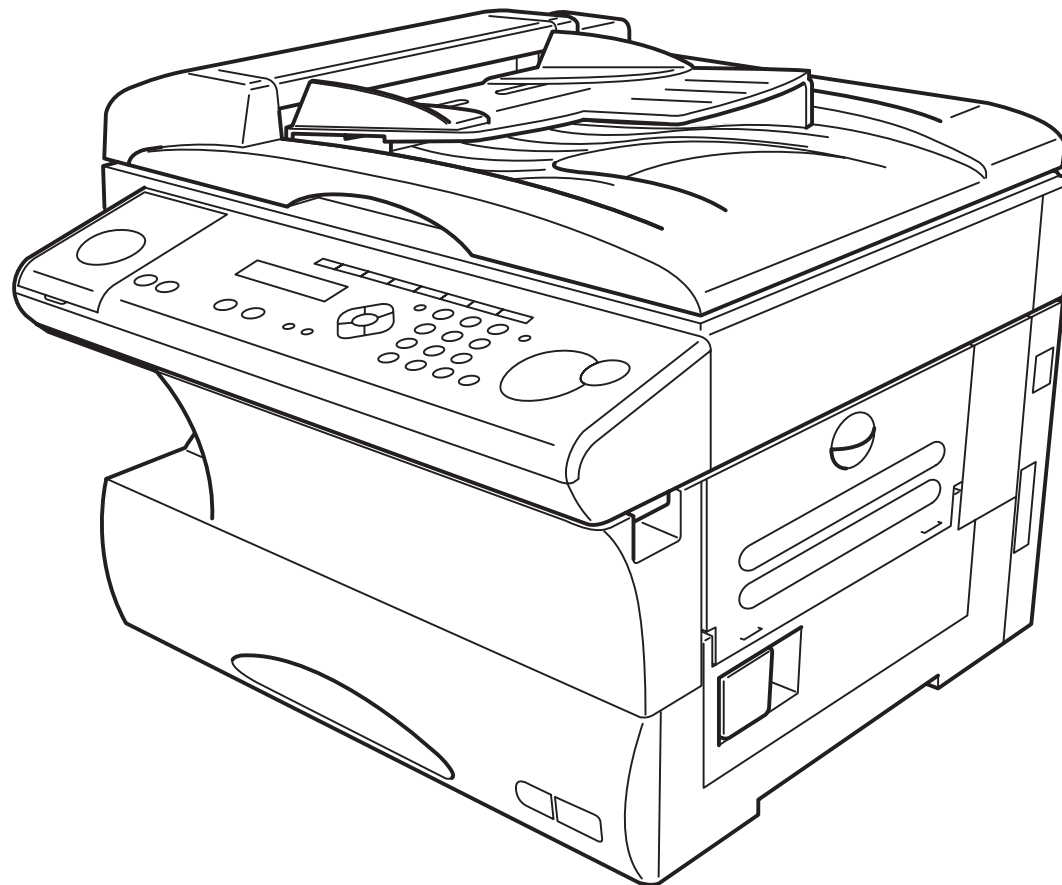


# Konica 7013

*Plain-paper digital Fax / Copier / Printer*



*Operating Instructions*

Welcome ...



As an Energy Star® partner, Konica has determined that this product meets the Energy Star guidelines for energy efficiency.

## Energy saving

Your machine can save the energy with its Energy Saving Mode.

In the Energy Saving Mode the printer will not use its fusing lamp and “Energy Save Mode” will be displayed on the LCD. If your machine receives a fax message or if any key is pressed your machine will automatically wake up.

The time for the machine to enter the Energy saving mode can be selected from 1 to 240 minutes. For details, see page 1.19.

## CE Statement

The Konica 7013 carries the CE mark.

This indicates that the machine complies to EN55022 1998 (Class B), EN55024 1998, EN61000-3-2 1995 +A1 +A2, and EN61000-3-3 1995 in accordance with EEC directive 89/336/EEC.

In addition the machine has been safety tested to IEC60950 1991 +A1 +A2 +A3 +A4 in accordance with EEC directive 73/23/EEC.

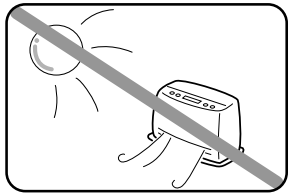
The Konica 7013 is a Class 1 LED product conforming to IEC60825-1 1993 +A1.

This equipment is suitable for connection to analog PSTN telephone networks that conform to the signaling requirements of CTR21. In case of a problem for further information please contact your supplier.

# Before using your Konica fax machine

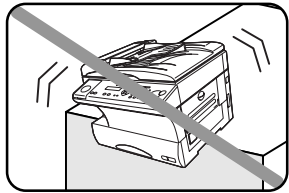
## Where to set up your fax machine

Follow these guidelines when setting up your fax machine:



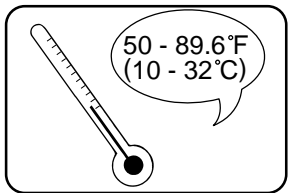
### Away from direct sunlight

To avoid overheating, set up your fax machine away from direct sunlight or a heater.



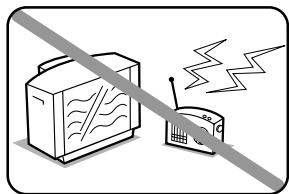
### Level, and vibration-free

To avoid damage to the machine or injuries, set the fax machine up in a level, vibration-free location.



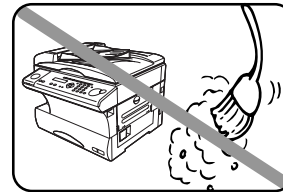
### Avoid extreme high / low temperature

Use your fax machine within the temperature range of 10° C to 32° C (50° F to 89.6° F).



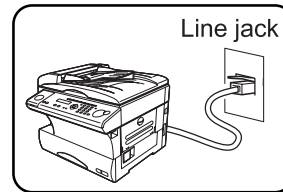
### Away from a television or radio

Many appliances and office equipment, including televisions, radios, copy machines, air conditioners and computers, can generate electronic noise that can interfere with the operation of your fax machine.



### Clean

Dust buildup can damage your fax. Periodically clean your fax machine as described in the operating instructions. **Do not use a dust cover**, which can cause damaging overheating.

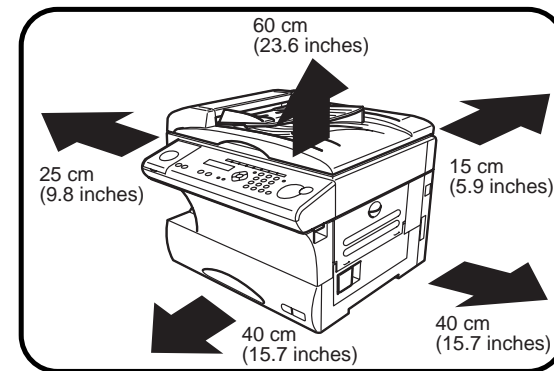


### Near a phone jack

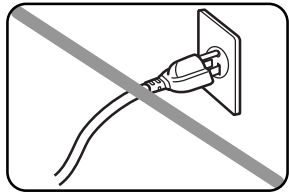
Your fax machine uses a standard (modular) telephone jack, also known as an LJU.

### Space around the fax machine

To ensure proper ventilation and easy operation, set up the machine in an area that meets the minimum requirements for clearance as illustrated below.

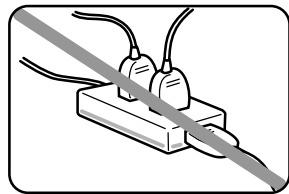


## Power requirements



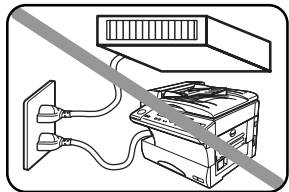
### Plug in the power cord

Plug the power cord carefully and completely into a wall outlet. Do not leave any portion of the electrical cord's metal plugs exposed. Doing so could cause a fire and poses a risk of electrical shock.



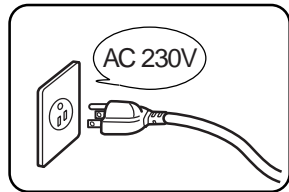
### Do not share an extension cord connector with other plugs

It can cause electrical shock.



### Do not share an outlet with a large appliance

High-consumption appliances such as a refrigerator or air conditioner can cause "draw-downs" which could damage your fax machine.



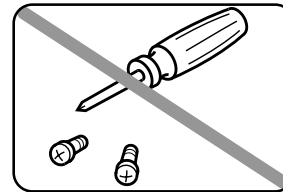
### 230 VAC outlet

Use a standard three-pronged 230 V electrical outlet to power your fax machine. Using any other electrical outlet will cause damage to your fax.

### For domestic use only

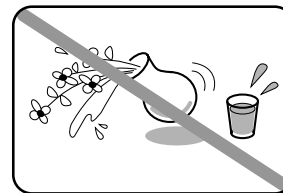
Never use your fax machine outside the country in which you purchased it. Doing so may violate telecommunication and safety regulations of that country, and variations in electrical and telephone standards can cause poor performance and damage to your fax.

## General Precautions



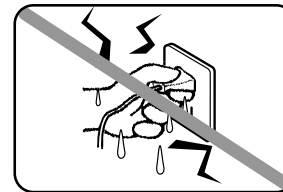
### Never disassemble your fax machine!

Disassembling your fax machine can cause serious injury to you and damage to your fax. If service is required, call your authorised Konica dealer.



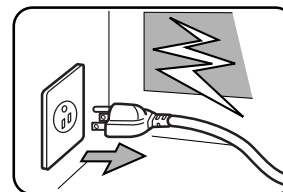
### Keep away from liquids

Keep liquids and metal pins or other objects away from your fax machine. If something falls into the fax machine, remove the plug from the outlet, and call your authorised Konica dealer.



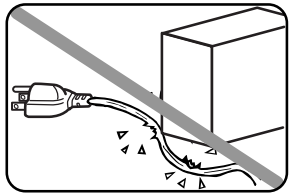
### Never handle your fax machine or power cord with wet hands

Never touch your fax machine or power cord if your hands are wet.



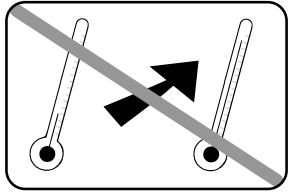
### During electrical storms, disconnect the plug from the outlet

Electrical storms can cause electrical shock or damage to the fax machine.



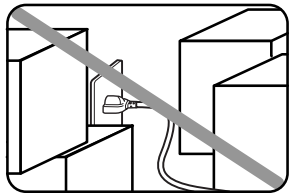
### **Do not put furniture or equipment on the power cord**

Do not put anything on or over the electrical power cord, and do not route the power cord under rugs or carpets. Doing so can damage the power cord or fax, and can cause fire or electrical shock.



### **Avoid temperature fluctuations**

Sudden changes in temperature can cause damaging condensation to form inside your fax machine.



### **Allow clearance around the outlet**

Don't stack boxes or furniture around the outlet.

### **Use caution when carrying the fax**

Lift and carry the fax machine as described in your operating instructions. Some fax machines require two people to safely and properly carry.

### **Use supplies manufactured specifically for Konica fax machines**

Using toner cartridges and other supplies that are not manufactured specifically for Konica machines may affect the operation of your unit.

## **Storing and handling toner and drum cartridges**

To avoid damage to your fax machine and to assure the best performance possible, follow these guidelines when storing and handling toner and drum cartridges:

### **Store the cartridge**

Store the cartridge at a constant temperature within a range of 0° C to 35° C (32° F to 95° F). To avoid dew do not store cartridges in locations subject to extreme fluctuation of temperature and humidity.

### **Do not stand the cartridge on its end and do not store it upside down.**

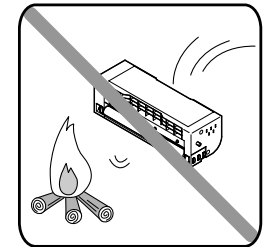
### **Do not open the protective bag of the cartridge until you are ready to install the cartridge.**

### **Do not store cartridges in areas of:**

- Direct sunlight
- Dusty conditions
- Near floppy disks or other computer media, computer screens, or any other materials sensitive to magnetic fields.

### **DO NOT BURN TONER CARTRIDGES!**

The toner powder is extremely flammable. Exposure to flame can cause toner cartridges to burn or explode, causing serious injury.



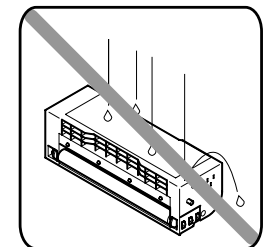
### **Be careful not to get the toner powder in your eyes.**

If the toner powder gets in your eyes, wash your eyes well and see a doctor.

### **Keep cartridges away from water or oil.**

### **Do not expose cartridges to direct sunlight.**

### **Do not expose the cartridges to static or other electrical shock.**



*This page is intentionally blank.*

# Welcome to your Konica fax machine!

These instructions are divided into the following sections.

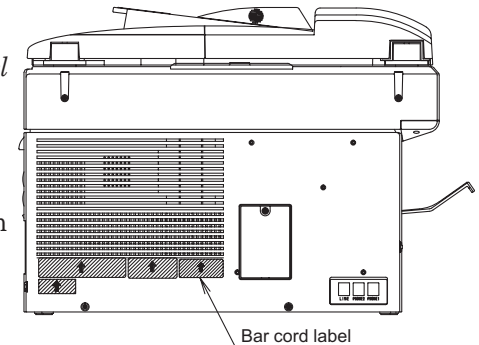
- **“Getting started”** (page 1.1) describes how to set up your machine, operating tips and some important settings that you should perform before you use your machine.
- **“Basic operations”** (page 2.1) describes the basic operations of the transmission, reception and copying.
- **“Advanced features”** (page 3.1) describes the convenient features of your machine.
- **“Changing the default settings”** (page 4.1) describes how to change the settings of your machine.
- Finally, **“Just in case ...”** (page 5.1) helps you if you ever have a problem with your machine. It also tells you how to give your machine the kind of easy, sensible care that should keep troubles to a minimum.

Thanks for choosing Konica.

## Find your serial number and write it down

Please note that your machine's *serial number* is located on the *bar code label* as shown on the drawing at right. Use the blank at the bottom of this column to copy this down *before* you set up your machine.

The serial number is shown IOF0 with five digits numbers, like “IOF012345”.



Please copy down your machine's serial number below for future reference, and note the machine's model number:

My machine's serial number: \_\_\_\_\_

My machine's model number: Konica 7013



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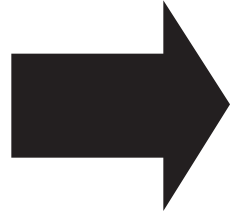
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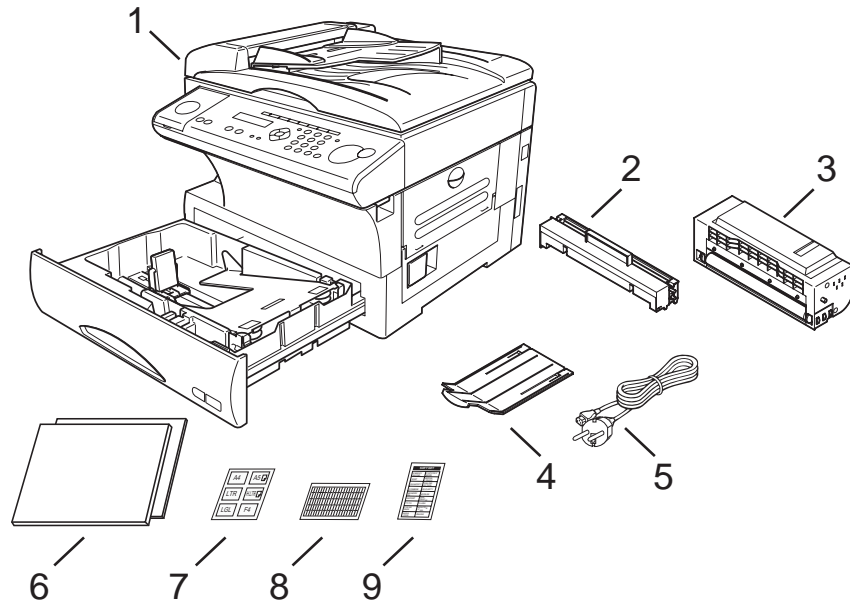
# Getting started



*This chapter describes how to set up your machine, operating tips and some important settings before you use your machine*

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# Packaging contents



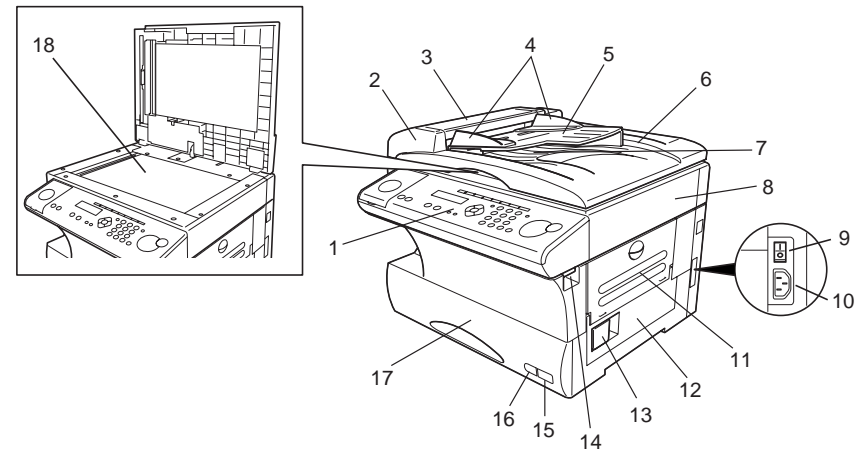
Included in your machine's packaging:

- |  |   |
|--|---|
| 1. Main unit with 500-sheet paper cassette installed | 6. Operating instructions and Quick reference |
| 2. Drum cartridge                                    | 7. Paper size stickers                        |
| 3. Toner cartridge                                   | 8. One-touch labels                           |
| 4. Extension paper tray                              | 9. Soft Key labels                            |
| 5. AC power cord                                     |   |

**Note:** Be sure to save the box (or boxes) and packing materials for reshipment.

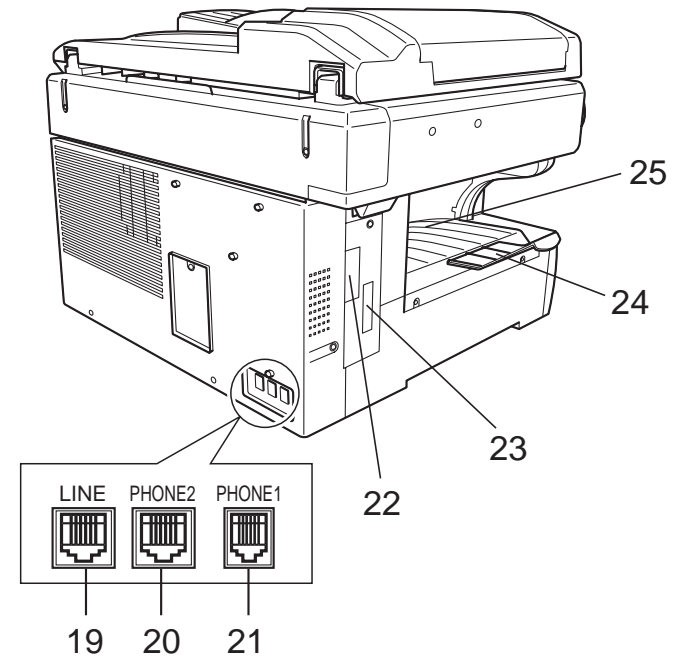
# Parts of your machine

**Note:** Any terms used here that are unclear to you right now will be explained in detail in the coming pages.



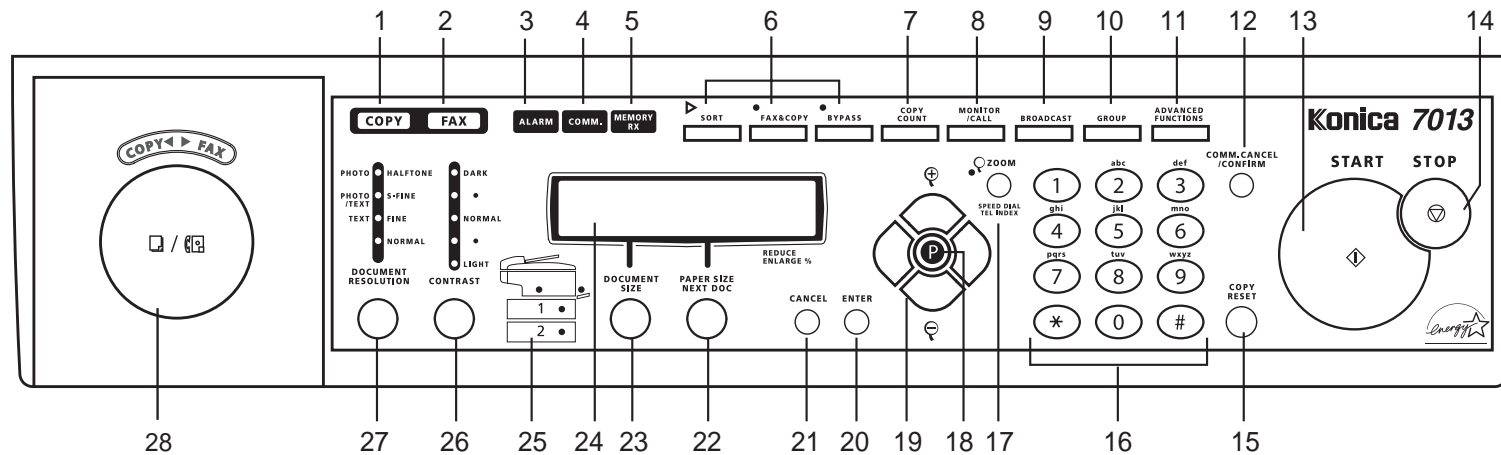
- 1 Control Panel** — The keys you use to operate your machine. (See pages 1.3–1.4 for more details.)
- 2 ADF (Automatic Document Feeder)** — The ADF automatically feeds original document into the machine, one at a time. It can hold up to 50 pages.
- 3 Scanner cover** — Opens this cover to remove original document jams.
- 4 Document guides** — Adjust these to fit the width of the original document so it will feed properly into the machine.
- 5 Document tray** — Holds original documents placed for scanning into the machine.
- 6 Platen cover** — Opens to scan an original document using the platen glass.
- 7 Original document exit** — Where your original document comes out after being scanned.
- 8 Top cover** — Opens to provide access for changing the toner and drum cartridge (or, occasionally, fixing printout jams).
- 9 AC power switch** — Turns your fax machine on and off.

- 10 AC power jack** — Where you plug in the AC power cord.
- 11 Bypass tray** — Open and use the bypass tray to use the paper that cannot be set in the paper cassette. It can hold up to 50 sheets of paper. For details about paper capacity of the bypass tray, see “Specifications,” page AI.2.
- 12 Side cover** — Open to fix a printout jam.
- 13 Side cover release** — Pull this to open the side cover.
- 14 Top cover release** — Pull up on this to open the top cover.
- 15 Recording paper size sticker** — Shows the size of the paper that is set in the paper cassette.
- 16 Recording paper level indicator** — Shows the level of the current paper supply without requiring you to open the paper cassette.
- 17 Paper cassette** — Set paper here. It can hold up to 500 sheets. For details about paper capacity of the paper cassette, see “Specifications,” page AI.2.
- 18 Platen glass** — Makes it possible for you to fax or copy objects and even irregularly shaped sheets, just as a conventional copier.



- 19 LINE jack** — Where you plug in the telephone line cord. The other end of the cord plugs into a wall telephone jack.
- 20 PHONE2 jack** — If you connect a second telephone to your machine, this is where you plug in the cord.
- 21 PHONE1 jack** — Not used.
- 22 PRINTER PARALLEL port (optional)** — Where you plug in the printer cable, when you use the optional printer controller.
- 23 RS-232C interface port (optional)** — Where you plug in the RS-232C cable, when you use the optional RS-232C interface kit.  
*or*  
**Network printer port (optional)** — Where you plug in the network cable, when you use the machine's printer on a network.
- 24 Extension paper tray** — Holds up the printout after it emerges.
- 25 Printed document exit** — Where the printout emerges.

# Control Panel Overview



- 1 COPY light** — Glows when the machine is in the Copy mode.
- 2 FAX light** — Glows when the machine is in the Fax mode.
- 3 ALARM light** — Glows when a problem occurs during fax communication, printing or scanning. The light stays on until the machine prints a *Check Message* report.
- 4 COMM. light** — Glows when the machine is communicating with another machine.
- 5 MEMORY RECEIVE light** — Glows when the machine is receiving an incoming fax document into its electronic *memory*.
- 6 Soft Keys** — Shortcut keys. Any function that can be turned on or off can be programmed into these three keys. If the light above one of these keys glows, this indicates the setting that's been programmed into it (see page 3.16) is turned on. These keys are programmed at the factory to turn the following functions on or off:

Soft key 1: **SORT** — Pressing this key will turn the Sort feature on or off.

**Note:** If the optional printer controller has been installed on your machine, this key will be the **ONLINE** key.

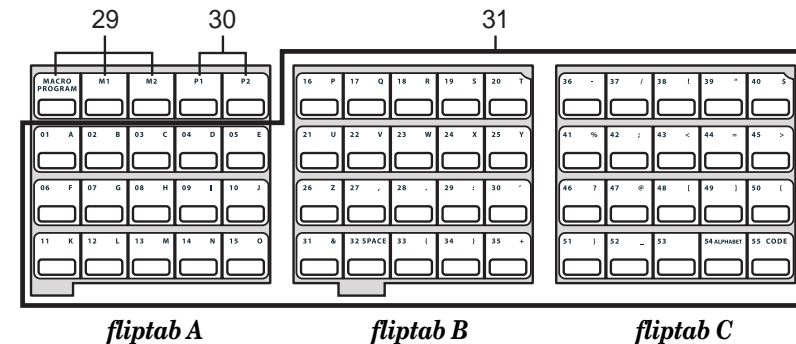
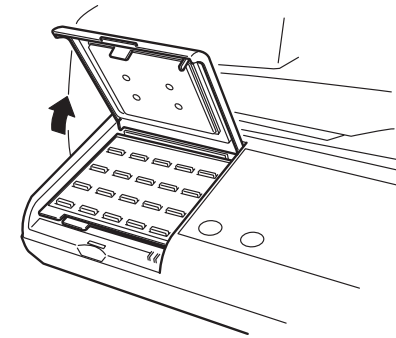
Soft key 2: **FAX&COPY** — Pressing this key will turn the Fax & Copy feature on or off. (Page 3.20.)

Soft key 3: **BYPASS** — Pressing this key will change the paper size in the bypass tray. (Page 1.10.)

- 7 COPY COUNT** — Pressing this key will make you see the number of total printed pages on the LCD.
- 8 MONITOR/CALL** — Pressing this key will turn the *monitor speaker* on or off. When it's on, it allows you to hear the call you're making. When using this feature, you can only hear the communication taking place.
- 9 BROADCAST** — Pressing this key will send a broadcast fax (sending the same document to more than one location).
- 10 GROUP** — Press this to set up a fax transmission to a *call group*, a set of fax numbers which will receive the same document in one fax operation.
- 11 ADVANCED FUNCTIONS** —  
*In Fax mode:* Chooses from following several fax options – delayed transmission, Polling, F-Code transmission, F-Code polling and Batch transmission.  
*Or, in Copy mode:* You can use Nega/Posi copy.
- 12 COMM. CANCEL/CONFIRM.** — Pressing this key will stop the transmission, or to review pending fax commands and the activity journal.
- 13 START** — Pressing this key will begin a fax transmission, reception or copying.
- 14 STOP** — Stops the current operation and ejects a document from the ADF.
- 15 COPY RESET** — Use in copy mode only. Pressing this key will reset the copy settings to their defaults.

- 16 Numeric keypad** — Just like the numeric keys on a regular tone-dialing phone. Use these to dial phone and fax numbers and to enter numbers when you're setting up the machine.
- 17 In Fax mode:**  
**SPEED DIAL/TEL INDEX** — Starts a *speed-dialing* operation, which you finish by pushing three of the keys on the *numeric keypad*. Also displays *one-touch* and speed-dial entries sorted alphanumerically, as in a telephone directory. (See page 3.8.)  
*Or, in Copy mode:*  
**ZOOM** — Pressing this key will turn on or off the **ZOOM light**. When the **ZOOM light** glows, you can set the copy reproduction ratio at 1% steps by using ▲ or ▼ key. When the **ZOOM light** is not lit, you can choose one of several fixed copy reproduction ratio by using ▲ or ▼ key.
- 18 Program key** — Any function can be started by first pressing this key and then entering the function number.
- 19 Cursor Keys**  
 ◀ ▶ ▲ ▼ — Scrolls (moves) through features and command options as displayed on the LCD.
- 20 ENTER** — It confirms user settings, begins operations and moves through command levels.
- 21 CANCEL** — Pressing this key will delete characters on the LCD and cancel commands you have entered into the machine.
- 22 PAPER SIZE/NEXT DOC** —  
*In Copy mode:*  
 Selects the printout paper you want to use.  
*While scanning a document:*  
 Pressing this key will tell your machine to scan one or more additional documents after the current scanning ends.
- 23 DOCUMENT SIZE** — Instructs the fax to scan A4, A5 or F4 sized documents when you use the platen glass.
- 24 Liquid crystal display (LCD)** — Shows the machine's status and lets you see what you're programming into the machine. The display shows 2 lines, 20 characters per line. If the LCD is blank, the machine is off.
- 25 Printer status lights** — Green lights indicate the acceptable paper sources. Red light will glow if the printer problem (such as paper jam) occurred.
- 26 CONTRAST** — Pressing this key will adjust the contrast level.

- 27 DOCUMENT/RESOLUTION** —  
*In Fax mode:* Pressing this key will toggle among the three resolution modes and grayscale.  
*Or, in Copy mode:* Pressing this key will select the type of your document.
- 28 COPY/FAX** — Pressing this key will toggle between Fax mode and Copy mode.



- 29 Macro Keys** — Programming the Macro keys (M1 and M2) can reduce many steps of the operation to a simple press of a key. You can “teach” the Macro keys to carry out one of the several operations (see pages 3.17–3.19).
- 30 Programmable One-Touch Keys** — The keys labeled P1 and P2, this lets you teach your machine an advanced multi-step function just once, then recall the function at any time by pressing one of these keys.
- 31 One-Touch Keys** — The keys labeled 01-55 offer one-touch dialing convenience. Also, you may use these keys to enter the characters when you are setting up the machine.



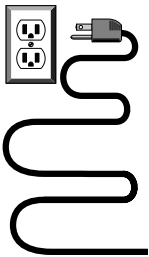
# Setting up

## Pick an installation spot

Where should you install your fax machine? The location should be:

- **Clean** — Dust buildup can damage your machine. (However, do not use a cover!)
- **In the open** — Allow at least 30 cm of clearance around your machine. Be sure that you never cover the machine. Its vents must be able to “breathe.”
- **Away from direct sunlight** — This helps avoid overheating.
- **Dry** — Avoid any location where splatters or sprays (such as from a water fountain) could reach your fax machine.
- **Level, and vibration-free.**
- **Near a phone jack** — Your fax machine uses a standard (modular) telephone jack, also known as an LJU.
- **Near an AC power outlet** — The AC power cord is about 1.8 m long when stretched to its limit, and the power cord should never be stretched to its limit.

## Power tips



- **Use a standard three-pronged 230 VAC outlet.**
- **Make sure the outlet isn't controlled by a wall switch.** If it is, you'll risk occasional shutoffs to the machine, causing you to lose fax messages.
- **Don't use an outlet which also is supplying power to a large appliance,** such as a refrigerator or air conditioner. Such high-consumption appliances can cause “draw-downs” (temporary drops in the power available for other equipment on the circuit) which could damage your fax machine.
- **Use an electrical surge suppressor,** preferably one which guards both telephone and electrical lines. This device helps to shield your fax machine from damaging high-voltage electrical surges.

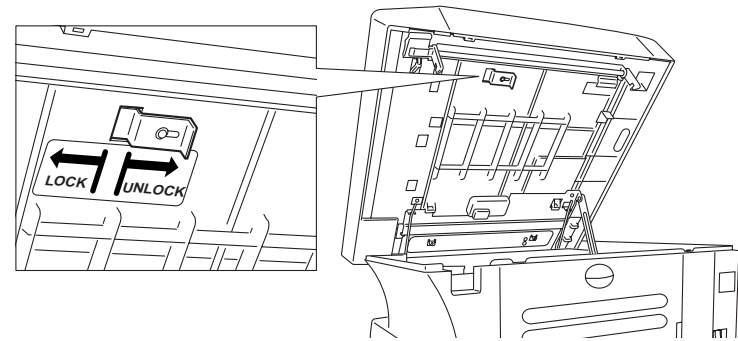
## Unlocking the mirror carriage

Your fax machine is shipped with mirror carriage locking plate for protecting your machine's mirror carriage during shipping.

**Important:** **Do not turn the power on** until after you have unlocked the mirror carriage. Otherwise, damage could result.

**Important:** Gently close the top cover so that you don't catch your hands, possibly injuring them.

- 1 Open the top cover. Loosen the screw which secures the mirror carriage locking plate, and then slide the plate.



- 2 After unlocking the mirror carriage, secure the mirror carriage locking plate mounting screw.

**IMPORTANT: BEFORE YOU USE THE MACHINE, YOU MUST TURN OFF THE TRANSPORT MODE (see page 1.8).**

**Note:** If you must ship your machine for some reason, turn on the transport mode, turn the power off and then lock the mirror carriage (undo the above procedure).



## Installing the printing supplies

Your fax prints incoming faxes and copies with a reliable 600 dpi print engine. Your fax requires two types of printing supplies (sometimes also called consumables):

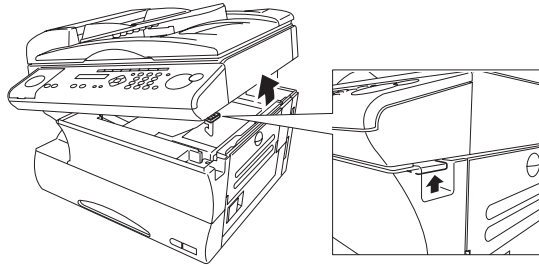
- The *drum cartridge* — It yields 20,000 “normal” A4-sized printouts (see “Specifications,” page A1.2). By “normal,” we’re referring to the amount of text and/or graphics on each page. This is based on an industry-standard test document.
- The *toner cartridge* — It yields 16,000 “normal”, A4-sized printouts (see “Specifications,” page A1.2).

**Note:** The toner cartridge included with your machine is *starter* toner cartridge, which yields 3,000 printouts. Please purchase regular, full-yield toner cartridge from your authorized Konica dealer.

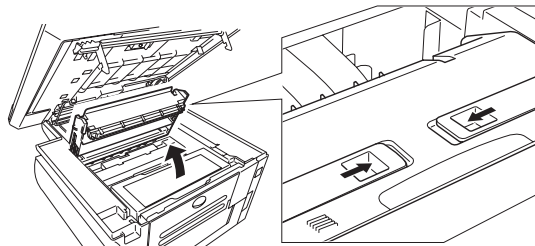
To install these supplies:

**Important:** Gently close the top cover so that you don’t catch your hands, possibly injuring them.

- 1** Pull up the *top cover release* and open the top cover.

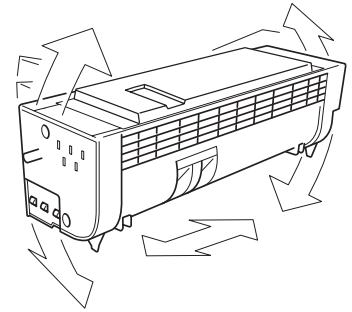


- 2** Slide the *printer cover release* and open the printer cover.

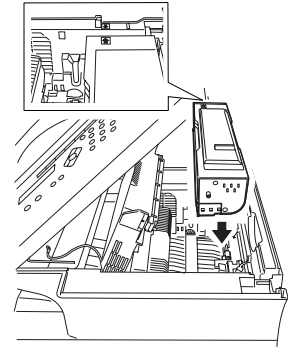


- 3** Unpack a new toner cartridge from its carton. Then, holding the toner cartridge with both hands, slowly shake it to distribute the toner evenly inside the cartridge.

**Note:** Do not touch the roller of the toner cartridge.



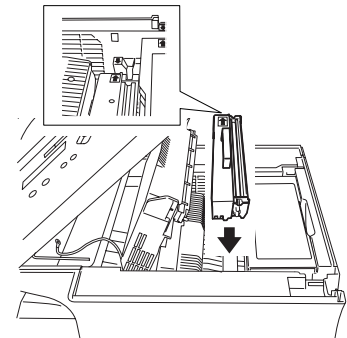
- 4** Gently install the toner cartridge in the printer, making sure the toner cartridge’s two pins fit in the slits inside the printer frame.



- 5** Unpack the drum cartridge from its carton.

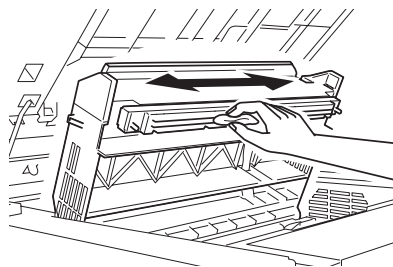
**Note:** Shield the drum cartridge from light, especially strong light. Later, if you have to remove the cartridge from the machine, immediately wrap it in a thick cloth to protect it from light.

- 6** Gently install the drum cartridge in the printer, making sure the drum cartridge’s four pins fit in the slits inside the printer frame.



- 7** Gently clean the LED print head using the cleaning paper included in the toner cartridge carton box. For best print quality, you should clean the LED head every time you change the new toner cartridge.

**Note:** Do not use abrasive materials on the LED print head, and do not subject the LED print head to strongly shock.

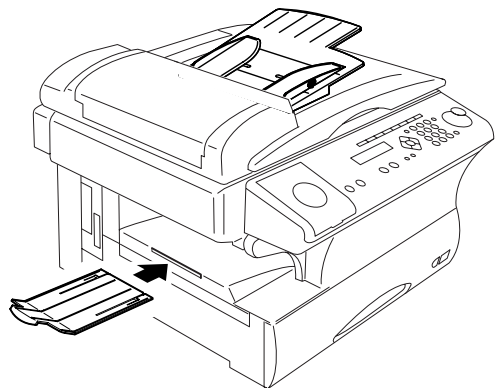


- 8** Gently close the printer cover.
- 9** Close the top cover. Be sure to push on a portion of the cover to lock it into its original (closed) position.

**Note:** The fax machine will not work if the cover isn't closed properly.

## Attach the extension paper tray

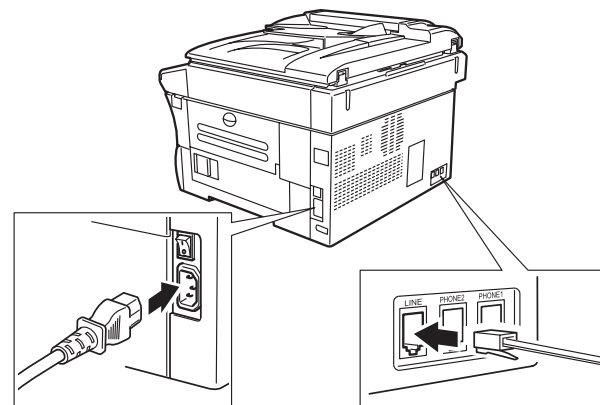
Attach the extension paper tray by inserting its two pegs at a slightly upward angle into the appropriate holes, as shown.



## Plug in and power up

- 1** Plug one end of the telephone line cord into the **LINE** jack on the machine's rear side and the other end into a standard telephone wall jack.
- 2** Plug the non-pronged end of the AC power cord into the AC power cord jack on the right rear side of the machine and the pronged end into a 230 V electrical outlet (preferably on a surge suppressor, as mentioned on page 1.5).

**Important:** Be sure that you do not turn the power on (next step) until after you have unlocked the mirror carriage locking plate. (see page 1.5).



- 3** Use the AC power switch to turn on your machine. The markings are international standards: I means on, O means off.

It will take a few seconds for the machine to warm up. The LCD shows:

**\*\* Warming Up \*\***

When the machine is ready to use (standby mode), you will see:

Copy Ready	1
A4 Auto	100%

## Turning off the transport mode

**Important:** After unlocking the mirror carriage (see page 1.5), you must turn the transport mode off by following procedures.

When the machine is in the transport mode, the LCD shows:

Mirror Locked

To turn off the transport mode:

- 1 Press **Program key**, \*, E.

Mirror Locked :On  
◀/▶/Enter

- 2 Select *Off* by pressing ◀ or ▶. Then press **ENTER** to turn off the transport mode. The mirror carriage will move to the home position.

Mirror Locked :Off  
◀/▶/Enter

**Important:** If you must reship the machine, turn on this mode to move the mirror carriage to the transport position (in step 2, above, press ◀ or ▶ to set the transport mode to *On*), then power off and lock the mirror carriage using the mirror carriage locking plate (see page 1.5).

## Adjust the monitor speaker's volume

You can set the volume of the monitor speaker.

- 1 Press **MONITOR/CALL** on the control panel. You now should hear a dial tone. And press ◀ or ▶ of the cursor key. The LCD indicates the volume:

\*\* Tel Mode \*\*  
Volume: ■■■■■■

- 2 To turn the volume up, press ▶.  
To turn the volume down, press ◀.
- 3 Press **MONITOR/CALL** again to hang up.

## Loading paper

### Acceptable paper size and cassette capacity

Paper source	Paper type	Paper size	Capacity
Paper cassette	Plain paper*1	A4☐, A5☐, F4☐	500 sheets
Bypass Tray	Plain paper*1	A4☐, A5☐, A6☐, F4☐, Letter☐, Legal☐, Half-letter☐, Executive☐, Custom-sized*2	50 sheets
	Envelopes	DL☐, Com#10☐, Monarch☐	1 sheet
	Postcard	100 × 148mm☐	20 sheets
	Transparency*3	A4☐	20 sheets

\*1 Paper weight: 60 – 90 g/m<sup>2</sup>

\*2 (97 – 216) mm × (140 – 356) mm (Width × Length): It only can use if the optional Printer Controller is attached.

\*3 We recommend: 3M PP2500 for laser printers or equivalent

**Note:** Do not use any paper which has been creased, wrinkled or has absorbed any moisture.

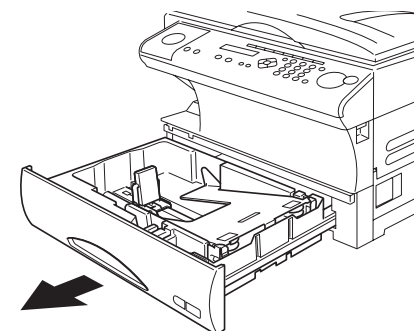
### Loading paper in paper cassette

Before you load paper, note the following:

- After you loaded paper in paper cassette, you must need to “tell” your machine which size of the paper, A4-, A5- or F4-sized, you loaded. You can do this by the “Setting of the paper size” operation. (See next page.)

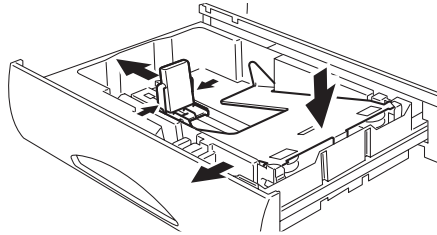
**Note:** If you will be using A4-sized paper, there's no need to adjust the cassette; your machine is initially set for A4-sized paper. Simply attach the A4 sticker to the outside of the paper cassette.

- 1 Open the paper cassette from the front of your machine by gently pulling it toward you.



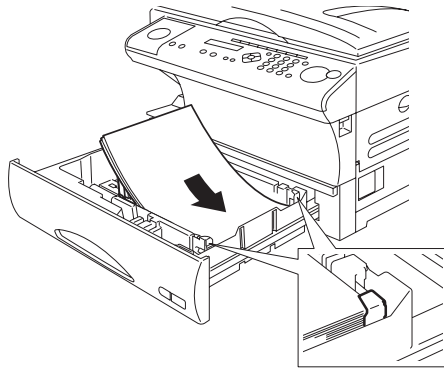
**2** While pressing the release lever, slide the paper length guide to the position for the paper size you want to use.

**3** Press down the paper lifting plate.

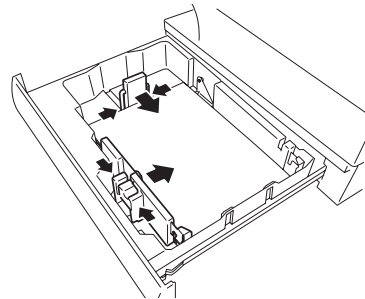


**4** Insert the paper into the cassette.

- Before you insert paper in the cassette, stack it so the leading edge and sides of the paper are even.
- Do not stack the paper over the limit mark inside of the cassette.
- Place the edges of the top sheet under the metal tabs on the cassette's left and right side.



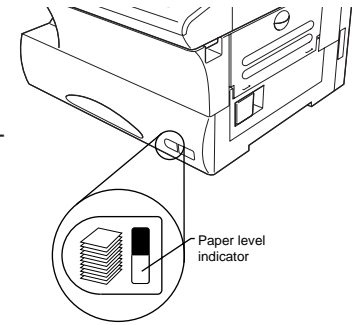
**5** Adjust the paper guides to fit the size of paper.



**6** Gently push the paper cassette back into its original (closed) position. You'll feel a click when it's properly in place.

**7** Attach the paper size sticker on the cassette's front.

**Helpful Tip:** The paper level indicator on the front paper cassette lets you see how much paper is in the cassette without your having to open the cassette. When you see the paper level indicator drop (i. e., show more blue area), make sure you have a supply of paper nearby. Then, when you see the "Please Supply Paper" message on the display, you'll be ready to refill the cassette.



**Important:** To avoid paper jams, do not refill this paper cassette without first removing all of any paper which may remain in it. In other words, do not just add sheets to an already-loaded stack.

## Setting of the Paper Size

**Default setting:** 1st cassette: A4, 2nd cassette(option): A4, Bypass tray: A4

When you change the size of paper in the paper cassette, also you must change the paper size setting, below.

**1** Press **Program key, B, 1, 0, 1, ENTER**. The LCD shows:

```
1st Cassette :A4
</>/Enter
```

**2** Press **<** or **>** until the recording paper size for the first cassette you want appears. In this example, we've chosen *F4*.

```
1st Cassette :F4
</>/Enter
```

**3** Press **ENTER**.  
If you have the optional second cassette, proceed to step 4. Otherwise, skip to step 6.

**4** Press **<** or **>** until the recording paper size for the second cassette you want appears. In this example, we've chosen *A5*.

```
2nd Cassette :A5
</>/Enter
```

**5** Press **ENTER**.

## Getting started

- 6 Press ◀ or ▶ until the recording paper size for the bypass tray you want appears. In this example, we've chosen A4.

Bypass Tray :A4  
◀ / ▶ / Enter

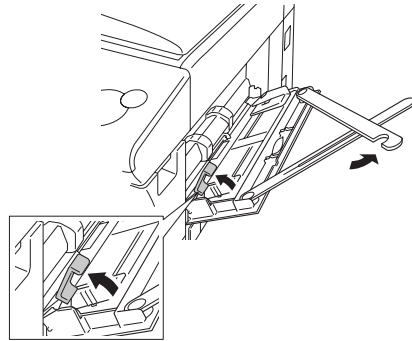
- 7 Press ENTER.  
Press STOP to return the machine to standby mode.

## Loading paper in bypass tray

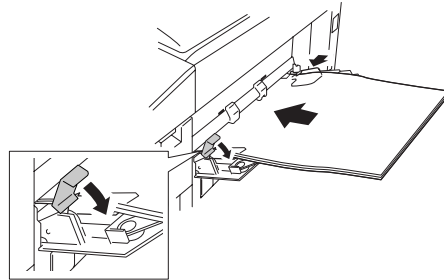
When you need to use a size of paper not currently loaded in your machine's paper cassette(s), or when you want to use a special type of paper (such as transparency film), use the bypass tray.

- 1 Open the bypass tray on the right side of your machine.

- 2 Pull out the hopper of the bypass tray and pull the flapper release lever.



- 3 Place the paper on the bypass tray. Adjust the paper guide to fit the paper and insert the paper until it comes to a stop. Then push back the flapper release lever.



**Note:** In Fax mode, if you have set the A4, A5 or F4 sized paper in the bypass tray, the machine will use this paper when it runs out of the paper in the paper cassette during the fax reception.

# Operating tips

## Changing modes

You can use this machine not only as a fax machine, but as a copier as well. Press **COPY/FAX** to change to the fax mode or copy mode.

**Fax mode:** If you want to use facsimile features, change to the Fax mode.

**Copy mode:** If you want to use copier function, change to the Copy mode.

When the machine is in the Fax mode, the **FAX** light on the control panel is on, and if the machine is in the Copy mode, the **COPY** light is on.

**Note:** You cannot switch modes in any of the following cases:

- When scanning a fax message for transmission.
- During the real time transmission.
- When programming any function settings.

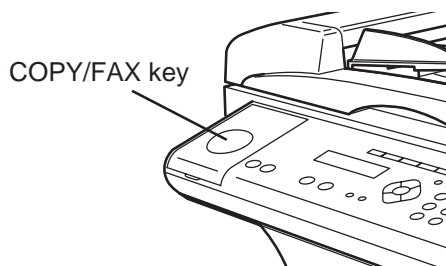
*Standby display of each mode:*

<b>Fax Ready</b>
1 Jan 2001 0:00

In Fax mode

<b>Copy Ready</b>	1
A4 Auto	100%

In Copy mode



## How to operate the machine

**To press:** 0 (zero), 1, 2, 3, 4, 5, 6, 7, 8, 9, # or \*

**Use:** The numeric keypad.

**Tip:** At no other time within this manual will we refer to the letters printed below the numeric keys and their uses (such as accessing abc by pressing the 2 key.) These letters are there only for your convenience in using your fax machine as a telephone.

**To press:** A, B, C, D or any other letter key

**Use:** The one-touch key labeled with that letter.

**Tip:** Please don't confuse the zero (0) with the letter o.

Here's an example. If we say "press **Program key, A, 1, 0, 1, ENTER**" ...

... you'd press **Program key**  
 ... then **A** (one-touch key 01(A))  
 ... then **1**  
 ... then **0** (the numeric key zero)  
 ... then **1**  
 ... and then **ENTER**

**Note:** Even though our example above includes commas, do not enter them into the fax machine. Those characters appear in our instructions to separate one number from the other. They do not need to be entered into your fax machine.

There is a function (broadcasting) which requires commas to be entered, but there is a special way to enter them. We'll explain this process later.

In other way, you can search almost all of your machine's function using the cursor key. See page 1.13.

## Turning off the power

Fax documents stored in memory will be lost 72 hours after you turn the power switch off or unplug the power cord. (See "Specifications," page A1.1.)



## Entering characters

Some settings give you a chance to enter characters; for your TTI, remote fax's name or others. To enter letters or other characters, use one-touch keys, numeric keypad or CODE keys.

### Using one-touch keys to enter characters

Open the one-touch cover and use the one-touch keys to enter letters and other non-numeric characters.

Your Name ;Upper  
\_

The word "Upper" means the machine will enter only upper-case letters.

To type a lower-case letter, press **ALPHABET** which is one of the one-touch keys.

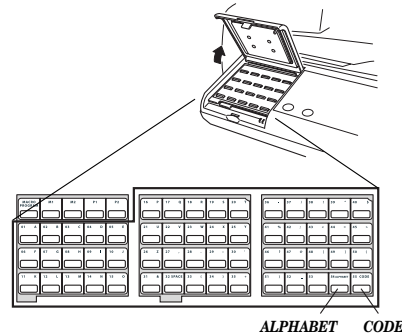
The display changes to:

Your Name ;Lower  
\_

This means pressing one-touch keys will enter lower-case letters.

To switch back for upper-case entries, press **ALPHABET**.

To enter spaces, punctuation and symbols, use the one-touch keys.



### Cancelling characters

If you entered an incorrect letter or digit, press **CANCEL** to erase to the left.

To change just one character in name and/or digit, press ◀ or ▶ to move the cursor to that character or digit. Then press **CANCEL** to erase it. Re-enter the character or digit correctly.

## Using CODE to enter characters

Also, you can use the **CODE** key to enter special characters or symbols.

- 1 When the machine prompts you to enter a name, press **CODE**. The LCD changes to:

Your Name ;Code  
\_

- 2 Find the character you want to enter in the chart below.

*First keypress*

	2	3	4	5	6	7	A	B	C	D	E	F
0		0	@	P	`	p	Ç	É		↑	α	ρ
1	!	1	A	Q	a	q	ü	æ	◊	↓	ä	q
2	"	2	B	R	b	r	é	Æ	Γ	á	β	θ
3	#	3	C	S	c	s	â	ô	┘	í	ε	∞
4	\$	4	D	T	d	t	â	ö	·	ó	μ	Ω
5	%	5	E	U	e	u	à	ò	·	ú	σ	ü
6	&	6	F	V	f	v	â	û	⌘	ñ	ρ	Σ
7	'	7	G	W	g	w	ç	ù	⌘	Ñ	9	π
8	(	8	H	X	h	x	ê	ÿ	\	á	ſ	¯
9	)	9	I	Y	i	y	ë	Ö	"	ø	ˆ	ƒ
A	*	:	J	Z	j	z	è	Û	Ø	¿	j	¶
B	+	;	K	[	k	{	ï	ç	ø	Γ	ˆ	⌂
C	,	<	L	¥	l		î	£	◁	□	φ	⌂
D	-	=	M	]	m	}	ï	¥	▷	i	‡	÷
E	.	>	N	^	n	→	Ä	Pt	"	«	ñ	↘
F	/	?	O	_	o	←	Á	f	°	»	‡	■

*Second keypress*

The legends in the black border indicate which key you press, and in which order, to get a given character.

For example, to get a back-slash (\) character, you'd press **C, 8**. (The blank areas for **2, 0** and **C, 0** indicate spaces.)

- 3 To enter each character, press the key combination listed on the chart.

**Important:** Remember, there are three ways to enter characters:

**Enter**

Numbers

Letters/characters

Letters/characters/numbers

**Using**

Numeric keypad

One-touch keys

CODE chart for key combinations

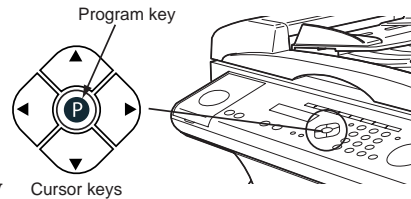
- 4 Press **ENTER** to save the name.

## Searching the functions using the cursor key

In this manual, we explain the operation with *short-cut* operations (for example, we will say, “press **Program key**, **A**, **1**, **0**, **1** . . .”), however you can search and enter almost all of functions using the **Program key** and **Cursor key**.

**Helpful Tip:** When you want to search any function settings in your machine, you will need the *function table* (see next page) for your searching. Please use it for your help.

To search and enter the function settings:



- 1** Press the **Program key**.
- 2** Search the level one function groups using ▼ or ▲ of cursor key until your desired item appears.
- 3** After you find the level one function item you want to program, press ► of cursor key to go to the level two function groups .
- 4** Search the level two function groups using ▼ or ▲ of cursor key until your desired item appears.
- 5** After you find the level two function item you want to program, press ► of cursor key to go to the level three function groups .
- 6** Search the level three function groups using ▼ or ▲ of cursor key until your desired function appears.
 

**Note:** You can go back to previous level function groups by pressing ◀ of cursor key before you have entered the level three function by pressing **ENTER**.
- 7** Press **ENTER** to enter the function setting.
 

**Note:** You can press **Program key** to enter the setting instead of **ENTER**.



# Function table

Level one function	Level two function	Level three function	Summary of setting	Default setting	Page
A. Autodial Entries	1.One-touch Dial	01.Enter One-Touch (Max. 55 locations.)	Select one-touch key and register the fax dial numbers and names, also group numbers on one-touch dial keys. If you register the name, you can use the telephone index feature. If you register the group number, you can use the group dialing.	—	3.2
		02.Erase One-Touch	Erase the registration in a one-touch key.	—	3.3
	2.Speed Dial	01.Enter Speed-Dial (Max. 145 locations.)	Select speed-dial number and register the fax dial numbers and names, also group numbers as Speed-Dial numbers. If you register the name, you can use the telephone index feature. If you register the group number, you can use the group dialing.	—	3.4
		02.Erase Speed-Dial	Erase the registration in a speed-dial number.	—	3.5
	3.Program One-Touch	01.Enter P One-Touch	Program several operations for a function you frequently use. This key can reduce several steps to a simple press of a key.	—	3.34
		02.Erase P One-Touch	Erase the programming in a programmable one-touch key.	—	3.48
B. User Settings	1.Machine Settings	01.Cassette Size	Select the size of paper in the paper cassette.	A4	1.9
		02.Protect Passcode	Enter the protection passcode for using the security features.	—	3.49
		03.Soft Key	Program to turn on or off any functions with just pressing this key. Soft key 1: SORT Soft key 2: FAX&COPY Soft key 3: BYPASS	See left.	3.16
		04.Silent Mode	Mute your machine.	Off	4.8
		05.Sleep Mode	Conserve power.	On	4.9
		06.Fax & Copy	Make a copy of your document each time it transmit.	Off	3.20
		07.Primary Mode	Determine the primary mode, Fax mode or Copy mode.	None	4.9
		08.Service Mode	For technical support. Do not set this setting to on unless an authorized technician asks you to do so.	Off	—
		09.Paper Source	Select paper source (paper cassette and bypass tray) for fax reception or copying.	For Fax / Copy	4.9
		10.2-Bin Tray* <sup>1</sup>	Select the paper tray for delivery. • Copy exit • Received fax document exit • List exit • PC-Fax print exit* <sup>2</sup>	Lower tray Upper tray Upper tray Upper tray	4.9

\*1: This option appears only if the optional 2-Bin tray has been installed.

\*2: This option appears only if the optional RS-232C interface has been installed.

Level one function	Level two function	Level three function	Summary of setting	Default setting	Page
B. User Settings	2.Fax Settings	01.Scan Parameters	You can set the following settings for send fax message. • Primary resolution mode • Primary contrast mode	Normal Normal	4.1
		02.Print Parameter	You can set the following settings for receive fax message. • Reduction rate • Reduction margin • Half-page reception	Auto 24 mm Off	4.3
		03.# of Rings	Number of rings before your machine answers.	Two times	4.4
		04.Redial	Number of times and interval for automatic fax redialing.	Two times Three minutes	4.5
		05.Dialing Pause	Dialing pause length.	Two times	4.5
		06.Memory Tx	On/Off setting for Memory transmission.	On	4.2
		07.Quick Memory Tx	On/Off setting for Quick Memory transmission.	On	4.2
		08.TTI Tx	On/Off setting for sending your TTI.	On	4.2
		09.ECM Mode	On/Off setting for ECM mode.	On	4.1
		10.Block Junk Fax	Reject the fax reception from unauthorized incoming faxes.	Off	3.53
		11.Security Rx	Keep all received fax messages in memory and after print them.	Off	3.49
		12.PIN Mode	Prevent unauthorized long-distance calls.	Off	3.51
		13.Passcode	Enter passcode for limiting polling access.	—	3.15
		14.Audible alarm	When your machine receives a fax message, it will sound the alarm tone.	Off	3.22
		15.Dial Prefix	Enter the appropriate access number to access the alternative telephone service provider.	—	3.23
	3.Copy Settings	01.Scan Parameters	You can set the following settings for copying. • Primary document type • Primary contrast mode	Text Normal	4.6
		02. Print parameter	You can set the margin for copying.	24 mm	4.6
		03.Auto Reset Time	Set the time (minutes) of resetting the copy parameters.	3 minutes	4.7
		04.Copy Auto	Set the default setting to “Auto” for one of the following: • Paper size • Reduce/Enlarge ratio • Document size	Paper size	4.7
		05.Copy Protect	On/Off setting for Copy protection.	Off	2.17
		06.Sort Copy	On/Off setting for Sorting copy.	On	4.7
		07.Nega/Posi	On/Off setting to reverse copy of black and white areas.	Off	2.17, 4.7
	4.Printer Settings	01.TCP/IP*3	Enter the IP Address, Subnet mask and Gate way address.	—	—

\*3: This option appears only if the optional NIC (network interface card) has been installed.

Level one function	Level two function	Level three function	Summary of setting	Default setting	Page
B. User Settings	5.Scanner Settings*4	01.Scan Parameter	Enter the scanning parameters.	—	—
		02.Scan Size	Set the scanning size.	—	—
		03.Auto Reset	Set the time (minutes) resetting the scan parameters.	—	—
C. Other Settings	1.Journal & Reports	01.Journal Auto Print	Print the Activity journal automatically after 100 transactions.	Off	3.20
		02.Journal Line Up	Change the printing order of the activity journal.	Off	3.21
		03.Report AutoPrint	Print the TCR (Transmit Confirmation Report) automatically after transmitting.	Off	3.21
	2.Cover Page	01.Set Cover Page	On/Off setting for sending the Cover page.	Off	3.22
		02.Enter Cover Page	Enter your message for the cover page.	—	3.22
	3.Department Code	01.Set Dept. Protect	Protection for department code settings.	Off	3.56
		02.Set Dept. Code	Register the Department code.	—	3.55
		03.Set Dept. Setting	On/Off setting for Department code activation.	Off	3.55
		04.Erase Dp.TimeList	Clear the total counts of each department code.	—	3.56
	4.F-Code Box	01.Set F-Code Box	Create the F-Code box.	—	3.25
		02.Erase F-Code Box	Erase an empty F-Code box.	—	3.32
	5.Batch Tx	01.Set Batch Box	Create the Batch box.	—	3.11
		02.Erase Batch Box	Erase an empty batch box.	—	3.13
	D. Doc. Management	1.Store Document	01.Polling Document	Store the document to be retrieved by other fax machine.	—
02.F-Code Document			Store the document to be retrieved by other F-Code compatible fax machine.	—	3.29
2.Erase Document		01.Polling Document	Erase stored document for polling transmission.	—	3.14
		02.F-Code Document	Erase stored document in the F-Code box.	—	3.31
		03.Batch Document	Erase stored document in the Batch box.	—	3.13
3.Document Print		01.Polling Document	Print the stored document for polling transmission.	—	3.14
		02.F-Code Document	Print the stored document in the F-Code box.	—	3.30, 3.31
		03.Batch Document	Print the stored document in the Batch box.	—	3.12
		04.Security Rx Doc.	Print the fax received document during Security reception (and return to your machine to normal reception mode until the next time).	—	3.50
		05.Com. Stored Doc.	Print the stored document for delayed transmission.	—	2.8

\*4:These option appears only if the optional printer controller has been installed. For details see the operating instructions that is included with the printer controller kit.

Level one function	Level two function	Level three function	Summary of setting	Default setting	Page	
E. Print	1.List Print	01.Machine Settings	Print a list of your machine settings.	—	4.10	
		02.Fax Settings	Print a list of the fax settings.	—	4.10	
		03.Copy Settings	Print a list of the copy settings.	—	4.10	
		04.Journal	Print the activity journal manually.	—	3.21	
		05.Commands List	Print a list of the delayed commands.	—	2.8	
		06.One-Touch List	Print a list of the one-touch dial keys.	—	3.3	
		07.Speed-Dial List	Print a list of the speed-dial numbers.	—	3.5	
		08.P One-Touch List	Print a list of the programmable one-touch keys.	—	3.47	
		09.Group List	Print a list of the group numbers.	—	3.7	
		10.Block Junk Dial List	Print a list of the blocked numbers.	—	3.54	
		11.Cover Page	Print a cover page.	—	3.22	
		12.Depart. Time List	Print a total communication time and printed pages of each department code.	—	3.56	
		13.F-Code Box List	Print a list of F-Code boxes.	—	3.28	
		14.F-Code Doc. List	Print a list of the document stored in the F-Code boxes.	—	3.28	
		15.Batch Box List	Print a list of Batch boxes.	—	3.12	
		16.Batch Doc. List	Print a list of the document stored in the batch boxes.	—	3.12	
		17.Macros List	Print a list of Macro keys.	—	3.19	
		2.Printer Functions	01.Demo Page* <sup>4</sup>	Print the highlight features and functions of the printer.	—	—
			02.Status Page* <sup>4</sup>	Print all the status and configuration of the printer.	—	—
	03.Font List* <sup>4</sup>		Print the list of all PCL fonts currently installed in the printer.	—	—	
	04.NIC Status* <sup>3</sup>		Print the NIC (network interface card) settings.	—	—	
F. PC-FAX Commands* <sup>2</sup>	1.PC-FAX	01.PC-FAX Scan	Scanning a document into the PC.	—	—	
		02.PC-FAX Initial	Initializing your machine.	—	—	
		03.Set RS-232C	Setting of the RS-232C parameters.	—	—	
I. User Install			Set-up the following settings: <ul style="list-style-type: none"> <li>• Language on the LCD and Lists</li> <li>• Current Day and Time</li> <li>• Your TTI (your name)</li> <li>• Subscriber ID (your fax number)</li> <li>• Phone dialing type</li> <li>• Fax reception mode</li> <li>• Time for the machine to enter the sleep mode</li> </ul>	English — — — Tone Fax Ready 5 minutes	1.18	

\*2: This option appears only if the optional RS-232C interface has been installed.

\*3: This option appears only if the optional NIC (network interface card) has been installed.

\*4: These option appears only if the optional printer controller has been installed. For details see the operating instructions that is included with the printer controller kit.

# Initial settings

Initial setting software is already installed on your Konica fax machine. It guides you through the process of entering your machine's settings. These settings you make here can always be changed later.

---

## Getting started

Determine the following before you go any further:

- 1 The type of dialing** your telephone system requires — Choose either *tone* or *pulse* (rotary) dialing.
- 2 The name and fax number you want to appear on your faxes** — Every fax page you send arrives at the receiving machine with a single line of text at the very top of the page. This text lists a *name*, called the *Transmit Terminal Identifier (TTI)*, and a *fax number*. The TTI cannot be longer than 22 characters.

---

## Clearing stored settings

Before the Initial setting, clear your machine's built-in *user data memory*. This ensures the memory will hold only *your* settings.

**Important:** After you set the Initial settings, *do not* clear the memory again unless an authorized technician asks you to do so.

To clear the machine's memory:

- 1** Press **Program key, \***, **2**. The LCD now asks if you want to clear the memory:

```
Clear User Settings
Check Enter/Cancel
```

**Note:** If you *don't* want to clear the memory, just press **CANCEL**.

- 2** If you *do* want to clear the memory, press **ENTER**.

## Entering initial settings

**Important:** If you press **STOP** during Initial settings, your fax machine returns to *standby mode* (its normal condition). But it will keep the settings you saved by pressing **ENTER** as described in these instructions.

- 1** Press **Program key, I, ENTER**.  
The LCD shows the current language setting.

```
Language :English
          </>/Enter
```

- 2** Press **<** or **>** until the language you want appears.

- 3** Press **ENTER** to save the setting and continue.

- 4** The LCD now shows the current calendar/clock setting, with a *cursor* appearing under the first digit.

```
Enter Time
  01/01 '01 00:00
```

- 5** Use the numeric keypad to enter the *correct date and time*, using a *DDMMYY* format for the *date* and *24-hour* format for the *time*. For instance, to set 8:30 PM on 11 July, 2002, press **1 1 0 7 0 2 2 0 3 0**, which results in:

```
Enter Time
  11/07 '02 20:30
```

**Note:** Your fax machine automatically inserts the spaces and date-slash. All you have to do is enter the digits.

*To change a digit*, press **<** to move the cursor left, or **>** to move it right. Then enter the correct digit.

- 6** Press **ENTER** to save the clock setting and continue.

- 7** The LCD now asks you to enter your fax number as you want it to appear on other fax machines' displays or printouts. The fax industry term for this number is *Subscriber ID*.

Your Fax Number  
\_

- 8** Use the numeric keypad to enter the fax number. The number may contain up to 20 characters.

Your Fax Number  
972555525\_

**Note:** If you make a mistake, press **CANCEL** to erase to the left. To change just one number, press **◀** to move left, or **▶** to move right. Press **CANCEL** to erase the number. Then re-enter the fax number correctly.

- 9** Press **ENTER** to save the number.

- 10** The LCD now asks you to enter the name you want to appear at the top of faxes you send. The name may be up to 22 characters in length.

Use the one-touch keys to enter letters and other non-numeric characters. (Refer to "Entering characters" on page 1.12.)

Your Name ;Upper  
\_

- 11** Press **ENTER** to save the setting and continue.

- 12** The LCD now shows the type of dialling:

Phone Type :Tone  
←/→/Enter

- 13** Press **ENTER** and continue.

- 14** The LCD now shows the machine's current reception mode.

Fax Ready  
◀/▶/Enter

- 15** For now, press **◀** or **▶** until the setting *Fax Ready* appears. (This setting can always be changed. We'll discuss reception modes further on pages 2.10–2.11.)

- 16** Press **ENTER** to save the setting and continue.

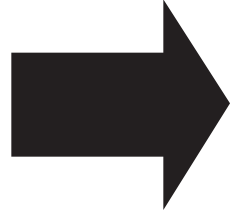
- 17** The LCD now asks you to enter the time for the sleep mode. Your machine will automatically enter sleep mode after your selected idle time has elapsed.

Sleep Mode Timing  
(001-240):005

- 18** Enter the time (in minutes) using the numeric keypad.

- 19** Press **ENTER** to save the setting. Your machine will return to standby mode.

# Basic Operations



*This chapter describes the basic operation of the transmission, reception and copying*

Sending faxes .....	2.1
Receiving faxes .....	2.10
Making copies .....	2.12
Using your fax machine as a phone .....	2.18

# Sending faxes

## Guidelines

You can send a fax message using the ADF (Automatic Document Feeder) or platen glass. Before you begin the fax sending, please read the following guidelines.

### Acceptable document sizes

You can set up to 50 sheets of A4-, A5 $\square$ - or F4-sized document in the ADF at one time. However, it's possible to fax a piece of paper as small as a notepad sheet or one up to 1 meter long.

The acceptable dimensions (width  $\times$  length) are:

#### Automatic document feeder (ADF)

##### SINGLE-SHEET

Maximum: 216  $\times$  900 mm

Minimum: 120  $\times$  100 mm

##### MULTIPLE-SHEET

Maximum: 216  $\times$  356 mm

Minimum: 210  $\times$  148 mm

#### Platen glass

Maximum: 216  $\times$  356 mm

### Things **not** to put in your fax

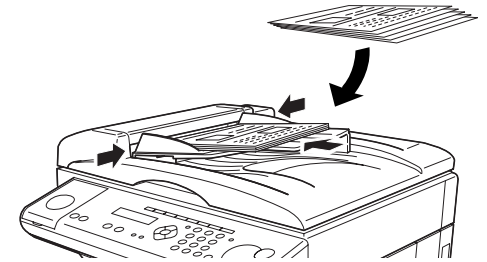
To avoid paper jams and damage to your machine, **don't insert:**

- Folded, curled, torn, wrinkled or very thin pages
- Documents with staples, glue, tape, paper clips or still-wet correction fluid
- "Sticky notes" (or documents with "sticky notes" attached)
- Cardboard, newspaper or fabric
- Pages with duplicating carbon on either side
- Credit cards or any small, thick items
- OHP transparency film

## How to set the document

*When setting the documents in the ADF (Automatic Document Feeder)*

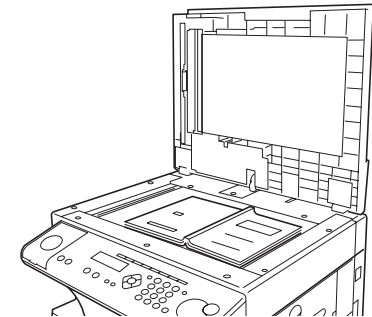
- 1 Insert your document(s) **face up, top edge first**. If you're sending a multi-page documents, "fan" the pages slightly.
- 2 Adjust the document width guide to fit your documents.



**Note:** The ADF can hold up to 50 pages of normal weight paper.

*When setting the documents on the Platen glass*

- 1 Make sure the document is not in the ADF.
- 2 Lift the platen cover.
- 3 Set your document **face down** on the platen glass. The document should be aligned to the **front right corner**.
- 4 Gently close the platen cover.



**Important:** Gently close the platen cover so that you don't catch your hands, possibly injuring them.



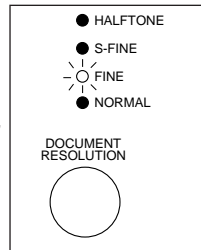
## Resolution, grayscale

### Reviewing resolution and grayscale:

- **Normal resolution** (“NORM” on the control panel) is suitable for most typed documents and simple drawings.
- **Fine resolution** (“FINE” on the control panel) is ideal for maps, moderately complicated drawings, floorplans or handwritten documents.
- **Superfine resolution** (“S-FINE” on the control panel, “S Fine” on the LCD) reproduces the detail of extremely complicated drawings or line art.
- **Grayscale mode** (“HALFTONE” on the control panel; “Gray” on the LCD) captures shades in photos and drawings.

**Note:** If you send a fax in superfine, certain fax models (especially older models) receive it only in fine mode. However, you can send a fax in grayscale mode to virtually *any* fax machine currently in use.

To change the resolution setting, press **RESOLUTION** repeatedly. A glowing LED indicates the fax is using the setting named by that LED. For example, in the drawing (right), the machine is set for FINE resolution.

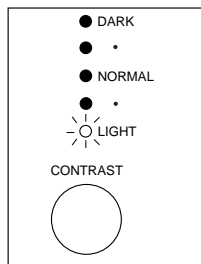


## Contrast

Setting the contrast allows you to compensate for any excessive lightness or darkness, as the case may be, of document pages you are sending or copying.

To change the contrast setting, press **CONTRAST** repeatedly. A glowing LED indicates the fax is using the setting named by that LED.

**Note:** To avoid confusing the Light and Dark settings, just remember — “Light lightens” and “Dark darkens” — to keep it straight.



## Mixing resolution and contrast in a multiple page

When you send the document with more than one page, you can select different resolutions and contrasts for each page.

Insert your documents, select resolution and contrast for first page, dial and press **START**. Then follow one of the following two procedures.

When the document is placed in the ADF:

Select resolution and contrast before the next page is scanned.

When the document is placed on the platen glass:

- 1 Remove the previous page and place the next page.
- 2 Select resolution and contrast. Then press **NEXT DOC**.

## Dialing pause

Some long-distance systems require dialing pauses, and pauses can also be useful when you're dialing through special telephone exchanges.

To insert a *pause*, assign **REDIAL/PAUSE** to a Soft key (see page 3.16), and then press **REDIAL/PAUSE**. (The pause character (-/) will appear on the LCD.) Each pause entered lasts for a factory-set two seconds.

For example, pressing **9, REDIAL/PAUSE, 19725552009** dials 9 [2-second pause] 1 9 7 2 5 5 5 2 0 0 9.

**Helpful Tip:** You can change the dialing pause length within 2 to 10 seconds. (see “Changing the pause length,” page 4.5.)

## Potential problems with call-waiting and voice mail

Telephone call-waiting signals can stop fax transmission and reception. And any service — such as voice mail — which may intercept your calls can keep your fax machine from receiving fax calls.

If you use only one line for both phone and fax, consult your telephone company to see how you can temporarily disable call-waiting or voice mail while using the fax machine.

## Memory transmission

Your fax machine has a great memory! Take advantage of it, and you could:

**Save Time.** By using your fax machine's memory, you won't have to wait for your machine while it completes the transmission. Simply scan your document into your machine's memory, and you can walk away with your original in hand.

**Save Money.** If you're transmitting to another memory-equipped fax machine, your machine will send the document directly into the other machine's memory and hang up. (The receiving machine then prints out your message from its memory after the call has ended.) This cuts your actual on-line time to a minimum.

**Save Even More Money.** Set up a delayed transmission (see page 3.10) to send your document after hours, and you can save more money, because the line charges will be cheaper.

**Note:** Some documents use up memory more quickly than others. They include documents with many pages and those with many dark areas. *When the machine's memory is full, it can transmit only through the document feeder.*

The memory transmission default setting is On. However, you can turn it off for the default. (See page 4.2.)

**Helpful tip:** If you will frequently turn this feature on and off, you can assign a Soft key (see page 3.16) to turn on or off by simply pressing that key.

---

## Memory overflow message

In normal memory transmission, if you've stored too much information in your machine's memory, a "Memory Overflow" message may appear on the LCD:

**Memory Overflow**  
**Start Or Cancel**

This appears because (1) too many pages have been stored in the memory, or (2) the pages that are stored have too much information on them for your fax machine to remember.

If this message appears, press **START** to tell your fax to keep as many pages in memory as possible, or press **CANCEL** to erase from memory all pages stored during the current operation (but not previous operations).

**Note:** If you don't operate your machine within 60 seconds, the machine automatically erase the document stored in the memory during the current operation.

Dividing a large document into smaller batches will help you avoid this error.

## Quick memory transmission

Using Quick Memory transmission can save you time over standard memory transmissions.

For a *normal memory transmission*, your fax: (1) scans your entire document into memory, (2) dials the other fax machine, then (3) transmits the document.

But with *Quick Memory transmission*, your machine doesn't wait to scan all pages into memory before dialing. After it scans the first page of your document, your machine dials the call. While dialing, connecting and transmitting, your fax machine continues to scan in the remaining pages of the document.

The quick memory transmission is *On* for default setting. However, you can turn off it for the default. (See page 4.2.)

**Important:** To use Quick Memory transmission, the memory transmission feature must be turned on.

---

## Real time transmission (Non-memory transmission)

In the following cases, the machine does not use its memory for sending a fax:

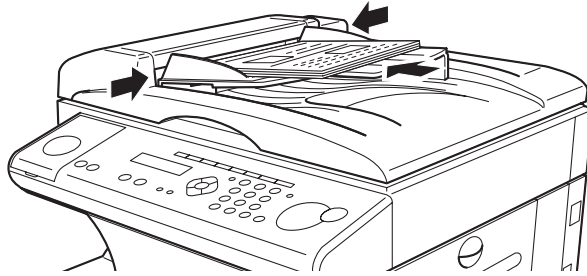
- When you turned off the memory transmission
- When you are sending a fax using **MONITOR/CALL** key.
- When the machine's memory is full

It is called *Real time transmission* mode. In this mode, the next page is not scanned in while the current page is being transmitted.

**Note:** In this mode, only one destination can be dialed.

**Note:** Real time transmission available only when using the ADF. When transmitting use the platen glass, the machine always uses Memory transmission mode even if you set the memory transmission to off.

## Sending a fax using the ADF



- 1 Press **COPY/FAX** to change to Fax mode.
- 2 Insert the document **face up, top edge first**. And adjust the document guides — by sliding either of them to the left or right — to fit the page(s) you'll be faxing. Your fax machine's ADF (Automatic Document Feeder) will hold up to 50 pages with A4-sized paper.

When a document is in the feeder, the LCD shows the scanning width and the amount of memory available:

```
Document Ready
A4           Mem100%
```

- 3 Adjust *resolution* and *contrast* if necessary.
- 4 Enter the fax number.  
Also, enter any access codes necessary, just as you would for a regular phone call. (Example: Enter 9 to “dial out” from an office telephone system, or 1 for long-distance.)

```
Press Start
919725552009_
```

- 5 Press **START**.  
By pressing **START**, you've just given your machine a command. In turn, your machine gives this action a command number as it scans the fax document.  
This command number appears on the first line of the LCD for a few seconds:

```
== Command:01 ==
```

You'll need to know this command number if you later wish to cancel the transmission or to print a stored document (see pages 2.7–2.8).

- 6 Now, everything is up to the machines — yours and the one you're dialing.
  - If the fax has been set for *Quick Memory transmit*, your machine scans the first page of your document into memory, then dials the other fax. When it makes contact, your machine transmits the stored document from memory while at the same time scanning the remaining pages of your document into memory. (In default setting, the *Quick Memory transmission* is *On*. If you want to turn off this feature, see page 4.2.)
  - If the fax has been set for the *normal memory transmit*, your fax scans the entire document into memory, then dials the other fax. When it makes contact, your machine transmits the entire stored document from memory.
  - If the fax is set for *Real time transmit (non-memory transmission)*, your machine simply dials the other fax. When it makes contact, your machine feeds the document through, scanning and transmitting it as it goes.

**Note:** The more “stuff” (called *black coverage*) your machine “sees” on a page, the more slowly the page feeds through as the fax scans it. And even if the page is relatively clean, sending it in grayscale mode or at certain resolutions makes your machine “see” more “stuff.” The same is true if you set the contrast to Dark.

**Important:** If you want to *cancel* a transmission while *scanning* the document, press the **STOP** key.  
If you want to *cancel* a transmission in progress, use the *Review Commands* function. See “Reviewing or canceling commands,” page 2.7.

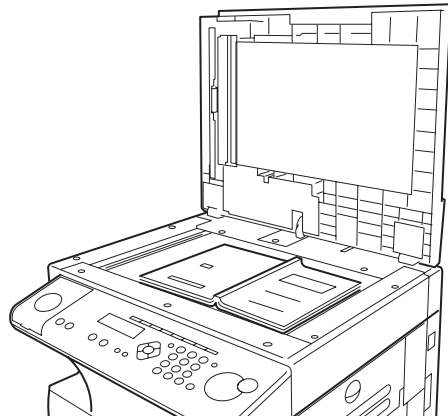
- 7 At the end of the operation, your fax machine beeps and displays:

```
919725552009
** Complete **
```

**Important:** Whenever you transmit a document, what actually appears on the top line of the display depends on information stored in the remote fax. The line may even be blank.


**Note:** If the call fails, see “Redialing,” page 2.6.

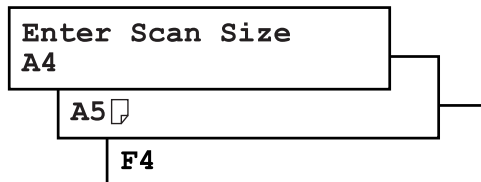
## Sending a fax using the platen glass



- 1 Press **COPY/FAX** to change to Fax mode.
- 2 If there's a document in the ADF, remove it.
- 3 Open the platen cover.
- 4 Place the document **face down** on the platen glass and align it with the document scale on the right, then gently close the platen cover. The document should be aligned to the **right front corner**.

**Important:** Gently close the platen cover so that you don't catch your hands, possibly injuring them. When a thick document, such as a book, is on the platen glass, **do not press strongly** from the top of the platen cover. This may break the platen glass and cause an injury.

- 5 Press **DOCUMENT SIZE** to select the document size, A4, A5  or F4.



- 6 Adjust *resolution* and *contrast* if necessary.

- 7 Enter the fax number.  
Also, enter any access codes necessary, just as you would for a regular phone call. (Example: Enter 9 to "dial out" from an office telephone system, or 1 for long-distance.)

```
Press Start
919725552009_
```

- 8 Press **START**.  
By pressing **START**, you've just given your machine a command. In turn, your machine gives this action a *command number* as it scans the fax document. This command number appears on the first line of the LCD for a few seconds:

```
== Command:01 ==
```

You'll need this command number to cancel the transmission or to print a stored document (see pages 2.7–2.8).

Then your machine will scan the document into the memory. While your machine scans the document, the LCD will show:

```
919725552009
A4 NextDoc Mem100%
```

- 9 When the scanning is done, the LCD will show:

```
Start Scan → NextDoc
Tx Start → Start
```

If you want to send more pages, proceed to step 10. Otherwise, press **START** to start the transmission, and skip to step 11.

- 10 Place the next page, then press **NEXT DOC** to start scanning.

**Note:** If necessary, select the document size (see step 5).

To send any more pages, repeat steps 9-10. Otherwise, press **START** to start the transmission, and skip to step 11.

- 11 Now, everything is up to the machines — yours and the one you're dialing. When it makes contact, your machine transmits the stored document from memory.

**Important:** If you want to *cancel* a transmission while *scanning* the document, press the **STOP** key. If you want to *cancel* a transmission in progress, use the *Review Commands* function. See "Reviewing or canceling commands," page 2.7.

- 12** At the end of the operation, your fax machine beeps and displays:

```
919725552009
** Complete **
```

**Important:** Whenever you transmit a document, what actually appears on the top line of the display depends on information stored in the remote fax. The line may even be blank.

**Note:** If the call fails, see “Redialing,” page 2.6.

## Sending a fax using MONITOR/CALL key

You also can fax a document using the monitor speaker to dial the call.

**Note:** In this function, you cannot send a fax using the platen glass.

- 1 Insert the document to the ADF.
- 2 Adjust *resolution* and *contrast* if necessary.
- 3 Obtain a dial tone by pressing MONITOR/CALL

In either case, the LCD shows:

```
** Tel Mode **
```

- 4 Enter the fax number by using the numeric keypad.  
Also, enter access codes with the number, just as for a regular phone call.

```
** Tel Mode **
919725552009_
```

- 5 When you hear fax tones from the remote unit, press START.
- 6 At the end of the operation, your fax machine beeps and displays:

```
919725552009
** Complete **
```

**Note:** If the call fails and you used MONITOR/CALL to dial, press MONITOR/CALL to hang up. Or if you’ve pressed START to begin the fax transmission, press STOP to end it.

Also see “Redialing manually,” below, if the call fails.

## Redialing

### Automatically fax redialing

If your fax call fails, your machine automatically redials it. In this *Auto Redial mode*, your fax *automatically redials* the number up to two times at one minute intervals.

**Note:** You can change the redial time and interval settings. (See “Changing redial settings,” page 4.5.)

While in the *Auto Redial mode*, the machine can continue to receive faxes and can make as many as 99 fax transmissions.

**Note:** If you used the MONITOR/CALL key to dial the call, you must redial manually (see below).

**Note:** If the last redial attempt fails, your machine may print (and/or display) error messages.

### Redialing manually

You can always redial calls manually. And you *must* redial manually if you used the MONITOR/CALL key to dial the failed call.

**Note:** To use the REDIAL/PAUSE key, you should assign it to a Soft key in advance. (See page 3.16.)

To redial a fax call manually without using the MONITOR/CALL key:

- 1 Set the document and set the resolution and contrast.
- 2 Press REDIAL/PAUSE. The LCD will show:  

```
View Redial History
0:1234567890
```
- 3 Your machine can remember the last 10 dial numbers. Press ◀ or ▶ until the dial number you want to redial appears.
- 4 Press START.

To redial a fax call manually with the MONITOR/CALL key:

- 1 Make sure the document is in the ADF and that the resolution and contrast are set.
- 2 Press MONITOR/CALL to get a dial tone.

- 3** Press **REDIAL/PAUSE**. The LCD will show:

```
View Redial History
0:1234567890
```

- 4** Your machine can remember the last 10 dial numbers. Press ◀ or ▶ until the dial number you want to redial appears.
- 5** When you hear fax tones from the remote unit, press **START**.

To redial a voice call manually using the telephone which is connected to your fax machine:

- 1** Lift the telephone's handset to get a dial tone.
- 2** Press **REDIAL/PAUSE**. The LCD will show:
- ```
View Redial History
0:1234567890
```
- 3** Your machine can memory the latest 10 dial numbers. Press ◀ or ▶ until the dial number you want to redial appears.
- 4** Press **START**.  
When the other person answers, use the telephone's handset to speak to that person.

## Reviewing or cancelling commands

Your fax machine can store many "jobs" in its memory. And it keeps track of each one by assigning it a command number, like "C01."

Delayed commands, redial attempts and current fax transmissions are all stored in your fax machine's memory and given a command number. Your machine can store up to 99 delayed commands. It identifies each by a two-digit *command number* ranging from 01 to 99.

The Review Commands function gives you the power to check on each job (or command) in your machine's memory. It also lets you cancel a command if you decide not to send the document.

To see your machine's stored commands or to cancel them:

- 1** Press **COMM. CANCEL/CONFIRM**. The LCD will show:

```
C01:5552009
▲/▼/▶/Cancel
```

- The LCD shows the *first* command, indicated by its command number and the phone number it will dial.
- If your machine is attempting to perform a command *now*, it appears on the display.

**Note:** If you do not have any stored commands in your machine, the LCD will show:

```
No Command
```

Press **STOP** to return to the standby mode.

Or, if you want to see the result of the fax transaction, press **COMM. CANCEL/CONFIRM**. (See "View the result of fax transaction" on page 2.9.)

Here, you see *command 01*, followed by the number it's set to dial. If the command is to send a *broadcast*, "Broadcast" appears instead of the phone number. (See "Broadcasting," page 3.9.)

If the command is to send a *batch transmission*, the LCD shows its *batch box number* (such as "B01") rather than the command number. (See "Batch transmission," pages 3.11–3.13.)

If the command is for a *Call group dialing*, the group number (such as "G01") appears instead of the phone number. (See "Call group dialing," page 3.7.)

- 2** Press ▲ or ▼ to scroll through currently stored commands.



- 3 If you want to cancel the command shown, press **CANCEL**. The LCD shows:

```
C01:9-5552311
Check ▲/▼/▶/Cancel
```

- 4 To go ahead with canceling the command, press **CANCEL** again. Go back to step 2 to view other delayed commands.

To *keep* this command but to continue reviewing stored commands, press ▲ or ▼. Go back to step 2.

To keep this command *and* stop reviewing commands, press **STOP** to return your machine to standby mode.

**Note:** See also “Reviewing or canceling parts of a broadcast,” below.

### Reviewing or canceling parts of a broadcast

You also can review or cancel certain numbers within a broadcast:

- 1 Press **COMM. CANCEL/CONFIRM**.
- 2 Press ▲ or ▼ to scroll through currently stored broadcast command.

**Note:** Stop this operation at any time by pressing **STOP**.

```
C01:Broadcast
▲/▼/▶/Cancel
```

- 3 If you want to cancel the command shown, press **CANCEL, CANCEL**.  
If you want to review *individual* numbers within this broadcast, go on to step 4 *without* pressing **CANCEL**.

- 4 To review *individual* numbers within this broadcast, press ▶ (or **BROADCAST**) to see the first number. The LCD shows:

```
9-5550388
▲/▼/◀/Cancel
```

- 5 Press ▲ or ▼ until you find the number you want to cancel.
- 6 Press **CANCEL, CANCEL**. The next number will appear.  
If you want to cancel this number, also, repeat this step.  
If you want to cancel a different number, go back to step 5.  
If you want to go back to reviewing or canceling other command, press ◀.  
If you don't want to cancel any more numbers, press **STOP**. The machine returns to standby mode.

## Printing a delayed command list

Your machine can print a *command list* which tells you:

- The command's identification number
- The phone number, or “remote location”
- The start time (this appears in a *DD,HH:MM* format)
- A “note” telling if the command is a *polling* or *F-Code* operation (see pages 3.14–3.15 for more on *polling* and 3.25–3.34 for more on *F-Code communication*).

To print a delayed command list, press **Program key, E, 1, 0, 5 ENTER**.

## Printing a stored document

Your fax machine can print out each document stored for delayed transmission. To print a stored document, you'll need to know the document's command number, which you can get by either reviewing the commands or printing a delayed command list (see above).

- 1 Press **Program key, D, 3, 0, 5 ENTER**. The LCD shows:

```
Com. Stored Doc.
Command No.      :_
```

- 2 Use the numeric keypad to enter the command's identification number, 1–99. For example, we could enter the following for the very first command, 1:

```
Com. Stored Doc.
Command No.      :1_
```

- 3 Press **ENTER**. Your fax machine will print a copy of the stored document.

## View the result of fax transaction

You can see 70 most recent fax transactions and result of each transactions with the following information.

- Assigned number, starting each day at 001
- Remote location called (The destination name)
- Starting date and time
- Result of the call — If preceded by an asterisk (\*), this signifies an ECM communication. If preceded by a pound (#), this signifies communication was via the highspeed V.34 modem.

**Note:** Your machine's LCD shortens the word *Transmission* to *Tx* and the *Reception* to *Rx*.

- 1 Press **COMM. CANCEL/CONFIRM.** *twice*. The LCD shows:

```

Communication Result
Comm.Cancel/Enter
  
```

**Note:** If you want to go back to the previous display, press **COMM. CANCEL/CONFIRM.**

- 2 Press **ENTER.** The LCD will show the latest fax transaction.

```

Tx001:ABC
OK 10/12 10:26 ▼
  
```

- 3 Press ▼ or ▲ until the transaction you want appears.

**Note:** You can print a result of the fax transaction appears on the LCD by pressing **ENTER.**

- 4 If you wish to exit this mode, press **STOP.**

*Printing all result of daily fax transactions:*

If you want to print all results of fax transactions, press **Program key, E, 1, 0, 4 ENTER.**

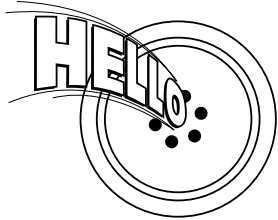
**Note:** You can set your machine to print all results of faxing automatically. See "Setting the Activity journal" on pages 3.20–3.21 for more details.



# Receiving faxes

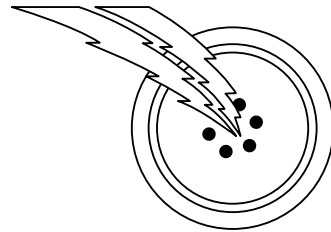
## Answering calls manually

In any reception mode, you can always answer calls manually *if a telephone is connected to your machine*. Just pick it up, as you would if using a normal phone.



If you hear someone speaking to you, use your telephone to speak back.

If you hear *fax tones* (“beep — beep — beep”), press **START** and hang up your telephone. The fax machine will begin receiving a fax.



## Answering fax calls using another phone, not connected to your fax machine

If you have one phone line ringing to several phones in your office and *a telephone attached to your fax*, there’s no need to run to the fax machine to answer every call. If you happen to answer a fax call while you’re at another extension, put the handset down, but don’t hang up. Walk to the fax machine and pick up the telephone which is connected to the fax machine. Then press **START**.

After you press **START**, hang up both the telephone’s handsets. Because remote fax machines will wait several seconds to hear reception tones from your unit, you have about 30 seconds to walk to your fax, pick up the handset, and press **START**.

## Reception modes

Your fax machine has five different reception modes — *Tel Ready*, *Fax Ready*, *Fax/Tel Ready*, *Tel/Fax Ready* and *Ans/Fax Ready*. We’ll explain each of these in this section.

### Tel Ready mode

- Use it if:**
- You want to use the same line for both fax and phone calls *and*
  - On that line, you’re using at least one other phone which is *not* connected to your fax machine
  - or
  - On that line, you’re using at least one other phone which is *not* connected to your fax machine

**In this mode:** Your fax machine never answers calls automatically. You must answer each call and if you hear a fax tone, press **START** on your fax machine to receive a fax message.

### Fax Ready mode

**Use it if:** Your fax machine uses its own phone line and doesn’t share it with a phone or an answering machine.

**In this mode:** Your fax machine answers each call and attempts to receive a fax.

### Fax/Tel Ready mode

- Use it if:**
- A telephone is connected directly to your fax machine *and*
  - You’re using the machine as both a fax machine and a telephone

**In this mode:** Your fax machine receives faxes silently *but also* alerts you when a regular voice call comes in. (Your fax machine also beeps once at the end of each reception.)  
If a voice call comes in, your fax machine detects it and sounds a special ring. If you hear it, answer using your phone.

**Note:** This Fax/Tel Ready mode won’t turn off ringers on other telephones in your house or office. Other phones won’t distinguish between fax and voice calls.

## Tel/Fax Ready mode

- Use it if:**
- A telephone is connected directly to your fax machine *and*
  - You're using the machine as both a telephone and a fax machine

**In this mode:** Your fax machine rings the number of times you've identified in the user settings (the default setting is two times). If you don't answer the call, your fax machine answers the call. If a caller sends a fax, your machine begins receiving it. If a voice call comes in, your machine detects it and sounds a special ring, telling you to answer a call.

## Ans/Fax Ready mode

**Use it if:** You're using an answering machine that's connected directly to your fax machine.

**In this mode:** An answering machine connected to your fax machine answers each call. If a voice call comes in, the answering machine begins to record the incoming message. If your fax machine hears a fax tone, it begins receiving the fax message.

### Using an answering machine with your fax machine

To connect your answering machine to your fax machine:

- 1 Set the fax machine for Ans/Fax Ready, as described on right column.
- 2 Set your answering machine to answer calls after *no more than* two rings. (See the answering machine's instructions if necessary.)
- 3 Create a new outgoing message on your answering machine. Here's a suggested message:

*Hello! You've reached [your name or telephone number]. To leave a **voice** message, please wait for the beep. To send a **fax**, press **START** on your fax machine. Thanks for calling!*

**Important:** Your answering machine's outgoing message must be *no longer than* 10 seconds.

### Detection of "silent" fax machines

Some older fax machines don't send fax tones when transmitting, which can cause problems when using an answering machine with your fax.

But your fax machine can accommodate these "silent" machines *without* disrupting your answering machine operation.

## How to select the fax reception mode:

- 1 Press **Program key**, **I**, and then press **ENTER** *seven times*. The LCD shows your current fax reception mode:

Fax Ready  
◀ / ▶ / Enter

- 2 Press **◀** or **▶** until your desired reception mode is appeared.

Fax/Tel Ready  
◀ / ▶ / Enter

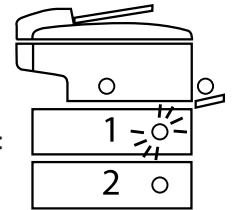
- 3 Press **ENTER** to save the setting.

## If the paper runs out while fax reception

When your machine runs out of paper, it beeps, the red light of the printer status lights glows and the LCD shows which source has run out of paper – the 1st cassette, 2nd cassette (optional) or the bypass tray.

In this example, the machine runs out of paper in 1st cassette:

1st Cassette  
Please Supply Paper



**Helpful Tip:** If the A4, A5 or F4 sized paper has been set in the bypass tray, your machine uses it when running out of paper in the paper cassette(s) during fax reception. Your machine's bypass tray can hold up to 50 sheets of the paper.

Your fax machine cannot *print* fax messages without paper. But it can still receive documents into its memory, as described in the section below.

## Out-of-paper reception

If your machine runs out of paper, it stores up to 250 fax *receptions* in its memory. This is called *out-of-paper reception*. Once you refill the paper supply, the fax machine prints the stored messages automatically.

**Note:** The number of *pages* (not *receptions*) your fax machine can store for out-of-paper reception will vary. It depends on:

- Your machine's memory capacity
- Types of documents being sent to your machine
- Resolution of documents being sent to your machine

# Making copies

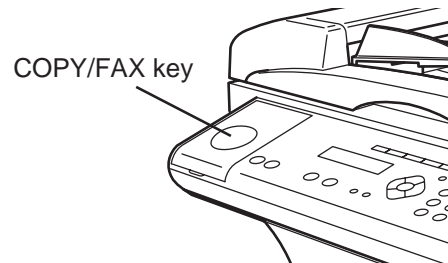
## Your machine's copier features

Your machine has the following copier features:

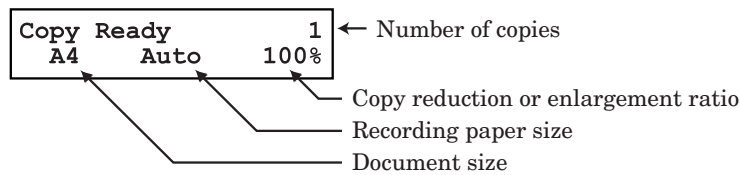
- Single copy (see the right column on this page)
- Stacking multiple copies (see page 2.13)
- Sorting multiple copies (see page 2.13)
- Enlarged or reduced copies (see page 2.13)
- Negative/positive copy (Reverse black and white areas) (see page 2.17)

## Basic copy procedure

- 1 Press **COPY/FAX** to change to Copy mode.



When the machine is in the Copy mode, the LCD shows:



**Note:** For details about each item, see “Making copy settings,” pages 2.15–2.16

- 2 Place your original document in ADF **face up**, or on the platen glass **face down** just as you would to send a fax.
- 3 Enter the document size by pressing the **DOCUMENT SIZE**.
- 4 As needed, set the following:
  - Select document type and adjust image contrast
  - Enter the number of copies
  - Set copy reduction or enlargement ratio

**Note:** For details about each item, see “Making copy settings,” pages 2.15–2.16.
- 5 Press **START**.

**Note:** To reset the copy parameter to default setting, press **COPY RESET**.

**Note:** To stop the copying, press **STOP**.

## Single copy

- 1 Press **COPY/FAX** to change to Copy mode.
- 2 Place your original document in ADF **face up**, or on the platen glass **face down** just as you would to send a fax.
- 3 If you are using platen glass, enter the document size by pressing the **DOCUMENT SIZE**.
- 4 As needed, set the following:
  - Select document type and adjust image contrast
  - Set copy reduction or enlargement ratio

**Note:** If you want to enlarge copy, use the platen glass.
- 5 Press **START**.

## Stacking multiple copies

- 1** Press **COPY/FAX** to change to Copy mode.
- 2** Press **SORT** to turn the sort setting off.  
**Note:** The default setting for sorting is *On*. To change the default setting, see page 4.7.
- 3** Place your original document in ADF **face up**, or on the platen glass **face down** just as you would to send a fax.
- 4** Enter the document size by pressing the **DOCUMENT SIZE**.
- 5** Using the numeric keypad to enter the number of copies you want (up to 99).
- 6** As needed, set the following:
  - Select document type and adjust image contrast
  - Set copy reduction or enlargement ratio**Note:** For details about each items, see “Making copy settings,” pages 2.15–2.16.
- 7** Press **START**.

**Note:** To stop the copying, press **STOP**.

## Sorting multiple copies (using ADF)

**Note:** You cannot use the platen glass for sorting multiple copies.

- 1** Press **COPY/FAX** to change to Copy mode.
- 2** Make sure the LED on **SORT** glows, which means the sort setting is turned on.  
**Note:** If the LED does not glow, press **SORT** to turn it on.
- 3** Place your original document in ADF **face up**, just as you would to send a fax.
- 4** Set the document size by pressing the **DOCUMENT SIZE**.
- 5** Using the numeric keypad to enter the number of copies you want (up to 99).
- 6** As needed, set the following:
  - Select document type and adjust image contrast
  - Set copy reduction ratio**Note:** For details about each items, see “Making the copy settings,” page 2.15.

- 7** Press **START**.

**Note:** To stop the copying, press **STOP**.

## Enlarged or reduced copies

Your fax machine is capable of enlargement and reduction when copying.

**Note:** The copy enlargement and reduction rate setting is available only for copying, not for faxing.

**Important:** Copy enlargement is available only for copying using the platen glass; it is not available for copying using the ADF.

- 1** Press **COPY/FAX** to change to Copy mode.
- 2** Place your original document in ADF **face up**, or on the platen glass **face down** just as you would send a fax.  
**Note:** If you want to enlarged copy, use the platen glass.
- 3** Enter the document size by pressing the **DOCUMENT SIZE**.
- 4** Choose an enlargement or reduction ratio using **▲** or **▼** of the cursor key.  
You can reduce to 86%, 81%, 70% or 50 % of the original size  
—OR—  
You can enlarge to 115%, 122%, 141% or 200 %  
—OR—  
Press **ZOOM** to turn the **ZOOM light** on, and adjust the ratio at 1% steps using **▲** or **▼** of the cursor key. You can enter the ratio between 50% and 200%.  
—OR—  
Directly enter any percentage between 50 % and 200 % by following procedure.
  1. Press **#**.
  2. Using the numeric key to enter your desired ratio (50 to 200).
  3. Press **#** again.
    - 141%: A5 → A4
    - 122%: A5 → B5JIS
    - 115%: B5JIS → A4
    - 86%: A4 → B5JIS
    - 81%: B5JIS → A5
    - 70%: A4 → A5

**Helpful Tip:** You can set the copy reduction or enlargement ratio to “Auto”. (See “Setting copy auto,” page 4.7.) If the “Auto” is set and you set the document size by pressing **DOCUMENT SIZE**, the machine automatically reduce or enlarge the original size (you entered) to fit on the paper size you selected.

- 5** As needed, set the following:
- Select document type and adjust image contrast
  - Enter the number of copies

**6** Press **START**.

**Note:** To reset the copy parameter to default setting, press **COPY RESET**.

**Note:** To stop the copying, press **STOP**.

## Using the bypass tray

When you need to use a size of paper not currently loaded in your machine’s paper cassette(s), or when you want to use a special type of paper (such as transparency film), use the bypass tray.

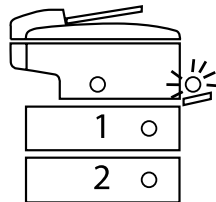
**Important:** If loading transparency (OHP) film into the bypass tray, be sure that the sheet is designed for laser printers and not for copiers. Also, be sure that the film does not have a paper backing and/or a leading strip. If it does, remove the paper backing and/or strip before inserting. Only film should go in, not film with any backing or strip.

- 1** Either insert the document in the **ADF** or place it on the platen glass.
- 2** Set the paper in the bypass tray.  
See the table of “Acceptable paper size and cassette capacity” on page 1.8 and “Loading paper in bypass tray” on page 1.10 for more information.

**Note:** Place the original document in the same orientation as the paper in the paper source.

- 3** The machine will select the bypass tray for the paper source and the LCD will show the default paper size you selected in step 6 on page 1.10.  
If you want to change it, proceed to step 4.  
Otherwise, skip to step 10.

|            |      |
|------------|------|
| Copy Ready | 1    |
| [ A4 ] A4  | 100% |



- 4** Press **BYPASS** to change the paper size. The LCD will show:

|                                |
|--------------------------------|
| Set Bypass Ppr:A4<br>◀/▶/Enter |
|--------------------------------|

- 5** If your recording paper in the bypass tray is A4, A5□ or F4, proceed to step 6. Otherwise, skip to the step 7.

**Note:** When you use transparency film, skip to step 8 and select “OHP” in step 9.

- 6** Press ◀ or ▶ until your desired recording paper size appears. Here, we’ve chosen A5□:

|                                 |
|---------------------------------|
| Set Bypass Ppr:A5□<br>◀/▶/Enter |
|---------------------------------|

Skip to step 9.

- 7** Press ◀ or ▶ until “Other” appears.

|                                     |
|-------------------------------------|
| Set Bypass Ppr:Other<br>▼/◀/▶/Enter |
|-------------------------------------|

Then press ▼ or ENTER. You will see:

|                                   |
|-----------------------------------|
| Set Bypass Ppr:Exe<br>▲/◀/▶/Enter |
|-----------------------------------|

- 8** Press ◀ or ▶ until your desired recording paper size appears. Here, we’ve chosen *Postcard*:

|                                    |
|------------------------------------|
| Set Bypass Ppr:Post<br>▲/◀/▶/Enter |
|------------------------------------|

- 9** Press **ENTER**.

- 10** If necessary, select desired resolution, contrast, reduction/enlargement ratio.

- 11** Press **START** to begin the copying process.

## Memory overflow message

If you've stored too much information in your machine's memory, a "Memory Overflow" message may appear on the LCD:

```
Memory Overflow
Start Or Cancel
```

This appears because (1) too many pages have been stored in the memory, or (2) the pages that are stored have too much information on them for your fax machine to remember.

If this message appears, press **START** to tell your machine to copy as many pages in memory, or press **CANCEL** to delete from memory all pages stored during the current operation (but not previous operations).

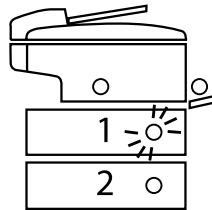
**Note:** If you don't operate your machine within 60 seconds, the machine will automatically print the document stored in the memory during the current operation.

## If the paper runs out while copying

When your machine runs out of paper, it beeps, the red light of the printer status lights glows and the LCD shows which source has run out of paper – the 1st cassette, 2nd cassette (optional) or the bypass tray.

In this example, the machine runs out of the paper in the 1st cassette:

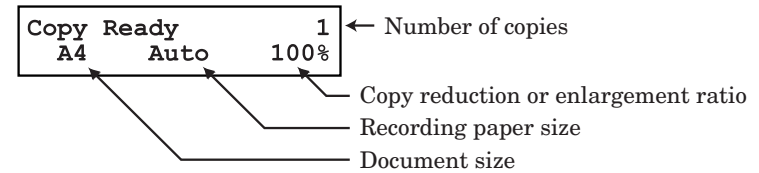
```
1st Cassette
Please Supply Paper
```



If you want to cancel the current copying job, press **STOP**. Otherwise, supply the paper to displayed paper source to resume the copying.

## Making copy settings

When the machine is in the Copy mode, the LCD shows:



### Number of pages

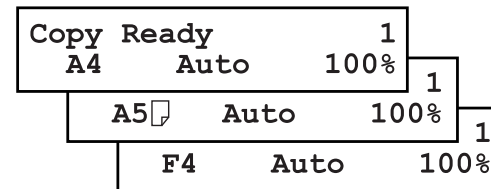
Use the numeric keypad to enter the desired number of copies for the document.

### Copy reduction or enlargement rate

Your fax machine can make enlarged and reduced copies. For more information, see "Enlarged or reduced copies," pages 2.13–2.14.

### Document size

To select the document size manually, press **DOCUMENT SIZE** repeatedly until your desired document size appears. You can choose the A4, A5 or F4:



**Note:** When the document size is set to "Auto" (see "Setting copy auto," page 4.7) you may see the LCD as below:

```
Copy Ready          1
[ A4 ]      A4     100%
```

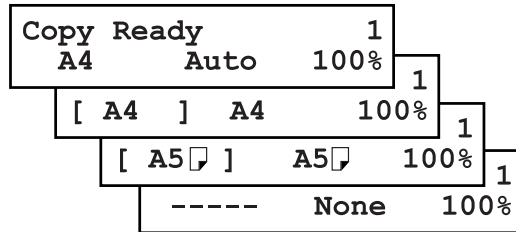
[ ] means the machine automatically select the document size.

**Note:** According to the magnification ratio or recording paper size, the document size will be not displayed:

```
Copy Ready          1
-----      A4     50%
```

## Recording paper size

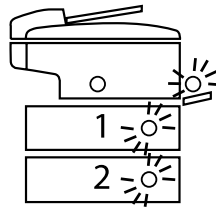
As default, your machine selects the paper source automatically, however if you wish to select the paper source manually, press **PAPER SIZE** repeatedly until your desired paper size is displayed. The LCD toggles the paper size in the 1st cassette, 2nd cassette (if installed), the bypass tray and **Auto** select mode.



**Note:** If the bypass tray has no paper, the LCD shows “None” for the paper size of the bypass tray.

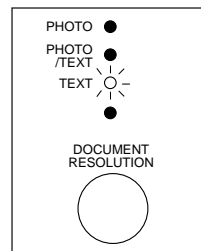
**Note:** When you choose the auto paper select mode, the LCD shows “Auto” and the all LED of the paper source will be lit.

However, if the bypass tray has no paper and the optional 2nd paper cassette has not been installed, the machine will show the “[paper size]” instead of “Auto” although you select auto paper select mode. And it lights the LED of the paper source that can be used only.



## Select Document type

- **PHOTO** — Select this mode when copying photographs or drawings.
- **PHOTO/TEXT** — Select this mode when copying documents containing photographs or drawings with letters.
- **TEXT** — Select this mode when copying letters.



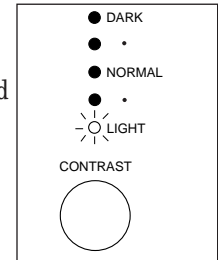
To select the document type, press **DOCUMENT** repeatedly. A glowing LED indicates the machine is using the setting named by that LED.

## Adjust image contrast

Setting the contrast allows you to compensate for any excessive light or darkness, of the document pages you are copying.

To change the contrast setting, press **CONTRAST** repeatedly. A glowing LED indicates the machine is using the setting named by that LED.

**Note:** To avoid confusing the Light and Dark settings, just remember — “Light lightens” and “Dark darkens” — to keep it straight.





## Negative/Positive (reversing black and white areas)

If using this feature, the black and white areas of the original are reversed.

**Note:** You cannot combine this feature with *Reduced or Enlarged copies*.

**Helpful tip:** If you programmed a Soft key to turn on or off this feature, simply pressing that key will turn on or off this feature.

- 1 Make sure the machine is in the Copy mode.
- 2 Place your original document in ADF face up, or on the platen glass face down.
- 3 Enter the document size by pressing the DOCUMENT SIZE.
- 4 Press ADVANCED FUNCTIONS, ENTER. The LCD shows the current setting:

```
Nega/Posi      :Off
                ◀/▶/Enter
```

**Note:** This feature is *Off* for default setting. However, you can turn it on for the default. (See page 4.7.)

- 5 Press ◀ or ▶ until the setting you want appears. In this example, we've chosen *On*.

```
Nega/Posi      :On
                ◀/▶/Enter
```

- 6 Press ENTER to save the setting. The machine returns to the standby mode with following display:

```
Copy <Nega/Posi>  1
A4      Auto      100%
```

- 7 As needed, set the following:
  - Select document type and adjust image contrast
  - Enter the number of copies
- 8 Press START.

**Note:** To reset the copy parameter to default setting, press COPY RESET.

**Note:** To stop the copying, press STOP.

## Copy protection

With such a versatile copier built right into your fax machine, you might want to make sure it doesn't become too tempting to unauthorized copying that could deplete your machine's supplies more rapidly. So, to limit the use of your fax machine to only sending and receiving faxes — in other words, to activate *copy protection*:

- 1 Press Program key, B, 3, 0, 5, ENTER.

```
Copy Protect    :Off
                ◀/▶/Enter
```

- 2 Press ◀ or ▶ until the setting you want appears. In this example, we've chosen *On*.

```
Copy Protect    :On
                ◀/▶/Enter
```

- 3 Press ENTER to save the setting.

```
Copy Protect
** Complete **
```

Whenever someone tries to change the machine to Copy mode, the machine will sound a brief alarm tone and display:

```
Fax Ready
Copy Off
```

To turn copy protection to use the machine's copying function, repeat steps 1-3, in step 2, you press ▶ so that the display shows:

```
Copy Protect    :Off
                ◀/▶/Enter
```



# Using your fax machine as a phone

Your fax machine can also be used as a phone, if a telephone is connected to your fax machine. The following is a brief look at the machine's telephone features.

---

## Dialing a telephone number

- 1 Pick up the telephone's handset which is connected to your fax machine. You will hear a dial tone.
- 2 Dial the number by the using numeric keypad.  
— or —  
Press the one-touch key. (See "One-touch phone dialing," on page 3.4.)  
— or —  
Press **SPEED DIAL/TEL INDEX** once, then press the three digit speed-dial number. (See "Phoning via speed-dial," on page 3.6.)  
— or —  
Press **SPEED DIAL/TEL INDEX** twice, then search the name you want to call using the cursor key, then press **START**. (See "Telephone Index dialing," page 3.8.)
- 3 When the other person answers, begin speaking.

---

## On-hook dialing

Because your machine has a monitor speaker, you can dial without picking up the handset.

- 1 Press **MONITOR/CALL**. You'll hear a dial tone (unless you have set your speaker volume to *Off*; see page 1.8), and the LCD shows:



\*\* Tel Mode \*\*

- 2 Dial the number you want. Use either the numeric keypad, a one-touch key, a speed-dial number or telephone index to dial.

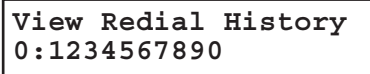
**Important:** Your machine's monitor speaker is *not* a *speaker phone*. If a person answers the call, pick up the telephone's handset to speak.

**Note:** If the call fails, press **MONITOR/CALL** to hang up.

---

## Redial

**Note:** To use **REDIAL/PAUSE** key, you should assign it to a Soft key in advance. (See page 3.16.)

- 1 Lift the telephone's handset which is connected directly to your fax machine to get a dial tone.
- 2 Press **REDIAL/PAUSE**. The LCD will show:  


View Redial History  
0:1234567890
- 3 Your machine can remember the latest 10 dial numbers. Press ◀ or ▶ until the dial number you want to redial appears.
- 4 Press **START**.  
When the other person answers, use the telephone to speak to that person.

---

## Changing the dialing type

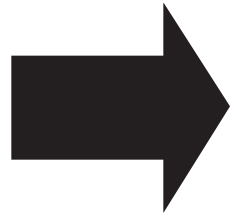
If, with your machine set for "pulse" dialing, you must enter tones ("DTMF") during a call, press **DIALING OPTIONS** once (the "!" symbol will be shown on the LCD). Your machine now will "tone" dial all subsequent numbers.

**Note:** To use **DIALING OPTIONS** key, you should assign it to a Soft key in advance. (See page 3.16.)

**Note:** Using this key enables tone transmission from the numeric keypad after the call is connected. When you hang up the call, your machine will return to "pulse" dialing for the next call.

*This page is intentionally blank.*

# Advanced Features



*This chapter describes  
convenient features of your  
machine.*

|                            |      |
|----------------------------|------|
| Autodialer .....           | 3.1  |
| Broadcasting .....         | 3.9  |
| Delayed transmission ..... | 3.10 |
| Batch transmission .....   | 3.11 |
| Polling .....              | 3.14 |
| Special features .....     | 3.16 |
| Security features .....    | 3.49 |

# Autodialer

Your fax machine's *autodialer* stores your most frequently called phone and fax numbers for instant recall so you don't have to remember them. It's something like an electronic phone book.

## Autodialer basics

### How do you autodial?

There are two kinds of autodialer numbers. The difference between the two is how you dial them:

| Type                                  | How to dial                                                                                           | Amount stored |
|---------------------------------------|-------------------------------------------------------------------------------------------------------|---------------|
| <i>One-touch</i>                      | Press one of the keys, marked <b>01–55</b> on the left side of the control panel                      | 55            |
| <i>Speed-dial</i>                     | Press <b>SPEED DIAL/TEL INDEX</b> followed by a three-digit identifier, from <i>001</i> to <i>145</i> | 145           |
| <b>Total amount of numbers stored</b> |                                                                                                       | <b>200</b>    |

### Location IDs and the Telephone Index dialing

When you store numbers in your autodialer, you can give these numbers descriptive names, such as "Chicago office" or "Billing department". Your machine calls this name a *Location ID*.

Your machine's autodialer sorts these location IDs alphabetically. Using your *Telephone Index dialing*, you can look up these numbers by their descriptive names, just as if you were using a phone book.

We'll explain how to store the numbers and location IDs in the next few pages. The Telephone Index dialing is discussed in detail on page 3.8.

### Call groups

As you set up your autodialer, you may also want to set up *call groups*. These are sets of phone numbers that make it easy to send the same fax to many different locations. For example, one call group may include all of your clients in one city, another group may include all of your employees and another may include all your vendors.

Your fax machine can store as many as 200 numbers in up to 32 call groups.

See also "Call group dialing," page 3.7.

## Special Dialing Characters

Your fax machine allows you to enter special dialing characters when programming the autodialer. These characters include hyphens, which make phone numbers easier to read, and special characters needed for international calls.

The chart below briefly describes each of these characters. It also tells you what keys to press on your fax machine to store those characters in your autodialer:

**Note:** To use the **DIALING OPTIONS** or **REDIAL/PAUSE** key, you should assign it to a Soft key in advance. (See page 3.16.)

| Char. | What it does                                                                                                                                                                                                                                                                                       | Keystroke(s)                                                          |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| - /   | Enters a pause. Each pause lasts two seconds (or whatever length you set; see page 4.5). Each pause uses <i>two</i> of the characters you can store in one phone number.                                                                                                                           | <b>REDIAL/PAUSE</b><br>[after you enter at least one other character] |
| -     | Makes long numbers easier to read. Doesn't change fax machine operation.                                                                                                                                                                                                                           | <b>DIALING OPTIONS</b> ( <i>once</i> )                                |
| /     | Enter "flash" signal to exchange PBX to PSTN before actual phone number. "/" must be entered to the first of number.                                                                                                                                                                               | <b>DIALING OPTIONS</b> ( <i>twice</i> )                               |
| !     | Enter "dial prefix" to access to alternative telephone network. "!" must be entered to the first of number.                                                                                                                                                                                        | <b>DIALING OPTIONS</b> ( <i>3 times</i> )                             |
| - !   | If your fax machine is on a pulse ( <i>not</i> tone-dialing) line, switches from pulse-dialing to tone ("DTMF")-dialing. Use after the actual phone number but before any characters (such as a long-distance carrier's access code) which must be in DTMF tone. <i>Do not</i> use on a tone line. | <b>DIALING OPTIONS</b> ( <i>4 times</i> )                             |

## Using one-touch keys

Your fax machine stores up to 55 one-touch numbers using the keys marked **01–55**.

### Entering or changing a one-touch number

- 1** Press **Program key, A, 1, 0, 1, ENTER**. The LCD shows the empty one-touch number.

Select One-Touch  
01:No Number Stored

**Note:** If a one-touch number other than **01** appears on the LCD, it means that you have already entered a number for **01**.

- 2** Press the one-touch key in which you want to store a number or change a previously stored number. Here, we've selected **02** and the LCD shows either:

Select One-Touch  
02:No Number Stored

or

Select One-Touch  
02:9-1-555-987-6543

**Note:** If you want to select a different one-touch key, press that key now.

- 3** Press **ENTER**. Depending on whether you already have a number entered for this one-touch number, the LCD now shows either:

02:Fax Number  
\_

or

02:Fax Number  
9-1-555-987-6543\_

- 4** Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever access codes your phone system requires. (You may want to review “Special dialing characters,” page 3.1.) The number can be up to 40 characters in length:

02:Fax Number  
9-/1-5559292039\_

Your LCD can show only 20 characters at a time. To view characters beyond those 20, press **◀** to scroll to the left or **▶** to scroll to the right.

- 5** When the number is as you want it, press **ENTER** to store it.

- 6** The LCD now shows:

02:Name ;Upper  
\_

or

02:Name ;Lower  
S. W. Region Office\_

The machine is now prompting you for a name — a Location ID — so you'll be able to find it in the Telephone Index dialing (see page 3.8).

If you *do* want to enter or change this Location ID, go on to step 7. If you *do not* want to enter or change this Location ID, skip to step 8.

- 7** Enter the Location ID by using the one-touch keys. (If necessary, review “Entering characters,” page 1.12.) A number's Location ID may be up to 24 characters in length.

- 8** Press **ENTER** to save the setting and continue.

- 9** The LCD now displays:

02:Group No.  
\_

or

02:Group No.  
2,6\_

You may now assign this number to up to 32 call groups. (If necessary, review “Call groups,” page 3.1.)

If you *do* want to enter or change the call group number, go on to step 10. If you *do not* want to enter or change this number's call group, go to step 11.

- 10** Use the numeric keypad to enter the call groups for this number. There are 32 possible call groups, numbered 1–32.

Here, we've entered **3** to assign this one-touch number to *Call Group 3*:

02:Group No.  
3\_

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one) by pressing **GROUP**.

For example, if you enter **3, GROUP, 1, 6, GROUP, 2, 7** to assign this one-touch number to *Call Groups 3, 16 and 27*, the LCD shows:

02:Group No.  
3,16,27\_

**Helpful tip:** To assign this number to all 32 call groups, enter *0* (zero).

- 11** Press **ENTER**. The LCD will display the next empty one-touch number. If you want to enter this one-touch number, go back to step 3. If you *do not* want to enter any more one-touch numbers, press **STOP** to finish. If you *do not* want to enter the *currently displayed* one-touch number but *do* want to enter *another* one-touch number, go back to step 2.

Use the autodialer labels in your fax's packaging to write down the stored numbers for easy reference.

## Erasing a one-touch number

- 1 Press **Program key, A, 1, 0, 2, ENTER**. The LCD shows the one-touch number you have already entered:

```
Select One-Touch
01:9-1-555-345-6789
```

**Note:** If the one-touch number that appears is other than **01**, it means that **01** is empty.

- 2 Press the key for the one-touch number you want to erase. Here, we've selected **02**:

```
Select One-Touch
02:9-1-555-987-6543
```

- 3 If you want to erase a number stored in a different one-touch key than what appears on the LCD, press that key now.

- 4 Press **ENTER**. The LCD shows:

```
02:Erase One-Touch
Check Enter/Cancel
```

**Important:** If you want to quit without erasing the one-touch number you've selected, press **CANCEL**. The fax will return to step 2.

- 5 Press **ENTER** to erase the number.

```
Erase One-Touch
** Complete **
```

To erase another one-touch number, repeat steps 2–5. Or press **STOP** to return to standby mode.

## Printing a list of one-touch numbers

Forgot which number is stored in which one-touch key? Just print a list of your one-touch numbers. The list includes each key's number, the Location ID (if any), fax/telephone number and group number(s) you've stored in the key.

To print a list of one-touch numbers, press **Program key, E, 1, 0, 6, ENTER**.

## One-touch fax dialing

To dial a *fax* call using a one-touch number:

- 1 Place the the document in the ADF, or on the platen glass.
- 2 If you are using the platen glass, enter the document size by pressing the **DOCUMENT SIZE**.
- 3 Adjust resolution and contrast if necessary.
- 4 Press the one-touch key in which you've stored the number.

What happens next depends on whether you specified memory transmission or real time transmission:

*If you specified Quick Memory transmission:*

- Your fax machine scans the first page of your document into memory, then dials the other fax machine.
- While dialing, your machine scans the other documents into memory.
- The LCD shows the Location ID and the document's width and resolution settings:

```
Plano Office
A4 Normal
```

**Note:** If the entry doesn't have a Location ID, the number appears.

- When the other machine answers, your fax transmits the scanned document directly from memory. (To review Quick memory transmission, see page 2.3.)

*If you specified normal memory transmission:*

- Your fax machine scans your entire document into memory first, then dials the other fax machine.
- The LCD shows the Location ID and the document's width and resolution settings:

```
Plano Office
A4 Normal
```

**Note:** If the entry doesn't have a Location ID, the number appears.

- When the other machine answers, your fax transmits the document directly from memory. (To review Memory transmission, see page 2.3.)

If you specified real time transmission:

- Your fax machine dials the other fax machine.
- The LCD shows the Location ID and the document's width and resolution settings:

```
Plano Office
A4 Normal
```

**Note:** If the entry doesn't have a Location ID, the number appears.

- When the other machine answers, your fax feeds the document through its scanner, transmitting as it goes. (To review Real time transmission, see page 2.3.)

## One-touch phone dialing

To dial a *phone* call using a one-touch number, you *must* have a telephone attached to your machine.

To make the call:

- 1 Obtain a dial tone by doing one of the following:
  - Lift the handset
  - Press **MONITOR/CALL** to use the monitor speaker
- 2 Press the one-touch key in which you've stored the number. As the machine dials, it shows the number on the LCD:

```
** Tel Mode **
9-555-2842_
```

**Note:** Remember that your fax machine's monitor speaker is *not* a speakerphone. If you dialed by using the monitor speaker, pick up the handset to speak to the person that answers.

**Note:** If the call fails, and you used **MONITOR/CALL** to dial, press **MONITOR/CALL** to hang up.

## Using speed-dial numbers

Your fax machine will store up to 145 speed-dial numbers, designated by three-digit identifier codes from 001 through 145.

### Entering or changing a speed-dial number

- 1 Press **Program key**, **A**, **2**, **0**, **1**, **ENTER**. The LCD shows an empty speed-dial number:

```
Enter Speed-Dial No.
001:No Number Stored
```

**Note:** If a speed-dial number other than **001** appears on the LCD, it means you have already entered a number for **001**.

- 2 Use the numeric keypad to enter the desired speed-dial number's three-digit identifier code. Here, we've entered 005 and the LCD shows either:

```
Enter Speed-Dial No. 005:No Number Stored or Enter Speed-Dial No.
005:9-555-397-0123
```

**Important:** When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeros to make three digits. For example, 001-099.

- 3 If you want to select a different speed-dial number, press that number's three-digit identifier code now. That number appears on the LCD.
- 4 Press **ENTER**. Depending on whether you already have a number entered for this speed-dial number, the LCD now shows either:

```
005:Fax Number or 005:Fax Number
_ 9-555-397-0123_
```

- 5 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever access codes your phone system requires. (You may want to review "Special dialing characters," page 3.1.) The number can be up to 40 characters in length:

```
005:Fax Number
9-1-555-567-1234_
```

Your display can show only 20 characters at a time. To view characters beyond those 20, press ◀ to scroll to the left or ▶ to scroll to the right.

- 6 When the number appears as you want it, press **ENTER** to store it.

7 The LCD now shows:

|                      |    |                                      |
|----------------------|----|--------------------------------------|
| 005:Name ;Upper<br>_ | or | 005:Name ;Lower<br>West Coast Sales_ |
|----------------------|----|--------------------------------------|

The machine is now prompting you for a name — a Location ID — so you'll be able to find it in the Telephone Index dialing (see page 3.8).

If you *do* want to enter or change this number's Location ID, go on to step 8. If you *don't* want to enter or change this number's Location ID, skip to step 9.

8 Enter the Location ID by using the one-touch keys. (If necessary, review "Entering characters", page 1.12) A number's Location ID may be up to 24 characters in length.

9 Press **ENTER** to save the setting and continue.

10 The LCD now shows:

|                    |    |                          |
|--------------------|----|--------------------------|
| 005:Group No.<br>_ | or | 005:Group No.<br>1,4,12_ |
|--------------------|----|--------------------------|

You may now assign this number to up to 32 call groups. (If necessary, review "Call groups," page 3.7.)

If you *do* want to enter or change the call group number, go on to step 11.

If you *do not* want to enter or change this number's call group, skip to step 12.

11 Use the numeric keypad to enter the call groups for this number. There are 32 possible call groups, numbered 1–32.

Here, we've entered **6** to assign this speed-dial number to *Call Group 6*:

|                     |
|---------------------|
| 005:Group No.<br>6_ |
|---------------------|

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one) by pressing **GROUP**.

Here, we've entered **6, GROUP, 1, 7, GROUP, 3, 0** to assign this speed-dial number to *Call Groups 6, 17 and 30*:

|                           |
|---------------------------|
| 005:Group No.<br>6,17,30_ |
|---------------------------|

**Helpful tip:** To assign this number to all 32 call groups, enter *0* (zero).

12 Press **ENTER**.

The LCD will display the next empty speed-dial number.

If you want to enter this speed-dial number, go back to step 4.

If you *do not* want to enter any more speed-dial numbers, press **STOP** to finish.

If you *do not* want to enter the *currently displayed* speed-dial number but *do* want to enter *another* speed-dial number, go back to step 2.

## Erasing a speed-dial number

1 Press **Program key, A, 2, 0, 2, ENTER**. The LCD shows the speed-dial number you have already entered:

|                                            |
|--------------------------------------------|
| Enter Speed-Dial No.<br>001:9-555-584-6950 |
|--------------------------------------------|

**Note:** If the speed-dial number that appears is other than **001**, it means that **001** is empty.

2 Use the numeric keypad to enter the three-digit identifier for the speed-dial number you want to erase. Here, we've selected *005*:

|                                              |
|----------------------------------------------|
| Enter Speed-Dial No.<br>005:9-1-555-987-6543 |
|----------------------------------------------|

3 If you want to erase a different speed-dial number than the one that appears on the LCD, enter that number now.

4 Press **ENTER**. The LCD shows:

|                                            |
|--------------------------------------------|
| 005:Erase Speed-Dial<br>Check Enter/Cancel |
|--------------------------------------------|

**Note:** If you want to quit without erasing the speed-dial number you've selected, press **CANCEL**. The fax will return to step 2.

5 Press **ENTER** to erase the number.

|                                    |
|------------------------------------|
| Erase Speed-Dial<br>** Complete ** |
|------------------------------------|

To erase another speed-dial number, repeat steps 2–5. Or press **STOP** to return to standby mode.

## Printing a list of speed-dial numbers

You can easily print a list of your speed-dial numbers. The list includes each number's three-digit identifier, the Location ID (if any), number and any group numbers you've stored for that speed-dial number.

To print a list of speed-dial numbers, press **Program key, E, 1, 0, 7, ENTER**.



## Fax dialing via speed-dial

To dial a *fax* call using a speed-dial number:

- 1 Place the document in the ADF, or on the platen glass.
- 2 If you are using the platen glass, enter the document size by pressing the **DOCUMENT SIZE**.
- 3 Adjust resolution and contrast if necessary.
- 4 Press **SPEED DIAL/TEL INDEX**. The LCD shows:

```
Enter Speed-Dial No.
S_
```

- 5 Use the numeric keypad to enter the three-digit identifier (such as *018*, in this example) for the speed-dial number you want to dial. The LCD shows the Location ID (or fax number) you stored:

```
Plano Office
S018_
```

- 6 Press **START**.

What happens next depends on whether you specified memory transmission or real time transmission:

*If you specified quick memory transmission:*

- Your fax machine scans the first page of your document into memory, then dials the other fax machine.
- While dialing, your machine scans the other documents into memory.
- The LCD shows the Location ID and the document's width and resolution settings:

```
Plano Office
A4 Normal
```

**Note:** If the entry doesn't have a Location ID, the number appears.

- When the other machine answers, your fax transmits the scanned document directly from memory. (To review Quick memory transmission, see page 2.3.)

*If you specified normal memory transmission:*

- Your fax machine scans your entire document into memory, then dials the other fax machine.

- The LCD shows the Location ID and the document's width and resolution settings:

```
Plano Office
A4 Normal
```

**Note:** If the speed-dial entry doesn't have a Location ID, the number appears.

- When the other machine answers, your fax will transmit the document directly from memory. (To review Memory transmission, see page 2.3.)

*If you specified real time transmission:*

- Your fax machine dials the other fax machine.
- The LCD shows the Location ID and the document's width and resolution settings:

```
Plano Office
A4 Normal
```

**Note:** If the speed-dial number doesn't have a Location ID, the number appears.

- When the other machine answers, your fax feeds the document through its scanner, transmitting as it goes. (To review the Real time transmission, see page 2.3)

## Phoning via speed-dial

To dial a *phone* call using a speed-dial number, you *must* have a telephone attached to your machine. To make the call:

- 1 Obtain a dial tone by doing one of the following:

- Lift the handset
- Press **MONITOR/CALL** to use the monitor speaker

- 2 Press **SPEED DIAL/TEL INDEX**. The LCD shows:

```
** Tel Mode **
S_
```

- 3 Use the numeric keypad to enter the three-digit identifier for the speed-dial number you want to dial. As the machine dials, it shows the number on the LCD:

```
** Tel Mode **
9-555-5783_
```

**Note:** Remember that your fax machine's monitor speaker is *not* a speakerphone. If you dialed using the monitor speaker, pick up the handset to speak to the person that answers!

**Note:** If the call fails, and you used **MONITOR/CALL** to dial, press **MONITOR/CALL** to hang up.

## Call group dialing

If you frequently send the same fax message to more than one location, store the group number into the one-touch key or speed-dial number. (If necessary, see “Using a one-touch keys” and “Using speed-dial numbers”, in previous page.)

After you store the group number, you can send the same fax to many different locations using **GROUP** key.

### Send a fax via call group

**Note:** The call group dialing can be used only with memory transmission.

- 1** Place the document in the ADF, or on the platen glass. And adjust resolution and contrast if necessary.
- 2** If you are using the platen glass, enter the document size by pressing the **DOCUMENT SIZE**.
- 3** Press **GROUP**.  

|                 |
|-----------------|
| Enter Group No. |
| G_              |
- 4** Use the numeric keypad to enter the group number you want to send a fax.  

**Note:** If you want to send a fax to several groups at a time, press **BROADCAST** then repeat steps 2–3. Also, you can include the one-touch location, speed-dial location and up to 30 manually dialed number. (See “Broadcasting,” page 3.9.)
- 5** Press **START**.

### Printing a call group directory

Your machine can also print a *call group directory*. This lists all your stored autodialer numbers by Location ID and lists the groups to which these numbers belong.

The directory divides the call groups into four banks, 01–09 (*the list shows 00*), 10–19 (*the list shows 10*), 20–29 (*the list shows 20*) and 30–32 (*the list shows 30*). If you specify call group 0 (which puts the number in all call groups), the directory shows all numbers (see right column).

For example, the directory might show:

| No.  | Location  | 00                | 10                  | 20                  | 30    |
|------|-----------|-------------------|---------------------|---------------------|-------|
| [01] | Carson Co | 4                 | 0 4                 |                     |       |
| [02] | Tex. Ofc. | 1                 |                     |                     |       |
| [03] | e.e.gummi |                   |                     | 0                   | 2     |
| S001 | And Sew I | 2 4               |                     |                     |       |
| S002 | KC Enterp |                   | 7 0                 | 1                   |       |
| S003 | Katz Cat  | 1 2 3 4 5 6 7 8 9 | 0 1 2 3 4 5 6 7 8 9 | 0 1 2 3 4 5 6 7 8 9 | 0 1 2 |

In this list, one-touch number 01 (*[01]*) is in groups 4, 10 and 14; one-touch number 02 (*[02]*) is in group 1; one-touch number 03 (*[03]*) is in groups 20 and 32; speed-dial number 001 (*S001*) is in call groups 2 and 4; speed-dial number 002 (*S002*) is in groups 7, 10 and 21; and speed-dial number 003 (*S003*) is in all groups, 1 to 32.

To print a call group directory, press **Program key, E, 1, 0, 9, ENTER**.

## Telephone Index dialing

*Telephone Index dialing* makes your autodialer even more like an electronic phone book. Telephone Index sorts and displays numbers alphabetically according to their Location IDs, so you can find them and dial them easily.

To dial using Telephone Index:

- 1 *For a fax call:* Place the document in ADF, or on the platen glass. And adjust resolution and contrast if necessary.
- 2 Press **SPEED DIAL/TEL INDEX** twice. The LCD shows the *first* listing in your fax machine's Telephone Index:

```
Telephone Index [A]
ABC Company    : [01]
```

The Telephone Index sorts entries alphabetically in the following order: (1) by alphabet, (2) by number and (3) by symbol.

If the listing that appears is the one you want to dial, skip to step 4. Otherwise, proceed to next step.

- 3 Scroll through the listings to find the one you want. You do this by pressing the following cursor key:
  - ▲ or ▼ to select the character set — alphabet, number or symbol — for the *first* character of the Location ID.
  - ◀ or ▶ to check different listings within that character set.

**Note:** The scrolling is “open-ended.” For example, when you run out of listings beginning with alphabet “A”, pressing ◀ or ▶ automatically moves you into listings beginning with other characters.
- 4 When the LCD displays the name you want to dial, press **START**.
  - If you've set the document in the ADF, your machine will start the fax transmission.
  - If you've set the document on the platen glass, enter you document size by pressing **DOCUMENT SIZE**, then press **START**. Your machine will start the fax transmission.
  - If you make a regular phone call, speak after a person answered.

## If a Telephone Index call fails

If a Telephone Index call fails, what happens next depends upon the kind of call it was.

*If it was a fax call ...*

... Your fax machine automatically redials the number according to the redial interval you've set. It keeps trying until either of the following occurs:

- It successfully reaches the other number
- It has attempted the number of redials programmed and has still not connected (see “Changing redial settings,” page 4.5).

*If it was a regular phone call ...*

... You'll have to redial manually:

- 1 Lifting the telephone's handset which is connected directly to your machine.
- 2 Press **REDIAL/PAUSE**. The LCD will show:
 

```
View Redial History
0:1234567890
```

**Note:** To use **REDIAL/PAUSE** key, you should assign it to a Soft key in advance. (See page 3.16.)
- 3 Your machine can remember the last 10 dial numbers you've dialed. Press ◀ or ▶ until the dial number you want to redial appears.
- 4 Press **START**.

# Broadcasting

The fastest way to fax *one* document to *many* recipients is to *broadcast* it.

In an ordinary broadcast, you send the fax as you normally would, except you just add more fax numbers. You can enter up to 230 numbers:

- 30 manually-dialed numbers **AND**
- 200 autodialer numbers **OR** 1 call group with all 200 autodialer numbers

**You can broadcast using *any* function that requires a fax number to be entered.** That means you can send a *delayed* broadcast, program a *polling* broadcast and even broadcast to “hub” units for F-Code *relay broadcast initiation*. All of these are explained in this chapter.

---

## Sending a broadcast fax

- 1 Insert the document and make any necessary adjustments as you would for a regular fax transmission.
- 2 Press **BROADCAST**.
- 3 Enter the *first* fax number, as usual. Use either a one-touch number, a speed-dial number, a call group or a regular number dialed from the numeric keypad.
- 4 To add more fax numbers, press **BROADCAST** between each one to insert a *comma*. Then enter the number as described in step 3 (pressing **GROUP** inserts its own comma). You can send to up to 230 numbers for a broadcast.

Press Start  
[03] , S098 , G12 , 9 - 555 \_

**Important:** Do **not** insert a comma after the *last* fax number.

**Note:** If you enter characters by mistake, press **CANCEL** to erase them.

- 5 Press **START**. Your fax machine scans the document into memory and then sends it to each number or call group you’ve entered.

## Delayed broadcasting

What if you want the broadcast to take place later? That’s the purpose of setting up a *delayed broadcast*.

**Note:** Delayed commands are discussed on pages 2.7 and 2.8. And you may want to read “Delayed transmission” on page 3.10 before proceeding.

- 1 Follow steps 1–4 of “Broadcasting basics” (left column).
- 2 Press **ADVANCED FUNCTIONS, ENTER**.
- 3 Use the numeric keypad to enter the day of the month and time (in 24-hour format) when you want the broadcast to occur. Here, we’ve scheduled it for 10:15 PM on the 30th.

Delayed  
Enter Time: 30/22:15

- 4 Press **ENTER** to save the setting.
- 5 Press **START**. Your machine will scan your document into the memory and return to standby mode, while showing this on the LCD:

**\*\* Reserved \*\***  
11 Jul 2002 17:17

This means your fax machine is “reserved” for the delayed broadcast you just programmed, but it can still be used to send and receive faxes if your broadcast document is stored in memory.

## Making changes to broadcasts

If you need to make changes in a broadcast after setting it up, use the Review commands function. See “Reviewing or canceling parts of a broadcast,” page 2.8.

# Delayed transmission

Take advantage of lower evening and weekend long-distance rates with *delayed transmission*. Your fax machine can store up to 99 delayed commands, each of which you can program up to 31 days in advance.

**Important:** If you program all 99 delayed transmission commands, no further *memory* transmission is possible until one or more of the commands is completed. (To review Memory transmission, see page 2.3.) However, if all 99 delayed commands are programmed, you can always transmit with the Real time transmission from ADF (see page 2.3).

## Setting up a delayed transmission

**Important:** Your machine only remembers the *day* of the month that it's supposed to send a delayed transmission. It does not remember the month itself. So if you want to send a transmission at 5:05 PM on **June** 26, don't program the transmission sooner than 5:06 PM on **May** 26.

To set up a delayed transmission:

**1** Insert the document and make any necessary adjustments.

**2** Press **ADVANCED FUNCTIONS**. The LCD shows:

```
1.Delayed
  </>/Enter
```

**3** Press **ENTER**. The LCD shows the current day of the month, followed by the current time (in 24-hour format):

```
Delayed
Enter Time: 06/17:16
```

**4** Use the numeric keypad to enter the day of the month and the time when you want the fax to send the delayed transmission.

**Note:** Press **◀** to move the cursor left, or **▶** to move it right.

Here, we've set the transmission to occur on the 11th at 11:05 PM:

```
Delayed
Enter Time: 11/23:05
```

**5** When the date and time are entered, press **ENTER** to save the delayed transmission. The LCD shows:

```
Enter Fax Number
_
```

**6** Enter the fax number for the delayed transmission document. You can either press a one-touch key, enter a speed-dial number or use the numeric keypad to enter the fax number.

**7** Press **START**. Your machine returns to standby mode, while showing this on the LCD:

```
** Reserved **
11 Jul 2002 17:17
```

This means your fax machine is “reserved” for the delayed transmission you just programmed.

- If you set the machine for *memory transmission*, it will scan the document into memory, after which you can use the machine normally.
- If you set the machine for *non-memory transmission (real time transmission)*, the machine can *receive* faxes but can't *transmit* until your delayed command has been performed.

**Important:** If you specified the delayed non-memory transmission (real time transmission), do not remove the document in ADF. If the document is removed from ADF before a delayed command completes, it cancels the delayed real time transmission.

# Batch transmission

Batch transmission allows you to store multiple documents in an electronic “basket” throughout the day and then fax that entire basket to *one* location.

To do this, just tell the machine when and where the transmission should go. When that date and time arrives, your machine will transmit each document in the batch box to the remote fax machine. You can store up to 40 documents (each document can include one page or many pages) into your machine’s five electronic *batch boxes*.

## Creating or modifying a batch box

Before sending a batch transmission, you have to create batch boxes in your fax machine. The steps below also let you modify existing batch boxes.

To create or modify a batch box:

- 1 Press **Program key, C, 5, 0, 1, ENTER**. Depending on whether you already have a number entered for batch box *1*, the LCD shows:

```
Select Batch Box
1:No Number Stored
```

or

```
Select Batch Box
1:9-1-555-345-6789
```

- 2 Use the numeric keypad to enter the number (1–5) of the batch box you want to create or modify. Here, we’ve pressed **3** and see either:

```
Select Batch Box
3:No Number Stored
```

or

```
Select Batch Box
3:9-555-2110
```

- 3 If you want to select a different batch box than the one displayed on the LCD, use the numeric keypad to enter the batch box number now.

- 4 Press **ENTER**. The LCD now shows either:

```
3:Fax Number
_
```

or

```
3:Fax Number
9-555-2110_
```

- 5 Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever access codes your phone system requires. (You may want to review “Special dialing characters,” page 3.1.) The number can be up to 40 characters in length:

```
3:Fax Number
9-1-555-871-9052_
```

Your display can show only 20 characters at a time. To view characters beyond those 20, press ◀ to scroll to the left or ▶ to scroll to the right.

- 6 When the number appears as you want it, press **ENTER**. The LCD now shows:

```
3:Transmit Time
Enter Time: 26/14:00
```

- 7 Instruct your fax to send from this batch box in *one* of the following ways:

**Option 1:** *Once* at a certain time on a certain day of the month (For example: “Do this at 5:05 PM on the 30th.”) — Use the numeric keypad to enter the date and time (*24-hour format*) the machine should send the documents from the batch box:

```
3:Transmit Time
Enter Time: 30/17:05
```

**Option 2:** At a certain time *each day* you press the key (For example: “Do this at 5:05 PM today.”) — Use the numeric keypad to enter **0, 0** (00), and then the time when the fax should send the documents from the batch box:

```
3:Transmit Time
Enter Time: 00/17:05
```

**Note:** To change a digit in the date or the time, press ◀ to move the cursor left or ▶ to move it right. Then enter the correct number.

- 8 When the date and time are set, press **ENTER**.

- 9 The LCD now shows:

```
3:Name ;Upper
_
```

or

```
3:Name ;Lower
Bookkeeping_
```

The machine now asks you to name this batch box.

If you *do not* want to enter or change this batch box’s name, skip to step 11.

- 10 Enter the name by using the one-touch keys. (If necessary, review “Entering characters,” page 1.12) A batch box’s name may be up to 24 characters in length.



**11** Press **ENTER** to save the batch box information.

To create or modify another batch box, repeat steps 2–11.  
To finish, press stop.

---

## Printing a list of batch boxes

You can easily print a list of your batch boxes. The list includes each box's identifier number, the Location ID, fax number and date/time the transmission should start. To print the list, press **Program key, E, 1, 1, 5, ENTER**.

---

## Storing a document for batch transmission

Your fax machine can store up to 40 *documents* (each document can include one page or many pages) in each batch box until the date and time you designate the batch transmission to take place. Once the batch documents are transmitted, they are automatically erased from the machine's memory.

**Note:** For this operation to work, two things must be true:

- The batch box must exist on your fax machine.
- You must know the batch box's one-digit number (1–5).

To store a document in a batch box for batch transmission:

- 1** Insert the document and make any necessary adjustments.
- 2** Press **ADVANCED FUNCTIONS** *five* times and then press **ENTER**. The LCD shows:

```
Batch Tx
Enter Box No. : _
```

- 3** Use the numeric keypad to enter the one-digit number for the batch box you want to use. Here, we've entered **5** to indicate batch box 5.

```
Batch Tx
Enter Box No. : 5
```

**Note:** *Tx* is a common abbreviation for *transmission*.

**4** Press **ENTER**. The LCD shows:

```
Press Start
Box :5 File : 1
```

**Important:** Your machine gives each document in a batch box a *file number*, shown as *1* above. You will need to know this file number should you later wish to erase or print the stored document. Each batch box holds up to 40 files (1–40).

**5** Press **START**. The machine displays “Reserved” on the top line of the LCD. This means the document is stored in memory.

---

## Printing a list of stored batch documents

You can print a list of the documents stored in your machine's batch boxes. This list provides you with the documents' file numbers so you can erase or print them as needed.

To print the list, press **Program key, E, 1, 1, 6, ENTER**.

---

## Printing a document stored in a batch box

To print a document stored in a batch box:

**1** Press **Program key, D, 3, 0, 3, ENTER**. The LCD shows:

```
Batch Document
Enter Box No. : _
```

**2** Use the numeric keypad to enter the number (1–5) of the batch box storing the document you want to print. Here, we've entered **1** to indicate batch box 1.

**3** Press **ENTER**. The LCD shows:

```
1:Batch Document
Enter File No. : _
```

**4** Use the numeric keypad to enter the document's file number (1–40).

**5** Press **ENTER**.

Your fax machine prints the document, then returns to standby mode.

## Erasing a document stored in a batch box

To erase a document stored in a batch box on your fax machine:

- 1 Press **Program key, D, 2, 0, 3, ENTER**. The LCD shows:

```
Batch Document
Enter Box No.   : _
```

- 2 Use the numeric keypad to enter the number (1-5) of the batch box storing the document you want to erase. Here, we've entered 1 to indicate batch box 1.

- 3 Press **ENTER**. The LCD shows:

```
1:Batch Document
Enter File No.  : _
```

- 4 Use the numeric keypad to enter the document's file number (1-40).

- 5 Press **ENTER**. The fax machine now gives you one last chance to change your mind before erasing the document.

```
1:Batch Document
Check          Enter/Stop
```

**Important:** To quit the operation without erasing this or any document, press **STOP**. The machine returns to standby mode.

- 6 Press **ENTER**. The fax machine erases the document you've chosen, then returns to standby mode.

## Erasing an empty batch box

Batch boxes must be empty to be erased. If a box has documents stored in it, then you first have to erase those documents. See left column.

To erase an empty batch box:

- 1 Press **Program key, C, 5, 0, 2, ENTER**. The LCD shows:

```
Select Batch Box
1:No Number Stored
```

or

```
Select Batch Box
1:9-5551023
```

- 2 Use the numeric keypad to enter the number (1-5) of the batch box you want to erase. Here, we've pressed 2 and see:

```
Select Batch Box
2:9-1-972-5559900
```

- 3 If you want to erase a different batch box than what appears on the LCD, enter that batch box's number now.

- 4 Press **ENTER**. If the batch box is empty, the LCD shows:

```
2:Erase Batch Box
Check Enter/Cancel
```

**Important:** If you select a batch box which is *not* empty, the machine beeps and briefly shows:

```
Select Batch Box
Document Stored
```

Erase any documents stored in the batch box (see left column), then go back to step 3.

**Important:** If you want to quit without erasing the batch box you've selected, press **CANCEL**. The fax will return to step 2.

**Important:** If you want to quit without erasing *any* batch box, press **STOP**. The machine returns to standby mode.

- 5 Press **ENTER** to erase the batch box.

```
Erase Batch Box
** Complete **
```

To erase another batch box, repeat steps 2-5. To finish, press **STOP**.



# Polling

*Polling* allows someone to fax a document to you *without* having to make the call or pay for it. There are several kinds of polling:

- Regular polling — Your fax retrieves a document from a remote fax machine.
- F-Code polling — Your fax retrieves a document stored as a file in the remote fax machine. To do this, you must be communicating with another F-code-compatible fax machine. For more information on F-Code polling, see “F-Code transmission and polling,” pages 3.33.

**Note:** For polling to work, the remote machine must also be set up to *be polled*.

---

## Regular polling

To set up your machine for regular polling:

- 1 Make sure the document is inserted in the remote fax machine.
- 2 Press **ADVANCED FUNCTIONS** *twice* and then press **ENTER**. The LCD shows:
 

Enter Fax Number  
\_
- 3 Enter the remote fax machine’s number by either pressing a one-touch key, entering a speed-dial number or using the numeric keypad.
- 4 To perform the regular polling *now*, skip to step 8.  
To perform *delayed* regular polling, go on to step 5.
- 5 Press **ADVANCED FUNCTIONS**, **ENTER**. The LCD shows:
 

Delayed  
Enter Time: 15/17:05
- 6 Use the numeric keypad to enter the date and time (use the *24-hour format*) when your machine should perform the delayed regular polling.
- 7 Press **ENTER**.
- 8 Press **START**.

When your machine polls for documents, it dials the number and, upon making contact with the other machine, begins receiving the document as if the other machine had placed the call.

---

## Being polled

Not only can you poll, but you can also *be* polled. To set up a document for regular polling:

- 1 If your fax machine is set for Tel Ready reception, change it to the reception mode except the Tel Ready.
 

**Important:** Your machine **can’t** be polled if it’s in Tel Ready mode.
- 2 Insert the document.
- 3 Adjust resolution and contrast if necessary. (Your fax machine will be transmitting to the machine doing the polling.)
- 4 Press **Program key, D, 1, 0, 1, ENTER**.  
Your fax will scan the document into memory and return to standby mode.

Once the remote fax machine polls the document you stored, your fax machine automatically erases the document from memory.

## Printing a stored polling document

To print a document you’ve stored for regular polling *without erasing* it, press **Program key, D, 3, 0, 1, ENTER**.

## Erasing a stored polling document

To erase a document you’ve stored for regular polling from your machine’s memory, press **Program key, D, 2, 0, 1, ENTER**.

## Limiting polling access to your fax machine

When you set the passcode, a calling fax which doesn't "present" the proper passcode cannot poll from your fax.

**Important:** The passcode you use for polling operation is **not** the same as the protection passcode (see page 3.49).

**Note:** If you're using the Block Junk Fax feature (see pages 3.53–3.54), even incoming calls which meet the passcode test must come from phone numbers you've approved.

To set your fax machine's passcode:

**1** Decide on the four-digit passcode (0001–9999) you want to use. **Write it down**, and *put it in a safe place*.

**2** Press **Program key, B, 2, 1, 3, ENTER**. The LCD shows the current code:

|          |        |
|----------|--------|
| Passcode |        |
| Passcode | : 0000 |

**3** Use the numeric keypad to enter the desired four-digit *passcode*.

|          |        |
|----------|--------|
| Passcode |        |
| Passcode | : 5627 |

**4** Press **ENTER** to save the setting.

**Note:** To turn off the limiting polling, change the passcode to 0000 by repeating steps 1–4 and entering 0000 in step 3.

# Special features

Your fax machine has numerous special features to make your communication easier. We'll cover them here.

## Soft Keys

Soft Keys are shortcut keys. You can program the soft keys on the control panel to turn on or off any function with just the touch of a button. Your machine has three Soft Keys. If the light above any one of these keys glows, that means the setting programmed into that key is active.

These keys are programmed at the factory to turn the following functions on or off:

*Soft Key 1:* Sort copy (see pages 2.13 and 4.7)

**Note:** If the optional printer controller has been installed on your machine, this key will be the **ONLINE** key.

*Soft Key 2:* Fax&Copy (see page 3.20)

*Soft Key 3:* Bypass (see page 2.14)

But instead of using the Soft Keys to control the functions above, you can program them to turn other functions on or off. These functions are:

- Energy saving (see page 4.9)
- Redial / Pause (see pages 2.2 and 2.6–2.7)
- Dialing options (see page 3.1)
- Security reception (see page 3.49)
- Confirmation report (see page 3.21)\*
- Memory transmission (see page 2.3)\*
- TTI transmission (see page 4.2)\*
- Cover page (see page 3.22)\*
- Negative / Positive copy (see page 2.17)
- Copy / Fax changing mode (see page 1.11)
- Access to alternative telephone network (“Dial Prefix”) (see page 3.23)
- Flash — Exchange **PBX** to **PSTN** by entering the “flash” signal.

\* When you change the setting by using the Soft Key, it will be available only for the next transmission. Once that transmission is complete, your machine returns to its default setting. If you want to change the default setting, see “Changing the default settings” on page 4.1–4.10.

## Setting the Soft Key

**1** Press **Program key, B, 1, 0, 3, ENTER**. The LCD shows:

```
Select Soft Key No.
1:Sort Copy
```

... or indicates another function you've stored into this key.

**2** Press **◀** or **▶** until the Soft Key (1-3) you want to change appears. In this example, we've chosen **2**.

**3** Press **ENTER**. The LCD shows:

```
2:Fax&Copy
◀ / ▶ / Enter
```

**4** Press **◀** or **▶** until the function appears that you want to program into the key. In this example, we've chosen *Cover page*.

```
2:Cover Page
◀ / ▶ / Enter
```

**5** Press **ENTER** to save the setting. The LCD will display the next Soft Key. If you do want to set this Soft Key, go back step 3. If you do not want to set the currently displayed Soft Key but do want to set another Soft Key, go back to step 2. If you do not want to set any more Soft Keys, press **STOP** to finish.

Now you can use the labels included in your machine's original packaging to label the Soft Key function you just set.

## Macro keys

If you perform the same operation repeatedly, you can automate the operation using a macro. A macro is a series of the several steps that you group together as a single command to accomplish the operation automatically.

A macro key faithfully records up to 60 steps that you performed to teach the macro. You can “teach” the Macro keys to carry out any of the following jobs, but you cannot teach the operation regarding the machine settings.

**Note:** One Macro key can hold only one job. It cannot combine two or more jobs.

### Copy:

- All copy settings

### Printouts:

- Machine settings list (page 4.10)
- Fax settings list (page 4.10)
- Copy settings list (page 4.10)
- Activity journal (page 3.21)
- Delayed commands list (page 2.8)
- Delayed commands documents (page 2.8)
- One-touch list (page 3.3)
- Speed-dial list (page 3.5)
- Programmable one-touch numbers list (page 3.47)
- Call group directory (page 3.7)
- Blocked numbers list (page 3.54)
- Sample cover page (page 3.22)
- Department time list (page 3.56)
- List of F-Code boxes (page 3.28)
- List of documents stored in F-Code boxes (page 3.28)
- Batch transmission documents (page 3.12)
- Batch box list (page 3.12)
- List of stored batch documents (page 3.12)
- F-Code Box (bulletin box) documents (pages 3.29, 3.30)
- Macros list (page 3.19)
- Stored polling documents (page 3.14)
- Security receive documents (page 3.50)

### Document storage:

- Regular polling documents (page 3.14)
- F-Code polling documents (page 3.29)

### Communications functions:

- Delayed transmission (explained on pages 3.10)
- Broadcasting (page 3.9)
- Regular polling (pages 3.14–3.15)
- Batch transmission (pages 3.11–3.13)
- F-Code transmission (page 3.32)
- F-Code polling (page 3.33)

## Programming the Macro key

- 1 Press **MACRO PROGRAM**, **ENTER**. The LCD shows:

```
Select Macro Key
M1:No Number Stored
```

- 2 Press the Macro key (**M1** or **M2**) you want to program or change. In this example, we've chosen **M2**.

```
Select Macro Key
M2:No Number Stored
```

- 3 Press **ENTER**. If you chose the key already programmed, proceed to step 4. Otherwise, skip to step 5.

- 4 The LCD shows:

```
Overwrite?
Check Enter/Cancel
```

If you want to overwrite the operation already programmed, press **ENTER**. If you want to overwrite only the job's name, press **CANCEL** and go to step 9. If you *do not* want to overwrite the key you have choice, press **STOP**.

- 5 The LCD of stand-by mode appears, which means the machine is ready to register the steps into the Macro key.

```
Fax Ready
11 Jul 2002 13:30
```

**Note:** It keeps beeping during the job registration in order to make notice of the registration mode.

**6** Press the keys exactly as you operate the job you want to program into the Macro key.

**Note:** You can program up to 60 steps. When it comes over 60 steps, your fax machine asks if you register the operations you have entered. If you want to register them, press **ENTER**. If not, press **STOP**.

**Note:** If you want to cancel the operations you have set, press **MACRO PROGRAM**, **STOP** and then go back to step 1.

*Example 1:* To program some operations for copy: Press **COPY/FAX** to change the copy mode, and set number of the copies, paper size, contrast, resolution, reduction/enlargement rate and sort setting as you want.

**Note:** See “Making copies” (pages 2.12–2.17) for detail operations.

*Example 2:* To program the operations for printing the one-touch numbers list: Press **Program key, E, 1, 0, 6, ENTER**.

**7** If you programmed **ENTER** or **START** into the operation, proceed to step 8. Otherwise, press **MACRO PROGRAM** and skip to step 9.

**8** If you want to start immediately after pressing the Macro key when you use it, press **ENTER**. If not, press **CANCEL**.

**Note:** If you want to confirm the settings or operations in the Macro key before you start it, press **CANCEL** here.

|                                                    |
|----------------------------------------------------|
| <b>Include Start/Enter?<br/>Check Enter/Cancel</b> |
|----------------------------------------------------|

**9** The LCD now shows:

|                             |    |                                     |
|-----------------------------|----|-------------------------------------|
| <b>M2 :Name ;Upper</b><br>_ | or | <b>M2 : Name ;Upper</b><br>Delayed_ |
|-----------------------------|----|-------------------------------------|

The machine now asks you to name this job.

If you *do not* want to enter or change this job's name, skip to step 11.

**10** Enter the name by using the one-touch keys. (If necessary, review “Entering characters”, page 1.12) A job's name may be up to 130 characters in length.

**11** Press **ENTER** to save the setting.

## Copying with the Macro key

To copy using a Macro key:

- 1** Insert the document.
- 2** Press the **Macro key** in which you've stored the copy command.
- 3** Press **START**, if you have not registered **START** in the Macro key.

## Printing lists using the Macro key

To print a list using a Macro key:

- 1** Press the **Macro key** in which is programmed for the printing lists.
- 2** Press **ENTER**, if you have not registered **ENTER** in the Macro key.

## Storing fax documents with the Macro key

To store a fax document for either polling or F-Code polling using a Macro key:

- 1** Insert the document.
- 2** Press the **Macro key** which is programmed for the storing operation you want to use.
- 3** Press **ENTER**, if you have not registered **ENTER** in the Macro key.

## Fax dialing with the Macro key

To dial a fax call using a Macro key:

- 1** Insert the document.
- 2** Press the **Macro key** in which you've stored the fax communication command.
- 3** Press **START**, if you have not registered **START** in the Macro key.

Your fax will perform the operation now, or at whatever time you programmed.

If you programmed this key to delay its operation, the LCD shows:

If you programmed this key to perform the operation immediately after you press it, the LCD shows the number:

## Erasing a Macro key

- 1** Press **MACRO PROGRAM** twice, **ENTER**. The LCD shows:

```
Select Macro Key
M1:Activity journal
```

- 2** Press the Macro key (**M1** or **M2**) you want to erase. Here, we've chosen **M2**.

```
Select Macro Key
M2:Batch box list
```

- 3** Press **ENTER**. The LCD shows:

```
Erase Macro
Check Enter/Cancel
```

**Important:** If you want to quit without erasing the Macro key you've selected, press **CANCEL**. The machine will return to step 2.

- 4** Press **ENTER** to erase the job.

```
Erase Macro
** Complete **
```

To erase another Macro key, repeat steps 2–4. Or press **STOP** to return to standby mode.

## Printing a list of your Macro keys

Your fax machine can print a list of the Macro keys.

The list includes:

- (1) each key's Macro key number
- (2) the name of the job stored in the Macro key

To print a list of Macro keys, press **Program key, E, 1, 1, 7, ENTER**.

## Setting the speed for Macros

You can adjust the speed of one step in the Macro key.

- 1** Press **MACRO PROGRAM** three times, **ENTER**. The LCD shows:

```
Macro Speed      :Norm
                 ◀/▶/Enter
```

- 2** Press **◀** or **▶** until the mode you want appears. The possible settings are:

```
Macro Speed      :Norm
                 ◀/▶/Enter
```

```
Macro Speed      :Slow
                 ◀/▶/Enter
```

```
Macro Speed      :Fast
                 ◀/▶/Enter
```

- 3** Press **ENTER** to save the setting.

## Fax & Copy

With the Fax & Copy feature turned on, your machine asks if you want to make a copy of a document each time it transmits that document from memory.

**Note:** The Fax & Copy function cannot be used for real time transmission, and when the copy protection feature is set to on.

**Note:** Quick Memory transmission (see page 2.3) and the Fax & Copy function cannot be used at the same time. If both are turned on, Quick Memory will not work.

**Note:** The Fax & Copy feature will use the same resolution you set for the transmission for the copy's scanning resolution.

### Setting the Fax & Copy function

- 1 Press **Program key, B, 1, 0, 6, ENTER**.

```
Fax & Copy           :Off
  ◀ / ▶ / Enter
```

- 2 Press **◀** or **▶** until the mode you want appears. In this example, we've chosen *On*.

```
Fax & Copy           :On
  ◀ / ▶ / Enter
```

- 3 Press **ENTER** to save the setting.
- 4 Press **STOP** to return to standby mode.

**Note:** You can turn it on or off by simply pressing **FAX & COPY**.

### Using the Fax & Copy function

- 1 Place the document and select resolution and contrast you require.
 

**Note:** With this function, you cannot select normal and halftone resolution.
- 2 Enter the fax number. Either press a one-touch key, enter a speed-dial number, call group number or use the numeric keypad to enter the fax number.
 

If you entered the fax number using a one-touch key, skip to step 4. Otherwise, go on to step 3.
- 3 Press **START**.

- 4 The LCD changes copy mode and asks the number of copies you want to make.

```
Fax & Copy           1
  A4           Auto   100%
```

- 5 Use the numeric keypad to enter the number of copies you want for each page in the document. Choose from 01 to 99 copies.

**Note:** If you want to quit without transmitting and copying the document, press **STOP**. The machine returns to standby mode.

- 6 Press **START** to begin the transmission and copying process.

**Helpful tip:** If you do not wish to make a copy, press **CANCEL** in step 4. The LCD will show:

```
Canceled Copying
  Start/Stop
```

To cancel the making copy, press **START**. The machine start transmission process without copying the document. If you press **STOP**, the machine return to step 4.

## Setting the activity journal

Just as a checkbook records your daily financial transactions, your fax machine keeps an *activity journal* which records its 100 most recent fax transactions. The activity journal lists the following information for each transaction:

- *Assigned number*, starting each day at 001
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Department code* (see page 3.55)
- *Result* of the call — If preceded by an asterisk (\*), this signifies an ECM communication. If preceded by a pound (#), this signifies communication was via the highspeed V.34 modem.
- *Any special operations* — For example, a polling reception will appear as "Polling"



Your fax machine will print the activity journal automatically after 100 transactions. To toggle this automatic printing on or off:

- 1 Press **Program key, C, 1, 0, 1, ENTER**. The LCD shows:

```
Journal AutoPrt.:Off
      ◀/▶/Enter
```

- 2 Press **◀** or **▶** until the mode you want appears. Here, we've chosen *On*.

```
Journal AutoPrt.:On
      ◀/▶/Enter
```

- 3 Press **ENTER** to save the setting.

## Printing an activity journal manually

To print an activity journal *immediately* without waiting for 100 transmissions to be completed, press **Program key, E, 1, 0, 4, ENTER**.

## Setting the printing order of the activity journal

Your fax machine prints the activity journal for every fax transaction. For example, if your machine has to redial a call, it will list those redials on the journal.

If you want to list those activities in the order of their assigned numbers, you can change the printing order of the activity journal. To change the printing order:

- 1 Press **Program key, C, 1, 0, 2, ENTER**. The LCD shows:

```
Journal Line Up :Off
      ◀/▶/Enter
```

- 2 Press **◀** or **▶** until the mode you want appears.

If you want the activity journal to print in the order of assigned number, choose "On".

Otherwise, the machine will list every fax transaction of the same command and same location.

Here, we've chosen *On*.

```
Journal Line Up :On
      ◀/▶/Enter
```

- 3 Press **ENTER** to save the setting.

## Setting the reports: TCRs

Your fax machine can print a *transmit confirmation report (TCR)* after sending every fax to *any* Group 3 fax machine. The TCR lists the following information for each communication:

- *Date and time* of the TCR's printout
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Result* of the call
- *Any special operations* — For example, a polling reception will appear as "Polling"
- *Sample of the document* — An image of the first page of the document

If an error occurs, the TCR tells you the remote location which was called, the *error code* and *error message* (see pages 5.9–5.11).

To set the printing of TCR:

- 1 Press **Program key, C, 1, 0, 3, ENTER**. The LCD shows:

```
Report AutoPrint:Off
      ◀/▶/Enter
```

- 2 Press **◀** or **▶** until the setting you want appears. Here, we've chosen *On*.

```
Report AutoPrint:On
      ◀/▶/Enter
```

- 3 Press **ENTER** to save the setting.

**Helpful tip:** If you will frequently turn this feature on and off, you can assign it to a Soft key (see page 3.16) to turn on or off by simply pressing that key.



## Cover page

Your fax machine can store a *cover page* to send at the beginning of each outgoing fax. This page includes the current date and time, your Location ID and your fax number (as stored in the TTI) and a message of up to 40 characters in length. The information appears in a box similar to this:

**Fax Message From:**  
11 Nov 2003 14:00

Name:           And Sew It Goes Co.  
Fax Number:   972-555-2009

[We appreciate your business. Thank you!]

### Turning the cover page on

- 1 Press **Program key, C, 2, 0, 1, ENTER**. The LCD shows:

Cover Page           :Off  
◀ / ▶ / Enter

- 2 To tell the fax machine it *should* send a cover page before each document you transmit, press ◀ or ▶ until “On” appears on the LCD.

Cover Page           :On  
◀ / ▶ / Enter

**Note:** To tell the machine not to send a cover page, press ◀ or ▶ until “Off” appears on the LCD and press **STOP**.

- 3 Press **ENTER** to save the setting.

Now the cover page feature is working but your message line (shown in the example as “We appreciate your business. Thank you!”) is blank. To enter that message, see “Entering the cover page message,” next page.

### Entering the cover page message

- 1 Press **Program key, C, 2, 0, 2, ENTER**.
- 2 Use the one-touch keypad to enter a message for the cover page. Enter the message the same way you entered your fax name during Initial Setting. The message can be up to 40 characters in length.  
**Important:** As in Initial setting, enter letters and other non-numeric characters by using the one-touch keys.
- 3 When the message appears as you want it, press **ENTER** to save it.

### Printing the cover page

To confirm that the cover page is set correctly, print a sample cover page from your fax machine. Press **Program key, E, 1, 1, 1, ENTER**.

## Audible alarm

Whenever your fax machine receives a document from another fax machine, your machine will sound the alarm tone alerting the person for whom the document is intended.

**Important:** The alarm tone is sounding until either the person presses **STOP** or another document is received.

**Note:** Your machine does not sound the alarm during:

- Polling
- F-Code polling reception
- Turning off this feature

To toggle this audible alarm feature on or off:

- 1 Press **Program key, B, 2, 1, 4, ENTER**.

Audible Alarm   :Off  
▼ / ▲ / Enter

- 2 Press ▼ or ▲ until the mode you want appears.
- 3 Press **ENTER** to save the setting.

## Using alternative telephone network service providers

Your fax machine is fitted with a Soft Key on the control panel to allow easy access to other telephone networks such as Cable Telecom, Sprint or AT&T.

For this feature to work, either *Dial Prefix* or *Dialing Options* should be assigned to Soft Keys. (Refer to page 3.1 and 3.16.)

The following information describes how to program the access number for the Cable Telecom. For other networks you will have to program the appropriate access number in place of the Cable Telecom access number. You can enter numbers up to 40 digits.

- 1 Press **Program key, B, 2, 1, 5, ENTER.**

Dial Prefix No  
\_

- 2 Enter the Telephone network access number on the numeric keypad. In this example, we've entered 131 (Mercury PIN code service). If you entered 132 (Cable Telecom), skip to step 5.

**Note:** If you wish to access the Telephone network from a PBX, enter the PSTN access code followed by a dialling pause (the dialling pause is only necessary on pulse dial PBX's) before you enter the 131 or 132. i.e., 9-/131-/PIN, or 9-/132 if a pause is required.

Dial Prefix No  
131\_

- 3 Press **REDIAL/PAUSE** on the control panel to enter a "-/" in the LCD. This instructs your fax machine to wait for a secondary dial tone before dialling the PIN number.

Dial Prefix No  
131-/\_

- 4 Now enter your PIN number (10 digits).

Dial Prefix No  
131-/1234567890\_

**Note:** If you wish to erase your PIN number, press **CANCEL** to erase all programmed numbers before proceeding to step 5.

- 5 Press **ENTER** to save the setting.

## Sending faxes with Dial prefix feature

**Note:** If you use the **MONITOR/CALL** key to dial, you cannot use **DIALING OPTIONS** key. You must assign *Dial Prefix* to one Soft Key in advance and use it.

*To dial using the numeric keypad*

- 1 Set the documents.
- 2 Press the Soft Key assigned **DIAL PREFIX** *once* or **DIALING OPTIONS** *three times*, then the LCD will show a "!" symbol to indicate the access to the alternative telephone network.

Press Start

- 3 Dial a cost centre code (2 or 3 digits) if you selected this option when ordering Cable Telecom service. Enter the fax number using the numeric keypad.
- 4 Press **START**.

### Notes:

- You must enter the full National Code telephone number when dialling telephone numbers via any network.
- You can not enter the Soft Key followed by the one-touch or speed-dial key (see below for more information).

*To dial using the one-touch or speed-dial keys*

In order to send faxes using the one-touch or speed-dial keys, you must instruct your fax machine to access the alternative telephone network when you store the fax number into your autodialler.

To enter the access number into your autodialler:

Before entering a fax number, press the Soft Key assigned **DIAL PREFIX**. And then, enter the fax number.

To send faxes using the autodialler:

Set the document and press the one-touch key or enter the speed-dial number, as usual.

## Page counter

You can confirm the number of total printed pages on the LCD.

- **Total** — The total pages your machine has printed.
- **Copy** — The total pages printed for copying.
- **Fax** — The total pages printed for received fax messages.
- **Printer** — The total pages printed for list printing and PC printing.

**Note:** PC printing is available only when your machine has the optional printer controller kit installed.

- 1 Press **COPY COUNT**. The LCD shows the total pages your machine has printed up to the present:

```
Total      :000026813
◀/▶/Stop
```

- 2 Pressing **▶**, the LCD will change as follows:

```
Copy       :000014702
◀/▶/Stop
```



```
Fax        :000006412
◀/▶/Stop
```



```
Printer    :000005679
◀/▶/Stop
```

- 3 When you finished confirming, press **STOP**. The machine will return to standby mode.

## The power of Multi-Access

Your fax machine's *Multi-Access* feature sharply reduces the time you might spend waiting for the machine to finish its work. Multi-Access is a more powerful version of what already is a pretty powerful feature, called *dual access*. While a fax with normal dual access allows you to do two things at once, Multi-Access allows you to do *four* operations at once. *For example*, even if the machine is (1) printing a copy, (2) transmitting from memory and (3) scanning documents for a different memory transmission, you can still (4) program the machine.

**Note:** If your machine is Konica 7013:  
The MFX-1300 cannot printing and scanning at same time.  
If you try to scanning the document during the machine is printing, the following message will be shown:

```
OK: Will Scan Soon
```

- If the machine is printing the lists, the machine will scan the document after the printing is finished.
- If the machine is printing the stored document or received document, the machine will pause the current printing job and it will give priority to scanning the document. After scanning is finished, the machine resumes the printing job.

## F-Code Boxes

### F-Code: an introduction

The ITU-T, the United Nations agency that standardises international telecommunications, has created a fax industry standard for using sub-addressing and password-based communication. One name for this standard is F-Code, and that's what we'll call it in these instructions and on your machine's display.

#### *How sub-addressing works*

To help understand sub-addressing, think about how someone in a large company receives mail. For example, mail for the Accounting department is first delivered to the company's main mailroom. Then the mailroom routes the mail to Accounting.

That's the idea behind sub-addressing. Your fax and another F-Code-compatible fax exchange special signals to indicate just where the fax really should go. It's as if the sending fax is saying, "Deliver this to room 48," and the receiving fax does just that.

Your machine has up to 50 mailboxes for these special deliveries. When someone sends an F-Code fax to you, your machine receives it into one of those 50 mailboxes — whichever box the sender chooses.

#### *Sending F-Code securely*

For greater security, you can set up a password with each F-Code sub-address, which lets you use secure transmission, polling and relay broadcasting when communicating with any other F-Code compatible fax machine.

#### *Guidelines for using F-Code*

- (1) To use ITU-T sub-addressing, you must create F-Code boxes in your machine
- (2) Your machine holds up to 50 of these boxes
- (3) Your machine stores up to 30 documents into each F-Code box (each document can include one or more pages)

### Creating or modifying an F-Code box

#### *Choosing the F-Code box type*

Before you set up an F-Code box, first decide how your callers will use it — as a bulletin box, a security box or a relay box.

- **Bulletin box** — Stores documents that people in remote locations retrieve by *polling* the box. For example, your sales branches could call in at any time to get a printout of your latest prices that you've stored in a bulletin box.  
A bulletin box stores both scanned and retrieved documents, and it holds its contents indefinitely (as long as the unit has AC power).
- **Security box** — Receives and stores F-Code secure communications.

- **Relay box** — Receives documents, then relays them to other machines. The machine that relays the document is called a "hub". Your fax machine can either *send* to a hub or it can *be* a hub.

#### *4 elements of an F-Code box*

Each F-Code box has the following four elements:

- (1) F-Code box number (01-50)
- (2) F-Code box name (up to 16 characters)
- (3) F-Code sub-address (up to 20 characters - can include numbers and the \* and # characters only)
- (4) I.D. Code (4 digits)

You will choose the information for each of these elements, and enter it into your machine. The following steps will walk you through entering and changing that information.

#### *To create or modify an F-Code box:*

- 1** Keep pen and paper with you as you follow these steps. As you decide on a sub-address and enter it into your machine, write it down. Remember to: (1) write down which box goes with which sub-address, (2) write down any passwords or I.D. codes you enter, (3) keep these printed records in a safe place.
- 2** Press **Program key**, C, 4, 0, 1, **ENTER**. Depending on whether you already have a name entered for F-Code box 01, the LCD shows:

|                                          |    |                                          |
|------------------------------------------|----|------------------------------------------|
| Select F-Code Box<br>01:No Number Stored | OR | Select F-Code Box<br>01:NY Branch Office |
|------------------------------------------|----|------------------------------------------|

- 3** Use the numeric keypad to enter the two-digit number (01-50) of the F-Code box you want to create or modify. Here, we've entered 0, 3 and see either:

|                                          |    |                                        |
|------------------------------------------|----|----------------------------------------|
| Select F-Code Box<br>03:No Number Stored | OR | Select F-Code Box<br>03:Konica America |
|------------------------------------------|----|----------------------------------------|

- 4** If want to select a different F-Code box than the one that appears on the LCD, use the numeric keypad to enter the two-digit F-Code box number now.
- 5** Press **ENTER**. What you do next depends on whether you're creating or modifying the F-Code box:  
If creating — skip to step 7.  
If modifying — the LCD asks you to enter the proper I.D. code. The LCD shows:

|                                           |
|-------------------------------------------|
| 03:Set F-Code Box<br>Enter I.D. Code:**** |
|-------------------------------------------|

- 6** Use the numeric keypad to enter the 4-digit I.D. code (not the ITU-T sub-address and not the ITU-T password) and then press **ENTER**.

**Note:** If you enter an invalid I.D. code, the fax machine rejects the attempt and aborts this operation.

- 7** The machine is now asking you to name this F-Code box. The LCD shows:

|                        |    |                                      |
|------------------------|----|--------------------------------------|
| 03:Box Name;Upper<br>_ | or | 03:Box Name;Upper<br>Konica America_ |
|------------------------|----|--------------------------------------|

If you do not want to enter or change this F-Code box's name, skip to step 9. If you do want to enter or change this F-Code box's name, go on to step 8.

- 8** Enter the name by using the one-touch keys. (If necessary, review "Entering characters", page 1.12) An F-Code box's name can be up to 16 characters in length.

- 9** Press **ENTER** to save the box's name and continue. The LCD shows:

|                         |    |                               |
|-------------------------|----|-------------------------------|
| 03:Sub-Address No.<br>_ | or | 03:Sub-Address No.<br>123456_ |
|-------------------------|----|-------------------------------|

The fax machine now asks for this F-Code box's sub-address. This is the numerical identifier you must enter in order to communicate with any remote F-Code compatible fax.

If you do not want to change an existing sub-address, skip to step 11.

- 10** Use the numeric keypad to enter the sub-address to identify this F-Code box. The sub-address can be up to 20 characters in length and include any combination of numbers and the \* and # characters (but no other non-numeric characters).

|                               |
|-------------------------------|
| 03:Sub-Address No.<br>654321_ |
|-------------------------------|

**Note:** No other F-Code box in this machine can have the same sub-address as the one you enter here.

- 11** Press **ENTER** to save the sub-address.

**Note:** If you entered a sub-address already being used by another F-Code box, the machine beeps and briefly displays:

|                                          |
|------------------------------------------|
| 03:Sub-Address No.<br>Sub-Address In Use |
|------------------------------------------|

The machine now returns you to step 10. Please enter a different number for your F-Code box's sub-address.

- 12** Next, the machine asks for your F-Code box's password. This is the password for ITU-T-compatible F-Code fax transactions. The LCD shows:

|                  |    |                             |
|------------------|----|-----------------------------|
| 03:Password<br>_ | or | 03:Password<br>123456789*#_ |
|------------------|----|-----------------------------|

**Note:** You don't need to have a password for the F-Code box. However, using a password will make your F-Code communication much more secure.

If you *do not* want to enter or change this box's password, skip to step 14.

- 13** Use the numeric keypad to enter this box's ITU-T-compatible password. This password can be up to 20 characters in length and include any combination of numbers and the \* and # characters (but no other non-numerical characters). Here, we've entered 135\*7#9.

|                         |
|-------------------------|
| 03:Password<br>135*7#9_ |
|-------------------------|

**Note:** You cannot change the *type* of an existing F-Code box. If you're modifying an existing F-Code box and want to change the box *type*, you first must erase the old box, then create a new one.

- 14** Press **ENTER** to save the password. The LCD now shows:

|                                 |
|---------------------------------|
| Box Type :Bulletin<br>◀/▶/Enter |
|---------------------------------|

The fax machine is asking which box type you want to assign to this box — *bulletin*, *security* or *relay*.

Press **◀** or **▶** until the type of box you want appears.

- 15** Press **ENTER**.  
If you chose *Bulletin*, go on to step 16.  
If you chose *Security*, skip to step 17.  
If you chose *Relay*, skip to step 20.

**If you chose *Bulletin*:**

- 16** The bulletin box has four additional settings:
- Reception protection ("Rx Protect" on the LCD)
  - Automatic printing of received documents ("Auto Print")
  - Overwriting documents ("Overwrite Doc.")
  - Erasure of transmitted documents ("Erase Tx Doc.")

**Rx Protect** — *Reception protection* tells this box if it's okay to receive documents from remote locations. Callers can then poll these documents.

```
Rx Protect      :Off
                ◀/▶/Enter
```

On: *Do not* open this box to receive documents from callers.

Off: *Open* this box to receive documents from callers.

Press ◀ or ▶ until the mode you want appears.

Then press ENTER to save the setting and go on to the next one.

**Auto Print** — *Automatic printing of received documents* tells the fax machine if it should print a document automatically upon receiving it into this box.

**Note:** This setting is available only when the reception protection (*Rx protect*) setting is set to *off* (see above).

```
Auto Print      :Off
                ◀/▶/Enter
```

On: Print the document automatically when the box receives it.

Off: Print the document manually, when you want to print it.

Press ◀ or ▶ until the mode you want appears.

Then press ENTER to save the setting and go on to the next one.

**Overwrite Doc** — *Overwriting documents* tells your machine if it should overwrite (erase) existing documents when it receives a new one.

**Note:** This setting is available only when the reception protection setting is set to *off* (see *Rx Protect* above).

```
Overwrite Doc.  :Off
                ◀/▶/Enter
```

On: When your machine receives a new document into this box, it will erase any documents currently stored in it.

Off: When your machine receives a new document into this box, it *will not* erase the documents stored in it. Your machine can store up to 30 *documents* (each document can include one or more pages) in each box.

Press ◀ or ▶ until the mode you want appears.

Then press ENTER to save the setting and go on to the next one.

**Erase Tx Doc** — *Erasure of transmitted documents* tells your machine if it should erase a document from the box after a caller retrieves (polls) the document.

```
Erase Tx Doc.   :Off
                ◀/▶/Enter
```

On: Your machine erases the document from the box as soon as it sends it. If you choose “On”, this box can be polled only once per document.

Off: Your machine does not erase a document from the box when it's polled. As long as your machine holds AC power and you do not erase the document from the box, the document is available indefinitely for polling.

Press ◀ or ▶ until the mode you want appears.

Press ENTER to save the setting. Then skip to step 24.

**If you chose Security:**

**17** The machine asks how long you want to keep a document stored in your machine's F-Code box. The LCD shows:

```
F-Code Doc Hold Time
Hold Time (00-31):00
```

**18** Use the numeric keypad to enter a two-digit number indicating how many days (00-31), you want your fax machine to keep received documents in this F-Code box. Here, we've entered *09*, for nine days:

```
F-Code Doc Hold Time
Hold Time (00-31):09
```

**Note:** Your fax machine can store incoming documents in F-Code boxes (up to 30 documents) as long as 31 days, after which it automatically erases the documents. But if your machine has plenty of memory, you may want to override the 31-day limit in order to keep the documents indefinitely. If so, enter *00*. If you choose this, you will have to delete documents manually. (You may want to contact your authorised Konica dealer regarding optional memory expansion.)

**19** Press ENTER to save the settings. Skip to step 24.

**If you chose Relay:**

**20** The machine asks for the fax number for the remote unit. The LCD shows:

```
Enter Relay Number
—
```



- 21** Enter the fax number using a one-touch key, a speed-dial number or a call group number. You cannot use the numeric keypad to enter these numbers.

To add each fax number, press **BROADCAST** between each one to insert a *comma*, then enter the number. You can specify up to 200 numbers for a remote unit.

```
Enter Relay Number
S001,G12_
```

- 22** Press **ENTER** to save the settings. The LCD shows:

```
Select TTI :Sender
◀ / ▶ /Enter
```

The machine asks for the type of TTI you want to appear on the faxes that are relayed to other callers.

- **Sender** — Relay the document with sender unit's TTI (*don't* send your TTI).
- **Both** — Relay the document with both the sender unit's TTI and your TTI.
- **Yours** — Relay the document with your TTI instead of the sender unit's.

Press **◀** or **▶** until the mode you want appears.

- 23** Press **ENTER** to save the settings. The LCD shows:

```
Auto Print :Off
◀ / ▶ /Enter
```

On: Print the document automatically when it's received.

Off: The machine does not print it, but only relays it to the other machine.

Press **◀** or **▶** until the mode you want appears.

Then press **ENTER** to save the settings and go on to step 24.

- 24** The machine asks for your F-Code box's four-digit security I.D. code. This is the I.D. code for the box's security, which you use to (1) print a document any remote F-Code-compatible fax sends to this F-Code box or (2) you enter before you can make any changes to this F-Code box.

```
03:Set F-Code Box
Enter I.D. Code:0000
```

If you do not want to change the I.D. code, skip to step 27.

- 25** Decide on a four-digit I.D. code (0001-9999) for this F-Code box. **Write it down**, and put it in a safe place.

**Important:** Do not use 0000 as an I.D. code.

- 26** Use the numeric keypad to enter the four-digit I.D. code for this F-Code box.

**Important:** After completing this step, you must know this code to print documents sent to this F-Code box. Be sure to write it down.

- 27** Press **ENTER** to save the F-Code box information.

To create or modify another F-Code box, repeat steps 3-27.

To finish, press **STOP**.

## Printing a list of F-Code boxes

The list of F-Code boxes includes:

- (1) Each box's identifier number
- (2) Box name (if any)
- (3) Sub-address
- (4) Password
- (5) Box type
- (6) Each box's settings

To print a list of your F-Code boxes, press **Program key, E, 1, 1, 3, ENTER**.

## Printing a list of documents stored in your F-Code boxes

The list of documents stored in your machine's F-Code boxes includes:

- (1) Each box's identifier number
- (2) Box name (if any)
- (3) Box type
- (4) Each file number (or document number) that is stored

To print a list of documents stored in F-Code boxes, press **Program key, E, 1, 1, 4, ENTER**.



## Using a bulletin box

### Storing a document

Your fax machine can store up to 30 *documents* in each bulletin box.

**Note:** For this operation to work, two things must be true:

- The bulletin box must exist on your fax machine.
- You must know the bulletin box's two-digit number (01-50) and four-digit I.D. code. (See "Creating or Modifying an F-Code box," pages 3.25–3.28, if necessary.)

To store a document in a bulletin box for polling.

**1** Insert the document and make any necessary adjustments.

**2** Press **Program key, D, 1, 0, 2, ENTER** The LCD shows:

```
Select F-Code Box
01:No Number Stored
```

or

```
Select F-Code Box
01:Konica Machinery
```

**3** Use the numeric keypad to enter the two-digit identifier number (01-50) of the F-Code box where you want to store the document. Here, we've entered 0, 3:

```
Select F-Code Box
03:Konica America
```

**4** If you want to use a different F-Code box than the one that appears on the LCD, enter the box number now.

**5** Press **ENTER**. The LCD shows:

```
03:F-Code Document
Enter I.D. Code:****
```

**6** Use the numeric keypad to enter the four-digit I.D. code. Here, we've entered 2345:

```
03:F-Code Document
Enter I.D. Code:2345
```

**7** Press **ENTER**.  
If you've entered an incorrect I.D. code, your fax machine rejects the attempt and returns to standby mode.  
If you've entered the correct I.D. code, the display shows:

```
Overwrite Doc. :Off
</>/Enter
```

If you choose:

**On:** Your bulletin box erases the currently stored document when a new document is stored in it

**Off:** Your bulletin box keeps both the currently stored document and the new document, up to 30 documents in each box.

**8** Press **<** or **>** until the mode you want appears.

**9** Press **ENTER** to save the setting. Your machine starts scanning the document into the selected bulletin box:

```
F-Code Doc. File: 1
A4 Mem 99%
```

**Important:** The file number (shown above as 1) tells you how many documents are in this bulletin box. Your machine numbers files 1-30. You need to know the file's number to erase or print it.

### Printing a document stored in a bulletin box

You can print a document stored in your machine's F-Code bulletin boxes without erasing the document from memory.

To print a stored document:

**1** Press **Program key, D, 3, 0, 2, ENTER** The LCD shows:

```
Select F-Code Box
01:Konica Machinery
```

**2** Use the numeric keypad to enter the two-digit number (01-50) of the F-Code bulletin box that stores the document you want to print. We've entered 03:

```
Select F-Code Box
03:Konica America
```

**3** Press **ENTER**. The LCD shows:

```
03:F-Code Document
Enter I.D. Code:****
```

**4** Use the numeric keypad to enter your F-Code box's four-digit I.D. code. Here we've entered 2345:

```
03:F-Code Document
Enter I.D. Code:2345
```

**5** Press **ENTER**.  
If you've entered an incorrect I.D. code, your fax machine rejects the attempt and aborts this operation.  
If you've entered the correct I.D. code, the display shows:

```
03:F-Code Document
File No.           :_
```

**6** Use the numeric keypad to enter the file number (1-30) of the document you want to print. Here we've entered 3.

```
03:F-Code Document
File No.           :3_
```

**Note:** If you want to print *all* documents stored in the bulletin box, simply enter 0 (zero).

**7** Press **ENTER**.  
Your fax machine prints the chosen document(s), then returns to standby mode.

**Note:** If the F-Code box is not storing any documents, the machine briefly displays the following before returning to standby mode:

```
03:Select F-Code Box
No Document Stored
```

### Erasing a document stored in a bulletin box

To erase a stored document:

**1** Press **Program key, D, 2, 0, 2, ENTER** The LCD shows:

```
Select F-Code Box
01:Konica
```

**2** Use the numeric keypad to enter the two-digit number (01-50) of the F-Code bulletin box that stores the document you want to erase. We've entered 03:

```
Select F-Code Box
03:Konica America
```

**3** Press **ENTER**. The LCD shows:

```
03:F-Code Document
Enter I.D. Code:****
```

**Note:** If the F-Code box is not storing any documents, the machine briefly displays the following before returning to step 2:

```
Select F-Code Box
No Document Stored
```

**4** Use the numeric keypad to enter your F-Code box's four-digit I.D. code. Here we've entered 2345:

```
03:F-Code Document
Enter I.D. Code:2345
```

**5** Press **ENTER**.  
If you've entered an incorrect I.D. code, your fax machine rejects the attempt and aborts this operation.  
If you've entered the correct I.D. code, the display shows:

```
03:F-Code Document
File No.           :_
```

**6** Use the numeric keypad to enter the file number (1-30) of the document you want to erase. Here we've entered 3.

```
03:F-Code Document
File No.           :3_
```

**Note:** If you want to erase *all* documents stored in the bulletin box, enter 0 (zero).

7 Press **ENTER**. The LCD shows:

```
03:F-Code Document
Check      Enter/Stop
```

**Note:** If you want to quit without erasing *any* document in the bulletin box, press **STOP**. The machine will return to standby mode.

**Note:** If the F-Code box is not storing any documents, the machine briefly displays the following and then returns to standby mode:

```
03:F-Code Document
No Document Stored
```

8 Press **ENTER** to erase the document(s) and to return to standby mode.

```
F-Code Document
**      Complete      **
```

## Using a security box

### Printing a document you receive

When your fax machine receives a document via ITU-T sub-addressing to an F-Code security box, your machine prints a message to let you know. The message lists: (1) the F-Code box number that received the document, (2) the Box name, (3) the remote machine's TTI (if any), and (4) the file numbers stored in the F-Code box.

You then have a certain number of days (see step 17 and 18 on page 3.27) in which to print out the document before your machine automatically erases it.

**Note:** For this operation to work, two things must be true:

- You must know the F-Code security box's two-digit number.
- You must know the F-Code security box's four-digit I.D. code.

To print a received message:

1 Press **Program key, D, 3, 0, 2, ENTER**. The LCD shows:

```
Select F-Code Box
01:Konica
```

2 Use the numeric keypad to enter the two-digit number (01-50) of the F-Code bulletin box that stores the document you want to print. We've entered 03:

```
Select F-Code Box
03:Konica America
```

3 Press **ENTER**. The LCD shows:

```
03:F-Code Document
Enter I.D. Code:****
```

**Note:** If the F-Code security box is not storing any documents, the machine briefly displays the following before returning to step 2:

```
03:Select F-Code Box
No Document Stored
```

4 Use the numeric keypad to enter your F-Code box's four-digit I.D. code. Here we've entered 2345:

```
03:F-Code Document
Enter I.D. Code:2345
```

5 Press **ENTER**.

- If you've entered the correct I.D. code, your fax machine prints all documents in the F-Code security box and then erases them.
- If you've entered an incorrect I.D. code, your fax machine aborts the operation and returns to standby mode.

## Using a relay box

Once your fax machine receives a document via ITU-T sub-addressing to one of its F-Code relay boxes, it sends it to the other fax machines that you've set up on your relay box. (See "Creating or Modifying an F-Code box", pages 3.25–3.28.)

If you set the Auto print mode to *on* when you created the relay box, your machine will *print* the received document, then relay it to the other machine. Otherwise, your machine will *only relay* it to the other machines, not print it. See "If you chose Relay," pages 3.27–3.28 for more details on this setting.

Also, you can send (*relay broadcast initiation*) the document to another hub machine's F-Code box and get that machine to relay it to others. See "F-Code transmission" on pages 3.32–3.34 for more detail.

The hub performs a *relay broadcast*, and the machine which sends the original document to the hub has performed a *relay broadcast initiation*.

## Erasing an empty F-Code box

An F-Code box must be empty in order to erase it. (If you select an F-Code box in these steps which is not empty, the machine beeps. If this happens, print all documents in that box before erasing it.)

To erase an empty F-Code box:

- 1 Press **Program key, C, 4, 0, 2, ENTER**. The LCD shows:

```
Select F-Code Box
01:No Number Stored
```

or

```
Select F-Code Box
01:Konica
```

- 2 Use the numeric keypad to enter the two-digit identifier number (01-50) of the F-Code box you want to erase. Here, we've entered **0, 3** and see:

```
Select F-Code Box
03:Konica America
```

- 3 If you want to erase a different F-Code box than the one that appears on the LCD, enter the box number now.

- 4 Press **ENTER**. If the F-Code box is empty, the LCD shows:

```
03:Erase F-Code Box
Enter I.D. Code:****
```

**Important:** If you select an F-Code box which is *not* empty, the machine beeps and, before returning to step 3, briefly displays:

```
Select F-Code Box
Box In Use
```

Print any documents received in the F-Code box, then repeat this procedure from the beginning to erase the box. Otherwise, select another F-Code box.

- 5 Use the numeric keypad to enter the four-digit I.D. code. Here, we've entered **2345**:

```
03:Erase F-Code Box
Enter I.D. Code:2345
```

- 6 Press **ENTER**.  
If you've entered an incorrect I.D. code, your fax machine rejects the attempt and returns to standby mode.  
If you've entered the correct I.D. code, the display shows:

```
03:Erase F-Code Box
Check Enter/Cancel
```

**Note:** If you want to quit without erasing the F-Code box you've selected, press **CANCEL**. The fax will return to step 2.

**Note:** If you want to quit without erasing *any* F-Code box, press **STOP**. The machine returns to standby mode.

- 7 Press **ENTER** to erase the F-Code box.

```
Erase F-Code Box
** Complete **
```

To erase another F-Code box, repeat steps 2-7.  
To finish, press **STOP**.

## F-Code transmission and polling

With F-Code, your machine can send secure transmissions, perform relay broadcast initiations and even poll from other ITU-T-equipped machines, regardless of manufacturer.

You can do this two ways:

- Using the programmable one-touch key (see pages 3.40–3.43)
- Entering the ITU-T sub-address and password directly, which is what we'll describe here.

**Note:** For F-Code communication to work, three things must be true:

- The remote fax machine must support ITU-T sub-addressing
- The remote fax must have a mailbox with an ITU-T sub-address created on it
- You must know the ITU-T sub-address and password (if any) for the remote machine's mailbox

## F-Code transmission

- 1 Insert the document.
- 2 Adjust the resolution and contrast if necessary.

**3** If you want to toggle between real time transmission and memory transmission, press **MEMORY TRANSMIT**.

**4** Press **ADVANCED FUNCTIONS** *three* times and then press **ENTER**.

Enter Sub-Address  
\_

**5** Use the numeric keypad to enter the appropriate sub-address in the remote machine. In this example, we've entered *123456*.

Enter Sub-Address  
123456\_

**Note:** If you make a mistake, press **CANCEL** to erase the character, then enter the correct number.

**6** Press **ENTER**. The LCD shows:

Enter Password  
\_

**Note:** If this sub-address does not have a password, skip to step 8.

**7** Use the numeric keypad to enter the password. In this example, we've entered *654321*.

Enter Password  
654321\_

**8** Press **ENTER**. The LCD shows:

Enter Fax Number  
\_

**9** Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad. Do **not** press **START**.

**10** What you do now depends on when you want the transmission to begin.

- To have it begin *now*, skip to step 13.
- To delay it, go on to step 11.

**11** Press **ADVANCED FUNCTIONS**, **ENTER**. The LCD shows:

Delayed  
Enter Time: 15/17:05

**12** Use the numeric keypad to enter the day and time when the transmission should begin, then press **ENTER**.

**13** Press **START**.

If in step 10 you chose an immediate transmission, your fax machine begins dialing. If you chose a delayed command, the machine shows "Reserved" on the LCD, indicating that it has stored the command in memory and will complete it later.

## F-Code polling

**1** Press **FAX** to switch the machine to Fax mode.

**2** Press **ADVANCED FUNCTIONS** *four* times and then press **ENTER**.

Enter Sub-Address  
\_

**3** Use the numeric keypad to enter the appropriate sub-address. In this example, we've entered *123456*.

Enter Sub-Address  
123456\_

**Note:** If you make a mistake, press **CANCEL** to erase the character, then enter the correct number.

**4** Press **ENTER**. The LCD shows:

Enter Password  
\_

**Note:** If this sub-address does not have a password, skip to step 6.

**5** Use the numeric keypad to enter the password. In this example, we've entered *654321*.

Enter Password  
654321\_

**6** Press **ENTER**. The LCD shows:

Enter Fax Number  
\_

**7** Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad. Do **not** press **START**.

**8** What you do now depends upon when you want the polling to begin.

- To have it begin *now*, skip to step 11.
- To delay it, go on to step 9.

**9** Press **ADVANCED FUNCTIONS**, **ENTER**. The LCD shows:

|                                                          |
|----------------------------------------------------------|
| Delayed<br>Enter Time: <u>15</u> / <u>17</u> : <u>05</u> |
|----------------------------------------------------------|

**10** Use the numeric keypad to enter the day and time when the polling should begin, then press **ENTER**.

**11** Press **START**.

If in step 8 you chose an immediate polling, your fax machine begins dialing. If you chose a delayed command, the machine shows “Reserved” on the LCD, indicating that it has stored the command in memory and will complete it later.

## Programmable one-touch keys

### Using the power of programmable one-touch keys

In order to complete some operations on your machine, you may have to follow several steps and press several different buttons. But programming your machine’s *one-touch keys* (**P1** and **P2**) can reduce those many steps to a simple press of a key.

You can “teach” the one-touch keys to carry out any of the following operations:

#### **Communications functions:**

- Delayed transmission (explained on pages 3.10)
- Broadcasting (page 3.9)
- Regular polling (pages 3.14–3.15)
- Batch transmission (pages 3.11–3.13)
- F-Code transmission (page 3.32)
- F-Code polling (page 3.33)

To “teach” these keys, you tell the machine four simple things:

- **How** — The key you’re programming
- **Who** — The number(s) the machine should dial
- **What** — The operation it should perform
- **When** — The date(s) and time(s) when you want it to perform the operation

#### **Printouts:**

- Machine settings list (page 4.10)
- Fax settings list (page 4.10)
- Copy settings list (page 4.10)
- Activity journal (page 3.21)
- Delayed commands list (page 2.8)
- One-touch list (page 3.3)
- Speed-dial list (page 3.5)
- Programmable one-touch numbers list (page 3.47)
- Call group directory (page 3.7)
- Blocked numbers list (page 3.54)
- Sample cover page (page 3.22)
- Department time list (page 3.56)
- List of F-Code boxes (page 3.28)
- List of documents stored in F-Code boxes (page 3.28)
- Batch box list (page 3.12)

- List of stored batch documents (page 3.12)
- Macros list (page 3.19)

#### Document storage:

- Regular polling documents (page 3.14)
- F-Code polling documents (page 3.28)

## Programming a delayed transmission

To program a delayed transmission into a programmable one-touch key:

- 1 Press **Program key, A, 3, 0, 1, ENTER**. The LCD shows the first empty programmable one-touch number available:

```
Select Program No.
P2:No Number Stored
```

**Note:** If **P2** appears on the LCD, it means that you have already entered a number for **P1**. You can see what you programmed into **P1** by pressing **◀**, if you want. For example, if you set **P1** for storing of the polling document, you will see:

```
Select Program No.
P1:Polling Document
```

Press **▶** to go back to the programmable one-touch key you want to enter.

**Note:** To *erase* a programmable one-touch key, see page 3.48.

- 2 Press the key that you want to program or change. Here, we've selected **P2**.

```
Select Program No.
P2:No Number Stored
```

**Note:** If you're changing a previously stored command: If your previous command for this key was a for a delayed operation, and you want to keep this key programmed for a delayed operation, use these instructions to make changes. But if you want to assign this key to a completely different operation for batch transmission, then you must first erase the stored command before programming the new one.

- 3 If you want to select a different programmable one-touch key than what appears on the LCD, press that key now.

- 4 Press **ENTER**. The LCD asks which operation you want to program into the programmable one-touch:

```
Type :Communication
      ◀/▶/Enter
```

**Note:** If changing a previously stored command, skip to step 7.

- 5 Press **▶** until “Communication” appears.

```
Type :Communication
      ◀/▶/Enter
```

- 6 Press **ENTER**. The LCD now shows either:

```
P2:Fax#/Advan.Func.   or   P2:Fax#/Advan.Func.
_                        9-5558743_
```

- 7 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length:

```
P2:Fax#/Advan.Func.
9-5550629_
```

Your display can show only 20 characters at a time. To view characters beyond those 20, press **◀** to scroll to the left or **▶** to scroll to the right.

**Important:** Do **not** press **ENTER**.

- 8 Now, *while you can still see the fax number on the LCD*, press **ADVANCED FUNCTIONS, ENTER**. The LCD shows:

```
Delayed
Enter Time: 11/20:30
```

- 9 Next, tell your fax to carry out this delayed command one of these ways:

**Option 1:** Perform the command *once* at a certain time on a certain day of the month. (For example, “Do this at 5:05 PM on the 30th.”) To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```



**Option 2:** Perform the command at a certain time *each day you press the key*. (For example, “Do this at 5:05 PM today.”)  
To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command:

```
Delayed
Enter Time: 00/17:05
```

**10** Press **ENTER, ENTER**. The LCD asks if you want to make additional settings for this programmable one-touch number.

```
Option :Off
</>/Enter
```

If you *do not* want to make additional settings, press **ENTER**. Then skip to step 24.

If you *do* want to make additional settings, press **▶** and **ENTER**.

**11** The LCD asks which resolution you want to use for this programmable one-touch number.

```
Resolution :-----
</>/Enter
```

**12** Press **▶** until the mode you want appears.

**Note:** For any of the following settings, choose “-----” if you do not want to specify the displayed setting for this programmable one-touch key.

**13** Press **ENTER**. The LCD asks you to select a contrast mode for each programmable one-touch number.

```
Contrast :-----
</>/Enter
```

**14** Press **▶** until the mode you want appears.

**15** Press **ENTER**. The LCD asks if you want the memory transmission on or off when using this programmable one-touch number.

```
Memory Tx :---
</>/Enter
```

**16** Press **▶** until the mode you want appears.

**17** Press **ENTER**. The LCD asks you for the type of confirmation report you want to set for this programmable one-touch number.

```
Report :---
</>/Enter
```

**18** Press **▶** until the mode you want appears.

**19** Press **ENTER**. The LCD asks if you want to send a cover page for this programmable one-touch number.

```
Cover Page :---
</>/Enter
```

**20** Press **▶** until the mode you want appears.

**21** Press **ENTER**. The LCD asks if you want to turn the Fax & Copy feature on or off for this programmable one-touch number.

```
Fax & Copy :---
</>/Enter
```

**Note:** When the memory transmission is set to off in step 15, this LCD will not appear and go to step 24.

**22** Press **▶** until the mode you want appears.

**23** Press **ENTER**.

**24** Press **STOP** to return your machine to standby mode.

## Programming a broadcast / group

Programming a broadcast is very similar to programming a delayed transmission. But instead of sending to just one phone number, you set up multiple numbers for the transmission.

To program a broadcast / group into a programmable one-touch key:

- 1 Press **Program key, A, 3, 0, 1, ENTER**. The LCD shows the first empty programmable one-touch number available:

```
Select Program No.
P2:No Number Stored
```

**Note:** If **P2** appears on the LCD, it means that you have already entered a number for **P1**. You can see what you programmed into **P1** by pressing **◀**, if you want. For example, if you set **P1** for storing of the polling document, you will see:

```
Select Program No.
P1:Polling Document
```

Press **▶** to go back to the programmable one-touch key you want to enter.

**Note:** To *erase* a programmable one-touch key, see page 3.48.

- 2 Press the key that you want to program or change. Here, we've selected **P2**.

```
Select Program No.
P2:No Number Stored
```

**Note:** If you're changing a previously stored command: If your previous command for this key was a for a broadcast/group transmission, and you want to keep this key programmed for a broadcast/group transmission, use these instructions to make changes. But if you want to assign this key to a completely different operation for batch transmission, then you must first erase the stored command before programming the new one.

- 3 If you want to select a different programmable one-touch key than what appears on the LCD, press that key now.

- 4 Press **ENTER**. The LCD asks which operation you want to program into the programmable one-touch:

```
Type :Communication
◀/▶/Enter
```

**Note:** If changing a previously stored command, skip to step 7.

- 5 Press **▶** until "Communication" appears.

```
Type :Communication
◀/▶/Enter
```

- 6 Press **ENTER**. The LCD now shows either:

```
P2 : Fax#/Advan. Func .
_ or P2 : Fax#/Advan. Func .
9 - 5558743 _
```

- 7 Use the numeric keypad to enter up to 230 fax numbers — you can use any combination of call groups, one-touch keys, speed-dial numbers and manually-dialed numbers.

**Important: Do not** press **ENTER**.

Press **BROADCAST** to enter a comma between each number or call group.

**Important: Do not** insert a comma after the **last** number.

To enter a *speed-dial number*, press **SPEED DIAL/TEL INDEX** and the number's three-digit identifier.

To enter a *call group*, press **GROUP** and the group's identifier number.

```
P2 : Fax#/Advan. Func .
G5 , G7 , [01] , S006 , 9 - 55
```

Your display can show only 20 characters at a time. To view characters beyond those 20, press **◀** to scroll to the left or **▶** to scroll to the right.

- 8 If you want the broadcast to begin *immediately* every time you press the key, press **ENTER** and skip to step 11.

If you want to *delay* the broadcast, press **ADVANCED FUNCTIONS, ENTER**.

- 9 Next, tell your fax to carry out this delayed command one of these ways:

**Option 1:** Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

**Option 2:** Perform the command at a certain time *each day you press the key*. (For example, “Do this at 5:05 PM today.”) To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command:

```
Delayed
Enter Time: 00/17:05
```

**10** Press **ENTER**, **ENTER**.

**11** The LCD asks if you want to make additional settings for this programmable one-touch number.

```
Option :Off
</>/Enter
```

If you *do not* want to make additional settings, press **ENTER**. Then skip to step 23.

If you *do* want to make additional settings, press **▶** and **ENTER**.

**12** The LCD asks which resolution you want to use for this programmable one-touch number.

```
Resolution :-----
</>/Enter
```

**13** Press **▶** until the mode you want appears.

**Note:** For any of the following settings, choose “-----” if you do not want to specify the displayed setting for this programmable one-touch key.

**14** Press **ENTER**. The LCD asks you to select a contrast mode for each programmable one-touch number.

```
Contrast :-----
</>/Enter
```

**15** Press **▶** until the mode you want appears.

**16** Press **ENTER**. The LCD asks you for the type of confirmation report you want to set for this programmable one-touch number.

```
Report :---
</>/Enter
```

**17** Press **▶** until the mode you want appears.

**18** Press **ENTER**. The LCD asks if you want to send a cover page for this programmable one-touch number.

```
Cover Page :---
</>/Enter
```

**19** Press **▶** until the mode you want appears.

**20** Press **ENTER**. The LCD asks if you want to turn the Fax & Copy feature on or off for this programmable one-touch number.

```
Fax & Copy :---
</>/Enter
```

**21** Press **▶** until the mode you want appears.

**22** Press **ENTER**.

**23** Press **STOP** to return your machine to standby mode.

## Programming regular polling

To program a regular polling operation into a programmable one-touch key:

- 1 Press **Program key, A, 3, 0, 1, ENTER**. The LCD shows the first empty programmable one-touch number available:

```
Select Program No.
P2:No Number Stored
```

**Note:** If **P2** appears on the LCD, it means that you have already entered a number for **P1**. You can see what you programmed into **P1** by pressing **◀**, if you want. For example, if you set **P1** for storing of the polling document, you will see:

```
Select Program No.
P1:Polling Document
```

Press **▶** to go back to the programmable one-touch key you want to enter.

- 2 Press the key that you want to program or change. Here, we've selected **P2**.

```
Select Program No.
P2:No Number Stored
```

**Note:** If your previous command for this key was for a polling transmission and you want to keep this key programmed for a polling transmission, use these instructions to make changes. But if you want to assign this key to a completely different operation (for a delayed transmission, for example), then you first must erase the stored command before programming the new one.

**Note:** To *erase* a programmable one-touch key, see page 3.48.

- 3 If you want to select a different programmable one-touch key than the one that appears on the LCD, press that key now.
- 4 Press **ENTER**. The LCD asks which operation you want to program into the programmable one-touch:

```
Type :Communication
      ◀/▶/Enter
```

**Note:** If changing a previously stored command, skip to step 7.

- 5 Press **▶** until “*Communication*” appears.

```
Type :Communication
      ◀/▶/Enter
```

- 6 Press **ENTER**. The LCD now shows either:

```
P2 : Fax#/Advan . Func .
_
```

or

```
P2 : Fax#/Advan . Func .
9 - 5558743 _
```

- 7 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length:

```
P2 : Fax#/Advan . Func .
9 - 5550696 _
```

Your display shows only 20 characters at a time. To view characters beyond those 20, press **◀** to scroll to the left or **▶** to scroll to the right.

**Important:** Do **not** press **ENTER**.

- 8 Next, *while you can still see the fax number on the LCD*, press **ADVANCED FUNCTIONS** *twice* and then press **ENTER**.
- 9 If you want the polling to begin *immediately* every time you press the key, press **ENTER** and skip to step 12. If you want to *delay* the polling, press **ADVANCED FUNCTIONS, ENTER**.

- 10 Next, tell your fax to carry out this delayed command one of these ways:

**Option 1:** Perform the command *once* at a certain time on a certain day of the month. (For example, “Do this at 5:05 PM on the 30th.”) To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

**Option 2:** Perform the command at a certain time *each day you press the key*. (For example, “Do this at 5:05 PM today.”) To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command:

```
Delayed
Enter Time: 00/17:05
```

- 11 Press **ENTER, ENTER**.
- 12 Press **STOP** to return your machine to standby mode.

## Programming an F-Code transmission

For this operation to work, two things must be true:

- You must know how the remote fax is using each F-Code box to which you're transmitting — for example, as a security box or a relay box. Different fax manufacturers may use slightly different terms, but the concepts are the same.
- You must know the remote fax's ITU-T sub-address and password for each box to which you want to transmit.

To program an F-Code transmission into a programmable one-touch key:

- 1 Press **Program key, A, 3, 0, 1, ENTER**. The LCD shows the first empty programmable one-touch number available:

```
Select Program No.
P2:No Number Stored
```

**Note:** If **P2** appears on the LCD, it means that you have already entered a number for **P1**. You can see what you programmed into **P1** by pressing **◀**, if you want. For example, if you set **P1** for storing of the polling document, you will see:

```
Select Program No.
P1:Polling Document
```

Press **▶** to go back to the programmable one-touch key you want to enter.

**Note:** To *erase* a programmable one-touch key, see page 3.48.

- 2 Press the key that you want to program or change. Here, we've selected **P2**.

```
Select Program No.
P2:No Number Stored
```

**Note:** If your previous command for this key was for an F-Code transmission and you want to keep this key programmed for an F-Code transmission, use these instructions to make changes. But if you want to assign this key to a completely different operation (for a delayed transmission, for example), then you first must erase the stored command before programming the new one.

- 3 If you want to select a different programmable one-touch key than the one that appears on the LCD, press that key now.
- 4 Press **ENTER**. The LCD asks which operation you want to program into the programmable one-touch:

```
Type :Communication
◀ / ▶ / Enter
```

**Note:** If changing a previously stored command, skip to step 7.

- 5 Press **▶** until "Communication" appears.

```
Type :Communication
◀ / ▶ / Enter
```

- 6 Press **ENTER**. The LCD now shows either:

```
P2 : Fax# / Advan . Func .
_                               or
P2 : Fax# / Advan . Func .
9 - 5558743 _
```

- 7 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length:

```
P2 : Fax# / Advan . Func .
9 - 5550629 _
```

Your display can show only 20 characters at a time. To view characters beyond those 20, press **◀** to scroll to the left or **▶** to scroll to the right.

**Important:** Do **not** press **ENTER**.

- 8 Now, *while you still can see the fax number on the LCD*, press **ADVANCED FUNCTIONS** *three times* and then press **ENTER**. The LCD shows:

```
Enter Sub-Address
_
```

- 9 Use the numeric keypad to enter the ITU-T sub-address for the box to which you want to send the document. Here, we've entered *123456*:

```
Enter Sub-Address
123456 _
```

- 10 Press **ENTER**. The LCD shows:

```
Enter Password
_
```

**Note:** If there isn't a password for this box, press **ENTER**, then skip to step 13.

- 11 Use the numeric keypad to enter the appropriate ITU-T password for the box. Here, we've entered *654321*:

```
Enter Password
654321 _
```

When finished, press **ENTER**.

**12** If you want the transmission to begin *immediately* every time you press the key, press **ENTER** and skip to step 15.

If you want to *delay* the transmission, press **ADVANCED FUNCTIONS, ENTER**.

**13** Next, tell your fax to carry out this delayed command one of these ways:

**Option 1:** Perform the command *once* at a certain time on a certain day of the month. (For example, “Do this at 5:05 PM on the 30th.”) To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

**Option 2:** Perform the command at a certain time *each day you press the key*. (For example, “Do this at 5:05 PM today.”) To select this option, use the numeric keypad to enter **0, 0** and then the time when the fax should perform the command:

```
Delayed
Enter Time: 00/17:05
```

**14** Press **ENTER, ENTER**.

**15** The LCD asks if you want to make additional settings for this programmable one-touch number.

```
Option :Off
</>/Enter
```

If you *do not* want to make additional settings, press **ENTER**. Skip to step 29. If you *do* want to make additional settings, press **▶** and **ENTER**.

**16** The LCD asks which resolution you want to use for this programmable one-touch number.

```
Resolution :-----
</>/Enter
```

**17** Press **▶** until the mode you want appears.

**Note:** For any of the following settings, choose “-----” if you do not want to specify the displayed setting for this programmable one-touch key.

**18** Press **ENTER**. The LCD asks you to select a contrast mode for each programmable one-touch number.

```
Contrast :-----
</>/Enter
```

**19** Press **▶** until the mode you want appears.

**20** Press **ENTER**. The LCD asks if you want the memory transmission on or off when using this programmable one-touch number.

```
Memory Tx :---
</>/Enter
```

**21** Press **▶** until the mode you want appears.

**22** Press **ENTER**. The LCD asks you for the type of confirmation report you want to set for this programmable one-touch number.

```
Report :---
</>/Enter
```

**23** Press **▶** until the mode you want appears.

**24** Press **ENTER**. The LCD asks if you want to send a cover page for this programmable one-touch number.

```
Cover Page :---
</>/Enter
```

**25** Press **▶** until the mode you want appears.

**26** Press **ENTER**. The LCD asks if you want to turn the Fax & Copy feature on or off for this programmable one-touch number.

```
Fax & Copy :---
</>/Enter
```

**Note:** When the memory transmission is set to off in step 20, this LCD will not appear and go to step 29.

**27** Press **▶** until the mode you want appears.

**28** Press **ENTER**.

**29** Press **STOP** to return your machine to standby mode.



## Programming F-Code polling

For this operation to work, two things must be true:

- The document which you're polling must exist in the remote fax's F-Code box (ITU-T standard sub-addressing/password box).
- You must know the remote fax's ITU-T sub-address and password (if any) for each box you want to poll.

To program an F-Code polling operating into a programmable one-touch key:

- 1 Press **Program key, A, 3, 0, 1, ENTER**. The LCD shows the first empty programmable one-touch number available:

```
Select Program No.
P2:No Number Stored
```

**Note:** If **P2** appears on the LCD, it means that you have already entered a number for **P1**. You can see what you programmed into **P1** by pressing **◀**, if you want. For example, if you set **P1** for storing of the polling document, you will see:

```
Select Program No.
P1:Polling Document
```

Press **▶** to go back to the programmable one-touch key you want to enter.

**Note:** To *erase* a programmable one-touch key, see page 3.48.

- 2 Press the key that you want to program or change. Here, we've selected **P2**.

```
Select Program No.
P2:No Number Stored
```

**Note:** If your previous command for this key was for an F-Code polling operation and you want to keep this key programmed for an F-Code polling operation, use these instructions to make changes. But if you want to assign this key to a completely different operation (for a delayed transmission, for example), then you first must erase the stored command before programming the new one.

- 3 If you want to select a different programmable one-touch key than the one that appears on the LCD, press that key now.
- 4 Press **ENTER**. The LCD asks which operation you want to program into the programmable one-touch:

```
Type :Communication
◀/▶/Enter
```

**Note:** If changing a previously stored command, skip to step 7.

- 5 Press **▶** until "*Communication*" appears.

```
Type :Communication
◀/▶/Enter
```

- 6 Press **ENTER**. The LCD now shows either:

```
P2 : Fax#/Advan. Func .
_
```

or

```
P2 : Fax#/Advan. Func .
9 - 5558743 _
```

- 7 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length:

```
P2 : Fax#/Advan. Func .
9 - 5550629 _
```

Your display can show only 20 characters at a time. To view characters beyond those 20, press **◀** to scroll to the left or **▶** to scroll to the right.

**Important:** Do **not** press **ENTER**.

- 8 Now, *while you still can see the fax number on the LCD*, press **ADVANCED FUNCTIONS** *four times* and then press **ENTER**. The LCD shows:

```
Enter Sub-Address
_
```

- 9 Use the numeric keypad to enter the ITU-T sub-address for the box to which you want to send the document. Here, we've entered *123456*:

```
Enter Sub-Address
123456 _
```

- 10 Press **ENTER**. The LCD shows:

```
Enter Password
_
```

**Note:** If there isn't a password for this box, press **ENTER**, then skip to step 14.

- 11 Use the numeric keypad to enter the appropriate ITU-T password for the box. Here, we've entered *654321*:

```
Enter Password
654321 _
```

When finished, press **ENTER**.



**12** If you want the transmission to begin *immediately* every time you press the key, press **ENTER** and skip to step 15.

If you want to *delay* the transmission, press **ADVANCED FUNCTIONS, ENTER**.

**13** Next, tell your fax to carry out this delayed command one of these ways:

**Option 1:** Perform the command *once* at a certain time on a certain day of the month. (For example, “Do this at 5:05 PM on the 30th.”)  
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

**Option 2:** Perform the command at a certain time *each day you press the key*. (For example, “Do this at 5:05 PM today.”)  
To select this option, use the numeric keypad to enter **0, 0** and then the time when the fax should perform the command:

```
Delayed
Enter Time: 00/17:05
```

**14** Press **ENTER, ENTER**.

**15** Press **STOP** to return your machine to standby mode.

## Programming a batch transmission

For this operation to work, two things must be true:

- The batch box you’re using must exist on your fax machine.
- You must know the batch box’s identifier number (1–5).

To program a batch transmission into a programmable one-touch key:

**1** Press **Program key, A, 3, 0, 1, ENTER**. The LCD shows the first empty programmable one-touch number available:

```
Select Program No.
P2:No Number Stored
```

**Note:** If **P2** appears on the LCD, it means that you have already entered a number for **P1**. You can see what you programmed into **P1** by pressing **◀**, if you want. For example, if you set **P1** for storing of the polling document, you will see:

```
Select Program No.
P1:Polling Document
```

Press **▶** to go back to the programmable one-touch key you want to enter.

**Note:** To *erase* a programmable one-touch key, see page 3.48.

**2** Press the key that you want to program or change. Here, we’ve selected **P2**.

```
Select Program No.
P2:No Number Stored
```

**Note:** If your previous command for this key was for a batch transmission and you want to keep this key programmed for a batch transmission, use these instructions to make changes. But if you want to assign this key to a completely different operation (for a delayed transmission, for example), then you first must erase the stored command before programming the new one.

**3** If you want to select a different programmable one-touch key than the one that appears on the LCD, press that key now.

**4** Press **ENTER**. The LCD asks which operation you want to program into the programmable one-touch:

```
Type :Communication
◀/▶/Enter
```

**Note:** If changing a previously stored command, skip to step 7.

- 5 Press ► until “Communication” appears.

```

Type :Communication
      ◀/▶/Enter
    
```

- 6 Press ENTER, ADVANCED FUNCTIONS *five times* and then press ENTER. The LCD shows:

```

Batch Tx
Enter Box No. : _
    
```

- 7 Use the numeric keypad to enter the one-digit identifier for the batch box you want to assign to this one-touch key. Here, we’ve entered 5:

```

Batch Tx
Enter Box No. : 5
    
```

**Note:** To change an identifier already entered, press CANCEL to erase it. Then re-enter the correct identifier.

- 8 Press ENTER. The LCD asks if you want to make additional settings for this programmable one-touch number.

```

Option :Off
      ◀/▶/Enter
    
```

If you *do not* want to make additional settings, press ENTER. Skip to step 16. If you *do* want to make additional settings, press ► and ENTER.

- 9 The LCD asks which resolution you want to use for this programmable one-touch number.

```

Resolution :-----
          ◀/▶/Enter
    
```

- 10 Press ► until the mode you want appears.

**Note:** For any of the following settings, choose “-----” if you do not want to specify the displayed setting for this programmable one-touch key.

- 11 Press ENTER. The LCD asks you to select a contrast mode for each programmable one-touch number.

```

Contrast :-----
        ◀/▶/Enter
    
```

- 12 Press ► until the mode you want appears.

- 13 Press ENTER. The LCD asks if you want to turn the Fax & Copy feature on or off for this programmable one-touch number.

```

Fax & Copy :---
          ◀/▶/Enter
    
```

- 14 Press ► until the mode you want appears.

- 15 Press ENTER.

- 16 Press STOP to return your machine to standby mode.

## Programming printouts

To program a programmable one-touch key to print a list:

- 1 Press **Program key, A, 3, 0, 1, ENTER**. The LCD shows the first empty programmable one-touch number available:

```
Select Program No.
P2:No Number Stored
```

**Note:** If **P2** appears on the LCD, it means that you have already entered a number for **P1**. You can see what you programmed into **P1** by pressing **◀**, if you want. For example, if you set **P1** for printing a list of the machine settings, you will see:

```
Select Program No.
P1:Machine Settings
```

Press **▶** to go back to the programmable one-touch key you want to enter.

**Note:** To *erase* a programmable one-touch key, see page 3.48.

- 2 Press the key that you want to program or change. Here, we've selected **P2**.

```
Select Program No.
P2:No Number Stored
```

**Note:** If your previous command for this key was for printing a list and you want to keep this key programmed for printing a list, use these instructions to make changes. But if you want to assign this key to a completely different operation (for a delayed transmission, for example), then you first must erase the stored command before programming the new one.

- 3 If you want to select a different programmable one-touch key than the one that appears on the LCD, press that key now.
- 4 Press **ENTER**. The LCD asks which operation you want to program into the programmable one-touch:

```
Type :Communication
◀/▶/Enter
```

**Note:** If changing a previously stored command, skip to step 7.

- 5 Press **▶** until “*List Print*” appears.

```
Type :List Print
◀/▶/Enter
```

- 6 Press **ENTER**. The LCD asks which list you want to program into the programmable one-touch:

```
P2:Machine Settings
◀/▶/Enter
```

- 7 Press **▶** until the list you want appears.
- 8 Press **ENTER**.
- 9 Press **STOP** to return your machine to standby mode.

## Programming a document storage operation

If you want to program a programmable one-touch key to store an F-Code polling document, two things must be true:

- The F-Code bulletin box must exist on your fax machine.
- You must know the F-Code bulletin box's two-digit number (01-50) and name.

To program your programmable one-touch to store a regular polling document or F-Code polling document:

- 1 Press **Program key, A, 3, 0, 1, ENTER**. The LCD shows the first empty programmable one-touch number available:

```
Select Program No.
P2:No Number Stored
```

**Note:** If **P2** appears on the LCD, it means that you have already entered a number for **P1**. You can see what you programmed into **P1** by pressing **◀**, if you want. For example, if you set **P1** for storing of the polling document, you will see:

```
Select Program No.
P1:Polling Document
```

Press **▶** to go back to the programmable one-touch key you want to enter.

**Note:** To *erase* a programmable one-touch key, see page 3.48.

- 2 Press the key that you want to program or change. Here, we've selected **P2**.

```
Select Program No.
P2:No Number Stored
```

**Note:** If your previous command for this key was to store a document and you want to keep this key programmed to store a document, use these instructions to make changes. But if you want to assign this key to a completely different operation (for a delayed transmission, for example), then you first must erase the stored command before programming the new one.

- 3 If you want to select a different programmable one-touch key than the one that appears on the LCD, press that key now.

- 4 Press **ENTER**. The LCD asks which operation you want to program into the programmable one-touch:

```
Type :Communication
◀/▶/Enter
```

**Note:** If changing a previously stored command, skip to step 7.

- 5 Press **▶** until "Store Document" appears.

```
Type :Store Document
◀/▶/Enter
```

- 6 Press **ENTER**. The LCD asks which storing menu you want to program into the programmable one-touch:

```
P2:Polling Document
◀/▶/Enter
```

- 7 Press **▶** until the mode you want appears.

- 8 Press **ENTER**.  
If you select the "Polling Document" operation, skip to step 14.  
If you select the "F-Code Document" operation, go on to step 9.

- 9 The LCD asks which F-Code bulletin box you want to use.

```
Select F-Code Box
01:Konica
```

- 10 Use the numeric keypad to enter the two-digit identifier number (01-50) of the F-Code box in which you want to store the document. Here, we've entered **0, 3**:

```
Select F-Code Box
03:Konica America
```

- 11 To select a different F-Code box than the one that appears on the LCD, enter that box number now.

- 12 Press **ENTER**. The LCD asks if you want the box to overwrite (erase) any documents it is currently storing whenever it stores a new document.

```
Overwrite Doc. :Off
◀/▶/Enter
```

On: When your machine stores a new document into this box, it will overwrite documents stored in it.

Off: When your machine stores a new document into this box, it won't erase (overwrite) any documents stored in it. Your machine can store up to 30 documents in each box (each document can include one or more pages).

- 13 Press **▶** until the mode you want appears.  
Then press **ENTER** to save the setting.

- 14** The LCD asks if you want to program additional settings for this one-touch.

```
Option           : Off
                 ◀ / ▶ / Enter
```

If you *do not* want to program additional settings, press **ENTER**. Go to step 22. If you *do* want to program additional settings, press **▶** and **ENTER**, then go on to step 15.

- 15** The LCD asks which resolution you want each time you use this programmable one-touch number.

```
Resolution       : -----
                 ◀ / ▶ / Enter
```

- 16** Press **▶** until the mode you want appears.

**Note:** For any of the following settings, choosing “---” tells the machine to use its *default* setting for this programmable one-touch key.

- 17** Press **ENTER**. The LCD asks which contrast mode you want each time you use this programmable one-touch number.

```
Contrast         : -----
                 ◀ / ▶ / Enter
```

- 18** Press **▶** until the mode you want appears.

- 19** Press **ENTER**. The LCD asks if you want the Fax & Copy feature on or off each time you use this programmable one-touch number.

```
Fax & Copy       : ---
                 ◀ / ▶ / Enter
```

- 20** Press **▶** until the mode you want appears.

- 21** Press **ENTER**.

- 22** Press **STOP** to return your machine to standby mode.

## Fax dialing with programmable one-touch

To dial a fax call using a programmable one-touch number:

- 1** Set your document in the ADF or on the platen glass.
- 2** Make any necessary adjustments as usual.
- 3** If you are using the platen glass, set the document size by pressing **DOCUMENT SIZE** before you press the programmable one-touch key.
- 4** Press the programmable one-touch key in which you've stored the fax communication command.

Your fax will perform the operation now, or at whatever time you programmed.

**Note:** To review the details of each operation, review the instructions for that operation. See page 3.35 for a list of each operation and where to find it.

If you programmed this key to delay its operation, the LCD shows:

```
** Reserved **
11 Jul 2002 17:17
```

If you programmed this key to perform the operation immediately after you press it, the LCD shows the number:

```
9-1-972-555-4335
A4 Normal
```

## Printing a list of your programmable one-touch keys

Your fax machine can print a list of the commands you've stored in your programmable one-touch keys.

The list includes:

- (1) each key's one-touch number
- (2) the fax/telephone number
- (3) when the command should start
- (4) which command you've selected
- (5) if applicable, the selected call group(s) or F-Code box(es) you've stored in the key
- (6) the individual settings for each key

To print a list of programmable one-touch keys, press **Program key, E, 1, 0, 8, ENTER**.

## Erasing a programmable one-touch key

- 1 Press **Program key, A, 3, 0, 2, ENTER**. The LCD shows the first programmable one-touch number that has been programmed:

```
Select Program No.  
P1:Delayed
```

**Note:** If **P2** appears, it means **P1** is empty.

- 2 Press the programmable one-touch key you want to erase. Here, we've selected **P2**:

```
Select Program No.  
P2:Polling
```

- 3 To erase a different programmable one-touch key than the one that appears on the LCD, press that key now.

- 4 Press **ENTER**. The LCD shows:

```
P2:Erase P One-Touch  
Check Enter/Cancel
```

**Important:** If you want to quit without erasing the programmable one-touch key you've selected, press **CANCEL**. The fax will return to step 2.

- 5 Press **ENTER** to erase the number.

```
Erase P One-Touch  
** Complete **
```

To erase another programmable one-touch key, repeat steps 2–5. Or press **STOP** to return to standby mode.

# Security features

Your machine has a number of security features to keep your private fax documents private, avoid unwanted outside communication and even protect against unauthorised use of your machine.

These security features include:

(1) Security reception, (2) PIN mask, (3) Block junk fax, and (4) Department codes.

## The passcode

Your machine has a *passcode protection* system which must be turned on in order to use the security features listed below:

- Security reception
- PIN mask
- Department code protection

To set your machine's passcode:

- 1 Decide on the four-digit passcode (0001–9999) you want to use. Write it down, and put it in a safe place.

**Important:** Do not use 0000. This turns off passcode protection.

- 2 Press **Program key, B, 1, 0, 2, ENTER**. The LCD shows:

```
Protect Passcode
Old Passcode   :****
```

- 3 If you are *creating* a passcode, use the numeric keypad to enter 0000. If you are *changing* an *existing* passcode, enter the existing passcode.

- 4 Press ENTER.

- 5 Enter the new four-digit passcode. Here, we've entered 6296:

```
Protect Passcode
New Passcode   :6296
```

- 6 Press ENTER to save the passcode.

**Note:** Any time you want to turn off the passcode, change the passcode back to 0000 by repeating steps 2–6 and entering 0000 in step 5.

## Security reception

*Security reception* tells your machine to keep *all* received faxes in memory (but not print them). Then you can print them out later, at your convenience. For example, you could use this if you're concerned about workers reading documents intended for your eyes only.

**Important:** For this feature to work, you must have activated the *passcode protection* as described on left column. You must also *know* the passcode.

**Note:** In the following instructions, your machine's LCD shortens the word *Transmission* to *Tx* and the word *Receive* to *Rx*.

### Activating security reception

- 1 Press **Program key, B, 2, 1, 1, ENTER**. The LCD shows:

```
Security Rx
Enter Passcode :****
```

- 2 Use the numeric keypad to enter the protection passcode. Here, we've entered 6296:

```
Security Rx
Enter Passcode :6296
```

- 3 Press ENTER. The LCD shows:

```
Security Rx      :Off
                ◀/▶/Enter
```

- 4 Press ◀ or ▶ until the setting you want appears. Here, we've chosen "On."

```
Security Rx      :On
                ◀/▶/Enter
```

- 5 Press ENTER. The LCD shows the machine's current clock setting:

```
Security Rx
Enter Time:     15:42
```



- 6 If you want security reception to begin *now* (and at this same time every day), skip to step 8. Otherwise, go on to step 7.
- 7 Use the numeric keypad to enter the time (use a 24-hour format) when security reception should begin every day. "Type over" the numbers displayed. Here, we've entered 17:35:

```
Security Rx
Enter Time:  17:35
```

To change a digit, press ◀ to move to the left, or ▶ to move right. Then enter the correct digit.

- 8 Press ENTER to save the setting.

**Helpful tip:** After setting for activating the security reception, you can turn it on and off by pressing SECURITY RECEPTION. It is not effected the time setting you entered at step 7. It begins the security reception immediately.

To turn the security reception on by pressing SECURITY RECEPTION:

- 2 Press SECURITY RECEPTION.

```
Enter Passcode :****
```

- 3 Enter the protection passcode and then press ENTER. The LCD briefly shows following and the LED of SECURITY RECEPTION will light and the security reception begins immediately.

```
** Sec. Rx Active **
```

**Note:** To turn the security reception off, see "Printing from security reception / Turning off security reception," next column.

## Printing from security reception / Turning off security reception

When security reception is on, an incoming fax goes directly into your machine's memory and the MEMORY RECEIVE light comes on. But the incoming fax message is not printed.

To retrieve the faxes received during this security reception (and to return your machine to normal reception until the next time):

- 1 Press **Program key, D, 3, 0, 4, ENTER**. If you using SECURITY RECEPTION key, press it instead of this operation. In which way, the LCD shows:

```
Security Rx Doc.
Enter Passcode :****
```

- 2 Use the numeric keypad to enter the passcode. Here we've entered 6296:

```
Security Rx Doc.
Enter Passcode :6296
```

- 3 Press ENTER.
  - If you've entered the correct passcode, your fax machine will print all documents in its memory and then erase them. Then it will turn security reception off until the next time you've scheduled security reception or SECURITY RECEPTION key is pressed.
  - If you've entered an incorrect passcode, your fax machine will refuse to print, and security reception remains on.

## Masking the PIN

To prevent unauthorised long-distance calls, some office telephone systems require you to enter a *personal identification number (PIN)* whenever you dial long distance.

Your fax's *PIN mask feature* helps you keep that PIN number private. With the PIN mask activated, you can dial a fax number plus a PIN, but the PIN will not appear in a journal, error message printout, delayed command list or a TCR. The PIN may be up to eight characters in length. It also can include the \* or # symbols, and it can be entered from the numeric keypad.

There are three possible settings for the PIN mask:

- *Off* — Turns off the PIN mask feature. Any PIN you enter will appear on any display or printout which shows the number you dial.
- *Mode 1* — Each *remote fax unit* has a departmental PIN access code.
- *Mode 2* — Each *fax user* has a departmental PIN access code.

**Note:** If you select Mode 1 and you will use a one-touch or speed-dial number, you must store the remote unit's PIN access code within that number. However, if you select Mode 2, this isn't necessary. (See "Autodialing while using the PIN mask," next column for further details.)

**Note:** If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 3.11–3.13), you must store the PIN access code for the remote unit within the appropriate batch box.

## Activating the PIN mask

**Important:** For this feature to work, you must have activated the *passcode protection* as described on page 3.49. You must also *know* the passcode.

- 1 Press **Program key, B, 2, 1, 2, ENTER**. The LCD shows:

```
PIN Mode
Enter Passcode :****
```

- 2 Use the numeric keypad to enter the four-digit passcode. Here, we've entered 6296.

```
PIN Mode
Enter Passcode :6296
```

**Note:** If you enter an invalid passcode, the machine's security feature rejects the attempt and returns to standby mode.

- 3 Press **ENTER**.

```
PIN Mode           :Off
</>/Enter
```

- 4 Press **<** or **>** until the mode you want appears. In this example, we've chosen "Mode1."

```
PIN Mode           :Mode1
</>/Enter
```

- 5 Press **ENTER**.

## Autodialing while using the PIN mask

**Note:** The following instructions presume you understand how to set and use your machine's autodialer. If you need to review, see pages 3.1–3.8.

*If you chose "Mode 1" — the PIN goes in*

In Mode 1, before autodialing a number for the first time, you must add the PIN to the stored one-touch key or speed-dial number. Here's how:

- 1 Begin by creating or changing an entry in the autodialer. See pages 3.1–3.8 if necessary. While you're setting this up, the machine asks you to enter the PIN. The LCD shows:

```
Set PIN Number
Enter Passcode :****
```

- 2 Use the numeric keypad to enter the four-digit passcode. Here, we'll use our sample passcode again.

```
Set PIN Number
Enter Passcode :6296
```

- 3 Press **ENTER**. In our example, we're setting speed-dial number 001:

```
001:PIN Number
_
```

- 4 Use the numeric keypad to enter the desired PIN, up to eight characters in length.

```
001:PIN Number
1057_
```

- 5 Press **ENTER** to save the PIN.

**Note:** If you press **ENTER** without entering the PIN, the fax machine beeps, indicates "Invalid Number" on the LCD and then returns to step 4.

Now you may autodial the number as usual.

**Important:** While in PIN Mode 1, *any* autodialer numbers you use must include the PIN. This also applies to autodialer numbers used with batch transmission (see page 3.11) or programmable one-touch keys (see pages 3.34–3.48).

**Note:** If you select either Mode 1 or Mode 2 and will be using batch transmission, you must store the PIN access code for the remote unit within the appropriate batch box.

*If you chose “Mode 2” — as you autodial, load the code*

In this mode, you *don’t* have to add the PIN to the autodialer setting. Instead, you enter the PIN manually each time you autodial:

- 1 Dial the number as you normally would, using the autodialer. Here, we’ve pushed one-touch key A. The machine now asks for the PIN:

|                       |
|-----------------------|
| Enter PIN Number<br>_ |
|-----------------------|

- 2 Use the numeric keypad to enter the PIN.

|                           |
|---------------------------|
| Enter PIN Number<br>1057_ |
|---------------------------|

- 3 Press **START**. Your machine dials the number.

**Note:** If you select either Mode 1 or Mode 2 and will be using batch transmission (see page 3.11), you must store the PIN access code for the remote unit within the appropriate batch box.

### Dialing from the numeric keypad while using the PIN mask

*If you’ve specified Mode 1 — use “star” power*

- 1 Enter the phone number, then press the \* (“star”) key and enter the PIN. *The PIN always goes last.* For example, to dial 19725550911 with a PIN of “123456”, enter 19725550911\*123456:

|                                    |
|------------------------------------|
| Press Start<br>19725550911*123456_ |
|------------------------------------|

- 2 Press **START**. The PIN disappears from the display, and your machine dials the desired phone number.

*If you’ve specified Mode 2 — the machine guides you*

- 1 Enter the phone number as usual.

|                             |
|-----------------------------|
| Press Start<br>19725550911_ |
|-----------------------------|

- 2 Press **START**. The LCD shows:

|                       |
|-----------------------|
| Enter PIN Number<br>_ |
|-----------------------|

- 3 Use the numeric keypad to enter the PIN.

|                             |
|-----------------------------|
| Enter PIN Number<br>123456_ |
|-----------------------------|

- 4 Press **START**. Your machine dials the number.

### Performing batch transmission while using the PIN mask

**Note:** The following instructions presume you are familiar with how to set and use both your machine’s autodialer and its batch transmission feature. If you need to review, see pages 3.1–3.8 for more on the autodialer and/or page 3.11 for more on batch transmission.

*If you’ve specified Mode 1 or Mode 2*

**Important:** Any autodialer number you use with batch transmission *must* include the PIN. (To review how to include this information in an autodialer number, review the Mode 1 instructions under “Autodialing while using the PIN mask,” page 3.51.)

Before sending a batch transmission the first time, you must store the PIN within its batch box. Here’s how:

- 1 Follow the steps for creating or modifying a batch box (pages 3.11–3.12). The LCD asks for the fax number (here, we’re working with batch box 1):

|                    |
|--------------------|
| 1: Fax Number<br>_ |
|--------------------|

- 2 Enter an autodialer number, or use the numeric keypad to enter the fax number, to which the batch transmission should go.

**Important:** If you’re entering a number from the numeric keypad, enter the fax number, followed by the \* (“star”) key and then the PIN.

- 3** Press **ENTER** to save the setting.
- Note:** If you press **ENTER** without entering the PIN, the fax machine beeps, indicates “No PIN Number” on the LCD and then returns you to step 2.
- 4** Continue with the steps for creating or modifying a batch box (pages 3.11–3.12).

Now you can perform batch transmission to this box while the PIN mask is activated.

## Setting Block Junk Fax

Your fax machine’s *Block Junk Fax* feature lets you bar the gates against unauthorised incoming faxes (“junk fax”). But before you block junk fax, first understand *how* this feature works, to determine if it’s right for you. There are four possible settings for Block Junk Fax:

- *Off* — The feature isn’t activated.
- *Mode1* — Your fax machine checks whether the last four digits of any phone number in your autodialer matches the last four digits of the remote fax’s subscriber ID (the phone number part of the TTI). If it doesn’t find a match, your machine disconnects the call.
- *Mode2* — This mode rejects any call from a number whose last eight digits match any number in the *blocked numbers list* (explained later). Your machine can hold up to 50 blocked numbers.
- *Mode3* — This rejects numbers that are *not* in the autodialer and also rejects numbers that *are* in the blocked numbers list. This lets you keep a number on your autodialer for transmission to it, while still blocking its incoming calls by putting it in the blocked numbers list.

But before you activate the Block Junk Fax feature, please consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — With Block Junk Fax activated, your machine would reject faxes from these machines.
- *Access codes can cause confusion.* — If an autodialer entry ends with extra codes, such as long-distance codes, Block Junk Fax will block out calls from those faxes.

To set Block Junk Fax:

- 1** Press **Program key, B, 2, 1, 0, ENTER**. The LCD shows your fax’s current setting:

```
Block Junk Fax:Off
                ◀/▶/Enter
```

- 2** Press **◀** or **▶** until the mode you want appears. Here, we’ve chosen *Mode2*.

```
Block Junk Fax:Mode2
                ◀/▶/Enter
```

- 3** Press **ENTER** to save the setting. What you do next depends on what you selected in step 1:
- If you selected *Off* or *Mode1*, press **STOP** to return to standby mode.
  - If you selected either *Mode2* or *Mode3*, go on to step 4.

- 4** Depending on if you have already entered at least one number into the blocked numbers list, the LCD shows one of the following:

Enter Fax Number  
01: \_

or

Select BlockJunk No.  
01:555-2971

- 5** If you want to modify an existing entry in the blocked numbers list, press ◀ or ▶ until you see the number you want to modify.

... or ...

If you want to enter a new number in an already-started blocked numbers list, press ◀ or ▶ until you find an empty position in the list.

Then press **ENTER** to enter or modify the blocked number.

**Note:** To *clear* a number from the list, see “Clearing a number from the blocked numbers list,” right column.

- 6** Use the numeric keypad to enter *the last eight characters* of a fax number you want to block. For example, if you want to block a fax from someone with a Subscriber ID of 972-555-3038, you should enter **5, 5, 5, DIALING OPTIONS, 3, 0, 3, 8:**

Enter Fax Number  
01:555-3038\_

To change a specific digit, press ◀ to move left or ▶ to move right until the cursor is under the digit, then use the numeric keypad to enter the correct number.

- 7** Press **ENTER** to save the setting. The LCD shows the next “slot” in the blocked numbers list.  
If you *do not* want to enter or change a number for this slot, go on to step 8.  
If you *do* want to enter or change a number for this slot, repeat steps 5–7.
- 8** Press **STOP**. Your machine will return to standby mode.

## Clearing a number from the blocked numbers list

To *clear* a number from the list:

- 1** Press **Program key, B, 2, 1, 0, ENTER**.  
If your Block Junk Fax setting is either *Mode2* or *Mode3*, skip to step 3.

Block Junk Fax:Off  
◀/▶/Enter

- 2** Press ◀ or ▶ until you see your preference, *Mode2* or *Mode3*.

Block Junk Fax:Mode2  
◀/▶/Enter

- 3** Press **ENTER**. The LCD shows:

Select BlockJunk No.  
01:555-2971

- 4** Press ◀ or ▶ until you see the number you want to clear.
- 5** Press **CANCEL** to clear the number.  
To clear another number from the blocked numbers list, repeat steps 4–5.  
Otherwise, go on to step 6.
- 6** Press **STOP** to return your machine to standby mode.

## Printing a list of the blocked numbers

Forgot which number is stored in the blocked number list? Just print a list of the blocked numbers.

To print a list of the blocked numbers, press **Program key, E, 1, 1, 0, ENTER**.

## Using department codes

You can keep track of how your machine is used through its *department code* feature. When the department code setting is activated, the machine reminds each user to enter the department code before sending or polling a document. The Activity Journal then keeps track of fax transactions by department.

After you turn on this setting, assign specific code numbers to your office's fax users and tell them to enter these department codes before sending faxes.

**Note:** Please note that using this setting may block access to the fax machine.

### Entering a department code

Your machine can hold up to 100 separate department codes.

To enter a department code:

- 1 Press **Program key, C, 3, 0, 2, ENTER**. Depending upon whether you've already entered a department code, the LCD shows:

|                            |    |                                  |
|----------------------------|----|----------------------------------|
| Enter Dept. Code<br>001: _ | or | Select Department No<br>001:1555 |
|----------------------------|----|----------------------------------|

**Note:** If department code operation is *protected* (see page 3.56), the fax beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat this step.

- 2 If you have not entered any codes in your fax, skip to step 4. Otherwise, go on to step 3.
- 3 To enter a new code in a department code list that's already been started, press **ENTER**. The fax will skip to the next empty position in the list.  
**Note:** If you want to *modify* an existing entry in the department code, you first *clear* a department code you want to modify and then enter a new code (see "Clearing a department code," right column).
- 4 Use the numeric keypad to enter the four-digit department code, 0000–9999. Here, we've entered 1555:

|                              |
|------------------------------|
| Enter Dept. Code<br>001:1555 |
|------------------------------|

To change one digit, press **◀** to move left or **▶** to move right until the cursor is under the digit, then use the numeric keypad to enter the correct number.

- 5 Press **ENTER** to save the setting.  
To enter another department code, repeat steps 4–5.  
To stop entering department codes, press **STOP** to return to standby mode.

### Clearing a department code

- 1 Press **Program key, C, 3, 0, 2, ENTER**. The LCD shows:

|                                  |
|----------------------------------|
| Select Department No<br>001:1555 |
|----------------------------------|

**Note:** If department code operation is *protected* (see next page), the fax beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat this step.

- 2 Press **◀** or **▶** until you see the code you want to clear. Here, we've selected "3111".

|                                  |
|----------------------------------|
| Select Department No<br>005:3111 |
|----------------------------------|

- 3 Press **CANCEL**. The LCD shows:

|                                            |
|--------------------------------------------|
| 3111:Erase Dpt. Code<br>Check Enter/Cancel |
|--------------------------------------------|

**Note:** If you want to quit without erasing the department code you've selected, press **CANCEL**. The machine will return to step 2.

- 4 Press **ENTER**. The code you selected will be cleared.  
To clear another department code, repeat steps 2–3.  
If you *don't* want to clear another department code, press **STOP** to return to standby mode.

### Turning the department code setting on and off

- 1 Press **Program key, C, 3, 0, 3, ENTER**. The LCD shows:

|                                 |
|---------------------------------|
| Dept. Setting :Off<br>◀/▶/Enter |
|---------------------------------|

**Note:** If department code operation is *protected* (see next page), the fax beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat this step.

**Important:** To turn the department code setting on, at least one department code must be existed in your machine.

- 2 Press **◀** or **▶** until you see the setting you want.

|                                |
|--------------------------------|
| Dept. Setting :On<br>◀/▶/Enter |
|--------------------------------|

- 3 Press **ENTER**.



## Turning department code protection on and off

**Important:** This feature will work only if you've activated the *passcode protection* (see page 3.49).

- 1 Press **Program key, C, 3, 0, 1, ENTER**. The LCD shows:

```
Set Dept. Protect
Enter Passcode: _***
```

- 2 Use the numeric keypad to enter the four-digit passcode:

```
Set Dept. Protect
Enter Passcode: 6296
```

To change one digit, press ◀ to move left or ▶ to move right until the cursor is under the digit, then use the numeric keypad to enter the correct number.

- 3 Press **ENTER**.

```
Dept. Protect :Off
◀/▶/Enter
```

- 4 Press ◀ or ▶ until the setting you want appears.

```
Dept. Protect :On
◀/▶/Enter
```

- 5 Press **ENTER** to save the setting.

## Sending a fax using a department code

For this operation to work, two things must be true:

- The four-digit department code must exist on your fax machine.
- You must know the department code.

- 1 Insert the document.
- 2 Adjust resolution and contrast if necessary.
- 3 Enter the fax number by either pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad.

If you enter the fax number using a one-touch key, skip to step 5. Otherwise, go on to step 4.

- 4 Press **START**.

```
Enter Dept. Code
_
```

- 5 Use the numeric keypad to enter the appropriate four-digit department code. In this example, we've entered *3111*:

```
Enter Dept. Code
3111_
```

- 6 Press **START** again.

## Printing the department time list

To print the list, press **Program key, E, 1, 1, 2, ENTER**.

**Note:** If department code operation is *protected* (see left column), the fax beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat the above.

The department time list includes the following information for each department code:

- *Time period* covered by the department time list
- Each *department code*
- *Total communication time* (in hours, minutes and seconds; *HH:MM:SS*) — Counts the communication time up to 999:59:59 (999 hours:59 minutes:59 seconds). If the fax exceeds the maximum time, it does not count further.
- *Total printed pages* — Counts the pages up to 65535 pages. If the fax exceeds the maximum number of pages, it counts the total pages from 0 (zero).

**Note:** If you want to clear the total counts of each department code, see “Clearing the current department time list”, below.

## Clearing the department time list

To clear the current total counts of each department code:

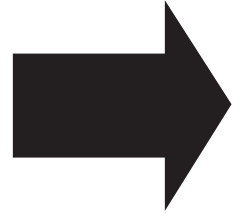
Press **Program key, C, 3, 0, 4, ENTER, ENTER**.

The total communication time and total printed pages for each department code are cleared. The department code will not be erased.



*This page is intentionally blank.*

# Changing the default settings



*This chapter describes  
how to change the settings of your  
machine.*

|                                 |     |
|---------------------------------|-----|
| Settings for transmission ..... | 4.1 |
| Settings for reception .....    | 4.3 |
| Settings for dialing .....      | 4.5 |
| Settings for copying .....      | 4.6 |
| Settings for operation .....    | 4.8 |

# Settings for transmission

## Scan settings

**Default setting:** Primary resolution: Normal, Primary contrast: Normal

Two different settings tell your machine how to scan documents. The initial factory settings are probably right for most applications, so try using them before changing any of these settings:

- **Primary resolution mode** — Sets the resolution for your documents. Choose either normal, fine, superfine (“S Fine” on the LCD) or grayscale mode (“Gray”).
- **Primary contrast mode** — Sets how light or dark you want faxed documents to be when they arrive at their destinations.

**Note:** The primary settings you choose effect your fax activity only.

To set these modes:

- 1 Press **Program key, B, 2, 0, 1, ENTER**. The LCD asks you to select a *resolution*:

```
Resolution      :Normal
                ◀/▶/Enter
```

- 2 Press ◀ or ▶ until the mode you want appears. In this example, we’ve chosen fine resolution.

```
Resolution      :Fine
                ◀/▶/Enter
```

- 3 Press **ENTER** to save the setting. The LCD asks you to select a *contrast setting*:

```
Contrast        :Normal
                ◀/▶/Enter
```

- 4 Press ◀ or ▶ until the mode you want appears. In this example, we’ve chosen light contrast.

```
Contrast        :Light
                ◀/▶/Enter
```

- 5 Press **ENTER** to save the setting.

By following the steps above, you’ve set your *defaults* for scanning. Before sending documents, you can “override” these default scan settings *for that transmission*.

To *override* the default resolution and contrast settings before sending a document:

- Press **RESOLUTION** to change the resolution.
- Press **CONTRAST** to change the contrast.

Once your document is transmitted, your machine returns to its default settings.

## Setting ECM

**Default setting:** On

“Line noise,” or static on the line during a call, can easily disrupt the flow of data from one fax machine to another.

That’s why your fax machine gives you the option of using *Error Correction Mode (ECM)*. When two fax machines communicate while running in ECM, the sending machine automatically *checks* the data as it sends. If the receiving fax machine can’t verify the transmission, the first machine will re-send it as necessary.

**Note:** ECM gives you a better chance of transmitting a fax document over a bad phone line, but it could also slow down the transmission time. And the worse the line is, the slower the transmission. That’s why the machine lets you turn ECM on or off as needed.

**Note:** Not all fax machines have ECM. If you’ve activated ECM and then transmit to a fax machine not currently using ECM, there will be no change in the fax transmission from a usual, non-ECM transmission.

- 1 Press **Program key, B, 2, 0, 9, ENTER**. The LCD shows the current ECM setting:

```
ECM Mode        :On
                ◀/▶/Enter
```

- 2 Press ◀ or ▶ until the mode you want appears. In this example, we’ve chosen *Off*.

```
ECM Mode        :Off
                ◀/▶/Enter
```

- 3 Press **ENTER** to save the setting.

## Memory transmission

**Default setting:** *On*

**Note:** When the machine's memory is full, it can transmit only through the document feeder (real time transmission).

**Note:** When you use the platen glass, the machine always uses memory transmission even if you set the memory transmission to off.

To change the default setting of memory transmission:

- 1 Press **Program key, B, 2, 0, 6, ENTER**.



Memory Tx : On  
◀ / ▶ / Enter

- 2 Press ◀ or ▶ until the mode you want appears. In this example, we've chosen *Off*.



Memory Tx : Off  
◀ / ▶ / Enter

- 3 Press **ENTER** to save the setting.

---

## Quick Memory transmission

**Default setting:** *On*

**Important:** Your fax machine's memory transmission feature must be turned on to use Quick Memory transmission (see above).

To change the default setting of Quick Memory transmission:

- 1 Press **Program key, B, 2, 0, 7, ENTER**. The LCD shows:



Quick Tx : On  
◀ / ▶ / Enter

- 2 Press ◀ or ▶ until the mode you want appears. Here, we've chosen *Off*.



Quick Tx : Off  
◀ / ▶ / Enter

- 3 Press **ENTER** to save the setting.

## TTI transmission

**Default setting:** *On*

Every fax page you send arrives at the receiving machine with a single line of text at the very top of the page. This text lists a name, called the Transmit Terminal Identifier (TTI), and a fax number. You can set the machine to not send the TTI.

- 1 Press **Program key, B, 2, 0, 8, ENTER**. The LCD shows:



TTI Tx : On  
◀ / ▶ / Enter

- 2 Press ◀ or ▶ until the setting you want appears. In this example, we've chosen *Off*.



TTI Tx : Off  
◀ / ▶ / Enter

- 3 Press **ENTER** to save the setting.

# Settings for reception

## Print settings

You can set three parameters for printing received fax messages:

- Print reduction rate
- Reduction margin
- Paper save function

You set all three in the same procedure, discussed on next page. Following is an explanation for each:

### Print reduction rate

*Print reduction* lets you set the machine to reduce large incoming documents to a size that fits the paper in your machine. (This setting doesn't affect copies you may make with your machine.)

Below are the options for the print reduction rate for fax reception:

| Setting | What it does                                                                                                                                                                                                          |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Auto    | Automatically reduces printouts at variable rates down to a minimum of 50%. Tries to reduce printout to fit on one sheet of your selected paper size. If it can't, print the image at 100% size on two or more pages. |
| 100%    | Does not reduce documents. (Due to the sender's TTI, this may print <i>two</i> pages when receiving a one-page fax document.)                                                                                         |

### Reduction margin

Your machine's *reduction margin* is measured in millimeters (mm). We'll define *reduction margin* by explaining how it's used:

When a fax message enters your machine's electronic brain, the machine measures the message's length and compares it to (a) the length of your selected paper (not include the print margins) **plus** (b) the reduction margin you set. If the length of the incoming message is shorter than (a) and (b) put together, your machine prints the message on just one sheet.

If it's longer, your machine prints the message on more than one sheet.

**Note:** An *Auto* reduction setting and a reduction margin setting of 24 mm will print most incoming faxes as single pages. Try this combination first and then, only if you have problems with it, select different settings.

## Half-page reception

*Half-page reception* can conserve paper if some of the faxes you receive are half-page, "memo-sized" messages. When activated, this feature tells the machine to combine two of these half-page receptions onto a single sheet. Half-page reception only combines half-page messages sent back-to-back *during the same transmission*. It won't combine two half-page faxes from separate transmissions.

### To adjust the print settings

**Default setting:** *Rx reduction rate: Auto, Reduction margin: 24 mm, Half-page reception: Off*

- 1 Press **Program key, B, 2, 0, 2, ENTER**. The LCD shows the current print reduction rate:

```
Rx Reduc.Rate :Auto
                </>/Enter
```

- 2 Press **<** or **>** until the reduction setting you want appears. In this example, we've chosen 100%.

```
Rx Reduc.Rate :100%
                </>/Enter
```

- 3 Press **ENTER** to save the setting. The LCD shows the current reduction margin:

```
Margin
(00-85mm) :24
```

- 4 Use the numeric keypad to enter the reduction margin you want. If necessary, press **<** or **>** to move the cursor. In this example, we've chosen 38mm.

```
Margin
(00-85mm) :38
```

- 5 Press **ENTER** to save the setting. The LCD shows the current setting for half-page reception:

```
Half Page Recpt.:Off
                </>/Enter
```

## Changing the default settings

- 6 Press ◀ or ▶ until the setting you want appears. In this example, we've chosen *On*.

```
Half Page Recpt.:On
◀/▶/Enter
```

- 7 Press ENTER to save the setting.

---

## Setting the number of rings

**Default setting:** 2 times

You can set how many times your fax machine will ring before answering a call. Choose from 1 to 9 rings.

- 1 Press **Program key, B, 2, 0, 3, ENTER**. The LCD shows:

```
# Of Rings
# (1-9) : 2
```

- 2 Use the numeric keypad to enter the number of rings you want, from 1 to 9. Here, we've chosen 4 rings.

```
# Of Rings
# (1-9) : 4
```

**Note:** If you enter the number except 1-9, the machine will beep briefly to warn you that it can't accept that setting.

- 3 Press ENTER to save the setting.

# Settings for dialing

## Changing the dialing pause length

**Default setting:** 2 seconds

The pause is set by the factory to last two seconds, but you can set it to last as long as ten seconds if necessary. To change the pause length:

- 1 Press **Program key, B, 2, 0, 5, ENTER**.

```
Dialing Pause
Time      (02-10) : 02
```

- 2 Use the numeric keypad to enter the length you want for the dialing pause. Here, we've chosen nine seconds.

```
Dialing Pause
Time      (02-10) : 09
```

**Note:** The length setting requires two digits. Always enter a leading zero for lengths less than 10 seconds.

- 3 Press **ENTER** to save the setting.

## Changing redial settings

**Default setting:** Number of redial: 2 times, Redial interval: 3 minutes

It's up to you how many times the fax redials a number and how long it waits between redials (that length of time between calls is the *redial interval*).

To program the redial settings:

- 1 Press **Program key, B, 2, 0, 4, ENTER**.

```
# Of Redials
#          (2-5) : 2
```

- 2 Use the numeric keypad to enter the number of redials you want. Choose from 2 to 5 redials. In this example, we've entered 3.

```
# Of Redials
#          (2-5) : 3
```

- 3 Press **ENTER** to save the setting.

- 4 The LCD now shows:

```
Redial Interval
Interval      (3-5) : 3
```

- 5 Use the numeric keypad to enter the length you want between redial attempts. Choose from 3 to 5 minutes. In this example, we've chosen 4.

```
Redial Interval
Interval      (3-5) : 4
```

- 6 Press **ENTER** to save the setting.



# Settings for copying

## Copy scan settings

**Default setting:** Primary document type: Text, Primary contrast: Normal

Two different settings tell your machine how to scan documents. The initial factory settings are probably right for most applications, so try using them before changing any of these settings:

- **Primary document type** — Sets the document type for your documents. Choose either Text, Text&Photo, or Photo.
- **Primary contrast** — Sets how light or dark you want copied documents to be.

**Note:** These primary settings you choose effect your copy activity only.

To set these modes:

- 1 Press **Program key, B, 3, 0, 1, ENTER**. The LCD asks you to select a *resolution*:



Doc. Type: Text  
◀ / ▶ / Enter

- 2 Press **◀** or **▶** until the mode you want appears. In this example, we've chosen PHOTO.



Doc. Type: Photo  
◀ / ▶ / Enter

- 3 Press **ENTER** to save the setting. The LCD asks you to select a *contrast setting*:



Contrast : Normal  
◀ / ▶ / Enter

- 4 Press **◀** or **▶** until the mode you want appears. In this example, we've chosen light contrast.



Contrast : Light  
◀ / ▶ / Enter

- 5 Press **ENTER** to save the setting.

By following the steps above, you've set your *defaults* for scanning. Before copying documents, you can “override” these default scan settings *for that copying*.

To *override* the default document type and contrast settings before copying a document:

- Press **DOCUMENT** to change the document type.
- Press **CONTRAST** to change the contrast.

Once your document is copied, your machine returns to its default settings.

---

## Adjusting the copy print settings

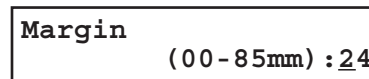
**Default setting:** Margin: 24 mm

Your machine's *print margin* for copying is measured in millimeters (mm). We'll define *print margin* by explaining how it's used:

When an original document is scanned, the machine measures the document's length and compares it to **(a)** the length of your selected paper (not include the print margins) **plus (b)** the print margin you set. If the length of the document is longer than **(a)** and **(b)** put together, your machine prints the document on more than one sheet.

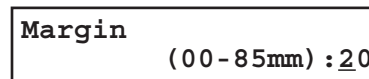
**Note:** A print margin setting of 24 mm will print most documents as single pages. Try this combination first and then, only if you have problems with it, select different settings.

- 1 Press **Program key, B, 3, 0, 2, ENTER**. The LCD shows the current print margin for copying:



Margin  
(00-85mm) : 24

- 2 Use the numeric keypad to enter the print margin you want. If necessary, press **◀** or **▶** to move the cursor. In this example, we've chosen 20mm.



Margin  
(00-85mm) : 20

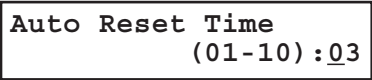
- 3 Press **ENTER** to save the setting.

# Changing the copy auto reset time

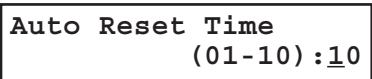
**Default setting:** 3 minutes

The machine returns to its initial condition automatically after a certain period of time. You can change this time from 1 to 10 minutes.

- 1 Press **Program key, B, 3, 0, 3, ENTER.**



- 2 Use the numeric keypad to enter the time you want for the copy auto reset. Here, we've chosen ten minutes.



**Note:** Enter a leading zero when entering a quantity less than 10.

- 3 Press **ENTER** to save the setting.

# Setting copy auto

**Default setting:** Auto is set for Recording paper size

The machine automatically selects the recording paper size according to the document size and enlargement/reduction rate. You can change it to select the document size or enlargement/reduction rate automatically, instead of the recording paper size.

- 1 Press **Program key, B, 3, 0, 4, ENTER.** The LCD asks you to select the item you want to set to *Auto*:



- 2 Press **<** or **>** until the item you want appears. In this example, we've chosen *Document size*.



- 3 Press **ENTER** to save the setting.

# Setting sort copy

**Default setting:** On

You can set the sort setting to off for default setting by following procedure.

- 1 Press **Program key, B, 3, 0, 6, ENTER.**



- 2 Press **<** or **>** until the setting you want appears. In this example, we've chosen *Off*.



- 3 Press **ENTER** to save the setting.

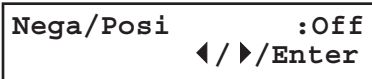
**Helpful Tip:** You can override the setting of sort copy by pressing **SORT** before you press **START** to make copies.

# Setting Negative/Positive

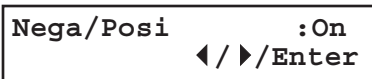
**Default setting:** Off

If you frequently use the Negative/Positive (reversing black and white areas), you can set it to on for default setting by following procedure.

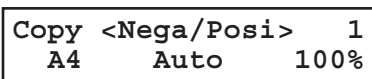
- 1 Press **Program key, B, 3, 0, 7, ENTER.**



- 2 Press **<** or **>** until the setting you want appears. In this example, we've chosen *On*.



- 3 Press **ENTER** to save the setting. The machine returns to the standby mode with following display:



# Settings for operation

## Setting the silent mode

**Default setting:** *Off*

*Silent mode* allows you to mute the ringer, the alarm and the key tones.

- **Ringer** — If you turn the ringer off in silent mode, a ring alerts you when you receive fax or voice call.
- **Alarm** — If you disable the alarm in silent mode, the sound your machine makes when an error occurs and the beep your machine makes after sending or receiving a fax or making a copy cannot be heard.
- **Key tone** — If you mute the key tone, your machine will not make a sound when you press the buttons on the control panel.

**1** Press **Program key, B, 1, 0, 4, ENTER**. The LCD shows your fax's current setting:

```
Silent Mode      :Off
                  </>/Enter
```

**2** Press **<** or **>** until the mode you want appears.

**Note:** If you chose *On*, the silent mode of *Ringer*, *Alarm* or *Key tone* can be set to be available. If you chose *Off*, the machine will ring and beep as usual.

If you chose *Off*, skip to step 10.

**3** Press **ENTER** to save the setting. The LCD now asks if you want the ringer to be on or off:

```
Ringer Silent    :Off
                  </>/Enter
```

**4** Press **<** or **>** until the mode you want appears.

If you want to turn off the ringer, select "On" and the machine will be quiet. Otherwise, the machine will ring.

**5** Press **ENTER** to save the setting. The LCD now asks if you want the alarm turned on or off:

```
Alarm Silent     :Off
                  </>/Enter
```

**6** Press **<** or **>** until the mode you want appears.

If you want to turn off the alarm, select "On" and the machine will be quiet. Otherwise, the machine will beep.

**7** Press **ENTER** to save the setting. The LCD now asks if you want the key tones on or off:

```
KeyBuzzer Silent:Off
                  </>/Enter
```

**8** Press **<** or **>** until the mode you want appears.

If you want to turn off the tones, select "On" and the machine will be quiet. Otherwise, the machine will beep when the keys are pressed.

**9** Press **ENTER** to save the setting.

If you turned off the alarm or the key tones in the steps above, your machine gives you the option of setting the volume for the alarm and key tones. If this option appears, skip to step 10.

If you didn't turn any of these off, your fax machine returns to standby mode.

**10** The LCD shows your fax's current setting:

```
Alarm&Key Volume:Mid
                  </>/Enter
```

**11** Press **<** or **>** until the mode you want appears.

Below are the possible settings:

```
Alarm&Key Volume:Max
                  </>/Enter
```

= Loudest setting.

```
Alarm&Key Volume:Mid
                  </>/Enter
```

= Medium setting.

```
Alarm&Key Volume:Min
                  </>/Enter
```

= Low setting.

**12** Press **ENTER** to save the setting.

## Setting Sleep mode (Energy saving mode)

**Default setting:** On

Your machine is initially set to be in the Sleep mode automatically when 5 minutes has passed after you pressed any key last.

If you want to set the Sleep mode to *Off*, you can set it here.

**Note:** If you want to change the time, see page 1.19.

- 1 Press **Program key, B, 1, 0, 5, ENTER.**

```
Sleep Mode      :On
                ◀ / ▶ / Enter
```

- 2 Press ◀ or ▶ until the mode you want appears.
- 3 Press ENTER to save the setting.

**Helpful Tip:** By pressing ENERGY SAVING, you can switch the machine to Sleep mode *immediately*, regardless of the on/off setting or time setting on page 1.19. To use the ENERGY SAVING key, you should assign it to a Soft key in advance. (See page 3.16.)

**Note:** All LED lamps on the control panel will not be off, even when the machine is in the sleep mode.

---

## Primary mode

**Default setting:** None

You can set the primary standby mode in this operation. After finishing any jobs, your machine will return to the mode you set here immediately.

- 1 Press **Program key, B, 1, 0, 7, ENTER.**

```
Primary Mode    :None
                ◀ / ▶ / Enter
```

- 2 Press ◀ or ▶ until the mode you want appears.
- 3 Press ENTER to save the setting.

## Setting the paper source

**Default setting:** 1st cassette: Fax/Copy, Bypass Tray: Fax/Copy

You can choose one of following for each paper source:

- “**Fax**”: Select this if you want to use the paper source you selected for faxing and list (or report) printing.
- “**Copy**”: Select this if you want to use the paper source you selected for copying only.
- “**Fax/Copy**”: Select this if you want to use the paper source you selected for faxing, list (or report) printing and copying.
- “**Not Used**”: Select this if you want to use the paper source you selected for PC printing.  
**Note:** PC printing is available only when your machine has the optional printer controller kit.

- 1 Press **Program key, B, 1, 0, 9, ENTER.** The LCD shows:

```
Cassette1      :Fax/Copy
                ◀ / ▶ / Enter
```

- 2 Press ◀ or ▶ until the mode you want appears.
  - 3 Press ENTER to save the setting. The LCD shows:
- ```
Bypass Tray:Fax/Copy
                ◀ / ▶ / Enter
```
- 4 Press ◀ or ▶ until the mode you want appears.
  - 5 Press ENTER to save the setting.

---

## Setting 2-bin tray (Option)

**Default setting:** Copy exit: Lower tray, Fax exit: Upper tray, List exit: Upper tray, PC-Fax exit: Upper tray

You will set where to exit the printed paper in this operation.

**Note:** This operation will appear only when your machine has the optional 2-bin tray unit.

- 1 Press **Program key, B, 1, 1, 0, ENTER.**

```
2-Bin Tray     :Off
                ◀ / ▶ / Enter
```

- 2** Press ◀ or ▶ until the mode you want appears.  
In this example, we've chosen *On*.

```
2-Bin Tray      :On
                ◀ / ▶ / Enter
```

If you chose *On*, proceed to step 3.  
If you chose *Off*, skip to step 7.

- 3** Press ENTER. The LCD asks you to select Lower or Upper tray for copy exit.  
Press ◀ or ▶ until the tray you want appears.  
In this example, we've chosen *Upper*.

```
Copy exit       :Upper
                ◀ / ▶ / Enter
```

- 4** Press ENTER to save the setting.  
The LCD now asks you to select Lower or Upper tray for fax reception.  
Press ◀ or ▶ until the tray you want appears.  
In this example, we've chosen *Lower*.

```
Fax exit        :Lower
                ◀ / ▶ / Enter
```

- 5** Press ENTER to save the setting.  
The LCD now asks you to select Lower or Upper tray for list printing.  
Press ◀ or ▶ until the tray you want appears.  
In this example, we've chosen *Lower*.

```
List exit       :Lower
                ◀ / ▶ / Enter
```

If your machine has the optional RS-232C interface kit, proceed to step 6.  
Otherwise, skip to step 7.

- 6** The LCD now asks you to select Lower or Upper tray for PC printing.  
Press ◀ or ▶ until the tray you want appears.  
In this example, we've chosen *Lower*.

```
PC-FAX exit     :Lower
                ◀ / ▶ / Enter
```

- 7** Press ENTER to save the setting.

## Printing your settings

After you've programmed settings into your machine, print a *settings list*. We recommend this, particularly if you're sharing the machine with other users, who might change the settings.

With this list, you can quickly confirm that all of your settings are correct, without having to go back and check them on the machine. Or, if you *do* need to undo someone else's changes, this list guides you in returning the machine to your preferred settings.

Settings are divided into three; Machine Settings, Fax Settings and Copy Settings.

To print the Machine settings list, press **Program key, E, 1, 0, 1, ENTER**.  
The LCD will show the following as the list prints:

```
Machine Settings
** Printing **
```

To print the Fax settings list, press **Program key, E, 1, 0, 2, ENTER**.  
The LCD will show the following as the list prints:

```
Fax Settings
** Printing **
```

To print the Copy settings list, press **Program key, E, 1, 0, 3, ENTER**.  
The LCD will show the following as the list prints:

```
Copy Settings
** Printing **
```

**Note:** Please refer to the index at the end of these instructions to locate any settings you don't recognise or understand.

---

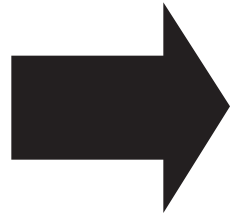
## Printing a program list

Your machine can also print a *program list*. This lists the functions available on your fax machine and the keystrokes needed to complete them. (See also "Function Table," pages 1.14 – 1.17.)

To print a program list, press **Program key, \*, 8**.

*This page is intentionally blank.*

# Just in case ...



*Tips on caring for your machine*

*What to do if problems occur*

*Glossary*

Clearing paper jams .....	5.1
Print quality problems .....	5.3
Troubleshooting .....	5.5
Caring for your fax machine .....	5.12
Common questions .....	5.14
Glossary .....	5.17



# Clearing paper jams

## If an original document jams

- 1 If an original document jams in the ADF while scanning the document into the memory for faxing or copying, the LCD will show:

```
Document Jam
ContStor Enter/Cancel
```

If you do wish to continue the operation, press **ENTER** and proceed to step 2.

To abort the operation, press **CANCEL**. This will erase from memory all pages stored during this operation, and the machine will return to standby mode.

**Important:** If you wait more than 60 seconds without pressing any key, the machine will erase from memory all pages stored during this operation and the machine will return to the standby mode.

**Note:** If the document jammed in the following case, the following message will appear and the machine will abort the operation anyway; instead, you'll have to perform the job again from scratch.

- The first page of the document jammed
- During the real time transmission or quick memory transmission
- During non-sorting ADF job

```
Open&Close ScanCover
Reset Document
```

Also, the "Repeat transmission. Error on scan at page xx" message will be printed out if the document jammed during transmission.

- 2 The LCD will show which page (i. e., which page number) is jammed. To continue scanning from the jammed page forward (keeping in mind the Note at the end of step 1, above), press **START** after clearing the jam.

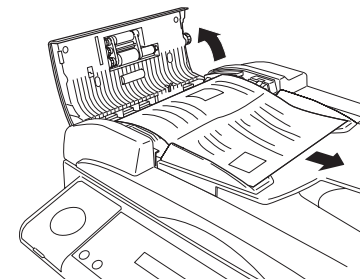
```
p 2. Reset Document
Press Start Key
```

**Note:** If you wait more than 60 seconds without pressing any key, the machine will begin to send or copy the document(s) it has.

If you wish to cancel this operation, press **STOP**. The machine will delete all pages from memory and then return to its standby mode.

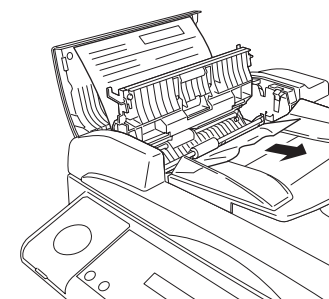
## To remove the document:

- 1 Open the scanner cover.



- 2 Lift the original document from the machine.

**Note:** If you cannot remove the original document, open the inner cover as shown at right, then remove the document.



- 3 Gently close the scanner cover, making sure both sides are snapped down securely.

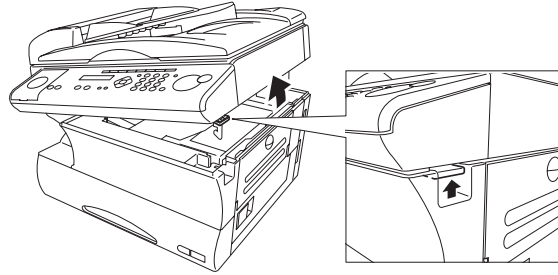
**Note:** If the original document has become wrinkled or torn, do not re-send it.

## If a printout jams inside your machine

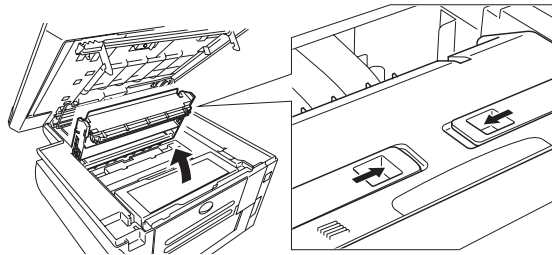
To clear a printout jammed inside your machine:

**Important:** Be careful not to put your hand between the top cover and the machine.

**1** Open the top cover.

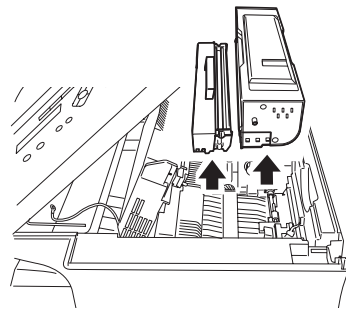


**2** Open the printer cover.



**3** Remove the toner and drum cartridge.

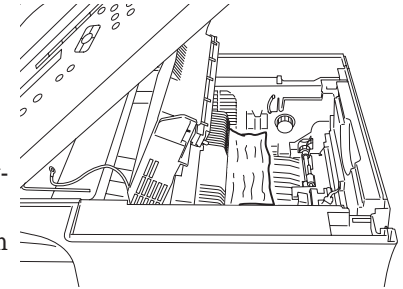
**Important:** Shield the drum cartridge from light, especially strong light. Later, if you have to remove the cartridge from the fax, immediately wrap it in a thick cloth to protect it from light.



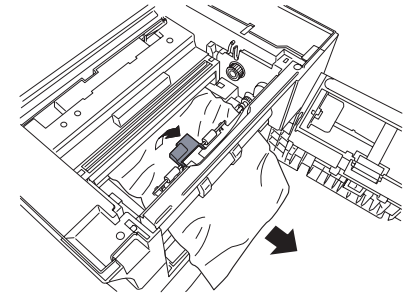
**4** Remove the jammed paper.

**Important:** The fuser unit becomes very hot.  
**Do not** touch the fuser unit when you are removing a paper jam.

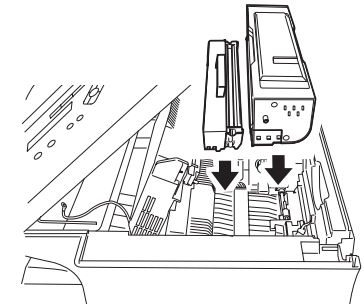
**Note:** Avoid getting “unfixed” toner on your hands and clothes.



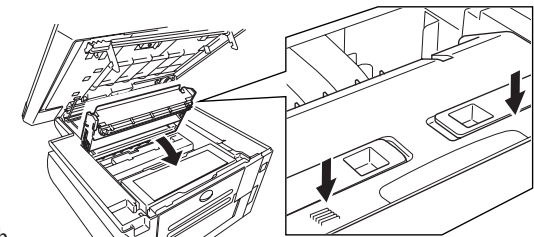
Open the side cover.  
Pulling up the jam release lever to remove the jammed paper.



**5** Reset the toner and drum cartridge.



**6** Gently close the printer cover, pressing firmly on the both sides of the printer cover until you hear it click.



**7** Gently close the top cover, pressing firmly on the both sides of the top cover until you hear it click.

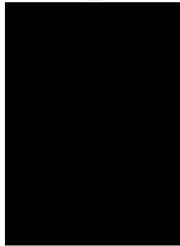
# Print quality problems

If your machine's printouts develop quality problems, try to find the example below that matches your printout problem. When you find one which is like yours, try the suggested solutions. If they don't work, contact your authorised Konica dealer.



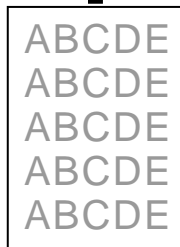
## Pages are blank

- The drum cartridge or toner cartridge may not be installed correctly.  
*Install each cartridge correctly.*
- The toner cartridge may be out of toner, or the toner may be very low.  
*Remove the toner cartridge and shake it a few times to redistribute the toner inside.*  
*If the problem persists, replace the toner cartridge.*
- The toner cartridge may be defective.  
*Remove the toner cartridge and check it for damage.*  
*If the problem persists, replace the toner cartridge.*



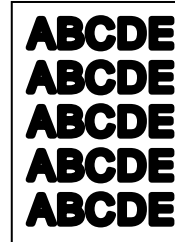
## Pages are black

- The toner cartridge may be defective.  
*Remove the toner cartridge and check it for damage.*  
*If the problem persists, replace the toner cartridge.*
- Your fax machine's printer may be due for a service check.  
*Call your dealer.*



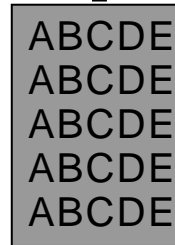
## Printouts are too light

- The toner cartridge may be out of toner, or the toner may be very low.  
*Remove the toner cartridge and shake it a few times to redistribute the toner inside.*  
*If the problem persists, replace the toner cartridge.*
- The toner cartridge may be defective.  
*Remove the toner cartridge and check it for damage.*  
*If the problem persists, replace the toner cartridge.*



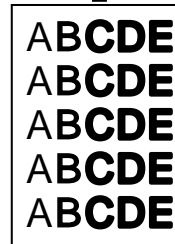
## Printouts are too dark

- The toner cartridge may be defective.  
*Remove the toner cartridge and check it for damage.*  
*If the problem persists, replace the toner cartridge.*



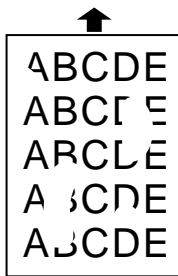
## Printouts have a blurred background

- The toner cartridge may be defective.  
*Remove the toner cartridge and check it for damage.*  
*If the problem persists, replace the toner cartridge.*



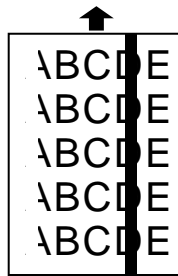
## Printouts are of uneven density

- The toner may be unevenly distributed inside the toner cartridge.  
*Remove the toner cartridge and shake it a few times to redistribute the toner inside.*
- The drum cartridge may be defective.  
*Remove the drum cartridge and check it for damage.*  
*If the problem persists, replace the drum cartridge.*



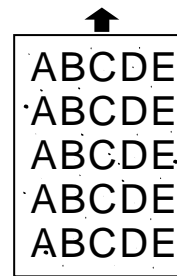
### Printouts have irregularities

- The paper you're using may have absorbed moisture, perhaps due either to high humidity or water having been spilled on the paper supply. Toner will not adhere well to wet paper.  
*Replace the paper with dry paper and try printing again.*



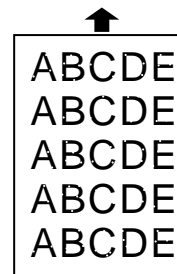
### Printouts have white and/or black lines

- The toner cartridge or drum cartridge may be defective.  
*Remove the cartridges and check them for damage. If the problem persists, replace either or both of the cartridges as indicated.*
- The LED print head may be dirty.  
*Using the cleaning paper, gently clean the LED print head.*
- The charger may be dirty.  
*Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorised Konica dealer.*



### Printouts have toner smudges

- The toner may be unevenly distributed inside the toner cartridge.  
*Remove the toner cartridge and shake it a few times to redistribute the toner inside. If the problem persists, replace the cartridge.*
- The toner cartridge or drum cartridge may be defective.  
*Remove the cartridges and check them for damage. If the problem persists, replace either or both of the cartridges as indicated.*
- If you find smudges on the back of the printouts, the transport roller may be dirty.  
*Your machine normally cleans the transport roller automatically. If other solutions fail, please contact your authorised Konica dealer.*



### Printouts have white spots

- The charger may be dirty.  
*Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorised Konica dealer.*

# Troubleshooting

Occasionally, your fax machine encounters some trouble transmitting or receiving documents. When it does, it alerts you with an alarm. You can identify the problem with LCD messages and printed *check messages* and *error reports*, explained in the following pages.

---

## Alarm

Your fax machine sounds an alarm tone — a series of short beeps — if either of these two problems occur:

- Trouble transmitting or receiving
- The machine is out of paper

---

## LCD error messages

*What you see on the LCD*

*What it means/What to do*

### All Commands In Use

Your fax machine has all of its 99 possible delayed commands (automatic redialing counts as one) stored in memory and cannot accept another. *Wait until your fax has completed one of the delayed commands or delete an existing command by using **COMM. CANCEL/CONFIRM**.*

### Already Stored

You tried to enter the same fax (or phone) number which is already entered in your fax machine.

*Enter a different fax (or phone) number.*

### Box In Use

You tried to erase a F-Code box which contains at least one document.

*Erase the document(s), then try again.*

### Call For Service

The scanner lamp is dim or inoperable. Make repeated copies to help evaporate any internal moisture. *If that doesn't resolve the problem, call your authorised Konica dealer.*

*What you see on the LCD*

### Change to Fax Mode

*What it means/What to do*

You tried to store the document for polling (or for F-Code Box) when the machine is in the Copy mode. You can store the fax document only when the machine is in the Fax mode.

### Check Memory Tx

You tried to turn the Fax&Copy feature ON, but the memory transmission setting is OFF. To use the Fax&Copy feature, the memory transmission setting must be set to ON.

*Set the Memory Tx to ON, then try again.*

### Check Paper Size Open&Close Top Cover

The different sized paper which is not same sized paper you told your machine is loaded. *Set correct sized paper or change the paper size setting (see pages 1.8–1.10).*

### Close Scanner Cover

The cover indicated on the LCD is open or has not been closed securely. *Close it properly.*

### Close Top Cover

### Close 1st Side Cover

### Close 2nd Side Cover

### Close 1st Cassette

### Close 2nd Cassette

The paper cassette indicated on the LCD is open or has not been closed securely. *Close it properly.*

### Communication Error

A communication error disrupted the reception or transmission. *If you were transmitting, press STOP to clear the error message and then re-try the transmission. If you were receiving a fax, try to contact the other person and have him / her re-try the transmission. (The problem may be entirely with his / her machine, phone line, etc.)*

### Copy Off

You tried to change your fax machine to the copy mode, but the unit's copy protection feature (page 2.17) is on, preventing such use. *Turn off copy protection.*

### Department Code Full

You tried to enter department code more than 100. Your machine can store up to 100 department codes.

Just in case ...

<i>What you see on the LCD</i>	<i>What it means/What to do</i>
<b>Document Full</b>	You tried to enter a document into an F-Code box, but the machine has reached its capacity (30 documents). <i>Delete documents stored in F-Code boxes until the machine will let you proceed.</i>
<b>Document Jam ContStor Enter/Cancel</b>	An original document jam while you are using the ADF for either faxing or copying. <i>See page 5.1 for instructions on clearing the jam.</i>
<b>Document Stored</b>	You tried to erase a batch box which contains at least one document. <i>Erase the document(s), then try again.</i>
<b>Enter No. (0-32)</b>	You tried to enter a call group number greater than 32. Your machine can maintain 32 call groups, numbered 1-32 (call group 0 covers all the groups). <i>Determine the correct call group identifier number and enter it, instead.</i>
<b>Enter Reduce/Enlarge</b>	You tried to copy your document on the paper other than A4, A5 or F4 sized paper using the bypass tray, or the calculated reduction or enlargement ratio is out of the acceptable range (50 – 200 %) when the copy reduction or enlargement ratio is set to “Auto”. <i>Enter the reduction or enlargement ratio manually although a part of the image might be lacking, or change the paper for copying.</i>
<b>Enter Scan Size</b>	When you using the platen glass, you must manually enter the scan size of your document. <i>Press DOCUMENT SIZE to choose the size.</i>
<b>Feeder In Use</b>	The command you’re trying to enter requires the use of the ADF, which is already in use. <i>Wait for the machine to stop using the ADF, then try again.</i>

<i>What you see on the LCD</i>	<i>What it means/What to do</i>
<b>In Relay Box</b>	You tried to store a document for polling in an F-Code box which is set to be a relay box. <i>Select an F-Code box which is set to be a bulletin box, then try again.</i>
<b>In Secure Box</b>	You tried to store a document for polling in an F-Code box which is set to be a security box. <i>Select an F-Code box which is set to be a bulletin box, then try again.</i>
<b>In Use in P OneTouch</b>	You tried to erase the F-Code box or Batch box, which is programmed in the programmable one-touch key. <i>Erase the programmable one-touch key that contains the F-Code box or Batch box you want to erase, then try again.</i>
<b>Invalid I.D. Code</b>	The F-Code box I.D. code you entered isn’t valid. <i>Try re-entering your F-Code box I.D. code.</i>
<b>Invalid Number</b>	You pressed a key which has no function during the current operation.
<b>Invalid Paper Size</b>	If the optional printer controller is attached to your machine, it can use the special sized paper with the bypass tray. However, it should be used only for the PC printing, it cannot be used for copying. So, if you tried to copy onto the special sized paper with bypass tray, this message will appear.
<b>Invalid Passcode</b>	The protection passcode you entered isn’t valid. <i>Repeat the operation, entering the correct protection passcode.</i>
<b>Line Busy</b>	You tried to erase a document which someone is polling from your machine. <i>Wait for the fax to complete the polling operation, then try again.</i>



<i>What you see on the LCD</i>	<i>What it means/What to do</i>	<i>What you see on the LCD</i>	<i>What it means/What to do</i>
<b>Macro In Use</b>	You tried to change the function for a Soft key, but that Soft key has been programmed in a Macro key. You cannot change the Soft key function until erase the Macro key that contains the Soft key you want to change. <i>Erase the Macro key, then try again.</i>	<b>No Passcode</b>	You tried to program a security feature (see page 3.49), but there's no protection passcode stored in your fax machine. <i>Store a protection passcode in your machine, then retry again.</i>
<b>Memory Overflow Start Or Cancel</b>	During transmission (or copying), you tried to enter more pages into memory than your fax could store. <i>Press START to tell your fax to keep as many pages in memory as possible, or press CANCEL to delete from memory all pages stored during this operation (but not previous operations).</i>	<b>No PIN Number</b>	You selected "Mode1" in the PIN mask feature and tried to call an autodialer number in which no PIN has been entered, or to call using numeric keypad without PIN. <i>Enter a PIN, then try again.</i>
<b>Mirror Carriage Error</b>	The mirror carriage of your machine has become inoperable. <i>Call your authorised Konica dealer.</i>	<b>No Report</b>	You requested an activity journal or confirmation report, but your fax machine has no record of any fax jobs having occurred.
<b>Mirror Locked</b>	The transport mode is not turned off. <i>Turn off the transport mode (see page 1.8).</i>	<b>No Toner Cartridge</b>	The toner cartridge is missing or has not been properly installed in your fax machine. <i>Please properly install the toner cartridge.</i>
<b>No Command</b>	You pressed <b>COMM. CANCEL/CONFIRM.</b> to review upcoming commands, but your fax machine had none stored.	<b>Not Allowed in Macro</b>	During macro registration, you pressed the key which cannot be registered in Macro, such as Monitor/Call key or Security Reception key.
<b>No Department Code</b>	You tried to turn on the department code setting but there are no department codes stored in your fax machine. <i>Store at least one department code, then try again.</i> <b>... or ...</b> You entered incorrect department code at fax sending while the department feature is on. <i>Enter correct department code.</i>	<b>Other Key Setting</b>	You tried to enter the same function which is already stored in other Soft key. <i>Store the different function.</i>
<b>No Document Stored</b>	You tried to print a document from memory, but your fax machine had none stored.	<b>Open Top Cover Please Remove Paper Open 1st Side Cover Please Remove Paper Open 2nd Side Cover Please Remove Paper Open Top/2-Bin Cover Please Remove Paper Remove Bypass Paper Open&amp;Close Top Cover</b>	The paper is jammed in your fax machine. <i>Open the cover indicated on the LCD, and remove the jammed paper carefully.</i>
<b>No Drum</b>	The drum cartridge is missing or has not been properly installed in your fax machine. <i>Please properly install the drum cartridge.</i>	<b>Open&amp;Close ScanCover Reset Document</b>	Either your document wasn't inserted correctly, or the fax to which you're sending can't handle the document's page length. <i>Reset the page and try again.</i>
<b>No Number Stored</b>	You selected an autodialer, batch box or F-Code box number for which there is no fax (or phone) number programmed. <i>Either choose another number or dial a phone number directly from the numeric keypad.</i>	<b>Please Call Service</b>	The printer unit of your fax machine has become inoperable. <i>Call your authorised Konica dealer.</i>



Just in case ...

<i>What you see on the LCD</i>	<i>What it means/What to do</i>
<b>Please Supply Paper</b>	The paper cassette or bypass tray is out of paper. <i>Supply paper to the cassette and/or the bypass tray.</i>
<b>Please Wait</b>	Your fax machine's printer is either warming up or busy. <i>Please wait until the fax is finished printing and then re-try your command or operation.</i>
<b>Polling In Use</b>	You tried to store the polling document in your fax machine, where one already had been stored. <i>Wait for the fax to complete the regular polling operation or delete the stored document, then try again.</i>
<b>Printer In Use</b>	The command you're trying to enter requires the use of the printer, which is already in use. <i>Wait for the fax to finish printing, then try again.</i>
<b>Protect Doc. Stored</b>	A received document was in your fax's memory when you tried to turn off the security reception passcode. <i>Print the received document from your fax's memory, then retry the desired operation.</i>
<b>Ration must be 100%</b>	You cannot set the magnification ratio in Negative/Positive copy or Ultra copy mode. <i>Set the magnification ratio to 100 % to use the Negative/Positive copy or Ultra copy mode.</i>
<b>REPLACE DRUM SOON</b>	Your drum will need to be replaced soon. <i>Please contact your authorised Konica dealer to purchase a new drum cartridge if you don't already have one.</i>
<b>REPLACE DRUM UNIT PRINTER NOT USABLE</b>	Your drum cartridge doesn't work. Your machine cannot print until it is replaced with a new drum cartridge. <i>Replace it.</i>
<b>Scanner In Use</b>	The command you're trying to enter requires the use of the scanner, which is already in use. <i>Wait for the fax to complete the scan, then re-try the desired command.</i>

<i>What you see on the LCD</i>	<i>What it means/What to do</i>
<b>SecurityRx is Off</b>	You tried to turn the security reception ON using a Soft key which is assigned to set the security reception to ON or OFF, but security reception setting has not set to on. <i>To turn on or off the security reception using a Soft key, first set the security reception setting to on. (See pages 3.49–3.50.)</i>
<b>Select Paper Size</b>	You tried to make a copy in the following conditions: <ul style="list-style-type: none"><li>• Paper size selection is set to "Auto".</li><li>• The bypass tray has the paper other than A4, A5□ or F4.</li><li>• Paper cassette(s) runs out of paper.</li></ul> <i>Press PAPER SIZE to select your desired paper.</i>
<b>Sub-address In Use</b>	You tried to enter a sub-address identical to one already being used in another F-Code box. Enter a different sub-address.
<b>TONER ALMOST EMPTY</b>	Your machine is almost out of toner. <i>Please contact your authorised Konica dealer soon to purchase a new toner cartridge if you don't already have one.</i>
<b>TONER EMPTY PRINTER NOT USABLE</b>	Your toner cartridge is empty. <i>Replace the toner cartridge. Your machine cannot print until it is replaced with a new toner cartridge.</i>
<b>Too Many Characters</b>	You attempted to enter too many numbers or other characters in the current operation. <i>Press CANCEL to delete the extra characters, then try again. You may wish to review the operation's appropriate instructions.</i>
<b>Too Many Locations</b>	You tried to enter too many numbers for a broadcast. You can enter up to 200 autodialer number and up to 30 numbers entered through the numeric keypad. <i>Press CANCEL to delete the extra numbers and then try again.</i>

What you see on the LCD

### Too Many Steps

### Unable to Reduce

### Use FBS Glass

What it means/What to do

You tried to enter too many steps for a macro. You can enter up to 60 steps into a macro key.

In the reduction copy using the ADF, if the calculated ratio is smaller than minimum reduction ratio (50%), this message will appear and you cannot make the reduction copy.  
*Use the platen glass, however parts of the image might not be copied.*

You tried to enlargement copy using the ADF. Your machine cannot enlargement copy from the ADF. *Please set your document on the platen glass to make the enlargement copy.*

## Errors

When sending faxes, your machine occasionally runs into *communications errors*. These can be caused by anything from lightning to telephone line interference. (These same factors cause the static, or *line noise*, you sometimes hear on phone calls.) They also can be caused by problems with the fax machine at the other end of the line.

Often, simply trying your call again is all that's necessary. However, *if the problem persists regularly*, call your local telephone company for help. If that doesn't help *and the problem persists regularly*, call your authorised Konica dealer.

### Error reports

When an error occurs, your fax machine prints an *error report*. Each fax error report lists an *error message* which includes:

- A possible *solution* to the problem
- The *sending location* (if the remote fax stores a Location ID of its own)
- The *result* — which is a special *error code*.
- A *sample* of the document's first page.

### Kinds of error codes

The error code listed in the "Result" column of the error report indicates the specific problem encountered:

- "D" codes — Occur while *dialing*
- "R" codes — Occur during *reception*
- "T" codes — Occur during *transmission*

### Specific errors

Following are some error codes you may see on an error report:

#### Dialing errors

- D.0.3, The remote unit didn't respond, the call couldn't be completed or **STOP** was pressed during dialing. *Re-try the call. If your machine repeats the message, call the remote fax unit's operator and verify that unit is operating properly.*
- D.0.2 The remote unit is busy. *Try the call again.*
- D.0.6, Either the remote unit didn't respond, the call somehow didn't go through or D.0.7 **STOP** was pressed during dialing. *Try the call again.*

*Reception errors*

- R.1.1 The calling fax machine didn't respond to your fax machine. This can happen if someone dials a wrong number or if the remote machine restricts access through use of a passcode.
- R.1.2 The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 (see Glossary, page 5.17) fax communication, the industry standard since the early 1980s.
- R.1.4 Someone pressed **STOP** at the receiving fax machine.
- R.2.3 Poor phone line conditions made fax communication impossible. *Call someone at the remote machine's location.*
- R.3.1 The sending fax machine detected too many errors from the receiving fax machine.
- R.3.3 The sending fax machine is incompatible or had a document feeder problem during transmission.
- R.3.4 Poor phone line conditions may have prevented your fax machine from properly printing some or all of the pages it received.
- R.4.2 Either the line disconnected before transmission or the transmitting fax machine needs maintenance.
- R.4.4 The fax machine has reached its memory capacity.
- R.5.1, ECM reception failed (perhaps due to line noise).
- R.5.2
- R.8.1 A compatibility error occurred.
- R.8.10 Line noise or other problems prevented line probing.
- R.8.11 The fax machine timed out while waiting for the retrain signal.

*Transmission errors*

- T.1.1 The remote fax machine didn't respond to your machine. *Call someone at the remote machine's location.*
- T.1.2 Your fax machine's page counter detected a possible document feeder error. *Carefully put the document back into the feeder and try the call again.*
- T.1.4 **STOP** was pressed during transmission.
- T.2.1 Either the phone line disconnected during transmission or fax communication became impossible due to bad phone line conditions. *Try the call again.*
- T.2.2 The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 (see "Glossary," page 5.17) fax communication, the industry standard since the early 1980s.

- T.2.3 Bad phone line conditions made fax communication impossible. *Conditions can change rapidly, so try the call again later.*
- T.3.1 The page counter in your fax machine detected a document feeder error during transmission. *Carefully re-insert the document into the feeder and re-try the call.*
- T.3.2 The fax machine didn't detect the silence indicating the call had ended.
- T.4.1 The telephone line disconnected during transmission because of excessive modem errors or because remote unit ran out of paper. *Try the call again.*
- T.4.2 After transmission began, poor line conditions developed. *Try the call again.*
- T.4.4 Poor line conditions prevented transmission. *Try the call again.*
- T.5.1, ECM transmission failed (perhaps due to line noise). *Conditions can change rapidly, so try the call again later.*
- T.5.2,
- T.5.3
- T.8.1 A compatibility error occurred.
- T.8.10 Line noise or other problems prevented line probing.
- T.8.11 The remote fax machine didn't complete the equaliser training phase.

## “Check Message” printouts

When there’s a problem with a fax call and your machine detects an error, it produces an error printout headed by the words “Check Message.” This printout lists the following information about the transmission:

- The resulting error code
- A communications error message (see “What error messages can mean,” below)
- The phone number (or TPI, if programmed) of the fax machine with which your machine had attempted to communicate.

### *What error messages can mean*

The error messages on Check Message printouts can mean a variety of things. Here’s a brief summary:

Error message	Possible meanings
Check condition of remote fax.	<ul style="list-style-type: none"> <li>• Remote machine malfunctioned</li> <li>• No “handshake” signals from remote fax</li> <li>• Wrong phone number reached</li> </ul>
Repeat transmission.	<ul style="list-style-type: none"> <li>• Poor phone line conditions</li> <li>• No “handshake” signals from remote fax</li> <li>• Document misfeed or miscount</li> <li>• Unable to reach remote machine after attempting specified number of redial tries</li> </ul>
Line is busy.	<ul style="list-style-type: none"> <li>• Remote machine’s line was busy</li> <li>• Remote machine’s line didn’t answer</li> </ul>
Check received documents.	<ul style="list-style-type: none"> <li>• Remote confirmation signal not received from remote fax</li> <li>• Poor line conditions caused a poor image</li> </ul>
Memory full.	<ul style="list-style-type: none"> <li>• Remote fax’s memory is full</li> </ul>
Dialing number is not set.	<ul style="list-style-type: none"> <li>• Stored phone number failed to dial properly</li> </ul>
Stopped.	<ul style="list-style-type: none"> <li>• Someone pressed <b>STOP</b> at the remote fax in the middle of the “handshake”</li> </ul>

# Caring for your fax machine

With proper installation and a little maintenance, your fax machine should give you dependable service for years to come.

Although it requires little day-to-day care, you can take these simple precautions to keep it in top form:

- **Always** make sure your fax machine is installed according to our specifications, including using an electrical surge suppressor. (If necessary, review “Pick an installation spot,” page 1.5.)
- **Always** use good, copier-quality paper.
- **Always** clean your fax machine as needed (see “Cleaning tips,” below).
- **Never** install your fax machine where it can overheat, gather dust or get splashed by any liquids (even water).

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## Cleaning tips

Some things to keep in mind about cleaning your fax machine:

- **Do** clean it! Dust and dirt, especially around the fax machine’s air vents can shorten your machine’s life.
- **Always** unplug the fax machine *before* you clean it.
- **Never spray any cleaner DIRECTLY onto your fax machine.** The drifting spray could damage components inside.
- **Never try to clean SEALED areas inside your fax machine.** They’re sealed to protect your safety and the machine.
- For cleaning *external* surfaces, such as the cover: use a mild cleaning solution sprayed onto a lint-free towel or cloth.
- **Always** use a lint-free cloth (or swabs) moistened with alcohol to *gently* wipe components inside your machine.
- In areas you can’t reach with swabs, **always** use dry, dust-free compressed air to *gently* blow away dust and other material.

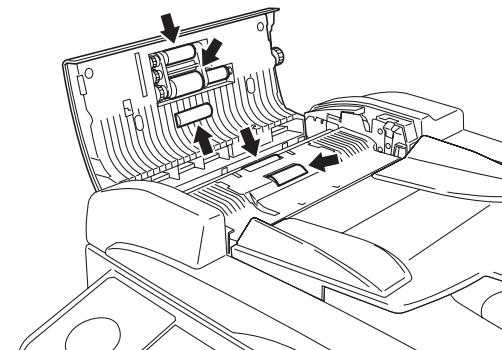
## Corrective cleaning

Here are some simple cleaning procedures for keeping your fax machine operating smoothly. Use each as the need arises.

### Curing frequent jams in the ADF

If you’re having trouble with getting your original documents to feed properly, try this procedure:

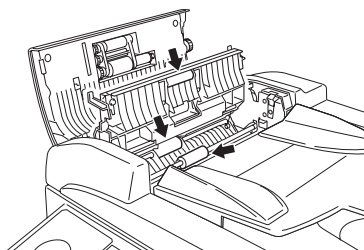
- 1** Turn off your fax machine.
- 2** Get two soft, lint-free cloths and moisten them as follows:
  - One with a cleaner suitable for use on platen/rubber rollers. In steps 4 and 6, we’ll call this the rollers cleaner.
  - The other with isopropyl alcohol
- 3** Open the scanner cover by holding the scanner cover release.  
**Important:** You must hold the cover open. It won’t stay open by itself.
- 4** Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



- 5** Open the inner cover fully.

**Important:** You must hold the cover open. It won't stay open by itself.

- 6** Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



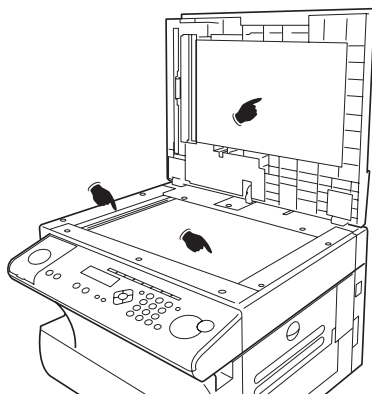
## Cleaning the platen glass, contact glass and white pad

- 1** Open the platen cover.

- 2** Get a soft, lint-free cloth and moisten it with isopropyl alcohol.

**Important:** Make sure the cloth doesn't have any rough areas. Otherwise, it could scratch the glass surface of the platen.

- 3** Using the cloth, gently clean the platen glass, contact glass and the white background area on the underside of the platen cover.



## If you have unsatisfactory printout quality

Your machine automatically cleans its charger and transport roller, two items which are very important to printout quality. So, if you notice poor printout quality (whether on received faxes or on copies), it may mean that your machine requires service. Review "Print quality problems" (pages 5.3-5.4), and see whether any of the proposed solutions helps your machine. If none do, please call your authorised Konica dealer.

## Cleaning the LED print head

If you find your fax recipients complaining that the faxes you receive or copy image quality are streaked, the LED print head may be dirty.

**Important:** Be careful not to put your hand between the top cover and the machine.

- 1** Turn off your fax machine.

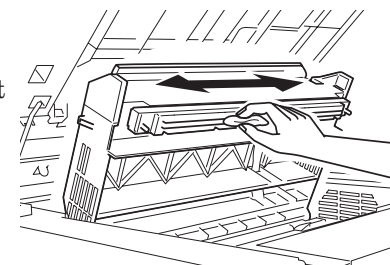
- 2** Get a soft, lint-free cloth and moisten it with isopropyl alcohol.

- 3** Open the top cover and then open the printer cover.

**Important:** The fuser unit becomes very hot. **Do not** touch the fuser unit when you are cleaning the LED print head.

- 4** Using the cloth, gently clean the LED print head.

**Note:** **Do not** use abrasive materials on the LED print head, and **do not** subject the LED print head to strongly shock.



# Common questions

## General questions

- Q:** Where do I add ink or toner to make my fax machine's printouts darker?
- A:** *You can't adjust the darkness of an incoming fax printout, but you can adjust the darkness of a copy or of a transmission. Insert a document and press **CONTRAST** to adjust the contrast setting. "Dark" prints at the darkest setting. The machine will reset automatically to normal contrast after you finish copying or sending the fax.*
- Q:** When I unplug my machine or if the power goes off, will I lose the information I've stored — such as my TTI, autodialer entries, the time and date, etc. — and have to re-enter them?
- A:** No. There's a special battery built into your fax machine which protects user settings for several days if power fails or if you decide to move your machine. However, we do advise you to restore power to the machine as soon as possible.
- Q:** Can I use a dust cover on my fax machine?
- A:** No! A dust cover blocks air circulation, which could cause your machine to over-heat.

## Sending faxes

- Q:** Sometimes, I try to send a fax while using the **MONITOR/CALL** feature. But, when the other side answers, I hear a horrible screeching sound, so I hang up. What's happening?
- A:** That was the other fax machine trying to say "Hello" to your machine! You'll hear sounds like that any time you call a fax machine which is set to answer automatically (as when you set your machine to Auto Answer mode). It's by using these tones that fax machines are able to send faxes over ordinary phone lines. So, next time you hear the tones, press **START** to send a fax.
- Q:** I just sent a fax. However, the number that appeared in my machine's display during the transmission wasn't the number I dialed. Why?
- A:** That number you saw is programmed into the remote fax machine by the user. Some users prefer different numbers to appear than the ones they're really using. And some people don't know how to change the number once it's set.
- Q:** Do I have to dial a 1 for a long-distance call?
- A:** Yes. Dialing a fax number is just like dialing any other phone number, so be sure to include any special long-distance codes or dialing pauses when dialing. Also, remember to include them when you set your autodialer numbers.
- Q:** How do I send a fax to an overseas telephone number?
- A:** Dialing requirements for international calls may vary depending on your local telephone company's requirements. For most international calls, call *011*, then dial the appropriate country code, city code and phone number. (You may find country and city codes in the front section of your telephone directory.)
- Q:** Can I transmit if my fax machine runs out of paper?
- A:** Yes, but confirmation reports (see page 3.21) aren't available when you transmit without recording paper in your fax machine.
- Q:** Can I transmit a document that's extra long?
- A:** Yes, *if* the receiving fax machine is equipped to handle long documents. Many machines have a special setting which allows them to receive documents that exceed the normal length.



- Q:** Can I transmit a page from a newspaper?
- A:** No. A newspaper page can jam in your document feeder. First, use a copy machine to make an appropriately sized copy of the newspaper page, then transmit the copy.
- Q:** Can I transmit a page with correction fluid on it?
- A:** Yes, but only if the fluid is *completely dry* before you begin transmission.
- Q:** How can I be sure my fax was received?
- A:** Set your machine to print a confirmation report after each transmission (see pages 3.21).
- Q:** I don't want to install a dedicated phone line for my fax machine, so I've connected the machine to a PBX phone system. When I get a fax call, *all* the phones ring. How do I prevent this?
- A:** Call your PBX manufacturer or telephone company for assistance. They may be able to convert one of the PBX lines for use only by your fax machine.
- Q:** Sometimes when I dial a fax call by using the **MONITOR/CALL**, I don't hear the fax receiving tones from the other machine. Am I doing something wrong?
- A:** When this happens, try pressing **START**, as usual. It's possible you're calling an older, non-standard fax machine that *doesn't* emit answering tones. Even a few Group 3 faxes (see "Glossary," page 5.17) on the market sound a *sending* tone but don't sound a *receiving* tone. After you transmit, call the person at the other fax machine's location to see if that person got your document.
- Q:** I inserted a document in the feeder and dialed a fax number, but my machine didn't transmit the document. Instead, "**\*\* Auto Redial \*\***" now appears on my LCD. What does this mean?
- A:** The remote fax machine was busy, so your machine will try the call again, automatically. As long as it hasn't stored more than 99 delayed commands (counting automatic redials), your machine should still accept commands from you. If it has exceeded this quantity and will accept no more commands, try canceling one of the delayed commands (see page 2.7). If the machine *still* won't cooperate, keep canceling commands until it does.
- Q:** The specifications (page A1.1) list an average per-page transmission time, but when I transmit a page it can take much longer. Why?
- A:** We base this specification on transmission of an industry-standard test document called *ITU-T Test Document 1* (sometimes also called the "Slerexe letter"). Fax manufacturers use this method to test transmission speeds. However:
- The pages you send may be darker, or otherwise contain more information, than ITU-T Test Document 1.

- The transmission time measured for test documents doesn't include *handshake time* — the time during which two fax machines "introduce" themselves to each other and "agree on" the parameters of the call.
- The specification time is based on the use of normal resolution mode. You may be using fine, superfine or grayscale transmission, each of which takes longer than normal mode.

- Q:** What's a *default*?
- A:** A default is a setting that your machine will always refer to if nothing else is programmed. For example, you can set the default for this machine to send a fax by using its memory. If you set this action as the default, that's how your machine will always send a fax, until you tell it to do differently.

---

## Reports

- Q:** I called the number *011-555-555-1212*, but not all of the digits appear on my transmit confirmation report (TCR). Why didn't the whole number appear? How can I be sure my document went to the right location?
- A:** The numbers you enter using the fax keypad are temporarily stored in a memory "buffer", and it's only the last part of the phone number that the buffer "remembers." An easy way to avoid getting incomplete telephone numbers on your printouts is to store your most frequently used numbers as one-touch keys or speed-dial numbers. These autodialer numbers will appear in their entirety on your TCR.

## Receiving faxes

- Q:** My fax never answers. What's wrong?
- A:** Check to make sure your fax machine is properly connected to a working AC power outlet and phone jack (see page 1.7). If you're using a second phone with your machine, make sure *it's* connected properly.
- Q:** Sometimes when I answer a call with the phone which is connected to my machine, I hear a beeping sound that repeats every few seconds. Is this a fax?
- A:** Yes. When you hear these *fax tones*, someone is trying to send you a fax. Next time, press **START** and hang up your telephone. Your fax will receive the message.
- Q:** Does my fax machine have to be plugged in to the AC power jack to receive a message?
- A:** Yes. Your phone will ring if the phone line is connected, but you can't receive a fax unless your fax machine is plugged into both the phone jack and the AC power jack. Make sure your fax machine is always plugged in so you never miss an important fax message.
- Q:** Can I receive a fax if I'm using the phone on my machine?
- A:** You can receive a fax from the person to whom you're talking. When that person has a document ready in his/her machine's feeder, press **START**.

---

## Working with your answering machine

- Q:** People have complained that they call my fax machine and hear my answering machine's message, but are cut off before they can send a fax. What happened?
- A:** Any remote fax machine attempting to send a fax must "hear" responding fax tones within 40 seconds after the person at that machine presses the start key. That 40 seconds includes getting the dial tone, dialing the number, "listening" to the pause before the ringing starts and the remote fax machine answering the ring. Only after that time does your message play. That's why we urge you to create a short outgoing message. The shorter the waiting period, the more likely it is that the remote fax machine will proceed with the transmission. Please create an outgoing message on your answering machine that's no longer than 10 seconds (see page 2.11 for a suggestion).

## Polling

- Q:** What's the purpose of polling?
- A:** Polling lets you automatically "pull" a document which is set in another fax machine. You can poll whenever you need to retrieve information and don't want the source to pay for the phone call. With polling, you pay for the call and get the information you need.

---

## How your fax machine works

How a fax machine works is simple:

You put a page into your fax machine's feeder and call a fax number. Your machine makes a satisfactory connection with the other machine, and then ...

- *Your machine takes the document.*  
An image scanner in your fax machine examines the information on the page.
- *Your machine wraps the document.*  
Your fax machine translates the scanned information into a numeric code and compresses the code for the fastest possible transmission speed.
- *Your machine sends the document.*  
Finally, your fax machine sends the compressed code.

On the other end of the line ...

- The remote fax machine *receives* the code.
- Your machine *unwraps* the document.  
The remote fax machine uncompresses and deciphers the code, turning it into a representation of the scan your machine made.
- The remote fax machine prints the representation.

The only difference between a regular telephone call and a fax call is the *content* of the transmission:

- On a regular call, your telephone sends your voice.
- On a fax call, your fax machine sends a coded image.

The way fax machines work is regulated closely by the International Telecommunications Union (ITU), an agency of the United Nations. The standards the ITU applies ensure the compatibility of your fax machine with millions of other machines worldwide. However, they also limit the way you can use your machine with other devices, such as telephones and answering machines.

# Glossary

This glossary contains terms you may encounter when discussing or reading about fax machines. Please use these definitions for reference only.

**24-hour format** — Also called *military format*. A format for keeping time that does not use a.m. or p.m. to distinguish between morning and afternoon. In the 24-hour format, one o'clock in the morning marks 1:00, noon marks 12:00 and midnight marks 24:00. To calculate the 24-hour format, add 12 hours to all times after noon.

For example, *1:30 p.m.* would be *13:30* in the 24-hour format; *10:45 p.m.* would be *22:45* in the 24-hour format. And *11:15 a.m.* would be *11:15* in the 24-hour format.

**A3, A4, B4** — Standard stationery sizes defined by the International Standards Organization, an agency of the United Nations. See also *Paper sizes*.

**ADF** — Automatic document feeder. See *document feeder*.

**Alternate number** — The number your machine dials after all attempts to the regular number fail. The user programs this alternate number, if so desired.

**Answering machine** — See *TAD*.

**Autodialing** — Enables user to store preprogrammed telephone numbers in the unit's memory. Storage capability varies from unit to unit.

**Automatic fallback** — The ability of a fax machine to slow down ("fall back"), when communicating with another fax which is communicating at a slower rate.

**Automatic reduction** — Many fax machines will automatically reduce the size of documents being transmitted to accommodate the effective printing width of the receiving unit. For example, this allows a fax machine with a 10" (256 mm) scanning width to send an image 10" (256 mm) wide to a unit with an 8.3" (210 mm) print width. The receiving fax machine will receive a reduced-size printout of the complete image.

**Bit** — The smallest unit of information in a computer. Some fax machines, which are actually computers "dedicated" to telecommunications, allow users to change bits of information to provide or cancel features through software settings.

**Bits per second** — See *bps*.

**Black density** — Also called *black coverage*. The amount of non-white area on a page. For example, most regular office correspondence has a black density well under 10%, due to the presence of margins, spaces between words, spaces between lines and paragraphs and even spaces within letters. However, drawings and photographs have a much higher black density, sometimes approaching 100%. The higher a page's black density, the more slowly a fax machine sends it.

**Broadcast** — A fax transmission in which a single document is sent to more than one location.

**bps** — Bits per second. Used to express the speed of transmission of data. Because fax transmission treats a document as a graphic image rather than as a series of alphabetic and numeric characters, bps does not correspond to the number of characters transmitted per second.

**Byte** — A group of digital elements, usually sent as eight bits to the byte.

**Call reserve** — Also called *call request*. An ITU-T standard fax feature which allows a user to request voice communication prior to, during or after transmission.

**Call-waiting service** — An optional telephone company service that alerts you to another incoming call when the phone is already in use. Call-waiting signals often cause interruption of fax transmission or reception.

**Caller ID** — Optional service provided by your local telephone company that allows you to see a display of the number (phone or fax) that is calling.

**CCITT** — See *ITU-T*.

**CCD, CIS** — Charged coupled device, contact image sensor. Two types of scanning mechanisms used in some Konica fax machines. The CCD "reads" fluorescent light bouncing off a document. The CIS uses a flat bar of light-emitting diodes (LEDs).

**Command queue** — The "list" your machine keeps of all its pending commands.

**Command number** — The number your machine gives to each "job" it is programmed to complete. You must know the command number in order to cancel or change any of the machine's jobs that it stores.

**Compatibility** — The term "compatible" describes the ability of separate things to function together. Your fax machine features ITU-T Group 3 compatibility, the modern standard for worldwide communication.

**Confidential transmission** — See *SecureMail*.

**Confirmation report** — See *TCR*.

**Continuous polling** — See *Polling*.

**Copy mode** — Allows your fax machine to be used as a convenience copier.

**Cover page (automatic)** — A small, user-created message; can be the first page of every transmission.

**Database polling** — See *Polling*.

**Data compression** — Used in digital fax machines to speed transmission. See also *Digital fax*, *MH* and *MSE, SMSE*.

**Default** — The setting your machine will always refer to if no other action has been programmed. For example, you can set the default for this machine to send a fax by using its memory. If you set this action as the default, that's how your machine will always send a fax, until you tell it to do differently.

**Delayed command** — Transmission or polling operation set by the user to occur later, automatically, at a predetermined time. Great for reducing costs by making fax calls during times when telephone costs are lowest, such as late at night or on weekends.

**Digital** — Using the binary system (which uses a combination of *0s* or *1s*) to describe everything, so that *0* means *off* and *1* means *on*; digital fax machines convert the graphic image of your document into a series of zeros and ones by using the binary system of transmission to encode black and white occurrences. This increases transmission speed by passing over white spaces. See also *White-line skip*.

**Digital fax** — Unlike analog systems that scan every portion of a document, digital fax machines survey a document's overall picture content. Digital fax machines scan a line and convert the information into a binary code of zeros and ones. The fax machine takes this information and compresses it, providing high transmission speeds.

**Document feeder** — The adjustable slot into which users place documents for faxing or copying.

**Effective printing width** — The widest image that can be printed on a fax.

**Effective scan width** — The maximum width the scanner in a fax can scan during transmission.

**F-Code** — A fax-industry standard created by the ITU-T for sub-addressing/password-based communications. Because F-Code is an industry standard, your fax machines as well as all ITU-T equipped fax machines from other manufacturers can communicate with each other using sub-addressing.

**Facsimile (or fax)** — A form of communication involving the scanning and decoding of a document into electrical signals and transmitting of the document, over telephone lines to another device. This device then reconstructs the signals to produce an exact duplicate of the document. Also, a machine that performs such communication.

**Fallback** — Group 3 fax machines operate at the highest transmission speed possible on a given telephone line. Our systems offer automatic fallback; if line quality drops during transmission, the fax machine will reduce speed to the fastest possible level.

**File number** — A number the machine gives to each document it stores for a batch, F-Code or polling operation.

**Fine resolution** — 203H × 196V lpi. Also shown as *G3F* ("Group 3 fine") on some fax units.

**Grayscale** — Not a level of resolution, but a method of scanning and transmitting halftone images. Fax machines with grayscale abilities interpret photographs in levels of gray between white and black. The transmitting fax machine must have grayscale ability to send a photographic image accurately, but the receiving machine does not need it to print the image.

**Group 3** — Refers to fax machines that use digital encoding. These units transmit one page in less than one minute and produce resolution of 203 × 98, 203 × 196, or 406 × 392 lpi.

**Halftone** — See *Grayscale*.

**Handshaking** — An exchange of data between telecommunications and/or computer equipment that "introduces" two systems to each other. For example, faxes use a handshaking protocol to identify the ITU-T group of each unit and to begin fax communication.

**Hub** — See *Relay broadcasting*.

**Hz (or Hertz)** — A measure of frequency equal to one cycle per second. Used in the specifications for a fax machine, it identifies the AC power the unit requires.

**ITU-T** — International Telecommunications Union – Telecommunications Sector. (Formerly known as *CCITT*, for *Consultative Committee for International Telegraph and Telephone*.) A telecommunications forum for member countries of the United Nations whose Study Group XIV established the primary groups for fax equipment, covering communication protocol and transmission. Our Group 3 fax machines offer the fastest transmissions allowed by the ITU-T when communicating with other Group 3 units.

**ITU-T Test Document 1** — Also called the *Slerexe* ("*slehr-rehks*") letter; An ITU-T standard document with a known black density which fax makers often use to test transmission speeds of their fax machines. Published transmission speeds are also based on this document.

**ITU-T v.29 and v.27 ter.** — A standard set of communication procedures allowing fax machines to talk to all other units adhering to those standards.

**JBIG** — Joint Bi-level Image experts Group, the new ITU-T standard image data compression method. As JBIG compresses the data more efficiently than MMR, it is especially effective when transmitting halftone (grayscale) image document. (Of course, the compression ratio may vary with the image data.)

**Laser printing** — A plain-paper printing system. Toner is attached to a charged drum and an image is transferred onto plain paper through electrical currents, then fused with heat and pressure to produce a dry, permanent printout.

**LCD** — Liquid crystal display.

**Leased line** — See *Private line*.

**Load number** — A number assigned to telecommunications equipment used in Canada; designed to help prevent overloading on a telephone circuit. See also *Ringer equivalence number*.

**Location ID** — See *Station ID*.

**lpi** — Lines per inch. The way fax image resolution is measured. (For example, see *Normal resolution*.)

**Memory** — Internal document storage. In your fax machines, random access memory in the form of computer chips is used to store and hold documents for transmission and to hold some documents that have been received.

**Memory overflow** — A message that appears on the machine's LCD when the current operation requires more of the machine's electronic memory than what is available.



**MH** — Modified Huffman, the standard ITU-T Group 3 data compression method. A one-dimensional coding scheme that compresses data in a horizontal direction only. A feature of all our fax machines, MH assures transmissions faster than one page per minute when communicating with other Group 3 units, regardless of manufacturer. See also *MR*, *MMR*.

**Military format** — See *24-hour format*.

**Modem** — Modulator-demodulator. A device that converts digital data, like information from a fax machine, into an analog signal for transmission over ordinary telephone lines. A modem is included in a fax machine and allows it to be connected directly to a PSTN telephone line.

**MR** — Modified Read, an ITU-T Group 3 standard data compression method. A two-dimensional coding scheme that compresses data in both horizontal and vertical directions and allows for faster transmission when communicating with other Group 3 units, regardless of manufacturer.

**MMR** — Modified Modified Read, an ITU-T Group 3 standard data compression method. A two-dimensional coding scheme that compresses data in both horizontal and vertical directions and allows for faster transmission when communicating with other Group 3 units, regardless of manufacturer.

**Monitor** — A speaker in most our fax machines which allows the user to hear the dialing process. This is not a speakerphone, because it has no microphone for speaking to the person being called.

**MSE, SMSE** — The proprietary data compression methods.

**Normal resolution** — Shown as “norm”; 203H × 98V lpi. The default resolution mode for all our fax machines.

**Original document size** — The largest (or smallest) document that can be fed safely through a fax machine.

**Override** — To change existing settings.

**Paper sizes** — All are width × length:

Letter-sized = 8.5" × 11.0" (216 × 279 mm)	Legal-sized = 8.5" × 14.0" (216 × 356 mm)
A5 = 5.8" × 8.3" (148 × 210 mm)	B5 = 7.2" × 10.1" (182 × 257 mm)
A4 = 8.3" × 11.7" (210 × 297 mm)	B4 = 10.1" × 14.3" (257 × 364 mm)
A3 = 11.7" × 16.5" (297 × 420 mm)	

**Passcode** — A four-digit code-number. On your fax machine, the protection passcode lets the user limit access to fax operations, as well as certain settings and even documents readied for polling (in the case of polling, only calling machines whose users enter the proper passcode will be able to poll the document.)

**PBX (or PABX)** — Private branch exchange; privately-owned telephone equipment serving a particular building, business or area. Many PBX systems use digital transmission lines which, unlike more common PSTN lines, are not compatible with fax machine use. The user should not connect a fax unit to a PBX without first checking with the system manufacturer or service representative.

**PCL** — Page Control Language. An industry standard for printer control. Some our fax machines include or offer PCL-compatible printing for Windows-based personal computers.

**Platen** — A traditional copier-style top to a fax machine or digital copier. Some our fax machines and multifunctional products include a platen top, allowing you to fax from books and other awkward sources.

**Polling** — Automatic transmission to a calling remote fax, or reception of a document from a remote fax set for this operation. Polling is convenient whenever a central unit must receive information from one or several remote faxes. The caller bears all telephone charges and prevents several remote units from calling at the same time. See also *Secure polling*.

**Private line** — (Or *leased line*.) A service offered by many telephone systems; provides an exclusive phone circuit between two geographic points. *Your fax does not require a private line*. See also *PSTN*.

**Proprietary** — Non-standard. In fax, refers to a fax feature which works only in communications between fax machines that are the same brand.

**PSTN** — Public switched telephone network; the most common type of telephone lines and service in use, in contrast to private or leased lines. Your fax provides fast, reliable data transmission over a PSTN line, and does not need a special or dedicated telephone line. See also *Private line*.

**Receiver ID** — See *Station ID*.

**Redialing** — The dialing again, either manually or automatically controlled, of the most recently dialed fax or phone number. Automatic redialing follows an unsuccessful dialing attempt and can be done manually or automatically.

**Relay broadcasting** — Lets some Konica fax machines store a document in internal memory, transmit the document to the memory of a remote “hub” fax and then instruct that unit to relay (re-transmit) the document to each fax in a call group in the “hub” unit. This feature speeds extremely high-volume fax communication and allows a single command to initiate document transmission to hundreds of preprogrammed fax locations. It also saves phone charges for the originating machine. Your machine can initiate a relay broadcast.

**Remote fax machine** — The machine on the other “end” of a fax communication.

**REN** — See *Ringer equivalence number*.

**Resolution** — The resolution of documents transmitted or copied by fax machines is measured by the number of horizontal (H) and vertical (V) lines per inch (lpi) the unit can print. Our unit may offer one or more of these resolution levels:

Normal	203H × 98V lpi
Fine	203H × 196V lpi
Superfine	203H × 392V lpi

Some our units also offer grayscale transmission (see also *Grayscale*) for accurate reproduction of photographs and other shaded originals.

**Ringer equivalence number** — Also called *REN*. A number assigned to telecommunications equipment used in the United States; designed to prevent overloading on a telephone circuit. See also *Load number*.

**Scanning width** — See *Effective scanning width*.

**Secure polling** — Polling in which preset passcodes are checked between two machines before polling is allowed to take place.

**Speed-dialing** — Allows the fax user to store frequently used fax numbers for dialing with the touch of three keys — an identifier key (either \* or #) and then a three-digit code — for each number. See also *Autodialing* and *One-touch dialing*.

**Station ID** — (Also called *Location ID* or *Receiver ID*.) An autodialer feature which lets the fax user enter a descriptive name to correspond with the number in an autodialer entry. For example, rather than entering only *1-972-555-3465*, the user can enter that number and a name, such as *Dallas Branch Office*.

**Subaddressing** — An ITU-T standard allowing fax machines to specify special delivery characteristics of a transmission. For example, subaddressing allows fax machines from different manufacturers to send and receive messages into confidential memory mailboxes, or to retrieve specific files from polling memory.

**Subscriber ID** — A fax machine's telephone number, as identified by a user setting. See *TTI*.

**Super Group 3** — An extension of Group 3 fax technology standards, allowing the use of high-speed v.34 bis modems for 33.6 Kbps transmission and high-speed protocols for rapid handshaking.

**Superfine resolution** — 203H × 392V lpi. Your fax machine's superfine transmission mode is Group-3-compatible, not the more limited proprietary version.

**TAD** — Telephone answering device, or answering machine. Records incoming voice messages for playback. You can connect a TAD to your fax machine and use the two on one phone line.

**TCR** — Transmit confirmation report; this provides proof that your fax did send the document you set for transmission. Printed after transmission, the TCR also identifies the telephone number to which the fax sent the document, plus the actual time of transmission and how many pages the unit transmitted.

**Thermal (paper) printing** — A thermal head heats chemically treated, thermally sensitive paper in patterns conforming to the image the machine has scanned, creating a printed image. Thermal paper's tendency to discolour and fade, in addition to its curliness and the usual difficulty in writing on it, have made this method considerably less popular than plain-paper fax printing — particularly as plain-paper fax machines have dropped sharply in price.

**TTI** — Transmit terminal identifier. A user-programmable line of information sent automatically with every page a fax machine sends; it appears at the top of each page printed by the receiving unit.

**Transmission speed** — How fast a fax machine is sending a fax document. This speed depends upon the modem speed of each unit, the resolution setting, the content of the document, the encoding technique and the condition of the phone line (clean, noisy, etc.) Any change in any one of these five conditions will affect the speed, sometimes significantly.

**v.29 and v.27 ter** — A standard set of communication procedures allowing fax machines to talk to other units using those standards. Specifically, these standards cover fax transmission at 9600 bps or slower.

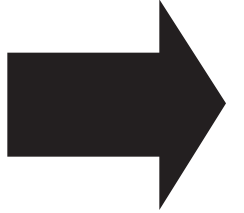
**v.34** — An international standard for fax modems — and other modems — with transmission speeds of up to 36.6 Kbps. It represents the current maximum standard transmission speed possible under ITU-T Group 3.

**White-line skip** — A technique used to speed up fax transmission by bypassing redundant areas, such as white space.

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# Appendix and index



# Specifications

## General

Type:	Desktop plain paper facsimile
Compatibility:	ITU-T Group 3
Phone system:	Public Switched Telephone Network (PSTN) or equivalent
Dual access:	Multitasking
One-touch dial:	55 locations
Speed dial:	145 locations

## Operating Environment

Environmental temperature:	10° C to 32° C
Relative humidity:	20 to 80% RH

**Power requirement:** Power: 230V AC 50/60 Hz.

<b>Power consumption:</b>	Sleep mode	: 18 W
	Standby	: 100 Wh
	Maximum	: 870 W

## Communication

Coding method:	ITU-T-standard MMR, MR, MH and MSE (proprietary mode).
Modem speed:	14,400, 12,000, 9,600, 7,200, 4,800, 2,400 bps
Error correction mode:	Yes
Memory capacity:	8MB (650 pages* approx.) Upgrade Option: plus 8MB (additional 680 pages* approx.)
Memory backup time:	(Total memory capacity: Backup time) 8MB : 72 hours 16MB: 36 hours (Must be charged for at least 24 hours to reach full charge)
Polling/Broadcasting:	230 locations / 230 locations
Transmission speed:	Approx. 6 seconds per page.**

## Document input

Document set:	ADF :Face Up PLATEN GLASS:Face down
Original reference position:	ADF :Center PLATEN GLASS:Front right corner
Scanning resolution:	(horizontal in dots/mm × vertical in lines/mm): Transmission: Normal 8 × 3.85 Fine 8 × 7.7 Superfine 8 × 14.5 Grayscale 8 × 7.7 Copy: 300 × 300 dpi
Scanning method:	Flatbed CCD
Scanning width:	208 mm (Fax), 210 mm (Copy)
Document size :	(width × height) ADF; single sheet: Maximum 216 mm × 900 mm Minimum 120 mm × 100 mm ADF; two or more sheets : Maximum 216 mm × 356 mm Minimum 210 mm × 148 mm PLATEN GLASS Maximum 216 mm × 356 mm
ADF capacity:	50 sheets
Document thickness:	30.2–104.7 g/m <sup>2</sup> , 13-24 lb (Single sheet) 52.3–80 g/m <sup>2</sup> , 13-20 lb (Two or more sheets)
Grayscale:	256-level
<b>Printout</b>	
Printer resolution:	600 dpi
First copy time:	Approx. 12 seconds (using A4-sized paper in 1st paper cassette)
Paper exit system:	Face up exit system

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Printing method:	LED scanning, Electrophotographic dry powered image transfer to plain paper
Print speed:	Up to 13 ppm (using A4-sized paper in 1st paper cassette)
Receive reduction print:	Auto (Variable from 100% to 50% by 1% ratio) Fixed (100%)
Copy reduce and enlarge ratio:	Variable from 50% to 200% by 1% ratio Fixed (200%, 141%, 122%, 115%, 100%, 86%, 81%, 70% or 50%)
Smoothing print:	Yes
Printing paper size:	Paper cassette; A4, A5, F4 Bypass tray; **** A4, A5, F4, A6, Letter, Legal, Half-letter, Executive, DL, Com#10, Monarch, Postcard (100 × 148 mm)
Paper capacity:	Paper cassette; 500 sheets (60–90 g/m <sup>2</sup> , 20–24 lb) Bypass tray; 50 sheets (60–90 g/m <sup>2</sup> , 20–24 lb)
Receiving paper tray capacity:	300 sheets (60–90 g/m <sup>2</sup> , 20–24 lb)

### **Miscellaneous**

Weight:	Approx. 23.3 Kg
Dimensions :	Width 510 × Depth 492 × Height 376 (mm)
Drum cartridge life:	Approx. 20,000 pages*****
Toner cartridge life:	Approx. 16,000 pages*****
Starter toner cartridge life:	Approx. 3,000 pages*****

\* Using the ITU-T Test Document 1 to a Konica fax machine with normal resolution.

\*\* Based on transmission of ITU-T Test Document 1 to a Konica fax machine. Your transmission times will vary, but your fax machine always will provide the fastest transmission speeds possible under ITU-T guidelines and phone-line conditions.

\*\*\* When using the postcard, the printing speed will be slower.

\*\*\*\* The Letter, Legal, Half-letter, A6, Executive, DL, Com#10, Monarch and Postcard can be used only for coping.

\*\*\*\*\* Based on 6% document coverage and A4-sized two-page interval printing.

**Note:** Specifications are subject to change without notice.

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