SHARP®

MODEL

UX-5000

FACSIMILE

OPERATION MANUAL
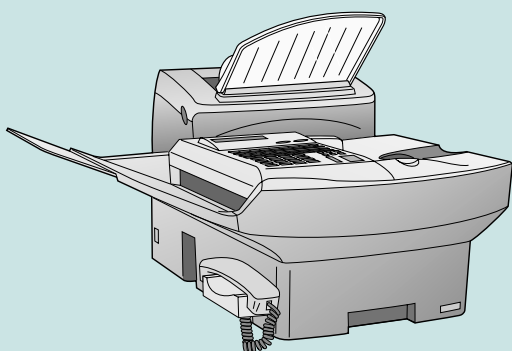
WARNING — FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

NOTE — The laser component of the UX-5000 is rated Class 1 and complies with 21 CFR 1040.10 and 1040.11 of the CDRH standards. This means that the machine does not produce hazardous laser radiation.

ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991

"The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile 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 following information:

(1) The date and time of transmission.

(2) Identification of either the business, business entity or individual sending the message.

(3) Telephone number of either the sending machine, business, business entity or individual.

In order to program this information into your facsimile machine, please refer to the appropriate instructions in the operation manual."

As an ENERGY STAR^{SM} partner, SHARP has determined that this product meets the ENERGY STAR^{SM} guidelines for energy efficiency.

FOR YOUR RECORDS

Please record the model number and serial number below, for easy reference, in case of loss or theft. These numbers are located on the rear side of the unit. Space is also provided for other relevant information.

Model Number _____

Serial Number _____

Date of Purchase _____

Place of Purchase_____

INTRODUCTION

Welcome to the UX-5000 and thank you for choosing Sharp! In addition to providing you with the ease and convenience of plain-paper printing, the UX-5000 features a variety of special functions designed to increase the range and power of your communications.

This manual gives you easy-to-follow instructions for installing and using the UX-5000. The Table of Contents will show you where instructions for using each feature are located.

If you have any questions or problems which cannot be solved by reading this manual, please contact Sharp's Customer Assistance Center at 1-800-BE SHARP.

Important:

● *This facsimile machine is not designed for use on a line which has call waiting, call forwarding, or certain 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 machine is not compatible with digital telephone systems.*

Important safety information

- If your facsimile equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.

Caution!!

- Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
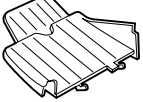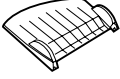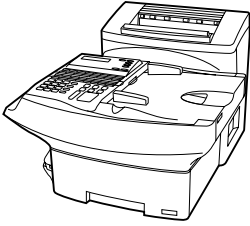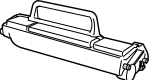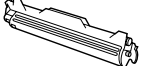
TABLE OF CONTENTS

1   INSTALLATION

UNPACKING CHECKLIST

After unpacking your fax, make sure you have all the items shown below. If any are missing, contact your dealer.

Handset cord		Rapid key labels
Telephone line cord		Letter and legal cassette labels
Handset		Operation manual
Original document OUT tray		
		Received document tray
		Toner cartridge
		Drum cartridge

Precautions before setting up

♦ The printing unit in the fax generates a small amount of ozone during operation. The amount is not large enough to be harmful; however, the fax should only be installed in a ventilated room.

♦ The fax must be installed on a level surface.

♦ Keep the fax away from air conditioners, heaters, direct sunlight, and dust.

♦ 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.

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

INSTALLING THE PRINTER CARTRIDGES

The laser printer in your fax creates printed text and images by applying toner to the page with a photoconductive drum. Follow the steps below to install or replace the toner cartridge and the drum cartridge.

1
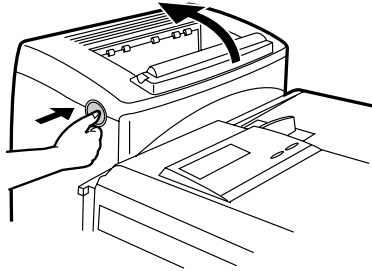
Press the button on the side of the printer compartment, and open the printer cover.

- **Caution!** The ribs on the bottom of the inside of the printer cover become very hot during printing. Be careful not to touch them.

- If you are installing the cartridges for the first time, go to Step 4.

2
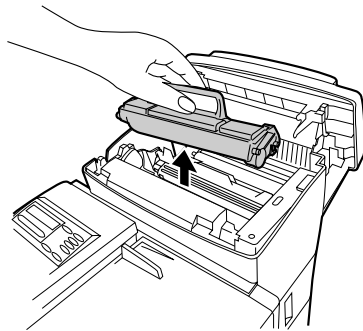
If you are replacing the cartridges, grasp the handle on the toner cartridge, and pull the toner cartridge out of the compartment.

- If you are only replacing the drum cartridge, place the toner cartridge on a piece of paper on a horizontal surface.

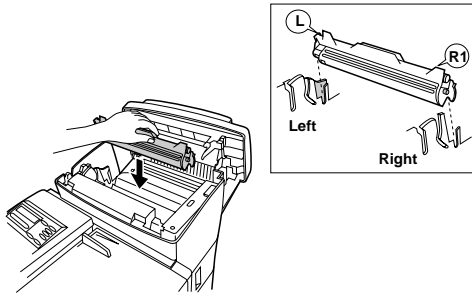- If you are only replacing the toner cartridge, go to Step 6.

3
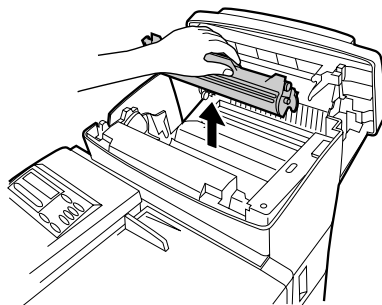
Pull the old drum cartridge out of the compartment.

4
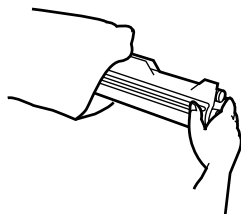
Remove the new drum cartridge from its packaging.

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5

**Align the arrowhead on the right side of the drum cartridge (the right side is marked "R") with the arrowhead pointing down which is marked on the right side of the compartment, and insert the cartridge into the compartment so that the ends of the cartridge move along the guides on the sides of the compartment. Make sure the cartridge is set firmly in place.**

• Place the old drum cartridge (if you re-moved one) in the empty drum car-tridge bag, seal the bag, and dispose of it in a way that conforms to any local regulations that may exist in your area.

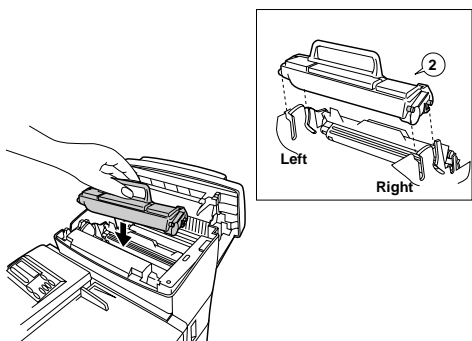• If you are not replacing the toner car-tridge, go to Step 7.

6
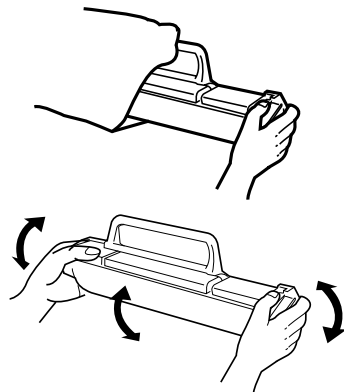
Remove the new toner cartridge from its packaging, and shake several times as shown.

• This ensures that the toner is well dis-tributed inside the cartridge.

7

Hold the handle of the toner cartridge so that the "2" marked on the cartridge is to the right, and insert the cartridge into the compartment so that the two knobs on each side of the cartridge move along the two guides on each side of the compartment. Press the handle down so that the cartridge sets into place.

• Place the old toner cartridge (if you re-moved one) in the empty toner car-tridge bag, seal the bag, and dispose of it in a way that conforms to any local regulations that may exist in your area.
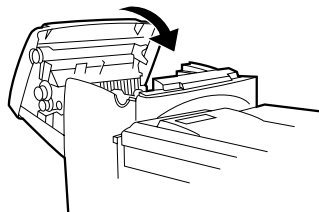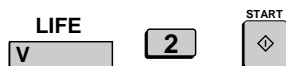
8		**Close the printer cover.**

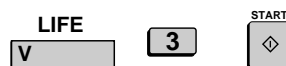| **9**	LIFE V　2　START	**If you replaced the toner cartridge, reset the toner counter by pressing the LIFE key (flip up the Rapid Key overlay if necessary), the "2" key, and the START key.**

10	LIFE V　3　START	**If you replaced the drum cartridge, reset the drum counter by pressing the LIFE key (flip up the Rapid Key overlay if necessary), the "3" key, and the START key.**

Note: *If you ever need to move or ship the fax, remove the toner cartridge and drum cartridge from the fax first.*

Replacing the cartridges

The laser printer in your fax uses the following toner cartridge and drum cartridge. These can be obtained at your office supply store.

**UX-50ND TONER CARTRIDGE**

UX-50DR DRUM CARTRIDGE

The sample toner cartridge provided with your fax is capable of printing approximately 3700 pages if letter size paper is used and 4% of each page is covered with toner. The UX-50ND toner cartridge is capable of printing approximately 5600 pages.

When the toner cartridge nears empty (about 100 pages can still be printed), the indicator on the operation panel will begin to blink. When the cartridge is empty, the indicator light will remain on and REPLACE TONER will appear in the display. Replace the toner cartridge as described above.

The drum cartridge is capable of printing approximately 20,000 pages. When the drum cartridge nears the end of its life, the indicator on the operation panel will begin to blink. The indicator will continue to blink until the cartridge life is over, at which point the indicator will remain on and DRUM LIFE OVER will appear in the display. Replace the drum cartridge as described above.

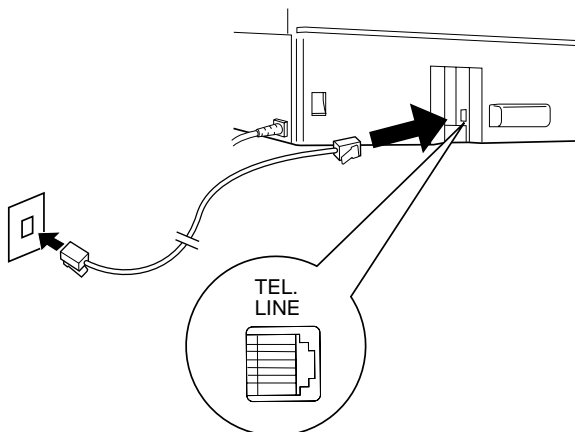## ATTACHMENTS AND CONNECTIONS

Handset
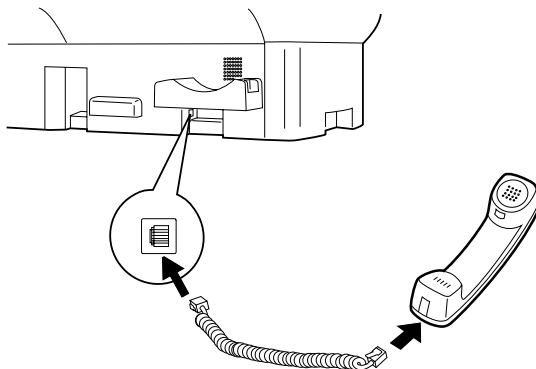
Connect the handset cord to the handset and the fax as shown.

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

Place the handset on the handset rest.

Use the handset to make ordinary phone calls, or to transmit and receive documents manually.
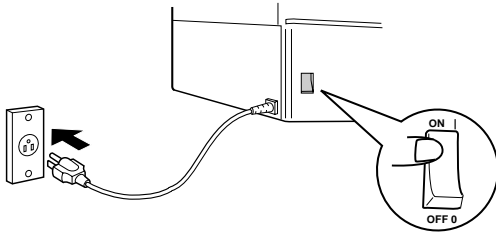
Telephone line cord

Plug one end of the telephone line cord into the jack on the fax marked "LINE". Plug the other end into a standard single-line telephone wall jack.

TEL.
LINE

<P=002>

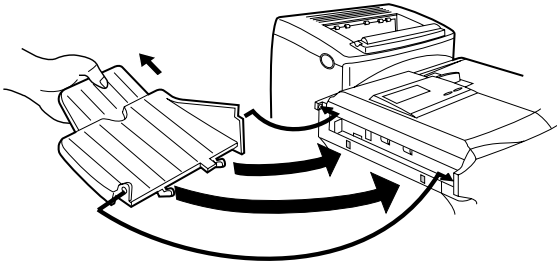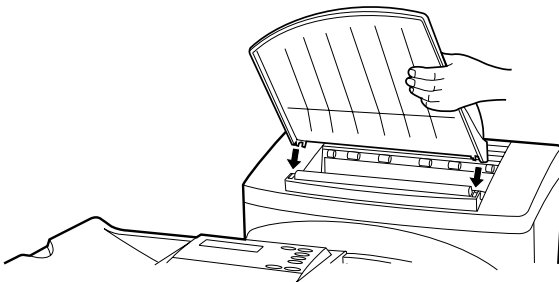ASSEMBLY AND CONNECTIONS

Power lead

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

Press the power switch to turn on the power.

Trays

Attach the original document OUT tray by inserting the tabs into the holes in the fax as shown.

Attach the received document tray by inserting the tabs into the holes in the fax as shown.

LOADING PRINTING PAPER

The paper cassette and the paper tray hold the paper on which received documents are printed.

The paper cassette can hold 500 sheets of legal- or letter-size paper. The paper tray can hold 150 sheets of legal- or letter-size paper.

♦ Your fax has been set at the factory to automatically select the source from which it draws paper according to the size of the document received or copied. If desired, you can change this setting to give priority to the tray or the cassette by setting Option Setting 16 (see Chapter 5, "Optional Settings").

♦ When paper runs out in the currently used source (cassette or tray), your fax will automatically start drawing from the other source. NO PAPER will appear in the display, followed by the empty source in parenthesis. If desired, you can stop change-over to the other source by changing Option Setting 17. In this case, received documents will be stored in memory.

Caution!

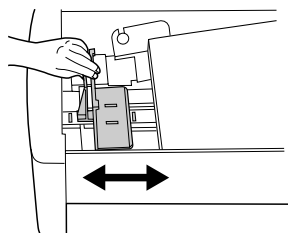● *Do not use paper which has already been printed on one side by a laser printer or copier.*

Loading the paper cassette

1
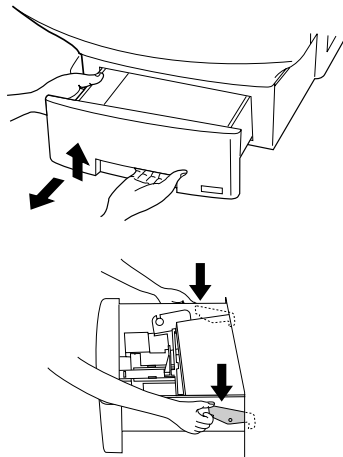
Grasp the hand hold on the cassette as shown, lift the cassette slightly, and then pull it out until it stops. Press down on the levers on each side of the cassette to release it, and then pull it completely out of the fax using both hands.
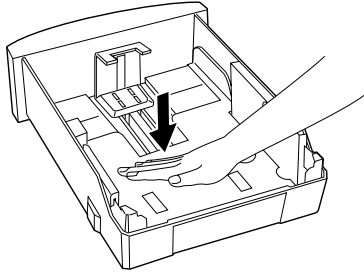
2

Pinch the ends of the paper guide together, and move the guide to the appropriate position depending on whether you are loading letter or legal size paper.
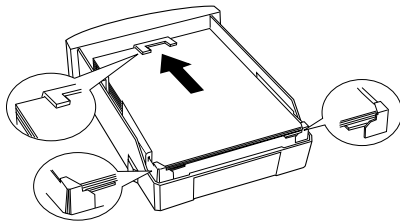
<P=002>

LOADING PAPER

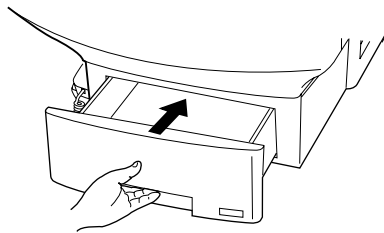| 3 | Push the pressure plate down until it locks into position. |

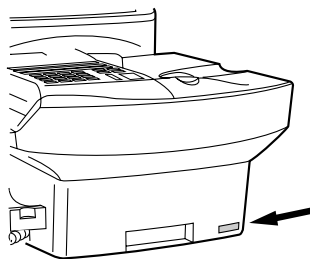| 4 | Place a stack of paper in the cassette, print side up. Make sure the two far corners of the paper go under the paper holders as shown. |

• Make sure the stack of paper is not higher than the tabs at the top of the paper guide. If it is, remove some of the paper.
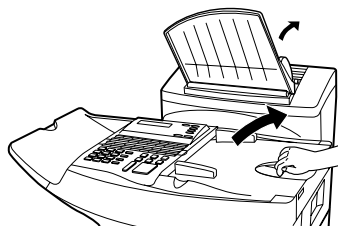
| 5 | Put the cassette back in the fax. |

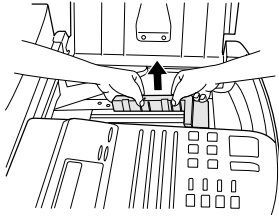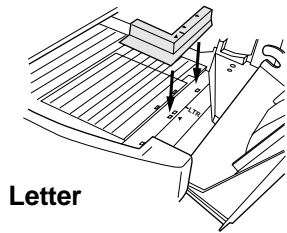| 6 | If desired, attach a letter or legal sticker as appropriate to the cassette. |

Loading the paper tray

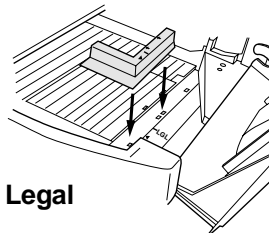| 1 | Rotate the received document tray back. Grasp the hand hold on the original document IN tray as shown, and open it. |

<P=003>

LOADING PAPER

2

Move the paper guide to the appropriate position depending on whether you are loading letter or legal paper.

● To remove the paper guide, press its inner side at the arrow marks and lift.
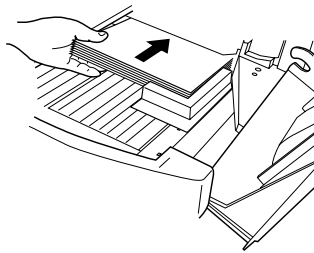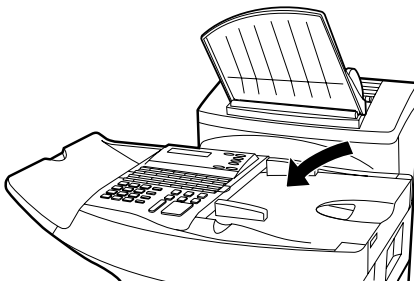
Letter   Legal

3

Place the paper in the tray.

4

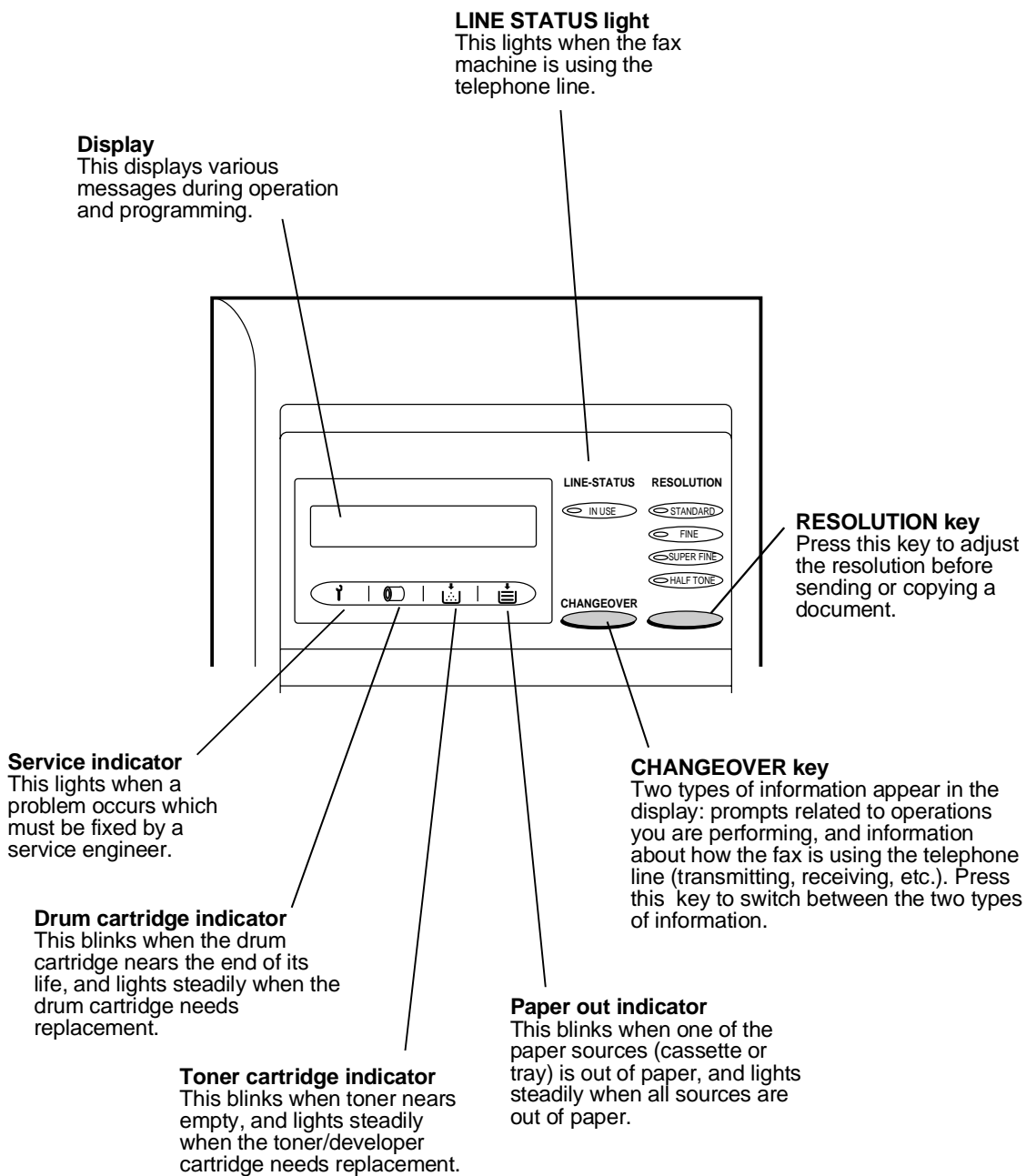**Close the original document IN tray.**

5

If desired, attach a letter or legal sticker as appropriate to the fax.

Notes

2 INITIAL SETTINGS

A LOOK AT THE OPERATION PANEL

Before you can begin using your fax machine, there is some information that must be set using the keys on the operation panel. First take a moment to familiarize yourself with the operation panel, and then set the information as explained on the following pages.

LINE STATUS light
This lights when the fax machine is using the telephone line.

Display
This displays various messages during operation and programming.

LINE-STATUS   RESOLUTION
IN USE   STANDARD
FINE
SUPER FINE
HALF TONE
CHANGEOVER

RESOLUTION key
Press this key to adjust the resolution before sending or copying a document.

Service indicator
This lights when a problem occurs which must be fixed by a service engineer.

CHANGEOVER key
Two types of information appear in the display: prompts related to operations you are performing, and information about how the fax is using the telephone line (transmitting, receiving, etc.). Press this key to switch between the two types of information.

Drum cartridge indicator
This blinks when the drum cartridge nears the end of its life, and lights steadily when the drum cartridge needs replacement.

Paper out indicator
This blinks when one of the paper sources (cassette or tray) is out of paper, and lights steadily when all sources are out of paper.

Toner cartridge indicator
This blinks when toner nears empty, and lights steadily when the toner/developer cartridge needs replacement.

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A LOOK AT THE OPERATION PANEL

Rapid Dial keys
Press one of these keys to dial a fax or voice number automatically (these keys also serve as letter entry keys when storing a name).

PAGE COUNTER key
Press this key to have a slash and the total number of pages added after each page number on the pages of a transmitted document.

CONTRAST key
Press this key to adjust the contrast before sending or copying a document.

RELAY key
Press this key to send a document to another fax machine and have that machine in turn send the document to a number of end receiving machines.

TIMER key
Press this key to set an operation to be performed automatically at a later time.

CONFIDENTIAL key
Press this key to send or print out a confidential document.

LIFE key
Press this key, followed by the "**1**" key, to check the total number of pages printed by the fax machine.

MEM. STATUS key
Press this key to see what documents have been scanned into memory for transmission.

(Flip up the Rapid Key overlay)

CLEAR key
Press this key to clear mistakes when storing names and numbers.
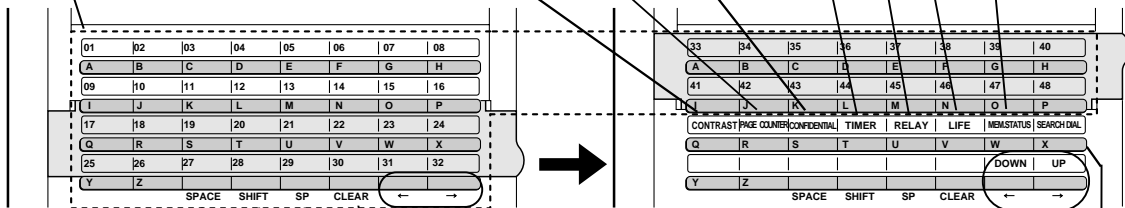
SPACE key
Press this key to enter a space when storing a name.

SHIFT key
Press this key to switch between upper and lower case when storing a name.

$\rightarrow$ **key**, $\leftarrow$ **key**
Press these keys to move the cursor forward and backward when storing names and numbers.

SP key
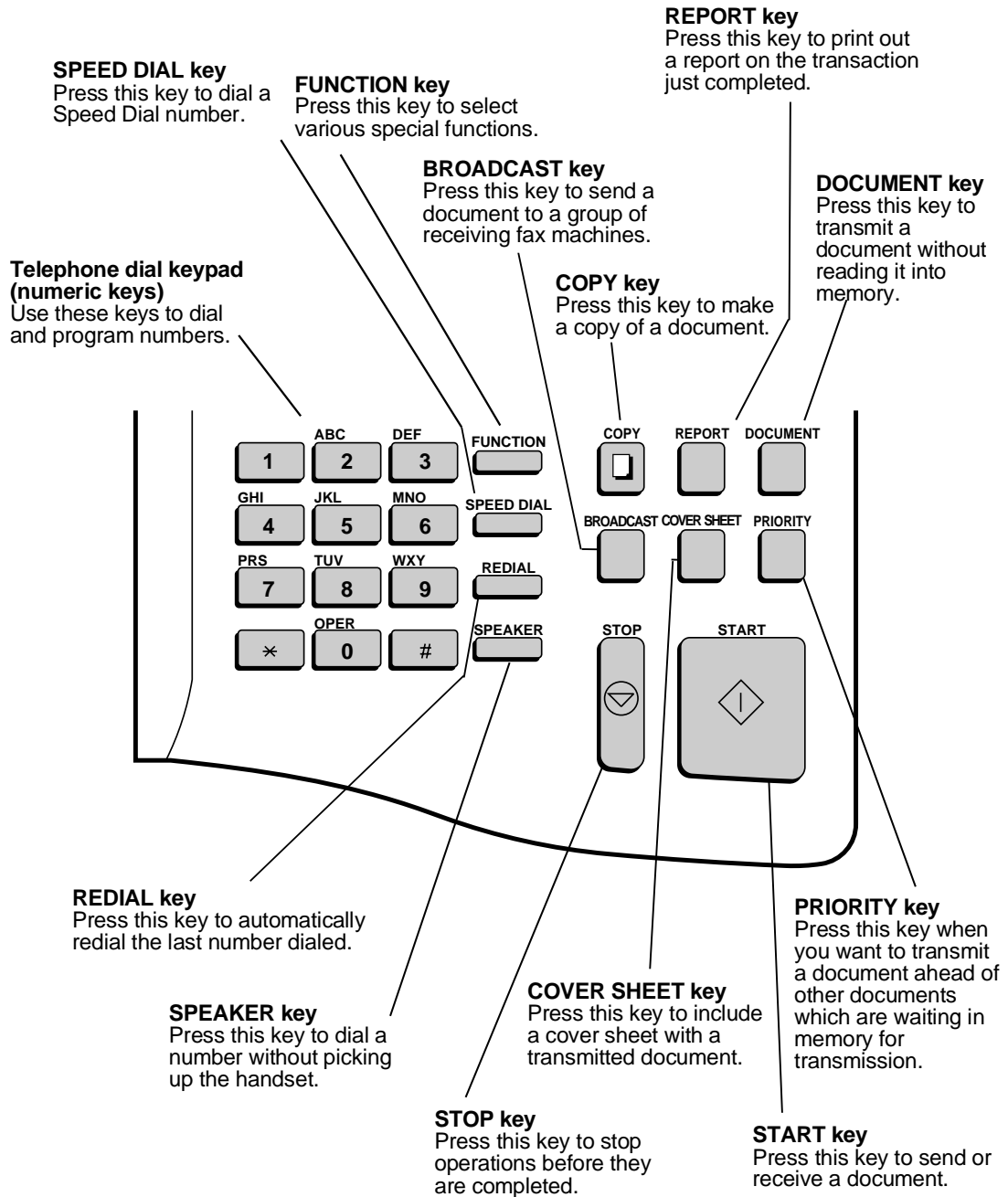Press this key to enter symbols when storing a name.

SEARCH DIAL key
Press this key to search by name for a number stored for automatic dialing.

UP and DOWN keys
Press these keys to adjust the volume of the handset when the handset is lifted, the volume of the speaker when the **SPEAKER** key has been pressed, or the volume of the ringer at all other times.

SPEED DIAL key
Press this key to dial a
Speed Dial number.

FUNCTION key
Press this key to select
various special functions.

REPORT key
Press this key to print out
a report on the transaction
just completed.

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

DOCUMENT key
Press this key to
transmit a
document without
reading it into
memory.

**Telephone dial keypad
(numeric keys)**
Use these keys to dial
and program numbers.

COPY key
Press this key to make
a copy of a document.

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

SPEAKER key
Press this key to dial a
number without picking
up the handset.

COVER SHEET key
Press this key to include
a cover sheet with a
transmitted document.

PRIORITY key
Press this key when
you want to transmit
a document ahead of
other documents
which are waiting in
memory for
transmission.

STOP key
Press this key to stop
operations before they
are completed.

START key
Press this key to send or
receive a document.

ENTERING YOUR NAME AND FAX NUMBER

To have your name and fax/telephone number (called the "Sender's name" and "Sender's number") printed at the top of every page you transmit, program them by pressing the panel keys as shown below.
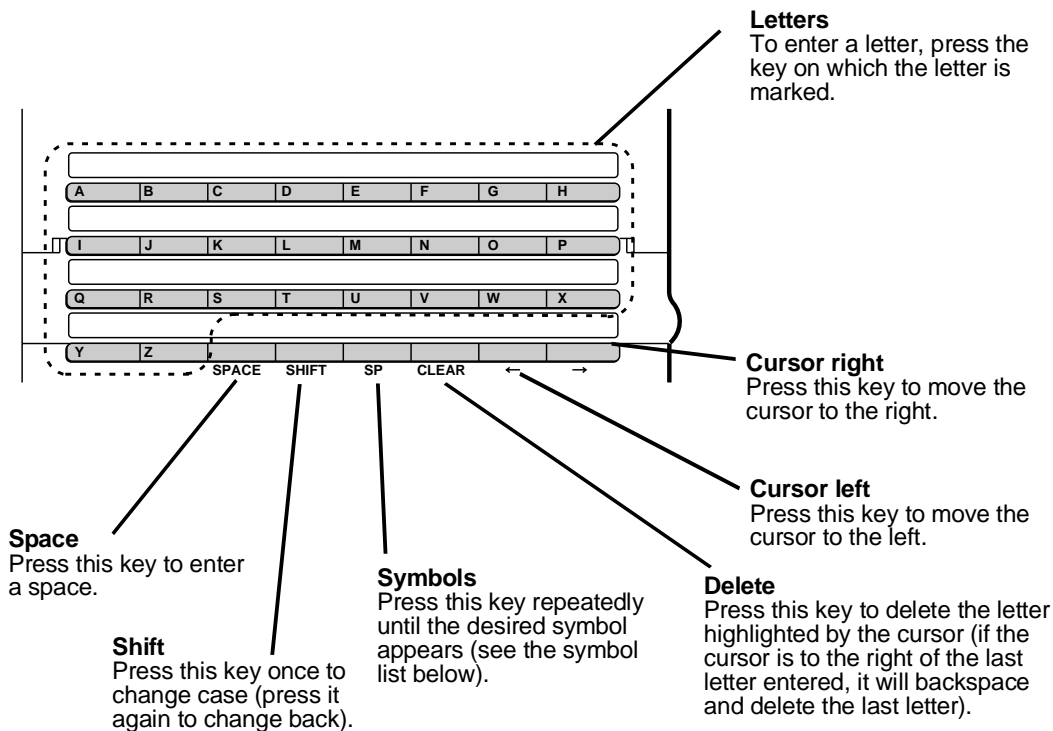
♦ You must program your name and fax number in order to comply with the Consumer Protection Act of 1991 (see inside of front cover).

♦ If you enter an incorrect number or letter, flip the Rapid Key overlay up (if it is down), press the "←" key to move the cursor back to the mistake, and then enter the correct number or letter. (To move the cursor forward, press the "→" key.)

Note: *The fax will not respond if you press the **FUNCTION** key while the display shows the telephone line status. Before performing any operations requiring the **FUNCTION** key, make sure the display shows the date and time (press the **CHANGEOVER** key to switch between the telephone line status and the date and time).*

Step	Press these keys:	Comments
1	**FUNCTION** 3	"ENTRY MODE" will appear in the display.
2	3	"OWN PASSCODE SET" will appear in the display. Note that instead of pressing "**3**", you can press "**#**" or "**✶**" to scroll through the settings in ENTRY MODE until "OWN PASSCODE SET" appears, and then press the **START** key to select it.
3	5 3 1 2 3 4 5 (Example)	Enter your fax number (max. of 20 digits) by pressing the numeric keys. (To insert a space between digits, press the "**#**" key. To insert a "+", press the "**✶**" key.)
4	**START** ◇	
5	S H A R P (Example: "SHARP")	Flip the Rapid Key overlay down (if it is up), and enter your name by pressing the appropriate keys as shown on the following page. (Maximum of 24 characters.)
6	**START** ◇	
7	**STOP** ⊖ **STOP** ⊖	Press the **STOP** key twice to return to the date and time display.

UX5000U-IPEL

ENTERING LETTERS FOR NAMES

Names are programmed by pressing the letter entry keys (if the Rapid Key overlay is up, first flip it down). To enter a letter, press the key on which the letter is marked. The letter will appear in the display.

Letters
To enter a letter, press the key on which the letter is marked.

A	B	C	D	E	F	G	H
I	J	K	L	M	N	O	P
Q	R	S	T	U	V	W	X
Y	Z	SPACE	SHIFT	SP	CLEAR	←	→

Cursor right
Press this key to move the cursor to the right.

Cursor left
Press this key to move the cursor to the left.

Space
Press this key to enter a space.

Shift
Press this key once to change case (press it again to change back).

Symbols
Press this key repeatedly until the desired symbol appears (see the symbol list below).

Delete
Press this key to delete the letter highlighted by the cursor (if the cursor is to the right of the last letter entered, it will backspace and delete the last letter).

Comments:

● *To change one individual letter to another, move the cursor to that letter and enter the desired letter. The new letter will simply replace the old one.*

● *To enter a number as part of a name, press the appropriate numeric key on the telephone dial keypad.*

Symbol list

To enter a symbol from the list below, press the "**SP**" key repeatedly until the desired symbol appears. (Note: To enter two symbols in a row, press the → key after you enter the first symbol.)

> ! " # $ % & ' ( ) ＊ + , - / : ; < = > ? [¥] ^ _ ` { | } → ← @ .

SETTING THE DATE AND TIME

The date and time appear in the display, on reports, at the top of each page you transmit, and are also used for timer operations. Set the date and time by pressing the keys on the operation panel as shown below.

♦ To correct a mistake, press the **STOP** key to move the cursor back to the mistake, and then enter the correct number.

Step	Press these keys:	Comments
1	**FUNCTION** **3**	ENTRY MODE will appear in the display.
2	**4**	DATE & TIME SET MODE will appear in the display.
3	**0** **1** (Example: January)	Enter the month (2 digits: "01" for January, "02" for February, "12" for December, etc.).
4	**0** **5** (Example: the 5th)	Enter the day of the month (2 digits: "01" to "31").
5	**9** **9** (Example: 1999)	Enter the last two digits of the year.
6	**1** **0** **2** **5** (Example: 10:25)	Enter a 2-digit number for the hour ("01" to "12") and a 2-digit number for the minute ("00" to "59").
7	**✳** or **#**	Press "✳" to select A.M., or "**#**" to select P.M.
8	**START**	The clock will now start.

STORING NUMBERS FOR AUTOMATIC DIALING

Automatic dialing is a quick and convenient way of dialing which is done by either pressing a Rapid Key (Rapid Key Dialing), or pressing the **SPEED DIAL** key and entering a 1-, 2-, or 3-digit number (Speed Dialing). Automatic dialing can be used for both fax transmissions and voice calls.

To use Automatic Dialing, you must first store the full number in your fax. You can choose whether to store it in a Rapid Key or assign it to a Speed Dial number. It is usually convenient to store your most frequently dialed numbers in Rapid Keys.

♦ **Rapid Key Dialing:** You assign a full fax number to a Rapid Key. You can also store a name, and a back-up fax number which is automatically dialed if the first fax number is busy. 48 Rapid Keys are available.

♦ **Speed Dialling:** You assign a full fax or voice number to a 3-digit Speed Dial number. You can also store a name. 100 Speed Dial numbers are available.

Chain Dialing for area and access codes

You can also store an area code or access code as an automatic dialing number. Store the code as a Rapid Key or Speed Dial number as described on the following page, and press "1" in Step 9 to specify it as a Chain Dialing number.

When you dial that number (the area or access code), the fax will wait for you to dial the remainder of the number (you can dial the remainder of the number by pressing a Rapid Key, by pressing the Speed Dial key and entering a Speed Dial number, or by pressing numeric keys). Note that the remainder of the number should **not** be specified as a Chain Dialing number if you store it for Rapid Key or Speed Dialing.

♦ The maximum number of digits which can be dialed at one time by Chain Dialing is 50.

Storing numbers
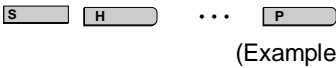
Comments:

● *You may need to add a pause between certain digits in the number to allow time for connection. For example, if you are on a PBX telephone system that requires an access number to be dialed (such as "9") to access an outside line, you will need to enter a pause between the access number and the telephone/fax number of the other party.*

● *Pauses are entered by pressing the* **REDIAL** *key, and several can be entered in a row if necessary. The first pause entered gives a time delay of 4 seconds, and subsequent pauses give delays of 2 seconds each.*

● *To enter letters for names or correct a mistake, see "Entering letters for names" in this chapter.*
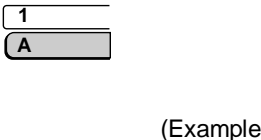
<P=002>

STORING NUMBERS FOR AUTOMATIC DIALING

| Step	Press these keys:	Comments
1	**FUNCTION** [3]	"ENTRY MODE" will appear in the display.
2	[1]	"FAX/TEL # MODE" will appear in the display.
3	[1]	Select SET.
4	[1] [A] (Example)	To store a Rapid Key number, press a Rapid Key (to select Rapid Keys 33 through 48, flip the Rapid Key overlay up). To store a Speed Dial number, press **SPEED DIAL** and then press up to 3 numeric keys ("1" to "100"). (If you press less than 3 numeric keys, press **START** to complete the entry.)
5	[5] [4] ... [0] (Example)	Enter the fax number (max. of 34 digits including pauses) using the numeric keys.
6	**START**	
7	[S] [H] ... [P] (Example)	Enter the name of the location or party by pressing the letter entry keys as described in "Entering Letters for Names" in this chapter (max. of 20 characters). If you don't want to enter a name, skip this step.
8	**START**	
9	[1] or [2]	Press "**1**" if you want to specify the number as a Chain Dialing number (see the beginning of this section). Otherwise, press "**2**" or **START**. If you pressed "**1**" or are storing a Speed Dial number, go to Step 14. (Note: If you specify a Rapid Key number as a Chain Dial number, you cannot enter a back-up fax number.)
10	[5] [4] [4] ... [5] (Example)	Enter a full back-up fax number. If you don't want to enter a back-up number, go to Step 13.
11	**START**	

12	S H ・・・ P (Example)	Enter a name for the back-up number (max. of 20 letters). If you don't want to enter a name, skip this step.
13	**START** ◇	
14	Step 4 or **STOP** ⊖	Return to Step 4 to store another number, or press **STOP** to exit. If the number is a Rapid Key number, you can write the name on the label above the appropriate Rapid Key.

Clearing numbers

Note: *You cannot clear a number if it is used in a program or timer operation, if it is used to specify the relay fax machine in a relay group, or if it is included in a Group Key. First clear the number from the operation or group, then perform the following clearing procedure. To check where the number is used, print out the Program/Group List, the Timer List, and/or the Relay Group List as described in Chapter 6.*

Step	Press these keys:	Comments
1	**FUNCTION** 3 1	"FAX/TEL. # MODE" will appear in the display.
2	2	Select CLEAR.
3	1 A (Example)	To clear a Rapid Key number, press the appropriate Rapid Key. To clear a Speed Dial number, press **SPEED DIAL** and then enter the number with the numeric keys. (If you enter less than 3 digits, press **START** to complete the entry.)
4	**START** ◇	
5	Step 3 or **STOP** ⊖	Return to Step 3 to clear another number, or press **STOP** to exit.

Making changes

To make changes in a number previously stored, repeat the storing procedure. Select the code number for which you want to make changes in Step 4, and then change the number(s) and/or name(s) when they appear in the display (Steps 5, 7, 10 and 12). Changes are made as described in "Entering Letters For Names" in this chapter.

<P=004>

STORING NUMBERS FOR AUTOMATIC DIALING

Storing Numbers in Group Keys

Group Keys allow you to dial a group of fax numbers automatically by simply pressing the appropriate Group Key once. Group Keys are convenient for the Broadcasting and Serial Polling functions, which are used to transmit to or receive from a group of other fax machines.

Any Rapid Key which is not already programmed as a Rapid Key or Program Key can be used as a Group Key. To program or clear a Group Key, follow the steps below.

♦ Up to 147 fax numbers can be stored in one Group Key.

♦ Only Rapid Keys and Speed Dial numbers (excluding numbers specified as Chain Dialling numbers) can be stored in a Group Key. No full numbers can be stored.

Step	Press these keys:	Comments
1	FUNCTION 7	"PROGRAM/GROUP MODE" will appear in the display.
2	2	"GROUP ENTRY MODE" will appear in the display.
3	1 or 2	Press "**1**" (SET) to program a Group Key, or "**2**" (CLEAR) to clear a Group Key.
4	2 B (Example)	Press any Rapid Key not already being used to select it as a Group Key. If you are clearing a Group Key, press it and go to Step 6.
5	1 A 2 B ••• 3 C SPEED DIAL 1 START (Example)	Enter fax numbers using one or both of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers with the numeric keys, pressing **SPEED DIAL** before each number (if you enter less than 3 digits for a number, press **START** to complete the entry).
6	START	
7	Step 4 or STOP	Return to Step 4 to enter another number, or press **STOP** one or more times until you return to the date and time display.

VOLUME ADJUSTMENT

You can adjust the volume of the speaker, handset, and ringer using the **UP** and **DOWN** keys on the operation panel (flip up the Rapid Key overlay to access the keys).

Speaker

The speaker has three volume levels: HIGH, MIDDLE, and LOW. To adjust the volume of the speaker, press the **SPEAKER** key and then press the **UP** or **DOWN** key until the desired level appears in the display. Press the **STOP** key again to turn the speaker off.

Handset

The handset receiver has three volume levels: HIGH, MIDDLE, and LOW. To adjust the volume of the handset receiver, lift the handset and then press the **UP** or **DOWN** key until the desired level appears in the display.

Ringer

The ringer has four volume levels: HIGH, MIDDLE, LOW, and OFF. To adjust the volume of the ringer, press the **UP** or **DOWN** key until the desired level appears in the display (make sure the **SPEAKER** has not been pressed and the handset is not lifted). The fax will ring at the new volume level each time you change the level. If you select OFF, press the **START** key to confirm your selection.

Notes

3   BASIC OPERATIONS
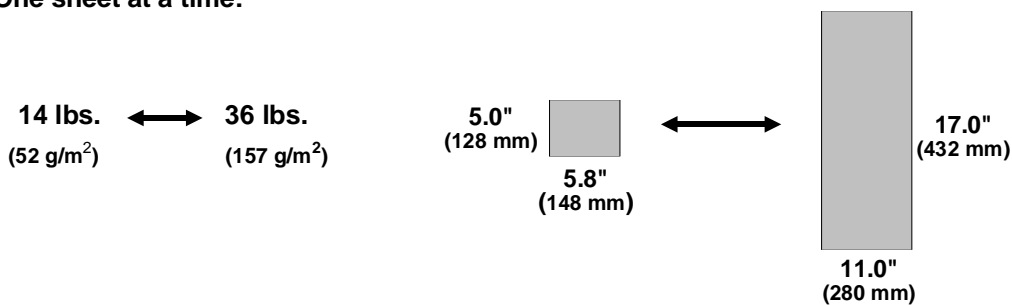
SENDING DOCUMENTS

Transmittable documents

Your fax can transmit most standard office documents. Specific guidelines are as follows:
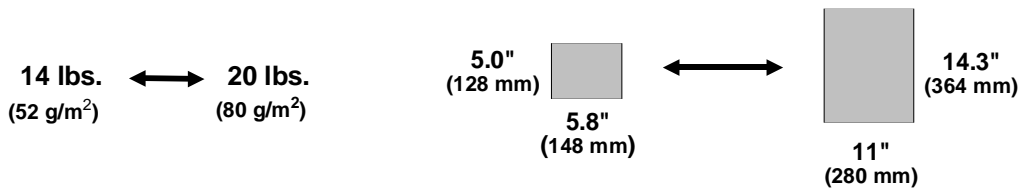
Size and weight

The size and weight of documents which you can load in the document feeder depend on whether you load one sheet at a time or several sheets at once.

One sheet at a time:

14 lbs.   ⟷   **36 lbs.**
(52 g/m^2) (157 g/m^2)

5.0" (128 mm)   ⟷   **17.0"** (432 mm)
5.8" (148 mm)   **11.0"** (280 mm)

Several sheets at once:

14 lbs.   ⟷   **20 lbs.**
(52 g/m^2) (80 g/m^2)

5.0" (128 mm)   ⟷   **14.3"** (364 mm)
5.8" (148 mm)   **11"** (280 mm)

Note: *The area of the document which is scanned by the fax is slightly smaller than the actual document size. Any letters or graphics outside this area cannot be transmitted.*

Scanning width: 8.5" (216 mm) for documents up to 8.9" (226 mm) wide. Maximum of 10.1" (256 mm) for documents 8.9" (226 mm) to 11" (280 mm) wide when reduced automatically (see following note).

Scanning length: The length of the sheet minus 0.16" (4 mm) from both the top and bottom edges.

Note: *When sending a document wider than 8.9" (226 mm), your fax will automatically reduce the width of the image transmitted to 8.0" (203 mm). If the document contains fine print or graphics, the copy which the receiving party obtains may be difficult to read due to the size reduction. This function is automatically disabled if the printing width of the receiving machine is greater than or equal to the width of the document.*

<P=002>

SENDING DOCUMENTS

Other restrictions

♦ Documents written in yellow, greenish yellow, or light blue ink cannot be transmit-
ted, as the scanner does not recognize these colors.

♦ Ink, glue, and correcting fluid on documents must be dry before they pass through
the document feeder.

♦ All clips, staples, and pins must be removed from documents before transmission. If
these are not removed, they may damage the fax.

♦ Patched or taped documents should be copied on a copy machine, and the copy
used for transmission.

Dual access

The UX-5000 features full dual access, which means that you can load a document
and dial even when the fax is occupied with another operation. After you dial (when
you use automatic dialing), your document will be immediately scanned into memory
and then transmitted once all previously set operations have been completed.

If more than one document has been scanned into memory for transmission, the
documents will be transmitted in the order in which they were scanned. If you have an
urgent transmission and do not want to wait until previously scanned documents are
transmitted, you can press the **PRIORITY** key after loading your document. Your
document will be transmitted immediately after the current document has completed
transmission.

If you don't want the document to be transmitted from memory, you can press the
DOCUMENT key after loading the document. In this case, the document will not be
scanned until the fax completes all previously set operations and the connection to the
receiving party is made. (To transmit the document ahead of any documents waiting in
memory for transmission, press the **PRIORITY** key.)

The UX-5000 can hold approximately 50 pages of average content in memory. Less
pages can be held if any were scanned using fine or halftone resolution.

♦ The amount of memory currently occupied appears as a percentage ("M:00%") in
the display.

<P=003>

If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY FULL will appear in the display. If Option Setting 24 (Quick on-line) is set to YES, the transmission will be canceled and you will need to retransmit all pages of the document. (If a page remains in the scanner, open the operation panel by squeezing the release marked "**PULL OPEN**" and remove it.) If Option Setting 24 is set to NO, press the **START** or **STOP** key as follows:

♦ Press the **START** key if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.

♦ Press the **STOP** key if you want to cancel the entire transmission.

If you do not press the **START** key or the **STOP** key within one minute, the transmission will be canceled and the pages already scanned cleared from memory. You will need to retransmit all pages of the document.

Memory Retransmission

If a line error or power failure occurs during any type of memory transmission, your fax will automatically redial the number and attempt to complete the transmission. Retransmission will begin from the page which was being transmitted when the error occurred.

Your fax has been set at the factory to make 10 attempts at retransmission, with each attempt made immediately after the previous attempt. If desired, you can change the number of attempts by changing Option Setting 18, and have the fax wait a selected number of minutes between each attempt by changing Option Setting 19. See Chapter 5, "Optional Settings".

♦ To stop retransmission, press the **STOP** key.

♦ The numbering of pages retransmitted will begin from "1" again.

♦ If the error or power failure occurs during transmission of a cover sheet, retransmission will not take place.

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SENDING DOCUMENTS

Checking documents in memory

To display information on the documents that are waiting in memory for transmission, follow the steps below. You can also cancel a transmission with this procedure.

Step	Press these keys:	Comments
1	**MEM.STATUS** W **2**	Press the **MEM. STATUS** key (flip up the Rapid Key overlay if necessary) and the "**2**" key. "TX STATUS" will appear in the display.
2	**#** or **✳**	Press the "**#**" key or the "**✳**" key to scroll through the list of transmissions. The name (or number) of each receiving party will appear in the display, together with the 3-digit memory number assigned to the transmission. To cancel a transmission, press the **CLEAR** key and then the **START** key while the transmission appears in the display.
3	STOP ⊖ STOP ⊖	When you have finished checking the list, press the **STOP** key twice to exit.

If desired, you can also print out a list of the documents waiting in memory for tranmission. To do so, press the **MEM. STATUS** key and then the "**5**" key.

To cancel a memory transmission

If you know the memory number assigned to a memory transmission, you can cancel it with the following procedure. (If you don't know the memory number, use the procedure above.)

Step	Press these keys:	Comments
1	**MEM.STATUS** W **4**	Press the **MEM. STATUS** key (flip up the Rapid Key overlay if necessary) and the "**4**" key. "MESSAGE CLEAR" will appear in the display.
2	**0** **0** **1** (Example)	Enter the 3-digit memory number assigned to the transmission you want to cancel.
3	START ◇	Press the **START** key to cancel the transmission.

<P=005>

Loading the document

Up to 50 pages can be placed in the feeder at one time. The pages will be automatically fed into the fax starting from the page on the bottom.

♦ If you need to send or copy more than 50 pages, place the additional pages gently 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 double-feeding.

1
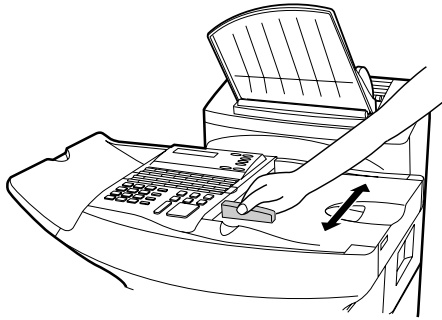
Adjust the document guides to the width of your document.

2
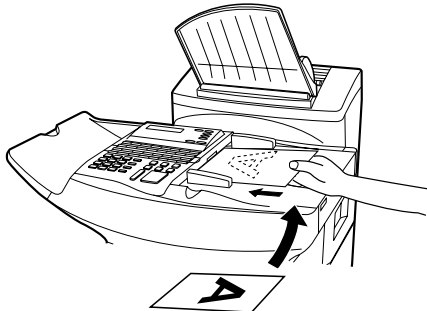
Place the document face down on the document feeder and push it gently into the machine. The top edge of the document should enter first.

- SEND READY will appear in the display.

- If desired, press the **PRIORITY** key to send the document ahead of other documents waiting in memory for transmission, and/or the **DOCUMENT** key to send the document without reading it into memory.

3

You can now either make optional transmission settings as described on the following page, or dial the other party as described in the following section, "Dialing and transmission".

<P=006>

SENDING DOCUMENTS

Optional transmission settings

If desired, there are several transmission settings which you can make before dialing and transmitting the document.

*Note:* *To make the settings, the document must first be loaded in the feeder.*

Resolution

Your fax has 4 resolution settings:

STANDARD:	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE:	Use FINE for improved reproduction, especially with documents containing small letters or fine drawings.
SUPER FINE:	Use SUPER FINE when you need the highest quality of reproduction.
HALF TONE:	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

If you do not make a setting, the machine will automatically send the document in STANDARD.

♦ In order to transmit with FINE or SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, the next best available setting will be used.
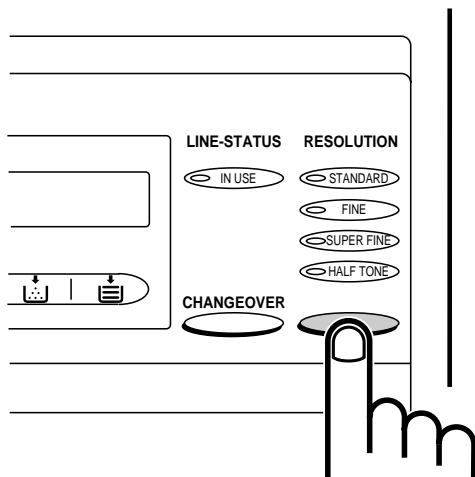
To change the setting, press the RESOLUTION key one or more times until the indicator light next to the desired setting comes on.

Contrast

The contrast is normally set to AUTO, which means that the machine automatically controls the contrast. However, for very light documents you can change the setting to DARK, and for documents with a dark background you can change the setting to LIGHT.
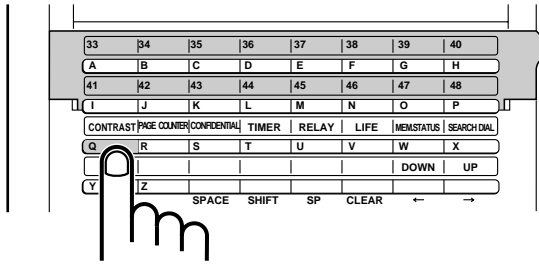
Flip up the Rapid Key overlay if necessary and press the CONTRAST key one or more times until the desired setting appears in the display.

- The contrast setting appears in parentheses after the resolution setting.

Cover Sheet

You can have your fax generate a cover sheet and send it as the last page of the transmission. The cover sheet includes the date and time, the sender's name and number, and the receiver's name and number if an automatic dialing number is used. The total number of pages sent is indicated on the bottom.

♦ Your name and number must be programmed in order for them to appear on the cover sheet. (See "Entering Your Name and Fax Number" in Chapter 2.)

♦ Cover Sheet cannot be selected when you use the Relay Request function.
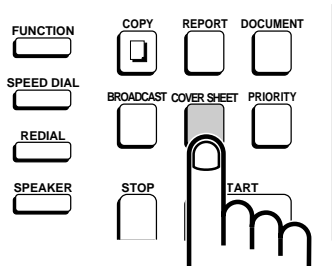
To send a cover sheet, press the COVER SHEET key.

If desired, you can set your fax to automatically send a cover sheet with every transmission (you do not have to press the **COVER SHEET** key each time). This is done by setting Option Setting 10 to YES as described in Chapter 5.

SENDING DOCUMENTS

Example

```
              AUTOMATIC COVER SHEET


   DATE:     AUG-08-99 THU 11:48 AM

   TO:       N. T. BANK

   FAX #:    4525559865


   FROM:     John Doe Corp.

   FAX #:    2015551254


             02 PAGES WERE SENT
             (INCLUDING THIS COVER PAGE)
```

Note: For the recipient's name to appear, you must dial using a Rapid Key or Speed Dial number that has the name programmed.

Batch Page Numbering

This setting is used to change the page numbering of the transmitted document from simple numbering ("P.1", "P.2", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 1/5", "P.2/5", etc.). This allows the receiver to check for any missing pages.

♦ If you are sending a cover sheet, **do not** include the cover sheet in the total number of pages. Your fax will adjust the number to include the cover sheet automatically.

♦ If you need to cancel a batch number entry, remove the document from the feeder or press the **STOP** key.

♦ If transmission does not take place within one minute after entering the batch number, the setting will be canceled.

♦ If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. "PAGE E" will also appear in the "NOTE" column of the Transaction Report if it has been set to print out.

Step	Press these keys:	Comments
1	**PAGE COUNTER** [R____]	"ENTER # OF PAGE(S)" will appear in the display.
2	[1] [3] (Example)	Enter the total number of pages (2 digits - "01" to "99") by pressing the numeric keys.

<div style="background:gray">**Dialing and transmission**</div>

Once you have loaded the document and made any desired transmission settings, you are ready to dial the number of the receiving fax machine and transmit the document. There are several ways of dialing, and you can select the one which best suits your needs.

Normal Dialing

With Normal Dialing, you pick up the handset (or press the **SPEAKER** key) and dial as you would to make a telephone call. If the receiving machine is set to receive faxes manually (this means that the receiving party answers your call by picking up the handset and speaking, and then presses their Start key to begin fax reception), you can talk with them before sending the fax.

♦ When using Normal Dialing, you do not have to load the document before dialing. You can also load the document and make transmission settings after completing Step 2 below.

1
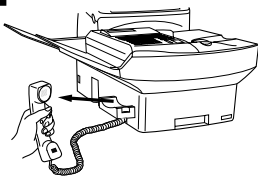
SPEAKER
or

Pick up the handset or press the SPEAKER key. Listen for the dial tone.

2
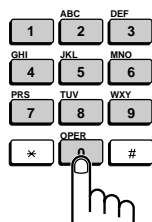
Dial the number of the receiving machine by pressing the number keys.

• If Option Setting 27 has been set to "YES" and BILLING CODE DIAL has been set to "AFTER", press the **REDIAL** key after dialing.

3

Beep
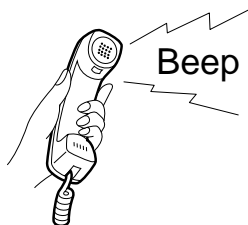
Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

• If the other party answers, ask them to press their Start key (if you pressed the **SPEAKER** key, pick up the handset to speak with them). This causes the re-ceiving machine to issue a reception tone.

<P=002>

SENDING DOCUMENTS

4
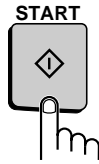
START

When you hear the reception tone, press the START key. Replace the handset if you used it.

• When transmission is completed, the fax will beep.

Direct Keypad Dialing

If you do not need to talk with the other party before sending the fax, you can just dial; it isn't necessary to pick up the handset or press the **SPEAKER** key.

♦ Direct Keypad Dialing is a form of automatic dialing, so if you need to insert a pause between any digits of the number, press the **REDIAL** key. (For more information on pauses, see "Storing Numbers for Automatic Dialing" in Chapter 2.)

♦ When using Direct Keypad Dialing, you do not have to load the document before dialing. You can load the document after completing Step 1 below.

1
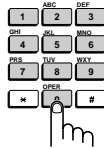
Enter the number of the receiving machine by pressing the number keys.

2
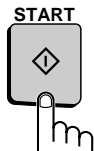
START

Check the display. If the number of the receiving machine shown is correct, press the START key.

• If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Rapid Key Dialing

If the number you want to dial has been stored as a Rapid Key number (see "Storing Numbers for Automatic Dialing" in Chapter 2), you can dial it by pressing the appropriate Rapid Key.
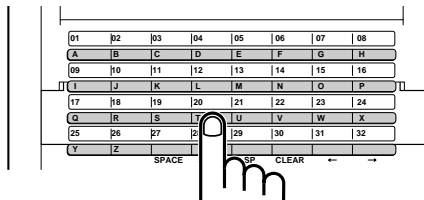
Press the appropriate Rapid Key.

• The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)

• The document will be automatically transmitted once the connection is made.

<P=003>

Speed Dialing

If the number you want to dial has been stored as a Speed Dial number, you can dial it by pressing the **SPEED DIAL** key and then entering the Speed Dial number (see "Storing Numbers for Automatic Dialing" in Chapter 2).

1

SPEED DIAL

1	ABC 2	DEF 3
GHI 4	JKL 5	MNO 6
PRS 7	TUV 8	WXY 9
✳	OPER 0	#
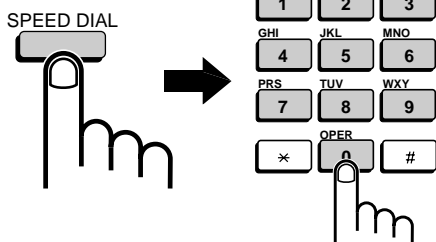
Press the SPEED DIAL key and then enter the Speed Dial number by pressing the numeric keys.

• If you enter less than 3 digits for the Speed Dial number, press the **START** key to complete the entry.

2
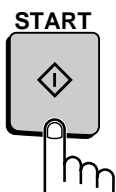
START

Check the display. If the name or number shown is correct, press the START key. (If not, press the STOP key and then repeat Step 1.)

Chain Dialing

An automatic dialing number set for Chain Dialing (see "Storing Numbers for Automatic Dialing" in Chapter 2) can be combined with another automatic dialing number or digits entered manually with the numeric keys to dial one phone number up to 50 digits long. The following are some examples of how this can be done:

♦ Press appropriate Rapid Keys in the proper order. For example, press Rapid Key 01, then Rapid Key 02.

♦ Press a Rapid Key and then manually enter a number by pressing appropriate numeric keys. Press the **START** key after the final numeric key to begin transmission. (Use this method, for example, when you have stored a long distance access code into a Rapid Key, and want to dial this in combination with a number which hasn't been stored as an automatic dialing number.)

<P=004>

SENDING DOCUMENTS

Using the SEARCH DIAL key

If you don't remember the Rapid Key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial it and transmit the loaded document by simply pressing the **START** key.

Note: *Only names programmed for automatic dialing numbers will appear when you search; the full numbers themselves will not appear. You cannot search for a number if a name has not been associated with it.*

1
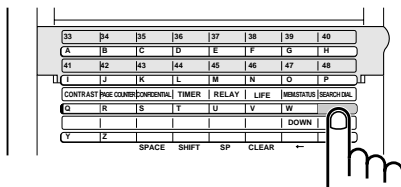
Press the SEARCH DIAL key.

2
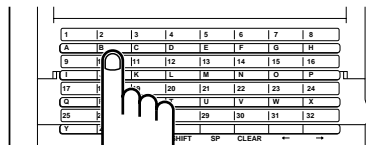
(Example: "B")

Enter the first letter of the stored name by pressing the appropriate letter entry key.

- If you don't remember the first letter, go to Step 3 (you will scroll through the list from the beginning).

3

 or
← →
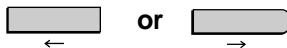
Press the → or the ← key to scroll through the names. Stop when the desired name appears in the display.

- If no numbers have been stored under the entered letter or you have reached the end of the list, NOT FOUND will appear.

<P=005>
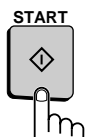
4   START   **Press the START key. The document will be automatically transmitted once the connection is made.**

Note: *The* **SEARCH   DIAL** *key can be used to access the first number in a Chain Dialing sequence, but not subsequent numbers.*

Checking the telephone line status

The display normally shows the date and time and prompts related to operations you are performing. To check and see what number the fax is currently calling or transmitting to, or what number the fax is currently receiving a document from (if this information is available), press the **CHANGEOVER** key. Information on the current call will appear in the display. To switch back to the date and time display, press the **CHANGEOVER** key again.

To cancel a fax transmission or reception

To cancel a fax transmission or reception which is currently in progress, press the **CHANGEOVER** key so that the status of the transmission or reception appears in the display, and then press the **STOP** key.

Redialing

Automatic redialing

If you use automatic dialing (including Direct Keypad Dialing) and the line is busy, your fax will automatically redial the number. Your fax was set at the factory to make 2 redialing attempts at intervals of 5 minutes.

To stop automatic redialing, press the **CHANGEOVER** key to show the telephone line status in the display (make sure that RECALL MODE appears on the top line of the display and the number of the receiving party appears on the bottom line to the right), and then press the **STOP** key.

♦ If desired, you can change the number of times the fax redials with Option Setting 6, and the interval at which redialing is done with Option Setting 7. See Chapter 5, "Optional Settings".

Using the REDIAL key

You can press the **REDIAL** key to redial the last number dialed. To send a document, proceed from Step 3 of Normal Dialing. Note that the speaker will be automatically activated, so you do not need to pick up the handset immediately.

RECEIVING DOCUMENTS

Your fax has two modes of reception: AUTO and MANUAL. With MANUAL reception, you must first pick up the handset and then press the **START** key to receive a document. With AUTO reception, your fax automatically answers each call and receives the incoming document.

♦ AUTO reception is most useful when you want to use your line as a dedicated fax line (you will only be receiving faxes on it).

♦ MANUAL reception is most useful when you will be receiving both voice calls and fax messages on the same line.

Setting the mode of reception

The reception mode has been set to AUTO at the factory. If you want to change the setting, follow the steps below.

Step	Press these keys:	Comments
1	**FUNCTION** 1	RECEIVE MODE will appear in the display.
2	1 or 2	Press "**1**" to select AUTO, or "**2**" to select MANUAL.

AUTO reception

In AUTO reception mode, the fax automatically answers all calls after 1 ring and receives the incoming documents.

♦ You can change the number of rings on which the fax answers incoming calls by changing Option Setting 2 (see Chapter 5, "Optional Settings"). Any number from "0" to "9" can be selected. (Select "0" to have your fax answer calls without ringing.)

♦ If you pick up the handset before your fax answers, you can talk to the other party and/or receive a document as described below in "MANUAL reception".

Note: *If Option Setting 2 is set to a high number of rings, your fax may not be able to receive documents sent by automatic dialing. If you have difficulty receiving documents, change the setting of Option Setting 2 to a lower number.*

Note: *If you are using distinctive ringing, your fax will answer incoming calls after two rings regardless of the setting of Option Setting 2.*

MANUAL reception

1
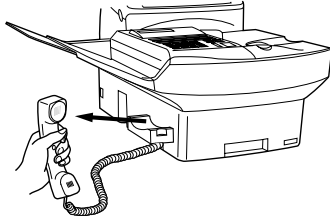
When your fax rings, pick up the handset.

2
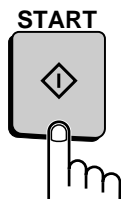
START

You will either hear a fax tone or the other party will speak to you.

- If you hear a fax tone, press the **START** key.

- If the other party first speaks with you and then wants to send a document, press the **START** key after speaking.

3
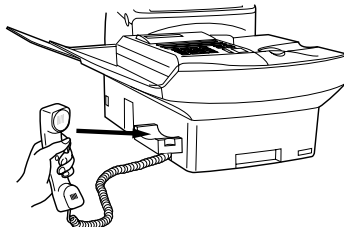
Hang up when RECEIVING appears in the display.

Note: As a back-up feature of MANUAL mode, you can set the fax to automatically answer calls and receive documents on any number of rings from 1 to 9. This is useful if you are occasionally unable to respond to an incoming call personally. The setting is made with Option Setting 3. See Chapter 5, "Optional Settings".

<P=003>

RECEIVING DOCUMENTS

Substitute reception

If your fax runs out of paper, toner, or the paper jams, incoming documents will be automatically stored in memory.

When you have received a document in memory, FAX RCVD IN MEMORY will appear in the display, together with NO PAPER, REPLACE TONER, or PAPER JAM. When you add paper, replace the toner cartridge, or clear the jam, the stored documents will automatically print out.

You can display information on the documents received to memory by following these steps:

Step	Press these keys:	Comments
1	MEM.STATUS W 3	Press the **MEM. STATUS** key (flip up the Rapid Key overlay if necessary) and the "**3**" key. "RX STATUS" will appear in the display.
2	# or ✳	Press the "**#**" key or the "✳" key to scroll through the list of received documents. The name (or number) from which each document was received will successively appear in the display.
3	STOP STOP	When you have finished checking the list, press the **STOP** key twice to exit.

MAKING COPIES

Your fax can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as an office copier.

♦ You can perform all steps of a copy operation even when the fax is busy printing other copy jobs, or when it is printing a received document after the line has been disconnected. Your copy job will be automatically stored in memory and then printed when all previous printing jobs are completed.

♦ The default resolution for copying is FINE.

♦ If you are making multiple copies of more than one original, you can choose whether to have the copies sorted (SORT COPY) or not sorted (MULTI COPY). The following example shows how the copies are ordered in each case when 3 copies each of 3 originals are made.

Originals

SORT COPY   MULTI COPY
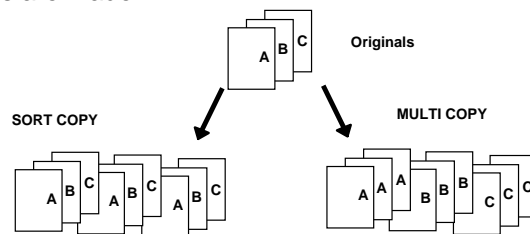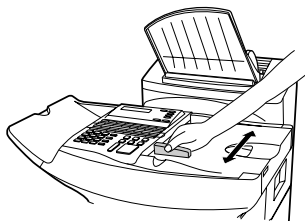
| **1** | | **Load the document(s) face down.** |
| | | • If desired, adjust the resolution and contrast with the **RESOLUTION** and **CONTRAST** keys. |

| **2** | COPY | **Press the COPY key.** |
| | | • If you are only making a single copy of the original (or of each original), press the **START** key. Copying will begin. |

| **3** | 1   2
 (Example) | **Enter the desired number of copies with the number keys.**
 • If the desired number of copies is from 1 to 9, enter "0" first. |

| **4** | 1   or   2 | **Press "1" to select MULTI COPY, or "2" to select SORT COPY.** |
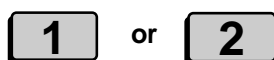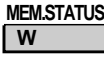
MAKING COPIES

Checking copy operations in memory

You can display the status of copy jobs in memory by following the steps below. You can also cancel copy jobs with this procedure.

Step	Press these keys:	Comments
1	**MEM.STATUS** **W** **1**	Press the **MEM. STATUS** key (flip up the Rapid Key overlay if necessary) and the "**1**" key. "COPY STATUS" will appear in the display.
2	**#** or **✳**	Press the "**#**" key or the "**✳**" key to scroll through the list of copy jobs. The time the original was scanned into memory will appear in the display, together with the 3-digit memory number assigned to the job. To cancel a copy job, press the **CLEAR** key and then the **START** key while the copy job appears in the display.
3	STOP ⊝ STOP ⊝	When you have finished checking the list, press the **STOP** key twice to exit.

MAKING TELEPHONE CALLS

Your fax can be used like a regular telephone to make and receive voice calls.

♦ To make or receive a phone call, the power must be on.

1

or
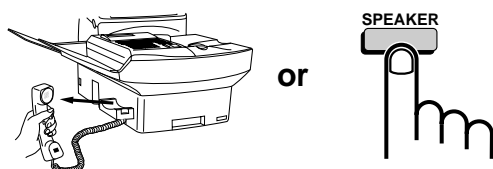
SPEAKER

Pick up the handset or press the SPEAKER key. Listen for the dial tone.

- To use Rapid Key Dialing, you must press the **SPEAKER** key.

2

	ABC	DEF
1	2	3
GHI	JKL	MNO
4	5	6
PRS	TUV	WXY
7	8	9
✳	OPER 0	#
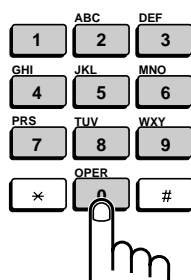
Dial the number using one of the following methods:

- **Normal Dialing:** Enter the full telephone number with the numeric keys.

- **Rapid Key Dialing:** Press the appropriate Rapid Key. (The voice number will be dialed.)

- **Speed Dialing:** Press the **SPEED DIAL** key, and enter the Speed Dial number with the numeric keys (if you enter less than 3 digits, press the **START** key to complete the entry).

3

Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset to talk.

Redial

The last number called can be redialed by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset to talk.

Notes

4   SPECIAL FUNCTIONS

BROADCASTING

This function allows you to send the same document to many different locations with just one operation. First load the document, then enter the numbers of the receiving machines. The document will be automatically transmitted to each location.
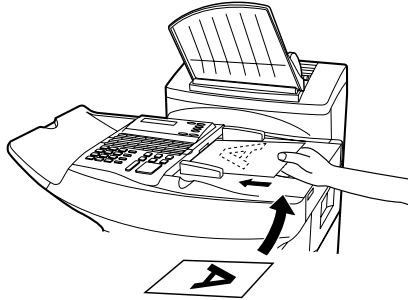
1 **Load the document(s).**
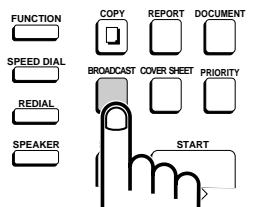
2 **Press the BROADCAST key.**

- "BROADCAST MODE" will appear in the display.

3 **Dial the receiving units using one or more of the following methods:**

- Press one or more Rapid Keys.

- Enter one or more Speed Dial numbers, pressing the **SPEED DIAL** key before each number. (If you enter less than 3 digits for a number, press the **START** key to complete the entry.)

(Example)

- Enter one or more full fax numbers (max. of 20) with the numeric keys, pressing the **START** key after each full number.

- Press one or more Group Keys.

4 **START** **Press the START key.**
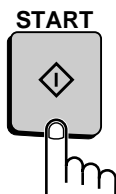
- Set the resolution and/or contrast if desired.

<P=002>

BROADCASTING

5

START   START
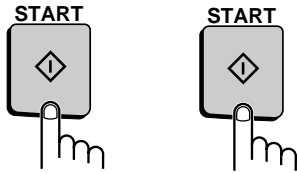
**Press the START key twice.
Transmission will begin.**

• A Transaction Report is automatically
  printed out after Broadcasting is com-
  pleted. Check the "Note" column of the
  report to see if any of the locations are
  marked "Busy" or have a communica-
  tion error code. If so, send the docu-
  ment to those locations again.

Broadcasting using a Group Key

If the fax machines to which you want to broadcast have all been programmed into
one Group Key, you can perform the broadcasting operation using the following
simplified procedure:

1

Load the document(s).

• Make any desired transmission set-
  tings (resolution, contrast, etc.).

2

01	02	03	04	05	06	07	08
A	B	C	D	E	F	G	H
09	10	11	12	13	14	15	16
I	J	K	L	M	N	O	P
17	18	19	20	21	22	23	24
Q	R	S	T	U	V	W	X
25	26	27	2	29	30	31	32
Y	Z	SPACE		SP	CLEAR	←	→

(Example)
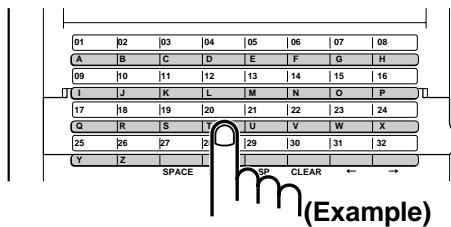
**Press the appropriate Group Key.
Transmission will begin.**

CONFIDENTIAL OPERATIONS

The Confidential function can be used to transmit and receive confidential documents.

Confidential transmission

When you send a document using the Confidential function, the receiving machine stores it in memory instead of immediately printing it out. When the receiving party enters the correct passcode, the document will be printed out.

♦ Confidential transmission is only possible when the receiving machine is a Sharp model with confidential reception capability.

1
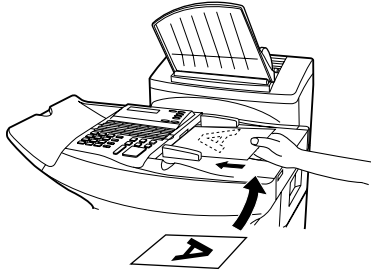
Load the document(s).

- Make any desired transmission set-tings (resolution, contrast, etc.).

2
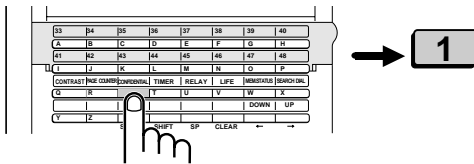
Press the CONFIDENTIAL key and then the 1 key.

- CONF.TX will appear in the display.

3

0   **1**
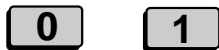
(Example)

If the receiving machine has multiple mailboxes, enter the appropriate mailbox number with the numeric keys (if not, skip this step).

4

START

Press the START key.

<P=002>

CONFIDENTIAL OPERATIONS

5
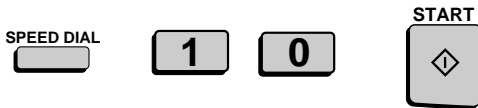
SPEED DIAL **1** **0**

START

(Example)

Dial the receiving unit using one of the following methods:

• Press a Rapid Key.

• Press the **SPEED DIAL** key and enter a Speed Dial number. (If you enter less than 3 digits, press the **START** key to complete the entry.) Press the **START** key.

• Enter a full telephone number with the numeric keys, and press the **START** key.

Transmission will take place once the connection is made.
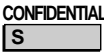
Confidential reception

When the transmitting machine sends you a document by confidential transmission, your fax stores it in memory instead of immediately printing it out. The document cannot be printed out until you enter the correct passcode.

Your fax has 10 "mailboxes" in which confidential documents can be received. Each mailbox has its own passcode, allowing up to 10 different people or groups to each receive their own confidential documents. The mailboxes are identified by 2-digit numbers.
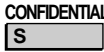
Programming the confidential passcode

To receive a confidential document, you must first program a 2-digit mailbox number and a 4-digit passcode.

Step	Press these keys:	Comments
1	CONFIDENTIAL [S]	"CONF. FUNCTION" will appear in the display.
2	[3]	"CONF. CODE SET" will appear in the display.
3	[1] [3] (Example)	Enter a 2-digit number ("00" to "99") by pressing the numeric keys. This number identifies the mailbox.
4	[1] [2] [3] [4] (Example)	Enter the 4-digit passcode with the numeric keys.
5	START [◇]	
6	[S] [H] . . . [P] (Example)	Enter a name for the mailbox by pressing the letter entry keys as described in "Entering Letters for Names" in Chapter 2.
7	START [◇]	

Note: *After entering the passcode, your fax will print it out for your records. If you forget the passcode and have kept no record, contact your Sharp dealer.*

Clearing the passcode

Step	Press these keys:	Comments
1	CONFIDENTIAL [S]	"CONF. FUNCTION" will appear in the display.
2	[4]	"CONF. CODE CLEAR" will appear in the display.

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CONFIDENTIAL OPERATIONS

3	**1** **3** (Example)	Enter the 2-digit number identifying the mailbox you want to clear.
4	**1** **2** **3** **4** (Example)	Enter the 4-digit passcode with the numeric keys.
5	START ◇	

Printing out received documents

When you have received a confidential document, RCVD CONF. FAX will appear in the display. Print out the Confidential Reception List as described in Chapter 6 to see which mailbox has received the document, and then follow the steps below to print out the document.

Step	Press these keys:	Comments
1	CONFIDENTIAL **S**	"CONF. FUNCTION" will appear in the display.
2	**2**	"CONF. DATA PRINT" will appear in the display.
3	**0** **1** (Example)	Enter your mailbox number.
4	**1** **2** **3** **4** (Example)	Enter your confidential passcode.
5	START ◇	Printing begins. After print-out the document(s) will be erased from memory.

RELAY REQUEST

Relay Request allows you to send a document to another fax machine and have that fax broadcast the document to a number of other fax machines. This function is useful when the relay fax machine is closer to the end fax machines than your fax, as it reduces telephone line costs.

Important:

● *Relay Request can only be used if the intermediate relay machine is a Sharp machine having the Relay Broadcast function.*

Storing a relay group

To make a relay request, you must first store a relay group. This consists of the fax number of the intermediate relay machine and the fax numbers of the end receiving machines. Up to 10 different relay groups can be stored.

♦ Fax numbers of the end receiving machines can be entered as Rapid Key numbers, Speed Dial numbers, and/or Group Key numbers if they have been stored as such in the **relay** machine (not in your fax machine). Check with the operator of the relay machine for these numbers.

♦ The total number of end receiving machines which can be entered varies with the model used as the intermediate relay machine. Check with the operator of the relay machine to find out how many receiving machines can be entered.

♦ A maximum of 400 digit spaces are available in memory for storing the numbers of end receiving machines. The number of spaces occupied by each number depends on what kind of number it is:

    Rapid Key number: 4 spaces

    Speed Dial number: 2 spaces

    Group Key number: 4 spaces (for one group)

    Full number: Number of digits in number (max. of 30 per number)

♦ If the UX-5000 acts as a relay machine and receives a relay request, only Speed Dial numbers of end receiving machines from "00" to "99" can be entered in the relay group. To allow Speed Dial numbers above "99" to be included in the relay group, store them in a Group Key on the UX-5000.

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RELAY REQUEST

Step	Press these keys:	Comments
1	**RELAY** U	RELAY FUNCTION will appear in the display.
2	2	RELAY GROUP SET will appear in the display.
3	0 1 (Example)	Enter a 2-digit relay group number ("01" to "10"). This number identifies the relay group.
4	START	
5	SPEED DIAL → 1 0 START (Example)	Enter the fax number of the relay machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed Dial number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full fax number.
6	START	
7	0 2 (Example)	Enter the relay machine's Rapid Key numbers of the end receiving machines by pressing numeric keys (not Rapid Keys). (Skip this step if you don't want to enter Rapid Key numbers.)
8	START	
9	0 1 (Example)	Enter the relay machine's Speed Dial numbers of the end receiving machines (2 digits per Speed Dial number) by pressing numeric keys. (Skip this step if you don't want to enter Speed Dial numbers.)
10	START	
11	1 0 (Example)	Enter numbers of Group Keys for end machines by pressing numeric keys. (Skip this step if you don't want to enter Group Key numbers.)
12	START	

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13	[0] [1] [2] [3] [4] [5] (Example)	Enter a full fax number (skip this step if you don't want to enter full numbers). Include the area code (for example "201") if the number is outside of the calling area of the relay unit, and "1" for a long distance call. Also include the dial prefix (such as "9") for an outside line if you are on a PBX.
14	START ◇	Press **START** and go back to Step 13 if you want to enter another full number.
15	START ◇	
16	Step 3 or STOP ⊖	Return to Step 3 to enter another relay group, or press **STOP** one or more times until you return to the date and time display.

Clearing a relay group

To clear a relay group, you need to know the 2-digit number which identifies it. You can check this by printing out the Relay Group List as described in Chapter 6.

| **Step**	**Press these keys:**	**Comments**
1	**RELAY** [U]	RELAY FUNCTION will appear in the display.
2	[3]	RELAY GROUP CLEAR will appear in the display.
3	[1] [0] (Example)	Enter the 2-digit number identifying the group you want to clear.
4	START ◇	
5	Step 3 or STOP ⊖	Return to Step 3 to clear another relay group, or press **STOP** one or more times until you return to the date and time display.

<P=004>
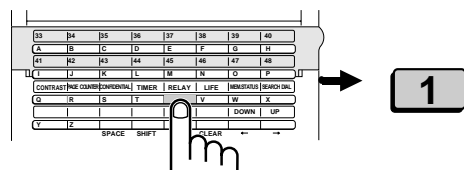
Making a relay request

Important:

- *To make a relay request, your fax number must be entered into the Relay Passcode List of the relay fax machine by the operator of that fax. (Your number must also be entered in your fax as described in "Entering Your Name and Fax Number" in Chapter 2.)*

1
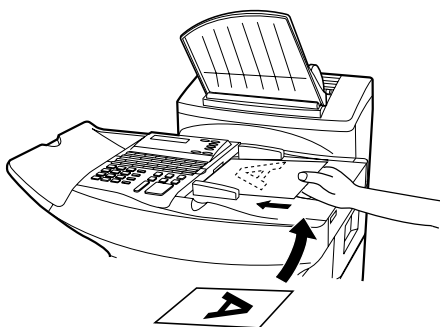
Load the document.

2

Press the RELAY key and then the "1" key.

3

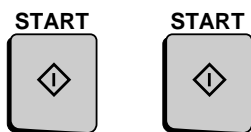**Enter the number of the appropriate relay group (2 digits) by pressing the numeric keys.**

4

START

Press the START key.

- Set the resolution and/or contrast if desired.

5

START   START

Press the START key twice.

Relay Broadcast

Your fax can also act as a relay station. It will receive a document from a fax machine making a relay request, and automatically broadcast it to the stations which the requesting machine specifies.

In order for a fax machine to make a relay request, you must first give it permission by storing its fax number in the Relay Passcode List. Follow the steps below to store or clear a fax number.

♦ When your fax receives a relay request from another fax machine, RCVD RELAY REQUEST will appear in the display.

♦ If the telephone billing function is turned on, the fax cannot act as a relay station.

♦ To clear a fax number from the Relay Passcode List, you need to know the 2-digit number which identifies it. You can check this by printing out the Passcode List (see Chapter 6).

Step	Press these keys:	Comments
1	**RELAY** [U]	RELAY FUNCTION will appear in the display.
2	[4]	RELAY PASSCODE will appear in the display.
3	[1] or [2]	Press "**1**" to store a number, or "**2**" to clear a number.
4	[0] [1] (Example)	**Storing:** Enter a 2-digit number ("01" to "10"). This identifies the fax number you will enter in the next step. **Clearing:** Enter the 2-digit number which identifies the fax number you want to clear, and go to Step 6.
5	[0] [1] [2] [3] [4] [5] (Example)	Enter the fax number of the machine to be stored in the list (max. 20 digits).
6	**START** [◇]	
7	Step 4 or **STOP** [⊖]	Return to Step 4 to enter another number, or press **STOP** one or more times until you return to the date and time display.

POLLING

Polling allows you to request another fax machine to send a document to your fax machine. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission. You can use your fax to both poll and be polled by others.

Polling others

To poll another fax machine, follow the steps below.

♦ If desired, you can dial more than one fax number to receive documents consecutively from a group of fax machines (this is called "Serial Polling").
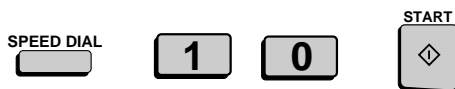

1

FUNCTION → **8**

Press the FUNCTION key and the "8" key.

- SERIAL POLL. MODE will appear in the display.

2

SPEED DIAL   **1**   **0**   START ◇

(Example)

Dial the number(s) of the fax machine(s) you want to poll using one (or more) of the following methods:

- Press one or more Rapid Keys.
- Enter one or more Speed Dial numbers, pressing the **SPEED DIAL** key before each number. (If you enter less than 3 digits, press the **START** key to complete the entry.)
- Enter one or more full fax numbers with the numeric keys, pressing the **START** key after each full number.
- Press one or more Group Keys.

3

START ◇

Press the START key. Reception will begin.
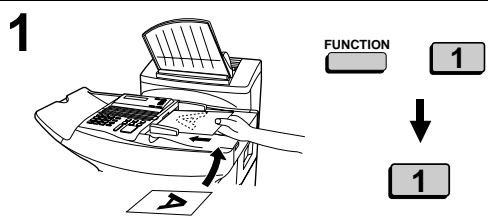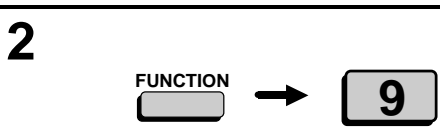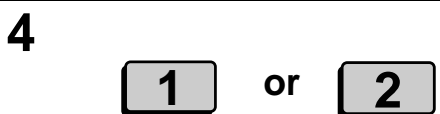

Serial Polling using a Group Key

If the fax machines you want to poll have all been programmed into one Group Key, you can poll them by simply pressing that Group Key.

♦ Make sure no documents are in the feeder before you press the Group Key.

Being polled (Memory polling)

To let another fax machine poll your fax, you must first store the document in memory as shown in the procedure below. Transmission will take place when the other fax calls your fax and activates polling. You can choose whether to allow polling only once, or an unlimited number of times. In the latter case, your fax can be used as an electronic "bulletin board".

♦ Only one document can be stored at a time for memory polling.

♦ If you allow polling only once, the document will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it using the procedure described in "Clearing a document" which follows.

1   FUNCTION   1   1   **Load the document and set the reception mode to AUTO (press FUNCTION, "1", and "1").**

• Set the resolution and/or contrast if desired.

2   FUNCTION → 9   **Press the FUNCTION key and the "9" key.**

• MEMORY POLL MODE will appear in the display.

3   1   **Press "1" to select SET.**

4   1 or 2   **Press "1" to allow polling to be done only once, or "2" to allow polling to be done an unlimited number of times.**

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POLLING

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5 START   START   **Press the START key twice.**

- The document will be scanned into memory, and your fax will go on polling standby.

To clear a document

Step	Press these keys:	Comments
1	FUNCTION 9	MEMORY POLL MODE will appear in the display.
2	2	Select CLEAR.
3	START	The document will be cleared.

Polling Security

Polling Security allows you to prevent unauthorized polling of your fax. When this function is activated, polling will only take place when one of the following conditions is met:

♦ The fax number of the polling fax machine has been stored in your fax's list of permitted fax numbers (called "passcode numbers"). The polling fax must also have its fax number programmed in itself, as described in "Entering your name and fax number" in Chapter 2.

♦ A System number has been programmed in the polling fax machine which matches your fax's System number or one of your ID numbers.

♦ An ID number has been programmed in the polling fax machine which matches your fax's System number.

System and ID numbers are 4-digit numbers which provide you with an alternate means of giving and receiving polling permission when you don't want to use fax numbers. The steps for programming these numbers are described in the following pages.

Note: *System and ID numbers can only be used if the other fax machine is also a Sharp machine.*

Turning Polling Security on and off

Polling Security is turned on or off with Option Setting 8. The procedure is described in Chapter 5, "Optional Settings".


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Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your fax's list of permitted numbers.

Step	Press these keys:	Comments
1	**FUNCTION** [ ] **3**	ENTRY MODE will appear in the display.
2	**2**	PASSCODE # MODE will appear in the display.
3	**1** or **2**	Press "**1**" to set a number, or "**2**" to clear a number.
4	**0** **1** (Example)	**Storing**: Enter a 2-digit number (from 01 to 10). This number identifies the fax number you will enter in the next step. **Clearing**: Enter the 2-digit number which identifies the fax number you want to clear, and go to Step 6.
5	**5** **5** **5** **1** **2** **3** **4** (Example)	Enter the fax number (max. 20 digits).
6	**START** ◇	
7	Step 4 or **STOP** ⊖	Return to Step 4 to enter another number, or press **STOP** one or more times until you return to the date and time display.

Programming and clearing a System number

One 4-digit System number can be programmed in your fax for giving and receiving polling permission. Polling will take place if your System number matches the other fax's System number or one of its ID numbers.

Step	Press these keys:	Comments
1	**FUNCTION** [ ] **3**	ENTRY MODE will appear in the display.
2	**6**	SYSTEM # MODE will appear in the display.
3	**1** or **2**	Press "**1**" to program the System number, or "**2**" to clear it. If you pressed "**2**", go to Step 5.

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POLLING

4	[1] [2] [3] [4] (Example)	Enter the number (4 digits) with the numeric keys.
5	**START** ◇	
6	**STOP** ⊖	Press **STOP** one or more times until you return to the date and time display.

Storing and clearing ID numbers for polling permission

Up to five 4-digit ID numbers can be programmed in your fax for giving and receiving polling permission. Polling will take place if one of your ID numbers matches the other fax's System number.

Step	Press these keys:	Comments
1	**FUNCTION** [3]	ENTRY MODE will appear in the display.
2	[5]	ID # MODE will appear in the display.
3	[1] or [2]	Press "**1**" to program an ID number, or "**2**" to clear an ID number.
4	[1] (Example)	**Storing:** Enter a number from 1 to 5. This number identifies the ID number you will enter in the next step. **Clearing:** Enter the number which identifies the ID number you want to clear, and go to Step 6.
5	[1] [2] [3] [4] (Example)	Enter the ID number (4 digits) with the numeric keys.
6	**START** ◇	
7	Step 4 or **STOP** ⊖	Return to Step 4 to enter another number, or press **STOP** one or more times until you return to the date and time display.

TIMER OPERATIONS

The Timer function allows you to set an operation to be performed automatically at a time you specify. Up to 48 operations can be set at any one time, and the time of each can be set up to a week in advance.

You can use this function to take advantage of lower nighttime rates without having to be there when the operation is performed.

Note: The **DOCUMENT** key cannot be used for a timer transmission.

Initial procedure

To set a timer operation, first perform the following procedure. After you have completed it, go to the procedure for the specific operation you want to set (see the following pages).

♦ Code numbers are used to specify days of the week. Refer to the table below when making time settings which include a specified day:

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Step	Press these keys:	Comments
1	**TIMER** [T]	TIMER MODE will appear in the display.
2	[1]	Select SET.
3	[#] ↓ ↑ [*]	Press the appropriate key one or more times as shown below to select the type of operation. • Transmission • Confidential transmission • Polling • Serial Polling • Broadcasting • Relay Request
4	**START** [◇]	

<P=002>

TIMER OPERATIONS

5	**1** **0** (Example)	Enter the hour (2 digits - "01" to "12").
6	**0** **0** (Example)	Enter the minute (2 digits - "00" to "59").
7	✳ or #	Press "✳" to select A.M., or "#" to select P.M.
8	**4** (Example: Thursday)	Enter the day of the week by entering the appropriate code number (see above table). (Skip this step if the operation will be done within the next 24 hours.)
9	START ◇	Continue with the specific procedure for your operation (see the following pages).

Transmission

(Continued from "Initial procedure".)

10	SPEED DIAL **1** START ◇ (Example)	Enter the fax number of the receiving machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
11	START ◇	
12	RESOLUTION CONTRAST Q	Adjust the resolution and contrast if desired (otherwise skip this step).
13	START ◇	
14	**Load the document**	
15	START ◇	The document will be scanned into memory.

<P=003>

Confidential transmission
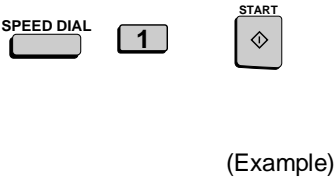
(Continued from "Initial procedure".)

10	**0** **1**	Enter the mailbox number (2 digits). (Skip this step if the receiving machine does not have mailboxes.)
11	START ◇	
12	SPEED DIAL **1** START ◇ (Example)	Enter the fax number of the receiving machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
13	START ◇	
14	RESOLUTION CONTRAST **Q**	Adjust the resolution and contrast if desired (otherwise skip this step).
15	START ◇	
16	**Load the document**	
17	START ◇	The document will be scanned into memory.

<P=004>

TIMER OPERATIONS

Polling

(Continued from "Initial procedure".)

10	**SPEED DIAL** **1** **START** ◇ (Example)	Enter the fax number of the machine to be polled using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
11	**START** ◇	

Serial Polling

(Continued from "Initial procedure".)

10	**SPEED DIAL** **1** **START** ◇ **SPEED DIAL** **2** **START** ◇ (Example)	Enter the fax numbers of the machines to be polled using one or more of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers, pressing **SPEED DIAL** before each number. (If you enter less than 3 digits for a number, press **START** to complete the entry.) • Enter one or more full numbers, pressing **START** after each full number. • Press one or more Group Keys.
11	**START** ◇	

Broadcasting

(Continued from "Initial procedure".)

10	SPEED DIAL [1] START ◇ SPEED DIAL [2] START ◇ (Example)	Enter the numbers of the receiving machines using one or more of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers, pressing **SPEED DIAL** before each number. (If you enter less than 3 digits for a number, press **START** to complete the entry.) • Enter one or more full numbers, pressing **START** after each full number. • Press one or more Group Keys.
11	START ◇	
12	RESOLUTION CONTRAST Q	Adjust the resolution and contrast if desired (otherwise skip this step).
13	START ◇	
14	**Load the document**	
15	START ◇	The document will be scanned into memory.

Relay Request

(Continued from "Initial procedure".)

Step	Press these keys:	Comments
10	[0] [1] (Example)	Enter the appropriate relay group number.
11	START ◇	
12	RESOLUTION CONTRAST Q	Adjust the resolution and contrast if desired (otherwise skip this step).

<P=006>

13	START	
14	**Load the document**	
15	START	The document will be scanned into memory.

Canceling a timer operation

If you need to cancel a timer operation before it is performed, use the procedure shown below.

♦ You need to know the number assigned to the operation in order to cancel it. If you don't remember the number (it appears in the display when you set the operation), print out the Timer List (see Chapter 6, "Printing Out Reports and Lists").

Step	Press these keys:	Comments
1	TIMER T	TIMER MODE will appear in the display.
2	2	Select CLEAR.
3	0 1 (Example)	Enter the 2-digit number assigned to the operation.
4	START	
5	STOP	Press **STOP** one or more times until you return to the date and time display.

BATCH TRANSMISSION

Batch transmission allows you to store a number of documents in memory at different times for automatic transmission to one location at a set time. If you often send documents to a particular location, this function helps reduce telephone line costs by allowing you to conveniently send multiple documents on one connection.

♦ If the telephone billing function is turned on, the batch transmission function cannot be used.

Entering a batch program

To perform a batch transmission, you must first program the number of the receiving machine and the time of transmission into a Batch Key. Any Rapid Key which has not already been programmed can be used as a Batch Key.

♦ If you specify a day-of-the-week in your program, the transmission will be performed every week on that day. If you do not specify a day-of-the-week, the transmission will be performed every day.

To program a Batch Key, follow the procedure for entering programs described in "Entering and Using Programs" in this chapter. In Step 12 of the initial prodedure, select "Batch transmission".

Clearing a Batch Key

To clear a Batch Key, follow the procedure described in "Clearing a Program Key" in "Entering and using programs" in this chapter.

Storing documents for transmission

Up to 50 documents can be held in memory for batch transmissions at any one time, regardless of the number of Batch Keys used. When you store a document, it is given a message number to distinguish it from other documents sent in the same batch.

♦ If no documents have been stored under a Batch Key when the time for transmission arrives, no transmission will take place.

1   **Load the document.**

<P=002>
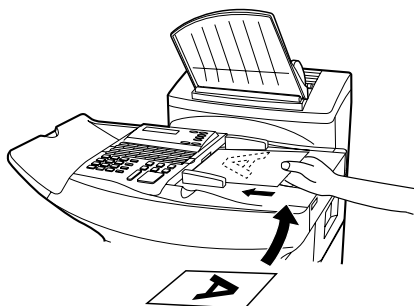
BATCH TRANSMISSION

2
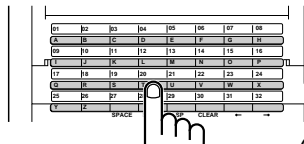
(Example)

Press the appropriate Batch Key.

• After scanning, the message number assigned to your document will appear in the display.

3 STOP
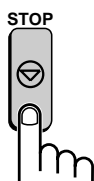
Press the STOP key.

• The document will be transmitted along with any other documents stored under the same key at the designated time. After transmission, all documents in the batch will be cleared from memory.

Clearing a document stored for batch transmission

If necessary, you can clear a document stored for a batch transmission before transmission takes place. To do so, you need to know the message number assigned to the document.

♦ If you don't remember the message number, print out the Batch Transmission List (see "Batch Transmission List" in Chapter 6).

1
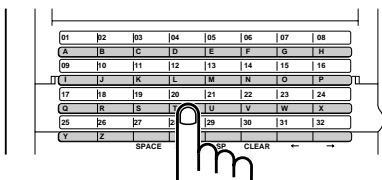
(Example)

Press the Batch Key in which the document you want to clear has been stored.

• Make sure no documents are in the feeder.

2

0 1 2
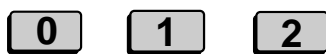
Enter the 3-digit message number assigned to the document.

(Example)

3 START

Press the START key.

4-24   SPECIAL FUNCTIONS
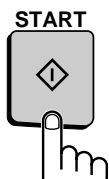
ENTERING AND USING PROGRAMS

If you frequently perform the same operation involving the same party, you can program all the steps of the operation into one Program Key. This allows you to perform the operation by simply pressing that key.

Any Rapid Key which is not already programmed as a Rapid Key or a Group Key can be used as a Program Key.
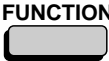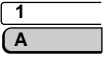
♦ You can also include a timer setting in the program to have the operation performed automatically at a selected time.

♦ To clear a mistake, press the **STOP** key.

Initial procedure

To program an operation, first perform the following procedure. After you have completed it, go to the procedure for the specific operation you want to program.

♦ Code numbers are used to set days of the week. Refer to the table below when making time settings which include a specified day:

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Step	Press these keys:	Comments
1	FUNCTION 7	"PROGRAM/GROUP MODE" will appear in the display.
2	1	"PROGRAM ENTRY MODE" will appear in the display.
3	1	Select SET.
4	1 / A (Example)	Select a Program Key by pressing the appropriate Rapid Key.
5	S H ... P (Example)	Enter a name for the program (max. of 20 letters). (See "Entering Letters for Names" in Chapter 2.) Skip this step if you don't want to enter a name.
6	START ◇	
7	1 0 (Example)	Enter the hour (2 digits: "01" to "12"). If you don't want to make a timer setting, go to Step 11.

<P=002>

ENTERING AND USING PROGRAMS

8	**1** **5** (Example)	Enter the minute (2 digits - "00" to "59").
9	**✳** or **#**	Press "✳" to select A.M., or "**#**" to select P.M.
10	**4** (Example)	Enter the day of the week by entering the appropriate code number (see above table). (Skip this step if the operation will be done within 24 hours of pressing the Program Key.)
11	START ◇	
12	**#** ↓ ↑ **✳**	Press the **"#"** key or **"✳"** key until the desired operation appears in the display. The operations will appear in the following order: • Transmission • Confidential transmission • Polling • Serial Polling • Broadcasting • Relay Request • Batch transmission (this will only appear if a timer setting was made) • Memory Polling (this will not appear if a timer setting was made)
13	START ◇	Continue with the specific procedure for your operation (see the following pages).

Transmission

(Continued from "Initial procedure".)

14	**1** **A** (Example)	Enter the fax number of the receiving machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
15	START ◇	
16	RESOLUTION CONTRAST **Q**	Adjust the resolution and contrast if desired (otherwise skip this step).

<P=003>

17	**START**	
18	**START** or **DOCUMENT**	If you want the document to be sent from memory, press **START**. If you want the document to be sent from the feeder, press **DOCUMENT**. (This is not possible if you made a timer setting.)
19	**STOP**	Press **STOP** one or more times until you return to the date and time display.

Confidential transmission

(Continued from "Initial procedure".)

14	**0** **1** (Example)	Enter the mailbox number (2 digits). (Skip this step if the receiving machine does not have mailboxes.)
15	**START**	
16	**SPEED DIAL** **1** **START** (Example)	Enter the fax number of the receiving machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
17	**START**	
18	**RESOLUTION** **CONTRAST** **Q**	Adjust the resolution and contrast if desired (otherwise skip this step).
19	**START**	
20	**START** or **DOCUMENT**	If you want the document to be sent from memory, press **START**. If you want the document to be sent from the feeder, press **DOCUMENT**. (This is not possible if you made a timer setting.)
21	**STOP**	Press **STOP** one or more times until you return to the date and time display.

<P=003>

<P=004>

ENTERING AND USING PROGRAMS

Polling

(Continued from "Initial procedure".)

14	**SPEED DIAL** **1** **START** ◇ (Example)	Enter the fax number of the machine to be polled using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
15	**START** ◇	
16	**STOP** ⊖	Press **STOP** one or more times until you return to the date and time display.

Serial Polling

(Continued from "Initial procedure".)

14	**1** **A** **SPEED DIAL** **4** **START** ◇ (Example)	Enter the fax numbers of the machines to be polled using one or more of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers, pressing **SPEED DIAL** before each number. (If you enter less than 3 digits for a number, press **START** to complete the entry.) • Enter one or more full numbers, pressing **START** after each full number. • Press one or more Group Keys.
15	**START** ◇	
16	**STOP** ⊖	Press **STOP** one or more times until you return to the date and time display.

Broadcasting

(Continued from "Initial procedure".)

14	(Example)	Enter the numbers of the receiving machines using one or more of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers, pressing **SPEED DIAL** before each number. (If you enter less than 3 digits for a number, press **START** to complete the entry.) • Enter one or more full numbers, pressing **START** after each full number. • Press one or more Group Keys.
15	START	
16	RESOLUTION CONTRAST	Adjust the resolution and contrast if desired (otherwise skip this step).
17	START	
18	START	
19	STOP	Press **STOP** one or more times until you return to the date and time display.

Relay Request

(Continued from "Initial procedure".)

14	0 1 (Example)	Enter the appropriate relay group number.
15	START	
16	RESOLUTION CONTRAST	Adjust the resolution and contrast if desired (otherwise skip this step).
17	START	

<P=006>

ENTERING AND USING PROGRAMS

18	START ◇ or DOCUMENT	If you want the document to be sent from memory, press **START**. If you want the document to be sent from the feeder, press **DOCUMENT**. (This is not possible if you made a timer setting.)
19	STOP ⊖	Press **STOP** one or more times until you return to the date and time display.

Batch transmission

(Continued from "Initial procedure".)

14	SPEED DIAL [1] START ◇ (Example)	Enter the fax number of the receiving machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
15	START ◇	
16	RESOLUTION CONTRAST [Q]	Adjust the resolution and contrast if desired (otherwise skip this step).
17	START ◇	
18	START ◇	
19	STOP ⊖	Press **STOP** one or more times until you return to the date and time display.

<P=007>

Being polled (Memory polling)

(Continued from "Initial procedure".)

14	**1** or **2**	Press **"1"** to allow polling to be done only once, or **"2"** to allow it to be done repeatedly.
15	START ◇	
16	RESOLUTION CONTRAST Q	Adjust the resolution and contrast if desired (otherwise skip this step).
17	START ◇	
18	START ◇	
19	STOP ⊖	Press **STOP** one or more times until you return to the date and time display.

Clearing a Program Key

To clear a Program key, follow these steps:

Step	Press these keys:	Comments
1	FUNCTION **7**	Enter PROGRAM/GROUP MODE mode.
2	**1**	PROGRAM ENTRY MODE will appear in the display.
3	**2**	Select CLEAR.
4	2 B (Example)	Press the Program Key you want to clear.
5	START ◇	
6	STOP ⊖	Press **STOP** one or more times until you return to the date and time display.

<P=008>

Using a Program Key

A programmed operation is performed as follows:

1

Load the document.

• Skip this step if the operation is a poll-
ing operation.

2
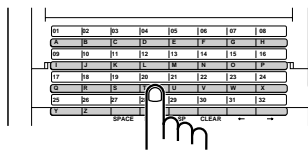
Press the appropriate Program Key.

(Example)

To cancel a programmed timer operation

If a Program Key has been pressed for a timer operation and you need to cancel the
operation before it is performed, follow these steps:

Note: *This procedure will not work for a batch program. To cancel a batch transmission*
operation, see "Clearing a document stored for batch transmission" in "Batch
Transmission" in this chapter.

1
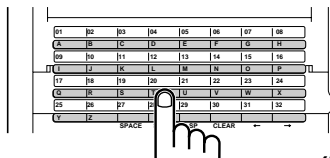
Press the Program Key.

(Example)

2

START

Press the START key.

DEPARTMENT CONTROL

Department Control is used to limit the use of the fax to authorized personnel. When it is activated, a department code must be entered before an operation can be performed with the fax.

Department Control can only be activated by Sharp dealer service. If you want to use this function, contact your dealer.

♦ Department Control allows you to track the number of pages transmitted as well as the transmission time for each authorized department or person. See "Department Usage List" in Chapter 6.

Entering Department Codes

Up to 30 different Department Codes can be entered to allow access to the machine. Transmitted pages and transmission time will be kept track of separately for each code. After you enter a code, inform the appropriate group or individual.

♦ A name must be entered for each code. Only the name, not the code, will appear on the Department Usage List.

♦ Be sure to keep a record of each code and name. If you misplace the record, contact your dealer.

Step	Press these keys:	Comments
1	**FUNCTION** 3	"ENTRY MODE" will appear in the display.
2	8	"DEPT. CODE MODE" will appear in the display.
3	1 or 2	Press "**1**" to set a Department Code, or "**2**" to clear a Department Code.
4	0 1 (Example)	**Entering:** Enter a 2-digit number with the numeric keys. This number identifies the Department Code you will enter in the next step. **Clearing:** Enter the 2-digit number which identifies the Department Code you want to clear.
5	1 0 1 0 (Example)	**Entering:** Enter a Department Code (4 digits or the number of digits set by Option Setting 28). **Clearing:** Enter the Department Code you want to clear, and go to Step 8.
6	**START**	

DEPARTMENT CONTROL

7	S H · · · P (Example)	Enter a name for the Department Code (max. of 20 letters). (See "Entering letters for names" in Chapter 2.)
8	START ◇	
9	Step 4 or STOP ⊖	Return to Step 4 to enter (or clear) another Department Code, or press **STOP** one or more times until you return to the date and time display.

Accessing the machine

When Department Control is activated, you must enter your Department Code before performing an operation.

Note: *You do not have to enter a Department Code to receive faxes manually (by picking up the handset and pressing the* **START** *key).*

| 1 | 2 | 3 | 4 |

(Example)

Enter your Department Code by pressing the numeric keys, and then perform the desired operation.

• If you do not begin the operation within one minute after entering the code, the fax will return to controlled access mode.

Telephone billing

If you are using the Department Control function, you can use Department Codes for billing on a PBX. When this feature is turned on, the fax machine will send the Department Code to the PBX each time a member of an authorized department dials to make a telephone call, send a fax, or initiate polling. The PBX can then use the code to bill the call to that department. To turn this feature on, set Option Setting 27 as explained in Chapter 5, "Optional Settings".

ANTI JUNK FAX

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, first turn it on by setting Option Setting 21 to YES as described in Chapter 5, and then enter the fax numbers from which you do not want to receive faxes as shown below.

Comments:

- *Up to 50 numbers can be entered in the Anti Junk Number List.*

- *To clear a number from the Anti Junk Number List, you need to know the 2-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as described in Chapter 6.*

Step	Press these keys:	Comments
1	**FUNCTION** [ ] [3]	ENTRY MODE will appear in the display.
2	[7]	STORE JUNK FAX # will appear in the display.
3	[1] or [2]	Press "**1**" to store a fax number in the Anti Junk Fax List, or "**2**" to clear a fax number from the list.
4	[0] [1] (Example)	**Storing:** Enter a number from "01" to "50". This number identifies the fax number you will store in the next step. **Clearing:** Enter the number which identifies the fax number you want to clear, and go to Step 6.
5	[5] [5] [5] [1] [2] [3] [4] (Example)	Enter the fax number (max. of 20 digits).
6	**START** [◇]	
7	Step 4 or **STOP** [⊖]	Return to Step 4 to enter (or clear) another number, or press **STOP** one or more times until you return to the date and time display.

DISTINCTIVE RING

Distinctive ring is a service offered by some local telephone companies which allows you to use up to four different telephone numbers, each with a different ring pattern, on your regular single line. If you subscribe to a distinctive ring service you can set your fax to automatically answer when it detects one of those ring patterns, thereby allowing you to use the number corresponding to that pattern as an exclusive fax number.

Important:

● *To use distinctive ring, you must subscribe to a distinctive ring service from your local phone company. Do not make this setting if you do not subscribe to a distinctive ring service.*

● *Your fax may not be compatible with some distinctive ring services.*

If this feature is turned on, your fax will automatically answer and begin reception after one ring when your designated fax number is dialed. Note that other devices on the same line will also ring until your fax answers. If one of your other numbers is dialed, the fax will ring; however, it will not answer.

To use distinctive ring, you must set Option Setting 29 to the desired ring pattern for your fax. The procedure for accessing Option Setting 29 is described in Chapter 5, "Optional Settings". When you have accessed Option Setting 29, set the desired pattern by entering a number from "1" to "5" as shown below.
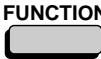
        1. RING PATTERN 1:   Two short rings.

        2. RING PATTERN 2:   One short, one long, and one short ring.

        3. RING PATTERN 3:   Two short rings and one long ring.

        4. STANDARD RING: Your standard (normal) ring pattern.

        5. OFF SETTING: Answer all ring patterns (this turns distinctive ring off).

Your fax has been set to "**5**" at the factory.

5   OPTIONAL SETTINGS

A variety of optional settings are available which you can use to customize your fax to better suit your needs. The settings are made by pressing the panel keys, and each setting is described in the list below.

Accessing the settings

Step	Press these keys:	Comments
1	**FUNCTION** 4	OPTIONAL SETTING will appear in the display.
2	# or ✳ START	Move through the list of settings by pressing "**#**" to move forward, or "✳" to move backward. The settings will appear in the order listed below. Press **START** when the desired setting appears. Or, you can also go directly to a setting by entering the number of the setting (do not press **START** in this case). If the number is less then 10, enter "0" first.
3	2 (Example)	When the desired setting appears in the display, change it appropriately as described below.
4	STOP STOP	Press **STOP** to return to the date and time display.

Settings

Setting 1: FINE RESOLUTION PRIORITY
This sets the default resolution (the resolution used if a setting is not made with the **RESOLUTION** key) for transmitting documents. Press "**1**" (YES) to set it to FINE, or "**2**" (NO) to set it to STANDARD.

• Factory setting: "**2**"

Setting 2: NUMBER OF RINGS AUTO RECEPTION
This sets the number of rings your fax allows before answering an incoming call in AUTO receive mode. Enter a number from "**0**" to "**9**" (if "**0**" is entered your fax will answer without ringing).

• Factory setting: "**1**"

Setting 3: NUMBER OF RINGS MANUAL RECEPTION
This sets your fax to automatically answer a call after a certain number of rings when it is in manual reception mode. Any number from "**0**" to "**9**" can be entered (enter "**0**" if you don't want your fax to answer automatically).

• Factory setting: "**0**"

Setting 4: ACTIVITY REPORT AUTO PRINT OUT
Press "**1**" (YES) to have your fax automatically print an Activity Report once every 30 send/receive operations. (The report can still be printed on demand at any time.) Press "**2**" (NO) to turn automatic print-out off.

- Factory setting: "**2**"

Setting 5: TRANSACTION REPORT PRINT SELECT
This sets the condition for printing out a Transaction Report. Enter a number from "**1**" to "**5**" as follows:

"**1**" (ERROR/TIMER/ MEMORY):	A report will be printed after an error, timer operation, or memory operation.
"**2**" (SEND ONLY):	A report will be printed only after a transmission.
"**3**" (ALWAYS PRINTS):	A report will be printed after each transmission, reception, or error.
"**4**" (NEVER PRINTS):	A report will never be printed.
"**5**" (ERROR ONLY):	A report will be printed only after an error occurs.

- Factory setting: "**5**"

Setting 6: RECALL TIMES
This sets the maximum number of times your fax will automatically redial if the line is busy.
Enter any number from "**00**" to "**14**".

- Factory setting: "**02**"

Setting 7: RECALL INTERVAL
This sets the amount of time your fax will wait between automatic redials when the line is busy.
Enter "**01**" for 1 minute, "**02**" for 2 minutes, etc., up to a maximum of 15 minutes.

- Factory setting: "**05**"

Setting 8: SECURITY SELECTION
Press "**1**" (ON) to turn polling security on, or "**2**" (OFF) to turn it off.

- Factory setting: "**1**"

Setting 9: ERROR CORRECTION MODE (ECM)
Press "**1**" (YES) to have any distortions in a transmission due to noise on the telephone line be corrected before the document is printed out. This is only effective when the other machine has ECM as well. Press "**2**" (NO) to turn the function off.

- Factory setting: "**1**"

Setting 10: AUTO COVER SHEET
Press "**1**" (YES) to have the fax automatically generate a cover sheet and send it as the last page of each transmission. Press "**2**" (NO) to turn the function off.

- Factory setting: "**2**"

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Setting 11: MEMORY SCANNING
Press "**2**" (REDUCE) to have the fax reduce the size of documents wider than 8.9" (226 mm) when it scans them into memory for transmission operations. If "**1**" (1:1) is pressed, the document will be stored at actual size, and if the receiving machine only uses 8.3" (210 mm) paper, the parts outside of that width will not be printed.

- Factory setting: "**2**"

Setting 12: COPY SCANNING
This sets the amount by which copies are reduced before printing to ensure that data on the edges is not cut off. Enter a number from "**1**" to "**5**" as follows:

"**1**":	Automatic reduction depending on the size of the original and the printing paper.
"**2**":	No reduction.
"**3**":	Slight reduction of letter originals. (Letter originals are reduced slightly to ensure that data on the edges is not cut off.)
"**4**":	Reduction of A4 size originals to letter size.
"**5**":	Reduction of legal size originals to letter size.

- Factory setting: "**2**"

Setting 13: COPY CUT-OFF
Press "**1**" (CONTINUE) to have documents longer than the printing paper be continued on a second page when copied. Press "**2**" (CUT-OFF) to have the part outside that length not printed.

- Factory setting: "**2**"

Setting 14: RECEIVE REDUCE
This sets the amount by which received documents are reduced before printing to ensure that data on the edges is not cut off. Enter a number from "**1**" to "**5**" as follows:

"**1**":	Automatic reduction depending on the size of the original and the printing paper.
"**2**":	No reduction.
"**3**":	Slight reduction of letter originals. (Letter originals are reduced slightly to ensure that data on the edges is not cut off.)
"**4**":	Reduction of A4 size originals to letter size.
"**5**":	Reduction of legal size originals to letter size.

- Factory setting: "**1**"

Setting 15: IMAGE MEMORY PRINT
Press "**1**" (YES) to have part of the first page transmitted printed when a Transaction Report is printed out. Press "**2**" (NO) to turn the function off. This is only effective when transmitting from memory.

- Factory setting: "**1**"

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OPTIONAL SETTINGS

Setting 16: CASSETTE SELECTION
Press "**1**" if you want the fax to automatically select the source from which it draws paper for printing according to the size of the document received or copied. Press "**2**" if you want to give priority to the paper cassette (paper will be drawn from the cassette regardless of the size of the received document), or press "**3**" if you want to give priority to the paper tray.

- Factory setting: "**1**"

Setting 17: CASSETTE CHANGEOVER
Press "**1**" to have the fax start drawing paper from the other paper source if the currently used source runs out of paper. Press "**2**" to stop changeover to the other source (in this case, received documents will be stored in memory).

- Factory setting: "**1**"

Setting 18: RETRANSMISSION TIMES
This sets the number of times the fax will reattempt a memory transmission which has been interrupted by a line error or power failure. Enter any number from "**00**" to "**14**" ("**00**" disables the function).

- Factory setting: "**10**"

Setting 19: RETRANSMISSION INTERVAL
If desired, you can have the fax wait a certain number of minutes between each memory retransmission attempt. Enter "**01**" for 1 minute, "**02**" for 2 minutes, etc., up to a maximum of 15 minutes. If you do not want the fax to wait between attempts, enter "**00**".

- Factory setting: "**00**"

Setting 20: HEATER MODE
To conserve electricity, you can turn off the laser printer heater in your fax. When this is done, it will turn on automatically when you receive a document (there will be a slight delay before printing while it warms up) and turn off once printing is completed. You can also set the heater to automatically turn on and off at two selected times each day. Enter a number from "**1**" to "**3**" as follows:

"**1**" (ALWAYS ON): The heater will remain on constantly.

"**2**" (ALWAYS OFF): The heater will turn on only to print documents.

"**3**" (SLEEP MODE TIMER): The heater will turn on and off at two selected times each day. After you press "**3**", enter the time you want the heater to turn on, and then the time you want it to turn off. For each time, enter 2 digits for the hour, 2 digits for the minute, and then "✶" for A.M., or "**#**" for P.M.

- Factory setting: "**2**"

Setting 21: JUNK FAX NUMBER CHECK
Press "**1**" to prevent reception from fax numbers entered in the Anti Junk Fax List. Press "**2**" to allow reception from all numbers.

• Factory setting: "**2**"

Setting 22: ALARM VOLUME
This sets the volume of the beep sound which alerts you to error conditions and informs you that operations have been completed. Press "**1**" for high, "**2**" for middle, "**3**" for low, or "**4**" to turn the alarm off.

• Factory setting: "**3**"

Setting 23: DIAL MODE
This sets the mode of dialing. Press "**1**" if you are on a touch-tone line, or "**2**" if you are on a pulse dial line. (If you don't know which type of line you have, try making phone calls with both settings and see which one works.)

• Factory setting: "**1**"

Setting 24: QUICK ON LINE
When you transmit a multi-page document, this setting determines whether your fax will dial the receiving party and begin transmitting while scanning is still in progress, or wait until all pages have been scanned before dialing. Press "**1**" to have the fax dial and begin transmission while scanning is still in progress, or "**2**" to have it wait until all pages have been scanned.

• Factory setting: "**1**"

Setting 25: MULTI TTI
If you are using Department Control, you can press "**1**" to have the department name (the name corresponding to the department code entered by the operator) appear at the top of each transmitted document. This will appear in place of the name entered in "Entering Your Name and Fax Number" in Chapter 2. Press "**2**" to turn Multi TTI off (the sender's name entered in Chapter 2 will be used).

• Factory setting: "**2**"

Setting 26: BEEP LENGTH
This sets the duration of the beep which signals the end of transmission, reception, or copying. Press "**1**" for 3 seconds, "**2**" for 1 second, or "**3**" for no beep.

• Factory setting: "**1**"

Setting 27: TELEPHONE BILLING CODE
If you are using the Department Control function, this setting will allow you to use Department Codes for telephone billing on a PBX. Press "**1**" to turn telephone billing on, or "**2**" to turn it off.

• Factory setting: "**2**"

If you pressed "**1**", the BILLING CODE DIAL selection will subsequently appear. Press "**1**" if your PBX must receive the billing code before dialing a telephone number, or "**2**" if it must receive the billing code after dialling a telephone number. (Refer to your PBX manual or consult your PBX adminstrator for this information.)

Note: *If you select "AFTER" for the BILLING CODE DIAL selection, you must press the* **REDIAL** *key after dialing if you use the handset or the* **SPEAKER** *key to dial.*

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OPTIONAL SETTINGS

Setting 28: DEPARTMENT CODE DIGITS
Use this setting if you are using Telephone Billing and need to change the number of digits used for Department Codes to accord with your PBX's telephone billing system. Enter any number from "**3**" to "**9**".

• Factory setting: "**4**"

Setting 29: DISTINCTIVE RING
This sets the ring pattern to which your fax will answer if you subscribe to a distinctive ring service. Enter a number from "**1**" to **5**" to select a pattern. See "Distinctive Ring" in Chapter 2 for more details.

• Factory setting: "**5**"

6   PRINTING OUT REPORTS AND LISTS

You can print a variety of lists showing settings and information entered in the fax. You can also print out reports on recent activity and reports on individual transactions after they are made. Each list and report is described below.

Printing out a list

Step	Press these keys:	Comments
1	FUNCTION 2	"LISTING MODE" will appear in the display.
2	# or ✳	Move through the lists by pressing "**#**" or "**✳**". Stop when the desired list appears in the display.
3	START	Print out the list.

Activity Report

This report shows information on your most recently performed send and receive operations (a combined maximum of 30 operations can appear). The report is divided into two parts: the SEND REPORT, which shows information on transmissions, and the RECEIVE REPORT, which shows information on receptions.

♦ If Option Setting 4 is set to "YES", a report will be automatically printed out whenever information on 30 operations has accumulated. (A report can still be printed on demand at any time.)

♦ All information is erased after a report is printed out. If automatic print-out is turned off and print-out has not been done manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.

Explanation of headings

SENDER/ RECEIVER   The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").

START   The time at which transmission/reception started.

TX/RX TIME   Total time taken for transmission/reception.

PAGES   Number of pages transmitted/received.

TYPE   **CONF. TX** - A confidential operation was performed.

RELAY TX - A relay operation was performed.

(T) - A timer operation was performed.

(D) - The document was sent directly from the feeder, not from memory.

NOTE   **OK** - Transmission/reception was normal.

P.FAIL - A power failure occurred.

JAM - A problem with the printing paper or document occurred.

BUSY - The line was busy.

COM.E-0 to **COM.E-14** - A telephone line error prevented the transaction. Explanations of the error numbers are given in the following tables, however, these are primarily for use by service engineers. In general, you will want to simply try the transaction again. If necessary, check with the other party to make sure their machine is functioning properly.

CANCEL - Transmission was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have.

CANCEL 3 - Confidential transmission was cancelled because the receiving machine does not have a confidential function, a confidential passcode is not programmed in it, its memory is full, or it is not a Sharp model.

CANCEL 4 - Confidential transmission was cancelled because an incorrect mailbox number was entered for a fax machine with confidential mailboxes.

CANCEL 5 - A relay request was not successful because the machine to which the request was made has no relay function, it is not a Sharp model, or its memory was full.

CANCEL 6 - A relay request was not successful because your machine's fax number has not been entered into the relay machine's list of permitted numbers, an automatic dialing number not stored in the relay machine was specified, or your fax number has not been entered in your machine as described in Chapter 2.

Transmission errors

E-0	Able to recognize handshake signal, but it has errors.
E-1	Cannot recognize the handshake signal from the receiver side.
E-2	Line disconnected during transmission.
E-3	Line disconnected after modem speed fall-back.
E-4	Line disconnected during multi-page transmission.
E-6	Cannot recognize the handshake signal for next page at receiver side.
E-7	No response from receiver side or "disconnect signal" is received at transmitter side.
E-8	Error was not corrected after the predetermined number of retries because of an error in a part of a page.
E-11	Error occurred after or while reception by the remote (receiving) machine was revealed to be impossible.
E-12	Error occurred just after fall-back.
E-13	Error occurred after a response to a retransmission end command was received.

Reception errors

E-0	Able to recognize handshake signal, but it has errors.
E-1	Line disconnected during reception.
E-2	Cannot recognize the handshake signal from the transmitter side.
E-3	Cannot recognize the last handshake signal from the transmitter side.
E-4	Cannot recognize the handshake signal for next page from the transmitter side in the case of mode change.
E-5	Cannot recognize the handshake signal for next page from transmitter side.
E-7	No response from transmitter or "disconnect signal" is received at receiver side.
E-8	Error occurred upon completion of reception of all pages.
E-9	Error occurred when mode was changed or transmission/reception switching was performed.
E-10	Error occurred during partial page or physical page reception.
E-11	Error occurred after or during inquiry from the remote (transmitting) machine as to whether reception was possible or not.
E-12	Error occurred during or just after fallback.
E-13	Error occurred after retransmission end command was received.
E-14	Error occurred after voice communication command was received.

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Timer list

This list shows the timer operations which are currently set.

```
********************************************************************************
*                                                                            *
*                              TIMER LIST                           P.01      *
*                              ─────────                                      *
*                                                          SEP-26-96 THU 09:28 AM *
*                                                                            *
*          TIMER                                                             *
*                                                                            *
*   # RESERVED TIME TYPE           RESOLUTION BOX REMOTE STATION ID #                 DP *
*──────────────────────────────────────────────────────────────────────────*
* 01  08:00 PM TUE SEND            STANDARD       FAX #: 33333                       01 *
*                                                                            *
********************************************************************************
```

Telephone Number List

This list shows the fax and voice numbers which have been stored for automatic dialing.

```
********************************************************************************
*                                                                   P.01      *
*                         TELEPHONE NUMBER LIST                               *
*                         ─────────────────────                               *
*                                                          SEP-26-96 THU 09:47 AM *
*   RAPID/        NAME                                                        *
*   SPEED #    *=SECONDARY #             TELEPHONE #                 CHAIN DIAL *
*──────────────────────────────────────────────────────────────────────────*
*   R01        N.T.BANK       FAX   452-555-9865                             *
*                  *                 452-555-9632                            *
*   R02        ACCES NO.      FAX   851                              SET      *
*   R03        ABC Corp.      FAX   452-896-5213                             *
*   R17                             PROGRAM # 17 STORED                       *
*   R18                             GROUP   # 18 STORED                       *
*                                                                            *
********************************************************************************
```

Relay Group List

This list shows the relay groups which have been stored.

```
********************************************************************************
*                                                                   P.01      *
*                          RELAY GROUP LIST                                   *
*                          ────────────────                                   *
*                                                          SEP-26-96 THU 09:25 AM *
*                                                                            *
*   #   RELAY STATION #                          RECEIVE STATION(S)           *
*──────────────────────────────────────────────────────────────────────────*
*  01   2225                             FAX   #:  111111                     *
*                                                                            *
********************************************************************************
```

PRINTING OUT REPORTS AND LISTS

Passcode List

This list shows settings made for polling security, your name and fax number as entered in the fax machine, a sample of the header printed at the top of every page you transmit (**HEADER PRINT**), and the numbers entered in the relay passcode list.

Optional Setting List

This list shows the current status of the optional settings.

Program and Group List

The top part of this list shows the programs which have been entered. The bottom part shows the fax numbers which have been stored in each Group Key.

Batch Transmission List

To check the documents which have been stored for batch transmission, you can print out the Batch Transmission List.

Department Usage List

This list shows total transmission time and pages transmitted (including polling time and pages polled) for each department during the period indicated on the list. The information is only available if Department Control has been activated. The bottom part of the list shows information about relay broadcast operations performed on the request of other fax machines.

♦ Each time you print out the report, the data is cleared and a new period begins.

Confidential Reception List

This list shows which mailboxes have received confidential documents and the total number of pages received. Print this out whenever RCVD CONFIDENTIAL RX appears in the display.

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Anti Junk Number List

This list shows the fax numbers from which reception is not allowed.

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax is set at the factory to print out the report only when an error occurs, but you can change the setting to have it printed out after every operation, only after certain types of operations, or not at all. This is done by changing Option Setting 5 as described in Chapter 5.

♦ You can also print out the Transaction Report manually by pressing the **REPORT** key after the operation is completed.

♦ The same headings appear in the Transaction Report as in the Activity Report. See "Activity Report" in this chapter for an explanation of the headings.

♦ The top part of the first page of the document will also appear below the report if the document was sent from memory. If confidentiality is required, you can prevent printing of the top part of the document by changing Option Setting 15.

7   MAINTENANCE

Reading glass and rollers

Clean the reading glass and rollers frequently to ensure the quality of transmitted images and copies. Rotate the received document tray back, open the operation panel by squeezing the operation panel release on the right side of the operation panel (marked "**PULL OPEN**"), and clean the parts as shown below.
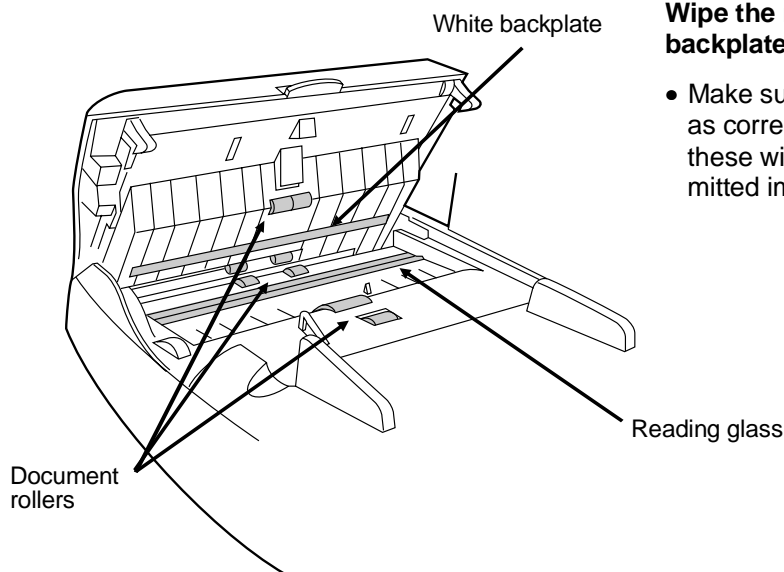
White backplate

Wipe the reading glass, white backplate, and rollers with a soft cloth.

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

Reading glass

Document rollers

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 the machine.*

Notes

8   TROUBLESHOOTING

PROBLEMS AND SOLUTIONS

Problem	Check and remedy
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Make sure the power switch has been switched to the "ON" position. • Connect another electrical appliance to the outlet to see if it has power.
The fax does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, turn off the power and then turn it back on several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see "Transmittable documents" in Chapter 3).
Dialing is not possible.	• Make sure the power is on. • Make sure that the telephone line is properly connected to both the **TEL. LINE** jack and the wall jack. • Make sure that the fax is set to the correct dialing mode for your telephone line. See Option Setting 23 in Chapter 5.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder. • Make sure that the printing paper is properly loaded in the receiving machine.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has printing paper. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Pick up the handset and check for a dial tone.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax. If the copy is also distorted, your fax may have a problem.

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PROBLEMS AND SOLUTIONS

The printing paper does not come out.	• The printing paper may be jammed. See "Clearing Jammed Printing Paper" in this chapter. • Make sure that the printing paper is properly loaded in your machine. • Make sure the power is on.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy to confirm the printing ability of your machine.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax may have a problem. Make a copy to check it. • The toner cartridge may need replacement.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • If the other fax machine also has ECM, make sure this feature is enabled in both faxes (see Option Setting 9 in Chapter 5). • Make a copy of another document on your fax. If the copy is also distorted, your fax may have a problem. • The photoconductor drum may be damaged. Try a new drum cartridge.
Dots appear at regular intervals on received documents and copies.	• The photoconductor drum may be damaged. Replace the drum cartridge.
No confidential transmission or relay broadcast occurs.	• Check the message in the display. See the next section, "Display Messages".

MESSAGES AND SIGNALS

Display messages

CHECK XXXX (paper source)	Either or both of the paper sources (the cassette or tray) will appear in place of "XXXX". This indicates that the paper source is not properly installed in the machine, or a paper jam has occurred in that source.
CONF REFUSED	A confidential transmission has been denied because you entered an incorrect mailbox number for a machine with mailboxes.
CONF. RX ERROR	Confidential reception was cancelled because the mailbox number specified by the transmitting machine is not programmed in your fax.
COVER OPEN	The operation panel is open. Close it.
DRUM LIFE OVER	The drum cartridge must be replaced.
FAX RCVD IN MEMORY	A fax has been received in memory because the toner cartridge needs replacement, you have run out of printing paper, or the paper is jammed. The fax will automatically print out when the problem is fixed.
FUNCTION MODE	The **FUNCTION** key has been pressed.
LINE ERROR	Transmission or reception was not successful. Press **STOP** to clear the message, and then try again.
MEMORY FULL	The memory is full. See "Dual access" in "Sending Documents" in Chapter 3.
NO CONF. FUNC	Confidential transmission was cancelled because the receiving machine does not have a confidential function, a confidential passcode is not programmed in it, its memory is full, or it is not a Sharp model.
NO PAPER	This message will be followed by one of the paper sources in parentheses, and informs you that the paper source is out of paper. If no paper source is indicated, both paper sources are out of paper.
NO RELAY FUNC	A relay request has been denied because the other machine does not have a relay broadcast function, its memory is full, or it is not a Sharp machine.

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DISPLAY MESSAGES

OFF HOOK DIAL MODE	The handset has been lifted and the fax is waiting for you to dial.
ON HOOK DIAL MODE	The **SPEAKER** key has been pressed and the fax is waiting for you to dial.
PAPER JAM	The printing paper is jammed. See the following section, "Clearing Paper Jams".
RCVD CONF. FAX	A confidential fax has been received in memory. Print it out as explained in "Confidential Operations" in Chapter 4.
RCVD RELAY REQUEST	Your fax machine has received a Relay Broadcast request and is transmitting the requested document to the end receiving machines. See "Relay Broadcast" in "Relay Request" in Chapter 4.
RELAY REFUSED	A relay request has been denied because your fax number has not been entered in the relay machine's list of permitted numbers, an automatic dialing number not stored in the relay machine was specified, or your fax number has not been entered in your machine.
REMOVE ORIGINAL(S)	The original document is jammed. See the following section, "Clearing Paper Jams".
SIZE ERROR	This message will be followed by one of the paper sources in parentheses, and informs you that the paper loaded in that source is not all the same size.
REPLACE TONER	The toner cartridge must be replaced.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

CLEARING PAPER JAMS

Clearing a jammed document

If a document doesn't feed through the scanner properly during transmission or copying, or DOCUMENT JAM appears in the display, first try pressing the **START** key. If the document doesn't come out of the feeder, open the operation panel by squeezing the operation panel release on the right side of the operation panel (marked "**PULL OPEN**"), and gently pull out document.

Clearing jammed printing paper

If the printing paper jams, PAPER JAM will appear in the display. Follow the steps below to clear the jam.

1
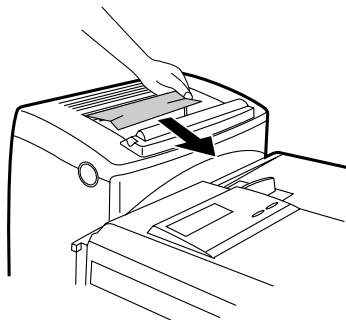
If the leading edge of the document is protruding from the printer compartment outlet, try pulling it out.

- If you are unable to clear the paper jam in this way, continue with the following steps.

2
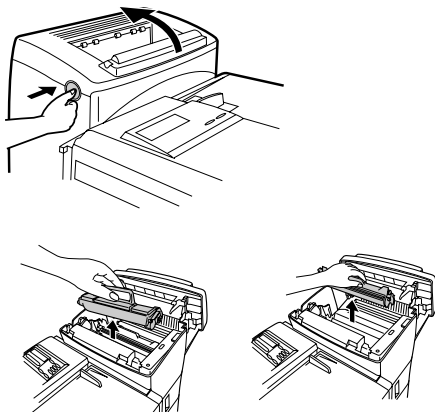
Open the printer cover and remove the toner cartridge and drum cartridge.

- **Caution!** The ribs on the bottom of the inside of the printer cover become very hot during printing. Be careful not to touch them.

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CLEARING PAPER JAMS

3
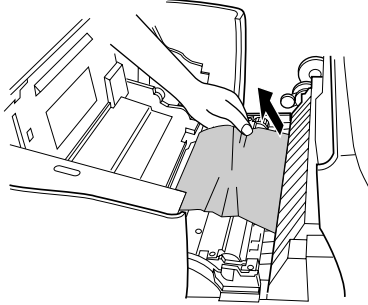
Gently pull the paper out of the compartment.

• If the leading edge of the paper has entered the fusing unit, first pull the leading edge out of the fusing unit, then pull the paper out of the compartment.

• Be sure to remove any torn pieces of paper.

4
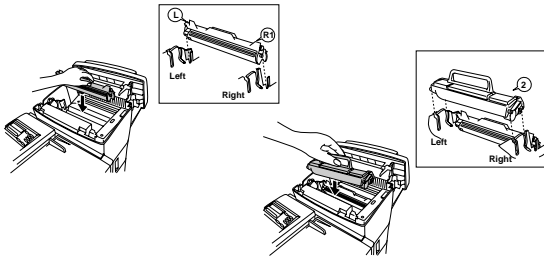
Replace the drum cartridge, and then the toner cartridge.

• For detailed instructions, see Steps 5 and 7 in "Installing the Printer Cartridges" in Chapter 1.

5
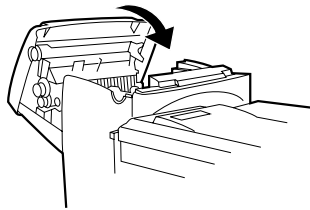
Close the printer cover.

6
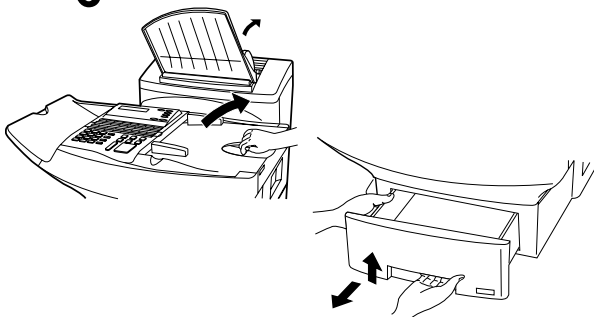
If you didn't find any paper in the printer compartment, or if PAPER JAM still appears in the display after you close the printer cover, check the paper cassette and paper tray.

• To check the paper tray, grasp the hand hold on the original document IN tray and rotate the tray up.

7
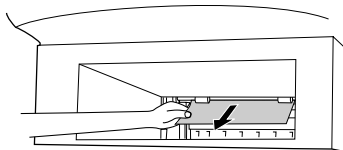
Gently pull out any jammed paper you find, and then replace the cassette or close the original document IN tray.

SPECIFICATIONS

Applicable telephone line:	Public switched telephone network
Compatibility:	ITU-T (CCITT) G3 mode
Configuration:	Half-duplex, desktop transceiver
Compression scheme:	MH, MR, MMR and Sharp special mode
Memory size*:	1MB (approx. 50 average pages)
Scanning method:	Flat-bed, solid-state CCD
Resolution:	Horizontal:
	203 lines/inch (8 lines/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)
Printing density:	Horizontal
	406 lines/inch (16 lines/mm)
	Vertical
	391 lines/inch (15.4 lines/mm)
Reception modes:	Auto/Manual switching
Modem speed:	14400 bps with automatic fallback to 12000, 9600, 7200, 4800, or 2400 bps
Transmission time*:	Approx. 6 seconds (Sharp special mode)
Input document size:	Automatic feeding:
	Width — 5.8 to 11" (148 to 280 mm)
	Length — 5.0 to 14.3" (128 to 364 mm)
	Manual feeding:
	Width — 5.8 to 11.0" (148 to 280 mm)
	Length — 5.0 to 17.0" (128 to 432 mm)
Paper size:	Width — 8.5" (216 mm)
	Length — 11-14" (280-356 mm)
Paper capacity:	650 sheets
Automatic document feeder:	50 documents max.
Effective scanning width:	10.1" (256 mm)
Effective recording width:	8.0" (203 mm)
Copy function:	Single/Multi-copy/Sort-copy (99 copies/page)
Telephone function:	Standard (cannot be used if power fails)
Halftone (gray scale):	64 levels
Power requirements:	120 V AC, 60 Hz
Operating environment:	50 - 86°F (10 - 30°C), 20 to 85% RH
Power consumption:	Stand-by: 10 W
	Maximum: 400 W
Dimensions:	Width: 13.8" (351 mm)
	Depth: 22.9" (582 mm)
	Height: 13.7" (349 mm)
Weight:	Approx. 40.8 lbs. (18.5 kg)

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

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

FCC REGULATORY INFORMATION

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be provided to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through a standard USOC RJ-11C network interface jack.

The REN is used to determine the quantity of devices which may be connected to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in the devices not ringing in response to an incoming call. In most, but not all, areas as the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices that may be connected to your line, as determined by the total RENs, contact your local telephone company.

If this equipment causes harm to the telephone network, your telephone company may disconnect your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of your equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you have any questions or problems which cannot be solved by reading this manual, please contact Sharp's Customer Information Center. The number is 1-800-BE SHARP. If the equipment is causing harm to the telephone network, your telephone company may ask you to disconnect the equipment until the problem resolved.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment is hearing-aid compatible.

When programming and/or making test calls to emergency numbers:

• Remain on the line and briefly explain to the dispatcher the reason for the call.
• Perform such activities in the off-peak hours, such as early morning or late evening.

SHARP

Date Issued: 1996. 8. 1

MATERIAL SAFETY DATA SHEET

MSDS No. B-1008

Section 1. Product Identification

Product Code: FO-50ND   Toner Cartridge

Section 2. Supplier's Name and Address

Sharp Corporation
22-22 Nagaike-cho, Abeno-ku, Osaka, Japan
Local suppliers are listed below. Please contact the nearest supplier for additional information.

(Country)	(Name and Telephone Number)
U.S.A.	Sharp Electronics Corporation Telephone number for information : 201-529-8200 Emergency telephone number : 1-800-255-3924
Canada	Sharp Electronics of Canada Ltd. Telephone number for information : 416-890-2100 Emergency telephone number : 1-800-424-9300
United Kingdom	Sharp Electronics(U.K.)Ltd. Telephone number for information : 01923-474013

Section 3. Ingredients

Ingredients	CAS No.	Proportion	OSHA PEL	ACGIH TLV	Other Limits
Polyester resin	361615-5042-P	>85 %			
Carbon black	1333-86-4	1-5 %	3.5mg/m^3	3.5mg/m^3	
Polypropylene	9003-07-0	1-5 %			
Organic pigment	361615-5025-P	1-5 %			

Section 4. Hazardous Identification (Emergency Overview)

Toner is a fine, black powder prossessing no immediate hazard. There are no anticipated carcinogenic effects from exposure based on animal tests performed using toner. When used as intended according to instructions, syudies do not indicate any symptoms of fibrosis will occur.

Section 5. Health Hazard Data

Route(s) of Entry:	Eye contact, inhalation, ingestion
Health Hazards:	No data available
Carcinogenicity:	In 1996 the IARC reevaluated carbon black as a Group 28 carcinogen (possible human carcinogen). This classification is given to chemicals for which there is inadequate human evidence, but sufficient animal evidence on which to base an opinion of carcinogenicity. The classification is based upon the development of lung tumors in rats receiving chronic inhalation exposures to free carbon black at levels that induce particle overload of the lung. Studies performed in animal models other than rats did not show any association between carbon black and lung tumors. Moreover, a two-year cancer bioassay using a typical toner preparation containing carbon black demonstrated no association between toner exposure and tumor development in rats.
Signs and Symptoms of Exposure:	No symptoms expected under intended use.
Medical Conditions Generally Aggravated by Exposure: None
Choronic effect:	In a study in rats of chronic inhalation exposure to a typical toner, a mild to moderate degree of lung fibrosis was observed in 92% of the rats in the high concentration (16mg/m^3) exposure group, and a minimal to mild degree of fibrosis was noted in 22% of the animals in the middle (4mg/m^3) exposure group, but no pulmonaly change was reported in the lowest (1mg/m^3) exposure group, the most relevant level to potential human exposures.
Emergency and First Aid Porcedures:	
Inhalation:	If symptoms are experienced, remove source of contaimination or move victim to fresh air and obtain medical advice.
Eye Contact:	Do not allow victim to rub eye(s). Flush with gently flowing water (lukewarm preferable) for 15 minutes or untill particle is removed. Have victim look right and left, and, then up and down. If irritation does occur, obtain medical attention. DO NOT attempt to manually remove anything stuck to the eye(s).
Ingestion:	If irritation or discomfort occur, obtain medical attention immediately.

Section 6. Physical Chemical Characteristics

Boiling/Melthing Point:	N.AP.	Specific Gravity:	1.2
Vapor Pressure:	N.AP.	Solubility In Waster:	Negligible
Vapor Density:	N.AP.	PH:	N.AP.
Evaporation Rate:	N.AP.	Viscosity:	N.AP.
Appearance:	powder	Color:	Black
Odor:	oder		

Section 7. Fire and Explosion Data

Flash Point (Method Used):	N.AP.
Ignition Temperature:	450℃
Flammable Limits:	(LEL); N.AP. (UEL); N.AP.
Extinguishing Media:	CO_2, water spray, foam and dry chemical
Special Fire Fighting Procedure:	None
Unusual Fire and Explosion Hazard:	If dispersed in air, like most finely divided organic powders, may form an explosive mixture.
Sensitivity to Mechanical Impact:	None
Sensitivity to Static Charge:	None

Section 8. Reactivity Data

Stability:	Stable
Incompatibility (Materials to Avoid):	Oxidizing materials
Hazardous Decomposition:	CO, CO_2
Hazardous Polymerization:	None

Section 9. Precautions for Safe Handling and Use

Personal Protection Information (Respiratory, Eye Protection and Protective Glove):	
	Use of a dust mask is recommended when handling a large quantity of toner or during long term exposure, as with any non-toxic dust.
Engineering Control/Ventilation:	None required under intended use.
Work/Hygienic Practice:	Inhalation should be minimized as with any non-toxic dust.
Steps to be taken in case of Spill or Leak:	
	Wipe off with paper or cloth. DO NOT use vacuum cleaner when released a large amount. It, like most finely divided organic powders, may create a dust explosion.
Waste Disposal Method:	Preparation (community provisions): Waste may be disposed or incinerated under conditions which meet all federal, state and local environmental regulations.
Contaiminated Packaging:	Waste may be disposed or incinerated under conditions which meet all federal, state and local environmental regulations.

Section 10. Regulatory Information

NFPA Rating (U.S.A.):	Health = 1 Flammability = 1 Reactivity = 0
WHMIS Legislation (Canada):	None
Transport Information:	None
UN No.:	None listed.

Section 11. Other Information

Reference: IARC (1996)
IARC Monographs on the Evaluation of the Carcinogenic Risk of Chemicals to Humans, Vol. 65, Printing Process and Printing inks, Carbon Black and Some Nitro Compounds, Lyon, pp-149-261
H. Muhle, B. Bellmann, O. Creutzenberg, C. Dasenbrock, H. Ernst, R. Kilpper, J. C. Mackenzie, P. Morrow, U. Mohr, S. Takenaka, and R. Mermelstein (1991) Pulmonary Response to Toner upon Chronic Inhalation Exposure in Rats.
Fundamental and Applied Toxicology 17, pp. 280-299

QUICK REFERENCE GUIDE

Note: *Steps which are optional are enclosed in a dotted frame:* RESOLUTION

Transmitting documents

Normal Dialing (1)	Load document → RESOLUTION → Lift handset or press **SPEAKER** → Dial (press numeric keys) → Wait for reception tone → START → Hang up
Normal Dialing (2)	Lift handset or press **SPEAKER** → Dial (press numeric keys) → Load document → RESOLUTION → Wait for reception tone → START → Hang up
Direct Keypad Dialing	Load document → RESOLUTION → Dial (press numeric keys) → START
Rapid Key Dialing	Load document → RESOLUTION → Press Rapid Key
Speed Dialing	Load document → RESOLUTION → SPEED DIAL → Enter Speed Dial number (press numeric keys, - if less than 3 digits, press **START** to complete entry) → START
Redialing	Load document → RESOLUTION → REDIAL → Wait for reception tone → START

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QUICK REFERENCE GUIDE

FUNCTION key menu

The following chart shows the layout of the functions and settings accessed by pressing the **FUNCTION** key. First press the **FUNCTION** key, the appropriate numeric key as shown, and then "#" or "✶" until the desired setting appears.

Instructions for making each setting appear in the display. If you have any difficulty, refer to the detailed instructions on the page shown below the setting.

FUNCTION

1	2	3	4

Reception Mode

(3-14)

[#]

↓

↑

[✶]

Listing Mode

Activity Report (6-1)

Timer List (6-3)

Telephone Number List (6-3)

Relay Group List (6-3)

Passcode List (6-4)

Option Setting List (6-4)

Program/Group List (6-4)

Batch Transmission List (6-5)

Department Usage List (6-5)

Confidential Reception List (6-5)

Anti Junk Fax Number List (6-6)

Entry Mode

Fax/Tel Numbers for Auto Dialing (2-7)

Passcode Number (4-19)

Own Number and Name Set (2-3)

Date and Time Set (2-5)

ID Number (4-20)

System Number (4-19)

Store Junk Fax Number (4-35)

Department Code Mode (4-33)

Optional Settings

Fine Resolution Priority (5-1)

Number of Rings in Auto Answer Mode (5-1)

Number of Rings to Manual Answer (5-1)

Auto Listing (5-2)

Transaction Report Print Select (5-2)

Recall Times (5-2)

Recall Wait Interval (5-2)

Security Selection (5-2)

ECM (5-2)

Auto Cover Sheet (5-2)

Memory Scanning (5-3)

Copy Reduce (5-3)

Copy Cut-off (5-3)

Receive Reduce (5-3)

Image Memory Print (5-3)

Cassette Selection (5-4)

Cassette Changeover (5-4)

Retransmission Times (5-4)

Retransmission Interval (5-4)

Heater Mode (5-4)

Junk Fax Check (5-5)

Alarm Buzzer (5-5)

Dial Mode (5-5)

Quick on Line (5-5)

Multi TTI (5-4)

Beep Length (5-5)

Tel. Billing Code (5-5)

Department Code Mode (5-6)

Distinctive Ringing (5-6)

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QUICK REFERENCE GUIDE

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Program/Group Mode

Serial Polling Mode

Memory Polling Mode

Program Entry Mode (4-25)

(4-12)

Memory Polling Set (4-13)

Group Entry Mode (2-10)

Memory Polling Clear (4-14)

GUIA DE CONSULTA RAPIDA

Nota: *El marco punteado significa que el procedimiento puede ser opcional:* [RESOLUTION]

Transmisión de documentos

Marcación normal (1)	Colocar el documento → [RESOLUTION] → Descuelgue el auricular o pulse **SPEAKER** → Marque (pulse teclas numéricas) → Espere el tono recepción → [START] → Cuelgue
Marcación normal (2)	Descuelgue el auricular o pulse **SPEAKER** → Marque (pulse teclas numéricas) → Colocar el documento → [RESOLUTION] → Espere el tono recepción → [START] → Cuelgue
Marcación directa con el teclado	Colocar el documento → [RESOLUTION] → Marque (pulse teclas numéricas) → [START]
Marcación con Teclas Rápidas	Colocar el documento → [RESOLUTION] → Pulse la Tecla Rápida
Marcación Veloz	Colocar el documento → [RESOLUTION] → [SPEED DIAL] → Introduzca el número de discado r pido (presione las teclas numéricas, si fueran menos de 3 digitos, para completar el procedimiento presione **START**.) → [START]
Remarcación	Colocar el documento → [RESOLUTION] → [REDIAL] → Espere el tono recepción → [START]

Spanish

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GUIA DE CONSULTA RAPIDA

Menú de la FUNCTION

La tabla siguiente muestra una vista general de las funciones y ajustes obtenibles al pulsar la tecla **FUNCTION**. Pulse primero la tecla **FUNCTION**, la tecla numérica respectiva, tal como se indica, y luego "#" o "✳" hasta visualizar el ajuste deseado.

En el visualizador se presentan las instrucciones para hacer cada ajuste. Si encuentra problemas, remítase a las instrucciones detalladas contenidas en la página indicada debajo del ajuste.
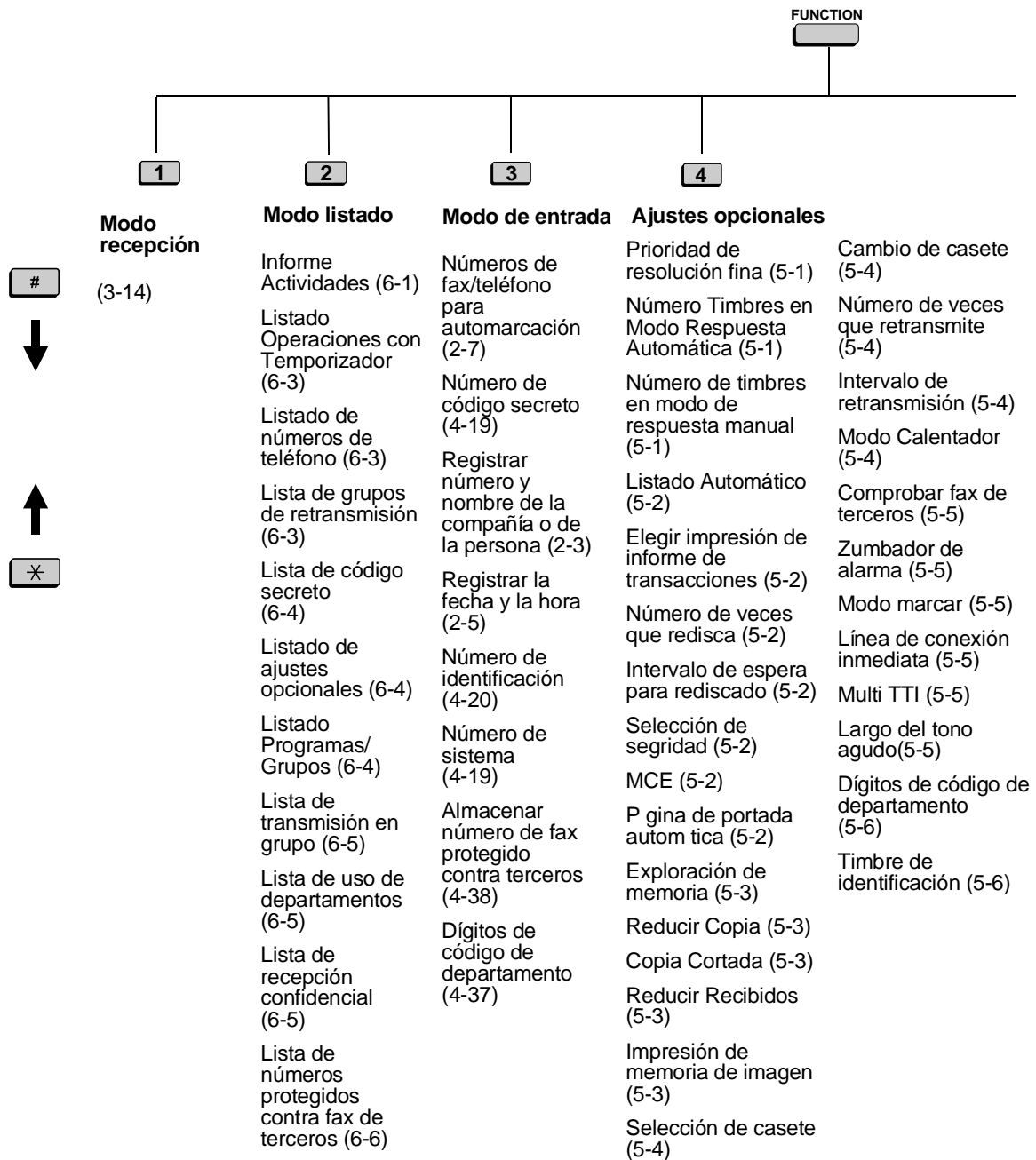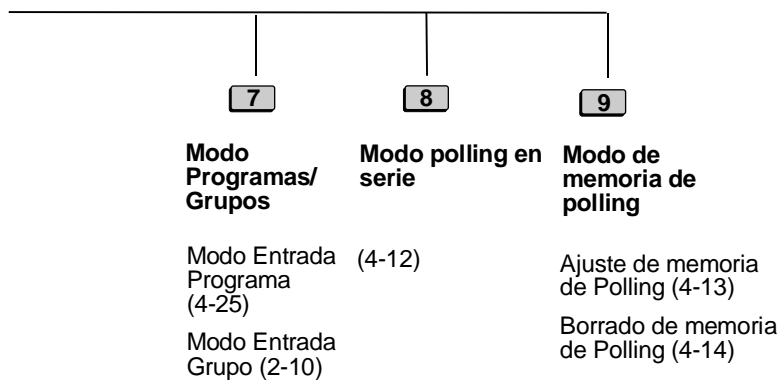
FUNCTION

1	2	3	4

Modo recepción	**Modo listado**	**Modo de entrada**	**Ajustes opcionales**	
#	Informe Actividades (6-1)	Números de fax/teléfono para automarcación (2-7)	Prioridad de resolución fina (5-1)	Cambio de casete (5-4)
(3-14)	Listado Operaciones con Temporizador (6-3)	Número de código secreto (4-19)	Número Timbres en Modo Respuesta Automática (5-1)	Número de veces que retransmite (5-4)
↓	Listado de números de teléfono (6-3)	Registrar número y nombre de la compañía o de la persona (2-3)	Número de timbres en modo de respuesta manual (5-1)	Intervalo de retransmisión (5-4)
↑	Lista de grupos de retransmisión (6-3)	Registrar la fecha y la hora (2-5)	Listado Automático (5-2)	Modo Calentador (5-4)
✳	Lista de código secreto (6-4)	Número de identificación (4-20)	Elegir impresión de informe de transacciones (5-2)	Comprobar fax de terceros (5-5)
	Listado de ajustes opcionales (6-4)	Número de sistema (4-19)	Número de veces que redisca (5-2)	Zumbador de alarma (5-5)
	Listado Programas/ Grupos (6-4)	Almacenar número de fax protegido contra terceros (4-38)	Intervalo de espera para rediscado (5-2)	Modo marcar (5-5)
	Lista de transmisión en grupo (6-5)	Dígitos de código de departamento (4-37)	Selección de segridad (5-2)	Línea de conexión inmediata (5-5)
	Lista de uso de departamentos (6-5)		MCE (5-2)	Multi TTI (5-5)
	Lista de recepción confidencial (6-5)		P gina de portada autom tica (5-2)	Largo del tono agudo(5-5)
	Lista de números protegidos contra fax de terceros (6-6)		Exploración de memoria (5-3)	Dígitos de código de departamento (5-6)
			Reducir Copia (5-3)	Timbre de identificación (5-6)
			Copia Cortada (5-3)	
			Reducir Recibidos (5-3)	
			Impresión de memoria de imagen (5-3)	
			Selección de casete (5-4)	

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Modo Programas/ Grupos

Modo polling en serie

Modo de memoria de polling

Modo Entrada Programa (4-25)

(4-12)

Ajuste de memoria de Polling (4-13)

Modo Entrada Grupo (2-10)

Borrado de memoria de Polling (4-14)

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Notes

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LIMITED WARRANTY

SHARP ELECTRONICS CORPORATION warrants to the first end user purchaser that this Sharp brand product (the "Product"), when shipped in its original container, will be free from defective workmanship and materials, and agrees that it will, at its option, either repair the defect or replace the defective Product or part thereof with a new or remanufactured equivalent at no charge to the purchaser for parts or labor for the period(s) set forth below.

This warranty does not apply to any appearance items of the Product nor to the additional excluded item(s) set forth below nor to any product the exterior of which has been damaged or defaced, which has been subjected to misuse, abnormal service or handling, or which has been altered or modified in design or construction.

In order to enforce the rights under this limited warranty, the purchaser should follow the steps set forth below and provided proof of purchase to the servicer.

To the extent permitted by applicable state law, the warranties set forth herein are in lieu of, and exclusive of, all other warranties, express or implied. Specifically, ALL OTHER WARRANTIES OTHER THAN THOSE SET FORTH ABOVE ARE EXCLUDED. ALL EXPRESS AND IMPLIED WARRANTIES INCLUDING THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE, AND FITNESS FOR A PARTICULAR PURPOSE ARE SPECIFICALLY EXCLUDED. If, under applicable state law, implied warranties may not validly be disclaimed or excluded, the duration of such implied warranties is limited to the period(s) from the date of purchase set forth below.

Neither the sales personnel of the seller nor any other person is authorized to make any warranties other than those described above, or to extend the duration of any warranties beyond the time period described above on behalf of Sharp.

The warranties described herein shall be the sole and exclusive warranties granted by Sharp and shall be the sole and exclusive remedy available to the purchaser. Correction of defects, in the manner and for the period of time described herein, shall constitute complete fulfillment of all liabilities and responsibilities of Sharp to the purchaser with respect to the Product, and shall constitute full satisfaction of all claims, whether based on contact, negligence, strict liability or otherwise. In no event shall Sharp be liable, or in any way responsible, for any damages or defects in the Product which were caused by repairs or attempted repairs performed by anyone other than an authorized servicer. Nor shall Sharp be liable or in any way responsible for any incidental or consequential economic or property damage. Some states do not allow limits on warranties or on remedies for breach in certain transactions; in such state the limits herein may not apply.

Your Product:	Personal Facsimile
Warranty Period for this Product:	Ninety (90) days parts and labor from date of purchase.
Additional items excluded from warranty coverage:	Any consumable items such as paper supplied with the Product.
Where to obtain service:	At a Sharp Authorized Servicer located in the United States. To find out the location of the nearest Sharp Authorized Servicer, call Sharp toll free at 1-800-BE-SHARP.
What to do to obtain service:	Ship (prepaid) or carry in your Product to a Sharp Authorized Servicer. Be sure to have proof of purchase available. If you ship or mail the Product, be sure it is packaged carefully.

For product information or customer assistance, please visit **http://www.sharp-usa.com** on the World Wide Web or call **1-800-BE SHARP**.

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