

# AUDIOVOX®

## OPERATOR'S GUIDE



# AFX-3500

INTEGRATED PERSONAL FACSIMILE

Please read this Operator's Guide carefully before using your new AFX-2500.  
This Guide contains instructions for proper setup,  
operation and maintenance of your AFX-2500

- The following information is applicable only to AFX-2500 facsimile machine installed in United States.

## Label Identification

This equipment complies with Part 68 of the FCC rules. On the bottom of this equipment is a label that contains, among other information, the FCC registration Number and Ringer Equivalence Number (REN) for this equipment. You may need to provide this information to your telephone company.

## Type of Service

Model AFX-2500 is designed to be used on standard device telephone lines. Connection to telephone company-provided coin service (central office implemented systems) is prohibited. Connection to party-line service is subject to state tariffs.

## Telephone Company Procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for it to make changes in its equipment, operation, or procedures. If these changes affect your service or the operation of the equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information upon request.

In certain circumstances, it may be necessary for the telephone company to request information from you concerning the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the Ringer Equivalence Number (REN) of the equipment which is connected to your line; both of these items are listed on the equipment label and in the Service Information chapter of this guide. The sum of all of the RENs on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on a given line.

## About interference

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 or more of the following measures:

- Reorient or relocate the receiving antenna. Increase the separation between the equipment and the receiver.
- Increase the separation between the equipment and the 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.

## If a Problem Arises

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, it may temporarily discontinue service. When practical, the telephone company will notify you in advance of the disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC.

## Hearing Aid Compatible

The telephone handset attached to the facsimile is hearing aid compatible.

## Lightning

Your unit has built-in protection circuits, which meet or exceed FCC requirements, to reduce the risk of damage from surges in telephone line currents. However, lightning striking near or on these lines can cause an excessive surge of voltage that can damage the phone.

Lightning damage is uncommon. However, if you are concerned about it or live in an area with frequent and/or severe electrical storms, we suggest that you unplug your electronic equipment during the storms.

# DOC Information

- The following information is applicable only to AFX-2500 facsimile machine installed in Canada.

## Notices

The Canadian Department of Communications (DOC) label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. 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. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). 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 made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of 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 Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the devices does not exceed 100.

The Load Number of this unit is #8

## Class B

This Digital Apparatus does not exceed the Class B limits for Radio Frequency noise from Digital Apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

# Renseignements du Ministère des Communications

Les renseignements suivants **ne** s'appliquent qu'aux **télécopieurs installés** au Canada.

## Avis

L'**étiquette** du **Ministère** des Communications (DOC) est une marque d'identification d'appareil certifiée. Cette certification signifie que l'appareil **répond à** certains **critères de sécurité** et d'utilisation. Cependant, **le Ministère ne** peut pas garantir que l'appareil rencontrera **les exigences** de son utilisateur.

Avant de faire l'installation de l'appareil, l'utilisateur devrait s'assurer qu'il pourra brancher son appareil en utilisant **les services généralement offerts** par la compagnie **téléphonique** de sa région. Il faut s'assurer de brancher convenablement l'appareil. Dans certains cas, **le système interne** de communication d'une compagnie **possède** aussi une ligne individuelle qu'il vous sera possible d'utiliser **avec** un dispositif d'assemblage certifié (rallonge de téléphone). L'utilisateur devrait se renseigner **afin** de faire une bonne utilisation de son appareil et de **ne pas nuire** au système interne de communication de la compagnie.

Toute réparation d'un appareil certifié devrait **être effectuée** dans un centre d'entretien **approuvé** par **le fournisseur**. Toute réparation ou modification **apportée** par l'utilisateur **à son appareil** ou tout **problème** de fonctionnement pourrait forcer votre compagnie **téléphonique à débrancher** votre appareil.

L'utilisateur devrait s'assurer que les raccordements de mise à la terre de l'alimentation, des **lignes téléphoniques** et du système de tuyauterie hydraulique, si présent, soient **tous reliés** ensemble. Cette **mesure de sécurité** est importante surtout en milieu rural.

**Mise en garde** : L'utilisateur **ne** devrait pas essayer de faire de tels raccordements **seul**, il devrait faire **appel à** du personnel **qualifié** ou à un **électricien** **selon le cas**.

Le **numéro** de raccordement (LN) se 'rapporte à chaque appareil et détermine **le nombre maximum** de raccordements **afin d'éviter** une surcharge. La boucle peut comprendre plusieurs **choix différents** tant et aussi longtemps que **le total des numéros** de raccordement **ne dépasse** pas la somme de 100.

Le **numéro** de raccordement de votre appareil est :  
#8

## Classe B

Cet appareil **n'excède pas** les limites de la classe B pour les Omissions de parasites radio à partir d'un appareil **numérique établies** par le **règlement** sur les parasites radio du **Ministère** des Communications.

# About This Guide

## Congratulations !

Your facsimile is a compact electronic facsimile (fax) machine that uses advanced telephone and computerized image-sending technology to send copies of your important documents anywhere in the world.

Your fax is easy to set up and use, but you should read this guide and follow the setup and operation steps carefully to ensure that your fax operates correctly, and to take advantage of its powerful features.

### Important

**Please** be sure to read and perform the steps listed in Setting Up. These steps are necessary before you can begin to use your unit.

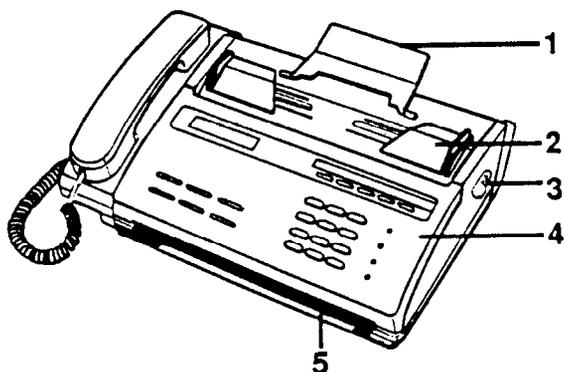
Once you become familiar with the basic operation of your AFX-2500, find the Quick Reference Guide included with this guide and keep it near your machine. That will serve as an easy reminder of how to send and receive during day-today faxing with your fax machine.

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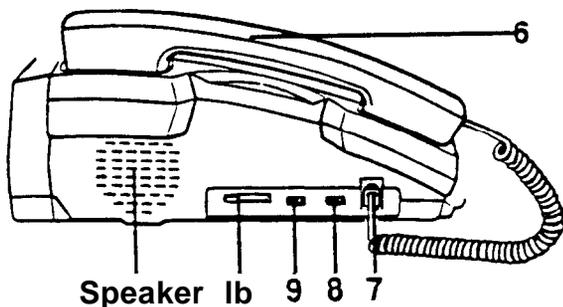
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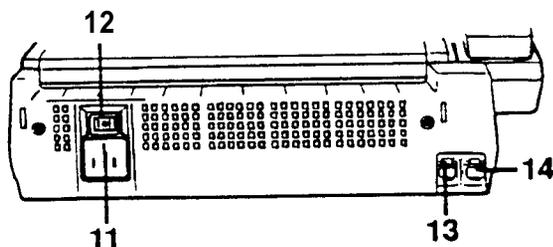
# A Quick Look at Your Machine



Side View



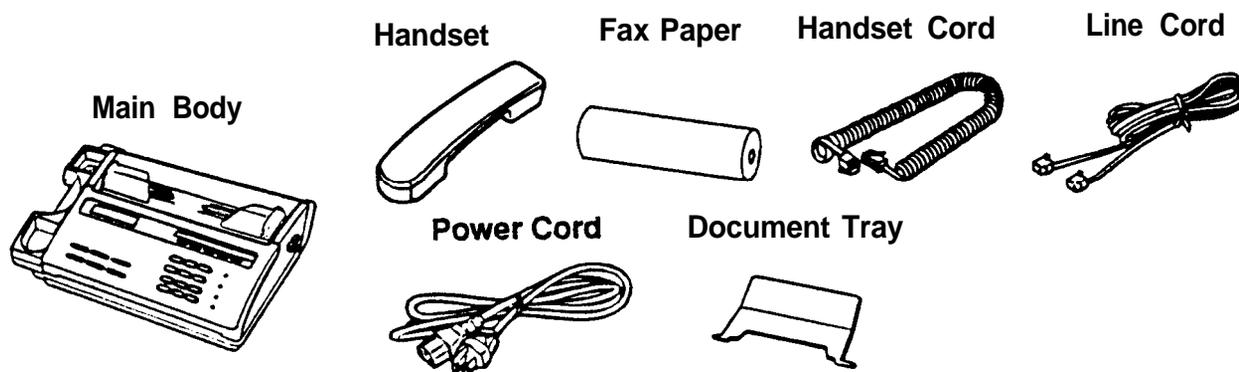
Rear View



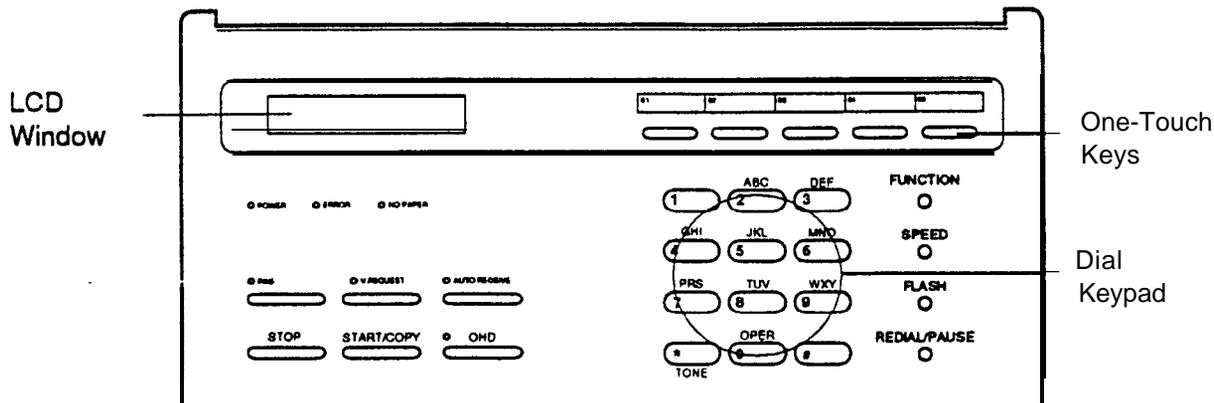
No.	Part Name	Function
1	Document Tray	It supports the document.
2	Document Guide	It adjusts the document loaded.
3	Release Button	SLIDE it towards the front of the unit to open the paper cover.
4	Control Panel	It controls the operating functions.
5	Document Outlet	Document feeds out from here.
6	HANDSET	Same as the regular telephone.
7	HANDSET Jack	Connect the handset here
8	DIAL MODE switch	Select the TONE or PULSE dialing mode.
9	RINGER Switch	Adjust the ringer volume.
10	VOLUME Switch	Adjust the monitoring speaker volume.
11	Power Receptacle	Connect the supplied power cord.
12	Power Switch	Use it to turn power on and off.
13	TEL LINE Jack	A standard telephone jack to connect the unit to the phone line.
14	EXT.TEL Jack	Connect the answering machine or regular phone if necessary.

## Check your Equipment

Unpack your unit and examine the drawing below to familiarize yourself with its parts and to make sure none are missing.



# A Quick Look at Your Machine continued



## Control Panel

### LCD Window

The window displays messages that instruct you when operating your facsimile. In standby mode, the window displays the current time and date.

### POWER indicator

Lights when the unit is on. When the unit is in use, it flickers.

### ERROR Indicator

Lights if something goes wrong either your unit or the fax communication. The indicator flickers if the machine's thermal print head is overheated.

### NO PAPER Indicator

Lights when the fax paper has run out. It also lights when the paper cover is opened.

### [FINE] Key and Indicator

Press to improve clarity of a poorly printed document you are sending. The indicator lights when the FINE mode activates.

### [V. REQUEST] Key and Indicator

Press to make a voice request while you are sending or receiving documents. The indicator lights when you initiate a voice request. The indicator flickers if the remote party wants to talk to you.

### [AUTO RECEIVE] Key and Indicator

Press to select proper receiving mode. Each time you press [AUTO RECEIVE], the indicator shows the currently selected mode, as follows:

Receiving Mode	Indicator's status
TEL Mode	Not Lit
Auto Receive Mode	Lit
ANS/FAX Mode	Flickering

### [STOP] Key

Press to stop an operation. The unit will return to standby mode.

### [START/COPY] Key

Press to start copy or fax operation.

### [OHD] HOLD Key and OHD Indicator

Press to dial numbers without picking up the handset. The indicator lights when speaker activates. Or, press the key to put a call on hold.

### One-Touch Keys

Allows dialing the most frequently called numbers at a touch of the keys.

Note: One-touch keys 04 and 05 double as [YES] and [NO] key. You will use these keys when you set User Options (see page 25).

### [FUNCTION] Key

Use with other keys when performing certain functions.

### [SPEED] Key

Press before entering a 2-digit speed dial number.

### [FLASH] Key

Press to take a second incoming call on the same line.

### [REDIAL/PAUSE] Key

Press when calling the last number dialed. Or, press to insert a pause in dialing numbers.

### Dial Keypad

It lets you manually dial a phone number, use a speed dial number, or enter data to set up your machine to match your individual needs.

### [TONE] Key

Use to produce touch tone or pulse dialing.

### Tones and Alarms

Your unit produces a variety of tones to assist you in its proper operation.

- A short tone sounds when you press a key.
- 5 short tones sound when an error condition occurs.
- 3 short tones sound when you completed storing numbers.
- A long tone sounds when sending or receiving is done.

# Setting Up

- ❑ This section shows how to set up your fax machine and prepare it to send and receive.

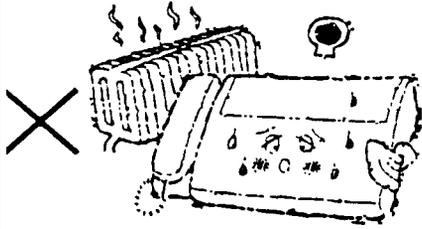
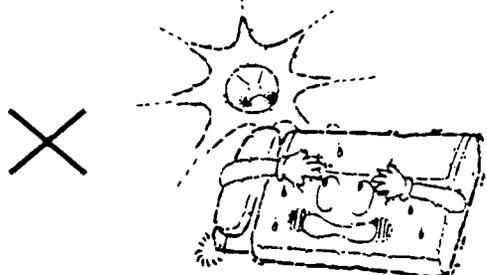
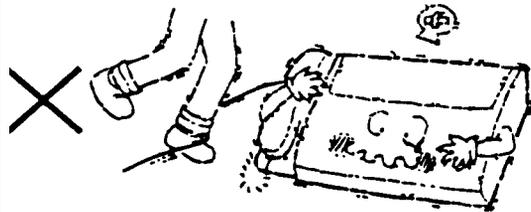
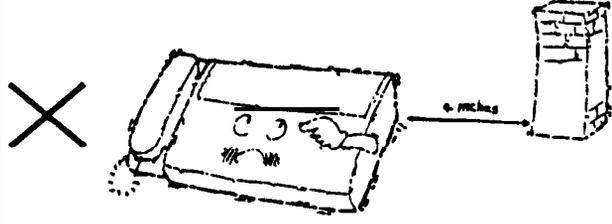
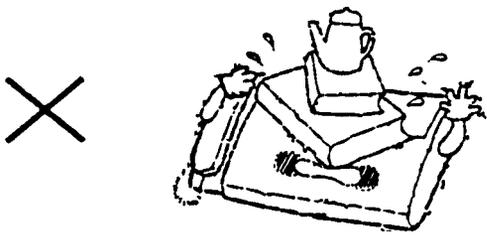
## Follow These Steps

To set up your machine and prepare it to send and receive faxes, follow these four steps:

- Choose a proper location to install your machine
- Assemble your unit and hook it up to power and phone line (see pages 8, 9).
- Enter your unit's ID number into the unit's memory (see page 12).
- Install fax paper in your unit (see page 11).

## Choosing a Proper Location

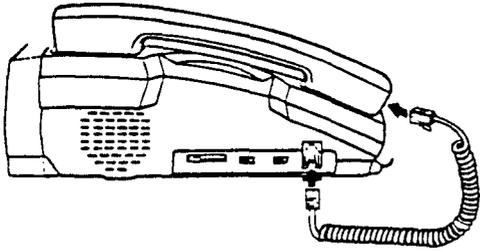
A proper location for your fax machine helps ensure trouble-free operation. Select a location for the unit where:

<p>It is away from heating or air conditioning units.</p> 	<p>• It is not in direct sunlight.</p> 
<p>Its cords are not in the way of normal activities</p> 	<p>• The ventilation openings are not blocked.</p> 
<p>It is at least 4 inches from other objects.</p> 	<p>• Also, do not place objects on the top of the unit.</p> 

# Assembling & Connecting

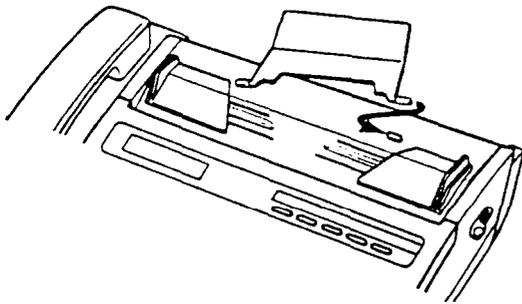
## Installing the Handset

Plug one end of the handset cord to the jack on the bottom of the handset. Then, plug the other end of the cord to the HANDSET jack on the left side of the machine.



## Attaching the Document Tray

Insert one tab then flex the tray to insert the other tab into the raised holes on the top of the paper cover of the fax unit as shown below.



## Connecting the Phone Line

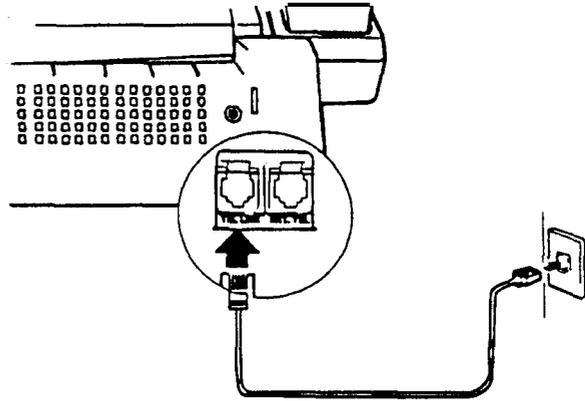
Connect your machine in either of two ways:

- Plug one end of the line cord into the TEL LINE jack on the machine and the other end into a standard telephone wall jack.
- If you have a multi-line telephone, plug one end of the line cord into the TEL LINE jack on the machine and the other end into a jack on the multi-line phone system.

### Notes:

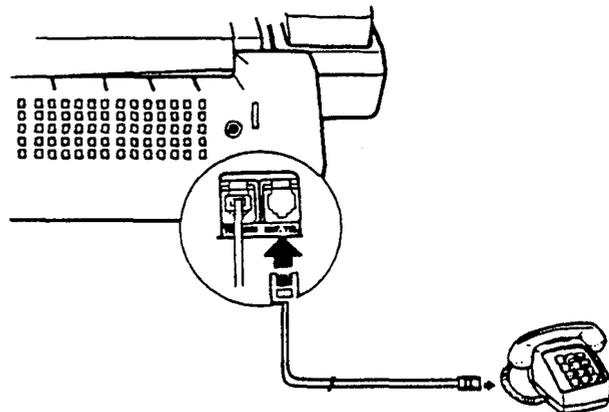
- If you install the unit in an electronic or digital telephone system or PBX, it may not operate correctly. To use the unit on such a system, you may have to contact your local telephone company and have them install a separate line that bypasses this equipment.

- Many modern office buildings feature identical wall jacks for telephone lines and data lines for computers. If the computer terminals in your office plug into wall jacks, make sure that you plug your unit into a live telephone jack, not a data jack.



## Connecting Extension Telephone or Answering Machine (if necessary)

Plug one end of the modular cord into the EXT.TEL jack on the rear of your machine. Plug the other end of the cord into a modular jack on an answering machine or a regular telephone you wish to use as an extension.

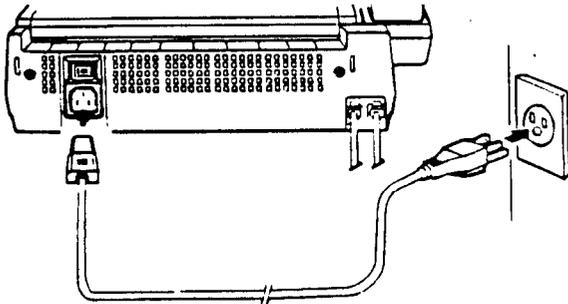


# Assemblina & Connecting continued

## Connecting the Power

Plug the power cord to the power receptacle. Plug the other end of the cord into a properly grounded, three-pin AC power outlet.

**Note:** Use an outlet not shared with equipment that generates electrical noise or consumes large amounts of electricity, such as an air conditioner or off ice copier.



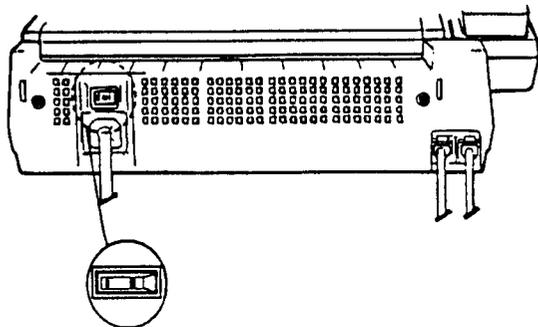
## Turning the Power "ON"

Press the Power switch to turn the unit on. When you turn the power on, 'SYSTEM INITIAL' message appears briefly in the display window and all indicators light briefly. After a moment, all indicators are turned off, and the date, time are displayed. (If the displayed time and date are incorrect, don't worry - you will change this information in a moment.). This confirms your unit works properly.

You may leave your unit on and standby mode 24 hours a day, 365 days a year.

**Notes: If nothing appears in the window, make sure that:**

- The power cord is properly connected and plugged into the wall jack.
- The wall jack is 'live' and not switched off by a wall switch or blown fuse.

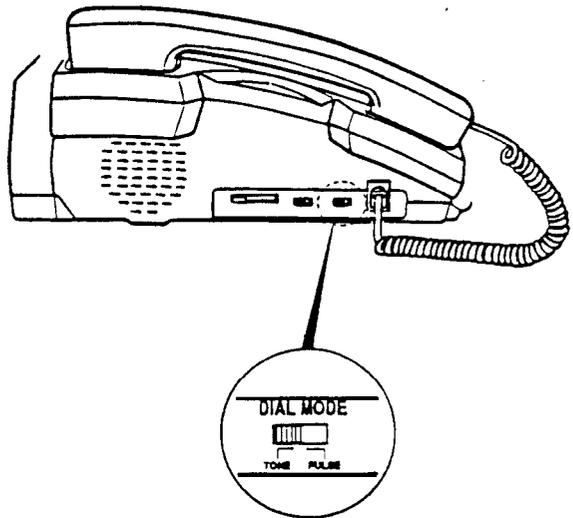


## Choosing Dial Mode

Set the DIAL Mode switch on the left side of the unit for the type of service you have (pulse or tone).

**If you are not sure which type of service you have, do this simple test.**

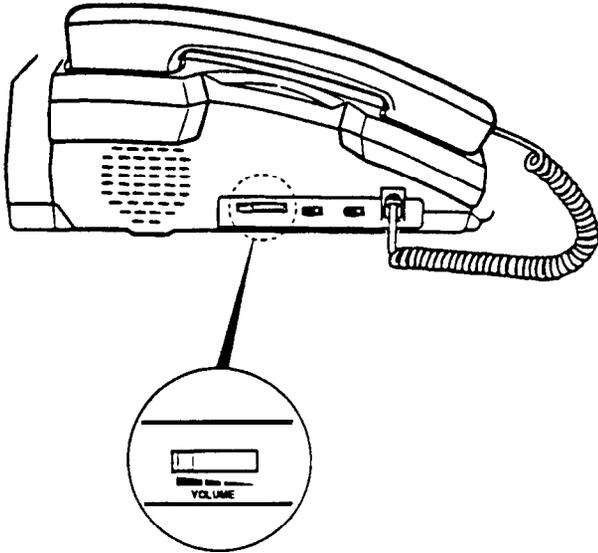
1. Lift the handset and listen for a dial tone.
2. Press any number other than 0. If the dial tone stops, you have a touch-tone service. Set the DIAL MODE switch to "TONE"
3. If the dial tone continues, set the DIAL MODE switch to "PULSE".



# Assembling & Connecting continued

## Setting Speaker Volume

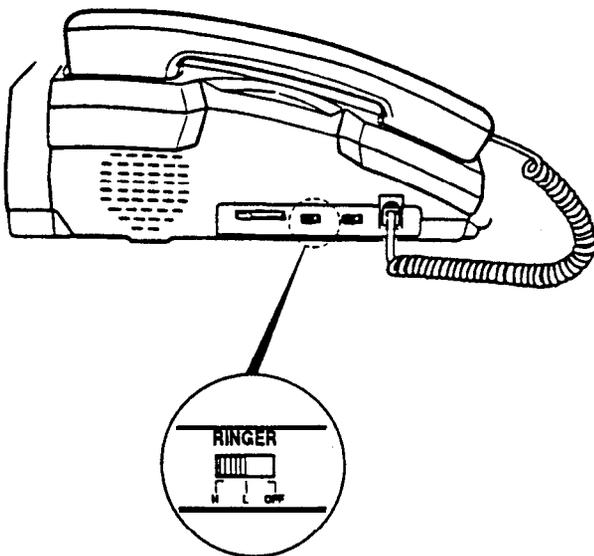
The VOLUME switch on the left side of the unit controls the loudness of the dialing tones you hear through the speaker when you dial with the handset down. You can set the volume to low (all the way to the right), medium (center), or high (all the way to the left).



## Setting Ringer Volume

The RINGER switch on the left side of the unit lets you adjust the ringer volume to three different settings. Try all three to see which volume level is best for you.

If you set the switch to "OFF", your unit doesn't ring when an incoming call comes in.



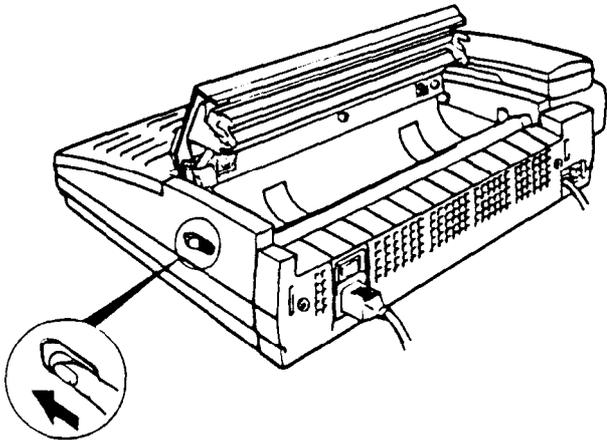
# Loading Fax Paper

## PAPER RUNNING OUT 3

You're running low when the edge of the paper is pink or black.

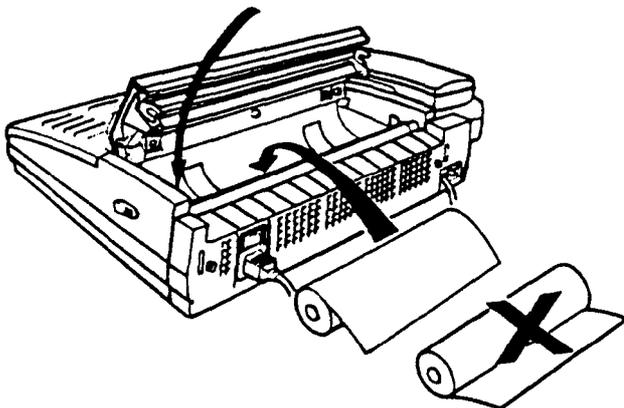
When you're out of paper, the NO PAPER indicator lights to let you know.

1. Open the paper cover by pulling the release button toward the front of the unit. Alert tones sound and the NO PAPER indicator lights when the cover is lifted. Remove the empty paper roll core, if any.



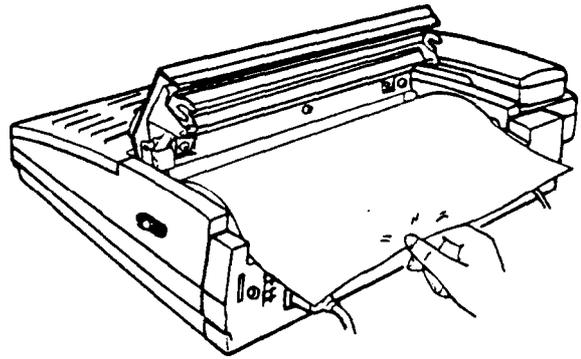
2. Place a new paper roll in the compartment. Be sure the paper exits from the top of the roll as shown.

Location of 'SPACER'.

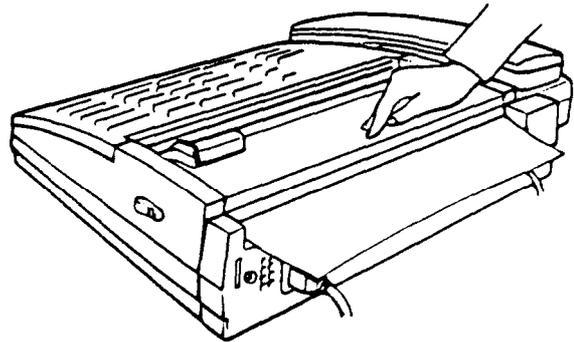


**Note:** If you are using 210 mm wide paper, rotate down the black 'SPACER' located in the paper compartment to fit the width of the paper roll.

3. Pull the paper edge out about an inch from the edge of the fax machine.



4. Close the cover by pressing down on the center of the cover until it is secure. Tear off the excess paper.



# Setting Up Basic Information

## Setting Date and Time

Your fax machine has a timer function. Note that the time must be entered in 24-hour format (refer to the box below). The date and time also appear in various reports. In addition, they are added to the top of all transmitted copies along with your name and number if you set the feature to be activated through the user options (see page 25).

	For This Time	Tvoe This
For times before Noon or after Midnight, use the same numbers as 12-hour time. being sure to use four digits; for example, enter 2:00 AM. as 0200, enter 9:30 AM. as 0930.	Noon	1200
	1 : 00 P.M	1300
	2 : 00 P.M	1400
	3 : 00 P.M	1500
	4 : 00 P.M	1600
	5 : 00 P.M	1700
	6 : 00 P.M	1800
	7 : 00 P.M	1900
	8 : 00 P.M	2000
	9 : 00 P.M	2100
	10 : 00 P.M	2200
For times from Noon through Midnight, use the entries shown in the table at right.	11 : 00 P.M	2300
	Midnight	0000

To set or change the date and time, press [FUNCTION], [O]. Follow the steps below.

SET DATE, TIME ?

1. Press [YES].

MMDDYYHHMM

2. Using numeric keys, enter the month (MM), date (DD), and year (YY) with a 2-digit number. And enter the hour (hh), and minute (mm) in 24-hour format.

For example, to enter September 15, 1992, 3: 30 P.M., you would type 09 for the month, 15 for the date, 92 for the year, 15 for the hour, 30 for the minute.

If you make a mistake while entering the date and time, press [NO]. The last entered number is cleared each time you press [NO].

SEP-15 15:30 TUE

3. The LCD window displays the newly-set date and time. After a moment, the next message will appear.

SET TERM. ID ?

## Setting Your Terminal ID

You can enter a self-identification message that will print across the top of every page you send to remote fax units. This message is made up of your company name (any combination of the available characters up to a maximum of 40) and fax number. Along with your message, the remote fax unit will also print out the time, the date, and number of pages you send.

Entering your fax number also enables this information to be displayed in the window of any fax unit you communicate with.

Your Terminal ID will help your faxing partners keep track of who they are communicating with, and will give them the information they need to contact you, or follow up in case of a faulty transmission, unreadable fax, or other problem.

Note: Using one of the User Options, you can prevent this information from printing on faxes (see page 25).

To begin setting your Terminal ID, press [FUNCTION], [O]. Press [NO] at the prompt 'SET DATE, TIME ?' on the window. Follow the steps below.

SET TERM. ID ?

1. Press [YES].

ENTER TEL NO.

2. Enter your fax number (up to 20 digits). To delimit the area and exchange code, use [REDIAL/PAUSE]. Each time you press [REDIAL/PAUSE] Hyphen is inserted. If you make a mistake, use [NO] to backspace to the error. or press [STOP] to cancel the operation and start over.

# Setting Up Basic Information continued

516-233-3300

3. The number appears on the display. Check the number and if it is correct, press [YES].

ENTER NAME

4. Enter your name, for example, AUDIOVOX as described below. Make sure the ID name appears correctly, then press [YES]. **Now**, the unit returns to the standby mode.

AUDIOVOX\_

## How To Enter Name

1. Press the number key labeled with the character you want. Press it once to obtain the number, twice or four times to obtain the proper character. (see below chart)
2. When the character you want appears on the display, press [\*] to confirm it.
3. Select further characters in the same way. Press [REDIAL/PAUSE] to enter a space.

### Notes:

- If you make a mistake while entering, press [NO] to backspace and correct.
- To cancel entering name, press [STOP] in the middle of entering.

Follow the chart to produce alphanumeric characters with the dial keypad.

Number Keypad	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[0]
First Press	1	2	3	4	5	6	7	8	9	0
Second Press	Q	A	D	G	J	M	P	T	W	+
Third Press	Z	B	E	H	K	N	R	U	X	*
Fourth Press	.	C	F	I	L	O	S	V	Y	,

For example, to enter AUDIOVOX:

Press [2] twice, then [\*]

A\_

Press [8] three times, then [\*]

AU\_

Press [3] twice, then [\*]

AUD\_

Press [4] four times, then [\*]

AUDI\_

Press [6] four times, then [\*]

AUDIO\_

Press [8] four times, then [\*].

AUDIOV\_

Press [6] four times, then [\*].

AUDIOVO\_

Press [9] three times, then [\*].

AUDIOVOX\_

When completed, press [YES].

# Receiving

- ☐ This section shows how to receive faxes and control the functions that affect the way you receive faxes.

## Manual vs. Automatic Fax Machines

Facsimile machines come in two basic types:

- Manual fax machines require the sender to dial the number, listen for a fax tone from the receiving machine (or tell the receiving operator to press the [START] key on their machine), and then press [START/COPY] to send.
- Automatic fax machines detect the presence of the receiving machine after it answers, and automatically send a document with no operator intervention.

With the handset in the cradle using memory dialing (see page 20) your unit sends a document as an automatic fax machine.

With the handset up, it sends a document as a manual fax machine.

Your facsimile machine can receive documents from either type of machine.

## Choosing a Mode

Before you begin to receive faxes, select the proper reception mode for the way you intend to use the machine.

In TEL mode, you can use your fax machine as you would use any regular telephone. Use this mode if you typically use the unit to receive both voice calls and faxes.

In AUTO RECEIVE MODE, your unit automatically picks up to receive a fax after several rings. The number of rings can be set through the User Options (see page 25). Use this mode if you typically leave your fax machine unattended.

In ANS/FAX MODE, the unit can share the same telephone line with an answering machine

Receiving Mode	Indicator's Status
TEL (Manual) Mode	Not lit
AUTO RECEIVE Mode	Lit
ANS/FAX Mode	Flickering

Notes:

- Your unit is preset to the TEL MODE when it comes out.
- Once you choose a receiving mode, the mode will not be changed even though you turn the unit off. The unit restores the mode when you turn on its power.

## Receiving in TEL Mode

1. To select the TEL (Manual) mode, press [AUTO RECEIVE] repeatedly until the AUTO RECEIVE indicator is off.
2. When the phone rings, pick up the handset.
3. When you hear a fax tone, press [START/COPY]
  - When the other party is calling from a manual fax machine, instruct him to press the [START] key on their machine. When you hear a fax tone, press your [START/COPY] and hang up. The unit will receive the fax.
  - If, when you answer the phone, you hear a fax tone, someone is trying to send you a fax from an automatic fax machine. Press [START/COPY] and hang up to receive the fax.

## Receiving in AUTO RCV Mode

1. To select the AUTO RCV mode, press [AUTO RECEIVE] repeatedly until the indicator over the key lights.
2. When you get a call, the unit automatically receives the document.
  - When a call is received from a manual fax machine, your unit answers the call after several rings which you set through the User Options, and sounds a fax tone to the caller. The caller hears the tone, and should know to press the [START] key on their machine. Then your unit receives the fax.
  - When a call is received from an automatic fax machine, your unit automatically detects the sending fax machine and receives the fax automatically.

Notes:

- If you pick up the handset before your unit answers, the unit switches back to TEL mode.
- Even when a fax tone is on the line, the unit might fail to detect it and doesn't receive the fax because of the line instability.

# Receiving continued

## Receiving in ANS/FAX Mode

**Note:** To use ANS/FAX receiving mode, you have to install an answering machine (see page 8). This mode is not applicable for the standard phone installed in EXT.TEL jack.

1. To select the ANS/FAX mode, press [AUTO RECEIVE] repeatedly until the indicator flickers
2. When a call is received, the answering machine answers and plays the recorded outgoing message.
  - If a fax tone or a certain time period of silence is detected on the line by your fax machine - the call automatically switches over to the fax machine and reception begins, overriding the answering machine's announcement.
  - If someone wants to speak with you, the caller can leave a message on the answering machine.

Notes:

- If you have troubles receiving faxes in the ANS/FAX mode, change the silence detection time mode as described on page 25. This feature in the user options will ensure fax reception when a fax tone is not detected on the line by your fax machine.
- If the sound level of the incoming caller is too low due to a poor telephone connection, **the fax machine and/or answering machine may not function properly.**
- **If the answering machine does not answer within 6 rings for such reasons that recording message is full on the tape or the answering machine is switched off, your fax unit automatically switches to the TEL/FAX mode and takes the call according to the steps described in "Receiving in TEL/FAX mode".** If the answering machine is featured with a user - selectable ring counter, set the machine to answer an incoming call within 4 rings.

- When you are using the TEL mode on your unit and an answering machine is installed, you must make sure you switch off the answering machine, otherwise the OGM from the answering machine will disrupt your telephone conversation.
- When your answering machine answers an incoming call, a fax tone may be recorded while your fax discriminates between a voice and fax. Your answering machine may indicate a voice message has been left.
- Set your answering machine to VOX mode (If applicable). VOX stands for **Voice Operated Transmission** and is the name given to the answering machine facility which causes disconnection when a period of silence is detected by the answering machine.

### Some Message Guideline When You Record Outgoing Message

The message that you record on your answering machine should give clear instructions to callers who may want to send a fax or leave a message. Your message should say "This is (your company). If you would like to send a fax please press your [START] key. If you want to leave a message please speak after beep".

Keep your message as short as possible.

## Receiving in TEL/FAX Mode

If you have set your unit to ANS/FAX mode and the answering machine connected to the EXT. TEL jack is switched off, or the answering machine is not connected to your unit, your facsimile reverts to TEL/FAX mode. In TEL/FAX mode, your unit operates as follows:

1. When a call is received, if you do not pick up the handset within 6 rings, your fax machine will switch to AUTO RECEIVE mode.
2. When a call is received, if you pick up the handset and hear someone, you can talk. **If** someone wants to send a fax, please instruct him to press his [START] key. When you hear a fax tone, press [START/COPY].

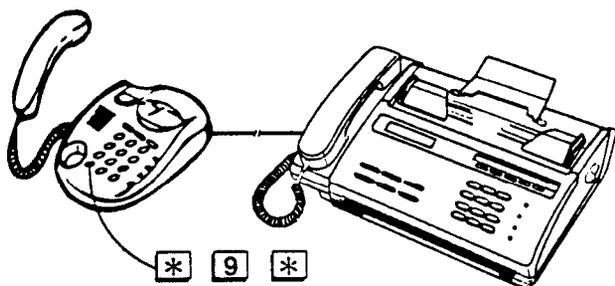
# Receiving continued

## Receiving Using the Extension

### Telephone

When you are using a standard telephone and if the telephone is connected to the EXT.TEL jack on your fax machine (see page 8), you can transfer a fax transmission to the fax machine using the extension telephone.

1. Answer a call on the extension telephone.
  - Speak with the person on the other end of the line.
  - If a fax tone is heard when you pick up the handset, go to step 3.
2. To receive a facsimile on the same call after the conversation, ask the remote operator to press the [START] key on their machine.
3. When a fax tone is heard, press [\*], [9], [\*] keys on the extension telephone slowly in sequence. If you still hear the fax tone from remote machine, press [\*], [9], [\*] once again. [\*], [9], [\*] is a remote receive start code which is preset at the factory. The first and the last asterisk are fixed, but you can change the middle digit [9] by setting it through "Setting User Options". See page 25.



4. The call is transferred to your fax machine and reception begins. Hang up the handset.

Note: If your fax machine occasionally fails to detect the remote start code, change the code for other number.

## Canceling a Reception

Press [STOP] twice.

Even after pressing [STOP] once, your unit will keep receiving until you press [STOP] again.

Once pressed [STOP], following message appears to remind you of that your unit is communicating.

IN USE !

To cancel reception anyway, press [STOP] again.

If you think you made a mistake, wait for a second until your unit keeps on receiving.

# Important Receiving Facts

## Voice Request

If you want to speak to the remote party who is sending a document to you:

1. Press [V.REQUEST] during the reception. The V. REQUEST indicator lights to confirm your request. But your request will not go through until the unit finishes receiving the last document.
2. When receiving is finished, the call signal is sent to the remote party's unit. The remote party may pick up the handset within 15 seconds if they wish to speak.

If no one answers the request within 15 seconds, the signal ends. The unit returns to the standby mode.

3. When the remote party responds, you hear a warbling tone, and the V.REQUEST indicator goes off. Pick up the handset and begin your conversation .

If **you hear a warbling tone and the window displays 'VOICE REQUEST' when receiving is finished:**

The remote party wants to talk to you. Simply pick up the handset and say "Hello". If you do not respond to the voice request, your unit will print out a call back message, which shows the telephone number of the remote unit

<p><u>CALL BACK MESSAGE</u> SEP-05-92 14:46</p> <p>PLEASE CALL BACK.....</p> <p>PHONE NUMBER : 281 3950</p>
-------------------------------------------------------------------------------------------------------------

## Window Messages

During receiving, the window will display a message similar to the one below to inform you of its status or activity.

( R E C . 1

In this example, the number in the top of the window is the telephone number of the sending fax. 'REC' means you are receiving, "G3" indicates the communications standard observed by both fax machine, '9 6' indicates the transmission speed (9600 bps), and the number following 'P:' is the number of the page being received. .

If a fax reception fails or your unit detects a problem, it may display an error message in the window. In order to clear the problem, refer to "Error Messages" on page 28.

## Identifying the Party Sending the Documents

Most documents that you receive with your unit have the other party's ID printed out at the top of the document. This is like the return address on a letter. You can see at a glance who is sending the document. The example below shows a typical document with the ID printed out at the top.

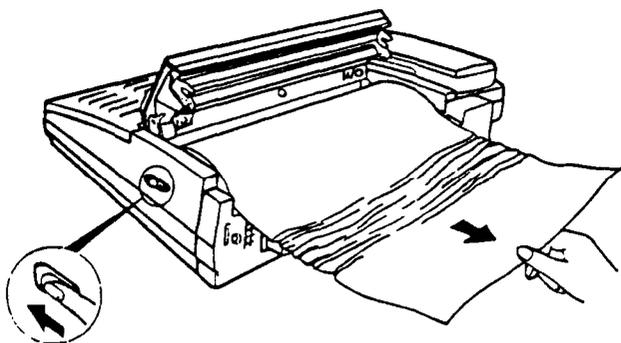
**Note:** The amount of information that appears in the ID depends on the type and settings of the facsimile unit that is sending the document.

<p>SEP-1892 12:15 AUDIOVOX TEL:516-233-3300 P:05</p>
------------------------------------------------------

# Important Receiving Facts

## Clearing Paper Jams

If the fax paper jams, DO NOT pull it out. Doing so could damage your fax unit. To clear a fax paper jam, open the paper cover by pulling the release button toward the front of the unit. Then remove the jammed paper.



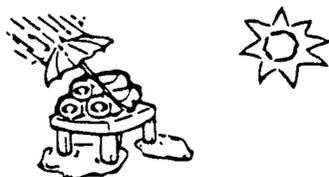
Reload the fax paper as described in "Loading Fax Paper."

## Fax Paper Storage

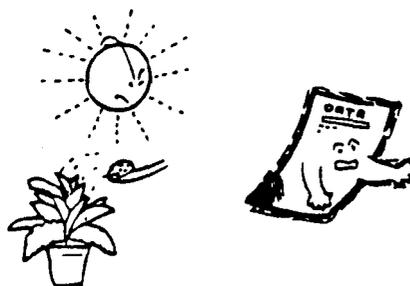
Fax paper has chemicals in it that can, over time, cause yellowing, fading, and curling.

Following these storage guidelines should keep your received faxes and your unused fax paper serviceable as long as possible.

- To extend its shelf-life, store unopened packages of thermal paper at or below 76°F and 65% humidity. If the package has been opened, store it away from direct light. Heat and humidity darken the of thermal paper.



- Store your received faxes away from direct sunlight and at a temperature below 105°F. Heat and humidity darken the the thermal paper and fade the image.



- Avoid storing faxes in contact with blueprint (dialo) copies and plastic film or binders. The chemicals in these materials may fade the image.



- Avoid applying tape to the imaged area on faxes. The chemicals in some transparent tape adhesives may fade the image.



- Avoid storing faxes with the imaged side together. The printed image may transfer from one copy to the other.



For indefinite storage, we recommend you copy your received faxes using a standard office copy machine, and store the copy instead of the original fax. Documents on plain copy paper are less prone to the decay that sometimes **affects** faxes.

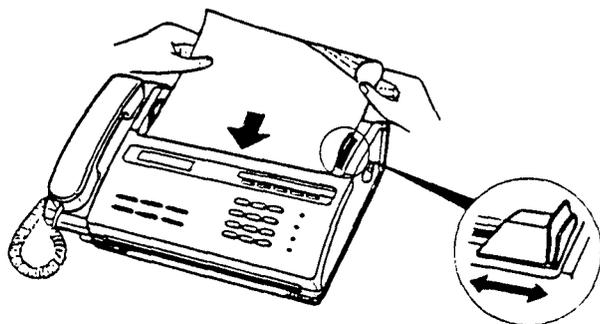
# Sending

Q This section shows how to prepare a document and send it. It also shows how to take advantage of features that save time or improve the quality of your transmission, such as one-touch or speed dialing, changing resolution and contrast, and using your fax machine to make copies.

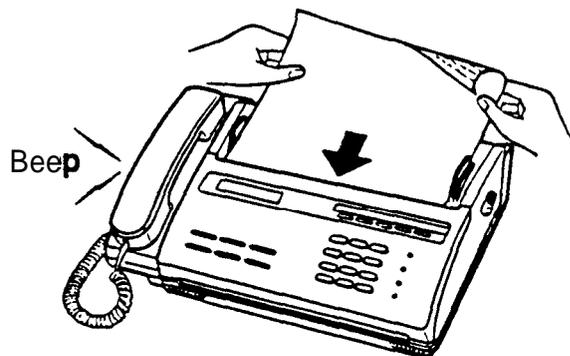
## Sending a Document

1. Place the document face down and adjust the document guide to match the width of the document.

Note: Slide the guide smoothly to the left or right. If you move it with great force, it might be broken.



2. Gently insert the leading edge of the document into the loading slot until you hear a beep tone and the machine has begun to grab the document(s). After the document is secured, the unit displays the standby mode. The document is now loaded and ready to send.

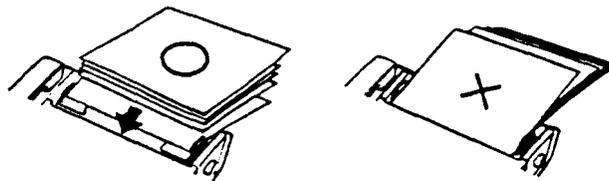


### Notes:

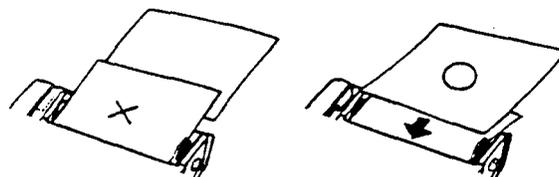
- You can stack up to five sheets of paper at one time. Stagger the leading edge of the sheet

slightly and insert the sheets with a slight push to assure smooth feeding.

Be sure the bottom sheet enters first as shown below.



- If you want to add documents while sending, insert it into the loading slot so it is placed on the top of the preceding one as shown below



3. Pick up the handset and dial the number of the remote fax machine you want to send to. You can also use one-touch dialing or 2digit speed dialing for this Step. See "Memory Dialing" on page 20.
4. When the line is answered:
  - If you hear a fax tone, press [START/COPY] and hang up. Your unit starts sending.
  - If you hear a voice, instruct the answerer to press the [START] on their unit. When you hear a tone, press [START/COPY] and hang up.
  - If you hear a busy signal, press [START/COPY] and hang up the handset. Your unit automatically redial the number and send the document (see "Automatic Redialing" on page 20).
5. When the last page has been sent, long beep sounds, and your unit hangs up.

Hint: To cancel sending at any time, press [STOP] twice.

# Important Sending Facts

## Memory Dialing

If you **have** stored frequently used numbers in the unit's memory, and if the remote party you are calling is set to receive documents automatically, you can send a document at the touch of a key or using **[SPEED]** key and 2-digit number.

For information on storing numbers for memory dialing, see "Storing One-Touch & Speed Dial Numbers" on page 24.

To send document using **memory dialing**;

1. Load the document face down into the unit (see page 19).
2. To dial the number assigned to one-touch key, press the one-touch key.

To dial the number assigned to 2-digit number, press **[SPEED]** and enter the 2-digit number (01-20).

The unit automatically dials the number, confirms the connection and sends the document. The messages on the LCD window tell you what step is being performed.

Note: If you press one-touch key or 2digit number which is not stored in the unit, warning tones sound.

## Automatic Redialing

When you try to send a document using memory dialing and the receiving unit is busy or does not **answer**, (**within** 60 seconds), your unit will automatically redial the number at 3-minute intervals until it reaches the receiving unit. It redials the number up to three times in case of no answer.

When you dial a number manually using the dial keypad and the number is busy, either press **[START/COPY]** and hang up or hang up then press **[REDIAL/PAUSE]** to activate the automatic redialing.

If there is still no answer, your unit hangs up. If the receiving unit answers, your document is sent automatically

The OHD indicator flickers and "BUSY REDIAL ?" appears on the LCD window while the unit waits for the 3-minute interval time to indicate the auto redialing is being activated. If you want to redial the number soon without waiting for 3 minutes, press **[YES]**. The unit beeps each time it completes redialing. If you answer **[NO]** against the message "BUSY REDIAL ?" the unit returns to the standby mode.

To cancel automatic redialing at any time, press **[STOP]**, or remove the document.

Note: If you receive call while the unit waits for the 3-minute interval time in the middle of automatic redialing, lift the handset. You can take the call and the automatic redialing is canceled.

## Handset Up, Handset Down

You can use any dialing method - manual, one-touch, or speed dialing -- for manual faxing (with the handset up) or automatic faxing (with the handset down)

To dial manually with the handset down, press **[OHD]** first. You will hear a dial tone through the built-in speaker and you can then dial manually the telephone number using the dial keypad.

Leave the handset down when you think you are dialing an automatic fax machine and don't expect the remote operator to answer. If the remote operator does answer, a fax tone will inform the operator that a fax is coming in.

If you do lift the handset to dial, be sure not to hang up until the transmission begins. Hanging up before the transmission begins will disconnect the line and cancel the transmission.

## Window Messages

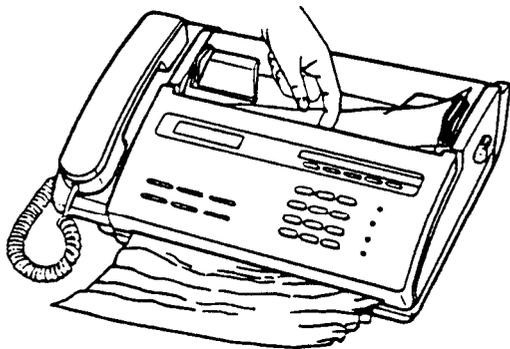
During sending, the window will display a message similar to the one below to inform you of its status or activity.

SEND G3 9.6 P:01

In this example, the number in the top of the window is the telephone number of the receiving fax. 'SEND' means you are sending, 'G3' indicates the communications standard observed by both fax machines, '9.6' indicates the transmission speed (9600 bps), and the number following 'P:' is the number of the page being sent. If a fax transmission fails or the unit detects a problem, it may display an error message in the window. Refer to "Error Messages" on page 28 to clear the problem and try to send the document again.

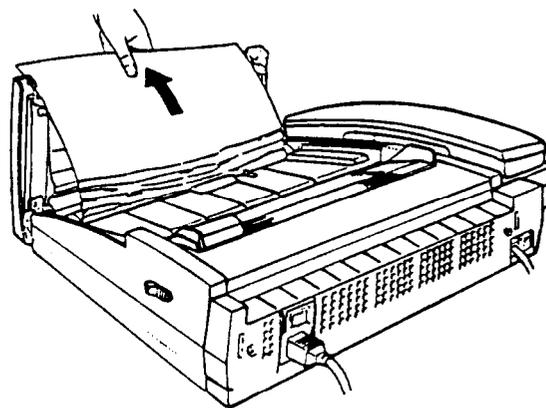
## Clearing Document Jams

If the fax unit starts to read the document and for some reasons, stops without reading all of it, the document might be jammed. The unit displays 'DOCUMENT JAM'. DO NOT pull it out of the loading. To clear the jam, open the control panel using hand as shown below.



It will release the grip on the document. Wait until the white roller in the unit stops moving. You can then remove the jammed document without damaging your unit. Close the cover. 'DOCUMENT JAM' message disappears and the unit returns to the standby mode.

Note: If the roller doesn't stop moving, lift the edge of the document and pull it in the direction of arrow.



## Printing Information on Sent Pages

If you have entered a Terminal ID message (see page 12), your fax number and name - along with the date, time, and page number - will appear at the top of each page at the receiving end.

By setting one of User Options, you can choose whether to print this information directly over whatever is at the top of each page, or not.

SEP-18-92 12:15 AUDIOVOX TEL:51 6-233-3300 P:05

# Important Sendina Facts continued

## Voice Request

If you are sending a document and want to speak to the remote party;

1. Press [V.REQUEST] while sending. The V. REQUEST indicator lights to confirm your request. But your request will not go through until the unit finishes sending the last document.
2. When sending is finished, the call signal is sent to the remote party' unit. The remote party may pick up the handset within 15 seconds if they wish to speak.

If no one answers the request within 15 seconds, the signal ends. Your unit returns to the standby mode.

3. When the remote party responds, you hear a warbling tone, and the V.REQUEST indicator goes off. Pick up the handset and begin your conversation.

If you hear a warbling tone and the window displays 'VOICE REQUEST' when sending is finished;

The remote party wants to talk to you. Simply pick up the handset and say "Hello".

If you do not respond to the voice request, your unit will print out a call back message, which shows the telephone number of the remote unit.

CALL BACK MESSAGE

SEP-m-92 14:a

PLEASE CALL BACK.....

PHONE NUMBER : 281 3950

## Confirmation Report

A confirmation report will be printed out after every send operation if you have selected this feature to be activated by answering [YES] to the prompt 'CONF. REPORT ?' while setting "User Options" (see page 25). Example is provided on page 26.

# Controlling Transmission Quality

## Preparing a Good Original

To prevent jamming and ensure good results on the receiving fax machine:

- Remove all staples, clips and tape from the original documents.
- If you must re-fax a document that was faxed to you, we recommend that you make a copy of it on a regular office copier, and fax the copy for better transmission quality.

To create good quality original documents, do the following:

- Type them instead of writing.
- When writing, use a felt-tip pen and black ink.
- Use white paper.

Do not try to send documents that are:

- Wet or damp
- Covered with wet ink or paste
- Too thin (such as onionskin, airmail paper or pages from a magazine)
- Chemically processed (such as pressure-sensitive paper or carboncoated paper)
- Coated (such as glossy paper)
- Too small or short (such as a label or card)
- Made of cloth or metal

Use an office copier to piece together several small originals or make a standard size copy of an original which is too small to load in your unit.

## Page & Document Size Limitations

Your unit accepts original documents no smaller than 6 inches wide by 8.5 inches long, and no larger than 8.5 inches wide by 59 inches long.

Do not attempt to load 2 or more documents into the unit when the documents are too thin or too thick. These documents might fail in automatic feeding. Feed one sheet at a time. Refer to the following chart for acceptable thickness.

	2 or more sheets	Single sheet
Thickness of Document	0.08~0.13mm	0.075~0.15mm

**Note:** Make a standard copy by using an office copier to send the document of unacceptable thickness.

## Setting the Resolution

Your unit allows to send a fax at a higher resolution. Use FINE resolution to send very detailed documents with intricate drawings or small type. Transmission time will be increased if FINE mode is set but the results will look better at the receiving end.

**Note:** A document must be loaded into the unit for this function to be operated.

To send a fax in FINE resolution, press [FINE] before dialing, the FINE indicator lights to confirm that the FINE mode is activated.

To see how your document will look at the receiving end, use your unit to make a copy with whatever settings you like (NORMAL or FINE mode).

## Making Copies

Your fax unit doubles as a handy copy machine.

1. Load the document face down into the unit.
2. Adjust the resolution of document by using [FINE], if necessary.
3. Press [START/COPY].

**Note:** If you copy 2 or more pages, be sure the bottom sheet enters first.

# Storing One-Touch & Speed Dial Numbers

○ Instead of manually dialing numbers, you can use either one-touch keys or 2digit speed dial numbers to quickly dial the numbers that have been stored in your unit's memory. You can store up to 20 telephone numbers of up to 34 digits each and the corresponding destination names of up to 20 digits each. Storing name is optional.

Each number entered is called a "location". Locations 01 through 20 are assigned to speed dial numbers. Locations 01 through 05 are **also** assigned to one-touch keys.

## Notes:

- Locations 01 through 05 could be dialed by either one-touch keys or speed dial numbers.
- If you make a mistake while entering a number, press [STOP] and start over again.

To begin storing numbers, press [FUNCTION], [1], then follow the steps below.

SET LOC. NO. ?

1. Press [YES]

LOCATION NO. >

2. Enter a 2-digit number (01-20) under which you want to assign the telephone or fax number.

Note: If the window says 'CANCEL ?', that means there is already number assigned to that location. To delete the previous number, press [YES]. Then the unit deletes it and waits for you to enter new location number. Or to start over with a different location, press [NO].

ENTER TEL. NO.

3. Enter the fax number or telephone number you want to store. You can use any key on the keypad, including [\*] and [#]. Pressing [REDIAL/PAUSE] between numbers adds a 3-second pause each time it is pressed.

When completed, press [YES].

ENTER NAME

4. If you want to identify the number with a destination name, enter the desired name as described in "How to Enter Name" on page 13.

When the desired name entered and appears on the window, press [YES].

If you do not want to store a name, just press [NO] without entering name.

To verify Your Stored Numbers

Print the location number list to verify your one-touch telephone and fax number entries and speed dial telephone number entries (see page 26)

# Settina User Options

The option settings for your machine are preset at our factory. If you do need to change the settings, first print out the options list to see the current option settings (see page 27).

**Note:** To return the unit to the standby mode in the middle of setting user options, press [STOP].

To set or change options, press [FUNCTION] and then press [2]. Following message appears.

SET OPTION ?

1. Press [YES].

TERM. ID ?

2. Press [YES] if you want to set your fax machine to have your Terminal ID (TTI) printed on each page you send. Press [NO] not to have your TTI printed.

CONF. REPORT ?

3. Press [YES] if you want to set your fax machine to automatically print out a confirmation report after each transmission. Press [NO] if you do not want this report to be automatically printed.

RINGS(1 - 7) >\_

4. Enter the number of rings (1 through 7) your unit should wait before answers an incoming call in AUTO-RECEIVE mode. Then, press [YES].

**Notes:**

- If you enter **[1]**, the unit will answer calls on the first ring.
- To give you time to answer normal calls when you are home, set this option for at least four rings.

RCV.CODE(0-9)>\_

5. Enter the remote receive start code that allows your fax machine to receive documents unattended by entering the code on an extension telephone (see page 16). Then press [YES].

**Notes:**

- You can enter any number digit from [0] to [9] by using dial keypad.
- The remote receive start code is consisted of [\*], **[one digit]**, [\*]. The first and the last digit [\*] are fixed. You can change the middle digit only.
- Middle digit is preset to [9].

LIMITED DETECT ?

6. After a call is picked up by the answering machine in the ANS/FAX mode, your fax machine monitors the line. When your fax machine detects a certain time period of silence or the line released by the answering machine, the call will be treated as a fax message and your machine begins reception.

If you want to limit the silence detection time to 12 seconds, press [YES].

If you want to unlimit the silence detection time, press [NO].

Now, you have completed **settings of the optional features of your unit**. To review the settings, print the options list (see page 27).

# Printing Reports

- The report function of your fax unit is used to see what numbers you have stored, what settings you have made, or what faxes you have sent and received.

Before making changes, print out the list to check the current settings. After making changes, print the list to confirm the new settings.

**Note:** The call back message is printed automatically when you do not answer the remote party's voice request, and the confirmation report is printed automatically only if the corresponding user option is set.

To print out reports, press [FUNCTION], [3]. Following message appears.

PRINT LIST ?

1. Press [YES].

LOC. NO. LIST ?

2. Press [YES] to print the location number list, or [NO] to skip it (see right-lower for a sample list).

OPTIONS LIST ?

3. Press [YES] to print the options list, or [NO] to skip it (see page 27 for a sample list).

TX REPORT ?

4. Press [YES] to print the transmission report, or [NO] to skip it (see page 27 for a sample report).

RX REPORT ?

5. Press [YES] to print the reception report, or [NO] to skip it (see page 41 for a sample report).

## Confirmation Report

The confirmation report shows the results of each transmission;

the telephone number of the remote unit, the number of pages sent, start time, the elapsed time, and the result of the transmission. The report is printed out automatically every time you send a document, provided you have set the unit to print out the report using the user option feature.

<u>CONFIRMATION REPORT</u>		SEP-0592 1421
PHONE NUMBER :	618359	
PAGES :	02	
START TIME :	09.05 14:19	
ELAPSED TIME :	01'35"	
MODE :	9600/FINE/MR	
RESULTS :	OK	

## Location Number List

The location number list shows the current one-touch number and speed dial number settings. Before changing or adding numbers, print this report to check which numbers are currently stored. And print this report after making changes to confirm the new settings.

<u>LOCATION NUMBER LIST</u>		SEP-05-92 12:20
<u>LOC. NO.</u>	<u>PHONE NUMBER</u>	<u>NAME</u>
01	7144498765	INFORMATION
a?	245 2622	SYSTEM
10	507 3850	NEW YORK

# Printing Reports continued

## Options List

The options list shows the current settings for the user options.

Before changing options, print this report to check how the options are currently set. Also print this report after making changes to confirm the new settings.

<u>OPTIONS LIST</u>		SEP-05-92 14:12
TEL NO. : 516-233-3300 NAME : AUDIOVOX CORP.		
<u>OPTIONS</u>	<u>STATUS</u>	
TERMINAL ID.	YES	
CONFIRMATION REPORT	NO	
RING COUNT	2	
REMOTE RECEIVE START CODE	*9	
SILENCE DETECTION TIME	UNLIMITED	

## Reception Report

The reception report shows the records of your receiving activity and its results. The report shows who received it, the date and time, the elapsed time, how many pages were received and its results. When you request this report, your unit prints last 10 sending operations.

<u>RECEPTION REPORT</u>		SEP-05-92 14:52			
TEL NO. : 516-233-3300 NAME : AUDIOVOX CORP.					
<u>NO.</u>	<u>PHONE NUMBER</u>	<u>DATE &amp; TIME</u>	<u>ELAPSED TIME</u>	<u>PAGE</u>	<u>RESULTS</u>
01	2898	09-05 14:35	01' 02"	01	OK
02	745 0084	09-05 14:37	01' 25"	01	OK
03	281 3950	09-05 14:39	01' 02"	01	OK
04	281 3950	09-05 14:43	02' 12"	02	OK

## Transmission Report

The transmission report shows records of your sending activity and its results. The report shows the date and time, who it was sent to, communication mode, how many pages were sent, and its results. When you request this report, your unit prints last 10 sending operations.

<u>TRANSMISSION REPORT</u>		SEP-05-92 14:52			
TEL NO. : 516-233-3300 NAME : AUDIOVOX CORP.					
<u>NO.</u>	<u>PHONE NUMBER</u>	<u>DATE &amp; TIME</u>	<u>ELAPSED TIME</u>	<u>PAGE</u>	<u>RESULTS</u>
01	2898	09-05 14:17	00' 47"	01	cm
02	2898	09-05 14:19	01' 35"	02	OK
03	2898	09-05 14:21	01' 48"	01	OK
04	618359	09-05 14:25	00' 34"	01	OK

# Maintenance and Troubleshooting

## Troubleshooting Guide

Many common problems have simple solutions. Check quickly through the following list before calling for service.

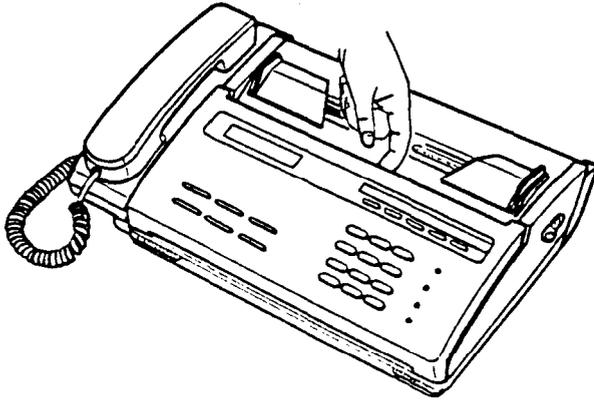
Symptom	Possible Cause/Solution
Nothing appears on the window when the power switch is turned on.	<ul style="list-style-type: none"> <li>• Is the machine plugged in ?</li> <li>• Does the wall outlet have power ?</li> </ul>
The unit does not receive faxes.	<ul style="list-style-type: none"> <li>• Is the <b>AUTO RECEIVE</b> indicator lit ?</li> <li>• <b>Make</b> sure the paper cover is <b>closed securely</b>.</li> <li>• Make sure the handset is in the cradle.</li> </ul>
Receiving fails after you press <b>[START/COPY]</b>	<ul style="list-style-type: none"> <li>• Did you press <b>[START/COPY]</b> before hanging up the handset ?</li> </ul>
The unit does not send faxes.	<ul style="list-style-type: none"> <li>• Are documents properly loaded, and face down ?</li> <li>• Did you press <b>[START/COPY]</b> before hanging up the handset ?</li> </ul>
Received faxes are dirty or hard to read.	<ul style="list-style-type: none"> <li>• Poor original or dirty scanning glass on sending machine.</li> </ul>
The unit does not make copies.	<ul style="list-style-type: none"> <li>• Are documents properly loaded, and face down ?</li> </ul>
You get no dial tone.	<ul style="list-style-type: none"> <li>• Is the telephone line cord connected properly ? If not, Connect the cord to TEL LINE jack.</li> <li>• Make sure the power switch is ON.</li> <li>• Is the handset curl cord connected properly ?</li> </ul>
When you are sending or copying documents continuously, warning tone sounds and the ERROR indicator flickers, then you can't do anything with the unit.	<ul style="list-style-type: none"> <li>• The unit has overheated and shut itself off. Let it cool down then try using again.</li> </ul>
Automatic document feeder does not work properly, so 2 or more sheets feed simultaneously.	<ul style="list-style-type: none"> <li>• ADF rubber is dirty. Clean it (see page 30).</li> <li>• If you still have problem on the automatic feeding replace it with new one.</li> </ul>
The ERROR indicator is lit.	<ul style="list-style-type: none"> <li>• Communication error occurs. Try again.</li> <li>• The recording paper or a document has jammed in the unit. In case of document jam, check if the thickness, length, and size of the document are acceptable for sending (see page 23).</li> </ul>

# Maintenance and Troubleshooting continued

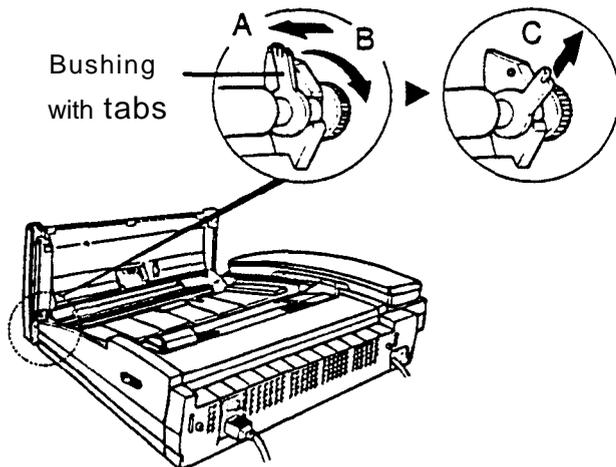
## Cleaning Components

When the copied documents are hard to read, clean the machine's scanning glass and white roller. If they are dirty, the quality of the transmission image and copy becomes degraded.

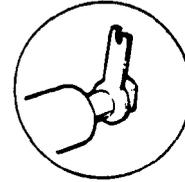
1. Lift the control panel using hand.



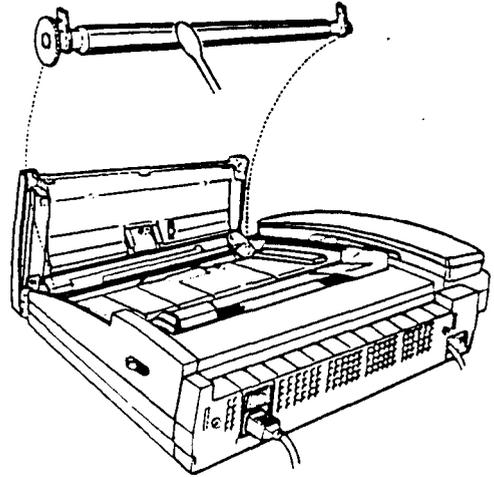
2. Disassemble the white roller. Both ends of the roller are terminated with bushings which are snapped shut with small tabs. Push the tabs slightly inwards in the direction of 'A', then rotate in the direction of 'B' until it reaches the slot as shown in the figure below. Then pull the roller upwards in the direction 'C'.



**Note:** Be careful not to lose the bushing on one end of the roller when disassembling.

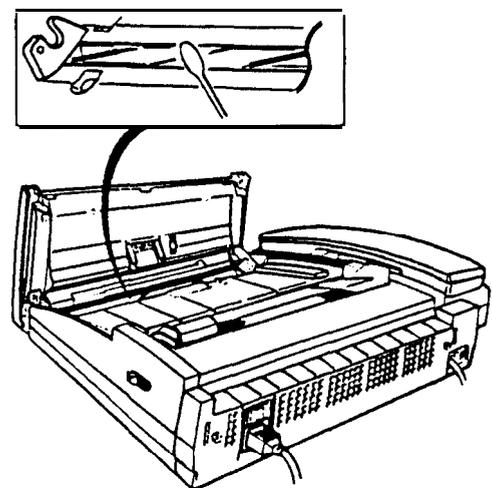


3. Wipe the roller clean with a soft cloth dampened with alcohol. Then dry thoroughly.



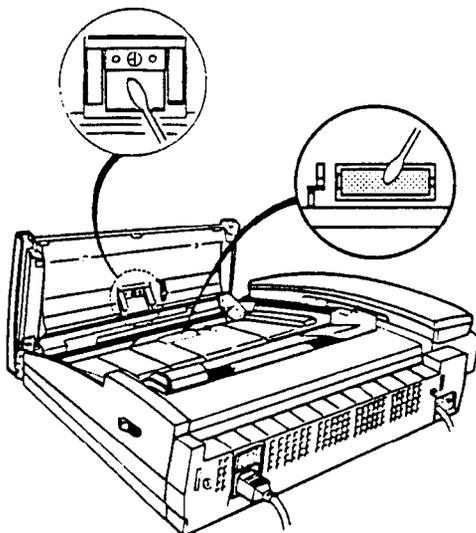
**Note:** Do not use the document having contents written by pencil on the back side. It causes the white roller to be stain. When the roller becomes dirty, the copied document will not reproduce clear.

4. Clean the scanning glass with alcohol as shown below.



# Maintenance and Troubleshooting continued

5. If a 'DOCUMENT JAM' occurs, dampen the lint-free cloth with water, and wipe the ADF rubber and ADF roller clean as shown below.



Note: If you still have problems in feeding documents automatically after cleaning the rubber and the roller, you may have to replace them. Contact your dealer.

6. Assemble the white roller in reverse order of disassembling. Then close the cover.

## How a Fax Works

Facsimile is a system of sending printed or other graphic information from one location to another by producing a copy or "facsimile" of that information at the remote location. A fax unit transmits audio tones over the same telephone lines you use for person-to-person conversation.

The facsimile process involves three basic steps:

1. Reading and converting the document into electronic signals (audio tones).
2. Sending, or transmitting, the signals through a telephone system, to another fax unit.
3. Converting the received signals into a "facsimile" of the transmitted document.

This is a simplified explanation of the actual facsimile process. Although all fax units operate by this same basic process, specific operating procedures differ from unit to unit.

## About Facsimile Compatibility

The CCITT (Consultative Committee for International Telephone and Telegraph), which sets worldwide standards for data communication, classifies facsimile devices into three groups. The grouping is based on how a fax unit sends information, in what form, and at which speed.

To simplify, you can think of fax units as being grouped by speed: Group 1 includes 6 minute units, Group 2 includes 3 minute units, and Group 3 includes sub-minute units. These speeds refer to the amount of time it takes a fax unit to send or receive a standard business letter over the telephone lines.

Your facsimile is compatible with CCITT G3 mode units.

# Specifications

Type of Unit	Desktop Transceiver
Communication Line	Public Switched Telephone Network and PABX
Compatibility	CCITT Group 3
Compression Scheme	Modified Huffman, Modified READ (MH/MR)
Modem Speed	9600/7200/4800/2400 bps
Resolution	3.85 line/mm, 7.7 line/mm
Scanning Method	Flat-Bed scanning using CIS (Contact Image Sensor)
Print Method	Thermal
Input Document Size	216 mm (8.5 ")
Effective Scanning Width	210 mm (8.27 ") +/- 1%
Effective Recording Width	216 mm (8.5 ")
Paper Roll Size	30 meters
Power Requirement	AC 120V - 220V, 50-60 Hz
Power Consumption	9.5 W (Standby), 120 W (Sending, Receiving and Copying)
Temperature Range	10°C to 35°C (50°F to 95°F)
Humidity Range	20% to 80% ; RH (non-condensing)
Dimensions	334 mm X 249 mm X 88 mm ((W) X (D) X(H))
Weight	3.5 Kg (7.7 lbs.)

## When Service is Needed

If your problem persists, contact the dealer from whom you purchased your machine. You may want to jot down your dealer's telephone number.

Service Telephone Number : \_\_\_\_\_

For the most efficient service, jot down the information requested below before calling:

Model No. of your machine : AFX-2500

Serial No. (on bottom of the unit): \_\_\_\_\_

Type of telephone jack: \_\_\_\_\_

Model and brand of facsimile you are trying to communicate with: \_\_\_\_\_

Is your unit having problem in transmitting, receiving or both ? YES/NO

Does the same problem occur when you call a different machine ? YES/NO