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

❒ Some illustrations may be slightly different from your machine.

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

- -

💡 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.

- -

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.

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.

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

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

Conserver ces instructions.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

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

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TABLE OF CONTENTS

3. Setup

4. Troubleshooting

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 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 about setting up the phone line type, and how to change the user parameter settings.

❖ **Chapter 7 Troubleshooting**
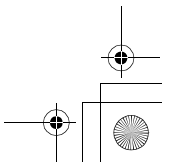Explains about things you should do when an Error Report is printed and power is turned off.

❖ **Chapter 8 Maintaining Your Machine**
Explains about replacing the stamp cartridge.

❖ **Chapter 9 Appendix**
You can check the specifications for this machine.
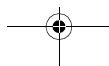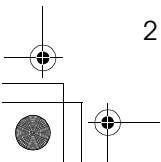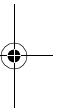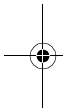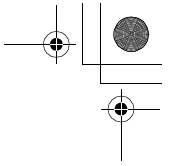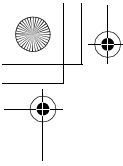
1. Getting Started

Guide to Components

Front View
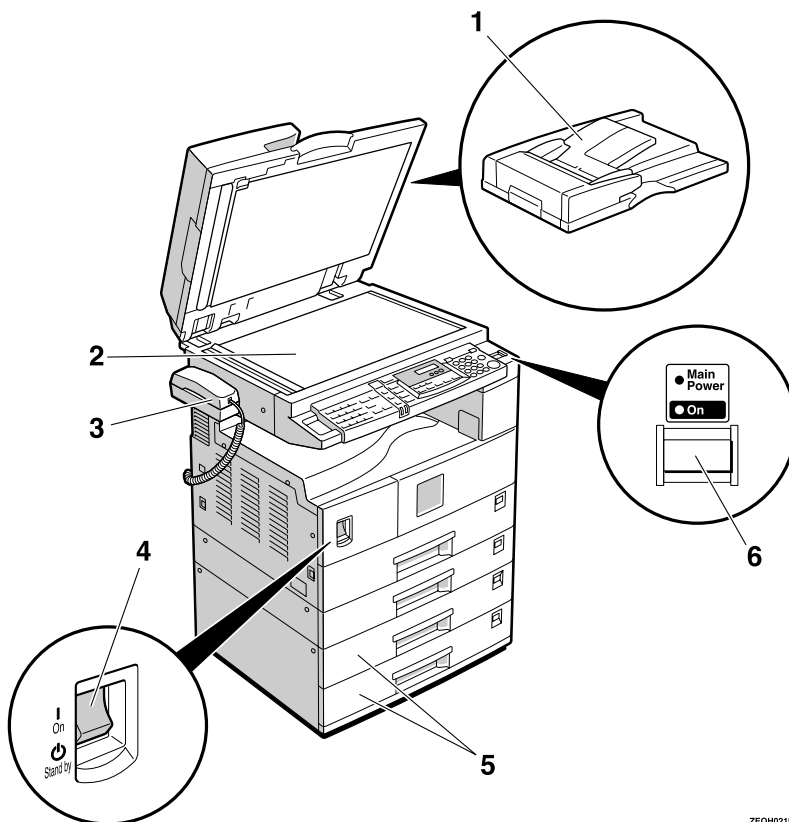
ZEQH021N

1. **Document Feeder (ADF)/Platen Cover (Option)**

Holds a document stack of up to 30 sheets which are fed automatically one at a time.Place documents face up here.

2. **Exposure Glass**

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

Getting Started

1

3. **Handset (Option)**

This permits voice communication.

4. **Main Power Switch**

If the machine dose 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

❒ As the main power switch is normally set by your service representative, do not touch this switch.

❒ If the operation switch is on and there is still no power, turn on the **Main Power** switch.

❒ If you leave the **Main Power** switch off for more than an hour, all files in memory are lost.

5. **Paper tray unit (Option)**

For information about optional paper tray unit, see the Copy Reference.

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.8 *"Turning On the Power"*.

Rear View

• **Type 1**   • **Type 2**

ZEQH100N
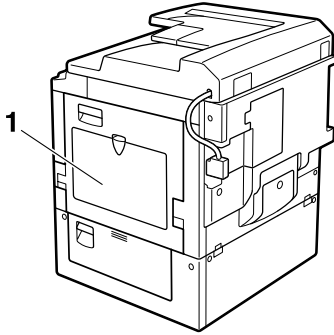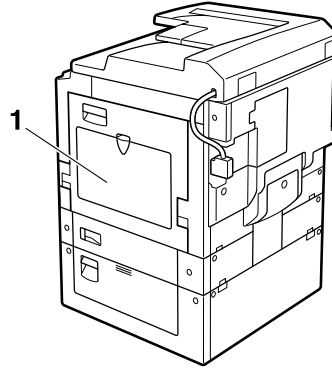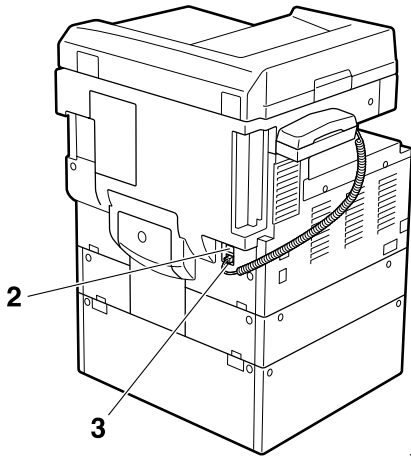
ZEQH040N

1. **Bypass Tray**

Select this tray for non-standard size paper.

See Chapter 2 "Copying from the Bypass Tray" in the Copy Reference.

2. **G3 Line Connector**

3. **Optional Handset/External Telephone Connector**

Operation Panel

ZEQS014N
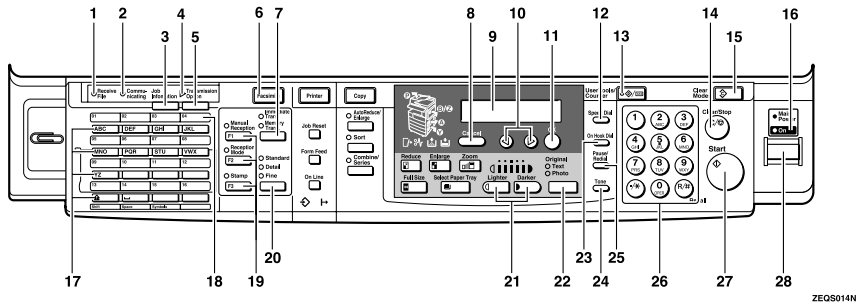
1. Receive File Indicator

Lights to tell you 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 Indicator

5. 【Transmission Option】 key

Press to change the transmission option settings. The indicator lights when option settings are changed.

6. 【Facsimile】 key

Press to switch to Facsimile mode.

7. 【Transmission Mode】 key

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

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 messages appears here.

10. ◁ ▷ keys

Press to move the cursor or select functions.

11. 【OK】 key

Press to answer "Yes" to a question displayed on the display.

12. 【Speed Dial】 key

Press to select a Speed Dial.

13. 【User Tools】 key

Press to enter User Tools mode. These tools allow you to customize the default settings.

14. 【Clear/Stop】 key

Clear:

Deletes one character or digit.

Stop:

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

15. 【Clear Modes】 key

16. Main Power 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 feature.

18. Quick Dial Flip Plate

Flip this plate down to access Quick Dial keys 01 through 16, flip up to access keys 17 through 32.

19. **User Function keys**

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

❖ **Features Programmed by Default**

Key	Function
F1	Manual Reception
F2	Reception Mode
F3	Stamp

20. 【**Resolution**】**key**

Press to switch between **Standard**, **Detail** and **Fine**.

21. 【**Image Density**】**keys (◖ and ◗)**

Use to change the setting of image density.

22. 【**Original Type**】**key**

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

23. 【**On Hook Dial**】**key**

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

24. 【**Tone**】**key**

Press to send tonal signals down a pulse dialing line.

25. 【**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.

26. **Number keys**

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

27. 【**Start**】**key**

Press to start all tasks.

28. **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

Getting Started

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.

Power switches

This machine has two power switches: See P.3 *"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 dose 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

❒ If you leave the **Main Power** switch off for more than one hour, all fax files in memory are deleted. See P.9 *"Turning Off the Power"*.

Turning On the Power

A **Confirm that the power cord is plugged into the wall outlet firmly and the Main Power switch is on.**

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

The panel display will turn on.

ZEQS061N
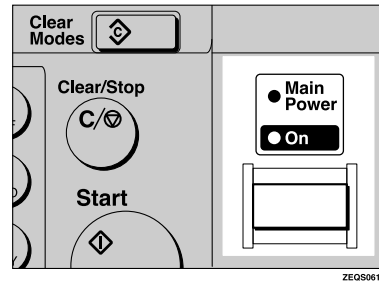
Note

❒ If nothing happens when you turn on the operation switch, make sure the **Main Power** switch is turned on.

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Turning Off the Power

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

ZEQS061N
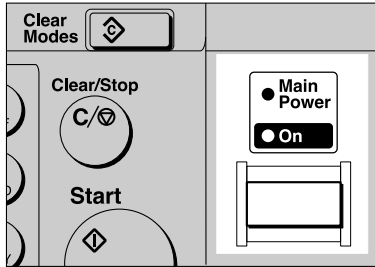
⚠️Important

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

❐ Fax files stored in memory will be deleted an hour after you turn the **Main Power** switch off or you unplug the power cord.

Getting Started

Switching Between Copy Mode and Facsimile Mode

1

This machine is both a fax and a copier. When you turn on the power switch, the copier screen is shown and the machine is ready to make copies. When you wish to use fax functions, press the 【**Facsimile**】 key.

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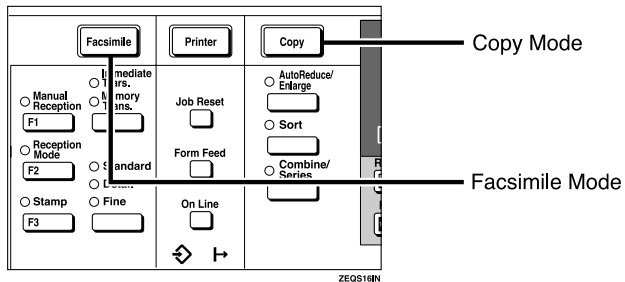
Limitation

❒ You cannot switch modes under the following circumstances:

- While scanning in a fax
- During Immediate Transmission
- While editing the System Settings
- While using On hook Dial

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Reading the Display

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

Note

❒ All procedures in this manual assume you are in Facsimile mode. By default, when you turn the machine on it is in Copy mode. Press the 【Facsimile】 key to change to Facsimile mode. You can have the machine start in Facsimile mode. See Chapter 2 "Setting You Can Change with the User Tools" in the System Settings.

Reading the Display and Using Keys

| ○Ready 100%—① | Send Later: ◀▶/OK |
| Enter Fax Number —② | [On] Off —③ |

GFdsp01E
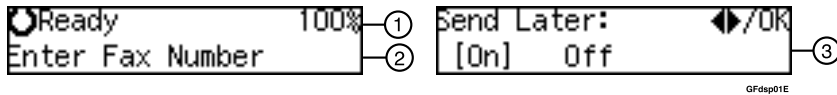
① Display for the machine status or currently selected function.

② Display for the messages.
Items which can be selected or specified.

③ Display for items which can be selected.

Note

❒ Press ◁ ▷ key to display another function on the LCD panel 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.

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1

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.

```
CReady        100%
Set Orig. / Enter No.
```
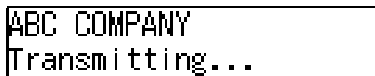
🖉 Note
❒ To return the machine to standby mode, do one of the following:

- 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 Memory Reception:
The destination's name or fax number appears on the top of the LCD display.
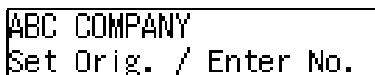
```
ABC COMPANY
Transmitting...
```

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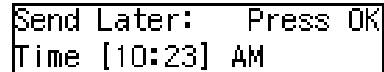
```
ABC COMPANY
Set Orig. / Enter No.
```

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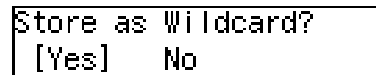
Depending on the situation, the machine will show various prompts on the display.

❖ Instructions and Requests
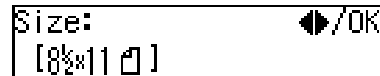
```
Send Later:   Press OK
Time [10:23] AM
```

❖ Questions

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

❖ Selections

```
Size:          ◀▶/OK
 [8½×11 ⏐]
```

❖ Status

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

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2. Faxing

Overview

Changing Memory Transmission and Immediate Transmission

The basic procedure to send a fax message is:

① Make sure the Facsimile indicator is lit

② Set your original

③ Dial the number

④ Press the 【Start】 key

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

There are two ways to send a fax message:

- Memory Transmission
- Immediate Transmission

Check the indicators on the operation panel to check which mode is currently active and press the 【Transmission Mode】 key to toggle between them.

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Faxing

Setting Originals

In this manual an original can mean a single or multiple page document. 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.

❦ Limitation

❒ If you place $5^1/_2"\times8^1/_2"$/A5 size documents on the exposure glass, they will not be detected.

⌀ 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 may be output reduced, 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.

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

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

❒ 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.

❒ If you set an $8^1/_2"\times11"$/A4 size original in the portrait direction, the machine rotates the image by 90 degrees before sending it. See Chapter 3 "Transmission with Image Rotation" in the Advanced Features manual.

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

Original	Where original is set	
	Exposure glass	Document Feeder
R		R
R		R

THYS922E

How to set A5, 5^1/$_2$"×8^1/$_2$" and B5 size originals

Original	Where original is set	
	Exposure glass	Document Feeder
R		R
R		R

THYS912E

♣ Limitation

❒ 5^1/$_2$"×8^1/$_2$"/A5 size on the exposure glass is not detected. Set 5^1/$_2$"×8^1/$_2$"/ A5 size documents in the Document Feeder.

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.

A **Lift the Document Feeder by at least 30 degrees. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.**
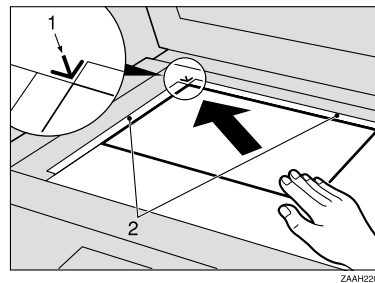
ZAAH220E

1. **Reference mark**

2. **Scale**

✎ Note

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

B **Close the Document Feeder.**

✎ Note

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

Faxing

Loading Originals in the Document Feeder

Use the Document Feeder to scan in a stack of originals in one operation.

⚠️ Limitation

❒ The maximum document length is 17" (432mm).

❒ 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

❒ When using Immediate Transmission mode, you cannot send originals longer than 17" (432mm). Use Memory Transmission Mode instead.

❒ If an original jams, press the 【Clear/ Stop】 key 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 9 "Acceptable Types of Originals" in the Advanced Features manual.

1️⃣ **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.**

ZAAH040E
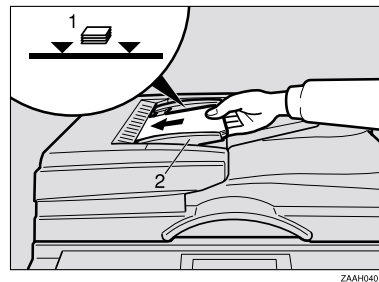
1. **Limit mark**

2. **Document guide**

Originals unsuitable for the Document Feeder

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 of sizes other than those specified in the following table
- 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

If the Machine Cannot Detect the Size of Your Original

2

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

```
Cannot Detect
Original Size.
```

```
Reset Original(s)
and Press Start.
```

If this happens, carry out the following steps.

A **Press the 【Cancel】 key.**

B **Make sure that the original is set correctly.**

C **Remove the original and replace it on the exposure glass.**

D **Press the 【OK】 key to scan the original again.**

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

⌀ Note

❒ If the machine still cannot detect the original size, the following display is shown. Press the 【Transmission Option】 key and select "4. Irreg. Scan Area".

```
Size:          ◆▶/OK
  [8½×11 □]
```

17

Faxing

Original Sizes Difficult to Detect

The following paper sizes are automatically detected in Facsimile mode.

❖ **Metric Version**

Paper Size Where Original is Set	11"×17"↔	8¹/₂"×14"↔	8¹/₂"×11" ↕↔	5¹/₂"×8¹/₂" ↕↔	8¹/₂"×13"↔
Exposure Glass	O	O	O	×	O
Document Feeder	O	O	O	O	O

O...means that these functions can be used with this paper size.

×...means that these functions cannot be used with this paper size.

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size. See P.17 *"If the Machine Cannot Detect the Size of Your Original"*.

- 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
- Documents set on the exposure glass of sizes other than those listed in the table below

Memory Transmission

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

Memory Transmission is useful because:

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

Important

❒ If there is a power failure (**Main Power** switch is off) or the plug is pulled out for more than 1 hour, all the files stored in memory are deleted. As soon as power is restored, 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: 200

❒ Maximum number of destinations per Memory Transmission: 100

❒ Combined total number of destinations that can be stored: 300

❒ The theoretical maximum number of destinations you can enter with the number keys is 99, 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 160 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text).

❒ The machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the desired setting is maintained.

1 **Make sure that the Memory Transmission indicator is lit.**
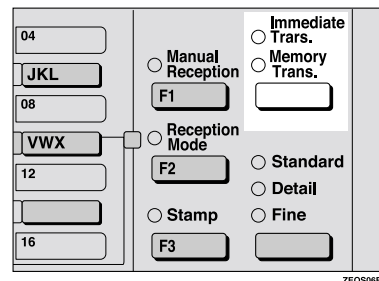
If it is not, press the 【Transmission Mode】 key.

2

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2

B **Set the original.**

⚑ **Limitation**

❒ You can send the first pages from the exposure glass 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.

❒ The original can be placed at either Document Feeder or exposure glass until you press the 【Start】 key.

❒ The original can be placed at any time up until you press the 【Start】 key.

↗ **Reference**

P.14 *"Setting Originals"*

C **Select any scan settings you require. See P.27 *"Scan Settings"*.**

D **Dial. If you wish to send the same message to more than one destination, press the 【OK】 key and 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 enter the correct number again.

✐ **Note**

❒ When specifying a destination using a Quick Dial, the destination is added even if you did not press 【OK】 key.

❒ If you do not set an original within 30 seconds of entering a destination fax number, the transmission is canceled.

❒ You can change the Reset Timer with User Tools. See Chapter 5 "Changing the Initial Setup Transmission" in the Advanced Features manual.

↗ **Reference**

P.30 *"Dialing"*

E **Press the 【Start】 key.**

ZEQS062N
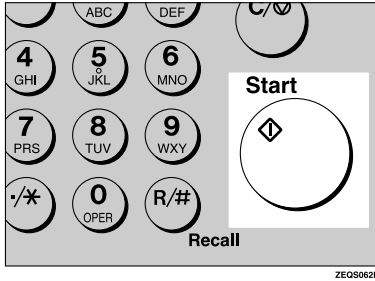
The machine starts scanning the original.

```
Storing...   Memory 99%
File No.0001      P.001
```

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 display.

$\mathscr{P}$ **Reference**

P.37 *"Own Name/Fax Header/ Own Fax Number"*

After transmission, the machine will return to standby mode.

```
↻Ready          100%
Set Orig. / Enter No.
```

Sending Originals from the Exposure Glass

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

B **Dial.**

C **Press the 【Start】 key.**

The machine starts scanning the original.

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

✐ **Note**

❒ Repeat steps C to D for all pages.

❒ When you press the 【✳】 key, you can select the irregular size by pressing the ◁ or ▷ key.

```
Press ⊕ to Finish or
⊕ for Irregular Size
```

Press the 【#】 key to finish.

E **Set the last original.**

F **Press the 【Start】 key.**

The machine starts to call the destination.

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Faxing

Canceling a Memory Transmission

Canceling the Transmission Before the Original is Scanned

2

A **Press the 【Clear Modes】 key.**
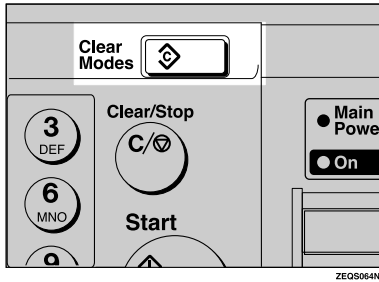
Note

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

Canceling a Transmission While the Original is Being Scanned

A **Press the 【Clear/Stop】 key.**
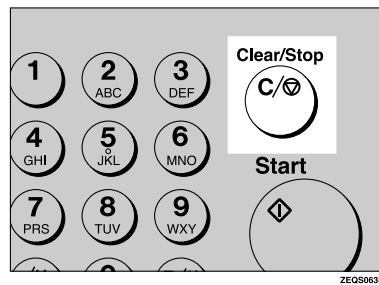
The machine will stop storing the original and the data will not be sent.

Canceling a Transmission While the Message is Being Sent

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

❢ 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.

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

```
OReady              100%
Set Orig. / Enter No.
```

B **Press the 【Job Information】 key, and confirm that "1. Cancel TX / RX" is displayed.**

ZEQS100E
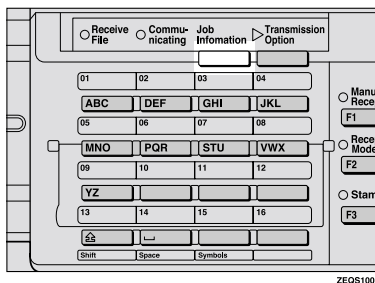
```
Job Information
1.Cancel TX / RX    ◀▶
```

The Information menu is shown.

C **Press the 【OK】 key.**

D **Press the ◀ or ▶ key until the file you wish to delete is shown and press the 【OK】 key.**

```
Cancel File?        ◀▶/OK
No.0018 9876543210
```

E **Press ◀ or ▶ to select "Yes" and press the 【OK】 key.**

```
Cancel?             ◀▶/OK
[Yes]    No
```

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

```
OReady              100%
Set Orig. / Enter No.
```

2

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Faxing

Immediate Transmission

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

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

Note

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

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

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

❒ By default, the transmission mode selected when the machine is turned on or when modes are cleared (transmission mode home setting) is Memory Transmission. You can change this with the User Parameters.

A **Check that the Immediate Transmission indicator is lit.**
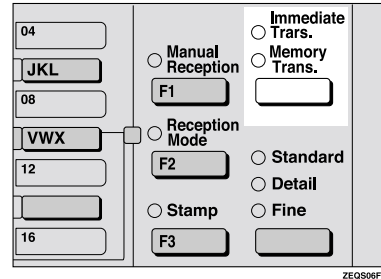
If it is not lit, press the 【Transmission Mode】 key.

B **Set your original.**

Limitation

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

Note

❒ You can set the original any time up until you press the 【Start】 key.

Reference

P.14 *"Setting Originals"*

C **Select any scan settings you require. See P.27 *"Scan Settings"*.**

D **Dial.**

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

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🔍 Reference

P.30 *"Dialing"*

See Chapter 3 "Chain Dial" in the Advanced Features manual.

E Press the 【Start】 key.

ZEQS062N
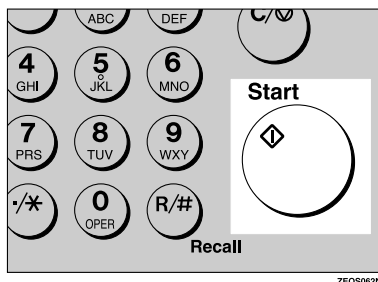
The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.

```
1234567890
Dialing...
```

🔍 Reference

P.37 *"Own Name/Fax Header/ Own Fax Number"*

After transmission the machine will return to standby mode.

```
🕐Ready         100%
Set Orig. / Enter No.
```

Sending Originals from the Exposure Glass

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

B Dial.

C Press the 【Start】 key.

The machine starts scanning the original.

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

📝 Note

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

❒ When you press the 【✳】 key, you can select the irregular size by pressing the ◁ or ▷ key.

```
Press (#) to Finish or
(✳) for Irregular Size
```

Press the 【#】 key to finish.

E Set the last original.

F Press the 【Start】 key.

The machine starts to call the destination.

2

Faxing

Canceling an Immediate Transmission

Canceling a Transmission Before You Have Pressed the Start Key

Use this procedure to cancel a transmission before you have pressed the 【Start】 key.

A **Press the 【Clear Modes】 key.**

ZEQS064N
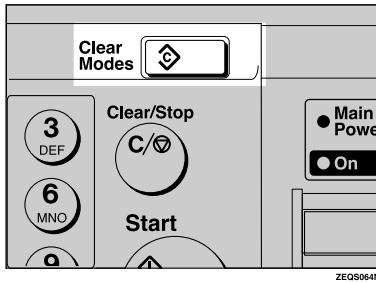
Note
❒ When you have already set the original, you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

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

ZEQS063N
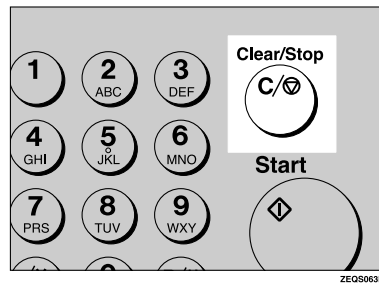
Note
❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

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Scan Settings

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

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

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

❖ **Image density:**
   Manual Image Density

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**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**
❒ When the machine is turned on or modes are cleared, the resolution is set to **Standard** by default. You can change this with the Initial Setup TX settings. See Chapter 5 "Changing the Initial Setup Transmission" in the Advanced Features manual.

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

2

2

A **Press the 【Resolution】 key to switch between resolutions. The indicators above the key shows the current selection.**

ZEQS06EE
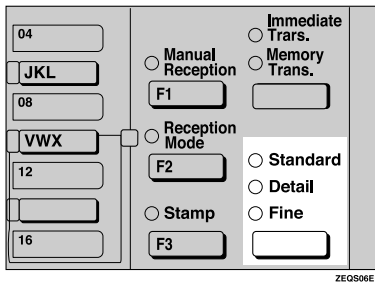
Original Type

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 change this with the Initial Setup TX settings. See Chapter 5 "Changing the Initial Setup Transmission" in the Advanced Features manual.

❒ By default, the machine returns to the Original Type home setting after every transmission. You can change this with the User Parameters. See Chapter 6 "User Parameters (Switch 01 Bit 7)" in the Advanced Features manual.

A **Press the 【Original Type】 key for the type you require.**

ZEQS06AN

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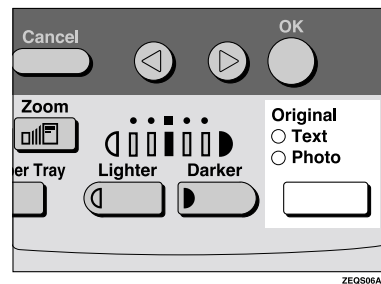
Image Density (Contrast)

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 vary the image density within 5 levels.

1 **Press ◖ or ◗ to change the density from five density level.**

ZEQS069N

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Faxing

Dialing

There are three main ways to dial a number:

❖ **Number keys:**

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

❖ **Quick Dials:**

When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key. Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

❖ **Speed Dials:**

If you store a number in a Speed Dial, when you want to dial it just press the 【**Speed Dial**】 key followed by a 2 digit code. Like Quick Dials, you can store a name along with the number.
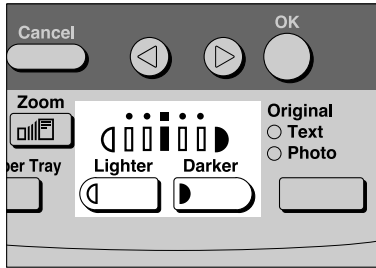
This section covers these features and others in more detail.

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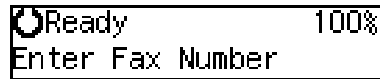
Enter numbers directly using the number keys on the right side of the operation panel.

Note

❐ Maximum length of a fax number: 254 digits.

❐ You can insert pauses and tones in a fax number. P.31 *"Pause"*, P.32 *"Tone"*

A **Make sure that the machine is in standby mode.**

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

```
⏻Ready              100%
Enter Fax Number
```

C **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 to erase the wrong digits and try again.

❐ If you wish to send this message to more than one destination, press the 【**OK**】 key, then enter the next destination.

D **Press the 【Start】 key.**

🔆 Restrictions 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, you cannot program more than 99 numbers with the number keys for the following:

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

For example, when 90 destinations are registered in a Group with the number keys, only 9 destinations can be dialed for Memory Transmission from the number keys.

📝 Note

- ❒ When this machine is requested to transfer a call (i.e. becomes a Transfer Station), 2 fax numbers are automatically stored. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.
- ❒ 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.
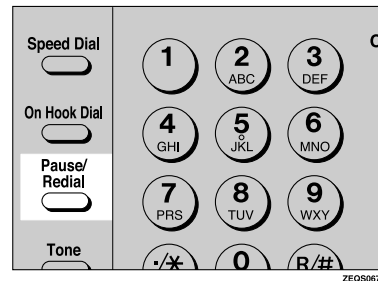
💣 Limitation

- ❒ 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.

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Faxing

2

Tone

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

ZEQS068N

❣ Limitation

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

❐ Some services may not be available when using the 【Tone】 key.

✐ Note

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

Quick Dials

When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial. See P.40 "Registering Quick Dials".

✐ Note

❐ To check the contents of the Quick dial, print the list.

❐ If a Quick Dial key is currently used for another function, for example a Group Dial, you cannot store a number in it.

❐ Flip the Quick Dial plate over to access Quick Dial keys 01-16 or 17-32.

❐ You can have the label stored with a Quick Dial printed on the first page received at the other end.
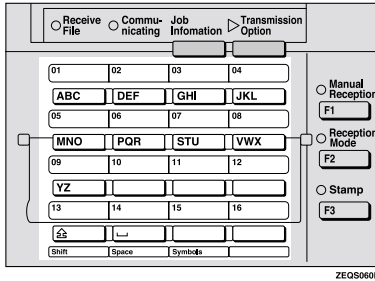
₽ Reference

P.30 "Dialing"

A **Make sure that the machine is in standby mode.**

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

```
⟳Ready              100%
Enter Fax Number
```

32

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

ZEQS060E

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
☎□01 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.

D **Press the 【Start】 key.**

Speed Dials

If you store a number in a Speed Dial, when you want to dial it, just press the 【Speed Dial】 key followed by a 2 digit code. See P.46 *"Registering Speed Dial"*.

✎ **Note**

❒ To check the contents of registered Speed Dials, print the Speed Dial list.

❒ You can use codes 00-99 for Speed Dials.

❒ If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory feature. 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.

A **Make sure that the machine is in standby mode.**

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

```
⟳Ready           100%
Enter Fax Number
```

2

Faxing

C **Press the 【Speed Dial】 key.**

ZEQS06HN

```
Speed Dial:    Enter No.
[▓█▌]
```

D **Enter the two digit code (00 to 99) 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.

E **Press the 【Start】 key.**

Groups

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

▣ Preparation

You need to program the Groups. See P.50 *"Registering Groups"*.

✇ Limitation

❒ A Quick Dial programmed for Group cannot be used for other functions.

✐ Note

❒ Groups are only available with Memory Transmission.

❒ To check the contents of the Groups, print the list.

❒ You can program up to 9 Groups.

❒ You can store up to 100 destinations in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destination.

℘ Reference

P.50 *"Registering Groups"*

A **Make sure that the machine is in standby mode.**

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

```
♻Ready            100%
Enter Fax Number
```

34

Dialing

C **Press the Quick Dial in which the Group is programmed.**

```
Dest.1        OK to Add
📠▯02:G1 GROUP A
```

2

🖉 **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.

D **Press the** 【**Start**】 **key.**

35

Faxing

Reception

Selecting the Reception Mode

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

- Auto Reception mode
- Manual Reception mode (external telephone or handset required)

The default setting is Auto reception mode. You can change this with the Initial Setup RX settings. See Chapter 5 "Changing the Initial Setup Reception" in the Advanced Features manual.

Auto Reception Mode

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

Manual Reception Mode

When a call comes in, you have to pick up the handset or external telephone and decide whether the call is a fax message yourself. If you hear a voice, continue your conversation as you would using a normal telephone. If you hear high pitched beeps, instruct the machine to receive the fax by following the procedure below.

Use this setting if you wish to share the line between the fax machine and a telephone.

✧ Receiving a Fax in Telephone Mode

This feature needs a User Function key programmed as Manual Reception. By default, the 【F1】 key is already assigned this function.

① When the machine rings, pick up the handset.

② If you hear beeps, press the 【Start】 key or the User Function key (【F1】-【F3】) which has been programmed as the Manual Reception key. (【Start】 key is available only in the facsimile mode and when the original is not set)

③ Replace the handset. The machine will start receiving.

Changing from Auto Reception Mode to Manual 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.

A **Press the 【Reception Mode】 key.**

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

B **Press ◀ or ▶ to select the reception mode.**

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

C **Press the 【OK】 key.**

```
⟳Ready              100%
Set Orig. / Enter No.
```

36

3. Setup

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 a same machine of the same make that supports the Own Name feature.

❖ **Fax Header**
This is ordinarily the telephone number of the line your machine is connected to. 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.
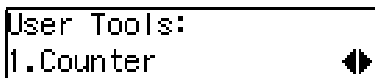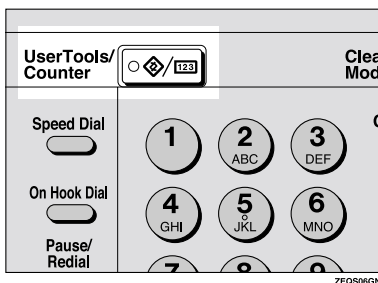
Note
❒ You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List. See Chapter 6 "Printing the User Parameter List" in the Advanced Features manual.
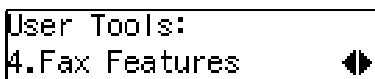
37

Setup

3

Registering Own Name/Fax Header/Own Fax Number

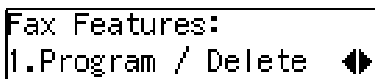The following procedure describes how to make initial settings.

A **Press the 【User Tools】 key.**

ZEQS06GN

```
User Tools:
1.Counter          ◀▶
```

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

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

C **Press the 【OK】 key.**

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

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

D **Press ◀ or ▶ until "3. Setup" is displayed.**

```
Fax Features:
3.Setup            ◀▶
```

E **Press the 【OK】 key.**

```
Setup:
1.Monitor Volume   ◀▶
```
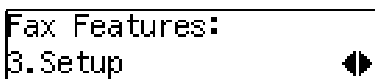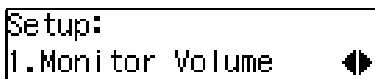
F **Press ◀ or ▶ until "4. Fax Information" is displayed.**

```
Setup:
4.Fax Information  ◀▶
```

G **Press the 【OK】 key.**

Confirm that "1. Own Name" is displayed.

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

H **Press the 【OK】 key.**

```
Own Name:[ABC]
████████████████████
```
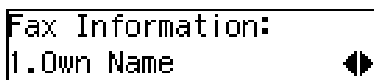
I **Enter your Own Name.**

```
Own Name:[ABC]        OK
MAIN OFFICE█████████
```

✐ Note

❒ If you want to erase a character of the name, press the 【Clear/Stop】 key.

J **Press the 【OK】 key.**

Your Own Name is programmed.

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

K **Press ◀ or ▶ until "2. Fax Header" is displayed.**

```
Fax Information:
2.Fax Header       ◀▶
```

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L Press the 【OK】 key.

The programmed Own Name is displayed.

```
Header:[ABC]
MAIN OFFICE███████████
```
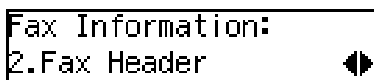
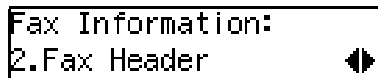**M Enter your Fax Header.**

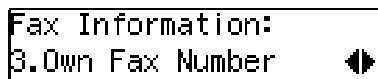If your Fax Header is the same as your Own Name, go to step N.

```
Header:[ABC]
MAIN OFFICE███████████
```

N Press the 【OK】 key.

Your Fax Header is programmed.

```
Fax Information:
2.Fax Header          ◀▶
```

O Press ◀ or ▶ until "3. Own Fax Number" is displayed.

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

P Press the 【OK】 key.

```
Fax Number:
☎███████████████████
```

Q Enter your Own Fax Number.

```
Fax Number:        OK
☎1234567890█████████
```
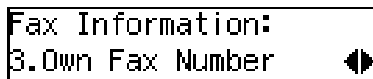
✎ Note

❒ 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.

R Press the 【OK】 key.

Your Own Fax Number is programmed.

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

S Press the 【User Tools】 key to return to standby display.

3

39

Quick Dial

Registering Quick Dials

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.

Use the following steps to program a new Quick Dial or to edit or overwrite existing Quick Dials. There are 32 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)
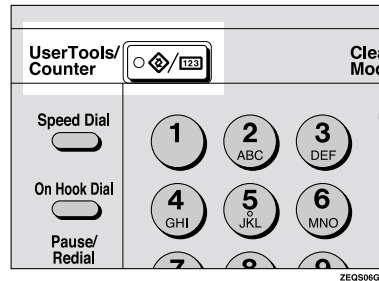- Label Insertion (whether to print the destination name on faxes sent to this number)

⚡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.

A **Press the 【User Tools】 key.**


```
User Tools:
1.Counter          ◀▶
```

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

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

C **Press the 【OK】 key.**

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

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

D **Press the 【OK】 key.**

```
Program / Delete:
1.Prog. Quick Dial ◀▶
```

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

E **Press the 【OK】 key.**

```
Press Key to Program
           (Browse◀▶)
```

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

Press a Quick Dial key, or search using ◁ or ▷.

```
01              Fax No.
📠▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉
```

📝 Note

❒ If a Quick Dial has already been stored, the contents are displayed. Press ◁ or ▷ to select a Quick Dial that is not programmed, then press the 【OK】 key.

G **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 ◁ 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 "Transmission Features" in the Advanced Features manual).

H **Press the 【OK】 key.**

The fax number is programmed.

```
01[ABC]            Name
▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉
```

I **Enter the destination name.**

```
01[ABC]              OK
ABC COMPANY▉▉▉▉▉▉
```

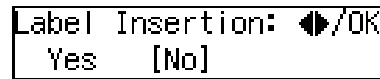### 📝 Note

❒ 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 the ◁ and the 【Clear/Stop】 keys, then go on to enter the name.

J **Press the 【OK】 key.**

The name is programmed.

```
Label Insertion: ◀▶/OK
 Yes   [No]
```

K **Press ◁ or ▷ to select either "Yes" or "No".**

📝 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: ◀▶/OK
 [Yes]   No
```

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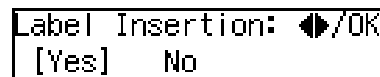
Setup

L **Press the 【OK】 key.**

```
Program / Delete:
1.Prog. Quick Dial  ◀▶
```

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

M **Press the 【User Tools】 key to return to standby display.**

3

Quick Dial list

Printing the Quick Dial list allows you to check destinations registered in Quick Dial keys. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

Quick Dial Key and Function Key Label (Dial label)

You can print a template that can be used to make labels for Quick Dial and User Function keys. The template will have destination or Group names programmed in Quick Dials, and the names of functions assigned to User Function keys.

✦ Limitation

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

Note

❒ You can choose whether to print on transparent or non-transparent label paper with the User Parameters. By default the setting is "Non-transparent". See Chapter 6 "User Parameters (Switch06 Bit4)" in the Advanced Features manual.

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

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Non-transparent label paper

ZEQX011N

1. Quick Dial key number

2. Destination name

3. Group name (G)

4. Programmed contents of User Function keys

Setup

Transparent label paper


```
* * *  Dial label (May.30. 2001 2:14PM)  * * *

                              FAX HEADER : MAIN OFFICE

     1       2         3
01-04  LONDON    G PARIS OFF

05-08

09-12

13-16

17-20

21-24

25-28

29-32

       F  Manual   F  RX     F
4 —— 1  RX      2  Mode  3  Stamp

Please cut out the center of each label and stick above the Quick Dial Keys and Function Keys.
```

ZEQX022N

1. **Quick Dial key number**

2. **Destination name**

3. **Group name (G)**

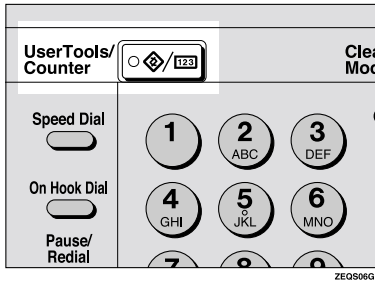*4.* **Programmed contents of User Function keys**

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Deleting Quick Dials

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

🖢 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.

A **Press the 【User Tools】 key.**

```
UserTools/     ○ ◇/123       Clea
Counter                       Mod

Speed Dial         1    2     3
○                       ABC   DEF

On Hook Dial       4    5     6
○                  GHI  JKL   MNO

Pause/
Redial             7    8     9
                                    ZEQS06GN
```

```
User Tools:
1.Counter            ◀▶
```

B **Press ◁ or ▷ until "4. Fax Features" is displayed.**

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

C **Press the 【OK】 key.**

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

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

D **Press the 【OK】 key.**

E **Press ◁ or ▷ until "2. Del. Quick Dial" is displayed.**

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

F **Press the 【OK】 key.**

```
Press Key to Program
           (Browse◀▶)
```

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

Press a Quick Dial key or search by pressing ◁ or ▷.

```
Delete?        ◀▶/OK
▯01 DEF COMPANY
```

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

H **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 **E**.

I **Press the 【User Tools】 key to return to standby display.**

3

Setup

Speed Dial

Registering Speed Dial

If you register a destination in a Speed Dial, you can dial that number by just pressing the 【Speed Dial】 key followed by a two digit code.

Use these steps to program a new Speed Dial or overwrite an existing one. You can register the following items in a Speed Dial:

- Destination fax number (up to 100 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.
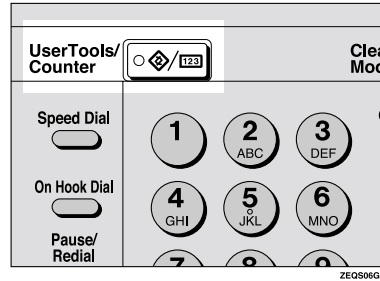
✌ Limitation

❒ 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. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

📝 Note

❒ You can specify codes 00 to 99.

A **Press the 【User Tools】 key.**


```
User Tools:
1.Counter          ◀▶
```

B **Press ◁ or ▷ until "4. Fax Features" is displayed.**

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

C **Press the 【OK】 key.**

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

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

D **Press the 【OK】 key.**

E **Press ◁ or ▷ until "3. Prog. Speed Dial" is displayed.**

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

F **Press the 【OK】 key.**

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

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G Display the number of the Speed Dial you want to register (00 to 99).

Enter the Speed Dial number with the number keys, or search using ◁ or ▷.

```
▌01              Fax No.
☎▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐
```

✐ 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.

H 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 ◁ or ▷ to select the fax number you want to specify, and then press the 【OK】 key.

I Press the 【OK】 key.

The fax number is programmed.

```
▌01[ABC]           Name
▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐
```

J Enter the Destination name.

```
▌01[ABC]            OK
ABC COMPANY▐▐▐▐▐▐▐▐
```

✐ 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 enter another name.

K Enter a search letter (A to Z) for the telephone Directory.

```
Search:          AZ/OK
[A]
```

L Press the 【OK】 key.

The search letter is registered.

```
Label Insertion: ◀▶/OK
 Yes    [No]
```

M Press ◁ or ▷ to select "Yes" or "No".

```
Label Insertion: ◀▶/OK
 [Yes]   No
```

✐ 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.

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Setup

3

N **Press the 【OK】 key.**

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

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

O **Press the 【User Tools】 key to return to standby display.**

Speed Dial list

Print this list to check which destinations are programmed. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.
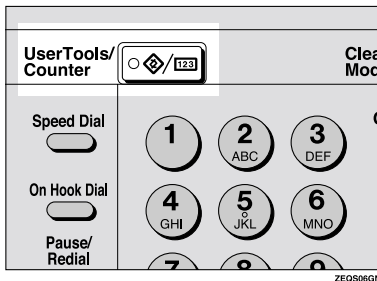
Deleting Speed Dial

Use this procedure to delete any Speed Dials you are not using anymore.

⚠ 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 change the destination for this Speed Dial.

A **Press the 【User Tools】 key.**


```
User Tools:
1.Counter            ◀▶
```

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

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

C **Press the 【OK】 key.**

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

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

D **Press the 【OK】 key.**

E **Press ◀ or ▶ until "4. Del. Speed Dial" is displayed.**

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

F **Press the 【OK】 key.**

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

G **Display the Speed Dial number you want to delete (00 to 99).**

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

```
Delete?           ◀▶/OK
▮01 DEF COMPANY
```

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

📝 Note

❒ If you want to delete a digit of the number, press the 【Clear/Stop】 key and enter the correct number.

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H **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 **E**.

I **Press the 【User Tools】 key to return to standby display.**

3

Groups

Registering Groups

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

Use these steps to program a new Group or to edit or overwrite an existing Group.

You can register the following items in a Group:

- Destination fax numbers (up to 100 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)

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

⚠️Important

❒ 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.

✐ Note

❒ The maximum number of Groups you can register is 9.

❒ The theoretical maximum number of destinations you can store in a Group [1] is 100.

❒ When a lot of destinations are registered in a Group using number keys, you sometimes cannot enter a destination for a Memory Transmission with the number keys. See P.30 *"Number Keys"*.

❒ When a registered group is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Change." is shown and you cannot change destinations for this Group.

[1] If the same number is stored in several Groups, it will only be counted as a single item. This applies to numbers stored using Quick Dials, Speed Dials or the number keys.
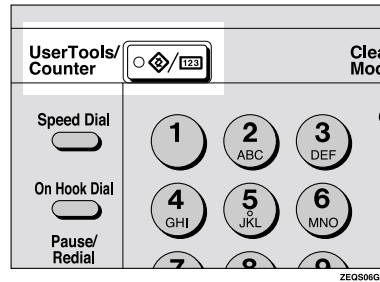
A Press the【User Tools】key.


```
User Tools:
1.Counter        ◀▶
```

B Press ◁ or ▷ until "4. Fax Features" is displayed.

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

C Press the【OK】key.

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

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

D Press the【OK】key.

E **Press ◁ or ▷ until "5. Prog. Group Dial" is displayed.**

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

F **Press the【OK】key.**

```
Enter No. / Press Key
[G▪]           (Browse◀▶)
```

G **Display the number of the group you want to register (1 to 9).**

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

```
G1:#1          Fax No.
☎▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪
```

✐ Note

❒ If you make a mistake, press the 【Cancel】 key then try again.

❒ If a group has already been stored, the contents are displayed. Press ◁ or ▷ to select a group number that is not programmed, 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.

H **Specify the destination using one of the following three methods:**

Enter the fax number with the number keys.

```
G1:#1          Press OK
  9876543210▪▪▪▪▪▪▪▪
```

Press a Quick Dial key.

```
G1:#2          Press OK
☎▪02 ABC COMPANY
```

Press the 【Speed Dial】 key and enter a Speed Dial number.

```
G1:#3          Press OK
☎▪01 DEF COMPANY
```

I **Press the【OK】key.**

The destination is programmed.

J **Press the ◁ or ▷ to select "Add" or "Exit".**

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

K **Press the【OK】key.**

If you selected "Exit", go to step **M**.

L **Repeat step G to K for all the destinations you want to registered in the Group.**

M **Enter the Group name.**

```
G1 [ABC]           OK
GROUP A▪▪▪▪▪▪▪▪▪▪
```

✐ 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 enter another name.

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Setup

14 **Press the 【OK】 key to register the Group.**

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

15 **Press the 【OK】 key.**

If you selected "No", go to step **13**.

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.**

Group Dial list

The Group list allows you to print and check destinations registered in Groups.
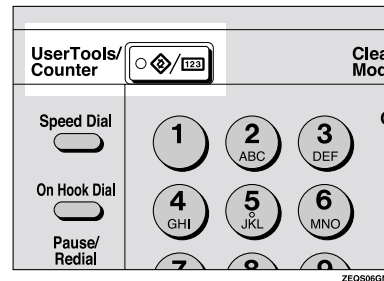
Deleting Groups

This function deletes all destinations registered in a Group.

❢ Limitation

❒ When a registered Group is being used for a Memory Transmission on standby, the message "This Dial is in Use. Cannot Delete." is displayed and you cannot delete destinations for this 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.**

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E **Press ⊲ or ⊳ until "6. Del. Group Dial" is displayed.**

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

F **Press the 【OK】 key.**

```
Enter No. / Press Key
[G▮]         (Browse◆▶)
```

3

G **Display the number of the group you want to delete (1 to 9).**

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

```
Delete?          ◆▶/OK
G1 GROUP B
```

H **Press the 【OK】 key.**

The entire Group is deleted.

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

I **Press the 【User Tools】 key to return to standby display.**

Setup

Entering Text

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

3

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTU-
  VWXYZabcdefghijklmnopqrstu-
  vwxyz
- Symbols
- Numerals
  0123456789

Keys

❖ **Number keys**
Use to enter numbers.

❖ **Quick Dial 01/17 to Quick Dial 09/25 (A to Z)**
Press these keys to enter upper and lower case letters.

❖ **【shift】key (Quick Dial 13/29)**
Use to switch between upper and lower case.

❖ **【Space】key (Quick Dial 14/30)**
Press to enter a space.

❖ **【Clear/Stop】key**
Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ **⊲ or ⊳**
Use to move the cursor left or right.

📝 Note

❒ If you wish to enter symbols, press the 【Symbol】 key.

ZEQS090E

. . . .
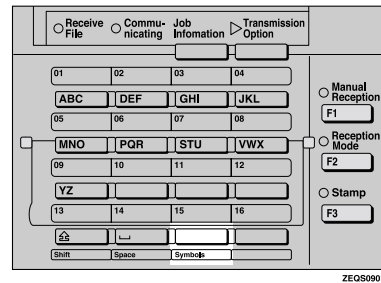
💡 Wild Cards

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 "Authorized Reception" in the Advanced Features manual.

   • See Chapter 6 "Forwarding" in the Advanced Features manual.

- -

How to Enter Text

Use Quick Dial keys 01/17 to 09/25 for entering letters.

If you wish to enter another letter, press the same Quick Dial key again.

Quick Dial Key	Letters	Quick Dial Key	Letters
01/17	A, B, C	09/25	Y, Z
02/18	D, E, F	10/26	Nothing
03/19	G, H, I	11/27	Nothing
04/20	J, K, L	12/28	Nothing
05/21	M, N, O	13/29	Shift
06/22	P, Q, R	14/30	Space
07/23	S, T, U	15/31	Symbol
08/24	V, W, X	16/32	Nothing

Entering letters

A **Press the 【shift】 key to switch between Uppercase and Lowercase.**

ZEQS070E
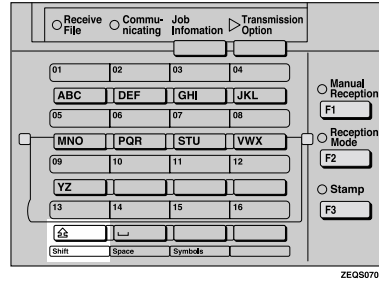
B **Press a Quick Dial key.**

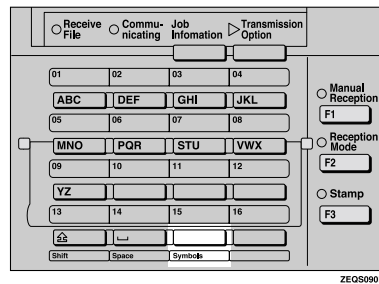A letter is entered and the cursor moves.

✎ Note

❒ If you wish to enter another character continuously, repeat step B.
❒ If you wish to insert a character, press the ◁ or ▷ key to move the cursor to a character you want to enter.

Entering symbols

A **Press the 【symbol】 key.**

ZEQS090E

The available symbols are shown on the display.

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B **Select the desired symbol by pressing ◁ and ▷.**

```
Own Name:          ◆▷/OK
◀[-] _      .  ,  (    ▶
```

```
Own Name:          ◆▷/OK
◀[)] /   @   &   $  !  ▶
```

```
Own Name:        [Symbol]
◀["] '   #   ＊   ％  +  ▶
```

```
Own Name:        [Symbol]
◀[:] ;   <   =   >  ?  ▶
```

```
Own Name:          ◆▷/OK
◀[^] [   ]          ▶
```

C **Press the ◁ or ▷ key to move the cursor to a character you want to enter, and press the 【OK】 key.**

```
〗03[abc]            OK
Main Office#2████████
```

The symbol is entered and the cursor moves.

✐ Note

❒ If you wish to enter another symbol, repeat steps **A** to **C**.

Entering numbers

A **Press a number key.**

The numeral is entered and the cursor moves.

```
Fax Number:         OK
☎1234567890████████
```

✐ Note

❒ If you wish to insert a character, press the ◁ or ▷ key to move the cursor to a character you want to enter.

Deleting characters

A **Press the ◁ or ▷ key to move the cursor to a character you want to delete.**

```
〗02[abc]            OK
Main Office#████████
```

B **Press the 【Clear/Stop】 key.**

```
〗02[abc]            OK
Main Office████████
```

The character at the cursor position is deleted .

✐ Note

❒ If you wish to delete another character, repeat steps **A** and **B**.

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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 receive a message.

❖ **Dialing**
After pressing the 【Start】 key, this sound is output until the line connects to the destination.

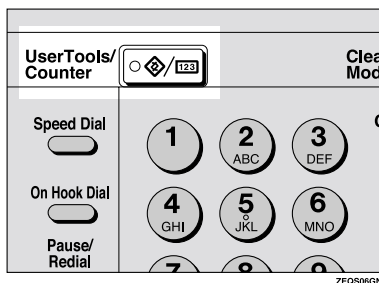❖ **Print Receive Files**
Sounds when a received message has been printed.

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

```
⟳Ready            100%
Set Orig. / Enter No.
```

Note
❑ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools】 key.**

ZEQS06GN

```
User Tools:
1.Counter         ◀▶
```

C **Press ◁ or ▷ until "4. Fax Features" is displayed.**

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

D **Press the 【OK】 key.**

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

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

E **Press ◁ or ▷ until "3. Setup" is displayed.**

```
Fax Features:
3.Setup           ◀▶
```

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F Press the 【OK】 key.

Confirm that "1. Monitor Volume" is displayed.

```
Setup:
1.Monitor Volume    ◀▶
```

G Press the 【OK】 key.

```
Monitor Volume:
2.Transmission      ◀▶
```

H Press ◀ or ▶ to select the item you want to adjust, and then press the 【OK】 key.

```
Transmission:    ◀▶/OK
Low--▼-----High
```

I Press ◀ or ▶ to adjust the volume.

```
Transmission:    ◀▶/OK
Low-----▼--High
```

J Press the 【OK】 key.

The volume is adjusted.

```
Monitor Volume:
2.Transmission      ◀▶
```

If you want to adjust another item, repeat steps G to I.

K Press the 【User Tools】 key to return to standby display.

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Error Messages and Their Meanings

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.
Reset Original(s) and press Start	Original jammed during Memory Transmission. Reset originals have not been scanned.
Clear Misfed Orig. Remove original from ADF Cover	A document jam occurred during Immediate Transmission. Press 【OK】 and resend the page which has not been sent.
	An error occurred during Immediate Transmission. Press 【OK】 and resend the original. ✎ **Note** ❒ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Reset original(s) and press Start.	The machine failed to detect the size of the original. Press the ◁ or ▷ key to select the size and press the 【Start】 key three times.
❗Service call Functional problem with the fax. Please contact your service representative.	There is a problem with the fax function. Contact your service representative and tell the code number shown in the display. The copier function will still work normally.
Memory is Full. Storing Stopped, Transmission Has Been Cancelled.	If you press 【OK】, the machine returns to the standby mode and starts transmitting pages which has been scanned.
Exceed 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.

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Troubleshooting

When the【Facsimile】key is Lit in Red

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

Problem	Solution
Paper has run out.	Add paper. See Chapter 3 "Loading Paper" in the Copy Reference.
The machine is in RDS (Remote Diagnostic System) mode.	Wait with the **Main Power** switch on. Machine will go to the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier 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 reasons. 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	Replace the toner cartridge. See Chapter 3 "Changing the Toner Cartridge" in the Copy Reference.
Paper is jammed	⅋ is lit	Remove the jammed paper. See Chapter 3 "Clearing Misfeeds" in the Copy Reference.
Cover is open	⎘ is lit	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.

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Solving Problems

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when a fax is received at the other end.	Adjust the scan density.	P.29 *"Image Density (Contrast)"*
Printed or sent image contains spots.	The Document Feeder or exposure glass is dirty. Clean them. See Chapter 5 "Maintaining Your Machine" in the Copy Reference. Make sure that ink or eraser is dry before setting the original.	---
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.	Appendix, "Acceptable Types of Originals" in the Advanced Features manual.
	When ▲ appears on the display, toner is beginning to run out. Replace the toner cartridge soon. 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.	P.14 *"Setting Originals"*
You want to cancel a Memory Transmission.	If the original is being stored, press the 【Clear/Stop】 key.	P.22 *"Canceling a Memory Transmission"*
	If the original is being sent, use "Cancel TX/RX" in the Information menu.	Chapter 2 "Canceling Transmission or Reception" in the Advanced Features manual.
You want to cancel an Immediate Transmission.	Press the 【Clear/Stop】 key.	P.6 *"Operation Panel"*.
You cannot add any destination in Group though it does not reach the maximum number.	99 destinations have been programmed with the number keys. Program more numbers with Quick Dials or Speed Dials.	Chapter 3 "Chain Dial" or "Redial" in the Advanced Features manual.

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