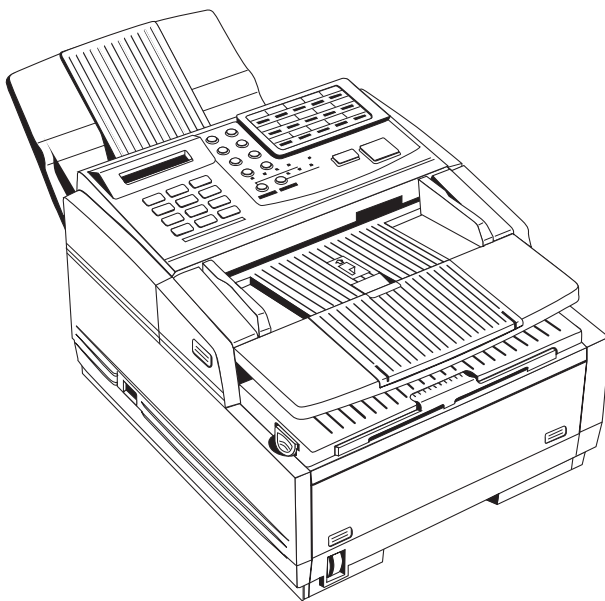# OKIFAX *5400*

User's Guide

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer of this equipment assumes no responsibility for the results of errors beyond its control. The manufacturer of this equipment also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it.

Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer of this equipment.

This user's guide is subject to change without notification.

This product complies with the requirements of the Council Directives 89/336/EEC and 73/23/EEC on the approximation of the laws of the member states relating to electromagnetic compatibility and low voltage.

Written and produced by Oki Europe Ltd.

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Energy Star is a trademark of the United States Environmental Protection Agency.

ENERGY STAR

As an Energy Star Partner, Oki has determined that this product meets the Energy Star guidelines for energy efficiency.

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Advanced Operations

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Safety

Your fax machine has been carefully designed to give you years of safe, reliable performance. As with all electrical equipment, however, there are a few basic precautions you should take to avoid hurting yourself or damaging the fax machine.

General

- Read this user's guide carefully and keep it in a safe but accessible place so that you can use it for future reference.
- Read and follow all warning and instruction labels on the fax machine itself.
- Disconnect the fax machine before you clean it. DO NOT use liquid or aerosol cleaners to clean the fax machine.
- Place your fax machine on a firm, solid surface. If you place the fax machine on something unsteady, it may fall and become damaged or injure someone. If you place the fax machine on a soft surface, such as a rug, sofa, or bed, the vents may become blocked causing the fax machine to overheat.
- Do not use your fax machine near water, or spill liquid of any kind into it.

Installation hints

- Install your fax machine in a dust-free location away from direct sunlight.
- Do not connect your fax machine to a power source that is used by other equipment producing electrical noise (i.e., air conditioners, etc.).
- Leave electronic adjustments to authorized service personnel.
- The LINE terminal connects your fax machine to a standard telephone line. To avoid damage to your telephone system or to the

fax machine, do not connect your fax machine into anything other than a standard telephone socket.

- Your fax machine has an earthed, 3-pin plug as a safety feature and it will only connect to an earthed outlet. If you cannot connect this plug to your power outlet, then it is possible that you have an older, non-earthed outlet. Contact an electrician to have your power outlet replaced. Do not use an adapter to defeat the earthing.

- The electrical power outlet should be located near the fax machine and should be easily accessible.

- The TEL ports on the back of the fax machine are only suitable for 2 wire devices. Not all standard telephones will respond to incoming ringing when connected to an extension socket.

- This fax machine may not necessarily provide an effective hand-over of a call from a telephone connected to the same line.

- The operation of this fax machine on the same line as a telephone or other equipment with audible warning devices or automatic ring detectors will rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problems occur, the user is not to contact the telephone company.

Operation & maintenance

- Use a dry cloth to clean the control panel and the main body of the unit.

- Aside from the instructions specifically mentioned in this user's guide, your fax machine is not user serviceable. DO NOT attempt to service the machine or lubricate moving parts by yourself.

- Disconnect the power cable before trying to remove any objects that may have fallen into the machine.

- Immediately disconnect the fax machine if it becomes physically damaged and arrange for its repair or disposal.

- When relocating your fax machine, always disconnect the telephone line before disconnecting the power cable. When reconnecting your fax machine, connect the power cable first, then the telephone line.

- This fax machine is not intended to be used in parallel with any other telephone devices.

Toner cartridge & image drum handling

- Leave unused toner cartridges and image drum units in their packages until needed. When replacing a toner cartridge or image unit, reuse the packaging to dispose of the old toner cartridge or image drum unit.

- Do not expose the toner cartridges and image drum units to light for more than five minutes. Never expose the green drum (inside the image drum unit) to direct sunlight.

- Always hold the image drum unit by the ends - never by the middle. Never touch the green drum inside the image drum unit.

- To avoid damage to the image drum unit, always use original Oki toner cartridges.

- Exercise care when removing the toner cartridge. Do not let it touch your clothing or porous materials. The toner powder causes permanent stains.

- Small amounts of toner spilled on skin or clothing can be readily removed with soap and cold water. Using heated water will make removing the stain much more difficult.

Emergency first aid

- **IF TONER IS SWALLOWED:** Induce vomiting and seek medical attention. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.

- **IF TONER IS INHALED:** Take the person to an open area for fresh air. Seek medical attention.

- **IF TONER GETS IN THE EYES:** Flush eyes with large quantities of cool, NOT cold, water for a minimum of 15 minutes keeping eyelids open with fingers. Seek medical attention.

Introduction

Thank you for purchasing this OKIFAX fax machine. This fax machine uses advanced Light Emitting Diode technology to transfer received and copied images to plain paper. It has been designed to make sending and receiving faxes a fast and trouble-free process.

Features

The OKIFAX 5400 includes all the following features:

*   30 One Touch keys for automatic, single-key dialling of pre-programmed telephone numbers.
*   99 Auto Dial numbers for automatic dialling of additional pre-programmed telephone numbers.
*   Group programming (20 groups) allowing transmission of a document to multiple locations with a single selection.
*   A search feature allowing you to look for pre-programmed telephone numbers by name.
*   Halftone transmission in up to 64 shades of gray.
*   High-speed fax transmission and reception at up to 28,800 bits per second.
*   16 mail boxes for confidential transmission and reception.
*   Automatic redial and page re-transmission when a telephone number is busy or when problems occur in communication.
*   Advanced transmission and reception features, including delayed transmission, transmission to multiple locations, confidential transmission and reception, relay broadcast initiate and polling.
*   Advanced memory transmission and reception features, including automatic reception into memory with or without password printing.
*   Reports to help you keep track of your fax machine's operations and settings.

- Automatic power save mode.
- Answering modes for manual and automatic fax reception, automatic switching between incoming voice and fax messages. Also allows an answering machine to be connected in series to the telephone line after the fax machine.
- A closed network feature to allow you to limit who can send faxes to your fax machine, or to limit both where faxes can be sent to and received from.
- Your fax machine can also make up to 99 sorted copies of an original document using standard weight (80 g/m^2) paper.
- 2.5 Mb of built-in memory.
- An advanced dual access feature which allows you to load and prepare multiple documents for transmission while your fax machine is sending or receiving another message.
- High-speed scanning of original documents.
- A manual paper tray to allow you to load a different type of paper while making copies. Paper size is dependent on 1st paper size setting.
- A fax forwarding feature to allow your fax machine to receive messages into memory and automatically forward the messages to another remote fax machine.

Product options

A number of options are available to increase the usefulness and convenience of your fax machine.

Memory expansion

Installing additional memory allows the fax machine store to more pages of information in memory. If you are constantly seeing a MEMORY OVERFLOW message on your fax machine, you should consider purchasing additional memory. An optional 4 Mb memory expansion board is available.

The memory expansion board option includes a built-in backup battery. This feature protects memory operations and other communication settings for up to one hour in the event of a power failure.

Second paper cassette

The second paper cassette option adds an additional 500 pages of paper capacity to your fax machine. When the main paper cassette runs out of paper, your fax machine automatically switches to the second paper cassette to continue printing received faxes or copies.

PC interface board

This allows your fax machine to communicate with a personal computer. Once the option is installed, you can:

- Use your fax machine as a local printer.
- Send fax messages directly from your computer.
- Receive and store fax messages on your computer.
- Scan pages from your fax machine into your computer.
- Program One Touch Keys, Auto Dial Numbers and groups into your fax machine from a personal computer.

Component Identification

What you should receive
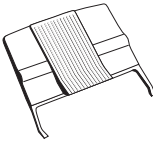
Power Cable
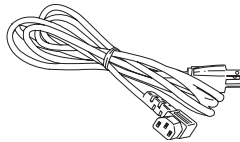
Telephone Cable
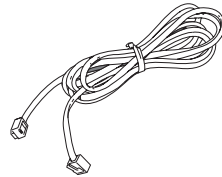
Document Stacker
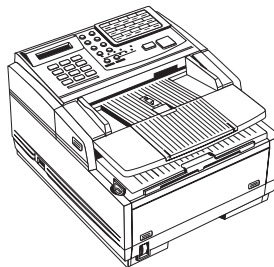
Fax Machine

Optional External Handset
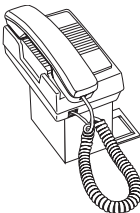
Image Drum Unit (inside fax machine)
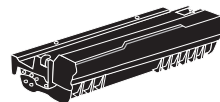
Toner Cartridge
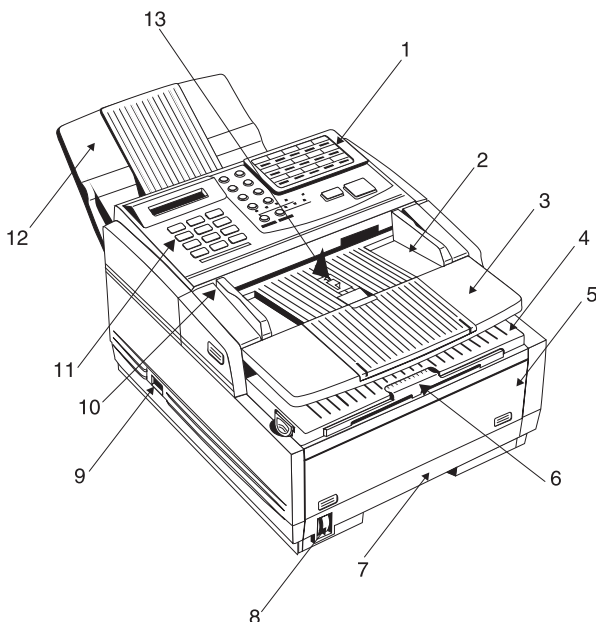
Components

1   One Touch Keypad

2   Document Table: Covers the copy stacker and hols original documents that are to be faxed or copied.

3   Document Table Extension: Flips out to support longer documents that are to be faxed or copied.

4   Copy Stacker: Holds copies or received faxes.

5   Front Panel: The panel on the front of the fax machine gives you access to the manual paper feeder. This allows you to bypass the paper cassette and feed paper directly into the machine. Use this feature when you want to use a different type of paper.

6   Copy Stacker Extension: Slide this tray out to help support copies or received faxes.

7   Paper Cassette: Holds up to 250 sheets of paper.

8   Paper Indicator: Shows how much paper remains in the paper cassette.
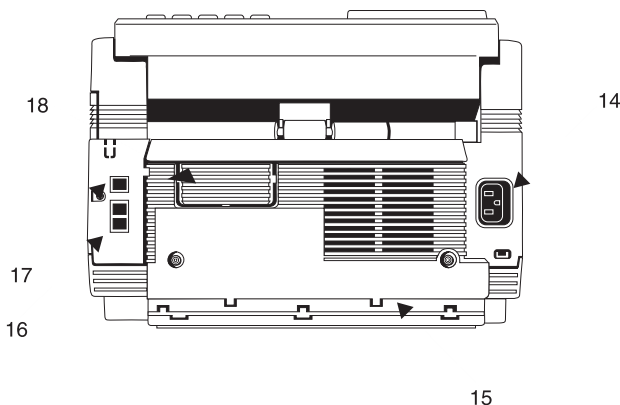
9   Power Switch: Press the I to turn the fax machine ON and the O to turn the fax machine OFF.

10   Document Guides: Adjust these guides to the page width of teh documents that are to be faxed or copied.

11   Control Panel

12   Document Stacker: Holds your original documents after they have been faxed or copied.

13   Paper Path Icon: Load documents face down here.

14   AC Power Socket: Connect the power cable supplied with your fax machine into this socket.

15   Cable Run: When installing the optional external handset, feed the telephone cable through this cable run to TEL1 or TEL2 terminals.

16   TEL1/TEL2 Terminals: Terminals for connecting the fax machine to the optional external handset or an external telephone.

17   LINE Terminal: Terminal for connecting the fax machine to a telephone line.

18   Expansion Slot Cover: Open this cover for access to expansion slots for the optional PC interface board and memory expansion boards.

19   Image Drum Unit: The image drum unit contains the photosensitive drum which receives images from the LED print head and transfers these images to the printing paper. You will need to change this image drum unit about every 11 000 pages, depending on usage.

20   Toner Cartridge: This black cylinder, installed inside the image drum unit, contains black powder which acts as the ink for your fax machine.
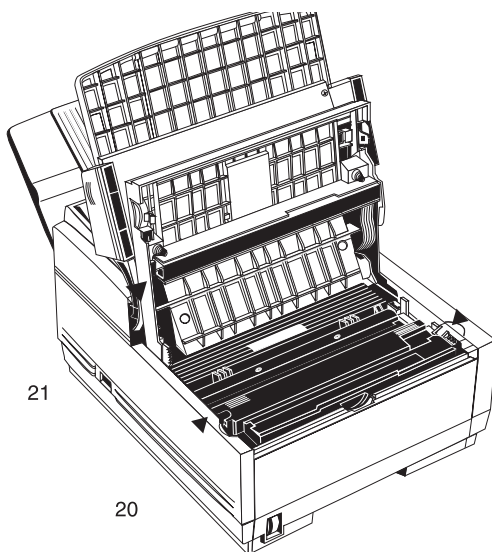
21   LED Print Head: This black bar is the part of your fax machine which transfers received or copied images onto the image drum unit. Clean this bar each time you change a toner cartridge.

Control panel keys & indicators

1   LCD Panel: Refer to this liquid crystal display (LCD) panel for instructions and information while your fax machine is operating or while you are programming your fax machine.

2   Copy Key: After loading a document, press this key to make a copy. When no documents are loaded, press this key to obtain a Message Confirmation Report about your last transmission.

3   Hyphen Key: When programming One Touch keys and Auto Dial telephone numbers, use this key to tell your fax machine to wait for the outside or international line to become available before it proceeds with dialling the rest of the telephone number. When programming the TSI/CSI or call back numbers into your fax machine, use this key to enter a "+" symbol.

4   Search Key: One Touch keys and Auto Dial numbers can be programmed to have a name or location ID associated with their telephone numbers. Using this key by itself or in combination with the numeric keypad, you can search for these numbers alphabetically.

SELECT FUNCTION

AUTO REC

SEARCH

HYPHEN

COPY

AUTO DIAL

REDIAL

HOOK
V REQUEST

PHOTO EX FINE FINE STD

LIGHT NORMAL DARK

ALARM

START

STOP

5 4 3 2 1
10 9 8 7 6
15/PAUSE 14/SPACE 13 12 11

1
2 3 4 5 6 7 8 9
10 11
19 18 17 16 15
14 13 12

OPEN

1	ABC 2	DEF 3
GHI 4	JKL 5	MNO 6
PQRS 7	TUV 8	WXYZ 0
*	0	#
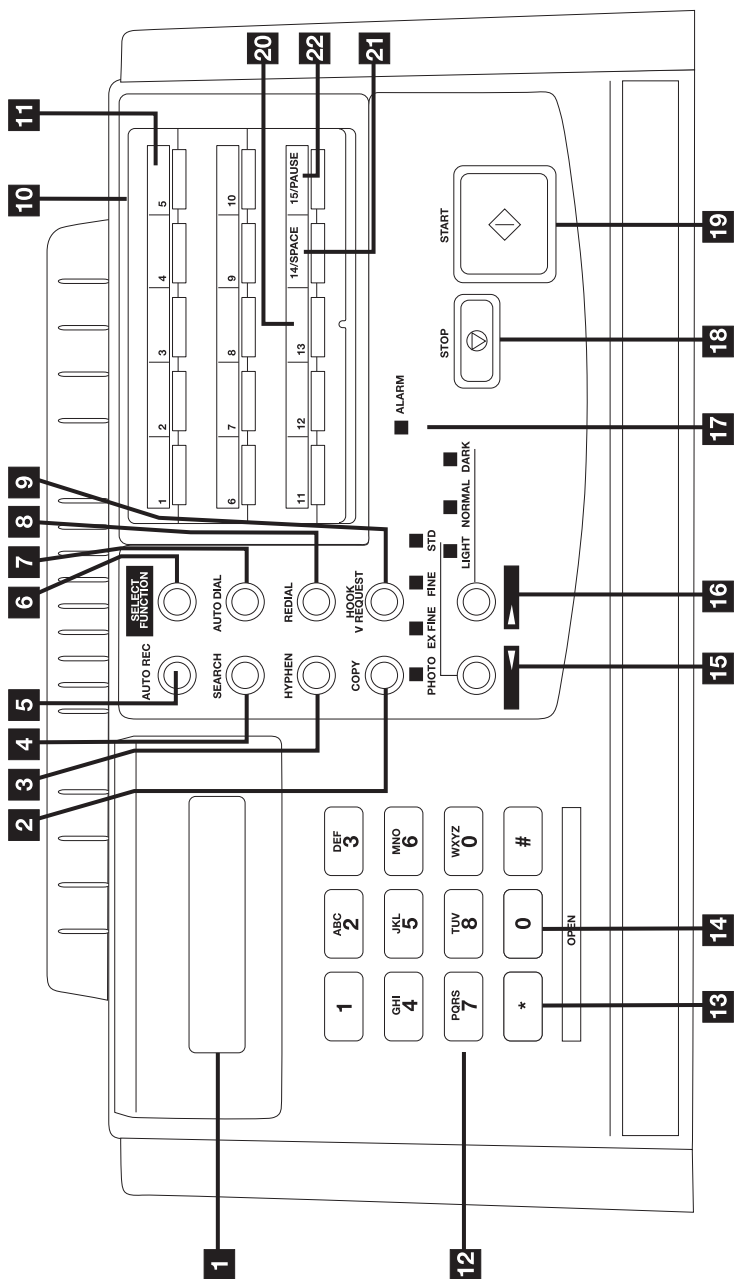
5 Auto Rec Key: This key sets the answering mode of your fax machine. The answering mode controls how your fax machine answers incoming calls and receives faxes. The display of your fax machine will always indicate your current selection. See Setting Answering Mode in Installation for more information about the answering modes available in your fax machine.

6 Select Function Key: Using this key activates the advanced transmission and reception functions, to obtains report and for programming. To select a function, press the Select Function key, then press the One Touch key labelled with the function you want to use. While programming or selecting other functions, pressing the Select Function key a second time takes you directly back to the stand-by mode of your fax machine.

7 Auto Dial Key: Auto Dial numbers are abbreviated numbers for rapid dialling. Rather than dialling the entire telephone number, you can enter a 2-digit code number to Auto Dial number instead. You can also use the Location IDs (names) associated with Auto Dial numbers to search for these locations by name using the Search key.

8 Redial Key: Pressing this key manually redials the last number dialled on your fax machine.

9 Hook/V. Request Key: Press the Hook/Voice Request key to open a telephone line for manual dialling. You will be able to hear the dialling through the speaker of your fax machine.

If you have an optional telephone handset or external telephone connected to your fax machine, you can also use this key to initiate or answer a request for voice communication. During a fax communication, press the Hook/Voice Request key to tell the operator at the other fax machine that you want to talk at the end of your transmission or after reception of any page has been completed. To answer a voice request, press the Hook/ Voice Request key after lifting your telephone handset.

10 One Touch Keypad: For a description of all the functions of the One Touch keypad, see "One touch keypad" on page 16.

11 One Touch Labels: After programming a location into a One Touch key, write the name of the location on the One Touch label. Lift off the plastic cover and use a pencil to write in the name, then replace the cover.

12 Numeric Keypad: When dialling, these twelve keys work like the keypad on a telephone. You will also use the keypad to enter numbers, letters and other characters while programming.

13 */Tone Key: If your fax machine is set to pulse dialling, this key allows you to switch the dialling operation of your fax machine from pulse

to tone dialling during your current call. You can also use this key while programming to create numbers with mixed pulse-then-tone operation.

14   0/Unique Key: When dialling, use this key to enter a "0". When programming your Sender ID or a Location ID, you can use this key to enter a variety of unique characters, e.g. ! # & ' ( ) * + , – . / : ; = ? _ ä ß ñ ö ü Æ Å Ø æ å ø.

15   Transmit Resolution/YES key: This key changes the resolution used for transmitting documents. Use STD for standard originals, FINE and EX.FINE for detailed or small print originals, and PHOTO for originals that include colours or many shades of gray.

You will also use the YES key when making selections or to move your cursor while programming.

16   Type of Original/NO key: This key selects the document contrast after loading a document for transmission. Use LIGHT for originals that are too light, NORMAL for documents with good contrast, and DARK for originals that are too dark.

You will also use the NO key when making selections or to move your cursor while programming.

17   Alarm Indicator: This indicator glows red and an alarm sounds to notify you of any problem that occurs. To turn the alarm indicator off, press the Stop key and correct the problem.

18   Stop Key: This key cancels any operation currently in progress and turns off the Alarm Indicator. During programming, pressing the Stop key takes you back step-by-step through the programming functions you have already selected.

19   Start Key: Pressing the Start key initiates the operation indicated on the display or confirms information you have entered into the display.

20   Plus (+) Key (One Touch Key 13 and 28): Each fax number you enter or program into your fax machine can be up to 32 digits long. When a number is longer than 32 digits, it is possible to dial this number using combination of One Touch keys, Auto Dial numbers or the numeric keypad. When programming a chain dial number into a One Touch key or Auto Dial number, press the Plus key at the end of the first part of the number to indicate to the fax machine that this is a chain dial number.

21   Space Key (One Touch Key 14 and 29): Use this key on the One Touch Keypad to enter spaces while programming or to erase previously programmed information. Unlike the Pause key, spaces are used for easier reading only and have no effect on dialling.
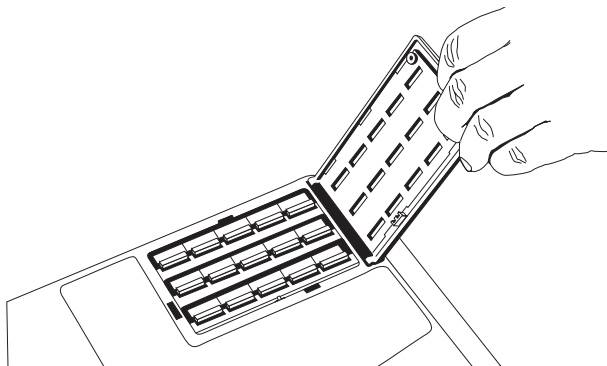
22   Pause Key (One Touch Key 15 and 30): Use this key on the One Touch keypad to enter automatic 3-second pauses in dialling when programming telephone numbers. For example, you may want to use this key to tell your machine to wait for an outside or international line to open. Pauses in telephone numbers are marked by a "P" symbol.

One touch keypad

The One Touch keys are an important tool on your fax machine. You will use them for quick, one-touch dialling, and to access the functions and programming options of your fax machine.

Using one touch keys for dialling

To use a One Touch key for dialling, just press the appropriate One Touch key. For each key, you may program up to two telephone numbers: a primary number, which will always be dialled first, and an alternate number which will be automatically dialled if the first number is busy or if there is no answer.

You can also use the Location IDs (names) associated with One Touch keys to search for these locations by name using the Search key.

There are 30 One Touch Keys available for programming. To access One Touch keys 16–30, grasp the One Touch keypad latch and swing the main One Touch panel up and out of the way. When you are finished, close the One Touch keypad to continue with other options and programming.

You will also use One Touch keys 1 to 10 for selecting special transmission and reception functions, obtaining reports and programming.

To select a function from the One Touch keypad, press the Select Function key, then press the corresponding One Touch key.

1   Delayed TX Key: Use this key to send a fax at a later time and date which you can specify for up to three days later.

2   Broadcast Feeder TX Key: Use this key to send a fax to multiple locations.

3   Confidential TX Key: Using this key sends a confidential document to a personal mail box (a memory storage area) in the receiving fax machine.

4   Relay Initiate TX Key: Using this key sets up a relayed fax transmission. During a relayed fax transmission, your fax machine initiates the transmission by sending a document to a second fax machine, which then broadcasts the message to a number of other fax machines.

5   Polling Key: When a document is loaded on the document table, use this key to set your fax machine to wait for another fax machine to call and request the document to be sent (polling transmission). When no document is loaded on the document table, using this key calls another fax machine and requests it to send the documents it has loaded into memory (polling reception).

6   Report Print Key: Using this key manually prints reports from your fax machine.

7   Counter Display Key: Your fax machine keeps track of the number of pages it has printed and scanned. Using this key checks the print counters of your fax machine and resets the drum counter of your fax machine after replacing the image drum unit.

8   Location Program Key: Using this key programs One Touch keys, Auto Dial numbers and groups into your fax machine.

9   User Program Key: Using this key allows you to program identification informationof your fax machine, set the clock of your fax machine and to change the function settings of your fax machine.

10   Message Print From Memory Key: Your fax machine can be set to receive messages into memory and not print them when it runs low on toner. Using this key you can also force messages to print when toner is low, but print quality may be poor.

Using this key prints out confidential fax messages received into mail boxes in the memory of your fax machine after entering the correct password.

When no messages are in memory, using this key prints a cleaning page to clear accumulated toner from your fax machines image drum.

Signal tones

Your fax machine emits a number of sounds to inform you of specific conditions.

Key Select Tone: This is a short beep that occurs each time you press a key.

Error Tones: If you press a wrong or inappropriate key, your fax machine will emit three short beeps. If your fax machine experiences a problem during communications, it will emit three long beeps. Press the Stop key to turn the error tone off, then print a Message Confirmation Report to check the source of the problem by pressing the Copy key twice with no documents loaded.

Voice Request Tone: During a fax session, either you or the person at the remote fax machine may initiate a voice request. When the person at the remote fax machine either initiates or answers your voice request, your fax machine emits a repetitive warbling sound.

End of Session Tone: At the end of every successful fax session, your fax machine emits a short beep to inform you that there were no errors or problems in the communication.

Off-Hook Alarm Tone: If your fax machine is equipped with a handset, and if the handset is left off the hook, your fax machine will emit an intermittent warbling sound. To turn off the sound, hang up the handset or press the Stop key.

Installation

Getting started

To install your new fax machine, follow the instructions from Unpacking to Setting the Fax Identification. You must complete these steps for your fax machine to operate properly.

If you have purchased an option package for your fax machine, refer to the documentation you received with that option.

Where to install your fax machine

- Install your fax machine in a dust-free location away from direct sunlight.
- Allow several centimetres on each side of the fax machine to ensure adequate ventilation.
- Make sure that both power and telephone outlets are available nearby.
- Choose a location where the relative humidity is between 20% and 80%, and where the temperature is between 10°C/50°F and 32°C/92°F.

Unpacking

Before you begin, be sure that all the items listed below are included in your package. Refer to the illustrations in Component Identification to identify the items. After removing the items from the carton, place them on a sturdy surface.

- Fax machine unit
- Toner cartridge
- Image drum unit (inside facsimile unit)
- Power cable
- Telephone line cable

- Paper tray/Copy stacker
- This user's guide

> *Note:*
> *A telephone handset, handset cradle and handset cable may also be included. If any items are missing, notify your dealer immediately for a replacement. Keep your packing materials and carton in case you ever need to ship or transport the machine.*

Setting up

Installing document stacker

Slip the document stacker indents over the tabs on the rear of the unit. You will feel them lock into place.
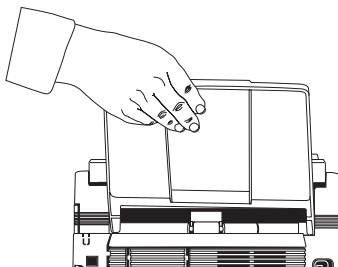
Installing toner cartridge

1.   Lift the document table into an upright position.
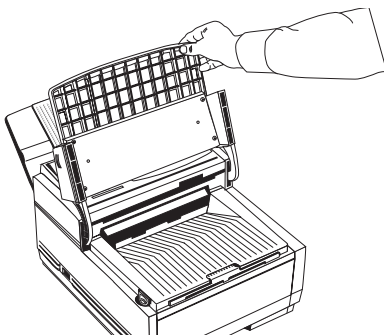
2. Push in the cover release buttons on the side of the copy stacker until you hear a click. Lift the copy stacker.
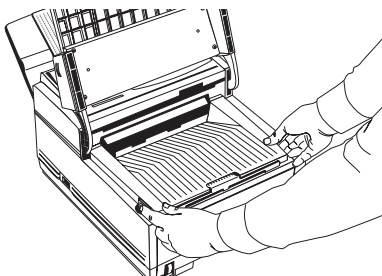
3. Remove the protective foam cylinder from the toner well in the image drum unit.
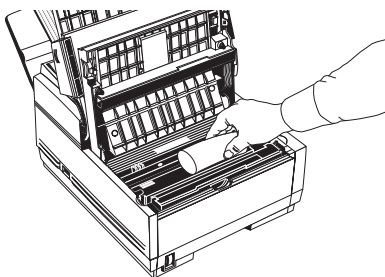
WARNING
Be careful when handling the toner cartridge. Do not let toner spill onto your clothing or other porous materials. If you experience any problems with toner, refer to the safety instructions at the beginning of this user's guide.

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4. Remove the toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.
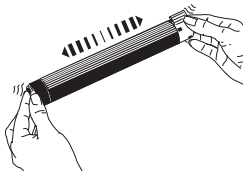
5. With the ridged side facing up and the coloured lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.
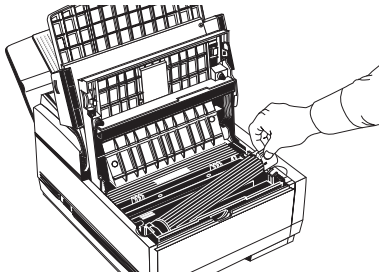
6. Once the toner cartridge is in place, push the coloured lever all the way forward to secure it and release the toner.
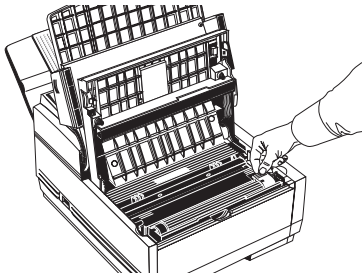
7. Close the copy stacker and push down until you hear the copy stacker click into place. Be sure that the cover is latched on both sides.

8. Close the document table.

Connecting telephone line

1. Insert one end of the telephone cable into the LINE terminal at the back of the machine.
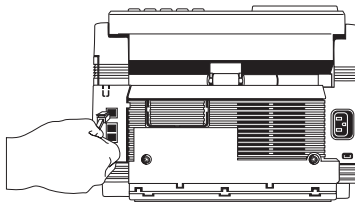
2. Insert the other end of the telephone cable into your wall telephone socket.

English

Note:
Now, you can connect either an external telephone or the external handset option for your fax machine. See the instructions below.

Installing external handset

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

1. Using the supplied screw, connect the handset cradle to its base.
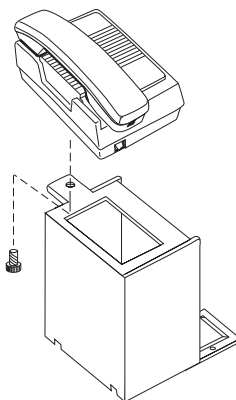
2. Position the handset cradle on the left side of the fax machine.
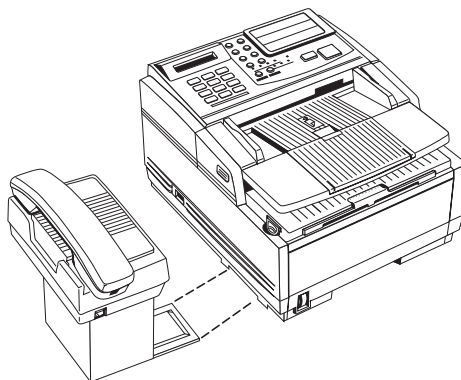
3. Plug one end of the handset cable into the handset. Then plug the other end of the handset cable into the socket located on the front of the cradle. Place the handset in the cradle.
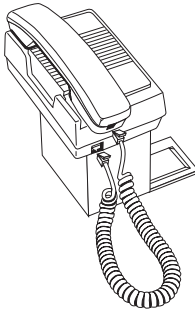
4. Insert the supplied telephone cable into the socket located on the back of the cradle.

5. Feed the telephone cable from the back of the cradle through the cable run located on the back of the fax machine.

6. Insert the other end of the telephone cable into TEL1 or TEL2 sockets on the back of the fax machine.
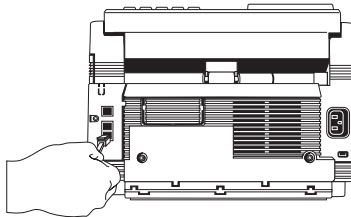
Connecting external telephone or answering machine

1. Insert one end of the telephone cable into the TEL terminal on the back of the machine.

2. Insert the other end of the telephone cable into the socket in your external device.

   Note 1:
   To connect both an answering machine and a telephone, first connect your answering machine to your fax machine, then insert the cable of your external telephone into the telephone socket on your answering machine.

Note 2:
*You will need to have the TAD mode feature turned
on for an answering machine to work with your fax
machine. See Setting Answering Mode in
Installation.*

English

Connecting power

1. Make sure the power switch is in the OFF position (the 0 should be pressed down).
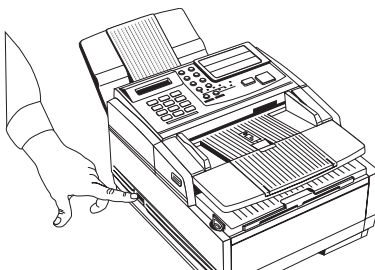
2. Insert the power cable into the power inlet socket located on the back of the fax machine.
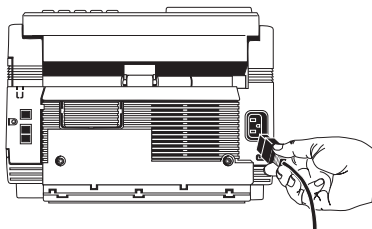
3. Connect the unattached end of the power cable into an eathed AC power outlet.
4. Turn the power switch on (the I should be pressed down). Your fax machine will take a few moments to warm up.
5. The time and current answering mode will appear on the display. Your fax machine is now in standby mode, ready to send or receive faxes.

Loading paper

Your fax machine can hold up to 250 sheets of standard-weight (80 g/m^2) paper. For best results, use paper specially made for laser printers or photocopiers. Available sizes are A4, letter size and legal size.

Your fax machine automatically reduces the vertical length of the page images it receives to fit on the paper loaded in your fax machine (down to 75% of the original length). For example, if a document created originally on legal-size paper is received, your fax machine reduces the received pages to fit on A4 or letter-size paper.

> *Note: Your fax machine is set at the factory to use A4 paper. If you intend to use a different paper size, change the 1'ST PAPER SIZE user function setting to match your new paper size. See Programming later in this user's guide.*

1. Pull the paper cassette out of the fax machine.
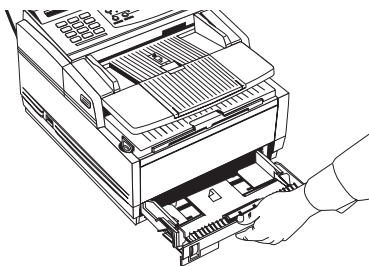
2. Adjust the paper guides to the width of your paper.
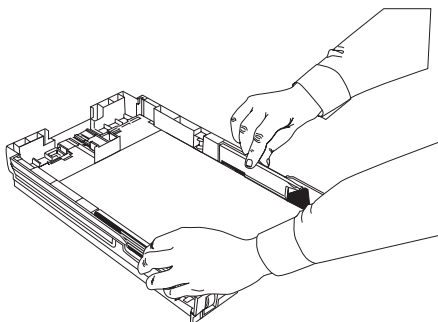
3. If necessary, lift and adjust the vertical paper guide for the length of your paper.
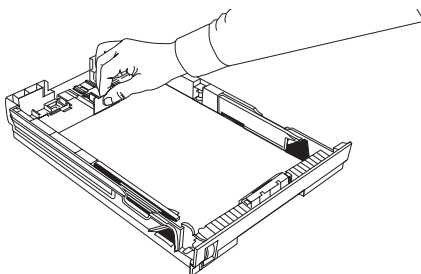
4. If you are using legal size paper, pull out the extension at the back of the paper cassette.
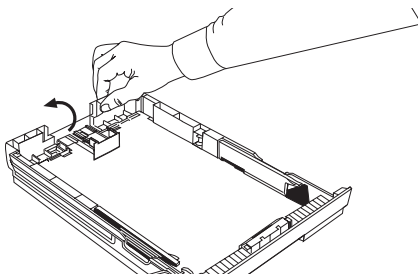
5. Remove the paper from its wrapper (up to 250 sheets). Note the "print side" notice printed on the label. Fan the paper.

6. Load the paper into the cassette, print side down.
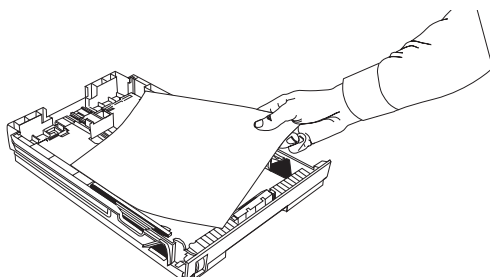
Note:
Be sure the paper is under the tabs at the left and right edges of the cassette. Do not fill past the Paper Full marker. If necessary, readjust the guides for a snug (but not tight) fit.

7. Return the tray to the slot. Push it forward until it locks.

Setting time & date

Follow these instructions to set the time and date on your fax machine.

1. Press the Select Function key.

2. Press the 9/User Program One Touch key.

3. On the numeric keypad, press 3. The display will show 3:CLOCK ADJUSTMENT.

4. Press the YES key. The display will show the currently set date and time.

5. Using the numeric keypad, enter the new date and time.

6. Press the YES key to confirm your entry.

7. Press the Select Function key to finish.

Setting answering mode

Your fax machine has a number of answering modes which determine how it handles incoming calls (both fax and voice). The current answering mode appears on the LCD panel of your fax machine.

Answering mode options

The answering mode which is best for you will vary depending on how you use your fax machine and what external telephone devices are connected to it. Read through the answering modes listed here, then follow the instructions below.

Auto Receive Mode [FAX]: If your fax machine is connected to a telephone line reserved only for fax communications, use the Auto Receive mode. Your fax machine will assume all incoming calls are fax messages and automatically receive all incoming fax messages.

Manual Receive Mode [TEL]: If you use the same line for both fax and telephone calls and the majority of your incoming calls are telephone calls, then the TEL answering mode is your best choice. Each time someone calls, your fax machine rings like a telephone. You can answer from either an external handset or from an external telephone connected to your fax machine. If you pick up the handset and hear fax machine tones (normally a short peep every three seconds), press the Start key to receive the fax. If

you do not answer the telephone and someone tries to send you a fax message, your machine will not accept it.

Telephone/Fax Auto Switch Mode [T/F]: When incoming calls are a mixture of fax and telephone calls, your best choice is the Telephone/Fax Auto SW mode. In this mode, your fax machine detects whether the incoming call is a fax or voice call. When the call is from another fax machine, your machine will switch to fax mode and receive the message. When the call is a voice call, your fax machine will ring like a telephone. If you do not answer, your fax machine will switch back to fax mode to allow the calling party to manually send a fax.

Telephone Answering Device Mode [TAD]: Use this mode if you have connected an answering machine to your fax machine. When a call is received and is not answered, your answering machine activates and is ready to send out your recorded outgoing message. At the same time, your fax machine monitors the incoming call to check if the call is a fax or voice call. If the incoming call is a fax call, your fax machine will receive the fax and no voice message will be recorded on your answering machine. If teh incoming call is a voice call, then your faqx machine will not activate and the calling party will be able to leave a voice message on your answering machine.

> *Note:*
> *In some countries, the Telephone Answering Device mode is normally turned off. To have it turned on, contact your dealer.*

Memory Reception Mode [MEM]: Use this answering mode if you want incoming faxes to be stored in the memory of your fax machine and not immediately printed. You can then use the print function to print out any messages that have been stored in memory.

Fax Forwarding Mode [FWD]: When set to this mode, your fax machine receives all fax messages into memory, and then automatically re-sends the fax messages to the forwarding number programmed into your fax machine. For information on setting the forwarding number, refer to Setting Forwarding Number in Installation.

PC Interface Mode [PC]: If you have purchased the optional PC Interface Board for your fax machine, this mode turns on the connection between your fax machine and a personal computer. Refer to the documentation you received with your PC Interface Board option for details.

Changing answering mode

Follow these instructions to change the answering mode on your fax machine.

1. Press the Auto Rec key. Your fax machine displays your current answering mode.

2. Press the Auto Rec key again. Your fax machine switches to the next answering mode.

3. Continue pressing the Auto Rec key until the answering mode you want appears on the display. After a short pause, your fax machine programs the new answering mode and returns to standby mode displaying the new answering mode setting.

Fax machine identification

Fax machines use the information you will enter here to identify themselves during communications. In most countries programming this information into your fax machine is a legal requirement. The information you will enter here includes:

TSI/CSI: This is the telephone number of your fax machine. This number appears on displays and reports of other fax machines you are communicating with. This number may also be printed at the top of faxes you send to other fax machines.

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

Call Back Number: The Call Back Number is a telephone number (not a fax number) which the operator of the remote machine can use to reach you. If you use the voice request function while you are transmitting to another fax machine and no one is there to answer, your fax machine will automatically send a cover letter with a call back message. The call back message is printed in a separate sheet with the message "Please call back" and a telephone number where you can be reached. The call back number entered here is the number that appears on the call back message.

Setting fax machine identification

1.   Press the Select Function key.

2.   Press the 9/User Program One Touch key. The display shows 1:FUNC. PROGRAMMING.

3.   On the numeric keypad, press 4. The display shows 4:SYSTEM DATA PRG.

4.   Press the YES key. The display shows NO=<TSI/CSI>, ID=<SENDER ID>.

5.   After the display clears, enter the full telephone number of your fax machine using the numeric keypad.

   > *Note:*
   > *Use the Hyphen key to enter a "+" character before the number, which is the generally recognised method of indicating the international access code before the country dialling code. The Space One Touch key is used to enter spaces in a number.*

6.   Press the Start key to save your entry.

7.   Enter your Sender ID. This is a descriptive title up to 32 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character.	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? _ ä ¤ ñ ö ü Æ Å Ø æ å ø.
Enter next character	Press the NO key to move the cursor to the next position for the next character.
Move the cursor to make corrections	YES and NO keys.

8.   Press the Start key to save your entry. The display shows NO=<CALL BACK NO.>.

9.   After the display clears, use the numeric keypad to enter the telephone number you want to use for call back messages. Enter up to 20 characters.

Note:

Use the Hyphen key to enter a "+" character before the number, which is the generally recognised method of indicating the international access code before the country dialling code. The Space One Touch key is used to enter spaces in a number.

10.   Press the Start key to save your entry.

11.   Press the Select Function key to finish.

Setting forwarding number

When the answering mode of your fax machine is set to Fax Forwarding [FWD], it will receive fax messages into memory and then automatically resend the faxes to the number which you enter here.

1.   Press the Select Function key.

2.   Press the 9/User Program One Touch key. The display shows 1:FUNC. PROGRAMMING.

3.   Using the numeric keypad, press 6. This display shows 6:FORWARDING NO. PRG.

4.   Press the YES key. The display will show NO=<FORWARDING NO.>.

5.   After the display clears, enter the fax number to which you want your messages forwarded.

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter pauses (i.e., to wait for long distance or outside lines)	Pause key
Add a switch from pulse to tone dialling for part of the call	*/Tone key
Move the cursor to make corrections	YES and NO keys.

6.   Press the Start key to save your entry.

7.   Press the Select Function key to finish.

Setting language

Your fax machine comes with two languages installed, which appear on the display and in reports. Follow the instructions below to switch languages.

> **Note:**
> *Your dealer may be able to provide you with additional languages.*

1. Press the Select Function key.

2. Press the 9/User Program One Touch key. The display shows 1:FUNC. PROGRAMMING.

3. Press the YES key. The display shows FUNCTION NO. [   ].

4. Using the numeric keypad, enter 15. The display shows 15:USER LANGUAGE.

5. Press the NO key to switch to the other installed language.

6. To accept the language change, press the YES key.

7. Press the Select Function key to finish.

Connecting to a PBX

A PBX (Private Branch Exchange) is a private telephone system used to route internal calls. If you have to dial a prefix (access) number to get an outside line, then your line is connected to a PBX.

If you are connecting your fax machine to a PBX, follow the instructions below. These setting changes allow your fax machine to identify the numbers of the prefix digits required to dial an outside line on your PBX. After it dials the prefix digits, your fax machine will wait until it sees that the outside line is available before dialling the rest of the number.

> **Note:**
> *In some countries you may require service assistance to make these changes. Also, some PBX installations may require additional adjustments to your fax machine. If you continue to have difficulty with fax communication after following these steps, contact your dealer.*

1. Press the Select Function key.

2. Press the 9/User Program One Touch key. The display shows 1:FUNC. PROGRAMMING.

3. On the numeric keypad, press 2. The display shows 2:DIAL PARAMETER.

4. Press the YES key until the display shows PBX LINE, [OFF].

5. Press the NO key. The display changes to PBX LINE, [ON].

6. Press the YES key until the display shows DIAL PREFIX, [OFF].

7. Press the NO key. The display changes to DIAL PREFIX, [   ] ENTER 4DIGITS.

8. Using the numeric keypad, enter the number you normally dial from your PBX to obtain an outside line.

9. Press the Space One Touch key until the display changes.

10. Press the YES key.

11. Press the Select Function key to finish.

> *Note 1:*
> *The DIAL PREFIX number of your PBX LINE must be included in all outside telephone numbers you program into your fax machine or dial with the numeric keypad.*
>
> *Note 2:*
> *To later turn off the PBX LINE and DIAL PREFIX functions, follow Steps 1 - 7 above. At Step 8, press the Space key four times, then continue with Steps 10 - 11.*

Dial Directories

One touch keys

Programming

Your fax machine has 30 One Touch keys for rapid dialling. You can store up to two fax numbers with 32 digits for each One Touch key, a main number and an alternate number. The alternate number is be used if the main number is busy. You can also enter a 15 character Location ID (name) for each One Touch key.

> *Note:*
> *To program or use One Touch keys 16 to 30, grasp the One Touch keypad latch and swing the main One Touch panel out of the way. You can then select from One Touch keys 16 to 30. When you are finished, close the One Touch keypad to continue.*
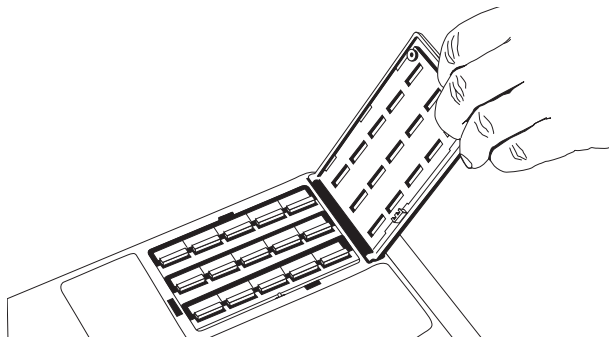
1.   Press the Select Function key, then press the 8/Location Program One Touch key. The display shows LOCATION PROGRAMMING.

2.   Press a One Touch key to program and the display briefly shows NO=<FAX NO.>, ID=<LOCATION ID> or a previously-programmed fax number and Location ID.

3. Enter the main fax number as follows:

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens (i.e. to wait for dial tone)	Hyphen key
Enter pauses (i.e., to wait for outside lines)	Pause key
Add a switch from pulse to tone dialling for part of the call	*/Tone key
Move the cursor to make corrections	YES and NO keys.

4. Press the Start key.

5. Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character.	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? _ ä ¤ ñ ö ü Æ Å Ø æ å ø.
Enter next character	Press the NO key to move the cursor to the next position for the next character.
Move the cursor to make corrections	YES and NO keys.

6. Press the Start key. The display shows NO=<OR LOCATION>.

7. Enter the alternate fax number. Refer to the instructions following Step 3.

8. Press the Start key to finish programming the One Touch key. The display shows LOCATION PROGRAMMING.

9. To continue programming One Touch keys, go back to Step 2. If you are finished programming, press the Select Function key.

10. Lift off the plastic cover above the One Touch label. Using a pencil, write in the name for your newly-programmed One Touch key. Replace the cover.

One touch parameters

If you are experiencing problems communicating with a remote location in a very noisy telephone area, set up a One Touch key for that location and try turning Echo Protection on for that One Touch key.

1.   Press the Select Function key.

2.   Press the 9/User Program One Touch key. The display shows 1:FUNC. PROGRAMMING.

3.   Press the YES key. The display shows FUNCTION NO. [   ].

4.   Using the numeric keypad, enter 23. The display shows 23:ONE TOUCH PARAM.

5.   Press the One Touch key for the location whose settings you want to change. The display shows ECHO PROTECTION, [OFF].

6.   Press the NO key to switch Echo Protection on.

7.   Press the YES key to confirm your selection.

8.   Press the Select Function key to finish.

> *Note:*
> *Should you later change the location the One Touch*
> *key is used for, then remember to switch Echo*
> *Protection off.*

Chain dialling

Each fax number that you enter or program into your fax machine can be up to 32 digits long. In the case that you need to dial a number which is longer than 32 digits, then you can use the chain dial feature.

To create a chain dial number, program the first 31 digits of the number into a One Touch key or Auto Dial number. Then press the Plus One Touch key to make this is a chain dial number. Next, program the rest of the number into another One Touch key or Auto Dial number. You can, if so desired, leave teh second part of the number unprogrammed and enter it manually on the numeric keypad.

To use a chain dial number, select the One Touch key or Auto Dial number programmed with the first part of the chain dial number. The display will show PRESS OT/AD/SRCH KEY. Then select the One Touch key or Auto Dial number programmed with the second part of the chain dial number. If the second part of the chain dial number was not programmed, enter it

manually on the numeric keypad. Press the Start key to begin sending the fax.

Auto dial numbers

Programming

Your fax machine has 99 Auto Dial numbers available for quick, two-digit selection and dialling. For each Auto Dial number, you can enter a fax number up to 32 digits long and a Location ID (name) up to 15 characters long.

1. Press the Select Function key, then press the 8/Location Program One Touch key. The display shows LOCATION PROGRAMMING.

2. Press the Auto Dial key.

3. Using the numeric keypad, enter a 2-digit number for the Auto Dial number (01 to 99) you want to program.

4. The display will briefly show NO=<FAX NO.>, ID=<LOCATION ID> or a previously-programmed fax number and location.

5. Enter the fax number. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens (i.e. to wait for dial tone)	Hyphen key
Enter pauses (i.e., to wait for outside lines)	Pause key
Add a switch from pulse to tone dialling for part of the call	*/Tone key
Move the cursor to make corrections	YES and NO keys.

6. Press the Start key.

7. Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.

To Do This	Use
Enter a unique character.	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? _ ä ¤ ñ ö ü Æ Å Ø æ å ø.
Enter next character	Press the NO key to move the cursor to the next position for the next character.
Move the cursor to make corrections	YES and NO keys.

8. Press the Start key to finish programming the One Touch key. The display shows AUTO DIAL NO. [   ].

9. To continue programming Auto Dial numbers, go back to Step 3. If you are finished programming, press the Select Function key.

> *Note:*
> *If you want to delete any programming for a Auto Dial key, follow Steps 1 - 4. At Step 5, press the Space key until the number is deleted, then continue with Steps 8 - 9.*

Groups

Programming

Once you have programmed some One Touch keys or Auto Dial numbers, you can then program these numbers into groups to allow you to send the same fax to multiple locations.

1. Press the Select Function key, then press the 8/Location Program One Touch key. The display shows LOCATION PROGRAMMING.

2. On the numeric keypad, press the # key. The display shows GROUP SETTING.

3. Using the numeric keypad, enter the group number (01 - 20) you want to program.

4. The display shows the number of your current group and SELECT LOC.(S). You can now add a location to your group (or delete a location from it). Refer to the instructions below.

To Do This	Use
Add a One Touch location	Press the One Touch key. Press YES to add it to the group.

To Do This	Use
Add Auto Dial location	Press Auto Dial. Enter the 2-digit Auto Dial number. Press YES to add it to the group.
Delete One Touch location	Press the One Touch key. Press NO to delete it from the group.
Delete Auto Dial location	Press the Auto Dial key. Enter the 2-digit Auto Dial number. Press NO to delete it from the group.
Search for a location name to add or delete	Press the Search key continuously until by the location you want appears. Press YES to add it to the group. Press NO to delete it.

5. After you have completed your selection (by pressing YES or NO), the display again shows SELECT LOC. again. Continue to add or delete locations from your group. Each group can contain up to a maximum of all of the One Touch and Auto Dial locations available on your fax machine.

6. When you are finished programming your group, press the NO key. The display shows LOCATION PROGRAMMING.

7. To program another group, go back to Step 2. If you are finished, press the Select Function key.

Basic Operations

Preparing documents

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

Document size

All documents must have a minimum width of 148 mm and a minimum length of 128 mm. Documents cannot be wider than 216 mm or longer than 356 mm.

Multiple page documents

Your fax machine can scan paper with a base weight between 50 g/m^2 and 105 g/m^2. You can load up to 20 sheets of standard 80 g/m^2 paper (e.g. photocopier paper) at the same time. If you use a heavier paper, you can load up to 15 sheets. For very heavy paper, load and send pages sheet-by-sheet.

When loading multiple-page documents, do not load paper which is thinner than 0.08 mm or thicker than 0.13 mm. For documents, do not load paper which is thinner than 0.06 mm or thicker than 0.15 mm.

Loading documents

To prevent paper jams and problems during scanning, neatly stack your documents, aligning their edges, before loading. Do not load documents of different sizes at the same time.

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

1. Adjust the document guides to the width of the paper you are using.
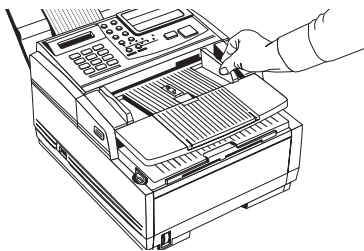
2. Neatly stack your documents, then insert them face down into the document feeder. If necessary, readjust the document guides for a snug fit.
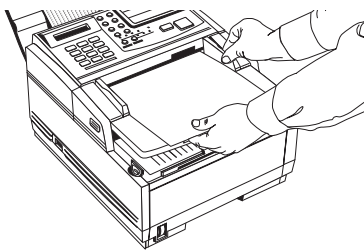
3. Your fax machine will grip the documents, and pull the bottom page into the machine.

4. If necessary, use the Transmit Resolution/YES key to set the resolution of your document.

Document Type	Resolution
Normal office documents	STD (Standard)
Documents with small type or other fine details	FINE or EX. FINE
Documents with photos or many shades of gray	PHOTO

5. If necessary, use the Type of Original/NO key to set the level of contrast in your document.

Document Type	Contrast
Documents with normal contrast	NORMAL
Documents which are too light	LIGHT
Documents which are too dark	DARK

6. Your documents are now ready for faxing or copying.

Sending faxes to single location

1. Load your documents.
2. Select a location. Refer to the instructions below.

To Dial Using	Do This
One Touch key	Press the One Touch key. Lift the main One Touch keypad to access one Touch keys 16–30.
Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
Numeric keypad	Dial as you would on a normal telephone. If you make a mistake, press the YES key to go back and re-enter the number.
External telephone	Pick up the handset of your external telephone and dial the number of the machine you wish to transmit to. If the receiving fax machine is in automatic reception mode, you will hear a high pitched tone. If a person answers the phone, ask them to press the Start key on their fax machine.

3. If necessary, press the Start key to begin the transmission. Refer to the table below to understand some of the messages you may see during a typical fax transmission.

Message	Explanation
(location)	The Personal ID or TSI/CSI of the remote location. If this is not prgrammed in the remote location, the Location ID or telephone number you entered will identify the location during transmission.
DIALLING	Your fax machine is dialling the number.
CALLING	The line is ringing.
SENDING	Your fax machine is sending the message.

Message	Explanation
RESULT = OK	The fax was sent successfully.
COMMUN. ERROR	If you see this or another error message, a problem occurred during the communication. Try resending the fax. Refer to Problem Solving for assistance.

Search key dialling

If you are not sure which One Touch key or Auto Dial number contains the location you want to communicate with, use the Search key to look through an alphabetical list of all of the Location IDs programmed into your fax machine.

1.   When selecting locations, press the Search key. The display will show ENTER 1-ST CHAR.

2.   Repeatedly press the Search key to look through the entire list of locations in alphabetical order, or locate the letter you want on the numeric keypad, and press that key repeatedly to look through Location IDs beginning with that letter.

Real-time dialling

Normally, your fax machine dials the entire number of the location you have selected at one time. Occasionally, it may be necessary to dial numbers in real time (one digit at a time).

If your fax machine is equipped with a handset, you can dial in real time by picking up the handset or press the Hook/V. Request key.

> *Note:*
> *Real-time dialling with the use of the Hook/V.*
> *request key is not available in some countries.*

Redialling

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

Confirming results

After transmission, press the Copy key once (with no documents loaded) to see a report confirming your transmission on your fax machine's display. To print the report, press the Copy key a second time. See Reports for more information.

Stopping transmissions

To stop a transmission while it is in progress, follow the instructions below.

1.   Press the Stop key twice. The display will show STOPPED.

2.   If documents are stuck part way through the document feeder, you may see the following message on the display RELOAD DOCUMENT. Press the STOP key again. Your fax machine feeds the document the rest of the way through the document feeder.

> *Note:*
> *If your fax machine cannot feed your document through the document feeder, refer to Problem Solving.*

Receiving faxes manually

Your fax machine receives faxes automatically unless the fax machine has been set to the manual receive [TEL] mode. If your fax machine is set to the manual receive [TEL] mode, follow the instructions below.

1.   When your telephone or fax machine rings, pick up the telephone handset. If the call is a voice call, start speaking to the caller.

2.   If the call is a fax call, or if a person wishes to fax you a document after having a conversation, press the Start key and hang up the handset.

3.   After you receive the fax, a long beep will tell you that the transmission was successful.

Receiving faxes into memory

Your fax machine automatically receives messages into memory and does not immediately print them in the following situations.

Memory reception

When your fax machine has been set to Memory Reception mode [MEM], any received faxes are stored in the memory of your fax machine and are not automatically printed. The display shows MSG. IN MEMORY if any faxes have been received during memory reception mode.

When you change the reception mode of your fax machine, any non-confidential fax messages stored in memory are automatically printed.

No paper reception

When your fax machine has run out of paper, a MSG. IN MEMORY, REPLACE PAPER message appears on the display. Your fax machine continues to receive faxes into memory when it has run out of paper. Your fax machine automatically prints out any messages received in memory when the paper is replaced and the Stop key is pressed.

> *Note:*
> *You can also print out these messages using the method described in No Toner Reception, below.*

No toner reception

When your fax machine is running low on toner, it displays a TONER LOW, REPLACE TONER CART. message. Rather than risk printing an unreadable message, your fax machine automatically receives faxes into memory.

If your fax machine has received a message in memory because toner is low, MSG. IN MEMORY appears on the display. To print out a message stored in memory when toner is running low, follow the instructions below.

1.   Press the Select Function key.

2.   Press the 10/Message Print From Memory One Touch key. The display shows 1:PRINT MEMORY MSG.?

3.   Press the YES key. The display shows FUNCTION NO. [   ].

> *Note:*
> *Even if you see a TONER LOW message on your fax*
> *machine, you may be able to use the 10/Message*
> *Print From Memory One Touch key to continue*
> *printing faxes, but the print quality cannot be*
> *guaranteed. Replace your toner cartridge as soon as*
> *possible.*

Cancelling messages stored in memory

It is also possible to erase messages received in memory without printing them.

1.   After you have followed the instructions to print out messages stored in memory, the display shows MESSAGE IN MEMORY, PRINTING.

2.   To erase the message instead of printing it, press the Stop key. The display shows CANCEL?

3.   Press the YES key to erase the message from the memory of your fax machine.

Rejecting unsolicited fax messages

The closed network option allows you to limit the locations your fax machine can communicate with. Using this function, you can set your fax machine to refuse to receive any faxes from locations whose telephone numbers are not programmed into your One Touch keys or Auto Dial numbers. Use of this function allows you to reject any unsolicited faxes such as advertising.

> *Note:*
> *In some countries, this function cannot be set by the*
> *user. Please contact your dealer for assistance.*

You can also set your fax machine not to send faxes to locations whose telephone numbers are not programmed into your One Touch keys or Auto Dial numbers.

The available settings are limit reception only (RX), limit both transmission and reception (T/R), and no limitation on transmission or reception (OFF). To use the closed network function, follow the instructions below.

1. Press the Select Function key.
2. Press the 9/User Program One Touch key. The display shows 1:FUNC. PROGRAMMING.
3. Press the YES key. The display shows FUNCTION NO. [   ].
4. Using the numeric keypad, enter 08. The display shows 08:CLOSED NETWORK, and the current setting of this function.
5. Press the NO key until the setting you want appears in the display.
6. Press the YES key to confirm the new setting.
7. Press the Select Function key to finish.

Power failures & memory

If power is interrupted to your fax machine, the following problems will occur:

• Any messages your fax machine has scanned into memory, but not yet transmitted, are lost.

• Any messages your fax machine has received into memory, but not yet printed, are lost.

• If you have loaded documents onto the document feeder of your fax machine, any dialling or transmission settings are lost.

Your fax machine prints a power outage report to inform you of a power failure. Use this report to determine which received messages you may have lost and which transmissions you may have to resend. Refer to Reports for more information.

Making copies

Your fax machine can also be used to make copies. You can make up to 50 copies at one time. Your fax machine automatically makes all copies in FINE mode. EX.FINE and PHOTO mode can be selected manually by pressing the YES key.

1. Load your documents.

2.   Press the Copy key. The display shows PRG. NO. OF COPIES, [1SETS]. If you want to make just one copy, you are finished. Your fax machine waits a moment, then begins copying.

3.   To make multiple copies, enter the number of copies you want to make on the numeric keypad. Then press the Copy key again. Your fax machine begins making the required number of copies.

Making copies using manual paper feeder

The manual paper feeder of your fax machine allows you to make copies on a different type of paper than what is normally kept in the paper tray of your fax machine. To make copies using the manual paper feeder, follow the instructions below.

1.   Load your documents.

2.   Press in on the lower half of the front panel indents, just above the paper cassette.
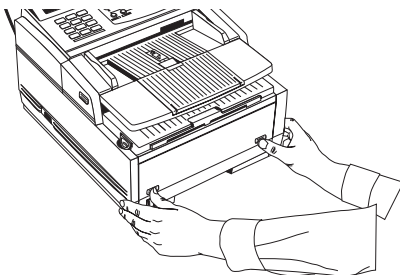
3.   Pull the manual paper feeder down until it is horizontal.
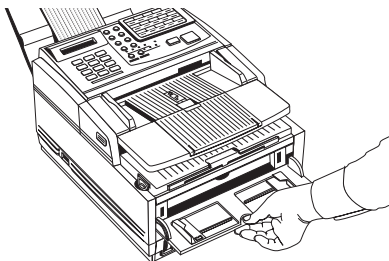
4.   Adjust the paper guides on the manual paper feeder.
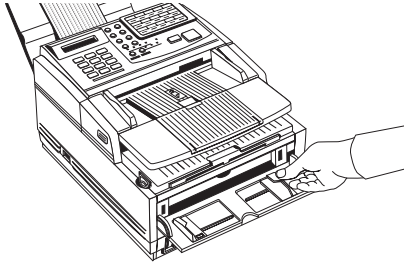
5.   Insert a sheet of paper face up, adjusting the guides again to ensure the paper is straight.
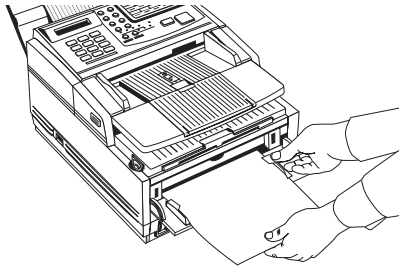
6.   Press the COPY key.

> *Note:*
> *It is recommended to make single copies only when using the manual paper feed slot. This will prevent any possible paper feed jams from occurring.*

Using voice request

The voice request feature allows you to have a conversation with a person at a remote fax machine during a fax communication. Either the sender or receiver can initiate a voice request.

If you are sending a fax, you can answer a voice request only after all pages have been transmitted. If you are receiving a fax, you can answer a voice request after reception of each page.

You will know if the person on the other fax machine has issued a voice request when you hear a warbling tone. If you do not respond in approximately six seconds, the voice request is automatically cancelled.

Note:
You will need to have either an attached handset or
an external telephone to use the voice request
function.

Initiating voice request

1.   During a fax communication, press the Hook/V. Request key.

2.   When the other party answers your request, your fax machine will emit a repetitive warbling sound. The display shows LIFT HANDSET AND PRESS VOICE REQUEST.

3.   Lift your handset and press the Hook/V. Request key.

> *Note 1:*
> *If you press your Hook/V. Request key to initiate a*
> *voice request during transmission, but no one is*
> *there to answer, your fax machine automatically*
> *sends a call back message to the remote site giving a*
> *telephone number where you can be reached.*
>
> *Note 2:*
> *A call back message is only sent if you have*
> *programmed a call back number into your fax*
> *machine. Refer to Setting Fax Identification.*
>
> *Note 3:*
> *The voice request feature is not available if you have*
> *sent the fax message from memory.*

Answering voice request

1.   Lift the handset and press the Hook/V. Request key.

Advanced Operations

Sending faxes to multiple locations

If you want to send the same fax to more than one location, carry out the following steps:

1. Load your documents.

2. Press the Select Function key.

3. Press the 2/Broadcast Memory TX One Touch key. The display shows BROADCAST/MEMORY TX.

4. Select a location. Refer to the instructions below.

To Select Using	Do This
One Touch key	Press the One Touch key. Lift the main One Touch keypad to access One Touch keys 16 to 30.
Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A group	Using the numeric keypad, press the # key, then enter the number of the group youo want to use.
A number dialled on the numeric keypad	Dial as you would on a normal telephone.

5. Press the YES key to confirm your selection.

6. Repeat Steps 4 and 5 as often as necessary to continue selecting locations.

7. When you are finished selecting locations, press the NO key at the SELECT LOCATION(S) message.

8. If you have selected multiple locations, your fax machine will ask if you want to confirm your selections with a printed report before proceeding. Press the YES key. After the report is printed, the display will show BEGIN SCANNING? If you want to make corrections, press the NO key and go back to Step 4. To remove a location, select the location in the same way, but press the NO key to delete it from your transmission.

9.   When all of your selections are correct, press the Start key. Your fax machine will scan the documents into memory and begin transmitting the message.

Delayed sending of faxes

The delayed transmission feature allows you to send documents at a specified date and time, and frees you from the need to manually start the transmission. You can program a delayed transmission to occur at any time on the day of your transmission, or at any time over the next three days.

You can send a delayed fax either from the document feeder or from memory. Refer to the table below to decide which method you want to use.

Delayed TX Features & Limitations	From Feeder	From Memory
Number of locations	One	Multiple
Number of delayed faxes in your fax machine at any one time	One	Up to twenty
Fax machine can be used for other transmissions while adelayed fax is waiting to be sent?	No	Yes

Sending delayed fax from document feeder

1.   Load your documents.

2.   Press the Select Function key.

3.   Press the 1/Delayed TX One Touch key. The display shows DELAYED TX and today's date.

4.   If transmission is to occur today press YES key and go to step 7. If transmission is to occur at a later date press the NO key.

5.   Using the numeric keypad, enter the date on which you wish the transmission to begin.

6.   Press the YES key. The display shows PRG. START TIME.

7.   Using the numeric keypad, enter the time on which you wish the transmission to begin.

> *Note:*
> *Enter the time using a 24-hour clock, i.e., 8:00 a.m. would be entered as 08:00 and 8:00 p.m. would be entered as 20:00.*

8. Press the YES key and the display shows BROADCAST/ MEMORYT/X or FEEDER TX depending on the User Function 18 setting.

9. If display shows FEEDERTX go to step 10. If display shows BROADCAST/MEMORYTX press the NO key. The display shows FEEDERTX.

10. Select a location. Refer to the instructions below.

To Select Using	Do This
One Touch key	Press the One Touch key. Lift the main One Touch keypad to access One Touch keys 16 to 30.
Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialled on the numeric keypad	Dial as you would on a normal telephone.

11. Press the Start key. Your fax machine then waits for the time and date you have set before sending the fax.

Sending delayed fax from memory

1. Load your documents.

2. Press the Select Function key.

3. Press the 1/Delayed TX One Touch key. The display shows DELAYED TX and today's date.

4. If transmission is to occur today press YES key and go to step 7. If transmission is to occur at a later date press the NO key.

5. Using the numeric keypad, enter the date on which you wish the transmission to begin.

6. Press the YES key. The display shows PRG. START TIME.

7. Using the numeric keypad, enter the time on which you wish the transmission to begin.

> *Note:*
> *Enter the time using a 24-hour clock, i.e., 8:00 a.m. would be entered as 08:00 and 8:00 p.m. would be entered as 20:00.*

8. Press the YES key and the display shows BROADCAST/ MEMORYT/X or FEEDER TX depending on the User Function 18 setting.

9. If display shows BROADCAST/MEMORYTX go to step 10. If display shows FEEDERTX press the NO key. The display will show BROADCAST/MEMORYTX.

10. Select a location. Refer to the instructions below.

To Select Using	Do This
One Touch key	Press the One Touch key. Lift the main One Touch keypad to access One Touch keys 16 to 30.
Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A group	Using the numeric keypad, press the # key, then enter the number of the group youo want to use.
A number dialled on the numeric keypad	Dial as you would on a normal telephone.

11. Press the YES key to confirm your selection.

12. Repeat Steps 10 and 11 as often as necessary to continue selecting locations.

13. When you are finished selecting locations, press the NO key at the SELECT LOCATION(S) message.

14. If you have selected multiple locations, your fax machine asks if you want to confirm your selections with a printed report before proceeding. Press the YES key. After the report is printed, the display shows BEGIN SCANNING? If you want to make corrections, press the NO key and go back to Step 10. To remove a location, select the location in the same way, but press the NO key to delete it from your transmission.

15. When all of your selections are correct, press the Start key. Your fax machine scans the documents into memory and then waits for the time and date you have set before sending the fax. When scanning is completed, your fax machine becomes available for other transmission operations.

Cancelling delayed transmissions

To cancel a delayed transmission from the document feeder or from memory before it has been sent, follow the instructions below.

1. Press the Stop key. The display shows COMMUNICATION CANCEL.

2. Press the YES key. The display shows the Location ID or telephone number of the first delayed transmission currently loaded in your fax machine.

3. Press the YES key to cancel the delayed transmission that is displayed. If more than one delayed transmission has been programmed into your fax machine, press the NO key until the location of the delayed transmission you want to cancel appears, then press the YES key to cancel.

4. If the delayed transmission was a feeder transmission, press the Stop key again to remove the document from the document feeder.

Confidential faxes

Fax machines are often placed in public places where anyone can look through received faxes. To overcome this, use the confidential fax feature when sending and/or receiving confidential faxes.

You can send and receive confidential faxes to/from other Okifax machines with personal mail boxes. However, the International Telecommunications Union (ITU) has now created a worldwide standard that uses ITU sub-addressing to allow fax machines or PC fax software from different manufacturers to send and receive confidential faxes.

When sending confidential faxes, you must know in advance the mail box number, or ITU sub-address, of the recipient you are sending the message to. Ask the person who is receiving the fax to tell you their mail box number, or ITU sub-address.

A receiving fax machine stores the message in a confidential mail box or ITU sub-address protected by a password and will not print any confidential faxes until the correct password is entered.

Sending confidential faxes

1. Load your documents.
2. Press the Select Function key.
3. Press the 3/Confidential TX One Touch key. The display will ask you to enter the number of a confidential mail box, or ITU sub-address, on the receiving fax machine.
4. Using the numeric keypad, enter the number of the confidential mail box you are transmitting to.
5. Press the YES key to confirm your entry. The display shows SELECT LOCATION.

6.   Select your location as follows.

To Select Using	Do This
One Touch key	Press the One Touch key. Lift the main One Touch keypad to access One Touch keys 16 to 30.
Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialled on the numeric keypad	Dial as you would on a normal telephone.

> *Note:*
> *You cannot send a confidential fax to a group or multiple individual locations.*

7.   Press the Start key and your fax machine will begin sending the fax.

Receiving confidential faxes

Before you can receive confidential faxes, you have to create a confidential or personal mailbox on your fax machine that is password protected (see below). You then have to tell the person sending the confidential fax your mailbox number

When your fax machine receives a confidential message, it will store the message unprinted in the mailbox (in memory) until you enter a password. Your fax machine can have a maximum of 16 mailboxes.

Creating confidential mailbox

Create a confidential or personal mailbox on your fax machine as follows:

1.   Press the Select Function key.

2.   Press the 9/User Program One Touch key. The display shows 1:FUNC. PROGRAMMING.

3.   Using the numeric keypad, press 5. The display shows 5:MAIL PASSWORD PRG.

4.   Press the YES key. The display shows MAIL BOX NO. [   ].

5.   Using the numeric keypad, enter the two digit number of the mail box you want to use.

> *Note:*
> *If the mail box has been previously programmed and a message is currently stored in the mail box, the fax machine will not allow you to access the mail box. An*

*ILLEGAL OPERATION message will appear. Print
out any messages stored in the mail box before
making changes to the mail box.*

6.   Using the numeric keypad, enter the 4-digit password you want to
      use with your mail box.

7.   Press the YES key to confirm your entry.

8.   Your fax machine will ask you to enter another mail box number. To
      continue programming mailboxes, go back to Step 5. If you are
      finished programming, press the Select Function key.

Changing password or closing mailbox

If you want to change the password of an existing mail box, or if you want
to close an existing mail box, follow the instructions below.

1.   Press the Select Function key.

2.   Press the 9/User Program One Touch key. The display shows
      1:FUNC. PROGRAMMING.

3.   Using the numeric keypad, press 5. The display shows 5:MAIL
      PASSWORD PRG.

4.   Press the YES key. The display shows MAIL BOX NO. [   ].

5.   Using the numeric keypad, enter the two digit number of the mail
      box whose password you want to change, or which you want to
      close. The display shows PRG. PASSWORD.

6.   Using the numeric keypad, enter the 4-digit password currently
      used with that mail box.

7.   Press the NO key. The display shows PRG. PASSWORD again.

8.   To create a new password, enter a new 4-digit number on the
      numeric keypad. To close a mailbox, press the Space One Touch
      key.

9.   Press the YES key to accept the new password or close the mail
      box.

10.   Your fax machine asks you to enter another mail box number. To
      continue programming mailboxes, go back to Step 5. If you have
      finished programming, press the Select Function key.

Printing confidential faxes

Each time your fax machine receives a confidential fax, it automatically prints a confidential reception report telling you which mail box number received the message. To print a confidential fax after your fax machine has received it, follow the instructions below.

1.   Press the Select Function key.

2.   Press the 10/Message Print From Memory One Touch key. The display shows PRINT CONF. RX MSG.?

3.   Press the YES key. The display shows MAIL BOX NO. [   ].

4.   Using the numeric keypad, enter the two digit number of the mail box you want to print from. The display shows MAIL BOX NO. [   ] YES or NO. Press the YES key.

>   *Note:*
>   *If no message is stored in that mail box, the display shows NO DATA IN MEMORY.*

5.   Using the numeric keypad, enter the 4-digit password for the mail box you want to print from.

6.   Press the YES key. The message begins printing.

>   *Note:*
>   *If you want to clear the mail box without waiting for printing, press the Stop key at this point. The display changes to CANCEL. Press the YES key to clear the mail box.*

Relay broadcasting

Relay broadcasting is where one fax machine, which is the relay initiating station, sends a document to another fax machine. The receiving fax machine, which is the relay key station, then re-sends (broadcasts) the document to a number of other locations.

Relay initiating station

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

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

Relay Password: This is the 4-digit relay key word which is programmed into the relay key station.

Relay Group Numbers: These 2-digit numbers are the code numbers of locations or groups of locations programmed into the relay key station.

Relay key station

The relay key station is the fax machine which receives the original fax message and then automatically relays or broadcasts the message to other remote fax machines. For this feature to be available, the relay key station must be an OKIFAX OF-27, OKIFAX OF-38, or OKIFAX 2600 fax machine.

Relay broadcast report

After a relay broadcast is completed, it is possible for the relay key station to send a message back to your fax machine confirming the success of the relay broadcast. For this function to work, the telephone number of your fax machine must be programmed into the AUTO DIAL list of your fax machine with the AUTO DIAL code number 99.

Initiating relay broadcasts

1. Load your document.
2. Press the Select Function key.
3. Press the 4/Relay Initiate TX One Touch key. The display shows RELAY PASSWORD.
4. Press the NO key.
5. Using the numeric keypad, enter a 4-digit password which is the same as the relay keyword programmed into the relay key station.
6. Press the YES key. The display shows REMOTE LIST NO.
7. Press the NO key.
8. Using the numeric keypad, enter a 2-digit number which corresponds to a relay group programmed into the relay key station.

9.   Press the YES key and the display changes to SELECT
      LOCATION.

10.   Select the location of the relay key station as follows:.

To Select Using	Do This
One Touch key	Press the One Touch key. Lift the main One Touch keypad to access One Touch keys 16 to 30.
Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial code number on the numeric keypad.
A number dialled on the numeric keypad	Dial as you would on a normal telephone.

11.   Press the Start key. Your fax machine will begin sending the fax.

Polling

When you normally send faxes, you load your document into your fax
machine, select a location and, if required, press the Start key to begin
sending the document. However, sometimes it is more useful to be able to
simply load your document into your fax machine and set it to wait for the
another fax machine to call and collect the document. This is called setting
your fax machine to be polled, or polling transmission. Calling another fax
machine to receive documents someone else has loaded into their fax
machine is called polling reception.

There are two standards for polling. Standard polling is to an old standard
that is used by many, but not all manufacturers and ITU selective polling,
which is the latest standard. Your Okifax machine supports both standards.

ITU selective polling allows you to retrieve documents from individual
mailboxes or ITU sub-addresses from a fax machine that meets the
standard for ITU selective polling.

Polling transmission

1.   Load your documents.

2.   Press the Select Function key.

3.   Press the 5/Polling One Touch Key. The display shows WAITING
      TO BE POLLED.

Polling reception

When carrying out polling reception, the fax machine you are polling should be able to carry out standard polling transmission or ITU polling transmission.

1. With no documents loaded, press the Select Function key.
2. Press the 5/Polling One Touch key. The display shows POLLING RX, SELECT LOCATION.
3. Select the location of the fax machine you are polling as follows:

To Select Using	Do This
One Touch key	Press the One Touch key. Lift the main One Touch keypad to access One Touch keys 16 to 30.
Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial code number on the numeric keypad.
A number dialled on the numeric keypad	Dial as you would on a normal telephone.

4. Press the Start key. Your fax machine will begin polling the remote fax machine.

Dual access

The advanced dual access feature of your fax machine allows you to load and prepare documents for transmission while your fax machine is sending or receiving another message, or automatically printing reports. This feature increases your productivity and reduces the time you must spend waiting for other operations to finish.

If you load a document on the document table and the display shows SELECT LOCATION, then your fax machine is ready to allow you to prepare for the next transmission.

While sending faxes

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

*   Load another document and prepare it for transmission.
*   Continue to load documents as long as there is memory available on your fax machine. When the first transmission is complete, the next fax is automatically sent.
*   Make copies.

While receiving faxes

While your fax machine is receiving a fax, you can:

- Load another document and prepare it for transmission.
- Continue to load documents as long as there is memory available on your fax machine. When the first transmission is complete, the next fax is automatically sent.
- Continue to receive faxes while earlier messages are being printed if your fax machine has been set to memory reception mode.

While making copies

While your fax machine is making local copies, you can:

- Continue to receive faxes while copies are being printed if your fax machine has been set to memory reception mode.

While printing reports

While your fax machine is automatically printing reports, you can:

- Continue to receive faxes while reports are being automatically printed if your fax machine has enough memory available. When the report has finished printing, your received fax message is then printed.
- Continue to load documents as long as there is memory available on your fax machine. After the report is printed, your fax is automatically sent.

Programming

Customising features & operations

Many features and functions of your fax machine have settings which can be changed to customize the operations of your fax machine. Because each country has different regulations, you may not be able to access all of the settings listed below. If you have trouble changing a setting, contact your dealer for assistance.

Viewing your current settings

Follow these instructions to obtain a configuration report showing your fax machine's current settings.

1.   Press the Select Function key.
2.   Press the 6/Report Print One Touch key. The display shows 1:ACTIVITY REPORT.
3.   Using the numeric keypad, press 4. The display shows 4:CONFIGURATION.
4.   Press the YES key and the report will begin printing.
5.   Press the Select Function key to finish.

User function settings

User function settings allow you to customize the general operation of your fax machine. Refer to the list below to determine which settings you may need to change, then refer to Changing User Function Settings to make the change.

Note:
Depending on local telephone regulations, some of the following user function settings may not be available.

User function settings list

01:MCF (SINGLE-LOC.): This function automati-cally prints a Message Confirmation Report after each single location transmission or polling transmission. Available settings are on and off.

02:MCF (MULTI-LOC.): This function automatically prints a Message Confirmation Report after each multiple location transmission. Available settings are on and off.

03:ERR REPORT (MCF): This function automatically prints a Message Confirmation Report each time an error occurs during a transmission or polling reception operation. Available settings are on and off.

04:IMAGE IN MCF: When a Message Confirmation Report is automatically printed, this function adds a portion of the first page your fax machine transmitted. This is printed at the bottom of the message confirmation report. Available settings are on and off.

05:SENDER ID: This function controls the printing of the Sender ID of your fax machine on the faxes you send. When turned on, your Sender ID will be printed on each page slightly outside the image area of your document. When turned off, your Sender ID will not be printed.

06:MONITOR VOLUME: This function sets the volume your fax machine uses for telephone line monitoring sounds during dialling. Available settings are low, high and off.

07:BUZZER VOLUME: This function sets the volume of the various beep and alarm tones your fax machine emits during operations. Available settings are low, middle and high.

08:CLOSED NETWORK: This function allows you to program your fax machine to refuse to receive faxes from or transmit faxes to locations whose telephone numbers have not been programmed into the One Touch keys or Auto Dial numbers of your fax machine. Using this function, you can set up a closed network of fax machines. If you do not want your fax machine to transmit faxes to or receive faxes from locations outside your network, select T/R. If you only want your fax machine to refuse to receive faxes from outside your network, select RX. Available settings are OFF, T/R and RX.

09:TX MODE DEFAULT: This function allows you to change default type of original, transmit and copy resolution settings of your fax machine. Unless you select otherwise using the Transmit Resolution/YES or Type of Original/NO keys, your fax machine is set to use the STD and NORMAL settings. If you are constantly sending faxes which require some other combination of transmission modes, use this function setting to change the default transmission modes to any other combination of settings. While you are programming, the new default combinations will appear on the LEDs above the Transmit Resolution/YES or Type of Original/NO keys.

10:T/F TIMER PROG.: When set to the telephone/ fax answering mode, your fax machine automatically distinguishes between incoming voice and fax calls. If the incoming call is a voice call, your fax machine will ring to tell you to pick up the handset. If you do not answer, your fax machine automatically switches back to facsimile mode to allow the calling party to send a fax. The T/F TIMER function controls how long your fax machine waits before switching back to fax mode. Available settings are 20 seconds or 35 seconds.

11:RING RESPONSE: This function controls how long your fax machine waits before answering an incoming telephone call when your fax machine is set to auto receive or telephone/fax auto switch answering modes. The available settings are 1 ring, 5 seconds, 10 seconds, 15 seconds or 20 seconds.

> *Note:*
> *If your fax machine is set to telephone/fax auto switch answering mode, it is recommended that you set ring response to one ring.*

12:RING PTRN. FOR FAX: Distinctive ringing is a service offered by some telephone services that allow you to have different numbers on one line, each with its own distinctive ring. In this way, when you get an incoming call, you can identify what number is being called by the ring pattern. Your local telephone service can provide you with more information about this service and if it is available. If available, this service is usually offered as a monthly charge to your normal telephone bill. Available settings are type 1, type 2 and off.

13:1'ST PAPER SIZE: This function allows you to tell your fax machine what size of paper you are using in the paper tray of your fax machine. Available settings are A4, letter, legal 13 and legal 14.

15:USER LANGUAGE: This function allows you to switch between the two languages programmed into your fax machine.

16:INCOMING RING: This function controls the telephone ringing sound your fax machine makes when a call comes in. Available settings are on and off.

17:REMOTE RECEIVE: When you receive an incoming call, this function allows you to remotely tell your fax machine to switch from telephone to fax mode to receive an incoming fax. To use this function, use the keypad of a handset or an external telephone to enter the remote receive number you have programmed into your fax machine. Available settings are off, 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, ** and ##. This function only works if your telephone system is a tone dialling system.

18:MEM./FEEDER SW.: This function controls how your fax machine normally transmits fax messages to one location. Either scanning the document into memory first and then start dialling, or by transmitting directly from the document feeder after dialling. Available settings are MEM. and FEED.

19:POWER SAVE MODE: This function substantially reduces the amount of power your fax machine consumes when it is not in use. When this function is on, your fax machine automatically switches to power save mode after it has been idle for three minutes. When this occurs, your display shows: POWER SAVE MODE, PRESS"START" TO EXIT. While in this mode, your fax machine automatically switches back to full operation after you press the Start key, when the telephone rings, when the telephone handset is lifted, or when a document is loaded. Available settings are on and off.

20:ECM FUNCTION: The error correction mode function helps your fax machine to improve communication in areas where telephone line conditions are poor. Available settings are on and off.

> *Note:*
> *When using ECM, the transmitting fax machine automatically checks the data as it is sent. If the receiving fax machine cannot verify the transmission, the transmitting fax machine will retransmit as necessary. Using ECM also increases transmission time because the data is checked as it is transmitted.*

21:REMOTE DIAGNOSIS: The remote diagnostics feature allows a service person to remotely dial and service your fax machine. Available settings are on and off.

22:PC/FAXSWITCH: When your fax machine is set to answer in PC Receive Mode and your optional MFP software is set to receive fax messages, all incoming calls are transferred directly to your PC. However, if you are experiencing a problem with your PC, you can tell your fax machine to receive and print faxes locally by setting this function to on. Available settings are on and off.

23:ONE TOUCH PARAM: This function allows you to make changes to the communications settings for a specific One Touch key, without changing the normal communication settings used by your fax machine. For instructions on changing One Touch Parameters settings for a One Touch key, see One Touch parameters in Dial Directories.

Changing user function settings

1. Press the Select Function key.
2. Press the 9/User Program One Touch key. The display shows 1:FUNC. PROGRAMMING.
3. Press the YES key. The display shows FUNCTION NO. [   ].
4. Using the numeric keypad, enter the 2-digit number of the function you want to change. This display then shows the name of the selected function.
5. Press the NO key to cycle through the settings for the user function, then press the YES key to confirm your selection. The name of the next user function appears in the display.
6. Press the Select Function key to finish.

Dial parameter settings

These functions allow you to control the way your fax machine dials telephone numbers. Refer to Dial Parameter Settings List to determine which settings you may need to change, then refer to Changing Your Dial Parameter Settings to make the change.

Note:
Some settings are not available in some countries. If you have trouble accessing a dial parameter setting listed here, contact your dealer for assistance.

Dial parameter settings list

REDIAL TRIES: This function controls how many times your fax machine automatically redials a number which is busy or which does not answer. Available settings are from 0 to 10 tries.

REDIAL INTERVAL: The function controls how long your fax machine waits between each automatic redial attempt. Available settings are from 1 to 6 minutes.

DIAL TONE DETECT: This function allows your fax machine to wait for and detect a dial tone before proceeding with dialling. Available settings are on and off.

BUSY TONE DETECT: This function allows your fax machine to detect a busy tone when sending a fax. Available settings are on and off.

MF(TONE)/DP(PULSE): This function controls what method your fax machine uses for dialling. Two dialling methods are in common use. DP, or dial pulse dialling, uses monotone pulses to dial a number (like a rotary telephone). MF, or multi-frequency dialling (touch tone), uses different tones to dial a number. Available settings are MF and DP.

PULSE DIAL RATE: If your fax machine is set to pulse dialling, this function controls how quickly your fax machine sends our dialling pulses (the dial pulse rate varies in different countries). Available settings are 10 pps, 16 pps and 20 pps.

PULSE MAKE RATIO: Available settings are 33% and 39%.

PULSE DIAL TYPE: If your fax machine is set to pulse dialling, this function controls the type of pulse dialling used (different types of pulse dialling are used in different countries). Available settings are N, 10-N and N+1.

MF(TONE) DURATION: If your fax machine is set to tone dialling, this function controls the duration of the tones used for dialling (the tone duration varies in different countries). Available settings are 75 ms, 85 ms, and 100 ms.

PBX LINE: Turn this function on if your fax machine is connected to a PBX. Once this function has been turned on and the dial prefix function has been programmed, your fax machine will recognize the dial prefix

number you use in your PBX to get an outside line. After it dials your dial prefix number, your fax machine pauses to wait for an outside line before dialling the rest of the telephone number. Available settings are on and off. See Connecting to a PBX in Installation for instructions on changing this setting.

FLASH/EARTH/NORMAL: If your fax machine is connected to a PBX, this function tells your fax machine about the type of PBX line your fax machine if connected to. Available settings are normal (N), flash (F) and earth (E).

AUTO START: When this function is turned on, your fax machine will automatically begin dialling as soon as you have selected a location by pressing a One Touch key or entering an Auto Dial code. You do not have to press the Start key. Available settings are on and off.

DIAL PREFIX: If your fax machine is connected to a PBX, use this function to tell your fax machine what access number is used to obtain an outside line from your PBX. You can enter up to 4 digits. See Connecting to a PBX in Installation for instructions on changing this setting.

IT2 DETECT: This is another type of dial tone detection (France only). Available settings are on and off.

Changing dial parameter settings

1. Press the Select Function key.
2. Press the 9/User Program One Touch key. The display shows: 1:FUNC. PROGRAMMING.
3. On the numeric keypad, press 2. The display shows 2:DIAL PARAMETER.
4. Press the YES key until the display shows the dial parameter you want to change.
5. Repeatedly press the NO key until the setting you want appears in the display.
6. Press the YES key to confirm your selection. The name of the next dial parameter setting will appear in the display.
7. Press the Select Function key to finish.

Service function settings

Service function settings in many cases greatly change the way your fax machine operates. To change any of these settings, contact your dealer.

Service function settings list

LONG DOC. STX: Normally, your fax machine will not scan documents longer than 360 mm. When this function is on, your fax machine will scan and transmit documents of any length for up to one hour.

MDY/DMY: This function controls how your fax machine displays and prints the date (month / day / year or day / month / year).

TIME/DATE PRINT: This function controls how the time and date are printed on the fax messages which you transmit. Your fax machine can be set to not print the time and date, to print it at the top the first page only, or to print it at the top of every page.

TSI PRINT: When this function is on, the telephone number of the fax machine sending you a fax message is printed at the top of each page of the message.

NO TONER MEM. RX: When this function is turned on, your fax machine automatically receives messages in memory when it is low on toner.

TAD MODE: This function allows an answering machine to operate on the same line as your fax machine.

TEL/FAX SW.: When this function is on, the telephone/fax [T/F] answering mode is available, which allows your fax machine to automatically distinguish between incoming voice and fax telephone calls.

MONITOR CONT.: This function controls the line monitoring sounds you hear while your fax machine is dialling and all fax communication sounds. Available settings are on and off.

REAL TIME DIAL: This function controls how you can dial telephone numbers on your fax machine. Normally, your fax machine waits for you to enter an entire telephone number and press Start before dialling. When this function is set to type 1, you can dial immediately (digit by digit) whenever you pick up the handset. When this function is set to type 2, you can dial immediately whenever you pick up the handset or press the Hook key. Available settings are off, type 1 and type 2.

TONE FOR ECHO: This function compensates for poor overseas line conditions. Available settings are on and off.

MH ONLY: This function controls the type of compression method your fax machine uses during communication. Adjusting may also help in poor line conditions. Available settings are on and off.

H/MODEM RATE: This function controls the communications speed your fax machine's modem uses at the beginning of a fax communication. Available settings are 28.8K,14.4K, 9.6K and 4.8K.

Reports

Understanding reports

Your fax machine provides a variety of useful reports which help you understand the current settings, programming and operations of your fax machine. Refer to the reports listing below to determine which reports you may want to print, then refer to Printing Reports for instructions on printing a report.

Activity report

The activity report provides a communication record of your fax machine. Information provided on this report includes:

- The total amount of time your fax machine spent sending faxes and the total amount of time spent receiving faxes.
- The date, time and duration (S,R-TIME) of each transmission or reception.
- The name or telephone number of the fax machine you were communicating with (DISTANT STATION ID). If you were sending a fax, the Personal ID or telephone number of the remote fax machine that received the document will be printed. If the remote fax machine does not have a Personal ID or telephoned number programmed, the Location ID or telephone number you entered will be printed. If you were receiving a fax, the Personal ID or telephone number of the remote fax machine that sent the document will be printed. If you were receiving a fax and the remote fax machine does not have a Personal ID or telephone number programmed, no data is printed.
- The communication mode used for each transmission or reception.
- The number of pages sent or received.
- The result of each communication.
- Service codes.

Note:
*This report does not contain the results of fax
messages which were received without errors and
printed immediately, i.e. only transmissions,
receptions with errors amd memory receptions are
recorded.*

Broadcast confirmation report

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

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

> *Note:*
> *If there have been no transmissions to multiple
> locations (broadcast) then this report cannot be
> printed*

Telephone directory

This report provides a complete listing of all of the telephone numbers
programmed for the One Touch keys, Auto Dial codes and groups of your
fax machine. The information includes:

- The Location ID and main fax number (TEL NO) for each One
  Touch key and Auto Dial code.
- The alternate number (OR) for each One Touch key.
- The One Touch Parameter settings (PRM. ECHO) and transmission
  speed (RATE) for each One Touch key.
- The Location ID and fax number (TEL NO) for each Auto Dial
  code.
- A listing of all of the One Touch keys and Auto Dial codes included
  in each group.

Configuration report

The configuration report provides a list of the current operational settings of your fax machine that can be set by you. The information includes:

- The current settings of all your fax machine's user functions (except for One Touch Parameter settings, which appear in the telephone directory).
- The Sender ID (ID=), fax number (TEL NO.) and call back number (CALL BACK NO.) currently programmed into your fax machine.
- The current setting of dial parameters for your fax machine.

Message confirmation report

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

- The date of the communication.
- The total amount of time your fax machine spent sending or receiving (S,R-TIME).
- The Personal ID or telephone number of the fax machine you were sending a fax to (DISTANT STATION ID). If the remote fax machine does not have a Personal ID or telephone number programmed, the Location ID or telephone number you entered is printed.
- The communication mode used.
- The number of pages sent or received.
- The result of the communication.
- Service codes.
- Depending on the settings of your fax machine, a portion of the page will be printed after the report (see 04:IMAGE IN MCF. in Programming)

Confidential reception report

This report is automatically printed each time your fax machine receives a confidential message into a mail box. Information in this report includes:

- The date the message was received.
- The total amount of time your fax machine spent receiving the message (S,R-TIME).

- The Personal ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID). If the Personal ID or telephone number has not been programmed by the sending fax machine, no DISTANT STATION ID is recorded.
- The number of the mail box into which the message was received.
- The number of pages sent or received.
- The result of the communication.
- Service Codes

Broadcast entry report

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

- The Location ID of the One Touch keys and Auto Dial codes you have selected.
- Telephone numbers you have manually entered using the numeric keypad.

Power outage report

If the electrical power to your fax machine has been interupted and your fax machine had delayed transmissions or messages received into memory, your fax machine automatically prints a power outage report to alert you that fax messages have been lost.

If your fax machine has a memory expansion board installed and power has been interrupted for more than one hour, then the power failure may have interfered with delayed transmissions, messages received into memory or other communications. In this case, your fax machine automatically prints a power outage report to alert you.

Printing reports

Printing message confirmation report

After transmission, press the Copy key once (with no documents loaded) to see a report confirming your transmission on the display of your fax machine. To print the report, press the Copy key a second time.

Printing other reports

1. Press the Select Function key.
2. Press the 6/Report Print One Touch key. The display shows 1:ACTIVITY REPORT.
3. Press the NO key repeatedly until the report you want to print appears on the display.
4. Press the YES key. The report will begin printing.
5. Press the Select Function key to finish.

Codes used in reports

Result codes

The following codes indicate the results of communications.

Code	Description
BUSY	The other machine's line was busy or there was no answer.
COMP.	A multiple-location transmission was completed.
COVER	The fax machine's cover was opened during the communication.
NO	The transmission or reception failed due to a communication error.
OK	The communication was completed successfully.
PAPER	The communication failed because the receiving machine ran out of paper.
PUNIT	This error code indicates a problem with the printing unit. Contact your dealer.
R_JAM	A paper jam occurred in your fax machine while it was receiving a fax, and your fax machine was unable to receive the entire message in memory
S_JAM	A document jam occurred in the sending fax machine.
STOP	The Stop key was pressed, ending the communication session.

Communication codes

The following codes indicate the communication mode used for a communication.

Code	Description
B.C.	Multiple-location transmission (broadcast).
BOX	Reception into a personal mail box.
CALLING	A communication initiated by your fax machine.
CALLED	A communication initiated by a remote fax machine.

Problem Solving

Clearing document jams

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

1. Grasp the control panel. Pull up and toward you until it releases. Swing the control panel out of the way.
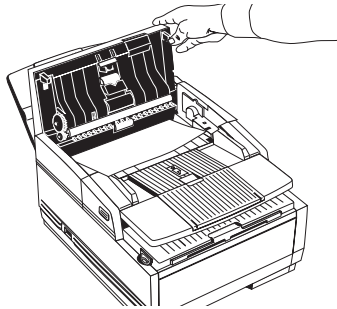
2. Pull out the jammed document.
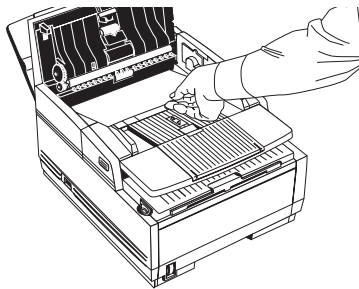
3. Push the control panel back down until it locks.

Clearing printer paper jams

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

> *Note:*
> *If you are experiencing many paper jams, it may be due to the type of paper you are using. For best results, select a paper which has been developed specifically for photocopying or laser printing. Be sure to fan the paper before loading it into your paper tray.*

1. Turn the power switch off (the O should be pressed down).
2. Lift the document table and swing it out of the way.
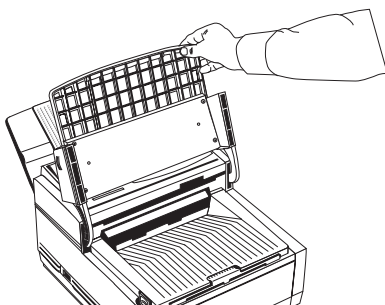
3. Check for paper jammed in the slot where received faxes or copies exit onto the document stacker. If you see paper jammed in the exit slot, lift the blue bar out of the way and pull the paper out.
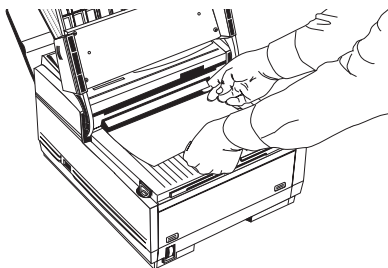
4. Push the buttons on the side of the copy stacker until you hear a click. Lift the copy stacker out of the way.
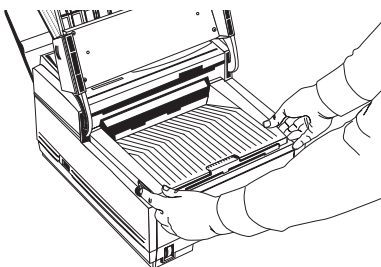
CAUTION:

Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.
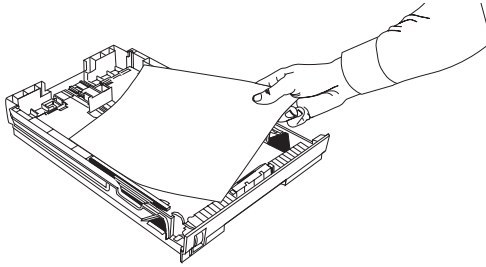
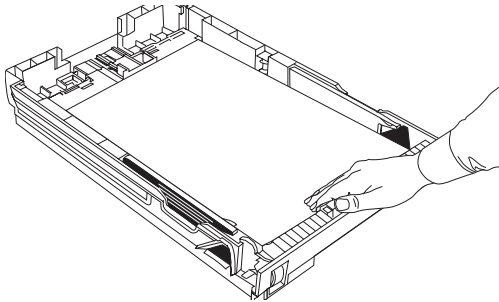5. Lift the image drum unit out and set it aside. Keep it out of direct sunlight and DO NOT touch the green surface of the drum.
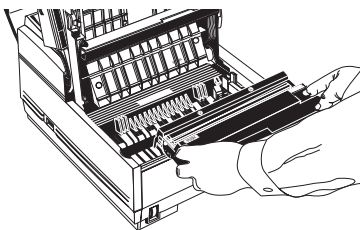
6. Carefully pull out any paper you see jammed inside the machine.
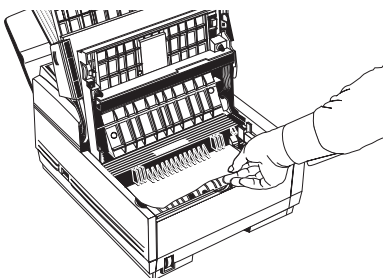
7. Pull out the paper cassette. If any of the paper in the paper cassette is damaged, remove and replace it.
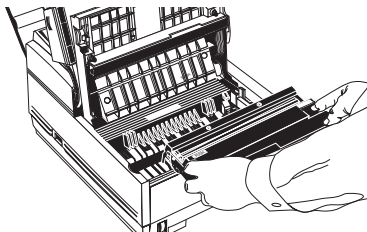
8. Push the paper down until it is under the plastic tabs.

9. Slide the paper cassette all the way back into your fax machine.
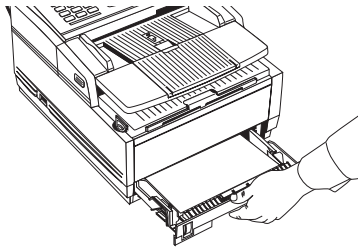
10. Place the image drum unit back into your fax machine. To ensure that the image drum is positioned correctly, press down firmly on both of the locations on the image drum marked "PUSH".

11. Close the copy stacker and push down on it until you hear a click. Be sure both slides are latched.
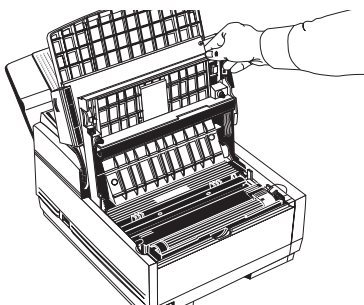
12. Close the document table.
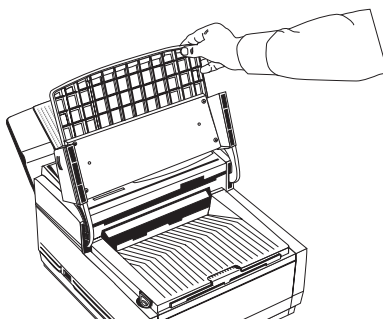
13. Turn the power switch back on (the I should be pressed down).

Replacing toner cartridge

The number of pages you can print with one toner cartridge varies depending on the type of documents you usually receive or copy. A toner cartridge will print about 2500 pages/A4 size of standard business communications at a typical print coverage of 4% (equivalent of CCITT No. 1 test chart). The first toner cartridge installed in a new image drum unit will have a decreased yield because the image drum unit itself has to be filled.

If your fax machine displays TONER LOW or REPLACE TONER CART., replace the toner cartridge with a new one. However, if the print density is high enough, you can continue to use the toner cartridge without replacing it until the print density becomes too low.

If the print density becomes low even before your fax machine displays TONER LOW or REPLACE TONER CART., gently wipe the lens surface of the LED array (see Step 8). If the print density does not improve, replace the toner cartridge. When your fax machine's display shows CHANGE DRUM, replace the image drum unit.
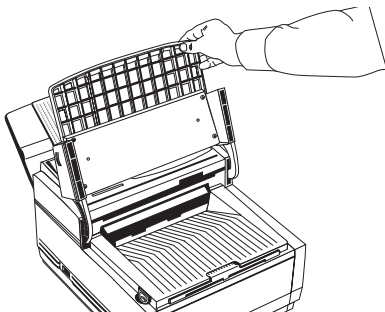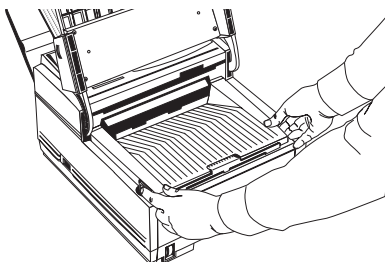

WARNING
Be careful when handling the toner cartridge. Do not let toner spill on your clothing or other porous materials. See Safety at the beginning of this user's guide.

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1. Turn the power switch off.
2. Lift the document table into an upright position.

3. Push in the cover release buttons on the side of the copy stacker until you hear a click. Lift the copy stacker.

4. Pull the coloured lever on the old toner cartridge all the way toward you. Carefully pull the old toner cartridge out of the image drum unit. Dispose of it in the plastic bag you received with your new toner cartridge.
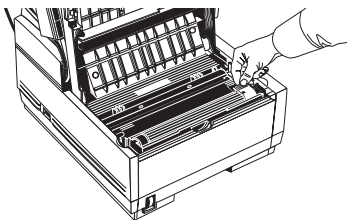
5. Remove the new toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.
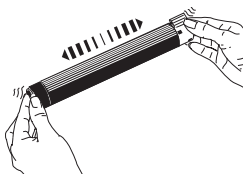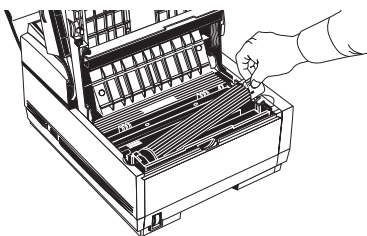

CAUTION:
*Be careful not to insert the toner cartridge backwards into the image drum unit.*

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6. With the ridged side facing up and the coloured lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.

7. Once the toner cartridge is in place, push the coloured lever all the way forward to secure it and release the toner.

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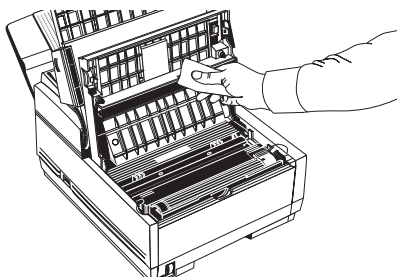
8. Using the cleaning wipe provided in the package with your new toner cartridge, gently wipe back and forth across the full length of the LED array.

9. Close the copy stacker and push down until you hear the copy stacker click into place. Be sure that the cover latches on both sides.

10. Close the document table.

11. Turn the power switch back on (the I should be pressed down).

CAUTION:
Please abide by the disposal laws of your country when disposing of replaced toner cartridges.

Replacing image drum unit

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

The life of an image drum depends on a number of factors, including temperature and humidity, the type of paper you use, and the number of pages per job. The image drum cartridge should last about 10,000 pages for continuous printing, up to 8,000 pages at 3 pages per job, and about 4,500 pages at 1 page per job.
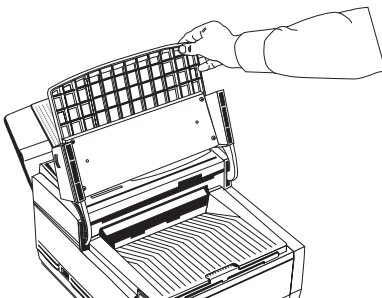

CAUTION:
Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.

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1. Turn the power switch off (the O should be pressed down).
2. Lift the document table into an upright position.

3. Push in the cover release buttons on the side of the copy stacker until you hear a click. Lift the copy stacker.
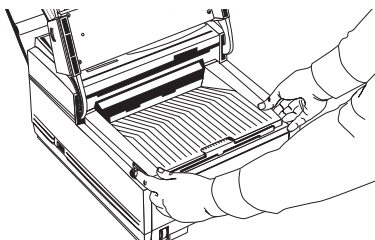
4. Remove the old image drum unit (with its toner cartridge), wrap it in the packaging materials from your new image drum unit, and throw it away.

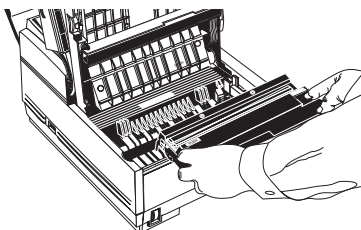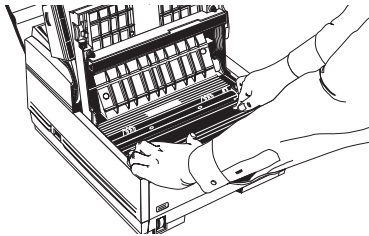5. Take the new image drum unit out of its package and insert it into your fax machine. To ensure that the image drum is positioned correctly, press down firmly on both of the locations on the image drum marked "PUSH".

6. Install a new toner cartridge. Follow Steps 5-10 in Replacing the Toner Cartridge.

7. With the copy stacker and document table closed, turn the power switch back on (the I should be pressed down).

8. Wait until the time, date and answering mode appear on the display. Then press the Select Function key.

9. Press the 7/Counter Display One Touch key. The display shows DRUM COUNT.

10. Press the YES key to clear the image drum unit counter.

11. Press the Select Function key to finish.

CAUTION:
Please abide by the disposal laws of your country when disposing of replaced Image Drum Units.

Reading print counters

The print counters of your fax machine count the number of pages your fax machine has printed or scanned in its lifetime. If you are experiencing a problem, a service person may ask you to check these counters.

Note:
If the image drum unit has reached the end of its life, you will also use this function to reset the drum counter. Refer to Replacing Image Drum Unit above for more information.

1. Press the Select Function key.
2. Press the 7/Counter Display One Touch key. The display shows DRUM COUNT.
3. Press the NO key. The display shows the PRINT COUNT.
4. Press the NO key again. The display shows the SCAN COUNT.
5. Press the Select Function key to finish.

Problem checklist

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

Your telephone does not ring if your fax machine is set tel/fax answering mode and the incoming call is a voice call. This is normal. In the tel/fax answering mode, your fax machine answers the incoming call and detects if the call is a voice call or a fax call. If the call is a voice call, your fax machine will ring, but your telephone will remain silent. It is recommended that you only use tel/fax answering mode if your telephone is located near the fax machine.

The display is blank. Check that the power switch is on. Check the power cord to make sure that it is firmly plugged in. Check your wall outlet to make sure that it has power.

Nothing happens when you press the control panel keys. Turn the fax machine off, wait 10 seconds, then turn it on again.

The display tells you to replace paper even though there is paper in the paper cassette. Take the paper cassette out and make sure that the paper is firmly stacked in the tray. Push the paper firmly under the plastic tabs on the edge of the tray. Check for a paper jam in the fax machine.

Your documents jam. Check the document for wrinkles, tears or other damage. Make sure there are no staples or paper clips and that the paper is clean and dry. Make sure the document is not wider than your fax machine

can load. Try making a copy of the document on a photocopier and faxing the copy.

Your fax machine will not dial. Check the power cable and wall outlet. Make sure that your telephone line (not your external telephone or handset) is connected to the LINE outlet on the back of your fax machine. If you have an external telephone connected, lift the handset and check for a dial tone. If you do not have an external telephone connected, press the Hokk/V. Request key and check for a dial tone. If you do not hear one, there may be a problem with your telephone line. If you do hear a dial tone, your fax machine may be using the wrong dialling method (pulse or tone) for your area. If you hear changing tones instead of dialling pulses and you know that your area uses pulse dialling, refer to the MF(TONE)/ DP(PULSE) dial parameter setting in Programming. If your fax machine is connected to a PBX, make sure you have programmed to work with a PBX (see Connecting to a PBX in Installation).

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

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

You keep getting reports you do not want. Check your user function settings and turn off the reports you do not want. See Programming.

You sent a fax but it was received completely blank. Make sure that you have correctly loaded your document face down.

The image received on your fax machine was very poor. Contact the person sending you the fax and ask them to change their Transmit Resolution and Type of Original settings. Ask the person to make a copy of the document on their fax machine to ensure that it is working properly. Then ask them to send the fax again. If you still have a problem, try making a copy of a document on your machine to make sure it is working properly.

You tried dialling with a One Touch key or an Auto Dial code but nothing happened. Make sure that something is programmed into the One Touch key or Auto Dial code you are using. Check the fax number to make sure it was entered correctly (see Dial Directories). When you are dialling with an Auto Dial code, be sure to press the Auto Dial key before you enter the code. If your fax machine has the Auto Start feature turned off, you will have to press the Start key before dialling will begin (see Programming).

Your fax machine does not answer the phone or receive faxes. First check to see that the power cable is connected to the power outlet and the telephone line is connected to LINE. Also check the reception mode you are using. Your fax machine will not automatically receive faxes in manual answering mode [TEL]. See Setting the Answering Mode in Installation.

Your received documents are light or have vertical streaks on them and you are not out of toner. Gently wipe the lens surface of the LED array on your fax machine and then see if the machine works properly (refer to Replacing the Toner Cartridge). If your fax machine still does not work properly, remove the image drum unit (refer to Replacing the Image Drum Unit), tap the toner cartridge, and slowly swing it 20-30 degrees vertically several times. Be careful not to let the toner leak from the cartridge. If this does not work, you may need to replace your image drum unit. Contact your dealer to get a replacement.

You set your fax machine for delayed transmission but it did not send. Check the display to make sure that you have set the clock on your fax machine to the correct time. See Setting Time & Date in Installation.

Your fax machine disconnected before you could answer a voice request. You must answer a voice request while the warbling tone is being emitted. When you hear the warbling tone, press the Hook/V. Request Key after picking up your handset.

Someone tried to send you a confidential fax but nothing happened. You must set up a mail box before anyone can send you a confidential fax.

See Receiving Confidential Faxes in Advanced Operations. Make sure the person sending you the fax knows the correct mail box number.

Your fax machine will not poll a remote fax machine. Call the person at the remote fax machine and make sure that they have loaded documents and set their fax machine in polling transmission mode. Check also if their fax machine uses either standard polling transmission or ITU polling transmission.

Your fax machine is connected to a PBX and you can not dial out. You must enter your access digit before the telephone number for each number that you dial or program into your machine. Also, your fax machine must be programmed for PBX operation before it will work. See Connecting to a PBX in Installation.

You want to answer an external telephone but your fax machine always answers first. If you are using an external telephone, change the user function setting for ring response on your fax machine. See Programming.

Your received faxes sometimes look distorted. If the document received is wider or longer than the paper you have loaded into your paper tray, your fax machine automatically reduces either the width or the length of the document to fit on your paper. This type of problem could also be communication related.

You are constantly receiving unsolicited advertising on your fax machine. Try using the closed network function. See Receiving Faxes in Basic Operations.

Your fax machine does not immediately switch to TEL mode when you make or receive a voice call. Try pressing the Stop key. Your fax machine will return to standby mode so that you can converse. This condition may happen infrequently due to telephone line conditions, or the type of external telephone used. If this problem happens often, consult your service representative.

Specifications

Category	Specifications
Type/compatibility	Desktop ITU-T G3 transceiver
Applicable network	PSTN, PBX, leased and private lines
Transmission Speed	28800/26400/24000/21600/19200/16800/14400/9600/ 7200/4800/2400 Automatic fall back
Communications	Half duplex
Coding scheme	MH/MR/MMR with ITU-T ECM
Horizontal resolution	8 pel/mm
Vertical resolution	3.85 line/mm (standard) 7.7 line/mm (fine) 15.4 line/mm (ex. fine)
Halftone transmission	64 shades of gray
Document size	A4, A5, letter or legal size
Recording paper	Plain paper, A4, letter or legal size
Effective scan width	215 mm
Weight	12 kg approx. (excluding paper)
Display	2 rows of 20 characters, LCD panel
Dimensions	Approx. 330 mm (W) x 420 mm (D) x 245 mm (H) (excluding document tray and document stacker)
Power	220/240 ± 10% VAC, 50/60 Hz ±2%
Operating conditions	Relative humidity 20%-80% (non condensing) Temperature 10°C to 32°C
Document feed	30 pages maximum (80g/m^2 A4 size)
Model number for approvals organisations	Model FX-175VP