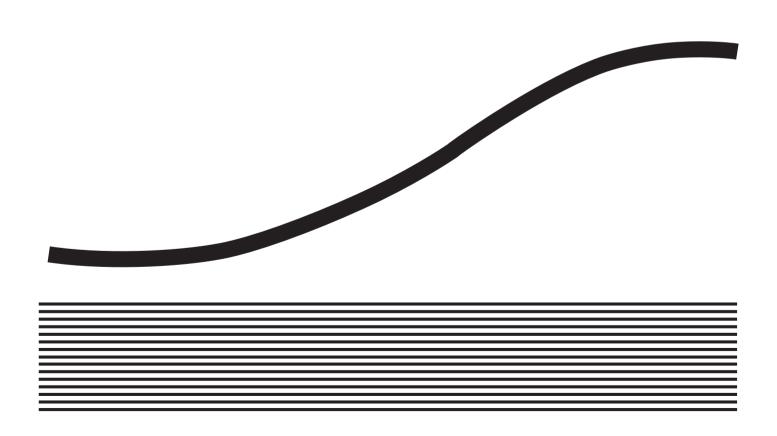# TOSHIBA

PLAIN PAPER FACSIMILE

*DP80F* / *DP85F*

OPERATOR'S MANUAL

**EPA ENERGY STAR®**

The United States Environmental Protection Agency (EPA) has introduced a voluntary program, the ENERGY STAR Program, to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance, prevent pollution, and reduce your energy costs. As an ENERGY STAR Partner, Toshiba has determined that this facsimile model meets the ENERGY STAR guidelines for energy efficiency. ENERGY STAR guidelines require that all ENERGY STAR facsimiles maintain very low power consumption during idle state or have a "Power Saver" feature that will automatically stand-down to an idle state after a period of inactivity.

For more information on the ENERGY STAR Program, please contact:

ENERGY STAR Printers/Fax Machines
US EPA (6202J)
Washington, DC 20460

# NOTICE TO USERS

Read through this manual before using the machine. Keep the manual in a convenient location so that you may refer to the manual whenever necessary.

## U. S. A.

**WARNING**    FCC Notice: Part 15

This terminal 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 this guide, 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 or 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**    FCC Notice: Part 68

This equipment complies with Part 68 of the FCC Rules. On the rear 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.

The REN is used to determine the quantity of devices that 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). To be certain of the number of devices that may be connected to the line, as determined by the total REN's contact the telephone company to determine the maximum REN for the calling area.

If your facsimile machine causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, you will be notified 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.

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 the necessary modifications in order to maintain uninterrupted service.

If you experience trouble with this facsimile machine, please contact

**TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.**
Electronic Imaging Division
2 Musick, Irvine, CA 92618-1631

for repair/warranty information. If the trouble is causing harm to the telephone network, the telephone company may request you remove the equipment from the network, until the problem is resolved.

The equipment may not used on coin service provided by the telephone network, connection to Party Line Service is subject to state tariffs. (Contact the state public utility commission, or corporation commission for information.)

This device is equipped with a USOC RJ11C connector.

**THE TELEPHONE CONSUMER PROTECTION ACT:**    The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such a 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 or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the setup procedures listed for station ID number and name on pages 42 and 43 in this manual.

This equipment is hearing aid compatible.

# Canada

**NOTICE:** 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 connect a facsimile to the facilities of their local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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

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 of your facsimile is 0.3

**NOTICE:** 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.

**TOSHIBA OF CANADA LIMITED**
Office Product Group
191 McNABB STREET
MARKHAM, ONTARIO L3R 8H2

**AVIS:** L'étiquette d'Industrie Canada identifie le marériel homologué. Cette étiquette certifie que le matériel est conforme aux normes de protection, d'exploitation et de sécurité des réseaux de télécommunications, comme le prescrivent les documents concernant les exigences techniques relatives au matériel terminal. Le Ministére n'assure toutefois pas que le matériel fonctionnera à la satisfaction de l'utilisateur.

Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de télécommunication. Le matériel doit également être installé en suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêche pas la dégradation du service dans certaines situations.

Les réparations de matériel homologué doivent être coordonnées par un représentant désigné par le fournisseur. L'entreprise de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuées par l'utilisateur ou à cause de mauvais fonctionnement.

Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise à la terre de la source d'énergie électrique, des lignes téléphoniques et des canalisations d'eau métalliques, s'il y en a, sont raccordés ensemble. Cette précaution est particulièrement importante dans les régions rerales.

**Avertissement:** L'utilisateur ne doit pas tenter de faire ces raccordements luimême; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.

L'indice d'equivalence de la sonnerie de ce matériel 0.3

**AVIS:** L'indice d'équivalence de la sonnerie (IES) assigné à chaque dispositif terminal indique le nombre maximal de terminaux qui peuvent être raccordés à une interface. La terminaison d'une interface téléphonique peut consister en une combinaison de quelques dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

# LASER SAFETY INFORMATION

This facsimile is certified as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that this facsimile does not produce hazardous laser radiation.

All laser light emitted inside the facsimile is completely confined within protective housings when any part of the facsimile is opened. This means that the facsimile is safe to use during normal operation and maintenance.  Adjustment or performance of procedures other than those specified herein may result in hazardous laser exposure.

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products.  These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States. The sample label shown below indicates compliance with these CDRH regulations and is attached to all laser facsimiles marketed in the United States.

| **WARNING** | Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure. |
| --- | --- |
| | Only trained and qualified personnel may open covers or remove parts that are not explicitly shown and described in the Operator's Manual as being accessible to the Operator. |



3

# CONTENTS

SETUP

BASIC
FUNCTIONS

ADVANCED
FUNCTIONS

LISTS AND
REPORTS

TROUBLE-
SHOOTING

USER TEST
MODE

# FEATURES

**Super G3 High-speed Communications (DP85F only)**

Provides state-of-the-art V.34 modem technology for worldwide compatibility at speeds up to 33,600 bits per second.

**High Resolution, 128 Level Halftone**

With a maximum resolution of 16 dots/mm x 15.4 lines/mm (406 DPI x 391 LPI) and 128 level halftone, precision drawings, small-size characters, photographs, etc. are copied, sent, and received with exceptional clarity.

**Open Network Mailbox Systems**

Your new Toshiba provides ITU-T F-code communication for Open Mailbox operation.

**Rapid Scan Document Scanning**

Allows letter sized originals to be scanned into memory in as little as 3 seconds per page.

**38 Programmable One Touch Autodialer Keys**

Allows remote locations to be quickly dialed at the touch of a key saving time and eliminating mis-dialed phone numbers.

**100/150 Abbreviated Autodial Locations**

In addition to the 38 One Touch Autodialer Keys, 100 (DP80F)/150 (DP85F) abbreviated locations can also be programmed with other frequently called locations. These locations can then be easily accessed using abbreviated codes ranging from 001 to 999.

**5 Function Keys**

Five frequently used functions are assigned to the keys located on the right side of One Touch Index Panel. These keys allow direct access to frequently used function settings and operations.

**Multi-address (Broadcast Transmission)**

This feature allows the transmission of a document to multiple remote units with one operation sequence. Locations may be selected using the autodialer or infrequently dialed locations that have not been preregistered.

**Multi-Memory Access Operation**

Allows up to 4 operations such as transmission or reception, printing, scanning, and programming to be performed at the same time.

**Super Power Saver Mode**

Reduces power consumption to approx. 2W by turning all unnecessary functions off in the standby mode.

**Substitute Memory Reception**

When the recording paper or supplies have been depleted or in the event of a recording paper jam, your receptions will be safely stored in memory until the problem is corrected.

**Memory Release**

Minimizes the potential for memory overflows when connected with a remote location. After each page has been successfully transmitted it is released from memory to make room for subsequent pages.

**TOSHIBA Viewer**

Installing the TOSHIBA Viewer software that comes with the machine enables following functions (see page 244).

- 600 dpi plain paper laser printer
  PC print jobs are printed on plain paper at a crisp 600 dpi print resolution.

- Setting and programming the machine from a PC
  You can set up and program the machine from a PC.

- PC Scanner function
  The machine can be used as a Twain compatible B/W image scanner (16 dots/mm x 15.4 dots/mm  max.).

**User Test Mode**

The user test mode can help you to find the cause of a machine problem should a failure occur.

**Auto Supply Order Function**

This function allows the machine to order supplies (Drum Kit and Toner Kit) automatically.

# CARE AND MAINTENANCE

## About Power for the Unit

- This unit requires 120 V AC, 60Hz electric power. This unit should not be used in countries that do not conform to these domestic power provisions.

- Insert the power cord plug firmly to the wall outlet, then insert the other end of the cord into the receptacle on the machine. If it is not firmly connected, the unit will not operate normally. When unplugging the unit, grasp by the plug and not the cord.

- Do not share one outlet with too many electric appliances. This may create a fire hazard.

- When the possibility of lightning arises, unplug the power cord from the wall outlet. Also, unplug the phone cord from the facsimile unit. This prevents possible damage from lightning striking power or phone lines.

- Avoid sharing the electrical wall outlet with other equipment that may cause power surges (air-conditioners, large copiers, etc.). Power surges may cause the unit to malfunction.

- Do not step on the power cord, and do not place anything on it.

## When a Power Failure Occurs

- In the event of a power failure, neither facsimile nor telephone functions of the unit are available.

- In the event a power failure occurs (or the power to the unit has been disconnected), functions and unit operation will not be possible. The following items in memory will be erased:

  - Document data stored in memory for Transmission, Substitute Memory Receptions, etc.

  - The address and designated time of each Timer Transmission, Timer Polling Reception, etc.

- Programmed data such as the clock, Auto Dial Numbers and user configurations will <u>not</u> be erased.

- In the event that document data has been erased due to a power failure, the message "POWER FAILURE" is displayed on the LCD as shown to the right and a Power Failure Report is issued once the power is restored (see page 211).

```
MAY-17 09:43 AM  99%
        POWER FAILURE
```

## Do not Place the Unit in the Following Environments

Do not place this facsimile unit in the environments described below.
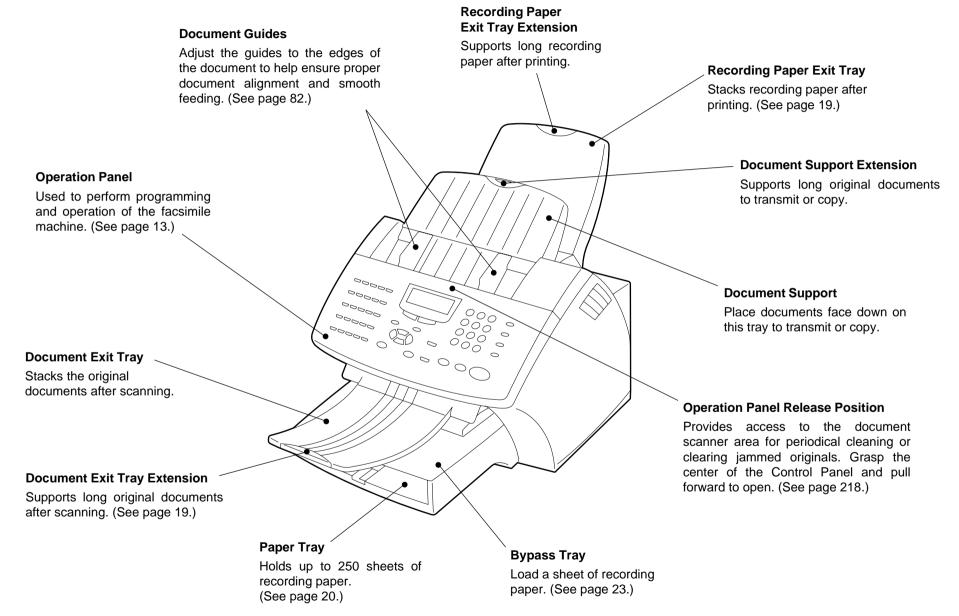
- Where temperature is excessively high, such as places close to heaters, radiators, direct sunlight, etc.

- Where the temperature can become excessively low.

- Where water or any chemicals may come in contact with the unit.

- Where the humidity is too high.

- Where dust, dirt, metal filings, or hazardous gases may exist.

- Near equipment with strong magnetic fields, such as a radio's, TV's, audio amplifier's, speaker's, or other electric appliances.

- Where condensation may easily result, i.e., an environment subject to sudden temperature changes, such as places close to an air-conditioner or heater.

- Where vibrations frequently occur. (Provide a space of 4 inches or more between the rear side of the unit and the wall.)

## Other Remarks

- Do not disassemble or modify the facsimile unit. This may result in electric shock, hazard or machine malfunction.

- Keep fire sources away from the facsimile unit. This may create a fire hazard.

- Keep paper clips and staples away from the unit. If metal objects fall in the unit, they may damage the machine.

- Avoid opening the unit while it is scanning or printing. The operation will stop and it may cause a malfunction and/or damage.

- Do not drop, hit, or apply excessive shocks to the unit, as this may result in damage to the unit.

- When using international or discount communications services, communication reliability may be impaired.

- Use of non authorized parts or supplies may result in damage to the unit and could result in termination of the service or warranty agreement.

- If any abnormal conditions occur, such as emitting of smoke or burning odor, immediately disconnect power to the unit and contact your authorized Toshiba dealer for service.

# INTRODUCTION - FACSIMILE UNIT DESCRIPTIONS

## Front View

**Document Guides**

Adjust the guides to the edges of the document to help ensure proper document alignment and smooth feeding. (See page 82.)

**Recording Paper Exit Tray Extension**

Supports long recording paper after printing.

**Recording Paper Exit Tray**

Stacks recording paper after printing. (See page 19.)

**Document Support Extension**

Supports long original documents to transmit or copy.

**Operation Panel**

Used to perform programming and operation of the facsimile machine. (See page 13.)

**Document Support**

Place documents face down on this tray to transmit or copy.

**Document Exit Tray**

Stacks the original documents after scanning.

**Operation Panel Release Position**

Provides access to the document scanner area for periodical cleaning or clearing jammed originals. Grasp the center of the Control Panel and pull forward to open. (See page 218.)

**Document Exit Tray Extension**

Supports long original documents after scanning. (See page 19.)

**Paper Tray**

Holds up to 250 sheets of recording paper. (See page 20.)

**Bypass Tray**

Load a sheet of recording paper. (See page 23.)

02

## Rear View

**External Telephone Connector**

Connection for an External Telephone set.
(See page 18.)

**Handset Connector**

Connection for the optional Handset unit. (See page 18.)

HANDSET

TEL

LINE

**Top Cover Open Button**

Provides access to printer section to replace supplies or to clear paper jams. (See pages 27, 29 and 220.)

**Line Connector**

Connection for the telephone line cord from wall or PSTN system. (See page 18.)

## Power Switch

| = ON

◯ = OFF

**AC Inlet**

**Centronics PC Interface**

This interface is used for connection to personal computers for Scanning, Printing and programming various settings from PC.

03
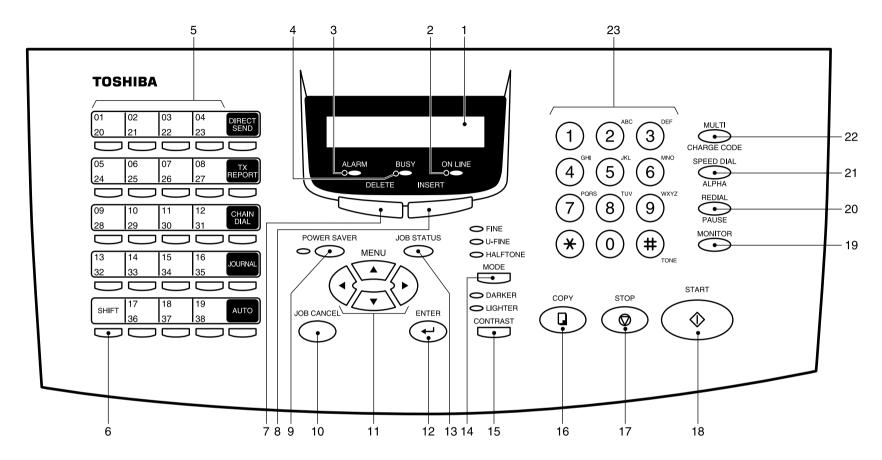
## When Optional Recording Paper Tray is Installed

● **With Optional Recording Paper Tray Installed**

04

**Lower Recording
Paper Tray (Optional)**

**Upper Recording
Paper Tray**

## 1. LCD Display
Display machine status and configuration information for operator viewing and interaction.

## 2. ONLINE Lamp
Blinks when communicating between the facsimile unit and a personal computer.

## 3. ALARM Lamp
Is illuminated when any error occurs (see page 212).

## 4. BUSY Lamp
Illuminated when communicating using the phone line.

## 5. One Touch Keys
Allows remote locations to be dialed at the touch of a button (see page 89).

## 6. SHIFT Key
Press this key prior to selecting the One Touch keys (No.20 to No.38).

## 7. DELETE Key
This key is used to delete characters in CHARACTER ENTRY mode (see page 36).

## 8. INSERT Key
This key is used to insert characters in CHARACTER ENTRY mode (see page 36).

## 9. POWER SAVER key and POWER SAVER Lamp
Press this key to select the Super Power Saver Mode.
Illuminated when the facsimile is in the Super Power Save Mode.

## 10. JOB CANCEL Key
Used to cancel a job reserved or being performed (see page 110).

**11. Menu Keys ( ▲ (MENU), ▼, ◀, ▶ Keys)**

These keys are used to scroll LCD menu prompts (see page 35).

**12. ENTER Key**

Press this key to enter a selected menu item or select a menu entry.

**13. JOB STATUS Key**

Displays the communication status of reserved transmissions (see page 109).

**14. MODE Key and FINE, U-FINE, HALFTONE Lamps**

Select the desired resolution for transmission or copying. When Standard mode is selected, none of the MODE lamps will be illuminated (see page 83).

**15. CONTRAST Key and DARKER, LIGHTER Lamps**

Select the desired contrast level of transmit document or copying. When normal mode is selected, none of the CONTRAST lamps will be illuminate (see page 84).

**16. COPY Key**

Press this key, with a document in the Document Support, to copy a document (see page 87).

**17. STOP Key**

Used to stop operation or cancel system programming. This key is also used to clear an error condition.

**18. START Key**

Press this key to start facsimile communication. This key is also used to complete programming.

**19. MONITOR Key**

Used to enable the speaker monitor, for monitoring call progress during non memory document feeder transmissions (see page 98).

**20. REDIAL/PAUSE Key**

Press this key to redial a facsimile/telephone number if the number was busy on your first try (see page 108). Or, use this key to enter a pause between telephone digits when entering a remote facsimile number.

**21. SPEED DIAL/ALPHA Key**

Used for accessing Abbreviated, Alphabet, or Group dialing telephone directories (see pages 90 and 91).

**22. MULTI/CHARGE CODE Key**

Performs Multi-address Transmissions (Broadcast) or a Multi-polling receptions (see page 113). This key also used to input the charge code (see page 157).

**23. Dial Keypad**

Use these 12 keys just like a telephone keypad to dial telephone/facsimile numbers (see page 35).
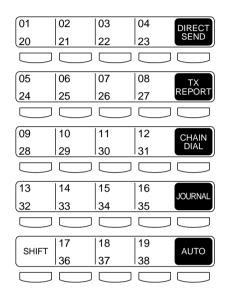
The dial keys are also used to enter alphanumeric characters for remote parties names, etc. (see page 36).

The ( # ) (TONE) is also used as the [TONE] Key. The ( # ) (TONE) key is helpful to access various services requiring touch-tone dialing when you are connected to a Rotary line (see page 108).

## Function Keys

Frequently used functions are pre-assigned to five keys on the right side of One Touch key panel.

| 01 20 | 02 21 | 03 22 | 04 23 | DIRECT SEND |
| --- | --- | --- | --- | --- |
| ⬭ | ⬭ | ⬭ | ⬭ | ⬭ |
| 05 24 | 06 25 | 07 26 | 08 27 | TX REPORT |
| ⬭ | ⬭ | ⬭ | ⬭ | ⬭ |
| 09 28 | 10 29 | 11 30 | 12 31 | CHAIN DIAL |
| ⬭ | ⬭ | ⬭ | ⬭ | ⬭ |
| 13 32 | 14 33 | 15 34 | 16 35 | JOURNAL |
| ⬭ | ⬭ | ⬭ | ⬭ | ⬭ |
| SHIFT | 17 36 | 18 37 | 19 38 | AUTO |
| ⬭ | ⬭ | ⬭ | ⬭ | ⬭ |

**DIRECT SEND**

Allows transmission direct from the document feeder without scanning the document to memory first (see page 95).

**TX REPORT**

Press this key to request or disable a Transmission Report for your current transmission job.

**CHAIN DIAL**

Used to dial a remote party using Chain Dialing (see page 148).

**JOURNAL**
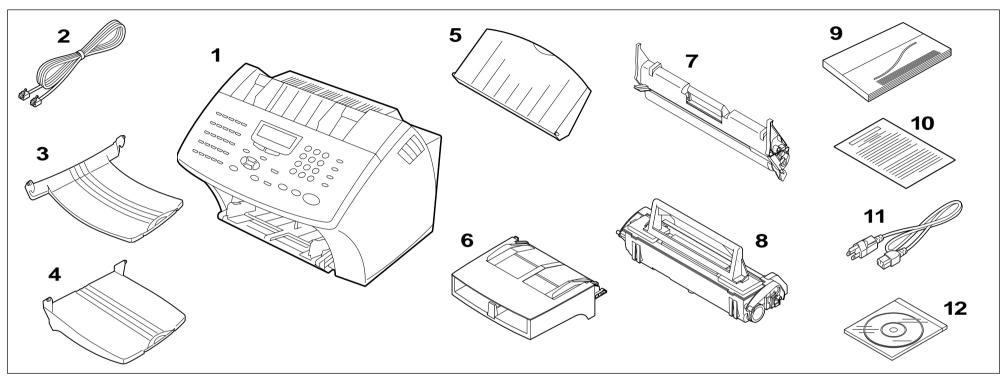
Used to print communication journals (see page 187).

**AUTO**

Used to select the reception mode, auto receive, Fax/Tad, Tel/Fax or manual.

# SETUP - UNPACKING

## 1 Unpack the Carton

## 2 Make Sure All Items are Enclosed



Check the carton and report any damage to the delivery service. Save the carton and packing materials for future use.

Check the items in the carton with the following packing list. If anything is missing, contact your dealer immediately.

**Packing    List**

1. Facsimile .................................................. 1
2. Phone Line Cord (Modular Cord) .............. 1
3. Document Exit Tray ................................. 1
4. Recording Paper Exit Tray ....................... 1
5. Document Support ................................. 1
6. Paper Tray Assembly
   (with Bypass Tray) ................................... 1
7. Drum Unit ................................................ 1
8. Toner Cartridge ....................................... 1
9. Operator's Manual ................................... 1
10. Warranty Card ......................................... 1
11. AC Power Cord ....................................... 1
12. Toshiba Viewer CD-ROM ......................... 1
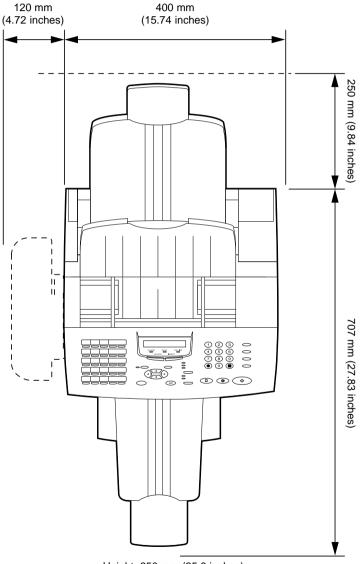
# 3 Select a Desirable Location

The unit should be installed:

- On a horizontal surface.
- Away from direct sunlight, dust, extreme heat and humidity, and vibration.
- Away from sources of strong electrical or magnetic fields, such as televisions or radios.
- Within reach of an electrical outlet. Use an outlet not shared with equipment that generates electrical noise or consumes large amounts of electricity, such as an air conditioner, or a copier.
- Within reach of a telephone connection. Use a dedicated, single-line telephone connection.
- Allow for adequate ventilation. The rear and sides of the unit need to be clear to allow proper air flow to the unit's power supply.

120 mm (4.72 inches)

400 mm (15.74 inches)

250 mm (9.84 inches)

707 mm (27.83 inches)

Height: 650 mm (25.6 inches)
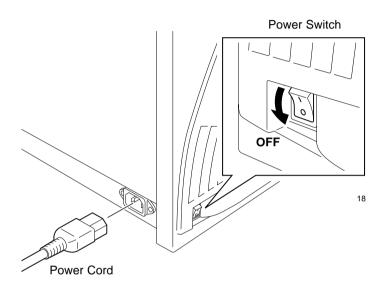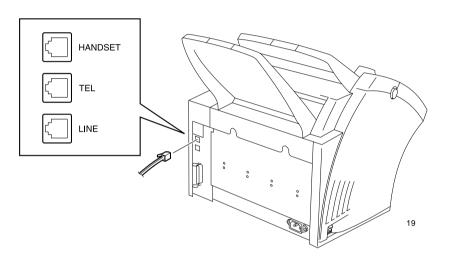
## Connecting Your TOSHIBA Facsimile

Make sure that the Power Switch is turned OFF.
Plug in the power cord as in the figure below.

Connect the telephone line cord (modular cord) to the "LINE" connector.
Connect the external telephone set (if desired) to the "TEL" connector.
Connect the optional Handset (if equipped) to the "HANDSET" connector.

Power Switch

OFF

18

Power Cord

HANDSET

TEL

LINE

19
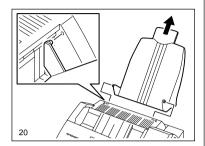
### WARNING

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying the telephone lines.
- Avoid using a telephone (other than a cordless type) during an electric storm. There may be a remote risk of electric shock from lightning.
- Do not use the telephone to report a gas leak in the vicinity of the leak.

| Recording Paper Exit Tray | Document Support | Document Exit Tray | Recording Paper Tray | Bypass Tray |

### Recording Paper Exit Tray Installation
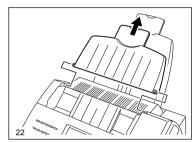


Fit the tabs of the Recording Paper Exit Tray into the slots on the back side of the unit.

- Do not place heavy objects on the Recording Paper Exit Tray or apply strong force.

- Extend the Recording Paper Exit Tray Extension for long recording paper.

### Document Support Installation



Fit the tabs of the Document Support into the slots on the top side of the unit.
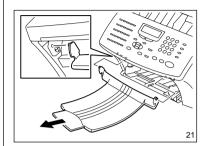
- Do not place heavy objects on the Document Support or apply strong force.

- Extend the Document Support Extension for long documents.

**NOTE:**
It may be necessary to gently bow the base of the support toward you as you place the support into position.

### Document Exit Tray Installation
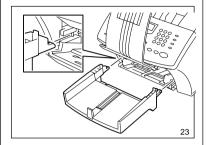


Fit the tabs of the Document Exit Tray into the slots on the front side of the unit.

- Do not place heavy objects on the Document Exit Tray or apply strong force.

- Extend the Document Exit Tray Extension for long documents.

### Recording Paper Tray Installation
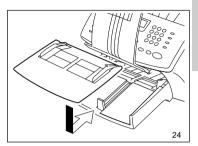


Lift the Document Exit Tray so that it catches on the under side of the Operation Panel.

Place the hooks of the Recording Paper Tray to the guides on the front side of the unit.

- Do not place heavy objects on the Recording Paper Tray or apply strong force.

### Bypass Tray Installation



Place the Bypass Tray on the Recording Paper Tray.

- Do not place heavy objects on the Bypass Tray or apply strong force.

## Recording Paper Installation (Recording Paper Tray)

**About Recording Paper:**

- Use only recommended paper brands to optimize your facsimile performance. Contact your authorized TOSHIBA dealer for more information.

- Remove the recording paper when storing or relocating your facsimile.

- Avoid using damaged, folded or misaligned recording paper. Use of damaged paper could cause double feeding or paper jamming.

- Use of damp recording paper will cause poor printing over all or part of the image area. If the paper is excessively moist, print quality may become uneven and voiding may occur. Replace the paper, should this condition exist.

- Do not add paper on top of the paper already in the machine. If you wish to add paper, first remove the existing paper. Then stack the existing paper with the new paper before inserting into the machine.

**About Paper Sizes:**
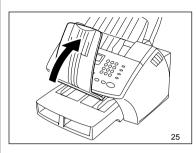
- Your TOSHIBA facsimile has been preset to accept letter size recording paper.
  In the event that you receive a legal-size (8.5"x14") reception, it will automatically be reduced to fit onto letter-size (8.5"x11") paper.

- **If you receive only legal-size receptions and do not wish them to be automatically reduced:** Load the legal-size paper in the tray.

- **If you receive a mixture of letter and legal-size receptions, and you do not wish your legal receptions to be automatically reduced:**
  Add an optional recording paper tray to support both letter and legal-size paper. With the second recording paper tray, your TOSHIBA facsimile will automatically select the appropriate paper size to match the pages you receive.

**1 Pull Up the Document Exit Tray**
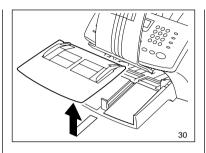


Pull up the Document Exit Tray.

If you raise the tray high enough, it will latch onto the underside of the Operation Panel.
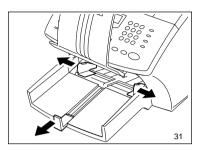
**CAUTION:**
- Do not place heavy objects on the Document Exit Tray or apply strong force.

**2 Remove the Bypass Tray**



Remove the Bypass Tray from Recording Paper Tray.
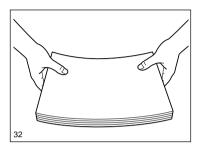
**3 Open the Paper Guides**



Open the Paper Guides.

## 4 Prepare Recording Paper Sheets



Prepare new recording paper sheets by holding both ends and flexing several times.

This will separate the sheets and provide optimum feeding.

Align the stack so that all four corners are neatly aligned.

Be sure to load the recording paper in accordance with any paper manufacturer's printing side instruction. Some papers have a preferred image side. This image side should be placed face up in the Recording Paper Tray.

## 5 Install the Recording Paper
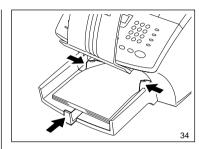


Place the recording paper stack into the tray.
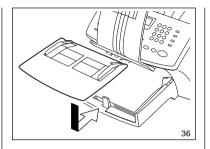
**NOTES:**
- Do not exceed the upper stack limit line as this may cause paper mis-feeds.
- Do not add paper on top of the paper already in the machine.

## 6 Adjust the Paper Guides



Adjust the Paper Guides to fit the size of the Recording Paper.

## 7 Replace the Bypass Tray and Document Exit Tray
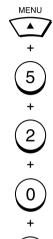


Replace the Bypass Tray and Document Exit Tray.

**CAUTION:**
Do not place heavy objects on the Document Exit Tray or apply strong force.
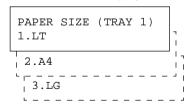
## 8 Display the Paper Size Menu

Press:

MENU
▲

+

5

+

2

+

0

+

3

The menu below displays:

```
PAPER SIZE (TRAY 1)
1.LT

2.A4

3.LG
```

**NOTE:**
If you install legal size paper but fail to select "3.LG" at this point, the machine will think letter size paper is installed. False "Paper Jam" failures will occur when the legal size paper is fed into the printer.

## Recording Paper Installation (Recording Paper Tray) - continued

**9** **Select the Paper Size**

**10** **Return to the Standby Mode**

Select the paper size of the Recording Paper Tray.

To select letter size, press:

( 1 )

To select A4 size, press:

( 2 )

To select legal size, press:

( 3 )

```
COMPLETED
```

Displayed for 2 seconds

↓

Returns to display the SETUP menu screen.

STOP

Press ( ⬡ ) to return to the Standby Mode.

## Recording Paper Installation (Bypass Tray)

**1** Pull Up the Document Exit Tray



25
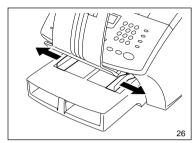
Pull up the Document Exit Tray.

If you raised the Document Exit Tray high enough, it will catch the underside of the Operation Panel.
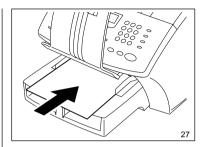
**CAUTION:**
Do not place heavy objects on the Document Exit Tray or apply strong force.

**2** Open the Paper Guides



26

Open the Paper Guides.

**3** Insert the Recording Paper



27
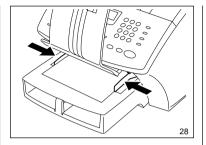
Insert a one sheet of paper on the Bypass Tray.

**CAUTION:**
Do not insert more than one sheet of paper on the Bypass Tray.
It will cause a paper jam.

**4** Adjust the Paper Guides



28

Adjust the Paper Guides so that both sides of the paper are secure.
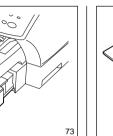
**5** Return the Document Exit Tray



29

Return the Document Exit Tray to its normal position.
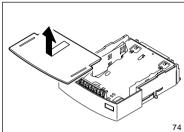
# Recording Paper Installation (Optional Recording Paper Tray)
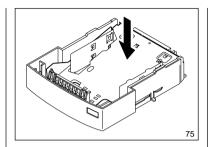
| **1** Remove the Optional Recording Paper Tray | **2** Remove the Optional Tray Cover | **3** Press Down the Paper Pressure Plate | **4** Prepare Recording Paper Sheets | **5** Install the Recording Paper |
|---|---|---|---|---|
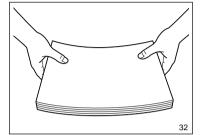










Remove the Optional Recording Paper Tray.

Remove the Optional Tray Cover.

Press the Paper Pressure Plate down until it clicks.

Prepare new recording paper sheets by holding both ends and flexing several times.

This will separate the sheets and provide optimum feeding.

Align the stack so that all four corners are neatly aligned.
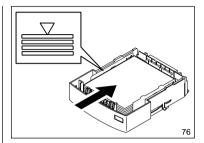
Be sure to load the recording paper in accordance with any paper manufacturer's printing side instruction. Some papers have a preferred image side. This image side should be placed face up in the Recording Paper Tray.

**NOTE:**
There are two types of the Optional Recording Paper Tray, one for A4-size paper and another for letter-size paper. Use the Tray meeting your paper size.
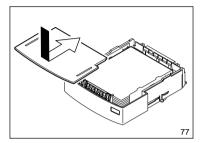
Place the recording paper stack into the tray.

**NOTES:**
- Do not exceed the upper stack limit line as this may cause paper misfeeds.

- Make sure that the paper is seated under the two separation claws on the back side of tray.

- Be careful not to damage the claws of the Recording Paper Tray.

- Do not add paper on top of the paper already in the machine.
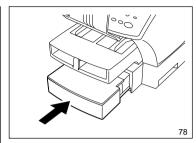
# Recording Paper Installation (Optional Recording Paper Tray) - continued

## 6 Replace the Optional Tray Cover



Replace the Optional Paper Tray Cover.

## 7 Insert the Optional Recording Paper Tray



Insert the Optional Recording Paper Tray all the way into the machine.
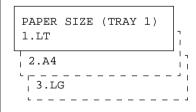
**NOTE:**
As the tray is inserted, listen for the sound of the paper pressure plate moving up into position.

## 8 Display the Paper Size Menu

Press:

MENU
▲

+

5

+

2

+

0

+

3

The menu below displays:

```
PAPER SIZE (TRAY 1)
1.LT
```
```
2.A4
```
```
3.LG
```

## 9 Select the Paper Size of the Recording Paper Tray

Select the paper size of the Recording Paper Tray.

To select letter size, press:

1

To select A4 size, press:

2

To select legal size, press:

3

```
PAPER SIZE (TRAY 2)
1.LT
```
```
2.A4
```
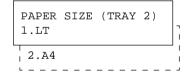
## 10 Select the Paper Size of the Optional Recording Paper Tray

Select the paper size of the Optional Recording Paper Tray.

To select the letter size, press:

1

To select the A4 size, press:

2

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

## Recording Paper Installation (Optional Recording Paper Tray) - continued

**11** **Return to the Standby Mode**
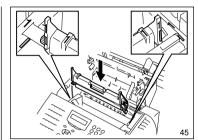
Press (⊘) STOP to return to the Standby Mode.

# Drum Unit and Toner Cartridge Installation

## 1 Open the Top Cover


37

Push the Top Cover Open Button and open the Top Cover.

## 2 Install the Drum Unit
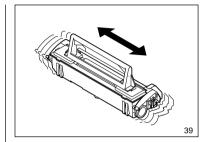

45

Install the Drum Unit into the machine, aligning the guides of the unit with the grooves inside the machine.

Color coordinate "1" labels have been affixed to the Drum Unit and to the inside of the machine. Install the Drum Unit by aligning these labels.

Make sure the Drum Unit is inserted inside the machine as far as it will go.

## 3 Prepare a Toner Cartridge


39

Mix the Toner by shaking the Toner Cartridge back and forth.
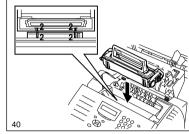
**NOTE:**
Use only specified TOSHIBA Toner Cartridges.

**CAUTION:**
Hold the Toner Cartridge by the green handle.

## 4 Install the Toner Cartridge
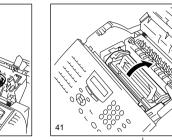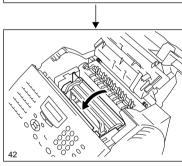

40


41


42

Holding onto the Toner Cartridge's handle, lower it into the machine. Make sure that the four pins (two on each side) fit into the grooves inside the machine.

Color coordinated "2" labels have been affixed to the Toner Cartridge and to the inside of the machine. Install the Toner Cartridge by aligning these labels.

As the Toner Cartridge is lowered into the machine, its handle will rotate first to the rear of the machine and then to the front.
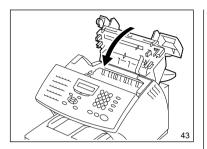
The cartridge will click into place when it is completely installed.

# Drum Unit and Toner Cartridge Installation - continued

**5** **Close the Top Cover**



Press down on the Top Cover until a "Click" is heard to ensure the latches engage.

# - PRINTING SUPPLIES REPLACEMENT

## Toner Cartridge Replacement

Replacement Toner Kits for your TOSHIBA facsimile include a Toner Cartridge.

Your TOSHIBA facsimile has been designed to display a two stage alert to replace Toner once it has been depleted.
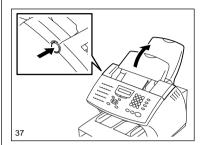
The first stage is a "TONER LOW" warning that alerts you that the Toner is low and should be replaced at your earliest convince.

The unit will continue to receive and print facsimile messages during this stage.

The second stage is a "TONER EMPTY" notice. When this message is displayed, the machine can no longer print documents. Receptions will be stored in memory until the Toner has been replaced.
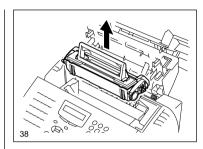
It is recommended to replace the Toner Cartridge whenever the "TONER LOW" message is displayed using the following procedure.

### 1 Open the Top Cover



Push the Top Cover Open Button and Open the Top Cover.

### 2 Remove the Toner Cartridge



Remove the Toner Cartridge.
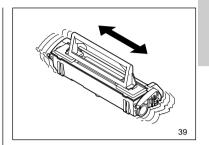
**CAUTION**:
Always hold the Toner Cartridge by the green handle.

**NOTE:**
Avoid touching the toner to your clothing since toner cannot be removed easily.
If the toner sticks to your clothing, immediately rinse out the toner with cold water.

### 3 Prepare a New Toner Cartridge
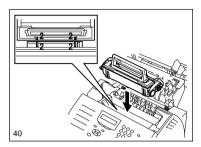


Remove the new Toner Cartridge from its shipping carton.
Mix the Toner by shaking the new Toner Cartridge back and forth.

**NOTE:**
Use only specified TOSHIBA Toner Cartridges.

# Toner Cartridge Replacement - continued

## 4 Install the New Toner Cartridge
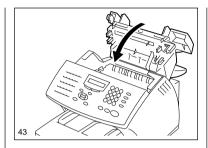


40

Holding onto the Toner Cartridge's handle, lower it into the machine. Make sure that the four pins (two on each side) fit into the grooves inside the machine.
Color coordinated "2" labels have been affixed to the Toner Cartridge and to the inside of the machine. Install the Toner Cartridge by aligning these labels.

As the Toner Cartridge is lowered into the machine, its handle will rotate first to the rear of the machine and then to the front.
The cartridge will click into place when it is completely installed.



41



42

## 5 Close the Top Cover



43
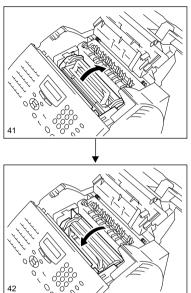
Press down on the Top Cover until a "Click" is heard to ensure the latches engage.

# Drum Unit Replacement

Replacement Drum Kits for your TOSHIBA facsimile include a Drum Unit.

Your TOSHIBA facsimile has been designed to display a two-stage alert to replace the Drum Unit once it has been depleted.

The first stage is a "DRUM UNIT WARNING" that alerts you that the Drum Unit is near its end of life and should be replaced at your earliest convince. The unit will continue to receive and print facsimile messages during this stage.

The second stage is the "RE-PLACE DRUM UNIT" notice. When this message is displayed, the machine can no longer print documents. Receptions will be stored in memory until the Drum Unit has been replaced.

For the purpose of determining Drum usage;
Each legal-size sheet of paper counts as 1.3 letter-size sheets of paper.

**STORAGE NOTES:**

The Drum Unit is a very important part of this facsimile. Handle it with care as shown below.
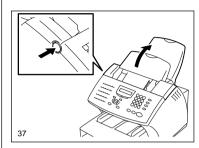
Keep the Drum Unit within a temperature range of 0-35°C (32-95°F) and a humidity range of 20-80%RH (without condensation).

Do not store or use the Drum Unit in an environment where the temperature changes excessively.

Do not touch the light sensitive drum because its surface will be easily damaged.
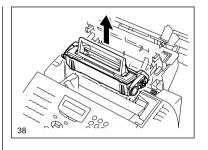
Do not place the light sensitive drum in a location where it is exposed to direct sunlight or high intensity light (more than 200 lx) such as near a window.
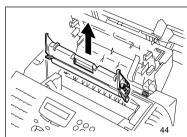
## 1 Open the Top Cover



Push the Top Cover Open Button and open the Top Cover.

## 2 Remove the Toner Cartridge and Drum Unit



Remove the Toner Cartridge and Drum Unit.

**CAUTION:**
Always hold the Drum Unit and Toner Cartridge by their green handles. Do not expose the green drum to light for more than 3 minutes. Never expose it to direct sunlight or touch the green drum. Damage or poor print quality may result.
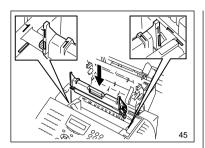
**NOTE:**
Avoid touching the toner to your clothing since toner cannot be removed easily.
If the toner sticks to your clothing, immediately rinse out the toner with cold water.

# Drum Unit Replacement - continued

## 3 Install the New Drum Unit



Install the new Drum Unit into the machine, aligning the guides of the Unit with the grooves inside the machine.
Color coordinated "1" labels have been affixed to the Drum Unit and to the inside of the machine. Install the Drum Unit by aligning these labels.

Make sure the Drum Unit is inserted inside the machine as far as it will go.

**IMPORTANT:**
- Never touch the photoconductive drum (the green surface) of the Drum Unit. If the surface is scarred or scratched, it will cause print quality problems.

- Do not expose the photoconductive drum of the Drum Unit to light for more than 3 minutes. If the Drum Unit is to be left anywhere outside the facsimile, be certain to cover it with cloth, paper, etc.

## 4 Install the Toner Cartridge
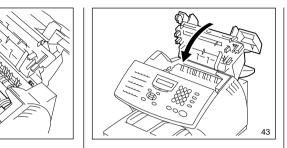






Holding onto the Toner Cartridge's handle, lower it into the machine. Make sure that the four pins (two on each side) fit into the grooves inside the machine.
Color coordinated "2" labels have been affixed to the Toner Cartridge and to the inside of the machine. Install the Toner Cartridge by aligning these labels.

As the Toner Cartridge is lowered into the machine, its handle will rotate first to the rear of the machine and then to the front.
The cartridge will click into place when it is completely installed.

## 5 Close the Top Cover
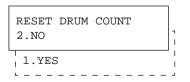


Press down on the Top Cover until a "Click" is heard to ensure the latches engage.

## 6 Reset the Drum Counter

Perform the following procedure to reset the Drum Unit counter after you replace the Drum Unit.

Press:

MENU

▲

+

5

+

2

+

0

+

4

```
RESET DRUM COUNT
2.NO

 1.YES
```

# Drum Unit Replacement - continued

**6** **Reset the Drum Counter - continued**

**7** **Return to the Standby Mode**

Press:

① 

```
RESET DRUM COUNT
ARE YOU SURE ?
```

Press:

ENTER
↵

```
COMPLETED
```
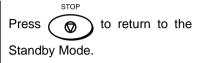
Displayed for 2 seconds

Return to display the SETUP menu screen.

**NOTE:**
You must reset the drum counter when you replace the Drum Unit.
Never perform this operation on any other occasion.

STOP
Press ⊘ to return to the Standby Mode.

# - QUICK START

This section provides several quick start programming steps to prepare your new facsimile for immediate use.

These procedures are a simple version of the detailed procedures listed in the manual. Next to each procedure heading is a convenient page number reference for the detailed procedure. Should you have any difficulty with these simple procedures, refer to the pages listed for more information.

It is highly recommended that you take the time to read through this manual to get the most from your new TOSHIBA facsimile.

## Terminal ID
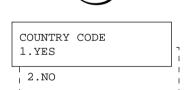
**1** **Setting the Terminal ID (Page 42)**

Press: MENU △ , ④ , ③

```
NAME          (40MAX)
[_                    ]
```

Enter your user ID (company name) using the Numeric Keypad, press:

ENTER ↵

```
COUNTRY CODE
1.YES

  2.NO
```

If you communicate internationally, select:

①

Otherwise, select:

②
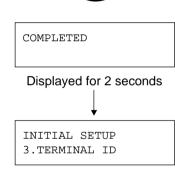
```
FAX NUMBER    (20MAX)
[_                    ]
```

Enter your facsimile's telephone number, press:

ENTER ↵

```
COMPLETED


```

Displayed for 2 seconds

```
INITIAL SETUP
3.TERMINAL ID
```

Press:

STOP ⊘
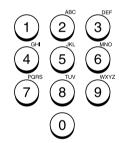
## Transmitting

**2** **Sending a Facsimile (Page 93)**

Load your document face down into the Document Support.

```
MAY-17 09:43 AM 100%
       AUTO RECEIVE
```

Dial the remote facsimile using the Dial Keypad located on the Operation Panel. Remember to include any access numbers such as 9 or press the REDIAL / PAUSE after the access number if you normally have to wait for a dial tone.

① ②ABC ③DEF
④GHI ⑤JKL ⑥MNO
⑦PQRS ⑧TUV ⑨WXYZ
⓪

After the remote facsimile number has been entered into the keypad, press the green START key.

START ◇

## Receiving

**3** **Receiving a Facsimile (Page 104)**

Your TOSHIBA facsimile has been preset from the factory to receive facsimile messages. No special setup is required to receive facsimile messages.

# - USER INTERFACE OPERATION

## Menu Operation

Various functions of this facsimile can be used by selecting menu items displayed in the LCD window. Performing operations or settings by selecting menu items is called "Menu Operation." The menus use a multi-layered structure.

**Starting Menu Operation:**
When the facsimile is in the
Standby Mode, press ▲(MENU) to
start Menu Operation.
(In the Standby Mode, the display shows the date, time and residual memory % on the first row and the receive mode on the second row as shown be-

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```
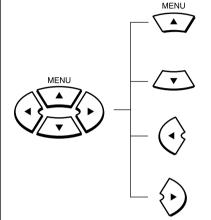
low.

**Completing or Canceling Menu Operation:**
When you have reached the end of a programming step or wish to cancel a programming procedure, press ⊘(STOP) to return to the Standby Mode.

### Keys Used in Menu Operation

**[ ▲ ] Key**

Press this key to enter the Menu Operation or to scroll up the menu selections.

**[ ▼ ] Key**

Press this key to scroll down the menu selections.

**[ ◄ ] Key**

Press this key to display the preceding menu screen or to move the cursor to the left.

**[ ► ] Key**

Press this key to display the sub-menu screen or to move the cursor to the right.

**[ENTER] Key** or **[START] Key**

When the displayed item has sub-items, pressing this key operates the same as the **[ ► ]** Key.
When the displayed item is the end item, press this key to complete the item selection.

**Dial Keypad [1]** to **[0] Keys**

Used to enter desired information or to select options.

**[STOP] Key**

Used to exit the Menu Operation and return to the Standby Mode.

# Character Entry

When programming and registering the Autodialer numbers or names, you will need to enter alphanumeric characters.

This section helps you understand how to easily enter the characters.

## Keys Used in Character Entry

INSERT

**[INSERT] Key**

Inserts characters before the selected (underlined) character.

DELETE

**[DELETE] Key**

Deletes the selected (underlined) character.

**[ ▶ ] Key**
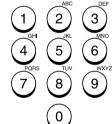
Moves the cursor to the right. If pressed without entering a character, it inserts a space.

**[ ◀ ] Key**

Moves the cursor to the left.

The dial keypad is used to enter alphanumeric characters. Both U.S. and Foreign alphanumeric characters may be selected with each Numeric Key. The U.S. characters are listed for your convenience above each key. By pressing the Numeric Key multiple times, you can scroll through all characters assigned to a particular key (see table below).

| Key | Assigned Characters |
|-----|---------------------|
| 1 | 1 |
| 2 | A B C 2 a b c À Á Â Ã Ä Å Æ Ç |
| 3 | D E F 3 d e f È É Ê Ë |
| 4 | G H I 4 g h i Ì Í Î Ï |
| 5 | J K L 5 j k l |
| 6 | M N O 6 m n o Ñ Ò Ó Ô Õ Ö |
| 7 | P Q R S 7 p q r s ß |
| 8 | T U V 8 t u v Ù Ú Û Ü |
| 9 | W X Y Z 9 w x y z |
| 0 | ( + ) sp 0 Ø ! " # $ % & ' * , - . / : = ? @ _ |

## Entry Procedure

```
NAME        (20 MAX)
[_                 ]
```
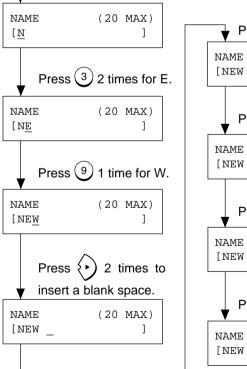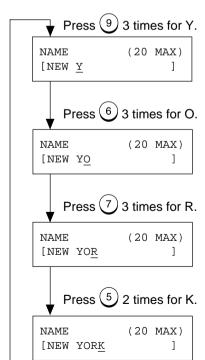
An example to enter "NEW YORK":

Press ⑥ twice to display "N." Note that "M" was displayed on the first press followed by "N" on the second.

**NOTE:** If the next character is located on the same key as the preceding character, press the ⟨▶⟩ key to move the cursor to the next position. Otherwise press the next desired key and the cursor will automatically move to the right.

```
NAME        (20 MAX)
[N                 ]
```

Press ③ 2 times for E.

```
NAME        (20 MAX)
[NE                ]
```

Press ⑨ 1 time for W.

```
NAME        (20 MAX)
[NEW               ]
```

Press ⟨▶⟩ 2 times to insert a blank space.

```
NAME        (20 MAX)
[NEW _             ]
```

Press ⑨ 3 times for Y.

```
NAME        (20 MAX)
[NEW Y             ]
```

Press ⑥ 3 times for O.

```
NAME        (20 MAX)
[NEW YO            ]
```

Press ⑦ 3 times for R.

```
NAME        (20 MAX)
[NEW YOR           ]
```

Press ⑤ 2 times for K.

```
NAME        (20 MAX)
[NEW YORK          ]
```
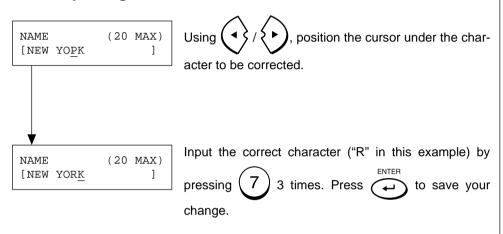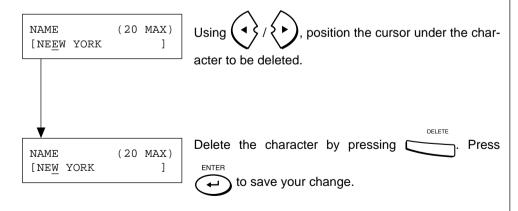
## Character Correction

### ◆ Replacing Characters

```
NAME        (20 MAX)
[NEW YOPK          ]
```

Using ◄ / ►, position the cursor under the character to be corrected.

```
NAME        (20 MAX)
[NEW YORK          ]
```

Input the correct character ("R" in this example) by pressing (7) 3 times. Press ↵ ENTER to save your change.

### ◆ Deleting Characters

```
NAME        (20 MAX)
[NEEW YORK         ]
```

Using ◄ / ►, position the cursor under the character to be deleted.

```
NAME        (20 MAX)
[NEW YORK          ]
```

Delete the character by pressing DELETE. Press ↵ ENTER to save your change.

### ◆ Inserting Characters

```
NAME        (20 MAX)
[NEW YRK           ]
```

Using ◄ / ►, position the cursor under the point of insertion and press INSERT.

```
NAME        (20 MAX)
[NEW YRK          ]I
```

The message "**[ I ]**" is displayed on the right end of the second row.

```
NAME        (20 MAX)
[NEW YORK         ]I
```

Enter the desired character(s) ("O" in this example). The character(s) will be inserted without deleting other characters in the line. Press ↵ ENTER to save your change.

# - INITIAL SETUP

## Initial Setting Summary

This facsimile has several user initial settings.

For your convenience, a quick reference summary of all user initial settings is shown on the right.

Each of these initial settings is discussed in detail throughout the remainder of this section.

Use the following procedures to access one or more of these initial settings.
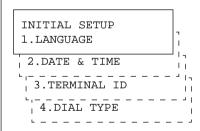
**1  Enter the Configuration Menu**

MENU

Press [▲]. The initial Menu Screen displays.

```
MENU
1.FAX FEATURES
```

Press (4) to enter INITIAL SETUP. The Installation submenu displays.

```
INITIAL SETUP
1.LANGUAGE

2.DATE & TIME

3.TERMINAL ID

4.DIAL TYPE
```

**2  Select the Desired Initial Setting (1-4)**

MENU

Press [▲] or [▼] until the desired Initial Setting is displayed or enter the desired Initial Setting 1 through 4 from the list below. The detailed initial setting procedure for each setting is shown in parentheses after the initial setting.

1. **LANGUAGE** - (Page 39) - Selects **ENGLISH\***, **FRENCH** or **SPANISH** display and printing.

2. **DATE & TIME** - (Page 40) - Sets the **Month, Day, Year & Time** for your machine. You may select to use the 24-hour or the 12-hour format for the time.

3. **TERMINAL ID** - **FCC MANDATORY** - (Page 42) - Sets the Terminal ID (**Company Name & Facsimile Number**) for your machine.

4. **DIAL TYPE** - (Page 44) - Configures your machine for use with **Touch Tone** (**MF)\*** or **Rotary Dial** (**DP**) telephone service.

**NOTE:**   \* indicates the factory default setting.

# Language Selection

You can select the language used on the LCD display and all reports printed by your facsimile. English, French, and Spanish are available.

**To display the SETUP menu, press:**

MENU
▲

+

4
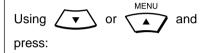
```
INITIAL SETUP
1.LANGUAGE
```

## 1 Display the LANGUAGE Menu

Display

```
INITIAL SETUP
1.LANGUAGE
```

Using ▼ or MENU ▲ and press:

ENTER
↵

or

1

```
LANGUAGE
1.ENGLISH
  2.ESPAÑOL
  3.FRANÇAIS
```
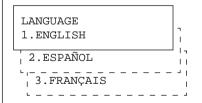
## 2 Select the Desired Language

Select the desired language.

1
(for ENGLISH)

2
(for ESPANOL)

3
(for FRANCAIS)

```
COMPLETED
```
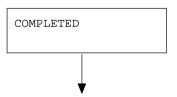
Returns to display the Standby menu screen.

# Date and Time Setting

This facsimile displays the current date and time when in the Standby Mode. It also uses this time for maintaining internal list and reports. Follow this procedure to set the time and date.

**To display the SETUP menu, press:**

MENU
▲

+

4
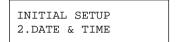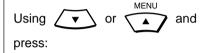
```
INITIAL SETUP
1.LANGUAGE
```

## 1 Display the DATE & TIME Menu

Display

```
INITIAL SETUP
2.DATE & TIME
```

Using ▼ or ▲ (MENU) and press:

ENTER
↵

or

2
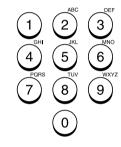
```
DATE
[04-15-2000]
```

## 2 Enter the Date Data

Move the cursor to the desired position using the following keys.

◄ or ►

Enter the date.

```
        ABC     DEF
 1   2   3
GHI  JKL  MNO
 4   5   6
PQRS TUV WXYZ
 7   8   9
     0
```
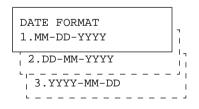
When the correct date is entered, press:

ENTER
↵

```
DATE FORMAT
1.MM-DD-YYYY
```
```
2.DD-MM-YYYY
```
```
3.YYYY-MM-DD
```

## 3 Select the Date Format

Select the date format for display and print.

1
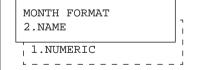
(for Month/Day/Year 4-digit)

2

(for Day/Month/Year 4-digit)

3

(for Year 4-digit/Month/Day)

```
MONTH FORMAT
2.NAME
```
```
1.NUMERIC
```

## 4 Select the Month Format

Select the month format.

1
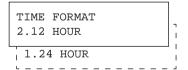
(for NUMERIC, such as 01, 02, 03 ...)

2

(for NAME, such as JAN, FEB, MAR ...)

```
TIME FORMAT
2.12 HOUR
```
```
1.24 HOUR
```

## 5 Select the Time Format

Select the time format.

( 1 )

(for 24-hour format)

```
TIME
[09:43]
```

( 2 )

(for 12-hour format) default
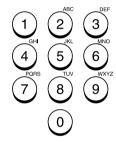
```
TIME
[09:43AM]
```

## 6 Enter the Time Data
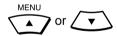
Move the cursor to the desired position using the following keys.

◁ or ▷

Enter the time.

| 1 | 2 ABC | 3 DEF |
| 4 GHI | 5 JKL | 6 MNO |
| 7 PQRS | 8 TUV | 9 WXYZ |
| | 0 | |

Change the AM/PM designation by pressing the following keys.

MENU
▲ or ▼

When the correct time is entered, press:

ENTER
↵

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

## 7 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

# Terminal ID Setting

In compliance with FCC regulations (see page 1), this facsimile places your company's name, facsimile telephone number and date & time on top of all transmitted documents. This feature enables remote parties to easily identify your documents and time of transmission.

**To display the SETUP menu, press:**

MENU
▲

+

4

```
INITIAL SETUP
1.LANGUAGE
```
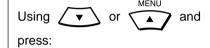
## 1 Display the TERMINAL ID Menu

Display

```
INITIAL SETUP
3.TERMINAL ID
```

Using ▼ or ▲ (MENU) and press:

ENTER
↵

or

3

```
NAME        (40MAX)
[_              ]
```
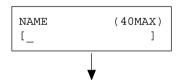
If the terminal ID is already set, the current name is displayed on the second row.

```
NAME        (40MAX)
[DP80F/DP85F    ]
```

The new name will be displayed on the second row as it is entered.

## 2 Enter the User ID
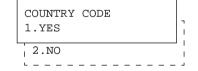
Enter your user ID (company name) using the Numeric Keypad. You can use up to 40 characters.
For more information on selecting characters, see page 34, Character Entry.

When your ID name is displayed correctly on the LCD display, press:

ENTER
↵

Your facsimile will prompt you for your telephone number's international code.

```
COUNTRY CODE
1.YES
┌─────────────────┐
│ 2.NO            │
└─────────────────┘
```

## 3 Select the International Code

If you send documents overseas, adding your International Code (country code) to your stored ID name will enable the remote party to identify the country from which the document has been sent. The 1st digit(s) following the "+" sign is for the International Code.

If you send or receive documents to and from overseas, press:

1

If all of your documents are sent domestically, press:

2

```
FAX NUMBER   (20MAX)
[+_              ]
```

The "+" is displayed when International Code is selected.

## 4 Enter Your Telephone Number

If you selected YES in Step 3, enter the International Code for your country before entering your area code and telephone number.

**Example:** United States = 1

Then, enter the telephone number that has been connected to the facsimile.

```
 1    2     3
     ABC   DEF
 4    5     6
GHI  JKL   MNO
 7    8     9
PQRS TUV   WXYZ
      0
```

Check the LCD display to make sure your telephone number appears correctly, then press:

ENTER
↵

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

**5** **Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP

Ⓥ

to exit the Configuration Setting mode and return to the Standby Mode.

## Dial Type Setting

There are two types of dialing modes: DP [Dial Pulse (Rotary)] and MF [Multi-Frequency (touch tone)]. If your telephone emits tones when you are dialing, this usually indicates that you have a MF type line and no adjustment is required. Otherwise, you will have to select the appropriate setting.

**To display the SETUP menu, press:**

MENU
▲

+

4

```
INITIAL SETUP
1.LANGUAGE
```

**1 Display the DIAL TYPE Menu**

Display

```
INITIAL SETUP
4.DIAL TYPE
```

Using ▼ or ▲ MENU and press:

ENTER
↵

or

4

```
DIAL TYPE
1.TONE
  2.PULSE
```

**2 Select Your Dial Type**

Select your dial line type.

1

(for Multi-Frequency type) default

2

(for Dial Pulse type)

After selecting the dial type, the following will be displayed.

```
DELETE ACCESS DIGIT
[_                  ]
```

Access digits are numbers which are required by PBX systems to access the phone system "outside" the PBX. A common access digit is "9."

**3 Enter the Access Digits**

PBX Access Digits such as 9, pause, and 1 need to be omitted when using chain dialing.
If you will not be using the Chain Dial feature, press ENTER ↵ to skip this step.
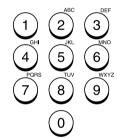
Otherwise, enter the Access Digits to be deleted (max. 10 digits) using the Dial Keypad.

1  2 ABC  3 DEF
4 GHI  5 JKL  6 MNO
7 PQRS  8 TUV  9 WXYZ
0

When the correct Access Digit is displayed, press:

ENTER
↵

```
COMPLETED
```

Displayed for 2 seconds

↓

Returns to display the SETUP menu screen.

**4 Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## Configuration Summary

This facsimile has many user adjustable settings.

Each of these configuration settings is discussed in detail throughout the remainder of this section.

Use the following procedures to access one or more of these configuration settings.

**1 Enter the Configuration Menu**

Press (MENU ▲). The initial Menu Screen displays.

```
MENU
1.FAX FEATURES
```

Press (5) to enter DEFAULT SETTINGS. The Default Settings sub-menu displays.

```
DEFAULT SETTINGS
1.MACHINE SETTINGS
```

Press (1) to enter MACHINE SETTINGS. The Machine Settings sub-menu will now be displayed.

```
MACHINE SETTINGS
01.SPEAKER VOLUME
```

```
02.POWER SAVER
03.DEPARTMENT CODE
04.ACCOUNT CODE
05.LINE MONITOR
06.RECEIVE INTERVAL
07.ECM
08.SORT COPY
09.REDIAL MODE
10.RECEPTION MODE
11.COPY REDUCTION
```

**NOTE:** Only 1 selection can be displayed at one time.

**2 Select the Desired Configuration Setting (01-11)**

Press (▼) or (MENU ▲) until the desired Configuration Setting is displayed or enter the desired Configuration Setting 01 through 11 from the list below. The detailed configuration procedure for each setting is shown in parentheses after the configuration setting.

01. **SPEAKER VOLUME** - (Page 46) - Sets the **Bell Ringer**, **Alarm Tone**, **Key Touch Tone** and **Monitor** volume (**0-7**) (5*) for the machine.

02. **POWER SAVER** - (Page 50) - Configures the machine's Super Power Saver function for **Automatic/Manual**\* or **Off** operation and Printer Power Saver function for **On** or **Off**.

03. **DEPARTMENT CODE** - (Page 52) - **Enables**, **Disables**\* and Configures up to 50 Department Codes.

04. **ACCOUNT CODE** - (Page 56) - **Enables** or **Disables**\* a 4-digit Account Code entry.

05. **LINE MONITOR** - (Page 57) - **Enables** or **Disables**\* a Line Monitor function.

06. **RECEIVE INTERVAL** - (Page 58) - Sets an interval for the machine to wait (**0 - 14 min.**) after making four consecutive dialings.

07. **ECM** - (Page 59) - **Enables** or **Disables**\* an ECM function.

08. **SORT COPY** - (Page 60) - **Enables** or **Disables**\* a Sort Copy function.

09. **REDIAL MODE** - (Page 61) - Sets the number of redials (**0-14**) (5*) and redial interval (**1min.-15min.**) (1*min.).

10. **RECEPTION MODE** - (Page 62) - Configures **FAX**\*, **FAX/TAD**, **TEL/FAX** or **Manual** reception modes.

11. **COPY REDUCTION** - (Page 64) - Configures the machine's Copy Reduction function for **Auto** or **Off**\* operation.

**NOTE:** \* indicates the factory default setting.
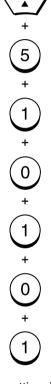
## Ringer Volume Adjustment

The bell ringer volume can be adjusted using the following procedure.

**1 Display the RINGER VOLUME Menu**

Press:

MENU
▲

+

5

+

1

+

0

+

1

+

0

+

1
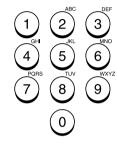
The current setting is displayed on the bottom row.

```
RINGER VOLUME
5.>>>
```
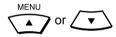
**2 Enter the Desired Volume Value**

Enter the desired volume value (1 to 8; 1 for maximum, 7 for minimum, 8 for off).

1    2 ABC    3 DEF
4 GHI    5 JKL    6 MNO
7 PQRS    8 TUV    9 WXYZ
0

or

Select the desired volume value, using the following keys.

MENU
▲  or  ▼

When the desired value is displayed, press:

ENTER
↵

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

**3 Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other volume settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.
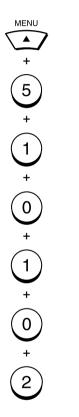
# Alarm Tone Volume Adjustment

The alarm tone volume can be adjusted using the following procedure.

## 1 Display the ALARM VOLUME Menu

Press:

MENU
△
+
⑤
+
①
+
⓪
+
①
+
⓪
+
②
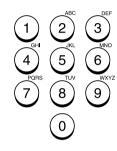
The current setting is displayed on the bottom row.

```
ALARM VOLUME
5.>>>
```
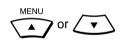
## 2 Enter the Desired Volume Value

Enter the desired volume value (1 to 8; 1 for maximum, 7 for minimum, 8 for off).

```
         ABC    DEF
①      ②      ③
  GHI    JKL    MNO
④      ⑤      ⑥
  PQRS   TUV    WXYZ
⑦      ⑧      ⑨
         ⓪
```

or

Select the desired volume value, using the following keys.

MENU
△ or ▽

When the desired value is displayed, press:

ENTER
↵

```
COMPLETED
```

Displayed for 2 seconds

↓

Returns to display the SETUP menu screen.

## 3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other volume settings referring to their associated pages for instructions, or press

STOP
⊙

to exit the Configuration Setting mode and return to the Standby Mode.
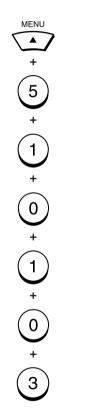
# Key Touch Tone Volume Adjustment

The key touch tone volume can be adjusted using the following procedure.

## 1 Display the KEY TOUCH VOLUME Menu

Press:

MENU
▲

\+

5

\+

1

\+

0

\+

1

\+

0

\+

3

The current setting is displayed on the bottom row.

```
KEY TOUCH VOLUME
5.>>>
```
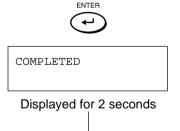
## 2 Enter the Desired Volume Value

Enter the desired volume value (1 to 8; 1 for maximum, 7 for minimum, 8 for off).

```
1   2 ABC   3 DEF
4 GHI   5 JKL   6 MNO
7 PQRS   8 TUV   9 WXYZ
      0
```

or

Select the desired volume value, using the following keys.

MENU
▲   or   ▼

When the desired value is displayed, press:

ENTER
↵

```
COMPLETED

```

Displayed for 2 seconds

↓

Returns to display the SETUP menu screen.

## 3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other volume settings referring to their associated pages for instructions, or press

STOP
▽

to exit the Configuration Setting mode and return to the Standby Mode.
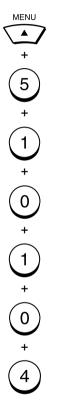
## Monitor Volume Adjustment

The line monitor volume can be adjusted using the following procedure.

### 1 Display the MONITOR VOLUME Menu

Press:

MENU
▲

+

5

+

1

+

0

+

1

+

0

+

4

The current setting is displayed on the bottom row.

```
MONITOR VOLUME
5.>>>
```
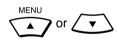
### 2 Enter the Desired Volume Value

Enter the desired volume value (1 to 8; 1 for maximum, 7 for minimum, 8 for off).

1    2 ABC   3 DEF
4 GHI  5 JKL  6 MNO
7 PQRS 8 TUV  9 WXYZ
     0

or

Select the desired volume value, using the following keys.

MENU
▲ or ▼

When the desired value is displayed, press:

ENTER
↵

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

### 3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other volume settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## Power Saver Operation

This function allows you to minimize power consumption by turning power off to portions of the machine (as selected). If the Power Saver function is ON, a warm up period is needed before printing occurs. This facsimile has two Power Saver modes, Super Power Saver and Printer Power Saver.

Super Power Saver turns virtually all power off to minimize power consumption. Select one of three modes, Automatic, Manual or OFF.

Printer Power Saver turns only the fuser section off during the time period selected.
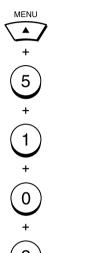
**NOTE:**

When the machine is in the Super Power Saver mode, it will exit from the Super Power Saver mode when any of the following occurs.

- The machine receives a facsimile,

- Option handset or external telephone handset is lifted,

- Document is loaded into the document tray,

- POWER SAVER ⬭ is pressed, or

- PC has accessed the machine.

### 1 Display the POWER SAVER Menu

Press:

MENU
▲

+

5

+

1

+

0

+

2
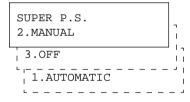
```
POWER SAVER
01.SUPER P.S.
  02.PRINTER P.S.
```

### 2 Select the Power Saver Mode

Select the desired Power Saver Mode.

0 + 1

(to select Super Power Saver mode)

```
SUPER P.S.
2.MANUAL
  3.OFF
    1.AUTOMATIC
```

Go to Step 3.

0 + 2

(to select Printer Power Saver mode)

```
PRINTER P.S.
1.ON
  2.OFF
```

Go to Step 5.

### 3 Select the Super Power Saver Option

Select the desired Super Power Saver Option.

1

(to select Automatic mode)

```
ENTER TIME
(1-60)          [ 3]
```

Go to Step 4.

2

(to select Manual mode)

In manual mode, you can activate Super Power Saver using a key on the Operation Panel.

Go to Step 7.

3
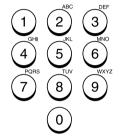
(to select OFF)

Go to Step 7.
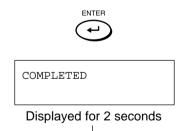
### 4 Enter the Start Time Period

Enter the time period (in minutes) for standby operation prior to entering the Super Power Saver mode.

1    2 ABC    3 DEF
4 GHI    5 JKL    6 MNO
7 PQRS    8 TUV    9 WXYZ
0

```
ENTER TIME
(1-60)          [ 3]
```

When the correct time period is displayed, press:

ENTER
↵

```
COMPLETED
```

Displayed for 2 seconds

↓

Returns to display the SETUP menu screen.

Go to Step 7.

## Power Saver Operation - continued

### 5  Select the Printer Power Saver Function

Enable or Disable the Printer Power Saver function.

(1)

(to set  Printer Power Saver ON)

(2)

(to set Printer Power Saver OFF)

If "ON" is selected, the currently set time period is displayed below. The time on the left is the Printer Power Saver start time (or time that the printer unit will power down). The time on the right is the Printer Power Saver end time.

```
START/STOP TIME
[00:00-00:00]
```

(Example if the 24-hour format option is selected in DATE & TIME setting)

```
START/STOP TIME
[12:00AM-12:00AM]
```

(Example if the 12-hour format option is selected in DATE & TIME setting)
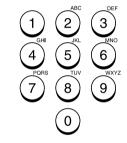
When "OFF" is selected, the "COMPLETED" message is displayed as shown at the bottom in Step 6. Returns to Step 1.

### 6  Enter the Start Time and End Time
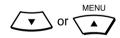
Move the cursor to the desired position, using the following keys.

◁ or ▷

Enter the time period.

(1) (2 ABC) (3 DEF)
(4 GHI) (5 JKL) (6 MNO)
(7 PQRS) (8 TUV) (9 WXYZ)
(0)

Change the AM/PM designation if selected by pressing the following keys.

▽ or ▲ MENU

When the correct time period is displayed, press:

ENTER
↵

```
COMPLETED
```

Displayed for 2 seconds

↓

The display returns to Step 1.

### 7  Select Another SETUP Item, or ...

After completing this Configuration Setting, press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## Department Code Setting

Department Code operation is used to monitor the facsimiles activity when shared between multiple users or workgroups.

This feature is especially useful when billing departments based on machine usage.

When Department Code operation is enabled, access to the facsimile is restricted to 50 valid department code passwords.

Each department code will be assigned a 5-digit department code password. These passwords must be entered each time a user wishes to send a facsimile, make copy, print a department journal, etc.

There are two types of Department Codes, Master and Individual. The Master Code is used as a supervisor level code to add, delete and modify Individual Codes.
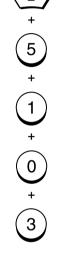
The Master Code is also used to print the Department Code List and Master Journals that contain all machine activity.

The Individual Codes are used to gain an access to basic machine functions and operations. These Department Codes can be used to print Journals which only show the activity under that code.

**1** **Display the DEPARTMENT CODE Menu**

Press:

MENU

▲

+

5

+

1

+

0

+

3

```
SET DEPT. CODE
2.NO

 1.YES
```

**2** **Enable/Disable the Department Code**

Enable or Disable the Department Code function.

1

(for YES-Enable)

2
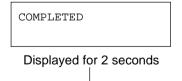
(for NO-Disable)

If "YES" is selected, the following Master Code Name Entry screen is displayed.

```
NAME
[_               ]
```

If "NO" is selected, "COMPLETED" will be displayed.

```
COMPLETED

```

Displayed for 2 seconds

↓

Returns to the Standby mode.

If Department Code has ever been set before, the following screen is displayed.

```
SET DEPT. CODE
1.RECOVER SETTING

 2.NEW
```

To recover previously set Department Codes, press:

1

Go to Step 5.

To set a new Department code, press:

2

Go to Step 3.

**3** **Enter the Master Department Name**

Department Code NBR. 01 is fixed as the Master Department Code. Enter the Master Department Name. See page 36 if you need help selecting characters.

When the name is correctly displayed on the LCD display, press:

ENTER
↵

```
MASTER CODE
[_        ]
```

## 4 Enter the Master Department Code Password

Enter a 5-digit Master Department Code Password using the Dial Keypad. This password will be required to gain supervisor access to the machine.

**Important:** Record the password in a safe location so that if it is lost or forgotten it can be retrieved.

When the password is correctly entered, press:

ENTER

```
DEPT. NUMBER
(1-50)          [ _]
```
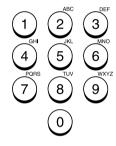
## 5 Enter the Individual Department Code Address

After entering the Master Department Code password, the facsimile will prompt for an Individual Department Code address.
Select an Individual Department Code address from 02 to 50.

After selecting the Individual Department Code address, press:

ENTER

```
NAME
[_              ]
```

## 6 Enter the Individual Department Code Name

Department Codes NBR. 02 through 50 are used as Individual Department Codes. Enter the Individual Department Code name using the Dial keypad. See page 36 if you need help selecting characters.
When the name is correctly displayed on the LCD display, press:

ENTER
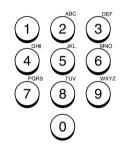
```
DEPT. CODE
[_    ]
```
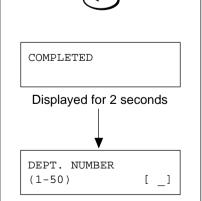
## 7 Enter the Department Code Password

Enter a 5-digit Department Code Password using the Dial Keypad. This password will be required to gain user/department access to the machine.

**Important:** Record this password in a safe location so that if it is lost or forgotten it can be retrieved.

When the password is correctly entered, press:

ENTER

```
COMPLETED
```

Displayed for 2 seconds

```
DEPT. NUMBER
(1-50)          [ _]
```

## 8 Select Another SETUP Item, or ...

If you want to continue entering Department Codes, repeat Steps 5 through 7.

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press:

STOP

to exit the Configuration Setting mode and return to the Standby Mode.

# Department Code Maintenance

The Department Code Maintenance is used to cancel or change the Master or Individual Department Code.

This procedure can only be performed by a supervisor who possesses the Master Department Code Password. Enter this password before proceeding.

## 1 Display the DEPARTMENT CODE Menu

Press:

MENU

▲

+

5

+

1

+

0

+

3

```
SET DEPT. CODE
1.YES

  2.NO
```

## 2 Enable/Disable the Department Code

Enable or Disable the Department Code function.

1

(for YES-Enable)

2

(for NO-Disable)

**NOTE:** Disabling Department Codes will delete all information related to the Department Codes stored.

If "YES" is selected, the following Master Code Menu is displayed.

```
DEPT. NUMBER
(1-50)          [ _ ]
```
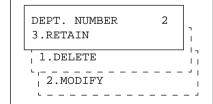
## 3 Enter the Master or Individual Department Code Address

Select a Master or Individual Department Code address from 1 to 50.

```
1    2 ABC    3 DEF
4 GHI  5 JKL  6 MNO
7 PQRS  8 TUV  9 WXYZ
       0
```

After selecting the Individual Department Code address, press:

ENTER

↵

```
DEPT. NUMBER     2
3.RETAIN

  1.DELETE

  2.MODIFY
```

## 4 Select the Desired Option

Select the desired option.

Press:

1

To delete the previously displayed Department Code and return to the Department Code Address Entry menu in Step 4 of Department Code Setting. (See page 53.)

2

To change the previously displayed Department Code and return to Step 5 of Department Code Setting. (See page 53.)

3

To retain the previously displayed Department Code without modification and return to the Department Code Address Entry menu in Step 4 of Department Code Setting. (See page 53.)

## Department Code Maintenance - continued

**5 Select Another SETUP Item, or ...**

If you wish to continue, repeat Steps 2 and 3.

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP

to exit the Configuration Setting mode and return to the Standby Mode.
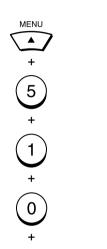
# Account Codes Setting
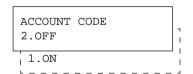
This feature provides valuable Account Code tracking information for each facsimile transmission sent from the unit.

When a facsimile is transmitted, the account code number will be recorded on the Transmission Journal.

## 1 Display the ACCOUNT CODE Menu

Press:

MENU
▲

+

⑤

+

①

+

⓪

+

④

```
ACCOUNT CODE
2.OFF
```
```
1.ON
```

## 2 Select the Function

Enable or Disable Account Codes.

①

Select ON to enable Account Code prompting and printing on the Transmission Journal.

②

Or, select OFF to disable Account Codes from being prompted and printed on the Transmission Journal.

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

## 3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.
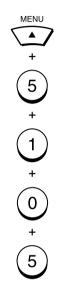
## Line Monitor Default Setting

This function is used to set the speaker ON in order to monitor every transmission.

This function is mainly used to confirm dialing and phone line status.

**1 Display the LINE MONITOR Menu**

Press:

MENU
▲
+

⑤
+

①
+

⓪
+

⑤

```
LINE MONITOR
2.OFF
```
```
1.ALWAYS
```

**2 Select the Line Monitor Option**

To turn ON the monitor speaker, press:

①

To turn OFF the monitor speaker, press:

②

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

**3 Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.
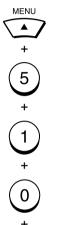
## Receive Interval Setting Operation

This function insures there will be a period of time set aside for receiving incoming facsimiles during periods of heavy out going transmission activity. After every fourth consecutive transmission, this machine will wait 0 to 14 minutes to allow incoming facsimiles to be received (default is 3 minutes).

**1  Display the RECEIVE INTERVAL Menu**

Press:

MENU
▲

+

5

+

1

+

0

+

6

```
INTERVAL TIME
(0-14)          [ 3]
```

**2  Enter the Receive Interval**

Enter the interval value (0 to 14) in minutes.

```
        ABC    DEF
1     2     3
GHI    JKL    MNO
4     5     6
PQRS   TUV    WXYZ
7     8     9
       0
```

Then press:

ENTER
↵

```
COMPLETED

```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

**3  Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## ECM Default Setting

ECM (Error Correction Mode) is an internationally-recognized error correction system. It enables error free communications by automatically re-sending any portion of the document affected by phone line noise or distortion.

**NOTES:**
- Default ECM setting is ON.
- Both the sender and the receiver must have the ECM feature to perform ECM communications.
- This setting cannot be changed if a document is stored in memory. Residual memory must be 100%.
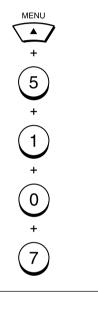
### 1 Display the SET ECM Menu

Press:

MENU
▲

+

5

+

1

+

0

+

7

```
ECM
1.ON
2.OFF
```

### 2 Select the ECM Option

Select the desired ECM option.

To turn ECM to ON, press:

1

To turn ECM to OFF, press:

2

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

### 3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## Sort Copy Setting

When copying documents, the SORT function may be selected. This function will sort multiple page copies into sets of correct-order pages.

This setting establishes the default for the Sort Copy function. Sort copy may, also, be set manually at the time the copy operation is performed.

<u>Output Examples of Printed Copies</u>
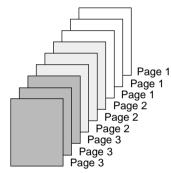
**With SORT Function ON**



Page 3
Page 2
Page 1
Page 3
Page 2
Page 1
Page 3
Page 2
Page 1

**With SORT Function OFF**



Page 1
Page 1
Page 1
Page 2
Page 2
Page 2
Page 3
Page 3
Page 3

**NOTES:**

- The pages are automatically sorted.

- Requires enough memory for the entire multi-page document. If there is not enough memory (memory overflow), the copying procedure will be canceled.

- Collation is slower than non-collation because the entire document must be scanned into memory first, then printing can occur.

**NOTES:**

- Sorting is the responsibility of the operator.

- Memory requirements are limited to one page at a time.

---

**1 Display the SORT COPY Menu**

Press:

MENU

▲

+

5

+

1

+

0

+

8

```
SORT COPY
2.OFF

1.ON
```

---

**2 Select the Desired Option**

Select the desired option.

To set SORT COPY to ON, press:

1

To set SORT COPY to OFF, press:

2

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

---

**3 Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP

⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## Setting Redial (Interval and Counter)

If the destination facsimile you called is busy, your facsimile will automatically redial the number up to the number of attempts set by this procedure. In addition, your DP80F/DP85F will try to re-dial every 1 minute by default. If desired, you may change these redial settings.

**Redial Interval**
The Redial Interval sets the length of time between redial at-tempts. The default redial inter-val is 1 minute. You may change the interval from 1 to 15 minutes.
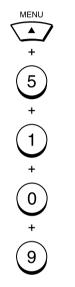
**Redial Counter**
The Redial Counter sets the number of redial attempts. The default setting is 5. You may change the number of redials from 0 to 14 attempts.

### 1 Display the REDIAL MODE Menu

Press:

MENU
▲
+
5
+
1
+
0
+
9
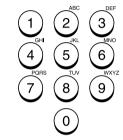
```
INTERVAL   (MINUTES)
(1-15)           [ 1]
```

### 2 Enter the Redial Interval

Enter the interval value (1 to 15) in minutes.

```
        ABC   DEF
1    2    3
     GHI   JKL   MNO
4    5    6
     PQRS  TUV   WXYZ
7    8    9
     0
```

Then press:

ENTER
↵

The following screen is dis-played.

```
REDIAL COUNT
(0-14)           [ 5]
```
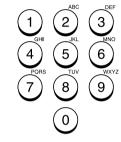
### 3 Enter the Redial Counter

Enter the redial counter value (0 to 14).

```
        ABC   DEF
1    2    3
     GHI   JKL   MNO
4    5    6
     PQRS  TUV   WXYZ
7    8    9
     0
```

Then press:

ENTER
↵

The following screen is dis-played.

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

### 4 Select Another SETUP Item, or ...

After completing this Configura-tion Setting, you may continue to select other settings referring to their associated pages for in-structions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

# Reception Mode Default Setting

The DP80F/DP85F have four reception modes and the receiving function differs according to the selected mode.

- AUTO RECEIVE
- TEL/FAX
- FAX/TAD
- MANUAL RECEIVE

**AUTO RECEIVE (FAX):**
If you use the unit as a facsimile most of the time, you should select this mode. When the unit receives a call, the unit enters the automatic fax reception mode after the selected ring delay.

**FAX/TAD**
This mode is used together with a TAD (telephone answering device/machine).
This mode allows you to receive voice messages and facsimile receptions even when no one is present in the office.
Switching between the voice message recording and facsimile receiving is performed automatically.

**TEL/FAX:**
This mode is used when the line is used for both facsimile and telephone functions.
The facsimile automatically determines whether an incoming call is for facsimile or telephone. When the call is for telephone, the ringer will ring according to the value set for the call time. When the call is for facsimile, the machine will automatically start receiving the document.

**MANUAL:**
This mode is used when the facsimile is connected to a line that is primarily used as a (voice) telephone line.
Upon receiving a ring-in signal, pick up the handset to talk with the remote party before starting a facsimile communication.
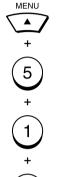
**NOTE:**
Manual Reception must be initiated by an operator. No facsimile receiving operations will be possible if no one is present to initiate the reception.
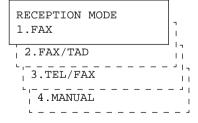
## 1 Display the Reception Mode Menu

Press:

MENU
▲
+
5
+
1
+
1
+
0

```
RECEPTION MODE
1.FAX
  2.FAX/TAD
  3.TEL/FAX
  4.MANUAL
```
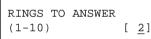
## 2 Select the Desired Reception Mode

Select the desired Reception Mode.

**1** (for AUTO RECEIVE)

If AUTO RECEIVE is selected, the following will be displayed.

```
RINGS TO ANSWER
(1-10)          [ 2]
```

Go to Step 3.

**2** (for FAX/TAD RECEIVE)

```
FAX/TAD TIMER
(0-99)          [45]
```

Go to Step 4.

**3** (for TEL/FAX RECEIVE)

```
TEL/FAX RINGS
(1-15)          [ 6]
```

Go to Step 5.

**4** (for MANUAL RECEIVE)
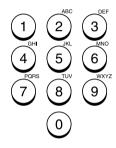
If MANUAL RECEIVE is selected, the following will be displayed for 2 seconds (continue to Step 6).

```
COMPLETED
```
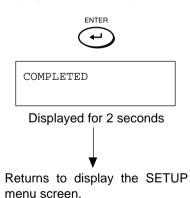
## Reception Mode Default Setting - continued

### 3 Enter the FAX Ring Delay

Enter the desired number of rings (1 to 10) before the facsimile will answer the incoming call in Auto Receive mode.

```
    (1)  (2)  (3)
        ABC  DEF
    GHI  JKL  MNO
    (4)  (5)  (6)
    PQRS TUV  WXYZ
    (7)  (8)  (9)
         (0)
```

When the desired ring count is displayed on the LCD, press:

ENTER
(↵)

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.
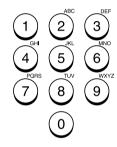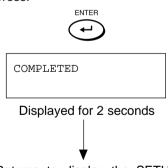
Go to Step 6.

### 4 Enter the FAX Monitor Time

Enter the desired Fax Monitor Time (00 to 99). During this period, the facsimile will monitor for the automatic fax CNG signal. If detected, the unit will switch to fax reception when set for FAX/TAD mode.

```
    (1)  (2)  (3)
        ABC  DEF
    GHI  JKL  MNO
    (4)  (5)  (6)
    PQRS TUV  WXYZ
    (7)  (8)  (9)
         (0)
```

When the desired Fax monitor time is displayed on the LCD, press:

ENTER
(↵)

```
COMPLETED
```

Displayed for 2 seconds
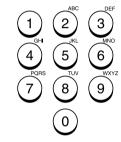
Returns to display the SETUP menu screen.
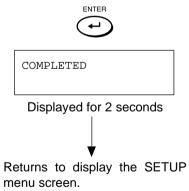
Go to Step 6.

### 5 Enter the Pseudo Ring Delay

Enter the desired number of pseudo rings (1 to 15) before switching to facsimile reception in TEL/FAX mode.

```
    (1)  (2)  (3)
        ABC  DEF
    GHI  JKL  MNO
    (4)  (5)  (6)
    PQRS TUV  WXYZ
    (7)  (8)  (9)
         (0)
```

When the desired ring count is displayed on the LCD, press:

ENTER
(↵)

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

Go to Step 6.

### 6 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
(⊘)

to exit the Configuration Setting mode and return to the Standby Mode.

## Copy Reduction Setting

This function allows automatic reduction of the recording image when making copies. The default setting is OFF.

**NOTES:**
- If this function is enabled, documents longer than the effective printable area (see page 86) will be reduced by 95, 90, 86, 83, 80 or 73% depending on the document length.

- If this function is disabled, documents more than 10 mm longer than the effective printable area will be split onto two pages. No image will be discarded.

  The excess portion of a document that is less than 10 mm longer than the effective printable area will be discarded.

Contact your authorized TOSHIBA service representative for additional information.

**1** **Display the COPY REDUCTION Menu**

Press:

MENU
▲

+

5

+

1

+

1

+

1

```
COPY REDUCTION
2.OFF

1.AUTO
```
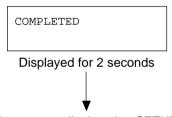
**2** **Select the Copy Reduction**

To set Copy Reduction to AUTO, press:

1

To set Copy Reduction to OFF, press:

2

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

**3** **Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## Abbreviated Dialer Registration

Once registered, 38 One Touch and 100 (DP80F)/150 (DP85F) Abbreviated Dial Numbers will allow you to send documents or make telephone calls to 138 (DP80F)/183 (DP85F) frequently called numbers without manually dialing the entire number.

- **Abbreviated Dial Numbers**
  This machine can store up to 100 (DP80F)/150 (DP85F) 16-digit facsimile numbers and associated 20-character location ID names. This information is stored into Abbreviated Dial Numbers labeled from 001 to 999.

- **One Touch Numbers**
  See page 71.

- **Alternate Numbers**
  If one of the primary facsimile numbers is busy, and a 2nd facsimile is located at that same remote location, the 2nd facsimile's telephone number can be programmed as an Alternate Number.
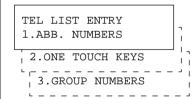
**IMPORTANT:**
  The total number of available locations will vary depending upon the amount of information stored in each location. Up to 128 digits can be programmed into a One Touch or Abbreviated number.

### 1 Display the TEL LIST ENTRY Menu

Press:

MENU

▲

+

3

```
TEL LIST ENTRY
1.ABB. NUMBERS
  2.ONE TOUCH KEYS
  3.GROUP NUMBERS
```

### 2 Display the ABB. NUMBERS Menu

To select "ABB. NUMBERS," press:

1

```
ABB. NUMBER ENTRY
(1-999)        [ _]
```

### 3 Enter an ABB. Dial Number

Enter an Abbreviated Dial Number from 1 to 999.

1  2 (ABC)  3 (DEF)
4 (GHI)  5 (JKL)  6 (MNO)
7 (PQRS)  8 (TUV)  9 (WXYZ)
0

Make sure the 3-digit number (001 to 999) appears correctly, then press:

ENTER
↵

**NOTE:**
  Any leading zero (0) can be omitted from the Abbreviated Dial Number.

If the ABB. Dial Number you entered has not been previously registered, the screen below will be displayed.
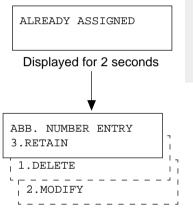
```
FAX NUMBER  (128MAX)
[_                 ]
```

Skip to Step 6.

If the ABB. Dial Number you entered has been previously registered, continue to the next step.

### 4 When a Preset ABB. Dial Number is Active

If the selected Abbreviated Dial Number has been previously registered, the following information will be displayed on the LCD display.

```
ALREADY ASSIGNED
```

Displayed for 2 seconds

↓

```
ABB. NUMBER ENTRY
3.RETAIN
  1.DELETE
  2.MODIFY
```

# Abbreviated Dialer Registration - continued

## 5 Change the ABB. Information

## 6 Enter the Telephone Number

You can delete, modify, or retain Abbreviated Dial Numbers registered in this facsimile.

- **DELETE**
  Deletes the information stored in the selected Abbreviated Dial Number. It will also remove the number from all associated Group Dialing Directories.

- **MODIFY**
  Allows you to change the remote facsimile number and/or associated Location ID name. This selection is recommended if the location is used in Group Dialing Directories.

- **RETAIN**
  Retains the selected Abbreviated Dial Number information without modification.

### 5a Delete the ABB. Dial Information

To delete the contents stored in the Abbreviated Dial Number, press:

1
(to DELETE)

```
SPEED DIAL NBR   001
ARE YOU SURE ?
```

Then press:

ENTER

Return to Step 3.

### 5b Modify the ABB. Dial Information

To change the number or Location ID (remote facsimile name) currently assigned to an existing Abbreviated Dial Number, press:

2
(to MODIFY)

The facsimile number currently assigned is displayed on the bottom row.

```
FAX NUMBER  (128MAX)
[XXXXX            ]
```

Skip to Step 6.

### 5c Retain the Current ABB. Dial Information

If you do not wish to change the Abbreviated Dial Number information, press:

3
(to RETAIN)

Return to Step 3 to select a different Abbreviated Dial Number

STOP

or press ⃝ to return to the

Standby Mode.

Enter the telephone number you want to store (up to 128 digits).

1  2 ABC  3 DEF
4 GHI  5 JKL  6 MNO
7 PQRS  8 TUV  9 WXYZ
0

**NOTE:**
If your facsimile is connected to a PBX system, you may need to enter an access digit (9) and a pause so the system will connect you to an outside line. In such cases,

REDIAL
press ⃝ to enter a 3-sec-
PAUSE

ond pause. This pause may be repeated if necessary and may be entered anywhere between digits. A pause entry is indicated as a hyphen "–" on the LCD display.

66

# Abbreviated Dialer Registration - continued

## 6 Enter the Telephone Number - continued

The telephone number is displayed on the bottom row of the LCD display as you enter it. Confirm that the number is correct.

```
FAX NUMBER  (MAX128)
[9583359 _        ]
```

Then press: ENTER ↵

```
ALT NUMBER (128 MAX)
[_                 ]
```

## 7 Enter an Alternate Number (Optional)

Alternate Numbers are optional. If the remote location does not have two or more facsimile units in the same area, you can leave this entry blank. (See page 65 for more information.)

Enter the Alternate Facsimile Number.

Then press: ENTER ↵
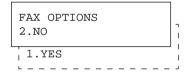
```
NAME       (20 MAX)
[_               ]
```

## 8 Enter the Location ID Name

Enter the Location ID name of the remote party to be assigned to the current Abbreviated Dial Number.

See page 36 for more information on Character Entry.

When the name is displayed correctly on the LCD display, press: ENTER ↵

```
FAX OPTIONS
2.NO

1.YES
```

## 9 Select Communication Options (Advanced Setup)

This setting will allow you to specify one or more of the following Communication Options for the Abbreviated Dial Number you are registering.

**Delayed Communication**
**Default=off**
Select to program a transmission start time.

**Transmission Report**
**Default=off**
Enables or disables the printing of a TX Report.

**Line Monitor**
**Default=off**
Enables or disables the line monitor speaker during dialing.

**Fax Speed**
**Default=off**
Selects a lower modem speed for poor communication links.

**Sub Address**
**Default=none**
Specifies a Sub Address for the Abbreviated Dial Number being registered. The remote unit must support Sub-Address capabilities.

### 9a Select the Communication Option

To skip the Communication Options, press:

(2)

Go to next step.

To select Communication Options, press:

(1)

When "1.YES" is selected, the FAX OPTIONS screen appears. Follow the next steps for each item selection.

```
FAX OPTIONS
1.DONE

2.DELAYED COMM.
3.TX REPORT
4.LINE MONITOR
5.FAX SPEED
6.SUBADDRESS
```

These items are outside the LCD frame. To view them, use the ▼ scroll key.

# Abbreviated Dialer Registration - continued

**9** **Select Communication Options (Advanced Setup) - continued**

---

## 9b Done with Option Setup

If you have completed the desired Communication Options setting for this Abbreviated Dial Number, select DONE by pressing:

①

```
PRESS ONE TOUCH
OR ENTER
```

Skip to Step 10.

---

## 9c Delayed Communications

To designate a specific time at which operations using this Abbreviated Dial Number will be dialed, press:

②

```
DELAYED COMM.
[HH:MMAM]
```

(12 hour format)

```
DELAYED COMM.
[HH:MM]
```

(24 hour format)

Enter the desired transmission start time in either the 12-hour or 24-hour format depending on the machine setup. (example: 11:30PM in the 12-hour format). For the 12 hour format, select

```
DELAYED COMM.
[11:30PM]          ↑↓
```

AM/PM using the ⏶ (MENU) or

⏷.

Then press:

↵ (ENTER)

The display returns to the first screen in Step 9. Select the next Option.

---

## 9d Transmission Report

To request a Transmission Report automatically after sending documents using this Abbreviated Dial Number, select:

③

```
TX REPORT
2.OFF

  1.ON
```

To enable a TX Report, press:

①

To disable a TX Report, press:

②

The display returns to the first screen in Step 9. Select the next Option.

---

## 9e Line Monitor Speaker

To enable/disable the facsimile's Line Monitor Speaker when dialing this Abbreviated Dial Number, press:

④

```
LINE MONITOR
2.OFF

  1.ON
```

To enable the monitor speaker, press:

①

To disable the monitor speaker, press:

②

The display returns to the first screen in Step 9. Select the next Option.

---

# Abbreviated Dialer Registration - continued

## 9  Select Communication Options - continued

### 9f  Fax Speed

To transmit documents using this Abbreviated Dial Number at a lower speed to compensate for poor line conditions, press:

(5)

To select the FASTEST POSSIBLE, press:

(1)

To select 14400BPS, press:

(2)

To select 9600BPS, press:

(3)

To select 4800BPS, press:

(4)

```
FAX SPEED
1.FASTEST POSSIBLE

2.14400BPS
3.9600BPS
4.4800BPS
```

These items are outside the LCD frame. To view them, use the ▼ scroll key.

The display returns to the first screen in Step 9. Select the next Option.

### 9g  Sub-Address Communication

Sub-Address Communications allow a variety of specialized facsimile communications.

**SUB**
**Sub-Address Transmission**
Allows documents to be routed through remote LAN-Facsimile devices to specific users' workstations.

Allows documents to be transmitted to specific Mailboxes in remote facsimiles.

**SEP**
**Selective Polling**
Allows documents to be retrieved from specific Mailboxes in remote facsimiles.

**PWD**
**Password**
Allows secure communications to SUB and from SEP compatible devices.

**IMPORTANT:**
If you designate an incorrect sub-address, the communication will result in an error. If you designate an unnecessary sub-address, the communication will result in error.

#### 9g-1  Select the Sub-Address Options

If the remote party assigned to the Abbreviated Dial Number requires or provides a Sub Address to route or retrieve messages, press:

(6)

```
SUBADDRESS
1.DONE

2.SUBADDRESS SUB
3.SUBADDRESS SEP
4.SUBADDRESS PWD
```

These items are outside the LCD frame. To view them, use the ▼ scroll key.

#### 9g-2  Complete the Sub-Address Options Setup

To complete Sub Address entry or skip this option, press:

(1)

The display returns to the first screen in Step 9.

# Abbreviated Dialer Registration - continued

## 9 Select Communication Options - continued

### 9g Sub-Address Communication - continued

#### 9g-3 Select a SUB Sub-Address Communication

To enter a SUB type Sub Address, press:

(2)

```
SUB        (20MAX)
[_           ]
```

Enter the required number (max. 20 digits), then press:

ENTER
(↵)

Returns to Step 9g-1.

#### 9g-4 Select a SEP Sub-Address Communication

To enter a SEP type Sub Address, press:

(3)

```
SEP        (20MAX)
[_           ]
```

Enter the required number (max. 20 digits), then press:

ENTER
(↵)

Returns to Step 9g-1.

#### 9g-5 Select a PWD Sub-Address Communication

To enter a PWD type Sub Address, press:

(4)

```
PWD        (20MAX)
[_           ]
```

Enter the required number (max. 20 digits), then press:

ENTER
(↵)

Returns to Step 9g-1.

## 10 Assign the Abbreviated Dial Number to a One Touch Key

### 10a Assign the One Touch Key

To assign this Abbreviated Dial Number to a One Touch Key, press the desired One Touch Key (Example: One Touch Key 01).

```
01
20
▭
```

```
COMPLETED
```

After 2 seconds:

Returns to Step 2.

STOP
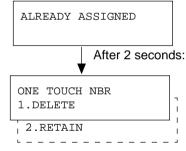
Press (⊘) to exit the Menu Operation mode and return to the Standby Mode.

### 10b Use a Preassigned One Touch Key

If the desired One Touch Key has been previously linked to another Abbreviated Dial Number or preset with a separate One Touch number, one of the following screens will be displayed.

```
ALREADY ASSIGNED
```

After 2 seconds:

```
ONE TOUCH NBR
1.DELETE
2.RETAIN
```

To DELETE the existing link or One Touch assignment and return to Step 10a, press:

(1)

To RETAIN the existing link or One Touch assignment and return to Step 10a, press:

(2)

```
PRESS ONE TOUCH
OR ENTER
```

# One Touch Dialer Registration

This facsimile provides a total of 38 One Touch Dial keys.

- **Alternate Numbers**
  If one of the primary fac-simile numbers is busy, and a 2nd facsimile is located at that same remote location, the 2nd facsimile's tele-phone number can be pro-grammed as an Alternate Number.

## 1 Display the TEL LIST ENTRY Menu

Press:

MENU
▲

+

3

```
TEL LIST ENTRY
1.ABB. NUMBERS
  2.ONE TOUCH KEYS
  3.GROUP NUMBERS
```

## 2 Display the ONE TOUCH KEYS Menu

To select "ONE TOUCH KEYS", press:

2

```
PRESS ONE TOUCH
```

## 3 Select a One Touch Location

Press the desired One Touch key.

Example: One Touch key 03
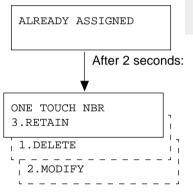
03
22

If the One Touch key has not been previously used and the following menu is displayed, skip to Step 6.

```
FAX NUMBER  (128MAX)
[_                 ]
```

## 4 When a Preset One Touch is Active

If the pressed One Touch key has already been registered with a telephone number, the following information appears on the LCD display.

```
ALREADY ASSIGNED
```

After 2 seconds:

```
ONE TOUCH NBR
3.RETAIN
  1.DELETE
    2.MODIFY
```

# One Touch Dialer Registration - continued

## 5 Change One Touch Information

## 6 Enter the Telephone Number

You can delete, modify or retain the One Touch key once registered into the facsimile.

- **DELETE**
  Deletes the information stored in the selected One Touch key. It will also remove the number from all associated Group Dialing Directories.

- **MODIFY**
  Allows you to change the remote facsimile number and/or associated Location ID name. This selection is recommended if the location is used in Group Dialing Directories.

- **RETAIN**
  Retains the selected One Touch key information without modification.

### 5a Delete the One Touch Assignment

To delete the One Touch key assignment, press:

( 1 )

(to DELETE)

```
ONE  TOUCH  NBR      03
ARE  YOU  SURE ?
```

Then press:

ENTER
( ↵ )

Return to Step 3.

### 5b Modify the One Touch Assignment

To change the number or Location ID (remote facsimile name) currently assigned to an existing One Touch key press:

( 2 )

(to MODIFY)

The facsimile number currently assigned is displayed on the bottom row.

```
FAX NUMBER  (128MAX)
[XXXXX            ]
```

Return to Step 6.

### 5c Retain the One Touch Assignment

To retain the previous One Touch key assignment, press:

( 3 )

(to RETAIN)

Return to Step 3 to select a different One Touch key or press

STOP
( ⊘ ) to return to the Standby Mode.

Enter the telephone number you want to store (up to 128 digits).

| 1 | 2 ABC | 3 DEF |
| 4 GHI | 5 JKL | 6 MNO |
| 7 PQRS | 8 TUV | 9 WXYZ |
| | 0 | |

**NOTE:**

If your facsimile is connected to a PBX system, you may need to enter an access digit (9) and a pause so the system will connect you to an outside line. In such cases,

press REDIAL/PAUSE ( ⬭ ) to enter a 3-second pause. This pause may be repeated if necessary and may be entered anywhere between digits. A pause entry is indicated as a hyphen "–" on the LCD display.

## 6 Enter the Telephone Number - continued

The telephone number is displayed on the bottom row of the LCD display as you enter it. Confirm that the number is correct.

```
FAX NUMBER  (MAX128)
[9583359 _        ]
```

Then press: ENTER ↵

```
ALT NUMBER (128 MAX)
[_                ]
```

## 7 Enter an Alternate Number (Optional)
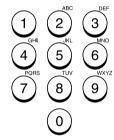
Alternate Numbers are optional. If the remote location does not have two or more facsimile units in the same area, you can leave this entry blank. (See page 71 for more information.)
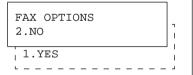
Enter the Alternate Facsimile Number.

1  2 ABC  3 DEF
4 GHI  5 JKL  6 MNO
7 PQRS  8 TUV  9 WXYZ
0

Then press: ENTER ↵

```
NAME       (20 MAX)
[_               ]
```

## 8 Enter the Location ID Name

Enter the Location ID name of the remote party to be assigned to the current One Touch Dial Number.

See page 36 for more information on Character Entry.

When the name is displayed correctly on the LCD display, press: ENTER ↵

```
FAX OPTIONS
2.NO
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
  1.YES
└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
```

## 9 Select Communication Options (Advanced Setup)

This setting will allow you to specify one or more of the following Communication Options for the One Touch Number you are registering.

**Delayed Communication**
**Default=off**
Select to program a transmission start time.

**Transmission Report**
**Default=off**
Enables or disables the printing of a TX Report.

**Line Monitor**
**Default=off**
Enables or disables the line monitor speaker during dialing.

**Fax Speed**
**Default=off**
Selects a lower modem speed for poor communication links.

**Sub Address**
**Default=none**
Specifies a Sub Address for the Abbreviated Dial Number being registered. The remote unit must support Sub-Address capabilities.

### 9a Select the Communication Option

To skip the Communication Options, press: 2

Return to Step 3.

To select Communication Options, press: 1

When "1.YES" is selected, the FAX OPTIONS screen appears. Follow the next steps for each item selection.

```
FAX OPTIONS
1.DONE
2.DELAYED COMM.
3.TX REPORT
4.LINE MONITOR
5.FAX SPEED
6.SUBADDRESS
```

These items are outside the LCD frame. To view them, use the ▼ scroll key.

# One Touch Dialer Registration - continued

## 9 Select Communication Options (Advanced Setup) - continued

### 9b Done with Option Setup

If you have completed the desired Communication Options setting for this One Touch Dial Number, select DONE by pressing:

①

```
PRESS ONE TOUCH
OR ENTER
```

Skip to Step 10.

### 9c Delayed Communications

To designate a specific time at which operations using this One Touch Dial Number will be dialed, press:

②

```
DELAYED COMM.
[HH:MMAM]
```
(12-hour format)

```
DELAYED COMM.
[HH:MM]
```
(24-hour format)

Enter the desired transmission start time in either the 12-hour or 24-hour format depending on the machine setup. (example: 11:30PM in the 12-hour format). For the 12 hour format, select

③

```
DELAYED COMM.
[11:30PM]        ↑↓
```

AM/PM using the ▲(MENU) or ▼.

Then press:

ENTER ↵

The display returns to the first screen in Step 9. Select the next Option.

### 9d Transmission Report

To request a Transmission Report automatically after sending documents using this One Touch Dial Number, select:

③

```
TX REPORT
2.OFF
 1.ON
```

To enable a TX Report, press:

①

To disable a TX Report, press:

②

The display returns to the first screen in Step 9. Select the next Option.

### 9e Line Monitor Speaker

To enable/disable the facsimile's Line Monitor Speaker when dialing this One Touch Dial Number, press:

④

```
LINE MONITOR
2.OFF
 1.ON
```

To enable the monitor speaker, press:

①

To disable the monitor speaker, press:

②

The display returns to the first screen in Step 9. Select the next Option.

# One Touch Dialer Registration - continued

## 9 Select Communication Options - continued

### 9f  Fax Speed

To transmit documents using this One Touch Dial Number at a lower speed to compensate for poor line conditions, press:

5

To select the FASTEST POSSIBLE, press:

1

To select 14400BPS, press:

2

To select 9600BPS, press:

3

To select 4800BPS, press:

4

```
FAX SPEED
1.FASTEST POSSIBLE

2.14400BPS
3.9600BPS
4.4800BPS
```

These items are outside the LCD frame. To view them, use the ▼ scroll key.

The display returns to the first screen in Step 9. Select the next Option.

### 9g  Sub-Address Communication

Sub-Address Communications allow a variety of specialized facsimile communications.

**SUB**
**Sub-Address Transmission**
Allows documents to be routed through remote LAN-Facsimile devices to specific users' workstations.

Allows documents to be transmitted to specific Mailboxes in remote facsimiles.

**SEP**
**Selective Polling**
Allows documents to be retrieved from specific Mailboxes in remote facsimiles.

**PWD**
**Password**
Allows secure communications to SUB and from SEP compatible devices.

**IMPORTANT:**
If you designate an incorrect sub-address, the communication will result in an error. If you designate an unnecessary sub-address, the communication will result in error.

### 9g-1  Select the Sub Address Options

If the remote party assigned to the One Touch Dial Number requires or provides a Sub Address to route or retrieve messages, press:

6

```
SUBADDRESS
1.DONE

2.SUBADDRESS SUB
3.SUBADDRESS SEP
4.SUBADDRESS PWD
```

These items are outside the LCD frame. To view them, use the ▼ scroll key.

### 9g-2  Complete the Sub-Address Options Setup

To complete Sub Address entry or skip this option, press:

1

The display returns to the first screen in Step 9.

# One Touch Dialer Registration - continued

## 9 Select Communication Options - continued

### 9g Sub-Address Communication - continued

| **9g-3** Select a SUB Sub-Address Communication | **9g-4** Select a SEP Sub-Address Communication | **9g-5** Select a PWD Sub-Address Communication |
|---|---|---|
| To enter a SUB type Sub Address, press: | To enter a SEP type Sub Address, press: | To enter a PWD type Sub Address, press: |
| (2) | (3) | (4) |
| ``` SUB        (20MAX) [_              ] ``` | ``` SEP        (20MAX) [_              ] ``` | ``` PWD        (20MAX) [_              ] ``` |
| Enter the required number (max. 20 digits), then press: | Enter the required number (max. 20 digits), then press: | Enter the required number (max. 20 digits), then press: |
| ENTER ↵ | ENTER ↵ | ENTER ↵ |
| Returns to Step 9g-1. | Returns to Step 9g-1. | Returns to Step 9g-1. |

# Group Number Registration

You can send a document to multiple remote parties in a single operation. This is referred to as Group Dialing or Multi-address Transmission.

It is useful to preset addresses, to which Multi-address Transmissions are often performed, in a group. To make a Multi-address Transmission easier, you can assign such a group to a One Touch key.

The preset groups can also be used as groups for Multi-polling Receptions.

You can register up to 25 (DP80F)/50(DF85F) Broadcast Groups using any combination of Group Numbers from 1 to 1999 (no duplications allowed). You may also assign each group an optional name of up to 20 characters.
Each group can contain any combination of the 100 (DP80F)/150 (DP85F) Abbreviated and/or 38 One Touch dial locations and can be assigned to a One Touch key.

## 1 Display the TEL LIST ENTRY Menu

Press:

MENU
▲

+

③

```
TEL LIST ENTRY
1.ABB. NUMBERS

  2.ONE TOUCH KEYS

    3.GROUP NUMBERS
```

## 2 Display the GROUP NUMBERS Menu

To select "GROUP NUMBERS," press:

③
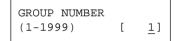
```
GROUP NUMBER
(1-1999)        [  _]
```

## 3 Enter a Group Number

Enter a Group Number (1 to 1999).

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
⓪

Example: 1

```
GROUP NUMBER
(1-1999)        [   1]
```

Then press:

ENTER
↵

```
NAME         (20 MAX)
[_                   ]
```
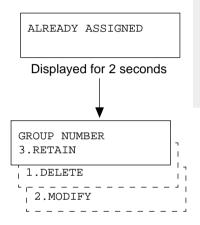
The display changes to the following for character entry (go to Step 5).

If the number entered is already registered as a Group Number, you will receive an LCD prompt like the one below.

```
ALREADY ASSIGNED
```

Displayed for 2 seconds

↓

```
GROUP NUMBER
3.RETAIN

  1.DELETE

    2.MODIFY
```

To select "1.DELETE," go to Step 4a.

To select "2.MODIFY," go to Step 4b.

To select "3.RETAIN," go to Step 4c.

# Group Number Registration - continued

## 4a Cancel the Existing Group

To delete the existing Group, press:

( 1 )

(to DELETE)

```
GROUP NUMBER    0001
ARE YOU SURE ?
```

Then press:

ENTER
(↵)

Return to Step 3.

## 4b Modify the Existing Group

To change the existing Group, press:

( 2 )

(to MODIFY)

```
NAME
[COLORADO GRP]
```

The current Group Name is displayed.

Go to Step 5.

## 4c Retain the Existing Group

To retain the existing Group, press:

( 3 )

(to RETAIN)

Return to Step 3 to select a different Group Dial Number or

STOP
press (⊘) to return to the

Standby Mode.

## 5 Enter the Group Name

Enter the Group Name (with up to 20 characters) associated with the Group Number.

See page 36 for more information on Character Entry.

(When no name is entered in this step, no name will be given to the Group Number.)

When the name is displayed correctly on the LCD display, press:

ENTER
(↵)

```
ENTER ABB. NUMBER
OR ONE TOUCH
```

## 6 Enter a Remote Station

Enter the addresses of the remote stations to be preset in the group.
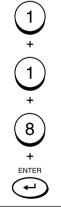
If a remote station is assigned to a One Touch key, press the One Touch key.

If a remote station is assigned to an Abbreviated Dial Number, enter the number then press

ENTER
(↵).

**Example:**
Abbreviated Dial Number 118 (preset as DENVER OFFICE):

( 1 )

+

( 1 )

+

( 8 )

+

ENTER
(↵)

```
GROUP NUMBER    0001
SPEED DIAL NBR   118
```

After 2 seconds:

```
PRESS OT OR ABB.
OR ENTER
```
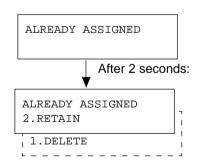
## 6 Enter a Remote Station - continued

Repeat this step until all of the required remote station addresses are entered. Then go to Step 8.

**NOTE:**
- When the entered Abbreviated Dial Number or One Touch key has not been pre-registered with a facsimile number, the display shows the message "NUMBER NOT LISTED." Then returns to Step 5.

- When the entered Abbreviated Dial Number or One Touch key is already assigned in this group, the display shows the screens below.

```
ALREADY ASSIGNED

```

After 2 seconds:

```
ALREADY ASSIGNED
2.RETAIN
 1.DELETE
```

Go to Step 7a or Step 7b.

## 7a Cancel the Group Number Setting

To delete the existing remote station from this group, press:

( 1 )

(to DELETE)

```
SPEED DIAL NBR   118
ARE YOU SURE ?
```

Press:

ENTER
( ↵ )

```
DELETED

```

Return to Step 6.

## 7b Retain the Group Number Setting

To retain this remote station in this group, press:

( 2 )

(to RETAIN)

```
PRESS OT OR ABB.
OR ENTER
```

Return to Step 6.

## 8 Complete Group Station Entries

When all the stations necessary for this group are entered in Step 6, press:

ENTER
( ↵ )
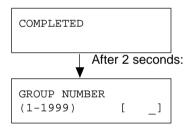
```
PRESS ONE TOUCH
OR ENTER
```

## 9 Assign a One Touch Key

To assign this group to a One Touch key, press the desired One Touch key.

**Example:** One Touch key 20.

SHIFT
⊏⊐
+
01
20
⊏⊐

```
COMPLETED

```

After 2 seconds:

```
GROUP NUMBER
(1-1999)      [  _]
```

Returns to Step 3.

## **9** Assign a One Touch Key - continued

To skip assigning this group to a One Touch key, press:

ENTER
↵

```
COMPLETED
```

Return to Step 3.

STOP
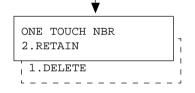
Press ⊘ to complete the

Group Setting operation and return to the Standby Mode.

If the selected One Touch key is already linked to or registered with data, the following is displayed.

```
ALREADY ASSIGNED
```

Displayed for 2 seconds

```
ONE TOUCH NBR
2.RETAIN
 1.DELETE
```

To select "1.DELETE" (to delete the existing link or preset data of this One Touch key), press:

1

Returns to Step 9.

To RETAIN, press:

2

Returns to Step 9.
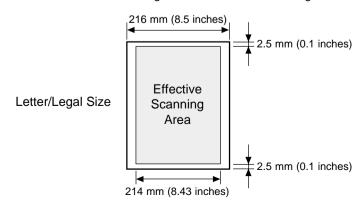
## Document Specifications

The following table shows the specifications for original documents that can be used with this facsimile.

| | | Single Sheet | Multiple Sheets |
|---|---|---|---|
| Document Size | Max. | 216 mm (W) x 1000 mm (L) [8.5 in. (W) x 39.37 in. (L)] | |
| | Min. | 148 mm (W) x 100 mm (L) [5.83 in. (W) x 3.94 in. (L)] | |
| Effective Scanning Width | | 214 mm [8.43 in.] | |
| Max. Capacity of Document Tray | | | Up to 15 sheets (Legal Size) Up to 30 sheets (Letter Size) |
| Thickness of Document | | 0.06 to 0.15 mm [0.003 to 0.006 in.] | 0.065 to 0.1 mm [0.003 to 0.004 in.] |
| Type of Paper | | Uncoated on both sides | |

**NOTES:**
- Operator assistance may be required for pages longer than 356 mm (14.02 inches).
- For multiple sheets, the documents must be the same size and paper type.
- A small border region of each document is not imaged when each document is scanned. The effective scanning area is as shown in the figure below.



216 mm (8.5 inches)

2.5 mm (0.1 inches)

Letter/Legal Size

Effective Scanning Area

2.5 mm (0.1 inches)

214 mm (8.43 inches)

**Caution:**
If the documents are any of the following, they should be copied to plain paper before transmitting.

- Torn, wrinkled, or damp pages
- Folded pages or pages with holes
- Transparent pages or pages with a smooth, shiny finish
- Cloth or metal sheets

When using originals with the following specifications, use a carrier sheet to avoid document jams or misfeeds. When using carrier sheets, only one sheet can be sent at a time.
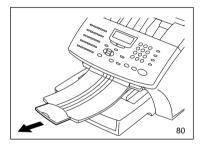
- Smaller than minimum size.
- With thickness less than 0.05 mm.

To use a carrier sheet, lift the clear cover, place a single document sheet face-up on the paper sheet. Purchase carrier sheets from your TOSHIBA facsimile dealer or use a transparency with a paper backing attached at the lead edge.

# Document Loading
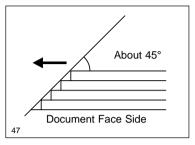
## 1 Remove Attached Items





Remove any staples, paper clips, or other items from your document before feeding it into the facsimile.
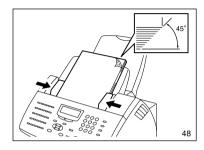
When scanning Legal-size documents, extend the Document Support Extension and Document Exit Tray Extension.

## 2 Place Document Pages on the Document Support



About 45°

Document Face Side



45°

Up to 30 sheets (Letter-size) can be loaded and sent at a time.

Stagger the leading edges of the sheets slightly and insert them into the document feeder.

Adjust the Document Guides to fit the width of the document.

Load the document face down on the Document Support. The first page of your document should be at the bottom of the Document Support.

Gently insert the leading edge of the paper into the facsimile as shown. The facsimile waits 2 seconds, then pulls the document into the scanning area and stops.

When a Carrier Sheet is used, documents must be sent one page at a time (manually fed).

When the document sheet is longer the Document Support, assist it with your hand to insure proper feeding.

## 3 Adjust the Settings

After the facsimile pulls the document into the scan position slightly and stops, you may change the resolution and contrast settings. (It may also be changed before or during the document loading.)

To cancel a document already set and pulled in, press:

STOP

If your document is extremely dark or light, or if it contains photographs, you may wish to adjust the contrast and resolution settings. See the following pages.

# Scan Resolution Setting

The scan resolution can be set to one of the following five modes based on the type of image you are scanning.

The scan resolution is normally set to the default setting. When you change the resolution, the facsimile will return to the default setting after each transaction. To change the default resolution setting, see page 85.

**STANDARD**
> For sending normal text and graphics.

**FINE**
> For sending normal text and graphics with extra clarity.

**U-FINE** (Ultra-Fine)
> For sending fine text and graphics with extra clarity.
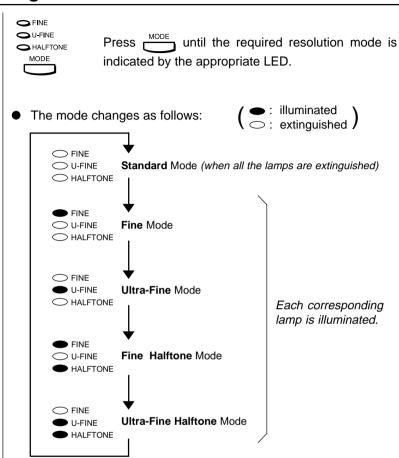
**FINE HALFTONE**
> For detailed photos or documents with colors or shading.

**U-FINE HALFTONE**
(Ultra-Fine Halftone)
> For very detailed photos or documents with colors or shading.

○ FINE
○ U-FINE
○ HALFTONE
MODE

Press [ MODE ] until the required resolution mode is indicated by the appropriate LED.

● The mode changes as follows:   ( ● : illuminated )
( ○ : extinguished )

○ FINE
○ U-FINE    **Standard** Mode *(when all the lamps are extinguished)*
○ HALFTONE

● FINE
○ U-FINE    **Fine** Mode
○ HALFTONE

○ FINE
● U-FINE    **Ultra-Fine** Mode
○ HALFTONE

*Each corresponding lamp is illuminated.*

● FINE
○ U-FINE    **Fine  Halftone** Mode
● HALFTONE

○ FINE
● U-FINE    **Ultra-Fine Halftone** Mode
● HALFTONE

\* When Ultra-Fine is selected, the DF80F/DP85F will scan all documents at 406 dots/inch horizontal x 391 lines/inch vertical. Depending on the capabilities of the remote facsimile receiving this document, the document may be transmitted by the DF80F/DP85F at Ultra-Fine resolution (406 dots/inch horizontal x 391 lines/inch vertical) or it may be transmitted at Super Fine (203 dots/inch horizontal x 391 lines/inch vertical).

# Contrast Setting

The Contrast Setting adjusts the print darkness of the document to be read.

The contrast can be set to one of the following settings. The facsimile will return to the default setting after each transaction.
To change the default contrast setting, see page 85.

**NORMAL**
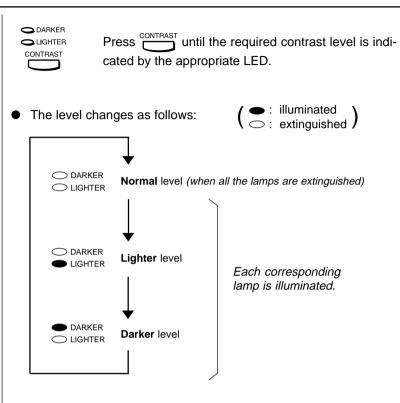
    For standard originals.

**DARKER**

    To darken light originals (i.e., for documents with light or faint print).

**LIGHTER**

    To lighten the dark originals (i.e., for documents with dark print or shaded areas).

⬭ DARKER
⬭ LIGHTER
CONTRAST

Press <span>CONTRAST</span> until the required contrast level is indicated by the appropriate LED.

● The level changes as follows:

( ● : illuminated
  ○ : extinguished )

○ DARKER
○ LIGHTER    **Normal** level *(when all the lamps are extinguished)*

○ DARKER
● LIGHTER    **Lighter** level

*Each corresponding lamp is illuminated.*

● DARKER
○ LIGHTER    **Darker** level
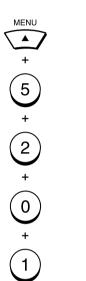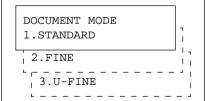
# Default Setting for Document Mode (Resolution and Contrast)

This setting will select the default setting whenever a document is set in the facsimile for transmission. Manual settings (if selected for a particular document) will take precedence over default settings.

## 1 Display the DOCUMENT MODE Menu

Press:

MENU
▲
+
5
+
2
+
0
+
1

```
DOCUMENT MODE
1.STANDARD
  2.FINE
  3.U-FINE
```

## 2 Select the Resolution

Select the desired resolution setting by pressing one of the following keys.

Select **STANDARD** mode for sending normal text and graphics by pressing:

1
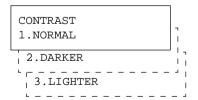
Select **FINE** mode for sending normal text and graphics with extra clarity by pressing:

2

Select **U-FINE** (Ultra-Fine) for sending fine text and graphics with extra clarity by pressing:

3

```
CONTRAST
1.NORMAL
  2.DARKER
  3.LIGHTER
```

## 3 Select the Contrast

Select the default contrast level by pressing one of the following keys.

Select **NORMAL** for normal documents by pressing:

1
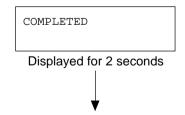
Select **DARKER** to darken light originals (i.e., for documents with light or faint print) by pressing:

2

Select **LIGHTER** to lighten dark originals (i.e., for documents with dark print) by pressing:

3

```
COMPLETED
```

Displayed for 2 seconds

↓

Returns to display the SETUP menu screen.

## 4 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.
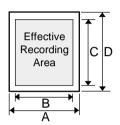
# - COPYING

## Paper Size for Copying

You can utilize the DP80F/DP85F as a convenient copier to make sorted copies of original documents. The following are key points when making copies.

**Recording Paper Size**

The paper sizes usable with your fax unit are limited to Letter or Legal size. The received document is recorded (printed) within the Effective Recording Area of the paper.



| Paper Size | A | B | C | D |
|---|---|---|---|---|
| Letter: *mm* | 216 | 212 | 274 | 279 |
| *inches* | 8.5 | 8.34 | 10.8 | 11.0 |
| Legal: *mm* | 216 | 212 | 351 | 356 |
| *inches* | 8.5 | 8.34 | 13.8 | 14.0 |
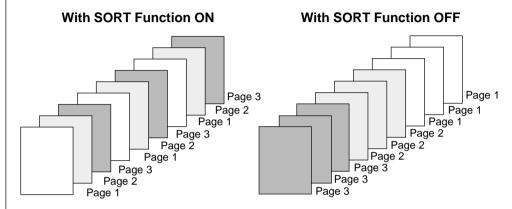
**NOTE:**

- The following copy resolutions are available:

**FINE**      **FINE+HALFTONE**
**U-FINE**     **U-FINE+HALFTONE**

At the time of copying, the SORT function may be selected. This function will sort multiple page copies into sets of correct-order pages.

Output Examples of Printed Copies

**With SORT Function ON**   **With SORT Function OFF**



**NOTES:**

- The pages are automatically sorted.

- Requires enough memory for the entire multi-page document. If there is not enough memory (memory overflow), the copying procedure will be canceled.

- Collation is slower than non-collation because the entire document must be scanned into memory first, then printing can occur.

**NOTES:**

- Sorting is the responsibility of the operator.

- Memory requirements are limited to one page at a time.

## Copying Procedure

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
          AUTO RECEIVE
```

### 2 Press the COPY Key

Display the COPY menu by pressing:

COPY
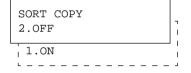
Enter the number of copies required. If no entry is made, the number of copies will automatically be set to "1."

```
COPIES          →
(1-99)        [ 1]
```

### 3 Display the SORT COPY Menu

Use the ▶ key to move to the Sort Copy screen.

```
SORT COPY
2.OFF
  1.ON
```

### 4 Select the SORT COPY Option
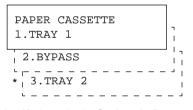
Select the desired Sort Copy option.

To enable a Sort Copy, press:

1

To disable a Sort Copy, press:

2

```
PAPER CASSETTE
1.TRAY 1
  2.BYPASS
*  3.TRAY 2
```

\*  If installed Optional Paper Tray.

### 5 Select the Paper Tray

Select the desired paper tray.

To select Paper Tray, press:

1

To select Bypass Tray, press:

2

To select Optional Paper Tray (if installed), press:

3

```
COPIES          →
(1-99)        [ 1]
```

If you select "2.BYPASS," the following screen is displayed.

```
PAPER SIZE
2.LETTER
  3.LEGAL
  1.A4
```

Go to Step 6.

# Copying Procedure - continued

**6 Select the Paper Size of the Bypass Tray**

Select the paper size of the Bypass Tray.

To select the A4 size, press:

( 1 )

To select the Letter size, press:

( 2 )

To select the Legal size, press:

( 3 )

```
THICK PAPER
2.OFF

 1.ON
```

**7 Select the Thick Paper Option**

Select the thick paper mode.

To enable the thick paper mode, press:

( 1 )

To disable the thick paper mode, press:

( 2 )

**8 Enter the Number of Copies**

Select the number of copies (max. 99).

```
         ABC    DEF
( 1 )  ( 2 )  ( 3 )
  GHI    JKL    MNO
( 4 )  ( 5 )  ( 6 )
  PQRS   TUV    WXYZ
( 7 )  ( 8 )  ( 9 )
       ( 0 )
```

When all settings are complete, press:

START

◇

**NOTE:**
If the Sort option is selected, the document will be scanned into memory first.

```
COPYING
    COPIES    01/10
```

Your TOSHIBA facsimile provides various dialing methods.

**One Touch Dialing**

Dials remote locations with the touch of a single key. See page 71 for programming.

**Abbreviated Dialing**

Dials remote locations using an abbreviated dial number from 001 to 999. See page 65 for programming.

**Alphabet Dialing**

Allows a location selection using an alphabetic index search of the Location IDs programmed into One Touch and Abbreviated Dialing Directories.

**Keypad Dialing**

Accepts unregistered telephone number entry directly from the operation panel.

See other dialing related functions on the following pages:

## One Touch Key Dialing

If you have programmed a remote party's facsimile number to a One Touch key, you can dial that number by pressing the corresponding One Touch key.

The resolution and contrast settings may be changed if necessary (see pages 83 and 84).

### 1 One Touch Key Dialing

Select the desired One Touch key from 01 to 38 (see page 71 for programming).

To select the One Touch key from 20 to 38, press <u>SHIFT</u> before pressing the desired One Touch key.

**Example:** One Touch key 01

01
20

One Touch key 20

SHIFT

+

01
20

The One Touch key number and the name of the party appear on the LCD display for about 2 seconds.

Your facsimile will automatically start scanning the document into memory (if enabled). While scanning, the facsimile dials, connects, and starts transmission.

```
ONE TOUCH=         01
L.A. OFFICE
```

Displayed for 2 seconds

```
SCANNING DOC    P001
FILE NBR =       089
```

During scan to memory

```
MAY-17 09:43 AM  99%
         AUTO RECEIVE
```

During transmission

**NOTES:**

• If a One Touch key is not programmed, the message "NUMBER NOT LISTED" is displayed for 2 seconds, an alarm buzzer sounds and the display returns to the previous status screen.

```
ONE TOUCH=         01
NUMBER NOT LISTED
```

• When an incorrect One Touch key has been selected, press ⓥ (STOP) immediately to cancel the transmission.

# Abbreviated Dialing

Once an Abbreviated Dial Number is programmed with a valid remote facsimile location, that location can be accessed by recalling the corresponding Abbreviated Dial Number.

The document must be loaded and the resolution and contrast set before a transmission using Abbreviated Dialing (see pages 83 and 84).

## 1 Press the SPEED DIAL Key

Press:

SPEED DIAL
ALPHA

+

1

```
ABB. NUMBER
(1-999)      [ _]
```

## 2 Enter the Abbreviated Number

Enter the Abbreviated Dial Number (1 to 999) assigned to the desired party.

**NOTE:**

When an incorrect number is entered, use ◀ to delete preceding digits, or press

STOP

⊘ once to start over from the beginning.

Example of Abbreviated Dial Number, 10:

```
ABB. NUMBER
(1-999)      [ 10]
```

## 3 Press the START Key Tray

When the correct number is displayed, press:

START

◇

The Abbreviated Dial Number and the name of the party will appear on the LCD display for about 2 seconds.

Your facsimile will automatically start scanning the document into memory (if enabled). While scanning, the facsimile dials, connects, and starts transmission.

```
ABB. NBR=        10
LONDON OFFICE
```

Displayed for 2 seconds

```
SCANNING DOC   P001
FILE NBR =      091
```

During scan to memory

```
MAY-17 09:43 AM  99%
          AUTO RECEIVE
```

During transmission

**NOTE:**

When the number entered (within the range of 1 through 999) is not preprogrammed with a specific party's facsimile or telephone number, the message "NUMBER NOT LISTED" is displayed for 2 seconds and then the facsimile returns to the screen in Step 1.

```
ABB. NBR=        10
NUMBER NOT LISTED
```

Displayed for 2 seconds

## Alphabet Dialing

"Alphabet Dialing" is used to dial the desired party by searching for the name of the registered Location ID name in the Abbreviated Dial, One Touch Dial and Group Dial List.

The document must be loaded and the resolution and contrast set before a transmission using Alphabet Dialing (see pages 83 and 84).

### 1 Press the SPEED DIAL Key

Press:

SPEED DIAL
ALPHA

+

2

```
SEARCH LETTER = _
```
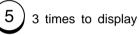
### 2 Display the Name of the Desired Remote Party

Press the key on the dial keypad which corresponds to the name.

**Example:**

To find the location named "LONDON OFFICE":
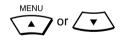
Press 5 3 times to display the screen for names beginning with "L."

```
SEARCH LETTER = L
L.A. OFFICE
```

Use the following keys to display the desired location ("LONDON OFFICE" in this example).

MENU
▲ or ▼

```
SEARCH LETTER = L
LONDON OFFICE
```

### 3 Press the START Key

Once the desired name is displayed, press:

START
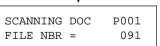
The One Touch key or Abbreviated Dial Number and the name of the party appear on the LCD display for about 2 seconds.

Your facsimile will automatically start scanning the document into memory (if enabled). While scanning, the facsimile dials, connects, and starts transmission.

```
ABB. NBR=        002
LONDON OFFICE
```

Displayed for 2 seconds

```
SCANNING DOC   P001
FILE NBR =      091
```

During scan to memory

```
MAY-17 09:43 AM  99%
        AUTO RECEIVE
```

During transmission

## Keypad Dialing

If you have not preset the telephone number of the destination facsimile to an Abbreviated Dial Number or One Touch key, you can dial your destination by entering the number from the Dial Keypad.

The document must be loaded and the resolution and contrast set before a transmission using Keypad Dialing. (See pages 83 and 84.)

### 1 Enter the Facsimile Number

Enter the facsimile number of the desired party.



**NOTE:**

When an incorrect number is entered, use  to delete preceding digits, or press

STOP

 once to start over from the beginning.

Example with 012345678 entered:

```
TEL NUMBER=(MAX128)
012345678
```

### 2 Press the START Key

When the correct number is displayed, press:

START



Your facsimile will automatically start scanning the document into memory (if enabled). While scanning, the facsimile will dials, connects, and starts transmission.

```
SCANNING DOC    P001
FILE NBR =       093
```

During scan to memory

```
MAY-17 09:43 AM  99%
        AUTO RECEIVE
```

During transmission

## Memory Transmission

A Memory Transmission first scans and stores the document into memory prior to a transmission to a remote facsimile(s).

Memory Transmission is automatically initiated with any of the following dialing methods.

- One Touch Dialing (See page 89)
- Abbreviated Dialing (See page 90)
- Alphabet Dialing (See page 91)
- Keypad Dialing (See page 92)

You may reserve a transmission even when other Memory Communications are under way.

Once scanning a document is started, the facsimile will dial, connect and start transmission to the remote location. In the event the Memory becomes full, Memory Release will hold originals in the ADF until the pages already stored into memory are successfully transmitted. As each page is successfully transmitted, the Memory for subsequent pages will be released and the next page is scanned.

If a connection is not established during the scanning procedure, Memory Release will be disabled (see NOTES).

To bypass Memory Transmission, see page 96 on Direct Document Transmission.

■ **File Number and Residual Memory**

- **FILE NUMBERS**
  The facsimile assigns a File Number to each transmission or polling-reception job for internal control of reserved communications.
  This File Number is very useful, should it become necessary to cancel a memory operation. It is also useful when tracking communication activities using the transmission and reception journals (see page 195).
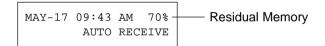
<u>File Number Display Example:</u>

```
            ┌─────────────────────┐
            │ SCANNING DOC    P001 │
File No. ───┤ FILE NBR =       123 │
            └─────────────────────┘
```

- **RESIDUAL MEMORY**
  The amount of memory remaining for memory transmission usage is called Residual Memory and is displayed as a percentage value.

<u>Residual Memory Display Example:</u>

```
┌─────────────────────────┐
│ MAY-17 09:43 AM  70% │──── Residual Memory
│         AUTO RECEIVE    │
└─────────────────────────┘
```

**NOTES:**

1. If there is not enough Residual Memory or the Job queue it at full capacity, a Memory Full status may occur. If this occurs during scanning a document for transmission, the facsimile displays MEMORY OVERFLOW.

```
┌─────────────────────────┐
│ MAY-17 09:43 AM 100% │
│ MEMORY OVERFLOW         │
└─────────────────────────┘
```

2. If this message is displayed, press ⊘ (STOP) to cancel the Memory Transmission. The Memory Overflow message will be reset and the document will be ejected.

3. Wait until memory becomes available (i.e., after some reserved jobs are completed), and retry the job later or use a Direct Document Transmission (see page 95).

4. A maximum of 100 transmissions can be reserved for Memory Transmissions (including Polling Reception reservations and mailboxes). Any transmission attempted thereafter will result in a direct transmission from the ADF.

# Memory Transmission - continued

## Memory Transmission Procedure

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
          AUTO RECEIVE
```

### 2 Dial the Facsimile Number

Dial the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing ... See page 89
- Abbreviated Dialing ... See page 90
- Alphabet Dialing ... See page 91
- Keypad Dialing ... See page 92

- Press <span>STOP</span> ⊘ if a dialing error occurs.

Example of screen displayed while a number is entered by Keypad Dialing:

```
TEL NUMBER =(MAX128)
0559761234
```

### 3 Start Scanning

The facsimile starts scanning and storing the document into memory.

A File Number is assigned.

Residual Memory will decrease as the document is scanned.

- Press <span>STOP</span> ⊘ to cancel the transmission operation.

```
SCANNING DOC    P001
FILE NBR =       108
```

### 4 Return to the Standby Mode

When the document scanning is complete, the facsimile returns to the Standby Mode.

```
MAY-17 09:43 AM  99%
          AUTO RECEIVE
```

## Direct Transmission

Direct Transmission is used if there is not enough residual memory or when a large number of document pages are to be sent, etc.

This mode is also useful if the operator wishes to visually confirm the actual transmission of the document to the remote party.

The documents will remain in the ADF and be transmitted one by one.

---

### Direct Transmission as Default Setting

**1  Load the Document**

This procedure will discuss Direct Transmission when selected as the default setting or when Residual Memory has been depleted.

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
          AUTO RECEIVE
```

Example of screen displayed when Residual Memory has been depleted:

```
MAY-17 09:43 AM   0%
          AUTO RECEIVE
```

**2  Dial the Facsimile Number**

Dial the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

STOP
- Press ⊘ if a dialing error occurs.

Example of screen displayed while a number is entered using Keypad Dialing:

```
TEL NUMBER =(MAX128)
0559761234
```

**3  Start Dialing**

Once the facsimile number is entered, the dialing starts.

```
DIALING
          0559761234
```

If the destination facsimile is busy, the screen below is displayed.

```
WAITING TO REDIAL
          AUTO RECEIVE
```

If the redial procedure is completed without a success, the screen below is displayed and printed the Transmission Report.

```
MAY-17 09:43 AM 100%
PRINTING LIST
```

After printing

```
MAY-17 09:43 AM 100%
LINE BUSY
```

**4  Line Connection to the Remote Party**

Once connected to the destination facsimile, the screen below is displayed.

```
COMMUNICATING
+81 559 761234
```

## Direct Transmission - continued

### Direct Transmission as Default Setting - continued

**5** **Document Transmission**

**6** **Complete the Transmission**

The transmission starts as the document is scanned, the screen below is displayed.

When the communication is complete, BUSY lamp turns off and the facsimile returns to the Standby Mode.

```
TRANSMIT      P001
+81 559 761234
```

```
MAY-17 09:43 AM 100%
         AUTO RECEIVE
```

## Temporary Direct Transmission

Even if the Memory Transmission Mode is selected as the default, you may desire to transmit a specific document directly from the Automatic Document Feeder.

This is useful when the document consists of many pages or when the residual memory is too small to store the document data.

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
          AUTO RECEIVE
```

### 2 Change the Transmission Mode

Select the desired function key on the operation panel.

Press:

DIRECT
SEND

```
DIRECT TX
1.YES

  2.NO
```

### 3 Select YES

Select "1. YES" by pressing:

( 1 )

```
MAY-17 09:43 AM 100%
ENTER TEL NUMBER
```

### 4 Dial the Facsimile Number

Dial the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

## Direct Transmission - continued

### On-hook Transmission (Monitor Speaker Dialing)

You can send your documents with On-hook Dialing using the monitor speaker to confirm the answering tone from the remote party's facsimile.

**1 Load the Document**

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

**2 Press the MONITOR Key**

Press:

MONITOR

The facsimile is connected to the telephone line and the dial tone is heard through the speaker.

```
TEL NUMBER=(MAX128)
[_               ]
```

**3 Dial the Facsimile Number**

Dial the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

**NOTE:**
If an incorrect number is dialed, press

STOP

and follow the instruction displayed on the LCD display to start the operation over.

Example of screen displayed while a number is entered using Keypad Dialing:

```
TEL NUMBER=(MAX128)
[0559761234     ]
```

**4 Press the START Key**

When you hear the answering

START

tone, press. If an

operator answers the phone, pick up the handset (if equipped) and inform the remote party that you wish to send a document.

Upon hearing the facsimile tone, press:

START

When the transmission is completed, the facsimile returns to the Standby Mode.

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

# Direct Transmission - continued

## Off-hook Transmission (Optional Handset Dialing)

This procedure may be useful when you want to talk with a remote party using the optional handset of the facsimile before sending a document.

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
         AUTO RECEIVE
```

### 2 Pick Up the Handset (Optional)

Pick up the handset of the facsimile.

The unit is connected to the telephone line and you hear the dial tone through the speaker of the handset.

```
TEL NUMBER=(MAX128)
[_              ]
```
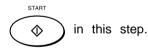
### 3 Dial the Facsimile Number

Dial the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

**NOTES:**
- To use the Keypad Dialing procedure on page 78, do not press the final

  START
  ◇  in this step.

- If an incorrect number is

  STOP
  dialed, press ⊘

  and follow the instruction displayed on the LCD display to start over the operation.

Example of screen displayed while a number is entered using Keypad Dialing:

```
TEL NUMBER=(MAX128)
[0559761234     ]
```

# Direct Transmission - continued

## Off-hook Transmission (Optional Handset Dialing) - continued

**4** **Press the START Key**

When you hear the answering tone, press ( ◇ START ). If the remote party answers the phone, you can inform the remote party that you wish to send a document.

Upon hearing the facsimile tone, press:

START

◇

Then replace the handset.

When the transmission is completed, the facsimile returns to the Standby Mode.

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

# Direct Transmission - continued

## External Off-hook Transmission (Transmission Using an External Telephone)

This procedure may be useful when you want to talk with a remote party before sending a document. A telephone set must be connected to the "TEL" connector. (This telephone set is called the "External Telephone" in this manual.)

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

### 2 Pick Up the Handset of the External Telephone

Pick up the handset of the External Telephone connected to the "TEL" connector of the facsimile.

The External Telephone is connected to the telephone line via the facsimile, and the dial tone is heard through the speaker of the External Telephone.

The display on the facsimile shows "EXTERNAL OFF HOOK" on the LCD display.

```
EXTERNAL OFF HOOK
```

### 3 Dial on the External Telephone

Dial the facsimile number of the remote party using the keypad of the External Telephone.

The entered number is immediately dialed. The number is not displayed on the facsimile's LCD display.

**NOTE:**
When the External Telephone is in the off-hook status (i.e. while "EXTERNAL OFF HOOK" is displayed), the Dial Keypad on the facsimile does not accept any key entry.

### 4 Press The START Key

When you hear the answering tone, press (START ◇) on the facsimile. If the remote party answers the phone, you can inform the remote party that you wish to send a document.

Upon hearing the facsimile tone, press:

START
◇

Then replace the handset of the External Telephone.

When the transmission is completed, the facsimile returns to the Standby Mode.

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

# Redialing

## Automatic Redialing

## Manual Redialing Direct Transmission

When the line of the remote party is busy, the facsimile will automatically redial the remote party up to the set number of times with intervals of the set length (see page 61).

If the line is not connected after the set number of redialing attempts, the facsimile will record a LINE BUSY.

Confirm the facsimile number of the remote party and repeat the transmission procedure.

This function enables you to redial the number last dialed using this facsimile to transmit a document.

**WARNING:**

If you press (STOP), the facsimile will clear the facsimile number registered and lose the manual redial capability.

**NOTE:**
This feature will not function with numbers dialed using the optional handset or an external telephone.

### 1 Press the MONITOR Key

To enter the On-hook Dialing (Monitor Speaker Dialing) mode, press:

MONITOR

```
TEL NUMBER=(MAX128)
[_                   ]
```

### 2 Press the REDIAL Key

Press:

REDIAL
PAUSE

The last number dialed is displayed. The display varies depending on the dialing method used.

The displayed number is immediately redialed.

```
TEL NUMBER=(MAX128)
[0559761234      ]
```

If no number is registered as a redial number, the screen below is displayed for 2 seconds, then returns to Step 1.

```
TEL NUMBER=(MAX128)
NUMBER NOT LISTED
```

### 3 Redial the Remote Party

When you hear the answering tone, press (START). If the remote party answers the phone, pick up the handset (optional). Inform the remote party that you wish to send a document.

Upon hearing the facsimile tone, press:

START

When the transmission is completed, the facsimile returns to the Standby Mode.

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

# Redialing - continued

## Manual Redialing Jobs in Memory

This function enables you to transmit a document after selecting it from the jobs reserved in memory waiting to be redialed.

**NOTE:**

If you are using Department Codes, the initiating Department Code must match for this operation to work.

## 1 Press the REDIAL Key

Press:

REDIAL
PAUSE

```
REDIAL
[ENTER]:START
```

• If there are no jobs to be redialed, the screen below is displayed for 2 seconds, then the facsimile returns to the Standby Mode.

```
REDIAL
NUMBER NOT LISTED
```

## 2 Select the Job to be Redialed

Wait 5 seconds or press any key on the Operation Panel except STOP ⊘ to display the screen on the right.

Screen Index:
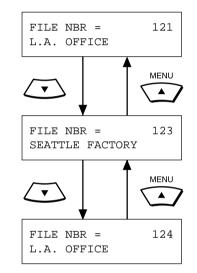
1st line ... File Number

2nd line ... Destination of redialing

Locate the screen of the desired job using the following scroll keys.

MENU
▲

(for the previous screen)

▼

(for the next screen)

```
FILE NBR =        121
L.A. OFFICE
```

▼        MENU ▲

```
FILE NBR =        123
SEATTLE FACTORY
```

▼        MENU ▲

```
FILE NBR =        124
L.A. OFFICE
```

## 3 Start Redialing

When the desired job is displayed, press:

ENTER
↵

The facsimile starts to dial the number for a transmission.

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

## Automatic Reception Mode

"AUTO RECEIVE" is the ability of the facsimile to receive documents sent to your facsimile automatically.

The facsimile starts to receive a document after a pre-selected number of rings. You can change the ringer count (see page 62).

**NOTE:**

A ring delay can be selected should you wish to speak to the calling party before receiving a facsimile.
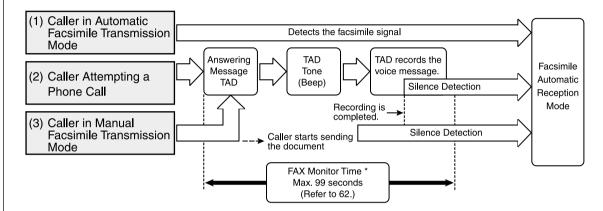
If you do not pick up the handset within the selected delay period, the facsimile will automatically answer the call and attempt to receive a document.

## FAX/TAD Switching Mode

This mode is used together with a TAD (telephone answering device/machine).

This mode allows you to receive voice messages and facsimile receptions even when no one is present in the office.

Switching between the voice message recording and facsimile receiving is performed automatically.

FAX Monitor Time: When the voice message recording is completed earlier than the FAX Monitor Time, the line will be switched to the facsimile side. However, if the voice message recording exceeds the time value, the line will not be switched to the facsimile side.

**(1) Caller in Automatic Facsimile Transmission Mode**

When the facsimile signal is detected during or after the TAD Answering Message switching is automatically made for Facsimile Reception mode.

**(2) Caller Attempting a Phone Call**

After the TAD Answering Message and the TAD Beep Tone, the TAD will record the message from the caller.

**(3) Caller in Manual Facsimile Transmission Mode** (may first leave a voice message if within the FAX Monitor Time)
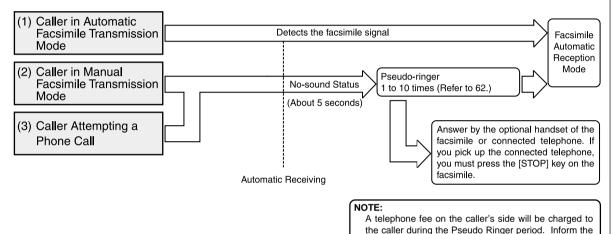
When the caller starts a facsimile transmission during the Answering Message or after the TAD Beep Tone, switching is made for Facsimile Reception mode.

## TEL/FAX Auto Switching Mode

This mode is used when the line is used for both facsimile and telephone.

The facsimile automatically determines whether an incoming call is for facsimile or telephone. When the call is for telephone, the ringer will ring according to the value set for the call time. When the call is for facsimile, the machine will automatically start receiving the document.

If the other party is sending a document, the facsimile automatically receives the document. If the other party is making a phone call, the facsimile goes on to generate a pseudo-rings.



**NOTE:**
A telephone fee on the caller's side will be charged to the caller during the Pseudo Ringer period. Inform the calling party of this fact. Also note that the Pseudo-ringer is not generated on a telephone connected in parallel.

**(1) Caller in Automatic Facsimile Transmission Mode**
Detects the facsimile signal and the facsimile will engage Auto Reception mode.

**(2) Caller in Manual Facsimile Transmission Mode**
If you pick up the optional handset of the facsimile during the Pseudo Ringer period, you can talk with the caller, then press [START] to start receiving a document. When the Pseudo Ringer period ends (because no one answers), the facsimile is automatically switched to Facsimile Reception mode. In this mode, the remote party can manually send a document as well.

**(3) Caller Attempting a Phone Call**
You can talk with the caller if you pick up the optional handset of the facsimile during the Pseudo Ringer period. When using a connected external telephone, you must press [STOP] to talk with the caller.

## Manual Receiving Mode

"MANUAL RECEIVE" allows you to use the facsimile as a telephone (talking function) first and then start a document reception by pressing:

[START]

1. When the facsimile rings, pick up the optional handset and talk with the remote party.

2. If you hear the facsimile tone through the handset instead of an operator's voice, you may manually initiate a facsimile reception by pressing:

[START]

3. Replace the optional handset to the cradle. The facsimile will start receiving the document.

## Selecting the Reception Mode

The Automatic Reception Mode (AUTO RECEIVE) is normally selected. You can change the reception mode by pressing the

AUTO key.

Refer to Reception Mode selection on page 62.

Press:

AUTO

```
RECEPTION MODE
1.FAX
  2.FAX/TAD
    3.TEL/FAX
      4.MANUAL
```

If Auto Receive mode is selected, press:

① 1

If FAX/TAD mode is selected, press:

② 2

If TEL/FAX mode is selected, press:

③ 3
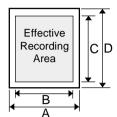
If Manual Receive mode is selected, press:

④ 4

## Recording Paper Size
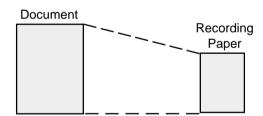
This facsimile can use Letter and Legal size paper. The received document is recorded (printed) within the Effective Recording Area of the paper.

| Paper Size | | A | B | C | D |
|---|---|---|---|---|---|
| Letter: | mm | 216 | 212 | 274 | 279 |
| | inches | 8.5 | 8.34 | 10.8 | 11.0 |
| Legal: | mm | 216 | 212 | 351 | 356 |
| | inches | 8.5 | 8.34 | 13.8 | 14.0 |

**NOTES:**

- If the received document is equal to or shorter than the recording area of the paper, the received document is printed at its actual size.

- If the received document is larger than the recording area of the paper, it will be vertically and horizontally reduced to fit on the recording paper installed. The reception will be divided onto two sheets if the document needs to be reduced to smaller than 73% of its original size.

- If you desire to receive large originals without reduction or excessive paper usage, set the "DISCARD" function to "ON." If the lower part of the original exceeds the recording paper by 13 mm or less, the image will be automatically discarded. This predetermined dimension is a service function setting. Contact your Toshiba dealer for setup.

- If the "RX REDUCTION" function is "OFF", the larger original will be recorded on two or more sheets. The top of the second page will repeat about 5 mm of the lower part of the first page.

# - TELEPHONE HANDSET OPERATION (Optional)

If the optional handset is installed, you can make a telephone call using your DP80F/ DP85F just like an ordinary telephone.

## On-hook Dialing

### 1 Press the MONITOR Key

Without loading any document on the Document Support, press:

MONITOR

You hear the dial tone through the speaker.

### 2 Dial the Remote Party

Enter the telephone number of the remote party using any of the following dialing methods.

- One Touch Key Dialing ... See page 89

- Abbreviated Dialing ... See page 90

- Alphabet Dialing ... See page 91

- Keypad Dialing ... See page 92

### 3 Pick Up the Handset

Pick up the handset to talk.

**NOTE:**
If you do not pick up the handset in 1 minute after dialing, the line will be automatically disconnected.

### 4 Replace the Handset

When you finish talking, return the handset to the handset cradle.

The display returns to the Standby Mode.

## Tone Output

This function is for utilizing various information services via the telephone.
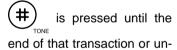
Even when the dial type of your facsimile is set to DP (Dial Pulse) type, the facsimile can generate a TONE signal to access information services such as facsimile-on-demand systems, voice menus, etc.

Once on line, generating the TONE signal can be accomplished by pressing:

(#)
TONE

**NOTE:**
From the moment when

(#)  is pressed until the
TONE

end of that transaction or until you press (#)  again,
TONE

touch-tone (MF) signals will be transmitted when you press any key on the Dial Keypad.

## Redialing

When the number you dialed is busy, or you want to redial the last number you dialed, you can recall the last number dialed using

REDIAL
PAUSE

To use redialing with voice calling, you must press

MONITOR  or
pick up the optional handset of the facsimile first.

**NOTE:**
To prevent others from redialing your call, press

STOP
⊘  while in the on-hook

or off-hook status. This will clear the phone number register.

**1** **Press the MONITOR or Pick Up the Handset**

Pick up the optional handset or press:

MONITOR

You hear the dial tone through the speaker or the handset.

```
TEL NUMBER=(MAX128)
[_                    ]
```

**2** **Press the REDIAL Key**

Press:

REDIAL
PAUSE

The last-dialed number is displayed and redialing starts immediately.

```
TEL NUMBER=(MAX128)
[0559761234        ]
```

# - COMMUNICATION STATUS

## Current Job Status

The job being processed can be monitored via the LCD. You can cancel the job if necessary.

**NOTES:**
- When no communication job is being processed, only the number of reserved jobs is displayed as below.

```
PENDING JOBS=      x
JOB CANCEL TO CANCEL
```

- When no jobs are reserved or being processed, the screen below is displayed for 2 seconds.

```
NO ENTRY
```

### 1 Press the JOB STATUS Key

In the Standby Mode, press:

JOB STATUS
⬭

The following screen shows an example of the Job Status display when the phone line is in use (BUSY lamp blinking):

```
TRANSMIT        P005
+81 425 85 3002
```

While the screen above is displayed, pressing JOB STATUS ⬭ will display the Pending Job.

```
PENDING JOBS=       x
JOB CANCEL TO CANCEL
```
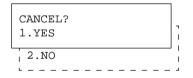
### 2 Continue or Cancel the Job

With the phone line status in Step 1 displayed, you can either continue or cancel the job. To continue, wait for the facsimile to return to the Standby Mode or

press ⊘ STOP.

To cancel and erase the displayed job, press:

JOB CANCEL
⬭

```
CANCEL?
1.YES

  2.NO
```

### 3 Select YES or NO

Press one of the following keys.

To cancel the job, press:

①

To continue without cancelling the job, press:

②

## Communication Journal

A Communication Journal (or Transmission Journal and Reception Journal separately) can be issued to confirm the last 40 transmissions and 40 receptions.

With the Standby Mode screen displayed, select the function key on the operation panel.

Press:

JOURNAL
▭

A communication journal is issued automatically when 40 transmissions or receptions are completed if programmed.

## Cancelling a Direct Transmission

### 1 A Document is Being Transmitted

A screen such as the one below is displayed while a document is being transmitted in the Direct Transmission Mode.

```
TRANSMIT        P001
+81 425 86 7449
```

### 2 Press the STOP Key

Press:

STOP

```
CANCEL ?
1.+81425867449

  2.NO
```

### 3 Select the Desired Option

Select the desired option.

To cancel the transmission, press:

1

To continue the transmission, press:

2

## Cancelling a Job Reservation

Reserved jobs can be cancelled while they remain in memory. The following 5 types of jobs can be cancelled using this procedure.

1. TRANSMIT
2. RECEIVE
3. POLLING
4. POLLING RESERVE
5. JOB NUMBER

### 1 Display the JOB CANCEL Menu

In the Standby Mode, press:

JOB CANCEL

```
JOB CANCEL
1.TRANSMIT

2.RECEIVE
3.POLLING
4.POLLING RESERVE
5.JOB NUMBER
```

**NOTE:**

The types of jobs displayed within the Job Cancel screen will vary depending upon the actual job types currently in use.

If a job type is not currently active, it will not appear on the LCD screen.

## Cancelling a Job Reservation - continued

### 2 Select the Job Type

Select the desired job type.

```
  1     2     3
       ABC   DEF
  4     5     6
 GHI   JKL   MNO
  7     8     9
PQRS   TUV   WXYZ
       0
```

The operation and screen to follow varies for each item number selected.

If you selected **2.RECEIVE**, go to Step 3.

If you selected **5.JOB NUMBER**, go to Step 3.
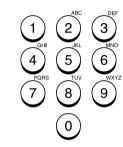
If you selected:

1. TRANSMIT
3. POLLING
4. POLLING RESERVE

Go to Step 4.

### 3 Enter JOB NUMBER

Enter the job number you want to cancel.

```
  1     2     3
       ABC   DEF
  4     5     6
 GHI   JKL   MNO
  7     8     9
PQRS   TUV   WXYZ
       0
```

```
JOB NUMBER ?
              [  _]
```
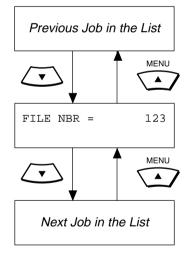
Go to Step 5.

### 4 Cancel Other Jobs

```
[SET]:CANCEL
[↑ ↓]:SEARCH
```

Display the status of the desired job by using MENU ▲ and/or ▼.

Go to Step 5.

```
Previous Job in the List
```

▼      MENU ▲

```
FILE NBR =      123
```

▼      MENU ▲

```
Next Job in the List
```
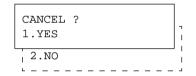
### 5 Press the ENTER to Cancel the Job

When the desired job screen is displayed, press:

ENTER ↵

A screen like the one below is displayed.

```
CANCEL ?
1.YES
  2.NO
```

To confirm deletion, press:

( 1 )

To not cancel the selection, press:

( 2 )

```
JOB CANCELLED
```

111

## Group Broadcast Transmission

The Group Broadcast Transmission feature allows you to send a document to multiple remote parties in a single operation.

Note that a Group Broadcast Transmission requires all pages to be scanned to memory prior to dialing, and thus adequate residual memory is required.

**NOTE:**
If the optional handset is installed, the handset dialing is not available.

### 1 Load the Document
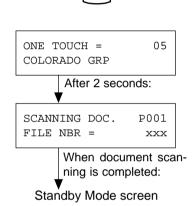
Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
          AUTO RECEIVE
```

### 2 Select the Group Location

Press the One Touch Key programmed for the desired group.

```
05
24
```

```
ONE TOUCH =      05
COLORADO GRP
```

After 2 seconds:

```
SCANNING DOC.   P001
FILE NBR =       xxx
```

When document scanning is completed:

Standby Mode screen

Or, display the Group Dial Directory by pressing:

SPEED DIAL
ALPHA
+
③

```
GROUP NBR =(1-1999)
               [  _]
```

### 3 Enter the Group Number

Enter the Multi-address Transmission Group Number (1 to 1999).

**EXAMPLE:**
To enter the Group Number 0001, press:

①

(Leading zeros, if any, may be omitted.)

**NOTE:**
When an incorrect number is entered, use ◀ to delete the preceding digits, or press
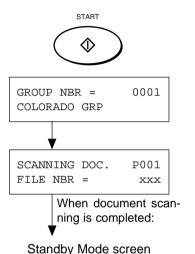
STOP
⊘ once to start over from the beginning.

```
GROUP NBR =(1-1999)
               [  1]
```

### 4 Press the START Key

When the correct Group Number is displayed, press:

START
◇

```
GROUP NBR =      0001
COLORADO GRP
```

```
SCANNING DOC.   P001
FILE NBR =       xxx
```

When document scanning is completed:

Standby Mode screen

## Multi-Key Quick Broadcast Transmission

The Multi-Key Quick Broadcast Transmission allows documents to be sent to a combination of the following numbers without pre-programming a group.

- **Abbreviated Dial Numbers**
- **One Touch Dial Keys**
- **Alphabet Dialed Numbers**
- **Keypad Dialed Numbers**

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
           AUTO RECEIVE
```

### 2 Press the MULTI Key

Press:

MULTI

CHARGE CODE

```
MULTI GROUP
ENTER TEL NUMBER
```

### 3 Enter the Facsimile Number

Enter the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

A screen like the one below is displayed.

```
ABB NBR=         154
INFORMATION BUREAU
```

After 2 seconds:

```
ENTER MORE OR
PRESS [START]
```

**NOTE:**
If you select the same entry twice, you are prompted to delete or retain that second entry.

Repeat this step until the facsimile numbers of all the desired remote parties are entered.
When the facsimile numbers of all the desired remote parties are entered, go to Step 5.
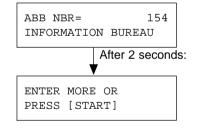
To cancel or retain a facsimile number already programmed to a Manual Group Dial, go to Step 4.

## Multi-Key Quick Broadcast Transmission - continued

**4** **Select the CANCEL or RETAIN Facsimile Number**

**5** **Press the START Key**

You can cancel or retain the Manual Group Dial Number registered in this facsimile.
Select the number you want to

delete or retain using $\overset{\text{MENU}}{\triangle}$ or

$\triangledown$, and press:

ENTER

```
ALREADY ASSIGNED
1.CANCEL

2.RETAIN
```

To select "1.CANCEL," go to Step 4a.

To select "2.RETAIN," go to Step 4b.

**4a** **Cancel the Existing Number**

To cancel the existing number, press:

**1**

(to CANCEL)

```
ABB NBR=        154
ARE YOU SURE ?
```

Then press:

ENTER

```
ABB NBR=        154
CANCELLED
```

Return to Step 3.

**4b** **Retain the Existing Number**

To retain the existing number, press:

**2**

(to RETAIN)
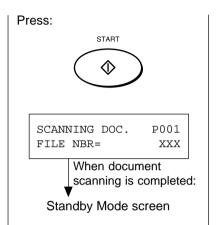
```
ENTER MORE OR
PRESS [START]
```

Return to Step 3.

Press:

START

```
SCANNING DOC.   P001
FILE NBR=        XXX
```

When document scanning is completed:

Standby Mode screen
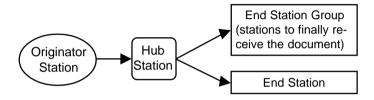
## Relay Transmission, Relay-Relay Transmission Overview
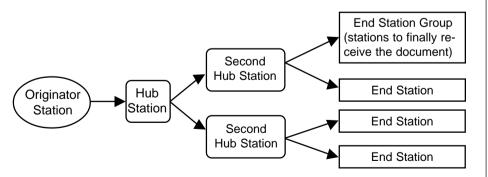
### ◆ What is a "Relay Transmission"?

A relay transmission is used to send documents from your facsimile (originator) to a Hub Station, which then sends them to additional end stations. If you have several stations in one or more regional areas (e.g. Los Angeles Metro, New York City, Dallas-Ft. Worth, Seattle-Tacoma, etc.); you can save time and phone charges by setting up a relay system. By sending your document to a Hub Station, you can then instruct the Hub Station to retransmit the document to the end stations in their local geographical area.



### ◆ What is a "Relay-Relay Transmission"?

A Relay Transmission where two levels of Hub Stations are involved is called a Relay-Relay Transmission. In a Relay-Relay Transmission, the first Hub Station sends the document to another Hub Station(s) which then transmits them to additional end stations.



To perform Relay Transmissions or Relay-Relay Transmissions, you must build a network beforehand.

Consult your authorized TOSHIBA dealer for assistance in using this function.

### ● Conditions for a Relay/Relay-Relay Transmission Network

1. The originator station must be an ITU-T relay communication compatible facsimile unit such as TOSHIBA DP120F/DP125F/DP80F/DP85F.

2. The Hub Station must be an ITU-T relay communication compatible facsimile unit with Hub Station functions such as DP120F/DP125F.

   **NOTE:** The DP80F/DP85F can only function as an originator station.

3. The Relay Hub Station must have the end station settings pre-programmed as a Relay Box.

4. Due to advanced planning and setup requirements for the Relay-Relay transmissions involving two or more Hub Station transfers, contact your authorized TOSHIBA dealer for detailed instructions.

## Relay Transmission Originating Procedure

This section describes the procedures to send a document to Relay Box in a relay station. The relay station must be compliant with ITU-T F-code communications. For more information, see page 115.

**NOTE:**
The destination relay box must be setup in the remote hub unit prior to sending documents.

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
            AUTO RECEIVE
```

### 2 Display the MAILBOX Menu

Press:

MENU
▲

+

1

+

6

```
ITU MAILBOX
01.CONFIDENTIAL
  02.BULLETIN BOARD
   03.RELAY REQUEST
    04.SETUP & DELETE
```

### 3 Select the RELAY REQUEST
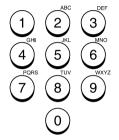
Press:

0

+

3

```
BOX NUMBER
[_                ]
```

### 4 Enter the Box Number

Enter the Box Number (max. 20 digits).

```
1   2(ABC)  3(DEF)
4(GHI)  5(JKL)  6(MNO)
7(PQRS)  8(TUV)  9(WXYZ)
      0
```

Then press:

ENTER
↵

```
SETUP PASSWORD
2.NO
  1.YES
```

## Relay Transmission Originating Procedure - continued

### 5 Select the Password Option

If the relay station is a password is programmed, press:

( 1 )

Go to Step 6.
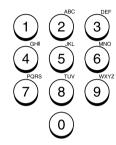
If the relay station is not a password is programmed, press:

( 2 )

Go to Step 7.

### 6 Enter the Password

Enter the password to access the Relay Box.

```
         ABC    DEF
( 1 )  ( 2 )  ( 3 )
  GHI    JKL    MNO
( 4 )  ( 5 )  ( 6 )
  PQRS   TUV   WXYZ
( 7 )  ( 8 )  ( 9 )
       ( 0 )
```

Then press:

ENTER
( ↵ )

```
SEND(RELAY)
ENTER FAX NUMBER
```

### 7 Dial the Remote Hub Unit

Enter the facsimile number of the remote hub unit using any of the following dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

```
TEL NUMBER=(MAX128)
[123_            ]
```

### 8 Complete the Procedure

The facsimile starts scanning the document into memory. The following screen is displayed for about 2 seconds before returning to the Standby Mode.

```
SCANNING DOC.   P001
FILE NBR=        231
```

The DP80F/DP85F features advanced Polling and Mailbox functions designed to provide remote document retrieval capabilities. In addition, the DP80F/DP85F is a "Hub" type unit where documents can be stored and polled by other facsimiles (with polling capabilities to retrieve documents from the DP80F/DP85F).

## Polling & Mailbox Overview

### Polling Reservation

Polling Reservation allows documents to be stored in the DP80F/DP85F so that other facsimile machines can remotely retrieve (Poll) those documents. The following types of polling reservations are available.

- **Simple**
  Documents can be reserved for a one time polling operation using the facsimile's memory so that any facsimile with polling reception capabilities can remotely retrieve the document. See page 120.

- **Security**
  Documents can be reserved for a one time polling operation that requires a 4-digit security code to be entered prior to sending the document. Security reservation is only available when communicating with other TOSHIBA facsimiles. See page 120.

- **Multi Mailbox**
  Documents can be reserved for multiple polling operations using the facsimile's memory so that any facsimile with polling capabilities can remotely retrieve the document. See page 122.

### Polling Reception

Polling Reception is the ability to call up another facsimile and remotely retrieve a document stored within the remote facsimile. The following types of polling receptions are available.

- **Simple Polling**
  The DP80F/DP85F can call any other facsimile with polling reservation capabilities to remotely retrieve a document. See page 124.

- **Secure Polling**

  The DP80F/DP85F can call another TOSHIBA facsimile with security polling reservation capabilities to remotely retrieve a document using a 4-digit security code. See page 124.

- **Multi Address Polling**
  Multi Address Polling allows the DP80F/DP85F to sequentially poll multiple remote facsimiles using a group of facsimile numbers stored as a group directory or as a MULTI key operation. See page 126.

- **Continuous Polling**

  Continuous Polling permits the DP80F/DP85F to continuously sequentially dial and retrieve documents from a group of facsimile numbers. See page 130.

- **Turnaround Polling**
  Turnaround Polling allows the DP80F/DP85F to transmit documents to a remote facsimile and then poll documents from the remote facsimile on the same phone call. See page 128.

- **Delayed Polling**
  Delayed Polling permits the DP80F/DP85F to poll a document(s) from a remote location(s) at a later time. See page 179.

## Open Mailbox (ITU-T Compatible)

The Open Mailbox is a new international standard for mailbox communications. Open Mailbox (ITU-T F-code communications) allows storage and retrieval of documents via mailboxes that comply with this standard. The DP80F/DP85F is a hub unit that has document storage capabilities so that ITU-T F-Code compliant remote units can retrieve documents from the DP80F/DP85F. Prior to utilizing Open Mailbox, mailboxes must be created in the DP80F/DP85F. Following two types of Mailboxes are available.

● **Confidential Box**
  Confidential box allows a one time document retrieval from the mailbox. Once a document is retrieved, it is cleared. If a new document is stored using the same box number where another document is already present, it is added to the existing one. It is possible to setup a password requirement for accessing the Confidential Box for document retrieval to prevent unauthorized retrieval of documents. This password is used only when retrieving documents and not used during document reservation.

● **Bulletin Board Box**
  Bulletin Board box allows multiple document retrievals from the mailbox. If a new document is stored using the same Box number where another document is already present, it replaces the existing one. It is possible to setup a password requirement for accessing the Bulletin Board Box for document reservation during setup. This password is used only when reserving documents from a remote facsimile or the local hub and not used during document retrieval.

# Simple & Security Polling Reservation

This procedure allows the DP80F/DP85F to send a document to another remote facsimile when requested. In addition, documents can be protected from unauthorized remote facsimiles by using security codes. Two types of security codes are offered.

**4-Digit Security Code**
When the 4-digit security code is selected as the check code, the document can only be received by TOSHIBA facsimiles with the matching security code.

**Facsimile Number**
If a facsimile number is selected as the check code, the remote facsimile's Transmit Terminal Identification (TTI) is checked prior to document transmission. This type of security code can be used with facsimiles made by other manufacturers.

This TTI must be properly programmed into the remote facsimile for this procedure to function.

**NOTES:**
- Only one Simple Polling reservation can be set at one time.
- Simple Polling reservation is not available if a document is reserved in the Multi Mailbox.

## 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
         AUTO RECEIVE
```

## 2 Display the POLLING Menu

Press:

MENU

▲

+

(1)

+

(3)

```
POLLING
01.POLLING
  02.POLLING RESERVE
   03.TURNAROUND POLL
    04.PROG. CONT. POLL
```

## 3 Select POLLING RESERVE

Select "02.POLLING RESERVE" by pressing:

(0)

+

(2)

```
POLLING RESERVE
1.POLL ONCE BOX
  2.MULTI POLL BOX
```

## 4 Select POLL ONCE BOX

Select "1.POLLING" by pressing:

(1)

```
SECURITY FAX NUMBER
1.NO
  2.SECURITY CODE
   3.FAX NUMBER
    4.SECURITY FAX NBR
```

## 5 Select the Security Option

Use the Dial Keypad to select one of the following options or

use [▲] MENU /[▼] to scroll up/down the menu and press

ENTER [↵].

1. **NO**
   Select this option if you do not want to use security. Go to Step 7.

2. **SECURITY CODE**
   Select this option to use a 4-digit Security Code with TOSHIBA facsimiles only. Go to Step 6a.

3. **FAX NUMBER**
   Select this option to use the telephone number of the polling (remote) facsimile's as the security code. Go to Step 6b.

4. **SECURITY FAX NBR**
   Select this option to use both a 4-digit security code and a facsimile number. Go to Step 6c.

## 6a Select SECURITY CODE

Select "2.SECURITY CODE" by pressing:

(2)

```
SECURITY CODE
[_   ]
```

Enter a 4-digit Security Code (0000 to 9999) using the Dial Keypad. Each digit of the entered code is displayed as an asterisk.

```
SECURITY CODE
[****_]
```

Then press:

ENTER [↵]

Go to Step 7.

**NOTE:**
You must provide this 4-digit number to the remote party in advance or they will not be able to retrieve this document. If no code or an incorrect code is used, a polling error will occur.

## 6b Select FAX NUMBER

Select "3.FAX NUMBER" by pressing:

(3)

```
SECURE FAX
[_                  ]
```

Enter the number of the polling (remote) facsimile using the Dial Keypad (max. 20 digits).

```
SECURE FAX
[123456789_        ]
```

Then press:

ENTER [↵]

Go to Step 7.

**NOTE:**
This number must be programmed in the terminal ID of the remote facsimile. If no number or an unmatched number is in the terminal ID, a polling error will occur.

## 6c Select SECURITY FAX NBR

Select "4.SECURITY FAX NBR" by pressing:

(4)

```
SECURITY CODE
[_   ]
```

Enter a 4-digit Security Code (0000 to 9999) using the Dial Keypad.

```
SECURITY CODE
[****_]
```

Then press:

ENTER [↵]

```
SECURE FAX
[_                  ]
```

Enter the number of the polling-receiver's facsimile (max. 20 digits).

```
SECURE FAX
[123456789_        ]
```

When the number is displayed

correctly, press: ENTER [↵]
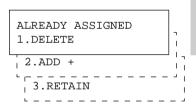
Go to Step 7.

## 7 Complete the Procedure

The facsimile starts scanning the document.

```
SCANNING DOC.   P001
FILE NBR =       140
```

When the document scanning is complete, the display returns to the Standby Mode.

**NOTE:**
If a Simple Polling operation is already reserved, the following screen is displayed.

```
ALREADY ASSIGNED
1.DELETE
2.ADD +
3.RETAIN
```

You may select one of the following three options.

1. **DELETE**
   Select this option to replace the previous reservation.

2. **ADD +**
   Select this option to add this document to the existing reservation.

3. **RETAIN**
   Select this option to retain the existing reservation.

## Multi Mailbox Polling Reservation

Multi Mailbox is a feature used to store a document in memory so that multiple remote parties may poll to receive it at any time. No Security Codes are used with this feature. The document is retained in memory regardless of how many times it is polled.

**NOTES:**

- Only one Multi Mailbox polling reservation can be set at one time.

- When a Simple Polling reservation is reserved, Multi Mailbox reservation is not available.

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
           AUTO RECEIVE
```
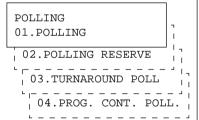
### 2 Display the POLLING RESERVE Menu

Press:

MENU

▲

+

1

+

3

```
POLLING
01.POLLING
```
```
  02.POLLING RESERVE
```
```
  03.TURNAROUND POLL
```
```
  04.PROG. CONT. POLL.
```

### 3 Select POLLING RESERVE

Select "02.POLLING RESERVE" by pressing:

0

+

2

```
POLLING RESERVE
1.POLL ONCE BOX
```
```
  2.MULTI POLL BOX
```

### 4 Select MULTI POLL BOX

Select "2.MULTI POLL BOX" by pressing:

2

## Multi Mailbox Polling Reservation - continued

### 5 Complete the Procedure
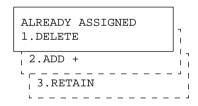
The facsimile starts scanning the document.

```
SCANNING DOC.    P001
FILE NBR =        140
```

When the document scanning is complete, the display returns to the Standby Mode.

**NOTE:**
   If a Multi Mailbox operation is already reserved, the following screen is displayed.

```
ALREADY ASSIGNED
1.DELETE
  2.ADD +
    3.RETAIN
```

You may select one of the following three options.

**1. DELETE**
   Select this option to replace the previous reservation.

**2. ADD +**
   Select this option to add this document to the existing reservation.

**3. RETAIN**
   Select this option to retain the existing reservation.

## Simple & Secure Polling
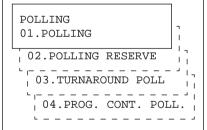
Use this procedure to retrieve a document from a remote facsimile.

If the remote facsimile is a TOSHIBA facsimile and a 4-digit security code is programmed to the document to be polled, you must enter the correct 4-digit security code in order to retrieve the document.

**1 Display the POLLING Menu**

Press:

MENU
▲

+

①

+

③

```
POLLING
01.POLLING
```
```
02.POLLING RESERVE
```
```
03.TURNAROUND POLL
```
```
04.PROG. CONT. POLL.
```

**2 Select POLLING**

Select "01.POLLING" by pressing:

⓪

+

①

```
POLLING
ENTER TEL NUMBER
```

**3 Dial the Remote Facsimile**

Dial the number of the remote facsimile (in which the document you want to retrieve is located) using any of the following dialing methods.

- One Touch Key Dialing ... See page 89
- Abbreviated Dialing ... See page 90
- Alphabet Dialing ... See page 91
- Keypad Dialing ... See page 92

Press:

ENTER
↵

```
SECURITY CODE ?
1.YES
```
```
2.NO
```

**4 Select the Security Code Option**

Select the security code option.

If the remote facsimile is a TOSHIBA facsimile and a 4-digit security code is programmed to the document to be polled, select "1. YES" by pressing:

①

Go to Step 5.

If the remote facsimile is not a TOSHIBA facsimile or a Security Code is not in use, select "2. NO" by pressing:

②

Go to Step 6.

## Simple & Secure Polling - continued

### 5 Enter the Security Code

Enter the 4-digit security code for the document to be retrieved.

```
      ABC    DEF
 (1)  (2)   (3)
 GHI  JKL    MNO
 (4)  (5)   (6)
 PQRS TUV   WXYZ
 (7)  (8)   (9)
      (0)
```

```
SECURITY CODE=
[****_]
```

When the 4-digit security code is entered, press:

```
   ENTER
   (↵)
```

Go to Step 6.

### 6 Complete the Procedure

The facsimile will dial the remote facsimile to retrieve the document. When the operation is complete, the following screen is displayed for about 2 seconds and your documents will be printed.

```
OPERATION COMPLETED
FILE NBR =        167
```

## Multi-Address Polling
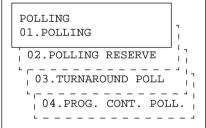
In a Multi Polling operation, the documents are retrieved from multiple remote facsimiles using pre-programmed groups, One Touch Keys, Abbreviated Dial Numbers, Alphabet Dial, or from the Dial Keypad.

**1 Display the POLLING Menu**

Press:

MENU
▲

+

1

+

3

```
POLLING
01.POLLING

02.POLLING RESERVE

03.TURNAROUND POLL

04.PROG. CONT. POLL.
```

**2 Select POLLING**

Select "01.POLLING" by pressing:

0

+

1

```
POLLING
ENTER TEL NUMBER
```

**3 Press the MULTI Key**

Press:

MULTI
CHARGE CODE

```
MULTI POLLING
ENTER TEL NUMBER
```

**4 Enter the Number of Remote Facsimiles**

Enter the number of the remote facsimiles using any combination of the following dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92
- Group Dialing
  ... See page 112

After each entry, the selected facsimile is displayed for 2 seconds.

```
ABB. NUMBER=    009
GREENSVILLE PLANT
```

Repeat this procedure until all remote facsimiles are entered.
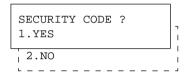
```
ENTER MORE OR
PRESS [START]
```

## **5** Select the Security Code Option

When all the remote facsimile locations have been entered in Step 4, press:

ENTER

```
SECURITY CODE ?
1.YES

 2.NO
```

If all of the remote facsimiles are TOSHIBA facsimiles and the same 4-digit security code is programmed for all of the documents to be polled, select "1. YES" by pressing:

1

Go to Step 6.
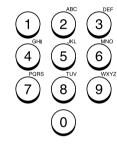
If all or some the remote facsimiles are not a TOSHIBA facsimile or no Security Codes are being used, select "2. NO" by pressing:

2

Go to Step 7.

## **6** Enter the Security Code

Enter the 4-digit security code for the document to be retrieved.

```
1   2   3
    ABC DEF
4   5   6
GHI JKL MNO
7   8   9
PQRS TUV WXYZ
    0
```

```
SECURITY CODE=
[****_]
```

When the 4-digit security code is entered, press:

ENTER

## **7** Complete the Procedure

The facsimile will dial the remote facsimiles to retrieve the documents. When the operation is complete, the following screen is displayed for about 2 seconds and your documents will be printed.

```
OPERATION COMPLETED
FILE NBR =        167
```

# Turnaround Polling

Turnaround Polling allows you to poll another facsimile after transmitting documents to it on the same phone call.

**NOTE:**
Turnaround polling may not operate with certain non-TOSHIBA models.

## 1 Load the Document
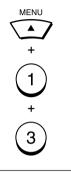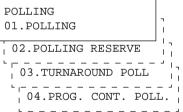
Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
          AUTO RECEIVE
```

## 2 Display the POLLING Menu

Press:

MENU
▲

+

①

+

③

```
POLLING
01.POLLING
  02.POLLING RESERVE
    03.TURNAROUND POLL
      04.PROG. CONT. POLL.
```
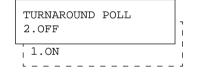
## 3 Select TURNAROUND POLL

Select "03.TURNAROUND POLL" by pressing:

⓪

+

③

```
TURNAROUND POLL
2.OFF
  1.ON
```

## 4 Select ON

To set Turnaround Poll to ON, press:

①

```
SECURITY CODE ?
1.YES
  2.NO
```

## 5 Select the Security Code Option

Select the security code option.

If the remote facsimile is a TOSHIBA facsimile and a 4-digit security code is programmed to the document to be polled, select "1. YES" by pressing:

( 1 )

Go to Step 6.

If the remote facsimile is not a TOSHIBA facsimile or no security Codes are in use, select "2. NO" by pressing:

( 2 )

Go to Step 7.

## 6 Enter the Security Code

Enter the 4-digit security code for the document to be retrieved.

```
       ABC    DEF
( 1 )  ( 2 )  ( 3 )
 GHI    JKL    MNO
( 4 )  ( 5 )  ( 6 )
 PQRS   TUV    WXYZ
( 7 )  ( 8 )  ( 9 )
       ( 0 )
```

```
SECURITY CODE
[****_]
```

When the 4-digit security code is entered, press:

ENTER
( ↵ )

Go to Step 7.

## 7 Dial the Number of Remote Facsimile

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

```
MAY-17 09:43 AM 100%
ENTER TEL NUMBER
```

## 8 Complete the Procedure

The facsimile will dial the remote facsimile to perform an ordinary transmission. When the transmission is complete, polling of the document from the remote facsimile will start immediately.

When the polling operation is complete, the Turnaround Polling setting is automatically cancelled.

# Continuous Polling

Use this procedure to poll the same remote facsimile(s) on a regular schedule. Continuous Polling operations can be programmed for specific time intervals on the days selected. In addition, a 4-digit security code can be used with other TOSHIBA facsimiles when the document has a security code programmed.

**NOTES:**

- Calls are performed within the set time period on the days selected with the set interval between callings.
- If multiple sending stations are programmed, callings are performed to all those stations within the set time period.
- If the polling operation exceeds the set time period, it will continue until all the facsimiles have been polled.
- Redialing or calling to alternate dialing numbers is not available during this operation.
- If a power failure occurs during this procedure, the polling continues when power is restored.
- If the set time period is shorter than the set calling interval, polling will be performed only once at the start time.

## 1 Display the POLLING Menu

Press:

MENU
▲

+

1

+

3

```
POLLING
01.POLLING
 02.POLLING RESERVE
  03.TURNAROUND POLL
   04.PROG. CONT. POLL.
```

## 2 Select PROG. CONT. POLL.

Select "04.PROG. CONT. POLL." by pressing:

0

+

4

```
INTERVAL
(10-70)       [_ 0]
```

## 3 Enter the Polling Interval

Enter the time interval between polling sequences (10 to 70 minutes).

Only interval settings of 10-minute increments are permissible. (Example: Enter "1" for 10 minutes or "2" for 20 minutes, etc.)

1  2(ABC)  3(DEF)
4(GHI)  5(JKL)  6(MNO)
7(PQRS)  8(TUV)  9(WXYZ)
0

Then press:

ENTER
↵
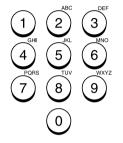
```
START/STOP TIME
[08:00AM-05:00PM]
```

## 4 Enter the Start and Stop Time

Enter the polling start and stop time.

1  2(ABC)  3(DEF)
4(GHI)  5(JKL)  6(MNO)
7(PQRS)  8(TUV)  9(WXYZ)
0

When the time period is displayed correctly, press:

ENTER
↵

**NOTES:**

- You may use ◄/► to move the cursor left and right.
- If the 12-hour format is selected, you may use the MENU ▲/▼ keys to select AM or PM.

```
START/STOP DAYS
[MON-FRI]       ↑↓
```

# Continuous Polling - continued

## 5 Select the Day of the Week

Select the day of the week to start polling. When the day-of-week range is displayed correctly, press:

ENTER

**NOTES:**

- To designate the start or end day, use ◀ / ▶ to move the entry point.

- Press MENU ▲ / ▼ to change the day.

```
PROG. CONT. POLL
ENTER TEL NUMBER
```

## 6 Enter the Number of Remote Facsimile

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

```
ONE TOUCH=        24
PORTLAND PLANT
```

After each entry, the selected facsimile is displayed for 2 seconds.

```
PROG. CONT. POLL
ONE TOUCH=        24
```

Repeat this procedure until all remote facsimiles are entered.

## 7 Select the Security Code Option

When all the remote facsimile locations have been entered in Step 6, press:

ENTER

```
ADD SECURITY CODE
1.YES
  2.NO
```

If all of the remote facsimiles are TOSHIBA facsimiles and the same 4-digit security code is programmed to the documents to be polled, press 1 and go to Step 8.

If the remote facsimile is not a TOSHIBA facsimile or no Security Codes are in use, press:

2

No Security Code will be selected and the facsimile will return to the Standby Mode.

The facsimile will automatically start polling at the time set in this procedure.

## 8 Enter the Security Code

Enter the 4-digit security code for the document to be retrieved.

```
1  2(ABC)  3(DEF)
4(GHI)  5(JKL)  6(MNO)
7(PQRS)  8(TUV)  9(WXYZ)
       0
```

```
ADD SECURITY CODE
[****_]
```

When the 4-digit security code is entered, press:

ENTER

The procedure is now complete.
The display returns to the Standby Mode.
The facsimile will automatically start polling at the time set in this procedure.

This section describes the procedures to setup a Mailbox in the DP80F/DP85F hub unit. Using this function, all ITU-T F-code compliant facsimiles can reserve, transmit, or retrieve documents to and from the DP80F/DP85F. Mailboxes must be setup prior to utilizing the DP80F/DP85F as an Mailbox Hub. For more information, see page 119. Two Types of Mailboxes are available.

- **Confidential Box**
  Confidential box allows a one time document retrieval from the mailbox. Once a document is retrieved, it is cleared. A document retrieval password for accessing the Confidential Box can be added during setup.
  It is important to note that a password is required to retrieve a document from a Confidential mailbox using a remote facsimile. If the contents of this mailbox are to be polled remotely, a password must be used. A password is not mandatory if the contents are to be printed locally.

- **Bulletin Board Box**
  Bulletin Board box allows multiple document retrievals from the mailbox. It is possible to add a password requirement for document reservation so that only users with the correct password can reserve documents.
  The password is not required to retrieve documents from the Bulletin Board Box.
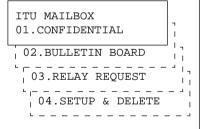
## Setting Up a Mailbox

**1 Display the MAILBOX Menu**

Press:

MENU

▲

+

①

+

⑥

```
ITU MAILBOX
01.CONFIDENTIAL
  02.BULLETIN BOARD
   03.RELAY REQUEST
    04.SETUP & DELETE
```

**2 Select SETUP & DELETE**

Select "04.SETUP & DELETE" by pressing:

⓪

+

④

```
SETUP & DELETE
1.MAILBOX SETUP
  2.MAILBOX DELETE
   3.DONE
```
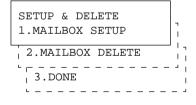
**3 Select MAILBOX SETUP**

Select "1.MAILBOX SETUP" by pressing:

①

```
MAILBOX TYPE
1.CONFIDENTIAL TYPE
  2.BULLETIN BOARD
```

**4 Select the Mailbox Type**

Select the desired type of Mailbox.

To select Confidential Box, press:

①

To select Bulletin Board Box, press:

②

```
BOX NUMBER
[_              ]
```
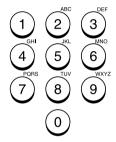
## 5 Enter the Box Number

Enter the Mailbox number (max. 20 digits).



Then press:

ENTER

```
SETUP PASSWORD
1.YES

2.NO
```

## 6 Select the Password Option

Select whether or not to use the password option for this mailbox.

To set the password option for this mailbox, press:

(1)

Go to Step 7.

If you do not wish to set the password option with this mailbox, press:

(2)
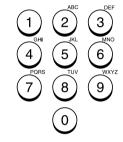
Go to Step 8.

**NOTES:**
• If you selected the Confidential Box in Step 4, a password must be used if the document is to be retrieved remotely. The remote facsimile will require its operator to enter this password before being able to retrieve the document.

• If you selected the Bulletin Board Box in Step 4, assigning a password will require a password to be entered before any documents can be reserved into the Bulletin Board Box.
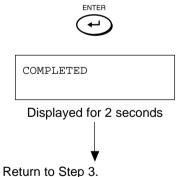
## 7 Enter the Password

Enter the password (max. 20 digits).



```
PASSWORD
[*****_          ]
```

Then press:

ENTER

```
COMPLETED
```

Displayed for 2 seconds

Return to Step 3.

## 8 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP

to exit the Configuration Setting mode and return to the Standby Mode.

## Deleting a Mailbox
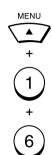
This section describes the procedures to delete an existing Mailbox in a DP80F/DP85F hub unit.

**NOTE:**

If a document exists in the Mailbox you want to delete, this operation is not allowed until the document is retrieved, printed, or cancelled from the Mailbox.

### 1 Display the MAILBOX Menu

Press:

MENU
▲

+

1

+

6

```
ITU MAILBOX
01.CONFIDENTIAL
  02.BULLETIN BOARD
    03.RELAY REQUEST
      04.SETUP & DELETE
```

### 2 Select SETUP & DELETE

Select "04.SETUP & DELETE" by pressing:

0

+

4

```
SETUP & DELETE
1.MAILBOX SETUP
  2.MAILBOX DELETE
    3.DONE
```

### 3 Select MAILBOX DELETE

Select "2.MAILBOX DELETE" by pressing:

2

```
BOX NUMBER
[_                    ]
```

### 4 Enter the Box Number

Enter the Box number (max. 20 digits) of the Mailbox you want to delete.

1  2(ABC)  3(DEF)
4(GHI)  5(JKL)  6(MNO)
7(PQRS)  8(TUV)  9(WXYZ)
0

Then press:

ENTER
↵

If the entered Box number does not have a password programmed, go to Step 6.

If the entered Box number has a password programmed, the screen below is displayed.

Go to Step 5.
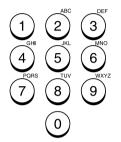
```
PASSWORD
[_                    ]
```

**5** **Enter the Password**

**6** **Select Another SETUP Item, or ...**

Enter the Password (max. 20).

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP

to exit the Configuration Setting mode and return to the Standby Mode.

```
PASSWORD
[ * * * * *              ]
```

Then press:

ENTER

```
DELETED

```

Displayed for 2 seconds

Return to Step 3.

**NOTE:**

Make sure that the correct password is entered. Otherwise, the machine will inform you that the password is incorrect.

## Sending a Document to a Mailbox (Remote Hub)

This section describes the procedures to send a document to a remote hub unit's Confidential Box, or reserve a document to a Bulletin Board Box in a remote hub unit. The remote hub unit must be compliant with ITU-T F-code communications. For more information, see page 119.

**NOTE:**
> The destination mailbox number must be setup in the remote hub unit prior to sending document.

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
           AUTO RECEIVE
```

### 2 Display the MAILBOX Menu

Press:

MENU
▲
+
①
+
⑥

```
ITU MAILBOX
01.CONFIDENTIAL
  02.BULLETIN BOARD
    03.RELAY REQUEST
      04.SETUP & DELETE
```

### 3 Select the Mailbox Type

Select the desired type of Mailbox.
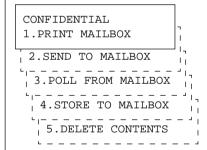
To send the document to a Confidential Box, press:
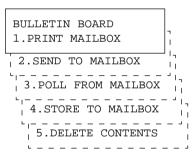
⓪
+
①

```
CONFIDENTIAL
1.PRINT MAILBOX
  2.SEND TO MAILBOX
    3.POLL FROM MAILBOX
      4.STORE TO MAILBOX
        5.DELETE CONTENTS
```

To reserve the document to a Bulletin Board Box, press:

⓪
+
②

```
BULLETIN BOARD
1.PRINT MAILBOX
  2.SEND TO MAILBOX
    3.POLL FROM MAILBOX
      4.STORE TO MAILBOX
        5.DELETE CONTENTS
```

## Sending a Document to a Mailbox (Remote Hub) - continued

### 4 Select SEND TO MAILBOX
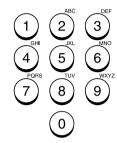
Select "2. SEND TO MAILBOX" by pressing:

( 2 )

```
BOX NUMBER
[_                ]
```

### 5 Enter the Box Number

Enter the Box Number (max. 20 digits).

Then press:

ENTER
↵

If you are sending to a Confidential Box, go to Step 7.
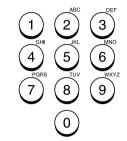
```
SEND(CONFIDENTIAL)
ENTER FAX NUMBER
```

If you are sending to a Bulletin Board, go to Step 6.

```
PASSWORD
[_                ]
```

### 6 Enter the Password for Reservation

Enter the password to access the Bulletin Board Box.

Then press:

ENTER
↵

```
SEND(BULLETIN BOARD)
ENTER FAX NUMBER
```

### 7 Dial the Remote Hub Unit

Enter the facsimile number of the remote hub unit using any of the following dialing methods.

- One Touch Key Dialing ... See page 89
- Abbreviated Dialing ... See page 90
- Alphabet Dialing ... See page 91
- Keypad Dialing ... See page 92

```
TEL NUMBER=(MAX128)
[123_            ]
```

### 8 Complete the Procedure

The facsimile starts scanning the document into memory. The following screen is displayed for about 2 seconds before returning to the Standby Mode.

```
SCANNING DOC.    P001
FILE NBR =        231
```

## Reserving a Document to a Mailbox (Local Hub)

This section describes the procedure to reserve a document to the DP80F/DP85F's Confidential Box or Bulletin Board Box.

**NOTE:**

Before a document can be reserved to a mailbox; that mailbox must first be setup. See page 132.

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
           AUTO RECEIVE
```

### 2 Display the MAILBOX Menu

Press:

MENU

▲

+

①

+

⑥

```
ITU MAILBOX
01.CONFIDENTIAL
02.BULLETIN BOARD
03.RELAY REQUEST
04.SETUP & DELETE
```

### 3 Select the Mailbox Type
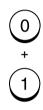
Select the desired type of Mailbox.

To reserve the document to a Confidential Box, press:

⓪

+

①

```
CONFIDENTIAL
1.PRINT MAILBOX
2.SEND TO MAILBOX
3.POLL FROM MAILBOX
4.STORE TO MAILBOX
5.DELETE CONTENTS
```

To reserve the document to a Bulletin Board Box, press:

⓪

+

②

```
BULLETIN BOARD
1.PRINT MAILBOX
2.SEND TO MAILBOX
3.POLL FROM MAILBOX
4.STORE TO MAILBOX
5.DELETE CONTENTS
```

## 4 Select STORE TO MAILBOX
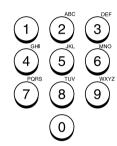
Select "4.STORE TO MAILBOX" by pressing:

( 4 )

```
BOX NUMBER
[_              ]
```

## 5 Enter the Box Number

Enter the Box Number (max. 20 digits).

```
 1    2(ABC)   3(DEF)
 4(GHI) 5(JKL) 6(MNO)
 7(PQRS) 8(TUV) 9(WXYZ)
      0
```

Then press:

ENTER
( ↵ )

If you are reserving to a Confidential Box, go to Step 7.

If you are reserving to a Bulletin Board Box, go to Step 6.

```
PASSWORD
[_              ]
```

## 6 Enter the Password for Reservation

Enter the password to access the Bulletin Board Box.

```
 1    2(ABC)   3(DEF)
 4(GHI) 5(JKL) 6(MNO)
 7(PQRS) 8(TUV) 9(WXYZ)
      0
```

```
PASSWORD
[****_           ]
```

Then press:

ENTER
( ↵ )

## 7 Complete the Procedure

The facsimile starts scanning the document into memory. The following screen is displayed for about 2 seconds before returning to the Standby Mode.

```
SCANNING DOC.    P001
FILE NBR =        231
```

# Retrieving (Polling) a Document from a Mailbox (Remote Hub)
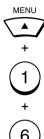
This section describes the procedure to retrieve a document from a Confidential Box or Bulletin Board Box in a remote hub unit.

## 1 Display the MAILBOX Menu

Press:

MENU
▲

+

( 1 )

+

( 6 )

```
ITU MAILBOX
01.CONFIDENTIAL
  02.BULLETIN BOARD
    03.RELAY REQUEST
      04.SETUP & DELETE
```

## 2 Select the Mailbox Type

Select the desired type of Mailbox.

To retrieve a document in a Confidential Box, press:

( 0 )

+

( 1 )

```
CONFIDENTIAL
1.PRINT MAILBOX
  2.SEND TO MAILBOX
    3.POLL FROM MAILBOX
      4.STORE TO MAILBOX
        5.DELETE CONTENTS
```

To retrieve a document in a Bulletin Board Box, press:

( 0 )

+

( 2 )

```
BULLETIN BOARD
1.PRINT MAILBOX
  2.SEND TO MAILBOX
    3.POLL FROM MAILBOX
      4.STORE TO MAILBOX
        5.DELETE CONTENTS
```

## 3 Select POLL FROM MAILBOX

Select "3.POLL FROM MAILBOX" by pressing:

( 3 )

```
BOX NUMBER
[_              ]
```

## 4 Enter the Box Number

Enter the Box Number (max. 20 digits).



Then press:

ENTER

If you are retrieving from a Confidential Box, go to Step 5.
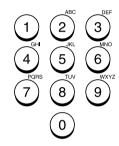
```
PASSWORD
[_                 ]
```

If you are retrieving from a Bulletin Board Box, go to Step 6.

```
POLL(BULLETIN BOARD)
ENTER FAX NUMBER
```

## 5 Enter the Password

Enter the password to access the Confidential Box.



Then press:

ENTER

```
POLL(CONFIDENTIAL)
ENTER FAX NUMBER
```

## 6 Dial the Remote Hub Unit

Enter the facsimile number of the remote hub unit using any of the following dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

```
TEL NUMBER=(MAX128)
[123_              ]
```

## 7 Complete the Procedure

The facsimile starts dialing the remote hub unit to retrieve the document. The following screen is displayed for about 2 seconds before returning to the Standby Mode.

```
OPERATION COMPLETED
FILE NBR =       234
```

# Printing a Document from a Mailbox (Local Hub)

This section describes the procedure to retrieve a document from a local DP80F/DP85F's Confidential Box or Bulletin Board Box. For more information, see page 132.
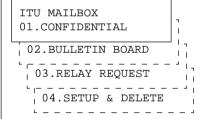
**1 Display the MAILBOX Menu**

Press:

MENU
▲

+

①

+

⑥

```
ITU MAILBOX
01.CONFIDENTIAL
  02.BULLETIN BOARD
    03.RELAY REQUEST
      04.SETUP & DELETE
```

**2 Select the Mailbox Type**
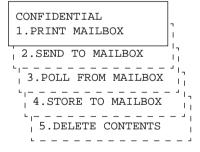
Select the desired type of Mailbox.

To print the contents of a Confidential Box, press:

⓪

+

①

```
CONFIDENTIAL
1.PRINT MAILBOX
  2.SEND TO MAILBOX
    3.POLL FROM MAILBOX
      4.STORE TO MAILBOX
        5.DELETE CONTENTS
```

To print the contents of a Bulletin Board Box, press:

⓪

+

②
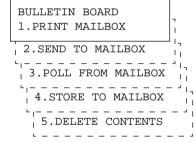
```
BULLETIN BOARD
1.PRINT MAILBOX
  2.SEND TO MAILBOX
    3.POLL FROM MAILBOX
      4.STORE TO MAILBOX
        5.DELETE CONTENTS
```

**3 Select PRINT MAILBOX**

Select "1.PRINT MAILBOX" by pressing:

①

```
BOX NUMBER
[_              ]
```

# Printing a Document from a Mailbox (Local Hub) - continued

## 4 Enter the Box Number

Enter the Box Number (max. 20 digits).

ABC DEF
1 2 3
GHI JKL MNO
4 5 6
PQRS TUV WXYZ
7 8 9
0

Then press:

ENTER
↵
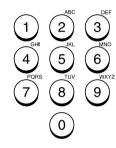
If you are printing from a Confidential Box, go to Step 5.

```
PASSWORD
[_                    ]
```

If you are printing from a Bulletin Board Box, go to Step 6.

## 5 Enter the Password

Enter the password to access the Confidential Box.

ABC DEF
1 2 3
GHI JKL MNO
4 5 6
PQRS TUV WXYZ
7 8 9
0

Then press:

ENTER
↵

## 6 Complete the Procedure

The facsimile starts printing the document. The following screen is displayed during the printing sequence before returning to the Standby Mode.

```
MAY-17 09:43 AM  80%
PRINTING
```

143

# Cancelling Documents in a Mailbox (Local Hub)
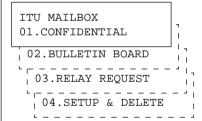
This section describes the procedure to cancel the documents stored in the DP80F/DP85F. This operation will erase all existing documents in each Mailbox, but not erase the Mailbox itself.

## 1 Display the MAILBOX Menu

Press:

MENU
▲

+

①

+

⑥

```
ITU MAILBOX
01.CONFIDENTIAL
  02.BULLETIN BOARD
    03.RELAY REQUEST
      04.SETUP & DELETE
```

## 2 Select the Mailbox Type
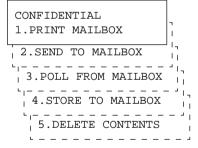
Select the desired type of Mailbox.

To delete the contents of a Confidential Box, press:

⓪

+

①

```
CONFIDENTIAL
1.PRINT MAILBOX
  2.SEND TO MAILBOX
    3.POLL FROM MAILBOX
      4.STORE TO MAILBOX
        5.DELETE CONTENTS
```

To delete the contents of a Bulletin Board Box, press:

⓪

+

②
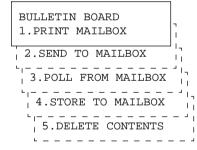
```
BULLETIN BOARD
1.PRINT MAILBOX
  2.SEND TO MAILBOX
    3.POLL FROM MAILBOX
      4.STORE TO MAILBOX
        5.DELETE CONTENTS
```

## 3 Select CANCEL MAILBOX

Select "5.DELETE CONTENTS" by pressing:

⑤

```
BOX NUMBER
[_                    ]
```

# Cancelling Documents in a Mailbox (Local Hub) - continued

## 4 Enter the Box Number

Enter the Box Number (max. 20 digits).

```
      ABC    DEF
 1     2     3
GHI   JKL    MNO
 4     5     6
PQRS  TUV    WXYZ
 7     8     9
       0
```

Then press:

```
   ENTER
    ↵
```
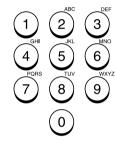
If you are cancelling the contents of a Box with a password assigned, go to Step 5.

If you are cancelling the contents of a Box with no password assigned, go to Step 6.

## 5 Enter the Password

Enter the password to access Confidential Box.

```
      ABC    DEF
 1     2     3
GHI   JKL    MNO
 4     5     6
PQRS  TUV    WXYZ
 7     8     9
       0
```

```
PASSWORD
[ * * * * *_          ]
```

Then press:

```
   ENTER
    ↵
```

## 6 Complete the Procedure

The facsimile will display the following screen for approximately 2 seconds before returning to the Standby Mode.

```
DELETED
```

## Department Code Access

This procedure assumes that you have selected and configured Department Codes on pages 52 and 54 of this manual.

Once selected, the use of the facsimile is limited to authorized personnel only.

**NOTE:**
The usage for each department is recorded on the Department Control List (see page 203).
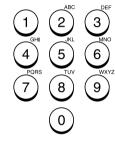
### 1 DEPT CODE Standby Menu

The Department Code Standby menu is shown below.

```
MAY-17 09:43 AM  80%
ENTER DEPT CODE
```

### 2 Enter the Department Code

Enter the 5-digit Department Code preset for your department.

```
(1) (2 ABC) (3 DEF)
(4 GHI) (5 JKL) (6 MNO)
(7 PQRS) (8 TUV) (9 WXYZ)
    (0)
```

```
ENTER DEPT CODE
[*****_]
```

Then press:

ENTER
(↵)

**NOTE:**
If you do not have a valid Department Code Password, you cannot access this facsimile.
Contact the key operator or supervisor for more information.

### 3 Complete the Procedure

If the password you have entered is valid, the ordinary Standby Mode screen (as shown below) will be displayed. Access will be limited to one transmission job or one Operation Panel function (printing a list, accessing a Mailbox, etc.)

If the password does not match, verify your password and re-enter.

```
MAY-17 09:43 AM 100%
         AUTO RECEIVE
```

**NOTE:**
Upon entering a valid 5-digit password, the standby prompt will remain on the LCD for one operation or one minute whichever occurs first.

## Account Code Entry

This procedure assumes that you have enabled the Account Code option on page 56 of this manual.

Once enabled, the facsimile will prompt for an Account Code prior to dialing the remote party.

The entered Account Code will be printed in the Account Code column on the Activity Journal.

**NOTES:**
- "Account Code" tracking is only possible when using memory communications (Memory Transmission, Polling Receptions, etc.).
- Once entered, an Account Code is only effective for that communication procedure. It will automatically clear upon completion of the communication, upon job cancellation, or upon a communication error.

**1 Load the Document**

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
         AUTO RECEIVE
```

**2 Enter the Facsimile Number**

Enter the number of the remote facsimile using any of the following dialing methods.
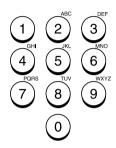
- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

```
ENTER ACCOUNT CODE
[_    ]
```

**3 Enter an Account Code**

Enter the 4-digit Account Code.

```
ENTER ACCOUNT CODE
[****_]
```

Then press:

ENTER

**NOTE:**
It is possible to send a document without entering an Account Code. Simply press

ENTER or START.

**4 Complete the Procedure**

The facsimile starts scanning the document into memory. When the document scanning is complete, the display returns to the Standby Mode.

```
SCANNING DOC.    P001
FILE NBR =        244
```

## Chain Dialing

This allows you to dial telephone/facsimile numbers that may require many digits with pauses for voice prompts or variations in number sequences such as long distance access codes, or specialized access lines. You can combine sets of numbers (Abbreviated Dialing, Alphabet Dialing, One Touch Dialing, and Keypad Dialing) and pauses in a "Chained" dial sequence by using the Chain Dial Key.

If your operation requires pausing for voice prompts, you will need to insert pause signals between dial strings.

To determine the correct amount of time for your pauses, you should perform the operation using MONITOR first. This way you will know how many 3-second pauses will be required.

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
         AUTO RECEIVE
```

### 2 Display the CHAIN DIAL COMM. Menu

Select the direct function access button on the Operation Panel.

Press:

CHAIN
DIAL

```
CHAIN DIAL COMM.
ENTER TEL NUMBER.
```

### 3 Enter the Dial Number

Start constructing your dialing sequence using any of the following dialing methods. You may use them consecutively until your entire dialing string has been entered. After each entry sequence, the LCD screen displays the screen shown in step 2.

- One Touch Key Dialing ... See page 89
- Abbreviated Dialing ... See page 90
- Alphabet Dialing ... See page 91
- Keypad Dialing ... See page 92

REDIAL
- **Pause Signal**
PAUSE

### 4 Press the START Key

When all the required entries are made, press:

START

The facsimile starts scanning the document into memory, displaying the screen shown below. When document scanning is complete, the display returns to the Standby Mode.

```
SCANNING DOC.   P001
FILE NBR =       108
```

# Default Setting for Memory Transmission

Memory Transmission allows your facsimile to quickly scan documents to memory and return them to you. You do not have to wait for the transmission to be completed. This increases productivity as others do not have to wait in line to send a facsimile.

Each time you send a facsimile with memory transmission, the amount of residual memory will be reduced.

Additionally, each time you send a memory transmission, a communication reservation or File Number is assigned.
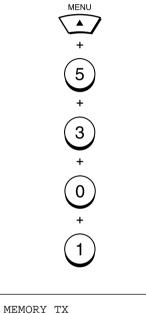
When Memory Transmission is not selected, the Direct Document Transmission (tray) mode is active by default. This allows your facsimile to function without the use of document memory.

## 1 Display the MEMORY TX Menu

Press:

MENU
▲
+
5
+
3
+
0
+
1

```
MEMORY TX
1.ON
2.OFF
```

## 2 Select the Transmission Mode

Select the desired transmission mode.

To set Memory Transmission to ON, press:

1

To set Memory Transmission to OFF, press:

2

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

## 3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘
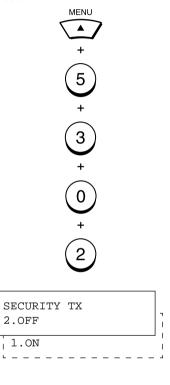
to exit the Configuration Setting mode and return to the Standby Mode.

# Default Setting for Security Transmission

This function allows transmissions only when the number you dial matches the number programmed in the remote facsimile. If the numbers do not match, Security Transmission prevents your facsimile from sending by indicating a transmission error.

**1** **Display the SECURITY TX Menu**

Press:

MENU
▲

+

5

+

3

+

0

+

2

```
SECURITY TX
2.OFF

1.ON
```

**2** **Select the Desired Option**

Select the desired option.

To set Security Transmission to ON, press:

1

To set Security Transmission to OFF, press:

2

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

**3** **Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.
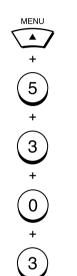
## Cover Sheet Registration
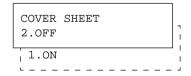
This function enables the attachment of a cover sheet to the document being transmitted.

Prior to selecting this function for the first time, you may wish to prepare a Cover Sheet image (Logo) to be used on the cover sheet. See Step 4 of this procedure.

### 1 Display the COVER SHEET Menu

Press:

MENU
△

+

5

+

3

+

0

+

3

```
COVER SHEET
2.OFF

 1.ON
```

### 2 Enable / Disable the Cover Sheet

Enable or Disable the Cover Sheet attachment.

1

(for ON-Enable)

2

(for OFF-Disable)

When "ON" is selected, the following screen is displayed.

```
LOAD DOCUMENT
1.YES

 2.NO
```

When "OFF" is selected, the "COMPLETED" message will be displayed. The facsimile returns to the Standby Mode.

### 3 Include an Image on the Cover Sheet

To include an image (a scanned company logo, etc.), press:

1

(for YES)

```
LOAD DOCUMENT
```

Go to Step 4.

To omit an image on the cover sheet, press:

2

(for NO)

When "NO" is selected, the "COMPLETED" message will be displayed. The facsimile returns to the Standby Mode.

```
       FACSIMILE MESSAGE

                          MAY-17-00
TO        :          (ABC CORPORATION  )
FAX NUMBER : 6688

FROM      :          (DEF            )
FAX NUMBER :
                TOTAL PAGE     01
                (WITHOUT THIS PAGE)




             Image Area

```
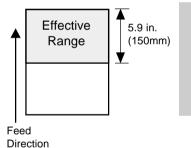
### 4 Load the Image Document

Load the image document to be included on the cover sheet.

**NOTE:**
In preparing a document for your cover sheet image, only a limited area of the sheet will be included as shown below. Any data out of the specified range will be disregarded.

Effective Range — 5.9 in. (150mm)

Feed Direction

When the document is pulled into the appropriate position, the following screen is displayed.

```
PRESS [START]
```

Press:

START
◇

When scanning is complete, the facsimile returns to the Standby Mode.

## Setting Recovery Transmission

Recovery Transmission allows the operator to re-transmit a document after failing the initially specified number of redial attempts.

If Recovery Transmission is set to ON, the document is stored in memory for a specified length of time. You may retransmit the document within this time period without re-scanning the original document.

**1 Display the RECOVERY TRANSMIT Menu**

Press:

MENU
▲

+

5

+

3

+

0

+

4

```
RECOVERY TX
2.ON

 1.OFF
```

**2 Select the Recovery Transmit Option**

To turn ON Recovery Transmission, press:

1

Go to Step 3.

To turn OFF Recovery Transmission, press:
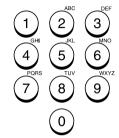
2

When "OFF" is selected, the "COMPLETED" message will be displayed. The facsimile returns to the Standby Mode.

```
STORE TIME
(1-24)        [ 8]
```

**3 Enter the STORED TIME**

Enter the stored time length (01 to 24, in unit of hours).

1    2 ABC    3 DEF
4 GHI  5 JKL   6 MNO
7 PQRS  8 TUV   9 WXYZ
       0

Then press:

ENTER
↵

When completed, the following screen is displayed. Press

STOP
⊚  to return to the Standby Mode.

```
COMPLETED
```

## TTI (Transmit Terminal ID) Print

To properly identify the sender of your documents, the DP80F/DP85F prints a transmission header (TTI) on the recording paper of the remote facsimile. The information included in the TTI are:

- **Date and Start Time**
  The date and start time when this document was sent to the remote facsimile.

- **Transmitting Station ID Name** (see page 42)

- **Transmission Serial Number**
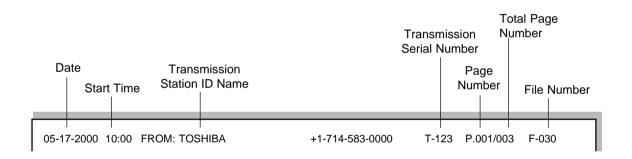
  With each transmission, the DP80F/DP85F automatically assigns a unique transmission number. This number is also printed on the Activity Journals.

- **Page Number/Total Number of Pages**
  Each page of the document is printed with a page number followed by the total number of pages in the document (e.g. 001/003 means the first page of three total pages).

- **File Number**
  Each document sent from memory is assigned a file number. This file number is used by the DP80F/DP85F to assist you in managing multiple document jobs.

```
                                                                    Total Page
                                                                    Number
                                                    Transmission
                                                    Serial Number
   Date                    Transmission                         Page
        Start Time         Station ID Name                      Number      File Number

   05-17-2000  10:00  FROM: TOSHIBA            +1-714-583-0000    T-123   P.001/003   F-030
```

You can select the following options for your TTI information.
- **Inside**
  The document is sent to the receiver with the TTI included in the document data. Accordingly, if any characters exist near the top edge of the sending data, they may be overlapped with the TTI.

- **Outside**
  The document is sent to the receiver with the TTI to be printed outside the sending data. Accordingly, if any characters exist near the top edge of the sending data, the TTI and the sending data will not overlap in transmission.

- **Off**

**IMPORTANT NOTE:**
The U.S. Federal Communication Commission (FCC) requires that anyone sending a facsimile message must identify themselves (or company), give their facsimile telephone number, and provide the date and time of the transmission. This information must be on the lead-edge of, at least, the first page of the facsimile transmission.

## TTI (Transmit Terminal ID) Print - continued

**1** **Display the TTI Menu**

**2** **Select the TTI Print Option**

Press:

MENU
▲

+

5

+

3

+

0

+

5

Select the TTI Print option.

To select INSIDE, press:

1

To select OUTSIDE, press:

2

To select OFF, press:

3
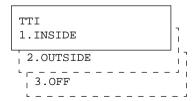
The display shows the screen below to indicate that the menu selection is completed.
To return to the Standy Mode,

STOP

press ⊗ .

```
TTI
1.INSIDE
  2.OUTSIDE
    3.OFF
```

```
COMPLETED
```
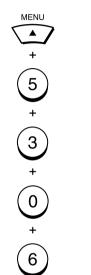
## Send after Scan Default Setting

This feature enables you to determine whether the dialing starts while the machine is scanning the documents or after the machine has scanned all documents in the Memory Send mode.

Also, if dialing after scanning is selected, you can select to delete or send the scanned pages when the memory becomes full during scanning.
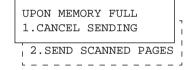
### 1 Display the SEND AFTER SCAN Menu

Press:

MENU
▲

+

5

+

3

+

0

+

6

```
SEND AFTER SCAN
2.OFF

1.ON
```

### 2 Select the Send After Scan Option

Select the desired Send After Scan Option.

To enable Send After Scan, press:

1

```
UPON MEMORY FULL
1.CANCEL SENDING

2.SEND SCANNED PAGES
```

Go to Step 3.

To disable Send After Scan, press:

2

The following is displayed for 2 seconds.

```
COMPLETED
```

Go to Step 4.

### 3 Select the Memory Full Option

Select the desired Memory Full Option.

To cancel the page being scanned, press:

1

To send the pages being scanned, press:

2

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

### 4 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

# Document Length Setting

This setting enables or disables the DP80F/DP85F sending documents longer than 1 Meter (39.4"). The default setting enables the 1 Meter (39.4") limit.

**NOTE:**

If you select "Any Length", the machine will be unable to detect a document jam.

## 1 Display the DOCUMENT LENGTH Menu

Press:

MENU
▲

+

5

+

2

+

0

+

2

```
DOCUMENT LENGTH
1.1M (39 INCHES)

 2.ANY LENGTH
```

## 2 Select the Document Length Option

Select the Document Length option.

To select 1m, press:

1

To select ANY LENGTH, press:

2

```
COMPLETED
```

Displayed for 2 seconds

↓

Returns to display the SETUP menu screen.

## 3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## PIN Mask

Some telephone PBX (Private Branch Exchange) systems can track and monitor all outgoing calls made by a facsimile. This is done by entering a PIN code after dialing the destination facsimile number.

The Toshiba DP80F/DP85F facilitates the telephone PBX system by masking the PIN entered with a "$" on both the LCD and TX Reports/Journals.

**NOTE:**
This feature is limited to keypad dialing.
This feature is not available with Abbreviated, Alphabet, or One Touch Key dialing.

### 1 Load the Document
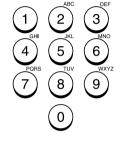
Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

### 2 Enter the Facsimile Number

Enter the number of the remote facsimile.

```
TEL NUMBER=(MAX 128)
[17145551212_      ]
```

### 3 Press the CHARGE CODE Key
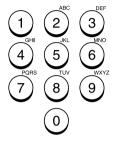
Press the CHARGE CODE key to initiate the PIN number sequence. A "+" will be displayed on the LCD display.

MULTI
CHARGE CODE

```
TEL NUMBER=(MAX 128)
[17145551212+_     ]
```

### 4 Enter the PIN Number

Enter the PIN number.

The PIN number entered is masked with "$" displayed on the LCD display.

When the entry is complete,

START

press ⟨◇⟩.

```
TEL NUMBER=(MAX 128)
[17145551212+$$$$_]
```

## Secure Reception Access Code Setting

There are occasions when you may wish to secure access to incoming documents. Secure RX allows you to receive documents to memory until a security code is entered. This ensures that only users with the correct security code may retrieve documents. In addition, Secure RX can be setup to automatically activate during a specified time period.

To setup Secure RX, a 4-digit security code must be programmed first. After programming the security code, you can specify the time period during which Secure RX will be active. 24-hour coverage for specific days of the week is selectable. This section describes the procedure for programming a security code or changing an existing security code.

**1 Display the SECURE RX Menu**

Press:

MENU
▲
+
5
+
4
+
0
+
1

```
SECURE RX
01.SECURITY CODE

 02.SECURE RX
```

**2 Select the SECURE RX Option**

To select a security code for the first time or to change an existing security code, press:

0
+
1

If the security code already exists and you wish to change the current code, go to Step 3.

When you enter a security code for the first time, go to Step 4.
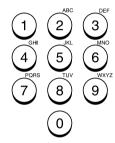
**If a new code needs to be entered:**
**If a code already exists:**

```
NEW SECURITY CODE
[_    ]
```

```
ENTER SECURITY CODE
[_    ]
```

**3 Enter the Current Security Code**

Before you change the security code, you must enter the existing code to gain access. Enter the current security code.

1 2 3
4 5 6
7 8 9
0

Then press:

ENTER
↵

Go to Step 4.

If the correct code is entered, following is displayed.
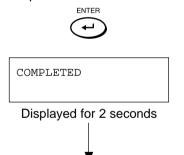
```
NEW SECURITY CODE
[_    ]
```

**4 Enter a New Security Code**

Enter your new 4-digit security code.

1 2 3
4 5 6
7 8 9
0

Then press:

ENTER
↵

```
COMPLETED
```

Displayed for 2 seconds

↓

Returns to display the SETUP menu screen.

**5** **Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP

to exit the Configuration Setting mode and return to the Standby Mode.

# Secure RX Activation Period Setting

This section describes the procedure to setup the DP80F/DP85F to automatically activate Secure RX during a specified time period. Prior to setting this option, you must have a security code set in the facsimile.

**NOTE:**

If a security code is not set, the DP80F/DP85F automatically prompts the security code setting. See the preceding section for details on setting the security code.

## 1 Display the SECURE RX Menu

Press:

MENU
▲

+

5

+

4

+

0

+

1

```
SECURE RX
1.SECURITY CODE

02.SECURE RX
```

## 2 Select the SECURE RX Option

To set the activity period for Secure RX, press:
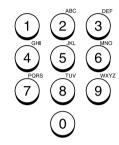
0

+

2

**NOTE:**

If a security code is not set, the DP80F/DP85F automatically prompts the security code setting. See the preceding section for details on setting the security code.

```
SECURITY CODE
[_   ]
```

## 3 Enter the Security Code

Enter the current security code.

1   2 ABC   3 DEF
4 GHI   5 JKL   6 MNO
7 PQRS   8 TUV   9 WXYZ
0

Then press:

ENTER
↵

```
SECURE RX
2.OFF

1.ON
```
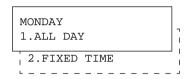
## 4 Activate the Automatic Secure RX

To activate Secure RX, press:

1

```
MONDAY
1.ALL DAY

2.FIXED TIME
```

Go to Step 5.

To de-activate Secure RX, press:

2

Then press:

STOP
⊘

to return to the Standby Mode.

160

**5** **Set for Each Day**

To set Secure RX for the entire 24-hour-period for the day displayed, press:

( 1 )

If you select "1.ALL DAY" for every day of the week, you will go to Step 7.

To specify a time period for Secure Rx operation on this day, press:

( 2 )

Repeat this step until you select ALL DAY or FIXED TIME for each day of the week (up to Sunday).

If you selected "2.FIXED TIME" for any day of the week, you will go to Step 6 after selecting the options for seven days of the week.

**NOTE**:
The day of the week is shown in the LCD. Selecting ALL DAY for Monday means Secure RX will be active for the entire 24 hours of Monday.

```
START/STOP TIME
[10:00PM-09:00AM]
```

**6** **Enter the Start and End Time**

Enter the time period (start time and end time) subject to automatic activation using the following keys.

To move the entry point to the left or right.

1  2 ABC  3 DEF
4 GHI  5 JKL  6 MNO
7 PQRS  8 TUV  9 WXYZ
0

To enter the desired numeric value for each time digit.

MENU
▲
▼

To change the time-of-day forward or backward when the 12-hour system is used.

When the start time and end time of the desired period is displayed correctly, press:

ENTER
( ↵ )

**7** **Complete the Procedure**

The following is displayed for 2 seconds.

STOP

Press ( ⊘ ) to return to the Standby Mode.

```
COMPLETED
```

# Memory Reception Setting

When the printer becomes unavailable during a document reception, due to a recording paper jam, toner empty or other error condition, this facsimile backs up the received data by storing it in memory.

The document data is received and stored in memory. The nature of trouble is indicated on the LCD display with an ALARM lamp blinking.

```
MAY-17 09:43 AM  90%
PAPER EMPTY
```
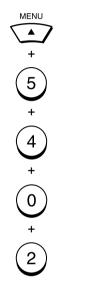
To retrieve the data stored in memory, simply correct the error condition (such as refill your paper tray with recording paper). Your document will be printed automatically.
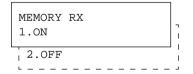
**NOTES:**
- The default setting is ON.
- When OFF is selected, no receptions will be possible should the paper supply be exhausted or a paper jam occurs.
- Note that Memory Reception will not occur when the residual memory is zero. When the residual memory becomes zero during a Memory Reception, document reception will stop and no further receptions are possible until memory becomes available.

## 1 Display MEMORY RX Menu

Press:

MENU
▲
+
5
+
4
+
0
+
2

```
MEMORY RX
1.ON

 2.OFF
```

## 2 Select the Memory Reception Option

To set Memory Reception ON, press:

1

To set Memory Reception to OFF, press:

2

When the setting is complete, the following screen is displayed. To return to the Standby Mode, press 🚫.
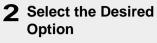
```
COMPLETED
```

## Reception-Reduction Setting

This function allows the reduction of the received image, if the received document is larger than the recording paper.

### 1 Display the SET RX REDUCTION Menu

Press:

MENU

△

+

5

+

4

+

0

+

3

```
RX REDUCTION
1.ON

 2.OFF
```

### 2 Select the Desired Option

To set RX Reduction to ON, press:

1

To set RX Reduction to OFF, press:

2

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

### 3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP

⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## Reception-Discard Setting

This function allows up to 13 mm* of the lower portion of the document to be discarded, if the document is larger than the recording paper.

*   To change this dimension, contact your service representative.

### 1 Display the DISCARD Menu

Press:

MENU
▲

+

5

+

4

+

0

+

4

```
DISCARD
1.ON

2.OFF
```

### 2 Select the Desired Option

To set DISCARD function to ON, press:

1

To set DISCARD function to OFF, press:

2

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

### 3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⬤
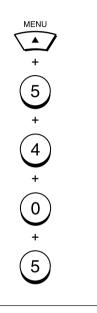
to exit the Configuration Setting mode and return to the Standby Mode.

## Reverse Order Printing Setting

This function receives the entire facsimile document into memory and then prints the document in reverse order. In this way, the pages of the document will be in correct order.

**1** **Display the REVERSE ORDER PRINT Menu**

Press:

MENU
▲
+
5
+
4
+
0
+
5

```
REV. ORDER PRINT
1.ON
```
```
2.OFF
```

**2** **Select the Desired Option**

To set REVERSE ORDER PRINT to ON, Press:

1

To set REVERSE ORDER PRINT to OFF, press:

2

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

**3** **Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

# Privileged Reception
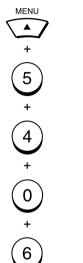
This function prevents your facsimile from receiving documents from unknown parties. Transmissions to the DP80F/DP85F are only possible when the sending facsimile's terminal identification or telephone number match those assigned to the Abbreviated Dial Numbers or One Touch Dial Keys on your facsimile.

**NOTES:**

- Privileged Reception is effective only on incoming calls received in the Auto Receive Mode.

- Privileged Reception is not available for polling or mailbox retrieval requests from the remote facsimiles.

- For this feature to work, you must pre-program the numbers of the facsimiles in your communication system into your DP80F/DP85F's Abbreviated Number or One Touch Dial Key database. In addition, the remote facsimile must have the correct telephone number programmed as its terminal identification.

**1** **Display the PRIVILEGED RX Menu**

Press:

MENU
▲

+

5

+

4

+

0

+

6

```
PRIVILEGED RX
2.OFF

 1.ON
```

**2** **Select the Privileged Reception Option**

To turn ON Privileged Reception, press:

1
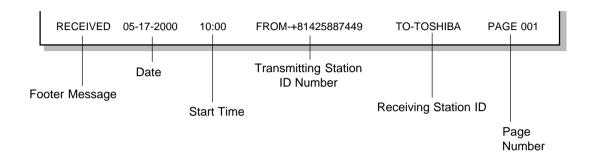
To turn OFF Privileged Reception, press:

2

```
COMPLETED
```

## RTI (Remote Terminal ID) Print

To clearly identify the time, date, and page count of your facsimile receptions, the DP80F/DP85F is able to print a Reception Footer (RTI) on received documents using the DP80F/DP85F's internal clock.

RECEIVED    05-17-2000    10:00    FROM-+81425887449    TO-TOSHIBA    PAGE 001

Footer Message

Date

Start Time

Transmitting Station
ID Number

Receiving Station ID

Page
Number
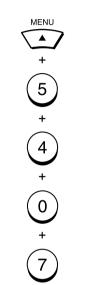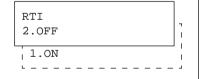
**NOTES:**

- The Transmitting Station ID Number will only be provided if it is programmed in the remote facsimile's Terminal ID.

- The Receiving Station ID will only be provided if it is programmed in this facsimile's Terminal ID.

### 1 Display the RTI Menu

Press:

MENU

▲

+

5

+

4

+

0

+

7

```
RTI
2.OFF
```
```
1.ON
```

### 2 Select the RTI Print Option

Select the RTI Print option.

To print, press:

1

To not print, press:

2
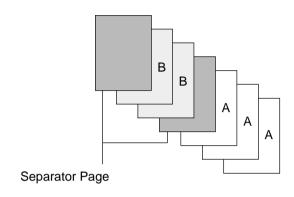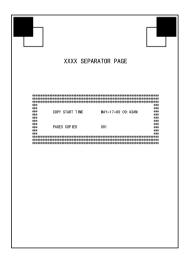
```
COMPLETED
```

# Setting Separator Page

A Separator Page is a sheet automatically inserted between each received fax. This feature makes it easier to distinguish between individual receptions.

Separator Page

XXXX SEPARATOR PAGE

COPY START TIME        MAY-17-00 09:43AM

PAGES COPIED        001

Separator Page

**1** Display the SEPARATOR PAGE Menu

Press:

MENU
▲

+

5

+

4

+

0

+

8

RX SEPARATOR
2.OFF

1.ON

**2** Select the Facsimile Separator Page Option

To turn ON Facsimile Separator Page, press:

1

To turn OFF Facsimile Separator Page, press:
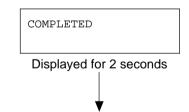
2

COMPLETED

Displayed for 2 seconds

Returns to display the SETUP menu screen.

**3** Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## Secure RX Temporary Stop

This section describes the procedure to manually de-activate Secure RX.

This function will permit you to temporarily de-activate Secure RX to printout documents retained within memory.

**NOTE:**
In order to manually de-activate Secure RX, you must first activate Secure RX. (See page 160).

**1** **Display the SECURE RX Menu**

Press:

MENU
▲

+

1

+

5

**NOTE:**
If Secure RX Activation is set to OFF, an error will result in the operation above. The message "SETTING IS OFF" will be displayed for 2 seconds, then the screen returns to the Standby Mode.

```
SECURE RX
1.TEMPORARY STOP
```

**2** **Select TEMPORARY STOP**
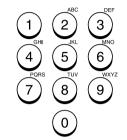
To temporarily de-activate Secure RX, press:

1

```
ENTER SECURITY CODE
[_    ]
```

**3** **ENTER the Security Code**

Enter the 4-digit security code.

```
1    2 ABC    3 DEF
4 GHI    5 JKL    6 MNO
7 PQRS    8 TUV    9 WXYZ
        0
```

```
ENTER SECURITY CODE
[****]
```

Then press:

ENTER
↵

The following screen is displayed for 2 seconds to confirm your selection. Then the display returns to the Standby Mode.

```
COMPLETED
```

## Letter Head Paper Setting

This function permits you to limit usage of a particular paper tray to PC printing or copy mode operation. The selected paper tray will not be used for facsimile receptions.
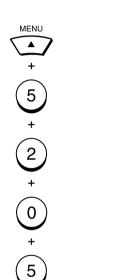
**NOTE:**
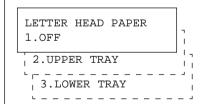
This function is only available when the Optional Recording Paper Tray is installed.

"LOWER TRAY" is only displayed when the Optional Recording Paper Tray is installed to the machine.

**1 Display the LETTER HEAD PAPER Menu**

Press:

MENU
▲
+
5
+
2
+
0
+
5

```
LETTER HEAD PAPER
1.OFF

  2.UPPER TRAY

    3.LOWER TRAY
```

If the Optional Recording Paper Tray is installed, following screen is displayed.

**2 Select the Tray Option**

To turn OFF Letter Head Paper, press:

1

To reserve the internal paper tray for the Letter head paper function, press:

2

To reserve the optional paper tray for the Letter Head Paper function, press:

3

```
COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

**3 Select Another SETUP Item, or ...**

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

STOP
⊘

to exit the Configuration Setting mode and return to the Standby Mode.

## Security Transmission

This function prevents your facsimile from sending to an incorrectly dialed phone. With this function set ON, the dialed number will be checked against the remote facsimile's programmed Transmit Terminal ID (TTI). The transmission will only occur if the number dialed matches the remote party's number.

**NOTE:**

To change the default setting of this function, refer to page 150. The status selection in this operation will take precedence over the default setting.

**1 Load the Document**
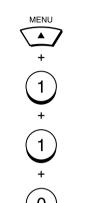
Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

**2 Display the SECURITY TX Menu**

Press:

MENU

▲

+

1

+

1

+

1

+

0

+

1

```
SECURITY TX
2.OFF
 1.ON
```

**3 Select the Option**

Turn ON Security Transmission by pressing:

1

```
MAY-17 09:43 AM 100%
ENTER TEL NUMBER
```

**4 Enter the Facsimile Number**

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing ... See page 89
- Abbreviated Dialing ... See page 90
- Alphabet Dialing ... See page 91
- Keypad Dialing ... See page 92

# Disabling ECM Temporarily

If the ECM default setting is set to ON, it is always effective for communications on your facsimile.
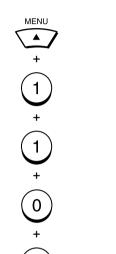
You can turn the ECM OFF for a single transmission using this procedure. The facsimile will automatically return to its default status immediately after that transmission is complete.

**NOTE:**
> If ECM is set to "OFF" in the default setting procedure, this procedure is not applicable and the facsimile will warn you with an error message, "NOT ALLOWED NOW."

## 1 Display the SET ECM Menu

Press:

MENU
▲

+

①

+

①

+

⓪

+

②

```
ECM
1.ON
```
```
2.OFF
```

## 2 Select the ECM Option

Select "2.OFF" by pressing:

②

The following screen is displayed. You may dial the remote facsimile for your communication job. The display will return to the Standby Mode in about 60 seconds if no keys are pressed.

```
MAY-17 09:43 AM 100%
ENTER TEL NUMBER
```

## Dialing with Sub-Address

This function attaches a sub-address to the standard destination address in the event the remote party requires one.

Three types of sub-addresses can be used (SUB, SEP, and PWD); or any combination of two or three types can be used. After selecting the desired types, the transmission to follow will be sent to the desired address using the designated sub-address.

You can activate this option while programming an Abbreviated Dial Number (page 65) or One Touch Dial Key (page 71) if communication with a certain remote party always requires this option.

If you activate this option using both an Abbreviated Dial Number (or One Touch Dial Key) setting and using this procedure for the same destination, this operation will take precedence over the pre-programmed setting in the Abbreviated Dial or One Touch Dial.

**NOTE:**
For more information on when to use SUB/SEP/PWD, refer to page 69. If you designate an erroneous or unnecessary sub-address, the communication will result in an error.

### 1 Load the Document
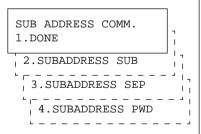
Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
         AUTO RECEIVE
```

### 2 Display the SUB ADDRESS COMM Menu

Press:

MENU
▲

+

1

+

1

+

0

+

3

```
SUB ADDRESS COMM.
1.DONE
  2.SUBADDRESS SUB
   3.SUBADDRESS SEP
    4.SUBADDRESS PWD
```

### 3 Select the Option

Select one of the following options from the menu.

To select SUB, press:

2

Go to Step 4.

To select SEP, press:

3

Go to Step 5.

To select PWD, press:

4

Go to Step 6.

To complete this procedure, press:

1

Go to Step 7.

### 4 Enter the SUB Address

Enter the required SUB address (max. 20 digits), then press:

ENTER
↵

The display returns to the screen at the bottom of Step 2. You may continue from Step 3 and enter another sub-address of a different type. To complete your sub-address entry, select option "1.DONE" in Step 3.

## Dialing with Sub-Address - continued

**5** **Enter the SEP Address**

Enter the required SEP address (max. 20 digits), then press:

ENTER

The display returns to the screen at the bottom of Step 2. You may continue from Step 3 and enter another sub-address of a different type. To complete your sub-address entry, select option "1.DONE" in step 3.

**6** **Enter the PWD**

Enter the required PWD (max. 20 digits), then press:

ENTER

The display returns to the screen at the bottom of Step 2. You may continue from Step 3 and enter another sub-address of a different type. To complete your sub-address entry, select option "1.DONE" in Step 3.

**7** **Complete the Sub-Address Entry**

When the sub-address data has been entered, the following is displayed.

```
MAY-17 09:43 AM 100%
ENTER TEL NUMBER
```

**8** **Enter the Facsimile Number**

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing ... See page 89
- Abbreviated Dialing ... See page 90
- Alphabet Dialing ... See page 91
- Keypad Dialing ... See page 92

## Enabling or Disabling Send after Scan Temporarily

If the Send After Scan Mode Default Setting is set to "OFF", this feature allows you enable the Send After Scan mode for a single transmission. Once that transmission is complete, the default status is regained.

If you enable Send after Scan, you will be given the opportunity to select "SEND SCANNED PAGES" or "CANCEL SENDING."
Select "SEND SCANNED PAGES" if you want the pages scanned to memory (prior to the Memory Full) to be transmitted.
Select "CANCEL SENDING" if you want to cancel that transmission and try again later when more memory is available or use a Direct TX operation.

### 1 Load the Document
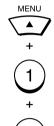
Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

### 2 Display the SEND AFTER SCAN Menu

Press:

MENU
△

+
①
+
①
+
⓪
+
④

```
SEND AFTER SCAN
1.ON
 2.OFF
```

### 3 Select the Send After Scan Option

Select the desired Send After Scan Option.

To enable Send After Scan, press:

①

```
UPON MEMORY FULL
2.SEND SCANNED PAGES
 1.CANCEL SENDING
```

Go to Step 4.

To disable Send After Scan, press:

②

The following is displayed for 2 seconds.

```
COMPLETED
```

Go to Step 5.

### 4 Select the Memory Full Option

Select the desired Memory Full Option.

To cancel the pages that have been scanned, press:

①

To send the pages that have been scanned, press:

②

The following screen is displayed. You may dial the remote facsimile for your communication job. The display will return to the Standby Mode in about 60 seconds if no keys are pressed.

```
MAY-17 09:43 AM 100%
ENTER TEL NUMBER
```

## 5 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing
  ... See page 89

- Abbreviated Dialing
  ... See page 90

- Alphabet Dialing
  ... See page 91

- Keypad Dialing
  ... See page 92

```
SCANNING DOC.   P001
FILE NUMBER =    110
```

## Attaching or Printing a Cover Sheet

This function attaches a cover sheet to the document to be transmitted or prints the cover sheet for confirmation purposes.

Prior to using this cover sheet feature, the Cover Sheet function must be set to ON. For more information see page 151.

**NOTES:**
- When sending multi-address transmissions, the cover sheet will be attached to the document for every address.
- TTI will not be printed on the cover sheet.
- Smart Batch is not available if this function is used.
- When re-sending a document due to an error, the cover sheet is again attached to the retransmission.
- In Transmission Reports and Journals, the number of pages of each transmission includes the cover sheet.
- When a Transmission Report is issued with the document image output, the first page data of the facsimile will be printed but not the cover page data.
- The cover sheet is always sent in Letter size.
- The resolution for the cover sheet is fixed to FINE. However, if the receiving unit is set to STD, the cover sheet is sent in STD.

**1 Load the Document**

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM  99%
          AUTO RECEIVE
```

**2 Display the COVER SHEET Menu**

Press:

MENU
▲

+

1

+

1

+

1

+

0

+

5

```
COVER SHEET
1.SEND
  2.PRINT
```

**3 Select the Option**

To attach a cover sheet, press:

1

```
COVER SHEET
ENTER TO NAME
```

Go to Step 4.

To print a cover sheet, press:

2

When the printing is complete, the display return to the Standby Mode.

**4 Enter the Remote Party's Name**

Enter the name of the remote party.

See page 36 for more information on Character Entry.

Then press:

ENTER
↵

```
COVER SHEET
ENTER FROM NAME
```

## 5 Enter the Sender's Name

Enter your name.

See page 36 for more information on Character Entry.

Then press:

ENTER

```
MAY-17 09:43 AM  99%
ENTER TEL NUMBER
```

## 6 Enter the Facsimile Number
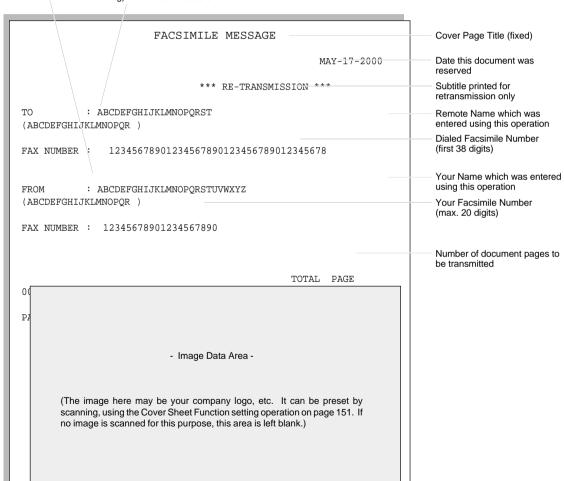
Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

**Cover Sheet Format**

Your Station ID (if preset; max. 40 characters)

Remote Station ID (printed when preset to the Abbreviated Dial Number or One Touch Dial Key used for dialing).  Max. 20 characters

```
                FACSIMILE MESSAGE

                                    MAY-17-2000

                *** RE-TRANSMISSION ***

TO         : ABCDEFGHIJKLMNOPQRST
(ABCDEFGHIJKLMNOPQR )

FAX NUMBER :  12345678901234567890123456789012345678

FROM       : ABCDEFGHIJKLMNOPQRSTUVWXYZ
(ABCDEFGHIJKLMNOPQR )

FAX NUMBER :  12345678901234567890

                                      TOTAL  PAGE
00

PA
```

Cover Page Title (fixed)

Date this document was reserved

Subtitle printed for retransmission only

Remote Name which was entered using this operation

Dialed Facsimile Number (first 38 digits)

Your Name which was entered using this operation

Your Facsimile Number (max. 20 digits)

Number of document pages to be transmitted

- Image Data Area -

(The image here may be your company logo, etc.  It can be preset by scanning, using the Cover Sheet Function setting operation on page 151. If no image is scanned for this purpose, this area is left blank.)

## Delayed Communication (Time Designation)

This function is available to reserve a document for transmission at a programmed time.

This function is convenient for making use of non-peak discount telephone rates for domestic and overseas facsimile transmissions. Delayed communication can be applied to Single Transmissions (to transmit a single document to a specified destination), Multi-address (Group) Transmissions, Mail Box Transmissions, Relay Transmissions, and Polling Communications.

You can activate this option while programming an Abbreviated Dial Number (page 65) or One Touch Dial key setting (page 71) if communication with the remote party always requires this option. Otherwise, use the following procedure.
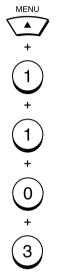
### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
          AUTO RECEIVE
```

### 2 Display the DELAYED COMM. Menu

Press:

MENU
▲
+
1
+
1
+
0
+
6

```
DELAYED COMM.
[HH:MMAM DD]
```

**NOTE:**
It is not necessary to input a day-of-month, if you wish the communication to be completed within the next 24-hour period.
Simply leave the day-of-month area blank.
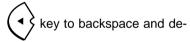
### 3 Enter the Time and Date

Enter the time and day-of-month to start the communication.

1  2 (ABC)  3 (DEF)
4 (GHI)  5 (JKL)  6 (MNO)
7 (PQRS)  8 (TUV)  9 (WXYZ)
0
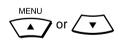
(The cursor moves to the next right digit as a numeric value is entered on each digit. Use the

◄ key to backspace and delete the values of digits already entered.)

Change the AM/PM designation by pressing the following keys.

MENU
▲ or ▼

When the correct time and date is entered, press:

ENTER
↵

```
MAY-17 09:43 AM 100%
ENTER TEL NUMBER
```

### 4 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing ... See page 89
- Abbreviated Dialing ... See page 90
- Alphabet Dialing ... See page 91
- Keypad Dialing ... See page 92

**NOTE:**
If the day-of-month value entered in Step 2 does not exist in the current month, the communication will start on the first day of the next month. For example, if "30" is entered in February, the communication will start on March 1st.

## Priority Transmission

Priority Transmission permits you to execute a transmission before any other reserved transmission job.

**NOTES:**

- Priority reservation is good for a Single Transmission only.

- Only one communication can be reserved as a Priority Transmission.
  When a transmission is already reserved as a Priority Transmission, an error tone and "NOT ALLOWED NOW" LCD prompt result when Priority Transmission is selected.

**1 Load the Document**

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
              AUTO RECEIVE
```

**2 Display the PRIORITY TX Menu**

Press:

MENU
▲

+

①

+

①

+

⓪

+

⑦

```
PRIORITY FAX
ENTER TEL NUMBER
```

**3 Enter the Facsimile Number**

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

```
SCANNING DOC.   P001
FILE NUMBER =    110
```

## Sending Recovery Transmission

This operation is used to re-send a document after the document initially failed to be sent. If recovery transmission is set to ON, the document is stored in the DP80F/DP85F for resending.
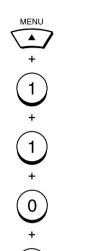
**NOTE:**

When the Recovery Transmission is set to OFF, an error tone and "NOT ALLOWED NOW" LCD prompt result when Recovery Transmission is selected.

If there is no document stored for recovery transmission, an error tone sounds and "NO ENTRY" LCD prompt will be displayed.

**1  Display the RECOVERY TRANSMIT Menu**

Press:

MENU
▲
+
1
+
1
+
0
+
8
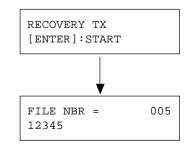
Press ▲ MENU or ▼ to view the jobs stored for resending. The information is displayed on the LCD display.

```
RECOVERY TX
[ENTER]:START
```

↓

```
FILE NBR =      005
12345
```

To cancel the document, go to Step 4.

**2  Select the Desired Job**
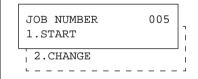
When the sending document to be recovered was sent using the One Touch key, Abbreviated Dial Number, Group Number, or Alphabet Dialing, press:

ENTER
↵

You can also change the number of the remote facsimile if dialed from the Dial Keypad.

To re-transmit the document or change the facsimile number, press ↵ ENTER.

```
JOB NUMBER       005
1.START
  2.CHANGE
```

To start the transmission, press:

1

To change the number, press:

2

```
FAX NUMBER  (MAX128)
[12345            ]
```

**3  Change the Facsimile Number**

Enter the new facsimile number.

1  2(ABC)  3(DEF)
4(GHI)  5(JKL)  6(MNO)
7(PQRS)  8(TUV)  9(WXYZ)
0

If the correct number is entered, press:

ENTER
↵

The transmission starts immediately if the phone line is available.

**4  Cancel the Document**

Press:

JOB CANCEL

```
DELETE JOB NUMBER005
1.YES
  2.NO
```

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# Sending Recovery Transmission - continued

**5** **Select the Cancel Option**

To delete the selected document stored for resending, press:

( 1 )

To retain the selected document stored for resending, press:

( 2 )

```
DELETED
```

Displayed for 2 seconds

↓

Standby Mode screen.

## Low Speed Transmission

If communication errors frequently occur while transmitting documents due to bad line conditions, we recommend you select a lower transmission speed to enable quality transmissions. The transmission speed will be restored to the default value automatically after the low speed transmission is completed.

You can activate this option while programming an Abbreviated Dial Number (page 65) or One Touch Dial Key (page 71) if communication with a certain remote party always requires this option.

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).
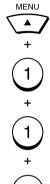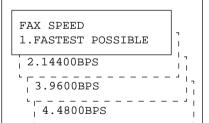
```
MAY-17 09:43 AM 100%
        AUTO RECEIVE
```

### 2 Display the FAX SPEED Menu

Press:

MENU
▲

+

①

+

①

+

①

+

⓪

+

⑨

```
FAX SPEED
1.FASTEST POSSIBLE
2.14400BPS
3.9600BPS
4.4800BPS
```

### 3 Select a Speed

Select the desired speed.

To select FASTEST POSSIBLE, press:

①

To select 14400 BPS, press:

②

To select 9600 BPS, press:

③

To select 4800 BPS, press:

④

```
MAY-17 09:43 AM 100%
ENTER TEL NUMBER
```

### 4 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing ... See page 89
- Abbreviated Dialing ... See page 90
- Alphabet Dialing ... See page 91
- Keypad Dialing ... See page 92

## Line Monitor

This function is used to set the facsimile's speaker ON in order to monitor the phone line for one communication only. This function is mainly used to confirm dialing and phone line status.

You can activate this option when programming an Abbreviated Dial Number (page 65) or One Touch Dial Key (page 71) if communication with a certain remote party always requires this option.

**1 Load the Document**

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
          AUTO RECEIVE
```

**2 Display the LINE MONITOR Menu**

Press:

MENU
▲

+

1

+

2

```
LINE MONITOR
2.OFF

1.ON
```
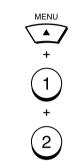
**3 Select the Option**

Turn ON the monitor speaker by pressing:

1

```
MAY-17 09:43 AM 100%
ENTER TEL NUMBER
```

**4 Enter the Facsimile Number**

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing
  ... See page 89

- Abbreviated Dialing
  ... See page 90

- Alphabet Dialing
  ... See page 91

- Keypad Dialing
  ... See page 92

## Setting the Page Count

When this function is set to ON, the designated number of pages will be printed at the top of the recording paper at the remote station. This function is effective for a Direct Document Transmission only. (The total number of pages will be printed automatically as part of the TTI in Memory Transmissions.)

This setting is very helpful for confirming that all of the pages loaded into the feeder have been successfully sent.

It will also assist the recipient to track the number of pages as it will add a page count to a the TTI at the top of your transmitted pages (i.e., 1/5, 2/5, 3/5, etc.).

The facsimile will compare the number of pages actually sent with the number you entered.

### 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).

```
MAY-17 09:43 AM 100%
         AUTO RECEIVE
```

### 2 Display the PAGE NUMBER Menu

Press:

MENU
▲

+

1

+

4

```
PAGE NUMBER
(1-999)        [ _ ]
```

### 3 Enter the Number of Document Pages

Enter the number of document pages (1 to 999).

1  2 (ABC)  3 (DEF)
4 (GHI)  5 (JKL)  6 (MNO)
7 (PQRS)  8 (TUV)  9 (WXYZ)
0

The press:

ENTER
↵

```
MAY-17 09:43 AM 100%
ENTER TEL NUMBER
```

### 4 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing
  ... See page 89
- Alphabet Dialing
  ... See page 90
- Abbreviated Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

# Communication Report Print

You can request a communication report every time a document is sent. If you desire a communication report every time you send a document, set this function to ON as a default (see page 187).

If you plan to use communication reports only occasionally, use this procedure. The TX Report key allows you to obtain a report for one communication only.

You can activate this option while programming an Abbreviated Dial Number (see page 65) or One Touch Dial Key setting (see page 71) if communication with a specific remote party always requires this option.
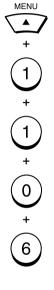
## 1 Load the Document

Load the document face down in the Document Support (see page 82).

Adjust the resolution and contrast if desired (see pages 83 and 84).
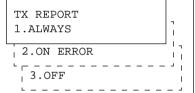
```
MAY-17 09:43 AM 100%
         AUTO RECEIVE
```

## 2 Display the TX REPORT Menu

Select the function key on the Operation Panel.

Press:

TX
REPORT

```
TX REPORT
1.ALWAYS

2.ON ERROR

3.OFF
```

## 3 Select the Option

To set the DP80F/DP85F to always print a communication report, press:

(1)

To set the DP80F/DP85F to only print a communication report when an error condition is encountered, press:

(2)

To set the DP80F/DP85F to never print a communication report, press:

(3)

```
MAY-17 09:43 AM  80%
ENTER TEL NUMBER
```

## 4 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing
  ... See page 89
- Abbreviated Dialing
  ... See page 90
- Alphabet Dialing
  ... See page 91
- Keypad Dialing
  ... See page 92

This facsimile allows the operator to set various options regarding the lists and reports listed below.

## JOURNAL

There are two types of Journals available on the DP80F/DP85F. Both the Transmission Journal (TX Journal) and Reception Journal (RX Journal) list the 40 most recent transactions. Journals can be printed either Automatically or Manually. When manually printed, JOURNAL must be pressed. To select the type of Journal to print when JOURNAL is pressed, complete manual Journal printing discussed in this section.

## COMMUNICATION REPORT

Communication Report allows you to print a report after every transmission. Reports can be printed automatically or manually. When printing automatically, you can designate to print a report for every transmission or only when an error has occurred during the transmission.

In addition, Communication Report allows you to further select the option of printing the first page image of the fax document on the report to facilitate identification.

To setup the Communication Report, go to page 189 to 193.

## RECEPTION LIST

The DP80F/DP85F will print a reception list under the following conditions:

- **Reservation to Local Mailbox**
  When reserving a document to a Mailbox within the DP80F/DP85F locally, a reception list is printed.
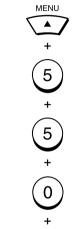
- **Remote Mailbox**
  When reserving a document to a Mailbox within the DP80F/DP85F remotely from another facsimile, a reception list is printed on the DP80F/DP85F.
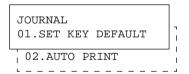
## Reception Journal Settings

### 1 Display the JOURNAL Menu

Press:

MENU
▲

+

5

+

5

+

0

+

1

```
JOURNAL
01.SET KEY DEFAULT

  02.AUTO PRINT
```
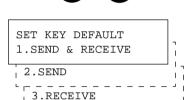
### 2 Select the JOURNAL Option
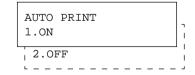
To configure the type of Journal to print when JOURNAL is used, press:

0 + 1

```
SET KEY DEFAULT
1.SEND & RECEIVE

  2.SEND

  3.RECEIVE
```

Go to Step 3.

To set automatic printing, press:

0 + 2

```
AUTO PRINT
1.ON

  2.OFF
```

Go to Step 4.

### 3 SET KEY DEFAULT Options

Select the desired option.

To print both TX and RX Journals when JOURNAL is used, press:

1

To print only a TX Journal when JOURNAL is used, press:

2

To print only a RX Journal when JOURNAL is used, press:

3

The following screen is displayed to confirm your selection.

```
COMPLETED
```

STOP

Press ⊘ to complete this setting.

# Reception Journal Settings - continued

**4** **AUTO PRINT**
**Options**

Press the following key to setup automatic printing of the TX and RX Journals whenever 40 transactions have taken in place.

To turn ON Automatic printing of journal, press:

( 1 )

To turn OFF Automatic printing of journal, press:

( 2 )

The following screen is displayed to confirm your selection.

```
COMPLETED
```

STOP

Press ( ⊚ ) to complete this

setting.

## Direct Transmission Report Setting

**1** **Display the TX REPORT Menu**

**2** **Select the Option for TX REPORT**

Press:

MENU
▲

+

(5)

+

(5)

+

(0)

+

(2)

+

(0)

+

(1)

```
TX REPORT
1.ALWAYS
```
```
2.ON ERROR
```
```
3.OFF
```
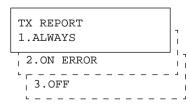
Select the desired printing option for non-memory, direct transmissions.

To ALWAYS print a Transmission Report whenever a document is transmitted, press:

(1)

To only print a Transmission Report when an error occurrs, press:

(2)

To turn OFF automatic printing of Transmission Reports, press:

(3)

The following screen is displayed to confirm your selection.

```
COMPLETED
```

STOP
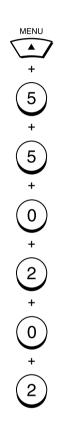
Press (⬚) to complete this setting.

# Memory Transmission Report Setting

**1** Display the
MEMORY TX
Menu

**2** Select the Option for
MEMORY TX

**3** Set the Option for
SHOW FIRST PAGE

Press:

MENU
△

+

⑤

+

⑤

+

⓪

+

②

+

⓪

+

②

```
MEMORY TX
1.ALWAYS
 2.ON ERROR
  3.OFF
```

Select the desired printing op-
tion for single location memory
transmissions.

To ALWAYS print a Transmis-
sion Report whenever a docu-
ment is transmitted, press:

①

To only print a Transmission
Report when an error occurrs,
press:

②

```
SHOW FIRST PAGE
2.OFF
 1.ON
```

To turn OFF automatic printing
of Transmission Reports, press:

③

The following screen is dis-
played to confirm your selection.

```
COMPLETED
```

STOP
Press ⊘ to complete this
setting.

To print a first page image of the
document on the Transmission
Report, press:

①

To not print a first page image of
the document on the Transmis-
sion Report, press:

②

The following screen is dis-
played to confirm your selection.

```
COMPLETED
```

STOP
Press ⊘ to complete this
setting.

## Multi-Address Report Setting

**1 Display the MULTI-ADD REPORT Menu**

Press:

MENU
▲

+

⑤

+

⑤

+

⓪

+

②

+

⓪

+

③

```
MULTI-ADD REPORT
1.ALWAYS
2.ON ERROR
3.OFF
```

**2 Select the Option for MULTI-ADD REPORT**
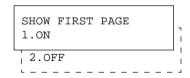
Select the desired option for Multi-address Transmission Reports.

To ALWAYS print a Transmission Report whenever a document is transmitted, press:

①

To only print a Transmission Report when an error occurs, press:

②

```
SHOW FIRST PAGE
1.ON
2.OFF
```

Go to next step.

To turn off automatic printing of Transmission Reports, press:

③

The following screen is displayed to confirm your selection.

```
COMPLETED
```

STOP

Press 🔘 to complete this setting.

**3 Set the Option for SHOW FIRST PAGE**

To print a first page image of the document on the transmission report, press:

①

To not print a first page image of the document on the transmission report, press:

②

The following screen is displayed to confirm your selection.

```
COMPLETED
```

STOP

Press 🔘 to complete this setting.

# Multi-Polling Report Setting

**1** Display the
MULTI POLL
REPORT Menu

**2** MULTI POLL
REPORT Options

Press:

MENU

△

+

⑤

+

⑤

+

⓪

+

②

+

⓪

+

④

```
MULTIPOLL REPORT
1.ALWAYS
  2.ON ERROR
    3.OFF
```

Select the desired option for Multi-polling Reports.

To ALWAYS print a report whenever a polling operation occurs, press:

①

To only print a report when an error occurrs, press:

②

To turn OFF automatic printing of this report, press:

③

The following screen is displayed to confirm your selection.

```
COMPLETED
```

STOP

Press (⊘) to complete this setting.

## Relay Originator Report Setting

### 1 Display the RELAY ORIGINATOR Menu

Press:

MENU
△

+

5

+

5

+

0

+

2

+

0

+

5

```
RELAY ORIGINATOR
1.ALWAYS
  2.ON ERROR
    3.OFF
```

### 2 Select the Option for RELAY ORIGINATOR

Select the desired option to print a report whenever a Relay transmission is sent.

**NOTE:**
This is only applicable if the DP80F/DP85F is used as an Originator for a relay transmission (see page 116).

To ALWAYS print a report whenever a document is transmitted, press:

1

To only print a report when an error occurs, press:

2

```
SHOW FIRST PAGE
1.ON
  2.OFF
```

Go to next step.

To turn OFF Automatic printing of reports, press:

3

The following screen is displayed to confirm your selection.

```
COMPLETED
```

STOP
Press ⊘ to complete this setting.

### 3 Set the Option for SHOW FIRST PAGE

To print a first page image of the document on the transmission report, press:

1

To not print a first page image of the document on the transmission report, press:

2

The following screen is displayed to confirm your selection.

```
COMPLETED
```

STOP
Press ⊘ to complete this setting.
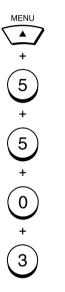
# Reception List Settings

## 1 Display the RECEPTION LIST Menu

Press:

MENU
▲

+

5

+

5

+

0

+

3

```
RECEPTION LIST
01.LOCAL MAILBOX

02.REMOTE MAILBOX
```

## 2 Select the Job for RECEPTION LIST

Select the desired option.

To select the LOCAL MAIL-BOX, press:

0 + 1

Go to Step 3.
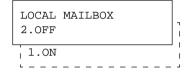
To select the REMOTE MAIL-BOX, press:

0 + 2

Go to Step 4.

## 3 LOCAL MAILBOX LIST

When "01.LOCAL MAILBOX" is selected in Step 2, the following screen displays.

```
LOCAL MAILBOX
2.OFF

1.ON
```

To turn ON, press:

1

To turn OFF, press:

2

The following screen is displayed to confirm your selection.

```
COMPLETED
```

STOP
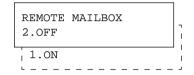
Press ⊘ to complete this setting.

## 4 REMOTE MAILBOX LIST

When "02.REMOTE MAILBOX" is selected in Step 2, the following screen displays.

```
REMOTE MAILBOX
2.OFF

1.ON
```

To turn ON, press:

1

To turn OFF, press:

2

The following screen is displayed to confirm your selection.

```
COMPLETED
```

STOP

Press ⊘ to complete this setting.
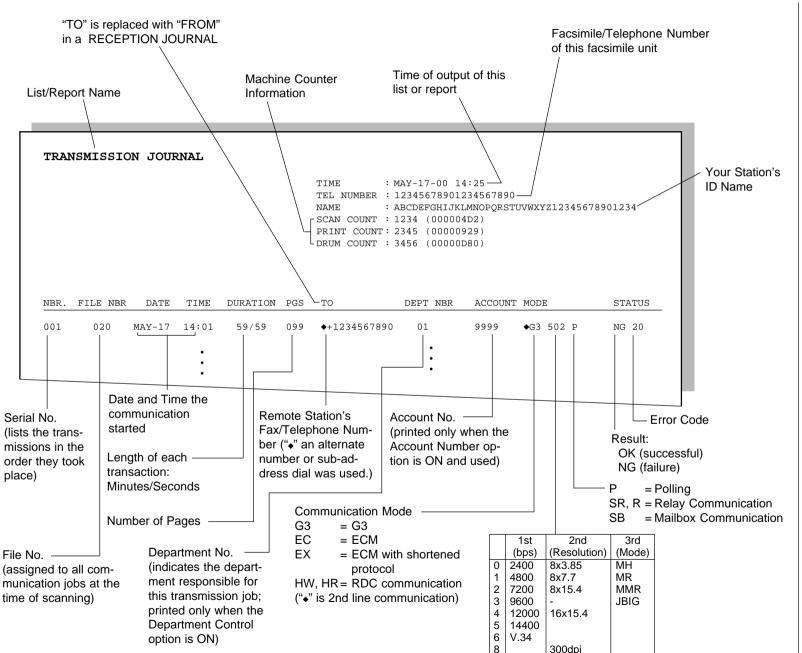
## Transmission/Reception Journal (Communication Journal)

"TO" is replaced with "FROM" in a RECEPTION JOURNAL

Machine Counter Information

Time of output of this list or report

Facsimile/Telephone Number of this facsimile unit

List/Report Name

Transmission/Reception Journal shows the result of each communication for up to the past 40 transmissions/receptions.

```
TRANSMISSION JOURNAL

                     TIME       : MAY-17-00 14:25
                     TEL NUMBER : 12345678901234567890
                     NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                     SCAN COUNT : 1234 (000004D2)
                     PRINT COUNT: 2345 (00000929)
                     DRUM COUNT : 3456 (00000D80)



NBR.  FILE NBR   DATE    TIME   DURATION  PGS  TO            DEPT NBR   ACCOUNT MODE          STATUS

001     020    MAY-17  14:01    59/59    099  ♦+1234567890     01        9999   ♦G3 502 P     NG 20
```

Your Station's ID Name

### Printing Procedure

**Auto Print** (available if programmed; see page 187):

Printing will automatically start whenever 40 transmissions (or 40 receptions) are completed.

**Manual Print** (always available)

Press:

JOURNAL

Serial No. (lists the transmissions in the order they took place)

Date and Time the communication started

Length of each transaction: Minutes/Seconds

Number of Pages

Remote Station's Fax/Telephone Number ("♦" an alternate number or sub-address dial was used.)

Account No. (printed only when the Account Number option is ON and used)

Error Code

Result:
  OK (successful)
  NG (failure)

P       = Polling
SR, R = Relay Communication
SB     = Mailbox Communication

File No. (assigned to all communication jobs at the time of scanning)

Department No. (indicates the department responsible for this transmission job; printed only when the Department Control option is ON)

Communication Mode
G3       = G3
EC       = ECM
EX       = ECM with shortened protocol
HW, HR = RDC communication ("♦" is 2nd line communication)

| | 1st (bps) | 2nd (Resolution) | 3rd (Mode) |
|---|---|---|---|
| 0 | 2400 | 8x3.85 | MH |
| 1 | 4800 | 8x7.7 | MR |
| 2 | 7200 | 8x15.4 | MMR |
| 3 | 9600 | - | JBIG |
| 4 | 12000 | 16x15.4 | |
| 5 | 14400 | | |
| 6 | V.34 | | |
| 8 | | 300dpi | |

**VERY IMPORTANT:**
Up to date Activity Journals must be maintained by the user. In the event an electronic circuit board must be replaced in this unit, information pertaining to Scan, Print, and Drum counters must be entered into the replacement electronic circuit board. This information is listed at the top of every journal.

# Transmission Report

```
TRANSMISSION REPORT


                                    TIME      :MAY-17-00 14:25
                                    TEL NUMBER:12345678901234567890
                                    NAME      :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234



NBR.  FILE NBR  DATE   TIME   DURATION  PGS  TO                    DEPT NBR  ACOUNT   MODE     STATUS

001    020    MAY-17  14:01   00/58    002  REDFIELD H.S.                            G3 512   NG 20
```

The print format is the same as that for the Transmission Journal on the preceding page except that the record of the only last transmission job is issued in a Transmission Report.

## Printing Procedure

**Auto Print** (if programmed, see page 189):

Printing will automatically start after a transmission is completed.

# Memory Transmission Report
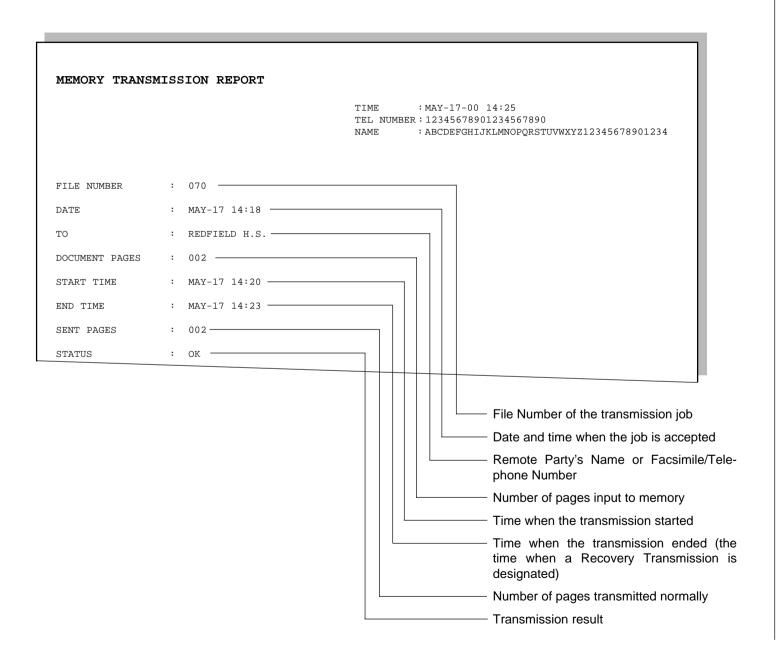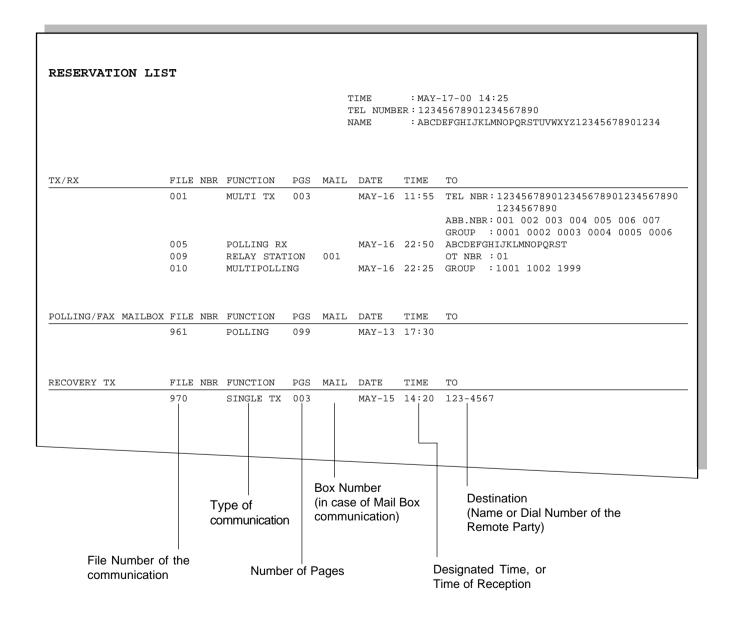
This is the result report printed after a Memory Transmission. (A job transmitted after the document is first scanned into memory.)

```
MEMORY TRANSMISSION REPORT

                                    TIME      :MAY-17-00 14:25
                                    TEL NUMBER:12345678901234567890
                                    NAME      :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234



FILE NUMBER       :  070

DATE              :  MAY-17 14:18

TO                :  REDFIELD H.S.

DOCUMENT PAGES    :  002

START TIME        :  MAY-17 14:20

END TIME          :  MAY-17 14:23

SENT PAGES        :  002

STATUS            :  OK
```

File Number of the transmission job

Date and time when the job is accepted

Remote Party's Name or Facsimile/Telephone Number

Number of pages input to memory

Time when the transmission started

Time when the transmission ended (the time when a Recovery Transmission is designated)

Number of pages transmitted normally

Transmission result

## Printing Procedure

**Auto Print** (if programmed, see page 190):

Printing will automatically start after a transmission is completed.

# Reservation List

```
RESERVATION LIST

                                TIME      :MAY-17-00 14:25
                                TEL NUMBER:12345678901234567890
                                NAME      :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234


TX/RX              FILE NBR FUNCTION    PGS  MAIL  DATE    TIME   TO
                   001      MULTI TX    003        MAY-16  11:55  TEL NBR:12345678901234567890123456789012345678901234567890
                                                                           1234567890
                                                                  ABB.NBR:001 002 003 004 005 006 007
                                                                  GROUP  :0001 0002 0003 0004 0005 0006
                   005      POLLING RX             MAY-16  22:50  ABCDEFGHIJKLMNOPQRST
                   009      RELAY STATION   001                   OT NBR :01
                   010      MULTIPOLLING           MAY-16  22:25  GROUP  :1001 1002 1999



POLLING/FAX MAILBOX FILE NBR  FUNCTION    PGS  MAIL  DATE    TIME   TO
                    961       POLLING     099        MAY-13  17:30



RECOVERY TX        FILE NBR FUNCTION    PGS  MAIL  DATE    TIME   TO
                   970      SINGLE TX   003        MAY-15  14:20  123-4567
```

File Number of the communication

Type of communication

Number of Pages

Box Number (in case of Mail Box communication)

Designated Time, or Time of Reception

Destination (Name or Dial Number of the Remote Party)

# Multi-Address Transmission Report

```
MULTI TRANSMISSION REPORT

                                    TIME    :MAY-17-00 14:25
                                    TEL NUMBER :   12345678901234567890
                                    NAME    :
                                    ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234


FILE NUMBER           :  005

DATE                  :  MAY-17 14:18

DOCUMENT PAGES        :  015

START TIME            :  MAY-17 10:56

END TIME              :  MAY-17 14:18(RECOVERY TIME:MAY-17 14:18)

SUCCESSFUL

  GROUP NUMBER

    0001            ABCDEFGHIJKLMNOPQRST        ABB.  001 002 003 004 005 006 007 008
                                                      009 010
                                                OT    02  05

  ONE TOUCH NUMBER

    01              TSRQRPONMLKJIHGFEDCBA

  TEL NUMBER

                    12345678901234567890

UNSUCCESSFUL
SENT PAGES

  GROUP NUMBER

    0002            AABBCCDDEEFFGGHHIIJJ        0T    33  AAABBBCCCDDDEEEFFFGG              01
```

Receiver where an error occurred
     SENT PAGES ... Number of pages sent normally

Receiver where the transmission was completed normally

## Printing Procedure

**Auto Print** (if programmed; see page 191):

Printing will automatically start after all transmissions in the operation have been completed successfully or unsuccessfully.

This is the result report printed after a Multi-polling Reception.

```
MULTI POLLING REPORT

                              TIME     :MAY-17-00 14:25
                              TEL NUMBER :    12345678901234567890
                              NAME     :
                              ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234


FILE NUMBER           :   005

DATE                  :   MAY-17 14:18

START TIME            :   MAY-17 10:56

END TIME              :   MAY-17 14:18     (RECOVERY TIME:MAY-17 14:18)

SUCCESSFUL

  GROUP NUMBER

    0001              ABCDEFGHIJKLMNOPQRST      ABB.  001 002 003 004 005 006 007 008
                                                      009 010
                                                OT    02  05

  ABB. NUMBER

    014               HONG KONG OFFICE

  TEL NUMBER

                      1234567890123456789

UNSUCCESSFUL                                                              SENT
PAGES

  GROUP NUMBER

    0002              AABBCCDDEEFFGGHHIIJJ      OT   33   AAABBBCCCDDDEEEFFFGGG          01
```

Receiver where an error occurred
         SENT PAGES ... Number of pages sent normally

Receiver where the transmission was completed normally

## Printing Procedure

**Auto Print** (if programmed, see page 192):

Printing will automatically start after all polling operations have been completed successfully or unsuccessfully.

# Relay Send Originator Report

```
RELAY SEND ORIGINATOR TERMINAL REPORT


                                      TIME      :MAY-17-00 14:25
                                      TEL NUMBER:12345678901234567890
                                      NAME      :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234


FILE NUMBER          :   009

DATE                 :   MAY-17 10:55

TO                   :   ABCDEFGHIJKLMNOPQRST

Relay box            :   1

DOCUMENT PAGES       :   015

START TIME           :   MAY-17 10:56

END TIME             :   MAY-17 14:18      (RECOVERY TIME:MAY-17 14:10)

SENT PAGES           :   015

STATUS               :   OK

FILE NUMBER          :   010
```
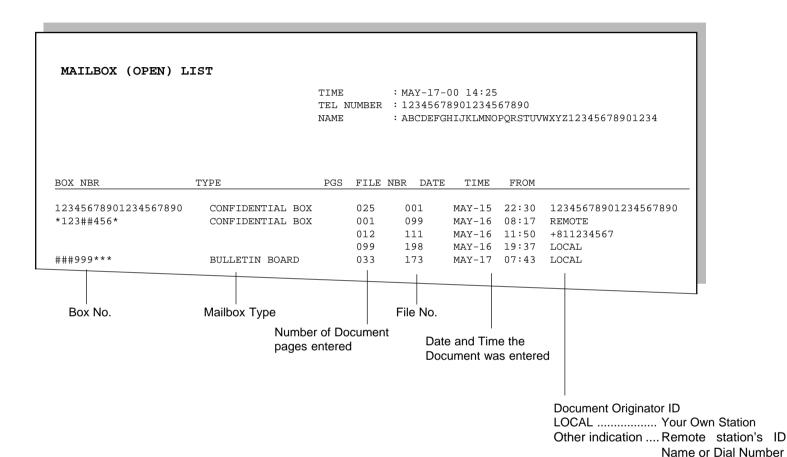
This is the result report the Originating Terminal prints after a Relay Transmission.

## Printing Procedure

**Auto Print** (if programmed, see page 193):

Printing will automatically start after the originating station transmits to all of the assigned relay stations, successfully or unsuccessfully.

# Mailbox (ITU-T Compatible F-code Communication) List

```
 MAILBOX (OPEN) LIST

                              TIME        :MAY-17-00 14:25
                              TEL NUMBER  :12345678901234567890
                              NAME        :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234



BOX NBR                 TYPE              PGS  FILE NBR  DATE    TIME   FROM

12345678901234567890    CONFIDENTIAL BOX   025    001    MAY-15  22:30  12345678901234567890
*123##456*              CONFIDENTIAL BOX   001    099    MAY-16  08:17  REMOTE
                                           012    111    MAY-16  11:50  +811234567
                                           099    198    MAY-16  19:37  LOCAL
###999***               BULLETIN BOARD     033    173    MAY-17  07:43  LOCAL
```

Box No.

Mailbox Type

File No.

Number of Document pages entered

Date and Time the Document was entered

Document Originator ID
LOCAL ................. Your Own Station
Other indication .... Remote station's ID Name or Dial Number

Issues a list of the documents reserved through the local (i.e., your own) station and remote stations, using the Open Mailbox System (ITU-T Compatible F-code Communication).

## Printing Procedure

Press:

MENU
▲
+
2
+
4
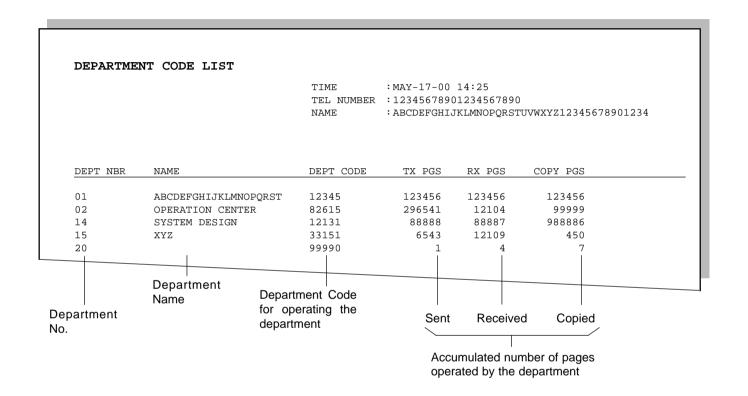
## Department Control List

Available only when the Department Control Mode option is selected.

Issues a list of Department Codes and data processed for the Department Control Mode.

```
DEPARTMENT CODE LIST

                              TIME        :MAY-17-00 14:25
                              TEL NUMBER  :12345678901234567890
                              NAME        :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234


DEPT NBR    NAME               DEPT CODE    TX PGS    RX PGS    COPY PGS

01          ABCDEFGHIJKLMNOPQRST  12345      123456    123456     123456
02          OPERATION CENTER      82615      296541     12104      99999
14          SYSTEM DESIGN         12131       88888     88887     988886
15          XYZ                   33151        6543     12109        450
20                                99990           1         4          7
```

Department
Name

Department Code
for operating the
department

Department
No.

Sent      Received      Copied

Accumulated number of pages
operated by the department

**Printing Procedure**

Press:

MENU
▲

+

2

+

3

**NOTE:**
The list shown is produced when the Master code (01) is used to initiate the print list operation. If a user code (02-50) is used, only the data relating to that department will be printed.

# Preset Dialing Number Lists

These are listings of the preset Abbreviated Dial Numbers, One Touch Keys, Multi-address Groups, and Alphabetical sort. You can request all of these lists (except Address Book List) as part of one operation sequence or individually one by one.

## All of Lists

The following will be printed. For the print format and description of printed items, see the page listed below:
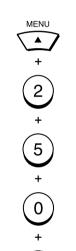
- Abbreviated Dial Number List     (page 205)
- One Touch Number List     (page 206)
- Group Number List     (page 207)
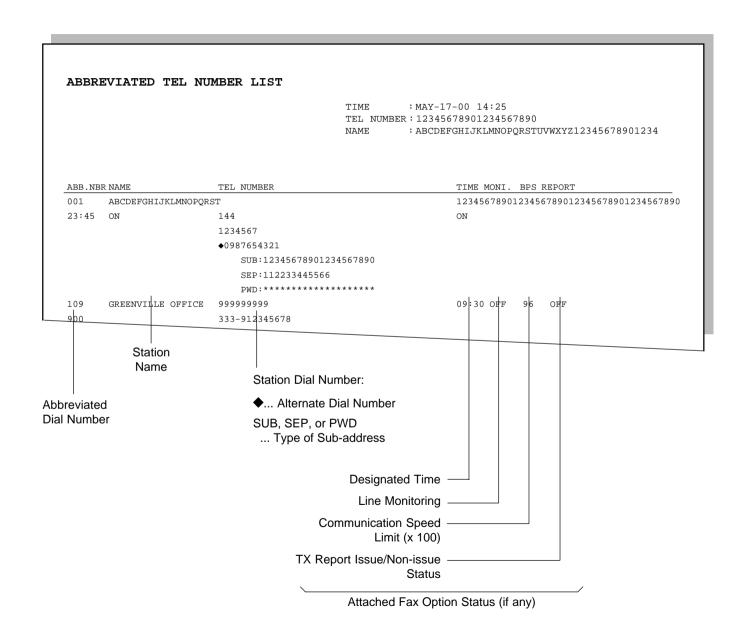
Issues three lists, one after another, in one operation sequence.

### Printing Procedure

Press:

MENU
▲
+
②
+
⑤
+
⓪
+
①

## Abbreviated Dial Number List

Issues a list of remote station dialing numbers assigned as Abbreviated Dial Numbers.

```
ABBREVIATED TEL NUMBER LIST

                                        TIME      :MAY-17-00 14:25
                                        TEL NUMBER:12345678901234567890
                                        NAME      :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234



ABB.NBR NAME              TEL NUMBER                      TIME MONI. BPS REPORT
001     ABCDEFGHIJKLMNOPQRST                              12345678901234567890123456789012345678901234567890
23:45   ON                144                             ON
                          1234567
                          ◆0987654321
                              SUB:12345678901234567890
                              SEP:112233445566
                              PWD:********************
109     GREENVILLE OFFICE 999999999                       09:30 OFF  96   OFF
900                       333-912345678
```

Abbreviated Dial Number

Station Name

Station Dial Number:

◆... Alternate Dial Number

SUB, SEP, or PWD
 ... Type of Sub-address

Designated Time

Line Monitoring

Communication Speed
Limit (x 100)

TX Report Issue/Non-issue Status

Attached Fax Option Status (if any)

### Printing Procedure

Press:

MENU
▲
+
2
+
5
+
0
+
2

**One Touch Number List**

Issues a list of dial numbers of the remote stations assigned to One Touch Dial Keys.

```
ONE TOUCH NUMBER INFORMATION

                              TIME       :MAY-17-00 14:25
                              TEL NUMBER :12345678901234567890
                              NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234


OT NBR  NAME/FUNCTION        ABB. FAX NUMBER                 TIME  MONI. BPS   REPORT

 01     ABCDEFGHIJKLMNOPQRST 12345678901234567890123456789012345678901234567890  23:45  ON    144    ON
                             1234567
                            ◆0987654321
                              SUB:12345678901234567890
                              SEP:112233445566
                              PWD:********************
 09     ABB.NBR              170
 22     GROUP NBR            0123
 35     REDFIELD HS          9-1-605-1234567                 23:40
```

**Printing Procedure**

Press:

MENU
▲
+
2
+
5
+
0
+
3

One Touch
Key Number

Station Name, or
use of the key

Designated Time

Line Monitoring

Communication Speed
Limit (x 100)

Abbreviated Dial Number,
Group Number, or actual
Dial Number

TX Report Issue/Non-issue
Status

◆... Alternate Dial Number

SUB, SEP, or PWD

... Type of Sub-address

Attached Facsimile Option Status (if any)

# Preset Dialing Number Lists - continued

## Group Number List

Issues a list of One Touch Key or Abbreviated Dial Numbers registered in Multi-address Groups or Multi-polling Groups.

**GROUP NUMBER INFORMATION**

```
                                TIME      :MAY-17-00 14:25
                                TEL NUMBER:12345678901234567890
                                NAME      :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234


GROUP NUMBER NAME               OT/ABB. NUMBER

0001        ABCDEFGHIJKLMNOPQRST OT    01  02  03  04  05  06  07  08  09  10  11  12  13  14  15
                                       16  17  18  19  20
                                 ABB.  001 002 003 004 005 006 007 008 009 010 011 012 013 014 015
                                       016 017 018 019 020 021 022 023 024 025 026 027 028 029 030
                                       031 032 033 034 999
1111        ABBCCCDDDDEEEEE      ABB.  100 200 300 400 500
1999        ZZZZZ                OT     31  32  33
                                 ABB.  995 996 997 998 999
```
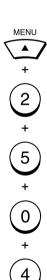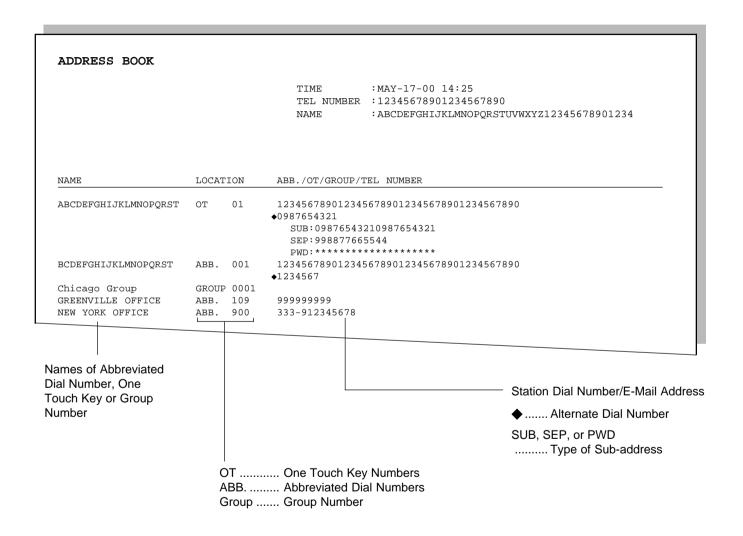
Group Number

Group Name

One Touch Key Numbers and Abbreviated Dial Numbers belonging to the Group:
OT .... One Touch Key Numbers
ABB. .... Abbreviated Dial Numbers

### Printing Procedure

Press:

MENU
▲
+
2
+
5
+
0
+
4

## Address Book List

Issues a listing of names programmed to Abbreviated Dial Number, One Touch Key, and Group Number.

```
ADDRESS BOOK

                              TIME        :MAY-17-00 14:25
                              TEL NUMBER  :12345678901234567890
                              NAME        :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234



NAME                LOCATION     ABB./OT/GROUP/TEL NUMBER

ABCDEFGHIJKLMNOPQRST  OT    01     12345678901234567890123456789012345678901234567890
                                   ◆0987654321
                                      SUB:09876543210987654321
                                      SEP:998877665544
                                      PWD:********************
BCDEFGHIJKLMNOPQRST   ABB.  001    12345678901234567890123456789012345678901234567890
                                   ◆1234567
Chicago Group         GROUP 0001
GREENVILLE OFFICE     ABB.  109    999999999
NEW YORK OFFICE       ABB.  900    333-912345678
```

Names of Abbreviated Dial Number, One Touch Key or Group Number

Station Dial Number/E-Mail Address

◆ ....... Alternate Dial Number

SUB, SEP, or PWD
 .......... Type of Sub-address

OT ............ One Touch Key Numbers
ABB. ......... Abbreviated Dial Numbers
Group ....... Group Number

### Printing Procedure

Press:

MENU
▲
+
2
+
5
+
0
+
5

Issues a list to confirm the functions currently set in this facsimile unit.

```
 FUNCTION LIST

                                 TIME      :MAY-17-00 14:25
                                 TEL NUMBER:12345678901234567890
                                 NAME      :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234


MACHINE SETTINGS                           RX SETTING
    AUTO RECEIVE MODE    : AUTO                SECURE RX             : OFF
        RING DELAY       : 2                   MEMORY RX             : ON
    DIAL TYPE            : MF                   RX REDUCTION          : ON
        CALL NUMBER      :                     DISCARD               : ON
    REDIAL MODE INTERVAL : 1MIN                REVERSE ORDER PRINT   : OFF
    REDIAL MODE COUNTER  : 5                   PRIVILEGED RX         : OFF
    EXCHANGE TYPE        : PSTN                RTI                   : OFF
    RINGER VOLUME        : 3                   RX SEPARATOR          : OFF
    ALARM VOLUME         : 3
    KEY TOUCH VOLUME     : 3               LISTS
    MONITOR VOLUME       : 3                   JOURNAL
    SUPER POWER SAVER    : MANUAL                  MANUAL            : TX & RX
    PRINTER POWER SAVER  : ON                      AUTO              : ON
        START TIME       : 04:00PM                 ERROR CODE        : ON
        END TIME         : 09:00AM             COMMUNICATION REPORT
    ACCOUNT CODE         : OFF                     DOCUMENT FEEDER TX : ALWAYS
    LINE MONITOR         : OFF                     MEMORY TX          : ALWAYS(IMAGE)
    RECEIVE INTERVAL     : 3MIN                    MULTI ADDRESS TX   : ALWAYS(IMAGE)
    ECM                  : ON                      MULTI ADDRESS POLL : ALWAYS
    SORT COPY            : OFF                      RELAY ORIGINATOR   : ALWAYS(IMAGE)
    COPY REDUCTION       : OFF                 RECEPTION LIST
    COUNTRY              : US                      LOCAL MAILBOX      : OFF
    LANGUAGE             : ENGLISH                 REMOTE MAILBOX     : ON


SCANNER & PRINTER                          REMOTE SERVICE
    DOCUMENT MODE                              REMOTE ACCESS         : ALWAYS OFF
        RESOLUTION       : STD                 DOWNLOAD              : NO JOB IN MEMORY
        CONTRAST         : NORMAL              RDC PASSWORD          :
    DOCUMENT LENGTH      : 1m
    PAPER SIZE                             TOTAL PAGE
        TRAY 1           : LETTER                SCAN                : 237
        TRAY 2           : LETTER                PRINT               : 273
    LETTER HEAD PAPER    : OFF                   DRUM COUNT          : 3017


TX SETTING                                     MEMORY SIZE           : 1.5MB
    MEMORY TX            : ON                    ROM VERSION           :
    SECURITY TX          : OFF
    COVER SHEET          : OFF                                         :
    RECOVERY TX          : OFF                                         :
    TTI                  : INSIDE
    SEND AFTER SCAN      : OFF
```

## Printing Procedure

Press:

MENU
▲

+

2

+

1

```
MENU LIST

                              TIME       :MAY-17-00 14:25
                              TEL NUMBER :12345678901234567890
                              NAME       :ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234


1.FAX FEATURES                          5.DEFAULT SETTINGS
     1.SEND OPTION                           1.MACHINE SETTINGS
          01.SECURITY TX                          01.SPEAKER VOLUME
          02.ECM                                       01.RINGER VOLUME
          03.SUB ADDRESS COMM.                         02.ALARM VOLUME
          04.SEND AFTER SCAN                           03.KEY TOUCH VOLUME
          05.COVER SHEET                               04.MONITOR VOLUME
          06.DELAYED COMM.                        02.POWER SAVER
          07.PRIORITY                                  01.SUPER P.S.
          08.RECOVERY TX                               02.PRINTER P.S.
          09.FAX SPEED                            03.DEPARTMENT CODE
     2.LINE MONITOR                          04.ACCOUNT CODE
     3.POLLING                               05.LINE MONITOR
          01.POLLING                             06.RECEIVE INTERVAL
          02.POLLING RESERVE                     07.ECM
          03.TURNAROUND POLL                     08.SORT COPY
          04.PROG. CONT. POLL                    09.REDIAL MODE
     4.PAGE NUMBER                            10.RECEPTION MODE
     5.SECURE RX                                   1.FAX
     6.ITU MAILBOX                                 2.FAX/TAD
          01.CONFIDENTIAL                          3.TEL/FAX
          02.BULLETIN BOARD                        4.MANUAL
          03.RELAY REQUEST                       11.COPY REDUCTION
          04.SETUP & DELETE                  2.SCANNER & PRINTER
2.LISTS                                          01.DOCUMENT MODE
     1.FUNCTION                                   02.DOCUMENT LENGTH
     2.RESERVATION                                03.PAPER SIZE
     3.DEPARTMENT                                 04.RESET DRUM COUNT
     4.ITU MAILBOX                                05.LETTER HEAD PAPER
     5.TELEPHONE NBRS                         3.TX SETTINGS
          01.ALL OF LISTS                        01.MEMORY TX
          02.ABB NUMBERS                         02.SECURITY TX
          03.ONE TOUCH NUMBERS                   03.COVER SHEET
          04.GROUP NUMBERS                       04.RECOVERY TX
          05.ALPHABETICAL                        05.TTI
3.TEL LIST ENTRY                                 06.SEND AFTER SCAN
     1.ABB NUMBERS                           4.RX SETTINGS
     2.ONE TOUCH KEYS                             01.SECURE RX
     3.GROUP NUMBERS                              02.MEMORY RX
4.INITIAL SETUP                                  03.RX REDUCTION
     1.LANGUAGE                                   04.DISCARD
     2.DATE & TIME                                05.REV. ORDER PRINT
     3.TERMINAL ID                                06.PRIVILEGED RX
     4.DIAL TYPE                                  07.RTI
                                                 08.RX SEPARATOR
```

Issues a list of menu items through which functions or options can be set.
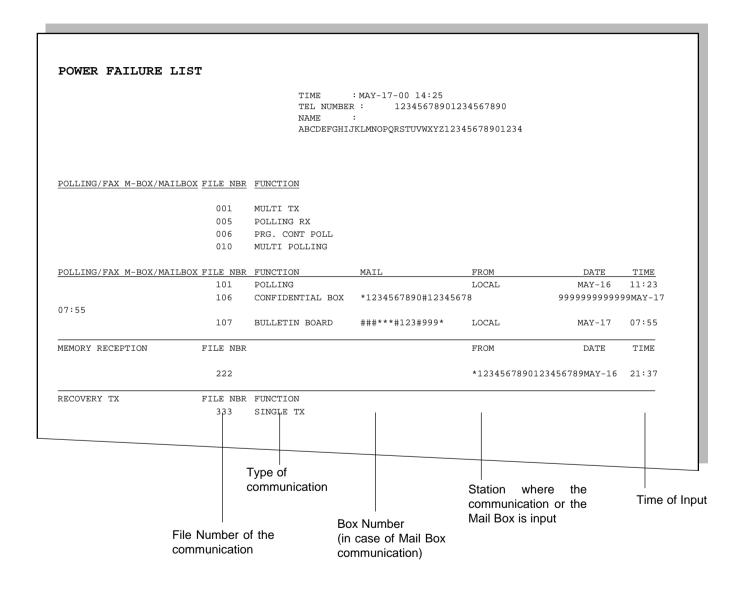
This list can be a useful guide during machine programming.

---

**Printing Procedure**

---

Press:

MENU
▲
+
6

This facsimile not have a battery to back up the document memory contents. When the power is turned off (due to a power failure, etc.) and the communication data stored in memory is cleared, a list of the File Numbers of those cleared communications will be printed.

```
POWER FAILURE LIST

                             TIME      :MAY-17-00 14:25
                             TEL NUMBER :    12345678901234567890
                             NAME      :
                             ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234


POLLING/FAX M-BOX/MAILBOX FILE NBR  FUNCTION

                 001    MULTI TX
                 005    POLLING RX
                 006    PRG. CONT POLL
                 010    MULTI POLLING

POLLING/FAX M-BOX/MAILBOX FILE NBR  FUNCTION           MAIL            FROM              DATE     TIME
                 101    POLLING                                        LOCAL             MAY-16   11:23
                 106    CONFIDENTIAL BOX   *1234567890#12345678                 9999999999999MAY-17
07:55
                 107    BULLETIN BOARD     ###***#123#999*   LOCAL             MAY-17   07:55

MEMORY RECEPTION          FILE NBR                                     FROM              DATE     TIME

                 222                                        *1234567890123456789MAY-16   21:37

RECOVERY TX               FILE NBR  FUNCTION
                 333    SINGLE TX
```

Type of communication

File Number of the communication

Box Number (in case of Mail Box communication)

Station where the communication or the Mail Box is input

Time of Input

## Printing Procedure

This list is automatically printed after recovery from a power failure event.

# TROUBLESHOOTING

## Error Messages

If an abnormal condition arises in the facsimile or an incorrect operation is performed, an alarm buzzer is generated for about 4 seconds and a message to indicate the nature of the error appears in the LCD window. In that case, take corrective action according to the following table.

| Error Message | Cause / Solution ● ○ |
|---|---|
| **BROKEN REGISTRATION** | ● Autodialer numbers and initial settings have been lost (due to a long period without power or a depleted backup battery).<br><br>○ Press [STOP ⊘] to restore the idle state. If this Error Message is repeatedly displayed, machine programming has become corrupted. The machine must be re-initiatized by a trained technician. Call for service. |
| **POWER FAILURE** | ● A power failure occurred during a communication, etc. The contents of memory were cleared due to a long power-off condition.<br><br>○ A Power Failure List is printed. Confirm the list contents (see page 211). |
| **RX COVER OPEN OR NO PROCESS UNIT** | ● The top cover is open or no Toner Cartridge and Drum Unit exists.<br><br>○ Firmly close the top cover or install the Toner Cartridge and Drum Unit. |
| **MEMORY FULL** | ● The memory set aside for speed dial numbers (i.e. One Touch Keys and Abbreviated Dial Numbers) has been exhausted.<br><br>○ Delete unneed numbers, alternate numbers, and unnecessary pauses. Use shorter names for the dialing addresses. |

| Error Message | Cause / Solution ● ○ |
|---|---|
| **JOB MEMORY FULL** | ● The maximum number of manually input phone numbers (100) has been reached.<br><br>○ Split your transmission into two or more jobs. |
| **MEMORY OVERFLOW** | ● There is not enough memory to perform the requested operation.<br><br>○ Press [STOP ⊘] to cancel the message. Do the operation over again with the Direct Document Transmission, or do the operation again when enough residual memory is regained. |
| **DOCUMENT JAM** | ● A document jam has occurred.<br><br>○ Remove the jammed document (see page 218). |
| **PAPER SIZE ERROR OR PAPER JAM XX** | ● A recording paper jam has occurred or paper size is mismatch.<br><br>○ Remove the jammed paper or change the setting to select the current paper size (see pages 21, 214, 219). |
| **UPPER PAPER EMPTY** | ● No paper exists in the upper paper tray.<br><br>○ Supply recording paper to the upper paper tray. |

## Error Messages - continued

| Error Message | Cause / Solution ● ○ | Error Message | Cause / Solution ● ○ |
|---|---|---|---|
| **LOWER PAPER EMPTY** | ● No paper exists in the lower paper tray. This error occurs with an optional paper tray installed.<br><br>○ Supply recording paper to the lower paper tray. | **CHECK TELEPHONE LINE** | ● Line is not connected to the telephone line.<br><br>○ Correctly connect a modular phone cord between the telephone line jack and the LINE connector on the rear side of the machine (see page 11). |
| **PAPER EMPTY** | ● No recording paper exists in any paper tray.<br><br>○ Supply recording paper to the paper tray(s). | **DEVICE ERROR XX** | ● A printer system failure has occurred.<br><br>○ Power your machine off, then back on. If the error condition is cleared, confirm normal operation. If the error condition returns, call your service representative. |
| **TONER LOW** | ● The toner is nearly exhausted (warning).<br><br>○ Replace the toner. | | |
| **TONER EMPTY** | ● The toner is exhausted.<br><br>○ Replace the toner (see page 29). | | |
| **DRUM UNIT WARNING** | ● The drum unit is approaching the end of its life (warning).<br><br>○ Replace the drum unit (see page 31). | | |
| **REPLACE DRUM UNIT** | ● The drum unit has reached the end of its life.<br><br>○ Replace the drum unit (see page 31). | | |

# Paper Jam Error Codes

If a paper jam occurs during a reception or copying operation, the message "PAPER SIZE ERROR OR PAPER JAM XX" is displayed. If this occurs, follow the procedure below.

The code number "XX" indicates the location of the paper jam as shown in the table below.

| Error Code | Cause | How to Correct |
|---|---|---|
| 10 | A paper jam has occurred in the Recording Paper Tray or Bypass Tray. | Remove the jammed recording paper. |
| 20 | A paper jam has occurred in the Optional Recording Paper Tray. | Remove the jammed recording paper. |
| 80 | A paper jam has occurred at the paper feed section of the paper transport path. | Open the Top Cover, remove the Toner Cartridge and Drum Unit, and remove the jammed recording paper. |
| 90 | A paper jam has occurred at the paper exit section of the paper transport path. | Open the Top Cover, remove the Toner Cartridge and Drum Unit, and remove the jammed recording paper. |

## Error Codes Printed on Reports

When an Error Code is printed as a status indication on Transmission Reports, etc., refer to the following description for the applicable Error Code to determine the cause.

| Error Code | Cause | How to Correct |
|---|---|---|
| 10 | Paper Empty | Load recording paper and set the tray. |
| 11 | Recording Paper Jam | Open the top cover and clear the recording paper jam. |
| 12 | Document Paper Jam | Remove the jammed document. |
| 13 | Top Cover Open | Close the cover, then retry. |
| 20 | Power Failure | Retry the transmission or ask the remote party to transmit the document again. |
| E0 E6 | Error relating to the printer or memory. | Remove the cause of the error on the printer, if any. Then ask the remote party to retry the transmission. If not corrected, call your service representative. |
| 22 | File Error due to a Directory Error | Power the unit ON/OFF, then retry. |
| 30 | STOP ⊘ was pressed during the communication. | Retry the transmission or ask the remote party to transmit the document again. |
| 32 | Page # Mismatch | Check the actual document count. |
| 33 | Polling Error | Check polling options setup (security code, etc.), and check if the polling document exists. |

| Error Code | Cause | How to Correct |
|---|---|---|
| 42 | Memory Overflow | Wait until the memory is recovered by completing some of the reserved jobs or remove other causes if any, then retry the communication. ~~Send the document again.~~ ~~Confirm the remote party's security~~ code, password, and your setup. |
| 50 | Line Busy | |
| 53 | Security Mismatch in Relay or Mail Box transmission | |
| B0-B5 C0-C4 D0-D2 F0, F1 | Signal Error or Line Condition Error | Retry the communication. Frequent ~~failures may indicate a phone line~~ problem. If possible, move the unit to another line and try your communications again. Retry the transmission. |
| 87 | No residual memory was remaining on the remote party's machine for Relay or Mailbox transmission. | |

## Transmission Problems

When transmissions are not performed normally, check the points in the table below. If the facsimile will not operate correctly after confirming these points or anything not listed here occurs, call your service representative.

| Problem | Cause | Solution |
|---|---|---|
| When you place a document in the document tray, nothing happens. | You have a machine error. Check the display for an error message (see pages 212 and 213). | Clear the error. |
| | There is no power to the facsimile. | Make sure the power plug is plugged into the AC outlet and the power switch is ON. |
| When you press START ◇ in Direct Document Transmission Mode, the message "DIALING" or "COMMUNICATING" does not appear on the LCD display. | You returned the handset before you pressed START ◇ (when using the optional handset). | Send the document again being sure to press START ◇ before returning the handset. |
| | The modular cord (the telephone line cable) is not correctly connected. | Check the modular cord connection between the wall socket and the facsimile. Press MONITOR and confirm you can hear a dial tone. |
| | The Dial Type setting of the facsimile is wrong. | Set the correct Dial Type in accordance with the line used for the facsimile (see page 44). |
| | There is no dial tone or something else is wrong with the phone line. | Try a voice call through the handset or the remote telephone set. |
| Documents are fed obliquely (i.e. skewed). | The document is not set correctly in the Document Tray. | Align the document guides properly (but not too tightly). |
| | The Operation Panel is not closed fully. | Close the Operation Panel until it clicks at the two latching positions. |

| Problem | Cause | Solution |
|---|---|---|
| When document pages are fed into the unit, two pages are drawn into the slot. | Too many document pages are set. | Set a maximum of 30 pages (Letter size) for one transmission sequence. |
| | The Operation Panel is not closed fully. | Close the Operation Panel until it clicks at the two latching positions. |
| | The document extension Tray is not fully extended. | Extend it fully to support the document sufficiently. |
| | Something is wrong with the document paper itself. | Check the document to see if it satisfies the requirements (see page 81). |
| | The ADF pad is dirty. | Clean the ADF pad. |
| The sending procedure was completed, but nothing was recorded on the recording paper of the receiving party or the image was elongated. | The document was loaded with a wrong side down. | Load the document face down. |
| | The Operation Panel is not closed fully. | Close the Operation Panel until it clicks at the two latching positions. |
| The sending procedure was completed correctly, but nothing happened. | The remote party's unit is not compatible with yours. | Verify the remote party's unit. This facsimile can communicate with G3 machines but not G4 machines. |
| Documents cannot be sent overseas. | Poor telephone line conditions. | Retry sending the document using to the "Quality Transmission" procedure (see page 183). |

# Reception Problems

When receptions are not performed normally, check the points in the table below. If the facsimile will not operate correctly after confirming these points or anything not listed here occurs, call your service representatives.
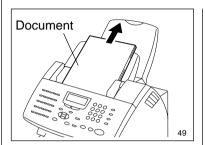
| Problem | Cause | Solution |
|---|---|---|
| When you are to receive a document and you press START nothing happens. | A document is still in your facsimile. | Press STOP to remove the document. |
| | The modular cord (telephone line cable) is disconnected. | Firmly connect the modular cord at both ends. Press MONITOR and confirm you can hear a dial tone. |
| | There is no power to the unit. | Check that the power plug is plugged into the AC outlet and the power switch is ON. |
| | There is no recording paper. | Load recording paper in the recording paper tray. |
| | The top cover is not closed fully. | Press down the top cover until it clicks at the two latching positions. |
| | (If the handset is installed and after talking with the remote party through the handset) the handset is returned before pressing START. | Press START first, then return the handset. |
| | Something is wrong with the sending machine. | Ask the sending party to retransmit the document. |
| The recording paper does not come out. | The top cover is not closed fully. | Press down the top cover until it clicks at the two latching positions. |

| Problem | Cause | Solution |
|---|---|---|
| After the recording paper has been replaced, a PAPER EMPTY error message remains on the LCD display. | The recording paper is not installed correctly. | Check the paper installation, and make sure it is correct. |
| The received document is difficult to read. Unnecessary lines are printed. | The original document on the sending side is of poor quality. | Ask the sending party if the document contents are clear enough. |
| | The sending unit requires adjustment. | Ask the sending party to make a copy of the same document using their facsimile. If the quality is poor, the problem is in the sending party's unit. |
| | The recording unit requires cleaning. | If a copy is made on your facsimile and the quality is poor, clean the recording unit. |
| You receive a document that is completely blank, even though you and the remote party followed the correct procedures. | The remote party loaded the document face up. | Request the remote party to make sure that document is loaded correctly. |
| Recording paper jam occurs frequently. | The recording paper tray is not firmly closed. | Check the tray. |
| | Something is wrong with the recording paper itself. | Use recording paper with the desired specifications. |

## Clearing a Document Jam

If a document jam occurs during a transmission, the message "DOCUMENT JAM" is displayed in the LCD window. Follow this procedure to clear a document jam.

**1 Remove Other Documents**



Document

49
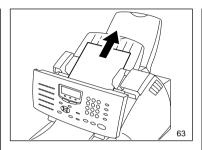
Leave the power of the facsimile ON. Remove other documents from the Document Support, if any (except the jammed portion).

**2 Open the Operation Panel**



62

Open the Operation Panel.

**3 Remove the Jammed Document**



63

Remove the jammed document. Check for pieces of paper, clips, or staples which may have caused the failure.

**4 Close the Operation Panel**



64

Firmly close the Operation Panel.

Confirm that the LCD display indicates that the facsimile is in the Standby Mode.

**NOTE:**

As for a document that has jammed in the facsimile, make a duplicate using a copier and do the transmission over again with the new duplicate used as the sending document.

## Clearing a Recording Paper Jam

If a recording paper jam occurs during a reception or a copying operation, the message "PAPER SIZE ERROR OR PAPER JAM XX" is displayed in the LCD window. Follow this procedure to clear the jam.

The code number "XX" indicates the location where the paper jam has occurred as shown in the table below.

| Code | Location |
|------|----------|
| 10 | In the Paper Tray and Bypass Tray |
| 20 | In the Optional Paper Tray |
| 80 | At the paper feed area |
| 90 | At the paper exit area |

### 1 Remove the Documents



Leave the power of the facsimile ON.
If a document is in the Document Support or Document Exit Tray, remove the document.

### 2 Pull Up the Document Exit Tray
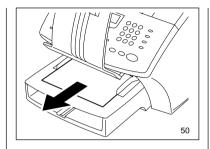


Lift up on the Document Exit Tray so that it catches under the Control Panel.

**CAUTION:**
Do not place heavy objects on the Document Exit Tray or apply strong force.
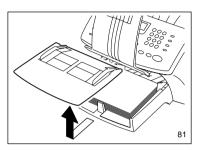
### 3 Remove the Jammed Paper (Bypass Tray)



Remove the jammed paper from the Bypass Tray.

### 4 Remove the Bypass Tray



Remove the Bypass Tray.

# Clearing a Recording Paper Jam - continued
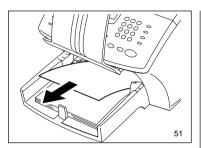
## 5 Remove the Jammed Paper (Paper Tray)



Remove the jammed paper from the Paper Tray.

## 6 Pull Out the Optional Recording Paper Tray



Remove the Optional Recording Paper Tray.
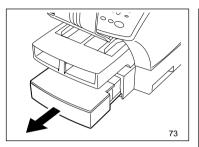
## 7 Remove the Jammed Paper (Optional Recording Paper Tray)
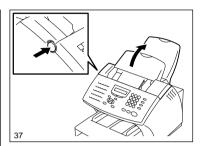


Remove the stack of paper from the Optional Recording Paper Tray and remove the jammed paper from the machine.

## 8 Insert the Optional Recording Paper Tray



Insert the Optional Recording Paper Tray all the way into the machine.

**NOTE:**

As the tray is inserted, listen for the sound of the paper pressure plate moving up into position.

## 9 Open the Top Cover
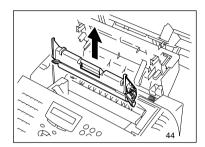


Push the Top Cover Open Button and open the Top Cover.

## 10 Remove the Toner Cartridge and Drum Unit



Remove the Toner Cartridge and Drum Unit.

**CAUTION:**
Always hold the Drum Unit and Toner Cartridge by the green handle. Do not expose the green drum to light for more than 3 minutes. Never expose it to direct sunlight or touch the green drum. Damage or poor print quality may result.

**NOTE:**
Avoid touching the toner to your clothing since toner cannot be removed easily.
If the toner sticks to your clothing, immediately rinse out the toner with cold water.

## 11 Pull Up the Paper Guide
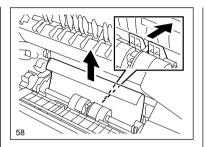


Pull up the Paper Guide.



**NOTE:**
If a paper is jammed before toner on the paper is fused, be careful not to stain your hand or fingers with toner when removing the jammed paper.
It is recommended to fold the edge of jammed paper as shown in the figure when you remove the jammed paper.

## 12 Remove the Jammed Paper (Paper Feed Area)
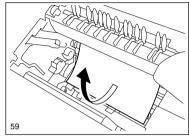


Remove the jammed paper while pressing the Paper Guide to the front of the machine. Avoid tearing the paper.

**CAUTIONS**
- Do no touch the image Transfer Roller.
- The black colored fuser housing may be hot if the machine was in use prior to this paper jam.

## 13 Remove the Jammed Paper (Fuser Area)
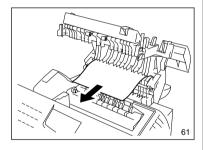


If the paper is jammed partway through the Fuser Unit (black colored housing), remove the jammed paper in the direction of the arrow. Avoid tearing the paper.

# Clearing a Recording Paper Jam - continued

| **14** Remove the Jammed Paper (Paper Exit Area) | **15** Install the Drum Unit | **16** Install the Toner Cartridge | **17** Close the Top Cover |



60



61
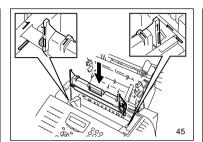
Open the Paper Exit Guide and remove the jammed paper.

**NOTE:**

Insure both sides of Paper Exit Guide are properly latch upon completion of jam removal.

---



45

Install the Drum Unit into the machine, aligning the guides of the Unit with the grooves inside the machine.
Color coordinated "1" labels have been affixed to the Drum Unit and to the inside of the machine. Install the Drum Unit by aligning these labels.

Make sure the Drum Unit is inserted inside the machine as far as it will go.

**IMPORTANT:**

• Never touch the photoconductive drum (the green surface) of the Drum Unit. If the surface is scarred or scratched, it will cause print quality problems.

• Do not expose the photoconductive drum of the Drum Unit to light for more than 3 minutes. If the Drum Unit is to be left anywhere outside the facsimile, be certain to cover it with cloth, paper, etc.

---



40

Holding onto the Toner Cartridge's handle, lower it into the machine. Make sure that the four pins (two on each side) fit into the grooves inside the machine.
Color coordinated "2" labels have been affixed to the Toner Cartridge and to the inside of the machine. Install the Toner Cartridge by aligning these labels.

As the Toner Cartridge is lowered into the machine, its handle will rotate first to the rear of the machine and then to the front.

The cartridge will click into place when it is completely installed.



41



42

---



43

Press down on the Top Cover until a "Click" is heard to ensure the latches engage.

Verify the display has returned to the Standby Mode.

222

**18 Return the Document Exit Tray, etc.**



79

Return the Paper Exit Tray, Paper and Bypass Trays to their normal positions.

● **If there is any received document stored in memory ...**

If a recording paper jam occurs during a reception, the received documents are automatically stored in memory. In that case, the facsimile will automatically print out the received contents stored in memory after clearing the paper jam (if power was not turned off).

# When the Recorded Image is not Clear...

If the Document Scanner Unit is dirty, your documents may not be transmitted clearly. If the Recording Unit is dirty, the document you receive may not be clear. In that case, clean the Document Scanner Unit or Recording Unit using the following procedures. You can check these problems by making a copy.

**Examples of print problem:**



Vertical black line(s)



Vertical white line(s)



Horizontal black line(s)



Horizontal white line(s)



Faint or blurred print
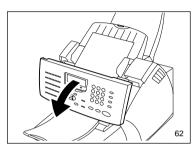


Stained

If the problem occurs during both a transmission and in copy mode, check the Document Scanner Unit.

If the problem occurs during both receptions and copy mode, check the Recording Unit.
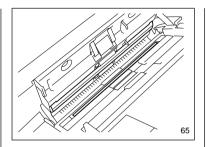
## Document Scanner Cleaning Procedure

### 1 Open the Operation Panel



62

Open the Operation Panel.
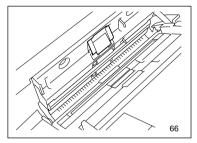
### 2 Wipe the Glass Surface and White Plate



65

Wipe the Glass surface and the White Plate with a soft dry cloth.

- If it is very dirty, wipe it with a cloth soaked in water and wrung out, then wipe it with a dry cloth.

### 3 Wipe the ADF Pad and Rollers



66

Wipe the ADF Pad and Rollers with a dry cloth.

- If it is very dirty, wipe it with a cloth soaked in water and wrung out, then wipe it with a dry cloth.

**CAUTION:**
Be careful not to injure your finger(s) on the ADF spring when you wipe the ADF pad.

### Document Scanner Cleaning Procedure - continued

**4** **Close the Operation Panel**



Close the Operation Panel.

- Make sure that the hooks on both sides are firmly latched.

## When the Recorded Image is not Clear...  - continued

### Recording Unit Cleaning Procedure

| **1** Open the Top Cover | **2** Remove the Toner Cartridge and Drum Unit | **3** Pull Up the Paper Guide | **4** Wipe the Paper Pickup Roller, etc. |
|---|---|---|---|



Push the Top Cover Open Button to open the Top Cover.

**NOTE:**
If a problem with the Recording Unit remains after this action, you may require a new Toner Cartridge or Drum Unit.
Check for dirt or paper under the Toner Cartridge and Drum Unit first. Call your service representative for assistance.
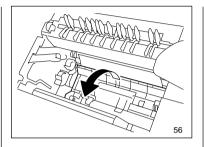


Remove the Toner Cartridge and Drum Unit.

**CAUTION:**
Always hold the Drum Unit and Toner Cartridge by the green handle. Do not expose the green drum to light for more than 3 minutes. Never expose it to direct sunlight or touch the green drum. Damage or poor print quality may result.

**NOTE:**
Avoid touching the toner to your clothing since toner cannot be removed easily.
If the toner sticks to your clothing, immediately rinse out the toner with cold water.
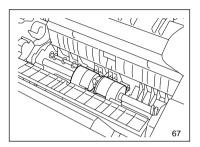


Pull up on the Paper Guide that protects the paper pickup roller located at the button of the machine chamber.



Wipe the Paper Pickup Roller and Paper Guide with a dry cloth. If the surfaces require moisture to remove the dirt, use a cloth slightly dampened with water to remove the dirt, followed by a dry cloth.

### Recording Unit Cleaning Procedure - continued

**5** Wipe the Bottom Side of Paper Guide



Wipe the bottom side of Paper Guide with a dry cloth.
If the surfaces require moisture to remove the dirt, use a cloth slightly dampened with water to remove the dirt, followed by a dry cloth.

**6** Install the Drum Unit



Install the Drum Unit into the machine, aligning the guides of the Unit with the grooves inside the machine.
Color coordinated "1" labels have been affixed to the Drum Unit and to the inside of the machine. Install the Drum Unit by aligning these labels.

Make sure the Drum Unit is inserted inside the machine as far as it will go.

**IMPORTANT:**
- Never touch the photoconductive drum (the green surface) of the Drum Unit. If the surface is scarred or scratched, it will cause print quality problems.

- Do not expose the photoconductive drum of the Drum Unit to light for more than 3 minutes. If the Drum Unit is to be left anywhere outside the facsimile, be certain to cover it with cloth, paper, etc.

**7** Install the Toner Cartridge





Holding onto the Toner Cartridge's handle, lower it into the machine. Make sure that the four pins (two on each side) fit into the grooves inside the machine.
Color coordinated "2" labels have been affixed to the Toner Cartridge and to the inside of the machine. Install the Toner Cartridge by aligning these labels.

As the Toner Cartridge is lowered into the machine its handle will rotate first to the rear of the machine and then to the front.

The cartridge will click into place when it is completely installed.

**8** Close the Top Cover



Press down on the Top Cover until a "Click" is heard to ensure the latches engage.

Verify the display has returned to the Standby Mode.

# USER TEST MODE - AUTOMATIC TEST MODE

## AUTO TEST
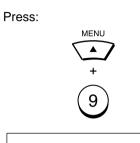
AUTO TEST mode permits you to automatically perform a series of machine tests in one operation.
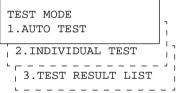
The test items performed by the AUTO TEST are:

- FLASH ROM TEST
  Checks the program data, function data, and language data.

- SRAM TEST
  Checks the SRAM Memory.

- DRAM TEST
  Checks the DRAM Memory.

- MODEM TEST
  Checks the modem and checks for phone line current.

- SCANNER TEST
  Checks the image scanner.

- CODEC TEST
  Checks the CODEC IC.

- PRINTER TEST
  Checks the printer components for proper operation and prints one test page.

**NOTE:** AUTO TEST cannot be performed if data (such as received data, delayed transmission, or polling data) is stored in memory.

### 1 Display the TEST MODE Menu

Press:

MENU

▲

+

9

```
TEST MODE
1.AUTO TEST
  2.INDIVIDUAL TEST
   3.TEST RESULT LIST
```
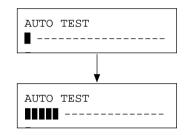
### 2 Select the AUTO TEST Menu

Press:

1

The auto test starts, ▌ appears on the screen indicating that the test is under way.

```
AUTO TEST
█ ------------------
```

```
AUTO TEST
█████ --------------
```

To suspend the auto test, press

STOP

⊘ .

### 3 Completed the AUTO TEST

When all the tests end, the word "OPERATION COMPLETED" is displayed on the screen and a Test Pattern is printed. After printing, the display returns to showing the standby mode screen.

The results of the auto test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 239.

If the result of the auto test is judged to be NG, call your service representative.

## INDIVIDUAL TEST Summary
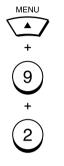
In INDIVIDUAL TEST mode, you can perform specific tests on this facsimile.

**1 Enter the INDIVIDUAL TEST Menu**

Press:

MENU
▲

+

9

+

2

```
INDIVIDUAL TEST
01.ADF TEST
```

```
02.KEY TEST
03.LED TEST
04.LCD TEST
05.SPEAKER TEST
06.SENSOR TEST
07.PRINT TEST
```

**NOTE:**
Only 1 selection can be displayed at one time.

**2 Select the Desired INDIVIDUAL TEST (01-07)**

Press ▼ or ▲ (MENU) until the desired INDIVIDUAL TEST is displayed or enter the desired INDIVIDUAL TEST (01 through 07) using the dial keypad.
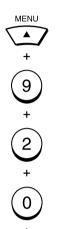
# ADF TEST

The ADF test checks the operation of the ADF by transporting and unloading documents. You can check that the ADF is normal if the number of documents loaded is consistent with the number of documents transported and unloaded.

## 1 Select the ADF TEST Menu

Press:

MENU
▲

+

9

+

2

+

0

+

1

```
ADF TEST
LOAD DOCUMENT
```

You can change the transport speed by pressing MODE.

STD:  Fast

FINE (Same when HALF TONE is set):  Medium

U-FINE (Same when HALF TONE is set):  Slow

## 2 Load the Documents

Load the documents in the document support.

```
ADF TEST
PRESS[START]
```

Press:

START
◇

The documents will be transported one by one and the number of documents unloaded will be displayed at the lower right on the screen.

```
ADF TEST
PAGES          01
```

To end the test, press:

STOP
◉

Go to Step 3.

```
ADF TEST
1.OK
  2.NG
```

If a document jam occurs during transport, the screen below is displayed.

```
ADF TEST
DOCUMENT JAM
```

Remove the jammed documents, the screen below is displayed.

```
ADF TEST
[STOP] TO COMPLETE
```

To continue the ADF Test, press:

START
◇

Return to Step 2.

## 3 Select the ADF Test Result

If the number of documents loaded is consistent with the number of documents unload, press:

1

If a document has not fed properly (even once), press:

2

## ADF TEST - continued

**4** **Completed the ADF TEST**

The word "OPERATION COM-PLETED" is displayed on the screen and the unit returns to the individual test selection screen.

The result of the ADF test can be confirmed with the self test report. To print the self test re-port, refer to "PRINTING A TEST RESULT" on page 239.
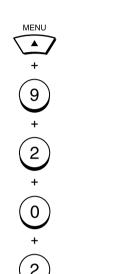
If the result of the ADF test is judged to be NG, call your ser-vice representative.

# KEY TEST

The key test checks key switch operation on the Operation Panel.

## 1 Select the Key Test Menu

Press:

MENU
▲

+

9

+

2

+

0

+

2

```
KEY TEST
PRESS [STOP] LAST
```

**NOTE:**

The name of each key is displayed on the LCD after it is pressed.

## 2 Check the Keys

Press all the key switches except ( STOP ⊘ ).

If all the keys except ( STOP ⊘ ) have been detected, the screen below is displayed.

```
KEY TEST
PRESS [STOP]
```

## 3 Exit the Key Test Mode

Press:

STOP
⊘

The result of the key test ("OK" or "NG") is displayed on the screen, and the unit returns to the individual test menu screen.

```
KEY TEST
OK
```

Unless ( STOP ⊘ ) is pressed within 10 seconds after the screen in Step 2 is displayed, the test result is judged to be NG.

```
KEY TEST
NG
```

**NOTE:**

If you press ( STOP ⊘ ) before you press every key, the machine will reset to the Individual Test menu screen and no test result will be issued.

## 4 Completed the KEY TEST

The result of the key test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 239.

If the result of the key test is judged to be NG, call your service representative.

## LED TEST

The LED test checks LED operation by lighting all the LEDs on the Operation Panel.

### 1 Select the LED TEST Menu

Press:

MENU
▲

+

9

+

2

+

0

+

3
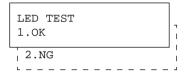
All the LEDs blink or light with the following message displayed.

```
LED TEST
[STOP] TO COMPLETED
```

### 2 Check the LCDs

Visually check that all the LEDs are on. After checking, press

STOP
⊘ .

```
LED TEST
1.OK

 2.NG
```

### 3 Select the Test Result Option

If all the LEDs turn on, press:

1

If even one LED is not lit, press:

2

### 4 Completed the LED TEST

The word "OPERATION COMPLETED" is displayed on the screen and the unit returns to the individual test selection screen.

The result of the LED test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST" on page 239.

If the result of the LED test is judged to be NG, call your service representative.

## LCD TEST

The LCD test checks LCD operation by turning on and off all the elements of the LCD on the Operation Panel.

**1** **Select the LCD TEST Menu**

Press:

MENU

▲

+

9

+

2

+

0

+

4

```
LCD TEST
PRESS [START]
```

**2** **Start the LCD Test**

Press:

START

◇
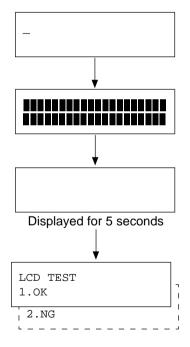
An underline moves from the first column through the last column of the LCD, and then all elements turn on as shown.

```
_
```

↓

▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

↓

Displayed for 5 seconds

↓

```
LCD TEST
1.OK

  2.NG
```

**3** **Select the Test Result Option**

If all elements of the LCD turn on and off normally, press:

1

If even one element fails to turn on and off, press:

2

**4** **Completed the LCD TEST**

The word "OPERATION COM-PLETED" is displayed on the screen and the unit returns to the individual test selection screen.

The result of the LCD test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 239.
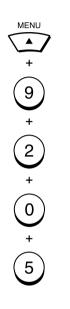
If the result of the LCD test is judged to be NG, call your service representative.

## SPEAKER TEST

The speaker test checks speaker operation by changing the volume output from the speaker.

**1 Select the SPEAKER TEST Menu**

Press:

MENU
▲
+
9
+
2
+
0
+
5

```
SPEAKER TEST
PRESS [START]
```
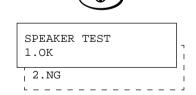
**2 Check the Speaker Volume**

START

Pressing ◇ changes the volume level from ">" (minimum) to ">>>>>>" (maximum) and "OFF" (no sound).

```
>
>>
>>>
>>>>
>>>>>
>>>>>>
OFF
```

After checking, press:

STOP
⊘

```
SPEAKER TEST
1.OK
  2.NG
```

**3 Select the Test Result Option**

If all volumes are output normally, press:

1

If even one of them is not output normally, press:

2

**4 Completed the SPEAKER TEST**

The word "OPERATION COMPLETED" is displayed on the screen and the unit returns to the individual test selection screen.
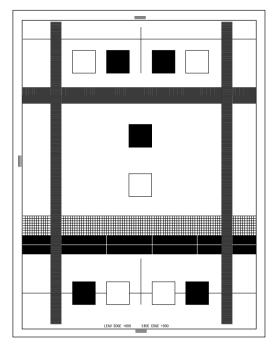
The result of the speaker test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 239.

If the result of the speaker test is judged to be NG, call your service representative.

## SENSOR TEST

The switch test checks if the detection switches operate normally.

The test items in SWITCH TEST mode are as follows:
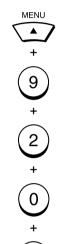
- Detection of Top Cover open/closed status

- Detection of Recording Paper and Recording Paper Tray presence/absence status

**NOTE:**

If no operation is performed within 10 seconds after an operational instruction is displayed on the screen during the switch test, the test result will be judged to be NG.

### 1 Select the SWITCH TEST Menu

Press:

MENU
▲

+

9

+

2

+

0

+

6
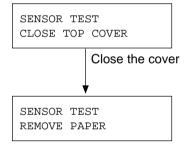
```
SENSOR TEST
OPEN TOP COVER
```

### 2 Check the Top Cover

Open the Top Cover. When its open state is detected, the screen below appears. After checking that the screen is displayed, close the Top Cover.

Detects the open state of the Top Cover.

```
SENSOR TEST
CLOSE TOP COVER
```

Close the cover

```
SENSOR TEST
REMOVE PAPER
```
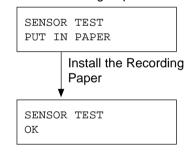
If no recording paper is placed in the Recording Paper Tray, the screen below is displayed. You can resume the test by loading the paper.

```
SWITCH TEST
PUT IN PAPER
```
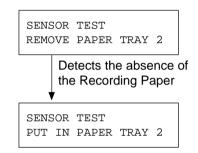
### 3 Check the Paper Tray

Remove the Recording Paper in the Recording Paper Tray. When the absence of a Paper is detected, the screen below appears. After checking that the screen is displayed, install the Recording Paper in the Paper Tray.

Detects the absence of the Recording Paper.

```
SENSOR TEST
PUT IN PAPER
```

Install the Recording Paper

```
SENSOR TEST
OK
```

If an Optional Recording Paper Tray is installed, follow the same test procedure for the Optional Recording Paper Tray.

```
SENSOR TEST
REMOVE PAPER TRAY 2
```

Detects the absence of the Recording Paper

```
SENSOR TEST
PUT IN PAPER TRAY 2
```

Install the Recording Paper

The result of the switch test ("OK" or "NG") is displayed on the screen, and the unit returns to the individual test selection screen.

## 4 Completed the SENSOR TEST

The result of the sensor test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 239.

If the result of the sensor test is judged to be NG, call your service representative.

# PRINT TEST
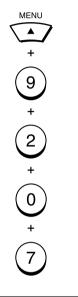
The print test checks the print function by printing a test pattern.
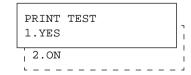
Print Sample



LEAD EDGE +000    SIDE EDGE +000

---

**1** **Select the TEST PRINT Menu**

Press:

MENU
▲

+

9

+

2

+

0

+

7

```
PRINT TEST
PRINTING LIST
```

The test pattern is printed.

```
PRINT TEST
1.YES

 2.ON
```

---

**2** **Select the Print Result Option**

If the test pattern prints properly, press:

1

If the test pattern did not print properly, press:

2

---

**3** **Completed the PRINT TEST**

The word "OPERATION COMPLETED" is displayed on the screen and the unit returns to the individual test selection screen.

The result of the print test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 239.

If the result of the print test is judged to be NG, call your service representative.

## PRINTING a TEST RESULT
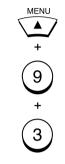
This test result list prints out the results of the individual tests as a self test report.

Print Sample

```
                                            XXXXXXX
  TEST RESULT REPORT

                        TIME    : MAY-17-00  05:25PM
                        TEL NUMBER:
                        NAME    :


  TEST CONTENTS           RESULT    NOTE              DATE & TIME

  AUTO TEST
      FLASH ROM
          PROGRAM         NG       2C86              MAY-17-00 02:18PM
          FUNCTION        NG       59E5              MAY-17-00 02:18PM
          LANGUAGE        NG       805B              MAY-17-00 02:19PM
      SRAM
          ADDRESS BUS     OK                         MAY-17-00 02:19PM
          DATA BUS        OK                         MAY-17-00 02:19PM
      DRAM
          ADDRESS BUS     OK                         MAY-17-00 02:19PM
          DATA BUS        OK                         MAY-17-00 02:25PM
      MODEM
      SCANNER
          RAM             OK                         MAY-17-00 02:25PM
          SHADING         OK                         MAY-17-00 02:25PM
      CODEC               OK                         MAY-17-00 02:25PM
      PRINTER             OK                         MAY-17-00 02:26PM

  INDIVIDUAL TEST
      ADF TEST            OK       U-FINE            MAY-17-00 05:24PM
      KEY TEST            --
      LED TEST            OK                         MAY-17-00 03:44PM
      LCD TEST            OK                         MAY-17-00 03:44PM
      SPEAKER TEST        OK                         MAY-17-00 03:45PM
      SWITCH TEST         OK                         MAY-17-00 03:47PM
      PRINT TEST          OK                         MAY-17-00 03:47PM
```

**1 Select the TEST RESULT Menu**

Press:

MENU
▲

+

9

+

3

After completion of the list output, the display returns to the standby mode screen.

# REMOTE SERVICE - RDC (Remote Diagnosis Configuration) Service

This machine has a function to receive the following services remotely. (Consult your authorized TOSHIBA dealer for assistance in using this function.)

**RDC (Remote Diagnosis Configuration)**

This service enables the machine to be dialed from a service center to retrieve information and reports, set various machine settings, program data, and upgrading the firmware in the machine.
A separate contract with the service center will be required to receive this RDC service.

**NOTES:**
- This capability is currently under development and is not yet available. This RDC Service will be restricted to TOSHIBA trained technicians working for TOSHIBA authorized dealers and will not be available in all areas.

- This function is not available in the United States.

# - AUTOMATIC SUPPLIES ORDER

## Automatic Supplies Order Setting

This machine can automatically send an order sheet to a designated fax machine informing your supplier that a replacement Drum Kit or Toner Kit is required.

Contact your local authorized dealer for information on this setting.

**NOTE:**
 This function is not available in the United States.

# SPECIFICATIONS

**Document Size:**    Width ..... 216 mm (8.5 inches) max.
                     148 mm (5.83 inches) min.
              Length ... 1000 mm (39.37 inches) max.
                     100 mm (3.94 inches) min.

**Recording Paper Size:**    Letter, Legal, A4

**Recording Paper Tray Capacity:**    Up to 250 sheets
(with the recommended paper)

**Bypass Tray Capacity:**    1 sheet (with the recommended paper)

**Effective Scanning Width:**    214 mm (8.43 inches)

**Effective Printing Width:**    212 mm (8.34 inches)

**Compatibility Communication Modes:**
ECM, G3, Exclusive Modes:  (EX)

**Scanning Density:**    Horizontal ..... 8 dots/mm (203 dpi),
                     16 dots/mm (406 dpi)
              Vertical ......... 3.85 lines/mm (98 lines/inch)
                     7.7 lines/mm (196 lines/inch)
                     15.4 lines/mm (392 lines/inch)

**Transmission Rate:**    DP80F V.17 only:
              14400/12000/9600/7200/4800/2400 bps
              DP85F V17 and V.34:
              33600/31200/28800/26400/24000/21600/
              19200/16800/14400/12000/9600/7200/
              4800/2400 bps

**Encoding Systems:**    JBIG/MMR/MR/MH

**Recording and Printing Method**:    Electrophotography and Laser Printing

**Laser**:    Laser Diode
Max. 5 mW, wavelength 770-810 nm

**Memory Capacity:**    DP80F ........ 1.5 MB
              DP85F ........ 3.5 MB

**Machine Type:**    Desktop type with both transmission and reception functions

**Applicable Networks:**    PSTN (Public Switched Telephone Network)

**Power Required:**    120 VAC, 60 Hz

**Power Consumed:**    Max. 620 W (operating), 2 W or less (standby in Super Power Saver mode)

**Unit Dimensions:**    Width ..... 386.5 mm (15.22 inches)
              Depth ..... 606 mm (23.86 inches)
              Height .... 434 mm (17.09 inches)
              (All dimensions excluding protrusions)

**Weight:**    Less than 18 kg (39.7 lbs.)

● Outer appearance, specifications, etc. may be changed without prior notice.

● If any trouble is encountered, contact your authorized TOSHIBA facsimile dealer.

● The clock function and programming data of this device are preserved with a built-in battery. If the power supply is cut off over a long time, the battery may become discharged, causing the recorded data to be lost.

# SUPPLIES

**Letter-size Recording Paper:**

**Legal-size Recording Paper:**

**Drum Kit:**                      DK-18

**Toner Kit:**                     TK-18

# HARDWARE OPTIONS

**Optional Paper Tray:**        FU-18L

**Handset:**                    HD-18

**[MEMO]**

# TOSHIBA Viewer

# OPERATOR'S MANUAL

# LICENSE AGREEMENT

## *Wordcraft International Limited*

### *Unimessage Pro Software Licence Agreement*

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# CONTENTS

# INTRODUCTION

"TOSHIBA Viewer" has been specially designed for use with DP80F/DP85F's [Multi-Function Peripherals] and TWAIN compatible scanning devices.

Subject to the device with which you are using TOSHIBA Viewer and the configuration of your specific copy of TOSHIBA Viewer, available features of TOSHIBA Viewer include:

- Scanning hard copy documents using your TWAIN scanner.
- Using your DP80F/DP85F as a printer.
- Using your DP80F/DP85F as a scanner.
- Configuring your DP80F/DP85F from the PC.
- Create or edit the Phone/Fax numbers stored in your DP80F/DP85F from the PC.
- Creating contacts in your TOSHIBA Viewer Phonebooks for frequently used fax numbers and e-mail addresses.
- Creating graphics files in the Unimessage Pro Viewer.
- Storing properties of files in the Unimessage Pro folders to be used with TOSHIBA Viewer's sophisticated search engine.
- Routing of scanned images using TOSHIBA Viewer's simple wizard style Routing Rules.

This manual gives instructions on how to install TOSHIBA Viewer and basic information about some of the other functions listed above.

The Requirements indicated here are minimums. As with most Windows applications, TOSHIBA Viewer will run faster when used on a PC with a faster processor or with more RAM. If you are using other applications on your PC at the same time as TOSHIBA Viewer, a faster processor and additional RAM are highly recommended.

## Computer Requirements

The TOSHIBA Viewer system is compatible with Microsoft Windows 95/98, Microsoft Windows NT4.0 or later.
Make sure that your computer meets the following criteria.

**For installation under Microsoft Windows 95/98 or Microsoft Windows NT 4.0**

| | |
|---|---|
| PC: | IBM PC or 100% compatible; Pentium 120 MHz or higher |
| Operating system: | Microsoft Windows 95/98, Windows NT 4.0 |
| PC memory: | 32M Bytes minimum (64M Bytes recommended) for Windows 95/98 First Edition (Microsoft Windows 95 OSR1 Service Pack 1 is recommended.)<br>32M Bytes minimum (64M Bytes recommended) for Windows 98 Second Edition and Windows NT 4.0 (When using Windows NT4.0, please ensure that Microsoft NT4.0 Service Pack 4 or later is installed.) |
| Display: | A 24-bit color video card and driver is recommended |

## Configuration of the CD-ROM

The configuration of the CD-ROM and the purposes for each folder are as described below.

- \Toshiba Viewer

  Includes the Setup.exe to install the TOSHIBA Viewer, printer driver and TWAIN driver.

- \Drivers9x\Network Printer

  Includes the printer driver for the client computers of Windows 95/98.

- \Drivers9x\PnP Printer & TWAIN

  Includes the printer driver and TWAIN driver for Plug-and-Play installation.

- \DriversNT4\Local Printer & TWAIN

  Includes the printer driver and TWAIN driver for installing by Add Printer function in Windows NT4.0 that DP80F/DP85F is connected in local.

- \DriversNT4\Network Printer

  Includes the printer driver for Windows NT4.0 that is used as a client computer.

## Installing the TOSHIBA Viewer

Before installing TOSHIBA Viewer, your TOSHIBA DP80F/DP85F must be connected to your PC via a parallel cable suitable for bi-directional communications.

**NOTE:**
Please make sure that following terms are satisfied.

• When using Windows NT 4.0, make sure you have Administrator access rights.

• Close all applications that are running to avoid any conflicts during installation.

• The TOSHIBA DP80F/DP85F connected to your PC is powered on.

### Installation

Prompts may vary depending on your PC configuration.

The screens show examples of Windows 95.

**NOTE:**
You can install the drivers by Plug-and-Play function or Add Printers function. You have to choose different sources in the CD-ROM when you install by those functions. Please see on page 249 for the configuration of the CD-ROM and the descriptions for the sources in each folder.

**1  Insert the CD-ROM**
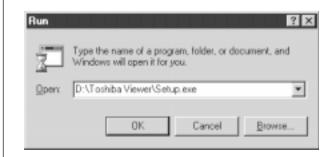


Click **Start** and select **Run**.

**2  Type "D:\Toshiba Viewer\Setup.exe"**



Type "D:\Toshiba Viewer\Setup.exe" where D is your CD-ROM drive.
Click **OK**.

**3  Select Language**



Click **OK**.

**4  Start the Installation**



Click **Next**.

Installation  - continued

## 5 Read the Software License Agreement

If you agree the License Agreement, click **Yes**.

If you click **No**, exit the Installation.  The Installation is not completed.

## 6 Choose the Destination Location

Click **Next**.

## 7 Select the Program Folder

Click **Next**.

## 8 Start the Copy

Wait until file copying files is completed.

The Setup Complete screen automatically appears.

## 9 Exit the Installation Window

Select **Yes, I want to restart my computer now.**, and click **Finish**.

**NOTE:**
You have to restart the computer before using the TOSHIBA Viewer.

After restarting the computer, the Unimessage Pro device wizard automatically runs.

## Installing the TOSHIBA Viewer - continued

After restarting the computer, the **Unimessage Pro device wizard** automatically appears.

**NOTE:**

This device setup wizard can be operated by running the **Unimessage Pro Startup Wizard** in **Program Folder** as well. When plural TOSHIBA Faxes are connected to your PC, you can operate the device setups for each device.

Every time you operate the device setup, a new TOSHIBA Viewer utility is created.

---

**Device Setup**

---

**1** **Unimessage Pro device wizard appears**



Enter the details for each entry field.

**NOTE:**

At least **Name**, **Organization**, **Address**, **Country**, **Telephone number**, and **Fax number** must be entered.

The **Address** entry must be more than 20 letters.

After all required entries are completed, click **Next**.

---

**2** **Select the device driver installation type**



Select **Yes, select a device connected to this computer from a list of supported devices**, and click Next.

Device Setup  - continued

**3** **Select the manufacturer of your fax and the device model**



**4** **Enter System Device Name and Descriptive Device Name**



**5** **Select Custom for the type of Setup**



Select **Toshiba** in the **Manufacturers** field and the model that is connected to your PC in the **Models** field.

Click **Next**.
Default **System Device Name** and **Descriptive Device**

**Name** are already entered.  Rename them if required.

Click **Next**.

Click **Next**.

### Device Setup - continued

| **6** Select the Port that your DP80F/ DP85F is connected to | **7** Select Yes, install TWAIN components | **8** Select Yes, create a printer |
|---|---|---|

If there is a TOSHIBA Viewer TWAIN resource available for the DP80F/DP85F you are using, TOSHIBA Viewer will ask if the TWAIN resource should be installed as you configure the device.

Click **Next**.
If the DP80F/DP85F prints using a TOSHIBA Viewer driver, TOSHIBA Viewer will ask if a printer driver for the DP80F/DP85F should be created or not. If you choose to create this printer, it will be named after the DP80F/DP85F but you can edit this name if you prefer.

Click **Next**.

**NOTE:**
If you choose not to create the "print" printer driver during the definition of the device or it is deleted, you can create the "print" printer driver for the DP80F/DP85F later. To do this, open the Devices folder, right click on the appropriate device and select **Create printer**. For further details, see the **Help** for **Create printer**.

Click **Next**.

Device Setup  - continued

**9** **Select whether to creat a shortcut and the location**



**NOTE:**
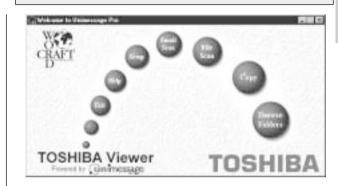
If you want to install several TOSHIBA Viewers, it is required to change the name of the shortcut to avoid the name being overlapped.

**10** **Complete the device setup**
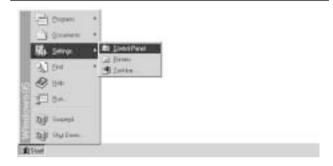


Click **Finish**.

**11** **TOSHIBA Viewer starts**

## Uninstalling the TOSHIBA Viewer

### 1  Select Start, Settings, Control Panel



Double click **Add/Remove Programs**.

### 2  Select Unimessage Pro
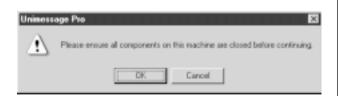


Click **Add/Remove...**.

### 3  Confirm File Deletion dialog appears



Click **Yes**.

### 4  TOSHIBA Viewer alert dialog appears



Exit all applications running on your machine, and click **OK**.

### 5  Uninstallation starts



After removing files is completed, click **OK**.

**NOTE:**
  During the uninstallation, the confirmation dialogs for removing the shared files appear.  Click **OK** to delete all shared files in the TOSHIBA Viewer program folder.
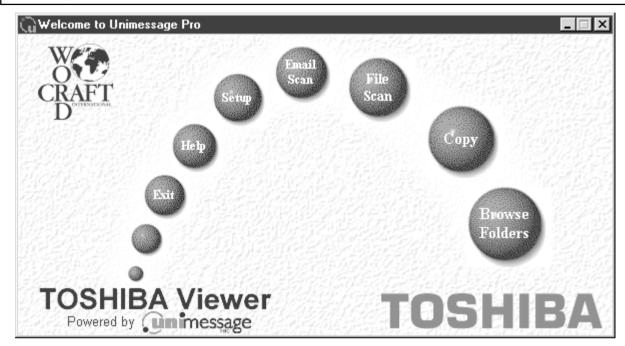


Restart your computer to complete the uninstallation. Some files are deleted after restarting the computer.

# DESCRIPTION OF THE FUNCTIONS

Descriptions and instructions for general functions are described in this section. For details and instructions other than those described in this manual, please refer to the **TOSHIBA Viewer on-line Help**.

## Description of the Main Welcome Menu



From this menu you can access the main TOSHIBA Viewer system. You can examine the lists of scanned and filed images by clicking the **TOSHIBA Viewer** logo.

**The round buttons provide quick access to some of the TOSHIBA Viewer functions and can include a combination of the following:**

**Browse Folders**: This takes you to the list of folders within TOSHIBA Viewer so that you can check on the progress of messages, examine the lists of received, transmitted, filed messages and print these lists or individual messages.

**Copy:** This combines the functions of TWAIN scanning and printing and allows you to make multiple hardcopies of a document in the automatic document feeder of the TWAIN scanner.

**File Scan:** This takes you to the TWAIN scanner driver or, for DP80F/DP85F, the TOSHIBA Viewer Scan setup dialog so that you can scan documents or images into your PC.

**Email Scan:** This scans a document or image using any TWAIN scanner then automatically attach it to an email message.

**Setup:** This takes you to a dialog where settings on your DP80F/DP85F can be configured from the PC; it may also allow you to exchange Phonebook contacts with your DP80F/DP85F's One Touch or Speed Dial functions.

**Help:** To access TOSHIBA Viewer on-line Help.

**Exit:** To close TOSHIBA Viewer.
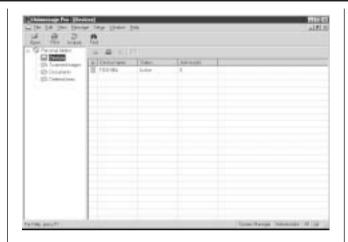
## Browse Folders

When you click **Browse Folders** button or the TOSHIBA Viewer logo on the Welcome menu, the TOSHIBA Viewer main display will appear.

**NOTE:**

- When you close the main TOSHIBA Viewer display, the Welcome menu will reappear. If you prefer to skip the Welcome menu, select **Program** from the **Set-up** menu, click on the **Application** tab and uncheck the **Show "welcome" screen** option then click **OK**. The Welcome menu will not to be displayed beginning with the next time you start TOSHIBA Viewer.

- You can switch between open folders in the main TOSHIBA Viewer display using Ctrl+TAB or Ctrl+F6.

- You can close the current folder in the main TOSHIBA Viewer display using Ctrl+F4.

At the top of the Main



TOSHIBA Viewer Display is the menu list - *File*, *Edit*, *View*, *Message*, *Setup*, *Window*, and *Help*. Below the menu list is the main toolbar - *Open*, *Print*, *Acquire* and *Find*. For further descriptions of the each menu item, select **Contents and Index** in *Help* menu to view the **Help**.

The remainder of the screen is divided into two parts:

- On the left is the list of available folders.

  To open a folder in the right pane, click its name in the folder tree. If a folder contains any unread items TOSHIBA Viewer will display the number of unread items within each folder after each folder's name in this section of the screen.

- On the right is a display area for individual or multiple folder.
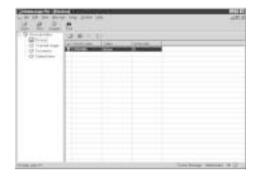
  You can select folders to be displayed by clicking on them in the folder list.

---

### Changing the Device Configuration

During the Unimessage Device Wizard that concluded the installation process, you will have configured TOSHIBA Viewer for use with your DP80F/DP85F. Should you want to, you can reconfigure how TOSHIBA Viewer works with your DP80F/DP85F via the **Device** folder.

Also you can remotely configure the device configuration using this program.

### 1    Open the Device folder



Double click the appropriate entry in the list of devices that appears in the right hand pane.

Device settings appears.

**Changing the Device Configuration - continued**

## 2    Change the TOSHIBA Viewer settings

### 2a  Change the device settings



Click on **Device** tab.
Check on **Print** and/or **Scan** if you want the DP80F/DP85F to be worked as a printer and/or scanner using the TOSHIBA Viewer.

When you want to change the port, go to Step 2b.

When you want to configure the device settings, click on **Setup...** and go to Step 3.

When you want to save changes, click on **OK**.

### 2b  Change the port



Click on **Port** tab.
Select the port that your computer connects to your DP80F/DP85F.

Click on **OK** to save changes.

**Changing the Device Configuration - continued**

## 3   Change the Device settings

You can remotely configure the device settings using the TOSHIBA Viewer.

After clicking **Setup...** on the Device Tab screen, the TOSHIBA Viewer retrieves the device settings from the DP80F/ DP85F.
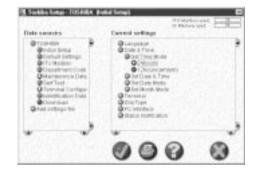
When you want to change the device settings file directly, go to Step 3a.

When you want to change the device settings file by copying the settings from a set file located on your hard disk, go to Step 3b.

When you want to change the device settings file by copying the settings from a user settings file stored within TOSHIBA Viewer, go to Step 3c.

For additional information on a specific item, refer to Help and the appropriate section of the DP80F/DP85F Operator's Manual.

### 3a  Edit the device configuration
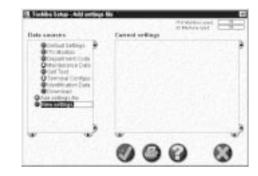


Select or enter the value for items that you want to change the configurations.

Click the ✓ button to download the new settings to your DP80F/ DP85F. Back to Step 2a.

**NOTE:**
Click the ✗ button to cancel adding/editing the device configuration. Back to Step 2a.

### 3b  Load a set file on your hard disk



Double-click on **Add settings file**.
A "New settings" file is created.



Right-click on the new settings file and select **Load...**.

**NOTE:**
In order to create a user settings file to be saved on your hard disk, refer to the section "Saving the Device Configuration".
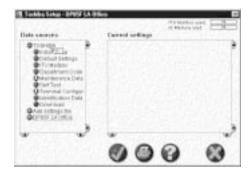
The Load settings screen appears. Designate the hard disk location of the desired set file, select the file, then click on **Open**. The set file is loaded.

Continue to Step 3c.

### Changing the Device Configuration - continued

## 3 Change the Device settings - continued

## 3c Copy the device configuration



Left-click and hold on the user settings file, then drag it to the device settings file, and release the left mouse button.

**NOTE:**
Initially, your mouse pointer will become a "circle with diagonal line". Upon reaching the desired settings file, the pointer will take the form of an "address label". Upon releasing the left mouse button, the contents of the user settings file are copied to the device settings file.

Click the ✓ button to download the new settings to your DP80F/ DP85F. Back to Step 2a.

**NOTE:**
Click the ✗ button to cancel adding/editing the device configuration. Back to Step 2a.

### Saving the Device Configuration

The device setting file opened by TOSHIBA Viewer (default name TOSHIBA) is a temporary "working" file. Every time TOSHIBA Viewer is opened, the program accesses the attached facsimile and reads the current settings.
You can store the settings within TOSHIBA Viewer or save them as a file on your hard disk.

This is useful when performing a full memory clear or upgrading the machine's firmware because you can easily re-configure the device by downloading the stored settings.

## 1 Open the Device folder



Double click the appropriate entry in the list of devices that appears in the right hand pane.

Device settings appears.
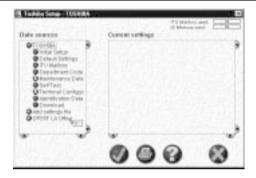
## 2 Click on Setup...



Toshiba Setup appears.

**Saving the Device Configuration - continued**

## 3 Create the new settings file



Double-click on **Add settings file**.
A "New settings" file is created.  Enter an appropriate name for the new settings file.

To copy the device configuration to the new settings file, left-click and hold on the device settings file (e.g. "TOSHIBA") then drag it to the new settings file (e.g. "DP85F LA Office") and release the left mouse button.

**NOTE:**
Initially, your mouse pointer will become a "circle with diagonal line".  Upon reaching the desired settings file, the pointer will take the form of an "address label".  Upon releasing the left mouse button, the contents of the device settings file are copied to the new settings file.

To save the new settings within the TOSHIBA Viewer, go to Step 4a.

To save the new settings as a file on your local hard disk, go to Step 4b.

## 4 Save new settings

### 4a Save within TOSHIBA Viewer



Right-click on the new settings file and select **Save**.

**NOTE:**
When you click the ✓ button or ✗ button to close the screen, TOSHIBA Viewer will prompt you to save the file.

### 4b Save as a file on your hard disk
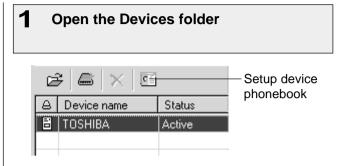


Right-click on the new settings file and select **Save as...**.

The Save settings screen appears.  Designate the location on your hard disk and enter an appropriate file name, then click on **OK**.

**NOTE:**
The settings file is saved as a set file on your hard disk.  The file extension is "set".  This file can be retrieved by TOSHIBA Viewer.

## Browse Folders - continued

### Add/Edit Phonebook contacts on the DP80F/DP85F

TOSHIBA Viewer permits you to remotely add/edit One Touch and/or Abbreviated Number contacts on your DP80F/DP85F.

### 1 Open the Devices folder



Setup device phonebook

Select the device and click **Setup device phonebook** button.

"Reading data from device" appears as Viewer interrogates the attached facsimile.
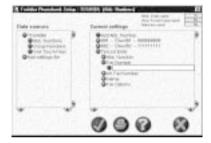


Toshiba Phonebook Setup appears.

### 2 Change the settings

When you want to change the current device phonebook, go to Step 2a.

When you want to change the phonebook by copying the settings from a set file located on your hard disk, go to Step 2b.
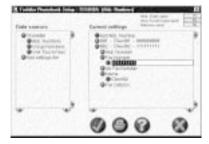
When you want to change the phonebook by copying the settings from a user settings file stored within TOSHIBA Viewer, go to Step 2c.

For further details on phonebook setup, refer to **Help**.

### 2a Edit the phonebook



To add new phonebook contacts, click on Abb. Numbers, Group Numbers, or One Touch Keys in the left pane. Then double click on **Add...** (e.g. "Add Abb. Number") in the right pane. Tel List Entry appears at the end of the existing list. Double click on the desired items and enter the appropriate values.



To edit phonebook contacts, double click on the item you want to edit then enter the new data.
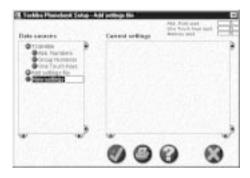
Click the ✓ button to download the new settings to your DP80F/DP85F.

Click the ✗ button to cancel adding/editing the phonebook contacts.

**Add/Edit Phonebook contacts on the DP80F/DP85F - continued**

**2** **Change the settings - continued**

**2b** **Load a set file from your hard disk**



Double-click on **Add settings file**.
A "New settings" file is created.



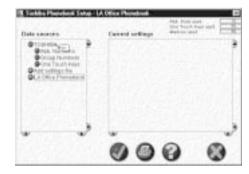Right-click on the new settings file and select **Load...**.

**NOTE:**
In order to create a user phonebook file to be saved on your hard disk, refer to the section "Saving the Phonebook".

The Load settings screen appears. Designate the hard disk location of the desired set file, select the file, then click on **Open**. The set file is loaded.

Continue to Step 2c.

**2c** **Copy the phonebook settings**



Left-click and hold on the user phonebook file, then drag it to the device phonebook file, and release the left mouse button.

**NOTE:**
Initially, your mouse pointer will become a "circle with diagonal line". Upon reaching the desired phonebook file, the pointer will take the form of an "address label". Upon releasing the left mouse button, the contents of the user phonebook file are copied to the device phonebook file.

Click the ✓ button to download the new settings to your DP80F/DP85F.

**NOTE:**
Click the ✗ button to cancel adding/editing the phonebook contacts.
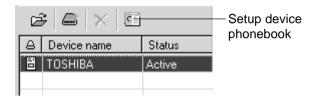
### Saving the Phonebook

The device phonebook opened by TOSHIBA Viewer (default name TOSHIBA) is a temporary "working" file. Every time TOSHIBA Viewer is opened, the program accesses the attached facsimile and reads the current phonebook settings.

You can store the phonebook settings within TOSHIBA Viewer or save as a set file on your hard disk.

This is useful when performing a full memory clear or upgrading the machine firmware because you can easily re-program the machine's phonebook by downloading the stored phonebook file.

**1**  **Open the Device folder**



Setup device phonebook
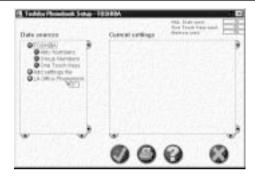
Select the device and click the **Setup device phonebook** button.

"Reading data from device" appears as Viewer interrogates the attached facsimile.



Toshiba Phonebook Setup appears.

**2**  **Create the new phonebook file**



Double-click on **Add settings file**.
A "New settings" file is created. Enter an appropriate name for the new settings file.

To copy the current device phonebook settings to the new settings file, left-click and hold on the device phonebook file (e.g. "TOSHIBA") then drag it to the new settings file (e.g. "LA Office Phonebook) and release the left mouse button.

**NOTE:**
Initially, your mouse pointer will become a "circle with diagonal line". Upon reaching the desired phonebook file, the pointer will take the form of an "address label". Upon releasing the left mouse button, the contents of the device phonebook file are copied to the new phonebook file.

To save the new settings within TOSHIBA Viewer, go to Step 3a.

To save the new phonebook as a file on your local hard disk. go to Step 3b.

**Saving the Phonebook - continued**
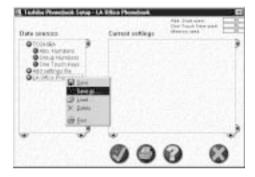
## 3 Save new phonebook

### 3a Save within TOSHIBA Viewer



Right-click on the new phonebook file and select **Save**.

**NOTE:**
> When you click the ✓ button or ✗ button to close the screen, TOSHIBA Viewer will prompt you to save the file.

### 3b Save as a file on your hard disk



Right-click on the new phonebook file and select **Save as...**.

The Save settings screen appears. Designate the location on your hard disk and enter an appropriate file name, then click on **OK**.

**NOTE:**
> The phonebook file is saved as a set file on your hard disk. The file extension is "set". This file can be retrieved by TOSHIBA Viewer.

**Creating a Routing Rules**

When an image is scanned, it is normally stored in the **Scanned images** folder.
You can change the action by defining one or more Routing rules.

User Routing Rules are:

- Created and maintained by any TOSHIBA Viewer user.

- Specific to the user.

- Processed by the TOSHIBA Viewer user in the order they are shown, from top to bottom.

Some sample rules are supplied with TOSHIBA Viewer. To activate them, go to the Routing Rules dialog, select a suitable sample to base your own rule on, click **Copy**, click **Modify**, enter the incomplete information and click **Finish** to store the completed rule.

For further details of Routing Rules, click **Help** on the Routing Rules dialog to view related help topic.

**1**    **Select Setup, Routing Rules... from the menu**



Click **New...** to create a new rule.

Routing Rules Wizard appears.

**2**    **Check on the terms for a rule**



Click **Next**. Follow the prompts to create a rule.

**3**    **Enter the name of the rule**



Click **Finish**.

**4**    **Click Move up to change the apply order**



Click **OK**.
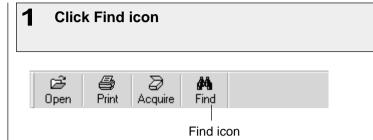
For further details of creating and modifying the Routing Rules, refer to **Help**.

## Browse Folders - continued

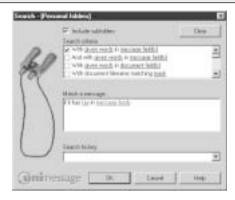### Finding items stored in TOSHIBA Viewer folders

Once files are stored in TOSHIBA Viewer folders, you can ask TOSHIBA Viewer to find items for you based on their properties.

**NOTE:**

- You can also search folders by selecting the Search **history**.

- In order to search in the specific folder, right click on the specific folder and select **Find**.

**1** **Click Find icon**



Find icon

**2** **Define a new search**



Check on **Include subfolders** when you want to search folders in subfolders as well.

Click **OK**.
Searching starts.
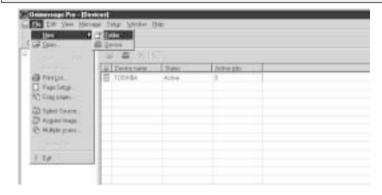
For further details of searching, click **Help** on the Search dialog to view a related help topic.

**Creating Folder**

TOSHIBA Viewer uses folders to store messages that you have scanned, and details about files you have on your computer. You can then search all or some of these folders to find messages or files at a later date.

You can create your own folders, and each folder can contain sub-folders.

---

**1 Select a folder where you want to create a folder in**



Select **File** - **New** - **Folder**.

**2 Type a name for the new folder**



Click **OK**.

Type a brief comment describing, for example, the folder's intended use, if required.

---

**NOTE:**

• When you drag from a Windows Explorer to a TOSHIBA Viewer folder, TOSHIBA Viewer only stores a reference to the file and document properties for the file.

   i.e. The file itself is **not** copied into the TOSHIBA Viewer folder and will be opened from its original location when you open the reference to it within TOSHIBA Viewer.

• If you drag from a TOSHIBA Viewer folder to another TOSHIBA Viewer folder, TOSHIBA Viewer will normally copy the file to the target TOSHIBA Viewer folder. However if the source references a file outside of the TOSHIBA Viewer folder structure (i.e. was dragged in from a Windows Explorer folder) only the reference to the external file is moved or copied.

• If you open an image file (.bmp, .jpg, .tif, .pcx, .fax or .fcs) in the TOSHIBA Viewer and then select **Save in Unimessage Pro folder** fro the **File** menu, the image file will always be stored in the TOSHIBA Viewer folder.

• With TOSHIBA DP80F/DP85F it is possible to download to and upload from mailboxes within a DP80F/DP85F using drag and drop of items. If your TOSHIBA DP80F/DP85F supports these functions you will see folders within the **Devices** folder on the left side of the main TOSHIBA Viewer display. Open these folders to review the contents of the DP80F/DP85F's mailboxes and drop items into these folders to download items to the mailboxes.

## File Scan

You can use your DP80F/DP85F to scan hard copy documents into any TWAIN compatible application you are running (e.g. PaintShop Pro, Corel Photo Paint, etc.).

File Scan also provides a function that allows you to build a multi-page document from several separate TWAIN scans. This is useful if you want to scan different pages with different settings, or if you want scan both sides of a document.

**NOTE:**

You can also operate the scan from the Main TOSHIBA Viewer Display. However, it is not allowed you to rebuild a multi-page document.

### Scanning with your DP80F/DP85F or other TWAIN compatible scanner

Set the hard copies to be scanned in the document tray before scanning.

**NOTE:**

• Before scanning, you can preview the scanning document by clicking **Preview**.
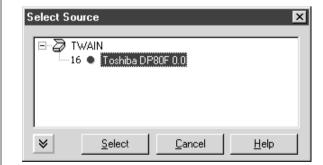
When you use the other TWAIN compatible applications to scan, the scanner settings dialog appears.

**1** **Click File Scan on Main Welcome Menu**



Click **Select source...**.
Select Source dialog appears.
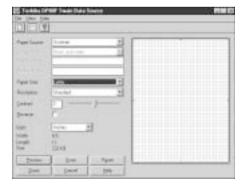
**2** **Select the TWAIN Scanner**



Click **Select**.
Back to Scan multiple pages dialog.

**3** **Click Scan**



The scanner setting dialog appears.

**4** **Set the scanner settings**



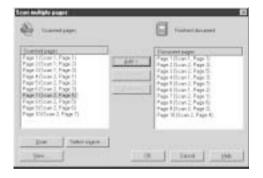For further details of scanner settings, click **Help** to view a related help topic.

Click **Scan**.
Back to Scan multiple pages dialog.

**Scanning with your DP80F/DP85F or other TWAIN compatible scanner - continued**

## 5   Select the Scanned pages



Click **Add**.

Repeat all scanned pages are added into a document.

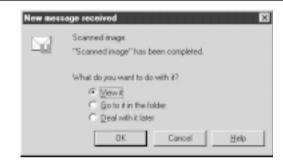If you want to continue scanning, repeat from step 3 to 4.

**NOTE:**

You can add the scanned pages in desired order to create a multi-page document.

For further details of the Scan multiple pages dialog, click **Help** to view a related help topic.

Click **OK**.

## 6   Select what you do with the scanned images



Click **OK**.

For further details of the New message received dialog, click **Help** to view a related help topic.

## TOSHIBA Viewer GDI Printer

You can print a document using TOSHIBA Viewer GDI Printer, if you have selected to create a printer during the installation. You can print a document from TOSHIBA Viewer UniPad and other applications.
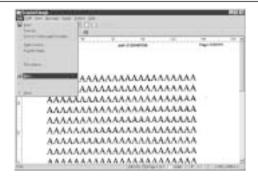
**NOTE:**

TOSHIBA Viewer GDI Printer is created as same as the Windows printer drivers in **Printers** folder. If you have not created, you can also create a TOSHIBA Viewer GDI Printer from the Main TOSHIBA Viewer Display. To create a GDI Printer, refer to **Changing the Device Configuration** on page 270.

### Printing from TOSHIBA Viewer UniPad

The TOSHIBA Viewer UniPad is the viewer incorporated into TOSHIBA Viewer. The UniPad can view the scanned image. **UniPad** is opened.
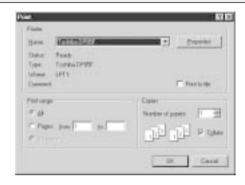
**1** **Double click a scanned image**



Select **Print** from **File** menu.
Continue general operation for printer properties and print settings.

**2** **Select the DP80F/DP85F Printer for Name**



Click **OK**.
The print job is sent to DP80F/DP85F.
The scanned image is printed.

## Printing from Other Application

You can also print a document from other applications using the TOSHIBA Viewer GDI Printer.

The procedure is the example with Windows NotePad. The procedure may vary depending on the application.
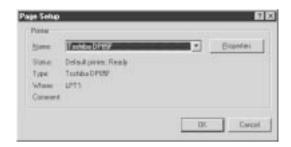
### 1 Select Page Setup... in File menu



Page Setup dialog appears.

### 2 Click Printer...



Page Setup for Printer dialog appears.

### 3 Select DP80F/DP85F Printer for Name



Ckick **Properties** for general operation for printer properties.
Printer properties dialog appears.



Click **OK**.

Click **OK** on Page Setup for Printer dialog.
Back to Page Setup dialog.

**Printing from Other Application - continued**

**4** **Set print settings**



Click **OK**.
Page Setup dialog is closed.

**5** **Select Print in File menu**



The print job is sent to DP80F/DP85F.
The document is printed.

**TOSHIBA TEC CORPORATION**

DP80F/DP85F

Printed in Japan