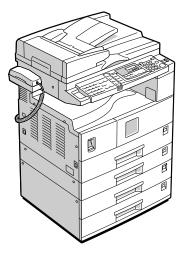
FAX Option Type 1018

Operating Instructions
Facsimile Reference (option)
<Basic Features>
<Advanced Features>



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

For safety, please follow the instructions in this manual.

FCC Requirements

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

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

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

CANADA

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

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

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

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

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

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

Available Options

• Handset (Handset Type 1018)

Supplies

• Marker Ink (Marker Type 30 is recommended for the best performance)

NOTICE

↑ CAUTION:

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

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

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

A)	N	ote
L/F	IV	()IE

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

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

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

Thank you.

For this machine, TTI is called FAX HEADER.

Note to users in the United States of America

Notice:

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

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

Warning

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

Note to users in Canada

Ŭ Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Important Safety Instructions

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

Certalnes mesures de sécurité doivent être prises pendant l'utilisation de matérial téléphonique afin de réduire les risques d'incendle , de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une balgnoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un apparell sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fulte de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux ègrlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

↑ WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

↑ CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

∰Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

𝚱 Note

This symbol indicates precautions for operation, or actions to take after misoperation.

T I imitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

This symbol indicates a reference.

Keys built into the machine's operation panel.

TABLE OF CONTENTS

Manuals for This Machine	. 1
1.Getting Started	
Guide to Components Front View Rear View	. 3
Operation Panel	6
Starting the Machine Turning On the Power Turning Off the Power	. 8 . 9
Switching Between Copy Mode and Facsimile Mode	10
Reading the Display Reading the Display and Using Keys Standby Display Communication Display Display Prompts	11 12 12
2. Faxing	
Overview	13
Placing a Single Original on the Exposure Glass Loading Originals in the Document Feeder If the Machine Cannot Detect the Size of Your Original Original Sizes Difficult to Detect	15 16 17
Memory Transmission	19
Canceling a Memory Transmission Canceling the Transmission Before the Original is Scanned Canceling a Transmission While the Original is Being Scanned Canceling a Transmission While the Message is Being Sent	22 22
	~ 4
Immediate Transmission	24
Canceling an Immediate Transmission Canceling a Transmission Before You Have Pressed the Start Key Canceling a Transmission After You Have Pressed the Start Key	26 26

Dialing Number Keys Quick Dials Speed Dials Groups	30 32 33 34
Reception	
3. Setup	
Own Name/Fax Header/Own Fax Number	
Quick Dial	40 42
Speed Dial	46
Groups Registering Groups Deleting Groups	50
Entering Text	54 54
4. Troubleshooting	
Adjusting Volume	
Error Messages and Their Meanings When the [Facsimile] key is Lit in Red	
When the Receive File Indicator is Lit	
Solving Problems	
INDEX	63

ADVANCED FEATURES are in second section.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

The Basic Features manual explains the most frequently used fax functions and operations.

Advanced Features

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

Chapter 1 Transmission Options

Explains about sending at a specific time without having to be by the machine and also taking advantage of off-peak telephone line charges.

Chapter 2 Job Information

Explains about erasing a fax message stored in memory and checking the contents of any files in memory.

Chapter 3 Transmission Features

Explains about useful features for transmission. You can find out about dialing numbers easily.

Chapter 4 Reception Features

Explains about reception features. You can find out about screening out message from anonymous senders.

Chapter 5 Facsimile User Tools

Explains about programming frequently used functions for User Function Key and setting the Date and Time.

Chapter 6 Key Operator Settings

Explains about functions the key operator handles . You can find out about setting up the phone line type, and how to change the user parameter settings.

Chapter 7 Troubleshooting

Explains about things you should do when an Error Report is printed and power is turned off.

Chapter 8 Maintaining Your Machine

Explains about replacing the stamp cartridge.

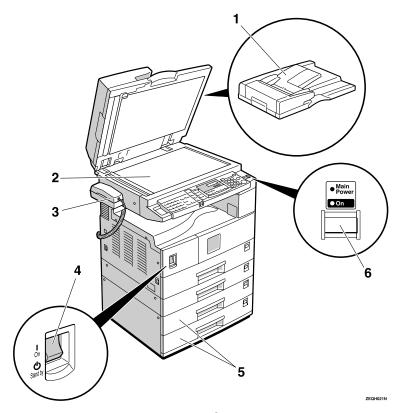
Chapter 9 Appendix

You can check the specifications for this machine.

1. Getting Started

Guide to Components

Front View



1. Document Feeder (ADF)/Platen Cover (Option)

Holds a document stack of up to 30 sheets which are fed automatically one at a time. Place documents face up here.

2. Exposure Glass

Place the original face down on the upper left corner of the exposure glass, aligning the upper left corner with the reference mark. Close the platen cover when you set a document on the exposure glass.

3. Handset (Option)

This permits voice communication.

4. Main Power Switch

If the machine dose not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. However, if the machine is installed with the fax option, do not turn the main power switch off.

- ☐ As the main power switch is normally set by your service representative, do not touch this switch.
- If the operation switch is on and there is still no power, turn on the Main Power switch.
- ☐ If you leave the **Main Power** switch off for more than an hour, all files in memory are lost.

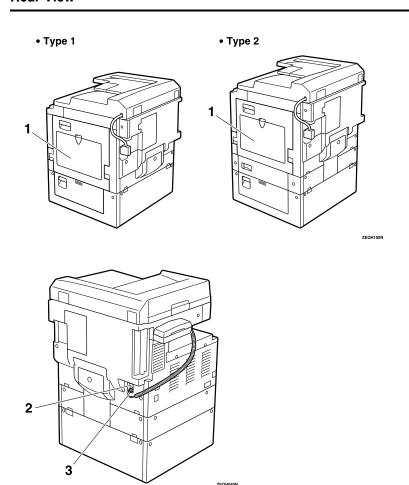
5. Paper tray unit (Option)

For information about optional paper tray unit, see the Copy Reference.

6. Operation Switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). See P.8 "Turning On the Power".

Rear View



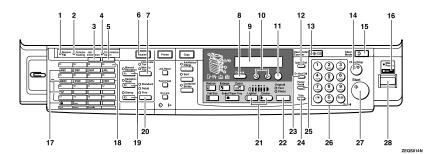
1. Bypass Tray

Select this tray for non-standard size paper.

See Chapter 2 "Copying from the Bypass Tray" in the Copy Reference.

- 2. G3 Line Connector
- 3. Optional Handset/External Telephone Connector

Operation Panel



1. Receive File Indicator

Lights to tell you a message has been received into memory.

2. Communicating Indicator

Lights during transmission or reception.

3. [Job Information] key

Press to search for information on a specific job.

4. Transmission Option Indicator

5. [Transmission Option] key

Press to change the transmission option settings. The indicator lights when option settings are changed.

6. [Facsimile] key

Press to switch to Facsimile mode.

7. [Transmission Mode] key

Press this key to toggle between Memory Transmission (Memory Trans.) and Immediate Transmission (Immediate Trans) modes.

8. [Cancel] key

Press to cancel an operation or return to the previous display.

9. LCD display

This guides you through tasks and informs you of the machine status. A messages appears here.

10. (a) (b) keys

Press to move the cursor or select functions.

11. [OK] key

Press to answer "Yes" to a question displayed on the display.

12. [Speed Dial] key

Press to select a Speed Dial.

13. [User Tools] key

Press to enter User Tools mode. These tools allow you to customize the default settings.

14. [Clear/Stop] key

Clear:

Deletes one character or digit.

Stop:

Interrupts the current operation (transmission, scanning, copying or printing).

15. [Clear Modes] key

16. Main Power Indicator

17. Quick Dial keys

Use to dial numbers at a single touch or to enter letters and symbols. Also use for the Group Dial feature.

18. Quick Dial Flip Plate

Flip this plate down to access Quick Dial keys 01 through 16, flip up to access keys 17 through 32.

19. User Function keys

Each of these can be programmed for rapid access to frequently used features.

Features Programmed by Default

Key	Function
F1	Manual Reception
F2	Reception Mode
F3	Stamp

20. [Resolution] key

Press to switch between **Standard**, **Detail** and **Fine**.

21. [Image Density] keys (and)

Use to change the setting of image density.

22. [Original Type] key

Press to select original type, Text or Photo. When the original type is selected, the corresponding indicator lights.

23. [On Hook Dial] key

Use to dial a number from the numeric keypad without having to lift the handset.

24. **[Tone]** key

Press to send tonal signals down a pulse dialing line.

25. [Pause/Redial] key

Pause:

Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.

Redial:

Press to redial one of the last ten numbers.

26. Number keys

Use to dial fax numbers or enter the number of copies.

27. [Start] key

Press to start all tasks.

28. Operation switch

Press this switch to turn the power on (the On indicator goes on). To turn the power off, press this switch again (the On indicator goes off).

П

Starting the Machine

To start the machine, turn on the operation switch.

𝚱 Note

☐ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See Chapter 2 "Settings You Can Change with the User Tools" in the System Settings.

Power switches

This machine has two power switches: See P.3 "Guide to Components".

Operation switch

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

Main power switch

If the machine dose not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

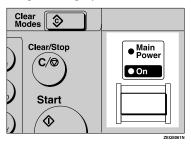
∰Important

☐ If you leave the **Main Power** switch off for more than one hour, all fax files in memory are deleted. See P.9 "Turning Off the Power".

Turning On the Power

- Confirm that the power cord is plugged into the wall outlet firmly and the Main Power switch is on.
- Turn on the operation switch. The On indicator should light.

The panel display will turn on.

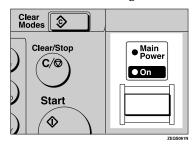




If nothing happens when you turn on the operation switch, make sure the Main Power switch is turned on.

Turning Off the Power

Turn off the operation switch. The On indicator will go out.



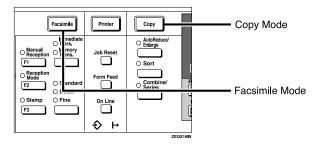
∰Important

- ☐ Before you unplug the power cord, confirm that the display in Facsimile mode indicates that the remaining memory space is 100%.
- ☐ Fax files stored in memory will be deleted an hour after you turn the **Main Power** switch off or you unplug the power cord.

Switching Between Copy Mode and Facsimile Mode

This machine is both a fax and a copier. When you turn on the power switch, the copier screen is shown and the machine is ready to make copies. When you wish to use fax functions, press the **[Facsimile]** key.

You can set this machine to display facsimile mode immediately after the power switch is turned on. See Chapter 2 "Setting You Can Change with the User Tools" in the System Settings.



Limitation

- ☐ You cannot switch modes under the following circumstances:
 - While scanning in a fax
 - During Immediate Transmission
 - While editing the System Settings
 - While using On hook Dial

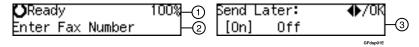
Reading the Display

The display tells you the machine status and guides you through operations.

∅ Note

□ All procedures in this manual assume you are in Facsimile mode. By default, when you turn the machine on it is in Copy mode. Press the [Facsimile] key to change to Facsimile mode. You can have the machine start in Facsimile mode. See Chapter 2 "Setting You Can Change with the User Tools" in the System Settings.

Reading the Display and Using Keys



- ① Display for the machine status or currently selected function.
- ② Display for the messages. Items which can be selected or specified.
- ③ Display for items which can be selected.

Note

- ☐ Press ③ ⑤ key to display another function on the LCD panel or move the brackets to select another values.
- ☐ Press the [OK] key to set a selected function or entered value, and return to the previous display.
- ☐ Press the [Cancel] key to cancel the selected function or entered value, and return to the previous display.
- ☐ Press the [Clear Modes] key to cancel the settings and return to the initial display.

Standby Display

While the machine is in standby mode (immediately after it is turned on or after the **[Cancel]** key is pressed), the following display is shown.

○Ready 100% Set Orig. / Enter No.

- ☐ To return the machine to standby mode, do one of the following:
 - If you have set the original and have not pressed the [Start] key, remove the original.
 - If you have not set an original, press the [Cancel] key.
 - If you are in User Tools mode, press the [User Tools] key or the [Cancel] key.

Communication Display

While the machine is communicating, the status is displayed.

Display during Memory Transmission or Memory Reception:

The destination's name or fax number appears on the top of the LCD display.

ABC COMPANY Transmitting...

∅ Note

Even when the machine is sending or receiving a fax message from/ into memory, you can still scan the next original into memory.

Immediate Transmission:

ABC COMPANY Set Orig. / Enter No.

Display Prompts

Depending on the situation, the machine will show various prompts on the display.

Instructions and Requests

Send Later: Press OK Time [10:23] AM

Questions

Store as Wildcard? [Yes] No

Selections



Status

ABC COMPANY Dialing...

2. Faxing

Overview

Changing Memory Transmission and Immediate Transmission

The basic procedure to send a fax message is:

- Make sure the Facsimile indicator is lit
- ② Set your original
- 3 Dial the number
- Press the [Start] key

The rest of this section describes these steps and the various features that are available in more detail.

There are two ways to send a fax message:

- · Memory Transmission
- Immediate Transmission

Check the indicators on the operation panel to check which mode is currently active and press the [Transmission Mode] key to toggle between them.

Setting Originals

In this manual an original can mean a single or multiple page document. You can set your originals either in the Document Feeder or on the exposure glass. Some types of originals are unsuitable for the Document Feeder so they must be set on the exposure glass.

Which way you place your original depends on its size and whether you are using the Document Feeder or the exposure glass.

Limitation

☐ If you place 5¹/₂"×8¹/₂"/A5 size documents on the exposure glass, they will not be detected.

Ø Note

- ☐ When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image may be output reduced, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.
- When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely.

- ☐ You can scan non-standard size documents as standard size documents with the Irregular Scan Area feature. When you turn on this feature, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be truncated at the receiving end.
- □ Make sure that all ink, correcting fluid etc., has completely dried before setting your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.
- ☐ If you set an 8¹/₂"×11"/A4 size original in the portrait direction, the machine rotates the image by 90 degrees before sending it. See Chapter 3 "Transmission with Image Rotation" in the Advanced Features manual.

How to set A4, B4, A3, 8¹/₂"×11", 8¹/₂"×14" and 11"×17" size originals

Original	Where original is set		
Original	Exposure glass	Document Feeder	
R			
R		R	

How to set A5, 5¹/₂"×8¹/₂" and B5 size originals

R Exposure glass Document Feeder	Original	Where original is set		
	Original	Exposure glass	Document Feeder	
R	R		R	
	R			

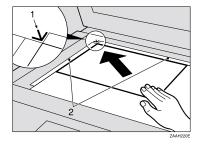
Limitation

☐ 5¹/2"×8¹/2"/A5 size on the exposure glass is not detected. Set 5¹/2"×8¹/2"/ A5 size documents in the Document Feeder.

Placing a Single Original on the Exposure Glass

Set originals that cannot be placed in the Document Feeder, such as a book, on the exposure glass one page at a time.

Lift the Document Feeder by at least 30 degrees. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.



1. Reference mark

2. Scale

Note

☐ If you do not raise the Document Feeder by at least 30 degrees, the original size will not be detected properly.

2 Close the Document Feeder.

Note

When sending a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent its bound part from rising.

Loading Originals in the Document Feeder

Use the Document Feeder to scan in a stack of originals in one operation.

Limitation

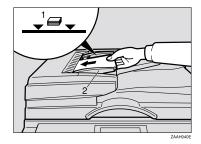
- ☐ The maximum document length is 17" (432mm).
- ☐ Place all the originals to be sent in a single stack.
- You cannot set originals in the Document Feeder one page at a time or in sheaves.
- Do not open the Document Feeder while it is scanning the originals or your document could be jammed.

- □ When using Immediate Transmission mode, you cannot send originals longer than 17" (432mm). Use Memory Transmission Mode instead.
- ☐ If an original jams, press the [Clear/Stop] key then remove the original carefully.
- ☐ If your original is bent or folded, flatten it before you set it.

 Set thin originals on the exposure glass.

For information about the sizes and number of originals that can be placed in the Document Feeder, see Chapter 9 "Acceptable Types of Originals" in the Advanced Features manual.

Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder face up.



- 1. Limit mark
- 2. Document guide

Originals unsuitable for the Document Feeder

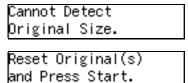
Do not set the following types of originals in the Document Feeder because they may be damaged. Place them on the exposure glass instead.

- Originals of sizes other than those specified in the following table
- · Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts

- Sticky originals, such as translucent paper
- Thin and soft originals
- · Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

If the Machine Cannot Detect the Size of Your Original

If the machine cannot detect the original size, the following display is shown:



If this happens, carry out the following steps.

- Press the [Cancel] key.
- 2 Make sure that the original is set correctly.
- B Remove the original and replace it on the exposure glass.
- Press the [OK] key to scan the original again.

If the above display appears again, repeat steps **1** to **4**.



☐ If the machine still cannot detect the original size, the following display is shown. Press the **[Transmission Option]** key and select "4. Irreg. Scan Area".



Original Sizes Difficult to Detect

The following paper sizes are automatically detected in Facsimile mode.

Metric Version

Paper Size Where Original is Set	11"×17"□	8 ¹ / ₂ "×14"□	8 ¹ / ₂ "×11"	5 ¹ / ₂ "×8 ¹ / ₂ "	8 ¹ / ₂ "×13"□
Exposure Glass	О	О	О	×	0
Document Feeder	O	0	0	0	0

O...means that these functions can be used with this paper size.

x...means that these functions cannot be used with this paper size.

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size. See P.17 "If the Machine Cannot Detect the Size of Your Original".

- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- · Originals which partially contain solid printing
- Originals which have solid printing at their edges
- Documents set on the exposure glass of sizes other than those listed in the table below

Memory Transmission

In Memory Transmission mode, after you press the [Start] key, the machine does not dial the destination until all pages of your fax message have scanned into memory (in contrast with Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long
- While your message is being sent, other people can operate the machine
- You can send the same message to more than one place in a single operation (Broadcasting)

∰Important

☐ If there is a power failure (Main Power switch is off) or the plug is pulled out for more than 1 hour, all the files stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, files are not deleted.

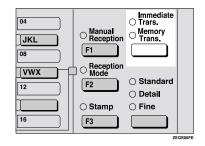
Limitation

☐ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

- ☐ Maximum number of Memory Transmission files: 200
- ☐ Maximum number of destinations per Memory Transmission: 100
- ☐ Combined total number of destinations that can be stored: 300
- ☐ The theoretical maximum number of destinations you can enter with the number keys is 99, but this will depend on the amount of memory currently available.
- ☐ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text).
- ☐ The machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the desired setting is maintained.

Make sure that the Memory Transmission indicator is lit.



If it is not, press the **[Transmission Mode]** key.

2 Set the original.

Limitation

- ☐ You can send the first pages from the exposure glass then the remaining pages from the Document Feeder. After you place the last page on the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder.
- Note that you cannot place pages on the exposure glass after you have started using the Document Feeder.
- Do not open the Document Feeder while it is scanning in originals.

- ☐ Place the original you want to store in memory on the exposure glass or the Document Feeder. To store multiple page originals from the exposure glass, set them page by page.
- The original can be placed at either Document Feeder or exposure glass until you press the [Start] key.
- The original can be placed at any time up until you press the [Start] key.

P.14 "Setting Originals"

Select any scan settings you require. See P.27 "Scan Settings".

Dial. If you wish to send the same message to more than one destination, press the [OK] key and dial another destination. Repeat this step for all destinations.

Dest.1 OK to Add ☎1234567890▮▮▮▮▮▮▮

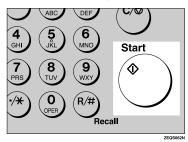
If you make a mistake, press the **[Clear/Stop]** key and enter the correct number again.

𝒜 Note

- □ When specifying a destination using a Quick Dial, the destination is added even if you did not press [OK] key.
- ☐ If you do not set an original within 30 seconds of entering a destination fax number, the transmission is canceled.
- You can change the Reset Timer with User Tools. See Chapter 5 "Changing the Initial Setup Transmission" in the Advanced Features manual.

P.30 "Dialing"

Press the [Start] key.



The machine starts scanning the original.

Storing... Memory 99% File No.0001 P.001

The machine calls the destination. The name or fax number which is programmed as the Own Name or Own Fax Number at the other end is shown on the top of display.

P.37 "Own Name/Fax Header/ Own Fax Number"

After transmission, the machine will return to standby mode.

○Ready 100% Set Orig. / Enter No.

Sending Originals from the Exposure Glass

- Place the first page of your original on the exposure glass face down.
- 2 Dial.
- 3 Press the [Start] key.

The machine starts scanning the original.

4 Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.

Ø Note

- ☐ Repeat steps **3** to **4** for all pages.
- □ When you press the [★] key, you can select the irregular size by pressing the ③ or ⑤ key.

Press ⊕ to Finish or ⊛ for Irregular Size

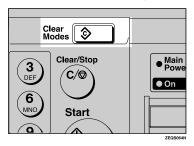
Press the [#] key to finish.

- **5** Set the last original.
- 6 Press the [Start] key.

The machine starts to call the destination.

Canceling the Transmission Before the Original is Scanned

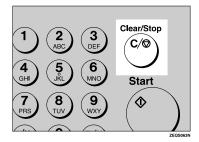
Press the [Clear Modes] key.



☐ When you set the document in the Document Feeder, you can cancel the transmission by just removing it.

Canceling a Transmission While the Original is Being Scanned

1 Press the [Clear/Stop] key.



The machine will stop storing the original and the data will not be sent.

2

Canceling a Transmission While the Message is Being Sent

Use this procedure to cancel a transmission after the original has been scanned.

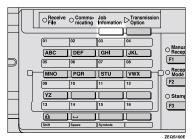
Limitation

 If transmission finishes while you are carrying out this procedure, it will not be canceled.

- ☐ If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.
- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.

○Ready 100% Set Orig. / Enter No.

Press the [Job Information] key, and confirm that "1. Cancel TX / RX" is displayed.



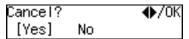
Job Information 1.Cancel TX / RX ◆

The Information menu is shown.

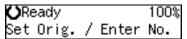
- Press the [OK] key.
- Press the @ or © key until the file you wish to delete is shown and press the [OK] key.

Cancel File? **♦**/OK No.0018 9876543210

Press @ or @ to select "Yes" and press the OK] key.



The file is erased, and the machine will return to standby mode.



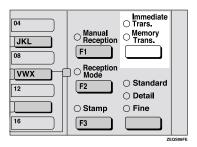
Immediate Transmission

With Immediate Transmission, when you press the [Start] key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being stored in memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's Own Name or Own Fax Number on the display during transmission).

- You cannot send the same message to multiple destinations (Broadcasting). Use Memory Transmission for this purpose.
- Place the original on the exposure glass or in the Document Feeder.
 To send two or more pages from the exposure glass, set them one page at a time.
- ☐ You can scan some pages of your original from the exposure glass and the remainder from the Document Feeder. When you have finished scanning from the exposure glass, place the remainder of the pages in the Document Feeder and press the [Start] key within ten seconds.
- ☐ By default, the transmission mode selected when the machine is turned on or when modes are cleared (transmission mode home setting) is Memory Transmission. You can change this with the User Parameters.

1 Check that the Immediate Transmission indicator is lit.



If it is not lit, press the **[Transmission Mode]** key.

- **2** Set your original.
 - Limitation
 - ☐ Do not open the Document Feeder while it is scanning the originals. This can cause originals to jam.
 - Ø Note
 - ☐ You can set the original any time up until you press the [Start] key.

P.14 "Setting Originals"

- Select any scan settings you require. See P.27 "Scan Settings".
- 4 Dial.

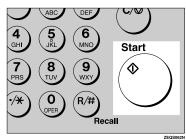


If you make a mistake, press the **[Clear/Stop]** key and enter the correct number again.

P.30 "Dialing"

See Chapter 3 "Chain Dial" in the Advanced Features manual.

Press the [Start] key.



The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.

1234567890 Dialing...

P.37 "Own Name/Fax Header/ Own Fax Number"

After transmission the machine will return to standby mode.

○Ready 100% Set Orig. / Enter No.

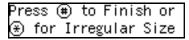
Sending Originals from the Exposure Glass

- Place the first page face down on the exposure glass.
- 2 Dial.

3 Press the [Start] key.

The machine starts scanning the original.

- Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.
 - Note
 - ☐ Repeat steps **3** to **4** for all originals.
 - □ When you press the [★] key, you can select the irregular size by pressing the ③ or ⑤ key.



Press the [#] key to finish.

- **6** Set the last original.
- 6 Press the [Start] key.

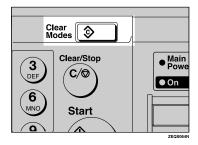
The machine starts to call the destination.

Canceling an Immediate Transmission

Canceling a Transmission Before You Have Pressed the Start Key

Use this procedure to cancel a transmission before you have pressed the **[Start]** key.

1 Press the [Clear Modes] key.



𝚱 Note

When you have already set the original, you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

Press the [Clear/Stop] key, and then remove the original.



Note

☐ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

Scan Settings

You may wish to send many different types of fax messages. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

- Resolution: Standard, Detail, Fine
- Original Type: Text, Photo
- Image density: Manual Image Density

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (Fine) have high quality but transmission takes longer. Conversely, low resolution (Standard) scanning results in less quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

- Standard (8x3.85lines/mm, 200x100dpi)
 Select for originals containing normal sized characters.
- Detail (8x7.7lines/mm, 200x200dpi) Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

Fine (8x15.4lines/mm, 200x400dpi) Select for originals with very fine details or when you require the best possible image clarity. This resolution is four times as fine as

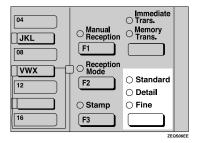
Standard. Limitation

- ☐ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.
- ☐ Sending with **Fine** resolution requires that the other party's machine has the capability to receive fax messages at **Fine** resolution.

𝒯 Note

- ☐ When the machine is turned on or modes are cleared, the resolution is set to **Standard** by default. You can change this with the Initial Setup TX settings. See Chapter 5 "Changing the Initial Setup Transmission" in the Advanced Features manual.
- ☐ By default, the resolution returns to the home setting after every transmission. You can change this with the User Parameters. See Chapter 6 "User Parameters (Switch01, Bit7)" in the Advanced Features manual.

Press the [Resolution] key to switch between resolutions. The indicators above the key shows the current selection.



Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate Original Type to optimize image clarity.

Text

Select **Text** to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs or if you only want to send clearer text.

Photo

Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

Limitation

☐ If you select **Photo**, resolution is automatically set to **Detail**. Even if you select Text again, the resolution will not return to **Standard**.

- ☐ If you select **Photo**, the transmission will take longer than when **Text** is selected.
- ☐ If you send a fax message with Photo and the background of the received image is dirty, reduce the density setting and re-send the fax.
- ☐ When the machine is turned on or modes are cleared, the Original Type is set to Text. You can change this with the Initial Setup TX settings. See Chapter 5 "Changing the Initial Setup Transmission" in the Advanced Features manual.
- ☐ By default, the machine returns to the Original Type home setting after every transmission. You can change this with the User Parameters. See Chapter 6 "User Parameters (Switch 01 Bit 7)" in the Advanced Features manual.
- Press the [Original Type] key for the type you require.

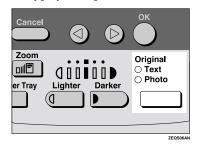
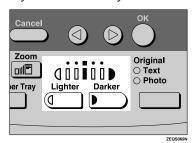


Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

Use the [Image Density] keys to vary the image density within 5 levels.

Press of or to change the density from five density level.



Dialing

There are three main ways to dial a number:

Number keys:

Enter numbers directly using the number keys on the right side of the operation panel.

Quick Dials:

When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key. Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

Speed Dials:

If you store a number in a Speed Dial, when you want to dial it just press the [Speed Dial] key followed by a 2 digit code. Like Quick Dials, you can store a name along with the number.

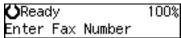
This section covers these features and others in more detail.

Number Keys

Enter numbers directly using the number keys on the right side of the operation panel.

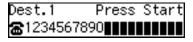
Note

- ☐ Maximum length of a fax number: 254 digits.
- ☐ You can insert pauses and tones in a fax number. P.31 "Pause", P.32 "Tone"
- Make sure that the machine is in standby mode.
- 2 Set your original and select any scan settings you require.



Enter the fax number with the number keys.

The digits appear on the display as you enter them.



- ☐ If you make a mistake, press the **[Clear/Stop]** key to erase the wrong digits and try again.
- ☐ If you wish to send this message to more than one destination, press the [OK] key, then enter the next destination.
- Press the [Start] key.

Restrictions When Dialing with the Number Keys

Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, you cannot program more than 99 numbers with the number keys for the following:

- Destinations specified in a Memory Transmission (including Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations specified in a Group

For example, when 90 destinations are registered in a Group with the number keys, only 9 destinations can be dialed for Memory Transmission from the number keys.

Note

- ☐ When this machine is requested to transfer a call (i.e. becomes a Transfer Station), 2 fax numbers are automatically stored. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.
- □ If a memory file is awaiting transmission and the "Exceeded the Max. Cannot Add" message is displayed when dialing with the number keys, you cannot dial any more numbers. That is because the fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

☐ The display shows the percentage of free memory space for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

Pause

Press the [Pause/Redial] key when dialing or storing a number to insert about a two-second pause.



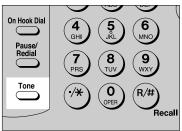
Limitation

☐ You cannot insert a pause before the first digit of a fax number.

- ☐ A pause is shown as a "-" on the display.
- You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

This feature allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the **[Tone]** key, the machine dials the number using tonal signals.



ZEQS068

Limitation

- ☐ You cannot place a tone before the first digit of a fax number.
- ☐ Some services may not be available when using the **[Tone]** key.

Note

☐ A tone is shown as a "•" on the display.

Quick Dials

When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key.

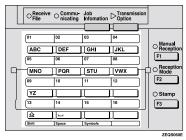
Additionally, you can store a name that will appear on the display whenever you press that Quick Dial. See P.40 "Registering Quick Dials".

- ☐ To check the contents of the Quick dial, print the list.
- ☐ If a Quick Dial key is currently used for another function, for example a Group Dial, you cannot store a number in it.
- ☐ Flip the Quick Dial plate over to access Quick Dial keys 01-16 or 17-32.
- ☐ You can have the label stored with a Quick Dial printed on the first page received at the other end.

P.30 "Dialing"

- Make sure that the machine is in standby mode.
- 2 Set your original and select any scan settings you require.

⊘Ready 100% Enter Fax Number Press the Quick Dial key in which the destination's number is programmed.



If the destination's name has been stored, the name is shown on the display. If it is not, the fax number is shown.

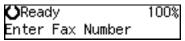


- **𝚱** Note
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ If you wish to dial another destination, press the [OK] key and dial another fax number.
- Press the [Start] key.

Speed Dials

If you store a number in a Speed Dial, when you want to dial it, just press the **[Speed Dial]** key followed by a 2 digit code. See P.46 "Registering Speed Dial".

- To check the contents of registered Speed Dials, print the Speed Dial list.
- ☐ You can use codes 00-99 for Speed Dials.
- ☐ If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory feature. See Chapter 3 "Telephone Directory" in the Advanced Features manual.
- You can have the label stored with a Speed Dial printed on the first page received at the other end.
- Make sure that the machine is in standby mode.
- 2 Set your original and select any scan settings you require.



Press the [Speed Dial] key.



Speed Dial: Enter No. [∰∎∎]

Enter the two digit code (00 to 99) for the destination with the number keys.

Dest.1 OK to Add ☎월00 DEF COMPANY

Note

- When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- ☐ If you wish to dial another destination, press the [OK] key and dial another fax number.
- ☐ If you make a mistake, press the **[Clear/Stop]** key, and try again.
- Press the [Start] key.

Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send the messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices") which will be displayed before you press the [Start] key.

Preparation

You need to program the Groups. See P.50 "Registering Groups".

Limitation

A Quick Dial programmed for Group cannot be used for other functions.

𝒯 Note

- ☐ Groups are only available with Memory Transmission.
- ☐ To check the contents of the Groups, print the list.
- ☐ You can program up to 9 Groups.
- ☐ You can store up to 100 destinations in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destination.

hoReference

P.50 "Registering Groups"

- 1 Make sure that the machine is in standby mode.
- 2 Set your original and select any scan settings you require.

○Ready 100% Enter Fax Number Press the Quick Dial in which the Group is programmed.



- **𝒯** Note
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ If you wish to dial another destination, press the [OK] key and dial another fax number.
- Press the [Start] key.

Reception

Selecting the Reception Mode

There are two ways you can set up your machine to handle incoming calls:

- Auto Reception mode
- Manual Reception mode (external telephone or handset required)

The default setting is Auto reception mode. You can change this with the Initial Setup RX settings. See Chapter 5 "Changing the Initial Setup Reception" in the Advanced Features manual.

Auto Reception Mode

When a telephone call comes in, the machine receives it automatically as a fax message. Use this setting for a dedicated fax line.

Manual Reception Mode

When a call comes in, you have to pick up the handset or external telephone and decide whether the call is a fax message yourself. If you hear a voice, continue your conversation as you would using a normal telephone. If you hear high pitched beeps, instruct the machine to receive the fax by following the procedure below.

Use this setting if you wish to share the line between the fax machine and a telephone.

Receiving a Fax in Telephone Mode

This feature needs a User Function key programmed as Manual Reception. By default, the **[F1]** key is already assigned this function.

- ① When the machine rings, pick up the handset.
- ② If you hear beeps, press the [Start] key or the User Function key ([F1]-[F3]) which has been programmed as the Manual Reception key. ([Start] key is available only in the facsimile mode and when the original is not set)
- ③ Replace the handset. The machine will start receiving.

Changing from Auto Reception Mode to Manual Reception Mode

This function also requires the use of a User Function key. By default, the **[F2]** key is assigned as the **[Reception Mode]** key.

Press the [Reception Mode] key.

Reception Mode: [Auto Receive]



Press (a) or (b) to select the reception mode.

Reception Mode: ∢▶/OK | Manual Receive

Press the [OK] key.

⊘Ready 100% Set Orig. / Enter No.

3. Setup

Own Name/Fax Header/Own Fax Number

Make sure that all necessary settings are made before connecting your machine to the telephone line.

Own Name

This should be your name or company name, in 20 characters or less. During communication, if the other party's fax machine supports Own Name, this replaces the Own Fax Number that follows. This name will appear on the display of the other party's Fax machine, and the name registered on that machine will appear on yours.

Limitation

☐ The registered name will not be used unless the other party has a same machine of the same make that supports the Own Name feature.

Fax Header

This is ordinarily the telephone number of the line your machine is connected to. Your fax header can be up to 32 characters long, and is printed on the header of every page you send.

Own Fax Number (Required by international law)

This is your fax machine's phone number, which must include country and area codes, in 20 characters or less. During any communication, your Own Fax Number appears on their display. (Conversely their Own Fax Number appears on your display.)

𝚱 Note

☐ In some areas, the Own Fax Number is preprogrammed by your service representative, and cannot be re-programmed by the user.

#Important

☐ When sending a fax, your Own Fax Number is required by international law. You cannot legally connect a fax machine to the telephone system if the Own Fax Number is not programmed.

𝚱 Note

☐ You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List. See Chapter 6 "Printing the User Parameter List" in the Advanced Features manual.

Registering Own Name/Fax Header/Own Fax Number

The following procedure describes how to make initial settings.

1 Press the [User Tools] key.



User Tools: 1.Counter ◆

Press (a) or (b) until "4. Fax Features" is displayed.

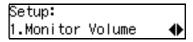
Press the [OK] key.

Fax Features: 1.Program / Delete ◆

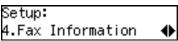
Confirm that "1. Program / Delete" is displayed.

Press @ or © until "3. Setup" is displayed.

Press the [OK] key.

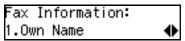


Press (a) or (b) until "4. Fax Information" is displayed.



Press the [OK] key.

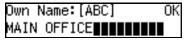
Confirm that "1. Own Name" is displayed.



Press the [OK] key.



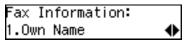
9 Enter your Own Name.



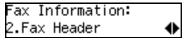
Ø Note

- If you want to erase a character of the name, press the [Clear/ Stop] key.
- Press the [OK] key.

Your Own Name is programmed.



Press or until "2. Fax Header" is displayed.



Press the [OK] key.

The programmed Own Name is displayed.

Header:[ABC] MAIN OFFICE**≣≣≣≣≣≣≣**

E Enter your Fax Header.

If your Fax Header is the same as your Own Name, go to step **2**.

Header:[ABC] MAIN OFFICE∎■■■■■■■

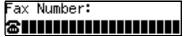
Press the [OK] key.

Your Fax Header is programmed.

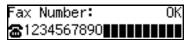
Press (a) or (b) until "3. Own Fax Number" is displayed.

Fax Information: 3.Own Fax Number **♦**

Press the [OK] key.



Enter your Own Fax Number.



𝒯 Note

☐ The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code (do not insert a pause after your Area Code), followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator.

Characters you can enter include numerals 0-9, plus signs (+), and spaces.

Press the [OK] key.

Your Own Fax Number is programmed.

Fax Information: 3.Own Fax Number ◆

Press the [User Tools] key to return to standby display.

Quick Dial

Registering Quick Dials

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

Use the following steps to program a new Quick Dial or to edit or overwrite existing Quick Dials. There are 32 Quick Dials available.

You can register the following items in each key:

- Destination fax number (up to 254 digits)
- Destination name (up to 20 characters)
- Label Insertion (whether to print the destination name on faxes sent to this number)

∰Important

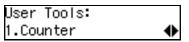
□ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

Limitation

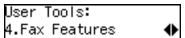
☐ When a registered Quick Dial key is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Change." is shown and you cannot change the destination for this key.

1 Press the [User Tools] key.





Press (a) or (b) until "4. Fax Features" is displayed.

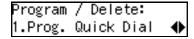


Press the [OK] key.



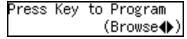
Confirm that "1. Program / Delete" is displayed.

Press the [OK] key.



Confirm that "1. Prog. Quick Dial" is displayed.

Press the [OK] key.



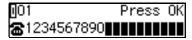
Display the number of the Quick Dial key you want to register.

Press a Quick Dial key, or search using ③ or ⑤.



Ø Note

- ☐ If a Quick Dial has already been stored, the contents are displayed. Press ④ or ⑤ to select a Quick Dial that is not programmed, then press the [OK] key.
- Enter a fax number with the number keys.



𝚱 Note

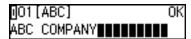
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ If you press the [Pause/Redial] key, the last 10 fax numbers dialed are displayed. Press ③ or ⑤ to select the fax number you want to specify, and then press the [OK] key.
- ☐ Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number and press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID and PWD (See Chapter 3 "Transmission Features" in the Advanced Features manual).

Press the [OK] key.

The fax number is programmed.



9 Enter the destination name.

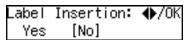


Ø Note

□ Under rare circumstances, garbled characters may appear during name registration if you use the [Pause/Redial] key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using the ③ and the [Clear/Stop] keys, then go on to enter the name.

Press the [OK] key.

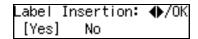
The name is programmed.



Press (a) or (b) to select either "Yes" or "No".

Note

☐ Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.



Press the [OK] key.

Program / Delete: 1.Prog. Quick Dial ◀

If you want to store another Quick Dial, go to step **4**.

Press the [User Tools] key to return to standby display.

Quick Dial list

Printing the Quick Dial list allows you to check destinations registered in Quick Dial keys. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

Quick Dial Key and Function Key Label (Dial label)

You can print a template that can be used to make labels for Quick Dial and User Function keys. The template will have destination or Group names programmed in Quick Dials, and the names of functions assigned to User Function keys.

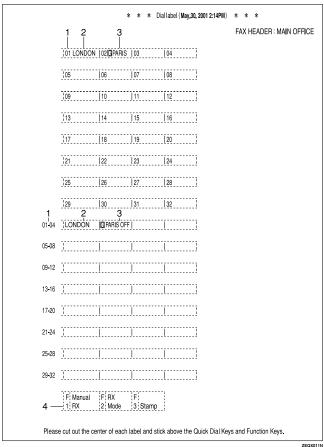
Limitation

 Set the label paper to landscape in the Bypass Tray. Portrait position will print to wrong size.

Note

- ☐ You can choose whether to print on transparent or non-transparent label paper with the User Parameters. By default the setting is "Nontransparent". See Chapter 6 "User Parameters (Switch06 Bit4)" in the Advanced Features manual.
- ☐ To print the label template, see Chapter 5 "Printing Reports / Lists" in the Advanced Features manual.

Non-transparent label paper



- 1. Quick Dial key number
- 2. Destination name

- 3. Group name (G)
- 4. Programmed contents of User **Function keys**

Transparent label paper

* '	* * Dial label (May,30, 2001 2:14PM) * * * FAX HEADER : MAIN OFFICE
1 2 3 	
05-08]	
09-12	
13-16	
17-20	
21-24	
25-28	
29-32	
4 — 1 RX 2 Mode 3	Stamp
Please cut out the center of each lade	al and stick above the Quick Dial Keys and Function Keys.

ZEQX022N

- 1. Quick Dial key number
- 2. Destination name

- 3. Group name (G)
- 4. Programmed contents of User Function keys

Deleting Quick Dials

This procedure describes how to find a programmed Quick Dial and delete it.

Limitation

- ☐ When a Quick Dial key is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Delete." is shown and you cannot delete the destination for this key.
- Press the [User Tools] key.



User Tools: 1.Counter ◆

Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

Press the [OK] key.

Fax Features: 1.Program / Delete ◆▶

Confirm that "1. Program / Delete" is displayed.

Press the [OK] key.

Press @ or @ until "2. Del. Quick Dial" is displayed.

Program / Delete: 2.Del. Quick Dial ◆

6 Press the [OK] key.

Press Key to Program (Browse**♦**)

Display the Quick Dial key that you want to delete.

Press a Quick Dial key or search by pressing ③ or ⑤.



The number of the Quick Dial key and the fax number or name are displayed.

Press the [OK] key.

The stored data (fax number and name) is deleted.



If you want to delete another Quick Dial key, go to step **5**.

Press the [User Tools] key to return to standby display.

Speed Dial

Registering Speed Dial

If you register a destination in a Speed Dial, you can dial that number by just pressing the [Speed Dial] key followed by a two digit code.

Use these steps to program a new Speed Dial or overwrite an existing one. You can register the following items in a Speed Dial:

- Destination fax number (up to 100 numbers, up to 254 digits for each number)
- Destination name (up to 20 characters)
- A Telephone Directory search letter (A to Z)
- Label Insertion (whether to print the destination name on faxes sent to this number)

#Important

We recommend that you print the Speed Dial list and keep it when you register or change a destination.

Limitation

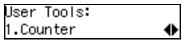
☐ When a registered Speed Dial is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Change." is shown and you cannot change the destination for this Quick Dial. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

𝒜 Note

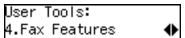
☐ You can specify codes 00 to 99.

1 Press the [User Tools] key.





Press (a) or (b) until "4. Fax Features" is displayed.



Press the [OK] key.

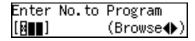


Confirm that "1. Program / Delete" is displayed.

- Press the [OK] key.
- Press @ or @ until "3. Prog. Speed Dial" is displayed.

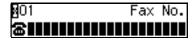
Program / Delete: 3.Prog. Speed Dial ◆▶

6 Press the [OK] key.

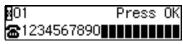


Display the number of the Speed Dial you want to register (00 to 99).

Enter the Speed Dial number with the number keys, or search using (d) or (o).



- Note
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ If a Speed Dial number has already been stored, the contents are displayed. Press ④ or ⑤ to select an unprogrammed number, then press the [OK] key.
- Enter a fax number with the number keys.

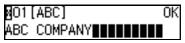


- Note
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ If you press the [Pause/Redial] key, the last 10 fax numbers dialed are displayed. Press ③ or ⑤ to select the fax number you want to specify, and then press the [OK] key.
- Press the [OK] key.

The fax number is programmed.



Enter the Destination name.

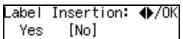


- Note
- ☐ If a destination name is already registered in the Speed Dial, the name is shown on the display. If you wish to change the destination name, press the 【Clear/Stop】 key and enter another name.
- Enter a search letter (A to Z) for the telephone Directory.

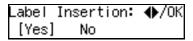
Search:	AZ/OK
[A]	

Press the [OK] key.

The search letter is registered.



Press @ or © to select "Yes" or "No".



- Note
- ☐ Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.

Press the [OK] key.

Program / Delete: 3.Prog.Speed Dial ◆

If you want to store another Speed Dial number, go to step **5**.

Press the [User Tools] key to return to standby display.

Speed Dial list

Print this list to check which destinations are programmed. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

Deleting Speed Dial

Use this procedure to delete any Speed Dials you are not using anymore.

Limitation

- ☐ If a registered Speed Dial is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Delete." is shown and you cannot change the destination for this Speed Dial.
- 1 Press the [User Tools] key.



User Tools: 1.Counter ◆ Press o or o until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

Press the [OK] key.

Fax Features: 1.Program / Delete ◆

Confirm that "1. Program / Delete" is displayed.

- Press the [OK] key.
- Press (a) or (b) until "4. Del. Speed Dial" is displayed.

Program / Delete: 4.Del. Speed Dial ◆

Press the [OK] key.

Enter No.to Delete [∰∎∎] (Browse∢▶)

Display the Speed Dial number you want to delete (00 to 99).

Enter the Speed Dial number with the number keys or search using ③ or ⑤.



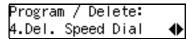
The Speed Dial number and the fax number or name are displayed.

Note

☐ If you want to delete a digit of the number, press the [Clear/ Stop] key and enter the correct number.

Press the [OK] key.

The programmed data (fax number and name) is deleted.



If you want to delete another name, go to step **E**.

Press the [User Tools] key to return to standby display.

Groups

Registering Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

Use these steps to program a new Group or to edit or overwrite an existing Group.

You can register the following items in a Group:

- Destination fax numbers (up to 100 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)

 You can enter destination number

You can enter destination numbers with Quick Dial keys, Speed Dials, or the number keys.

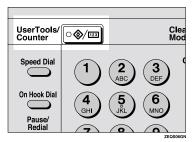
∰Important

☐ It is recommended that you print the Group Dial list and keep it when you register or change destinations. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

- ☐ The maximum number of Groups you can register is 9.
- □ The theoretical maximum number of destinations you can store in a Group *1 is 100.
- □ When a lot of destinations are registered in a Group using number keys, you sometimes cannot enter a destination for a Memory Transmission with the number keys. See P.30 "Number Keys".

- ☐ When a registered group is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Change." is shown and you cannot change destinations for this Group.
- *1 If the same number is stored in several Groups, it will only be counted as a single item. This applies to numbers stored using Quick Dials, Speed Dials or the number keys.

Press the [User Tools] key.



User Tools: 1.Counter ◆

Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

Press the [OK] key.

Fax Features: 1.Program / Delete ◆

Confirm that "1. Program / Delete" is displayed.

Press the [OK] key.

Press @ or @ until "5. Prog. Group Dial" is displayed.

Program / Delete: 5.Prog. Group Dial ◆

6 Press the [OK] key.

Enter No. / Press Key [G∎] (Browse�)

Display the number of the group you want to register (1 to 9).

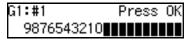
Enter the group number with the number keys, or search using ③ or ⑤.



- Note
- ☐ If you make a mistake, press the **[Cancel]** key then try again.
- ☐ If a group has already been stored, the contents are displayed. Press ④ or ⑤ to select a group number that is not programmed, then press the [OK] key.
- ☐ If a group is programmed, but no name is specified, the group number only is displayed on the lower line of the display.

Specify the destination using one of the following three methods:

Enter the fax number with the number keys.



Press a Quick Dial key.



Press the **[Speed Dial]** key and enter a Speed Dial number.



Press the [OK] key.

The destination is programmed.

Press the ③ or ⑤ to select "Add" or "Exit".



Press the [OK] key.

If you selected "Exit", go to step **E**.

- Repeat step **2** to **1** for all the destinations you want to registered in the Group.
- Enter the Group name.



- Note
- ☐ If the Group name is already registered, it is shown on the display. If you wish to change the Group name, press the [Clear/Stop] key and enter another name.

Press the [OK] key to register the Group.

Assign to Key? **♦**/OK [Yes] No

Press the [OK] key.

If you selected "No", go to step **2**.

Press the Quick Dial key you want to register in the Group.

Press Quick Dial Key [@O3]

Press the [OK] key.

Program / Delete: 5.Prog. Group Dial ◆

Press the [User Tools] key to return to standby display.

Group Dial list

The Group list allows you to print and check destinations registered in Groups.

Deleting Groups

This function deletes all destinations registered in a Group.

- Limitation
- ☐ When a registered Group is being used for a Memory Transmission on standby, the message "This Dial is in Use. Cannot Delete." is displayed and you cannot delete destinations for this Group.
- Press the [User Tools] key.



Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

Press the [OK] key.

Fax Features: 1.Program / Delete ◆

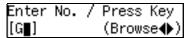
Confirm that "1. Program / Delete" is displayed.

Press the [OK] key.

Press @ or @ until "6. Del. Group Dial" is displayed.

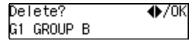
Program / Delete: 6.Del. Group Dial ◆

Press the [OK] key.



Display the number of the group you want to delete (1 to 9).

Enter the group number with the number keys, or search using ③ or ⑤.



Press the [OK] key.

The entire Group is deleted.

Program / Delete: 6.Del. Group Dial ◆

Press the [User Tools] key to return to standby display.

Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
 ABCDEFGHIJKLMNOPQRSTU VWXYZabcdefghijklmnopqrstu vwxyz
- Symbols
- Numerals 0123456789

Keys

Number keys

Use to enter numbers.

Quick Dial 01/17 to Quick Dial 09/25 (A to Z)

Press these keys to enter upper and lower case letters.

♦ [shift] key (Quick Dial 13/29)

Use to switch between upper and lower case.

♦ [Space] key (Quick Dial 14/30)

Press to enter a space.

◆ [Clear/Stop] key

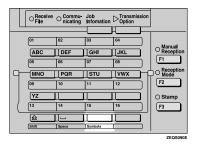
Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

◆ ④ or ⑤

Use to move the cursor left or right.

Note

☐ If you wish to enter symbols, press the **[Symbol]** key.



When you register other party's Own name or Own Fax Numbers for multiple destinations, you can register a sequence of characters common to these identifications as a wild card instead of registering every identification.

If a destination has an Own name or Own Fax Numbers containing a wild card, the machine determines that the destination matches the registered destination.

Not using a wild card

Destination to be registered (Own name)	Number of registered identifications
NEW YORK BRANCH	3
HONG KONG BRANCH	
SYDNEY BRANCH	

Using a wild card

Destination to be registered (Own name)	Number of registered identifications
BRANCH	1

Limitation

☐ You can register up to 30 wild cards.

Ø Note

- ☐ Compare identifications by neglecting spaces.
- ☐ You can use wild cards for the following functions:
 - See Chapter 6 "Authorized Reception" in the Advanced Features manual.
 - See Chapter 6 "Forwarding" in the Advanced Features manual.

How to Enter Text

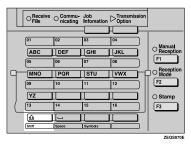
Use Quick Dial keys 01/17 to 09/25 for entering letters.

If you wish to enter another letter, press the same Quick Dial key again.

Quick Dial Key	Letters	Quick Dial Key	Letters
01/17	A, B, C	09/25	Y, Z
02/18	D, E, F	10/26	Nothing
03/19	G, H, I	11/27	Nothing
04/20	J, K, L	12/28	Nothing
05/21	M, N, O	13/29	Shift
06/22	P, Q, R	14/30	Space
07/23	S, T, U	15/31	Symbol
08/24	V, W, X	16/32	Nothing

Entering letters

Press the [shift] key to switch between Uppercase and Lowercase.

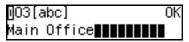


Press a Quick Dial key.

A letter is entered and the cursor moves.

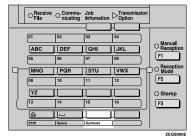
Ø Note

- ☐ If you wish to enter another character continuously, repeat step ②.
- ☐ If you wish to insert a character, press the ④ or ⑤ key to move the cursor to a character you want to enter.



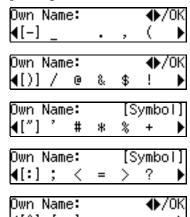
Entering symbols

Press the [symbol] key.



The available symbols are shown on the display.

2 Select the desired symbol by pressing (a) and (b).



Press the ③ or ⑤ key to move the cursor to a character you want to enter, and press the [OK] key.



The symbol is entered and the cursor moves.

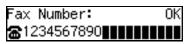
𝚱 Note

☐ If you wish to enter another symbol, repeat steps 1 to 1.

Entering numbers

1 Press a number key.

The numeral is entered and the cursor moves.





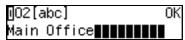
☐ If you wish to insert a character, press the ③ or ⑤ key to move the cursor to a character you want to enter.

Deleting characters

Press the ③ or ⑤ key to move the cursor to a character you want to delete.



Press the [Clear/Stop] key.



The character at the cursor position is deleted.

Note

☐ If you wish to delete another character, repeat steps **1** and **2**.

4. Troubleshooting

Adjusting Volume

You can change the volume of the following sounds the machine makes.

On Hook

Sounds when you press the **[On Hook Dial]** key.

Transmission

Sounds when the machine send a message.

Reception

Sounds when the machine receive a message.

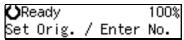
Dialing

After pressing the **[Start]** key, this sound is output until the line connects to the destination.

Print Receive Files

Sounds when a received message has been printed.

Make sure that the machine is in Facsimile mode and the standby display is shown.

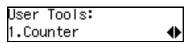




☐ If the standby display is not shown, press the [Facsimile] key.

Press the [User Tools] key.

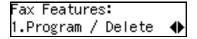




Press (or until "4. Fax Features" is displayed.

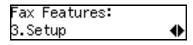


Press the [OK] key.



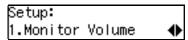
Confirm that "1. Program / Delete" is displayed.

Press @ or @ until "3. Setup" is displayed.

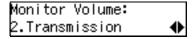


6 Press the [OK] key.

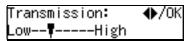
Confirm that "1. Monitor Volume" is displayed.



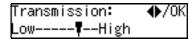
Press the [OK] key.



Press ③ or ⑤ to select the item you want to adjust, and then press the [OK] key.

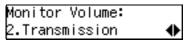


Press @ or > to adjust the volume.



Press the [OK] key.

The volume is adjusted.



If you want to adjust another item, repeat steps \mathbf{I} to \mathbf{I} .

Press the [User Tools] key to return to standby display.

Error Messages and Their Meanings

If there is an error, one of the following messages may appear on the display. It might just flash up briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution	
Clear Misfed Orig. Remove original from ADF	Original misfeed	
Cover	Remove originals from the Document Feeder.	
	Set any pages of the original that were not scanned and send again.	
Reset Original(s) and press Start	Original jammed during Memory Transmission. Reset originals that have not been scanned.	
Clear Misfed Orig. Remove original from ADF Cover	A document jam occurred during Immediate Transmission. Press [OK] and resend the page which has not been sent.	
	An error occurred during Immediate Transmission. Press [OK] and resend the original.	
	Ø Note	
	☐ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.	
Cannot detect original size. Reset original(s) and press Start.	The machine failed to detect the size of the original. Press the ③ or ⑤ key to select the size and press the 【Start】 key three times.	
₹ Service call	There is a problem with the fax function. Con-	
Functional problem with the fax. Please contact your service representative.	tact your service representative and tell the code number shown in the display. The copier function will still work normally.	
Memory is Full. Storing Stopped, Transmission Has Been Cancelled.	If you press [OK] , the machine returns to the standby mode and starts transmitting pages which has been scanned.	
Exceed the Max. Cannot Add	You cannot dial any more numbers. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.	

4

When the [Facsimile] key is Lit in Red

If this key is lit, refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	Add paper. See Chapter 3 "Loading Paper" in the Copy Reference.
The machine is in RDS (Remote Diagnostic System) mode.	Wait with the Main Power switch on. Machine will go to the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier function will still work normally.

When the Receive File Indicator is Lit

If the **Receive File** indicator is lit, a message has been received but could not be printed for some reasons. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed out. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	Indication/Status	Solution	
Paper has run out	≛ is lit red.	Add paper.	
		See Chapter 3 "Loading Paper" in the Copy Reference.	
Toner is empty	🛓 is lit	Replace the toner cartridge.	
		See Chapter 3 "Changing the Toner Cartridge" in the Copy Reference.	
Paper is jammed	%√r is lit	Remove the jammed paper.	
		See Chapter 3 "Clearing Misfeeds" in the Copy Reference.	
Cover is open	☐• is lit	Close the cover.	
		A cover other than the Document Feeder or front cover is open.	
Machine is busy printing with other function	The machine is printing with other function.	The message will be printed after the current job finishes automatically.	

Solving Problems

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when a fax is received at the other end.	Adjust the scan density.	P.29 "Image Density (Contrast)"
Printed or sent image contains spots.	The Document Feeder or exposure glass is dirty. Clean them. See Chapter 5 "Maintaining Your Machine"in the Copy Reference. Make sure that ink or eraser is dry before setting the original.	
Received image is too light.	Request the sender to increase the image density.	
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	Appendix, "Acceptable Types of Originals" in the Advanced Features manual.
	When 👪 appears on the display, toner is beginning to run out. Replace the toner cartridge soon. See Chapter 3 "Changing the Toner Cartridge"in the Copy Reference.	
Message appears blank at the other end.	The original was set upside down. Set it properly.	P.14 "Setting Originals"
You want to cancel a Memory Transmission.	If the original is being stored, press the [Clear/Stop] key.	P.22 "Canceling a Memory Transmission"
	If the original is being sent, use "Cancel TX/RX" in the Information menu.	Chapter 2 "Canceling Transmission or Reception" in the Advanced Features manual.
You want to cancel an Immediate Transmission.	Press the [Clear/Stop] key.	P.6 "Operation Panel".
You cannot add any destination in Group though it does not reach the maximum number.	99 destinations have been programmed with the number keys. Program more numbers with Quick Dials or Speed Dials.	Chapter 3 "Chain Dial" or "Redial" in the Advanced Features manual.

INDEX

G Adjusting Volume, 57 G3 Line Connector, 5 Advanced Features, 1 Getting Started, 3 Auto Reception Mode, 36 Group Dial list, 52 Groups, 34,50 В Basic Features (this manual), 1 Broadcasting, 19 Handset (Option), 4,5 How to Read this Manual, iv Bypass Tray, 5 Canceling a Memory Transmission, 22 Image density, 27 Canceling an Immediate Transmission, Image Density (Contrast), 29 Image Density key, 7 Changing Memory Transmission and Immediate Transmission, 12, 13, 24 Immediate Transmission, 13 J Clear Modes key, 6 Clear/Stop key, 6 Job Information key, 6 Communicating Indicator, 6 Components, 3 CSI→Own Fax Number, 37 letters, 55 D M Detail, 27 Dialing, 30 Main Power Indicator, 6 Dial label, 42 Main Power Switch, 4 Display, 11 Manual Reception Mode, 36 Document Feeder, 3 Manuals for this machine, 1 Memory Transmission, 12, 13, 19 Ε Ν Entering letters, 55 Entering numbers, 56 Number keys, 7,30 Entering symbols, 55 Entering Text, 54 Error Messages, 59 Exposure Glass, 3 On Hook Dial key, 7 Operation Panel, 6 External Telephone Connector, 5 Operation Switch, 4, 7, 8 Optional paper tray unit, 4 Original Type, 27, 28 Facsimile key, 6, 60 Original Type key, 7 Fax Header, 37 Own Fax Number, 37 Faxing, 13 Own Name, 37 Fine, 27 Own Name/Fax Header/Own Fax Number, 37 Front View, 3

Р

Pause, 31 Pause/Redial key, 7 Photo, 28

Q

Quick Dial, 30, 32, 40 Quick Dial Flip Plate, 6 Quick Dial keys, 6 Quick Dial List, 42

R

Rear View, 5
Receive File Indicator, 6, 61
Reception, 36
Registering
Fax Header, 37
Own Fax Number, 37
Own Name, 37
Resolution, 27
Resolution key, 7
RTI—Own Name, 37

S

Scan Settings, 27
Selecting the Reception Mode, 36
Setting Originals, 14
Setup, 37
Solving Problems, 62
Speed Dial, 30, 33, 46
Speed Dial key, 6
Speed Dial list, 48
Standard, 27
Start key, 7
Substitute Reception, 61
symbols, 55

т

Text, 28
Tone, 32
Tone key, 7
Transmission Mode key, 6
Transmission Option key, 6
Troubleshooting, 57
TTI→Fax Header, 37

U

User Function Keys, 7 User Tools key, 6

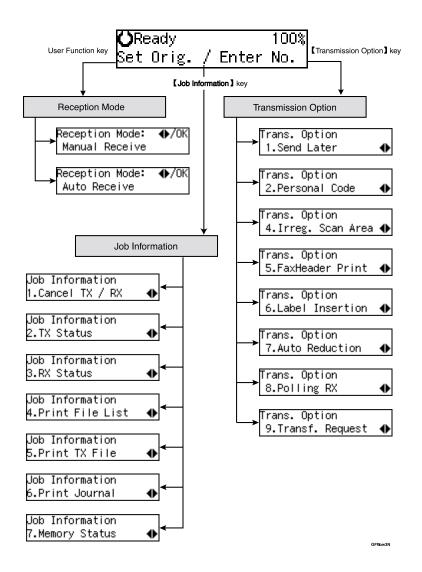
W

Wild Cards, 54

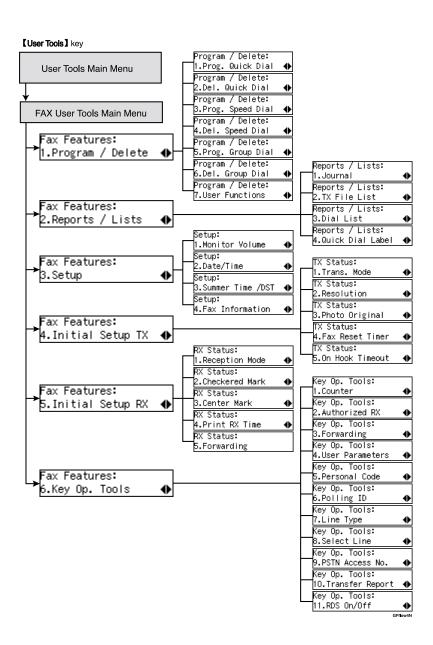
64 UE (USA) B404



FUNCTION MAP



i



How to Read this Manual

Symbols

In this manual, the following symbols are used:

↑ WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

↑ CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

∰Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

𝒯 Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

This symbol indicates a reference.

Keys built into the machine's operation panel.

TABLE OF CONTENTS

Manuals for This Machine
1.Transmission Options
Overview 3
Sending at a Specific Time (Send Later) 4
Personal Code Transmission 6
Choosing the Area to be Scanned Yourself (Irregular Scan Area) 7
Fax Header Print 9
Label Insertion
Auto Reduction
Polling Reception12File Reserve Report12Communication Result Report12
Transfer Request 13 Specifying an End Receiver 14
2. Job Information
Canceling Transmission or Reception 15
Checking the Transmission Result (TX File Status)
Checking the Reception Result (RX File Status)
Printing a List of Files in Memory (Print TX File List)
Printing a Stored Message
Printing the Journal
Displaying the Memory Status 22

3. Transmission Features

Handy Dialing Functions Chain Dial Telephone Directory	23
Redial	24
On Hook Dial	25
Manual Dial	26
Transmission Features	
Stamp	
SEP Code	
SUB Code	
More Transmission Functions	
Auto Fax Reception Power-up	
Dual Access Transmission with Image Rotation	31
Checking the Transmission Result	
Sending a Fax Message Immediately	32
Automatic Redial	32
Broadcasting Sequence	
Checking the Transmission Progress	32
If Memory Runs Out While Storing an Original	32
Batch Transmission	
ECM (Error Correction Mode)	33
•	
Printed Report	
File Reserve Report Communication Result Report	
Communication Failure Report	
Transmission Result Report (Immediate Transmission)	35
4. Reception Features	
Reception	
Immediate Reception	
Memory Reception	37
Substitute Reception	
Screening Out Messages from Anonymous Senders	
Printing Functions	
Print Completion Beep	
Checkered Mark	
Center Mark	
Reception TimeImage Rotation	
Page Separation and Length Reduction (Not Available in Some Countries)	41
Page Reduction	
TSĬ Print	42
When There is No Paper of the Correct Size	42

5. Facsimile User Tools

Accessing the User Tools Exiting User Tool mode	46 47 48 48 49 51 53
6. Key Operator Settings Changing Key Operator Settings Counters	59 59 60 65 72 77 81 82 83 84 85
7. Troubleshooting	
When Toner Runs Out	88

9. Appendix

Connecting the Machine to a Telephone Line and Telephone	. 93 . 94
Specifications	
Function List	99 100
INDEX	104

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

Chapter 1 Getting Started

Describes part names of the machine and operation panel.

Chapter 2 Faxing

Explains basic transmission. You can also find out about other types of transmissions.

Chapter 3 Setup

Explains how to make initial settings, such as the Own Name and Own Fax Number settings. Also explains the Quick Dial, Speed Dial and Group keys. These functions allow you to store numbers and save time when dialing. This chapter also explains how to enter letters and symbols.

Chapter 4 Troubleshooting

Explains changing the volume of audible signals generated by the machine and error messages. When the display or indicator lights show unusual information, check the list and take appropriate action.

1. Transmission Options

Overview

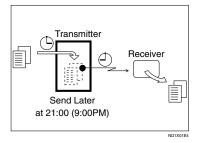
This feature describes various options that you can choose when sending a fax message. The selections you make will only apply to the current fax message.

𝚱 Note

☐ If you frequently use a certain configuration of options, you can change their default settings (on or off) with the User Parameters. See P.72 "User Parameters".

Sending at a Specific Time (Send Later)

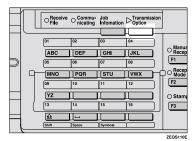
Using this feature, you can instruct the machine to delay transmission of your fax message until a later time which you specify. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

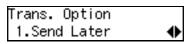


- Note
- ☐ You can not specify a time more than 24 hours.
- ☐ This feature is only available with Memory Transmission.
- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.

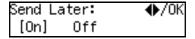
2 Set your original and select any scan settings you require.

Press the [Transmission Option] key.

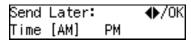




- Confirm that "1. Send Later" is displayed.
- Press the [OK] key.
- Press (a) or (b) to select "On" or "Off".



- Press the [OK] key.
- Press or to select "AM" or "PM".



Press the [OK] key.

4

Enter the time that you want to send the fax message.

Send Later: Press OK Time [10:23] AM

𝒯 Note

- ☐ When entering numbers smaller than 10, add a leading zero.
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ If the current time shown on the display is not correct, change it. See P.51 "Setting the Date and Time".

Press the [OK] key.

The specified time is set.

D Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step **©**.

Press the [Start] key.

𝒯 Note

☐ You can cancel a message transmission set up for Send Later. See P.15 "Canceling Transmission or Reception".

Personal Code Transmission

Personal Codes allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes or the names programmed for the codes will be printed in the Journal and other reports. This will help you to check up on who has been using the machine and how often.

Preparation

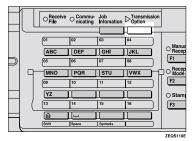
Before using this feature you must register personal codes. See P.77 "Registering Personal Codes".

Limitation

- ☐ Personal codes may be any 8 digit number except 00000000 (00000001 through 99999999). You can program up to 20 personal codes. See P.77 "Personal Codes".
- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.

○Ready 100% Set Orig. / Enter No.

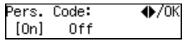
- 2 Set your original and select any scan settings you require.
- Press the [Transmission Option] key.



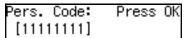
Press (a) or (b) until "2. Personal Code" is displayed.

Trans. Option 2.Personal Code ◆

- Press the [OK] key.
- Press @ or b to select "On" or "Off".



- Ø Note
- ☐ You can cancel this feature by selecting "Off".
- Press the [OK] key.
- Enter a personal code (up to 8 digits) with the number keys.



- Ø Note
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ Personal codes may be any string of 8-digit numbers (0 to 9). You can register up to 20 personal codes.
- Press the [OK] key.

The personal code is set.

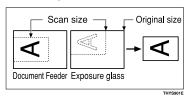
Specify the destination.

If you want to specify another destination, press the [OK] key and repeat step \square .

- Press the [Start] key.
 - **𝚱** Note
 - You can cancel transmission of a message set up for Personal Code Transmission.

Choosing the Area to be Scanned Yourself (Irregular Scan Area)

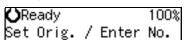
Usually the machine automatically detects the size of an original when it is scanned. However, you may wish to override this and choose the area to be scanned yourself.



You can choose one of the standard paper sizes (A4 $\square \square$, A3 \square , B4 \square , 8 $^1/_2 \times 11$ " $\square \square$, 8 $^1/_2$ "×14" \square , 11"×17" \square ,).

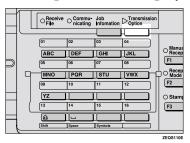
Although you can specify a different scan area for each page when using the exposure glass, only one size is allowed when scanning from the Document Feeder.

Make sure that the machine is in Facsimile mode and the standby display is shown.



2 Set your original and select any scan settings you require.

Press the Transmission Option key.



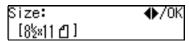
The Transmission Option menu appears.

Press (a) or (b) until "4. Irreg. Scan Area" is displayed and press the [OK] key.

Press @ or > to select "On" or "Off".

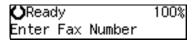
- Note
- ☐ You can cancel this feature by selecting "Off".
- Press the [OK] key.

Press @ or © to select the paper size.



- **𝒯** Note
- ☐ To see which paper sizes have already been programmed, press ④ or ⑤.
- Press the [OK] key.
- **9** Specify the destination.

If you want to specify another destination, press the [OK] key and repeat step D.



Fax Header Print

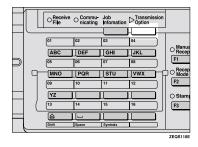
By default, the machine adds your Fax Header to each message you send so it appears on the printed fax at the other end. See Chapter 3 "Own Name/Fax Header/Own Fax Number" in the Basic Features manual.

∰Important

- ☐ In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.
- Make sure that the machine is in Facsimile mode and the standby display is shown.

○Ready 100% Set Orig. / Enter No.

- 2 Set your original and select any scan settings you require.
- Press the [Transmission Option] key.



The Transmission Option menu appears.

Press (a) or (b) until "5. FaxHeader Print" is displayed and press the [OK] key.

Trans. Option 5.FaxHeader Print ◆

Press (a) or (b) to select "On" or "Off".

FaxHeader Print: ♠/OK [On] Off

- 6 Press the [OK] key.
- Press the Transmission Option key.
- Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step **(B)**.

○Ready 100% Enter Fax Number

4

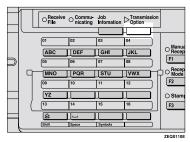
Label Insertion

With this feature you can have the receiver's name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

- If you select Label Insertion, the label might be printed over a portion of the image when received at the other end.
- ☐ Program the receiver's name and number in a Quick Dial or Speed Dial then Label Insertion turned on with the User Parameters. See P.72 "User Parameters" (Switch01, Bit0).
- Make sure that the machine is in Facsimile mode and the standby display is shown.

○Ready 100% Set Orig. / Enter No.

- 2 Set your original and select any scan settings you require.
- Press the [Transmission Option] key.



The Transmission Option menu appears.

Press (a) or (b) until "6. Label Insertion" is displayed and press the [OK] key.

Trans. Option 6.Label Insertion ◆

Press @ or @ to select "Programmed Value".

Label Insertion: **∢**⊅/OK Programmed Value

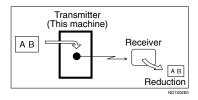
- Press the [OK] key.
- **2** Specify the destination.

If you want to specify another destination, press the [OK] key and repeat step **1**.

()Ready 100% Enter Fax Number

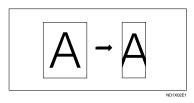
Auto Reduction

By default, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



∰Important

☐ If you turn this feature off, the scale of the original is maintained and some parts of the image may be deleted when printed at the other end.

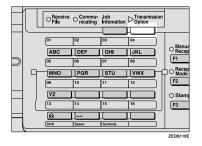


- ☐ You can switch this feature on and off with the User Parameters. The default setting is on. See P.72 "User Parameters" (Switch01, Bit2).
- Make sure that the machine is in Facsimile mode and the standby display is shown.



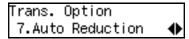
2 Set your original and select any scan settings you require.

Press the [Transmission Option] key.



The Transmission Option menu appears.

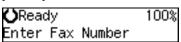
Press ③ or ⑤ until "7. Auto Reduction" is displayed and press the [OK] key.



Press @ or > to select "On" or "Off".

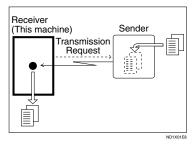
- 6 Press the [OK] key.
- **7** Press the **Transmission Option** key.
- 8 Specify the destination.

If you want to specify another destination, press the [OK] key and repeat step [OK].



Polling Reception

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups to fully exploit this feature).

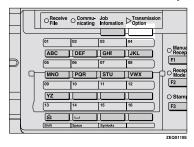


Limitation

- Polling Reception requires that the other machine can perform Polling Transmission.
- Make sure that the machine is in Facsimile mode and the standby display is shown.

○Ready 100% Set Orig. / Enter No.

Press the [Transmission Option] key.



Press @ or @ until "8. Polling RX" is displayed.

Trans. Option 8.Polling RX ◆

- Press the [OK] key.
- Press @ or @ to select "On" or "Off".



- 6 Press the [OK] key.
- Specify the other party's fax number.
- Press the [Start] key.

File Reserve Report

This report is printed after Polling Reception has been set up.

- Note
- ☐ By default, this report is turned off. Turn it on with the User Parameters. See P.72 "User Parameters" (Switch03, Bit3).

Communication Result Report

This report is printed after a Polling Reception has been completed and shows the result of the Polling Reception.

𝒜 Note

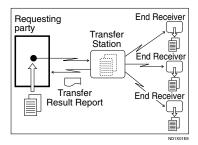
- ☐ You can also check the result of a Polling Reception with the Journal.
- ☐ By default, this report is turned on. Turn it off with the User Parameters. See P.72 "User Parameters" (Switch03, Bit4).

Transfer Request

Transfer Request allows fax machines that have this feature to automatically distribute incoming messages onto multiple fax destinations. This feature helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

The diagram below may make the concept clearer.

The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.



Preparation

Before using this feature, you must program the Polling ID. See P.81 "Polling ID".

Polling ID's of the requesting party (this machine) and Transfer Stations must be identical.

Before using this feature, you must program the Transfer Report. See P.85 "Transfer Report".

The following terminology is used in this section.

Requesting Party

The machine where the message originates from, that is, the machine making a Transfer Request (in this section, this machine).

Transfer Station

The machine that forwards the incoming message to another destination, that is, the machine that receives the Transfer Request.

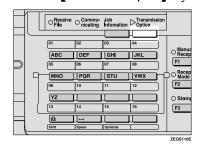
End Receiver

The final destination of the message, that is, the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station.

Limitation

- ☐ You can specify only one Transfer Stations in a Transfer Request.
- ☐ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.
- ☐ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 30.
- Set your original and select any scan settings you require.

Press the [Transmission Option] key.



Press or until "10. Transfer Report" is displayed.

Key Op. Tools: 10.Transfer Report ◆

- Press the [OK] key.
- Press @ or > to select "On" or "Off".

Transf. Request: ♠/OK [On] Off

- 6 Press the [OK] key.
- Specify the Transfer Station.

If you make a mistake, press the [Clear/Stop] key and try again.

Transf. Stn.: Press OK ☎9876543210

- Press the [OK] key.
- **9** Specify the End Receiver.
 - Note
 - ☐ You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s).

Receive Stn.: Press OK 1 [#12∭]

- Press the [OK] key.
- Press (a) or (b) to select "Yes" or "No".

Add Recv. Stn.? ♠/OK [Yes] No Press the [OK] key.

If you selected "Yes", go back to step \mathbf{Q} .

Press the [Start] key.

Specifying an End Receiver

When you make a Transfer Request, you must specify the final destinations (End Receivers) for your message.

You cannot enter the numbers of the End Receivers directly. Instead, enter a simple code that describes where the numbers are stored in the Transfer Station (in Quick Dials, Speed Dials or Groups).

The numbers must first have been stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s).

Quick Dial

Enter [#] followed by the number (2 digits) of the Quick Dial where the End Receiver is stored. For example, to choose the number stored in Quick Dial 01 in the Transfer Station, enter: [#][0][1]

Speed Dial

Enter [#], [*] followed by the Speed Dial code (2 digits). For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: [#][*] [1][2]

Group Dial

Enter [#], [*], [*] followed by the Group number (2 digits). For example, to choose the number stored in Group 04 in the Transfer Station, enter: [#][*][*][0]

2. Job Information

Canceling Transmission or Reception

Transmission files are originals that have been stored in memory and are awaiting transmission. The features that produce transmission files are Memory Transmission, Transfer Request, Polling Reception. For details about these features, see Chapter 2 "Memory Transmission" in the Basic Features manual, P.13 "Transfer Request", and P.12 "Polling Reception".

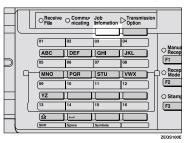
If you notice an error in the destination specified or the document content after scanning a document into memory, you can cancel transmission of that document. This is done by searching for the document in the fax machine's memory and deleting it.

Ø Note

- You can cancel Memory Transmission even while files are being sent. However, any pages that have already been sent cannot be canceled.
- ☐ To cancel transmission in progress, press the [Clear/Stop] key.
- ☐ You can print out a File List to confirm the transmission files stored in memory.
- Make sure that the machine is in Facsimile mode and the standby display is shown.



2 Press the [Job Information] key.

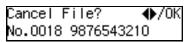


Job Information 1.Cancel TX / RX ◆

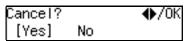
Confirm that "1. Cancel TX / RX" is displayed.

- Press the [OK] key.
- Display the file you want to cancel.

To display the file, enter the file number with the number keys, or press ③ or ⑤ until the file number is displayed.



- **𝚱** Note
- ☐ If you make a mistake, press the **[Cancel]** key and try again.
- ☐ If you cannot find the file you want to cancel, the document has already been sent.



Confirm that you have selected the correct file, and press the [OK] key.

"Trans. Cancelled File Deleted" is displayed, and the machine returns to standby display.

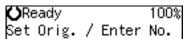
2

Checking the Transmission Result (TX File Status)

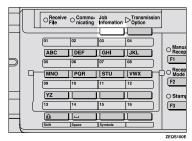
This function let you check up on the last 50 completed transmissions without having to print the Journal. You can browse through the transmitted messages on the display.

Limitation

- ☐ Only the last 50 communications are displayed. Earlier transmissions are not available.
- ☐ If a transmission is completed while you are using this function, the result will not be shown until you exit TX File Status and start it again.
- Make sure that the machine is in Facsimile mode and the standby display is shown.

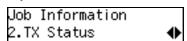


Press the [Job Information] key.

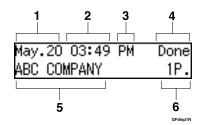


The Information menu is shown.

Press @ or @ until "2. TX Status" is displayed and press the [OK] key.



Press @ or © to scroll through the messages.



- 1. Date
- 2. Time
- AM/PM
- 4. Transmission result
- 5. Destination name
- 6. Page
- Press the [OK] key.

The machine returns to standby display.

2

Checking the Reception Result (RX File Status)

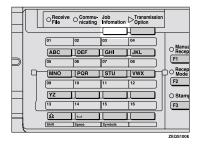
This function let you check up on the last 50 messages received without having to print the Journal. You can browse through the received messages on the display.

Limitation

- ☐ Only the last 50 communications are displayed. Earlier messages are not available.
- ☐ If a message is received while you are using this function, the result will not be shown until you exit RX File Status and start it again.
- Make sure that the machine is in Facsimile mode and the standby display is shown.

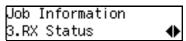
○Ready 100% Set Orig. / Enter No.

2 Press the [Job Information] key.

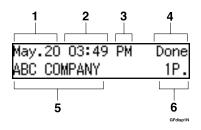


The Information menu is shown.

Press (a) or (b) until "3. RX Status" is displayed and press the [OK] key.



Press @ or © to scroll through the messages.



- 1. Date
- 2. Time
- 3. AM/PM
- 4. Reception Result
- 5. Recipient
- 6. Page
- Press the [OK] key.

The machine returns to standby display.

Printing a List of Files in Memory (Print TX File List)

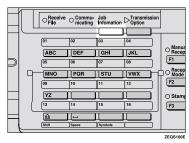
Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

𝒯 Note

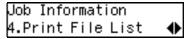
- ☐ The contents of an original stored in memory can also be printed. See P.20 "Printing a Stored Message".
- Make sure that the machine is in Facsimile mode and the standby display is shown.

⊘Ready 96% Set Orig. / Enter No.

2 Press the [Job Information] key.



Press or until "4. Print File List" is displayed.



- Press the [OK] key.
- Press the [Start] key.

The File List is printed out and the machine returns to standby display.

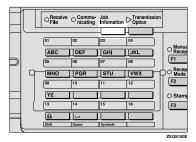
Printing a Stored Message

If you wish to check the contents of a fax that is stored in memory and has not been sent yet, use this procedure to print it out.

Make sure that the machine is in Facsimile mode and the standby display is shown.

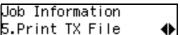


2 Press the [Job Information] key.



The Information menu is shown.

Press (a) or (b) until "5. Print TX File" is displayed and press the [OK] key.



1 Display the file you want to print.

The registered name or fax number appears on the lower line.



- ☐ Enter the file number with the number keys, or search using ④ or ⑤.
- ☐ If you make a mistake, press the **[Cancel]** key and try again.

Press the [OK] key.

Press the [Start] key.

The document is printed and the machine returns to standby display.

2

Printing the Journal

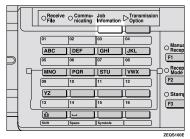
The Journal contains information about the last 100 communications made by your machine. When automatic communication report printing is turned on, the Journal is printed automatically after every 50 communications (receptions + transmissions). You can also print a copy of the Journal at any time by following the procedure below.

𝒜 Note

- The sender's name column of the Journal is useful when you need to register a Specified Sender.
- ☐ If you do not want the Journal to be printed automatically, you can turn automatic printing off. See P.72 "User Parameters" (switch 03, bit 7).
- Make sure that the machine is in Facsimile mode and the standby display is shown.

○Ready 96% Set Orig. / Enter No.

Press the [Job Information] key.



Press @ or @ until "6. Print Journal" is displayed.

Job Information 6.Print Journal ◆

- Press the [OK] key.
- Press the [Start] key.

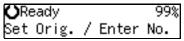
The report is printed and the machine returns to standby display.

2

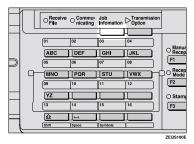
Displaying the Memory Status

Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of files to be sent, and the number of received messages to be printed.

Make sure that the machine is in Facsimile mode and the standby display is shown.

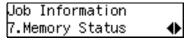


Press the [Job Information] key.



The Information menu is shown.

Press (a) or (b) until "7. Memory Status" is displayed and press the [OK] key.



The usage is displayed. When you have finished, press the [OK] key.

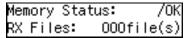
```
Memory Status: /OK
Memory: 99%
```

Press the [OK] key.

Memory Status: /OK TX Files: OO1file(s)

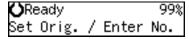
The number of files to be sent is displayed.

6 Press the [OK] key.



The number of received files is displayed.

- Note
- ☐ Memory can hold up to about 160 pages.
- Press the [OK] key.



The machine returns to standby display.

3. Transmission Features

Handy Dialing Functions

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials or Speed Dials and some of which may be input using the number keys.

Limitation

☐ Maximum length of telephone or fax number: 254 digits

Ø Note

☐ For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On Hook Dial and Manual Dial, no pause is needed.

(Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial 01 and that 1 is stored in Speed Dial 01.

- Place the original and select any scan settings you require.
- ② Press the Quick Dial key [01].
- ③ Press the [Pause/Redial] key.
- 4 Press the [Speed Dial] key and [0] and [1] using the number keys.
- ⑤ Press the [Pause/Redial] key.
- Enter [5], [5], [5], [3], [3] with the number keys.
- ⑦ Press the [Start] key.

Telephone Directory

This feature lets you find a stored Speed Dial quickly by just entering a single letter, for example, the first letter of the name stored for that number.

Preparation

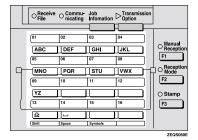
To use the Telephone Directory feature, you need to register a search letter when you program Speed Dials. See Chapter 3 "Speed Dial" in the Basic features manual.

Limitation

- ☐ Speed Dial codes cannot be searched for by symbol or number.
- ☐ Names enclosed within brackets are not searched for.
- Set your original and select any scan settings you require.
- 2 Press the [Speed Dial] key.



Enter the search letter by pressing one of the Quick Dial keys (A to Z).



Speed Dial: Search/AZ [∰∎∎]

- Note
- The names or fax numbers registered in Speed Dials are shown in numerical order on the display.
- Press (a) or (b) until the destination you are searching for is displayed and press the [OK] key.



- **𝚱** Note
- ☐ If you make a mistake, press the **[Cancel]** key to try again.
- ☐ If you wish to dial another destination, press the [OK] key and dial another fax number.
- Press the [Start] key.

Redial

The machine memorizes the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed to recently, the Redial feature saves you finding and entering the number again.

- Set your original and select any scan settings you require.
- Press the [Pause/Redial] key.
- Press @ or @ until the destination you want to redial is displayed.

Redial: **♦**/0K 9876543210

- Press the [OK] key.
- Press the [Start] key.
 - Limitation
 - ☐ The following kinds of destinations are not memorized.
 - Ouick Dials
 - Speed Dials
 - Group Dials
 - Destinations dialed as End Receivers for Transfer Request
 - Any destinations if multiple destinations were dialed
 - Destinations dialed by Redial (regarded as already memorized)

On Hook Dial

This is just like using the external telephone, except you do not have to pick up the external telephone before dialing. Just press the **[On Hook Dial]** key and dial the number. If you hear a voice, you can pick up the external telephone and speak with the other party.

See Chapter 4 "Adjusting Volume" in the Basic Features manual.

Set your original and select any scan settings you require.

See Chapter 2 "Setting Originals" in the Basic Features manual.

See Chapter 2 "Scan Settings" in the Basic Features manual.

Press the [On Hook Dial] key.



You will hear a low tone from the internal speaker. If you wish to cancel this operation, press the [On Hook Dial] key again.

B Dial.

On Hook: **☎**9876543210**■■■■■■■■**

The machine immediately dials the destination. If you make a mistake, press the [On Hook Dial] and return to step 2.

When the line is connected and you hear a high-pitched tone, press the [Start] key.

ABC COMPANY Set Orig. / Enter No.

- If you hear a voice, pick up the external telephone before you press the [Start] key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).
- After transmission the machine will return to standby mode.

○Ready 100% Set Orig. / Enter No.

2

Manual Dial

The external telephone is required.

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the [Start] key to send your fax message. If, on the other hand, you hear a voice at the other end, continue your conversation as you would normally over the telephone.

Limitation

- ☐ The result of the transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).
- Set your original and select any scan settings you require.

See Chapter 2 "Setting Originals" in the Basic Features man-

See Chapter 2 "Scan Settings" in the Basic Features manual.

2 Pick up the external telephone.

You will hear a tone.

3 Dial.

If you make a mistake, replace the external telephone and try again from step **2**.

When the line is connected and you hear a high-pitched tone, press the [Start] key to send your fax message.

ABC COMPANY Set Orig. / Enter No. Replace the handset of the external telephone.

After transmission the machine will return to standby mode.

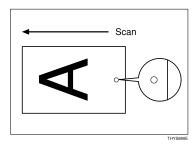
○Ready 100% Set Orig. / Enter No.

Transmission Features

Stamp

The optional Document Feeder is required.

When sending a fax message using the Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



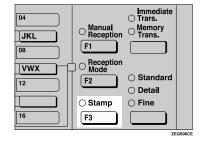
Limitation

- ☐ Stamp only works when scanning from the Document Feeder.
- ☐ You cannot turn the Stamp feature on or off while a document is being scanned.
- Do not open the Document Feeder while scanning the document.
 Document jam could occur.

Note

- ☐ When the stamp starts getting lighter, replace the cartridge. See P.91 "Replacing the Stamp Cartridge".
- ☐ If a page was not stamped even though the Stamp feature is turned on, you need to re-send that page.
- ☐ By default, Stamp is turned off. If you use this feature often, you can adjust the User Parameters so that the home setting is on. In this case, Stamp can easily be turned off for any single transmission by pressing the **[F3]** key. See P.72 "User Parameters" (Switch00, Bit0).

Press the [F3] key.



The Stamp indicator will light. Pressing the **[F3]** key again will turn it off.

3

SEP Code

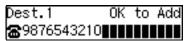
Normally you can only use Polling Reception to receive faxes from machines that have the Polling Reception feature of the same make. However, if the other machine of another make supports a polling reception, you can receive fax messages from the other party using this method instead.

Preparation

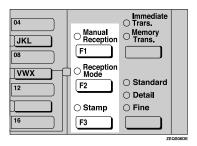
You need to assign the Dial Option feature to a User Function key beforehand. See P.47 "Assigning User Function Keys".

Note

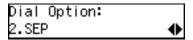
- ☐ The ID can be up to 20 digits long and consist of digits.
- ☐ Make sure the ID matches the other terminal of the fax you are receiving from.
- You can store IDs in Quick Dials, Speed Dials, and Groups with number keys.
- Messages you receive using this feature are marked "SEP" on all reports.
- 1 Make sure that the machine is in Facsimile mode and the standby display is shown. Then enter the fax number.



Press the [User Function] key assigned with the Dial Option feature.



Press (a) or (b) until "2. SEP" is displayed and press the [OK] key.

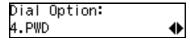


Enter the SEP code with the number Keys and press the [OK] key.



When a password (PWD) is necessary

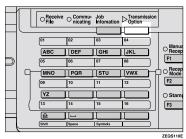
- Press the [User Function] key assigned with the Dial Option feature.
- Press (a) or (b) until "4. PWD" is displayed and press the [OK] key.



Enter the PWD code with the number keys and press the [OK] key.



Press the [Transmission Option] key.



Press (a) or (b) until "8. Polling RX" is displayed.

Trans. Option 8.Polling RX ◆

- Press the [OK] key.
- Press @ or > to select "On" or "Off".

- Press the [OK] key.
- Press the [Start] key.

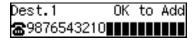
SUB Code

Transfer Request is only possible with machines of the same make that have the Transfer Request feature. However, if you use the SUB/SID function, you can send and receive fax messages to and from other makers' machines that have the SUB/SID feature.

Preparation

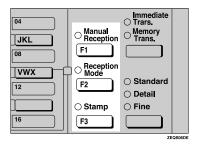
You need to assign the Dial Option feature to a User Function key beforehand. See P.47 "Assigning User Function Keys".

- Note
- ☐ The ID can be up to 20 digits long and consist of spaces, [#] and [★].
- ☐ Make sure the ID matches the specification of the fax you are sending to.
- You can store IDs in Quick Dials, Speed Dials, and Groups.
- Messages you send using this feature are marked "SUB" on all reports.
- Set your original and make any changes to the scan settings if necessary.
- 2 Dial the destination fax number using the number keys.

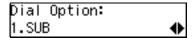


2

Press the [User Function] key assigned with the Dial Option feature.



Confirm that "1. SUB" is displayed and press the [OK] key.

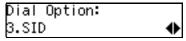


Enter the SUB code with the number keys and press the [OK] key.



When a password (SID) is necessary

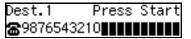
- Press the [User Function] key assigned with the Dial Option feature.
- Press @ or @ until "3. SID" is displayed and press the [OK] key.



Senter the SID code with the number keys and press the [OK] key.



6 Press the [Start] key.





□ If you use Immediate Transmission and the destination fax machine does not support the Dial Option feature, a message will appear on the display to inform you of this. In this case, press the [OK] key to cancel the transmission.

More Transmission Functions

Auto Fax Reception Power-up

This machine can be set to shut down automatically if nobody has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the **Main Power** switch is on.

∰Important

 Reception is not possible if both the operation switch and Main Power switch are turned off.

𝒯 Note

☐ By default, messages are printed as soon as they are received (Immediate Reception). To change this, see P.72 "User Parameters" (Switch14, Bit0).

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Transmission with Image Rotation

For most purposes, set A4/LT originals in the landscape direction (\square). If you set an A4/LT original in the portrait direction (\square), the image will be sent rotated by 90°. Providing the receiver has A4/LT landscape paper (\square), the message will be printed the same size as the original.

Limitation

☐ This feature is not available with Immediate Transmission.

Checking the Transmission Result

- Turn the Communication Result Report on if you want a report to be printed after every successful transmission. See P.34 "Printed Report".
 - If you leave the Communication Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- If you turn the Transmission Result Report (Immediate Transmission) off, the Error Report will be printed when the communication on fails.
- You can also check the transmission result by examining the Journal. See P.21 "Printing the Journal". You can either print or scroll through the Journal on the display. See P.17 "Checking the Transmission Result (TX File Status)".

Sending a Fax Message Immediately

To send a fax message immediately, use Immediate Transmission. If you have just set up an original for broadcasting, Immediate Transmission will interrupt the current communication.

Your original will not be sent until previously queued files have been sent.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 4 times at 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints the Communication Result Report or Communication Failure Report.

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting) the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "Memory is Full. Storing Stopped, Transmission Has Been Cancelled." is displayed.

Memory is Full. Storing Stopped, /OK

Press the **[OK]** key to transmit the stored pages only.

Transmission Has Been Cancelled.

☐ By default, successfully scanned pages are sent. If you wish to change this setting, please contact your service representative.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Ø Note

☐ By default Batch Transmission is switched on. You can switch it on or off with the User Parameters. See P.72 "User Parameters" (Switch14, Bit2).

ECM (Error Correction Mode)

This feature automatically sends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission and is useful when you are in a hurry and need to use the original for another purpose.

Note

☐ By default this feature is turned on. You can change this with the User Parameters. See P.72 "User Parameters" (Switch07, Bit2).

Limitation

- Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.
- When the line is busy and could not be connected to
- With Send Later
- With Transfer Request
- When you store an original for Memory Transmission while another communication is in progress

- When two or more destinations are specified
- When the original is set on the exposure glass

Note

- ☐ If you press the [Clear/Stop] key, the original jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Communication Result Report. The file is erased.
- ☐ Total stored page numbers are not printed in the Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P.2 not 1/2, 2/2.
- ☐ If you run out of memory, normal Memory Transmission takes place.

Printed Report

File Reserve Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals. Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

- ☐ You can turn this report on and off. By default, it is not printed. See P.72 "User Parameters" (Switch03, Bit2).
- ☐ You can choose whether to include part of the original image on the report (part of the image is printed by default). See P.72 "User Parameters" (Switch04, Bit7).

Communication Result Report

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. See P.34 "Communication Failure Report".

Note

☐ By default, this function is turned on. You can turn it off with the User Parameters. See P.72 "User Parameters" (Switch03, Bit0).

- ☐ You can choose whether to include part of the original image on the report (by default, part of the image is printed). See P.72 "User Parameters" (Switch04, Bit7).
- ☐ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Communication Failure Report

This report is only printed if the Communication Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

- ☐ You can choose whether to include part of the original image on the report (by default, part of the image is printed). See P.72 "User Parameters" (Switch04, Bit7).
- ☐ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error report is printed instead.

𝒯 Note

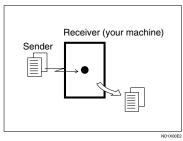
- ☐ You can switch this report on or off using the User Parameters. See P.72 "User Parameters" (Switch03, Bit5).
- ☐ If the page was sent successfully, the "Page" column gives the total number of pages that were sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

4. Reception Features

Reception

Immediate Reception

Each page of a received fax message is printed as soon as it is received. This method is used for standard fax messages.



Display During Reception

The sender's name or fax number appears on the upper line.

ABC COMPANY Set Orig. / Enter No.

Reception Resolution

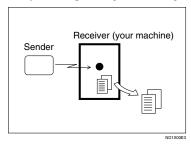
This machine supports **Standard**, **Detail** and **Fine** resolutions for reception. This may differ from the sender's intention.

Reception will not take place if there is not enough free memory left. If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.



This method is used with Substitute Reception. See P.38 "Substitute Reception".

Important

- All the messages stored in memory are deleted if the power is switched off for more than one hour.
- ☐ The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above features off.

Limitation

☐ The machine may not be able to receive fax messages when the free memory space is low.

☐ If the memory free space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Substitute Reception

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- · Toner runs out
- Paper is jammed
- A cover is open
- A fax is received during a copy or print run

Limitation

 Reception may not take place if there is not enough free memory left.

𝚱 Note

- ☐ The Receive File indicator lights to let you know when message(s) have been received using Substitute Reception.
- ☐ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up machine memory, the machine can be programmed to only use Substitute Reception under the following conditions.

Four settings are available:

- Enabled unconditionally (Free)
- Enabled for Own Name/Own Fax Number is received
- · Enabled for Polling ID match
- Disabled (Reception off)

Note

- ☐ The default setting is "When Own Name or Own Fax Number is received", only storing messages when the Own Name/Own Fax Number is present. You can change this with the User Parameters. See P.72 "User Parameters" (Switch05, Bit2,1).
- Even if the sender does not have an Own Name or Own Fax Number, the machine will still receive messages using Substitute Reception if.
 - Paper becomes jammed while the power switch is on
 - For some reason printing is not possible for example when copy job is in progress
- ☐ The machine must be of the same manufacturer and matches the Polling ID.

When Own Name or Own Fax Number is Received

The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the messages received into memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

#Important

☐ If a sender has not programmed their Own Name or Own Fax Number, the machine may reject an important fax message. We recommend that you ask important senders to register an Own Name or Own Fax Number in advance.

Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

Printing Functions

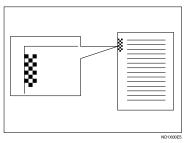
Print Completion Beep

By default, the machine beeps to let you know when a received message has been printed.

☐ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). See Chapter 4 "Adjusting Volume" in the Basic Features manual.

Checkered Mark

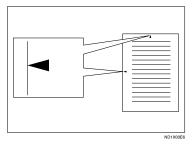
By default, a checkered mark is printed on the first page of fax messages to help you separate them.



☐ You can turn this feature off with the Initial Setup RX settings. See P.56 "Changing the Initial Setup Reception".

Center Mark

By default, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



Limitation

☐ The center mark may deviate a little from the exact center of the edge.

Note

☐ You can turn this feature off with the Initial Setup RX. See P.56 "Changing the Initial Setup Reception".

Reception Time

You can have the date and time when a message was received printed at the bottom of the received image. This feature is turned off by default—turn it on with the Initial Setup RX settings. See P.56 "Changing the Initial Setup Reception".

Limitation

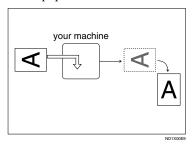
When a received message is printed on two or more sheets, the date and time is printed on the last page.

Note

☐ The date and time when the message was printed can also be recorded on the message. If you need this feature, please contact your service representative.

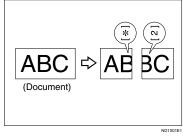
Image Rotation

If you have installed paper in the cassette portrait \square , incoming fax messages will be rotated automatically to fit on the paper.



Page Separation and Length Reduction (Not Available in Some Countries)

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this feature splits the message if the length exceeds 0.79" or more, by reducing within 0.79". When a message is split, the split mark (*) is inserted at the split position and about 0.39" of the split area is duplicated on the top of the second sheet.

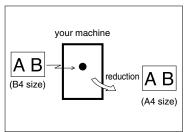


Note

- ☐ Your service representative can customize this feature with the following settings. Bracketed values are defaults.
 - Reduction (on)
 - Print split mark (on)
 - Overprinting (on)
 - Overprinting length (0.39")
 - Guideline for split (when message is 0.79" longer than paper)

Page Reduction

If you turn this feature on and you receive a message that is longer than the paper in the cassette, usually the machine prints it on two pages. The machine reduces the width and length of the received image so that it will fit on one page. If A4D paper size is loaded and a message of B4 D size is received, the machine will reduce the message to a single A4D sheet.



ND1X01E3

𝒯 Note

By default, this feature is turned off. Switch it on with the User Parameters. See P.72 "User Parameters" (Switch10, Bit3).

P.41 "Page Separation and Length Reduction (Not Available in Some Countries)"

TSI Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this feature on, the sender's Name or Fax Number is printed instead so you can find out where the message came from.

☐ You can turn it on or off with the User Parameters. See P.72 "User Parameters" (Switch02, Bit3).

When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has LG $(8^1/2"\times14")\Box$ and DLT $(11"\times17")\Box$ installed and you receive a LT $(8^1/2"\times11")\Box$ size message, check the LT $(8^1/2"\times11")$ column of the table below. The paper size at the top has the highest priority. In this case, since LG $(8^1/2"\times14")\Box$ is a higher priority than DLT $(11"\times17")\Box$, the message is printed on LG $(8^1/2"\times14")\Box$.

If only $B5\square$ is loaded and you receive an DLT (11"×17") \square message, the received message is stored in memory and will not be printed.

Priority Table

				F	Received	lmage Size	Э		
		A3,DLT	B4	A4,LT	A4,LT	B5	A5,HLT	LG 	F/F4
	1	A3	B4	LT 	A4	B5	HLT	LG	F/F4
	2	DLT	A3	LT	A4	B5	HLT	A4	LG
	3	A4	DLT	A4	LT	B4	A5	A4	A4
	4	A4	B5	A4	LT	A4	A5	LT P	A4
	5	LT P	B5	F/F4	A3	A4	LT 	LT P	LT P
	6	LT	A4	LG	F/F4	LT	LT	F	LT
iorities	7	F/F4	A4	A3	DLT	LT	A4	B4	B4
elect Pr	8	B4	LT	B4	B4	F/F4	A4	A3	A3
Paper Select Priorities	9	LG	LT P	DLT	LG	A3	F/F4	DLT	DLT
_	10		F/F4	HLT		DLT	LG 	HLT	HLT
	11		LG	HLT		LG 	B5	HLT	HLT
	12			A5			B5	A5	A5
	13			A5			A3	A5	A5
	14			B5			B4	B5	B5
	15			B5			DLT	B5	B5
		trait idscape							

Image Rotation

GFRXPSE1

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	0.79" (20mm)
Width or Length Priority	Width

• \square and \square indicate that the message is split over two pages of paper with the orientation and size shown.

Limitation

☐ The paper size used to print a received message may be different from the size of the sent original.

Note

Widths that this machine can receive are A4, B4, LT, LG, and A3. Any messages narrower than A4 or LT are sent as A4 or LT width with the length unchanged.

P.41 "Page Separation and Length Reduction (Not Available in Some Countries)"

P.42 "Page Reduction"

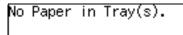
P.41 "Image Rotation"

"Just Size" Printing

If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

Paper Cassette



Load A4⊿ Paper.

Note

☐ By default, this message is turned off. You can turn this message on with the User Parameters. See P.72 "User Parameters" (Switch05, Bit5).

Out of paper display message

If the paper tray runs out of paper, you can have a message appear on the display asking you to add more paper.

Mote

☐ By default, this message is turned off. You can turn it on with the User Parameters. See P.72 "User Parameters" (Switch05, Bit7).

5. Facsimile User Tools

Accessing the User Tools

The User Tools allow you to program the machine with your identification, store frequently used numbers and settings, and customize the default settings to match your needs.

So you can find the User Tool you want quickly and easily, they are grouped by function:

❖ Program/Delete

Use to program or delete: Quick Dials, Groups, Speed Dials and User Functions

◆ Reports/Lists

Use to print: the Journal, TX File List, Group Dial list, Quick Dial list, Speed Dial list and Quick Dial label

Setup

Use to configure: Monitor Volume, Date/Time, Summer Time/DST and Fax Information

Initial Setup TX

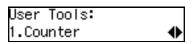
Use to set defaults for: Transmission mode (Memory/Immediate), scanning conditions (Resolution and Original Type), Fax Reset Timer and On Hook Timeout.

Initial Setup RX

Use to change settings for: Reception Mode, Checkered Mark, Center Mark, Print RX Time and Forwarding

Press the [User Tools] key.





Press (or (until "4. Fax Features" is displayed.



- Press the [OK] key.
- Press (a) or (b) until the category you require is displayed and press the [OK] key.



Press @ or @ until the User Tool you require is displayed and press the [OK] key.

Program	/ Delete:	
1.Prog.	Quick Dial	•

For more details on each User Tool, see the relevant pages of this manual.

When you have made your changes, press the [OK] key.

The machine automatically returns to the User Tools main menu.

Exiting User Tool mode

Press the [Cancel] key on each display until you reach the stand-by display.

Assigning User Function Keys

You can program each of the User Function keys ([F1] - [F3]) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key. This procedure can be used to edit, delete or change the contents of the User Function keys.

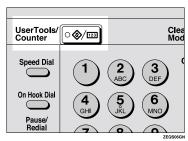
Ø Note

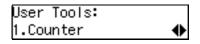
When the machine is shipped, the following functions are stored in the User Function keys by default.

Key	Function
F1	Manual Reception
F2	Reception Mode
F3	Stamp

Storing/Editing the Contents of a User Function Key

Press the [User Tools] key.

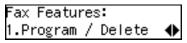




Press (or until "4. Fax Features" is displayed.



- Press the [OK] key.
- 4 Confirm that "1. Program / Delete" is displayed and press the [OK] key.



Press @ or @ until "7. User Functions" is displayed and press the [OK] key.

Press the User Function key ([F1] – [F3]) you want to use.

- Note
- ☐ If you make a mistake, press the **[Cancel]** key and repeat from step **B**.

Press (a) or (b) until the function you want to register into the User Function key and press the [OK] key.

User Functions **♦**/OK TX Status

- ☐ If you wish to store more functions, repeat steps ☑ to ☑ for other keys.
- ☐ If you press the **[Cancel]** key, the function is not stored and the display shown in step **5** appears again.

Utilizing a User Function Key

Press the User Function Key ([F1] - [F3]) in which the function you want to use is stored.

The stored function's display is shown.

♦ For example, "Print Journal"

Journal: Press Start to Print

Press the [User Tools] key.

Functions You Can Store in User Function Keys

Function Name	Default Key
Manual Reception	F1
Reception Mode	F2
Stamp	F3
TX Status	
RX Status	
Print Journal	
Fax Header Print	
TX Result Report	
Forwarding	
Group	
Dial Option	

Printing Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal See P.21 "Printing the Journal".
- TX File List See P.19 "Printing a List of Files in Memory (Print TX File List)".
- Quick Dial list See Chapter 3 "Quick Dial" in the Basic Features manual.
- Speed Dial list See Chapter 3 "Speed Dial" in the Basic Features manual.
- Group Dial list See Chapter 3 "Groups" in the Basic Features manual.
- Press the [User Tools] key.



Press or until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

Press the [OK] key.

Press (a) or (b) until "2. Reports / Lists" is displayed and press the [OK] key.



Printing the Journal

Oconfirm that "1. Journal" is displayed and press the [OK] key.





☐ If you make a mistake, press the [Cancel] key and try again.

Printing a TX File List

Press ⑤ or ⑥ until "2. TX File List" is displayed and press the [OK] key.





 If you make a mistake, press the [Cancel] key and try again.

Printing the Quick Dial List

Press ③ or ⑤ until "3. Dial List" is displayed and press the [OK] key.

Reports / Lists: 3.Dial List ◆

2 Confirm that "1. Quick Dial List" is displayed and press the [OK] key.

Dial List: 1.Quick Dial List ◆

𝚱 Note

If you make a mistake, press the [Cancel] key and try again.

Printing the Speed Dial List

2 Press ③ or ⑤ until "2. Speed Dial List" is displayed and press the [OK] key.

Dial List: 2.Speed Dial List ◆

𝒯 Note

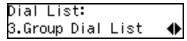
If you make a mistake, press the [Cancel] key and try again.

Printing the Group Dial List

Press ③ or ⑤ until "3. Dial List" is displayed and press the [OK] key.

Reports / Lists: 3.Dial List ◆

② Press ③ or ⑤ until "3. Group Dial List" is displayed and press the [OK] key.



Note

If you make a mistake, press the [Cancel] key and try again.

Printing the Quick Dial Label

Press or until "4. Quick Dial Label" is displayed and press the [OK] key.



- Note
- ☐ If you make a mistake, press the [Cancel] key and try again.
- Press the [Start] key.
- Press the [User Tools] key.

The machine returns to standby display.

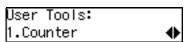
Setting the Date and Time

Use this function to set your machine's internal clock to the current time and date.

If the current date and time are wrong, use this procedure to correct them.

Press the [User Tools] key.



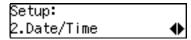


Press @ or @ until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features      ♦
```

- Press the [OK] key.
- Press ⊚ or ⊚ until "3. Setup" is displayed.

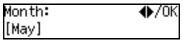
- Press the [OK] key.
- Press @ or @ until "2. Date/Time" is displayed.



- Press the [OK] key.
- Press a number key to enter the year for the digit, or it the year is correct press the [OK] key.

Year:	Press	ΟK
[2001]		

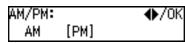
Press @ or © key to select the correct month, and then press the [OK] key.



Press the [Clear/Stop] key and use the number keys to enter the correct number for the date (01 to 31), and then press the [OK] key.

Day:	Press	OK
[20]		

Press (a) or (b) key to select the "AM" or "PM", then press the [OK] key.



Use the number keys to enter the correct time.



Enter the current hour setting (1 to 12), and then press the ③ or ⑤ key.

Press the **[Clear/Stop]** key and use the number keys to enter a 2-digit number for the correct minute setting (00 to 59).

Press the [OK] key.

After "Function Accepted" flashes briefly in the display, the next setting is displayed.

Press the [User Tools] key to return to standby display.

Summer Time / Daylight Saving Time

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

- ☐ Before you set this function, make sure that your machine's internal clock is correct.
- Press the [User Tools] key.

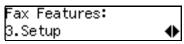


User Tools: 1.Counter ◆

Press (a) or (b) until "4. Fax Features" is displayed.

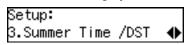


- Press the [OK] key.
- Press ⊚ or ⊚ until "3. Setup" is displayed.



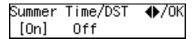
Press the [OK] key.

Press (a) or (b) until "3. Summer Time /DST" is displayed.



- Press the [OK] key.
- Use @ or b to select "On" or "Off".

Select "On" to advance your machine's internal clock one hour, and select "Off" to go back one hour.



Press the [OK] key.

If you selected "On", "The Clock Advanced By One Hour" is displayed in the display, and if you selected "Off", "The Clock Put Back By One Hour" is displayed.

Press the [User Tools] key to return to standby display.

Changi

Changing the Initial Setup Transmission

When you turn on the machine or return to Copy mode, the machine returns to the home settings. You can change these home settings so that the machine starts with your most frequently used features selected.

This procedure can be used to change the home settings for the following functions.

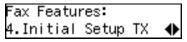
- Transmission mode See Chapter 2 "Faxing" in the Basic Features manual.
- Resolution
 See Chapter 2 "Resolution" in the
 Basic Features manual.
- Photo Original See Chapter 2 "Original Type" in the Basic Features manual.
- Fax Reset Timer
 See Chapter 1 "Starting the Machine" in the Basic Features manual.
- On Hook Timeout See P.25 "On Hook Dial".
- **𝒯** Note
- ☐ You can also choose whether the machine returns to the home settings after each communication. See P.72 "User Parameters" (Switch01, Bit7).
- Press the [User Tools] key.



User Tools: 1.Counter ◆ Press (a) or (b) until "4. Fax Features" is displayed.

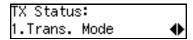
User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press ③ or ⑤ until "4. Initial Setup TX" is displayed and press the [OK] key.

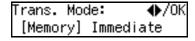


The "Initial Setup TX" menu is shown on the display.

Press @ or @ until the mode you want to change is displayed and press the [OK] key.



- Note
- ☐ If you make a mistake, press the **[Clear/Stop]** key and enter the correct number.
- Select the home setting with the
 ⑤ or ⑥ key then press the [OK] key.
 - Transmission Mode



You can select the either way to send a fax message (Memory Transmission or Immediate Transmission).

Resolution

Resolution:	◆ /0K
[Standard]	

Resolution: ♠/OK Detail

Resolution: ♠/OK Fine

You can select the setting that meets your needs based upon this trade off between speed and image clarity.

Photo Original

Photo Original: ♠/OK [Text]

Photo Original: ♠/OK Photo

You can select the setting that meets your needs based upon the appropriate Original Type to optimize image clarity.

Fax Reset Timer

Fax Reset Timer: ♠/OK [30sec.]

Fax Reset Timer: ♠/OK 1min.

Fax Reset Timer: ♠/OK 3min.

Fax Reset Timer: ♠/OK 5min.

This machine automatically enters the Energy Saver mode if you do not use the machine for a certain period of time. You can select this period from these options.

On Hook Timeout

On Hook Timeout: ♠/OK 1min.

On Hook Timeout: ♠/OK [3min.]

On Hook Timeout: ♠/OK 5min.

On Hook Timeout: ♠/OK 10min.

This machine automatically cancel the On Hook Dial mode if you do not dial a number from the numeric keypad for a certain period of time after pressing the [On Hook Dial] key. You can select this period from these options.

Ø Note

- ☐ If you want to change other home settings, repeat steps **⑤** and **⑥**.
- Press the [User Tools] key to return to standby display.

Changing the Initial Setup Reception

The Initial Setup Reception function allows you to change settings for the following reception functions.

- Reception Mode
 See Chapter 2 "Selecting the Reception Mode" in the Basic Features manual.
- Checkered Mark See P.40 "Checkered Mark".
- Center Mark See P.40 "Center Mark".
- Print RX Time See P.41 "Reception Time".
- Forwarding See P.65 "Forwarding".
- 1 Press the [User Tools] key.



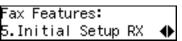
User Tools: 1.Counter ◆

Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

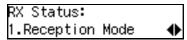
Press the [OK] key.

Press (a) or (b) until "5. Initial Setup RX" is displayed and press the [OK] key.

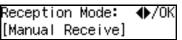


The "Initial Setup RX" menu is shown on the display.

Press ③ or ⑤ until the mode you want to change is displayed and press the [OK] key.



- Note
- ☐ If you make a mistake, press the **[Clear/Stop]** key and enter the correct number.
- Change the setting using the ⊚ or ⊗ key and press the [OK] key.
 - Reception Mode

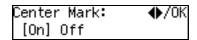


Reception Mode: ♠/OK Auto Receive

Checkered Mark

Checkered Mark: ∢▶/OK [On] Off

Center Mark



Print RX Time

Print RX Time: ♦/OK On [Off]

Forwarding



𝚱 Note

- ☐ If you wish to change other functions, repeat steps **5** and **6**.
- Select on or off for Checkered Mark, Center Mark, Print RX Time and Forwarding.
- Press the [User Tools] key to return to standby display.

6. Key Operator Settings

Changing Key Operator Settings

This chapter explains about functions the key operator handles.

Key Operator Code

When the Key Operator Code is registered and turned on, user have to enter registered the Key Operator Code (maximum 8 digit) to operate Key Operator Tools. This prevents unauthorized people from changing registration.

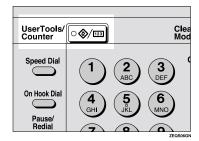
- ☐ You can change the Key Operator Code between on and off with "System Settings". See Chapter 2 "Settings You Can Change with the User Tools" in the System Settings.
- ☐ When you register or change the key operator access code, see Chapter 2 "13.Key Op. Tools" in the System Settings.

Counters

This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions: Total number of transmitted pages
- Receptions: Total number of received pages

Press the [User Tools] key.



User Tools: 1.Counter ◆

Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features ◆

- Press the [OK] key.
- Press (or until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.

Note

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.
- Confirm that "1. Counter" is displayed.

Key Op. Tools: 1.Counter ◆

Press the [OK] key.

The number of pages transmitted is displayed. You can display the number of pages received, scanned, or printed by pressing ③ or ⑤.

- Once you have confirmed the number of pages, press the [OK] key.
- Press the [Cancel] key on each display until you reach the stand-by display.

Authorized Reception

This feature helps you to reject junk mail. It lets you specify which terminals you wish to receive fax messages from; the others will be shut out. This is useful if you are very annoyed with someone.

You can register the following:

- 30 Specified Senders (up to 24 characters for each sender)
- Wild Card

#Important

☐ We recommend that you print the Sender/Authorized Reception list and keep it when you register or change a sender. See P.64 "Sender (Authorized Reception) List".

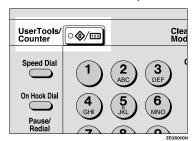
Limitation

- You cannot register a Specified Sender who does not have an Own Name or Own Fax Number.
- ☐ You can register up to 30 senders for Forwarding and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. See P.65 "Forwarding".

- To find out a senders Own Name/ Own Fax Number, check the Journal.
- ☐ You can specify whether to only receive messages from Specified Senders, or to receive all messages except those from Specified Senders. The default setting is "Receive from Authorized Senders". See P.72 "User Parameters" (Switch08, Bit2).

Switching Authorized Reception On/Off

1 Press the [User Tools] key.



User Tools: 1.Counter ◆

Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press (a) or (b) until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

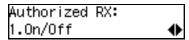
Press the [OK] key.

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.
- 6 Press the [OK] key.

Press (a) or (b) until "2. Authorized RX" is displayed.

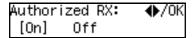
Key Op. Tools: 2.Authorized RX ◆

Press the [OK] key.



Confirm that "1. On/Off" is displayed.

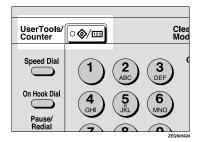
- Press the [OK] key.
- Press of or to select "On" or "Off".



- **𝚱** Note
- ☐ You can cancel this feature by selecting "Off".
- Press the [OK] key.
 - Note
 - ☐ If you have not programmed a specified sender, the message "Press OK to Program Sender Name/Number" is displayed. Press [OK] key, go to Step ☐ in "Programming specified senders". See P.62 "Programming specified senders".
- Press the [Cancel] key on each display until you reach the stand-by display.

Programming specified senders

1 Press the [User Tools] key.



Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press (a) or (b) until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.
- Press ③ or ⑤ until "2. Authorized RX" is displayed.

Key Op. Tools: 2.Authorized RX ◆

- Press the [OK] key.
- Press or until "2. Program Sender" is displayed.

Authorized RX: 2.Program Sender ◆

- Press the [OK] key.
- Enter the name for the Specified User.

Enter the other party's name or fax number.



For details about how to enter names, see Chapter 3 "Entering Text" in the Basic Features manual.

- Press the [OK] key.
- If you want to specify a wildcard, press the @ or @ key to select "Yes", or select "No".

Store as Wildcard? [Yes] No

See Chapter 3 "Wild Cards" in the Basic Features manual.

Press the [OK] key.

The Specified User is registered.

If you want to register another Specified User, repeat from step **2**.

Press the [Cancel] key on each display until you reach the standby display.

Deleting a Specified Sender (Authorized Reception)

Press the [User Tools] key.



User Tools: 1.Counter ◆

Press (or (until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press (a) or (b) until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.
- Press (a) or (b) until "2. Authorized RX" is displayed.

Key Op. Tools: 2.Authorized RX ◆

- Press the [OK] key.
- Press or until "3. Delete Sender" is displayed.

Authorized RX: 3.Delete Sender ◆

- Press the [OK] key.
- Press the ③ or ⑤ key to select the name of the Specified Sender that you want to delete.

Delete? **♦**/OK ABC

Press the [OK] key.

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat the above steps from step **2**.

Press the [Cancel] key on each display until you reach the stand-by display.

Sender (Authorized Reception) List

Print this list to find out which Specified Senders are currently programmed.

Press the [User Tools] key.



Jser Tools: .Counter

Press of or until "4. Fax Features" is displayed.

Jser Tools: 4.Fax Features

- Press the [OK] key.
- 4 Press (or (until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools

Press the [OK] key.

Note

☐ If the key operator code is registered and turned on, enter the key operator code and press the OK kev.

Press (a) or (b) until "2. Authorized RX" is displayed.

Key Op. Tools: 2.Authorized RX

- Press the [OK] key.
- Press (1) or (1) until "4. Print Sender List" is displayed.

Authorized RX: 4.Print Sender List ◆▶

- Press the [OK] key.
- Press the [Start] key. The list is printed.
- Press the [Cancel] key on each display until you reach the standby display.

Forwarding

Using this feature, you can select messages from Specified Senders to be printed on your machine and then sent on to another fax machine.

This is useful if, for example, you are visiting another office and would like a copy of your messages sent to that office so you can read them.

In this section, the machines that messages are forwarded to are referred to as Forwarding Stations. The locations from which you would like messages forwarded from are referred to as Specified Senders.

You can register:

- 5 Forwarding Stations
- 30 Specified Senders (maximum 10 per Forwarding Station, up to 24 characters each)
- · Wild Cards

∰Important

We recommend that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender.

Limitation

- This feature only works if the incoming message is from another party that has been programmed as a Specified Sender.
- The Forwarding function does not forward messages received with Polling Reception mode.
- You cannot register a sender who does not have an Own Name or Own Fax Number.
- ☐ You can register up to 30 senders for Forwarding and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. See P.60 "Authorized Reception".

Note

- ☐ Before using the Forwarding function, register Forwarding Stations and turn Forwarding function on. See P.56 "Changing the Initial Setup Reception".
- ☐ You can print a forwarding mark on forward messages. See P.72 "User Parameters" (Switch02, Bit0).
- ☐ To register a sender, use an Own Name or Own Fax Number.
- You can find out the Own Name or Own Fax Number of a sender by looking in the destination name column of the Journal.
- ☐ You can specify whether or not to print forwarded messages. This feature is called "Local Printing". The default setting is on. See P.72 "User Parameters" (Switch11, Bit6).

Registering Forwarding Stations

Press the [User Tools] key.



User Tools: 1.Counter ◆

Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features ◆

Press the [OK] key.

Press (or until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.
- Press ⊚ or ⊚ until "3. Forwarding" is displayed.

Key Op. Tools: 3.Forwarding ◆

- Press the [OK] key.
- Press (or) until "1. Prog. Station" is displayed

Forwarding: 1.Prog.Station ◆

- Press the [OK] key.
- Press @ or © to display the number of the forwarding station you want to register.

Program? **♦**/OK 1:

If a forwarding station is already registered, the fax number for that station is displayed.

- Press the [OK] key.
- Enter the other party's fax number with the number keys.

Station 1: Press OK ☎1234567890

Press the [OK] key.

The Forwarding Station's fax number is registered.

Sender Setting: 1.Program Sender ◆

When specifying senders

- Press the [OK] key.
- **2** Enter the other party's name.

Enter the other party's Own Name or Own Fax Number.

Name/No.:[ABC] OK ABC COMPANY∎∎∎∎∎∎∎

3 Press the [OK] key.

The name is registered.

4 If you want to register the Specified Sender as a Wildcard, press or to select "Yes" or "No".

Store as Wildcard? [Yes] No

6 Press the [OK] key.

To register another Specified Sender, repeat the above steps from step **1**.

To register a different Forwarding Station, press the [Cancel] key and repeat the above steps from step Ω .

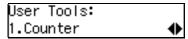
- Limitation
- ☐ Names for Specified Senders can be up to 24 characters long.
- Note
- You can confirm the names and fax numbers of Specified Senders on the Journal.
- ☐ You can confirm registered Specified Senders on the Specified Sender list.

Press the [Cancel] key on each display until you reach the stand-by display.

Editing a Forwarding Station

Press the [User Tools] key.





Press @ or @ until "4. Fax Features" is displayed.



- Press the [OK] key.
- Press (a) or (b) until "6. Key Op. Tools" is displayed.

```
Fax Features:
6.Key Op. Tools      ♦
```

Press the [OK] key.



☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.

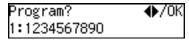
Press (a) or (b) until "3. Forwarding" is displayed.



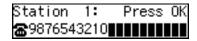
- Press the [OK] key.
- Press (a) or (b) until "1. Prog. Station" is displayed.



- Press the [OK] key.
- Press ② or ⑤ to display the fax number of the Forwarding Station you want to edit.



- Press the [OK] key.
- Press the [Clear/Stop] key and enter the Forwarding Station's correct fax number.



Press the [OK] key.

The fax number is registered.

If you want to edit another Forwarding Station, press the [Cancel] key and repeat the above steps from step 2.

Press the [Cancel] key on each display until you reach the standby display.

Deleting a Forwarding Station

1 Press the [User Tools] key.



Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press ② or ③ until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.

Note

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.
- Press (a) or (b) until "3. Forwarding" is displayed.

Key Op. Tools: 3.Forwarding ◆

- Press the [OK] key.
- Press @ or @ until "2. Delete Station" is displayed.

Forwarding: 2.Delete Station **♦**

- Press the [OK] key.
- Press ③ or ⑤ to display the fax number of the Forwarding Station you want to delete.

Delete? **♦**/OK 1:9876543210

Press the [OK] key.

The Forwarding Station is deleted. If you want to delete another Forwarding Station, repeat the procedure from step **Q**.

Press the [Cancel] key on each display until you reach the standby display.

Deleting a Specified Sender (Forwarding)

1 Press the [User Tools] key.



User Tools: 1.Counter ◆

Press @ or @ until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press ⊚ or ⊚ until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.

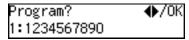
- ☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.
- Press (or until "3. Forwarding" is displayed.

Key Op. Tools: 3.Forwarding ◆

- Press the [OK] key.
- Press (or) until "1. Prog. Station" is displayed.

Forwarding: 1.Prog.Station ◆

- Press the [OK] key.
- Press ③ or ⑤ to display the fax number of the Forwarding Station that contains the Specified Sender you want to delete.



- Press the [OK] key.
- Press the [OK] key.
- Press @ or @ until "2. Delete Sender" is displayed.

Sender Setting: 2.Delete Sender **♦**

- Press the [OK] key.
- Use ⊚ or ⊚ to display the Specified Sender you want to delete.

Delete? **♦**/OK ABC COMPANY

Press the [OK] key.

The Specified Sender is deleted.

If you want to delete another Specified Sender, repeat the above steps from step **2**.

Press the [Cancel] key on each display until you reach the stand-by display.

Specified Sender/Forwarding Station list

Print this list to find out which Specified Senders are assigned to which Forwarding Stations.

Press the [User Tools] key.



Press or until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press @ or @ until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.

☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.

Press (a) or (b) until "3. Forwarding" is displayed.

Key Op. Tools: 3.Forwarding ◆

- Press the [OK] key.
- Press (a) or (b) until "3. Print Sender List" is displayed.

Forwarding: 3.Print Sender List **♦**

- Press the [OK] key.
- Press the [Start] key.
 The list is printed.
- Press the [Cancel] key on each display until you reach the stand-by display.

Sender Setting

For Forwarding, select the messages to forward either from all senders, from specified senders.

1 Press the [User Tools] key.



Press or until "4. Fax Features" is displayed.

- Press the [OK] key.
- Press (a) or (b) until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools **♦**

Press the [OK] key.

Note

☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.

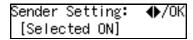
Press (or until "3. Forwarding" is displayed.

Key Op. Tools: 3.Forwarding ◆

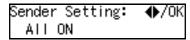
- Press the [OK] key.
- Press (a) or (b) until "4. Sender Setting" is displayed.

Forwarding: 4.Sender Setting **♦**

- Press the [OK] key.
- Press (a) or (b) and select "Selected ON" or "All ON".



Messages are transferred only to the specified party.



Messages are transferred to any party.

- Press the [OK] key.
- Press the [Cancel] key on each display until you reach the stand-by display.

User Parameters

The User Parameters allow you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.



Preparation

Access to some User Parameter Settings requires installation of optional equipment or that other settings be made beforehand.

Switches and Bits

User Parameters are divided into Switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Bit Number	7	6	5	4	3	2	1	0
Bit Val-	\	\	\	\	\downarrow	\downarrow	\	\downarrow
ue	0	1	0	0	0	0	0	0

Quser Parameter List

The User Parameter switches are outlined below.

* : Default Settings

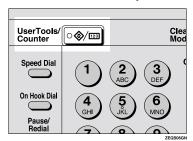
Switch	Bit	Item	0	1	
00	0	Stamp home position	*Off	On	
	3, 2, 1	I Image density adjustment level home position (the higher the greater image density) 001: Level 1 (lightest), 010: Level 2, *011: Level 3, 100: Level 4, 101: Level 5			
01	01 0 Label Insertion home position		*Off	On	
	2	Auto Reduction home position	Off	*On	
	5	Fax Header Print home position	Off	*On	
	7 Return the machine to the home settings after each communication (Return to default after transmission)		Off	*On	

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	*On
3 TSI Print		*Off	On	
03 0		Automatic printing of the Communication Result Re- port (Memory TX)	Off	*On
	2	Automatic printing of the File Reserve Report (Memory TX)	*Off	On
	3	Automatic printing of the File Reserve Report (Polling RX)	*Off	On
	4	Automatic printing of the Communication Result Re- port (Polling RX)	Off	*On
	5	Automatic printing of the Transmission Result Re- port (Immediate TX)	Off	*On
	7	Automatic printing of the Journal	Off	*On
04	7	Include a portion of the image on the Communication Result Report, File Reserve Report, Communication Failure Report.	Off	*On
05	05 0 Receive Service Call (SC) Condition (Substitute Reception during service call)		Possible (Substitute RX)	*Not possible (Reception off)
	2, 1	Receive when the machine can not print (Substitute reception during printer error) 00: Enabled unconditionally (Free), *01: Enabled for Own Name/Own Fax Number is received, 10: Enabled for Polling ID match,		
4 Restricted Access		11: Disabled (Reception off) Restricted Access	*Off	On
	5	Just Size Printing	*Off	On
	7 Empty cassette alert (Paper Empty Warning indica- tion)		*Off	On
06	4	Selecting the Sheet to Print the Quick Dial Label	*Paper label sheet	Transparentlabel sheet
07	2	Parallel Memory Transmission	Off	*On

Switch	Bit	Item	0	1
08	2	Authorized Reception type	*Only receive from specified senders	Receive all mes- sages except those from speci- fied senders
10	3	Page Reduction when printing	*Off	On
11	6	Local Print when Forwarding	Off	*On
14			* Immediate printing (On)	When turning on the Operation switch (Off)
	1	Long Document Transmission (Well Log)	*Off	On
	2	Batch Transmission	Off	*On
	3	Reset when function changed	*Off	On
	7	System Parameter List TX	*Off	On
15	5 2, 1, 0 Select paper feed tray to fix *001: First, 010: Second, 011 Third, 100: Four		Third, 100: Four	
	5	Fixed Input tray	On	*Off
th a		Whether you need to press the [OK] key after entering a Quick Dial when broad- casting.	*Not Necessary	Necessary
	7	Receive messages by pressing the [Start] key when originals are not set.	Off (The machine does not receive messages by pressing the [Start] key.)	*On (The machine receives messages by pressing the [Start] key.)

Changing the User Parameters

- We recommend that you print the User Parameter list and keep it when you register or change a user parameter. See P.76 "Printing the User Parameter List".
- Do not change any bit switches other than those shown on the previous pages.
- 1 Press the [User Tools] key.



User Tools: 1.Counter ◆

Press (4) or (5) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press ⊚ or ⊚ until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.

𝚱 Note

☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.

Press (a) or (b) until "4. User Parameters" is displayed.

Key Op. Tools: 4.User Parameters ◆

Press the [OK] key.

User Parameters: 1.Change ◆

Press the [OK] key.

Refer Op. Manual: Switch OO :0000 0110

For a list of the switches and settings, see P.72 "User Parameter List".

Use the User Parameters table to look up the number of the switch that you want to change, and then press the ③ or ⑤ key to display the number of the switch.

The switch bits are numbered 7~0. To change a setting, press the corresponding number key to toggle the setting between "0" and "1"

	_							
Key to Press	7	6	5	4	3	2	1	0
SW 00:	0	0	0	0	0	0	0	0

For example, if you want to change the setting at bit 7, press the 7 number key to toggle the setting between "1" and "0".

When you are finished making adjustments, press the [OK] key.

User Parameters: 1.Change ◆

Press the [Cancel] key on each display until you reach the stand-by display.

Printing the User Parameter List

Print this list to see the current User Parameter settings.

Press the [User Tools] key.



Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press ⊚ or ⊚ until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.



☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.

Press (a) or (b) until "4. User Parameters" is displayed.

Key Op. Tools: 4.User Parameters ◆

Press the [OK] key.

User Parameters: 1.Change ◆

Press the ② or ⑤ key until "2. Print List" is displayed and press the [OK] key.

User Parameters: 2.Print List ◆

Press the [Start] key to print the list.

User Parameters List: Press Start to Print

- Note
- ☐ If you press [Cancel] before printing starts, the printing stops and the display shown in step ② appears again.
- Press the [Cancel] key on each display until you reach the stand-by display.

Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed, users have to enter their Personal Code before they send a fax.

∰Important

☐ We recommend that you print the Personal Code List and keep it when you register or change a Personal Code. See P.79 "Printing the Personal Code List".

Note

☐ To enter a Personal Code when sending a fax, follow the steps shown in "Personal Code Transmission". See P.6 "Personal Code Transmission".

Registering Personal Codes

Press the [User Tools] key.



Press or until "4. Fax Features" is displayed.

Press the [OK] key.

Press (or until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools **♦**

Press the [OK] key.

Note

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.
- Press (a) or (b) until "5. Personal Code" is displayed.

Key Op. Tools: 5.Personal Code ◆

- **7** Press the **(OK)** key.
- Confirm that "1. Prog. Pers. Code" is displayed and press the [OK] key.

Personal Code: 1.Prog. Pers. Code ◆

Enter the Personal Code (8-digits or less) with the number keys.

Enter Code to Prog. [11111111] Press OK

- Press the [OK] key.
- **1** Enter the user name.

Name:[ABC] OK ABC COMPANY**≣≣≣≣≣≣**

- Press the [OK] key.
- Press the [Cancel] key on each display until you reach the standby display.

Editing a Personal Code

Press the [User Tools] key.



Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press ② or ⑤ until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.

Note

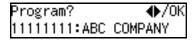
- ☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.
- Press (4) or (5) until "5. Personal Code" is displayed.

Key Op. Tools: 5.Personal Code ◆

- Press the [OK] key.
- Confirm that "1. Prog. Pers. Code" is displayed and press the [OK] key.

Personal Code: 1.Prog. Pers. Code ◆

Press @ or @ to display the Personal Code for the user name or routing sub-address you want to change.



- Press the [OK] key.
- **1** Enter the user name.



- Press the [OK] key.
- Press the [Cancel] key on each display until you reach the stand-by display.

Deleting a Personal Code

Press the [User Tools] key.



User Tools: 1.Counter ◆

Press @ or @ until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press (a) or (b) until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools **♦**

Press the [OK] key.

Ø Note

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.
- Press (a) or (b) until "5. Personal Code" is displayed.

Key Op. Tools: 5.Personal Code ◆

- Press the [OK] key.
- Press (or) until "2. Delete" is displayed.

- Press the [OK] key.
- Press (a) or (b) to display the Personal Code you want to delete.

Delete? **♦**/OK 11111111:DEF COMPANY

Press the [OK] key.

The Personal Code is deleted.

If you want to delete another Personal Code, repeat the above steps from step **9**.

Press the [Cancel] key on each display until you reach the stand-by display.

Printing the Personal Code List

Print this list to find out the registered Personal Codes and their names.

Press the [User Tools] key.



User Tools: 1.Counter ◆ Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press ⊚ or ⊚ until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.



- ☐ If the key operator code is registered and turned on, enter the key operator code and press the [OK] key.
- Press (a) or (b) until "5. Personal Code" is displayed.

Key Op. Tools: 5.Personal Code ◆

- Press the [OK] key.
- Press @ or D until "3. Print List" is displayed.

Personal Code: 3.Print List ◆

- Press the [OK] key.
- Press the [Start] key.
 The list is printed.
- Press the [Cancel] key on each display until you reach the stand-by display.

Restricted Access

Use this feature to restrict access to the machine or monitor machine usage by user or department. When turned on, users must enter a previously assigned code before they can use the machine.

Preparation

In order to use this feature you need to register Personal Codes beforehand. See P.77 "Registering Personal Codes".

Note

- ☐ When the machine is shipped, this feature is turned off by default. Turn it on or off with the User Parameters. See P.72 "User Parameters" (Switch 05, Bit 4).
- ☐ The machine returns to the state where a Personal Code must be entered to use the machine in the following situations:
 - The machine is not used for a certain time
 - A previously set document is removed
 - The current operation is completed
- When Restricted Access is turned on, incoming faxes are received and printed as normal.
- Check that the Restricted Access display is shown.

Restricted Access: Pers. Code[█████████]

- 2 Enter your personal code with the number keys.
- Press the [OK] key.

𝒯 Note

☐ When Restricted Access is turned on and you enter a personal code to use the machine, Personal Code Transmission is selected by default.

Polling ID

Use this procedure to register the Polling ID code.

This ID is required for using the Transfer Request (See P.13 "Transfer Request").

Limitation

When you use Transfer Request, register the same ID code as that registered on the sender's machine.

Note

- ☐ A Polling ID can be any combination of digits (0 9) and letters (A F) except for 0000 and FFFF.
- Press the [User Tools] key.



User Tools: 1.Counter ◆ Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press (a) or (b) until "6. Key Op. Tools" is displayed.



Press the [OK] key.

𝚱 Note

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.
- 6 Press ⊚ or ⊚ until "6. Polling ID" is displayed.

Key Op. Tools: 6.Polling ID ◆

- Press the [OK] key.
- 8 Enter the Polling ID (4-digits) with the number keys.

If you make a mistake, press the [Clear/Stop] key and try again.

Polling ID: /OK ID[1111]

Press the [OK] key.

If you want to enter another item, repeat the above steps from step **2**.

Press the [Cancel] key on each display until you reach the stand-by display.

Line Type

You must register the Line Type before you connect the machine to the line.

- ☐ By default, Line Type is set to "Tone".
- ☐ This function is not available in some areas.
- ☐ If you do not know the type of line you are connected to, select "Tone" and dial a trial number. If the connection was successful, your Line Type is "Tone", if it did not, set the Line Type to "Pulse" and dial a trial number. If the connection was successful, your Line Type is "Pulse".

Limitation

☐ If you do not correctly set the Line Type, you will be able to receive messages, but you may not be able to send them.

To register the Line Type, perform the following procedure.

Note

- You can edit the registered Line Type by performing the steps for registering the Line Type in the following procedure.
- 1 Press the [User Tools] key.



User Tools: 1.Counter ◆ Press o or o until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press (a) or (b) until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

Press the [OK] key.

∅ Note

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.
- Press ⊚ or ⊚ until "7. Line Type" is displayed.

Key Op. Tools: 7.Line Type ◆

- Press the [OK] key.
- Press @ or © and select "Tone" or "Pulse".

Press the [OK] key.

"Function Accepted" is displayed on the screen.

Press the [Cancel] key on each display until you reach the standby display.

Select Line

When your machine is connected through a PABX, change the Select Line setting to Extension. If it is connected directly to the telephone network, leave it set to Outside.

- ☐ After you have registered an outside line access number, set the line to "Extension" in "Select Line". By default, this feature is set to "Outside".
- 1 Press the [User Tools] key.

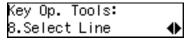


Press or until "4. Fax Features" is displayed.

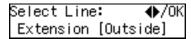
- Press the [OK] key.
- Press (or until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

- Press the [OK] key.
 - Ø Note
 - ☐ If the key operator code is registered and turned on, enter the key operator code and press the **[0K]** key.
- Press (a) or (b) until "8. Select Line" is displayed.



- Press the [OK] key.
- Press @ or @ and select "Extension" or "Outside".



Press the [OK] key.

"Function Accepted" is displayed on the screen.

Press the [Cancel] key on each display until you reach the standby display.

PSTN Access Number

Use this setting to save having to enter a pause after the outside line access number when dialing. When you program an access number, a pause is automatically added as soon as that number is pressed. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

Limitation

- ☐ Outside line access numbers can be up to 2 digits long.
- ☐ This feature does not work when using On Hook mode or when dialing from an external telephone.

Ø Note

☐ After you have registered an outside line access number, set the line to "Extension" in "Select Line". By default, this feature is set to "Outside".

To register an outside line access number perform the following procedure.

1 Press the [User Tools] key.



User Tools: 1.Counter ◆ Press @ or @ until "4. Fax Features" is displayed.

User Tools: 4.Fax Features ◆

- Press the [OK] key.
- Press (a) or (b) until "6. Key Op. Tools" is displayed.



Press the [OK] key.

𝚱 Note

- ☐ If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.
- Press (or (until "9. PSTN Access No." is displayed.

Key Op. Tools: 9.PSTN Access No. ◆

- Press the [OK] key.
- Enter the outside line access number (2-digits) with the number keys.

If you make a mistake, press the [Clear/Stop] key and try again.

PSTN Access No.: /OK [O∎]

Press the [OK] key.

"Programmed" is displayed on the screen.

Press the [Cancel] key on each display until you reach the stand-by display.

Transfer Report

For the requesting party to be able to receive Transfer Result Reports from the Transfer Station, the requesting party must store the number of the telephone line their machine is connected to in their own machine.

Be sure to insert a pause after the area code.

For example, if your fax number is 1-234-567-8900, store the following:

- 1-234-567-8900
- Press the [User Tools] key.

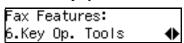


User Tools: 1.Counter ◆

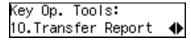
Press (or (until "4. Fax Features" is displayed.

User Tools: 4.Fax Features **♦**

- Press the [OK] key.
- Press ② or ⑤ until "6. Key Op. Tools" is displayed.



- Press the [OK] key.
 - Ø Note
 - ☐ If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.
- Press (a) or (b) until "10. Transfer Report" is displayed.



- Press the [OK] key.
- Enter the fax number with the number keys and [Pause/Redial] key.

- Press the [OK] key.
- Press the [Cancel] key on each display until you reach the stand-by display.

RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

When the machine is shipped, this feature is turned on.

Press the [User Tools] key.



Press (a) or (b) until "4. Fax Features" is displayed.

User Tools: 4.Fax Features ◆

- Press the [OK] key.
- Press ② or ⑤ until "6. Key Op. Tools" is displayed.

Fax Features: 6.Key Op. Tools ◆

- Press the [OK] key.
 - **𝒯** Note
 - ☐ If the key operator code is registered and turned on, enter the key operator code and press the **[0K]** key.
- Press (a) or (b) until "11. RDS On/Off" is displayed.



- Press the [OK] key.
- Press @ or © and select "On" or "Off".



Press the [OK] key.

"Function Accepted" is displayed on the screen.

Press the [Cancel] key on each display until you reach the standby display.

7. Troubleshooting

When Toner Runs Out

When the machine has run out of toner the symbol appears on the display. Note that even if there is no toner left you can still send fax messages. However, it is advisable to replace the toner early to avoid poor printing quality.

Limitation

☐ The File Reserve Report is not printed.

When an Error Report is Printed

An error report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or the receiver's noise on the telephone line etc. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

Ø Note

- ☐ If the error happens frequently, contact your service representative.
- ☐ The "Page" column gives the total number of pages. The "Page Not Sent" column gives the number of pages that were not sent or received successfully.

When Power is Turned off or Fails

Even if the **Main Power** switch is turned off, the contents of the machine's memory (programmed numbers etc.) will not be lost. However, if power is lost for about 1 hour through the **Main Power** switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If an original stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it.

∰Important

- ☐ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- □ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the Main Power switch on for about 24 hours after the power loss occurs.

8. Maintaining Your Machine

Replacing the Stamp Cartridge

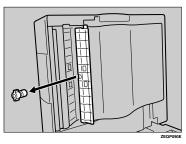
The optional Document Feeder is required.

When the stamp is getting to become lighter, replace the cartridge.

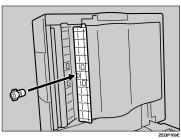
- Note
- ☐ Use the cartridge specified for this machine.
- Lift the Document Feeder and open the stamp cover.



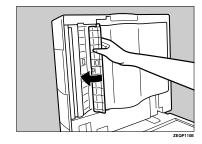
2 Pull out the cartridge.



3 Set a new cartridge.



A Return the stamp cover to its original position.



- **5** Close the Document Feeder.
 - **𝚱** Note
 - Hold down the center part of the cover to make sure that it is closed completely.

9. Appendix

Connecting the Machine to a Telephone Line and Telephone

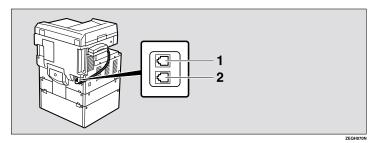
Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

∰Important

☐ Make sure the connector is the correct type before you start.

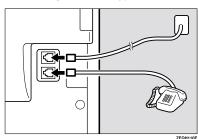
Where to connect the machine



1. G3

2. Optional Handset/External Telephone

When using a modular type connector



Connecting The Optional External Telephone

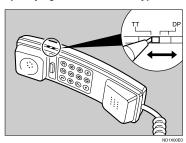
You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

 \square Some telephone may not be connected or may suffer reduced functionality.

Limitation

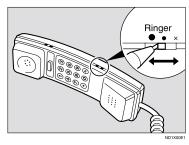
☐ When you use the handset or an optional external telephone with the **[On Hook Dial]** key for telephone calls, you can not talk with the other party without pressing the **[On Hook Dial]** or **[Clear/Stop]** key after taking off the receiver.

Specifying the handset line type



The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

Adjusting the handset bell volume



Adjust the handset ringer volume using the volume switch.

q

Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Select the Line Type using "Line Type" in "Key Operator Settings". The default settings is "Tone".

Ø Note

 \Box This setting is not displayed in some areas.

Specifications

Standard	G3		
Resolution	8×3.85/mm•200×100dpi (Standard), 8×7.7/ mm•200×200dpi (Detail), 8×15.4/ mm•200×400dpi (Fine)		
Transmission Time	3 seconds at 28,800bps, Standard resolution		
Data Compression Method	MH, MR, MMR		
Maximum Original Size	297×1200mm / 11"×47"		
Maximum Scanning Size	297×432mm / 11" × 17"		
Print Process	Printing on standard paper using the laser		
Transmission Speed	33,600/31,200/28,800/26,400/24,000/21,600/ 19,200/16,800/14,400/12,000/9,600/7,200/4,800/ 2,400bps (auto shift down system)		

❖ Power Consumption

Standby mode	135W
Immediate Transmission	185W
Memory Transmission	140W
Memory Reception	125W
Printing	330W
Night Timer Off mode	25W

a

Acceptable Types of Originals

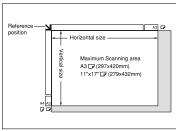
Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and resulting image will be affected.

Acceptable Original Sizes

Where Original is Set	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Exposure glass	Maximum A3 (297×420mm), 11"×17" (279×432mm)	1	
Document Feeder (ADF)	Fax transmission: A5 \square \square to A3 \square (up to 1200mm long) $8^1/2^{"}$ $\times 5^1/2^{"}$ \square to 11"×17"(DLT) \square	30 sheets (80g/m², 20lb)	52-105g/m ² (45-90kg, 14-28lb)

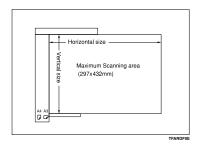
Paper Size and Scanned Area

Exposure Glass



CP01AE1E

Document Feeder



☐ Maximum scanning area is 297×1,200 mm / 11"×47" for 1-Sided original.

9

Limitation

- ☐ There may be a difference in the size of the image when it is printed at the destination.
- ☐ If you set an original larger than DLT/A3 on the exposure glass, only an area of DLT/A3 is scanned.

𝚱 Note

- ☐ Even if an original is correctly placed on the exposure glass or in the Document Feeder, a margin of 3mm around each edge of the original may not be sent.
- ☐ If the receiver uses paper narrower than the original, the image will be reduced to fit the paper width.
- ☐ The machine detects paper sizes in the following ways.
 - When you set an original in the Document Feeder, an original narrower than about 9.1" (230mm) is scanned as 8¹/₂" width.
 An original wider than about 10.4" (263mm) is scanned as 11" width.
 Widths between 9.1" and 10.3" are scanned as 10" width.
 Originals up to 47" (1200mm) in length can be scanned.
 - Refer to the table below for the sizes the machine can detect when you place an original on the exposure glass. Because the machine scans in non-standard size documents as one of the standard sizes, parts of the image may be truncated depending on the length of the document. For how to set non-standard size documents, see P.7 "Choosing the Area to be Scanned Yourself (Irregular Scan Area)".

	Length			
width		~12.5"	12.5"~ 13.5"	13.5"~
	~7.9"	not detected	8 ¹ / ₂ "×13"□	not detected
	7.9"~ 8.9"	LTC	8 ¹ / ₂ "×13"□	8 ¹ / ₂ "×14"□
	8.9"~	LT 🔽	not detected	11"×17"□

Maximum Scan Area

Memory Transmission/Immediate Transmission *1

- From the Document Feeder: 11"×17" / 297×432mm (W×L)
- From the exposure glass: 11"×17" / 297×432mm (W×L)
- *1 In the immediate transmission, the maximum scan area varies according to the resolution.

Function List

Advanced Transmission Features

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time.	P.4 "Sending at a Specific Time (Send Later)"
Personal Code TX	This will help you to check up on who has been using the machine and how often.	P.6 "Personal Code Transmission"
Irregular Scan Area	When sending a non-standard size original, this feature specifies the length and width. The machine scans the original in the specified size.	P.7 "Choosing the Area to be Scanned Yourself (Irregular Scan Area)"
Fax Header Print	You can print a message in- cluding the name registered as the Fax Header on the re- ceived message for each file.	P.9 "Fax Header Print"
Label Insertion	If you register the receiver's name in a Quick Dial or Speed Dial, the receiver's name is automatically printed at the top of the received message.	P.10 "Label Insertion"
Auto Reduction	If the receiver uses paper nar- rower than the message, it is reduced to fit a paper size available on the receiving par- ty's machine before being sent.	P.11 "Auto Reduction"
Polling Reception	Sends a transmission request to the other party and receives a message from the receiver.	P.12 "Polling Reception"
Transfer Request	Sends an original to a destina- tion via a facsimile equipped with the transfer station capa- bility.	P.13 "Transfer Request"

Communication Information

Feature name	Description	Reference
Canceling Transmission or Reception	This feature cancels a file (reservation) for Memory Transmission, Transfer Request, Polling Reception.	P.15 "Canceling Transmission or Reception"
Displaying the Transmission Result	Part of the Journal can be shown on the display. The re- sults of the last 50 transmis- sions are displayed from the latest one.	P.17 "Checking the Transmission Result (TX File Status)"
Displaying the Reception Result	Part of the Journal can be shown on the display. The re- sults of the last 50 receptions are displayed from the latest one.	P.18 "Checking the Reception Result (RX File Status)"
Printing the TX File List	The transmission file list can be manually printed. This list allows you to know the files stored in memory or the file numbers.	P.19 "Printing a List of Files in Memory (Print TX File List)"
Printing a stored Message	Prints the contests of a fax that is stored in memory and has not been sent yet.	P.20 "Printing a Stored Message"
Printing the Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	P.21 "Printing the Journal"
Displaying the Memory Status	The status of the memory is shown on the display.	P.22 "Displaying the Memory Status"

User Tools

Feature name	Description	Reference
Register/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination only by pressing the Quick Dial key.	Chapter3 "Quick Dial" in the Basic Features manual.
Register/Delete Speed Dial	When you register a destination in a speed dial, you can specify the destination by entering the two-digit Speed Dial code after pressing the Speed Dial key.	Chapter3 "Speed Dial" in the Basic Features manual.
Register/Delete Group Dial	If you program a several destinations into a Group, you can dial with just a few keystrokes.	Chapter3 "Groups" in the Basic Features manual.
Assigning User Function Keys	Stores a frequently used function in a User Function Key ([F1] to [F3]).	P.47 "Assigning User Function Keys"
Reports/Lists	This feature allows you to print various reports and lists manually. You can print the following reports and lists: Journal Transmission File List Quick Dial list Speed Dial list Group Dial list Quick Dial Label	P.49 "Printing Reports/Lists"
Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	Chapter4 "Adjusting Vol- ume" in the Basic Features manual.
Date/Time	Adjusts the date and the time as a reference.	P.51 "Setting the Date and Time"
Summer Time/DST	Allows you to advance or put back the clock by one hour.	P.53 "Summer Time / Daylight Saving Time"
Fax Information	Registers your Own Name, Fax Header and Own Fax Number.	Chapter3 "Own Name /Fax Header / Own Fax Number" in the Basic Features manual.

Feature name	Description	Reference
Initial Setup TX	Allows you to change following transmission function settings: Transmission Resolution Photo Original Fax Reset Timer On Hook Timeout	P.54 "Changing the Initial Set- up Transmission"
Initial Set Up RX	Allows you to change following reception settings: Reception Mode Checkered Mark Center Mark Print RX Time Forwarding	P.56 "Changing the Initial Set- up Reception"
Counters	Check the transmission, reception, and totals on the display.	P.59 "Counters"
Authorized Reception	When you register Specified Senders in advance, you can restrict senders from whom you receive message.	P.60 "Authorized Reception"
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	P.65 "Forwarding"
Changing User Parameters	Allows you to change the function settings to meet your needs.	P.72 "User Parameters"
Printing User Parameter List	Allows you to print and check User Parameter settings.	P.76 "Printing the User Parameter List"
Personal Code	Registers personal codes for each user. When each user en- ters a personal code when sending messages, you can check the machine usage by user. Personal Code is also used for Restricted Access.	P.77 "Personal Codes"
Polling ID	Registers ID required for using the Transfer Request.	P.81 "Polling ID"
Line Type	Registers the type of line (Tone or Pulse) you are connected to.	P.82 "Line Type"

Feature name	Description	Reference
Select Line	Allows you to select an inter- nal G3 communication line or external telephone line for your fax machine.	P.83 "Select Line"
PSTN Access Number	Allows you to specify the code used to access an outside line when you dialing.	P.84 "PSTN Access Number"
Transfer Report	Register a number for receiving Transfer Result Reports from the Transfer Station.	P.85 "Transfer Report"
RDS On/Off	Allows you to switch on RDS (Remote Diagnostic System) so a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	P.86 "RDS (Remote Diagnostic System)"

INDEX

Α

Acceptable Types of Originals, 97 Adjusting Volume, 101 Authorized Reception, 60, 102 Authorized Reception list, 64 Auto Fax RX Power-up, 31 Automatic Redial, 32 Auto Reduction, 11, 99

В

Batch Transmission, 32

C

Canceling Transmission, 100
Canceling Transmission or Reception, 15
Center Mark, 40
Chain Dial, 23
Changing Key Operator Settings, 59
Checkered Mark, 40
Checking the Transmission Result
(TX File Status), 17
Clock, 51
Communication Failure Report, 34
Communication Information, 100
Communication Result Report, 12, 34
Counters, 59, 102

D

Date and Time, 51

Summer Time / Daylight Saving Time, 53

Date/Time, 101

Displaying the Memory Status, 100

Displaying the Reception Result, 100

Displaying the Transmission Result, 100

Dual Access, 31

Ε

ECM, 33 End Receiver, 13, 14 Error Report, 88 External Telephone, 94

F

Fax Header Print, 9, 99
Fax Information, 101
File Reserve Report, 12, 34
Forwarding, 65, 102
Forwarding Station, 65
Function List, 99
Function Map, i

G

Group Dial, 101 Group Dial List, 50

н

Handy Dialing Functions, 23

ı

Image Rotation, 41 Immediate Reception, 37 Initial Setup Reception, 56 Initial Setup RX, 45, 102 Initial Setup Transmission, 54 Initial Setup TX, 45, 102 Irregular Scan Area, 7, 99

J

Journal, 21, 49, 100

Κ

Key Operator Settings, 59

L

Label Insertion, 10, 99 Line Type, 82, 102 Selecting, 83

M

Maintaining Your Machine, 91 Manual Dial, 26 Memory Reception, 37 Memory Status, 22 More Transmission Functions, 31

0

On Hook Dial, 25 Outside Line Access Number, 84

P

Page Reduction, 42 Page Separation and Length Reduction, 41 Parallel Memory Transmission, 33 Personal Code, 77, 102 Personal Code List, 79 Personal Code Transmission, 6 Personal Code TX, 99 Polling ID, 81, 102 Polling Reception, 12, 99 Polling Reserve Report → File Reserve Report, 12 Polling Result Report → Communication Result Report, 12 Print Completion Beep, 40 Printed Report, 34 Printing Journal, 21 Printing a stored Message, 100 Printing a TX File List, 49 Printing Functions, 40 Printing the Journal, 100 Printing the Quick Dial Label, 50 Printing the TX File List, 100 Print TX File List, 19 Program/Delete, 45 Programming Date and Time, 51 PSTN Access Number, 84, 103 PWD, 28

റ

Quick Dial, 101 Quick Dial List, 50

R

RDS, 86 RDS On/Off, 103 Reception, 37 Reception Features, 37 Reception Time, 41 Redial, 24 Reports/Lists, 45, 49, 101 Requesting Party, 13 Restricted Access, 80 RX File Status, 18

S

Selecting the Line Type, 95 Select Line, 103 Sender Reception list, 64 Sender Setting, 71 Sending at a Specific Time (Send Later), 4 Send Later, 99 SEP, 28 Setup, 45 SID, 29 Specifications, 96 Specified Sender/Forwarding Station list, 70 Speed Dial, 101 Speed Dial List, 50 Stamp, 27, 91 Stored Message, 20 SUB, 29 Substitute Reception, 38 Summer Time/DST, 101 Switches and Bits, 72

Т

TCR→Journal, 21, 49, 100
Telephone Directory, 23
Telephone Line, 93
Toner, 87
Transfer Report, 85, 103
Transfer Request, 13, 99
Transfer Station, 13
Transmission Features, 23, 27
Transmission Result Report (Immediate TX), 35
Transmission with Image Rotation, 31
Troubleshooting, 87
TSI, 42
TSI Print, 42
TTI Print→Fax Header Print, 9

U

User Function Keys, 47, 48, 101 User Parameter List, 72, 102 User Parameters, 72, 102 User Tools, 45, 101

MEMO

MEMO

MEMO

108 UE (USA) B404