RICOH

Aficio
340/350/450

OPERATING INSTRUCTIONS
SYSTEM SETTINGS

Modes
User Tools (System Settings)

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

Introduction

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

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

Notes:

Some illustrations may be slightly different from your machine.

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

Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains two 5-milliwat, 760 - 800 nanometer wavelength, GaAIAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see ⇒ P.2 *"Machine Types"*.)

- Type 1: Aficio 340
- Type 2: Aficio 350
- Type 3: Aficio 450

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

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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source:

120 V, 60 Hz, 10 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" of the "Copy Reference".

HOW TO READ THIS MANUAL

Symbols

In this manual, the following symbols are used:

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

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

* The statements above are notes for your safety.

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

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

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

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

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

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MANUALS FOR THIS MACHINE

This is a multi-functional machine combining copying and facsimile functions. This manual describes procedures common to these functions. Each function's reference describes the operational procedures separately for the copying and facsimile functions. Please consult the manual that suits your needs.

❖ **System Settings (this manual)**
Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **When using as a copier**

- Copy Reference
  Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

❖ **When using as a facsimile**

- Facsimile Reference (option)
  Describes the operational procedures and functions to use the machine as a facsimile.

MACHINE TYPES

There are three models of this machine. The main differences between them are memory capacity and copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2	Type 3
Copy speed	35 copies/minute (A4▯, $8^1/_2$" × 11"▯)	35 copies/minute (A4▯, $8^1/_2$" × 11"▯)	45 copies/minute (A4▯, $8^1/_2$" × 11"▯)
Memory capacity	4 MB (8 MB optional memory available)	12 MB	12 MB
Fax unit	Option	Option	Option

ADDITIONAL FUNCTIONS PROVIDED BY OPTIONAL MEMORY UNITS

You can expand the capabilities of this machine to include fax functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining several originals onto one copy. You can install an optional memory expansion for storage of document images, thereby making the best use of memory with various copy functions.

Expansion Memory (option)

❖ **8 MB copier memory unit (Electric sort kit) (option for Type 1)**
Provides various functions including Image Rotate, Sort, and Duplex Copy.

❖ **Copier hard disk (Image enhance kit)**
Provides various functions such as:

- Archive File (copying stored images)
- Following functions using the Enhanced Image Copy:
  Sort/Rotate Sort/Rotate Stack/Shift Sort/Shift Stack/Staple
  Combine
  Duplex
  Repeat
  Image Rotate

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode. Installation of optional expansion memory allows more functions to be used, and more data to be stored.

Options for Memory Expansion

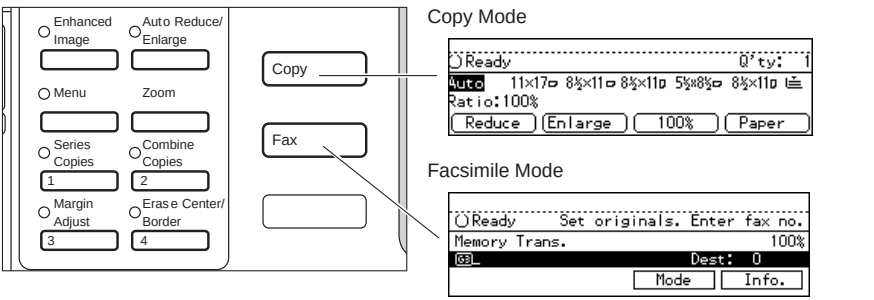
❖ **4 MB memory card**
Provides a variety of memory-based functions including confidential reception, envelope reception, and two-sided printing. Also increases the number of personal codes, groups, speed dials, files in memory, special stations, etc.

❖ **Fax hard disk**
Increases memory capacity, allowing you to increase the number of transmit originals and receive images to be stored in memory.

❖ **400 dpi high resolution card**
Allows sending/receiving in super fine mode. Also allows JBIG compression.

CHANGING MODES

You can use this machine not only as a copier, but optionally as a fax machine as well. Press the【**Copy**】key to use copy functions, or press the【**Fax**】key to use facsimile functions.



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Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During interrupt copying.

MULTI-ACCESS

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, the machine can send a fax message that has been stored in memory.
- You can make copies while receiving fax data.

Performing multiple functions simultaneously like this is called Multi-accessing.

Limitation

❒ You cannot use Multi-accessing during interrupt copying.

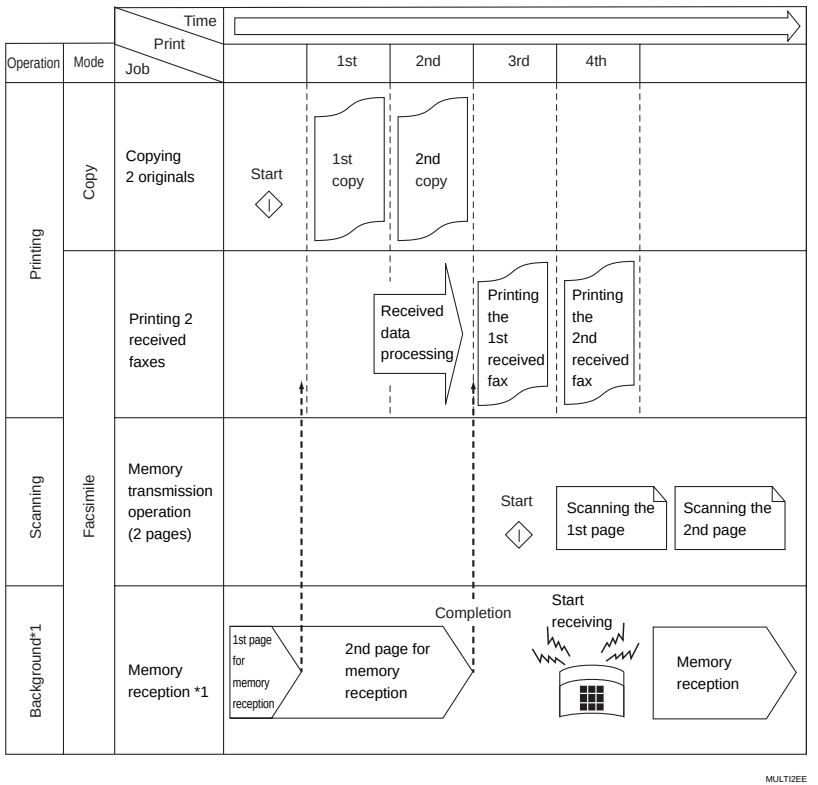
Note

❒ You can choose which mode has highest priority for print jobs. The default is the current mode shown on the display. See "16. Print Priority" in ⇒ P.23 *"System Settings 4/6"*.

❒ When your machine is equipped with the optional internal tray 2, you can specify the tray used for each function so that completed documents are not mixed. For example, set one tray for faxes and another tray for copies. If you require the optional internal tray 2, contact your local dealer or service representative. See "15. Output Tray" in ⇒ P.23 *"System Settings 4/6"*.

Multi-accessing example

The order of multi-accessing operations is as follows:



*1 This job runs in the background, regardless of any current data scanning/writing operations.
Note that you can also receive faxes into memory with such a job.

Sample operations

This chart is based on the following conditions:

- When "16. Print priority" is set to "Interleave" (See "16. Print Priority" in ⇒ P.23 *"System Settings 4/6"*)
- For details on operations under other conditions, contact your service representative.

1

Mode before you select		Mode after you select	Copy					Facsimile				
								Transmission			Reception	
			Copying	Enhanced Image Copy	Memory Copy	Sort	Stapling	Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data
Copy		Copying	❍	❍	❍ *4	❍ *4	❍ *4	❍	☆	❍	☆	☆
		Enhanced Image Copy	❍	❍	❍ *4	❍ *4	❍ *4	×	☆	×	☆	☆
		Memory Copy	❍	❍	❍ *4	❍ *4	❍ *4	×	☆	×	☆	☆
		Sort	❍	❍	❍ *4	❍ *4	❍ *4	❍ *1	☆	❍ *1	☆	☆
		Stapling	❍ *5	❍ *5	❍ *4 *5	❍ *4 *5	×	❍ *1	☆	❍ *1	☆	☆ *5
Facsimile	Transmission	Scanning An Original for Memory Transmission	×	×	×	×	×	×	☆	×	☆	☆ *2
		Memory Transmission	☆	☆	☆	☆	☆	☆	×	×	×	☆
		Immediate Transmission	×	×	×	×	×	×	×	×	×	×
	Reception	Memory Reception	☆	☆	☆	☆	☆	☆	×	×	×	☆
		Printing Received Data	☆	☆	☆	☆	☆ *5	☆ *2	☆ *6	→ *3	☆ *6	→

☆…means that these functions can be used together.

❍…means that you can interrupt the current job with Function keys or the **【Interrupt】** key to proceed to a subsequent job.

→…means that another job will automatically start after the current job is finished.

×…means that you will manually start another job after the current job is finished (i.e. these functions cannot be used together).

*1 Simultaneous operations are only available when copies are being made after their originals are all scanned.
*2 You might fail to print received data, depending on size or orientation of the original.
*3 Priority is given to the subsequent job; after the subsequent job is finished, the interrupted operation is automatically resumed.
*4 If the optional copier hard disk is installed, you can make interrupt copies with the **【Interrupt】** key.
*5 If you are making stapling copies on paper larger than A4, $8^1/_2$" × 11" with the optional 1000-sheet finisher, the subsequent operation is disabled until the current job is finished. After you start interrupt copying with the **【Interrupt】** key, the Output Tray is automatically changed to "Internal Tray".
*6 During parallel receptions, any subsequent job is disabled until the receptions are completed.

COPY MODE

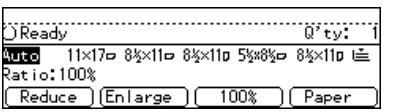
1

Changing To Copy Mode

You can always make a copy when the machine isn't printing or scanning a fax data.

1 **Press the【Copy】key.**

The copy display appears on the panel display.



Reference

For details, see the "Copy Reference".

Interrupt Copying To Make Urgently Needed Copies

You can interrupt the current copying job or printing of a received fax to make a copy.

Limitation

❒ When the optional copier hard disk is not installed, you cannot use the following functions during interrupt copying:

- Duplex
- Combine
- Sort
- Copying archive files

❒ You cannot use the interrupt copy function in the following cases:

- during fax immediate transmission
- while scanning an original for memory transmission
- during interrupt copying

1 **Press the【Interrupt】key.**

If the machine is scanning originals, it will immediately stop the scanning job. On the other hand, if the machine is performing a copy or print job, it will still continue the job until you press the【Start】key after pressing the【Interrupt】key. When the current job stops, the interrupt copy display appears on the panel display.

Note

❒ When you interrupt a copying job, remove the previous original.

2 **Make your copies.**

Important

❒ If the remaining memory space is 0 %, the machine fails to receive fax data. Wait until the machine completes printing a received fax, then start making copies.

Note

❒ While copying, a received fax document is stored in memory and the Receive File indicator is lit.

3 **After interrupt copying is completed, remove the original and delivered copies.**

4 **Press the【Interrupt】key again.**

The machine resumes the printing job of the received fax document.

Resuming the interrupted copying job

❶ **Reset the previous original.**

❷ **Press the【Start】key.**

The machine resumes the interrupted copy run.

Copying And Multi-accessing

Note

❒ Machine operations are different depending "16. Print Priority" (See ⇒ P.23 *"System Settings 4/6"*) or "18. User Code Manage" (See ⇒ P.25 *"System Settings 5/6"*) settings.

Reference

⇒ P.6 *"Multi-Access"*

❖ **When "Print Priority" = "Fax" or "Display" (default)**

The machine completes the operation of the function set by Print priority before performing the operation of another function.

Limitation

❒ While the machine is performing two-sided printing in fax mode, you cannot make two-sided copies until the printing ends.

❖ **When "Print Priority" = "Interleave"**

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

FAX MODE

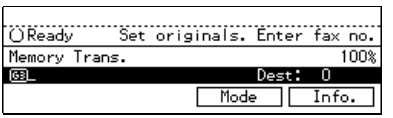
1

Changing To Facsimile Mode

You can always use the machine as a facsimile when you are not copying.

1 **Press the【Fax】key.**

The facsimile display appears on the panel display.



Note

❒ The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the "Facsimile Reference".

Printing A Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode. If you wish to print a received fax while copying, see below.

Preparation

Machine operations are different depending "16. Print Priority" (See ⇒ P.23 *"System Settings 4/6"*) or "18. User Code Manage" (See ⇒ P.25 *"System Settings 5/6"*) settings.

Reference

See ⇒ P.6 *"Multi-Access"*.

Printing a received fax while copying

❖ **When "Print Priority" = "Fax" or "Display" (default)**

The machine once interrupts the copying and receives a fax. Upon completing the fax reception, it resumes the interrupted copying job.

❖ **When "Print Priority" = "Interleave"**

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

❖ **Printing a received fax in a hurry**

Press the【Fax】key to switch to the facsimile display. The copying job is interrupted and the machine starts printing the received fax automatically. After printing the fax,

press the【Copy】key and do the previous job again.

Sending A Fax

Sending a fax while printing a received fax

Scanning originals for memory transmission

The machine can scan your originals for memory transmission even while printing a received fax.

1 Complete the usual operations for sending a fax, then press the【Start】key.

Immediate transmission

Immediate transmission interrupts the job of printing a received fax. This is because the page memory is occupied as your originals are scanned.

1 Complete the usual operations for sending a fax, then press the【Start】key.

Sending a fax while copying

While scanning copy originals

1 Press the【Clear/Stop】key and then the【Fax】key.

Copying is stopped and the display is switched to the Facsimile mode.

Note

❒ Remove the copy originals.

1

While outputting copy

1 Press the 【Fax】 key to switch to the facsimile display.

You can send a fax while copying.

Note

❒ Remove any originals of your copy job.

2 Complete the usual operations for sending a fax, then press the 【Start】 key.

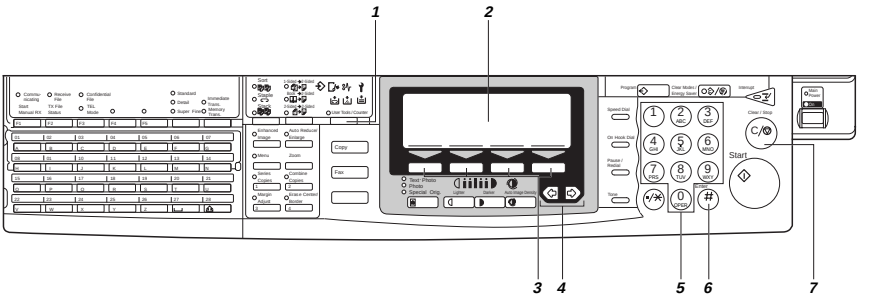
3 After the transmission has finished, press the 【Copy】 key.

4 Reset the copy job originals, then press the 【Start】 key.

The machine resumes the interrupted copy run.

2. USER TOOLS (SYSTEM SETTINGS)

KEYS FOR USER TOOLS (SYSTEM SETTINGS)



1. **【User Tools/Counter】 key**

2. **Panel Display**

3. **【Selection】 keys**

Press the key under the item you wish to select.

4. **◀ and ▶ keys (Cursor keys)**

Press to select an item on the panel display.

5. **【Number】 keys**

Use to enter a numeric value.

6. **【#】 key**

Press to set a value you have entered.

7. **【Clear/Stop】 key**

Press to delete a number you have entered.

ACCESSING THE USER TOOLS (SYSTEM SETTINGS)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the user tools, be sure to exit it to return to Copy mode.

The settings are not canceled even if the operation switch is turned off or the 【Clear Modes/Energy Saver】 key is pressed.

Limitation

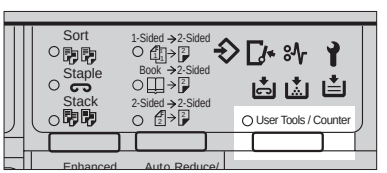
❒ Function names displayed in a faint font become available when the machine is expanded.

Reference

For information on Copy and Fax User Tools, see the appropriate reference manual.

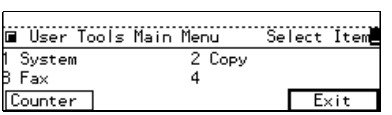
1 **Press the 【User Tools/Counter】 key.**

The User Tools Main Menu appears.

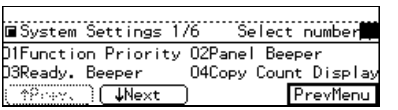


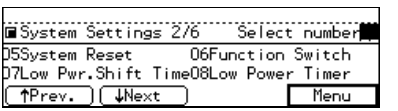
2 **Enter 【1】 with the 【Number】 keys.**

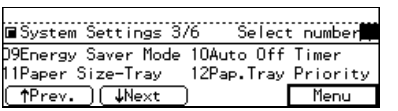
The system settings menu appears.

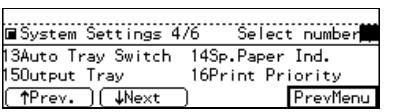


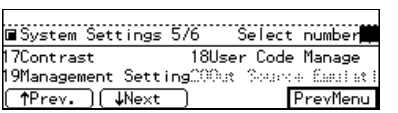
3 **Search for the desired menu. Enter its number with the 【Number】 keys.**

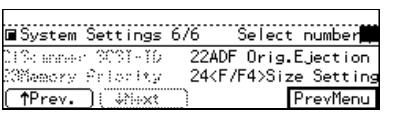












Note

❒ **[↓Next]**: Press to go to the next page.

❒ **[↑Prev.]**: Press to go back to the previous page.

Reference

⇒ P.18 *"User Tools Menu (System Settings)"*

4 **Change the settings by following the instructions on the panel display. Then press the [OK] key.**

Reference

⇒ P.19 *"Settings You Can Change With The User Tools"*

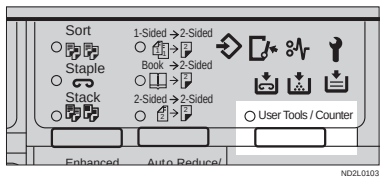
Note

❒ **[OK]**: Press to set the new settings and return to the previous menu.

❒ **[Cancel]**: Press to return to the previous menu without changing any data.

Exiting from User Tools

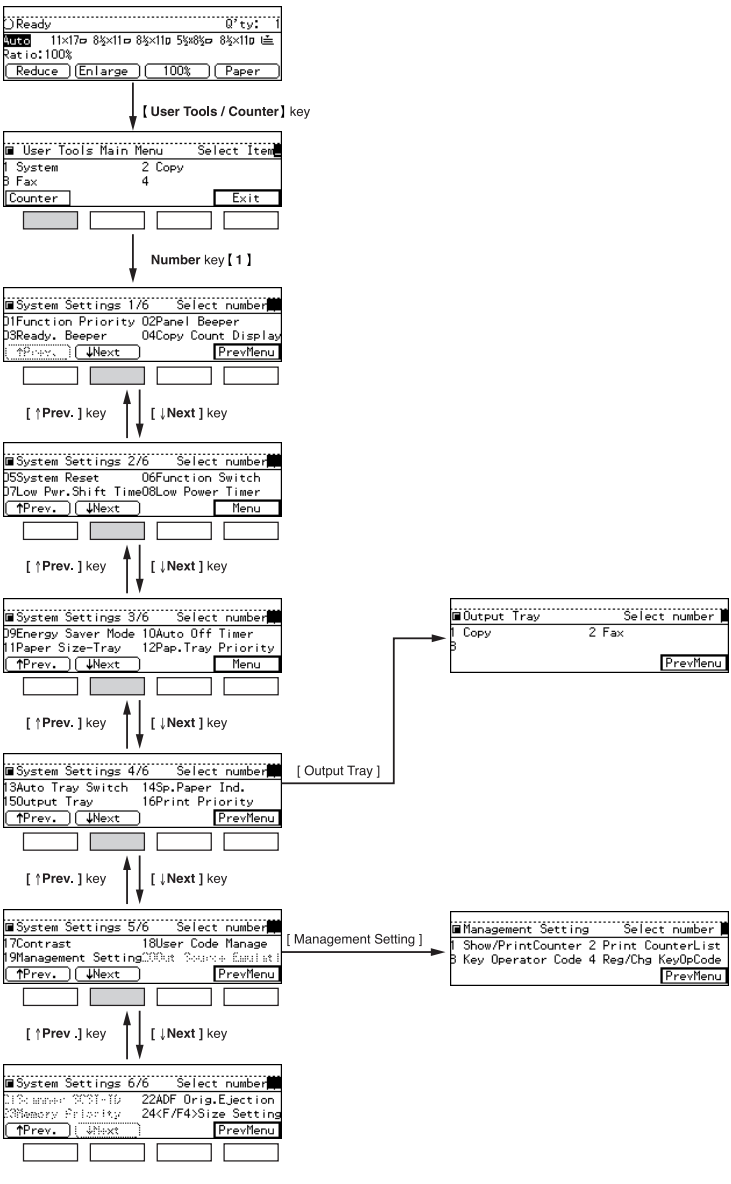
1 **After changing the user tools settings, press the 【User Tools/ Counter】 key.**



Note

❒ You can also exit from user tools by pressing the **[Exit]** key on the User Tools Main Menu.

USER TOOLS MENU (SYSTEM SETTINGS)



SETTINGS YOU CAN CHANGE WITH THE USER TOOLS

Reference

For how to access the user tools, see ⇒ P.16 *"Accessing The User Tools (System Settings)"*.

System Settings 1/6

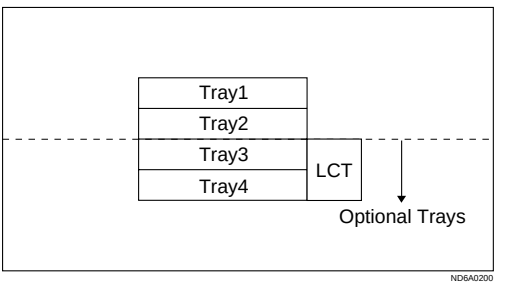
Menu	Description
01. Function Priority (facsimile option required)	You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on. **Note** ❒ Default: *Copy*
02. Panel Beeper	The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off. **Note** ❒ Default: *ON*
03. Ready·Beeper	Choose whether the machine beeps when it becomes ready for a copy run after power up. **Note** ❒ Default: *ON*
04. Copy Count Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❒ Default: *Up (count up)*

System Settings $^{2}/_{6}$

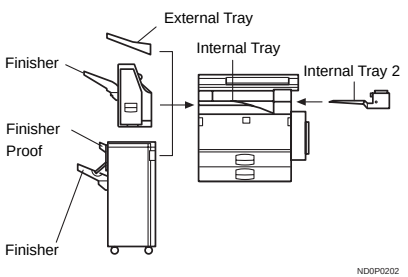
Menu	Description
05. System Reset	The machine returns to its prioritized mode automatically after your job is finished, after the selected time. This function is called "System Reset". The time can be set from 10 to 999 seconds, or no system reset. **Note** ❒ Default: YES (*60 seconds*) ❒ You can specify the prioritized mode with the user tools. See "01. Function Priority" in ⇒ P.19 *"System Settings $^{1}/_{6}$"*
06. Function Switch (facsimile option required)	How long the machine waits before switching to the default mode if no operation has been performed after an operation has finished. **Note** ❒ Default: *3 seconds*
07. Low Pwr. Shift Time	The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. In Low Power mode, power consumption is saved about 35 % as compared with Stand-by mode. This value is a reference applicable to Type 1 (mainframe only). **Note** ❒ Default: *15 minutes*
08. Low Power Timer	The machine enters to Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 999 seconds, or off. **Note** ❒ Default: Yes (*60 seconds)*

System Settings 3/6

Menu	Description
09. Energy Saver Mode	The machine enters Energy Saver mode in the following cases: • If you hold down the 【Clear Modes/Energy Saver】 key for about a second or more. • When the preset time selected with the Low Power Timer has passed. **Reference** See "08. Low Power Timer" in ⇒ P.20 *"System Settings 2/6"*. In Energy Saver mode, power consumption is saved as shown below, as compared with Stand-by mode. • Level 1 (default): Saving about 25 % • Level 2: Saving about 30 % Warm-up time required for Energy Saver mode to return to the ready condition is as follows: • Level 1 (default): About 3 seconds • Level 2: About 10 seconds **Note** ❒ Default: *Level 1* ❒ The values above are references applicable to Type 1 (mainframe only).
10. Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called "Auto Off ". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *60 minutes* ❒ Auto Off might not be effective when the machine is in the following conditions: • An error message is displayed. • The remaining memory space for facsimile mode is less than 100%. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on. ❒ When the machine receives a fax in Auto Off mode, it automatically prints the fax.

Menu	Description
11. Paper Size-Tray	Select the size of the copy paper set in the paper tray. **Note** ❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. **Reference** See "Changing The Paper Size" in the "Copy Reference".
12. Pap.Tray Priority (for Copy mode only)	You can select the paper tray which will be selected as a default in the following conditions: • When the operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the 【Clear Modes/Energy Saver】 key is pressed. • When the Auto Paper Select mode is not selected.  **Note** ❒ Default: *Tray 1* ❒ Tray 3, Tray 4, and LCT (Large Capacity Tray) are options.

System Settings 4/6

Menu	Description
13. Auto Tray Switch	If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting. **Note** ❒ Default: *Yes* ❒ If you put recycled paper or special paper in paper trays using the Special Paper Indicate menu, the Auto Tray Switch function is available to these trays only when their settings are identical. **Reference** See "14. Sp. Paper Ind." in ⇒ P.23 *"System Settings 4/6"*
14. Sp. Paper Ind.	When recycled paper or special paper is in the paper trays, paper type can be indicated on the panel display. **Note** ❒ Default: *No Display* ❒ "Rcyd. ppr." appears on the panel display when recycled paper is selected, and "Sp. ppr." appears when special paper is selected.
15. Output Tray	You can specify a tray to which documents are delivered for each mode (copy and facsimile).  **Note** ❒ You can specify a single tray for two or more modes. ❒ With the optional 3000-sheet finisher installed, B4, 8 1/2" × 14" or larger paper will be automatically delivered to the "Finisher Proof" even if you specified "Internal Tray" as an output tray.

Menu	Description
16. Print Priority (setting the multi-accessing function)	Sets the print priority for each mode. • "Display" Print priority is given to the mode displayed on the display. • "Copy" Print priority is given to the copy function. • "Fax" Print priority is given to the fax function. • "Interleave" Prints jobs in the order in which they are initiated regardless of mode/function. Different function's print output might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using "Output Tray". When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer. **Note** ❒ Interrupt printing is disabled functions that have "User Code Manage" set to "Yes". The machine switches the display after the time specified by "Function Switch" and starts printing with the function. **Reference** ⇒ P.6 *"Multi-Access"* "15. Output Tray" in ⇒ P.23 *"System Settings 4/6"* "18. User Code Manage" in ⇒ P.25 *"System Settings 5/6"* "06. Function Switch" in ⇒ P.20 *"System Settings 2/6"*

System Settings 5/6

Menu	Description
17. Contrast	You can adjust the brightness of the panel display.
18. User Code Manage If the machine is set to use the User Code function, operators must input their user codes before the machine can operate. The machine keeps count of the number of copies made under each user code. **Note** ❒ Enter a previously registered key operator code with the【Number】keys. **Reference** "Key Operator Code"	
Code Manage-Copy	Specify whether to employ user codes to restrict copier users and manage the number of copies made. **Note** ❒ Default: *No*
19. Management Setting Use these settings to manage use of the machine. **Note** ❒ Enter a previously registered key operator code with the【Number】keys. **Reference** "Key Operator Code"	
Show/PrintCounter	You can check and print the number of copies made under each function.
Print CounterList	You can print the counter data for all functions.
Key Operator Code	If you select "Yes", only operators who know the key operator code can access the "18. User Code Manage" and "19. Management Setting" user tools. **Note** ❒ Default: *No* ❒ If you select "Yes", you should register the key operator code. See below.
Reg/Chg KeyOpCode	Use to register or change the key operator code (up to 8 digits).

System Settings 6/6

Menu	Description
22. ADF Orig. Ejection	As a default setting, the scanned originals from the document feeder (ADF) are ejected to the ADF external tray. But, if there is no space to attach an ADF external tray, you can change the output tray to the ADF tray. However, if the output tray is set to the ADF tray, it takes a little more time than to the ADF external tray. **Note** ❒ Default: *ADF External Tray*
24. <F/F4>Size Setting	Currently three types of F size are available; $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13". The document feeder or platen cover sensor cannot distinguish these 3 types of originals. This function sets the F size from the document feeder or platen cover sensor. Auto Paper Select or Auto Reduce/Enlarge in the case of F size originals functions based on this setting. **Note** ❒ Default: $8^1/_2$" × 13"▭

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Note to users in the United States of America

Notice:

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

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

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

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received,

including interference that may cause undesired operation.

Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006

201-882-2000

Note to users in Canada

Warning:

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

In accordance with ISO Standard 7001, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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Aficio 340/350/450 Operating Instructions

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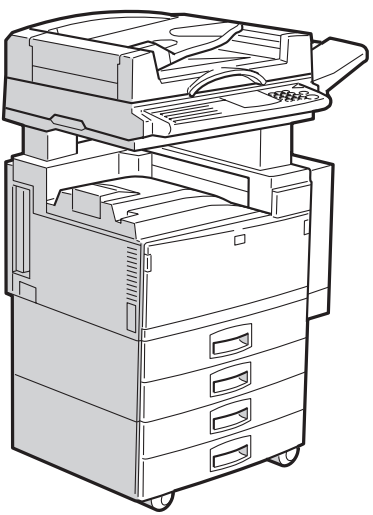
RICOH

Aficio
340/350/450

OPERATING INSTRUCTIONS
COPY REFERENCE



ND0A0101

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

Introduction

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

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

Notes:

Some illustrations may be slightly different from your machine.

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

Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains two 5-milliwat, 760 - 800 nanometer wavelength, GaAlAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see ⇒ P.1 *"Machine Types"*.)

- Type 1: Aficio 340
- Type 2: Aficio 350
- Type 3: Aficio 450

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

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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source:

120 V, 60 Hz, 10 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ P.167 *"Power Connection"*.

SAFETY INFORMATION

When using your machine, the following safety precautions should be always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Ignoring this warning could cause serious injury or even death.

⚠ ***CAUTION:***
Ignoring this caution could cause injury or damage to property.

Examples Of Indications

Symbols ⚠ mean a situation that requires you take care.

Symbols ⚠ mean "Hot surface".

Do NOT carry out the operation represented by this symbol ⃠.
This example means "Do not take apart".

Symbols ● mean you MUST perform this operation.
This example means "You must remove the wall plug".

⚠ *WARNING:*

- ***Only connect the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.***

- ***If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.***
- ***If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.***

- ***Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.***

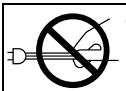
- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ *CAUTION:*

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*



- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

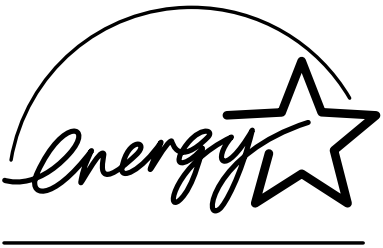
- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

- *This equipment is only to be installed by a qualified service personnel.*

- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*

ENERGY STAR



As an Energy Star Partner, we have determined that this machine model meets Energy Star Guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with copying equipment by means of energy saving feature such as Auto Off mode.

For details, see the following pages.

❖ **Auto Off Timer**
See "10. Auto Off Timer" in "System Settings $^{3}/_{6}$" in the System Settings.

❖ **Low Pwr. Shift Time**
See "07. Low Pwr. Shift Time" in "System Settings $^{2}/_{6}$" in the System Settings.

❖ **Duplex Priority**
See "10. Duplex Priority" in ⇒ P.153 *"1. General Features $^{3}/_{4}$"*.

Recycled Paper

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

HOW TO READ THIS MANUAL

Symbols

In this manual, the following symbols are used:

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

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

* The statements above are notes for your safety.

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

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

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

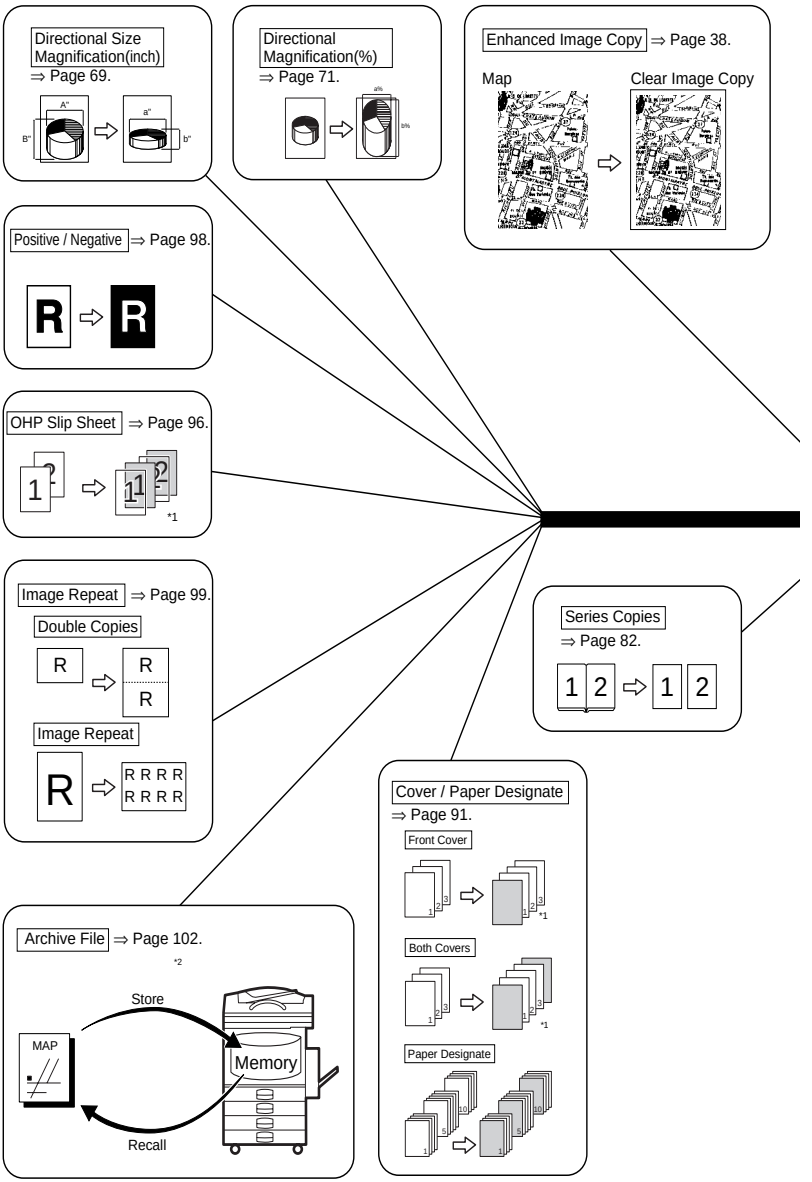
Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

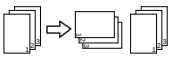
[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

WHAT YOU CAN DO WITH THIS MACHINE (COPY MODE)



Sort ⇒ Page 45.



Staple ⇒ Page 49.

Auto Reduce / Enlarge
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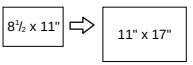
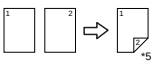


Duplex ⇒ Page 85.



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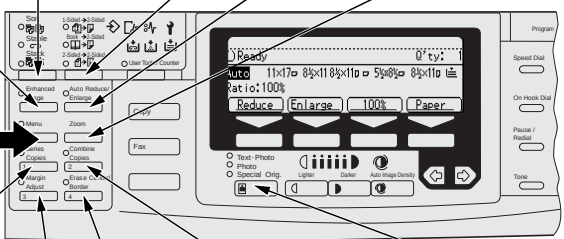
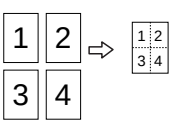


*1 Type 1 requires the optional bypass tray.
*2 The optional copier hard disk is required
*3 Type 1 requires the optional 8MB copier memory unit.
*4 The optional finisher is required.
*5 Type 1 requires the optional duplex unit, interchange unit and 8MB copier memory unit.

Combine ⇒ Page 78.



Text·Photo Mode ⇒ Page 39.

Photo + Text → Clear Image Copy

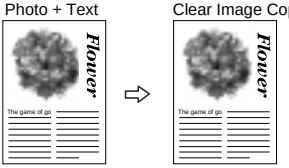
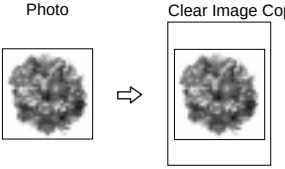


Photo Mode ⇒ Page 39.

Photo → Clear Image Copy



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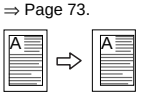

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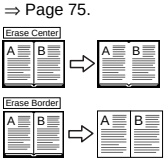

ND0X0401

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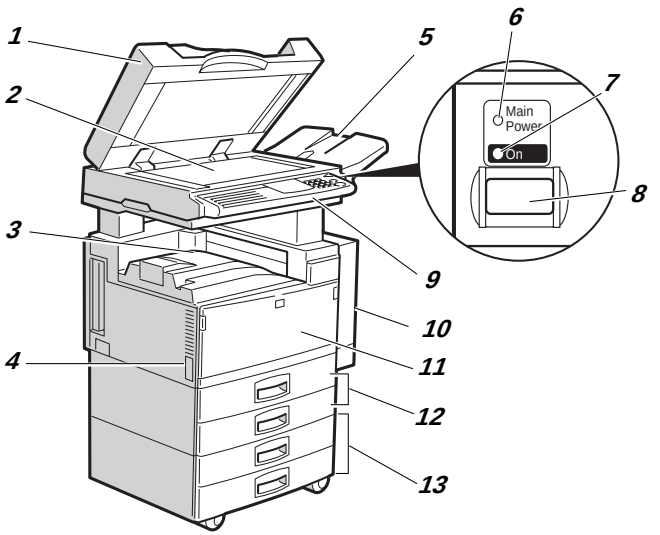
MACHINE TYPES

There are three models of this machine. The main differences between them are memory capacity and copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2	Type 3
Copy speed	35 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	35 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	45 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)
Memory capacity	4 MB (8 MB optional memory available)	12 MB	12 MB
Fax unit	Option	Option	Option

GUIDE TO COMPONENTS



1. Platen cover (option) or Document Feeder (ADF) (option)

Lower the platen cover over originals placed on the exposure glass for copying.

If you have the document feeder, insert a stack of originals here. They will be fed automatically.

(The illustration shows the document feeder.)

2. Exposure glass

Position originals here face down for copying. See ⇒ P.20 *"Originals"*.

3. Internal tray

Copied paper is delivered here face down.

4. Main power switch

Do not touch this switch. This switch is used only by a service representative when the optional fax unit is installed.

Note

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

5. ADF external tray

Originals are delivered here.

6. `Main Power` indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

7. `On` indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

8. Operarion switch

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

9. Operation panel

See ⇒ P.12 *"Operation Panel"*.

10. Duplex unit (Unit for two-sided copies) (option for Type 1)

Makes two-sided copies.

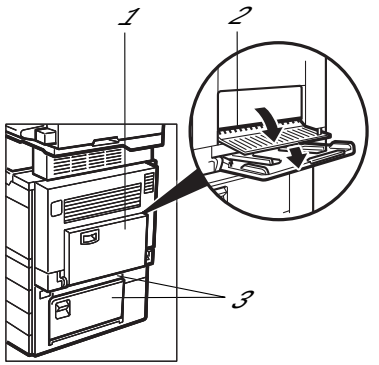
11. Front cover

Open to access the inside of the machine.

12. Paper tray

Set paper here. See ⇒ P.119 *"Loading Paper"*.

13. Paper tray unit (option)



ND6A0101

1. Bypass tray (option for Type 1)

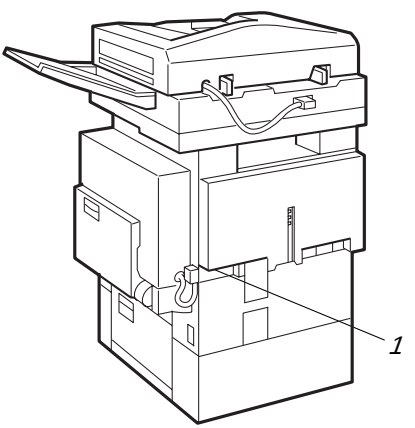
Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See ⇒ P.55 *"Copying From The Bypass Tray"*.

2. Right side cover

Open this cover before making 2-sided copies on B4, 8 $^1/_2$" × 14" or larger copy paper.

3. Lower right cover

Open this cover to remove jammed paper which fed from the optional paper tray unit.



ND8A0102

1. Ventilation hole

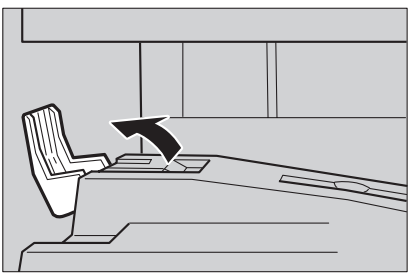
Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

Guide

The guides of the internal tray minimize curled copies when they are delivered. Raise these guides when you make copies on A3, 11" × 17" or thin paper.

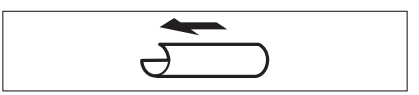
❖ **To copy onto A3, 11" × 17" paper**

Raise the end fence.

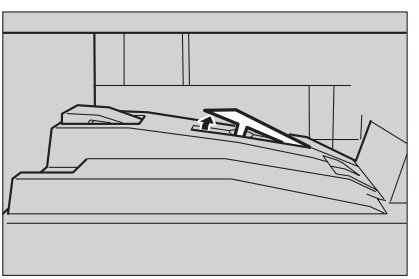


ND3P0100

❖ **If either side of the OHP transparencies or thin paper is curled**



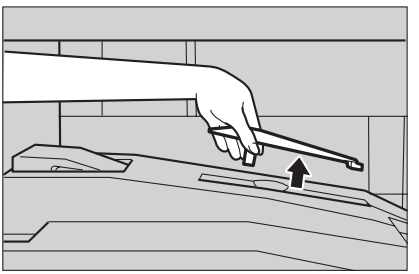
Raise the left end of the guide until it clicks.



ND3P0200

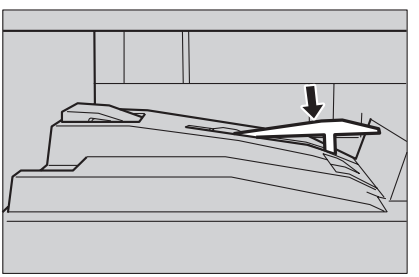
❖ If the end of the sheet is curled

① Remove the guide.



ND3P0300

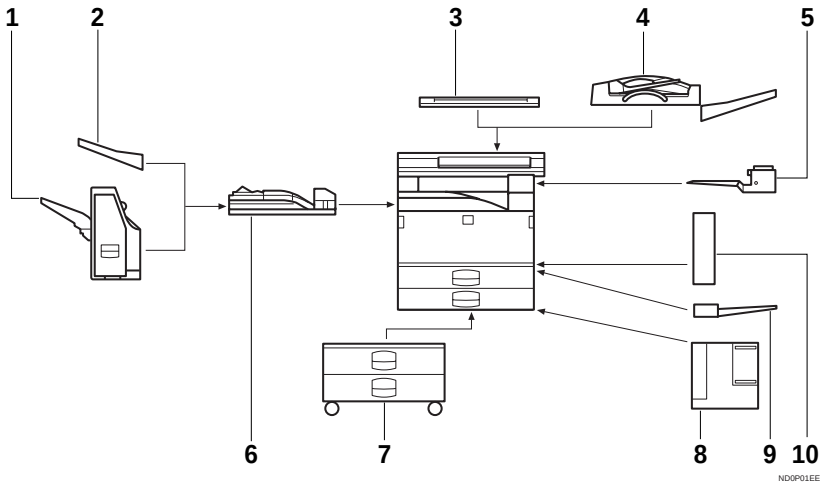
② Reinstall the guide in the opposite direction.



ND3P0400

OPTIONS

Type 1



1. 1000-sheet finisher

Sorts, stacks, and staples copies.

2. External tray

If you selected this as the output tray, copied paper is delivered here face down. See "15. Output Tray" in the System Settings.

3. Platen cover

Lower this cover over originals for copying.

4. Document feeder (ADF)

Insert a stack of originals here.

They will be fed automatically.

5. Internal tray 2 (1 bin tray)

If you selected this as the output tray, copied paper is delivered here face down. See "15. Output Tray" in the System Settings.

6. Bridge unit

Relays copies to the external tray or finisher. (The Punch function is optional.)

7. Paper tray unit

Consists of two paper trays.

8. Large Capacity Tray (LCT)

Holds 1,500 sheets of paper.

9. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See ⇒ P.55 *"Copying From The Bypass Tray"*.

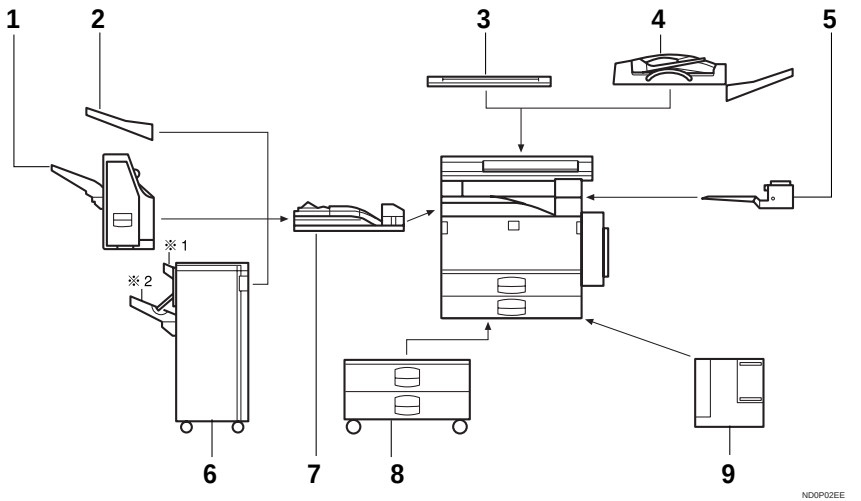
10. Duplex unit

Use to make two-sided copies.

Other options:

- Interchange unit
- 8 MB copier memory unit (Electric sort kit)
- Copier hard disk (Image enhance kit)

Type 2 and Type 3



1. 1000-sheet finisher

Sorts, stacks, and staples copies.

2. External tray

If you selected this as the output tray, copied paper is delivered here face down. See "15. Output Tray" in the System Settings.

3. Platen cover

Lower this cover over originals for copying.

4. Document feeder (ADF)

Insert a stack of originals here.

They will be fed automatically.

5. Internal tray 2 (1 bin tray)

If you selected this as the output tray, copied paper is delivered here face down. See "15. Output Tray" in the System Settings.

6. 3000-sheet finisher (only for Type 3)

Sorts, stacks, staples copies, and makes punch holes (The Punch function is optional).

- 1: Proof tray
- 2: Shift tray

7. Bridge unit

Relays copies to the external tray or finisher.

8. Paper tray unit

Consists of two paper trays.

9. Large Capacity Tray (LCT)

Holds 1,500 sheets of paper.

Other options:

- Copier hard disk (Image enhance kit)
- Punch kit (only for Type 3 with 3000-sheet finisher)

FUNCTION LIST BASED ON OPTIONS

The function that are available to you depend on your machine configuration and which options you have. See the table below.

❍…Available

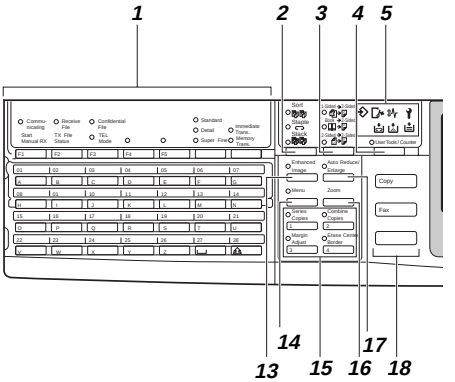
×…Not available

	Model					Place originals	
	Type 1	Type 1 with 8 MB copier memory unit	Type 1 with 8 MB copier memory unit and copier hard disk	Type 2, Type 3	Type 2, Type 3 with copier hard disk	on the exposure glass	in the document feeder
Adjusting Image Density	❍	❍	❍	❍	❍	❍	❍
Selecting Original Type	❍	❍	❍	❍	❍	❍	❍
Auto Paper Select	❍	❍	❍	❍	❍	❍	❍
Selecting Copy Paper	❍	❍	❍	❍	❍	❍	❍
Auto Reduce/Enlarge	❍	❍	❍	❍	❍	❍	❍
Enhanced Image Copy	❍	❍	*1	❍	*1	❍	❍
Sort	×	❍	❍	❍	❍	❍	❍
Rotate Sort/Rotate Stack	×	*2	*2	*2	*2	❍	❍
Shift Sort/Shift Stack	×	*3	*3	*3	*3	❍	❍
Stapling	×	*3	*3	*3	*3	❍	❍
Copying from the Bypass Tray	*4	*4	*4	❍	❍	❍	❍
Program	❍	❍	❍	❍	❍	❍	❍
Reduce/Enlarge	❍	❍	❍	❍	❍	❍	❍
Zoom	❍	❍	❍	❍	❍	❍	❍
Directional Size Magnification (inch)	❍	❍	❍	❍	❍	❍	❍
Directional Magnification (%)	❍	❍	❍	❍	❍	❍	❍
Margin Adjustment	❍	❍	❍	❍	❍	❍	❍
Erase Center/Border	❍	❍	❍	❍	❍	❍	❍

		Model					Place originals	
		Type 1	Type 1 with 8 MB copier memory unit	Type 1 with 8 MB copier memory unit and copier hard disk	Type 2, Type 3	Type 2, Type 3 with copier hard disk	on the exposure glass	in the document feeder
Combine	2 pages → 1-sided	❍	❍	❍	❍	❍	❍	❍
	4 pages → 1-sided	❍	❍	❍	❍	❍	❍	❍
	8 pages → 2-sided	×	*5	*5	❍	❍	❍	❍
	4 pages → 2-sided	×	*5	*5	❍	❍	❍	❍
	16 pages → booklet	×	*5	*5	❍	❍	❍	❍
Series Copies	Book → 1-sided	❍	❍	❍	❍	❍	❍	❍
	2-sided→ 1-sided	*6	*6	*6	*6	*6	×	❍
Duplex	1-sided → 2-sided	×	*5	*5	❍	❍	❍	❍
	Book → 2-sided	×	*5	*5	❍	❍	❍	❍
	2-sided → 2-sided	×	*5	*5	❍	❍	❍	❍
Cover/Paper Designate		*4 *7	*4	*4	❍	❍	❍	❍
OHP Slip Sheet		*4	*4	*4	❍	❍	❍	❍
Positive/Negative		❍	❍	❍	❍	❍	❍	❍
Repeat	Double copies	❍	❍	❍	❍	❍	❍	❍
	Image Repeat	❍	❍	❍	❍	❍	❍	❍
Archive File		×	×	❍	×	❍	❍	×

*1 Standard setting.
*2 Set the paper of the same size ▯▯ in the paper trays.
*3 Finisher required.
*4 Bypass tray required.
*5 Duplex unit and interchange unit required.
*6 Document Feeder required.
*7 Only a set of copies can be made.

OPERATION PANEL



1. Operation panel for facsimile mode (for machine with optional fax function)

See the "Facsimile Reference".

2. 【Sorter】 key

Sort/Rotate Sort/Shift Sort: automatically sorts copies.

Rotate Stack/Shift Stack: stacks together copies of each page.

Staple: staples each set of copies together.

3. 【Duplex】 key

Makes two-sided copies. See ⇒ P.85 *"Duplex—Making Two-Sided Copies"*.

4. 【User Tools/Counter】 key

- User Tools
  Press to change the default settings and conditions to meet your requirements.
- Counter
  Press to check or print the total number of copies made.

See ⇒ P.145 *"USER TOOLS (COPY FEATURES)"*.

5. Indicators

These indicators show errors or the status of the machine.

See ⇒ P.111 *"WHAT TO DO IF SOMETHING GOES WRONG"*.

6. Panel display

Shows operation status, error messages, and function menus. See ⇒ P.14 *"Panel Display"*.

7. 【Program】 key

Press to select the program mode. See ⇒ P.60 *"Program—Storing Your Copy Settings In Memory"*.

8. 【Clear Modes/Energy Saver】 key

Press to clear the previously entered copy job settings. Also use to switch to and from Energy Saver mode. See ⇒ P.63 *"Energy Saver Mode—Saving Energy"*.

9. 【Interrupt】 key

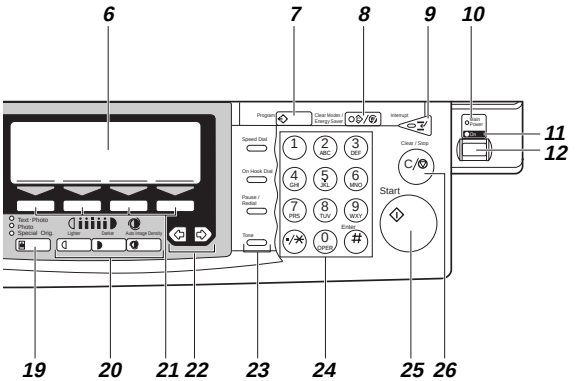
Press to make interrupt copies during a copy run. See ⇒ P.63 *"Interrupt—Temporarily Stopping One Job To Copy Something Else"*.

10. `Main Power` indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

11. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.



12. Operation switch

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

13. 【Enhanced Image】key

Reproduces copies with a better image quality.

14. 【Menu】key

Displays the names of available functions.

15. Shortcut keys

Press to use the stored functions you frequently use.

16. 【Zoom】key

Changes the reproduction ratio in 1 % steps.

17. 【Auto Reduce/Enlarge】key

Enlarges or reduces the image automatically according to the specified paper size.

18. Function keys

Press to change modes. To use copy functions, press the【Copy】key.

19. 【Original Type】key

Press to select the type of your originals.

20. 【Lighter】and【Darker】keys and 【Auto Image Density】key

Adjusts the copy image density.

21. Selection keys

Press the key under the item you wish to select.

22. ◀▶ keys (Cursor keys)

Press to select an item on the panel display.

23. Operation panel for facsimile mode (for machines with optional fax function)

See the "Facsimile Reference".

24. 【Number】keys

Use to enter the desired number of copies and data for selected modes.

Use the【#】key to enter data in selected modes.

25. 【Start】key

Press to start copying. Use to set the Auto Start. See ⇒ P.64 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*.

26. 【Clear/Stop】key

While entering numbers, press to cancel a number to have entered. While copying, press to stop copying.

PANEL DISPLAY

The panel display shows operational status, error messages, and function menus.

Important

❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

❒ When you select or specify an item on the panel display, it is highlighted like Auto .

❒ Keys appearing as OK cannot be used.

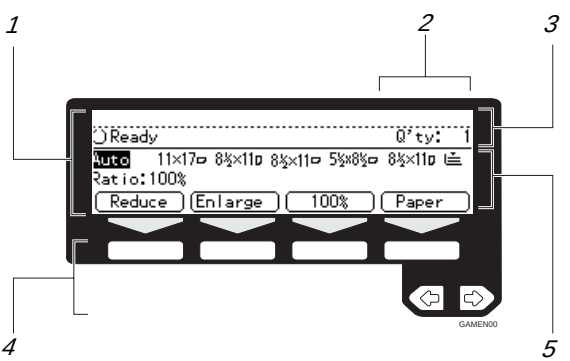
❒ By default, the machine is in Copy mode when you switch on. This can be changed. See "Settings You Can Change With The User Tools" of the System Settings.

Displays And Key Operations

Note

❒ The following illustrations are examples for the machine with the optional paper tray unit and large capacity tray installed.

❖ **Copy initial display**



1. **The function items for the selected function are displayed.**

2. **Number of originals set.**

3. **Displays operational status or messages.**

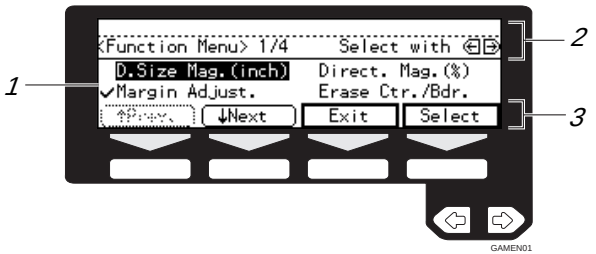
4. **These keys correspond to the item on the display.**

Press a relevant key to select a function.

- To move the selection to the left, press the ◀ key.
- To move the selection to the right, press the ▶ key.

5. **Displays items which can be selected or specified.**

❖ **Function menu display**



1. **When you select a function name, ✓ mark appears before the name.**
2. **Displays operational status or message.**
3. **Displays items which can be selected or specified.**

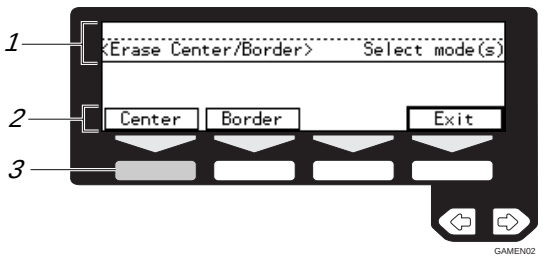
❖ **Common keys**

[OK]	Sets a selected function or entered value and returns to the previous display.
[Cancel]	Cancels a selected function or entered value and returns to the previous display.
[↑Prev.][↓Next]	When there are too many items fit on the display, use these keys to move between pages.
◀▶	Press to highlight the selection you wish to select.
[Menu]	Press to return to the previous menu.
[Exit]	Sets a selected function or entered value and returns to the initial display.

Display Panel Layout

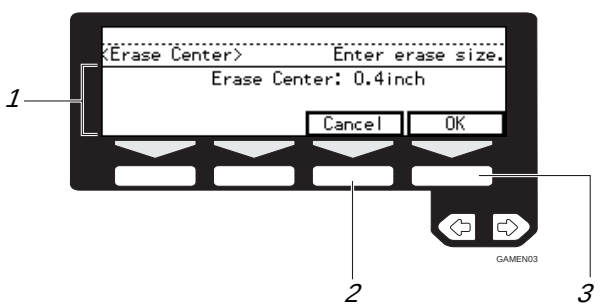
The basic elements used on the display are shown below. Understanding their meaning helps you exploit this machine's features quickly and easily.

❖ **Sample Display for Erasing the Center/Border**



1. **Operational status or message.**
2. **Selectable/specifiable functions are displayed.**
3. **Screened key means to press it.**

⬇ Press the **[Center]** key.



1. **Selectable/specifiable functions are displayed.**
2. **Cancels the settings and returns to the previous display.**
3. **Confirms the settings and returns to the previous display.**

STARTING THE MACHINE

To start the machine, turn on the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "09. Energy Saver Mode", "10. Auto Off Timer" of the System Settings.

Power switches

This machine has two power switches: See ⇒ P.2 *"Guide To Components"*.

❖ **Operation switch (right side of the operation panel)**
Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ **Main power switch (left side of the machine)**
Do not touch the main power switch. It should be used only by a service representative when the optional fax unit is installed.

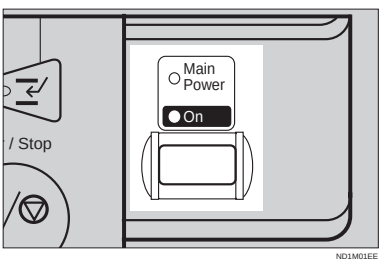
Important

❒ If you leave the main power switch off for more than about one hour, all fax files in memory will be lost. See "Turning Off The Power" of the Facsimile Reference.

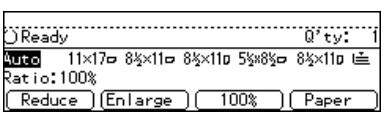
Turning On The Power

1 **Make sure that the power cord is plugged into the wall outlet firmly and the `Main Power` indicator is lit.**

2 **Press the operation switch to make the `On` indicator light up.**



The panel display will come on.



Note

❒ During the warm-up period, you can use the Auto Start function. See ⇒ P.64 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*.

❒ Warm-up period is as follows:

- Type 1 and Type 2: less than 85 seconds
- Type 3: less than 100 seconds

When the machine is set for user codes

1 **Enter your user code using the 【Number】 keys. Then press the 【#】 key.**

Note

❒ To prevent others from making copies with your user code, press the 【Clear Modes/Energy Saver】 key and the 【Clear/Stop】 key simultaneously after copying.

Reference

For setting user codes, see ⇒ P.154 *"1. General Features 4/4"*.

When the 【Clear Modes/Energy Saver】 indicator is lit

The machine is in Energy Saver mode.

1 **Press the 【Clear Modes/Energy Saver】 key.**

The machine will return to the ready condition.

Note

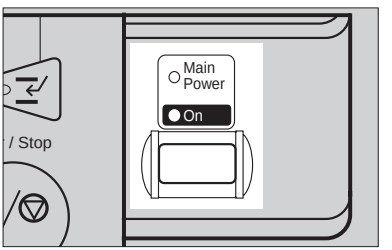
❒ The machine will also return to the ready condition when an original is set in the document feeder, or when the platen cover or document feeder is opened.

Reference

See "08. Low Power Timer" of the System Settings.

Turning Off The Power

1 **Press the operation switch to make the On indicator go off.**



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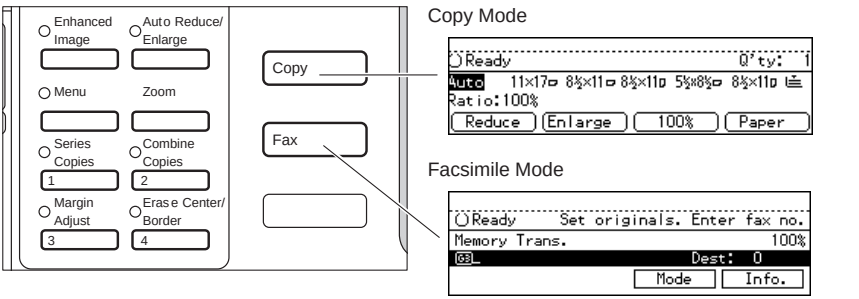
Important

❒ If you want to unplug the power cord or turn off the main power switch, make sure that the remaining memory space indicates 100 % on the display for facsimile mode.

❒ Fax files stored in memory will be lost an hour after you turn the main power switch off or you unplug the power cord. See "Turning Off The Power" of the Facsimile Reference.

CHANGING MODES

You can use this machine not only as a copier, but optionally as a fax machine as well. Press the【Copy】key to use functions, or press the【Fax】key to use facsimile functions.



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Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During interrupt copying.

ORIGINALS

Sizes And Weights Of Recommended Originals

❖ **Metric version**

Where original is set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3 – B6	52 – 128 g/m^2
	2-sided originals: A3 – A5	52 – 105 g/m^2
	Thin Paper mode: A3 – A5	41 – 128 g/m^2

❖ **Inch versions**

Where original is set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" – $5^1/_2$" × $8^1/_2$"	14 – 34 lb
	2-sided originals: 11" × 17" – $5^1/_2$" × $8^1/_2$"	14 – 28 lb
	Thin Paper mode: 11" × 17" – $5^1/_2$" × $8^1/_2$"	11 – 34 lb

Non-recommended originals for the document feeder

Setting the following originals in the document feeder might cause paper misfeeds or damage to the originals. Set these originals on the exposure glass.

- Originals other than those specified in ⇒ P.20 *"Sizes And Weights Of Recommended Originals"*
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin original that has low stiffness

- Originals of inappropriate weight ⇒ P.20 *"Sizes And Weights Of Recommended Originals"*
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Difficult To Detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain solid image
- Originals which have solid image at their edges
- Originals other than those (with ❍) in the table below. See ⇒ P.21 *"Sizes detectable by the Auto Paper Select"*.

Sizes detectable by the Auto Paper Select

❖ **Metric version**

Size / Place of original	A3	B4	A4	B5	A5	11"×17"	8 1/2"×14"	8 1/2"×11"	5 1/2"×8 1/2"	8 1/2"×13" *1
Exposure glass	❍	❍	❍	❍	×	×	×	×	×	❍
Document feeder	❍	❍	❍	❍	❍	❍	×	❍	×	❍

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "24. <F/F4> Size Setting" in the System Settings.

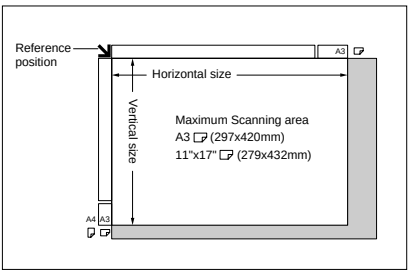
❖ **Inch version**

Size / Place of original	A3	B4	A4	B5	A5	11"×17"	8 1/2"×14"	8 1/2"×11"	5 1/2"×8 1/2"	8 1/2"×13" *1
Exposure glass	×	×	×	×	×	❍	❍	❍	×	×
Document feeder	×	×	❍	×	×	❍	❍	❍	❍	❍

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "24. <F/F4> Size Setting" in the System Settings.

Original Sizes And Scanning Area/Missing Image Area

❖ Exposure glass



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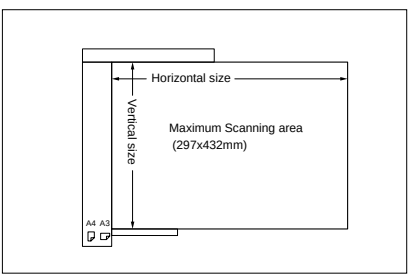
❖ Document feeder



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❗ Limitation

❒ Even if you correctly set originals in the document feeder or on the exposure glass, 3 mm margins on all four sides might not be copied.

COPY PAPER

Recommended Paper Sizes And Types

The following limitations apply to each tray:

		Metric version	Inch version	Paper weight	Paper capacity
Paper tray		A3□, B4□, A4□□, B5□□, A5□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□, 7 1/4" × 10 1/2"□, 8" × 13"□, 8 1/2" × 13"□, 8 1/4" × 13"□		64 – 105 g/m², 20 – 28 lb	500 sheets
Paper tray unit (option)		**Note** ❒ You have to specify paper size using the user tools. See ⇒ P.132 *"Changing The Paper Size"*.			
Bypass tray	Standard size	A3□, A4□, A5□, 8 1/2" × 13"□	A3□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□, 5 1/2" × 8 1/2"□	52 – 157 g/m², 16 – 42 lb	50 sheets (52 – 90 g/m², 16 – 20 lb), 25 sheets (91 – 157 g/m², 20 – 42 lb)
	Non-standard size *1	Vertical: 100 – 297 mm Horizontal: 148 – 432 mm	Vertical: 4.0" – 11.7" Horizontal: 6.0" – 17.0"	52 – 157 g/m², 16 – 42 lb	1 sheet
		Postcards, adhesive labels, translucent paper			
Large capacity tray (option)		A4□	8 1/2" × 11"□	64 – 105 g/m², 20 – 28 lb	1,500 sheets

*1 When you set non-standard size paper in the bypass tray, you have to specify the size. See ⇒ P.55 *"Copying From The Bypass Tray"*.

Important

❒ If you use damp or curled paper, a misfeed might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

❒ When you use the bypass tray, it is recommended to set the copy paper direction to ⊐.

❒ Post cards should be fed from the bypass tray.

❒ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. (If you put recycled paper or special paper in paper trays using the Special Paper Indicate menu, this function is not available to these trays unless their settings are identical.) This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "13. Auto Tray Switch" and "14. Sp. Paper Ind." of the System Settings.

Reference

If you want to add paper, see ⇒ P.119 *"Loading Paper"*.

If you want to change the paper size, see ⇒ P.132 *"Changing The Paper Size"*.

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

Important

❒ Do not use paper with any kind of coating such as:

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper

Otherwise, a fault might occur.

❒ Do not use copy paper that has been already copied on. Otherwise, a fault might occur.

Note

❒ Do not use the following type of paper because a paper misfeed might occur.

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make a copy on rough grain paper, the copy image might be blurred.

❒ Do not use paper which has been copied or printed on.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:
- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70 % or less).
- Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a vinyl bag.

TONER

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ ***CAUTION:***

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

❒ If you use toner other than that recommended, a fault might occur.

Reference

If you want to add toner, see ⇒ P.121 *"Adding Toner"*.

Toner Storage

Note

❒ When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Do not store toner where it will be exposed to heat.
- Do not eat or swallow toner, and keep it out of reach of children.
- Store on a flat surface.

Used Toner

Note

❒ Used toner cannot be re-used.

BASIC PROCEDURE

Note

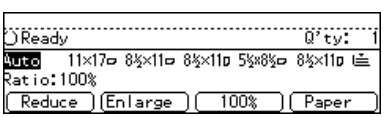
❒ As default, Type 1 with the duplex unit, Type 2, and Type 3 are initially in Duplex mode (1-sided → 2-sided). You can cancel Duplex mode by pressing the 【Duplex】 key. You can also change the default value. See "10. Duplex Priority" in ⇒ P.153 *"1. General Features $^{3}/_{4}$"*.

1 When the machine is set for user code, enter the user code with the 【Number】 keys and then press the 【#】 key.

Reference

See ⇒ P.63 *"User Codes"*.

2 Make sure that the machine is in Copy mode.



Note

❒ If not, press the 【Copy】 key.

3 Make sure that there are no previous settings remaining.

Note

❒ To clear settings, press the 【Clear Modes/Energy Saver】 key.

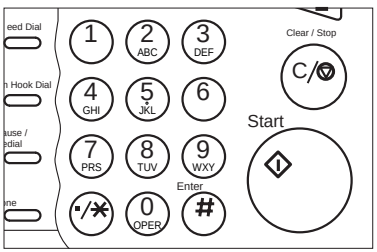
4 Set your originals.

Reference

See ⇒ P.31 *"Setting Originals"*.

5 Set your desired settings.

6 Enter the number of copies required with the 【Number】 keys.



Note

❒ The maximum copy quantity can be set between 1 and 999 (default: *999*). See "05. Max. Copy Q'ty" in ⇒ P.152 *"1. General Features $^{2}/_{4}$"*.

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

7 Press the 【Start】 key.

The machine starts copying.

Note

❒ To stop the machine during the multi-copy run, press the 【Clear/Stop】 key.

❒ To return the machine to the initial condition after copying, press the 【Clear Modes/Energy Saver】 key.

Auto Reset

The machine returns to its initial condition automatically after your job is finished, after a certain period of time. This function is called "Auto Reset".

Note

❒ You can change the Auto Reset time. See "11. Auto Reset" in ⇒ P.153 *"1. General Features $^{3}/_{4}$"*.

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

❒ You can change the Auto Off time. See "10. Auto Off Timer" in the System Settings.

❒ You can change the default settings for basic functions. See ⇒ P.150 *"Settings You Can Change With The User Tools"* and "USER TOOLS (SYSTEM SETTINGS)" in the System Settings.

SETTING ORIGINALS

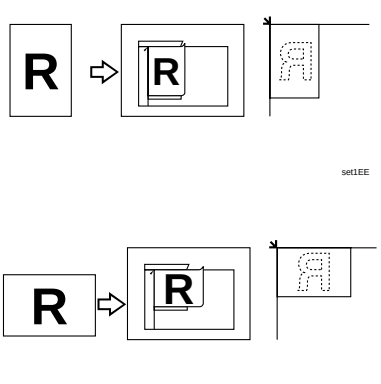
Limitation

❒ Set the original after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

Note

❒ Basically the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.

Originals	Set in the document feeder	Set on the exposure glass



Reference

See ⇒ P.20 *"Originals"*.

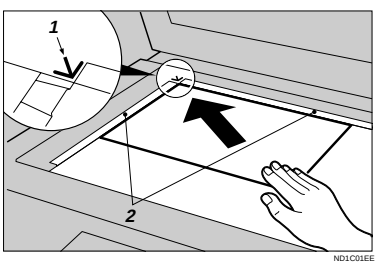
Setting Originals On The Exposure Glass

1 **Lift the platen cover or the document feeder.**

Note

❒ Be sure to open the platen cover or the document feeder by more than 30°, otherwise the original size might not be detected correctly.

2 **Set the original face down on the exposure glass. The original should be aligned to the rear left corner.**



1: Reference mark

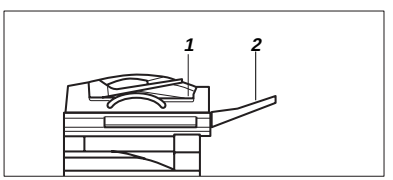
2: Scale

3 **Lower the platen cover or the document feeder.**

Setting Originals In The Document Feeder

Note

- ❒ Do not stack originals above the limit mark.
- ❒ When copying thin originals (41 – 52 g/m^2, 11 – 14 lb), select **[DF Setting]** and set to Thin Paper mode, or set your originals on the exposure glass to avoid damage due to a multi-sheet feed (if several sheets are fed together at the same time). See ⇒ P.35 *"Thin paper mode"*.
- ❒ The original might become dirty if it is written with a pencil or similar tools.
- ❒ For 1-sided originals, you can select the ADF tray or the ADF external tray as an output tray. See "22. ADF Orig. Ejection" in the System Settings.



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1: ADF tray

2: ADF external tray

- ❒ Copying or scanning speed might be a little reduced if the ADF tray is selected as an output tray.

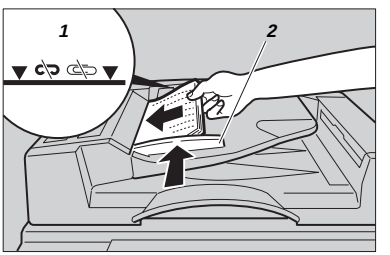
Reference

Regarding originals that the document feeder can handle, see ⇒ P.20 *"Originals"*.

Setting a stack of originals in the document feeder

1 Adjust the guide to the original size.

2 Set the aligned originals face up into the document feeder.



ND1D01EE

1: Limit mark

2: Document guide

Note

- ❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

When SADF mode is selected

Reference

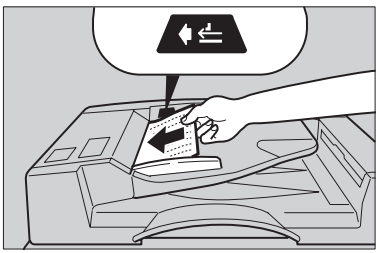
See ⇒ P.33 *"SADF mode"*.

1 Set one original face up into the document feeder. Then, press the 【Start】 key.

The Auto Feed indicator is lit.

2 Set the next original while the Auto Feed indicator is lit.

The second and subsequent originals can be fed automatically without pressing the【Start】key.



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Note

❒ You can adjust the time the machine waits before being ready for the next original. See "SADF Auto Reset" in ⇒ P.160 *"3. Input/Output $^{1}/_{2}$"*.

Using SADF, Mixed Sized, and Thin Paper modes

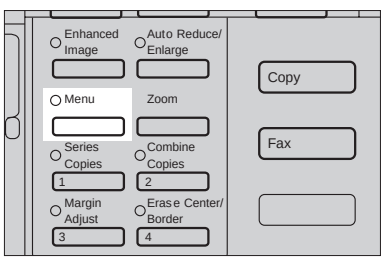
SADF mode

If you set one original at a time in the document feeder, the second and subsequent originals can be fed automatically without pressing the【Start】key.

Limitation

❒ Copying or scanning speed might be a little reduced.

1 **Press the【Menu】key.**



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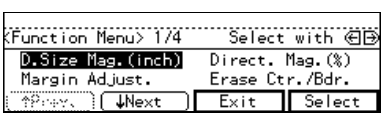
2 **Press the [↓Next] key until [DF Setting] is displayed.**



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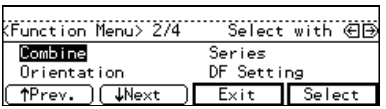
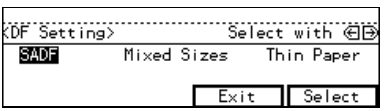
3 **Select [DF Setting] with the ◀▶ keys, then press the [Select] key.**



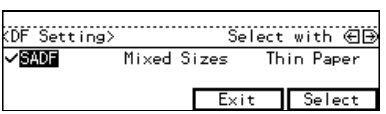
4 **Press the [Select] key.**



Note

❒ To deselect **[SADF]**, press the **[Select]** key again.

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



Mixed sizes mode

Limitation

❒ The weight of originals that can be set with this function is 52 – 81 g/m², 14 – 20 lb.

❒ The paper sizes that can be set with this function are as follows:

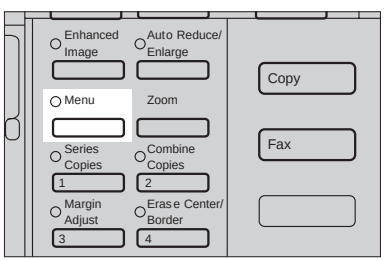
Metric version	B5 – A3
Inch version	$5^1/_2$" × $8^1/_2$" – 11" × 17"

❒ You can set originals of two different sizes at a time.

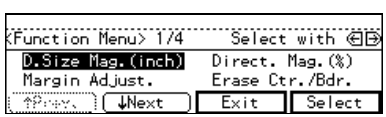
❒ Copying speed and scanning speed will be reduced.

❒ For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the original guide.

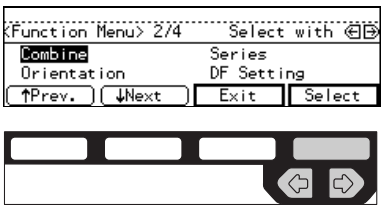
1 **Press the 【Menu】 key.**



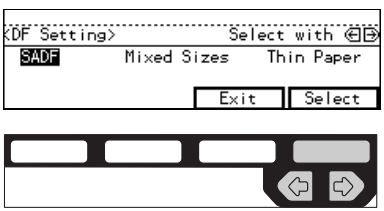
2 **Press the [↓Next] key until [DF Setting] is displayed.**



3 **Select [DF Setting] with the ◀▶ keys, then press the [Select] key.**



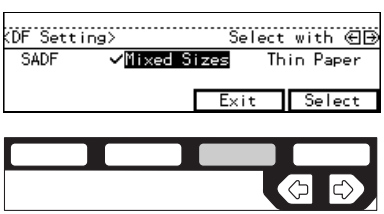
4 **Select [Mixed Sizes] with the ◀▶ keys, then press the [Select] key.**



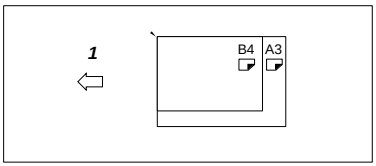
Note

❒ To deselect **[Mixed Sizes]**, press the **[Select]** key again.

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



6 **Align the rear and left edges of the originals as shown in the illustration.**



1: Set into the document feeder (ADF).

Important

❒ If the originals are of different vertical sizes, put the longer original on the bottom; otherwise the original size might not be detected correctly.

7 **Adjust the guide to the widest original size.**

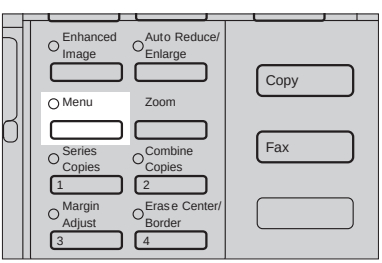
8 **Set the aligned originals face up into the document feeder.**

Thin paper mode

Note

❒ Set to Thin Paper mode when you place thin paper into the document feeder; otherwise your originals may be damaged.

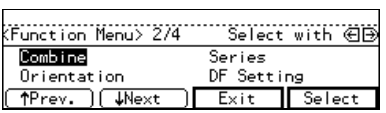
1 **Press the [Menu] key.**



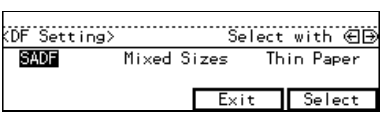
2

2 **Press the [↓Next] key until [DF Setting] is displayed.**

3 **Select [DF Setting] with the ◀▶ keys, then press the [Select] key.**



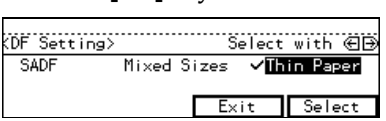
4 **Select [Thin Paper] with the ◀▶ keys, then press the [Select] key.**



Note

❒ To deselect **[Thin Paper]**, press the **[Select]** key again.

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



BASIC FUNCTIONS

The following basic functions are explained in this section.

❖ **Adjusting Copy Image Density**
Auto and Manual Image Density

❖ **Enhanced Image Copy**
This function provides clearer copy image.

❖ **Selecting Original Type Setting**
Text, Text·Photo, Photo, Copied original, Low density original

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

❖ **Auto Reduce/Enlarge**
The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

Note

❒ You can select functions to be activated when Auto Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See ⇒ P.150 *"1. General Features 1/4"*.

❒ You can change default settings for basic functions. See ⇒ P.150 *"Settings You Can Change With The User Tools"*.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

There are three types in this function:

❖ **Auto Image Density**
The machine automatically adjusts the image density.

❖ **Manual Image Density**
If you require darker or lighter copies, adjust the image density yourself.

❖ **Combined Auto and Manual Image Density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

Reference

You can change the density level with the user tools. See "12. Density Pattern" in ⇒ P.153 *"1. General Features 3/4"*.

1 Select one of Image Density modes.

Auto Image Density

❶ Make sure that the Auto Image Density indicator is lit.

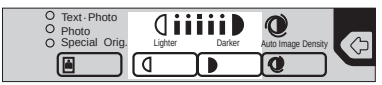
Note

❒ If not, press the 【**Auto Image Density**】 key.

Manual Image Density

❶ **Press the【Auto Image Density】key to cancel it.**

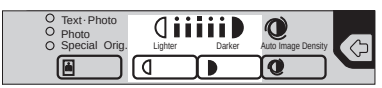
❷ **Press the【Lighter】or【Darker】key to adjust the image density.**



Combined Auto and Manual Image Density

❶ **Make sure that the Auto Image Density indicator is lit.**

❷ **Press the【Lighter】or【Darker】key to adjust the density.**



Enhanced Image Copy

This function reproduces copies of better image quality. It is useful when copying detailed originals such as maps.

This function is turned on automatically if you have the optional copier hard disk.

Limitation

❒ The optional copier hard disk is required to use this image enhanced feature with the following functions:

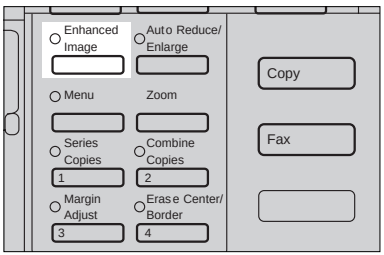
- Rotate Copy
- Sort/Stack/Staple
- Combine Copy
- Double Copy
- Sort involving cover/slip sheets
- Double Copy
- Repeat Copy

Note

❒ Copying speed decreases from the normal speed as follows. However, the copying speed remains unchanged with the optional copier hard disk.

Type 1, Type 2	35 → 30 copies/min
Type3	45 → 40 copies/min
	for A4 ▯, $8\frac{1}{2}$" × 11" ▯

1 **Press the【Enhanced Image】key.**



Selecting Original Type Setting

Select one of the following types to match your originals:

❖ **Text**
Select this mode when your originals contain only letters (no pictures).

❖ **Text·Photo**
Select Text·Photo when your originals contains photographs or pictures with letters.

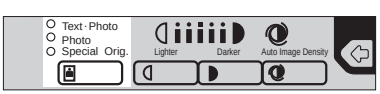
❖ **Photo**
Delicate tones of photographs and pictures can be reproduced with this mode.

❖ **Special original (Copied original)**
If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly. To use this mode, activate the Enhanced Image Copy function first.

❖ **Special original (Low density original)**
Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.
To use this mode, activate the Enhanced Image Copy function first.

If you do not select any mode, your originals will be scanned with the settings suitable for text originals (Text mode).

1 **Press the【Original Type】key and select the original type.**



Note

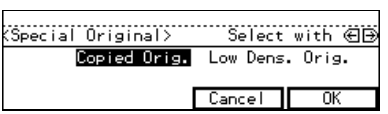
❒ Press the 【**Original Type**】 key to step through the following types:

No indicator lit	Text
Top indicator lit	Text·Photo
Center indicator lit	Photo
Bottom indicator lit	Special Original

❒ To use Special Original mode, press the 【**Enhanced Image**】 key first.

Special Original

❶ **Select [Copied Orig.] or [Low Dens. Orig.] with the ◀▶ keys, then press the [OK] key.**



Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

Note

❒ When the original is set at a different direction from the copy paper in the paper tray with Auto Tray Switch mode ON, the machine automatically rotates the original image by 90° to match the copy paper direction. This applies to the following paper sizes:

Metric version	A4 ▯▭, B5 ▯▭
Inch version	$8^1/_2$" × 11" ▯▭

Reference

For Auto Tray Switch, see "13. Auto Tray Switch" in the System Settings.

❖ **Manual Paper Select**

You can select the desired copy paper size manually. You can also select the bypass tray.

Reference

See ⇒ P.55 *"Copying From The Bypass Tray"*.

Note

❒ When you use Auto Paper Select, refer to the following table for possible copy paper sizes and directions. (if the ratio is 100 %)

❖ **Metric version**

Where original is set	Paper size and direction
Exposure glass	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, 8 1/2" × 13" ⬓ *1
Document feeder	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, A5 ⬓⬓, 11" × 17" ⬓, 8 1/2" × 11" ⬓⬓, 8 1/2" × 13" ⬓ *1

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "24. <F/F4> Size Setting" in the System Settings.

❖ **Inch version**

Where original is set	Paper size and direction
Exposure glass	11" × 17" ⬓, 8 1/2" × 14" ⬓, 8 1/2" × 11" ⬓⬓
Document feeder	A4 ⬓⬓, 11" × 17" ⬓, 8 1/2" × 14" ⬓, 8 1/2" × 11" ⬓⬓, 5 1/2" × 8 1/2" ⬓⬓, 8 1/2" × 13" ⬓ *1

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "24. <F/F4> Size Setting" in the System Settings.

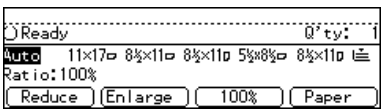
❒ For some originals, the original size might not be detected correctly. See ⇒ P.21 *"Sizes Difficult To Detect"*.

❒ When you set special paper, such as recycled paper, in the paper tray, you can have the kind of paper shown on the display. See "14. Sp. Paper Ind." of the System Settings.

1 Select the copy paper.

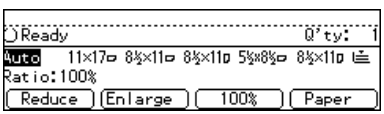
Auto Paper Select

❶ Make sure that the Auto (Auto Paper Select) is selected.



Manual Paper Select

❶ Select the paper tray or bypass tray by pressing the [Paper] or ◀▶ keys.



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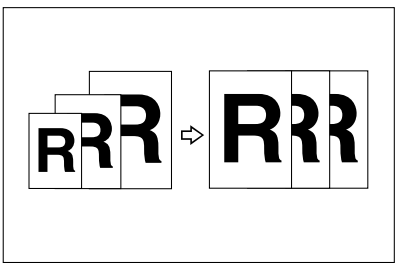
Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Note

❒ When you use Auto Reduce/Enlarge, refer to the following table for possible original sizes and directions:

❖ Metric version

Where original is set	Original size and direction
Exposure glass	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, $8^1/_2$" × 13" ⬓ *1
Document feeder	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, A5 ⬓⬓, 11" × 17" ⬓, $8^1/_2$" × 11" ⬓⬓, $8^1/_2$" × 13" ⬓ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (System Settings). See "24. <F/F4>Size Setting" in the System Settings.

❖ Inch version

Where original is set	Original size and direction
Exposure glass	11" × 17" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓
Document feeder	A4 ⬓⬓, 11" × 17" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓, $5^1/_2$" × $8^1/_2$" ⬓⬓, $8^1/_2$" × 13" ⬓ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (System Settings). See "24. <F/F4>Size Setting" in the System Settings.

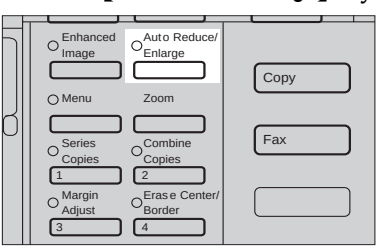
❒ The reproduction ratios the machine will select are as follows:

- Type 1, Type 2
  Metric version: 25 – 400 %
  Inch version: 25 – 400 %
- Type 3
  Metric version: 35 – 400 %
  Inch version: 32 – 400 %

❒ For some originals, the original size might not be detected correctly. See ⇒ P.21 *"Sizes Difficult To Detect"*.

❒ You can set originals of different sizes in the document feeder at a time. See ⇒ P.34 *"Mixed sizes mode"*.

1 Press the 【Auto Reduce/Enlarge】 key.



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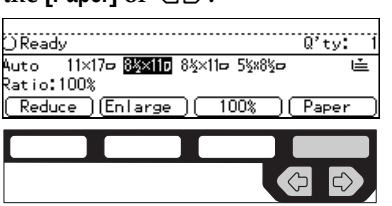
2 Select the paper tray by pressing the [Paper] or ◀▶.



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SORT/STACK/STAPLE

Type 1 requires the optional 8 MB copier memory unit to use these functions.

The machine can scan your originals into memory and automatically sort the copies.

❖ **Sort**

- Sort
- Rotate Sort
- Shift Sort
  (the optional finisher required)

❖ **Stack**

- Rotate Stack
- Shift Stack
  (the optional finisher required)

❖ **Staple (the optional 1000-sheet finisher required)**

- Top 2

❖ **Staple (the optional 3000-sheet finisher required)**

- Top 1

- Top 2

- Top 3

- Double

❖ **Punch (the optional 3000-sheet finisher and punch kit required)**

- Makes punch holes in combination with Sort/Stack/Staple.

Limitation

❒ The optional 3000-sheet finisher and punch kit are for Type 3 only.

❒ You cannot use the bypass tray with this function.

Note

❒ The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

❖ **Metric version**

Internal tray 1	• B4 or larger: 250 sheets (80 g/m^2) • A4 or smaller: 500 sheets (80 g/m^2)
Internal tray 2	125 sheets (80 g/m^2)
External tray	125 sheets (80 g/m^2)
1000-sheet finisher	• B4 or larger: 500 sheets (80 g/m^2) • A4 or smaller: 1,000 sheets (80 g/m^2)
3000-sheet finisher (without punch)	• Except A4: 1,500 sheets (80 g/m^2) • A4: 3,000 sheets (80 g/m^2)

❖ **Inch version**

Internal tray 1	• $8^1/_2$" × 14" or larger: 250 sheets (20 lb) • $8^1/_2$" × 11" or smaller: 500 sheets (20 lb)
Internal tray 2	125 sheets (20 lb)
External tray	125 sheets (20 lb)
1000-sheet finisher	• $8^1/_2$" × 14" or larger: 500 sheets (20 lb) • $8^1/_2$" × 11" or smaller: 1,000 sheets (20 lb)
3000-sheet finisher (without punch)	• Except $8^1/_2$" × 11": 1,500 sheets (20 lb) • $8^1/_2$" × 11": 3,000 sheets (20 lb)

❒ The maximum tray capacity might be less than the above when you use the Rotate Sort, Punch, or Staple function.

❒ The maximum tray capacity might also be reduced when copy paper is considerably curled.

Punching (Type 3 only, the optional 3000-sheet finisher and punch kit required)

You can make punch holes in combination with Sort/Stack/Staple.

Limitation

❒ You cannot make punch holes with Rotate Sort or Rotate Stack.

Note

❒ Originals orientation and punch holes position are as follows:

Original setting			Punch hole position
	Exposure glass	Auto Document Feeder	

Reference

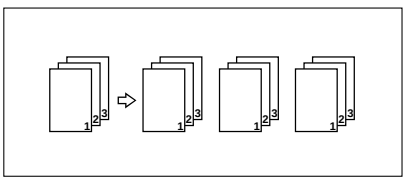
If the punch waste box is full, see ⇒ P.144 *"Removing Punch Waste"*.

For the size and thickness (paper weight) of paper to which punching is applicable, see ⇒ P.182 *"Punch Kit (Option)"*.

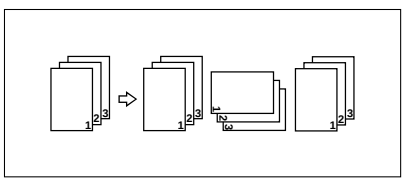
Sort—Sorting Into Sets (123, 123, 123)

Copies can be assembled as sets in sequential order.

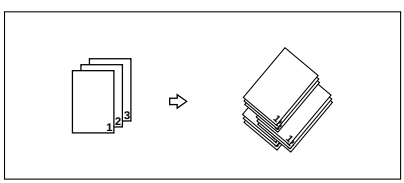
❖ **Sort**



❖ **Rotate Sort**



❖ **Shift Sort**



There are three types in the Sort function:

❖ **Sort**
Copies can be assembled as sets in sequential order.

❖ **Rotate Sort**
Every other copy set is rotated by 90° and delivered to the copy tray.

❖ **Shift Sort (optional finisher required)**
Every other copy set is shifted for ease of separation. The shift tray of the finisher provides this function by sliding from side to side.

Note

❒ To switch among Sort, Rotate Sort, and Shift Sort modes, access the user tools. See "6. Sort" in ⇒ P.162 *"3. Input/Output 2/2"*.

❒ The paper sizes that can be used in Sort function are as follows:

Metric version	A3 B4 A4 B5 A5
Inch version	11" × 17", 8 1/2" × 14", 11" × 8 1/2", 5 1/2" × 8 1/2"

❒ The paper sizes that can be used in Rotate Sort function are as follows:

Metric version	A4 B5
Inch version	8 1/2" × 11"

❒ To use the Rotate Sort function, two paper trays identical in size and different in direction ( ) are required.

❒ The paper sizes that can be used in Shift Sort function are as follows:

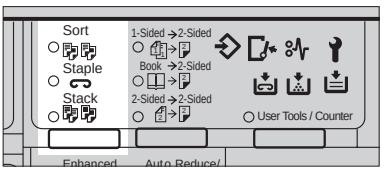
	1000-sheet finisher	3000-sheet finisher
Metric version	A3, B4, A4, B5	A3, B4, A4, B5
Inch version	11" × 17", 8 1/2" × 14", 8 1/2" × 11"	11" × 17", 8 1/2" × 14", 8 1/2" × 11"

Reference

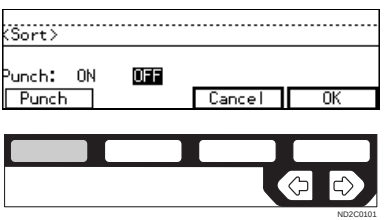
For the paper capacity of the optional finisher, see ⇒ P.49 *"Staple"*.

2

1 **Press the 【Sorter】 key until the `Sort` indicator (top) is lit.**



2 **To make punch holes, press the [Punch] key.**



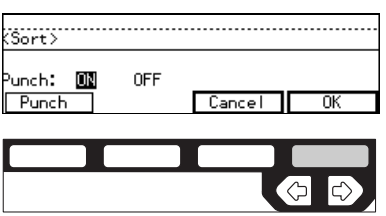
Limitation

- ❒ The optional 3000-sheet finisher and punch kit are required to use this function (Type 3 only).
- ❒ You cannot make punch holes with Rotate Sort.

Note

- ❒ If you do not make punch holes, go to Step **4**.

3 **Make sure that [ON] is selected, then press the [OK] key.**



4 **Enter the number of copy sets with the 【Number】 keys.**

Limitation

- ❒ The maximum number of sets is 999.

5 **Set your originals.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the 【Start】 key.**

After all the originals are scanned, the copies are delivered to the tray.

Note

- ❒ The last page should be on the bottom.
- ❒ If an original is misfed during sorted copying, reset your originals in the document feeder according to the instruction on the display. The display will indicate the number of originals you should return.

When setting an original on the exposure glass or in the document feeder

Reference

See ⇒ P.33 *"SADF mode"*

❶ **Set the original, then press the 【Start】 key.**

Note

- ❒ Start with the first page to be copied.

❷ **Set the next original, then press the 【Start】 key.**

Note

❒ Set the original in the same direction as the first one.

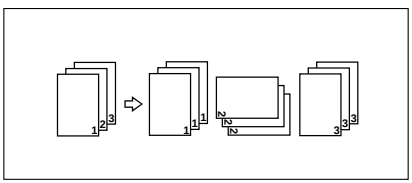
❸ **After all originals are scanned, press the [#] key.**

The copies are delivered to the tray.

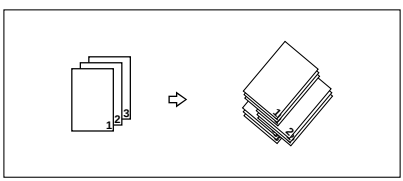
Stack—Stacking Together All Copies Of A Page (111, 222, 333)

Copies can be assembled with each page set.

❖ **Rotate Stack**



❖ **Shift Stack**



There are two types in the Stack function:

❖ **Rotate Stack**

Every other page set is rotated 90° and delivered to the copy tray.

❖ **Shift Stack (optional finisher required)**

Every other page set is shifted for ease of separation. The shift tray of the finisher provides this function by sliding from side to side.

Note

❒ To select Rotate Stack or Shift Stack, access the user tools. See "7. Stack" in ⇒ P.162 *"3. Input/Output $^{2}/_{2}$"*.

❒ The sizes that can be used in this function are as follows:

Metric version	A3□B4□A4□□ B5□□A5□
Inch version	11" × 17" □, 8 1/2" × 14" □, 11" × 8 1/2" □□, 5 1/2" × 8 1/2" □

❒ The paper sizes that can be used in the Rotate Stack function are as follows:

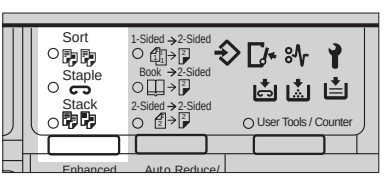
Metric version	A4□□, B5□□
Inch version	8 1/2" × 11" □□

❒ To use the Rotate Stack function, two paper trays identical in size and different in direction (□□) are required.

Reference

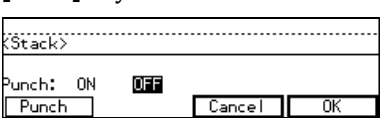
For the maximum tray capacity of the optional finisher, see ⇒ P.49 *"Staple"*.

1 **Press the 【Sorter】 key until the `Stack` indicator (bottom) is lit.**



ND2L0101

2 **To make punch holes, press the [Punch] key.**



ND2C0101

Limitation

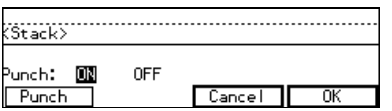
❒ The optional 3000-sheet finisher and punch kit are required to use this function (Type 3 only).

❒ You cannot make punch holes with Rotate Stack.

Note

❒ If you do not wish to make punch holes, go to Step **4**.

3 **Make sure that [ON] is selected. Then, press the [OK] key.**



ND2C0104

4 **Enter the number of copies with the 【Number】 keys.**

5 **Set your originals.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the 【Start】 key.**

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder

Reference

See ⇒ P.33 *"SADF mode"*

❶ **Set the original, then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the 【Start】 key.**

Note

❒ Set the original in the same direction as the first one.

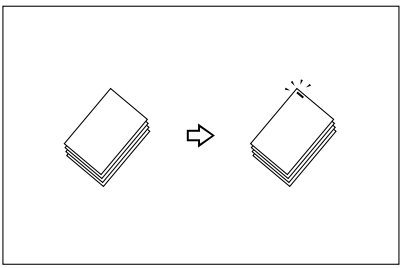
❸ **After all originals are scanned, press the 【#】 key.**

The copies are delivered to the tray.

Staple

The optional finisher is required to use this function.

Each copy set can be stapled together.



Limitation

❒ You cannot use the following paper in this function:

- Post cards
- Translucent paper
- OHP transparencies
- Adhesive labels
- Curled paper
- Low stiffness paper

Note

❒ For this mode, the following limitation apply. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray and then resume copying.

❖ **Metric version**

	1000-sheet finisher	3000-sheet finisher
Paper size	A3, B4, A4, B5	A3, B4, A4, B5
Stapler capacity	• A4 or smaller: 30 sheets (80 g/m²) • B4 or larger: 20 sheets (80 g/m²)	• A4 or smaller: 50 sheets (80 g/m²) • B4 or larger: 30 sheets (80 g/m²) (without punch)
Shift tray capacity (A4)	1,000 sheets (80 g/m²)	3,000 sheets (80 g/m²)

❖ **Inch version**

	1000-sheet finisher	3000-sheet finisher
Paper size	11" × 17", 8 1/2" × 14", 8 1/2" × 11"	11" × 17", 8 1/2" × 14", 8 1/2" × 11"
Stapler capacity	• 8 1/2" × 11" or smaller: 30 sheets (20 lb) • 8 1/2" × 14" or larger: 20 sheets (20 lb)	• 8 1/2" × 11" or smaller: 50 sheets (20 lb) • 8 1/2" × 14" or larger: 30 sheets (20 lb) (without punch)
Shift tray capacity (8 1/2" × 11")	1,000 sheets (20 lb)	3,000 sheets (20 lb)

❒ In the following cases, the copies will be delivered to the shift tray without stapling.

- When the number of copies for one set is over the stapler capacity.
- When memory reaches 0 % during copying.
- When "Add Staple" is displayed during copying.

❒ When you select Staple, Sort mode is automatically selected.

Reference

If you want to add staples, see ⇒ P.134 "*Adding Staples*".

When staple is jammed, see ⇒ P.139 "*Removing Jammed Staples*".

Stapling position and original setting

❖ **1000-sheet finisher**

When your machine is equipped with the 1000-sheet finisher, the stapling position will be fixed to 'Top 2'.

		Original setting		Stapling position
		Exposure glass	Document Feeder	
Top2				

Note

- ❒ Original images are not rotated.
- ❒ To stape in combination with Combine: 2 pages → 1-sided or 4 pages → 2-sided, or with Double Copies, select ▭ paper for ▯ originals, or select ▯ paper for ▭ originals.

❖ **3000-sheet finisher**

When your machine is equipped with the 3000-sheet finisher, stapling positions when there is copy paper that is identical in size and direction as your original are as follows:

		Original setting		Stapling position
		Exposure glass	Document Feeder	
Top1				
Top2				
Top3				
Double				

2

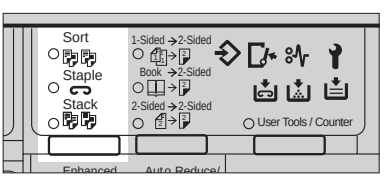
Note

- ❒ You cannot change stapling positions during copying.
- ❒ When the original image is rotated, the stapling direction turns by 90°.
- ❒ When you select 1 staple mode (Top or Bottom), the paper of which size is the same but the direction is different from the originals.
- ❒ The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	$8^1/_2$" × 11"

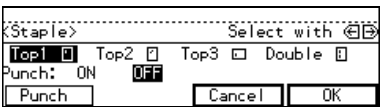
- ❒ The copy image can not be rotated if you select **[Top 2]** or **[Double]**.
- ❒ To staple at the Top 2 or Double position in combination with Combine: 2 pages → 1-sided or 4 pages → 2-sided, or with Double Copies, select ▭ paper for ▯ originals, or select ▯ paper for ▭ originals.

1 **Press the 【Sorter】 key until the `Sort` (top) and `Staple` (center) indicators are lit.**



ND2L0101

2 **Select one of four stapling positions.**

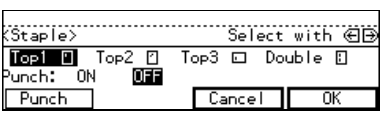


ND2C0105

Note

- ❒ When your machine is equipped with the 1000-sheet finisher, this display is not available. Go to Step **5**.

3 **To make punch holes, press the [Punch] key.**

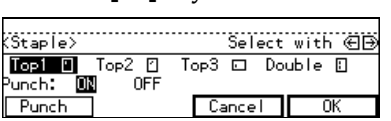


ND2C0101

Note

- ❒ If you do not wish to make punch holes, go to Step **4**.

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



ND2C0104

5 **Enter the number of copy sets with the 【Number】 keys.**

6 **Set your originals.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the【Start】key.**

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder

Reference

See ⇒ P.33 *"SADF mode"*

❶ **Set the original, then press the【Start】key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the【Start】key.**

Note

❒ Set the original in the same direction as the first one.

❸ **After all originals are scanned, press the【#】key.**

The copies are delivered to the tray.

To stop scanning

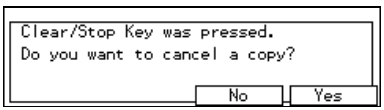
When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

1 Press the【Clear/Stop】key.

To resume scanning

❶ **Press the [No] key.**

Scanning is resumed.



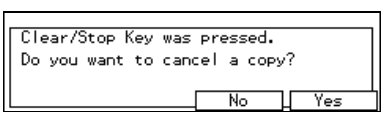
Note

❒ Scanned images in memory are not cleared.

To clear scanned images of the originals

❶ **Press the [Yes] key.**

Scanning is stopped with the images cleared.



When memory reaches 0 %

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

Note

❒ There is enough memory to store approximate 50 originals of A4 size. (Type 1 requires the optional 8 MB copier memory unit.)

❒ See ⇒ P.187 *"Copier Hard Disk (Image Enhance Kit)"* for the number of originals that can be stored with the optional copier hard disk.

Reference

Scanning will stop when memory reaches 0 % during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray first, then the machine automatically continues scanning the remaining originals. See "8. Mem.full-AutoStrt" in ⇒ P.162 *"3. Input/Output $^{2}/_{2}$"*.

1 Press the [Start] key.

The scanned pages are delivered to the tray. Then, the image data in memory is cleared.

2 Remove the copies and continue copying by following the instructions on the display.

COPYING FROM THE BYPASS TRAY

To use this function on Type 1, the optional bypass tray is required.

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be set in the paper tray.

Limitation

❒ You cannot use the bypass tray for the Duplex function.

Note

❒ The machine can automatically detect the following sizes as standard size copy papers:

Metric version	A3□, A4 □, A5□, $8^1/_2$" × 13"□
Inch version	A3□, 11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□, $5^1/_2$" × $8^1/_2$"□

❒ If you do not use the standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

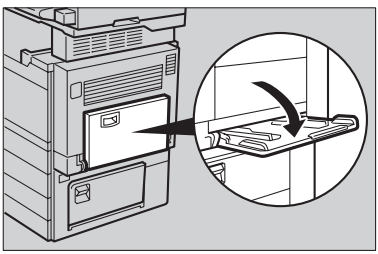
Metric version	• Vertical: 100 – 297 mm • Horizontal: 148 – 432 mm
Inch version	• Vertical: 4.0" – 11.7" • Horizontal: 6.0" – 17.0"

Reference

For details about paper capacity of the bypass tray, see ⇒ P.23 *"Copy Paper"*.

1 If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.

2 Open the bypass tray.



ND6H0300

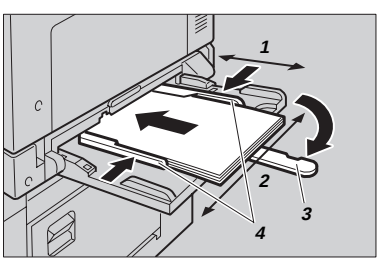
3 Adjust the guides to copy paper size.

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

4 Lightly insert the copy paper face down until the beeper sounds.

The ≡ indicator on the display is automatically selected.



ND6H04EE

1: Horizontal size

2: Vertical size

3: Extender

4: Paper guide

2

Note

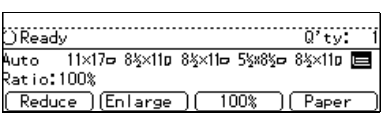
- ❒ Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.
- ❒ If the beeper is turned off, lightly insert the copy paper until it stops. See "Settings You Can Change With The User Tools" in the System Settings.
- ❒ When the platen cover is open, set the direction of the copy paper to ⬓.
- ❒ Swing out the extender to support larger size copy paper larger than A4⬓, $8^1/_2$" × 11"⬓.
- ❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

When copying onto non-standard size copy paper

Important

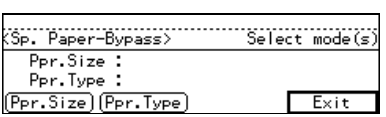
- ❒ You should specify the size of copy paper to avoid paper misfeeds.

❶ Make sure the ≡ indicator is selected.

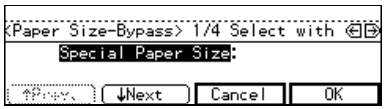


❷ Press the 【#】 key.

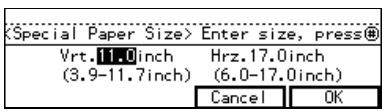
❸ Press the [Ppr. Size] key.



❹ Press the [OK] key.



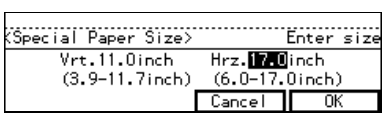
❺ Enter the vertical size of the paper with the 【Number】 keys, then press the 【#】 key.



Note

- ❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

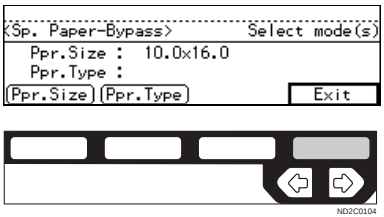
❻ Enter the horizontal size of the paper with the 【Number】 keys, then press the [OK] key.



Note

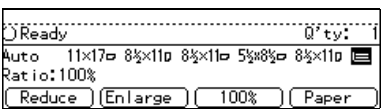
- ❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.
- ❒ When you specify the paper size, ✕ appears on the display to indicate bypass tray copying.

❼ **Press the [Exit] key.**



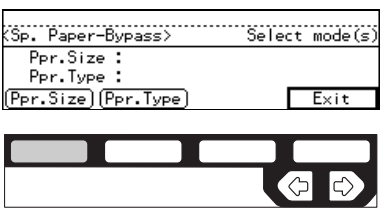
When copying onto standard size copy paper

❶ **Make sure the ≡ indicator is selected.**

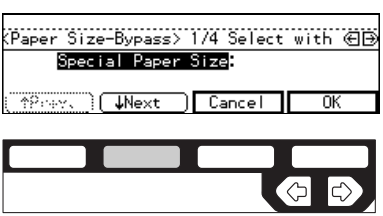


❷ **Press the [#] key.**

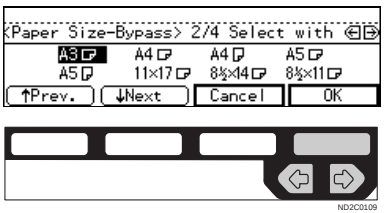
❸ **Press the [Ppr. Size] key.**

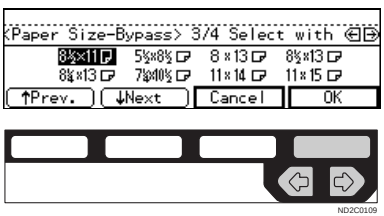


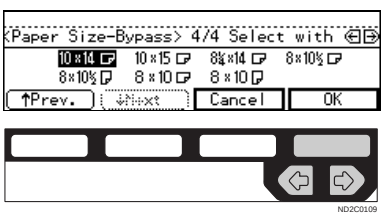
❹ **Press the [↓Next] key until your desired size is displayed.**



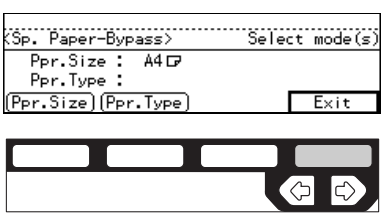
❺ **Select the desired size with the ◀▶ keys, then press the [OK] key.**







❻ **Press the [Exit] key.**



5 **Set your originals, then press the [Start] key.**

When copying onto OHP transparencies or thick paper

To make copies onto OHP transparencies or thick paper, you need to specify the paper type.

2

Note

❒ Select **[Thick Paper]** if the paper weight is more than 91 g/m² (20 lb).

1 **If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.**

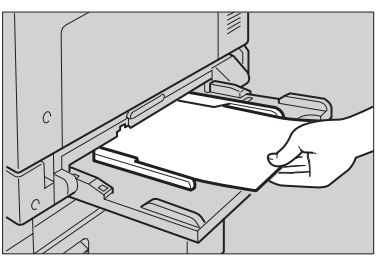
2 **Open the bypass tray, and adjust the guides to the paper size.**

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

3 **Lightly insert the OHP transparencies or thick paper face down until the beeper sounds.**

The ≡ indicator on the display is automatically selected.



ND5H05EE

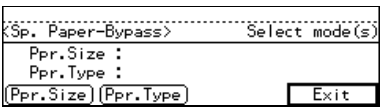
Note

❒ When you set a OHP transparencies, make sure that its front and back faces are properly positioned.

❒ To avoid paper misfeeds, shuffle a stack of paper before setting it in the tray.

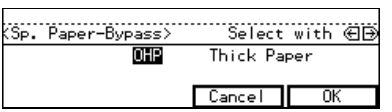
4 **Press the 【#】 key.**

5 **Press the [Ppr. Type] key.**



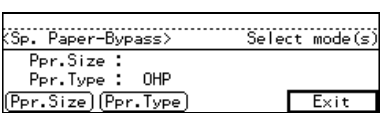
ND2C0102

6 **Select [OHP] or [Thick Paper] with the ◁▷ keys. Then, press the [OK] key.**



ND2C0109

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



ND2C0104

Reference

To go on to specify a paper size, press the **[Ppr. Size]** key.

See ⇒ P.56 *"When copying onto non-standard size copy paper"*.

See ⇒ P.57 *"When copying onto standard size copy paper"*.

8 Set your originals and press the 【Start】 key.

Important

❒ When copying onto OHP transparencies, remove copied sheets one by one.

PROGRAM—STORING YOUR COPY SETTINGS IN MEMORY

You can store frequently used copy job settings in machine memory, and recall them for future use.

2

❖ **Storing Your Settings**
You can store your settings you frequently use.

❖ **Deleting A Program**
You can delete a stored program.

❖ **Recalling A Program**
You can recall a stored program.

Note

❒ You can store up to ten programs.

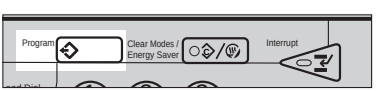
❒ Paper settings are stored based on paper size. So if you place more than one paper tray of a same size, the paper tray prioritized with the user tools will be selected first. See "12. Pap.Tray Priority" of the System Settings.

❒ Programs are not cleared by turning the power off or by pressing the 【Clear Modes/Energy Saver】 key. They are canceled only when you delete or overwrite them with another program.

Storing Your Settings

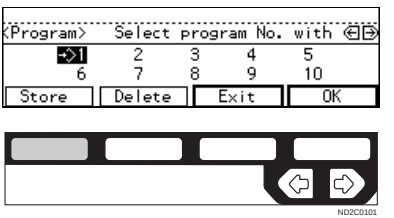
1 **Edit the copy settings so that all functions you want to store in this program are selected.**

2 **Press the 【Program】 key.**



ND2R01EE

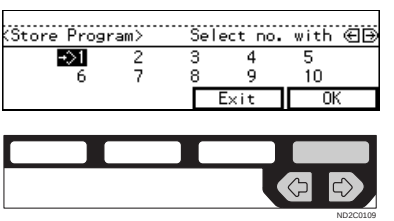
3 **Press the [Store] key.**



ND2C0101

4 **Select the program number you want to store these settings in with the ◀▶ keys. Then, press the [OK] key.**

When the settings are successfully stored, the ◈ indicator appears.



ND2C0109

Note

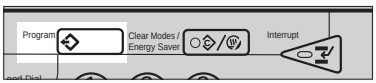
❒ Program numbers with ◈ already have settings in them.

❒ If this program number is already being used, the machine will ask you if you wish to overwrite it - press the **[Yes]** or **[No]** key.

Deleting A Program

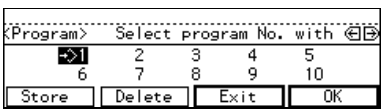
You can delete a stored program.

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



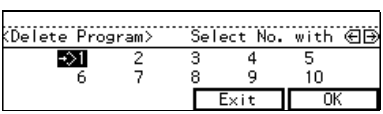
ND2R01EE

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



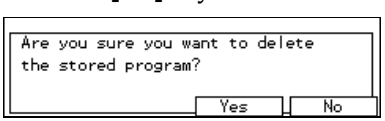
ND2C0102

3 **Select the program number you want to delete with the ◀▶ keys. Then press the [OK] key.**



ND2C0109

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



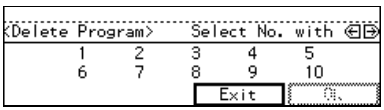
ND2C0103

Note

❒ To cancel the deletion, press the **[No]** key.

5 **To delete another program, repeat steps 3 and 4.**

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

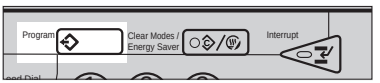


ND2C0103

Recalling A Program

You can recall a stored program.

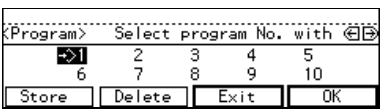
1 **Press the【Program】key.**



ND2R01EE

2 **Select the program number you want to recall with the ◀▶ keys. Then, press the [OK] key.**

The stored settings are displayed.



ND2C0109

Note

❒ Only programs with ➔ contain a program.

3 **Set your originals, then press the【Start】key.**

OTHER FUNCTIONS

Energy Saver Mode—Saving Energy

If you do not operate the machine for a certain period after copying, or when you press and hold the 【Clear Modes/Energy Saver】 key for more than one second, the display disappears and the machine enters Energy Saver mode. When you press the 【Clear Modes/Energy Sever】 key again, when the originals are set in the document feeder, or when the platen cover or document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

The Energy Saver mode makes a two-step reduction in electricity: one for the period up to the time set for Low Power mode, the other for the period after that time.

Note

❒ The period for which the machine remains in Energy Saver mode (i.e. the period until the mode is turned off to return to the ready condition) varies with the effectiveness of energy saving.

❒ If you press the 【Clear Modes/Energy Saver】 key during the operation, the current settings will be cleared.

Reference

See "8. Low Power Timer" of the System Settings.

Interrupt—Temporarily Stopping One Job To Copy Something Else

You can make urgently needed copies during a multi-copy run.

1. **Press the 【Interrupt】 key.**

   The key indicator lights.

2. **Remove the originals currently set for copying, and set your originals for interrupt copying. Make your copies.**

3. **After interrupt copying, remove the originals for interrupt copying and the copies.**

4. **Press the 【Interrupt】 key again.**

   The key indicator goes off.

5. **Reset the previous originals. Then, press the 【Start】 key.**

   Note

   ❒ The previous copy settings are recalled and the previous copy job can be resumed by pressing the 【Start】 key.

User Codes

If the machine is set to use the User Code function, operators must input their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

❒ When the machine is set for user codes, the machine will prompt

you for your user codes after the operation switch is on or the Auto Reset comes into effect.

❒ To prevent others from making copies using your user code, press the 【Clear Modes/Energy Saver】 and 【Clear/Stop】 keys simultaneously after copying.

Reference

For setting user codes, see ⇒ P.154 *"1. General Features 4/4"*.

Auto Start—Entering Copy Job Settings During The Warm-up Period

If you press the 【Start】 key during the warm-up period, the 【Start】 key will blink, and your copies will be made as soon as warm-up finishes.

1 Make any adjustments to copy settings during the warm-up period.

2 Set your originals.

3 Press the 【Start】 key.

The 【Start】 key indicator alternately flashes red and green.

Note

❒ To cancel Auto Start, press the 【Clear/Stop】 key.

Original Beeper

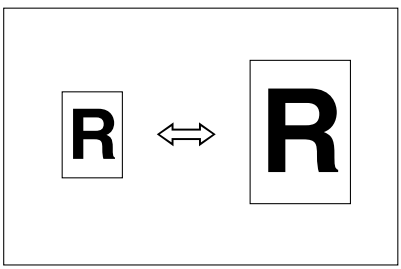
The beeper sounds and an error message is displayed when you leave your originals on the exposure glass for about two seconds after copying.

Note

❒ To cancel this function, see "06. Original beeper" in ⇒ P.152 *"1. General Features 2/4"*.

PRESET REDUCE/ENLARGE—REDUCING AND ENLARGING USING PRESET RATIOS

You can select a preset ratio for copying.



Note

- ❒ You can select one of 12 present ratios (5 enlargement ratios, 7 reduction ratios).
- ❒ You can change the preset ratios to other ratios you frequently use. See "08. Reproduction Ratio" in⇒ P.152 *"1. General Features 2/4"*.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ Copies can be reduced or enlarged as follows:

❖ **Metric version**

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	A little reduced.
87	A3→B4
82	F→A4, B4→F
71 (reduce area by 1/2)	A3→A4, A4→A5
65	A3→F
50 (reduce area by 1/4)	A3→A5, F→A5
35 *1	--
25 *2	--

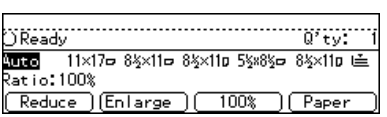
*1 Type 3 only
*2 Type 1 and Type 2 only

❖ Inch version

Ratio(%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5^1/_2$" × $8^1/_2$"→11" × 17"
155 (enlarge area by 2)	$5^1/_2$" × $8^1/_2$"→$8^1/_2$" × 14"
129	$8^1/_2$" × 11"→11" × 17"
121	$8^1/_2$" × 14"→11" × 17"
93	A little reduced.
85	F→$8^1/_2$" × 11"
78	$8^1/_2$" × 14"→$8^1/_2$" × 11"
73	11" × 14"→$8^1/_2$" × 11"
65	11" × 17"→$8^1/_2$" × 11"
50 (reduce area by $^1/_4$)	11" × 17"→$5^1/_2$" × $8^1/_2$"
32 *1	--
25 *2	--

*1 Type 3 only
*2 Type 1 and Type 2 only

1 **Press the [Enlarge] or [Reduce] key to select a ratio.**



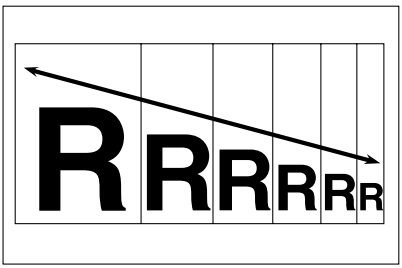
Note

❒ Another preset ratio is displayed every time you press the key.

2 **Set your originals, then press the [Start] key.**

ZOOM—REDUCING AND ENLARGING IN 1 % STEPS

You can change the reproduction ratio in 1 % steps.



Note

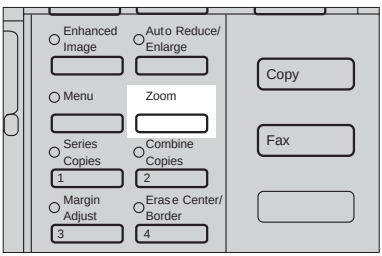
❒ The following ratios can be selected:

- Type 1, Type 2
  Metric version: 25 – 400 %
  Inch version: 25 – 400 %
- Type 3
  Metric version: 35 – 400 %
  Inch version: 32 – 400 %

❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❒ You can select a preset ratio which is near the desired ratio, then press the **【Zoom】** key and adjust the ratio with the **[+]** or **[−]** key.

1 Press the 【Zoom】 key.



2 Enter the ratio.

When using the **[+]** or **[−]** key

❶ Enter the desired reproduction ratios with the [−] or [+] key.

Note

❒ To change the ratio in 1 % steps, just press the **[+]** or **[−]** key. To change the ratio in 10 % steps, press and hold down the **[+]** or**[−]** key.

When using the **【Number】** keys

❶ Enter the desired ratio with the 【Number】 keys.

Note

❒ To change the ratio entered, press the 【Clear/Stop】 key and enter the new ratio.

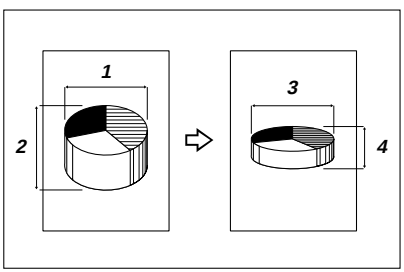
3 **Set your originals, then press the 【Start】 key.**

DIRECTIONAL SIZE MAGNIFICATION (INCH)—STRETCHING AND SQUEEZING THE IMAGE INTO THE COPY AREA

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you want.

Preparation

Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.



CP2M01EE

1: Horizontal original size

2: Vertical original size

3: Horizontal copy size

4: Vertical copy size

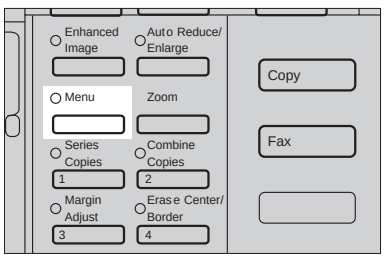
Note

❒ You can enter sizes within the following ranges:

Metric version	1 – 999 mm (in 1 mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

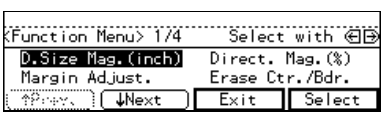
❒ If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

1 **Press the【Menu】key.**



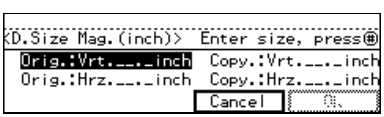
ND2L0203

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



ND2C0104

3 **Enter the vertical size of the original with the【Number】keys. Then, press the【#】or ➡ key.**



Note

❒ To change the value entered:

- If you have not pressed the【#】key yet, press the【**Clear/ Stop**】key and enter the new value.

- If you have already pressed the 【#】 key, select the **[Orig.:Vrt.]** with the ◀▶ keys and enter the new value.

4 **Enter the vertical size of the copy with the 【Number】 keys. Then, press the 【#】 or ▶ key.**

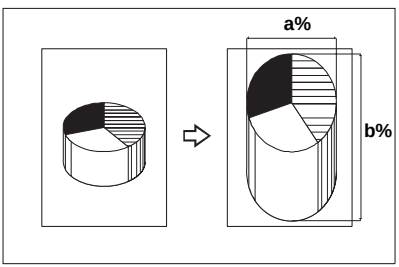
5 **Enter the horizontal size of the original with the 【Number】 keys. Then, press the 【#】 or ▶ key.**

6 **Enter the horizontal size of the copy with the 【Number】 keys. Then, press the [OK] key.**

7 **Set your originals, then press the 【Start】 key.**

DIRECTIONAL MAGNIFICATION (%)— STRETCHING AND SQUEEZING THE IMAGE IN 1 % STEPS

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



1: Horizontal %

2: Vertical %

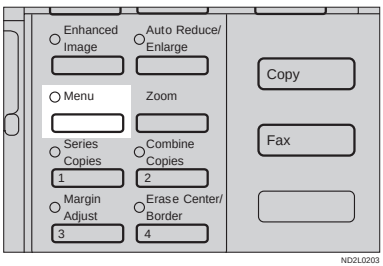
Note

❒ The following ratios can be selected:

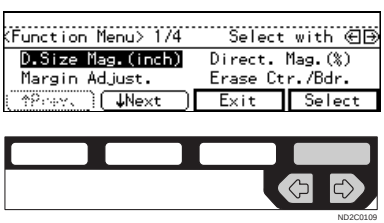
- Type 1, Type 2
  Metric version: 25 – 400 %
  Inch version: 25 – 400 %
- Type 3
  Metric version: 35 – 400 %
  Inch version: 32 – 400 %

❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.

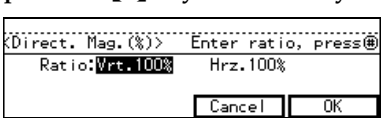
1 **Press the【Menu】key.**



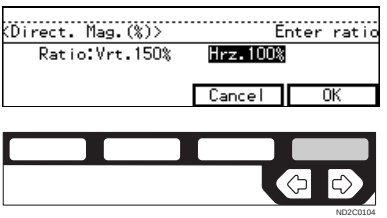
2 **Select the [Direct Mag. (%)] key with ◀ or ▶ keys. Then, press the [Select] key.**



3 **Enter the desired vertical ratio with the【Number】keys. Then, press the【#】key or the ▶ key.**



4 **Enter the desired horizontal ratio with the 【Number】 keys. Then, press the [OK] key.**



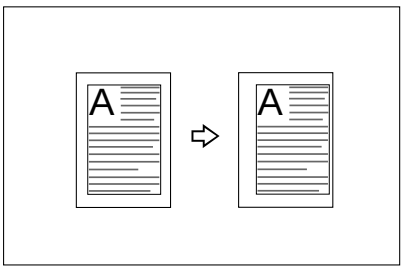
Note

❒ To change the number entered, press the 【#】 key or the ◀▶ keys, then enter the new number.

5 **Set your originals, then press the 【Start】 key.**

MARGIN ADJUSTMENT—ADJUSTING THE MARGIN

You can shift the image either left or right to make a binding margin.



Limitation

❒ If you set too wide margin, areas you do not want to delete might be erased.

Note

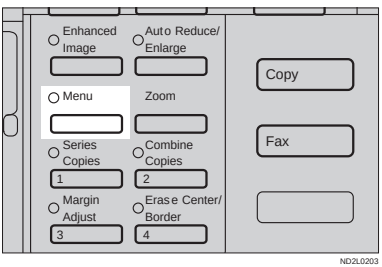
❒ You can change the width of the binding margin as follows:

Metric version	0 – 30 mm (in 1 mm steps)
Inch version	0" – 1.0" (in 0.1" steps)

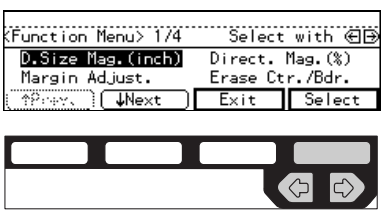
❒ The margin width default is as follows. You can change this default setting with the user tools. See "3. Marg.Adjust.Front" in ⇒ P.155 "2. *Adjust Image 1/2*".

Metric version	• Front: 5 mm Left • Back: 5 mm Right
Inch version	• Front: 0.2" Left • Back: 0.2" Right

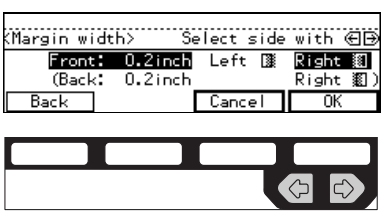
1 **Press the【Menu】key.**



2 **Select the [Margin Adjust.] with the ◀▶ keys. Then, press the [Select] key.**



3 **Select [Left] (left margin) or [Right] (right margin) with the ◀▶ keys.**

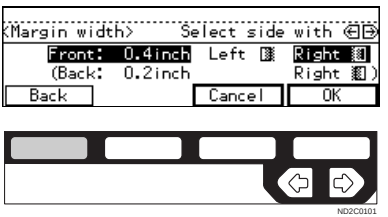


4 **Enter the desired margin width with the【Number】keys.**

Note

❒ To change the value entered, press the【Clear/Stop】key and enter the new value.

5 **To specify a binding margin for back pages, press the [Back] key.**

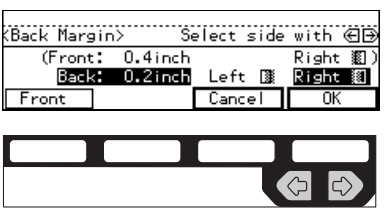


Note

❒ You can specify the back margin only when the Duplex or the Two-Sided copy with Combine is selected.

❒ If you do not need to specify the back margin, press the **[OK]** key and go to Step **8**.

6 **Select [Left] (left margin) or [Right] (right margin) with the ◀▶ keys.**



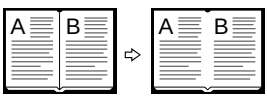
7 **Enter the desired margin width the 【Number】 keys. Then, press the [OK] key.**

8 **Set your originals, then press the 【Start】 key.**

ERASE CENTER/BORDER—ERASING THE CENTER AND THE BORDER

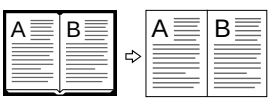
This function erases the center and/or all four sides of the original image, such as book originals.

❖ Erase Center



CenterEE

❖ Erase Border



BorderEE

There are two types in this function:

❖ Center

This mode erases the center margin of the original image.

❖ Border

This mode erases the surrounding area of the original image.

Note

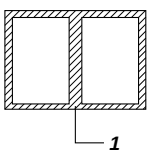
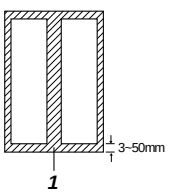
❒ You can change the width of the erased margin as follows:

Metric version	3 – 50 mm (in 1 mm steps)
Inch version	0.1" – 2.0" (in 0.1" steps)

❒ The default setting of the erased margin is as follows. You can change this settings with the user tools. See "1. Erase Border" and "2. Erase Center" in ⇒ P.155 *"2. Adjust Image $^1/_2$"*.

Metric version	10 mm
Inch version	0.4"

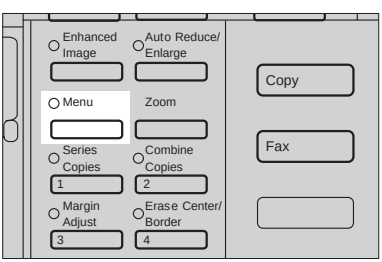
❒ The position of the margin to be erased is determined according to the original size and reproduction ratio.

copy paper	copy paper
	

1: Erased part

❒ You can use the Erase Center and Erase Border functions together.

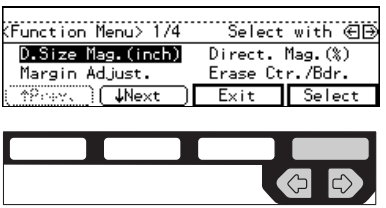
1 Press the 【Menu】 key.



ND2L0203

2

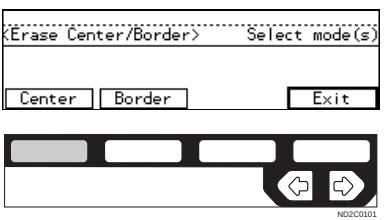
2 **Select the [Erase Ctr./Bdr.] with the ◀▶ keys. Then, press the [Select] key.**



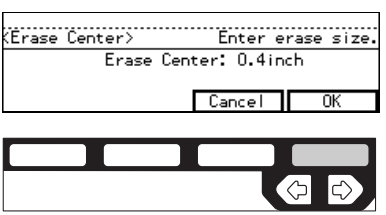
3 **Select the part to be erased.**

Center

❶ **Press the [Center] key.**



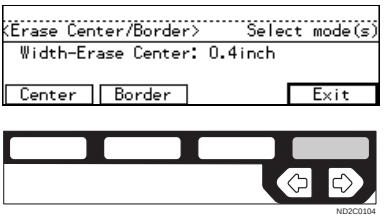
❷ **Enter the center width with the 【Number】 keys. Then press the [OK] key.**



Note

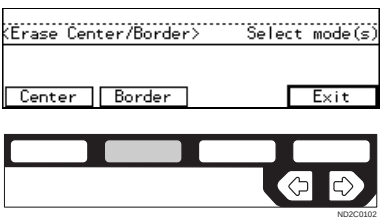
❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

❸ **Press the [Exit] key.**

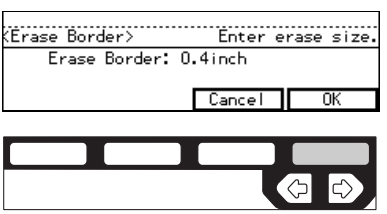


Border

❶ **Press the [Border] key.**



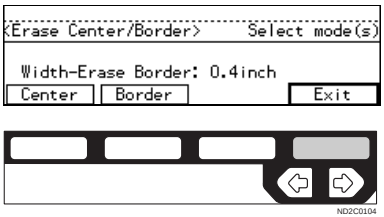
❷ **Enter the border width with the 【Number】 keys. Then press the [OK] key.**



Note

❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

❸ **Press the [Exit] key.**



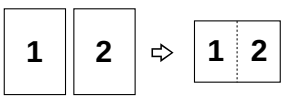
4 **Set your originals, then press the 【Start】 key.**

COMBINE—COMBINING ORIGINALS INTO ONE COPY

The optional document feeder is required to use this function.

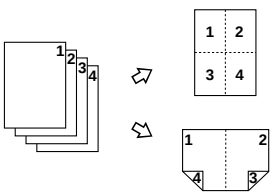
You can make 1 sheet of copies from 2 or more one-sided originals.

❖ **2 pages→1-sided**



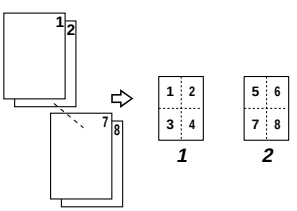
Combine1

❖ **4 pages→1-sided, 4 pages→2-sided**



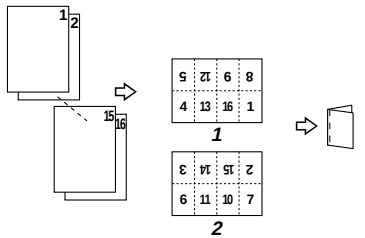
Combine2

❖ **8 pages→2-sided**



Combine3

❖ **16 pages→booklet**



Combine4

1: Front

2: Back

There are five types in this function.

❖ **2 pages→1-sided**
This mode makes two facing pages on one-sided copy.

❖ **4 pages→1-sided**
4 one-sided pages are copied on to 1 one-sided sheet.

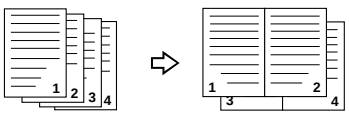
❖ **4 pages→2-sided (Type 1 requires the optional 8 MB copier memory unit and duplex unit.)**
4 one-sided paper are copied onto 1 two-sided sheet, 2 original images on each side.

❖ **8 pages→2-sided (Type 1 requires the optional 8 MB copier memory unit and duplex unit.)**
8 one-sided pages are copied on to 1 two-sided sheet, 4 original images on each side.

❖ **16 pages→booklet (Type 1 requires the optional 8 MB copier memory unit and duplex unit.)**
This mode makes a booklet copy of 16 pages from 16 one-sided originals.

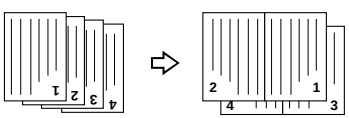
Setting Originals (Originals set in the document feeder)

- Originals reading from left to right



Combine5

- Originals reading from top to bottom



Combine6

Limitation

❒ You cannot use this function in Duplex mode.

❒ You cannot use the bypass tray with this function.

❒ The machine cannot copy originals different in size and direction.

Note

❒ The number of originals copied (combined) can be 2, 4, 8, or 16.

❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.

❒ The machine uses ratios in the following range:

- Type 1, Type 2
  Metric version: 25 – 400 %
  Inch version: 25 – 400 %
- Type 3
  Metric version: 35 – 400 %
  Inch version: 32 – 400 %

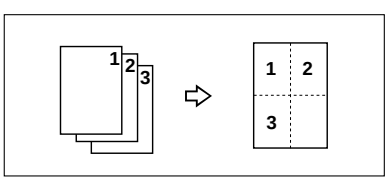
❒ If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.

❒ Separation line between originals can be printed with the user tools. See "6. Combine Copy" in⇒ P.157 *"2. Adjust Image $^{2}/_{2}$"*.

❒ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

❒ You can make copies even if the number of originals is less than the number required in the selected mode. You can also disable this function with the user tools. See "2. Comb. Auto Eject" in ⇒ P.160 *"3. Input/Output $^{1}/_{2}$"*.

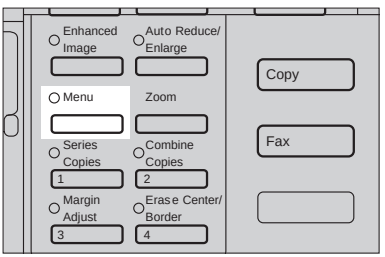
❒ When the number of originals placed is less than the number specified for combining, the last page (s) will be copied blank as shown in the illustration.



❒ In the 4 pages→2-sided mode or 8 pages→2-sided mode, you can specify the orientation of originals (**[Top to Top][Top to Bottom]**). See ⇒ P.88 *"Specifying Orientation of Bound Originals"*.

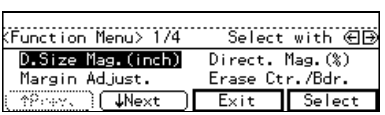
1 If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.

2 Press the 【Menu】 key.



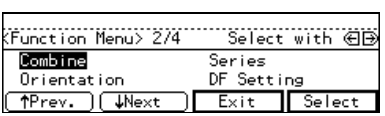
ND2L0203

3 Press the [↓Next] key until the [Combine] is displayed.



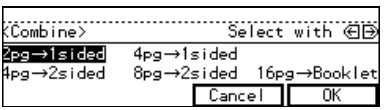
ND2C0102

4 Press the [Select] key.



ND2C0104

5 Select the desired combine modes with the ◀▶ keys. Then, press the [OK] key.



ND2C0109

6 Press the [Exit] key.

7 Press the [Paper] key or ◀▶ keys to select the copy paper.

8 Set your originals, then press the 【Start】 key.

When setting an original on the exposure glass or in the document feeder

❶ Set the original, then press the 【Start】 key.

Note

❒ Start with the first page to be copied.

❷ Set the next original, then press the 【Start】 key.

Note

❒ To finish copying, press the 【#】 key to eject the copy.

When setting a stack of originals in the document feeder

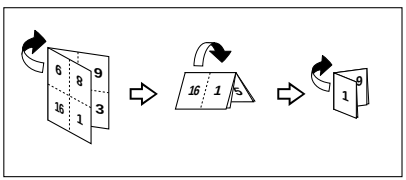
❶ Set your originals, then press the 【Start】 key.

Note

❒ The last page should be on the bottom.

Making a booklet

If you want to make a booklet from 16 originals, fold copies as shown in the illustration.



SERIES COPIES—MAKING ONE-SIDED COPIES FROM VARIOUS ORIGINALS

You can make one-sided copies from two facing pages of bound (book) originals and from two-sided originals.

There are two types in this function:

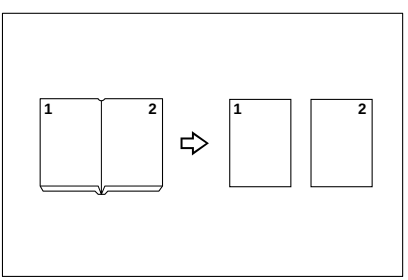
❖ **Book → 1-Sided**
You can make one-sided copies from two facing pages of a bound original (book).

❖ **2-Sided → 1-Sided (The optional document feeder is required.)**
You can make one-sided copies from two-sided originals.

Limitation

❒ You cannot use this function in Duplex mode.

Book → 1-Sided—Making One-sided Copies From Two Facing Page Of A Bound Original (Book)



Note

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

❖ **Metric version**

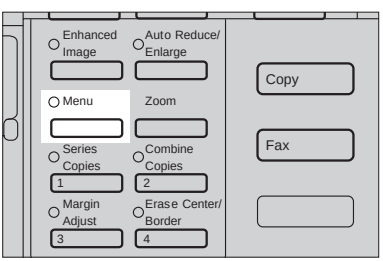
Original	Copy paper
A3	A4 × 2 sheets
B4	B5 × 2 sheets
A4	A5 × 2 sheets

❖ **Inch version**

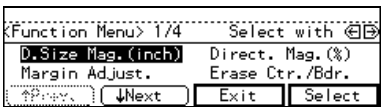
Original	Copy paper
11" × 17"	$8^1/_2$" × 11" × 2 sheets
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" × 2 sheets

1 **If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.**

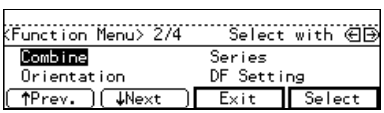
2 **Press the 【Menu】 key.**



3 **Press the [↓Next] key until [Series] is displayed.**

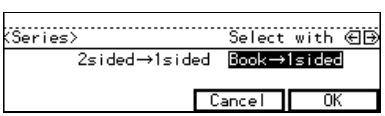


4 **Select [Series] with the ◀▶ keys. Then, press the [Select] key.**



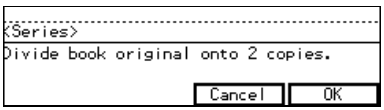
With the optional document feeder

❶ **Select the [Book → 1-Sided] with the ◀▶ keys. Then, press the [OK] key.**



Without the optional document feeder

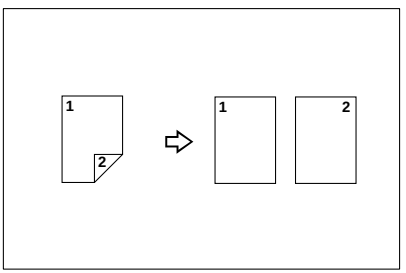
❶ **Press the [OK] key.**



5 **Set your originals, then press the [Start] key.**

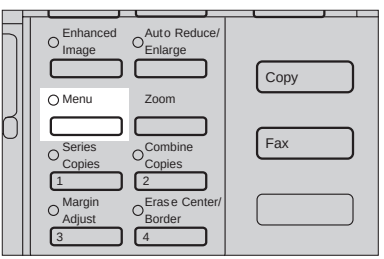
2-Sided→1-Sided—Making One-sided Copies From Two-sided Originals

The optional document feeder is required to use this function.

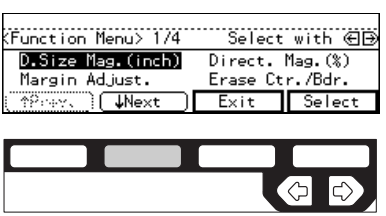


1 **If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.**

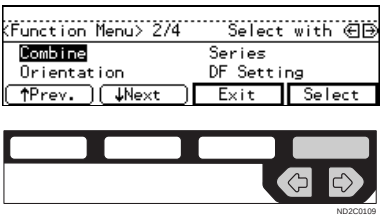
2 **Press the 【Menu】 key.**



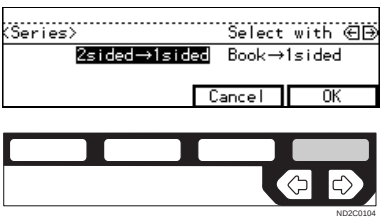
3 **Press the [↓Next] key until [Series] is displayed.**



4 **Select [Series] with the ◀▶ keys. Then, press the [Select] key.**



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



6 **Set your originals, then press the 【Start】 key.**

DUPLEX—MAKING TWO-SIDED COPIES

Type 1 requires the optional duplex unit, interchange unit, and 8 MB copier memory unit is required to use this function.

There are three ways in this function:

❖ **1-sided → 2-sided**
This mode makes two-sided copies from one-sided originals.

❖ **Book → 2-sided**
This mode makes two-sided copies from facing pages of a bound original (book).

❖ **2-sided → 2-sided**
This mode makes two-sided copies from two-sided originals.

Limitation

❒ You cannot use the following copy paper in this function:
- Paper smaller than A5, $5^1/_2$" × $8^1/_2$"
- Translucent paper
- Adhesive labels
- OHP transparencies
- Post cards

❒ You cannot use the bypass tray with this function.

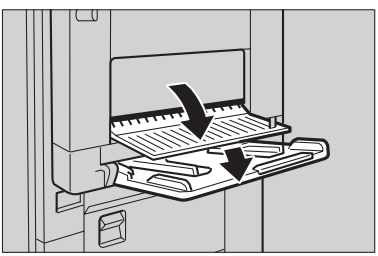
❒ The optional copier hard disk is required to make enhanced-image copies.

Note

❒ The following paper limitations apply:

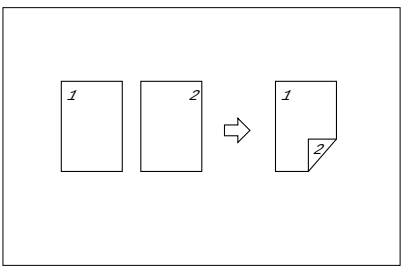
Metric version	Minimum size	A5
	Weight	64 – 105 g/m^2
Inch version	Minimum size	$5^1/_2$" × $8^1/_2$"
	Weight	20 – 28 lb

❒ When you make 2-sided copies on B4, $8^1/_2$" × 14" or larger copy paper, open the right side cover. Also open the bypass tray, if installed.



ND6H0200

1-Sided → 2-Sided—Making Two-sided Copies From One-sided Originals



Note

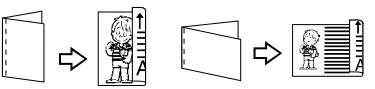
❒ If you set an odd number of 1-sided originals in the document feeder (ADF), the reverse side of the last page is left blank. You can disable this function to make the delivered last page not be blank. See "1. Duplex Auto Eject" in ⇒ P.160 *"3. Input/Output 1/2"*.

❒ When original images are copied, the images are shifted by a width of binding margin. You can adjust the binding margin or binding position. You can also change their default values. See "4. Margin Adjust Back" in ⇒ P.155 *"2. Adjust Image 1/2"*.

Originals and copy direction

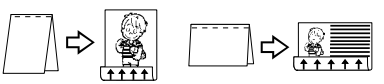
You can select the orientation (**[Top to Top]**, **[Top to Bottom]**). See ⇒ P.88 *"Specifying Orientation of Bound Originals"*.

- Top to Top



Duplex1

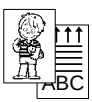
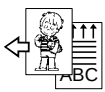
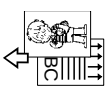
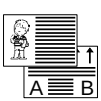
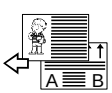
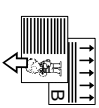
- Top to Bottom



Duplex2

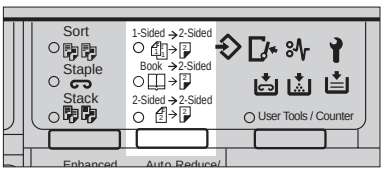
Original direction and completed copies

The resulting copy image will differ according to the direction in which you set your original (lengthwise ⊡ or widthwise ⊡)

Original	Orientation	Result *1
 Duplex3	 Duplex5	• **[Top to Top]** Duplex9
	 Duplex6	• **[Top to Bottom]** Duplex10
 Duplex4	 Duplex7	• **[Top to Top]** Duplex11
	 Duplex8	• **[Top to Bottom]** Duplex12

*1 The illustrations show the directions of copied images on the front and back, not the directions of delivery.

1 Press the [Duplex] key until the 1-Sided→2-Sided indicator (top) is lit.



2 Set your originals.

When setting an original on the exposure glass or in the document feeder

Reference

See ⇒ P.33 *"SADF mode"*

❶ **Set the original, then press the [Start] key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the [Start] key.**

When setting a stack of originals in the document feeder

❶ **Set your originals, then press the [Start] key.**

Note

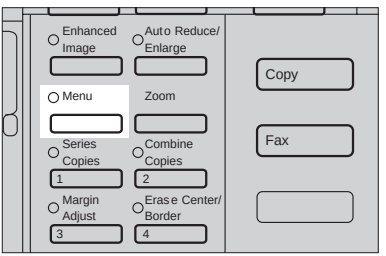
❒ The last page should be on the bottom.

Specifying Orientation of Bound Originals

You can specify the orientation of bound originals (how you turn the pages). The default setting is **[Top to Top]**.

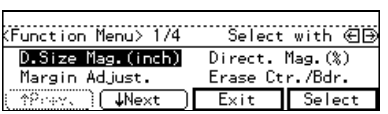
2

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



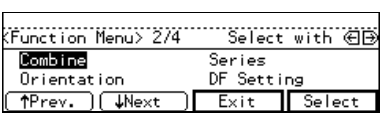
ND2L0203

2 **Press the [↓Next] key until [Orientation] is displayed.**



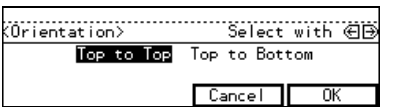
ND2C0102

3 **Select the [Orientation] with the ◀▶ keys. Then press the [Select] key.**



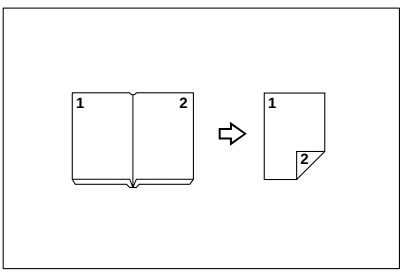
ND2C0109

4 **Select the desired orientation with the ◀▶keys. Then, press the [OK] key.**



ND2C0109

Book → 2-Sided—Making Two-Sided Copies From Facing Pages Of A Bound Original (Book)



Note

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

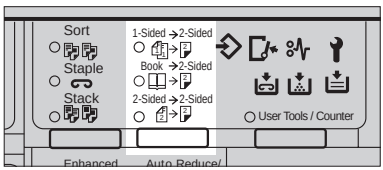
❖ **Metric version**

Original	Copy paper
A3□	A4 (2-sided)
B4□	B5 (2-sided)
A4□	A5 (2-sided)

❖ **Inch version**

Original	Copy paper
11" × 17"□	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"□	$5^1/_2$" × $8^1/_2$" (2-sided)

1 **Press the【Duplex】key until the `Book→2-Sided` indicator (center) is lit.**



2 **Set your originals.**

When setting an original on the exposure glass or in the document feeder

❶ **Set the original, then press the【Start】key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the【Start】key.**

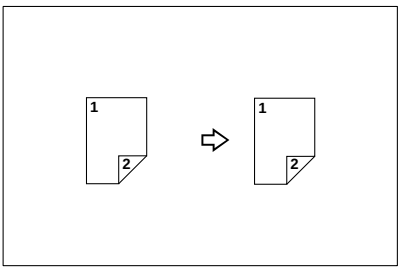
When setting a stack of originals in the document feeder

❶ **Set your originals, then press the【Start】key.**

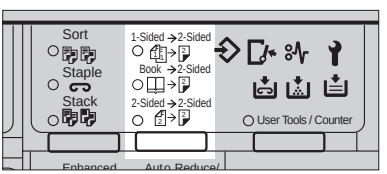
Note

❒ The last page should be on the bottom.

2-Sided → 2-Sided—Making Two-sided Copies From Two-sided Originals



1 **Press the【Duplex】key until the `2-Sided→2-Sided` indicator (bottom) is lit.**



2 **Set your originals.**

When setting an original on the exposure glass or in the document feeder

❶ **Set the original, then press the【Start】key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the【Start】key.**

When setting a stack of originals in the document feeder

❶ **Set your originals, then press the【Start】key.**

Note

❒ The last page should be on the bottom.

COVER/PAPER DESIGNATE—ADDING OR INSERTING SHEETS

In this function, you can add or insert cover or paper designate.

There are three types in this function:

❖ **Front Cover (Type 1 requires the optional bypass tray)**
The first page of your originals is copied on a specific paper sheets for covers.

❖ **Both Covers (Type 1 requires the optional bypass tray)**
The first and last pages of your originals are copied on specific paper sheets for covers.

❖ **Paper Designate**
Any specified page of your originals is copied on specific paper sheets for slip sheet.

Note

❒ The cover or slip sheets should be identical in size and direction with the copy paper.

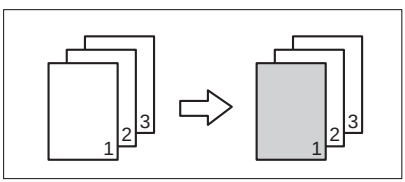
❒ If Blank Cover mode is selected, the cover will not be counted as a copy.

Front Cover—Copying Or Adding A Front Cover

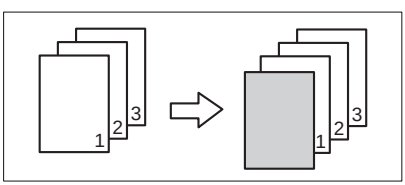
Type 1 requires the optional bypass tray to use this function.

The first page of your originals is copied on a specific paper sheets for covers.

❖ **Copy**



❖ **Blank**

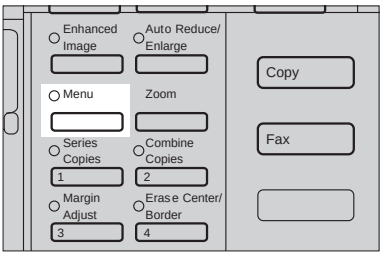


Note

❒ The optional 8 MB copier memory unit is required to make 2 or more sets of copies on Type 1.

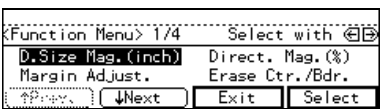
❒ You can specify whether to make a copy on a sheet for covers. If you select **[Copy]**, the first page will be copied on the cover sheet. If you select **[Blank]**, a cover sheet will just be inserted before the first copy.

1 **Press the 【Menu】 key.**

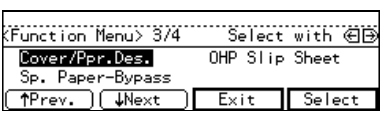


ND2L0203

2 **Press the [↓Next] key until [Cover/ Ppr.Des.] is displayed.**

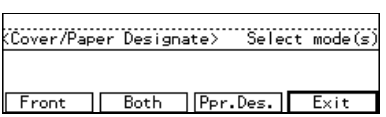


3 **Press the [Select] key.**



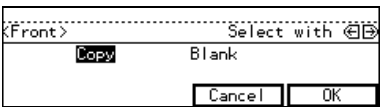
ND2C0104

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



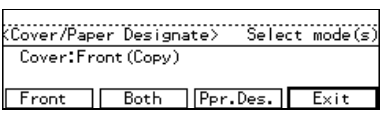
ND2C0101

5 **Specify whether to copy on a cover sheet with the ◀▶ keys. Then, press the [OK] key.**



ND2C0109

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



ND2C0104

7 **Set cover sheets on the bypass tray.**

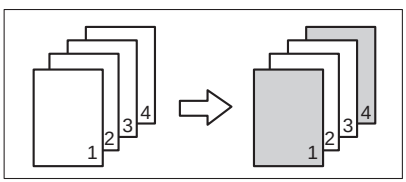
8 **Set your originals, then press the 【Start】 key.**

Both Covers—Copying Or Adding Front And Back Covers

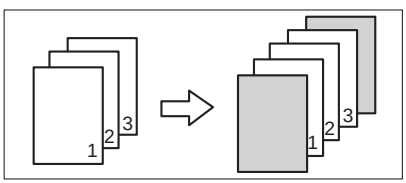
Type 1 requires the optional bypass tray to use this function.

The first and last pages of your originals are copied on specific paper sheets for covers.

❖ **Copy**



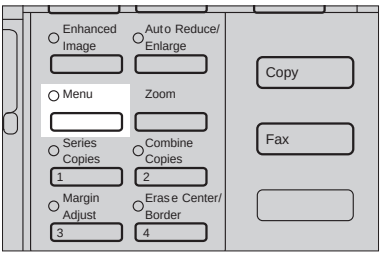
❖ **Blank**



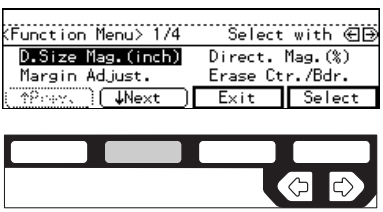
Note

❒ You can specify whether to make a copy on a cover sheet. If you select **[Copy]**, the first and last pages will be copied on the cover sheets. If you select **[Blank]**, a cover sheet will just be inserted before the first copy and another sheet after the last copy.

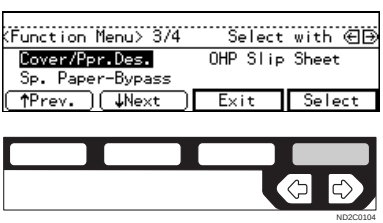
1 **Press the 【Menu】 key.**



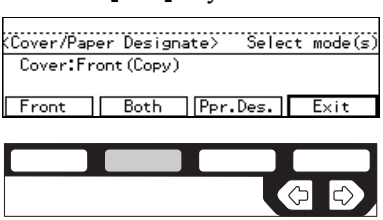
2 **Press the [↓Next] key until [Cover/ Ppr. Des.] is displayed.**



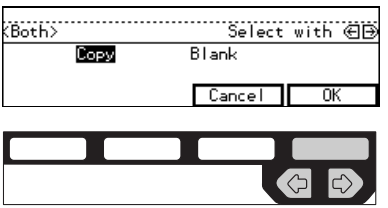
3 **Press the [Select] key.**



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

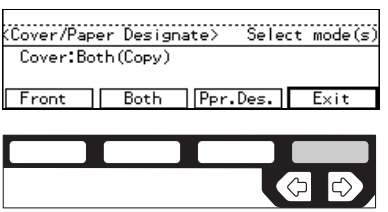


5 **Specify whether to copy on a cover sheet with the ◀▶ keys. Then, press the [OK] key.**



ND2C0109

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



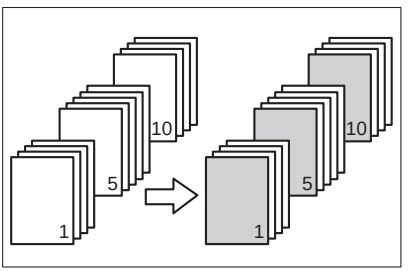
ND2C0104

7 **Set cover sheets on the bypass tray.**

8 **Set your originals, then press the 【Start】 key.**

Paper Designate—Copying Designated Pages Of Originals Onto Slip Sheets

Any specified page of your originals is copied on specific paper sheets for slip sheet.

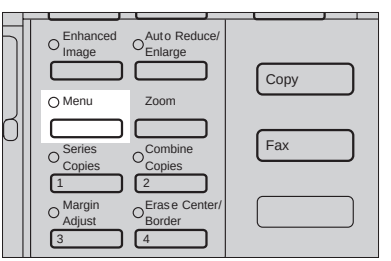


Note

❒ You can specify up to 10 page numbers.

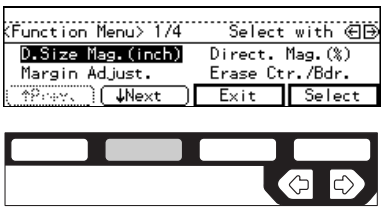
❒ Before using this function, set the special paper tray for slip sheets using the user tools. See "09. Slip Sheet Tray" in ⇒ P.153 *"1. General Features 3/4"*.

1 **Press the 【Menu】 key.**

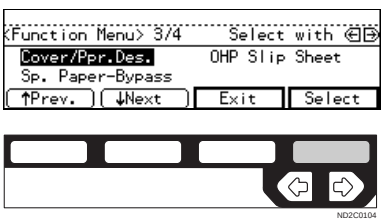


ND2L0203

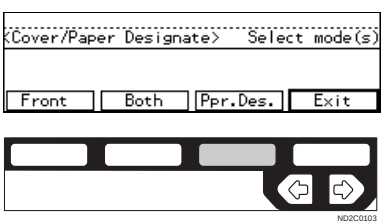
2 **Press the [↓Next] key until [Cover/ Ppr. Des.] is displayed.**



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



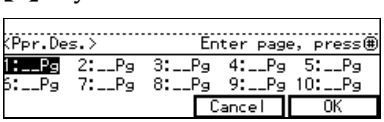
4 **Press the [Ppr. Des.] key.**



Note

❒ If your machine is not equipped with the bypass tray, the display above does not appear. Go to Step **5**.

5 **Enter the page number you want to copy onto a slip sheet with the 【Number】 keys. Then, press the 【#】 key.**

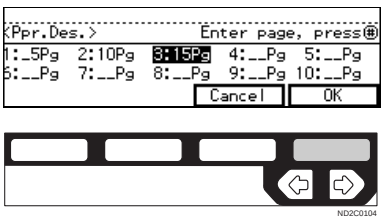


Note

❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

6 **To specify another page number, repeat Step 5.**

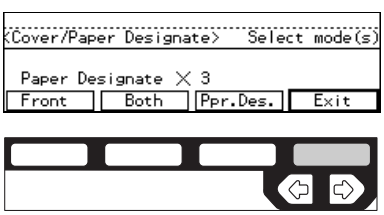
7 **When you finish specifying the page number (s), press the [OK] key.**



Note

❒ To change the number entered, select the desired item with the ◀▶ keys, then enter the new number.

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



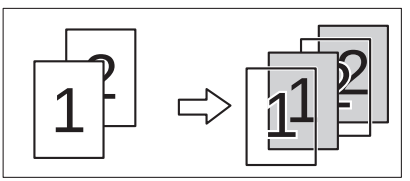
9 **Set your originals, then press the 【Start】 key.**

OHP SLIP SHEET—COPYING OR INSERTING SLIP SHEET

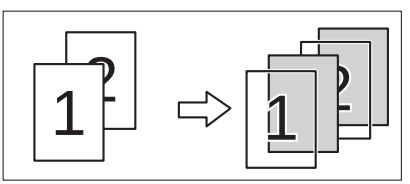
Type 1 requires the optional bypass tray.

Whenever a different original is copied in OHP Slip Sheet mode, a slip sheet will be placed after each copy, or a slip sheet will be fed and the same original image is copied onto this slip sheet.

❖ **Copy**



❖ **Blank**



Limitation

❒ You cannot use this function in Duplex mode.

Note

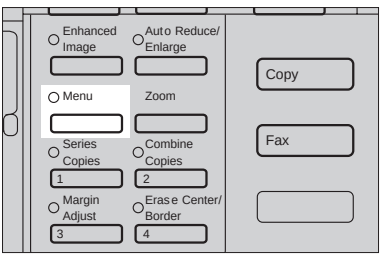
❒ Set slip sheets of the same size and in the same orientation as OHP transparencies.

❒ You can specify whether to make copies onto the inserted slip sheets.

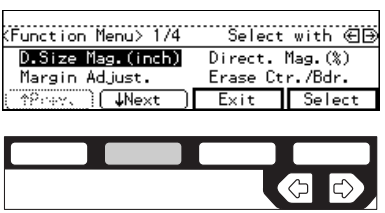
❒ If you do not copy onto a slip sheet, the sheet is excluded from the number of copies counted.

1 **If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.**

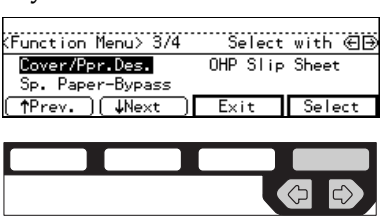
2 **Press the 【Menu】 key.**



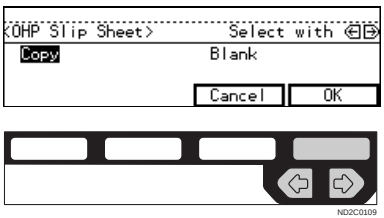
3 **Press the [↓Next] key until [OHP Slip Sheet] is displayed.**



4 **Select the [OHP Slip Sheet] with the ◀▶ keys. Then, press the [Select] key.**



5 **Specify whether to copy on a slip sheet with the ◀▶ keys. Then, press the [OK] key.**



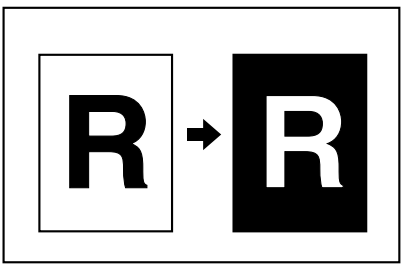
6 **Set OHP transparencies in the by-pass tray.**

7 **Set the slip sheets in the paper tray, then select this tray pressing the [Paper] key or the ◀▶ keys.**

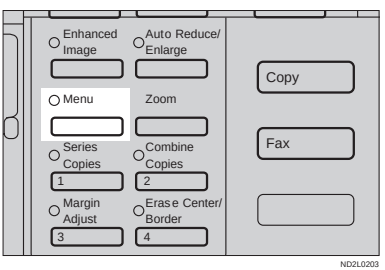
8 **Set your originals, then press the 【Start】 key.**

POSITIVE/NEGATIVE—COPYING IN COMPLEMENTALY COLORS

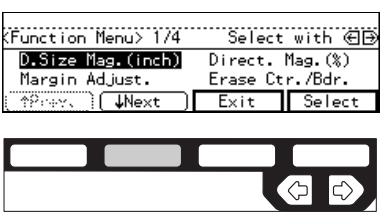
If you use a black and white original, black and white areas of the original are reversed.



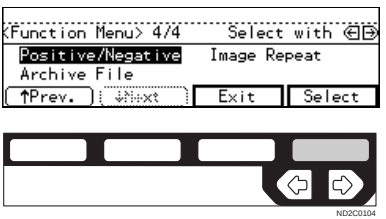
1 **Press the [Menu] key.**



2 **Press the [↓Next] key until [Positive/Negative] is displayed.**



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



4 **Set your originals, then press the [Start] key.**

IMAGE REPEAT—REPEATING AN IMAGE

You can copy the original image repeatedly, or make two copies of the same image on one sheet.

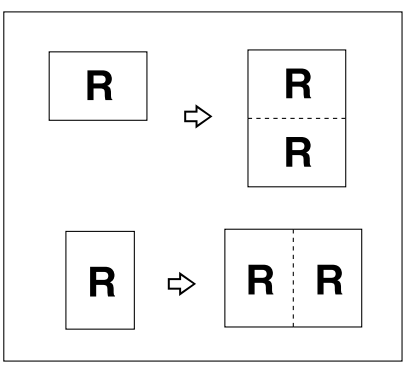
There are two types in this function:

❖ **Double Copies**
The one original image is copied twice on one copy.

❖ **Image Repeat**
The original image is copied repeatedly.

Double Copies—Copying The Image Twice On One Page

The one original image is copied twice on one copy as shown in the illustration.



Limitation

❒ The following originals cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the optional document feeder.

Metric version	A5□, B6□
Inch version	$5^1/_2$" × $8^1/_2$"□

❒ You cannot use the bypass tray for the Double Copies function.

Note

❒ Two copy images appear vertically on ▯ paper for □ originals, and horizontally on □ paper for ▯ originals.

❒ You can insert separate lines between repeated images. See "5. Double Copy" in ⇒ P.157 *"2. Adjust Image $^2/_2$"*.

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

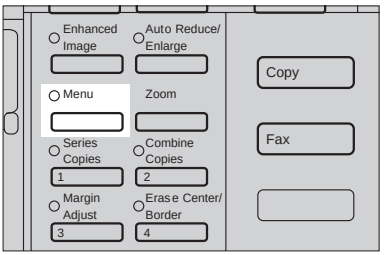
❖ **Metric version**

Original size and direction	Copy paper size and direction
A5□	A4▯
B6□	B5▯
A4▯	A3□
A5▯	A4□
B6▯	B5□

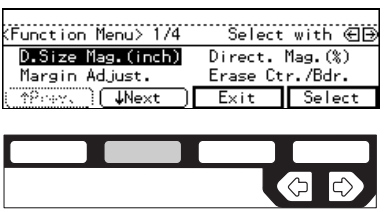
❖ **Inch version**

Original size and direction	Copy paper size and direction
$5^1/_2$" × $8^1/_2$"□	$8^1/_2$" × 11"▯
$5^1/_2$" × $8^1/_2$"▯	$8^1/_2$" × 11"□
$8^1/_2$" × 11"▯	11" × 17"□

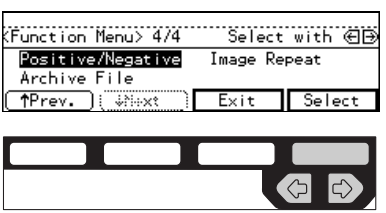
1 **Press the 【Menu】 key.**



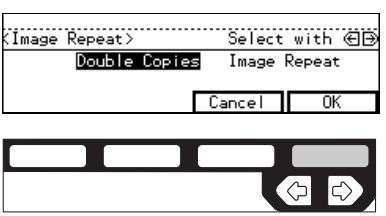
2 **Press the [↓Next] key until [Image Repeat] is displayed.**



3 **Select [Image Repeat] with the ◀▶ keys. Then, press the [Select] key.**



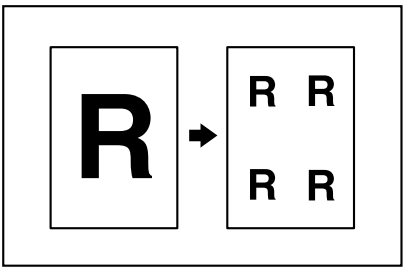
4 **Press the [OK] key.**



5 **Set your originals, then press the 【Start】 key.**

Image Repeat—Repeating An Image Over The Entire Copy

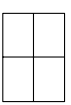
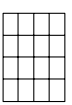
The original image is copied repeatedly.



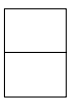
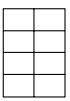
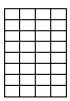
Note

❒ The number of repeated images depends on the original size, copy paper size, and reproduction ratio. Refer to the following table.

❖ **Original: $5^1/_2$" × $8^1/_2$" ▯/Copy paper: $8^1/_2$" × 11" ▯ or Original: $5^1/_2$" × $8^1/_2$"▯/Copy paper $8^1/_2$" × 11"▯**

4 repeats (71 %)	16 repeats (35 %)
 Repeat1	 Repeat2

❖ **Original: $5^1/_2$" × $8^1/_2$" ▯/Copy paper: $8^1/_2$" × 11"▯ or Original: $5^1/_2$" × $8^1/_2$"▯/Copy paper $8^1/_2$" × 11"▯**

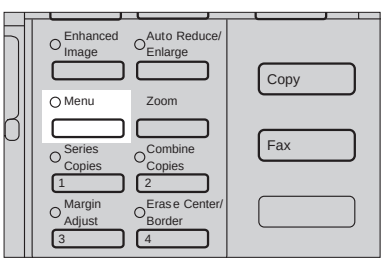
2 repeats (100 %)	8 repeats (50 %)	32 repeats (25 %)
 Repeat3	 Repeat4	 Repeat5

❒ Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.

❒ You can insert separate lines between repeated images. See "7. Image Repeat" in⇒ P.157 *"2. Adjust Image $^2/_2$"*.

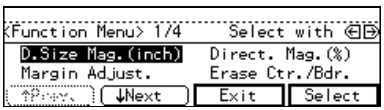
1 **Select the size of the copy paper and the reproduction ratio.**

2 **Press the 【Menu】 key.**



ND2L0203

3 **Press the [↓Next] key until [Image Repeat] is displayed.**

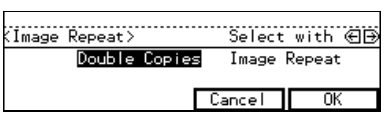


ND2C0102

4 **Select [Image Repeat] with the ◀▶ keys. Then, press the [Select] key.**

ND2C0109

5 **Select [Image Repeat] with the ◀▶ keys. Then, press the [OK] key.**



ND2C0109

6 **Set your original, then press the 【Start】 key.**

ARCHIVE FILE—STORING THE IMAGES OF YOUR ORIGINALS INTO MEMORY

The optional copier hard disk is required to use this function.

You can store images you frequently use, and recall and copy them any time.

There are four types in this function:

❖ **Storing The Images**
Stores image pages you frequently use.

❖ **Deleting The Stored Images**
Deletes a set of image pages already stored.

❖ **Printing A List Of The Stored Images**
Makes a combined copy of each first page of all the stored files (8 pages into one 1-sided, or 16 pages into one 2-sided).

❖ **Recalling The Stored Images**
Recalls a set of stored image pages and copies them onto the A4, $8^1/_2$" × 11" copy paper.

Note

❒ The maximum capacity is 16 files or 32 pages. If you store more than two pages in one file, the maximum number of files might be less than 16.

❒ Image pages to be stored should be A4 ▯, $8^1/_2$" × 11" ▯ size.

❒ The functions that can be stored are as follows:
- 1-sided copy or 2-sided copy
- Type of originals
- Image density

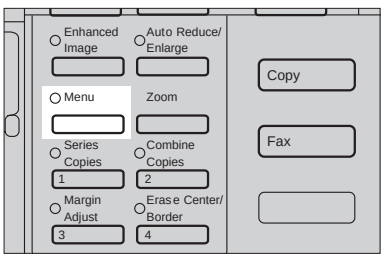
❒ Set your originals on the exposure glass.

❒ The stored images are not cleared by turning the power off or by pressing the 【**Clear Modes/Energy Saver**】 key. They are canceled only when you delete or overwrite them.

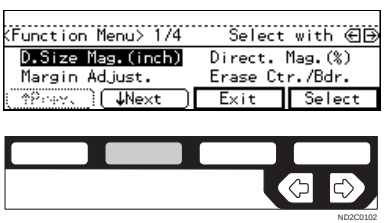
Storing The Images

You can store images you frequently use.

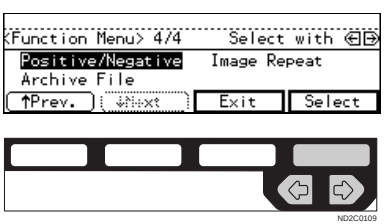
1 **Press the [Menu] key.**



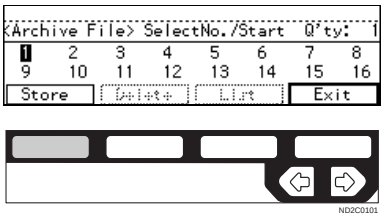
2 **Press the [↓Next] key until [Archive File] is displayed.**



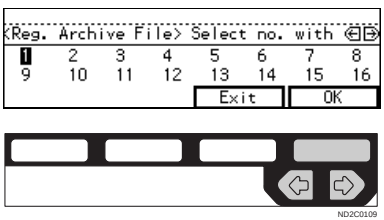
3 **Select [Archive File] with the ◀▶ keys. Then, press the [Select] key.**



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



5 **Select the file number you want to store the images in with the ◀▶ keys. Then, press the [OK] key.**



Note

❒ File numbers with ◈ already have images in them.

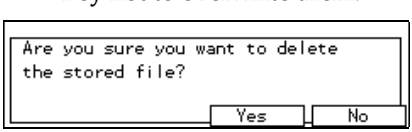
To overwrite images already stored

❶ **Check the stored content, and select whether to overwrite it.**

Note

❒ You can check the stored content by printing a list of the stored images. See ⇒ P.106 *"Printing A List Of The Stored Images"*.

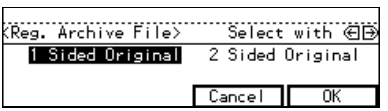
❷ **Press the [Yes] key to overwrite the images, or press the [No] key not to overwrite them.**



Note

❒ When you overwrite with another images, the previously stored images will be lost.

6 **Select the type of originals with the ◀▶ keys. Then, press the [OK] key.**



ND2C0109

Note

❒ If you are using Type 1 without the duplex unit installed, the display above does not appear. Go to Step **7**.

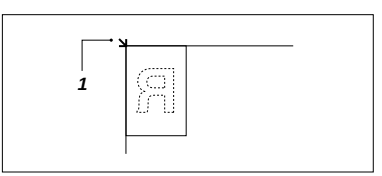
7 **Set your originals on the exposure glass, then press the [Start] key.**

The images will be scanned.

Note

❒ If you have more than one original pages, repeat the steps above.

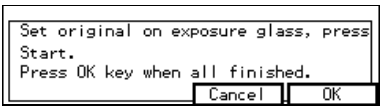
❒ Start with the first page of your originals.



CP138BEE

1: Reference position

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



ND2C0104

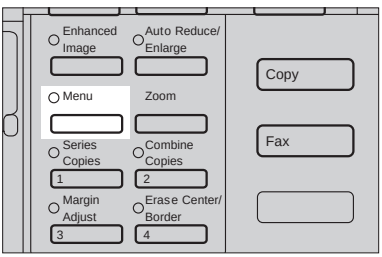
Deleting The Stored Images

You can delete images already stored.

Note

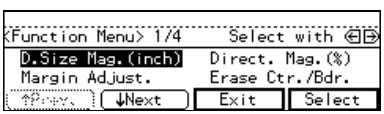
❒ Images are deleted on a file basis.

1 **Press the 【Menu】 key.**



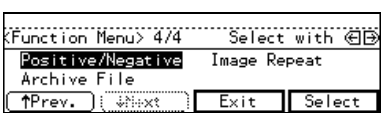
ND2L0203

2 **Press the [↓Next] key until [Archive File] is displayed.**



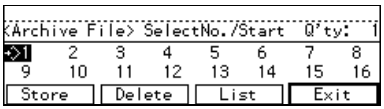
ND2C0102

3 **Select [Archive File] with the ◀▶ keys. Then, press the [Select] key.**



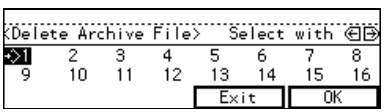
ND2C0109

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



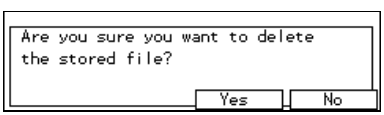
ND2C0102

5 **Select the file number you want to delete the images in with the ◀▶ keys. Then, press the [OK] key.**



ND2C0109

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

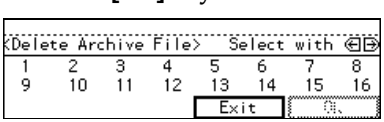


ND2C0103

Note

❒ To cancel deletion, press the **[No]** key.

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



ND2C0103

Printing A List Of The Stored Images

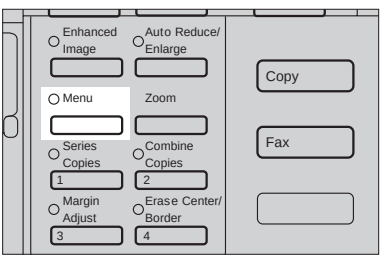
You can make a combined copy of each first page of all the stored files (8 pages into one 1-sided, or 16 pages into one 2-sided).

2

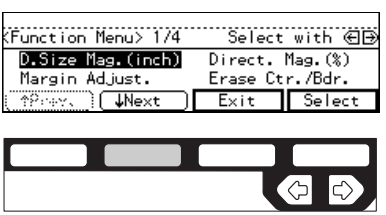
Note

❒ If any file number has nothing stored, its page will be copied in blank with no image or number.

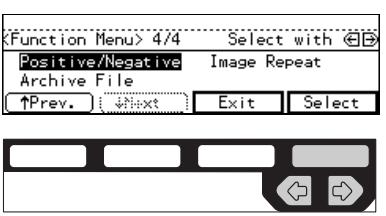
1 **Press the [Menu] key.**



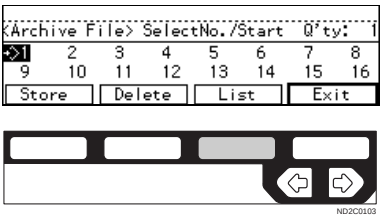
2 **Press the [↓Next] key until [Archive File] is displayed.**



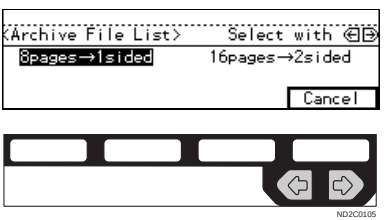
3 **Select [Archive File] with the ◀▶ keys. Then, press the [Select] key.**



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



5 **Select the [8pages→1sided] or [16pages→2sided] with the ◀▶ keys.**



Note

❒ **[16pages→2sided]** is not available, if your machine is Type 1 without the duplex unit.

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

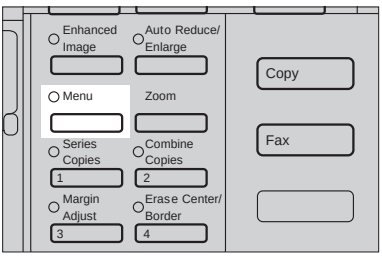
Recalling The Stored Images

You can recall stored images to copy them onto A4, $8^1/_2$" × 11" paper.

Note

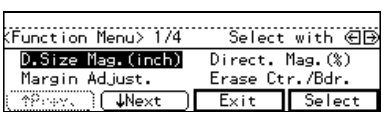
❒ Copies are made on a file basis.

1 **Press the 【Menu】 key.**



ND2L0203

2 **Press the [↓Next] key until the [Archive File] is displayed.**

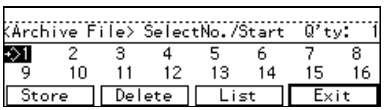


ND2C0102

3 **Select the [Archive File] with the ◀▶ keys. Then, press the [Select] key.**

ND2C0109

4 **Select the desired file number with the ◀▶ keys.**



ND2C0105

Note

❒ Only files with ◈ contain images.

5 **Enter the number of copies with the 【Number】 keys.**

Note

❒ The maximum number of copies is 99.

6 **Press the 【Start】 key.**

COMBINATION CHART

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

		Mode after you Select																																
		Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Enhanced Image Copy	Sort	Rotate Sort/Rotate Stack	Shift Sort/Shift Stack	Staple	Copying From The Bypass Tray	Preset Reduce/Enlarge	Zoom	Directional Size Magnification (inch)	Directional Magnification (%)	Margin Adjustment	Erase Center/Border	Combine					Series Copies		Duplex				Cover/Page Designate	OHP Slip Sheet	Positive/Negative	Image Repeat	
																	2 pages → 1-sided	4 pages → 1-sided	4 pages → 2-sided	8 pages → 2-sided	16 pages → booklet	Book → 1-sided	2-sided → 1-sided	1-sided → 2-sided	Book → 2-sided	2-sided → 2-sided				Double Copies	Image Repeat
Mode before you select	Selecting Copy Paper	–	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Auto Paper Select	☆	–	→	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	*2	*2	*2	*2	*2	☆	☆	☆	☆	☆	→	→	☆	*2	→
	Auto Reduce/Enlarge	☆	×	–	☆	☆	☆	☆	☆	×	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→
	Enhanced Image Copy	☆	☆	☆	–	*1	*1	*1	*1	☆	☆	☆	☆	☆	☆	☆	☆	*1	*1	*1	*1	*1	☆	☆	*1	*1	*1	*3	×	☆	*1	*1
Mode before you select	Sort	☆	☆	☆	*1	–	→	→	→	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Rotate Sort/Rotate Stack	☆	☆	☆	*1	→	–	→	→	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆
	Shift Sort/Shift Stack	☆	☆	☆	*1	→	→	–	→	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Staple	☆	☆	☆	*1	→	→	→	–	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Mode before you select	Copying From The Bypass Tray	☆	→	→	☆	→	→	→	→	–	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	→	☆	☆	→	→	→	→	→	☆	→	☆
	Preset Reduce/Enlarge	☆	☆	→	☆	☆	☆	☆	☆	☆	–	→	→	→	☆	☆	☆	*2	*2	*2	*2	*2	☆	☆	☆	☆	☆	☆	☆	☆	*2	☆
	Zoom	☆	☆	→	☆	☆	☆	☆	☆	☆	→	–	→	→	☆	☆	☆	*2	*2	*2	*2	*2	☆	☆	☆	☆	☆	☆	☆	☆	*2	☆
	Directional Size Magnification (inch)	☆	☆	→	☆	☆	☆	☆	☆	☆	→	→	–	→	☆	☆	☆	*2	*2	*2	*2	*2	☆	☆	☆	☆	☆	☆	☆	☆	*2	☆
	Directional Magnification (%)	☆	☆	→	☆	☆	☆	☆	☆	☆	→	→	→	–	☆	☆	☆	*2	*2	*2	*2	*2	☆	☆	☆	☆	☆	☆	☆	☆	*2	☆
	Margin Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	–	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Erase Centre/Border	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	–	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

Mode before you select			Mode after you Select: Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Enhanced Image Copy	Sort	Rotate Sort/Rotate Stack	Shift Sort/Shift Stack	Staple	Copying From The Bypass Tray	Preset Reduce/Enlarge	Zoom	Directional Size Magnification (inch)	Directional Magnification (%)	Margin Adjustment	Erase Center/Border	Combine: 2 pages → 1-sided	Combine: 4 pages → 1-sided	Combine: 4 pages → 2-sided	Combine: 8 pages → 2-sided	Combine: 16 pages → booklet	Series Copies: Book → 1-sided	Series Copies: 2-sided → 1-sided	Duplex: 1-sided → 2-sided	Duplex: Book → 2-sided	Duplex: 2-sided → 2-sided	Cover/Page Designate	OHP Slip Sheet	Positive/Negative	Image Repeat: Double Copies	Image Repeat: Image Repeat
Combine		2 pages → 1-sided	☆	×	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	→	→	→	→	×	×	×	×	×	×	×	×	×
		4 pages → 1-sided	☆	×	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	→	×	→	→	→	×	×	×	×	×	×	×	×	×
		4 pages → 2-sided	☆	×	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	→	→	×	→	→	×	×	×	×	×	×	×	×	×
		8 pages → 2-sided	☆	×	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	→	→	→	×	→	×	×	×	×	×	×	×	×	×
		16 pages → booklet	☆	×	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	→	→	→	→	×	×	×	×	×	×	×	×	×	×
	Series Copies	Book → 1-sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	×	×	×	×	×	→	×	×	×	×	☆	☆	☆	☆
		2-sided → 1-sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	×	×	×	×	→	×	×	×	×	☆	☆	☆	☆	☆
	Duplex	1-sided → 2-sided	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	×	×	→	→	→	☆	×	☆	☆	☆
		Book → 2-sided	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	×	×	→	→	→	☆	×	☆	☆	☆
		2-sided → 2-sided	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	×	×	→	→	→	☆	×	☆	☆	☆
Mode before you select		Cover/ Page Designate	☆	×	☆	*3	☆	×	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	×	×	☆	☆	☆	☆	×	☆	×	×
		OHP Slip Sheet	☆	×	☆	×	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	☆	☆	×	×	×	×	×	--	☆	×	×
		Positive/Negative	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆
	Image Repeat	Double Copies	☆	☆	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	☆	☆	☆	☆	☆	☆	×	☆	--	→
		Image Repeat	☆	×	☆	*1	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	×	×	×	×	☆	☆	☆	☆	☆	☆	×	☆	→	--
		Interrupt	☆	☆	☆	☆	*1	*1	*1	*1	☆	☆	☆	☆	☆	☆	☆	*1	*1	*1	*1	*1	☆	☆	*1	*1	*1	☆	☆	☆	*1	*1

*1 Available if the optional copier hard disk is installed.

*2 When you select the mode after you select, the machine returns to Auto Reduce/Enlarge mode. However, you can select the mode before you select again.

*3 The Paper Designate function is available. The optional copier hard disk is required to use the Cover function.

3. WHAT TO DO IF SOMETHING GOES WRONG

IF YOUR MACHINE DOES NOT OPERATE AS YOU WANT

Message

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up. **Reference** You can use Auto Start mode during warm-up period. See ⇒ P.64 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*
The machine cannot detect the original size.	Improper original is set. See ⇒ P.21 *"Sizes Difficult To Detect"*.	Set non-standard size original on the exposure glass.
		Input the both horizontal and vertical sizes of the non-standard original. See ⇒ P.31 *"Setting Originals On The Exposure Glass"*.
		Select paper manually, not in Auto Paper Select mode.
		Do not use Auto Reduce/Enlarge mode.
	Original is not set.	Set your originals.
The machine instructs you to check the original direction.	There is no copy paper that is the same direction as the originals.	Set the original in the same direction as the copy paper.
The machine instructs you to check paper size.	Improper original size is set.	Select the proper paper size.
The machine cannot staple this size paper.	--	Select the proper paper size that can be used in Staple mode. See ⇒ P.49 *"Staple"*

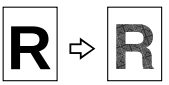
Machine's Condition	Problem/Cause	Action
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See "05. Maximum copy quantity" in ⇒ P.152 *"1. General Features $^{2}/_{4}$"*
The machine instructs you to set the duplex tray.	--	Reset the duplex tray correctly. See ⇒ P.2 *"Guide To Components"*.
The machine instructs you to open the right side cover of the duplex unit.	The right cover of the duplex unit is not open.	When you make 2-sided copies on B4, $8^{1}/_{2}$" × 14" or larger copy paper, open the right cover of the duplex unit. See ⇒ P.85 *"Duplex—Making Two-Sided Copies"*.

Display

Problem	Cause	Action
The panel display is off.	The machine is in Energy Saver mode.	Press the 【**Clear Modes/Energy Saver**】 key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See ⇒ P.2 *"Guide To Components"*

IF YOU CANNOT MAKE CLEAR COPIES

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ⇒ P.37 *"Adjusting Copy Image Density"*.
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ⇒ P.37 *"Adjusting Copy Image Density"*.
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. ⇒ P.37 *"Adjusting Copy Image Density"*.
		Change the direction of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass, platen cover, or document feeder belt is dirty.	Clean them. ⇒ P.169 *"Maintaining Your Machine"*.
Copies are too light.	The image density is too light.	Adjust the image density. ⇒ P.37 *"Adjusting Copy Image Density"*.
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. ⇒ P.121 *"Adding Toner"*.
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ P.31 *"Setting Originals"*.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. ⇒ P.31 *"Setting Originals"*.

Problem	Cause	Action
A moire pattern is produced on copies. 	Your original has dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

IF YOU CANNOT MAKE COPIES AS YOU WANT

Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See ⇒ P.139 *"Removing Jammed Staples"*. **Note** ❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. See ⇒ P.49 *"Staple"*.
Staples are wrongly positioned.	Originals are not set correctly.	Set originals correctly. See ⇒ P.49 *"Staple"*.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See ⇒ P.132 *"Changing The Paper Size"*.
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See ⇒ P.108 *"Combination Chart"*.

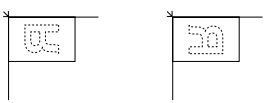
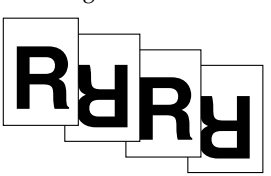
Adjust Image

Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select the proper original and copy paper. See ⇒ P.20 *"Originals"*.
In Center/Border mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "1. Erase Border" in ⇒ P.155 *"2. Adjust Image 1/2"*. See "2. Erase Center" in ⇒ P.155 *"2. Adjust Image 1/2"*.
	Your original has narrow margins on four sides.	
In Margin Adjustment mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "3. Marg.Adj.Front" in ⇒ P.155 *"2. Adjust Image 1/2"*. See "4. Margin Adjust Back" in ⇒ P.155 *"2. Adjust Image 1/2"*.
In Image Repeat mode, the original image is not copied repeatedly.	You selected the same size copy paper as originals, and did not select the proper reproduction ratio.	Select copy paper larger than the originals. See ⇒ P.99 *"Image Repeat—Repeating An Image"*.
		Select the proper reproduction ratio. See ⇒ P.99 *"Image Repeat—Repeating An Image"*.

Combine

Problem	Cause	Action
You cannot make a booklet from 16 originals by folding copies.	Combine Original Booklet Format is not correct.	Change the setting.⇒ P.78 *"Combine—Combining Originals Into One Copy"*
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper. **Note** ❒ Select the correct reproduction ratio before using Combine mode.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of original in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.

Duplex

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an incorrect direction or the orientation Setting is incorrect.	Select the correct orientation, or set originals correctly. ⇒ P.85 *"Duplex—Making Two-Sided Copies"* **Note** ❒ If you set A3, 11" × 17" or B4, $8\frac{1}{2}$" × 14" originals as shown below, for example, take one of the two actions described below the illustration.  ❒ Select **[Top to Bottom]** to make copies in "Top to Top" orientation. Select **[Top to Top]** to make copies in "Top to Bottom" orientation. ❒ Alternate the originals as shown below when setting them. 

LOADING PAPER

Note

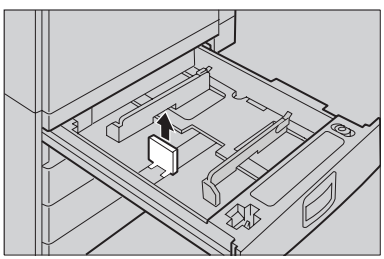
❒ If you want to change the paper size, see ⇒ P.132 *"Changing The Paper Size"*.

Reference

Regarding paper types and sizes that can be set, see ⇒ P.23 *"Copy Paper"*.

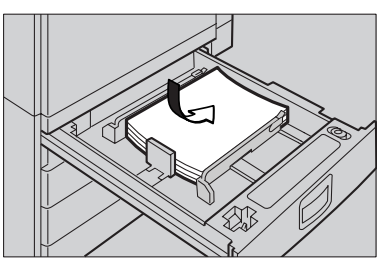
1 **Pull out the paper tray until it stops.**

2 **Remove the back fence.**



ND5T0802

3 **Square the paper and set it in the tray.**



ND5T0801

Important

❒ Do not stack paper over the limit mark.

Note

❒ Shuffle the paper before setting it in the tray.

❒ Make sure that the leading corners of the paper are under the corners.

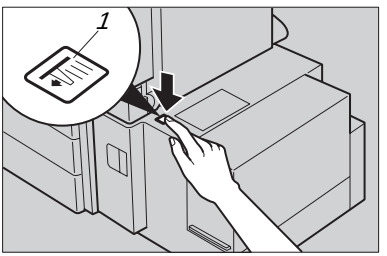
4 **Reinstall the back fence.**

5 **Push the paper tray in until it stops.**

Loading Paper In The Large Capacity Tray

1 **Press the [Down] key if it is not lit.**

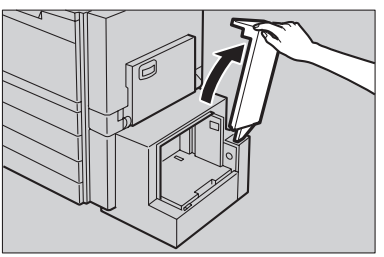
The key blinks while the bottom plate is moving down.



ND6L04EE

1: Down key

2 **When the key stops blinking and lights up, open the top cover.**

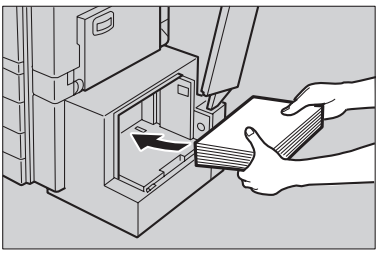


ND6L0500

Note

❒ Make sure no paper sheet is involved in the feeding part of the Large Capacity Tray. Remove the sheet, if any.

3 **Place the paper in the tray along the edge on the left.**



ND6L0600

Note

❒ The Tray contains up to 1,500 sheets.

4 **Close the top cover.**

ADDING TONER

When is displayed, it is time to supply toner.

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ ***CAUTION:***

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

❒ If you use toner other than that recommended, a fault might occur.

❒ When adding toner, do not turn off the operation switch. If you do, your settings are cleared.

❒ Always add toner after the machine instructs you to add toner.

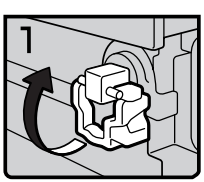
❒ Do not use used toner. This will damage the machine.

Note

❒ You can still make about 50 copies after the appears, but replace the toner early to prevent poor copy quality.

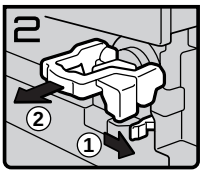
Reference

Regarding toner storage, see ⇒ P.27 *"Toner Storage"*.



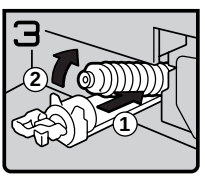
Toner1

- 1: Open the front cover of the machine.
- 2: Lift the green holder.



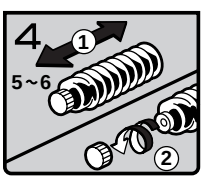
Toner2

- 3: Push the green lever, and gently pull out the holder.



Toner3

- 4: Press the toner bottle backward to raise its head, then gently pull out the bottle.



Toner4

- 5: Hold a new bottle horizontally and shake it 5 or 6 times.

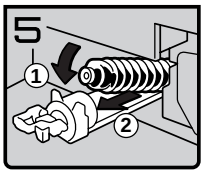
Note

❒ Do not remove the black cap when shaking.

- 6: Remove the black cap.

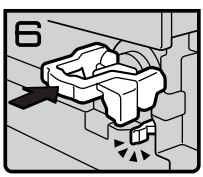
Note

❒ Do not remove the inner cap.



Toner5

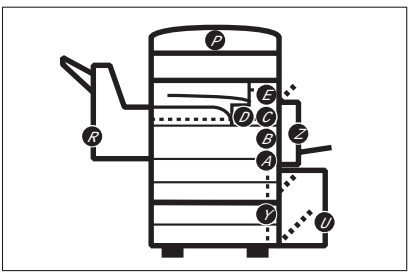
- 7: Put the toner bottle on the holder, then press its head forward.



Toner6

- 8: Push the holder until it clicks.
- 9: Push down the green holder.
- 10: Close the front cover of the machine.

CLEARING MISFEEDS



ND4X0200

⚠ ***CAUTION:***

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

Important

❒ When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.

❒ To prevent misfeeds, do not leave any torn scraps of paper within the machine.

❒ If paper misfeeds occur repeatedly, contact your service representative.

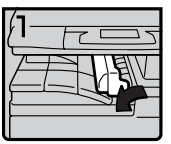
Note

❒ More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, C, D, E, R, P, U, Y, Z.

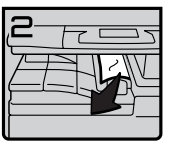
❒ You can find a sticker explaining how to remove misfed paper inside of the front cover, upper side of the finisher.

❒ When the machine instructs you to reset originals, reset your originals to the feeding position.
The display will indicate the number of originals you should return.

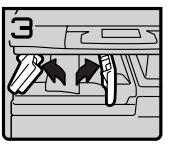
When D is lit



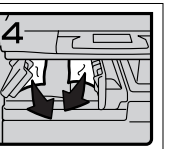
1. Open the right cover of the interchange unit to the left.



2. Remove misfed paper.
3. Close the cover.

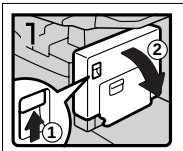


4. If you cannot remove misfed paper, open the bottom covers of the interchange unit.

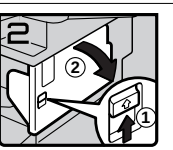


5. Remove misfed paper.
6. Close the covers.

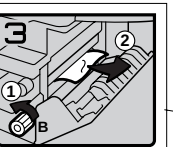
When B is lit



1. Open the duplex unit.

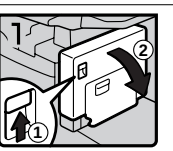


2. Push up the lever and open the cover.

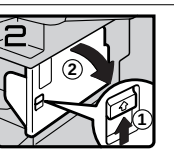


3. Open the front cover of the main frame.
4. Turn knob B counterclockwise and remove misfed paper.

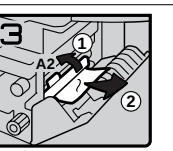
When A is lit



1. Open the duplex unit.

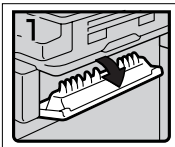


2. Push up the lever and open the cover.

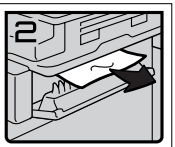


3. Push handle A2 to the left and remove misfed paper.

When E is lit

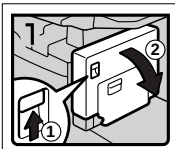


1. Open the cover.

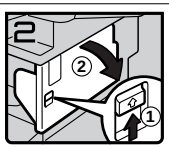


2. Remove misfed paper.

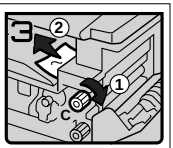
When C is lit



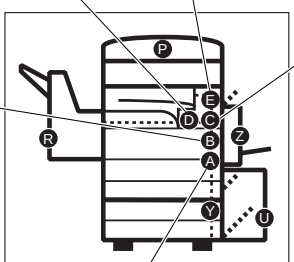
1. Open the duplex unit.

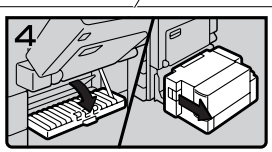


2. Push up the lever and open the cover.

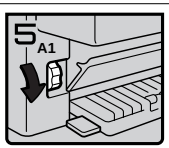


3. Open the front cover of the main frame.
4. Turn knob C clockwise and remove misfed paper.

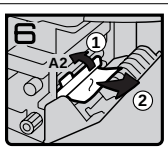




4. If you cannot remove misfed paper, open the cover.
   If your machine is equipped with the large capacity tray, slide it to the right.



5. Turn knob A1 downward.



6. Push handle A2 to the left and remove misfed paper.

7. Open the bypass tray and remove misfed paper.

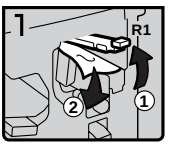
You can make an enlarged copy of this page and stick it on wall.

ND4X0302

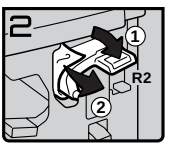
When R is lit

3000-sheet finisher

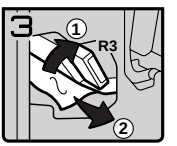
When R1, R2, or R3 is lit



1. Open the front cover of the finisher.
2. Hold up handle R1 and remove misfed paper.

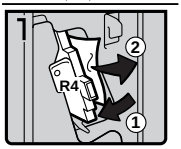


3. If you cannot remove misfed paper, hold down handle R2 and remove misfed paper.

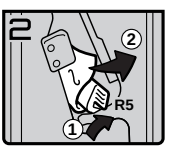


4. Hold up handle R3 and remove misfed paper.

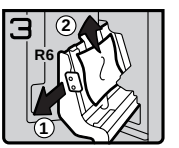
When R4, R5, or R6 is lit



1. Open the front cover of the finisher.
2. Push handle R4 to the left and remove misfed paper.

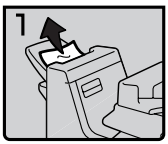


3. If you cannot remove misfed paper, hold up handle R5 and remove misfed paper.

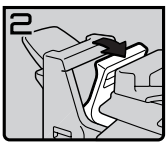


4. Hold handle R6 and pull out the staple unit, then remove misfed paper.

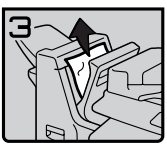
1000-sheet finisher



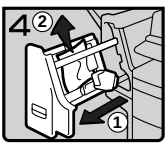
1. Remove misfed paper.



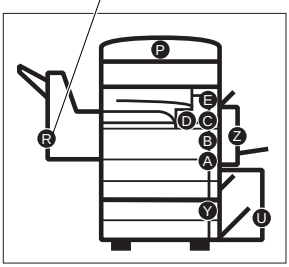
2. If you cannot remove misfed paper, open the top cover.



3. Remove misfed paper.



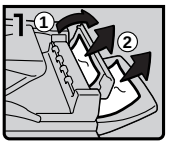
4. If you cannot remove misfed paper, pull out the front cover and remove misfed paper.



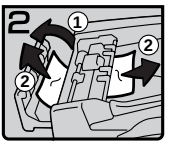
You can make an enlarged copy of this page and stick it on wall.

ND4X0402

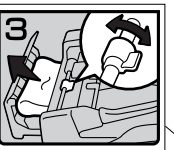
When P is lit



1. Open the right cover of the document feeder, remove misfed originals.

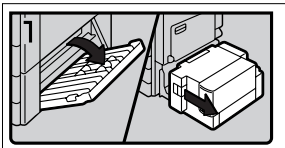


2. Open the left cover of the document feeder, remove misfed originals.

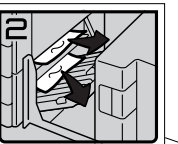


3. If the misfed original does not come out, turn the lever and remove it.

When Y is lit

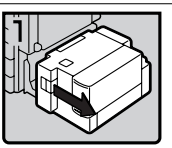


1. Open the right cover of the paper tray unit. If your machine is equipped with the large capacity tray, slide it to the right and open the right cover of the paper tray unit.

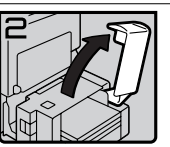


2. Remove misfed paper.

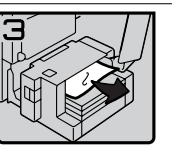
When U is lit



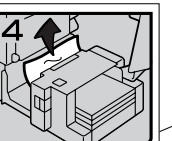
1. Slide the large capacity tray to the right.



2. Open the top cover of the large capacity tray.

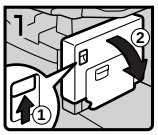


3. Remove misfed paper.

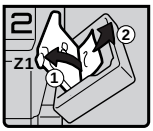


4. If you cannot remove misfed paper, remove misfed paper from the left side of the large capacity tray.

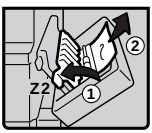
When Z is lit



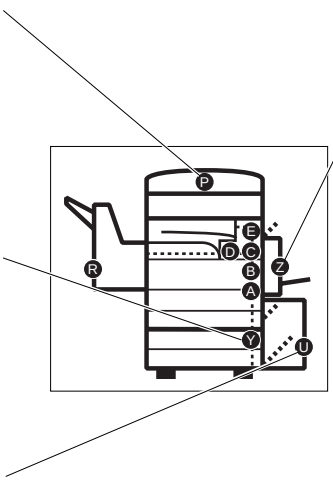
1. Open the duplex unit.



2. Open cover Z1 and remove misfed paper.



3. If you cannot find misfed paper, open cover Z2 and remove misfed paper.



You can make an enlarged copy of this page and stick it on wall.

ND4X0502

CHANGING THE PAPER SIZE

Important

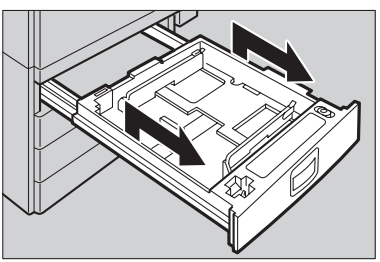
❒ Make sure to select paper size with the user tools. Otherwise, misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be set in each tray, see ⇒ P.23 *"Copy Paper"*.

1 **Make sure that the paper tray is not being used.**

2 **Pull the paper tray, then lift and remove it.**

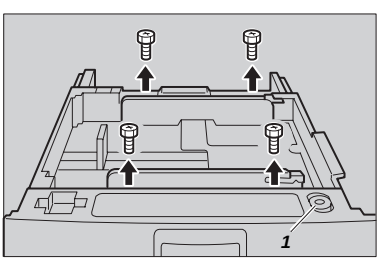


ND5T0900

Note

❒ Remove any remaining copy paper.

3 **Remove the screws fastening the side fences using the screwdriver.**



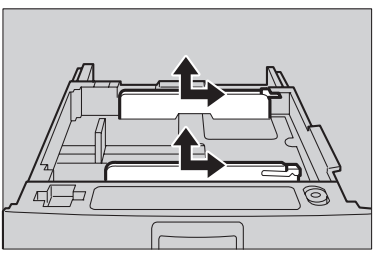
ND5T10EE

1: Screwdriver

Note

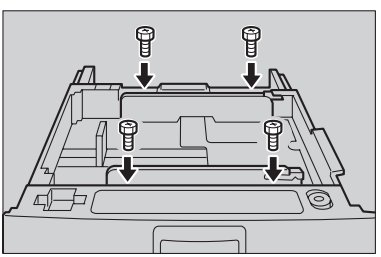
❒ A screwdriver is contained in the front area of the top tray.

4 **Re-position the side fences to the paper size you want to use.**



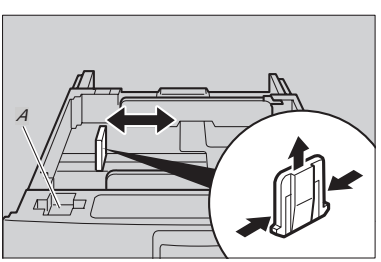
ND5T1100

5 **Fasten the fences with screws.**



ND5T1001

6 **Adjust the back fence to the new paper size.**

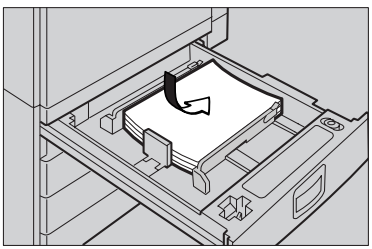


ND5T1200

Note

❒ For 11" × 17" paper, put the back fence inside A.

7 **Square the paper and set it in the tray.**



Important

❒ Do not stack paper over the limit mark.

Note

❒ Shuffle the paper before setting it in the tray.

❒ Make sure the leading corners of the paper are under the corners.

8 **Push the paper tray in until it stops.**

9 **Select the paper size with the user tools.**

To adjust the paper size

❶ **Press the 【User Tools/Counter】 key.**

❷ **Enter "1" with the 【Number】 key.**

❸ **Press the [↓Next] key twice.**

❹ **Enter "1" and "1" with the 【Number】 key.**

❺ **Select your desired size. Then, press the [OK] key.**

Reference

For details, see "User Tools (System Settings)" in the System Settings .

ADDING STAPLES

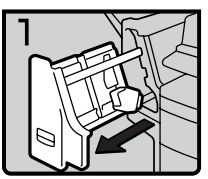
⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

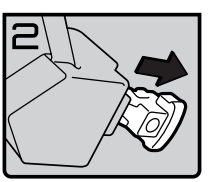
❒ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

1000-Sheet Finisher



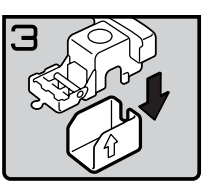
fin101EE

- 1: Open the front cover.



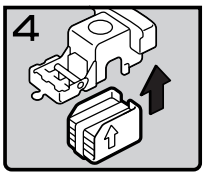
fin102EE

- 2: Remove the cartridge.



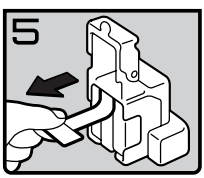
fin103EE

- 3: Take out the empty refill in the arrow direction.



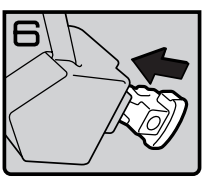
fin104EE

- 4: Push in the new refill until it clicks.



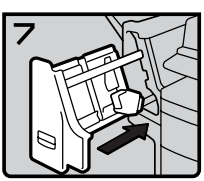
fin105EE

- 5: Pull out the ribbon.



fin106EE

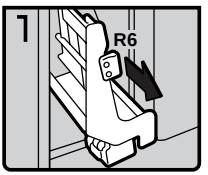
- 6: Reinstall the cartridge.



fin107EE

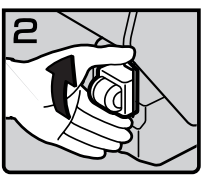
- 7: Close the front cover.

3000-Sheet Finisher



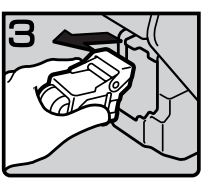
fin301EE

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



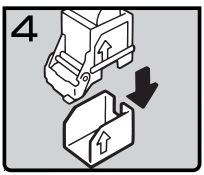
fin302EE

- 3: Lift the cartridge until it clicks.



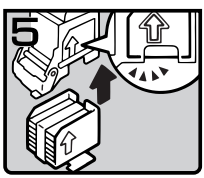
fin303EE

- 4: Pull out the cartridge gently.



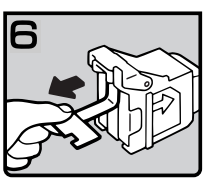
fin304EE

- 5: Take out the empty refill in the direction of the arrow.



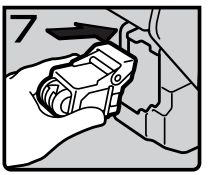
fin305EE

- 6: Align the arrows on the new refill and the cartridge, then push in the refill until it clicks.



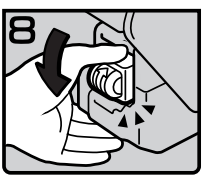
fin306EE

- 7: Pull out the ribbon.



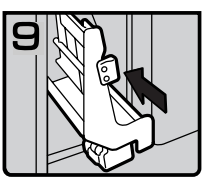
fin307EE

- 8: Reinstall the cartridge.



fin308EE

- 9: Press down the cartridge until it clicks.



fin309EE

- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

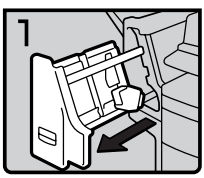
REMOVING JAMMED STAPLES

Note

❒ Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.

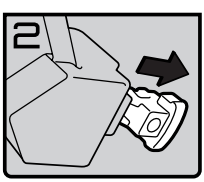
❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

1000-Sheet Finisher



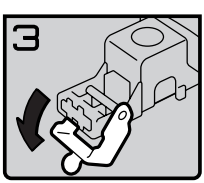
fin108EE

- 1: Open the front cover.



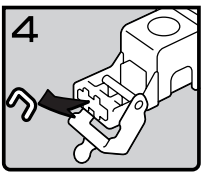
fin109EE

- 2: Remove the cartridge.



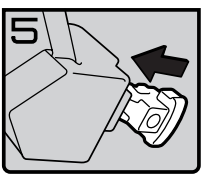
fin110EE

- 3: Open the face plate.



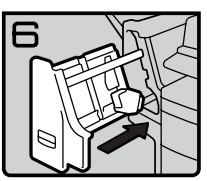
fin111EE

- 4: Remove the jammed staples.



fin112EE

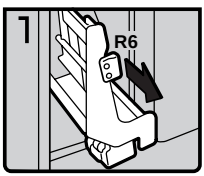
- 5: Reinstall the cartridge.



fin113EE

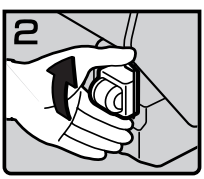
- 6: Close the front cover.

3000-Sheet Finisher



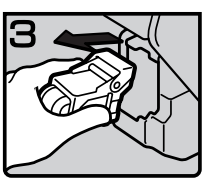
fin310EE

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



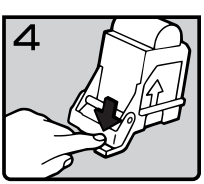
fin311EE

- 3: Lift the cartridge until it clicks.



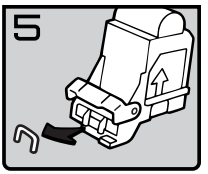
fin312EE

- 4: Pull out the cartridge gently.



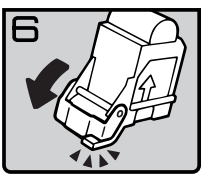
fin313EE

- 5: Open the face plate by pressing the lock on the right.



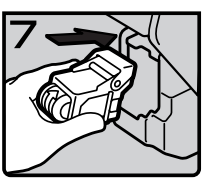
fin314EE

- 6: Remove the jammed staples.



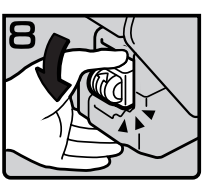
fin315EE

- 7: Close the face plate by pressing it until it clicks.



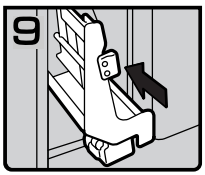
fin316EE

- 8: Reinstall the cartridge.



fin317EE

- 9: Press down the cartridge until it clicks.



fin318EE

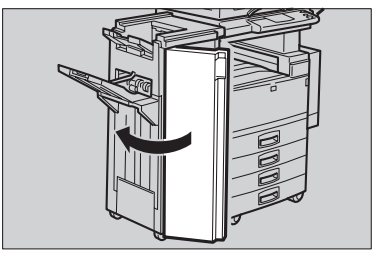
- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

REMOVING PUNCH WASTE

Note

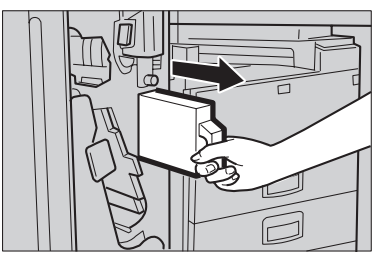
❒ While the indicator is lit, you cannot use the punch function.

1 **Open the front cover of the 3000-sheet finisher.**



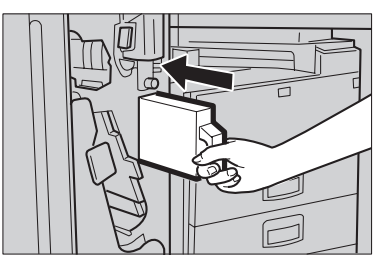
ND7B2600

2 **Pull out the punch waste box and remove punch waste.**



ND7B2700

3 **Reinstall the punch waste box.**



ND7B2701

4 **Close the front cover of the finisher.**

The indicator goes off.

Note

❒ If the indicator is still lit, reinstall the punch waste box .

ACCESSING THE USER TOOLS (COPY FEATURES)

This section is for the key operators in change of this machine. You can change or set the machine's default settings.

Preparation

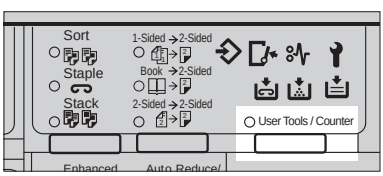
After using the user tools, be sure to exit from user tools.

Reference

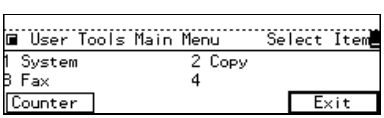
Regarding about the user tools for system setting, see "Accessing The User Tools (System Settings)" in the System Settings.

Regarding the user tools for the fax mode, see each Operating Instructions.

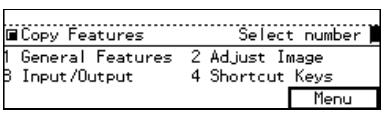
1 **Press the [User Tools/Counter] key.**



2 **Enter [2] with the [Number] key.**



3 **Enter the number of the desired User Tools menu with the [Number] keys.**



Note

❒ To return to the previous menu, press the **[Menu]** key.

4 **Search for the desired setting with the [↓Next] key. Enter its number with the [Number] keys.**

Note

❒ **[↓Next]**: Press to go to the next page.

❒ **[↑Prev.]**: Press to go back to the previous page.

Reference

See ⇒ P.145 *"USER TOOLS (COPY FEATURES)"*.

5 **Change the settings by following the instructions on the panel display. Then, press the [OK] key.**

Reference

See ⇒ P.150 *"Settings You Can Change With The User Tools"*.

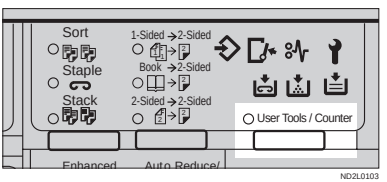
Note

❒ **[OK]** key: Press to set the new settings and return to the previous menu.

❒ **[Cancel]** key: Press to return to the previous menu without changing any data.

Exiting From User Tools

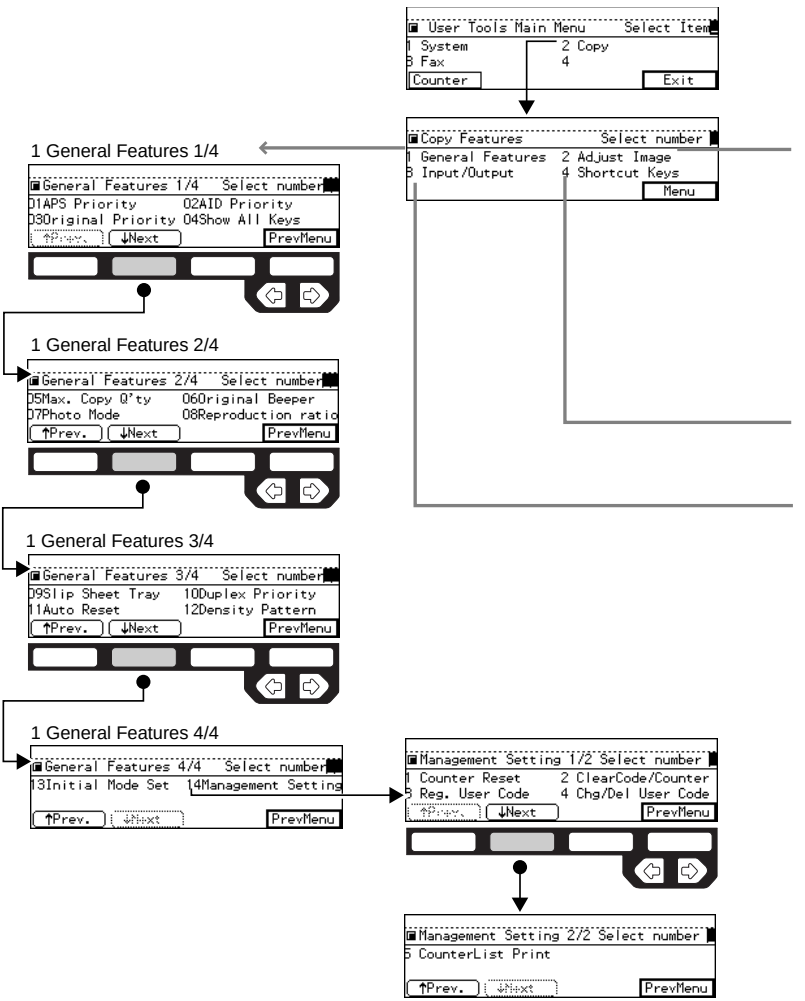
1 **After changing the user tools settings, press the 【User Tools/ Counter】key.**

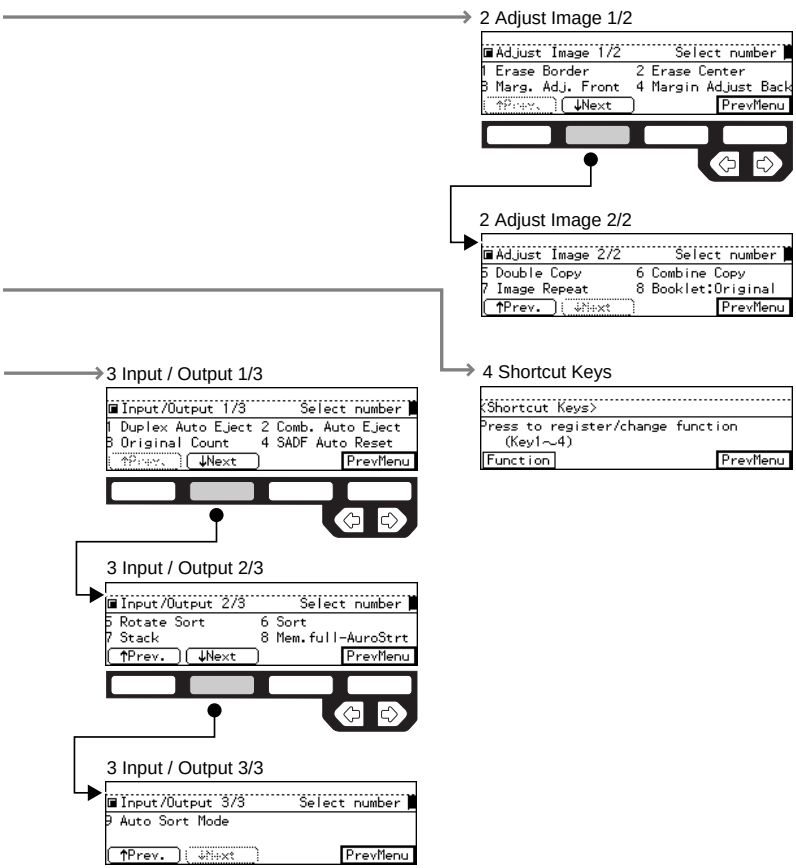


Note

❒ The settings are not canceled even if the operation switch is turned off or the 【**Clear Modes/ Energy Saver**】key is pressed.

USER TOOLS MENU (COPY FEATURES)




2 Adjust Image 1/2
Adjust Image 1/2 Select number
1 Erase Border 2 Erase Center
3 Marg. Adj. Front 4 Margin Adjust Back
↑Prev. ↓Next PrevMenu
2 Adjust Image 2/2
Adjust Image 2/2 Select number
5 Double Copy 6 Combine Copy
7 Image Repeat 8 Booklet:Original
↑Prev. ↓Next PrevMenu
3 Input / Output 1/3
Input/Output 1/3 Select number
1 Duplex Auto Eject 2 Comb. Auto Eject
3 Original Count 4 SADF Auto Reset
↑Prev. ↓Next PrevMenu
4 Shortcut Keys
<Shortcut Keys>
Press to register/change function
(Key1~4)
Function PrevMenu
3 Input / Output 2/3
Input/Output 2/3 Select number
5 Rotate Sort 6 Sort
7 Stack 8 Mem.full-AuroStrt
↑Prev. ↓Next PrevMenu
3 Input / Output 3/3
Input/Output 3/3 Select number
9 Auto Sort Mode
↑Prev. ↓Next PrevMenu

ND0X0301

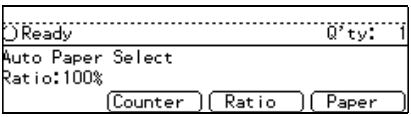
SETTINGS YOU CAN CHANGE WITH THE USER TOOLS

Reference

For how to access the user tools, see ⇒ P.145 *"Accessing The User Tools (Copy Features)"*.

1. General Features 1/4

Menu	Description
01. APS Priority	As a default setting, Auto Paper Select is selected. You can cancel this setting. **Note** ❒ Default: *Yes*
02. AID Priority	In each mode of Text, Text·Photo, Photo, Copied Original, and Low Density Original, you can specify whether to select Auto Image Density. **Note** ❒ Default: • Text: *Yes* • Text·Photo: *No* • Photo: *No* • Copied Original: *Yes* • Low Density Original: *Yes*
03. Original Priority	As a default setting, Text is selected as original Type. You can change it to Text·Photo, Photo, Copied Original, or Low Density Original. **Note** ❒ Default: *Text*

Menu	Description
04. Show All Keys	You can specify whether all the keys are displayed. If you change the default setting to **[No]**, the display shows as follows:  **Note** ❒ Default: *Yes*

1. General Features 2/4

Menu	Description
05. Max. Copy Q'ty	The maximum copy quantity can be set between 1 and 999. **Note** ❒ Default: *999*
06. Original Beeper	The beeper (key tone) sounds when you forgot to remove originals after copying. **Note** ❒ Default: *On* ❒ If the Panel beeper setting is set to Off, (see "System Settings"), the beeper does not sound irrespective of the setting (On or Off) of this Original Beeper function.
07. Photo Mode	You can select the image quality when you select Photo mode with the 【Original Type】 key or Enhanced Image Copy mode. **Note** ❒ Default: • Enhanced image: OFF: *Coarse* • Enhanced image: ON: *Normal*
08. Reproduction Ratio	Up to 2 reproduction ratios which you frequently use can be registered.

1. General Features $^{3}/_{4}$

Menu	Description
09. Slip Sheet Tray	You can select a special tray for slip sheets. **Note** ❒ Default: • Machine with bypass tray: *Bypass* • Machine without bypass tray: *None*
10. Duplex Priority	You can select the type of the Duplex function to be effective when the machine is turned on, Energy Saver mode is off, or Auto Reset is on. **Note** ❒ Default: *1-Sided → 2-Sided*
11. Auto Reset	The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 180 seconds. **Note** ❒ Default: *60 seconds*
12. Density Pattern	You can change density levels.

1. General Features 4/4

Menu	Description
13. Initial Mode Set	You can select the initial mode or Program No. 10 as the mode to be effective when modes are cleared. **Note** ❒ Default: *Initial*
14. Management Setting You can change settings for user access limitation for copier functions.	
Counter Reset	You can check the number of copies made under each user code. You can also reset each user code's counter to 0. **Note** ❒ If more than one user code is registered, you can view all the counters using the **[↑Prev.]** or **[↓Next]** key.
Clear Code/Counter	You can delete all user codes or reset all counters to 0.
Reg. User Code	You can register user codes. **Note** ❒ Up to 50 user codes (8 digits or less) can be registered.
Chg/Del User Code	You can change or delete user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code. ❒ The number of copies made under the deleted code is also deleted.
Counter List Print	You can print a list of counters shown by user code. **Note** ❒ To stop the printing, press the **[Cancel]** key.

2. Adjust Image 1/2

Menu	Description
1. Erase Border	The default setting of the width of the erased margins in the Erase Border mode can be changed as follows: • Metric version: 3 – 50 mm in 1 mm steps • Inch version: 0.1 – 2.0" in 0.1" steps **Note** ❒ Default: • Metric version: *10 mm* • Inch version: *0.4"*
2. Erase Center	The default setting of the width of the erased margins in the Erase Center mode can be changed as follows: • Metric version: 3 – 50 mm in 1 mm steps • Inch version: 0.1 – 2.0" in 0.1" steps **Note** ❒ Default: • Metric version: *10 mm* • Inch version: *0.4"*
3. Marg. Adj. Front	You can adjust the margin width on the front side of copies in Margin Adjust mode. You can change this setting as follows: • Metric version: 0 – 30 mm in 1 mm steps • Inch version: 0 – 1.0" in 0.1" steps **Note** ❒ Default: • Metric version: *5 mm* • Inch version: *0.2"*

Menu	Description
4. Margin Adjust Back	You can specify a binding margin on the back side of copies for the following modes: 1-Sided → 2-Sided, Book → 2-Sided, and 2-Sided → 2-sided. You can change this setting as follows: • Metric version: 0 – 30 mm in 1 mm steps • Inch version: 0 – 1.0" in 0.1" steps **Limitation** ❒ Type 1 requires the optional duplex unit. **Note** ❒ Default: • Metric version: *5 mm* • Inch version: 0.2"

2. Adjust Image $^{2}/_{2}$

Menu	Description
5. Double Copy	You can select a separation line in Double Copy mode from no line, Solid line, Broken line, or Crop marks. • None • Solid • Broken Line • Crop Marks **Note** ❒ Default: *None (no line)*

Menu	Description
6. Combine Copy	You can select a separation line in Combine mode from no line, Solid line, Broken line 1, Broken line 2, or Crop marks. • None • Solid • Broken Line 1 • Broken Line 2 • Crop Marks **Note** ❒ Default: *None (no line)*

Menu	Description
7. Image Repeat	You can select a separation line in Image Repeat mode from no line, Solid line, Broken line 1, Broken line 2, or Crop marks. • None • Solid • Broken Line 1 • Broken Line 2 • Crop Marks **Note** ❒ Default: *None (no line)*
8. Booklet: Original	You can select type of originals for "16 pages → booklet". See ⇒ P.78 *"Combine—Combining Originals Into One Copy"*. **Limitation** ❒ Type 1 requires the optional 8MB copier memory unit and duplex unit. **Note** ❒ Default: *Portrait*

3. Input/Output $^{1}/_{2}$

Menu	Description
1. Duplex Auto Eject	When making two-sided copies from one-sided originals, if the last original is an odd page, the last copy will be automatically delivered with the reverse side blank. You can cancel this setting. ⇒ P.85 *"Duplex—Making Two-Sided Copies"* **Limitation** ❒ Type 1 requires the optional duplex unit. **Note** ❒ When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect. ❒ Default: *Yes*
2. Comb. Auto Eject	As a default setting, even if the number of originals in the optional document feeder is less than the number required in the selected Combine mode, the lacking number of copies are automatically made in blank. You can cancel this setting.⇒ P.78 *"Combine—Combining Originals Into One Copy"* **Limitation** ❒ When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect. **Note** ❒ Default: *Yes*
3. Original Count	As a default setting, the display shows the copy quantity you specified and the number of copies made. You can cancel this setting, and instead view the number of originals to be fed in the document feeder and the number of copies made. **Note** ❒ Default: *No*

Menu	Description
4. SADF Auto Reset	When you set one original at a time in the optional document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99 seconds in 1 second steps. **Limitation** ❒ The optional document feeder (ADF) is required. **Note** ❒ Default: *5 seconds*

3. Input/Output $^{2}/_{2}$

Menu	Description
5. Rotate Sort	If you select **[No]** when the paper tray in use runs out of paper, the machine stops allowing you to add paper to the tray. So you can have all the copies rotate-sorted. **Note** ❒ Default: *No*
6. Sort	You can select a Sort function. ⇒ P.45 *"Sort—Sorting Into Sets (123, 123, 123)"* **Limitation** ❒ The optional finisher is required to use the Shift Sort function. **Note** ❒ Default: • Machine with finisher: *Shift Sort* • Machine without finisher: *Sort*
7. Stack	You can select a Stack function. ⇒ P.47 *"Stack—Stacking Together All Copies Of A Page (111, 222, 333)"* **Limitation** ❒ The optional finisher is required to use the Shift Stack function. **Note** ❒ Default: • Machine with finisher: *Shift Stack* • Machine without finisher: *Rotate Stack*

Menu	Description
8. Mem.full-AutoStrt	When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, then automatically proceeds to scanning the remaining originals. You can enable or disable this function. • If you select **[No]** When the memory becomes full, the machine stops its operation allowing you to remove the copy pages delivered on the output tray. • If you select **[Yes]** You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential. **Note** ❒ Default: *No*
9. Auto Sort Mode	You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared. **Note** ❒ Default: *No*

4. Shortcut Keys $^{1}/_{1}$

Menu	Description
Shortcut Keys	You can register up to four frequently used functions with shortcut keys. **Note** ❒ First press the desired shortcut key, then select the function you want to assign to the key.

DO'S AND DON'TS

⚠ ***CAUTION:***

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

Important

❒ Make sure the remaining memory space is 100 %, before you unplug the power cord.

❒ While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference.

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. But this is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, make sure that copying or printing is completed.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change.
- Do not open the covers of machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

WHERE TO PUT YOUR MACHINE

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ ***CAUTION:***

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠ ***CAUTION:***

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F)(humidity to be 50 % at 32°C, 89.6°F)
- Humidity: 15 – 80 % (temperature to be 27°C, 80.6°F at 80 %)
- A strong and level base.
- The machine must be level within 5 mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ ***WARNING:***

- ***Only connect the machine to the power source described on the inside front cover of this manual.***

⚠ ***WARNING:***

- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

5

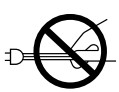
⚠ ***WARNING:***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

⚠ ***CAUTION:***

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

⚠ ***CAUTION:***

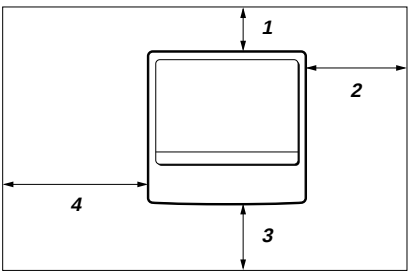


- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10 %.

Access To Machine

Place the machine near the power source, providing clearance as shown.



1. **Rear: more than 10 cm (4.0")**
2. **Right: more than 10 cm (4.0")**
3. **Front: more than 75 cm (29.6")**
4. **Left: more than 10 cm (4.0")**

Note

❒ For the required space when options are installed, please contact your service representative.

MAINTAINING YOUR MACHINE

If the exposure glass, platen covers or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

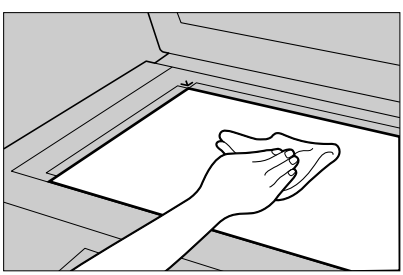
❖ **Cleaning the machine**
Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

Important

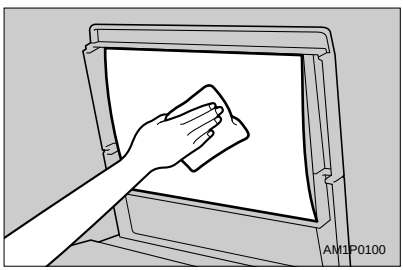
❒ Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

❒ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

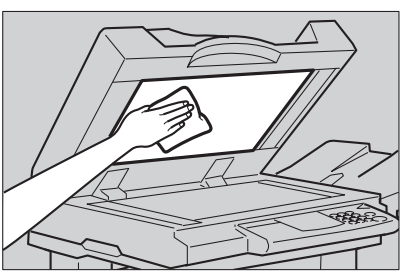
Cleaning The Exposure Glass



Cleaning The Platen Cover



Cleaning The Document Feeder



6. SPECIFICATION

MAINFRAME

❖ **Configuration:**
Desktop

❖ **Photosensitivity type:**
OPC drum (Φ60)

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll system

❖ **Resolution:**
400 dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**

- Type 1, 2: Less than 85 seconds (20°C)
- Type 3: Less than 100 seconds (20°C)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
A3⧉, 11" × 17"⧉

❖ **Copy paper size:**

- Trays: A3⧉ – A5⧉, 11" × 17"⧉ – $5^1/_2$" × $8^1/_2$"⧉
- Bypass: A3⧉ – A6⧉, 11" × 17"⧉ – $5^1/_2$" × $8^1/_2$"⧉

- Bypass (non-standard size):
  Vertical: 100 – 297 mm, 4.0" – 11.7"
  Horizontal: 148 – 432 mm, 6.0" – 17.0"
- Duplex: A3 – A5, 11" × 17" – $8^1/_2$" × 11"
- LCT: A4, $8^1/_2$" × 11"

❖ **Copy paper weight:**

- Paper tray: 64 – 105 g/m^2 (20 – 28 lb)
- Bypass tray: 52 – 157 g/m^2 (16 – 42 lb)
- Duplex unit: 64 – 105 g/m^2 (20 – 28 lb)

❖ **Non-reproduction area:**

- Leading edge: 3 ± 2 mm
- Trailing edge: 2 ± 2 mm
- Left edge: 2 ± 1.5 mm
- Right edge: 2 + 2.5/-1.5 mm

❖ **First copy time:**

	A4	$8^1/_2$" × 11"
Type 1, 2	3.9 seconds or less	4.0 seconds or less
Type 3	3.2 seconds or less	3.3 seconds or less

(100 %, feeding from 1st or 2nd paper tray, Text·Photo mode, Auto Image Density)

❖ **Copying speed: (Type 1 and Type 2)**

- 19 copies/minute (A3, 11" × 17")
- 35 copies/minute (A4, $8^1/_2$" × 11")

❖ **Copying speed: (Type 3)**

- 22 copies/minute (A3, 11" × 17")
- 45 copies/minute (A4, $8^1/_2$" × 11")

❖ **Reproduction ratio:**
Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400 %	400 %
	200 %	200 %
	141 %	155 %
	122 %	129 %
	115 %	121 %
Full Size	100 %	100 %
Reduction	93 %	93 %
	87 %	85 %
	82 %	78 %
	71 %	73 %
	65 %	65 %
	50 %	50 %
	35 % (Type 3 only)	32 % (Type 3 only)
	25 % (Type 1 and Type 2 only)	25 % (Type 1 and Type 2 only)

Zoom:
- Type 1, 2
  Metric version: 25 – 400 %
  Inch version: 25 – 400 %
- Type 3
  Metric version: 35 – 400 %
  Inch version: 32 – 400 %

❖ **Continuous copying count:**
1 – 999 copies

❖ **Copy paper capacity:**
- 1st and 2nd paper trays: 500 sheets (80 g/m^2, 20 lb)
- Bypass tray: 50 sheets (80 g/m^2, 20 lb)

❖ **Power consumption:**

- Mainframe only

	Type 1, 2	Type 3
Warm up	About 1.05 kW	About 1.15 kW
Stand-by	About 200 Wh	About 220 Wh
Copying	About 1.15 kW	About 1.3 kW
Maximum	Less than 1.44 kW	Less than 1.44 kW

- System

	Type 1, 2 *1	Type 3 *2
Warm up	About 1.05 kW	About 1.15 kW
Stand-by	About 220 Wh	About 260 Wh
Copying	About 1.2 kW	About 1.35 kW
Maximum	Less than 1.44 kW	Less than 1.44 kW

*1 Mainframe with the document feeder, bridge unit, paper tray unit, large capacity tray, copier hard disk, and 1000-sheet finisher.
*2 Mainframe with the document feeder, bridge unit, paper tray unit, large capacity tray, copier hard disk, and 3000-sheet finisher.

❖ **Dimensions (W × D × H up to exposure glass):**

- Type 1: 600 × 640 × 720 mm, 23.7" × 25.2" × 28.4"
- Type 2, 3: 670 × 640 × 720 mm, 26.4" × 25.2" × 28.4"

❖ **Space for main frame (W × D):**

- With duplex unit:
  630 × 640 mm, 24.9" × 25.2" (Unit closed)
  900 × 640 mm, 35.5" × 25.2" (Unit opened)
- With bypass tray unit:
  670 × 640 mm, 26.4" × 25.2" (Unit closed)
  850 × 640 mm, 33.5" × 25.2" (Unit opened)
  980 × 640 mm, 38.6" × 25.2" (Bypass tray extender is used for large size paper)

❖ **Noise Emission:**

Sound pressure level: The measurement are made according to ISO7779.

		Mainframe only	System *1 *2
Stand-by	Type 1, 2	27 dB (A) or less	28 dB (A) or less
	Type 3	27 dB (A) or less	28 dB (A) or less
Copying	Type 1, 2	52 dB (A) or less	60 dB (A) or less
	Type 3	56 dB (A) or less	62 dB (A) or less

*1 for Type 1, 2: Mainframe with the document feeder, 1000-sheet finisher, bridge unit, paper tray unit, large capacity tray, and copier hard disk.

*2 for Type 3: Mainframe with the document feeder, 3000-sheet finisher, bridge unit, paper tray unit, large capacity tray, and copier hard disk.

❖ **Noise Emission:**

Sound power level: The measurement are made according to ISO7779.

		Mainframe only	System *1 *2
Stand-by	Type 1, 2	42 dB (A) or less	44 dB (A) or less
	Type 3	42 dB (A) or less	44 dB (A) or less
Copying	Type 1, 2	69 dB (A) or less	73 dB (A) or less
	Type 3	70 dB (A) or less	74 dB (A) or less

*1 for Type 1, 2: Mainframe with the document feeder, 1000-sheet finisher, bridge unit, paper tray unit, large capacity tray, and copier hard disk.

*2 for Type 3: Mainframe with the document feeder, 3000-sheet finisher, bridge unit, paper tray unit, large capacity tray, and copier hard disk.

❖ **Weight:**

- Type 1: Approx. 67 kg, 147.8 lb
- Type 2, 3: Approx. 75 kg, 165.4 lb

Note

❒ Specifications are subject to change without notice.

DOCUMENT FEEDER (OPTION)

❖ **Mode:**
ADF mode, SADF mode

❖ **Original size:**
- A3 – A5
- 11" × 17" – $5^1/_2$" × $8^1/_2$"

❖ **Original weight:**
- 1-sided originals: 52 – 128 g/m^2 (14 – 34 lb)
- 2-sided originals: 52 – 105 g/m^2 (14 – 28 lb) (Duplex)
- Thin paper mode: 41 – 128 g/m^2 (11 – 34 lb)

❖ **Number of originals to be set:**
50 sheets (80 g/m^2, 20 lb)

❖ **Maximum power consumption:**
50 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
600 × 580 × 150 mm, 23.7" × 22.9" × 5.9"

❖ **Weight:**
Approx. 12 kg, 26.5 lb

Note
❒ Specifications are subject to change without notice.

PAPER TRAY UNIT (OPTION)

❖ **Copy paper weight:**
64 – 105 g/m^2 (20 – 28 lb)

❖ **Available paper size:**
A3, B4, A4, B5, A5, 11" × 17", 8$^1/_2$" × 14", 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$", 7$^1/_4$" × 10$^1/_2$", 8" × 13", 8$^1/_2$" × 13", 8$^1/_4$" × 13"

❖ **Maximum power consumption:**
50 W (power is supplied from the main frame.)

❖ **Paper capacity:**
500 sheets (80 g/m^2, 20 lb) × 2 trays

❖ **Dimensions (W × D × H):**
540 × 600 × 270 mm, 21.3" × 23.7" × 10.7"

❖ **Weight:**
Approx. 25 kg, 55.2 lb

Note

❒ Specifications are subject to change without notice.

INTERNAL TRAY 2 (1 BIN TRAY) (OPTION)

❖ **Number of bins:**
1

❖ **Available paper size:**
A3□, B4□, A4□□, B5□□, A5□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 5 1/2 × "8 1/2"□

❖ **Paper capacity:**
125 sheets (80 g/m^2, 20 lb)

Note

❒ The paper capacity might be less than 125 sheets when copy paper is considerably curled.

❖ **Copy paper weight:**
60 – 105 g/m^2 (16 – 28 lb)

❖ **Maximum power consumption:**
15 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
470 × 550 × 110 mm, 18.6" × 21.7" × 4.4"

❖ **Weight:**
Approx. 4 kg, 8.9 lb

Note

❒ Specifications are subject to change without notice.

1000-SHEET FINISHER (OPTION)

❖ **Paper size:**
A3□, B4□, A4□□, B5□□, A5□□, B6□, A6□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**

- 1,000 sheets (A4□, 8 1/2" × 11"□ or smaller) (80 g/m², 20 lb)
- 500 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

❖ **Staple capacity:**

- 30 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 20 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

❖ **Staple paper size:**
A3□, B4□, A4□□, B5□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□

❖ **Staple paper weight:**
64 – 80 g/m², 17 – 20 lb

❖ **Staple position:**
1 position (upper left)

❖ **Power consumption:**
48 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
568 × 520 × 625 mm, 22.4" × 20.5" × 24.6"

❖ **Weight:**
Approx. 21 kg, 46.3 lb

3000-SHEET FINISHER (OPTION)

Note

❒ Optional unit for Type 3.

Shift Tray:

❖ **Paper size:**
A3⬓, B4⬓, A4⬒⬓, B5⬒⬓, 11" × 17"⬓, 8 1/2" × 14"⬓, 8 1/2" × 11"⬒⬓

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**
without punch:
- 3,000 sheets (A4⬒, 8 1/2" × 11"⬒) (80 g/m², 20 lb)
- 1,500 sheets (A3⬓, B4⬓, A4⬓, B5⬒⬓, 11" × 17"⬓) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 2,500 sheets (A4⬒, 8 1/2" × 11"⬒) (80 g/m²,20 lb)
- 1,500 sheets (A3⬓, B4⬓, A4⬓, B5⬒⬓, 11" × 17"⬓, 8 1/2" × 14"⬓, 8 1/2" × 11"⬓) (80 g/m², 20 lb)

Proof Tray:

❖ **Paper size:**
A3⬓, B4⬓, A4⬒⬓, B5⬒⬓, A5⬒⬓, B6⬓, A6⬓, 11" × 17"⬓, 8 1/2" × 14"⬓, 8 1/2" × 11"⬒⬓, 8 1/2" × 5 1/2"⬒⬓

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**
without punch:
- 250 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 200 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

Staple:

❖ **Staple capacity:**
without punch:
- 50 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 30 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 40 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 25 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

❖ **Staple paper size:**
A3□, B4□, A4□□, B5□□, 11" × 17"□, 8 1/2" × 11"□□

❖ **Staple paper weight:**
64 – 80 g/m², 17 – 21 lb

❖ **Staple position:**

- 1 staple – 3 positions
- 2 staples – 1 position

❖ **Power consumption:**
48 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
625 × 545 × 960 mm, 24.7" × 21.5" × 37.8"

❖ **Weight:**
Approx. 45 kg, 99.3 lb

PUNCH KIT (OPTION)

Note

❒ Optional unit for the 3000-sheet finisher.

❖ **Paper size (2 holes version):**

- ▭: A3 – A5, 11" × 17" – $8^1/_2$" × 11"
- ▯: A4 – A5, $8^1/_2$" × 11"

❖ **Paper size (3 holes version):**

- ▭: A3, B4, 11" × 17"
- ▯: A4, B5, $8^1/_2$" × 11"

❖ **Paper weight:**

- 2 holes version: 52 g/m^2 – 128 g/m^2, 14 – 34 lb
- 3 holes version: 52 g/m^2 – 105 g/m^2, 14 – 28 lb

❖ **Power consumption:**
33.6 W (power is supplied from the 3000-sheet finisher.)

❖ **Dimensions (W × D × H):**
92 × 463 × 100 mm, 3.7" × 18.3" × 4.0"

❖ **Weight:**
2.4 kg, 5.3 lb

LARGE CAPACITY TRAY (LCT) (OPTION)

❖ **Paper size:**
A4 ▯, $8^1/_2$" × 11" ▯

❖ **Paper weight:**
64 – 105 g/m^2, 20 – 28 lb

❖ **Paper capacity:**
1,500 sheets (80 g/m^2, 20 lb)

❖ **Power consumption**
Approx. 40 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
390 × 500 × 390 mm, 15.4" × 19.7" × 15.4"

❖ **Weight:**
Approx. 17 kg, 37.5 lb

DUPLEX UNIT (OPTION)

Note

❒ Optional unit for Type 1.

❖ **Paper size:**
A3□ – A5□, 11" × 17"□ – $5^1/_2$" × $8^1/_2$" □

❖ **Paper weight:**
64 – 105 g/m^2, 20 – 28 lb

❖ **Power consumption (Max):**
35 W

❖ **Dimensions (W × D × H):**
90 × 520 × 400 mm, 3.6" × 20.5" × 15.8"

❖ **Weight**
Approx. 6 kg, 13.3 lb

BYPASS TRAY (OPTION)

This is option for Type 1.

❖ **Available paper size:**
- Standard size (metric version): A3▭, A4▭, A5▭, 8 1/2" × 13"▭
- Standard size (inch version): A3▭, 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11"▭, 5 1/2" × 8 1/2"▭
- Non-standard size: Vertical (100 – 297 mm, 4.0″ – 11.7″), Horizontal (148 – 432 mm, 6.0″ – 17.0″)

❖ **Copy paper weight:**
52 – 157 g/m^2,16 – 42 lb

❖ **Dimensions (W × D × H):**
310 × 550 × 75 mm, 12.3″ × 21.7″ × 3.0"

❖ **Paper capacity:**
- 52 – 90 g/m^2, 16 – 20 lb: 50 sheets
- 91 – 157 g/m^2, 20 – 42 lb: 25 sheets

❖ **Weight:**
Approx. 3 kg, 6.7 lb

8 MB COPIER MEMORY UNIT (ELECTRIC SORT KIT) (OPTION)

This is option for Type 1.

❖ **Memory capacity:**
8 MB

❖ **Additional functions:**
Image rotate, Sort, 2-sided copy

COPIER HARD DISK (IMAGE ENHANCE KIT)

❖ **Originals scanned:**
100 pages (A4) min.

❖ **Originals stored for Archive File function:**
32 pages (A4) max.

❖ **Additional function:**
Archive file, and sort in enhanced image copy mode

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USA (This information is for facsimile option users only.)

❖ **FCC Requirements**

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

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

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

CANADA (This information is for facsimile option users only.)

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

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

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

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

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

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

In accordance with ISO Standard 7001, this machine uses the followingsymbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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ERRATA

A mistake is found on the inside front cover of this operating instructions and should be corrected as follows:

Incorrect

Power Source:

120 V, 60 Hz, 10 A or more

Correct

Power Source:

120 V, 60 Hz, 12 A or more

Printed in China

A2328650

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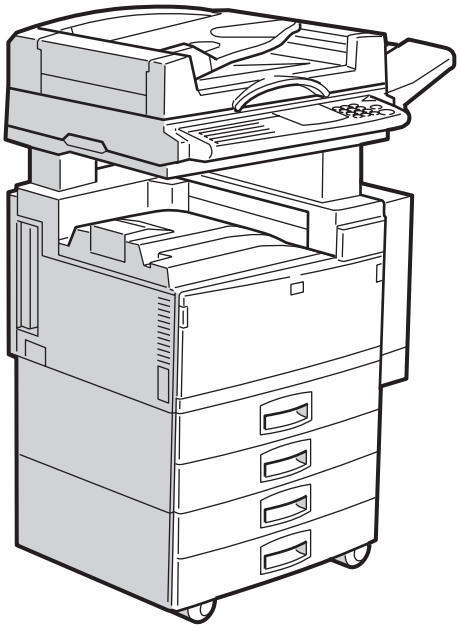
Printed in China
UE USA A2318607

FAX Option Type 450

OPERATING INSTRUCTIONS

FACSIMILE REFERENCE (option)



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

Available Options

- Stamp Unit (FAX Stamp Type 450)
- Fax Feature Expander (FAX Feature Expander Type 450)
- 130MB Hard Disk (FAX Feature Expander Type 460)
- 400 dpi Option (FAX 400dpi Option Type 450)
- ISDN Unit (ISDN Option Type 450)
- Handset (Handset Type 450)

Supplies

- Marker Ink (Maker Type 30 is recommended for the best performance.)

NOTICE

⚠ *CAUTION:*

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

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

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

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

Note

❒ Some illustrations may be slightly different from your machine.

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

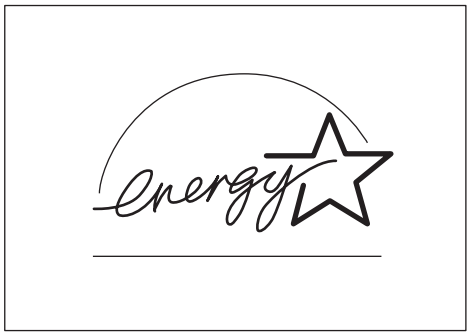
Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

ENERGY SAVING INFORMATION

As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency. This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power mode. Please see applicable sections of operating instructions for details.



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Note to users in the United States of America

Notice:

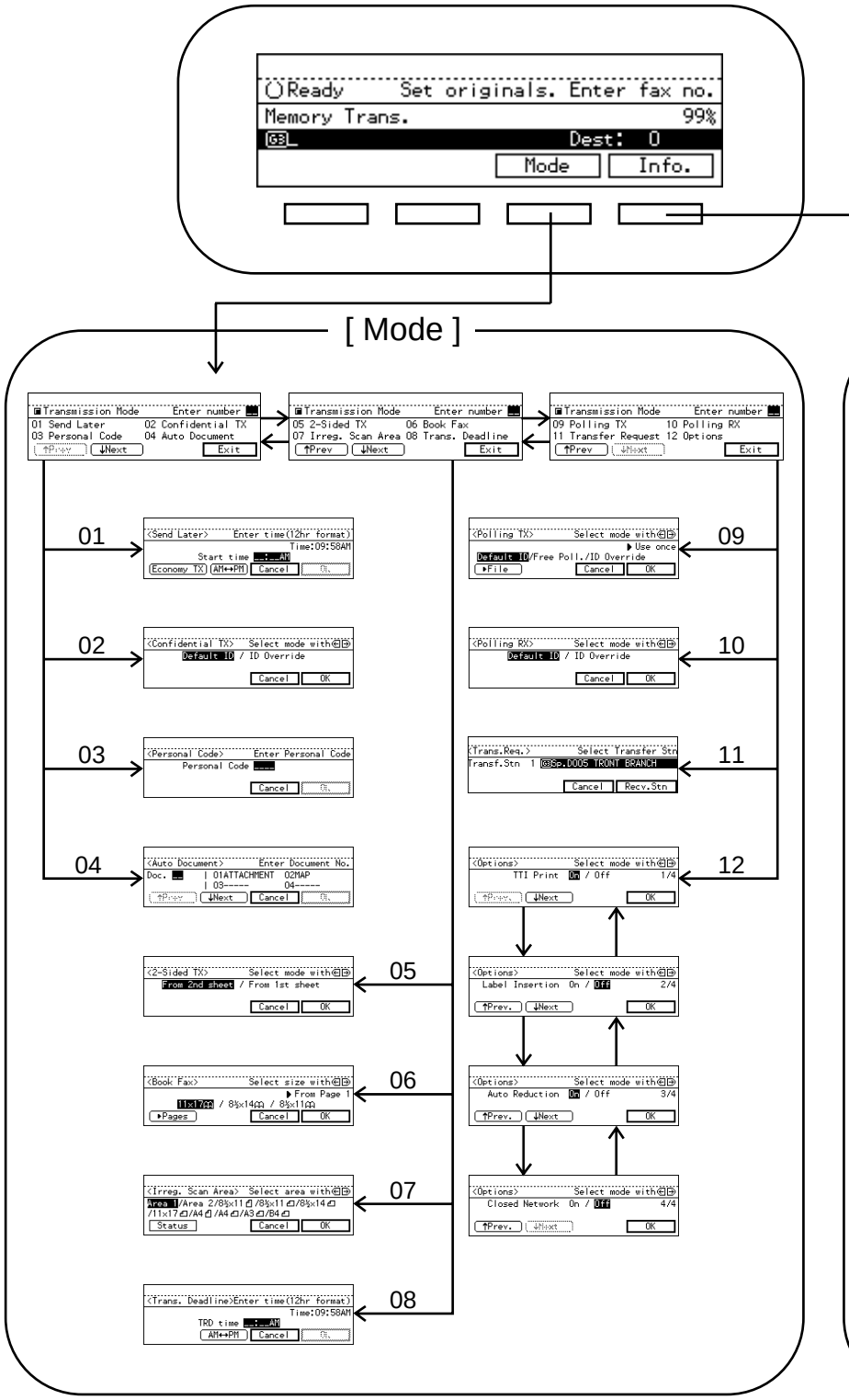
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate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

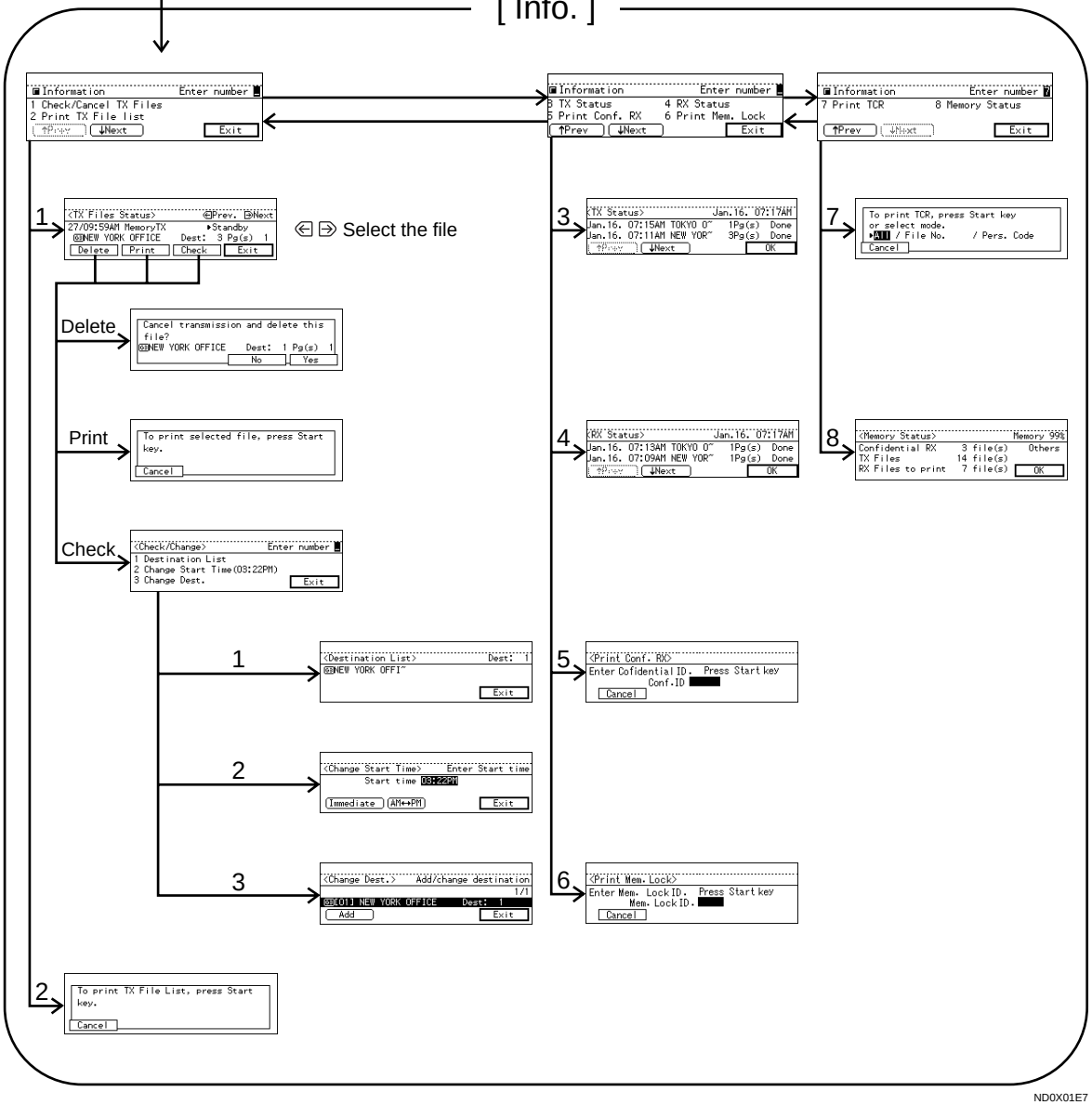
- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

Warning

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

FUNCTION MAP




[Info.]
Information Enter number
1 Check/Cancel TX Files
2 Print TX File list
↑Prev ↓Next Exit
Information Enter number
3 TX Status 4 RX Status
5 Print Conf. RX 6 Print Mem. Lock
↑Prev ↓Next Exit
Information Enter number
7 Print TCR 8 Memory Status
↑Prev ↓Next Exit
1
<TX Files Status> ←Prev. →Next
27/09:59AM MemoryTX ▸Standby
@NEW YORK OFFICE Dest: 3 Pg(s) 1
Delete Print Check Exit
Select the file
Delete
Cancel transmission and delete this file?
@NEW YORK OFFICE Dest: 1 Pg(s) 1
No Yes
Print
To print selected file, press Start key.
Cancel
Check
<Check/Change> Enter number
1 Destination List
2 Change Start Time(03:22PM)
3 Change Dest.
Exit
1
<Destination List> Dest: 1
@NEW YORK OFFI~
Exit
2
<Change Start Time> Enter Start time
Start time 03:22PM
Immediate AM↔PM Exit
3
<Change Dest.> Add/change destination
1/1
@(01) NEW YORK OFFICE Dest: 1
Add Exit
2
To print TX File List, press Start key.
Cancel
3
<TX Status> Jan.16. 07:17AM
Jan.16. 07:15AM TOKYO O~ 1Pg(s) Done
Jan.16. 07:11AM NEW YOR~ 3Pg(s) Done
↑Prev ↓Next OK
4
<RX Status> Jan.16. 07:17AM
Jan.16. 07:13AM TOKYO O~ 1Pg(s) Done
Jan.16. 07:09AM NEW YOR~ 1Pg(s) Done
↑Prev ↓Next OK
5
<Print Conf. RX>
Enter Cofidential ID. Press Start key
Conf.ID
Cancel
6
<Print Mem. Lock>
Enter Mem. Lock ID. Press Start key
Mem. Lock ID.
Cancel
7
To print TCR, press Start key
or select mode.
▸All / File No. / Pers. Code
Cancel
8
<Memory Status> Memory 99%
Confidential RX 3 file(s) Others
TX Files 14 file(s)
RX Files to print 7 file(s) OK

ND0X01E7

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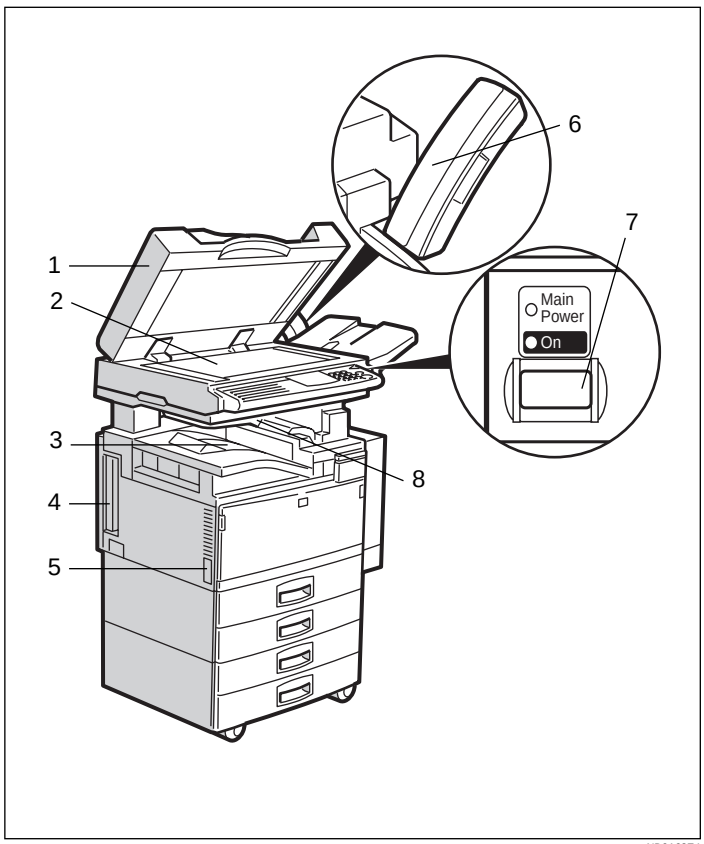
GUIDE TO COMPONENTS

Front View



1. Document Feeder (ADF) / Platen Cover

This holds up to 50 sheets which are fed at a time. Place the document face up here. Close this platen cover when you set a document on the Exposure Glass.

2. Exposure Glass

Place the original aligning its upper left corner with the reference mark at the upper left corner of the exposure glass.

3. Internal Tray

Usually received fax messages are printed to the Internal Tray. Other tray can also be selected for other prints or copies.

See "Changing the Machine's Settings" of the System Settings.

4. ISDN Line connector⇒ P.218 *"Connecting The Machine To The ISDN"*

5. Main Power Switch

Do not touch this switch. This switch is used only by a service representative.

Note

- ❒ If the Operation switch is on and there is still no power, turn on the Main Power switch.
- ❒ If you leave the **Main Power** off for more than about an hour, all files in memory are lost.

6. Optional Handset

This permits voice communication.

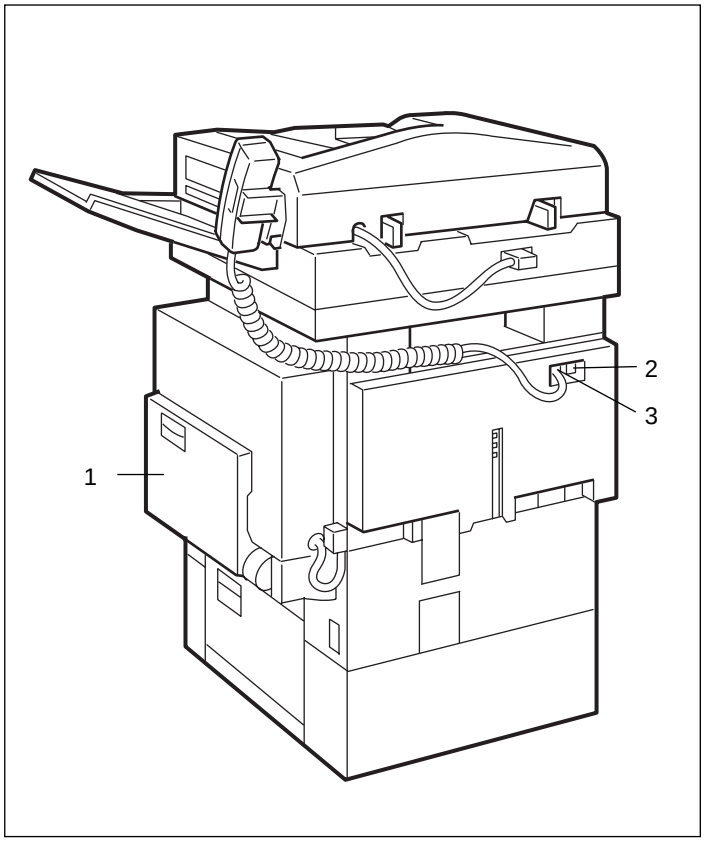
7. Operation Switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).⇒ P.7 *"Turning On The Power"*, P.12 *"Automatic Power Reception Function"*,P.126 *"WHEN POWER IS TURNED OFF OR FAILS"*

8. Optional Upper Tray

This tray can also be selected for other prints or copies.

Rear View



1. Bypass Tray

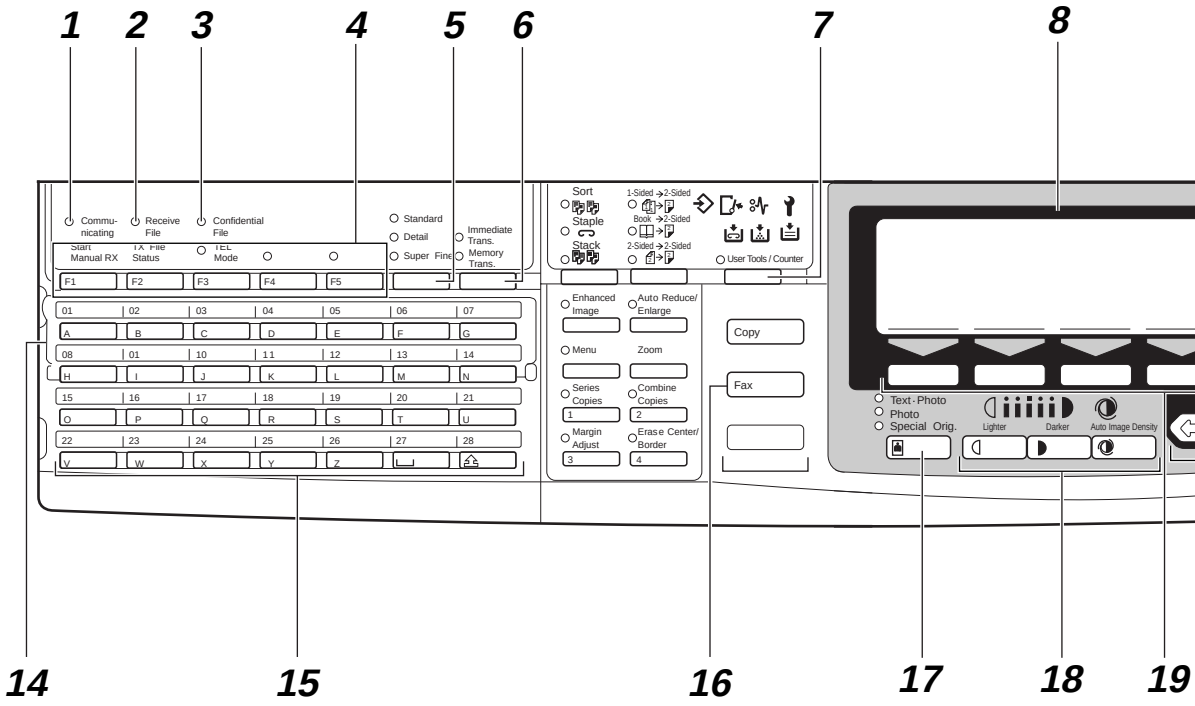
Select this tray to use non-standard size paper.

See P.18 *"HOW TO SET AN ORIGINAL"* in the Copy Reference.

2. Analog Line Connector

3. Optional Handset/External Telephone connector

OPERATION PANEL



1. Communicating Indicator

Lights during transmission or reception.

2. Receive File Indicator

Lights to tell you a message has been received into memory. Blinks when a Memory Lock file has been stored in memory. Note that this indicator does not inform you of a Confidential reception.

3. Confidential File Indicator

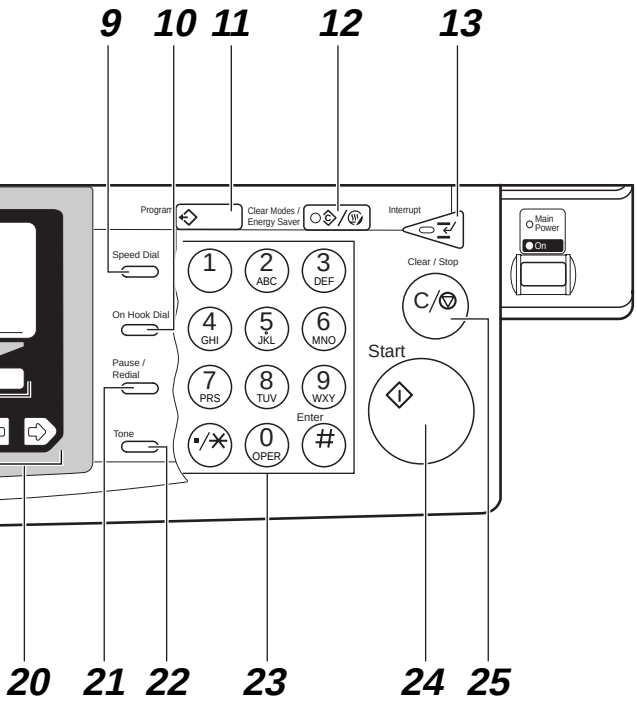
Lights when a message has been received into memory with Confidential Reception. ⇒ P.112 *"PRINTING A CONFIDENTIAL MESSAGE"*

4. User Function keys

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

❖ Features Programmed by Default

Key	Standard	With ISDN or stamp options
F1	Start Manual RX	←
F2	Transmission Result Display	←
F3	TEL Mode	←
F4	-	ISDN selection
F5	-	Stamp



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5. Resolution key

Press to switch between **Standard**, **Detail** and **Super Fine** (optional 400dpi Option required).

6. Transmission Mode key

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

7. 【User Tools/Counter】key

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

8. LCD display

This guides you through tasks and informs you of the machine status. Messages appear here.

9. 【Speed Dial】key

Press to select a Speed Dial.

10. 【On Hook Dial】key

Use for making a phone call from the keypad. You do not have to lift the handset.

11. 【Program】key

This key is used in Copier mode.

12. 【Clear Modes/Energy Saver】key

Energy saver:

Hold down for more than a second to enter energy saving mode.

Clear Modes:

Cancels the current setting and returns to standby with a single keystroke.

13. 【Interrupt】key

Interrupts the current fax operation to start copying.

14. Quick Dial Flip Plate

Flip this plate down to access Quick Dial keys 01 through 28, flip up to access keys 29 through 56.

15. Quick Dial keys

Use to dial numbers at a single touch or to enter letters and symbols. Also use for Group Dial, Keystroke and Program features.

16. 【Fax】key

Press to switch to fax mode. It lights in red if the optional Facsimile unit has problem, there is a communication error or there is no paper in the cassette .⇒ P.124 *"When the {Fax} key is Lit in Red"*

17. 【Original Type】key

Use when sending a halftone image such as a photograph or a color original.

18. 【Lighter】and 【Darker】keys and 【Auto Image Density】key

Press this key to adjust the density.

19. 【Selection】keys

Press the key under the item you wish to select.

20. ◀ ▶ keys

Press to move the cursor or select functions

21. 【Pause/Redial】key

Pause:

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

Redial:

Press to redial one of the last ten numbers.

22. 【Tone】key

Press to send tonal signals down a pulse dialing line.

23. Number keys

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

24. 【Start】key

Press to start all tasks.

25. 【Clear/Stop】key

Clear:

Deletes one character or digit

Stop:

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

STARTING THE MACHINE

To start the machine, turn on the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "09. Energy Saver Mode", "10. Auto Off Timer" of the System Settings.

Power switches

This machine has two power switches: See P.1 *"GUIDE TO COMPONENTS"*

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

❖ **Main power switch**
Do not touch the main power switch. It should be used only by a service representative when the optional fax unit is installed.

Important

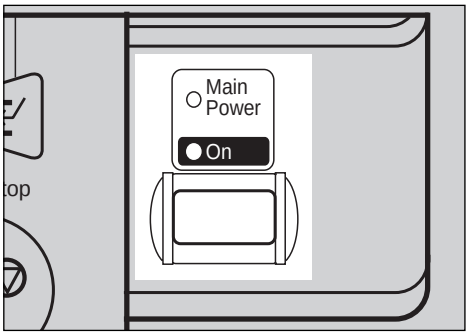
❒ If you leave the main power switch off for more than one hour, all files in memory are lost. See "Turning Off The Power" below.

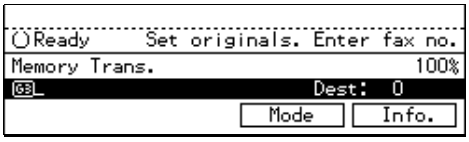
Turning On The Power

1 Make sure that the power cord is plugged into the wall outlet firmly and Main Power Switch is on.

2 Turn on the operation switch to make the On indicator light up.

The panel display will come on.





Note

❒ If nothing happens when you turn on the operation switch, check if the main power switch is turned on.

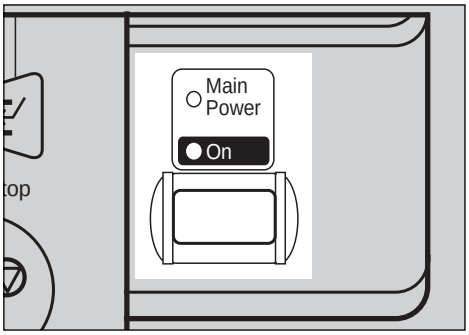
❒ During the warm-up period, you can use the Auto Start function. See "10. Auto Start" of the Copy Reference.

❒ Warming-up time is as follows.

- 35 copy per minute model : less than 85 seconds
- 45 copy per minute model : less than 100 seconds

Turning Off The Power

1 **Turn off the operation switch to make the On indicator go off.**



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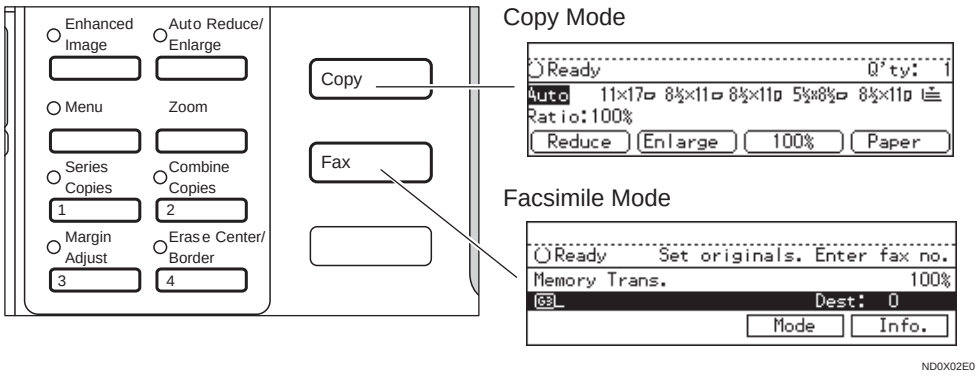
Important

- ❒ Before you unplug the power cord, make sure that the remaining memory space indicates 100 % on the display for facsimile mode.
- ❒ Files stored in memory will be lost an hour after you turn the main power switch off or you unplug the power cord. ⇒ P.126 *"WHEN POWER IS TURNED OFF OR FAILS"*

SWITCHING BETWEEN COPY MODE AND FAX MODE

You can use this machine both as a fax machine and a copier. Ordinarily when you turn on the power switch, the Copy screen is shown and you are ready to make copies. When you wish to use fax functions, press the 【Fax】 key on the left of the operation panel.



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Limitation

❒ You cannot switch modes under the following circumstances:

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

READING THE DISPLAY

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

Note

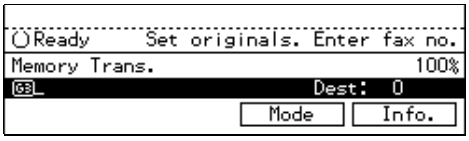
❒ Functions that have been selected are hilighted as shown (11×17). Keys that you can not select are shown with a dashed outline (↑ Prev.).

❒ All procedures in this manual assume you are in Fax mode. By default, when you turn the machine on it is in Copy mode. Press the **【Fax】** key change to Fax mode. You can have the machine start in Fax mode. See "Changing the Machine's Settings" of the System Settings.

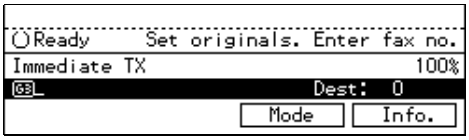
Standby Display

While the machine is in the standby mode (immediately after it is turned on or after the **【Clear Modes/Energy Saver】** key is pressed), the following display is shown.

❖ **Memory Transmission**



❖ **Immediate Transmission**



Note

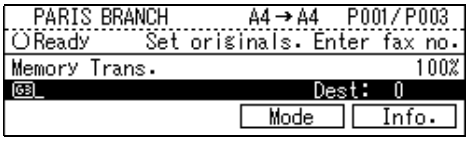
❒ To return the machine to standby mode, perform one of the following:

- If you have set an original and are in the sending process, remove the original.
- If you have not set an original and are in the sending process, press the **【Clear modes/Energy saver】** key.
- If you are in User Tools mode, press the **【User Tools】** key.

Communication Display

While the machine is communicating the status is displayed.

❖ **Display during Memory Transmission or Memory Reception:**

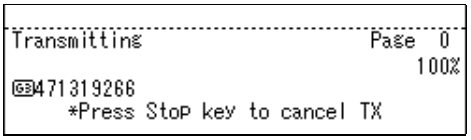


Note

❒ Even when the machine is sending or receiving a fax message from/

into memory, you can still scan the next original into memory. ⇒ P.12 *"Dual Access"*

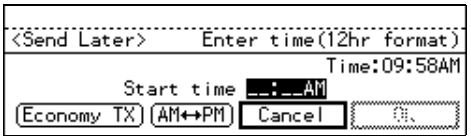
❖ **Immediate Transmission:**



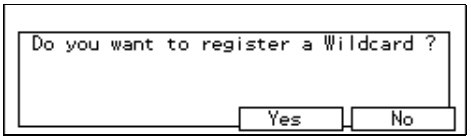
Display Prompts

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

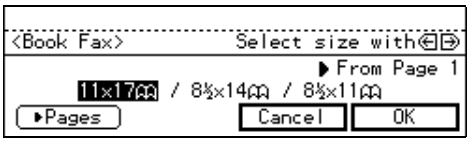
❖ **Instructions and Requests**



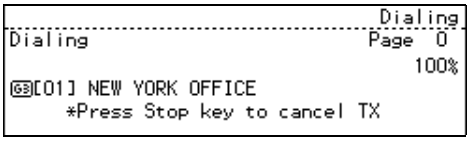
❖ **Questions**



❖ **Selections**



❖ **Status**



USEFUL FUNCTIONS

Automatic Power Reception Function

This machine can be set to shut down automatically if nobody has used the machine for a while. In these situations even through the operation switch is off, the machine can still receive incoming messages as long as the Main Power switch is on.

Important

❒ Reception is not possible if both the operation switch and Main Power switch are turned off.

Note

❒ By default, messages are printed as soon as they are received (Immediate Reception). To change this, see P.203 *"Changing the User Parameters"*

Dual Access

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

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

Personal Code Access

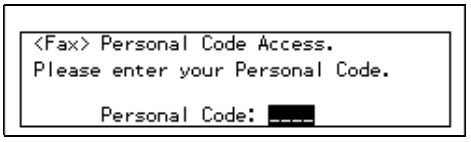
The machine can be set up so that nobody can use it without entering a personal code. This prevents unauthorized people from sending fax messages and can be used to track Fax machine use by giving a personal code to each user.

Note

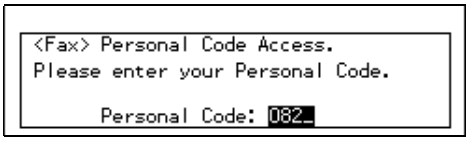
❒ Register personal codes and turn Personal Code Access on. The default setting is *off*. ⇒ P.166 *"Registering Personal Codes"*, P.169 *"Personal Code Access"*

❒ Even if Restricted Access is enabled, the machine can receive and print a fax message.

1 If Personal Code Access is turned on, the display is shown as following:



2 Enter a personal code (4-digit number) using the number keys.



Note

❒ If a user enters a personal code that is not registered, the machine returns to step 1.

Transmission With Image Rotation

For most purposes, set A4/LT originals in the lengthwise direction (↕). If you set an A4/LT original in the sideways direction (↔), the image

will be sent rotated by 90°. Providing the receiver has A4/LT lengthwise paper (⊐), the message will be printed the same size as the original.

Limitation

- ❒ The Quick Memory Transmission feature is not available when using this feature.
- ❒ When Image Rotation is used, all messages are sent by normal Memory Transmission.

ACCEPTABLE TYPES OF ORIGINALS

Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and resulting image will be affected.

Acceptable Original Sizes

Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Maximum A3 (297×420 mm), 11"×17" (279×432 mm)	1	----
Document Feeder (ADF) Single Sided Document	Fax transmission: A5 ⧉ to A3 ⧉ (up to 432mm long) 8"×5$^{1}/_{2}$" ⧉ to 11"×17" (DLT) ⧉	50	52 - 128 g/m^2 (14 - 34lb in inch version)
Document Feeder (ADF) Double-Sided Document	Fax transmission: A5 ⧉ to A3 ⧉ (up to 432mm long) 8"×5$^{1}/_{2}$" ⧉ to 11"×17" (DLT) ⧉	50	52 - 105 g/m^2 (14 - 28lb in inch version)

Limitation

❒ When using 2–sided transmission, A5⧉ and HLT⧉ cannot be available.

Originals Unsuitable for the Document Feeder (ADF)

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

- Originals of sizes other than those specified in the previous table
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight (see table above)

- Originals in bound form, such as books
- Transparent originals such as OHP transparencies or translucent paper

Original Sizes Difficult to Detect

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

- Document size other than the following (set on the exposure glass).
- Originals with indexes, tags, or projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges

The following paper sizes are automatically detected in Fax mode.

❖ Inch Version

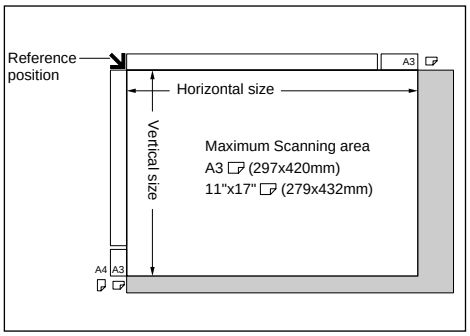
Paper size Where original is placed	Exposure glass	Document Feeder (ADF)
11" × 17" ▭	O	O
8 1/2" × 14" ▭	O	O
8 1/2" × 11" ▯ ▭	O	O
5 1/2" × 8 1/2" ▯ ▭	×	O
10" × 14" ▭	O	O
8 1/2" × 13" ▭	O	O
8 × 10" ▯	O	O

❗ Limitation

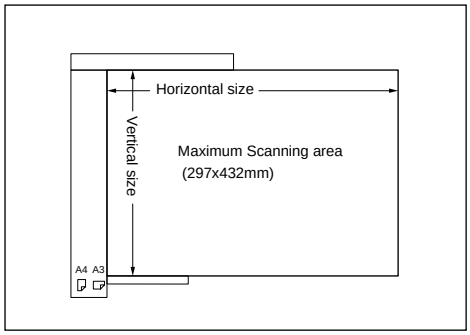
❒ A5 and HLT sizes are not available for 2-sided Transmission.

Paper Size and Scanned Area

❖ Exposure glass



❖ Document Feeder (ADF)



Limitation

❒ There may be a difference in the size of the image when it is printed at the destination.

❒ If you set an original larger than DLT/A3 on the exposure glass, only the DLT/A3 area is scanned.

Note

❒ Even if an original is correctly placed on the exposure glass or in the Document Feeder (ADF), a margin of 3 mm around each edge of the original may not be sent.

❒ If the receiver uses paper narrower than the original, the image will be reduced to fit the paper width. ⇒ P.99 *"Auto Reduction"*

❒ The machine detects paper sizes in the following ways.

- When you set an original in the Document Feeder (ADF), an original wider than about 7.48" is scanned as LT/LG size wide. An original wider than about 10.37" is scanned as DLT size. Originals narrower than 9.05" will be sent as LT/LG size. You can scan in originals of up to 17" in length.

- When you set an original on the exposure glass, an original narrower than about 9.25" is scanned as LT/LG size wide. An original wider than 10.83" is scanned as DLT size wide. Normally, lengths up to a maximum of 17" can be scanned (this figure varies slightly depending on the type of original). If you select Irregular Scan Area, lengths up to 17" are possible.

	Length				
width		~"9.80	"9.80~"10.79	"10.79~"12.44	"12.44~
	~"9.57	not detected	LT	LT	LG
	"10.55~	LT	DLT	DLT	DLT

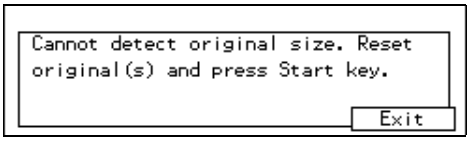
Maximum Scan Area

Memory Transmission/Immediate Transmission

- From the Document Feeder (ADF): 297 × 432 mm (W × L)
- From the exposure glass : 297 × 432 mm (W × L)

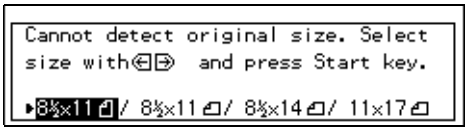
If the Machine Cannot Detect the Size of Your Original

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



If this happens, carry out the following steps.

1 Remove the original and replace it on the exposure glass. Press the 【Start】 key to scan the original again. If the machine still cannot detect the original size, the following display is shown:



2 Press the ◀ and ▶ keys to switch the scan size and press the 【Start】 key again.

HOW TO SET AN ORIGINAL

In this manual an original can mean a single or multiple page document. You can set your originals either in the Document Feeder (ADF) or on the exposure glass. Some types of originals are unsuitable for the Document Feeder (ADF) so they must be set on the exposure glass. ⇒ P.14 *"ACCEPTABLE TYPES OF ORIGINALS"*

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

Limitation

❒ If you set A5 size documents on the exposure glass, they will not be detected.

Note

❒ When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image may be output reduced, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend you to ask the receiver about the size and direction of the paper used in their terminal.

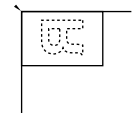
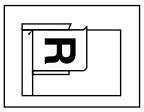
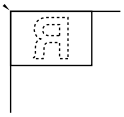
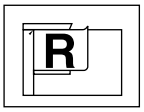
❒ When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely. ⇒ P.86 *"CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)"*

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

❒ Make sure that all ink, correcting fluid etc., has completely dried before setting your original. If it is still wet, the contact glass will be marked and those marks will appear on the received image.

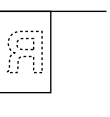
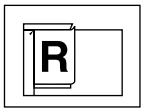
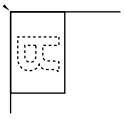
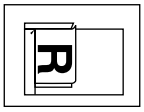
❒ If you set an A4 size original in the sideways direction, the machine rotates the image by 90 degrees before sending it. ⇒ P.12 *"Transmission With Image Rotation"*

How to set A4, B4, A3, LT, LG and DLT size originals

Original	Where original is set	
	Exposure glass	Document Feeder(ADF)
R		
R		

ND0X01E2

How to set A4, A5 and B5 size originals

Original	Where original is set	
	Exposure glass	Document Feeder(ADF)
R		
R		

ND0X01E1

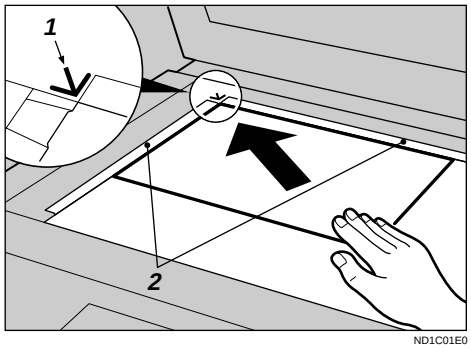
Limitation

❒ A5 size on the exposure glass is not detected.

Setting a Single Original on the Exposure Glass

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

1 Lift the Document Feeder (ADF) by at least 30 degrees. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.



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1. Reference mark
2. Scale

Note

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

2 Close the Document Feeder (ADF).

Note

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

Bound Original Page Order

When sending bound originals (books, magazines, etc.), you can choose to have either the left page or right page sent first.

Note

❒ The default setting is Send Left Page First. ⇒ P.203 *"Changing the User Parameters"*

Setting Originals in the Document Feeder (ADF)

Use the Document Feeder (ADF) to scan in a stack of originals in one operation. The Document Feeder (ADF) can handle both single-sided and double-sided originals.

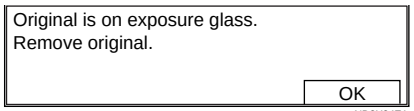
Limitation

❒ Place all the originals to be sent in a single stack.

❒ You cannot set originals in the Document Feeder (ADF) one page at a time or in sheaves.

❒ Do not open the Document Feeder (ADF) while it is scanning the originals. Otherwise, document will be jammed.

❒ You cannot scan the original using the Document Feeder (ADF), Scanning is not possible if there are any documents left on the exposure glass. Remove any remaining documents from the exposure glass before you begin.



Note

❒ If an original jams, press the 【Clear/Stop】 key then remove the original carefully.

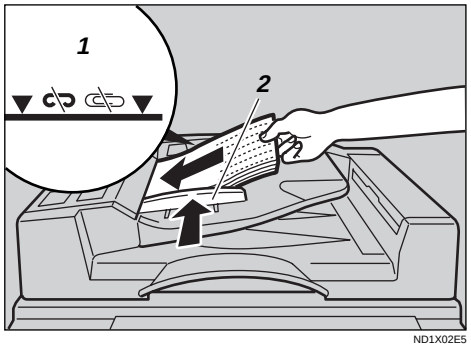
❒ If your original is bent or folded, flatten it before you set it.

❒ Set thin originals on the exposure glass.

Reference

For information about the sizes and number of originals that can be placed in the Document Feeder (ADF), see P.14 *"ACCEPTABLE TYPES OF ORIGINALS"*.

1 **Adjust the original guide to match the size of your originals. Align the edge of your originals and stack them in the Document Feeder (ADF) face up.**



1. Limit mark
2. Document guide

Scanning In Mixed Sized Originals

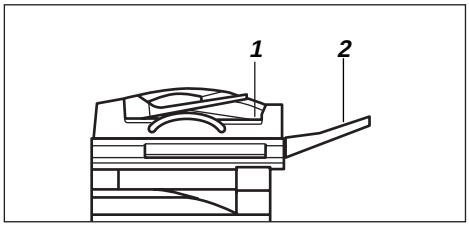
If you wish to scan in stacks of originals containing mixed paper sizes from Document Feeder (ADF), you can have the machine automatically detect the size of each original.

Note

- ❒ By default this feature is turned off. To turn it on, adjust the User Parameters. ⇒ P.203 *"Changing the User Parameters"*
- ❒ Scanning may take slightly longer when this function is turned on.
- ❒ Small originals may be sent at a slight slant if they are not stacked flush against the Document Feeder (ADF) document guides.
- ❒ If you try and set a stack of mixed size originals in the Document Feeder (ADF) with this function turned off, a paper jam may occur.

Destination Tray for Originals Scanned From the Document Feeder (ADF)

You can have originals scanned in from the Document Feeder (ADF) either delivered to the Document Feeder Tray, or the External Tray.



1. ADF tray
2. ADF external tray

Note

- ❒ If you select the ADF external tray, you cannot use the Stamp feature.
- ❒ To choose which tray is used, edit the Output Tray setting in the System Settings. See "USER TOOLS" of the System Settings.

WHERE INCOMING MESSAGE ARE DELIVERED—OUTPUT TRAY

To change where incoming messages are delivered, adjust the Output Tray setting in the System Settings.

When the Selected Output Tray Becomes Full

If you install the optional Finisher, the machine automatically detects when the selected Output Tray becomes full. When this happens, a warning will appear on the display and the message will be received using Substitute Reception. Messages received this way will be automatically printed as soon as you empty the Output Tray.

When the Finisher is Installed

You can use the Finisher for large capacity paper delivery and sort delivery.

Limitation

- ❒ When the optional 3000-sheet Finisher is installed and you set the Output Tray to Internal Tray, received messages longer than 12.9″ (330mm) are delivered to the Finisher Proof Tray. For example, if the first page sent is 8.5" × 11" ⧉/A4⧉ and the following pages are 11" × 17" ⧉/A3⧉, the first page will be delivered to the Internal Tray and the following pages to the Finisher Proof Tray.
- ❒ If you have selected the optional 1000-sheet Finisher as the Output Tray and a copy document longer than 13.3″ (340mm) is left in the Finisher, incoming messages are automatically delivered to the Internal Tray.

Note

- ❒ If you receive messages larger than 12.9″ (330mm) on a regular basis, we recommend that you choose an Output Tray setting other than Internal Tray.

OVERVIEW

Overview

The basic procedure to send a fax message is:

① Make sure the Fax indicator is lit

② Set your original

③ Dial the number

④ Press【**Start**】

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

There are two ways to send a fax message:

- Memory Transmission
- Immediate Transmission

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

MEMORY TRANSMISSION

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

Memory Transmission is useful because:

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

Important

❒ If there is a power failure (main power switch is off) or the plug is pulled out for more than 1 hour, all the files stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted files . If you turn just the operation switch off, files are not deleted. ⇒ P.126 *"WHEN POWER IS TURNED OFF OR FAILS"*

Limitation

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

Note

❒ Maximum number of Memory Transmission files: 200

❒ Maximum number of destinations per Memory Transmission: 200

❒ Combined total number of destinations that can be stored: 500

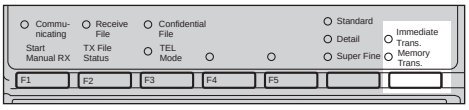
❒ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T No.1 chart, Resolution: Standard, photo mode: OFF).

❒ As default, the machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the current mode is maintained. ⇒ P.203 *"Changing the User Parameters"*

❒ You can expand the amount of memory available for storing documents by installing either of the following options:

- With optional Fax Feature Expander: Up to about 480 pages
- With optional Fax Feature Expander and the Hard Disk: Up to about 3000 pages

1 Make sure that the Memory Transmission indicator is lit.



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If it isn't, press the 【Transmission Mode】 key.

2 Set the original.

Limitation

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

the remaining pages from the Document Feeder (ADF). After you place the last page on the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder (ADF).

❒ Note that you cannot set pages on the exposure glass after you have started using the Document Feeder (ADF).

❒ Do not open the Document Feeder (ADF) while it is scanning in originals.

Note

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

❒ You can scan half the pages of your original from the exposure glass and the remainder from the Document Feeder (ADF). When you have finished scanning from the exposure glass, place the rest of the pages in the Document Feeder (ADF) and press【Start】.

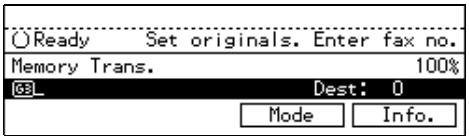
❒ The original can be placed at any time up until you press the【Start】key.

Reference

P.18 *"HOW TO SET AN ORIGINAL"*

3 Select any scan settings you require. ⇒ P.37 *"SCAN SETTINGS"*

4 Dial. If you wish to send the same message to more than one destination, press [Add] and dial another destination. Repeat this step for all destinations.



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

Note

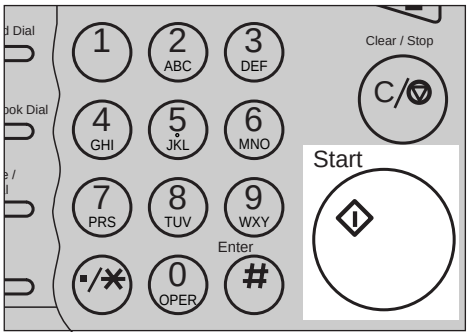
❒ When dialing with the **number** keys or using Chain Dial (P.46 *"Chain Dial"*), you can select the line type (G3 or G4) before pressing **[Add]** in step 4.

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

Reference

P.43 *"DIALING"*

5 Press the【Start】key.



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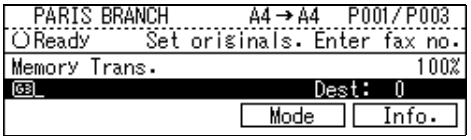
The machine starts scanning the original.

The machine calls the destination. The name or fax number which is programmed as the RTI or CSI in

the other end is shown on the display.

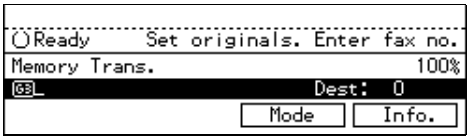


2

Reference

P.193 *"RTI/TTI"*

After transmission, the machine will return to standby mode.



Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. ⇒ P.24 *"MEMORY TRANSMISSION"*
  If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- If you turn the Transmission Result Report (Memory Transmission) off, the Error Report will be printed when the communication on fails.
- You can also check the transmission result by examining the TCR. ⇒ P.116 *"PRINTING THE TCR"*
  You can either print or scroll through the TCR on the display. ⇒ P.110 *"CHECKING THE TRANSMISSION RESULT (TX STATUS)"*

Sending a Fax Message Immediately

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

If there are files queued in addition to the file being currently sent, your original is not be sent until the queued files have been sent.

Automatic Redial

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

If redialing fails after four redials, the machine cancels the transmission and prints the Transmission Result Report or Communication Failure Report. ⇒ P.29 *"Transmission Result Report (Memory Transmission)"*, P.29 *"Communication Failure Report"*, P.126 *"WHEN POWER IS TURNED OFF OR FAILS"*

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting) the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you

specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

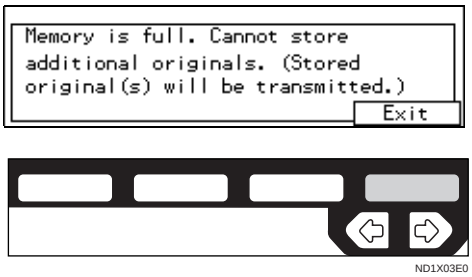
Broadcasting: Checking Progress

To check which destinations the fax message has been sent to so far, print the TX file list. ⇒ P.109 *"PRINTING A LIST OF FILES IN MEMORY (PRINT TX FILE LIST)"*

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "Memory full" is displayed.

Press Exit to transmit the stored pages only.



ND1X03E0

Note

❒ By default, successfully scanned pages are sent. If you wish to change this setting, please contact your service representative.

Batch Transmission

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

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

Note

❒ By default Batch Transmission is switched on. You can switch it on or off with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

ECM (Error Correction Mode)

This feature automatically resends data that wasn't transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

Note

❒ By default ECM is switched on. You can change this with the Key Operator Settings. ⇒ P.166 *"KEY OPERATOR SETTINGS"*

Parallel Memory Transmission

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

Note

❒ By default this feature is turned on. You can change this with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

Limitation

❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.

- When the line is busy and could not be connected to
- With Send Later
- With Transfer Request
- With 2-Sided Transmission
- When you store an original for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When you send just an Auto Document
- When the original is set on the exposure glass
- With the image rotation

❒ If you press the 【Clear/Stop】 key, the original jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Transmission Result Report (Memory Transmission). The file is erased.

❒ Total stored page numbers are not printed in the Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P,2 not $^{1}/_{2}$, $^{2}/_{2}$

Note

❒ If you run out of memory, normal Memory Transmission takes place. When and if this happens varies depending on the various options you have installed.

Memory Storage Report

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

Note

❒ You can turn this report on and off. By default it is not printed. ⇒ P.203 *"Changing the User Parameters"*

❒ You can choose whether to include part of the original image on the report (part of the image is printed by default). ⇒ P.203 *"Changing the User Parameters"*

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. ⇒ P.29 *"Communication Failure Report"*

Note

❒ By default this function is turned on so you need to turn it off. ⇒ P.203 *"Changing the User Parameters"*

❒ You can choose whether to include part of the original image on the report (by default, part of the image is printed).⇒ P.203 *"Changing the User Parameters"*

Communication Failure Report

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

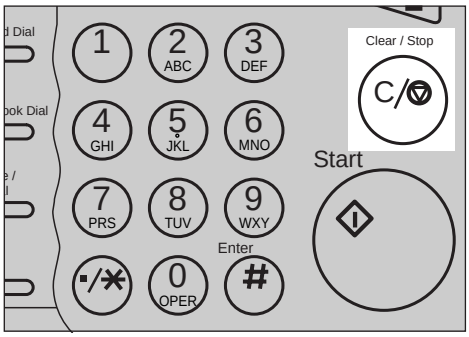
Note

❒ You can choose whether to include part of the original image on the report (by default, part of the image is printed). ⇒ P.203 *"Changing the User Parameters"*

CANCELING A MEMORY TRANSMISSION

Canceling a Transmission While the Original Is Being Scanned in

1 **Press the 【Clear/Stop】 key.**



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

Canceling a Transmission While the Message is Being Sent

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

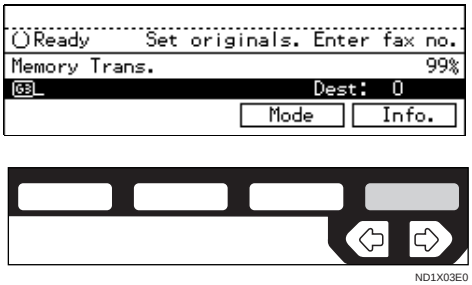
Limitation

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

Note

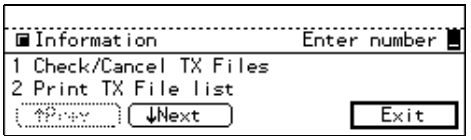
❒ If you cancel a file while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

1 **Press [Info.].**



The Information menu is shown.

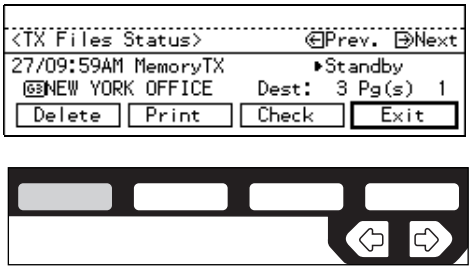
2 **Enter the "Check/Cancel TX Files" function number with the number keys.**



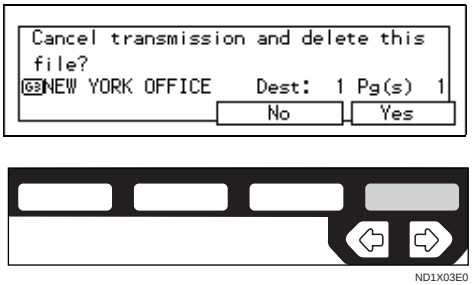
Note

❒ If "Check/Cancel TX Files" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the ◀ or ▶ key until the file you want to delete is shown and press [Delete].**



4 **Press [Yes].**



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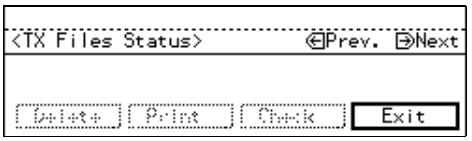
The file is erased.

5 **Press [Exit].**

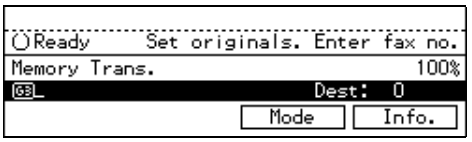


ND1X03E0

Note

❒ To delete another file, repeat steps 3 and 4.

6 **Press [Exit].**



ND1X03E0

IMMEDIATE TRANSMISSION

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

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's RTI or CSI on the operation panel during transmission).

Note

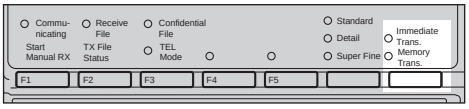
❒ You cannot send the same message to multiple destinations (Broadcasting). Use Memory Transmission for this purpose.

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

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

❒ By default, the transmission mode selected when the machine is turned on or when modes are cleared (transmission mode home setting) is Memory Transmission. You can change this with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

1 Check that the Immediate Transmission indicator is lit.



ND2L03E1

If it is not lit, press the 【Transmission mode.】 key.

2 Set your original.

Limitation

❒ Do not open the Document Feeder (ADF) while it is scanning the originals. Otherwise, document will be jammed.

Note

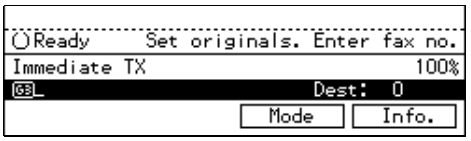
❒ You can set the original any time up until you press the 【Start】 key.

Reference

How to Set an Original ⇒ P.18 *"HOW TO SET AN ORIGINAL"*

3 Select any scan settings you require. ⇒ P.37 *"SCAN SETTINGS"*

4 Dial.



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

Note

❒ If you are dialing with the **number** keys or Chain Dial (P.46

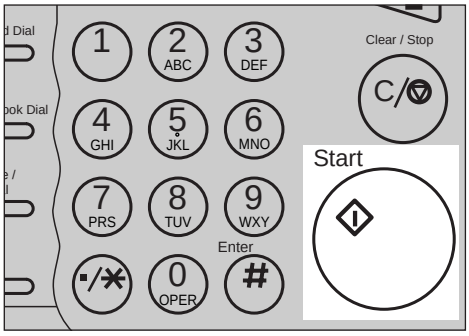
"Chain Dial"), you can select the type of line you want (G3 or G4).

Reference

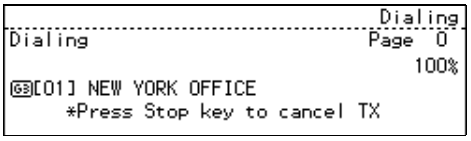
P.43 *"DIALING"*

P.41 *"CHANGING LINE TYPE"*

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



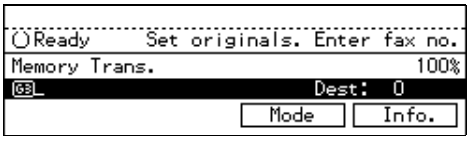
The machine calls the destination. While it is dialing, the number or name which is programmed as the RTI or CSI in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.



Reference

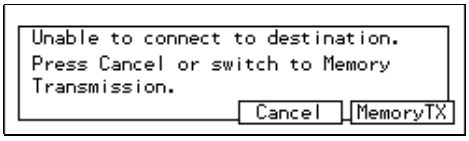
P.193 *"RTI/TTI"*

After transmission the machine will return to standby mode.



If the Connection Could Not Be Made

If it was not possible to make a connection with the number you dialed (e.g., the line was busy or there is a line problem), the following display will appear.



You have two options:

- To have the machine redial and try and send the message by Memory Transmission, press **[Memory TX]**. All originals will be scanned into memory then redialing will begin.
- To cancel this transmission, press **[Cancel]** then **[OK]**.

ECM (Error Correction Mode)

This feature automatically sends data that wasn't transmitted successfully again using a technique called ECM, an internationally recognized protocol (requires that the destination machine has the same feature).

Note

❒ By default, ECM is on. You can turn it off. ⇒ P.171 *"ECM"*

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was suc-

cessful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error report is printed instead.

Note

❒ You can switch this report on or off with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

On-hook Dial

This is just like using the external telephone, except you do not have to pick up the external telephone before dialing. Just press the On Hook Dial key and dial the number. If you hear a voice, you can pick up the external telephone and speak with the other party.

Limitation

❒ This feature is not available in some countries.

❒ On-hook Dial does not work with ISDN lines.

Reference

P.192 *"Monitor Volume"*

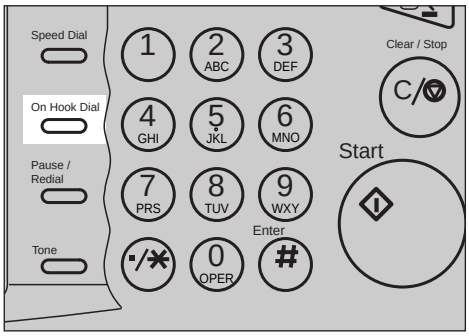
1 Set your original and select any scan settings you require.

Reference

P.18 *"HOW TO SET AN ORIGINAL"*

P.37 *"SCAN SETTINGS"*

2 Press the 【On Hook Dial】 key.



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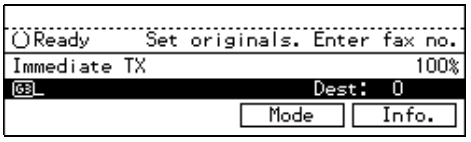
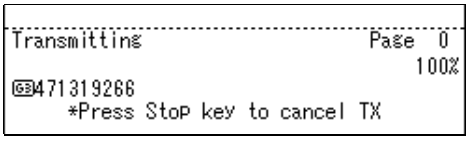
You will hear a low tone from the internal speaker. If you wish to cancel this operation, press the 【On Hook Dial】 key again.

3 Dial.



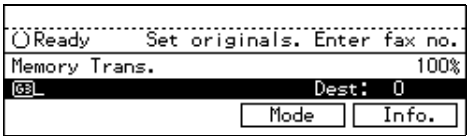
The machine immediately dials the destination. If you make a mistake, press the 【On hook dial】 or 【Clear Modes/Energy Saver】 key and return to step 2.

4 When the line is connected and you hear a high-pitched tone, press the 【Start】 key.



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

- After transmission the machine will return to standby mode.



Manual Dial

The external telephone is required to use this function.

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message. If, on the other end, continue your conversation as you would normally over the telephone.

Limitation

- ❒ Manual Dial does not work with ISDN lines.
- ❒ The result of the transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).
- ❒ In energy saving mode, you may hear no sound for a few seconds after picking up the external telephone. You can operate after you can hear the tone.

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

Reference

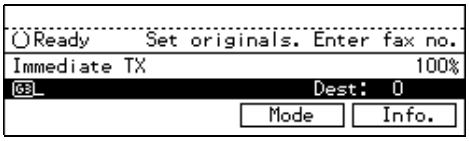
P.18 *"HOW TO SET AN ORIGINAL"*

P.37 *"SCAN SETTINGS"*

2 Pick up the external telephone.

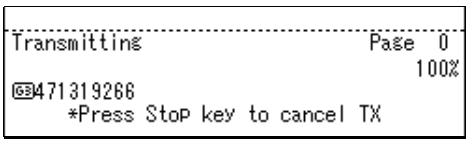
You will hear a tone.

3 Dial.



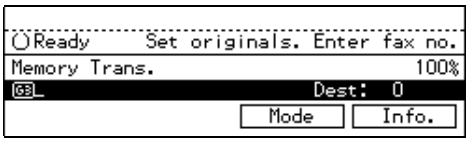
If you make a mistake, replace the external telephone and try again from step 2.

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



5 Replace the handset of the external telephone.

After transmission the machine will return to standby mode.

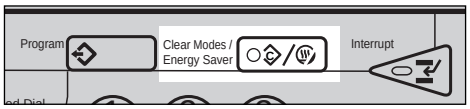


CANCELING AN IMMEDIATE TRANSMISSION

Canceling a Transmission Before You Have Pressed Start

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

1 **Press the 【Clear Modes/Energy Saver】 key.**



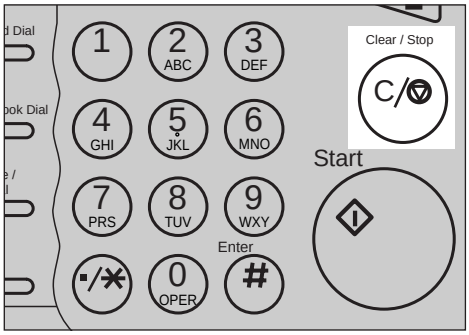
ND2R01E0

Note

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

Canceling a Transmission After You Have Pressed the Start Key

1 **Press the 【Clear/Stop】 key then remove the original.**



ND2R02E2

Note

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

SCAN SETTINGS

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

❖ **Resolution:**
Standard, **Detail**, **Super Fine** (option)

❖ **Image density:**
Auto Image Density, Manual Image Density (5 levels)

❖ **Original type:**
Text, **Text·Photo**, **Photo**

Resolution

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

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

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

❖ **Super Fine (Optional 400dpi card is required: 16×15.4 lines/mm, 400×400 dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.

Limitation

❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.

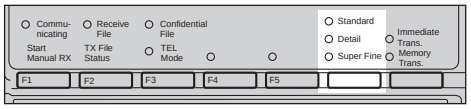
❒ Sending with **Super Fine** resolution requires that your machine has the optional 400dpi option and the other party's machine has the capability to receive fax messages at **Super Fine** resolution. Note that even if the option is installed on your machine, transmission and reception may take place using **Detail** resolution if the other party's machine does not support this feature.

Note

❒ When the machine is turned on or modes are cleared, the resolution is set to Standard by default. You can change this with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

❒ By default, the resolution returns to the home setting after every transmission. You change this with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

1 Press the Resolution key to switch between resolutions. The indicators above the key show the current selection.



ND2L03E2

Original Type

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

❖ Text (Default Setting)

Text is selected when the **Photo** and **Text·Photo** indicators are not lit. Select Text to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs if you only want to send clearer text.

❖ Text·Photo

Text·Photo is selected when the **Text·Photo** indicator is lit. Select **Text·Photo** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image such as a photograph.

❖ Photo

Photo is selected when the **Photo** indicator is lit.

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

Limitation

❒ If you select **Text·Photo** or **Photo**, the Resolution is automatically set to **Detail**. Even if you select **Standard** again, the image density will not return to Standard.

Note

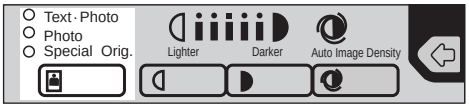
❒ If you select **Text·Photo** or **Photo**, the transmission will take longer than when Text is selected.

❒ If you send a fax message with **Text·Photo** or **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.

❒ When the machine is turned on or modes are cleared, Original Type is set to Text. You can change this with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

❒ By default, the machine returns to the Original Type home setting after every transmission. You can change this with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

1 Press the【Original Type】key repeatedly until the indicator matching the type you require is lit.



ND2C02E3

When both indicators are not lit, the Original Type is Text.

Image Density (Contrast)

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

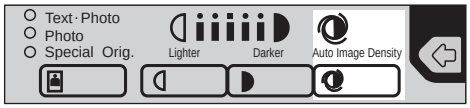
By default, this machine will automatically select a density setting appropriate to the original (Auto Image Density). If you wish to set the density yourself, use Manual Image Density.

Auto Image Density

The machine automatically selects an image density which is the most appropriate for the original.

By default, Auto Image Density is selected when the machine is turned on or modes are cleared. You can change this with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

1 If the Auto Image Density indicator is not lit, press the key to turn it on.

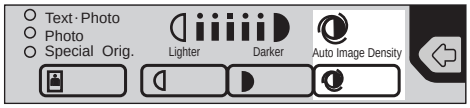


ND2C02E1

Manual Image Density

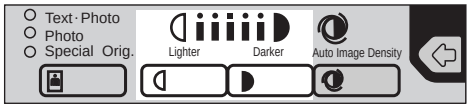
Use the Image Density keys to vary the image density within 5 levels.

1 Make sure that the Auto Image Density indicator is not lit. If it is lit press the key to turn it off.



ND2C02E1

2 Press the or key to change the density. The indicators above the keys show the level.



ND2C02E2

Mixing Scan Settings in a Multiple Page Original

When sending an original consisting of several pages, you can select different Image Density, Resolution and Original Types for each page.

Set your original, select the scan settings for the first page, dial and press 【Start】 as you would normally. Then follow one of the following two procedures.

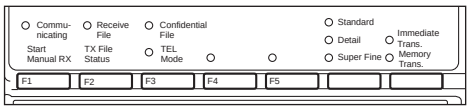
When Setting Originals on the Exposure Glass

While the machine is bleeping, you have about 60 seconds (10 for Immediate Transmission) to select density, resolution and original type. The remaining time is shown on the display.

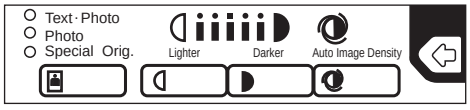
1 Check the pages you wish to change the setting.

2 Remove the previous page and set the next page.

3 Select the Image Density, Resolution and Original type.



ND2L03E0



ND2C02E0

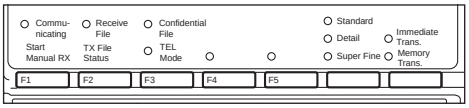
Note

❒ You adjust settings for each page before you press the 【Start】 key.

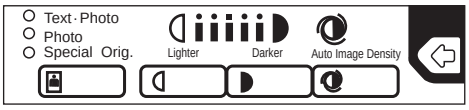
When Setting Originals in the Document Feeder (ADF)

1 **Check the pages you wish to change the setting.**

2 **Select the Image Density, Resolution and Original Type before the next page is scanned.**



ND2L03E0



ND2C02E0

CHANGING LINE TYPE

The optional ISDN unit is required to use this function.

This machine comes with a single Analog (PSTN) line connection for G3 communication as standard. If you install the ISDN Unit option, an extra digital (ISDN) line connection for both G3 and G4 communication becomes available.

When you use G4, press the 【F4】 key to lit the lamp.

G4 is selected when this key is lit, G3 is selected when it is not lit.

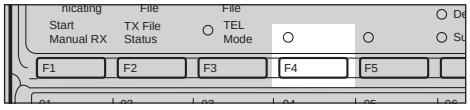
Press the key once to switch between G3 and G4.

Limitation

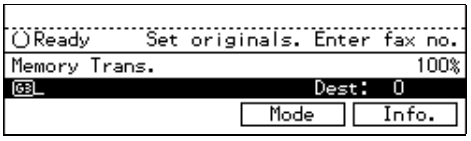
❒ Under the operation procedure for transmission, you can select the line type if dialing with the **number** keys or Chain Dial.

To Switch to G3

If the 【F4】 key is lit, press it once to switch to G3.

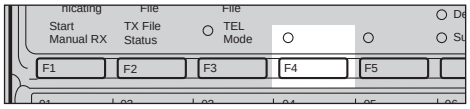


ND2L04E1

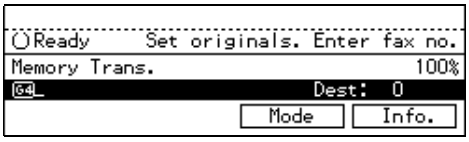


To Switch to G4

If the 【F4】 key is not lit, press it once to switch to G4.



ND2L04E1



Limitation

❒ If you select G4 mode, JBIG compression is not available.

Which line is used for G3 transmissions?

ISDN lines can be used for G3 communication as well as G4 communications, so this machine is set by default to use the ISDN line for both G3 and G4 transmissions. If you wish to use the Analog (PSTN) line for G3 transmissions, please contact your service representative.

Note

❒ When you use G3 with ISDN, you can set the subaddress.

Auto Identification

This feature used when G4 is selected. The machine first tries a G4 communication and if it cannot connect because the receiver is not a G4 terminal, it automatically switches to G3 and redials.

Note

❒ If the G3 line at the destination is connected to the ISDN via a TA (Terminal adapter) or a PBX, since the called number is on ISDN, it is regarded as G4 and the Auto Identification feature may not automatically switch this machine to G3.

DIALING

There are three main ways to dial a number:

❖ **Number keys:**
Enter numbers directly using the key pad on the right side of the operation panel.

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

❖ **Speed Dials:**
If you store a number in a Speed Dial, when you want to dial it, just press the Speed Dial key followed by a 2 or 3 digit code. Like Quick Dials, you can store a name along with the number.

This section covers these features and others in more detail.

Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.

Note

❒ Maximum length of a fax number: 254 digits.

❒ You can insert pauses and tones in a fax number. ⇒ P.44 *"Pause"*, P.45 *"Tone"*

❒ If the ISDN unit is installed, you may need to enter a subaddress. ⇒ P.45 *"Subaddress (ISDN option required)"*

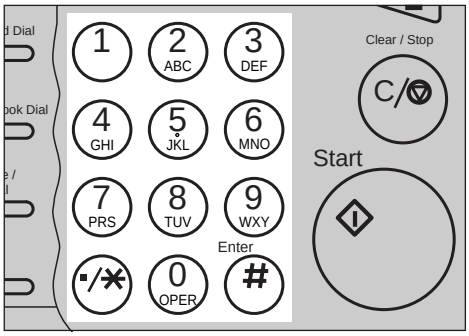
1 Set your original and select any scan settings you require.

Reference

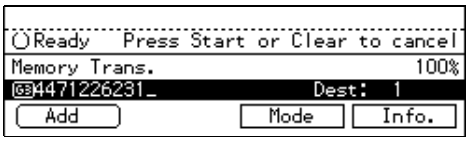
P.18 *"HOW TO SET AN ORIGINAL"*

P.37 *"SCAN SETTINGS"*

2 Enter the fax number with the number keys.



The digits appear on the display as you enter them.



Note

❒ If you make a mistake, press the 【Clear/Stop】 key to erase the wrong digits and try again.

❒ If you wish to send this message to more than one destination, press **[Add]**, then enter the next destination.

❒ If the optional ISDN unit is installed, select G3 or G4 before you go to the next step. ⇒ P.41 *"CHANGING LINE TYPE"*

3 Press the 【Start】 key.

Restrictions When Dialing with the Number Keys

Fax numbers entered with the **number** keys are stored in internal memory (separate from memory for storing original data). Therefore, you cannot program more than 99 numbers with the **number** Keys for the following:

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

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

Note

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

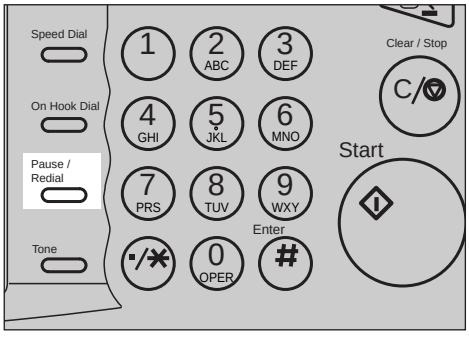
❒ When a total of 99 fax numbers is stored, only Immediate Transmission is allowed.

❒ If a Group is defined when there are files queued for transmission, the message "Memory is full and you cannot enter with number keys" may be shown on the display and no additional fax numbers can be stored even if the number of destinations specified from the number keys is less than 99. That is because the fax numbers have been dialed from the number keys for some of the waiting files. When the waiting files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

❒ The display shows the percentage of free space in memory for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers from the number keys does not change the percentage on the display.

Pause

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



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Limitation

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

Note

❒ A pause is shown as a "-" on the display.

❒ You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

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

Limitation

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

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

Note

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

Sending Tonal Signals by ISDN (ISDN Option Required)

You can still send tone signals to a G3 user even if the machine is only connected to an ISDN line.

Note

❒ This feature can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using On-hook Dial or Manual Dial.

Subaddress (ISDN option required)

ISDN allows two or more terminals (such as a facsimile and digital telephone) to be connected to a single line. These terminals are identified by their subaddress numbers. If the terminals connected to the line at a destination are assigned subaddresses, dialing a subaddress allows you to direct your fax message to a particular terminal at the destination.

Limitation

❒ Subaddress can only be used with ISDN.

Note

❒ You need to program a User Function key with the subaddress function. ⇒ P.164 *"ASSIGNING USER FUNCTION KEYS"*

❒ You can program a subaddress number in a Quick Dial or Speed Dial.

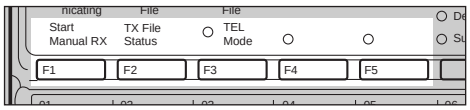
❒ If you want to assign a subaddress to your fax machine, contact your service representative.

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

2 Select either G4 or G3 (ISDN).

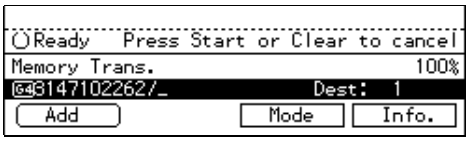
3 Dial the fax number with the number keys.

4 Press the User Function key (【F1】-【F5】) where the subaddress function has been registered.



ND2L04E3

"/" will appear on the display.



5 Enter the destination subaddress with the number keys.

6 Press the 【Start】 key.

Chain Dial

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

Limitation

❒ Maximum length of telephone or fax number: 254 digits

Note

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

(Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial 01 and that 1 is stored in Speed Dial 01.

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

② Press 【Quick Dial】 key 01.

③ Press the 【Pause/Redial】 key.

④ Press the 【Speed Dial】 key and 【0】 and 【1】 using the number keys.

⑤ Press 【5】, 【5】, 【5】, 【3】, 【3】 and 【3】 using the number keys.

⑥ Press the 【Start】 key.

Quick Dials

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

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

Note

❒ To check the contents of the Quick dial, print the list. ⇒ P.158 *"REPORTS/LISTS"*

❒ If the Quick Dial key is used as other functions like Groups, you cannot program the Quick Dial in it.

❒ Flip the Quick Dial plate over to access Quick Dial keys 01-28 or 29-56.

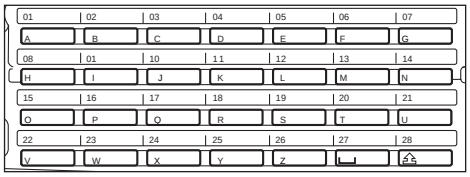
❒ You can have the label stored with a Quick Dial printed on the first page received at the other end. ⇒ P.99 *"Label Insertion"*

Reference

P.43 *"DIALING"*

1 Set your original and select any scan settings you require. ⇒ P.37 *"SCAN SETTINGS"*

2 Press the 【Quick Dial】 key in which the destination's number is programmed.



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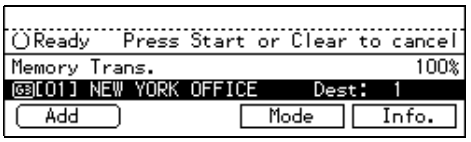
If the destination's name has been stored, the name is shown on the display. Otherwise, the fax number is shown.



Note

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

3 **Press the 【Start】 key.**

Speed Dials

If you store a number in a Speed Dial, when you want to dial it, just press the Speed Dial key followed by a 2 or 3 digit code. ⇒ P.143 *"Registering Speed Dials"*

Note

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

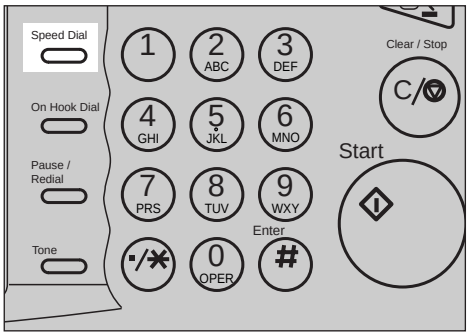
❒ As standard, you can use codes 00-99 for Speed Dials. If the Optional Fax Feature Expander is installed, codes 000 to 999 become available.

❒ If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory feature. ⇒ P.47 *"Telephone Directory"*

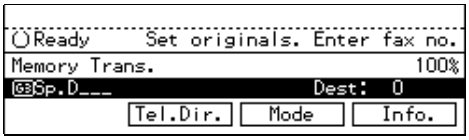
❒ You can have the label stored with a Speed Dial printed on the first page received at the other end. ⇒ P.99 *"Label Insertion"*

1 **Place your original and select any scan settings you require. ⇒ P.37 *"SCAN SETTINGS"***

2 **Press the 【Speed Dial】 key.**



ND2R03E3



3 **Enter the two-digit code (00 to 99) or three-digit code (000 to 999) for the destination with the number keys.**

If the destination's name has been programmed, it flashes up on the display. Otherwise, the fax number appears.

Note

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

4 **Press the 【Start】 key.**

Telephone Directory

This feature lets you find a stored Speed Dial quickly by just entering a single letter, e.g., the first letter of the name stored for that number.

Preparation

To use the telephone directory, you need to register a search letter when you program Speed Dials. ⇒ P.143 *"Registering Speed Dials"*

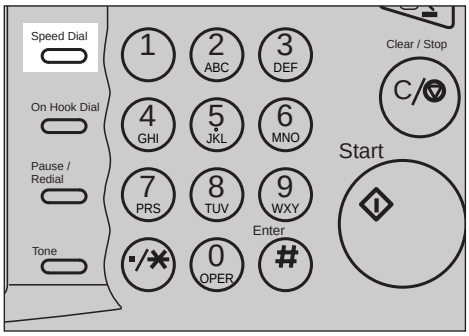
Limitation

❒ Speed Dial codes cannot be searched for by symbol or number.

❒ Names enclosed within ( ) are not searched for.

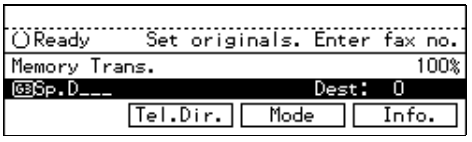
1 **Set your original and select any scan settings you require.**

2 **Press the 【Speed Dial】 key.**



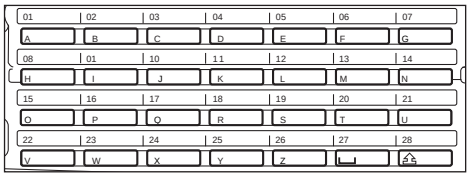
ND2R03E3

3 **Press [Tel.Dir.] .**



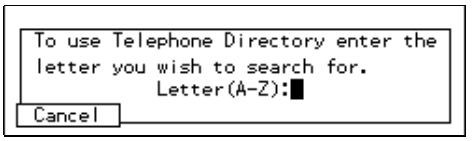
ND1X02E8

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

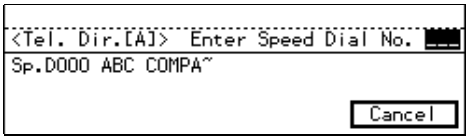


ND2L05E1

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



5 **Enter the two-digit code (00 to 99) or three-digit code (000 to 999) for the destination with the number keys.**



Note

❒ If the list does not contain the desired destination, press **[↑Prev.]** or **[↓Next]**.

❒ If you make a mistake, press the **【Clear/Stop】** key to try again.

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

6 **Press the 【Start】 key.**

Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send the messages to all the

destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices") which will be displayed before you press the 【Start】 key.

Preparation

You need to program the Groups.
⇒ P.129 *"Registering Quick Dials"*

Limitation

- ❒ A Quick Dial programmed for Group cannot be used for other functions.
- ❒ Group Dial can be used only for Memory Transmission and Polling reception; it cannot be used for Immediate Transmission.

Note

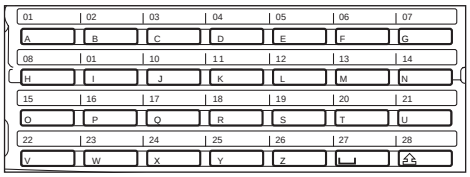
- ❒ Groups are only available with Memory Transmission and Polling reception.
- ❒ To check the contents of the Groups, print the list.
- ❒ You can program up to 9 Groups.
- ❒ You can store up to 200 destinations in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destination.
- ❒ Groups can contain Transfer Station codes, but note that these Groups cannot be used for normal transmission because the Transfer Station codes are not dialable numbers. ⇒ P.173 *"Multistep Transfer"*

Reference

⇒ P.135 *"Registering Groups"*

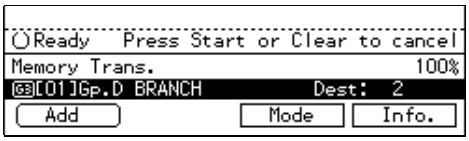
1 Set your original and select any scan settings you require.

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



ND2L05E1

The Group number is shown on the display. If the Group name is programmed, the name is also shown on the display.



Note

- ❒ If you make a mistake, press the 【Clear/Stop】 key and start again.
- ❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

3 Press the 【Start】 key.

Optional Group Dial

An Optional Fax Feature Expander is required to use this function.

If the Optional Group Dial function has been assigned to a User Function key, dialing is easy. Just press the User Function key and enter the Optional Group number (10 - 30).

You can use Optional Groups to specify several destinations at a time. You can program up to 9 Groups and up to 21 Optional Groups.

Preparation

To use this function, you need to have programmed a User Function key as the Optional Group Dial

function in advance. ⇒ P.164 *"ASSIGNING USER FUNCTION KEYS"*

Limitation

❒ Optional Group Dial can only be used only with Memory Transmission. If you select the Immediate Transmission mode, it automatically switch to the Memory Transmission mode.

Note

❒ You can include up to 200 destinations in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destination.

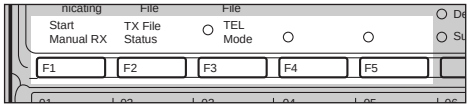
❒ Groups can contain Transfer Station codes, but note that these Groups cannot be used for normal transmission because the Transfer Station codes are not dialable numbers. ⇒ P.173 *"Multistep Transfer"*

Reference

P.139 *"Registering Optional Groups"*

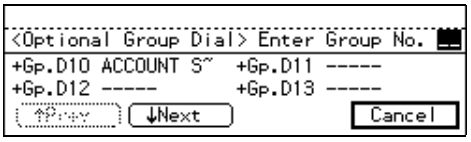
1 Set your original and select any scan settings you require.

2 Press the User Function key (【F1】 through 【F5】) in which the optional Group Dial function is registered.



ND2L04E3

3 Enter an Optional Group number with the number keys.



The Optional Group number is shown on the display. If you have previously registered a name with this group, it is also shown on the display.

Note

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

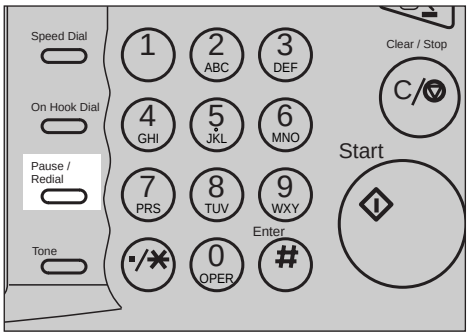
❒ If you wish to dial more destinations, press **[Add]** and dial another number.

4 Press the 【Start】 key.

Redial

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

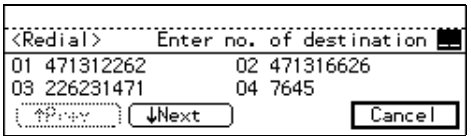
1 Press the 【Pause/Redial】 key.



ND2R03E1

2 A list of previously dialed numbers will flash up. If you cannot see the number you need use the [↑Prev.] and [↓Next] keys to scroll through them. Then enter the

code for the number you wish to redial e.g., "01".



Limitation

❒ The following kinds of destinations are not memorized:

- Quick Dials
- Speed Dials
- Group Dials
- Destinations dialed by a Program
- Destinations dialed as End Receivers for Transfer Request
- Forwarding terminal of the substitute reception.
- Destination of Memory File Transfer
- Destinations dialed using the external telephone keypad
- Destinations dialed by Redial (regarded as already memorized)
- Any destinations after the first number if multiple destinations were dialed.

❒ Do not dial any digits before you press the Redial key. If you press the 【Pause/Redial】 key after entering digits using the number keys, a pause will be entered instead.

Note

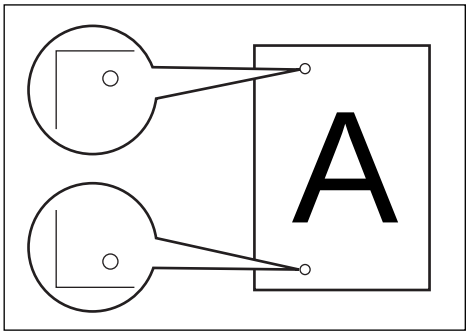
❒ If the receiver uses a facsimile of the same manufacturer that is capable of registering the RTI, that name may be shown on the display instead of the fax number.

TRANSMISSION FEATURES

Stamp

Optional Stamp Unit is required

When sending a fax message using the Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. When sending a double sided document, they are marked at top and bottom side on the front page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



ND0X01E0

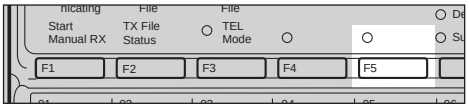
Limitation

- ❒ Stamp only works when scanning from the Document Feeder (ADF).
- ❒ When you select the ADF internal tray, Stamp does not work.
- ❒ While scanning the document, you cannot switch stamp on or off.
- ❒ Do not open the document feeder (ADF) while scanning the document. Document jam should occur.

Note

- ❒ When the Stamp Unit installed, 【F5】 key is automatically assigned as the Stamp key.
- ❒ When the stamp starts getting lighter, replace the cartridge. ⇒ P.220 *"REPLACING THE STAMP CARTRIDGE"*
- ❒ If a page was not stamped even though the Stamp feature is turned on, you need to re-send that page.
- ❒ By default, Stamp is turned off. If you use this feature often, you can adjust the User Parameters so that the home setting is on. In this case, Stamp can easily be turned off for any single transmission by pressing the 【Stamp】 key. ⇒ P.203 *"Changing the User Parameters"*

1 Press the 【F5】 key.



ND2L04E2

The Stamp indicator will light. Pressing the 【F5】 key again will turn Stamp off.

ID Transmission

This feature allows you to restrict transmission of messages only to machines of the same make, and only to those machines that have the same Polling ID. The transmission options let you switch ID transmission on and off for each separate transmission.

Note

- ❒ The default setting is off. Turn this feature on with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

F Code (SUB)

Normally you can only use Confidential Transmission to send to fax machines of the same make that have the Confidential Reception feature. However, if the other machine supports a similar feature called "F Code", you can send fax messages to the other party using this method instead.

Preparation

You need to assign the F Code feature to a User Function key beforehand.

You can only use this feature in a G3 communications (not with G4).

You cannot use Chain Dial with this feature.

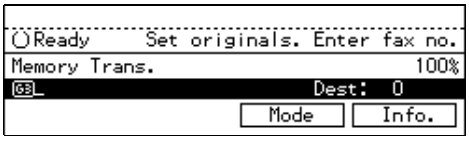
You cannot select this function when carrying out standard Confidential Transmission

Note

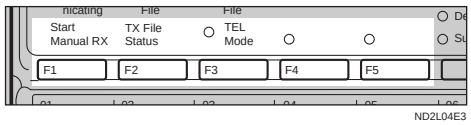
- ❒ The ID can be up to 20 digits long and consist of digits, spaces, * and # .
- ❒ Make sure the ID matches the specification of the fax you are sending to.
- ❒ You can store IDs in Quick Dials, Speed Dials, Groups and Programs.
- ❒ Messages you send using this feature are marked "SUB" on all reports.

1 Set your document and make any changes to the scan settings if necessary.

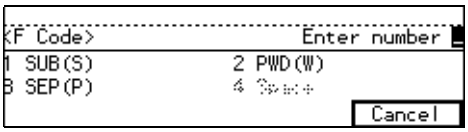
2 Dial the destination fax number using the number keys.



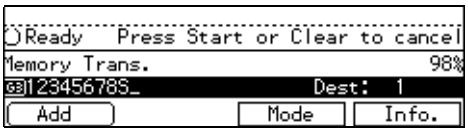
3 Press the User Function key assigned with the F Code feature.



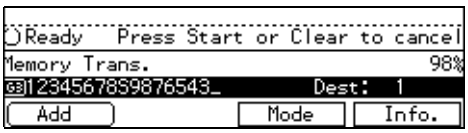
4 Enter the function number for SUB(S) on the number keys.



5 Enter the ID code on the number keys.



6 Press the 【Start】 key.



Note

- ❒ If you use Immediate Transmission and the destination fax machine does not support the F code feature, a message will appear on the display to inform you of this. In this case, press OK to cancel the transmission.

F Code (PWD)

There are times when you may wish to use a password when sending confidential faxes with the F Code feature.

Limitation

❒ You can enter a password up to 20 digits long.

Note

❒ Messages you send using this feature are marked "PWD" on all reports. ⇒ P.158 *"REPORTS/LISTS"*

JBIG Transmission

FAX 400dpi option is required

If you use JBIG (Joint Bi-level Image Experts Group) compression you can send photographic originals at high speed across G3/IG3 lines.

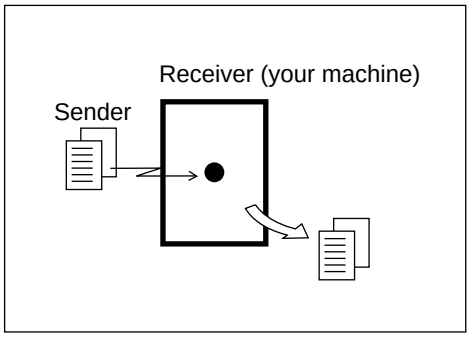
Limitation

❒ If ECM is turned off, JBIG Transmission is not available.

❒ This feature requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

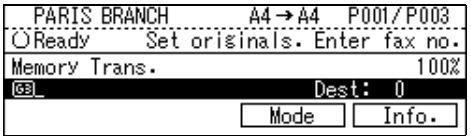
IMMEDIATE RECEPTION

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



Display During Reception

The sender's RTI or CSI appears on the first line.



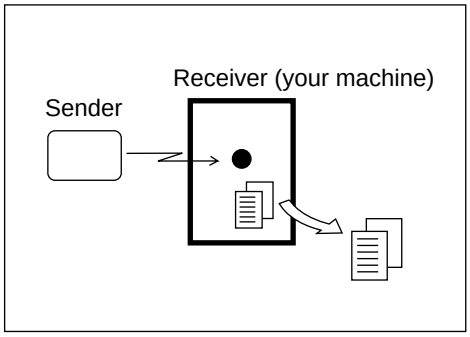
Reception Resolution

This machine supports **Standard**, **Detail** and **Super Fine** (option) resolutions for reception. If you do not have the 400dpi option, faxes sent at **Super Fine** resolution will be printed on your machine at **Detail** resolution. This may result in a slightly different from the sender's intention.

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

MEMORY RECEPTION

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



This method is used with the following features:

- Two in one P.38 *"Photo"*
- Multi-copy when set to multiple copies P.65 *"Multi-copy Reception"*
- Reverse Order Printing P.68 *"Reverse Order Printing"*
- Substitute Reception P.57 *"Substitute Reception"*
- 2-sided Printing (Both Optional Duplex Tray and Fax Feature Expander are required) P.65 *"2-Sided Printing"*

Important

❒ All the messages stored in memory are deleted if the power is switched off for more than one hour. However, note that if the optional Hard Disk is installed, all stored messages are not deleted.

❒ If Memory Reception is switched on, the machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch Memory Reception mode off or add a memory card.

Limitation

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

Note

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

SUBSTITUTE RECEPTION

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

- Paper runs out
- Toner runs out
- Paper is jammed
- The front or side cover is open
- A fax is received during a copy or print run
- When the delivery tray is full

Limitation

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

Note

❒ The **Receive File** indicator lights to let you know when message(s) have been received using Substitute Reception.

❒ If free memory reaches 0 % during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening messages from anonymous senders

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

Two settings are available:

- "When RTI or CSI is received"
- "Free"

Note

❒ The default setting is "When RTI or CSI is received", i.e. only store messages when the RTI/CSI is present. You can change this with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

❒ Even if the sender does not have an RTI or CSI, the machine will still receive messages using Substitute Reception if:

- Paper becomes jammed while the power switch is on
- For some reason printing is not possible e.g., copy job is in progress

When an RTI or CSI is Received

The machine switches to Substitute Reception only when the sender has programmed their RTI or CSI. If the power is switched off for more than an hour, all the messages received into memory are deleted. In such a case, the Power Failure Report or the TCR can be used to identify which

messages are lost so you can ask the senders to transmit them again.

Important

❒ If a sender has not programmed their RTI or CSI, the machine may reject an important fax message. We recommend that you ask important senders to register an RTI or CSI in advance.

Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their RTI or CSI.

SELECTING THE RECEPTION MODE

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

- Fax mode
- Tel mode (handset option or external telephone required)

The default setting is Fax mode. You can change this with the User Tools. ⇒ P.203 *"Changing the User Parameters"*

Fax Mode (Auto Reception Mode)

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

Telephone Mode

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

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

Receiving a Fax in Telephone Mode

This feature needs a User Function key programmed as **【Start Manual RX】**. By default, **【F1】** is already assigned this function. ⇒ P.164 *"ASSIGNING USER FUNCTION KEYS"*

① When the machine rings, pick up the handset.

② If you hear beeps, press the User Function key (**【F1】**–**【F5】**) which has been programmed as the **【Start Manual RX】** key.

③ Replace the handset. The machine will start receiving.

Changing from Fax Mode to TEL Mode

This function also requires the use of a User Function key. By default, **【F3】** is assigned as the **[TEL Mode]** key.

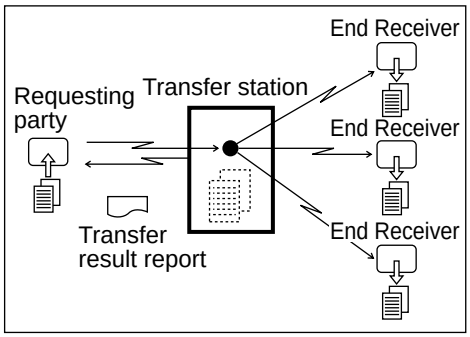
To change the reception mode, press the User Function key which has been programmed as the **TEL Mode** key (**【F3】** by default).

RECEPTION FUNCTIONS

Transfer Station

Transfer Stations allow you to expand the standard features of your fax machine to set up complex networks. Transfer Stations must be machines of the same make.

The diagram below may make the concept clearer.



The following terminology is used in this section.

❖ **Requesting Party**
The machine where the message originates from, i.e. the machine making a Transfer Request.

❖ **Transfer Station**
The machine that forwards the incoming message to another destination, i.e. the machine that receives the Transfer Request. In this section this refers to your machine.

❖ **End Receiver**
The final destination of the message, i.e. the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station (this machine).

Limitation

❒ Polling ID's of the Requesting Party and Transfer Station must be identical for this feature to work.

❒ This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys.

❒ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 200, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

Reference

P.96 *"TRANSFER REQUEST"*

Multi-step Transfer

The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations. By programming the end receivers in a Transfer Station Group, you can enable this machine to transfer messages onto other Transfer Stations.

For more information, contact your service representative.

This feature can only be used if the machines are made by the same maker.

Note

❒ The optional Fax Feature Expander is required for this function.

Reference

P.173 *"Multistep Transfer"*

Sending the Transfer Result Report

This machine compares the own fax number of the Requesting Party with the Requesting Party's number programmed in a Quick Dial or Speed Dial, and if the lower five digits of the two numbers match, it sends the Transfer Result report to the Requesting Party.

For example:

- Requesting Party's own dial number:

  001813-11112222

- Transfer Station's Quick Dial:

  03-11112222

Transfer Result Report

This reports whether transmission to the End Receivers was successful or not.

Preparation

Register the own fax number in advance. ⇒ P.41 *"CHANGING LINE TYPE"*

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party. You must program the fax number of the requesting party in a Quick Dial or Speed Dial in the Transfer Station. ⇒ P.129 *"Registering Quick Dials"*, P.143 *"Registering Speed Dials"*

Note

❒ By default, a portion of the original image is printed on this report. You can turn this off with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

ID Reception

If you wish to limit reception of messages to those from machines of the same make and with the same Polling ID, contact your service representative to turn this feature on.

F Code (SEP)

Normally you can only use Polling Reception to receive faxes from machines that have the Polling Reception feature. However, if the other machine supports a polling reception, you can receive fax messages from the other party using this method instead.

Preparation

You need to assign the F Code feature to a User Function key beforehand. ⇒ P.164 *"Storing/Editing the Contents of a User Function Key"*

Limitation

❒ You can only use this feature with a G3 line (not with G4).

❒ You cannot use Chain Dial with this feature.

Note

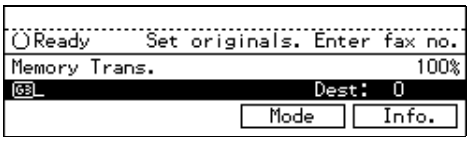
❒ The ID can be up to 20 digits long and consist of digits.

❒ Make sure the ID matches the specification of the fax you are sending to.

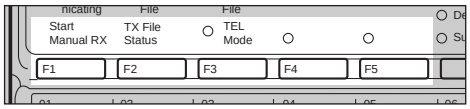
❒ You can store IDs in Quick Dials, Speed Dials, Groups and Programs with number keys, space, # and *.

❒ Messages you receive using this feature are marked "SEP" on all reports.

1 Make sure that the machine is in Facsimile mode and the standby display is shown. Then enter the fax number.

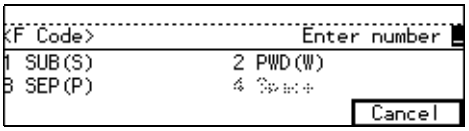


2 Press the User Function key assigned with the F Code feature.



ND2L04E3

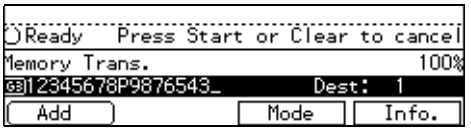
3 Enter the function number for SEP(P) on the number keys.



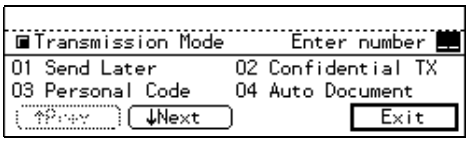
4 Enter the ID code on the number keys.

5 Press the [Mode] key.

The **[Mode]** menu is displayed.

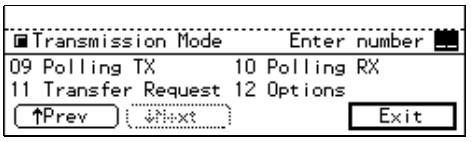


6 Enter the function number for Polling Reception on the number keys.



Note

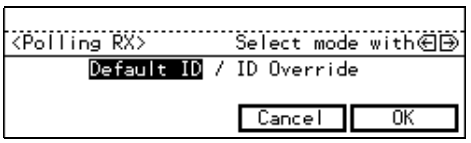
❒ If you can't see the function number, search for it using the **[↑Prev.]** and **[↓Next]** arrow keys.



7 Depending which method you are using, choose one of the following procedures:

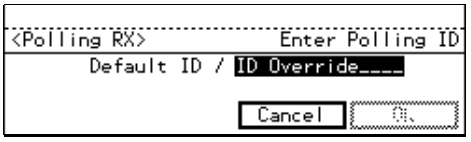
Default ID Polling Reception

❶ Press the ◀ or ▶ key to change the Default ID and press [OK].



ID Override Polling Reception

❶ Press the ◀ or ▶ key to change the Override ID and press [OK].



❷ Enter a polling ID (4 characters) with the number keys and the letter (A–F).

Note

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

- 0000 and FFFF is not available.

8 **Press [OK].**

9 **Press [Exit].**

The display returns to the **[Mode]** menu and the Polling Reception function is now checked.

10 **Press the 【Start】 key.**

F Code (PWD)

There are times when you may wish to use a password when sending confidential faxes with the F Code "SUB" and "SEP"features. ⇒ P.63 *"F Code (PWD)"*

Limitation

❒ You can enter a password up to 20 digits long.

Note

❒ Messages you send using this feature are marked "PWD" on all reports.

JBIG Reception

The Fax 400dpi Option is required to use this function.

It allows you to receive messages sent in the JBIG format.

Limitation

❒ If ECM is turned off, JBIG Reception is not available.

❒ This feature is not available with G4 lines.

PRINTING FUNCTIONS

Print Completion Beep

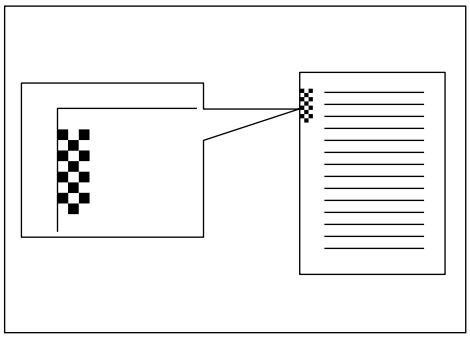
By default, the machine beeps to let you know when a received message has been printed.

Note

❒ You can alter the volume of the beep or turn it off completely (set the volume at minimum). ⇒ P.192 *"Monitor Volume"*

Checkered Mark

By default, a checkered mark is printed on the first page of fax messages to help you separate them.



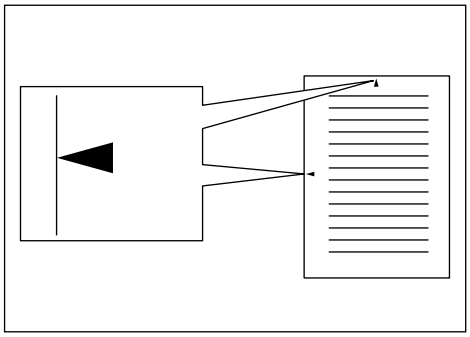
ND1X00E5

Note

❒ You can turn this feature off. ⇒ P.203 *"Changing the User Parameters"*

Center Mark

By default, marks are printed halfway the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



ND1X00E6

Limitation

❒ The center mark may deviate a little from the exact center of the edge.

Note

❒ You can turn this feature on or off. ⇒ P.203 *"Changing the User Parameters"*

Reception Time

You can have the date and time when a message was received printed at the bottom of the received image. This feature is turned off by default–turn it on with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

Limitation

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

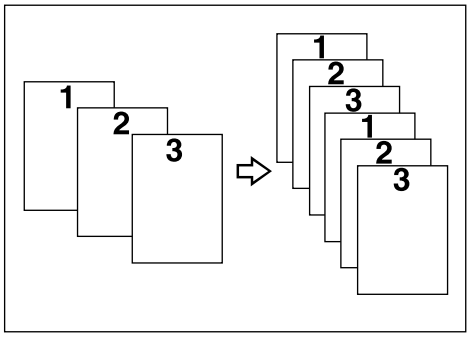
Note

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

Multi-copy Reception

The Optional Fax Feature Expander is required to use this function.

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies made of messages from particular senders. ⇒ P.161 *"INITIAL SETUP RX"*, P.182 *"Special Senders to Treat Differently (Special RX Nos.)"*



ND1X00E7

Limitation

❒ The maximum number of copies that can be made of each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 10.

Note

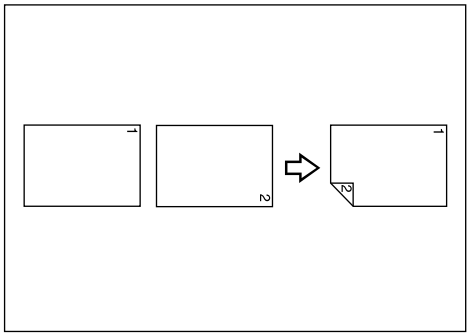
❒ By default this feature is turned off. Switch it on and set the number of copies with the Initial Setup RX. ⇒ P.161 *"INITIAL SETUP RX"*

❒ Note that the machine will use Memory Reception for Multi-copy.

2-Sided Printing

An optional Duplex Tray and Fax Feature Expander are required to use this function.

With this option installed, you can have a received message printed on both sides of the paper. By default, this feature is turned off. Switch it on with the Initial Setup RX and select lengthwise ▭ copy paper. ⇒ P.161 *"INITIAL SETUP RX"*

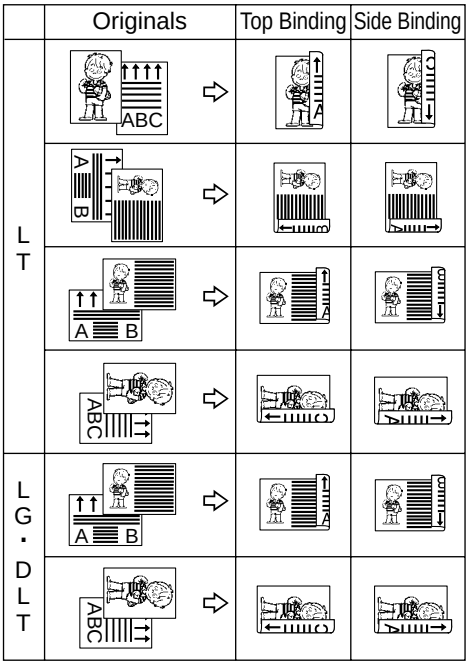


ND1X00E8

Limitation

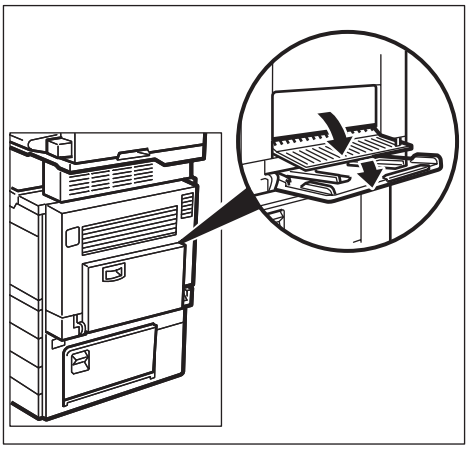
❒ To use this function all pages of the received document must be of the same size-inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party (A4→A4, B4→B4 are typical examples, whether A3 and B5 sizes are scanned in correctly will depend on the fax machine). This machine will scan in correctly landscape A3,B4,A4,B5 and portrait A4, B5 and A5. The table below shows the results that can be achieved when

sending and receiving using this machine.



ND0X05E3

❒ If the Duplex Unit cover is not open, you cannot print double-sided documents that are more than 11.7" long and they will be printed single-sided only.



ND6A01E2

❒ This feature works only when all pages are of the same width and are received into memory.

❒ Note that the machine will use Memory Reception for 2-Sided Printing.

❒ This feature cannot be used with Two in One.

❒ Printouts may vary in their direction/orientation depending on how the sender set them.

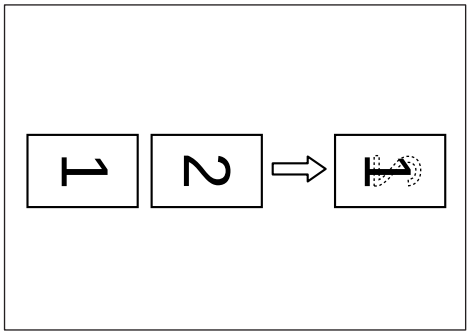
❒ If another party sends you a fax and their machine is not able to detect the size of the original correctly, the message may come out truncated, separated or containing excess white space when printed at your end. For example, if the sending machine thinks a B5 original is a B4 original, it will be printed at your end on B4 size paper even if you have B5 paper available in your machine.

Note

❒ You can choose to have messages only from selected senders printed in this way. ⇒ P.203 *"Changing the User Parameters"*

180 Degree Rotation Printing

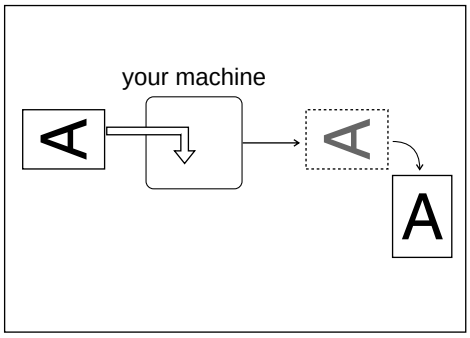
When printing on both sides of the paper, this machine rotates images as shown in the diagram.



CP2B02E0

Image Rotation

If you have installed paper in the cassette sideways ▯, incoming fax messages will be rotated automatically to fit on the paper.



ND1X00E9

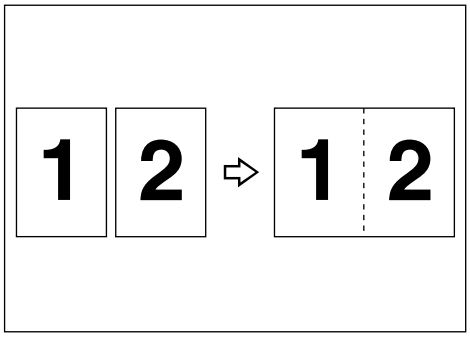
Limitation

❒ You can choose to have received messages printed from the a specified tray. ⇒ P.203 *"Changing the User Parameters"*

Two In One

When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this feature on. This can help you economize on paper.

- Two A5 ▯ messages are printed side by side on a sheet of A4 ▭.
- Two B5 ▯ messages are printed side by side on a sheet of B4 ▭.
- Two A4 ▯ messages are printed side by side on a sheet of A3 ▭.
- Two $8^1/_2 \times 5.5$ " ▯ messages are printed side by side on a sheet of $8^1/_2 \times 11$" ▭.



ND1X01E0

Limitation

❒ This feature does not work with messages larger than A5 ▯, B5 ▯, A4 ▯, or LT ▯. When A5 ▯, B5 ▯, A4 ▯ or LT ▯ size paper is loaded in the machine, each page of the received message is output on a single sheet.

❒ If paper matching the size and direction of a received document is not available, Two In One is not possible.

Note

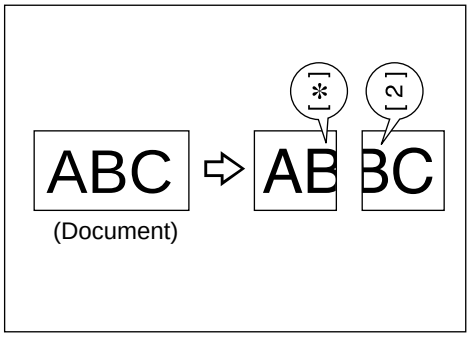
❒ By default this feature is turned off. Switch it on with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

❒ This feature uses Memory Reception.

Page Separation and Length Reduction (not available in some countries)

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, when LT

paper is loaded, this feature splits the received message if the excess length is about 0.79″ or more, and reduces it if the excess length is within about 0.79″. When a message is split, the split mark (*) is inserted at the split position and about 0.39″ of the split area is duplicated on the top of the second sheet.



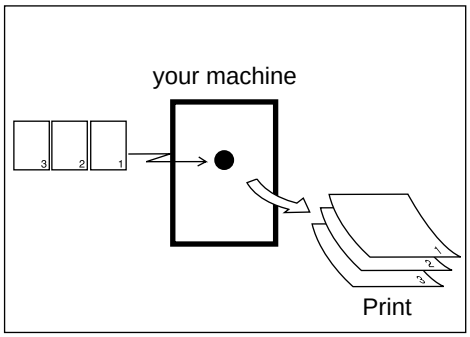
Note

- Your service representative can customize this feature with the following settings. Bracketed values are defaults.
  - Reduction (on)
  - Print split mark (on)
  - Overprinting (on)
  - Overprinting length (0.39″)
  - Guideline for split (when message is 0.79″ longer than paper)
- You can adjust the overprinting length and length of reduction within the following ranges:
  - Guideline for split: 0 – 6.1″
  - Overprinting length: 0.16″, 0.39″, 0.79″, 1.57″

Reverse Order Printing

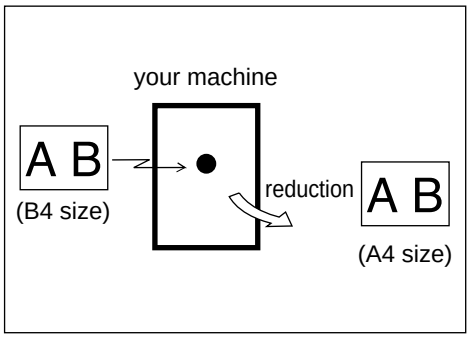
Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine will start printing the message from the last page received. By default, this feature is turned off but you can turn it on with the Initial Setup RX. ⇒ P.161 *"INITIAL SETUP RX"* Note that when on, this feature will use Memory Reception.

When this feature is on, the first page will be printed last.



Page Reduction

If you have switched this feature on and you receive a message that is longer than the paper in the cassette, usually the machine prints it on two pages. If you turn this feature on the machine reduces the width and length of the received image so that it will fit on one page. If A4 paper size is loaded and a message of B4 size is received, the machine will reduce the message to a single A4 sheet.



Note

❒ By default this feature is turned off. Switch it on with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

Reference

P.67 *"Page Separation and Length Reduction (not available in some countries)"*

TSI Print

Usually the sender's TTI is printed on received messages. If the sender has not programmed their TTI, you will not be able to identify them. However, if you turn this feature on, the sender's RTI P.193 *"RTI/TTI"* or CSI P.193 *"RTI/TTI"* is printed instead so you can find out where the message came from.

Note

❒ You can turn it on or off with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

CIL/TID Print

The ISDN unit is required to use this function.

Two features are provided for identification of messages received by G4 (ISDN). If turned on, this information will be printed on every page. Turn CIL and TID on and off with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

The CIL (Call Identification Line) refers to the combination of the receiver's own fax number, name, the sender's own fax number and name, time, and page number. The default setting is on. The TID refers to the name registered by the sender in their TTI. The default setting is on.

Limitation

❒ This feature is available only when receiving in G4 mode.

Note

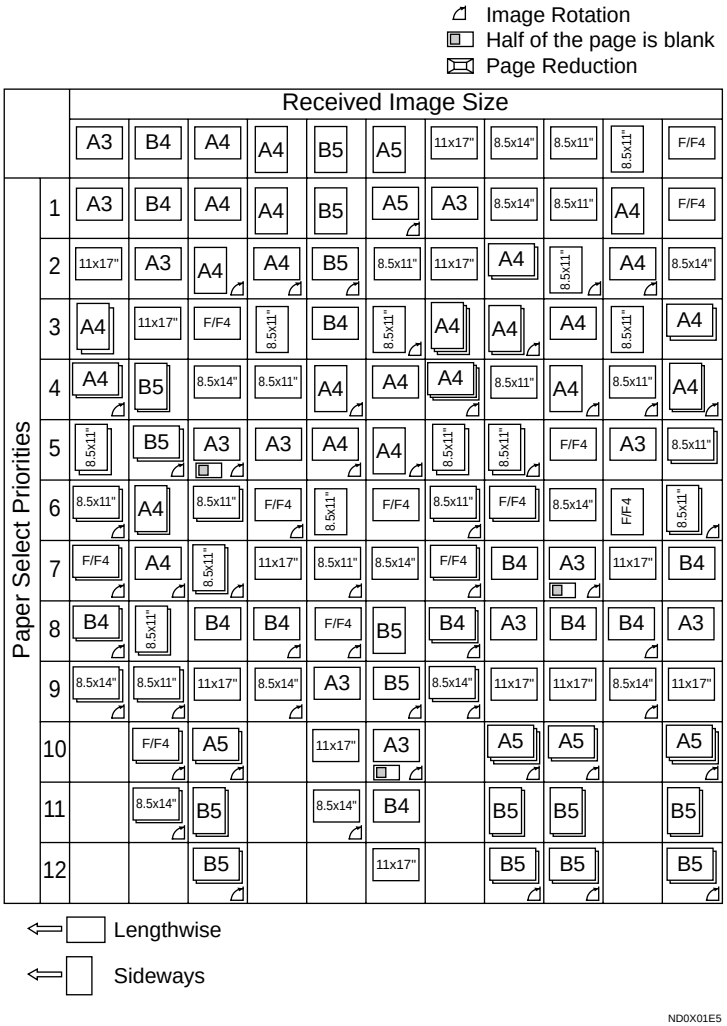
❒ You can turn CIL off with the User Parameters.

When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has LG (8.5 × 15") ▭ installed and you receive an LT (8.5 × 14") ▭ size message, check the LT column of the table below. The paper size at the top has the highest priority. In this case, since LG (8.5 × 14") ▭ is higher priority than DLT (11 × 17") ▯, the message is printed on LG (8.5 × 14") ▭.

❖ **Priority Table**

Page Reduction	**Disabled**
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20 mm
Width or Length Priority	Width



ND0X01E5

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

Limitation

❒ Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. ⇒ P.182 *"Special Senders to Treat Differently (Special RX Nos.)"*

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

Note

❒ Widths that this machine can receive are A4, B4, LT, LG, and A3. Any messages narrower than A4 or LT are sent as A4 or LT width with the length unchanged.

Reference

P.67 *"Page Separation and Length Reduction (not available in some countries)"*

P.68 *"Page Reduction"*

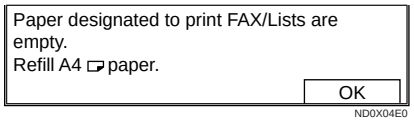
P.67 *"Image Rotation"*

Just Size Printing

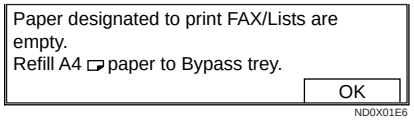
If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

- Paper Cassette



- Bypass Tray



Note

❒ You can turn this message on or off with the User Parameters ⇒ P.203 *"Changing the User Parameters"*. By default this message is turned off.

Out Of Paper Display Message

If the paper tray runs out of paper, you can have a message appear on the display asking you to add more paper.

Note

❒ By default this message is turned off. You can turn it with the User Parameters. See P.203 *"Changing the User Parameters"*

Having Incoming Messages Printed on Paper From the Bypass Tray

You can have messages sent from Specified Senders printed on paper from the Bypass Tray. This is useful if you need messages printed on a size of paper not stocked in the paper cassette(s).

Limitation

❒ When the optional Fax Feature Expander is installed, you can set paper between 128 and 800 mm long in the Bypass Tray.

Note

❒ Before you can use this feature, you need to turn on Authorized Reception (Initial Setup RX settings, P.161 *"INITIAL SETUP RX"*), program the Specified Senders (Key Operator Settings, Special RX No.) along with the Paper Tray set to "Bypass Tray".

❒ When you set paper sizes other than A4 landscape, B4 landscape and portrait, A3 landscape and portrait in the Bypass Tray, specify the paper size.⇒ P.162 *"To set the Bypass Paper Size"*

❒ If the specified paper size and the size of paper set in the Bypass Tray do not match, paper jams may occur and the image may be truncated.

❒ If you use this feature, Image Rotation is not possible.

4. Advanced Transmission Features

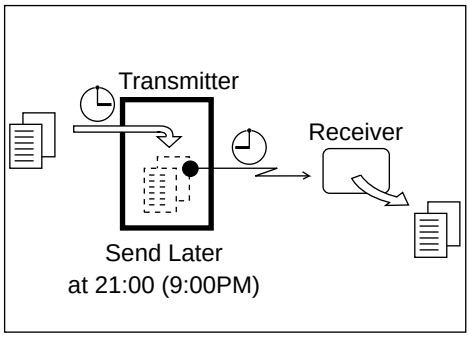
OVERVIEW

Overview

This feature describes various options that you can choose when sending a fax message. The selections you make will only apply to the current fax message.

SEND LATER

Using this feature, you can instruct the machine to delay transmission of your fax message until a later time which you specify. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.



ND1X01E4

For ease of use, you can program the time when your phone charges become cheaper as the Economy Transmission time. ⇒ P.195 *"Registering The Economy Transmission Time"*

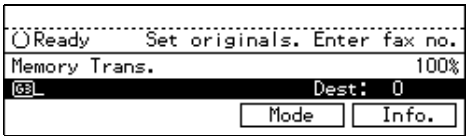
Then if you have a non urgent fax, just select Send Later with Economy Transmission when you scan it in. Faxes will be queued in memory and will start being sent at Economy Transmission time.

Note

- ❒ You can not specify a time more than 24 hours into the future.
- ❒ If you wish to use Economy Transmission, program the time when your phone charges get cheaper. ⇒ P.195 *"Registering The Economy Transmission Time"*
- ❒ This feature is only available with Memory Transmission.

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

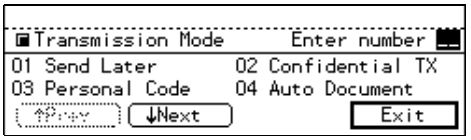
2 Press [Mode].



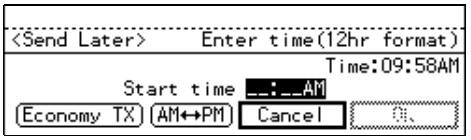
ND1X02E9

The Transmission Mode menu appears.

3 Enter the "Send Later" function number with number keys.



4 Enter the time with the number keys. To change AM/PM, press the [AM ↔ PM] (North America only) or press [Economy TX].



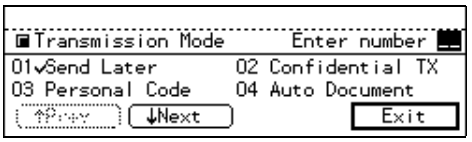
Note

- ❒ If the current time shown on the display is not correct, adjust it. ⇒ P.208 *"Date/Time"*
- ❒ When entering numbers smaller than 10, add a leading zero.
- ❒ If you make a mistake, press the 【Clear/Stop】 key and try again.
- ❒ To cancel Send Later, press **[Cancel]** and the display will return to the Transmission Mode menu.

5 **Press [OK].**

The Transmission Mode menu is shown on the display. A check mark is added to Send Later.

6 **Press [Exit].**



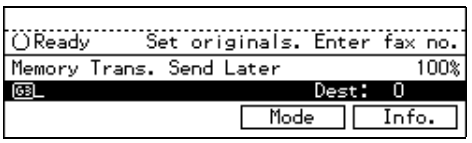
ND1X03E0

The initial display is shown.

Note

❒ "Send Later" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

7 **Dial and press the【Start】key.**

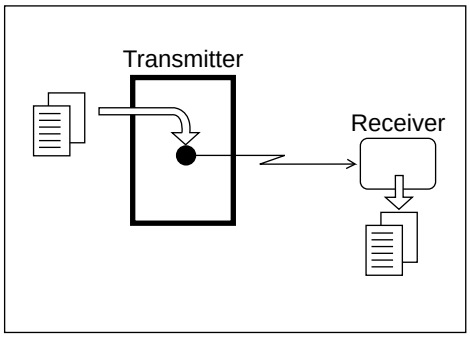


Note

❒ You can cancel transmission of a message set up for Send Later. ⇒ P.103 *"Canceling a Transmission"*

CONFIDENTIAL TRANSMISSION

If you do not want your message to be picked up casually at the other end, use this feature. The message will be stored in memory at the other end and will not be printed until an ID is entered.



ND1X01E5

Preparation

If you install the optional Fax Feature Expander or Hard Disk option, program the Confidential ID. ⇒ P.196 *"ID Code"*

There are two types of Confidential Transmission:

❖ Default ID

The other party can print the message by entering the Confidential ID programmed in their machine.

❖ ID Override

Should you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Before you send the message, don't forget to tell the intended receiver the ID that must be entered to print it.

Limitation

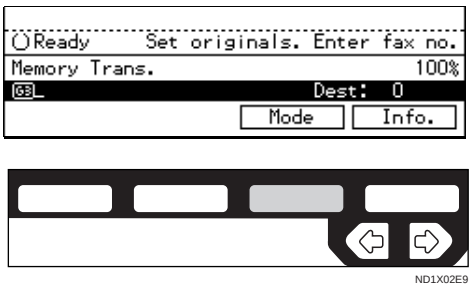
- ❒ The destination machine must be of the same make and have the Confidential Reception feature.
- ❒ The destination machine must have enough memory available.

Note

- ❒ If the optional Fax Feature Expander is installed, we recommend that you program the Confidential ID beforehand.
- ❒ An ID can be any 4 digit number except 0000.

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

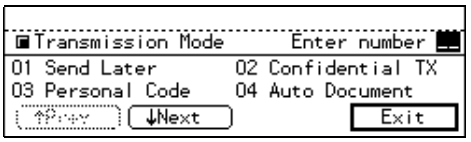
2 **Press [Mode].**



ND1X02E9

The Transmission Mode menu appears.

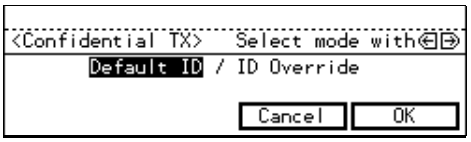
3 **Enter the "Confidential TX" function number with the number keys.**



4 **Depending on the Confidential Transmission type, use one of the following procedures:**

Default ID

❶ **Press the ◀ or ▶ keys to turn Default ID on and press [OK].**



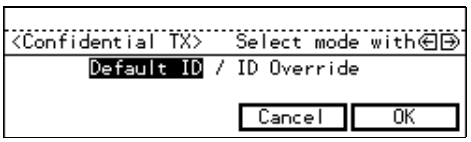
The Transmission Mode menu is shown again. A check mark is added to Confidential TX.

Note

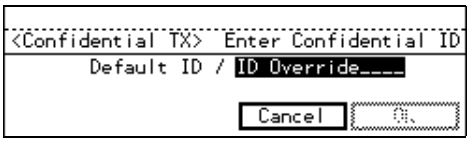
❒ To cancel the Confidential Transmission, press **[Cancel]**. The Transmission Mode menu is shown on the display.

Override ID

❶ **Press the ◀ or ▶keys to turn Override ID on.**



❷ **Enter the Confidential ID (4-digit number) with the number keys and press [OK].**



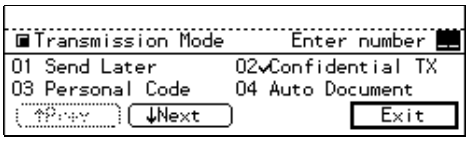
ND1X03E0

The Transmission Mode menu is shown again. A check mark is added to Confidential TX.

Note

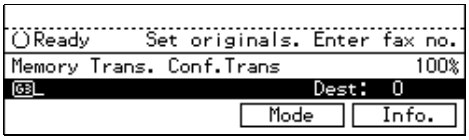
❒ To Cancel the Confidential Transmission, press **[Cancel]**. The Transmission Mode menu is shown on the display.

❺ **Press [Exit].**



ND1X03E0

The initial display is shown.



Note

❒ "Conf.Trans" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

❻ **Dial and press the [Start] key.**

Note

❒ For details on deleting a Confidential Transmission. ⇒ P.76 *"CONFIDENTIAL TRANSMISSION"*

PERSONAL CODE TRANSMISSION

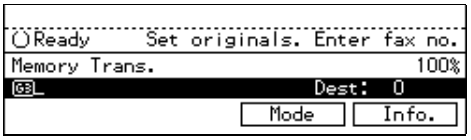
Personal Codes allow you to keep track of machine usage (e.g., for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes or the names programmed for the codes will be printed in the TCR and other reports. This will help you to check up on who has been using the machine and how often. ⇒ P.116 *"PRINTING THE TCR"*

Limitation

❒ Personal codes may be any 4-digit number except 0000 (0001 through 9999). You can program up to 20 personal codes. If the Optional Fax Feature Expander is installed, up to 50 personal codes can be programmed. ⇒ P.166 *"Registering Personal Codes"*

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

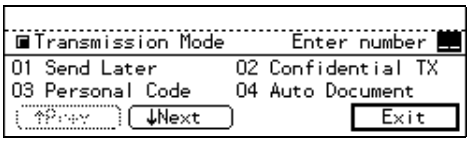
2 Press [Mode].



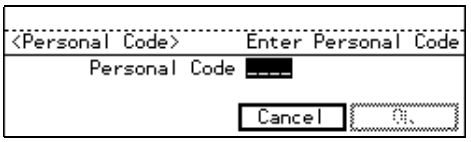
ND1X02E9

The Transmission Mode menu appears.

3 Enter a "Personal Code" function number with the number keys.



4 Enter a personal code (4-digit number) with the number keys.



Note

❒ If a personal code is programmed with a name, it is shown below the personal code on the display.

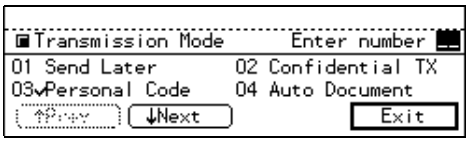
❒ If you make a mistake, press the **【Clear/Stop】** key and try again.

❒ To cancel the Personal Code Transmission, press **[Cancel]**. The Transmission Mode menu is shown on the display.

5 Press [OK].

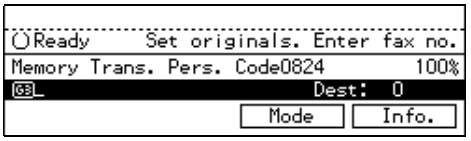
The Transmission Mode menu is shown again. A check mark is added to "Personal Code".

6 Press [Exit].



ND1X03E0

The initial display is shown.



Note

❒ "Pers. Code XXXX" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

7 **Dial and press the 【Start】 key.**

SENDING AN AUTO DOCUMENT

If you often have to send a particular page to people (e.g., a map, a standard attachment or a set of instructions), store it as an Auto Document assigned to a Quick Dial key. Then, when you need to send that page to somebody, just press the Quick Dial that you assigned it to instead of having to scan the whole page in again.

Preparation

You need to program an Auto Document.

You can fax an Auto Document by itself, or attach it to a normal fax message.

Important

❒ Whenever you store or change an Auto Document, we recommend that you print the Auto Document list for reference. ⇒ P.153 *"Auto Document list"*

Limitation

❒ You can attach one Auto Document to each transmission.

❒ You can store up to 6 Auto Documents. With optional Feature Expander, you can store up to 18 Auto Documents. ⇒ P.151 *"Registering Auto Documents"*

Note

❒ Originals with Auto Documents are sent by Memory Transmission.

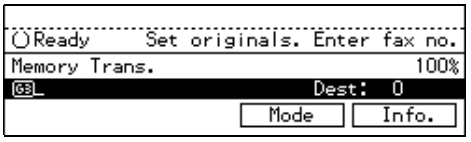
❒ When sending an Auto Document with another original, the Auto Document is sent first.

❒ Storing Auto Documents reduces the amount of free memory slightly. Unless you delete the document, free memory will not return to 100%.

❒ You can print an Auto Document or a summary of Auto Documents currently stored in memory. ⇒ P.158 *"REPORTS/LISTS"*

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

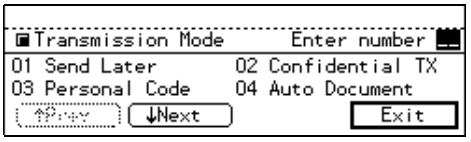
2 Press [Mode].



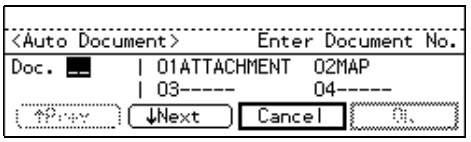
ND1X02E9

The Transmission Mode menu appears.

3 Enter the "Auto Document" function number with the number keys.



4 Enter the number of the Auto Document you want to send with the number keys.



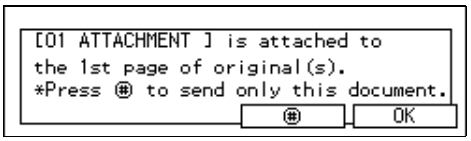
Note

❒ If the list does not contain the Auto Document you want to send, press **[↑Prev.]** or **[↓Next]** .

❒ If you make a mistake, press the **【Clear/Stop】** key and try again.

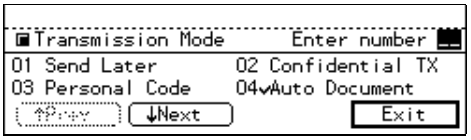
❒ To cancel the Auto Document, press **[Cancel]**. The Transmission Mode menu is shown.

5 **If you are sending just the Auto Document, press [#]. If you wish to send it along with another original, press [OK].**

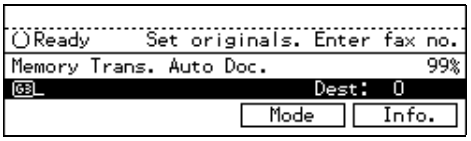


The Transmission Mode menu is redisplayed. A check mark is added to "Auto Document".

6 **Press [Exit].**



The initial display is shown.



Note

❒ "Auto Doc." is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

7 **Dial and press the 【Start】 key.**

2-SIDED TRANSMISSION (DOUBLE-SIDED TRANSMISSION)

Use this feature to send 2-sided originals from the Document Feeder (ADF). Both sides of an original will be scanned. The front and back of the scanned original will be printed in order, on separate sheets at the other end. Note that the orientation of alternate sheets may be reversed at the other end.

Limitation

❒ The front and back of a 2-sided document are scanned in different directions. This means that when the front and back sheets of each page are printed at the other end, they may be upside-down in relation to each other.

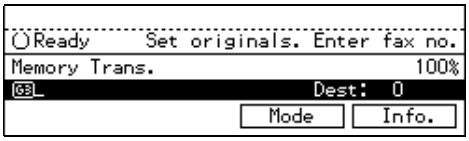
Note

❒ If the first page is a single-sided cover sheet, you can choose to have this page sent using single-sided transmission. The remaining pages will be sent using Duplex.

❒ You can confirm whether both sides were properly scanned in with the Stamp feature ⇒ P.52 *"Stamp"*.

1 Set your original in the Document Feeder (ADF) and select any scan settings you require.

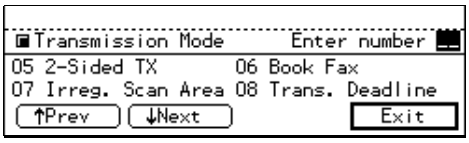
2 Press [Mode].



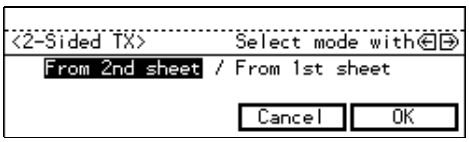
ND1X02E9

The Transmission Mode menu appears.

3 Enter the "2-Sided TX" function number with the number keys.



4 Press the ◀ or ▶ key to select the first page that you want to be scanned on both sides.

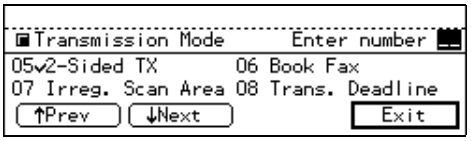


Note

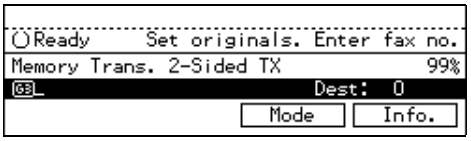
❒ If your document contains the single-sided cover letter as the first page, select From 2nd sheet, so that the machine scan both sides from the second page.

5 Press [OK] .

6 **Press [Exit].**



The initial display is shown.



Note

❒ "2-Sided TX" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

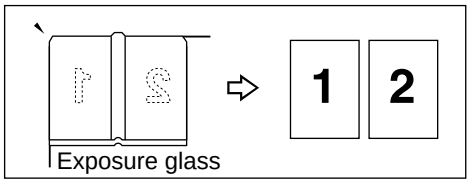
The Transmission Mode menu is redisplayed. A check mark is added to "2-Sided TX".

7 **Dial and press the【Start】key.**

BOOK FAX

Use to send book originals from the exposure glass. Pages are scanned in the order shown below.

Note that depending on the paper sizes available on the destination machine, the message may be reduced when printed at the other end.



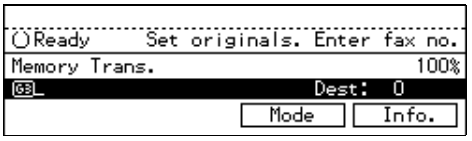
ND1X01E6

Note

❒ You can have bound originals scanned in left page first or right page first. By default, the machine scans in the left page first but you can change this setting with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

1 Set your original on the exposure glass and select any scan settings you require.

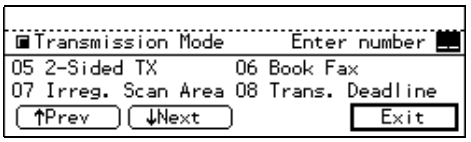
2 Press [Mode] .



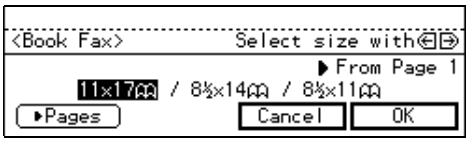
ND1X02E9

The Transmission Mode menu appears.

3 Enter the "Book Fax" function number with the number keys.



4 Press the ◀ or ▶ keys to select the size of the original.

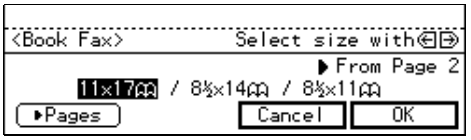


Note

❒ To cancel this mode, press **[Cancel]**. The Transmission Mode menu is shown on the display.

❒ If you choose 11×17", the original will be sent using Image Rotation Transmission.

5 Press [▶ Pages] to toggle between pages 1 and 2 (see middle right corner of the display).



ND1X02E7

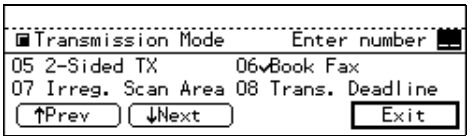
Note

❒ Select "From Page 1" to send a book original from the first page. Select "From Page 2" if you want to send a cover letter as the first page.

6 Press [OK].

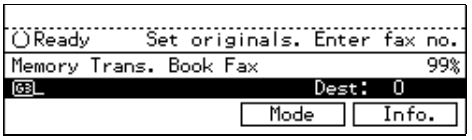
The Transmission Mode menu is shown. A check mark is added to "Book Fax".

7 **Press [Exit].**



ND1X03E0

The initial display is shown.



Note

❒ "Book Fax" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

8 **Dial and press the【Start】key.**

Bound Original Page Order

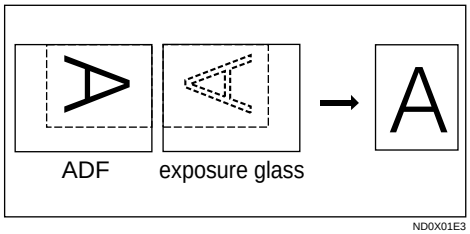
When sending bound originals (books, magazines etc.), you can choose to have either the left page or right page sent first.

Note

❒ The default setting is Send Left Page First. You can change this setting with the User Parameters ⇒ P.203 *"Changing the User Parameters"*.

CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)

Usually the machine automatically detects the size of an original when it is scanned. However, you may wish to override this and choose the area to be scanned yourself.



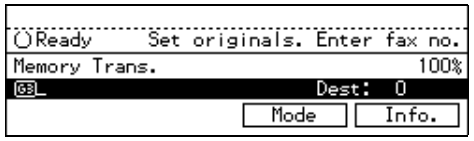
ND0X01E3

You can either choose one of the standard paper sizes (A4 ▯▯, B4 ▯, A3 ▯, $8^1/_2 \times 11$" ▯ ▯, 11" × 17" ▯) or one of two custom sizes programmed in advance (Area 1 and Area 2). ⇒ P.16 *"Paper Size and Scanned Area"*

Although you can specify a different scan area for each page when using the exposure glass, only one size is allowed when scanning from the Document Feeder (ADF).

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

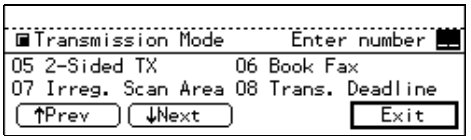
2 Press [Mode].



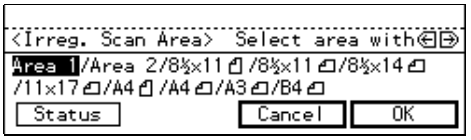
ND1X02E9

The Transmission Mode menu appears.

3 Enter the "Irreg. Scan Area" function number with the number keys.



4 Press the ◀ or ▶ key to select the paper size.



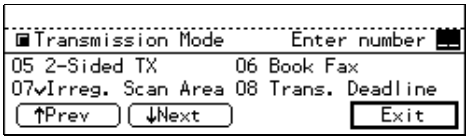
Note

- To see which paper sizes have already been programmed, press **[Status]**.
- To cancel the Irreg. Scan Area, press **[Cancel]**. The Transmission Mode menu is shown.

5 Press [OK].

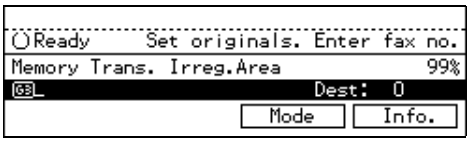
The Transmission Mode menu is shown again. A check mark is added to Irreg. Scan Area.

6 Press [Exit].



ND1X03E0

The initial display is shown.



Note

❒ "Irreg.Area" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

7 Dial and press the【Start】key.

TRANSMISSION DEADLINE (TRD)

If you have to send an urgent message and the line is busy, this feature saves you standing by the machine and redialing the number. If the message cannot be sent the first time, the machine redials automatically at intervals of five minutes any number of times until the deadline passes. After the deadline passes, the Transmission Result Report is automatically printed. This indicates whether or not the message was sent within the deadline.

Limitation

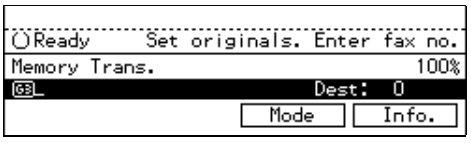
❒ You can not specify a deadline more than 24 hours into the future.

Note

❒ If the message cannot be sent before the deadline and the number of redials is less than 5, the machine continues redialing until it has redialed five times then prints the Transmission Result report. If the number of redials has already reached 5, the machine prints the Transmission Result report and stops transmission.

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

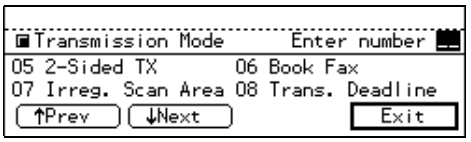
2 Press [Mode].



ND1X02E9

The Transmission Mode menu appears.

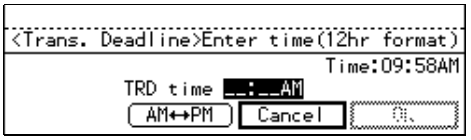
3 Enter the "Trans. Deadline" function number with the number keys.



Note

❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

4 Enter the deadline with the number keys.



Note

❒ If the current time on the display is not correct, adjust it. ⇒ P.208 *"Date/Time"*

❒ To enter a number smaller than 10, add a leading zero.

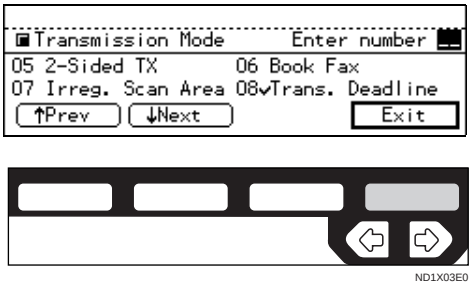
❒ If you make a mistake, press the **【Clear/Stop】** key and try again.

❒ To cancel the Transmission Deadline, press **[Cancel]**. The Transmission Mode menu is shown.

5 Press [OK].

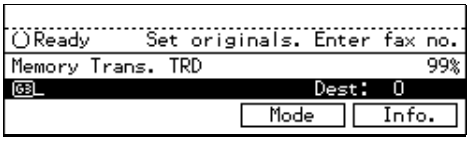
The Transmission Mode menu is shown. A check mark is added to "Trans. Deadline".

6 **Press [Exit].**



ND1X03E0

The initial display is shown.



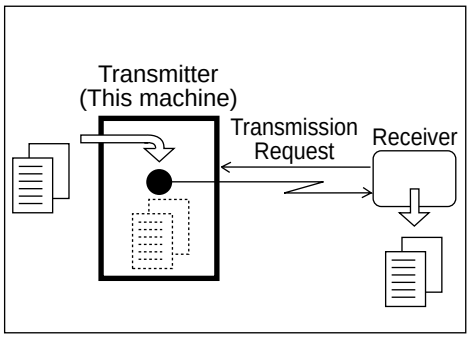
Note

❒ "TRD" is displayed. If you set up another advanced transmission function (except Polling Reception), "Others" is shown.

7 **Dial and press the 【Start】 key.**

POLLING TRANSMISSION

Use Polling Transmission when you want to leave an original in the machine's memory for others to pick up. The message will be sent when the other party calls you up.



ND1X01E7

There are three types of Polling Transmission.

❖ Free Polling Transmission

Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

❖ Default ID Polling Transmission

The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure that both machines' Polling IDs are identical in advance.

❖ Override ID Polling Transmission

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID. The user must supply this ID when they poll your machine and if the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

Limitation

❒ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature. With Free Polling, a message can also be sent to other manufacturer's machines as long as they have the Polling Reception feature. With Default ID and Override ID Polling Transmission, an original can be sent only to a the machine of the same make with the Polling Reception feature.

❒ Free Polling and ID Polling Transmission allow only one file to be stored in memory. Personal ID Polling Transmission allows a file to be stored in memory for each ID; a total of up to 200 files for varying ID's can be stored.

❒ Before using “Default ID Polling” and “Override ID Polling”, you need to program the polling ID.

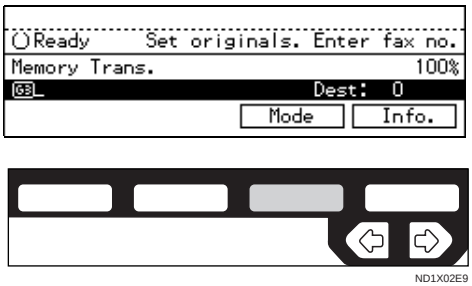
❒ A polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

Note

❒ The communication fee is charged to the receiver.

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

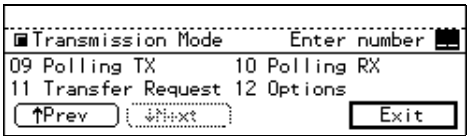
2 **Press [Mode].**



ND1X02E9

The Transmission Mode menu appears.

3 **Enter the "Polling TX" function number with the number keys.**



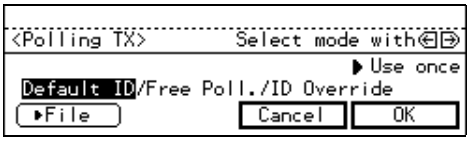
Note

❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

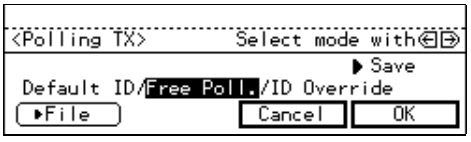
4 **Depending on the Polling Transmission type, use one of the following procedures:**

Free Polling Transmission

❶ **Press the ◀ or ▶ key to select[Free Poll.] then press [OK].**



❷ **Press[▶ File] and specify whether to save the stored original or not.**



ND1X02E7

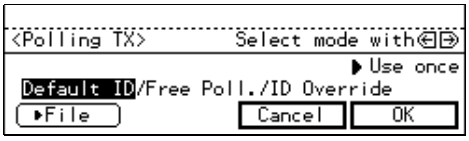
Each time you press the key, the text at the middle right corner of the display toggles between "Save" and "Use once".

Note

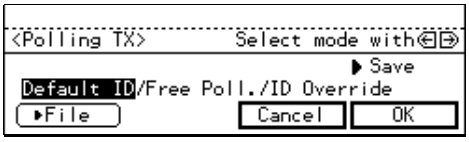
❒ To delete the original immediately after transmission, select "Use once". To repeatedly send the original, select "Save".

Default ID Polling Transmission

❶ **Press the ◀ or ▶key to select "Default ID" and press [OK].**



❷ **Press [▶ File] and specify whether to save the stored original or not.**



ND1X02E7

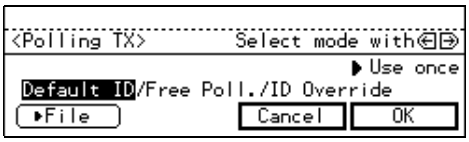
Each time you press the key, the text at the middle right corner of the display toggles between "Save" and "Use once".

Note

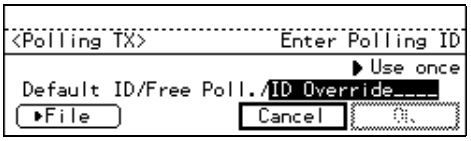
❒ To delete the original immediately after transmission, select "Use once". To repeatedly send the original, select "Save".

ID Override Polling Transmission

❶ **Press the ◀ or ▶key to select ID Override and press [OK].**



❷ **Enter the 4 character Polling ID with letter keys/ number keys and the letter (A–F).**

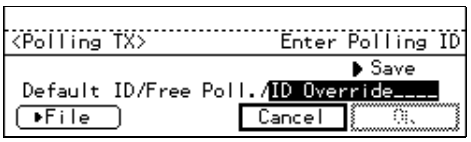


Note

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

0000 and FFFF is not available.

❸ **Press [▶ File] and specify whether to save the stored original.**



ND1X02E7

Each time you press the key, the text at the middle right corner of the display toggles between "Save" and "Use once".

Note

❒ To delete the original immediately after transmission, select "Use once". To repeatedly send the original, select "Save".

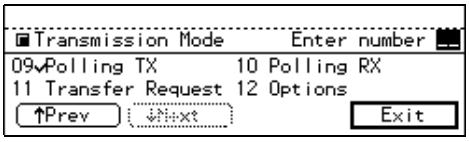
5 **Press [OK].**

The Transmission Mode menu is shown. A check mark is added to "Polling TX".

Note

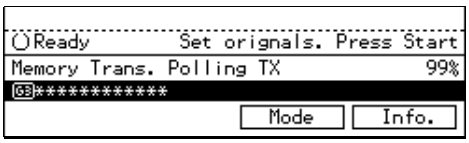
❒ To cancel the Polling Transmission, press **[Cancel]**. The Transmission Mode menu is shown.

6 **Press [Exit].**



ND1X03E0

The initial display is shown.



Note

❒ "Polling TX" is displayed. If you set up other advanced transmission function (except Polling Reception), "Others" is displayed.

7 **Press the 【Start】 key.**

Polling Transmission Clear Report

This report allows you to verify whether Polling Transmission has taken place.

Limitation

❒ This report is not printed if the User Parameters are set to allow the stored originals to be repeatedly sent (Save). ⇒ P.203 *"Changing the User Parameters"*

Note

❒ This report is turned on by default. You can turn it off if you wish. ⇒ P.203 *"Changing the User Parameters"*

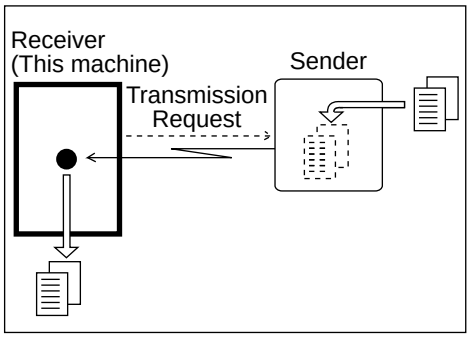
❒ By default, a portion of the sent image is printed on the report. You

can turn this off with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

❒ You can also check the result of a Polling Transmission with the TCR.

POLLING RECEPTION

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups and Keystroke programs to fully exploit this feature).



There are two types of Polling Reception.

❖ **Default ID Polling Reception (Free Polling Reception)**

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

❖ **Override ID Polling Reception**

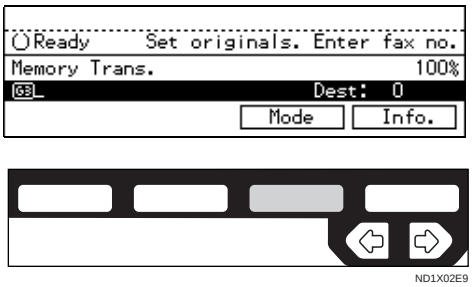
You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID.

Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that do not require ID are received (Free Polling).

Limitation

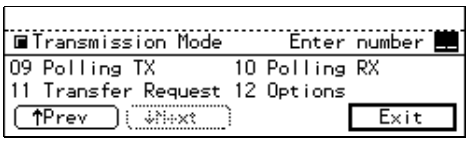
- ❒ Polling Reception requires that the other machine can perform Polling Transmission.
- ❒ To receive a message sent by any Default ID Polling Transmission or Override ID Polling Transmission, it is necessary to specify the same polling ID as the sender's.
- ❒ To receive a message sent by Default ID Polling Transmission or Override ID Polling Transmission, the sender must use a machine of the same make that has polling capability. With Free Polling Reception, a message can be also received from other manufacturers' machines as long as they have polling capability.
- ❒ A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

1 **Press [Mode].**



The Transmission Mode menu appears.

2 **Enter the "Polling RX" function number with the number keys.**



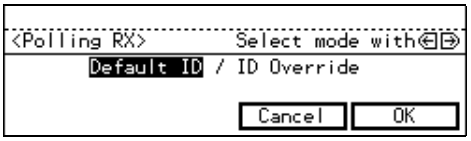
Note

❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Depending which method you are using, choose one of the following procedures:**

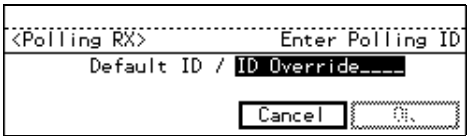
Default ID Polling Reception

❶ **Press the ◀ or ▶ key to select the Default ID and press [OK].**



ID Override Polling Reception

❶ **Press the ◀ or ▶ key to select the Override ID and press [OK].**



❷ **Enter a polling ID (4 characters) with the number keys and the letter (A–F).**

Note

❒ If you make a mistake, press the **【Clear/Stop】** key and try again.

❒ 0000 and FFFF is not available.

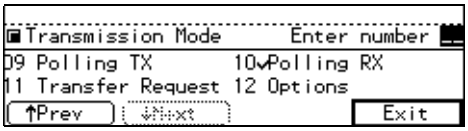
4 **Press [OK].**

The Transmission Mode menu is shown. A check mark is added to Polling Reception.

Note

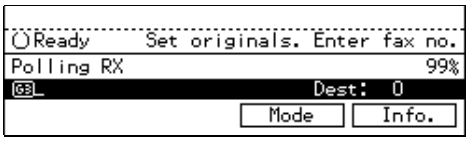
❒ To cancel Polling Reception, press **[Cancel]**. The Transmission Mode menu is shown.

5 **Press [Exit].**



ND1X03E0

The following display is shown.



Note

❒ "Polling RX" is displayed.

6 **Dial and press the 【Start】 key.**

Polling Reserve Report

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

Note

❒ By default this report is turned off. Turn it on with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

Polling Result Report

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

Note

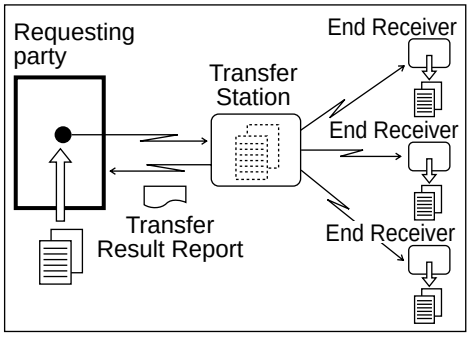
❒ You can also check the result of a Polling Reception with the TCR.

❒ By default this report is turned on. Turn it on with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

TRANSFER REQUEST

Transfer Request allows fax machines that have this feature to automatically distribute incoming messages onto multiple fax destinations. This feature helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

The diagram below may make the concept clearer.



ND1X01E9

Preparation

Before you can use this feature you must program the Polling ID and your own dial number. ⇒ P.196 *"Polling ID"*, P.198 *"G3 Analog Line"*

Polling ID's of the requesting party (this machine) and Transfer Stations must be identical.

The following terminology is used in this section.

❖ Requesting Party

The machine where the message originates from, i.e. the machine making a Transfer Request (in this section, this machine).

❖ Transfer Station

The machine that forwards the incoming message to another destination, i.e. the machine that receives the Transfer Request.

❖ End Receiver

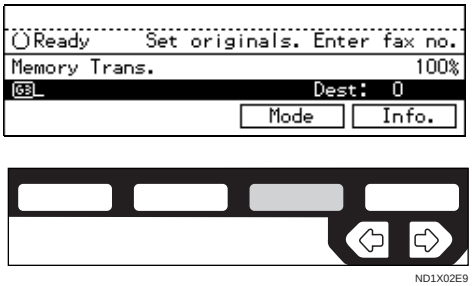
The final destination of the message, i.e. the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station.

Limitation

- ❒ The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.
- ❒ You can specify up to 99 Transfer Stations in a Transfer Request.
- ❒ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.
- ❒ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 99.

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

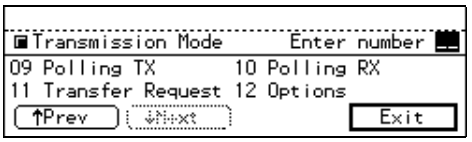
2 **Press [Mode].**



ND1X02E9

The Transmission Mode menu appears.

3 **Enter the "Transfer Request" function number with the number keys.**

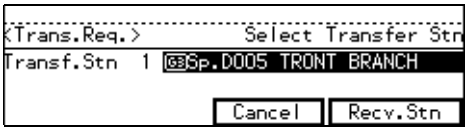


ND1X03E0

Note

❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

4 **Enter a Transfer Stations and press [Recv. Stn].**



ND1X03E0

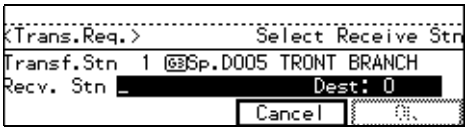
Note

❒ Enter the fax numbers of the Transfer Stations with either Quick Dials, Speed Dials or the number keys.

❒ If you make a mistake, press the **【Clear/Stop】** key and try again.

❒ To cancel the Transfer Request, press **[Cancel]** . The Transmission Mode menu is shown again.

5 **Enter one or more End Receivers.**



Note

❒ You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described in ⇒ P.98 *"Specifying an End Receiver"*.

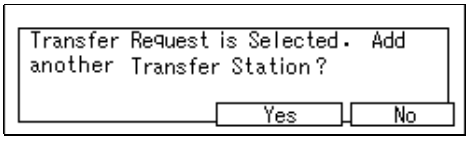
❒ Press **[Add RcvStn]** if you wish enter more End Receivers.

❒ Press ◀ or ▶ to see the End Receivers already entered. You can select an End Receiver from this list and cancel it by pressing the **【Clear/Stop】** key.

❒ To cancel the Transfer Request, press **[Cancel]**.

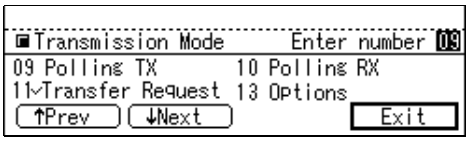
6 **When you have specified all the End Receivers, press [OK].**

7 **If you want to enter an additional Transfer Station, press [Yes] and repeat steps 4 to 6.**



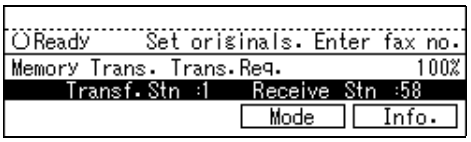
If you press **[No]**, the Transmission Mode menu is shown and a check mark is added to Transfer Request.

8 **Press [Exit].**



ND1X03E0

The following display is shown.



Note

❒ The numbers of Transfer Stations and End Receivers are displayed.

9 Press the [Start] key.

Specifying an End Receiver

When you make a Transfer Request, you must specify the final destinations (End Receivers) for your message.

You cannot enter the numbers of the End Receivers directly. Instead, enter a simple code that describes where the numbers are stored in the Transfer Station (in Quick Dials, Speed Dials or Groups).

The numbers must first have been stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s).

❖ **Quick Dial**
Enter [#] followed by the number (2 digits) of the Quick Dial where the End Receiver is stored.
For example, to choose the number stored in Quick Dial 01 in the Transfer Station, enter: [#] [0] [1]

❖ **Speed Dial**
Enter [#], [✳] followed by the Speed Dial code (2 or 3 digits).
For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter:[#] [✳] [1] [2]

❖ **Group Dial**
Enter[#] , [✳], [✳] followed by the Group number (2 digits).
For example, to choose the number stored in Group 04 in the Transfer Station, enter:[#] [✳] [✳] [0] [4]

TRANSMISSION OPTIONS

This section describes various features that you can switch on and off for any particular transmission by following the procedure at the end of this section.

In addition, if you frequently use a certain configuration of options, you can change the default home position (on or off) of each option with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

TTI (Transmit Terminal Identification) Print

By default, the machine adds your TTI identification to each message you send so it appears on the printed fax at the other end. You can change your TTI with the Key Operator Settings. ⇒ P.166 *"KEY OPERATOR SETTINGS"*

Note

❒ You can switch this feature off with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

Label Insertion

With this feature you can have the receiver's name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

Limitation

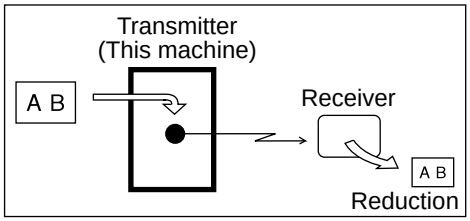
❒ If you select Label Insertion, the label might be printed over a portion of the image when received at the other end.

Note

❒ Program the receiver's name and number in a Quick Dial or Speed Dial with Label Insertion turned on with the user parameter.

Auto Reduction

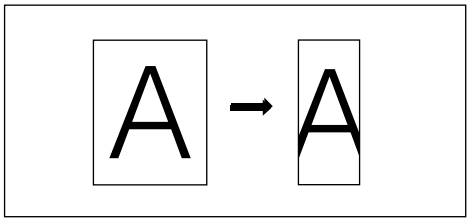
By default, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



ND1X02E0

Important

❒ If you turn this feature off, the scale of the original is maintained and some parts of the image may be lost when printed at the other end.



ND1X02E1

Note

❒ You can switch this feature on and off with the User Parameters. The

default setting is on. ⇒ P.203 *"Changing the User Parameters"*

ID Transmission

If you turn this feature on, transmission will only take place if the destination's Polling ID is the same as yours. This feature can stop you from accidentally sending information to the wrong place (you need to co-ordinate Polling ID's with the other party).

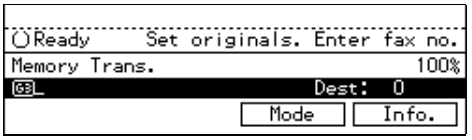
Note

❒ You can switch this feature on and off with the User Parameters. The default setting is off. ⇒ P.203 *"Changing the User Parameters"*

Selecting Transmission Options for a Single Transmission

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

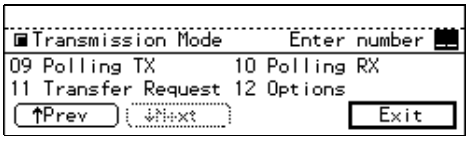
2 **Press [Mode].**



ND1X02E9

The Transmission Mode menu appears.

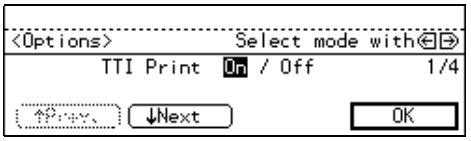
3 **Enter the "Options" function number with the number keys.**



Note

❒ If "Options" is not shown, press **[↑Prev.]** or **[↓Next]**.

4 **Press the ◀ or ▶ key to switch TTI Print on or off.**



Note

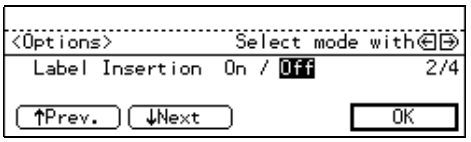
❒ The default setting is on.

5 **If you want to set another option, press [↓Next].**

Note

❒ To finish, go to step 12.

6 **Press the ◀ or ▶ key to switch Label Insertion on or off.**



Note

❒ The default setting is off.

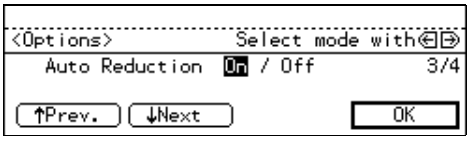
❒ To cancel the changes, press **[Cancel]**. The Transmission Mode menu is shown.

7 **If you want to set another option, press [↑Prev.] or [↓Next].**

Note

❒ To finish, go to step 12.

8 **Press the ◀ or ▶ key to switch Auto Reduction on or off.**



Note

❒ The default setting is on.

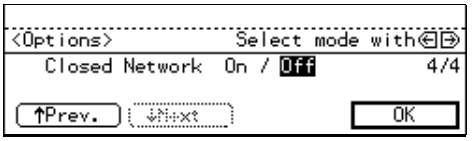
❒ To cancel the setting, press **[Cancel]**. The Transmission Mode menu is shown.

9 **If you want to set another option, press [↑Prev.] or [↓Next].**

Note

❒ To finish, go to step 12.

10 **Press the ◀ or ▶ key to switch closed network on or off.**



11 **If you want to set another option, press [↑Prev.].**

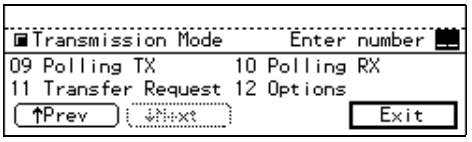
Note

❒ To finish, go to step 12.

12 **Press [OK].**

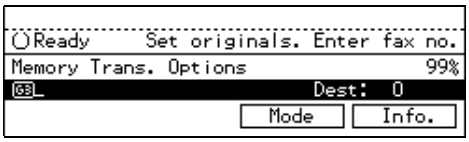
The Transmission Mode menu is shown. A check mark is added to Options.

13 **Press [Exit].**



ND1X03E0

The initial display is shown.



Note

❒ "Options" is shown. If you set up another advanced transmission function (except Polling Reception), "Others" is shown.

14 **Dial and press the 【Start】 key.**

4

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CHECKING AND CANCELING TRANSMISSION FILES

Transmission files are originals that have been stored in memory and are awaiting transmission. The features that produce transmission files are Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception and Polling Transmission. These features are described in detail elsewhere in this document.

This section describes how you can:

- Delete a file (cancel transmission)
- Print a file *1
- Check the destination(s) and options selected
- Alter when a file will be sent
- Resend a file
- Change destinations
- Delete destinations
- Add destinations

*1 This does not apply to Polling Reception or Confidential Transmission.

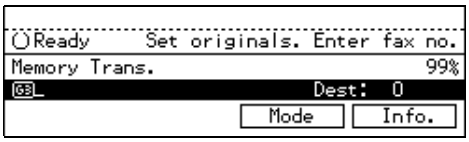
Limitation

❒ If you cancel a file being sent, the communication is immediately stopped and the file is canceled. A page which has already been sent cannot be canceled.

❒ You cannot change the start time add/delete a destination while a file is being sent.

Canceling a Transmission

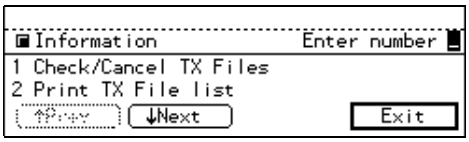
1 **Press [Info.].**



ND1X03E0

The Information menu is shown.

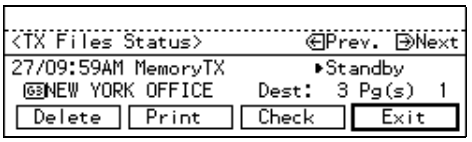
2 **Enter the "Check/Cancel TX Files" function number with the number keys.**



Note

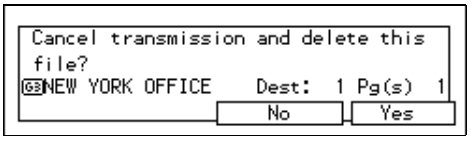
❒ If "Check/Cancel TX Files" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the ◀ or ▶ key until the file you want to delete is shown and press [Delete].**



ND1X02E7

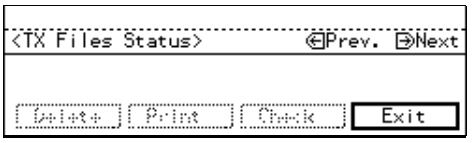
4 **Press [Yes].**



ND1X03E0

The file is erased.

5 **Press [Exit].**

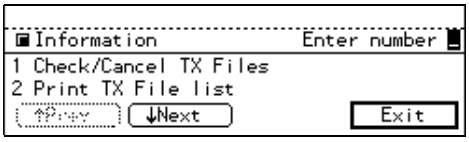


ND1X03E0

Note

❒ To delete another file, repeat steps 3 and 4.

6 **Press [Exit].**



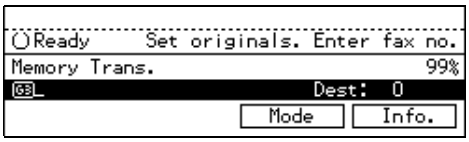
ND1X03E0

The initial display is shown.

Printing a File

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

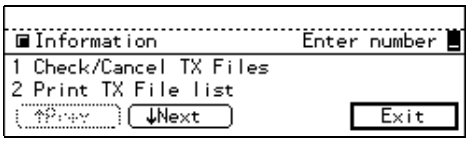
1 **Press [Info.].**



ND1X03E0

The Information menu is shown.

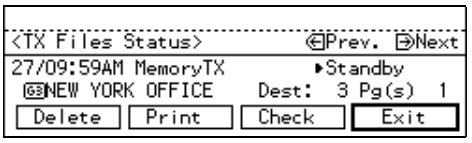
2 **Enter the "Check/Cancel TX Files" function number with the number keys.**



Note

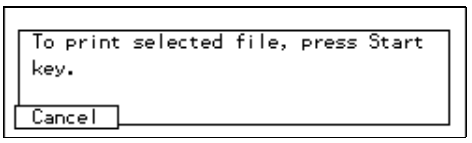
❒ If "Check/Cancel TX Files" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the ◀ or ▶ key until the file you want to print is shown and press [Print].**



ND1X02E8

4 **Press the 【Start】 key.**

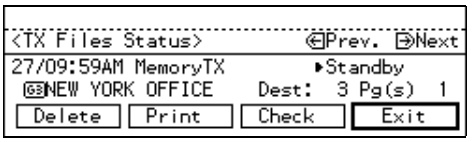


The file is printed.

Note

❒ Press **[Cancel]** to stop printing the file and return to the step 3 display.

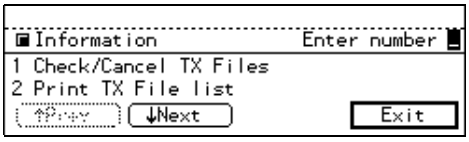
5 **Press [Exit].**



ND1X03E0

The Information menu is shown again.

6 **Press [Exit].**



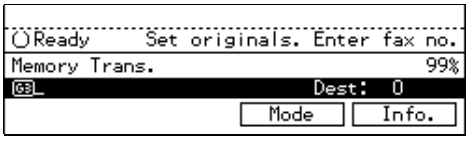
ND1X03E0

The initial display is shown.

Checking and Editing a File

Use this procedure to check or edit destination(s), check options selected or alter the transmission time.

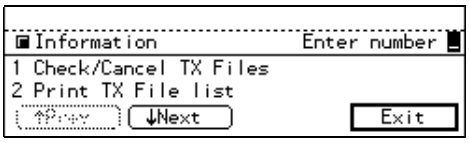
1 **Press [Info.].**



ND1X03E0

The Information menu is shown.

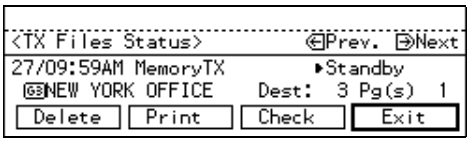
2 **Enter the "Check/Cancel TX Files" function number with the number keys.**



Note

❒ If "Check/Cancel TX Files" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the ◀ or ▶ key until the file you want to print is shown. Then press [Check].**



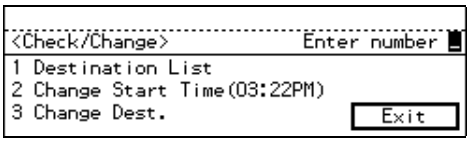
ND1X02E9

4 **Depending on the setting you want to check or change, use one of the following procedures.**

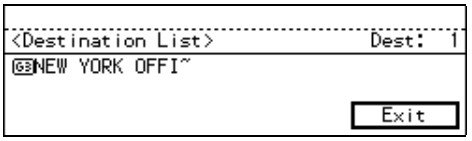
5

Checking Destinations (Destination List)

❶ **Enter the "Destination List" function number with the number keys.**



The total number of destinations and the fax number or each destination's name is shown.

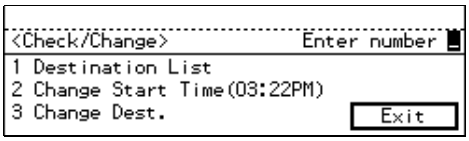


Note

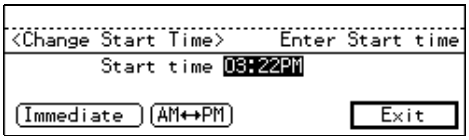
❒ To see hidden destinations, press **[↑Prev.]** or **[↓Next]**.

Changing the Transmission Time

❶ **Enter the "Change Start Time" function number with the number keys.**



❷ **Enter the transmission time (4 digits) with the number keys.**



Use 24-hour or 12-hour format depending on your area. For 12-hour format, press [AM ↔ PM] to switch between AM and PM.

Note

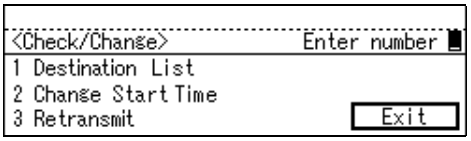
❒ You can not specify a start time more than 24 hours into the future.

❒ To start transmission immediately, press **[Immediate]**. If memory contains other files queued for transmission, those files are sent first.

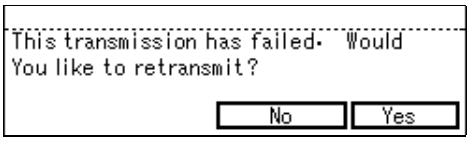
Re-sending a File

If you select the failed transmission file, you can resend it. This feature allows you to transmit a fax message again. You can choose to have files that were not transmitted successfully stored in memory. These files will be kept for either up to 24 or 72 hours depending on how you program this feature. ⇒ P.203 *"Changing the User Parameters"*

❶ **Enter the "Retransmit " function number with the number keys.**



❷ **Press [Yes].**

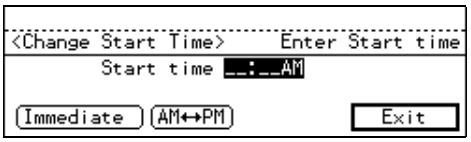


ND1X03E0

Note

❒ If you do not want to send the file, press **[No]**.

❸ **Enter the start time with the number keys.**



Use 24-hour or 12-hour format depending on your area. For 12-hour format, press [AM ↔ PM] to switch AM and PM.

Note

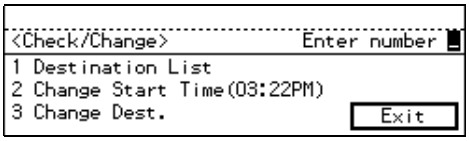
❒ You can not specify a start time more than 24 hours into the future.

❒ To start transmission immediately, press **[Immediate]**. If memory contains other files queued for transmission, those files are sent first.

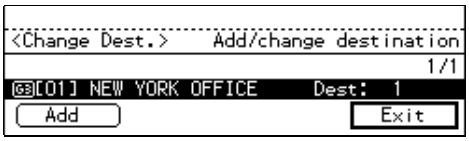
Changing a Destination

You can delete or add destinations.

❶ **Enter the "Change Dest." function number with the number keys.**



❷ **Change the destination.**



Note

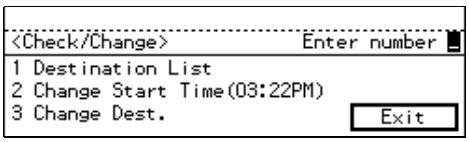
❒ To cancel a destination, press the ◀ or ▶ key until the destination you want to cancel is shown and press the **【Clear/Stop】** key.

❒ To add a destination, press **[Add]** and enter the fax number with the number keys. Destinations can be specified only by using the number keys. The destination is added to the end of the list.

❒ If you change a destination of a file that is automatically being dialed or awaiting redial, redial is canceled so you will need to resend that file. ⇒ P.106 *"Re-sending a File"*

❺ **Press [Exit].**

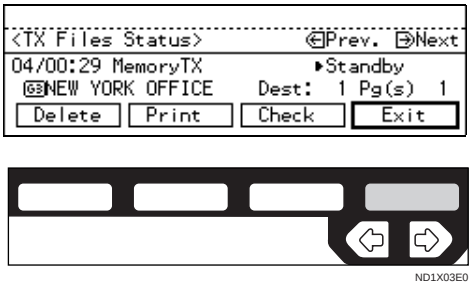
❻ **Press [Exit].**



ND1X03E0

5

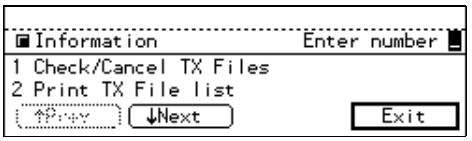
7 **Press [Exit].**



ND1X03E0

The Information menu is shown.

8 **Press [Exit].**



ND1X03E0

The initial display is shown.

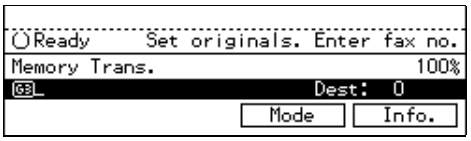
PRINTING A LIST OF FILES IN MEMORY (PRINT TX FILE LIST)

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

Note

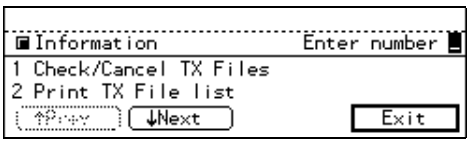
❒ The contents of an original stored in memory can also be printed. ⇒ P.104 *"Printing a File"*

1 **Press [Info.].**



The Information menu is displayed.

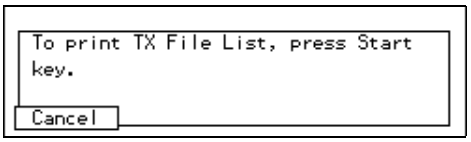
2 **Enter the "Print TX File list " function number with the number keys.**



Note

❒ If "Print TX File list " is not shown, press **[↑Prev.]** or **[↓Next]**.

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

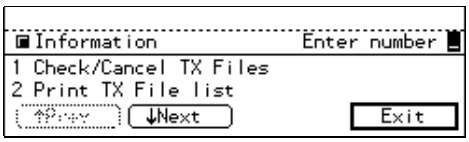


The transmission file list is printed. When the printing is completed, the Information menu is shown.

Note

❒ Press **[Cancel]** to stop printing the file list and return to the Information Menu display.

4 **Press [Exit].**



The initial display is shown.

5

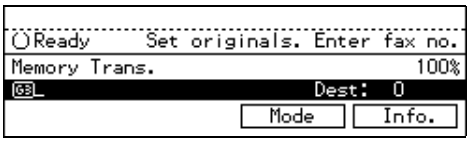
CHECKING THE TRANSMISSION RESULT (TX STATUS)

If you wish to find out whether a file was sent successfully, you don't have to always print the TCR. With this function you can browse through the last 50 completed transmissions on the display.

Limitation

- ❒ Only the last 50 transmissions are shown. Earlier transmissions are not available.
- ❒ If a transmission is completed while you are using this function, the result will not be shown until you exit TX File Status and start it again.

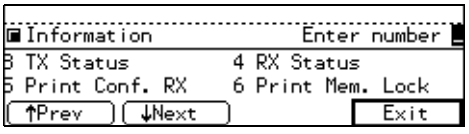
1 **Press [Info.].**



ND1X03E0

The Information menu is shown.

2 **Enter the "TX Files Status " function number with the number keys.**



Note

- ❒ If "TX Files Status " is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press [↑Prev.] or [↓Next] to scroll through the list.**

The results are shown two at a time with the most recent above.

4 **Press [OK].**

The initial display is shown.

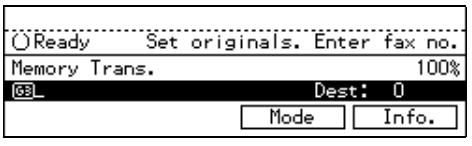
CHECKING THE RECEPTION RESULT (RX STATUS)

This function lets you check up on the last 50 messages received without having to print the TCR. You can browse through the received messages on the display.

Limitation

- ❒ Only the last 50 messages are displayed. Earlier messages are not available.
- ❒ If a message is received while you are using this function, the result will not be shown until you exit RX File Status and start it again.

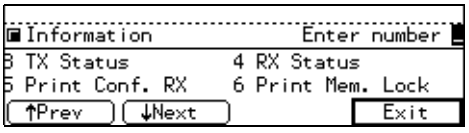
1 **Press [Info.].**



ND1X03E0

The Information menu is shown.

2 **Enter the "RX Files Status" function number with the number keys.**



Note

- ❒ If "RX Files Status" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press [↑Prev.] or [↓Next] to scroll through the messages.**

The results are shown two at a time with the most recent above.

4 **Press [OK].**

The initial display is shown.

5 **Press [Exit].**

5

PRINTING A CONFIDENTIAL MESSAGE

The optional Fax Feature Expander is required to use this function.

This feature is designed to prevent messages being picked up casually by anyone when they are received. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message you have to enter the Confidential ID code. When your machine has received a confidential message, the **Confidential File** indicator lights.

Preparation

Before using this function, program your Confidential ID. ⇒ P.196 *"ID Code"*

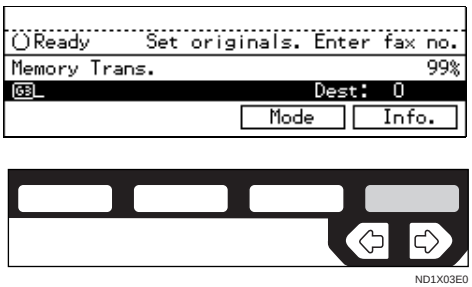
Important

❒ If the **Main Power** Switch is off more than an hour, all Confidential Messages are deleted. In such a case, use the Power Failure Report to identify which messages have been lost. ⇒ P.126 *"WHEN POWER IS TURNED OFF OR FAILS"*

Limitation

❒ You must program the Confidential ID for Confidential Reception to work.

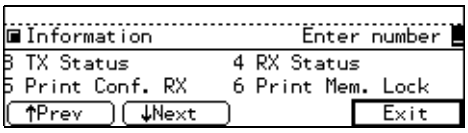
1 **Press [Info.].**



ND1X03E0

The Information menu is shown.

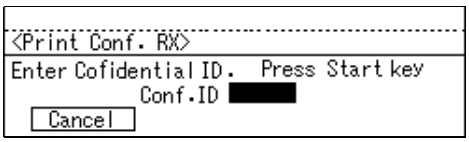
2 **Enter the "Print Conf. RX" function number with the number keys.**



Note

❒ If "Print Conf. RX" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Enter the Confidential ID (4-digit number) with the number keys.**



Note

❒ If you receive a fax by Confidential ID Override Reception, enter the override Confidential ID.

❒ You need to obtain the override Confidential ID from the sender.

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

The received messages are printed. When printing has finished, the Information menu is shown.

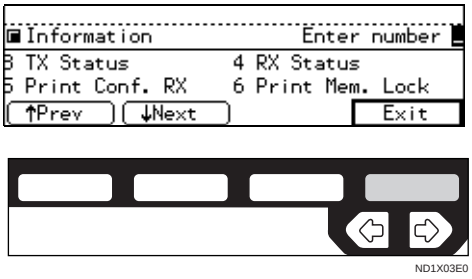
Note

❒ If no Confidential Messages have been received, the message "No reception file(s) exists." is shown. Press **[OK]**.

❒ If the Confidential IDs or Personal Confidential IDs do not match, the message "No file(s) exist for this Confidential ID." is

displayed. Press **[OK]** to cancel the operation, check the Confidential ID or Personal Confidential ID with the other party and try again.

5 **Press [Exit].**



The initial display is shown.

Confidential File Report

By default, this report is printed whenever your machine receives a Confidential Message.

Note

❒ You can turn this report off with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*

PRINTING A FILE RECEIVED WITH MEMORY LOCK

Optional Fax Feature Expander is required to use this function.

This is a security feature designed to prevent unauthorized users from reading your messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code. When your machine has received a message with Memory Lock, the Receive File indicator blinks.

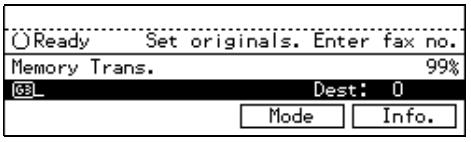
Preparation

Before you start, program your Memory Lock ID.⇒ P.196 *"Memory Lock ID"*

Note

- ❒ Messages received by Polling Reception are automatically printed even if this feature is switched on.
- ❒ If the **Main Power** Switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In such a case, the Power Failure Report will be printed so you can confirm which messages have been lost. ⇒ P.126 *"WHEN POWER IS TURNED OFF OR FAILS"*
- ❒ Memory Lock is switched off by default. Turn it on using the Facsimile User Tools. ⇒ P.172 *"Memory Lock"*
- ❒ You can also apply Memory Lock to messages that come only from certain senders. ⇒ P.182 *"Special Senders to Treat Differently (Special RX Nos.)"*

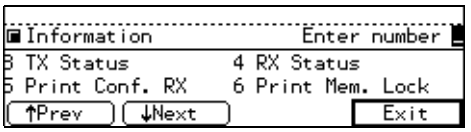
1 Make sure that the Receive File indicator blinks. Press [Info.].



ND1X03E0

The Information menu is shown.

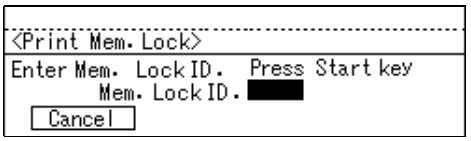
2 Enter the "Print Mem. Lock" function number with the number keys.



Note

- ❒ If "Print Mem. Lock" is not shown on the display, press
- ❒ **[↑Prev.]** or **[↓Next]**.

3 Enter the Memory Lock ID (4-digit number).



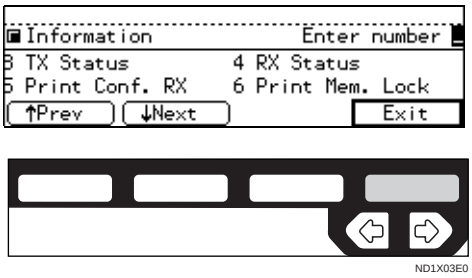
4 Press the [Start] key.

The received messages are printed. When the printing is completed, the Information menu is shown.

Note

- If no messages have been received, while Memory Lock is switched on, the following message will appear."No reception file(s) exists." Press **[OK]**.
- If the Memory Lock IDs do not match, the following message will appear. "Wrong Memory Lock ID."Press **[OK]** and retry after checking the Memory Lock ID.

5 **Press [Exit].**



The initial display is shown.

PRINTING THE TCR

The TCR (Transaction Confirmation Report) contains information about the last 49 communications made by your machine. By default, it is printed automatically after every 50 communications (receptions + transmissions).

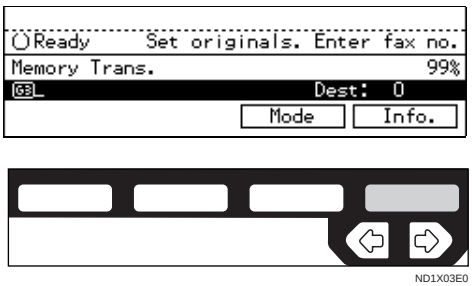
You can also print a copy of the TCR at any time by following the procedure below.

Note

❒ The sender's name column of the TCR is useful when you need to register a special sender.

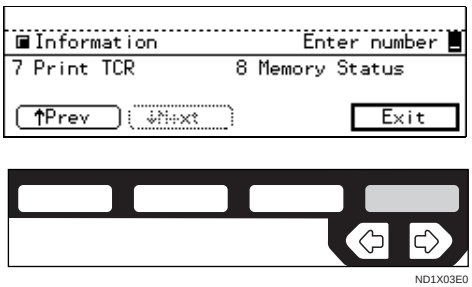
❒ If you do not want the TCR printed, you can turn it off. ⇒ P.203 *"Changing the User Parameters"*

1 **Press [Info.].**



The Information menu is shown.

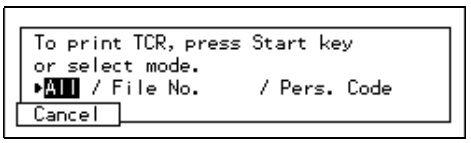
2 **Enter the "Print TCR" function number with the number keys.**



Note

❒ If "Print TCR" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the ◀ or ▶ key to select the format you want to print.**



Note

❒ Select "File No." to enter a 4-digit file number with the number keys.

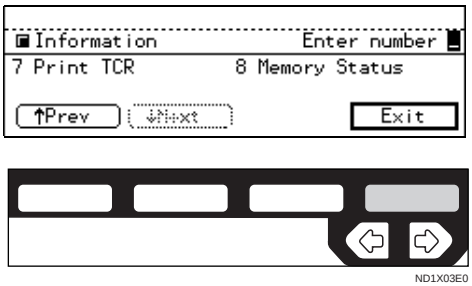
❒ Select "Pers. Code" to enter a Personal Code (4-digit number) with the number keys.

❒ Press **[Cancel]** to return to the Information menu.

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

The TCR is printed.

5 **Press [Exit].**

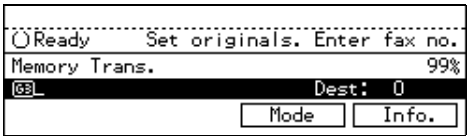


The initial display is shown.

DISPLAYING THE MEMORY STATUS

Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received confidential messages, the number of files to be sent, and the number of received messages to be printed.

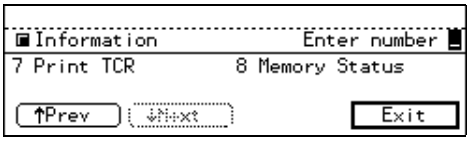
1 **Press [Info.].**



ND1X03E0

The Information menu is shown.

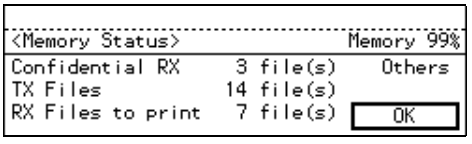
2 **Enter the "Memory Status" function number with the number keys.**



Note

❒ If "Memory Status" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **The usage is displayed. When you have finished, press [OK].**

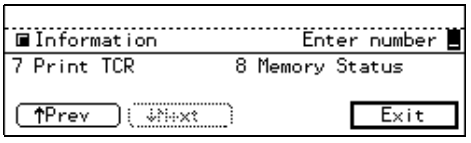


ND1X03E0

Note

❒ If "Others" is displayed, it means that one or more Auto Documents have been stored. ⇒ P.151 *"Registering Auto Documents"*

4 **Press [Exit].**



ND1X03E0

The initial display is shown.

5

This page is intentionally blank.

WHEN TONER RUNS OUT

When the machine has run out of toner the symbol appears on the display. Note that even if there is no toner left you can still send fax message.

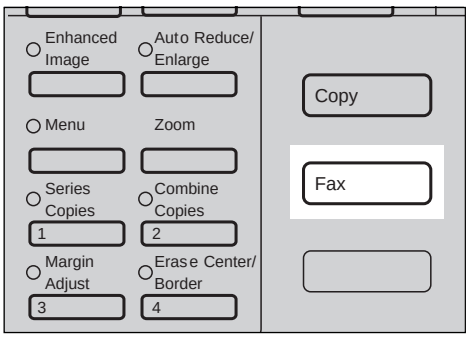
Important

❒ If you continue receiving and sending faxes after toner runs out, communication will not be possible after 200 (900 with the Fax Feature Expander) communications.

Limitation

❒ The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

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



Note

❒ If the standby display is not shown, press the **【Fax】** key.

2 Press [Exit].

The error display closes.

⇒ P.24 *"MEMORY TRANSMISSION"*

⇒ P.32 *"IMMEDIATE TRANSMISSION"*

ERROR MESSAGES AND THEIR MEANINGS

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

Message	Problem and Solution
Clear Misfeed(s) Remove originals from the Document Feeder.	• Original misfeed • Remove originals from Document Feeder. • Set any pages of the original that were not scanned and send again.
Reset originals and press Start.	Original jammed during Memory Transmission. Reset originals that haven't been scanned.
Error. Transmission has been cancelled.	A document jam occurred during Immediate Transmission. Press **[OK]** and resend the page which has been not sent.
	An error occurred during Immediate Transmission. Press **[OK]** and re-send the original. **Note** ❒ There may be a problem with the machine or the telephone line (e.g. noise or cross talk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Reset original(s) and press Start key.	The machine failed to detect the size of the original. Press ◀ or ▶ to select the size and press the **【Start】** key again.
<FAX> Personal Code Access. Please enter your Personal Code.	Personal Codes Access are switched on. You need to enter a previously programmed 4 digit ID code. For more information, see P.166 *"Personal Codes"*.
Service call Functional problem with the fax. Please contact your service representative.	There is a problem with the fax function. Contact your service representative and tell the code number shown in the display. The copier function will still work normally.
Memory is full. Cannot store additional originals. (Stored original(s) will be transmitted.)	If you press OK, the machine returns to the standby mode and start transmitting pages which has been scanned.

SOLVING PROBLEMS

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	P.38 *"Image Density (Contrast)"*
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty. Clean them. See the Copy Reference Make sure that ink or eraser is dry before setting the original.	---
Received image is too light.	Request the sender to increase the image density.	P.14 *"ACCEPTABLE TYPES OF ORIGINALS"*
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	
	When is blinking, toner is beginning to run out. Replace the toner cartridge soon. ⇒See the Copy Reference.	---
Message appears blank at the other end.	The original was set upside down. Set it properly.	P.18 *"HOW TO SET AN ORIGINAL"*
You want to cancel a Memory Transmission.	If the original is being stored, press the 【Clear/Stop】 key.	P.4 *"OPERATION PANEL"*
	If the original is being sent, use "Check/Cancel TX Files" in the Information menu.	P.18 *"HOW TO SET AN ORIGINAL"*
You want to cancel an Immediate Transmission.	Press the 【Clear/Stop】 key.	P.4 *"OPERATION PANEL"*
You cannot add any destination in Group though it does not reach the maximum number.	99 (with the Fax Feature Expander it is 999) destination has been programmed with the number keys. Program it with the **Quick Dial** key or **Speed Dial** instead.	P.44 *"Restrictions When Dialing with the Number Keys"*

Problem	Solution	Refer to
Immediate transmission error occurs while copying in multiple numbers.	Use memory transmission while copying in multiple numbers.	P.24 *"MEMORY TRANSMISSION"*

INDICATORS

When the Receive File Indicator is Lit or Flashing

If the **Receive File** indicator is blinking, a message has been received and stored in memory with Memory Lock. You need to print it out manually. ⇒ P.114 *"PRINTING A FILE RECEIVED WITH MEMORY LOCK"*

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

Reference

P.114 *"PRINTING A FILE RECEIVED WITH MEMORY LOCK"*

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out	and/or 【Fax】 key is lit in red.	Add paper. ⇒See the "Loading Paper" in the Copy Reference."
Toner is empty	is lit	Replace the toner cartridge. ⇒See the "Adding Toner" in the Copy Reference.
Paper is jammed	is lit	Remove the jammed paper. ⇒See the "Clearing Misfeed" in the Copy Reference.
Cover is open	The message "Doors/Covers open" appears.	A cover other than the Document Feeder (ADF) or front cover is open. ⇒Close the cover.
Machine is busy printing with another function	The machine is printing with another function.	The message will be printed after the current job finishes automatically.
Output Tray is full.	The Ouput Tray is full. Remove paper.	Remove paper from the Output Tray.

When the Confidential File Indicator is Lit

If this indicator is lit, a message has been received into memory with Confidential Reception. You need to print it out manually. ⇒ P.112 *"PRINTING A CONFIDENTIAL MESSAGE"*

When the【Fax】key is Lit in Red

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

Problem	**Solution**
Paper has run out.	Add paper. ⇒See the Loading Paper in the Copy Reference.
The paper output tray is full.	Remove the paper from the tray.
The machine is in RDS (Remote Diagnositc System) mode.	Wait with the main power switch on. Machine will go to the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.

WHEN AN ERROR REPORT IS PRINTED

An error report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or the receiver's, noise on the telephone line etc. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

Note

❒ If the error happens frequently, contact your service representative.

WHEN POWER IS TURNED OFF OR FAILS

Even if the main power switch is turned off, the contents of the machine's memory (programmed numbers etc.) will not be lost. However, if power is lost for more than 1 hour through the main power switch being turned off, a power cut or the power cable being removed, memory contents will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon has power is restored. This report can be used to identify lost files. If an original stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it. If an Auto Document was lost, you will need to store it in memory again.

Important

- ❒ Make sure that 100 % is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- ❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for at least one week after the power loss occurs.

Note

- ❒ If you install the Hard disk option, all files stored in memory are not erased even if there is a power failure.

ACCESSING THE USER TOOLS

The User Tools allow you to program the machine with your identification, store frequently used numbers and settings, and customize the default settings to match your needs.

So you can find the User Tool you want quickly and easily, they are grouped by function:

❖ **Register/Delete**
Use to program or delete: Quick Dials, Groups, Optional Groups, Speed Dial, Keystroke Programs, Auto Documents, Irregular scan Area

❖ **Reports/Lists**
Use to print: the TCR, Group list, Keystroke Program list, Speed Dial list, Auto Document list, Forwarding list, Quick Dial list and Auto Documents, Authorized Reception list

❖ **Initial Setup TX**
Use to set defaults for: Transmission mode (Memory/Immediate), scanning conditions (Resolution, Image Density and Original Type)

❖ **Initial Setup RX**
Use to turn on or off: Reverse Order Printing Checkered Mark, Center Mark, Print RX Time, Multi-copy Reception, Authorized Reception, Special RX NOS., Forwarding, 2-sided printing.

❖ **User Functions**
Use to program settings you frequently use into the User Function Keys

❖ **Key Op. Settings**
Use to program/check: your name, your fax number, line type, various ID codes, monitor volume, date and time, number of documents transmitted/received

Preparation

Some menus will not fit on the display. Press **[↑Prev.]** and **[↓Next]** to scroll through them if you cannot see the item you need.

Press **[PrevMenu]** to return to the Previous menu.

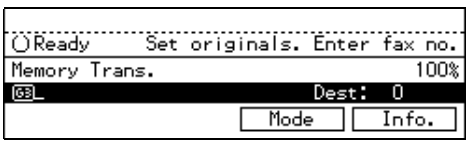
Items that are currently selected appear highlighted.

Press the **[OK]** key to accept the new settings.

Note that the changes will not be made if you do not press the **[OK]** key.

Press **[OK]** or **[Cancel]** to return to the previous display.

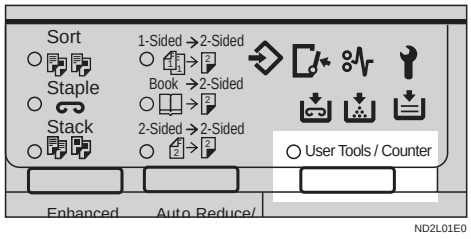
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



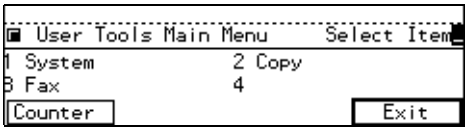
Note

❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the "Fax".**

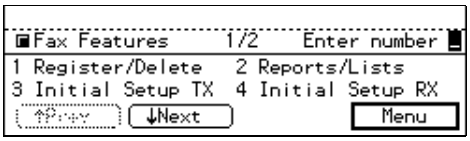


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

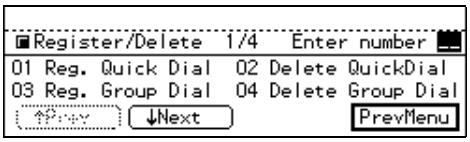
4 **Enter the number that matches the category you require.**



Note

❒ If you select "Key Op. Settings," you must enter the function number for "Key Op. Settings" with number keys and press the 【#】 (Enter) key within 3 seconds.

5 **Enter the function number of the User Tool you require.**



Note

❒ Function numbers are different depending on the machine model and options attached.

6 **Follow the instructions on the display.**

For more details on each User Tool, see the relevant pages of this manual.

.

Exiting User Tool mode

1 **When you have made your changes and pressed [OK], press the 【User Tools/Counter】 key to return to standby mode.**

Note

❒ To exit "Key Op. Settings", you need to return to the Facsimile User Tools initial display. Press **[PrevMenu]** on each display until you reach the main menu, then press the 【User Tools/Counter】 key.

REGISTER/DELETE MENU

Registering Quick Dials

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

Use the following steps to program a new Quick Dial or to edit or overwrite existing Quick Dials. There are 56 Quick Dials available.

You can register the following items in each key:

- Destination fax number (up to 254 digits)
- Destination name

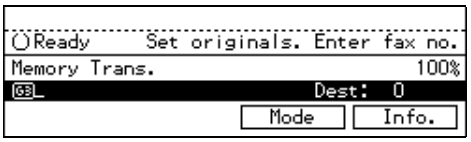
Important

❒ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. ⇒ P.158 *"REPORTS/LISTS"*

Limitation

❒ When a registered Quick Dial key is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot change the destination for this key.

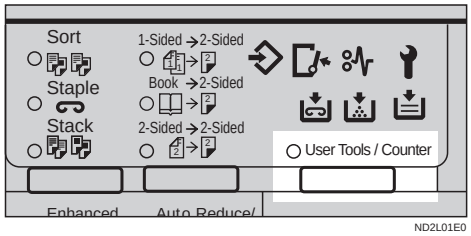
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



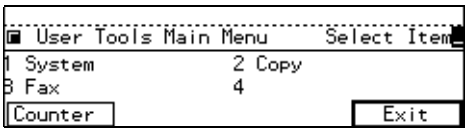
Note

❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



3 Enter the number of the "Fax".



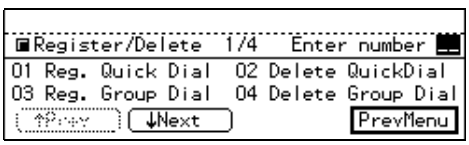
The Facsimile User Tool main menu appears.

Reference

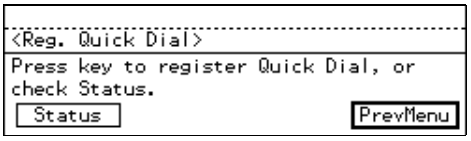
For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Register/Delete" using the number keys.

5 Enter the function number for "Reg. Quick Dial" using the number keys.



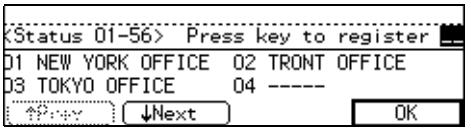
6 **Press the Quick Dial key which you want to register.**



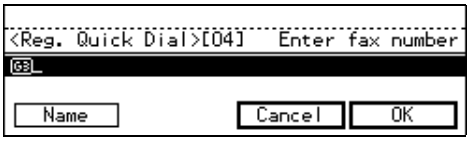
Note

❒ If you press a wrong key, press **[PrevMenu]** then try again.

❒ You can press **[Status]** to see which Quick Dial keys have been programmed.



7 **Enter a fax number using the number keys.**



Note

❒ If you make a mistake, press the **【Clear/Stop】** key and try again.

❒ If a fax number is already registered in this Quick Dial key, the number and communication type are shown on the display. If you wish to change the fax number, press the **【Clear/Stop】** key and enter another number.

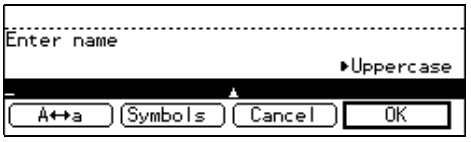
❒ You cannot omit the fax number.

8 **Press [Name] .**

Note

❒ If you wish to omit the destination name, go to step 11.

9 **Enter the destination name.**



ND1X03E0

Note

❒ If a destination name is already registered in this Quick Dial key, the name is shown on the display. If you wish to change this name, press the **【Clear/Stop】** key and enter another name.

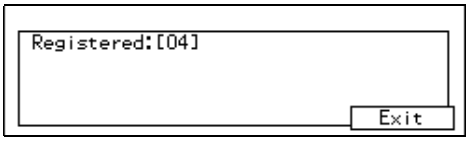
Reference

P.213 *"Entering Text"*

10 **Press [OK].**

The fax number and name are displayed.

11 **Press [OK] to register the new setting.**



Note

❒ If you press **[Cancel]**, the entered values are canceled and the display shown in step 7 appears again.

12 **Press [Exit].**

The display shown in step 6 appears again.

13 **Press the 【User Tools/Counter】 key.**

Quick Dial List

Printing the Quick Dial list allows you to check destinations registered in Quick Dial keys. ⇒ P.158 *"REPORTS/LISTS"*

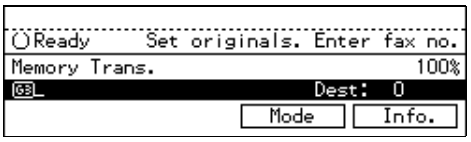
Deleting Quick Dials

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

Limitation

❒ When a Quick Dial key is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot delete the destination for this key.

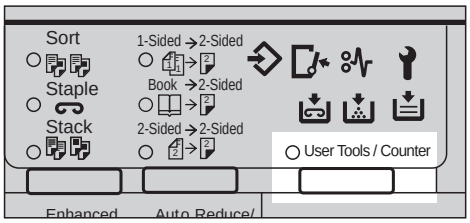
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

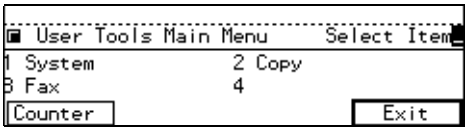
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax" mode.**



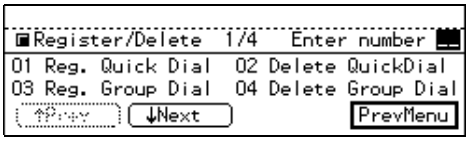
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

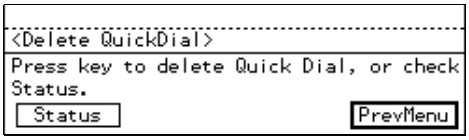
4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for "Delete QuickDial" using the number keys.**



6 **Press the Quick Dial key which you want to delete.**

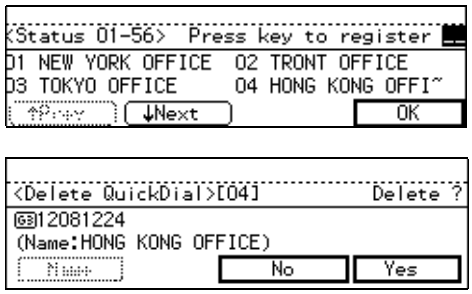
The current contents of the key are displayed.



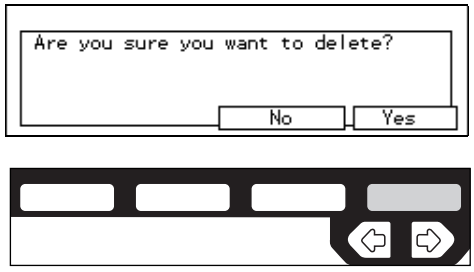
Note

❒ If you press the wrong key, press **[No]** then try again.

❒ You can press **[Status]** to see Quick Dial keys that have been already programmed.



7 **Press [Yes].**



ND1X03E0

Note

❒ If you press **[No]**, the destination is not deleted and the display is shown in step 6 appears again.

8 **Press [Yes] to delete the destination stored in this Quick Dial.**

Note

❒ If you press **[No]**, the destination is not deleted and the display shown in step 6 appears again.

9 **Press the 【User Tools/Counter】 key.**

Quick Dial Key and Function Key Label (Dial label)

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

Limitation

❒ Print the template on A4 label paper that can be peeled and stuck on the operation panel.

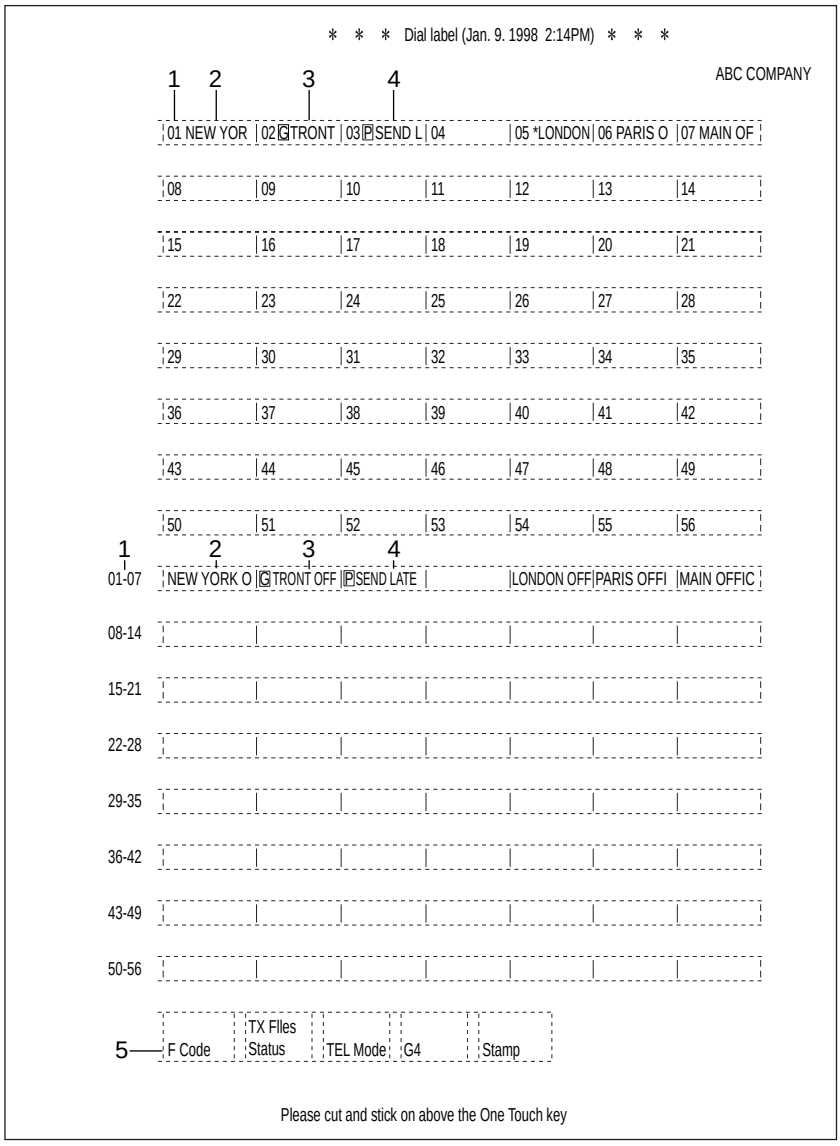
Note

❒ You can print the template from the Bypass Tray.

❒ You can choose whether to print on transparent or non-transparent label paper with the User Parameters. ⇒ P.203 *"Changing the User Parameters"*By default the setting is "Non-transparent".

❒ To print the label template, see P.158 *"REPORTS/LISTS"*.

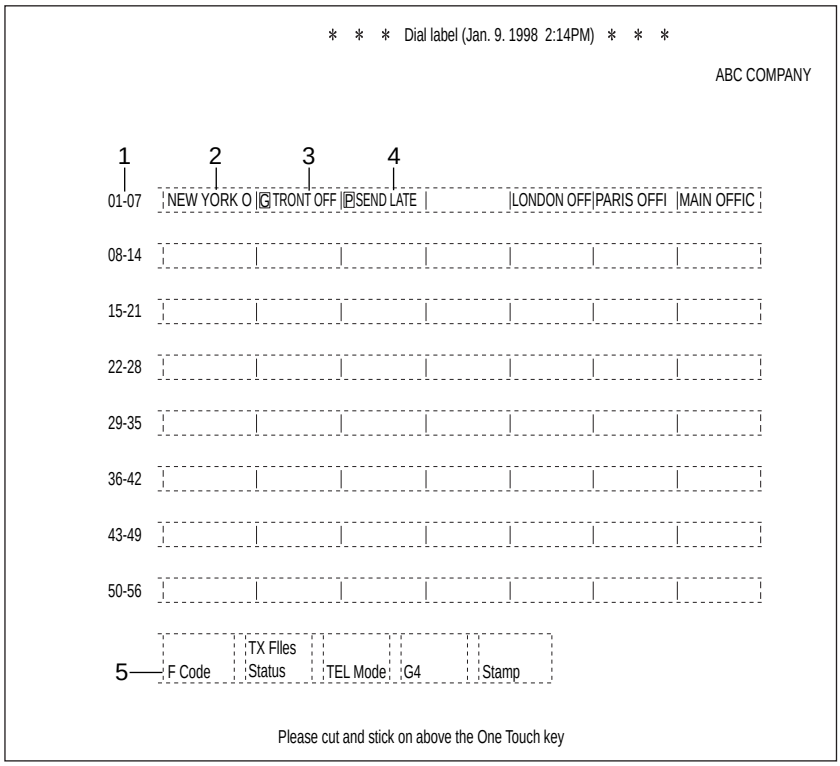
Non-transparent label paper



ND0X03E6

1. **Quick Dial key number**
2. **Destination name**
3. **Group name (G)**
4. **Program name (P)**
5. **Programmed contents of User Function keys**

Transparent label paper



1. **Quick Dial key number**

1. **Destination name**

1. **Group name (G)**

1. **Program name (P)**

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

Registering Groups

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

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

You can register the following items in a Group:

- Destination fax numbers (up to 200 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)

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

Important

❒ It is recommend that you print the Group Dial list and keep it when you register or change destinations. ⇒ P.158 *"REPORTS/LISTS"*

Limitation

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

❒ The maximum number of destination you can register in a Group is 200. This 200 can be composed of up to 55 Quick Dial numbers, 100 Speed Dial numbers and 98 numbers entered directly with the number keys. The maximum number of the destination you can register in all group is 255.

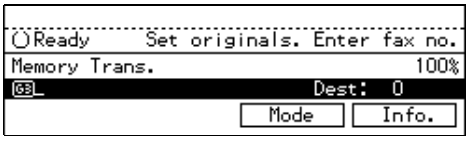
❒ The number of destinations that can be registered with the number keys depends on how the machine is used. You can register up to 99 destinations for all the Groups.

❒ If you register a Group with the number keys when a file is waiting to be transmitted, a message is shown. You sometimes cannot register any more destinations even when the number of specified destinations is 99 or less. This is because a fax number is stored in memory for the file to be transmitted. When the transmission is completed and the fax number is deleted, you can register the Group.

❒ When a lot of destinations are registered in a Group using number keys, you sometimes cannot enter a destination for a Memory Transmission with the number keys.

❒ When a registered group is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is shown and you cannot change destinations for this Group.

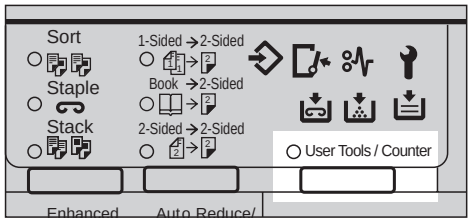
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



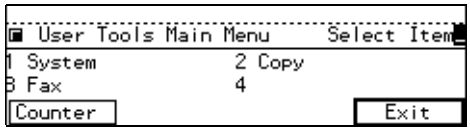
Note

❒ If the standby display is not shown, press the **[Fax]** key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the Fax.**



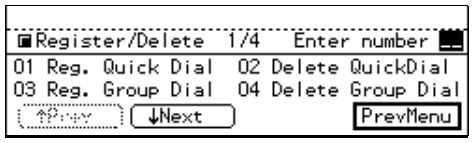
The Facsimile User Tool main menu appears.

Reference

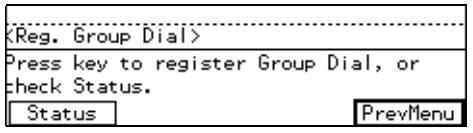
For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for "Reg. Group Dial" using the number keys.**



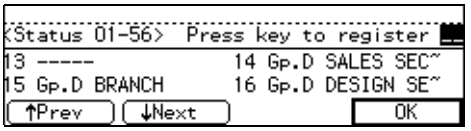
6 **Press the Quick Dial key in which you want to register the Group.**



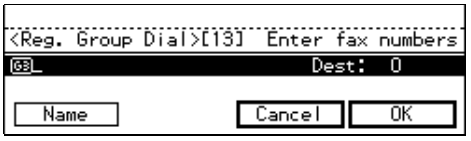
Note

❒ If you make a mistake, press **[Cancel]** then try again.

❒ You can press **[Status]** to see which Quick Dial keys are currently programmed.



7 **Enter the first fax number then press [Add] before you enter the next.**



Note

❒ Enter a destination in any of the following three ways:

- Enter the fax number using the number keys.
- Press a Quick Dial key in which the destination is registered.
- Press the 【Speed Dial】 key and enter a Speed Dial code.

❒ If you make a mistake, press the 【Clear/Stop】 key and re-enter the correct Group number.

❒ If destinations are already registered, they are shown on the display. Press the ◀ or ▶ key to scroll through the destinations on the display. If you want to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys. When you specify the destination using the number keys, the digit will be erased one by one. When

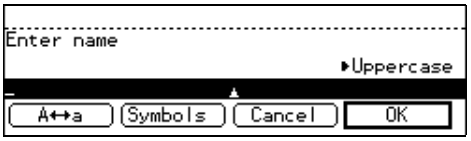
using Quick dial or Speed dial, they will be erased at once.

❒ You cannot omit the fax number.

8 Repeat step 7 for all the destinations you want registered in the Group.

9 Press [Name].

10 Enter the Group name.



Note

❒ If the Group name is already registered, it is shown on the display. If you wish to change the Group name, press the 【Clear/Stop】 key and enter another name.

Reference

P.213 *"Entering Text"*

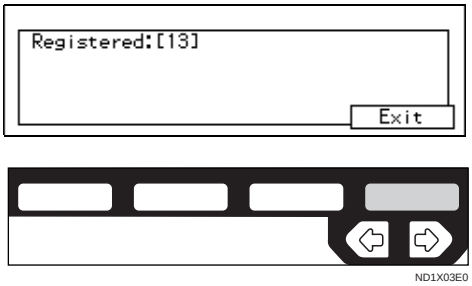
11 Press [OK].

The entered fax numbers and Group name are shown on the display.

Note

❒ Press the ◀ or ▶ key to scroll through the destinations on the display. If you want to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys.

12 Press [OK] to register the Group.



Note

❒ If you press **[Cancel]**, the Group is not programmed and the display shown in step 6 appears again.

13 Press [Exit].

The display shown in step 6 appears again.

14 Press the 【User Tools/Counter】 key.

Group Dial list

The Group list allows you to print and check destinations registered in Groups and Optional Groups. ⇒ P.158 *"REPORTS/LISTS"*

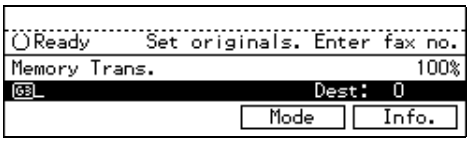
Deleting Groups

This function deletes all destinations registered in a Group.

Limitation

❒ When a registered Group is being used for a Memory Transmission on standby, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is displayed and you cannot delete destinations for this Group.

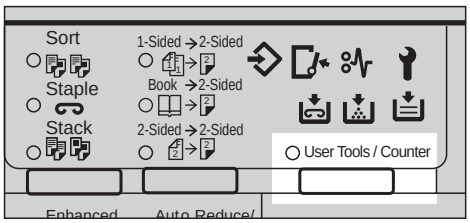
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

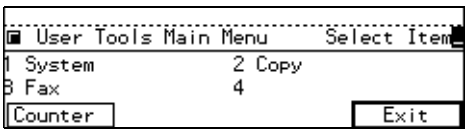
❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

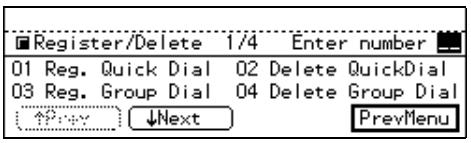
3 **Enter the number of the "Fax".**



The Facsimile User Tool main menu appears.

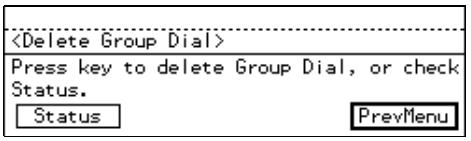
4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for "Delete Group Dial" using the number keys.**



6 **Press the Quick Dial key whose Group you wish to delete.**

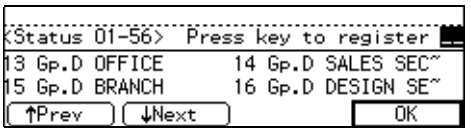
The registered Group is shown on the display.



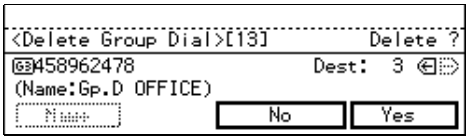
Note

❒ If you make a mistake, press **[No]** and press the correct key.

❒ You can press **[Status]** to see Quick Dial keys are programmed with Group.



7 **Press [Yes].**



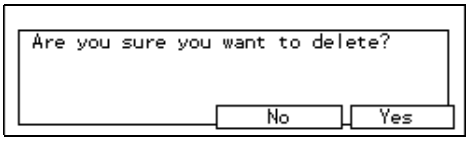
ND1X03E0

Note

❒ If you press **[No]**, the Group is not deleted and the display is shown in step 6 appears again.

8 **Press [Yes].**

The Group is deleted.



ND1X03E0

Note

❒ If you press **[No]**, the Group is not deleted and the display shown in step 6 appears again.

9 **Press the 【User Tools/Counter】 key.**

Registering Optional Groups

An optional Fax Feature Expander is required to use this function.

Installing the Fax Feature Expander option enables you to store more Groups. These extra Groups are referred to as Optional Groups.

Use these steps to program a new Optional Group or edit or overwrite an existing one. You can register the following items in each Optional Group:

- Destination fax numbers (up to 200 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)

To specify destinations you can use Quick Dial keys, Speed Dials, or the number keys.

Important

❒ We recommend that you print the Optional Group Dial list and keep it when you register or change destinations. ⇒ P.158 *"REPORTS/ LISTS"*

Limitation

❒ The maximum number of Optional Groups you can register is 21.

❒ Before you can use this feature you must program a User Function Key with the Optional Group function. ⇒ P.164 *"ASSIGNING USER FUNCTION KEYS"*

❒ The maximum number of destinations you can register in Groups is 2000; 56 in quick dial keys, 1000 speed dials, and 999 numbers entered directory with the number keys.

❒ The number of destinations that can be registered with the number keys depends on how the machine is used. It is possible to register 999 destinations for all the Optional Groups. If you register 999 destinations with the number keys, however, you cannot perform a Memory Transmission or specify a Group. When you register destinations on the number keys, the number of destinations must be 998 or less. ⇒ P.43 *"Number Keys"*

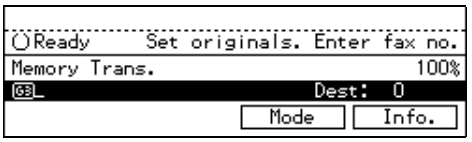
❒ If you register an Optional Group with the number keys when a file is waiting to be transmitted, the message "You have exceeded the maximum machine specifications. No additional entry with number keys" is shown and you sometimes cannot register any more destinations even when the number of specified destinations is 998 or less. This is because a fax number is stored in memory for the file to be transmitted. When the file transmission is completed and the fax number is deleted, you can register a Group.

❒ When a lot of destinations are registered in the number keys for an Optional Group, you sometimes cannot dial a destination for a Memory Transmission with the number keys.

❒ When a previously registered Optional Group is being used for a standby transmission, the message "This destination is in use for standby transmission file. Peace modify/delete after transmission"

is shown and you cannot change destinations for this Group.

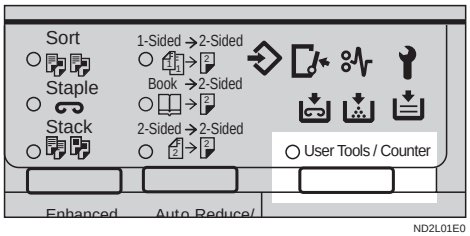
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



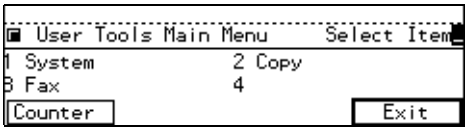
Note

❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



3 Enter the number of the "Fax" mode.



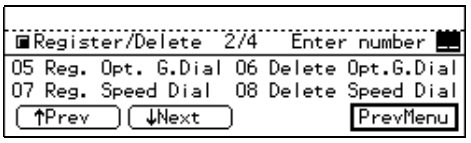
The Facsimile User Tool main menu appears.

Reference

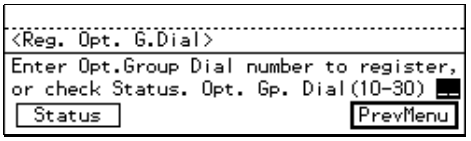
For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Register/Delete" using the number keys.

5 Enter the function number for "Reg. Opt. G.Dial" using the number keys.



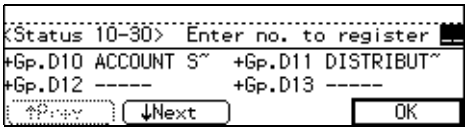
6 Enter the Optional Group number (10 to 30) you want to register using the number keys.



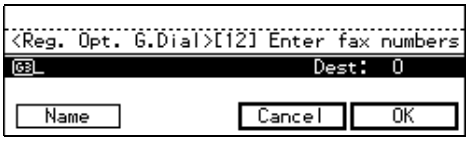
Note

❒ If you make a mistake with the first digit, press the 【Clear/Stop】 key and enter a correct number. If you make a mistake with the second digit, press **[Cancel]** and enter the number again.

❒ You can press **[Status]** to see the currently registered Optional Groups.



7 Enter the first destination, then press [Add] before entering the next.



Note

❒ You can enter destinations in any of the following three ways:

- Enter a fax number with the number keys.

- Press a Quick Dial key in which a destination is registered.
- Press the 【Speed Dial】 key and enter a code.

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

❒ If destinations are already registered, they are shown on the display. Press the ◀ or ▶ key to scroll through the destinations on the display. If you want to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys.

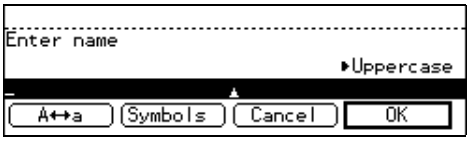
Note

❒ You cannot omit a fax number.

8 **Repeat step 7 for all the destinations to be registered in the Optional Group.**

9 **Press [Name].**

10 **Enter the name.**



Note

❒ If a Group name is already registered, it is shown on the display. If you want to change the name, press the 【Clear/Stop】 key and enter another name.

Reference

P.213 *"Entering Text"*

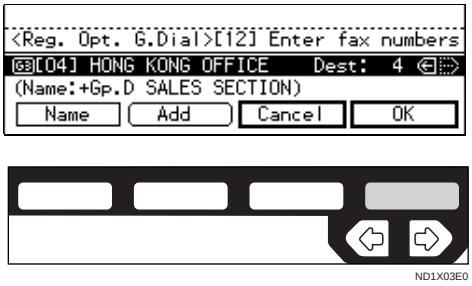
11 **Press [OK].**

The entered fax numbers and Optional Group name are shown on the display.

Note

❒ If destinations are already registered, they are shown on the display. Press the ◀ or ▶ key to scroll through the destinations on the display. If you want to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys

12 **Press [OK] to store the information you have just entered.**



Note

❒ If you press **[Cancel]**, the Optional Group is not registered and the display shown in step 6 appears again.

13 **Press [Exit].**

The display shown in 6 appears again.

14 **Press the 【User Tools/Counter】 key.**

Checking the Contents of Optional Groups

Print the Optional Group dial list (see P.158 *"REPORTS/LISTS"*).

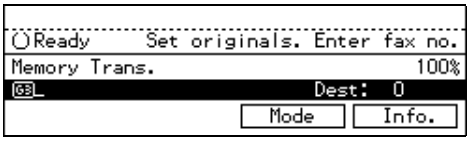
Deleting Optional Groups

This function deletes all destinations registered in an Optional Group.

Limitation

❒ If a registered Optional Group is being used for a standby Memory Transmission, the message "This destination is in use for a standby transmission file. Please modify/delete after transmission" is shown and you cannot change destinations for this Group.

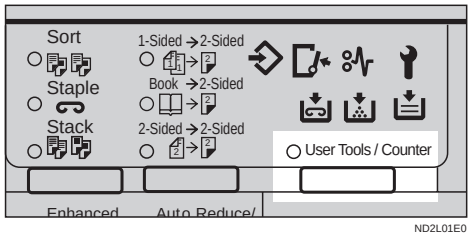
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

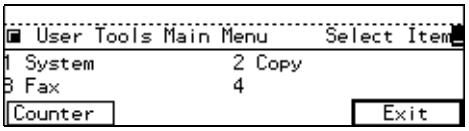
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**



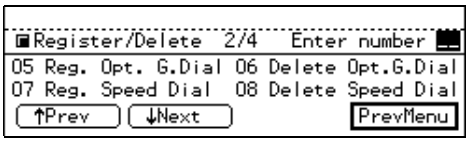
The Facsimile User Tool main menu appears.

Reference

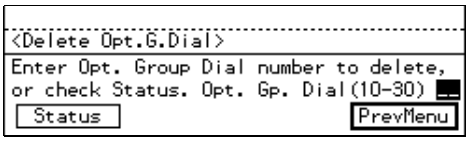
For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for "Delete Opt.G.Dial" using the number keys.**



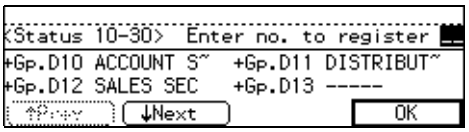
6 **Enter the Optional Group number (10 to 30) you wish to delete using the number keys.**



Note

❒ If you make a mistake with the first digit, press the 【Clear/Stop】 or **[Cancel]** and enter the correct number. If you make a mistake with the second digit, press No and enter the number again.

❒ You can press **[Status]** to see which Optional Groups are programmed.

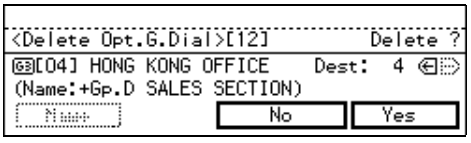


7 **Press [Yes].**

Note

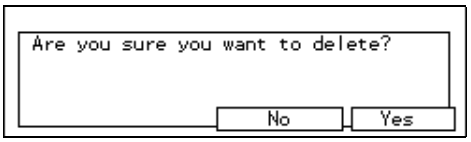
❒ If you press **[No]**, the Optional Group is not deleted and the display shown in step 6 appears again.

❒ The registered destinations are shown.



ND1X03E0

8 **Press [Yes] to delete the Optional Group.**



ND1X03E0

Note

❒ If you press **[No]**, the Optional Group is not deleted and the display shown in step 6 appears again.

9 **Press the 【User Tools/Counter】 key.**

Registering Speed Dials

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

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

- Destination fax number (up to 100 numbers, up to 254 digits for each number)
- Destination name
- A Telephone Directory search letter (A to Z)

Important

❒ It is recommended that you print the Speed Dial list and keep it when you register or change a destination. ⇒ P.158 *"REPORTS/ LISTS"*

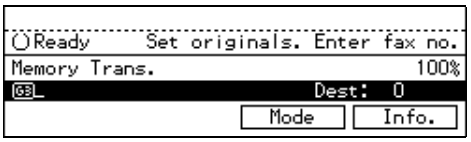
Limitation

❒ When a registered Speed Dial is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is shown and you cannot change the destination for this Quick Dial.

❒ You can specify codes 00 to 99.

❒ If you install the Function Upgrade Card (option), you can register up to 1,000 numbers in Speed Dials. In this case codes 000 to 999 are used.

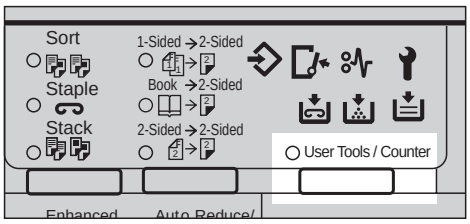
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

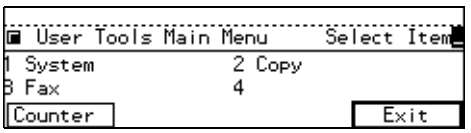
❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**



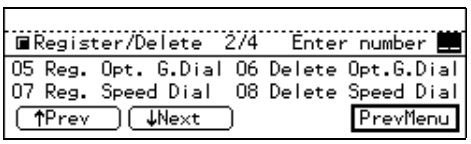
The Facsimile User Tool main menu appears.

Reference

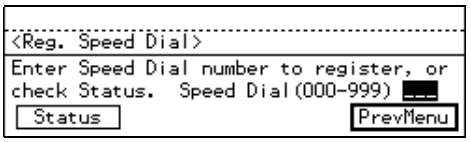
For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for " Reg. Speed Dial" using the number keys.**



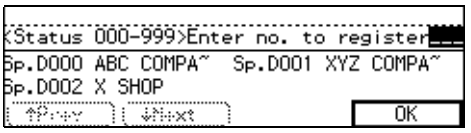
6 **Enter the Speed Dial code you want to register using the number keys.**



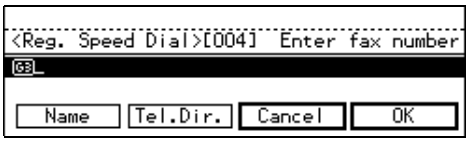
Note

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

❒ You can press **[Status]** to see which Speed Dials are programmed.



7 **Enter a fax number using the number keys, and select the communication type.**



Note

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

❒ If a fax number is already registered in this Speed Dial, the number is shown on the display. If you wish to change the fax number, press the **【Clear/Stop】** key and enter another number.

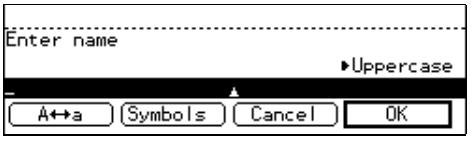
❒ You cannot omit the fax number. Be sure to register it.

8 **Press [Name].**

Note

❒ If you wish to omit the destination name, go to step 11.

9 **Enter the destination name.**



ND1X03E0

Note

❒ If a destination name is already registered in the Speed Dial, the name is shown on the display. If you wish to change the destination name, press the 【Clear/Stop】 key and enter another name.

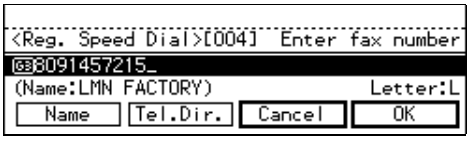
Reference

P.213 *"Entering Text"*

10 **Press [OK].**

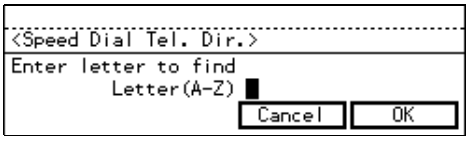
The entered destination number and name are shown on the display.

11 **Press [Tel.Dir.].**



ND1X03E0

12 **Enter a search letter (A to Z) for the Telephone Directory.**



Reference

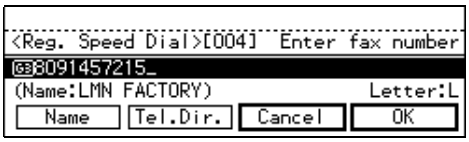
⇒ P.213 *"Entering Text"*

13 **Press [OK].**

The search letter you entered is shown.

14 **Press [OK].**

The fax number, destination name, and search letter are registered.



ND1X03E0

Note

❒ If you press **[Cancel]**, the Speed Dial is not registered.

15 **Press [Exit].**

16 **Press the 【User Tools/Counter】 key.**

Speed Dial list

Print this list to check which destinations are programmed. ⇒ P.158 *"REPORTS/LISTS"*

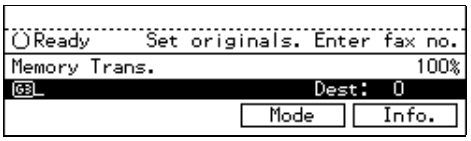
Deleting Speed Dials

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

Limitation

❒ If a registered Speed Dial is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot change the destination for this Speed Dial.

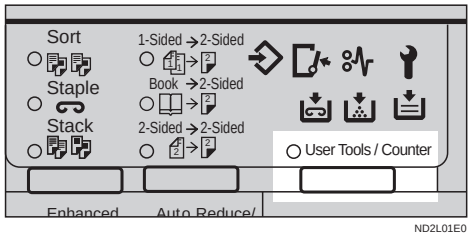
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

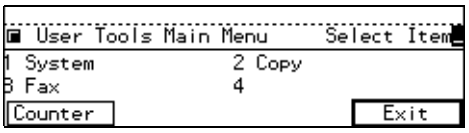
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



ND2L01E0

3 Enter the number of the "Fax".



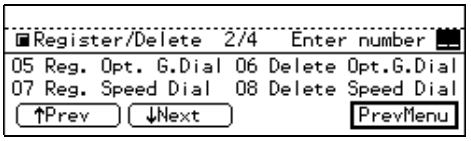
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Register/Delete" using the number keys.

5 Enter the function number for "Delete Speed Dial" using the number keys.



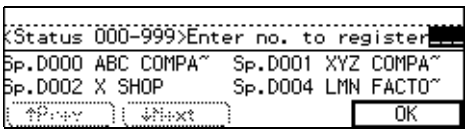
6 Enter the Speed Dial code you wish to delete.

The registered destination is shown on the display.

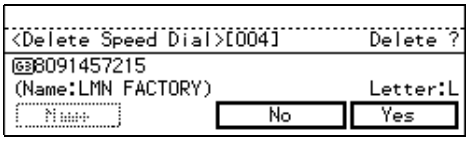
Note

❒ If you make a mistake before entering the first digit, press the 【Clear/Stop】 key and enter the correct number. If you make a mistake after entering the last digit, press **[No]** and enter the number again.

❒ You can press **[Status]** to see which Speed Dials are currently programmed.



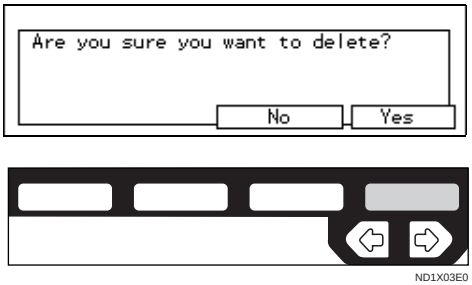
7 Press [Yes].



Note

❒ If you press **[No]**, the Speed Dial is not deleted and the display shown in 6 appears again.

8 **Press [Yes].**



ND1X03E0

The Speed Dial is deleted.

Note

❒ If you press **[No]**, the Speed Dial is not deleted and the display shown in 6 appears again.

9 **Press the 【User Tools/Counter】 key.**

Storing Keystroke Programs

If you regularly send messages to a particular destination or transmit using the same features, you can save a lot of repetitive keypad operations by storing this information in a Keystroke Program.

Keystroke Programs can then be recalled by just pressing a Quick Dial key. The following procedure can be used to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 200 numbers), Resolution, Original Type, G3 or G4 communication mode, Stamp, Send Later, Confidential Transmission, Personal Code transmission, Auto Document, Book Fax, Irregular Scan Area, Transmission Deadline, Polling Transmission, Polling Reception, Transfer Request, and optional functions
- Program name (up to 20 characters)

Important

❒ We recommend that you print the Keystroke Program list and keep it when you register or change a function. ⇒ P.158 *"REPORTS/ LISTS"*

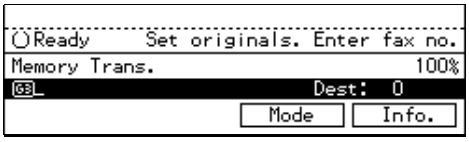
Limitation

❒ The maximum number of programs you can register is 56.

❒ You cannot register a program in a Quick Dial key used for another function.

❒ When a registered program key is being used for a Memory Transmission on standby, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is displayed and you cannot change the function for this key.

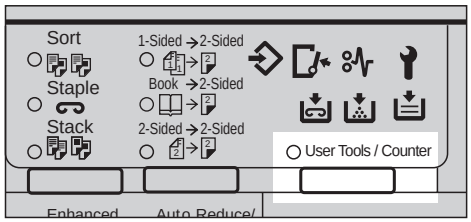
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

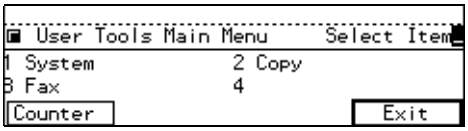
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**



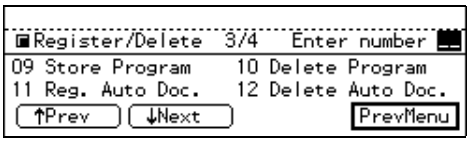
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

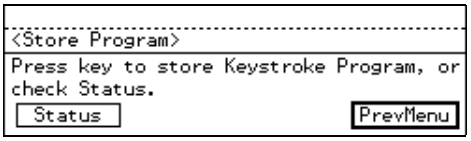
4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for "Store Program" using the number keys.**



6 **Press a Quick Dial key you want to register.**

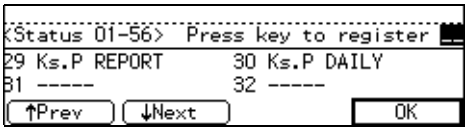
The "Store Program" display is shown.



Note

❒ If you make a mistake, press **[Cancel]** and press the correct key.

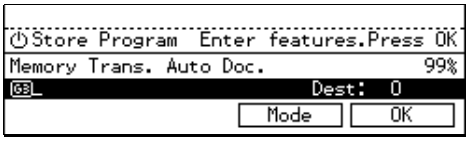
❒ You can press **[Status]** to see Quick Dial keys with Keystroke Programs already in them.



7 **Press [Feature].**

ND1X03E0

8 **Carry out the sequence of operations you wish to store in this program, then press the [OK] key you selected in step 6.**



ND1X03E0

Note

❒ If you press the **【Clear Modes/Energy Saver】** key, the display returns to the steps before keystroke programming.

❒ For example, say you wish to use Send Later to destination number 0123456789. The sequence of operations would be:

- Enter "0123456789" using the number keys.
- Press **[Mode]**.
- Enter the function number for Send Later using the number keys.
- Set Send Later ⇒ P.74 *"SEND LATER"*.

❒ If a program is already stored in the Quick Dial key, the function name is shown on the display. If you want to change the pro-

gram, press the 【Clear Modes/Energy Saver】 key and program function again.

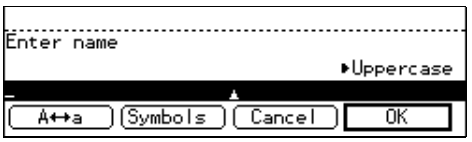
9 **Press [OK].**

10 **Press [Name].**

Note

❒ You cannot omit a program name. Be sure to register it.

11 **Enter the program name.**



Note

❒ If a program name is already registered in the Quick Dial key, the name is shown on the display. If you wish to change the program name, press the 【Clear/Stop】 key and enter another name.

Reference

P.213 *"Entering Text"*

12 **Press [OK]**

The function and program name are shown on the display.

13 **Press [OK].**

The program is stored.

Note

❒ If you press **[Cancel]**, the Keystroke Program is canceled and the display shown in step 6 appears again.

14 **Press [Exit].**

The screen shown in step 6 appears again.

15 **Press the 【User Tools/Counter】 key.**

Keystroke program list

The Keystroke Program list allows you to print and check functions registered in keystroke programs.⇒ P.158 *"REPORTS/LISTS"*

Using a Keystroke Program

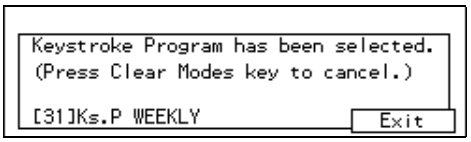
E.g., execute a program using Send Later for the fax number "0123456789."

1 **Set your original.**

Note

❒ If the destination, resolution, contrast and/or original type are not registered in the program, carry out these operations now.

2 Press the Quick Dial key programmed with the Keystroke Program.



In this example, the fax number and program name "Send Later" are shown on the display.

3 Press the [OK] key then the 【Start】 key.

The machine starts scanning the original.

The message will be sent at the specified time.

Deleting a Keystroke Program

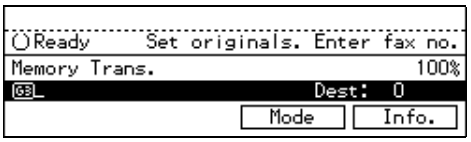
Limitation

❒ When a registered program is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is shown and you cannot delete the program.

Note

❒ If you delete a program, the registered program name is also deleted.

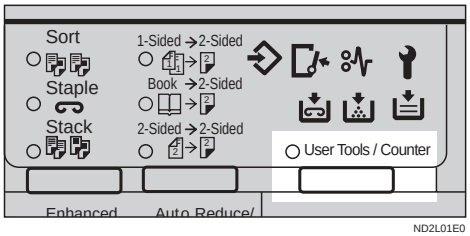
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

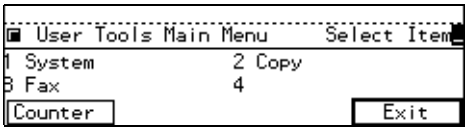
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



ND2L01E0

3 Enter the number of the "Fax".



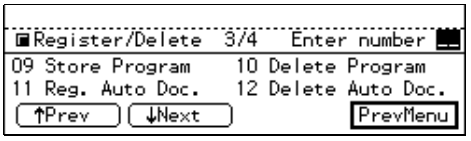
The Facsimile User Tool main menu appears.

Reference

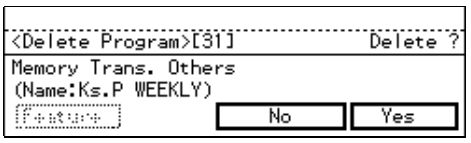
For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Register/Delete" using the number key.

5 Enter the function number for "Delete Program" using the number keys.



6 Press the Quick Dial containing the program you wish to delete.

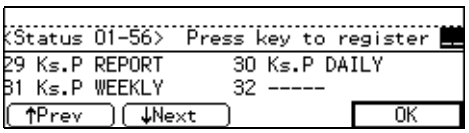


The contents of the program are shown on the display.

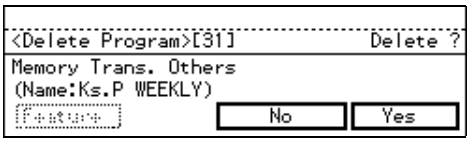
Note

❒ If you make a mistake, press **[No]** and the correct key.

❒ You can press **[Status]** to see the Keystroke Programs currently programmed.



7 **Press [Yes].**

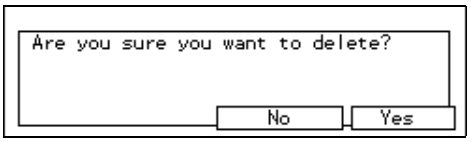


ND1X03E0

Note

❒ If you press **[No]**, the program is not deleted and the display shown in step 6 appears again.

8 **Press [Yes].**



ND1X03E0

The program is deleted.

Note

❒ If you press **[No]**, the program is not deleted and the display shown in step 6 appears again.

9 **Press the 【User Tools/Counter】 key.**

Registering Auto Documents

If you find that you often have to send a particular page to people (e.g., a map, a standard attachment, or a set of instructions), store that page in memory as an Auto Document. This saves re-scanning the original every time you wish to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

Important

❒ You can store the following items in an Auto Document:

- Original (up to 6 documents/ with optional Fax Feature Expander, 18), one page for each message)
- Scanning conditions (Resolution, Original Type, and Image Density)
- Irregular Scan Area
- Document name (up to 10 characters)

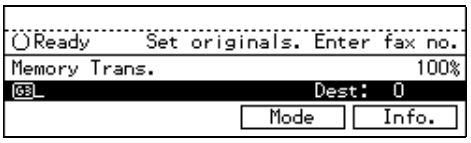
❒ We recommend that you print the Auto Document list and keep it when you register or change a document. ⇒ P.158 *"REPORTS/ LISTS"*

Limitation

❒ You can only send one Auto Document per transmission.

❒ If you install the optional Fax Feature Expander, you can store up to 18 Auto Documents.

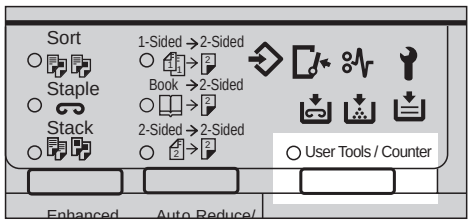
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

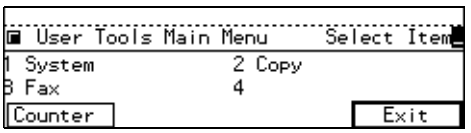
❒ If the standby display is not shown, press the 【**Fax**】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**



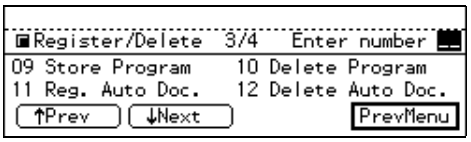
The Facsimile User Tool main menu appears.

Reference

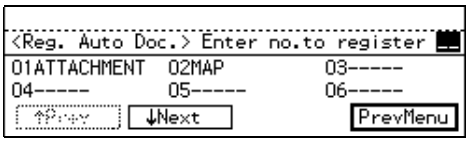
For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for "Reg. Auto Doc." using the number keys.**



6 **Enter the number of the Auto Document you want to register using the number keys.**

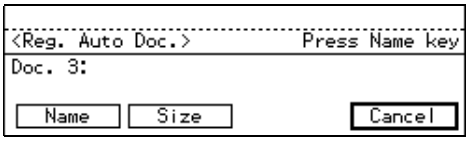


Note

❒ If you make a mistake with the first digit, press the 【**Clear/Stop**】 key and enter the correct number. If you make a mistake for digit, press **[Cancel]** key and enter the correct number.

❒ If a document is already registered with that Auto Document number, the name is shown on the display.

7 **Press [Name].**

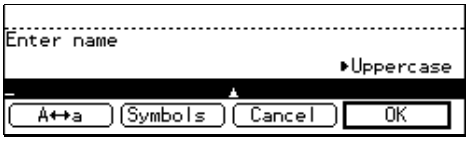


ND1X02E7

Note

❒ You cannot omit a document name. Be sure to register it.

8 **Enter the Auto Document name.**



Note

❒ If the Name is already registered, it is shown on the display. If you want to change the document name, press the 【**Clear/**

Stop】 key and enter another name.

Reference

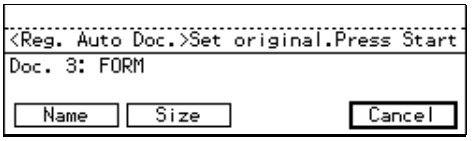
P.213 *"Entering Text"*

9 Press [OK].

Note

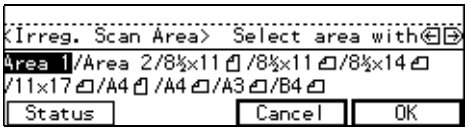
❒ If you are storing a standard size document, go to step 12.

10 Press [Size].



ND1X02E8

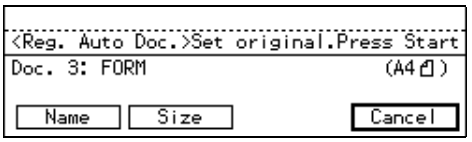
11 Select a size using the ◀ and ▶ keys and press [OK].



ND1X03E0

The document name and original size are shown on the display.

12 Set your original and press the 【Start】 key.



The machine starts scanning the original.

13 When the original has been completely scanned in, press [Exit].

The Auto Document is stored. The display shown in step 6 appears again.

14 Press the 【User Tools/Counter】 key.

Auto Document list

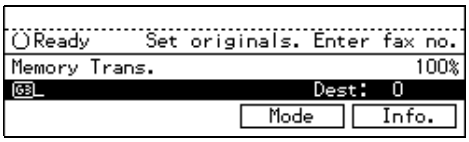
The Auto Document list allows you to print and check stored Auto Document names. To print this list, follow the steps shown in "Reports/Lists". ⇒ P.158 *"REPORTS/LISTS"*

Deleting an Auto Document

Limitation

❒ You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or delete the Auto Document after deleting the file waiting to be transmitted.

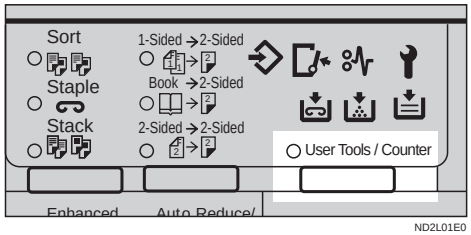
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

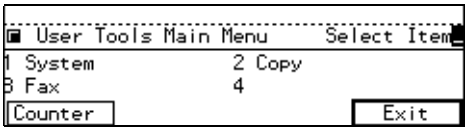
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



ND2L01E0

3 **Enter the number of the "Fax".**



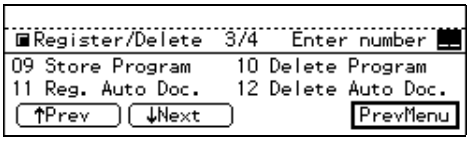
The Facsimile User Tool main menu appears.

Reference

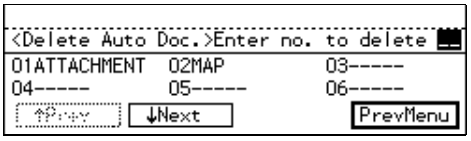
For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for "Delete Auto Doc." using the number keys.**



6 **Enter the number of the Auto Document you want to delete using the number keys.**

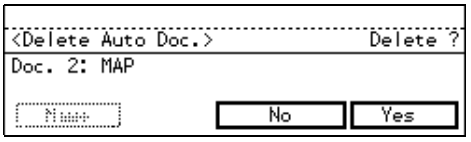


The stored document is shown on the display.

Note

❒ If you make a mistake with the first digit, press the **【Clear/Stop】** key and enter the correct number.

7 **Press [Yes].**

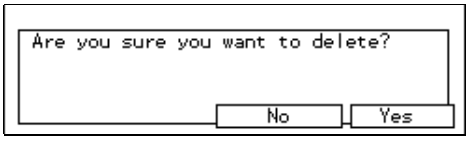


ND1X03E0

Note

❒ If you press **[No]**, the document is not deleted and the display shown in step 6 appears again.

8 **Press [Yes].**



ND1X03E0

The Auto Document is deleted.

Note

❒ If you press **[No]**, the document is not deleted and the display shown in step 6 appears again.

9 **Press the 【User Tools/Counter】 key.**

Registering Irregular Area

When you select Irregular Area to scan a non-standard size original, two custom sizes of original are available (Area 1 and Area 2). Use this function to register these custom sizes in advance.

To change an existing Irregular Scan size, just use the following procedure to overwrite it.

Important

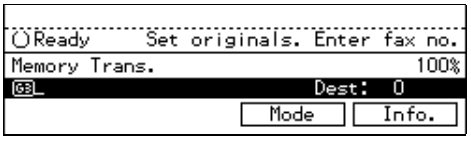
❒ When registering or changing an original size, we recommend that you make a memo of the new size.

Limitation

❒ For the vertical length (width), select "Auto," "A4 (210 mm)," "B4 (257 mm)," "A3 (297 mm)," "8 $^{1}/_{2}$ inch," or "11 inch."

❒ For the horizontal length, specify from 128 to 432 mm or from 5.5 to 17 inches. You cannot set a length less than 128 mm or longer than 432 mm.

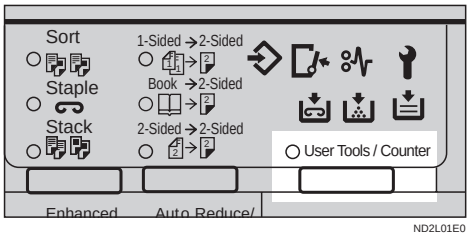
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

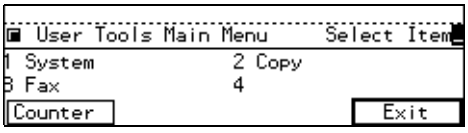
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



ND2L01E0

3 Enter the number of the "Fax".



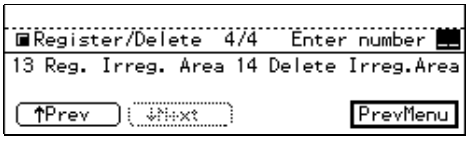
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Register/Delete" using the number keys.

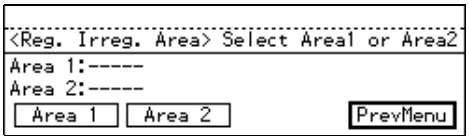
5 Enter the function for "Reg. Irreg. Area" using the number keys.



Note

❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

6 Press [Area 1] or [Area 2].

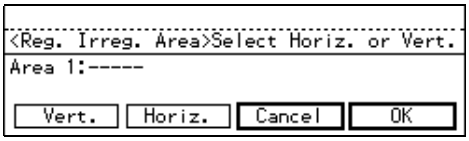


ND1X03E6

Note

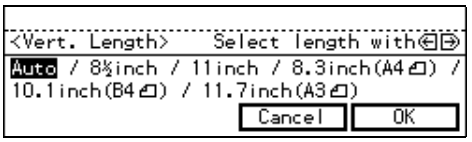
❒ If a size is already registered, it is shown on the display.

7 Press [Vert.].



ND1X02E7

8 Select a size you want to register using the ◀ or ▶ key and press [OK].



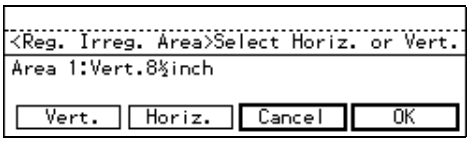
ND1X03E0

The specified size is shown on the display.

Note

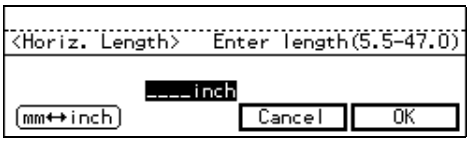
❒ When you select "**[Auto]**", "---" is shown on the display.

9 Press [Horiz.].



ND1X02E8

10 Enter a length using the number keys and press [OK].



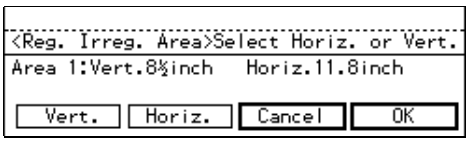
ND1X03E0

The specified size is shown on the display.

Note

❒ Each time you press **[mm ↔ inch]**, the units change between "inch" and "mm" alternately. If you enter a length and change the unit by pressing **[mm ↔ inch]**, the length is converted automatically according to the unit (fractions are rounded off). For example, when you enter **[2]**, **[5]**, and **[0]** in millimeters and change to "inch," the length "9.8 inch" is shown on the display. If you press "mm" again "249 mm" is displayed.

11 Press [OK].

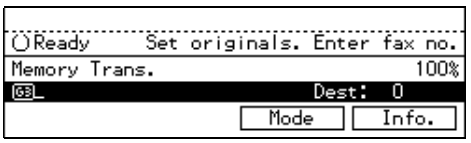


The display shown in 6 appears again.

12 Press the [User Tools/Counter] key.

Deleting an Irregular Area

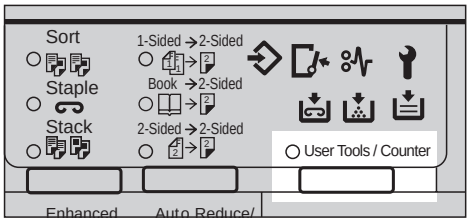
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



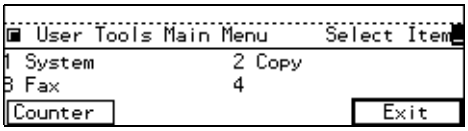
Note

❒ If the standby display is not shown, press the **[Fax]** key.

2 **Press the [User Tools/Counter] key.**



3 **Enter the number of the "Fax".**



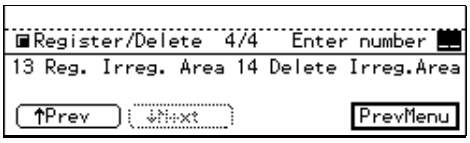
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Register/Delete" using the number keys.**

5 **Enter the function number for "Delete Irreg.Area" using the number keys.**

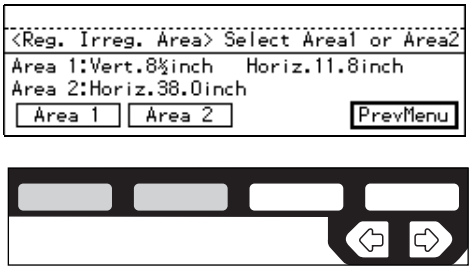


Note

❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.

The registered sizes are displayed.

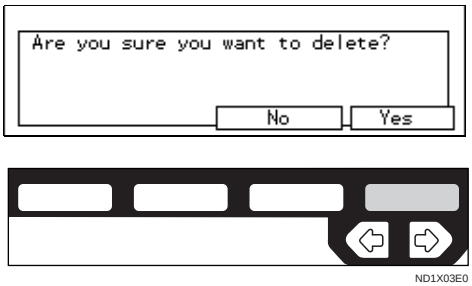
6 **Press [Area 1] or [Area 2].**



Note

❒ If you make a mistake, press **[No]** and choose a correct one.

7 **Press [Yes].**



The Irregular Area is deleted.

Note

❒ If you press **[No]**, the Irregular Area is not deleted and the display shown in step 6 appears again.

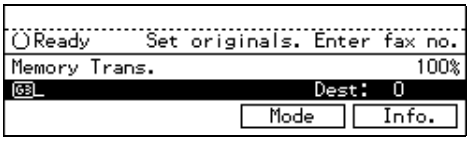
8 **Press the [User Tools/Counter] key.**

REPORTS/LISTS

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

- TCR (Transaction Confirmation Report) ⇒ P.116 *"PRINTING THE TCR"*
- Quick Dial list ⇒ P.131 *"Quick Dial List"*
- Group Dial list ⇒ P.137 *"Group Dial list"*
- Keystroke Program list ⇒ P.149 *"Keystroke program list"*
- Speed Dial list ⇒ P.145 *"Speed Dial list"*
- Auto Document list ⇒ P.153 *"Auto Document list"*Auto Document list
- Authorized Reception list ⇒ P.191 *"Sender/Authorized Reception List"*

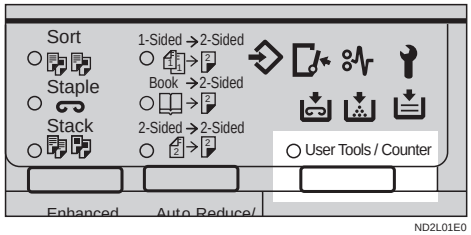
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

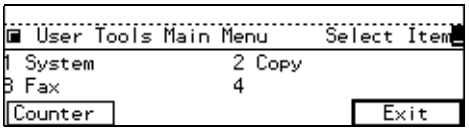
❒ If the standby display is not shown, press the **[Fax]** key.

2 Press the [User Tools/Counter] key.



ND2L01E0

3 Enter the number of the "Fax".



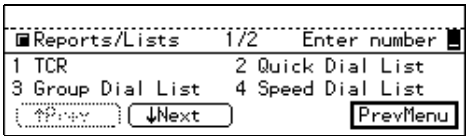
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Register/Delete" using the number keys.

5 Enter the Reports/Lists number you want to print out using the number keys.



Note

❒ If you can't see the item you need, press **[↑Prev.]** or **[↓Next]**.

❒ If you make a mistake, press **[Cancel]** and enter the correct number.

6 Press the [Start] key.

When printing is completed, the display shown in step 5 appears again.

Note

❒ If you press Cancel before printing starts, the printing stops and the display shown in step 5 appears again.

7 Press the [User Tools/Counter] key.

INITIAL SETUP TX

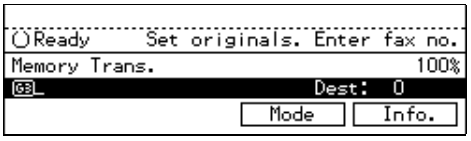
When you turn on the machine or return to Copy mode, the machine returns to the home settings. You can change these home settings so that the machine starts with your most frequently used features selected.

This procedure can be used to change the home settings for the transmission mode (Memory/Immediate Transmission) and scanning conditions (Resolution, Original Type, Image Density, and Auto Image Density).

Note

❒ You can also choose whether the machine returns to the home settings after each communication. ⇒ P.203 *"Changing the User Parameters"*

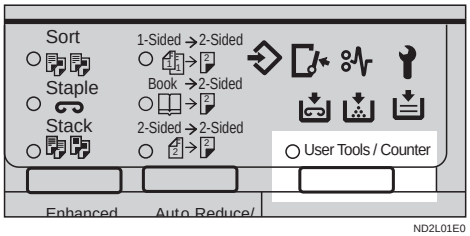
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

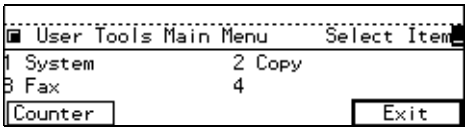
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



ND2L01E0

3 Enter the number of the "Fax".



The Facsimile User Tool main menu appears.

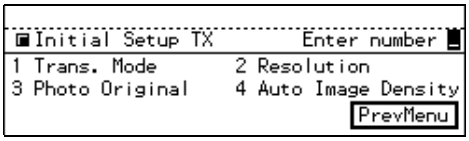
Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Initial Setup TX" using the number keys.

The "Initial Setup TX" menu is shown on the display.

5 Enter a function number using the number keys.



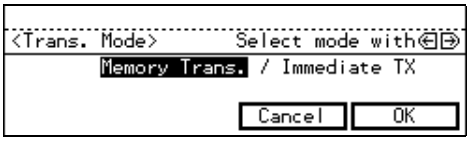
Note

❒ If you make a mistake, press Cancel and enter the correct number.

6 Select the mode you want to change using the ◀ or ▶ keys then press [OK].

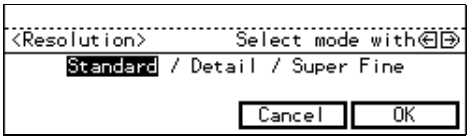
7

❖ **Transmission Mode Example**



ND1X03E0

❖ **Resolution Example**



ND1X03E0

Note

❒ If you want to change other settings, repeat steps 5 and 6.

7

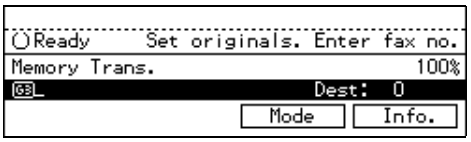
7 **Press the 【User Tools/Counter】 key.**

INITIAL SETUP RX

The Initial Setup Reception function allows you to turn the following reception functions on or off.

- Reception Mode P.59 *"SELECTING THE RECEPTION MODE"*
- Checkered Mark P.64 *"Checkered Mark"*
- Center Mark P.64 *"Center Mark"*
- Print RX Time P.64 *"Reception Time"*
- Multi-copy Reception P.65 *"Multi-copy Reception"*
- 2-sided Printing P.65 *"2-Sided Printing"*
- Reverse Order Printing P.68 *"Reverse Order Printing"*
- Authorized RX P.188 *"Authorized Reception"*
- Special RX Nos. P.182 *"Special Senders to Treat Differently (Special RX Nos.)"*
- Forwarding P.175 *"Forwarding"*
- Bypass Paper Size⇒ P.162 *"To set the Bypass Paper Size"*

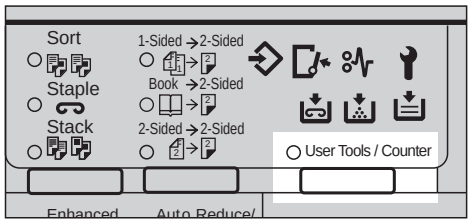
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



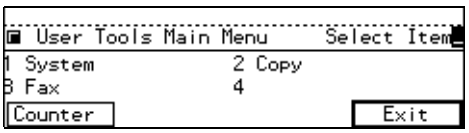
Note

❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



3 Enter the number of the "Fax".



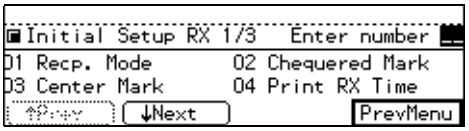
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Initial Setup RX" using the number keys. The Initial Setup RX menu is shown on the display.

5 Enter the function number of the item you want to change with the number keys.

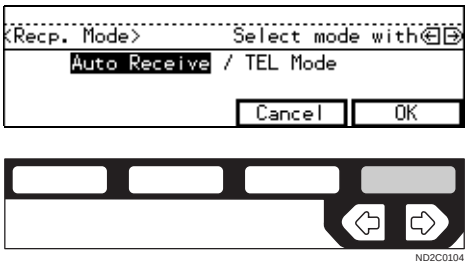


Note

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

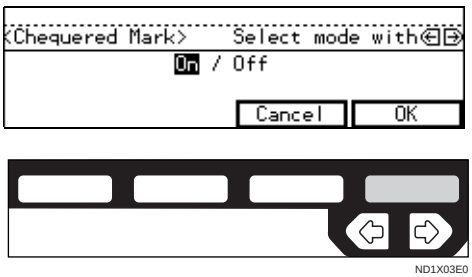
6 Change the setting with the ◀ and ▶ keys and press [OK].

❖ **Reception Mode Example**



ND2C0104

❖ **Checkered Mark Example**



ND1X03E0

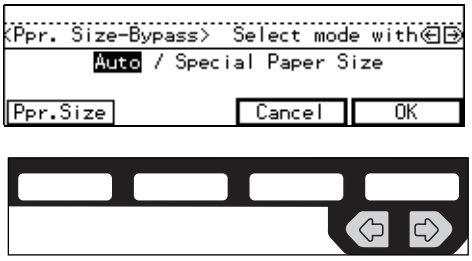
Note

- ❒ If you wish to change other functions, repeat steps 5 and 6.
- ❒ Select on or off for Checkered Mark, Center Mark, Print RX Time, 2-Sided Printing, Authorized RX, Special RX Nos., and Reverse Printing.
- ❒ For Multi-copy Recp., enter the number of copies using the number keys.
- ❒ For Forwarding, select the messages to forward, either from all the senders, from specified senders or nothing.

7 **Press the 【User Tools/Counter】 key.**

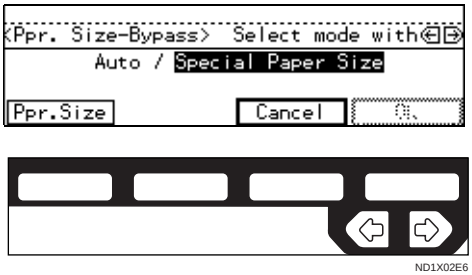
To set the Bypass Paper Size

1 **Press the ◀ and ▶ keys to select Auto.**



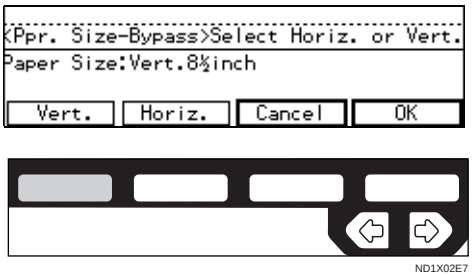
ND1X03E1

2 **Press Ppr.Size.**



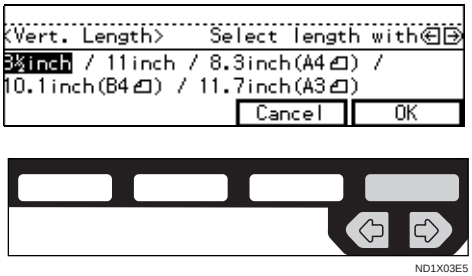
ND1X02E6

3 **Press Vert..**



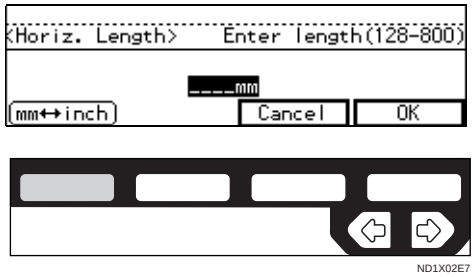
ND1X02E7

4 **Press the ◀ and ▶ keys to select size and press [OK].**



ND1X03E5

5 Press Horiz..



ND1X02E7

ASSIGNING USER FUNCTION KEYS

You can program each of the User Function keys (【F1】 –【F5】) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key. This procedure can be used to edit, delete or change the contents of the User Function keys.

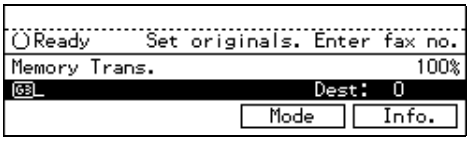
Note

❒ At default the following functions are programmed by default. Tel mode cannot be programmed in F1/F2 keys.

Key	Standard	With Options
F1	Start Manual RX	←
F2	Transmission Result Display	←
F3	TEL Mode	←
F4	-	G3/G4 Mode Selection (with ISDN option)
F5	-	Stamp with Stamp option

Storing/Editing the Contents of a User Function Key

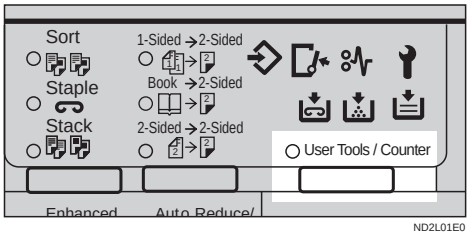
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



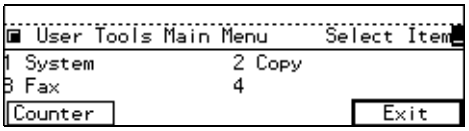
Note

❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the "Fax".**



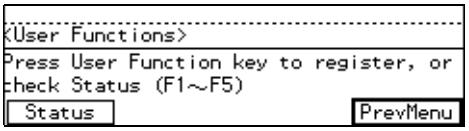
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "User Functions" using the number keys.**

5 **Press the User Function key you want to use.**



Note

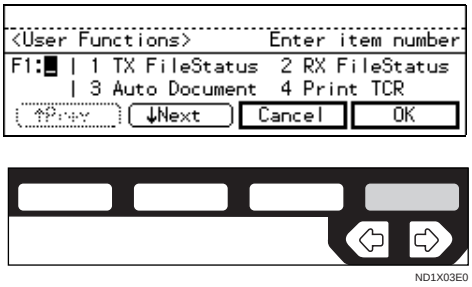
❒ If you make a mistake, press Cancel and press the correct key.

❒ You can press **[Status]** to see how the User Function keys are currently programmed.

❒ If you have the optional ISDN unit installed, you can not re-assign User Function key 【F4】.

❒ If you have the optional stamp unit installed, you can not re-assign User Function key 【F5】.

6 **Enter the function number you want to register into the User Function key using the number keys and press [OK].**



ND1X03E0

Note

❒ To see a function number not displayed on the display, press **[↑Prev.]** or **[↓Next]**.

❒ If you wish to store more functions, repeat steps 5 and 6 for other keys.

❒ If you press Cancel, the function is not stored and the display shown in step 5 appears again.

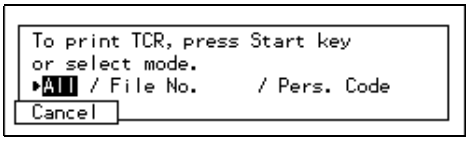
7 **Press the 【User Tools/Counter】 key.**

Using a User Function

1 **Press the User Function Key (【F1】–【F5】) in which the function you want to use is stored.**

The stored function's display is shown.

❖ **E.g., "Print TCR"**



7

KEY OPERATOR SETTINGS

Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed and Personal Code Access is turned on users have to enter their Personal Code before they send a fax. ⇒ P.207 *"Printing the User Parameter List"*

Important

❒ We recommend that you print the Personal Code list and keep it when you register or change a Personal Code. ⇒ P.158 *"REPORTS/ LISTS"*

Note

❒ To enter a Personal Code when send a fax, follow the steps shown in "Personal Code Transmission". ⇒ P.78 *"PERSONAL CODE TRANSMISSION"*

❒ If Personal Code Access is switched on, users cannot use the facsimile feature unless they enter their Personal Code. ⇒ P.169 *"Personal Code Access"*

Registering Personal Codes

You can register the following items in a Personal Code:

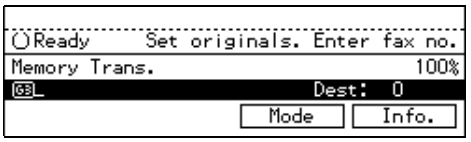
- Personal Code (any 4 digit number except 0000)
- Name (up to 20 characters)

To change an existing Personal code, just overwrite it with a new one.

Limitation

❒ On a standard model you can register up to 20 codes. If you install the Fax Feature Expander option, the maximum number of personal codes you can register is 50.

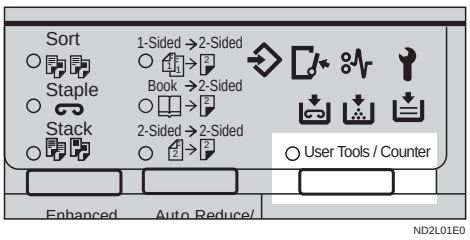
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



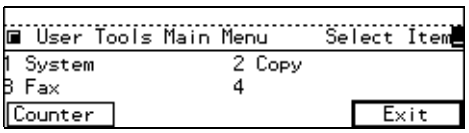
Note

❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



3 Enter the number of the "Fax".



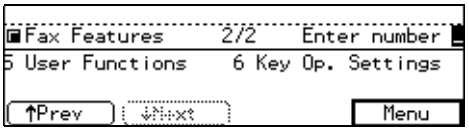
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 Enter the function number for "Key Op. Settings" using the

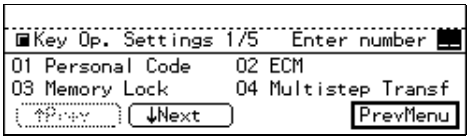
number keys and press the 【#】 (Enter) key within 3 seconds.



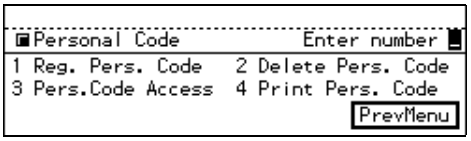
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

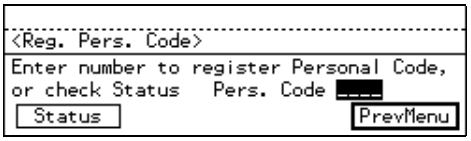
5 **Enter the function number for "Personal Code" using the number keys.**



6 **Enter the function number for "Reg. Pers. Code" using the number keys.**



7 **Enter a Personal Code using the number keys.**

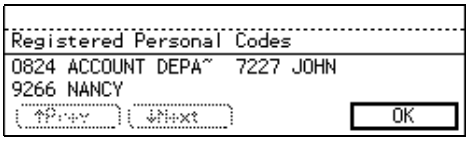


Note

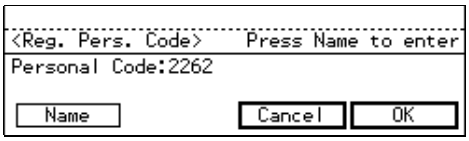
❒ If you enter a wrong number for the first, second, or third digit, press the 【Clear/Stop】 key and enter a correct number. If you enter a wrong value for the fourth digit, press Cancel and enter the correct number from the first digit.

❒ If you enter a Personal code that has already been programmed, the contents appear on the display. If you wish to change the name, press **[Name]** and enter another name. If you wish to program another code, press **[Cancel]** and enter the new code.

❒ You can press **[Status]** to see which codes have been already programmed.

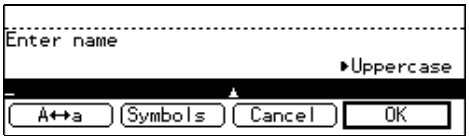


8 **Press [Name].**



ND1X02E7

9 **Enter the name.**



Note

❒ If the name has already been programmed, it appears on the display. If you wish to change the name, press the 【Clear/Stop】 key and enter another name.

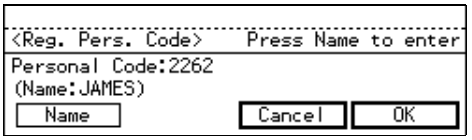
Reference

P.213 *"Entering Text"*

10 **Press [OK].**

The entered Personal Code and name are shown on the display.

11 **Press [OK] to register the code and name.**



ND1X03E0

Note

❒ If you press **[Cancel]**, the entered Personal Code is canceled and the display shown in step 7 appears again.

12 **Press [Exit].**

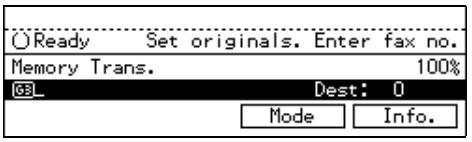
The display shown in step 7 appears again.

13 **Press [PrevMenu] 3 times.**

14 **Press the 【User Tools/Counter】 key.**

Deleting a Personal Code

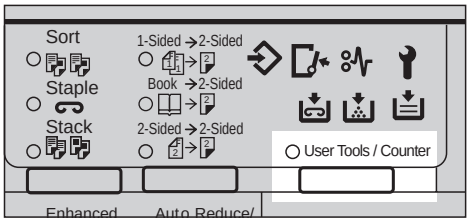
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

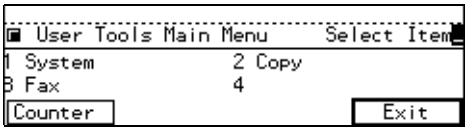
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

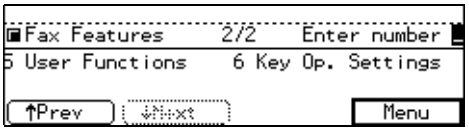


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

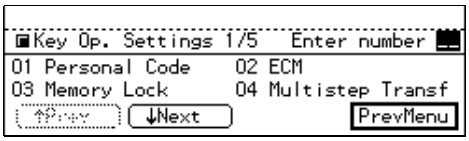
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



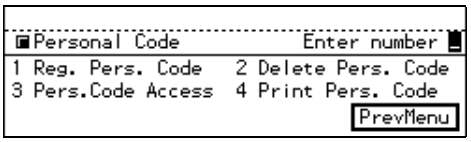
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

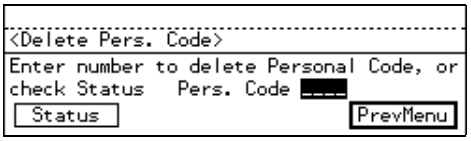
5 **Enter the function number for "Personal Code" using the number keys.**



6 **Enter the function number for "Delete Pers. Code" using the number keys.**



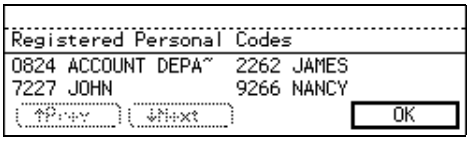
7 **Enter the Personal Code you want to delete using the number keys.**



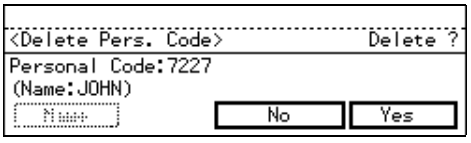
Note

❒ If you make a mistake, press the **【Clear/Stop】** key and enter the correct code.

❒ You can press **[Status]** to see which codes have been already programmed.



8 **Press [Yes].**

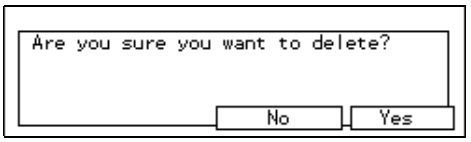


ND2C0104

If you press **[No]**, the Personal Code is not deleted and the display shown in step 7 appears again.

9 **Press [Yes].**

The Personal Code is deleted.



ND1X03E0

Note

❒ If you press **[No]**, the Personal Code is not deleted and the display shown in step 7 appears again.

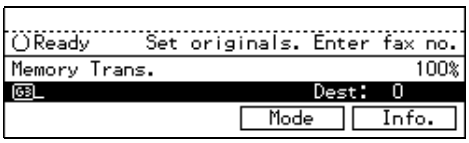
10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 key.**

Personal Code Access

The machine can be set up so that users cannot use it without entering a registered Personal Code. This prevents an unauthorized person from sending a fax message and helps track the activity of each user.

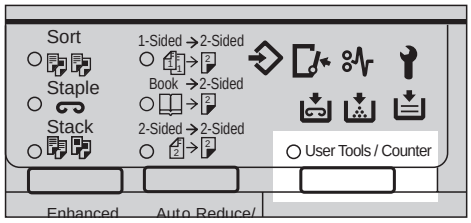
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



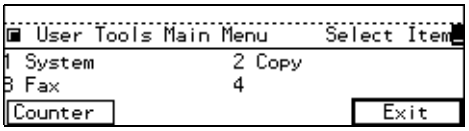
Note

❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the "Fax".**

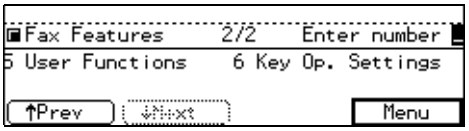


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

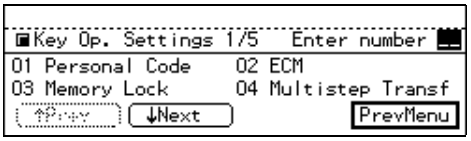
4 **Enter the number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**



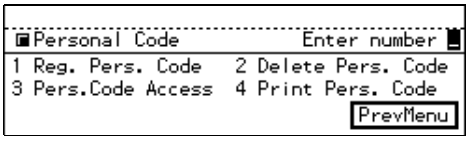
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

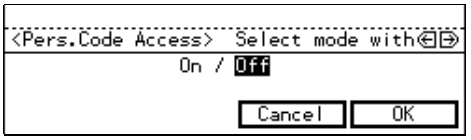
5 **Enter the number for "Personal Code" using the number keys.**



6 **Enter the number for "Pers.Code Access" using the number keys.**



7 **Switch access on or off using the ◀ or ▶ key and then press [OK].**



Note

❒ If you press **[Cancel]**, the previous setting is not changed and the display shown in step 6 appears again.

8 **Press [PrevMenu] twice.**

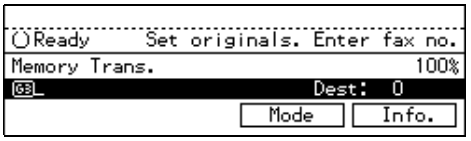
9 **Press the 【User Tools/Counter】 key.**

The display returns to the Personal Code screen.

Printing the Personal Code List

Print this list to find out the registered Personal Codes and their names.

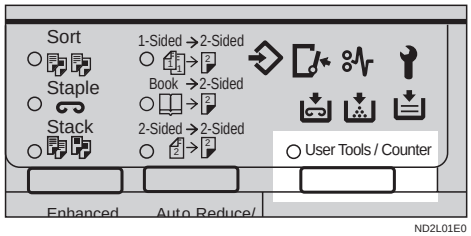
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



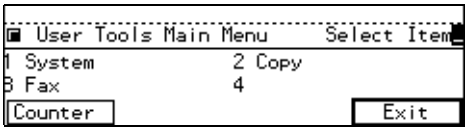
Note

❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the "Fax".**

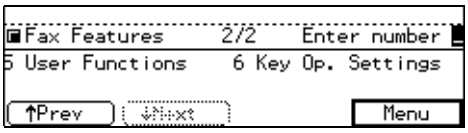


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

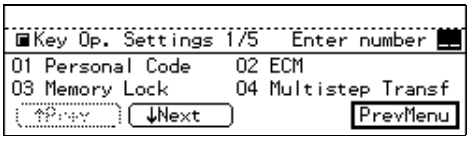
4 **Enter the number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**



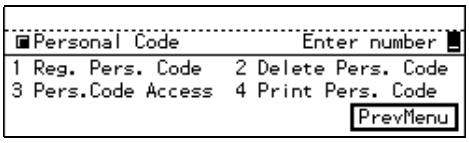
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the number for "Personal Code" using the number keys.**



6 **Enter the function number for "Print Pers. Code" using the number keys.**



7 **Press the 【Start】 key.**

When printing is completed, the display shown in step 4 appears again.

Note

❒ If you press **[Cancel]** before printing starts, the printing stops and the display shown in step 6 appears again.

8 **Press [PrevMenu] twice.**

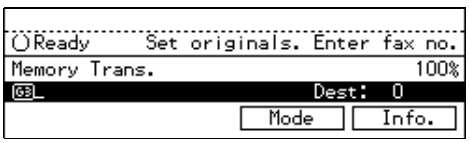
9 **Press the 【User Tools/Counter】 key.**

ECM

If a part of a transmission fails because of a line problem, the lost data is automatically resent. For this feature to work, the other machine must have ECM. By default, ECM is turned on, but you can change this with the following procedure.

When ECM is off data transmission speed shifts down below 14.4 Kbps and JBIG compression is not available.

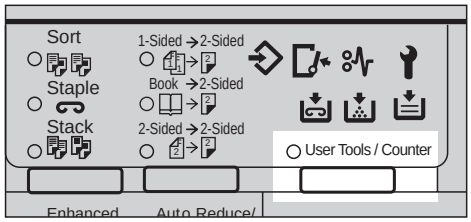
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

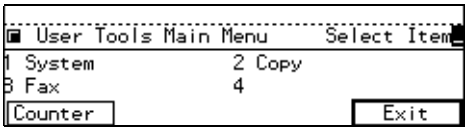
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the Fax mode.**

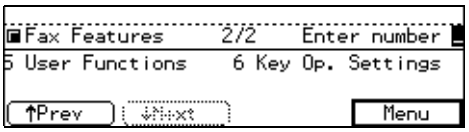


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

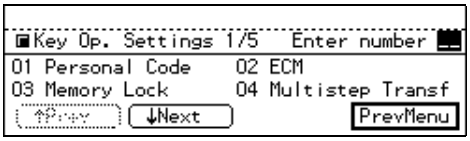
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



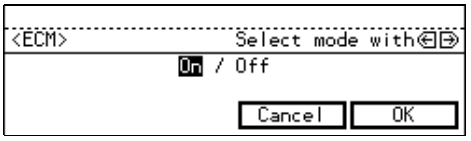
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "ECM" using the number keys.**



6 **Switch ECM on or off using the ◀ or ▶ key and press [OK].**



ND1X03E0

Note

❒ If you press **[Cancel]**, the previous setting is not changed and the display shown in step 5 appears again.

7 **Press [PrevMenu].**

8 **Press the 【User Tools/Counter】 key.**

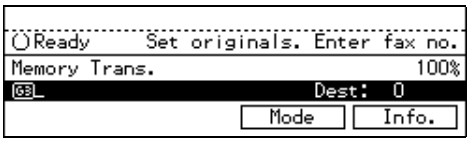
Memory Lock

The optional Fax Feature Expander is required to use this function.

When you switch Memory Lock On, received messages are stored in memory and not printed automatically. When a message is received in Memory Lock mode, the Receive File indicator blinks. To print this message, enter the Memory Lock ID. A user who does not know the ID cannot print the message. This prevents an unauthorized person from seeing the message.

To use Memory Lock, program the Memory Lock ID and switch it on.

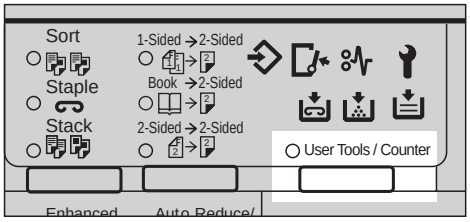
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

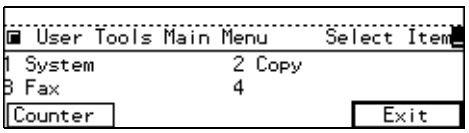
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

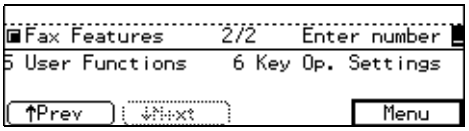


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

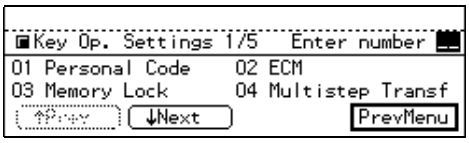
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



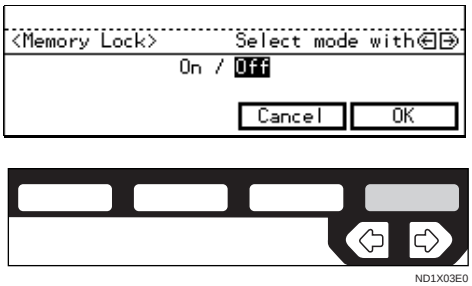
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Memory Lock" using the number keys.**



6 **Switch Memory Lock on or off using the ◀ and ▶ keys and press OK.**



ND1X03E0

Note

❒ If you press Cancel, Memory Lock is not switched on and the display shown in 5 appears again.

7 **Press [PrevMenu].**

8 **Press the 【User Tools/Counter】 key.**

Multistep Transfer

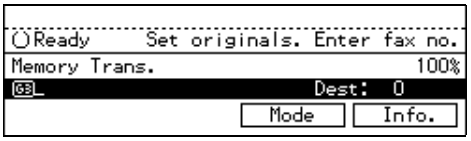
The optional Fax Feature Expander is required to use this function.

This machine can be used to build up a multi-step facsimile network that allows messages to be sent via multiple Transfer Stations and achieve greater efficiency in processing Transfer Requests.

The following procedure describes how to program a Transfer Station number into a Group. Providing this Group contains the appropriate End Receiver Information (Group codes),

when your machine receives a Transfer Request, it will pass the message to the Transfer Station(s) you specify.

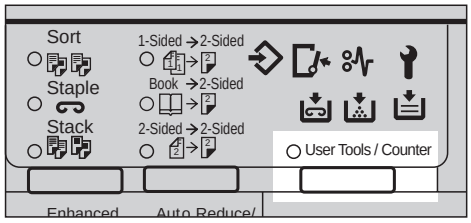
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



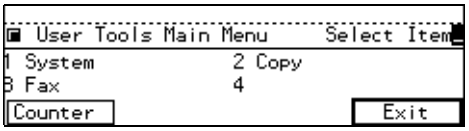
Note

❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the "Fax".**

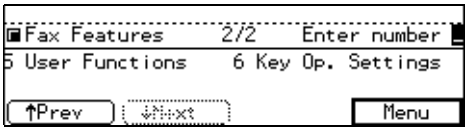


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

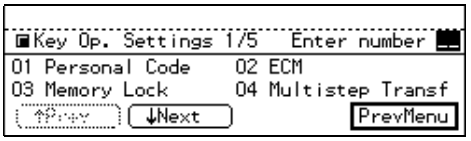
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



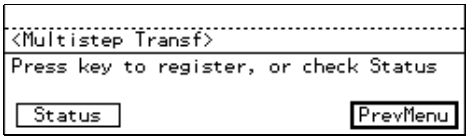
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Multistep Transf" using the number keys.**



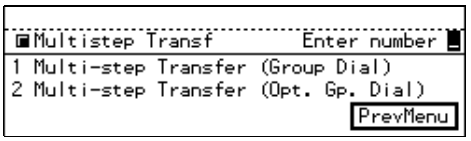
6 **Press the Quick Dial key you want to store this Transfer Group in.**

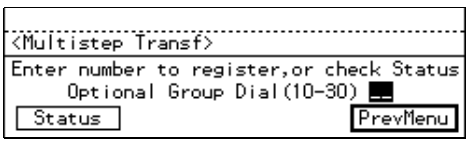


Note

❒ You can press **[Status]** to see the current status of the Group.

❒ If the machine has the Optional Group feature (optional Fax Feature Expander is required), you can register a Transfer Station. Select the Group type you wish to register using the number keys. To select a Group, press a Quick Dial key. To select an Optional Group, enter the Optional Group code using the number keys. In this example, Optional Group is selected.





7 **Specify a Transfer Station.**

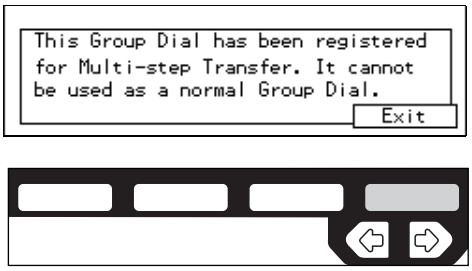
Note

❒ Enter the Transfer Station's fax number using a Quick Dial key, Speed Dial or the number keys. ⇒ P.46 *"Quick Dials"*, P.47 *"Speed Dials"*, P.43 *"Number Keys"*

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

❒ If you press Cancel, the setting is canceled and the display show in 6 appears again.

8 **Press [OK].**



ND1X03E0

9 **Press [OK].**

10 **Press [PrevMenu].**

11 **Press the 【User Tools/Counter】 key.**

Forwarding

The optional Fax Feature Expander is required to use this function.

Using this feature, you can select messages from Specified Senders to be printed on your machine and then sent on to another fax machine.

This is useful if, for example, you are visiting another office and would like a copy of your messages sent to that office so you can read them.

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

You can register:

- 5 Forwarding Stations (up to 32 digits for each number)
- 30 Specific Senders (maximum 10 per Forwarding Station, up to 20 characters each with G3 and 24 with G4)
- Wild Cards ⇒ P.213 *"Wild Cards"*

Important

❒ It is recommended that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender. ⇒ P.158 *"REPORTS/LISTS"*

Limitation

❒ This feature only works if the incoming message is from another party that has been programmed as a Specific Sender.

❒ The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by Transfer Request.

❒ You cannot register a sender who does not have an RTI or CSI.

❒ You can register up to 30 Specific Senders for Forwarding, Special RX Nos., and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders regis-

tered with other functions. If you install the optional Fax Feature Expander, you can register up to 50 senders.

Note

❒ You can print a forwarding mark on forward messages. ⇒ P.207 *"Printing the User Parameter List"*

❒ To register a sender, use an RTI or CSI. When you communicate with a sender using G4, register the G4 TID.

❒ You can find out the RTI or CSI of a sender by looking in the destination name column of the TCR.

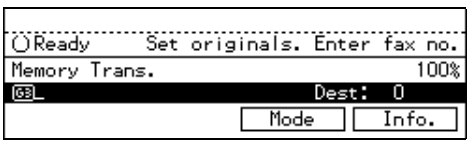
❒ Before using the Forwarding function, register Forwarding Stations and select the messages to forward. ⇒ P.161 *"INITIAL SETUP RX"*

❒ You can specify whether or not to send received messages on to another fax machine automatically. See "Changing User Parameters" ⇒ P.203 *"Changing the User Parameters"*. This feature is called "Forwarding". The default setting is "Off".

❒ You can specify whether or not to print forwarded messages. This feature is called "Local Printing". The default setting is on. ⇒ P.203 *"Changing the User Parameters"*

Registering Forwarding Stations

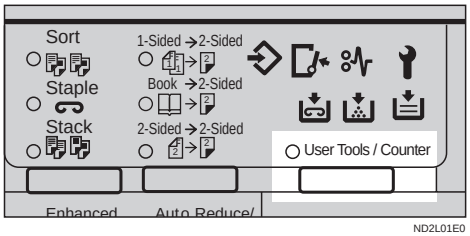
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

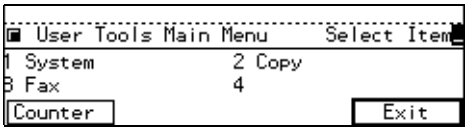
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



ND2L01E0

3 Enter the number of the "Fax".

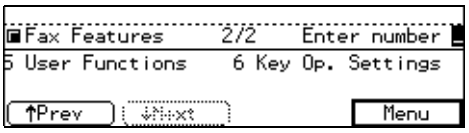


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

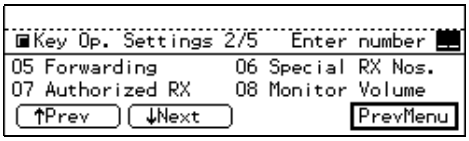
4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.



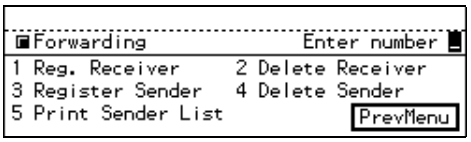
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

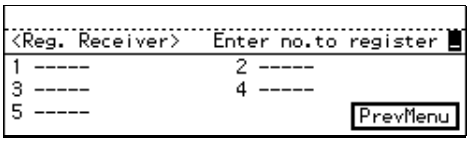
5 Enter the function number for "Forwarding" using the number keys.



6 **Enter the function number for "Reg. Receiver" using the number keys.**



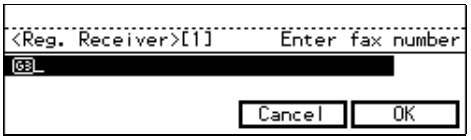
7 **Choose a receiver (Forwarding Station) to program be entering the its code number.**



Note

❒ If you make a mistake, press **[Cancel]** and enter a correct number.

8 **Enter the Forwarding Station's fax number using the number keys and select the communication type, then press [OK].**



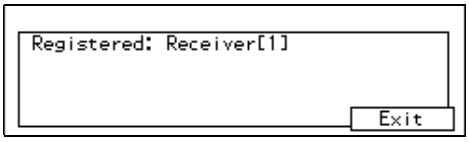
ND1X03E0

Note

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

❒ If you have the optional ISDN unit, select the line type to be used before specifying a fax number. ⇒ P.41 *"CHANGING LINE TYPE"*

9 **Press [Exit].**



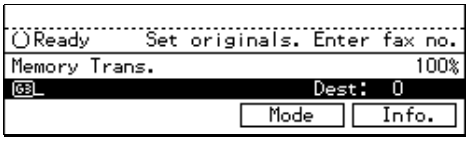
ND1X03E0

10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 key.**

Deleting a Forwarding Station

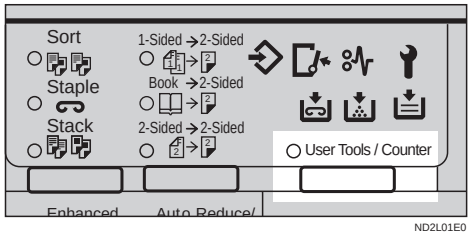
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

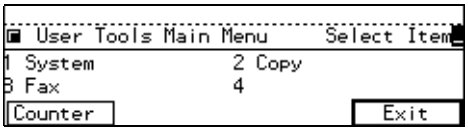
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

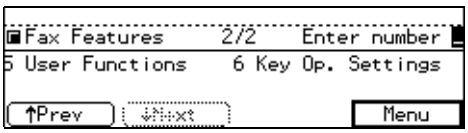


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



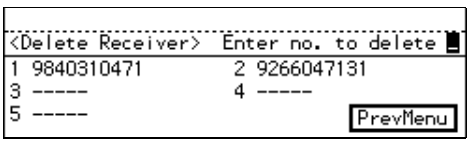
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Forwarding" using the number keys.**

6 **Enter the function number for "Delete Receiver" using the number keys.**

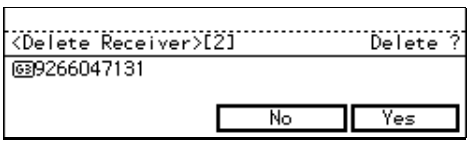
7 **Choose the receiver (Forwarding Station) to delete by entering its code number.**



Note

❒ If you make a mistake, press **[No]** and enter a correct number.

8 **Press Yes.**



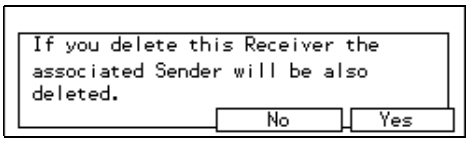
ND2C0104

Note

❒ If you press No, the Forwarding Station is not deleted and the display shown in 5 appears again.

9 **Press [Yes].**

The Forwarding Station is deleted.



ND1X03E0

Note

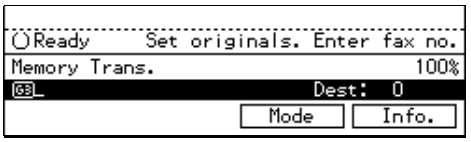
❒ When you press **[No]**, the Forwarding Station is not deleted and the display shown in 5 appears again.

10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 key.**

Registering Specific Senders (Forwarding)

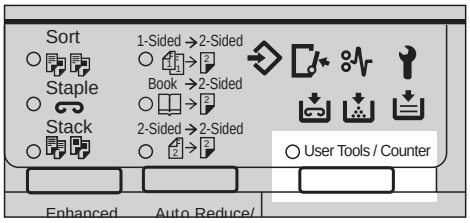
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

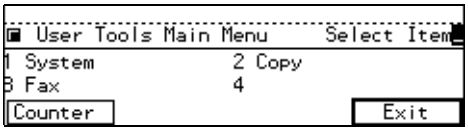
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the Fax mode.**

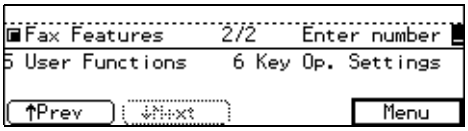


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



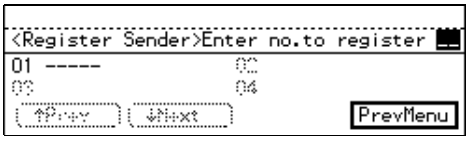
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Forwarding" using the number keys.**

6 **Enter the function number for "Register Sender" using the number keys.**

7 **Choose a Specific Sender to register by entering its code number.**



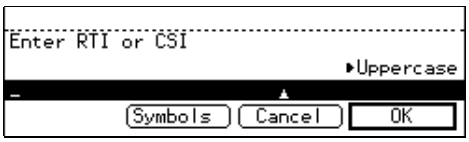
Note

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

8 **Press [RTI/CSI].**

ND2C0101

9 **Register an RTI or CSI of a sender and press [OK].**

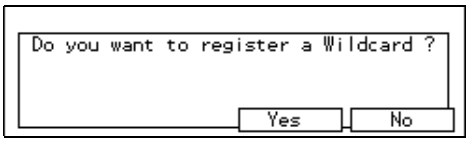


ND1X03E0

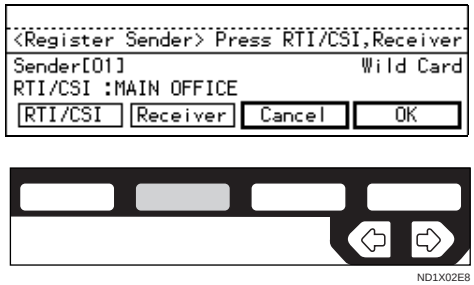
Reference

⇒ P.213 *"Entering Text"*

10 **Select whether or not to register a sender as a wild card. ⇒ P.213 *"Wild Cards"*.**

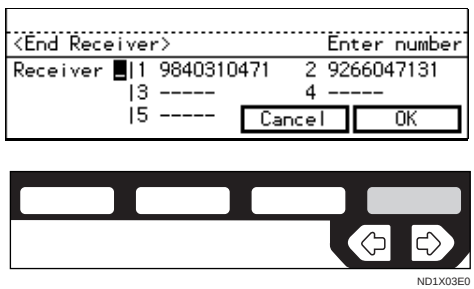


11 **Press [Receiver].**



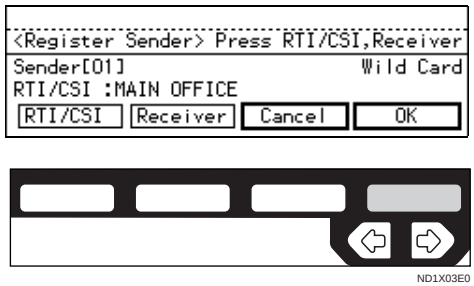
ND1X02E8

12 **Choose the Forwarding Station you want to assign this Specific Sender to: enter its code and press [OK].**



ND1X03E0

13 **Press [OK].**

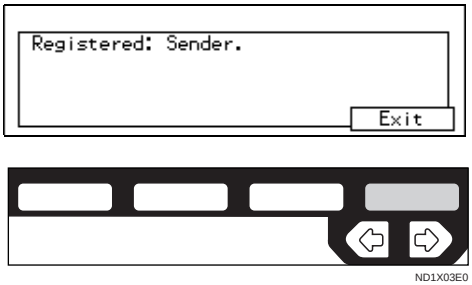


ND1X03E0

Note

❒ If you press **[Cancel]**, the sender is not registered and the display shown in 7 appears again.

14 **Press [Exit].**



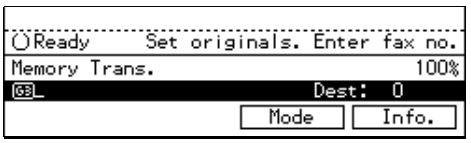
ND1X03E0

15 **Press [PrevMenu] 3 times.**

16 **Press the 【User Tools/Counter】 key.**

Deleting a Specific Sender (Forwarding)

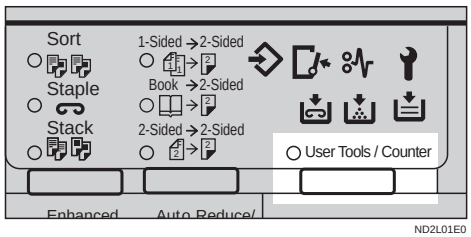
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

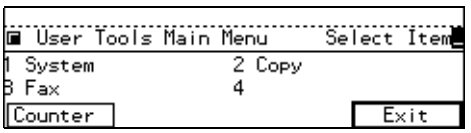
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

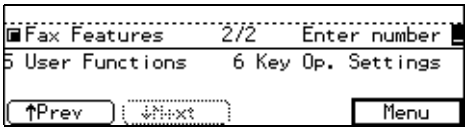


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



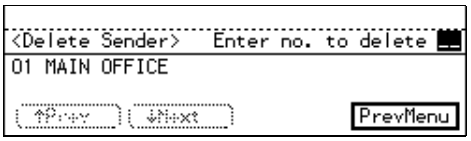
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Forwarding" using the number keys.**

6 **Enter the function number for "Delete Sender" using the number keys.**

7 **Choose the Specified Sender you want to delete by entering its code with the number keys.**

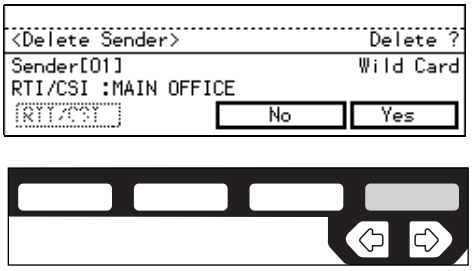


Note

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

❒ If you have a mistake with the second digit, press **[No]** and enter the number again.

8 **Press [Yes].**

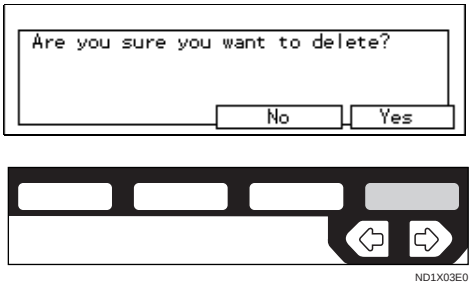


Note

❒ If you press **[No]**, the sender is not deleted and the display shown in 7 appears again.

9 **Press [Yes].**

The sender is deleted.



Note

❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

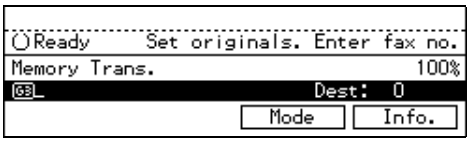
10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 key.**

Specified Sender/Forwarding Station list

Print this list to find out which Specific Senders are assigned to which Forwarding Stations.

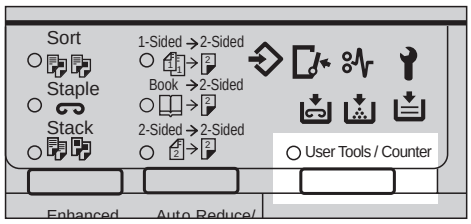
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

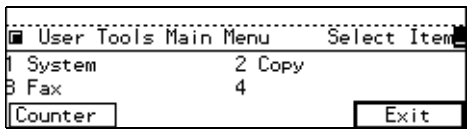
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

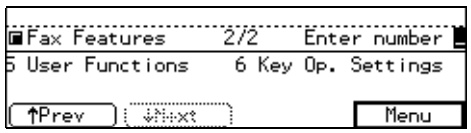


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Forwarding" using the number keys.**

6 **Enter the function number for "Print Sender List" using the number keys.**

7 **Press the 【Start】 key.**

Note

❒ If you press **[Cancel]** before printing starts, the printing stops.

8 **Press [PrevMenu] twice.**

9 **Press the 【User Tools/Counter】 key.**

Special Senders to Treat Differently (Special RX Nos.)

Special Reception numbers (Special RX Nos.) allow you to treat incoming messages from certain locations differently.

For example, you might want messages from your branch offices printed on a different color paper to identity them at a glance. In this case, program the branch office RTI/CSI's as Specific Senders and select a paper tray loaded with colored paper.

- Multi-copy *1 (Number of prints setting).
  You can have several copies of messages printed.
- Cassette Select (tray from which messages are printed).
  You can choose the paper cassette used when printing messages. If you set different color paper in this cassette, you will be able to recognize messages from certain senders at a glance.

Note

❒ If you receive a fax with a paper size different from that set in the paper cassette, the printout will be split across several pages or reduced to fit on the paper.

❒ If you choose the optional By-pass Feed Tray, make sure the size you programmed for this tray matches the paper size in this tray. For more details, P.14 *"Acceptable Original Sizes"*.

- Memory Lock [*1]
  You can have messages received into memory. To print them out, P.114 *"PRINTING A FILE RECEIVED WITH MEMORY LOCK"*.
- 2-Sided Printing [*2]
  Print on both sides of the paper.

Limitation

❒ The function requires both the optional Duplex Unit and Fax Memory Board.

- Reverse Printing [*1]
  You can have pages printed in the opposite order in which they were received.
  You can adjust the following settings for this function:
  - Specified Senders (maximum of 30, up to 20 characters each with G3, up to 24 characters each with G4)
  - Wildcards P.213 *"Wild Cards"*

[*1] The optional Fax Feature Expander is required.
[*2] Duplex Tray option and Fax Feature Expander are required

Important

❒ It is recommended that you print the Sender/Specified Number list and keep it when you register or change a sender. ⇒ P.158 *"REPORTS/LISTS"*

Limitation

❒ The Special Reception Numbers function cannot used to treat messages received from a Specific Senders if they are received with Polling Reception or Free Polling.

❒ You cannot register a Specific Sender who does not have an RTI or CSI.

❒ You can register up to 30 senders for Forwarding, Special Reception Numbers, and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. If you install the optional Fax Feature Expander, you can register up to 50 senders.

Note

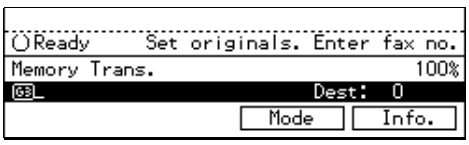
❒ To register a sender, use an RTI or CSI. When you communicate with a sender using G4, register a G4 TID

❒ You can find the RTI or CSI of a sender by looking in the destination name column of the TCR

❒ Before using the Special RX Nos. function, switch this function to On by following the steps shown in Initial Setup RX. ⇒ P.161 *"INITIAL SETUP RX"*

Registering Specific Senders (Special X Nos.)

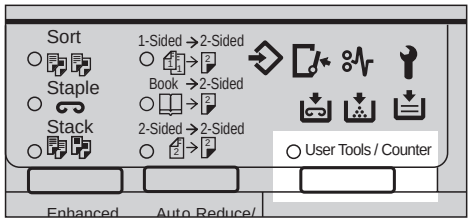
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

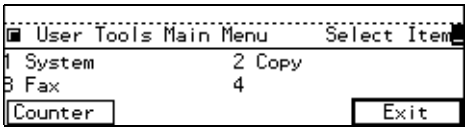
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



ND2L01E0

3 Enter the number of the "Fax".

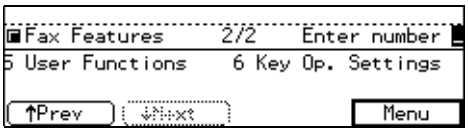


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

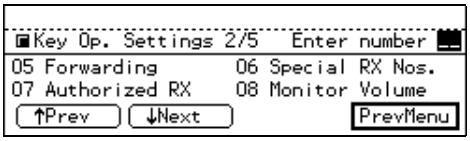
4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.



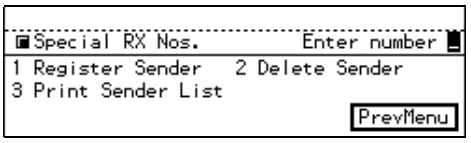
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

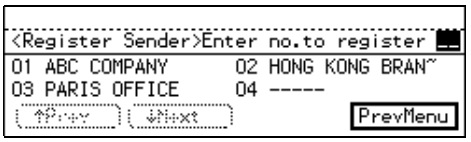
5 Enter the function number for "Special RX Nos.". using the number keys.



6 Enter the function number for "Register Sender" using the number keys.



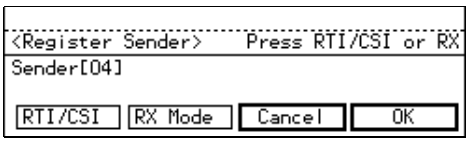
7 Choose a number where you want to program a Specific Sender.



Note

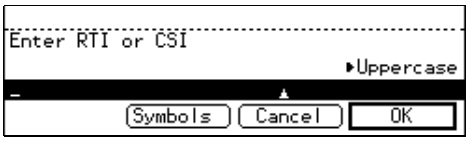
❒ If you make a mistake, press the 【Clear/Stop】 key and reenter a correct value. If you enter a wrong value for the second digit, press **[Cancel]** and enter it again.

8 Press [RTI/CSI].



ND1X02E7

9 Enter an RTI or CSI of a sender and press [OK].

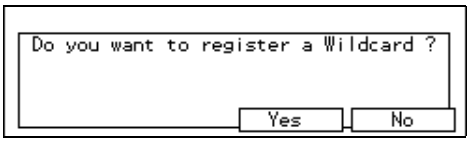


ND1X03E0

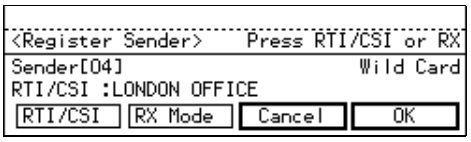
Reference

P.213 *"Entering Text"*

10 Select whether or not to register the sender as a wild card. ⇒ P.213 *"Wild Cards"*.



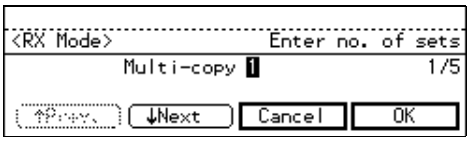
11 Press [RX Mode].



ND1X02E8

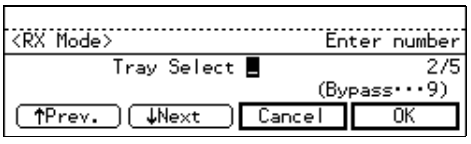
12 Select any features for this Specific Sender. You can scroll through them by pressing [↑Prev.] or [↓Next]. Then press [OK].

❖ **Multi-copy**



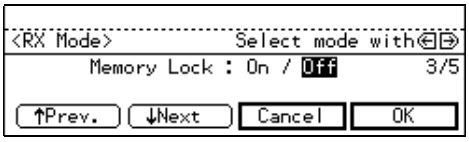
ND1X03E0

❖ **Tray Select**



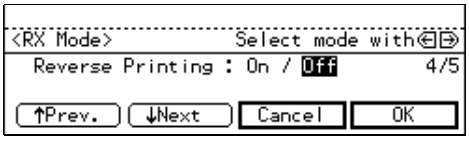
ND1X03E0

❖ **Memory Lock**



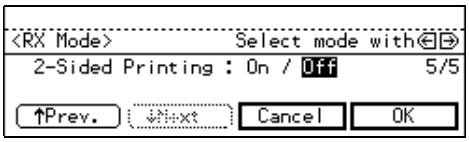
ND1X03E0

❖ **Reverse Printing**



ND1X03E0

❖ **2-Sided Printing**



ND1X03E0

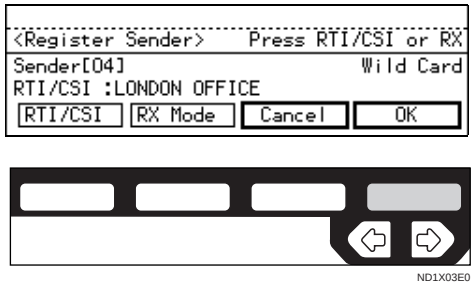
Note

❒ Select only items you want to change.

❒ If you press **[Cancel]**, the specified setting are canceled and the display shown in 11 appears again.

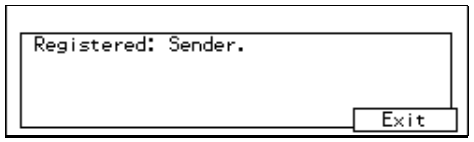
7

13 **Press [OK].**



ND1X03E0

14 **Press [Exit].**



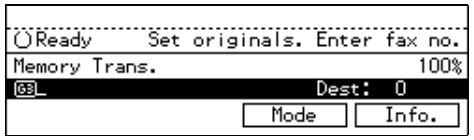
ND1X03E0

15 **Press [PrevMenu] 3 times.**

16 **Press the 【User Tools/Counter】 key.**

Deleting a Specific Sender

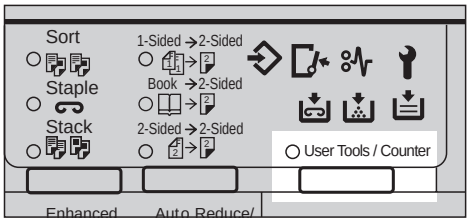
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

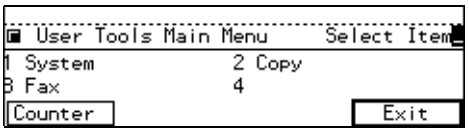
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

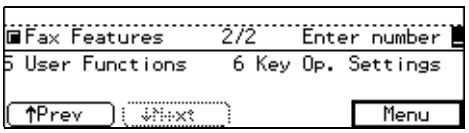


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**



Note

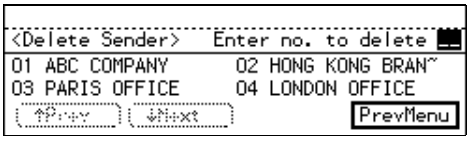
❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Special RX Nos." using the number keys.**

6 **Enter the function number for "Delete Sender" using the number keys.**

7 **Choose a sender number you want to delete by entering its code**

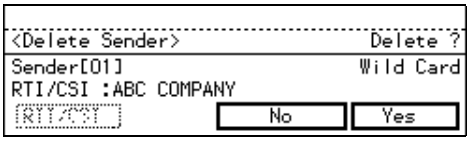
with the number keys. The registered RTI or CSI is flash up.



Note

❒ If you make a mistake, press the **【Clear/Stop】** key and enter a correct value.

8 **Press [Yes].**



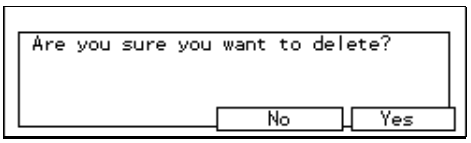
ND1X03E0

Note

❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

9 **Press [Yes].**

The sender is deleted.



ND1X03E0

Note

❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

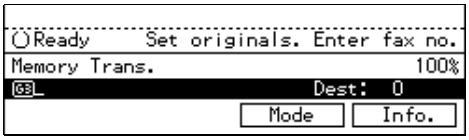
10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 key.**

Specified Sender List

Print this list to see the currently programmed Specific Senders.

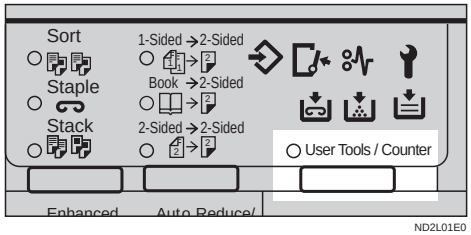
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

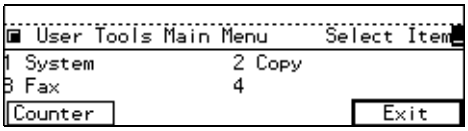
❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**



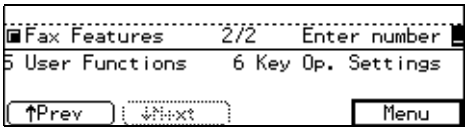
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the**

number keys and press the [#] (Enter) key within 3 seconds.



Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Special RX Nos.". using the number keys.**

6 **Enter the function number for "Print Sender List" using the number keys.**

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

When the printing job is completed, the display shown in 6 appears again.

Note

❒ If you press **[Cancel]** before printing starts, printing stops and the display shown in 6 appears again.

8 **Press [PrevMenu] twice.**

9 **Press the [User Tools/Counter] key.**

Authorized Reception

This feature helps you to reject junk mail. It lets you specify which terminals you wish to receive fax messages from; the others will be shut out. This is useful if you are very annoyed with someone.

You can register the following:

- 30 Specified Senders (up to 20 characters for each sender with G3, 24 with G4)
- Wild Card ⇒ P.213 *"Wild Cards"*

Important

❒ It is recommended that you print the Sender/Authorized Reception list and keep it when you register or change a sender. ⇒ P.158 *"REPORTS/LISTS"*

Limitation

❒ You cannot register a Specified Sender who does not have an RTI or CSI.

❒ You can register up to 30 senders for Forwarding, Special RX Nos., and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. If you attach the optional Fax Feature Expander to the machine, you can register up to 50 senders.

Note

❒ To register a sender, use an RTI or CSI. If you communicate with a sender using G4, register the G4 TID.

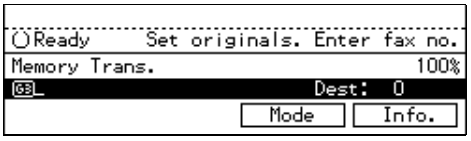
❒ To find out a senders RTI/CSI, check the TCR.

❒ You need to switch Authorized Reception on. ⇒ P.161 *"INITIAL SETUP RX"*

❒ You can specify whether to receive messages from only Specified Senders or to exclude messages from Specified Senders. The default setting is "Receive from Authorized Senders". ⇒ P.203 *"Changing the User Parameters"*

Programming Specified Senders

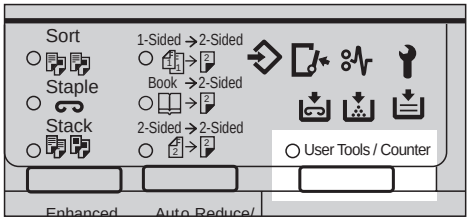
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

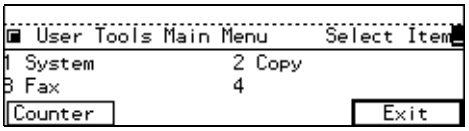
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

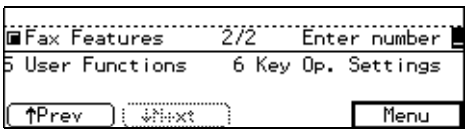


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

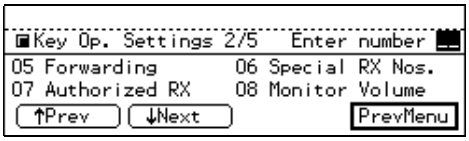
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



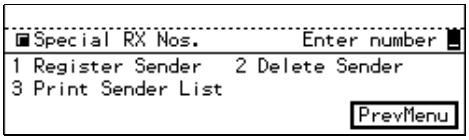
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

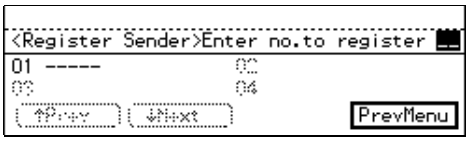
5 **Enter the function number for "Authorized RX" using the number keys.**



6 **Enter the function number for "Register Sender" using the number keys.**



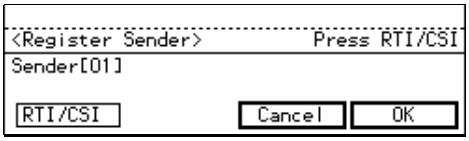
7 **Choose a sender number you wish to register.**



Note

❒ If you make a mistake, press the 【Clear/Stop】 key and reenter a correct value.

8 **Press [RTI/CSI].**



ND1X02E7

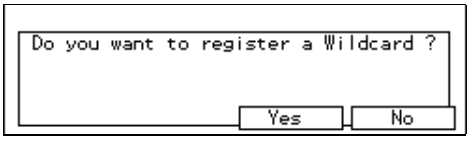
9 **Enter an RTI or CSI of a sender and press [OK].**

ND1X03E0

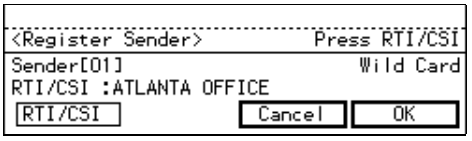
Reference

P.213 *"Entering Text"*

10 **Select whether or not to register the sender on a** P.213 *"Wild Cards"*.

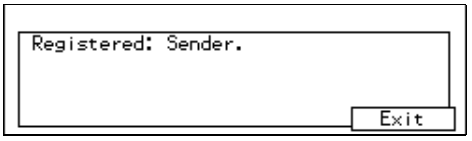


11 **Press [OK].**



ND1X03E0

12 **Press [Exit].**



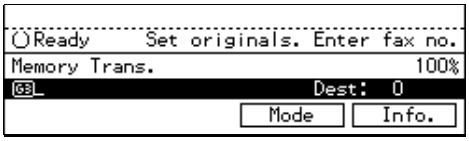
ND1X03E0

13 **Press [PrevMenu] 3 times.**

14 **Press the 【User Tools/Counter】 key.**

Deleting a Specific Sender (Authorized Reception)

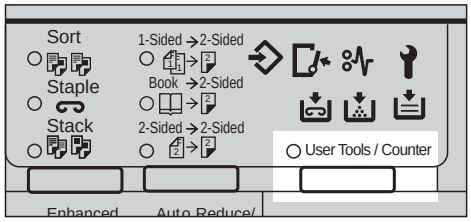
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

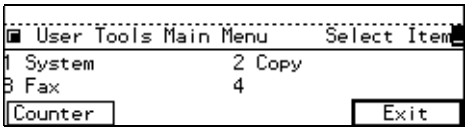
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

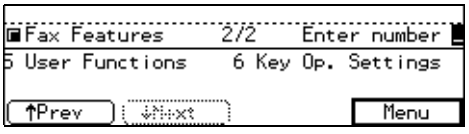


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



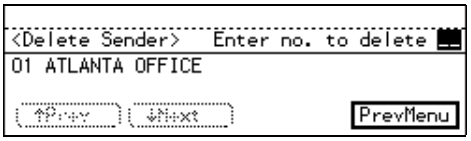
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Authorized RX" using the number keys.**

6 **Enter the function number for "Delete Sender" using the number keys.**

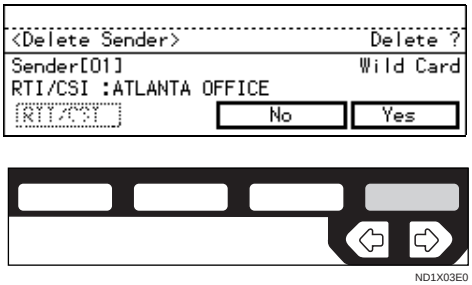
7 **Choose the sender to delete by entering its code. The RTI/CSI will flash up.**



Note

❒ If you make a mistake, press **【Clear/Stop】** and enter a correct number.

8 **Press [Yes].**

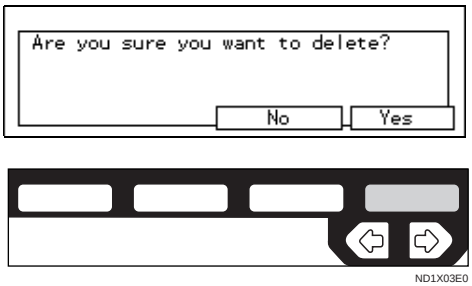


Note

❒ If you press **[No]**, the sender is not deleted and the display shown in 7 appears again.

9 **Press [Yes].**

The sender is deleted.



Note

❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

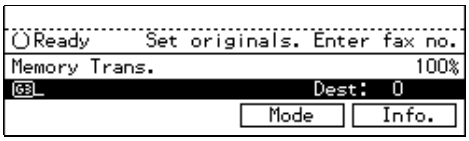
10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 key.**

Sender/Authorized Reception List

Print this list to find out which Specific Senders are currently programmed.

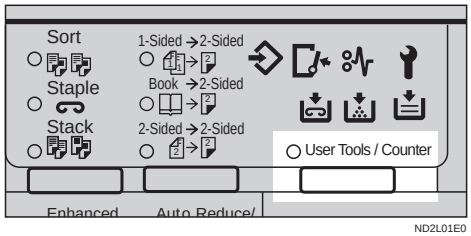
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

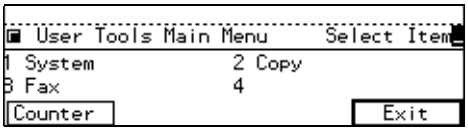
❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



7

3 **Enter the number of the "Fax".**

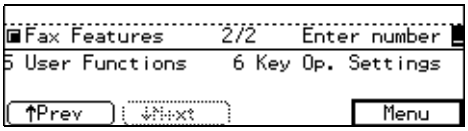


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Authorized RX" using the number keys.**

6 **Enter the function number for "Print Sender List" using the number keys.**

7 **Press the 【Start】 key.**

Note

❒ When you press **[Cancel]**, the printing stops and the display shown in 4 appears again.

8 **Press [PrevMenu] twice.**

9 **Press the 【User Tools/Counter】 key.**

Monitor Volume

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

❖ **On Hook**
When you press the **【On Hook Dial】** key.

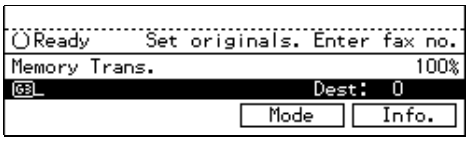
❖ **Transmission**
When the machine send a message.

❖ **Reception**
When the machine receive a message.

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

❖ **Printing**
Sounds when a received message has been printed. See P.64 *"Print Completion Beep"*.

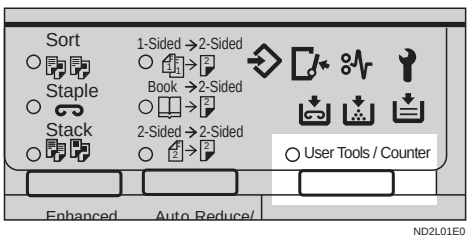
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



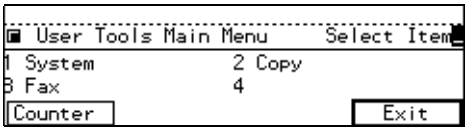
Note

❒ If the standby display is not shown, press the **【Fax】** key.

2 **Press the 【User Tools/Counter】 key.**



3 **Enter the number of the "Fax".**

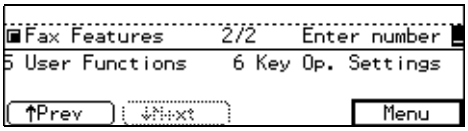


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

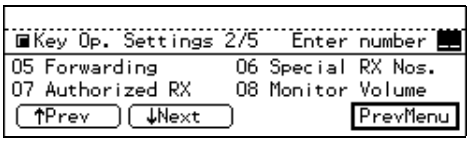
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Monitor Volume" using the number keys.**

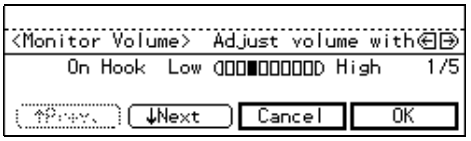


6 **Select an item you want to adjust pressing [↑Prev.] and [↓Next].**

Note

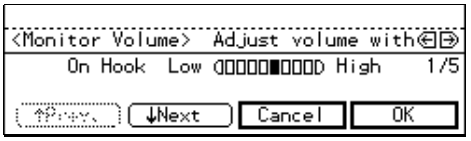
❒ On Hook, Transmission, Reception, Dialling, and Printing are shown in that order.

❖ **On Hook**



ND1X03E6

7 **Adjust the volume using the ◀ or ▶ key and press [OK].**



ND1X03E5

Note

❒ When you press **[Cancel]**, the volume setting is canceled and the display shown in 5 appears again.

❒ Lowest = OFF

8 **Press [PrevMenu].**

9 **Press the 【User Tools/Counter】 key.**

RTI/TTI

An RTI (Receive Terminal Identification) is passed to a receiver or sender when you send or receive a fax. When the RTI is received, it is shown on the display and printed in a report at the other end.

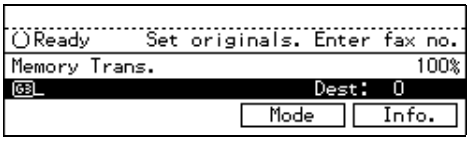
The TTI (Transmitter Terminal Identification) is printed on the header of every fax you send.

You usually should contain your name in both of these identifications.

Limitation

- ❒ The RTI does not work unless the other party has the same make machine with the RTI feature.
- ❒ You can program up to 20 characters in a RTI and 32 in a TTI.
- ❒ You can program letter, symbols, number, and spaces in an RTI and TTI.

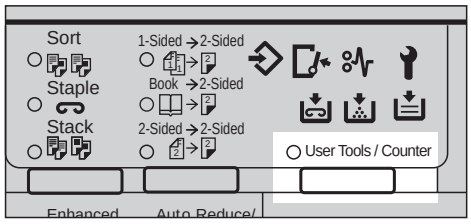
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

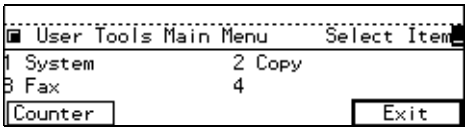
- ❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

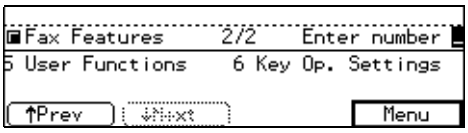


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

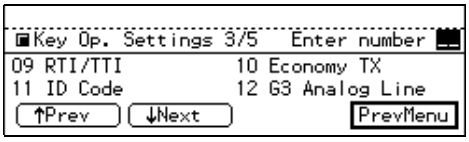
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**



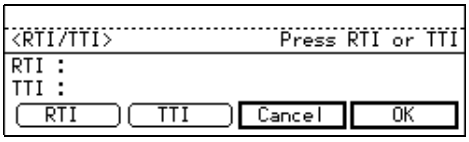
Note

- ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "RTI/TTI" using the number keys.**

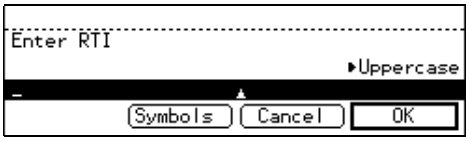


6 **Press [RTI].**



ND1X02E7

7 **Enter an RTI and press [OK].**

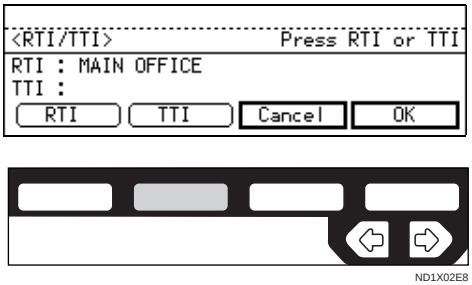


ND1X03E0

Reference

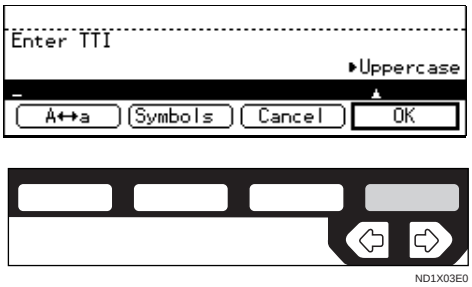
P.213 *"Entering Text"*

8 **Press [TTI].**



ND1X02E8

9 **Enter a TTI and press [OK].**



ND1X03E0

Reference

P.213 *"Entering Text"*

10 **Press [OK] to confirm.**

Note

❒ If you press **[Cancel]**, the entered characters are canceled and the display shown in 3 appears again.

11 **Press [PrevMenu].**

12 **Press the 【User Tools/Counter】 key.**

Registering The Economy Transmission Time

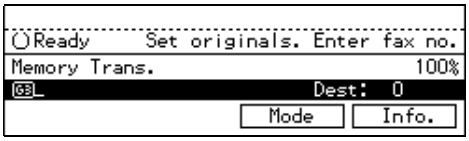
Economy Transmission allow you to take advantage of off-peak line rates by delaying transmission of messages until a later time.

Use the procedure below to program the Economy Transmission Time for when you phone rates are cheaper. ⇒ P.74 *"SEND LATER"*

Limitation

❒ You can program only one Economy Transmission time.

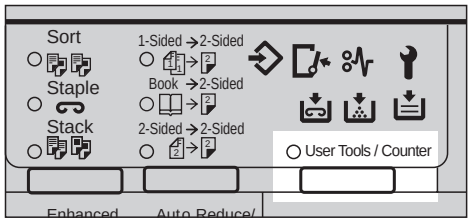
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

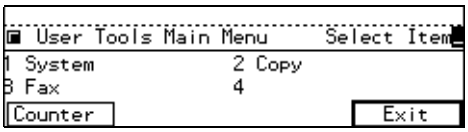
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**



The Facsimile User Tool main menu appears.

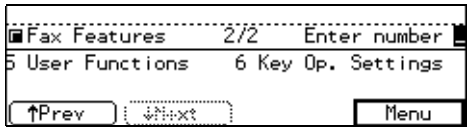
Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the**

7

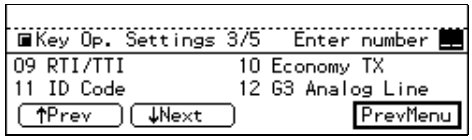
number keys and press the [#] (Enter) key within 3 seconds.



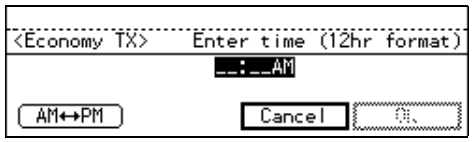
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Economy TX" using the number keys.**



6 **Enter an economy transmission time using the number keys and press [OK]. To change AM/PM, press the [AM ↔ PM] key (North America only)**



Note

❒ If you press **[Cancel]**, the entered time is canceled and the display shown in 5 appears again.

7 **Press [PrevMenu].**

8 **Press the [User Tools/Counter] key.**

ID Code

Use this procedure to register the following kinds of ID codes.

❖ **Confidential ID**

This ID is usually required for printing a message received in the Confidential Reception. ⇒ P.112 *"PRINTING A CONFIDENTIAL MESSAGE"*

❖ **Polling ID**

This ID is required for using Transfer Request ⇒ P.96 *"TRANSFER REQUEST"*, Transfer Station ⇒ P.60 *"Transfer Station"*, Default ID Polling Transmission ⇒ P.90 *"Free Polling Transmission"*, Default ID Polling Reception ⇒ P.94 *"Default ID Polling Reception (Free Polling Reception)"*, ID Transmission ⇒ P.52 *"ID Transmission"*, ID Reception ⇒ P.61 *"ID Reception"* function.

❖ **Memory Lock ID**

This ID is required for printing a message received using Memory Lock. ⇒ P.114 *"PRINTING A FILE RECEIVED WITH MEMORY LOCK"*

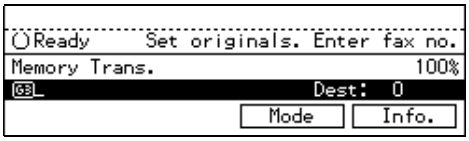
Limitation

❒ A Polling ID can be any combination of digits (0 - 9) and letters (A - F) except for 0000 and FFFF. When you use Transfer Request, Transfer Station, or ID Transmission, register the same ID code as that registered on the sender's machine.

❒ A Confidential ID and Memory Lock ID can be any a four digit numeric code except for 0000.

❒ For Confidential ID and Memory Lock ID, the optional Fax Feature Expander is required.

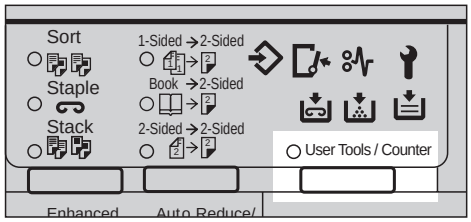
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

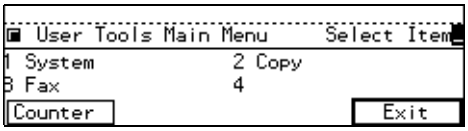
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

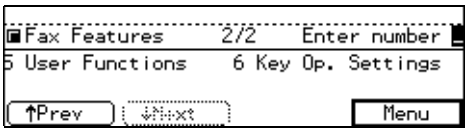


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

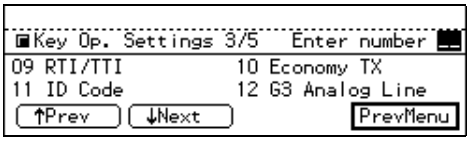
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**



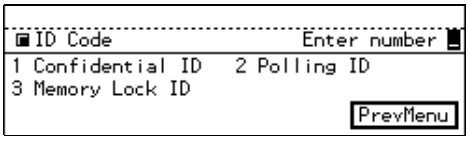
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

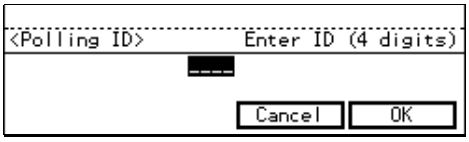
5 **Enter the function number for "ID Code" using the number keys.**



6 **Choose the ID you wish to program using the number keys.**



7 **Enter an ID code and press [OK].**



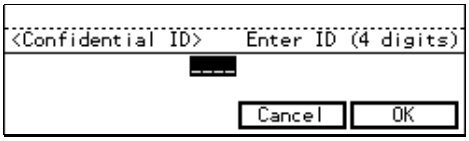
Note

❒ For a Confidential ID and Memory Lock ID, use the number keys to enter an ID code. For a Polling ID, use the number keys and letter keys (A to F).

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

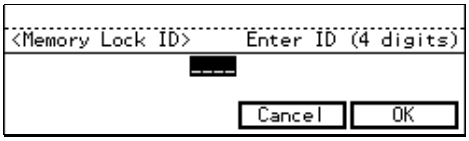
❒ If you press **[Cancel]**, the entered ID is canceled.

❖ **Confidential ID**



ND1X03E0

❖ **Memory Lock ID**



8 **Press [PrevMenu] twice.**

9 **Press the 【User Tools/Counter】 key.**

G3 Analog Line

This function must be set up before you connect the machine to a G3 analog line.

You can register the following items with a G3 analog Line:

- PSTN Line Type (Dial Pulse/Tone)
- CSI (up to 20 digits)
- Own Analog Number (up to 16 digits)

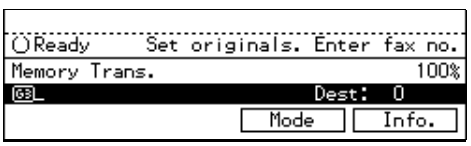
Note

❒ A CSI (Called Station Identification) is notified to a receiver or sender when you send or receive a fax. When the CSI is received, it is shown on the display or printed in a report by the receiver's or sender's machine. The CSI works even if the receiver or sender uses a different make machine.

❒ The CSI can contain numerals, a plus sign (+), and spaces. You usually should register your country code, area code (minus the leading zero) and your fax number in that order.

❒ Specify your own analog number (the telephone number to which your machine is connected) so that the transfer station can return the Transfer Result report to you. You can program numbers and a pause in your own number. Be sure to enter a pause after the area code.

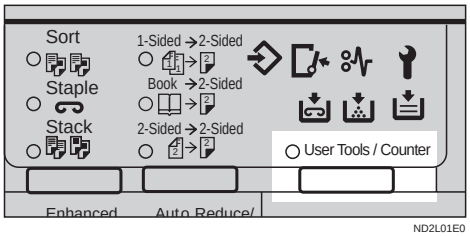
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

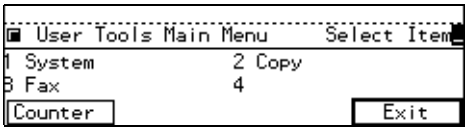
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



ND2L01E0

3 Enter the number of the "Fax".

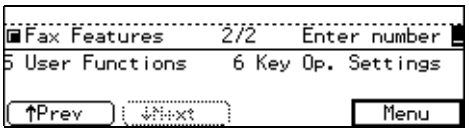


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

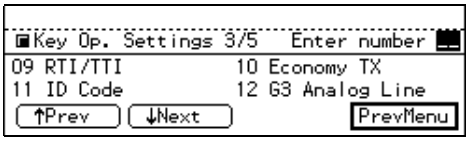
4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.



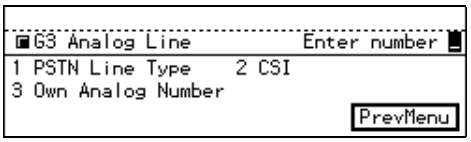
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

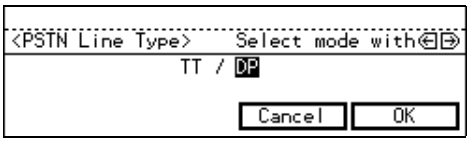
5 Enter the function number for "G3 Analog Line" using the number keys.



6 **Enter the function number for "PSTN Line Type" using the number keys.**



7 **Select the desired line type and press [OK].**

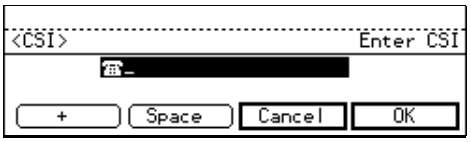


ND1X03E0

8 **Enter the function number for "CSI" using the number keys.**

9 **Enter CSI and press [OK].**

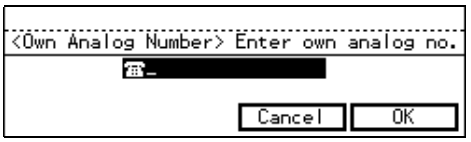
In some countries, you can not use this function.



ND1X03E0

10 **Enter the function number for "Own Analog Number" using the number keys.**

11 **Enter an own analog number using the number keys and press [OK].**



ND1X03E0

12 **Press [PrevMenu] twice.**

13 **Press the 【User Tools/Counter】 key.**

G3 Digital Line

This function must be set when you connect the machine to an ISDN G3 digital line.

You can register the following items.

- CSI (up to 20 digits)
- Own Digital Number (up to 29 digits)

Note

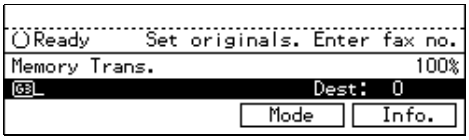
❒ Optional ISDN required.

❒ You need to register a CSI and your own digital number. ⇒ P.198 *"G3 Analog Line"*

❒ If you wish to change your subaddress, contact your service representative.

❒ Program a User Function key for the subaddress function.

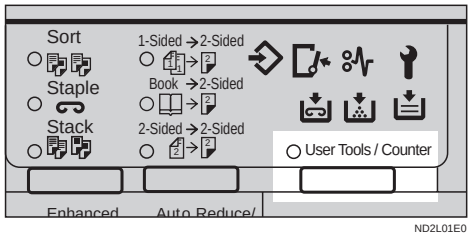
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

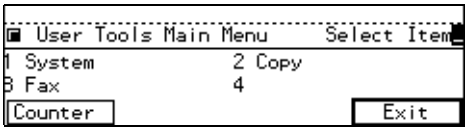
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**

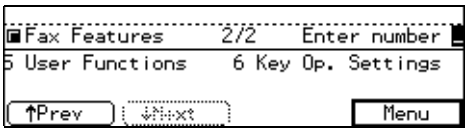


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

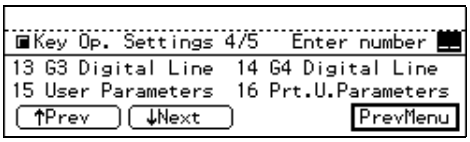
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



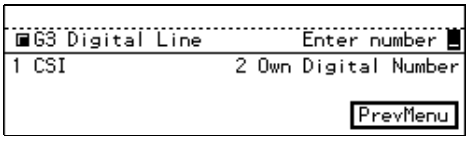
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

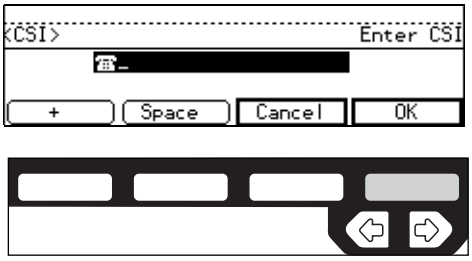
5 **Enter the function number for "G3 Digital Line" using the number keys.**



6 **Enter the function number for "CSI" using the number keys.**



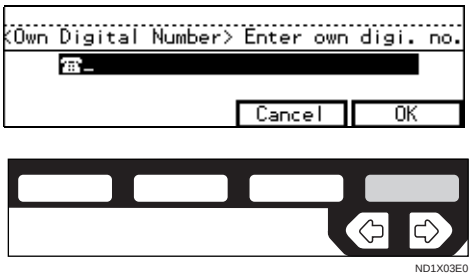
7 **Enter the CSI and press [OK].**



ND1X03E0

8 **Enter the function number for "Own Digital Number" using the number keys.**

9 **Enter your own digital number using the number keys and press [OK].**



ND1X03E0

10 **Press [PrevMenu] twice.**

11 **Press the 【User Tools/Counter】 key.**

G4 Digital Line

This function must be set when you connect the machine to the ISDN digital line.

You can register the following items:

- TID (up to 24 digit)

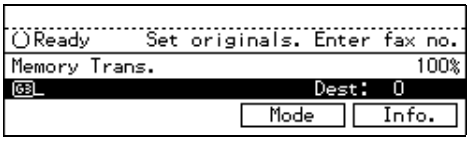
- Own Digital Number (up to 29 digit)

Note

❒ Optional ISDN unit is required.

❒ You can use a G4 TID if you use the ISDN. The G4 TID is information to be printed on a destination machine when you send a fax using G4 down the ISDN.

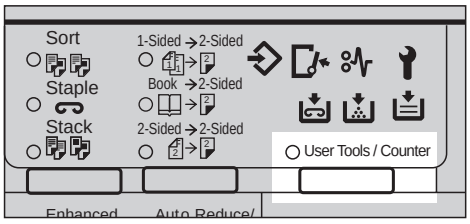
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

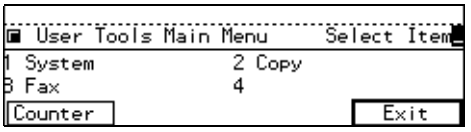
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



ND2L01E0

3 Enter the number of the "Fax".

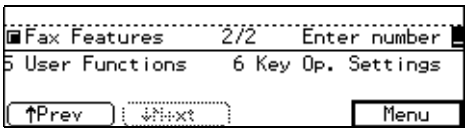


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

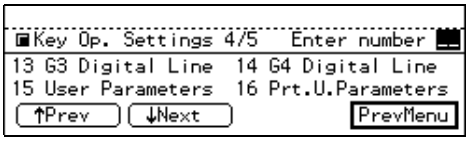
4 Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.



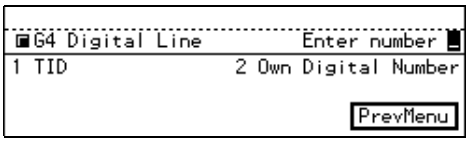
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

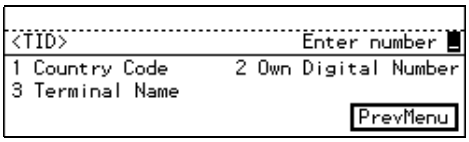
5 Enter the function number for "G4 Digital Line" using the number keys.



6 Enter the function number for "TID" using the number keys. In some countries, you can not use this function.

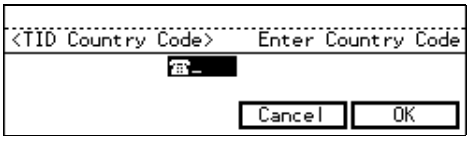


7 Enter the number for "Country Code".



7

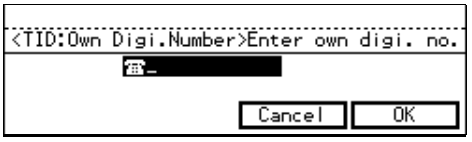
8 **Enter your Country Code using the number keys and press [OK].**



ND1X03E0

9 **Enter the number for "Own Digital Number" using the number keys.**

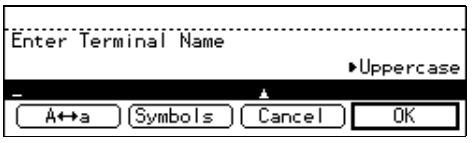
10 **Enter your fax number and press [OK].**



ND1X03E0

11 **Enter the number for "Terminal Name."**

12 **Enter your terminal name and press [OK].**



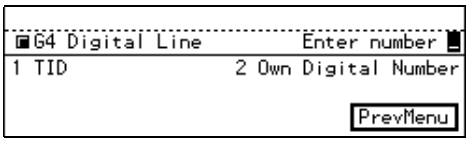
ND1X03E0

Reference

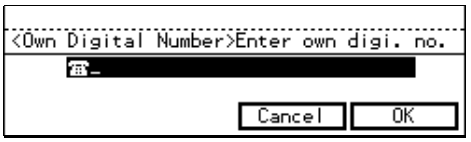
P.213 *"Entering Text"*

13 **Press [PrevMenu].**

14 **Enter the function number for "Own Digital Number" using the number keys.**



15 **Enter your own digital number using the number keys and press [OK].**



ND1X03E0

16 **Press [PrevMenu] twice.**

17 **Press the 【User Tools/Counter】 key.**

7

Changing the User Parameters

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

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

Preparation

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

Switches and Bits

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

Switch 00	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

User Parameter List

Switch	**Bit**	**Item**	**0**	**1**
00	0	Stamp home position	Off	On
	3,2,1	Image density adjustment level home position The higher the level, the greater the image density. 000: Auto Image Density, 001: Level 1 (lightest), 010: Level 2, 011: Level 3, 100: Level 4, 101: Level 5 (darkest)		
	5,4	Character size (resolution) home position 00: Standard, 01: Detail, 10: Super fine		
	6	Transmission Mode home position	Memory Transmission	Immediate Transmission

Switch	Bit	Item	0	1
01	0	Label Insertion home position	Off	On
	1	ID Transmission home position	Off	On
	2	Auto Reduction home position	Off	On
	4,3	Original type home position 00: Text, 01: Photo/Text, 10: Photo		
	5	TTI Print home position	Off	On
	7	Return the machine to the initial settings after each communication	Off	On
02	0	Forwarding Mark	Off	On
	1	Center Mark	Off	On
	2	Print RX Time	Off	On
	3	TSI Print	Off	On
	4	Checkered Mark	Off	On
	5	CIL Print	Off	On
	6	TID Print	Off	On
03	0	Printing a Transmission Result Report (Memory Transmission) automatically	Off	On
	2	Printing a Memory Storage Report automatically	Off	On
	3	Printing a Polling Reserve Report automatically	Off	On
	4	Printing a Polling Result Report	Off	On
	5	Printing a Transmission Result Report (Immediate Transmission) automatically	Off	On
	6	Printing a Polling Clear Report automatically	Off	On
	7	Printing a TCR automatically	Off	On

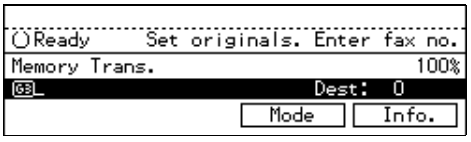
Switch	Bit	Item	0	1
04	0	Printing a Confidential File Report automatically	Off	On
	7	Containing an image in a Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result	Off	On
05	0	Receiving in Service Call (SC) Condition	Possible (Substitute Reception)	Not possible
	2,1	Receiving when the machine can not print. 00: Enabled unconditionally, 01: Enabled for RTI/CSI is received, 10: Enabled for Polling ID match, 11: Disabled		
	4	Personal Code Access	Off	On
	5	Just Size Printing	Off	On
	6	Scanning in Mixed Paper Size Available	Off	On
	7	Empty cassette alert	Off	On
06	1	Fax communication mode home position	G3	G4
	5	Selecting the Sheet to Print the a Quick Dial Label	Paper label sheet	Transparent label sheet
	6	Scanning Start Page of the Book Original	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception condition	Receive from authorized Senders	Receive from other than authorized Senders
10	1	Two in One	Off	On
	3	Auto Reduction in printing	Off	On
11	1	Send PB/UUI to ISDN	UUI	PB
	6	Local Printing at Forwarding	Off	On
	7	Polling file after sending	Delete	Standby

Switch	Bit	Item	0	1
14	0	Printing a document received with Auto Power-On Reception	Immediate printing	When turning on the operation
	2	Batch Transmission	Off	On
	3	Clear modes when switching the application	Off	On
	7	Manual Service report Transmission	Off	On
15	2,1,0	Paper feed Tray 001: First, 010: Second, 011: Third, 100: 4th, 101:LCT		
	5	Fixed Input tray	On	Off
16	2	Paper Size Priority when receiving A4	A3	B4
24	1,0	Storing a message in memory which could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	7	Summer Time	Off	On

How to Specify a User Parameter

- It is recommended that you print the User Parameter list and keep it when you register or change a user parameter. ⇒ P.207 *"Printing the User Parameter List"*
- Do not change any bit switches other than those shown on the previous pages.

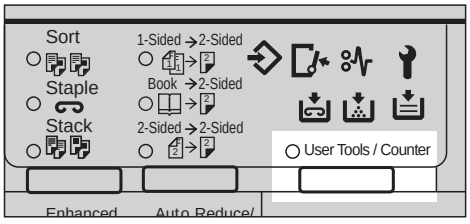
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

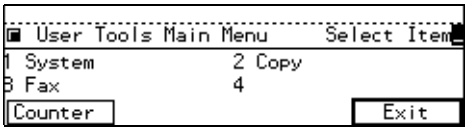
❒ If the standby display is not shown, press the 【Fax】 key.

2 Press the 【User Tools/Counter】 key.



ND2L01E0

3 Enter the number of the "Fax".

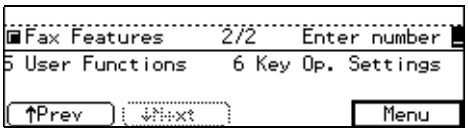


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

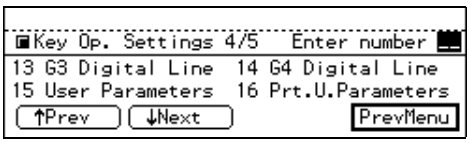
4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**



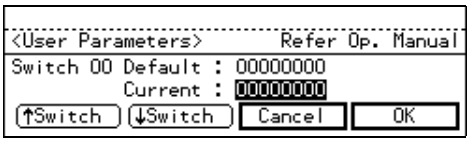
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "User Parameters" using the number keys.**



6 **Select a number for a switch you wish to change by pressing [↑Switch] or [↓Switch].**



ND1X03E6

7 **Press a number key corresponding to the bit number you wish to change e.g., press 【0】 to change bit 0.**

8 **When you have finished, press [OK].**

Note

❒ If you press **[Cancel]**, the specified settings are canceled and the display shown in 3 appears again.

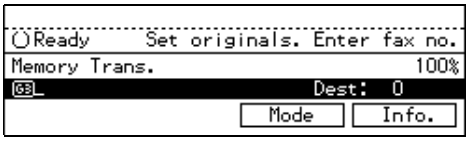
9 **Press [PrevMenu].**

10 **Press the 【User Tools/Counter】 key.**

Printing the User Parameter List

Print this list to see the current User Parameter settings.

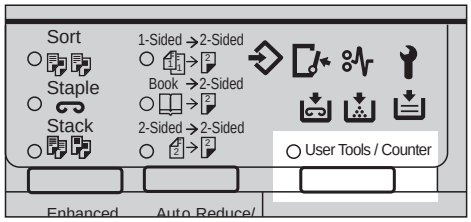
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

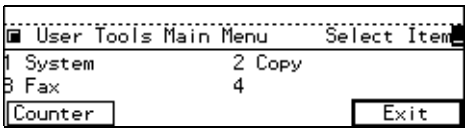
❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



ND2L01E0

3 **Enter the number of the "Fax".**



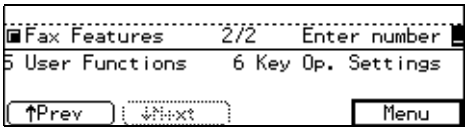
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the**

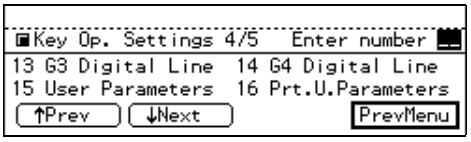
number keys and press the [#] (Enter) key within 3 seconds.



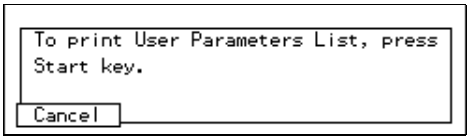
Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function "Prt.U.Parameters" using the number keys.**



6 **Press the [Start] key to print the list.**



Note

❒ If you press **[Cancel]** before printing starts, the printing stops and the display shown in 3 appears again.

7 **Press [PrevMenu].**

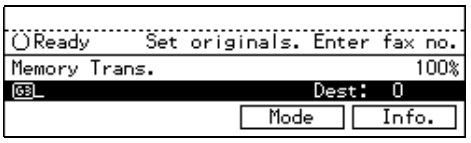
8 **Press the [User Tools/Counter] key.**

Date/Time

Use this function to set your machine's internal clock to the current time and date. This time is shown on the display, printed on pages and used for various features, such as Send Later.

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

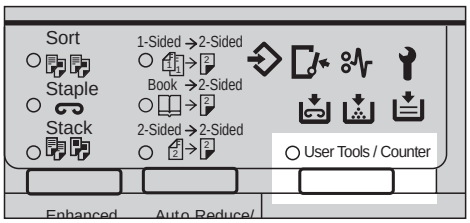
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



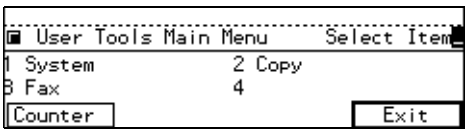
Note

❒ If the standby display is not shown, press the **[Fax]** key.

2 **Press the [User Tools/Counter] key.**



3 **Enter the number of the "Fax".**

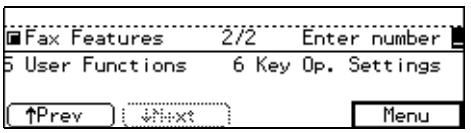


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

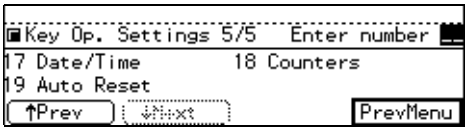
4 **Enter the function number for "Key Op. Settings" using the number keys and press the [#] (Enter) key within 3 seconds.**



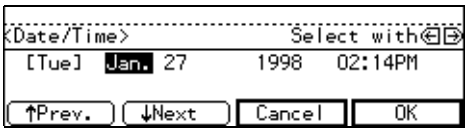
Note

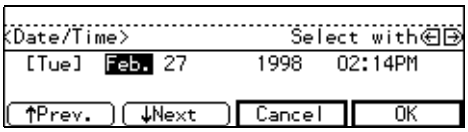
❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for " Date/Time" using the number keys.**



6 **Select an item you want to change using the ◀ and ▶ keys, enter the month using [↑Prev.] or [↓Next] and enter the correct date or time using the number keys. Then press [OK].**





Note

❒ When you enter a date, the day is set automatically.

❒ Depending on your area, your machine will either except the date in 12 hours format or 24 hours format.

7 **Press [PrevMenu].**

8 **Press the 【User Tools/Counter】 key.**

Summer Time

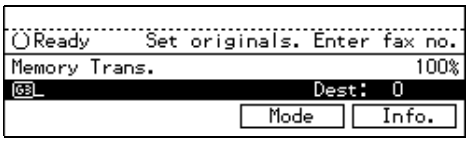
Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends. To turn this feature on, change the User Parameter Switch 25 digit 7. ⇒ P.207 *"Printing the User Parameter List"*

Counters

This function allows you to check the total number of transmitted, received, scanned, and printed pages on the display.

- Transmissions
  : Total number of transmitted pages
- Receptions
  : Total number of received pages

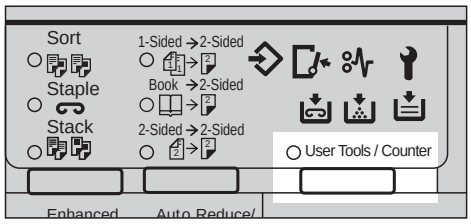
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

❒ If the standby display is not shown, press the 【Fax】 key.

2 **Press the 【User Tools/Counter】 key.**



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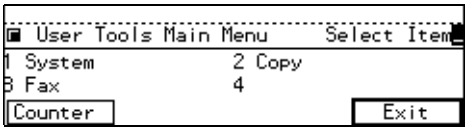
3 **Enter the number of the "Fax".**

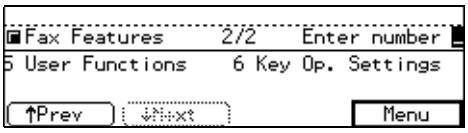


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

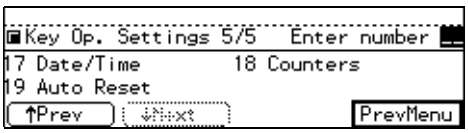
4 Enter the function number for "Key Op. Settings" using the number keys and press the [#] (Enter) within 3 seconds.



Note

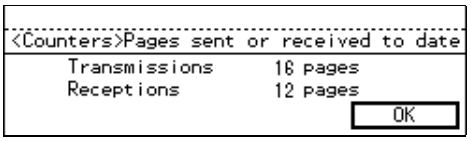
❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for "Counters" using the number keys.



The totals are displayed.

6 When you have checked the total pages, press [OK].



7 Press [PrevMenu].

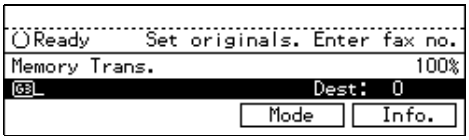
8 Press the [User Tools/Counter] key.

Auto Reset

If the machine is not used for a while, the display will return to the Ready condition. By default, the time that must elapse before this happens is 30 seconds. If you wish, you can change this interval to one of the following settings:

- 1 minute
- 3 minutes
- 5 minutes

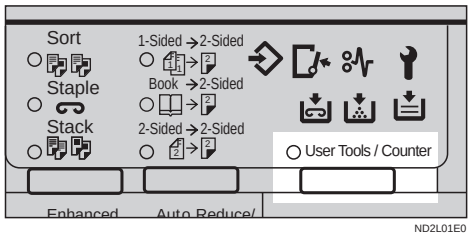
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



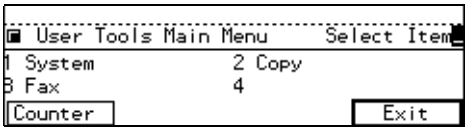
Note

❒ If the standby display is not shown, press the **[Fax]** key.

2 Press the [User Tools/Counter] key.



3 Enter the number of the "Fax".

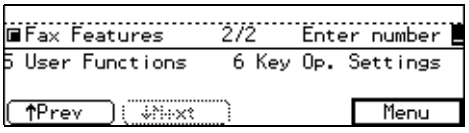


The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

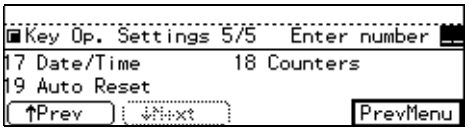
4 Enter the function number for "Key Op. Settings" using the number keys and press the [#] within 3 seconds.



Note

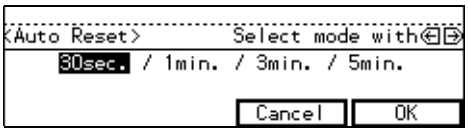
❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the function number for "Auto Reset" using the number keys.**



The totals are displayed.

6 **Select the interval with the ◀ and ▶ keys. Then press [OK] key.**



7 **Press [PrevMenu].**

8 **Press the 【User Tools/Counter】 key.**

Paper Feed Selection

Using this feature, you can select which tray to print out the message. If you wish to use this feature, change User Parameter Switch digits 0 to 2.

RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS to change some of your machine's settings if you request it.

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ENTERING AND MODIFYING TEXT

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

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys

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

❖ **Quick Dial 01/29 to Quick Dial 28/56 (A to Z)**
Press these keys to enter upper and lower case letters.

❖ **[A←→a] key**
Use to switch between upper and lower case.

❖ **Quick Dial 27/55**
Press to enter a space.

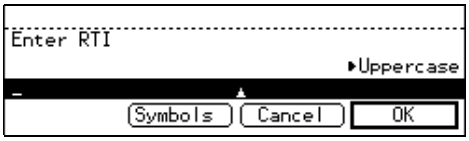
❖ **【Clear/Stop】key**
Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ **◀ and ▶**
Use to move the cursor left or right.

❖ **【Insert】key**
Press if you wish to insert characters.

Note

❒ If you wish to enter symbols, use the **[Symbols]** key.



❒ Flip the plate to access Quick Dial keys not shown.

❒ Quick Dial 01/29 means Quick Dial key 01 or 29.

Wild Cards

When you register RTIs or CSIs for multiple destinations, you can register a sequence of characters common to these identifications as a wild card instead of registering every identification.

If a destination has an RTI or CSI containing a wild card, the machine determines that the destination matches the registered destination.

❖ **Not using a wild card**

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

❖ **Using a wild card**

Destination to be registered (RTI)	Number of registered identifications
BRANCH	1

Limitation

❒ You can register up to 30 wild cards.

Note

❒ Compare identifications by neglecting spaces.

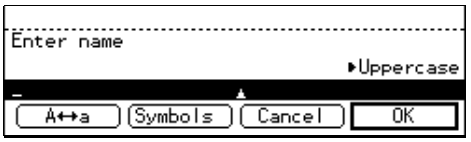
❒ You can use wild cards for the following functions:

- P.175 *"Forwarding"*
- P.182 *"Special Senders to Treat Differently (Special RX Nos.)"*
- P.188 *"Authorized Reception"*

How To Enter Text

Entering letters

1 **Press [A←→a] to switch between Uppercase and Lowercase.**



ND2C0101

2 **Press a Quick Dial key.**

A letter is entered and the cursor moves.

Note

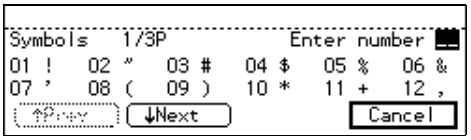
❒ If you wish to you enter another character continuously, repeat step 2.

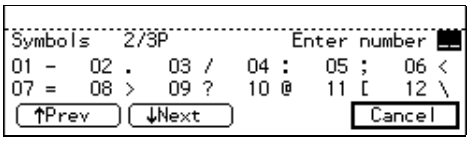
Entering symbols

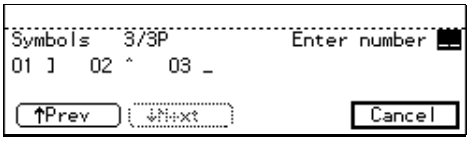
1 **Press [Symbols].**

The available symbols are shown on the display.

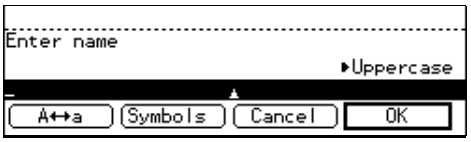
2 **Select the desired symbol by pressing [↑Prev.] and [↓Next].**







3 **Enter the number for the symbols using the number keys.**



The symbols is entered and the cursor moves.

Note

❒ If you wish to you enter another symbol, repeat steps 2 and 3.

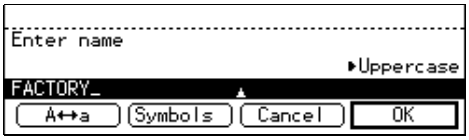
Entering numbers

1 **Press a number keys.**

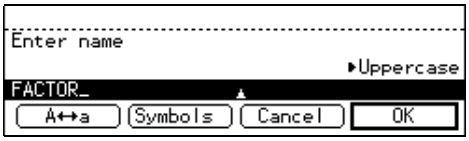
The numeral is entered and the cursor moves.

Deleting characters

1 **Press the ◀ and ▶ keys to move the cursor to a character you want to delete.**



2 **Press the 【Clear/Stop】 key.**



The character at the cursor position is deleted .

Note

❒ If you wish to delete another character, repeat steps 1 and 2.

8

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CONNECTING THE MACHINE TO A TELEPHONE LINE AND TELEPHONE

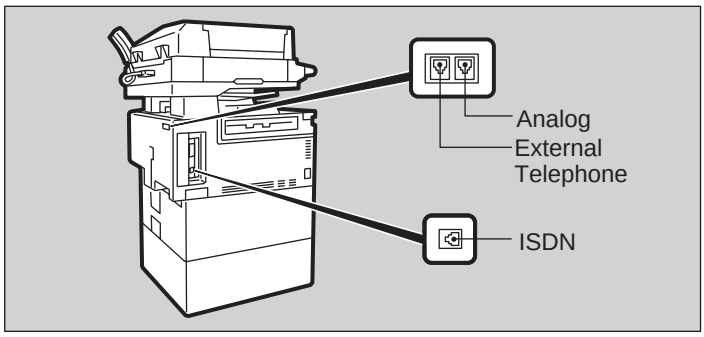
Connecting The Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

❒ Make sure the type of modular connector.

❖ Where to connect the machine



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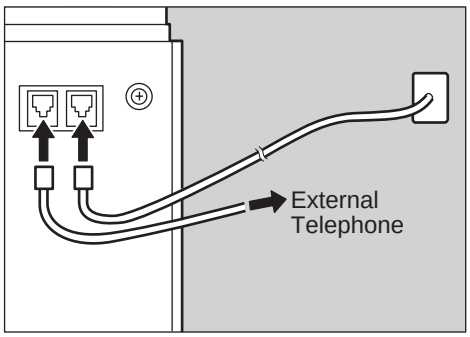
❖ When using a modular type connector



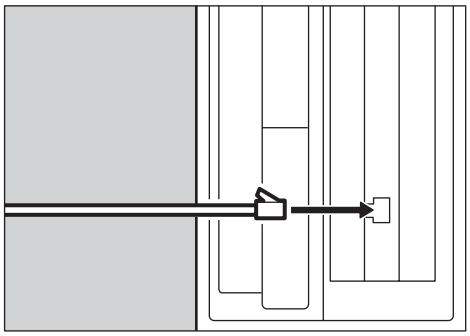
ND8F01E0

Connecting The Machine To The ISDN

Connect the machine to the ISDN if you have the optional ISDN unit. Use a modular type connector for the ISDN.

Important

❒ When you connect the machine to the ISDN, contact your service representative.



ND8F03E1

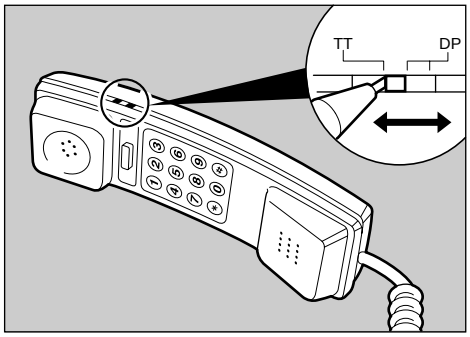
Connecting The Optional External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

Note

❒ Some telephone may not be connected or may suffer reduced functionality.

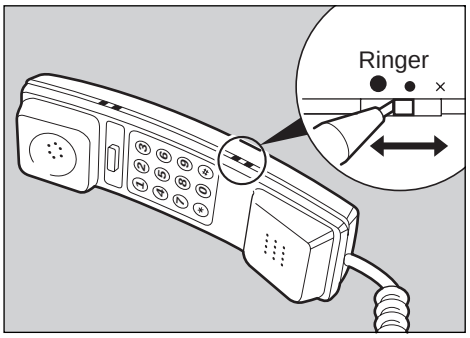
❖ Specifying the handset line type



ND1X00E0

The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

❖ Adjusting the handset bell volume



Adjust the handset ringer volume using the volume switch.

Selecting The Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Select the Line Type using “PSTN Line Type” in ”Key Operator Settings”.⇒ P.198 *“G3 Analog Line”* The default settings is ”Tone”.

REPLACING THE STAMP CARTRIDGE

Stamp option is option.

When the stamp is getting to become lighter, replace the cartridge.

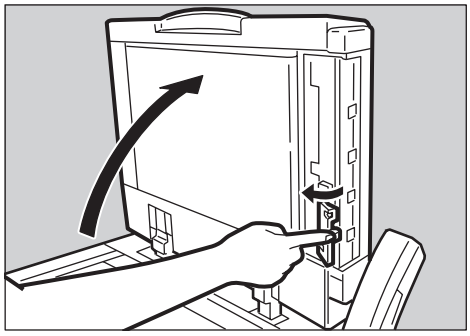
Note

❒ Use the cartridge specified for this machine.

1 **Lift the document feeder and press the tab to open the stamp cover.**

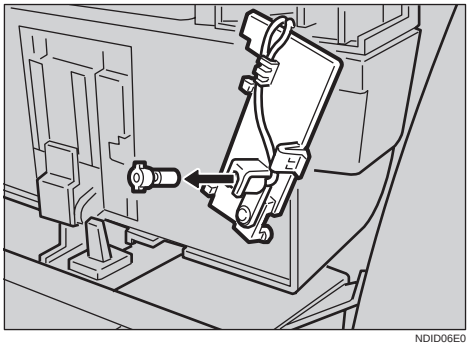
Limitation

❒ Do not pull the stamp cover strongly because cords are attached.



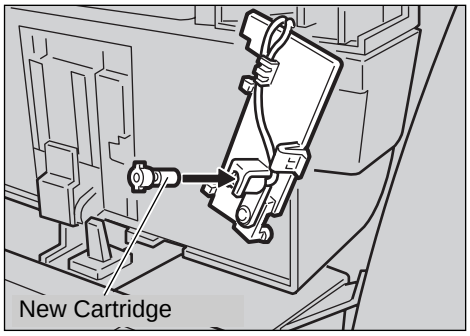
NDID05E0

2 **Pull out the cartridge.**



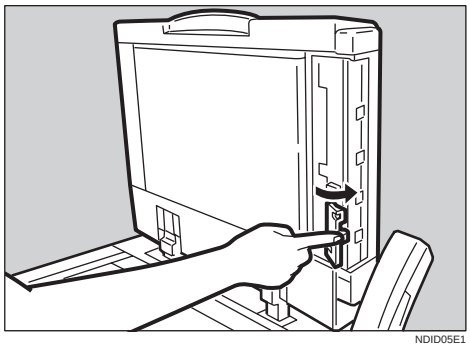
NDID06E0

3 **Set a new cartridge.**



NDID06E2

4 **Replace the stamp cover until it clicks.**



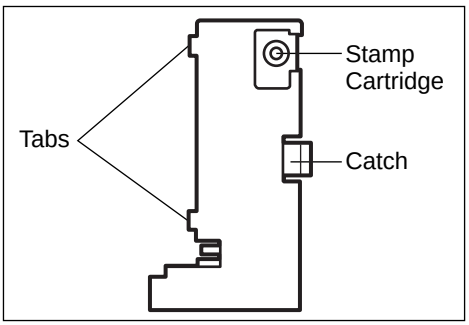
NDID05E1

5 **Close the document feeder.**

Note

❒ Hold down the center part of the cover to make sure that it is closed completely.

Stamp Cover Layout



ND1D07E1

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OPTIONAL EQUIPMENT

Fax Feature Expander and Hard Disk

A Fax Feature Expander and a 130-Mbytes hard disk can be added. By installing them, you can increase the memory capacity and use the following features.

With the Fax Feature Expander, features of Multicopy RX, 2-Sided Printing, Confidential reception, Memory Lock, Multi-Step Transfer, Forwarding, Memory Lock ID, Confidential ID are available.

Memory Capacity

- With Fax Feature Expander Type 450 (+ 4MB, total 6MB):
  480 pages
- With Fax Feature Expander and 130-Mbytes hard disk:
  3,000 pages

Measured using a ITU-T#1 chart (Slerexe letter) at standard resolution.

Note

❒ If you would like to install both of these, please contact your service representative.

Extended Features

You can use the optional Group dial and extend the following features.

Function	Without Fax Feature Expander	With Fax Feature Expander
Speed dial code	100	1000
Personal code	20	50
Memory Capacity for Memory Transmission	160 sheet	480 sheet (with Fax Feature Expander) 3000 sheet (with Fax Feature Expander and Hard Disk)
Memory Transmission file	200	1000
Auto Document	6	18
Communication Result	last 200 communication	last 900 communication

Function	Without Fax Feature Expander	With Fax Feature Expander
Specific Sender	30	50

400 dpi High Resolution Option (FAX 400dpi Option Type 450)

This allows you to send and receive the fax messages at high resolution. JBIG compression is also available with this option.

ISDN Unit (ISDN Option Type 450)

This allows you to send and receive messages using the ISDN (Integrated Service Digital Network).

Stamp (FAX STAMP TYPE 450)

Single-sided documents you send from the Document Feeder (ADF) have a mark stamped on the top of the scanned side after they are scanned in. Double-sided documents you send from the Document Feeder (ADF) have a mark stamped on top and bottom of one scanned side. Use these marks to check whether a document was properly stored in memory when using Memory Transmission, or if the originals was properly sent when using Immediate Transmission.

Duplex Unit (AD340)

With Duplex Unit, 2–sided printing is available.

SPECIFICATIONS

Standard	**G3, G4 (option)**
Resolution	G3: 8 × 3.85/mm•200 × 100 dpi (Standard), 8 × 7.7/mm•200 × 200 dpi (Detail), 8 × 15.4/mm•200×400 dpi (Fine), 16 × 15.4/mm•400 × 400 dpi (Super Fine: 400dpi Option Required) G4: 200 × 100 dpi (Standard), 200 × 200 dpi (Detail), 400 × 400 dpi (Super Fine: 400dpi Option Required)
Transmission Time	G3: 3 seconds at 28,800bps, Standard resolution G4: 3 seconds, Detail resolution
Data Compression	MH, MR, MMR, SSC, JBIG (400dpi Option Required)
Maximum Original Size	Standard size: A3/DLT Irregular size: 304 × 432 mm
Maximum Scanning Size	294 mm × 432 mm/11" × 17"
Print Process	Printing on standard paper using the laser
Transmission Speed	G3: 33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400 bps (auto shift down system) G4: 64/56 kbps (auto speed matching)

❖ Power Consumption

	Type1•Type2 (35 copy per minute) model	**Type 3 (45 copy per minute) model**
Transmission	255W	270W
Reception	235W	250W
Printing (Average)	365W	555W
Standby mode	265W	280W
Energy Saving mode	13W	13W
Maximum power consumption	1440W	1440W

FUNCTION LIST

Advanced Transmission Features

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time.	P.74 *"SEND LATER"*
Confidential Transmission	Sends a confidential message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	P.76 *"CONFIDENTIAL TRANSMISSION"*
Personal Code TX	This will help you to check up on who has been using the machine and how often.	P.78 *"PERSONAL CODE TRANSMISSION"*
Auto Document	Stores a commonly used original and prints or sends it directly.	P.80 *"SENDING AN AUTO DOCUMENT"*
2-Sided Transmission	Use to send 2-Sided originals (double-sided original) from the Document Feeder (ADF).	P.82 *"2-SIDED TRANSMISSION (DOUBLE-SIDED TRANSMISSION)"*
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	P.84 *"BOOK FAX"*
Irregular Scan Area	When sending a non-standard size original, this feature specifies the length and width. The machine scans the original in the specified size.	P.86 *"CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)"*

Feature name	Description	Reference
Transmission Deadline	You specify the deadline for the transmission and, when it cannot be sent because the line to the destination is busy, the machine redials any number of times until the specified time is reached.	P.88 *"TRANSMISSION DEADLINE (TRD)"*
Polling Transmission	Upon request from a destination, the machine sends an original stored in memory. This feature is divided into Free Polling, default ID Polling Transmission, and Override ID Polling Transmission.	P.90 *"POLLING TRANSMISSION"*
Polling Reception	Sends a transmission request to the other party and receives a message from the receiver. This feature is divided into Default ID polling Reception and ID Override Polling Reception.	P.94 *"POLLING RECEPTION"*
Transfer Request	Sends an original to a destination via a facsimile equipped with the transfer station capability.	P.96 *"TRANSFER REQUEST"*

Options	Description	Reference
TTI Print	You can print a message including the name registered as a TTI on the received message for each file.	P.99 *"TTI (Transmit Terminal Identification) Print"*
Label Insertion	If you register the receiver's name in a Quick dial or speed dial, something followed by the receiver's name is automatically printed at the top of the received message.	P.99 *"Label Insertion"*
Auto Reduction	If the receiver uses paper narrower than the message, it is sent reduced to the receiver paper.	P.99 *"Auto Reduction"*
ID Transmission	Sends an original only to the machine of the same Polling ID as that registered in the machine.	P.100 *"ID Transmission"*

Communication Information

Feature name	Description	Reference
Checking and Canceling the Transmission Files	This feature cancels, confirms, or changes a file (reservation) for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception, or Polling Transmission.	P.103 *"CHECKING AND CANCELING TRANSMISSION FILES"*
Printing the TX File List	The transmission file list can be manually printed. This list allows you to know the files stored in memory or the file numbers.	P.109 *"PRINTING A LIST OF FILES IN MEMORY (PRINT TX FILE LIST)"*
Displaying the Transmission Result	Part of the TCR can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	P.110 *"CHECKING THE TRANSMISSION RESULT (TX STATUS)"*
Displaying the Reception Result	Part of the TCR (Transaction Confirmation Report) can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	P.111 *"CHECKING THE RECEPTION RESULT (RX STATUS)"*
Printing a Confidential Document	Prints messages received in Confidential Reception mode.	P.112 *"PRINTING A CONFIDENTIAL MESSAGE"*
Printing the Memory Lock	Prints messages received in Memory Lock mode.	P.114 *"PRINTING A FILE RECEIVED WITH MEMORY LOCK"*
Printing the TCR	The TCR (Transaction Confirmation Report) can be manually printed. This report shows the results of the last 50 communications.	P.116 *"PRINTING THE TCR"*
Displaying the Memory Status	The status of the memory is shown on the display.	P.117 *"DISPLAYING THE MEMORY STATUS"*

User Tools

Feature name	Description	Reference
Register/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination only by pressing the Quick Dial key.	P.129 *"Registering Quick Dials"*
Register/Delete Group Dial	When you register several destinations as a group in a quick dial, you can specify all the destinations by just pressing a quick dial key.	P.135 *"Registering Groups"*
Register/Delete Opt. Group Dial	When you register several destinations as an optional group, you can specify all the destinations by entering the two-digit group number after pressing the optional group dial key (F1–F5).	P.139 *"Registering Optional Groups"*
Register/Delete Speed Dial	When you register a destination in a speed dial, you can specify the destination by entering the two-digit or three-digit speed dial code after pressing the Speed Dial key.	P.143 *"Registering Speed Dials"*
Store/Delete Keystroke Program	Allows you to store a frequently used function or destination in a Quick Dial.	P.147 *"Storing Keystroke Programs"*
Register/Delete Auto Document	Allows you to store a frequently used original in. You can print or send the original directly as necessary.	P.151 *"Registering Auto Documents"*
Register/Delete Irregular Area	Registers a frequently used original size in advance when you send a message with the Irregular Scan Area function.	P.86 *"CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)"*

Feature name	Description	Reference
REPORTS/LISTS	This feature allows you to print various reports and lists manually. You can print the following reports and lists: • TCR (Transaction Confirmation Report) • Quick Dial list • Group Dial list • Keystroke Program list • Speed Dial list • Auto Document list • Sender/Forwarding list	P.158 *"REPORTS/LISTS"*
INITIAL SETUP TX	Setting the default setting for the transmission mode and scanning conditions. When you switch the power on, the machine settings the items specified with this feature.	P.159 *"INITIAL SETUP TX"*
INITIAL SET UP RX	Allows you to switch the following reception functions to On/Off: • Reception Mode • Checkered Mark • Center Mark • Print RX Time • Multi-copy Reception • Authorized RX • Special RX Nos. • Forwarding • 2-Sided Printing • Reverse Order Printing • Bypass Paper Size	P.161 *"INITIAL SETUP RX"*
Assigning User Function Keys	Stores a frequently used function in a User Function Key (【F1】 to 【F5】).	P.164 *"ASSIGNING USER FUNCTION KEYS"*

Feature name	Description	Reference
Key Operator Settings / Personal Code	Registers personal code for each person. When every user enters a personal codes in sending messages, you can check the usage status for each person.	P.166 *"KEY OPERATOR SETTINGS"*
ECM	If a part of transmission fails due to a telephone line fault, this feature resends the failed part automatically.	P.171 *"ECM"*
Memory Lock	Switch the Memory Lock On or Off. To use it, register an ID for printing a message received in Memory Lock mode.	P.172 *"Memory Lock"*
Multistep Transfer	Registers a transfer station in a group dial. This allows the message to be transmitted via multiple transfer stations more efficiently when the requesting party sends a transfer request to your machine.	P.173 *"Multistep Transfer"*
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	P.175 *"Forwarding"*
Special RX Nos.	Allow messages from specified senders to be treated differently.	P.182 *"Special Senders to Treat Differently (Special RX Nos.)"*
Authorized Reception	When you register specific senders in advance, you can restrict senders from whom you receive message.	P.188 *"Authorized Reception"*
Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	P.192 *"Monitor Volume"*

Feature name	Description	Reference
RTI/TTI	Registers information (RTI) to be shown on the display and printed in a report by a receiver's or sender's machine. This feature also registers information (TTI) to be printed from a destination machine when you send a fax.	P.193 *"RTI/TTI"*
Economy Transmission	Economy Transmission means to send a fax when communication charges are lower. The Economy TX feature registers this time.	P.195 *"Registering The Economy Transmission Time"*
ID Code	Registers an ID required for Transfer Request, Transfer Station, Default ID Polling Transmission, Default ID Polling Reception, or ID Transmission.	P.196 *"ID Code"*
G3 Analog Line	Registers an own analog number, line type, and CSI when you connect the machine to the G3 analog line.	P.198 *"G3 Analog Line"*
G3 Digital Line	Registers own digital number and CSI, when you connect the machine to a ISDN.	P.199 *"G3 Digital Line"*
G4 Digital Line	Registers an own digital number, TID (Terminal ID) and subaddress when you connect the machine to a G4 digital line.	⇒ P.200 *"G4 Digital Line"*
Changing User Parameters	Allows you to change the function settings to meet your needs.	P.203 *"Changing the User Parameters"*
Printing User Parameter List	Allows you to print and check User Parameters settings.	P.207 *"Printing the User Parameter List"*
Date/Time	Adjusts the date and the time as a reference.	P.208 *"Date/Time"*

Feature name	Description	Reference
Counters	Check the transmission, reception, and totals on the display.	P.209 *"Counters"*
Auto Reset	Set the interval returning to the standby mode.	⇒ P.210 *"Auto Reset"*

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FAX Option Type 450 OPERATING INSTRUCTIONS

Printed in Japan
UE (USA) A6938607