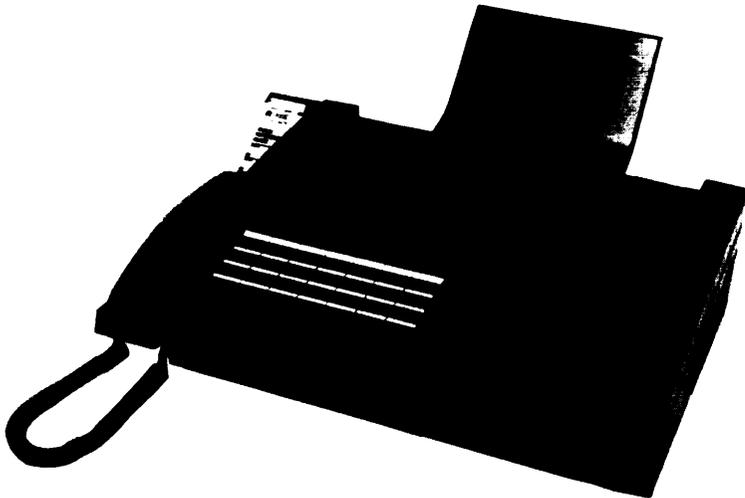


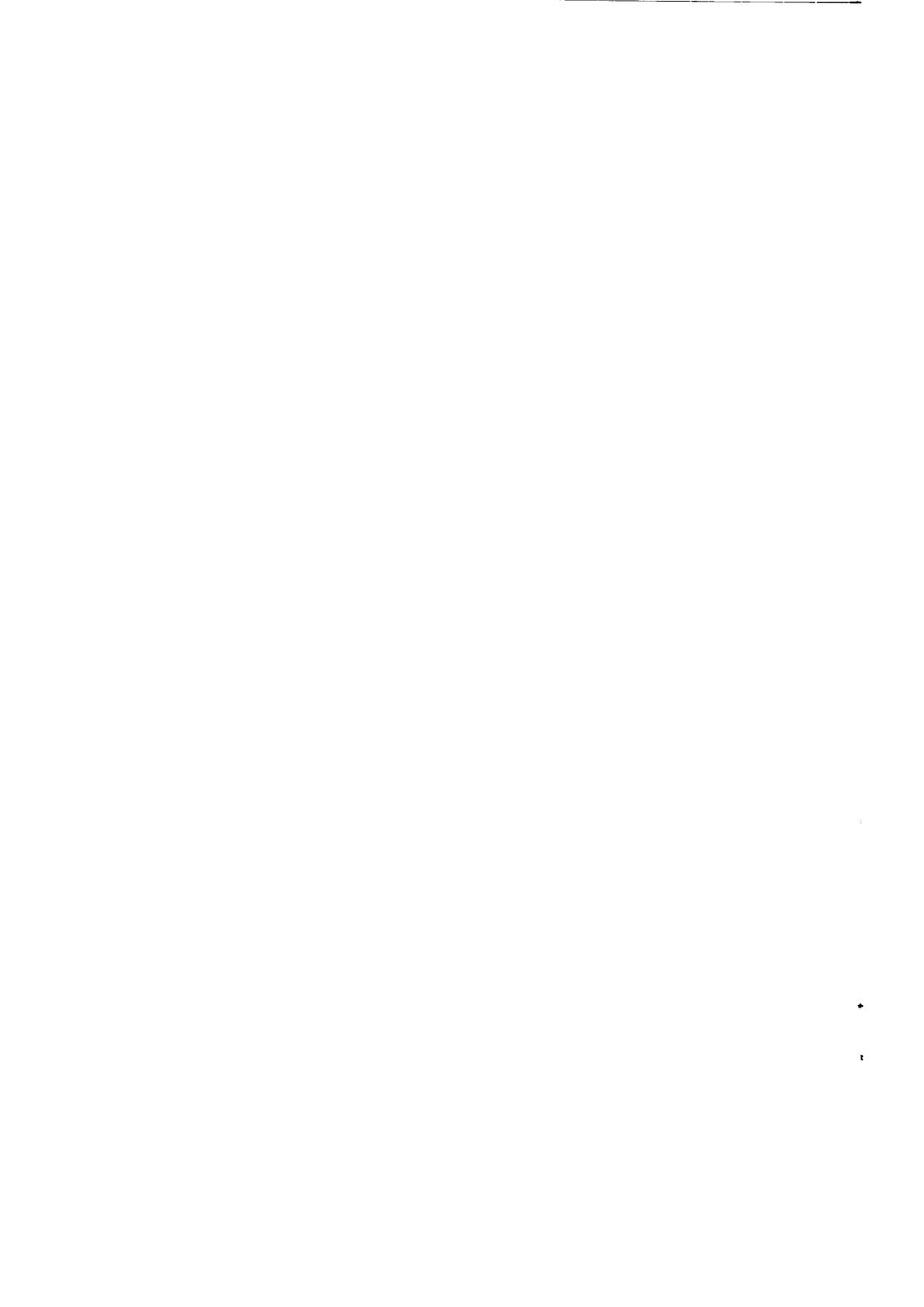
# OPERATORS MANUAL

## RICOH FAX75

**Sixty page memory,  
wide document trans-  
mission range, and  
programmability for  
versatile performance**



**RICOH**



This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Relocate the computer with respect to the receiver
- Move the computer away from the receiver

Plug the computer into a different outlet so that computer and receiver are on different branch circuits. If necessary, the user should consult the dealer or an experienced radio television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful:

"How to Identify and Resolve Radio-TV Interference Problems". This booklet is available from the U S Government Printing Office, Washington, DC20402, Stock No. 004-000-00345-4.

# IMPORTANT SAFETY INSTRUCTIONS

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
7. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.
  - D. If the product does not operate normally when the operating instructions are followed.

Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - E. If the product has been dropped or the cabinet has been damaged.
  - F. If the product exhibits a distinct change in performance, indicating a need for service.

# FUNCTION LIST

<b>Code No.</b>	<b>Function</b>
1	Confidential Transmission
2	Send Later
3	Transfer Request
4	Polling Transmission/Polling Reception
50	Clock Adjustment
51	Communicated Page Counter Display
52	Total Scan and Print Counter Display
53	Batch-number Enabling
54	Department Code Enabling
55	Speaker Volume Adjustment
56	Transmission Report Enabling
60	Quick Dial Programming
61	Group Programming
62	Polling ID Code Programming
63	RTI Programming
64	TTI Programming
65	CSI Programming
66	Polling File Clearance
67	Memory File Clearance
70	TCR Output
71	Telephone List Output
72	Polling File List Output
73	Program List Output
74	SAF File List Output
75	File Output
76	Confidential File Output
77	Multicopying
80	Own Telephone Number Programming
81	Telephone Line Type Selection
82	TTI Enabling/Disabling
83	ECM Enabling/Disabling
89	Password Programming



# CONTENTS

1. PRECAUTIONS	
1- 1 Power and Grounding .....	1- 1
1- 2 Cold Weather Power-up .....	1- 2
1- 3 Thunderstorms .....	1- 2
1- 4 Copy Paper .....	1- 3
1- 5 Stamp Ink .....	1- 3
2. COMPONENT GUIDE .....	2- 1
3. INSTALLATION	
3- 1 Unpacking .....	3- 1
3- 2 List of Contents .....	3- 2
3- 3 Installation Requirements .....	3- 3
3- 4 Installation Procedure .....	3- 4
4. OPERATION PANEL .....	4- 1
5. INITIAL START-UP .....	5- 1
6. RECOMMENDED TYPES OF DOCUMENT .....	6- 1
7. ROUTINE OPERATION	
7- 1 Transmission .....	7- 1
Basic Transmission	
Transmission using the Memory	
7- 2 Reception .....	7-10
Automatic Reception	
Manual Reception	
Confidential File	
Receive File (Substitute Reception)	
7- 3 Ringing Telephones and Buzzers .....	7-12
Single Ring	
Continuous Ringing	
7- 4 Making Telephone Calls (On-hook Dialing) .....	7-12
7- 5 International Dialing .....	7-13
7- 6 Replacing Paper .....	7-14
7- 7 Daily Care .....	7-15
7- 8 Refilling the Stamp .....	7-16
8. SPECIAL FEATURES	
8- 1 Confidential Transmission .....	8- 1
8- 2 Send Later Transmission .....	8- 3
8- 3 Transfer Request .....	8- 5
8- 4 Polling .....	8- 8
Polling Reception .....	8- 8
Polling Transmission .....	8-11
Turnaround Polling .....	8-13

8- 5	Voice Request .....	8-14
8- 6	Alternative Destination .....	8-15
8- 7	Immediate Redial .....	8-17
8- 8	Protection Against Wrong Connections .....	8-17
8- 9	Using a Keystroke Program .....	8-18
8-10	Monitor Speaker .....	8-18
8-11	Using the Machine as a Copier .....	8-19
8-12	G1 Mode .....	8-20
8-13	Document Stamping .....	8-20
9.	FUNCTIONS AND PROGRAMMING	
9- 1	Clock Adjustment .....	9- 1
9- 2	Communicated Page Counter Display .....	9- 2
9- 3	Total Scan and Print Counter Display .....	9- 2
9- 4	Batch-number Enabling .....	9- 3
9- 5	Department Code Enabling .....	9- 4
9- 6	Speaker and Handset Volume Adjustment .....	9- 5
9- 7	Transmission Report Enabling .....	9- 6
9- 8	Programming Quick Dial and Speed Dial .....	9- 7
	Programming a New Code or Key .....	9- 7
	Changing or Deleting a Code or Key .....	9- 9
9- 9	Programming Groups .....	9-12
9-10	Setting the Polling ID Code .....	9-14
9-11	Entering the RTI, TTI, and CSI .....	9-15
9-12	Clearing Polling Files .....	9-17
9-13	Clearing Memory Files .....	9-18
9-14	Programming Your Fax Telephone Number .....	9-19
9-15	Programming the Telephone Line Type .....	9-20
9-16	Disabling the TTI .....	9-21
9-17	Enabling and Disabling ECM .....	9-22
9-18	Automatic Voice Message (AVM) .....	9-23
9-19	Programming the Password .....	9-25
9-20	Storing Keystroke Programs .....	9-26
9-21	Printing the Contents of a Memory File .....	9-27
10.	REPORTS AND LISTS	
10-1	Automatic Reports .....	10- 1
	TCR .....	10- 1
	Error Report .....	10- 2
	Transmission Report .....	10- 2
	Transfer Result Report .....	10- 3
	Polling File List .....	10- 4
	New File Report .....	10- 5
	Memory Transmission Report .....	10- 5
	Power Failure Report .....	10- 5

10-2 User-initiated Reports .....	10- 6
TCR .....	10- 6
Telephone List .....	10- 6
Polling File List .....	10- 9
Program List .....	10-10
SAF File List .....	10-11
11. TROUBLESHOOTING .....	
11-1 Misfeeds .....	11- 1
Scanner .....	11- 1
Printer .....	11- 2
11-2 Line Failure .....	11- 3
11-3 Operating Difficulties .....	11- 3
11-4 Error Codes .....	11- 4
12. SPECIFICATIONS .....	12- 1
13. GLOSSARY .....	13- 1
Notice to Users	



# NOTICE TO USERS

## USA

### FCC Notice To Users:

1. The following information shall be provided to the telephone company, upon request of the telephone company:
  - a) The FCC registration number.
  - b) the Ringer Equivalence number.
2. These units may not be used on party lines or coin telephones.
3. The telco has the right to make changes in their network which may affect the operation of your unit, provided adequate notice is given to you in advance to permit continued correct operation.
4. In the event of operation problems, disconnect your unit by removing the modular plug from the telco modular jack. If your regular phone still works correctly, your machine has a problem and should be returned for repairs (in or out of warranty). If upon disconnection of your machine there is still a problem on your line, notify the telco that they have a problem and request prompt repair service at no cost to the user.
5. The user may not under any circumstances (in or out warranty) attempt any service or repairs on the machine. It must be returned to the factory or an authorized service agency for all repairs. Call 1-800-FASTFIX for information on obtaining repairs.
- The FCC registration number and ringer equivalence number can be found on a label, located on the back of the machine.

## CANADA

The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an approved method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified jack-plug-cord ensemble (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations. Existing telecommunications company requirements do not permit their equipment to be connected to customer-provided jacks except where specified by individual telecommunications company tariffs.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

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

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

The standard connecting arrangement code for this equipment is:  
CA11A or CA45A

The Load number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the devices does not exceed 100.

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# 1. PRECAUTIONS

## WARNING

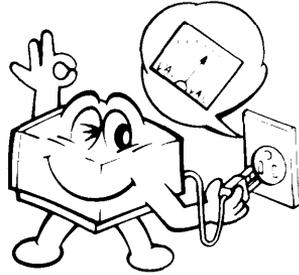
Do not attempt any maintenance or troubleshooting other than that mentioned in this manual.

### 1-1 Power and Grounding

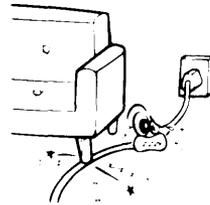
Pay attention to the following.

Power supply

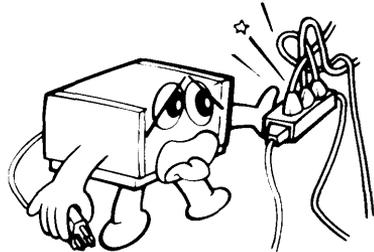
1. Power requirement:  $115 \pm 20$  Vac, 50-60Hz



2. Insert the power plug securely into the wall socket.
3. Do not connect other equipment to the same socket.
4. Do not step on or set anything on the power cord.



5. If an extension cord must be used, it must have a capacity of more than 125V 15A and must be less than 5.5 yds long.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.



### 8. Grounding

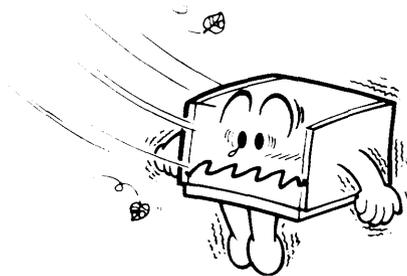
Ground the machine and the lightning protection circuit according to regulations. Do not ground to gas or water pipes, or to a telephone ground lug.

Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

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

## 1-2 Cold Weather Power-up

Avoid raising the room temperature abruptly when it is below 40°F (4°C), or condensation may form inside the machine.

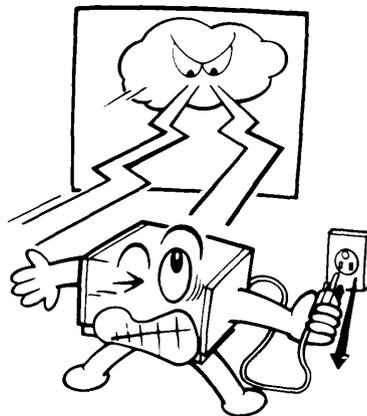


1. Raise the room temperature to 68°F (20°C) at less than 18°F (10°C) per hour.
2. Wait for 30 to 60 minutes
3. Turn the power on.

Do not use the machine near a humidifier.

## 1-3 Thunderstorms

With proper grounding, about 90% of lightning damage can be prevented. However, if possible, during severe electric storms turn the power switch off and disconnect the power cord and telephone line cord. Note that all fax messages stored in the memory are erased when power is switched off.

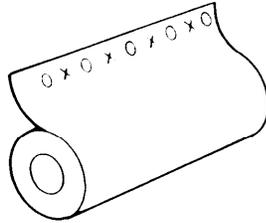


## 1-4 Copy Paper

Use FAX PAPER TYPE 300A or 300B (328 ft.).

Thermal paper is discolored by heat or chemicals.

Handle with the following precautions.



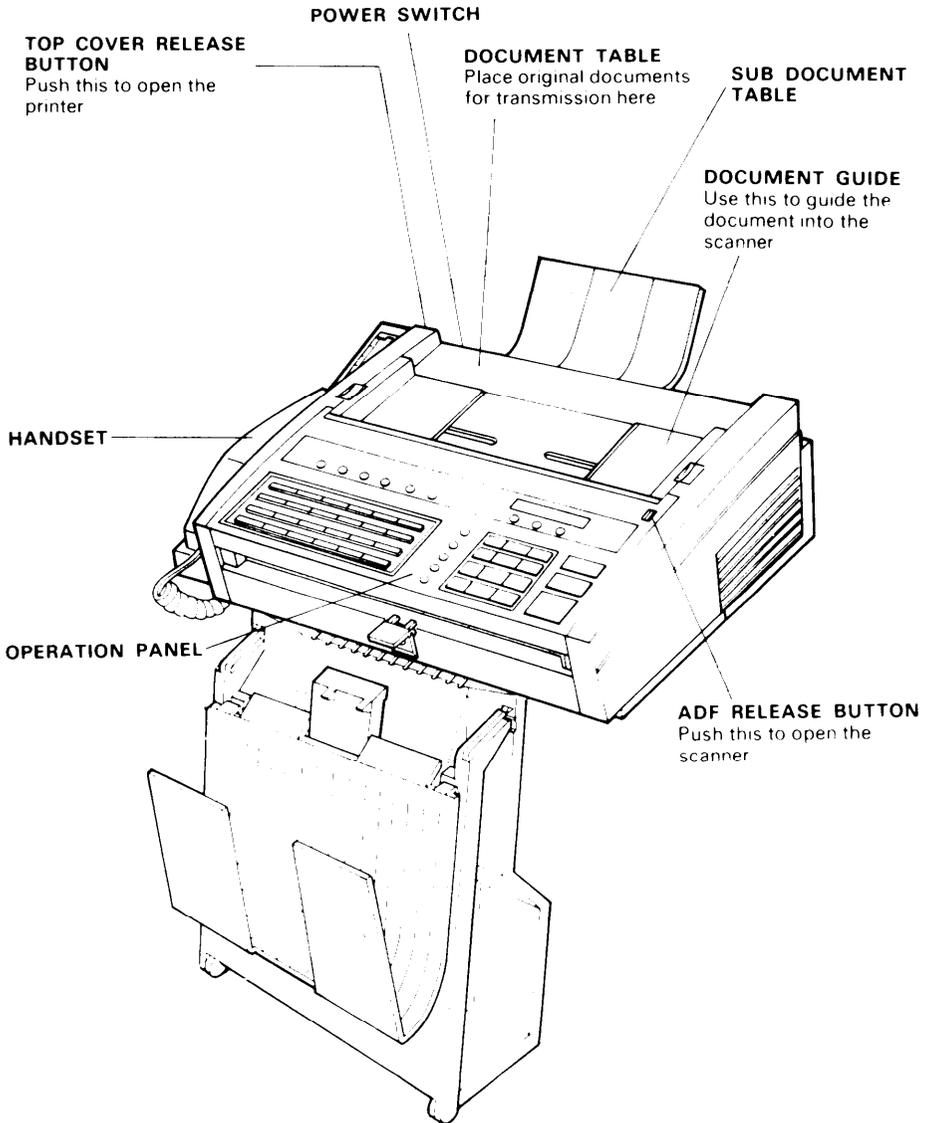
- Unused paper
  - 1) Store in a dry, cool, dark place.
  - 2) Do not store under uneven pressure.
- Copies
  - 1) Store in a dry, cool, dark place.
  - 2) Do not use adhesives or writing materials containing alcohol or other organic solvents.
  - 3) Avoid contact with films or adhesive tapes containing plasticizers.
  - 4) Avoid contact with diazo photosensitive paper.
  - 5) When a copy gets wet, dry it by pressing gently with soft cloth or tissue.
  - 6) Do not scratch or rub with hard materials.
  - 7) Do not copy with a mercury lamp diazo copier.
  - 8) Make a photocopy if the information is to be kept for a long time.
  - 9) Do not store copies in a plastic/vinyl file folder.

## 1-5 Stamp Ink

Use the type of ink recommended by the manufacturer.



## 2. COMPONENT GUIDE

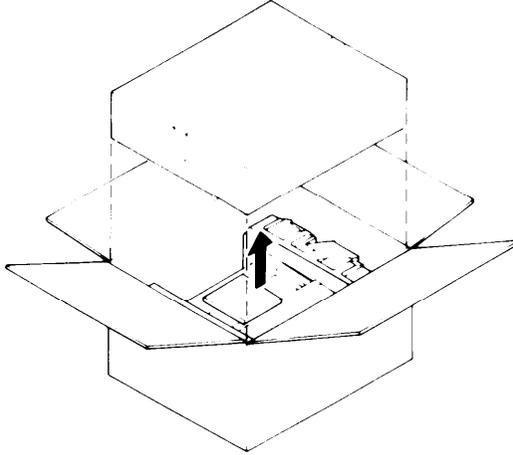




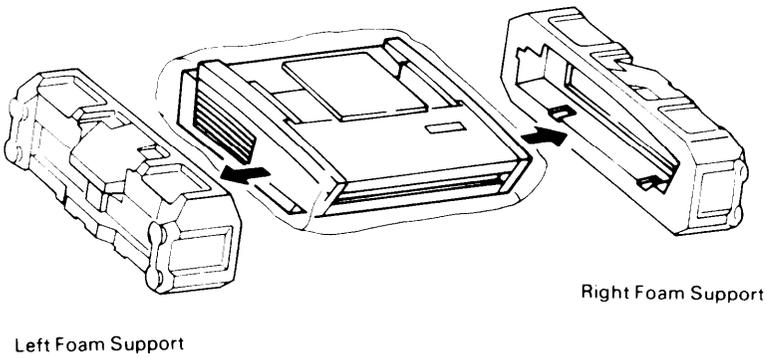
# 3. INSTALLATION

## 3-1 Unpacking

1. Remove the top package from the carton. Pull the machine out of the carton, with the foam supports.



2. Remove the foam supports and the plastic bag from the machine.

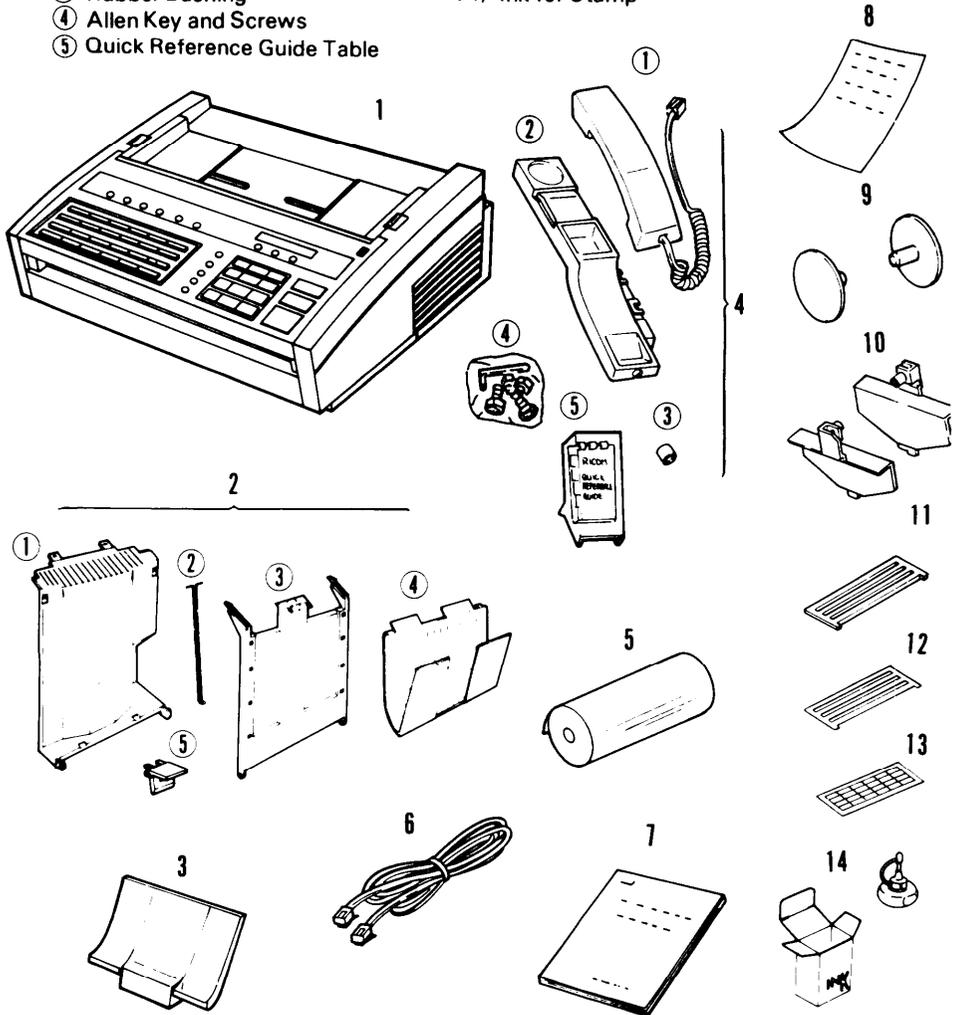


Left Foam Support

Right Foam Support

### 3-2 List of Contents

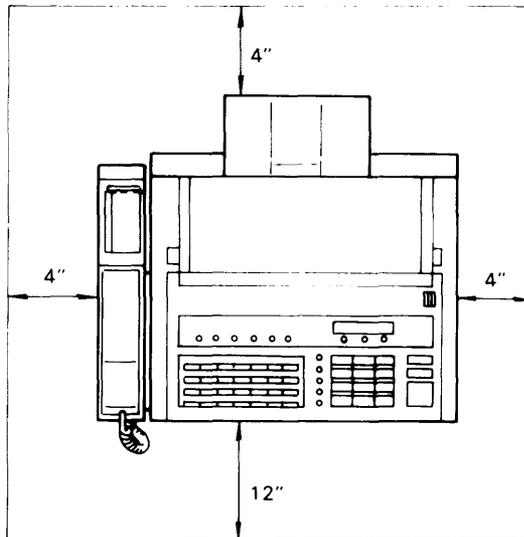
- 1) Facsimile Unit
- 2) Tray Set
  - ① Copy Tray
  - ② Copy Retainer Wire
  - ③ Tray Separator
  - ④ Document Tray
  - ⑤ Document Feed-out Guide
- 3) Sub Document Table
- 4) ① Handset
- ② Holder
- ③ Rubber Bushing
- ④ Allen Key and Screws
- ⑤ Quick Reference Guide Table
- 5) Thermal Paper (98 ft.)
- 6) Telephone Line Cord (6p - 8p Modular Cord)
- 7) Operators Manual
- 8) Test Chart
- 9) Spools (for use with paper roll)
- 10) Paper Width Change Plates
- 11) Cover — Quick Dial Panel
- 12) Address Card
- 13) Labels — Address Card
- 14) Ink for Stamp



### 3-3 Installation Requirements

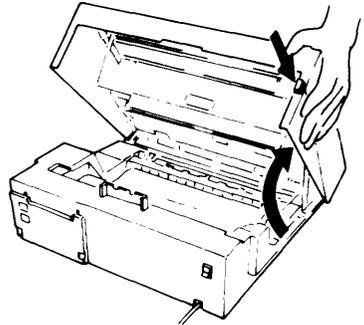
Install in a place which satisfies the following conditions:

- Not exposed to direct sunlight
- Away from areas containing corrosive gas
- Level
- Well ventilated (air turnover at least three times per hour)
- Not subject to vibration
- Dust-free
- Condensation-free
- Temperature 63 to 82°F
- Humidity 40 to 70% RH (do not install near a humidifier)
- Away from other electronic equipment, to avoid interference
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- With clearance as shown below

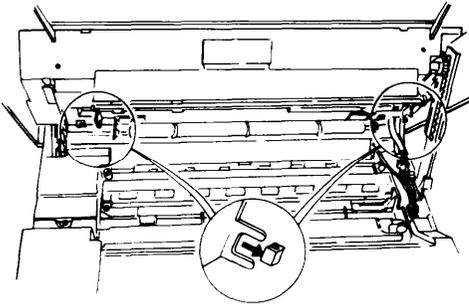


### 3-4 Installation Procedure

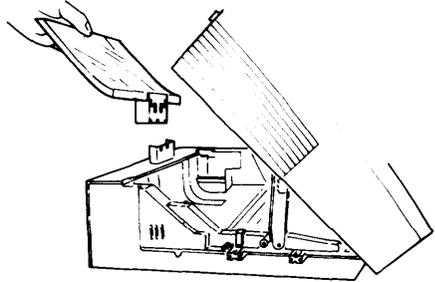
- 1) Remove all tape from the outside of the machine.
- 2) Press the top cover release button and open the top cover until it locks.
- 3) Remove the orange spacers from the thermal head bracket.



Rear View

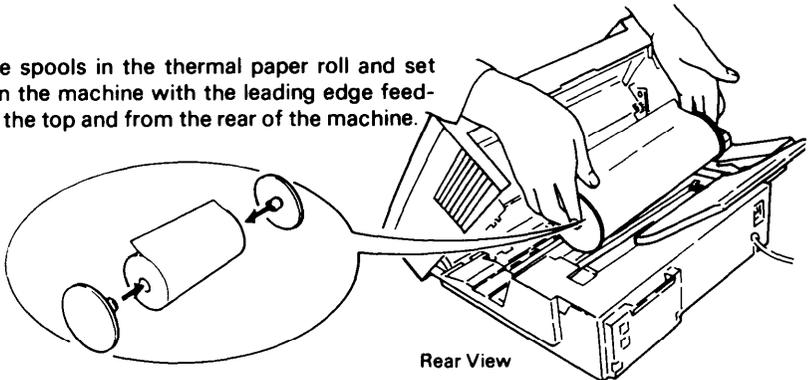


- 4) Install the sub document table.



Left Side View

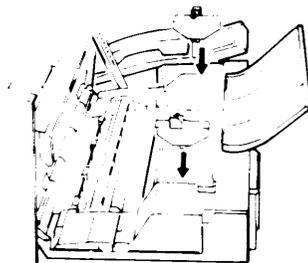
- 5) Insert the spools in the thermal paper roll and set the roll in the machine with the leading edge feeding from the top and from the rear of the machine.



Rear View

**Note:** The machine is set up to use A4(8.5")-width paper. If you wish to use B4(10.1")-width paper, remove both the change plates as shown on the right.

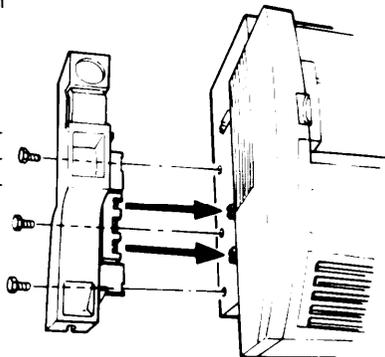
1. Unscrew the blue knob on each guide plate.
2. Lift out the guide plates.



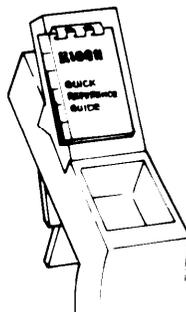
6) Pull out the leading edge about 8 ins. and insert it between the guide plates in front of the platen roller.

7) Close the top cover.

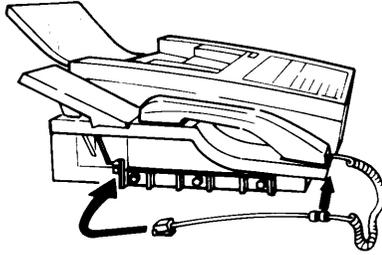
8) Set the machine standing on its right side. Then install the handset holder on the left side of the machine and tighten the three screws. Reset the machine to its normal position.



9) Install the Quick Reference Guide holder on the handset holder. Push it until it snaps into the place.



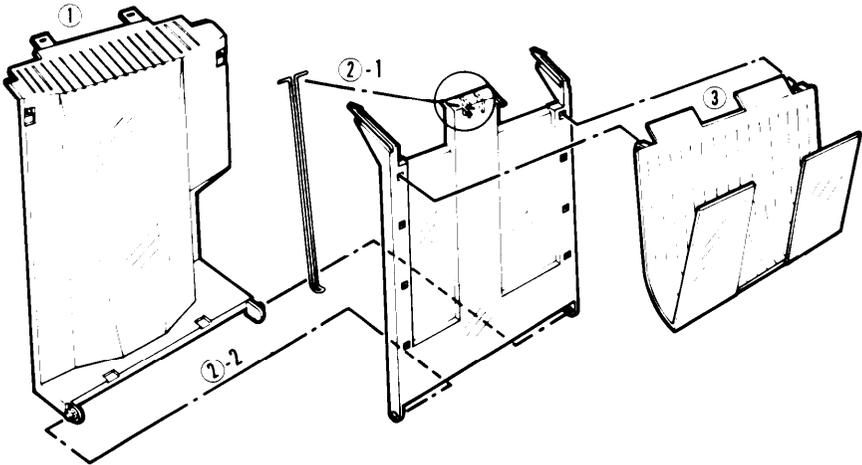
- 10) Attach the rubber bushing to the handset cord as shown in the diagram. Plug the handset jack into the left side of the machine, then place the handset on the handset holder.



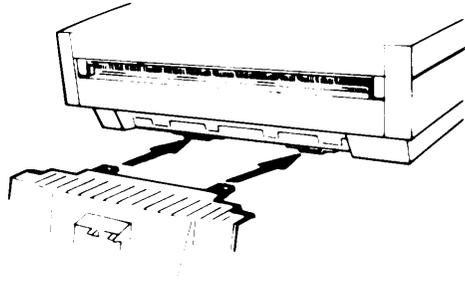
- 11) Optional – Plug an external telephone into the TEL jack on the back of the machine, if you will need to use it.
- 12) Plug the end of the modular cord marked "PERM" into the jack on the back of the machine marked "LINE". Plug the other end of the phone cord, marked "TELCO", into the phone jack supplied by the phone company.

**Note:** Consult your service representative if you wish to connect the machine through a PBX. Telephone number entry format may be affected.

- 13) Assemble the trays.

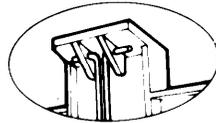


- 1 Slide the metal tabs on the copy tray into the slots in the bottom of the machine.

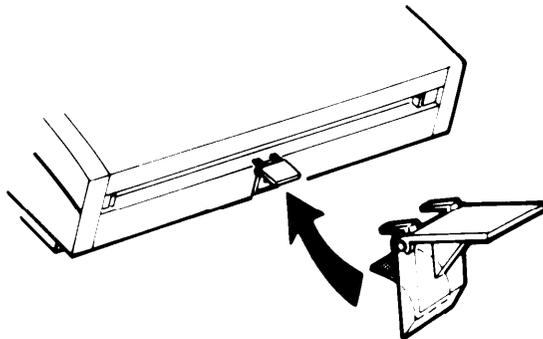


- 2-1 Attach the copy retainer wire to the top of the tray separator as shown. Be sure that the "L" at the bottom of the retainer wire faces toward the tray separator.

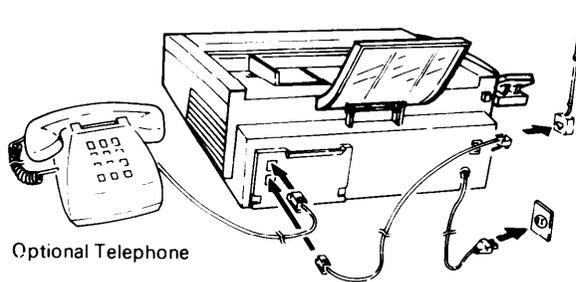
- 2-2 Attach the tray separator to the copy tray. Fit the hinge holes on the tray separator onto the hinge pins on the bottom of the copy tray. Then insert the pins on the top of the tray separator into the openings in the top of the copy tray.



- 3 Hook the document tray onto the tray separator. There are four possible positions.
  - 4 Attach the document feed out guide. Peel off the tape and attach the guide below the center of the document exit.



- 14) Make sure the power switch of the machine is off. Then connect the power cord to a 115V, 60Hz wall outlet.



### Ground Connection

- The lightning protection circuit for the machine requires grounding. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.
- Refer to page 1-1 for details.

### Power Connection

- Input power must be 115V/6A. The machine can be safely operated with the input voltage between 110 and 125 volts ac.
- The power plug should be inserted securely into the plug socket to prevent poor connection.



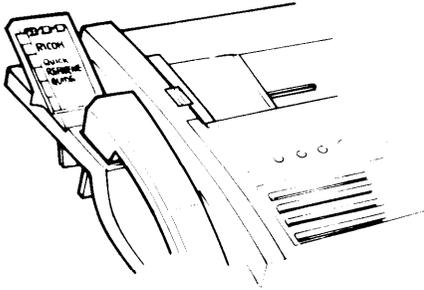
- The machine should be installed near the power source. Branch wiring is not recommended. When an extension cord is necessary, use a cable of 125V/15A or higher rating. An extension of 15 ft (5 m) or more must not be used.
- To prevent problems, take care not to step on or set anything on the power cable.
- Refer to page 1-1 for details.

15) Turn the power switch on.

**Note:** If the room is cold, refer to 'Cold Weather Power-up' on page 1-2.

16) Operators Manual

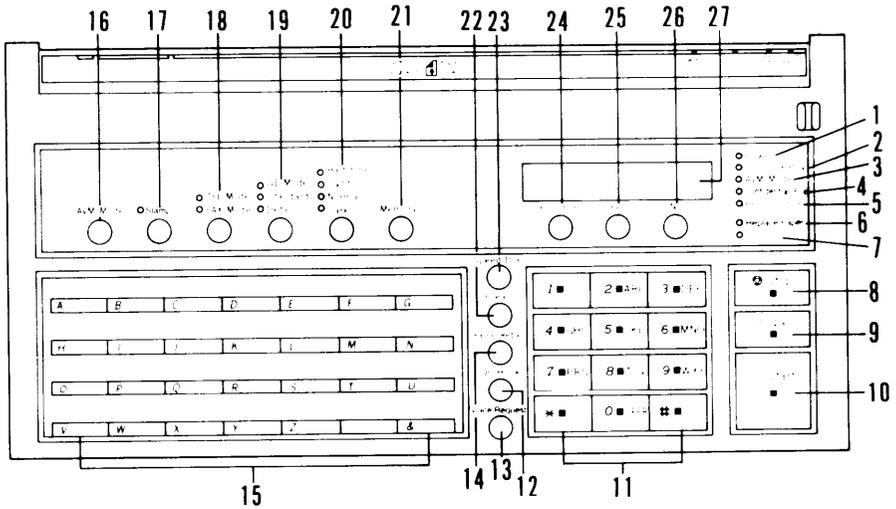
There are two kinds of manual.



- Operators Manual – Explains installation, operation, programming and troubleshooting in detail. Please keep it by the machine.
- Quick Reference Guide – Explains basic transmission procedure, and how to replace paper and clear jams. This is attached to the Quick Reference Guide table.



## 4. OPERATION PANEL



No.	Name	Function
1.	Power Indicator	Lights when power is supplied to the machine.
2.	Communicating Indicator	Lights when the machine is transmitting or receiving.
3.	AVM Indicator	Lights when Auto Voice Message (AVM) is enabled.
4.	Confidential File Indicator	Lights when a confidential file is stored in the SAF memory.
5.	Receive File Indicator	Lights when a message has been stored in the SAF memory by substitute reception.
6.	Replace Paper Indicator	Blinks when the paper roll is almost empty, and lights when it is empty.
7.	Caution Indicator	Lights when a transmission failure or a copy or document jam occurs.
8.	Stop Key	Press to stop communication and return the machine to standby.
9.	Copy Key	Press to copy the document.
10.	Start Key	Press to start communication.

No.	Name	Function
11.	Ten Key Pad	Use this as a telephone keypad and for entering Speed Dial Codes.
12.	On Hook Key	Press this key to use the machine to make a telephone call.
13.	Voice Request Key	During communication, press this key if you wish to speak to the other party.
14.	Pause/Redial Key	Either: <ul style="list-style-type: none"> <li>• Press to insert a pause when entering a phone number.</li> <li>• Press to redial the last number dialed by the machine.</li> </ul>
15.	Quick Dial Keypad	Use a Quick Dial Key to input a preprogrammed telephone number or sequence of features and numbers with one touch.
16.	AVM Mode Key	Press this to use AVM programming, replaying, and enable/disable modes.
17.	Stamp Key	Press this to enable or disable the stamp.
18.	TEL Mode and FAX Mode Indicators and Key	Indicates the selected reception mode. FAX Mode - automatic reception. TEL Mode - you must activate the machine (press Start) to receive the fax. Press the key to change the mode.
19.	G1 Mode, Standard, Detail Indicators and Key	Indicates selected resolution. Standard - for normal text, Detail - for drawing or small print. G1 Mode - for transmission to a Group 1 (N. American six-minute) terminal.
20.	Light, Normal, Dark, Halftone Indicators and Key	These lamps indicate the selected contrast level. Light - for light original, Normal - for normal original, Dark - for dark original, Halftone - for photographs.
21.	Memory Key	Press this key to make a memory transmission.

No.	Name	Function
22	Clear Key	Press to clear the previously entered character, or use as a cursor key, depending on the mode in use.
23	Speed Dial Key	Press this key when you wish to enter a two-digit Speed Dial Code.
24	Function Key	Press to use a numbered programming function.
25	Yes Key	Use to answer questions on the Display.
26	No Key	Same as above.
27	Character Display	Displays prompts, status, warnings and selected modes.



## 5. INITIAL START-UP

To enable full operation, program the following items immediately after installation.

Item	Mode
Date and time	50
Batch-number enabling	53
Department code enabling	54
Quick Dial keys and Speed Dial codes	60
Group dialing	61
Polling ID code	62
RTI	63
TTI	64
CSI	65
Your fax terminal's telephone number	80
Telephone line type	81
Keystroke programs	Section 9-20

Also, contact service if you want to enable or disable the following features:

Monitor speaker (see page 8-18)

Protection against wrong connections (see page 8-17)

New file report (see page 10-5)

Polling file list output after reception (see page 10-4)

Memory transmission report (see page 10-5)

Error report (see page 10-2)

Use of personal password for confidential transmission (see page 8-1)

Greater maximum document length (see page 6-1)

Redialing — number of redials (see page 7-6)  
— redialing interval

Redialing when using the memory  
— number of redials (see page 7-9)  
— redial intervals

Automatic reduction override option enable/disable (see page 7-6)

Multicopy function (see page 8-19)

Page retransmission (see page 7-9)

Number of page retransmission attempts (see page 7-9)

Printout of part of message contents on memory transmission reports for failed transmissions (see page 10-5)

Also, select the desired reception mode using the TEL Mode/FAX Mode key (see page 7-10)



## 6. RECOMMENDED TYPES OF DOCUMENT

Before transmitting, make sure that your document meets the following requirements.

- **Appropriate size**

- Length: 4.1 in. to 16.5 in.  
Up to 23 in. can be fed manually.  
(This limit can be reset to 45 ft. by a service technician.)
- Width: 5.8 in. to 11.8 in.
- Thickness: 2 to 6 mils
- Weight: 20 lb

If the document is too short, enlarge it with a copier.

If the document is too long, divide it into two or more sheets.

- **Clearly written** – Small, faint characters may not be transmitted clearly.
- **Flat** – Flatten curled or dog-eared documents before transmitting.
- **Undamaged** – Do not transmit torn, patched, or folded documents or documents with binding holes in the leading or trailing edges. Copy such documents and send the copies instead.
- **Not sticking together** – Sheets stuck together may double-feed.
- **Not coated with carbon, wax, or vinyl** – These may damage the machine.
- **Without the following items** – Crayon, paint, charcoal, tape, glue, clips, staples.



# 7. ROUTINE OPERATION

## 7-1 Transmission

### 1. Basic Transmission

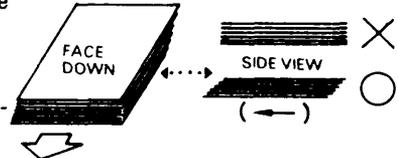
#### — Preparation —

1. Confirm that "SET DOCUMENT" is displayed on the second line of the Character Display.

**Note:** You can prepare the machine for transmission, dial, and press Start while the machine is in standby or receive mode.



2. Carefully place the documents into the feeder face down along the guide.
  - Up to 30 pages (e.g. 55 kg paper) at once.
  - Loosen any pages stuck together.
  - Align the leading edges as shown in the diagram.
  - Adjust the guide to the document width.
  - Transmit sheets of different width separately.



**Notes:**

- Refer to page 6-1 to make sure that your document is suitable for use.
- Documents may also be fed in manually, one at a time. During transmission, the next sheet must be placed in the feeder immediately after "SET DOCUMENT" comes back on the display.

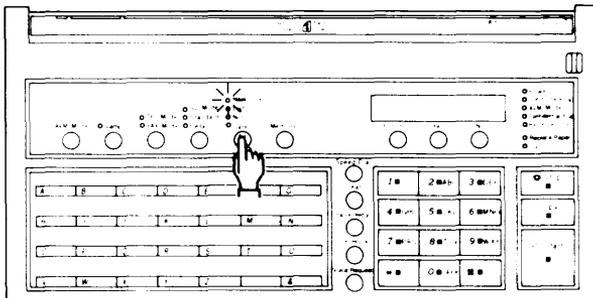
3. Select the required contrast. Press the contrast key repeatedly until the lamp next to the required setting is lit.

**Half-tone:** Documents containing photographs or other halftones. Transmission will be slower.

**Light:** Documents with faint characters (e.g., written with a hard pencil such as H or 2H)

**Normal:** Documents with constant background color

**Dark:** Documents with dark patches, such as ink stains in the background.



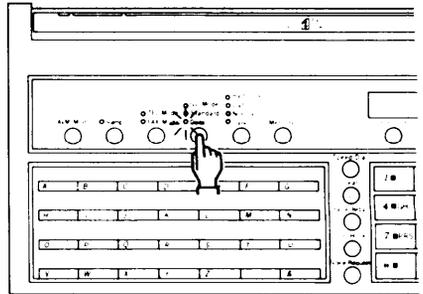
4. Select the required resolution. Press the resolution key repeatedly until the lamp next to the required setting is lit.

Detail: Documents with small print or fine details  
 Standard: Most typewritten documents

Use the "Detail" setting with Halftone for best reproduction.

**Note:** Select G1 mode if you are sending to a Group 1 (North American six-minute) terminal. See page 8-20 for more on G1 Mode.

5. If you are in doubt as to the suitability of the settings:
  1. Press the Copy key.
  2. Check the copy quality and change the settings if necessary.



— Procedure —

The display should now be as shown on the right.

1. **Either:**

Enable batch numbering on the printouts via the remote terminal.

- i) Enter the number of pages via the keypad (e.g., 12).
- ii) Press Yes (or press No to correct an error).

**Or:**

Press No to disable batch numbering.

**Note:** Refer to page 9-3 for more information on batch numbering.

2. **Either:**

- i) Enter your four-digit department code via the keypad (e.g., 1234).
- ii) Press Yes (or press No to correct an error).

**Or:**

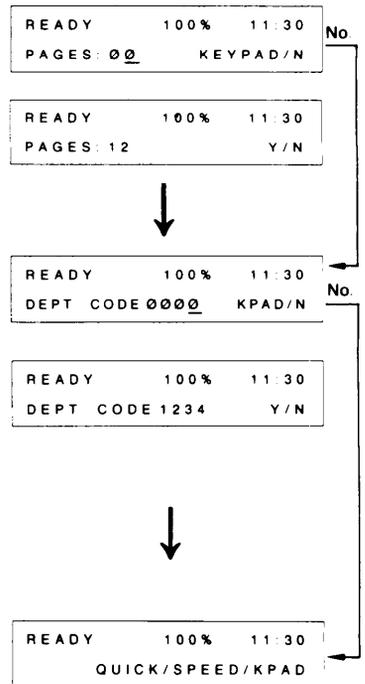
Press No to by pass this step.

**Note:** Refer to page 9-4 for more information on department codes.

3. Enter the phone number of the other party using either a:

- Quick Dial key (A – Z, /, &)
- Speed Dial code (from 10 to 99)
- Full telephone number (keypad)
- Full telephone number (external telephone set)

Only one destination can be entered.



Quick Dial Key:

- i) Press the desired Quick Dial key (e.g., A). Press No to correct an error.
- ii) Press Start. The message will now be transmitted.

```
NEW YORK OFFICE
QUICK # A          START
NEW YORK OFFICE
DIALING           ↑
Label or Phone No. of Key A is displayed
```

Speed Dial Code:

- i) Press the Speed Dial Key.
- ii) Enter the required two-digit Speed Dial code (e.g., 59). Press No to correct an error.
- iii) Press Start. The message will now be transmitted.

```
Phone No. of Speed # 59 is displayed
213-5551311
SPEED # 59          START
213-5551311
DIALING
```

Full Telephone Number at the Keypad:

- i) Enter the telephone number (e.g., 5556831). Correct any errors with No (complete clearance) or Clear (previous digit).

**Note:** For international dialing, refer to page 7-13.

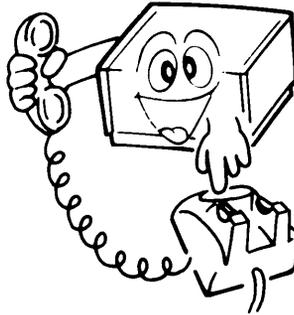
- ii) Press Start.

```
READY          100% 11 30
5556831       KPAD START
5556831
DIALING
```

Full Telephone Number at the Telephone:

- i) Pick up the telephone.
- ii) Dial the other party.

READY	100%	11 30
DIAL	HANDSET/START	



iii) **Either:**

If someone answers the line, ask that person to press the Start key after talking. Press Start yourself when you hear a high-pitched tone.

**Or:**

If you hear a high-pitched tone, press Start immediately.

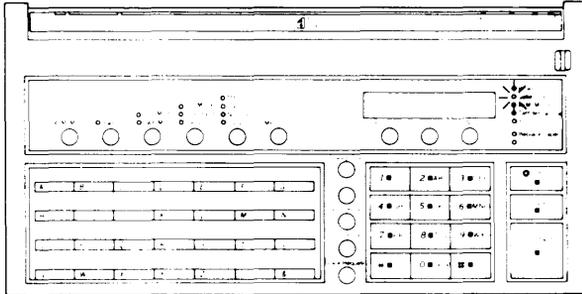
**Note:** If nobody answers the line or if there is no high-pitched tone, faxing is impossible.

iv) Replace the handset when the Communicating indicator lights.

- Notes:**
- Before pressing Start, it is possible to designate an alternative destination. If the number of your first choice is busy, the machine will dial the alternative number. After entering the first telephone number, press Yes, then enter the alternative number. This is not available with telephone dialing or when using the memory. See page 8-15 for more details.
  - If the monitor speaker has been enabled, you will be able to hear the line condition. If the line is busy, you can press Stop and begin another operation.

4. The Communicating indicator will light.  
The other party's identification (RTI or CSI) will be displayed on the Character Display.  
Check that you are transmitting to the intended location.

Press Stop to abort the transmission if necessary.



- Notes:**
- 1) At this time, you can select Turnaround Polling by pressing the Function key. After your transmission, the remote terminal will send you any documents that it has available in polling standby. "TURNAROUND POLLING" is displayed if Turnaround Polling is selected. Polling ID codes must match (see page 9-14).

SAN JOSE OFFICE
TURNAROUND POLLING

- 2) Some machines may not have RTI/CSI capability or it may not be programmed into the machine. In this case the telephone number or quick-dial label will appear on the top line of the Character Display, unless the external telephone was used for dialing.
- 3) "A4 → A4 TRANSMIT" or "B4 → B4 TRANSMIT" indicates that the document is being transmitted without reduction (see note 3 on page 7-6).

SAN JOSE OFFICE
A4 - - - A4 TRANSMIT

## Notes Concerning Transmission

### 1. Displays

#### REDIAL STANDBY

If the line is busy or contact is impossible, the number is automatically redialed up to 2 times at intervals of 5 minutes. (Call for service to change these redial parameters if necessary.) "REDIAL STANDBY" is displayed during the intervals. To cancel redialing, remove the document from the feeder as explained in section 11-1.

```
-----  
READY      100%   11 30  
REDIAL STANDBY  
-----
```

If communication is still impossible after all redial attempts, the machine will ask you for another number.

**Note:** You can redial immediately by pressing Pause/Redial if required. See page 8-17.

#### TRANSMISSION STANDBY

If a message is coming in at the same time as you press Start, "TRANSMISSION STANDBY" is displayed below the sender's RTI. Your documents will be automatically transmitted immediately after the end of reception.

```
-----  
SAN JOSE OFFICE  
TRANSMISSION STANDBY  
-----
```

### 2. Error Report

If transmission fails, an Error Report will be printed. Keep this; it may help the service technician. Error codes are explained on page 11-4.

### 3. Reduction

If the paper in the receiving terminal is not wide enough for the document you are sending, the machine will automatically reduce the data so that it will fit. The machine will change the resolution from standard to detail automatically.

If you wish to have the choice of overriding automatic reduction and transmitting the data as it is, contact your service representative.

```
-----  
SAN JOSE OFFICE  
A3 - - - A4      TRANSMIT  
-----
```

## 2. Transmission Using the Memory

If you want to send the same document to many destinations, or if you want to program the machine to send a document at a later time, you will need to use the memory.

Before you decide to use the memory, check the Memory Space Display in the top right of the character display. If this reads 0%, there is no room. To determine whether there is room for your document, bear in mind that an average page of a business letter takes up about 2% of the memory space.

If you need to make some room for a high-priority document, refer to page 9-18. Also note that function 2 can be used if you wish to send later to one destination only and you do not wish to erase a memory file (see page 8-3).

**Note:** In memory mode, pages are automatically batch-numbered at the receiver's terminal if batch-numbering has been enabled (function 53).

The procedure for transmission is as follows.

### — Preparation —

This is the same as for basic transmission. Refer to page 6-1.

### — Procedure —

#### 1) Press the Memory key.

```
MEMORY TRANS MODE
DEPT CODE 0000 KPAD N
```

If department code is not enabled (function 54 is off) go to step 3.

#### 2) Either:

i) Enter your four-digit department code at the keypad (e.g., 1234).

```
MEMORY TRANS MODE
DEPT CODE 1234 KPAD N
```

ii) Press Yes (or press No to correct an error).

```
MEMORY TRANS MODE
SEND LATER          Y N
```

**Or:**

Press No to by pass this step.

**Note:** Refer to page 9-4 for more information on department codes.

#### 3) Either:

If you do not want to send later, press No and go to step 6.

```
MEMORY TRANS MODE
* QUICK SPEED KPAD
```

**Or:**

Press Yes.

```
MEMORY TRANS MODE
TIME 11:30      KEYPAD Y
```

- 4) Enter the required transmission time (24-hour clock) at the keypad. To correct an error, press No.

Example: 2:30 a.m.

**Caution:** If you take more than 40 seconds to enter the time, the display will reset to the present time.

```
-----
MEMORY TRANS MODE
TIME 02 30      KEYPAD/Y
-----
```

- 5) Press Yes.

- 6) Enter the destination telephone number(s) as:

- Quick Dial Key(s)
  - Speed Dial Code(s)
  - Full telephone number(s) at the keypad
  - Group(s)
  - Any combination of the above.
- Press Yes after each entry.

```
-----
MEMORY TRANS MODE
* / QUICK / SPEED / KPAD
-----
```

Quick Dial Key:

Press the desired Quick Dial key (e.g., A). Press No to correct an error.

```
-----
NEW YORK OFFICE
QUICK # A      Y/N
-----
```

Speed Dial Code:

- i) Press the Speed Dial Key.
- ii) Enter the required two-digit Speed Dial code (e.g., 59). Press No to correct an error.

```
-----
Phone No of Speed#59 is displayed.
213-5551311
SPEED # 59      Y/N
-----
```

Full Telephone Number at the Keypad:

Enter the telephone number (e.g., 5556831). Correct any errors with No (complete clearance) or Clear (previous digit).

```
-----
MEMORY TRANS MODE
5556831      KPAD/Y
-----
```

A group is a preprogrammed set of addresses. For more information on these, refer to page 9-12.

To enter a group, first press \*, then the number of the desired group.

**Caution:** If you enter \* then 0 (zero), the document will be sent to all the numbers stored in groups 1 thru 7.

7) After entering all destinations, press Start.

The document will be scanned and stored in the memory. The Remaining Memory Indicator will count down as the message is stored. A New File Report will be printed after the message is stored. The machine then returns to standby (unless you selected immediate transmission, in which case the message will be sent now). Do not switch the power off, or the memory will be erased. After transmission, a Memory Transmission Report is printed.

**Caution:** While the terminal is scanning the document, do not leave the machine. If one of the following symptoms occurs, your document was not stored completely:

- MEMORY OVERFLOW appears on the display until the machine returns to standby.
- No new file report is printed.

There are no other indications of memory overflow, so you should keep a close watch on the machine during storing.

**Notes:** 1. Redialing

In memory mode, a terminal can be redialed up to 4 times (at intervals of 5, 5, 10, and 5 minutes). After each failed redial attempt, the Caution indicator flashes and the machine asks you to press Stop.

After all redialing attempts fail, a Memory Transmission Report and an Error Report are printed and the message is erased from memory.

To cancel redialing, erase the document from memory with function 67.

2. Page Retransmission

If ECM is enabled (function 83), any parts of a page that were not sent correctly will be resent automatically. If ECM is not enabled, the complete page will be resent; the maximum number of retransmission attempts is 2 but this can be increased to 3 by service.

3. Restrictions

Maximum number of addresses per file: 100

Maximum number of files: 99

Maximum total addresses in all files: 300

Note that the total number of addresses stored in the machine for polling reception and memory transmission, when added together, can not exceed 300.

4. Memory Standby

This is displayed if a message is coming in at the same time that you pressed Start. Your message will be stored after the end of reception.

## 7-2 Reception

During reception, the Communicating indicator will light.

### – Automatic Reception –

The machine will receive documents unattended if:

- a) The power switch is on.
- b) The machine is set for automatic reception (the FAX Mode indicator should be lit).

### – Manual Reception –

When the machine is in the “TEL” (manual) mode, reception can be accomplished by one of the following procedures:

1.
  - Phone rings
  - Pick up the handset.
  - Establish voice contact with the calling side.
  - When the calling side is ready to transmit to you, remove any documents from the document feeder and press Start. (The calling party should press Start after hearing the high pitched tones from your machine.)
  - Reception will begin.
  - Hang up the handset.
2.
  - Phone rings
  - Pick up the handset
  - A one-second tone can be heard every 3-5 seconds.  
(This indicates that an automatic dialing facsimile terminal is calling.)
  - Remove any documents from the document feeder and press Start.
  - Reception will begin.
  - Hang up the handset.

If you share the fax line with a telephone and if you receive a lot of telephone calls on that line, you should keep the terminal in TEL mode. You will not be able to receive telephone calls if you change to automatic mode.

To change the reception mode, press the key below the TEL Mode and FAX Mode indicators until the required indicator is lit.

Normal transmission is still possible if you are in TEL Mode.

**Note:** If a message comes in while you are making a copy, remove the documents from the feeder and press Stop.

If reception fails, an Error Report will be printed. Keep this; it may help the service technician. Error codes are explained on page 11-4.

– Confidential File –

When the Confidential File indicator is lit, a confidential message has been received and stored in the memory. To print this message, you must enter the correct password.

1. Press the Function key, then enter 76.

```
MODE NO 76          Y N
PRINT CONFIDENTIAL ?
```

2. Press Yes.

```
PASSWORD          KEYPAD
■■■■■
```

3. Enter your password.  
Example: 0123

```
CONFIDENTIAL      COPY N
0123
```

4. Press Copy.

If you enter the wrong password, "INVALID PASSWORD" is displayed and the machine will return to standby.

**Note:** The sender may have over-ridden your password (refer to section 8-1). Check with the sender. (Print the TCR, if necessary, to find out who the sender is.)

5. The message is printed, then the machine returns to standby.

If you have forgotten the password, either:

- Call service
- Contact the senders and ask them to over-ride your password (refer to section 8-1). This is only possible if they are using a FAX07, FAX10, FAX15, FAX20, FAX25, FAX35, FAX60, FAX65, FAX10E, FAX20E, FAX60E, FAX70E, FAX1000L, R100, R610, R830, or another FAX75. Don't forget to find out what password they will use for the transmission.

– Receive File –

When the Receive File indicator is lit, a message was received but stored in the memory because the printer was not working (because of a jam, or because the copy paper ran out).

Check the indicators to find out where the fault is. Then clear the fault.

DO NOT switch the power off, as this will erase the memory. The message will be printed automatically after the fault is cleared.

Refer to pages 7-14 and 11-2 for information on clearing faults.

This feature, known as "Substitute Reception", only works if there is room in the memory.

## 7-3 Ringing Telephones and Buzzers

### – Single Ring –

A message is coming in. It will be received automatically. Do not pick up the handset or the telephone.

### – Continuous Ringing –

If the FAX Mode lamp is lit, either:

- a) Power is switched off (the external telephone will ring).
- b) The other party requires voice contact (the internal buzzer will ring). Pick up the handset, press the Stop key and speak.  
Refer to "Voice Request" on page 8-14.

If the TEL Mode lamp is lit:

A message is coming in and you are in manual reception (TEL) mode.

- 1) Pick up the handset and speak to the caller.

**Note:** If the calling terminal is in auto-dial mode, you will not be able to speak to the caller. You will hear modem-generated tones. Press Start during the initial high-pitched tone.

- 2) Press Start after speaking.
- 3) When the Communicating lamp lights, hang up.

## 7-4 Making Telephone Calls (On-hook Dialing)

The machine can be used for making regular telephone calls.

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

READY	100%	11 30
SET	DOCUMENT	

- 2) Press the On Hook key.

ON HOOK DIAL MODE
QUICK/SPEED/KPAD

- 3) Enter the telephone number at the keypad as a Quick Dial key, Speed Dial code, or full telephone number.

**Caution:** If you are making a telephone call, do not press Start.

- 4) Listen to the monitor speaker.  
When the other party answers, pick up the handset, and speak.

## 7-5 International Dialing

There are two ways.

1. Direct dialing using the International Access Code "011" if this service is provided in your area.
2. Dialing "0" (zero) and using operator assistance.

### – Direct Dialing –

Dial as follows:

- 1) Dial 011 + Country Code.
- 2) Press the Pause key if using the fax terminal's built-in keypad.
- 3) Dial the City Code and Local Number.

### – Operator-assisted Dialing –

- 1) Dial "0" (zero).
- 2) Tell the operator you wish to place an overseas call.
- 3) Tell the operator:
  - The country, city, and phone number of the called party.
  - You are making a data call (to avoid communication errors, the operator will not stay on the line during dialing).

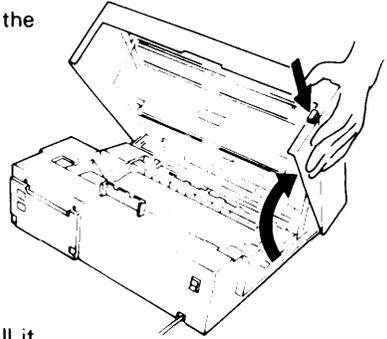
**Note:** This information is based on using ATT as the long distance carrier.  
Call your long distance carrier for the dialing codes that they use.

## 7-6 Replacing Paper

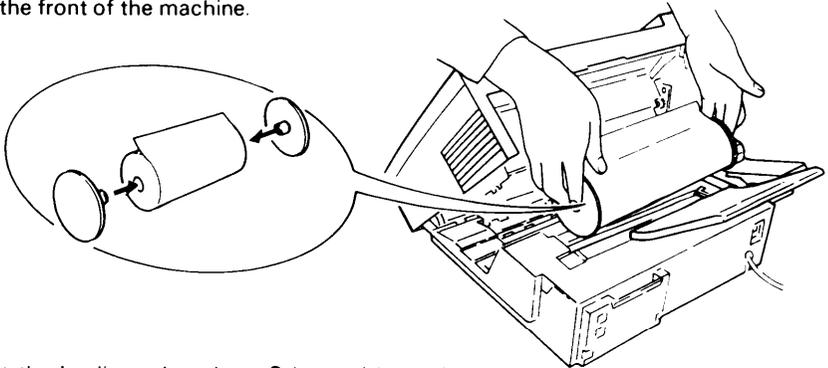
When the Replace Paper indicator blinks, the roll has about 33' left.

When the Replace Paper indicator remains lit, the roll is empty. Install a new roll as follows. A 328 ft. roll must be installed for the near-end indication to work correctly.

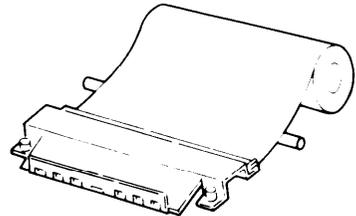
1. Press the top cover release button and open the top cover until it locks.



2. Take out the empty roll and pull out both spools. Insert the spools in a new paper roll and install it with the leading edge at the top of the roll and facing the front of the machine.



3. Pull out the leading edge about 8 ins and insert it under the green line in front of the platen roller.



4. Close the top cover.  
A paper cycle is made automatically.

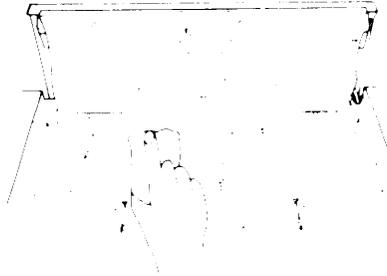
**Note:** If there is no paper cycle, check that the roll is installed correctly.

If you want to change the paper roll size, refer to the top of page 3-5.

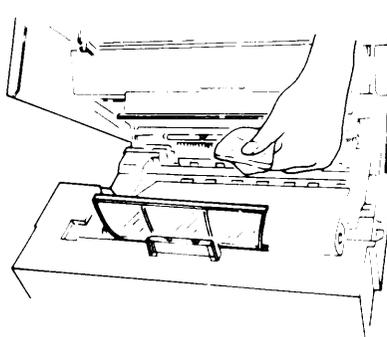
## 7-7 Daily Care

If the room is cold, refer to 'Cold Weather Power-up' on page 1-2 before switching on.

1. Check the Caution indicator. If it is lit, see the Character Display and correct the fault.
2. Place a document in the feeder and press Copy.  
Check that the copy quality is satisfactory.
3. Open the scanner.  
Gently wipe the exposure glass, white plate and the rollers with a clean soft damp cloth.



4. Open the printer and remove the roll.  
Gently wipe the thermal head and the platen roller with a clean soft cloth moistened with alcohol.



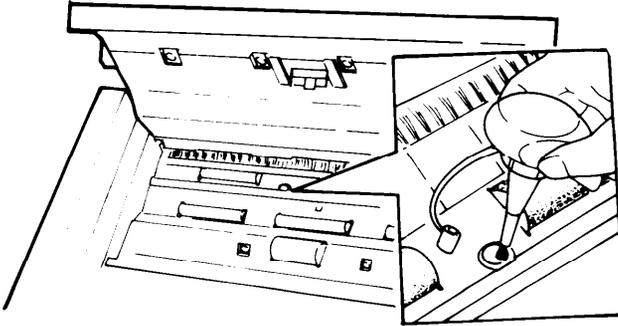
**Caution:** Do not use water.

5. Clean the machine's exterior with a clean soft dry cloth. Do not use a cleaning agent.

## 7-8 Refilling the Stamp

When the red mark made by the document stamp is getting faint, add a drop of ink to the stamp as explained below.

1. Press the ADF release button and open the ADF.
2. Cut the tip off the ink bottle, if the bottle is unopened.
3. Place only one drop of ink on the stamping surface.
4. Close the ADF.

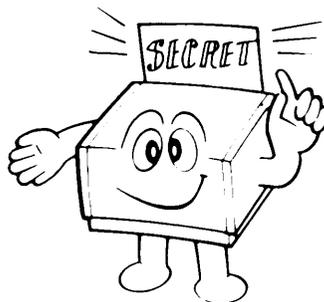


## 8. SPECIAL FEATURES

### 8-1 Confidential Transmission

A confidentially transmitted message is stored in the memory of the receiving terminal. The message can only be printed out after authorized personnel at the remote terminal enter the correct password.

For extra security, you can specify the password for the message if the receiver is an R610, FAX70E, FAX1000L, R830, FAX35 or another FAX75. This personal password will override the password that the remote terminal user has previously stored in his machine, which would normally be used for printing confidential messages. Co-ordinate with the receiver operator before using this feature.



- Notes:**
- Confidential transmission can not take place if the receiving terminal has no memory, or if the receiver's memory is full.
  - Only one address can be designated.
  - Confidential transmission cannot be made from memory.

— Procedure —

- 1) Press the Function key.
- 2) Enter '1' at the keypad.
- 3) Place the document into the feeder.  
Select the contrast and resolution.
- 4) Enter the number of pages, if required, and press Yes.
- 5) Enter your department code, if required, and press Yes.
- 6) **Either:**
  - Enter a personal password.
    - i) Press Yes.
    - ii) Enter the four-digit password at the keypad (e.g., 1234). Press No to correct any errors.
    - iii) Press Yes to confirm this password.

The receiving operator must enter this password to print the message.

**Or:**  
Press No if a personal password is not required. The receiver operator will use the password that was stored in their machine.
- 7) Dial the other party using a Quick Dial key, Speed Dial code, or full telephone number (keypad or telephone set).  
(e.g., Quick Dial key A)

```
READY      100%   11 30
SELECT MODE ■■ KPAD
```

```
CONFID'L TRANS MODE
SET DOCUMENT
```

```
CONFID'L TRANS MODE
PAGES: 00     KEYPAD/N
```

```
CONFID'L TRANS MODE
DEPT CODE 0000 KPAD/N
```

```
CONFID'L TRANS MODE
CONFIDENTIAL ID? Y/N
```

```
CONFID'L TRANS MODE
ID 0000     KEYPAD
```

```
CONFID'L TRANS MODE
ID 1234     Y/N
```



```
CONFID L TRANS MODE
QUICK/SPEED/KPAD
```

Label of Key A

```
NEW YORK OFFICE
QUICK# A     START
```



8) Press Start.

NEW YORK OFFICE  
DIALING

**Notes:** CONFIDENTIAL STANDBY

This message on the LCD panel indicates that a message is now being received. The confidential transmission will be automatically made immediately after reception.

READY 100% 11 30  
CONFIDENTIAL STANDBY

CONFIDENTIAL N/A

This indicates that the remote terminal cannot receive confidential messages (e.g., full memory, no memory, incompatible). The number will be redialed after five minutes.

CONFIDENTIAL N/A



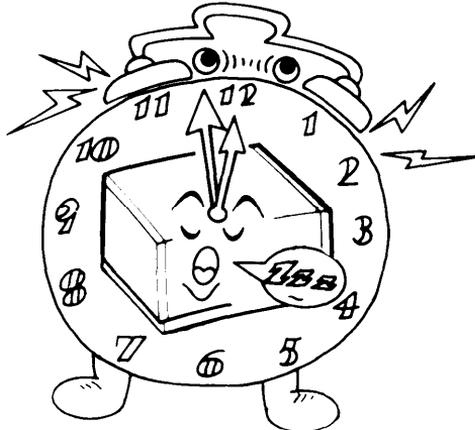
READY 100% 11 30  
REDIAL STANDBY

## 8-2 Send Later Transmission

If the memory is full and you want to send a message later, you can use this function if you do not wish to erase any memory files.

This feature delays transmission until a time selected by the operator. This feature can be used to take advantage of off-peak line charges. The designated time must be within 24 hours of entry.

**Note:** Transmission can only be made to one location. However, alternative number dialing may be used.



— Procedure —

1) Press the Function key.

```
READY      100%   11 30  
SELECT MODE ■■ KPAD
```

2) Enter 2 at the keypad.

```
SEND LATER MODE  
SET DOCUMENT
```

3) Place the document into the feeder. Select the contrast and resolution.

```
SEND LATER MODE  
PAGES 00      KEYPAD N
```

4) Enter the number of pages at the keypad, if required, and press Yes.

```
SEND LATER MODE  
DEPT CODE 0000 KPAD N
```

5) Enter your department code at the keypad, if required, and press Yes.

```
SEND LATER MODE  
TIME 11 30    KEYPAD Y
```

6) Enter the required transmission time (24-hour clock). To correct an error, press No.

**Example:** 2:30 a.m.

**Caution:** If you take more than 40 seconds to enter the time, the display will reset to the present time.

```
SEND LATER MODE  
TIME 02 30    KEYPAD Y
```

7) Press Yes.

```
SEND LATER MODE  
QUICK/SPEED/KPAD
```

8) Dial the other party using a Quick Dial key, Speed Dial code, or full telephone number at the keypad. (e.g., Speed Dial 31.)

```
TelNo in Speed# 31  
213-5553711  
SPEED # 31      START
```

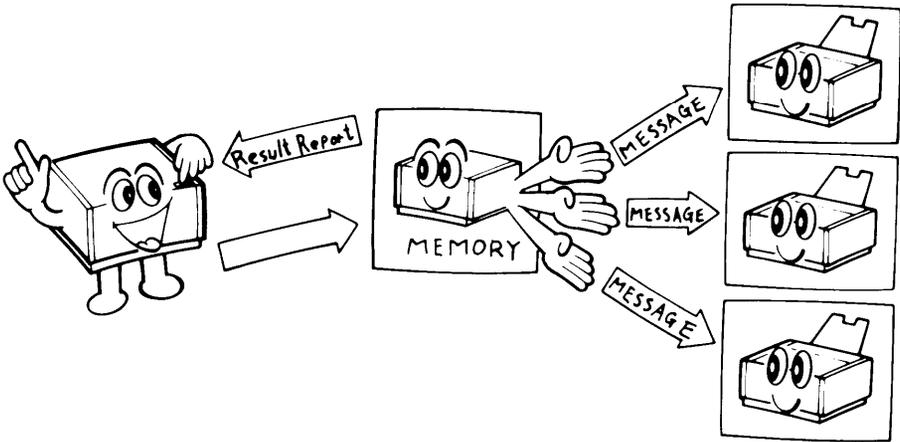
9) Press Start.

To cancel the operation, remove the document from the feeder.

```
READY      100%   11 30  
(02 30) TRANS STANDBY
```

### 8-3 Transfer Request

This feature will cause a document to be transmitted to up to 30 destinations via a broadcasting station.



The message is stored in the memory of the broadcasting transmitter and transmitted to each designated receiver in turn.

After the end of broadcasting, a Transfer Result Report is sent from the broadcasting station to the requesting station.

- Notes:**
- The ID codes of the requesting and the broadcasting stations must be identical. This code must be agreed upon and stored using function 62 before using this feature.
  - Your fax telephone number must also have been programmed, using function 80, before using this feature.
  - Only a machine with the transfer broadcasting function can be used as a broadcasting station.  
e.g. Ricom 5000 with SAF, 610, 830  
Ricoh FX5000 with SAF, FX830  
Rifax 2313HS, 2317HS, 1300HS, 5100S, 610S  
The Ricom 5000 with SAF, Ricoh FX5000, and Rifax 2313HS will not send back the transfer result report after broadcasting. If there is one of these in your facsimile network, contact Ricoh Service.
  - Your machine can only make a transfer request.
  - Transfer request cannot be made with transmission from memory.

**Caution:** The broadcaster and receiver numbers must all contain the international dialing code and the country code, even if they are all in the same country, and even if they are all in your own country.

— Procedure —

1) Press the Function key.

```
READY      100%    11:30
SELECT MODE ■■ KPAD
```

2) Enter 3 at the keypad.

**Note:** If 'TRANSFER TRANS MODE' does not appear, your fax telephone number is not programmed. You should program it now. See page 9-19.

```
TRANSFER TRANS MODE
SET DOCUMENT
```

3) Place the document into the feeder. Select the contrast and resolution.

```
TRANSFER TRANS MODE
PAGES 00 KEYPAD/N
```

4) Enter the number of pages at the keypad, if required, and press Yes.

```
TRANSFER TRANS MODE
DEPT CODE 0000 KPAD/N
```

5) Enter your department code at the keypad, if required, and press Yes.

```
TRANSFER TRANS MODE
QUICK# SAF ■ KEYPAD
```

6) Enter the broadcaster's number, either as a Quick Dial key, Speed Dial code, or full telephone number (not using the telephone).

Example: Quick Dial key A

```
NEW YORK OFFICE
QUICK# SAFA Y/N
```

7) Press Yes (or, press No to correct).

```
TRANSFER TRANS MODE
*/QUICK/SPEED KPAD
```

8) **Either:**

Enter a receiver number, either as a Quick Dial key, Speed Dial code, or full telephone number (not using the telephone).

Example: Quick Dial key B

```
TRANSFER TRANS MODE
QUICK# B KEYPAD/Y
```

**Or:**

Enter a preprogrammed group of receiver numbers (e.g., Group No. 1).

i) Press \*.

TRANSFER TRANS MODE  
\* \* \* \* \* KEYPAD

ii) Enter 1 at the keypad.

Group's Label  
↓  
DISTRIBUTORS  
\* \* \* \* \* Y N

**Note:** Entering 0 (zero) will cause you to transfer to all terminals in all the groups (1 — 7). Take care not to enter 0 unless so desired.

iii) Press Yes (or press No to correct).

TRANSFER TRANS MODE  
QUICK \* \* \* \* \* KEYPAD START

i) **Either:**

Enter another receiver number or group of numbers; go back to step 8.

**Note:** Do not enter more than 30 receivers for one transfer operation.

**Or:**

If all required receivers have been designated, press Start.

NEW YORK OFFICE  
DIALING

**Notes:** TRANSFER TRANS N/A

If this is displayed, the designated broadcaster cannot transfer your message (its memory may be full, or it may not have the transfer function).

The broadcaster will be redialed after 5 minutes.

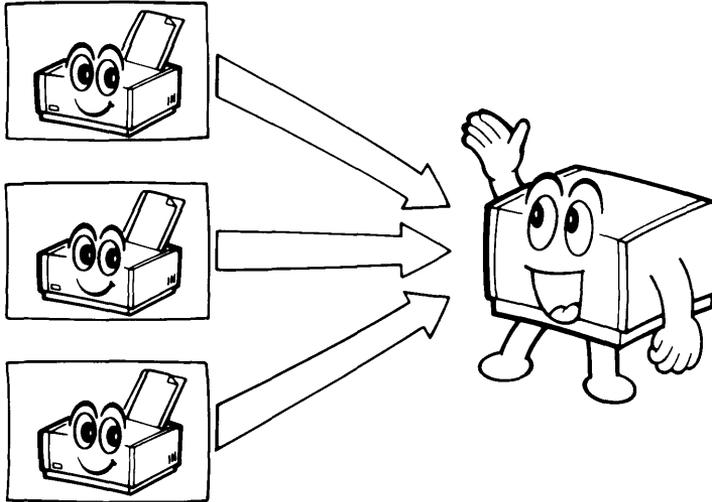
**TRANSFER STANDBY**

This means that a message was being received when you pressed Start. Then "TRANSFER STANDBY" is displayed. Transfer will start after the end of reception.

## 8-4 Polling

### 1. Polling Reception

This feature allows you to call a remote terminal and instruct it to send you whatever documents it has stored in polling standby for you to pick up. Polling reception can be immediate or time-designated (Poll Later).



**Notes:** For polling reception to be successful:

- 1) The remote terminal(s) must have the polling feature.
- 2) The remote terminal(s) must have documents in polling standby; check with the remote terminal users.
- 3) The remote terminal(s) must have the same polling ID code as yours, unless:
  - The remote terminal specifies free polling – ID codes will not be checked.
  - You enter a personal ID in step 6 – this will override your stored polling ID code for this transmission only; you should enter the ID code of the remote terminal that you want to poll.

Co-ordinate the ID codes used by the terminals in your polling network.  
Normal reception can still take place if you are in Poll Later mode.

— Procedure —

1) Press the Function key.

```
READY      100%    11 30
SELECT MODE ■■ KPAD
```

2) Enter 4 at the keypad.

```
READY      100%    11 30
PROGRAM POLLING? Y N
```

3) Press Yes.

```
POLLING RECEIVE MODE
DEPT CODE 0000 KPAD N
```

4) Enter your department code at the keypad, if required, and press Yes.

```
POLLING RECEIVE MODE
POLL LATER?      Y N
```

5) **Either:**  
Poll at a later time

i) Press Yes.

```
POLLING RECEIVE MODE
TIME 11 30    KEYPAD Y
```

ii) Enter the required time (24-hour clock) at the keypad. To correct an error, press No.

**Note:** The time must be within 24 hours of the present.

**Example:** 2:30 am

```
POLLING RECEIVE MODE
TIME 02 30    KEYPAD Y
```

iii) Press Yes to confirm this time.

**Or:**  
Select immediate polling.  
Press No.

```
POLLING RECEIVE MODE
PERSONAL ID?    Y N
```

No

6) **Either:**

Enter a personal ID (see note 3 at the beginning of this procedure for details about the personal ID).

i) Press Yes.

POLLING RECEIVE MODE
ID: 0000                      KEYPAD

ii) Enter the required four-digit code at the keypad (e.g., 1234). Correct any errors with No.

POLLING RECEIVE MODE
ID: 1234                      Y/N

iii) Press Yes.

**Or:**

Press No if a personal ID is not required.

POLLING RECEIVE MODE
* /QUICK/SPEED/KPAD



7) **Either:**

Enter a fax number either as a Quick Dial key, Speed Dial code, or full telephone number (not using the telephone).

Example: Quick Dial key B

**Or:**

Enter a preprogrammed group of receiver numbers (e.g., Group No. 1)

i) Press \*.

POLLING RECEIVE MODE
QUICK # B                      KEYPAD/Y

ii) Enter 1 at the keypad.

POLLING RECEIVE MODE
* * ■                              KEYPAD

Group's Label

DISTRIBUTORS
* * 1                              Y/N

Note: Entering 0 (zero) will cause the machine to poll all destinations registered in groups 1 thru 7.

8) Press Yes to confirm or press No to correct the entry.

POLLING RECEIVE MODE
QUICK # ■ * /KPAD/START

9) **Either:**

Enter another remote terminal number or group of numbers; go back to step 7.

Note: Do not enter more than 100 addresses for each polling operation.

**Or:**

If all required terminals have been designated, press Start.

If polling is time designated, a polling file list will be printed and the unit will return to standby.

PRINT POLL FILE LIST  
SET DOCUMENT

If polling is immediate, the terminal will begin to dial.

213 5551324  
DIALING

If the polled location is busy, your terminal will redial up to twice at intervals of five minutes.

**Notes:** To cancel a preprogrammed time-designated polling reception operation, use mode 66 (see page 9-17).

### POLLING RECV STANDBY

If this is displayed, a message was coming in at the designated polling time or when you pressed Start. Polling will begin immediately after the end of reception.

#### Restrictions:

Maximum number of destinations per polling file: 100

Maximum number of polling files: 8

Maximum number of destinations over all polling files: 300

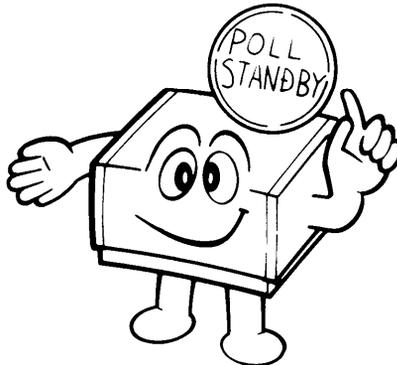
Note that the total number of addresses stored in the machine for polling reception and memory transmission, when added together, can not exceed 300.

**CAUTION:** Delayed programmed polling files are erased automatically after polling unless there is a line problem.

## 2. Polling Transmission

This feature allows you to leave a document in the feeder for a remote terminal to pick up. This will place your terminal in polling standby mode.

Reception can take place as normal in polling standby mode.



**Note:** Polling transmission can be either free or secured.

Free polling – Polling ID codes will not be checked. Any compatible terminal can poll yours.

Secured polling – Polling ID codes will be checked. If a machine with a different ID code tries to poll your terminal, it will not succeed.

– Procedure –

1) Press the Function key.

```
READY      100%   11 30
SELECT MODE ■■ KPAD
```

2) Enter 4 at the keypad.

```
READY      100%   11 30
PROGRAM POLLING? Y/N
```

3) Press No.

```
POLLING TRANS MODE
SET DOCUMENT
```

4) Place the document in the ADF.  
Select the contrast and resolution.

```
POLLING TRANS MODE
PAGES 00      KEYPAD/N
```

5) Enter the number of pages, if required, and press Yes.

```
POLLING TRANS MODE
DEPT CODE 0000 KPAD/N
```

6) Enter your department code, if required, and press Yes.

```
POLLING TRANS MODE
PERSONAL ID?      Y/N
```

7) **Either:**  
Enter a personal ID (see note 3 on page 8-8 for details on this ID).

i) Press Yes.

```
POLLING TRANS MODE
ID 0000          KEYPAD
```

ii) Enter the required code at the keypad (e.g. 1234). Correct any errors with No.

```
POLLING TRANS MODE
ID 1234          Y/N
```

iii) Press Yes. Your machine will go into polling standby (secure mode). Go to step 9.

```
POLLING TRANS MODE
CHECK ID CODE?   Y/N
```

**Or:**  
Press No if a personal ID is not required.

8) **Then, either:**  
Press No to select free polling.

```
READY      100%   11 30
POLL STANDBY FREE
```

**Or:**  
Press Yes to select secured polling.

```
READY      100%   11 30
POLL STANDBY SECURE
```

9) Your terminal is now in polling standby. When your terminal is polled, it will scan and transmit the document.  
To cancel poll standby, open the scanner and remove the document.

### 3. Turnaround Polling

During routine transmission, if you select this feature, your terminal will automatically poll the terminal that you are sending to and ask it to send you any documents that it has on polling standby (see page 8-11).

You will have to pay line charges for both the transmission and reception of the polled document. However, the overall line charges are less than for the two calls that would otherwise be needed for this operation.

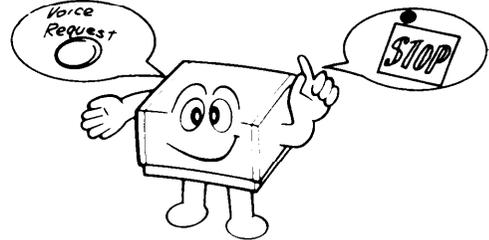
1. Perform the normal transmission operation:
  - a) Insert the document.
  - b) Select the appropriate resolution and contrast.
  - c) Dial the remote terminal.
  - d) Press the Start key.
2. When the Communicating lamp lights on the operation panel, press the Function key.
3. As transmission takes place, the RTI or CSI of the remote machine appears in the display.
4. After transmission is complete, the display goes blank. The machine goes into the polling reception mode.
5. The machine emits a tone when reception of the document is complete.

## 8-5 Voice Request

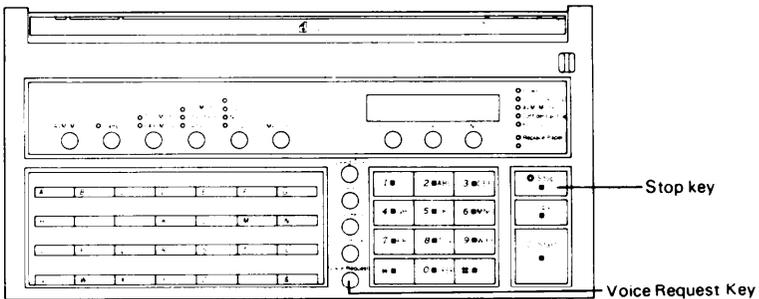
With this feature, you can speak with the remote terminal operator before or after transmission or reception. You can also interrupt communication to speak to the other party.

For Voice Request to be effective, both terminals must:

- Have a telephone or handset connected.
- Have the voice request function.



**Note:** To speak with the remote terminal operator before sending a message, dial the remote terminal on the telephone connected to your terminal and proceed as described on page 7-4 (Full Telephone Number at the Telephone).



1. To talk with the remote terminal operator at the end of communication.

If you are transmitting:

- 1) Start the transmission. Wait for the Communicating indicator to light.
- 2) Press Voice Request.
- 3) When your machine sounds a tone, pick up the handset, press the Stop key, and speak.

**Note:** If your machine does not sound a tone, the remote terminal operator did not come to the phone. The line will be disconnected automatically.

4) Replace the handset after speaking.

If you are receiving:

- 1) Press Voice Request while the Communicating indicator is lit.
- 2) When the machine sounds a tone, pick up the handset, press Stop, and speak.

**Note:** If your machine does not sound a tone, the remote terminal operator did not come to the phone. The line will disconnect automatically.

3) Replace the handset after speaking.

2. To talk with the remote terminal operator during a multi-page communication.

If you are transmitting a fax:

- 1) Start the transmission. Wait for the Communicating indicator to light.
- 2) Press Voice Request, then press Stop. Transmission will be interrupted at the end of the current page.
- 3) When your machine sounds a tone, pick up the handset, press Stop, and speak.

**Note:** If your machine does not sound a tone, the remote operator did not come to the phone. Communication resumes and the voice request is automatically repeated at the end of transmission.

- 4) To resume communication, ask the remote terminal operator to press Start.
- 5) Press your Start key when you hear a high-pitched tone.
- 6) Replace the handset when the Communicating indicator lights.

If you are receiving a fax:

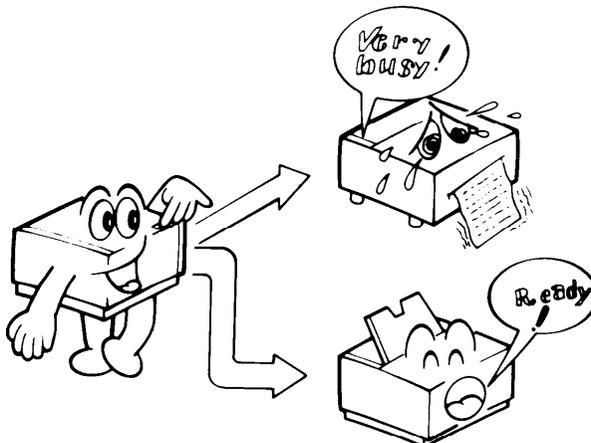
- 1) While the Communicating indicator is lit, press Voice Request, then press Stop. Transmission will be interrupted at the end of the current page.
- 2) When your machine sounds a tone, pick up the handset, press Stop, and speak.

**Note:** If your machine does not sound a tone, the remote terminal operator did not come to the phone. Reception will resume. The voice request will be automatically repeated at the end of reception.

- 3) After speaking, press Start.
- 4) Replace the handset when the Communicating indicator lights.

## 8-6 Alternative Destination

During the keypad entry procedure for basic transmission, you can designate two destinations. If the first choice of destination cannot be reached, the machine will send the message to the alternative location. If the first destination is reached, the alternative will be disregarded.



1) Proceed as for basic transmission:

i) Place the documents in the ADF.

ii) Enter the page count and department code if required.

```
READY      100%    11 30
QUICK/SPEED/KPAD
```

2) Enter the first choice of destination.

Example: Key A.

Label of key A

```
NEW YORK OFFICE
QUICK # A      START
```

3) Press Yes.

```
QUICK # ■      KEYPAD
```

4) Enter the alternative destination.

Example: Key C.

Label of key C

```
CHICAGO OFFICE
QUICK # C      START
```

5) Press Start.

```
NEW YORK OFFICE
DIALING
```

**Note:** If the first destination is busy, your unit will wait for ten seconds before dialing the alternative location. If the alternative is also busy, your unit will redial the first location about four minutes later.

Both numbers will be redialed until one of them answers, or until the limit expires (2 redials per destination).

This feature is not available for polling or transfer request, or transmission from memory.

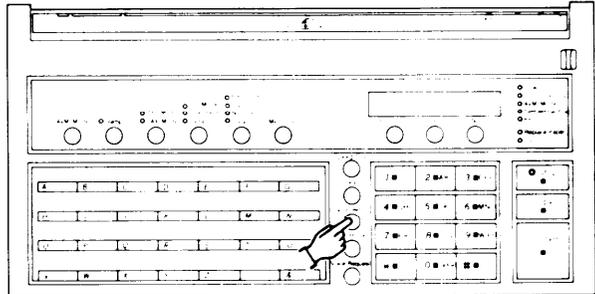
## 8-7 Immediate Redial

When the other party is busy, the machine will automatically redial after 5 minutes. However, you can redial sooner by pressing the Pause/Redial key. This function is available when your machine is standing by. Even if Immediate Redial is used, the maximum number of redials will still be two.

**Note:** Immediate Redial cannot be used in the CONFIDENTIAL, TRANSFER REQUEST, POLLING or MEMORY modes when in RedialStandby.

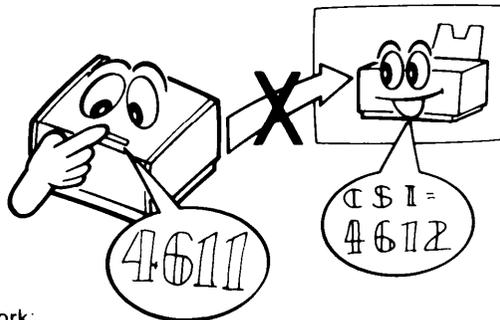
1) Either:

- Keep the handset on-hook.
  - Press the Pause/Redial key
  - then the Start key.
  - Redialing starts immediately.
- Or:
- Pick up the machine handset.
  - Press the Pause/Redial key.
  - Redialing starts immediately.



If the number is busy, it will be automatically redialed five minutes after the original dialing attempt.

## 8-8 Protection Against Wrong Connections



For this function to work:

- 1) The CSI of the remote terminal called must be the same as its telephone number.
- 2) The function must have been enabled in advance by a service technician.

Your machine compares the last eight digits of the dialed number with the last eight digits of the received CSI. If they do not match, the message will not be sent. Spaces and pauses are disregarded.

- Notes:**
- This function removes the possibility of the telephone network connecting you to the wrong location. However, if you dial the wrong number, the message will not be stopped. So you should still check the RTI or CSI that is displayed on the Character Display and press Stop if the wrong one is displayed.
  - This function does not work if you dialed the other party with the external telephone.

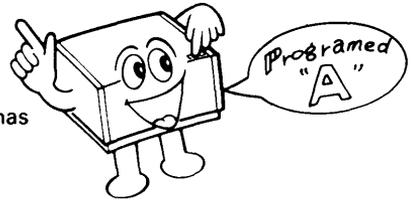
## 8-9 Using a Keystroke Program

A keystroke program is a preprogrammed set of features and addresses that have been stored into a Quick Dial key. See page 9-26 for details on storing a keystroke program.

To use a stored keystroke program, follow one of the following procedures.

### – Transmission –

- 1) Place the documents into the feeder.
- 2) Select the required contrast and resolution.
- 3) Enter the page count and your department code, if required.
- 4) Press the key into which the desired program has been stored.



### – Polling Reception –

- 1) Press the key into which the desired program has been stored.

## 8-10 Monitor Speaker

This function can be used to listen to the telephone line during transmission, reception or dialing.

Each function can be enabled or disabled by a service technician. If enabled, the monitor speaker will always be working during the operations indicated below.

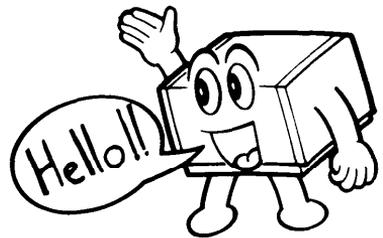
### 1) Transmission Mode

In automatic dialing mode (not using the handset or telephone), the ringback tone, busy tone, operator's voice, or the answer back tone from a facsimile machine can be heard through the monitor speaker. After the answer back tone the machine goes into transmission mode, then the monitor is cut off.

### 2) Receiving Mode

When the machine goes into receiving mode, the operator's voice or the signal from the remote terminal can be heard. After receiving the signal from the remote terminal, the monitor is cut off.

**Note:** The speaker volume can be controlled with function 55. See page 9-5.



## 8-11 Using the Machine as a Copier

You can make up to 99 copies of a document using the following procedure:

1. Press the Function key then enter 77.

```
MODE NO 77      Y/N
MULTI COPY ?
```

2. Press Yes.

```
SET DOCUMENT
```

3. Place the document in the ADF.

```
KEYPAD COPY
```

```
01 SETS
```

4. Enter the required number of copies.

```
COPY/N
```

```
10 SETS
```

Example: 10

Press No to correct an error.

5. Press Copy.

The document is scanned and stored into the memory. Then the copies are made. After this, the document is erased from memory and the machine returns to standby.

## 8-12 G1 Mode

This unit is compatible with Group 1 terminals (i.e., North American six-minute terminals).

To make a G1 transmission:

1. Press the resolution key until the G1 Mode indicator lights.
2. Place the document in the ADF.
3. Select the contrast, then dial.
4. **Either:**  
If someone answers the line, ask that person to press the Start key after talking. Press Start yourself when you hear a high-pitched tone (the answer-back tone).

**Or:**

If you hear a high-pitched tone (the answer-back tone), press Start immediately.

**Note:** If nobody answers the line or if there is no high-pitched tone, faxing is impossible.

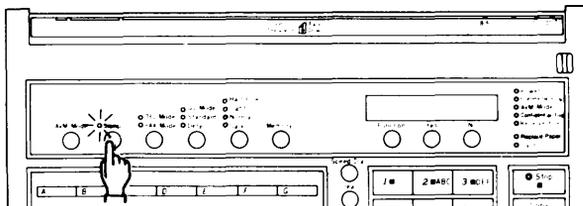
5. Replace the handset when the Communicating indicator lights.

Note that the following features cannot be used with G1 Mode.

- Confidential Transmission
- Transfer Request
- Polling
- Voice Request
- Protection against wrong connections
- Detail resolution
- ECM
- RTI, TTI, and CSI

## 8-13 Document Stamping

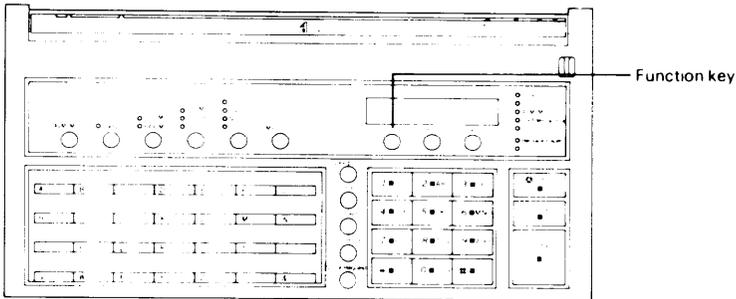
If the stamp is enabled, it will make a pink circle at the bottom of the page if it was received correctly at the other end. This will help you to check whether all pages of your document were received. The stamp is enabled when the Stamp indicator is lit. Press the key below the indicator to enable or disable the stamper.



## 9. FUNCTIONS AND PROGRAMMING

This machine has a wide range of programmable functions. Study these functions to get the most out of the machine. Program these functions while the machine is in standby mode. If you want to return the machine to standby mode at any time while programming, press the Function key.

- Note:**
- If you entered the wrong function number, press the Function key again. The machine will return to standby.
  - When waiting for your response to a prompt, the system will time out and return to standby if a response is not input within 40 seconds. If this occurs, you must repeat the entire procedure until you return to the point you were at before the system timed out.
  - All programmed items remain in the memory even if you switch the power off.



### 9-1 Clock Adjustment

- 1) Press the Function key, then enter 50 at the keypad.

```
MODE NO 50          Y/N
ADJUST CLOCK ?
```

- 2) Press Yes.

```
DATE & TIME  Y/*/#/C
APR 14  87 11 30
```

- 3) **Either:**

Change the item at the cursor (blinking item).

- Increment with #.
- Decrement with \*.

```
DATE & TIME  Y/*/#/C
MAY 14  87 11 30
```

**Or:**

Move the cursor with Clear.

```
DATE & TIME  Y/*/#/C
MAY 14  87 11 30
```

**Or:**

Press Yes to store the displayed data into the clock and go on to function 51.

```
MODE NO 51          Y/N
TOTAL # TX/RX
```

**Or:**

Press Function to store the displayed data into the clock and go back to standby.

## 9-2 Communicated Page Counter Display

These counters display the number of pages your terminal has transmitted (TX) and received (RX).

- 1) Press the Function key and enter 51 at the keypad.
- 2) Press Yes.
- 3) After checking the counters:  
**Either:**  
Press Yes to check the sheet feed counters.

**Or:**  
Press Function to return to standby.

```
-----  
MODE NO 51                Y/N  
TOTAL # TX/RX  
-----  
TX 000450  
RX 000280  
-----
```

```
-----  
MODE NO 52                Y/N  
TOTAL # SCAN/PRINT  
-----  
READY      100%    11 30  
SET DOCUMENT  
-----
```

## 9-3 Total Scan and Print Counter Display

These counters display the total numbers of sheets that your terminal has scanned and printed out. This also includes sheets scanned and printed in copy mode.

- 1) Press the Function key and enter 52 at the keypad.
- 2) Press Yes.
- 3) After viewing the counters:  
**Either:**  
Press Yes to go on to function 53.

**Or:**  
Press Function to return to standby.

```
-----  
MODE NO 52                Y/N  
TOTAL # SCAN/PRINT  
-----  
SCAN 054330  
PRINT 045300  
-----
```

```
-----  
MODE NO 53                Y/N  
SELECT PAGE COUNT ?  
-----  
READY      100%    11 30  
SET DOCUMENT  
-----
```

## 9-4 Batch-number Enabling

This function allows you to instruct your terminal to batch-number multi-page documents as they are printed out at the other end.

If you disable this function, the "PAGES:00 KPAD/N" prompt will not appear during routine use.

1) Press the Function key and enter 53.

```
MODE NO 53          Y/N
SELECT PAGE COUNT?
```

2) Press Yes.

```
                The Current Status
                ↓
PAGE COUNT ON
ON * OFF - #
```

3) **Either:**

Press \* to enable batch numbering.

```
PAGE COUNT ON
ON * OFF - #
```

**Or:**

Press # to disable batch numbering.

```
PAGE COUNT OFF
ON * OFF - #
```

4) **Either:**

Press Yes to go to function 54.

```
MODE NO 54          Y/N
SELECT DEPT CODE?
```

**Or:**

Press Function to return to standby.

## 9-5 Department Code Enabling

To track machine use, you can allocate a four-digit department code to each user. If function 54 is enabled, the department code is requested before each transmission or polling, and the department codes for each operation are listed on the TCR (see page 10-1). If you disable this function, the "DEPT CODE 0000 KPAD/N" prompt will not appear during routine use.

- 1) Press the Function key and enter 54.
- 2) Press Yes.
- 3) **Either:**  
Press \* to enable department code monitoring.  
**Or:**  
Press # to disable this function.
- 4) **Either:**  
Press Yes to go on to function 55.  
**Or:**  
Press Function to return to standby.

```
MODE NO 54          Y/N
SELECT DEPT CODE ?

The Current Status
DEPT CODE ON
ON - * OFF - #

DEPT CODE ON
ON - * OFF - #

DEPT CODE OFF
ON - * OFF - #

MODE NO 55          Y/N
ADJUST VOLUME ?
```

## 9-6 Speaker and Handset Volume Adjustment

You can adjust the volume of the handset earpiece, the on-hook dial monitor and the line monitors for transmission and reception.

1) Press the Function key then enter 55.

```
MODE NO 55      Y/N
ADJUST VOLUME ?
```

2) Press Yes.

```
HANDSET        Y/*/#
MIN >>>>>>    MAX
```

3) Adjust the handset volume:

- Press # to increase, or press \* to decrease, e.g., press # 3 times.
- Press Yes to store.

```
HANDSET        Y/*/#
MIN >>>>>>    MAX
```

4) Repeat step 3 for the on-hook dial monitor.

```
ON HOOK MONITOR Y/*/#
MIN >>>>>>    MAX
```

5) Repeat step 3 for the transmission mode monitor.

```
TRANS MONITOR  Y/*/#
MIN >>>>>>    MAX
```

6) Repeat step 3 for the reception mode monitor.

```
RECV MONITOR   Y/*/#
MIN >>>>>>    MAX
```

7) **Either:**

Press Yes to excute Function 56.

```
MODE NO 56      Y/N
SELECT TRANS REPORT ?
```

**Or:**

Press Function to return to standby.

## 9-7 Transmission Report Enabling

The transmission report is disabled in the factory.

Use this function to enable the transmission report. See page 10-2 for more information on this report.

- 1) Press the function key, then enter 56.

```
MODE NO 56          Y/N
SELECT TRANS REPORT ?
```

- 2) Press Yes.

If the current status is as you require, go to step 4.

The Current Status

```
TRANS REPORT OFF
ON - *   OFF - #
```

- 3) **Either:**

Press \* to enable the transmission report.

```
TRANS REPORT ON
ON - *   OFF - #
```

**Or:**

Press # to disable it.

```
TRANS REPORT OFF
ON - *   OFF - #
```

- 4) Press the Function key to return to standby.



**Notes:** • If "USED AS PROGRAM KEY" is displayed, this key already contains a keystroke program.

**Either:**

Press Clear to erase the program.

**Or:**

Press No to go back and select another key.

• If "QUICK #A Y/N/C" is displayed with a telephone number underneath, Key A (in this case) already has a telephone number allocated to it.

**Either:**

Press No to go back and select another key.

**Or:**

Press Yes to store this number as it is and go on to the label. Go to step 6.

**Or:**

Press Clear to delete the number and re-program it.  
Go to step 5.

```
QUICK # █ KPAD/N
```

```
QUICK # A Y/N
PROGRAM LABEL ?
```

```
QUICK # A KPAD/N
████████████████████████████████████████
```

5) **Either:**

Press No if the wrong key or code was entered. Go back to step 4.

```
QUICK # █ KPAD/N
```

**Or:**

Enter the required telephone number at the keypad, e.g.; 213-555-7321.

```
QUICK # A KPAD/Y/N
213-555-7321████████████████
```

**Note:** For international numbers, you may place a Pause after the country code (use the Pause key).

• To store the displayed telephone number, press Yes. Go on to step 6.

```
QUICK # A KPAD/Y/N
PROGRAMMED
```

• To erase the entire number, press No. Begin step 5 again.

```
QUICK # A KPAD/N
████████████████████████████████████████
```

• To correct the last digit only, press Clear.

```
QUICK # A KPAD/N
213-555-732████████████████
```

6) **Either:**

If you have just programmed a Speed Dial (two-digit) code, go back to step 4.

```
QUICK # █ KPAD/N
```

**Or:**

You may now program a label for the telephone number.

```
QUICK # A Y/N
PROGRAM LABEL ?
```





7) **Either:**

If you have just reprogrammed a Speed Dial (two-digit) code, go back to step 4.

QUICK # █ KPAD / N

**Or:**

You may now reprogram the label. Go to step 8.

QUICK # A Y / N  
PROGRAM LABEL ?

8) **Either:**

If you want to reprogram the label, press Yes.

QUICK # A KPAD Y / N  
FACTORY █

**Or:**

Press No to ignore this step. Go back to step 4.

QUICK # █ KPAD / N

9) Reprogram the label. The cursor is resting at the first character.

**Note:** If you only need to change a few of the letters in the old label, use the Clear key to move the cursor to the letter you need to change.

Example: WAREHOUSE

QUICK # A KPAD Y / N  
WAREHOUSE █

Press Yes to store this label.

QUICK # A KPAD Y / N  
PROGRAMMED

10) Return to step 4.

QUICK # █ KPAD / N



6) **Either:**

Press the Quick Dial key that you wish to program into or erase from the group.

Example: Key B.

```
GROUP NO 1      Y/N/C
QUICK # B
```

**Or:**

Press the Speed Dial key, then enter the two-digit Speed Dial Code that you wish to program into or erase from the group.

Example: Code 10

```
GROUP NO 1      Y/N/C
SPEED # 10
```

**Or:**

Enter the full telephone number that you wish to program or erase e.g., 213-555-3721.

```
GROUP NO 1      Y/N/C
213-5553721 ■■■■■■■■■■
```

**Or:**

If you have finished programming this group and want to program another group, press No and go to step 3.

```
GROUP NO ■      1-7/N
```

**Or:**

Press Function if you have finished programming all groups.

```
READY          100%    11 30
SET DOCUMENT
```

7) **Either:**

Press Yes to store this destination into this group.

**Or:**

Press No if you pressed the wrong key or entered the wrong code.

**Or:**

Press Clear to remove this number from this group.

One of the following messages will be briefly displayed.

PROGRAMMED — the number has been stored into the group.

ALREADY IN GROUP — this number is already in this group.

CLEARED — this number has now been taken out of this group.

# NOT PROGRAMMED — no telephone number has been allocated to this key or code.

NOT IN GROUP — the number that you wanted to clear was not in the group.

LONGHAND #'s FULL — you tried to program a full telephone number into the group but there are already ten telephone numbers used in groups.

Either delete an unwanted telephone number from all the groups, or program the new number as a Speed Dial code or Quick Dial key (mode 60) before storing it in a group.

8) The machine automatically returns to step 6.

GROUP NO 1	KEYPAD
QUICK/SPEED/KPAD	

## 9-10 Setting the Polling ID Code

This four-digit code is necessary for polling and transfer request.

All concerned parties should decide on an ID code before transmission as, if their codes are not identical, the operation will fail.

**Note:** Digits 0 to 9 and letters A to F can be used.  
Do not use 0000 or FFFF.

1) Press the Function key and enter 62.

MODE NO 62	Y/N
SET ID CODE ?	

2) Press Yes.

ID CODE	KEYPAD/Y
<u>0000</u>	

3) Enter a four-digit code at the keypad. e.g., 012A.

ID CODE	KEYPAD/Y
<u>012A</u>	

- Use keys 0 — 9 and A — F.

ID CODE	KEYPAD/Y
PROGRAMMED	

4) Press Yes to store the displayed code.  
Function 63 starts automatically.

MODE NO 63	Y/N
SET RTI ?	

## 9-11 Entering the RTI, TTI, and CSI

These labels identify your terminal at the remote terminal.

- RTI – This identifier will be displayed on the remote terminal operation panel during communication.  
When you start a transmission, the RTI (or CSI) of the remote terminal will be displayed on your terminal.
- TTI – This identifier will be printed at the remote terminal on the top of each page that you send.
- CSI – This identifier is used instead of the RTI during communication with another maker's terminal.

1) **Either:**

To program the RTI, press the Function key, enter 63, and go to step 2.

```
MODE NO 63      Y/N
SET RTI ?
```

**Or:**

To program the TTI, press the Function key, enter 64, and go to step 4.

```
MODE NO 64      Y/N
SET TTI ?
```

**Or:**

To program the CSI, press the Function key, enter 65, and go to step 6.

```
MODE NO 65      Y/N
SET CSI ?
```

2) Press Yes.

3) Enter the required RTI, in up to 20 characters. You could use your name, company, department, or phone number. Use the Quick Dial keypad and the ten-key pad.

```
RTI      KPAD      Y
█
```

To enter a space, press Pause/Redial.

If you are editing an old RTI, you can move the cursor with the Clear key.

**Note:** If a label is already present, you may change it, starting from the first character.

The full character set is given on page 9-9.

Example: RICOH

```
RTI      KPAD      Y
RICOH█
```

Press Yes to store this RTI.

```
RTI      KPAD      Y
PROGRAMMED
```

```
MODE NO 64      Y/N
SET TTI ?
```

- 4) **Either:**  
Press Function to return to standby.

```

READY      100%    11 30
SET DOCUMENT
  
```

**Or:**  
Press Yes to program the TTI.  
At this time, the TTI is also given the same characters as the RTI automatically. You can change it as follows.

- 5) Enter the required TTI in up to 32 characters.  
Follow the same procedure as for the RTI (step 3 above).

Example: RICOH N.Y.

```

TTI      KPAD      Y
RICOH N Y ██████████
  
```

Press Yes to store this TTI.

```

TTI      KPAD      Y
PROGRAMMED
  
```

- 6) **Either:**  
Press Function to return to standby.

```

MODE NO 65      Y/N
SET CSI?
  
```

**Or:**  
Press Yes to program the CSI.

```

READY      100%    11 30
SET DOCUMENT
  
```

- 7) Enter the required CSI in up to 20 numerals and spaces. Using your telephone number is recommended.

```

CSI      KPAD/Y//#*/P/C
████████████████████
  
```

- Press \* at the start of the CSI to enter a plus sign. This is the internationally-accepted symbol for the international dialing code. Then enter your country code. These two items are optional.
- Use digits 0 – 9 at the keypad.
- Press Pause/Redial to enter a space (optional).
- Press Clear to leave the character at the cursor unchanged.
- Enter # after the last digit of the CSI.

Example: 213-555-9432

```

CSI      KPAD/Y//#*/P/C
213-555-9432 ██████████
  
```

Press Yes to store this CSI.

```

CSI      KPAD/Y//#*/P/C
PROGRAMMED
  
```

**8) Either:**

Press Function to return to standby.

```
READY          100%          11:30
SET DOCUMENT
```

**Or:**

Execute function 66.

```
MODE NO 66          Y N
CLEAR POLLING FILE ?
```

## 9-12 Clearing Polling Files

To cancel a preset poll-later reception program, first study the Polling File List and determine the file number of the program that you want to cancel. Then carry out the following procedure.

1) Press the Function key and enter 66.

```
MODE NO 66          Y N
CLEAR POLLING FILE ?
```

2) Press Yes.

3) Enter the file number of the program to be erased.

Example: File No. 1

```
FILE NO 1          CLEAR N
DEPT CODE '234
```

- Press No to correct an error.

The originator's department code will be displayed, if it was entered.

4) Press Clear to cancel the polling file.

An updated Polling File List is automatically printed and the machine returns to standby.

```
FILE NO 1          CLEAR N
CLEARED
```

**Note:** If NO FILE EXISTS is displayed, you instructed the machine to delete a non-existent polling file.

## 9-13 Clearing Memory Files

To make room in the memory for a document that you want to store, or for a confidential message you may be expecting, you may erase some lower-priority documents.

Before erasing a file, you might wish to view the contents of that file to check whether you really want to erase it. To do this, do the following.

- 1) Press the Function key then enter 75.

```
MODE NO 75          Y/N
PRINT SAF FILE COPY ?
```

- 2) Press Yes.

```
FILE NO ■          KPAD/N
```

- 3) Enter the file number.

Example: File1, press 1.

```
FILE NO 1 ■        KPAD/Y/N
```

- 4) Press Yes (or press No if you entered the wrong number; go back to step 3).

```
FILE NO 1          COPY/N
```

- 5) Press Copy (or press No to cancel this operation and go back to step 3).

The message that you stored in this file will now be printed.

**Note:** SAF stands for Store and Forward.

To erase a memory file, do the following:

- 1) Press the Function key then enter 67.

```
MODE NO 67          Y/N
CLEAR SAF FILE
```

- 2) Press Yes.

```
FILE NO ■          KPAD/N
```

- 3) Enter the file number.

Example: File 1, press 1.

```
FILE NO 1 ■        KPAD/Y/N
```

- 4) Press Yes (or press No if you entered the wrong number; go back to step 3).

```
FILE NO 1          CLEAR/N
```

- 5) Press Clear (or press No to cancel the operation).

The file is erased, an updated SAF File List is printed, and the machine returns to standby.

The above procedures cannot be used on received confidential files.

## 9-14 Programming Your Fax Telephone Number

If you do not program this number, transfer request will not be available. This is because the broadcasting terminal needs your number to send back the Transfer Result Report.

- 1) Press the Function key and enter 80.

```
MODE NO 80          Y/N
PROGRAM TEL NO ?
```

- 2) Press Yes.

```
TEL NUMBER          KPAD/N
■■■■■■■■■■■■■■■■■■■■
```

- 3) Enter your fax telephone number at the keypad. Include your international dial access code and country code. e.g., 0111-213555-7342.

```
TEL NUMBER          KPAD/Y/N
0111-213555-7342 ■■■■
```

**CAUTION:** Insert a pause after the country code, using the Pause/Redial key.

- Press Clear to correct the last digit entered.
- Press No to clear the display and re-enter the number.

- 4) Press Yes to store the number.

```
TEL NUMBER          KPAD/Y/N
PROGRAMMED
```

**Note:** If PLEASE SET PAUSE is displayed, you forgot to enter a pause. Reprogram the number from step 3.

```
MODE NO 81          Y/N
SELECT PD/DTMF ?
```

## 9-15 Programming the Telephone Line Type

The type of dialing signal used by your terminal must match the line or the machine will not be able to place calls.

You can instruct the machine to use dial pulses or DTMF tones.

- 1) Press the Function key and enter 81.

```
MODE NO 81          Y/N
SELECT PD/DTMF ?
```

- 2) Press Yes.

The Current Status

```
LINE = PD
DTMF - *   PD - #
```

- 3) **Either:**

To specify DTMF dialing, press \*.

```
LINE = DTMF
DTMF - *   PD - #
```

**Or:**

To specify pulse dialing, press #.

```
LINE = PD
DTMF - *   PD - #
```

- 4) **Either:**

Press Yes to go on to function 82.

```
MODE NO 82          Y/N
SELECT TTI ?
```

**Or:**

Press Function to return to standby.

```
READY      100%    11 30
SET DOCUMENT
```

## 9-16 Disabling the TTI

If the TTI is disabled, your TTI and the date, time, and page number will not be printed at the top of pages received at the remote terminal.

1) Press the Function key and enter 82.

```
MODE NO 82          Y/N
SELECT TTI ?
```

2) Press Yes.

```
      The Current Status
TTI ON  ↗
ON - * OFF #
```

3) **Either:**  
Press # to disable TTI output.

```
TTI OFF
ON - * OFF #
```

**Or:**  
Press \* to enable TTI output.

```
TTI ON
ON - * OFF #
```

4) Press the Function key to return to standby.

```
READY          100%    11 30
SET DOCUMENT
```

## 9-17 Enabling and Disabling ECM

ECM (Error Correction Mode) is a newly developed signalling system which greatly reduces the possibility of data being lost as a result of bad telephone lines. You should enable ECM if you frequently communicate over poor telephone lines. Using ECM, telephone charges are not affected, and may even be reduced, unless you encounter a bad line. In this case, the extra signalling involved will increase line charges but data will be transmitted much more reliably.

When transmitting from the memory, pages that are not sent correctly will be resent automatically, even if ECM is disabled. However, ECM is a more efficient way of resending damaged data, as only the damaged parts of the data will be resent. Also, the maximum possible number of retransmission attempts is much higher.

1. Press the Function key, then enter 83.

```
MODE NO 83          Y / N
SELECT ECM ?
```

2. Press Yes.

If the current status is as you require, then go to step 4.

The Current Status

```
ECM OFF
ON - * OFF - #
```

3. Either:

Press \* to enable ECM.

```
ECM ON
ON - * OFF - #
```

Or:

Press # to disable ECM.

The Current Status

```
ECM OFF
ON - * OFF - #
```

4. Press Function to return to standby.



– Checking the Recorded Message –

To check what you recorded:

- 1) Press the AVM Mode key.

```
AVM MODE          KPAD/N
RECO - 1 CONF - 2 SLCT - 3
```

- 2) Press 2.

```
START
PRESS START
```

- 3) Press Start.

The message will be replayed through the monitor speaker (or through the handset if it is off-hook).

```
PLAYING
```

```
AVM MODE          KPAD/N
RECO - 1 CONF - 2 SLCT - 3
```

– Message Transmission Enabling –

You can enable or disable message transmission as follows.

If message transmission is enabled and if a message has been recorded, it will always be sent out before reception if your machine is in automatic reception mode and if the machine that called you did not use auto-dialing; if it is disabled, it will never be sent out.

- 1) Press the AVM Mode key.

```
AVM MODE          KPAD/N
RECO - 1 CONF - 2 SLCT - 3
```

- 2) Press 3.

```
The Current Status
MESSAGE ON
ON - *   OFF - #
```

- 3) **Either:**

Press \* to enable recorded message transmission.

```
MESSAGE ON
ON - *   OFF - #
```

**Or:**

Press # to disable recorded message transmission.

```
MESSAGE OFF
ON - *   OFF - #
```

- 4) Press the Yes key.

```
READY          100%  11 30
SET DOCUMENT
```

The AVM Mode Indicator is lit when AVM is enabled.

## 9-19 Programming the Password

The password is a four-digit code that you will need to use to print out a confidential file.

**Note:** The sending terminal operators may specify a code of their own; in this case, your password will not work and you must enter the code specified by the senders.

This procedure explains how to program a password into a new machine and how to change the password.

1. Press the Function key then enter 89.

```
MODE NO 89          Y N
PROGRAM PASSWORD ?
```

2. Press Yes. Then immediately press #.

```
PASSWORD           KEYPAD
■■■■
```

3. **Either:**

For a new machine, enter 0000.

```
PASSWORD           Y N
0000
```

**Or:**

To change a pre-existing password, enter the password that you are using at the moment.

Example: 7284

```
PASSWORD           Y N
7284
```

4. Press Yes.

**Note:** If you enter the wrong number, INVALID PASSWORD will be displayed and you will be asked to try again.  
If you have forgotten the old password, call service.

```
PASSWORD           KEYPAD
■■■■
```

5. Enter the new password.

Example: 6472

```
PASSWORD           Y N
6472
```

6. Press Yes to store this password (or press No to correct an error).

The machine returns to standby.

## 9-20 Storing Keystroke Programs

If you regularly transmit to, or poll, a particular destination or set of destinations using the same features, you can save a lot of repetitive keypad operation by storing the settings and destinations in a lettered Quick Dial key (A through Z, /, &).

You may store up to 10 programs. Before you store a program, refer to the Telephone List to determine which Quick Dial keys are free.

The storing procedure is as follows.

- 1) Place a document into the feeder (unless you are programming for polling reception).
- 2) Select all required features (e.g., Confidential), and remote terminal numbers as normal.

**Note:** Contrast, resolution, page count and department code cannot be stored.

- 3) Instead of pressing the Start key, press the Quick Dial key that you wish to store the program in. Do not press a key that already has a telephone number or program stored in it.

**Note:** If you cannot store the program, you have already stored 10 programs.

- 4) The programmed procedure will now begin. If you do not wish to use the procedure now, press Stop immediately.

### To erase an unwanted program:

- 1) Press the Function key and enter 60.

```
MODE NO 60          Y/N
PROGRAM QUICK DIAL ?
```

- 2) Press Yes.

```
QUICK # █          KPAD/N
```

- 3) Press the Quick Dial key of the program that you want to erase.

```
QUICK # A IS       C/N
USED AS PROGRAM KEY
```

Example: A

- 4) Press Clear to erase the program (or press No if you pressed the wrong key — go back to step 3).

```
QUICK # A IS
          CLEARED
```

- 5) Continue to program or erase Quick Dial keys, or press Function to return to standby.

```
QUICK # █          KPAD/N
```

Programs cannot be edited. To modify a program, you must enter the complete new program. If you wish to store the modified program in the same Quick Dial key as the old one, you must erase the old program first using mode 60 as shown above.

## 9-21 Printing the Contents of a Memory File

If you want to see the text of a document that you stored in a particular memory file, do the following.

- 1) Press the Function key then enter 75.

```
MODE NO 75          Y/N
PRINT SAF FILE COPY ?
```

- 2) Press Yes.

```
FILE NO ■          KPAD/N
```

- 3) Enter the file number.

Example: File 1, press 1.

```
FILE NO 1 ■       KPAD/Y/N
```

- 4) Press Yes (or press No if you entered the wrong number; go back to step 3).

```
FILE NO 1          COPY/N
```

- 5) Press Copy (or press No to cancel this operation and go back to step 3).

The message that you stored in this file will now be printed.

**Note:** SAF stands for Store And Forward.

It is not possible to print out a received confidential message in this way.



# 10. REPORTS AND LISTS

## 10-1 Automatic Reports

### 1. TCR (Transaction Confirmation Report) – Optional

This report gives details on each communication made by your terminal. It is automatically output every 35 communications. Automatic TCR output can be enabled or disabled by a service technician.

```

*****
* TCR *
*****
Your RTI
↓
:RICOH TECH. SECTION (JUL 02 '88 13 30)
+-----+-----+-----+-----+-----+-----+-----+-----+
DATE  START  REMOTE TERMINAL  MODE  TIME  RESULTS  TOTAL DEPT.  FILE
TIME  IDENTIFICATION  PAGE CODE  NO
+-----+-----+-----+-----+-----+-----+-----+-----+
JUN 15 11:13 DELAIRCO NZ      G3SR  01'10" OK      01
        11:24 TIGER SP BRAZIL  G3ST  01'40" OK      01      0010
        11:41 HOECHST SERVICE KVTP G3ST  02'14" OK      04      0006
        11:54 R.I.S. INC      G3DT  01'20" OK      02      0010
        12:04 00114085550446 G3SR 01'05 OK      01
        ↑           ↑
        Remote Terminal Communication
        RTI or CSI      Mode
        ↑
        Polling
        File No.
        ↑
        TX:000023  RX:000004
+-----+-----+-----+-----+-----+-----+-----+-----+

```

- Key**
- Modes:**
- R: Receive,
  - T: Transmit,
  - S: Standard Resolution,
  - D: Detailed Resolution,
  - C: Confidential,
  - M: Memory
  - E: ECM
  - >: Reduction (only output for transmissions),
  - \$: Transfer
- Results:**
- E: Error occurred,
  - B: Busy line
- File No:**
- P—: Polling file number
  - M—: Memory file number
- Footnote:**
- Tx: Total number of transmitted pages
  - Rx: Total number of received pages

This description applies to all reports.



#### 4. Transfer Result Report

After the end of a transfer transmission, the broadcasting station sends you this report. The report lists the telephone numbers of the broadcasting station and the end receivers, and indicates whether each transmission was successful or not. Retransmit pages that were not transmitted, either directly or through another transfer.

\*\*\*\*\*  
 \* TRANSFER RESULT REPORT \*  
 \*\*\*\*\*

RICOH TECH. SECTION (JUL 09 '88 16:56)

```

+-----+-----+-----+-----+
* TRANSFER STATION 615552134
*
* REMOTE TERMINAL          PAGES NOT          TOTAL PAGES          RESULTS
* TEL. NUMBER             TRANSMITTED
*
* 5559216
* 61555212
* 3015559684
*
*          ↑          ↑          ↑          ↑          ↑
* Full telephone  Full telephone  Number of  Total number  Successful or
* numbers of     number of     page(s) not  of pages in  error condition
* end-receiving  broadcasting  transmitted. batch.      indicator.
* locations.     location.
+-----+-----+-----+-----+
  
```

REMOTE TERMINAL TEL. NUMBER	PAGES NOT TRANSMITTED	TOTAL PAGES	RESULTS
5559216		4	OK
61555212		4	OK
<u>3015559684</u>	<u>P. 01-P. 04</u>	<u>4</u>	<u>ERROR</u>

## 5. Polling File List

This report is printed automatically after you program the machine for polling reception.

```

*****
* POLLING FILE LIST *
*****
:RICOH TECH. SECTION          (JUL 07 '88 13:43)
*****
* FILE      FILE TYPE      DEPT.  RESULTS  GROUP  REMOTE TERMINAL  *
* NO.              CODE                    TEL NO.          *
* 2           POLL LATER 23:42                5557362          *
*                                                     *
* REMAINING CALL CAPACITY 297 *
*****

```

The polling file list can also be output after polling has finished. This option can be enabled or disabled by service.

Polling file lists output after a polling operation may have "E" followed by a code in the Results column and a message printed at the bottom. This code and message indicate that a problem occurred. The codes are explained below.

Code	Message	Explanation
1	Hang up or Line Fail	The remote terminal hung up or had no message on polling standby, or there was a line problem.
2	Busy	The remote terminal is busy.
3	No Answer	The remote terminal did not answer.
4	No Facsimile Connection	The remote machine was not a facsimile terminal.

## 6. New File Report

This report is printed immediately after you store a document in memory.

**Note:** Occasionally, a fractional number will appear in the Pages column. For example, 1/2 means that two pages were stored but only one could be sent.

## 7. Memory Transmission Report

This report is printed after every transmission that used the memory, whether it was successful or unsuccessful.

If you wish, part of the message that was stored can be printed below this report. This may be useful for you to refer to in the event of a memory transmission failure. To have this feature enabled, call service.

The memory transmission report can be disabled by service. However, if this report is disabled, polling file list output after polling reception will also be disabled.

**Note:** For an explanation of the Pages column, see item 6 above (New File Report).

## 8. Power Failure Report

If the power fails or is switched off, all documents stored in the memory (including confidential and substitute receptions) will be erased.

When power is restored, a power failure report is printed, informing you of the files that were lost.

- Note:**
- Check the File Type column. If there are any files given as CONFIDENTIAL RX, SUBSTITUTE RX or ECM FILE, a received fax message was erased (substitute reception is explained in "Receive File" on page 7-11). To find out who sent these files so that you can ask them to resend, look in the Remote Terminal Identification column.
  - For an explanation of the Pages column, see item 6 above (New File Report).

## 10-2 User-initiated Reports

### 1. TCR

You may print the TCR at any time, using mode 70.

- 1) Press the Function key and enter 70.

```
MODE NO 70      COPY/N  
FOR TCR PRESS
```

- 2) Press Copy.

```
PRINTING TCR
```

```
READY      100%   11 30  
SET DOCUMENT
```

### 2. Telephone List

This list contains all information concerning preprogrammed Quick Dial keys, Speed Dial codes, groups, and full telephone numbers used in groups. You should print this list whenever you change your directory of preprogrammed telephone numbers.

To print this list:

- 1) Press the Function key and enter 71.

```
MODE NO 71      COPY/N  
FOR TELEPHONE LIST
```

- 2) Press Copy.

```
PRINT TEL LIST
```

```
READY      100%   11 30  
SET DOCUMENT
```

\*\*\*\*\*  
 \* TELEPHONE LIST \*  
 \*\*\*\*\*

OWN TEL NO. 0111211-5556541 :RICOH TECH. SECTION (JUL 03 '88 11:27)

\*\*\*GROUP LABEL LIST \*\*\*\*\*

- 1: BRANCHES                    4: SALES DEPTS                7:
- 2: DISTRIBUTORS              5: OVERSEAS
- 3: DEALERS                    6:

QUICK DIAL (1-TOUCH)

	TEL NO. LABEL	GROUP		TEL NO. LABEL	GROUP
A:	235551477 WAREHOUSE	1	O:		
B:	SEE PROGRAM LIST		P:		
C:	2115556325 FACTORY	1	Q:		
D:	SEE PROGRAM LIST		R:		
E:			S:		
L:			Z:		
M:			/:	SEE PROGRAM LIST	
N:			8:		

\*\*\*\*\*  
 \* TELEPHONE LIST \*  
 \*\*\*\*\*

OWN TEL NO. 0111211-5556541 :RICOH TECH. SECTION (JUL 03 '88 11:27)

\*\*\*SPEED DIAL \*\*\*\*\*

TEL NO.	GROUP	TEL NO.	GROUP
10: 865554732	12	55:	
11: 2145559432	3	56:	
12: 2115559631	12 4	57:	
13:		58:	
14:		59:	
15:		60:	
50:		95:	
51:		96:	
52:		97:	
53:		98:	
54:		99:	

\*\*\*LONGHAND TEL LIST \*\*\*\*\*

TEL NO.	GROUP	TEL NO.	GROUP
0: 0113915559132	1 5	5:	
1: 2635557382	2	6:	
2: 8215554210	3	7:	
3: 4855558634	12 4	8:	
4: 0113735559222	1 5	9:	

\*\*\*\*\*  
 \* GROUP LIST \*  
 \*\*\*\*\*

:RICOH TECH. SECTION (JUL 03 '88 11:27)

\*\*\*\*\*

GROUP	LABEL	TEL NO. LIST
1	BRANCHES	QUICK DIAL A, C SPEED DIAL 10, 12 0113915559132 4855558634 0113735559222
2	DISTRIBUTORS	SPEED DIAL 10, 12 2635557382 4855558634
5	OVERSEAS	0113915559132 0113735559222
6		
7		

\*\*\*\*\*

### 3. Polling File List

You may print information on a selected program or on all polling reception programs still in memory with mode 72.

1) Press the Function key and enter 72.

```
MODE NO 72          Y N
PRINT POLLING LIST ?
```

2) Press Yes.

```
ALL FILES ?        COPY N
```

3) **Either:**

To list information on all polling files, go to step 4.

**Or:**

To list information on a selected program:

i) Press No.

```
FILE NO       KPAD N
```

ii) Enter the number of the file that you want to see, e.g., 8.  
Press No to correct the file number entry.

```
FILE NO 8          COPY N
DEPT CODE 1234
```

4) Press Copy.

```
PRINT POLL FILE LIST
```

```
READY          '00%'    ' 30
SET DOCUMENT
```

```
*****
* POLLING FILE LIST *
*****
```

RICOH TECH. SECTION (JUL 02 '88 13 47)

```
*****
```

FILE NO.	FILE TYPE	DEPT CODE	RESULTS	GROUP	REMOTE TERMINAL IDENTIFICATION
1	POLL LATER 20:42	0001			865554732
2	POLL LATER 21:46	0003		1	DISTRIBUTORS
3	POLL LATER 22:51	0001			WAREHOUSE

```

REMAINING CALL CAPACITY 295
*****
```





#### 4. Program List

You may print information on all stored keystroke programs.

1) Press the Function key and enter 73.

```
MODE NO 73      COPY/N  
FOR PROGRAM LIST
```

2) Press Copy.

```
PRINT PROGRAM LIST
```

```
READY      100%   11 30  
SET DOCUMENT
```

```
*****  
* PROGRAM LIST *  
*****
```

:RICOH TECH. SECTION (JUL 02 '88 14:07)

```
*****  
* B: SEND IMMEDIATE *  
* HEAD OFFICE *  
* D: POLL LATER (DESIGNATED TIME 22:00) *  
* DEALERS *  
* O: SEND LATER (DESIGNATED TIME 23:00) *  
* OVERSEAS *  
*****
```

## 5. SAF File List

You may print information on any one document stored in the memory, or on all stored documents.

- 1) Press the Function key then enter 74.

```
MODE NO 74          Y: N
PRINT SAF FILE LIST ?
```

- 2) Press Yes.

```
ALL FILES ?        COPY: N
```

- 3) **Either:**

To list information on all files, go to step 4.

**Or:**

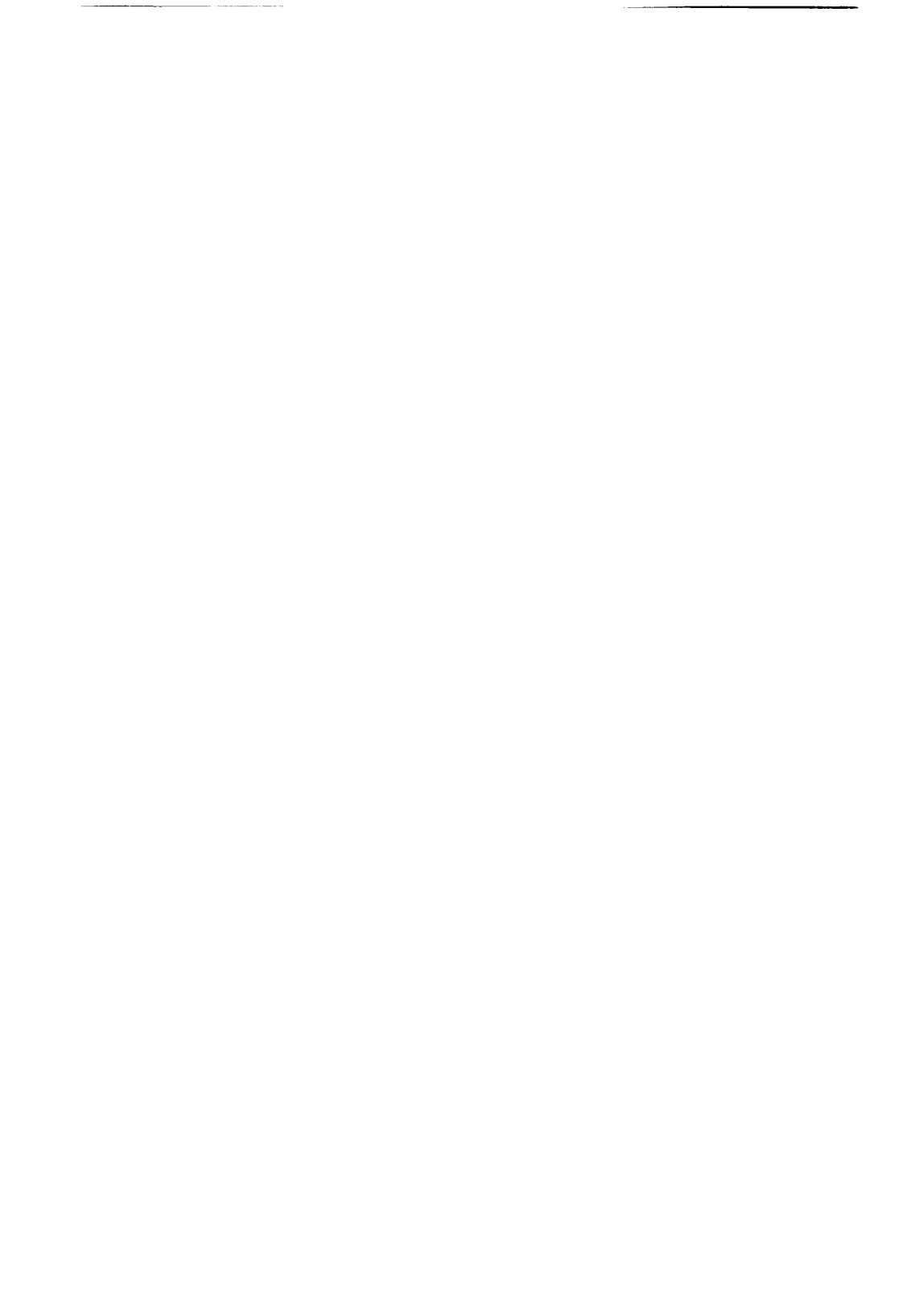
To list information on a selected file:

- i) Press No.
- ii) Enter the number of the file that you are interested in. Press No to correct your entry.

```
FILE NO ■          KPAD: N
```

- 4) Press Copy.

**Note:** For an explanation of the Pages column, see item 6 (New File Report on page 10-5).



# 11. TROUBLESHOOTING

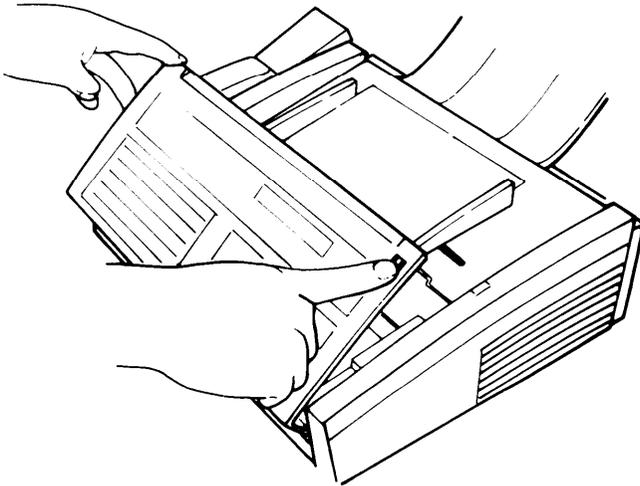
## 11-1 Misfeeds

### — Scanner —

When the Caution indicator blinks during scanning (transmitting or copying), the document has jammed.

Clear the jam as follows.

- 1) Press the ADF release button and open the ADF.



- 2) Remove the document carefully.

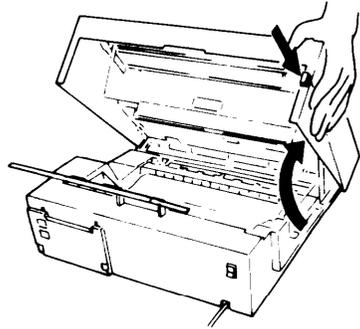
- 3) Close the ADF.

A damaged document may cause a misfeed. Refer to page 6-1 for suitable document types.

– Printer –

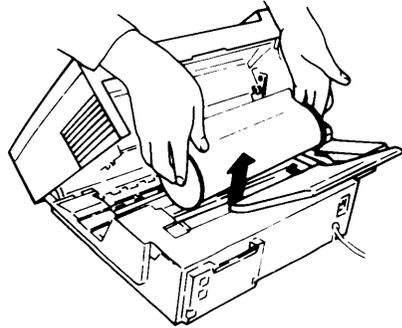
When the Caution indicator blinks during printing, the printer has jammed. Clear the jam as follows.

- 1) Press the top cover release button and open the top cover until it locks.

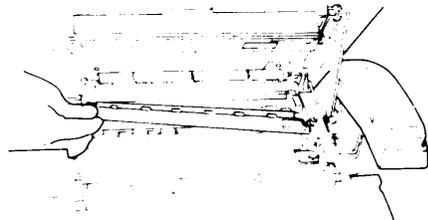


Rear View

- 2) Take out the paper roll and cut off the damaged part of the paper.



- 3) Pull up the top guide plate by loosening the blue screws.



- 4) Clear the feed-out area of debris.
- 5) Replace the guide plate and paper roll, and close the top cover.

Misfeeds may occur if:

- Paper size is not correct.
- The machine is not level.
- There is condensation inside the machine (see page 1-2).

## 11-2 Line Failure

If transmission is not successful, the Caution indicator blinks and an Error Report is printed. Check this report and retransmit pages that were not sent to those locations marked with an "E" in the Results column.

Press the Stop key to stop the indicator from blinking.

## 11-3 Operating Difficulties

### – During Standby –

```
READY      100%   10 00  
SET DOCUMENT
```

is not displayed.

- Switch the power on.

### – During Transmission –

Transmission cannot take place; Caution indicator blinks.

- The document is jammed in the feeder.  
Remove the jammed document (refer to page 11-1) and repeat the transmission procedure.
- The remote machine is out of order.  
Check the error report.  
Ask the remote operator to correct the fault.
- The line is busy or noisy.  
Check that the dial tone is sent out.  
Check the transmission report. Try to retransmit.

### – During Reception –

The telephone keeps ringing and no fax is printed.  
No printout; Caution indicator blinks.  
No printout; Replace Paper indicator is lit.

- You are in TEL mode.  
Change to FAX mode.
- The printer has jammed.  
Clear the jam (refer to page 11-2).  
The roll is empty.  
Replace the roll (refer to page 7-14).

### – During Polling –

Dialing took place but polling cannot.  
Also see "During Reception".

ID codes do not match.  
Co-ordinate ID codes with the remote terminal.

### – Poor Copy Quality –

Stripes on copy.

Clean the exposure glass (refer to page 7-15).

## 11-4 Error Codes

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes.

If any of these or any other error codes are persistent and the machine does not work properly, contact your service representative.

Code	Possible Cause
0-00	Incompatible remote terminal
0-01	Remote terminal printer empty or jammed
0-02 0-03	Same as for code 0-00
0-04	Faulty remote terminal Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty remote terminal Poor line condition
0-07	Line was disconnected
0-08	Faulty remote terminal Remote terminal printer empty or jammed Poor line condition
0-09	Faulty remote terminal
0-10	Same as for code 0-08
0-11	Printer jam or roll empty
0-12	Same as for code 0-08
0-15	Remote terminal does not have memory, or its memory is full
0-16	Faulty remote terminal
0-20	Poor line condition
0-21 0-22 0-23	Same as for code 0-04

Code	Possible Cause
0-50	Poor line condition Incompatible remote terminal
0-51	Same as for code 0-06
0-52	Poor line condition Fault within your terminal
0-60	Poor line condition
0-61 0-62 0-63	Same as for code 0-06
0-64	Same as for code 0-04
0-65	Incompatible or faulty remote terminal
0-70	Remote terminal's communication mode is incompatible with yours.
1-00	Document jam Improperly inserted document
1-01	Document length exceeded maximum limit
1-10	Document in reading position when you switched on
1-11	Same as for code 1-10 Document was pulled out of the feeder during operation
1-12 1-13 1-14	Same as for code 1-11
1-15 1-17	Same as for code 1-00 Scanner feedout path blocked Document length exceeded maximum limit

Code	Possible Cause
1-20	Printer jam Copy tray overloaded
1-21 1-23 1-24	Same as for code 1-20
1-30 1-33 1-34	Roll empty
1-71	Cover was opened during printing
2-30 2-31 2-32 2-33 2-34	Poor line condition
5-00	Possible fault in your terminal
5-20 5-21 5-22	Insufficient memory
5-23	Poor received video image quality
5-24 5-30	Insufficient memory
6-XX	Poor line condition

## 12. SPECIFICATIONS

Dimensions:	15.6" x 14.4" x 6.1" (W x D x H) Excluding trays and handset
Weight:	24.3 lbs; excluding trays and handset
Power Supply:	115 ± 20Vac; 50/60Hz; single phase
Maximum Power Consumption:	Standby: 20W Transmission: 30W Reception: 30W Copying: 40W
Acceptable Document Dimensions:	Width: 5.8" to 11.8" Length: 4.1" to 16.5" (45' max limit is available) Thickness: 2 to 6 mils Paper Weight: 20 lb
ADF Capacity:	30 sheets (using 55 kg paper)
Memory Capacity:	About 50 average letter-sized sheets at standard resolution
Resolution:	Standard: 98 x 203 dpi Detail: 196 x 203 dpi
Transmission Speed:	15 sec 9600 bps, standard, 8-1/2" x 11.7" average document
Compatibility:	G3, G2 and G1 N. American 6 minute terminals
Printer Roll:	8.5" X 328' or 10.1" x 328'; thermal paper
Maximum Printout Width:	9.8"



## 13. GLOSSARY

Most terms are explained on the pages where they occur (see the contents). This glossary explains some terms that were not explained fully in the text.

### **ADF (Automatic Document Feeder):**

A device which feeds the pages of a multipage document one at a time, in the order that you arranged the pages in the stack.

### **Batch Numbering:**

This is a way of numbering pages that allows you to check whether you received all pages, and if not, which ones are missing. For example, if you receive two pages with p1/3 printed on one and p3/3 on the other, you have just received a three-page document but page 2 didn't make it.

### **BPS (Bit Per Second):**

This is the data communication rate. In G3 mode, your fax terminal digitizes documents, transforming them into bits (an average page will produce about 320,000 of them), and then sends them out at a top speed of 9,600 bps.

### **Broadcasting:**

In Group 3 fax communication terminology, broadcasting is the transmission of a document to more than one address in sequence, not simultaneously.

### **Communication:**

Transmission or reception

### **Contrast:**

The difference in intensity of darkness between the text and the background.

### **Copy:**

When used as a noun, this refers to a printout, either in copy mode or receive mode.

### **Country Code:**

In international dialing, this is the code that directs the call to the country where the terminal that you wish to send to is located.

### **Dial Pulses:**

These are dialing signals that your terminal sends out if it uses pulse dialing (see below).

### **Document:**

This is the original page or set of pages that you wish to send.

### **DPI (Dots Per Inch):**

This is the unit of resolution. The scanner scans your document according to the selected resolution. An 8-1/2" x 11" page is broken down into about 1,728,000 dots if standard resolution is used. (Digital compression techniques for G3 convert these into 320,000 bits.)

**DTMF Dialing:**

This method of dialing uses a tone to represent each dialed digit.

**EFC:**

This is a digital data compression technique developed by Ricoh. It shortens the time for sending a page.

**External Telephone:**

This is the telephone that is connected to the jack marked "TEL".

**Factory Setting:**

The factory setting of a function is the state into which it was programmed at the factory; this will also be the state of that function in a new machine.

**File:**

See Memory File, Polling File.

**Group 1, Group 2, Group 3:**

These are three of the internationally-agreed signalling and data transfer methods used for facsimile communication. They are also known as G1, G2 and G3. Group 1 terminals are also known as North American six-minute terminals.

**Halftone:**

This is a method for more accurate black-and-white reproduction of photographs or documents containing different types of shading.

**Handset:**

This is used specifically to refer to the handset that is plugged into the side of the terminal, and not the external telephone (see above).

**International Dialing Code:**

This is the code that must be dialed at the beginning of the number if the destination is outside your country.

**Memory File:**

This is a document stored in the SAF memory (see below) and the instructions (destinations, time of transmission) for sending that document.

**Modem:**

This device inside your terminal changes the data from your scanner into a form that is acceptable for transmission on the public network. Also, it converts received data into a form that your machine can handle.

**Original:**

Same as "Document" (see above).

**Page Retransmission:**

If the terminal you are sending to indicates that it did not properly receive the page you just sent, your terminal will resend that page from memory. This only works if you used Memory Mode and if you are not using ECM. (ECM is a more effective data retransmission method.)

**Polling File:**

This is a set of instructions (destinations to be polled, time of polling) for polling reception.

**Pulse Dialing:**

This method of dialing uses a string pulses to represent each dialed digit.

**Reception:**

The act of receiving a document.

**Reduction:**

If your document is wider than the paper available in the other terminal, your terminal will automatically reduce it so that it will fit.

**Remote Terminal:**

The facsimile terminal that you are sending to or receiving from.

**SAF:**

Store and forward

**SAF File:**

Same as "Memory File"; see above.

**SAF Memory:**

This is the memory used for storing documents.

**Sending:**

Same as "Transmission", see below.

**Standby Mode:**

The terminal is said to be in standby mode when it is idle.

**Terminal:**

A facsimile terminal, such as your machine.

**Time Designation:**

This is programming an operation to take place at a later time (e.g.: Send Later, Poll Later).

**Transmission:**

The act of sending a document.





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