

Operating Instructions Facsimile Reference <Basic Features>

Operating Instructions
Facsimile Reference
<Basic Features>

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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 inch 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 p.1 "Machine Types".)

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.

USA

◆ FCC Requirements

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

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

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

CANADA

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

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

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

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

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

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

NOTICE

CAUTION:

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

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

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Note to users in the United States of America

 **Notice:**

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

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

 **Warning**

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

Note to users in Canada


 **Note:**

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

Remarque concernant les utilisateurs au Canada

 **Avertissement:**

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

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

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

Thank you.

For this machine, TTI is called FAX HEADER.

Important Safety Instructions

Caution

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

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

Save these instructions.

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

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

Conserver ces instructions.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

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

Basic Features (this manual)

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

Advanced Features

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

❖ Chapter 1 Transmission Options

Explains about sending at a specific time without having to be by the machine and also taking advantage of off-peak telephone line charges.

❖ Chapter 2 Job Information

Explains about erasing a fax message stored in memory and checking the contents of any files in memory.

❖ Chapter 3 Other Transmission Features

Explains about useful features for transmission. You can find out about dialing numbers easily.

❖ Chapter 4 Reception Features

Explains about reception features. You can find out about screening out message from anonymous senders.

❖ Chapter 5 Facsimile User Tools

Explains about programming frequently used functions for User Function Key and setting the Date and Time.

❖ Chapter 6 Key Operator Settings

Explains about functions the key operator handles. You can find out how to change the user parameter settings.

❖ Chapter 7 Troubleshooting

Explains about things you should do when an Error Report is printed and power is turned off.

❖ Chapter 8 Appendix

You can check the specifications for this machine.

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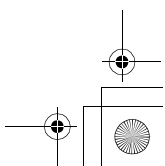
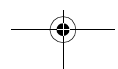
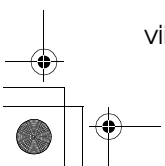
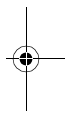
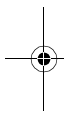
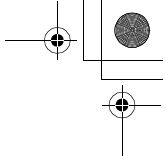
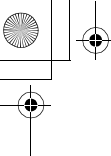
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1. Getting Started

Machine Types

This machine comes in three models.

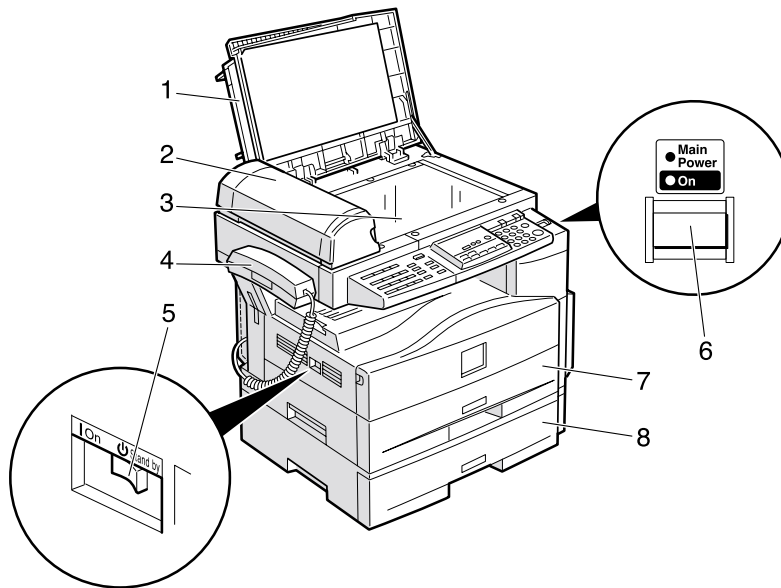
	Model A	Model B	
	Type1	Type1	Type2
Copy Speed	12 copies/minute (A4, 8 ¹ / ₂ "×11")	13 copies/minute (A4, 8 ¹ / ₂ "×11")	13 copies/minute (A4, 8 ¹ / ₂ "×11")
Paper Capacity for Bypass Tray	1 sheet	100 sheets	100 sheets
Paper Tray Unit	Not available	Option	Option
Fax Unit	Option	Option	Standard
Document Feeder	Option	Option	Standard

Guide to Components

1

Front View

Following illustration is for Model B.



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1. Exposure Glass Cover

Lower the Exposure Glass Cover over originals placed on the exposure glass.

2. Document Feeder (ADF) (Option for Type1)

Originals will be fed automatically.

3. Exposure Glass

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

4. Handset (Option)

This permits voice communication.

5. main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. However, if the machine is installed with the fax option, do not turn the main power switch off.

Note

- The main power switch is normally set by your service representative. Do not touch this switch.
- When you press the operation switch and there is still no power, turn on the main power switch.
- If you leave the main power switch off for more than 12 hours, all files in memory are lost.

6. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). See p.6 "Turning On the Power".

7. Paper Tray

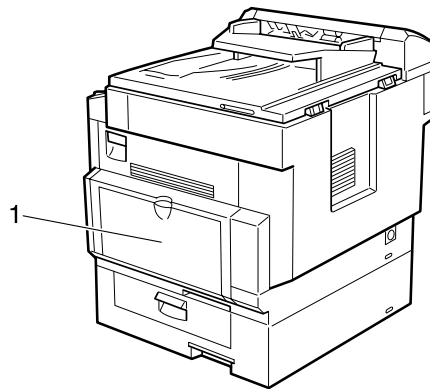
Set paper here.

8. Paper Tray Unit (Option for Model B Only)

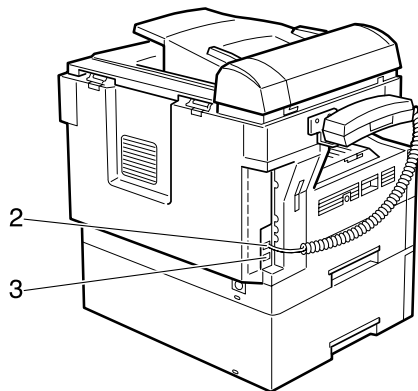
You can set more paper here.

1

Side View



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1. Bypass Tray

A fax message can be printed on the paper placed here. (Model B only)

2. External Telephone Connector

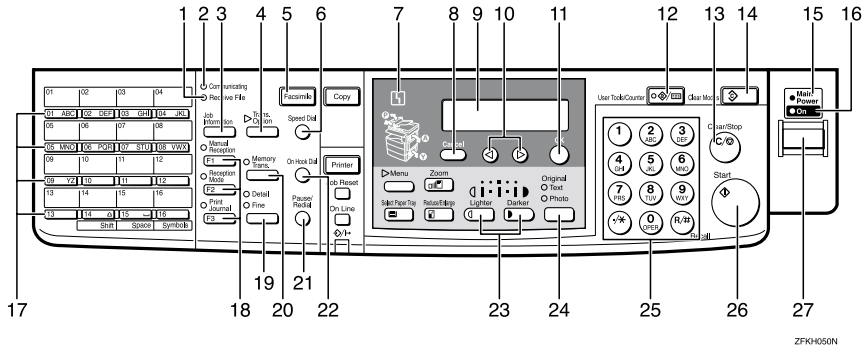
3. G3 Line Connector

3

Getting Started

Control Panel

1



- 1. Receive File Indicator**
Lights when a message has been received into memory.
- 2. Communicating Indicator**
Lights during transmission or reception.
- 3. [Job Information] key**
Press to search for information on a specific job.
- 4. [Transmission Option] key**
Press to change the transmission option settings. The indicator lights when option settings are changed.
- 5. [Facsimile] key**
Press to switch to Facsimile mode.
- 6. [Speed Dial] key**
Press to select a Speed Dial.
- 7. Indicator**
The indicator shows errors or the status of the machine.
- 8. [Cancel] key**
Press to cancel an operation or return to the previous display.
- 9. LCD display**
This guides you through tasks and informs you of the machine status. A message appears here.

- 10. [Left Arrow] [Right Arrow] keys**
Press to move the cursor or select functions.
- 11. [OK] key**
Press to answer " Yes " to a question displayed on the display.
- 12. [User Tools] key**
Press to enter User Tools mode. These tools allow you to customize the default settings.
- 13. [Clear/Stop] key**
Clear:
Deletes one character or digit.
Stop:
Interrupts the current operation (transmission, scanning, copying or printing).
- 14. [Clear Modes] key**
- 15. Main Power Indicator**
- 16. On Indicator**
- 17. Quick Dial keys**
Use to dial numbers at a single touch or to enter letters and symbols. Also use for the Group Dial function.

18. User Function keys

Each of these can be programmed for rapid access to frequently used functions.

◆ **Functions Programmed by Default**

Key	Function
F1	Manual Reception
F2	Reception Mode
F3	Print Journal

19. [Resolution] key

Press to switch between **Standard**, **Detail** and **Fine**. When the indicator is not lit, **Standard** is selected.

20. [Memory Trans.] key

Press this key to toggle between Memory Transmission (**Memory Trans.**) and Immediate Transmission (**Immediate Trans**) modes.

When the indicator is not lit, Immediate Transmission is selected, and when the indicator is lit, Memory Transmission is selected.

21. [Pause/Redial] key

Pause:

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

Redial:

Press to redial one of the last ten numbers.

22. [On Hook Dial] key

Use to dial a number from the numeric keypad without having to lift the handset.

23. [Image Density] keys (D and D)

Use to change the setting of image density.

24. [Original Type] key

Press to select original type, Text or Photo. When the original type is selected, the corresponding indicator lights.

25. Number keys

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

26. [Start] key

Press to start all tasks.

27. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

1

5

Starting the Machine

1

To start the machine, turn on the operation switch.

Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See Chapter 2 “Settings You Can Change with the User Tools” in the System Settings manual.

Power switches

This machine has two power switches: See p.2 “Guide to Components”.

❖ Operation switch

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

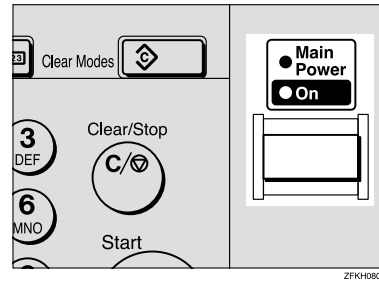
Important

- ❑ Fax files stored in memory can be kept for 12 hours after the main power is switched off if the machine has been on for at least a week. However, if the surrounding temperature is low, the storage time might be shorter.
- ❑ If you leave the main power switch off for more than 12 hours, all fax files in memory are deleted. See p.7 “Turning Off the Power”.

Turning On the Power

- 1** Confirm that the power cord is plugged into the wall outlet firmly and the main power switch is on.
- 2** Turn on the operation switch. The On indicator should light.

The panel display will turn on.

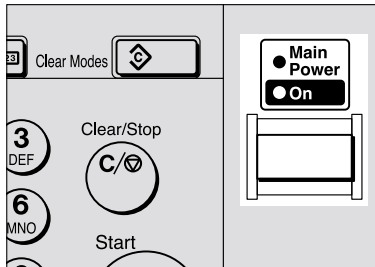


Note

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

Turning Off the Power

- 1 Turn off the operation switch. The On indicator will go out.



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Important

- Before you unplug the power cord, confirm that the display in Facsimile mode indicates that the remaining memory space is 100%.

Turning Off the main power switch

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

Important

- Make sure that 100% is shown on the Fax standby display before you turn the main power switch off or you unplug the power cord. Fax files programed in memory will be deleted 12 hours after you turn the main power switch off or you unplug the power cord.

- 1 Make sure the On indicator is off.
- 2 Turn off the main power switch. The main power indicator turns off.

1

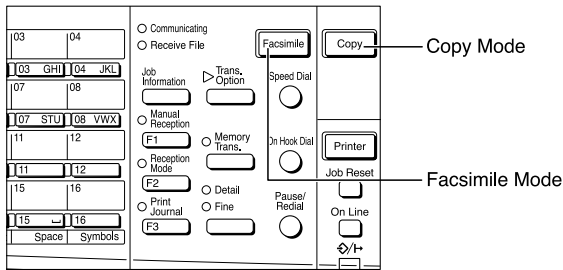
Getting Started

Changing Modes

1

This machine is both a fax and a copier. If the machine is not in Facsimile mode, press the **[Facsimile]** key to use fax function.

You can set this machine to display facsimile mode immediately after the operation switch is turned on. See Chapter 2 "Settings You Can Change with the User Tools" in the System Settings manual.



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Limitation

- You cannot switch modes under the following circumstances:
 - While scanning with fax
 - During Immediate Transmission
 - While editing the System Settings
 - While using On Hook Dial

Reading the Display

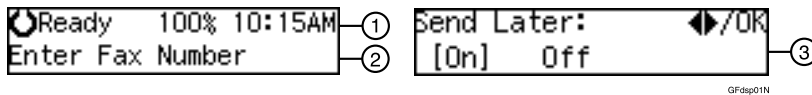
The machine status and instructions are shown on the display.

Note

- ❑ All procedures in this manual assume you are in Facsimile mode. If the machine is not in Facsimile mode, press the **[Facsimile]** key to change to Facsimile mode. You can have the machine start in Facsimile mode. See Chapter 2 "Settings You Can Change with the User Tools" in the System Settings.
- ❑ This machine automatically returns to the standby mode if you do not use the machine for a certain period of time. You can select the period in Fax Reset Timer. See Chapter 5 "Setting the Fax Reset Timer" in the Advanced Features manual.

1

Reading the Display and Using Keys



- ① Display for the machine status or currently selected function.
- ② Display for the messages.
Items which can be selected or specified.
- ③ Display for items which can be selected.

Note

- ❑ Press ◀ or ▶ to display another function on the LCD display or move the brackets to select another values.
- ❑ Press the **[OK]** key to set a selected function or entered value, and return to the previous display.
- ❑ Press the **[Cancel]** key to cancel the selected function or entered value, and return to the previous display.
- ❑ Press the **[Clear Modes]** key to cancel the settings and return to the initial display.

Standby Display

While the machine is in standby mode (immediately after it is turned on or after the **[Cancel]** key is pressed), the following display is shown.

```
Ready 100% 10:20AM
Set Orig. / Enter No.
```

Note

- To return the machine to standby mode, do one of the following:
 - If you have set the original and have not pressed the **[Start]** key, remove the original.
 - If you have not set an original, press the **[Cancel]** key.
 - If you are in User Tools mode, press the **[User Tools]** key or the **[Cancel]** key.

Communication Display

While the machine is communicating, the status is displayed.

◆ Display during Memory Transmission or Reception:

The destination's name or fax number appears on the top of the LCD display.

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

Note

- Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next original into memory.

◆ Immediate Transmission:

```
ABC COMPANY
Transmitting...
```

Display Prompts

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

◆ Instructions and Requests

```
Send Later: Press OK
Time [ 9:00] PM
```

◆ Questions

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

◆ Selections

```
Label Insertion: ◀/OK
[On] Off
```

◆ Status

```
ABC COMPANY
Dialing...
```

2. Faxing

Transmission Modes

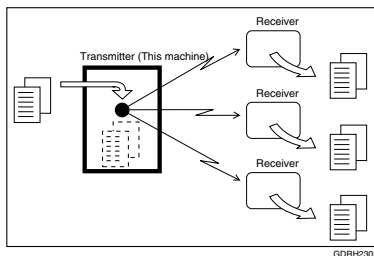
There are two types of transmission.

◆ Memory Transmission

When a fax document is stored in memory, then transmission starts automatically.

This makes it convenient when you would like to take documents back in a hurry.

You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.

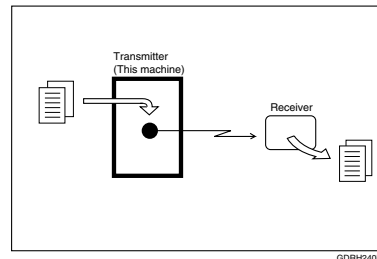


◆ Immediate Transmission

The machine dials immediately, and transmits the fax while scanning.

It is convenient when you would like to send a document immediately, and would like to check whether you have successfully connected with the other party's fax machine.

A fax document is not stored in memory.



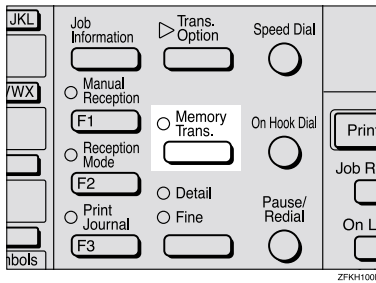
⚠ Important

- If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 12 hours, all documents stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See Chapter 7 "Power Failure Report" in the Advanced Features manual.

Switching between Memory Transmission and Immediate Transmission

2

Press the **[Memory Trans.]** key to switch between Memory Transmission and Immediate Transmission. When the indicator of the **[Memory Trans.]** key is not lit, Immediate Transmission is selected. When the indicator of the **[Memory Trans.]** key is lit, Memory Transmission is selected.



Note



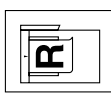


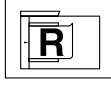
- You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on with the User Parameters. See Chapter 6 "User Parameters" in the Advanced Features manual (Switch 00 Bit 6).
- You can set whether the Transmission mode returns to the default mode after each transmission with the User Parameters. See Chapter 6 "User Parameters" in the Advanced Features manual (Switch 01 Bit 7).

Setting Originals

You can set your originals either in the Document Feeder or on the exposure glass. Some types of originals are unsuitable for the Document Feeder so they must be set on the exposure glass.



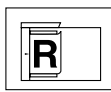


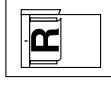
Which way you place your original depends on its size and whether you are using the Document Feeder or the exposure glass.

◆ How to set A4, B5, A5, 5¹/₂"x8¹/₂", 8¹/₂"x11, 8¹/₂"x14" and 8"x13" size originals

Original	Where original is set	
	Exposure glass	Document Feeder
		
		

THYS922E

◆ How to set A5 and 8¹/₂"x5¹/₂" size originals

Original	Where original is set	
	Exposure glass	Document Feeder
		
		

THYS912E

Note

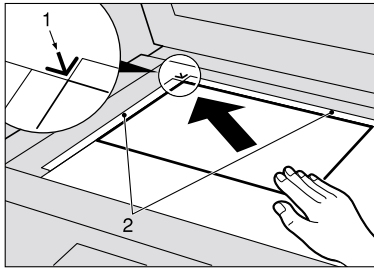
- When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image size may be reduced on output, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.
- Make sure that all ink, correcting fluid, etc., has completely dried before setting your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.
- You can set the original any time up until you press the **[Start]** key.

2

Placing a Single Original on the Exposure Glass

Set originals that cannot be placed in the Document Feeder, such as a book, on the exposure glass one page at a time.

- 1** Lift the Exposure Glass Cover. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.



1. Reference mark

2. Scale

- 2** Close the Exposure Glass Cover.

Note

- When sending a bound original, the received image may contain some black areas. To reduce this effect, press down on the original to prevent its bound part from rising.

Loading Originals in the Document Feeder

Use the Document Feeder to scan in a stack of originals in one operation. The Document Feeder can handle single-sided originals.

Limitation

- The maximum document length is 1260mm (49.6") with manual assistance.
- Place all the originals to be sent in a single stack.
- You cannot set originals in the Document Feeder one page at a time or in sheaves.
- Do not open the Document Feeder while it is scanning the originals or your document could be jammed.

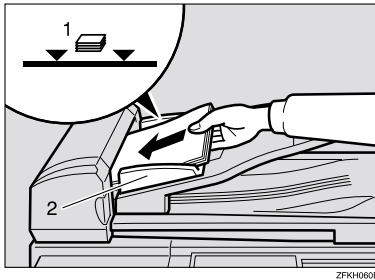
Note

- If an original jams, press the **[Clear/Stop]** key, and then remove the original carefully.
- If your original is bent or folded, flatten it before you set it.
- Set thin originals on the exposure glass.

Reference

For information about the sizes and number of originals that can be placed in the Document Feeder, see Chapter 8 "Originals" in the Advanced Features manual.

- 1** Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder face up. Adjust the document guide to match the size of the originals again.



1. Limit mark
2. Document guide

Originals unsuitable for the Document Feeder (ADF)

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

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper

- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

2

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals.

- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges

Memory Transmission

Memory Transmission is convenient because:

- Fax documents can be scanned much more quickly. Your scanned document is stored in the memory, and then sent automatically, meaning you do not have to wait for your document to send.
- While your fax document is being sent, another user can operate the machine (people do not have to wait long to use the fax machine).
- You can send the same document to more than one place with the same operation. (Broadcasting)
- There are two kinds of Memory Transmission: Parallel and Normal. See Chapter 3, "Parallel Memory Transmission" in the Advanced Features manual.

Important

- If there is a power failure (main power switch is off) or the plug is pulled out for more than 12 hours, all the files stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, files are not deleted.

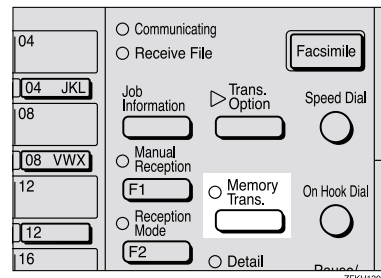
Limitation

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

Note

- Maximum number of Memory Transmission files: 133
- Maximum number of destinations per Memory Transmission: 133
- Combined total number of destinations that can be stored: 300
- The theoretical maximum number of destinations you can enter with the number keys is 67, but this will depend on the amount of memory currently available.
- The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 80 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text).
- You can set whether the machine returns to the default transmission mode after every transmission. You can change this so that the desired setting is maintained. See Chapter 6 "User Parameters" (Switch 01, Bit 7) in the Advanced Features manual.

1 Make sure that the Memory Transmission indicator is lit.



If it is not lit, press the **[Memory Trans.]** key.

2 Set the original.**Limitation**

- You can send the first pages from the exposure glass, and then the remaining pages from the Document Feeder. After you place the last page on the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder.
- Note that you cannot place pages on the exposure glass after you have started using the Document Feeder.
- Do not open the Document Feeder while it is scanning in originals.

Note

- Place the original you want to store in memory on the exposure glass or the Document Feeder. To store multiple page originals from the exposure glass, set them page by page.

Reference

p.13 "Setting Originals"

3 Select any scan settings you require. See p.24 "Scan Settings".**4** Dial. If you wish to send the same message to more than one destination, press the **[OK]** key, and then dial another destination. Repeat this step for all destinations.

```
Dest.1      OK to Add
☎1234567890■■■■■■■■■■
```

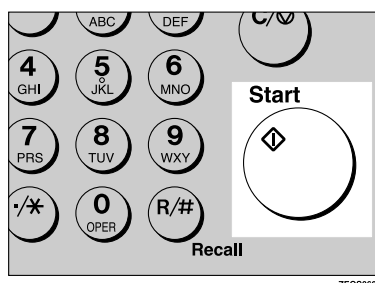
If you make a mistake, press the **[Clear/Stop]** key, and then enter the correct number again.

Note

- When specifying a destination using a Quick Dial, the destination is added even if you did not press the **[OK]** key.

Reference

p.26 "Dialing"

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

```
1234567890
File No.054 P.001 99%
```

The machine starts scanning the original.

The machine calls the destination. The name or fax number which is programmed as the Own Name or Own Fax Number at the other end is shown on the top of the display.

Reference

p.33 "Own Name/Fax Header/Own Fax Number"

```
☎Ready 100% 10:20AM
Set Orig. / Enter No.
```

After transmission, the machine will return to standby mode.

Faxing

Sending Originals from the Exposure Glass

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

2 Dial.

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

The machine starts scanning the original.

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

 **Note**

Repeat steps 3 to 4 for all pages.

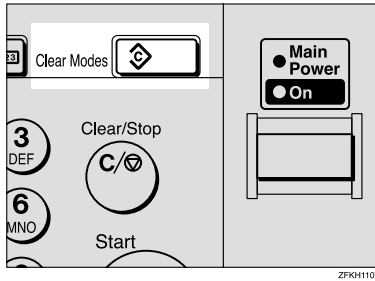
5 Press the **[#]** key to finish.

2

Canceling a Memory Transmission

Before the Start Key is Pressed

1 Press the **[Clear Modes]** key.

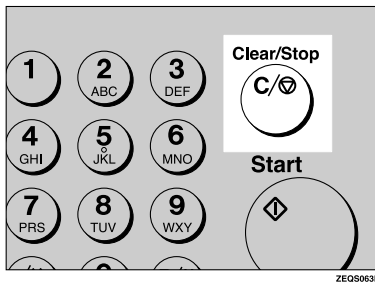


Note

- When you set the document in the Document Feeder, you can cancel the transmission by just removing it.

While the Original is Being Scanned

1 Press the **[Clear/Stop]** key.



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

During Transmission

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

2

Limitation

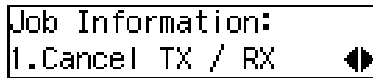
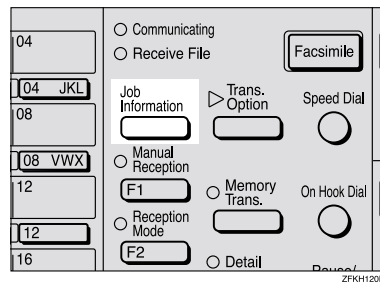
- If transmission finishes while you are carrying out this procedure, it will not be canceled.

Note

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

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

2 Press the **[Job Information]** key, and confirm that " 1. Cancel TX / RX " is displayed.



The Information menu is shown.

Faxing

2

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

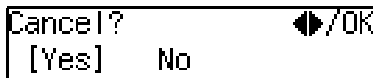
4 Display the file you want to delete.

Enter the file number with the number keys, or search using **[Left]** or **[Right]**.



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

6 Press **[Left]** or **[Right]** to select "Yes"



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



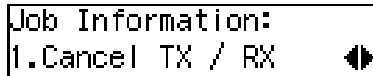
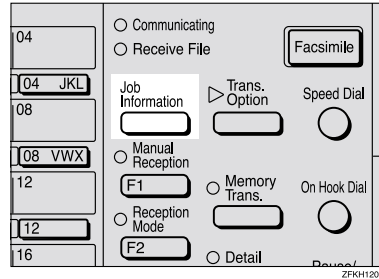
The file is erased, and the machine will return to standby mode

While the Original is Awaiting Transmission

Limitation

- Pages already being sent to the destination cannot be canceled, even if you cancel the transmission. The transmission may be sent before you can cancel it, even if you start canceling the transmission before it is fully sent.

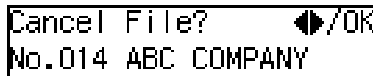
1 Press the **[Job Information]** key, and confirm that "1. Cancel TX/RX" is displayed.



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

3 Display the file you want to delete.

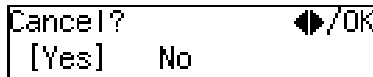
Enter the file number with the number keys, or search using **[Left]** or **[Right]**.



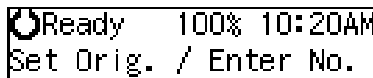
If you are unable to find the file, it has already been sent.

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

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



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



The file is erased, and the machine will return to standby mode

Immediate Transmission

Immediate Transmission is convenient when:

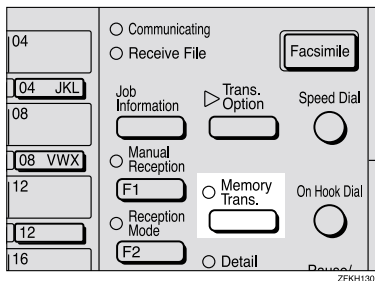
- You wish to send a document immediately as it is scanning.
- You wish to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **[Start]** key. The message is scanned and transmitted page by page without being stored in memory.

Note

- You can only specify one destination for Immediate Transmission.
- You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on with the User Parameters.
- The machine does not redial with immediate transmission.

1 Check that the Memory Transmission indicator is not lit.



If it is lit, press the **[Memory Trans.]** key.

2 Set your original.

Reference
p.13 "Setting Originals"

3 Select any scan settings you require. See p.24 "Scan Settings".

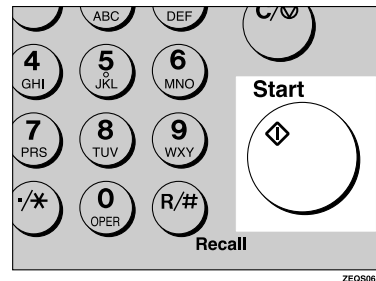
4 Dial.



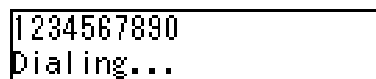
If you make a mistake, press the **[Clear/Stop]** key, and then enter the correct number again.

Reference
p.26 "Dialing"
See Chapter 3 "Chain Dial" in the Advanced Features manual.

5 Press the [Start] key.



The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.



Faxing

Reference

p.33 "Own Name/Fax Header/Own Fax Number"



```
Ready 100% 10:20AM
Set Orig. / Enter No.
```

2

After transmission the machine will return to standby mode.

Sending Originals from the Exposure Glass

- ① Place the first page face down on the exposure glass.
- ② Dial.
- ③ Press the **[Start]** key.
The machine starts scanning the original.
- ④ Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.

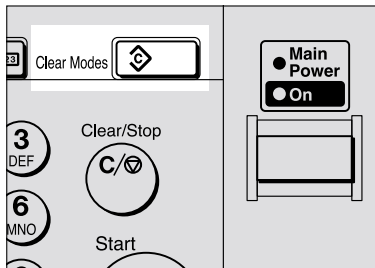
Note

- Repeat steps ③ to ④ for all originals.
- ⑤ Press the **[#]** key to finish.

Canceling an Immediate Transmission

Before the Start key is Pressed

- 1 Press the **[Clear Modes]** key.



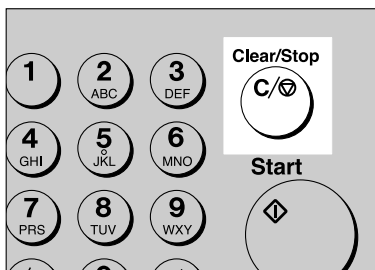
ZFKH110N

Note

- When you have already set the original, you can also cancel an Immediate Transmission by removing the original from the machine.

After the Start key is Pressed

- 1 Press the **[Clear/Stop]** key, and then remove the original.



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Note

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

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

❖ **Resolution:**
Standard, Detail, Fine

❖ **Original Type:**
Text, Photo

❖ **Image Density (Contrast):**
Manual Image Density

Resolution

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

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

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

❖ **Fine (8×15.4lines/mm, 200×400dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is four times as fine as Standard.

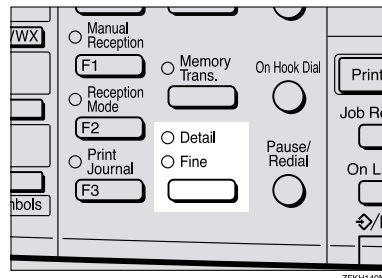
Limitation

- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.
- Sending with **Fine** resolution requires that the other party's machine has the capability to receive fax messages at **Fine** resolution.

Note

- The resolution returns to the default setting after every transmission. You can change this with the User Parameters. See Chapter 6 "User Parameters (Switch01, Bit7)" in the Advanced Features manual.

1 Press the **[Resolution]** key to switch between resolutions. The indicators above the key shows the current selection. When neither of the indicators are lit, **Standard** is selected.



Original Type

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

◆ Text

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

◆ Photo

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

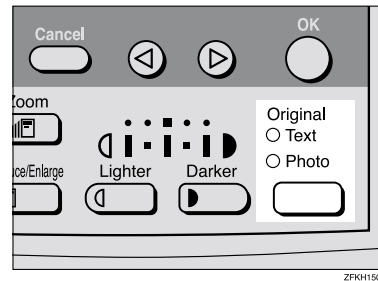
● Limitation

- If you select **Photo**, resolution is automatically set to **Detail**. Even if you select **Text** again, the resolution will not return to **Standard**.

📝 Note

- If you select **Photo**, the transmission will take longer than when **Text** is selected.
- If you send a fax message with **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.
- When the machine is turned on or modes are cleared, the Original Type is set to **Text**.
- You can set whether the machine returns to the Original Type default setting after every transmission with the User Parameters. See Chapter 6 "User Parameters (Switch 01 Bit 7)" in the Advanced Features manual.

- 1** Press the **[Original Type]** key for the type you require.



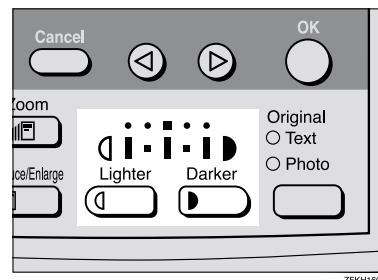
2

Image Density (Contrast)

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

Use the **[Image Density]** keys to select the image density within 5 levels.

- 1** Press **◀** or **▶** to change the density from five density levels.



Dialing

There are four main ways to dial a number:

- ◆ **Entering Numbers Directly**
See p.26 "Entering Numbers Directly"
- ◆ **Using Quick Dials:**
See p.27 "Using Quick Dials"
- ◆ **Using Speed Dials:**
See p.28 "Using Speed Dials"
- ◆ **Using Groups**
See p.29 "Using Groups"

Entering Numbers Directly

Enter numbers directly using the number keys on the right side of the operation panel.

Note

- Maximum length of a fax number: 254 digits.
- You can insert pauses and tones in a fax number. See p.27 "Pause", p.27 "Tone"

1 Make sure that the machine is in standby mode.

2 Set your original and select any scan settings you require.

Ready 100% 10:15AM
Enter Fax Number

3 Enter the fax number with the number keys.

The digits appear on the display as you enter them.

Dest.1 Press Start
1234567890

Note

- If you make a mistake, press the **[Clear/Stop]** key and enter again.
- If you wish to send this message to more than one destination, press the **[OK]** key, and then enter the next destination.

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

Limitations when dialing with the number keys

Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program more than 67 numbers for the following:

- Destinations specified in a Memory Transmission (including Polling Reception)
- Destinations specified in a Group

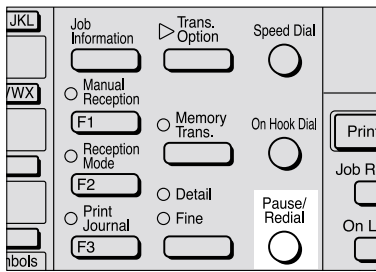
For example, when 60 destinations are registered in a Group with the number keys, only 7 destinations can be dialed for Memory Transmission from the number keys.

Note

- If a memory file is awaiting transmission and the "Exceeded the Max. Cannot Add" message is displayed when dialing with the number keys, you cannot dial any more numbers. That is because the fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.
- The display shows the percentage of free memory space for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

Pause

Press the **[Pause/Redial]** key when dialing or storing a number to insert about a two-second pause.



Limitation

- You cannot insert a pause before the first digit of a fax number.

Note

- A pause is shown as a "-" on the display.
- You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

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

Limitation

- You cannot place a tone before the first digit of a fax number.
- Some services may not be available when using the **[*]** key.

Note

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

Using Quick Dials

You can specify destinations simply by pressing the Quick Dial.

You must program the destination's fax number in a Quick Dial beforehand.

Additionally, you can store a name for the destination in Quick Dials.

Note

- To register, edit, or delete a Quick Dial, see p.38 "Quick Dial"
- To check the contents of all Quick dials, print the quick Dial list. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.
- You can have the label stored with a Quick Dial printed on the first page received at the other end.

Reference

p.26 "Dialing"

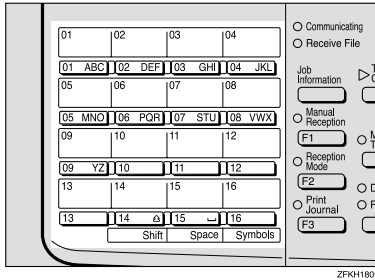
Faxing

- 1** Make sure that the machine is in standby mode.
- 2** Set your original and select any scan settings you require.

Ready 100% 10:15AM
Enter Fax Number

2

- 3** Press the Quick Dial key in which the destination's number is programmed.



If the destination's name has been stored, the name is shown on the display. If it is not, the fax number is shown.

Dest. 1 OK to Add
001 ABC COMPANY

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

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

Using Speed Dials

You can specify destinations simply by pressing the **[Speed Dial]** key and a Speed Dial code (00 to 49).

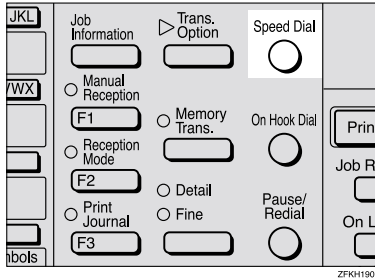
You must store the destination's fax number in a Speed Dial beforehand. Additionally, you can store a name for the destination in Speed Dials.

Note

- To register, edit, or delete Speed Dial entries, see p.44 "Speed Dial"
- To check the contents of all Speed Dials, print the Speed Dial list. See Chapter 5, "Printing Reports/Lists" in the Advanced Features manual.
- You can use codes 00-49 for Speed Dials.
- If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory function. See Chapter 3 "Telephone Directory" in the Advanced Features manual.
- You can have the label stored with a Speed Dial printed on the first page received at the other end.

- 1** Make sure that the machine is in standby mode.
- 2** Set your original and select any scan settings you require.

Ready 100% 10:15AM
Enter Fax Number

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

Speed Dial: Enter No.
[00]

4 Enter the two digit code (00 to 49) for the destination with the number keys.

Dest.1 OK to Add
☎ 00 DEF COMPANY

Note

- When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- If you wish to dial another destination, press the **[OK]** key and dial another fax number.
- If you make a mistake, press the **[Clear/Stop]** key, and try again.

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

You can store multiple destinations as a single Group and simply specify a particular Group.

You must store the destinations' fax number in a Group beforehand.

Additionally, you can store destination names and a Group name in Groups.

The method for specifying Groups differs according to the way they were programmed.

- When programmed in a Quick Dial: Press the Quick Dial key.
- When not programmed in a Quick Dial: First, Program the Group function in a User Function key (**[F1]** to **[F3]**). When you want to specify a destination, press the User Function key in which the Group Function is programmed, and then press the Group number with the number keys. (See Chapter 5, "User Function Keys" in the Advanced Features manual.)

Limitation

- Quick Dials programmed for Groups cannot be used for any other function.
- You cannot use Immediate Transmission to send Groups. You can only use Memory Transmission.

Note

- To register, edit, or delete Groups, see p.49 "Groups"
- To check the contents of all Groups, print the Group Dial list. See Chapter 5, "Printing Report/Lists" in the Advanced Features manual.

Faxing

When Specifying a Group with a Quick Dial

Make sure that the Memory Transmission indicator is lit, if not, press the **[Memory Trans.]** key to light it.

2**Note**

- You must register Groups to Quick Dials beforehand. See p.49 "Groups"

1 Make sure that the machine is in standby mode.

2 Set your original and select any scan settings you require.

```

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

3 Press the Quick Dial key in which the Group is programmed.

```

Dest.1 Press Start
☎02:Gp.D1 EUROPE1
  
```

Note

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

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

When Specifying a Group with the Group key

Make sure that the Memory Transmission indicator is lit, if not, press the **[Memory Trans.]** key to light it.

Note

- You must program the Group function in a User Function key beforehand. See Chapter 5 "User Function Keys" in the Advanced Features manual.

1 Make sure that the machine is in standby mode.

2 Set your original and select any scan settings you require.

```

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

3 Press the User Function key programmed with the Group function.

```

Group Dial: Enter No.
[Gp.D1]
  
```

4 Enter the Group number (1 to 5) with the number keys.

```

Dest.1 Press Start
☎Gp.D1 EUROPE1
  
```

Note

- If you want to specify another Group, press the **[OK]** key, and then repeat step **3** above.
- If you make a mistake, press the **[Clear/Stop]** key, and the display will return to that in step **2**.

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

Reception Modes

The machine can treat incoming fax messages and telephone calls in three ways.



◆ Manual Receive

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 documents or telephone calls. You must manually press the **[Start]** key to receive a fax.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times. The Manual Receive indicator is lit when the machine is in this mode.

◆ Auto Receive

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax documents. It will ring once to alert you of an incoming call, and then starts receiving.

◆ Auto Select

In this mode, the machine rings a number of times. You can answer the call while the machine is ringing. If you do not answer the call, the machine automatically changes to receive fax messages.

Note

- You can change the number of rings. See Chapter 5, "Setting the Auto Ring Time" in the Advanced Features manual.
- When the other party send a fax message, the machine changes to receive the fax message automatically.

- You can connect a telephone answering machine with Auto Select.
- Set a smaller number of rings for the telephone answering machine than for the fax machine.
- It could not work correctly depends on a telephone answering machine.

2

Selecting the Reception Mode

This function also requires the use of a User Function key. By default, the **[F2]** key is assigned as the **[Reception Mode]** key.

- 1** Press the **[Reception Mode]** key.

```
Reception Mode: ◀/OK
[Auto Receive]
```

- 2** Press **⏪** or **⏩** to select the reception mode.

```
Reception Mode: ◀/OK
Manual Receive
```

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

```
Ready 100% 10:20AM
Set Orig. / Enter No.
```

Faxing

2

Distinctive Ring

Two numbers (telephone number and fax number) can be assigned to one line by making a contract with your telephone company for Distinctive Ring. Each number will have a different ringing pattern. This is useful for distinguishing a fax from a telephone call.

Please contact your telephone company for details.

After making a contract with your telephone company, turn this function on with the User Parameters (Switch12 Bit1).

Note

- When Distinctive Ring is set, Reception Mode can not be selected.

3. Registering

Own Name/Fax Header/Own Fax Number

Make sure that all necessary settings are made before connecting your machine to the telephone line.

◆ Own Name

This should be your name or company name, in 20 characters or less. During communication, if the other party's fax machine supports Own Name, this replaces the Own Fax Number that follows. This name will appear on the display of the other party's fax machine, and the name registered on that machine will appear on yours.

⚠ Limitation

- ❑ The registered name will not be used unless the other party has the same machine of the same make that supports the Own Name function.

◆ Fax Header

This is ordinarily your name or company name. Your fax header can be up to 32 characters long, and is printed on the header of every page you send.

◆ Own Fax Number (Required by international law)

This is your fax machine's phone number, which must include country and area codes, in 20 characters or less. During any communication, your Own Fax Number appears on their display. (Conversely their Own Fax Number appears on your display.)

📝 Note

- ❑ In some areas, the Own Fax Number is preprogrammed by your service representative, and cannot be re-programmed by the user.

⚠ Important

- ❑ When sending a fax, your Own Fax Number is required by international law. You cannot legally connect a fax machine to the telephone system if the Own Fax Number is not programmed.

📝 Note

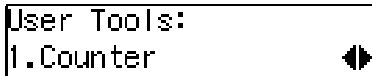
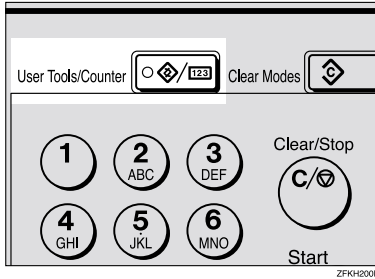
- ❑ You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List. See Chapter 6 "Printing the User Parameter List" in the Advanced Features manual.

Registering

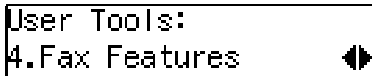
Registering

The following procedure describes how to make initial settings.

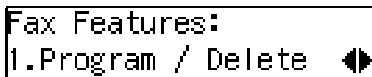
- 1 Press the **[User Tools]** key.



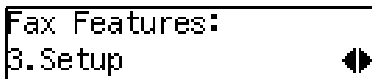
- 2 Press **[Left]** or **[Right]** until " 4. Fax Features " is displayed.



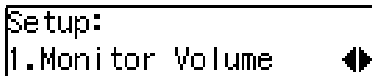
- 3 Press the **[OK]** key.



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



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

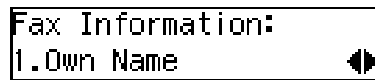


- 6 Press **[Left]** or **[Right]** until "6. Fax Information" is displayed.



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

Confirm that " 1. Own Name " is displayed.



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



- 9 Enter your Own Name.



Note

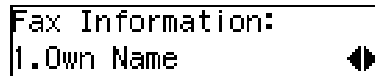
- If you want to erase a character in the name, press the **[Clear/Stop]** key.

Reference

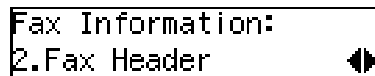
See p.59 "Entering Characters" for how to enter characters.

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

Your Own Name is programmed.



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



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

The programmed Own Name is displayed.

```
Header: [ABC] /OK
MAIN OFFICE
```

13 Enter your Fax Header.

If your Fax Header is the same as your Own Name, go to step **14**.

```
Header: [ABC] /OK
MAIN OFFICE
```

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

Your Fax Header is programmed.

```
Fax Information:
2. Fax Header
```

15 Press **[Left]** or **[Right]** until "3. Own Fax Number" is displayed.

```
Fax Information:
3. Own Fax Number
```

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

```
Fax Number:

```

17 Enter your Own Fax Number.

```
Fax Number: /OK
1234567890
```

Note

- The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code (do not insert a pause after your Area Code), followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator.

Characters you can enter include numerals 0-9, plus signs (+), and spaces.

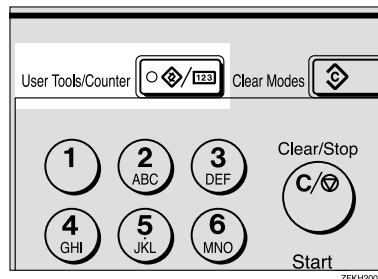
18 Press the **[OK]** key.

Your Own Fax Number is programmed.

```
Fax Information:
3. Own Fax Number
```

19 Press the **[User Tools]** key to return to standby display.**3****Editing**

The following procedure describes how to edit initial settings.

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.

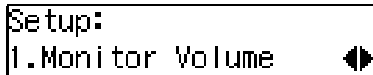
```
Fax Features:
1. Program / Delete
```

Registering

- 4** Press \leftarrow or \rightarrow until " 3. Setup " is displayed.



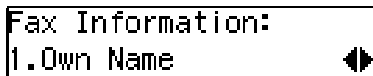
- 5** Press the [OK] key.



- 6** Press \leftarrow or \rightarrow until " 6. Fax Information " is displayed.



- 7** Press the [OK] key.



- 8** Press \leftarrow or \rightarrow to select the item that you want to edit.

- 9** Press the [OK] key.

- 10** Press the [Clear/Stop] key, and then reenter the Number or Name.

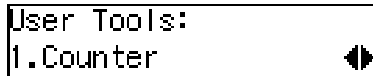
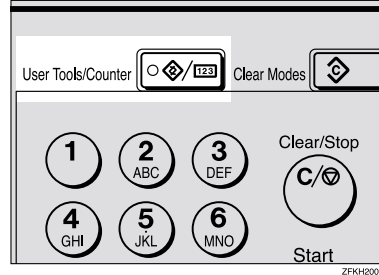
- 11** Press the [OK] key.

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

Deleting

The following procedure describes how to delete initial settings.

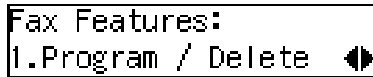
- 1** Press the [User Tools] key.



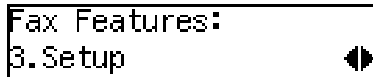
- 2** Press \leftarrow or \rightarrow until " 4. Fax Features " is displayed.



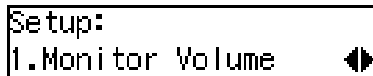
- 3** Press the [OK] key.



- 4** Press \leftarrow or \rightarrow until " 3. Setup " is displayed.



- 5** Press the [OK] key.





- 6** Press  or  until " 6. Fax Information " is displayed.

```
Setup:
6.Fax Information
```

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

```
Fax Information:
1.Own Name
```

- 8** Press  or  to select the item that you want to delete.

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

- 10** Press the **[Clear/Stop]** key.

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

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

Registering

Quick Dial

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

3

Registering

The following procedure describes how to register fax numbers in Quick Dial keys. There are 16 Quick Dials available.

You can register the following items in each key:

- Destination fax number (up to 254 digits)
- Destination name (up to 20 characters)
- Label Insertion (whether to print the destination name on faxes sent to this number)

Important

- We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

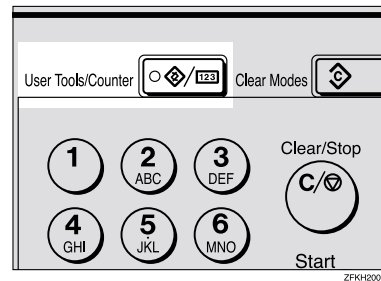
Limitation

- When a registered Quick Dial key is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Change." is shown and you cannot change the destination for this key.

Note

- You can confirm fax numbers stored in Quick Dials on the Quick Dial List. See Chapter 5, "Printing Reports/Lists" in the Advanced Features manual.

- 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.

Fax Features:
1.Program / Delete

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

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

Program / Delete:
1.Prog. Quick Dial

Confirm that "1. Prog. Quick Dial" is displayed.

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

Press Key to Program
(Browse)

- 6** Display the number of the Quick Dial key you want to register.

Press a Quick Dial key, or search using **[Left]** or **[Right]**.

01 Fax No.

Note

- If a Quick Dial has already been registered, the contents are displayed. Press **[Left]** or **[Right]** to select a Quick Dial that is not programmed, and then press the **[OK]** key.

- 7** Enter a fax number with the number keys.

01 Press OK
1234567890

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press **[Left]** or **[Right]** to select the fax number you want to specify, and then press the **[OK]** key.
- Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number, and then press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID and PWD (See Chapter 3 "SEP Code" or "SUB Code" in the Advanced Features manual).

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

The fax number is programmed.

01 [ABC] Name
[]

- 9** Enter the destination name.

01 [ABC] /OK
[ABC COMPANY]

Note

- Under rare circumstances, garbled characters may appear during name registration if you use the **[Pause/Redial]** key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using **[Left]** or **[Right]** and the **[Clear/Stop]** keys, then go on to enter the name.

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

The name is programmed.

Label Insertion: On [Off]

- 11** Press **[Left]** or **[Right]** to select either "On" or "Off".

Note

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.

Label Insertion: On Off

Registering

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



If you want to store another Quick Dial, go to step **6**.

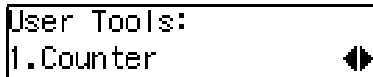
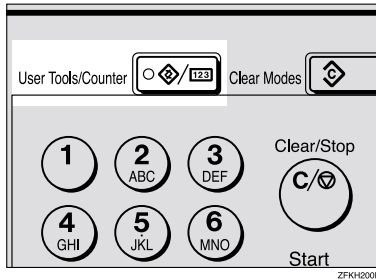
13 Press the **[User Tools]** key to return to standby display.

3

Editing

The following procedure describes how to edit fax numbers registered in Quick Dial keys.

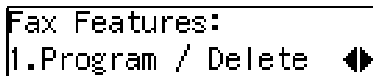
1 Press the **[User Tools]** key.



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



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



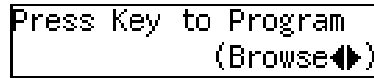
Confirm that " 1. Program / Delete " is displayed.

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



Confirm that " 1. Prog. Quick Dial " is displayed.

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



6 Display the number of the Quick Dial key you want to edit.

Press a Quick Dial key, or search using **⏪** or **⏩**.

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

8 Press the **[Clear/Stop]** key, and then reenter the fax number with the number keys.

- Note**
- If you make a mistake, press the **[Clear/Stop]** key and try again.
 - If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press **⏪** or **⏩** to select the fax number you want to specify, and then press the **[OK]** key.
 - Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number and press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID and PWD (See Chapter 3 "SEP Code" or "SUB Code" in the Advanced Features manual).

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

- 10** Press the **[Clear/Stop]** key, and then reenter the destination name.

Note

- Under rare circumstances, garbled characters may appear during name registration if you use the **[Pause/Redial]** key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using **[Left]** or **[Right]** and the **[Clear/Stop]** keys, and then go on to enter the name.

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

The name is programmed.

```
Label Insertion: [Left]/[OK]
On [Off]
```

- 12** Press **[Left]** or **[Right]** to select either "On" or "Off".

Note

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.

```
Label Insertion: [Left]/[OK]
[On] Off
```

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

```
Program / Delete:
1.Prog. Quick Dial [Left]
```

If you want to store another Quick Dial, go to step **3**.

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

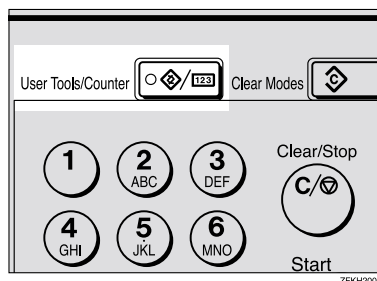
Deleting

The following procedure describes how to delete fax numbers registered in Quick Dial keys.

Limitation

- When a Quick Dial key is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Delete." is shown and you cannot delete the destination for this key.

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



```
User Tools:
1.Counter [Left]
```

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

```
User Tools:
4.Fax Features [Left]
```

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

```
Fax Features:
1.Program / Delete [Left]
```

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

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

Registering

- 5** Press \odot or \ominus until "2. Del. Quick Dial" is displayed.

```
Program / Delete:
2.Del. Quick Dial
```

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

```
Press Key to Delete
(Browse)
```

3

- 7** Display the Quick Dial key that you want to delete.

Press a Quick Dial key or search by pressing \odot or \ominus .

```
Delete?
001 DEF COMPANY
```

The number of the Quick Dial key and the fax number or name are displayed.

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

The stored data (fax number and name) is deleted.

```
Program / Delete:
2.Del. Quick Dial
```

If you want to delete another Quick Dial key, go to step **6**.

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

Quick Dial Key Label (Dial label)

You can print a template that can be used to make labels for Quick Dial keys. The template will have destination or Group names programmed in Quick Dial keys.

Limitation

- Set the label paper to landscape in the Bypass Tray. Portrait position will print the wrong size.

Note

- To print the label template, see Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

Label paper

P. 1

* * * QUICK DIAL LABEL (OCT.11.2001 11:45 AM) * * *

FAX HEADER: MAIN OFFICE

1	2		
01 : ABC CO PANY	02 : EUROPE	03 :	04 :
05 :	06 :	07 :	08 :
09 :	10 :	11 :	12 :
13 :	14 :	15 :	16 :

01 : ABC CO MPANY	02 : EUROPE	03 :	04 :
05 :	06 :	07 :	08 :
09 :	10 :	11 :	12 :
13 :	14 :	15 :	16 :

CUT ALONG THE DOTTED LINES AND SET THE LABEL(S) TO THE OPERATION PANEL.

ZPKH210N

3

1. Quick Dial key number

2. Destination name

Registering

Speed Dial

Registering

If you register numbers in Speed Dials, you can specify the fax number simply by pressing the **[Speed Dial]** key, and entering a two-digit Speed Dial number.

3

The following procedure describes how to register fax numbers in Speed Dials.

You can register the following items in a Speed Dial:

- Destination fax number (up to 50 numbers, up to 254 digits for each number)
- Destination name (up to 20 characters)
- A Telephone Directory search letter (A to Z)
- Label Insertion (whether to print the destination name on faxes sent to this number)

Important

- We recommend that you print the Speed Dial list and keep it when you register or change a destination.

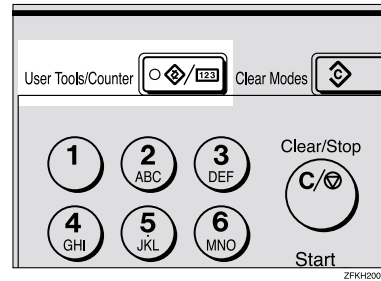
Limitation

- When a registered Speed Dial is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Change." is shown and you cannot change the destination for this Quick Dial.

Note

- You can specify codes 00 to 49.
- You can confirm the contents of Speed Dial numbers in the Speed Dial List. See Chapter 5, "Printing Reports/Lists" in the Advanced Features manual.

- 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.

Fax Features:
1.Program / Delete

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

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

- 5 Press **[Left]** or **[Right]** until "3. Prog. Speed Dial" is displayed.

Program / Delete:
3.Prog. Speed Dial

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

Enter No. to Program
[000] (Browse)

7 Display the number of the Speed Dial you want to register (00 to 49).

Enter the Speed Dial number with the number keys, or search using ◀ or ▶.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If a Speed Dial number has already been stored, the contents are displayed. Press ◀ or ▶ to select an unprogrammed number, then press the **[OK]** key.

8 Enter a fax number with the number keys.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press ◀ or ▶ to select the fax number you want to specify, and then press the **[OK]** key.

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

The fax number is programmed.



10 Enter the Destination name.

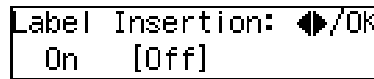


Note

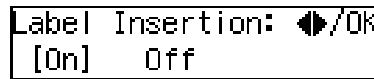
- If a destination name is already registered in the Speed Dial, the name is shown on the display. If you wish to change the destination name, press the **[Clear/Stop]** key, and then enter another name.

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

The search letter is registered.



12 Press ◀ or ▶ to select "On" or "Off".



Note

- Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.

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



If you want to store another Speed Dial number, go to step 6.

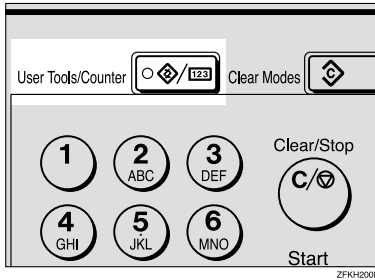
14 Press the **[User Tools]** key to return to standby display.

Registering

Editing

The following procedure describes how to edit registered Speed Dial numbers.

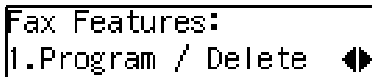
1 Press the **[User Tools]** key.



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



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



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

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

5 Press **[Left]** or **[Right]** until "3. Prog. Speed Dial" is displayed.



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



7 Display the number of the Speed Dial you want to edit (00 to 49).

Enter the Speed Dial number with the number keys, or search using **[Left]** or **[Right]**.

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

9 Press the **[Clear/Stop]** key, and then reenter a fax number with the number keys.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press **[Left]** or **[Right]** to select the fax number you want to specify, and then press the **[OK]** key.

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

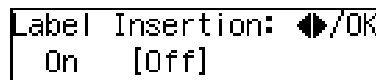
The fax number is programmed.

11 Press the **[Clear/Stop]** key, and then reenter the Destination name.



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

The search letter is registered.



- 13** Press **⏪** or **⏩** to select "On" or "Off".

```
Label Insertion: ◀/OK
[On]   Off
```

Note

- ❑ Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.

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

```
Program / Delete:
3.Prog. Speed Dial ▶
```

If you want to edit another Speed Dial number, go to step **13**.

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

Deleting

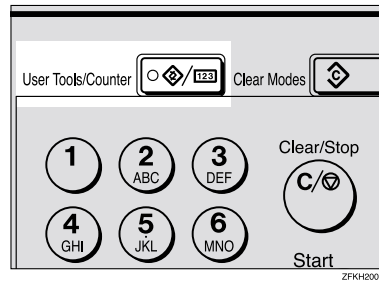
The following procedure describes how to delete fax numbers in Speed Dials.

Limitation

- ❑ If a registered Speed Dial is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Delete." is shown and you cannot delete the destination for this Speed Dial.

3

- 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.

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

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

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

Registering

- 5** Press \leftarrow or \rightarrow until "4. Del. Speed Dial" is displayed.

```

Program / Delete:
4.Del. Speed Dial  ◀▶
  
```

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

```

Enter No. to Delete
[0000] (Browse▶◀)
  
```

3

- 7** Display the Speed Dial number you want to delete (00 to 49).

Enter the Speed Dial number with the number keys or search using \leftarrow or \rightarrow .

```

Delete? ◀▶/OK
001 DEF COMPANY
  
```

The Speed Dial number and the fax number or name are displayed.

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

The programmed data (fax number and name) is deleted.

```

Program / Delete:
4.Del. Speed Dial  ◀▶
  
```

If you want to delete another name, go to step **6**.

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

Groups

If you regularly broadcast documents to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialed in sequence automatically.

There are two ways of programming Groups:

◆ Registering groups in Quick Dial keys

If you register a group in a Quick Dial key, you can specify that group by pressing a Quick Dial key. However, if you use Quick Dial keys to register groups, you will be able to register fewer Quick Dial keys.

● Limitation

- You cannot register another function (Quick Dials) in a Quick Dial key already used for a group. Also, you cannot register groups in a Quick Dial key already used for another function.

◆ Assigning the Group Functions to the Group key

To assign the Group Function to the Group key, you must first assign the Group function to a User Function key. To send a fax, press the Group key, and then enter the group number (1 to 5). To select a Group using a Group key, one more step is required than when using a Quick Dial key. However, multiple Groups (a maximum of five) can be stored in a Group key, thus leaving the Quick Dial keys to be used more effectively.

Registering

You can register the following items in a Group:

- Destination fax numbers
- Group name (up to 20 characters)

You can enter destination numbers by Quick Dial keys, Speed Dials, or the number keys.

3

✎ Note

- You can register up to 5 Groups.
- The maximum number of destinations you can register in a Group is 133.
- The combined maximum number of destinations you can register in all Groups is 133. This 133 can be composed of up to 16 Quick Dial numbers, 50 Speed Dial numbers and 67 numbers entered directly with the number keys.
- The number of destinations that can be registered with the number keys depends on how the machine is used. In theory you can register up to a combined maximum of 67 destinations with the number keys for all groups.
- If you register 67 destinations with the number keys, Memory Transmission using the number keys becomes unavailable, and only Immediate Transmission is available.
- If you register a Group with the number keys when a file is waiting to be transmitted, a message is shown. You sometimes cannot register any more destinations even when the number of specified destination is 66 or less.

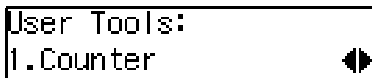
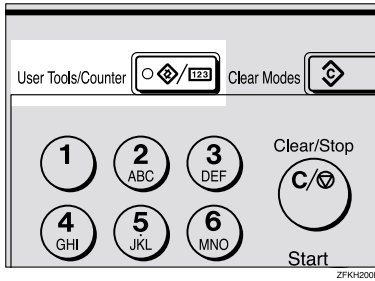
Registering

- ❑ It is recommended that you print the Group Dial list and keep it when you register or change destinations. See Chapter 5, "Printing Reports/ Lists" in the Advanced Features manual.
- ❑ If you register the same destination in different Groups, it is only counted as one item.
- ❑ How to count numbers.

3

	Registered destinations	Total Number of items
Group 1	Quick Dial: [01], [03], [05] Speed Dial: [02], [04], [06] number key: 12345678	9
Group 2	Quick Dial: [01], [05] Speed Dial: [02], [04], [09] number key: 12345678, 87654321	

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



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



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



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

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

5 Press **[Left]** or **[Right]** until " 5. Prog. Group Dial " is displayed.



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



7 Display the number of the Group you want to register (1 to 5).

Enter the group number with the number keys, or search using **[Left]** or **[Right]**.



Note

- ❑ If you make a mistake, press the **[Cancel]** key and try again.
- ❑ If a group has already been stored, the contents are displayed. Press **[Left]** or **[Right]** to select a group number that is not programmed, and then press the **[OK]** key.
- ❑ If a group is programmed, but no name is specified, the group number only is displayed on the lower line of the display.

8 Specify the destination using one of the following three methods:

Enter the fax number with the number keys.

```
Gp.D1:#1      Press OK
☎123456789
```

Press a Quick Dial key.

```
Gp.D1:#1      Press OK
☎01 ABC COMPANY
```

Press the **[Speed Dial]** key, and then enter a Speed Dial number.

```
Gp.D1:#1      Press OK
☎00 London office
```

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

The destination is programmed.

10 Press the **[◀]** or **[▶]** to select "Add" or "Exit".

```
Program?      ◀/OK
[Add] Delete  Exit
```

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

If you selected "Exit", go to step 12.

12 Repeat step 7 to 11 for all the destinations you want to register in the Group.

13 Enter the Group name.

```
Gp.D1 [abc]   /OK
[Europe
```

Note

- If the Group name is already registered, it is shown on the display. If you wish to change the Group name, press the **[Clear/Stop]** key, and then enter another name.

14 Press the **[OK]** key to register the Group.

```
Assign to Key? ◀/OK
[Yes]  No
```

15 Press **[◀]** or **[▶]** to select "Yes" or "No" to be programmed in the Quick Dial key. Then press the **[OK]** key.

If you selected "No", go to step 16.

16 Press the Quick Dial key you want to register in the Group.

```
Press Quick Dial Key
[[03]
```

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

```
Program / Delete:
5.Prog. Group Dial ▶
```

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

Registering

Editing

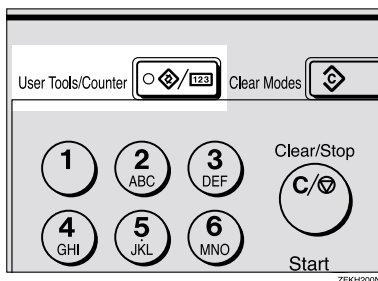
You can edit the group name or add destinations for programmed groups. To edit a destination:

- For destinations programmed in Quick Dial or Speed Dial, edit the contents of the programmed Quick Dial or Speed Dial.
- For destinations programmed with the number keys, delete the destination you want to edit from the group, and then program the new destination.

3

Editing a Group Name

- 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.

Fax Features:
1.Program / Delete

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

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

- 5 Press **⏪** or **⏩** until "5. Prog. Group Dial" is displayed.

Program / Delete:
5.Prog. Group Dial

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

Enter No. / Press Key
[Gp.D] (Browse)

- 7 Display the number of the group you want to edit (1 to 5).

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

Program? /OK
Gp.D1 Europe

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

Change Dest.?: /OK
[Yes] No

- 9 Press **⏪** or **⏩** to select "No".

Change Dest.?: /OK
Yes [No]

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

- 11 Press the **[Clear/Stop]** key, and then enter the new name.

Gp.D1 [ABC] /OK
[Europe1]

Note

- ❑ If you want to delete a character of the name, press the **[Clear/Stop]** key.
- ❑ If you press the **[Cancel]** key, the display will return to that shown for step 5.

- 12** Press the **[OK]** key.
The name is changed.

- 13** Press **◀** or **▶** to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```
Assign to Key?  ◀▶/OK
[Yes]  No
```

- 14** Press the **[OK]** key.
If you selected "No", go to step **10**.

```
Press Quick Dial Key
[005]
```

Note

- If you want to edit a programmed Quick Dial key, press the Quick Dial key, and then the **[OK]** key.

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

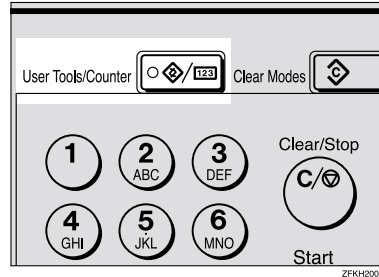
```
Program / Delete:
5.Prog. Group Dial  ◀▶
```

If you want to program another group name, go to step **6**.

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

Adding a Fax Number to a Group

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



3

```
User Tools:
1.Counter  ◀▶
```

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

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

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

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

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

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

- 5** Press **◀** or **▶** until " 5. Prog. Group Dial " is displayed.



```
Program / Delete:
5.Prog. Group Dial  ◀▶
```

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

```
Enter No. / Press Key
[Gp.D]  (Browse◀▶)
```

Registering

- 7** Display the number of the group to which you want to add a number (1 to 5).

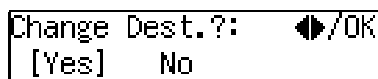
Enter the group number with the number keys, or search using  or .




Program?  /OK
Gp.D1 Europe

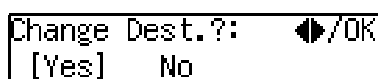
3


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



Change Dest.?:  /OK
[Yes] No

- 9** Press  or  to select "Yes".



Change Dest.?:  /OK
[Yes] No

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



Program?  /OK
[Add] Delete Exit

 **Note**

- ❑ If you have finished adding destinations, select "Exit" and go to step **11**.

- 11** Press  or  to select "Add".



Program?  /OK
[Add] Delete Exit

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



Gp.D1:#4 Fax No.


- 13** Specify the destination using one of the following three methods:

Enter the fax number with the number keys.



Gp.D1:#4 Press OK
 12345678 


Press a Quick Dial key.



Gp.D1:#4 Press OK
 01 ABC COMPANY

Press the **[Speed Dial]** key and enter a Speed Dial number.



Gp.D1:#4 Press OK
 800 London office

 **Note**

- ❑ If you specify a Quick Dial or Speed Dial that is not programmed, "This key is Not Programmed " is displayed. Respecify the destination.

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

The destination is added.

- 15** To add another destination, repeat steps **11** to **14**.

- 16** If you have finished adding destinations, select "Exit".



Program?  /OK
Add Delete [Exit]

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



Gp.D1 [ABC] /OK
[Europe1 

 **Note**

- ❑ If you want to change the group name, press the **[Clear/Stop]** key and enter the new name.

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

```
Assign to Key?  ◀▶/OK
[Yes]  No
```

- 19** Press **⏪** or **⏩** to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```
Assign to Key?  ◀▶/OK
[Yes]  No
```

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

If you selected "No", go to step **22**.

```
Press Quick Dial Key
[005]
```

Note

- If you want to edit a programmed Quick Dial, press the Quick Dial key, and then the **[OK]** key.

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

```
Program / Delete:
5.Prog. Group Dial  ▶▶
```

If you want to add another destination to the group, go to step **3**.

- 22** Press the **[User Tools]** key to return to standby mode.

Deleting

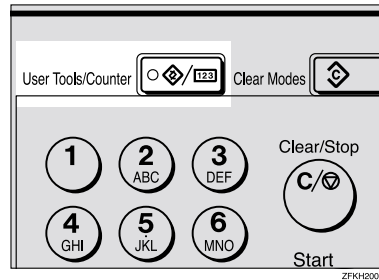
The following procedure describes how to delete a destination from a group.

- When you delete a destination from a group programmed in a Quick Dial or a Speed Dial, the contents of the Quick Dial or Speed Dial are not deleted.

3

To delete a destination from a group

- 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.

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

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

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

Registering

- 5** Press **⏪** or **⏩** until " 5. Prog. Group Dial " is displayed.

```

Program / Delete:
5.Prog. Group Dial ◀▶
    
```

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

```

Enter No. / Press Key
[Gp.D1] (Browse◀▶)
    
```

3

- 7** Display the group number for the destination you want to delete (1 to 5).

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

```

Program? ◀▶/OK
Gp.D1 Europe1
    
```

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

```

Change Dest.?: ◀▶/OK
[Yes] No
    
```

- 9** Press **⏪** or **⏩** to select "Yes".

```

Change Dest.?: ◀▶/OK
[Yes] No
    
```

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

```

Program? ◀▶/OK
[Add] Delete Exit
    
```

- 11** Press **⏪** or **⏩** to select "Delete".

```

Program? ◀▶/OK
Add [Delete] Exit
    
```

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

```

Select Destination
with ◀▶
    
```

- 13** Press **⏪** or **⏩** to display the destination you want to delete.

```

Delete? ◀▶/OK
000 London office
    
```

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

```

Program? ◀▶/OK
Add [Delete] Exit
    
```

To delete another destination, repeat steps **13** to **14**.

- 15** If you are finished deleting destinations, press **⏪** or **⏩** to select "Exit".

```

Program? ◀▶/OK
Add Delete [Exit]
    
```

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

```

Gp.D1 [ABC] /OK
[Europe1 ████████████████████]
    
```

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

```

Assign to Key? ◀▶/OK
[Yes] No
    
```

- 18** Press **⏪** or **⏩** to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```

Assign to Key? ◀▶/OK
[Yes] No
    
```

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

If you selected "No", go to step **18**.

```

Press Quick Dial Key
[[05]
    
```

Note

- If you want to edit a programmed Quick Dial key, press the Quick Dial key and then the **[OK]** key.

- 20** Press the **[OK]** key to return to standby mode.

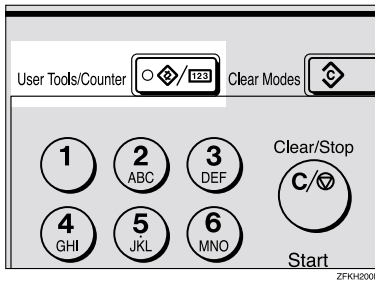
```
Program / Delete:
5.Prog. Group Dial
```

If you want to delete another destination from the group, go to step **6**.

- 21** Press the **[User Tools]** key to return to standby mode.

To delete an entire group

- 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.

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

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

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

- 5** Press **[Left]** or **[Right]** until " 6. Del. Group Dial " is displayed.

```
Program / Delete:
6.Del. Group Dial
```

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

```
Enter No. / Press Key
[Gp.D] (Browse)
```

- 7** Display the number of the group you want to delete (1 to 5).

Enter the group number with the number keys, or search using **[Left]** or **[Right]**.

```
Delete?
Gp.D1 Europe1
```

- 8** Press the **[OK]** key.
The entire Group is deleted.

```
Program / Delete:
6.Del. Group Dial
```

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

3

Registering

To change and delete Quick Dials programmed as groups:

To store an entire group under a different Quick Dial key, or to delete the group from the Quick Dial key altogether, perform the following procedure:

3

- ① Press the **[User Tools]** key.
- ② Press **⏪** or **⏩** until " 4. Fax Features " is displayed.
- ③ Press the **[OK]** key.
- ④ Press the **[OK]** key, and then press **⏪** or **⏩** to display "5. Prog. Group Dial".
- ⑤ Press the **[OK]** key.
- ⑥ Enter the group number (1 to 5).
- ⑦ Press the **[OK]** key.
- ⑧ Press **⏪** or **⏩** to select "No", and then press the **[OK]** key.
- ⑨ Press the **[OK]** key.
- ⑩ If you want to change the Quick Dial key, press "Yes", and if you want to delete the Quick Dial key, press "No".
- ⑪ Press the **[OK]** key.
If you selected "No" in step ⑨, the Quick Dial key is deleted. Go to step ⑬.
- ⑫ If you want to change the Quick Dial key, press the new Quick Dial key.
- ⑬ Press the **[OK]** key.
The Quick Dial key is changed.
- ⑭ Press the **[User Tools]** key to return to standby mode.

Entering Characters

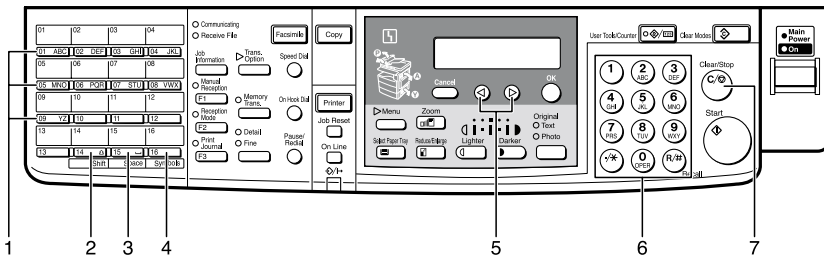
This section describes how to enter characters.

Available Characters

- Letters:
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols:
- _ (space) . , () / @ & \$! ' # * % + : ; < = > ? ^ [] ` { | } ~
- Numbers:
0123456789

3

Keys



ZFKH220N

1. Quick Dial 01 to Quick Dial 09 (A to Z)

Press these keys to enter upper and lower case letters.

Every time you press the same Quick Dial key, one of the three letters printed on a Quick Dial key is displayed. For example, when you press Quick Dial 01, letters in display are changed A → B → C → A as you press the key. Press to move cursor and enter next one.

2. **[Shift]** key (Quick Dial 14)

Use to switch between upper and lower case.

3. **[Space]** key (Quick Dial 15)

Press to enter a space.

4. **[Symbol]** key (Quick Dial 16)

Press to enter symbols.

5. or

Use to move the cursor left or right and select the symbol.

6. **Number keys**

Use to enter numbers.

7. **[Clear/Stop]** key

Deletes a character at the cursor position. Even if the cursor is placed to the right of the character, you can delete a character at the right end of a line.

How to Enter Characters

The following procedure describes how to enter characters.

Note

- When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

3

1 Enter letters, symbols or numbers.

Characters are entered and the cursor moves.

- For letters, press the Quick Dial keys (01 to 09). When the desired letter is displayed, press \triangleright .
- For symbols, press the **[Symbol]** key and \triangleleft or \triangleright to select the symbol, and then press the **[OK]** key.
- For numbers, press the number key.

Note

- When you make a mistake, press the **[Clear/Stop]** key.
- When you want to insert a character, move the cursor to the character right of the position you want to enter. Now the inserted character is shown left of the cursor position.

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

Wild Cards

When you register other party's Own Name or Own Fax Numbers for multiple destinations, you can register a sequence of characters common to these identifications as a wild card instead of registering every identification.

If a destination has an Own Name or Own Fax Numbers containing a wild card, the machine determines that the destination matches the registered destination.

◆ Not using a wild card

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH	3
HONG KONG BRANCH	
SYDNEY BRANCH	

◆ Using a wild card

Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

! Limitation

- You can register up to 30 wild cards.

Note

- Compare identifications by neglecting spaces.
- You can use wild cards for the following functions:
 - See Chapter 6 "Memory Lock" in the Advanced Features manual.
 - See Chapter 6 "Forwarding" in the Advanced Features manual.

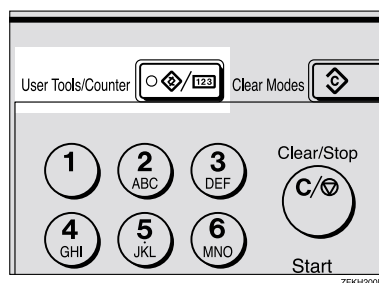
4. Troubleshooting

Adjusting Volume

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

- ◆ **On Hook**
Sounds when you press the **[On Hook Dial]** key.
- ◆ **Transmission**
Sounds when the machine send a message.
- ◆ **Reception**
Sounds when the machine receives a message.
- ◆ **Dialing**
After pressing the **[Start]** key, this sound is made until the line connects to the destination.
- ◆ **Key Tone**
Sounds when keys on the Control panel are pressed.
- ◆ **Alarm**
The sound to signal something going amiss.

- 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.

Fax Features:
1.Program / Delete

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

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

Fax Features:
3.Setup

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

Confirm that " 1. Monitor Volume " is displayed.

Setup:
1.Monitor Volume

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

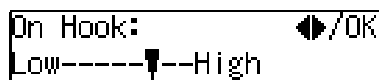
Monitor Volume:
1.On Hook

- 7** Press **[Left]** or **[Right]** to select the item you want to adjust, and then press the **[OK]** key.

On Hook: Low-█-----High /OK

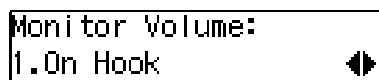
Troubleshooting

- 8** Press  or  to adjust the volume.



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

The volume is adjusted.



4

If you want to adjust another item, repeat steps **7** to **9**.

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

Error Messages


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

Message	Problem and Solution
Clear Misfed Orig. Remove original from ADF Cover	Original misfeed Remove originals from the Document Feeder. Set any pages of the original that were not scanned and send again.
	A document jam occurred during Immediate Transmission. Press the [OK] key, and then resend the page which has not been sent.
	An error occurred during Immediate Transmission. Press the [OK] key, and then resend the original. Note <input type="checkbox"/> There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
Reset Original(s) and press Start	Original jammed during Memory Transmission. Reset originals that have not been scanned.
Memory is Full.Storing Stopped.	After you press the [OK] key, you can select whether to transmit pages which have been stored in memory or to delete those pages. Check the number of transmitted pages on the Communication Result Report when you select to transmit those pages.
Exceeded the Max.Cannot Add	You cannot dial any more numbers. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

Troubleshooting

When the **[Facsimile]** key is Lit in Red

When the **[Facsimile]** key is lit in red while machine is in Copy mode, press the **[Facsimile]** key and read the message.





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

Problem	Solution
Paper has run out.	Add paper. See Chapter 3 "Loading Paper" in the Copy Reference.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier function will still work normally.

4

When the Receive File Indicator is Lit


If the **Receive File** indicator is lit, a message has been received but could not be printed for some reason. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed out. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out	 is lit red.	Add paper. See Chapter 3 "Loading Paper" in the Copy Reference.
Toner is empty	 is lit red.	Replace the toner cartridge. See Chapter 3 "Changing the Toner Cartridge" in the Copy Reference. Note <input type="checkbox"/> Even if there is no toner left, you can still send fax messages.
Paper is jammed	 is lit red.	Remove the jammed paper. See Chapter 3 "Clearing Misfeeds" in the Copy Reference.
Cover is open	 is lit red.	Close the cover. A cover other than the Document Feeder or front cover is open.
Machine is busy printing with other function	The machine is printing with other function.	The message will be printed after the current job finishes automatically.

Troubleshooting

Solving Problems

This table lists some common problems and their solutions.

Problem	Required Action
Image background appears dirty when a fax is received at the other end.	Adjust the scan density. Reference See p.25 "Image Density (Contrast)"
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty, clean them. Make sure that ink or eraser is dry before setting the original. Reference See Chapter 5 "Maintaining Your Machine" in the Copy Reference
Received image is too light.	Request the sender to increase the image density. When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper. Reference See Appendix, "Originals" in the Advanced Features manual. When  appears on the display, toner is beginning to run out. Replace the toner cartridge soon. Reference See Chapter 3 "Changing the Toner Cartridge" in the Copy Reference.
Message appears blank at the other end.	The original was set upside down. Set it properly. Reference See p.13 "Setting Originals"
You want to cancel a Memory Transmission.	If the original is being stored, press the [Clear/Stop] key. Reference See p.19 "Canceling a Memory Transmission" If the original is being sent, use "Cancel TX/RX" in the Job Information menu. Reference See Chapter 2 "Canceling Transmission or Reception" in the Advanced Features manual.
You want to cancel an Immediate Transmission.	Press the [Clear/Stop] key. Reference See p.23 "Canceling an Immediate Transmission"
You cannot add any destination in Group, even though it does not reach the maximum number.	67 destinations have been programmed with the number keys. Program more numbers with Quick Dials or Speed Dials. Reference See p.49 "Groups"

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MEMO

MEMO

MEMO