

OKI[®]
People to People Technology™



OKIFAX[®] 5700/5900

FACSIMILE

User's Handbook



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Introduction

Thank you for purchasing this OKIFAX 5700 or OKIFAX 5900 fax machine. The OKIFAX 5700/5900 desktop, plain-paper facsimile machines utilize advanced light-emitting diode (LED) technology for quick and trouble-free transmission/reception of data and images. In addition to the many standard features, we offer optional devices that expand you machine's capabilities, including additional memory backed up by internal battery, a multifunction PC Interface Kit, and a Network Print Kit.

Features

The OKIFAX 5700/5900 machine includes the following fax features:

- **Newly designed control panel.** Special programming keys, a 40-key plate for pre-programmed telephone number, and a 10-key pad for standard dialing and programming.
- **New 80-character LCD (4 rows (20 characters)).** Easy to read display for operation guidance, clock display, function information, etc.
- **Automatic Document Feeder (A.D.F.).** Capacity of up to 50 sheets of recommended letter/A4 paper.
- **Speed dialing.** Set up to 40 (Model 5700) or 80 (Model 5900) pre-programmed telephone numbers for automatic one-touch faxing, as well as an additional 100 (model 5700) and 150 (model 5900) numbers for 2 or 3-digit entry faxing.
- **Group dialing.** Create as many as 20 groups of telephone numbers and send documents to multiple locations with a single selection (broadcast faxing).
- **Automatic alternate call.** Dials a second (alternative) telephone number if the number originally dialed is busy.
- **Alphanumeric telephone directory.** Search for programmed telephone numbers by name.
- **72-hour battery backup.** If power is lost, incoming messages will be stored in memory.
- **33.6K bps transmission rate.** Fast, efficient communications.
- **Large-capacity memory.** 2.5 and 4.5 Mbyte for models 5700 and 5900, respectively. This provides storage capacity of up to 200 pages (5700) and 360 pages (5900).
- **Half-tone.** Half-tone area of the document is processed with 64-scale gradation.

- **Advanced transmission and reception functions.** Includes delayed transmission, broadcasting (multi-location transmission), confidential message transmission/reception, relay broadcasting, polling, etc.
- **Automatic redial and page re-transmission.** Ensures document transmission when a telephone number is busy or a problem occurs in the communications process.
- **Advanced memory transmission/reception features.** A number of convenient features including automatic reception into memory without printing (e.g., ideal for reception of confidential communications).
- **Dual-access operations.** Allows two tasks to be conducted at once (e.g., scan and prepare a document for transmission while another document is being received).
- **Automatic answering mode detection.** Distinguishes between incoming fax and voice communications thus allowing the use of an answering machine on the same telephone line.
- **Closed network.** Prevents the reception of unsolicited communications.
- **Large Paper Capacity.** 250 sheet paper cassette (universal size: legal, letter, A4). An optional second paper tray is available to increase paper holding capacity to 500 sheets.
- **Fax forwarding.** Document can be forwarded to a designated location after being stored in memory (setting can also be used to forward a document when the local machine is out of toner or paper).
- **No paper reception.** Allows continued reception of documents when toner or paper run out by storing data not yet printed in the built-in memory.
- **Polling.** Allows the transmission/reception of documents from remote facsimile machines with polling capabilities.
- **Copier function.** Make up to 99 copies of a document at one time.
- **Progress reports.** Enable tracking of transmission status, and machine operations, settings and maintenance requirements.

Product Options

The following are optional devices that can be purchased to expand the functions of OKIFAX 5700/5900 facsimile machines:

- **Second Paper Tray.** Increases paper holding capacity to 500 sheets (universal size: legal, letter, A4).
- **Expanded Memory.** Adds more memory to increase storage capacity. Available in either 2.0 or 4.0-Mbyte boards.
- **Telephone Handset.** Connects directly to the machine and operates like a standard telephone.
- **MFP PC Interface Kit.** Installation of MFP software (hardware provided as standard feature) enables a machine to operate as a multi-function peripheral (MFP) providing printer, scanner and Fax Modem capabilities when connected to a personal computer.
- **Network Print Kit.** Gives the option of utilizing the Network Print Service via Local Area Network (LAN).

A Look at the Components and Control Panel

Components

LCD Panel

Displays status of machine and operation in progress.

Control Panel (Programming) Keys

Main keys used for programming machine settings and operations and navigating through the function menu.

Power Switch

Press 1 to turn on and 0 to turn off.

Copy Stacker Release Buttons

Press these two buttons, one on each side, to gain entry to toner/image drum area.

One-Touch Keypad

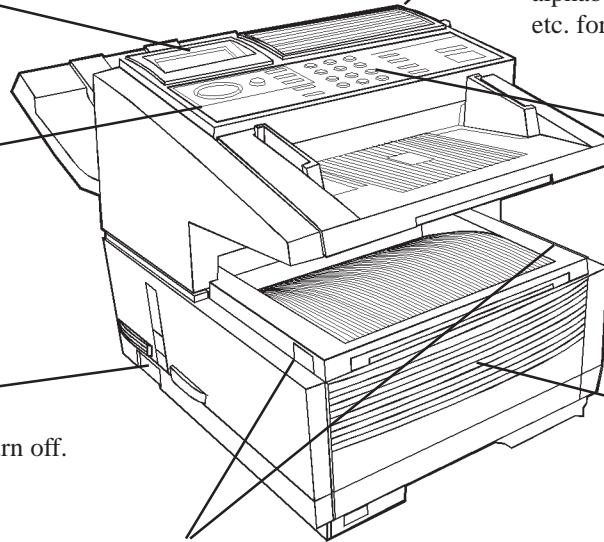
Use for one-touch dialing of preprogrammed telephone numbers, as well as inputting alphabetic, numeric and special characters, etc. for programming and ID entries.

Numeric Keypad

Use to enter telephone numbers, program information, manual dialing, etc.

Manual Paper Feeder Tray

Fold out for manual paper feed (bypass paper tray) use this to feed different types of paper directly into the machine.



Document Stacker

Holds original documents after being faxed or copied.

Document Guides

Adjust guides to the width of documents to be faxed/copied.

Document Tray

Holds documents to be faxed/copied.

Document Tray Extension

Pullout extension for supporting long documents.

Copy Stacker

Holds document copies after copying process.

Copy Stacker Extension

Pullout extension for supporting long documents.

Copy Output Lever

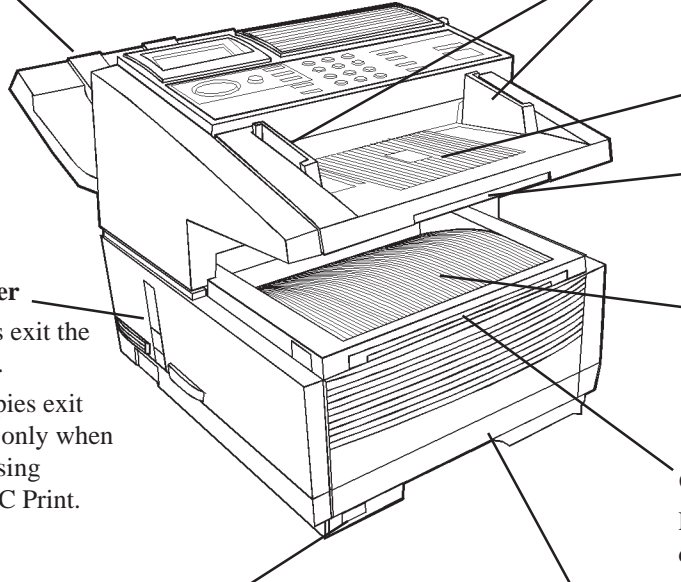
Up position: copies exit the machine facedown.
Down position: copies exit face up. Available only when copying or when using Network Print or PC Print.

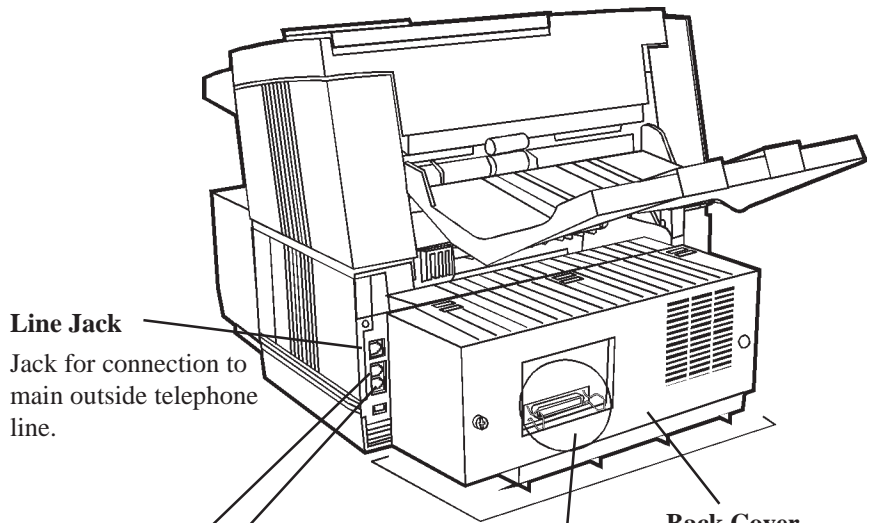
Paper Indicator

Shows level of paper remaining in paper tray.

Paper Tray

Holds 250 sheets of paper (universal type: legal, letter, A4).





Line Jack

Jack for connection to main outside telephone line.

TEL Jack 1

TEL Jack 2

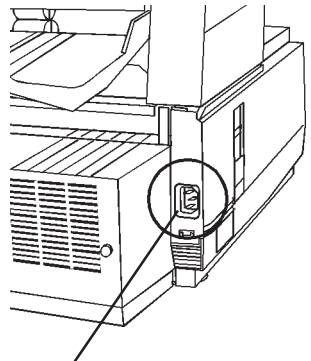
Jacks for connecting optional telephone handset, external telephone or answering machine.

Back Cover

Remove this cover to expose the expansion slots for optional memory, and NIC board.

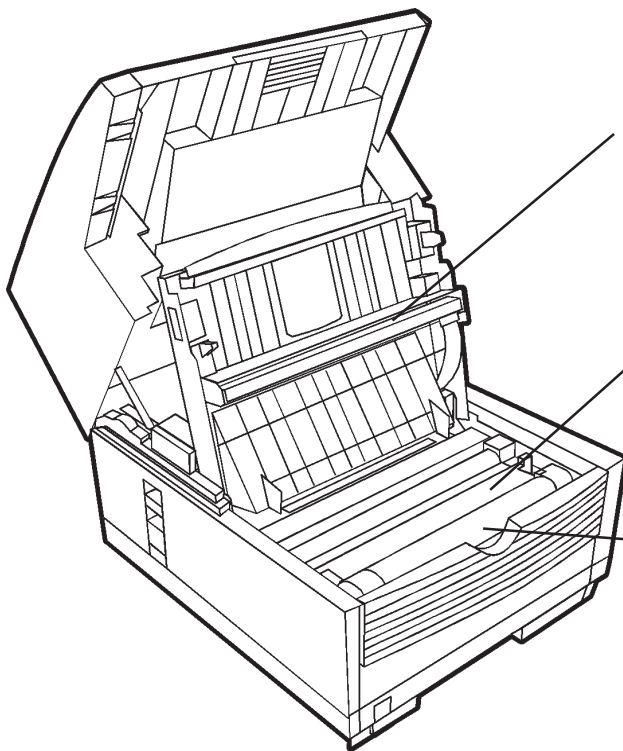
IEEE-1284 Parallel Port

Standard hardware for connection to personal computer and operation of MFP features.



AC Power Cord Inlet

Plug the AC power cord supplied with the unit into this inlet.



LED Print Head

This black bar is the transfer mechanism that writes received/copied information to the image drum. This bar should be cleaned each time the toner cartridge is changed.

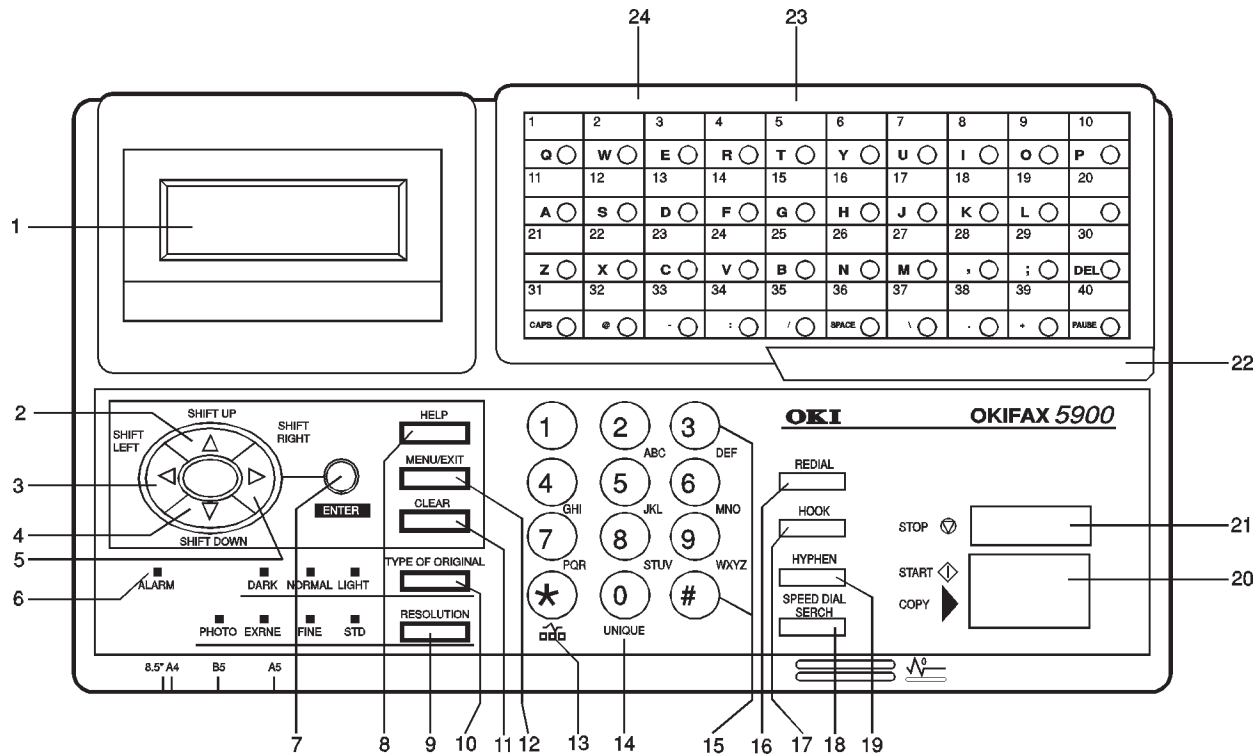
Image Drum Unit

The image drum unit contains a green photosensitive drum which receives information from the LED print head and transfers it to the printing paper.

Toner Cartridge

This black cylinder, installed inside the image drum unit, contains the black powder used as the machine's ink for printing data. Install a new toner cartridge* when the Replace Toner Cart message appears on the display panel.

**Only toner cartridges specified for use in this machine by Oki should be installed.*



Control Panel Keys and Indicators

1 LCD Display Panel: Refer to this display for instructions and information while the machine is performing operations, or when entering information or changing settings.

2 Shift Up ▲ Key: Use this key to:

- Move to the previously selected option in the same operational layer when programming the machine.
- Move to the upper row from the lower row when data such as telephone numbers is listed in two rows.

3 Shift Left ◀ Key: Use this key to:

- Return to the previous operational layers in the programming of the machine.
- Move the cursor to the left during normal operation

4 Shift Down ▼ Key:

Use this key to:

- Move to the next option in the same operational layer when programming the machine.
- Move to the lower row from the upper row when data such as telephone numbers is listed in two rows.

5 Shift Right ▶ Key:

Use this key to:

- Move to the next operational layer in the programming of the machine.
- Determine/register a menu option or setting.
- Move the cursor to the right during normal operation.

6 Alarm Indicator: This indicator light will flash and an alarm will sound to notify of problems that occur. To turn off the alarm indicator, press the Stop key and correct the problem.

7 Enter Key:

Use this key to:

- Determine/register a menu option or setting.
- Determine the location of a broadcast operation.
- Display the results of a transmission or printout a Message Confirmation Report when the machine is in the standby mode with no document set in the document tray.

8 Help Key: Press this key to print out a function list.

9 Resolution Key (Photo, Ex.fine, Fine, STD indicator lights): Use this key to set the desired resolution of the

fax/copy after loading the document. Use the Photo setting when the original document includes half-tone images.

10 Type of Original Key (Dark, Normal, Light indicator lights): Use this key to set the contrast after loading the document. Use Light for originals that are too light, Normal for originals with good contrast, and Dark for originals that are too dark.

11 Clear Key: Use this key to cancel ID, telephone number and programming entries.

12 Menu/Exit: Use this key:

- To activate the Menu mode when the machine is in standby state.
- To Exit the mode and return to standby state.

13 */Tone Key: If the machine is set for pulse dialing, pressing this key will switch from pulse to tone dialing during the current call. This key can also be used during programming to create numbers with mixed pulse-tone operation.

14 0/Unique Key: Use this key as “0” when dialing telephone numbers. When programming the Sender ID, Location

ID, etc., use this key to enter unique characters: Symbols (! # & ‘ () * + , - . / : ; = ? · , Umlaut characters (Ä ß Ñ Ö Ü), and Norwegian characters (Æ Å Ø æ å ø).

15 Numeric Keypad: These 12 keys work like the keypad on a standard telephone when dialing a telephone number. They are also used to move to another operation mode, enter numbers, letters and other characters when programming the machine, and input speed dial numbers after pressing the Speed Dial key. The “#” key is used for the creation of groups of telephone numbers for batch transmission. After a document is loaded, this key can also be used to select previously programmed groups of telephone numbers for faxing.

16 Redial Key: Press this key to automatically redial the last telephone number dialed on the machine.

17 Hook Key: Use this key to open the telephone line for manual dialing with the numeric keypad or external telephone handset. After pressing the key, it will be possible to hear the dial tone and dialing code through the machine’s speaker.

18 Speed Dial/Search Key: After loading a document for faxing, press this key and then enter the programmed

Speed Dial (One-Touch or 2 or 3-digit) number for the location. The speed dialing function will automatically dial the telephone number and transmit the fax. After pressing the Search key, it is possible to search corresponding location IDs when alphanumeric characters are entered.

19 Hyphen Key: Use this key as the “-” character when programming ID and PBX, public line, international telephone or Earthing/Flashing switches. It is also used to type the “+” when entering TSI/CSI numbers.

20 Start/Copy Key:

Use this key to:

- Start transmission of a document after loading the document and selecting the location.
- Start manual fax transmission or reception.
- Return the machine to normal operation from the Power Save mode.
- Start the copying function.

21 Stop Key:

Use this key to:

- Cancel the operation shown on the display.

- Cancel the transmission of a fax (press twice within 3 sec).
- Cancel an alarm (Alarm indicator light will illuminate).
- Return to higher operational layers when programming the machine.

22 One-Touch Keypad Latch to Second Panel (model 5900): Lifting on this latch, the primary label plate for the One-Touch keypad rotates on hinges to reveal a second panel.

23 One-Touch Keypad: For a detailed description of the One-Touch Keypad functions, please refer to the next section, One-Touch Keypad.

24 One-Touch Labels: After programming a telephone number into a One-Touch key, write the name of the location on the label for the One-Touch key. (Remove the plastic covering the label, write the name using a pencil, and then replace the cover.)

One-Touch Keypad

Use these keys for quick, one-touch dialing and the programming of other machine operations. In addition to the ability to assign telephone numbers (up to 40 digits each) to a One-Touch key, alphanumeric names of up to 15 characters in length can be registered (Telephone Directory).

Using One-Touch Keys for Dialing

To use One-Touch keys for dialing, after the telephone number(s) for the key have been programmed, simply load the document to be faxed and press the key of the location where the fax is to be sent. Two telephone numbers can be programmed for each One-Touch key, a primary number that is always dialed first, and an alternate number that is automatically dialed if the first number is busy or the call is not answered.

Using One-Touch Keys for Search

After pressing the Search key, use these keys to make an alphabetical search for names of telephone numbers previously programmed.

Using One-Touch Keys for Programming

The One-Touch keys are also useful in the programming of names in the machine memory. In addition to the

alphanumeric keys, a number of special keys are provided for programming convenience:

Alphabet Keys (One-Touch keys #1-27, except #20): When programming the Sender ID and Location ID, use these keys to enter alphabet characters.

Unique Key (One-Touch key #20): Use the same as the “0” of a 10-keypad, and for entering symbols (! # & ‘ () * +, - . / : ; = ? · , Umlaut characters (Ä Æ Ñ Ö Ü), and Norwegian characters (Æ Å Ø æ å ø).

Del Key (One-Touch key #30): Use this key to delete characters at the position of the cursor in the display panel when entering ID, telephone numbers or programming functions.

Caps Key (One-Touch key #31): Use this key to switch between uppercase and lowercase when entering alphanumeric characters.

Space Key (One-Touch key #36): Use this key to enter spaces when programming the machine. Unlike the Pause key, spaces provide easier reading only and have no effect on dialing characteristics.

Plus Key (One-Touch key #39): Each fax number entered or programmed into the machine can be up to 40 digits long. If you need to dial a number longer than 40 digits, you can dial the number using any combination of Speed Dial numbers or the numeric keypad. To enter a chain dial number into a

Speed Dial number, press the Plus key at the 40th position of the first part of the number to indicate it is a chain dial number, then complete the process by entering the second part of the number following the procedures required for inputting another Speed Dial number.

Pause Key (One-Touch key #40): Use this key to enter automatic 3sec pauses in dialing when programming telephone numbers. For example, use this key to tell the machine to wait for an outside or international line to open. (Pauses in a telephone number dialing sequence are indicated by a “P”.)

Other: Special character keys (, ; @ _ : / \ . +).

Accessing Second Panel of One-Touch Keys (model 5900)

To access the second panel of One-Touch keys (41-80 for model 5900) grasp the latch at the bottom of the keypad and lift up on the main panel, swinging it up and to the right. After pressing the desired key(s), close the main panel.

Signal Tones

The OKIFAX 5700/5900 machines emit a number of sounds to inform the user of specific conditions.

Key Select Tone: This is a short beep that is emitted each time a key is pressed.

Error Tone: If an inappropriate key is pressed, the machine emits three short beeps. If there is a problem with operations during communications, the machine emits five long beeps. Press the Stop key to turn the error tone off, and then print a Message Confirmation Report to check the source of the problem. To do this, press the Copy key twice in succession with no documents loaded.

End of Session Tone: At the end of each successful faxing session, the machine emits a long beep to confirm that there were no errors or problems in the communication.

Off-Hook Alarm Tone: If the machine is equipped with a telephone handset, and if the receiver of the handset is left out of the cradle when not in use, the machine emits an intermittent warbling sound. To turn off the sound, return the receiver to its cradle or press the Stop key.

Installation

To install your new OKIFAX 5700/5900, following the steps in this section.

- Safety
- Installation Hints
- Operation and Maintenance
- Toner and Image Drum Handling
- Emergency First Aid
- Getting Started
- Setting Up Your Fax Machine
- Loading Paper

Safety

Installation Hints

- Install your fax machine in a dust-free location away from direct sunlight
- Do not plug your fax machine into a power source shared by equipment that produces electrical noise (i.e., air conditioners, etc)

- Leave electronic adjustments to authorized service personnel
- The LINE terminal connects your fax machine to a standard telephone line. To avoid damage to your telephone system or to the fax machine, do not plug your fax machine into anything other than a standard RJ-11C jack.
- Your fax machine is intended to be grounded electrically and is equipped with a three-wire grounded power cord. For your safety, do not attempt to defeat your power cord's grounding plug.
- The electrical outlet and phone jack should be installed near the equipment and should be easily accessible.
- The two TEL terminals on the back of the fax machine are only suitable for 2 wire devices. Not all standard telephones will respond to incoming calls when connected to an extension jack.
- This equipment may not necessarily provide for the effective hand-over of a call from a telephone connected to the same line.
- The operation of this equipment on the same line as telephone or other equipment with audible warning devices, such as call waiting, or automatic ring detectors may cause false tripping of the ring detector.

Operation and Maintenance

- Use a dry cloth to clean the control panel and the main body of the unit.
- Aside from the instructions specifically mentioned in this handbook, your fax machine is not user serviceable. Do not attempt to service the machine or lubricate moving parts by yourself.
- Pull out the AC plug before trying to remove any objects that may have fallen into the machine.
- Immediately disconnect the fax machine if it becomes physically damaged and arrange for its repair or disposal.
- When relocating your fax machine, always disconnect the telephone line before disconnecting the power cord, then reconnect the power cord first.
- This fax machine is not intended to be used in parallel with any other telephone devices.

Toner Cartridge and Image Drum Handling

- Leave unused toner cartridges and image drums in their packages until needed. When replacing a toner cartridge or image drum, re-use the packaging to dispose of the old toner cartridge or image drum.
- Do not expose these components to light for more than five minutes. Never expose the green drum (inside the image drum unit) to direct sunlight.

- Always hold the image drum by the ends—never by the middle. Never touch the green drum inside the image drum unit.
- Exercise care when removing the toner cartridge. Do not let it touch your clothing or porous materials. The toner powder causes permanent stains.
- Small amounts of toner spilled on skin or clothing can be readily removed with soap and cold water. Using heated water will make removing the stain much more difficult.

Emergency First Aid

- **IF TONER IS SWALLOWED:** Dilute by giving two glasses of water and induce vomiting by administering Syrup of Ipecac (follow manufacturer's instructions), Seek medical attention. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.
- **IF TONER IS INHALED:** Take person to an open area for fresh air. Seek medical attention.
- **IF TONER GETS IN THE EYES:** Flush eyes with large quantities of cool water for 15 minutes, keeping eyelids open with fingers. Seek medical attention.

Getting Started

Where to Install Your Fax Machine

Place your fax machine in a dust-free location away from direct sunlight.

- Allow several inches on each side of the fax machine to ensure adequate ventilation.
- Make sure that both power and telephone outlets are available nearby.
- Choose a location where the relative humidity is between 20% and 80%, and where the temperature is between 50°F (10°C) and 92°F (32°C).

Unpacking

Remove contents from the carton. Be sure that all the items listed below are included.

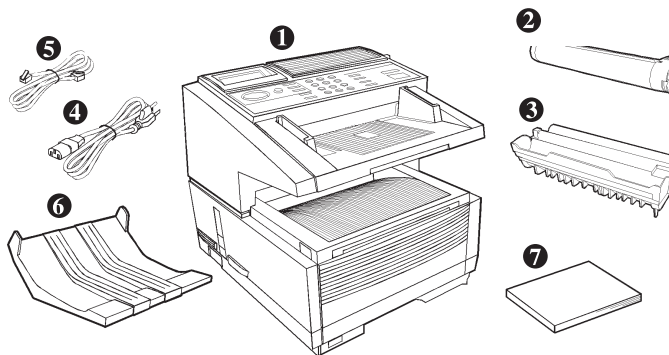
- 1 OKIFAX 5700 or 5900 Fax Machine
- 2 Toner cartridge
- 3 Image drum (inside machine)
- 4 Power cord
- 5 Telephone line cord
- 6 Document Stacker

7 Documentation

Handbook

Quick Reference

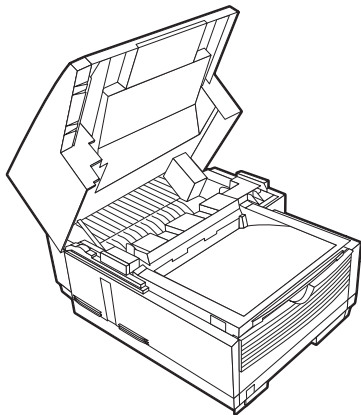
Warranty, Regulatory, Specification Information



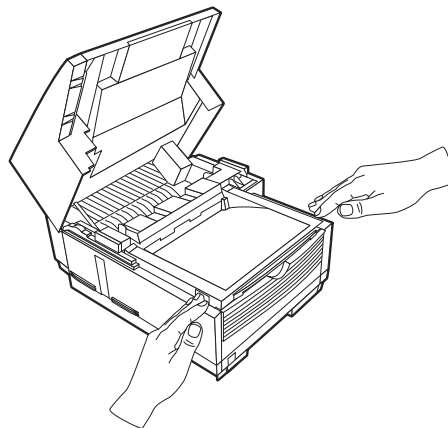
- ! ***If any items are missing, contact Oki Data immediately.***
- ***Keep your packing materials and carton in case you need to ship or transport the unit.***

Setting Up Your Fax Machine

- 1 Lift up on the document tray and swing it up and out of the way.

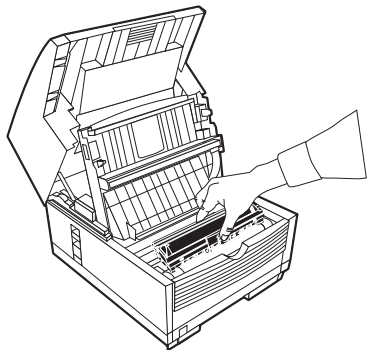


- 2 Press the release buttons located on both sides of the copy stacker. Lift up the stacker.

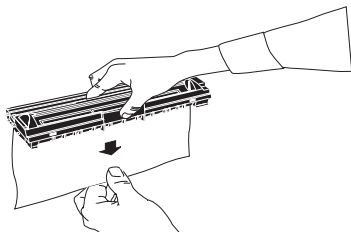


3 Move aside the protective sheet and grasp the image drum cartridge, then lift it out.

! **Caution: Do not touch the green drum surface!**

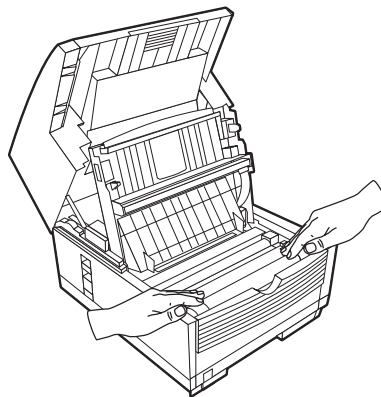


4 Grasp the protective sheet and pull it out.



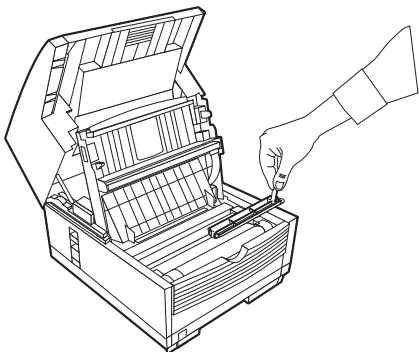
5 Put the image drum cartridge back into place.

6 Press down at each end of the image drum cartridge to make sure it is installed correctly.



Installing the Toner Cartridge

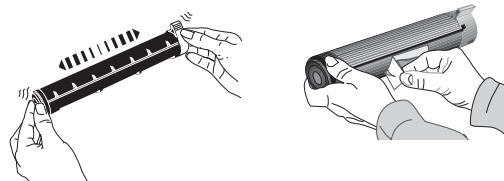
- 1 Lift out the toner well cover and discard.



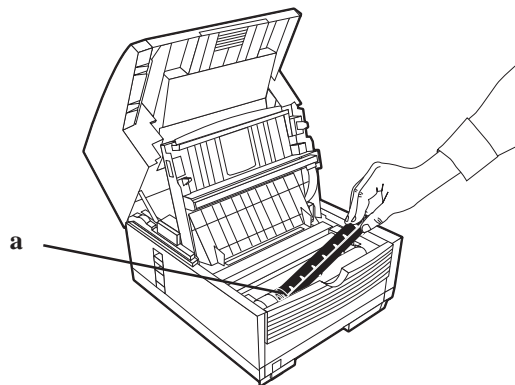
! *Warning: Be careful when handling the toner cartridge. Do not let toner spill onto your clothing or other porous materials. If you experience any problems with toner, see the Safety guides at the beginning of this section.*

! *Important: This machine will only operate using toner cartridges specified by OKI for this facsimile machine. The use of any other toner will result in the display of an operation error and in machine malfunction.*

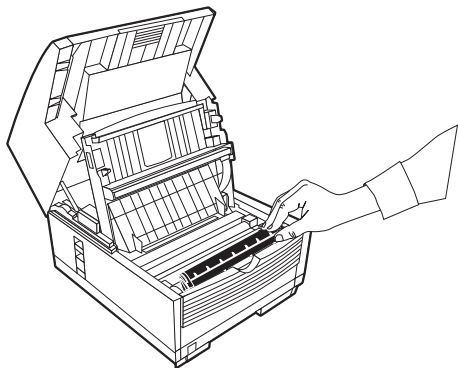
- 2 Unwrap the toner cartridge and gently shake it to distribute the toner. Then carefully peel the tape from the bottom of the toner cartridge.



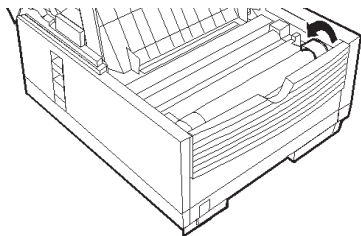
- 3 Holding the toner cartridge with the bottom down, insert the left side into the toner well, placing it under the tab (a).



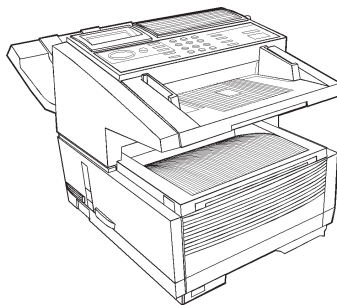
4 Lower the right side down into the toner well.



5 Push the lock lever forward until it stops.

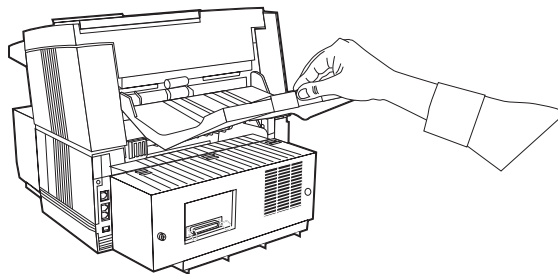


6 Close the copy stacker and document tray.



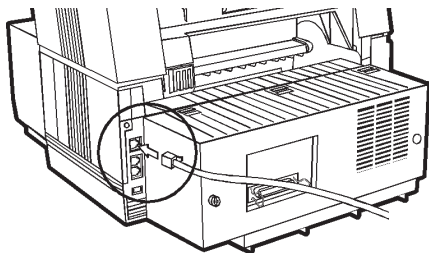
Attaching the Document Stacker

Attach the document exit stacker on the back of the machine using the latching mechanism provided.



Connecting to the Telephone Line

- 1 Insert one end of the telephone cord into the LINE jack in the back of the machine.



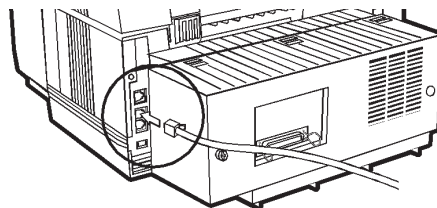
- 2 Insert the other end into your wall telephone jack.

Installing the External Optional Handset

If you purchased an external handset option with your fax machine, follow these instructions to install it.

- 1 Plug in one end of the handset cord into the handset and the other end into the jack on the front of the cradle. Place the handset in the cradle.
- 2 Insert the supplied telephone cord into the jack located on the back of the cradle.

- 3 Insert the end of the cord into the TEL jack on the back of the fax machine.

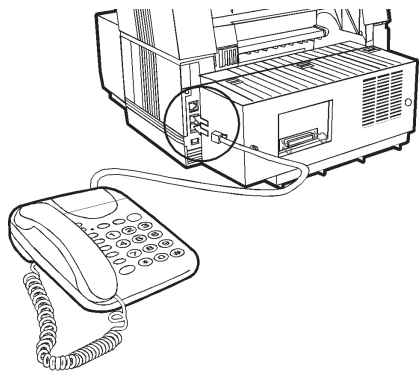


- ! *The two TEL jacks are provided to allow you to connect both an external handset and an answering machine.*

Connecting an External Telephone or Answering Machine

! **Important:** Any external telephone or answering machine connected to Your fax machine must be FCC (US) or CSA (Canada) approved.

- 1 Insert one end of the telephone cord into the TEL jack on the back of the fax machine.
- 2 Insert the other end into the jack in your external device.



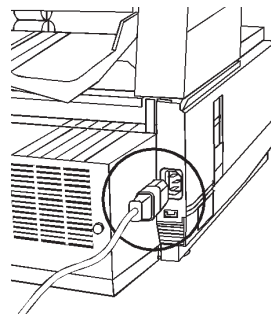
To connect both an answering machine and a telephone:

- 1 Connect your answering machine to your fax machine.
- 2 Plug your external telephone's cord into the telephone jack on your answering machine.

! **You must have the TAD mode feature turned on for an answering machine to work with your fax machine. See "Setting the Answering Mode."**

Connecting Power

- 1 Plug the power cord into the back of the unit.



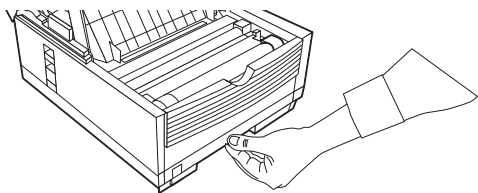
- 2 Plug the other end into a grounded AC power outlet.
- 3 Turn on the power switch.

Loading Paper

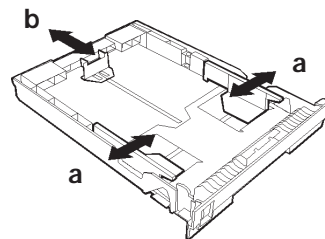
Your OKIFAX can hold up to 250 sheets of standard-weight (20 lb.) paper in letter, legal, and A4 sizes. For best results, use paper specially made for laser printers or photocopiers.

- ! *If you are receiving a document created on legal-size paper, the document will be reduced to fit on letter size paper. The vertical length of the received page image is automatically reduced to fit on the paper loaded, down to 75% of the original length.*
- ! *Your fax machine is set at the factory to use letter size paper. To use a different paper size, change the 1ST PAPER SIZE user function setting to match your new paper size. See “Customizing Features and Operations.”*

- 1 Pull out the paper tray.



- 2 Adjust the paper guides (a) to the width of your paper. Set the left guide all the way to the left. Set the right guide to the marker for the size you're using.
- 3 Lift up the paper length adjustment guide (b) and set it to the length of your paper. (If using legal size paper, remove the extension at the back of the tray).



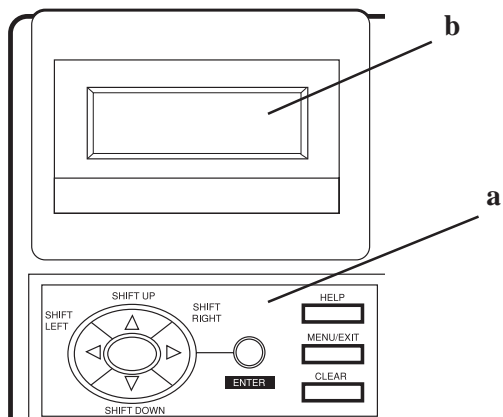
- 4 Remove the paper from its wrapper. *Note the “print side” notice printed on the label.* Fan the paper.
- 5 Load the paper into the paper tray, print side down.

- ! *If you are loading paper in response to a PAPER OUT error message, open and close the upper cover to clear the error condition.*

Selecting Functions and Settings

The navigating keys (a) and LCD display (b) on the control panel simplify setting your machine's functions.

The machine functions are organized in a menu structure. As you navigate through the menu using the navigation keys, functions are displayed in the LCD window. If a document is loaded, menu functions for sending documents are displayed first. If no document is loaded, other menu functions are displayed.

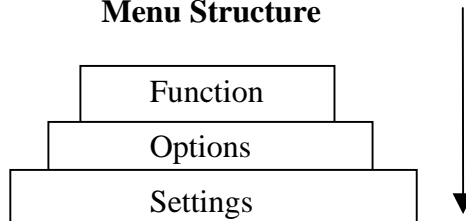


Navigating the Function Menu

The menu is set up in a multi-level structure of functions, options, and settings. A function can include a number of options and settings.

For example, **Polling TX/RX** includes 2 options—Polling TX and Polling RX. Each of these options includes a number of possible settings.

Menu Structure

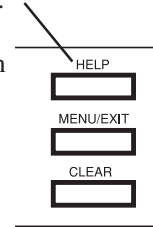


Primary Menu Functions

—	Delayed TX
—	Delayed Batch TX
—	Priority TX
—	Confidential TX
—	Relay Initiate TX
—	Rolling TX/RX
—	Print From Memory
—	Report Print
—	Location Program
—	Setup
—	Counter
—	Printer Cleaning

Using the Help Key

To see how the menu is organized, press **HELP**. Your machine will print out a Function List with instructions to access menu items. This can be helpful when you are setting your machine's features.



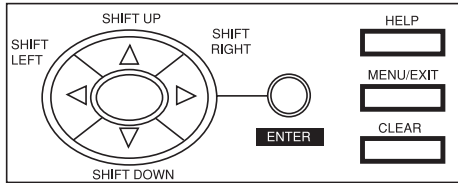
Setting Features

There are two ways to navigate through the functions:

- 1 The **step access** method moves through the function menu step by step. It lets you see your choices at each level.
- 2 If you know exactly what settings you want to change, the **speed access** method takes you directly to most points on the menu. Speed access numbers are only assigned to Set Up menu functions.

1 Using Step Access

To navigate through the various functions step by step, use the navigation keys:



Press the **MENU/EXIT** key to activate the function menu mode and to exit the function menu mode and return to standby state.

Press **SHIFT UP** ▲ to move to the previous function or option

Press **SHIFT DOWN** ▼ to move to the next function or to move from the upper row to the lower row when data is entered in two rows.

Press **SHIFT LEFT** ◀ to move to the previous function or to move the cursor to the left.

Press **SHIFT RIGHT** ▶ to move the cursor to the right.

Press **ENTER** to set an option.

Press **CLEAR** to clear entered data.

2 Using Speed Access

If a function is assigned a speed access number (set up functions), simply type the number at the menu display prompt to bring up the function. Speed access numbers must be entered in two-digit format (i.e., 00-99). (See a list of speed access numbers on the next 2 pages).

Following is an example of using speed access.

To bring up the **Redial Tries** function, you only need to press three keys.

From the standby mode with no document loaded:

- 1 Press **Menu/Exit**.
- 2 Press **4** key.
- 3 Press **0** key.
- 4 **Redial Tries** function appears.
- 5 Enter the setting you want.

Speed Access Numbers

Following are the speed access numbers and their assigned functions.

Clock Adjustment	
00 Clock Adjustment	
ID/Password Programming	
01 TSI/CSI	03 Personal Box
02 Sender ID	04 Memory Password
Machine Settings	
10 Auto Answer Mode	18 Instant Dial
11 Monitor Volume	19 Restrict Access
12 Buzzer Volume	20 ECM Function
13 User Language	21 Closed Network
14 Remote Diagnosis	22 Toner Save
15 TX Mode Default	23 Sender ID Switch
16 No Toner Memory Receive	24 1 st Paper Size
17 Memory Full Save	25 2 nd Paper Size **

Speed access numbers (continued)

Dial Options	
40 Redial Tries	47 Pulse Make Ratio *
41 Redial Interval	48 Pulse Dial Type *
42 Auto Start	49 MF Tone Duration *
43 Dial Tone Detect	50 PBX Line
44 Busy Tone Detect	51 Flash/Earth/Normal *
45 MF/DP	52 Dial Prefix
46 Pulse Dial Rate *	
Incoming Options	
60 Incoming Ring	64 PC/FAX Switch
61 Remote Receive	65 CNG Count
62 T/F Timer Program	66 Ring Response
63 Continuous Tone	67 Distinctive Ring
Report Options	
70 MCF (Single Loc.)	72 Message in MCF
71 MCF (Multiple Loc.)	73 Error Report (MCF)
LAN Options	
80 Auto Tray Switch	83 IP Address
81 Paper Size Check	84 Subnet Mask
82 LAN Print Timeout	85 Default Gateway

* Set only by a service center.

** Active only when 2nd paper tray is installed.

Setting Basic Features

Setting the Date and Time

Follow these instructions to set the date and time:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Using the numeric keys (0-9), enter speed access number 00. The display shows:



- 3 Enter the current date (xx/xx/xxxx) and time (hh:mm) using the numeric keys (0-9), press **Enter**.

! *If invalid data is entered, the Enter key will not operate.*

- 4 Press **Menu/Exit** to return to standby mode.

Setting Your Fax Machine's ID

Fax machines must identify the sender (Sender ID) and the sender's telephone number (TSI/CSI) on each page of every fax sent.

! *Important: Programming this information into your fax machine is required by law in the United States.*

TSI/CSI

This is the telephone number of your fax machine. This number is printed at the top of the faxes you send, and appears on the displays and reports of other fax machines you are communicating with. A TSI/CSI can be up to 20 characters long.

Sender ID

This is a descriptive title that identifies the sender—usually the location of your fax machine or the name of your company of office. It is printed at the top of every fax you send. You can enter up to 32 characters. The first 16 characters will also be used as your Personal ID, which may appear on the displays or reports of other fax machines you are communicating with.

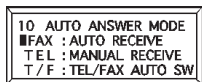
To set TSI/CSI and Sender ID:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Input speed access number 02.
- 3 Input up to 20 numbers and characters (0-9/Hyphen/Space/+), press **Enter**.
- 4 Press **Menu/Exit**.

Setting the Language

- 1 Press **Menu/Exit** to enter the menu.
- 2 Using the numeric keys (0-9), enter speed access number 13.
- 3 Select the language you want to appear on the display panel.
- 4 Press **Menu/Exit** to return to standby mode.

Setting the Answering Mode



Set the answering mode based on how you want your machine to answer calls and what telephone equipment is connected to it. Choose the mode that best fits your needs:

Auto Receive Mode [FAX]

Your machine is connected to a telephone line reserved only for fax communication. (This is the factory setting).

Your machine assumes all incoming calls are fax messages and automatically receives all incoming fax messages.

Manual Receive Mode [TEL]

You use the same line for both fax and telephone calls and the majority of your incoming calls are telephone calls.

When someone calls, your machine rings like a telephone. You can answer from an external telephone connected to your machine. If you pick up the hand set and hear fax machine tones, press the Start key to receive the fax. If you do not answer the phone and someone tries to send you a fax message, your machine will not accept it.

Telephone/Fax Mode [T/F]

Incoming calls are a mix of fax and telephone calls.

In this mode your machine detects whether the incoming call is a fax or a voice call. When the call is from another fax machine, your machine switches to fax mode and receives the message. When the call is a voice call, your machine rings like a telephone. If you do not answer, it switches back to fax mode to allow the calling party to manually send a fax.

Telephone Answering Device Mode [TAD]

You have an answering machine connected to your fax machine.

In this mode, your machine detects whether an incoming call is a fax or voice call. If it is a fax call, your machine receives the fax. If it is a voice call, your machine rings, then your answering machine activates. If you set the Remote Receive user function (See “Customizing Features and Operations”), the caller can send a fax at any time during or after the recorded message by using their keypad to enter the remote receive number you have programmed. This number activates fax reception. Add something like this to your answering machine message: “To send a fax now, press XX [the programmed number.]”

Memory Reception Mode [MEM]

Received data is not printed but is stored into memory, even if there is fax paper on which to print.

Use the Print Operation function to print out data stored in memory during Memory Reception mode. You can set a password to disable the Memory Reception mode.

Forwarding Mode [FWD]

All fax communications are received into memory, then forwarded to another telephone number.

When set to this mode, the machine will receive all fax communications into memory, and then automatically send the messages to the telephone number programmed into the Call Forwarding function. This function will display only when a forwarding number has been programmed.

PC Fax Mode [PC, optional]

Incoming faxes are stored on your computer’s hard disk instead of printing immediately.

This mode is only available when the machine is connected to a personal computer via the optional multifunction printer (machine) software. When activated, the machine forwards the call directly to the computer. This lets you work with faxes on your computer using the JetSuite Pro software included with the machine option.

To Set the Answering Mode

- 1 Press **Menu/Exit** to enter the menu.
- 2 Input speed access no. 10 (Auto Answer)
- 3 Press **▼** or **▲** to select the desired mode, press **Enter**.
- 4 Press **Menu/Exit** to return to standby mode.

Dial and Incoming Call Parameter Settings

These settings allow you to control the way your machine dials telephone numbers and received incoming calls. Setting these functions before beginning use of your machine will make your fax communications more efficient.

To set these parameters

- 1 Press Menu/Exit to enter the menu.
- 2 Input the speed access number.
- 3 Use ▼ or ▲ to select the desired setting, Press **Enter**.
- 4 Press **Menu/Exit** to return to standby mode.

Dial Parameter Settings

Note: Factory Default settings are in bold italics.

Redial Tries

Speed access no. 40.

This function controls how many times your machine will automatically redial a number that is busy or does not answer. Available settings are from 0 to 10 tries. Speed access no. 40. The default setting is **3 tries**.

Redial Interval

Speed access no. 41.

The function controls how long your machine waits between each automatic redial attempt. Available settings are from 1 to 6 minutes. Default setting is **3 minutes** between dialing attempts.

Auto Start

Speed Access no. 42.

With this function set to **ON**, the machine will automatically begin dialing as soon as a location is selected by pressing a One-Touch key or by entering another Speed Dial number. There is no need to press the Start key.

Dial Tone Detect

Speed access no. 43

This function allows your machine to wait for and detect a dial tone before dialing. Set to **ON**, a dial tone must be detected.

Busy Tone Detect

Speed access no. 44

This function allows your machine to detect a busy tone when sending a fax. Available settings are **ON** and off.

Tone/Pulse (MF/DP)

Speed access no. 45

This function controls which method your machine uses for dialing: DP, dial pulse dialing which uses monotone pulses to dial a number like a rotary telephone, MF, multi-frequency dialing (touch tone) which uses different tones to dial a number. **MF** is the default setting.

Tone (MF) Duration

Speed access no.49

If the machine is set to the MF dialing method, this function controls the duration of the tones used for dialing (Tone duration varies by country). Available settings are 75, 85, and **100** ms.

PBX LINE

Speed access no. 50

Turn this function on if your machine is connected to a PBX. Once this function has been turned on and the access digit function has been programmed, your machine will recognize the access digit you use in your PBX to get an outside line. After it dials your access digit, your machine will pause to

wait for an outside line before dialing the rest of the telephone number. Available settings are on and **OFF**. See "Connecting to a PBX" in the Installation chapter for instructions to change this setting.

FLASH/EARTH/NORMAL

Speed access no. 51

If your machine is connected to a PBX, this function tells your machine about the type of PBX line your machine is connected to. Available settings are **NORMAL** (N), flash (F) and earth (E).

DIAL PREFIX

Speed access no. 52

If your machine is connected to a PBX, use this function to tell your machine what access number is used to obtain an outside line from your PBX. You can enter up to 4 digits. See Connecting to a PBX in this chapter for instructions on changing this setting. Available settings are on and **OFF**.

Incoming Call Parameters

Incoming Ring

Speed access no. 60

This function offers a soft ringing sound through the machine's built-in speaker when a call is received. If the function is set to OFF, the machine will not emit a ringing sound during incoming calls. If the function is set to ON, the machine will only emit a ringing sound when the machine is set to TEL (manual receive mode) or Ring Response is set to 20 sec (except 1 ring). When set to DRC, the machine will emit a ringing sound for each incoming call with the same tone even if the Distinctive Ring parameter is set to ON. Available settings are *ON*, OFF and DRC.

Remote Receive

Speed access no. 61

This function allows switching from telephone to fax mode to receive an incoming fax. Use the keypad on the optional handset or external telephone to enter the remote receive number programmed into the machine. Available settings are: *OFF*, 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, ** or ##.

Continuous Tone

Speed Access no. 63

When this function is set to ON, a completion tone is emitted at the end of receiving a fax. Pressing the Stop key turns off the tone. Default setting is *OFF*.

PC/FAX Switch

Speed Access no. 64

When set to ON, the machine will automatically switch to FAX when fax reception by a connected personal computer is not possible. Fax reception is disabled with set to OFF. Available settings are *ON* and OFF.

Other Basic Parameters

Monitor Volume

Speed Access no. 11

The machine is equipped with a speaker for monitoring operations. This function provides a 5-level audio adjustment of the speaker (OFF, Low, *Mid*, High-Mid, High).

Buzzer Volume

Speed Access no. 12

The machine is equipped with a buzzer that sounds when a fax communication ends or, if an external telephone is connected, when the receiver is not properly returned to its cradle after use. The settings are Low, *Middle* and High.

User Language

Speed Access no. 13

Your machine has two languages installed—*English* and Spanish, French or Portuguese, depending on where you purchased it. The language programmed is used to display messages on the control panel as to well as to print reports.

Paper-Size Setting

The machine can support two different paper settings (when the 2nd-Tray option is installed).

1ST Paper Size

Speed Access no. 24

Use this function to set the size of the paper primarily used in the machine. Default setting is *Letter*.

2ND Paper Size*

Speed Access no. 25

Use this function to set a secondary paper size. Default setting is *Letter*

** Setting cannot be made unless 2nd-Tray option is installed.*

Message Confirmation Report Options

Message Confirmation Report (MCF) is a very convenient feature that is often used on a daily basis to ensure that faxes were sent or arrived at the proper destinations. Use the following functions set MCF parameters.

MCF. (Single-Loc)

Speed Access no. 70

Set **ON**, a MCF will be printed out automatically for single location transmissions. When set to **OFF**, no report will be printed out.

MCF. (Multi-Loc)

Speed Access no. 71

Set to **ON**, single and multiple location transmission MCF99999999 will be printed automatically. When set to **OFF**, no report will be printed out.

Image in MCF.

Speed Access no. 72

Set to **ON**, a portion of the first page of the fax transmitted will be printed in the MCF. When set to **OFF**, no image will be printed in the report.

Err. Report (MCF.)

Speed Access no. 73

Set to **ON**, an error report is automatically printed if a fax communication does not end with the service code 0000. When set to **OFF**, the report is not printed out automatically.

Connecting to a PBX

Private Branch Exchanges (PBXs) are private telephone systems used to route calls internally, for example, in a company. When dialing a telephone number, if a prefix (access) number is required to open an outside line, the line is connected to a PBX. If this machine is going to be connected to a PBX, please make the following changes to enable the machine to recognize the prefix digits in the telephone numbers used to obtain access to the outside line. After dialing the prefix digits, the machine will wait until the outside line is available before dialing the rest of the number.

- ! *Service assistance may be required to make changes in some countries. Also, some PBX systems may require additional adjustments to the machine. If there is any problem with fax communications after changing parameters, please contact the nearest dealership for assistance.*

To Set PBX Parameters

- 1 Press **Menu/Exit** to enter Menu.
- 2 Input speed access no. 50 (PBX Line), wait.
- 3 Press **▲** or **▼** to select **ON** or **OFF** setting, press **Enter**.
- 4 Press **▼** to select Dial Prefix, press **Enter***.

- 5 Input the digit(s) normally dialed to obtain an outside line from the PBX, press **Enter**.
- 6 Press **Menu/Exit** to return to standby mode.

* Dial Prefix can also be accessed from the main menu by entering its speed access code 51.

- ! *Keep in mind that all of the outside telephone numbers programmed into the machine must begin with the dial prefix of the PBX.*
- *To cancel these parameters at a later date, follow the above instructions but set the PBX Line parameter to OFF.*

Programming Speed Dial Numbers

One-Touch Key Faxing

For quick and easy faxing operations, you can store up to 40 (Model 5700) or 80 (Model 5900) telephone numbers in the machine's memory and send documents to a fax number by pressing a single key.

1	2	3	4	5	6	7	8	9	10
Q	W	E	R	T	Y	U	I	O	P
11	12	13	14	15	16	17	18	19	20 UNIQUE
A	S	D	F	G	H	J	K	L	
21	22	23	24	25	26	27	28	29	30
Z	X	C	V	B	N	M	.	;	DEL
31	32	33	34	35	36	37	38	39	40
CAPS	@	-	:	/	SPACE	\	-	*	PAUSE

Your OKIFAX machine is equipped with 40 one-touch keys (model 5900 is equipped with a second hidden panel for an equivalence of 80 keys). Two 40-digit numbers can be programmed to each one-touch key, a primary number and an alternative number that is used if the primary number is busy or goes unanswered. You can also enter a 15 character location ID (name) for each key.

2 or 3 Digit Faxing

In addition to one-touch speed faxing, you can program an additional 100 (model 5700) / 150 (model 5900) numbers for 2 or 3 digit entry faxing.

Group Faxing

Speed dial numbers can be grouped together so you can quickly fax a document to multiple locations with one key touch.

Programming One-Touch and 2 or 3 Digit Speed Dial Numbers

To begin programming your speed dial numbers, follow these instructions.

Collect Information

Gather the following information for each Speed Dial number you want to store:

Entry	Parameters	Explanation
1 Name	Can be up to 15 characters	Use letters, number or symbols.
2 Primary telephone number (LOC#)	Up to 40 characters	This is the main number.
3 Alternate telephone number (ALT#)	Up to 40 characters	If the main number is busy or does not answer, the machine will automatically dial this alternate number.
4 Communications speed	33.6K, 28.8K, 14.4K, 9.6K, 4.8K	33.6K is the default setting. If the machine you are communicating with is an older machine, try adjusting the speed to a lower setting.
5 Echo protection state	ON or OFF	If you are experiencing problems communicating with a remote location in a very noisy telephone area, or with an overseas location, set Echo Protection to On for the one-touch key assigned to that location.

Program the Information

To enter the information for each speed dial number, use one of the following input methods:

Numeric Keypad

0-9/*/#: Use these keys to enter alphabetic characters (uppercase, lowercase).

Unique Key: Use this key to enter a variety of unique characters, including: ! # & ' () * + , - . / : ; = ? × ä ß ñ ö ü Æ Å Ø æ å ø.

Hyphen Key: Use this key as the “-” character when programming ID, PBX, public line, or international numbers

Clear Key: use this key to cancel ID, telephone number and programming entries.

One-Touch Keypad

The One-Touch keypad is arranged like a standard keyboard for quick touch typing of names, Sender and Location ID.

Alphabet Keys: (#1-27, except #20) Use these keys for easy entering of alphabetic characters.

Caps Key (One-Touch key #31): Use this key to switch between uppercase and lowercase when entering alphanumeric characters.

Unique Key (One Touch key #20): Use the same as the “0” of the numeric keypad, and for entering symbols ! # & ` () * + , - . / : ; = ? × ä ß ñ ö ü Æ Å Ø æ å ø.

Pause Key (One-Touch key #40): Use this key to enter automatic 3-sec pauses in dialing. For example, use this key to tell the machine to wait for an outside or international line top open. (Pauses in a telephone number dialing sequence are indicated by a “P”).

Space Key (One Touch key #36): Use this key to enter spaces when programming. Unlike the Pause key, spaces provide easier reading only and have no effect on dialing.

Del Key: (One-Touch key #30): Use this key to delete characters at the position of the cursor in the display panel when entering, ID, telephone numbers or programming functions.

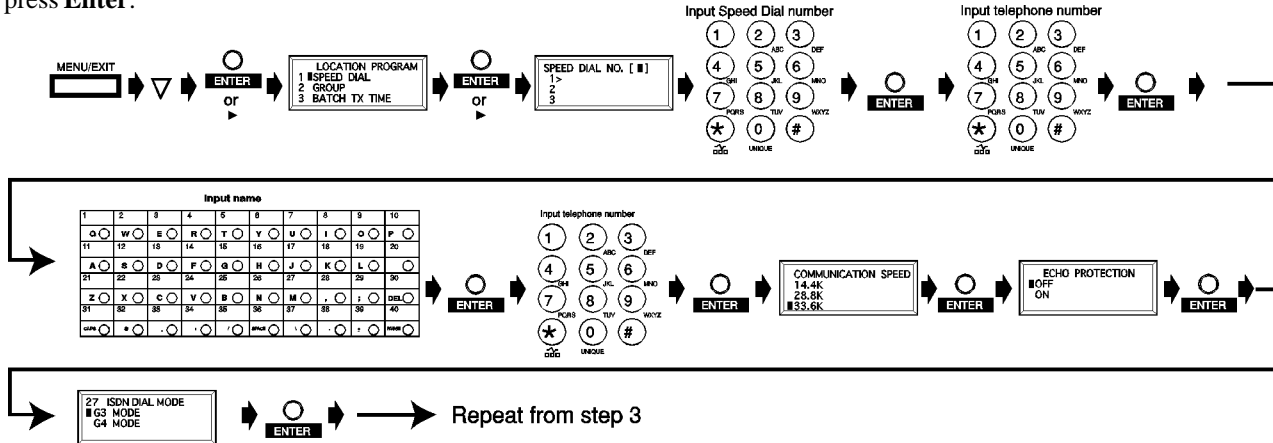
Other Keys

Used in the programming process include Menu/Exit, Shift keys, Enter, Capital (CAPS).

Programming a Speed Dial

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press **▼** to select **Location Program**, press **Enter**.
- 3 The cursor will be at **Speed Dial**. Press **Enter**.
- 4 Input the speed dial number you want to program (One Touch, 2-digit, 3-digit), press **Enter**.
- 5 Input the telephone number (LOC #), press **Enter**.
- 6 Input a name if desired, press **Enter**.
- 7 Input alternate telephone number (ALT#) if desired, press **Enter**.

- 8 Select **Communication Speed**, press **Enter**.
- 9 Select **On or Off** for **Echo Protection**, press **Enter**.
- 10 Repeat the above process from Step 3 until you have finished programming.
- 11 Press **Menu/Exit** to return the machine to standby mode.
- 12 When finished with the programming of one-touch keys, lift off the plastic cover. Use a pencil to write the name of the One-Touch key you have programmed.



Chain Dialing

Each fax number that you enter or program into your machine can be up to 40 digits long. If you need to dial a number with more digits, use the chain dial feature.

To create a chain dial number:

- 1 Program the first 39 digits into a Speed Dial number.
- 2 Press the Plus (+) key (One-Touch key #39).
- 3 Program the rest of the number as if programming another speed Dial entry.

To dial the number:

- 1 Select the first Speed Dial Number programmed.
- 2 When prompted, enter the second Speed Dial number.
- 3 Press the Start key to begin sending the fax.

Note: The remaining part of the number not programmed in the first Speed Dial number can also be input manually when prompted, using the numeric keypad (step 2).

Programming a Group Directory

If you often send a fax to many fixed locations, setting up these locations as a group will save time. You can create up to 20 different groups of telephone numbers, each group having

a maximum of 140 (5700), or 230 (5900) locations. Each group is listed by a group dial number, and can also be assigned a name for alphabetic search.

To program a Group:

- 1 Press **Menu/Exit** to enter the Menu.
- 2 Press **▼** to select **Location Program**, press **Enter**.
- 3 The cursor will be at Speed Dial, Press **▼** to select **Group**, press **Enter**.
- 4 Input a group dial number (from 1-20), press **Enter**.
- 5 Enter the desired location by pressing either a One Touch key, or the Speed Dial Search key, press **Enter**. Continue until all desired locations are entered, press **Start**.
- 6 Enter a Group ID, press **Enter**.
- 7 Press **Menu/Exit** to return to standby mode.

To delete an Entry:

- 1 Follow the above directions, but at Step 5, **Select Locations(s)**, press **Enter**.
- 2 Press **▼** or **▲** to select the entry you want to delete, press **Clear** or **Enter**. The entry information displays.
- 3 Press **Clear**. The entry is now deleted from group.
- 4 Press **Menu/Exit** to return to standby mode.

Basic Faxing

Preparing Documents

Guidelines

- Try to use good quality documents for your fax transmission. Documents that are typed, or written with a black felt-tip pen on white (or light) paper work best.
- Do not send documents that are not rectangular.
- Never use documents that have wet or sticky surfaces, wrinkles, staples, or paper clips. However, your machine can transmit documents that have been subject to normal wear, such as documents with staple holes, letter folds and minor corner folds.
- If you are not sure how a document will fax, first make a copy on your machine (load the document face down and press the Copy key).
- If your documents are heavily bent, creased or torn, make a copy on a photocopier and send the copy instead.

Document Size

All documents must have minimum width of 5.8" (148 mm) and a minimum length of 5" (128 mm). Documents cannot be wider than 8.5" (216 mm) or longer than 14" (356 mm).

Multiple Page Documents

- The machine can scan paper weighting between 13 (50 g/m²) and 28 pounds (105 g/m²).
- You can load up to 20 sheets of standard 20 pound (80 g/m²) paper, such as photocopier paper.
- If you use lighter or heavier paper, you can load up to 15 sheets.
- For very heavy paper, load and send pages individually.
- When loading multiple-page documents, do not load paper that is thinner than 0.003" (0.08 mm) or thicker than 0.005" (0.13 mm).
- For single documents, do not load paper that is thinner than 0.002" (0.06 mm) or thicker than 0.006" (0.15 mm).

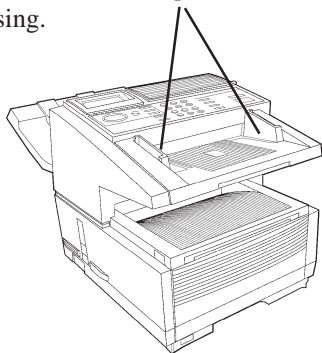
Loading Documents

To prevent paper jams and problems during operation:

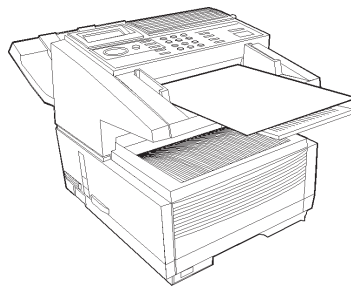
- Stack your documents neatly
- Align document edges before loading
- Don't load different size documents at the same time

! ***You can load and prepare to transmit a document while your machine is still sending or receiving another message (as long as the document feeder is clear). To do this, load the document, select your location and press the Start key. Your Document will be sent when the current communication ends.***

- 1 Adjust the document **guides** to the width of the paper you are using.

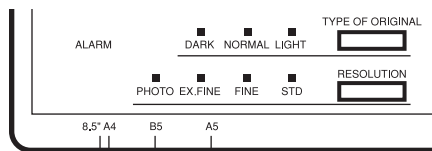


- 2 Neatly stack your documents, then insert them face down into the document feeder. Readjust the document guides for a snug fit.



- 3 The machine grips the documents, and pulls in the bottom page.

- If necessary, use the Resolution and Type of Original keys for the best possible quality.



Resolution

- For normal office documents, use STD (standard) resolution (default)
- For documents with small type or other fine details, use FINE or EX.FINE resolution.
- For documents with photos or many shades of gray, use PHOTO resolution.

Contrast

- For documents with normal contrast (default setting), use NORMAL contrast.
- For documents that are too light, use LIGHT contrast.
- For documents that are too dark, use DARK contrast.

- Your Documents are now ready for faxing or copying.

Sending a Fax to a Single Location

- Load your documents.
- Select the entry method, referring to the instructions below:

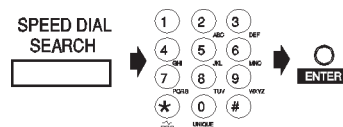
Using a One Touch Speed Dial Key

Press the One-Touch key you have programmed.

1	2	3	4	5	6	7	8	9	10
Q	W	E	R	T	Y	U	I	O	P
11	12	13	14	15	16	17	18	19	20
A	S	D	F	G	H	J	K	L	
21	22	23	24	25	26	27	28	29	30
Z	X	C	V	B	N	M	,	;	DEL
31	32	33	34	35	36	37	38	39	40
NAME	*	-	+	+	NAME	+	-	-	NAME

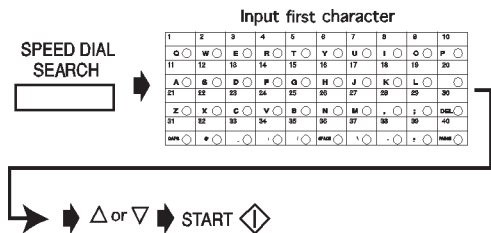
Using 2 or 3-digit Speed Dial

- Press the **Speed Dial/Search** key.
- Enter the speed Dial number using the numeric keypad.
- Press the **Enter** Key. Wait.
- The document will begin faxing.



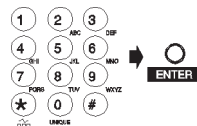
Using the Search Function

- 1 Press the **Speed Dial/Search** key. The display will show ENTER 1-ST CHAR.
- 2 Using the One-Touch key, enter the first letter of the name of the location you want to transmit to.
- 3 Repeatedly press the letter key to scroll through the list of location IDs beginning with that letter.
- 4 When the correct location is found, press the **Start** key to begin faxing.



Using the Numeric Keypad

- 1 Dial as you would on a normal telephone.
- 2 If you make a mistake, press the DEL key to back-up one space, then enter the correct number.
- 3 Press the **Start** key.



Using An External Telephone

- 1 Pick up the receiver and dial the number. If the receiving machine is in automatic reception mode, a high-pitched tone will be heard.
- 2 If someone answers, request that they press the Start key on their machine.

Sending a Fax to Multiple Locations (Broadcasting)

You can send the same fax to several locations—either locations you have programmed into your machines dial directories or numbers you enter on the numeric keypad. This is called a broadcast.

- 1 Load the document.
- 2 Enter the programmed location (One-Touch key, 2- 3Digit Speed Dial, Group Directory, or enter a number on the numeric keypad).
- 3 Press **Enter**.
- 4 Repeat Steps 2-3 until all locations for the broadcast are input.
 - ! *If Auto Start) is set to ON (default setting) you will have 2 seconds between steps 2-3 to input the next location before machine begins dialing. To change this, set Auto Start (User Function #42) to OFF.*
- 5 Press the **Start** key to begin faxing.
- 6 To confirm the location input, press the **Enter** key instead of the start key at Step 5. You can select to have the locations displayed or to print a list

! *To delete an entry, simply press ◀ to back up.*

Sending a Fax to a Group

If you often send a fax to the same set of locations, setting up these locations as a group will save time. Simply group speed dial numbers together to create a group directory (see Programming Speed Dial Numbers). You can create up to 20 different groups of telephone numbers, each group having a maximum of 140 (5700), or 230 (5900) locations. Each group is listed by a group dial number, and can also be assigned a name for alphabetic search.

Follow these instructions to fax your document:

- 1 Load your documents.
- 2 Press the **Speed Dial/ Search** key.
- 3 Input the first character of the Group ID. The group name will appear on the display.
- 4 Press the **Start** key.

Display Messages

Below are some of the messages you may see during a typical fax transmission.

(location)

The remote location's Personal ID, TSI/CSI, Location ID or the telephone number you entered will identify the location during transmission.

CALLING

The line is ringing.

SENDING

The machine is transmitting a fax.

RESULT – OK

The fax was sent successfully.

COMMUN. ERROR

If you see this or another error message, a problem occurred during the communication. Try resending the fax. Refer to the section on Problem Solving for assistance.

Real-Time Dialing

Occasionally you may want to dial numbers in real time, one digit at a time. Press the **Hook** key on your control panel to open a telephone line, you will hear a dial tone. Enter the number. If an external telephone is connected to your machine, you can dial in real time by picking up the handset.

Redialing

If a line is busy, or there is no answer, the machine waits and then automatically redials the number. Also, if the machine is transmitting from memory and a communication error occurs, it automatically redials the number and sends the fax again. You can redial a number at any time by pressing the **Redial** key.

Confirming Results

After transmission, press the **Enter** key once (with no documents loaded) to see a message displayed on the control panel confirming your transmission. To print the report, press the **Enter** key a second time. See the section on Reports for more information.

Stopping a Transmission

To stop a transmission while it is in progress:

- 1 Press the **Stop** key twice. The display shows **STOPPED**.

- 2 If documents are stuck partway through the document feeder, you may see a RELOAD DOCUMENT message on the display. Press the **Stop** key again. The machine feeds the document the rest of the way through the document feeder.

Receiving Faxes Manually

If your machine is set to the manual receive (TEL) mode, follow the instruction below to receive faxes. You need to have an optional handset installed, or an external handset connected.

- 1 When your telephone or fax machine rings, pick up the handset. If a person is on the line, carry on your conversation.
- 2 If a signal from a remote fax machine is heard, or if a person wishes to fax you a document after a conversation, press the **Start** key.
- 3 When the RECEIVING message appears on the display, hang up the handset. The machine will emit a tone following disconnection, telling you that the transmission was successful.

Receiving Faxes to Memory

Your machine automatically receives messages into memory (without immediately printing them) in a few different situations.

When your machine is set to Memory Reception Mode (MEM), it receives data into memory without printing and displays MSG. IN MEMORY. To print from memory:

- 1 Press Menu/Exit to enter Menu.
- 2 Press ▼ to select Print from Memory, press **Enter**.
- 3 Press ▼ to select Print Memory Msg., press **Enter**.

! *If a memory reception password has been set, enter the 4-digit password. Press **Enter**.*

- 4 Data in memory is printed.

! *If you switch to Auto Receive Mode, disabling Memory Reception Mode, all messages stored in memory are printed out.*

No Paper Reception

If your machine runs out of paper:

- A NO PAPER, REPLACE PAPER message appears on the display.
- The machine continues to receive faxes in memory.
- Any messages received in memory are printed when the paper is replaced.

No Toner Reception

When your machine is running low on toner it displays TONER LOW, REPLACE TONER CART.

- If user function 22:NO TONER MEM.RX is set to OFF (default setting), and the print density is high enough, you can continue to use the toner cartridge without replacing it until the print density becomes too low.
- If User Function 22:NO TONER MEM RX is set to ON, your machine automatically receives and stores messages in its memory when toner is low. The message MSG. IN MEMORY appears on the display.

To print out the message stored in memory, do the following:

- 1 Press **Menu/Exit** to enter Menu.
- 2 Press **▼** to select Print from Memory, press **Enter**.
- 3 Press **▼** to select Print Memory Msg., press **Enter**.

- ! *If a memory reception password has been set, enter the 4-digit password. Press **Enter**.*

- ! *Even if you see a TONER LOW message on your machine, you may be able to use the 2/Print Operation key to continue printing faxes, but the print quality cannot be guaranteed. Replace your toner cartridge as soon as possible.*

Canceling Messages Stored in Memory

To erase messages received in memory without printing them:

- 1 Press **Menu/Exit** to enter Menu.
- 2 Press **▼** to select Print from Memory, press **Enter**.
- 3 Press **▼** to select Print Memory Msg., press **Enter**.
- 4 MSG. IN MEMORY, PRINTING displays.
- 5 To erase the message instead of printing it, press the **Stop** key. The display shows CANCEL MEMORY?
- 6 Press the Enter key to erase the message from your machine's memory.

Rejecting Unsolicited Fax Messages

The machine provides a closed network function that allows refusal of unsolicited faxes such as advertising. If activated, when there is an incoming call, the machine compares the TSI (CIG) with the last four digits of the programmed Speed Dial numbers. If there is no match, the incoming call is refused. The machine can also be set to neither send nor receive faxes from locations whose telephone numbers are not programmed into the speed Dial memory.

The available settings are:

- Limited reception (RX)
- Limited transmission and reception (TX/RX)
- No limitations (OFF).

To set a closed network:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Input speed access number 21 (Closed Network); wait.
- 3 When Closed Network displays, press ▼ or ▲ to select a setting, press **Enter**.
- 4 Press **Menu/Exit** to return to standby mode.

Power Failures and Memory

Your fax machine is equipped with a battery to prevent the loss of data stored in memory at the time of a power outage. The typical memory-backup time with a fully charged battery is 72 hours. If data is still held in memory at the time of power restoration, the machine will continue operations from the point when power was lost. If the data in memory has been lost at the time of power restoration, the machine prints out a Power Outage Report. Use this report to determine which received messages you may have lost, and which transmissions you may have to resend.

Dual Access

Your fax machine's dual access feature allows you to load and prepare to transmit a document while it is receiving or sending another fax from memory. This feature increases your productivity and reduces the time you spend waiting for other operations to finish. Once you have loaded a document and the display shows **SELECT LOCATION**, your machine is ready for you to load the next transmission.

What You Can Do While Sending a Fax

After your fax machine has finished scanning a document into memory and while it is transmitting from memory, you can:

- Load another document and prepare it for transmission. You can continue to load documents as long as memory is available. When the first transmission is complete, the next fax is automatically sent.

! TX Prep Activated *will display for 2-3 seconds. Do not attempt to load documents during this short time.*

- Make copies.

What You Can Do While Receiving a Fax

While your machine is receiving a fax, you can:

- Load another document and prepare it for transmission. You can continue to load documents as long as memory is available. When the first transmission is complete, the next fax you have loaded is automatically sent.
- Continue to receive faxes while earlier received messages are printing, if your machine is set to receive faxes into memory.

What You Can Do While Making Copies

While your fax machine is making copies, you can:

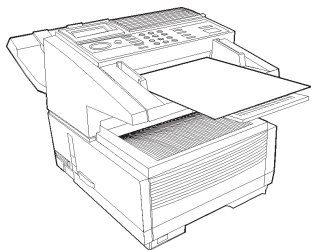
- Continue to receive faxes while copies are printing, if your machine is set to receive faxes into memory.

Making Copies

You can use your machine to make up to 99 copies at one time. The copy staker capacity is 250 for face-down copies and 10 sheets for face-up stacking. Documents fed through the automatic document feeder will be printed at a resolution of 600 dpi.

To make Copies:

- 1 Load the document(s) in the document tray.

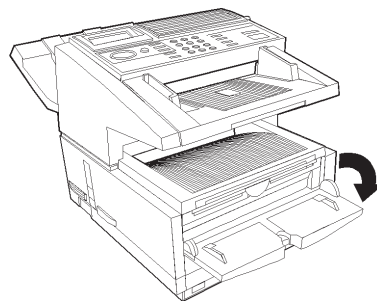


- 2 Press **Copy**. The display shows **Number of Copies**.
- 3 If only one copy is required, wait and the machine begins copying.
- 4 To make multiple copies, enter the number of copies using the numeric keypad.
- 5 Press **Copy** again, the machine begins making copies.

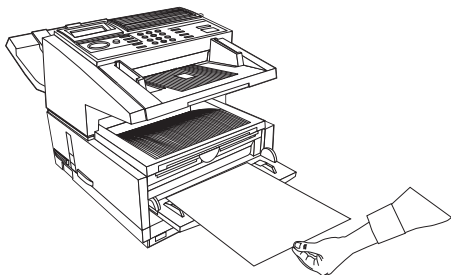
Manual Paper Feeder

To make a copy on paper different than the paper loaded in the paper tray, use the manual paper feeder.

- 1 Load the document in the document tray.
- 2 Fold down the manual paper feeder tray.



- 3 Insert a sheet of paper (face up) on the tray and push into the slot until the machine grabs hold of the paper.

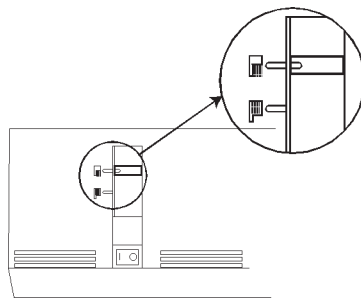


4 Press **Copy**.

- ! *If you are making more than one copy, feed paper continuously one sheet at a time.*

Face Up Stacking/Face Down Stacking

The machine can process copies in two ways: stacked with printed side up or with print side down. The position of the lever located on the side of the machine, above the power switch, determines how the copies are stacked.



- 1 In the upper position, copies exit the machine face down.
- 2 In the lower position, copies exit face up. However, you can use the “face up” position only when copying or when using Network Print or PC Print (options).

Advanced Operations

Delaying Fax Transmissions

Delayed Transmission

This feature allows you to send documents at a specified time and date, and frees you from having to manually start the transmission. You can scan the document and store the data in memory. The OKIFAX 5700 and 5900 can send documents at up to 20 (5700) or 30 (5900) different specified times. You can program a delayed transmission to occur at any time over the next three days.

To send a delayed fax:

- 1 Load the document(s).
- 2 Press **Menu/Exit** to enter Menu.
- 3 Press **Enter** or **▶** to enter Delayed TX.
- 4 Press **▼** or **▲** to move between date and time settings, and **▶** or **◀** to move between columns.
- 5 Input the desired date and time using the numeric keypad, press **Enter** key.
- 6 The display shows Select Location(s).
- 7 Enter the desired location using either Speed Dial numbers or the numeric keypad.
- 8 Press **Start**. The machine scans the document(s) into memory, and waits until the time programmed to begin transmission.
- 9 Above process can be repeated up to 20 (5700) or 30 (5900) times when memory is available.
- 10 After all memory is used, one more transmission is possible by setting documents in the document tray and setting the machine as instructed in steps 2-7.

- ! **Enter times following the 24-hour format. For example, 0800 is 8:00AM, 2000 is 8:00PM.**

Delayed Batch Transmission

The Delayed Batch feature enables the delayed transmission of multiple communications scanned into memory at a time programmed into the machine. Locations must be programmed into Speed Dial numbers 31-40. Before inputting the following session(s), you must first access the Batch TX Time function in the Location Program menu and set the transmission time for one of the Speed Dial numbers 31-40.

To send a delayed batch fax (One Session):

- 1 Load the document(s).
- 2 Press **Menu/Exit** key to enter the menu.
- 3 Press ▼ to select Delayed Batch TX, press **Enter**.
- 4 Enter the Speed Dial number of the desired location using the assigned One Touch key or the numeric keypad. Press **Enter**.
- 5 Location and transmission time set displays. Press **Start**.
- 6 The machine scans the document(s) into memory, and waits until the time programmed to begin transmission.
- 7 Repeat above steps 1-7 to prepare multiple sessions.

! *Only locations programmed into Speed Dial numbers 31-40 are applicable.*

! *Enter times following the 24-hour format. For example, 0800 is 8:00AM, 2000 is 8:00PM.*

! *There is no limitation to the number of batch transmission sessions to set using Speed Dial numbers 31-40; however, no more sessions will be accepted once memory is filled.*

Canceling Delayed Transmissions

Follow the instructions provided below to cancel a delayed transmission before it has been sent.

- 1 Press **Stop**.
- 2 The display shows **Cancel Communication**.
- 3 The display shows Location ID or Tel. No. of the delayed transmissions currently programmed in the machine.
- 4 Press ▼ or ▲ to select transmission to cancel. Press **Enter**.
- 5 The Location ID and Tel. No. of the selected transmission will display. After confirmation, press **Clear**.
- 6 Selected transmission will be canceled.
- 7 For a delayed transmission from the document tray, press **Stop** again to remove the document.
- 8 Press **Menu/Exit** to return to standby mode.

Priority Transmission

When you need to ensure that a document is transmitted immediately, the document loaded and scanned under this feature has priority over previously scanned documents or the processing of messages received in dual access or standby modes. Use this feature when you need to send a fax immediately, and the machine is processing other messages.

To send a priority TX:

- 1 Load the document(s).
- 2 Press **Menu/Exit** to enter the menu.
- 3 Press ▼ to select Priority TX, press **Enter** .
- 4 Input the desired location using a Speed Dial number or the numeric keypad.
- 5 Press the **Start** key.
- 6 The machine scans the document(s) into memory and assigns first priority for transmission.
- 7 If all memory is used, the display shows Memory Overflow, Send Scanned Pages?
- 8 To send scanned pages, press **Enter**.

Confidential Faxes

Facsimile machines are often located in open areas where passersby can look through the messages received. If a remote machine is compatible with OKIFAX products or is equipped with a sub-address transmission function, this machine can send confidential faxes to it.

Sending Confidential Faxes

When a confidential fax is sent, it is received to a personal mailbox (or sub-address number) that is only accessible using a password for that mailbox. You need to know the address of the mailbox in order to send a fax to it. This machine can send messages to up to 64 predesignated mailboxes in remote machines.

To send a confidential fax:

- 1 Load the document(s).
- 2 Press **Menu/Exit** to enter the menu.
- 3 Press ▼ to select Confidential TX, press **Enter**.
- 4 Enter the address of the confidential mailbox, up to 20 characters, using the numeric keypad, press **Enter**.
- 5 Enter the desired location using a Speed Dial number or the numeric keypad.
- 6 Press **Start**.

Receiving Confidential Faxes

Your fax machine can also receive confidential faxes only from machines compatible with OKIFAX or machines equipped with a sub-addressing function. After setting up a mailbox, give the person who is to send the fax the mailbox address. When a message is sent to that address, it is stored in memory, and cannot be printed until the proper password is entered.

Programming Personal (Confidential) Mailboxes

Speed access no. 03.

The OKIFAX 5700/5900 can be programmed to manage 16 personal mailboxes. When set up, each mailbox is opened as a Confidential or Bulletin Polling (See Bulletin Polling) box. Once a mailbox for receiving confidential messages has been created, none of the messages sent to it can be printed until the password for that box is correctly entered.

To create a personal (confidential) mailbox:

- 1 Press **Menu/Exit** key to enter Menu.
- 2 Input speed access number 03, wait.
- 3 Enter the personal box number (1-16), press **Enter**.
- 4 Press ▼ or ▲ to select Confidential, press **Enter**.
- 5 Input a 4-digit numeric password (0000-9999), press **Enter**.
- 6 Repeat steps 3-5 until the desired number of confidential mailboxes is created (up to 16).
- 7 Press **Menu/Exit** to return to standby mode.

Changing a Password

If you want to change the 4-digit password assigned to a confidential box, do the following. Speed access no. 03.



A mailbox must be empty before it can be modified or closed.

To change a password:

- 1 Press **Menu/Exit** to enter Menu.
- 2 Input speed access no. 03, wait.
- 3 Enter the number of the personal mailbox to be modified, press **Enter**.
- 4 Press **Enter** to select Confidential.
- 5 Input a 4-digit numeric password, press **Enter**.
- 6 Input a new 4-digit numeric password, press **Enter**.
- 7 Press **Menu/Exit** to return to standby mode.

Closing a Mailbox

If you want to close a mailbox, do the following.

! *A mailbox must be empty before it can be closed.*

To close a mailbox:

- 1 Press **Menu/Exit** to enter Menu.
- 2 Input speed access no. 03, wait.
- 3 Enter the number of the personal mailbox to be modified/ deleted, press **Enter**.
- 4 Press ▼ to select Close, press **Enter**.
- 5 At Delete Box?, press **Enter**.
- 6 Press **Menu/Exit** to return to standby mode.

! *If the message Illegal Operation is displayed during either process, the mailbox selected contains one or more messages and must be emptied before a change can be made.*

Printing Confidential Faxes

Each time the machine receives a confidential fax it will print a Confidential Reception Report which lists the mailbox number(s) that received faxes).

To print confidential messages:

- 1 Press **Menu/Exit** to enter Menu.
- 2 Press to ▼ select Print from Memory, press **Enter**.
- 3 Press ▼ to select Print Personal BOX, press **Enter**.
- 4 Enter the personal mailbox number (1-16) that is holding the message, press **Enter**.
- 5 Enter a 4-digit password for the mailbox, press **Enter**.
- 6 The message prints, and the machine returns to standby.

Tips:

- 1) *If no message is stored in the personal mailbox, No Data in Memory displays.*
- 2) *If you want to delete the message without printing it, when Box No. =XX (Conf) Printing displays, press Stop. Print Personal Box Memory Cancel? displays. Press Enter.*

Relay Faxing

Relay faxing allows one fax machine to send a document to another fax machine, which then re-sends the document to a number of other locations. Two different fax machines are involved in transmitting a relay fax: the relay initiating station and the relay key station (hub).

What is an example of Relay Faxing? Imagine that you need to send a fax to a number of locations in another area code. With Relay Faxing, you (the relay initiating station) send one fax (transmission) long distance to one fax (the relay key station). The relay key station then sends the fax to all of the other faxes/locations in the area code, at local rates.

- ! ***Relay Faxing is different from group faxing. In Group Faxing, a fax is sent to a preprogrammed group of locations directly from the fax machine.***

- ! ***At this writing, the OKIFAX 2600 is the only Oki fax machine that can function as a relay key station.***

Relay Initiating Station

Your fax machine can act as the relay initiating station, which starts the relay broadcast by sending the original documents.

Before you can program your fax machine to initiate a relay broadcast, you will need to obtain the following information from the operator of the unit you intend to use as a relay key station:

Relay Password

This is the 4-digit relay key word that is programmed into the relay key station.

Relay Group Numbers

These 2-digit numbers are the numbers of groups of locations programmed into the relay key station.

Relay Key Station

The relay key station is the fax unit that receives the original fax message and then automatically relays or broadcasts the message to other remote fax machines.

For this feature to be available, the relay key station must be an OKIFAX 2600.

Relay Broadcast Report

After the relay broadcast is completed, it is possible for the relay key station to send a fax back to your fax machine confirming the success of the relay broadcast. For this function to work, your fax machine's own telephone number must be programmed into Speed Dial number 99.

- ! ***Be sure to program the number in the format the relay key station uses for dialing. For example, be sure to include the access digit, if required.***

Initiating a relay broadcast:

- 1 Load the document(s).
- 2 Press **Menu/Exit** to enter Menu.
- 3 Press ▼ to select Relay Initiate TX, press **Enter**.
- 4 Enter the password (4-digit number) of key relay station, press **Enter**.
- 5 Enter two-digit numbers of remote stations, press **Enter**.
- 6 Enter the desired location using the Speed Dial number or numeric keypad, press Start.
- 7 The machine will scan the document(s) into memory and begin faxing to the key relay station.
- 8 If all memory is used, the display will show Memory Overflow, Send Scanned Pages?
- 9 To send scanned pages, press Enter.

To set the relay report number:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press ▼ to select Location Program, press **Enter**.
- 3 Press ▼ to select Relay Report No., press **Enter**.
- 4 Enter the telephone number of the desired location using the numeric keypad (40 characters max.), press **Enter**.
- 5 Press **Menu/Exit** to return to standby mode.

Sending Documents Requested by Another Fax Machine (Polling Transmission)

Sometimes it is useful to simply load your documents into your fax machine and set it to wait for the receiving fax machine to call and collect them. This is called setting your fax machine to be polled, or polling transmission. Your machine holds data in memory until transmission occurs.

Memory Polling

This feature enables remote machines to contact this machine and poll data directly from memory.

To set memory polling:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press ▼ to select Polling TX/RX.
- 3 Press **Enter** to select Polling TX.
- 4 Press ▼ to select Memory Poll, press **Enter**.
- 5 Load the document(s).
- 6 Document(s) are scanned and stored in memory, and display shows Waiting to be Polled.

Memory Polling (Bulletin)

This feature enables remote machines to contact this machine and poll data directly from memory until all of the stored documents have been retrieved.

To set memory polling (bulletin):

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press **▼** to select Polling TX/RX.
- 3 Press **Enter** to select Polling TX.
- 4 Press **▼** to select Memory Poll (Bull), press **Enter**.
- 5 Load the document(s).
- 6 Document(s) are scanned and stored in memory, and display shows Waiting to be Polled.

Fax on Demand (Bulletin Polling [Box])

This feature enables remote machines to contact this machine and poll data from specified personal mailboxes until all the documents stored have been retrieved. Before bulletin polling can be conducted, you must open personal mailboxes for storage of the documents to be scanned.

To create a personal (bulletin polling) mailbox:

- 1 Press **Menu/Exit** key to enter **Menu**.

- 2 Input speed access no. 03, wait.
- 3 Enter the personal box number (1-16), press **Enter**.
- 4 Press **▼** or **▲** to select Bulletin Polling, press **Enter**.
- 5 Repeat steps 3 and 4 until the desired number of bulletin polling mailboxes has been created (up to 16).
- 6 Press **Menu/Exit** to return to standby mode.

To set bulletin polling:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press **▼** to select Polling TX/RX, press **Enter**.
- 3 Press **Enter** to select Polling TX.
- 4 Press **Enter** to select Bulletin Poll (Box).
- 5 Input personal mailbox numbers (1-16), press **Enter** after inputting each mailbox number.
- 6 When finished inputting mailbox numbers, load the document(s).
- 7 The document(s) will be scanned and stored in memory, Bulletin Msg. in Mem will display.

Printing Documents Scanned into Memory for Bulletin Polling

If you need to print out the document(s) scanned into memory for bulletin polling, use the following procedure.

To print from personal (bulletin polling) mailboxes:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press ▼ to select Print from Memory, press **Enter**.
- 3 Press ▼ to select Print Personal Box, press **Enter**.
- 4 Enter the personal mailbox number (1-16) holding the document, press **Enter**.
- 5 The message prints, and the machine returns to standby.

Tips:

- 1) *If no message is stored in the personal mailbox, NO Data in Memory will display.*
- 2) *If you want to delete a message without printing it, after inputting the mailbox number and pressing Enter, press the Stop key to stop the printing process. The message Print Personal Box Memory Cancel? will display. Press Enter and memory will be canceled without printing.*

Document Tray Polling

This feature enables remote machines to poll the documents set in the document tray.

To set document tray polling:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press ▲ to select Polling TX/RX.
- 3 Press **Enter** to select Polling TX.
- 4 Press ▼ to select Feeder Poll, press **Enter**.
- 5 Load the document(s).
- 6 Display shows Waiting to be Polled.

Dialing Another Fax Machine to Request Documents (Polling Reception)

Calling a remote fax machine to receive documents loaded on their machine is called polling or polling reception. This machine is capable of polling only one machine at a time.

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press **▲** to select Polling TX/RX, press **Enter**.
- 3 Press **▼** to select Polling RX, press **Enter**.
- 4 Enter mailbox numbers, maximum of 20 characters (0-9,space,*,#), press **Enter**.
- 5 Enter desired location using Speed Dial or the numeric keypad.
- 6 Press **Start**.

Printing of Faxes Polled into Memory

This feature lets you print faxes you have poled from a remote machine. You can also use it to print documents that you have scanned into the machine for polling.

To print or cancel polled faxes in memory:

- 1 Press **Menu/Exit** to enter the **menu**.

- 2 Press **Enter** to select Print from Memory.
- 3 Press **▼** to select Print Memory Poll, press **Enter**.
- 4 Faxes stored in memory are printed, and machine returns to standby mode.

To cancel:

- 5 Press **Stop**, press **Enter**.
- 6 Display shows Memory Cancel?
- 7 Press **Enter** to cancel memory.
- 8 Machine returns to standby mode.

Call Forwarding

The OKIFAX 5700/5900 machines are equipped with call forwarding to increase faxing convenience and reliability.

Forwarding

You can set your fax machine to automatically to forward incoming faxes to a predetermined number of up to 40 characters (0-9/*/#/+ /Pause/Hyphen/Space) can be entered. To do this, you must first set the forwarding number, then set the Auto Answer mode to FWD.

To set a forwarding number:

- 1 Press **Menu/Exit** to enter the menu.

- 2 Press ▼ to select Location Program, press **Enter**.
- 3 Press ▼ to select Forwarding No., press **Enter**.
- 4 Enter the telephone number, press **Enter**.
- 5 Press **Menu/Exit** to return to standby mode.

To set the auto answer mode to FWD:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press ▼ to select Setup, press **Enter**.
- 3 Press ▼ to select Machine Settings, press **Enter**.
- 4 Press ▼ to select Auto Answer mode, press **Enter**.
- 5 Press ▼ to select FWD, press **Enter**.
- 6 Press **Menu/Exit** to return to standby mode.

Forward on Paper/Toner Error

When the machine is operating under any of the answering modes except FWD, TEL or MEM, this function provides a reliable backup against the problems of paper or toner shortages. If the machine detects no more paper or insufficient toner, it forwards incoming faxes to a predetermined location automatically.

To set a forwarding number:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press ▼ or ▲ to select Location Program, press **Enter**.
- 3 Press ▼ to select Forwarding on P-ERR, press **Enter**.
- 4 Enter the telephone number (up to 40 characters (0-9/*/#/+ /Pause/Hyphen/Space), press **Enter**.
- 5 Press **Menu/Exit** to return to standby mode.

! *It is not possible to forward polled or confidential faxes.*

Customizing Features and Operations

Many of the OKIFAX 5700/5900 features and settings can be changed to suit your needs. Here we list a number of user changeable functions that can be used to customize machine operations.

Viewing Current Settings

Before making changes, it is helpful to print out a list of current settings as an aid to determine features and functions you want to change.

To Print a Configuration Report:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press ▼ to select Report Print, press **Enter**.
- 3 Press ▼ to select Configuration, press **Enter**.
- 4 Report print.
- 5 Press **Stop** to cancel printing.

To change operation functions:

- 1 Press the **Menu/Exit** key to enter the menu.

- 2 Enter the speed access number of the parameter you want to change.
- 3 When the display shows the parameter you want, press ▼ or ▲ to select the setting, press **Enter**.
- 4 Press **Menu/Exit** to return to standby mode.

Operation Functions

Default settings are in *bold italic*.

Remote Diagnosis

Speed access no. 14.

The remote diagnostics feature allows service personnel to remotely dial and service the machine. Available settings are ON and *OFF*.

Transmission (TX) Mode Default

Speed access no. 15.

This function allows the machine's default settings for original document condition and transmission scanning resolution (Type of Original and Resolution keys, respectively) to be changed. The factory default settings are standard (*STD*) and normal (*Normal*). If faxes that require some other combination are often sent or received, use these

function settings to adjust machine operations to best fit the situation. During the programming sequence, the new default combination will be indicated on the control panel

Memory Full Save

Speed access no. 17

With features like group dialing, dialing starts after an entire document or set of documents is read into memory. If during this process, memory becomes full and an operator time out seems likely, a message to that effect is shown on the display if this function is set to ON. If it is set to OFF, data not read into memory is deleted automatically. Available settings are ON and **OFF**.

Instant Dial

Speed access no. 18

In the **ON** state, the document is scanned into memory and dialing starts immediately. Although the function relies on memory availability, connection to the remote location is confirmed and the document transmitted faster when memory is available. If it is set to OFF, the machine first confirms contact with the remote location and then transmits the document reading from the document tray (without scanning into memory).

Restrict Access

Speed access no.19

This function controls whether or not machine operation is restricted or not. In the ON state, if restriction IDs have been programmed, users must enter a password before being allowed access to the machine's functions. Set to **OFF**, no password is required even if restriction IDs have been programmed.

ECM Function

Speed access no. 20

The error correction mode (ECM) function is provided to improve communications in areas where telephone line conditions are very poor. Available settings are **ON** and OFF.

Sender ID Switch

Speed access no. 23

This function determines if the Sender ID is to be printed on the transmitted fax. Available settings are **ON** and OFF: set to ON, the ID is included on the fax.

- ! ***In the United States, FCC regulation states that fax machines must identify the sender and the telephone number of the sender on each page of every fax sent.***

Pulse Dial Rate

Speed Access no. 46

If the machine is set to DP, this function controls the rate of the dialing pulses (which vary by country). Available settings are *10*, 16 and 20pps.

Pulse Make Ratio

Speed access no. 47.

If the machine is set to DP, this function controls the make rate of the dialing pulses. Available settings are 33, **39** and 40%.

Pulse Dial Type

Speed access no. 48

If the machine is set to DP, this function controls the type of pulse dialing it uses (types of pulse dialing vary by country). Available settings are *N*, 10-*N* and *N*+1.

T/F Timer Prg.

Speed access no. 62

When set to T/F, the machine will automatically distinguish between incoming voice and fax communications. The T/F timer controls how long the machine waits for the call to be

answered before switching to FAX mode. Available settings are 20 and **35**sec.

CNG Count

Speed access no. 65

When set either in the T/F or TAD modes, the machine detects the type of signal (calling tone, CNG) sent from the remote location and initiates fax reception if required. This function sets the CNG detection number. The available setting is *1*-5 times (numeric keypad input).

Ring Response

Speed access no.66

This function controls how long the machine waits before answering an incoming call. The available settings are *1* ring, 5, 10, 15 and 20sec.

Distinctive Ring

Speed access no 67

Some telephone carriers offer a service called Distinctive Ring. Distinctive Ring lets you have different numbers on one line, each with its own distinctive ring. You can then use one number exclusively as a fax number without the expense of a second line. (Your local telephone carrier can provide

you with more information about this service, which usually has an additional charge.) To use this function, refer below to Setting Distinctive Ring. Available settings are **OFF** (not detected) ON (detected) and SET (programmed).

! *You must have your local telephone carrier's Distinctive Ring service.*

! *Your fax machine must be in FAX or PC answer mode, and the PBX dial parameter must be set to OFF. Other modes—TEL, TEL/FAX, or TAD—will override Distinctive Ring.*

! *This feature may not work properly if you have a telephone other than a genuine Oki optional handset connected to your fax machine.*

Setting Distinctive Ring

To set up your fax machine to recognize another ring pattern:

- 1 Press the **Menu/Exit** key to enter the menu.
- 2 Enter speed access number 67.
- 3 When the display shows the parameter you want, press ▼ or ▲ to select the setting, press **Enter**.
- 4 Press **Menu/Exit** to return to standby mode.

Memory Password

Speed access no. 04

This is a 4-digit numeric password used when the machine is operating in the Memory Only Reception Mode (MEM). Persons who don't know the password cannot make changes to or print memory data when the machine is in this mode. You can only registration one password.

To set memory password:

- 1 Press **Menu/Exit** to enter menu.
- 2 Enter speed dial access no. 04, wait.
- 3 Enter 4-digit numeric password (0000-9999) using numeric keypad, press **Enter**.
- 4 Press **Menu/Exit** to return to standby mode.

To cancel a registered password:

- 1 Press **Menu/Exit** to enter menu.
- 2 Enter speed dial access no. 04, wait.
- 3 Enter 4-digit numeric password (0000-9999) using numeric keypad, press **Enter**.
- 4 If the password matches the registered number, Password Close? displays. If numbers do not match, Invalid Password displays.

- 5 At Password Close, press **Enter** to confirm password cancellation.
- 6 Press **Menu/Exit** to return to standby mode.

Restricted Access ID

Speed access no. 05

This is a 4-digit numeric password that must be entered to use the machine when it is set in the Restrict Access mode. Up to 24 passwords can be registered at one time.

To set restricted access ID:

- 1 Press **Menu/Exit** to enter menu.
- 2 Enter speed access no. 05, wait.
- 3 Enter department number (1-24), press **Enter**.
- 4 Input 4-digit password (0000-9999) using the numeric keypad.
- 5 If the number is already registered, **Already Exist** displays.
- 6 Input another 4-digit password, press **Enter**.
- 7 Repeat steps 3-6 until all have been registered.
- 8 Press **Menu/Exit** to return to standby mode.

To cancel restricted access ID:

- 1 Press **Menu/Exit** to enter menu.
- 2 Enter speed access no. 05, wait.
- 3 Enter department number (1-24), press **Enter**.
- 4 Enter a 4-digit password using the numeric keypad, press **Enter**.
- 5 If ID matches a registered number, **ID Close** displays. If ID does not match a registered number, **Invalid ID** displays.
- 6 At ID Close press **Enter** to confirm ID cancellation.
- 7 Press **Menu/Exit** to return to standby mode.

Service Function Settings

In many instances, the settings of service functions can affect the way a facsimile machine operates. If there is a need to have any of the following settings changed, please contact the nearest OKIFAX dealer and request service.

Long Document Scanning/Transmission (Long Doc. Scan)

Normally the machine will not scan documents longer than 356mm (14in.). With this function set to ON, the machine is capable of scanning and transmitting a document

continuously for up to one hour or 1500mm (61.75") whichever comes first, before a logical jam occurs.

MDY/DMY

This setting controls how the machine displays and prints the date (mm/dd/yy or dd/mm/yy).

Time/Date Print

This setting controls if and how the time and date are printed on faxes transmitted by the machine. The machine can be set to print/not print time and date, print time and date at the top of the first page only, or print time and date at the top of every page.

TSI Print

With this setting in the ON state, the telephone number of the sending machine prints at the top of each page of the fax.

Options

The following options are available for enhancing the operation of your OKIFAX 5700/5900. See the Maintenance section for information on purchasing these options

MFP PC Interface Kit

The MFP PC Interface Kit is a software package that allows OKIFAX 5700/5900 machines to interface with a computer, giving them multifunctional capabilities as printer, scanner, copier and PC-based fax machine.

Part # 70035301

Network Print Kit

The NIC Ethernet Adapter gives the OKIFAX the compatibility to operate in conjunction with LAN systems and protocols including Novell and Microsoft. Installation of the NIC enables the option of utilizing Network Print Service; 10-page/min, 600dpi printing with Windows GDI emulation.

Part # 70034301

Options (continued)

Battery backup Expandable Memory

Battery backup memory expansion cards are available with memory storage capacities of 2 or 4MB. An expandable memory slot is located under the back cover of the machine.

2 MB Memory Expansion Card stores up to 360 pages (5700) and 520 pages (5900)

Part #40755302

4 MB Memory Expansion Card stores up to 520 pages (5700) and 680 pages (5900)

Part #40755312

Handset

The optional handset connects directly to your fax machine and works like a telephone.

Part # 70031801

Second Paper Tray

The second paper tray adds additional 500 sheet paper capacity. When the main tray runs out of paper, the machine switches to the second tray for uninterrupted printing.

Part #70029401

Reports

Understanding Reports

Your machine provides useful reports that show the current settings, programming, and operations. Some reports print automatically after completion of operations. Refer to the reports listing below to determine which reports you may want to print, then refer to Printing Reports for instructions on printing a report.

Active Memory Files Report

This report provides a list of all messages stored in your machine's memory, including documents waiting for transmission and documents which have been received and not yet printed. Information provided on this report includes:

- The date and time at which the message was scanned into memory for transmission.
- The name or telephone number of the machine you were communicating with
- The communication mode used for each transmission or reception.

- The number of pages.
- The result.

Activity Report

This report provides a record of your machine's last 30 communications. Information provided on this report includes:

- The total amount of time your machine spent sending faxes and the total amount of time spent receiving faxes.
- The date, time and duration (S,R-TIME) of each transmission or reception.
- The name or telephone number of the fax machine you were communicating with (DISTANT STATION ID).
- The communication mode used.
- The number of pages.
- The result.
- Service codes.

 ***This report does not contain the results of messages that were received without errors.***

Confidential Reception Report

This report prints automatically each time your machine receives a confidential message. Information in this report includes.

- The date the message was received.
- The total amount of time your machine spent receiving the message (S, R-TIME).
- The Location ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID).
- The number of the mail box into which the message was received.
- The number of pages received.
- The result.
- Service codes.

Broadcast Confirmation Report

Use this report to confirm the results of a multiple-location transmission (broadcast). Information provided on this report includes:

- The date and time at which the broadcast started.
- The total amount of time used to complete the broadcast.
- For each location, the Location ID, the number of pages sent and the result of the communication.

Broadcast Entry Report

Each time you program a multiple-location transmission (broadcast), your machine gives you the option of printing this report to confirm your entries. Information in this report includes:

- The Location ID of the One Touch keys and 2 and 3 digit Speed Dial codes you have selected.
- Telephone numbers you have manually entered.

Message Confirmation Report

This report provides information about your last single-location fax transmission or polling transmission. Information in this report includes:

- The date of the communication.
- The total amount of time your machine spent sending or receiving (S,R-TIME).
- The Location ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID).
- The communication mode.
- The number of pages.
- The result.
- Service codes.
- If any error occurred during the communication, a portion of the page, that experienced a problem, prints after the report.

Configuration Report

The configuration report provides a list of the current operational settings of your machine. The information includes:

- The current User Function settings (except for One Touch Parameter settings, which appear in the telephone directory).
- The Sender ID (ID=), TSI/CSI (TEL NO.), and call back number currently programmed into your machine.
- Your machine's current dial parameter settings.

Telephone Directory

This report provides a complete listing of all of the telephone numbers programmed into your machine's Speed Dial numbers. The information includes:

- The Location ID and main fax number for each One Touch key and 2 and 3 digit Speed Dial number.
- The alternate number (ALT#) for each One Touch key.
- The parameter settings for each One Touch key (PRM. ECHO).

Power Outage Report

Your machine has a 72-hour built-in battery backup in the event of a power failure. If power is interrupted to your machine, then the power failure may have interfered with delayed transmissions, messages received into memory or other communications. As soon as power to the machine is restored, your machine automatically prints a power outage report to alert you.

Printing Reports

Printing a Message Confirmation Report

After transmission, press the **ENTER** key once (with no documents loaded) to see a report confirming your transmission on your machines display. To print the report, press the **ENTER** key a second time.

Printing Other Reports

- 1 Press the **Menu/Exit** to enter the menu.
- 2 Press **▲** to select Report Print, press **Enter**.
- 3 Press **▼** or **▲** until the report you want appears on the display. Press **Enter**.
- 4 Print all the reports you want, then press **Menu/Exit** to return to standby mode.

Codes Used in Reports

Result Codes

Result codes indicate the results of communications.

BUSY

The other machine's line was busy or there was no answer.

CANCL

A message was erased after being held in memory for 10 days.

COMP.

A multiple-location transmission was completed.

COVER

The cover was opened during the communication.

NO

The transmission or reception failed due to a communication error.

OK

The communication was completed successfully.

PUNIT

This error code indicates a problem with the printing unit. Contact your service person.

R_JAM

A paper jam occurred in your machine while it was receiving a fax, and it was unable to receive the entire message in memory.

S_JAM

A document jam occurred in the sending fax machine.

STOP

The **Stop** key was pressed, ending the communication session.

Communication Codes

Communication codes indicate the communication mode was used for a communication.

B.C.

Multiple-location transmission (broadcast).

CALLING

A communication initiated by your machine.

CALLED

A communication initiated by a remote fax machine.

Maintenance

Replacing the Toner Cartridge

- ! *This machine will only operate using toner cartridges specified by OKI for the OKIFAX 5700 and 5900. The use of any other toner will result in the display of an operation error and in machine malfunction.*

Toner Cartridge Kit - Part# 40815606

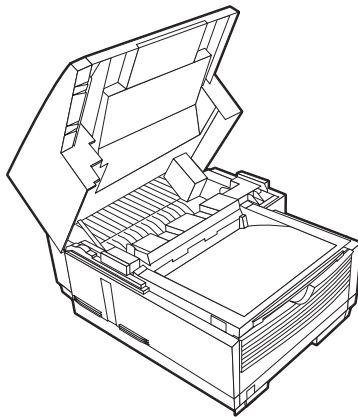
The number of pages you can print with one toner cartridge depends on the type of documents you usually receive or copy. A toner cartridge will print about 2,500 pages/letter size of standard business communications at a typical print coverage of 4% (equivalent of CCITT No. 1 test chart). The first toner cartridge installed in a new image drum unit will have a decreased yield because the image drum unit itself has to be filled.

If your machine displays REPLACE TONER CART, replace the toner cartridge with a new one. However, if the print quality is good enough, you can continue to use the toner cartridge without replacing it until the print quality becomes

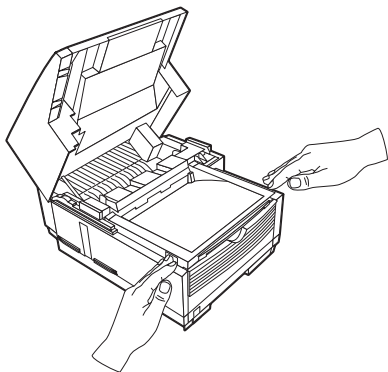
unsatisfactory. If the print density becomes low even before your machine displays REPLACE TONER CART, gently wipe the lens surface of the LED array (see Step 8). If the print quality does not improve, replace the toner cartridge.

- ! **CAUTION:** *When you open the top cover, you will see a label that reads: (CAUTION-HOT). This part is extremely hot—do not touch it.*

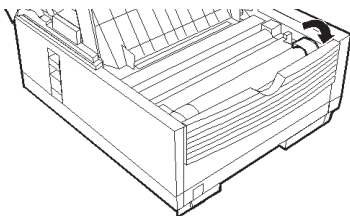
- 1 Lift up on the document tray and swing it up and out of the way.



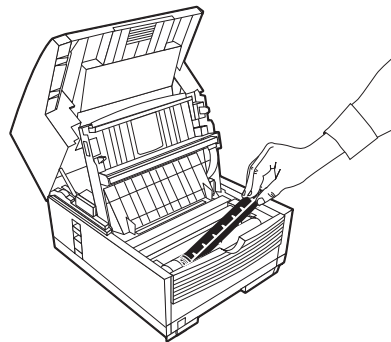
- 2 Press the release buttons located on both sides of the copy stacker. Lift up the stacker.



- 3 Pull the gray lock lever on the old toner cartridge all the way toward you.

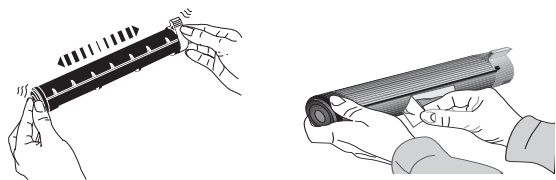


- 4 Carefully lift the toner cartridge out of the image drum unit. *For disposal, place it in the plastic bag you received with your new toner cartridge.*

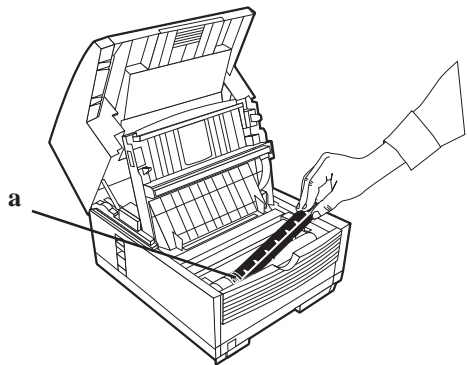


- ! **Warning: Be careful when handling the toner cartridge.**
- **Do not let toner spill onto your clothing or other porous materials. If you experience any problems with toner, see the Safety section in “Installation.”**

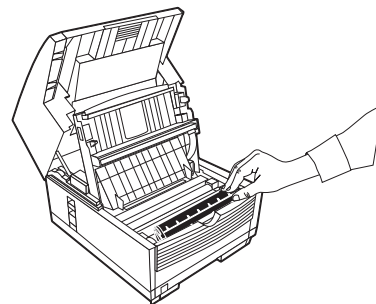
- 5** Unwrap the new toner cartridge and gently shake it to distribute the toner. Then carefully peel the tape from the bottom of the toner cartridge.



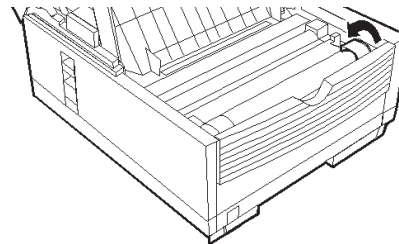
- 6** Holding the cartridge with the bottom down, insert the left side into the toner well, placing it under the tab (**a**).



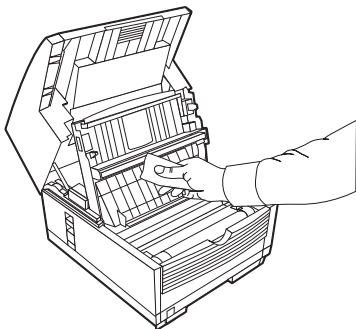
- 7** Lower the right side down into the toner well.



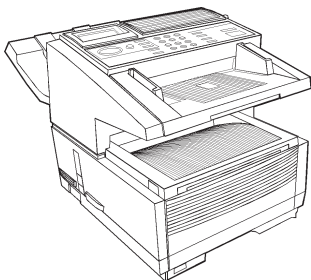
- 8** Push the lock lever forward until it stops.



- 9 Using the cleaning wipe provided with your new toner cartridge, gently wipe back and forth across the full length of the LED array.



- 10 Close the copy stacker and document tray. Make sure the cover is firmly closed.



Replacing the Image Drum

Image Drum Kit - Part# 40433308

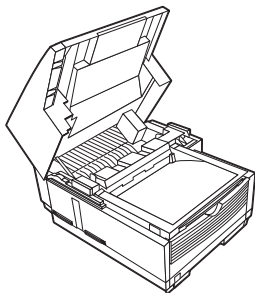
If the faxes you receive are light or have vertical streaks in them and you are not out of toner, or if your machine displays a **CHANGE DRUM** message, your machine needs a new image drum unit. Contact your dealer to order one.

The life of an image drum depends on a number of factors, including temperature and humidity, the type of paper you use, and the number of pages per job. The image drum cartridge should last about 20,000 pages for continuous printing, up to 14,000 pages at 3 pages per job, and about 9,000 pages at 1 page per job.

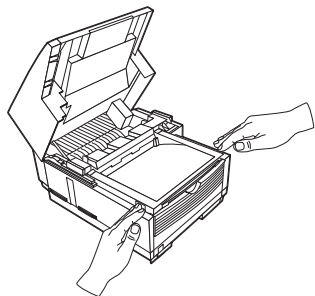
! **Warning:** *Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.*

! **CAUTION:** *When you lift up the document stacker, you will see a label that reads: (CAUTION-HOT). This portion is extremely hot—do not touch it.*

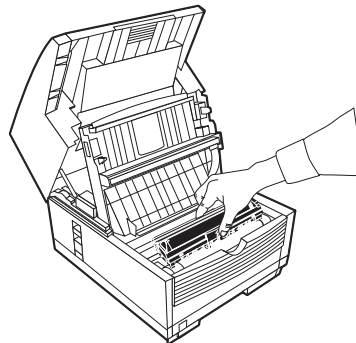
- 1 Turn off the power switch.
- 2 Lift up on the document tray and swing it up and out of the way.



- 3 Press the release buttons located on both sides of the copy stacker. Lift up the stacker.

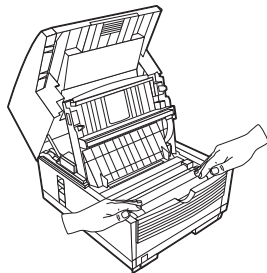


- 4 Firmly lift up to disengage the drum cartridge (with its toner cartridge), then lift it out. *Wrap it in the packaging materials from your new image drum cartridge, and discard it.*

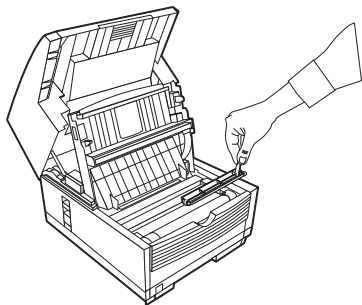


- ! *Please abide by local laws when disposing of a replaced Image Drum cartridge.*

- 5 Insert the new drum cartridge. Press down firmly on both ends to lock the drum in place.



- 6 Lift out the toner well cover and discard.



- 7 Install a new toner cartridge. Follow steps in “Replacing the Toner Cartridge” in this section.

Resetting the Drum Counter

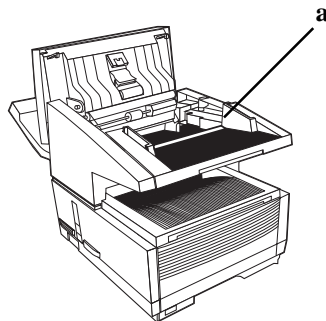
Use this function to reset the drum counter when you replace the image drum and to clear the **CHANGE DRUM** message.

To reset the image drum counter:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press **▼** until the > symbol is beside **COUNTER**.
- 3 Press **Enter** twice.
- 4 Press **Clear** twice.
- 5 Press **Menu/Exit** to return to standby mode.

Cleaning the Scanner Path

To ensure the best possible scanning quality, paper lint and dust should be cleaned from the area around the contact image sensor (**a**) periodically. Open the control panel and gently wipe off the area over the scanner.



Obtaining Consumables and Replacement Parts

Before you order, have the correct part number and description of the item.

- Consult the dealer where you purchased your fax machine.
- Consult an Okidata Authorized Sales and Service Dealer.
- Order toll-free by phone at 1-800-OKIDATA (1-800-654-3282) using a major credit card.
- Check office supply catalogs or your local stationery store. Most carry OKI brand supplies.
- Order on the Internet at

<http://www.okidata.com>

Click on the “where to buy” link.

Consumables

Toner Cartridge Kit: - **Part# 40815606**

Image Drum Kit: - **Part# 40433308**

Options

See the Customizing Features and Operations section for more information on options for your 5700/5900.

2 MB Memory Expansion Kit	Part# 40755302
4 MB Memory Expansion Kit	Part# 40755312
Network Printer Kit	Part# 70034301
2 nd Paper Tray Kit	Part# 70029401
MFP Option Kit	Part# 70035301
Handset	Part# 70031801

- ! *For the latest product and technical support information, visit the Okidata Web site:*

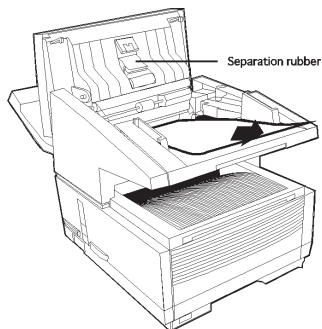
<http://www.okidata.com>

Problem Solving

Clearing a Document Jam

When a document jam occurs, your machine beeps and an error message appears in the display. If the jammed document looks like it is positioned straight in your feeder, press the **Stop** key to try to feed the document the rest of the way through the feeder. If this fails, follow the instructions below.

- 1 Turn off the power switch.
- 2 Lift the document tray up and back on its hinges.



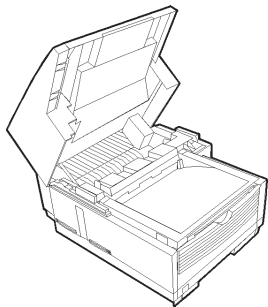
- 3 *Open the control panel fully, being careful not to damage the separation rubber.*
- 3 Pull out the jammed document.
- 4 Return the document tray to its original operating position, and push down until it locks in place.
- 5 Turn the power switch back on.

Clearing a Printing Paper Jam

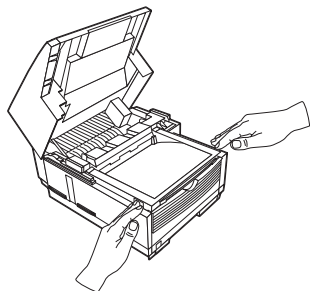
If your machine displays PAPER JAM or NO PAPER when the paper tray still contains paper, there may be one or more sheets of paper jammed in the machine. To clear a paper jam, follow the instructions below.

- 1 *If you are experiencing frequent paper jams, it may be due to the type of paper you are using. For best results, select a paper which has been developed specifically for photocopying or laser printing. Be sure to fan the paper before loading it into your paper tray.*
- 2 ***CAUTION:** If you open the top cover, you will see a label that reads: (CAUTION-HOT). This portion is extremely hot—do not touch it under any circumstances.*

- 1 Turn off the power switch.
- 2 Grasp the document tray from the bottom and lift up, swinging it up and back out of the way.

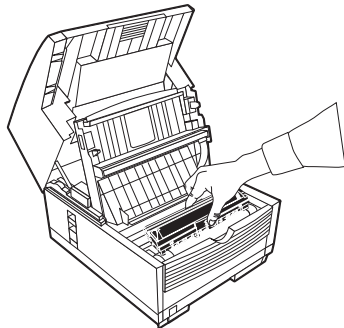


- 3 Press on the latches on both sides of the copier stacker until the cover of the image drum compartment is released and pops up. Lift up and back, revealing the image drum.

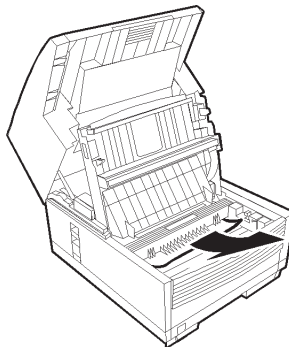


- 4 Grasp the image drum and lift it out of the machine. Set it aside on a clean, dry surface out of direct sunlight.

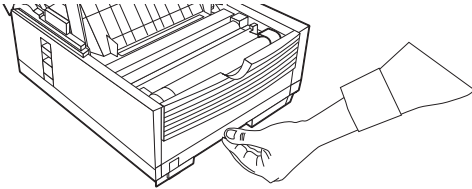
! **Warning: Do not touch the green drum surface.**



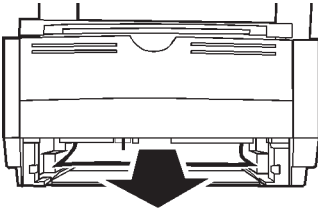
- 5 Pull out any paper caught inside the machine.



6 Pull out the paper tray.



7 Remove any paper caught in the feeder and any damaged paper in the tray.



8 Load the paper tray, making sure the paper is below the “Paper Full” marking.

9 Slide the paper tray back into the machine until it latches in place.

10 Place the image drum unit back into the machine.

11 Close the cover to the image drum compartment pushing down on it until both latches catch.

12 Return the document tray to working position.

13 Turn the power switch back on.

! **WARNING:** *Never expose the image drum cartridge to light for more than 5 minutes. Never expose the image drum cartridge to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum cartridge.*

Printing a Cleaning Page

If you notice repeating marks or imperfections on your printouts, try printing a cleaning page before you replace the image drum.

The cleaning page process

- Removes residual impurities from printing surfaces.
- Reduces problems such as repeating marks, blotching, and shading.

To print a cleaning page

- 1 Press the **MENU/EXIT** key to activate the menu mode.
- 2 Press **SHIFT DOWN ▼** continuously until Printer Cleaning displays.
- 3 Press **Enter**. After a moment the cleaning page prints.

Display Panel Messages

This section lists the status and error messages that may appear on your machine's display panel, and explains what they mean and how to correct any problem they indicate.

Normal Display in Standby Mode

Under normal operating condition, the top line of the display shows the time and the answering mode – FAX, TEL, PC, T/F or TAD. The bottom line shows the amount of memory available.



Error Messages

14:14: FAX
COVER OPEN

Cover open: The upper cover is not closed. First check to be sure that the image drum is seated correctly and the toner cartridge is installed properly. Then, check to see that the toner cartridge lock lever is pushed completely forward until it stops. Press down firmly on the cover to make sure it is closed and latched.

**NO PAPER
CHECK PAPER SUPPLY**

The paper tray is out of paper. Add more paper.

**PAPER JAM
CHECK PAPER OR PATH**

Jam: Paper is jammed feeding from the paper tray into the printer. Or, paper may be jammed inside the printing mechanism under the image drum. Check the paper path and remove any jammed paper—see “Clearing a Paper Jam.”

**DOCUMENT JAM
CONFIRM AND STOP**

ADF error (jam): A document to be faxed or scanned has jammed in the scanner—see “Clearing a Document Jam.”

RELOAD DOCUMENT

Paper-feed error: A document to be faxed or scanned has not fed into the scanner properly. Remove the document and reload it into the document tray.

**TONER LOW
REPLACE TONER CART.**

or

REPLACE TONER CART.

Toner low: Toner is running low in the toner cartridge. Replace the cartridge as soon as possible. When you close the cover after replacing the toner cartridge, the message clears—see “Replacing the Toner Cartridge”.

**14:14 :FAX
CHANGE DRUM SOON**

Image drum alarm: The image drum is nearing the end of its projected life. Make sure a new drum is available, and replace the drum when print quality begins to deteriorate—see “Replacing the Image Drum Unit”.

PRINTER ALARM 2:TEL
REFER TO USER GUIDE

or

PRINTER ALARM 3:TEL
REFER TO USER GUIDE

or

PRINTER ALARM 4:TEL
REFER TO USER GUIDE

Open and close the cover. If this does not clear these messages, turn off your machine and call for service.

- ! ***Important Note: When you turn off your machine, any received faxes or delayed transmission faxes in memory are erased.***

ERROR77

No ID is entered. This error will occur if the machine is set in Restrict Access mode, requiring a password to access machine operations.

INVALID TONER CART.
REFER TO USER GUIDE

This error will occur if an incorrect toner cartridge is installed. **This machine will only operate using toner cartridges specified by OKI for the OKIFAX 5700/5900.** If you are using the correct toner cartridge, open and close the cover. If this does not clear the message, turn off the machine and contact the nearest authorized OKIFAX dealer for service.

Reading the Print Counters

Your machine keeps track of the number of pages it has printed or scanned. If you are experiencing a problem, a service person may ask you to check these counters.

To access the print/scan counters:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press ▼ to select Counter, press Enter
- 3 Press ▼ or ▲ to select the counter you want. Press Enter.
- 4 Press **Menu/Exit** to return to standby mode.

After you have replaced the image drum cartridge, use this function to reset the drum counter. Refer to “Replacing the Image Drum Cartridge” for more information.

To reset the image drum counter:

- 1 Press **Menu/Exit** to enter the menu.
- 2 Press ▼ until the > symbol is beside **COUNTER**.
- 3 Press **Enter** twice.
- 4 Press **Clear** twice.
- 5 Press **Menu/Exit** to return to standby mode.

Problem Checklist

Your 5700/5900 is a complex machine with many features and functions that allow it to operate in different ways. Many problems you experience may be due to improper programming. If you are experiencing a problem, read through the list of problems and solutions before calling your dealer.

The display is blank.

Check the power cord to make sure that it is firmly plugged in and verify that the power switch is in the ON position. Check your wall outlet to make sure that it has power.

Nothing happens when you press the control panel keys.

Turn the machine off, wait 10 seconds, then turn it on again.

The display tells you to replace paper even though there is paper in the paper tray. Make sure that the paper is firmly stacked in the tray. Check for a paper jam.

Your documents jam.

- Check the document for wrinkles, tears or other damage.
- Make sure there are no staples or paper clips and that the paper is clean and dry.
- Make sure the document is not wider than your machine can load.
- Try making a copy of the document on a photocopier and faxing the copy.

Your machine won't dial.

Check the power cord and wall outlet.

Make sure that your telephone line (not your external telephone or handset) is connected to the LINE outlet on the back of your machine. If you have an external telephone connected, lift the handset and check for a dial tone. If you do not hear one, there may be a problem with your telephone line. If you do hear a dial tone, your machine may be using the wrong dialing method (pulse or tone) for your area. If you hear changing tones instead of dialing pulses and you know that your area uses pulse dialing, refer to the TONE/PULSE (MF/DP) user function setting in the Setting Basic Features section.

The display shows a communication error.

This alarm indicates any of a number of problems:

- You may be trying to communicate with an incompatible fax machine (your machine can only communicate with ITU-T Group 3 fax machines).
- The remote machine may not be able to perform the function that you want, such as polling or confidential messages.
- The remote machine may also be out of paper or experiencing a paper jam.
- Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure you are dialing the correct telephone number.
- You have to dial a prefix number to get an outside line, or if you are dialing internationally, you may need to enter a pause (using the Pause One Touch key) after the dial prefix or international dialing code to tell your machine to wait for a dial tone.
- If you have frequent problems communicating with a particular remote fax machine, try programming the number into one of your One Touch keys and then changing the One Touch Parameters for that One Touch key (see “Programming Speed Dial Numbers”).
- Your machine or the remote fax machine may need servicing. Try sending a fax to another location to check your machine.

You sent a fax but the image the remote fax machine received was very poor.

If your document had a lot of small type, complex illustrations, photos, or was very light or very dark, try changing your Transmit Resolution and Type of Original settings (see Loading Documents in the “Basic Faxing Operations” section). Copy the document on your machine to see how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

You keep getting reports you do not want.

Check your user function settings and turn off the reports you do not want. See the “Customizing Features and Operations” section.

You sent a fax but it was received completely blank.

Make sure that you have loaded your document face down.

The image received on your machine was very poor

Contact the person sending you the fax and ask them to change their Resolution and Type of Original settings. Ask the person to make a copy of the document on their fax machine to ensure that it is working properly. Then ask them

to send the fax again. If you still have a problem, try making a copy of a document on your machine to make sure it is working properly.

You tried dialing using One-Touch or 2-3 digit Speed Dial but nothing happened.

Make sure that something is programmed into the Speed Dial key you are using. Check the fax number to make sure it was entered correctly (see the Basic Faxing chapter). When you are dialing with an 2-3 digit speed dial code, be sure to press the Speed Dial/Search key before you enter the code.

Your machine does not answer the phone or receive faxes.

First check to see that the power cord is connected to the AC outlet. Also check the reception mode you are using. Your machine will not automatically receive faxes in manual answering mode [TEL]. See “Setting the Answering Mode” in the Installation section.

Your received documents are light or have vertical streaks on them and you are not out of toner.

Gently wipe the lens surface of your machine’s LED array and then see if the machine works properly (refer to “Replacing the Toner Cartridge”). If your machine still does

not work properly, remove the image drum unit (refer to “Replacing the Image Drum Cartridge”), tap the toner cartridge, and gently shake it 20-30 degrees vertically several times to redistribute toner. Be careful, some toner may leak from the cartridge. If this does not work, you may need to replace your image drum cartridge. Contact your dealer to get a replacement.

You set your machine for delayed transmission but it did not send.

Check the display to make sure that you have set your machine’s clock to the correct time. See "Setting the Date and Time" in the Setting Basic Features chapter.

Your machine disconnected before you could answer a voice request.

You must answer a voice request while the warbling tone is being emitted. When you hear the warbling tone, pick up the handset.

Your machine will not poll a remote fax machine.

Call the person at the remote fax machine and make sure that they have loaded documents and set their fax machine in polling transmission mode.

Your machine is connected to a PBX and you can not dial out.

You must enter your dial prefix before the telephone number for each number that you dial or program into your machine. Also, your machine must be programmed for PBX operation before it will work. See “Connecting to a PBX” in the Setting Basic Features chapter.

You want to answer an external telephone but your machine always answers first.

If you are using an external telephone, change your machine’s ring response user function setting. See the “Customizing Features and Operations” section.

Your received faxes sometimes look distorted.

If the document received is wider or longer than the paper you have loaded into your paper tray, your machine automatically reduces the length of the document to fit on your paper. Or, you may have to set the width reduction function to on. This type of problem could also be communication related, or the document may have jammed during scanning. If the document is unreadable, ask the sender to fax the document again.

You are constantly receiving unsolicited advertising on your machine.

Try using the closed network function. See “Rejecting Unsolicited Fax Messages” in the Advanced Operations section.


Your machine does not immediately switch to TEL mode when you make or receive a voice call.

Try pressing the **Stop** key. Your machine will return to standby mode so that you can converse. This condition may happen infrequently due to telephone line conditions, or the type of external telephone used. If this problem happens often, consult your service representative.

Shipping Your Machine

When shipping the machine once it is in use, please follow the re-packaging procedure below:

- 1 Remove the image drum unit with toner cartridge.
- 2 Place the image drum unit with toner cartridge still attached into a polyethylene plastic bag (black) and store it in a cool place away from direct sunlight.
- 3 Re-package the machine with the image drum unit removed.

 **Warning: DO NOT ship the machine with the image drum unit installed.**

- 4 Call 1-800-OKIDATA (1-800-654-3282) for instructions to ship your machine to an authorized service center.

Service and Support

This information is valid for the United States and Canada.

Okidata is firmly committed to the satisfaction of our customers. If you have a problem that your customer documentation cannot solve, contact these sources for service or support:

Your Sales and Service Dealer

Consult the store location where you purchased your fax machine, or call 1-800-OKIDATA (1-800-654-3282) for the location of the nearest Authorized OKIDATA Service Dealer.

- Prices and minimum charges may vary.
- Proof of purchase is required for warranty work. Be sure to retain your purchase documents.

Customer Support Professionals

1-800-OKIDATA (1-800-654-3282)

Toll Free in the U.S. and Canada

Our Customer Support staff is now available 24 hours a day, 7 days a week. Please be sure that you are calling from a telephone close to your machine so you can describe your problem accurately.

Our Customer Support Professionals are trained on all current OKI products. They can answer your questions regarding:

- Locations of sales & Service Dealer
- Installation of your machine
- Usage/normal maintenance of your machine
- Error message interpretation/solutions
- Parts and Supplies identification
- Consumer relations

The Okidata Customer Information System

1-800-OKIDATA (1-800-654-3282)

For quick Answers to commonly-asked question, the Okidata Information System Automated Attendant is available 24 hours a day, 7 days a week. The system can provide immediate assistance with:

- Basic Operating Procedures
- Sales and Service Referrals
- Parts and Consumable Referrals
- Product Information

Okidata on the Internet

For the latest product and technical support information, visit the Okidata Web site:

<http://www.okidata.com>

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