

# Welcome to your fax machine

---

- A

Document guides
- B

Recording paper cassette
- C

Control panel
- D

Release button
- E

Cover
- F

Cover / document support
- G

Mains connection
- H

Power switch
- I

Interface
- J

Connection for telephone line (LINE) and external telephone (TEL)

- 1

**Display**  
Displays indications about the operating modes of your fax machine. Your control monitor for all function settings.
- 2

**ABB. DIAL / ALPHABET**  
Press this key in order to select a stored alphabet dial number or a name.
- 3

**Keypad**  
Use the keypad to enter numbers or select characters
- 4

**"\*" and "#" KEY**  
Fast forward / rewind  
Moves the cursor to the left or right.
- 5

**SP Phone**  
This key replaces the external telephone. Press this key to establish a connection with the telephone line. You can then use the keypad to dial, listen to the other party via the loudspeaker and talk with the other party via the built-in microphone (speakerphone facility).  
If you have dialled a connection to a fax machine, press the START key to start the fax transmission. In order to end a call (on-hook), press the SP PHONE key again.
- 6

**HOLD / COPY**  
**During a call** (only via the speakerphone facility), the line is "muted" if this key is pressed. The other party hears a brief melody during this period. Press the key again to clear the muting facility. If it is not cleared manually, it is automatically cleared after approx. 30 seconds. In this case, you are notified by means of three short tones.  
**In the standby mode**, when a document is inserted, this key is used for making a copy.
- 7

**REDIAL / PAUSE**  
**For speakerphone operation:**  
Activates the previous number dialled under speakerphone operation.  
**If a fax number is entered:**  
Inserts a dialling pause of three seconds.
- 8

**MEMORY KEY**  
Activates transmission from memory.
- 9

**MEMORY LED**  
Indicate whether there is a document in the memory, do not switch off the fax machine if this is the case.
- 10

**STOP-KEY**  
Clears error messages and terminates input.
- 11

**START KEY**  
Initiates the sending and receiving options.
- 12

**ONE-TOUCH DIALLING KEYS**  
Sends documents at the push of a button.
- 13

**FUNCTION / NO KEY**  
Press this key to select menu items or reject settings
- 14

**MODE / YES KEY**  
With this key, you can choose between four receiving modes and confirm settings
- 15

**TX-Report/Call**  
**In standby mode:**  
This defines the output criteria of the TX report (see page 61) (TX report always/ only on error)  
**During fax mode:**  
For an operator call, press this key if you wish to indicate to the other party that you wish to speak after the fax transmission has been completed.
- 16

**TAD**  
Switchover between Telephone Answering Device and preselected standby mode.
- 17

**PLAY**  
Play back stored messages
- 18

**TALK**  
Record a call
- 19

**Memo / Erase**  
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Erase individual messages
- 20

**OGM**  
Record / play back the announcement text
- 21

**> > > >**  
Change playback volume
- 22

**Microphone**

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# Preparation

## Unpacking

When unpacking your machine, please check that all parts shown here are present and in perfect condition.

1. Fax machine

2. User manual

3. Telephone cable  
(not supplied in  
all Countries)


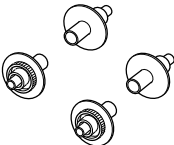
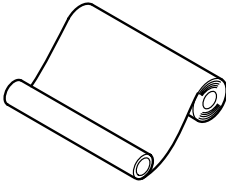
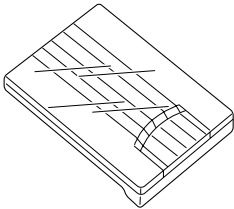
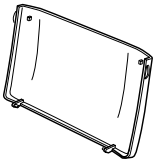
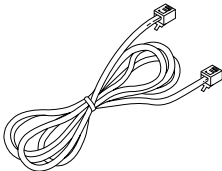
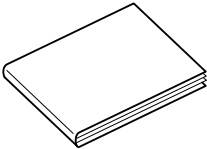
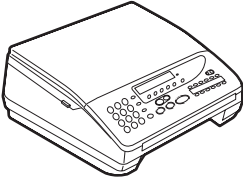
4. Cover

5. Paper cassette

6. Inkfilm

7. Ink film adapters

8. Powercable



If anything is missing, or damaged, please contact your dealer immediately.

## The correct location






for your fax machine ist easily found:

- near a 230 V AC socket
  - near a telephone connection
- \* If you wish to switch your machine off for a longer period, cut the power supply by removing the power cable from the machine or socket.
- \* No other equipment with high power consumption (such as a photocopier) or equipment which generates electrical noise (such as a radio, computer, radio transmitting and receiving equipment) should be connected to this mains supply.

### AC power

You will find the mains connection on the back of the machine. The ON/OFF switch is situated above the mains jack.

Please protect your machine from:



vibration

direct sunlight

dust

humidity

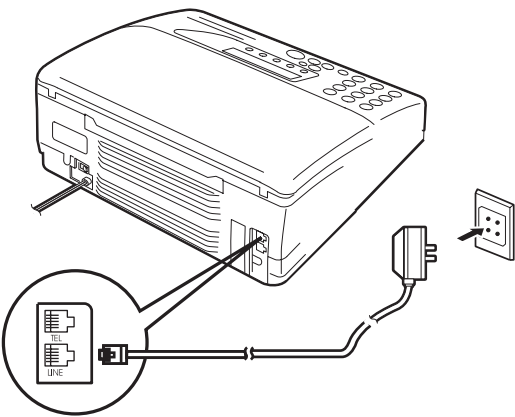
heat

# Preparation

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## Connection to the mains

Connect your fax machine (LINE jack) to the telephone socket, as shown on the right.

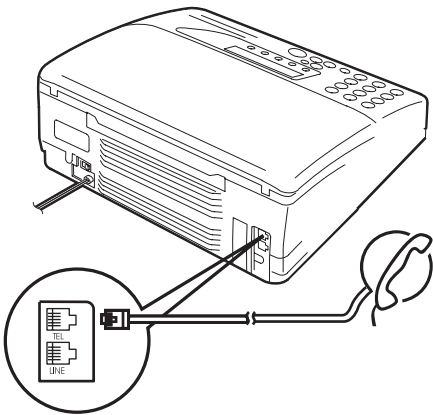


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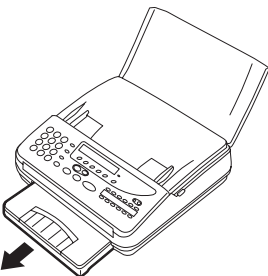
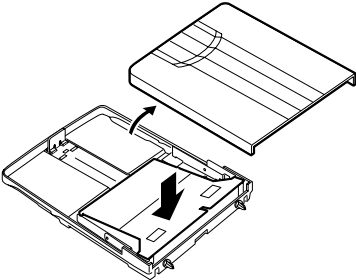

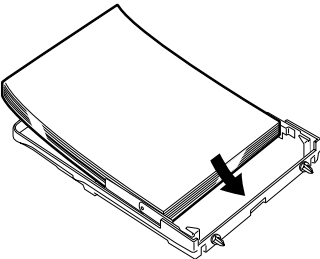
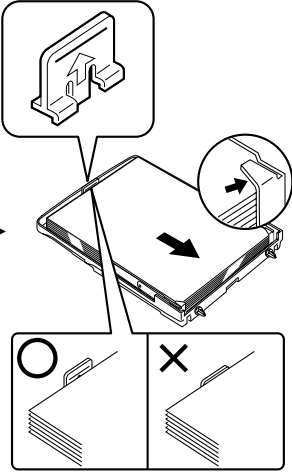
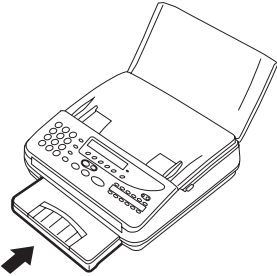



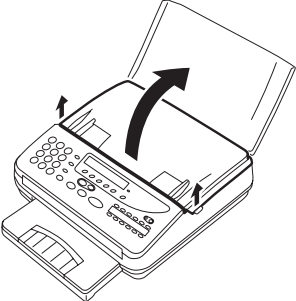

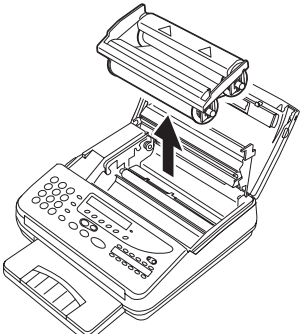
## Connection of a telephone

Liability in case of wrong connection by the user is excluded.

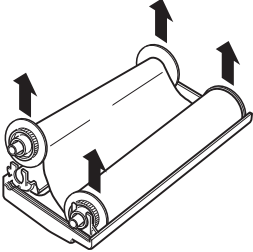

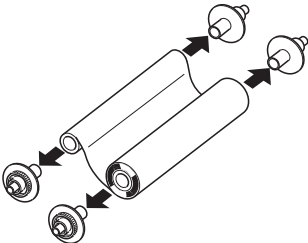
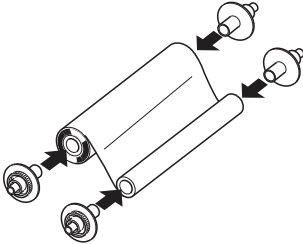

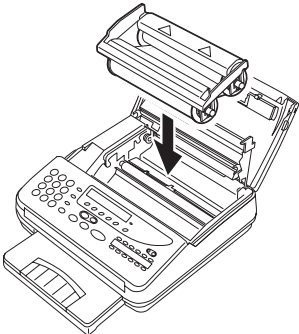

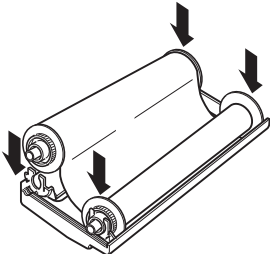
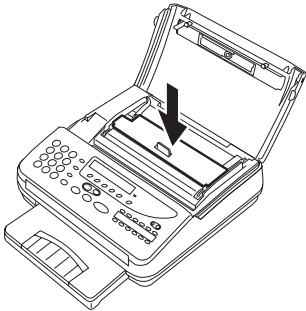

In the UK, connection of an external telephone or cordless telephone should be made at the socket on the "break in adaptor". The "break in adaptor" is the small white box found at the end of the telephone cable supplied with the TF471 in the UK.



# Preparation


Insert recording paper	Remove the paper cassette	
	Press down the cassette plate until it locks into place.	
	<p>Insert a stack of A4 paper.</p> <p>Prepare the recording paper by flexing and fanning out the stack to separate the sheets.</p> <p>Place the paper so that it lies straight in the cassette with the side to be printed facedown and don't forget:</p> <p> The paper cassette holds a maximum 160 sheets (80 g/qm).</p>	 
	<p>Then: Slide the cassette into the slot until you hear it lock into place.</p> <p> Ensure that the base plate is pressed correctly into position. Otherwise there will be a paper jam.</p> <p> Do not use damp, wrinkled or torn paper.</p>	
Insert print film	<p> Do not switch off machine during this process.</p> <p>Open the cover.</p> <p>Pull up the release button on the right side of your fax machine. The cover opens.</p>	
	<p>Unlock the printer unit</p> <p>Lift out the film holder</p> <p>When installing for the first time: Carefully remove the protective strip above the gold-coloured print head to avoid damaging it.</p>	

# Preparation

	<p>Remove the old film.</p>	
	<p>Pull out the hubs.</p> <p> Do not throw them away.</p>	
	<p>Insert the hubs into the new film</p> <p> The drive hubs with the gear teeth are placed on the side of the film with the grooves.</p>	
	<p>Replace the film holder in the fax machine.</p> <p>Consider the film holder for a moment.</p> <ul style="list-style-type: none"><li>• On the base, there is a marking . The drive hubs with gear teeth must be located on this side.</li><li>• The full roll must be located to the rear. See the marking mm on the holder.</li><li>• The empty roll must be located at the front.</li></ul>	
	<p>Close the printer unit</p>	
<p> This message always appears when closing the cover. If the ink film is not been replaced, confirm with NO.</p>	<p>Close the cover</p> <div data-bbox="615 1548 876 1586">INK FILM CHANGED ?</div> <div data-bbox="471 1634 540 1673"></div> <div data-bbox="622 1629 668 1694"> YES</div> <div data-bbox="615 1770 876 1808">15.03 TEL 00</div>	<p>Confirm with YES</p> <p>The ink film counter will be reseted.</p> <p>Standby mode</p>

# Installation



## Enter user name

 The following steps include entering the name, the terminal identification, the dialling procedure and the line type. These settings should be made quickly, as the maximum permitted pause between data entry is approx. one minute. Take your time therefore to read the information concerning the name, identification, dialling procedure and line type, and only start the procedure when you have finished reading. If you have not entered all the data within the permitted time, the details will not be completely stored. In this case, repeat the entire procedure again.



The transmission header not only contains the terminal ID but also the user name. This can contain up to 20 characters. Use the digit input keys for entering the alphanumeric characters. Each digit features several characters which can be activated by repeatedly pressing the corresponding key. If you have found a character of your choice, press the “#” key to go to the next position. Use the “\*” key to go back one letter and make any corrections. Use the “0” key to select special characters. If you have entered one letter too many, delete it by pressing the NO key. When the name is complete, press the YES key. Example: TOSHIBA

Part 1



15.03 TEL 00

 3 x   
NO



INSTALLATION ?

   
YES



SET RECEIVE MODE ?

 2 x   
NO

INITIAL SETTING ?

   
YES

SET TERMINAL ID ?

   
YES

ID= \_



123

456

789

\*0#

ID=TOSHIBA

   
YES

TEL= \_

Part 2

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

Confirm.

Confirm.

Machine prompts user to enter the user name

Enter the name  
Example: TOSHIBA  
1 x 8 = T#    3 x 4 = l#  
3 x 6 = O#    2 x 2 = B#  
4 x 7 = S#    1 x 2 = A  
2 x 4 = H#

Confirm with YES.

Machine prompts user to enter the sender's number (Continue with part 2 without interruption)

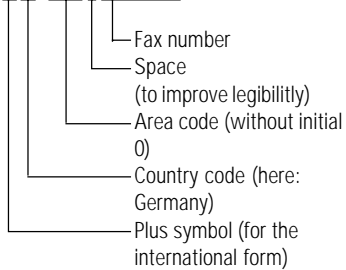
# Installation

## Enter terminal ID

The terminal ID which is part of the transmitting header contains the number under which your fax machine can be reached. The number should be entered in the international format:

Example:

+44-1931-12345678



Character	Key to be pressed
+	* - Key
Hyphen	REDIAL/PAUSE key

Enter the actual figures via the dial keypad (as usual).

### Part 2



TEL = \_

TEL = + 44-1932-12345678

YES

SET DIAL TYPE ?

Machine prompts user to enter the sender's number

Enter terminal ID

Terminal ID is complete.

Confirm with YES.

Machine prompts user to enter the dial type (Continue with part 3 without interruption)

### Part 3

## Setting dialling method

There are two dialling methods. The pulse-dialling method is normally used in the public switched telephone network. If your fax machine is connected to a PABX, the DTMF dialling method may also be used. As the public network is modernised, this dialling method may also be used in the public network. If you are in any doubt, first try the pulse-dialling method (basic setting). If the dialling procedure fails, try DTMP dialling. However DTMF is the most efficient.

\*) This function is not available in certain cases depending on the design for a specific country.

### Part 3



SET DIAL TYPE ?

YES

DIAL TYPE = MF

NO

DIAL TYPE = DP

YES

EXCHANGE = PSTN

Machine prompts user to enter the line type

Confirm.

Enter the current dialling procedure

Press NO ...

...until the desired menu item appears (here pulse-dialling)

Confirm with YES.

Current line type is displayed (Continue with part 4 without interruption)


### Part 4

# Installation


## Connection to PABX, obtaining a public line

The TF471 can be connected not only to the public switched telephone network (public line) but also to a PABX. In this case, additional parameters have to be entered. With PABXs, the public line is obtained in various ways:

- Number      Dial one digit (or several digits) in order to obtain the public line
- Earth key    Earth potential is connected to the voice wire(s) in order to obtain the public line
- Flash key    With this method of obtaining the public line, the connection circuit is interrupted briefly.

 With this method of obtaining the public line, the connection circuit is interrupted briefly. When the method of obtaining a public line has been entered, you must always press the key "\*" before the actual number when you dial your fax partner. This is also applicable for saving the fax numbers (see page 38).

### Part 4



EXCHANGE = PSTN

NO

EXCHANGE = PSTN  
Go to A


EXCHANGE = PABX  
Go to B

Current line type is displayed

Press NO ...


...until the desired menu item appears

A EXCHANGE = PSTN



EXCHANGE = PSTN

YES



SET DATE & TIME ?

STOP


15.03    TEL    00

Confirm with YES.

Next menu item is displayed


Press STOP, return to standby mode

B EXCHANGE = PABX



EXCHANGE = PABX

YES



ACCESS TYPE = DIGIT

NO

Obtaining public line = digit  
Go to C

Obtaining public line = earth key  
Go to D

Obtaining public line = flash  
Go to E

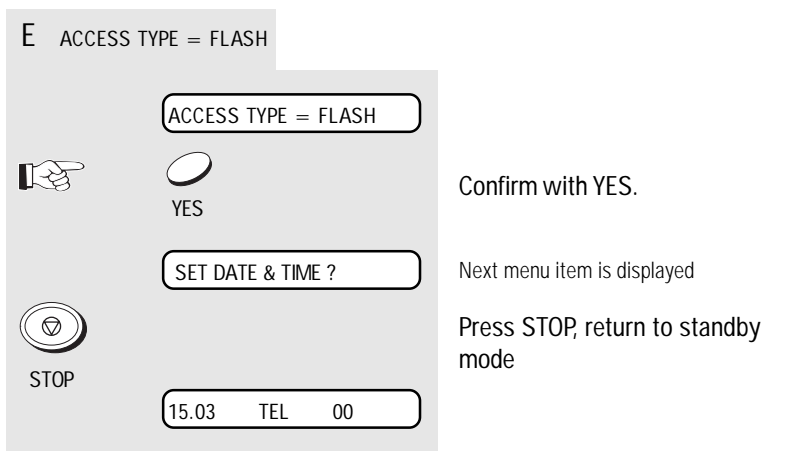
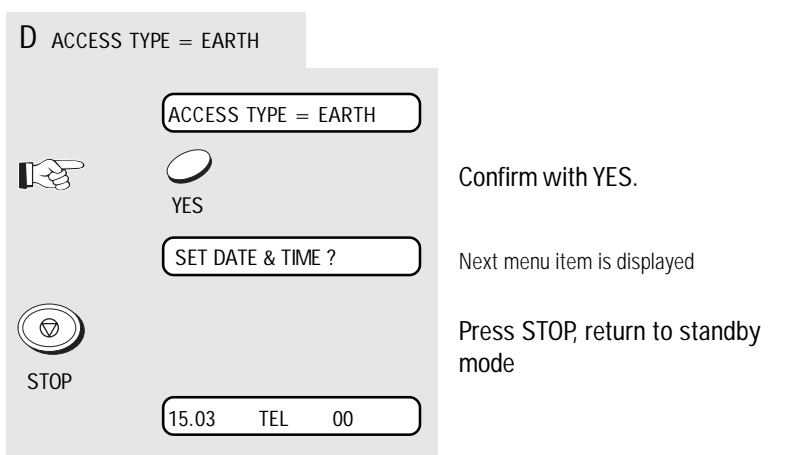
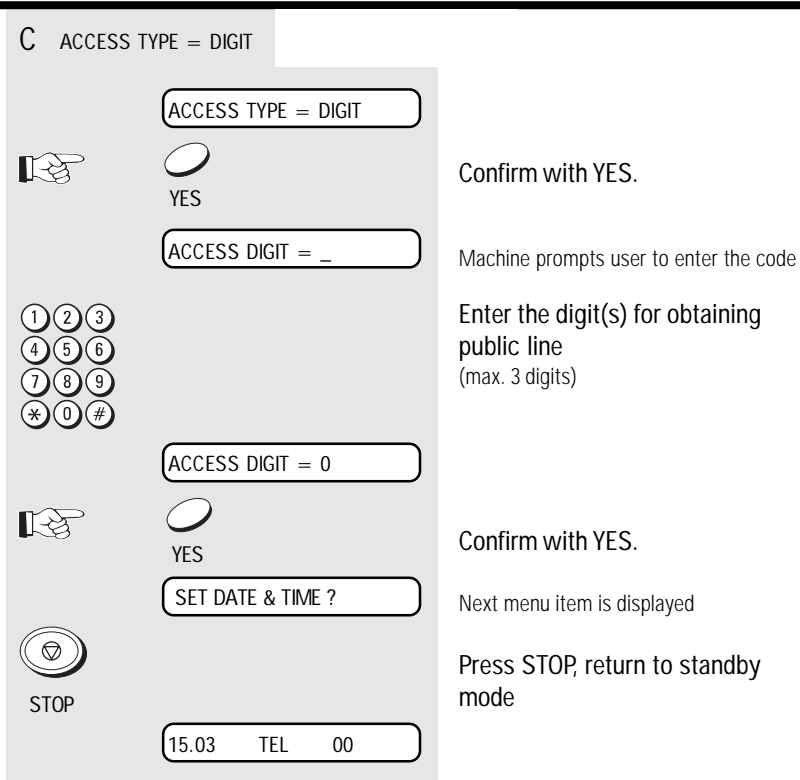
Confirm with YES.

Current method of obtaining a public line is displayed

Press NO ...

...until the desired menu item appears

# Installation



# Installation

## Set date and time

Enter the current date and time at this point so that all details relating to date and time is correct. The internal clock of your fax machine then runs automatically - even in the event of a power failure.

15.03 TEL 00

3 x

NO

INSTALLATION ?

YES

SET RECEIVE MODE ?

2 x

NO

INITIAL SETTING ?

YES

SET TERMINAL ID ?

2 x

NO

SET DATE & TIME ?

YES

DD-MM-YY HH:MM

1

2

3

4

5

6

7

8

9

\*

0

#

YES

STOP

15.03 TEL 00

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

Confirm.

Page through the menu ...

...until this menu item appears.

Confirm with YES.

Machine prompts user to enter date and time

Example:  
15th March, 1998, 19:56 hours


Confirm with YES.

Press STOP, return to standby mode


# Installation

## Set language

Your fax machine is set to English. Please carry out the following menu steps if you wish to use another language for the menu and the list prints.





15.03TEL00

7 x 

NO


LANGUAGE ?






YES


SELECT LANGUAGE ?






YES


ENGLISH ?






NO


DEUTSCH ?






YES


SELECT OGM LANGUAGE?






YES


ENGLISH ?






NO

DEUTSCH ?





YES

15.03TEL00

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Confirm with YES.

first available language is displayed

Press NO ...

- ENGLISH
- ITALIANO
- DEUTSCH
- ...

... until the desired menu item appears.

Confirm with YES.

Language of announcement text in the  
TEL/FAX setting

Confirm with YES.

first available language is displayed

Press NO...

- ENGLISH
- ITALIANO
- DEUTSCH
- ...

...until the desired menu item appears.

Confirm with YES.

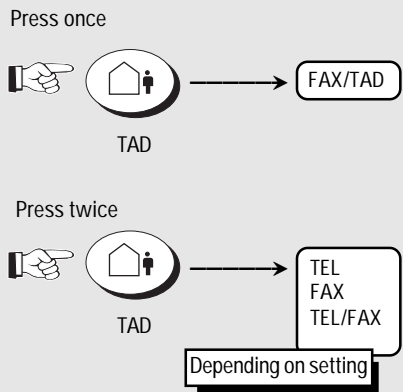
standby mode

# Reception of documents

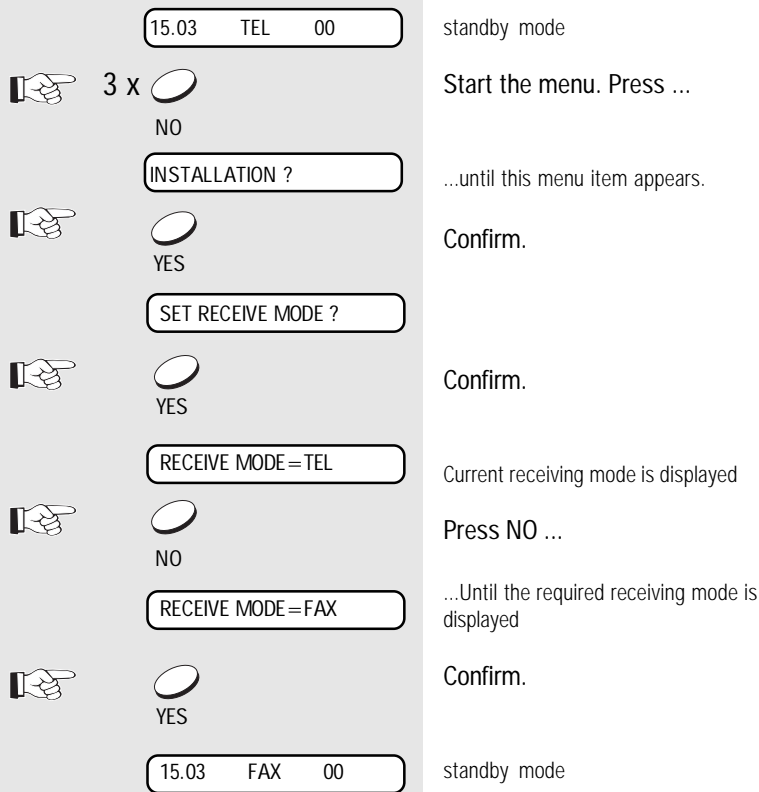
## Set standby mode

If your fax machine is connected to the telephone network or to a PABX, four different modes are available for receiving documents or messages.

Use the TAD key to switch on the Telephone Answering Device of your fax machine (FAX/TAD mode). Press this key again to restore the preset receiving mode.



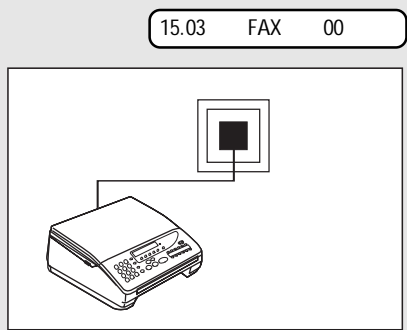
## Set receiving mode:



## Description of the individual receiving modes:

### Automatic reception (FAX)

If the line is reserved exclusively for fax operation.



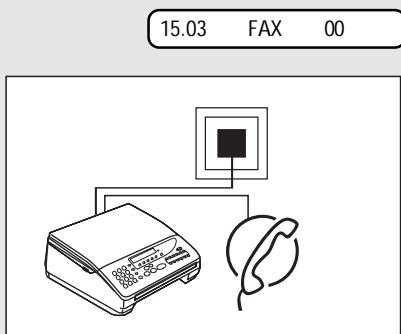
The fax machine switches over to reception as soon as the line rings (see page 21).

The fax machine is always activated, even if the call is initiated by a voice partner.

# Reception of documents

## Manual reception (TEL)

If the line is used primarily for telephone traffic



If a telephone call is received, the fax machine is not activated \*). The call must be picked up via the speakerphone facility (SP phone key) or via the external telephone. If a fax transmission is requested, the start key of the fax machine must be pressed (while the connection still exists).

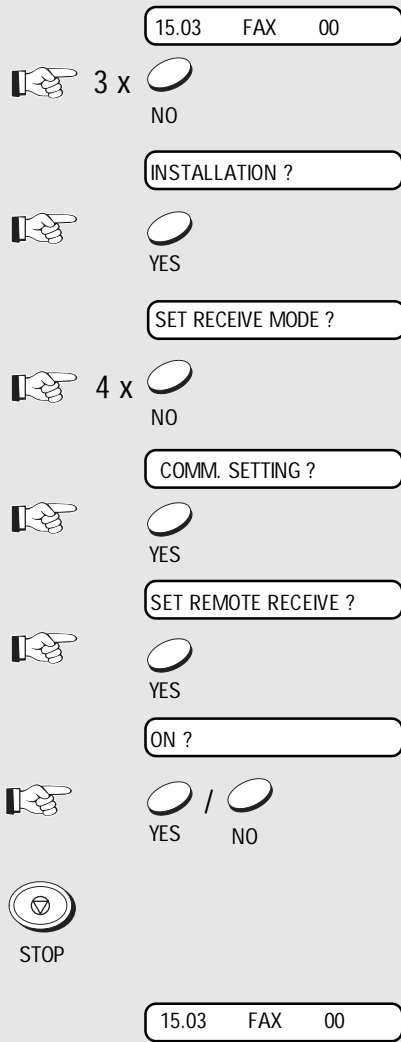


Ensure that any fax calls can indeed be accepted; it is always necessary to press the START key.

\*) In order to enable the Telephone Answering Device to be activated (see page 42) via the remote control facility, the fax machine enters the polling standby mode approx. 45 seconds after the first ring. If a document is then not remotely polled, the line is released shortly afterwards.

## Remote reception

If you have connected the cordless telephone to your fax machine, it is possible that you may pick up a call which is destined for your fax machine. This can for instance be heard in the form of periodic whistle. Use the key code 5# (with pulse dialling = 5) to activate the fax machine virtually by remote control). Remote reception can be activated or deactivated:



standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

...until this menu item appears.

Confirm with YES.

...until this menu item appears.

Confirm with YES.

The machine prompts whether remote reception is to be activated.

Press YES to activate the menu item, press NO to deactivate the item.

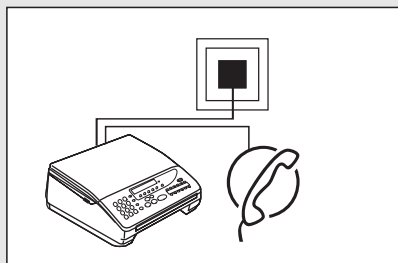
Press STOP, return to standby mode

standby mode

# Reception of documents

## Combined mode (TEL/FAX):

If the line is defined for telephone as well as for fax operation, and if you are primarily situated in the room.



In the event of a call, the fax machine decides on the subsequent mode fully automatically:

If the connection is a telephone call, the fax machine generates ringing signal via the loudspeaker so that this call is indicated as a call. In parallel, the calling party receives an announcement with a subsequent ringing signal to indicate that the other party is being called \*).

In order to collect the call, simply lift the external handset or press the speakerphone key for the speakerphone facility.

If the call is a fax transmission, your fax machine does not generate a ringing signal and automatically receives the document.

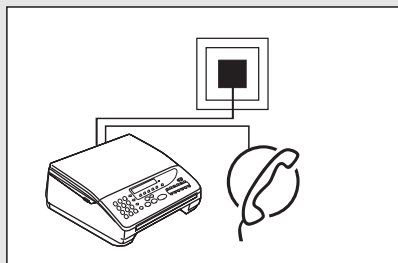


Ensure that, in this mode, there is always somebody present to collect the call. As soon as the announcement is made, the connection is established and the calling party incurs charges.

\*) During the announcement, the Telephone Answering Device (see [page 42](#)) can be activated via a remote polling transmitter.

## Call answering mode (FAX/TAD):

If the fax machine is operated with the Telephone Answering Device.



This mode enables you to receive fax documents and also to handle callers.

Two situations are possible:

### **You are at home:**

The TAD is not activated (is not lit). The fax machine operates in accordance with the reception mode of your choice (see [page 14](#)).

### **You are absent:**

To activate the Telephone Answering Device, press the TAD key (permanently lit). The Telephone Answering Device records all calls. If a fax document arrives, your fax machine automatically handles the process of receiving the document.




Please refer to [page 42](#) et seq. for the settings of the Telephone Answering Device.



# Reception of documents

## Junk mail



There are no restrictions applicable for receiving documents. However, if the reception protection facility is activated, the machine is only able to receive documents from fax machines whose code has been stored as a fax number in the speed dialling memory of your fax machine. The transmitted code of the transmitter is compared against the contents of your speed dialling memory. If no number is stored, every transmission is rejected.

 Only the final five digits are compared.



15.03   FAX   00

 3 x   
NO



INSTALLATION ?



   
YES

SET RECEIVE MODE ?



 4 x   
NO

COMM. SETTING ?




   
YES

 2 x   
NO

SET PRIVILEGED RX ?

   
YES

ON ?

  /   
YES   NO

15.03   FAX   00

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

...until this menu item appears.

Confirm with YES.

Press NO ...

...until this menu item appears.

Confirm with YES.

The machine prompts whether reception protection is to be activated.

Press YES to activate the menu item, press NO to deactivate the item.

standby mode

# Reception of documents

## Polling

In a type of self-service mode, you can retrieve documents from any other fax partner if the partner has prepared this function. This also permits "fax on demand", i.e. the process of retrieving information from mail boxes, e.g. weather, traffic conditions or stock market news.

15.03FAX00

123

456

789

\*0#

START

123456789

### Simple polling

standby mode

Enter the fax number of the fax machine from which you wish to poll a document (do not insert a document!)

(You can of course also enter an alphabet dialling number or press a speed dialling key).

Press START key

Your fax machine now dials your fax partner and polls the document which is reserved.

15.03FAX00

5 x NO

POLLING ?

YES

POLLING RESERVE ?

NO

POLLING RECEIVE ?

YES

DELAYED POLL ?

YES

HH:MM= \_:

HH:MM= 04:25

YES

SECURITY CODE ?

NO

TEL=\_

123456789

START

15.03FAX00

### Delayed polling

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO ...

Confirm with YES.

Confirm with YES.

Entry field for polling time

Enter the time

(Example 4:25)

Confirm with YES.

Activate TOSHIBA password? \*)

Press NO ...

Entry field for fax number

Enter the fax number of the other station

Press START key

Delayed polling job is stored

### POLLING ERROR

If this display appears in conjunction with a long tone, the polling procedure has not been successful. The reason may have been that no document was reserved for polling, or the reservation was protected. Press the STOP key to delete the display, and try to poll again. This error message does not have any effect on subsequent functioning of the fax machine.



Error messages in the display are retained until they are acknowledged with the STOP key.

\*) Information concerning the TOSHIBA password is set out on [page 33](#).

# Reception of documents

## Reception reduction

Your fax machine uses A4 paper. For technical reasons aspects mean that the entire length of this page cannot be used. For this reason, the fax machine reduces the length of the incoming document. This means that the received image may be slightly compressed. In general, this effect is not problematical. However, if the sizes of the documents must be absolutely identical, it is necessary to deactivate the **reception reduction** facility. In this case, that part of the copy which no longer fits on the page is printed out on a second page. If you are able to do without the "rest" of the page, activate the **discard** facility to suppress printout on the second page.

Original (A4)



Reception reduction: **ON**



Reception reduction: **OFF**  
Discard: **OFF**



Reception reduction: **OFF**  
Discard: **ON**



15.03 FAX 00

3 x

NO

INSTALLATION ?

YES

COMM. SETTING ?

3 x

NO

PRINTER SETTING ?

YES

SET RX REDUCTION ?

ON ?

/

YES NO

15.03 FAX 00

### Reception reduction ON/OFF

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

...until this menu item appears.

Confirm with YES.

Press YES to activate the menu item, press NO to deactivate the item.

standby mode

15.03 FAX 00

3 x

NO

INSTALLATION ?

YES

COMM. SETTING ?

3 x

NO

PRINTER SETTING ?

YES

SET RX REDUCTION ?

ON ?

YES

SET DISCARD ?

ON ?

YES

/

YES NO

15.03 FAX 00

### Discard ON/OFF

standby mode

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

...until this menu item appears.

Confirm with YES.

Press NO ...

Confirm with YES.


Press YES to activate the menu item, press NO to deactivate the item.

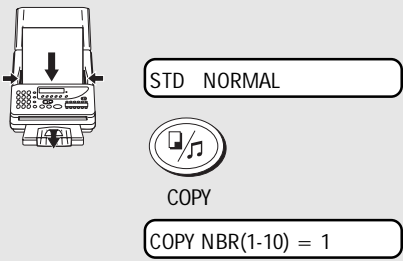
standby mode

# Reception of documents

## Local copy

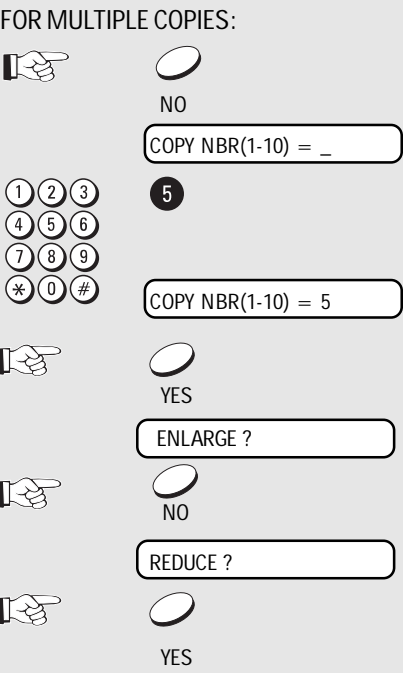
You can use your fax machine to make one or more copies (up to 10).

 The copy is also reduced (see page 19).



Load original  
Remember:  
Printed side face-down

Press COPY key.  
Current number of copies



Enter NO to delete current setting

Enter the new value (e.g. 5)

Confirm with YES.

Press NO ...

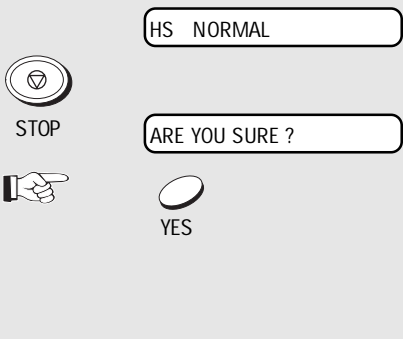
...until this menu item appears.

Confirm with YES.

For local copies the resolution is always "FINE".

## Stop reception

Incoming documents are received via a reception memory in your fax machine. This means that the document is printed out only after it has been completely received in the machine's memory. You can stop the reception process at any time, and the fragment of the documents which has been received up to that time is then printed out.



Fax machine receiving into memory  
Press the STOP key to stop reception.

Double check

Confirm with YES.


The fragment which has been received up to that point is printed out.

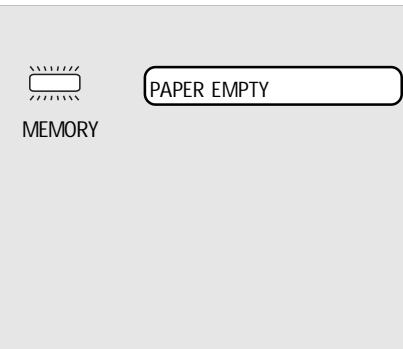
## Memory reception

Under certain circumstances, the machine cannot print out any further incoming copies:

- If there is no recording paper
- If there is a paper jam

In order to prevent problems with reception, the remaining pages are buffered in the memory of your fax machine. Once the problem has been solved, the document is printed out automatically.

 Do not switch off the power supply as otherwise the contents of the memory will be lost.



Indication that there is no more paper.

# Reception of documents

## Set call delay

If your fax machine is set to automatic receive (FAX, TEL/FAX, [see page 14,16](#)), it will immediately collect the call as soon as it is called. The following setting can be used to define a delay applicable before the fax machine is activated (number of rings).



The setting of the call counter for the call answering mode (FAX/TAD), is detailed on [page 53](#).

<div>15.03    FAX    00</div>		standby mode
	3 x	Start the menu. Press ...
	NO	
	INSTALLATION ?	...until this menu item appears.
		Confirm with YES.
	YES	
	SET RECEIVE MODE ?	
	4 x	Press NO ...
	NO	
	COMM. SETTING ?	...until this menu item appears.
		Confirm with YES.
	YES	
	1 x	Press NO ...
	NO	
	SET CALL TIME ?	
		Confirm with YES.
	YES	
	CALL TIME = 1	Current number of calls
	/	Press YES to confirm the figure Press NO to delete the display
	YES    NO	
Press NO:		
	CALL TIME = _	
		Enter the new call number (1 ~ 5)
	CALL TIME = 5	The new call number (5 in this case) has been set
		Confirm with YES.
	YES	

# Transmit documents

## Document format

The following table gives you an idea of which documents your fax machine can handle.

Please note:

- Documents longer than 381 mm can only be loaded manually.
- If you load several sheets at one time, they should all be of the same size and paper quality.

	Single sheet	2 or more sheets
Document size (max)	216 mm (W) x 1000 mm (L)	216 mm (W) x 297 mm (L)
Document size (min)	148 mm (W) x 100 mm (L)	
Effective scanning width	215 mm	
How many sheets can be loaded at one time?		stacks up to 20 sheet A4
Thickness of paper	0,05 ~ 0,15 mm	0,06 ~ 0,12 mm
Quality of paper	Uncoated on both sides	

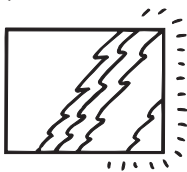
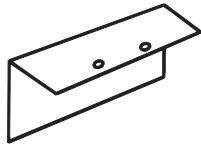
### Problem documents ...

May not feed. This applies to

- torn, wrinkled or damp pages
- folded pages or pages with holes
- transparent pages or pages with a smooth, shiny finish
- textile or metallic documents

There are two ways of avoiding this problem:  
... **by photocopying or using a carrier sheet.**

Your TOSHIBA dealer can supply you with the necessary carrier sheets.



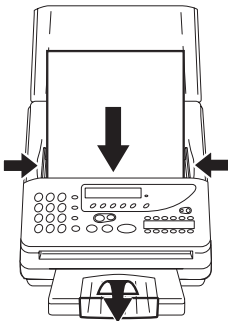
### How to use carrier sheets:

Place your document face-up on the carrier sheet under the transparent cover. Carrier sheets can be used like normal documents except for one restriction: only one carrier sheet can be fed at one time.



### How to load documents correctly

Remove any paper-clips, staples and similar objects before transmitting the document. Now place your documents on the document tray - up to 20 at one time - as shown.



### Automatic document feeder

Most important: Only the document sheets placed facedown on the document tray can be read. If you can still read your text, you'll be sending empty pages or the back of pages!

Adjust the document guides to the edges of the sheets. After 2 seconds, your document will be automatically pulled in by about 2 cm.



If the machine pulls in more than one document if the weather is damp, or if the documents are from the printer, insert only the first document. When this document has been pulled into the machine, place the remaining documents on top.

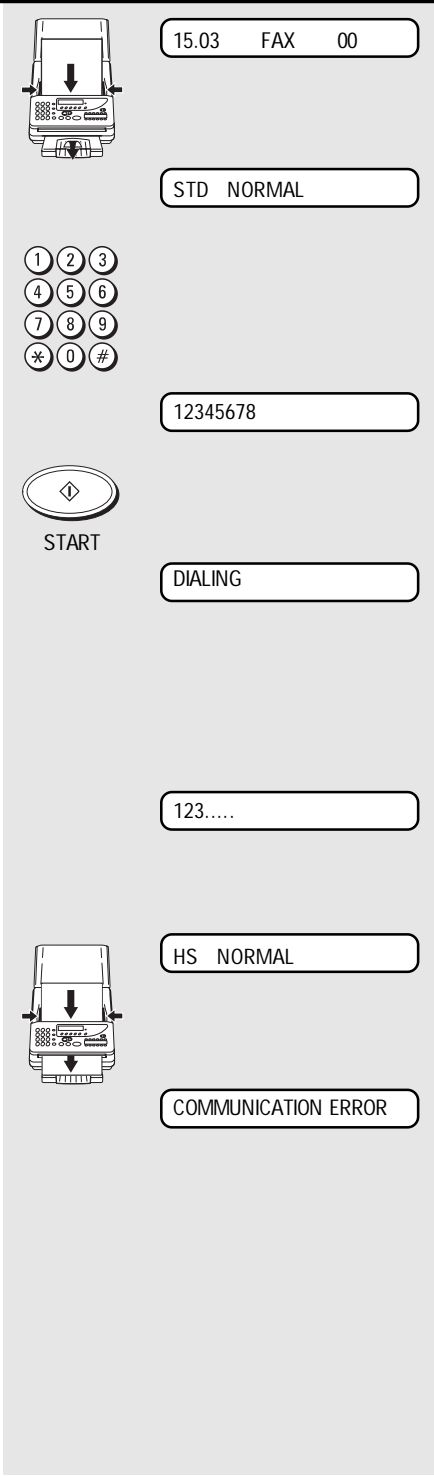
# Transmit documents

## Automatic fax messages

To send fax messages in the traditional manner: Insert document(s), enter the fax number and the connection is automatically established.



Please note that you must press the „\*“ button before the actual fax number if your fax machine is connected to a PABX.



### Load original

Remember:  
Printed side face-down

Wait until the document is pulled in by 2 cm.

Enter the number of the other machine via the keypad of your fax machine.

### Press START key

The line is checked



If this message continues to be displayed, this indicates that the access line is defective, or that the line type is incorrect (see page 65 "Transmission problems").

The dialling digits then pass through the display.

after a brief time:

Your document is now scanned line by line and transmitted.

If this text is displayed in conjunction with a long tone, the transmission process has not been successful. Cancel the display by pressing the STOP key and attempt to send the document again. This error message does not affect subsequent functioning of the fax machine. Tips concerning communication errors are set out on page 64/65.



Error messages continue to be displayed until they are acknowledged with the STOP key.


# Transmit documents

## Transmission with alphabet dialling

Alphabet dialling enables you to enter a double-digit "address" instead of the (frequently-long) fax number of your partner. The real fax number is then permanently stored under this "address". The alphabet dialling facility thus enables you to save time with frequently used fax numbers.



Please refer to [page 37](#) for details of how to save alphabet dialling numbers.



15.03    FAX    00

STD    NORMAL



ABB.DIAL  
2 x   
ALPHABET

ABB. NUMBER = (01-50)

1 2 3  
4 5 6  
7 8 9  
\* 0 #

1

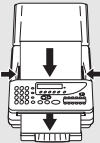
ABB. NUMBER = 01

  
START

TOSHIBA

DIALING

123.....



HS    NORMAL

\*)    NUMBER NOT LISTED

### Insert document

Remember:  
Printed side face-down..

Wait until the document is pulled in by 2 cm.

### Start alphabet dialling

Enter the alphabet dialling number of your partner.

### Press the START key \*)

The name which is stored under the alphabet dialling number is briefly displayed, or the stored fax number is displayed.

The line is checked



If this message continues to be displayed, this indicates that the access line is defective, or that the line type is incorrect ([see page 65](#) "Transmission problems").

The dialling digits then run through the display.

after a brief time:

Your document is now scanned line by line and transmitted.

This message is displayed if there is nothing stored under the abbreviated dialling number which you have selected.


# Transmit documents

## Transmission with one-touch dialling

One-touch dialling provides you with a very easy method of dialling the number of your partner. You can assign any fax numbers to 12 keys. You need to press a key only once in order to reach your partner.



Please refer to [page 39](#) for details of how to store one-touch dialling numbers.



15.03   FAX   00

STD   NORMAL

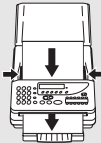
01 . . . 12

TOSHIBA

DIALING

123.....

HS   NORMAL



\*)   NUMBER NOT LISTED

### Load original

Remember:  
Printed side face-down

Wait until the document is pulled in by 2 cm.

### Press the one-touch dialling key \*)

The name which is stored under the one-touch dialling key is briefly displayed, or the stored fax number is displayed.

The line is checked



If this message continues to be displayed, this indicates that the access line is defective, or that the line type is incorrect ([see page 65](#) "Transmission problems").

The dialling digits then run through the display after a brief time:

Your document is now scanned line by line and transmitted

This message is displayed if there is nothing stored under the one-touch dialling key which you have selected.

# Transmit documents

## Long dialling

With the long dialling facility, a fax number which is stored under a speed dialling key is combined with an additional fax number. The additional fax number can be a further speed dialling number, an alphabet dialling number or a user-defined number.

For instance, access numbers to private telephone companies can be easily combined with other stored fax numbers at the push of a button.

### Criteria for long dialling:

- The first fax number is stored on a speed dialling key (see page 39)
- The first fax number is terminated with PAUSE (see page 2)
- Further numbers may be speed dialling numbers, alphabet dialling numbers or user-defined numbers



The long dialling facility is also compatible with the listening-in function (see page 41). In this way, you can listen to any messages, etc. between the numbers.



15.03 FAX 00

STD NORMAL



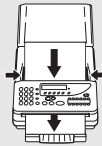
TOSHIBA

\*01234.....



START

DIALING



123.....

HS NORMAL

### Load original

Remember:  
Printed side face-down

Wait until the document is pulled in by 2 cm.

### Press the one-touch dialling key \*)

The name which is stored under the one-touch dialling key is briefly displayed, or the stored fax number is displayed.

The first part of the number is displayed

### Enter additional number

- Speed dialling key
- Alphabet dialling number
- User-defined number

### Press the START key

The line is checked



If this message continues to be displayed, this indicates that the access line is defective, or that the line type is incorrect (see page 65 "Transmission problems").

The dialling digits then run through the display

after a brief time:

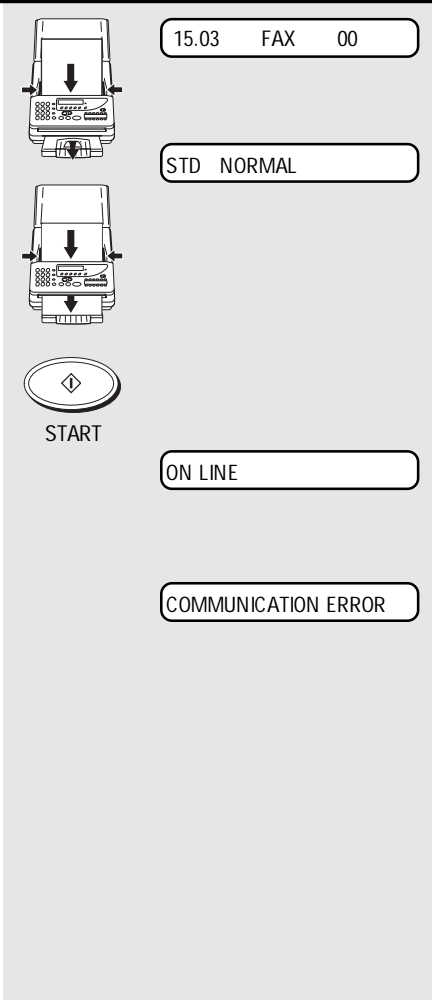
Your document is now scanned line by line and transmitted

\*) Example of a long dialling number:  
\* 01234- (the number is terminated with PAUSE)

# Transmit documents

## Transmission with telephone (manual transmission)

In this case, the connection is established with an external telephone which is additionally connected to the fax machine. In this way, you can speak to the other party before you send the fax.



### Load original

Remember:  
Printed side face-down

Wait until the document is pulled in by 2 cm.

### Dialling with telephone

If you have agreed the transmission with your fax partner, or if you hear the fax tone at the other end:

### Press START key

Transmission commences  
(You can replace the handset, as the fax machine has now assumed control).

If this message is displayed in conjunction with a long tone, the transmission procedure has not been successful. Delete the display by pressing the STOP key, and attempt to send the document again. This error message does not have any effect on subsequent functioning of the fax machine.

Tips concerning communication errors are set out on [page 64-66](#).




Error messages continue to be displayed until they are acknowledged with the STOP key.

# Transmit documents

## Transmission with directory function

This type of dialling is similar to searching in a telephone directory. Enter the initial letter of your partner to search for the corresponding fax number in the alphabet dialling memory. This type of dialling is particularly useful if you know the name of a specific partner.



15.03   FAX   00

ABB.DIAL

ALPHABET

2

ALABASTER

2

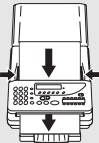
BAUER

\*   #

BLUME

START

DIALING



123.....

HS   NORMAL

\*)

A.....;:-

### Load original

Remember:  
Printed side face-down

Wait until the document is pulled in by 2 cm.

### Activate directory function


You can now enter the initial letter of your fax partner \*)  
(Example: „B“)

The first name of the corresponding letter (here „A“) is displayed, followed by the alphabet dialling memory position where it is stored.

Press the key “2” to display the next letter (here „B“) which is stored under this key.

Use the keys „\*“ and „#“ to select the desired fax partner with identical starting letters.

### Press the START key

The line is checked  
 If this message continues to be displayed, this indicates that the access line is defective, or that the line type is incorrect (see page 65 “Transmission problems”).

The dialling digits then run through the display

after a brief time:  
Your document is now scanned line by line and transmitted

This display appears if no name is stored under the selected letter.


# Transmit documents

## Set resolution

In its basic setting, your fax machine uses high resolution for transmitting or copying your documents. You can however also adjust the resolution to suit the particular documents. Use the following as a rough guide:


- STD (basic setting)  
For hand-written or typewritten documents
- FINE  
For documents with small type such as newspapers and diagrams
- SF (Superfine)  
For documents with very small and detailed diagrams
- GREY  
64 grey stages for photographs or colour documents

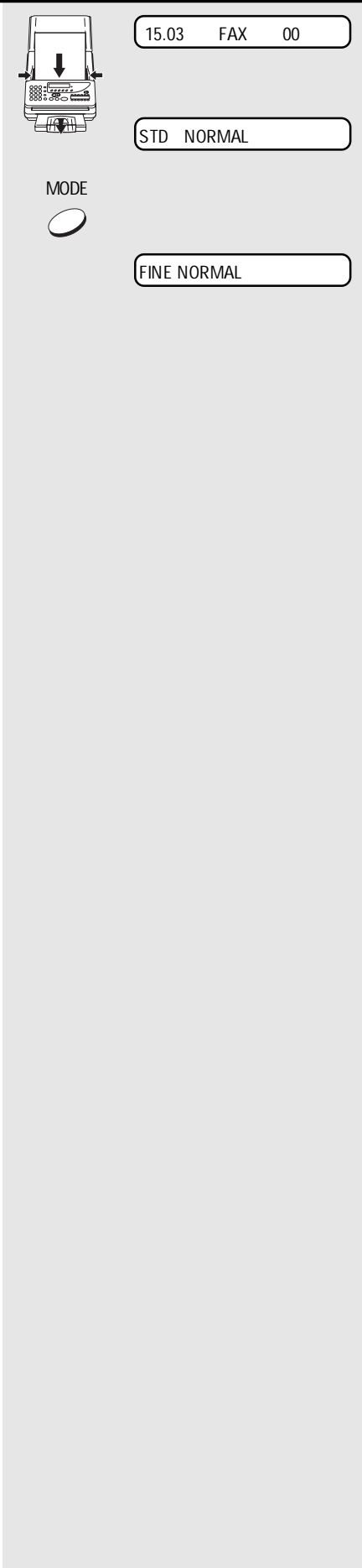
You can assess the effect of this setting - and thus the result of your fax transmission - with the self-copy facility (see page 20).

 A higher resolution or the grey stage mode always involves a longer transmission time (and also higher costs), as all lines are scanned.

## Last number redial

There may be various reasons why your fax document cannot be transmitted (please refer to pages 64 et seq.). A possible reason is that the fax machine at the other end is busy. In this case, it is advisable to call the other fax party again at a later date. The dialling procedure is automatically repeated every three minutes for up to 12 times. The document remains in the document tray. If the other fax machine is definitively not reached, the machine displays LINE BUSY.

 If you have established a connection via the SP-PHONE key, you can start the last number redial facility with the REDIAL key.



**Load original**  
Remember:  
Printed side face-down

Wait until the document is pulled in by 2 cm.

Press several times ...

...to send at the desired resolution.

This resolution is retained until you change it again (except GREY).

Proceed now as usual...

# Transmit documents

## Delayed transmission

You are able to define a certain time at which the documents will be transmitted; this enables you to overcome the problems involved with different time zones or will enable you to transmit documents at off-peak rates.

When you have set the time, delayed transmission is applicable for the next message which you enter. In this way, you cannot only send delayed fax messages; you can also send delayed broadcast messages, or use the delayed polling facility.


You can choose between two versions of delayed fax transmission:


### Fax transmission from the document tray:

In this case, the document remains in the document tray until the transmission time is attained. The disadvantage of this method is that you are not able to send any faxes during this time.

### Fax transmission from memory:



This solves the above problem. Your document is pulled into the machine, and the document tray is subsequently available for further documents.

 Please note that you can only store one job in the memory.





15.03   FAX   00



STD   NORMAL

 4 x   
NO


OPTIONS ?

   
YES

SET TX TIME ?



   
YES

HH:MM= \_:



0   4   2   5

HH:MM= 04:25

   
YES

STD   NORMAL

## Fax transmission from the document tray

### Load original

Remember:  
Printed side face-down

Wait until the document has been pulled in by 2 cm.

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Confirm with YES.

Entry field for the transmission time

Enter the time  
(example 4:25)


Confirm with YES.

standby mode

The subsequent transmission job is not sent directly; it is sent at 4:25. Then activate a number.



# Transmit documents


## Delayed transmission from memory




15.03   FAX   00


STD   NORMAL

 4 x   
NO




OPTIONS ?

  
YES



SET TX TIME ?

  
YES

1 2 3

4 5 6


7 8 9


\* 0 #

HH:MM= \_:

0 4 2 5


HH:MM= 04:25




  
YES

STD   NORMAL

MEMORY





ENTER TEL NUMBER


1 2 3


4 5 6


7 8 9

\* 0 #


02131158901



  
START



15.03   FAX   00

  
MEMORY

### Load original

Remember:  
Printed side face-down

Wait until the document has been pulled in by 2 cm.

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Confirm with YES.

Entry field for the transmission time

Enter the time  
(example 4:25)

Confirm with YES.

standby mode

Press MEMORY key

You can now enter the number to which you wish to send the fax document. In addition to entering the number via the digit keypad, you can also enter the number with the one-touch dialling or alphabet dialling facility (see pages 24-25).

Example: Dial using keypad

Enter number

Press START key

The document is read into the memory. In the display, you can see the percentage utilisation of memory.\*)

The memory lamp indicates that the memory is now full. It cannot be used for any other purpose.

\*) If the capacity of the memory is not sufficient, you should reduce the number of pages which belong to the transmission. In this case, break down the transmission into several parts. The choice of resolution (see page 29) also has an effect on the memory. The higher the resolution, the greater the demand on the fax memory.

TF 471 TOSHIBA

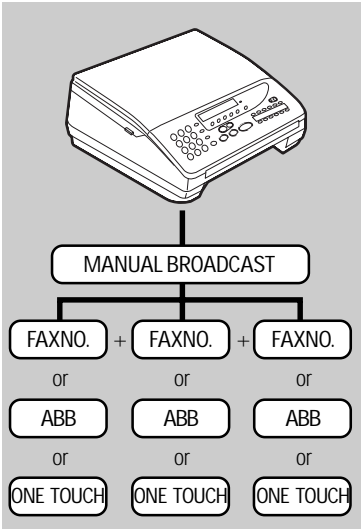
Transmit documents


31 GB

# Transmit documents

## Single multi-address transmission

If you wish to send one document to several partners without spending a lot of time, this function can be used to create a group on one single occasion. The group is deleted after the procedure has been completed. Up to 67 users can be grouped together from one-touch dialling numbers, alphabet dialling numbers or standard numbers.







15.03 FAX 00

STD NORMAL

MEMORY



MULTI TRANSMIT

ENTER TEL NUMBER



1 2 3

4 5 6

7 8 9


\* 0 #

01 ... 12




YES

ENTER MORE OR[START]



START

MEMORY XX % USED



MEMORY

15.03 FAX 00

Load original  
Remember:  
Printed side face-down

Wait until the document is pulled in by 2 cm

Press MEMORY key

Then...

You can now enter the fax numbers with which you intend to form a group. In addition to entering the numbers via the digit keypad, you can also enter the numbers with the one-touch dialling or alphabet dialling facility (see pages 24-25). A mixture of the above options is also possible.  
The number of entries is limited:  
Free numbers: 5  
One-touch dialling: 12  
Alphabet dialling: 50

Enter number

Confirm with YES.

Enter further numbers  
-or-

Press START key

The document is read into the memory. In the display, you can see the percentage utilisation of memory.  
\*) If the capacity of the memory is not sufficient, you should reduce the number of pages which belong to the transmission. In this case, break down the transmission into several parts. The choice of resolution (see page 29) also has an effect on the memory. The higher the resolution, the greater the demand on the fax memory.

The memory lamp indicates that the memory is now full. It cannot be used for any other purpose.

Group dialling commences

# Transmit documents

## Reserve polling


Other fax partners can poll information from your fax machine if you set up this facility with this function. Two options are available:

- 1. Polling via the document tray:**  
In this case, your documents remain in the document tray until they are polled. Accordingly, you cannot send any further fax messages during this period as the document tray is blocked.
- 2. Polling from memory:**  
The reserved document is read into the memory; it is then available for polling. Your fax machine can continue to send fax documents.

The polling facility reserved in this way is unprotected. This means that every fax machine which is able to poll documents can also poll documents from your machine. In order to prevent unauthorised polling, you can activate polling protection. There are two options available for polling protection:



- POLLING PROTECTION:** Enter the number of the fax machine which may poll documents from your machine. The code of the polling fax machine must be identical to the number which you enter as polling protection. It is adequate if you enter the number without the dialling code, as only the final four digits are checked.
- PASSWORD:** If you wish to reserve the polling facility exclusively for TOSHIBA fax machines, you can use the four-digit TOSHIBA code as polling protection. A document is only polled if this code is identical in both fax machines.

\*) If the capacity of the memory is not sufficient, you should reduce the number of pages which belong to the transmission. In this case, break down the transmission into several parts. The choice of resolution (see page 29) also has an effect on the memory. The higher the resolution, the greater the demand on the fax memory.





15.03 FAX 00



STD NORMAL

 5 x   
NO



POLLING ?

   
YES



POLLING RESERVE ?



   
YES

SECURITY CODE ?




  
YES



SECURITY CODE = \_

   
YES



   
NO

SECURITY TEL ?




  /   
YES NO

  
YES

TEL = \_

   
YES

MEMORY INPUT ?

  /   
YES NO

POLL RSV.

## Reservation via document tray

**Load original**  
Remember:  
Printed side face-down  
Wait until the document is pulled in by 2 cm

Start the menu. Press ...

...until this menu item appears.

Confirm with YES

Confirm with YES

Aktivate TOSHIBA security code?

**TOSHIBA password activated**  
Confirm with YES

Entry field for four-digit number

Enter password (example: 1234)

Confirm with YES

Skip menu item ...

Activate polling protection?  
Press YES to activate polling protection,  
press NO if you do not require polling protection.

**Polling protection activated**  
Confirm with YES

Entry field for the number of the fax machine which may poll documents from your machine

Enter the number

Confirm with YES

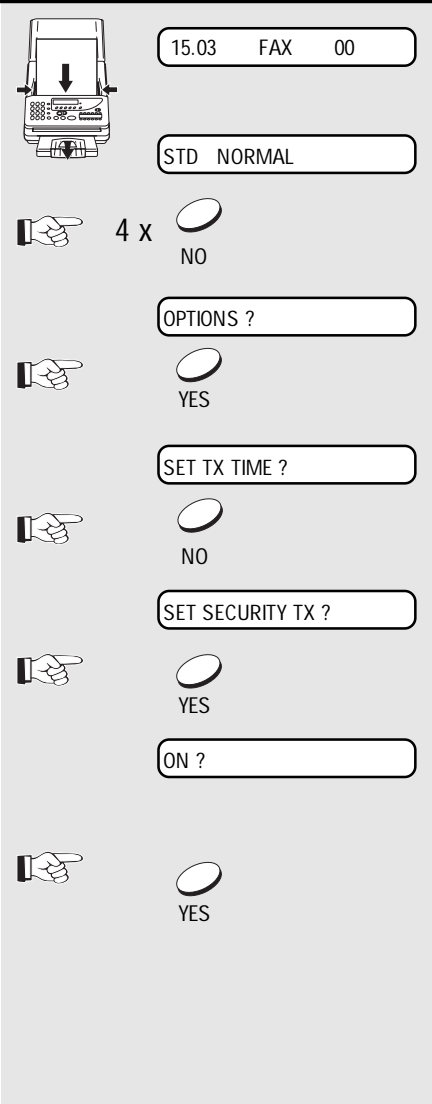
If you press YES, the document is read into the memory; the document tray is then free for further documents.\*)  
If you press NO, the document remains in the document tray, and the document tray is blocked until the document is polled.

Polling is reserved

# Transmit documents

## Protected transmission

The transmission of documents is restricted!  
Documents can only be faxed to fax machines whose code is identical to the dialled fax number. This means that you can fax your documents only to specific fax partners.



Load original  
Remember:  
Printed side face-down

Wait until the document is pulled in by 2 cm

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Skip menu item...

Confirm with YES.

Depending on the particular setting, the fax machine prompts whether the operator wishes to change to the other status.


Confirm with YES.

The following can only be sent to a fax partner whose code is identical to the dialled fax number.

# Transmit documents


## Switch off error correction

Your fax machine is equipped with an error correction facility (ECM). If your fax partner also has an error correction facility, this permits error-free fax transmission. One effect linked with ECM is that the transmission time increases if there are any problems on the line. This may involve very high costs with overseas calls. For this reason, the error correction facility can be temporarily disabled.




15.03   FAX   00


STD   NORMAL

4 x   
NO


OPTIONS ?

  
YES


SET TX TIME ?

2 x   
NO

SET ECM ?

  
YES

OFF ?

  
YES

- Load original

Remember:  
Printed side face-down

Wait until document is pulled in by 2 cm.
- Start the menu. Press ...

...until this menu item appears.

Confirm with YES.
- Press NO ...

...until this menu item appears.

Confirm with YES.
- Depending on the setting, the fax machine prompts whether the operator wishes to change to the other status.

Confirm with YES.
- The following transmission is sent without error correction (ECM).


# Transmit documents

## Adjust basic contrast



Some characters cannot be transmitted where the printing on documents is weak or where colour character sets are used. For this case, you should set contrast to DARKER.

On the other hand, there are documents which contain characters in colour fields. In this case, you should set contrast to LIGHTER.



You can assess the effect of this setting - and thus also the result of your fax transmission - via the self-copy facility (see page 20).

 The setting of the basic contrast is permanent.



15.03   FAX   00

 3 x   
NO



INSTALLATION ?

   
YES



SET RECEIVE MODE ?

 1 x   
NO



SET CONTRAST ?

   
YES

STD LIGHTER

 1 x   
NO

STD DARKER

   
YES

15.03   FAX   00

Load original  
Remember:  
Printed side face-down

Start the menu. Press ...

Wait until document is pulled in by 2 cm.

Confirm with YES.

Press NO ...

...until this menu item appears.

Confirm with YES.

Depending on the particular setting, the machine prompts a response for changing to the other status.

Press NO ...

...until this menu item appears.

Confirm with YES.

standby mode

## Stop transmission

During fax transmission, the transmission can be interrupted at any time by pressing the STOP key. The receiver then receives that fragment of your document which had been sent up to the point of interruption.



# Store numbers

## Alphabet dial memory

The alphabet dial facility enables you to enter a two-digit "address" instead of the (frequently long) fax number of your partner. The real fax number is stored under this "address". With frequently used fax numbers, the alphabet dial facility enables you to save time. 50 alphabet dial memories are available and the name as well as the number of your partner can be stored in this memory. You can use up to 20 characters of your choice in this memory.

ABB NO. 50	09154/87823 MEIER
ABB NO. 49	024/8768 MÜLLER
•	
•	
•	
ABB NO. 01	054/938734 SCHULTE
ABB NO. 02	04544/6723 KRAMER
ABB NO. 03	054/376014 OTTO

Use the numeric keys for entering the alpha-numeric characters. Each digit features several characters which can be activated by repeatedly pressing the corresponding key. If you have found a character of your choice, press the "\*" key to go to the next position. Use the "\*" key to go back one letter and make any corrections.

	ABC	DEF
1	2	3
GHI	JKL	MNO
4	5	6
PQRS	TUV	WXYZ
7	8	9
*	0	#



\*) Please note that you must press the "\*" button before the actual fax number if your fax machine is connected to a PABX.

15.03 FAX 00

2 x

NO

TEL NUMBER ENTRY ?

YES

ONE TOUCH NBR ENTRY?

NO

ABB. NUMBER ENTRY ?

YES

ABB. NUMBER = (01-50)

ABB. NUMBER = 01

YES

TEL = \_

TEL = 021311580

YES

ID = \_

YES

ABB. NUMBER ENTRY ?

STOP

15.03 FAX 00

**Enter alphabet dialling numbers:**  
standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Skip menu item...

Confirm with YES.

Entry field for alphabet dialling numbers,  
from 01 to 50  
**Enter alphabet dial no.**  
Example: 1

Confirm with YES.

Entry field for fax number

**Enter the fax number**  
(Where the machine is connected to a  
PABX, please enter the \* key before the  
actual number)

Confirm with YES.

Entry field for the name  
(If you do not wish to enter a name, skip  
this point with **Yes**)

**Enter the name**  
(Example TOSHIBA)  
1 X 8 = T #      3 X 4 = I #  
3 X 6 = O #      2 X 2 = B #  
4 X 7 = S #      1 X 2 = A  
2 X 4 = H #

Confirm with YES.

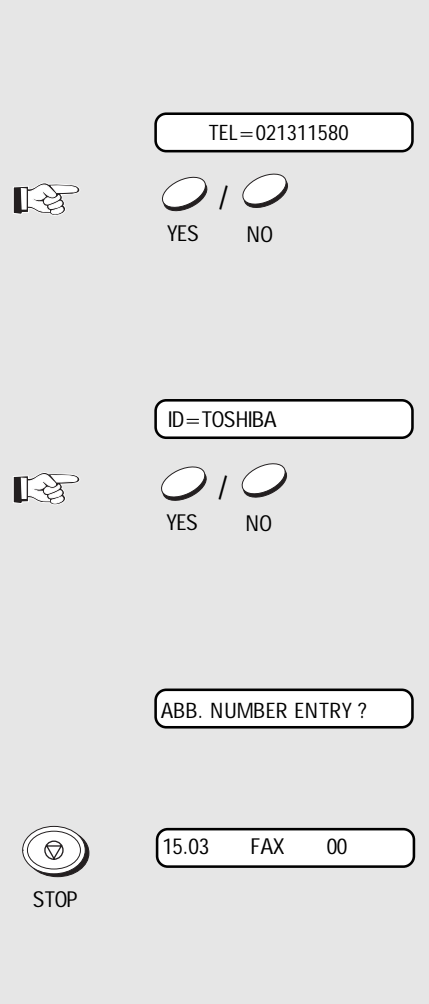
Enter alphabet dial number again

-or-

Press STOP, return to standby  
mode

# Store numbers

## Correction of alphabet dialling numbers:



Select the alphabet dialling number whose entries you wish to change (see under "entry of alphabet dialling numbers")  
The current fax number is displayed

**Press YES key to skip:**  
The displayed entry is not changed, the next entry is displayed.  
**Press NO key to delete:**  
The current entry is deleted, you can enter a new entry. Press **Yes** to confirm new entry.

The current name is displayed:

**Press YES key to skip:**  
The displayed entry is not changed, the next entry is displayed.  
**Press NO key to delete:**  
The current entry is deleted, you can enter a new entry. Press **Yes** to confirm new entry.

Facility for entering further alphabet dialling numbers


-or-


Press STOP, return to standby mode


# Store numbers

## One-touch dial keys

The one-touch dialling facility is a very easy method of dialling your partner. You can store fax numbers on 12 keys. You need only press one key in order to dial your partner.


 \*) Please note that, if your fax machine is connected to a PABX, the “\*” key must be stored before the actual fax number.




2 x 

15.03 FAX 00


TEL NUMBER ENTRY ?






YES

ONE TOUCH NBR ENTRY?





YES


ENTER ONE TOUCH KEY


01...12

TEL=\_

1 2 3  
4 5 6  
7 8 9  
\* 0 #

TEL=021311580







YES

ID=\_

1 2 3  
4 5 6  
7 8 9  
\* 0 #





YES

ONE TOUCH NBR ENTRY?

15.03 FAX 00

STOP

**Entry of speed dialling numbers:**  
standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Confirm with YES.

Press the one-touch dial key of your choice

Entry field for fax number

**Enter the number**  
(If the machine is connected to a PABX, please enter the \* key before the actual number)

Confirm with YES.

Entry field for the name  
(If you do not wish to enter a name, press YES to skip this point)

Confirm with YES.

**Enter the name**  
Example: TOSHIBA  
1 X 8 = T #                      3 X 4 = I #  
3 X 6 = O #                      2 X 2 = B #  
4 X 7 = S #                      1 X 2 = A  
2 X 4 = H #

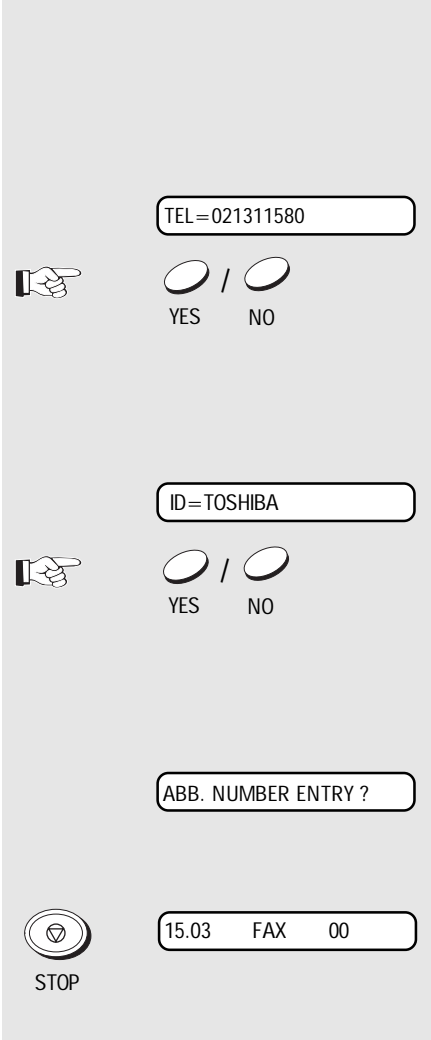
Confirm with YES.

Option of using further one-touch dialling keys

-or-

Press STOP, return to standby mode

# Store numbers



## Correction of speed dialling numbers:

Select the speed dialling key whose entries you wish to change (see page 39 under "entry of speed dialling numbers")

The current fax number is displayed

### Press YES key to skip:

The displayed entry is not changed, the next entry is displayed.

### Press NO key to delete:

The current entry is deleted, you can enter a new entry. Press **Yes** to confirm new entry.

The current name is displayed.

### Press YES key to skip:

The displayed entry is unchanged, the next entry is displayed.

### Press NO key to delete:

The current entry is deleted, you can enter a new entry. Press **YES** to confirm new entry

Facility for entering further speed dialling numbers

-or-

Press STOP, return to standby mode

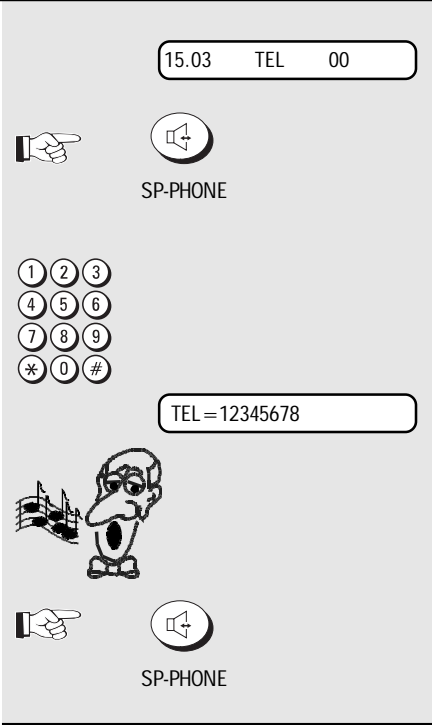
# Telephony without a telephone

## The speakerphone facility

Your fax machine has a built-in speakerphone facility. Press the SP-PHONE key to establish a connection to the telephone line, as if you were to lift the handset of a telephone. You can then use a keypad to dial a number, listen to the other party via the loudspeaker and speak with the other party via the built-in microphone. If you have selected a connection to a fax machine, you can press the START key to initiate a fax transmission. With an incoming call (receive mode TEL or TEL/FAX), the call can be collected in this way. In order to terminate a call (go on-hook), press the SPEAKERPHONE key again.

### Tips for using the speakerphone facility:

- Do not move too far away from the fax machine during a call
- Avoid background noise (traffic noise, machine noise, music)
- Avoid speaking at the same time as the other party



**Speakerphone - during telephony:**  
standby mode

Press speakerphone key

Enter the telephone number

Dial

Conduct telephone call

Terminate telephone call



**Speakerphone - pick up telephone call:**  
standby mode

Incoming call

Press speakerphone key

Conduct telephone call

Terminate telephone call

## Muting

Press the COPY/HOLD key to activate the muting facility. The other party hears a brief melody during this period. Press the key again to clear the muting facility. If the muting facility is not cleared manually, it is automatically cleared after approx. 30 seconds. In this case, you are notified by means of three brief tones.

































Muting does not have any effect on a call routed via the external telephone.

# Telephone Answering Device (TAD)

## Overview

The **Telephone Answering Device (TAD)** of your fax machine operates entirely without any mechanical tape drives. Total memory capacity of 15 minutes is available for recording max. 30 messages. These messages are retained even in the event of a power failure. The range of features of the telephone answering device is rounded off by the facility for recording telephone calls and also for recording a memo.

### Brief overview

Function	Operation	Remote polling	Page
Record announcement text	OGM, YES  	-	43
Record memo	MEMO, YES  	-	47
Record calls	TALK, YES  	-	48
Play back messages	PLAY 	#, 1, 0	45ff
Play back memo	MEMO, YES  	#, 1, 1	47
Play back talk	TALK, YES  	-	48
Play back announcement	OGM, YES  	-	43
Fast forward	FF (#) during operation 	#, 3 (during operation)	45
Rewind	REW (*) during operation 	#, 2 (during operation)	45
Stop playback or recording	STOP 	#, 4 (during operation)	45
Delete all messages	8 x NO  8 x 	#, 6, 0 (repeat sequence after confirmation tone)	46
Delete individual messages	ERASE, YES during operation  	#, 6, 0 (during operation)	46
Delete memo	MEMO, NO, YES   	#, 6, 1 (repeat sequence after confirmation tone)	47
Delete talk	TALK, NO, YES   	-	48
Delete announcement	OGM, NO, YES   	-	43
Maintain remote polling	-	#, 8	49
Activate/deactivate telephone answering device*)	TAD 	#, 9	44
Start remote polling		#, * -Acknowledgement tone xxxx (Polling code) -Acknowledgement tone	49
Terminate remote polling		#, *	49



**\*) Important:**

You can use the remote polling code #9 for activating and deactivating the telephone answering device. Please ensure that the receive mode (see page 14) is set to "TEL" or "TEL/FAX". The telephone answering device can only be reactivated via the remote polling facility in these two receive modes.

# Telephone Answering Device (TAD)

## Recording, Playing and Deleting The Out-Going Message

### Record the announcement text:

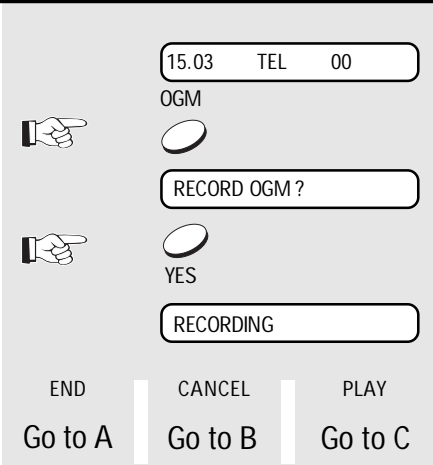
Before the telephone answering device can be started, you must first record the announcement text. You can record a text with a **maximum duration of 60 seconds** via the built-in microphone . Keep a distance of approx. 30-60 cm between your mouth and the microphone, and speak with normal volume. Use an informative announcement text. In particular, indicate that the caller can leave a message and also send a fax.

### Example of announcement:

“ Good morning, this is xyz. You are able to leave a fax or a message outside our office hours. Please press the start key on your fax machine or speak after the signal tone. “

- Where possible, avoid background noise when recording the announcement text (particularly music), as this can result in malfunctioning of the telephone answering device.
- If the error message MESSAGE FULL is displayed when you are recording the announcement text, there is not enough memory available. In this case, clear the message memory (see [page 44](#)).

The telephone answering device can only be started when the announcement text has been recorded.



### Recording the announcement text

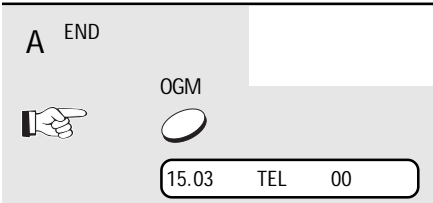
Standby mode

Press the OGM key

confirm...

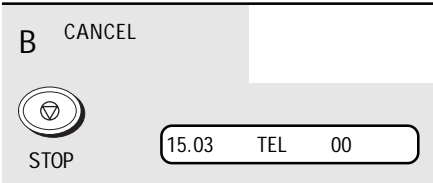
You can now immediately start to record the text...

End the recording: See A  
Cancel the recording: See B  
Play the recording: See C



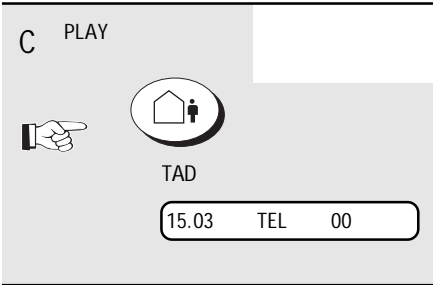
Press OGM key

Standby mode  
(Announcement text has been saved)



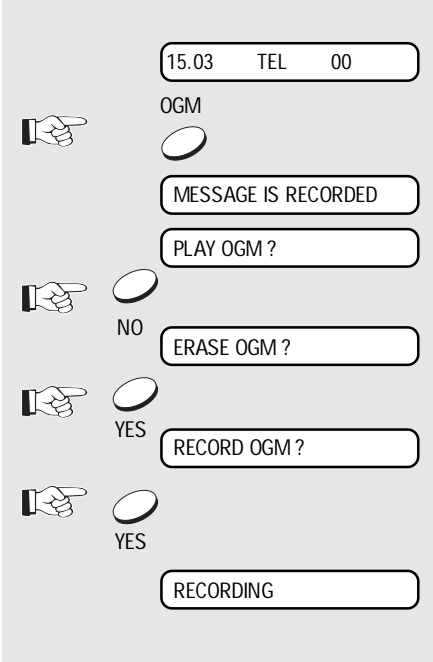
Press STOP

Standby mode  
(Announcement text has not been saved)



Press TAD key...  
...Key is lit

The TAD mode is displayed and the announcement text is played back. Playback volume can be regulated via keys



### Clear existing and record new announcement text

Standby mode

Press OGM key

Press NO  
(Yes key: Play back current announcement)

Confirm with YES

Confirm with YES

You can immediately start to record the new announcement...  
End recording: See A  
Cancel recording: See B  
Play recording: See C

# Telephone Answering Device (TAD)

## Activate/deactivate the Telephone Answering Device

The TAD key is used for activating the telephone answering device of the fax machine (FAX/TAD mode). Press this key again to restore the preset receive mode (see page 14).

### Activate/deactivate the Telephone Answering Device via remote polling:

If the telephone answering device is to be activated or deactivated via the remote polling facility (see page 29), please ensure that the receive mode (see page 14 et seq.) is set to "TEL" or "TEL/FAX". The telephone answering device can only be reactivated by remote polling in these two receive modes. In order to enable the telephone answering device to be activated via the remote polling facility in the TEL mode, the fax machine switches to the polling standby mode approx. 45 seconds after the first ring. If remote polling does not take place, the line is released shortly afterwards.

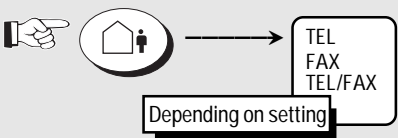


The telephone answering device can only be started when the announcement text has been recorded.

Press once



Press twice



standby mode



TAD



Press TAD key...  
...Key is lit

**Telephone answering device is activated**  
announcement text is played back. Playback volume can be adjusted via keys



TAD



Press TAD key (again)  
confirm...  
...key is no longer lit

Telephone answering device is deactivated  
Preset receive mode is displayed.

## Record, played back, clear messages

### Recording the messages:

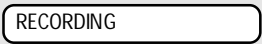
When the signal is generated, the caller is able to record a message within a period of 30 seconds \*). A total recording capacity of 15 minutes is available, or 30 different messages can be stored. After the first message has been recorded, the TAD key flashes in order to indicate that messages have been recorded. Whenever a message has been recorded, the counter on the display is incremented by one.

#### Notes:

- If the end of recording time is reached, a signal is generated for the caller and the line is then cleared.
- If the caller goes on-hook prematurely, no message is recorded.
- The user is able to listen into the message while it is being recorded (see page 51).
- Use the SP-PHONE key (speakerphone) to terminate the recording and speak to the caller.
- If an external telephone is connected to your fax machine, you can lift the handset and terminate the recording and speak to the caller.
- If no message is recorded after the signal has been generated, the fax machine automatically switches on after approx. 6 seconds in order to receive a possible fax.
- If the message memory is full, the machine switches over to the fax mode directly when a call is received.



Display before message is recorded




Message is being recorded



Display after recording


\*) The capacity per message can be increased to 60 seconds or 120 seconds.

 Please ensure that there is always adequate capacity available for incoming calls. For this reason, you should immediately delete messages which are no longer required, see page 46.

# Telephone Answering Device (TAD)

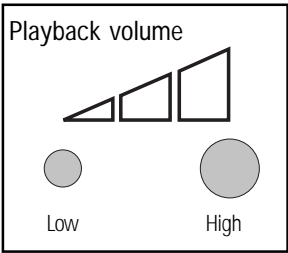
## Playback current messages:


As soon as the TAD key flashes, there are messages on your telephone answering device. You can listen to the currently received messages and also messages recorded at an earlier date. Use the

 keys to regulate the playback volume.


To change the value, press the corresponding key several times.

Press the STOP key to stop playback of the messages. The recording is not deleted by this process.






15.03   FAX/TAD   03




PLAY

MSG. 01



MSG. 02



STOP

15.03   FAX/TAD   03

## Playback current messages:

Three new messages have been received

Press PLAY key

The first message (MSG.01) is played back.  
Use the > > > keys to regulate the playback volume.


In the absence of further input, the next message is played back, etc.

(Use the STOP key to stop)


standby mode

## Repeat, skip, fast forward, rewind message:

You can repeat the message you have just played back as often as you wish. In addition, use "rewind" to play back any message again. It is also possible to "skip" messages at the push of a button.



MSG. 03




MSG. 03

## Repeat:




While the message is being played back...

Press REW key once

The message is played back from the beginning



MSG. 03




MSG. 01

## Rewind:


While the message is being played back...

Press the REW key several times

The selected message is played back



MSG. 03




MSG. 04

## Skip:




While the message is being played back..

Press the FF key once

The next message is played back



MSG. 01



MSG. 04

## Fast forward:

While the message is being played back...

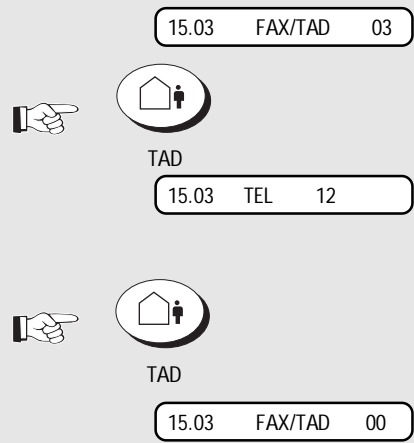
Press the FF key several times

The selected message is played back

# Telephone Answering Device (TAD)

## Play back older messages:

As soon as you deactivate the standby mode of the telephone answering device (press ABSENT key - the LED goes out), the currently recorded messages are added to the existing messages. You can listen to all these stored messages as described on [page 45](#). If you reactivate the telephone answering device, the current message counter is set to 0.



Telephone answering device on, display current messages

**Press TAD key...**  
...The LED goes out

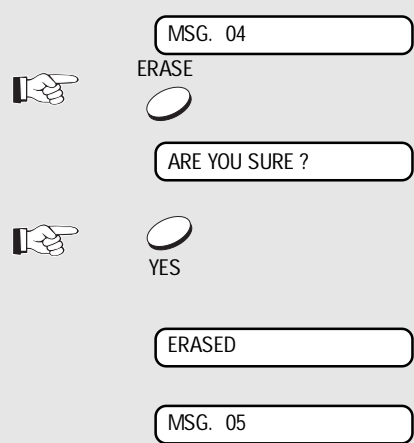
Number of current messages (3) is added to the existing messages (9)  
All messages can be played back with the playback key.

**Press the TAD key (again)**  
...The key lights up

Telephone answering device on, current message counter is set to 0.

## Clearing individual messages:

While a message is being played back, it can be deleted.



Message number 4 is being played back

**Press the ERASE key**

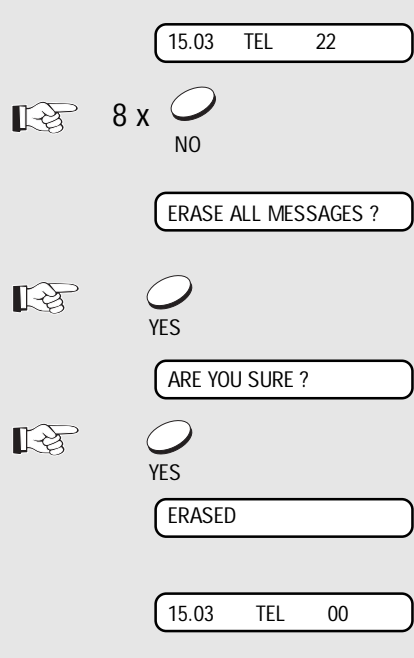
Are you sure

**Confirm with YES**

Message number 4 deleted

Message number 5 is played back

## Delete all messages:



Standby mode, 22 messages are stored

**Start the menu. Press ...**  
...until this menu item appears.

**confirm...**

Are you sure

**confirm...**

Standby mode, all messages are deleted

# Telephone Answering Device (TAD)

## Record, play back, delete memo

### Record memo:

You can use the built-in microphone for directly recording a message on the telephone answering device. The length of this acoustic memo can be max. 3 minutes, and the memo is always placed at the start of the message memory. This ensures that your memo is always the first item to be played back when the messages are played back.

### Notes:

- You can only ever record one memo.
- If the error message MESSAGE FULL is displayed when you are recording the memo, there is not enough memory available. In this case, delete the message memory (see page 46).

### Play back memo:











Two options are available:

1. The memo is played back when you play back messages (see page 45) as it is virtually recorded as the first "message". All criteria which are applicable for messages (playback and delete) are also available when a memo is played back.
2. Use the MEMO key to play back the memo (see adjacent diagram).

### Delete memo:

Two options are available:

1. If the memo is played back as a message, it can also be deleted as a message (see page 45).
2. If the memo is played back via the MEMO key, proceed according to the adjacent diagram.

  	<div>15.03 FAX/TAD 03</div> <div>MEMO</div> <div>RECORD MEMO ?</div> <div>YES</div> <div>RECORDING</div> <div>MEMO</div> <div>15.03 FAX/TAD 04</div>	<b>Recording a memo:</b> Standby mode, (3 new messages have been recorded)  Press MEMO key  Record a memo?  Confirm with Yes    End recording  Standby display (the memo has been placed at the start of the message memory)
  	<div>15.03 FAX/TAD 03</div> <div>MEMO</div> <div>MESSAGE IS RECORDED</div> <div>PLAYING MEMO</div> <div>YES</div> <div>PLAYING</div>	<b>Play back a memo:</b> Standby mode  Press MEMO key  Memo is recorded (If PLAY BACK MEMO? is displayed at this point, no memo has been recorded)  Confirm with YES  The memo is played back  Press the STOP key to cancel
   	<div>15.03 FAX/TAD 03</div> <div>MEMO</div> <div>MESSAGE IS RECORDED</div> <div>PLAYING MEMO</div> <div>NO</div> <div>ARE YOU SURE ?</div> <div>YES</div> <div>ERASED</div> <div>RECORD MEMO ?</div>	<b>Delete a memo:</b> Standby mode  Press MEMO key  Memo has been recorded (If PLAY BACK MEMO? is displayed at this point, no memo has been recorded)  skip with NO  Are you sure?  Confirm with YES  Message deleted (a new memo can alternatively be recorded)  Press the STOP key to cancel


# Telephone Answering Device (TAD)


## Recording calls

If you have connected an external telephone to your fax machine, you can use the telephone answering device to record calls.


**Notes:**

- Calls cannot be recorded via the speakerphone facility.
- If the error message MESSAGE FULL is displayed while a call is being recorded, not enough memory is available. In this case, clear the message memory (see page 46).
- Press the HOLD key to end the recording (the recording is stored).
- The capacity for recording calls is max. **3 minutes**.
- This function is not fully available depending on the particular version for a specific country.


 Only one call can be recorded at one time.




OFF HOOK




TALK




RECORD TALK ?




YES



RECORDING



TALK



OFF HOOK

**Record call:**  
Off hook

Press TALK key

Confirm with YES

Call is recorded (max. 3 minutes)


Press TALK key

Recording terminated, call has been recorded.

- or -

**Replace handset**  
Recording ended, call has been recorded.

RECORDING



STOP


**Stop recording:**  
Call is recorded

Press the STOP key to stop recording


Recording ended, call is NOT recorded

## Play recording:


15.03 FAX/TAD 00




TALK




MESSAGE IS RECORDED




PLAY TALK ?



YES



PLAYING



STOP

**Play a recording:**  
Standby

Press TALK key

Recording in memory (if RECORD TALK? is displayed at this point, there is no recording in memory)


Confirm with YES

Recording is played back


Press STOP key to stop

## Erase recording:


15.03 FAX/TAD 00




MEMO




MESSAGE IS RECORDED




PLAY TALK ?



NO



ARE YOU SURE ?



YES

ERASE TALK ?

ERASED

**Erase a recording:**  
Standby

Press MEMO key

Recording in memory (if RECORD CALL? is displayed at this point, there is no recording in memory)

Press NO to skip

Are you sure?

Confirm with YES

Recording erased \*)

\*) If you are conducting a call at this time, the machine then displays "RECORD TALK?", and this enables you to record your call directly.

# Telephone Answering Device (TAD)

## Remote polling

With the remote polling facility, you are able to play back messages stored on your telephone answering device from any telephone. In addition, the remote polling facility provides further options for accessing the telephone answering device.


Please refer to [page 42](#) for an overview of the TAD functions with the corresponding remote polling codes.


### Access code:

The access code protects your telephone answering device against unauthorised access. The polling facility is only available after the correct code has been entered. If the wrong code is entered on three occasions, the connection is cleared down.

Before you use the remote polling facility for the first time, you must program an appropriate code in your telephone answering device.


15.03 FAX/TAD 00




3 x 

NO


INSTALLATION ?






YES


SET RECEIVE MODE ?




5 x 

NO


TAD SETTING ?






YES


SET TAD DELAY ?




3 x 




NO




SET REMOTE CODE ?











YES











REMOTE CODE =


REMOTE CODE = 1234





YES

15.03 FAX/TAD 00



STOP

### Program access code:

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO...

...until this menu item appears.

confirm...

Page through the menu...

...until this menu item appears.

Confirm with YES

Prompt for programming the access code

Enter the 4-digit number code  
Example: 1234

Confirm with YES

Press STOP to return standby mode

### Carry out remote polling:

Action:	Operator:	Telephone answering device:
Call	Call the fax machine from any telephone	The fax machine is set to the TAD mode. It connects to the line after the pre-set ring delay ( <a href="#">see page 53</a> ).
	Announcement is heard	Announcement is played
Prepare for remote polling	During the announcement, enter <b># *</b> successively (it may be necessary to repeat it several times)	
	Acknowledgement tone is heard and announcement is deactivated	Remote polling is detected, acknowledgement tone is generated
Enter security code	Enter the security code	
	Acknowledgement tone is heard	Security code is accepted, acknowledgement tone is generated
Carry out remote polling	Enter remote polling code	Action is carried out
End remote polling	Enter <b># *</b>	Line is cleared down

The connection for remote polling is automatically cleared down after approx. 45 seconds. This situation is announced immediately beforehand by means of an acoustic signal (beeeep, beep). During this period, press the key sequence **#8** on your remote polling transmitter in order to maintain the remote polling facility.

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Telephone Ansering Device (TAD)


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GB


# Telephone Answering Device (TAD)


## Change recording time

The recording time for each incoming message is limited to 30 seconds. You can extend this period to 60 or 120 seconds.


 Please note that, if you extend the recording time, the number of possible messages may be reduced.





3 x   
NO




INSTALLATION ?





5 x   
NO




TAD SETTING ?





4 x   
NO




SET TAD DELAY ?





  
NO





SET TAD TIME ?





  
YES





  
YES




  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES



  
YES

<

# Telephone Answering Device (TAD)

## Screen call during TAD mode

While a message is being recorded, the operator has the option of screening the recording via the loudspeaker. If you wish to talk to the caller, simply lift the handset of the connected telephone. The loudspeaker is then automatically de-activated (only for variant 2, [see page 5](#)).



The speakerphone facility cannot be activated while the operator is screening a call.

15.03 FAX/TAD 00

3 x

NO

INSTALLATION ?

YES

SET RECEIVE MODE ?

5 x

NO

TAD SETTING ?

YES

SET TAD DELAY ?

2 x

NO

SET SCREENING CALL ?

YES

ON ?

OFF ?

YES

STOP

15.03 FAX/TAD 00

## Screen call during recording: standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO...

...until this menu item appears.

confirm...

Page through the menu...

...until this menu item appears.

Confirm with YES.

alternative setting is proposed

Confirm with YES.


Press STOP to return standby mode

# Telephone Answering Device (TAD)



## Activate/deactivate message display

The message display enables you to recognise whether messages have already been recorded via the call behaviour of the fax machine.



If the message display facility is activated, the fax machine switches on at the second ring if messages are present. On the other hand, if there are no messages on the telephone answering device, the connection is only established at the fifth ring (factory setting). This prevents costs from being incurred as a result of unsuccessful polling attempts.

 The function is only effective if the call delay (see page 53) has been set to at least 4 times.



15.03 FAX/TAD 00

 3 x   
NO



INSTALLATION ?

   
YES



SET RECEIVE MODE ?

 5 x   
NO



TAD SETTING ?

   
YES

SET TAD DELAY ?



 1 x   
NO


SET TOLL SAVER ?

   
YES

ON ?

OFF ?

   
YES

  
STOP

15.03 FAX/TAD 00

## Activate/deactivate message display:

standby mode

Start the menu. Press ...  
...until this menu item appears.

Confirm with YES.

Press NO...

...until this menu item appears.  
confirm...

Page through the menu...  
...until this menu item appears.

Confirm with YES.

alternative setting is proposed

Confirm with YES.

Press STOP to return standby mode

# Telephone Answering Device (TAD)

## Set call delay

If your fax machine is in the TAD mode, it connects to the line after the fifth ring (factory setting). This delay enables you for instance to collect the call via the external telephone when you are present. You can set the call delay to 1-9 rings via the menu.

15.03 FAX/TAD 00

3 x

NO

INSTALLATION ?

YES

SET RECEIVE MODE ?

NO

TAD SETTING ?

YES

SET TAD DELAY ?

YES

TAD DELAY(1-9) = 5

NO

123

456

789

\*0#

TAD DELAY(1-9) =

TAD DELAY(1-9) = 6

YES

15.03 FAX/TAD 00

STOP

**Program access code:**  
standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO...

...until this menu item appears.

confirm...

Confirm with YES.

press NO to delete old value

enter new value

Example: 6

Confirm with YES.

Press STOP to return standby mode

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Telephone Answering Device (TAD)

53

GB

# Report prints

## Activate report printing

Not all reports are printed out automatically; they have to be requested specially. These lists can provide information concerning the current state of the fax machine. The following reports can be printed:

- Transmission report
- Multitransmission report
- Transmission and reception journal
- Number list
- Function list
- Reservation list

## The transmission report

This report can be printed after every transmission or in the event of a defective transmission. It provides information about the most important transmission data. Please refer to [page 61](#) for switching ON/OFF.

### TRANSMISSION-REPORT

		TIME	:	02.05.98 15:49			
		TEL. NUMBER	:	+44-1932-158156			
		NAME	:	TOSHIBA			
NBR.	DATE	TIME	DURATION	PGS	TO	MODE	STATUS
<hr/>							
005	23.11	13:32	00/00	00	+492131158170	OK	30

## The multitransmission report

After a broadcast transmission (group dialling), the machine prints out a list of fax partners who have been reached or who have not been reached by group dialling. This list is always printed out when group dialling has been completed.

### MULTITRANSMISSION REPORT

		TIME	:	02.05.98 15:49
		TEL. NUMBER	:	+44-1932-158156
		NAME	:	TF P100
OT NUMBER	:	01		
ABB. NUMBER	:	02		
TEL NUMBER	:	*0033142046491		
START TIME	:	02.05.98 11:52		
END TIME	:	02.05.98 11:56		
PAGES	:	01		

### SUCSESSFUL TEL NUMBER

	NBR.	NAME	TEL NUMBER
OT NUMBER	:	01	ADAM *158170
ABB. NUMBER	:	02	AGENCY *02114373110
TEL NUMBER	:		*0033142046491

### UNSUCSESSFUL TEL NUMBER

	NBR.	NAME	TEL NUMBER	SENT PGS
OT NUMBER	:			
ABB. NUMBER	:			
TEL NUMBER	:			

# Report prints

## Transmission and reception journal

Your fax machine will record messages which you transmit or receive in the form of transmission and reception journals. These lists are printed out automatically after every 40 transmissions or receptions or at your request:

15.03    FAX    00

1 x NO

LISTS ?

YES

JOURNAL ?

YES

PRINTING

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Confirm with YES.

The report is printed

<u>TRANSMISSION-JOURNAL</u>							
		TIME	:	02.05.98 15:49			
		TEL. NUMBER	:	+44-1932-158156			
		NAME	:	TOSHIBA			
NBR.	DATE	TIME	DURATION	PGS TO		MODE	STATUS
001	12.02	17:22	00/24	01	+492131158170	EC	NG 50
002	12.02	17:23	00/25	01	+492131158280	EC	OK
<u>RECEPTION-JOURNAL</u>							
		TIME	:	102.05.98 15:49			
		TEL. NUMBER	:	+44-1932-158156			
		NAME	:	TOSHIBA			
NBR.	DATE	TIME	DURATION	PGS FROM		MODE	STATUS
001	12.02	17:37	00/24	01	+492131158170	EC	NG 50
002	12.02	17:40	00/25	01	+492131158280	EC	OK

**NBR:**  
Lists the communications in the order they occurred.

**DURATION:**  
Gives the length of each communication in minutes and seconds.

**PGS:**  
Gives the number of pages per transmission or reception.

**STATUS: (of communication)**  
OK means successful  
NG stands for communication error

**MODE:**  
Indicates the type of communication.

HS: High Speed Transmission, only possible between TOSHIBA machines.

EC: Error correction mode.

G3: Communication in standard groups operational mode.

P: Documents were sent/received by polling.

M: Indicates a memory communication.

**TO or FROM:**  
Gives ID or telephone number of the receiver or sender.

see: error codes [page 64](#).

# Report prints



## The number list

This list details the fax numbers which you have stored. These are the numbers of the one-touch dialling keys as well as the numbers of the alphabet dialling memory positions.



15.03

FAX



00

 1 x   
NO



LISTS ?

   
YES

JOURNAL ?

   
NO

TELEPHONE NBRS LIST?

   
YES

PRINTING

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Skip menu item...

Confirm with YES.

The report is printed

\* TELEPHONE NUMBERS LIST \*

TIME : 02.05.98 15:49  
TEL. NUMBER : +44-1932-158150  
NAME : TOSHIBA

ONE TOUCH KEY INFORMATION

OT NBR.	NAME	TEL. NUMBER
01	ADAM	0158170
02	AGENCY	02114373110
03	SALES	0003345503330

ABBREVIATED TEL. NUMBER INFORMATION

ABB. NBR.	NAME	TEL. NUMBER
01	BAFI	02114373110
02	UK	00044932516452

# Report prints

## The function list

This list provides information concerning all settings of the fax machine. They correspond with the settings which you have made. Keep this list for any service work which may be necessary.

15.03    FAX    00

standby mode

1 x

NO

LISTS ?

...until this menu item appears.

YES

JOURNAL ?

Confirm with YES.

2 x

NO

FUNCTION LIST ?

Press NO ...

...until this menu item appears.

YES

PRINTING

Confirm with YES.

The report is printed

FUNCTION LIST		
	TIME	: 02.05.98 15:49
	TEL. NUMBER	: +44-1932-158156
	NAME	: TOSHIBA TELEFAX
* RECEIVE MODE SETTING*		
	:	FAX                      current setting of the receive mode (see page 14)
* CONTRAST SETTING*		
	:	NORMAL                Setting of basic contracts (see page 36)
* INITIAL SETTING *		
DIAL TYPE	:	DP                      defined dialling procedure (see page 9)
EXCHANGER	:	PSTN                   defined connection type (see page 10)
MONITOR LEVEL	:	DIGIT 0                obtaining outside line (see page 11)
* PRINTER SETTINGS *		
RX REDUCTION	:	OFF                    Reduce page (see page 19)
DISCARD	:	ON                     Discard (see page 19)
* COMMUNICATION SETTING *		
REMOTE RX	:	OFF                    Fax can be activated by 5# (see page 15)
CALL TIME	:	5                        Number of rings (see page 21)
PRIVILEGED RX	:	OFF                    Receiving protection status (see page 17)
TTI	:	INSIDE                Transmission header (see page 59)
ECM	:	ON                     Error correction (see page 35)
* TAD SETTING*		
TAD DELAY	:	2                        Call delay in the TAD mode (see page 53)
TOLL SAVER	:	OFF                    Message display (see page 52)
SCREENING CALL	:	OFF                    Screening call during recording (see page 51)
RECORDING TIME	:	30 SEC                Recording time per message (see page 50)
* LIST SETTING*		
AUTO JOURNAL	:	ON                     Journal output (see page 62)
TX REPORT	:	ALWAYS                Special report output (see page 61)
DOCUMENT ID	:	ON
MULTI TX REPORT	:	ON
* TOTAL PAGE*		
SCAN	:	00001                Number of scanned pages
PRINT	:	00007                Number of printed pages

# Report prints


## The reservation list

This list provides information relating to reserved jobs in your fax machine. For instance, you may have entered a delayed transmission in memory and also entered a polling job which has not yet been completed. These are both known as "jobs".


15.03

FAX


00




1 x




NO







YES




3 x



NO





YES

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO ...

...until this menu item appears.

Confirm with YES.

The report is printed

RESERVATION LIST

TIME

:

02.05.98 15:49

TEL. NUMBER

:

+44-1932-158156

NAME

:

TOSHIBA TELEFAX

1.

DOCUMENT TRANSMISSION

OT NUMBER

ABB. NUMBER

TEL NUMBER

TIME OF TRANS.

:

2.

MEMORY TRANSMISSION

OT NUMBER

ABB. NUMBER

TEL NUMBER

TIME OF TRANS.

:

NUMBER OF PAGES

3.

POLLING

OT NUMBER

ABB. NUMBER

TEL NUMBER


TIME OF TRANS.

















:

# Advanced settings

## Set transmission header position


The transmission header contains the code, the name, time of transmission and the current page number. Normally it appears in the top 5 mm of the incoming copy. If this area contains important information, this information is overwritten by the transmission header. In order to prevent this from happening, you are able to displace the transmission header. Accordingly, the transmission header is first printed before the copy is printed. The effect is that the length of the incoming copy is extended by approx. 5 mm.

 In Germany, the code must be specified!


	3 x 	15.03 FAX 00	standby mode
		NO	Start the menu. Press ...
		INSTALLATION ?	...until this menu item appears.
		YES	Confirm with YES.
	4 x 	SET RECEIVE MODE ?	Press NO ...
		NO	...until this menu item appears.
		COMM. SETTING ?	Confirm with YES.
		YES	
	3 x 	SET REMOTE RECEIVE ?	Press NO ...
		NO	...until this menu item appears.
		SET TTI ?	Confirm with YES.
		YES	
		INSIDE ?	Specify the current position
		NO	Press NO ... <ul style="list-style-type: none"><li>• INSIDE?</li><li>• OUTSIDE?</li></ul>
		OUTSIDE ?	...until the desired menu item appears (here: outside transmission header)
		YES	Confirm with YES.

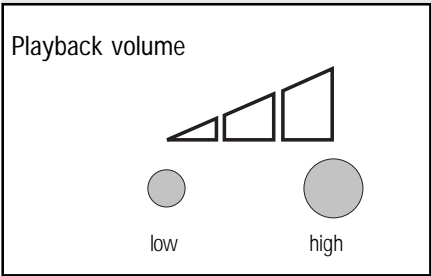
# Advanced settings

## Change screening volume

Use the  key to regulate the playback volume for loudspeaker dialling (see page 41).

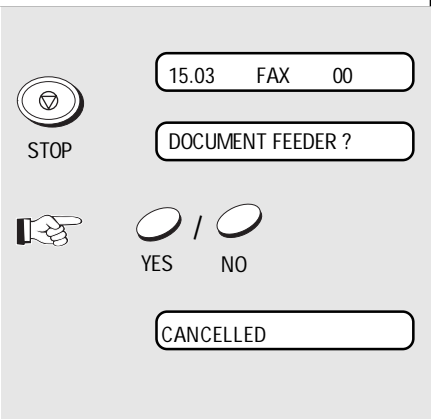
Press the corresponding key several times to change the value.

 The setting of playback volume also influences the playback function of the telephone answering device (see page 42).



## Cancellation of jobs

All procedures which initiate a transmit or receive activity of your fax machine are defined as jobs. Press the STOP key to terminate the job. If several jobs are activated (e.g. delayed transmission from memory and polling reservation), the individual jobs are displayed in the form of a selection menu, and the relevant job can thus be deleted accordingly.



standby mode

**Press Stop**  
first job is displayed  
(Example: polling reservation)

**Confirm with YES.**  
(or skip with NO)

The selected job is deleted

# Advanced settings

## Set individual TX reports

The transmission report is printed out after every transmission (basic setting). You can limit the printout of the transmission report (e.g. in order to save paper) by specifying that it is only printed out if transmission is defective.

TX REPORT

CALL

15.03 FAX 00

SET TX REPORT ?

ON ERROR ?

NO

ON ?

YES

3 x

NO

INSTALLATION ?

YES

SET RECEIVE MODE ?

NO

LIST SETTING ?

YES

SET AUTO JOURNAL ?

NO

SET MULTI TX REPORT?

YES

ALWAYS ?

NO

ON ERROR ?

YES

DOCUMENT ID ?

YES

NO

### Set TX report

standby mode

Press TX REPORT

alternative setting is displayed

Press NO ...

...until this menu item appears.

Confirm with YES.

### Set group TX report

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO ...

...until this menu item appears.

Confirm with YES.

Skip menu item...

Confirm with YES.

Specify the current setting

Press NO ...

- ALWAUS?
- ON ERROR?
- OFF?

...until the desired menu item appears.  
(here: Transmission report only printed out after errored transmission)

Confirm with YES.



Select whether the first page transmitted from memory is to be printed on the transmission report.

# Advanced settings



## Set journal printout

Your fax machine documents all fax messages which you send or receive in the form of sending and receiving journals. This list is automatically printed out whenever 40 documents have been sent or received. You are able to disable this automatic printout facility, so that it can only be activated at your request.



15.03    FAX    00

 3 x   
NO



INSTALLATION ?

   
YES



SET RECEIVE MODE ?

 6 x   
NO




LIST SETTING ?



   
YES

SET AUTO JOURNAL ?

   
YES

OFF ?

  /   
YES    NO

   
YES

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO ...

....until this menu item appears.

Confirm with YES.

Confirm with YES.

Depending on the particular setting, the machine now prompts whether to change to the other status.

**OFF:** Journal printed out only on request  
**ON:** Journal printed out automatically, every 40 documents

Confirm with YES.

# Advanced settings

## Operator call

During the fax transmission, the fax partners can signal that they wish to conduct a call following the fax transmission (without releasing the connection). The operator call facility is used for this purpose. It does not matter whether the operator call is initiated by the receiver or by the transmitter. The operator call facility must be initiated during the transmission.

**Notes:**

- At the end of the fax transmission, ringing signal is generated for approx. 15 seconds on the equipment of your fax partner.
- If your operator call is accepted, your own fax machine also generates ringing signal. If this response does not take place, your operator call has been rejected.
- If the operator call is rejected, your fax machine returns to the normal standby mode after approx. 15 seconds.
- If the operator call signal is generated, press the speakerphone key, or lift the handset of the external telephone in order to speak with your fax partner.



Transmission running

**Press the CALL key**  
(press the key again to cancel the operator call)

Operator call reserved

Signal is generated

**Press the SP-PHONE key**  
-or-  
lift the handset of the external telephone.

Conduct telephone call

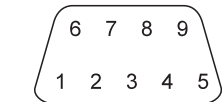
End telephone call

## PC connection

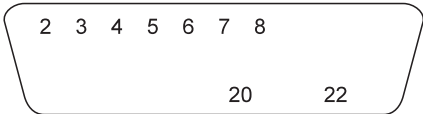
You can also use your fax machine for printing and scanning under Windows (95 / 98 / NT). Please contact your dealer.

1. Switch off the PC and the TF 471.
2. Connect the 25-pin sub-D connector to the corresponding socket on the fax machine, and secure the connection with the connector screws.

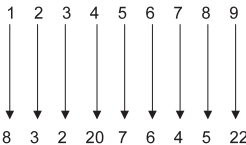
### Pin assignment of serial cable



Sub-D 9 pin socket (female)



Sub-D 25 pin socket (male)




3. Connect the cable to the serial interface of your PC.



PC-Fax  
Connect the TF 471 before the installation.

# Possible problems

Error messages in the Display	Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help	you recognise and eliminate errors.  Press STOP to clear error messages.
Problem	possible causes ...	... and solutions
LOAD DOCUMENT	Document not loaded.	Feed in document.
NUMBER NOT LISTED	There is no telephone number stored on this abbreviated number/one-touch key.	Enter the abbreviated number/one-touch number.
OPERATION ERROR	You are trying to enter incorrect data.	Enter correct data.
DOCUMENT JAM	Documents have jammed in the document feeder.	Press STOP. Eliminate the error (see page 67).
PAPER EMPTY	The recording paper has run out.	Load a new roll of recording paper (see page 6).
PAPER JAM	The recording paper has jammed.	Remove the jammed paper referring to the instructions on page 67.
MEMORY ERASED	Telephone numbers stored and initial settings have been erased.	Press START. This resets initial data stored by the back-up battery.
MEMORY FULL	The memory has become full. Any documents being stored are automatically ejected.	You can reduce memory storage requirements: <ul style="list-style-type: none"><li>- reduce the resolution</li><li>- avoid using the Grey mode</li><li>- print out any fax messages received which are still in the memory</li><li>- reduce the number of pages you send at one time</li></ul>
COMMUNICATION ERROR	Connection to your partner's fax machine is impossible or the connection was poor.	Retransmit the document. If the error occurs frequently when sending to this partner, contact your service centre.
INK FILM EMPTY	The printer system stops.	Insert new ink film.
TPH OVERHEAT	When the thermal print head (TPH) overheats, your machine is temporarily switched off.	Wait a few minutes until the print head has cooled down and your machine is on the standby mode again.
LINE BUSY	The required number was busy during all dialling attempts, or the fax partner was not available.	Press STOP and send the documents later. See also automatic redialling on page 29.
POWER FAILURE	Your machine reports a power failure.	Press STOP. Your machine should be ready to transmit and receive again.
COVER OPEN	The cover is open.	Close the cover and press START.

## Error codes

### List of error codes on journal/Transmission report

- 10 = Paper empty
- 11 = Recording paper jam
- 12 = Document jam
- 13 = Cover open
- 16 = Ink film empty
- 20 = Power failure

- 25 = TPH overheated
- 30 = STOP was pressed
- 31 = Operator call requested
- 33 = Polling error
- 50 = Error in automatic redialling\*
- 53 = Security code error
- 80 - 86 = Problem with telephone line or receiver's fax machine

\*) Operating your fax machine at an extension



When operating your fax machine at an extension, you must always enter “\*”, before you dial, whether you use the dial key-pad or store telephone numbers.


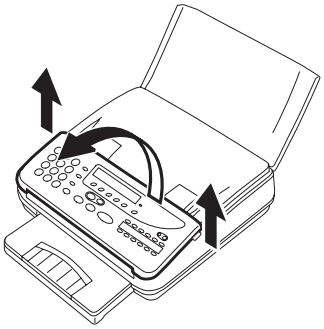
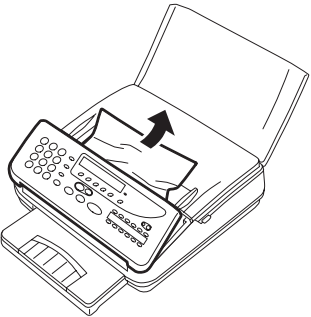

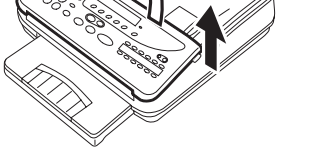
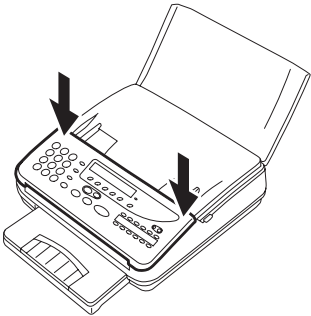
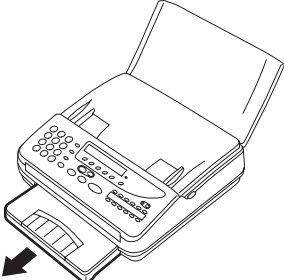

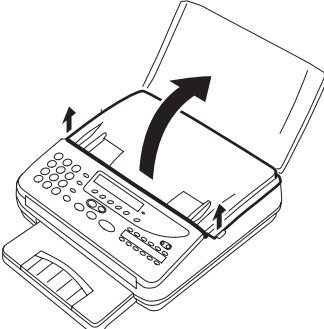
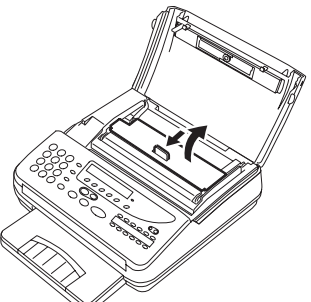
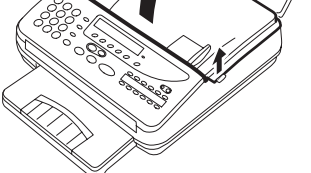
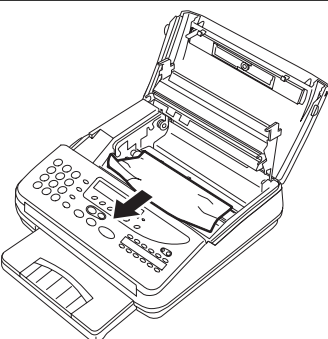

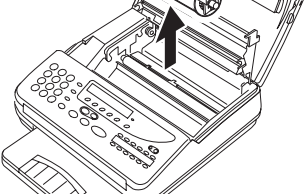
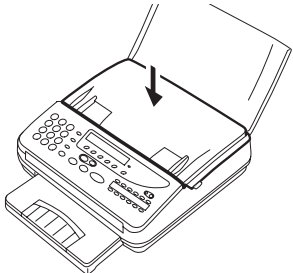
# Possible problems

Transmission problems		
	Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service	technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.
Problem	possible causes ...	... and solutions
Your document is not automatically pulled into the feeder.	Your machine displays an error.	If the display gives an error message, clear the fault and delete the display with STOP.
	The display is blank.	Check there is power on the machine. The machine must be switched on (see page 4).
	Document size or thickness of paper are not acceptable.	Use acceptable documents only (see page 22).
	The operator control panel is not firmly locked.	Close the cover. It should be firmly locked in place on both sides.
The text "transmission" is not displayed when you press the START key.	You replaced the receiver before pressing START.	Try again. Replace the receiver only when you have pressed START.
The document is damaged during sending or copying.	Document format or paper thickness not as specified.	Use acceptable documents only (see page 22).
	The document guides are not properly adjusted to the paper size.	Adjust the document guides accordingly.
Your fax machine performed transmission correctly but the message was not received by the receiver.	The other machine is out of paper.	Ask the receiver to put paper in his machine.
The receiver received a blank sheet instead of the document sent.	You loaded your document in the machine with the image face-up.	Send your document again: the image must be face-down on your document feeder.
The receiver reports: The document transmitted is difficult to read.	Your machine's document reader is dirty or damaged.	Make a copy of your document on your fax machine (see page 20). If your copy is also difficult to read, clean the document reader.
	RESOLUTION and CONTRAST are not set correctly.	Make a copy on your fax machine (see page 20) and adjust the settings to your document. You can also improve document quality: By making the print on the photocopy darker, enlarging or reducing. (see page 29). Then send again.
	The telephone connection is poor.	Redial. You may get a better connection.
Abbreviated or one-touch dialling do not work.	Abbreviated or one-touch dialling number is not correctly stored.	Check and correct stored numbers (see page 37/38).
No dial tone is heard when handset is off-hook.	The telephone is not correctly connected.	Check that your telephone is connected correctly to the socket (see page 5).
	The fax machine is not correctly connected.	Plug the connecting cable of your fax machine into the socket (see page 5).
Your call does not arrive although you have dialled the correct number.	Your fax machine has been set to the wrong dialling mode.	Switch to the correct dialling procedure: DTMF or pulse-dialling (see page 9).
	If you are connected to a PABX: You have set the wrong line type.	Set the line types to EXTENSION (see page 10).
	Your fax machine is not connected to the PSTN.	Plug the connecting cable of your fax machine into the socket (see page 5).

# Possible problems

Receiving problems		
	Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.	
Problem	possible causes ...	... and solutions
You press START to receive an document. But you receive nothing.	Your have an error displayed.	If the display shows an error message, eliminate the fault and delete the display with STOP.
	The fax machine is not correctly connected.	Check the wiring. See page 5.
	The display is blank.	Check there is power to the machine. The machine must be switched on (see page 4).
	There is still a document in the feeder.	Press STOP and remove the document.
	Your fax machine is set in manual receiving mode and you replaced the handset before pressing START.	When receiving the next fax, be sure to replace the handset only after you have pressed START.
	The operator control panel is not closed.	Close the cover. Both sides of the cover must be firmly locked in place.
Your recording paper is not fed out.	The recording paper in your machine is jammed.	Remove the jammed paper (see page 67).
The document received is difficult to read.	Document quality is poor.	Ask the sender to reset the resolution and contrast or improve the quality of the document e.g. by making the print on the photocopy darker, enlarging or reducing. Then have it send again.
	The telephone connection is poor.	Ask the sender to transmitt the document again (see Page 6).
You receive a completely blank document.	The sender made a mistake when loading the document.	Check whether the sender loaded in the correct manner.
The document received is partially printed.	The operator control panel of your fax machine is not closed properly on both sides.	Close the cover. Both sides of the cover must be firmly locked in place.
You can send fax messages without any problem, although you cannot receive any.	Receiving protection is activated.	Switch off receiving protection (see page 17).

# Possible problems

<p>Document jam</p>	<p>How to clear a document jam</p> <p>Press the release button to open the control panel cover.</p> <div data-bbox="475 282 711 336"> Keep the power ON.</div>	
	<p>The jammed document can be carefully removed.</p> <div data-bbox="475 476 865 577"> Do not try to send the jammed document again. Use a carrier sheet or make a photocopy and transmit this instead.</div>	
<p>Close the control panel</p> <p>Take care that the cover locks firmly into place. Now by pressing STOP delete the error message.</p>		
	<p>Pull out the paper tray. Remove any paper in the tray.</p>	
<p>Paper jam</p>	<p>How to clear a recording paper jam</p> <p>After opening</p> <div data-bbox="475 1123 711 1177"> Keep the power ON.</div>	
	<p>Unlock the printer unit</p> <p>Lift out the film holder.</p>	
	<p>Remove any jammed paper</p> <div data-bbox="475 1576 790 1629"> Do not damage the print head</div> <p>Replace the film holder and close the print unit.</p>	
	<p>When closing the machine, ensure that all covers firmly lock into place.</p>	

# Possible problems

## Remote maintenance (COMLINE)

Your fax machine permits remote diagnosis. This means that the internal settings can be read and changed via a telephone line. In order to ensure that data protection is assured, COMLINE is possible only after you enable your machine for this facility.

<div>15.03   FAX   00</div> <div> 6 x  NO</div> <div>TEST ?</div> <div>  YES</div> <div>OPE. PANEL TEST ?</div> <div> 2 x  NO</div> <div>REMOTE ?</div> <div>  YES</div> <div>ON ?</div> <div>  YES</div>			standby mode
			Start the menu. Press ..
			...until this menu item appears.
			Confirm with YES.
			Start the menu. Press ...
			Confirm with YES.
			Confirm with YES.
			After remote service is completed, reset your fax machine to the initial mode:
<div>15.03   FAX   00</div> <div> 6 x  NO</div> <div>TEST ?</div> <div>  YES</div> <div>OPE. PANEL TEST ?</div> <div> 2 x  NO</div> <div>REMOTE ?</div> <div>  YES</div> <div>ON ?</div> <div>  NO</div> <div>OFF ?</div> <div>  YES</div>			standby mode
			Start the menu. Press ..
			Confirm with YES.
			Press No...
			Confirm with YES.
			Reject
			Confirm with YES.

# Possible problems

## Connection to PABXs

You should consider the following points if your fax machine is connected to a PABX.

- Is the extension authorised to dial an outside line?
- Does the extension have DDI authorisation?
- Has the facility for obtaining an outside line been correctly programmed (code, earth, flash)?
- Is an outside line obtained with the \* key?
- Has the correct dialling procedure been set (DTMF, pulse dialling)?

Where appropriate, discuss these questions with the customer service of your PABX.

## Reset

If you cannot remedy a problem with the proposed measures (see page 64 et seq.), you can carry out a RESET. All parameters are then reset to their factory settings.



The stored numbers are **not** deleted!



START



STOP

15.03 FAX 00

Switch off your fax machine.

Keep START and STOP pressed down while switching your machine back on.

As soon as a message is displayed, release.

After reset, repeat the installation procedure (see page 8).

# UK Connection information

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This TOSHIBA Facsimile Transceiver is intended for connection to public telecommunication services as follows:

By using the cable described as TEL LINE CABLE in the packaging list of the instruction manual. This cable plugs into the socket on the left hand side of the TF 471 which is marked LINE and the other end into the standard PSTN analogue socket found in the UK.

This terminal equipment complies with the following requirements:

- Group 3 fax modem
- Automatic call initiation
- Storage of telephone numbers for retrieval by a predetermined code
- Automatic dialling
- Automatic repeat attempts
- Call progress monitor
- Series connection facility
- LD or MF dialling
- Operation with or without dial tone being present.

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

---

We declare, that TOSHIBA is using  
CE mark in compliance with  
EN 50 082-1, EN 55 022/B and  
EN 60 950

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## EPA ENERGY STAR



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### Addendum to the TF471 Operator's Manual

The United States Environmental Protection Agency (EPA) has introduced a voluntary program, the ENERGY STAR Program, to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance, prevent pollution, and reduce your energy costs. As an ENERGY STAR Partner, to Toshiba Europa (I.G.) GmbH has determined that this facsimile model meets the ENERGY STAR guidelines for energy efficiency. ENERGY STAR guidelines require that all ENERGY STAR facsimiles maintain very low power consumption during idle state or have a „Power Saver“ feature that will automatically stand-down to an idle state after a period of inactivity.

For more information on the ENERGY STAR Program, please contact:

ENERGY STAR Printers/Fax Machines  
US EPA (62021)  
Washington, DC 20460

ENERGY STAR is an U.S. registered mark.

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