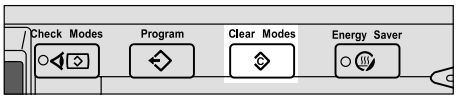


⑦ Place the last original, and then press [#].

Canceling an Immediate Transmission

Before You Have Pressed the 【Start】 Key

1 **Press the 【Clear Modes】 key.**



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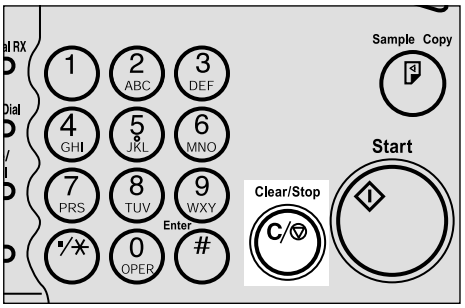
Note

❒ When the original is placed in the ADF, you can also cancel an Immediate Transmission by removing the original.

After You Have Pressed the 【Start】 Key

1 **Press the 【Clear/Stop】 key, and then remove the original.**



ZHPS140E

Note

❒ You can also cancel an Immediate Transmission by pressing **[Stop Transmission]**.

❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

Scan Settings

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

❖ **Resolution:**
Standard, Detail, Super Fine (optional)

❖ **Original Type:**
Text, Text/Photo, Photo

❖ **Image Density (Contrast):**
Auto Image Density, Manual Image Density (seven levels)

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The density of the dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (Super Fine) have high quality but transmission takes longer. Conversely, low resolution (Standards) scanning results in lower quality but your original is sent more quickly. Select the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8 x 3.85 lines/mm, 200 x 100 dpi)**
Select for originals containing normal size characters.

❖ **Detail (8 x 7.7 lines/mm, 200 x 200 dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Super Fine (optional expansion memory required: 16 x 15.4 lines/mm, 400 x 400 dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times finer than Standard.

Limitation

❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution that is supported.

❒ Sending with Super Fine resolution requires that your machine has the optional expansion memory, and the other party's msachine has the capability to receive fax messages at Super Fine resolution.

Note

❒ Note that even if the option is installed on your machine, transmission and reception may take place using Detail resolution if the other party's machine does not support this function.

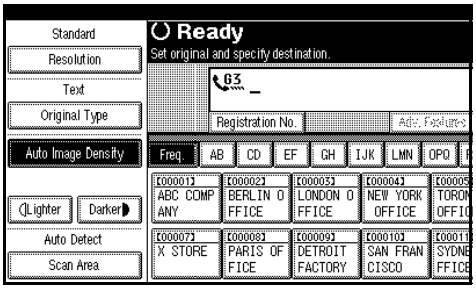
❒ The machine supports Standard, Detail, and (with the optional expansion memory) Super Fine resolutions.

❒ You can select the resolution type that is selected right after the machine is turned on or modes are cleared with **[Scan End Reset]** under **[Gen. Settings/Adjust]**. See p.130 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

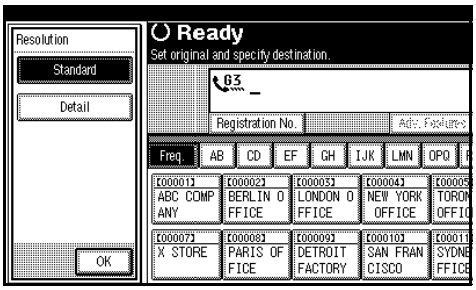
❒ You can have the machine return to the resolution default setting after every transmission, with **[Text Size Priority]** under **[Gen. Settings/Adjust]**. See p.130 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

2

1 **Press [Resolution].**



2 **Select the resolution you require, and then press [OK].**



Note

❒ If you install the optional expansion memory, "**Super Fine**" will be displayed in the Resolution box.

Original Type

If your original contains photographs, illustrations, or diagrams with complex shading patterns or grays, select the appropriate original type to optimize image clarity.

❖ **Text**

Select **[Text]** to send high-contrast black-and-white image originals. Use this setting even if your original contains text and photographs, or if you only want to send clearer text.

❖ **Text/Photo**

Select **[Text/Photo]** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image, such as a photograph.

❖ **Photo**

Select **[Photo]** to send an original containing a halftone image, such as a photograph or a color original.

Note

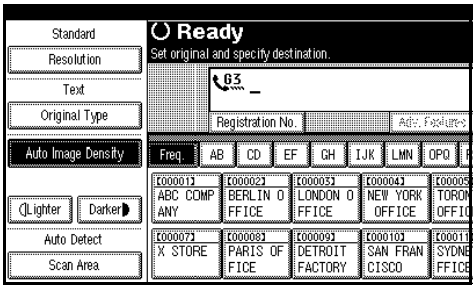
❒ If you select **[Text/Photo]** or **[Photo]**, the transmission will take longer than when **[Text]** is selected.

❒ If you send a fax message with **[Text/Photo]** or **[Photo]** and the background of the received image is dirty, reduce the density setting and resend the fax. See p.31 "Image Density (Contrast)".

❒ You can set the original type that is selected right after the machine is turned on or modes are cleared, with **[Scan End Reset]** under **[Gen. Settings/Adjust]**. See p.130 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

❒ You can have the machine return to the original type default setting after every transmission, with **[Original Type Priority]** under **[Gen. Settings/Adjust]**. See p.130 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

1 **Press [Original Type].**



2 **Select the original type you require, and then press [OK].**

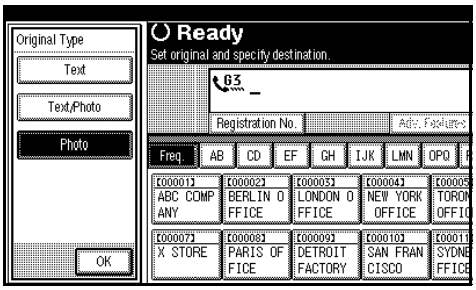


Image Density (Contrast)

The text and diagrams on originals should stand out clearly from the paper they are on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

❖ **Auto Image Density**
The appropriate density setting for the original is automatically selected.

❖ **Manual Image Density**
Use manual image density to set image density yourself.
You can select one of seven image density levels.

❖ **Combined Auto and Manual Image Density**
You can only adjust image density for photographs, illustrations, or diagrams if the original has a dark background.
You can select one of seven image density levels.

Note

❒ Selecting **[Text]** or **[Text/Photo]** for the original type causes **[Auto Image Density]** to be selected.

❒ You can set the image density that is selected right after the machine is turned on or modes are cleared, with **[Auto Image Density]** under **[Gen. Settings/Adjust]**. See p.130 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

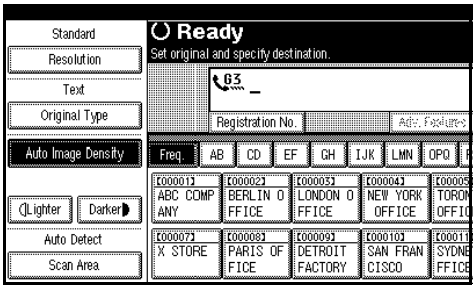
❒ You can have the machine return to the image density default setting after every transmission, with **[Scan End Reset]** under **[Gen. Settings/Adjust]**. See p.130 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

2

1 Select the type of image density.

Auto Image Density

❶ Make sure that [Auto Image Density] is selected.



Note

❒ If **[Auto Image Density]** has not been selected, press **[Auto Image Density]**.

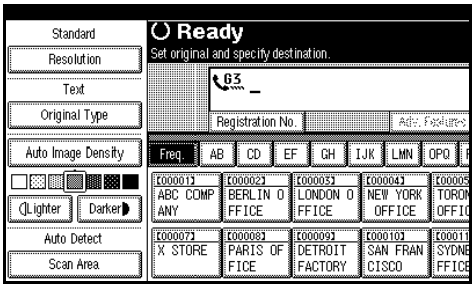
Manual Image Density

❶ Make sure that [Auto Image Density] is not selected. If it has been selected, press [Auto Image Density] to turn it off.

Note

❒ If **[Auto Image Density]** has not been selected, proceed to step ❷.

❷ Press [◁ Lighter] or [Darker ▷] to adjust the density.



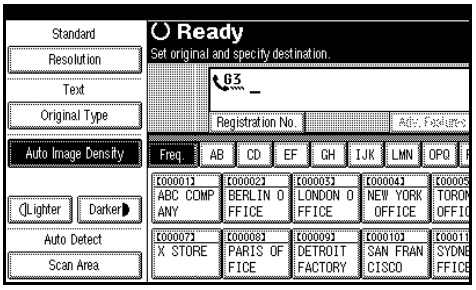
Combined Auto and Manual Image Density

❶ Make sure that [Auto Image Density] is selected.

Note

❒ If **[Auto Image Density]** has not been selected, press **[Auto Image Density]**.

❷ Press [◁ Lighter] or [Darker ▷] to adjust the density.



Mixing Scan Settings for a Multiple Page Original

When sending an original of several pages, you can select a different image density, resolution, and original type setting for each page.

Place the original, select the scan settings for the first page, dial, and then press the 【Start】 key as you would normally. Then follow one of the following two procedures.

Note

❒ It is recommended that originals be placed on the exposure glass when mixing scan settings for a multiple page original.

When placing originals on the exposure glass

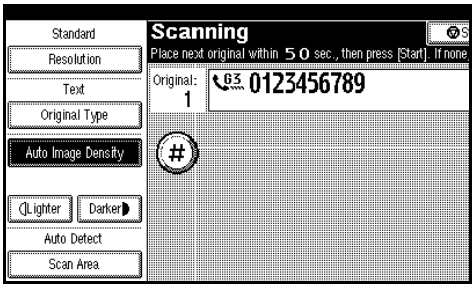
Note

❒ While the machine is beeping, you have about 60 seconds (10 seconds for Immediate Transmission) to select density, resolution, and original type. The remaining time is shown on the display.

1 Check which pages you want to scan with different settings.

2 Remove the previous page and place the next page.

3 Select the image density, resolution, and original type.



Note

❒ Adjust the settings for each page before you press the 【Start】 key.

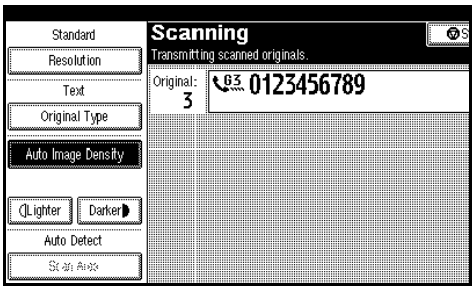
When placing originals in the optional Auto Document Feeder (ADF)

Note

❒ Depending on what time the scan settings are adjusted, the settings may not be reflected in the resulting operation.

1 Check which pages you want to scan with different settings.

2 Select the image density, resolution, and original type before the next page is scanned.



Dialing

There are two main ways to dial a number:

❖ **Number Keys**
p.34 “Number Keys”

❖ **Quick Dials**
p.35 “Using Destination Lists”

This section covers these functions and others in more detail.

Note

❒ The display shows the percentage of free memory space for storing originals. Since fax numbers are programmed in separate memory, dialing fax numbers using the number keys does not change the percentage on the display.

Number Keys

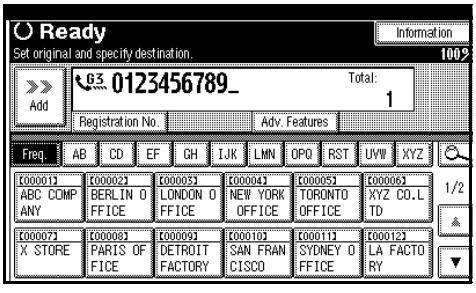
Enter numbers directly using the key pad on the right side of the control panel.

Note

❒ Maximum length of a fax number: 128 digits.

❒ You can insert pauses and tones in a fax number. See p.34 “Pause”, p.35 “Tone”.

1 Enter the fax number using the number keys.



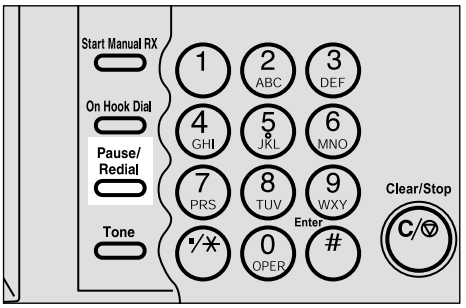
Note

❒ If you make a mistake, press the 【Clear/Stop】 key, and then enter again.

❒ If the optional extra G3 interface unit is installed, select G3 before you proceed to the next step. See p.53 “Changing the Line Port”, *Facsimile Reference <Advanced Features>* .

Pause

Press the 【Pause/Redial】 key when dialing or storing a number to insert a pause of about two seconds.



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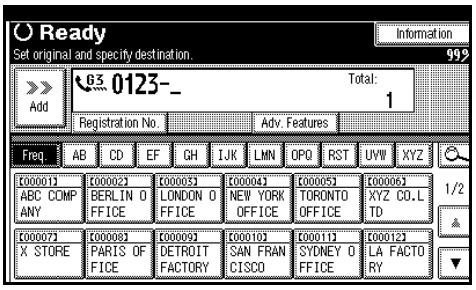
Note

❒ You cannot insert a pause before the first digit of a fax number. If you press the 【Pause/Redial】 key at the first digit, a redial occurs. See p.43 “Redial”, *Facsimile Reference <Advanced Features>* .

❒ A pause is shown as a “-” on the display.



Note

❒ You can also register numbers including pauses in Destination lists.

Tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the 【Tone】 key, the machine dials the number using tonal signals.

Limitation

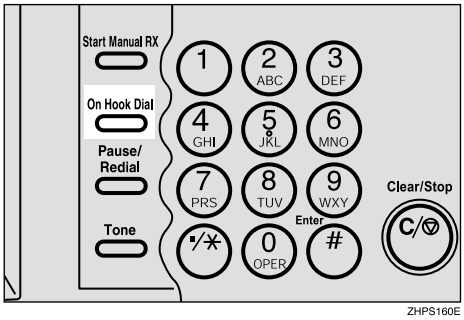
❒ Certain services may be unavailable when using the 【Tone】 key.

Note

❒ A tone is shown as a "•" on the display.

Using the 【Tone】 key with On Hook Dial

1 **Press the 【On Hook Dial】 key.**



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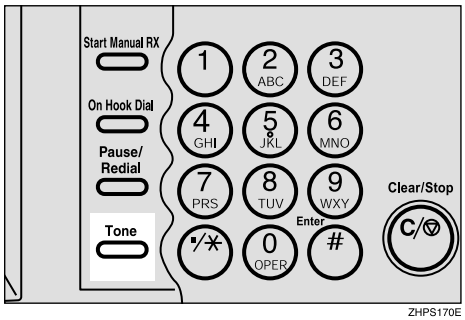
2 **Enter the fax number using the number keys.**

3 **Press the 【Tone】 key.**



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4 **Enter the ID number using the number keys.**

Using Destination Lists

When you program a destination number into a Destination list, you can dial the number by just selecting the destination from the Destination list.

Additionally, you can store a name that will appear on the display.

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices"), this will be displayed before you press the 【Start】 key.

Preparation

In the Destination list, program individual destinations and/or groups of destinations. See "Programming Address Book", *General Settings Guide*.

Limitation

❒ Group Dial can be used only for Memory Transmission; it cannot be used for Immediate Transmission. The machine automatically changes to Memory Transmission when you use Group Dial.

Note

❒ When you press the title key above the destination keys, the destination keys programmed in that title key appear.

❒ To check the contents of Quick Dial, print the Destination list. See "Key Operator Tools", *General Settings Guide*.

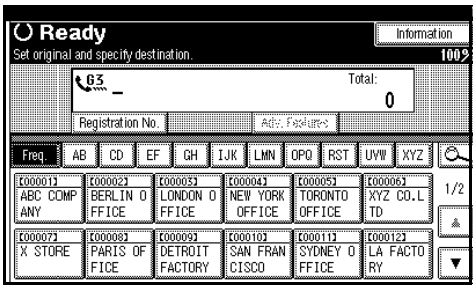
❒ A stored name can be printed out on the first page of a received fax at the other end. See p.68 "Label Insertion", *Facsimile Reference <Advanced Features>* .

❒ To check the contents of the Groups, print the list. See "Key Operator Tools", *General Settings Guide*.

❒ A total of 500 destinations (per message) can be programmed for Group Dial.

1 Place the original, and then select the scan settings you require.

2 Press the title key of the desired Quick Dial.



Note

❒ There are three types of title for Destination lists; "Title 1", "Title 2", and "Title 3"

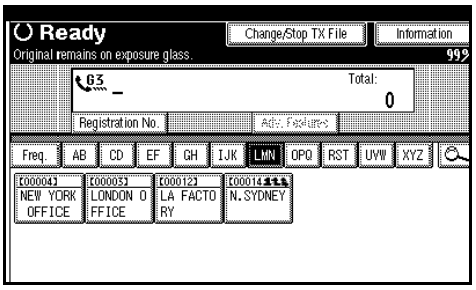
Switching the titles of Destination lists

1 Press .

2 Press [Switch Title].

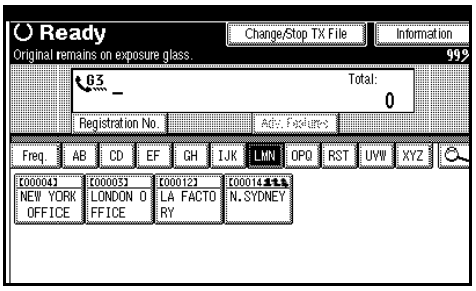
3 Select the type of the title, and then press [Exit].

3 Select a destination.



Specifying a single destination

1 Press the Quick Dial key programmed with the desired destination.



Note

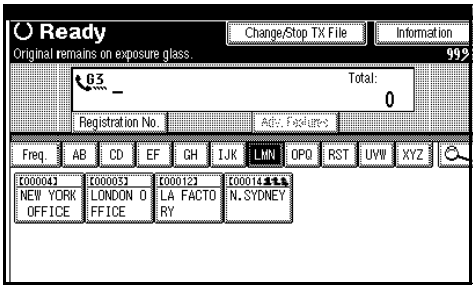
❒ If the desired Quick Dial key is not shown, press **[▲]** and **[▼]** to scroll through the list.

❒ To cancel the selection, press the selected Quick Dial key once more. You can also press the **【Clear / Stop】** key to cancel the selection.

❒ To select more destinations, repeat steps **2** and **3**.

Specifying a group of destinations

❶ **Press the Quick Dial key programmed with the desired group.**



Note

- ❒ If the desired Quick Dial key is not shown, press **[▲]** and **[▼]** to look through the list.
- ❒ To cancel the selection, press the selected Quick Dial key again. You can also press the **【Clear / Stop】** key to cancel the selection.
- ❒ To select more groups, repeat steps **2** and **3**.
- ❒ If the selected group includes destinations other than fax destinations, such a message appears that asks whether only valid destinations are to be selected. Press **[Select]** to select only valid destinations.

4 **Press the 【Start】 key.**

Searching for a Destination

Use this procedure to search through the Destination lists for a particular destination.

❖ **Search by Destination Name**
See p.38 “Search by Destination Name”.

❖ **Search by Fax Number**
See p.39 “Search by Fax Number”.

❖ **Specifying a Registration Number**
See p.40 “Specifying a Registration Number”.

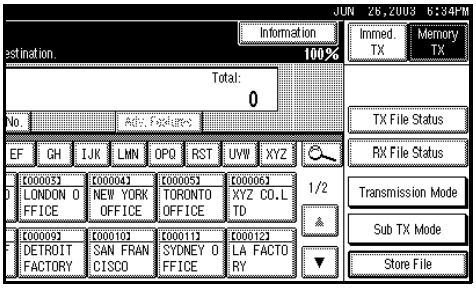
Search by Destination Name

Note

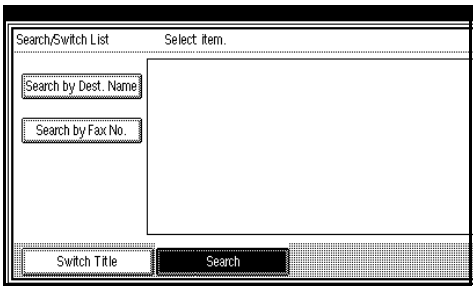
❒ The search returns only destinations whose beginnings match the entered name.

❒ This function distinguishes between small and capital letters.

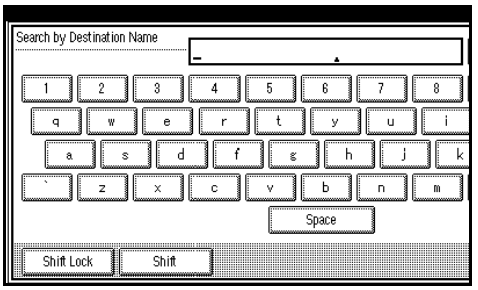
1 **Press , the magnifier icon.**



2 **Press [Serch.by Dest. Name].**



3 **Enter a destination name to search for, and then press [OK].**



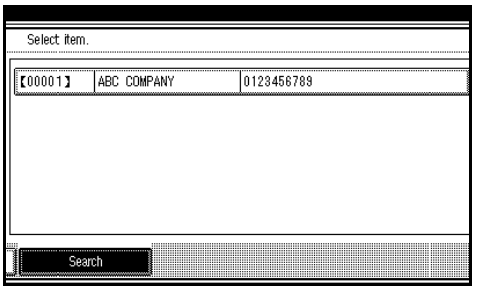
A search-in-progress message appears.

When the search is finished, a result appears.

Note

❒ A warning appears if the search returns more than 100 items. Press **[OK]** to proceed to step **4**.

4 **Select a destination.**



Note

❒ If the desired destination does not appear, use **[▲]** or **[▼]** to scroll through the list.

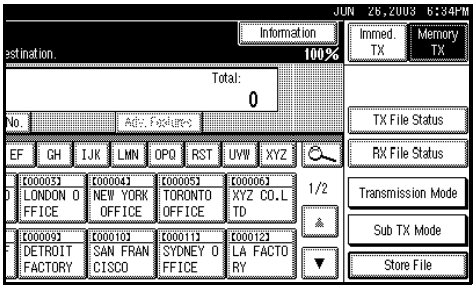
❒ If the search returns more than 100 destinations, only 100 will appear. Change the destination name to view fewer destinations.

Search by Fax Number

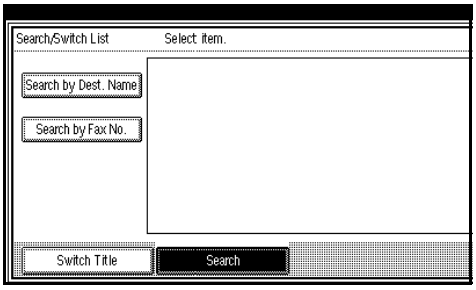
Note

❒ The search returns only destinations whose beginnings match the entered number.

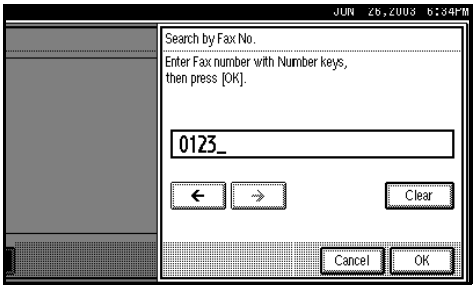
1 **Press , the magnifier icon.**



2 **Press [Search by Fax No.].**



3 **Enter a number to search for, and then press [OK].**



Note

❒ If you enter a wrong number, press **[←]**/**[→]** and **[Clear]**, and then enter the number again.

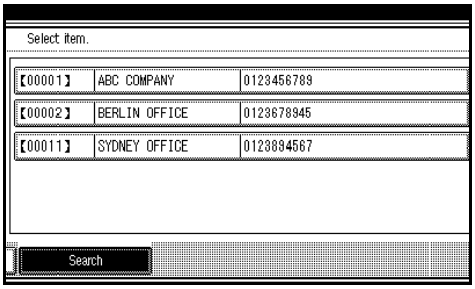
A search-in-progress message appears.

When the search is finished, a result appears.

Note

❒ A warning appears if the search returns more than 100 items. Press **[OK]** to proceed to step **4**.

4 **Select a destination.**



Note

❒ If the desired destination does not appear, use **[▲]** or **[▼]** to scroll through the list.

Limitation

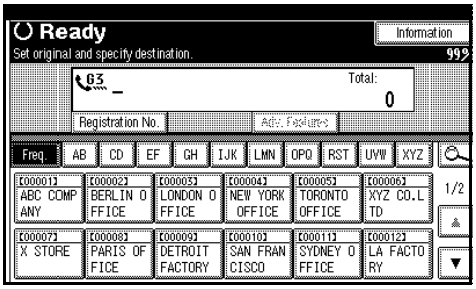
❒ If the search rerurns more than 100 destinations, only 100 will appear. Change the number to view fewer destinations.

Specifying a Registration Number

Use this procedure to select a destination by specifying a registration number.

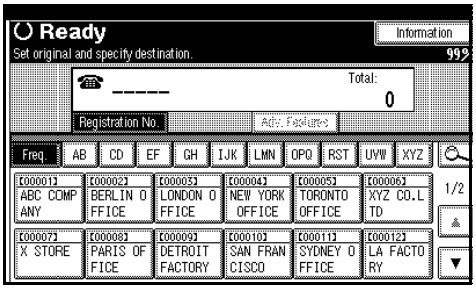
2

1 Press [Registration No.].



The registration number entry display appears.

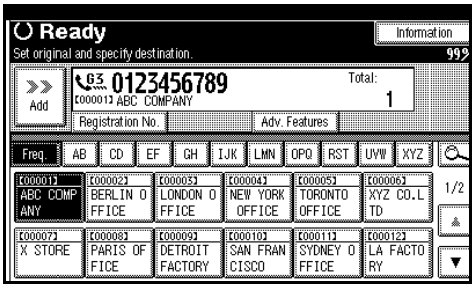
2 Enter a registration number using the number keys.



Note

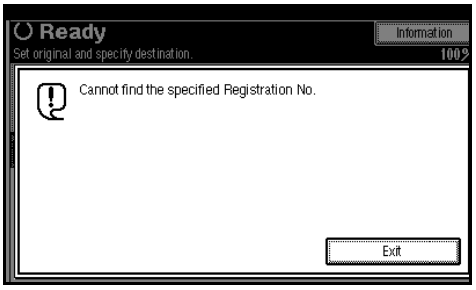
❒ You need not enter the first zeros of a registration number when the display prompts you to enter five digits. If you do not enter 5 digits, press the [#] key to complete the entry.

The corresponding destination appears.



Note

❒ If the entered registration number has not been programmed, an error message appears. Press **[Exit]**. The screen returns to that of step **1**.



Reception

There are two ways you can set up your machine to handle incoming calls:

- Manual Reception (the optional handset or an external telephone required)
- Auto Reception

You can change the reception mode only if a standard G3 line is used.

You cannot change the reception mode when a line other than the standard G3 line (G3-2 or G3-3) is used.

❖ Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax message, you must swich manually to facsimile mode.

❖ Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax message. Use this setting on a dedicated fax line.

Note

❒ The optional handset or an external telephone is required to use this machine as a telephone.

Switching the Reception Mode

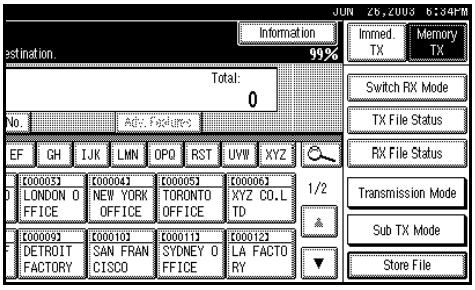
You can switch reception modes using the Reception Settings menu (under Facsimile Features). See p.132 "Reception Setting", *Facsimile Reference <Advanced Features>* .

If you program a Quick Operation key with Switch Reception Mode, you can switch reception mode quickly.

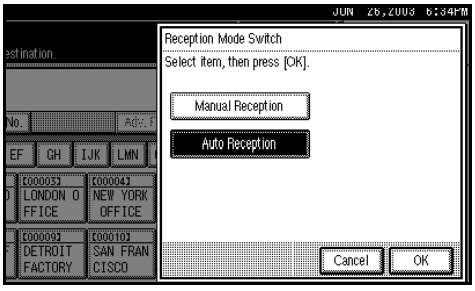
Note

❒ You can only use this function after programming a Quick Operation key as the reception mode switch with **[Quick Operation Key]** under **[Gen. Settings/Adjust]**. See p.130 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

1 **Press the [Switch RX Mode] Quick Operation key.**



2 **Select the reception mode, and then press [OK].**



The standby display appears.

Note

❒ To cancel the selection, press **[Cancel]**.

Receiving a Fax in Manual Reception Mode

1 **When the machine rings, pick up the optional handset or the handset of the external telephone.**

2 **If you hear beeps, press the【Start】key or the【Start Manual RX】key. (The【Start】key is only available in facsimile mode when an original is not placed.)**

3 **Replace the handset. The machine will start receiving.**

Limitation

❒ When printing documents stored in the Document Server, the【Start Manual RX】key or the【Start】key cannot be used to switch to facsimile mode. Press the【2】key of the optional handset or the external telephone.

Initial Settings and Adjustments

You can send information to the other party when transmitting or receiving a fax message. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

Important

❒ You can confirm programmed settings from the user parameter list. We recommend that you print and keep the user parameter list when you program or change settings. See p.152 "Printing the User Parameter List", *Facsimile Reference <Advanced Features>* .

❖ Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in the Fax Header.

You can program Fax Header1 or Fax Header2. When you send originals using Quick Dial, you can select which Fax Header will be printed on the message received by the other party.

Important

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

Note

❒ You can register up to 32 characters in the Fax Header.

❒ You can use characters, symbols, numbers, and spaces.

❒ You can set whether or not to print a Fax Header using **[Fax Header Print]** under **[options]**.

❒ In program No. 1 you can register a preference about whether or not the Fax Header is always printed. You will then switch the setting using the Fax Header Print function only when necessary.

❒ In the USA, law requires that your fax number be included in the fax Header. Register the fax number and switch on Fax Header Print.

Reference

p.114 "Registering a priority function using a program", *Facsimile Reference <Advanced Features>*

p.67 "Fax Header Print", *Facsimile Reference <Advanced Features>*

❖ Own Name

The Own Name is sent to the other party when you send or receive a fax using a G3 line. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

Limitation

❒ Own Name works only when the other machine is of the same manufacturer, and has the Own Name function.

Note

❒ You can use characters, symbols, numbers, and spaces.

❒ You can register up to 20 characters as an Own Name.

❖ **Own Fax Number (facsimile number of sender)**

The sender's Own Fax Number is sent to the other party when sending a fax using a G3 line. The received facsimile number is shown on the display of the other machine and printed in a report. This function is available regardless of the manufacturer of the other party's machine.

Note

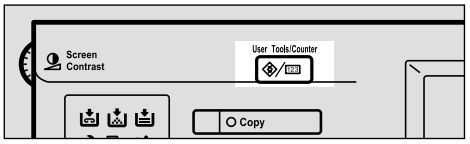
❒ You can register up to 20 characters in Own Fax Number.

Note

❒ When the Key Operator Code is registered and turned on, user have to enter the registered Key Operator Code (maximum 8 digits) to operate Key Operator Tools.This prevents unauthorized people from changing registration.

Programming

1 **Press the 【User Tools/Counter】 key.**



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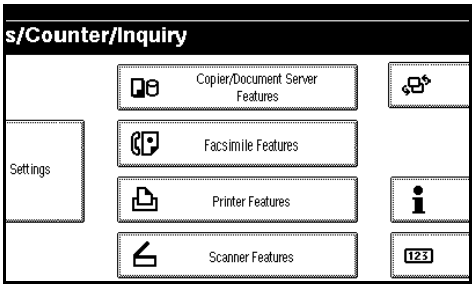
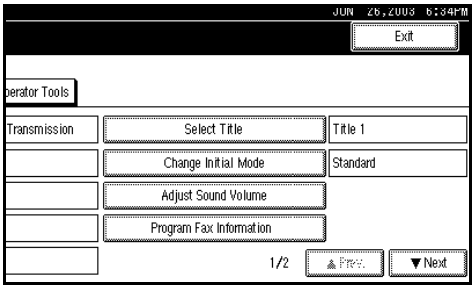
2 **Press [Facsimile Features].**



Note

❒ If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

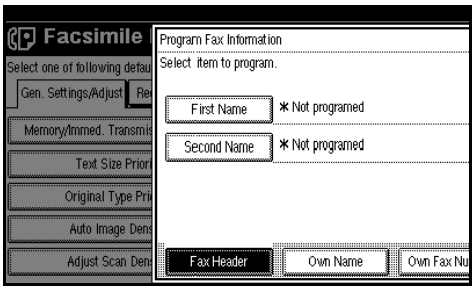
3 **Press [Program Fax Information].**



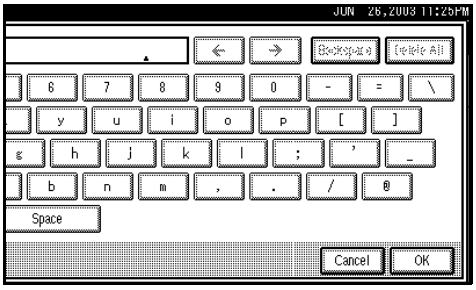
4 **Program the name and facsimile number.**

Registering a Fax Header

❶ **Press [First Name] or [Second Name].**



❷ **Enter a Fax Header including your Own Name and Fax Number, and then press [OK].**



Note

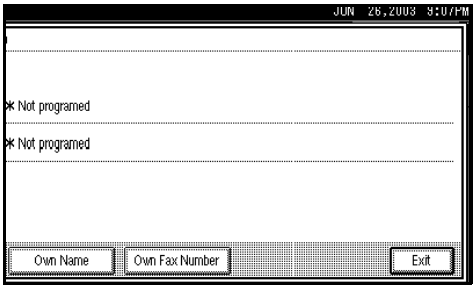
❒ You need to add your fax number to the programmed Fax Header in this step so that your Fax Header contains both your Own Name and your fax number.

Reference

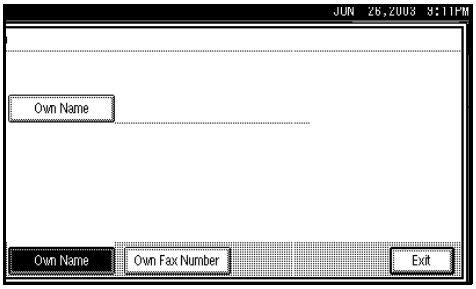
"Entering Text", *General Settings Guide*

Registering an Own Name

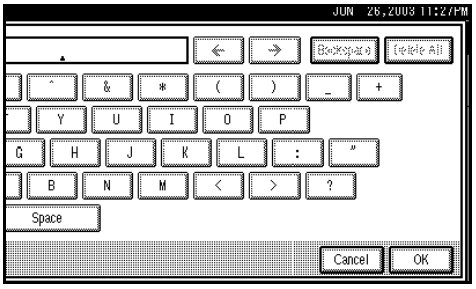
❶ **Press [Own Name].**



❷ **Press [Own Name].**



❸ **Enter an own name, and then press [OK].**

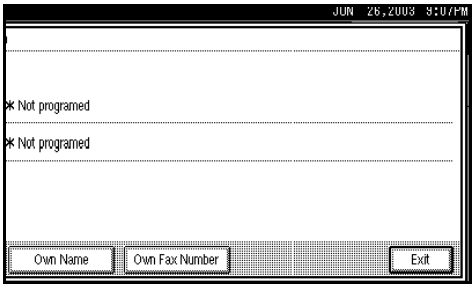


Reference

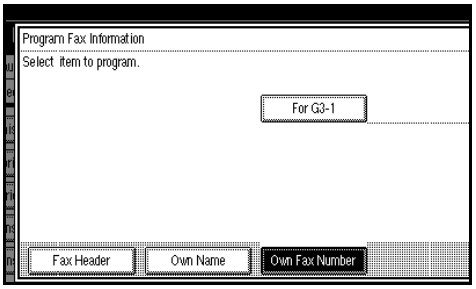
"Entering Text", *General Settings Guide*

Registering an Own Fax Number

❶ **Press [Own Fax Number].**



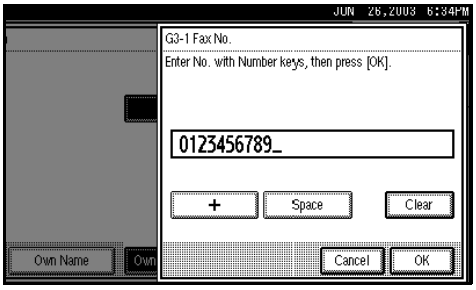
❷ **Select line type to program.**



Note

❒ The display differs depending on the optional units installed on your machine.

❸ **Enter your own facsimile's number using the number keys, and then press [OK].**



Note

❒ To enter a + sign or a space, press **[+]** or **[Space]**.

❒ If you make a mistake, press **[Clear]** or the **【Clear / Stop】** key, and then enter the facsimile number again.

5 **Press [Exit].**

6 **Press the 【User Tools/Counter】 key.**

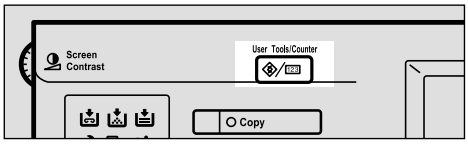
The initial display appears.

Editing

Note

❒ The following procedure explains how to edit Own Name, as an example of editing.

1 **Press the 【User Tools/Counter】 key.**



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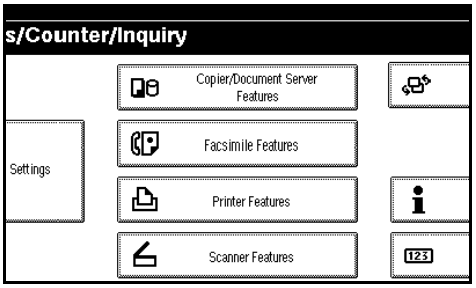
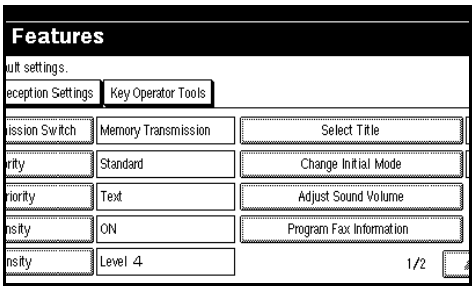
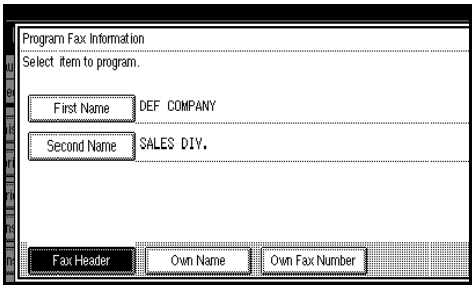
2 **Press [Facsimile Features].**



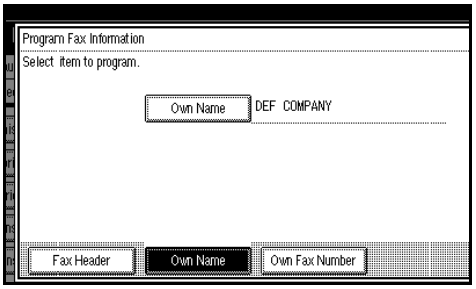
3 **Press [Program Fax Information].**



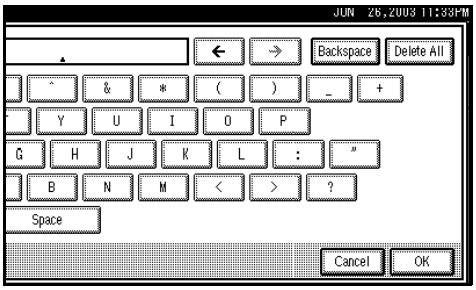
4 **Press [Fax Header], [Own Name], or [Own Fax Number] for editing.**



5 **Press the item you want to edit.**



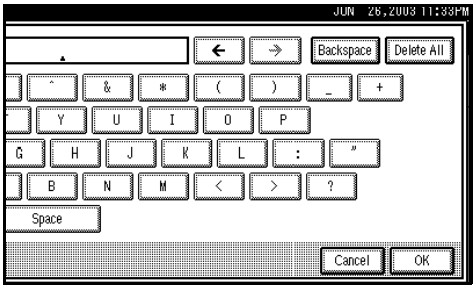
6 **Press [Backspace] or [Delete All], and then reenter the name or number.**



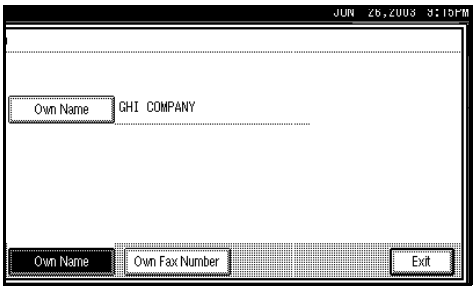
Note

❒ Press **[Clear]** or the **【Clear/Stop】** key if you want to edit Own Fax Number.

7 **Press [OK].**



8 **Press [Exit].**



9 **Press the 【User Tools/Counter】 key.**

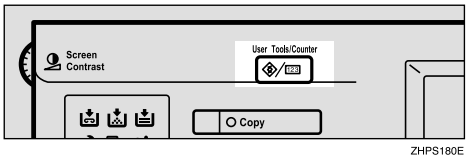
The initial display appears.

Deleting

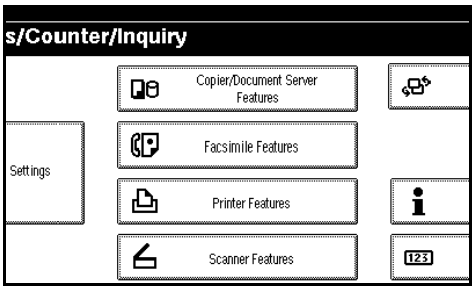
Note

❒ The following procedure explains how to delete Own Name, as an example of deleting.

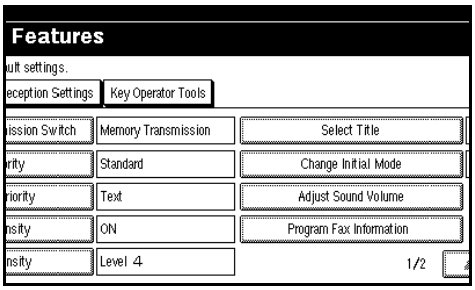
1 **Press the 【User Tools/Counter】 key.**



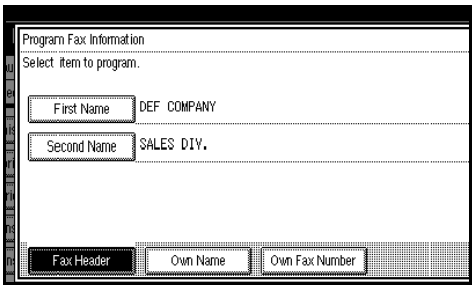
2 **Press [Facsimile Features].**



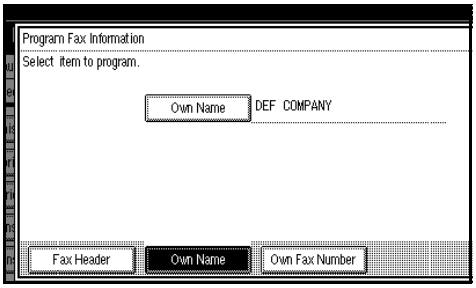
3 **Press [Program Fax Information].**



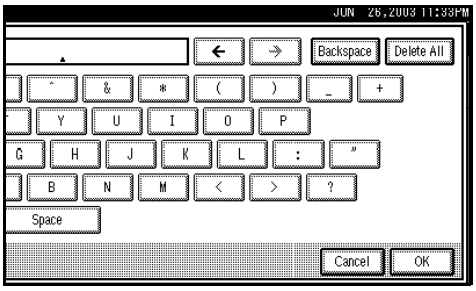
4 **Press [Fax Header], [Own Name], or [Own Fax Number] to delete.**



5 **Press the item you want to delete.**



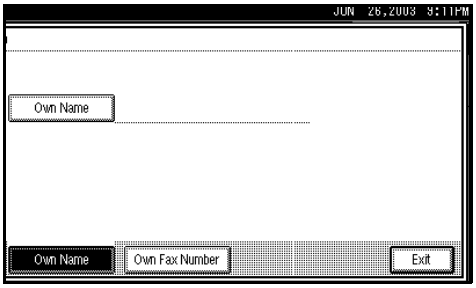
6 **Press [Backspace] or [Delete All], and then press [OK].**



Note

❒ Press **[Clear]** or the **【Clear/Stop】** key if you want to edit Own Fax Number.

7 **Press [Exit].**



8 **Press the 【User Tools/Counter】 key.**

The initial display appears.

Programming Fax Destinations

You can program fax destinations using Address Book Management in the Key Operator Tools menu under System Settings.

You can also register the programmed fax numbers in a Group.

Note

❒ When you press the 【**Facsimile**】 key after changing the contents of the Address Book, such a message appears that indicates that the destination list has been updated. Press **[Exit]**. The initial display appears.

Reference

"Key Operator Tools", *General Settings Guide*

Adjusting the Volume

You can change the volume of the following sounds that the machine makes.

❖ **On Hook Mode**
Heard when the 【On Hook Dial】 key is pressed.

❖ **At Transmission**
Heard when the machine sends a message.

❖ **At Reception**
Heard when the machine receives a message.

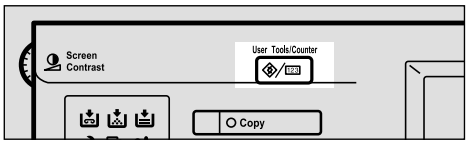
❖ **When Dialing**
Heard after pressing the 【Start】 key, until the line connects to the destination.

❖ **At Printing**
Heard when a received message is printed. See p.84 "Print Completion Beep", *Facsimile Reference <Advanced Features>* .

Note

❒ You can adjust the On Hook volume when you press the 【On Hook Dial】 key. See p.51 "On Hook Dial", *Facsimile Reference <Advanced Features>* .

1 **Press the 【User Tools/Counter】 key.**



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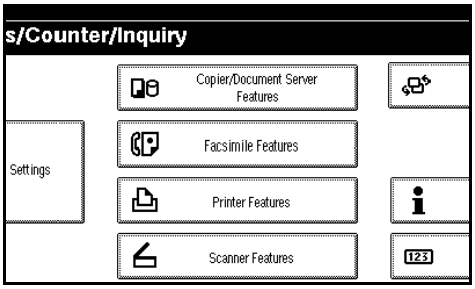
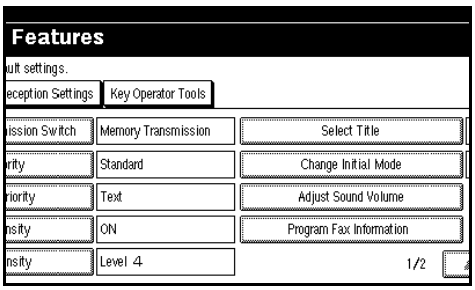
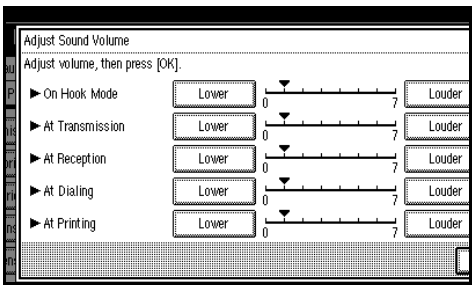
2 **Press [Facsimile Features].**



3 **Press [Adjust Sound Volume].**



4 **Press [Lower] or [Louder] for each item, and then press [OK].**



Note

❒ You can hear the actual volume by pressing **[Check]**.

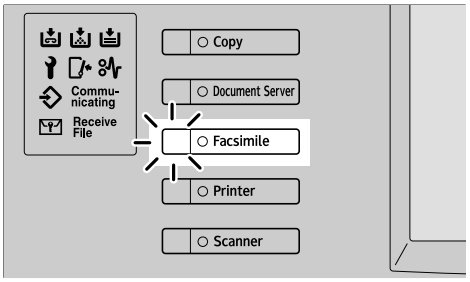
❒ If you press **[Cancel]**, the volume setting is canceled. The display returns to that of step **3**.

5 **Press the 【User Tools/Counter】 key.**

The initial display appears.

When the [Facsimile] Key Is Lit in Red

If this key is lit, refer to the table below and take the appropriate action.



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Problem	Solutions
The paper output tray is full.	Remove the paper from the tray.
A facsimile error has occurred.	The facsimile has your problem. Contact your service representative. The copier will still function normally.
Out of paper.	Add more paper. "Loading Paper", *General Settings Guide*

When Toner Runs Out

When the machine has run out of toner the symbol appears on the display. Note that even if there is no toner left, you can still send fax messages.

Important

❒ If you continue receiving and sending faxes after the toner has run out, communication will not be possible after 200 transmissions (1000 with the optional expansion memory installed).

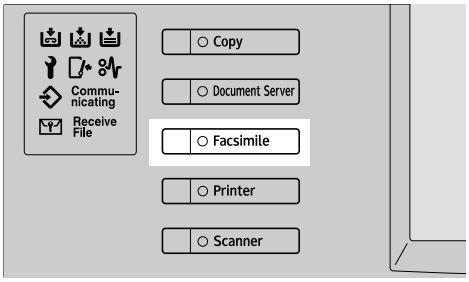
Limitation

❒ The Memory Storage Report, Polling Reserve Report, and Confidential File Report are not printed.

Note

❒ If the standby screen is not displayed, press the **【Facsimile】** key.

1 Make sure that the machine is in facsimile mode, and the standby screen is displayed.



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2 Press [Exit], and then perform trasmission operation.

The error message disappears.

See p.20 “Memory Transmission” and p.26 “Immediate Transmission”.

Error Messages and Their Meanings

If there is an error, one of the following messages may appear on the display. It might just flash briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Causes and solutions
Put original back, check it and press the 【Start】 key.	Original jammed during Memory Transmission. Place originals that have not been scanned again.
Error occurred, and transmission was canceled.	A document jam occurred during Immediate Transmission. Press **[OK]**, and then resend the pages that have not been sent.
	An error occurred during Immediate Transmission. Press **[OK]**, and then resend the original. **Note** ❒ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error reoccurs frequently, contact your service representative.
Cannot detect original size. Place original again, then press [Start].	The machine failed to detect the size of the original. Place originals again, and then press the 【Start】 key.
Call Service Functional problems with facsimile. Please call service.	There is a problem with the fax. Record the code number shown in the display and contact your service representative. The copy function will still work normally.
Memory is full. Cannot scan more. Transmitting only scanned pages.	If you press **[OK]**, the machine returns to standby mode and starts transmitting the pages that have been scanned.
Following output tray is full. Remove paper.	The paper output tray is full. Remove paper from the tray indicated in the display.
Cannot scan to send fax message as scanner is in use for other function.	The Copy or Document Server function is in use. To cancel the job in process, do the following, and then try faxing again. Press **[Exit]**, and then press the 【Copy】 or 【Document Server】 key. Next press the 【Clear/Stop】 key. When the message "**[Stop]** key was pressed. Stop copying?" or "**[Stop]** key was pressed. Stop storing?" appears, press **[Stop]**.
Updating the destination list. Please wait. Selected destinations or function settings have been cleared. Please reselect after the update finishes.	Wait with the main power switch on. The machine will enter standby mode after it exits from RDS mode.

Out of paper display message

If the paper tray runs out of paper, "No paper. Load it, then press **[Exit]**." appears on the display, asking you to add more paper.

Note

❒ If there is paper left in the other paper trays, you can receive messages as usual, even if a message appears on the display.

❒ You can turn this function on or off with the User Parameters. See p.147 "Changing the User Parameters", *Facsimile Reference <Advanced Features>* (switch 05, bit 7).

Solving Problems

This table lists some common problems and their solutions.

Problem	Causes and solutions	Reference
Image background appears dirty when received at the other end.	Adjust scan density.	p.31 “Image Density (Contrast)”
Printed or sent image contains spots.	The ADF or exposure glass is dirty. Clean them. Make sure that ink or correction fluid is dry before placing originals.	“Maintaining Your Machine”, *General Settings Guide*
Received image is too light.	Request the sender to increase image density.	---
	When using moist, rough, or processed paper, the printed image may be partly invisible. Only use recommended paper.	“Copy Paper”, *General Settings Guide*
	When appears on the display, toner is beginning to run out. Replace the toner cartridge soon.	“Adding Toner”, *General Settings Guide*
The machine failed to print received fax messages.	If this happened when the receive file indicator was lit, a problem such as run out of paper or toner might disable printing.	p.79 “Substitute Reception”, *Facsimile Reference <Advanced Features>*
	[Store] has been selected for **[Reception File Setting]**. Print the fax messages using a Web browser or the Printing Stored RX File function.	p.110 “Printing fax information using a Web browser”, *Facsimile Reference <Advanced Features>* and p.30 “Printing Received and Stored Documents”, *Facsimile Reference <Advanced Features>*
	When is lit, load paper into the cassette.	"Loading Paper", *General Settings Guide*
Message appears blank at the other end.	The original was placed upside down. Place it properly.	p.13 “Placing Originals”
Both transmission and receiving are impossible.	Make sure that the modular cord is correctly connected.	---
	The terminal adaptor setting is incorrect. Check the setting.	---
Transmission is possible, though receiving is impossible.	The optional terminal adaptor setting is incorrect. Check the setting.	---

Problem	Causes and solutions	Reference
Receiving is possible, though transmission is impossible.	The optional terminal adaptor setting is incorrect. Check the setting.	---
When using On Hook Dial or Manual Dial, "Receiving" appears and transmission is not allowed.	If the machine fails to detect the size of the original when the **【Start】** key is pressed, it performs a receiving operation. Press **[Scan Area]**, select the scan area, and then resend the document.	p.16 “Setting a Scan Area”
All fax messages stored in memory have been lost. Those messages include ones stored through Memory Transmission/Reception, Confidential Reception, Substitute Reception, or Auto Document.	When about one hour passes after power to the machine is turned off, all fax messages stored in memory are lost. If any messages have been lost for this reason, a Power Failure Report is automatically printed when the machine is turned on. If fax messages stored for Memory Transmission have been lost, check the destinations and resend the messages. If fax messages received through Memory, Confidential or Substitute Reception have been lost, ask the senders to resend the messages. If Auto Documents have been lost, reprogram them.	p.175 “Power Failure Report”, *Facsimile Reference <Advanced Features>*

Finding Operational Solutions

This table introduces you to solutions for some operational problems that you may frequently encounter.

Problem	Solution	Refer to
You want to cancel a Memory Transmission.	If the original is being scanned, press **[Cancel]** or the **【Clear/Stop】** key.	p.23 "Canceling a Memory Transmission"
	If the original is being sent or if it is in standby, press **[Change/Stop TX File]** or the **【Clear/Stop】** key.	p.15 "Checking and Canceling Transmission Files", *Facsimile Reference <Advanced Features>*
You want to cancel an Immediate Transmission.	Press the **【Clear/Stop】** key.	p.28 "Canceling an Immediate Transmission"

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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 RJ11C USOC jack.
3. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for detail.
4. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company.
5. 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. But 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.
6. 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 to maintain uninterrupted service.
7. If trouble is experienced with this equipment, for repair or warranty information, please contact RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.
8. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
9. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

❖ 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.

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

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

NOTICE: The Ringer Equivalence Number is an indication of the maximum number of devices 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 RENs of all the devices does not exceed five.

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