FAX Option Type 3800C

Operating Instructions

Facsimile Reference (option)
<Basic Features>

1. Getting Started
2. Faxing
3. Registering
4. Troubleshooting

For safe and correct use of your machine, please be sure to read the Setup Guide Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 1 Copier System Edition (for use with Copier Expander Unit Type 3800C) before use.

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.

Please read "Safety Information" in Setup Guide Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 1 Copier System Edition (for use with Copier Expander Unit Type 3800C) before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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.

Fax options are not sold in some areas.

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

TABLE OF CONTENTS

1. Getting Started

2. Faxing

NOTICE

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

NOTICE TO USERS (NEW ZEALAND)

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service.

If a charge for local calls is unacceptable, the "Dial" button should NOT be used for local calls. Only the 7-digits of the local number should be dialed from your telephone. DO NOT dial the area code digit or the "0" prefix.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This device may be subject to ringing or bell tinkle when calls are made from another device on the same line. If this occurs, the problem should not be referred to the Telecom Faults Service.

This equipment should not be used under any circumstances, which may constitute a nuisance to other Telecom customers. For example, repeated attempts to make unsolicited sales offers to the same number or group of numbers, such as when a block of numbers terminate on the same PABX.

The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log.

Not all telephone will respond to incoming ring when connected to the extension socket.

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" in Setup Guide Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 1 Copier System Edition (for use with Copier Expander Unit Type 3800C).

⚠ *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" in Setup Guide Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 1 Copier System Edition (for use with Copier Expander Unit Type 3800C).

* 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 in which a particular function cannot be used.

🔍Reference

This symbol indicates a reference.

[   ]

Keys that appear on the machine's panel display.

【   】

Keys built into the operation panel of the machine.

2

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

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

Advanced Features (on CD-ROM)

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

❖ **Chapter 1 Transmission Mode**
Explains how to send a fax at a specific time without being by the machine and also take advantage of off-peak telephone line charges.

❖ **Chapter 2 Checking and Canceling Transmission Files**
Explains how to cancel a transmission and resend a message when it fails to be transmitted.

❖ **Chapter 3 Communication Information**
Explains how to erase a fax message programmed in memory and check the contents of any file in memory.

❖ **Chapter 4 Other Transmission Features**
Explains the useful transmission features. Learn how to dial numbers easily.

❖ **Chapter 5 Reception Features**
Explains how to receive fax messages. You can learn the various functions for easily receiving faxes, as well as functions for accurately receiving faxes, such as printing received two page originals onto one sheet, and automatically switching between facsimile and telephone when a call comes in.

❖ **Chapter 6 Simplifying the Operation**
Explains how to specify a Program and use the Document Server.

❖ **Chapter 7 Facsimile Features**
Explains functions for printing lists and various types of reports, as well as set functions when sending and receiving faxes.

❖ **Chapter 8 Key Operator Setting**
Explains functions which the key operator handles. Learn how to setup the phone line type and how to store the Memory Locked ID and the Confidential ID.

◆ **Chapter 9 PC FAX Features**

Explains how to fax directly from a computer and make necessary settings.

◆ **Chapter 10 Troubleshooting**

Explains what to do when toner runs out and when power is turned off or fails.
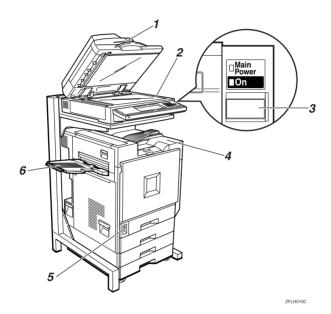
◆ **Chapter 11 Appendix**

You can check the consumables and options for facsimile functions.

1. Getting Started

Guide to Components

Front View

ZFLH010C

1. **Document Feeder (ADF) <option>/Exposure Glass Cover <option>**

Holds a document stack of up to 80 sheets which are fed automatically one at a time. Place documents here face up.

2. Exposure Glass

Place the original face down on the upper left corner of the exposure glass, aligning the upper left corner with the reference mark. Close the optional exposure glass cover when you place a document on the exposure glass.

3. Operation Switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

4. Standard Tray

Fax messages are delivered here. ⇒"General Features -- Output:Facsimile" in Administrator Reference Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 2 Copier System Edition (for use with Copier Expander Unit Type 3800C)

5. Main Power Switch

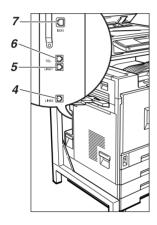Do not touch this switch. This switch should be only used by a service representative.

Note

❒ If the operation switch is on and there is still no power, turn on the main power switch.

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❒ If you leave the main power switch off for more than 1 hour, all files in memory are lost. ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

❒ The **On** indicator blinks when:

- The optional exposure glass cover or optional Document Feeder (ADF) is open.
- The machine is communicating with other destination machines.
- The hard disk is running.

6. **External Tray**

The External Tray allows you to distinguish fax messages from copied or printed paper that are delivered to other trays. ⇒"General Features -- Output:Facsimile" in Administrator Reference Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 2 Copier System Edition (for use with Copier Expander Unit Type 3800C)

Side View

ZFLH020E

1. **Parallel Interface Port**

Plug the parallel cable into this port.
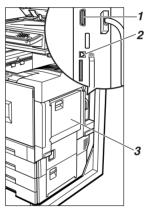
2. **Network Interface Unit**

Plug the network cable into this port.

3. **Bypass Tray**

Use this tray for non-standard size paper. ⇒ Chapter 5, "Having Incoming Messages Printed on Paper from the Bypass Tray" in the Advanced Features manual

4. **Extra G3 Interface Unit Connector (Option)**

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

5. **Analog Line Connector**

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual
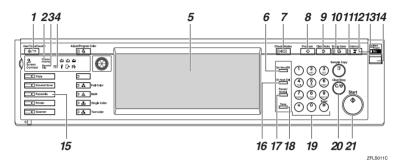
6. **External Telephone Connector**

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

7. **ISDN Line Connector (Option)**

⇒ Appendix, "Connecting the Machine to ISDN" in the Advanced Features manual

Control Panel

The illustration of the control panel will differ depending on the installed optional unit. The following illustration has all the options installed.

ZFLS011C

1. 【User Tools/Counter】key

User Tools:

Press to enter User Tools mode. These tools allow you to customize the default settings. ⇒ Chapter 7, "Facsimile Features" in the Advanced Features manual

Counter:

Display and print the total number of pages.

2. Communicating Indicator

Lights during transmission or reception.

3. Receive File Indicator

Lights when a message other than a Confidential Reception or Memory Lock file has been received. ⇒ Chapter 5, "Substitute Reception" in the Advanced Features manual

4. Confidential File Indicator

Lights when a message has been received into memory with Confidential Reception.⇒ Chapter 3, "Printing a Confidential Message" in the Advanced Features manual

Blinks when a Memory Lock file has been received into memory.⇒ Chapter 3, "Printing a File Received with Memory Lock" in the Advanced Features manual

5. LCD display

This guides you through tasks and informs you of the machine status. Messages appear here. ⇒ p.13 "Reading the Display"

6. 【Start Manual RX】key

Press to start Manual Reception.

7. 【Check Modes】key

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

8. 【Program】key

Press to use the program function. ⇒ Chapter 6, "Programs" in the Advanced Features manual

9. 【Clear Modes】key

Press to cancel the current settings and return to standby mode.

10. 【Energy Saver】key

Hold down to enter Energy Saver mode.

11. 【Interrupt】key

Press to interrupt the current fax operation in order to start copying.

12. On indicator

This indicator goes on when the operation switch is turned on.

13. **Main Power indicator**

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

14. **Operation Switch**

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

15. 【**Facsimile**】 **key**

Press to switch to the Facsimile mode. ⇒ p.12 "Changing Modes"

- Lights up in yellow
  Facsimile mode has been selected.
- Lights up in green
  Facsimile mode has been printing.
- Lights up in red
  Lights up whenever any facsimile error occurs. Press 【**Facsimile**】 to display the error message and take the appropriate action. ⇒ p.81 "When the 【**Facsimile**】 Key is Lit in Red"

16. 【**On Hook Dial**】 **key**

Use to dial a number from the number keys without having to lift the handset. ⇒ Chapter 4, "On Hook Dial" in the Advanced Features manual

17. 【**Pause/Redial**】 **key**

Pause:

Insert a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit. ⇒ p.45 "Pause"

Redial:

Press to redial one of the last ten numbers. ⇒ Chapter 4, "Redial" in the Advanced Features manual

18. 【**Tone**】 **key**

Press to send tonal signals down a pulse dialing line. ⇒ p.46 "Tone"

19. **Number keys**

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

20. 【**Clear/Stop**】 **key**

Clear:

Deletes one character or digit.

Stop:

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

21. 【**Start**】 **key**

Press to start all tasks.

Starting the Machine

To start the machine, turn on the operation switch.

Note

❒ This machine automatically enters the Energy Saver mode or turns itself off if you do not use the machine for a while. ⇒ "Timer Setting -- Auto Off Timer", "Timer Setting -- Panel Off Timer" in Administrator Reference Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 2 Copier System Edition (for use with Copier Expander Unit Type 3800C)

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🔆Power switches

This machine has two power switches: ⇒ p.5 "Guide to Components"

❖ **Operation Switch (Right side of the control panel)**
Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

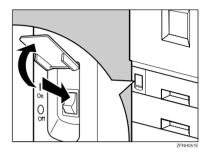❖ **Main Power Switch (Left front side of the machine)**
Do not touch the main power switch. It should be used only by a service representative when the optional fax unit is installed.
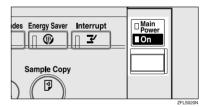
Important

❒ If you leave the main power switch off for more than 1 hour, all fax files in memory are deleted. ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual
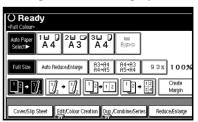
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Turning On the Power

A **Confirm that the power cord is plugged into the wall outlet firmly.**

B **Confirm that the main power switch is on.**

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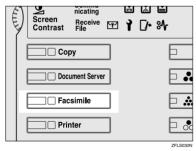**C** **Turn on the operation switch. The On indicator should light up.**

ZFLS020N

The copier screen is displayed.

Note

❒ If nothing happens when you turn on the operation switch, make sure the main power switch is turned on.

❒ The machine will be ready to copy in less than 119 seconds after turning on the main power switch.

❒ If "Ready" is not displayed, see "Basic Copying" in the Basic Features manual, Copy Reference.

❒ You can set the Facsimile screen to appear right after the power has been turned on or when the System Auto Clear has been performed. ⇒"General Features -- Function Priority"in Administrator Reference Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 2 Copier System Edition (for use with Copier Expander Unit Type 3800C)
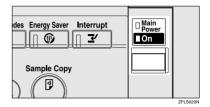
D **Press the 【Facsimile】 key.**

ZFLS030N

The Facsimile screen is displayed.

Turning Off the Power

A **Turn off the operation switch. The On indicator will go out.**

ZFLS020N

Note

❒ The **On** indicator blinks when:

• The optional exposure glass cover or optional Document Feeder (ADF) is open.

• The machine is communicating with other destination machines.

• The hard disk is running.

Important

❒ Fax files stored in memory will be deleted 1 hour after you turn the main power switch off or you unplug the power cord. ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

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Turning Off the Main Power Switch

When the main power switch is turned off while using the fax function, waiting fax jobs and print jobs may be canceled, and incoming fax documents cannot be received. Normally, only the service representative operates this switch. When you have to turn off this switch for some reason, follow the procedure below.
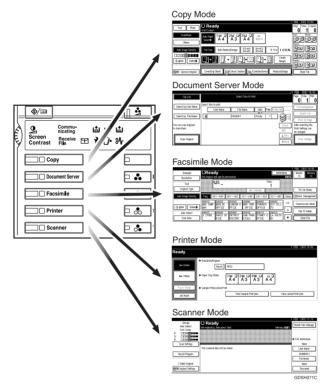
⚠️**Important**

❐ Do not turn off the main power switch while the indicator is lit or blinking. This may cause problems in the hard disk or memory.

❐ Be sure to turn off the main power switch before unplugging the power cord. This may cause problems in the hard disk or memory.

❐ Make sure that 100% is shown on the display before you turn the main power switch off or unplug the power cord. Fax files stored in memory will be deleted 1 hour after you turn the main power switch off or unplug the power cord. ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

A **Make sure the On indicator is off.**

B **Turn off the main power switch.**

The main power indicator turns off.

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Changing Modes

This machine is a copier, facsimile, printer and scanner. If the machine is not in Facsimile mode, press the **【Facsimile】** key on the left of the operation panel to use fax functions.

Copy Mode

Document Server Mode

Facsimile Mode

Printer Mode

Scanner Mode

GDSH071C

📍 **Limitation**

❒ You cannot switch modes under the following circumstances:

- While scanning in a fax
- During Immediate Transmission
- While editing the System Settings
- During Interrupt Copying
- While using On Hook Dial
- During Energy Saver mode

Reading the Display

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

⚠️Important

❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. If you do, the display can be damaged.
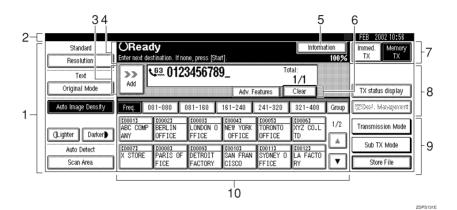
🖉 Note

❒ Functions that have been selected are highlighted (for example ▨Auto Image Density▨). Keys that you cannot select are shown with a dashed outline (for example ▨2 Dot. Magazine▨).

❒ All procedures in this manual assume you are in Facsimile mode. If the machine is not in Facsimile mode, press the 【Facsimile】key to change to Facsimile mode. You can have the machine start in Facsimile mode. ⇒ "General Features -- Function Priority" in Administrator Reference Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 2 Copier System Edition (for use with Copier Expander Unit Type 3800C)

❒ This machine automatically returns to the standby mode if you do not use the machine for a certain period of time. You can select the period in Fax Reset Timer. ⇒ "Timer Setting -- Facsimile Auto Reset Timer" in Administrator Reference Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 2 Copier System Edition (for use with Copier Expander Unit Type 3800C)

Reading the Display Panel and Using Keys

✎ **Note**

❒ The screen contents will be different depending on the installed optional unit.

ZDPS131E

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

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 with the number keys, press [Add].**

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

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

6. **Appears when a destination is entered. Press [Clear] or the 【Clear/Stop】 key to erase characters or numbers one by one.**

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

8. **Displays Quick Operation Keys set for often used functions.**
[TX status display] and **[Dest. Management]** are preset.

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

10. **Displays the Quick Dial Table of programmed destinations.**

❖ **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.

⌀ **Note**

❒ You can specify a User Code with "System Settings". ⇒ "User Code" in Administrator Reference Copier System Edition (for use with Copier Expander Unit Type 7000) or the Administrator Reference 2 Copier System Edition (for use with Copier Expander Unit Type 3800C)

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

① When the following message appears on the display, User Code Management is on.

② Enter a User Code of up to 8 digits with the number keys.

③ Press **[#]**.

⌀ **Note**
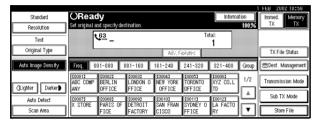
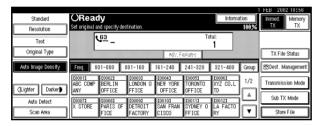❒ If an unprogrammed User Code is entered, the display returns to step ①.

1

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 is shown.

❖ **Memory Transmission (Initial display)**

❖ **Immediate Transmission**

📝 Note

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

- If you have placed the original on the optional 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.
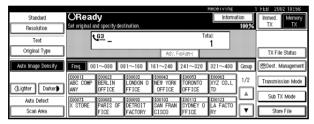
Communication Display

While the machine is communicating, the 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 the next original into memory. ⇒ Chapter 4, "Dual Access" in the Advanced Features manual

❒ Even when the machine is being used a copier, printer or scanner, the sender's name or number will be displayed for received faxes.

❖ **Immediate Transmission**

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Display Prompts

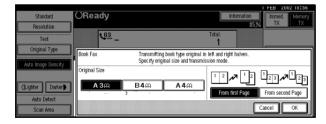Depending on the situation, the machine will show various prompts on the display.

❖ **Instructions and Requests**

❖ **Questions**
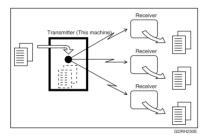

❖ **Selections**

❖ **Status**

2. Faxing

Transmission Modes

There are two types of transmission:
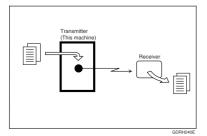
- Memory Transmission
- Immediate Transmission

❖ **Memory Transmission**

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

GDRH230E

❖ **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 the memory. You can only specify one address.

GDRH240E

⚠️**Important**

❒ If the machine is switched off for more than one hour, all the files stored in the memory are deleted. If files have been deleted, once the machine has been switched on again, a Power Failure Report will be printed. On this report, you can see which files have been deleted. ⇒Chapter 10 "Power Failure Report" in the Advanced Features manual

Switching Memory Transmission and Immediate Transmission

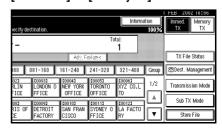The basic procedure to send a fax message is:

① Make sure the Facsimile indicator is lit

② Place your original

③ Dial the number

④ Press the 【**Start**】 key

The rest of this section describes these steps and the various features that are available in more detail.

There are two ways to send a fax message:

- Memory Transmission
- Immediate Transmission

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

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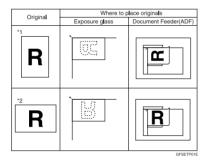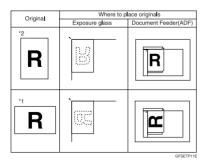# Placing Originals

In this manual originals can mean a single or multiple page document. You can place your originals either in the optional Document Feeder (ADF) or on the exposure glass. Some types of originals are unsuitable for the optional Document Feeder (ADF) so they must be placed on the exposure glass.

Which way you place your original depends on its size and whether you are using the optional Document Feeder (ADF) or the exposure glass.

❖ **How to place A4, B4, A3, 8^1/$_2$" × 11", 8^1/$_2$" × 14" and 11" × 17" size originals**

GFSETP01E

❖ **How to place A4, A5 and B5 size originals**

GFSETP11E

🔧 **Limitation**

❒ A5 size documents are not detected on the exposure glass. Place A5 size documents in the optional Document Feeder (ADF). ⇒ p.26 "Original Sizes Difficult to Detect"

📝 **Note**

❒ When you place originals on the optional Document Feeder (ADF) as shown in the above illustrations, 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

❒ When sending a fax, the image output at the other end depends on the size and direction of paper used in the destination's terminal. If the destination does not use paper of the same size and direction 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 that you ask the receiver about the size and direction of the paper used in their terminal.

❒ When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely. ⇒ p.23 "Setting a Scan Area"

❒ You can scan non-standard sized documents as standard sized using the Irregular Scan Area feature. When you turn on this feature, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be cut at the receiving end.

❒ 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 direction, the machine rotates the image by 90 degrees before sending it. ⇒ Chapter 4, "Transmission with Image Rotation" in the Advanced Features manual

Reference

For how to place 2-sided documents, see Chapter 4, "2-Sided Transmission" in the Advanced Features manual.

Placing a Single Original on the Exposure Glass

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

A **Lift the optional Document Feeder (ADF) by at least 30 degrees. Place the original face down on the exposure glass. The original should be aligned to the left scale.**

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1. **Reference mark**

2. **Left scale**

Note

❒ If you do not raise the optional Document Feeder (ADF) by at least 30 degrees, the original size will not be detected.

B **Close the optional Document Feeder (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 its bound part from rising.

☀️Bound Original Page Order

When sending bound originals (books, magazines, etc.), you can choose to have either the left page or right page sent first. ⇒ Chapter 4, "Book Fax" in the Advanced Features manual

📝 Note

❒ You can have bound originals scanned in left page first or right page first. You can set which page (left or right) the machine scans first by default with the User Parameters.⇒ Chapter 8, "Changing the User Parameters" (Switch06, Bit6) in the Advanced Features manual

Placing Originals in the Optional Document Feeder (ADF)

Use the optional Document Feeder (ADF) to scan in a stack of originals in one operation. The optional Document Feeder (ADF) can handle both single-sided and double-sided originals.

💢 Limitation

❒ The maximum document length is 1,200mm (47"). Documents longer than 420mm (17") must be sent by Memory Transmission (Immediate Transmission is not possible).

❒ You cannot place originals in the optional Document Feeder (ADF) one page at a time, or sprit a stack of originals and place the groups of pages successively.

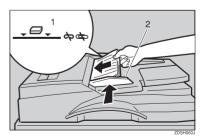❒ Do not open the optional Document Feeder (ADF) while it is scanning the originals or a document could become jammed.

📝 Note

❒ If you send documents longer than 420mm (17"), select Long Document mode with the User Parameters. If a jam occurs, the document might get damaged because scanning will not stop. ⇒ p.23 "Setting a Scan Area" ⇒ Chapter 8, "Changing the User Parameters" (Switch14, Bit0) in the Advanced Features manual

❒ If an original jams, press the 【Clear/Stop】 key, and then remove the original carefully.

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

❒ Place thin originals on the exposure glass.

🔍 Reference

For information about the sizes and number of originals that can be placed in the optional Document Feeder (ADF), ⇒ Appendix, "Acceptable Types of Originals" in the Advanced Features manual

🇦 **Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the optional Document Feeder (ADF) face up.**

1. **Limit mark**

2. **Document guide**

Originals unsuitable for the optional Document Feeder (ADF)

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

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Setting a Scan Area

Normally, the area of a placed document is scanned automatically. If a scan area is specified, the document is scanned accordingly. Thus, documents can be sent without extra space or blank margins. Normally, all documents loaded in the optional Document Feeder (ADF) are scanned as the same sizes. To scan originals of different sizes as different sizes, use Mixed Original Sizes.

❖ **Auto Detect**
    The area of a placed document is scanned automatically.

❖ **Regular**
    The placed document is scanned according to the specified size regardless of its actual size.
    The sizes that can be specified are A4, B4, A3, $8^1/_2" \times 11"$, $8^1/_2" \times 14"$, and $11" \times 17"$.

❖ **Area**
    Enter the area to be scanned. The placed document is scanned according to the entered size regardless of its actual size. $\Rightarrow$ Chapter 7, "Programming and Changing a Scan Size" in the Advanced Features manual

❖ **Mixed Original Sizes**
    Select this to scan one by one the size of originals loaded in the optional Document Feeder (ADF). For example, when A4 and B4 size originals are sent together, usually all are sent as B4 size. By selecting Mixed Original Sizes, the machine scans and sends each document according to its size.
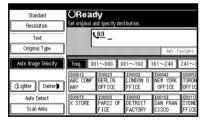
23

Note

❒ When using the Mixed Original Sizes, the machine sends the originals by Memory Transmission.

❒ When using the Mixed Original Sizes feature, rotation transmission is disabled.⇒ Chapter 4, "Transmission with Image Rotation" in the Advanced Features manual

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

Note

❒ When placing different size originals into the optional Document Feeder (ADF), adjust the document guide to the largest original.

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

B Press [Scan Area].
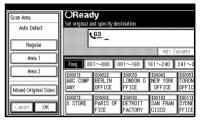
The Scan Area menu is shown.
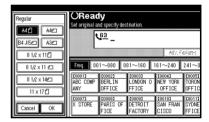
C Select the scan area.

Specifying Standard Sizes

A Press [Regular].
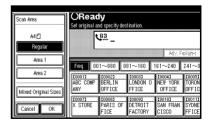
B Press the size of the originals to be sent.

Note

❒ To cancel the specified standard size, press **[Cancel]**. The display appears as in step **A**.

C Press [OK].

The specified size is shown.

D Press [OK].

[Regular] is highlighted on the display and the size is shown above it.

Specifying Programmed Sizes

A Press [Area 1] or [Area 2].

[Area 1] or [Area 2] is highlighted.
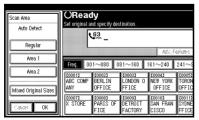
The scan area of the pro-grammed size is shown.

B Press [OK].

✐ Note

❒ To cancel the set pro-grammed size, press [Cancel]. The menu returns to that of step B.

Specifying Mixed Original Sizes

A Press [Mixed Original Sizes].

[Mixed Original Sizes] is highlight-ed.

B Press [OK].

✐ Note

❒ To cancel the mixed original size, press [Cancel]. The menu returns to that of step B.

D Specify the receiver and press the 【Start】 key.

If the Machine Cannot Detect the Size of Your Original

If the machine cannot detect the orig-inal size, the following display is shown:

If this happens, carry out the follow-ing steps.

A Press [Exit].

B Remove the original, and then re-place it on the exposure glass.

25

2

2

C Press the 【Start】 key to scan the original again.

If the above display appears again, repeat steps A to C.

✐ Note

❒ If the machine still cannot detect the original size, the following display is shown:

```
◌ Ready                                    Information
Enter next destination. If none, press [Start].              100%

   ┌─┐  Cannot detect original size. Select scan
   │!│  size, then press [Start] again.
   └─┘


   [ A4 ]   [ A4 ]   [ B4 JIS ]   [ A3 ]
   [ 8 1/2 x 11 ]  [ 8 1/2 x 1 ]  [ 8 1/2 x 14 ]  [ 11 x 17 ]
```

❒ If this happens, carry out the following steps.

- Press the key to switch the Scan Size.

- Press the 【Start】 key again.

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. ⇒ p.25 "If the Machine Cannot Detect the Size of Your Original"

- Documents placed on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges
- Slippery originals
- Originals in bound form of more than 10mm (0.3") thick such as books

The following paper sizes are automatically detected in Facsimile mode.

❖ **Metric Version**

Paper Size Where Original is placed	A3 ↴	B4 ↴	A4 ↴↳	B5 ↴↳	A5 ↴↳	8 1/2"×13" ↴
Exposure Glass	O	O	O	O	×	O
Optional Document Feeder (ADF)	O	O	O	O	O	O

❖ **Inch Version**

Paper Size Where Original is Placed	11"x17"▭	8 $^1/_2$"x14"▭	8 $^1/_2$"x11"▯▭	5 $^1/_2$"x8 $^1/_2$"▯▭
Exposure Glass	O	O	O	×
Optional Document Feeder (ADF)	O	O	O	O

O - Auto detect

× - Unable to auto detect

2

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 with 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 operate 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 (main power switch is off) or the plug is pulled out for more than 1 hour, all the documents programmed in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, documents are not deleted. ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual
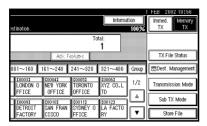
♀ Limitation

❒ 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).

❒ The theoretical maximum number of destinations you can enter with the number keys is 100 (1,000 with the optional Fax Function Upgrade Unit), but this will depend on the amount of memory currently available. ⇒ p.45 "Restrictions When Dialing with the Number Keys"

❒ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text).

❒ You can set whether the machine will 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. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

❒ The maximum total number of documents that can be programmed in memory is as follows:

- About 1,000 pages with only the optional Expansion Memory installed
- About 2,080 pages with both the optional Expansion Memory and Fax Function Upgrade Unit installed

❒ The number of programs that you can store is 400. You can store 800 programs with the optional Fax Function Upgrade Unit.

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

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

B **Place the original.**

💡 **Limitation**

❐ You can send the first pages from the exposure glass then the remaining pages from the optional Document Feeder (ADF). After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the optional Document Feeder (ADF).

❐ Note that you cannot place pages on the exposure glass after you have started using the optional Document Feeder (ADF).

✎ **Note**

❐ To store multiple page originals from the exposure glass, place them page by page.

❐ The original can be placed in either the optional Document Feeder (ADF) or exposure glass until the **【Start】** key is pressed.

🔎 **Reference**

⇒ p.20 "Placing Originals"
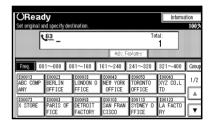
C **Make the necessary settings you require.**

🔎 **Reference**

⇒ p.39 "Scan Settings"

D **Dial a destination.**

✎ **Note**

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

🔎 **Reference**
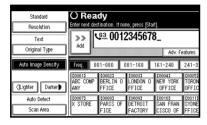
⇒ p.44 "Dialing"

⇒ p.47 "Quick Dials"

⇒ p.48 "Groups"

⇒ Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

E Press [Add], when sending the same original to several destinations (broadcasting).

📝 **Note**

❒ If you do not want to do a broadcast transmission, proceed to step **G**.

📝 **Note**
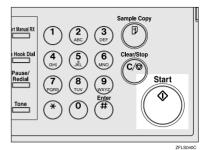
❒ You do not have to press [Add] when adding a destination to the address list using Group Dial.

F Specify the destination.

📝 **Note**

❒ If you want to specify a different destination, repeat steps **E** and **F**.

G Press the 【Start】 key.
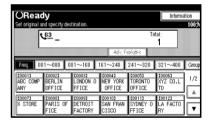
The machine starts scanning the original.

📝 **Note**

❒ Do not open the optional Document Feeder (ADF) while it is scanning originals.

After scanning, the machine will return to the standby mode.

Sending Originals from the Exposure Glass

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

B Dial a destination.

C Make any scan settings you require.

D Press the 【Start】 key.

The machine starts scanning the original.

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

Note

❒ Repeat steps C to E for all originals.

F **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.

The following display appears.

② After checking the settings on the display, press the 【**Check Modes**】 key.
This returns the display to the display shown before pressing the 【**Check Modes**】 key the first time.

Canceling a Memory Transmission

Canceling the Transmission Before the Original is Scanned

Canceling a transmission before pressing the 【Start】 key. Use this procedure to cancel a transmission before the original has been scanned.

A Press the 【Clear Modes】 key.

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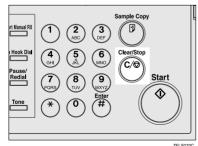
Note

❒ When documents are placed in the optional Document Feeder (ADF), you can cancel the transmission by just removing them.

Canceling a Transmission While the Original is Being Scanned

Canceling a transmission after pressing the 【Start】 key. Use this procedure to cancel a transmission after the original has been scanned.

A Press the 【Clear/Stop】 key.

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The machine will stop scanning the original and the data will not be sent.

Canceling a Transmission While the Message is Being Sent

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

Canceling a transmission using [Change/Stop TX File]

A Press [Change/Stop TX File].

The list of programmed files being transmitted or waiting for transmission is displayed.
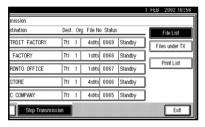
B Select the file you want to cancel.
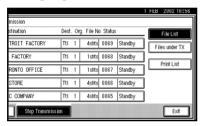

Note

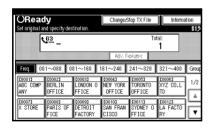❒ If the desired file is not shown, press [▲ Prev.] or [▼ Next].

2

C Press [Stop Transmission].

Note

❒ To cancel another file, repeat steps B and C.

D Press [Exit].

The machine will return to the standby mode.
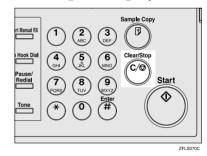
Canceling a transmission using the 【Clear/Stop】 key

Limitation
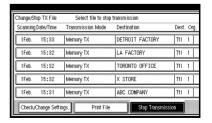
❒ You cannot cancel the pages which already have been sent to the destination even if you cancel a transmission.

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

Note

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

A Press the 【Clear/Stop】 key.

B Select the file you want to cancel.

Note

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

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C **Press [Stop Transmission].**

📌 **Note**

❒ To cancel another file, repeat steps **B** and **C**.

D **Press [Exit].**

The machine will return to standby mode.

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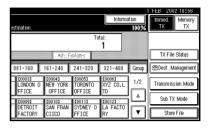
With Immediate Transmission, when you press the **【Start】** key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being stored into memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

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

Note

❒ You cannot send the same message to multiple destinations (Broadcasting). The Memory Transmission allows for this purpose.

❒ Place the original on the exposure glass or in the optional Document Feeder (ADF). To send two or more pages from the exposure glass, set them one page at a time.

❒ You can scan some pages of your original from the exposure glass and the remainder from the optional Document Feeder (ADF). When you have finished scanning from the exposure glass, place the remainder of the pages in the optional Document Feeder (ADF) and press the **【Start】** key within ten seconds.

❒ You can set whether the machine is in Memory Transmission mode or Immediate transmission mode right after the power is turned on. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

A **Make sure that Immediate Transmission is selected.**

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

B **Place the original.**

Limitation

❒ Do not open the optional Document Feeder (ADF) while it is scanning the originals. This can cause originals to jam.

Note

❒ The original can be placed in either the optional Document Feeder (ADF) or exposure glass until the **【Start】** key is pressed.

Reference

⇒ p.20 "Placing Originals"

C **Select any scan settings you require.**

Reference

⇒ p.39 "Scan Settings"

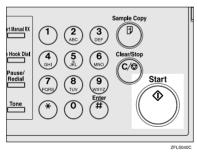**D** **Dial a destination.**

Note

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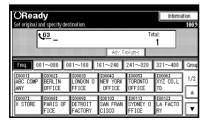
Reference

⇒ p.44 "Dialing"

⇒ Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

E **Press the 【Start】 key.**

After transmission, the machine will return to standby mode.

Sending Originals from the Exposure Glass

A **Place the first page face down on the exposure glass.**

B **Dial a destination.**

C **Make any scan settings you require.**

D **Press the 【Start】 key.**

The machine starts scanning the original.

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

Note

❒ Repeat steps **C** to **E** for all originals.

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

☼ If the Connection Could Not Be Made

The following display appears if the fax could not be sent:

Do one of the following:

- Press **[Cancel Transmission]** and try again.
- Press **[Memory Transmission]** to have the machine store the scan in memory and then automatically redial the number.

Canceling an Immediate Transmission

Canceling a Transmission Before You Have Pressed the Start Key

A Press the 【Clear Modes】 key.

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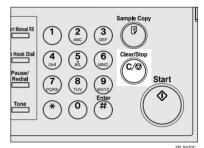
🖉 Note

❒ When the original is placed in the optional Document Feeder (ADF), you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

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

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🖉 Note

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

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

Scan Settings

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

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

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

❖ **Image Density (Contrast):**
Auto Image Density, Manual Image Density (7 levels)

Resolution

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

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

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

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

🔔 **Limitation**

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

❒ Sending with **Super Fine** resolution requires that your machine has the optional Expansion Memory and the other party's machine has the capability to receive fax messages at **Super Fine** resolution.

❒ 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 feature.

📝 **Note**

❒ You can select the resolution type that is selected right after the machine is turned on or modes are cleared with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

❒ You can set whether the machine returns to the resolution default setting after every transmission with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual
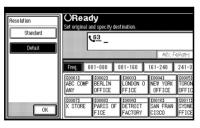
A Press [Resolution].

B Select the resolution you require.

🖉 Note

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

C Press [OK].

Original Type

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

❖ Text

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

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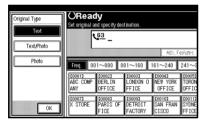
❒ If you select **Text / Photo** or **Photo**, the transmission will take longer than when **Text** is selected.

❒ 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 re-send the fax.

❒ You can select the original type that is selected right after the machine is turned on or modes are cleared with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

❐ You can set whether the machine returns to the original type default setting after every transmission with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

A **Press [Original Type].**

B **Select the original type you require.**

C **Press [OK].**

Image Density (Contrast)

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

❖ **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.

❖ **Combined Auto and Manual Image Density**
You can adjust image density for only photographs, illustrations or diagrams when the original has a dark background.
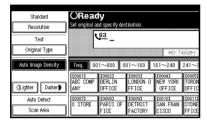
✐ **Note**

❐ You can select the image density that is selected right after the machine is turned on or modes are cleared with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

❐ You can set whether the machine returns to the image density default setting after every transmission with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

A **Selecting the type of image density.**

Auto Image Density

A **Make sure that [Auto Image Density] is selected.**

Note
❒ If **[Auto Image Density]** is not selected, press **[Auto Image Density]**.

Manual Image Density

A **Make sure that [Auto Image Density] is not selected. If it is selected, press [Auto Image Density] to turn it off.**

B **Press [◖ Lighter] or [Darker ◗] to change the density.**
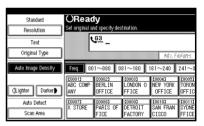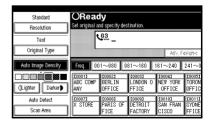
Note
❒ You can select one of seven density levels.

Combined Auto and Manual Image Density

A **Make sure that [Auto Image Density] is selected. If it is not selected, press [Auto Image Density] to turn it on.**

B **Press [◖ Lighter] or [Darker ◗] to change the density.**

Note
❒ You can select one of seven density levels.

Mixing Scan Settings for a Multiple Page Original

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

Place your original, select the scan settings for the first page, dial and press the 【Start】 key as you would normally. Then follow one of the following two procedures.
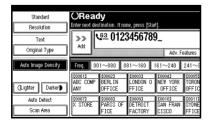
✎ Note
❒ It is recommended that originals are placed on the exposure glass when mixing scan settings for a multiple page original.

When placing originals on the exposure glass

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

A Check which pages you wish to scan with different settings.

B Remove the previous page and place the next page.

C Select the image density, resolution and original type.

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

When placing originals in the optional Document Feeder (ADF)

A Check which pages you wish to scan with different settings.

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

2

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Dialing

There are three main ways to dial a number:

❖ **Number Keys**
⇒ p.44 "Number Keys"

❖ **Quick Dials**
⇒ p.47 "Quick Dials"

❖ **Groups**
⇒ p.48 "Groups"

This section covers these features and others in more detail.
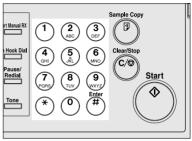
Number Keys

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

🖉 **Note**
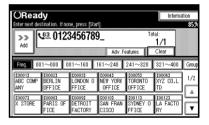
❒ Maximum length of a fax number: 254 digits.

❒ You can insert pauses and tones in a fax number. ⇒ p.45 "Pause", p.46 "Tone"

❒ If the optional ISDN Unit is installed, you may need to enter a sub-address and UUI. ⇒ Chapter 4, "Sub-address" , "UUI" in the Advanced Features manual

A **Enter the fax number with the number keys.**

ZFLS080C

The digits appear on the display as you enter them.

🖉 **Note**

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

❒ If the optional ISDN Unit is installed, select G3 or G4 before you go to the next step. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

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☼ Restrictions When Dialing with the Number Keys

Fax numbers entered with the number keys are programmed in the internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program more than 100 numbers in total for the following:

- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations and Transfer Stations specified in a Group
- Destinations specified in program registration

For example, when 90 destinations are programmed in a Group with the number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.
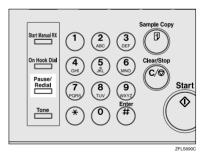
Note
❒ When this machine is requested to transfer a call (i.e. become a Transfer Station), 2 fax numbers are automatically programmed. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.
❒ When a total of 100 fax numbers (1,000 with the optional Fax Function Upgrade Unit) is programmed, only Immediate Transmission is allowed.

❒ If a memory file is awaiting transmission and the "`Memory is full. Cannot scan more. Transmitting only scanned pages.`" message is displayed when dialing with the number keys, you cannot dial any more numbers. This is because fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

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

Pause

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

ZFLS090C

☀ Limitation
❒ You cannot insert a pause before the first digit of a fax number.

Note
❒ A pause is shown as a "-" on the display.
❒ You can insert pauses in numbers programmed in Quick Dials.

45

2

Tone

This feature 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.

ZFLS100C

❢ Limitation

❒ You cannot place a tone before the first digit of a fax number.

❒ Some services may not be available 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.

② Enter the fax number with the number keys.

③ Press the 【Tone】 key.

④ Enter the ID number with the number keys.

❖ Sending Tonal Signals by ISDN (Optional ISDN Unit Required)

You can still send tonal signals to a G3 user even if the machine is only connected to an ISDN line.

✎ Note

❒ This feature can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using On Hook Dial or Manual Dial.

❒ When G4 is selected, the display shows UUI after a tone indication "•".

❒ When G3 is selected on ISDN line, you can set the indication after a tone indication "•" in the User Parameters : BP(tone) or UUI. ⇒ Chapter 8, "Changing the User Parameters" (Switch11, Bit1) in the Advanced Features manual

Quick Dials

When you have programmed a destination's number in a Quick Dial Table, you can dial the number by just selecting the destination from the Quick Dial Table.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

📔 Preparation

You must program the fax number of a destination for the Quick Dial Table prior to using Quick Dials.⇒ p.58 "Quick Dial"

A stored name can be printed out on the first page of a received fax at the other end. ⇒Chapter 4, "Transmission Options" in the Advanced Features manual

📝 Note
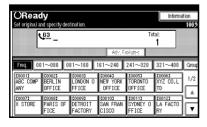
❒ To check the contents of Quick Dial, print the Quick Dial list. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

🔎 Reference

⇒ p.44 "Dialing"
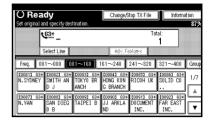
A **Place your original, and then select any scan settings you require.**

B **Press the title key for the table with the desired Quick Dial key.**

C **Press the Quick Dial key.**

📝 Note

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

❒ To cancel a selected destination, press that destination again.

❒ If you wish to dial another destination, repeat from step **B**.

D **Press the 【Start】 key.**
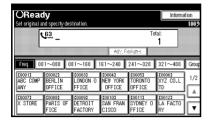
💡 Changing Display Method

① Press **[Dest. Management]**.

② Press **[Switch Display]**.

③ Select **[Display Quick Dial Tbl]** or **[Display Number Keys]**.

④ Press **[OK]**.
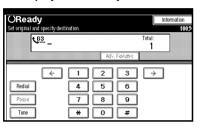
📝 Note

❒ To cancel the change, press **[Cancel]**. The display appears as in step ②.

⑤ Press **[Exit]**.

❖ **Display Quick Dial Table**

❖ **Display Number Keys**

Groups

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") which will be displayed before you press the **【Start】** key.

📑 **Preparation**
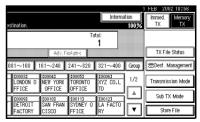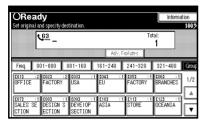
 You need to program the Groups. ⇒ p.67 "Groups"

💡 **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**
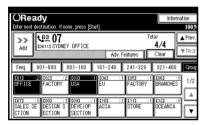
❒ To check the contents of the Groups, print the list. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

❒ A total of 500 destinations can be programmed for Group Dial.

A **Place your original and select any scan settings you require.**

B **Press [Group].**

C **Press the Group key for the desired group.**

A programmed destination and the total number of destinations is displayed. Press **[▲]** and **[▼]** to see the other destinations.

🖉 Note

❒ If the destination is not displayed, press **[▲ Prev.]** or **[▼ Next]** to find it.

❒ To cancel a setting, press once more the selected Quick Dial key. You can also change the settings by pressing **[Clear]** or the **【Clear / Stop】** key.

❒ To set more groups, repeat from step **C** .

D **Press the 【Start】 key.**

Reception

Selecting the Reception Mode

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

- Manual Reception (external telephone required)
- Auto Reception

Manual Reception

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

Auto Reception

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

❣ Limitation

❒ You cannot select the reception mode when the optional Extra G3 Interface Unit is installed.

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

❒ You cannot select the reception mode when you use an ISDN line.

☼Receiving a Fax in Manual Reception Mode

① When the machine rings, pick up 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 available in the facsimile mode when an original is not placed only.)

③ Replace the handset of the external telephone. The machine will start receiving.

3. Registering

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.

❖ **Own Name**
The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.
You can program characters, symbols, number, and spaces.

  📌 **Limitation**
  ❒ Own Name works only when the other machine is the same make and has the Own Name feature.

  📝 **Note**
  ❒ You can program up to 20 characters in Own Name.

❖ **Fax Header**
The Fax Header is printed as the header of every fax you send. You should include your name in Fax Header.
You can program characters, symbols, number, and spaces.

  📝 **Note**
  ❒ You can program up to 32 characters in Fax Header. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

❖ **Own Fax Number (Facsimile number of sender)**
The Own Fax Number of the sender 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 make of the other party's machine.

  📝 **Note**
  ❒ You can program up to 20 characters in Own Fax Number

❖ **G4 Terminal ID**
The optional ISDN Unit is required.
G4 Terminal ID is available when the machine is connected to an ISDN line. This information is printed by the other party's machine when a fax is transmitted.
You can program characters, symbols, number, and spaces.

  📝 **Note**
  ❒ You can program up to 22 characters that include Country Codes, Facsimile No., and Terminal Names in G4 Terminal ID.

  ⚙️ **Important**
  ❒ You can confirm the programmed settings from Parameter Setting List. We recommend that you print and keep the Parameter List when you program or change settings. ⇒ Chapter 8, "Printing the User Parameter List" in the Advanced Features manual
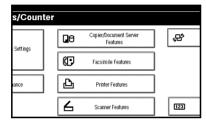
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Programming

A Press the 【User Tools/Counter】 key.

User Tools/Counter	Adjust/Prog
◇/123	

ZFLS110N

B Press [Facsimile Features].

s/Counter

Settings	🖵🖴 Copier/Document Server Features	⊞
	🕼 Facsimile Features	
nance	📇 Printer Features	
	⌁ Scanner Features	123

The Facsimile Features menu is shown.

C Press [Gen. Settings/Adjust].

🕼 **Fax User Tools**

Select one of following default settings.

Prog./Change/Delete	Print List/Report	Gen. Settings/Adjust	Reception Mode
Program/Change/Delete Quick Dial		Program/
Program/Change/Delete Group		Store/
		Prog
Change Order of Quick Dial Table		
Program Title of Quick Dial Table		

D Press [Program Fax Information].

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Exit

ttings/Adjust	Reception Mode	Key Operator Tools
Transmission	Switch Title of Quick Dial Table	Destination List
	Switch Display	Display Quick dial table
	Adjust Sound Volume	
	Program Fax Information	

1/3 ▲ Prev. ▼ Next

🖉 Note

❒ If "Program Fax Information" is not shown, press [▲ Prev.] or [▼ Next].

E Program the name and facsimile number.

Programming a Fax Header

A Press [First Name] or [Second Name].

Program Fax Information

Select item to program.

First Name	✱ Not programed
Second Name	✱ Not programed

| Fax Header | Own Name | Own Fax Number | G4 Terminal ID |

B Enter a Fax Header.

3	4	5	6	7	8	9	0	←	→	B
e	r	t	y	u	i	o	p			
d	f	g	h	j	k	l	:			
x	c	v	b	n	m	,	.			

Space

Shift

🔎 Reference

⇒ p.77 "Entering Text"

C Press [OK].

1 FEB 2002 11:00

←	→	Backspace	Delete All
'	&	＊	(	)	_	+		
Y	U	I	O	P	{	}	
G	H	J	K	L	:	"	
B	N	M	<	>	?		

Space

Cancel OK

Programming an Own Name

A Press [Own Name].

B Press [Own Name].

C Enter an Own Name.

Reference
⇒ p.77 "Entering Text"

D Press [OK].

Programming an Own Fax Number

A Press [Own Fax Number].

B Select line type to Program.

When an optional Extra G3 Interface Unit is installed.

When an optional ISDN Unit is installed.

3

C Enter a facsimile number using the number keys.

D Press [OK].
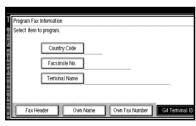
Programming G4 Terminal ID

The display appears as below when the optional ISDN Unit is installed.

A Press [G4 Terminal ID].
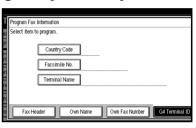
B Press [Country Code].

C Enter a country code using the number keys.

D Press [OK].
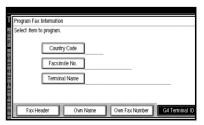
E Press [Facsimile No.].

F Enter a facsimile number using the number keys.

G Press [OK].

H Press [Terminal Name].

I **Enter a terminal name.**

$\mathcal{P}$**Reference**

⇒ p.77 "Entering Text"

J **Press [OK].**

F **Press [Exit].**

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

The machine will return to standby mode.

Editing

$\mathscr{D}$ **Note**

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

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

B **Press [Facsimile Features].**

The Facsimile Features menu is shown.

C **Press [Gen. Settings/Adjust].**

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

$\mathscr{D}$ **Note**

❒ If "Program Fax Information" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

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

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

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7 **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, Country Code and Own Fax Number of G4 Terminal ID.

8 **Press [OK].**

9 **Press [Exit].**

10 **Press the 【User Tools/Counter】 key.**
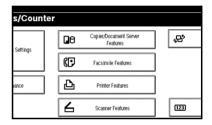
The machine will return to standby mode.

Deleting

✐ *Note*

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

1 **Press the 【User Tools/Counter】 key.**
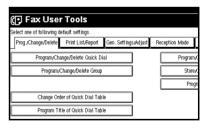
2 **Press [Facsimile Features].**
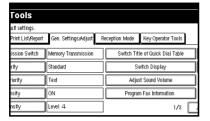
The Facsimile Features menu is shown.

3 **Press [Gen. Settings/Adjust].**

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

✐ Note

❒ If "Program Fax Information" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

E **Press [Fax Header], [Own Name] or [Own Fax Number] for deleting.**

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

G **Press [Backspace] or [Delete All].**

✐ Note

❒ Press **[Clear]** or the **【Clear/Stop】** key if you want to edit Own Fax Number, Country Code and Own Fax Number of G4 Terminal ID.

H **Press [OK].**

I **Press [Exit].**

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

The machine will return to standby mode.

Quick Dial

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

You can also program a destination into the Quick Dial Table using **[Prog./Change/Delete]** in Facsimile Features menu. ⇒ Chapter 7, "Program/Change/Delete Menu" in the Advanced Features manual

You can program the following items in each key:

❖ **Destination Fax Number (up to 254 digits)**
You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Settings can also be made for SUB, SID, SEP, PWD (up to 20 characters), sub-address (optional ISDN Unit is required), UUI, and tonal signals. ⇒ p.46 "Tone", Chapter 4, "Other Transmission Features" in the Advanced Features manual

❖ **Destination Name (up to 20 characters)**
You should enter the destination name when programming Quick Dials.

❖ **Key Display**
You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of the Group name) will be programmed as the Key Display automatically if you do not program a Key Display.

❖ **Select Title**
You can select a title for programmed destinations. If no specific title is selected, only "Destination List" will be shown.

   Note
   ❒ To change the title shown on the display, ⇒ Chapter 7, "Programming Title of the Quick Dial Table" - "Switching Titles", Advanced Features manual.

   ❒ To create a new title, ⇒ Chapter 7, "Programming Title of the Quick Dial Table", Advanced Features manual.

❖ **Fax Header (which Fax Header is printed on faxes sent to this number)**
⇒ Chapter 4, "Transmission Options" in the Advanced Features manual

❖ **Label Insertion (whether to print the destination name on faxes sent to this number)**
You can program your own messages to be used as standard messages. ⇒Chapter 7, "Programming Standard Messages" in the Advanced Features manual

❖ **International Transmission Mode**
When setting the International Transmission Mode to "ON", the machine transmits reliably by lowering the transmission speed. However, the communication time will become longer.

   Important
   ❒ We recommend that you print and keep the Quick Dial list when you program or change fax numbers. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

Programming

If a destination is programmed in the Quick Dial Table, you can just press that Quick Dial key to dial.

🔓 Limitation

❒ When a programmed Quick Dial key is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destination for this key.
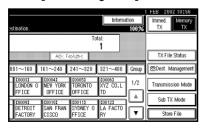
📝 Note

❒ Up to 400 destinations can be programmed. You can program up to 1,200 destinations when Fax Function Upgrade Unit is installed.

❒ The maximum number of digits for a fax number may be less than 254 due to the settings for SUB, SID, SEP, PWD, Space and Sub-address.
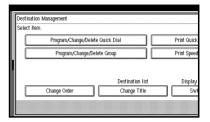
🔎 Reference

⇒ Chapter 7, "Program/Change/Delete Menu" in the Advanced Features manual
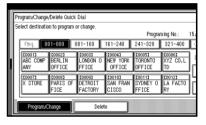
A Press [Dest. Management].


B Press [Program/Change/Delete Quick Dial].
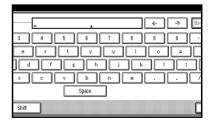
C Select the Quick Dial key you want to program.

📝 Note

❒ If the Quick Dial key has not been programmed, **[*Not programed]** is shown.

❒ If an unprogrammed key is not shown, press **[▲]** or **[▼]**.

❒ Press **[Change Title]** to display another title.

D Enter the name of the receiver.

📝 Note

❒ You should program the name of the receiver.

❒ If the key has been programmed already, the contents are shown.

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E Press [OK].

The name has been programmed.
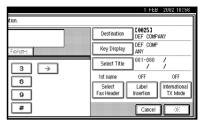
F Enter the facsimile number you want to program with the number keys or [1], [2], [3], [4], [5], [6], [7],[8], [9], [0], [✱], and [#].

✐ Note

❒ You should program a facsimile number.

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

❒ Press **[Adv. Features]** to edit SUB, SID, SEP, PWD, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual.

❒ You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

G When programming each item, select its key.

Programming/Changing Key Display

A Press **[Key Display]**.

B Enter a Key Display.

✐ Note

❒ The name which you programmed is shown. ⇒ p.77 "Entering Text"

C Press **[OK]**.

The Key Display which you programmed is shown.

Selecting a Title

A **Press [Select Title].**

B **Select the title you want to program.**

Note

❒ You can program the same destination in **[Title 1]** , **[Title 2]** and **[Title 3]**.

❒ When **[Freq.]** is selected for one title, **[Freq.]** is selected for all titles. ⇒ Chapter 7, "Programming Title of the Quick Dial Table" in the Advanced Features manual

C **Press [OK].**

Selecting a Fax Header

A **Press [Select Fax Header].**

B **Select [1st Name] or [2nd Name] for registration.**

C **Press [OK].**

Programming Label Insertion

A **Press [Label Insertion].**

B **Select [ON] or [OFF].**

Note
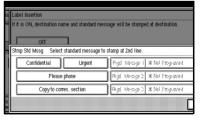
❒ If you select **[OFF]** or if you want to insert only the receiver name, go to step H.

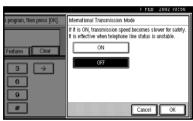C **Press [Change] at the right side of the second or third line.**

D **Select the standard message to be stamped at the second or third line.**

E **Press [OK].**
F **Press [OK].**

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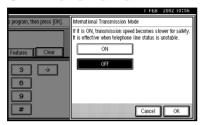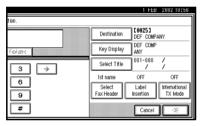
Programming the International Transmission Mode
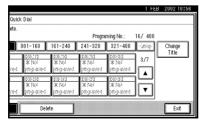
A Press [International TX Mode].

B Select [ON] or [OFF].

C Press [OK].

H Press [OK].

Note

❒ If you press **[Cancel]**, no changes are made. The display appears as in step **B**.

I Press [Exit] twice.

The machine will return to standby mode.

Editing
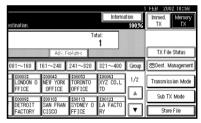
Use this procedure to change the receiver information already programmed.
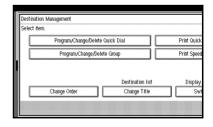
Limitation

❒ When a programmed Quick Dial key is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destination for this key.

A Press [Dest. Management].

B Press [Program/Change/Delete Quick Dial].
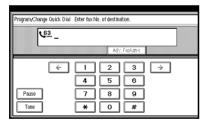
C **Select the Quick Dial key you want to change.**
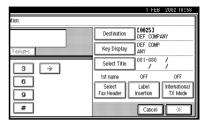
Note

❒ If the Quick Dial key you require is not shown, press **[▲]** or **[▼]**.

❒ Press **[Change Title]** to display another title.

D **Press [Clear] or the 【Clear/Stop】 key, and then reenter the facsimile number.**

Note

❒ Edit the items only you want to change. If you do not edit, go to step **G**.

❒ Press **[Adv. Features]** to edit SUB, SID, SEP, PWD, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual

❒ You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced features manual

E **When programming each item, select its key.**

Editing a Destination

A **Press [Destination].**

B **Press [Backspace] or [Delete All], and then reenter the destination.**

Reference

⇒ p.77 "Entering Text"

C **Press [OK].**

The new destination entered is shown.

Editing a Key Display

A **Press [Key Display].**

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B **Press [Backspace] or [Delete All], and then reenter the Key Display.**

Reference
⇒ p.77 "Entering Text"

C **Press [OK].**

The new Key Display entered is shown.

Editing a Title

A **Press [Select Title].**

B **Select the title you want to edit.**

Note
❒ You can program the same destinations in **[Title 1]**, **[Title 2]**, and **[Title 3]**.

❒ The address stored in **[Freq.]** will be normally displayed even if it's switched to **[Destination List] [Title 1] [Title 2]** or **[Title 3]**.⇒ Chapter 7, "Programming Title of the Quick Dial Table" in the Advanced Features Manual

C **Press [OK].**

Editing a Fax Header

A **Press [Select Fax Header].**

B **Select [1st Name] or [2nd Name] and edit them.**

C **Press [OK].**

Editing Label Insertion

A **Press [Label Insertion].**

B **Select [ON] or [OFF].**
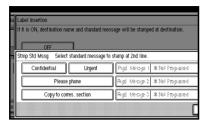
Note
❒ If you select **[ON]** or if you want to stamp only the receiver name, go to step F.

C **Press [Change] at the right side of the second or third line.**

D **Select the standard message to be stamped at the second or third line.**

E **Press [OK].**

F **Press [OK].**

Editing the International Transmission Mode
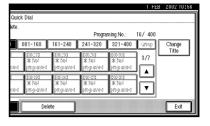
A **Press [International TX Mode].**

B **Select [ON] or [OFF].**

C **Press [OK].**

G **Press [OK].**

Note

❒ If you press **[Cancel]**, no changes are made. The display appears as in step **C**.

G **Press [Exit] twice.**
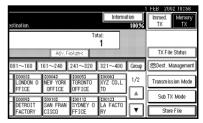
The machine will return to standby mode.

Deleting

This procedure describes how to find a programmed Quick Dial and delete it.
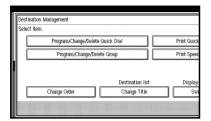
Limitation

❒ When you try to delete a Quick Dial key that is being used for a standby Memory Transmission, the message "Specified desti- nation is used by transmis- sion standby file. It cannot be changed or deleted. Spec- ify it again after transmis- sion is completed." is shown. You cannot delete the destination for this key at this time.

A **Press [Dest. Management].**

B **Press [Program/Change/Delete Quick Dial].**

3

C **Press [Delete].**
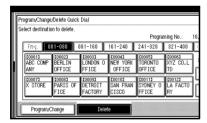
D **Select a Quick Dial key to be deleted.**

The information for the Quick Dial key is shown.
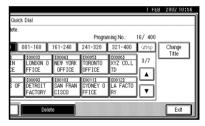
🖉 Note

❒ If the Quick Dial key you require is not shown, press **[▲]** and **[▼]**.

❒ Press **[Change Title]** to display another title.

E **Press [Delete].**

The destination has been deleted.

🖉 Note

❒ If you press **[Do not Delete]**, the destination is not deleted. The display appears as in step **D**.

F **Press [Exit] twice.**

The machine will return to standby mode.

Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

You can program the group destination using **[Prog./Change/Delete]** in Facsimile Features menu.

You can program the following items in a Group:

❖ **Destination fax numbers (up to 500 numbers for each group or 2,200 numbers with optional Fax Function Upgrade Unit, up to 254 digits for each number)**

❖ **Group name (up to 20 characters)**
You should program the Group name.

❖ **Key Display**
You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of the group name) will be programmed as the Key Display automatically if you do not program a Key Display.

You can edit destinations which are programmed in a Group.

Programming

🗒 **Preparation**

All destinations to be programmed should be selected using the Quick Dial table or entered using the number keys. You can use a combination of the Quick Dial table and number keys.

🛠**Important**

❐ It is recommended that you print and keep the Group Dial list when you program or change destinations. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

💡 **Limitation**

❐ When a programmed group is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destinations for this group at this time.
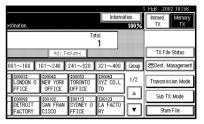
🖉 **Note**

❐ The maximum number of groups that can be programmed is 64.

❐ The maximum number of destinations that can be programmed in one group is 500. (400 with the Quick Dial Table and 100 with the number keys)
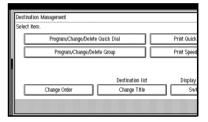
❒ The combined maximum number of destinations that can be programmed in all groups is 500 (400 with the Quick Dial Table and 100 with the number keys). When the optional Fax Function Upgrade Unit is installed, it is 2,200 (1,200 with the Quick Dial Table and 1,000 with the number keys).

❒ The programmed number can be counted as 1, when the same destination is specified in various groups. For example, if the same destination is found in one group of 500 programmed destinations, it is possible to register it other groups. If programming 200 destinations in one group, when programming completely different destinations, number of destinations that can be programmed in the remaining groups is 300. The procedure is also similar when the optional Fax Function Upgrade Unit is installed.

❒ How to count numbers

	Registered items	Total Numbers
Group 1	Quick Dial: [0001], [0003], [0005], [0010], [0015], [0020]	8 numbers
	number key: 0312345678, 0451119999	
Group 2	Quick Dial: [0001], [0005], [0015], [0020]	
	number key: 0312345678, 0451119999	

A Press **[Dest. Management]**.

B Press **[Program/Change/Delete Group]**.
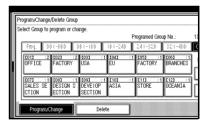
C Select the Group key you want to program.

✐ Note

❒ If the Group key has not been programmed, **[*Not programed]** is shown.

❒ If the Quick Dial key you require is not shown, press **[▲]** or **[▼]**.

D **Enter the name of the group.**

Note

❒ You should program the Group name.

Reference

⇒ p.77 "Entering Text"

E **Press [OK].**

The name has been programmed.
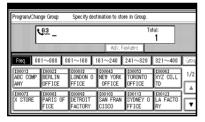
F **Specify the destinations to be programmed in the Group.**

Note
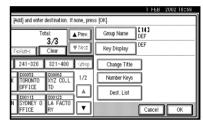
❒ You should program facsimile numbers using the number keys or Quick Dial Table.

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

❒ If the destination key you require is not shown, press **[▲]** and **[▼]**.

❒ Press **[Change Title]** to display another title.
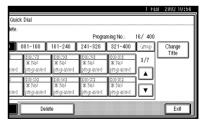
❒ When you specify multiple destinations using the number keys, press **[Add]**.

❒ When you add the destination using the number keys, press **[Adv. Features]** to program SUB, SID, SEP, PWD, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual

❒ Press **[Dest. List]** to confirm the destinations programmed in the Group.

G **Press [OK].**

Note

❒ If you press **[Cancel]**, the Group is not programmed. The display appears as in step **D**.

H **Press [Exit] twice.**

The machine will return to standby mode.

⚙️Programming the Group as a Transfer Station of a Multi-Step Transfer

A group can be programmed as a Transfer Station. You should program the receiving stations when you program the Group as a Transfer Station.

For more information, contact your service representative.

❗ Limitation

❑ If you want to program a group which has been programmed as a Transfer Station as a normal group, delete the group and program again.

❑ Only one destination can be programmed as a Transfer Station in a group.

📝 Note

❑ Before you program the group as a Transfer Station, you must program the Polling ID and your own fax number. ⇒ Chapter 8, "Programming a Polling ID", "Transfer Report" in the Advanced Features manual

① Follow steps **1** to **6** in "Programming".

② Press **[Adv. Features]**.

③ Press **[Transfer Req.]**.

④ Press **[Receiving Station]**.

⑤ Specify the receiving station.

   📝 Note

   ❑ When you specify the receiving station with Quick Dial, press **[Quick Dial]** and enter the Group Dial number using the number keys.

❑ When you specify the receiving station with Group Dial, press **[Group Dial]** and enter the Group Dial number using the number keys.

⑥ After specifying all of the receiving stations, press **[OK]**.

⑦ Press **[OK]**.

⑧ Press **[Exit]**.

🔍 Reference

⇒ Chapter 4, "Transfer Request", Chapter 5, "Transfer Station" in the Advanced Features manual

Editing
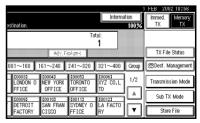
Use this procedure to change the Groups already programmed.
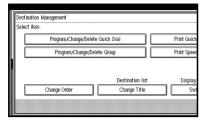
❗ Limitation

❑ When a programmed group is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destinations for this key at this time.
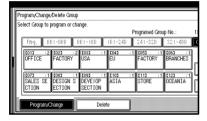
A Press **[Dest. Management].**

B **Press [Program/Change/Delete Group].**
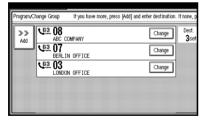
C **Select the key for the group you want to change.**

Note

❒ If the Group key you require is not shown, press **[▲]** and **[▼]**.

D **Change the contents of the group.**

Editing a Group Name

A **Press [Group Name].**

B **Press [Backspace] or [Delete All], and then reenter the Group name.**

Reference

⇒ p.77 "Entering Text"

C **Press [OK].**

The display appears as in step **D**.

Editing Key Display

A **Press [Key Display].**

B **Press [Backspace] or [Delete All], and then reenter the Key Display.**

Reference

⇒ p.77 "Entering Text"

C **Press [OK].**

The display appears as in step **D**.

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Editing a destination programmed in a Group
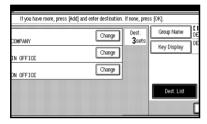
A **Press [Change] for the destination you want to edit.**

The name of the destination is displayed under the fax number if the destination is programmed with the Quick Dial Table.

Note

❒ If the destination you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.

B **Edit the destination using the number keys or destination key.**

Note
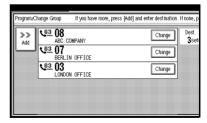
❒ If the destination is programmed with the number keys, press **[Clear]** or the 【**Clear/Stop**】 key and enter the fax number of the destination.

❒ If the destination is programmed with the Quick Dial Table, press the 【**Clear/Stop**】 key or **[Clear]** to cancel programming, and then program with the destination key again. You can cancel programming also by pressing the destination key.

❒ Press **[Adv. Features]** to edit SUB, SID, SEP, PWD, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual

❒ You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

❒ To edit another destination, press **[Dest. List]** and proceed from step A.

Adding destinations

A **Press [Add].**
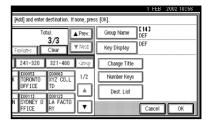
A Add the destination using the number keys or a Quick Dial key.

✎ Note
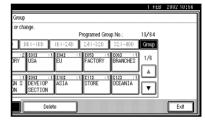
❒ To add another destination, press **[Dest. List]** and proceed from step **A**.

❒ You also can cancel programming by pressing the Quick Dial key of the destination to be added.

❒ When you add the destination using the number keys, press **[Adv. Features]** to program SUB, SID, SEP, PWD, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual

❒ You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

E Press [OK].

If you press **[Cancel]**, the group is not changed. The display appears as in step **C**.

F Press [Exit] twice.

The machine will return to standby mode.

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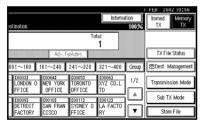
Deleting

⚠ Limitation
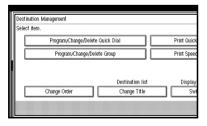
❒ When a programmed group is being used for a Memory Transmission on standby, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot delete destinations for this Group at this time.

Deleting a destination programmed in a Group

A Press **[Dest. Management]**.

B Press **[Program/Change/Delete Group]**.
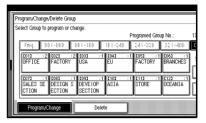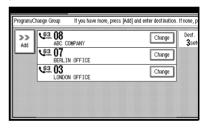
C Select the Group key which contains the destination you want to delete.

📝 Note

❒ If the Group key you require is not shown, press **[▲]** and **[▼]**.
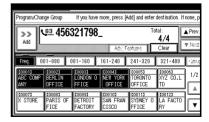
D Press **[Change]** for the destination you want to delete.

E Press **[Clear]** or the **【Clear/Stop】** key to delete the facsimile number.

If you programmed the destination with the number keys, the number will clear one digit at a time. If you programmed it with the Quick Dial Table, the number will clear all at once.

Note

❒ If you want to delete another destination, press **[▲ Prev.]** or **[▼ Next]** to display it.
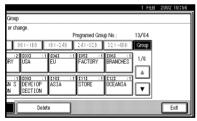
The programmed group is shown on the display.

F Press [OK].

Note
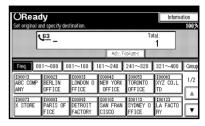
❒ If you press **[Cancel]**, the destination is not display appears as in step D.
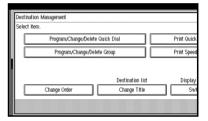
G Press [Exit] twice.

The machine will return to standby mode.

Deleting Groups

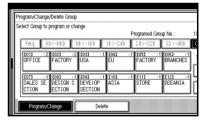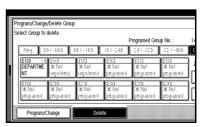### A Press [Dest. Management].

B Press [Program/Change/Delete Group].

C Press [Delete].

D Select the key for the group you want to delete.

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Note
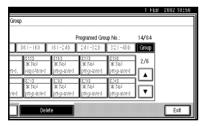
❒ If a Group key has not been programmed, **[*Not programed]** is shown.

❒ If the Group key has been programmed, the group name or Key Display is shown.

E **Press [Delete].**

The Group is deleted.

Note

❒ If you press **[Do not Delete]**, the display appears as in step **D**.

F **Press [Exit] twice.**
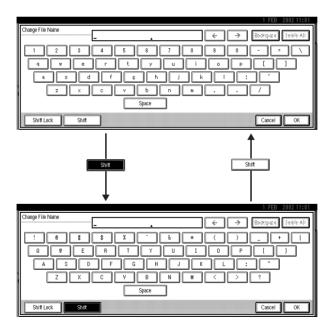

The machine will return to standby mode.

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Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys

Note

❒ When entering uppercase or lowercase continuously, use **[Shift Lock]** to lock the case.

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How to Enter Text

Entering characters

A Press **[Shift]** to switch between uppercase and lowercase.

B Press the letter you want to enter.

Deleting characters

A Press **[Backspace]** or **[Delete All]** to delete characters.

4. Troubleshooting

Adjusting Volume

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

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

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

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

❖ **At Dialing**
Sounds after pressing the 【Start】 key until the line connects to the destination.

❖ **At Printing**
Sounds when a received message has been printed. ⇒ Chapter 5, "Print Completion Beep" in the Advanced Features manual

📌 **Limitation**

❒ Adjusting Volume is not available with the optional G4 line or the optional Extra G3 line.
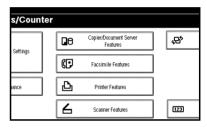
✏️ **Note**

❒ You can adjust the On Hook volume when you press the 【On Hook Dial】 key. ⇒ Chapter 4, "On Hook Dial" in the Advanced Features manual
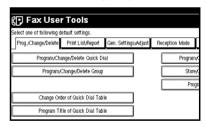
A **Press the 【User Tools/Counter】 key.**
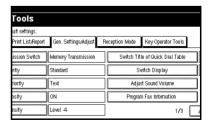

B **Press [Facsimile Features].**
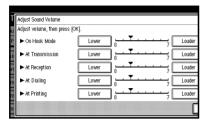

The Facsimile Features menu is shown.

C **Press [Gen. Settings/Adjust].**

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

E **Press [Lower] or [Louder] for each item.**

Adjust Sound Volume				
Adjust volume, then press [OK].				
► On Hook Mode	Lower	0 — 7	Louder
► At Transmission	Lower	0 — 7	Louder
► At Reception	Lower	0 — 7	Louder
► At Dialing	Lower	0 — 7	Louder
► At Printing	Lower	0 — 7	Louder

🖉 **Note**

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

F **Press [OK].**

🖉 **Note**

❒ If you press **[Cancel]**, the volume setting is canceled. The display appears as in step **D**.

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

The machine will return to standby mode.

When the 【Facsimile】Key is Lit in Red

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

| Problem	Solution
Paper has run out.	Add paper. ⇒ "Loading Paper" in Maintenance Guide Copier System Edition (for use with Copier Expander Unit Type 7000) or Maintenance Guide 2 (for use with Copier Expander Unit Type 3800C)
The paper output tray is full.	Remove the paper from the tray.
The machine is in RDS (Remote Diagnostic System) mode.	Wait with the main power switch on. The machine will enter the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.
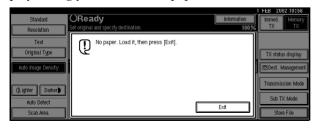
Error Messages and Their Meanings

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	Problem and Solution
Put original back, check it and press [Start].	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 re-send the page which has not been sent.
	An error occurred during Immediate Transmission. Press **[OK]**, and then re-send the original. 📎 **Note** ❒ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
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 function. Record the code number shown in the display and contact your service representative. The copier function will still work normally.
Memory is full. Cannot scan more. Transmitting only scanned pages.	If you press **[OK]**, the machine returns to the standby mode and starts transmitting pages which have been scanned.

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💡Out of paper display message

If the paper tray runs out of paper, you can have a message appear on the display asking you to add more paper.

📎 **Note**
❒ You can turn this function on or off with the User Parameters. ⇒ Chapter 8, "Changing the User Parameters" (Switch05, Bit7) in the Advanced Features manual

Solving Problems

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	⇒ p.41 "Image Density (Contrast)"
Printed or sent image contains spots.	The optional Document Feeder (ADF) or exposure glass is dirty. Clean them. Make sure that ink or correction fluid is dry before placing the original.	⇒ "Cleaning and Adjusting the Machine" in Maintenance Guide Copier System Edition (for use with Copier Expander Unit Type 7000) or Maintenance Guide (for use with Copier Expander Unit Type 3800C)
Received image is too light.	Request the sender to increase the image density.	---
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	⇒"Paper Recommendations" in Maintenance Guide Copier System Edition (for use with Copier Expander Unit Type 7000) or Maintenance Guide (for use with Copier Expander Unit Type 3800C)
	When ⏚ appears on the display, toner is beginning to run out. Replace the toner cartridge soon.	⇒"Replacing the Toner Cartridge" in Maintenance Guide Copier System Edition (for use with Copier Expander Unit Type 7000) or Maintenance Guide (for use with Copier Expander Unit Type 3800C)
Message appears blank at the other end.	The original was placed upside down. Place it properly.	⇒ p.20 "Placing Originals"
You want to cancel a Memory Transmission.	If the original is being scanned, press **[Cancel]** or the 【Clear/Stop】 key.	⇒ p.32 "Canceling a Memory Transmission"
	If the original is being sent or if it is in stand-by, press **[Change/Stop TX File]** or the 【Clear/Stop】 key.	⇒ p.32 "Canceling a Memory Transmission" ⇒ Chapter 2, "Checking and Canceling Transmission Files" in the Advanced Features manual
You want to cancel an Immediate Transmission.	Press the 【Clear/Stop】 key.	⇒ p.38 "Canceling an Immediate Transmission"

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Problem	Solution	Refer to
You cannot add any destinations to a Group although the number of destinations has not reached the maximum.	100 destinations have been programmed with the number keys (1,000 with the optional Fax Function Upgrade Unit). Program more numbers with Quick Dials.	⇒ p.44 "Dialing"
Both transmission and receiving are impossible.	Make sure that the modular cord is correctly connected.	⇒ Chapter 11, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual
	Setting of the Terminal Adaptor is incorrect. Check the setting.	---
Transmission is possible, though receiving is impossible.	Setting of the optional Terminal Adaptor is incorrect. Check the setting.	---
Receiving is possible, though transmission is impossible.	Setting of the optional Terminal Adaptor is incorrect. Check the setting.	---

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