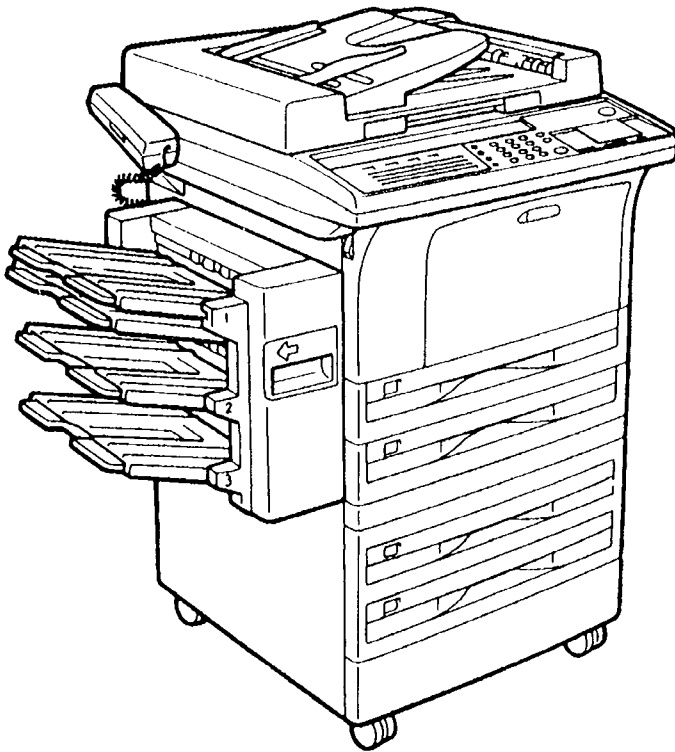


SAVIN®

OPERATOR'S MANUAL

SAVIN® 9915DP



Please read all of these instructions and keep this manual by your machine.

Optional Equipment

Memory

Either a 1-Mbyte memory card, a 2-Mbyte memory card, or a 40-Mbyte hard disk can be added.

ISDN G4 Kit

This allows you to send and receive messages using the ISDN.

PC Printer Interface Kit

This allows you to use the machine as a laser printer for an IBM or compatible personal computer.

High Resolution Printer Memory Card

This allows you to make printouts at 400 x 400 dot-per-inch resolution.

Paper Feed Unit

An extra paper feed unit containing two 250-sheet paper trays can be added to the machine.

Automatic Document Feeder

If you often transmit or copy documents that have more than one page, the Automatic Document Feeder makes it much easier to operate the machine. You can place documents of up to 30 pages in the feeder.

Duplex Unit

This allows you to make double-sided copies.

Sorter

This three-tray sorter allows you to sort up to three collated copies of a multipage original, or to stack multiple copies of originals up to three pages. You can also set up each of the trays to receive only one type of output: either from fax mode, copy mode, or printer mode.

Telephone Handset

This permits voice communication (over the PSTN).

Key Counter

This allows you to restrict use of copy mode only to those people who are carrying Key Counters. Periodically, these counters can be checked for billing purposes. The Key Counter has no effect in fax or printer modes.

Copyright Notice

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

Attention please!

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. This information is transmitted with your document by the TTI feature.

In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the "Getting Started" and/or "Programming" sections. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you

IMPORTANT SAFETY INSTRUCTIONS

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

WARNING: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

* **CAUTION:** Use of control or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Class A

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

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par ministère des Communications du Canada.

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

Operator Safety:

This equipment is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 765-795 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.


Laser Safety

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical units in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

In accordance with ISO standard 7001, this machine uses the following symbols for the main switch:

 means POWER ON

 means POWER OFF

 means STANDBY

Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

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OFFICIAL NOTICE TO USERS

FUNCTION LIST

INTRODUCTION

Thank you for purchasing this product. This is a multi-purpose office machine with a wide range of fax, photocopier, and printer (optional) features.

WHAT DOES A FAX MACHINE DO?

When you write a letter, you normally seal it in an envelope, attach a stamp, and post it in the nearest letter box. Then in a few days, depending on the postal service, the letter will arrive at its destination. However, you may not be aware of its arrival until you get a return letter.

A fax machine speeds up this process. After you have written your letter, place it on your fax machine's exposure glass (or in the document feeder if your machine has one), dial the destination's fax number, then press the Start key on your fax machine's operation panel.

The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots that there are across the page and down the page depends on the resolution that you selected; refer to the specifications section of this manual for details). This series of dots is transformed into an electrical signal and sent out over the telephone line to the fax machine at the destination.

The fax machine at the destination reconstructs your letter from the received signal, and prints it.

If you are worried whether the message arrived at the destination, you can check a report called the TCR (Transaction Confirmation Report). When you print this report, you will see the results of the most recent fax communications made by your machine.

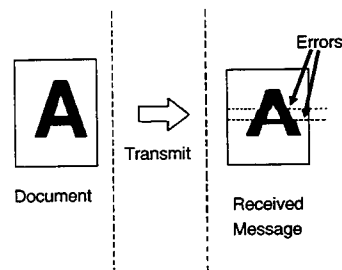
You can use your fax machine to send and receive any type of document, even photographs.

TELEPHONE LINE PROBLEMS AFFECT FAX COMMUNICATION

Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit a letter-size page in 6 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.

The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM (Error Correction Mode) is an effective countermeasure against this type of error; you have the choice of having the ECM feature switched on or off.

The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines. The operation of the equipment in the telephone exchange, such as switches, can also cause noise on the line.

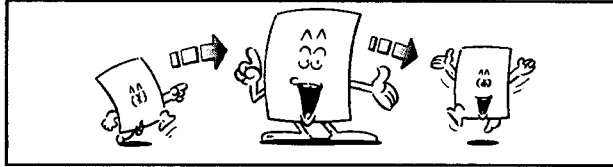


COPYING FEATURES

When you use this machine as a copier, you can use the following features that you have come to expect from a fully-featured copier.

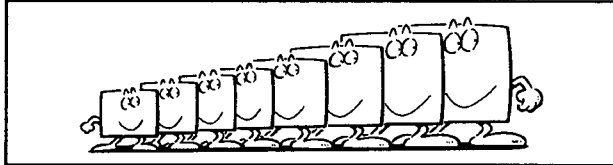
Reduced/enlarged copies

? See page 139.



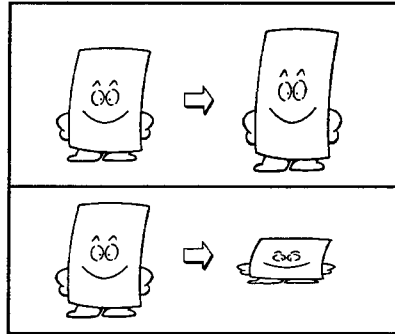
Zoom

? See page 140.



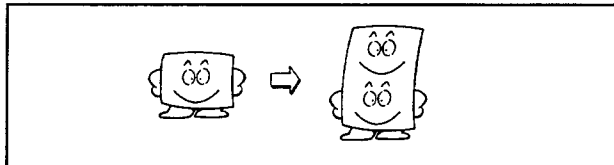
Directional magnification and directional size magnification

? See pages 141 and 143.



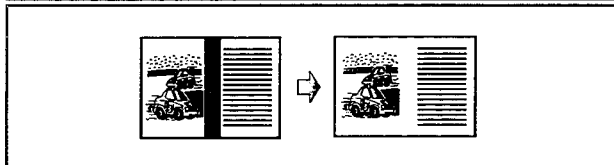
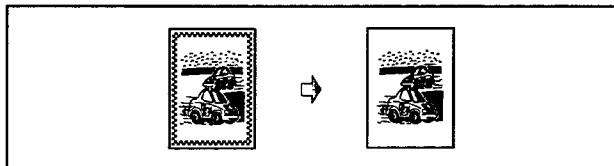
Double copies

? See page 145.



Erase border/center

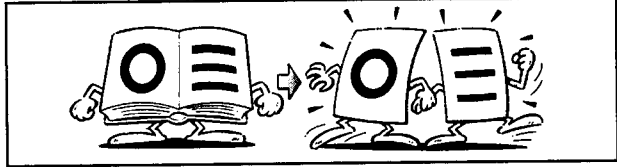
? See page 158.



INTRODUCTION

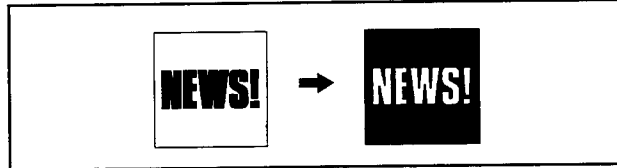
Two single copies

? See page 150.



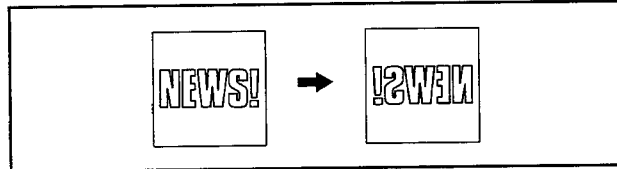
Negative/positive copies

? See page 158.



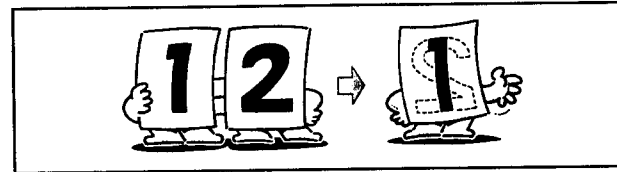
Mirror copies

? See page 158.



Duplex copies

? See page 151.



Full size copying

? See page 129.

Bypass feed copying

? See page 146.

Copying programs

? See page 156.

Sorting/stacking

? See page 154.

Interrupt copying

? See page 149.

HOW TO USE THIS MANUAL

This manual contains instructions on how to operate and maintain the machine. To get the best performance from the machine's fax mode, read the descriptions of the features in the Facsimile Features Manual, and follow the instructions in the Operator's Manual carefully. Please keep the manuals near the machine at all times.

CAUTION: This machine can only be used in the country where it was purchased.

BEFORE YOU SEND YOUR FIRST FAX

Some Items Must Be Programmed First

After you have installed your new machine and connected it up to the telephone line, there are a few things that you have to do before you start to send fax messages from your new machine.

You should set up your machine's clock and identification. In fact, for faxes sent to, from, or within the United States, the United States' Federal Communications Commission (FCC) states that the fax message must contain header information that identifies the sender (or the sender's organization), and the date and time that the fax was sent. To do this, program the following features.

- Date and Time: see page 94.
- RTI (Remote Terminal Identification): see page 100.
- TTI (Transmit Terminal Identification): see page 100.
- CSI (Called Subscriber Identification): see page 101.

In addition, you also have to make sure that the fax machine's dialing circuits are set up correctly. There are two settings: Pulse Dial, and Tone Dial. If you select the wrong setting, your machine will not be able to dial fax numbers. If you are not sure which setting to use, contact your telephone company. To change this setting, see the following section of the manual.

- Telephone Line Type: see page 101.

Also, if you have a handset attached to your fax machine, make sure that its dialing circuit is also set up correctly (there is probably a switch on the side of the handset).

Restricting Access to the Machine

When your machine arrives from the factory and is installed for the first time, anybody can use it. However, the machine can be set up to prevent unauthorized persons from using the machine. The necessary procedures are given in the following sections.

- Restricted Access: see page 80.
- Personal Codes: see page 121.

Other Items to Program at your Leisure

To use the full range of features provided by this fax machine, you need to program the other features that are described in the section entitled "Programming the Machine - Installation".

You will also need to be familiar with the switches and settings described in the following sections.

- On/Off Switches: see page 102.
- User Parameter Settings: see page 104.

The following features will help you use the machine more quickly and efficiently.

- Auto Document: see page 62.
- User Function Keys: see page 77.
- Function Programs: see page 78.
- Keystroke Programs: see page 49.
- Chain Dialing: see page 80.
- Ordering Toner: see page 83.
- Quick Dial: see page 109.
- Groups: see page 116.
- Speed Dial and Telephone Directory: see pages 31 and 59.

CONVENTIONS

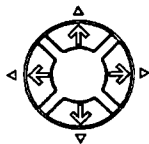
The following conventions were used when writing this manual.

Key Names

These have been printed in a different typeface and enclosed by a box.

For example: " **Start** " means "Press the Start key on the operation panel".

If you see something like " **#** x 3", this means that you have to press the **#** key 3 times.

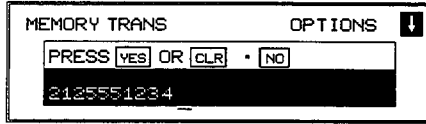


On the operation panel, there is a circular key with four arrows (up, down, left, right) printed on it. This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see **←** in the manual, you are being asked to press the left arrow on the scroll key.

Displays

Messages seen on the display are shown in a larger box, normally on the right hand side of the page, directly opposite the step that brought it up on the screen. After following a step in a procedure, check the display to see if it corresponds to the one in the manual. This may help you to check whether you are following the procedure successfully. The following examples show three common types of display.

Example A: The keys that can be pressed are shown on the screen in small boxes. In this example, you can press Yes, No, or Clear, or the down arrow on the scroll key (see the arrow at the top right of the display).



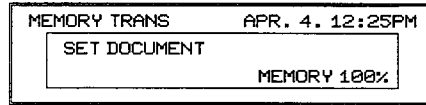
Example B: The choices of settings for a feature are shown on the screen. The current setting is highlighted (white on black). If you press the right pointing arrow on the scroll key, the setting will be changed to OFF.



Example C: The ABC in the bottom right of the display indicates that you can input letters using the Quick Dial Keys, and numbers using the ten-key pad on the operation panel.



Most fax procedures start from standby mode, that is, when the display is as shown on the right. The value after "MEMORY" shows how much memory space is remaining.



NOTE: If you start a procedure and do not enter anything at the operation panel for more than 4 minutes, the machine returns to standby mode.

Symbols

The text contains a few symbols that highlight important points or direct you towards other parts of the manual that are related to the feature currently being described.



indicates a hint (for example, indicating a page number where related information can be found).



indicates that you can access the current feature by pressing a User Function Key, if you have already programmed a User Function Key to do that.

Using Function 35, you can program User Function Keys as short cuts to access some features. See page 77 for more about programming the User Function Keys.



indicates that you can switch the current feature on or off using Function 81. Some features must be switched on before they will work. See page 102 for details about the On/Off Switches.



indicates that you can operate this feature with an OMR Sheet as well as from the operation panel. See page 84 and the pages following for full details concerning OMR Sheets.



SW01-1

indicates that the current feature can be switched on/off or adjusted by a User Parameter setting (Function 91). The symbol also shows which User Parameter is of interest; for example, "SW01-1" means that Switch 01, digit 1 is used with the feature. For more about User Parameters, see page 104.



HOW TO USE
THIS MANUAL

STORING TELEPHONE NUMBERS

To dial a telephone number or store it as a Quick Dial or Speed Dial, type it into the machine at the ten-key pad on the operation panel.

STORING NAMES AND LABELS

You can type names using the Quick Dial Keys. Use Quick Dial Keys 01 to 26 for the letters of the alphabet, and Quick Dial 30 as a spacebar. If you wish to enter a digit from 0 to 9, use the ten-key pad.

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the  and  arrows on the circular scroll key on the operation panel.

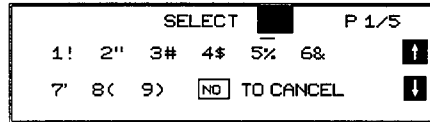
If you wish to enter a punctuation mark or symbol, use Quick Dial 31. Keep pressing Quick Dial 31 until you see the symbol that you need. Then move the cursor forward with the scroll key.

Quick Dial 32 can be used as a Shift key, to select upper or lower case letters.

| KEY | DESCRIPTION | KEY | DESCRIPTION | KEY | DESCRIPTION |
|-----|-------------|-----|-------------|-----|----------------------------------|
| 01 | A | 12 | L | 23 | W |
| 02 | B | 13 | M | 24 | X |
| 03 | C | 14 | N | 25 | Y |
| 04 | D | 15 | O | 26 | Z |
| 05 | E | 16 | P | 27 | Not used |
| 06 | F | 17 | Q | 28 | |
| 07 | G | 18 | R | 29 | |
| 08 | H | 19 | S | 30 | |
| 09 | I | 20 | T | 31 | Punctuation Marks and Symbols |
| 10 | J | 21 | U | | |
| 11 | K | 22 | V | 32 | Shift key (see p. 8) |

Punctuation Marks and Symbols

If you press **[31]** while entering a label, a menu of symbols will appear, as shown on the right.



- To select a symbol, press the required key on the ten-key pad. For example, if you wish to enter a '#', press **[3]**.
- If the symbol that you need is not on the screen, scroll through the pages of symbols with the **[↑]** and **[↓]** keys.

Shift Key

As shown in example C on page 6, 'ABC' can be seen in the bottom right of the display while you are inputting a label. This indicates that upper case letters will be stored. If you wish to input lower case letters, press **[32]**. The 'ABC' will change to 'abc', and the letters that you type in will be stored as lower case letters. To change back to upper case letters, press **[32]** again.

IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, either:

- Press **[No]** to erase the entire name or number and start again.
- Press **[Clear]** to erase the last letter or digit that you entered.

If you enter the wrong function number, either:

- Press **[No]** then input the correct function number.
- Press **[Function]** to return to standby mode and start again.

If you dialed the wrong number, either:

- Press **[No]**. If scanning has already begun, press **[Stop]**.
- If you already programmed the number into the machine by pressing Yes, remove the document from the exposure glass or automatic document feeder and start again, or use option 08 to cancel that particular destination only (see page 39).

FACSIMILE FEATURE AVAILABILITY TABLE

This table shows whether a feature is available or not in your machine. Some of these features have to be switched on before they can be used, or may be switched off if not wanted. The "Reference" column of the following table shows where you can find information on how to activate such features. The second column in the table shows you which section of the Facsimile Features Manual to find the description of each feature in.

Note Column

- 1: Memory card or hard disk required
- 2: Telephone handset required
- 3: Optional lower paper feed unit required
- 4: Optional Group 4 kit required
- 5: In some countries, this can only be used by a technician

Reference Column

User: You can switch this feature on or off. Refer to the indicated page number in this manual.

Service: If you wish to switch this on or off or adjust it, contact a service technician.

✓: Available, ✗: Not Available

| FACSIMILE FEATURES MANUAL | | ✓ / ✗ | NOTE | REFERENCE |
|---------------------------------|---------|-------|------|-----------------|
| FEATURE NAME AND SECTION NUMBER | | | | |
| ROUTINE OPERATION | Sect. 1 | | | |
| Immediate Transmission | 1-1 | ✓ | | |
| Memory Transmission | | ✓ | | |
| Contrast | 1-2 | ✓ | | |
| Resolution | | ✓ | | |
| Halftone | 1-3 | ✓ | | |
| Quick Dial | | ✓ | | |
| Speed Dial | 1-3 | ✓ | | |
| Groups | | ✓ | | User: p. 47, 77 |
| Send Later | 1-4 | ✓ | | |
| Page Count | | ✓ | | |
| Personal Code | | ✓ | | |
| TRD (Transmission Deadline) | | ✓ | | |
| Economy Transmission | | ✓ | | |
| Automatic Reduction On/Off | | ✓ | | |
| ID Transmission | | ✓ | | |
| TTI On/Off | | ✓ | | |
| Alternative Destination | | ✗ | | |
| Voice Request | | ✓ | 2 | |
| Destination Check | | ✓ | | |
| Automatic Redialing | | 1-5 | ✓ | |
| AI Redial | ✓ | | | |

| FACSIMILE FEATURES MANUAL | | ✓ / ✕ | NOTE | REFERENCE |
|-----------------------------------------------------------------------------------------------------------------------|---------|-------|------|--------------|
| FEATURE NAME AND SECTION NUMBER | | | | |
| Auto Receive Mode | 2-1 | ✓ | | |
| Manual Receive Mode | | ✓ | | |
| Auto Select Mode | | ✕ | | |
| Substitute Reception | 2-2 | ✓ | | User: p. 107 |
| Handset | 3-1 | ✓ | 2 | |
| On Hook Dial | 3-2 | ✓ | | |
| Speakerphone | 3-3 | ✕ | | |
| Music on Hold | 3-4 | ✕ | | |
| ADVANCED FEATURES | Sect. 2 | | | |
| Broadcasting | 1-1 | ✓ | | |
| Keystroke Programs | 1-2 | ✓ | | |
| Confidential Transmission | 1-3 | ✓ | | |
| Confidential Reception | | ✓ | 1 | |
| Transfer Request | 1-4 | ✓ | | |
| <input type="checkbox"/> Memory or hard disk required if the machine will be used as a transfer broadcasting station. | | | | |
| Polling Transmission | 1-5 | ✓ | | |
| Polling Reception | | ✓ | | |
| Continuous Polling Reception | | ✓ | | Service |
| Auto Document | 1-6 | ✓ | | |
| Telephone Directory | 1-7 | ✓ | | |
| Secure Transmission | 1-8 | ✓ | | |
| Direct Fax Number Entry | 1-9 | ✓ | | |
| Forwarding | 2-1 | ✓ | 1 | User: p. 102 |
| Authorized Reception | 2-2 | ✓ | | User: p. 102 |
| Reception Mode Switching Timer | 2-3 | ✕ | | |
| Copying an Original | 3-1 | ✓ | | |
| Night Timer | 3-2 | ✓ | | User: p. 102 |
| Function Programs | 3-3 | ✓ | | |
| Answering Machine | 3-4 | ✕ | | |
| Remote Control Features/Mailbox | 3-5 | ✕ | | |
| Specified Cassette Selection | 3-6 | ✓ | 3 | User: p. 102 |
| TTI On/Off | 3-7 | ✓ | | |
| Label Insertion | 3-8 | ✓ | | |
| Marker | 3-9 | ✓ | | User: p. 105 |
| Center Mark | 3-10 | ✓ | | User: p. 105 |
| Checkered Mark | 3-11 | ✓ | | User: p. 105 |
| Reception Time | 3-12 | ✓ | | User: p. 105 |
| Reduction | 3-13 | ✓ | | |
| <input type="checkbox"/> Automatic Reduction | | ✓ | | User: p. 106 |
| <input type="checkbox"/> Length Reduction | | ✓ | | Service |
| Closed Network | 3-14 | ✓ | | Service |
| Restricted Access | 3-15 | ✓ | | User: p. 106 |
| RDS (Remote Diagnostic System) | 3-16 | ✓ | 5 | User: p. 102 |
| Reverse Order Printing | 3-17 | ✓ | 1 | User: p. 107 |
| Multi-sort Document Reception | 3-18 | ✓ | 1 | User: p. 107 |
| Protection Against Wrong Connections | 3-19 | ✓ | | Service |

HOW TO USE THIS MANUAL

HOW TO USE
THIS MANUAL

| FACSIMILE FEATURES MANUAL | | ✓ / ✗ | NOTE | REFERENCE |
|--------------------------------------|---------|-------|---------|--------------|
| FEATURE NAME AND SECTION NUMBER | | | | |
| ECM | 3-20 | ✓ | | Service |
| Page Retransmission | | ✓ | | Service |
| Batch Transmission | 3-21 | ✓ | | Service |
| Short Preamble | 3-22 | ✓ | | Service |
| AI Short Protocol | 3-23 | ✓ | | Service |
| Dedicated Transmission Parameters | 3-24 | ✓ | | Service |
| MDF (Manual Document Feed) | 3-25 | ✗ | | |
| Chain Dialing | 3-26 | ✓ | | |
| Tonal Signals | 3-27 | ✓ | | |
| Memory Lock | 3-28 | ✓ | 1 | User: p. 102 |
| Wild Cards | 3-29 | ✓ | | |
| File Management | 3-30 | ✓ | | |
| Counters | 3-31 | ✓ | | |
| Well Log Transmission | 3-32 | ✗ | | Service |
| Transmission Reserve | 3-33 | ✓ | | |
| Dual Access | 3-34 | ✓ | | |
| Silent Ringing Detection | 3-35 | ✗ | | |
| User Function Keys | 3-36 | ✓ | | |
| Communication Result Display | 3-37 | ✓ | | |
| Inch-to-mm Conversion | 3-38 | ✓ | | Service |
| Ordering Toner | 3-39 | ✓ | | |
| PROGRAMMING | Sect. 3 | | | |
| Language Selection | 1-1 | ✓ | | |
| Date and Time | 1-2 | ✓ | | |
| Telephone Line Type | 1-3 | ✓ | 5 | |
| RTI, TTI, and CSI | 1-4 | ✓ | 5 (CSI) | |
| ID Code | 1-5 | ✓ | | |
| Remote ID | | ✗ | | |
| Confidential ID | | ✓ | 1 | |
| Memory Lock ID | | ✓ | 1 | |
| Your Fax Terminal's Telephone Number | 1-6 | ✓ | | |
| Country Code | 1-7 | ✓ | | |
| Area Code Prefix | 1-8 | ✓ | | |
| On/Off Switches | 2-1 | ✓ | | |
| User Parameter Settings | 2-2 | ✓ | | |
| Time for Economy Transmission | 2-3 | ✓ | | |
| Speaker Volume | 3-1 | ✓ | | |
| Display Panel Contrast | 3-2 | ✓ | | Service |
| Programming Quick Dial | 4-1 | ✓ | | |
| Programming Speed Dial | 4-2 | ✓ | | |
| Programming Groups | 4-3 | ✓ | | |
| Storing Personal Codes | 4-4 | ✓ | | |
| REPORTS | Sect. 4 | | | |
| TCR | 1-1 | ✓ | | User: p. 106 |
| Transmission Result Report | 1-2 | ✓ | | User: p. 106 |
| Error Report | 1-3 | ✓ | | Service |
| Communication Failure Report | 1-4 | ✓ | | |

| FACSIMILE FEATURES MANUAL | | ✓/✖ | NOTE | REFERENCE |
|---------------------------------------------------------------------|---------|-----|------|--------------|
| FEATURE NAME AND SECTION NUMBER | | | | |
| Memory Storage Report | 1-5 | ✓ | | User: p. 106 |
| Power Failure Report | 1-6 | ✓ | | |
| Transfer Result Report | 1-7 | ✓ | | |
| Polling Reserve Report | 1-8 | ✓ | | User: p. 106 |
| Polling Result Report | 1-9 | ✓ | | User: p. 106 |
| Polling Clear Report | 1-10 | ✓ | | User: p. 106 |
| Confidential File Report | 1-11 | ✓ | 1 | User: p. 102 |
| Transmission Deadline Report | 1-12 | ✓ | | |
| Polling Confirmation List | | ✓ | | |
| TCR | 2-1 | ✓ | | |
| Quick Dial List | 2-2 | ✓ | | |
| Speed Dial List | 2-3 | ✓ | | |
| Group List | 2-4 | ✓ | | |
| Personal Code List | 2-5 | ✓ | | |
| File List | 2-6 | ✓ | | |
| Authorized Reception List | 2-7 | ✓ | | |
| Forwarding List | 2-8 | ✓ | 1 | |
| Specified Cassette Selection List | 2-9 | ✓ | 3 | |
| User Parameter List | 2-10 | ✓ | | |
| Program List | 2-11 | ✓ | | |
| User Function List | 2-12 | ✓ | | |
| NETWORKING FEATURES | Sect. 5 | | | |
| Group Transfer Station | 1-1 | ✓ | | |
| Next Transfer Station | 1-2 | ✓ | | |
| Broadcasting, with Transfer Request | 2 | ✓ | | |
| Two-step Transfer | 3 | | | |
| <input type="checkbox"/> Digital Link (Specified Two-step Transfer) | | ✓ | 1, 4 | |
| <input type="checkbox"/> Analog Link | | ✓ | 1 | |
| Multi-step Transfer | 4 | ✓ | | |
| GROUP 4 FEATURES | Sect. 6 | | | |
| Terminal ID Programming | 1-1 | ✓ | 4 | Service |
| Terminal ID Verification | 1-2 | ✓ | 4 | Service |
| Automatic Fallback to Group 3 Mode | 1-3 | ✓ | 4 | |
| Subaddress | 1-4 | ✓ | 4 | |

LIMITATIONS ON VARIOUS FEATURES

The tables on the next two pages show the limitations for each feature. Limitations for some features can be changed by a service technician.

HOW TO USE THIS MANUAL

| COMMUNICATION FEATURES | PAGE | MAX. NUMBER OF ADDRESSES/FILE | TOTAL FILES | TOTAL ADDRESSES IN ALL FILES | MAX. STORED PAGES |
|-----------------------------------------|------|-------------------------------|-------------|-------------------------------------------------------------------------------|-------------------|
| Broadcasting | 47 | 200 | 200 | 500 (Note: Any fax number can be used in more than one file at the same time) | 1200 (*4) |
| Confidential Transmission (from memory) | 53 | 200 | | | |
| Transfer Request (*1) | 57 | 30 | | | |
| Polling Reception | 65 | 200 | | | |

The following table shows how many telephone numbers you can store in the machine.

| | |
|------------------|-----|
| Quick Dial | 32 |
| Speed Dial | 100 |
| Ten Key Pad (*2) | 96 |
| Groups (*3) | 10 |

- *1 The limitation on this feature is imposed by the capacity of the broadcasting machine.
- *2 This is the number of full telephone numbers that can be input into the machine at any one time. For example, if there is a broadcasting operation in memory using 95 full numbers, you can only input one more full number for any operation, including storage in groups, until the broadcast has finished. Also, if you have stored 35 numbers at the ten key pad into your groups, then you will only be able to input 61 full dial numbers at any one time for other operations, such as broadcasting.
- *3 You can program up to 10 groups. Each group can contain up to 200 numbers; however, if you plan to use a Group for Transfer Request, make sure that this group does not have more than 30 numbers. You can store any Quick Dial or Speed Dial number in a group. You may also store up to 96 numbers that are not programmed as Quick or Speed Dials; see Note 2 above for the restrictions on the use of these numbers.
- *4 This is the theoretical maximum number of pages that can be stored. In practice, you will only be able to store this number of pages if you install the optional hard disk unit.

| OTHER FEATURES | MAXIMUM VALUE | NOTES |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Redial | Number of times: 253 times Intervals: 40 minutes | Default settings: Memory transmission 4 times/5 minutes Immediate transmission 2 times/2 minutes |
| Keystroke Programs | 32 | |
| Authorized Reception | 50 RTI/CSIs | |
| Forwarding | 5 forwarding stations 30 RTI/CSIs | |
| Multi-sort Document Reception | 9 copies | |
| Specified Cassette Selection | 10 RTI/CSIs | |
| Wild Card | This can be used when storing RTI/CSIs for Authorized Reception, Specified Cassette Selection, and Forwarding | |
| Function Programs | 5 | |
| Restricted Access | 50 personal codes | Codes from 0001 - 9999 can be used. |
| Page Retransmission | 255 times | Default setting: 3 times |
| Batch Transmission | Up to 200 files can be placed in batches. There is no limit on the size of the batch other than that. You can use this feature at any time. | The following cannot be batched. <input type="checkbox"/> Confidential Transmission |
| Personal Codes | Up to 9999 codes can be used, but only 50 can be stored with names and Confidential IDs. | Up to 9999 different four-digit codes can be entered at transmission time. The four-digit code will be shown on reports under "Option". |

GENERAL PRECAUTIONS

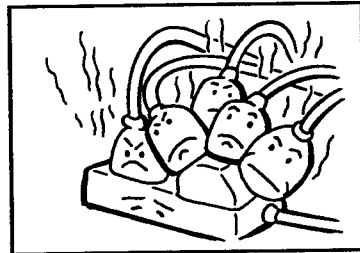
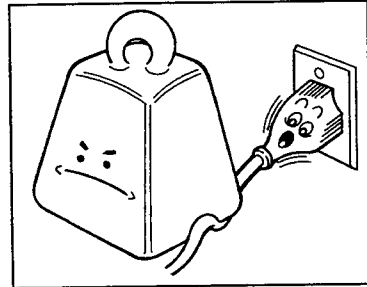
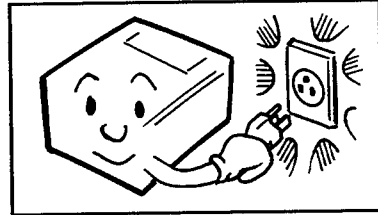
WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

POWER AND GROUNDING

Pay attention to the following.

Power Supply

1. Power requirements: 110 - 115 V, 60 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.
8. The wall outlet must be easily accessible. This is because the tray heater is still switched on when the main power switch is in the "Standby" position, and you may need to unplug the machine's power cord in case of an emergency.



GENERAL
PRECAUTIONS

Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground lug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

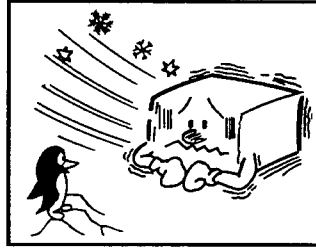
The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

COLD WEATHER POWER-UP

Avoid raising the room temperature abruptly when it is below 57°F, or condensation may form inside the machine.

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

Do not use the machine near a humidifier.

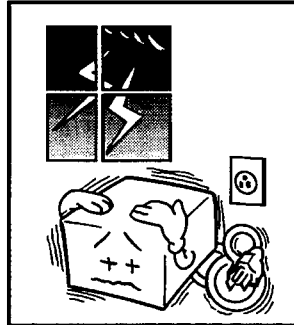


THUNDERSTORMS

With proper grounding, about 90% of lightning damage can be prevented. However, if possible, during severe electric storms turn the power switch off and disconnect the power cord and telephone line cord.

Note for users with no hard disk

All fax messages stored in the memory may be erased if power is switched off for more than an hour.



DOCUMENT FEEDER

If you have installed the optional document feeder, observe the following precautions.

- Always set originals correctly as shown on page 134.
- Do not press down on or hold originals after inserting them in the feed unit.
- Do not lift the document feeder unit until the last original has been completely fed out to the original stacker. If you do, an original misfeed may occur.
- When you are not using the document feeder, do not insert anything in the feeder entrance.
- Do not use originals lighter than 60 g/m² [16 lb] or heavier than 90 g/m² [24 lb].
- The following types of originals are not recommended for use with the document feeder. Please place them directly on the exposure glass.
 - > Very thick and very thin paper
 - > Paper with any kind of coating (such as carbon) on the back or originals that are taped together
 - > Originals smaller than 148 x 182 mm [5.8" x 7.1"]
 - > Originals larger than 297 x 432 mm [11.7" x 17.0"]
 - > Folded, curled, creased, or damaged originals
 - > Mailing labels, perforated originals, paste-up originals
 - > Bound, stapled, or clipped originals
 - > OHP transparencies

SORTER

Depending on environmental conditions or paper type, copies might curl and fail to stack properly in the sorter bins. If that happens in sort or stack mode, do not make copies using sort or stack mode with that type of paper.

DUPLEX UNIT

Depending on environmental conditions or paper type using the duplex unit, dog-eared copies may be made or misfeeds may occur. To prevent this, do the following things.

- Turn the paper upside down in the paper tray.
- Use paper that is from an unopened package.

COPY PAPER

- 17-22 lb. copy paper is recommended: letter or legal sizes are the most commonly used
- Do not use damp paper, or copies will be defective.
- Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- Store in a cool dry place.
- Store flat. Do not stand upright.
- The following materials cannot be used in the paper trays. Use the bypass feed table: Post cards, Tracing paper, OHP sheets, Adhesive labels
- Do not overload the paper trays.
- If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

TONER CARTRIDGES

- Store in a cool, dark place.
- Never store where they may be exposed to heat.
- Keep out of the reach of children.
- Do not eat toner.
- Do not lay heavy objects on toner cartridges.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

OPERATING PRECAUTIONS

- While the machine is in operation, do not turn off the main switch or unplug the power cord.
- Keep corrosive liquids, such as acid, off the machine.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- The fusing unit may be very hot. Be careful when handling it.
- When the main power switch is in the "Standby" position, the tray heater is still switched on. In case of emergency, unplug the machine's power cord.

GENERAL

- Read the Important Safety Information at the front of this manual.
- Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- Do not make modifications or replacements other than those mentioned in this manual.
- When not using the machine for a long period, disconnect the power cord.

OZONE

The machine generates ozone during operation. Normally, the ozone level is safe for operators. However, during a long copy run or while printing a long message, ozone odor may appear; in such a case, ventilate the room.

WARNING:



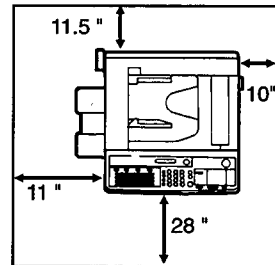
These symbols are attached to some components to alert the user not to touch them, because they may be very hot.

LOCATION

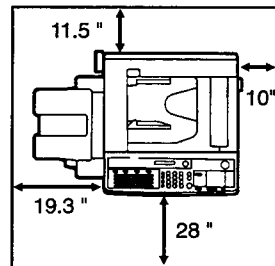
For the best possible performance, install your machine in a place which satisfies the following conditions.

- Not exposed to direct sunlight
- Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd³/hr per person.
- Level
- Not subject to vibration
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 63 to 82°F
- Humidity 40 to 70% RH (do not install near a humidifier)
- At an altitude of less than 2,000 m [6,500 ft] above sea level
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)
- With the clearance as shown on the right

Base Machine Only



Full System



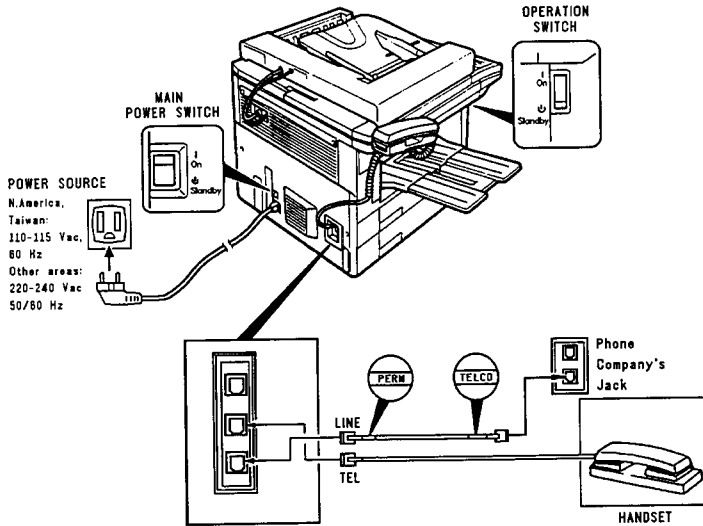
NOTE: This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which can be air-conditioned or well ventilated.

CONNECTING THE MACHINE

A service technician will install the machine.

Before using the machine:

- Make sure that it is properly connected to the telephone line and the power outlet, as shown below.



CAUTION

Do not switch on until everything is connected properly.
If you wish to move the machine to a new location, contact a service technician.

- Program the Telephone Line Type setting (use Function 81; see page 102). If your telephone normally sends out tones when dialing, use the TT setting; if it normally sends out pulses, use the DP setting. Also, make sure that the switch on the handset is set correctly.

IMPORTANT POINTS ABOUT POWER CONNECTION

- The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.
- The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

GUIDE TO COMPONENTS

Document Feeder (Option)

Insert a stack of originals here. The originals are individually fed onto and removed from the exposure glass. Instead of the Automatic Document Feeder, you can install a platen cover (see the next page).

Handset (Option)

Use this to answer incoming telephone calls.

Operation Panel

Operator controls and indicators are located here.

Copy Tray

Copies and printouts are delivered here.

Paper Cassettes

The machine has two paper trays which hold 250 sheets of paper each (200 sheets for 24 lb paper).

Sorter (Option)

Copies are sorted or stacked here.

Duplex Unit (Option)

Use this to make duplex (two-sided) copies.

Front Cover

Open this to access the inside of the copier.

Paper Feed Unit (Option)

Each extra tray holds 250 sheets of paper (200 sheets for 24 lb paper).

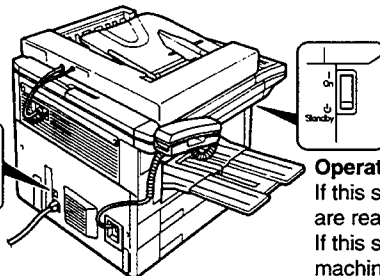
Main Power Switch

Use this to switch the main power off and on. If this switch is at "Standby", all power to the machine is off.



Power Cord

Unplug this only when the machine will not be used for a long period.

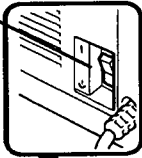


Operation Switch

If this switch is on, all features are ready to be used. If this switch is at "Standby", the machine can only receive and print incoming fax messages.

Main Power Switch

Use this to switch the main power off and on. If this switch is at "Standby", all power to the machine is off.

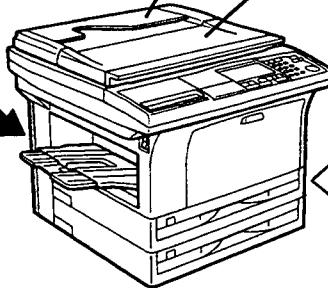


Original Holder (with Platen Cover only)

This is a convenient place to put multi-page documents while you are scanning pages one at a time.

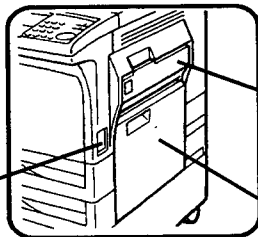
Platen Cover (Option)

Lower this cover over the original that you wish to fax or copy. Instead of the platen cover, you can install an Automatic Document Feeder (see the previous page).



Key Counter Holder

Insert the key counter (optional) here. The machine's cover must be modified by a technician first.



Bypass Feed Table

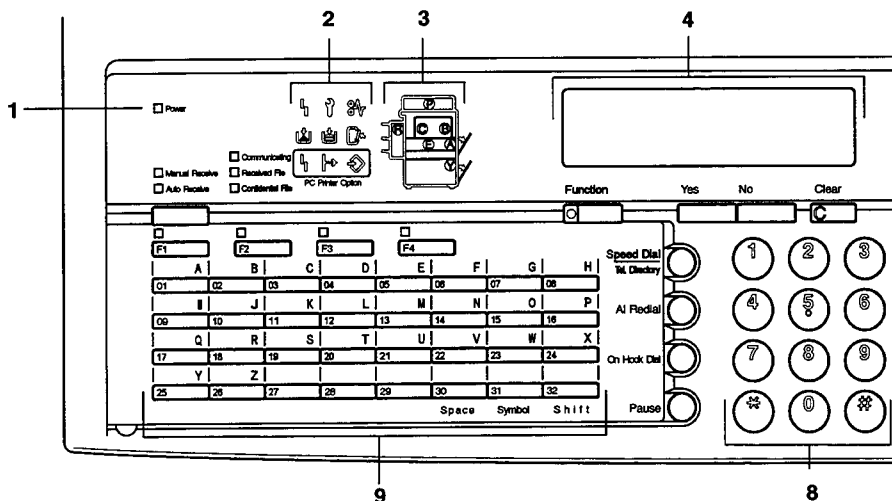
Use this to copy onto OHP transparencies, adhesive labels and other non-standard copy stock.

Right Cover

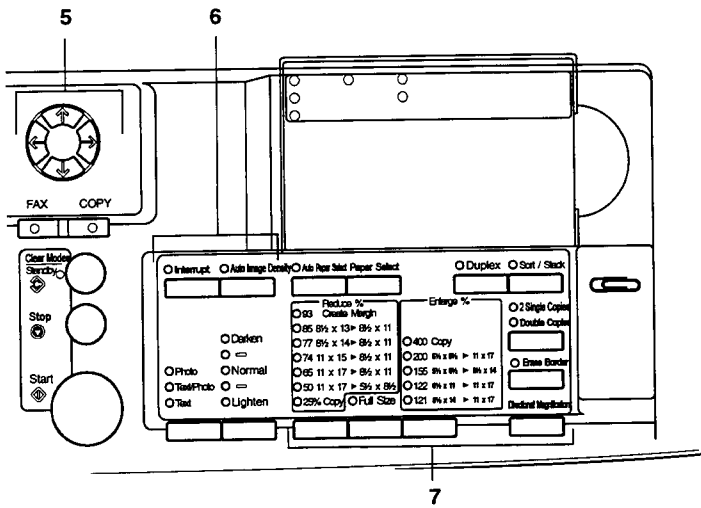
Open this to remove misfed paper.

OPERATION PANEL

COPY MODE



| | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Power Indicator | Lights when the main power switch is on and power is supplied to the machine. If the display is blank and no other indicators are lit, turn the Operation Switch on (below the operation panel, on the left). |
| 2. | Misfeed Indicator | Blinks if there are any misfeeds in the machine. |
| | Call Service Indicator | Lights when the machine diagnostics detect a problem that requires service. |
| | Add Toner Indicator | Blinks when the toner has almost run out (50 more copies can be made). Lights when toner runs out, disabling copying. See page 167. |
| | Load Paper Indicator | Lights when one of the paper trays runs out of paper. See page 164. |
| | Close Cover Indicator | Blinks if one of the covers is open. The machine will not operate until all covers are closed. |
| 3. | Misfeed Location Indicator | This shows the location of misfeeds when they occur in the machine. See page 173. |
| 4. | Display: Displays prompts, warnings, and selected modes. | |
| | Function Key: Use to delete a copy program. See page 157. | |
| | Yes/No Keys: Use to answer questions that appear on the display. | |
| 5. | Clear Key: Press to clear the functions or data entered in the display. | |
| | Scroll Key: When an arrow is shown in the display, use this key to access the functions indicated by the arrow. | |
| | Copy Key: If the indicator is lit, the machine is in Copy mode, and you can make photocopies. Press this key if you wish to make a copy but the indicator is not lit. | |
| | Clear Modes/Standby Key: Press to reset all settings and modes to their defaults. Hold this key for more than one second to enter Idle mode. See page 138. | |
| | Stop Key: Press to stop the current copying operation. | |
| | Start Key: Press to start copying. | |

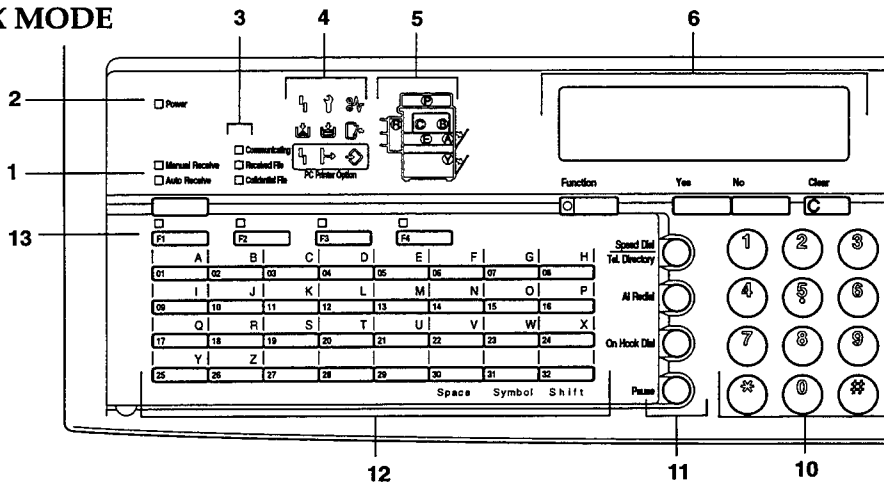


Some keys have no function when the machine is in Copy mode. Such keys are not described in this section.

OPERATION PANEL

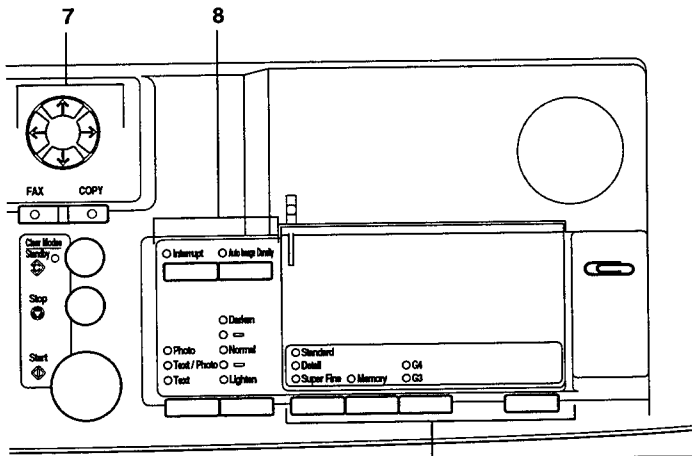
| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | Interrupt Key: Press to interrupt the current copy run if you need to carry out a top priority copying job. See page 149. |
| | Auto Image Density Key: Press to select/cancel automatic image density mode. See page 136. |
| | Text/Photo Mode Keys: Press to select the original type. See page 35. |
| | Manual Image Density Keys: Press to make copies lighter or darker. See page 35. |
| 7. | COPY MODE KEYS: The keys under the flap allow you to select various copy mode features such as Duplex Copying. The flap must be turned all the way up to rest on the machine's cover before you can operate these keys. |
| | Auto Paper Select Key: Press to select/cancel auto paper select mode. See page 137. |
| | Paper Select Key: Press to select the paper size manually. See page 137. |
| | Reduce Key: Press to make reduced copies. See page 139. |
| | Full Size Key: Press to make the copy image the same size as the original. See p. 129. |
| | Enlarge Key: Press to make enlarged copies. See page 139. |
| | Duplex Key: Press to make two-sided copies using the optional duplex tray. See p. 177. |
| | Sort/Stack Key: Press to use the optional sorter; select sort mode or stack mode. See page 154. |
| | 2 Single Copies/Double Copies Key: Press to select 2 single copies mode or double copies mode. See pages 150 and 145. |
| | Erase Border/Center Key: Press to select erase border mode or erase center mode. See page 158. |
| Directional Magnification Key: Press to select the directional magnification mode or the directional size magnification mode. See page 141. | |
| 8. | Number Keys: Use to enter the number of copies, or input the required data. To input a decimal point, press *. |
| 9. | Quick Dial Keys: Each of these can store a copy program or a fax mode keystroke program. See page 156. |

FAX MODE



| | | |
|----|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Reception Mode Selection Key | Press to select Auto Receive or Manual Receive. See page 42. |
| 2. | Power Indicator | Lights when the main power switch is on and power is supplied to the machine. |
| 3. | Communicating Indicator | Lights when a fax message is being transmitted or received. |
| | Receive File Indicator | Lights when an incoming message was received into memory because the machine was out of paper or jammed. See page 43. |
| | Confidential File Indicator | Lights when a confidential fax message has been received and stored in the memory. Blinks when a message has been stored using Memory Lock, if no confidential files are present. See p. 43. |
| 4. | Line Fail Indicator | Blinks when transmission fails. See page 182. |
| | Misfeed Indicator | Blinks if there are any misfeeds in the machine. |
| | Call Service Indicator | Lights when the machine diagnostics detect a problem that requires service. |
| | Add Toner Indicator | Blinks when toner has almost run out (50 more copies can be made). Lights when toner runs out, disabling copying. See p 167. |
| | Load Paper Indicator | Lights when one of the paper trays runs out of paper. See page 164. |
| | Close Cover Indicator | Blinks if one of the covers is open. The machine will not operate until all covers are closed. |
| | PC Printer Option Indicators | These indicators are only for use with the optional printer interface. Refer to the manual for the optional printer interface. |
| 5. | Misfeed Location Indicator | This shows the location of misfeeds when they occur in the machine. See page 173. |
| 6. | Display: | Displays prompts, warnings, and selected modes. |
| | Function Key: | Press this to use one of the numbered functions. |
| | Yes/No Keys: | Use to answer questions that appear on the display. |
| | Clear Key: | Use this as a backspace key when storing names and telephone numbers. |

OPERATION PANEL



Some keys have no function when the machine is in Fax mode. Such keys are not described in this section.

OPERATION PANEL

| | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | Fax Key: If the indicator is lit, the machine is in Fax mode, and you can send a fax. Press to light the Fax indicator if you wish to send a fax but the indicator is not lit. |
| | Scroll Key: When an arrow is shown in the display, use this key to access the functions indicated by the arrow. Also, use it to move the cursor when programming or editing an item on the display. |
| | Clear Modes/Standby Key: Press to reset all settings and modes to their defaults. Hold this key for more than one second to enter Idle mode. See page 138. |
| | Stop Key: Press this to stop the machine and return it to standby mode. |
| | Start Key: Press this to start fax communication. |
| 8. | Interrupt Key: This key is only used in Copy Mode. |
| | Auto Image Density Key: Press to select/cancel auto image density mode. See p. 136. |
| | Text/Photo Mode Selector Key: Press to select the original type. See page 35. |
| 9. | FAX MODE KEYS: When the flap is down, you can use the following keys to select fax features such as Memory Transmission. |
| | Resolution Selector Key: Press this to select Standard, Detail, or Super Fine. See p. 35. |
| | Memory Key: If this indicator is lit, your original will be stored before transmission. If it is not lit, your original will be sent immediately, without being stored. Press the key to change the mode. |
| | G4/G3 Selector Key: Before dialing, press this key to light the indicator that corresponds with the type of network that you wish to communicate on. For communications over the usual public telephone network, select G3. The G4 setting is only available if you have installed the optional ISDN interface kit. |
| 10. | Ten Key Pad: Use this as a telephone keypad, or to enter Speed Dial codes. |
| 11. | Speed Dial/Tel Directory Key: Press this to dial using Speed Dial or the Telephone Directory Feature. See pages 31 and 59. |
| | AI Redial Key: Press this to redial one of the last ten numbers that was dialed. See p. 41. |
| | On Hook Dial Key: Press this dial without picking up the handset. See page 46. |
| | Pause Key: Press this if you need to insert a pause when dialing. |
| 12. | Quick Dial Keys: Each of these can be programmed with a telephone number (see pages 31 and 109), a group (see pages 47 and 116), an auto document (see page 62), or a keystroke program (see page 49). You can also use these keys to type names and labels such as the RTI and TTI (see page 7). |
| 13. | User Function Keys: Each of these can be programmed for rapid access to frequently used features. See page 77. |

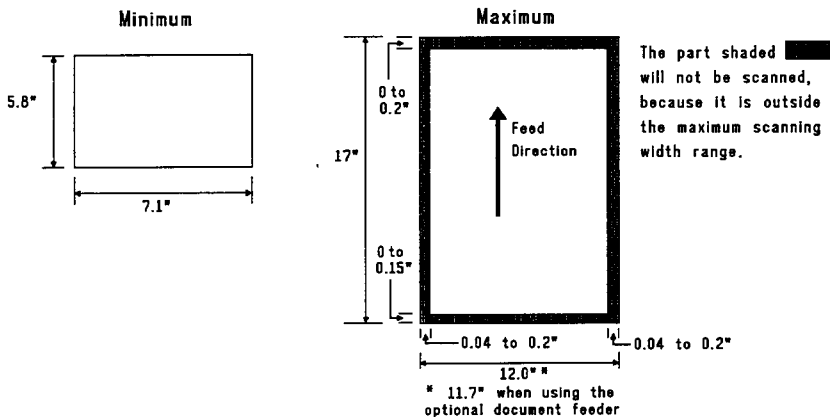
FAX MODE OPERATION

ROUTINE OPERATION - SENDING A FAX MESSAGE

Recommended Types of Document

Before you send your document, make sure that it meets the following requirements.

CAUTION: Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.



Correct Size for the Optional Document Feeder

Thickness: 2 to 8 mils (20 lb paper)

Length and Width: See the above diagram.

If the page is too short, put it inside a document carrier or enlarge it with the copier function.

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

Note: If you place the page on the exposure glass and use the Direct Fax Number Entry feature (see page 60), you can transmit pages smaller than the minimum size shown above.

Clearly Written

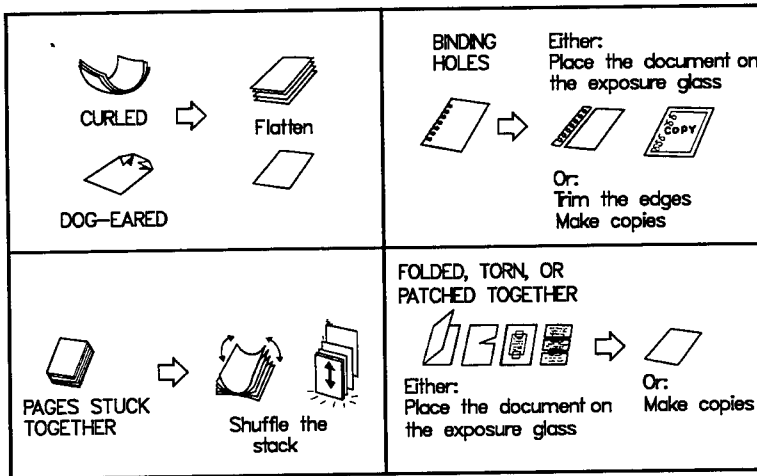
Small faint characters may not be transmitted clearly.

Uniform Page Size

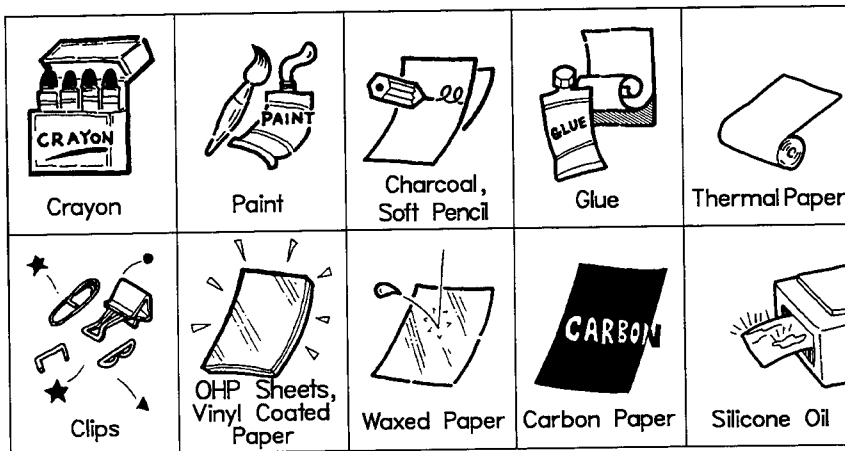
When using the document feeder, do not use different sizes of document in the same transmission.

Page Condition

Do not place damaged pages in the automatic document feeder.



Originals that contain the following materials should not be placed in the document feeder. Place them directly on the exposure glass.



FAX MODE OPERATION

Note: Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

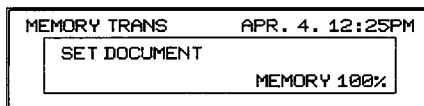
Transmission Procedure at a Glance



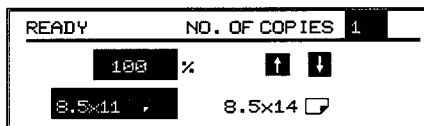
Without the Auto Document Feeder

1. Make sure that the machine is in standby mode for faxing:

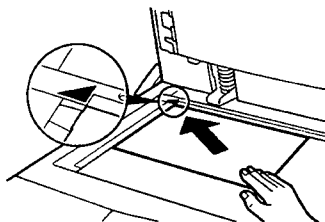
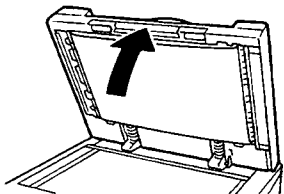
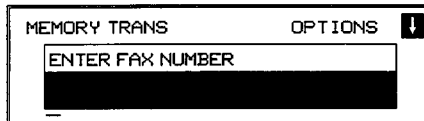
- The FAX indicator must be lit. Press the **FAX** key if it is not lit.
- The flap on the right hand side of the operation panel must be down, so that the copy mode feature selector keys are hidden from view.
- The display on the operation panel must be as shown opposite.



Note: If the display is as shown below, the machine is still in copy mode. Check the above three conditions again to make sure that you have placed the machine into Fax mode.

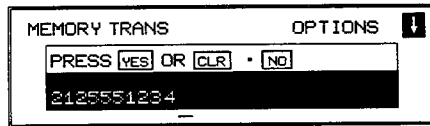


2. Lift up the platen cover and place the first page of your document face down on the exposure glass, as shown in the diagram below.



? Selecting Contrast and Resolution: See page 35
 Options for Sending a Message: See page 37.

3. Dial in one of the following ways.



| a) Ten Key Pad | b) Quick Dial | c) Speed Dial | d) Handset * |
|----------------|------------------------------|------------------------------|--------------|
| | <p>Example: QuickDial I2</p> | <p>Example: SpeedDial I0</p> | |

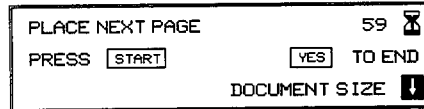
* : Only if the telephone handset is installed.

If your machine is behind a PABX, dial the access code, then a pause, then the telephone no. For an international number, press the Pause key after entering the country code.

- If you wish to send a fax message to more than one location, see the Broadcasting procedure on page 47.

4. **Start**

The machine scans and stores your page. After the page has been stored, the display appears as shown on the right.



FAX MODE OPERATION

The machine is asking you to place the next page on the exposure glass.

The top right corner of the screen shows how much time you have left to place the next page on the exposure glass and press **Start** .

- For Memory Transmission, you have 60 seconds.
- For Immediate Transmission, you have 15 seconds. Immediate Transmission is described in a later section.
- If you do not place a page on the exposure glass and press **Start** within the remaining time, the machine will start to dial.

5. Either:

- Place the next page on the exposure glass and press **Start** . Go to step 4.
- If you have no more pages, press **Yes** . Go to step 6.

6. The machine dials, and the line to the other party is connected.

Note: Watch the display. The identification of the other party will appear.

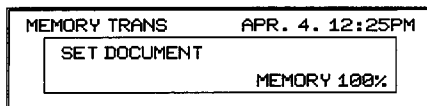
7. After sending the message, the machine hangs up automatically.

With the Auto Document Feeder

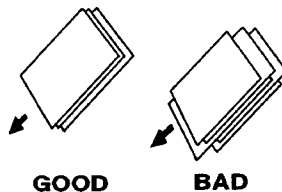
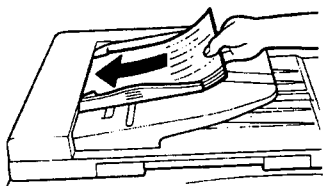
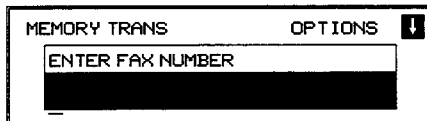


1. Make sure that the machine is in standby mode for faxing:

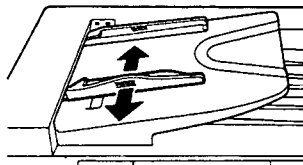
- The FAX indicator must be lit. Press the **FAX** key if it is not lit.
- The flap on the right hand side of the operation panel must be down, so that the copy mode feature selector keys are hidden from view.
- The display on the operation panel must be as shown opposite.



2. Carefully place the document into the auto document feeder.



- The pages must be placed face up in the feeder, with the first page at the bottom of the stack.
- Feed the pages in so that the bottom edge goes in first.
- Do not feed in more than 30 pages (25 pages for double-letter size paper).
- Do not use unsuitable types of original (see page 29).
- Do not use pages of different sizes.
- The pages should be arranged loosely, but the leading edges should be tidy, as shown above.

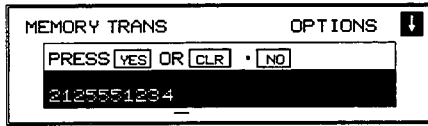


- Adjust the document guides to fit the pages.



Selecting Contrast and Resolution: See page 35.
Options for Sending a Message: See page 37.

3. Dial in one of the following ways.



| | | | |
|-----------------------|---------------------------------------------------|---------------------------------------------------|---------------------|
| <p>a) Ten Key Pad</p> | <p>b) Quick Dial</p> <p>Example: QuickDial I2</p> | <p>c) Speed Dial</p> <p>Example: SpeedDial IO</p> | <p>d) Handset *</p> |
|-----------------------|---------------------------------------------------|---------------------------------------------------|---------------------|

* : Only if the telephone handset is installed.

If your machine is behind a PABX, dial the access code, then a pause, then the telephone no. For an international number, press the Pause key after entering the country code.

- If you wish to send a fax message to more than one location, see the Broadcasting procedure on page 47.

4. **Start**

The machine stores your fax message.

| | |
|----------|------------|
| STORING | MEMORY 99% |
| PAGE | 1 |
| FILE NO. | 0056 |

FAX MODE OPERATION

5. The machine dials, and the line to the other party is connected.

Note: Watch the display. The identification of the other party will appear.

6. After sending the message, the machine hangs up automatically.

Marker

If you switched the marker on, the machine marks the bottom of each page. During memory transmission, the mark indicates that the page was successfully stored. For immediate transmission, it shows that the page was sent successfully. You must switch the marker on before you press **Start**, or the machine will not mark the first page. To switch the marker on, do one of the following.



SW00-0

If you wish to keep the marker on at all times, switch it on with a User Parameter setting (Function 91). You can switch it off again if you change your mind later. See page 104 and subsequent pages for details.



To be able to switch the marker on or off at will, program one of the User Function Keys to allow you to do this. See page 77 for details.

If you wish the mark to be at the top of each page, contact your service representative.

Possible Problems

You want to send more than 30 pages (25 pages for double-letter size paper)

While the last page is being fed in, place more pages (up to 30) in the feeder.

You made a mistake while dialing

Immediate Transmission only: If you already pressed **Start** , press **Stop** immediately.

If you haven't pressed **Start** yet, either:

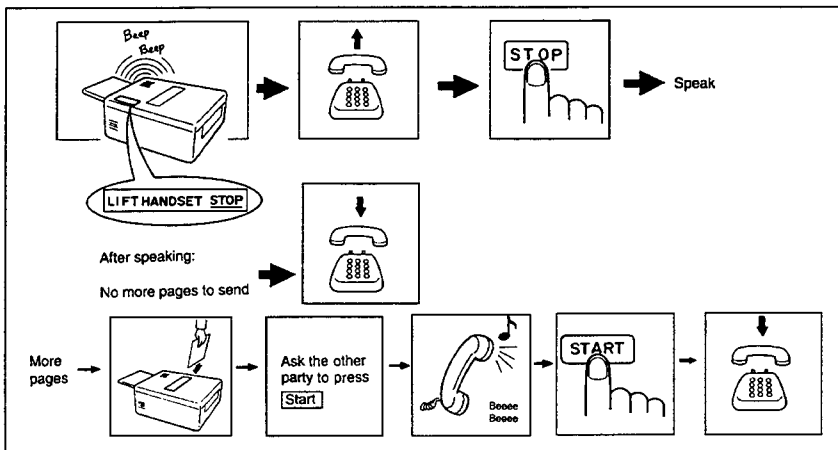
- No** . The entire number is deleted. Enter a new number.
- Clear** . Only the last digit is deleted.

One of the following is displayed

- If the Misfeed indicator (**Mr**) blinks and (P) on the Misfeed Location indicator lights up:
Take out the document (see page 178). Then redial the destination.
- If the Line Fail indicator (**L**) on the operation panel is blinking and if PRESS STOP appears on the display:
If the Communicating lamp is not lit, press **Stop** .
If the Communicating lamp is lit, wait until it goes out, then press **Stop** .

The buzzer is ringing

The other party wishes to speak with you. Proceed as shown below.



Contrast, Resolution, and Halftone Modes

The following briefly describes the available settings for this machine. If your fax message has more than one page, you can select different settings for each page. For example, if you wish to use a different resolution just for page 2, change the resolution setting while page 1 is being scanned. Then, while page 2 is being scanned, you can return the resolution setting to the original setting.

- Contrast -

Darken

There are five grades, from Darken at one extreme, through Normal, to Lighten at the other extreme.



Normal: Suitable for most documents

Normal

Darken: Use for documents with faint writing (such as those written in pencil)



Lighten: Use for documents that have a dark or patchy background

Lighten



With the User Parameters (Function 91), you can:

- Enable or disable Automatic Contrast Selection
- Select a home position for the contrast setting

SW00-1

SW00-6

SW07-0,1,2

See page 104 and subsequent pages for details.

- Resolution -

Standard

Standard: Suitable for most typewritten documents

Detail

Detail: Use for documents with small print or fine details

Super Fine

Super Fine: Use this for high quality reproduction



With the User Parameters (Function 91), you can select a home position for the resolution setting.

SW00-3,4,6

See page 104 and subsequent pages for details.

- Halftone -

Photo

There are three settings.

Text/Photo

Photo: Use this if your original consists only of a photograph or an elaborately shaded drawing.

Text

Text/Photo: Use this setting if the original contains text areas and photographs/shaded areas.

Text: Use this setting for an original that is composed of text, without photos or diagrams containing complex shading.



With the User Parameters (Function 91), you can select a home position for the halftone setting.

SW00-6

SW07-3,4

See page 104 and subsequent pages for details.



For Text/Photo and Photo modes, there are two types of halftone process: the Basic Halftone Process, and the Error Diffusion Halftone Process. See page 102 for how to use Function 81 to select one of these modes.

Immediate Transmission



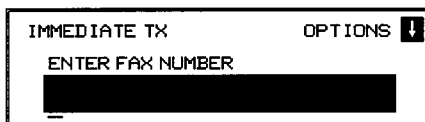
1. Make sure that the machine is in standby mode for faxing (see page 30).

2. **Memory**

The Memory indicator should go out.

3. Either:

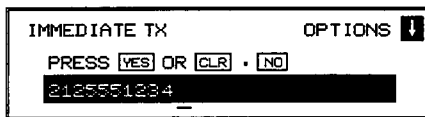
- Place the first page of the document on the exposure glass.
- Place the entire document face up into the feeder.



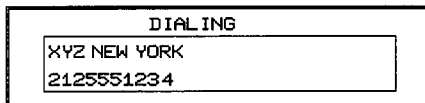
4. Dial.



See page 30 for how to dial.



5. **Start**



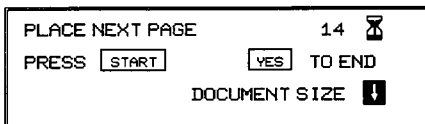
6. The machine dials and the line to the other party is connected. The number that you dialed and the other party's RTI or CSI is displayed.



With the User Parameters (Function 91), you can make Immediate Transmission the default transmission mode if you wish, instead of Memory Transmission. See page 104 and subsequent pages for details.

For users with no automatic document feeder

After a page has been sent, the machine asks you to place the next page on the exposure glass. The top right corner of the screen shows how much time you have left to place the next page on the feeder and press **Start** .




For Immediate Transmission, you have 15 seconds. If you do not place a page on the exposure glass and press **Start** within the remaining time, the machine will disconnect the line.

Either:

- Place the next page on the exposure glass and press **Start** . The page will be scanned and sent out.
- If you have no more pages, press **Yes** . The machine will disconnect the line and return to standby mode.

Optional Features for Transmission



The following options are only available if "OPTIONS  " can be seen in the top right corner of the display.


Personal Code



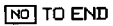






If you input your Personal Code, your name will appear on the TCR and Transmission Result Report.

1. Either:




Press   

 If you have programmed one of the User Function Keys to activate this feature, just press that key and go to step 2.

| | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| PERSONAL CODE | ENTER CODE |
|  |  |
| |  |


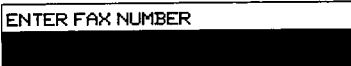
2. Example:    

The LCD shows the name that was stored with the code that you selected. In this example, it is SMITH.

| | |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PERSONAL CODE | PRESS  OR  |
|  | SMITH |




3. 



See page 121 for details on how to program the Personal Codes and their labels.

| | |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| MEMORY TRANS | OPTIONS  |
| ENTER FAX NUMBER | |
|  | |

FAX MODE OPERATION


Send Later



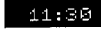
1. Press   

| | |
|------------|-----------------------------------------------------------------------------------------------|
| SEND LATER | ENTER START TIME |
| |  AM/PM: # |
| NOW | 12:15 PM  |

2. Example: Send at 11:30 pm



   

To change AM to PM or the other way round, press  .

| | |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SEND LATER | PRESS  OR  |
| TODAY |  PM AM/PM: # |

3. 

The Send Later time cannot be more than 24 hours into the future.

| | |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| MEMORY TRANS | OPTIONS  |
| ENTER FAX NUMBER | |
|  | |

Transmission Deadline (TRD)

This feature allows you to input a deadline before which this message must be transmitted. If the first transmission fails, the machine will retry repeatedly until it is successful.

1. Press

| | | |
|-----|----------------|------------------------------------------|
| TRD | ENTER TRD TIME | |
| | : | AM/PM: # |
| NOW | 12:15 PM | <input type="button" value="NO"/> TO END |

2. Example: The deadline is 12:50 pm.

- The TRD time cannot be more than 24 hours into the future.
- To change AM to PM or the other way round, press .

| | |
|-------|-------------------------------------------------------------------------------|
| TRD | PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/> |
| TODAY | 12:50 PM AM/PM: # |

3.

| | |
|------------------|------------------------------------------|
| MEMORY TRANS | OPTIONS <input type="button" value="↓"/> |
| ENTER FAX NUMBER | |
| [REDACTED] | |

Note: If the deadline passes without successful transmission, a report will be printed.

Page Count (Immediate Transmission only)

1. Press

| | |
|------------|------------------------------------------|
| PAGE COUNT | SET COUNT |
| | PAGE(S) |
| | <input type="button" value="NO"/> TO END |

2. Example: 10 pages

| | |
|------------|-------------------------------------------------------------------------------|
| PAGE COUNT | PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/> |
| | PAGE(S) |
| | 10 |

3.

| | |
|------------------|------------------------------------------|
| MEMORY TRANS | OPTIONS <input type="button" value="↓"/> |
| ENTER FAX NUMBER | |
| [REDACTED] | |

Note: If you do not select Immediate Transmission, Page Count is automatically enabled, and the pages are counted automatically.

Other Sending Features



User Function Key operation is available for:

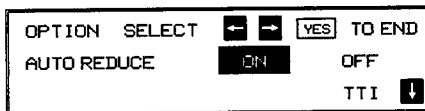
- TTI on/off
- Economy Transmission on/off

1. Either:

Press **↓** **0** **7**

- If you have programmed a User Function Key to access TTI on/off or Economy Transmission on/off, just press that key to change the setting.

See page 77 for details.



2. Scroll through the list of options using the **↑** and **↓** arrows of the scroll key.

The list of options is as follows.

- Automatic Reduction (stated as Auto Reduce on the display)
- TTI
- ID Transmission (You must have stored an ID Code before you can use this feature; see page 98.)
- Economy Transmission (Before using this feature, you must program a time for Economy Transmission using Function 74; see page 107 for how to do this.)
- Voice Request (This feature requires a handset.)

If you wish to switch something on or off, use the **←** and **→** arrows of the scroll key until the displayed setting is correct.

3. **Yes** when you have finished.



SW04-2

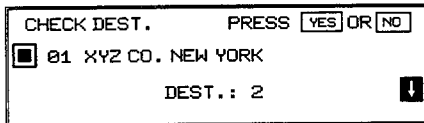
With the User Parameters (Function 91), you can change the home position of the Auto Reduce setting. See page 104 and subsequent pages for details.

FAX MODE OPERATION

Check your Destinations before Dialing

1. Press **↓** **0** **8**

- The number after DEST shows how many numbers you have input so far.



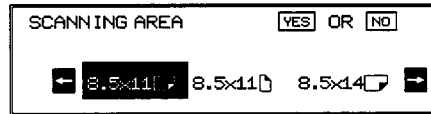
2. Use the **↓** arrow to scroll through the list of destinations just input.

- To cancel a destination that you input by mistake: **No**
- To finish checking: **Yes**

Specifying the Scanning Area

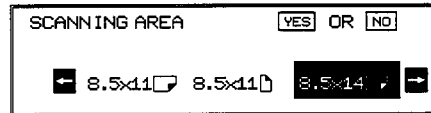
If you are going to send a page that is not of a normal size, your machine may have trouble scanning the entire page. For example, if your page is larger than a certain size but smaller than the next size up, you should use the Scanning Area Selection feature to select the larger size. Otherwise, your machine will not scan the outer margins of your page.

1. Press



2. Select the area that you wish the machine to scan.

- Scroll through the list of options using the and arrows of the scroll key.



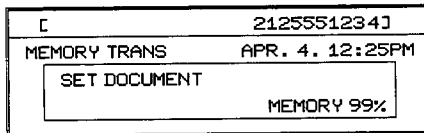
3. To select the highlighted scanning area:

Converting Immediate Transmission to Memory Transmission

If you wish to convert a message that is still waiting in the document feeder into a memory file, press .

Redialing

Automatic Redialing: Redialing is done 4 times at 5 minute intervals. During redialing, the number being dialed is displayed in brackets at the top of the screen, as shown on the right.



The number of redials and the redial interval may be adjusted by a service technician.

AI Redial: The machine memorizes the last ten numbers that you dialed.

- Using AI Redial to send a fax -

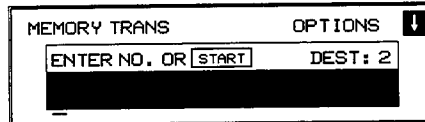
1. Make sure that the machine is in standby mode for faxing (see page 30)
2. Place your document into the feeder.
 - If you have no automatic document feeder, place the first page on the exposure glass.

3. **AI Redial**



FAX MODE OPERATION

4. Scroll through the numbers in the AI Redial memory using the and arrows of the scroll key.
 - To select a number: **Yes** twice



5. Either
 - Select another number: go to step 4.
 - Start**

For users with no automatic document feeder
 After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- Immediate Transmission: See page 36.
- Memory Transmission: See page 30.

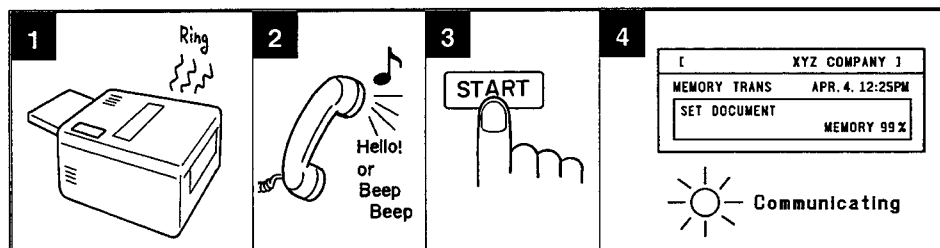
ROUTINE OPERATION - RECEIVING FAX MESSAGES

Selecting the Reception Mode

There are two reception modes. Press the reception mode key to switch between the modes.

Manual Receive (TEL) Mode

This mode is selected when the Manual Receive indicator is lit.
The machine operates as follows.



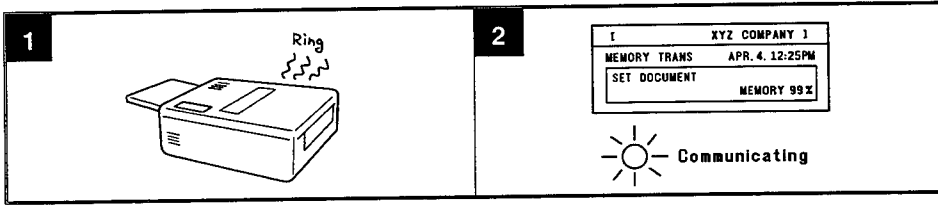
1. The machine rings continuously until you answer the call. Pick up the handset.
2. If you hear a voice from the other end, speak in reply.
If you hear a tone every few seconds, the other end is a fax terminal.

Note: Remove any documents from the feeder before you press **Start** .

3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.
4. The machine starts to receive the message.
The Communicating indicator lights.

Auto Receive (FAX) Mode

This mode is selected when the Auto Receive indicator is lit.



1. The telephone rings once.
2. The machine automatically starts to receive the message.

Substitute Reception



SW05-0

If you wish, you can disable this feature with a User Parameter (use Function 91). See page 104 and subsequent pages for details.

If the Receive File indicator is lit, check the following:

- The paper tray may be empty. If so, add paper: see page 164.
- The toner may have finished. If so, add toner: see page 167.
- The paper may have jammed. If so, remove the jam: see page 173.
- If the Call Service indicator is lit, your machine needs to be repaired.
- If there appears to be no problem, somebody may be making copies while a fax message is coming in.

The messages received into memory will be printed and erased after the machine has been returned to normal operation.

FAX MODE OPERATION

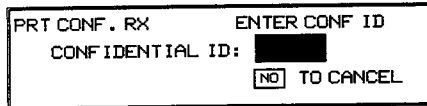
Confidential Reception (Memory Card or Hard Disk Required)

If the Confidential File indicator is lit, do the following to print the message.

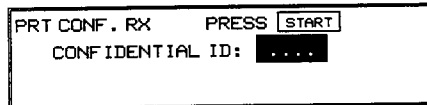
1. Either:

- Function** **5** **5**

- If you programmed a User Function Key to activate this feature, press that key and go to step 2.



2. Input the ID. Example: **4** **7** **3** **9**



3. **Start**

NOTE: If the Confidential File indicator blinks, an incoming fax message has been stored in the memory using the Memory Lock feature. To print the message: see page 79.

ROUTINE OPERATION - TELEPHONE CALLS

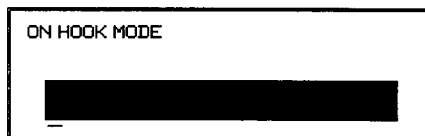
A handset is required to execute the procedures in this section.

Making a Telephone Call

Using On Hook Dial

1. **On Hook Dial**

Note: Do not pick up the handset.

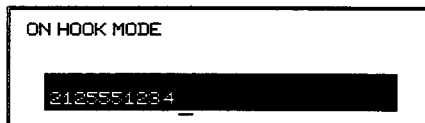


2. Dial.

? See page 30 for how to dial.
Do not use the handset.

Note: Do not press **Start** .

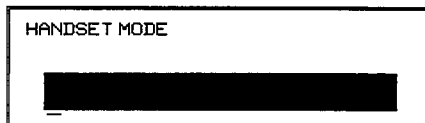
- If you wish to cancel the call,
press **On Hook Dial** .



3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.
4. Replace the handset when you have finished.

Using the Handset

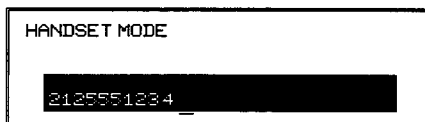
1. Pick up the handset.



2. Dial.

? See page 30 for how to dial.

Note: Do not press **Start** .



3. Continue as for a normal telephone conversation.

Using AI Redial

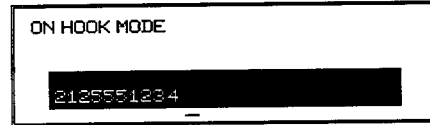
Use AI Redial if you wish to redial a number that you dialed recently.

1. **On Hook Dial** **AI Redial**



2. Scroll through the numbers in the AI Redial memory using the **[up arrow]** and **[down arrow]** arrows of the scroll key. When the correct number is displayed, press **[Yes]**.

The number will be dialed immediately.

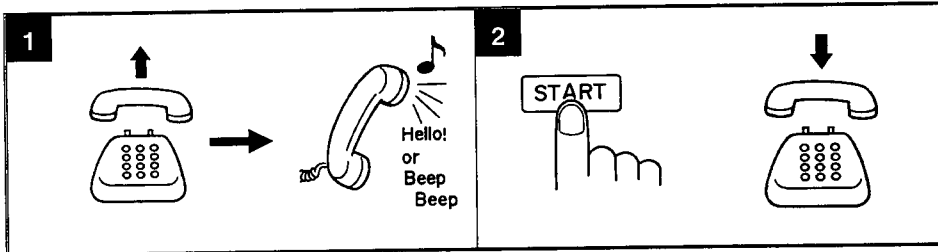


Answering the Telephone

If the telephone rings just once:

A fax is coming in. Do not pick up the handset.

If the telephone rings continuously:



1. Pick up the handset and speak to the other party.
 - If you hear a high-pitched tone, a fax is coming in. Press **[Start]** then hang up.
2. If the caller wants to send you a fax, press **[Start]** after speaking. Then hang up.
 - If nothing happens after you press **[Start]**, the power may be switched off.

FAX MODE OPERATION

Phoning and Faxing on the Same Call

To Talk Before Sending a Fax (On Hook Dial)

1. **On Hook Dial**

2. Dial.

Note: Do not use the handset.
Do not press **Start** .

3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.

- If you hear a high-pitched tone instead of a voice, place your fax message in the feeder (or on the exposure glass one at a time if you do not have an automatic document feeder), then press **Start** .

4. When you are ready to send your fax message, place your fax message in the feeder (or on the exposure glass one at a time if you do not have an automatic document feeder), then ask the other party to press **Start** .

5. When you hear a high-pitched tone, press **Start** .

6. Replace the handset.

- Do not replace the handset if you wish to speak to the other party again. When your machine emits a tone, press **Stop** then speak.

To Talk After Sending a Fax

Use the Voice Request option (see page 39). Then, during transmission:

1. When your machine emits a tone, pick up the handset, press **Stop** and speak.

- If the machine did not emit a tone, the other party did not answer the call.

2. After speaking, hang up.

- Do not hang up if you have more pages to send. Instead:

1. Place the pages into the feeder, (or on the exposure glass one at a time if you do not have an automatic document feeder).

2. Ask the other party to press **Start** .

3. When you hear a high-pitched tone, press **Start** .

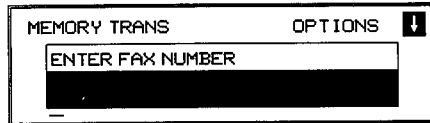
ADVANCED FEATURES - TRANSMISSION

Broadcasting



1. Make sure that the machine is in standby mode for faxing (see page 30).
2. Make sure that the Memory indicator is lit. If it is not, press **Memory**.
3. Either:
 - Place the first page of the document on the exposure glass.
 - Place the entire document face up into the feeder.

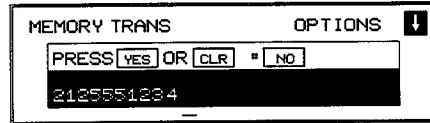
To broadcast without placing the document first, see page 60.



4. Dial in one of the following ways.



You can program a User Function Key for use with Group Dial. See below.



FAX MODE OPERATION

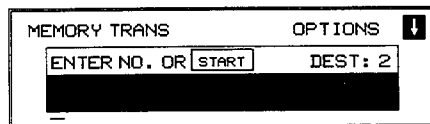
| a) Ten Key Pad | b) Quick Dial | c) Speed Dial | d) Group Dial ☆ |
|----------------|---------------------------|---------------------------|------------------------------------------------------------------------------------------------------|
| | Example: QuickDial 12 | Example: SpeedDial 10 | Example: Group 1, stored in Quick Dial Key 08 Method 1: 08 Method 2: F4 1 |

- ☆ : Method 1: Press the Quick Dial Key the Group is stored in (in the example, press key 08).
 Method 2: If you do not remember which Quick Dial Key the Group is stored in but you do remember the Group number, use Method 2. To use this method, you must have programmed one of the User Function Keys in advance with code 02 (Group Dial), using Function 35. See page 77 for how to do this. In the above example, the F4 key has been programmed as the Group Dial key; press F4 then the required Group number.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone no. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**

DEST: 2 indicates that the machine is asking you to input the second telephone number in your list of destinations for this fax message.



6. Either

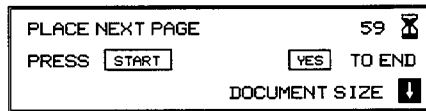
- Dial another number: Go to step 3.
- Press **Start** .

The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

| | |
|----------|------------|
| STORING | MEMORY 99% |
| PAGE | 1 |
| FILE NO. | 0056 |

For users with no automatic document feeder

After a page has been stored, the machine asks you to place the next page on the exposure glass. The top right corner of the screen shows how much time you have left to place the next page on the feeder and press **Start** .



- You have 60 seconds. If you do not place a page on the screen and press **Start** within the remaining time, the machine will start to dial.

Either:

- Place the next page on the exposure glass and press **Start** . The page will be scanned and stored.
- If you have no more pages, press **Yes** . The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

Note: See the table on page 13 concerning the limitations to this feature.



A User Function Key can only be used to input a Group if you have already specified one of the keys using Function 35. See page 77.

Keystroke Programs

Storing a Program

1. Make sure that the machine is in standby mode for faxing (see page 30).

2. Place a sheet of paper in the feeder (or place the first page on the exposure glass if you have no automatic document feeder).

Skip step 2 if you are making a polling reception program.

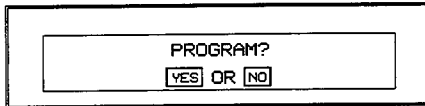
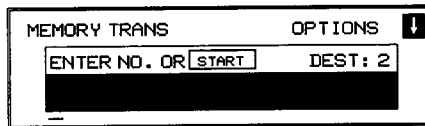
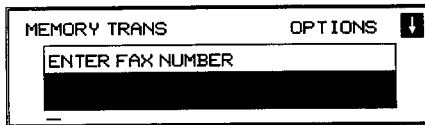
3. Select all required features (such as Transfer Request) and telephone numbers as you would normally do.

Contrast, resolution, and halftone cannot be stored in a keystroke program.

4. Press the Quick Dial key that you wish to store the program in.

Example: **01**

Make sure that this key is vacant.



FAX MODE OPERATION

5. To complete the program: **Yes**

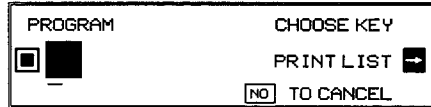
For users with no automatic document feeder
 After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.
 Immediate Transmission: See page 36.
 Memory Transmission: See page 30.

Note: The procedure that you just programmed will now begin. If you do not wish to use the procedure now, press **Stop** .

? After storing a Keystroke Program, you can store a label for it using Function 34. See the following page for how to do this.

Labeling a Program

1. **Function** **3** **4**
 - If you press **→** **Start** , a Program List will be printed.



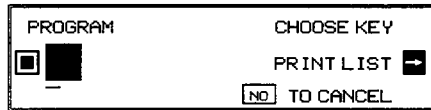
2. Press the Quick Dial key that holds the program that you wish to label.
Example: **01** **Yes**



3. Input your label, using the Quick Dial keys.



4. **Yes**



5. Either:
 - Label another program: Go to step 2.
 - Return to standby: **Function**

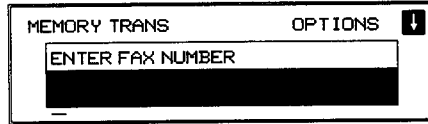
Using a Program

Before using a program, make sure that the machine is in standby mode for faxing (see page 30 for details).

- Transmission -

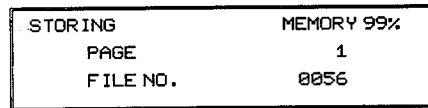
1. Place your document in the feeder.

- If you do not have an automatic document feeder, place the first page on the exposure glass.



2. Press the programmed Quick Dial Key.

- The program begins at once, or at the later time specified by the program. You do not need to press **Start**.



For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- Immediate Transmission: See page 36.
- Memory Transmission: See page 30.

FAX MODE OPERATION

- Polling Reception -

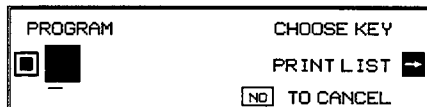
1. Press the programmed Quick Dial Key.



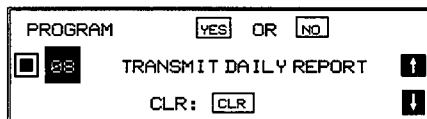
The program begins at once, or at the later time specified by the program.

Erasing a Program

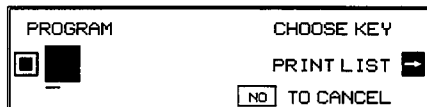
1. **Function** **3** **4**
 - If you press **→** **Start** , a Program List will be printed.



2. Press the Quick Dial key that holds the program that you wish to erase.
Example: **08**



3. To delete the program: **Clear** **Yes**




4. Either:
 - Erase another program: Go to step 2.
 - Return to standby: **Function**

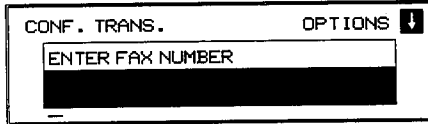
Confidential Transmission




- 1. Place your document in the feeder.
 - If you have no automatic document feeder, place the first page on the exposure glass.

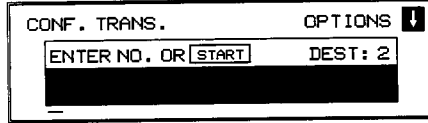
2. Either:

- Function** **1** **1**
-  If you have programmed one of the User Function Keys to activate this feature, press that key and go to step 3.



3. Dial then press **Yes** .

 See page 47 for how to dial.



4. Either:

- Dial another number: Go to step 3.
- Press **Start** .

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- Immediate Transmission: See page 36.
- Memory Transmission: See page 30.

FAX MODE OPERATION


NOTE: See the table on page 13 concerning the limitations to this feature.

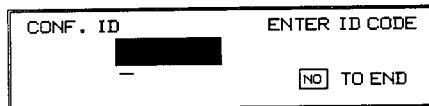
Options

- Confidential ID Override -

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission.

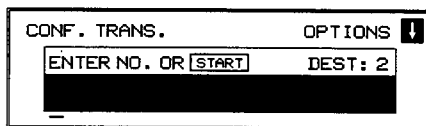
If **OPTIONS**  is displayed:

- 1.  **0** **5**



2. Enter the Confidential ID that you wish to use for this message.

Example:



3. Dial and press .

For how to use other options, see page 37.

Polling Transmission

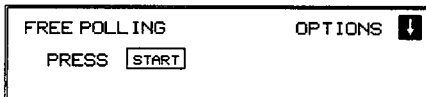
Free Polling

1. Place your document in the feeder.

If you have no automatic document feeder, place the first page on the exposure glass.

2.

See page 57 for the options that are available with polling.



3.

Your fax message is stored and held on polling standby.

Note: If you see FILE EXISTS CLEAR? PRESS . , you already have a message on Free Polling Standby.

To keep the old message: . Remove the document from the feeder.

To erase the old message:

For users with no automatic document feeder

After a page has been scanned, the machine asks you for the next page.

The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

Immediate Transmission: See page 36.

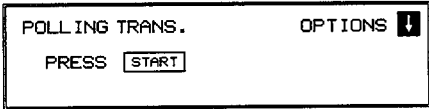
Memory Transmission: See page 30.

Secured Polling



1. Place your document in the feeder.
 - If you have no automatic document feeder, place the first page on the exposure glass.
2. Either:
 - Function** **1** **3**

- If you have programmed one of the User Function Keys to activate this feature, press that key and go to step 3.



NOTE
 If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step 4 in "Stored ID Override" on the next page.

See page 57 for the options that are available with polling.

3. **Start**
 - Your fax message is stored and held on polling standby.

Note: If you see SAME ID FILE EXISTS CLEAR? PRESS **YES** . **NO** , you already have a message on Secured Polling Standby.

- To erase the old message: **Yes** . The old message is erased and your new one is stored.
- To keep the old message: **No** . Input an ID Code in the same way as for step 4 in "Stored ID Override" on the next page.

For users with no automatic document feeder
 After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- Immediate Transmission: See page 36.
- Memory Transmission: See page 30.

FAX MODE OPERATION

Stored ID Override




This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

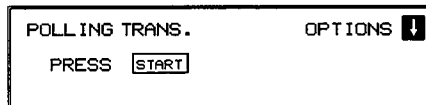
1. Place your document in the feeder.

- If you have no automatic document feeder, place the first page on the exposure glass.

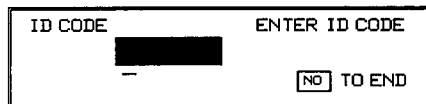
2. Either:

- Function** **1** **3**

-  If you have programmed one of the User Function Keys to activate this feature, press that key and go to step 3.

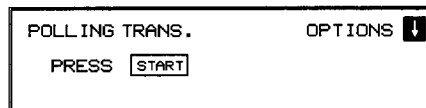


3. **↓** **0** **6**



4. Enter the ID code that you wish to use for this message.

Example: **2** **5** **6** **7** **Yes**



Note: If you see SAME ID FILE EXISTS CLEAR? PRESS **YES** . **NO** , you already have a message on Secured Polling Standby.

- To erase the old message: **Yes** . The old message is erased and your new one is stored.
- To keep the old message: **No** . Input another ID Code .

4. **Start**


- Your fax message is stored and held on polling standby.

For users with no automatic document feeder
 After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.
 Immediate Transmission: See page 36.
 Memory Transmission: See page 30.

NOTE: If you need to cancel a polling transmission operation, use Function 23 (see page 75).

- Options for Polling Transmission -

The options are only available if the following can be seen in the top right corner of the display:

OPTIONS 



1.   




2. Scroll through the options using the  and  arrows of the scroll key.

The list of available options is as follows:

- Automatic Reduction
- TTI
- Polling Standby Duration (KEEP: The message is kept in memory until you erase it yourself using Function 23; see page 75, ONCE: The message is erased from memory after it has been polled once)

If you wish to switch something on or off, use the  and  arrows of the scroll key until the displayed setting is correct.

3.  when you have finished.

FAX MODE OPERATION

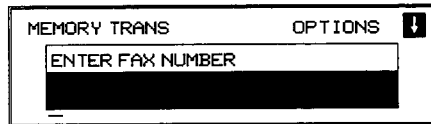
Transfer Request







1. Make sure that the machine is in standby mode for faxing (see page 30).

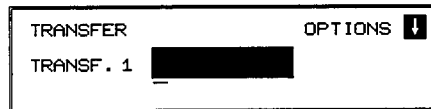
2. Place your document in the feeder.

- If you do not have an automatic document feeder, place the first page on the exposure glass.



3. Either:

-   
-  If you have programmed one of the User Function Keys to activate this feature, press that key and go to step 4.



- If you cannot use Function 12, you forgot to store your fax machine's telephone number, country code, or ID code (Function 61). See pages 95, 95, and 98.
- If you have installed the ISDN Option Kit, you must also program the machine's Own ISDN G3 and Own ISDN G4 numbers (use Function 61; see pages 97 and 96). Your G4 Terminal ID and your ISDN subscriber numbers for G4 and G3 must also have been stored.

4. Input the telephone number of the first transfer broadcasting station, then press **Yes** .

- This machine must be of the same manufacturer as yours, and it must have this feature.

| | |
|------------|-------------|
| TRANSFER | |
| TRANSF . 1 | 12125551234 |
| RECV . 1 | [REDACTED] |

Note: Do not use the handset.

5. Input the destinations for this transfer broadcaster. You must use Quick Dials, Speed Dials, or Groups that are stored in the transfer broadcaster.

Examples:

- Quick Dial Key 01: **# 0 1 Yes**
- Speed Dial Code 10: **# * 1 0 Yes**
- Group 01: **# * * 0 1 Yes**

| | | |
|------------|-------------|------------------|
| TRANSFER | NEXT NO. OR | START |
| TRANSF . 1 | 12125551234 | |
| RECV . 2 | [REDACTED] | TRNSF . ↓ |

NOTE: See the table on page 13 concerning the limitations to this feature.

6. Either:

- Enter more destinations for this transfer broadcaster - go to step 5.
- Input another transfer broadcaster and its destinations: **↓** - go to step 4.
- Start the transfer request: **Start**

For users with no automatic document feeder
 After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

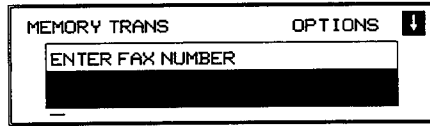
- Immediate Transmission: See page 36.
- Memory Transmission: See page 30.

NOTE: You may use some transmission options, such as Send Later. See page 37.
 If you wish your machine to be a transfer broadcasting station, you must install a memory card or a hard disk. Refer to the section of the Facsimile Features Manual entitled "Transfer Request" for more details.

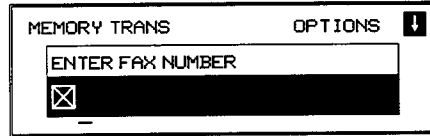
Telephone Directory

Example: You wish to dial "XYZ CO. LONDON"

1. Make sure that the machine is in standby mode for faxing (see page 30).
2. Place your document in the feeder.
 - If you have no automatic document feeder, place the first page on the exposure glass.



3. **Speed Dial/Tel Directory**

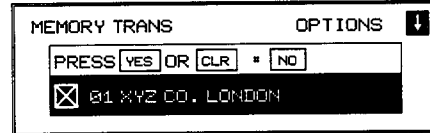


4. Press the first letter of the name: **X**
(Quick Dial Key **24**)

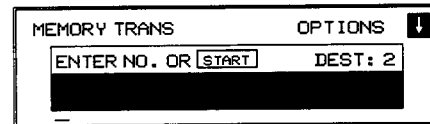
Continue to press **X** if more than one destination begins with the same letter, until the correct destination is displayed.



5. **Yes**



6. **Yes** again.



7. Either:
 - Dial more numbers.
 - Press **Start** .

? Programming Speed Dial Codes: See page 112.


For users with no automatic document feeder
 After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- Immediate Transmission: See page 36.
- Memory Transmission: See page 30.

FAX MODE OPERATION

Secure Transmission

Before using this feature, you must program one of the User Function Keys to activate this feature (Function 35; see page 77).


1. Make sure that the machine is in standby mode for faxing (see page 30 for details).
2. Place your document in the feeder.
 - If you have no automatic document feeder, place the first page on the exposure glass.
3. Press the User Function Key that you have programmed for Secure Transmission.
4. Dial in the normal manner.
 -  See page 47 for how to dial.
5. Press **Start** .

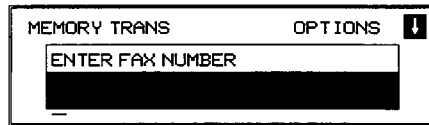
This feature only works if the machine at the other end is equipped with the same feature.

Direct Fax Number Entry

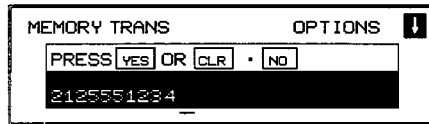


This feature allows you to enter a fax number before you place the document in the feeder.

1. Either:
 - Function** **1** **6**
 -  If you have programmed one of the User Function Keys to activate this feature, press that key and go to step 2.



2. Input the destination telephone number(s).



3. Place your document in the feeder (or place the first page on the exposure glass) and press **Start** .

File Retention Time and File Retransmission

File Retention Time: Normally, a fax message is erased from the machine's memory after it has been transmitted successfully. However, this machine has a setting known as the File Retention Time, which allows you to keep transmitted fax messages in the memory for 24 or 72 hours.



Fax messages will only be retained in the memory if you have selected either "24HR" or "72HR" with the File Retention Time feature of Function 81 (see page 102). All messages stored in the memory for transmission will be retained for the time selected by this function.

File Retransmission: This procedure, described below, allows you to transmit a fax message again, as long as the File Retention Time has not yet expired. Use this feature when you wish to retransmit a fax message that is still stored in a file in the memory. Note that you cannot change, add, or delete any destinations, and you cannot alter the Send Later time.

1. **Function** **2** **4**

| | |
|------------------|----------------------------------------------------------------|
| RETRANSMIT FILE | SCROLL |
| FILE NO. : | PRINT LIST |
| LAST FILE : 0015 | <input type="checkbox"/> NO <input type="checkbox"/> TO CANCEL |

2. Either:

- Print a list of files: **Start**
- Scroll through the files on the display: until the required file appears.
- If you know the file number, input it directly: **0** **0** **0** **2**

| | |
|----------------------|--------------------------------------------|
| RETRANSMIT FILE | SCROLL |
| NO. 0002 | STANDBY PRESS <input type="checkbox"/> YES |
| XYZ COMPANY NEW YORK | |

FAX MODE OPERATION

The second line of the display shows the current status of the file.

STANDBY: The file is waiting to be transmitted.

IN USE: The file is currently being transmitted.

3. **Yes**

| |
|-----------------------------------------------------------------------|
| RETRANSMIT FILE |
| NO. 0002 |
| RESEND FILE? <input type="checkbox"/> YES <input type="checkbox"/> NO |

4. Retransmit the displayed file number: **Yes**

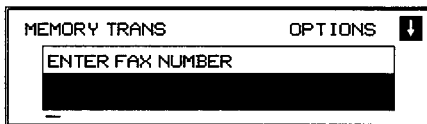
| |
|-------------------|
| RETRANSMIT FILE |
| NO. 0002 |
| READY TO TRANSMIT |

The message will be retransmitted as soon as the machine is free.

Auto Document

Storing an Auto Document

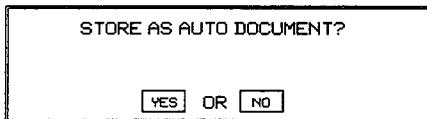
1. Make sure that the machine is in standby mode for faxing (see page 30).
2. Take the document that you want to be an Auto Document and place it into the feeder.
 - Place it on the exposure glass if you do not have an automatic document feeder.



3. Press the Quick Dial Key that you wish to store the Auto Document in.

Example: **08**

- Be sure that this Quick Dial Key is vacant.



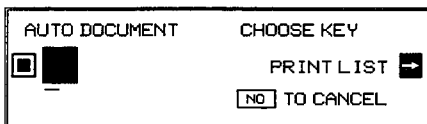
3. **Yes**

? After storing an Auto Document, you can store a label for it using Function 36. See below for how to do this.

Labeling an Auto Document

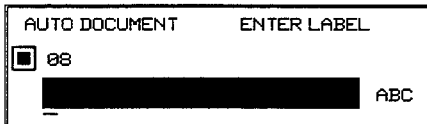
1. **Function 3 6**

- If you press **→ Start**, a Program List will be printed.



2. Press the Quick Dial Key that holds the Auto Document that you wish to label.

Example: **08 Yes**



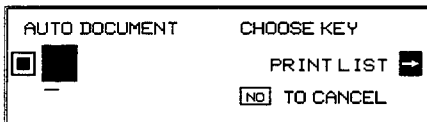
3. Input your label, using the Quick Dial Keys.



4. **Yes**

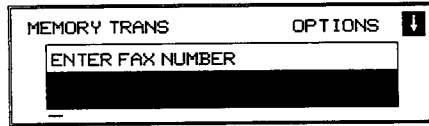
5. Either:

- Label another: Go to step 2.
- Finish: **Function**

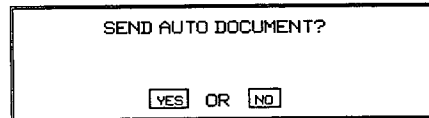


Using an Auto Document

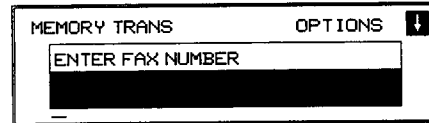
1. Make sure that the machine is in standby mode for faxing (see page 30).
2. If you wish to attach a fax message to your Auto Document, either:
 - Place the first page of the document on the exposure glass.
 - Place the entire document face up into the feeder.



3. Press the Quick Dial Key that contains the Auto Document that you need.
Example: **08**



4. **Yes**



5. Dial the destination(s), then press **Start**.

FAX MODE OPERATION

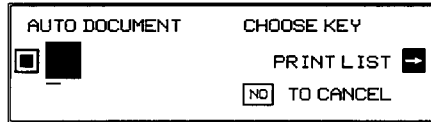
For users with no automatic document feeder
 After a page has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- Immediate Transmission: See page 36.
- Memory Transmission: See page 30.

Printing the Contents of an Auto Document

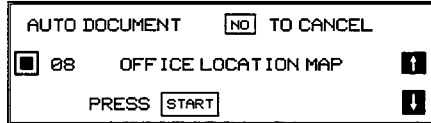
If you need to remind yourself of what one of your stored Auto Documents looks like, do the following procedure.

1. **Function** **5** **3**



2. Press the Quick Dial Key that holds the Auto Document that you wish to see.

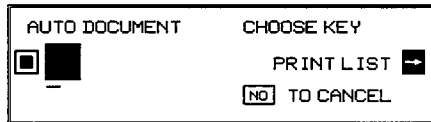
Example: **08** **Yes**



3. **Start**

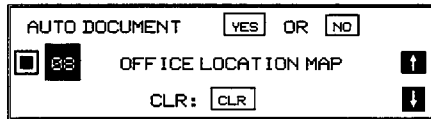
Erasing an Auto Document

1. **Function** **3** **6**



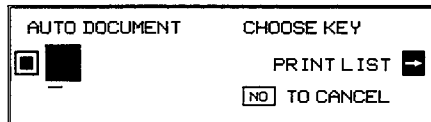
2. Press the Quick Dial Key that contains the Auto Document that you wish to erase.

Example: **08**



3. To erase the Auto Document:

Clear **Yes**



4. Either:

- Erase another Auto Document: Go to step 2.
- Return to standby mode: **Function**

ADVANCED FEATURES - RECEPTION

Polling Reception



1. Either:

Function **1** **5**

If you have programmed one of the User Function Keys to activate this feature press that key and go to step 2.

| | |
|------------------|---------|
| POLLING RECV. | OPTIONS |
| ENTER FAX NUMBER | |
| [REDACTED] | |

2. Dial one or more numbers.

| | |
|---------------------------|---------|
| POLLING RECV. | OPTIONS |
| ENTER NO. OR START | DEST: 2 |
| [REDACTED] | |

3. **Start**

NOTE: See the table on page 13 concerning the limitations to this feature.

Options

- Stored ID Override -

This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

If **OPTIONS** is displayed:

1. **0** **6**

| | |
|------------|------------------|
| ID CODE | ENTER ID CODE |
| [REDACTED] | |
| | NO TO END |

2. Enter the password that you wish to use for this operation.

Example: **2** **5** **6** **7** **Yes**

| | |
|---------------------------|---------|
| POLLING RECV. | OPTIONS |
| ENTER NO. OR START | DEST: 2 |
| [REDACTED] | |

3. Dial and press **Start** .

For how to use other options, such as Send Later for delayed polling, see page 37.

NOTE: To switch on continuous polling reception, contact a service technician.

FAX MODE OPERATION

Authorized Reception

- 1. **Function** **6** **0** **2** **2** **2** **2**
7 **2**

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs programmed so far. In a new machine, you will see DEST. 0.

- At this time, you can print an Authorized Reception List by pressing **Start**.

```

AUTHORIZ. RX SELECT
DEST. 6          PRINT LIST
1. RTI PROG 2. RTI  NO TO CANCEL
  
```

2. Either:

- Store some RTIs/CSIs: **1**. Go to step 3.

```

AUTHORIZ. RX  ENTER RTI/CSI
                NO TO CANCEL
                ABC
  
```

- View the RTIs/CSIs that you have stored so far: **2**. Go to step 6.

DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far, and the first in the list is now displayed.

```

AUTHORIZ. RX  NO TO CANCEL
                CLR: CLR
XYZ. CO.
  
```

- Finish: **Yes**

3. Type in an RTI or CSI, then press **Yes**.

? Label input and editing: see page 7.

```

AUTHORIZ. RX
STORE AS WILD CARD? YES NO
XYZ. CO.
  
```

4. Either:

- Store this RTI as a wild card: **Yes**
- Otherwise: **No**

```

AUTHORIZ. RX  ENTER RTI/CSI
                NO TO CANCEL
                ABC
  
```

5. Either:

- Enter another RTI or CSI: Go to step 3.
- Finish: **No**. Go to step 2.

6. Scroll through the stored RTIs/CSIs on the screen with **[↓]** .

- It is not possible to edit an RTI/CSI; if you wish to do so, you must delete the incorrect entry and re-enter it.
- To delete the displayed RTI/CSI: **[Clear]** . Go to step 2.
- When you have finished: **[No]** . Go to step 2.

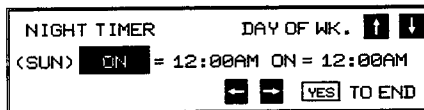


For Authorized Reception to take effect, you must switch it on using Function 81. See page 102 for how to do this.

Night Timer

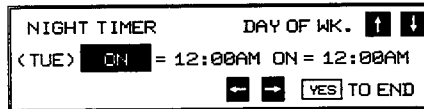
Example: For Tuesday, set the heater to switch on at 9 am and switch off at 6 pm.

1. **[Function]** **[6]** **[0]** **[2]** **[2]** **[2]** **[2]**
[7] **[4]** **[Yes]**



2. Use the **[↑]** and **[↓]** keys to scroll through the days of the week.

Example: Press **[↓]** twice to go to Tuesday.



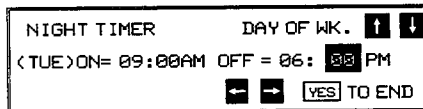
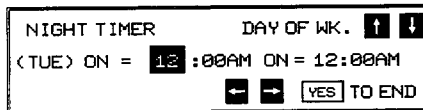
3. Program the first timer for Tuesday:

- Both timers for each day have an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF" means that the heater will switch off at the time indicated. To change the ON to OFF, or vice versa, press **[*]** .
 When the ON/OFF display is correct: **[→]**
- Input the time: **[0]** **[9]** **[0]** **[0]**

Repeat step 3 for the second timer.

- Input **[0]** **[6]** **[0]** **[0]** for the timer value .

To change AM to PM and vice versa, press **[#]** .



FAX MODE OPERATION

KEEPING THE HEATER ON ALL DAY: Set both timers to ON = 12:00AM.
KEEPING THE HEATER OFF ALL DAY: Set both timers to OFF = 12:00AM.

4. Either:

- Program the timer for another day: Go back to step 2.
- Finish: **Yes** **Function**



For the Night Timer to take effect, you must switch it on using Function 81. See page 102 for how to do this.

NOTE: To print the received messages while the heater is off, press any key. After all the messages have been printed, the heater will stay on for 5 minutes before switching off again. The Night Timer is not a security feature to eliminate printing of received documents. Security is provided by the Memory Lock feature.

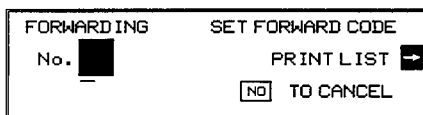
Forwarding (Memory Card or Hard Disk Required)

This section shows you how to set up your machine to forward incoming fax messages to another location or locations. After you have completed this procedure, you must switch Forwarding on for it to take effect (using Function 81); see page 102 for how to do this.

1. **Function** **6** **0** **2** **2** **2** **2**

7 **5**

- At this time, you can print a Forwarding List by pressing **→** **Start** .

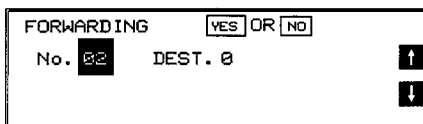


2. Input a two-digit code from 01 to 05 for a forwarding station number.

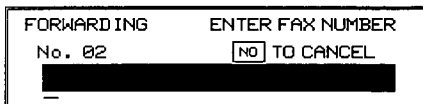
- The forwarding station is the number that you wish to direct incoming messages to.

Example: **0** **2**

- DEST. 0 on the opposite display shows that there are no RTIs/CSIs stored so far for this forwarding station.



3. **Yes**



4. Input the telephone number of this forwarding station.

- If your machine is behind a PBX, add the access code before the number, unless the forwarding station is an extension connected to the same PBX as your machine.

Then press **Yes** .

- ?** See page 30 for how to dial.
Do not use the handset.

| | | |
|--------------------|------------|----------|
| FORWARDING | SELECT | █ |
| No. 02 DEST. 0 | | |
| 1. RTI PROG 2. RTI | | |
| | Yes | TO END |

5. Either:

- If you wish **all** incoming messages to be forwarded to this station:
Do not store any RTIs/CSIs.
Instead: **Yes** .
Then either go to step 2 to program another forwarding station, or press **Function** to finish.

- If you only wish messages from certain senders to be forwarded to this station:
Input their RTIs or CSIs (messages from senders other than these will not be forwarded to this station):
Press **1** , then go to step 6.

| | |
|------------|---------------------|
| FORWARDING | ENTER RTI/CSI |
| | No TO CANCEL |
| █ | ABC |

FAX MODE OPERATION

- View the RTIs/CSIs that you have stored so far: **2** . Go to step 9.
DEST 1/6 means that there are 6 RTIs/CSIs stored so far, and the first in the list is now displayed.

| | |
|------------------|---------------------|
| FORWARDING | No TO CANCEL |
| No. 01 DEST. 1/6 | CLR: CLR |
| XYZ. CD. | |

- Finish storing RTIs/CSIs for this forwarding station and input another forwarding station number: **Yes** . Go to step 2.

- Finish: **Function**

6. Type in an RTI or CSI, then press **Yes** .

- You can input up to 30 RTIs/CSIs for each forwarding station.

FORWARDING

STORE AS WILD CARD? **Yes** . **No**

XYZ. CO.

7. Either:

- Store this RTI as a wild card: **Yes**
- Otherwise: **No**

FORWARDING ENTER RTI/CSI

No TO CANCEL

ABC


8. Either:

- Enter another RTI or CSI: Go to step 6.
- Finish: **No** . Go to step 5.


9. Scroll through the stored RTIs/CSIs on the screen with **↓** .

- To delete the displayed RTI/CSI: **Clear**
- When you have finished: **No** . Go to step 5.

NOTE: See the table on page 13 concerning the limitations to this feature.




After you have finished programming Forwarding, you must switch it on (using Function 81) for it to take effect. See page 102 for how to do this. After you switch Forwarding on, (FORWARDING) is displayed on the operation panel when the machine is in standby mode.



You can also program a User Function Key to switch Forwarding on/off (use Function 35, see page 77). In this case, just press that key whenever you wish to switch Forwarding on or off.

Note: Forwarding cannot be switched on if Memory Lock is switched on. If you wish to use Forwarding, you must switch Memory Lock off.



SW01-0

If you wish, your machine can instruct the receiving machine to print a mark on fax messages forwarded through your machine. This will help the operator at the receiving side to easily find messages that were forwarded from you. This is a User Parameter setting; use Function 91 (see page 104).

Editing the Forwarding Feature

- 1. **Function** **6** **0** **2** **2** **2** **2**
7 **5**

| | |
|--------------------------|---------------------------------------------|
| FORWARDING | SET FORWARD CODE |
| No. <input type="text"/> | PRINT LIST |
| | <input type="button" value="NO"/> TO CANCEL |

- 2. Input the code number of the forwarding station that you wish to edit.

Then press **Yes** .

- See the Forwarding List for a list of these codes.

| | |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------|
| FORWARDING | <input type="button" value="YES"/> OR <input type="button" value="CLR"/> . <input type="button" value="NO"/> |
| No. 01 | |
| <input type="text" value="2125553456"/> | |

- 3. Either:

- Erase this forwarding station number and all RTIs/CSIs stored with it:
 Press **No** twice, then **Yes** to erase.
 Go to step 2.

- Edit this forwarding station's telephone number.

If it is correct: **Yes**

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs programmed so far for this forwarding station.

| | |
|--------------------|-------------------------------------------|
| FORWARDING | SELECT <input type="text"/> |
| No. 01 DEST. 6 | |
| 1. RTI PROG 2. RTI | <input type="button" value="YES"/> TO END |

- 4. Either:

- To add RTIs/CSIs to this number: **1**
 Go to step 6.

| | |
|--------------------------------------------------------------------------------------------|--|
| FORWARDING | |
| STORE AS WILD CARD? <input type="button" value="YES"/> . <input type="button" value="NO"/> | |
| XYZ. CO. | |

- To view or delete RTIs/CSIs allocated to this number: **2** .
 Go to step 5.

DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far for this forwarding station, and the first in the list is now displayed.

| | |
|------------------|---------------------------------------------|
| FORWARDING | <input type="button" value="NO"/> TO CANCEL |
| No. 01 DEST. 1/6 | CLR: <input type="button" value="CLR"/> |
| XYZ. CO. | |

- If you wish to view another forwarding station number: **Yes** .
 Go to step 2.

| | |
|--------------------------|---------------------------------------------|
| FORWARDING | SET FORWARD CODE |
| No. <input type="text"/> | PRINT LIST |
| | <input type="button" value="NO"/> TO CANCEL |

- Finish: **Function**

FAX MODE OPERATION

5. until the RTI/CSI that you wish to delete appears.

To delete the RTI/CSI: , then go to step 4.

| | | |
|----------------|--------|-------------------------------------------|
| FORWARDING | SELECT | <input type="button" value="■"/> |
| No. 02 DEST. 0 | | |
| 1. RTI PROG | 2. RTI | <input type="button" value="YES"/> TO END |

- It is not possible to edit an RTI/CSI; if you wish to do so, you must delete the incorrect label and store a new one.

CAUTION: If you delete all the RTIs and CSIs for a forwarding station, you must also delete the forwarding station. **If you do not do this, all incoming messages will be forwarded to that station.**

6. Type in an RTI or CSI, then press .

Inputting labels: see page 7.

| |
|------------------------------------------------------------------------------------------|
| FORWARDING |
| STORE AS WILD CARD? <input type="button" value="YES"/> <input type="button" value="NO"/> |
| XYZ. CO. |

7. Either:

- Store this RTI as a wild card:
- Otherwise:

8. Either

- Input another RTI/CSI for this forwarding station: go to step 6.
- Finish working on this forwarding station: . Go to step 4.
- Finish:

Specified Cassette Selection

1. **Function** **6** **0** **2** **2** **2** **2**

7 **6**

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs programmed so far. In a new machine, you will see DEST. 0.

- At this time, you can print a Specified Cassette Selection List by pressing **→** **Start** .

| | | |
|-------------|------------|-----------------------|
| CST SELECT | SELECT | █ |
| DEST. 6 | PRINT LIST | → |
| 1. RTI PROG | 2. RTI | [No] TO CANCEL |

2. Either:

- Store some RTIs/CSIs: **1** .
Go to step 3.

| | |
|-----------------------------|-----------------------|
| CST SELECT | ENTER RTI/CSI |
| | [No] TO CANCEL |
| ████████████████████ | ABC |

- View the RTIs/CSIs that you have stored so far: **2** . Go to step 6.

DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far, and the first in the list is now displayed.

| | |
|------------|-----------------------|
| CST SELECT | [No] TO CANCEL |
| DEST. 1/6 | CLR: [CLR] |
| XYZ. CD. | |

3. Type in an RTI or CSI, then press **[Yes]** .

? Label input and editing: see page 7.

| | |
|---------------------|--------------------------|
| CST SELECT | |
| STORE AS WILD CARD? | [Yes] [No] |
| XYZ. CD. | |

4. Either:

- Store this RTI as a wild card: **[Yes]**
- Otherwise: **[No]**

| | |
|-----------------------------|-----------------------|
| CST SELECT | ENTER RTI/CSI |
| | [No] TO CANCEL |
| ████████████████████ | ABC |

5. Either:

- Enter another RTI or CSI: Go to step 3.
- Finish: **[No]** . Go to step 2.

FAX MODE OPERATION

6. Scroll through the stored RTIs/CSIs on the screen with .
 - It is not possible to edit previously stored RTIs/CSIs; if you wish to do so, you must delete the incorrect label and store a new one.
 - To delete the displayed RTI/CSI:
 - When you have finished: . Go to step 2.

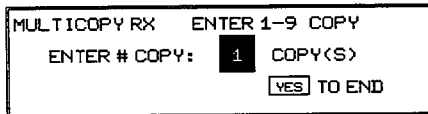


After programming this feature, you must switch it on for it to take effect. Use Function 81; see page 102 for how to do this.

NOTE: Messages from senders that have RTI/CSIs that match those that were input using the above procedure will be printed using the second (lower) paper tray.
 If there is no paper in the first (upper) tray or if there is a duplex unit installed in the upper paper feed station, messages from other senders will be stored in the memory (substitute reception).

Multi-sort Document Reception (Memory Card or Hard Disk Required)

1.



2. Input the number of copies that you need, then press .
Copies of incoming faxes will be collated.

NOTE: Maximum number of copies: 9



SW05-1

You must switch this feature on before you can use it. The switch is a User Parameter. To switch it on or off, use Function 91; see page 107 for details.

Automatic Image Rotation

If you have installed Letter or A4 width paper in the cassette sideways, incoming fax messages will be rotated automatically to fit on the paper.

ADVANCED FEATURES - OTHER

Dual Access

Even if the machine is already carrying out a task, you may be able to operate the machine. The following table shows which features can operate simultaneously.

| Job Currently in Progress | Job that you wish to carry out at the same time | | | | | | | | |
|----------------------------------------------|-------------------------------------------------|----|----|----|----|----|----|----|----|
| | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. |
| 1. Storing to Memory | | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✓ | ✗ |
| 2. Printing from Memory | ✓ | | ✗ | ✗ | ✓ | ✓ | ✗ | ✓ | ✗ |
| 3. Copying | ✗ | ✗ | | ✗ | ✗ | ✓ | ✗ | ✓ | ✗ |
| 4. Printing an Automatic Report | ✓ | ✗ | ✗ | | ✓ | ✓ | ✗ | ✓ | ✗ |
| 5. Immediate Transmission | ✗ | ✓ | ✗ | ✗ | | ✗ | ✗ | ✗ | ✗ |
| 6. Memory Transmission | ✓ | ✓ | ✓ | ✓ | ✗ | | ✗ | ✗ | ✓ |
| 7. Receiving and Printing a Fax | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ | | ✗ | ✗ |
| 8. Receiving a Fax to Memory | ✓ | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ | | ✓ |
| 9. Printing a Fax Message or Report Manually | ✗ | ✗ | ✗ | ✗ | ✗ | ✓ | ✗ | ✓ | |

✓: Possible, ✗: Impossible

File Management

Erasing a File from Memory

- Fax message file (Memory Transmission):
 - Instruction file (Polling Reception):
 - Fax message file (Polling Transmission):
 (Example: Using Function 21)

| | | |
|----------|---|---|
| Function | 2 | 1 |
| Function | 2 | 2 |
| Function | 2 | 3 |

| | | |
|-----------------------|----------------|---|
| CLEAR TRANS. FILE | SCROLL | ↓ |
| FILE NO. : [REDACTED] | PRINT LIST | → |
| LAST FILE : 0015 | [NO] TO CANCEL | |

- Either:
 - Print a list of files: [→] **Start**
 - Scroll through the files on the display: [↓] until the required file appears. Then press **Yes**.
 - If you know the file number, input it directly: [0] [0] [0] [2] **Yes**

| |
|------------------------------------|
| CLEAR TRANS. FILE |
| NO. 0002 |
| CLEAR FILE? YES . NO |

- Either:
 - Erase the file: **Yes**
 - Keep the file: **No** . Go to step 2.

FAX MODE OPERATION

Printing a File

- 1. Fax message file (Memory Transmission):
- Fax message file (Polling Transmission):
(Example: Using Function 51)

Function **5** **1**
Function **5** **2**

| | | |
|-------------------|-----------------------------|-----------|
| PRINT TRANS. FILE | SCROLL | ↓ |
| FILE NO. : █████ | PRINT LIST | → |
| LAST FILE : 0015 | <input type="checkbox"/> NO | TO CANCEL |

2. Either:

- Print a list of files: → **Start**
- Scroll through the files on the display: ↓ until the required file appears. Then press **Yes**.
- If you know the file number, input it directly: **0** **0** **0** **2** **Yes**

| |
|------------------------------------------------|
| PRINT TRANS. FILE |
| NO. 0002 <input type="checkbox"/> NO TO CANCEL |
| PRESS START |

3. **Start**

User Function Keys

Each of the User Function Keys F1 - F4 can be programmed with one of the following functions. In a new machine, the User Function Keys have already been programmed, as shown in the table below in boldface. User Function Keys are disabled when the machine is in Copy mode.

| Code | Function | Code | Function |
|------|------------------------------------------------------|------|------------------------------------------------------------------|
| 01 | Use the Direct Fax Number Entry feature. [F1] | 10 | Polling Transmission: Use Secured Polling or Stored ID Override. |
| 02 | Dial a group. | 11 | Print the TCR. [F3] |
| 03 | Input a Personal Code. [F4] | 12 | Print a File List. |
| 04 | Use Economy Transmission. [F2] | 13 | Switch Memory Storage Report On/Off. |
| 05 | Switch TTI On or Off. | 14 | Switch Forwarding On/Off.* |
| 06 | Do a Confidential Transmission. | 15 | Send Tonal Signals. |
| 07 | Print a received confidential message.* | 16 | Input a Subaddress (G4 mode only). |
| 08 | Do a Transfer Request. | 17 | Not used |
| 09 | Do a Polling Reception. | 18 | Use Secure Transmission. |
| | | 19 | Switch the Marker On/Off. |

*: Memory Card or Hard Disk required

1. **Function** **3** **5**

USER FUNCTION PRESS F1 TO F4
 F 3 PRINT LIST **[→]**
 [NO] TO CANCEL

- At this time, you can print a User Function List if you press **[→]** **Start** .

2. Press one of the User Function Keys.
 Example : Press **[F4]** **Yes** .

If this key is already used, the currently stored code is displayed. Either:

- Press **Yes** to keep it as it is.
- Press **No** to erase the old code.

USER FUNCTION ENTER CODE
 F 4 CODE: 32
 [NO] TO CANCEL

3. Enter the two-digit code for the function that you wish to store.

Example: Group Dial, press **0** **2** .

USER FUNCTION YES OR NO
 F 4 CODE: 02
 GROUP

4. **Yes**

USER FUNCTION PRESS F1 TO F4
 F 4 PRINT LIST **[→]**
 [NO] TO CANCEL

5. Either:

- Program another key: Go to step 2.
- Finish: **Function**


FAX MODE OPERATION

Function Programs

Storing a Function Program

For example, store Function 32 (Programming Speed Dial) into Function Key F4 as a Function Program. **You can only use the User Function Keys F1 to F4 for this feature.**

1. **Function** **3** **2**

| | |
|----------------------------------------------|------------------------------------------------------------------------------------------------|
| SPEED DIAL | ENTER SPEED CODE |
| <input checked="" type="checkbox"/> 3 | PRINT LIST  |
| — | NO TO CANCEL |

2. **F4**


- If you cannot select this Function Key, it is already being used for something. Select another Function Key.

| |
|-------------------------|
| PROGRAM? |
| YES OR NO |

3. **Yes** **Function**

Using a Function Program


1. **F4**

| | |
|----------------------------------------------|------------------------------------------------------------------------------------------------|
| SPEED DIAL | ENTER SPEED CODE |
| <input checked="" type="checkbox"/> 3 | PRINT LIST  |
| — | NO TO CANCEL |

2. Use the function as normal.

Deleting a Function Program

1. **Function** **3** **5**

| | |
|-------------------|--------------------------------------------------------------------------------------------------|
| USER FUNCTION | PRESS F1 TO F4 |
| F 3 | PRINT LIST  |
| — | NO TO CANCEL |

2. Press the key that you wish to erase.
Example: **F4**

| | |
|---------------------|-------------------------|
| USER FUNCTION | YES OR NO |
| F 4 CODE: | |
| FUNCTION PROGRAMMED | |

3. **Yes** **No** **Function**

Printing from Memory Lock (Memory Card or Hard Disk Required)



If you wish to use this feature, you must switch it on in advance (Function 81) and program a Memory Lock ID (Function 61). See pages 99 and 102 for how to do this. After you switch Memory Lock on, (MEMORY LOCK) will appear on the display when the machine is in standby mode.

Note: If you switch Memory Lock on, Forwarding will be automatically disabled.

1. **Function** **5** **6**

| | |
|-----------------|-----------------------|
| PRT MEM. LOCK | ID SETTING |
| MEMORY LOCK ID: | [REDACTED] |
| | [NO] TO CANCEL |

2. Input the Memory Lock ID.

Example: **4** **6** **3** **3**

| | | |
|-----------------|-------|-------------------|
| PRT MEM. LOCK | PRESS | START |
| MEMORY LOCK ID: | | [REDACTED] |

3. **Start**

NOTE If the Confidential File indicator is blinking, a message has been stored using Memory Lock. However, if the Confidential File indicator is lit, a message has been stored using Confidential Reception, and the indicator no longer shows the presence of files stored using Memory Lock.

FAX MODE OPERATION

Tonal Signals



Before you can use this feature, you must program one of the User Function Keys as the Tone key. See page 77 for how to do this. In the following procedure, suppose that we have already programmed the **F1** key as a Tone key.

1. Make sure that the machine is in standby mode, and that there is no document in the feeder.
2. Pick up the telephone handset, or press **On Hook Dial** .
3. Dial the remote facility. Do not press **Start** .
4. After your line is connected to the remote facility, do the following:
 - If your telephone line type is DTMF (Tone Dial): Go to step 5.
 - If your telephone line type is Pulse Dial: Press **F1** . A dot appears on the display.

- Input the digits that you need to use the remote facility, such as your code number. These digits will depend on the remote facility.

Note: Do not press **Start** .

- After you have finished with the remote facility, hang up.

Chain Dialing

Example: 01133-1-5553333 (From the USA to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- Quick Dial 01 = 01133- (Overseas to France)
- Quick Dial 02 = 1- (Paris)
- Speed Dial 10 = 555

When the machine asks you to dial:

On Hook Dial or Handset Mode:

Press **01** **02** **Speed Dial** **1** **0** then **3** **3** **3** **3**

Other:

Press **01** **Pause** **02** **Pause** **Speed Dial** **1** **0** **Pause** then **3** **3** **3** **3**

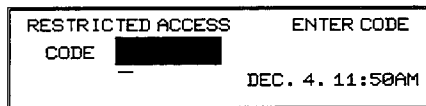
Restricted Access



SW04-5

Before you can use this feature, you must switch it on using Function 91. See pages 104 and 106 for how to switch Restricted Access on.

If the display is as shown below when the machine is in standby mode, you have switched Restricted Access on. Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 121 for how to store Personal Codes.



- Enter your personal code.

Example: **7** **3** **6** **2**

- After a second, the normal standby display will appear, and you can use the machine. If NOT PROGRAMMED appears, you entered a personal code that is not stored in the machine.

Note: See page 121 for details on how to store Personal Codes.

Counters

1. **Function** **6** **0** **2** **2** **2** **2**
9 **5**

| | |
|------------|------------------------------------------------|
| COUNTERS | <input checked="" type="checkbox"/> YES TO END |
| TX: 003256 | SCN: 003287 |
| RX: 002648 | PRT: 002703 |

2. When you have finished: Yes

Communication Result Display

1. **Function** **4** **1** **→**

| | |
|-------------------------------|---------------------------------------|
| PERS. CODE 7346 | <input type="checkbox"/> NO TO CANCEL |
| OCT. 10 08:23AM RX OK 10PAGES | <input type="button" value="↑"/> |
| 2125551234 | <input type="button" value="↓"/> |

2. Scroll through the past communications on the screen using and .
 To print the TCR: No

Length Reduction

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image if it is within the following limits.

FAX MODE OPERATION

| Paper size in the cassette | Maximum reducible incoming page length | |
|----------------------------|----------------------------------------|----------------------------------|
| | Without Optional 400dpi Page Memory | With Optional 400dpi Page Memory |
| Letter (11") | 14.4" | 14.4" |
| Legal (14") | 15.1" | 15.1" |
| Double Letter (17") | 18.4" | 21.7" |
| A4 (297 mm) | 389.3 mm | 389.3 mm |
| B4 (364 mm) | 467.5 mm | 478.7 mm |
| A3 (420 mm) | 467.5 mm | 551.9 mm |

If the received image is longer than the above limits, there is no reduction and the image is printed on two sheets of paper. Normally, the last 0.4 inch of the received image will be repeated at the beginning of the next page.

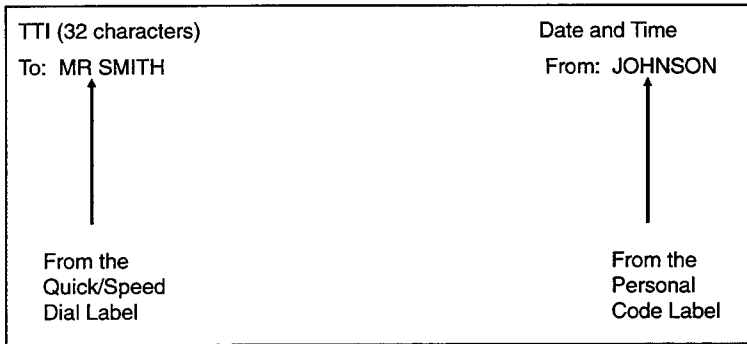
However, if you wish, the second page can continue from where the first page ended.

Contact your service representative if you require any changes to this feature.

Label Insertion

In this model, your message will appear as follows at the other end if Label Insertion is switched on in your machine.

Your fax message as received at the other end



To use this feature, you must:

- Switch Label Insertion on for each Speed Dial and Quick Dial that you wish to use this feature with (see the procedures starting on pages 109 and 112).
- Program the Personal Codes of the machine's users, and store their names with their codes (see page 121).
- Program labels with the Speed Dial and Quick Dial numbers (see the procedures starting on pages 109 and 112).
- When you make a transmission, use a Quick or Speed Dial, and select the Personal Code option (see page 37).

In the above example, the message was sent using Johnson's personal code. The Quick Dial or Speed Dial used to dial the destination had MR SMITH as the label.

Ordering Toner

To use this feature, you must do the following in advance:

- Make sure that digit 7 of User Parameter Switch 4 is at 1. (The machine is given this setting when it leaves the factory) See page 104 for details on how to do this.
- Store the fax number of your dealer in Quick Dial Key 32. See page 109 for how to store a number in a Quick Dial Key.

After you have programmed a number, you can automatically fax an order for new toner whenever you need to. Each carton contains four toner cartridges.

When you need to order, do the following.

1. **32**

| |
|--------------------|
| ORDER NEW TONER |
| PRESS START |
| 1 : AMOUNT |

2. Input the number of toner cartridges that you wish to order (the maximum order is 9).

Example: **5**

| |
|--------------------|
| ORDER NEW TONER |
| PRESS START |
| 5 : AMOUNT |

3. **Start**

- Your order is transmitted to your dealer. If the transmission was successful, your machine prints out a report.

FAX MODE OPERATION

Entering PC Printer Mode

If you have obtained the optional printer interface kit for this machine, you must do the following procedure if you wish to enter printer mode. For full details about the printer interface kit, see the operation manual for the printer interface kit.

1. **Function 3 7**

| | |
|------------------|-------------------|
| SET PRINTER MODE | YES TO END |
| READY : 3/P/Si | |

You can now operate the printer.

OMR Sheets

Introduction

Instead of inputting your instructions at the operation panel, you can mark a special form, called an OMR Sheet, and scan your instructions into the machine. Your machine can accept five types of OMR Sheets.

- User Parameter Program Sheet - use this to change the user parameter settings
- Quick/Speed Dial Program Sheet - use this to store a number as a Quick Dial or Speed Dial
- Group Program Sheet - use this to store numbers into a Group
- Transmission Program Sheet - use this to transmit a fax message
- Transfer Request Program Sheet - use this to make a Transfer Request

This section of the manual first describes the OMR Sheets and how to use them, and finally gives the procedures that you need to carry out to use an OMR Sheet.

Using an OMR Sheet

The general procedure for using an OMR Sheet is as follows.

1. Print the OMR Sheet that you need, using Function 54 (see page 91).
2. Mark your instructions on the sheet. This will be explained in the following pages.
3. Place the OMR Sheet into the feeder, then press **Start** then **Yes** .

When you are using an OMR Sheet to send a fax message or make a transfer request, the OMR Sheet must be the first page that is scanned.

See page 90 for a full description of the procedures.

CAUTION:

- OMR Sheets should not be used more than 3 times. If they get dirty, incorrect data may be scanned.
- Do not try to correct mistakes on an OMR sheet with an opaque white correcting fluid. The scanner will treat any spot of white correcting fluid as a black mark on the sheet.
- OMR Sheets must be marked with a felt tip or ball point pen as shown on page 85 and subsequent pages.
- Store OMR Sheets in a cool dry place in an airtight bag.
- Do not use cut off portions of OMR Sheets, photocopies of OMR Sheets, or OMR Sheets with paper or adhesive tape attached to them.

Completing an OMR Sheet

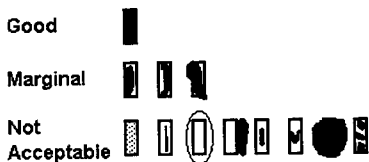
Each OMR Sheet contains a number of boxes or fields.

- Boxes are for marking User Parameter settings, the contrast setting, etc.
- Fields are for inputting telephone numbers and names.

Marking Boxes

The correct way to mark a box is shown below. Make sure that you follow this rule, or you may get some strange results when you scan the OMR Sheet.

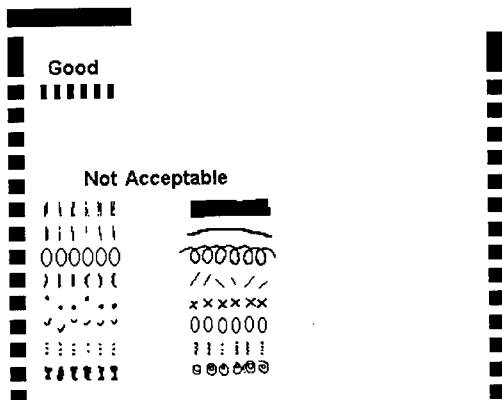
Note: Use a black felt tip or ball point pen. Do not use a pencil.



If you need to mark a consecutive row of boxes, observe the following rules.

- Each individual box must be completely filled.
- Do not leave a box only partly filled.
- Gaps between boxes must be kept clear.

See the following diagram for examples of correct and incorrect marking of a row of boxes.



FAX MODE OPERATION

Marking Fields

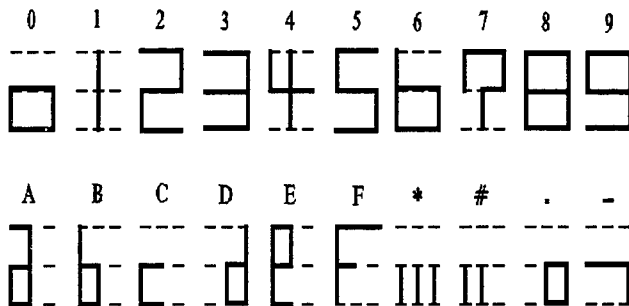
There are two types of fields.

- Number Fields:** These are for telephone numbers, personal codes, the number of pages (page count), and the time (when using Send Later or TRD).
- Name Fields:** These are for any names and labels that you need to input.

- Number Fields -

Each digit in a number field consists of a 3 x 3 rectangular array of dots. You can only write the characters shown in the following diagram.

CAUTION: You must write each character exactly as shown below, clearly, carefully, and unambiguously. Otherwise, the machine may store the wrong data or dial the wrong telephone number. The machine cannot always detect errors in the data.



- Note:**
- If you wish to send Tonal Signals after a telephone number, use '•' to indicate the start of the tonal signal. See page 79 for more details on Tonal Signals.
 - If you wish to input a pause in the telephone number, use a '-' to indicate a pause.

- Name Fields -

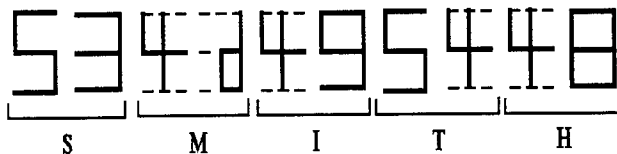
In a name field, each letter, symbol, or punctuation mark is represented by two digits. The characters that you can use with this machine are shown below, with the character codes for each one.

| Code | Character | Code | Character | Code | Character | Code | Character |
|------|-----------|------|-----------|------|-----------|------|-----------|
| 20 | Space | 30 | 0 | 40 | @ | 50 | P |
| 21 | ! | 31 | 1 | 41 | A | 51 | Q |
| 22 | " | 32 | 2 | 42 | B | 52 | R |
| 23 | # | 33 | 3 | 43 | C | 53 | S |
| 24 | \$ | 34 | 4 | 44 | D | 54 | T |
| 25 | % | 35 | 5 | 45 | E | 55 | U |
| 26 | & | 36 | 6 | 46 | F | 56 | V |
| 27 | ' | 37 | 7 | 47 | G | 57 | W |
| 28 | (| 38 | 8 | 48 | H | 58 | X |
| 29 |) | 39 | 9 | 49 | I | 59 | Y |
| 2A | * | 3A | : | 4A | J | 5A | Z |
| 2B | + | 3B | ; | 4B | K | 5B | [|
| 2C | , | 3C | < | 4C | L | 5C | ¥ |
| 2D | - | 3D | = | 4D | M | 5D |] |
| 2E | . | 3E | > | 4E | N | 5E | ^ |
| 2F | / | 3F | ? | 4F | O | 5F | _ |

FAX MODE OPERATION

For example: SMITH

S = code 53, M = code 4D, I = code 49, T = code 54, and H = code 48



Note: The method of writing digits 0 to 9 and letters A to F is the same as explained above for Number Fields. However, if you wish to input a *, #, •, or -, do not use the method described in the explanation of Number Fields on the previous page; input the two-digit code from the above table.

The Five Types of OMR Sheets

This section describes each of the five types of OMR Sheet and how to mark them. (Using Function 54, print a sample of each OMR Sheet for your reference while you are studying this section.) Procedures for use are on pages 92 and 93.

User Parameter Program Sheet

You can use this sheet to change the settings of the User Parameters. Each parameter is listed, along with each possible setting.

- An asterisk next to a setting indicates that this is the factory default setting.
- To see the current settings, print the User Parameter List (Function 91, page 127).

To use the User Parameter Program Sheet, mark each setting that you wish to make. For example, to switch Restricted Access on, first look for Restricted Access on the sheet, then black out the box above "ON".

| | | | | |
|-------------------|-------------------------------------|----|--------------------------|-----|
| Restricted access | <input checked="" type="checkbox"/> | ON | <input type="checkbox"/> | OFF |
|-------------------|-------------------------------------|----|--------------------------|-----|

You may find this sheet easier to understand than the eight-digit User Parameter Switches described on page 105 and following pages.

Quick/Speed Dial Program Sheet

You can use this sheet to program a Quick Dial and Speed Dial numbers. However, you can only program one telephone number with each OMR Sheet.

1. At the top of the sheet, mark either QUICK or SPEED.
2. Mark the Quick or Speed Dial number that you wish to store. You must mark a Hundreds Digit, a Tens Digit, and a Units Digit.

Example: To program Speed Dial Code 25, mark the first few lines of the OMR Sheet as follows.

| | | | | | | | | | | | |
|--------------------------------|-------------------------------------|---|---|---|---|---|---|---|---|---|--|
| Quick/Speed Dial Program Sheet | | | | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | |
| Quick | Speed | | | | | | | | | | |
| Hundreds Digit | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| Tens Digit | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| Units Digit | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |

CAUTION: If you mark a Quick or Speed Dial that already contains a number, the machine will replace the old number without giving you any warning.

- 3. In the "FAX No." field, write the telephone number that you wish to store in the Quick/Speed Dial number that you just marked in steps 1 and 2.
 - See "Number Fields" on page 86 for how to do this.
- 4. In the "FAX label" field, write the name that you wish to store with this telephone number.
 - See "Name Fields" on page 87 for how to do this.
- 5. For Label Insertion, mark either the ON or the OFF box.

Group Program Sheet

You can use this sheet to program Groups. You can program one Group with each OMR Sheet. However, using this method, you can only store one full telephone number in the Group; the others must all be Speed Dials or Quick Dials. If you wish to store more full numbers in the Group, store them with Function 33 (see page 116) after you have scanned the OMR Sheet.

- 1. At the top of the sheet, mark the Group number that you wish to program.

CAUTION: If you mark a Group number that already contains fax numbers, the machine will replace the old numbers without giving you any warning.

FAX MODE OPERATION

- 2. In the "Group Label" field, write in a name for the Group.
 - See "Name Fields" on page 87 for how to do this.
- 3. If you wish to include a full telephone number in the Group, write it in the "FAX No." field.
 - See "Number Fields" on page 86 for how to do this.
- 4. Mark the Quick and Speed Dials that you wish to place in this Group. Each Quick and Speed Dial has one box above it.

Example: Store Quick Dials 01, 02, 06, 10, and 27, and Speed Dials 00, 01, 05, 16, 24, and 39 into the Group.

| | | | | | | | | | | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Quick | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 |
| Speed | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 6 | 6 | 6 | 6 | 6 |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Transmission Program Sheet

You can use this sheet to send a fax message. Using this sheet, you can send your fax message to more than one destination, and you can select a range of transmission options. However, you can only dial one full telephone number; all the others must be Quick Dials, Speed Dials, or Groups.

1. At the top of the sheet, next to Trans. Mode, mark either the box above "Memory" or the box above "Immediate".
2. Mark the required contrast, resolution, and halftone type. Also, indicate whether the marker should be ON or OFF, and whether your transmission is in Group 3 or Group 4 mode.
3. If you wish to input one of the destinations as a full telephone number, write it down in the "Address (Fax No.)" field.
 See "Number Fields" on page 86 for how to do this.
4. Mark each Quick Dial, Speed Dial, and Group that you wish to be the destinations for this fax message.

For example, if you wish to use Quick Dial 01 as a destination, mark the box above 01 in the "Address (Quick Dial)" area.

5. If you wish to use Send Later (DIAL AT), TRD, Personal Code, or Page Count, fill the appropriate fields.
 See "Number Fields" on page 86 for how to do this.
6. Mark either the ON or the OFF box for Voice Request, Economy Transmission, Secure Transmission, Auto Reduction, TTI, and ID Transmission.

Transfer Request Program Sheet

You can use this sheet when you make a Transfer Request.

1. At the top of the sheet, next to Trans. Mode, mark either the box above "Memory" or the box above "Immediate".
2. Mark the required contrast, resolution, and halftone type. Also, indicate whether the marker should be ON or OFF, and whether your transmission is in Group 3 or Group 4 mode.

3. Input the number of the Transfer Broadcasting Station. To do this, either:
 - Write the full telephone number of the Transfer Broadcasting Station in the "Transfer Station (Full No.)" field. See "Number Fields" on page 86 for how to write numbers on OMR Sheets.
 - Mark one of the Quick Dials in the "Transfer Station (Quick Dial)" row of boxes.
 - Mark one of the Speed Dials in the "Transfer Station (Speed Dial)" row of boxes.

NOTE: You can only enter one Transfer Broadcasting Station on the OMR Sheet. Refer to page 57 and to the Facsimile Features Manual for all conditions required to perform a Transfer Request.

4. Mark the end receivers.
 - You must mark the end receivers as Speed Dials, Quick Dials, and Groups that are stored in the Transfer Broadcasting Station. Do not input any of your own stored Quick Dials, Speed Dials, or Groups here.
 - Confer with the operator of the Transfer Broadcasting Station if you need their latest list of stored telephone numbers.

Example: If one of the end receivers is stored in the Transfer Broadcasting Station as Speed Dial 10, mark the box above 10 in the "Receiver (Speed Dials in Transfer Station)" area.

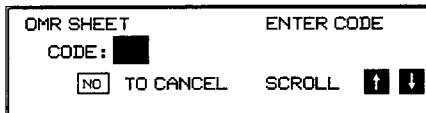
FAX MODE OPERATION

Procedures

To Print an OMR Sheet

Note: You must have Letter or Legal size paper in the cassette before you print an OMR Sheet.

1. **Function** **5** **4**



2. Select the OMR Sheet that you wish to print.

- Use the key to scroll through the possible selections until the correct one is displayed on the screen.



3. **Start**

Using an OMR Sheet to Send a Fax Message

After marking the OMR Sheet, do the following:

1. Make sure that the machine is in standby mode for faxing (see page 30).
2. Either:
 - Using the automatic document feeder: The pages must be placed face up in the feeder with the first page at the bottom of the stack and the OMR sheet face up under everything.
 - If you have no automatic document feeder, place the OMR Sheet face down on the exposure glass.

Note: The OMR Sheet must be the page that is scanned first.

3. **Start**

4. **Yes**

- The machine scans the OMR Sheet, then scans and sends the fax message in accordance with the instructions on the OMR Sheet. Then, the machine returns to standby mode.

For users with no automatic document feeder

After the OMR Sheet has been scanned, the machine asks you for the next page. The procedure to follow depends on whether you are using Immediate Transmission or Memory Transmission.

- Immediate Transmission: See page 36.
- Memory Transmission: See page 30.

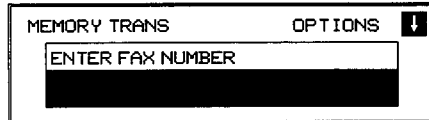
Using an OMR Sheet to Program the Machine

After marking the OMR Sheet, do the following.

1. Place the OMR Sheet in the feeder face

up.

- If you have no automatic document feeder, place it face down on the exposure glass.



MEMORY TRANS OPTIONS ↓

ENTER FAX NUMBER

[REDACTED]

2. **Start**



SCAN PROGRAM SHEET?

YES OR NO

3. **Yes**

- The machine scans the OMR Sheet and programs itself in accordance with the instructions marked on the OMR Sheet. Then it returns to standby mode.

Errors

If the machine finds an error, it stops scanning the OMR Sheet, and displays an error message that shows you where the problem is. No data is stored or fax message sent. Correct the error and scan the OMR Sheet again.

PROGRAMMING THE MACHINE - INSTALLATION

Language Selection

1. **Function** **6** **0** **2** **2** **2** **2**
9 **4**

| | | | |
|----------------|--------|------------|--------|
| LANGUAGE | SELECT | ← | → |
| ENGLISH | FRENCH | SPANISH | |
| | | YES | TO END |

2. Use the **←** and **→** arrows on the scroll key to move the cursor to the correct language. Press **Yes** **Function** to finish.

CAUTION: Once you have done this, all displays and reports will be in the selected language.

Date and Time

1. **Function** **6** **0** **2** **2** **2** **2**
9 **2**

| | |
|-----------------------|-----------------------|
| CLOCK | INPUT DATE/TIME |
| FEB | 01 1992 (SAT) 01:56PM |
| | |
| ← → YES TO END | |

2. Use the **←** and **→** arrows on the scroll key to move the cursor across the display. Use the keypad to correct the individual elements.
- To change the month, move the cursor to the month and scroll through the months with the **↑** and **↓** keys.
 - To change from AM to PM and vice versa, move the cursor to the time, and press ***** or **#**.
 - Press **Yes** **Function** when the display is correct.

Country Code

1. **Function** **6** **0** **2** **2** **2** **2** **6** **1**

COUNTRY CODE
 YES TO SET PREVIOUS **↑**
 NO TO CANCEL NEXT **↓**

2. **Yes**

COUNTRY CODE
 ID SETTING
 [REDACTED] YES TO END

3. Input only your country code. Do not input your international dial access code.
 Example: USA - **1**

COUNTRY CODE
 YES OR CLR • NO
1
 [REDACTED]

4. **Yes** **Function**

Telephone Number

1. **Function** **6** **0** **2** **2** **2** **2**
6 **1** **↓**

OWN ANALOG NUMBER
 YES TO SET PREVIOUS **↑**
 NO TO CANCEL NEXT **↓**

2. **Yes**

OWN ANALOG NUMBER
 [REDACTED] YES TO END

3. Input your fax terminal's telephone number.

- The format of the number must be as follows:**
 International Dial Prefix, Your Country Code, Your Area Code, **then you must add a Pause**, followed by your telephone number.
 Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

NOTE: Use the **Pause** key to add a pause.

OWN ANALOG NUMBER
 YES OR CLR • NO
0111212-5551234

4. **Yes** **Function**

FAX MODE OPERATION

Area Code Prefix

1. **Function** **6** **0** **2** **2** **2** **2**
6 **1** ↓ twice

| | |
|---------------------|------------|
| AREA CODE PREFIX | |
| YES TO SET | PREVIOUS ↑ |
| NO TO CANCEL | NEXT ↓ |

2. **Yes**

| | |
|------------------|-------------------|
| AREA CODE PREFIX | |
| 212-5551234 | |
| █ : 0 - 9 | YES TO END |

3. Input the area code prefix.

Note: In the USA, this is left blank.

| | |
|------------------|-------------------|
| AREA CODE PREFIX | |
| 212-5551234 | |
| █ : 0 - 9 | YES TO END |

4. **Yes** **Function**

Own ISDN-G4 Number (Group 4 Kit Required)

1. **Function** **6** **0** **2** **2** **2** **2**
6 **1** then ↓ until the screen is as shown opposite.

| | |
|---------------------|------------|
| OWN ISDN-G4 NUMBER | |
| YES TO SET | PREVIOUS ↑ |
| NO TO CANCEL | NEXT ↓ |

2. **Yes**

| | |
|--------------------|-------------------|
| OWN ISDN-G4 NUMBER | |
| █ | YES TO END |

3. Input your ISDN number for Group 4 communications.

The format of the number must be as follows: International Dial Prefix, Your Country Code, Your Area Code, **then you must input a Pause**, followed by your telephone number. After that, if your ISDN G4 number contains a subaddress, type a slash followed by the subaddress number.

Check the International Dial Prefix and the Country Code with your local telecommunications operator. The example shown below is for the US; the codes to add are 011 and 1.

Use the **Pause** key to add a pause.

To type the backslash, you must have programmed one of the User Function Keys to input a subaddress (see page 77 for how to program a User Function Key). Press that User Function Key to input the slash, then input the subaddress.

| | |
|--------------------------------------|--|
| OWN ISDN-G4 NUMBER | |
| YES OR CLR • NO | |
| 0111212-5551234/2468 | |

4. **Yes** **Function**

Own ISDN-G3 Number (Group 4 Kit Required)

1. **Function** **6** **0** **2** **2** **2** **2**

6 **1** then **↓** until the screen is as shown opposite.

| | |
|---------------------|-------------------|
| OWN ISDN-G3 NUMBER | |
| YES TO SET | PREVIOUS ↑ |
| NO TO CANCEL | NEXT ↓ |

2. **Yes**

| | |
|--------------------|-------------------|
| OWN ISDN-G3 NUMBER | |
| _____ | YES TO END |

3. Input your ISDN number for Group 3 communications.

The format of the number must be as follows: International Dial Prefix, Your Country Code, Your Area Code, **then you must input a Pause**, followed by your telephone number. After that, if your ISDN G3 number contains a subaddress, type a slash followed by the subaddress number.

Check the International Dial Prefix and the Country Code with your local telecommunications operator. The example shown below is for the US; the codes to add are 011 and 1.

- Use the **Pause** key to add a pause.
- To type the backslash, you must have programmed one of the User Function Keys to input a subaddress (see page 77 for how to program a User Function Key). Press that User Function Key to input the slash, then input the subaddress.

| | |
|--------------------------------------|--|
| OWN ISDN-G3 NUMBER | |
| YES OR CLR . NO | |
| 0111212-5551234/2488 | |

FAX MODE OPERATION

4. **Yes** **Function**

Next Transfer Station (Group 4 Kit required)

1. **Function** **6** **0** **2** **2** **2** **2**

6 **1** then **↓** until the screen is as shown opposite.

| | |
|---------------------|-------------------|
| NEXT TRANSF. | |
| YES TO SET | PREVIOUS ↑ |
| NO TO CANCEL | NEXT ↓ |

2. **Yes**

| | |
|--------------|---------------------|
| NEXT TRANSF. | ENTER FAX NUMBER |
| _____ | NO TO CANCEL |

3. Input the number of the Next Transfer Station.

| | |
|--------------------------------------|--|
| NEXT TRANSF. | |
| YES OR CLR . NO | |
| 201-5553456 | |

4. **Yes** **Function**

ID Code

This is the ID Code that you use with Polling, ID Transmission, Transfer Request, and Closed Network. If the ID Codes of all the machines taking part in these types of communication are not the same, the communication will fail.

1. **Function** **6** **0** **2** **2** **2** **2**

6 **1** then **↓** until the screen is as shown opposite.

| | |
|---------------------|-------------------|
| ID CODE | |
| YES TO SET | PREVIOUS ↑ |
| NO TO CANCEL | NEXT ↓ |

2. **Yes**

| | |
|------------|-------------------|
| ID CODE | |
| ID SETTING | YES TO END |
| _____ | |

3. Input the ID Code that you will be using.

Example: **4** **3** **6** **3**

Do not use 0000 or FFFF.

| | |
|--------------------------|-----------|
| ID CODE | |
| YES OR CLR | NO |
| 4363 | |

4. **Yes** **Function**

Confidential ID (Memory Card or Hard Disk required)

1. **Function** **6** **0** **2** **2** **2** **2**

6 **1** then **↓** until the screen is as shown opposite.

If no memory card or hard disk is installed, you will not see this prompt.

| | |
|---------------------|-------------------|
| CONFIDENTIAL ID | |
| YES TO SET | PREVIOUS ↑ |
| NO TO CANCEL | NEXT ↓ |

2. **Yes**

| | |
|-----------------|-------------------|
| CONFIDENTIAL ID | |
| ID SETTING | YES TO END |
| _____ | |

3. Input the Confidential ID that you will be using. Example: **6** **7** **5** **4**

You must input this ID when you wish to print a confidential message. If you cannot output a confidential file with this ID, the sender may have over-ridden your ID. Contact the sender.

| | |
|--------------------------|-----------|
| CONFIDENTIAL ID | |
| YES OR CLR | NO |
| 6754 | |

4. **Yes** **Function**

If you do not store a Confidential ID, you will not be able to receive confidential messages.

Memory Lock ID (Memory Card or Hard Disk required)

1. **Function** **6** **0** **2** **2** **2** **2**

6 **1** then **↓** until the screen is as shown opposite.

If no memory card or hard disk is installed, you will not see this prompt.

MEMORY LOCK ID

| | |
|---------------------------------------------|--------------------------------------------------|
| <input type="button" value="YES"/> TO SET | <input type="button" value="PREVIOUS"/> ↑ |
| <input type="button" value="NO"/> TO CANCEL | <input type="button" value="NEXT"/> ↓ |

2. **Yes**

MEMORY LOCK ID

ID SETTING

TO END

3. Input the Memory Lock ID that you will be using. Example: **6** **7** **5** **4**

You must input this ID when you wish to print an incoming message that was stored under the protection of the Memory Lock feature.

MEMORY LOCK ID

OR .

6754

4. **Yes** **Function**

NOTE: To print messages from Memory Lock, see page 79.



If you wish to use Memory Lock, make sure that it is switched on (use Function 81). See page 102 for details.

FAX MODE OPERATION