

Operating Instructions Facsimile Reference <Advanced Features>

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Introduction

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

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

Notes:

Some illustrations might be slightly different from your machine.

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

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

Machine Types

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see Chapter1 “Machine Types” in the Basic Features manual.)

Important

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

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

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

CAUTION:

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

* The statements above are notes for your safety.

Important

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

Preparation

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

Note

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

Limitation

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

Reference

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

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.

Advanced Features (this manual)

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

Basic Features

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

❖ Chapter 1 Getting Started

Names and describes the parts of the control panel and machine.

❖ Chapter 2 Faxing

Explains basic transmission. You can also learn about other types of transmissions.

❖ Chapter 3 Registering

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

❖ Chapter 4 Troubleshooting

Explains how to adjust the volume of sounds generated by the machine and how to interpret error messages. When the display or indicator lights show unusual information, check the list and take appropriate action.

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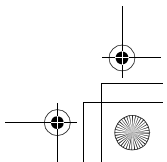
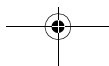
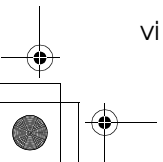
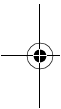
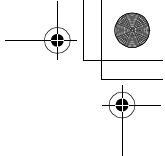
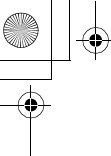
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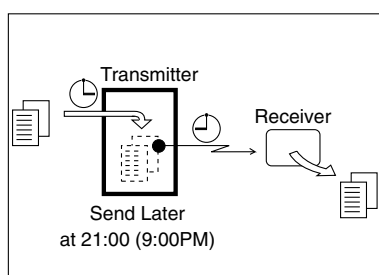
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1. Transmission Options

Sending at a Specific Time (Send Later)

Using the Send Later function, you can delay transmission of your fax message until a specified time. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time of transmission.



Note

- You can not specify a time more than 24 hours later.
- This function is only available with Memory Transmission.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```
Ready      100% 10:15
Set Orig. / Enter No.
```

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

- 3** Press the **[Transmission Option]** key.

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

- 4** Confirm that " 1. Send Later " is displayed.

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

- 6** Press **[Left]** or **[Right]** to select "On".

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

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

- 8** Enter the time that you want to send the fax message with the number key.

```
Send Later:   Press OK
Time [18:00]
```

Enter the hour setting (0 to 23). Then press **[Left]** or **[Right]**.

Then enter a 2-digit number for the minute setting (00 to 59).

Note

- When entering numbers smaller than 10, add a leading zero.
- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If the current time shown on the display is not correct, change it. See p.43 "Setting the Date and Time".

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

The specified time is set.

- 10** Specify the destination.

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

Transmission Options

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

 **Note**

- You can cancel a message transmission set for Send Later. See p.9 "Canceling Transmission or Reception".

1

2

Fax Header Print

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

Note

- You can switch this function on or off with the User Parameters. See p.58 "User Parameters" (Switch06, Bit0).

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```

Ready      100% 10:15
Set Orig. / Enter No.
  
```

- 2** Place your original, and then select any scan settings you require.

- 3** Press the **[Transmission Option]** key.
The Transmission Option menu appears.

- 4** Press **[Left]** or **[Right]** until "2. Fax Header Print" is displayed.

```

Trans. Option:
2.FaxHeader Print
  
```

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

- 6** Press **[Left]** or **[Right]** to select "On".

```

FaxHeader Print:
[On]  Off
  
```

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

- 8** Press the **[Transmission Option]** key.

```

Ready      100% 10:15
Enter Fax Number
  
```

- 9** Specify the destination.

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

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

1

3

Label Insertion

1

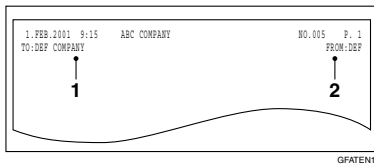
With this function, you can have the receiver's name programmed in Quick Dial or Speed Dial printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

If you program the Label Insertion function in a Quick Dial or Speed Dial, the function is enabled when you select "On". This function cannot be used if the other party's name is not programmed.

If you select the Label Insertion function then enter your personal code, your personal code will also appear on the page. "From" is automatically inserted before your personal code. This function is available when personal code is registered and the Restricted Access is turned on.

Note

- You can set this function for each destination.



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

2. Name that is assigned to the Personal Code.

Reference

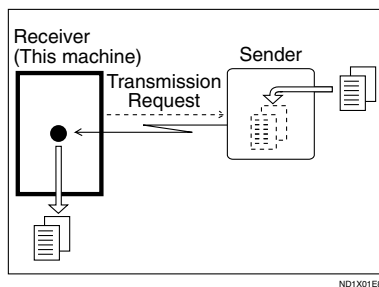
To program the Label Insertion function in the Quick Dial, see Chapter 3 "Quick Dial" in the Basic Features manual.

To program the Label Insertion function in the Speed Dial, see Chapter 3 "Speed Dial" in the Basic Features manual.

For details about Personal Codes, see p.63 "Personal Codes".

Calling to Request a Message (Polling Reception)

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



There are two types of Polling Reception:

◆ Secured Polling Reception

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

◆ Stored ID Override Polling Reception

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

! Limitation

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

✎ Note

- The communication fee is charged to the receiver.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```
Ready      100% 10:15
Set Orig. / Enter No.
```

- 2** Press the **[Transmission Option]** key.

- 3** Press **[Left]** or **[Right]** until "3. Polling RX" is displayed.

```
Trans. Option:
3.Polling RX
```

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

Transmission Options

1

5 Press **[Left]** or **[Right]** to select "On".

```

Polling RX:  [Left]/OK
[On]  Off
    
```

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

7 Select the type of Polling Reception.

Secured Polling Reception

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

```

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

Stored ID Override Polling Reception

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

```

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

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

```

Polling RX:
Override ID [■■■■]
    
```

3 Enter the Polling ID (4 digits) with the number keys or Quick Dial keys.

```

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

Note

- You can enter A to F by the Quick Dial keys.
- You can enter 0 to 9 by the number keys.
- 0000 and FFFF can not be entered.

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

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

9 Specify the other party's fax number.

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

⚙ Polling Documents from Other Manufacturer's Fax Machines:

Standard Polling Reception only works with machines of the same manufacturer that have the Polling Reception function. However, if the other party's fax machine supports SEP Code Polling Reception, you can receive documents from them using SEP Code. (See p.19 "SEP Code".)

File Reserve Report (Polling RX)

This report is printed after Polling Reception has been set up.

You can check the date and time, Fax Header, File No., Transmission condition and the Other party's name with this report.

Note

- You can turn this function on or off with the User Parameters. See p.58 "User Parameters" (Switch03, Bit3).

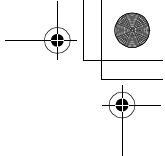
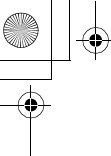
Communication Result Report (Polling RX)

This report is printed after a Polling Reception has been completed and shows the result of the Polling Reception.

You can check the date and time, Other party's name and result with this report.

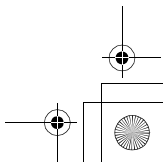
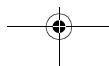
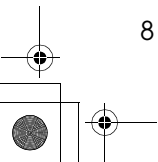
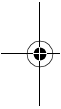
Note

- You can also check the result of a Polling Reception with the Journal.
- You can turn this function on or off with the User Parameters. See p.58 "User Parameters" (Switch03, Bit4).



Transmission Options

1



2. Job Information

Canceling Transmission or Reception

Transmission files are originals that have been stored in memory and are awaiting transmission. The functions that produce transmission files are Memory Transmission and Polling Reception.

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

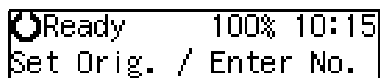
Note

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

Reference

For details about Memory Transmission and Polling Reception, see Chapter 2 "Memory Transmission" in the Basic Features manual, and p.5 "Calling to Request a Message (Polling Reception)".

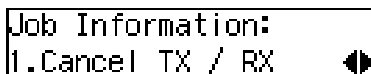
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



```

Ready      100% 10:15
Set Orig. / Enter No.
  
```

- 2** Press the **[Job Information]** key.



```

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

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

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

- 4** Display the file you want to cancel.

To display the file, enter the file number with the number keys or press ⏪ or ⏩ until the file number is displayed.



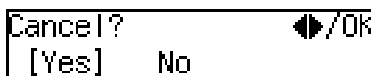
```

Cancel File?  →/OK
No.014 ABC COMPANY
  
```

Note

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

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



```

Cancel?  →/OK
[Yes]   No
  
```

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

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

Printing a List of Files in Memory (Print File List)

2

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

Note

- The contents of an original stored in memory can also be printed. See p.11 "Printing a Stored Message (Print TX File)".

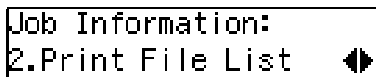
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



Ready 100% 10:15
Set Orig. / Enter No.

- 2** Press the **[Job Information]** key.

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



Job Information:
2.Print File List ◀▶

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

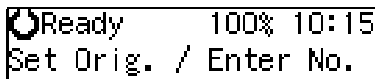
- 5** Press the **[Start]** key.

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

Printing a Stored Message (Print TX File)

If you wish to check the contents of a fax that is stored in memory and has not been sent yet, use this procedure to print it out.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



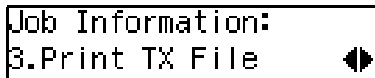
```

Ready      100% 10:15
Set Orig. / Enter No.
  
```

- 2** Press the **[Job Information]** key.

The Information menu is shown.

- 3** Press **[Left]** or **[Right]** until "3. Print TX File" is displayed, and then press the **[OK]** key.



```

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

- 4** Display the file you want to print.

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

Note

- Enter the file number with the number keys or search using **[Left]** or **[Right]**.
- If you make a mistake, press the **[Cancel]** key and try again.

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

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

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

Printing a Memory-locked Message

2

This is a security function that prevents unauthorized individuals from reading printed messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code. When your machine has received a message with Memory Lock, the "Receive File" indicator flashes. See p.50 "Memory Lock".

Note

- Before you start, register your Memory Lock ID. (See p.66 "ID Code".)
- Messages received by Polling Reception are automatically printed even if this function is switched on.
- If the main power switch is turned off for more than 12 hours, all messages protected by Memory Lock are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See p.69 "Power Failure Report".)

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```

Ready      100% 10:15
Set Orig. / Enter No.
  
```

- 2** Press the **[Job Information]** key.
- 3** Press **⏪** or **⏩** until "4. Print Mem. Lock" is displayed.

```

Job Information:
4. Print Mem. Lock
  
```

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

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

```

Mem. Lock:   Press OK
ID [****]
  
```

The Memory Lock ID you entered is not displayed.

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

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

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

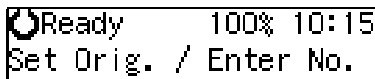
Printing the Journal

When automatic communication report printing is turned on, the Journal is printed automatically after every 50 communications (receptions + transmissions). You can also print a copy of the Journal at any time by following the procedure below.

Note

- The sender's name column of the Journal is useful when you need to register a Specified Sender.
- If you do not want the Journal to be printed automatically, you can turn automatic printing off. See p.58 "User Parameters" (switch 03, bit 7).

1 Make sure that the machine is in Facsimile mode and the standby display is shown.



```
Ready 100% 10:15
Set Orig. / Enter No.
```

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

3 Press **◀** or **▶** until "5. Print Journal" is displayed.



```
Job Information:
5. Print Journal ◀▶
```

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

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

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

Job Information

Report Formats

2

```

*** JOURNAL ( 10. OCT. 2001 11:07 ) ***
                                1           2           FAX HEADER:MAIN OFFICE
<TRANSMISSION>
DATE  TIME  ADDRESS  MODE  TIME  PAGE  RESULT  PERSONAL NAME  FILE
-----
Transmission details appear here
<RECEPTION>
DATE  TIME  ADDRESS  MODE  TIME  PAGE  RESULT  PERSONAL NAME  FILE
-----
Reception details appear here
3           3
TX           0000001           RX           0000002
# :BATCH           P :POLLING           M :MEMORY TX           L :SEND LATER
@ :FORWARDING           E :ECM           S :STANDARD           D :DETAIL
F :FINE
    
```

ZFKH230E

1. The Mode Column

Codes and alphabet on this column inform the type of communication. These codes are explained on the bottom of the report.

2. The Result Column

OK: Successful communication
 E: An error occurred
 D: Power Failure

3. The Footnote on the Journal

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

3. Other Transmission Features

Handy Dialing Functions

Chain Dial

This function allows you to compose a telephone number from various parts, some of which may be registered in Quick Dials or Speed Dials and some of which may be entered using the number keys.

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

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

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

- Quick Dial **[03]** = 01133 (Overseas to France)
- Quick Dial **[02]** = 1 (Paris)
- Speed Dial **[0][1]** = 5551234

Limitation

- Maximum length of telephone or fax number: 254 digits

Note

- For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On Hook Dial and Manual Dial, no pause is needed.

Reference

For registering fax numbers to Speed Dials or Quick Dial keys, See Chapter 3 "Speed Dial" or "Quick Dial" in the Basic Features manual.

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

- 2** Press Quick Dial key **[03]**.

```
Dest.1      Press Start
☎03 FRANCE
```

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

```
Dest.1      Press Start
☎01133-████████████████████
```

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

```
Dest.1      Press Start
☎01133-1████████████████████
```

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

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

- 6** Press the **[Speed Dial]** key, and then press **[0][1]**.

```
Dest.1      Press Start
☎01133-1-5551234████████
```

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

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

Other Transmission Features

Telephone Directory

This function lets you find a registered Speed Dial quickly by just entering a single letter, for example, the first letter of the name registered for that number.

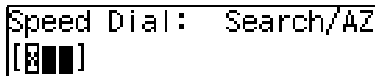
Limitation

- Speed Dial codes cannot be searched for by symbol or number.
- Names enclosed within brackets are not searched.

1 Set your original, and then select any scan settings you require.

2 Press the **[Speed Dial]** key.

3 Enter the search letter by pressing one of the Quick Dial keys (A to Z).



Note

- The names or fax numbers registered in Speed Dials are shown in numerical order on the display.

4 Press **[Left]** or **[Right]** until the destination you are searching for is displayed, and then press the **[OK]** key.



Note

- If you make a mistake, press the **[Cancel]** key and try again.
- If you wish to dial another destination, press the **[OK]** key and dial another fax number.

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

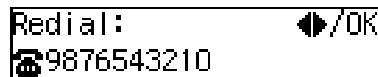
Redial

The machine can recall the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed recently, the Redial function saves you from finding and entering the number again.

1 Place your original and select any scan settings you require.

2 Press the **[Pause/Redial]** key.

3 Press **[Left]** or **[Right]** until the destination you want to redial is displayed.



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

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

Limitation

- The following kinds of destinations can not be recalled.
 - Quick Dials
 - Speed Dials
 - Group Dials
 - Any destinations if multiple destinations were dialed
 - Destinations dialed by Redial (regarded as already memorized)

On Hook Dial

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

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

Reference

See Chapter 4 "Adjusting Volume" in the Basic Features manual.

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

2 Press the **[On Hook Dial]** key.

You will hear a tone from the internal speaker. If you wish to cancel this operation, press the **[On Hook Dial]** key again.

3 Dial.



The machine immediately dials the destination. If you make a mistake, press the **[On Hook Dial]** key and return to step **2**.

Note

- You can change the volume of sound with **[Left Arrow]** or **[Right Arrow]**.

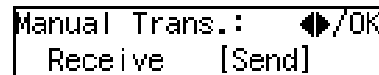
4 When the line is connected and you hear a high-pitched tone, press the **[Start]** key.

When the originals are placed on Document Feeder (ADF), the machine starts transmitting the originals. The display will be that shown for step **5**.

Note

- If you hear a voice, pick up the external telephone before you press the **[Start]** key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

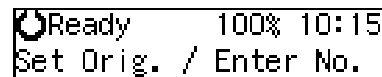
5 When the originals are not placed on the Document Feeder, press **[Left Arrow]** or **[Right Arrow]** to select "Send".



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



The originals are transmitted.



After transmission, the machine will return to standby mode.

3

Manual Dial

The external telephone is required.

You can send a fax message using an external telephone.

Note

- The result of transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).

3

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

2 Pick up the external telephone.

You will hear a tone.

3 Dial.

If you make a mistake, replace the external telephone and try again from step **2**.

4 When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message.

```
1234567890
Dialing...
```

Note

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

5 Replace the handset of the external telephone.

After transmission the machine will return to standby mode.

```
Ready 100% 10:15
Set Orig. / Enter No.
```

Transmission Features

SEP Code

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

Preparation

You need to assign the Dial Option function to a User Function key beforehand. See p.35 "User Function Keys".

Note

- The ID can be up to 20 digits long and consist of digits.
- Make sure the ID matches the other terminal of the fax you are receiving from.
- You can store IDs in Quick Dials, Speed Dials, and Groups.
- Messages you receive using this function are marked "SEP" on all reports.
- When you send a fax message with SEP Code to other makers' machines, sometimes a password (PWD) is necessary. Use PWD when it is necessary.

1 Dial the destination fax number using the number keys.



2 Press the **[User Function]** key assigned with the Dial Option function.

3 Press **[Left]** or **[Right]** until " 2. SEP " is displayed.



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

5 Enter the SEP code with the number keys.

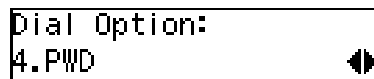


6 Press the **[OK]** key.

When a password (PWD) is necessary

1 Press the **[User Function]** key assigned with the Dial Option function.

2 Press **[Left]** or **[Right]** until " 4. PWD " is displayed.



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

4 Enter the PWD code with the number keys.



5 Press the **[OK]** key

7 Press the **[Transmission Option]** key.

3

Other Transmission Features

- 8** Press **⏪** or **⏩** until "3. Polling RX" is displayed.

```
Trans. Option:
3. Polling RX
```

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

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

```
Polling RX:
[On] Off
```

3

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

- 12** Press **⏪** or **⏩** to select "Default".

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

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

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

SUB Code

If the other party's machine has functions like Transfer Request and Confidential Transmission with SUB/SID Code, you can use those functions with SUB/SID Code.

Preparation

You need to assign the Dial Option function to a User Function key beforehand. See p.35 "User Function Keys".

Note

- The ID can be up to 20 digits long and consist of numbers, spaces, **[#]** and **[*]**.
- Make sure the ID matches the specification of the fax you are sending to.
- You can store IDs in Quick Dials, Speed Dials, and Groups.
- Messages you send using this function are marked "SUB" on all reports.
- When you send fax message with SUB Code to other makers' machines, sometimes a password (SID) is necessary. Use SID when it is necessary.

- 1** Place your original and make any changes to the scan settings if necessary.

- 2** Dial the destination fax number using the number keys.

```
Dest. 1      OK to Add
☎ 9876543210
```

- 3** Press the **[User Function]** key assigned with the Dial Option function.

- 4** Confirm that " 1. SUB " is displayed.

```
Dial Option:
1.SUB
```

- 5** Press the **[OK]** key.
- 6** Enter the SUB code with the number keys.

```
SUB: Press OK
[1234]
```

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

When a password (SID) is necessary

- 1** Press the **[User Function]** key assigned with the Dial Option function.
- 2** Press **[Left]** or **[Right]** until " 3. SID " is displayed.

```
Dial Option:
3.SID
```

- 3** Press the **[OK]** key
- 4** Enter the SID code with the number keys.

```
SID: Press OK
[1234]
```

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

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

```
Dest.1 Press Start
9876543210
```

- Note**
- If you use Immediate Transmission and the destination fax machine does not support the Dial Option function, a message will appear on the display to inform you of this. In this case, press the **[OK]** key to cancel the transmission.

3

More Transmission Functions

If Memory Runs Out While Storing an Original

- 1** If you run out of memory while storing an original (free space reaches 0%), "Memory is Full. Storing Stopped." is displayed.

```
Memory is Full.
Storing Stopped. /OK
```

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

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

When transmitting the stored pages

- 1** Press **◀** or **▶** to select "Transmit" and press the **[OK]** key.

Note

- Successfully scanned pages are sent. Check the number of transmitted pages on Communication Result Report.

When deleting the stored pages

- 1** Press **◀** or **▶** to select "Delete" and press the **[OK]** key.

```
Trans. Cancelled.
File Deleted.
```

Checking the Transmission Result

- Turn on the printing of the Communication Result Report if you want a report to be printed after every successful transmission. See p.25 "Printed Reports".
If you leave off the printing of the Communication Result Report, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- If you turn off the printing of the Transmission Result Report (Immediate Transmission), the Error Report will be printed when the communication on fails.
- You can also check the transmission result by examining the Journal. See p.13 "Printing the Journal".
- You can assign the function of printing Transmission Result Report to User Function Keys.

Broadcasting Sequence

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

Sending a Fax Message Immediately

To send a fax message immediately, use Immediate Transmission. If you have just set up an original for broadcasting, Immediate Transmission will interrupt the current communication.

Your message will not be sent until previously queued files have been sent.

Broadcasting : Checking Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 4 times at 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints the Communication Result Report or Communication Failure Report.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your message. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduces transmission time.

Fax messages for which the transmission time has been set in advance are sent by Batch Transmission when that time is reached.

Note

- You can switch this function on or off with the User Parameters. See p.58 "User Parameters" (Switch06, Bit4).

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

ECM (Error Correction Mode)

This function automatically resends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the receiver has the same function.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission and is useful when you are in a hurry and need to use the original for another purpose.

Note

- You can switch this function on or off with the User Parameters. See p.58 "User Parameters" (Switch07, Bit2).

Limitation

- Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.
 - When the line is busy and could not be connected to
 - With Send Later
 - When you store an original for Memory Transmission while another communication is in progress
 - When two or more destinations are specified
 - When the original is set on the exposure glass

Note

- If you press the **[Clear/Stop]** key, the original jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Communication Result Report. The file is erased.
- Total stored page numbers are not printed in the Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P.2 not 1/2, 2/2.
- If you run out of memory, normal Memory Transmission takes place.
- File Reserve Report will not be printed with Parallel Memory Transmission.

Printed Reports

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

Note

- You can switch on or off the printing of the various reports with the User Parameters. See p.58 "User Parameters" (switch 03, bits 7-0).
- For reference purposes, the machine prints part of the original image on the File Reserve Report, Communication Result Report and Communication Failure Report. You can choose whether to include part of the original image on reports with User Parameters (Switch 04. Bit 7).

File Reserve Report (Switch 03, Bit 2)

This report is printed after an original is stored in memory. Use it to review the contents and destinations of stored originals. Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

Note

- File Reserve Report will not be printed with Parallel Memory Transmission.

Communication Result Report (Switch 03, Bit 0)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. See p.25 "Communication Failure Report (Switch 03, Bit 0)".

Communication Failure Report (Switch 03, Bit 0)

This report is only printed if the Communication Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

Note

- The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission) (Switch 03, Bit 5)

3

If you turn on the printing of this report, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the error report is printed instead.

Note

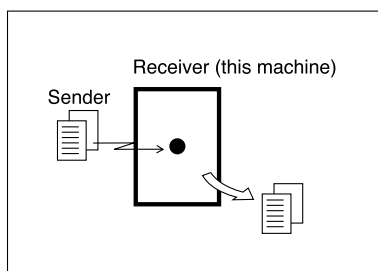
- If the page was sent successfully, the "Page" column gives the total number of pages that were sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

4. Reception Features

General

Immediate Reception

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



ND1X00E2

◆ Display during reception

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

```

ABC COMPANY
Set Orig. / Enter No.
  
```

◆ Reception resolution

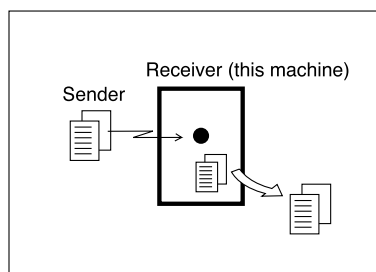
This machine supports **Standard** and **Detail** resolutions for reception. A fax message may be printed in a resolution different from the one specified by the sender.

📎 Note

- ❑ Reception will not take place if there is not enough free memory left. If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

Memory Reception

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



ND1X00E3

This method is used with Substitute Reception. See p.28 "Printing Documents that have been Received into Memory (Substitute Reception)".

⚠ Important

- ❑ All the messages stored in memory are deleted if the power is switched off for more than 12 hours.
- ❑ The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above functions off.

⚠ Limitation

- ❑ The machine may not be able to receive fax messages when the free memory space is low.

📎 Note

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

Printing Documents that have been Received into Memory (Substitute Reception)

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- A cover is open
- A fax is received during a copy or print run
- Memory Lock

Limitation

- Reception may not take place if there is not enough free memory left.

Note

- The **Receive File** indicator lights to let you know when message(s) have been received using Substitute Reception.
- If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

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

Two settings are available:

- When a name or fax number is received
- Free

Note

- When "When a name or fax number is received" is selected, the machine only stores messages when the name or fax number is present. You can change this with User Parameters. See p.58 "User Parameters" (switch 05, bit 1).

When a name or fax number is received

The machine switches to Substitute Reception only when the sender programs their name or fax number. If the power is switched off for more than 12 hours, all the messages received into memory are deleted. If this occurs, the Power Failure Report or Journal can be used to identify which messages were lost so you can ask the senders to transmit them again.

Important

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

◆ Free

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

Receiving Messages in Telephone Mode

In this mode you have to answer the call yourself and decide whether it is a fax or a telephone call.


The procedure for answering a call is as follows:

- 1** Pick up the handset of the external telephone and listen to the other end.
- 2** If you hear a voice, continue your conversation as you would normally.
- 3** If you hear a fax tone, remove any originals from the feeder.

Note

- If the function of Manual Reception is registered to the User Function Key, press the User Function key and receive the message, then go to **3**.

- 4** Make sure that the machine is in Facsimile mode and the standby display is shown.
- 5** Press the **[Start]** key.

Manual Trans.: /OK
 [Receive] Send
- 6** Press **[Left]** or **[Right]** to select "Receive".
- 7** Press the **[OK]** key.
- 8** Replace the handset.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one uses it for a while. In this situation, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

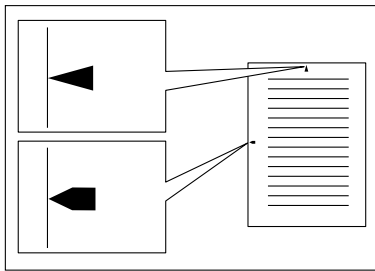
Important

- Reception is not possible if both the operation switch and main power switch are turned off.

Printing Options

Center Mark

When this function is turned on, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



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Limitation

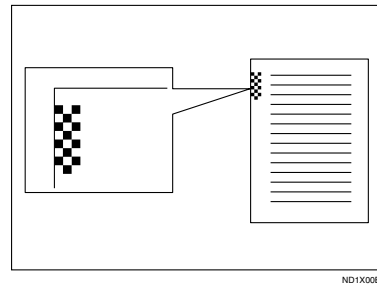
- The center marks may deviate a little from the exact center of the edge.

Note

- You can turn this function on or off with the User Parameters (Switch 02 Bit 1). See p.58 "User Parameters".

Checked Mark

When this function is turned on, a checkered mark is printed on the first page of fax messages to help you separate them.



ND1X00E5

Note

- You can turn this function on or off with the User Parameters (Switch 02 Bit 4) See p.58 "User Parameters".

TSI Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Name or Fax Number is printed instead so you can find out where the message came from. See p.58 "User Parameters" (Switch 02 Bit 3)

Reception Time

When this function is turned on, you can have the date and time when a message was received printed at the bottom of the received image. Turn it on or off with the User Parameters (Switch 02 Bit 2). See p.58 "User Parameters".

! Limitation

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

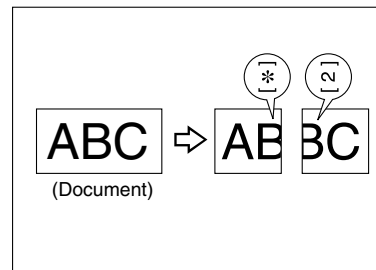
📝 Note

- The date and time when the message was printed can also be recorded on the message. If you need this function, please contact your service representative.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, When the paper size is A4 , this function splits the message if the message length is 92mm (3.7") or longer than the paper used. The message is reduced if it is less than 92mm (3.7"). When the paper size is 8¹/₂"×11" , this function splits the message if the message length is 85mm(3.4") or longer than the paper used. The message is reduced if it is less than 85mm(3.4"). When a message is split, the split mark (*) is inserted at the split position and about 10mm (0.4") of the split area is duplicated on the top of the second sheet.

4



ND1X01E1

📝 Note

- This function is not available in some countries.
- Your service representative can customize this function with the following settings.
 - Reduction
 - Print split mark
 - Overprinting
 - Guideline for split

Reception Features

When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has A4 and 8 1/2" x 11" installed and you receive a A5 size message, check the A5 column of the table below. The paper size at the top has the highest priority. In this case, since 8 1/2" x 11" is a higher priority than A4, the message is printed on 8 1/2" x 11".

◆ Priority Table

4

		Received Image Size					
		8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	A4 	8 1/2" x 11" 	A5 	5 1/2" x 8 1/2"
Paper Select Priorities	1	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	A4 	8 1/2" x 11" 	A5 	5 1/2" x 8 1/2"
	2	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	A4 	8 1/2" x 11" 	A4 	5 1/2" x 8 1/2" 	A5
	3	A4 	8 1/2" x 11" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	8 1/2" x 11" 	8 1/2" x 11"
	4	8 1/2" x 11" 	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 14" 8 1/4" x 14" 	A4 	A4
	5	A5 	A5 	A5 	A5 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13"
	6	5 1/2" x 8 1/2" 	5 1/2" x 8 1/2" 	5 1/2" x 8 1/2" 	5 1/2" x 8 1/2" 	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 14" 8 1/4" x 14"

- Portrait
- Landscape
- Reduction

ZFKH250E

- and indicate that the message is split over two pages of paper with the orientation and size shown.

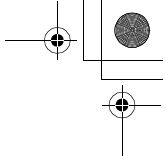
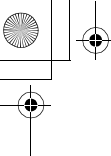
Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Width or Length Priority	Width

📌 **Limitation**

- The paper size used to print a received message may be different from the size of the sent original.

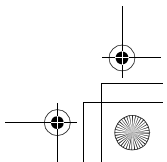
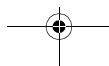
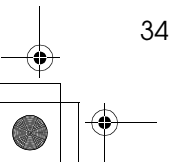
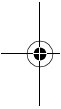
🔍 **Reference**

p.31 "Page Separation and Length Reduction"



Reception Features

4



5. Facsimile User Tools

User Function Keys

You can program each of the User Function keys (**[F1]** to **[F3]**) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key.

Important

- When registering and editing User Function keys, we recommend that you print out a User Function List for reference. (See p.39 "Printing Reports/Lists".)

Functions You Can Assign to User Function Keys

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

Function Name	Function Contents	Condition	Reference
Manual Reception	Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax messages or telephone calls.	-	See Chapter 2, "Reception Modes" in the Basic Features manual.
Reception Mode	Use this mode to switch Reception modes.	-	See Chapter 2 "Reception Modes" in the Basic Features manual.
Print Journal	Use when you want to print out a Journal.	-	See p.13 "Printing the Journal"
TX Result Report	Use this to have a result report printed after every transmission.	○	See p.25 "Communication Result Report (Switch 03, Bit 0)" and p.26 "Transmission Result Report (Immediate Transmission) (Switch 03, Bit 5)"
Fax Header Print	You can turn this function on or off.	○	See p.3 "Fax Header Print"
Group	Use when you want to specify a group of destinations.	-	See Chapter 2, "Using Groups" in the Basic Features manual.
Tone	Use when you want to enter a tone signal.	-	See Chapter 2, "Tone" in the Basic Features manual.

Facsimile User Tools

Function Name	Function Contents	Condition	Reference
Dial Option	Use this function to attach various information to a fax message.	-	See p.19 "SEP Code", p.20 "SUB Code"
Batch Trans.	You can turn this function on or off.	○	p.23 "Batch Transmission"
Forwarding	You can turn this function on or off.	○	p.52 "Forwarding"
Prog. Quick Dial	Use when you want to register the other party's number as a Quick Dial destination.	-	See Chapter 3, "Quick Dial" in the Basic Features manual.
Monitor volume	Use this to adjust the volume for the monitor and buzzer.	-	See Chapter 4, "Adjusting Volume" in the Basic Features manual.

- The "○" notation indicates that the User Function key lights when that function is selected "On".

To assign a function to a User Function key, perform the following procedure.

5

Making a User Function Key Assignment

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

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

Confirm that "1. Program / Delete" is displayed

```
Fax Features:
1.Program / Delete
```

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

- 5 Press **⏪** or **⏩** to scroll and display "7. User Functions".

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

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

```
Press Key to Program
(F1-F3)
```

- 7 Press the User Function key (**[F1]** to **[F3]**) you want to assign.

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

- 8 Press **⏪** or **⏩** to display the function name you want to assign.

```
User Functions /OK
Group
```

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

```
User Functions  ◀▶/OK
[Group]
```

If you want to register another User Function key, repeat the above steps from step **6**.

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

The machine returns to standby mode.

Using a User Function Key

To use a User Function key (**[F1]** to **[F3]**), press the User Function key that contains the desired registered function.

```
Group Dial: Enter No.
[Gp. D ]
```

The display for Group function is registered.

The display changes for each assigned function.

Deleting a User Function Key

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

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

```
User Tools:
1.Counter  ▶▶
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features  ▶▶
```

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

- 4** Confirm that "1. Program / Delete" is displayed.

```
Fax Features:
1.Program / Delete  ▶▶
```

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

- 6** Press **⏪** or **⏩** until "7. User Functions" is displayed.

```
Program / Delete:
7.User Functions  ▶▶
```

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

```
Press Key to Program
(F1-F3)
```

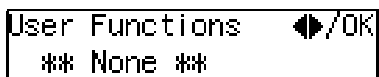
- 8** Press the User Function key you want to delete.

```
User Functions  ▶▶/OK
[Group]
```

If you make a mistake, press the correct User Function key.

Facsimile User Tools

9 Press **◀** or **▶** to display "None".



User Functions ◀/OK
** None **

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

If you want to delete another User Function key, repeat the above steps from step **7**.

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

The machine returns to standby mode.

5

Printing Reports/Lists

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

- Journal
See p.13 "Printing the Journal".
- TX File List
See p.11 "Printing a Stored Message (Print TX File)".
- Quick Dial List
See Chapter 3 "Quick Dial" in the Basic Features manual.
- Speed Dial List
See Chapter 3 "Speed Dial" in the Basic Features manual.
- Group Dial List
See Chapter 3 "Groups" in the Basic Features manual.
- All Lists
You can print all Dial lists (Quick Dial List, Speed Dial List and Group Dial List).
- Quick Dial Label
See Chapter 3 "Quick Dial" in the Basic Features manual.
- User Function List
See p.35 "User Function Keys"

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

```
User Tools:
1.Counter
```

2 Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

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

4 Press **⏪** or **⏩** until " 2. Reports / Lists " is displayed.

```
Fax Features:
2.Reports / Lists
```

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

Printing the Journal

1 Confirm that " 1. Journal " is displayed and press the **[OK]** key.

```
Reports / Lists:
1.Journal
```

Note

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

Printing a TX File List

1 Press **⏪** or **⏩** until " 2. TX File List " is displayed.

```
Reports / Lists:
2.TX File List
```

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

Note

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

5

Facsimile User Tools

Printing the Quick Dial List

- 1 Press **◀** or **▶** until " 3. Dial List " is displayed.

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

- 2 Press the **[OK]** key.
Confirm that " 1. Quick Dial List " is displayed.

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

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

 **Note**

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

Printing the Speed Dial List

- 1 Press **◀** or **▶** until " 3. Dial List " is displayed.

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

- 2 Press the **[OK]** key
- 3 Press **◀** or **▶** until " 2. Speed Dial List " is displayed.

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

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

 **Note**

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

Printing the Group Dial List

- 1 Press **◀** or **▶** until " 3. Dial List " is displayed.

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

- 2 Press the **[OK]** key
- 3 Press **◀** or **▶** until " 3. Group Dial List " is displayed.

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

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

 **Note**

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

Printing the All Lists

You can print all Dial Lists (Quick Dial List, Speed Dial List and Group Dial List) by the following operation.

- 1 Press **◀** or **▶** until " 3. Dial List " is displayed.
- 2 Press the **[OK]** key.
- 3 Press **◀** or **▶** until " 4. All Lists " is displayed.

```
Dial List:
4.All Lists
```

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

 **Note**

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

Printing the Quick Dial Label

- 1 Press **◀** or **▶** until " 4. Quick Dial Label " is displayed.

```
Reports / Lists:
4.Quick Dial Label ◀▶
```

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

 **Note**

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

Printing the User Function List

- 1 Press **◀** or **▶** until " 5. U. Function List " is displayed.

```
Reports / Lists:
5.U. Function List ◀▶
```

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

 **Note**

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

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

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

The machine returns to the stand-by display.

Adjusting the Display Contrast

Use this function to adjust the brightness of the display.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

5

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

- 4** Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

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

- 6** Press **⏪** or **⏩** until "2. Display Contrast" is displayed.

```
Setup:
2.Display Contrast
```

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

- 8** Press **⏪** or **⏩** to adjust the brightness of the display.

```
Display Contrast: ◀▶/OK
◀□□□■□□▶
```

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

- 10** Press the **[User Tools]** key to return to the standby display.

Setting the Date and Time

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

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

Note

- If you make a mistake when entering numbers, press the **[Clear/Stop]** key and try again.

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

```
User Tools:
1.Counter
```

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **[Left]** or **[Right]** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

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

- 6** Press **[Left]** or **[Right]** until "3. Date/Time" is displayed.

```
Setup:
3.Date/Time
```

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

- 8** Use the number keys to enter the year.

```
Year:          Press OK
[2001]
```

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

- 10** Press **[Left]** or **[Right]** key to select the correct month.

```
Month:          /OK
[May]
```

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

- 12** Use the number keys to enter the correct number for the date (1 to 31).

```
Day:           Press OK
[20]
```

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

- 14** Use the number keys to enter the correct time.

```
Time:          Press OK
[13:52]
```

Enter the current hour setting (0 to 23), and then use the number keys to enter a 2-digit number for the current minute setting (00 to 59)

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

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

- 16** Press the **[User Tools]** key to return to standby display.

Summer Time / Daylight-Saving Time

Whenever local custom requires advancing the clock or setting the clock back, use this function. You can easily move the clock forward when daylight saving time begins and back when it ends.

Note

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

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

User Tools:
1.Counter

2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

4 Press **⏪** or **⏩** until "3. Setup" is displayed.

Fax Features:
3.Setup

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

6 Press **⏪** or **⏩** until "4. Summer Time /DST" is displayed.

Setup:
4.Summer Time /DST

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

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

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

Summer Time/DST ◀/OK
[On] Off

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

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

10 Press the **[User Tools]** key to return to the standby display.

Setting the Auto Ring Time

In Auto Select mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can change the number of rings with the Auto Ring Time.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 3. Setup " is displayed.

```
Fax Features:
3.Setup
```

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

- 6** Press **⏪** or **⏩** until " 6. No. of Rings " is displayed.

```
Setup:
6.No. of Rings
```

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

```
No. of Rings: /OK
[ 8] (1-29)
```

- 8** Enter the new number using the number keys.

```
No. of Rings: /OK
[ 6] (1-29)
```

Note

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

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

- 10** Press the **[User Tools]** key to return to the standby display.

5

Setting the Fax Reset Timer

This machine automatically returns to the standby mode if you do not use the machine for a certain period of time. You can select this period.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

5

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

- 4** Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

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

- 6** Press **⏪** or **⏩** until "8. Fax Reset Timer" is displayed.

```
Setup:
8.Fax Reset Timer
```

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

```
Fax Reset Timer: /OK
[30 seconds]
```

- 8** Press **⏪** or **⏩** to select a period of time.

```
Fax Reset Timer: /OK
3 minutes
```

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

- 10** Press the **[User tools]** key to return to the standby display.

On Hook Timeout

This machine automatically cancels the On Hook Dial mode if you do not dial a number from the numeric keypad for a certain period of time after pressing the **[On Hook Dial]** key. You can select this period.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 3. Setup " is displayed.

```
Fax Features:
3.Setup
```

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

- 6** Press **⏪** or **⏩** until " 9. On Hook Timeout " is displayed.

```
Setup:
9.On Hook Timeout
```

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

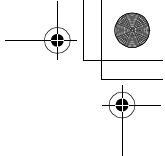
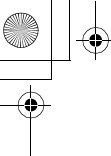
```
On Hook Timeout: /OK
[3 minutes]
```

- 8** Press **⏪** or **⏩** to select a period of time.

```
On Hook Timeout: /OK
5 minutes
```

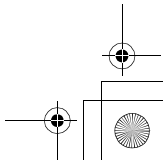
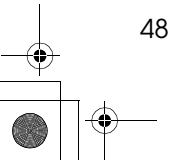
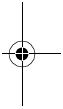
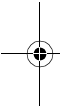
- 9** Press the **[OK]** key.

- 10** Press the **[User tools]** key to return to standby display.



Facsimile User Tools

5



6. Key Operator Settings

Function List

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

Display (Specs.)	Description	Reference
1. Memory Lock	Allows you to have messages from Specified Senders stored in memory and not printed as soon as they are received. To print the fax messages, you must enter an ID.	p.50 "Memory Lock"
2. Forwarding	Allows you to automatically forward fax messages to the fax machines of Specified Senders.	p.52 "Forwarding"
3. User Parameters	Allows you to customize various default settings as required.	p.58 "User Parameters"
4. Personal Code	Allows you to set up personal codes for using the Restricted Access. Before using the fax machine, users must enter the Personal Code. This allows you to limit transmission to specified users.	p.63 "Personal Codes"
5. ID Code	Allows you to register IDs required for various types of transmissions.	p.66 "ID Code"
6. PSTN Access No.	Allows you to specify the code used to access an outside line when you dialing.	p.67 "PSTN Access Number"
7. Mem. File Trans.	Allows you to send all messages stored in memory to another fax machine and print them out there, for example, when your fax machine runs out of toner.	p.68 "Memory File Transfer"

Copy this table and use it as a quick reference.

Using Key Operator Settings

This chapter explains about functions the key operator handles.

Memory Lock

This is a security function to prevent unauthorized individuals from reading printed fax messages. When Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID.

Note

- Before you can use this function, you must register the Memory Lock ID. See p.66 "ID Code"

Limitation

- Memory Lock cannot be selected until you have registered the Memory Lock ID.
- To use this function you must switch Memory Lock on after you register the Memory Lock ID.
- You can select to lock only messages from Specified Users, or you can select to lock messages from senders other than from Specified Users. See p.58 "User Parameters" (switch 09, bits 1 and 0).

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

```
Key Op. Tools:
1.Memory Lock
```

Confirm that "1. Memory Lock" is displayed.

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

```
Memory Lock:
1.On/Off
```

- 7** Follow the procedures below to switch Memory Lock On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

Switching Memory Lock On/Off

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

```
Memory Lock: /OK
On [Off]
```

- 2** Press **⏪** or **⏩** to "On" to switch this function on, or select "Off" to switch this function off.

```
Memory Lock: /OK
[On] Off
```

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

Registering a Specified Sender for Memory Lock

You can register Specified Senders for this function.

- 1 Press **◀** or **▶** to display " 2. Program Sender ".

```
Memory Lock:
2.Program Sender ▶◀
```

- 2 Press the **[OK]** key.
- 3 Enter "Own Name" or "Own Fax Number" for the Specified Sender.

Enter the other party's "Own Name" or "Own Fax Number"

```
Name/No.: [ABC] /OK
[ABC COMPANY■■■■■■■■■■]
```

- 4 Press the **[OK]** key.
- ```
Store as Wildcard?
[Yes] No
```
- 5 If you want to specify a wildcard, press **◀** or **▶** key to select "Yes".

```
Store as Wildcard?
Yes [No]
```

- 6 Press the **[OK]** key.  
The Specified Sender is registered.  
If you want to register another Specified Sender, repeat from step 2.

### Deleting a Specified Sender for Memory Lock

You can delete Specified Senders for this function.

- 1 Press **◀** or **▶** to select " 3. Delete Sender ".

```
Memory Lock:
3.Delete Sender ▶◀
```

- 2 Press the **[OK]** key.
- 3 Press **◀** or **▶** to select the name of the Specified Sender that you want to delete.
- 4 Press the **[OK]** key.

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat from step

- 2.

### Printing a List of Specified Senders for Memory Lock

You can print a list of Specified Senders for Memory Lock.

- 1 Press **◀** or **▶** to display " 4. Print Sender List ".

```
Memory Lock:
4.Print Sender List ▶◀
```

- 2 Press the **[OK]** key.
- 3 Press the **[Start]** key. The list prints.
- 8 Press the **[User Tools]** key to return to the standby display.

## Key Operator Settings

## Forwarding

Use this function to print fax specified from Specified Senders on your own machine and then forward the messages to other fax machines. This is useful, for example, if you are visiting another office and would like copies of your messages from the head office forwarded to you so you can read them.

In this section, the machines that messages are forwarded to are referred to as Forwarding Stations. The locations from which you would like messages forwarded from are referred to as Specified Senders.

You can register:

- 5 Forwarding Stations
- 30 Specified Senders (maximum 10 per Forwarding Station, up to 24 characters each)
- Wild Cards

### Important

- We recommend that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender.

### Limitation

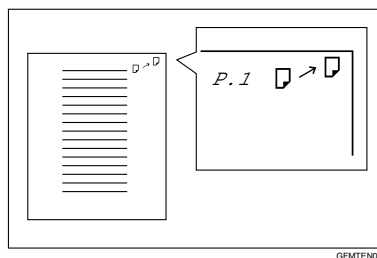
- This function only works if the incoming message is from another party that has been programmed as a Specified Sender.
- The Forwarding function does not forward messages received with Polling Reception mode.
- You cannot register a sender who does not have an Own Name or Own Fax Number.
- You can register up to 30 senders for the Forwarding function. You sometimes cannot register 30 senders depending on the number of senders registered with other functions.

### Note

- To register a sender, use an Own Name or Own Fax Number.
- You can find out the Own Name or Own Fax Number of a sender by looking in the destination name column of the Journal.

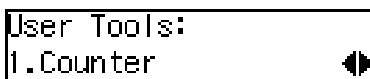
### Forwarding Mark

You can print a forwarding mark on forwarded messages. See p.58 "User Parameters" (Switch02, Bit0).

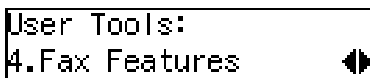


### Switching Forwarding On/Off

- 1 Press the [User Tools] key.



- 2 Press  $\leftarrow$  or  $\rightarrow$  until "4. Fax Features" is displayed.



- 3 Press the [OK] key.

- 4** Press  $\leftarrow$  or  $\rightarrow$  until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press  $\leftarrow$  or  $\rightarrow$  until " 2. Forwarding " is displayed.

```
Key Op. Tools:
2.Forwarding
```

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

Confirm that " 1. On/Off " is displayed.

```
Forwarding:
1.On/Off
```

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

- 9** Press  $\leftarrow$  or  $\rightarrow$  to "On" to switch this function on, or select "Off" to switch this function off.

```
Forwarding: /OK
[On] Off
```

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

**Note**

- If you select "On" and no forwarding station is registered, "Press OK to Program Forwarding Station" is displayed. Press the **[OK]** key, and then register a forwarding station by following steps **10** to **11** on p.53 "Registering Forwarding Stations".

- 11** Press the **[User Tools]** key to return to the standby display.

## Registering Forwarding Stations

You can register a Forwarding Station as follows.

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

```
User Tools:
1.Counter
```

- 2** Press  $\leftarrow$  or  $\rightarrow$  until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press  $\leftarrow$  or  $\rightarrow$  until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press  $\leftarrow$  or  $\rightarrow$  until " 2. Forwarding " is displayed.

```
Key Op. Tools:
2.Forwarding
```

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

- 8** Press  $\leftarrow$  or  $\rightarrow$  until " 2. Prog. Station " is displayed.

```
Forwarding:
2.Prog. Station
```

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

## Key Operator Settings

- 10** Press **⏪** or **⏩** to display the number of the forwarding station you want to register.

```
Program? ⏪/OK
1:
```

If a forwarding station is already registered, the fax number for that station is displayed.

- 11** Press the **[OK]** key.
- 12** Enter the other party's fax number with the number keys.

```
Station 1: Press OK
☎1234567890■■■■■■■■■■
```

- 13** Press the **[OK]** key.
- The Forwarding Station's fax number is registered.

```
Sender Setting:
1.Program Sender ⏪
```

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

```
Name/No.: [ABC]
[■■■■■■■■■■■■■■■■■■■■]
```

- 15** Enter the other party's name.

```
Name/No.: [ABC] /OK
[ABC COMPANY■■■■■■■■]
```

- 16** Press the **[OK]** key.
- 17** If you want to register the Specified Sender as a Wildcard, press **⏪** or **⏩** to select "Yes".

```
Store as Wildcard?
[Yes] No
```

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

To register another Specified Sender, repeat the above steps from step **10**.

To register a different Forwarding Station, press the **[Cancel]** key and repeat the above steps from step **10**.

● **Limitation**

- Names for Specified Senders can be up to 24 characters long.

✎ **Note**

- You can confirm the names and fax numbers of Specified Senders on the Journal.
- You can confirm registered Specified Senders using the Specified Sender list.

- 19** Press the **[User Tools]** key to return to the standby display.

---

### Editing a Forwarding Station

---

To edit a Forwarding Station that is already registered, perform the following procedure.

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

```
User Tools:
1.Counter ⏪
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features ⏪
```

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

- 4** Press **◀** or **▶** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools ◀▶
```

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

- 6** Press **◀** or **▶** until " 2. Forwarding " is displayed.

```
Key Op. Tools:
2.Forwarding ◀▶
```

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

- 8** Press **◀** or **▶** until " 2. Prog. Station " is displayed.

```
Forwarding:
2.Prog. Station ◀▶
```

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

- 10** Press **◀** or **▶** to display the fax number of the Forwarding Station you want to edit.

```
Program? ◀▶/OK
1:1234567890
```

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

- 12** Press the **[Clear/Stop]** key, and then enter the Forwarding Station's correct fax number.

```
Station 1: Press OK
☎9876543210■■■■■■■■■■
```

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

The fax number is registered.  
If you want to edit another Forwarding Station, press the **[Cancel]** key and repeat the above steps from step **4**.

- 14** Press the **[User Tools]** key to return to the standby display.

---

### Editing a Specified Sender

---

To edit a Specified Sender, delete the Specified Sender you want to edit (See p.56 "Deleting a Specified Sender" ), and then register it as a new Specified Sender. (See p.53 "Registering Forwarding Stations").

---

### Deleting a Forwarding Station

---

To delete a Forwarding Station, perform the following procedure.

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

```
User Tools:
1.Counter ◀▶
```

- 2** Press **◀** or **▶** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features ◀▶
```

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

- 4** Press **◀** or **▶** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools ◀▶
```

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

- 6** Press **◀** or **▶** until " 2. Forwarding " is displayed.

```
Key Op. Tools:
2.Forwarding ◀▶
```

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

## Key Operator Settings

- 8** Press **◀** or **▶** until "3. Delete Station" is displayed.

```
Forwarding:
3.Delete Station
```

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

- 10** Press **◀** or **▶** to display the fax number of the Forwarding Station you want to delete.

```
Delete?
1:9876543210
```

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

The Forwarding Station is deleted.  
If you want to delete another Forwarding Station, repeat the procedure from step **8**.

- 12** Press the **[User Tools]** key to return to the standby display.

---

### Deleting a Specified Sender

---

To delete a Specified Sender, perform the following procedure.

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

```
User Tools:
1.Counter
```

- 2** Press **◀** or **▶** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **◀** or **▶** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **◀** or **▶** until "2. Forwarding" is displayed.

```
Key Op. Tools:
2.Forwarding
```

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

- 8** Press **◀** or **▶** until "2. Prog. Station" is displayed.

```
Forwarding:
2.Prog. Station
```

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

- 10** Press **◀** or **▶** to display the fax number of the Forwarding Station that contains the Specified Sender you want to delete.

```
Program?
1:1234567890
```

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

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

- 13** Press **◀** or **▶** until "2. Delete Sender" is displayed.

```
Sender Setting:
2.Delete Sender
```

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



- 15** Use **⏪** or **⏩** to display the Specified Sender you want to delete.

```
Delete?
ABC COMPANY
```

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

The Specified Sender is deleted.

If you want to delete another Specified Sender, repeat the above steps from step **15**.

- 17** Press the **[User Tools]** key to return to the standby display.

#### Printing the Specified Sender list

You can check which Specified Senders are registered for a Forwarding Address.

Follow the steps below to print this list.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **⏪** or **⏩** until " 2. Forwarding " is displayed.

```
Key Op. Tools:
2.Forwarding
```

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

- 8** Press **⏪** or **⏩** until " 4. Print Sender List " is displayed.

```
Forwarding:
4.Print Sender List
```

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

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

The list is printed.

- 11** Press the **[User Tools]** key to return to the standby display.

## Key Operator Settings

## User Parameters

The User Parameters allow you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.

### Preparation

Access to some User Parameter Settings requires installation of optional equipment or that other settings be made beforehand.

### ◆ Switches and Bits

User Parameters are divided into switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

| Bit Number | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 |
|------------|---|---|---|---|---|---|---|---|
| Bit Value  | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
|            | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

The User Parameter switches are outlined below.

| Switch | Bit   | Item                                                                                                                                                                                          | 1         | 0      |
|--------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|
| 00     | 3,2,1 | Image density adjustment level home position (the higher level, the greater image density)<br>000: Standard,<br>001: lighter,<br>010: darker<br>101: somewhat lighter<br>110: somewhat darker |           |        |
|        | 5,4   | 5, 4: Default resolution when you send a message.<br>RESOLUTION<br>00: Standard<br>01: Detail<br>10: Fine                                                                                     |           |        |
|        | 6     | Default setting for transmission.<br>TRANSMISSION MODE                                                                                                                                        | Immediate | Memory |
|        | 7     | Home position for the Original Type.<br>HALFTONE                                                                                                                                              | Photo     | Text   |
| 01     | 7     | Return the machine to the default settings after each communication (Return to default after transmission)                                                                                    | On        | Off    |

## Using Key Operator Settings

| Switch | Bit | Item                                                                                                                  | 1  | 0   |
|--------|-----|-----------------------------------------------------------------------------------------------------------------------|----|-----|
| 02     | 0   | Default setting for printing the Forwarding Mark.<br>FORWARDING MARK                                                  | On | Off |
|        | 1   | Default setting for the Center Mark.<br>CENTER MARK                                                                   | On | Off |
|        | 2   | Default setting for printing the Reception Time.<br>RECEPTION TIME                                                    | On | Off |
|        | 3   | Print Sender Information (TSI Print)                                                                                  | On | Off |
|        | 4   | Default setting for the Checkered Mark.<br>CHECKERED MARK                                                             | On | Off |
| 03     | 0   | Automatic printing of the Communication Result Report (Memory TX)                                                     | On | Off |
|        | 2   | Automatic printing of the File Reserve Report (Memory TX)                                                             | On | Off |
|        | 3   | Automatic printing of the File Reserve Report (Polling RX)                                                            | On | Off |
|        | 4   | Automatic printing of the Communication Result Report (Polling RX)                                                    | On | Off |
|        | 5   | Automatic printing of the Transmission Result Report (Immediate TX)                                                   | On | Off |
|        | 7   | Automatic printing of the Journal                                                                                     | On | Off |
| 04     | 7   | Include a portion of the image on the Communication Result Report, File Reserve Report, Communication Failure Report. | On | Off |

## Key Operator Settings

| Switch | Bit | Item                                                                                                                                                                                                  | 1                                             | 0             |
|--------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------|
| 05     | 0   | Store incoming faxes when machine is out of supplies.<br>SUBSTITUTE RECEPTION                                                                                                                         | On                                            | Off           |
|        | 1   | Default setting for Substitute Reception.<br>CONDITIONS OF MEMORY RECEPTION                                                                                                                           | Reject (If no name or fax number is received) | Accept (Free) |
|        | 4   | Restricts fax machine usage to specific users.<br>RESTRICTED ACCESS                                                                                                                                   | On                                            | Off           |
| 06     | 0   | Default setting for a header with each page.<br>FAX HEADER PRINT                                                                                                                                      | On                                            | Off           |
|        | 4   | Default setting for Batch Transmission.<br>BATCH TRANSMISSION                                                                                                                                         | On                                            | Off           |
| 07     | 2   | Parallel Memory Transmission                                                                                                                                                                          | On                                            | Off           |
|        | 4   | Assign the Tone key as the "*" key on the operation panel.<br>TONE SWITCH BY ASTERISK KEY                                                                                                             | On                                            | Off           |
| 08     | 6   | Forwarding                                                                                                                                                                                            | On                                            | Off           |
|        | 7   | Forwarding 0: Forward messages from Specified Senders only. 1: Forward messages from non-Specified Senders only.                                                                                      |                                               |               |
| 09     | 0   | Memory Lock                                                                                                                                                                                           | On                                            | Off           |
|        | 1   | Memory Lock<br>0: Messages from Specified Senders are not printed unless you enter the Memory Lock ID.<br>1: Messages from non-Specified Senders are not printed unless you enter the Memory Lock ID. |                                               |               |
|        | 6   | ADD DESTINATIONS WITH A SERIES OF QUICK DIALS                                                                                                                                                         | On                                            | Off           |

| Switch | Bit | Item                                                                                             | 1    | 0    |
|--------|-----|--------------------------------------------------------------------------------------------------|------|------|
| 10     | 7   | Use dithering halftone (SPD) or standard halftone (STD).<br>HALFTONE METHOD                      | SPD  | STD  |
| 11     | 6   | Print the received message when acting as a Forwarding Station<br>PRINT MEMORY<br>TRANSFER FILES | On   | Off  |
| 13     | 0   | Access to the public telephone line<br>PABX/PSTN G3                                              | PABX | PSTN |

### Changing the User Parameters

We recommend that you print the User Parameter list and keep it when you register or change a user parameter. See p.62 "Printing the User Parameter List".

Do not change any bit switches other than those shown on the previous pages.

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

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4 Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6 Press **⏪** or **⏩** until "3. User Parameters" is displayed.

```
Key Op. Tools:
3.User Parameters
```

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

```
User Parameters:
1.Change
```

## Key Operator Settings

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

```
Refer Op. Manual:
Switch 00 :0000 0110
```

For a list of the switches and settings, see p.58 "User Parameters".

Use the User Parameters table to look up the number of the switch that you want to change, and then press the **[←]** or **[→]** key to display the number of the switch.

The bits are numbered 7~0. To change a setting, press the corresponding number key to toggle the setting between "0" and "1"

| Key to Press | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 |
|--------------|---|---|---|---|---|---|---|---|
| SW 00:       | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |

For example, if you want to change the setting at bit 7, press the 7 number key to toggle the setting between "1" and "0".

- 9** When you are finished making adjustments, press the **[OK]** key.

```
User Parameters:
1.Change
```

- 10** Press the **[User Tools]** key to return to the standby display.

### Printing the User Parameter List

Print this list to see the current User Parameter settings.

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

```
User Tools:
1.Counter
```

- 2** Press **[←]** or **[→]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **[←]** or **[→]** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[←]** or **[→]** until "3. User Parameters" is displayed.

```
Key Op. Tools:
3.User Parameters
```

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

```
User Parameters:
1.Change
```

- 8** Press the **[←]** or **[→]** key until "2. Print List" is displayed.

```
User Parameters:
2.Print List
```

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

- 10** Press the **[Start]** key to print the list.

```
User Parameters List:
Press Start to Print
```

#### Note

- If you press the **[Cancel]** key before printing starts, the list will not be printed and the display shown in step **8** appears again.

- 1** Press the **[User Tools]** key to return to the standby display.

## Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed, users have to enter their Personal Code before they send a fax. This function is used for the Restricted Access. See p.65 "Restricted Access"

### Important

- We recommend that you print the Personal Code List and keep it when you register or change a Personal Code. See p.64 "Printing the Personal Code List".

### Limitation

- Personal Codes can be up to 8-digits long, and you can enter the following numbers and symbols : 0 to 9, #, \*, and spaces.
- You can register up to 10 Personal Codes. Each Personal Code name can be up to 20 characters long.

## Registering and Editing

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **⏪** or **⏩** until " 4. Personal Code " is displayed.

```
Key Op. Tools:
4.Personal Code
```

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

Confirm that " 1. Prog. Pers. Code " is displayed.

```
Personal Code:
1.Prog. Pers. Code
```

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

- 9** To register a new Personal Code , enter the Personal Code (8 digits or less) with the number keys. To edit a registered personal code, press **⏪** or **⏩** to display the desired Personal Code.

```
Enter Code to Prog.
[11111111] Press OK
```

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

- 11** Enter the user name.

```
Name: [ABC] /OK
[ABC COMPANY]
```

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

- 13** Press the **[User Tools]** key to return to the standby display.

## Key Operator Settings

**Deleting**

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

 **Note**

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

- 6** Press **⏪** or **⏩** until " 4. Personal Code " is displayed.

```
Key Op. Tools:
4.Personal Code
```

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

- 8** Press **⏪** or **⏩** until " 2. Delete " is displayed.

```
Personal Code:
2.Delete
```

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

- 10** Press **⏪** or **⏩** to display the Personal Code you want to delete.

```
Delete?
11111111:DEF COMPANY
```

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

The Personal Code is deleted.

If you want to delete another Personal Code, repeat the above steps from step **9**.

- 12** Press the **[User Tools]** key to return to the standby display.

**Printing the Personal Code List**

Print this list to find out the registered Personal Codes and their names.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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



- 6** Press **◀** or **▶** until "4. Personal Code" is displayed.

```
Key Op. Tools:
4. Personal Code
```

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

- 8** Press **◀** or **▶** until "3. Print List" is displayed.

```
Personal Code:
3. Print List
```

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

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

The list is printed.

- 11** Press the **[User Tools]** key to return to the standby display.

### Restricted Access

Use this function to limit transmission to specific users. When turned on, users must enter a previously assigned Personal Code in order to transmit documents.

The Restricted Access function makes it possible to monitor machine usage by user or department.

#### Preparation

In order to use this function, you need to register the Personal Code and turn this function on with the User Parameters beforehand. See p.63 "Registering and Editing". and p.58 "User Parameters" (Switch 05, Bit 4).

#### Note

- The machine returns to the state where a Personal Code must be entered to use the machine in the following situations:
  - The machine is not used for a certain time
  - A previously set document is removed
  - The current operation is completed
- When Restricted Access is turned on, incoming faxes are received and printed as normal.

- 1** Check that the Restricted Access display is shown.

```
Pers. Code:
[■■■■■■■■]
```

- 2** Enter your personal code with the number keys.

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

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

## Key Operator Settings

## ID Code

Use this procedure to register the following kinds of ID Codes:

### Important

- You can confirm ID Codes in the Parameter Settings list. We recommend you print a new list each time you register or change ID Codes.
- You can edit registered ID Codes by performing the steps for registering ID Codes in the following procedure. Display the ID Code you want to change, and then press the **[Clear/Stop]** key and re-enter the ID Code.

### ◆ Polling ID

This ID is required for using Default ID Polling Reception. See p.5 "Calling to Request a Message (Polling Reception)"

#### Note

- You can enter A to F by the Quick Dial keys.
- You can enter 0 to 9 by the number keys.
- 0000 and FFFF can not be entered.

### ◆ Memory Lock ID

This ID is required for printing a message received using the Memory Lock function. See p.12 "Printing a Memory-locked Message".

#### Note

- You can enter 0 to 9 by the number keys.
- 0000 can not be entered.

## Registering

To register ID Codes, perform the following procedure.

The following example is for Memory Lock ID.

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

```
User Tools:
1.Counter
```

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **[Left]** or **[Right]** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[Left]** or **[Right]** until "5. ID Code" is displayed.

```
Key Op. Tools:
5.ID Code
```

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

- 8** Press **[Left]** or **[Right]** until "2. Memory Lock ID" is displayed.

```
ID Code:
2.Memory Lock ID
```

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

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

```
Memory Lock ID: /OK
ID[1234]
```

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

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

If you want to enter another item, repeat the above steps from step **9**.

- 12** Press the **[User Tools]** key to return to the standby display.

## PSTN Access Number

Use this setting to save having to enter a pause after the PSTN access number when dialing. When you program an access number, a pause is automatically added as soon as that number is pressed. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

### Limitation

- PSTN access numbers can be up to 2 digits long.
- This function does not work when using On Hook mode or when dialing from an external telephone.

### Note

- After you have registered PSTN access number, select the line to PABX on User Parameters (Switch 13 Bit 0).

To register an PSTN access number, perform the following procedure.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **⏪** or **⏩** until "6. PSTN Access No." is displayed.

```
Key Op. Tools:
6.PSTN Access No.
```

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

- 8** Enter the PSTN access number (2-digits) with the number keys.

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

```
PSTN Access No.: /OK
[0]
```

- 9** Press the **[OK]** key.  
"Programmed" is displayed.

- 10** Press the **[User Tools]** key to return to the standby display.

## Memory File Transfer

If the machine cannot print out a received message, you can send all messages currently stored in memory to another fax machine and have them printed out there (for example, when toner is empty, paper has run out, or the printing function is out of order). All messages in memory including Memory-locked messages can be sent to another fax machine. Use this function when you are in an urgent situation.

### Limitation

- Even if a transmission error occurs, messages are not resent.

### Note

- All documents are not erased from memory regardless of whether forwarding was successful or not.
- Details of the forwarding operation are not printed in the Journal.

To transfer all of the messages currently stored in memory, perform the following procedure.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **⏪** or **⏩** to display "7. Mem. File Trans.".

```
Key Op. Tools:
7.Mem.File Trans.
```

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

If no files are available, "No Files Exist" is displayed.

- 8** Enter the transfer destination's fax number with the number keys.

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

File transfer starts.

Once file transfer has finished, the machine returns to standby mode.

# 7. Troubleshooting

## Reading Reports

### Error Report

An error report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

#### Note

- If the error happens frequently, contact your service representative.
- The "Page" column gives the total number of pages. The "Page Not Sent" column gives the number of pages that were not sent or received successfully.

### Power Failure Report

Even if the main power switch is turned off, the contents of the machine's memory (for example, programmed numbers) will not be lost. However, if power is lost for about 12 hours through the main power switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

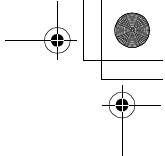
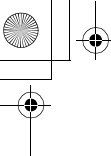
If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it.

#### Important

- Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for about one week after the power loss occurs.

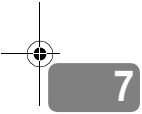
#### RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

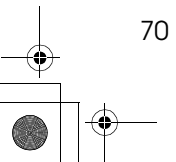


## Troubleshooting

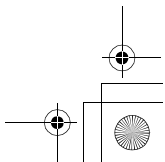
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70



## 8. Appendix

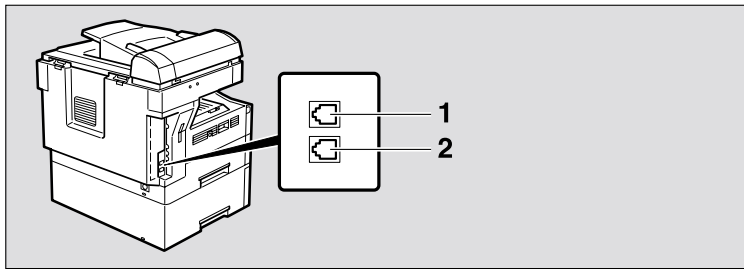
### Connecting to a Telephone Line and a Telephone

To connect the machine to a telephone line, use a snap-in modular type connector.

**Important**

Make sure the connector is the correct type before you start.

◆ **Where to connect the machine**



ZFK4070E

**1. External Telephone**

**2. Line**

## Specifications

### Base Machine

#### ◆ Power Consumption

|                               |      |
|-------------------------------|------|
| Standby mode                  | 100W |
| Immediate Transmission        | 130W |
| Immediate Reception           | 290W |
| Printing                      | 480W |
| Night Timer Off mode          | 2W   |
| Low-Power mode, Auto Off Mode | 2W   |

#### ◆ Protocol:

G3

#### ◆ Resolution:

- Standard: 8×3.85/mm
- Detail: 8×7.7/mm
- Fine: 8×15.4/mm

#### ◆ Transmission Time:

3 seconds at 28,800bps, Standard resolution

#### ◆ Data Compression Method:

MH, MR, MMR

#### ◆ Maximum Original Size:

216×1260mm / 8.5"×49.6" (Standard and Detail)  
216×600mm / 8.5"×23.7" (Fine)

#### ◆ Maximum Scanning Size:

216×1260mm / 8.5"×49.6" (Standard and Detail)  
216×600mm / 8.5"×23.7" (Fine)

#### ◆ Print Process:

Printing on standard paper using a laser

#### ◆ Transmission Speed:

33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/  
9,600/7,200/4,800/2,400bps (auto shift down system)



## Available Options

- ◆ **Expansion Memory (32MB)**  
Increase memory capacity.
- ◆ **Paper Tray Unit (Option)**  
Holds 500 sheets of paper.
- ◆ **Document Feeder (ADF) (Option for Type1)**  
Originals will be fed automatically.

## Originals

Make sure your originals are completely dry before placing them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and affect the resulting image.

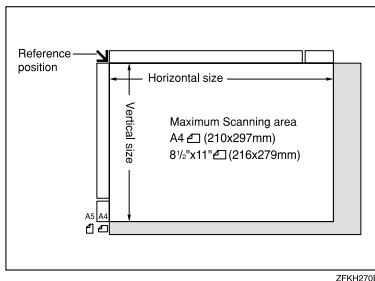
## Sizes and weights of Recommended Originals

| Where Original is Placed | Acceptable Original Size                                                                                                             | Maximum Number of Sheets               | Paper Thickness                            |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------|
| Exposure glass           | Maximum A4 (210×297mm) □, 8 <sup>1</sup> / <sub>2</sub> "×11" (216×279mm) □                                                          | 1                                      | ----                                       |
| Document Feeder (ADF)    | Fax transmission: A5 □ □ to A4 □ (up to 1260mm long), 8 <sup>1</sup> / <sub>2</sub> "×11" □ to 8 <sup>1</sup> / <sub>2</sub> "×14" □ | 30 sheets (80g/m <sup>2</sup> , 21 lb) | 52–105g/m <sup>2</sup> (45–90kg, 14-28 lb) |

8

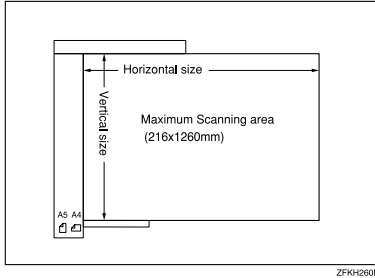
## Paper Size and Scanned Area

### ◆ Exposure Glass



## Appendix

### ◆ Document Feeder (ADF)



#### ● Limitation

- Even if an original is correctly placed on the exposure glass or in the Document Feeder, a margin of 3mm to 5mm (0.1" to 0.2") around each edge of the original may not be sent.
- There may be a difference in the size of the image when it is printed at the destination.

#### ✎ Note

- The maximum scanning area on ADF is 1260mm (49.6") when the Resolution is Detail or Standard, 600mm (23.7") when it is Fine.
- If the receiver uses paper narrower than the original, the image will be reduced to fit the paper width.

## Maximum Values

The following list contains the maximum value for each item.

| Item                                                                                                                                   | Standard                      |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Memory                                                                                                                                 | 1MB                           |
| The number of pages that you can store in memory (Using A4 size Standard <ITU-T #1Chart, Resolution: Standard, Original Type: Text > ) | 80 (320 with Optional Memory) |
| Total number of Memory Transmission files                                                                                              | 133                           |
| The number of pages per file                                                                                                           | 500                           |
| The number of pages for all files                                                                                                      | 500                           |
| The number of destinations you can specify for one file                                                                                | 133                           |
| The number of destinations you can specify for all files                                                                               | 300                           |
| The number of Quick Dials you can register                                                                                             | 16                            |
| The number of Speed Dials you can register                                                                                             | 50                            |
| The number of Group Dials you can register                                                                                             | 5                             |
| The number of destinations you can specify by the number keys                                                                          | 67                            |
| The number of destinations you can register in a group                                                                                 | 133                           |
| The number of destinations you can register in all groups                                                                              | 133                           |
| The number of personal codes you can register                                                                                          | 10                            |
| The number of digits for Dials                                                                                                         | 254                           |

## Appendix

## Advanced Transmission Features

Functions selectable with the **【Trans. Option】** key are as follows.

| Function name     | Description                                                                                                                            | Reference                                              |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Send Later        | Sets the machine to automatically start transmission or polling reception at an appointed time.                                        | p.1 "Sending at a Specific Time (Send Later)"          |
| Fax Header Print  | You can add a Fax Header (e.g. registered name) to the message you send so it appears on the message printed by the receiving machine. | p.3 "Fax Header Print"                                 |
| Polling Reception | Use this function if you want to poll a message from another terminal.                                                                 | p.5 "Calling to Request a Message (Polling Reception)" |

## Job Information

Functions selectable with the **[Job Information]** key are as follows.

| Function name                       | Description                                                                                                                            | Reference                                                   |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Canceling Transmission or Reception | This function cancels a file (reservation) for Memory Transmission or Polling Reception.                                               | p.9 "Canceling Transmission or Reception"                   |
| Printing the File List              | The transmission file list can be manually printed. This list allows you to know what files are stored in memory and the file numbers. | p.10 "Printing a List of Files in Memory (Print File List)" |
| Printing a Stored Message           | Prints the contents of a fax that is stored in memory and has not been sent yet.                                                       | p.11 "Printing a Stored Message (Print TX File)"            |
| Printing a Memory-locked Message    | The Memory-locked messages can be manually printed. To print the messages, you have to enter the Memory Lock ID.                       | p.12 "Printing a Memory-locked Message"                     |
| Printing the Journal                | The Journal can be manually printed. This report shows the results of the last 50 communications.                                      | p.13 "Printing the Journal"                                 |

## User Tools

| Function name                | Description                                                                                                                                                                                                                                                                                                                                                   | Reference                                                 |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Register/Delete Quick Dial   | When you register a destination in a Quick Dial, you can specify the destination by only pressing the Quick Dial key.                                                                                                                                                                                                                                         | Chapter3 "Quick Dial" in the Basic Features manual.       |
| Register/Delete Speed Dial   | When you register a destination in a Speed Dial, you can specify the destination by entering the two-digit Speed Dial code after pressing the Speed Dial key.                                                                                                                                                                                                 | Chapter3 "Speed Dial" in the Basic Features manual.       |
| Register/Delete Group Dial   | If you program several destinations into a Group, you can dial with just a few key-strokes.                                                                                                                                                                                                                                                                   | Chapter3 "Groups" in the Basic Features manual.           |
| Assigning User Function Keys | Stores a frequently used function in a User Function Key ( <b>[F1]</b> to <b>[F3]</b> ).                                                                                                                                                                                                                                                                      | p.35 "User Function Keys"                                 |
| Reports/Lists                | This function allows you to print various reports and lists manually. You can print the following reports and lists: <ul style="list-style-type: none"> <li>• Journal</li> <li>• Transmission File List</li> <li>• Quick Dial list</li> <li>• Speed Dial list</li> <li>• Group Dial list</li> <li>• Quick Dial Label</li> <li>• User Function List</li> </ul> | p.39 "Printing Reports/Lists"                             |
| Monitor Volume               | Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.                                                                                                                                                                                                                                                                       | Chapter4 "Adjusting Volume" in the Basic Features manual. |
| Display Contrast             | Adjust the brightness of the display.                                                                                                                                                                                                                                                                                                                         | p.42 "Adjusting the Display Contrast"                     |
| Date/Time                    | Adjusts the date and the time as a reference.                                                                                                                                                                                                                                                                                                                 | p.43 "Setting the Date and Time"                          |
| Summer Time / DST            | Allows you to advance or put back the clock by one hour.                                                                                                                                                                                                                                                                                                      | p.44 "Summer Time / Daylight-Saving Time"                 |
| Reception Mode               | The machine can treat incoming fax messages and telephone calls in two ways.                                                                                                                                                                                                                                                                                  | Chapter 2 "Reception Modes" in the Basic Features manual. |

| Function name              | Description                                                                                    | Reference                                                                       |
|----------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Setting the Auto Ring Time | You can alter the number of rings by changing the Auto Ring Time.                              | p.45 "Setting the Auto Ring Time"                                               |
| Fax Information            | Registers your Own Name, Fax Header and Own Fax Number.                                        | Chapter3 "Own Name / Fax Header / Own Fax Number" in the Basic Features manual. |
| Fax Reset Timer            | You can select a period of time before this machine automatically returns to the standby mode. | p.46 "Setting the Fax Reset Timer"                                              |
| On Hook Timeout            | You can select a period before the machine cancels the On Hook Dial mode.                      | p.47 "On Hook Timeout"                                                          |

## Appendix

## Key Operator Tools

| Function name                | Description                                                                                                                                         | Reference                               |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Memory Lock                  | All received messages are stored in memory and are not automatically printed.                                                                       | p.50 "Memory Lock"                      |
| Forwarding                   | Transfers received messages to a registered receiver (forwarding destination).                                                                      | p.52 "Forwarding"                       |
| Changing User Parameters     | Allows you to change the function settings to meet your needs.                                                                                      | p.58 "User Parameters"                  |
| Printing User Parameter List | Allows you to print and check User Parameter settings.                                                                                              | p.62 "Printing the User Parameter List" |
| Personal Code                | Personal Code is used for Restricted Access. When turn the Restricted Access on, users must enter the Personal Code in order to transmit documents. | p.63 "Personal Codes"                   |
| ID Code                      | Registers the ID required for using Polling Reception and Memory Lock.                                                                              | p.66 "ID Code"                          |
| PSTN Access Number           | Allows you to specify the code used to access an outside line when dialing.                                                                         | p.67 "PSTN Access Number"               |
| Memory File Transfer         | You can send all messages currently stored in memory to another fax and have them printed out there.                                                | p.68 "Memory File Transfer"             |



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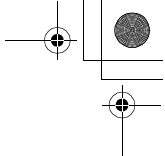
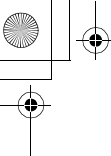
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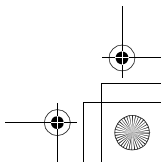
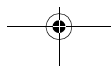
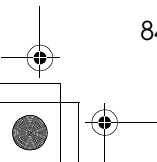
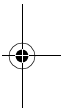
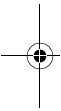
## U

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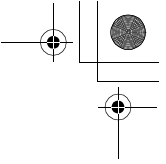
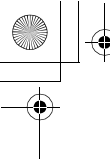
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MEMO



MEMO



MEMO

