SHARP SERVICE MANUAL

No. 00ZUX4000USME

FACSIMILE

UX-4000M
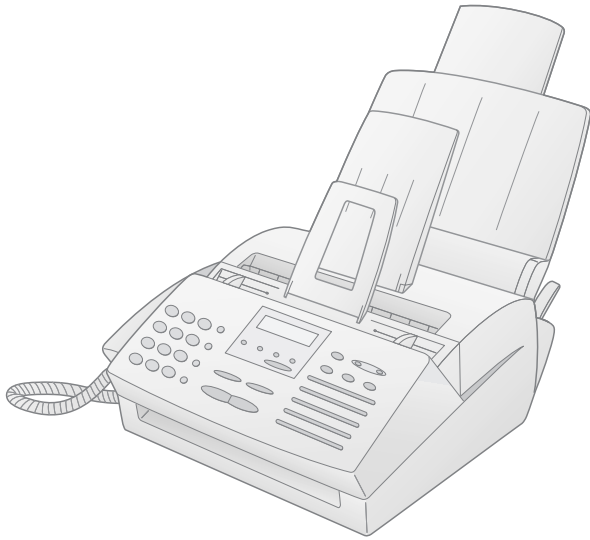MODEL FO-2950M

Illustration: UX-4000M

CAUTION

This laser facsimile is a class 1 laser product that complies with 21CFR 1040.10 and 1040.11 of the CDRH or IEC60825-1 standard. This means that this machine does not produce a hazardous laser radiation. The use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This laser radiation is not a danger to the skin, but when an exact focusing of the laser beam is achieved on the eyes retina, there is danger of spot damage to the retina.

The following cautions must be observed to avoid exposure of the laser beam to your eyes at the time of servicing.

1) When a problem in the laser optical unit has occurred, the whole optical unit must be exchanged as a unit, not an individual part.

2) Do not look into the machine with the main switch turned on after removing the toner/developer unit and drum cartridge.

3) Do not look into the laser beam exposure slit of the laser optical unit with the connector connected when removing and installing the optical system.

4) The cover of Laser Printer Unit contains the safety interlock switch.

   Do not defeat the safety interlock by inserting wedges or other items into the switch slot.

Laser Wave Length : 780 ±15 nm
Laser Pulse Times   : (13.95 ± 3 μs)/7mm
Laser Output Power : 0.4 mW ± 0.05mW

Parts marked with "⚠" is important for maintaining the safety of the set. Be sure to replace these parts with specified ones for maintaining the safety and performance of the set.

SHARP CORPORATION

CONTENTS

CHAPTER 1. GENERAL DESCRIPTION

[1] Specifications

• GENERAL

Automatic dialing	Rapid Key Dialing: 20 numbers Speed Dialing: 100 numbers
Memory size*	2 MB (approx. 130 pages)
Modem speed	14,400 bps (max.) Automatic fallback to lower speeds.
Transmission time*	Approx. 6 seconds
Toner cartridge yield (4% page coverage, letter paper)	**Initial starter cartridge** (included with fax machine): Approx. 1,875 pages **Replacement cartridge (UX-400ND):** Approx. 3,750 pages
Drum cartridge yield	**Initial starter cartridge** (included with fax machine): 20,000 pages (avg.) **Replacement cartridge (UX-400DR):** 20,000 pages (avg.)

Scanning resolution	**Fax/copy:**
	  Horizontal: 203 pels/inch (8 pels/mm)
	  Vertical:
	    Standard: 98 lines/inch (3.85 lines/mm)
	    Fine /Halftone: 196 lines/inch (7.7 lines/mm)
	    Super fine: 391 lines/inch (15.4 lines/mm)
	  PC: Enhanced 600 dpi

Automatic document feeder	20 pages max. (20-lb. letter paper)
Halftone (grayscale)	64 levels (PC scan: 256 levels)
Paper tray capacity	200 sheets (20-lb. letter paper)
Compression scheme	MMR, MR, MH
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Printing resolution	**Horizontal:** 406 lines/inch (16 lines/mm) **Vertical:** 391 lines/inch (15.4 lines/mm) **PC Printing:** 600 dpi (enhanced 1,800 dpi)

Input document size	Automatic feeding:
	  Width: 5.8 to 8.5" (148 to 216mm)
	  Length: 5.5 to 11" (140 to 279mm)
	Manual feeding:
	  Width: 5.8 to 8.5" (148 to 216mm)
	  Length:5.5 to 39.4" mm (140 to 1,000mm)

Effective Scanning width	8.3" (210 mm) max.
Effective Printing width	8.0" (210 mm) max.
Reception modes	Fax/Tel/A.M.
Scanning speed	8 ppm (letter paper)
Full Dual Access	Yes
Copy function	Single/Multi/Sort (99 copies/page)
Power requirements	120 V AC, 60 Hz
Operating temperature	50 - 86°F (10 - 30°C)
Humidity	20 to 85% RH
Power consumption	Standby: 8.7 W Maximum: 650 W
Dimensions	Width: 15.2" (386 mm) Depth: 15.7" (398 mm) Height: 6.7" (169 mm)
Weight	Approx. 13.4 lbs. (6.1kg)

* Based on ITU-T (CCITT) Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Important:

• This facsimile machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.

• This facsimile machine is not compatible with digital telephone systems.

<IMPORTANT PLEASE READ FIRST>

To avoid problems with supplies, please don't use supplies from other units. Please use new supplies, when supply changes are required.
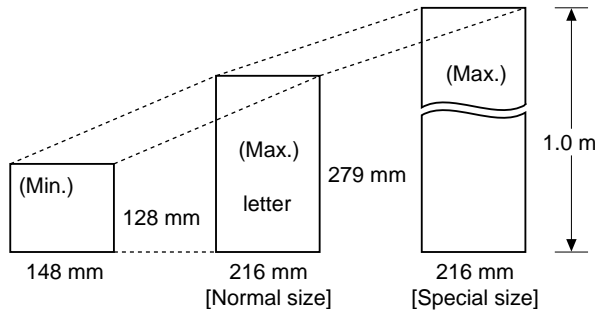
UX-4000MU
FO-2950MU/C

[2] Operation panel
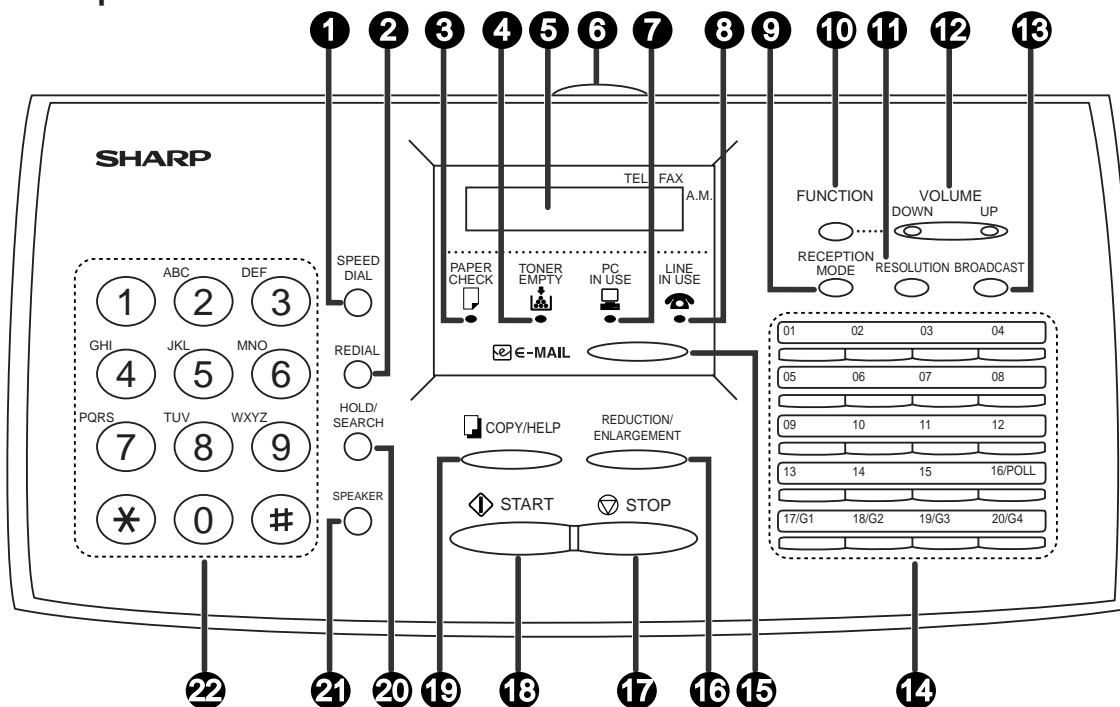
① SPEED DIAL key
Press this key to dial a fax or voice number using an abbreviated 2 digit Speed Dial number.

② REDIAL key
Press this key to automatically redial the last number dialed.

③ PAPER CHECK indicator
This lights when the paper tray is out of paper, the paper has jammed, the printer compartment cover is open, or a paper size error has occurred.

④ TONER EMPTY indicator
This blinks when the toner cartridge nears empty and lights steadily when the toner cartridge needs replacement.

⑤ Display
This displays messages and prompts during operation and programming.

⑥ Panel release
Grasp this release and pull toward you to open the operation panel.

⑦ PC IN USE light
This blinks when data is being sent to or from the computer connected to the fax machine.

⑧ LINE IN USE light
This lights when the fax machine is using the telephone line.

⑨ RECEPTION MODE key
Press this key to select the reception mode. An arrow in the display will point to the currently selected reception mode.

⑩ FUNCTION key
Press this key to select special functions and settings.

⑪ RESOLUTION Keys
Press this key to adjust the resolution for faxing or copying.

⑫ VOLUME (UP/DOWN) keys
Press these keys to adjust the volume of the speaker when the **SPEAKER** key has been pressed, the volume of the handset when the handset is lifted, or the volume of the ringer at all other times. The keys can also be used to scroll through **FUNCTION** key settings.

⑬ BROADCAST key
Press this key to send a document to a group of receiving fax machines.

⑭ Rapid Dial Keys
Press one of these keys to dial a fax number automatically, or send a document as an E-mail attachment to a preset E-mail address.

⑮ E-MAIL key
Press this key to send a document as an E-mail attachment. After you press the key, your specified E-mail program will open to let you enter the E-mail address, a subject, and a message if desired.

⑯ REDUCTION/ENLARGEMENT key
Press this key to select an enlargement or reduction setting when making a copy of a document.

⑰ STOP key
Press this key to cancel an operation before it is completed.

⑱ START key
Press this key to begin transmission when using Speed Dialing, Direct Keypad Dialing, or Normal Dialing.

⑲ COPY/HELP key
When a document is in the feeder, press this key to make a copy of a document. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

⑳ HOLD/SEARCH key
Press this key search for an auto-dial number, or, during a phone conversation, press this key to put the other party on hold.

㉑ SPEAKER key
Press this key to listen to the line and fax tones through the speaker when faxing a document.
Note: **this is not a speakerphone**. You must pick up the handset to talk with the other party.

㉒ Number Keys
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

[3] Transmittable documents

1. Document Sizes

| Normal size | width | 148 – 210 mm |
| | length | 128 – 297 mm |

(Min.) 128 mm
148 mm

(Max.) letter 279 mm
216 mm
[Normal size]

(Max.) 1.0 m
216 mm
[Special size]

* With special sizes, only one sheet can be fed into the machine at a time. Insert next page into feeder as current page is being scanned.

2. Paper Thickness & Weight

		Product specifications	
	Indication	Lower Limit	Upper Limit
Weight indication	Metric system indication	52g/m^2	80g/m^2
Thickness indication	Metric system indication	0.06mm	0.1mm
Document size	Document size Range	Minimum (148mm × 128mm)	
		A4 (210mm × 297mm)	
		Letter (216mm × 279mm)	
		Legal (216mm × 356mm)	
Number of ADF sheets	Document size Weight	Minimum ~ Letter/A4 size 20sheets	
		Legal	1 sheet
		More than 90 kg Below 135kg	1 sheet
Paper quality	Kind	Paper of fine quality/bond paper/ Kent paper	

3. Document Types

• Normal paper

  Documents handwritten in pencil (No. 2 lead or softer), fountain pen, ball point pen, or felt-tipped pen can be transmitted.

  Documents of normal contrast duplicated by a copying machine can also be transmitted.

• Diazo copy (blueprint)

  Diazo copy documents of a normal contrast may be transmitted.

• Carbon copy

  A carbon copy may be transmitted if its contrast is normal.

4. Cautions on Transmitting Documents

• Documents written in yellow, greenish yellow, or light blue ink cannot be transmitted.

• Ink, glue, and correcting fluid on documents must be dry before the documents can be transmitted.

• All clips, staples and pins must be removed from documents before transmission.

• Patched (taped) documents should be copied first on a copier and then the copies used for transmission.

• All documents should be fanned before insertion into the feeder to prevent possible double feeds.

5. Automatic Document Feeder Capacity

Number of pages that can be placed into the feeder at anytime is as follows:

Normal size: max. 20 sheets

Special size: single sheet only (manual feed)

NOTES:
• If you need to send or copy more 20 pages, place the additional pages and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.

• If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent doublefeeding.

6. Readable Width & Length

The readable width and length of a document are slightly smaller than the actual document size.

Note that characters or graphics outside the effective document scanning range will not be read.

• **Readable width**

208 mm max.

0.16" (4 mm) | 0.16" (4 mm)
Readable width
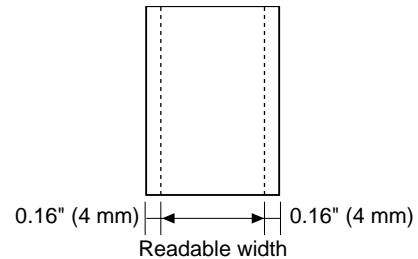
• **Readable length**

This is the length of the document sent minus 0.2" (5 mm) from the top and bottom edges.

0.2" (5mm)

Readable length

0.2" (5mm)
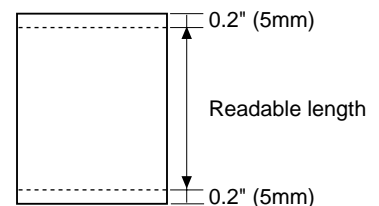
[4] Installation

1. Site selection

Take the following points into consideration when selecting a site for this model.

ENVIRONMENT

- The machine must be installed on a level surface.

- Keep the machine away from air conditioners, heaters, direct sunlight, and dust.

- Provide easy access to the front, back, and sides of the machine. In particular, keep the area in front of the machine clear, or the original document may jam as it comes out after scanning.

- The temperature should be between 10° and 30°C (50° and 86°F).

- The humidity should be between 20% and 85% (without condensation).

ELECTRICITY

AC 120 V, 60 Hz, grounded (3-prong) AC outlet is required.

Caution!

- Connection to a power source other than that specified will cause damage to the equipment and is not covered under the warranty.

- If your area experiences a high incidence of lightning or power surges, we recommend that you install a surge protector for the power and telephone lines. Surge protectors can be purchased at most telephone speciality stores

TELEPHONE SOCKET

A standard RJ11C telephone socket must be located near the machine. This is the telephone socket commonly used in most homes and offices.

- Plugging the fax machine into a socket which is not an RJ11C socket may result in damage to the machine or your telephone system. If you do not know what kind of socket you have, or need to have one installed, contact the telephone company.

If the machine is moved from a cold to a warm place...

If the machine is moved from a cold to a warm place, it is possible that the reading glass may fog up, preventing proper scanning of documents for transmission. To remove the fog, turn on the power and wait approximately 2 hours before using the machine.

2. Installing the toner cartridges

The laser printer in your fax machine uses a toner cartridge and a drum cartridge. The drum cartridge comes pre-installed, and the toner cartridge must be installed.

The starter toner cartridge included with your fax can print approximately 1,875 letter-size pages st 4% page coverage

When replacing the toner cartridge, use a Sharp UX-400ND toner cartridge. One cartridge can print about 3,750 letter-size pages.

- The drum cartridge can print approximately 20,000 letter-size pages. When replacing the drum cartridge, use a Sharp UX-400DR drum cartridge.

Follow the steps below to install the toner cartridge and prepare the drum cartridge.

① Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

- **Caution!** The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.
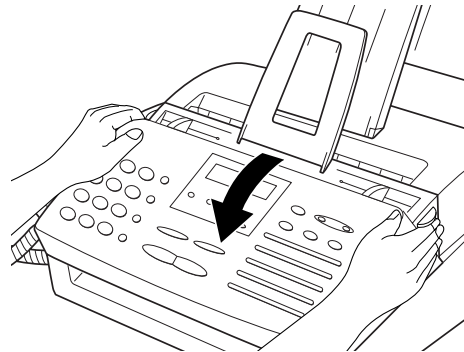

② The drum cartridge has been installed at the factory. Gently pull the paper tab to remove the black sheet of protective paper from the cartridge.

- Be careful not the tear the paper or leave any pieces of paper in the machine.
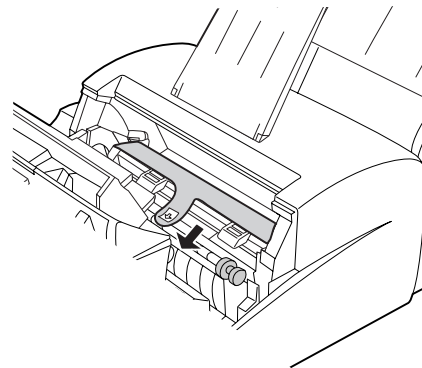
③ Remove the new toner cartridge from its packaging. Shake the cartridge side to side four or five times to distribute the toner evenly within the cartridge.

Carefully remove the band and the cardboard packaging material from the toner cartridge.
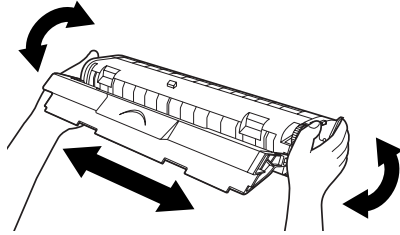
④ Hold the toner cartridge by the handle with the stamped markings on the cartridge facing upwards, and insert the cartridge into the print compartment.
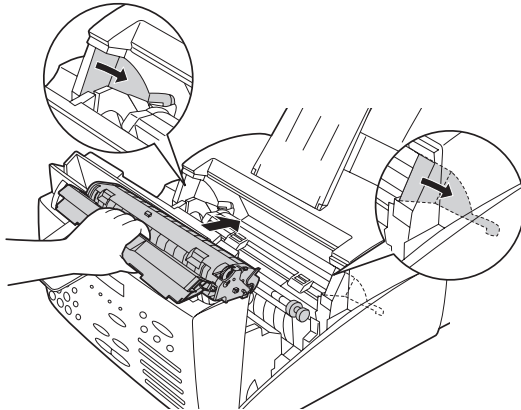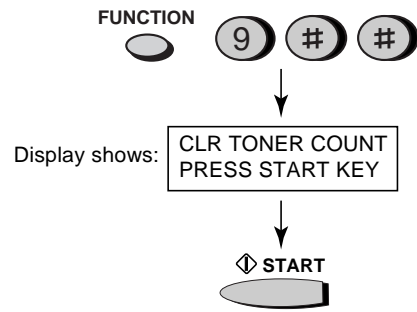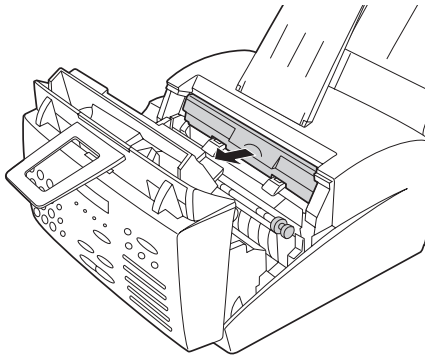
⑤ Place your thumb on the center of the handle where it is marked **PUSH**, and push the handle down and in so that the cartridge fits into place.
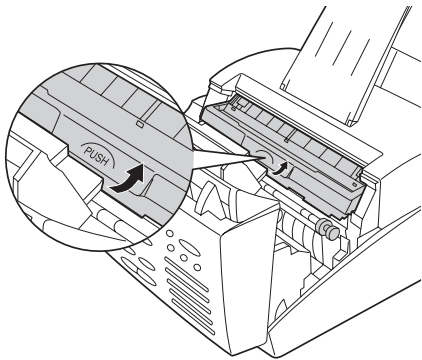
⑥ Close the print compartment cover, pressing down firmly on each side to mack sure it is completely closed.
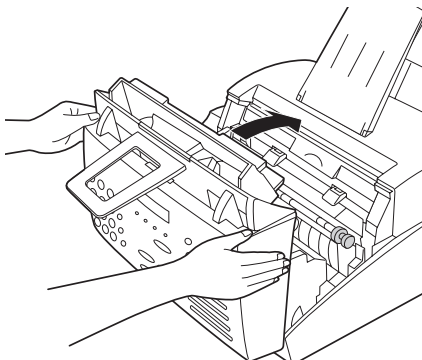
⑦ Reset the toner counter by pressing the following keys:

FUNCTION 9 # #

Display shows:
```
CLR TONER COUNT
PRESS START KEY
```

⊕ **START**

⑧ Reset the drum counter by pressing the following keys:

• **Note:** This setting is only necessary after you have replaced the drum cartidge (not after replacing the toner cartridge).

FUNCTION 9 ✻

Display shows:
```
CLR DRUM COUNT
PRESS START KEY
```

⊕ **START**
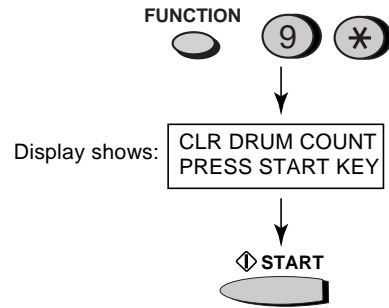
3. Replacing the drum cartridge

To maintain excellent printing quality, we recommend that you replace the drum cartridge after 20,000 pages have been printed. You can view the number of pages printed in the display by pressing the following sequence of keys:

FUNCTION 9 # ⊕ **START**

When finished, press the **STOP** key to return to the date and time display.

Replace the drum cartridge with the following cartridge:

Sharp UX-400DR drum cartridge

① Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

• **Caution!** The fusing unit inside the print compartmt becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.

② Grasp the finger hold on the toner cartridge handle where it is marked **PUSH**, and pull the handle out. Rehold the handle and pull the toner cartridge out of the compartment.

   • Place the toner cartridge on a sheet of paper on a level surface.
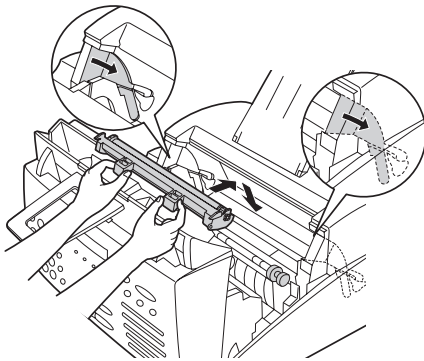

③ Grasp the tabs on the drum cartridge handle and gently pull the cartridge out of the machine.

④ Remove the new drum cartridge from its packaging.

⑤ Insert the drum cartridge into the print compartment, aligning the guides on the cartridge with the runners on the sides of the compartment.
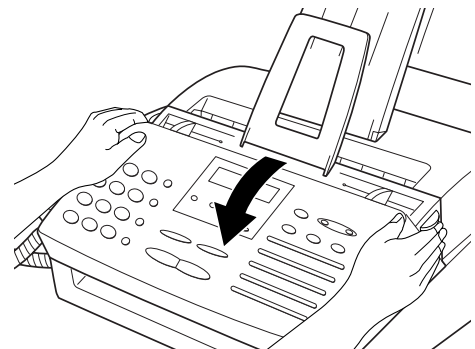
⑥ Gently pull the paper tab to remove the black sheet of protective paper from the drum cartridge.
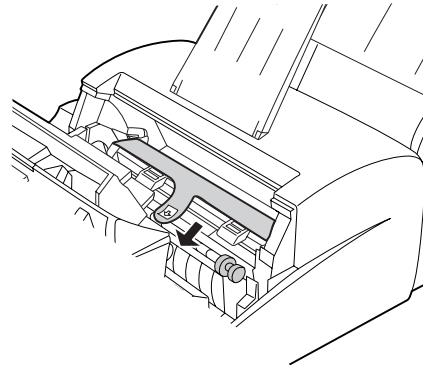
   • Be careful not the tear the paper or leave any pieces of paper in the machine

⑦ Replace the toner cartridge and reset the drum counter. (Refer to Installing the Toner Cartridge .)

4. Connections

① **Connecting the Handset**
   Connect the handset as shown and place it on the handset rest.

   • The ends of the handset cord are identical, so they will go into either jack.

② **Connecting the power cord**

Plug the power cord into a 120 V, 60 Hz, grounded AC (3-prong) outlet.

• **Caution!** Do not plug the power cord into any other kind of outlet. This will damage the machine and is not covered under the warranty.
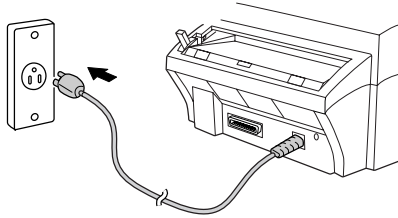

The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.

• **Note:** If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

③ **Connecting the telephone line cord.**

Insert one end of the line cord into the jack on the back of the machine marked **TEL. LINE**. Insert the other end into a standard (RJ11C) single-line wall telephone jack.
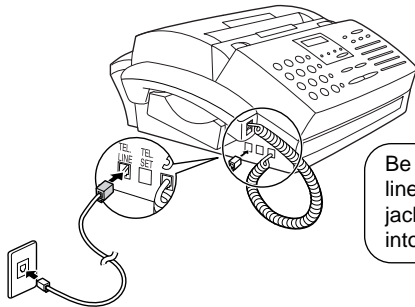
Be sure to insert the line into the **TEL. LINE** jack. **Do not** insert it into the **TEL. SET** jack.

• **Note:** Your fax is set for tone dialing. If you are on a pulse dial line, you must set your fax for pulse dialing. Press the keys on the operation panel as follows:

1) Press these keys.
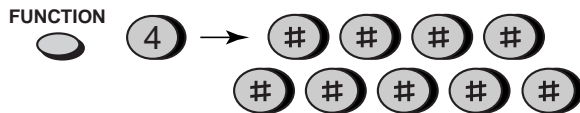
The display will show:

```
DIAL MODE
1=TONE, 2=PULSE
```

2) Press **1** to select tone dialing, or **2** to select pulse dialing.
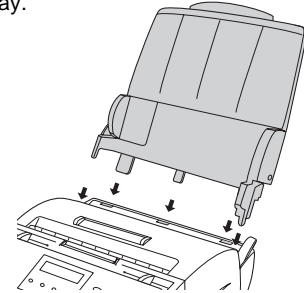

3) Press the **STOP** key to return to the date and time display.
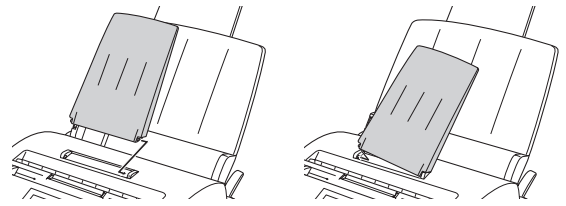

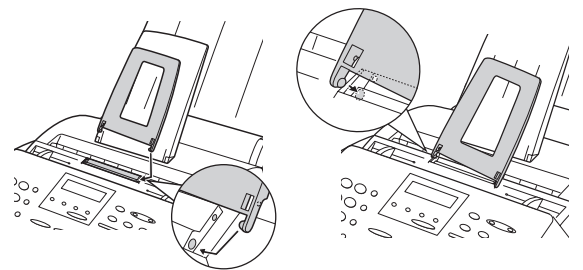④ **Attaching the paper tray and document supports.**

1) Attach the paper tray.

2) Attach the received document tray.
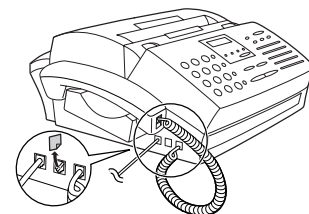

3) Attach the original document support.

• Make sure the front side of the support faces you (the support should curve slightly toward you).
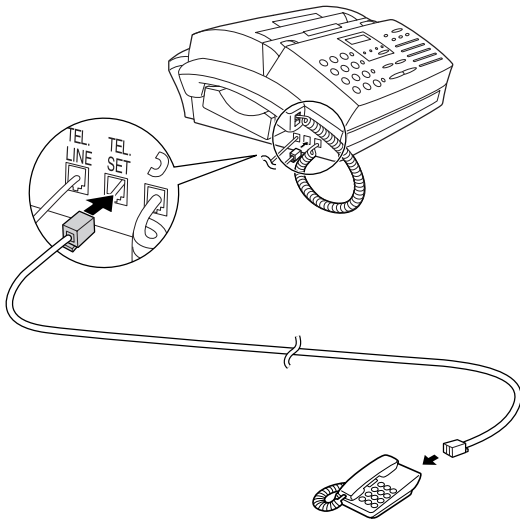

⑤ **Extension phone (optional).**

If desired, you can connect an extension phone to the **TEL. SET** jack on the fax.

1) Remove the seal covering the **TEL**. **SET** jack.

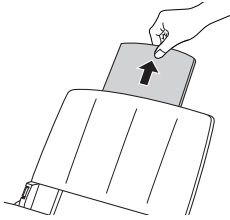2) Connect the extension phone line to the **TEL**. **SET** jack.

5. Loading Printing Paper

You can load up to 200 sheets of letter, A4 or legal paper (max. 20 lbs.) in the paper tray.
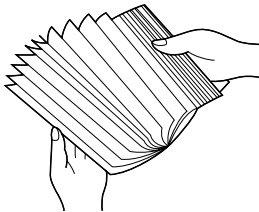
Caution!
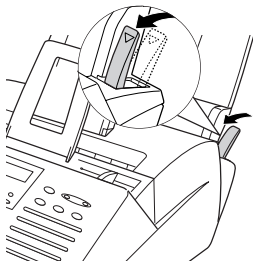Do not use the blank side of paper that has already been printed on.

① If you are going to load legal size paper, pull out the paper tray extension.

② Fan the paper, and then tap the edge against a flat surface to even the stack.

③ Pull the paper release lever toward you.

④ Insert the stack of paper **firmly** into the tray, **print side up**.

• Make sure that the stack is not higher than the marked line. Loading too much paper may cause paper jams and misfeeds.

• If paper remains in the tray, take it out and combine it into a single stack with the new paper before adding the new paper.

Important:
Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.
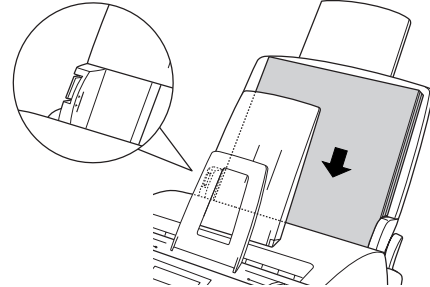
⑤ Make sure the stack of paper is aligned against the right paper quide, and then gently move the left paper guide to the **8 1/2** position for letter or legal paper, or the **A4** position for A4 paper.
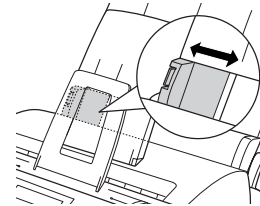
⑥ Push the paper release lever back down.

• **Note:** If the paper does not feed correctly, remove the entire stack from the tray and repeat the loading procedure from the beginning.

⑦ The fax has been set at the factory to scale the size of received faxes to letter size paper. If you have loaded legal paper, you must change the paper size setting to legal. Press these keys:
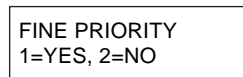
FUNCTION ○ (4) (#)

The display will show:

PAPER SIZE SET
1=LETTER, 2=LEGAL

↓ ↑

PAPER SIZE SET
3=A4
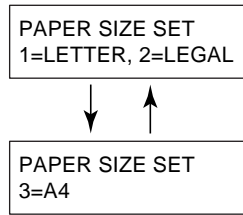
Press **1** to select LETTER or **2** to select LEGAL. (You can also press **3** to select A4.)

LETTER **LEGAL**
(1) or (2)

The display will briefly show your selection and then show:

FINE PRIORITY
1=YES, 2=NO

Press the **STOP** key to return to the date and time display.

⊘ **STOP**

6. Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START** key. If the document doesn't feed out, open the operation panel and remove it.
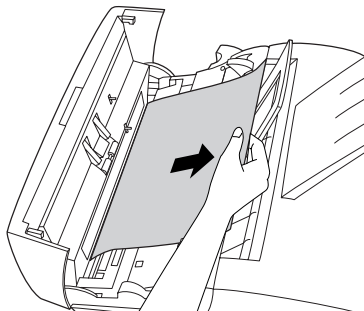
Important:
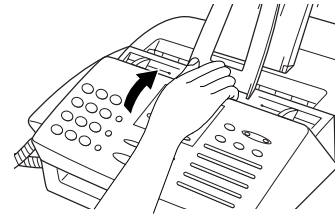Do not try to remove a document without opening the operation panel. This may damage the feeder mechanishm .

① Open the operation panel by grasping the panel release and pull-ing up.
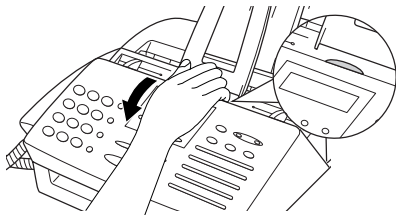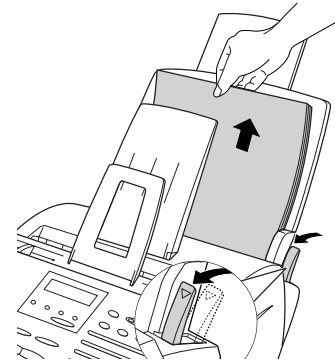
② Remove the document.

③ Close the operation panel, making sure it clicks into place.

7. Clearing jammed printing paper

① If most of the jammed page is protruding from the back of the fax, pull the paper release lever toward you and try pulling the page out.

② If the jammed page comes out, take out the rest of the paper in the tray, straighten the stack, put it back in the paper tray, and push down the paper release lever.
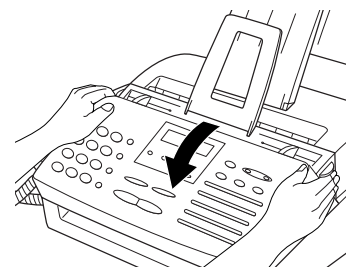
• If you are unable to clear the jam in this way, continue with the following steps.
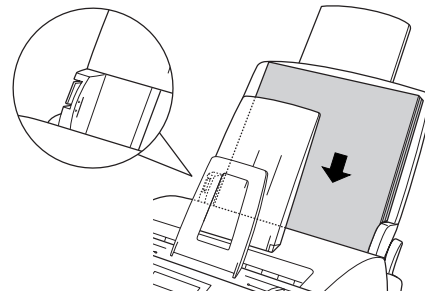
③ Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

• **Caution!**
The fusing unit inside the print compartment becomes very hot during operation. Be careful not to touch the inside of the compartment.

④ Grasp the finger hold on the toner cartridge handle where it is marked **PUSH**, and pull the handle out. Hold the handle and pull the toner cartridge out of the compartment.

• Place the toner cartridge on a sheet of paper on a level surface.
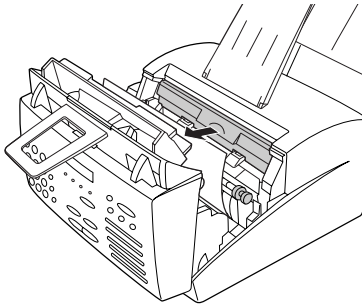
⑤ Grasp the tabs on the drum cartridge handle and gently pull the cartridge out of the machine.
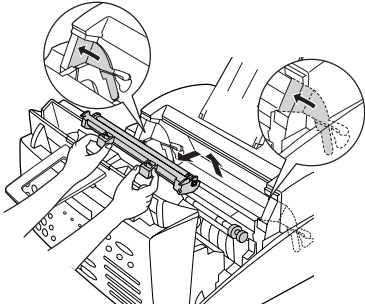
⑥ Wrap the drum cartridge in a large sheet of paper as shown at right so that the green drum section is shielded from light, and place it gently on a level surface.

• Do not touch the green drum in the drum cartridge. This will damage the drum surface.

• Do not expose the drum to direct light. This will damage the drum.
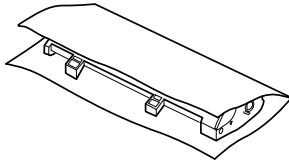
⑦ Gently pull the jammed paper out of the machine.

• If needed, turn the wheel on the right side of the fusing unit to eject the paper from the machine.

• **Caution!**
  Do not use excessive force to pull the jammed paper out. If the paper tears and a piece remains inside the machine, a service call may be necessary to remove the remaining piece.

Fusing unit

Wheel
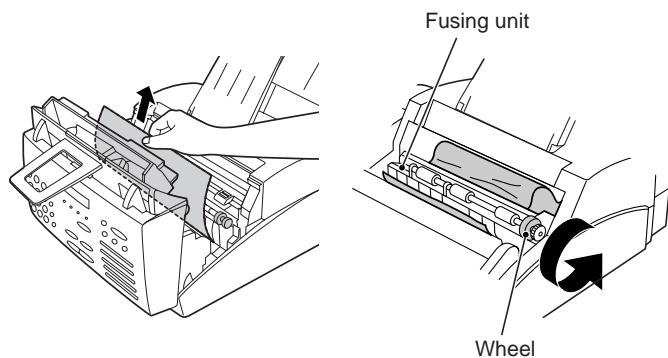
⑧ Replace the drum cartridge.

• To insert the cartridge, align the guides on the cartridge with the runners on the sides of the compartment.
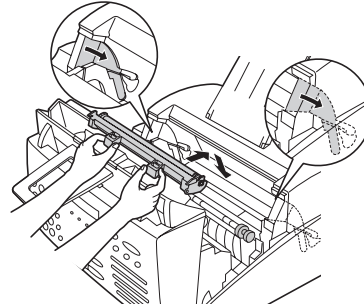
⑨ Replace the toner cartridge and close the print compartment cover. (Refer to Installing the Toner Cartridge.)

[5] Maintenance

1. Scanning glass and rollers.

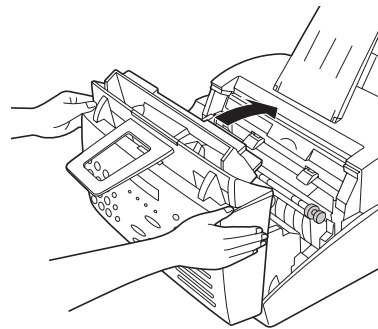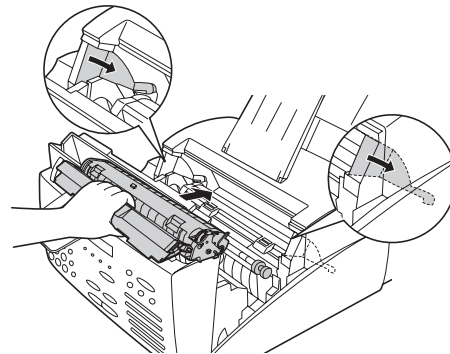Clean the scanning glass and rollers frequently to ensure that your transmitted images and copies are of the highest quality.

Open the operation panel (grasp the panel release and up), and wipe the scanning glass, rollers and white backplate with a soft cloth.

• Make sure that all dirt and stains (such as correcting fluid) are removed, as dirts and stains will cause vertical lines on transmitted images and copies.

Document rollers

White backplate

Scanning glass
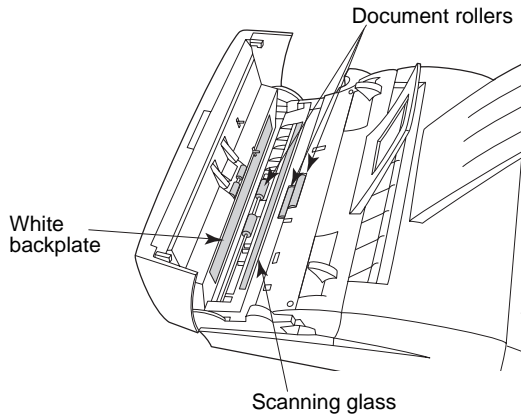
2. The housing.

Wipe the external parts and surface of the machine with a dry cloth.

• Caution!
Do not use benzene or thinner. These solvents may damage or discolor machine.

3. Cleaning the drum cartridge.

If you find that characters or parts of an image are missing from your printed pages, the drum in the drum cartridge may need ceaning. Follow the steps below to clean the drum.
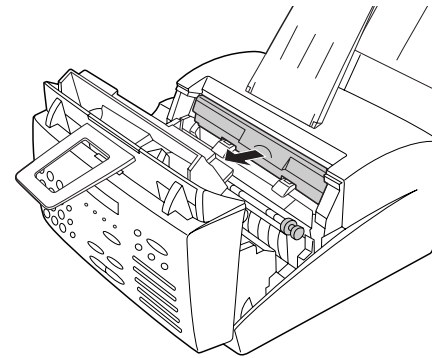
① Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

• Caution!
The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.
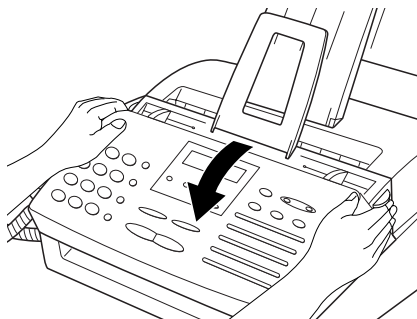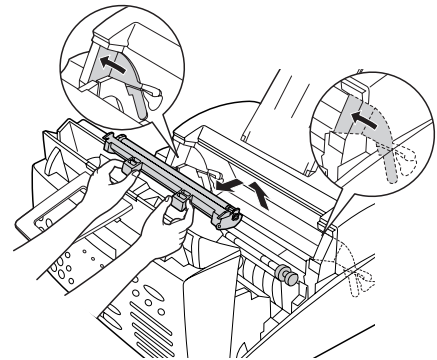

② Grasp the finger hold on the toner cartridge handle where it is marked **PUSH**, and pull the handle out. Rehold the handle and pull the toner cartridge out of the compartment.

• Place the toner cartridge on a sheet of paper on a level surface.

③ Grasp the tabs on the drum cartridge handle and gently pull the cartridge out of the machine.

④ Take a sheet of clean paper and roll it into a tube. Roll it tightly so that the diameter of the holes at each end is less than the thickness of your little finger.
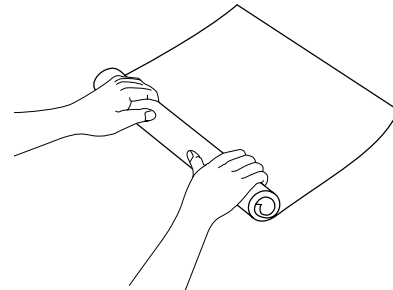
⑤ Gently wipe the surface of the drum with the rolled-up paper to remove any particles of toner caked on the drum.

• Do not let the drum surface come into contact with anything other than the rolled-up paper. Fingerprints, water, alcohol, and other solvents will damage the drum surface.

• Do not touch the drum surface with the edges of the rolled-up paper.
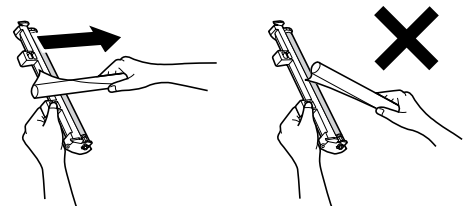
⑥ Replace the drum cartridge.

   • To insert the cartridge, align the guides on the cartridge with the runners on the sides of the compartment.

⑦ Replace the toner cartridge and close the print compartment cover.(Refer to Installing the Toner Cartridge.)

[6] Troubleshooting

1. Using the RESET key

If the fax machine stops responding when you press any of the operation panel keys, you must reset it. This can be done as follows:

① Grasp the print compartment cover at both sides as shown, and pull up to open the cover.
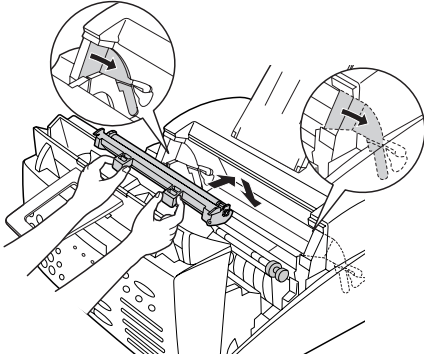
   • **Caution!**
   The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.
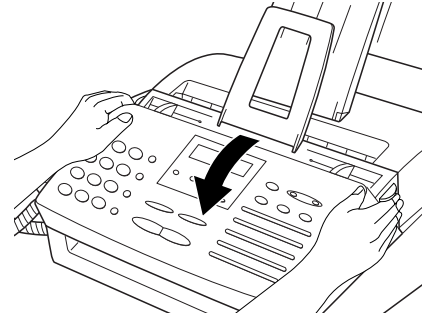
② Use a ballpoint pen to press the **RESET** button.

   • **Note:** Pressing the **RESET** button clears any documents that are stored in memory.
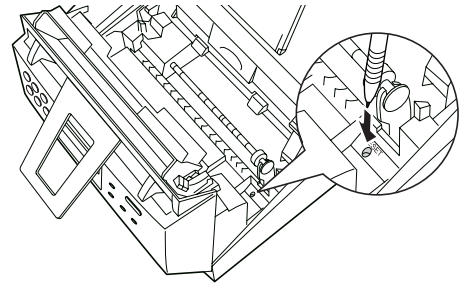
③ Close the print compartment cover, pressing down firmly on each side to make sure it is completely closed.

2. Message and Signals

① **Display messages**

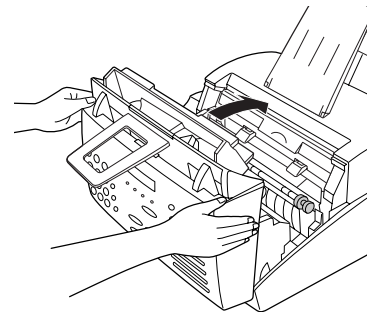|	
CAN'T PRINT DATA	A fax has been received to memory because printing is not possible. This message will alternate with a message that indicates the problem. The fax will print out automatically when the problem is resolved.
SIZE ERROR	The paper size setting is incorrect. Change the paper size setting.
CHECK PC	This appears if you press the **E-MAIL** key and your computer is not turned on or is not correctly connected to the fax machine.
COVER OPEN	The print compartment cover is open. Press down firmly on both sides of the print compartment cover to close it.
DOCUMENT JAMMED	The original document is jammed. See the Clearing Paper Jams.
FUNCTION MODE	The **FUNCTION** key has been pressed.
GROUP SPACE FULL	This appears if you attempt to program a Group Key when all Group Keys have already been programmed.
HOLD	The **HOLD/SEARCH** key has been pressed to put the other party on hold during a phone conversation. Press the **HOLD/SEARCH** again to take the other party off hold.
LINE ERROR	Transmission or reception was successful. Press the **STOP** key to clear the message and then try again.
LINE IS IN USE	An extention phone connected to the fax is being used. Do not lift the fax's handset or attempt transmission at this time, as this will interrupt the conversation on the extension phone.
MEMORY IS FULL	The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue.
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
NO DATA	This appears if you attempt to search for an automatic dialing number when none have been stored.
NO # STORED	You have tried to dial or clear a Rapid Key or Speed Dial number that hasn't been programmed (a full number hasn't been assigned to it)

OFF HOOK	This appears if you forgot replace the handset after using it to dial and send a fax. Replace the handset or press the **STOP** key to clear the message.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax machine is waiting for you to dial.
OUT OF PAPER	You are out of printing paper (or the paper release lever is open). Load paper as explained in Loading Printing Paper.
PAPER JAMMED	The printing paper is jammed. See the Clearing Paper jams.
SEND READY	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
REPLACE TONER	The toner cartridge must be replaced.
SEARCH DIAL	The **HOLD/SEARCH** key has been pressed. Press # or ✱ to search for an automatic dialing number, or press the **STOP** key to return to the date and time display.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.
TX MEMORY FULL	This message appears if you insert a document into the document feeder when 30 transmission jobs are already waiting in memory for transmission. You can continue setting up the transmission job after the job currently being sent is completed. This message may also appear if faxes have been received to memory due to a printing problem. In this case, resolve the problem so that printing can take place and free memory.

② **Audible signals**

Continuous tone	3 seconds	Indacates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 seconds on, 1 second off)	Indacates incomplete transmission, reception, or copying.
Rapid intermittent tone	Continuous (0.7 seconds on, 0.3 seconds off)	Indacates that the handset is off hook.

[7] Quick reference guide

Entering Your Name and Number

1. Press: **FUNCTION** 3 # #

Display shows: OWN NUMBER SET / PRESS START KEY

2. Press: START

3. Enter your fax number (max. of 20 digits) by pressing the number keys.

• To insert a space between digits, press the # key.

• If you make a mistake, press the **SPEED DIAL** key to backspace and clear the mistake.

4. Press: START

5. Enter your name by pressing the appropriate number keys as shown below.

• To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

SPACE = 1 1
A = 2 2
B = 2 2 2
C = 2 2 2 2
D = 3 3
E = 3 3 3
F = 3 3 3 3
G = 4 4
H = 4 4 4
I = 4 4 4 4
J = 5 5
K = 5 5 5
L = 5 5 5 5
M = 6 6
N = 6 6 6
O = 6 6 6 6
P = 7 7
Q = 7 7 7
R = 7 7 7 7
S = 7 7 7 7 7
T = 8 8
U = 8 8 8
V = 8 8 8 8
W = 9 9
X = 9 9 9
Y = 9 9 9 9
Z = 9 9 9 9 9

• To change case, press the **REDIAL** key. Press # or ✱ to scroll through symbols and special characters.

6. When finished, press: START STOP

Setting the Date and Time

1. Press: **FUNCTION** 3 ✱ ✱ ✱

Display shows: DATE & TIME SET / PRESS START KEY

2. Press: START

3. Enter two digits for the month (01 to 12).

4. Enter two digits for the day (01 to 31).

5. Enter four digits for the year (Ex: 2000).

6. Enter two digits for the hour (01 to 12) and two digits for the minute (00 to 59).

7. Press ✱ for A.M. or # for P.M.

8. When finished, press: START STOP

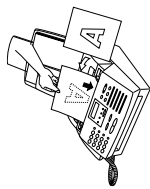## Storing and Clearing Auto Dial Numbers

1. Press: **FUNCTION** 3 #

Display shows: FAX/TEL # MODE / 1=SET, 2=CLEAR

2. Press **1** to store a number or **2** to clear a number.

3. Press a Rapid Key or enter a 2-digit Speed Dial number (from **00** to **99**). (If you are clearing a number, go to Step 7.)

4. Enter the full fax/telephone number.

5. Press: START

6. Enter the name of the location by pressing number keys. (Refer to the letter entry table in Entering Your Name and Number.)

7. Press: START STOP

Receiving Faxes

Press the **RECEPTION MODE** key until the arrow in the display points to the desired reception mode.
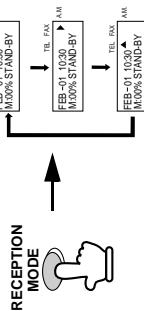
FAX mode: The fax machine automatically answers on four rings and receives the incoming document.

TEL mode:

A.M. mode: Select this mode when an answering machine is connected to the fax and the answering machine is turned on.

Sending Faxes

Place your document (up to 20 pages) face down in the document feeder.

Normal Dialing

1. Lift the handset or press SPEAKER

2. Dial the fax number.

3. Wait for the reception tone (if a person answers, ask them to press their Start key).

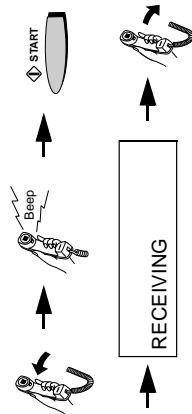4. Press: START

Rapid Key Dialing

Press the appropriate Rapid Key. Transmission will begin automatically.

Speed Dialing

1. Press: SPEED DIAL

2. Enter the 2-digit Speed Dial number.

3. Press: START