BT

BF900 multifunctional plain paper fax

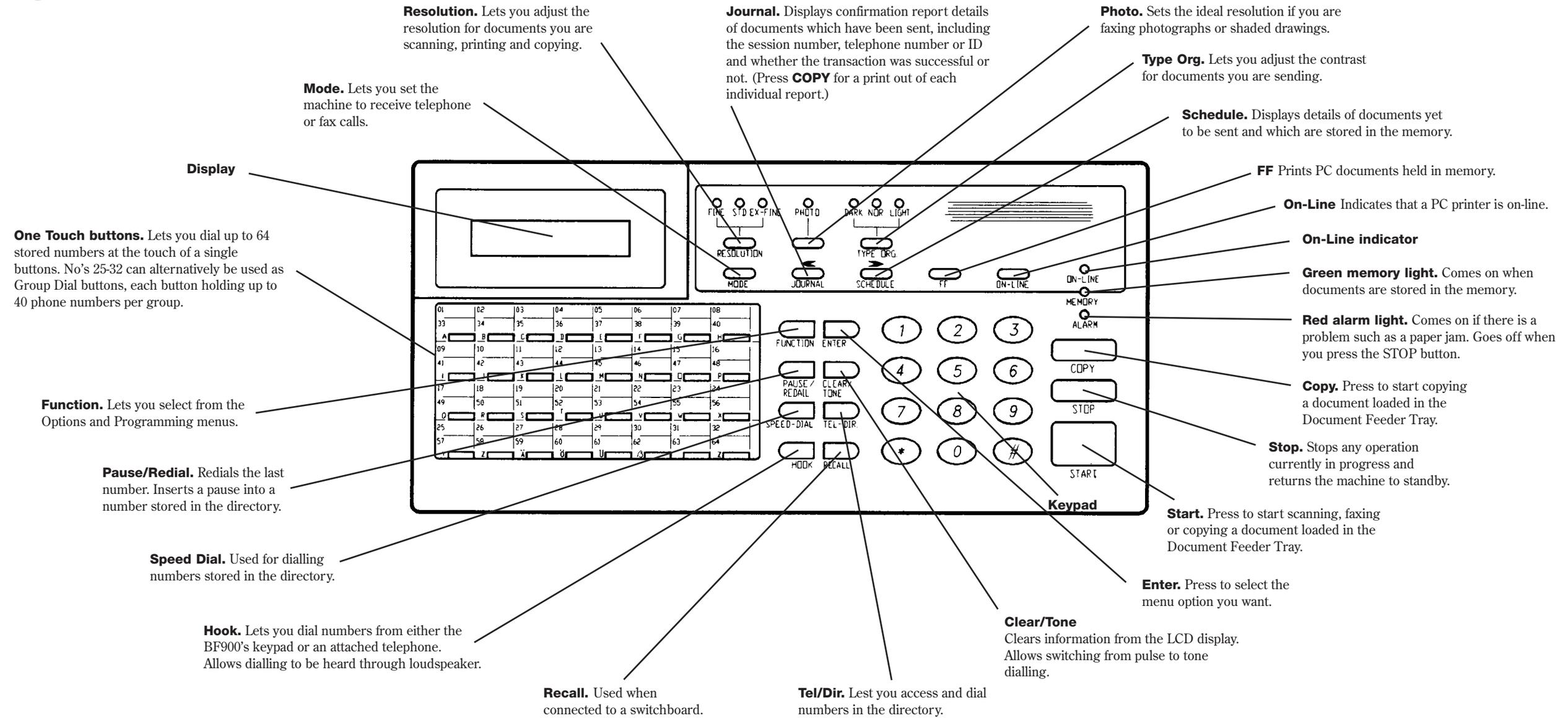*User guide*

For your records

Date of purchase:
Place of purchase:
Serial number (on base of unit):
Purchase price:
(Proof of purchase is required for warranty purposes, so please keep your receipt)

At a glance

Control panels

Resolution. Lets you adjust the resolution for documents you are scanning, printing and copying.

Mode. Lets you set the machine to receive telephone or fax calls.

Display

One Touch buttons. Lets you dial up to 64 stored numbers at the touch of a single buttons. No's 25-32 can alternatively be used as Group Dial buttons, each button holding up to 40 phone numbers per group.

Function. Lets you select from the Options and Programming menus.

Pause/Redial. Redials the last number. Inserts a pause into a number stored in the directory.

Speed Dial. Used for dialling numbers stored in the directory.

Hook. Lets you dial numbers from either the BF900's keypad or an attached telephone. Allows dialling to be heard through loudspeaker.

Recall. Used when connected to a switchboard.

Tel/Dir. Lest you access and dial numbers in the directory.

Journal. Displays confirmation report details of documents which have been sent, including the session number, telephone number or ID and whether the transaction was successful or not. (Press **COPY** for a print out of each individual report.)

Photo. Sets the ideal resolution if you are faxing photographs or shaded drawings.

Type Org. Lets you adjust the contrast for documents you are sending.

Schedule. Displays details of documents yet to be sent and which are stored in the memory.

FF Prints PC documents held in memory.

On-Line Indicates that a PC printer is on-line.

On-Line indicator

Green memory light. Comes on when documents are stored in the memory.

Red alarm light. Comes on if there is a problem such as a paper jam. Goes off when you press the STOP button.

Copy. Press to start copying a document loaded in the Document Feeder Tray.

Stop. Stops any operation currently in progress and returns the machine to standby.

Start. Press to start scanning, faxing or copying a document loaded in the Document Feeder Tray.

Enter. Press to select the menu option you want.

Clear/Tone Clears information from the LCD display. Allows switching from pulse to tone dialling.

Keypad

Document receive tray
Receives the original document
after it has been scanned, faxed
or copied.

Control panel

Document feeder tray
Place documents face
down, ready for scanning,
faxing or copying.
Adjust the paper guides
to fit the width of your
document.

Optional handset socket
Not for use in the UK.

Printed document tray
Receives the newly
printed document.

Cover release button
Press to open the cover for
clearing document jams and
installing the drum and toner
cartridge.

Plain paper cassette
Holds up to 150 page of
A4, letter size or legal
size plain paper.
When empty lift up to
save space.

Power On/Off

Manual paper feed
Lets you insert single sheets of paper, by hand, for printing.

Serial port
Lets you connect a PC for sending
and receiving faxes to screen and for
printing. Requires an appropriate
PC-FAX software package or GDI
printer driver. (Cable available as an
optional extra).

Power cable socket

Blanked telephone socket
This socket not used in the UK.

Cooling fan

Telephone line cord socket
Plug in the telephone line cord here.

Parallel port
Lets you connect a PC
for printing.

In this guide

Hints, tips and important information
In this user guide we've included helpful tips, useful notes and important information shown in grey boxes.

Introduction *Your BF900 multifunctional, plain paper fax machine is designed for ease of use and made to the high standards set by BT.*

Thank you for choosing a BT product. Your BF900 is Millennium compliant and you can expect it to provide many years of quality service.

Please read these instructions carefully before use and keep this user guide for future reference.

Check that your BF900 is complete. When you unpack, you should have:

- BF900 fax machine.
- Toner cartridge (in box).
- Drum cartridge (in box).
- Accessories (in carton):
    - document feeder tray
    - document receive tray
    - printed document tray
    - telephone line cord
    - mains power cable with plug attached
    - user guide.

Customer Helpline
If you have any problems with your BF900, call the BT Helpline number on your BF900.

Warning
As this is a mains powered product it is normal that it will produce a certain amount of heat. Whilst this is entirely safe we would advise against placing this product on antique, veneered or wooden surfaces as damage to those surfaces may result.

Caution
Do not block or cover any of the openings on the machine.

Avoid placing your BF900 in direct sunlight, beside an air conditioner or where it is dusty or damp.

If you have a problem with the machine, do not try to repair it yourself. Call the BT Helpline number on your BF900.

Electrical storm warning
We advise you to disconnect your BF900 during electrical storms as there is a slight chance it could be damaged.

If a fault occurs during the 12 month warranty period due to accidental or wilful damage (including lightning and electrical damage) BT will not replace or repair the equipment free of charge. If any damage of this nature occurs, please claim against your home insurance.

Setting up follow these steps to get your BF900 ready to use.

Remove the adhesive strips securing the control panel and plain paper cassette.

1 Insert the drum and toner cartridges

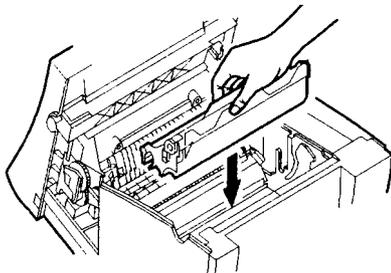Press the cover release button and open the top of your BF900.

Cover release button
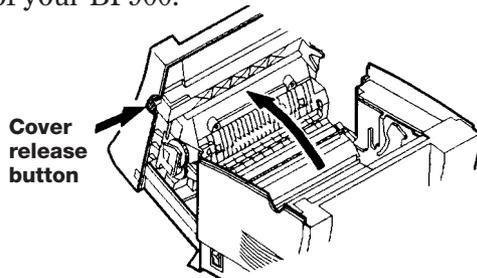
Unpack the drum cartridge.

Caution
Do not touch the green drum with your fingers.

With the 'L' mark to the left and the 'R' mark to the right, line up the drum cartridge with the slots on the inside of your BF900, as indicated by the green labels inside the machine, and slide the whole cartridge down into place.
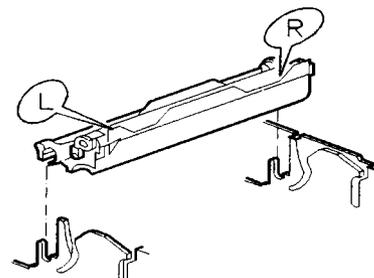
Unpack the toner cartridge.

Hold the cartridge in both hands and shake well, using a rocking motion as illustrated.
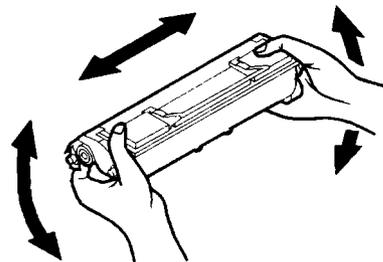
Hold the toner cartridge by its handle, ensuring the printed instructions on the cartridge unit are facing you, and line up the pins at each corner with the slots on the inside of your BF900.
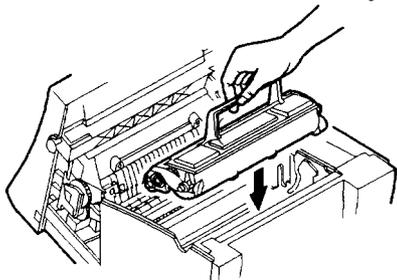
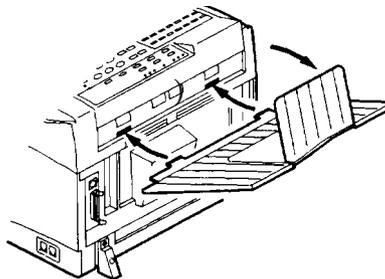Push the toner cartridge down until it clicks into place. Lay the handle down flat.
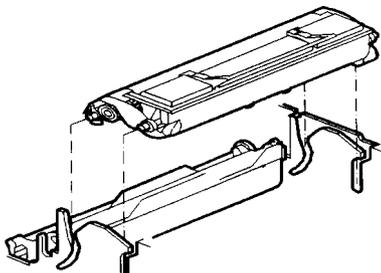
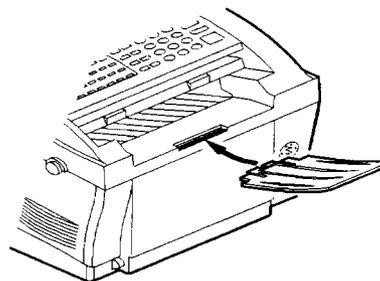Close the cover, pushing it down until it clicks into place.
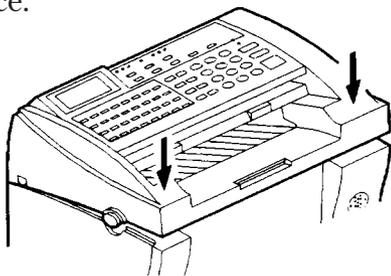
2 *Install the Document Receive Tray*

Insert the two tabs into place on the back of your BF900. If using larger, legal size paper, lift the flap in the Document Receive Tray. You need this flap up for A4 paper.
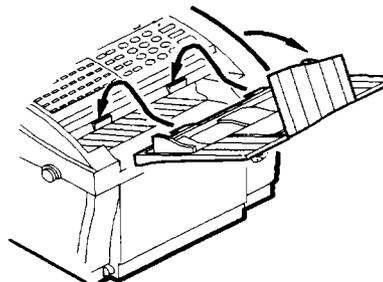
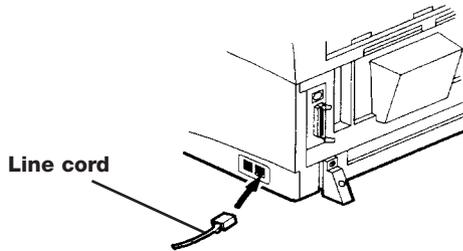## 3 *Install the Printed Document Tray*

4 *Install the Document Feeder Tray*

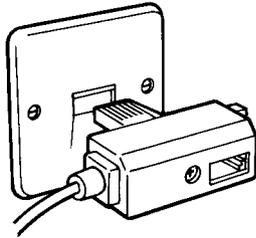Insert the two tabs into place directly below the control panel on the front of your BF900.

5 *Plug in the telephone line cord*

Connect to the right hand socket marked LINE on the side of the machine.
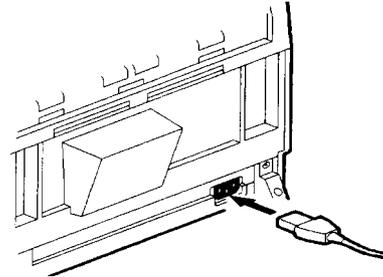
Line cord

Plug the other end of the telephone line cord into the telephone socket.

If you do not have a modern socket, call **Free***fone 0800* **800 150** and ask for a BT engineer to come and fit the correct socket. This is a chargeable service.

6 *Plug in the mains power cable*

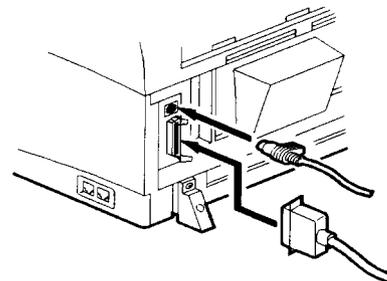Make sure the power switch on the side of the machine is set to O (OFF).

Connect the mains lead to the back of the machine.

Connect the 3-pin plug to the mains power.

7 *Plug in the PC cables (optional)*

Insert the end of the printer cable and PC FAX RS232C cable into the connectors on the back of the machine. The PC cable is an optional extra, please see page 46 for details.
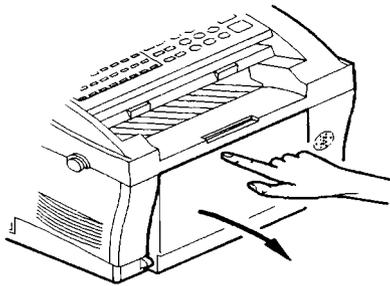
8 Plug in a telephone

If you wish, you can connect a telephone to the same line as your BF900. Connect the telephone cord to the line adaptor on your BF900 telephone line cord. The phone will work whether your BF900 is connected to the mains power or not.

Telephone line cord
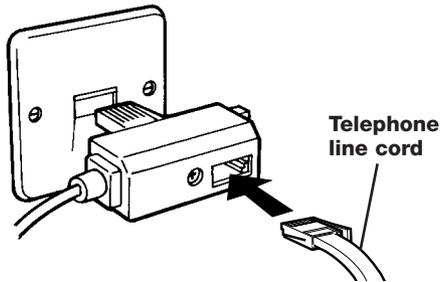
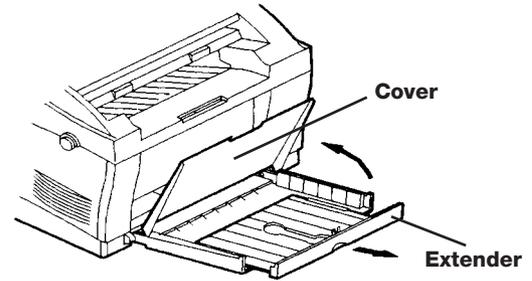## 9 Load the paper cassette tray

Push the cassette tray to lower it flat.

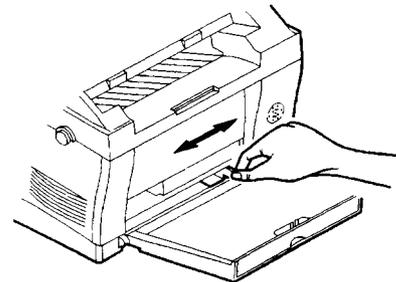Open the cover and pull out the extender.

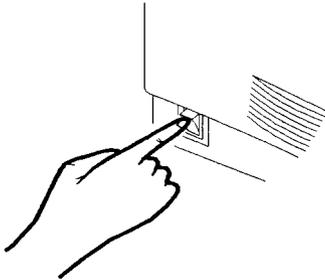**Cover**

Extender

Load paper into the tray.
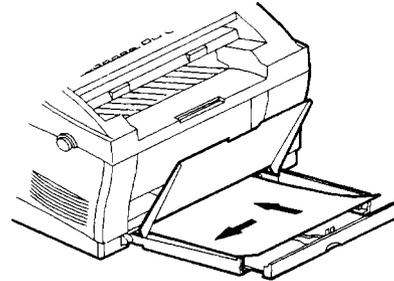
Adjust the extender to fit the paper length.

Close the cover then adjust the paper guide on the right hand side to fit the paper width.

10 Switch the power ON

The machine will beep and go into standby mode. The screen displays the date and time.

If the incorrect date and time are shown, change them by following the steps shown in *To change the date and time,* p11.

Remove the clear plastic protective film from the display.

11 Enter your telephone number

You can have your fax or phone number, printed at the very top of each fax you send. The number can be up to 20 digits long.

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **9** (or the ➤ buttons) to display PROG USER DATA 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows PROG USER DATA 1-6, <,>.
- Press **1** (or the ➤ arrows) to display YOUR TEL. NO. 1-6 ENTER.
- Press the **ENTER** button. Display shows TEL=XXXXXXXX PRESS ENTER.
- Use the keypad to enter your fax number. To enter a space, press the **PAUSE/REDIAL** button. To delete the number, press the **CLEAR** button.
- Press the **ENTER** button to confirm. Display returns to PROG USER DATA allowing you to enter other user information.
- Press the **STOP** button to return to standby.

12 Enter your name

You can have your name printed at the very top of each fax you send. The name can be up to 20 characters long.
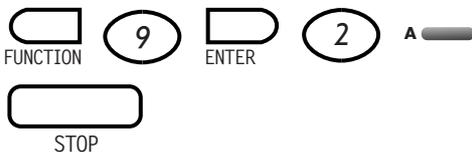
FUNCTION 9 ENTER 2 A ▭

STOP

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,♯,∗,<,>.
- Press **9** (or the ➤ buttons) to display PROG USER DATA 0~9,♯,∗,>, ENTER.
- Press the **ENTER** button. Display shows PROG USER DATA 1-6, <,>.
- Press **2** (or the ➤ arrows) to display YOUR NAME 1-6 ENTER.
- Press the **ENTER** button. Display shows - A-Z ∗, ENTER.
- Use the alphabet letters on the one-touch buttons to enter your name. To enter a space or delete a letter, press the One-Touch button **31**.
- Press the **ENTER** button to confirm. Display shows YOUR NAME DATA ENTRY OK to confirm the entry and then returns to PROG USER DATA 1-6,<, > allowing you to enter other user information.
- Press the **STOP** button to return to standby.

13 Setting the date and time

You can have the date and time, printed at the very top of each fax you send. The name can be up to 20 characters long. The time is set using the 24-hour clock.

FUNCTION 9 ENTER 3 STOP

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,♯,∗,<,>.
- Press **9** (or the ➤ buttons) to display PROG USER DATA 0~9,♯,∗,>, ENTER.
- Press the **ENTER** button. Display shows PROG USER DATA 1-6, <,>.
- Press **3** (or the ➤ arrows) to display SET DATE/TIME 1-6 ENTER.
- Press the **ENTER** button. Display shows 01·01·90 00:00 PRESS ENTER.
- Use the keypad to enter the date and time. You can also move the cursor by pressing the **<** and **>** buttons.
- Press the **ENTER** button to confirm. Display shows your new date and time setting and DATA ENTRY OK and then PROG USER DATA 1-6,<, > allowing you to enter other user information.
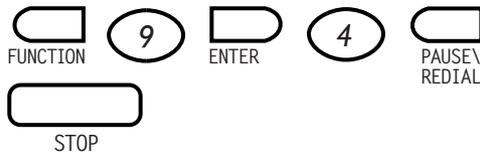- Press the **STOP** button to return to standby.

14 *Setting the supplier telephone number*

This enables your BF900 to contact your fax supplier automatically to tell them to supply a new toner cartridge.

FUNCTION   9   ENTER   4   PAUSE\
                                 REDIAL

STOP

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **9** (or the ➤ buttons) to display PROG USER DATA 0-9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows PROG USER DATA 1-6, >, <,>.
- Press **4** (or the ➤ arrows) to display SUPPLIER TEL. 1-6 ENTER.
- Press the **ENTER** button. Display shows TEL=PRESS ENTER.
- Use the keypad to enter the telephone number. You can use the **PAUSE/DIAL** button to enter a space.
- Press the **ENTER** button to confirm. Display shows PROG USER DATA 1-6,<, > allowing you to enter other user information.
- Press the **STOP** button to return to standby.

15 *Set the language – if required*

Your BF900 is set to English for use in the UK. You can select other languages by choosing the appropriate country: UK; FRANCE; SPAIN; ITALY; AUSTRIA; GERMANY; NETHERLANDS.

FUNCTION   9   ENTER   5   STOP

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **9** (or the ➤ buttons) to display PROG USER DATA 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows PROG USER DATA 1-6, <,>.
- Press **5** (or the ➤ arrows) to display LANGUAGE. 1-6 ENTER.
- Press the **ENTER** button. Display shows UK <, >, ENTER.
- Use the **<** and **>** button to display the language you want.
- Press the **ENTER** button to confirm. Display shows PROG USER DATA 1-6,<, > allowing you to enter other user information.
- Press the **STOP** button to return to standby.

16 Setting user mailboxes

You can set mailboxes for up to 9 individual users, ensuring their faxes remain private. Each mailbox user has a password which must be used in order to open the mailbox and print out the documents.

You first allocate the mailboxes 1-9 and then set the 4 digit password of your choice. Then you can enter the mailbox holder's name.
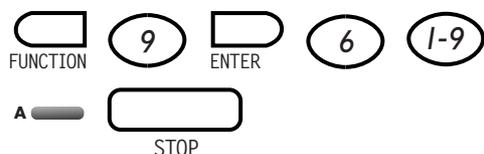

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **9** (or the ➤ buttons) to display PROG USER DATA 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows PROG USER DATA 1-6, <,>.
- Press **6** (or the ➤ buttons) to display PROGRAM MAILBOX 1-6, >, ENTER.
- Press the **ENTER** button. Display shows MAILBOX NO=PRESS ENTER.
- Use the keypad to enter the mailbox number **1-9**.
- Press the **ENTER** button to confirm. Display shows PASSWORD=PRESS ENTER.
- Use the keypad to enter a 4 digit password.
- Press the **ENTER** button to confirm. Display shows PASSWORD OK DATA ENTRY OK and then A~Z, *, ENTER.
- Use the alphabet letters on the one-touch buttons to enter the mailbox holder's name. You can enter a space or delete a character by pressing the One-Touch button **31**.

- Press the **ENTER** button to confirm. Display shows YOUR NAME DATA ENTRY OK to confirm and then display returns to MAILBOX NO=PRESS ENTER ready for you to set another mailbox.
- Press the **STOP** button to return to standby.

Paper sizes and types

The standard paper tray holds up to 150 sheets of 60-90 gsm plain paper and sizes A4, Letter, Legal and Invoice sizes.

You can also load thicker paper up to 157g/m2 including OHP transparencies, labels and envelopes

Please note
If you are printing direct from a PC, make sure you set the area of the page you want to print on via your PC.

Multifunctional capabilities

Your BF900 can perform a variety of functions concurrently to save you time.

For example, while it is sending or receiving a fax document, you can also scan, copy or print another document. This includes being able to send and copy the same document at the same time.

Memory

Your BF900 has 1Mb of memory to store received documents and documents for sending and polling. It also stores the GDI and PC-Fax printing files. Additional memory can be purchased to a maximum of 7mb, see Optional Extras, page 45.

Display messages

Message	Meaning
*01	One Touch Dial number
ECM	Error Correction Mode
TX	Document sent
RX	Document received
#001	Speed Dial number
G3	Standard Mode
SESS	Session Number
M90	90% of memory still available
Pxx	Page number
⬆	Switch between Capitals and Lower case letters

Using the BF900

Sending faxes

To load documents for faxing.
Load up to 30 pages at a time, face down, into the document feeder. The first page is automatically drawn a little way into the feeder.

Display shows SELECT LOC/COPY.

Do not try to send or copy documents which are:
- *still wet with ink or correcting fluid*
- *very thick or very thin (for best results, paper should be 80gsm)*
- *stapled or clipped together*
- *torn, folded, crumpled or with punched holes*
- *on carbon paper or glossy paper.*

When adjusting the settings, if you do not touch any buttons for more than 1 minute, your BF900 will automatically return to standby.

In the display, RX=receive, TX=send.

Normal dialling.
(You can dial up to 30 digits including **P** if you need to include a pause)

START

- Load the document.
- Set the TYPE ORG, RESOLUTION and PHOTO settings if necessary. (See page 27.)
- Dial the fax number you want on the BF900 keypad.
- Press the **START** button. The document is scanned. Display shows MEMORY TX. SCANNING MXX. You can now retrieve your original document.
- The fax number is dialled. Display shows CALLING. When the call is answered, the display shows FAX CONNECTION. TRANSMITTING.
- While the fax is being transmitted, the display alternates between the number of pages being sent and the fax number you have dialled.
- After the last page has been completed, if the call is successful display shows TX=OK.

If you make a mistake when dialling, press the **<** *button to move the cursor back to the digit you want to change. The selected digit flashes. Enter the new digit. Press the* **>** *button to move the cursor forward. Alternatively, delete all the digits shown in the display by pressing the* **CLEAR/TONE** *button.*

On-hook dialling
You can use hook dialling to monitor the progress of the call via the loudspeaker.
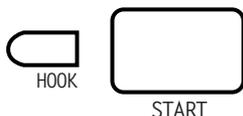
- Load the document.
- Press the **HOOK** button. You hear the dial tone.
- Enter the fax number you want. The number is dialled. Display shows the number and PRESS START.
- Press the **START** button when you hear the fax tones from the other machine.

Dialling fax numbers from an attached phone
You can use an attached telephone to send a document direct from the document feeder.
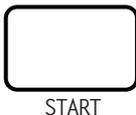
- Load the document.
- Pick up the telephone handset and dial the fax number you want.
- When you hear the fax tones, press the **START** button.

Please note
The telephone must be connected to the line adaptor socket on the BF900 line cord.

- Replace the handset. Your document starts to go through. Display flashes MANUAL TX and the fax number called.

Redialling the last number
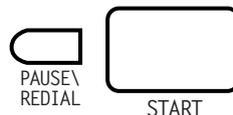
- Load the document.
- Press the **REDIAL** button. Display shows PRESS START.
- Press the **START** button. The document is scanned into memory and the number is dialled.

One-touch dialling
You can store up to 32 numbers in the one-touch directory. (See page 22 for how to store one-touch numbers.)

- Load the document.
- Set the TYPE ORG, RESOLUTION and PHOTO settings if necessary.
- Press the **ONE-TOUCH** button you want. Display shows the number stored.
  For example, press once to display the number stored under 05, or press twice to display the number stored under 37.
- The document is scanned and the number is dialled automatically.

Speed dialling

You can store up to 100 numbers in the speed dial directory. *(See page 23 on how to store speed dial numbers.)*

SPEED-DIAL FUNCTION

- Load the document.
- Set the `TYPE ORG`, `RESOLUTION` and `PHOTO` settings if necessary.
- Press the **SPEED DIAL** button.
- Enter the 3-digit code (**001-100**) for the number you want to dial.
- Press the **ENTER** button. The document is scanned and the number is dialled automatically.

Group dialling

You can have eight of the one-touch buttons as group dial buttons. These are buttons 25-32. Each of these buttons can hold up to 40 fax numbers, enabling you to send a fax to all of them just by pressing a single button. *(See page 24 on how to store group dialling numbers.)*

A

- Load the document.
- Set the `TYPE ORG`, `RESOLUTION` and `PHOTO` settings if necessary.
- Press the **ONE-TOUCH** button you want which has been assigned as a group dial button.
- The document is scanned and all the numbers in the group are dialled automatically in turn.

To set up a batch dial

You can set the ONE-TOUCH buttons to send faxes automatically at a pre-set time every day. This can be useful if you want to send faxes at times when call charges are lower or if you are faxing abroad to coincide with the other person's office hours.

The one-touch buttons you select must have phone numbers stored already.

FUNCTION 7 ENTER 4 A STOP

- Press the **FUNCTION** button.
- Press **7** (or the ➤ buttons) to display `PROGRAM TEL.NO. 0~9,#,*,>`, ENTER.
- Press the **ENTER** button.
- Press **4** (or the ➤ buttons) to display `BATCH TX 1~5,>`, ENTER.
- Press the **ENTER** button.
- Press the **ONE-TOUCH** button that you want to use as a batch dial.
- Press the **ENTER** button. Display shows `START TIME=00:00, PRESS ENTER.`
- Use the keypad to set the time you want to start faxing.
- Press the **ENTER** button to confirm. Display shows `START TIME=XX:XX, DATA ENTRY OK` and then `BATCH TX. PRESS OT KEY.`

You can now enter another one-touch button to set another batch dial, or press **STOP** to return to standby.

To delete a batch dial

[ENTER]

- Follow the stops shown under *'To set up a batch dial'* above and put in a START TIME of 00:00.
- Press the **ENTER** button to confirm.

Delayed sending

You can store a document in the memory and set a time for it to be sent later.

[FUNCTION] [2] [ENTER] [START]

- Load the document.
- Select the RESOLUTION, TYPE ORG and PHOTO settings if required.
- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **2** (or the ➤ buttons) to display DELAY TX 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows TIME=00:00 PRESS ENTER.
- Set the time you want the fax to be sent using the 24-hour clock e.g., 8.15am=0815 and 6.30pm=1830. If you set an earlier time than the present, the fax will be sent the next day.
- Press the **ENTER** button. Display shows DELAY TX. SEL. LOC/START.
- Enter the number – you can use the keypad, One-Touch button, Group Dial button or Speed Dial code. Display shows TEL=(NO) PRESS START.
- Press the **START** button. The document is scanned and the display returns to standby.

To stop a document being scanned

[STOP]

- Remove any unscanned sheets from the document feeder tray.
- Press the **STOP** button.

To stop a document being sent

During transmission:

[STOP] [1] [0] [ENTER]

- Press the **STOP** button. Display shows CANCEL=0. INTERRUPT=1.

Either
- Press **1** to postpone the current transmission and return to standby. The document will automatically be re-sent after 1 minute.

Or
- Press **0**. Display shows the current session number DELETE SESS=xxx. PRESS ENTER.
- Press the **ENTER** button to delete the information or press the **STOP** button to exit and retain the information. Display shows MEMORY TX. USER STOP and then returns to standby.
- An error report is printed confirming the transmission has been cancelled. This setting can be switched off. *(See page38.)*

Sending documents without scanning into the memory

If your BF900 does not have enough memory capacity and you are not ready to clear the memory, you can bypass it to send documents direct.

FUNCTION   3   ENTER   START   STOP

- Load the document
- Select the RESOLUTION, TYPE ORG and PHOTO settings if required.
- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,‹,›.
- Press **3** (or the ➤ buttons) to display DIRECT TX 0~9,#,*,›, ENTER.
- Press the **ENTER** button. Display shows DIRECT TX SELECT LOC/START.
- Enter the number – you can use the keypad, One-Touch button, Group Dial button or Speed Dial code. Display shows TEL=(NO) PRESS START.
- Press the **START** button. The number is dialled.
- If the number is busy or your BF900 is already transmitting, it displays the time at which it will attempt to redial.
- To cancel sending the document, press the **STOP** button. The machine returns to standby.
- If your BF900 cannot get through after attempting to redial, the display shows OUT OF REDIAL. PRESS STOP.
- Press the **STOP** button to return the machine to standby and try sending the document again later.

Receiving faxes

Setting the reception mode

If you have a telephone attached to your BF900, you can select whether you want to answer all calls manually or receive faxes automatically.

Automatic (FAX) mode

MODE

- Press the **MODE** button to display FAX. Your BF900 will automatically answers calls and receive documents to the fax.

Received pages (from another fax machine or a PC) are printed and delivered to the printed document tray. If you are copying or printing when a call comes in, the pages received will be stored in the memory and printed later.

Manual (TEL) mode

This option only works when you have a telephone attached.

MODE   START

- Press the **MODE** button to display TEL. You can now answer phone calls (with an attached telephone) and receive fax calls manually.
- When the phone rings, pick up the attached handset to answer the call.
- If you hear fax tones, press the **START** button then hang up the phone. Your BF900 begins receiving the fax.

Session numbers

Your BF900 gives a session number to each document which has been sent or received. This number is printed at the top of each page making it easy to keep track of each document. You can view the directory of documents on the screen or print out a list of documents. (*See Reports and Lists, page 34.*)

Please note

If your BF900 runs out of paper or toner, or is stopped by a paper jam, the received document will be stored in the memory. To print out once the problem has been solved, press the **START** *button.*

If the memory becomes full, your BF900 cannot receive any more information until more memory is released by printing or sending the stored documents.

To print out documents in a mailbox

The display shows `RX IN MAILBOX` to indicate a mailbox message has been received. *(Please refer to page 22-23 for how to set up mailbox addresses.)*

- Press the **FUNCTION** button. Display shows `FUNCTION MODE 0~9,#,*,<,>.`
- Press **#** (or the ➤ buttons) to display `OTHER OPTIONS 0~9,#,*,<,> ENTER.`
- Press the **ENTER** button. Display shows `OTHER OPTIONS 1-7 >, ENTER.`
- Press **3** (or the ➤ arrows) to display `PRINT MAILBOX 1-7, >, ENTER.`

- Press the **ENTER** button. Display shows `MAILBOX NO=PRESS ENTER.`
- Use the keypad to enter the mailbox number you want.
- Press the **ENTER** button. Display shows `PASSWORD=****. PRESS ENTER.`
- Enter the 4 digit password for the mailbox. If correct, the display shows `PASSWORD=**** PASSWORD OK`. If you enter the wrong number, start these steps again.
- Press the **ENTER** button to print the mailbox document(s). Display returns to standby.
- Press the **ENTER** button to return to standby.

Making phone calls

To make phone calls you must have connected a telephone to the BF900 line cord socket. *(See page 9.)*

To make a phone call

The mode must be set to `TEL`. *(See page 19.)*

Lift the handset and dial the number. Replace the handset to end the call.

To receive a phone call

When the phone rings, pick up the handset of the attached telephone to answer the call.

Copying

You can make up to 99 laser quality copies of an original document.

Sorted or stacked copies
- STACK COPIES prints documents in page order, for example 111, 222, 333, 444, 555,
- SORTER COPIES collates the document, for example; 12345, 12345, 12345.

To copy a document
Load up to 30 pages in the document feeder.

COPY   START

- Place the document to be copied face down. The first page is drawn a little way into the machine. Display shows SELECT LOC/COPY.
- Select the RESOLUTION, TYPE ORG and PHOTO settings you want to ensure the best quality printing from your original. *(See page 27.)*
- Press the **COPY** button.
- Press the **COPY** button again to select printing either in page order STACK COPIES or collated SORTER COPIES.
- Use the keypad to set the number of copies you want.
- Press the **START** button. Display shows SCANNING.
- The document will then be printed out. The display will show PRINTING.

Storing numbers

Using the one-touch buttons to enter names
When prompted by the display, you can enter up to 10 characters for names stored in the directory.

To enter the letters, use the alphabet characters located on the one-touch buttons.

If you make a mistake, use the ➤ buttons to move the cursor along the display. When it is under a letter it flashes and you can change it.

When entering names
Press the ↑ button to change between capital and lower case letters.
Press the ✶ button to if you need to insert special characters.

If you pause for more than one minute between button presses, your BF900 will automatically revert to standby and any changes you have made will NOT be saved.

To store a One-Touch name and number

FUNCTION | 7 | ENTER | 1 | 0

- Press the **FUNCTION** button. Display shows `FUNCTION MODE 0~9,#,*,<,>`.
- Press **7** (or the ➤ buttons) to display `PROGRAM TEL. NO 0~9,#,*,>, ENTER`.
- Press the **ENTER** button. Display shows `PROGRAM TEL NO. 1-5, <,>`.
- Press **1** (or the ➤ arrows) to display `ONE-TOUCH DIAL 1-5, >, ENTER`.
- Press the **ENTER** button. Display shows `ONE-TOUCH DIAL, PRESS OT KEY`.
- Press the One-Touch button you want. Display shows the button number, e.g., `*01=<, >, ENTER`.
- Press the **ENTER** button.
- Using the keypad enter the number you want to store.
- Press the **ENTER** button. Display shows `*01=1234 DATA ENTRY OK`. followed by `NAME 0=(NO) 1=(YES)`.

Please note. *If you do not want to enter any more information, press the STOP button to return to standby. The new number will be saved.*

- If you want to add a name to the number, press **1**, if not press **0**.
- If you pressed **1**, use the alphabet letters on the one-touch keys to enter a name.
- Press the **ENTER** button. Display shows `DATA ENTRY OK` followed by `NETWORK ADDRESS 0=(NO) 1=(YES)`.

No network address

0

- Press **0** and the display shows `MAILBOX 0=(NO) 1=(YES)`.

To add a network address:

1 | ENTER

- If you want to add a network address for direct delivery to a specific user on a PC network, press **1**. Display shows `NET ADDR=PRESS ENTER`.
- Use the keypad to enter the net address.
- Press the **ENTER** button. Display shows `DATA ENTRY OK MAILBOX 0=(NO) 1=(YES)`.

If you do <u>not</u> wish to add a mailbox number:

0 | STOP

- Press **0** and the display shows `ONE TOUCH DIAL, PRESS OT KEY`.

If you want to add another one-touch number, press the required **ONE-TOUCH** button and repeat the process.

If you do not want to store another one-touch entry, press **STOP** to return to standby.

To add mailbox number:

- If you want to add a mailbox number, press **1**. Display shows `MAILBOX NO=PRESS ENTER`.
- Use the keypad to enter the mailbox number.
- Press the **ENTER** button. Display shows `ONE-TOUCH DIAL, PRESS OT KEY`.

If you want to add another one-touch number, press the **ONE-TOUCH** button you want and repeat the steps above.

If you do not want to store another one-touch entry, press the **STOP** button.

Network addresses and mailboxes

In addition to fax numbers and names, you can also store a network address number and a mailbox number.

A network address lets you send a document direct to a specific user on a PC network via their receiving fax machine or modem. Not all fax machines or modems you send to have this facility.

A mailbox number lets you send a fax into a specific mailbox at the receiving machine and faxes sent to this mailbox can normally only be accessed by someone who knows the sub-address. Not all fax machines that you send to have this facility.

Net address and mailboxes can only be used with machines which comply with the international fax standards.

For how to send faxes to a mailbox or Net address, please see page 29.

To store a Speed Dial number

You can store up to 100 fax numbers which can be dialled by pressing just 3 buttons.
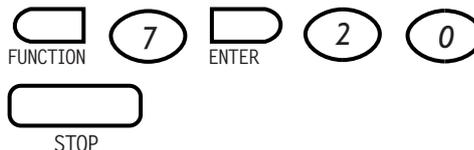
- Press the **FUNCTION** button. Display shows `FUNCTION MODE 0~9,#,*,<,>`.
- Press **7** (or the ⁘➤ buttons) to display `PROGRAM TEL. NO 0~9,#,*,>, ENTER`.
- Press the **ENTER** button. Display shows `PROGRAM TEL NO. 1-5, <,>`.
- Press **2** (or the ⁘➤ arrows) to display `SPEED DIAL 1-5 ENTER`.
- Press the **ENTER** button. Display shows `SPEED DIAL=_ _ PRESS ENTER`.
- Use the keypad to enter the 3 digit code **001-100** to set the speed dial location you want.
- Press the **ENTER** button. Display shows `#001=PRESS ENTER`.
- Use the keypad to enter the fax number you want for the Speed Dial location shown. Display shows `#001=XXXX`.
- Press the **ENTER** button. Display shows `DATA ENTRY OK` followed by `NAME 0=(NO) 1=(YES)`.

*If you do not want to enter any more information, press the **STOP** button to return to standby. The new number will be saved.*

- If you press **0** the display shows `SPEED DIAL`. You can now enter another number or press **STOP** to return to standby.

To add a name:
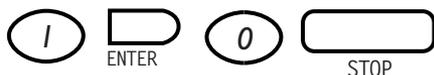
- Press **1**. Display shows NAME=A~Z, (UP ARROW); *; ENTER.
- Use the alphabet letters on the one-touch numbers to add a name.
- Press the **ENTER** button. Display shows DATA ENTRY OK followed by NETWORK ADDRESS 0=(NO) 1=(YES).

If you press **0** the display shows SPEED DIAL. You can now enter another number or press **STOP** to return to standby.

To add a net address

- Press **1**. Display shows NET ADDRS=PRESS ENTER.
- Use the keypad to enter the net address you want.
- Press the **ENTER** button. Display shows DATA ENTRY OK followed by SPEED DIAL PRESS ENTER.
- You can now enter another number or press **STOP** to return to standby.

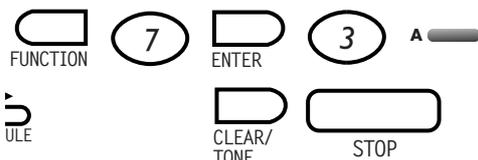**To store numbers under a Group Dial button**

You can set 8 of the One-Touch buttons as Group Dial buttons. These are buttons 25-32. Each one can hold up to 40 fax numbers. Only fax numbers already stored as One-Touch or Speed Dial numbers can be entered under the Group Dial buttons.
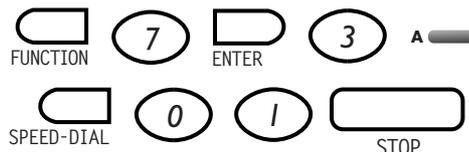
- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **7** (or the ➤ buttons) to display PROGRAM TEL. NO 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows PROGRAM TEL NO. 1-5, <,>.
- Press **3** (or the ➤ arrows) to display GROUP DIAL 1-5 ENTER.
- Press the **ENTER** button. Display shows GROUP DIAL PRESS OT 25~32.
- Press the One-Touch button (**25-32**) that you want. Display shows *25+ <,>, ENTER.
- Press the **ENTER** button. Display shows LOC. COUNTER=00. SEL. LOC/ENTER.
- Enter the phone numbers you want by pressing either a **ONE-TOUCH** button or the **SPEED DIAL** button then the 3 digit location code. If a name has been stored along with the number, both are displayed alternately.
- Press the **ENTER** button after selecting each fax number. The LOCATION COUNTER increases after each number is added.

- Press the **ENTER** button again after you have entered your last number in the Group. Display shows NAME 0=(NO) 1=(YES).
- Either press **0** to display GROUP DIAL PRESS OT 25-32. You can select another Group Dial button.
- Or press **1** to set a name for the Group Dial button. Display shows - A-Z, *, (UP ARROW), ENTER.
- Use the keypad to enter a name, e.g. Group 1. The name can be up to 10 characters long.
- Press the **ENTER** button to confirm the name. Display returns to GROUP DIAL PRESS OT 25-32. You can now enter another Group Dial number.
- Press the **STOP** button to return to standby.

To remove numbers from Group Dial buttons

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **7** (or the ➤ buttons) to display PROGRAM TEL. NO 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows PROGRAM TEL NO. 1-5, <,>.
- Press **3** (or the ➤ arrows) to display GROUP DIAL 1-5 ENTER.
- Press the **ENTER** button. Display shows GROUP DIAL PRESS OT 25~32.

- Press the **ONE-TOUCH** button (**25-32**) that you want to edit or delete. Display shows *25=GROUP DIAL <,>. ENTER. If the group has been given a name then the name will also be displayed.
- Press the **ENTER** button. Display shows *01=XXXX >, CLEAR, ENTER.
- Use the **ARROW** buttons to display the number you want to remove.
- Press the **CLEAR** button to remove the displayed number.
- Press the **ENTER** button to confirm. Display returns to *01XXXX >, CLEAR, ENTER. You can now select another number for removal.
- Press the **STOP** button to return to standby.

To set up a batch dial
You can set the ONE-TOUCH buttons to send faxes automatically at a pre-set time every day. This can be useful if you want to send faxes at times when call charges are lower or if you are faxing abroad to coincides with the other person's office hours.

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **7** (or the ➤ buttons) to display PROGRAM TEL. NO 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows PROGRAM TEL NO. 1-5, <,>.

> *If no number is stored under the One-Touch button you have pressed, the display will show* BATCH TX NOT REGISTER.

- Press **4** (or the ➤ arrows) to display BATCH TX 1-5, >, ENTER.
- Press the **ENTER** button. Display shows BATCH TX PRESS OT KEY.
- Press the **ONE-TOUCH** button that you want. Display shows *01=1234 PRESS ENTER.
- Press the **ENTER** button. Display shows START TIME=00:00 (or a previously set batch time) PRESS ENTER.
- Use the keypad to enter the time – in 24-hour clock format – that you want to send the batch transmission, e.g., to send at 6.30pm, enter **1830**. Display shows START TIME 18:30 PRESS ENTER.
- Press the **ENTER** button to confirm the setting. Display returns to BATCH TX PRESS OT KEY. You can now enter another One-Touch button for Batch dialling.
- Press the **STOP** button to return to standby.

Additional features

Setting Resolution, Photo and Type Org. (contrast)

You can choose different resolution and contrast settings to ensure the best quality when faxing or copying a document. The setting you choose is shown by an indicator light.

Resolution

Press the **RESOLUTION** button to select between:
- STD (standard) – when the original contains easy to read text
- FINE – when the original contains small or hard-to-read text.
- EX-FINE – when the original contains very small hard-to-read text or detailed drawings.

Photo

- Select **PHOTO** when the original contains pictures, photographs or drawings which contain colours or varying shades of grey.

Please note
EX-FINE and PHOTO settings for faxes take longer to send

TYPE ORG (or contrast)

Press the **TYPE ORG** button to select between
- NORMAL – when the original document is clearly printed
- DARK – when the original document is dark
- LIGHT – when the original document is light

Sending faxes – advanced options

Broadcasting
You can send a single document to as many as 180 different numbers in one operation.

You can use a combination of One-Touch, Group Dial and Speed Dial fax numbers as well as numbers entered via the keypad. Your BF900 dials each number and sends the document. If the number is busy, it will dial the next number and redial the busy number at the end.

The BF900 prints a broadcast report which tells you whether the broadcast was successful or not – OK or NG. Any destinations which did not receive the document will be detailed in individual error reports.

To set up a broadcast

FUNCTION ENTER START

- Load the document.
- Select the RESOLUTION, TYPE ORG and PHOTO settings if required.
- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **1** (or the ➤ buttons) to display BROADCASTING 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows BROADCASTING SELECT LOC/ENTER.
- Enter the number – you can use the keypad, One-Touch button, Group Dial button or Speed Dial code. Display shows TEL=(NO.) PRESS ENTER.
- Press the **ENTER** button. Display shows LOC. COUNT=XX SELECT LOC/ENTER.
- Now repeat the two steps above until you have entered all the fax numbers you want or until the location counter shows 180.
- Press the **ENTER** button. Display show TIME=00:00. PRESS START.
- Use the keypad to enter the time you want the broadcast to be sent. The time is set using the 24 hour clock e.g., 8.15am=0815 and 6.30pm=1830.
- Press the **START** button. The document is scanned. Display shows BROADCASTING SCANNING MXX.
- A 3 digit session number is assigned which you can use as a reference if you need to find or delete the document from the memory. Display shows BROADCASTING SESSION NO=XXX.

Please note
If the memory becomes full, the alarm light comes on and the display shows BROADCASTING MEMORY FULL. *Press the* **STOP** *button. Resend the broadcast when there is more memory available or send it manually, see page 19.*

Priority document
If have an urgent document to send, you can interrupt current transmissions and load your document for sending immediately. The interrupted session will resume automatically when your document has been sent.

To set a priority document

STOP /

- Press the **STOP** button. Display shows CANCEL=0 INTERRUPT=1.
- Press **1**. The current document is stopped and will be automatically resent after 1 minute.
- Load the new document and send it as required.

Relaying a document
You can send a document to another, compatible fax machine and request it to forward the document on to a number of destinations.

You can use any One-Touch button to relay documents automatically by assigning a relay fax number to the button.

Please note that the One-Touch button you use must first have a number stored.

To set up a relay

FUNCTION   ENTER   **A**   STOP

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **7** (or the ➤ buttons) to display PROGRAM TEL. NO 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows PROGRAM TEL NO. 1-5, <,>.
- Press **5** (or the ➤ arrows) to display RELAY INITIATE 1-5 > ENTER.
- Press the **ENTER** button. Display shows RELAY INITIATE PRESS OT KEY.
- Press the **ONE-TOUCH** button that you want to be relayed. Display shows *01=1234 PRESS ENTER.
- Press the **ENTER** button. Display shows RELAY LOC.=00 PRESS ENTER.
- Use the keypad to enter the two digit relay location number.
  This is the number of the relaying machine's one-touch button under which the group of locations that will receive the document are stored.
- Press the **ENTER** button to confirm the setting. The display shows DATA ENTRY OK followed by REPORT LOC=XX, PRESS ENTER.
- Use the keypad to enter the two digit report location number.
  This is the number of the relaying machines one-touch button under which is stored the telephone number of the fax machine that you want to receive the confirmation report. This is the number of your BF900.

- Press the **ENTER** button to confirm the setting. The display shows DATA ENTRY OK followed by RELAY INITIATE PRESS OT BUTTON. You can now set up a relay for another one-touch number or press the **STOP** button to return to standby.

Sending documents to mailboxes or network addresses

A Mailbox lets you send a document to be picked up by a specific person at another fax machine.

A Network address lets you send a document direct to a specific terminal on a computer network. Mailbox and Network address documents must be scanned into memory before sending.

To send to a mailbox or network address

ENTER   START

- Load the document.
- Set the TYPE ORG, RESOLUTION and PHOTO settings if necessary.
- Dial the fax number you want on the BF900 keypad.
- Press the **ENTER** button. Display shows NET ADDRS=PRESS ENTER.
- Enter the net address if required.
- Press the **ENTER** button. Display shows MAILBOX NO=. PRESS START.
- Enter the mailbox number if required.
- Press the **START** button. The document is scanned. Display shows MEMORY TX. SCANNING MXX. You can now retrieve your original document.

- The fax number is dialled. Display shows CALLING. When the call is answered, the display shows FAX CONNECTION. TRANSMITTING.
- While the fax is being transmitted, the display alternates between the number of pages being sent and the fax number you have dialled.
- After the last page has been completed, display shows TX=OK.

To switch the international dial tone on or off

FUNCTION * ENTER 8

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press ✳ (or the ➤ buttons) to display DIAL OPTIONS 0~9,#,*,<,> ENTER.
- Press the **ENTER** button. Display shows DIAL OPTIONS 0~9 <,>.
- Press **8** (or the ➤ arrows) to display INT'L DIAL TONE 1-9 ENTER.
- Press the **ENTER** button. Display shows INT'L DIAL TONE OFF: > ENTER.
- Use the **>** button to display ON or OFF.
- If you select ON, display shows INT'L DIAL TONE ON: > ENTER.
- Press the **ENTER** button. Display shows 1. INT'L DIAL CODE=001 PRESS ENTER.
- Use the keypad to enter the 3 digit code you want.
- Press the **ENTER** button. Display confirms the setting and then shows 2. INT'L DIAL CODE ready for you to enter another international code number.
- Either repeat the last three steps or press the **ENTER** button confirm the last setting and return to standby.

Bulletin Board

Your BF900 can store up to 30 documents – each on its own bulletin board - to be polled by other machines.

You can also include a four digit ID number if required. Only one document can be polled at a time.

To set up a bulletin board document

FUNCTION 5 ENTER 1 START

- Load the document
- Select the RESOLUTION, TYPE ORG and PHOTO settings if required.
- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **5** (or the ➤ buttons) to display BULLETIN BOARD 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows ADD DOC.=1 CLEAR DOC.=0.
- Press **1** to store a document. Display shows POLLING ID=0000 PRESS START.
- Enter a four digit ID number if required. This can help you find the document later for deleting.
- Press the **START** button. The document is scanned. Display shows BULLETIN BOARD SCANNING Mxx.

To delete a bulletin board document

FUNCTION   5   ENTER   0   CLEAR/TONE
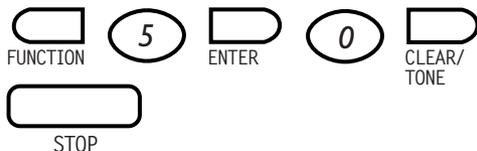
STOP

- Press the **FUNCTION** button.
- Press **5** (or the ➤ buttons) to display BULLETIN BOARD 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows ADD DOC.=1 CLEAR DOC.=0.
- Press **0** to delete a document. Display shows xxx=YYY >, CLEAR, STOP.
- Press the ➤ buttons to scroll through the bulletin board ID list and display the one you want to delete
- Press the **CLEAR** button.
- Press the **ENTER** button to confirm deletion. Display shows DELETED and then returns to standby or, if there are other bulletin boards, it returns to: xxx=YYY >, CLEAR, STOP to enable further deletions.
- If you do not want to delete any more bulletin boards, press the **STOP** button to return to standby.

Polling

This allows your BF900 to retrieve a document from another machine, or for another fax machine to retrieve a document from your BF900.

You can also set your BF900 to poll documents from another machine at a fixed time every day or you can set it to poll continuously until the document is retrieved.

FUNCTION   4   ENTER

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **4** (or the ➤ buttons) to display POLLING RX 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows POLLING RX SELECT LOC/START.
- Enter the number for the machine(s) from which you want to poll a document – you can use the keypad, One-Touch button, Group Dial button or Speed Dial code. Display shows TEL=(NO) PRESS ENTER.
- Press the **ENTER** button. Display shows LOC. COUNT=XX. SELECT LOC/ENTER.
- Now repeat the two steps above until you have entered all the fax numbers you want or until the location counter shows 180.
- Press the **ENTER** button. Display shows POLLING ID=0000 PRESS ENTER. If required, use the keypad to set the 4 digit password for the machine from which you want to poll. Leaving the password as 0000 means that no password has been set.
- Press the **ENTER** button. Display shows TIME=00:00 PRESS ENTER.

You now have the following options:

Set the time

Setting time means your BF900 will poll at a set time each day.

ENTER

- Enter the time you want your machine to begin polling
- Press the **ENTER** button. Display shows REPEAT POLLING 0=NO 1=YES.

If you choose NO:
Your BF900 will poll once at the set time.

If you choose YES:
Your BF900 will start polling at the same time each day and continue to dial the number for as many times as you have set the BF900 to re-dial.

Don't set the time

Your BF900 will begin polling as soon as you have finished these steps.

ENTER

- Press the **ENTER** button. Display shows REPEAT POLLING 0=NO 1=YES.

If you choose NO:
Your BF900 will dial the number(s) immediately. If the number is engaged it will automatically redial, but if there is no document waiting to be retrieved, the machine will not dial again.

If you choose YES:
Display shows CONTINUOUS=ON PRESS ENTER. Press the **ENTER** button. The number(s) will be dialled continuously until a document has been retrieved from each destination.

Security features

To set/change Dept ID's, mailbox passwords and passwords to access documents saved in the memory.

You can change mailbox passwords and Department ID's which have already been set by following the special procedures shown here.

You can also use these steps to enter a password that will let you save incoming faxes direct the memory without printing, in order to keep them confidential. You must then use this password to access the documents for printing. (See *'To save incoming faxes into the memory'*, below)

- Press the **ENTER** button three times and wait until the display shows SERVICE MODE SERVICE #1.
- Press the **>** button four times to display SERVICE MODE SERVICE #5.
- Press the **ENTER** button.
- Use the **<** and **>** buttons to display the option you want, RX PASSWORD or DEPARTMENT ID or PROGRAM MAILBOX.
- Press the **ENTER** button.
- Enter the 4 digit number you want.
- Press the **STOP** button until the display returns to standby.
- Turn the power switch off and wait a few seconds. The switch your BF900 back on again. The new password, mailbox or Department ID is set.

To save incoming documents into the memory.

You can set your BF900 to save received faxes in the memory and protect them with a 4-digit password. To print, you must enter the correct password.

To set your BF900 to receive to memory.

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **#** (or the **>** buttons) to display OTHER OPTIONS 0~9,#,*,<,> ENTER.
- Press the **ENTER** button. Display shows OTHER OPTIONS 1-7 < >, ENTER.
- Press **1** (or the **>** arrows) to display RX IN MEMORY 1-7, >, ENTER.
- Press the **ENTER** button. Display shows RX IN MEMORY OFF: > ENTER.
- Use the **>** button to display ON.
- Press the **ENTER** button. Display shows PASSWORD=**** PRESS ENTER.
- Use the keypad to enter a 4-digit number as your password.
- Press the **ENTER** button. Display shows PASSWORD=****, PASSWORD OK before returning to standby.

To print documents received to memory

FUNCTION # ENTER 2

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **#** (or the ➤ buttons) to display OTHER OPTIONS 0~9,#,*,<,> ENTER.
- Press the **ENTER** button. Display shows OTHER OPTIONS 1~7 <>, ENTER.
- Press **2** (or the ➤ buttons) to display PRINT TO MEMORY, 1~7, >, ENTER.
- Press the **ENTER** button. Display shows PASSWORD=PRESS ENTER.
- Enter your 4 digit password.
- Press the **ENTER** button. Display shows PASSWORD=****, PASSWORD OK before printing any documents received into memory.

Documents can also be printed from memory by switching RX in memory OFF.

Mailboxes and passwords

In addition to fax and phone numbers, you can also store a mailbox number and a password for incoming documents.

A mailbox number sends a document to a specific mailbox at the receiving machine and can normally only be accessed by someone who knows the mailbox number. Not all fax machines have this facility.

A password can be used when polling a document from another machine. It provides security and the password must be the same as the password set at the polled machine. See Polling, page 31.

Mailboxes and passwords can only be used with fax machines which comply with the international fax standards.

Reports and lists

Your BF900 can print a range of reports and lists automatically. You can also request your machine to print out a number of reports on demand.

Automatic reception reports

After a document has been successfully received, a reception report is printed detailing the date and time of reception, the sender's phone number and number of pages received.

Automatic error reports.

If there is a problem with a fax you have been trying to send, and it has <u>not</u> been successfully received, an error report is printed detailing the problem where possible. *(Please see page 37.)*

Reports available on request

Using the Function menu, you can print out the following:

`Activity Report`	A list of the last 40 documents to be sent and received.
`One Touch List`	Shows all the information held under each One-Touch button, including: Telephone number, Name, Batch time, Relay Initiate List Number and Relay Report Number.
`Group Dial List`	Lists the numbers and names stored under each Group Dial button.
`Speed Dial List`	Lists number and name stored under each Speed Dial code.
`User Data List`	Lists the current settings for your BF900
`File List`	Lists documents stored in the memory.

To print a report or list

- Press the **FUNCTION** button. Display shows `FUNCTION MODE 0~9,#,*,<,>`.
- Press **6** (or the ➤ buttons) to display `PRINT REPORT 0~9,#,*,>`, ENTER.
- Press the **ENTER** button.
- Use the keypad to the select the type of report you want.

  1 = Activity Report.

  2 = One Touch List.

  3 = Speed Dial List.

  4 = Group Dial List.

  5 = User Data List.

  6 = List File.

- Press the **START** button to print out the report.

Activity report guide

Your guide to the details shown on an activity report.

TYPE	DEPT	SESS	DATE/TIME	DURATION	REMOTE ID	SPEED	PAGE	RESULT
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(I)

a) TYPE	Meaning
MEMORY TX	Document sent from memory.
DIRECT TX	Document sent without scanning into memory.
MANUAL TX	Document sent from number entered via the keypad.
GROUP TX	Document sent via a Group Dial button.
POLLING TX	Document polled from your BF900's Bulletin Board.
POLLING RX	Document polled by your BF900 from another machine.
RELAY RPT	Document sent to another machine for further transmission.
AUTO RX	Automatic reception mode.
MANUAL RX	Manual reception mode.
B'CAT TX	Document broadcast from memory.
RELAY INIT	Relay initiate transmission.
RELAY BC	Relay broadcast transmission.
RELAY RX	Relay document received into the memory.
PCFAX TX	Fax sent from a connected PC.

b) DEPT. (Department number)
This is a two digit number which individual users (or groups of users) can have to identify them as the sender. Your BF900 lets you set up to 10 different department numbers. *See page 33.*

c) SESS (Session number)
A three digit reference number which is assigned automatically to each document.

d) DATE/TIME
Time at which each document began to be sent or received.

e) DURATION
Length of time it took to send or receive each document.

f) REMOTE ID
Identity of the machine your BF900 was connected to for sending or reception of documents. Your report shows one of four types of ID:
1 Name (if it corresponds with a name stored under a One-Touch or Speed Dial number.
2 The Tel number of the other machine.
3 Remote CSI.
4 Blank – selected for security reasons.

g) SPEED

This is the speed of transmission, either:

14 = 14,400bps

12 = 12,000bps

96 = 9600bps

72 = 7200bps

48 = 4800bps

24 = 2400bps

h) PAGES

Total number of pages successfully sent or received for each session.

i) RESULT

This will be one of the following:

OK	Successful.
NG	Transmission was not completed properly.
NO ANSWER	Dialling did not work.
MEM. FULL	Memory became full during reception.
JAM	Document jam in the Automatic Document Feeder.
STOP	Fax stopped by user.

Setting user preferences

You can change a number of original settings to suit your preferences. These are:

Name	Original setting	Alternatives
Activity Report	ON	ON/OFF Activity reports are printed automatically after every 40 transactions.
Error Report	ON	ON/OFF Error reports are printed automatically after any failure in sending or reception.
TX Confirmation Report	OFF	ON/OFF Enables a report confirming the status of each document sent.
RX Confirmation Report	OFF	ON/OFF Enables a report confirming the status of each document received.
Line Monitor	OFF	ON/OFF. Turns the speaker on or off. When ON, you can hear the fax tones generated during a transmission.
Memory Entry Report	OFF	ON/OFF Prints a memory report after scanning each document into the memory.
Broadcast Report	ON	ON/OFF Prints the result of a Broadcast. Only shows whether the entire transmission was successful (OK) or not (NG).
RX Time/Date	OFF	ON/OFF Prints the time and date, sender ID, your telephone number, and the number of the machine from which a document was sent.
Remote ID Type	CSI	ON/OFF Allows you to select the information printed under Remote ID in the Activity Report. *Either:* **1)** the name assigned to a One-Touch button, **2)** the number dialled, **3)** CSI (if blank then the ID will show the dialled number or name, *or* **4)** blank.

Name	Original setting	Alternatives
Toner Low Report	OFF	ON/OFF Prints warnings when the toner needs replacing.
Reduction Type	AUTO	**Auto Reduction 70%~100%** The BF900 automatically reduces incoming faxes down to 70% of the original if necessary, to fit on the paper. **No Reduction** Your BF900 does not reduce the size of incoming faxes. If the image length exceeds the paper length it will print onto a second page. **No Reduction with lower 10mm cut off** Your BF900 does not reduce the size of incoming faxes. If the image exceeds the printable length of 297mm, the remaining image is printed on a second page.
Print 2 pages	OFF	ON/OFF. Print received message twice for each page.

To change the user preference settings

FUNCTION | 8 | ENTER

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **8** (or the ➤ buttons) to display PROG USER SWITCH 0~9,#,*,>, ENTER.
- Press the **ENTER** button. Display shows PROG USER SWITCH 0~9,#,*,<, >.

You can now select the setting you want to change

0-9 | * | # | ENTER | JOURNAL

- Press **1** to display ACTIVITY REPORT.
Or
  Press **2** for ERROR REPORT.
  Press **3** for TX CONFIRMATION REPORT.
  Press **4** for RX CONFIRMATION REPORT.
  Press **5** for LINE MONITOR.
  Press **6** for MEMORY ENTRY REPORT.
  Press **7** for BROADCAST REPORT.
  Press **8** for RX TIME/DATE.
  Press **9** for REMOTE ID TYPE.
  Press **0** for TONER LOW REPORT.
  Press ✶ for REDUCTION TYPE.
  Press **#** for PRINT 2 PAGES.
- Press the **ENTER** button.
- Press the **>** button to display the setting you want.
- Press the **ENTER** button to confirm the setting.

Printer preferences

Fonts
You can choose from a six different fonts for printing which can be selected at your BF900 or, if connected to a PC, via your printer software.

Font	Pitch	Point Size	Orientation	Font No
Courier	10	12	Portrait	1
Courier Bold	10	12	Portrait	2
Line Printer	16.6	08.5	Portrait	3
Courier	10	12	Landscape	4
Courier Bold	10	12	Landscape	5
Line Printer	16.6	8.5	Landscape	6

To select a font

FUNCTION | 0 | ENTER | 4 | 1-6

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **0** (or the ➤ buttons) to display SET PRINTER 0~9,#,*,<,> ENTER.
- Press the **ENTER** button. Display shows SET PRINTER 1-6 <, >.
- Press **4** (or the ➤ arrows) to display FONT NUMBER 1-6, >, ENTER.
- Press the **ENTER** button. Display shows FONT NUMBER=1 1-6, ENTER.
- Enter the number (**1-6**) of the font you want to set.
- Press **ENTER**. The display returns to standby.

Installing other fonts

You can download fonts that are compatible with the Hewlett Packard PCL4.

To set automatic paper cassette selection

If you have the additional paper cassette attached, you can set your BF900 to switch automatically between the two cassettes to suit different paper sizes loaded in each cassette. You can load A4, Letter and Legal Size.

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **0** (or the ➤ buttons) to display SET PRINTER 0~9,#,*,<,> ENTER.
- Press the **ENTER** button. Display shows SET PRINTER 1-6 <,>.
- Press **1** (or the ➤ arrows) to display AUTO CASSETTE SELECT ON 1-6, >, ENTER.
- Press the **ENTER** button and then the **>** button to display ON or OFF.

If you select ON

- Press **ENTER**. The display returns to standby.

If you choose OFF

- Press the **ENTER** button and select OPTION TRAY. Display shows OPTION TRAY. FAX: >, ENTER.
- Press the **ENTER** button to select the paper size for the cassette. Display shows PAPER SIZE A4: >, ENTER.
- Press the **>** button to select the paper size you want.
- Press the **ENTER** button to confirm.

Please note

If the additional paper cassette is not attached, the display will read NOT AVAILABLE *when you follow the steps shown above.*

To set the number of copies

You can set your BF900 to print out between 1-99 copies of each document as standard.

FUNCTION 0 ENTER 2

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **0** (or the ➤ buttons) to display SET PRINTER 0~9,#,*,<,> ENTER.
- Press the **ENTER** button. Display shows SET PRINTER 1-6 <.
- Press **2** (or the ➤ arrows) to display NUMBER OF COPY 1-6, >, ENTER.
- Press the **ENTER** button. Display shows COPY PAGE=XX, PRESS ENTER.
- Use the keypad to enter the number of copies that you require.
- Press the **ENTER** button to confirm entry and return to standby mode.

To set the number of lines per page

You can set the number of lines printed on each page from 1-127. The original setting is 64 lines.

If you are connected to a PC and your software sends more lines than this setting, your BF900 will print the remainder on a second page.

FUNCTION 0 ENTER 5

- Press the **FUNCTION** button. Display shows FUNCTION MODE 0~9,#,*,<,>.
- Press **0** (or the ➤ buttons) to display SET PRINTER 0~9,#,*,<,> ENTER.
- Press the **ENTER** button. Display shows SET PRINTER 1-6 <.
- Press **5** (or the ➤ arrows) to display LINE NUMBER 1-6, >, ENTER.
- Press the **ENTER** button. Display shows LINE NUMBER=064 1-127, ENTER.
- Use the keypad to enter the number of lines you want.
- Press the **ENTER** button to return to standby.

Connecting to a PC for printing, scanning and faxing

**Software and cables are required.
See page 46 for details.**

Printing

Your BF900 can act as a 300dpi laser printer for
your PC.

To connect for printing

Plug your connection cable into the RS232
socket
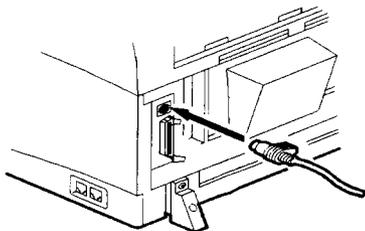
Or
the parallel printer port
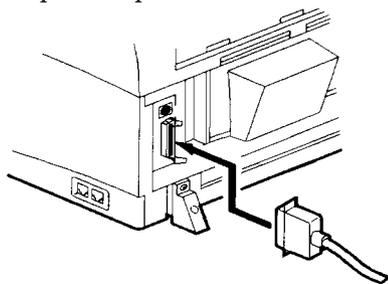
To set a compatible font style for your PC

FUNCTION   0   ENTER   3   ᵁ̣LE

- Press the **FUNCTION** button. Display shows
  FUNCTION MODE 0~9,#,*,<,>.
- Press **0** (or the ➤ buttons) to display
  SET PRINTER 0~9,#,*,<,> ENTER.
- Press the **ENTER** button. Display shows
  SET PRINTER 1-6 <.
- Press **3** (or the ➤ arrows) to display
  SYMBOL SET 1-6, >, ENTER.
- Press the **ENTER** button. Display shows
  SYMBOL SET IBM US.
- Press the ➤ arrows to scroll through the
  options to display the option you want.
- Press the **ENTER** button to confirm. Display
  returns to standby.

For instructions on scanning, faxing and
printing from a PC via your BF900, see the
separate user guide supplied with the software.

Connecting to a switchboard

If you want to connect your BF900 to a switchboard, (also known as a PBX), you can take advantage of its PBX mode.

You can also follow these steps to switch back to PSTN for connection to the normal public network.

FUNCTION　＊　ENTER　②　JOURNAL

- Press the **FUNCTION** button. Display shows `FUNCTION MODE 0~9,#,*,<,>`.
- Press ✳ (or the ➤ buttons) to display `DIAL OPTIONS 0~9,#,*,<,>` ENTER.
- Press the **ENTER** button. Display shows `DIAL OPTIONS 0~9 <,>`.
- Press **2** (or the ➤ arrows) to display `PSTN/PBX 1-9 ENTER`.
- Press the **ENTER** button. Display shows `PSTN/PBX PSTN: >, ENTER`.
- Use the **>** button to display `PSTN` or `PBX`.
- Press the **ENTER** button to confirm the setting.
- If you chose PSTN, the display will show `PSTN/PBX DATA ENTRY OK` and then returns to standby.
- If you have chosen PBX the display shows `PREFIX NO=PRESS ENTER`.

- Use the keypad to enter the prefix number you need to dial in order to get an outside line.
- Press the **ENTER** button. Display shows `PRE-FIX NO=123 DATA ENTRY OK` and then returns to standby.

To change the dial mode
Most modern telephone equipment uses Tone dialling. This should only be changed if Pulse dialling is required in order for your BF900 to work with your switchboard.

FUNCTION　＊　ENTER　／　JOURNAL

- Press the **FUNCTION** button. Display shows `FUNCTION MODE 0~9,#,*,<,>`.
- Press ✳ (or the ➤ buttons) to display `DIAL OPTIONS 0~9,#,*,>` ENTER.
- Press the **ENTER** button. Display shows `DIAL OPTION 9 <,>`.
- Press **1** (or the ➤ arrows) to display `TONE/PULSE 1-9 ENTER`.
- Press the **ENTER** button. Display shows `TONE/PULSE TONE: >, ENTER`.
- Use the **>** button to select `TONE` or `PULSE`.
- Press the **ENTER** button to confirm the setting. Display shows `TONE/PULSE DATA ENTRY OK` and then returns to standby.

Optional extras

Printer memory

You can add 2Mb, 4Mb and 6Mb to the standard 1Mb of memory your BF900 printer has. If you want 600dpi print quality, we recommend you add 6Mb of extra memory.

Memory of Machine	DEFAULT			PRINTER FUNCTION				
	Fax Memory	Printer Memory	PCL4/600 dpi flag	GDI 300 dpi	PCL4 A4	PCL4 Legal	GDI 600 dpi A4	GDI 600 dip LG
STD 1M	1 M	0.5 M	off	Y	no	no	no	no
Add. 2m	1.5 M	1.5 M	on	Y	Y	Y	N.R.	N.R.
Add. 4M	3.0 M	2.0 M	on	Y	Y	Y	Y	N.R.
Add. 6M	4.0 M	3.0 M	on	Y	Y	Y	Y	Y

Fax memory

If your BF900 is used mainly for faxing, you can add memory to enable extra capacity for storing documents. If you take this option, your printer is set at 300dpi.

Memory of Machine	Fax Memory	Printer Memory	PCL4/600 dpi flag	PRINTER FUNCTION				
				GDI 300 dpi	PCL4 A4	PCL4 Legal	GDI 600 dpi A4	GDI 600 dip LG
Add. 2m	3.0 M	0.5 M	off	Y	no	no	no	no
Add. 4M	5.0 M	0.5 M	off	Y	no	no	no	no
Add. 6M	7.0 M	0.5 M	off	Y	no	no	no	no

Additional plain paper cassette
Holds up to 250 additional pages of plain paper.

PC connection kit
This includes your PC Connection Cable and software and is required for printing, scanning and faxing from/to your PC. Additional memory is also required, please see p45 for more details.

Modem upgrade to 33.6kps
To order this upgrade, please contact the Helpline number.

To order any optional extras, please call the number shown on your BF900.

Maintenance

Cleaning the outside
Use a soft damp cloth to wipe the outside of your BF900.

> **Warning**
> *Always turn the mains power off before opening the front cover*

Cleaning the document feeder and scanner
Use a soft damp cloth. You can add a little mild soap or detergent if necessary.

- Lift open the control panel.
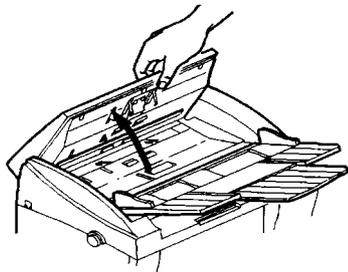
- Rotate the document feeder tray roller by hand and wipe it with the cloth.
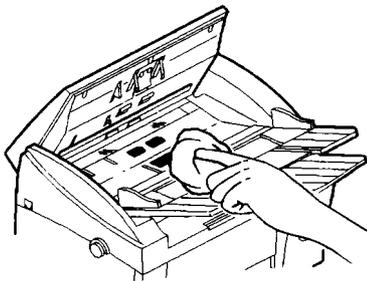
- Gently wipe the glass of the scanner.
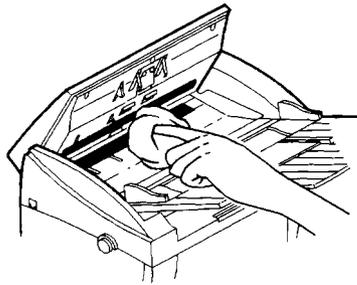
Cleaning the fax interior
Use a soft DRY cloth for cleaning the fax interior.

> **Warning**
> *Parts inside the fax machine can get very hot. Switch off the mains power and wait for at least 10 minutes before attempting to clean the inside. Check that the fusing unit has cooled down before cleaning.*

- Press the cover release button and open the front cover of your BF900

Cover release button
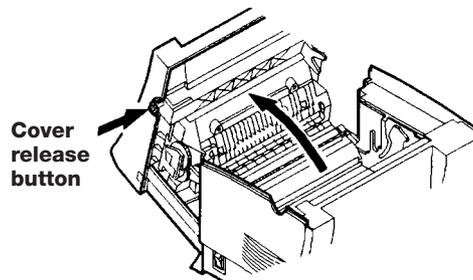
• Remove the toner cartridge and the drum cartridge.
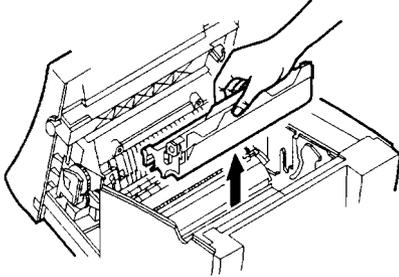
• Close the cover.
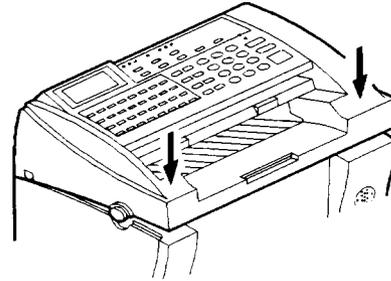
• Turn the Transport Roller cog and wipe the Transport Roller clean of dirt and dust.
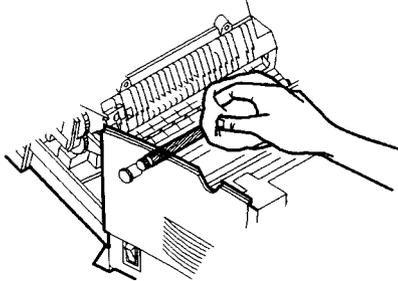
• Replace the drum cartridge then the toner cartridge.
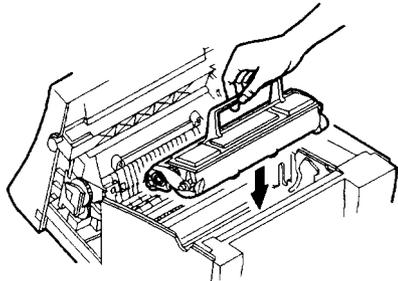
Help

If you have any problems using your BF900, this section gives you the most common solutions.

To replace the toner cartridge

You can buy replacement toner cartridges from all BT Shops, main electrical retailers and good stationers. You can also obtain replacement cartridges by phoning the number shown on your BF900.

Your machine is supplied with a Starter Toner Cartridge. This is a running-in cartridge which holds a lesser amount of ink than the normal replacement toner cartridge. You can expect to print significantly more pages with a standard replacement cartridge

- Press the cover release button and open the front cover of your BF900.
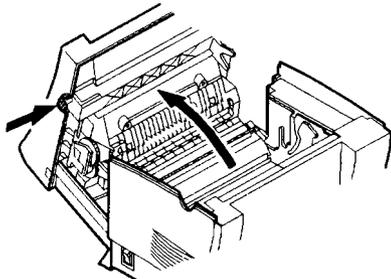
- Remove the empty toner cartridge.
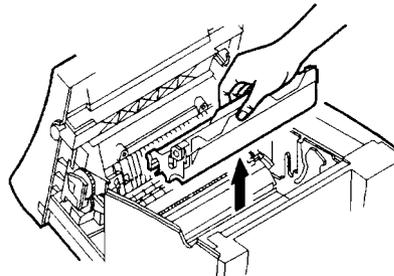
To insert a new toner cartridge, follow the steps shown on page 6.

Paper jams

Your BF900 displays two types of paper jam message.

`DOCUMENT JAM` indicates a jam at the scanner. `PAPER JAM` indicates a problem with the printer paper path.

To clear a document jam

Display shows `DOCUMENT JAM`
- Open the control panel cover.
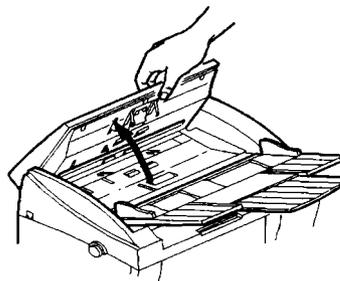
- Remove the jammed paper.
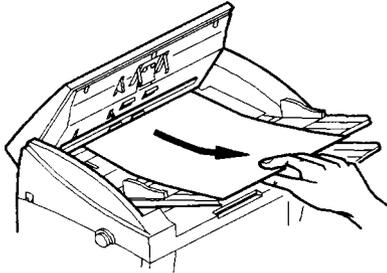
- Close the cover.

To clear a paper jam

Display shows PAPER JAM.

> **Warning**
> *Parts inside the fax machine can get very hot. Be careful not to touch the fusing section inside the top cover.*

Paper jammed inside the machine:
- Press the cover release button and open the front cover.
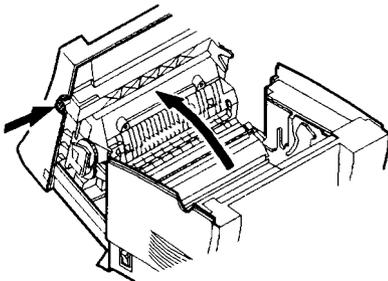
- Lift out the toner cartridge and drum cartridge. Keep the drum covered with a cloth to prevent light damage.
- Replace the drum and toner cartridges. Close the front cover.

Paper jammed in the Printed Document Tray
- Remove the paper by pulling it outward as shown.
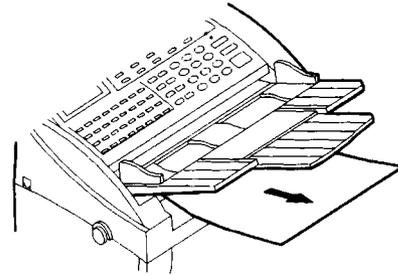
Paper jammed in the Paper Cassette Tray
- Remove the paper by pulling it outward as shown.
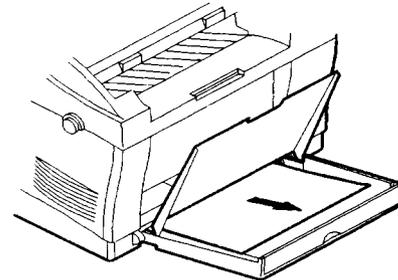
Paper jammed in Manual Sheet Feeder
- Remove the paper by pulling it outward as shown
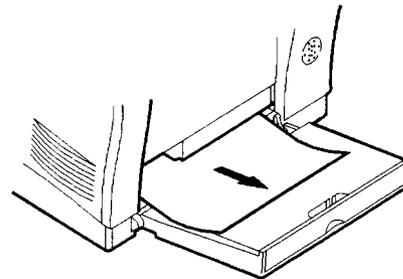
Paper jammed in the middle of the paper path
- Open the front cover. You will be able to see the leading edge of the page. Hold the edge of the page and pull it gently towards the back of the machine as shown
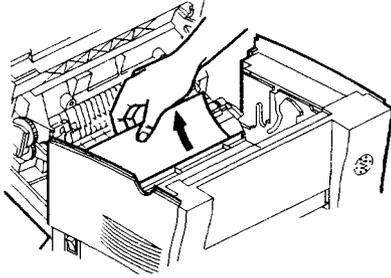
Paper jammed in Fusing unit
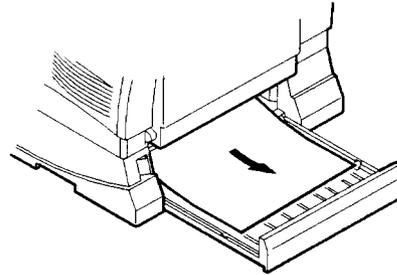- Remove the paper by pulling it outward as shown
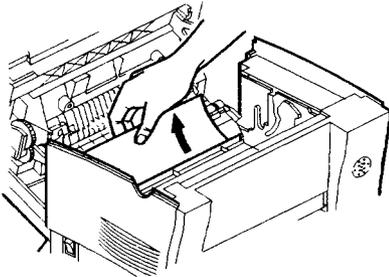
Paper jammed in Additional Paper Cassette
- Lift up the standard Paper Cassette
- Press the Paper Lifting Plate of the Additional Cassette together with the loaded paper down into the locked position.
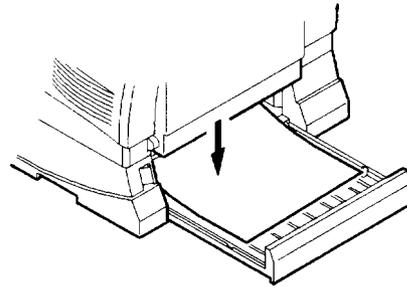
- Remove all the paper from the Additional Cassette and then pull out the jammed sheet.

Display is blank

Make sure the mains power cord is plugged in properly.

Check the power has been switched on at the mains and at the machine.

Check your mains power socket is working by plugging in another appliance.

Incoming faxes are not printed

Try copying a page to check that the printer is working.

Check that the paper is loaded properly in the paper cassette.

Your machine does not receive incoming faxes

Check the display to see that your machine is set to **FAX** reception mode (and not **TEL** mode). To change the reception mode *see page 19*.

Check that there is paper in the paper cassette.

Check that the memory is not full.

Automatic Document Feeder does not work

Check that the paper is not too big.

Make sure the document has been correctly loaded.

Black stripes appear on printed documents

Make a copy of the document. If the copied document does NOT have black stripes, ask the sender to check their machine.

If the copy has black stripes call for a service engineer to fix the problem.

No dialling tone can be heard on an attached telephone

Check that the line cord is plugged in to the telephone wall socket.

Make sure the line cord and the telephone cord are plugged into the correct sockets on your BF900.

Communication error

Most errors are caused by poor line connection. Try sending the document again.

Make a test communication with another fax machine. If the problem persists, contact your fax supplier.

Image printed at an angle on the page

Paper needs adjusting in the cassette.

Poor print quality

If a black line appears on the page, clean the scanner under the control panel, *see cleaning, page 47*.

If the image is faint or blurry, remove the toner cartridge and shake it gently.

Print quality gets gradually worse and worse

The drum may need replacing. Order a new drum from any BT Shop, your electrical retailer or by calling the number on your BF900.

Display shows CHANGE NEW DRUM

Replace drum and reset the drum counter.

Pages come out wrinkled, frequent jams or the machine picks up two pages at once
Check that you are using the correct size of paper.

Check that your paper is not already creased.

The alarm light stays ON and the display shows CHECK PAPER and PRESS START
Load more paper and press the **START** button. If this does not work, check that the cassette tray is installed properly.

Display shows TONER LOW
Replace the toner cartridge.

Display shows ENGINE ERROR
Switch off the machine for a minute then switch back on. If ENGINE ERROR is still displayed, call a service engineer to fix the problem.

Technical specification

General

Type:	Desktop.
Compatibility:	ITU-T (former CCITT) G3.
Applicable:	Public Switched Telephone Network (PSTN).
Dual access:	Multitasking.

Communication

Modem speed:	14400, 12000, 9600, 7200, 4800, 2400 Auto step down.
Coding Scheme:	MH, MR, MMR.
Error Correction Mode (ECM):	Yes.
Polling:	Up to 180 locations for one session.
	Continuous – execute endless polling until manual delete.
	Daily – execute polling at specified time daily until manual delete.
	Password – 4 digits.
Memory Capacity:	1M Byte.
Option Memory:	2, 4, 6M Byte for fax and printer (call the number shown your your BF900 to purchase your memory upgrades).

Dialling Method

One-Touch Dialling:	64 locations (maximum 30 digits plus up to an 8 digit network address number).
Speed Dial:	100 locations (maximum of 30 digits/location, without network address).
Group Dial:	16 groups (one-touch key 25-32, each key has two group dial), each group up to 40 locations.
Full Dial:	Full digit keypad dialling.
On Hook Dial:	Press HOOK key or pick up receiver first, then dial telephone number from machine keypad.

Class I Interface

RS-232C:	Auto Baudrate (2400, 9600, 19200, 38400 bps).

GDI printer Interface:

RS-232C:	Auto Baudrate (19200, 38400 bps).
Parallel:	Centronic.

Document input

Scanning method:	CIS.
Resolution:	Standard – 8 (dot/mm, Hori.) x 3.85 (line/mm, vert.).
	Fine & ~Photo – 8 (dot/mm, Hori.) x 7.7 (line/mm, vert.).
	Extra Fine – 8 (dot/mm, Hori.) x 15.4 (line/mm, vert.).
ADF pages:	30 sheets (A4, 80 gsm).
Document thickness:	Single sheet: 0.05mm to 0.13mm (45 gsm to 100 gsm).
	Multi sheet: 0.06mm to 0.1mm (52 gsm to 80 gsm).
Scanning speed:	6 secs/A4.
Error diffusion:	Yes.

Document output

Printing method:	Laser printer.
Print resolution:	300/600 DPI (optional memory required, see optional extras page 45).
Print speed:	6 PPM/A4.
Reduction Printing: (vertical)	Yes (variable from 100%-70%).
Smoothing Print:	Yes (600 x 600 DPI).
Max. print width:	208mm.
Printing Paper Size:	Plain paper (A4, Letter, Legal).
Paper weight:	60 gsm to 90 gsm.
Paper cassette capacity:	150 sheets (80 gsm).
Optional second paper cassette capacity:	250 sheets (80 gsm).
Optional extra paper output capacity:	250 sheets (80 gsm).

Operation environment

Ambient temperature:	10 to 33°C.
Relative Humidity:	15 to 85% RH.

Power Requirements

Engine sleep mode:	3 minutes after printing.
Power consumption:	Standby - 15W.
	230V - 550W max.
	117V - 550W max.

Outside dimension:	360mm (W) x 270mm (D) x 310mm (H).
	360mm (W) x 270mm (D) x 394mm (H) with second cassette.
Weight:	9.5 Kgs.

Technical information

Choosing a location
Your BF900 should be kept clear of dust, moisture, high temperature and vibration and should not be exposed to direct sunlight. Don't install it close to radiators or air conditioning outlets or in excessively warm, humid or dusty places.

> **Warning**
> *The apparatus is only designed to be operated in a normal office or domestic environment where the relative humidity does not exceed 60%. It should not be used in bathrooms or near water.*

Connecting to the UK network
The BF900 is tested and approved for connection to the UK network, provided that it is used in accordance with the guidelines in this booklet.

Approval number
Approved for connection to telecommunication systems specified in instructions for use subject to conditions set out in them. CE compliant to 89/336/EEC (EMC Directive) and 73/28/EEC (low voltage directive).

Approved for use
This apparatus has been approved for use with the following facilities:
- storage of telephone/fax numbers for retrieval by one-touch or predetermined code (if problems occur, verify the stored numbers)
- automatic call initiation
- operation in the presence or absence of initial or secondary proceed indication
- automatic dialling facilities
- automatic storage of the last number dialled
- automatic repeat attempt facilities
- auto answer
- auto clear from the call originating end
- call progress monitor
- modem
- fax switch
- series connection facility

Any other usage will invalidate all the approval of the apparatus if, as a result, it then ceases to conform to the standards against which approval was granted.

You may connect it –
- To direct exchange lines.
- To extensions with new plug and socket arrangements provided with these direct exchange lines.
- To compatible switchboards.

You may NOT connect it -
To shared (party) lines.

The connection to the telecommunication system must be unplugged before the earth is disconnected. The connection to the telecommunication system must not be hardwired.

This apparatus may be used on telecommunications systems employing loop disconnect or MF signalling.

How many phones can you have
Your exchange line provides only a small current to make your BF900 ring. Although you may have any number of sockets it is important to limit the number of telephones and other items of apparatus connected to the line by these sockets. This ensures that each telephone will receive enough current to ring.

Every telephone or item of apparatus has a Ringer Equivalence Number (REN).

In most cases a standard line should provide enough current for two or more telephones or items of apparatus, if the REN's add up to no more than 4.

BF900 has a REN of 1. Any telephone provided by BT may be assumed to have a REN of 1 unless otherwise stated on the base. Even where the number of telephones has been limited, there is no guarantee that the different types of telephone on the same line will ring.

The provided handset must only be connected to the socket on the side of the machine.

Another approved handset may be connected but the apparatus has been calibrated and approved for the provided handset.

The voltage drop introduced by the apparatus between the PSTN and a series connected telephone at a current of 40mA is 1.7 Volts. Consequently, no additional series equipment may be connected.

The introduction of this voltage drop may occasionally cause difficulties in making calls from the series connected telephone or problems in telephone conversation being experienced by both parties to the call. In the unlikely event of any such problems occurring, the user should contact the supplier or maintainer of the apparatus.

While operation may be possible initially, changes to or modernisation of the network, taking place in the normal course of events, may result in the apparatus being connected to a network service with which it is not designed to be compatible. Failure of the apparatus to work under these circumstances may not be the responsibility of the network operator.

Connecting to switchboards

Your BF900 is approved only for use with a compatible switchboard including those which do not provide secondary proceed indication.

If you do have a compatible switchboard, it cannot be guaranteed that the BF900 will operate correctly under all possible conditions of connection.

If you have any difficulties, contact BT on **Free***fone 0800 800* **152** for business Customers or **Free***fone 0800 800* **150** for residential customers (9am to 5pm Monday to Friday).

SAFETY WARNINGS

1. Interconnection circuits should be such that the equipment continues to comply with the requirements of 4.2 of EN 41003 for TNV circuits and 2.3 of EN 60950 for SELV circuits, after making connections between circuits.

2. Interconnection directly, or by way of other apparatus, of ports marked "Safety Warning. See instructions for use" with ports marked or not so marked may produce hazardous conditions on the network. Advice should be obtained from a competent engineer before such a connection is made.

3. When you operate this equipment, the electrical mains socket should be near the equipment and be easily accessible.

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BT

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CE compliant to 89/336/EEC
(EMC Directive) & 73/23/EEC (Low
Voltage Directive)