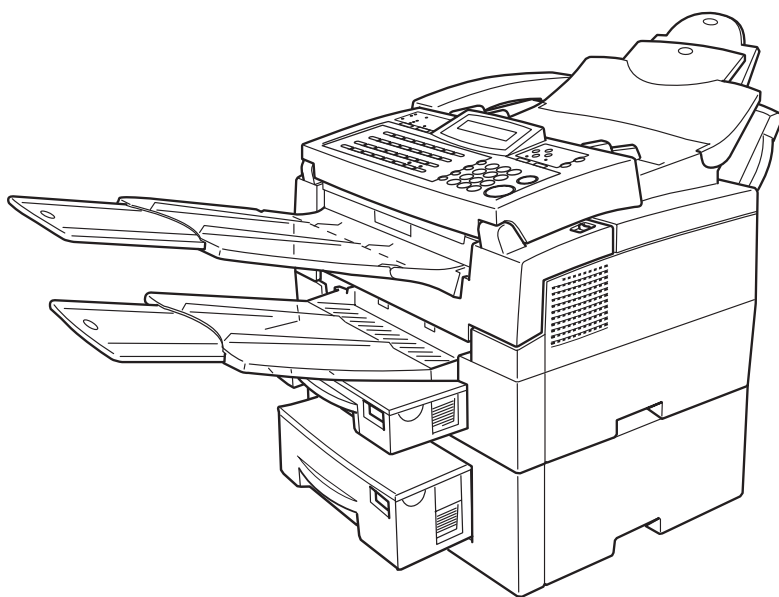


RICOH

FAX2000L

Operator's Manual



TSTH120N

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.



RICOH COMPANY, LTD.

15-5, 1 chome, Minami-Aoyama, Minato-ku, Tokyo
Telephone: Tokyo 3479-3111

Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

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

TONER CASSETTES

RICOH FAX TONER CASSETTE TYPE 1130 BLACK (United States) is recommended for the best performance.

RICOH FAX TONER CASSETTE TYPE 1131 BLACK (Canada) is recommended for the best performance.

Overseas Affiliates

U.S.A.

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Singapore

RICOH ASIA PACIFIC PTE.LTD.
260 Orchard Road,
#15-01/02 The Heeren,
Singapore 238855
Phone: +65-830-5888

Optional Equipment

❖ **HANDSET TYPE 100(Telephone Handset)**

This permits voice communication (over the PSTN).

❖ **PAPER FEED UNIT TYPE 180(Second Cassette)**

A second paper feed unit can be added to the base machine.

❖ **BYPASS FEEDER TYPE 180(Multi-purpose Feeder)**

A third paper feed unit can be added to the base machine.

❖ **FAX EXPANSION CARD TYPE 10**

A 1-Mbyte memory card can be added.

❖ **FAX EXPANSION CARD TYPE 20**

A 1-Mbyte memory card can be added.

❖ **PC INTERFACE KIT TYPE 180**

This allows you to use the machine as a PC-Printer or PC-Scanner for an IBM or compatible personal computer. Viewing and editing various fax settings from your PC can be also available.

USA

❖ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

USA

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5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the 1-914-347-7811 for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

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The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

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User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

USA

❖ FCC Requirements

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4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the SAVIN CORP. CUSTOMER SUPPORT at 1-800-756-8798 for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

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The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

Notice

⚠ CAUTION:

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

Direct (or indirect reflected eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

 Note

- Some illustrations may be slightly different from your machine.
- Certain options may not be available in some countries. For details, please contact your local dealer.

 Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

 **ENERGY SAVING INFORMATION**

As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency. This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as power saving mode. Please see applicable sections of operating instructions for details.



Laser Safety:

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

Operator Safety :

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains two 5-milliwatt, 765 - 805 nanometer wavelength, GaAIAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

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

- **I** means POWER ON.
- **⏻** means STAND BY.

 Notice:

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

 Warning

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

Examples Of Indications




	Symbols ⚠ mean a situation that requires you take care.
	Symbols ⚠ mean "Hot surface".
	Symbols ⚡ mean "Do not touch".

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Important Safety Instructions

All Safety messages in the main text of this manual are labeled **WARNING** or **CAUTION**. These mean the following:

WARNING: Important information to alert you to a situation that might cause serious injury and damage to your property if instructions are not followed properly.

CAUTION: Important information that tells how to prevent damage to your equipment or how to avoid a situation that might cause minor injury.

In addition to the warnings and cautions included in the text of this manual, please read and observe the following safety instructions.

- ① Read all of these instructions.
- ② Save these instructions for later use.
- ③ Follow all warnings and cautions marked on the product.
- ④ Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- ⑤ Do not use this product near water, for example, near bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- ⑥ Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- ⑦ Do not use a telephone in the vicinity of a gas leak to report the leak.
- ⑧ Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
- ⑨ Slots and opening in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
- ⑩ This product should be operated from the type of power source indicated on the marking label. Using a different power source may result in injury or accident. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
- ⑪ This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)

- ⑫ Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
- ⑬ If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
- ⑭ Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- ⑮ Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks.
Refer all servicing to qualified service personnel.
- ⑯ Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.
- ⑰ Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.
- ⑱ Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - When the power cord or plug is damaged or frayed.
 - If liquid has been spilled into the product.
 - If the product has been exposed to rain or water.
 - If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - If the product has been dropped or the cabinet has been damaged.
 - If the product exhibits a distinct change in performance, indicating a need for service.

When to Call Your Service Representative

WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

- ① When the power cord or plug is damaged or frayed.
- ② If liquid has been spilled into the product.
- ③ If the product has been exposed to rain or water.
- ④ If the product does not operate normally when the operator's manual are followed. Adjust only those controls that are covered by the operator's manual since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- ⑤ If the product has been dropped or the cabinet has been damaged.
- ⑥ If the product exhibits a distinct change in performance, indicating a need for service.
- ⑦ If smoke is coming out, there is a strange smell or anything looks unusual.
- ⑧ Do not use reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.
- ⑨ After you move the machine, fix it with the caster fixture. Otherwise the machine might move or come down to cause a personal injury.
- ⑩ When removing misfed paper, do not touch the fusing section because could be very hot.

Power And Grounding

1

Power Supply

- ① Power requirements: 115 V, 60 Hz
- ② Insert the power plug securely into the wall socket.
- ③ Make sure that the wall outlet is near the machine and readily accessible.
- ④ Do not connect other equipment to the same socket.
- ⑤ Do not step on or set anything on the power cord.
- ⑥ Do not connect other equipment to the same extension cord.
- ⑦ Be sure that the power cord is not in a position where it would trip someone.
- ⑧ The wall outlet must be easily accessible.
- ⑨ Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause and electric shock or fire.
- ⑩ Do not plug or unplug the power cord with wet hands or an electric shock might occur.
- ⑪ When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.
- ⑫ When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground plug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90 % of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

Other Important Informations

General

- ① Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- ② Do not make modifications or replacements other than those mentioned in this manual.
- ③ When not using the machine for a long period, disconnect the power cord.
- ④ Keep the machine away from humidity and dust. A fire or an electric shock might occur.
- ⑤ Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.
- ⑥ This machine has been tested for safety using this supplier's parts and consumable. We recommend you only use these specified supplies.
- ⑦ Ventilate the room around every half an hour during a long copy run or while printing a long message.

Ozone

The machine generates ozone during operation. Normally, the ozone level is safe for operators. However, during a long copy run or while printing a long message, ozone odor may appear; in such a case, ventilate the room.

Cold Weather Power-up

Avoid raising the room temperature abruptly when it is below 57°F, or condensation may form inside the machine.

- ① Raise the room temperature to 68°F at less than 18°F per hour.
- ② Wait for 30 to 60 minutes.
- ③ Turn the power on.
- ④ Do not use the machine near a humidifier.

Thunderstorms

With proper grounding, about 90 % of lightning damage can be prevented. However, if possible, during severe electric storms turn the power switch off and disconnect the power cord and telephone line cord.

Operating Precautions

- While the machine is in operation, do not turn off the main switch or unplug the power cord.
- Keep corrosive liquids, such as acid, off the machine.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- The fusing unit may be very hot. Be careful when handling it.

Copy Paper

- 16 to 24 lb. copy paper is recommended.
- Do not use damp paper, or copies will be defective.
- Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- Keep paper in a vinyl bag if it will not be used for a long time.
- Store in a cool dry place.
- Store flat. Do not stand upright.
- The following materials cannot be used in the paper cassettes: Post cards, Tracing paper, OHP sheets, Adhesive labels
- Do not overload the paper trays.
- If Multi-sheet Feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

Symbols & Conventions Used In This Manual

- ❖ **Documents:**
A document is anything you put on the feed table of your machine whether you are faxing it or copying it.
- ❖ **Prints:**
A print is anything that comes out of the machine: a fax message you received or a copy you made.
- ❖ **Procedures:**
Procedures are described step by step. Perform them in order. When you see a display, it always shows what comes after performing the

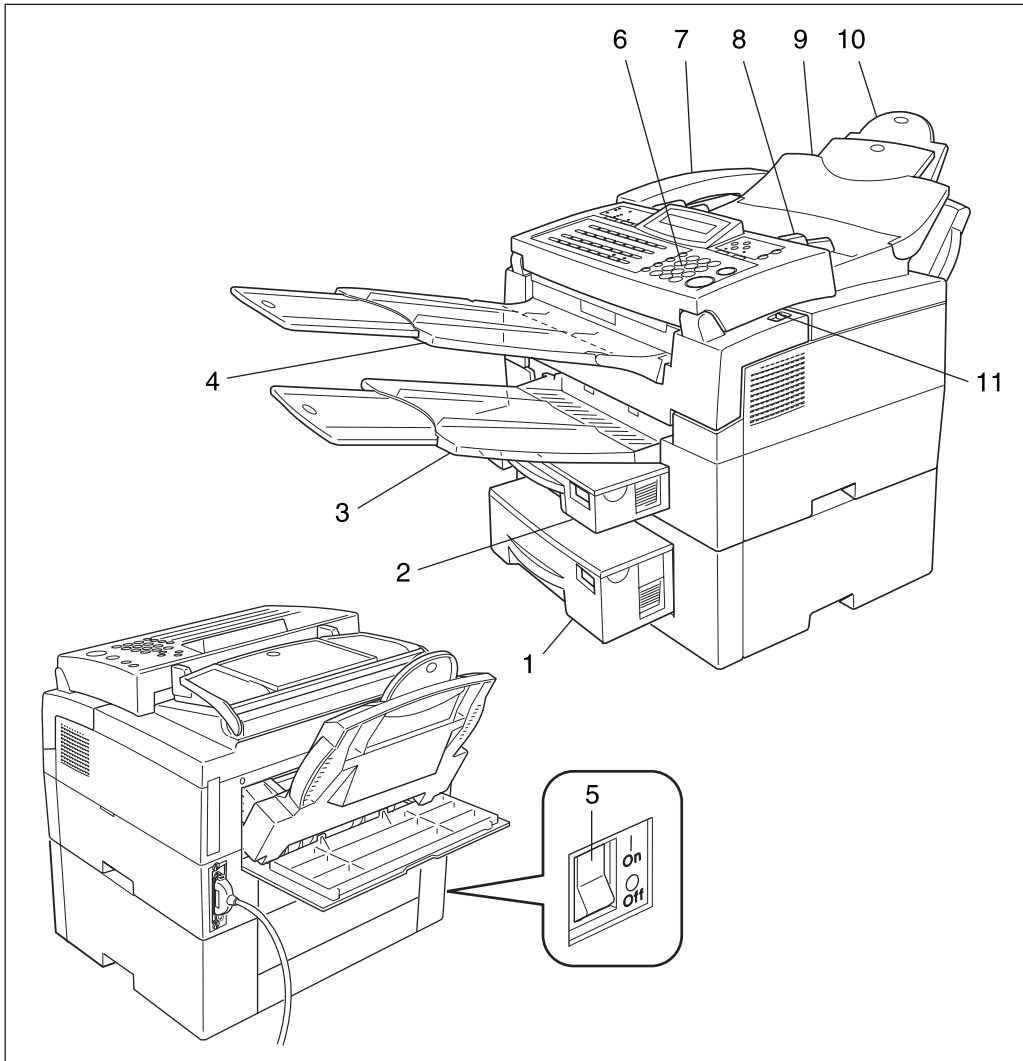
step it accompanies. Other illustrations accompanying steps help you find the right key or handle, or show you how to perform the step.

1 This is a step in a procedure.

THIS CORRESPONDS TO
THE LCD DISPLAY.

2. Machine Layout

Part Names



TSTH060N

1. Lower paper cassette

The optional lower paper cassette holds more paper.

2. Main paper cassette

The main paper cassette holds copy paper.

3. Print delivery tray

Copies, incoming faxes, and prints generated using the Optional PC Interface kit are delivered here.

4. Document delivery tray

Scanned documents are stacked on the Document delivery Tray.

5. Main switch

The main switch turns your machine on and off.

6. Operation panel

Key panel for operating the machine.

7. Optional Handset

8. Document guide

Match the document guide to the size of your original documents.

9. Document table

Document table holds up to 30 sheets which are fed one at a time. Place your original documents here.

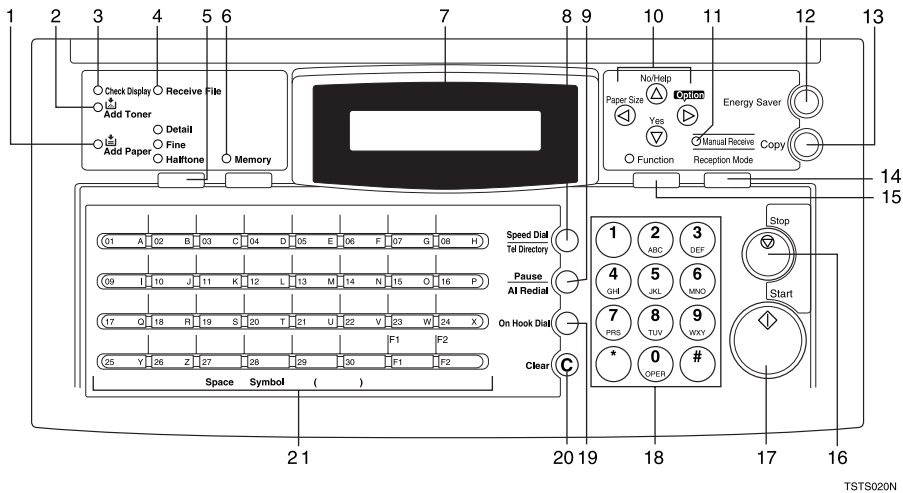
10. Multi-purpose Feeder

Multi-purpose Feeder can be loaded with various kind of printable media.

11. Cover release button

Pull this catch to release the top cover.

Operation Panel



1. Add Paper indicator

Lights when a cassette is empty.

2. Add Toner indicator

Blinks when toner is about to run out and lights continuously when toner has run out.

3. Check Display indicator

The **Check Display** Indicator lights to tell you to read the display.

4. Receive File indicator

The **Receive File** indicator lights when an incoming message was received into memory. Blinks when confidential reception file is stored in the memory. (see P.105 "If An Indicator Lights Up On The Operation Panel").

5. [Resolution] key.

The resolution / Halftone is indicated by these three indicators and can be changed by the resolution / Halftone.

6. Memory indicator

When the **Memory** indicator is on, then memory transmission is in effect, if it is off, immediate transmission is in effect. Switch between the two with the [**Memory**] key.

7. Control panel Display

The Liquid Crystal Display guides you through tasks and informs you of the state of the machine. Messages appear here. The display consists of two 20-character lines.

8. [Speed Dial/Tel Directory] key

Press the [**Speed Dial/Tel Directory**] key using Speed Dial or the Telephone Directory Feature.

9. [Pause/All Redial] key

The [**Pause/All Redial**] key inserts a pause when you are dialing or storing a fax number. Or, press the key to redial the last number dialed. (The redial feature doesn't work once you've started dialing a new number.)

10. Arrow keys

- ▼ [**Yes**] accept
- ▲ [**No**] reject / print help list
- ◀ scroll left
- ▶ scroll right

11. Manual Receive indicator.

Lights when the reception mode is Telephone.

12. [Energy Saver] key

Hold a few seconds this to start or end the energy saver mode.

13. [Copy] key

Press this to copy the document now in the feeder.

14. [Reception Mode] key

Press this to select the reception mode (Tel, Auto, or Fax).

15. [Function] key

Press the [Function] key and enter a two digit code to access functions 11 to 52. (For functions 61 to 95, enter 6, the access code on see P.131 "Access Code For Functions 61 To 95" and the function number.)

16. [Stop] key

Press the [Stop] key to stop a transmission or a document scanning, to stop a reception or to stop a long copy run. The machine will finish printing out the sheet being printed and then stop.

17. [Start] key

Press the [Start] key to start all tasks.

18. Ten key pad

Use the ten key pad (sometimes called the ten keys) to dial fax numbers, to enter the numbers of copies, etc.

19. [On Hook Dial] key

Press the [On Hook Dial] key to dial a phone call from the keypad without having to lift the phone or handset off the hook (phone or handset option needed).

20. [Clear] key

Press the [Clear] key to erase the last character or digit entered, or use the left and right arrow keys to move the cursor and then press Clear to erase whatever is at the cursor.

21. [Quick Dial] keys / [User Function] keys.

There are 30 Quick Dial keys. Use them to store individual fax numbers (see P.25 "Storing & Editing Fax Numbers (Functions

31 & 32) ") or groups (see P.28 "Storing & Editing A Group Of Fax Numbers (Function 33)"). You can also use these keys to enter characters (see P.140 "Entering Characters"). In addition you can register Quick Dial 29 as the Dial Option key (see P.31 "Programming The Dial Option Key"). You can also use Quick Dial 30 as a Group key (see P.29 "Programming The Group Key"). You can store combinations of settings that you use on a frequently basis in the two User Function keys (F1,F2). When you press a User function key, it lights to show you that it is selected.

3. Faxing

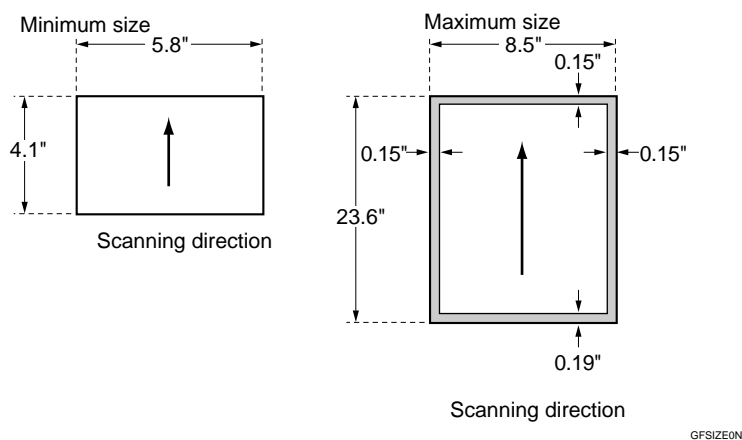
Recommended Types Of Document

Before you send your document, make sure that it meets the following requirements.

❗ Important

- ❑ Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.

◆ Scanning area



The part shaded will not be scanned, because it is outside the maximum scanning width range.

Correct Size For The Document Delivery Tray

- Thickness 0.05 to 0.2 mm (50 ~ 90 g / m², 20 lb paper)
- Length and Width: See the above diagram.
If the page is too short, put it inside a document carrier or enlarge it with a copier.
If the page is too long, divide it into two or more sheets.

Clearly Written

- Small faint characters may not be transmitted clearly.

Uniform Page Size

- Do not use different sizes of document in the same transmission.

Page Condition

Do not place damaged pages in the automatic document feeder.

- If your pages are curled or dog eared, flatten them.
- If your pages are stuck together, shuffle the stack.
- If your pages are folded, torn, or patched together, make copies.
- If your pages have binding files, trim the edges or make copies.

Important

Do not place originals that contain the following materials in the document feeder ;

- Crayon
- Paint
- Charcoal, soft pencil
- Glue
- Thermal paper
- Clips
- OHP Sheets, vinyl-coat paper
- Waxed paper
- Carbon paper
- Silicone oil

Note

Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

Memory Transmission And Immediate Transmission

There are two ways to send a fax message.

- Immediate Transmission
- Memory Transmission

Memory Transmission (Memory Indicator Lit)

Memory Transmission is convenient because:

- Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).
- While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).
- You can send the same message to more than one place with the same operation.
- After you press the **[Start]** key, the machine doesn't dial until all the pages of your fax message have been stores in the memory.

Note

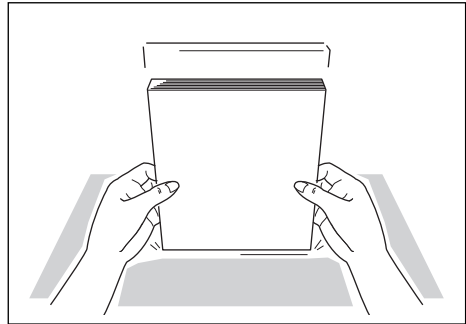
- If your document gets stuck while it is being processed, press the **[Stop]** key, and turn to P.107 "Clearing a Document Jam" for instructions on how to safely remove the original.

1 Make sure that the machine is in standby mode for faxing.

The display should look like this:

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

2 Fan your document stack (at most 30 pages: 20 lb) to make sure all pages are loose, then square it.

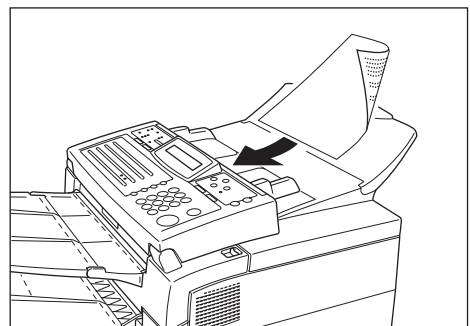


TSTS010N

Note

- All pages in your document must be one-sided and be of the same size.

3 Insert the document face - down into the feeder until the machine beeps. Then adjust the guides to match the width of the document.



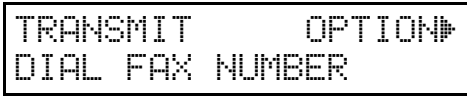
TSTH110N

Note

- You can dial before you set the document. Place the document

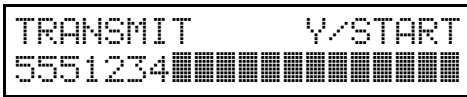
after you dial the number and go to step 7.

4 The display will look like this:



5 If the memory indicator is not lit, press the [Memory] key.

6 Dial the number in one of the following ways.



Ten Key Pad	Quick Dial
Speed Dial	Group
<p>Example: Speed Dial 10</p>	<p>Example:</p> <p>Method *1 Quick Dial key 08.</p> <p>Method *2 Quick Dial key 30 and 1 on the ten key pad.</p>

*1 In this example Group Dial is programmed in Quick Dial 08.

*2 In this example Quick Dial key 30 is programmed as the Group key, and Group dial number 1 is programmed.

Note

- If you install the handset or an external telephone, you can send the message manually. Pick up the handset and dial.
- If you want to erase a digit of the phone number, press the

[Clear] key. If you want to erase the entire number, press the [No] key.

- The maximum destinations you can dial using the ten key pad is 49. However, this limitation is also subject to memory capacity.

Reference

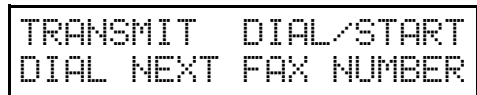
Programming Quick Dial: see P.25 "Storing & Editing Fax Numbers (Functions 31 & 32)".

Programming Speed Dial: see P.25 "Storing & Editing Fax Numbers (Functions 31 & 32)".

Programming Group Dial: see P.28 "Storing & Editing A Group Of Fax Numbers (Function 33)".

Programming Group key: see P.29 "Programming The Group Key".

7 Press the [Yes] key to enter another number.



Note

- Repeat steps 6 and 7 until all destinations are entered.
- If you have only one destination, press the [Start] key.
- The machine stores your message and dials the first number (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

Reference

Send Later: see P.21 “*Sending At A Specific Time (Send Later)*”.

8 Press the **[Start]** key and wait.

The machine will dial the destination's number.

```
5551234
SET DOC. OR DIAL NO.
```

Note

- If the other party's line is busy, your machine will dial again. P.24 “*Redialing*”

```
READY 100% 10:04AM
SET DOC. OR DIAL NO.
```

- If the other party's fax machine answers, both machines will connect and yours will send the message. A name or a label will appear on the upper line.
- If your line goes through a local switchboard (a PBX) remember to dial the exit code. Press the **[Pause]** key immediately after the code. If the number includes a country code, press the **[Pause]** key after the country code, then dial the rest of the number.

If you like to cancel the transmission

1 Press the **[Stop]** key during communication.

```
5551234
STOP & CLR FILE? Y/N
```

2 Then press the **[Yes]** key to cancel the transmission.

Immediate Transmission

Immediate Transmission is convenient when:

- You wish to send a message immediately.
- You wish to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **[Start]** key (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

1 Make sure that the machine is in standby mode.

The display should look like this:

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

Note

- The memory indicator should go out. If the memory indicator is lit, press the **[Memory]** key.

2 Place the entire document face down into the feeder.

```
TRANSMIT OPTION#
DIAL FAX NUMBER
```

Note

- No more than 30 pages.
- You can dial before you set the document. Place the document after you dial the number and go to step **4**.

Reference

How to set document, see P.13 “*Memory Transmission (Memory Indicator Lit)*”.

3 Dial.

```
TRANSMIT      Y/START
5551234
```

Reference

How to dial, see P.13 “*Memory Transmission (Memory Indicator Lit)*”.

4 Press the [Start] key.

```
5551234
DIALING
```

The machine dials and connect to the other party. The number that you dialed and the other party's RTI or CSI is displayed.

Reference

RTI, CSI: see P.165 “*Initial Settings & Adjustments*”.

Dialing with the Telephone Directory

This can be done for any number that you have stored as a Speed Dial code with a label programmed for it.

Example : you wish to dial “ XYZ CO. NEWYORK “ .

1 Make sure that the machine is in standby mode.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

2 Carefully place your fax message into the auto document feeder.

```
TRANSMIT      OPTION#
DIAL FAX NUMBER
```

3 Press [Speed Dial/Tel Directory]

```
SPEED DIAL    0-9/#
PUSH NUM OR ABC
```

4 Press the first letter of the name.

```
TEL DIR.      Y/#
001 XA COMPANY
```

5 Press [Yes] to dial the number you want.

```
TEL DIR.      Y/#
012 XYZ CO. NEW YORK
```

6 Either :

- Dial more numbers.
- Press [Start]

Receiving Telephone Calls & Fax Messages (Faxes/Phone Calls)

The machine can treat incoming fax messages and telephone calls in three ways.

❖ Auto mode

Use this mode if your line is shared by a fax machine and telephone. When a call comes in, the machine will ring a number of times to give you the chance to pick up the handset. If you do not pick up and the call is a fax message, the machine will go into fax mode and start receiving. You can choose the number of times the machine rings before taking the call by altering the Auto Ring time (see P.18 “Setting the Auto Ring Time”).

❖ Fax mode

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax messages. It will ring once to alert you to an incoming call and then start receiving.

❖ Telephone mode

Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax messages or telephone calls. You must manually hit the Start key to receive a fax.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times.

The Manual Receive indicator is lit when the machine is in this mode.

Switching Between Auto, Fax, and Telephone Mode

The Manual Receive indicator is lit when the machine is in Telephone mode. To switch to a different mode, follow the steps below.

1 Press the **[Reception Mode]** key.

```
RECEIVE MODE  Y/⬇
▶ FAX TEL  AUTO
```

2 Press the **◀** and **▶** key to select the mode you require.

```
RECEIVE MODE  Y/⬇
FAX  TEL ▶ AUTO
```

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

```
READY  100% 10:00AM
SET DOC. OR DIAL NO.
```

Receiving the Fax Message in the Telephone Mode

This mode is active when the Manual Receive indicator is lit. You have to answer the call yourself and decide whether it is a fax or a telephone call. The procedure for answering a call is as follows:

1 Pick up the handset of the optional handset or the external telephone.

2 Listen to the other end.

If you hear a voice

- 1 Continue your conversation as you would normally.

If you hear a fax tone

- 1 Remove any documents from the feeder, press the [Start] key then replace the handset.

The machine will start receiving.

 **Note**

- If you wish to keep these settings, go to step 5.

- 4 Press the [No] key, then press the new number using the ten key pad.

- 5 Press the [Yes] key, then the [Function] key.

3

Setting the Auto Ring Time

In Auto mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can alter the number of rings by changing the Auto Ring Time.

- 1 Press the [Function] [6] then enter the access code [2] [2] [2] [2]. Then press [6] [1] and the [Yes] key.

```

                                     Y/NEXT▶
SET OWN NUMBER
    
```

- 2 Press ▶ until the following display appears.

```

                                     Y/NEXT▶
SET NO. OF RINGS
    
```

- 3 Press the [Yes] key.

The factory setting will be displayed.

```

NO. OF RINGS      Y/N
08 RINGS
    
```

Printing Received Messages That Have Been Stored (Substitute Reception)

If the Receive File indicator is lit, a message was stored in memory using substitute reception. This could be because the machine ran out of paper or toner, or because the Power Saver has turned off the print engine.

Check the following items and solve the problems, and the machine goes back to the working condition.

- While the Power Saver (see P.71 “*Saving Energy With The Power Saving Timer*”) has turned off the heater off, press any key for the machine go back to the working condition.
- When `ADD PAPER` appears in the display, your fax machine is out of paper. Add paper (see P.79 “*Loading Paper In The Main Cassette*”).
- When `ADD TONER` appears in the display, your fax machine is out of toner. Change the toner cassette (see P.86 “*Replacing The Toner Cassette And Cleaning Pad*”).
- Otherwise, there might be a paper jam (see P.108 “*Clearing a Copy, Fax, or Print Jam*”) or an open cover.

As soon as the machine is back in working condition, messages stored in memory will be printed. The Receive File indicator will turn off and the messages will be erased from memory.

Note

- If a message comes in while you are copying, the fax machine will store the message in memory and the Receive File indicator will

light. The message will be printed as soon as copying is done.

- To turn substitute reception off or back on, set bit 0 of user parameter switch 05. See P.132 “*User Parameters*”.

Faxing A Page With Very Fine Detail

So that text, diagrams and images stand out clearly in your document, the machine automatically detects the image density (contrast) and makes a compensation.

However, if you need to send a document which requires optimum clarity, select the resolution setting appropriate to your needs.

You can select different settings for each page of your message. Simply change the settings for page 2 while page 1 is being scanned.

Note

- Faxing at a higher resolution requires more time. Frequent use of high resolution could cause an increase in your phone bill, especially for long distance transmissions.

3

Resolution & Shading

The resolution button gives you control over document quality. The indicators above the button show the current setting. Choose a setting that matches your document.

◆ Standard:

Standard quality. Use for most printed or typewritten documents. This is selected when the other resolution indicators are not lit.

◆ Detail:

High quality. Use for documents with small print or fine details.

◆ Fine:

Very high quality. Use this for high quality reproduction.

◆ Halftone:

Use this for optimum quality if your document contains photographs/diagrams with complex shading patterns or gray tones. If you choose this setting, resolution will automatically be Detail.

Optional Features For Transmission

Sending At A Specific Time (Send Later)

This feature is called Send Later.

Using this feature, you can delay transmission of your fax message until a specified time. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

Note

- If your machine's memory is full, you will have to send the message from the document feeder. This means that anybody removing your document would automatically cancel the operation.

1 Proceed as for a usual fax message but don't press the **[Start]** key.

2 Press **▶** twice.

```
SET OPTION          Y/▶
SEND LATER?
```

Note

- ▶** is also the **[Option]** key.

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

4 Enter a sending time that falls within the following 24 hours.

```
SET OPTION          KPAD/Y
TIME 11:30AM 10:00AM
```

Note

- For example: To send at 11:30 pm, press **[1] [1] [3]** and **[0]** from the key pad.

- If you enter the wrong time, press the **[No]** key and enter again.

5 Press **[*]** or **[#]** to change the AM/PM.

```
SET OPTION          */#/Y
TIME 11:30PM 10:00AM
```

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

Note

- Use function 21 to erase a stored fax message before it is sent (see P.34 "Erasing A Stored Message Before It Is Sent (Functions 21 & 22)").

Printing The Page Number (Page Count)

This feature is called Page Count.

When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the batch-numbering page numbers.

If you use Page Count, page numbers will be printed in batch-numbering format (for example, p1/3, p2/3, and p3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent, and if any are missing. However, you have to input the number of pages at the ten key pad before sending.

If you do not use Page Count, page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages

are missing (for example, due to a double feed in your machine's document feeder).

Limitation

- This feature is available at Immediate Transmission.

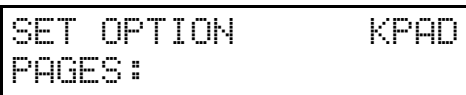
Note

- If you do not select Immediate Transmission, Page Count is automatically switched on, and the pages are counted automatically.
- If the numbering with page count appears strange, check that the page count value matches the number of pages in your document.

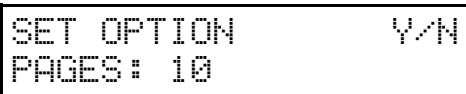
1 Press **▶** until the following display appears.



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



3 Enter **[1]** and **[0]** using the ten key pad.



Note

- Example: 10 pages

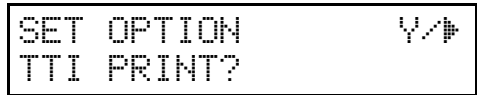
4 Press the **[Yes]** key.

Sending Your Identification At The Top Of Your Message (TTI)

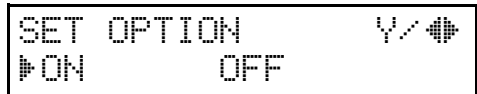
Normally, the TTI programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

1 Press **▶** until the following display appears.



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



3 Press **◀** or **▶** until the displayed setting is correct.



4 Press the **[Yes]** key when you have finished.

Personal Codes

Personal Codes do the following.

- They allow you to keep track of machine usage. If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report

that is called the Journal. This will help you to check on who has been using the machine, and how often.

- They allow personalization of documents and printed reports. For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.

If you input your Personal Code, your name will appear on the JOURNAL and Transmission Result Report.

Reference

See P.48 “Programming the personal codes”.

See P.67 “Journal (Function 41)”.

Label Insertion: See P.140 “Entering Characters”.

- 1** Press **▶** and make sure that the display is as shown.

```

SET OPTION          Y/▶
SET PERSONAL CODE?
  
```

- 2** Press the **[Yes]** key.

```

SET OPTION          KPAD
PERSONAL CODE:■■■■
  
```

- 3** Enter the personal code.

Note

- Example: **[7][3][6][2]**

```

SET OPTION          Y/N
PERSONAL CODE:#7362
  
```

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

Redialing

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. In many cases, the machine will redial the destination automatically. Or, with the AI Redial key, you can redial with just a few keystrokes.

3

Automatic Redialing

The machine will automatically redial the other party if any of the following conditions occurred.

- The other party was busy
- There was no reply from the other party
- The message was rejected by the machine at the other end because of excessive errors (in this case, redialing will only take place if Memory Transmission was used)

Note

- Redialing is done once at 5 minute intervals.
- The number of redials and the redial interval may be adjusted by a service technician.
- During redialing, the number being dialed is displayed as shown below.

```
2125551234
DIALING
```

Using the AI Redial key

The machine remembers the last 10 telephone numbers that you input. If you have to redial one of these numbers, just press the **[AI Redial]** key, un-

til the required telephone number or name is displayed, then press the **[Start]** key.

This feature has the following uses.

- If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire. Press the **[AI Redial]** key until the required telephone number or name is displayed, then press the **[Start]** key.
- If you wish to send another message to the same address that you sent one to recently, you don't have to dial the full number again if it is still in the Redial memory. Place the message in the feeder, then press the **[Start]** key.

- 1** Press the **[Pause/AI Redial]** key until the required number appears in the display, then press the **[Yes]** key twice.

```
REDIAL          Y/⬇
001 XYZ CO. NEW YORK
```

- 2** Carefully place your fax message into the Document Guide feeder.

```
TRANSMIT DIAL/START
DIAL NEXT FAX NUMBER
```

If you dial another party

- 1** Select another number. (Broadcasting)

If you dial no more party

- 1** Press the **[Start]** key to start the transmission.

Storing & Editing Fax Numbers (Functions 31 & 32)

You can store numbers that you often use in the machine's memory. A stored number will remain in memory even if the power is cut.

You can store numbers in two ways.

❖ Quick Dials

The number is assigned to its own key. To dial that number, just press the key. You can store up to 30 numbers in this way.

❖ Speed Dials

The number is given a two-digit code. To dial the number, press the [Speed Dial] key and enter the code. There are 50 Speed Dial codes available numbered 00 to 49.

- Press the ► key until the Quick Dial you want appears on the display.

Note

- ☐ To print a list of all Quick Dials and their contents, press ◀ [Yes] then the [Start] key.

3 Press the [Yes] key.



4 Do one of the following:

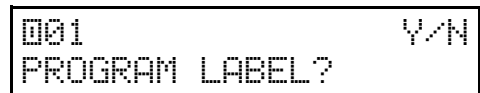
- Enter the fax number you wish to store in this Quick Dial using the ten key pad. Then press the [Yes] key.



- To clear the number, press [No], [Yes] then go to step ④.

5 Do one of the following:

- If you wish to enter or edit a label for this Quick Dial, press the [Yes] key.



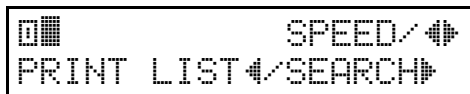
- If you do not wish to give this number a label, press [No] then go to step ③.

6 Enter or edit the label using the Quick Dial keys and the ten key

Storing, Editing & Erasing Quick Dial Numbers (Function 31)

This procedure describes how to store and edit fax numbers in Quick Dial keys.

1 Press [Function] [3] [1] then the [Yes] key.



2 Select a Quick Dial in any one of the following ways:

- Press a Quick Dial key (e.g. press Quick Dial 01).



pad. See P.140 “Entering Characters”



7 Press [Yes] key.



8 Press ◀ or ▶ a to select whether the label for this Quick Dial will be printed on top of messages that you send to this destination.

9 Press [Yes] key.



10 You now have two choices:

- To store, edit or delete another Quick Dial, go to step 2.
- To finish, press [Function].

Storing, Editing & Erasing Speed Dial Numbers (Function32)

This procedure describes how to store and edit fax numbers in Speed Dials.

1 Press the [Function] [3] [2] and the [Yes] key.



2 Select a Speed Dial in any one of the following ways:

- Enter the Speed Dial code one the ten key pad. (e.g. 01)



- Press the ▶ key until the Speed Dials you want appears on the display.

Note

- To print a list of all Speed Dials and their contents, press ◀ keys and then [Start] keys.

3 Press [Yes] key.



4 Do one of the following:

- Enter the fax number you wish to store in this Speed Dial using the ten key pad. Then press [Yes].



- To clear the number, press [No], [Yes] then go to step AJ.

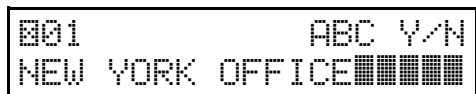
5 Do one of the following:

- If you wish to enter or edit a label for this Speed Dial, press [Yes] key.



- If you do not wish to give this number a label, press [No] then go to step 3.

6 Enter or edit the label using the Quick Dial keys.



7 Press **[Yes]** key.

```
001          Y/↔
LABEL SET ON  ▶OFF
```

8 Press **◀** or **▶** a to select whether the label for this Speed Dial will be printed on top of messages that you send to this destination.

9 Press **[Yes]** key.

```
☐ QUICK/↔
PRINT LIST↔/SEARCH▶
```

10 You now have two choices:

- To store, edit or delete another Speed Dial, go to step **2**.
- To finish, press **[Function]**.

Storing & Editing A Group Of Fax Numbers (Function 33)

3

❖ Groups

If you regularly broadcast messages to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialled in sequence automatically. You can program up to 5 groups with 100 numbers each.

This section describes how to program or edit a Group. You can also get a printout of numbers that are already stored. In this example we will program Group 1 into Quick Dial key 01.

You can store up to five groups numbered 1 to 5.

You can program up to 100 numbers in a Group.

1 Press the [Function] [3] [3] and the [Yes] key.

```
GROUP █ 1-5/↔
PRINT LIST↔/SEARCH▶
```

2 Enter the number of the group you want to program or edit.

📝 Note

- e.g. Group 1: Press [1].
- To print a list, press ◀ then the [Start] key.

3 Press the [Yes] key.

```
GROUP 1 Y/N
PROGRAM QUICK?
```

4 To program or edit a Quick Dial key for this group, press the [Yes] key.

📝 Note

- If you do not program or edit, press the [No] key and go to step 6.

5 Press the Quick Dial key you wish to use for this group, [01] for example, then press the [Yes] key.

📝 Note

- If you want to free up the old Quick Dial key, press the [No] key, then the [Yes] key.

```
GROUP 1 Y/N
PROGRAM LABEL?
```

- If a message like USED AS... flashes up, the key is already in use. Press a different key.

6 If you wish to give this group a name, press the [Yes] key.

```
GROUP 1 ABC
████████████████████████████████████████
```

📝 Note

- If not, press the [No] key and go to step 6.

7 Enter or edit the name then press the [Yes] key.

How to enter characters, see P.140 "Entering Characters"

```
GROUP 1 KPAD/N
████████████████████████████████████████
```

8 Enter a fax number. **Note**

- Enter one in one of these ways.
 - Press a Quick Dial key.
 - Press the Speed Dial key followed by two digits.
 - Enter a number on the ten key pad.

9 Press the [Yes] key. **Note**

- If ALREADY PROGRAMMED briefly flashes up on the display, either press the [No] key to keep the number and choose another number, or press the [Yes] key to overwrite.

10 Press the [No] key to finish entering numbers in this group. **Note**

- To enter another number, go back to step 8.

11 Press the [Function] key. **Note**

- To work on another group, go to step 2.

Erasing Groups

These steps describe how to erase single numbers from a group.

1 Press the [Function] [3] [3] and the [Yes] key.

```
GROUP █ 1-5/↔
PRINT LIST↔/SEARCH↔
```

2 Enter the group number using the ten key pad, then press the [Yes] key.

```
GROUP 1 Y/N
PROGRAM QUICK?
```

3 Press the [No] key.

```
GROUP QUICK/N
PROGRAM LABEL?
```

4 Press the [No] key.

```
GROUP 1 Y/N
CLEAR?
```

5 Press the [Yes] key.

```
GROUP 1 Y/N
CLEARED
```

6 Press the [Function] key. **Note**

- To delete another number, go to step 2.

Programming The Group Key

You can program the 5 groups. However, if there is no room in Quick Dial keys, this group key is helpful. You have to program the 30 of the Quick Dial key as the group key. How to transmit using the group key, see P.13 "Memory Transmission (Memory Indicator Lit)".

1 Press the [Function] [3] [1] and the [Yes] key

```
QUICK/↔
PRINT LIST↔/SEARCH↔
```

2 Press the Quick Dial [30].

```
0 30 PROGRAM?  ←→
```

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

```
0 30 PROGRAM?  Y/N  
PROGRAM GROUP KEY?
```

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

```
0 ■ QUICK/ ←→  
PRINT LIST ←/SEARCH →
```

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

3

Dial Options

The Dial Options provide access to various F-code features which are designed to allow confidential transmission and polling reception between different makers' fax machines. Use them if the other party's fax machine is of a different make and supports the F-code features. Before you can use the Dial Options, you need to program Quick Dial key 29 as the Dial Option key if you have not done so already (see below for details).

Programming The Dial Option Key

This procedure describes how to set up Quick Dial key 29 as the Dial Option key.

- 1 Press **[Function] [3] [1]** then the **[Yes]** key.

```

[ ] QUICK/
PRINT LIST/SEARCH
  
```

- 2 Press Quick Dial key **[29]**.

```

[29] PROGRAM? Y/
  
```

- 3 Press the **[Yes]** key.

```

[29] PROGRAM? Y/N
PROG. DIAL OPTION?
  
```

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

```

[ ] QUICK/
PRINT LIST/SEARCH
  
```

- 5 Press the **[Function]** key.

Using the Dial Options

To use the Dial Options, do the following after you have dialed the destination fax number and before you press the **[Start]** key.

- 1 Press the Dial Option key (Quick Dial 29) .

```

SUB? (S) Y/N
  
```

- 2 Do one of the following :

- If you wish to set the SUB code for confidential transmission to different makers' machines, press the **[Yes]** key.

```

TRANSMIT Y/START
55512345
  
```

- To skip SUB, press the **[No]** key then go to step 4 for polling reception from different makers' fax machines.

- 3 Enter the SUB code on the ten key pad then press the **[Yes]** key.

```

SEP? (P) Y/N
  
```

- 4 Do one of the following:

- If you wish to set the SEP code, press the **[Yes]** key.

```

TRANSMIT Y/START
555512345S9999P
  
```

- To skip SEP, press the [No] key then go to step 6.

5 Enter the SEP code on the ten key pad then press the [Yes] key.

```
SID? (I) Y/N
```

6 Do one of the following:

- If you wish to set the SID code, press the [Yes] key.

```
TRANSMIT Y/START
2345S9999P1234I■■■■■W
```

- To skip SID, press the [No] key then go to step 8.

7 Enter the SID code on the ten key pad then press the [Yes] key.

```
PWD? (W) Y/N
```

8 Do one of the following:

- If you wish to set the PWD code, press the [Yes] key.

```
TRANSMIT Y/START
345S9999P1234I■■■■■W
```

- To skip PWD, press the [No] key then go to step 10.

9 Enter the PWD code on the ten key pad then press the [Yes] key.

```
SPACE? Y/N
```

10 Do one of the following:

- If you wish to enter a space, press the [Yes] key.

```
TRANSMIT Y/START
```

- Press the [No] key.

11 Press the [Start] key.

Chain Dialing

This feature allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial Keys or Speed Dial Codes, and some of which may be input at the ten key pad.

You can program commonly used area or country codes into Speed Dial Codes or Quick Dial Keys.

Example: 01133-1-5553333 (From the USA to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- Quick Dial 01 = 01133 (Overseas to France)
- Quick Dial 02 = 1 (Paris)
- Speed Dial 10 = 555

The machine ask you to operate.

❖ **On Hook Dial or Handset Mode:**

Press **[01]** **[02]** and the **[Speed Dial]** key, **[1]** **[0]** then **[3]** **[3]** **[3]** **[3]**.

❖ **Other:**

Press **[01]** the **[Pause]** key, **[02]** the **[Pause]** key, **[Speed Dial]** keys, **[1]** **[0]**, then **[3]** **[3]** **[3]** **[3]**.

Erasing A Stored Message Before It Is Sent (Functions 21 & 22)

3

Every time you store a fax message in your machine's memory, a new file is created. A file is also created for storing instructions to pick up a fax message left elsewhere (polling, see P.74 "Calling To Request A Message (Polling)"). Each file is given a number. This number appears on the File Reserve Report, Journal and Transmission Result Report. To see which files are currently in memory, you may print a file list.

1 Either :

To erase a fax message stored in memory

- 1 To erase a fax message stored in memory; press the [Function][2][1] and the [Yes] key.

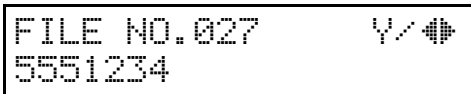


To erase instructions to pick up a message (polling)

- 1 Press the [Function] [2] [2] and the [Yes] key.

2 Press ▶ to scroll through the messages.

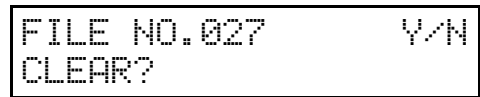
You'll see the display. A number or a label will appear on the lower line.



Note

- Press ◀ to obtain a list of all the files and their number. If you already know the number of the file to erase, enter it directly from the ten key pad.

3 Press the [Yes] key.



4 Press the [Yes] key again to erase the file.

5 Press the [Function] key.

Note

- To erase another file, go to step 2.

Printing A Stored Message (Function 51)

If you need to see the contents of any files, use this feature.

- 1 Press the **[Function]** **[5]** **[1]** and the **[Yes]** key.

```
FILE NO. ■■■■ KPAD/↔
PRINT LIST↔/SEARCH↔
```

- 2 Press **▶** to scroll through the messages.

You'll see the display. A number or a label will appear on the upper line.

```
FILE NO. 115      Y/↔
5551234
```

 **Note**

- Press **◀** to obtain a list of all the files and their number. If you already know the number of the file to print, enter it directly from the ten key pad and skip to step 4.

- 3 Press the **[Yes]** key.

A number or a label will appear on the upper line.

```
FILE NO. 115  START/N
6661234
```

- 4 Press the **[Start]** key to print the message.

Confidential Reception

Storing & Editing the Confidential ID

Programming the Confidential ID

This can be any four-digit code except '0000'. You must enter it to print any messages that have been sent to your machine using Confidential Transmission.

- 1 Press **[Function]** **[6]** then enter the access code **[2]** **[2]** **[2]** **[2]**. Then enter **[6]** **[1]** then press the **[Yes]** key.

```

                                     Y/NEXT▶
SET OWN NUMBER
    
```

- 2 Press **▶** until the screen is as shown opposite.

```

                                     Y/NEXT▶
SET CONFIDENTIAL ID
    
```

- 3 Press the **[Yes]** key.

```

CONFID'L ID      KPAD
■■■■■
    
```

- 4 Input the Confidential ID that you will be using.

 **Note**

- Example : **[6]** **[7]** **[5]** **[4]** from the ten key pad.

```

CONFID'L ID      Y/N
6754
    
```

- 5 Press **[Yes]** and then press **[Function]** key.

Editing the Confidential ID

- 1 Press **[Function]** **[6]** then enter the access code **[2]** **[2]** **[2]** **[2]**. Then press **[6]** **[1]** and the **[Yes]** key.

```

                                     Y/NEXT▶
SET OWN NUMBER
    
```

- 2 Press **▶** until the screen is as shown opposite.

```

                                     Y/NEXT▶
SET CONFIDENTIAL ID
    
```

- 3 Press the **[Yes]** key.

```

CONF. ID CHANGE? Y/N
6754
    
```

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

```

CONFID'L ID      Y/N
6754
    
```

- 5 Press the **[No]** key then input a new Confidential ID code on the numeric keypad.

 **Note**

- Example: **[8]** **[3]** **[5]** **[2]**

```

CONFID'L ID      Y/N
8352
    
```

- 6 Press **[Yes]** then **[Function]** key.

Printing messages Received into Memory (Function 52)

If someone sends you a message using the Confidential Transmission feature, instead of printing it out immediately, the machine stores it in memory. The Receive File indicator on the operation panel blinks to inform you when a confidential message has come in. To print out these messages, follow the steps below.

Note

- You need to know the Confidential ID before you start this procedure.

- 1** Press **[Function] [5] [2]** then the **[Yes]** key.

```
CONFID'L ID      KPAD
■■■■■
```

- 2** Enter the Confidential ID on the ten key pad (e.g. 1234).

```
CONFID'L ID  START/N
■■■■■
```

Note

- If no messages are stored in memory for this Confidential ID, the display will prompt you for a Confidential ID again. In this case, go to step **4**.

- 3** Press **[Start]** to print the fax message.

```
CONFID'L ID  START/N
INVALID ID
```

Note

- If more messages are stored for this ID, repeat this step as many times as necessary.

- 4** To check for messages sent with other Confidential ID codes, go to step **2**. Alternatively, press the **[No]** key then the **[Function]** key to quit this function.

```
READY    100% 10:00AM
SET DOC. OR DIAL NO.
```

Sending A Fax Using The Handset

You can send a fax message using the handset. (Optional handset or external telephone is required.)

1 Set the document then pick up the handset.

2 Dial the other party.

If you hear a voice

1 Speak to the other party.

If you hear a high-pitched tone instead of a voice

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

3 When you are ready to send your fax message, ask the other party to press the **[Start]** key.

4 When you hear a high-pitched tone, press the **[Start]** key.

5 Replace the handset.

Answering The Telephone

This feature is available when you connect the optional handset or external telephone.

 **Note**

- If the telephone rings just once, a fax is coming in. Do not pick up the handset.

If the telephone rings continuously

- 1** Pick up the handset and speak to the other party.

If you hear a high-pitched tone

- 1** A fax is coming in. Press the **【Start】** key then hang up.

If the caller wants to send you a fax

- 1** Press the **【Start】** key after speaking. Then hang up.

 **Note**

- If nothing happens after you press the **【Start】** key the telephone may not be properly connected.

Phoning And Faxing On The Same Call

To talk before sending a fax

1 Pick up the handset.

2 Dial.

 **Note**

Do not press the **[Start]** key.

3 If you hear a voice speak as a normal telephone conversation.

If you hear a high-pitched tone instead of a voice

1 Place your fax message in the feeder, then press the **[Start]** key.

4 When you are ready to send your fax message, place your message in the feeder, then ask the other party to press the **[Start]** key.

5 When you hear a high-pitched tone, press the **[Start]** key.

6 Replace the handset.

4. Other Features

Verifying Communications, Errors, Counters, Etc.

You can obtain reports from your machine either by having your machine print them out automatically, or by printing them out yourself.

Automatically printed reports

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the user parameters (see P.132 “*User Parameters*”).

❖ **Journal (Switch 03, bit 7)**

This report gives details on each communication made by your terminal. It is automatically output after 35 transmissions and receptions.

❖ **File Reserve Report (Switch 03, bit 2)**

If you switch this report on, it is printed immediately after you store a document in memory for Memory Transmission. It gives the file number, the time that it was stored, and the destinations (including any Group numbers that were selected).

❖ **Power Failure Report (Stays on)**

This report is printed if the machine's power was off for long enough to erase files from the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

 **Note**

- ❑ Phone numbers stored in Quick/Speed/Groups are not lost.

❖ **Communication Result Report (Memory Transmission) (Switch 03, bit 0)**

This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed only when a communication fails.

❖ **Transmission Result Report (Switch 03, bit 5)**

This report is printed out after immediate transmission showing whether it was successful or not.

❖ **Communication Result Report (Polling result report) (Switch 03, bit 4)**

This report is printed after your machine polls a message from another machine.

❖ **Communication Failure Report (ON if Communication Result Report is OFF)**

This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Communication Result Report is switched off, and event of a communication failure.

❖ **Error Report (Turned on/off by a Service Technician)**

This report is printed after each unsuccessful communication. The

communication failure report is printed after a job has been completed. And at the end, it prints a communication failure or transmission result report. Check it, and retransmit any pages that were not sent. If a particular problem continues or gets worse, keep the error reports for the service technician.

❖ **Polling Result Report**

This report is printed after your machine polls a message from another machine.

❖ **Printing Part of the Image on the Report (Switch 04, bit 7)**

For reference purposes, the machine prints the first few inches of the fax message on the following reports.

- Communication Result
- File Reserve
- Communication Failure Report

4

Report formats

```

* * * COMMUNICATION RESULT REPORT (NOV.24.1998 9:19PM) * * *
                                     TTI XYZ COMPANY
FILE MODE      OPTION      ADDRESS (GROUP)      RESULT      PAGE
-----
Report details appear here

```

```

* * * JOURNAL (NOV.24.1998 11:07PM) * * *
                                     TTI XYZ COMPANY
<TX>
DATE   TIME   ADDRESS   MODE   TIME   PAGE   RESULT   PERS.NAME   FILE
-----
Transmission details appear here
<RX>
DATE   TIME   ADDRESS   MODE   TIME   PAGE   RESULT   PERS.NAME   FILE
-----
Reception details appear here

```

GFLISTON

❖ **The Mode Column**

See the bottom of the Journal for a full listing of symbols on the Journal. On other reports a code is given, informing the type of communication. These codes are explained below.

❖ **The Result Column**

- OK: Successful communication
- E: An error occurred

❖ **The Footnote on the Journal**

TX counter: Total number of transmitted pages

RX counter: Total number of received pages

Counters (function 94)

These counters will help you if you wish to keep a regular check on how many pages your machine has sent, received, and copied. The machine has the following counters:

❖ **TX Counter:**

The number of pages that your machine has sent (transmitted)

❖ **RX Counter:**

The number of pages that your machine has received

❖ **Scan Counter:**

The number of pages that your machine has scanned (including copies)

❖ **Print Counter:**

The number of pages that your machine has printed (including copies, reports and lists.)

- 1** Press the **[Function]** **[6]** then enter the access code **[2] [2] [2] [2]**. Then press **[9] [4]** and the **[Yes]** key.

```
TX :003256
RX :002648
```

- 2** Press the **[Yes]** key to check the **SCAN** and **PRINT** counter.

```
SCAN : 003287
PRINT : 002703
```

- 3** When you have finished, press the **[Function]** key.

Programming Keystrokes

If you regularly transmit to a particular destination or set of destinations using the same features, you can save a lot of repetitive the ten key pad operation by storing the features and destinations in a Keystroke Program.

Keystroke Programs are stored as Quick Dial Keys.

- If you store a Keystroke Program into a Quick Dial Key, that Quick Dial Key cannot be used for any other purpose.
- Be sure to store your Keystroke Program in a vacant Quick Dial Key.

Example: Let us say that you normally send a daily report to locations A, B, and C at 11 pm (using Sending at a Specific Time). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key to set up the transmission.

Reference

Sending at a Specific Time: see P.21 “*Sending At A Specific Time (Send Later)*”.

Storing a keystroke program

- 1 Make sure that the machine is in standby mode.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

- 2 Place a sheet of paper in the feeder.

```
TRANSMIT OPTION▶
DIAL FAX NUMBER
```

Note

- Skip step 2 if you are making a Polling Reception program.

- 3 Select all required features and telephone numbers as you would normally do.

Note

- Resolution, and halftone cannot be stored in a keystroke program.

- 4 Press the [Quick Dial] key that you wish to store the program in.

```
PROGRAM Y/N
PROGRAM?
```

Note

- Example: 01 of the Quick Dial
- Make sure that this key is vacant.

- 5 Press the [Yes] key.

The procedure that you just stored will now begin.

```
QUICK 01 TO PROGRAM
NO KEY TO CLEAR
```

If you do not wish to use the procedure now

- 1 Press the [Stop] key immediately.

- 6 Press the Quick Dial key where this program is being stored. In

this example, press the Quick Dial [01]

Labeling a program

If you store a label for your keystroke programs, the label will appear on the display when you use the program.

- 1 Press the [Function] [3] [4] and the [Yes] key.

```

[01] QUICK/
PRINT LIST/SEARCH
    
```

Note

- If you press ◀ and the [Start] key, a Program List will be printed.

- 2 Press the Quick Dial key that holds the program that you wish to label and press the [Yes] key.

```

[01] Y/N
PROGRAM LABEL?
    
```

Note

- Example: [01] of the Quick Dial Key and the [Yes] key.

- 3 Press the [Yes] key to program a label for this program.

```

[01] ABC
[Barcodes]
    
```

- 4 Input your label, using the Quick Dial keys.

```

[01] ABC Y/N
DAILY REPORT[Barcodes]
    
```

Reference

How to enter the label; see P.140 "Entering Characters".

- 5 Press the [Yes] key.

```

[01] QUICK/
PRINT LIST/SEARCH
    
```

To label another program

- 1 Go to step 2.

To return to standby

- 1 Press the [Function] key.

Using a program

Before using a program, make sure that the machine is in standby mode.

Transmission program

- 1 Place your document in the feeder.

```

TRANSMIT OPTION
DIAL FAX NUMBER
    
```

- 2 Press the programmed [Quick Dial] key.

Note

- The program begins at once.

Free polling reception program

- 1 Press the programmed [Quick Dial] key.

```

2125551234
SET DOC. OR DIAL NO.
    
```

 **Note**

- The program begins at once.

 **Reference**

Picking Up Messages Stored Elsewhere (Polling Reception) : see P.74 “Calling To Request A Message (Polling)”.

Erasing a program / Changing the program Label

When you wish to delete a keystroke program, do the following.

- 1** Press the [Function] [3] [4] and the [Yes] key.



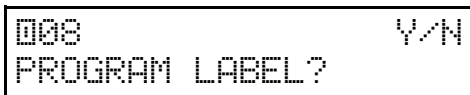
- 2** Press the Quick Dial key that holds the program that you wish to erase, or scroll the Quick Dial using ◀ and ▶.



 **Note**

- Example: [08] of the Quick Dial Key.

- 3** Press the [Yes] key.



To erase this program

- 1** Press the [No] key.
- 2** press the [Yes] key.

To edit the program name

- 1** Press the [Yes] key.
- 2** Edit the program name.
- 3** Press the [Yes] key.

- 4** Either ;



To edit or erase another program

- 1** Go to step 2.

To return to standby

- 1** Press the [Function] key.

Batch Transmission

This feature will save communication costs if you often send more than one message to the same location.

If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Key-stroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time comes, the messages will all be sent out on the same call, or 'batched'.

You can set up more than one batch. In an example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

Note

- You can have up to 35 fax messages in the same batch.

Reference

Sending at a Specific Time: see P.21 "Sending At A Specific Time (Send Later)".

Changing the batch transmission on/off

To turn Batch Transmission on or off, adjust bit 4 of switch 6 in the User Parameters. P.132 "User Parameters").

Programming the personal codes

The main advantage of Personal Codes is that they allow you to track machine usage. You can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

Each user can be given a Personal Code. While programming, you can store the following items with each Personal Code:

❖ A name:

This will be printed on reports, such as the JOURNAL, to identify the users of the machine.

❖ A Confidential ID:

This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.

Note

- The Personal Code is a four digit code. It can have any value from 0001 to 9999.
- You cannot register more than 30 Personal Codes with Names and Confidential IDs in this machine.

Reference

Using Personal Codes: see P.22 “*Personal Codes*”.

Journal: see P.67 “*Journal (Function 41)*”.

Confidential File Report: see P.37 “*Printing messages Received into Memory (Function 52)*”.

Confidential ID: see P.36 “*Storing & Editing the Confidential ID*”.

Receiving Confidential Messages: see P.37 “*Printing messages Received into Memory (Function 52)*”.

② Input a Confidential ID for the personal code used by this user.

③ Press the [Yes] key.

To enter another code

① Go to step ③.

⑦ Press the [Function] key to finish.

Editing or erasing a personal code

- 1 Press the [Function] [6] then enter the access code [2] [2] [2] [2]. Then press [7] [2] and the [Yes] key.

```
SETTING?                Y/N
PRINT LIST 4/SEARCH▶
```

- 2 Scroll the personal code using ▶.

```
PERSONAL CHANGE? Y/N
5474
```

- 3 Press the [Yes] key.

```
PERSONAL CODE          Y/N
5474
```

To erase this Personal Code

- 1 Press the [No] key.
- 2 Press the [Yes] key and go back to step 2 to edit another personal code. To finish, press the [Function] key.

To edit the contents of this code

- 1 Press the [Yes] key and go to step 4.

```
PERSONAL CODE          Y/N
PROGRAM LABEL?
```

- 4 Edit the label.

To edit the label

- 1 Press the [Yes] key and go to step 5.

```
PERSONAL CODE          Y/N
PROGRAM LABEL?
```

If you don't edit the label

- 1 Press the [No] key and go back to step 2 to edit another personal code. To finish, press the [Function] key.

- 5 Edit the name stored with this code. When the name is correct, press the [Yes] key.

```
PERSONAL CODE          Y/N
SET CONFIDENTIAL ID?
```

To edit the Confidential ID stored with this code

- 1 Press the [Yes] and [No] key then input the ID.

When the ID is correct

- 1 Press the [Yes] key twice.

To enter or edit another code

- 1 Press the [No] key and go back to step 2.

- 6 Press the [Function] key.

Tonal Signals

On this model the **[*]** key on the ten key pad is used as the Tone key.

Some organizations offer you a special service by telephone, which you can access by transmitting Touch tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tonal Signals will allow you to access these services.

4

First, dial the other party. When you are through to the other end, press the Tone key and enter the code number that is needed to access the required feature at the other terminal. You do not need to press the Tone key if your machine is set up for dialing in Tone Dial (DTMF) mode.

Using the tone key

- 1** Make sure that the machine is in standby mode, and that there is no document in the feeder.
- 2** Pick up the telephone handset, or press the **[On Hook Dial]** key.
- 3** Dial the remote facility. Do not press the **[Start]** key.

 **Note**

- If your telephone line type is DTMF (Tone Dial), go to step **3**.

- 4** After your line is connected to the remote facility, if your telephone line type is Pulse Dial, press the **[*]** key on the ten key pad.

A dot appears in the display.

- 5** Input the digits that you need to use the remote facility. After you

have finished your business with the remote facility, hang up.

 **Note**

- Do not press the **[Start]** key.

Rejecting messages from senders who don't identify themselves

Your fax machine can reject incoming messages lacking an identifier signal. Follow the user parameter procedure on to enter these settings.

Switch 05, bit 1

- 0: Accept such messages
- 1: Reject such messages

Rejecting or accepting messages from specified senders (Authorized Reception)

This feature is called Authorized Reception. It helps you reject junk fax mail.

It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.

About Authorized Reception

4

- ① You must specify a list of senders (function 81). See P.57 “*Entering A List Of Senders To Treat Differently (Function 81)*”.
- ② You must turn Authorized Reception on (function 62). See P.54 “*Switching authorized reception on / off (Function 62)*”.
- ③ You must set your machine to accept or reject messages from senders in that list (user parameters, switch 08, bit 2 and 3; see P.132 “*User Parameters*”).

If you accept them, the general public will not have access to your fax machine. You accept messages only from a group of people you know.

If you reject them, everyone will be able to send you messages except the people in the list. This is useful to reject the junk fax mail.

You can store up to 30 identifications with this feature. You can program part of an identification and accept (or reject) messages from all senders whose identification contains that part. See P.65 “*Wild Cards*”.

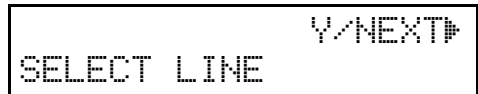
Entering A List Of Senders To Treat Differently (Function 81)

How to enter a list of senders to treat differently, see P.57 “*Entering A List Of Senders To Treat Differently (Function 81)*”

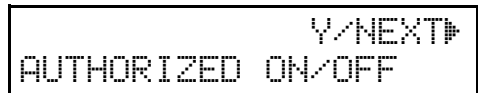
Switching authorized reception on / off (Function 62)

Before you use Authorized Reception, you have to switch the feature on.

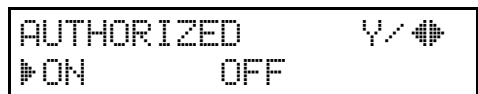
- 1 Press the [Function] [6] then enter the access code [2] [2] [2] [2]. Then press [6] [2] and the [Yes] key.



- 2 Press ▶ until the screen is as shown.



- 3 Press the [Yes] key.



- 4 Press ◀ or ▶ to change the on or off setting.

- 5 Press the [Yes] and [Function] keys.

Cassette Selection

About Cassette Selection

This feature is only available if your machine has an optional lower cassette, you can direct fax messages from certain senders to be printed from the main cassette.

Note

Example: Put yellow paper in the main cassette. Then, messages from head office can be printed out on yellow paper; this will make it easy for you to see when a message from head office has arrived.

- ① You must specify a list of senders (function 81). See P.57 “*Entering A List Of Senders To Treat Differently (Function 81)*”.
- ② You must turn Cassette Selection (function 62). See P.54 “*Switching authorized reception on / off (Function 62)*”.
- ③ Select the messages to be printed from the main cassette.
 - a) All messages from specified senders
 - b) All messages except those from specified senders. (user parameters, switch 08, bit 2 and 3; see P.132 “*User Parameters*”).

Entering A List Of Senders To Treat Differently (Function 81)

How to enter a list of senders to treat differently, see P.57 “*Entering A List Of Senders To Treat Differently (Function 81)*”

Selecting the messages to be printed from the main cassette

You can select the messages to be printed from the main cassette (See P.132 “*User Parameters*”) to enter the following settings.

- ❖ **Switch 08, bit 4**
You have to set it “1”
- ❖ **Switch 08, bit 5**
 - 0: Print messages from the special terminals from the main cassette.
 - 1: Print messages except from the special terminal from the main cassette.

Selecting the Cassette (Function 62)

Before you use Cassette Selection, you have to switch the feature on.

If you remove the lower cassette, the cassette selection mode is automatically turned off.

- 1** Press the **[Function] [6]** then enter the access code **[2] [2] [2] [2]**. Then press **[6] [2]** and the **[Yes]** key.

```

                                     Y/NEXT▶
SELECT LINE
  
```

- 2** Press **▶** until the screen is as shown.

```

                                     Y/NEXT▶
CASSETTE ON/OFF
  
```

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

```
CASSETTE SELECT Y/◀▶  
▶ON      OFF
```

4 Press **◀** or **▶** to change the on or off setting.

5 Press the **[Yes]** and **[Function]** key.

Entering A List Of Senders To Treat Differently (Function 81)

You can enter a list of up to 30 identifications (RTI, CSI and Wild Cards) for senders you wish to treat differently. For instance, for each identification in the list, you have the following options.

- Authorized Reception: You can accept their calls and reject all others (or vice-versa) with the Authorized Reception setting (See P.54 "Rejecting or accepting messages from specified senders (Authorized Reception)").
- Specified Cassette Selection: You can choose to print their messages from the specified cassette.

Programming the list of senders (Special Senders)

1 Press the [Function] [6] then enter access code [2] [2] [2] [2]. Then press [8] [1] and the [Yes] key.

```
SETTING?          Y/N
PRINT LIST ←/SEARCH →
```

Note

- At this time, you can print a Programmed Special Numbers List by pressing ← and the [Start] key.

2 Press the [Yes] key.

```
RTI/CSI          ABC ←
████████████████████████████████████████████
```

3 Enter RTI or CSI using the Quick Dial key and the ten key pad.

```
RTI/CSI          ABC Y/N
XYZ COMPANY ████████████████████████████████
```

Note

- Example: XYZ COMPANY

Reference

How to enter the characters, see P.140 "Entering Characters".

4 Press the [Yes] key.

```
RTI/CSI          Y/N
STORE AS WILD CARD?
```

5 Either:

Store this RTI as a wild card

1 The [Yes] key.

Otherwise

1 The [No] key.

6 Select whether you set this RTI/CSI as the special terminal for authorized reception using ► or ◀ (if yes: ON, if no: OFF)

```
SET AUTHORIZED  Y/◄
►ON             OFF
```

7 Press the [Yes] key.

```
SET CASSE SLT  Y/◄
ON             ►OFF
```

8 Select whether you set this RTI/CSI as the special terminal for

**specified Cassette Selection using
▶ or ◀ (if yes: ON, if no: OFF)**

```
SET CASSE SLT   Y/↔
ON             ▶OFF
```

9 Press the [Yes] key.

```
RTI/CSI      ABC  ↔
|||||||
```

10 Either:

To program another special terminal

1 Go to step 8.

To finish

1 The [Function] key.

•••••
💡 **Hints for programming the special senders**

You must specify the sender's identification code (their CSI or RTI, see P.165 *"Initial Settings & Adjustments"*) which could be a little different from their phone number.

To get the other party's identification, call and ask for their CSI or RTI code.

Explain that you need the number programmed into their fax machine for identification purposes. Or, attempt a communication with their fax machine and print out a Journal report (function 41, see P.67 *"Journal (Function 41)"*). Read the identification under the RTI or CSI heading of the report.

•••••

Editing the RTI/CSI for the special terminals

1 Press the [Function] [6] then enter the access code [2] [2] [2] [2]. Then, press [8] [1] and the [Yes] key.

```
SETTING?          Y/↔
PRINT LIST◀/SEARCH▶
```

2 Press ▶ to scroll through the list. When RTI/CSI you want to change appears, press the [Yes] key.

```
RTI/CSI CHANGE? Y/↔
XYZ COMPANY
```

3 Edit the RTI or CSI and press the [Yes] key.

```
RTI/CSI      ABC  Y/N
XYZ COMPANY
```

4 Either:

```
RTI/CSI          Y/N
STORE AS WILD CARD?
```

Store this RTI as a wild card

1 The [Yes] key.

Otherwise

1 The [No] key.

5 Select whether you set this RTI/CSI as the special terminal for Authorized reception using ▶ or ◀ (if yes: ON, if no: OFF)

```
SET AUTHORIZED  Y/↔
▶ON           OFF
```

6 Press the [Yes] key.

```
SET CASSE SLT   Y/↔
ON           ▶OFF
```

7 Select whether you set this RTI/CSI as the special terminal for specified Cassette Selection using ▶ or ◀. (if yes: ON, if no: OFF)

```
SET CASSE SLT   Y/↔
ON           ▶OFF
```

8 Press the [Yes] key.

```
RTI/CSI        ABC  ↔
████████████████████████████████████████████████████████████
```

9 Either:

To edit another special terminal

1 Go to step 2.

To finish

1 The [Function] key.

Erasing the special terminal

1 Press the [Function] [6] then enter the access code [2] [2] [2] [2]. Then press [8] [1] and the [Yes] key.

```
SETTING?                Y/↔
PRINT LIST◀/SEARCH▶
```

2 Press ▶ scroll the RTI/CSI. And the RTI/CSI you want to change appears, press the [Yes] key.

```
RTI/CSI CHANGE? Y/↔
XYZ COMPANY
```

3 Press the [No] and [Yes] key.

4 Press the [Function] key.

Forwarding

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called “forwarding terminals”.

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.

To set up Forwarding, program your machine as follows:

- Program the phone numbers of the Forwarding Terminals that you will pass on messages to, together with the list of specified senders for each number (Function 82).
- Specify the senders whose messages you want to forward (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a Journal and read off the RTI/CSI).
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes (Function 82).
- Switch the Forwarding on (Function 62).
- Select the messages to forward (Function 63) .
 - All messages from specified senders.
 - All messages except those from specified senders.
- Decide whether you want your machine to automatically print

messages that it forwards (Function 63).

- Select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the printout (Function 63).

Limitation

- ❑ If the RTI/CSI of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

Reference

RTI and CSI: see P.165 “*Initial Settings & Adjustments*”.

Journal: see P.67 “*Journal (Function 41)*”.

Wild Cards: see P.65 “*Wild Cards*”.

Programming the forwarding feature

This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

- 1** Press the [Function] [6] then enter the access code [2] [2] [2] [2]. Then press [8] [2] and the [Yes] key.

```
SETTING?                               Y/⏏
PRINT LIST ←/SEARCH →
```

To print a list

- 1** Press ←.
- 2** Press the [Yes] key.

```

FORWARD          KPAD/↔
████████████████████████████████████████

```

- 3** Store a forwarding station number.

```

FORWARD          KPAD/Y/N
2125551234████████████████████████████

```

 **Note**

- Example: [2] [1] [2] [5] [5] [5] [1] [2] [3] [4]
- If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine.

- 4** Press the [Yes] key.

- 5** Press the [Yes] key to input RTIs or CSIs of certain senders to be forwarded to this station.

```

RTI/CSI          ABC  ↔
████████████████████████████████████████

```

 **Note**

- Messages from senders other than these RTIs or CSIs will not be forwarded to this station.

If you wish all incoming messages to be forwarded to this station

- 1** Press the [No] key.

```

FORWARD          Y/N
SET RTI/CSI?

```

 **Note**

- Do not store any RTIs/CSIs for it.

- 2** Go to step 10.

- 6** Type in an RTI or CSI.

```

RTI/CSI          ABC Y/N
XYZ COMPANY████████████████████████

```

 **Reference**

How to enter characters, see P.140 "Entering Characters".

- 7** Press the [Yes] key.

```

RTI/CSI          Y/N
STORE AS WILD CARD?

```

- 8** Press the [Yes] key to store this RTI as a wild card.

```

FORWARD          Y/N
SET RTI/CSI?

```

Otherwise

- 1** Press the [No] key.

- 9** Press the [No] key.

If you want to store another RTI/CSI

- 1** Press the [Yes] key and go back to step 6.

To store another forwarding station

- 1** Press [No] and go to step 8.

- 10** Press the [Function] key.

Editing the forwarding feature

- 1** Press the [Function] [6] then enter the access code [2] [2] [2] [2].

Then press **[8]** **[2]** and the **[Yes]** key.

```
SETTING?          Y/↔
PRINT LIST↔/SEARCH▶
```

2 Press **▶** until the forwarding station number you wish to edit appears. Then press the **[Yes]** key.

```
FORWARD          KPAD/Y/N
2125551234████████████████
```

To erase this forwarding station's number and all RTIs/CSIs stored with it

1 Press the **[No]** key.

```
FORWARD          KPAD/Y/N
████████████████████████████
```

2 Press the **[Yes]** key to erase.
3 Press the **[Function]** key to finish.

If you change the forwarding station's telephone number

1 Edit this forwarding station's telephone number.

```
FORWARD          KPAD/Y/N
2125552234████████████████
```

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

If this forwarding station's telephone number is correct

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

```
FORWARD          Y/N
SET RTI/CSI?
```

3 Press the **[Yes]** key to change the RTI/CSI.

```
RTI/CSI          ABC ↔
████████████████████████████
```

If you don't change the RTI/CSI

1 Press the **[No]** key and go back to step **2** to edit another forwarding number.

4 Change the RTI/CSI.

To edit RTI's/CSI's allocated to this number

1 Press **▶** until the RTI/CSI you wish to edit appears.

```
RTI/CSI CHANGE? Y/↔
XYZ COMPANY
```

5 To add RTIs/CSIs to this number

1 Input an RTI/CSI and press **[Yes]**. Then go to step **6**.

```
RTI/CSI          ABC Y/N
XYZ COMPANY
```

6 Press the **[Yes]** to edit or delete the RTI/CSI.

If you edit the RTI/CSI

1 Edit the RTI/CSI.

```
RTI/CSI          Y/N
STORE AS WILD CARD?
```

2 Press the **[Yes]** key. Then go to step **6**.

If you delete the RTI/CSI

❶ Press the [No] key.

Important

- ❑ If you delete all the RTIs and CSIs for a forwarding station, you must also delete the forwarding station (see step ❷). If you do not do this, all incoming messages will be forwarded to that station.

❑

❷ Press the [Yes] key. Then go back to step ❹.

❷ Press the [Yes] key to store it as a wild card.

```
FORWARD          Y/N
SET RTI/CSI?
```

Otherwise

❶ Press the [No] key.

❸ Press the [Function] key to finish.

Edit or input another RTI/CSI for this forwarding station:

❶ Press the [Yes] key and Go to step ❹.

To work on another forwarding station:

❶ Press the [No] key. Go to step ❷.

Important

- ❑ If you switch the forwarding on and program no RTI/CSI, all incoming messages are forwarded.

Switching forwarding on / off (Function 62)

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

❶ Press the [Function] [6] then enter the access code [2][2][2][2]. Then press [6][2] and the [Yes] key.

```
Y/NEXT▶
SELECT LINE
```

❷ Scroll through the list of features with ▶ until the screen is as shown.

```
Y/NEXT▶
FORWARDING ON/OFF
```

❸ Press the [Yes] key.

```
FORWARDING      Y/◀▶
ON                ▶OFF
```

❹ Change the on/off setting by pressing ◀ or ▶.

❺ Press the [Yes] key.

❻ Press the [Function] key to finish.

Selecting which messages to forward

To choose which messages are forwarded, adjust bit 7 of switch 8 with the User Parameters. Two settings are available.

- Forward all incoming messages from specified senders (bit 7=0).

- Forward all incoming messages except those from specified senders (bit 7=1).

(See P.132 “*User Parameters*”).

Switching local printing on / off

You can choose whether your machine prints copies of messages that it forwards (by default, these messages are not printed). To change this setting, adjust bit 6 of switch 11 with the User Parameters:

- Bit 6=0 : Do not print
- Bit 6=1 : Print

(See P.132 “*User Parameters*”).

Enabling and disabling the forwarding mark

The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, adjust bit 1 of switch 2 with the User Parameters:

- Bit 1=0 : Forwarding mark off
- Bit 1=1 : Forwarding mark on

(See P.132 “*User Parameters*”).

Wild Cards

This feature greatly enhances the effectiveness of the following features:

- Authorized Reception
- Forwarding
- Specified Cassette Selection

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI or CSI of the other terminal, and acts accordingly.

When you program RTI's for these features, you can program wild cards to greatly expand the number of terminals that you can specify.

For example, if you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you don't have to store the RTI of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the RTIs of all XYZ branches contain an "XYZ" somewhere in the RTI, messages coming in from them will be accepted, and sent on to head office.

Note

- ☐ This feature cannot recognize spaces. If you store MAN as a wild card, and a terminal with an RTI that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

Reference

Authorized Reception: see P.54 "Rejecting or accepting messages from

specified senders (Authorized Reception)".

Forwarding: see P.60 "Forwarding".

RTI and CSI: see P.165 "Initial Settings & Adjustments".

Receiving Options

As receiving options, the Reverse Order Printing , Printing the Center Mark are available.

Reverse Order Printing

Normally, the machine prints the pages of received messages in the order that they were received uncollated.

4

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and more convenient for reading them.

Preparation

Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, see the User parameters. (see P.132 “*User Parameters*”).

Printing A Center Mark

If you switch this feature on, 2 marks at the center-top and center-left are printed on incoming fax messages. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

To switch this feature on, see the User Parameters. (see P.132 “*User Parameters*”).

Note

- The center mark is not printed when you use the machine for making copies.

Reports You Can Printout Yourself

You can print these reports at any time by following the steps below.

Journal (Function 41)

In addition to the automatic output of this report, which we've described earlier, you can print the Journal at any time.

- 1** Press the **[Function] [4] [1]** and the **[Yes]** key.
- 2** Press the **[Start]** key to print out the report.

File list (Function 42)

This is a list of memory transmission, memory reception, polling files still in memory and confidential reception. It gives information about each stored file, such as the fax numbers, start time, and status.

- 1** Press the **[Function] [4] [2]** and the **[Yes]** key.
- 2** Press the **[Start]** key to print out the report.

Telephone number list (Function 43)

You can obtain a list of all the phone numbers stored in the machine. (You can also obtain a list of stored numbers as you edit them. See P.25 "Storing & Editing Fax Numbers (Functions 31 & 32)" P.28 "Storing & Editing A Group Of Fax Numbers (Function 33)"

- 1** Press the **[Function] [4] [3]** and the **[Yes]** key.

```
ALL LISTS?   START/N
QUICK/SPEED/GROUP
```

To print all the numbers (Quick Dial, Speed Dial, and Group numbers)

- 1** Press the **[Start]** key. Then press **[Function]** key and skip the following steps.
Three lists will come out.

To print the Quick Dial list

- 1** Press the **[No]** key.

```
SELECT LISTS   Y/N
QUICK DIAL LIST?
```

- 2** Press the **[Yes]** and **[Start]** keys.

```
START
```

To print the Speed Dial list

- 1** Press the **[No]** key.

```
SELECT LISTS   Y/N
QUICK DIAL LIST?
```

- 2** Press the **[No]** key.

```
SELECT LISTS   Y/N
SPEED DIAL LIST?
```

- 3** Press the **[Yes]** and **[Start]** keys.

```
START
```

To print the Group list

❶ Press the **[No]** key.

```
SELECT LISTS      Y/N
QUICK DIAL LIST?
```

❷ Press the **[No]** key.

```
SELECT LISTS      Y/N
SPEED DIAL LIST?
```

❸ Press the **[No]** key.

```
SELECT LISTS      Y/N
GROUP LIST?
```

❹ Press the **[Yes]** and **[Start]** keys.

```
START
```

Program List (Function 44)

This list shows the counters programmed as keystroke program with the Function 34.

❶ Press the **[Function]** **[4]** **[4]** and the **[Yes]** key.

❷ Press the **[Start]** key to print out the program list.

Saving Energy

To print a fax message your fax machine uses a heating roller to fuse the image to the paper. This roller must already be hot when the paper passes under it. To maintain a temperature high enough to permit proper fusing, electricity is consumed.

This facsimile is equipped with various energy saving modes to reduce the consumption of electricity while the machine is waiting for a fax message.

Letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up.

Letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

Note

- If your fax machine enters saving energy mode, no message appears on the display.
- You can still send a fax while the machine is in saving energy mode.
- The saving energy mode is related to the Power Saver. See P.71 “*Saving Energy With The Power Saving Timer*”.

How to start the saving energy mode

Your machine will enter the saving energy mode when machine is not used for 5 minutes.

Note

- If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the saving energy mode automatically, please contact your service representative.

How to exit the saving energy mode

Your machine exits from the energy saving mode when a fax is received or you set the document. (If the Power Saver is on, the message will printed out after the Power Saver ends.)

You can also carry out some functions (e.g. programming) by first holding down a key to switch to standby mode. If the roller the room temperature, only the energy mode key is available to exit the saving energy mode.

Which saving energy mode is best for you?

You have two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. To choose which of the two settings you would prefer, set the user parameter switch.

When you allow the roller to cool to room temperature, energy savings are at a maximum and printing will take a little longer since the roller will take more time to come to printing temperature. When you select the midpoint, some energy savings will still be achieved and printing will occur more rapidly.

❖ **Switch 05 bits 6**

- Letting the heating roller cool to room temperature: Bit 6 at 0.
- Letting the heating roller cool halfway: Bit 6 at 1.

Saving Energy With The Power Saving Timer

You can set sleep time to let the machine go to saving energy condition and set the wake up time when it returns to standby mode the next morning. During this Power Saver mode, a fax message received is stored in the memory and will be printed automatically the next morning after the wake up timer is activated.

As a typical example, you could program the heating element inside the printer to stay off at night and over the weekend. (You can program different settings for every day of the week.)

To use the Power Saving timer, you must:

- Program the timers for each day of the week.
- Switch the Power Saving timer feature on.

Setting the Power Saving time (Function 71)

Note

- While the Power Saving timer is active, all incoming calls are refused if the memory fills up.



Example:

For Tuesday, set the Power Saving timer to switch the heater on at 9 am and off at 6 pm.

- 1** Press the [Function] [6] then enter access code [2] [2] [2] [2]. Then press [7] [1] and the [Yes] key.

```
SET TIMER      Y/N/⏏
SUN
```

- 2** Use ◀ and ▶ to scroll through the days of the week.

```
SET TIMER      Y/N/⏏
TUE
```

Note

- Example: Press ▶ twice to go to Tuesday.

- 3** Press the [Yes] key

```
TIMER#1 TUE   */#/Y
ON FROM 12:00AM
```

- 4** To change the ON to OFF, or the other way round, press the [*] or [#] keys.

Note

- There are two timers for each day, each with an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF" means that the heater will switch off at the time indicated.

- 5** Press ▶ to move the cursor under the time.

```
TIMER#1 TUE   */#/Y
ON FROM 12:00AM
```

- 6** Input the time (9:00 AM) : Press [0] [9] [0] and [0] from the key pad.

```
TIMER#1 TUE    */*/Y
ON FROM 09:00AM
```

- 7** Set AM/PM using the [*] or [#] key.

```
TIMER#1 TUE    */*/Y
ON FROM 12:00PM
```

- 8** Press the [Yes] key.

```
TIMER#2 TUE    */*/Y
ON FROM 12:00AM
```

 **Note**

- Repeat step 6 to 7 for the second timer (6:00 PM)
- To change AM to PM or the other way around, press the [#] key.
- If you want the heater on all day, set both timers to ON = 12:00AM. If you want the heater off all day, set both timers to OFF = 12:00AM.

- 9** Press the [Yes] and [Function] keys to finish.

 **Note**

- Go back to step 3 to program the timer for another day.

- 1** Press the [Function] [6] then enter access code [2] [2] [2] [2]. Then press [6] [2] and the [Yes] key.

```
Y/NEXT▶
SELECT LINE
```

- 2** Scroll through the list of features with ▶ until the screen is as shown.

```
Y/NEXT▶
POWER SAVER ON/OFF
```

- 3** Press the [Yes] key.

```
POWER SAVER ON/OFF
ON      ▶OFF
```

- 4** Change the on/off setting by pressing ◀ or ▶.

```
POWERSAVERON/OFF
▶ON      OFF
```

- 5** Press the [Yes] and [Function] keys to finish.

Switching the Power Saving Timer on / off (Function 62)

The Power Saving timer feature must be switched on using Function 62.

Copying

If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the feeder, and press the **[Copy]** key.

Note

- By default, copies are made at Detail resolution. To change to Standard or Fine, press the Resolution key.

1 Place your original in the feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

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

```
COPY          01 SETS
▶LT   LG   A4
```

3 If you have the optional lower cassette, or optional multi-purpose feeder you can select the paper size by pressing **▶**.

Note

- LT = letter, LG = legal
- The display shows that you select the Legal size.

```
COPY          01 SETS
LT   ▶LG   A4
```

4 Input the number of copies that you need.

Note

- Example: 3 copies, press **[3]** of the ten key pad.

```
COPY          03 SETS
LT   ▶LG   A4
```

- This machine makes copies in the order P1, P1, P2, P2 (for example when making 2 copies of a 2 page document).

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

Calling To Request A Message (Polling)

Polling means “picking up” a document that has been left for you at a remote fax terminal.

Limitation

- Polling can only be used when both machines have the Polling feature.

Note

- With polling, telephone line costs are charged to the person receiving the message (the Message Receiver).

4

Picking up messages stored elsewhere (polling reception)

Use this feature when you wish to poll a message from another terminal.

Note

- The maximum number of terminals that you can poll in one operation is 100.

Reference

Groups: see P.28 “*Storing & Editing A Group Of Fax Numbers (Function 33)*”.

Programming Keystrokes: see P.44 “*Programming Keystrokes*”.

Operating procedure

- 1** Press the **[Function] [1] [1]** and the **[Yes]** key.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

- 2** Enter the Dial number.

```
POLLING RECV Y/START
2125551234■■■■■■■■■■■■■■■■■■■■
```

- 3** Press the **[Yes]** key.

```
POLLING RECV Y/START
2125551234■■■■■■■■■■■■■■■■■■■■
```

Note

- If you want dial more number, go to step **2**.

- 4** Press the **[Start]** key.

Entering a Personal Code

- 1** Press the **[Function] [1] [1]** and the **[Yes]** key.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

- 2** Press **▶**.

```
SET OPTION          Y/▶
SET PERSONAL CODE?
```

- 3** Press the **[Yes]** key.

```
SET OPTION          KPAD
PERSONAL CODE :■■■■■■
```

- 4** Enter the password that you wish to use for this operation.

```
SET OPTION          Y/N
PERSONAL CODE :2567
```

 **Note**

- Example: [2] [5] [6] [7] from the ten key pad.

5 Press the [Yes] key.

```
POLLING RECV OPTION▶  
DIAL FAX NUMBER
```

6 Dial and press the [Start] key. **Limitation**

- In theory, you can poll up to 100 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed.

User Function Keys

There are two Function keys (F1 and F2) on the operation panel.

You can program each of these keys with a feature that you wish to use frequently.

Store a User Function Code in the User Function Keys.

Programming a User Function Code

You can program each of the User Function Keys with one of the following functions.

Code	Function
01	Journal
02	TTI ON
03	GROUP KEY
04	Dial Option
05	Batch Transmission
06	Forwarding

• F1 : Journal is default

To store a User Function Code, do the following procedure.

1 Press the [Function] [3] [5] and [Yes] key.

Note

- At this time, you can print a User Function List if you press ◀[Start].



2 Press one of the User Function Keys.



Note

- Example: Press the [F2] [Yes] keys.
- If the key is already used, the currently stored code is displayed.

3 Press the [Yes] keys.



4 Enter the two-digit code for the function that you wish to or search with ◀ or ▶ store.



Note

- Example: Group Dial key, press [03].

5 Press the [Yes] key.



6 Press the [Function] Key.

Using a Function Program

1 Press the [F1] or [F2] key.

2 Use the function as normal.

Editing a Function Program

- 1 Press the [Function] [3] [5] and the [Yes] key.

```
F1 F1-F2/↔
PRINT LIST↔/SEARCH▶
```

- 2 Press the user Function key that you wish to change.

```
F2 CHANGE? Y/↔
GROUP KEY
```

- 3 Press the [Yes] key.

```
F2 Y/N/↔
CODE 03 GROUP KEY
```

- 4 Press the [No] and [Yes] key.

- 5 Press the [Function] key.

```
F2 Y/N/↔
CODE 03 GROUP KEY
```

- 4 Press the [No] key.

- 5 Press the [Yes] and [Function] key.

Deleting a Function Program

- 1 Press the [Function] [3] [5] and the [Yes] key.

```
F1 F1-F2/↔
PRINT LIST↔/SEARCH▶
```

- 2 Press the user Function key that you wish to erase.

 **Note**

- Example: [F2]

```
F2 CHANGE? Y/↔
GROUP KEY
```

- 3 Press the [Yes] key.

Dual Access

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message, but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the feeder, select the required transmission features, dial the number, and press Start. Your

message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the Journal).

The following table shows which features can operate simultaneously on your machine.

Job Currently in Progress	Job that you wish to carry out at the same time											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Storing to Memory	--	✓	×	✓	×	✓	✓	✓	✓	✓	×	✓
2. Printing from Memory	✓	--	×	×	×	×	×	×	×	×	×	×
3. Copying	×	×	--	×	×	✓	×	✓	✓	×	×	✓
4. Printing an Automatic Report	✓	×	×	--	×	×	×	×	×	×	×	×
5. Immediate Transmission	×	×	×	×	--	×	×	×	×	✓	×	×
6. Memory Transmission	✓	×	✓	×	×	--	×	×	×	✓	×	×
7. Receiving and Printing a Fax	✓	×	×	×	×	×	--	×	×	×	×	×
8. Receiving a Fax to Memory	✓	×	✓	×	×	×	×	--	×	✓	×	×
9. Transmitting a Service Report	✓	×	✓	×	×	×	×	×	--	✓	×	×
10.PC Print*	✓	×	×	×	✓	✓	×	✓	✓	--	×	×
11.PC Scan*	×	×	×	×	×	×	×	×	×	×	--	×
12.PC Fax*	✓	×	✓	×	×	×	×	×	×	×	×	--

- * : PC Interface Kit required
- ✓: Possible
- ×: Impossible

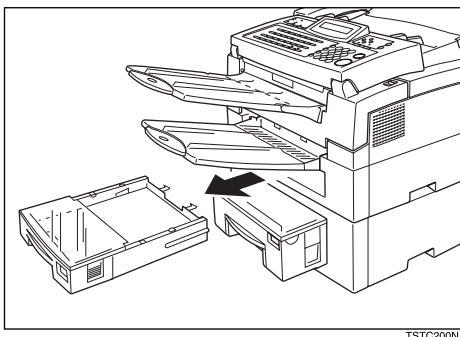
5. Maintaining Your Machine

Loading Paper In The Main Cassette

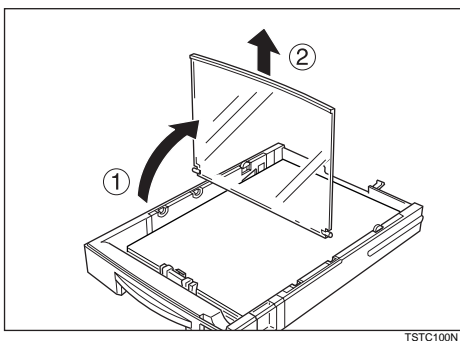
1 Pull out the paper cassette and place it on a flat surface.

 **Note**

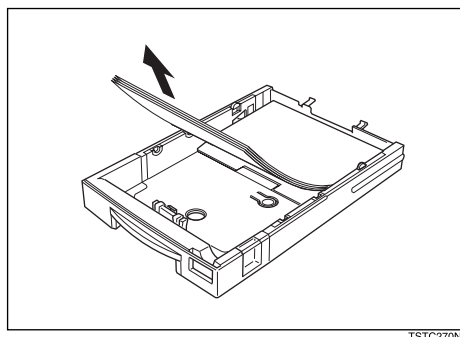
- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.



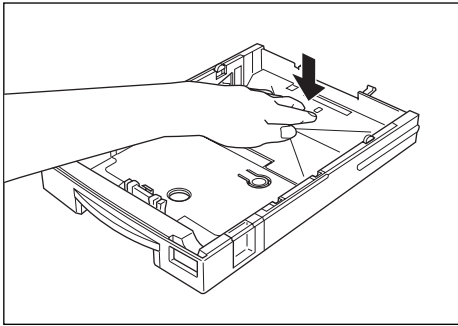
2 Lift up the cassette cover and remove it.



3 Remove any remaining paper.

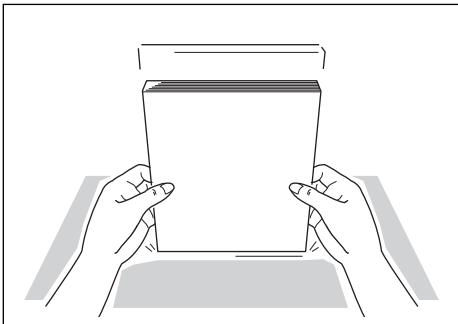


- 4** If the metal base plate is raised, push it firmly down until it locks into place.



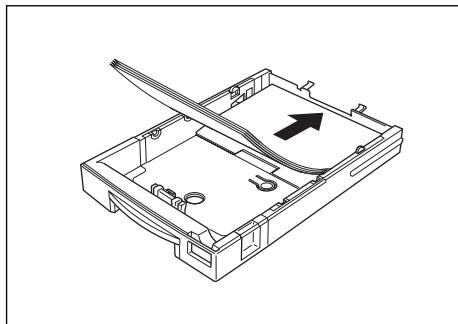
TSTC050N

- 5** Prepare a stack of blank paper. For smoother operation, square the edges.



TSTS010N

- 6** Load the paper into the cassette.



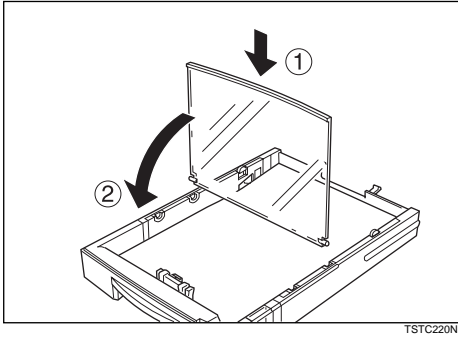
TSTC210N

5

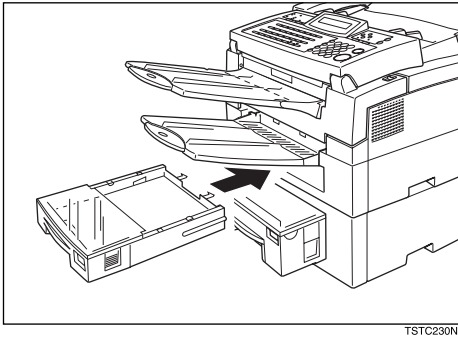
7 Replace the cassette cover.

 **Note**

- The frosted side of the cover must be face up when closed.



8 Replace the cassette. Push it in firmly until it locks into place.

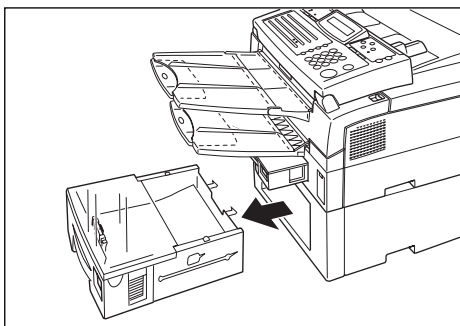


Loading Paper In The Lower Cassette

1 Pull out the paper cassette and place it on a flat surface.

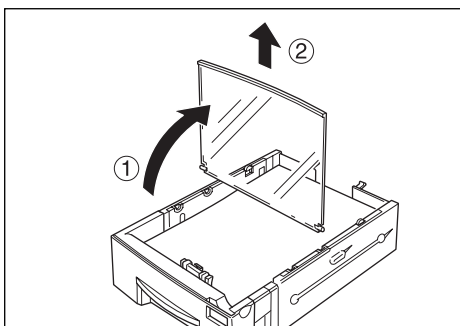
 **Note**

- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.



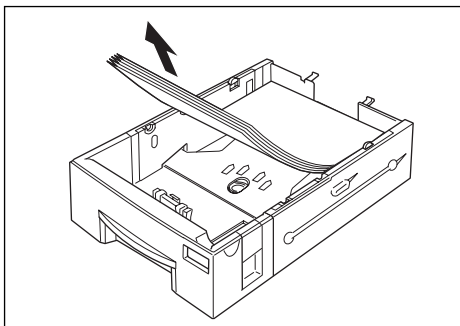
TSTJ150N

2 Lift up the cassette cover and remove it.



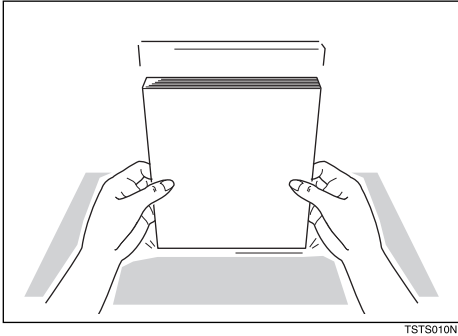
TSTC410N

3 Remove any remaining paper.

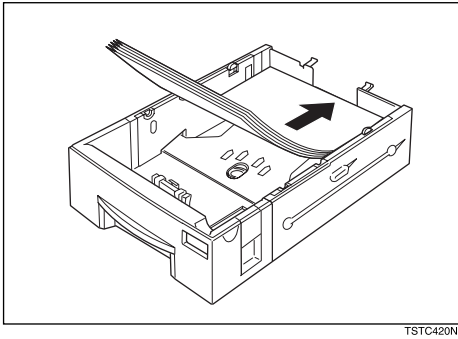


TSTC430N

4 Prepare a stack of blank paper. For smoother operation, square the edges.



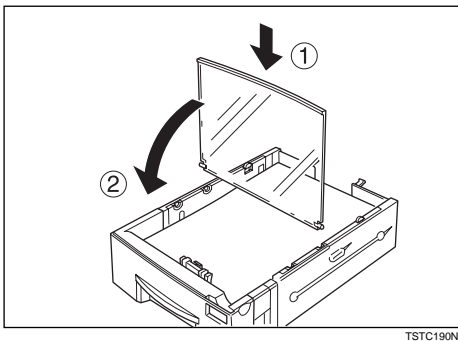
5 Load the paper into the cassette.



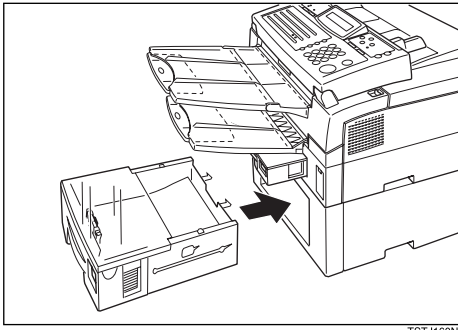
6 Replace the cassette cover.

 **Note**

- The frosted side of the cover must be face up when closed.



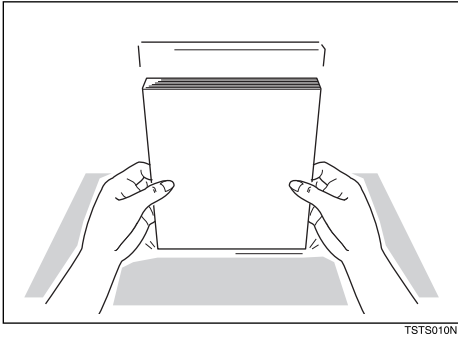
7 Replace the cassette. Push it in firmly until it locks into place.



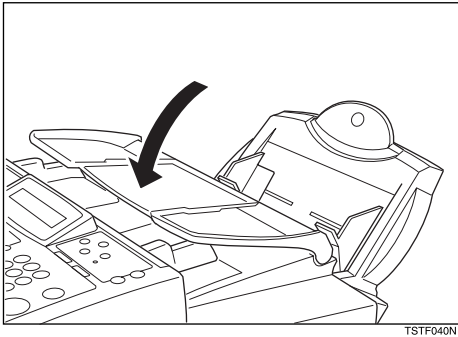
TSTJ160N

Loading Paper In The Optional Multi-purpose Feeder

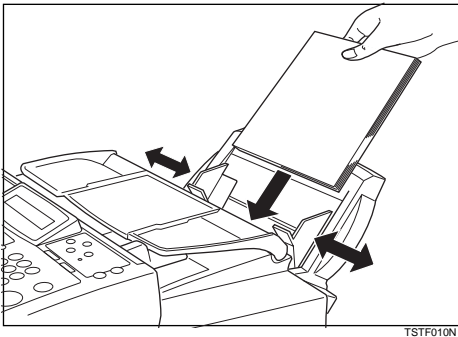
- 1** Remove any paper remaining in the feeder.
- 2** Prepare a stack of blank paper. For smoother operation, square the edges.



- 3** Lift back the document table.



- 4** Rest the paper stack in the feeder.



Replacing The Toner Cassette And Cleaning Pad

 **Note**

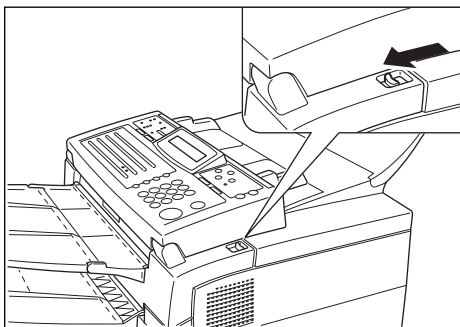
- When the Add Toner indicator (🖨️) starts to blink, the toner cassette is almost empty. You will make 100 more copies before you have to change the toner cassette.
- When the Add Toner indicator (🖨️) remains lit, it is time to install a new toner cassette.

1 Pull the lower unit release lever towards you and open the top cover.

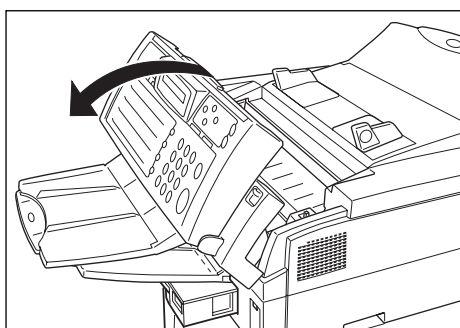
 **Note**

- If you do not pull the lever, only the upper unit will open.

5



TSTC380N

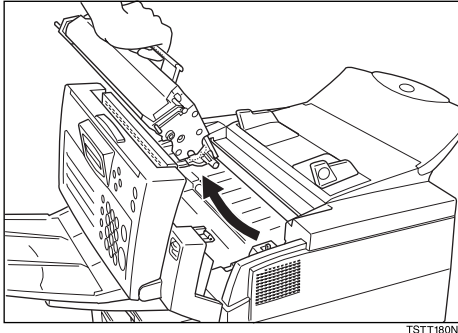


TSTC330N

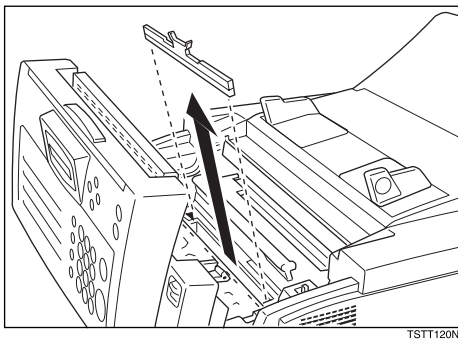
2 Grasp the old toner cassette as shown, and lift it out carefully.

⚠ WARNING:

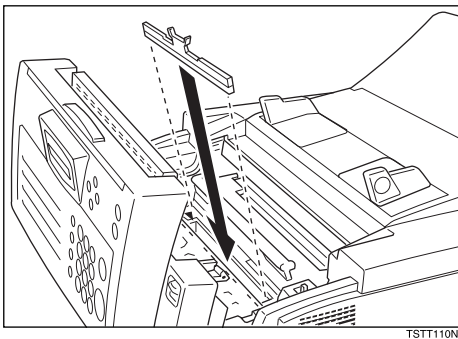
Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.



3 Remove the old cleaning pad.



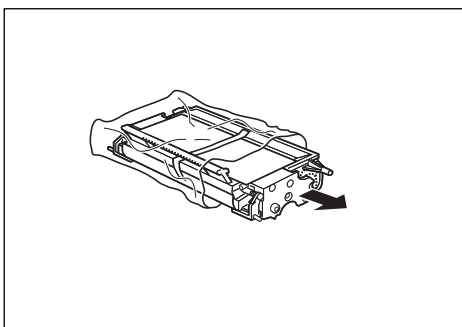
4 Install the cleaning pad as shown in the illustration.



5 Prepare the new toner cassette.

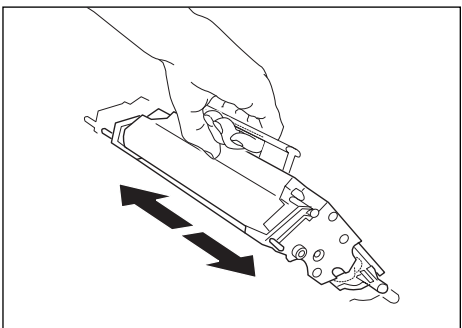
⚠ Important

- Do not touch the green drum.
- Do not shake the cassette after you have removed the black paper.
- ① Remove the new toner cassette from its bag. Do not remove any paper or tape yet.



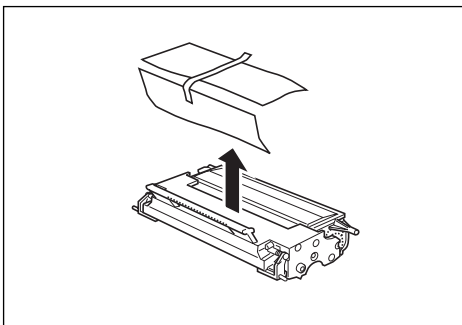
TSTT150N

- ② Hold the cassette horizontally and shake it gently from side to side a few times



TSTT070N

- ③ Remove the black paper and tape.

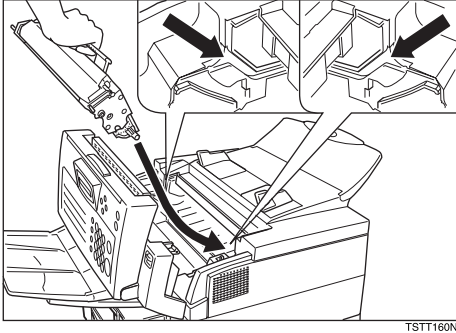


TSTT060N

- 6** Hold the cassette as shown and rest it in the machine. Make sure it fits in the slots provided on either side.

 **Note**

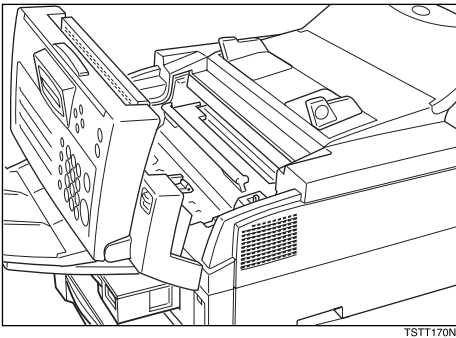
- The slots are marked with small arrows.



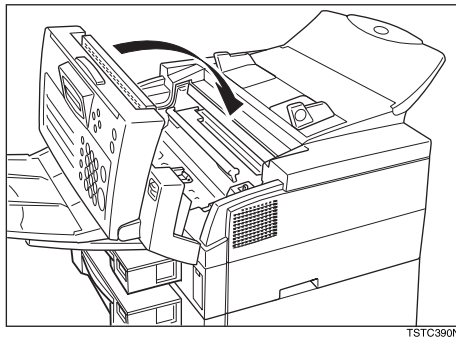
- 7** Press down on the cassette until it locks into place.

 **Note**

- If you do not push the cassette right in, the top cover will not close.



- 8** Close the top cover.



 **Note**

- Background gray cast is sometimes evident on printed messages just after installing a new toner cassette.

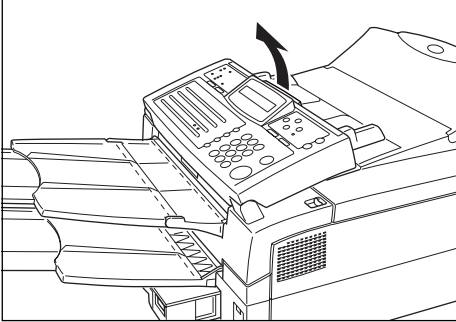
Toner Cassette

- Store in a cool, dark place.
- Never store where they may be exposed to heat.
- Keep out of the reach of children.
- Do not eat toner.
- Do not lay heavy objects on toner cassette.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

Cleaning The Rollers And Scanner

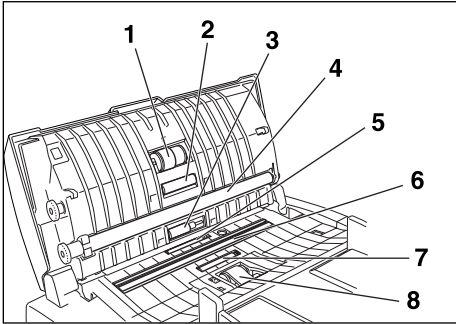
To maintain the machine's condition, clean the rollers and scanner from time to time.

1 Open the top cover.



TSTC260N

2 Wipe the rollers.



TSTR030N

- ① Wipe the white roller with a damp cloth. Roll it round with your fingers so that you can wipe the whole surface.
- ② Wipe the short four black rollers.
- ③ Wipe the two grey rollers. (1, 8) Roll them round with your fingers so that you can wipe the whole surface.

3 Wipe the scanner. (6)

4 Close the top cover.

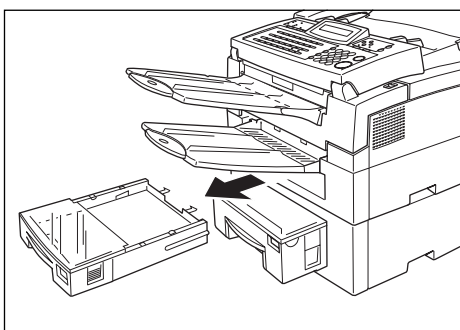
Changing The Paper Size In The Main Cassette

This example explains how to switch to A4 size paper. To switch to other paper sizes, follow the same steps but move the end plate and side rails to the appropriate size mark on the cassette.

 **Note**

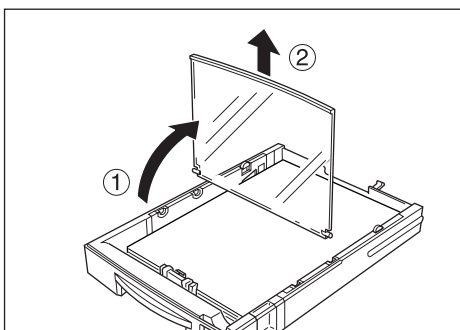
- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

1 Pull out the paper cassette and place it on a flat surface.



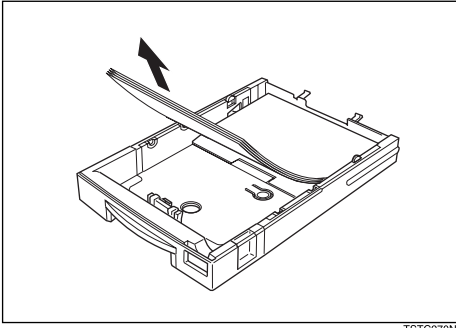
TSTC200N

2 Lift up the cassette cover and remove it.



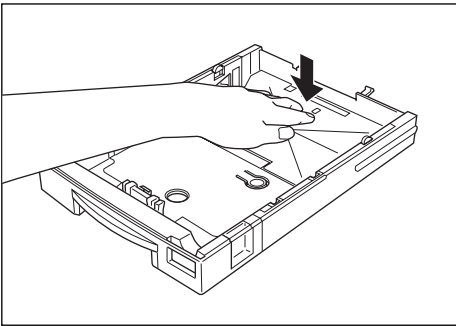
TSTC100N

3 Remove any remaining paper.



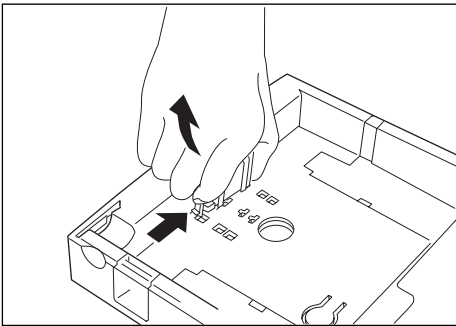
TSTC976N

4 If this is the main cassette and the metal base plate is raised, push it firmly down until it locks into place.



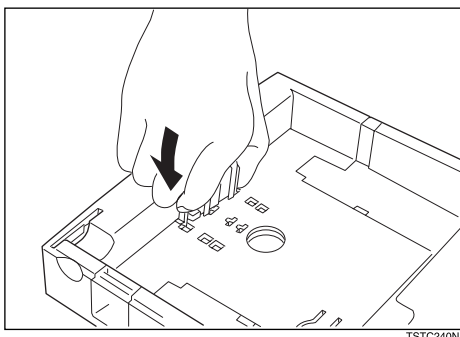
TSTC050N

5 Squeeze the green end plate slightly and remove it.



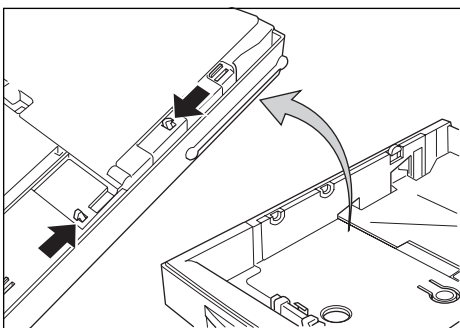
TSTC250N

6 Insert the end plate into the A4 slot as shown.



TSTC240N

7 Remove the side rail (Squeeze in one of the plastic tabs on the underside of the cassette to loosen it).

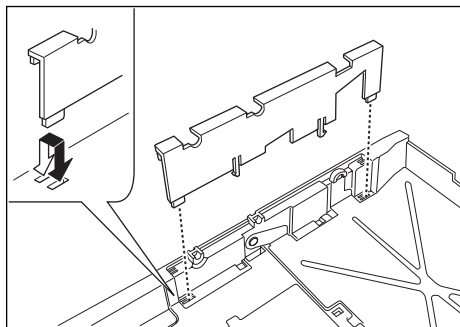


TSTC070N

8 Replace the side rail in the A4 slots.

 **Note**

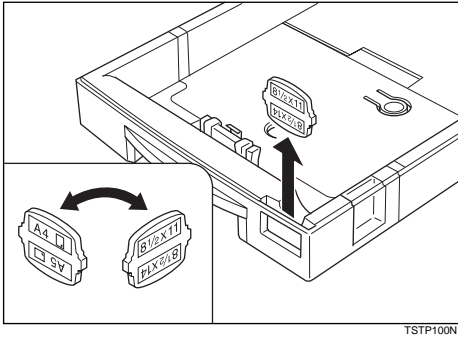
- There are two sets of slots and they are marked on the base. Make sure that the upper and lower tabs on the rail both fit in the inner set of slots.



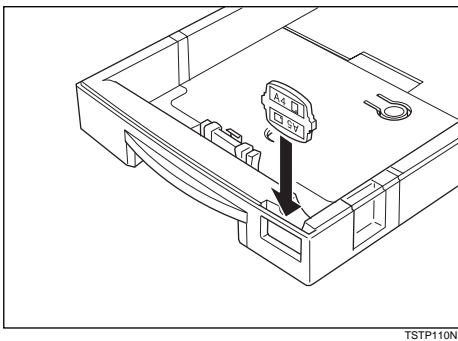
TSTC080N

9 Repeat steps **7** and **8** for the other rail.

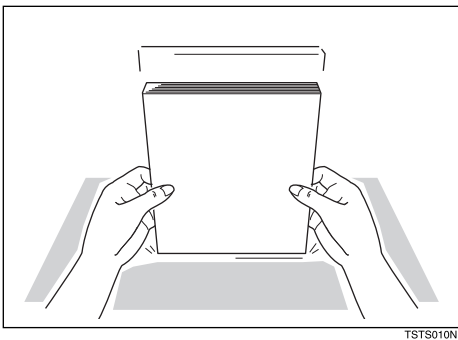
- 10 Remove the paper size plate located at the front of the cassette.**



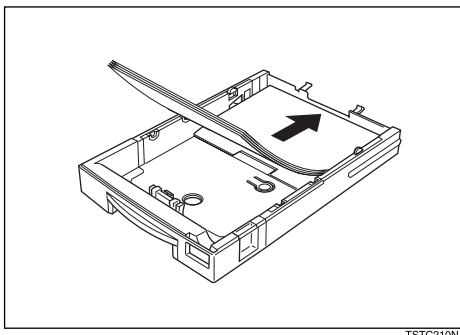
- 11 Replace the plate, orienting it so that the A4 symbol is visible in the window at the front of the cassette.**



- 12 Prepare a stack of blank paper. For smoother operation, square the edges.**



13 Load the paper into the cassette.

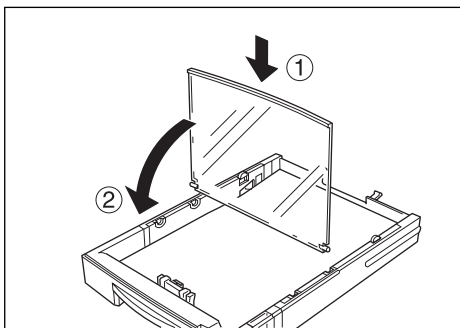


TSTC210N

14 Replace the cassette cover.

 **Note**

- The frosted side of the cover must be face up when closed.

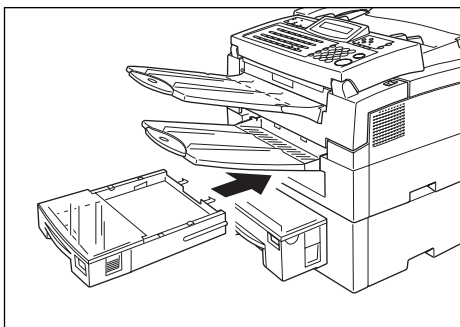


TSTC220N

15 Replace the cassette. Push it in firmly until it lock into place.

 **Note**

- It is a good idea at this time to check that the side rails have not dislodged while you were loading paper.



TSTC230N

16 Before you can use it, you must change the paper size setting for this cassette using function 36. See P.103 “*Changing The Paper Size Settings*”

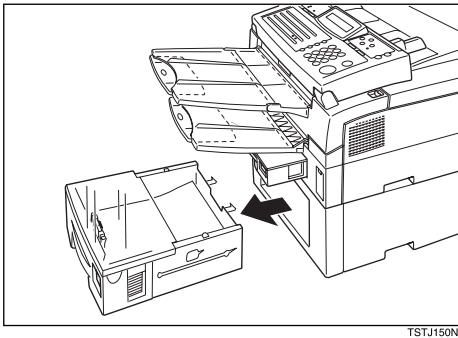
Changing The Paper Size In The Lower Cassette

This example explains how to switch to A4 size paper. To switch to other paper sizes, follow the same steps but move the end plate and side rails to the appropriate size mark on the cassette.

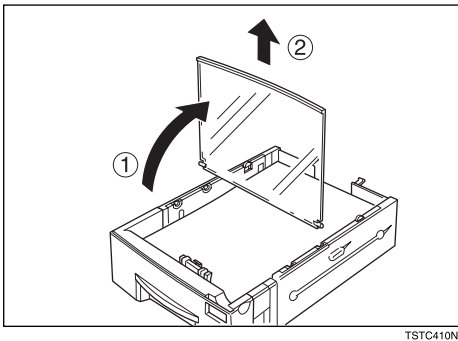
Note

- ❑ Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

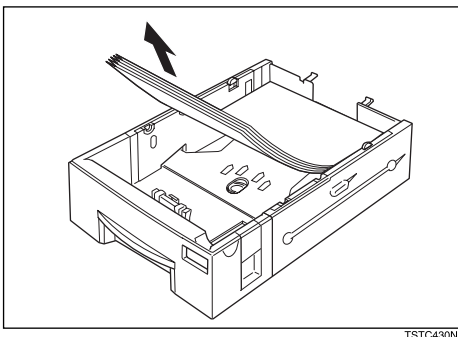
1 Pull out the paper cassette and place it on a flat surface.



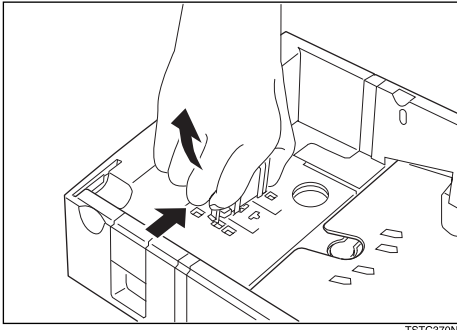
2 Lift up the cassette cover and remove it.



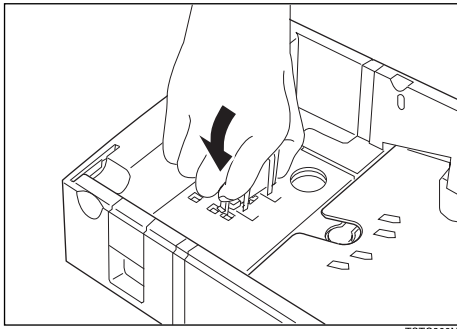
3 Remove any remaining paper.



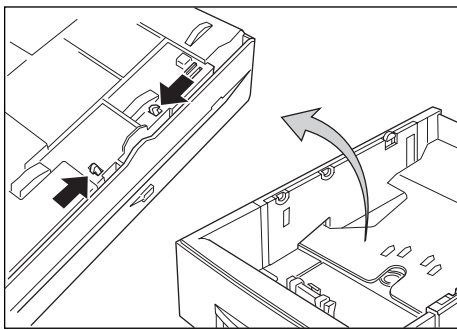
4 Squeeze the green end plate slightly and remove it.



5 Insert the end plate into the A4 slot as shown.



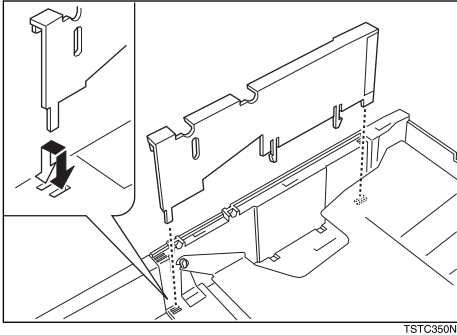
6 Remove the side rail (Squeeze in one of the plastic tabs on the underside of the cassette to loosen it).



7 Replace the side rail in the A4 slots.

Note

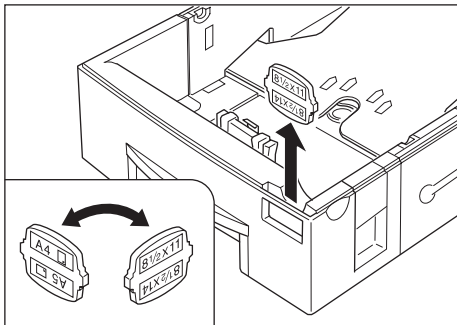
- ❑ There are two sets of slots and they are marked on the base. Make sure that the upper and lower tabs on the rail both fit in the inner set of slots.



TSTC350N

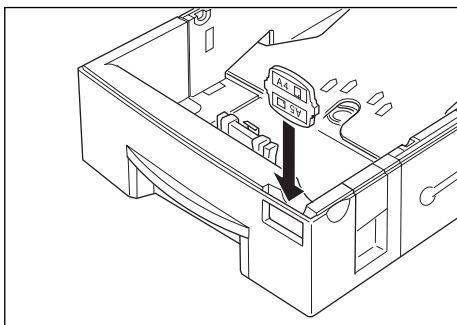
8 Repeat steps **7** and **8** for the other rail.

9 Remove the paper size plate located at the front of the cassette.



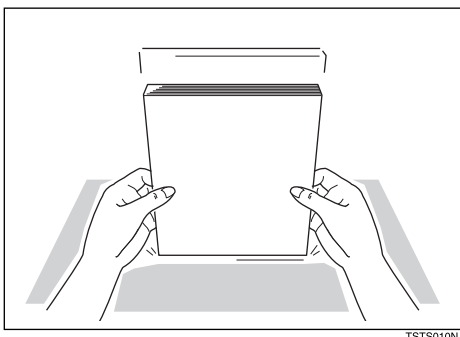
TSTP120N

10 Replace the plate, orienting it so that the A4 symbol is visible in the window at the front of the cassette.



TSTP130N

- 11** Prepare a stack of blank paper. For smoother operation, square the edges.

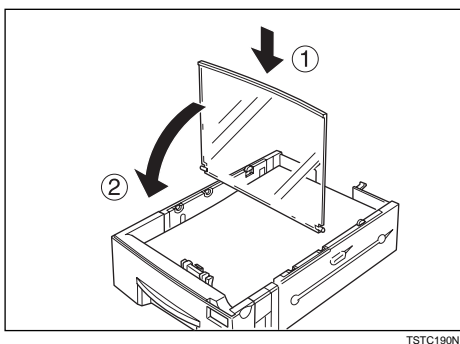


- 12** Load the paper into the cassette.

- 13** Replace the cassette cover.

 **Note**

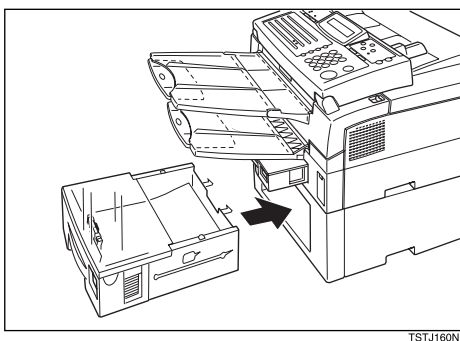
- The frosted side of the cover must be face up when closed.



- 14** Replace the cassette. Push it in firmly until it lock into place.

 **Note**

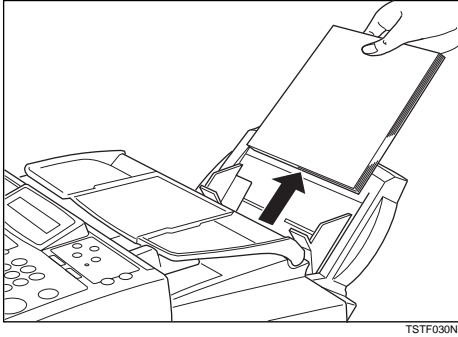
- It is a good idea at this time to check that the side rails have not dislodged while you were loading paper.



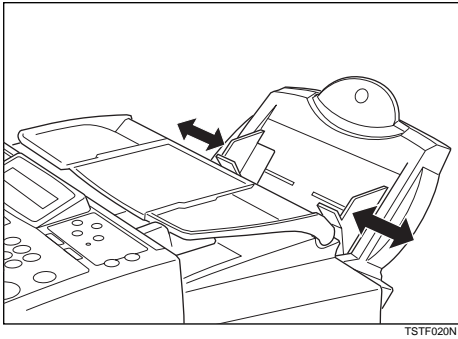
- 15** Before you can use it, you must change the paper size setting for this cassette using function 36. See P.103 “Changing The Paper Size Settings”

Changing The Paper Size In The Optional Multi-purpose Feeder

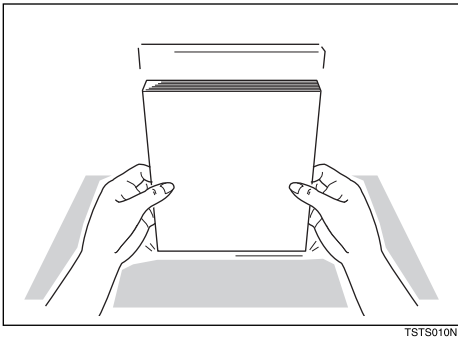
1 Remove any paper remaining in the feeder.



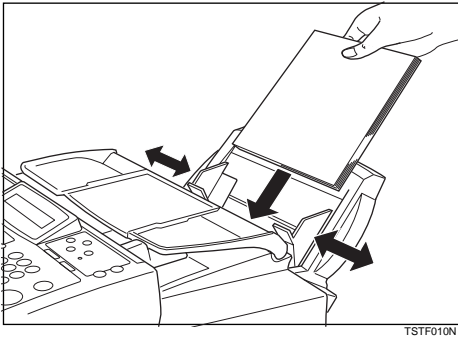
2 Adjust the paper guide to match the new paper size.



3 Prepare a stack of blank paper. For smoother operation.



4 Rest the paper stack in the feeder.



5 Before you can use it, you must change the paper size setting for the Multi-purpose Feeder using function 36. See P.103 “*Changing The Paper Size Settings*”

5

Changing The Paper Size Settings

When you change the paper size loaded in the main cassette, optional second cassette or optional multi-purpose feeder, you need to change the paper size settings.

Note

- ❑ If you have the optional PC Interface and wish to use a custom paper size with the Multi-purpose Feeder, you need to set the paper size setting for the Multi-purpose Feeder to “OTHER”.

- 1** Press the **[Function]** **[3]** **[6]** and the **[Yes]** key. Alternatively, if the machine is in standby mode, just press the **◀** key.

```
PAPER SIZE      Y/⬅➡
LETTER (8.5X11 INCH)
```

- 2** Press the **◀** and **▶** keys to select the paper size loaded in the main cassette.

```
PAPER SIZE      Y/⬅➡
LEGAL (8.5X14 INCH)
```

- 3** Press the **[Yes]** key.

```
PAPER SIZE      Y/⬅➡
PROGRAMMED
```

- 4** If installed, press the **◀** and **▶** keys to select the paper size loaded in the optional second cassette.

```
2ND PAPER SIZE  Y/⬅➡
LETTER (8.5X11 INCH)
```

- 5** Press the **[Yes]** key.

```
2ND PAPER SIZE  Y/⬅➡
PROGRAMMED
```

- 6** If installed, press the **◀** and **▶** keys to select the paper size loaded in the optional Multi-purpose Feeder.

```
MULTIPURPOSE    Y/⬅➡
LETTER (8.5X11 INCH)
```

- 7** Press the **[Yes]** key.

```
MULTIPURPOSE    Y/⬅➡
PROGRAMMED
```

- 8** Press the **[Function]** key to finish.

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6. Troubleshooting

If An Indicator Lights Up On The Operation Panel

- ❖ **PRESS STOP KEY** appears in the display:
Press the **[Stop]** key.
- ❖ **The Receive File indicator is lit:**
You've received a fax message which is now stored in the machine. See P.19
"Printing Received Messages That Have Been Stored (Substitute Reception)"
- ❖ **The Check Display indicator is lit:**
Read the message on the display and check the descriptions listed on P.124
"Displayed Error Messages"

Other Possible Problems

You Want To Remove The Document In The Feeder

Open the document feeder (see P.107 “*Clearing a Document Jam*”), then remove the document.

 **Important**

- Do not pull out the document without opening the auto document feeder, or you will damage the scanning mechanism.

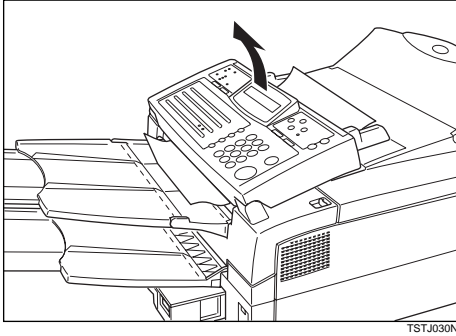
Clearing a Document Jam

When an original is jammed, CLEAR ORIGINAL is displayed — follow this procedure to solve the problem.

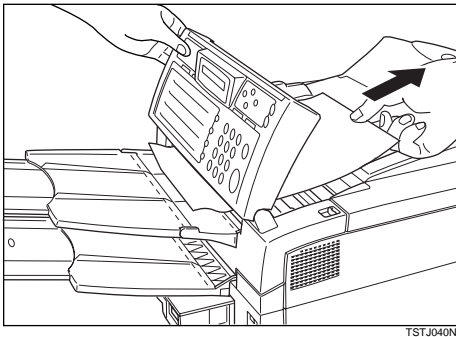
 **Note**

If copies, fax message or prints are jammed, follow the next procedure.

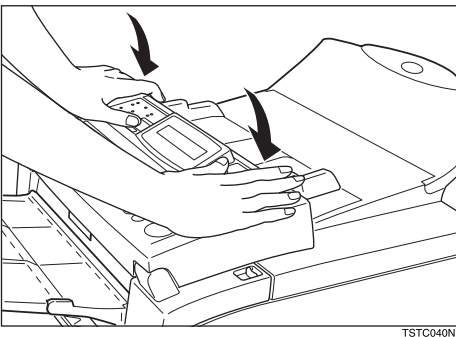
1 Open the top cover to an angle of about 45°.



2 Remove the original.



3 Close the top cover.



Clearing a Copy, Fax, or Print Jam

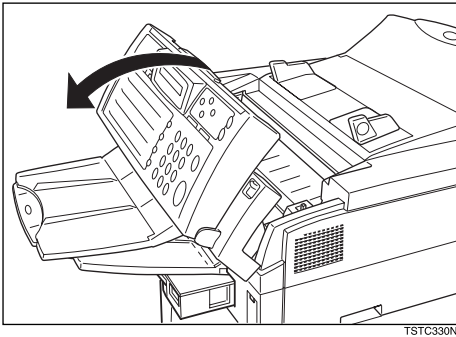
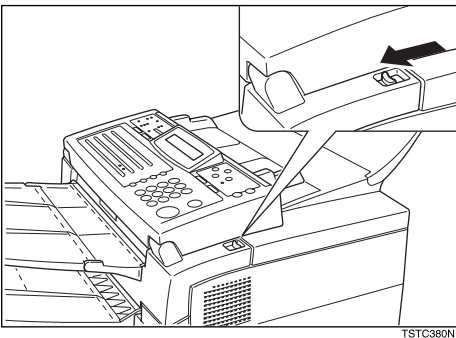
When CLEAR COPY is displayed, follow this procedure to solve the problem. For how to clear original jams, see the previous procedure.

Clear a Jam inside the machine

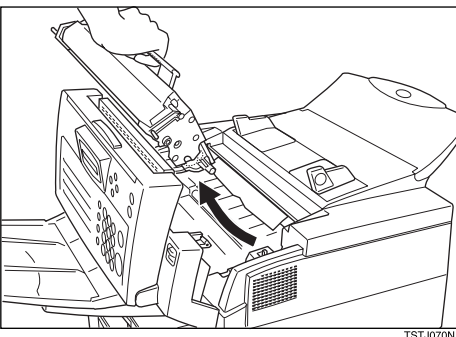
1 Pull the lower unit release lever towards you and open the top cover.

 **Note**

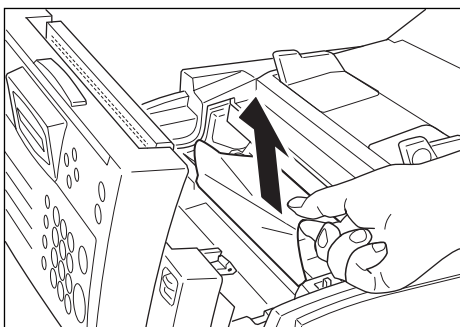
If you do not pull the lever, only the upper unit will open.



2 Remove the toner cassette.

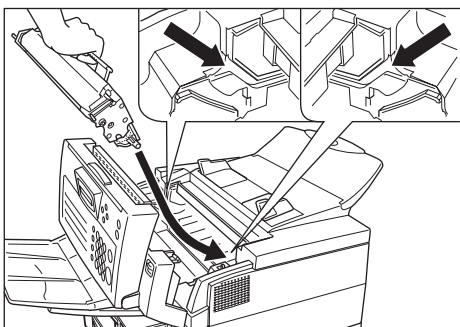


3 Remove any jammed paper underneath.



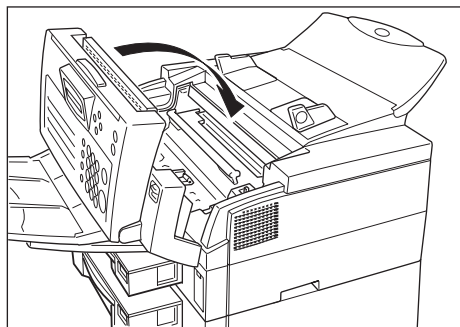
TSTJ170N

4 Replace the toner cassette.



TSTT160N

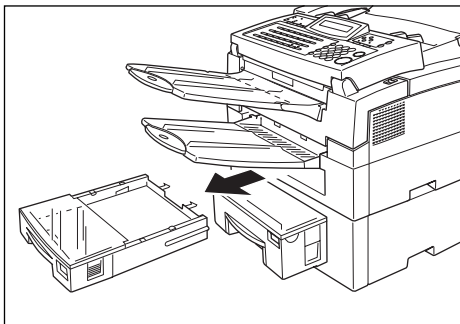
5 Close the top cover.



TSTC390N

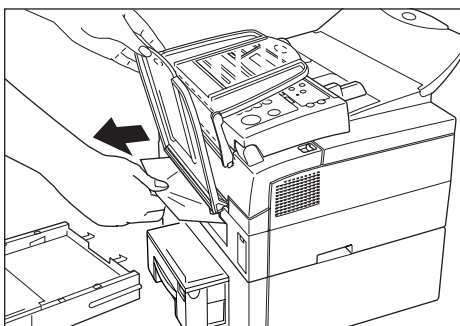
Clear a Jam in the Cassette Entrance

- 1** Remove the main cassette and place it on a flat surface.



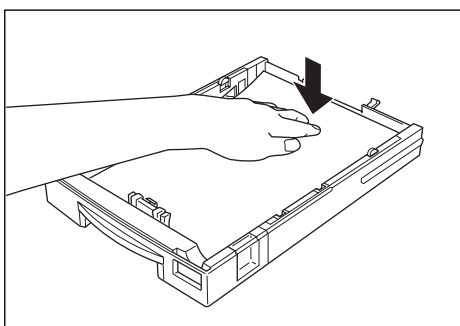
TSTC200N

- 2** Remove any paper from inside the machine.



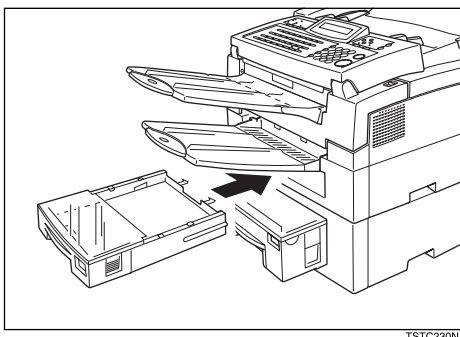
TSTJ080N

- 3** Push down the paper so that the base plate locks into place.



TSTJ090N

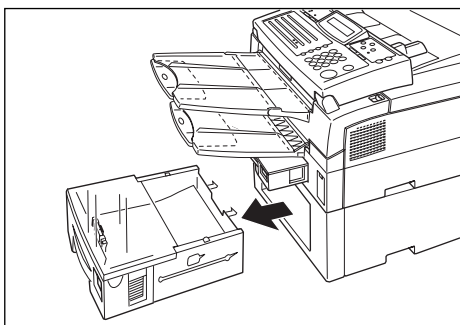
4 Replace the main cassette.



TSTC230N

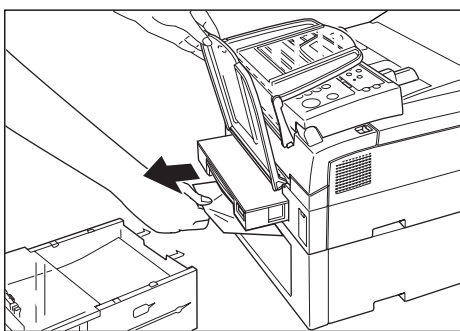
Clear a Jam in the Optional Second Cassette

1 Remove the optional second cassette and place it on a flat surface.



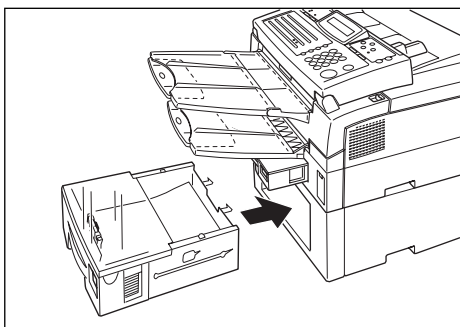
TSTJ150N

2 Remove any paper from inside the machine.



TSTJ140N

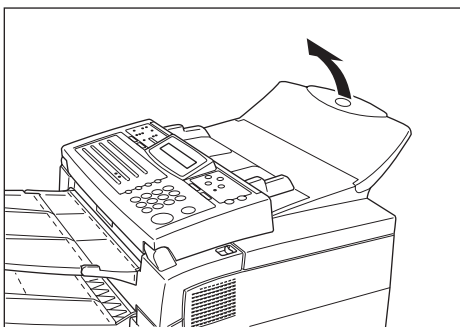
3 Replace the optional second cassette.



TSTJ160N

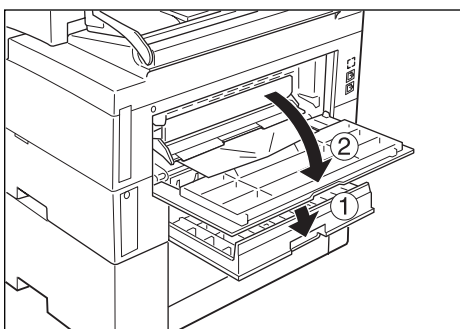
Clear a Jam in the Upper Rear Unit

1 Lift back the document table.



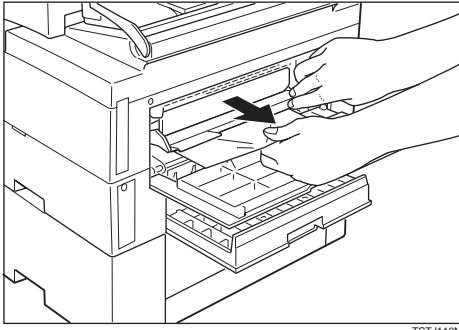
TSTF050N

2 Open the upper rear cover.



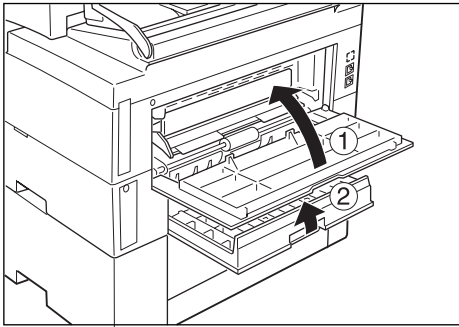
TSTJ120N

3 Pull out any jammed paper.



TSTJ110N

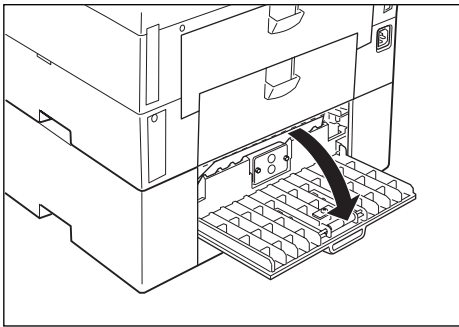
4 Close the upper rear cover.



TSTJ130N

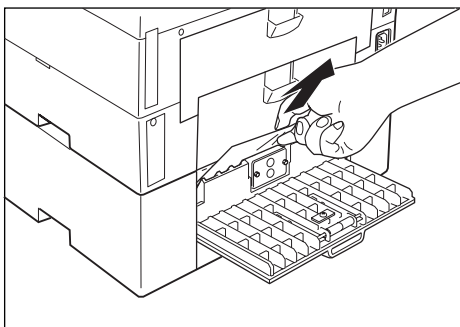
Clear a Jam in the Lower Rear Unit

1 Open the lower rear cover.

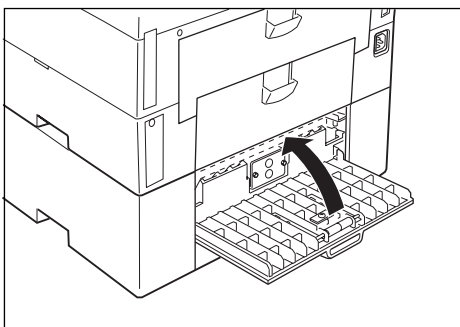


TSTJ050N

2 Pull out any jammed paper.



3 Close the lower rear cover.



If Messages You Receive Don't Fit On Your Paper

Breaking Down Large Format Messages

If the incoming document is longer than the paper in your fax machine, the machine will split it into multiple sheets. The tail end of the message will be reproduced at the head of the next page. The images overlap each other by 0.4 inch. (You can ask a service technician to turn off the overlap.)

Length Reduction

If the incoming document is larger than the paper in the cassette, but still within the limits below, the machine can reduce it so that it will fit on one page.

Paper size in the cassette	Maximum reducible length
Letter (11")	14.4"
Legal (14")	18.3"
A4	15.3"
F4	17.0"

Communication Problems

If `ERROR PRESS STOP` appears in the display: Press the **【Stop】** key.

Causes:

- A poor line caused the communication to fail.
- The line is busy or noisy. Try to re-transmit.
- The other machine is out of order. Ask the other party to check their machine.

RDS (Remote Diagnostic System)

If your machine has a problem, a service technician can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS to change some of your machine's settings if you request it.

For RDS to work, you must switch it on before the service technician starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

4 Change the on/off setting by pressing ◀ key or ▶ key.

5 Press the [Yes] and [Function] keys to finish.

 **Note**

- RDS is automatically switched off 24 hours after you switch it on.

Switching RDS On/Off

Before your machine can accept incoming calls from an RDS, you have to switch RDS on using Function 62. If it is switched off, the machine will not accept treatment from an RDS.

1 Press the [Function] [6] then enter the access number [2] [2] [2] [2]. Then press [6] [2] and press the [Yes] key.

```

SELECT LINE                                Y/NEXT▶
  
```

2 Scroll through the list of features with ◀ key ▶ and until the screen is as shown.

```

RDS ON/OFF                                Y/NEXT▶
  
```

3 Press the [Yes] key.

```

RDS                                         Y/◀▶
▶ON      OFF
  
```

Adjusting the Printing Margins (Function 95)

Follow these steps if you wish to adjust the top and left margins on printed messages.

You can choose the size of margins in steps of about 0.5 mm .

If the upper and lower margins do not match, change the paper in the lower cassette.

 **Note**

- Do not change the margins too much, or no margin will be used and print quality might deteriorate.

- 1** Press the **[Function]** **[6]** then enter the access code **[2] [2] [2] [2]**. Then press **[9] [5]** and the **[Yes]** key.

```

                                Y/N/NEXT▶
MAIN CASSETTE
    
```

- 2** If the cassette whose paper margins you wish to adjust is not displayed, press the **▶** key until it appears.

- 3** Press the **[Yes]** key. If the top margin is OK, go to step **6**.

```

TOP MARGIN      Y/N/◀▶
  -             *      +
    
```

- 4** Press the **◀** and **▶** key to adjust the size of the margin. The position of the asterisk indicates the current size.

```

TOP MARGIN      Y/N/◀▶
  -             *      +
    
```

- 5** Press the **[Yes]** key. If the left margin is OK, go to step **6**.

```

TOP MARGIN      Y/N/◀▶
PROGRAMMED
    
```

- 6** Press the **◀** and **▶** key to adjust the size of the margin. The position of the asterisk indicates the current size.

```

LEFT MARGIN     Y/N/◀▶
  -             *      +
    
```

- 7** Press the **[Yes]** key.

```

LEFT MARGIN     Y/N/◀▶
PROGRAMMED
    
```

- 8** If you wish to make a test print, press the **[Start]** key. To skip this, just press the **[No]** key.

```

                                START
TEST PRINT
    
```

- 9** Press the **[Function]** key to return to standby mode.


You have two options:

- To adjust the margins for another cassette, return to step **2**
- To return to standby mode, press the **[Function]** key

```

READY 100% 10:00AM
SET DOC. OR DIAL NO.
    
```

Operating Difficulties

Problem	Required Action
STANDBY MODE	
Nothing happens when the switch is turned on.	<p>Check the power cord. Is it properly plugged into the outlet?</p> <p>Plug it in firmly.</p>
SET DOC. OR DIAL NO. is not displayed.	<p>Switch the power on.</p> <p>If the Power indicator does not light, check that the power cord is plugged in.</p>
The display does not show the Ready condition, or the machine stops during an operation.	<p>Does CLEAR ORIGINAL or CLEAR COPY appear in the display?</p> <p>Clear the misfed paper.</p> <p> Reference See P.107 “Clearing a Document Jam” and P.108 “Clearing a Copy, Fax, or Print Jam”.</p>
	<p>Does ADD PAPER appear in the display?</p> <p>Load paper into the paper tray. See P.79 “Loading Paper In The Main Cassette”.</p>
	<p>Does CLOSE COVER appear in the display?</p> <p>Close all cover.</p>
	<p>Is the Add Toner Add Toner indicator on?</p> <p>Load a new toner cassette. See P.86 “Replacing The Toner Cassette And Cleaning Pad”</p>

Problem	Required Action
TRANSMISSION	
<p>The original is not pulled into the auto document feeder.</p>	<p>You did not feed the document far enough into the feeder. Insert the document into the feeder until it stops. Retransmit.</p>
	<p>Do user maintenance, especially rollers (1,8).</p>
	<p>The telephone line is disconnected. Check that the line is connected properly.</p>
	<p>The telephone line type setting is incorrect. Check the telephone line type setting (see P.167 “<i>Setting The Phone Line (Function 62)</i>”).</p>
	<p>The dialed number does not contain an PSTN access code or a pause. Include the PSTN access number and a pause before the telephone number.</p>
	<p>The dialed number did not have enough pauses between the access PSTN number and the telephone number. Try adding more pauses after the access PSTN code.</p>

Problem	Required Action
Frequent original misfeeds	Multifeeds
	Incorrect positioning of originals Put the document in the feeder correctly. See P.13 <i>“Memory Transmission (Memory Indicator Lit)”</i> .
	Incorrect alignment of originals Align the edges of the document. See P.12 <i>“Page Condition”</i> .
	Curled pages Flatten the document. See P.12 <i>“Page Condition”</i> .
	Incorrect document type Use a proper document type. See P.11 <i>“Recommended Types Of Document”</i> .
	Mixed document types The pages must all be of the same type.
	Static electricity on the originals Shuffle the document. See P.13 <i>“Memory Transmission (Memory Indicator Lit)”</i> .
	User maintenance is needed. Do user maintenance, especially roller (1). See P.91 <i>“Cleaning The Rollers And Scanner”</i> .
	Non-feeds
	Copier silicone oil on the originals Wait a few minutes, then try again.
	Incorrect alignment of originals Align the edges of the document. See P.13 <i>“Memory Transmission (Memory Indicator Lit)”</i> .
	Curled pages Flatten the document. See P.12 <i>“Page Condition”</i> .
	Incorrect document type Use a proper document type. See P.12 <i>“Page Condition”</i> .
	More than 30 pages in the feeder Do not place more than 30 pages in the automatic document feeder at once.
	User maintenance is needed. Do user maintenance, especially rollers (1,8). See P.91 <i>“Cleaning The Rollers And Scanner”</i> .

Problem	Required Action
Transmission cannot take place; CLEAR ORIGINAL appears.	The document is jammed in the feeder. Remove the jammed document (see P.107 “ <i>Clearing a Document Jam</i> ”) and repeat the transmission procedure.
	The document may be longer than the maximum limit (see P.6 “ <i>Copy Paper</i> ”). Make sure that none of your originals exceed this limit.
	Do user maintenance, especially rollers (1,8) (see P.91 “ <i>Cleaning The Rollers And Scanner</i> ”).
Transmission cannot take place. Before taking action, wait until the Communicating indicator goes out, then press the [Stop] key.	The other machine is out of order. Check the error report. Ask the other party to check their machine and correct the fault.
	The line is busy or noisy. Check that the dial tone is sent out. Try to retransmit.
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal. Store that terminal's number as a Quick Dial Key or Speed Dial Code. Then call a service technician. Inform the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
Consistent poor image quality when communicating with a particular terminal	
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in TEL mode. Change to AUTO or TEL mode (see P.17 “ <i>Receiving Telephone Calls & Fax Messages (Faxes/Phone Calls)</i> ”).
	Power is switched off. Switch the power on.
RECEPTION/COPYING	
No printout; the Add Paper indicator is lit.	The cassettes are empty. Add Paper (see P.79 “ <i>Loading Paper In The Main Cassette</i> ”).
No printout; CLEAR COPY appears.	The printer has jammed. Clear the jam (see P.108 “ <i>Clearing a Copy, Fax, or Print Jam</i> ”).

Problem	Required Action
Copies are blank.	<p>The original must be placed face down in the document feeder.</p> <p>Position the original correctly. See P.13 “<i>Memory Transmission (Memory Indicator Lit)</i>”.</p>
Copy paper misfeeds occur frequently.	<p>Is the proper paper in the paper cassette?</p> <p>Paper size and weight must be within the standards set for this machine.</p>
	<p>Is folded, wrinkled, damp, or curled paper in the paper cassette?</p> <p>Always use dry, undamaged paper.</p>
	<p>Is the paper set properly in the paper cassette?</p> <p>Always load paper correctly. See P.79 “<i>Loading Paper In The Main Cassette</i>”</p> <p>Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.</p>
	<p>Are there any pieces of misfed paper or other foreign objects in the machine?</p> <p>Make sure that the paper path is completely clear of paper and other material after a misfeed.</p>
	<p>Are you copying onto recycled paper?</p> <p>Fan the stack of recycled paper and load it in the paper tray.</p>
Stripes on copies.	<p>The exposure glass is dirty.</p> <p>Clean the exposure glass (6). (see P.91 “<i>Cleaning The Rollers And Scanner</i>”).</p>
TELEPHONING	
You can't receive phone calls; the unit only rings once then goes into receive mode.	<p>You are in FAX mode.</p> <p>Change to TEL or AUTO mode (see P.17 “<i>Receiving Telephone Calls & Fax Messages (Faxes/Phone Calls)</i>”).</p>
You can't receive phone calls; the unit does not ring.	<p>The telephone line is not connected.</p> <p>Connect the modular cord (see P.163 “<i>Connecting Up To The Telephone Line</i>”).</p>

Displayed Error Messages

The following messages may appear while you are operating or programming the machine.

CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten key pad or the handset.
NO FILE EXISTS	No polling reception operations have been programmed. There are no messages in memory waiting for transmission. Incorrect file number. Check the file number and try again.
TOO MANY DEST.	The memory cannot hold any more telephone numbers. Either: <ul style="list-style-type: none"> • Delete some numbers then try again. • Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
USED AS GROUP	This Quick Dial Key has a Group stored in it.
USED AS PROGRAM	This Quick Dial Key has a Keystroke Program stored in it.
USED AS DIAL	This Quick Dial Key has a telephone number stored in it.
USED AS GROUP KEY	This Quick Dial Key is programmed as Group Key.
NOT PROGRAMMED	Either: <ul style="list-style-type: none"> • This Quick Dial Key or Speed Dial Code does not contain a number. • This Quick Dial Key does not contain a Keystroke Program.
ALREADY PROGRAMMED	Either: <ul style="list-style-type: none"> • This number is already included in this Group. • This RTI/CSI has already been stored for use with this feature.
PLEASE SET PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.

ADD TONER	The toner cartridge is empty. Install a new cartridge.
CLEAR ORIGINAL	A document is jammed in the feeder.
CLEAR COPY	Paper is jammed in the printer.
CLOSE COVER	A cover is not closed properly. Check that all covers are closed.
UNABLE USE PRINTER	Machine cannot print a list/file, because the heater is not warm enough or plotter is not ready.
SERVICE CALL ■■■-■■■	Machine is out of order. Contact your service representative.
USED AS DIAL OPTION	Dial Option feature is set in Quick 29.
◀CHECK PAPER SIZE	The size of the installed paper does not match the currently selected paper size. Set the paper size P.103 "Changing The Paper Size Settings" or install the appropriate paper.
IN USE	This Quick Dial is being used for (e.g, for a Send Later Transmission)

Error Codes

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, cross talk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact a service technician.

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition

Code	Possible Cause
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other terminal does not have a specific feature. The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.
0-70	Incompatible or faulty terminal at the other end.
0-80	Poor line condition.
0-81	Incompatible or faulty terminal at the other end.
0-82	There is a problem with your machine.
0-83	
0-84	
0-85	
0-86	
0-87	
0-88	
1-00	Document jam Improperly inserted document
1-01	Document length exceeded the maximum limit Same as for code 1-00
2-xx	Possible fault in your machine

Code	Possible Cause
5-20 5-21 5-22 5-23 5-24	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-25	Your machine has a problem with memory.
6-01 6-02 6-03 6-04 6-05 6-06 6-07 6-08 6-09 6-10 6-11	Poor line condition, a problem with the machine at the other end, or a problem with your machine.
6-01 6-02 6-03 6-04 6-05 6-06 6-07 6-08 6-09 6-10 6-11	Poor line condition, a problem with the machine at the other end, or a problem with your machine
6-08	A problem with the machine at the other end
6-09 6-10	A problem with the machine at the other end, or a problem with your machine
9-07	Copy jam at the cassette entrance.
9-08	Copy jam inside the machine.
9-09	Copy jam at the feed-out area
9-10	Toner end. Replace the toner cassette.

Code	Possible Cause
9-17	There is a problem with your printer.
9-20	
9-22	
9-23	
9-24	
9-29	
9-50	
9-51	
9-80	
9-82	

 **Note**

- ❑ When an error occurs, it does not mean that you are doing anything wrong or that your machine needs service. Only if the problem persists should you call your service representative.

Calling The Service Station

The machine has a feature called Service Report Transmission. Use this feature when your machine is having problems. The machine will transmit information about the condition of your machine to your service representative. A technician will then be able to find out what the problem is before making a visit. Service Report Transmission is available when the fax number of the service representative has been programmed.

Sending A Service Report

When you need to send a service report, do the following.

- 1** Press the **[Function]** **[6]** then enter the access code **[2] [2] [2] [2]**. Then press **[7] [3]** and the **[Yes]** key.

```

                START
SYSTEM PARA. TX
  
```

- 2** Press the **[Start]** key.

```

5551234
DIALING
  
```

Note

- If the transmission was not successful, the machine will not redial. You must repeat the operation. Program your machine's own telephone number in order for your service representative to identify the sender of the service report. (see P.165 "Initial Settings & Adjustments".)

6

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7. Technical Reference

Access Code For Functions 61 To 95

Accessing functions 61 to 95 requires an access code.

The sole purpose of this feature is to keep others from accidentally misadjusting the machine. This code cannot be changed, so do not rely on it as a security feature.

The code is 2222

User Parameters

Adjusting your machine sometimes requires that you change special settings called user parameters. For each user parameter, you must change a bit in a switch.

A switch has eight bits. Each bit has a value of 1 or 0, and each bit is numbered 0 to 7 from the right.

◆ Bit values and Bit numbers

Bit value	0	1	0	0	0	0	0	0
Bit number	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

In the following example we'll change bit 3 of switch 05 in the user parameters.

1 Press the **[Function]** **[6]** then enter the access code **[2]** **[2]** **[2]** **[2]**. Then press **[6]** **[3]** and the **[Yes]** key.

You'll get the display.



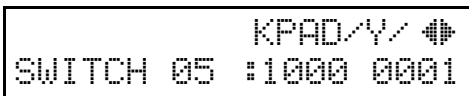
Note

You can press the **◀** key to see a list. Otherwise, press the **[Yes]** key.

2 Press the **[Yes]** key again and use **◀** and **▶** to change switches.

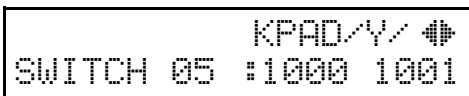
Note

For example go to switch 05 by pressing **▶** five times.



3 To change bit 3, press **[3]** on the ten key pad.

Bit 3 will change from 1 to 0 or from 0 to 1.



Note

To change bit 0, press **[0]** to change bit 1, press **[1]** and so on.

4 Press the **[Yes]** and **[Function]** keys.

 List of all relevant user parameters

Many bit settings have no effect and are not listed. (Never change these). The settings made at the factory are underlined.

* : Default Settings

SW	Digits & Definition	Settings
00	0, 1, 2 and 3	Do not change these settings
	4, 5: Default resolution when you send a message RESOLUTION HALFTONE	Bit: 4, 5 Standard*: 0, 0 Detail: 1, 0 Fine: 0, 1 Halftone: 1, 1
	6: Default setting for transmission TRANSMISSION MODE	Memory*: 0 Immediate: 1
01	7: Clear modes after sending a fax. RETURN TO HOME POSITION	Off: 0 On*: 1
02	0: Mark to be printed at the receiving side to distinguish messages that are sent from you machine when it is acting as a forwarding station. FORWARDING MARK	Off: 0 On*: 1
	1: The center mark is not printed when the machine is used for making copies. CENTER MARK	Off* : 0 On: 1
	3: Printing the sender's TSI on a receiving message TSI PRINTING	Off* : 0 On: 1

SW	Digits & Definition	Settings
03	0: Automatically print memory transmission reports. COMMUNICATION RESULT REPORT(MEMORY TX)	Off: 0 On*: 1
	2: Automatically print storage reports for memory transmission. FILE RESERVE REPORT(MEMORY TX)	Off*: 0 On: 1
	4: Automatically print polling reception reports. COMMUNICATION RESULT REPORT(POLLING RX)	Off: 0 On*: 1
	5: Automatically print immediate transmission reports. TRANSMISSION RESULT REPORT	Off: 0 On*: 1
	7: Automatically print communication reports. JOURNAL	Off: 0 On*: 1
04	0: Printing the confidential Reception Report CONFIDENTIAL RECEPTION REPORT	Off: 0 On*: 1
	7: Include the first half of the first page with reports? INCLUSION OF PART OF IMAGE	Off: 0 On*: 1
05	0: Store incoming faxes when machine is out of supplies. SUBSTITUTE RECEPTION	Off: 0 On*: 1
	1: Allow automatic reception from senders that do not identify themselves. CONDITIONS OF MEMORY RECEPTION	Accept (Free): 0 Reject * (If no RTI/CSI received) : 1
	6 : Level for the Energy Saving feature ENERGY SAVING	Bit: 6 Heater off* : 0 Heater half cool: 1
06	0: Default Setting for sending a header with each page. TTI	Off: 0 On*: 1
	4: Batch Transmission	Off: 0 On*: 1

SW	Digits & Definition	Settings
08	2, 3: AUTHORIZED RECEPTION (Can also use function 62)	Bit 2 3: 0 X: Off 1 0*: Receive messages only from senders whose RTI/CSIs are programmed. 1 1: Receive messages only from senders whose RTI/CSIs are not programmed.
	4, 5 CASSETTE SELECTION (Optional Lower Cassette Required)	Bit 4 5: 0 X: Off 1 0*: Print Special Terminal's messages using the main cassette, but don't print any other with this cassette. 1 1: Don't print Special Terminal's messages using the main cassette
	6, 7 FORWARDING	Bit 6 7: 0 X: Off 1 0*: Forward messages only from senders whose RTI/CSIs are programmed 1 1: Forward messages only from senders whose RTI/CSIs are not programmed
10	0: Reverse Order Printing	Off*: 0 On: 1
	7: Use dithering halftone (SPD) or standard halftone (STD) HALFTONE METHOD	STD*: 0 SPD: 1
11	2: Detect blank sheet	Off: 0 On*: 1
	6: Print the received message when it is acting as a forwarding station.	Off: 0 On*: 1

SW	Digits & Definition	Settings
12	1: Distinctive Ring	Off*: 0 On: 1
13	0, 1: Access to the public telephone line	Bit: 0, 1 Loop Start*: 0, 0 Ground Start: 0, 1 Flash Start:1, 1 PSTN:0, 0 (Ground Start and Flash Start are not available in North America)

User Parameter Hints

❖ **Changing your machine's default settings**

These are the settings your machine assumes immediately after it is turned on, after clearing the machine, or after you or the power saving reactivates it. Many of the user parameters determine your machine's default settings.

❖ **Clear modes after sending or loading a fax message (Switch 01, bit 7)**

Your machine can either reset itself or keep its settings (for a few minutes) after it sends a fax message.

❖ **Automatic reports**

Many types of automatic reports can be switched on or off. See P.41 “*Automatically printed reports*” for details.

❖ **Accepting messages when out of supplies (Switch 05, bit 0)**

This is also called substitute reception. You can accept messages even when out of toner or paper by storing them in memory. See P.19 “*Printing Received Messages That Have Been Stored (Substitute Reception)*”

Adjusting The Volume Of Various Features (Function 92)

You can change the beeper (monitor) volume of the desired feature.

TRANS MONITOR	Beeps to signal transmissions.
RECV MONITOR	Beeps to signal receptions.
ONHOOK MONITOR	Beeps to signal on hook dialing.
DIAL MONITOR	Beeps when a number is dialed.
BUZZER	Beeps (doesn't buzz) to signal something going amiss.
KEY	Beeps when a key is pressed.

- 1 Press the **[Function]** **[6]** then enter the access number **[2]** **[2]** **[2]** **[2]**. Then press **[9]** **[2]**.

```
ADJUSTMENT  Y/NEXT▶
92      ADJUST VOLUME
```

- 2 Press the **[Yes]** key.

- 3 Adjust the transmission monitor volume with **◀** and **▶** and press the **[Yes]** key when you're done.

```
TRANS MONITOR  Y/◀▶
MIN ▶▶▶      MAX
```

- 4 Adjust the reception monitor volume with **◀** and **▶** and press the **[Yes]** key when you're done.

```
RECV MONITOR  Y/◀▶
MIN ▶▶▶      MAX
```

- 5 Adjust the on hook monitor volume with **◀** and **▶** and press the **[Yes]** key when you're done.

```
ONHOOK MONITOR Y/◀▶
MIN ▶▶▶      MAX
```

- 6** Adjust the dial monitor volume with ◀ and ▶ and press the [Yes] key when you're done.

```

DIAL MONITOR      Y/◀▶
MIN ▶▶▶          MAX
    
```

- 7** Adjust the BUZZER KEY volume with ◀ and ▶ and press the [Yes] key when you're done.

```

BUZZER            Y/◀▶
MIN ▶▶▶          MAX
    
```

- 8** Press the [Function] key to return to standby mode.

Selecting The Display's Language (Function 93)

If you would rather use another language for messages and displays, follow the procedure below. The three languages available are: English, French, and Spanish.

- 1** Press the [Function] [6] then enter the access number [2] [2] [2] [2]. Then press [9] [3] and the [Yes] key.



```
SELECT LANGUAGE Y/◀▶
ENGLISH
```

- 2** Use ◀ and ▶ to scroll through the available languages.



```
SELECT LANGUAGE Y/◀▶
FRENCH
```

- 3** Press the [Yes] and [Function] key to return to the ready state.

Entering Characters

Use the ten key pad for entering numbers. Use Quick Dial keys 1 to 26 for entering letters, the ◀ and ▶ keys to change to another letter, the [Yes] key to accept a character, and Quick Dial key 27 for spaces and Quick Dial key 28 for other characters.

If at any time you make a mistake when entering a character or digit, press the [Clear] key to erase it. To correct a character or number already entered, use the ◀ and ▶ keys to reach the mistake, enter the new character, and press clear to erase the mistaken character. If you press the [No] key, whole characters are erased.

Entering Symbols

1 Press [28] of the Quick Dial key.

2 Press ◀ or ▶ to scroll symbols.

 **Note**

- You can enter the following symbols. & \$! " # % ' () * + , . / : ; < = > ? @ [¥] ^ _ -

3 Press the [Yes] key.

Entering Numbers

1 Enter numbers using the ten key pad.

Document & Paper Specifications

Documents (Using The Auto Document Feeder)

- ❖ **Length:**
4.1" – 23.6"
- ❖ **Width:**
5.8" – 8.5"
- ❖ **Thickness:**
16 – 24 lb

- Do not print to folded, stapled, clipped, glued, or taped paper.
- Do not print to paper with any kind of coating or printing. Do not print to metallic paper. Do not print to the reverse side of a print.

Document Feeder Requirements

- Do not insert torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged documents. Make copies of these originals and scan the copies.
- Do not insert folded, stapled, clipped, glued, or taped documents, or documents with a metallic coating. Make copies of these originals and scan the copies.
- Do not insert documents on which there is undried ink or correction fluid. Wait for the document to dry.
- If the document has an uneven or slanted edge, do not insert that edge in first.

Paper Requirements

- Do not print to torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged paper.

Capabilities

Stored Numbers (Long Term)

- 30 Quick Dial keys, each of which can hold an individual number. Any five of the Quick Dial keys can hold a group of numbers.
- 50 individual numbers stored as two-digit Speed Dial codes (see P.25 “*Storing & Editing Fax Numbers (Functions 31 & 32)*”).
- Five groups, each of which can hold up to 100 destinations.
- 30 CSI or RTI codes (possibly used as wild cards) for authorized reception or cassette selection.

Stored Destinations

Up to 100 destinations can be set at any one time. (Ex: message A to 25 destinations, message B to 30, message C to 20 message D to 24 and finally one immediate transmission job you're programming in now. Total: 100)

File Storage

You can have as many as 100 memory transmission files stored in the machine: This is a theoretical maximum. The actual number of files you can have in your machine depends on the types of the documents, and how much memory they consume.

Specifications

Base Machine

- ❖ **Power supply:**
115 Vac, 60 Hz
- ❖ **Power consumption:**
Energy saver mode: Average 2 W
Standby mode: Average 25 W
Transmission: Average 42 W
Reception: Average 280 W
Copying: Average 370 W
Maximum power consumption:
600 W
- ❖ **Protocol:**
G3
- ❖ **Memory Capacity:**
 - 40 pages/A4 size
 - With 1Mbyte memory: 120 pages
 - With 2Mbyte memory: 200 pages
- ❖ **Transmission time:**
3 seconds at 28,800 bps, G3, without TTI, ECM, MMR- using memory for a ITU-T #1 test document (Slerexe letter) at standard resolution
- ❖ **Data compression:**
MH, MR, MMR, SSC
- ❖ **Modem Speed:**
33,600/31,200/28,800/26,400/
24,000/21,600/19,200/16,800/
14,400/12,000/9,600/4,800/2,400
bps.
- ❖ **Scanning resolution:**
 - Standard: 8 × 3.85 lines/mm
 - Detail: 8 × 7.7 lines/mm

- Fine: 8 × 15.4 lines/mm (Transmission only)

- ❖ **Paper cassette capacity:**
250 sheets (20 lb)
 - ❖ **Paper Size:**
Letter, Legal (Adjustable to A4, A5
☐, and F4)
 - ❖ **Dimensions (W × D × H):**
13.4 × 12.5 × 10.3 inches *¹
 - ❖ **Weight:**
26.5 lb *¹
- *¹ exclusive of cassettes, handsets, and options

Optional Lower Paper Cassette

- ❖ **Capacity:**
500 sheets (20 lb)
- ❖ **Paper Size:**
Letter, Legal (Adjustable to A4, A5
☐, and F4)

Multi-purpose Feeder

- ❖ **Capacity:**
100 sheets (20 lb)
- ❖ **Paper Size:**
Letter, Legal, A5, F4, A4

7

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Before Installation

Before installing your machine, read the safety instructions at the beginning of this manual. To install the machine, follow these procedures:

- ① Find a suitable location for the machine.
- ② Remove all the pieces of tape attached to the machine.
- ③ Install the toner cassette. (see P.147 *“Installing The Toner Cassette”*.)
- ④ Attach the accessories and load the paper in the paper cassette.
- ⑤ Connect the phone line. (see P.163 *“Connecting Up To The Telephone Line”*.)
- ⑥ Connect the power. (see P.164 *“Connecting The Power And Switching On”*.)
- ⑦ Enter all necessary information and settings in your machine's memory. (see P.165 *“Initial Settings & Adjustments”*.)

Machine Environment

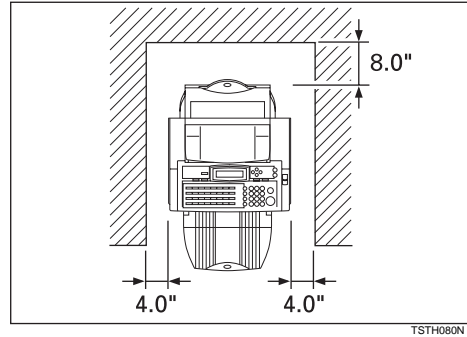
When choosing a location for your machine, please follow the safety instruction given on the first section.

Location

For the best possible performance, install your machine in a place which satisfies the following conditions.

- Not exposed to direct sunlight
- Well ventilated (air turnover at least three times per hour) ; to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd³/hr per person.
- Level
- Not subject to vibration
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 59 to 77°F
- Humidity 30 to 70 % RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)

- With the clearance as shown



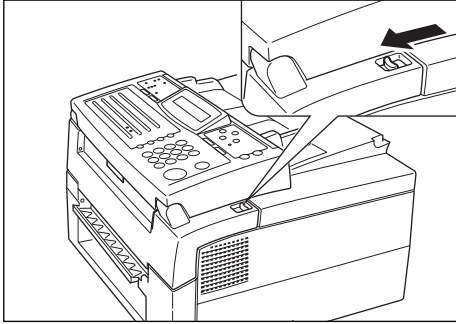
This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

Installing The Toner Cassette

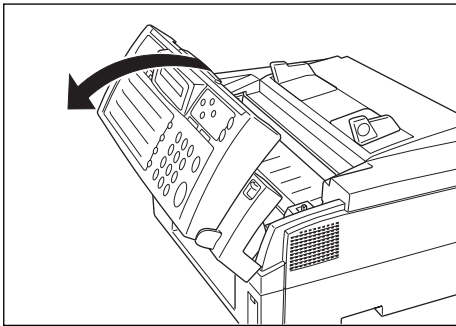
1 Pull the lower unit release lever towards you and open the top cover.

Note

- If you do not pull the lever, only the upper unit will open.



TSTC010N

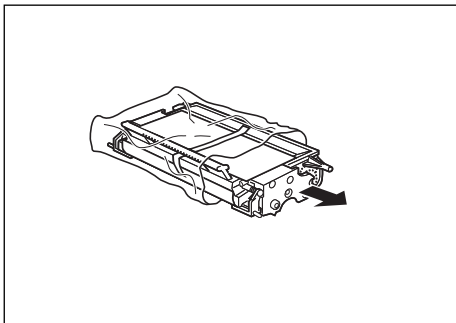


TSTC020N

2 Prepare the new toner cassette.

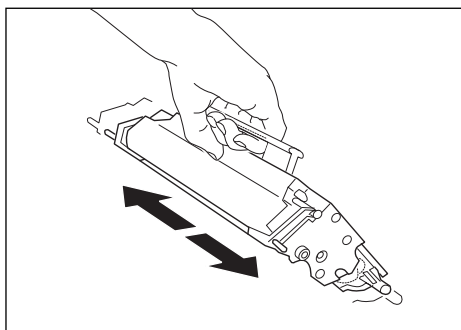
Important

- Do not touch the green drum.
- Do not shake the cassette after you have removed the black paper.
 - ① Remove the new toner cassette from its bag. Do not remove any paper or tape yet.



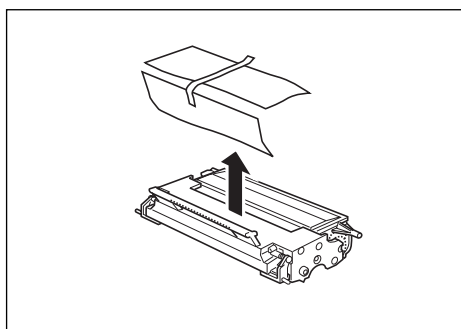
TSTT150N

- ② Hold the cassette horizontally and shake it gently from side to side a few times



TSTT070N

- ③ Remove the black paper and tape.

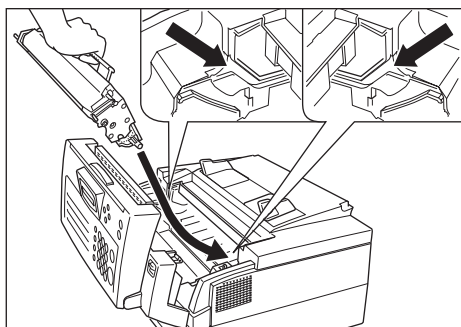


TSTT060N

- 3** Hold the cassette as shown and rest it in the machine. Make sure it fits in the slots provided on either side.

 **Note**

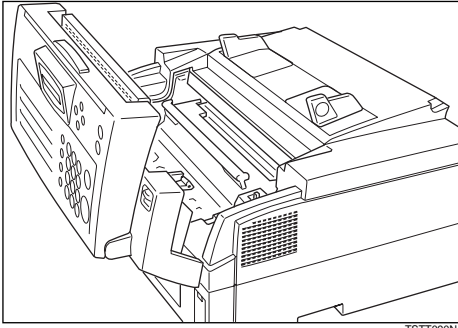
- The slots are marked with small arrows.



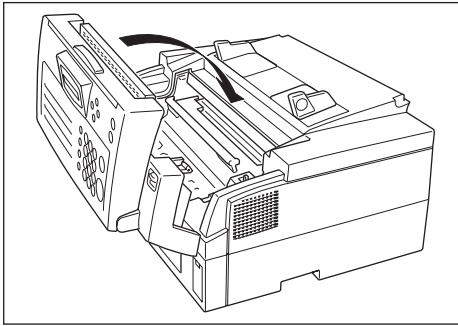
TSTT080N

4 Press down on the cassette until it locks into place.**Note**

- If you do not push the cassette right in, the top cover will not close.



TSTT090N

5 Close the top cover.

TSTC030N

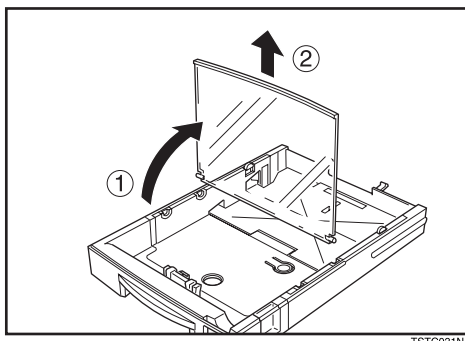
Note

- Background gray cast is sometimes evident on printed messages just after installing a new toner cassette.

Installing The Main Paper Cassette

1 Unpack the cassette.

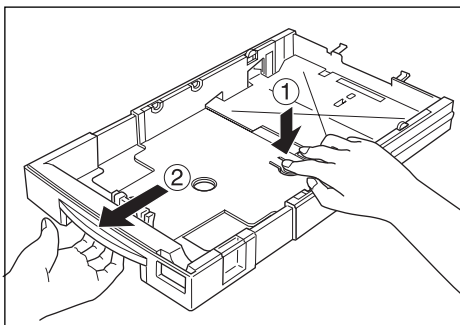
2 Raise the cassette cover.



TSTC031N

3 If necessary, adjust the paper size.

When shipped the cassette is ready to be loaded with Letter size paper, so if you will be using this size then skip this step.

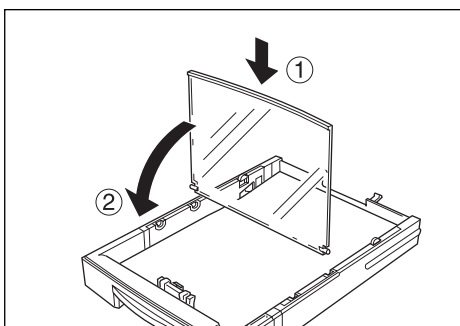


TSTC150N

4 Set the paper then lower the cassette cover.

Note

The frosted side of the cover must be face up when closed.

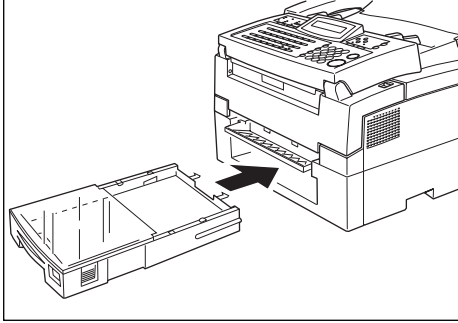


TSTC220N

5 Replace the cassette. Push it in firmly until it locks into place.

 **Note**

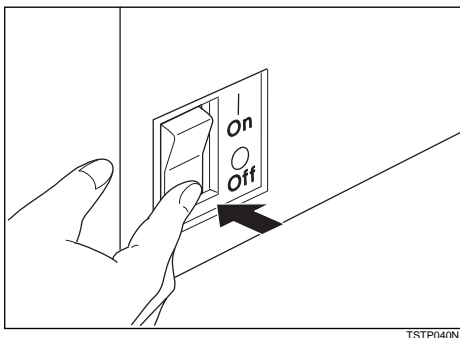
- When you change the paper size, you need to adjust the paper size setting with Function 36. See P.103 “*Changing The Paper Size Settings*”



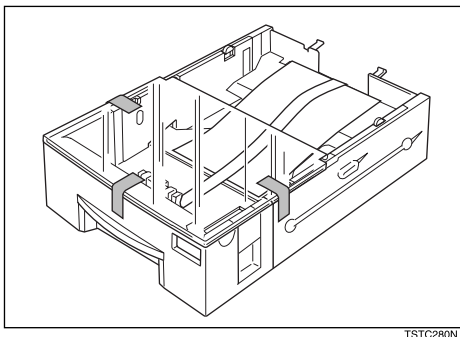
Installing The Optional Second Cassette

After you have installed the Second Cassette, do not lift it up.

- 1 Turn off the power switch.**

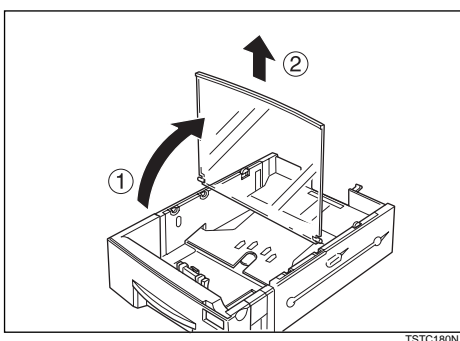


- 2 Unpack the second cassette and remove any tape that was protecting it during transit.**

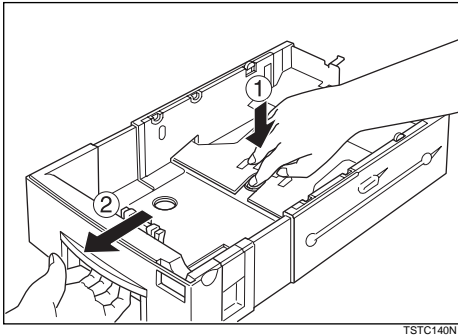


8

- 3 Raise the cassette cover.**



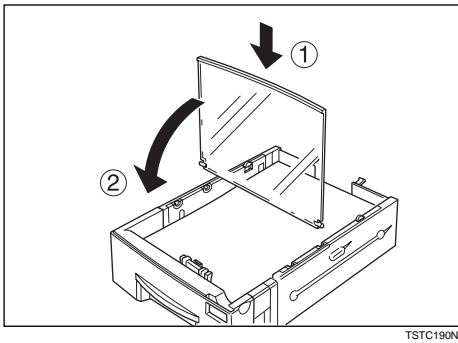
- 4** If necessary, adjust the paper size. When shipped the cassette is ready to be loaded with Letter size paper, so if you will be using the size then skip this step.



- 5** Set the paper then lower the cassette cover.

Note

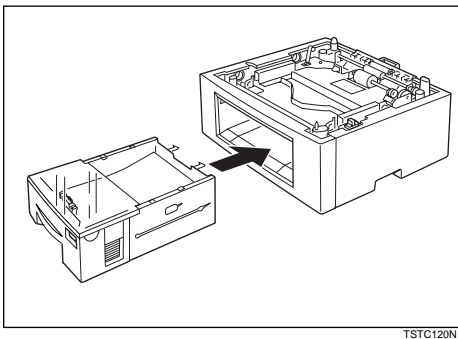
- The frosted side of the cover must face up when closed.



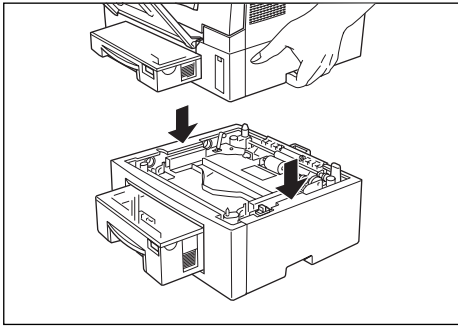
- 6** Set the cassette in the unit. Push it in firmly until it locks into place.

Important

- Be careful not to pinch your fingers!



7 Lay the machine on top of the unit as shown.

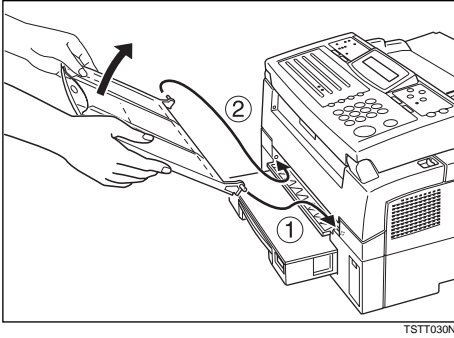


TSTC130N

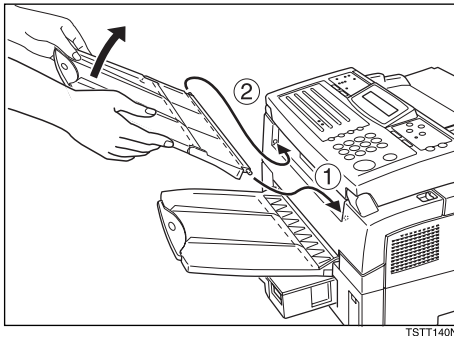
8 Make sure the machine and unit fit together correctly. If they are not aligned, the machine will not be able to detect the second cassette when you try and change the paper size setting with function 36. See P.103 *“Changing The Paper Size Settings”*

Attaching The Trays And Document Table

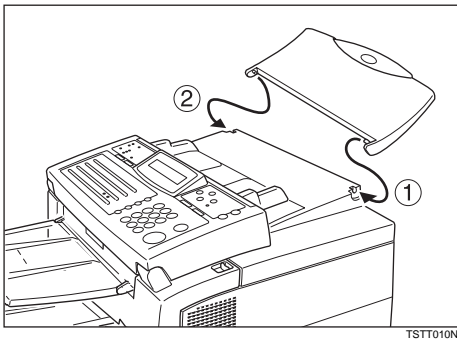
- 1** Attach the Print Delivery Tray. Insert it at an angle so that the tabs fit in the slots provided.



- 2** Attach the Document Delivery Tray.

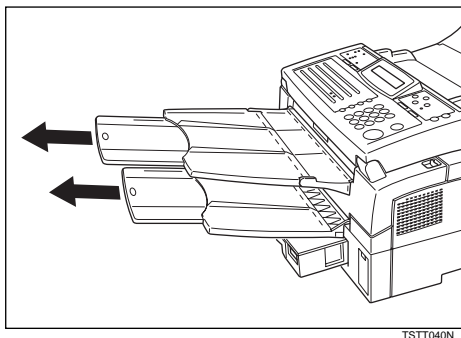


- 3** Attach the Document Table.

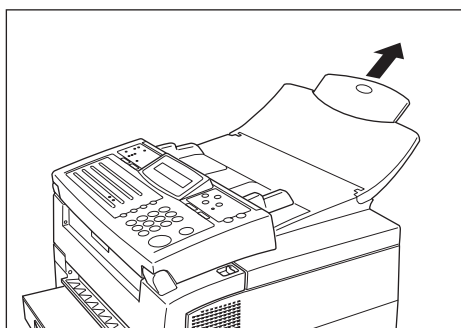


 **Note**

- If necessary, pull out the extensions on the Document Table and trays.



TSTT040N

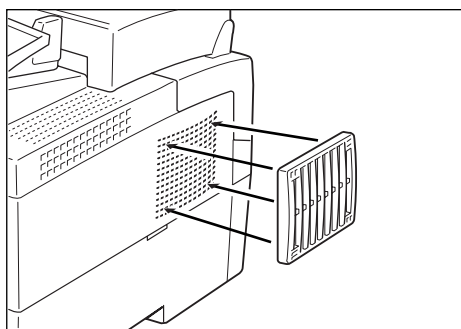


TSTT020N

Ventilation Grill Direction

8

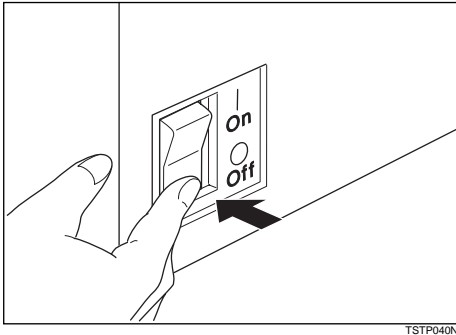
You can adjust the ventilation grill direction so that air is blown downwards or to the rear of the machine.



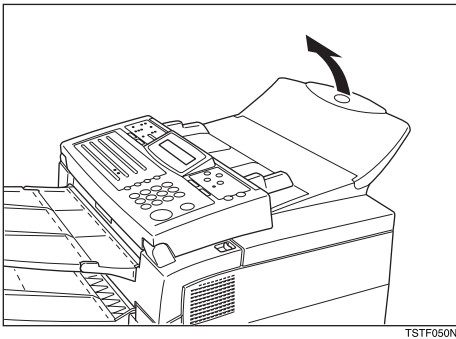
TSTC300N

Installing The Optional Multi-purpose Feeder

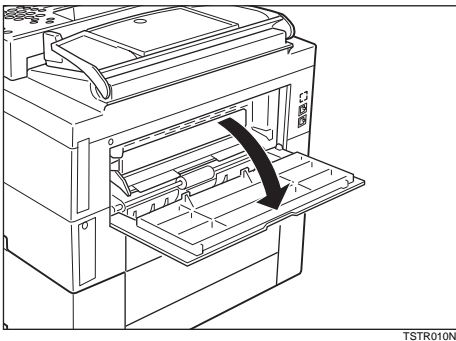
- 1** Turn off the power switch.



- 2** Lift back the document table.



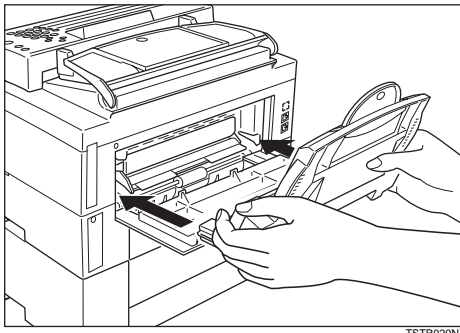
- 3** Open the upper rear cover.



4 Hold the Multi - purpose Feeder as shown and fit it in the slots provided.

 **Note**

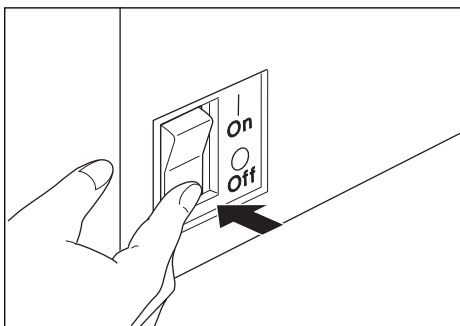
- Do not hold the Multi - purpose Feeder by the extension, it could be damaged.



5 Before you use the Multi - purpose Feeder , you need to change the paper size setting to match the size of paper you will be using by function 36. See P.103 “*Changing The Paper Size Settings*”

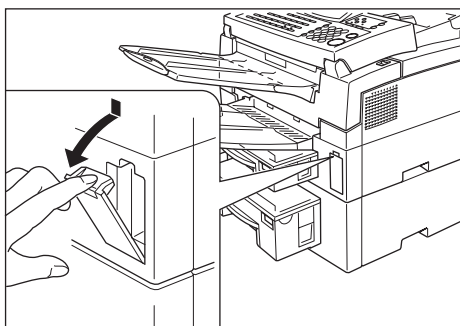
Installing The Optional Memory Card

- 1** Turn off the power switch.



TSTP040N

- 2** Remove the cover from the front right of the machine.

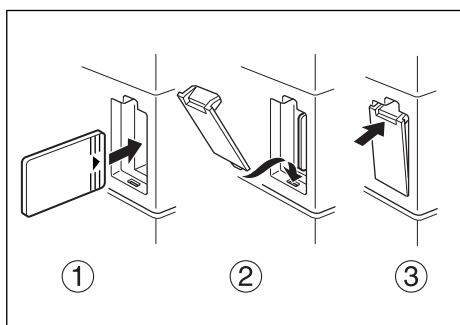


TSTM010N

- 3** Hold the card in the way shown (pay attention to which side is printed) and insert it carefully into the slot.

⚠ CAUTION:

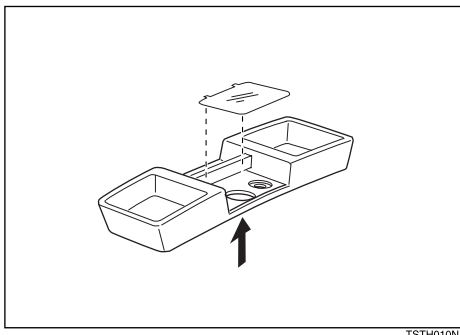
Insert the Memory Card firmly or the machine may not work properly.



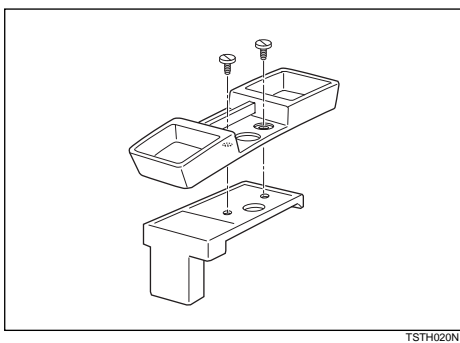
TSTM020N

Installing The Optional Handset

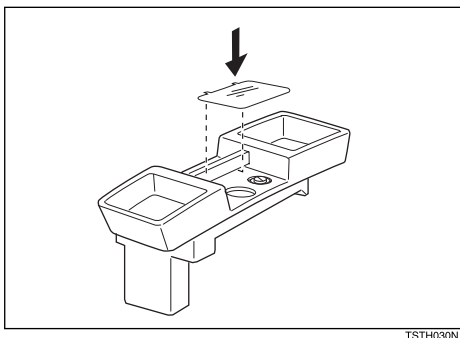
1 Remove the information card from the holder.



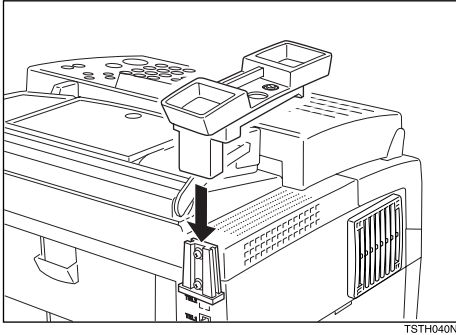
2 Attach the holder to the bracket with the two screws provided. Screw in firmly but not too tightly (e.g., use a small coin).



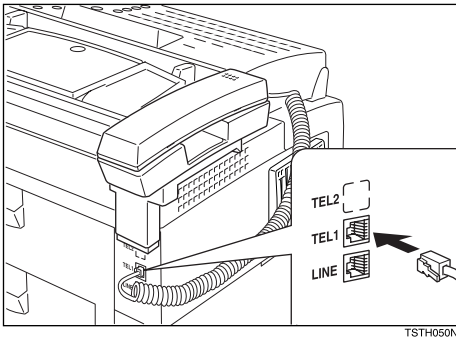
3 Replace the information card.



- 4** Fix the bracket to the protruding plastic hook on the left of the machine at the rear.



- 5** Plug the handset jack into the “TEL1” socket at the rear of the machine.



Connecting The Machine

Before using the machine, connect the machine to the telephone line properly. Then plug in the power cable and switch on.

Make sure the machine is properly connected to the telephone line and the power outlet, as shown following.

Do not switch on until everything is connected properly.

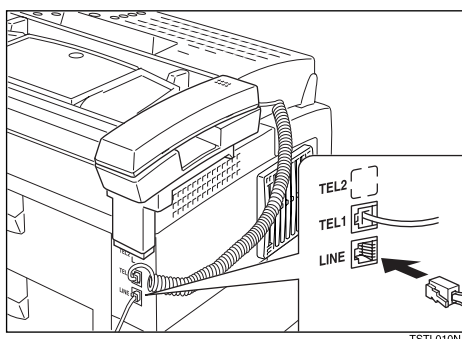
Program the Telephone Line Type setting (use Function 62; see P.167 “*Setting The Phone Line (Function 62)*”). If your telephone normally sends out tones (touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

Connecting Up To The Telephone Line

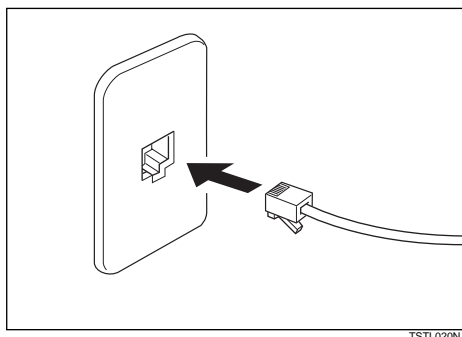
There are similar sockets located at the rear of the machine:

- TEL1: For the handset option or external telephone
- LINE: Telephone line connection

1 Insert the line cable into the socket labeled “LINE”.



2 Connect the other end to your telephone line.



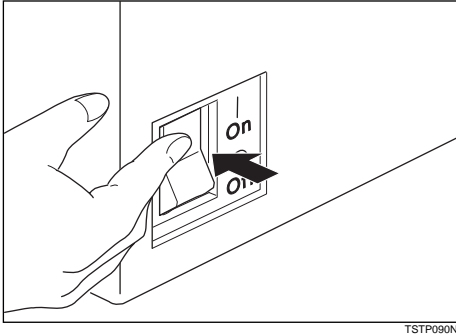
Important

- By law in the United States, you must program your phone number identification (your CSI) into your machine before you can connect it to the public phone system. See P.165 “*CSI (Called Station Identification, required by international law) :*”

Connecting The Power And Switching On

⚠ CAUTION: Do not switch on until everything is connected properly.

- 1** Insert the power cable into the socket located at the rear of the machine.
- 2** Plug in the cable to the mains.
- 3** Turn the power switch on.



⚡ Important

- The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.
- The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

Initial Settings & Adjustments

Before you connect your machine to the telephone system, you must enter a few settings and make a few adjustments.

❖ **Own number :**

The phone number used by your fax line.

❖ **CSI (Called Station Identification, required by international law) :**

This is your fax machine's phone number, which must include country and area codes. During any communication, your CSI appears on their display. (Conversely their CSI appears on your display.)

❖ **RTI (Receive Terminal Identification) :**

This should be your name or company name, in 20 characters or less. During a communication, if the other party's fax machine supports RTI, then this replaces the CSI above. The other party's name will appear on your display, and yours on theirs.

❖ **TTI (Transmitter Terminal Identification) :**

This must be the telephone number of the line your machine is connected to.

It will be printed on the header of every page you send. Required in the USA.

❖ **Access number:**

If you select inside line, you must program the number which precedes the telephone number.

❖ **Line:**

You must match the fax machine to the type of line you use: a tone line

or a pulse line. Then, you should connect the line to the machine.

❖ **Date & Time:**

Necessary for many functions and required in the USA.

 **Important**

- The CSI code is required by international law. You cannot legally connect a fax machine to the telephone system if the CSI code is not programmed. Further, the TTI code and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.

Initial Settings (Function 61)

During the course of this procedure you'll have to enter letters and other characters.

Use the ten key pad for entering numbers. Use Quick Dial keys 1 to 26 for entering letters, the ◀ and ▶ keys to change to another letter, the [Clear] key to erase a letter, [Yes] key to accept a character, and Quick Dial key 27 to enter spaces and Quick Dial key 28 to enter symbols. See P.140 "Entering Characters" for details.

If these settings have been made before, the messages on the display will not always match those shown here. The setting already entered will appear along with the word CHANGE?. In this case, press the [Yes] key to change the setting.

1 Press the [Function] [6] then enter the access code [2] [2] [2] [2]. Then enter [6] [1] and the [Yes] key.

```

                                Y/NEXT▶
SET OWN NUMBER

```

2 Press the [Yes] key.

```

OWN NO.                          KPAD
■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

```

3 Enter your phone number.

```

OWN NO.      KPAD/Y/N
0111212-5551234■■■■■■■■

```

 **Note**

- The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code, then you must add a Pause, followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

4 Press the [Yes] key.

PROGRAMMED will flash on the display and you'll get the display.

```

                                Y/NEXT▶
SET RTI

```

5 Press the [Yes] key.

```

RTI      ABC
■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

```

6 Enter your office, company, or personal name, or any other appropriate identification. (Using the Quick Dial keys.)

```

RTI      ABC Y/N
XYZ COMPANY

```

 **Reference**

See P.140 "Entering Characters".

7 Press the [Yes] key.

PROGRAMMED will flash on the display and you'll get the display.

```

                                Y/NEXT▶
SET TTI

```

8 Press the [Yes] key.

9 Press the [No] key.

The RTI programmed in step **7** appears. You should keep it.

```

TTI      CHANGE? Y/N
XYZ COMPANY

```

 **Note**

- If you wish to change it, press the [Yes] key and edit the TTI.

10 Press the [No] key to keep the TTI as is.

```

                                Y/NEXT▶
SET CSI

```

11 Press the [Yes] key.

```

CSI      KPAD
■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

```

12 Enter your phone number including the country and area codes, (but no pauses).

```

CSI      KPAD/Y/N
12125551234■■■■■■■■■■

```

Note

- Should be the same as in step 4.

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

PROGRAMMED will flash on the display and you'll get the display.

```
READY    100% 10:00AM
SET DOC. OR DIAL NO.
```

Setting The Access Number**1** Press the **[Function]** **[6]** then enter the access code **[2]** **[2]** **[2]** **[2]**. Then enter **[6]** **[1]** and the **[Yes]** key.

```
                                Y/NEXT▶
SET OWN NUMBER
```

2 Press **▶** until the following display is shown.

```
                                Y/NEXT▶
SET PSTN ACCESS NO.
```

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

```
NUMBER                                KPAD/N
■■■■
```

4 Enter the number which you use to access an outside line.

```
NUMBER                                KPAD
■■■■
```

5 Press the **[Yes]** key to store your setting, then press the **[Function]** key.**Setting The Phone Line (Function 62)****1** Press the **[Function]** **[6]** then enter the access code **[2]** **[2]** **[2]** **[2]**. Then enter **[6]** **[2]** and the **[Yes]** key.

```
                                Y/NEXT▶
SELECT LINE
```

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

```
SELECT LINE                            Y/◀▶
▶TT PD
```

Note

- TT = Touch Tone
- PD = Pulse Dial

3 Press **◀** and **▶** to set your machine for a tone dial line (TT) or a pulse dial line (PD).

```
SELECT LINE                            Y/◀▶
TT ▶PD
```

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

PROGRAMMED will flash on the display and you'll get the display.

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

```
READY    100% 10:00AM
SET DOC. OR DIAL NO.
```

Setting The Date & Time (Function 91)**1** Press the **[Function]** **[6]** then enter the access code **[2]** **[2]** **[2]** **[2]**.

Then enter [9] [1] and the [Yes] key.

```
SAT                #/#/Y
OCT. 24 1998 01:35PM
```

2 Change the month using [*] or [#] ([*] to scroll forward, or [#] to scroll backward) on the ten key pad and press ▶ to move the cursor.

```
TUE                #/#/Y
NOV. 24 1998 01:35PM
```

3 Change the date with the ten key pad as [3] [0].

```
MON                KPAD/Y
NOV. 30 1998 01:35PM
```

4 Type in the year and time with the ten key pad as [9] [8] [1] [0] [2] [5].

```
MON                #/#/Y
NOV. 30 1998 10:25PM
```

5 Change AM/PM using [*] or [#] on the ten key pad.

 **Note**

- This machine treats the year setting as follow:
- If the lower 2 digits are greater than 89, the year is 19xx, where xx are the lower 2 digits.
- If the lower 2 digits are 89 or less, the year is 20xx, where xx are the lower 2 digits.

```
MON                #/#/Y
NOV. 30 1998 10:25AM
```

6 When the display is correct, press the [Yes] and [Function] key.

Summer Time / Daylight Saving Time (Function 62)

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

When you install the machine for the first time, take care that the setting is correct before you set the date and time.

1 Press the [Function] [6] then enter the access code [2] [2] [2] [2]. Then press [6] [2].

```
Y/NEXT▶
SELECT LINE
```

2 Press ▶ until the display is as shown, and then press the [Yes] key.

```
Y/NEXT▶
SUMMER TIME/DST
```

3 Use the ◀ and ▶ arrows on the scroll key to switch the feature on or off. This mode is off if the display is shown.

```
SUMMER TIME/DST Y/◄
ON          ▶OFF
```

4 To store your setting, press the [Yes] key.

5 Press the [Function] key to finish.

9. Function List

Function List

Press the **[Function]** key followed by one of the numbers below.

No.	Feature	Reference
11	Picking a document stored elsewhere	P.74 " <i>Calling To Request A Message (Polling)</i> "
21	Erasing a message stored for transmission	P.34 " <i>Erasing A Stored Message Before It Is Sent (Functions 21 & 22)</i> "
22	Erasing instructions to pick up a document.	P.34 " <i>Erasing A Stored Message Before It Is Sent (Functions 21 & 22)</i> "
31	Storing a number in one of the Quick Dial keys at left.	P.25 " <i>Storing & Editing Fax Numbers (Functions 31 & 32)</i> "
32	Storing a number as a two-digit code.	P.25 " <i>Storing & Editing Fax Numbers (Functions 31 & 32)</i> "
33	Storing a group of numbers.	P.28 " <i>Storing & Editing A Group Of Fax Numbers (Function 33)</i> "
34	View contents of Quick Dials/Register a program label.	P.45 " <i>Labeling a program</i> "
35	Register frequently used functions in a User Function key.	P.76 " <i>User Function Keys</i> "
36	Setting the paper size.	P.103 " <i>Changing The Paper Size Settings</i> "
41	Checking the last 35 communications.	P.67 " <i>Journal (Function 41)</i> "
42	Printing a list of all messages and pick-up files stored in the machine.	P.67 " <i>File list (Function 42)</i> "
43	Printing a list of all the telephone numbers stored in the fax machine.	P.67 " <i>Telephone number list (Function 43)</i> "
44	Print a list showing currently stored Programs.	P.68 " <i>Program List (Function 44)</i> "
51	Printing a message stored in the machine.	P.35 " <i>Printing A Stored Message (Function 51)</i> "

No.	Feature	Reference
52	Print received documents that were sent to you by Confidential Transmission.	P.37 <i>"Printing messages Received into Memory (Function 52)"</i>
61 * ¹	Initial Settings :	P.165 <i>"Initial Settings & Adjustments"</i>
	Own telephone number	P.165 <i>"Initial Settings (Function 61)"</i>
	Confidential ID	P.36 <i>"Storing & Editing the Confidential ID"</i>
	RTI (a name ID sent to other machines)	P.165 <i>"Initial Settings (Function 61)"</i>
	TTI (an ID printed on messages you send)	P.165 <i>"Initial Settings (Function 61)"</i>
	CSI (phone ID sent to other machines)	P.165 <i>"Initial Settings (Function 61)"</i>
	PSTN accessing code	P.167 <i>"Setting The Access Number"</i>
	Number of Ringing	P.18 <i>"Setting the Auto Ring Time"</i>
62 * ¹	Selecting the phone line, turning authorized reception and the power saving timer Summer Time / Daylight Saving Time, Forwarding on or off.	P.167 <i>"Setting The Phone Line (Function 62)"</i>
		P.54 <i>"Switching authorized reception on / off (Function 62)"</i>
		P.63 <i>"Switching forwarding on / off (Function 62)"</i>
		P.72 <i>"Switching the Power Saving Timer on / off (Function 62)"</i>
		P.168 <i>"Summer Time / Daylight Saving Time (Function 62)"</i>
63 * ¹	Printing and setting user parameters.	P.132 <i>"User Parameters"</i>
71 * ¹	Power Saver	P.71 <i>"Saving Energy With The Power Saving Timer"</i>
72 * ¹	Register personal Codes.	P.48 <i>"Programming the personal codes"</i>

No.	Feature	Reference
81 * ¹	Setting the list of specified senders.	P.57 <i>“Entering A List Of Senders To Treat Differently (Function 81)”</i>
82 * ¹	Register the number to forward messages to, and which senders messages to forward.	P.60 <i>“Forwarding”</i>
91 * ¹	Adjusting the clock.	P.167 <i>“Setting The Date & Time (Function 91)”</i>
92 * ¹	Adjust the volume.	P.137 <i>“Adjusting The Volume Of Various Features (Function 92)”</i>
93 * ¹	Selecting a different language.	P.139 <i>“Selecting The Display's Language (Function 93)”</i>
94 * ¹	Counters	P.43 <i>“Counters (function 94)”</i>
95 * ¹	Adjust the printing margins.	P.118 <i>“Adjusting the Printing Margins (Function 95)”</i>

*¹ These functions require the access code (see P.131 *“Access Code For Functions 61 To 95”*).

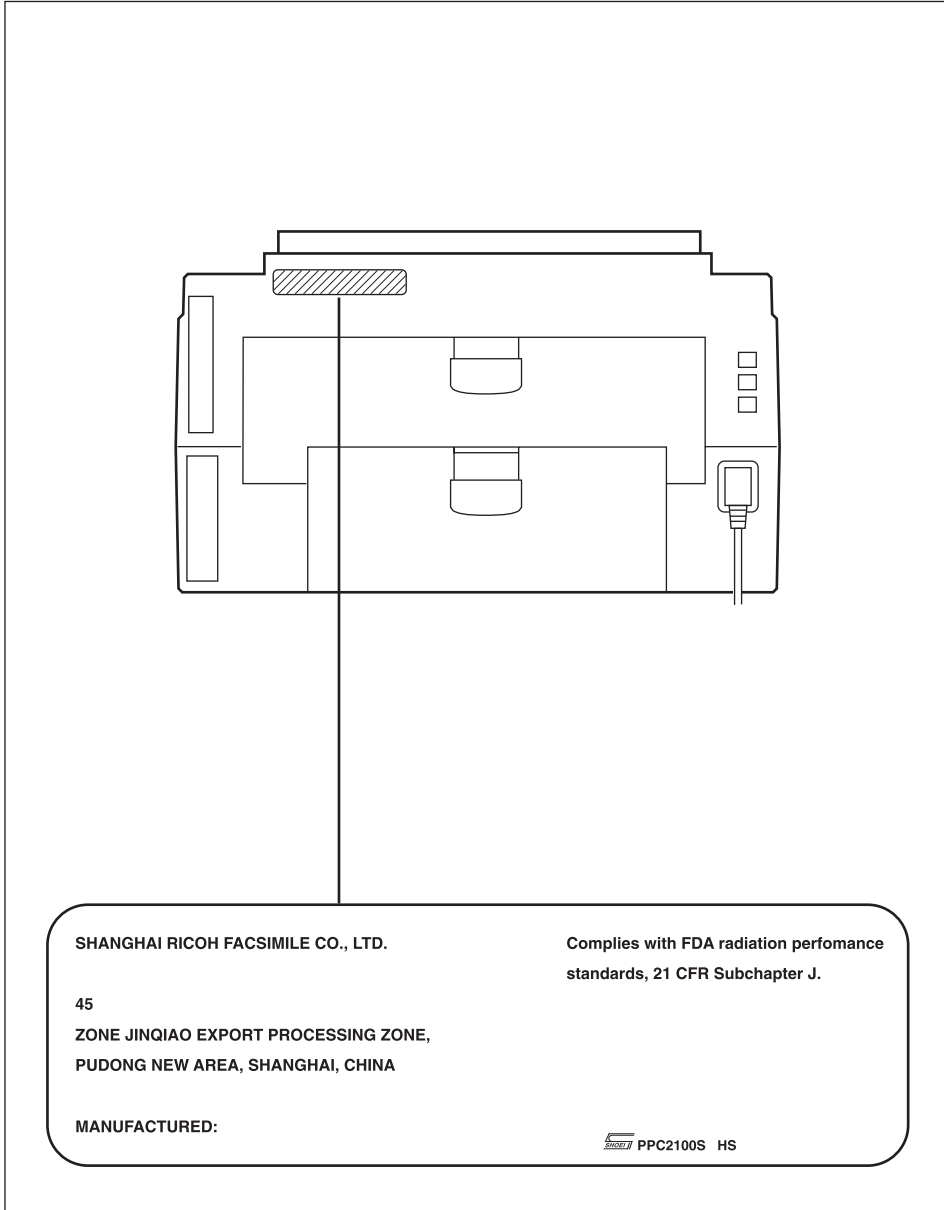
Photocopy this table and use as a quick reference.

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10. Certification Label

Certification Label

The certification is located behind the machine.



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