DP 120F

Instruction manual

Dear Reader.

Thank you for your interest in a Toshiba Fax machine!

To allow you to get your fax machine up and running as soon as possible, this manual only covers the most important criteria. Complete operating instructions can be found on the CD-ROM included with the accessories.
All items documented on the CD are highlighted in grey both in the table of contents.

Please refer to the corresponding references on the CD for further information
(IBM®-compatible format).

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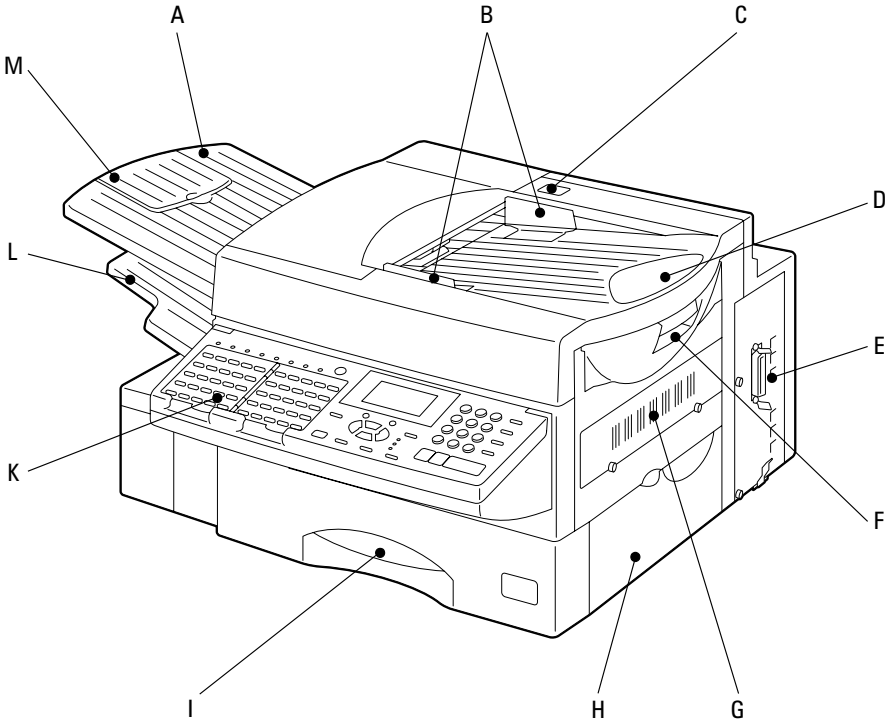


A Exit document tray

B Document guides

C Release latch for document feed

D Document tray

E Centronics PC connection

F Top cover release button

G Cover flap for single-sheet feed

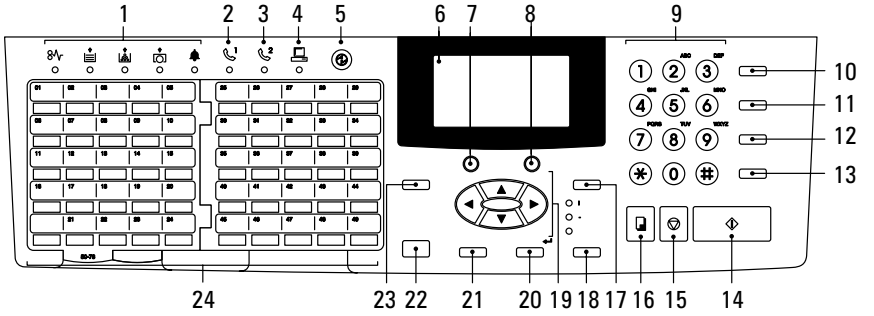
H Side cover

I Recording paper cassette

K Control panel

L Recording paper tray

M Exit document extension tray



1 Warning lamps
If there is a malfunction on your fax machine, the lamp under the corresponding symbol will light up.

Paper jam:
Indicates that there is a document jam or copy paper jam (see page 146 / 148).

Paper out:
Indicates that the user must replenish the copy paper (see page 10).

Toner out:
Indicates that the user will use have to replenish the toner (see page 8).

Drum operating time:
Indicates that the printing unit will soon have to be replaced (see page 9).

Alarm lamp:
Indicates an operating malfunction which cannot be clearly identified. Please contact service personnel in these cases.

2 Line lamp 1
Indicates transmission on the telephone line.

3 Line lamp 1
Indicates transmission on the telephone line (with optional 2nd line).

4 PC COMM lamp
If this lamp flashes, it indicates that data are being transmitted form the PC to the interface.

5 SUPER POWER SAVER KEY
Immediately activates the Super Power Saver features (see page 110).

6 DISPLAY
Displays indications about the operating modes of your fax machine. Your control monitor for all function settings.

7 INSERT KEY
Inserts one character at the current cursor position.

8 DELETE KEY
Deletes one character in the display.

9 DIAL KEYPAD
Use this keypad to enter dial numbers or to select menu items.

10 MULTI KEY
To create a group consisting of one-touch dial, ABB dial and manual dial numbers. Available for group dialling as well as for group polling.

11 SPEED DIAL
Press this key to select a stored alphabet dial number, a name or a group.

12 REDIAL / PAUSE
Activates the last number dialled, inserts a dialling pause.

13 MONITOR
When you press this key, the fax machine connects to the line and the speaker enabling the user to listen into the call establishment attempt is activated. The subsequent fax connection is handled directly, i.e. without job administration via the memory.

14 START KEY
Activates transmission, reception (off-hook) and selected menu items.

15 STOP KEY
Cancels error messages and terminates menu input.

16 COPY KEY
The user is able to make copies of documents which have been inserted.

17 TX-REPORT KEY
Switches the TX Report (see page 89) on or off for the current transmission job.

18 MODE KEY, with status lamps
Use this key to select the resolution for the current fax job. The status lamps represent the selected mode. If no status lamp lights up, the STD resolution has been set.

19 MENU-KEYS
Use these keys to select the menu or a specific menu item.

20 ENTER KEY
Activates selected menu items and also used for terminating data input.

21 JOB CANCEL KEY
Use this key if you wish to cancel a job which has been stored or which is due to be handled.

22 E-MAIL ADDRESS KEY
Use this key to enter the E-Mail address for Internet-based fax transmission.

23 JOB STATUS KEY
You can use this key to query the status of individual jobs.

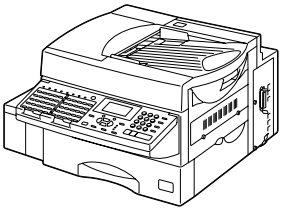
24 Combination keypad
Depending on the position of the function template:

- **One-touch dial keys**, for quickly dialling the number of your fax partner
- **Function keys**, for direct access to fax functions
- **Keypad**, for entering text.

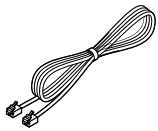
Unpacking

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

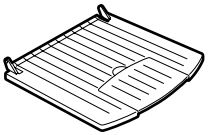
1. Fax machine



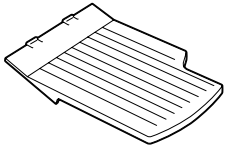
2. Phone line cord



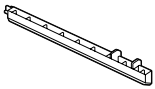
3. Document exit tray



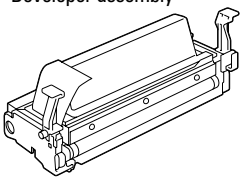
4. Recording paper exit tray



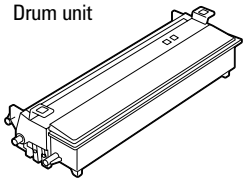
5. Fuser cleaner



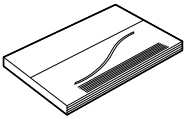
6. Developer assembly



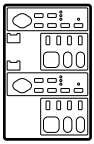
7. Drum unit



8. User manual



9. Overlay

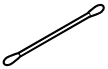


10. AC Power cord

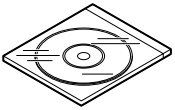
11. Charger cleaner

12. Scrapper

13. Cotton swab



14. CD-ROM



The correct location for your fax machine is easily found:
near

- a 230 V AC socket*,
- near a telefphone connection, ideally with a single line reserved for your fax machine.

* 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. Now switch your machine on.

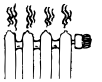
Please protect your machine from:

vibration

direct sunlight

dust

humidity


heat

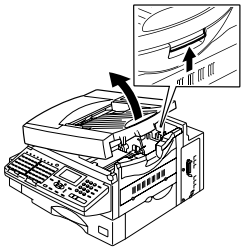
Remove transport fittings:

Before you start to use your fax machine, please remove all transport fittings.

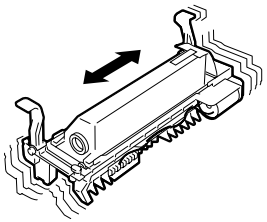
Prepare and insert the printer unit

In order to prevent any transport damage, the high-quality printer unit of your new fax machine is supplied with the additional protection of special packaging. Please also follow the enclosed instructions.
The printer unit consists of two separate components, namely the drum unit and the developer assembly. Remove these two parts from their packaging and follow the following instructions.

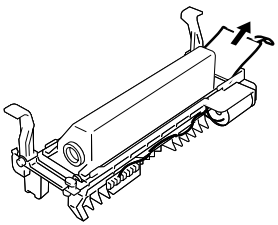
1. Pull the release button to open the fax machine.



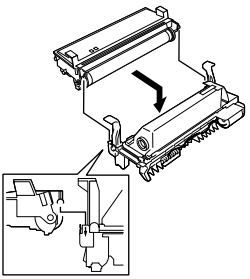
2. Hold the ends of the developer assembly, and shake the assembly several times from side to side. This will loosen the toner.
   - Avoid touching the metal roller.



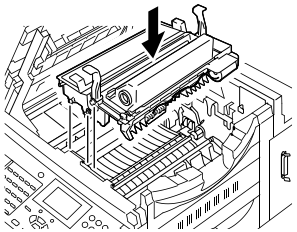
3. Hold the developer assembly securely in one hand, and use your other hand to peel the protective film off from the toner cartridge.
   - Avoid touching the protective film, as there may be toner residues on the film.



4. Take the drum unit and insert it into the developer assembly as detailed in the drawing.
   - Any damage to the printer drum will impair the image quality. You must therefore never touch the green drum surface or expose the drum to direct sunlight for more than three minutes.

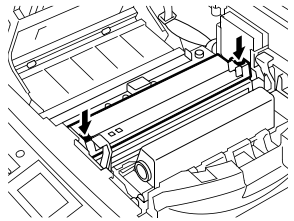


5. Use the green handles to hold the printer unit, and place the unit in the fax machine as detailed in the drawing.

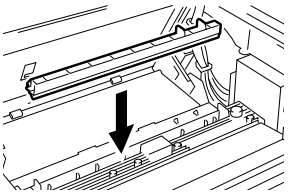


6. Press lightly on the green rectangles on the drum unit so that the unit audibly clicks into position.

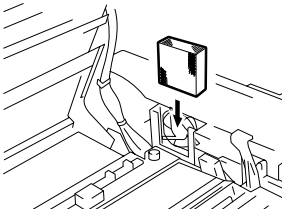
   ⚠ The printer unit must be removed before the machine is transported or moved.



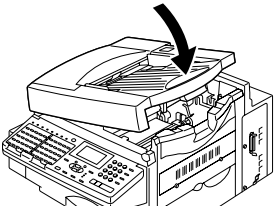
7. Take the fixing roller cleaner out of its packaging and install it as detailed in the drawings.



8. Use the ozone filter, if necessary.



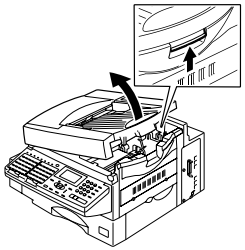
9. Close the cover of the fax machine, which must audibly click into place.



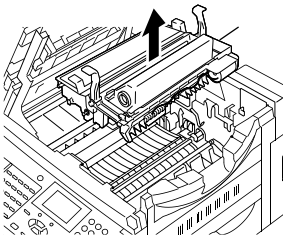
Change toner

As soon as the "TONER OUT" warning lamp (see page 5) lights up on your fax machine, you should replace the toner cartridge. The "TONER LOW" message in the display indicates that the machine can only print out approx. 100 more documents (depending on the print density). If you fail to replenish toner during this period, the "TONER EMPTY" message will appear in the display; this message indicates that no further documents will be printed out. If toner is not replenished, incoming fax documents are saved in memory.

1. Pull the release button to open the fax machine.

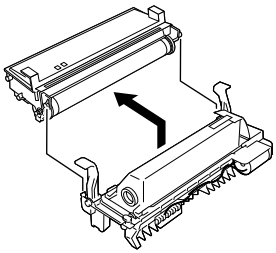


2. Hold the green handles and remove the printer unit.

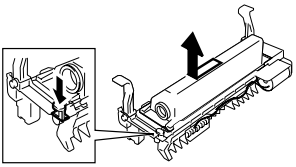


3. Remove the drum unit from the developer assembly.

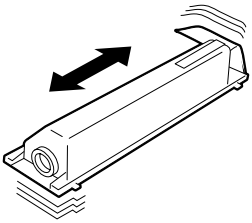
- Do not touch the developer roller (the black roller with a toner coating).
- Any damage to the printer drum will impair the image quality. You must therefore never touch the green drum surface or expose the drum to direct sunlight for more than three minutes.



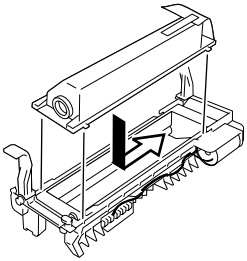
4. Press the green button on the developer assembly, and slide the toner cartridge in the direction of this button. You can then remove the unlocked toner cartridge.



5. Take the new toner cartridge and shake it as detailed in the diagram. This loosens the toner.



6. Place the toner cartridge on the developer assembly and slide it under the four guides.



7. Then proceed as detailed on page 7.

Caution:
In case you come into contact with toner:

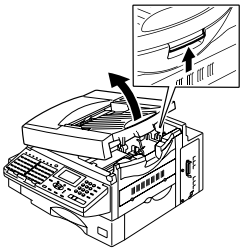
- If any toner dust comes into contact with a textile fabric, remove only by tapping the fabric; if necessary, brush out or use a vacuum cleaner. **Never rub**.
- Wash hands in cold water and clean thoroughly with soap.
- Wash eyes with plenty of water.
- If you have inhaled toner, breath deeply in the open air.
- If toner gets in your mouth, wash it out with plenty of water.
- In an emergency, call a doctor.

⚠ Consumables are taken back and recycled by your TOSHIBA dealer.

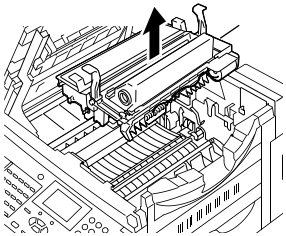
Replace drum unit

As soon as the "DRUM OPERATING TIME" warning lamp (see page 5) lights up on your fax machine, you should ensure that a new drum unit is near to hand. The "DRUM LIFE WARNING" message in the display indicates that the fax machine will only print out a further approx. 300 documents (depending on the print density). If you fail to change the drum in this period, the "REPLACE DRUM" message appears in the display; this indicates that the fax machine will not print out any more documents. If the drum unit is not replaced, incoming fax documents are saved in memory.

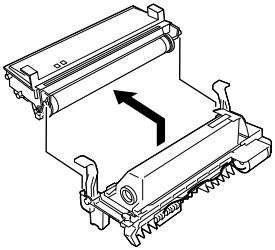
1. Pull the release button to open the fax machine.



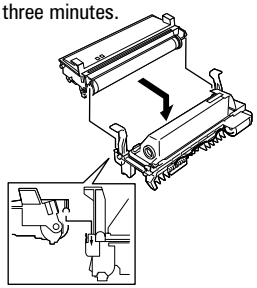
2. Hold the green handles and remove the printer unit.



3. Remove the drum unit from the developer assembly.
   - Do not touch the developer roller (the black roller with a toner coating).



4. Take the new drum unit and insert it into the developer assembly as detailed in the drawing.
   - Any damage to the printer drum will impair the image quality. You must therefore never touch the green drum surface or expose the drum to direct sunlight for more than three minutes.



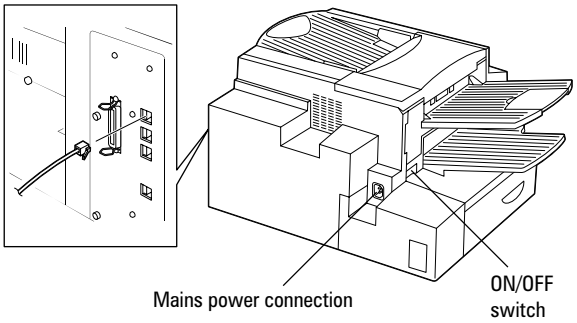
5. Now proceed as described on page 7 (the fixing roller cleaner is **not** replaced).

⚠ Consumables are taken back and recycled by your TOSHIBA dealer.

Connecting your fax machine

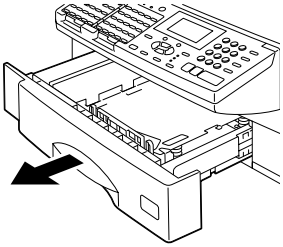
Telephone conne ction

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

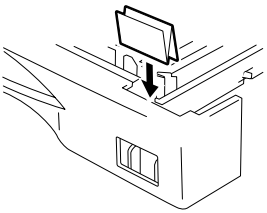


How to insert the recording paper:

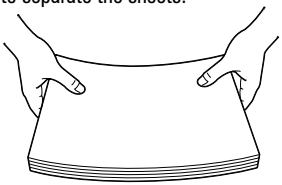
Remove the paper cassette



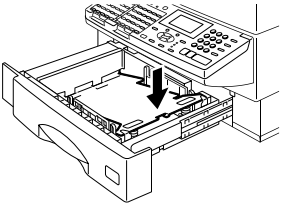
Insert cassette index (A4).



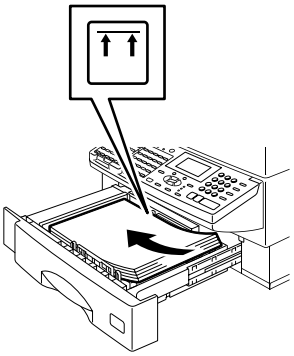
Prepare the recording paper by flexing and fanning out the stack to separate the sheets.



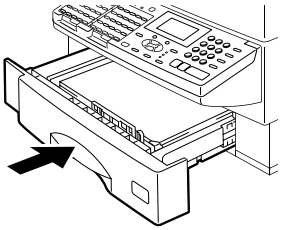
Press down the pressure plate until you hear it lock in place.



Place the paper so that it lies straight in the cassette with the side to be printed facedown and don't forget:
The paper cassette holds a maximum 550 sheets (80 g/sm).
The paper is never stacked above the limit mark.



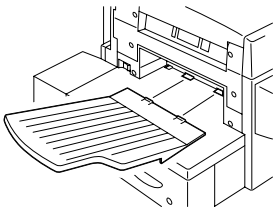
Then: Slide the cassette into the slot
until you hear it lock in place.



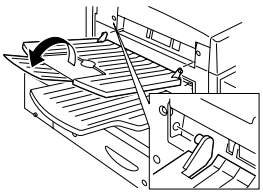
⚠ Do not use damp, wrinkled on torn paper.

Install exit paper trays:

Install the exit paper tray fits in the slots on the left side of the fax.

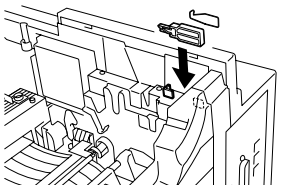


Secure the document tray. Insert the pins of the tray into the corresponding receptacles. Unfold the extension if required.



The corona wire cleaner and scraper can be stored inside the fax machine on the rear side.

- The corona wire cleaner and scraper are used to clean components of the printer unit. Please read the instructions on page 147.



Insert memory card (optional)

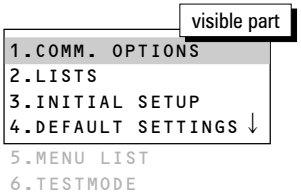
For further details on these data, please contact your dealer or contractual partner.

The menu system

Your fax machine is equipped with a four-line display which provides you with information concerning all operating modes. This display makes it more easy for you to work with the various functions of your fax machine, and everything is set out in a clear menu. Up to four menu items are displayed on each occasion, and a number is assigned to each of these items.
A special group of keys is used for activating the menu as well as for control activities within the various menu levels.
The ▲ key activates the menu and moves the highlight bar up.
The ▼ key moves the highlight bar down.
The ► key selects the appropriate submenu level.
The ◄ key selects the superior menu level.

Once a menu item has been selected with the highlight bar via these control keys, it is activated by pressing the ↵(ENTER) key. Alternatively, you can use the START key for this purpose.

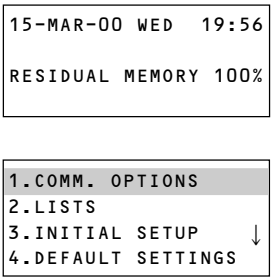
It may well happen that more than four items are displayed in one menu. In this case, press the ▲/▼ control keys several times to display these concealed menu items.
Example: Menu 3, 1 (1. Menu item highlighted)



One version of the menu selection procedure is to enter the corresponding number of the particular menu item. It is not necessary to press the INSERT button. As soon as the relevant number has been entered, the menu item is executed. This is also applicable for the concealed menu items.

⚠ If no further key is pressed during a minute, the menu is automatically exited.

Consider the following example in order to familiarise yourself with the menu system. The system prints out the program selection list, on which you receive the complete menu structure of your fax machine.



Standby mode

Start the menu
The first 4 menu items are displayed.

Go to A

Go to B

Continued on next page.

A

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS ↓
```

Selecting a menu item with the control keys:
The first 4 menu items are displayed.

```
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
5.MENULIST
```

Select a menu item

confirm with START

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
PRINTING LIST
```

The report is printed.

B

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP    ↓
4.DEFAULT SETTINGS
```

Selecting the menu item via number:
The first 4 menu items are displayed.

Select a menu item

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
PRINTING LIST
```

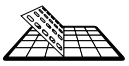
⚠ To select a sub menu, there is no need to see it in the LCD. The only requirement is that this menu item has to be in the same menu level.

The report is printed.

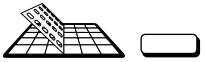
The combination keypad

The combination keypad of your fax machine fulfils several functions :

- **One-touch dial keys**, for quickly dialling the number of your fax partner



- **Function keys**, for direct access to the menu



- **Computer keypad**, for entering text.

This multiple key assignment is rendered possible by templates, positioned over the combination keypad in a corresponding arrangement. The keypad has a specific function depending on the position of the template.

The **function keys** allow quick access to frequently used functions of the fax machine:

Function	see page
CHAIN DIAL COMM	58
CHARGE CODE	112
DELAYED COMM	103
DIRECT TX	42
LOW SPEED TX	55
ITU MAILBOX	91
COVER SHEET	56
PRIORITY TX	41
RECOVERY TX	120
SEND AFTER SCAN	131
POLLING	64

Function	see page
SUB ADDRESS COMM	132
PCL PRINT	--
JOURNAL	95
PREV TX RPT.	93
RESERVATION LIST	98
SECURE RX	26
CHECK E-MAIL	--
TEL LINE SELECT	134
TEL LIST ENTRY	77
TEL LIST PRINT	101
CONTRAST	51

To use, position the corresponding template (function template) in such a way that the menu designations are visible. All you then need do is press the corresponding key.

Enter user name

In order to ensure that a transmitted fax document can also be uniquely identified, a transmission header is printed on the top 5 mm of the document. This transmis-sion header contains various items of information, incl. the user name and the sender ID of the fax machine which trans-mitted the documents.

User name:

You can enter any 40 characters (max.) for the user name.
Using the „KEYBOARD" function template renders a keyboard available that can, in principle, be used just like that of a PC or a typewriter. An alternative character set is made available via the ALTERNATE key, where special characters and accented letters (e.g. Umlaut) can be selected. After pressing the ALTERNATE key, the corresponding character set is displayed by pressing the corresponding letter key. The desired character is selected via the ◄ / ► control keys and inserted by pressing the ↵(ENTER) key. Pressing the ALTERNATE key again switches the special character mode off. In order to enter numbers, please use the numerical keypad. The following table lists the special characters assigned to the respective keys.

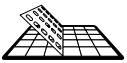
Key	[ALTERNATE] key	[SHIFT] Taste
a	à á â ã ä å æ ą ă	À Á Â Ã Ä Å Æ Ą Ă
c	ç ¿	Ć Ç Č
d	ď	Ď
e	è é ê ę ë ě	È É Ê Ę Ë Ě €
g	ğ	Ğ
i	ì í î ï ı	Ì Í Î Ï
l	ł ľ Í	Ł Ľ Ĺ
n	ñ ń ň	Ñ Ń Ň
o	œ °	Ò Ó Ô Õ Ö Ø Œ Ő
r	ŕ ř	Ŕ Ř
s		ß Š Ś Ş
t	ť ţ	Ť Ţ
u	ù ú û ü ů ű	Ù Ú Û Ü Ů Ű
y	ý	Ý
z		Ž Ź Ż

Place character: The character of your choice is placed wherever the flashing cursor is located. Please use the ◄ / ► keys to control the highlighted input.
Cancel characters: Move the cursor to the corresponding position and press the CANCEL key beneath the display. The character is then deleted and the remaining characters move one place to the left.
Replace character: Move the highlighting to the appropriate position and proceed as detailed under the procedure for entering a new character. The character is then overwritten.
Insert character: Press the INSERT key beneath the display. To exit this mode, press the INSERT key again.

When the name is completed, press the **START key.**

Example: Toshiba

Continued on next page.



A B C...

START

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
SET TERMINAL ID

ID NAME = (MAX 40)
■
```

Make your selection

Operate the KEYBOARD function template
Enter the name
Example: Toshiba

```
ENTER NAME

ID NAME = (MAX 40)
TOSHIBA■
```

Name is ready...

...confirm with START

Continue with „Enter the terminal ID“

Enter terminal ID

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

Example:

+44-2131-12345678

- Fax number
- Space (to improve legibilitly)
- Area code (without initial 0)
- Country code
- Plus symbol (for the international form)

⚠ In Germany it is obligatory to enter the terminal ID!

Continued from "Enter user name"

```
INT CODE?
1.ADD +
2.NOT NEEDED
```

Option for selecting the national or international form.

⚠ Please always select the international form.

Select a menu item

```
SET TERMINAL ID

TEL NUMBER=(MAX 20)
+■
```

Make your selection

Now enter the code
Insert a pause with pause button

```
SET TERMINAL ID

TEL NUMBER=(MAX 20)
+44-2131-158-905■
```

Code is complete...

START

...confirm with START

STOP

Press STOP, return to standby mode

Connection to PABX, obtaining a public line/Digital PABXs

The fax unit 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
- Flash key — 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 77).

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode


```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

3 / 4

Select a menu item

```
SET EXCHANGE TYPE
1.PSTN
2.PABX
```

The current connection type is highlighted

Continue with “Connection to main line / PABX’s”

Go to A PSTN

Go to B PABX

A PSTN

1

```
SET EXCHANGE TYPE
1.PSTN
2.PABX
```

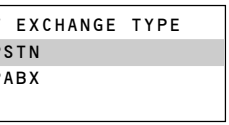
Select a menu item

STOP

Press STOP, return to standby mode

Continued on next page.

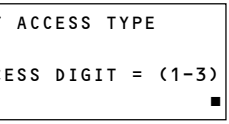
B PABX



Select a menu item

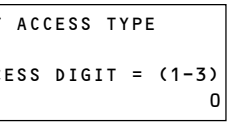
Make your selection

Select a menu item



Example: digit

Enter the digit(s) for obtaining public line



Example: 0

START

...confirm with START

STOP

Press STOP, return to standby mode

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.

STOP

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

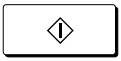
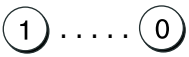
```
1.ENGLISH
2.ITALIANO
3.DEUTSCH
4.FRANCAIS
```

Select a menu item

Press STOP, return to standby mode

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-MAR-00 WED 19:56 RESIDUAL MEMORY 100%	Standby mode
	1.COMM. OPTIONS 2.LISTS 3.INITIAL SETUP 4.DEFAULT SETTINGS	**Start the menu** The first 4 menu items are displayed.
		Select a menu item
	SET TIME FORMAT 1.24 HOURS 2.12 HOURS	Make your selection for 12- or 24-hour format
		Select a menu item Example: 24-hour format
	SET DATE & TIME DD-MM-YYYY DAY 15-03-2000 WED	**Enter the date**
 START		Confirm with START
	SET DATE & TIME HH:MM 19:56	**Enter the time**
 START		**Confirm with START** Make your selection for the date format
	SET DATA MODE 1.MM-DD-YYYY 2.DD-MM-YYYY 3.YYYY-MM-DD	
		Select a menu item
	SET MONTH MODE 1.NUMERIC 2.NAME	Make your selection for the month (using figures or the name)
		**Select a menu item**
 STOP		**Press STOP, return to standby mode**

Set standby mode

If your fax machine is connected to the PSTN, there are two different ways of receiving documents.

Automatic reception

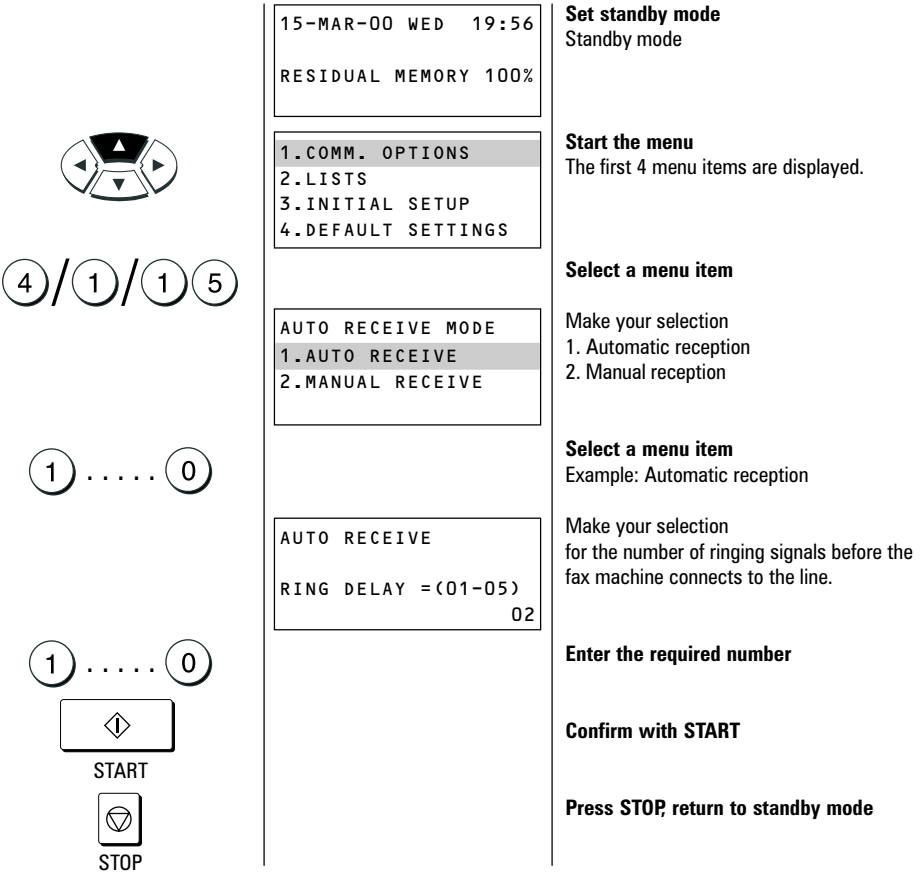
If the line is reserved exclusively for fax operation.
The fax machine switches over to reception as soon as the line rings. The number of rings before the fax machine is activated can be set (see below).

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

Manual reception

If the line is used primarily for telephone traffic.
The call must be accepted manually; the fax machine is not activated when the line rings. The call must be accepted manually; the fax machine is not activated when the line rings. The call must be accepted by an additional telephone. If you wish to transmit a document, you must press the START key of the fax machine.

⚠ Ensure that any fax calls can be accepted by means of the external telephone. Pressing the start key only has an effect if the handset is off-hook.



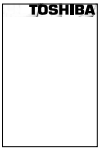
Reception reduction

If a fax is received which exceeds the length of the paper for received documents (e.g. due to a transmission header – see page 104), the copy would not be able to be printed out in full. In this case, the fax machine reduces the size of the document in scale with the original (max. 73%).
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**

4 / 3 / 0 3

1 0

STOP

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Reception reduction ON/OFF
Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed

Select a menu item

```
RX REDUCTION
1.ON
2.OFF
```

Make your selection
1. Reception reduction ON
2. Reception reduction OFF

Select a menu item

Press STOP, return to standby mode

Continued on next page.

4 / 3 / 0 4

1 0

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Discard ON/OFF
Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Enter the menu
The first 4 menu items are displayed.

Select a menu item

```
DISCARD
1.ON
2.OFF
```

Make your selection
1. Discard ON
2. Discard OFF

Select a menu item

Press STOP, return to standby mode

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.

⚠ In the event of a power failure, the contents of memory are retained for approx. 72 hour.

If the fax machine is to receive documents (in memory) in the event of paper-out or paper jam, the memory reception facility must be activated. This ensures that the fax machine is still able to receive documents outside normal business hours (e.g. at weekend or during the night).

⚠
- When the memory capacity is full, no further calls will be accepted.
- If you find that the memory is frequently too small, ask your dealer for a memory expansion!

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Memory reception ON/ OFF
Standby mode


```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

4 / 3 / 0 2

Select a menu item

```
SET MEMORY RX
1.ON
2.OFF
```

Make your selection
1. Memory reception ON, further reception possible
2. Memory reception OFF, no further reception possible

1 0

Select a menu item

STOP

Press STOP, return to standby mode

```
15-MAR-00 WED 19:56
PAPER EMPTY
RESIDUAL MEMORY 100%
MEMORY RECEPTION
```

Display messages for memory reception
Display in case of paper low.

or

```
15-MAR-00 WED 19:56
PAPER JAM
RESIDUAL MEMORY 100%
MEMORY RECEPTION
```

Display in case of paper jam.

Secure RX

In the **Secure RX** mode, the fax machine is ready to receive documents; however, incoming fax documents are not printed out and are retained in memory for a defined period. This for instance prevents fax documents which are received outside normal office hours from falling into the "wrong hands". The user is able to set the period during which the **Secure RX** mode is active. The user can also expand specific days in the week. Outside this period, all stored faxes are automatically printed out and further documents are received without any restriction.

⚠ Secure RX can only be activated if memory reception has been activated (see page 25).

4 / 3 / 0 / 1

1 0

A1

1 0

START

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
01.SECURITY CODE
02.ACTIVATE
```

Make your selection
1. Enter / edit security code (**see A**)
2. Activate **Secure RX** (only possible if security code is used - **see B**)

Select a menu item

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE =
                ■■■■
```

Enter security code (for first time)
Make your selection
for security code

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE =
                1234
```

Enter the security code

...confirm with START

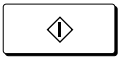
```
01.SECURITY CODE
02.ACTIVATE
```

Make your selection
1. Enter / edit security code
2. Activate **Secure RX** (only possible of security code is used)

Continued on next page.

A2

START



START

```
SECURITY CODE ENTRY
CURRENT CODE
SECURITY CODE =
                ■■■■
```

Security code edit
Make your selection for (old) security code

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE =
                ****
```

Enter the old security code

...confirm with START

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE =
                ■■■■
```

Make your selection
for new security code

Enter the new security code

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE =
                9876
```

...confirm with START

```
01.SECURITY CODE
02.ACTIVATE
```

Make your selection
1. Enter / edit security code
2. Activate **Secure RX** (only possible of security code is used)

Continued on next page.

B

SECURE RX

SECURITY CODE =

■■■■

Activate/deactivate Secure RX
Make your selection
for the current security code

1 0

Enter the current security code

START

confirm with START

SECURE RX
1.ON
2.OFF

Make your selection
for configuration of **Secure RX**
1. Configure and activate
   Secure RX
2. Deactivate **Secure RX**

1

Select a menu item

SECURE RX

TIME PERIOD =
16:00 - 09:00

Make your selection for the period in which **Secure RX** is active. (Move the cursor with the ◀/▶ keys)

1 0

Enter the period

START

confirm with START

SET SECURE RX
FOR 24 HR OPERATION?
1.YES
2.NO

Make your selection for **Secure RX**
1. Settings for day menu
2. Same setting for all days

1 0

Select a menu item
(Example: Menu item 1)

MONDAY
24 HR SECURE RX?
1.YES
2.NO

Make your selection. Is set period applicable for Monday?
1. YES
2. NO

1 0

Select a menu item

All days of the week (up to Sunday) can be set individually.

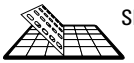
STOP

Press STOP, return to standby mode

Activate and deactivate Secure Rx

You can also activate the Secure Rx mode outside the set period, if for in-stance staff leave the office early. If you have the security code, you can likewise temporarily deactivate Privileged RX mode, in order to receive a print-out of the stored documents.

⚠ If you wish to activate Secure RX for another period, please follow the steps on page 26.




```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Temporary deactivation of Privileged RX mode for printing purposes
Standby mode

Operate the Menu function template

Press the corresponding function key

```
SECURE RX
1.START
2.PRINT
```

Make your selection
1. Reactivate **Privileged RX** mode
2. Temporary deactivation of Privileged RX mode for printing purposes

2

Select a menu item

```
RX MEMORY LOCK

SECURITY CODE
                ■■■■
```

Make your selection
for the current security code

1 0

Enter the current security code

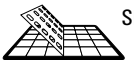
START

confirm with START

Privileged RX mode is temporarily deactivated. The memory contents are printed out immediately.

⚠ This mode can be set only if **Secure Rx** has been configured (see page 26).

Continued on next page.



1

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Reactivate Privileged RX mode
Standby mode

Operate the Menu function template

Press the corresponding function key

```
SECURE RX
1.START
2.PRINT
```

Make your selection
1. Reactivate **Privileged RX** mode
2. Temporary deactivation of Privileged RX mode for printing purposes

Select a menu item

The Secure RX mode is activated for the rest of the day.

⚠ This mode can be set only if **Secure Rx** has been configured (see page 26).

Correct sequence printout

If more than one document is transmitted, it is normal to start with the first page. As received copies are printed out face-up, this means that the received stack of documents is in reversed order. This would mean that the first page is the last page to be printed.
Please note that the entire reception procedure is first stored in memory before it is subsequently printed out. If the capacity of the memory is not sufficient, there will be a delay in printing out the documents in the correct sequence.

⚠ If you find that the memory is frequently too small, ask your dealer for a memory expansion!

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
REVERSE ORDER PRINT
1.ON
2.OFF
```

Make your selection
1. Correct sequence printout ON
2. Correct sequence printout OFF

Select a menu item

Press STOP, return to standby mode

Multiple printout

As your fax machine handles all reception jobs via its memory, it is possible for several copies instead of merely one copy to be printed out (up to 99). This means that the operator does not have to go to the photocopier. Please note that great strain is placed on the memory if you increase the number of copies and if several jobs are received simultaneously.

⚠ If you find that the memory is frequently too small, ask your dealer for a memory expansion!

4 / 3 / 0 8

1 0

START

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
RX MULTI COPY

COPY NUMBERS=(01-99)
                  01
```

Make your selection
Number of incoming copies

Select the required quantity
Example: 8 copies

```
RX MULTI COPY

COPY NUMBERS=(01-99)
                  08
```

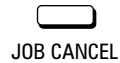
...confirm with START

Press STOP, return to standby mode

Delete reception

It is not possible to immediately recognise whether your fax machine is transmitting or receiving a document. The lamp does not distinguish between these two modes. You can only identify that a document is being received after you press the JOB STATUS key.

JOB STATUS



JOB CANCEL

START

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 77%
```

Standby mode

The lamp flashes to indicate activity on the line

Press the JOB STATUS key

```
LINE-1 RECEIVE P 001
FILE NBR = 122
EC 14400 BPS
+49 2131 158901
```

The current status is displayed (RECEPTION is displayed)

Press the JOB CANCEL key

```
CANCEL?
FILE NBR = 123
1.YES
2.NO
```

Confirmation prompt

...confirm with START

Current reception is terminated

Reception protection

The process of receiving documents is not subject to any restriction in principle.
However, if reception protection is activated, it is only possible for the machine to receive fax documents from partners whose fax number is stored in the fax machine. The transmitted code of the transmitter is compared against the contents of your alphabet dial memory or one-touch dial keys. If the comparison is not successful, the transmission is rejected.

⚠ Please note that fax reception is limited when the reception protection facility has been activated.
If you have not stored any fax numbers, no further fax documents can be received!

4 / 3 / 0 6

1 0

STOP

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
SET PRIVILEGED RX
1.ON
2.OFF
```

Make your selection
1. Reception protection ON
2. Reception protection OFF (normal)

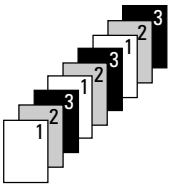
Select a menu item

Press STOP, return to standby mode

Local copy

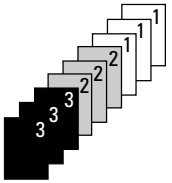
You can use your fax machine to make one or more copies (up to 99).
You can select a sorter function if several copies of various documents are to be made simultaneously. The copies are sorted and reproduced in the sequence in which the original documents were inserted into the document feed.

Sorter function ON



- Copies are sorted automatically.
- Requires adequate memory (if memory is full, the copying process is terminated. If you find that the memory is frequently too small, ask your dealer for a memory expansion!
- All documents are scanned into the machine, resulting in a longer copying procedure.

Sorter function OFF



- Copies are sorted manually.
- Not much memory required.
- The copying procedure is shorter.

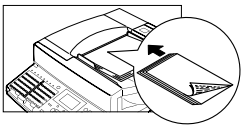
In the case of documents that are longer in size than A4, the excess parts are not copied. If, however, all parts are to be copied, the Copy reduction function must be activated.
The **Copy reduction** function can be activated when preparing the copy. It acts in both axes, thus resulting in a true-to-scale reduction. Four fixed scales are available, as well as an automatic reduction option.
If additional (optional) **paper cassettes** are available, a specific cassette can be accessed for each respective copy.

- The copy is always made with „FINE" resolution (see page 50).
  Resolution "U-FINE" can be set if required.
- The „HALFTONE" mode setting is always possible.
- Automatic copy reduction is not possible when the paper cassette selector has been set to AUTO.
- The "LETTER HEAD PAPER" cassette is not accessed if the cassette selector has been set to AUTO.
- A copy cannot be made when the fax machine is receiving a document.

Continued on next page.

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Local copy
Standby mode



```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

COPIE

```
COPIES=(1-99)        1
PAPER          AUTO
REDUCE         100%
COLLATE        ON  OFF
```

Press COPY key
Make your selection

```
100%
AUTO
86%
75%
```

Select copy parameters
Example: REDUCE
Information on the reduction is displayed

Adjust reduction

START

Confirm with START
Make your selection

```
COPIES=(1-99)        1
PAPER          AUTO
REDUCE         75%
COLLATE        ON  OFF
```

Activating/Deactivating sorted copies

1 0

Enter amount of copies

START

confirm with START

Document format

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

	Single sheet	2 or more sheets
Document size (max)	216 mm (W) x 1000 mm (L)	
Document size (min)	148 mm (W) x 100 mm (L)	
Effective scanning width	206 mm	
How many sheets can be loaded at one time?		max. 50 sheets A4
Thickness of paper	0,05 ~ 0,15 mm	0,06 ~ 0,12 mm
Quality of paper	Uncoated on both sides	

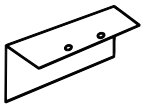
Please note:

- Documents longer than 420 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.

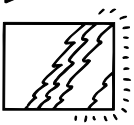
Problem documents ...

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 douments



There are two ways of avoiding this problem:...

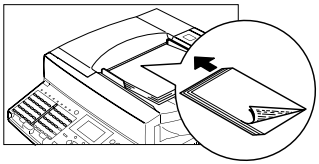


...by photocopying or using a carrier sheet.
Your TOSHIBA dealer can supply you with the necessary carrier sheets.

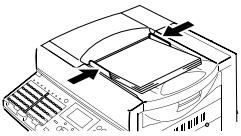
How to use carrier sheets:

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. If you intend to load documents which are longer than A4 format, you should pull out the extension of the document support. Push the side paper guide up against the document(s). Now place your document(s) on the document tray - up to 50 at one time - as shown.
All documents must be inserted face down!



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

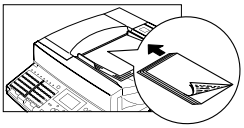
Automatic fax messages

To send fax messages in the traditional manner: Insert document(s), enter the fax number and the connection is automatically established. The fax machine reads the documents into memory and then transmits them. The advantage for the user: The document feed is only ever used for a brief period of time; irrespective of whether a fax is being transmitted or not. (please also refer to page 39, **Transmission from memory**).
If you decide to use the listening-in version (see page 48) , you can also acoustically monitor the call establishment process. This is useful whenever you have problems with establishing a connection. The reason is frequently a wrong number, or a fax machine which is not ready to receive.

⚠ The free memory display varies depending on the utilisation level of stack memory.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load originalR
emember: Printed side face down
Document ready
To remove the document from the document feed, press the STOP key again.

(1) . . . . . (0)

Enter the fax number

```
TEL NUMBER=(MAX 128)
02131158901
```

The entered fax number is displayed. Any corrections can be made using the ◀ -key, or the complete number can be cleared by pressing the STOP key.
To remove the documents from the document feed before they are processed, press the STOP key again.

START

...confirm with START

```
SCANNING INTO MEMORY
FILE NBR. = 01
RESIDUAL MEMORY 99%
```

While the document is being read into the machine:
The machine displays the job number (file number) and current memory capacity.

The corresponding line lamp blinks as soon as the fax machine goes online.

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 99%
```

The display indicates normal transmission or reception mode during this process.

Stack mode

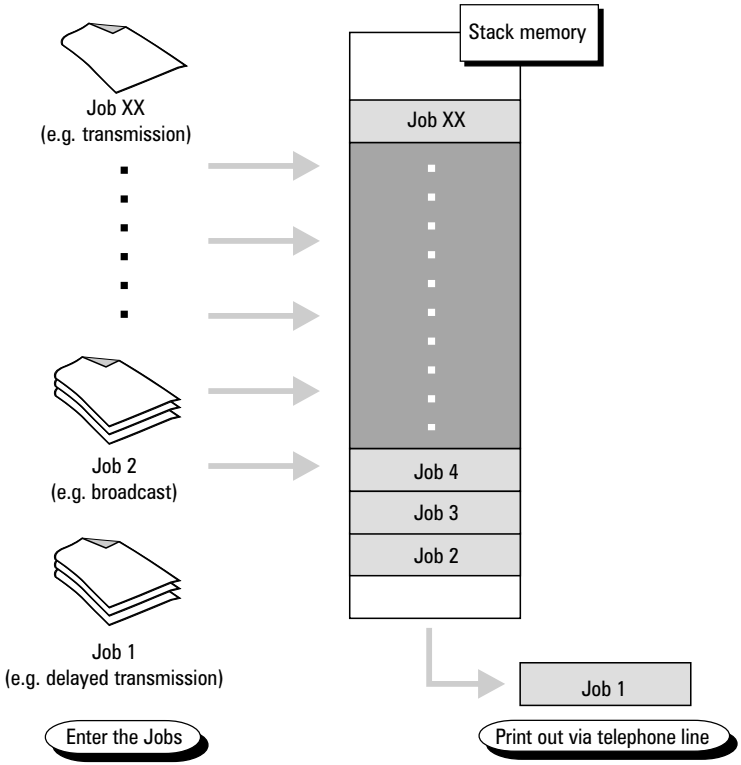
A frequently encountered problem with fax machines is that the document tray is blocked while a document is being transmitted; no other documents can be transmitted while the fax machine is transmitting or receiving documents.

This is different with your fax machine:

All documents are read into the memory and are then transmitted from this memory. Incoming documents are also read into the memory before they are printed out. The advantage of this method is that the document tray is virtually always free and that documents can be transmitted almost irrespective of the transmission or receiving status of the fax machine.
Each procedure is known as a job. A job may consist of one or more documents which you can transmit to your partners. A job can also be a multi-address transmission or a delayed transmission. Your fax machine is able to manage 100 such jobs. Each of these jobs is placed on a stack, from where they are processed in sequence. Your fax machine accepts jobs even while it is transmitting or receiving documents; this means that the document tray is always ready.

The fax machine allocates a number to each job, and this number can be viewed via the job list (XX list) (s. page 98).
The stack memory is protected via an internal battery. This means that no memory loss occurs if the machine is switched off or if there is a power failure. As soon as the fax machine is switched on again or as soon as the power supply is restored, the job is resumed at the point at which it was interrupted. The bridging period depends on the memory status, although it is at least one hour.

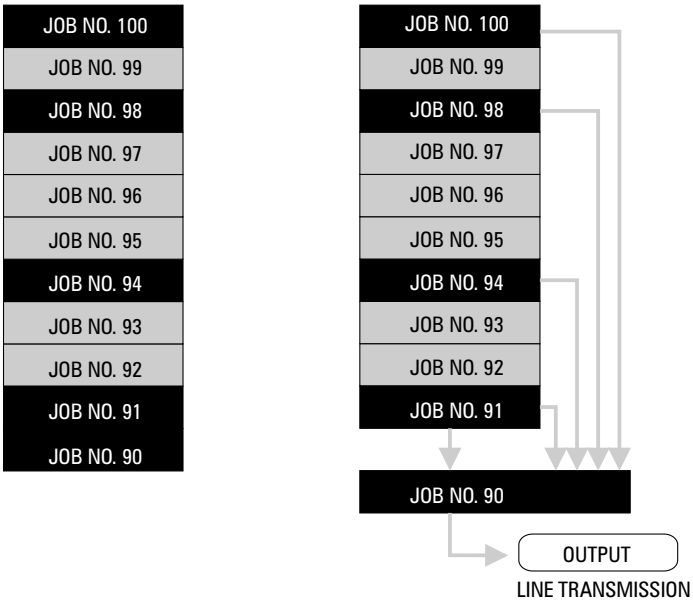
⚠ The transmission and reception memory is activated in the basic setting of the fax machine. You can change these basic settings to suit your individual requirements (see page 25 / 123).



Useful job management

As the stack memory in your fax machine is so large, it may happen that several jobs have to be transmitted to the same fax number. As a fax connection is used more economically if more data are transmitted, it would make sense to transmit all of these jobs in a single process. Whenever it handles a new job, your fax machine therefore checks the stack to establish whether there are additional jobs with the same fax number. If this is the case, these jobs are handled together irrespective of their position in the stack. The job number of these jobs is retained until stack management encounters the first job of the same fax number.
The process is recorded in the transmission journal (see page 95), with an identical sequential number.

⚠ In case of delayed transmission the jobs are sent together if time and fax number are equal.



Some jobs of the stack have the same fax number (black).

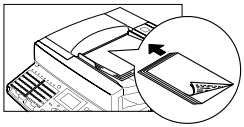
The first job with the same fax number pulls the other jobs together.

Important transmission

The stack of your fax works according to FIFO (first in - first out). This situation can be compared to a queue: The most recently entered job has to wait the longest. This might be problematical for transmitting a certain document, particularly if stack memory already contains several jobs. The **"important transmission"** function is available for such situations. If this function is selected, the current job is given top priority. This job is carried out immediately after the last action, irrespective of the position in stack memory.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

Operate the Menu function template

Press the corresponding function key

```
PRIORITY RESERVE
ENTER TEL NUMBER
SPEED DIAL KEY OR
ONE TOUCH KEY
```

Make your selection
for Fax number

Enter the fax number
or
select alphabet dial, one-touch dial or telephone directory (q.v.)

...confirm with START

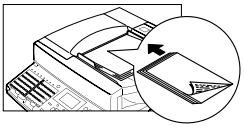
Direct transmission

In the normal transmission mode your fax machine reads all documents into the memory before they are transmitted (see page 39). If the documents are too large for the memory or if you have too many documents, you can also send directly from the document tray without reading the documents into the memory.

⚠ If you find that the memory is frequently too small, ask your dealer for a memory expansion!

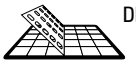
```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready



Operate the Menu function template

Press the corresponding function key

```
DIRECT TRANSMIT
1.YES
2.NO
```

Make your selection
for direct transmission

(1)

Select a menu item

```
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

(1) . . . . . (0)

Enter the fax number
or
select alphabet dial, one-touch dial or telephone directory (q.v.)

START

...confirm with START

The documents are now transmitted directly via the document feed

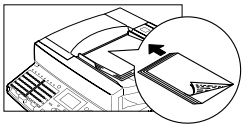
Transmission using alpha dial

The alphabetic dialling facility enables you to enter a brief “address” instead of the (frequently long) fax number of your partner. The real fax number is then permanently stored under this "address". The alphabetic dialling facility thus enables you to save time with frequently used fax numbers.

Please refer to page 77 for details of how to save alphabet dialling numbers.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

SPEED DIAL

Activate the dialling key

```
TELEPHONE NBRS LIST
1.ABB NUMBERS
2.SEARCH NAME
3.GROUP NUMBER
```

Make your selection
for type of dialling
1. Dialling with abb. numbers
2. Dialling with telephone directory
3. Group dialling (using group numbers)

1

Select a menu item

```
COMM RESERVATION

ABB NUMBER=(1-999)
                  ■
```

Make your selection
for the alphabet dial number

1 0

Enter the alphabet dial number
Example: 1

```
COMM RESERVATION

ABB NUMBER=(1-999)
                  1
```

START

...confirm with START

```
COMM RESERVATION

ABB NUMBER=001
TOSHIBA EUROPE
```

The fax machine displays the selected alphabet dial memory and the fax partner allocated to this memory position.

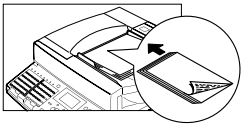
The document is read into memory (see page 38)

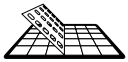
Transmission one-touch dial

One-touch dialling provides you with a very easy method of dialling the number of your partner.
73 Spaces*) can be freely assigned to fax numbers. Simply press a single button to start the dialling procedure.

*) Some of the one-touch dial keys of your fax machine have double assignments. As soon as you operate the corresponding function template, additional number memory spaces are available.

⚠ Please refer to page 82 for details of how to store one-touch dialling numbers.





1 2 3...

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

Press the one-touch dial key
Example: one touch 35

```
ONE TOUCH = 35
TOSHIBA EUROPE
```

The machine displays the selected one-touch dial key and the fax partner assigned to this one-touch dial key.

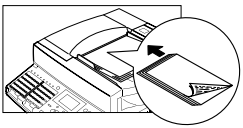
The document is read into memory (see page 38)

Faxing with telephone directory

This type of dialling is similar to the process of searching in a telephone directory. If you enter the initial letter of your fax partner, the machine searches for the corresponding fax number in the alphabet dial memory or on a configured one-touch dial key. This procedure is particularly useful when you know the names of specific fax partners.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

SPEED DIAL

```
TELEPHONE NBRS LIST
1.ABB NUMBER
2.SEARCH LETTER
3.GROUP NUMBER
```

Activate the dialling key
Make your selection
for type of dialling
1. Dialling with abb. numbers
2. Dialling with telephone directory
3. Group dialling (using group numbers)

2

Select a menu item

```
ENTER SEARCH NAME:

ID NAME = (MAX20)
■
```

Make your selection
for the initial letter.
Please refer to page 15 for entering letters.

A B C...

Enter the alphabet dial number
Example: “B” *)

START

...confirm with START
The first name is displayed

```
ENTER SEARCH NAME

BAKER
[▲▼]    00001/00005
```

use the control keys to select the required name

START

confirm with START
The fax machine displays the selected alphabet dial memory and the fax partner allocated to this memory position.

```
ABB NUMBER = 007
BROWN
```

The document is read into memory (see page 38)

*)

```
SEARCH LETTER = X

-----------------
```

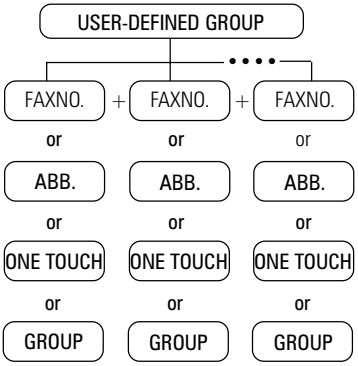
This display appears if no name is stored under the selected letter.

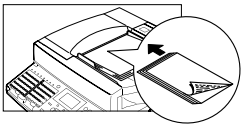
⚠ The search function is case-sensitive!

Single multi-address transmission

If you intend to send a document to several fax partners as quickly as possible, this function can be used for defining a **single free group.** The group is cancelled after the procedure is completed. Direct-dialling numbers, one-touch dial numbers and freely assignable numbers (max. 100) can be grouped in any desired combination.

⚠ Permanently stored groups (see page 85), can also be integrated into the group in this way.

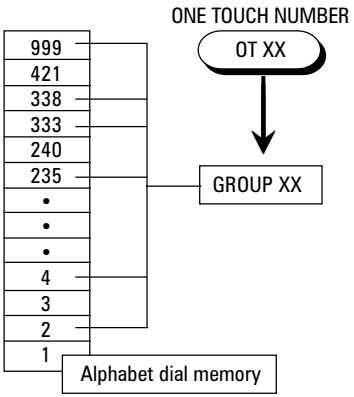


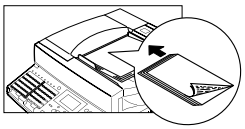
	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100%	Standby mode
	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100% ENTER TEL NUMBER	**Load original** **Remember: Printed side face down** Document ready
MULTI		**Press the MULTI key**
	MULTI GROUP 000 ENTER TEL NUMBER, SPEED DIAL KEY OR ONE TOUCH KEY	Make your selection for fax number (page 38), Alphabet dialling (page 43), One-touch dialling (page 44), Telephone directory (page 45), group (page 47)
START		**...confirm with START** (depending on selected action)
	MULTI GROUP [▲] TO PREVIOUS ENTER MORE OR PRESS [START]	Make your selection for further group elements (Previously entered dial numbers can be called up and edited or deleted with the control key ▲)
		-or-
START		**...confirm with START**
		The document is read into memory (see page 38)

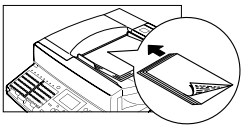
Stored broadcast

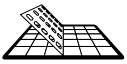
If you have a fixed group of fax partners to whom you frequently have to send broadcast fax messages, the stored broadcast facility is just what you need.You can store 50 different group of your choice. Additional you can assign each group to a one-touch dial key. Multi-adress transmission is then carried out by pressing the appropriate one-touch dial key.

⚠ Please refer to page 85 for details of how to program permanent groups.



	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100%	**Broadcast via group number** Standby mode
	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100% ENTER TEL NUMBER	**Load original** **Remember: Printed side face down** Document ready
SPEED DIAL		**Activate the dialling key**
	TELEPHONE NBRS LIST 1.ABB NUMBER 2.SEARCH LETTER 3.GROUP NUMBER	Make your selection for type of dialling 1. Dialling with abb. numbers 2. Dialling with telephone directory 3. Group dialling (using group numbers)
3		**Select a menu item**
	GROUP NBR = (1-1999) ■	Make your selection for group number
1 0		**Enter group number**
	GROUP NBR = (1-1999) 0007	
START		**confirm with START** The document is read into memory (see page 38)





1 2 3...

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Broadcast via one-touch dial key
Standby mode

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember:Printed side face down
Document ready

Press one-touch dial key under which a group is stored
The document is read into memory (see page 38)

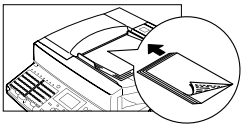
Monitoring (direkt)

When a fax transmission is monitored, the call establishment attempt is played back via the built-in speaker. This means that you have an additional acoustic check for monitoring the call establishment procedure. This facility is useful whenever a connection is not established. This is frequently due to a wrong number or a fax machine that is not ready to receive.

⚠ With the listening-in alternative, the document is not read into the memory; it is retained on the tray until the receiving fax machine has been contacted.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

MONITOR

Activate monitoring

```
ON HOOK

TEL NUMBER =
■
```

Make your selection
for the fax number

1 0

```
ON HOOK

TEL NUMBER =
12345678
```

Enter the fax number
Dialling starts

As soon as you hear the other fax machine (constant whistle)

START

...confirm with START

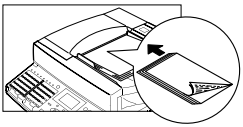
The document is transmitted immediately (without being read into memory).

Monitoring (by job)

When a fax transmission is monitored, the call establishment attempt is played back via the built-in speaker. This means that you have an additional acoustic check for monitoring the call establishment procedure. This facility is useful whenever a connection is not established. This is frequently due to a wrong number or a fax machine that is not ready to receive.

⚠ With this listening-in version, the document is read into memory. The listening-in facility is linked to the job as an additional option.

Please follow the descriptions of page 106 if **all** outgoing fax transmissions are to be played back via the loudspeaker.



1 / 2

1

START

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed

Select a menu item

```
LINE MONITOR
1.ON
2.OFF
```

Select a menu item

```


RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Make your selection
for fax number, alphabet dialling, one-touch dial or telephone directory

...confirm with START

The document is read into memory (see page 38)

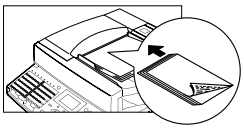
Set resolution

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

STD	For hand-written or typewritten documents (basic setting)
FINE	For documents with small type such as newspapers and diagrams
U-FINE	For documents with very small and detailed diagrams
HALFTONE	256 grey stages for photographs or colour documents

- For the grey stages, you can choose between fine and superfine (U-FINE)
- If the resolution is increased or if the grey stage mode is selected, the transmission time is lengthened (this involves additional costs!), as more lines or more information are transmitted.

*) Please refer to page 124 if you wish to change the BASIC SETTING for resolution.



MODE

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

FINE

U-FINE

HALFTONE

Press „MODE“
Press the MODE key several times to make the required setting.
Standard resolution = All lamps off

The setting selected in this way is only applicable for the current job. When the document has been read in, the resolution is reset to the default value.*

Dialling the fax partners

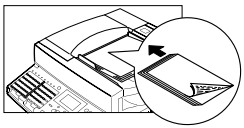
Set contrast

Where the print on documents is weak or where colour character sets are used, it is possible that some characters might not be transmitted. In such cases, you should set the contrast to darker.
On the other hand, some documents contain characters in coloured fields. In such cases, you should set the contrast to ligther.
You can judge the effect of this setting - and thus also the quality of your fax transmission - by using the self-copy facility (see page 35).

*) Please refer to page 124 if you wish to change the basic setting of the contrast.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

Operate the Menu function template

Press the corresponding function key

```
SET CONTRAST
1.NORMAL
2. DARKER
3. LIGHTER
```

Make your selection
for the contrast setting

Select a menu item

```
COMM RESERVATION

RESIDUAL MEMORY 100%
ENTER TEL. NUMBER
```

The setting which has now been selected is applicable only for the current job. When the document has been read in, the contrast is reset to the default value.*

Dialling the fax partner

Transmission options, ECM on/off

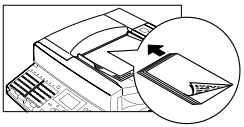
Your fax machine is equipped with an error correction facility (ECM). If your fax partner also has an error correction facility, this permits error-free fax transmission. One effect linked with ECM is that the transmission time increases if there are any problems on the line. This may involve very high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

⚠ If the error correction mode is disabled in the basic setting (see page 125), ECM is temporarily enabled using the adjacent method.

*) Please refer to page 125 if you wish to change the basic setting of the error correction mode.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed

1 / 4

Select a menu item

```
SET ECM
1.ON
2.OFF
```

The fax machine displays the current setting

1 0

Select a menu item

```
RESIDUAL MEMORY 100%
ENTER TEL. NUMBER
```

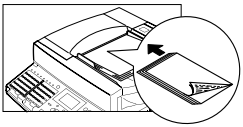
The setting which has now been selected is applicable only for the current job. When the document has been read in, the contrast is reset to the default value.*

Dialling the fax partner

Transmission options, number of pages

Enter the number of pages to be transmitted before the transmission procedure commences (in the mode: Direct transmission, see page 42).
Before sending a document, you can use this option to enter the number of pages being sent. The until will compare the number of pages actually sent with the number you entered.

- Because the ratio of transmitted pages is automatically displayed when a document is transmitted from stack memory, the function represents a **feed check** in this mode. If the specified number of pages is not identical with the actual situation, the following message is displayed "PAGE # MISMATCH".



1 / 1

START

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed

Select a menu item

```
PAGE NUMBER

PAGE NUMBER =(1-999)
                    ■
```

Make your selection
for the number of pages

...confirm with START

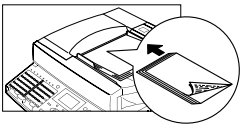
```


RESIDUAL MEMORY 100%
ENTER TEL. NUMBER
```

Dialling the fax partner

Transmission options, protected transmission

The transmission of documents is restricted.
You can now only send documents to fax machines whose ID is identical to the dialled fax number. You can thus only fax your documents to specific fax partners.

*) Please refer to page 126 if you wish to change the basic setting of transmission protection.



1 / 5

1 0

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed

Select a menu item

```
SET SECURITY TX
1.ON
2.OFF
```

The fax machine displays the current setting

Select a menu item

```
RESIDUAL MEMORY 100%
ENTER TEL. NUMBER
```

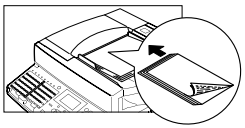
The selected setting is applicable only for the current job. When the document has been read in, transmission protection is reset. *

Transmission options, reduced speed

When sending documents overseas or if an increased error ratio is encountered, you should lower the transmission speed in order to reduce the number of errors. Similar to a situation in traffic where speed is adjusted to the given conditions!

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

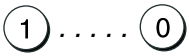
Operate the Menu function template

Press the corresponding function key

```
QUALITY TX
1.OFF
2.14400BPS
3.9600BPS
```

Make your selection
for transmission speed

1: Maximum speed



Select a menu item

```
RESIDUAL MEMORY 100%
ENTER TEL. NUMBER
```

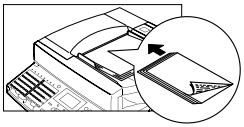
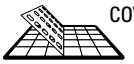
The selected setting is applicable only for the current job.

Dialling the fax partner

Transmission options, send cover sheet

The cover sheet is a form which is placed at the head of your fax transmission. It is a tool to enable the operator to classify an incoming fax more easily.
The data are entered on the cover sheet via the combination keypad (see page 14).

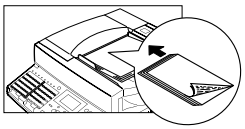
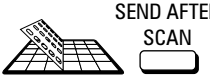
⚠ If you wish to use this option, you must first enable the cover sheet function (see page 118).

	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100%	Standby mode
	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100% ENTER TEL NUMBER	**Load original** **Remember: Printed side face down** Document ready
 COVER SHEET		**Operate the Menu function template** **Press the corresponding function key**
	COVER SHEET 1.SEND 2.PRINT	Make your selection 1. Send cover sheet 2. Print cover sheet
1		**Select a menu item**
	ENTER REMOTE NAME ■	**Enter the addressee** (refer to page 15 for the procedure)
START		**confirm with START**
	ENTER YOUR NAME ■	**Enter the sender** (refer to page 15 for the procedure)
START		**confirm with START**
	RESIDUAL MEMORY 100% ENTER TEL. NUMBER	**Dialling the fax partner**

Transmission options, send after scan

The default setting for the fax machine causes the fax machine to commence dialling immediately after pressing the START button for a scan job. In the case of extensive fax jobs, this can result in the page number descriptor in the TX header on the first few pages being incomplete. This in turn results in a memory overflow, the transmission is interrupted and the document part waiting in memory is deleted. This prevents the document feed becoming jammed.
If an extensive document is to be faxed, the basic settings should be adjusted temporarily. In this context, transmission is only commenced after the entire document has been scanned. Furthermore, the way in which the fax machine is to handle a memory overflow can also be set.

⚠ The basic setting for this function can be found on page 131.

	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100%	Standby mode
	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100% ENTER TEL NUMBER	**Load originalRemember:Printed side face down** Document ready **Operate the Menu function template**
 SEND AFTER SCAN		**Press the corresponding function key**
	SEND AFTER SCAN 1.YES 2.NO	Make your selection for SEND AFTER SCAN 1. Send during scanning 2. Send after scanning
1		**Select a menu item**
	WHEN MEMORY FULL 1.DELETE SCAN PAGES 2.SEND SCAN PAGES	In the case of selection 1 (behaviour in the event of a memory overflow) 1. Cancel sending (document feed ready for use) 2. Continue sending (documents remain in the document feed until the memory is free)
1 0		**Select a menu item**
	RESIDUAL MEMORY 100% ENTER TEL. NUMBER	**Dialling the fax partner**

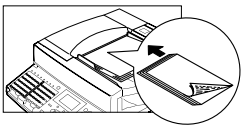
Chain dialling

When dialling unabbreviated numbers, the number can be made up of various parts. You are able to combine all forms with each other:

- One-touch dialling (see page 44)
- Dialling with telephone directory function (see page 45)
- Dialling with alphabet number (see page 43)
- Dialling via the numeric keypad
- Dialling pause (using the PAUSE key)

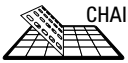
```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready



Operate the Menu function template

Press the corresponding function key

```
CHAIN DIAL COMM
ENTER TEL NUMBER,
ABB NBR OR
ONE TOUCH KEY
```

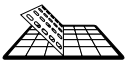
Make your selection
the fax number can be made up of various items of input

(1) . . . . . (0)

or

SPEED DAIL

or



Enter the number(s)
when you are ready.

...confirm with START

Dialling the fax partner

Call redial

Auto call redial:

If it was not possible for your fax message to be sent, this may be due to various reasons (please read page 143). One reason may be that the other fax machine is busy. In this case, it would make sense to call your partner again at a later time. This is done automatically by your fax; it attempts to send the fax message again approx. every 3 minutes.

⚠ You are able to individually set the period between the call redial attempts and also the number of redial attempts (see page 107).

Manual call redial:

If the memory contains a job which you wish to redial immediately, you can select this job and manually select the redial procedure (see diagram).

- Manual call redial does not have any influence on the preset number of call redial attempts (see page 107).

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 77%
```

Manual call redial (from memory)
Standby mode
Requirement:
There must be at least one job which has already been dialled and not transmitted.

REDIAL
PAUSE

Press the REDIAL/PAUSE key

```
REDIAL:
[ENTER]:START
[▲]:PREVIOUS SCREEN
[▼]:NEXT SCREEN
```

Make your selection
for selecting the required job*

after 5 seconds

```
SINGLE TRANSMIT
TOSHIBA EUROPA
15-03-00   19:33
FILE NBR =  008
```

The first available job is displayed.
Please refer to page 62 for details of the job format

Select the job which you want to redial.

START

confirm with START

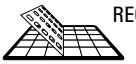
The job is carried out again.

```
REDIAL


NUMBER NOT LISTED
```

*) If there is no job available for the redial facility, the machine displays the following message:

Resend (retained job)

If your fax machine is set to retain a job (see page 120) you can resend this job by the following procedure. The criteria applicable for a "fresh" job are applicable for the newly activated job.
You also have the option of changing the fax numbers assigned to the job.




```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 77%
```

Standby mode

Operate the Menu function template
Press the corresponding function key

```
RECOVERY TRANSMIT
[ENTER]:START
[CANCEL]: DELETE
[▲▼]: SEARCH
```

Make your selection
for selecting the required job

after 5 seconds

```
SINGLE TRANSMIT
TOSHIBA EUROPA
15-MAR-00   19:56
FILE NBR =  008
```

The first available retained job is displayed.
Please refer to page 62 for details of the job format

Select the job which you wish to activate.

```
SINGLE TRANSMIT
DUKE NUKEM
15-MAR-00   19:45
FILE NBR =  007
```

START

...confirm with START

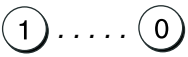
```
SINGLE TRANSMIT
1.START
2.CHANGE
```

Make your selection
1: Job is reactivated unchanged
2: Fax number can be changed (not for direct-dialling numbers / one-touch dial numbers)

Select a menu item
Example: Change the fax number

```
TEL NUMBER =(MAX128)
1234567
```

Current fax number is displayed



Enter new fax number

START

Confirm with START
The selected job is used again.

```
NO ENTRY
```

*) If no job is retained, the following error message is display:

```
NOT ALLOWED NOW
```

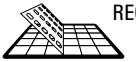
*) If the "retained job" function is not activated, the following error message is display:

Cancel a retained job (with retain job)

If your fax machine is set to retain job (see page 120), you can use the following steps to cancel the retained job.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 77%
```

Standby mode



Operate the Menu function template

Press the corresponding function key

```
RECOVERY TRANSMIT
[ENTER]:START
[CANCEL]: DELETE
[▲▼]: SEARCH
```

Make your selection
for selecting the required job

after 5 seconds

```
SINGLE TRANSMIT
TOSHIBA EUROPA
15-MAR-00    19:56
FILE NBR =   008
```

The first available retained job is displayed. Please refer to page 62 for details of the job format

Select the job which you wish to cancel.

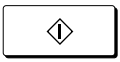
```
SINGLE TRANSMIT
DUKE NUKEM
15-MAR-00    19:45
FILE NBR =   007
```

JOB CANCEL

Press the JOB CANCEL key

```
DELETE ?
FILE NBR. = 007
1.YES
2.NO
```

Confirmation prompt

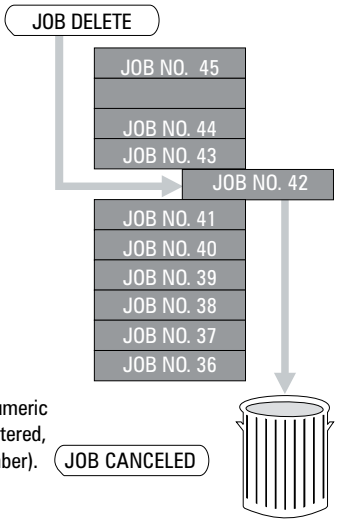

START

...confirm with START

Selected job is cancelled

Cancel transmission

If you enter the wrong fax number or if you have dialled the wrong fax partner, the relevant job has to be cancelled. It is important to distinguish between a job which is read into memory (stack mode, page 39) or transmitted directly (direct transmission, page 42).
If the job is read into memory, the current action of the fax machine is not related to the momentary operation of the machine. In order to cancel a specific job, it is necessary to select it specifically from other jobs which are waiting to be handled. This is achieved by "paging" through the job stack.



The job is displayed as follows:

```
SINGLE TRANSMIT
DUKE NUKEM
15-MAR-00    19:45
FILE NBR =   007
```

Type of job
Name of the fax partner
(if the number is dialled via the numeric keypad or if no name has been entered, the machine displays the fax number).
Date and time
when the job was entered
Job number (1 - 999)

In addition to cancelling a specific job from the stack, you can also cancel the current transmission. For this purpose, please refer to page 121 "query job status".

Cancel job during "direct transmission"
Fax machine is dialled in direct mode (transmission)

```
DIALING
FILE NBR =  008

            123456789
```

STOP

Press STOP

```
CANCEL?
1.123456789
2.NO
```

Confirmation prompt

1

Select a menu item

Job is cancelled

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 77%
```

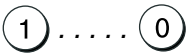
Cancel from stack
Standby mode

JOB CANCEL

Press the JOB CANCEL key

```
JOB CANCEL
1.TRANSMIT
2.JOB NUMBER
```

Cancel menu is displayed
(Display can vary, depending on the outstanding jobs)



Select a menu item

```
JOB CANCEL
[ENTER]: CANCEL
[▲]:PREVIOUS SCREEN
[▼]: NEXT SCREEN
```

Make your selection
for selecting the required job

after 5 seconds

```
SINGLE TRANSMIT
TOSHIBA EUROPA
21-MAR-00   19:33
FILE NBR =  008
```

The first available job is displayed.

Select the job which you wish to cancel.

```
SINGLE TRANSMIT
DUKE NUKEM
15-MAR-00   19:45
FILE NBR =  007
```

JOB CANCEL

Press the JOB CANCEL key

```
CANCEL?
FILE NBR. = 007
1.YES
2.NO
```

Confirmation prompt

START

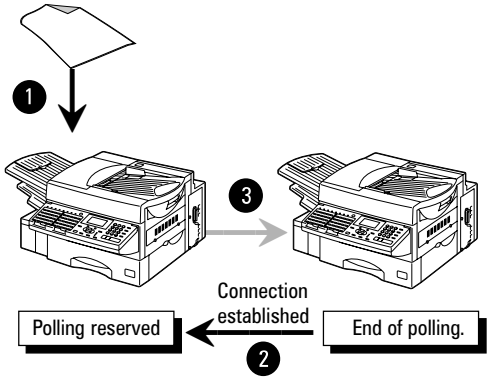
...confirm with START

Selected job is cancelled

Reserve polling

General:

The polling procedure is used for receiving a document. The difference between polling and "normal" reception is that the call is established by the person wishing to receive the document, and that the call charges are incurred by the person receiving the document.
More and more companies are using the polling facility as "FAX on DEMAND", for instance for providing information such as weather reports, current price lists, stock exchange news, traffic jam predictions, etc.
For the polling facility to be used, it must be reserved beforehand.



Reserve polling

Other fax partners can poll information from your fax machine if you set up this facility with this function. Your document which you reserve for polling is read that into the memory of the machine so that the document tray is not blocked.

There are two types of reservation available:

- **single reservation:**
  Your stored document is deleted as soon as the document has been polled.
- **permanent reservation:**
  Your stored document is permanetly available for polling.

⚠ Only one document can be reserved for polling.

Polling protection

Polling reserved in this manner is not protected. I.e. every fax machine which has a polling facility is able to poll documents from your machine. The polling protection facility is activated in order to prevent unauthorised polling (only possible with single reservation).

Two options are available for polling protection:

1. **NUMBER:** With this option, you specify the number of the fax machine which is permitted to poll documents from your machine. However, it is essential that the code of the polling fax machine is identical to the number which you enter as polling protection.
   Please enter the **complete** number of the polling fax machine.
   Example:
   Number of the polling fax machine: +44-2131-1234567890
   Entry for polling protection: 4421311234567890

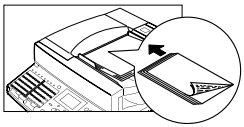
2. **CODE:** If you wish to reserve the polling facility exclusively for TOSHIBA fax machines, you can use the four-digit TOSHIBA code as polling protection. Documents can then only be polled if this code is identical in both fax machines.

⚠
- Only one form of polling reservation is possible at any one time.
- Please refer to page 68 for details of how to cancel polling reservation.
- The choice of resolution (see page 50) also has an effect on memory behaviour. The higher the resolution, the higher is the strain placed on memory volume.

*) In case of memory overflow, your dealer is able to offer a memory upgrade.

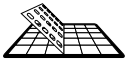
15-MAR-00 WED 19:56
RESIDUAL MEMORY 100%

Reserve single polling
Standby mode



15-MAR-00 WED 19:56
RESIDUAL MEMORY 100%
ENTER TEL NUMBER

Load original
Remember: Printed side face down
Document ready



Operate the Menu function template

Press the corresponding function key

POLLING
1.POLLING
2.POLLING RESERVE
3.PROG. CONT. POLL.

Make your selection
for polling modes

2 / 1

Select a menu item

SECURITY CODE/TEL ?
1.NO
2.SECURITY CODE
3.TEL. NO.

Polling protection?
1. No polling protection
2. TOSHIBA code
3. Telephone number
4. TOSHIBA code + telephone number (concealed)

1 0

Select a menu item
(Example: 4 = TOSHIBA Code + Telephone number)

POLLING RESERVE

SECURITY CODE =
■■■■

Make your selection
for TOSHIBA Code (4-digit number)

1 0

Enter the TOSHIBA code

START

confirm with START

POLLING RESERVE

SECURITY TEL=(MAX20)
■

Make your selection
For the number (code) of the polling fax machine

1 0

Enter the number

START

...confirm with START

The document will be stored in memory and is ready for polling.

Reserve polling, permanent (general infobox)

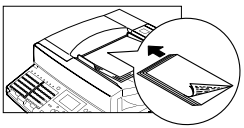
With permanent polling, the document is retained in the memory of the fax machine so that it can be constantly polled. “FAX on DEMAND” can be configured in this way. Items of information such as weather report, current price lists, stock market news, traffic jam forecasts, etc. can thus be constantly maintained for polling.

- Only one form of polling reservation is possible at any one time.
- Please refer to page 68 for details of how to cancel polling reservation.
- The choice of resolution (see page 50) also has an effect on memory behaviour. The higher the resolution, the higher is the strain placed on memory volume.

*) In case of memory overflow, your dealer is able to offer a memory upgrade.

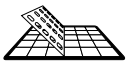
15-MAR-00 WED 19:56
RESIDUAL MEMORY 100%

Reserve permanent polling (Infobox)
Standby mode



15-MAR-00 WED 19:56
RESIDUAL MEMORY 100%
ENTER TEL NUMBER

Load original
Remember: Printed side face down
Document ready



POLLING

Operate the Menu function template

Press the corresponding function key

POLLING
1.POLLING
2.POLLING RESERVE
3.PROG. CONT. POLL.

Make your selection
for polling modes

2/2

Select a menu item

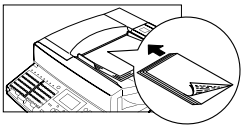
The document is read into the memory and is kept available for various polling attempts until it is cancelled *

Reserve polling, append documents

When a document has already been reserved for polling, you can append additional documents or replace these documents. This means that the operator is able to make additions without previously having to cancel the entire job.

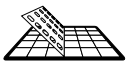
```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Adding/Replacing documents
Standby mode



```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 77%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready



POLLING

Operate the Menu function template

Press the corresponding function key

```
POLLING
1.POLLING
2.POLLING RESERVE
3.PROG. CONT. POLL.
```

Make your selection
for polling modes

(2)

Select a menu item

```
POLLING RESERVE
1.POLLING
2.PUBLIC FAX M-BOX
```

Make your selection
for reservation type

(1) . . . . . (0)

Select a menu item

⚠ Documents can be added only if an existing reserved document is selected

```
ALREADY ASSIGNED
1.CANCEL
2.ADD
3.RETAIN
```

Make your selection
1. Replace the existing contents with the new contents
2. Add the new contents to the existing contents
3. Exit the menu without making any changes

(1) . . . . . (0)

Select a menu item

Cancel polling reservation

If you have reserved a document for polling, you can cancel the reservation as follows:

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 77%
```

Standby mode

JOB CANCEL

Press the JOB CANCEL key

```
JOB CANCEL
1.POLLING RESERVE
2.JOB NUMBER
```

Make your selection
for cancel operation

Select a menu item

```
JOB CANCEL
[ENTER]: CANCEL
[▲]:PREVIOUS SCREEN
[▼]:NEXT SCREEN
```

Make your selection
for selecting the required job

after 5 seconds

```
POLLING RESERVE


FILE NBR =  007
```

The first available job is displayed.
Please refer to page 62 for details of the job format

Select the job which you wish to cancel.

START

confirm with START

```
CANCEL?
FILE NBR =  007
1.YES
2.NO
```

Confirmation prompt

Select a menu item

```
JOB CANCELLED
```

The job is cancelled

Single polling

If your fax partner has reserved a document for polling, you can poll the document using the procedure described in the following.
If you would like to use the **delayed polling facility,** you must first carry out the steps described on page 103 before proceeding as follows.

	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100%	Standby mode
1 0		**Enter the fax number of the fax machine from which you wish to poll**
START		**confirm with START**
	LOAD DOCUMENT IF POLLING PRESS [START]	
START		**...confirm with START**
	POLLING SECURITY CODE ? 1.YES 2.NO	Make your selection for polling protection 1. with TOSHIBA code 2. without polling protection
1 0		**Select a menu item** without protection (A) with TOSHIBA code (B)
A		**without protection** The polling procedure is stored as a job and carried out.
B	POLLING SECURITY CODE = ■■■■	**with Toshiba code**
1 0		**Enter the TOSHIBA code**
START		**...confirm with START** The polling procedure is stored as a job and carried out.

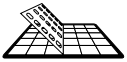
Multiple polling

It is not only possible to poll documents from a *single* fax machine; you are also able to use your fax machine to poll documents from *several* fax machines. Direct-dialling numbers, one-touch dial numbers and freely assignable numbers (max. 100) can be grouped in any combination to form a **polling group**.

⚠ If you wish to use the delayed multiple polling facility you must first carry out the steps described on page 103 before proceeding as described in the following.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



Operate the Menu function template

Press the corresponding function key

```
POLLING
1.POLLING
2.POLLING RESERVE
3.PROG. CONT. POLL.
```

Make your selection
for polling modes

(1)

Select a menu item

MULTI

Press the MULTI key

```
MULTI POLLING     000
ENTER TEL NUMBER,
SPEED DIAL KEY OR
ONE TOUCH KEY
```

Make your selection
for fax number (page 38),
Alphabet dialling (page 43),
One-touch dialling (page 44),
Telephone directory (page 45),
group (page 47)

START

confirm with START
(depending on selected action)

```
MULTI POLLING
[▲] TO PREVIOUS
ENTER MORE OR
PRESS [START]
```

Make your selection
for further group elements
(Previously entered dial numbers can be called up and edited or deleted with the control key ▲)
- or -

START

...confirm with START

```
MULTI POLLING
SECURITY CODE ?
1.YES
2.NO
```

Make your selection
for polling protection
1. with TOSHIBA code
2. without polling protection

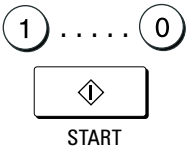
(1) . . . . . (0)

Select a menu item
without protection (A) with TOSHIBA code (B)
Continued on next page.

A

without protection (A)
Multiple polling is stored and carried out as a job.

B




```
MULTI POLLING

SECURITY CODE =
                ■■■■
```

with TOSHIBA code (B)
Make your selection **Operate the Menu function template**

Enter the TOSHIBA code

Confirm with START

Multiple polling is stored and carried out as a job.

Cancel polling

The process of polling a document is also a job. Proceed as follows if you wish to cancel this polling job:

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 77%
```

Standby mode

JOB CANCEL

Press the JOB CANCEL key

```
JOB CANCEL
1.POLLING
2.JOB NUMBER
```

Cancel menu is displayed

Select a menu item

```
JOB CANCEL
[ENTER]: CANCEL
[▲]:PREVIOUS SCREEN
[▼]:NEXT SCREEN
```

Make your selection
for selecting the required polling job

after 5 seconds

```
POLLING
12345678
15-MAR-00   19:33
FILE NBR =  018
```

The first available polling job is displayed.

Select the job which you wish to cancel.

```
POLLING
998887766
16-MAR-00   19:45
FILE NBR =  017
```

START

...confirm with START

```
CANCEL?
FILE NBR. = 017
1.YES
2.NO
```

Confirmation prompt

START

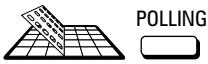
...confirm with START
Selected polling job is cancelled

Program Continous Polling

The polling procedure is automated with the program continuous polling. During a defined period, your fax machine calls one or more stations in order to poll a document from the station. It is also possible for several procedures to be carried out during the day.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



Operate the Menu function template

Press the corresponding function key

```
POLLING
1.POLLING
2.POLLING RESERVE
3.PROG. CONT. POLL.
```

Make your selection for polling modes

3

Select a menu item

```
PROG. CONT. POLL

INTERVAL=(10-70) MIN
                  00
```

Make your selection for the period after which the polling attempt is to be repeated (enter data in steps of 10 minutes)

1 0

Enter the periods

START

confirm with START

```
PROG. CONT. POLL

TIME PERIOD =
       08:00 - 17:00
```

Make your selection for the period during which program continuous polling is active.
(Move the cursor using the ◀/▶ keys)

1 0

Enter the period

START

confirm with START

```
PROG. CONT. POLL.
[▲▼] FOR SETTING
SCHEDULE
            MON - FRI
```

Make your selection for the period of the week in which program continuous polling is active (from-to). Use the ◀/▶ keys to move the from-to cursor. Use the ▲/▼ keys to set the day.

to

Enter the period of the week

START

confirm with START

Continued on next page.

```
PROG. CONT. POLL
ENTER TEL NUMBER,
SPEED DIAL OR
ONE TOUCH KEY
```

Make your selection
for the numbers of fax partners to be served with program continuous polling.

Enter...

- User-defined numbers (see page 38)
- Alphabet dialling numbers (see page 43)
- Telephone directory function (see page 44)
- One-touch dial keys (see page 45)

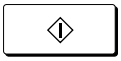
START

Confirm with START

```
PROG. CONT. POLL

SECURITY CODE
                ■■■■
```

Make your selection
for polling protection
If no polling protection is wished, you can skip the prompt with START.

Enter the TOSHIBA code



START

Confirm with START

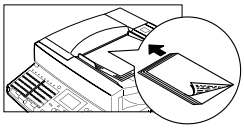
Program continous polling is stored and carried out as a job.

Reverse direction

With the reverse direction facility, the machine automatically polls another document after having transmitted a document. For this to be effective, a document must have also been reserved for polling on the receiver side.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode



```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Load original
Remember: Printed side face down
Document ready

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

1 / 3 / 1

Select a menu item

```
TURNAROUND POLL
SECURITY CODE ?
1.YES
2.NO
```

Make your selection
for polling protection
1. with TOSHIBA code
2. without polling protection

1 0

Select a menu item
without protection (A) with TOSHIBA code (B)

A

```
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

without protection (A)
Make your selection
for fax number, alphabet dialling, one-touch dial or telephone directory

START

...confirm with START
The document is read into memory (see page 38)
When contact is made with the fax partner, the document is transmitted and the document is subsequently polled.

Continued on next page.

B

START

START

```
TURNAROUND POLL

SECURITY CODE =
                ■■■■
```

with TOSHIBA code (B)
Make your selection for TOSHIBA Code (4-digit number)

Enter the TOSHIBA code

confirm with START

```
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Make your selection
for fax number, alphabet dialling, one-touch dial or telephone directory

...confirm with START

The document is read into memory (see page 38)
When contact is made with the fax partner, the document is transmitted and the document is subsequently polled.

STORE NUMBERS

Alphabet dial memory

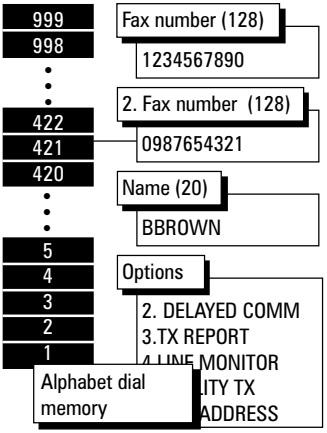
The alphabet dial facility enables you to enter a single "address" instead of the fax number of your partner (which is frequently a long number). This "address" can be any number between 1 and 999. The real fax number is stored under this "address". With frequently used fax numbers, the alphabet dial facility enables you to save time.

A further component of the alphabet dial memory is the alternative fax number (second number). It is dialled if no fax connection is established under the normal fax number. Entry of the 2nd fax number is not absolutely necessary, but it must differ from the 1st fax number.

300 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 (see page 15 enter the user name).

In addition to numbers and names, it is also possible for additional options to be assigned to an alphabet dial memory position (see page 79, Alphabet dial options).

Example: Alphabet dial 421:



- Please note that, in order to obtain an outside line (when equipment is connected to a PABX), the "✳" key must be saved before the actual fax number.
- An error message is displayed if the user attempts to store an identical fax number in the alphabetic dialling memory. This facility prevents identical fax numbers from being stored (not applicable for alternative numbers).

```
15-MAR-00 WED   19:56

RESIDUAL MEMORY 100%
```

Enter alphabet dial number
Standby mode

Operate the Menu function template

Press the corresponding function key
The menu items are displayed.

```
TEL LIST ENTRY
1.ABB NUMBERS
2.GROUP NUMBERS
3.ONE TOUCH KEYS
```

1

Select a menu item

```
ENTER ABB NUMBER
OR PRESS
[BACK] : TO PREVIOUS
[STOP] : TO COMPLETE
```

Make your selection
Enter alphabet dial number(1-999)

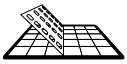
1 0

Enter the alphabet dial number
Example: 7
Use the ◀ key to correct data input

...confirm with START

START

Continued on next page.

	ABB. NBR = 007 ID NAME = (MAX20) ■	Make your selection for name
 **A B C...**		**Enter the name** (see page 15 for diagram)
	ABB. NBR = 007 TEL NUMBER=(MAX 128) ■	Make your selection for first fax number
(1) . . . . . (0)		**Enter the fax number** For obtaining the outside line
	ABB. NBR = 007 TEL NUMBER=(MAX 128) 1234567890	⚠ Use the ◀ key to correct data input (when equipment is connected to PABXs), please enter the "✳" key before the actual number.
START		**...confirm with START**
	ABB. NBR = 007 2ND TEL NBR=(MAX128) ■	Make your selection for alternative fax number
(1) . . . . . (0)		**Enter the alternative fax number** -and / or- **skip with START**
START	COMM OPTION? 1.YES 2.NO	Make your selection for options 1. See alphabet dial options page 79 2. See below
(1) . . . . . (0)		**Select a menu item**
	ABB. NBR = 007 PRESS ONE TOUCH KEY TO ENTER OR [ENTER] TO SKIP	Assign the alphabet dial number to the one-touch dial key (see page 82) For further procedure, see under "one-touch dial keys" -or- **...confirm with START**
START	ENTER ABB NUMBER OR PRESS [BACK] : TO PREVIOUS [STOP] : TO COMPLETE	Make your selection further alphabet dial numbers -or- **Press STOP, return to standby mode**
STOP		

Alphabet dial options

Apart from numbers and names, it is also possible for additional options to be assigned to an alphabet dial memory position:

Delayed Comm (2)

The fax partner is linked to a specific transmission time with this option, e.g. for fax partners in other time zones; this ensures that the documents always arrive during business hours.

TX report (3)

Irrespective of the basic setting for printing out the transmission report (see page 89), the facility for printing out the transmission report can be activated or deactivated in relation to a specific fax partner.

Line Monitor (4)

If the listening-in option is activated for a fax transmission, the call establishment attempt is played back via the built-in speaker. This provides the operator with an additional acoustic check of the call establishment procedure. This is useful whenever a connection is not established. The cause is frequently an incorrect number or a fax machine which is not ready to receive.

Quality TX (5)

When sending documents overseas or if an increased error ratio is encountered, you should lower the transmission speed in order to reduce the number of errors. Similar to a situation in traffic where speed is adjusted to the given conditions!

⚠ Please note that, when lower transmission speeds are used, the actual transmission time is longer.

Sub adrressing (6)

This operating mode is used for sending fax documents in PC networks. The fax number (the number of the fax server in the network) and also the subaddress of the workstation in the network must be entered to enable the fax document to be forwarded in the network (for further information, see page 132).

Line Select (when a 2nd line is installed) (7)

Here, the public line (Line 1, Line 2) via which the document is to be transmitted to the assigned fax partner can be preselected.

	COMM OPTION? 1.YES 2.NO	**Procedure up to this menu item:** See page 78 Make your selection for options
1		**Select a menu item**
	FAX OPTIONS 1.COMPLETE 2.DELAYED COMM 3.TX REPORT	Display the first options. 1. Quit option menu 2. Link specified delay 3. Activate/deactivate TX Report 4. Activate line monitoring 5. Reduce transmission speed 6. Transfer subaddress 7. Reserve specific line

Modify ABB numbers

If you wish to modify the contents of an alphabet dial number, all you have to do is simply enter the corresponding alphabet dial number (see under "Alphabet dial number"). If this number has already been used, a further selection option is displayed.
All stored data can be overwritten or skipped with the START key.
(Example: ABB, NBR. 7, name TOSHIBA):

⚠ Error message appears if you try to store the same fax number again in the alphabet dial memory. This is to avoid storing equal numers.

```
ABB NUMBER ENTRY
ALREADY ASSIGNED
ABB. NBR = 007
TOSHIBA
```

after 2 seconds

Procedure as described under "Enter alphabet dial number": See page 77
Display message for existing alphabet dial number

```
ABB NUMBER ENTRY
1.CANCEL
2. MODIFY
3. RETAIN
```

Menu displayed when alphabet dial number already exists
1. Delete
2. Modify
3. Retain

(2)

Select a menu item
Option for editing the name
-and/or-

```
ENTER NAME

ID NAME = (MAX20)
TOSHIBA
```

START

...confirm with START
Option for editing the first fax number
-and/or-

```
ABB. NBR =  007

TEL NUMBER=(MAX 128)
1234567890
```

START

...confirm with START
Option for editing the second fax number
-and/or-

```
ABB. NBR =  007

2ND TEL NBR=(MAX128)
987654321
```

START

...confirm with START
Option for editing
for options
YES: See alphabet dial options
NO: See below

```
COMM OPTION?
1.YES
2.NO
```

(1) . . . . . (0)

Select a menu item

Assign the alphabet dial number to the one-touch dial key (see page 82)

```
ABB. NBR =  007
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER] TO SKIP
```

Continued on next page.

START

...confirm with START

```
ENTER ABB NUMBER
OR PRESS
[BACK] : TO PREVIOUS
[STOP] : TO COMPLETE
```

Make your selection
further alphabet dial numbers

-or-

STOP

Press STOP, return to standby mode

Delete ABB numbers

If you want to delete ABB numbers just enter them.
If this number has already been used, a further selection option is displayed.
(Example: ABB, NBR. 7, name TOSHIBA):

```
ABB NUMBER ENTRY
ALREADY ASSIGNED
ABB. NBR = 007
TOSHIBA
```

after 2 seconds

Procedure as described under "Enter alphabet dial number": See page 77
Display message for existing alphabet dial number

```
ABB NUMBER ENTRY
1.CANCEL
2. MODIFY
3. RETAIN
```

Menu displayed when alphabet dial number already exists
1. Delete
2. Modify
3. Retain

1

Select a menu item

```
ABB NUMBER ENTRY
ABB NUMBER = 007
CANCELLED
```

after 2 seconds

```
ENTER ABB NUMBER
OR PRESS
[BACK] : TO PREVIOUS
[STOP] : TO COMPLETE
```

Make your selection
further alphabet dial numbers

-or-

STOP

Press STOP, return to standby mode

One-touch dial keys

One-touch dialling provides you with a very easy method of dialling the number of your partner. Your can assign any fax numbers to 73 keys *. Simply press a single button to start the dialling procedure.

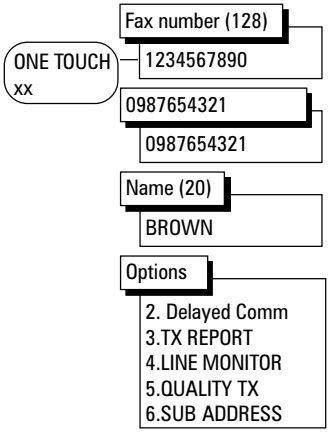
*) The one-touch dial keys of your fax machine have double assignments. As soon as you operate the corresponding one-touch dial function template, additional number memory spaces are available.

Two options are available.

1. Direct configuration of one-touch dial keys

- Apart from numbers and names, it is also possible for additional options to be assigned to a one-touch dial key (see page 79, Alphabet dial options).
- If the operator attempts to save an identical fax number under a one-touch dial key, the system displays an error message. This prevents identical fax numbers from being saved.

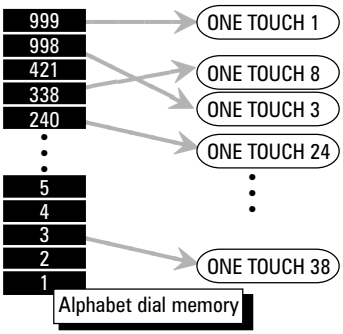
Criteria which can be assigned to a one-touch dial key:

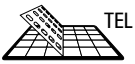


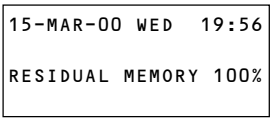
2. Assign alphabet dial number to a one-touch dial key

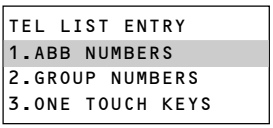
When the fax number has been stored in an alphabet dial memory, it can be additionally assigned to a one-touch dial key. This assignation is not subject to any restrictions, i.e. any one-touch dial key can be used (see page 82).

User-defined assignation of alphabet dial memories to one-touch dial keys:









Save fax number directly on one-touch dial key

Standby mode

Operate the Menu function template

Press the corresponding function key

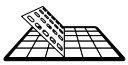
The menu items are displayed.

Continued on next page.

3

```
ENTER ONE TOUCH KEY
OR PRESS
[BACK] : TO PREVIOUS
[STOP] : TO COMPLETE
```

Select a menu item
Make your selection

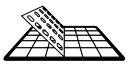


1 2 3...

```
ONE TOUCH = 40

ID NAME = (MAX20)
■
```

Operate the corresponding function template and press the desired one-touch dial key:
Example: 40

Make your selection
for name



A B C...

```
ONE TOUCH = 40

ID NAME = (MAX20)
BLUME
```

Enter the name
(see page 15 for diagram)

START

```
ONE TOUCH = 40

TEL NUMBER=(MAX 128)
■
```

...confirm with START

Make your selection
for first fax number

1 0

```
ONE TOUCH = 40

TEL NUMBER=(MAX 128)
1234567890
```

Enter the fax number
For obtaining the outside line
Use the ◀ key to correct data input
(when equipment is connected to PABXs), please enter the "✳" key before the actual number.

START

```
ONE TOUCH = 40

2ND TEL NBR=(MAX128)
■
```

confirm with START
Make your selection
for alternative fax number

1 0

START

Enter the alternative fax number
-and / or-
skip with START

```
COMM OPTION?
1.YES
2.NO
```

Make your selection
for options
1. See alphabet dial options page 79
2. See below

1 0

Select a menu item

```
ENTER ONE TOUCH KEY
OR PRESS
[BACK] : TO PREVIOUS
[STOP] : TO COMPLETE
```

Make your selection
for further one-touch dial keys

-or-
Press STOP, return to standby mode

STOP

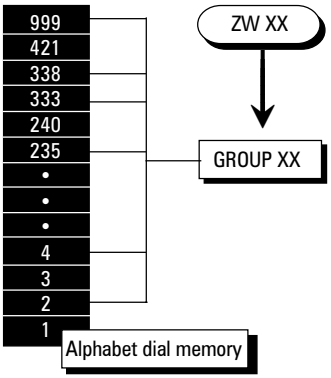
Cancel one-touch dial keys

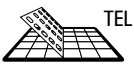
If you wish you cancel the contents of a one-touch dial key, simply enter the corresponding one-touch dial key in the menu (see under one-touch dial keys). If this one-touch dial key is already being used, a further selection option is displayed (example: one-touch dial key 1, name TOSHIBA):

	ONE TOUCH = 01 ALREADY ASSIGNED ONE TOUCH = 01 TOSHIBA	**Refer to page 82 for procedure as described under "One-touch dial keys"** Display message for existing one-touch dial key
	after 2 seconds	
	ONE TOUCH KEY ENTRY 1.CANCEL 2.RETAIN	Menu displayed if one-touch dial key already exists
		Select a menu item
	ONE TOUCH KEY ENTRY ONE TOUCH = 01 CANCELLED	Programming of one-touch dial key is cancelled
	after 2 seconds	
	ENTER ONE TOUCH KEY OR PRESS [BACK] : TO PREVIOUS [STOP] : TO COMPLETE	Make your selection for further one-touch dial keys -or- **Press STOP, return to standby mode**
 STOP		

Define groups

If you have a fixed number of partner to whom you frequently send broadcast transmissions, the stored broadcast facility is just what you need.
You are permitted to define 50 different groups, whereby each group can be assigned a group number from 1 - 1999 and a name consisting of max. 20 characters.
Each group can contain max. 373 fax partners, and these must be stored either in the alphabet dial memory or under the one-touch dial keys.




TEL LIST ENTRY

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Define groups
Standby mode

Operate the Menu function template

Press the corresponding function key

```
TEL LIST ENTRY
1.ABB NUMBERS
2.GROUP NUMBERS
3.ONE TOUCH KEYS
```

The menu items are displayed.

(2)

Select a menu item

```
ENTER GROUP NUMBER
OR PRESS
[BACK] : TO PREVIOUS
[STOP] : TO COMPLETE
```

Make your selection
Group number (1 - 1999)

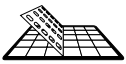
(1) . . . . . (0)

Enter group number
Example: 444

START

confirm with START
Make your selection
for group name

```
GROUP NBR = 0444

GROUP NAME=(MAX 20)
■
```


A B C...

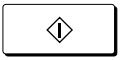
Enter group name
(see page 15 for diagram)

```
ENTER NAME

GROUP NAME=(MAX 20)
SUPERGROUP
```

START

...confirm with START

Continued on next page.


START

```
GROUP NBR = 0444

ENTER ABB NBR OR OT
[ENTER] TO COMPLETE
```

Make your selection
for group partner
alphabet dial number -or-one-touch dial key

confirm with START

START

```
GROUP NBR = 0444

ENTER ABB NBR OR OT
[ENTER] TO COMPLETE
```

Make your selection
for further group partner
-or-

...confirm with START

START

```
GROUP NBR = 0444
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER] TO SKIP
```

Make your selection
for one-touch dial key to which the group is assigned.
-or-

confirm with START

START

```
ENTER GROUP NUMBER
OR PRESS
[BACK] : TO PREVIOUS
[STOP] : TO COMPLETE
```

Make your selection
for further groups
-or-

Press STOP, return to standby mode

STOP

Edit groups

If you wish to edit the contents of a group, simply enter the corresponding group number (see under "Define groups"). If this group number already exists, a further selection option is displayed. All stored data can be overwritten or skipped using the START key.
(Example: group number: 444, name: Supergroup)

```
GROUP NUMBER ENTRY
ALREADY ASSIGNED
GROUP NBR = 0444
SUPERGROUP
```

after 2 seconds

Refer to page 85 for procedure as described under "Define groups"
Display message for existing group number

```
GROUP NUMBER ENTRY
1.CANCEL
2.MODIFY
3.RETAIN
```

Menu displayed if group number already exists

2

Select a menu item

```
GROUP NBR = 0444

GROUP NAME=(MAX 20)
SUPERGROUP
```

Make your selection
for new group name
-or-

START

...confirm with START

```
GROUP NBR = 0444

ENTER ABB NBR OR OT
[ENTER] TO COMPLETE
```

Make your selection
for group partner
If the operator enters existing group partners, they can be cancelled (see following example)

1 0

Enter an alphabet dial number

```
ABB NBR =   007
CANCEL?
1.CANCEL
2.RETAIN
```

Make your selection
Cancel the selected group partner
1: YES
2: NO

1 0

Select a menu item

```
GROUP NBR = 0444

ENTER ABB NBR OR OT
[ENTER] TO COMPLETE
```

Make your selection
for further group partner
-and/or-

START

confirm with START

```
GROUP NBR = 0444
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER] TO SKIP
```

Make your selection
for one-touch dial key to which the group is assigned.
-or-

START

Confirm with START

```
ENTER GROUP NUMBER
OR PRESS
[BACK] : TO PREVIOUS
[STOP] : TO COMPLETE
```

Make your selection
for further groups
-or-

STOP

Press STOP, return to standby mode

Cancel groups

If you wish to cancel a group, simply enter the corresponding group number (see under “Define groups”). If this group number already exists, a further selection option is displayed.
(Example: group number: 444, name: Supergroup)

```
GROUP NUMBER ENTRY
ALREADY ASSIGNED
GROUP NBR = 0444
SUPERGROUP
```

after 2 seconds

Refer to page 85 for procedure as described under “Define groups”
Display message for existing group number

```
GROUP NUMBER ENTRY
1.CANCEL
2.MODIFY
3.RETAIN
```

Menu displayed if group number already exists

Select a menu item

```
GROUP NBR = 0444

CANCELLED
```

Group is cancelled

after 2 seconds

```
ENTER GROUP NUMBER
OR PRESS
[BACK] : TO PREVIOUS
[STOP] : TO COMPLETE
```

Make your selection for further groups

-or-

STOP

Press STOP, return to standby mode

Program selection list

The program selection list provides you with a complete overview of the menu system for your fax machine. It is the only list which can be selected via the main menu item.

5

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
PRINTING LIST
```

The report is printed.

Transmission reports

The transmission reports provide you with extensive and individual information concerning the various transmission jobs of your fax machine. You can use a special menu to adjust the appearance of these reports to meet your specific requirements.

ALWAYS	The transmission report is always printed after every transmission.
ON ERROR	The transmission report is printed out only if a transmission error occurs.
OFF	The transmission report is never printed out.
PRINT 1ST PG IMAGE?	The first page of the document can be printed in reduced form on the transmission report. This means that the transmission report can easily be allocated to the document.

4 / 4 / 0 2

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

Continued on next page.

	01.TX REPORT 02.MEMORY-TX REPORT 03.MULTI-ADD REPORT 04.MULTIPOLL REPORT	Selection menu for various transmission (TX) reports: 1. TX report for Direct transmission 2. TX report for Memory transmission 3. TX report for Multiple Address transmission 4. Multipoll report
0 2		**Select a menu item** (Example: Memory-TX Report)
	SET MEMORY TX REPORT 1.ALWAYS 2.ON ERROR	Selection menu for Memory-TX Report options: 1. Memory-TX report always 2. Memory-TX report only in the event of a transmission error
1		**Select a menu item** (Example: TX report - Always)
	PRINT 1ST PG IMAGE? 1.ON 2.OFF	Selection menu for print-out with image 1. TX report with image 2. TX report without image
1		**Select a menu item**
	A5 SIZE PRINT 1.ON 2.OFF	Selection menu for A5 print-out (only with single-sheet feed installed) *
1 0		**Select a menu item**
 STOP		**Press STOP, return to standby mode**

*) Please ensure that the format selector switch of the single-sheet feed is set to "Variable" if you wish to print an A5 TX report from the single-sheet feed. If a different format is selected, the TX report is automatically printed from the top paper cassette.

The various transmission reports and related options:

TX REPORT	Transmission report printed out after every transmission in the "direct transmission mode" (see page 42). Print-out in A5 format also possible with single-sheet feed installed. Setting: • Always printed out • Printed out only if transmission is errored
MEMORY-TX REPORT	Printed out after every memory transmission. Print-out in A5 format also possible with single-sheet feed installed. Setting: • Always printed out • Printed only if transmission is errored • Printed with/without image of document
MULTI-ADD REPORT	Printed out after entire broadcast has been completed. Setting: • Always printed out • Printed only if transmission is errored • Printed with/without image of document
MULTI POLL REPORT	Printed out after entire multiple polling has been completed. Setting: • Always printed out • Printed only if transmission is errored • Never printed out
RELAY ORG. REPORT (Relay TX list of the relay originator)	This list is generated by a relay as soon as the document has been transmitted to the relay machine. The relay settings are based on this list.* • Always printed out • Printed only if transmission is errored
RELAY STN REPORT (Relay TX list of the relay machine)	This list is generated by the **relay machine** as soon as the document has been transmitted to the end machines. This list is equivalent to a group transmission report.* • Always printed out • Printed out only if transmission is errored
RELAY END REPORT (Relay TX list of the end machine)	This list is a copy of the "Relay TX list of the end machine". If the relay box is installed accordingly, this list is faxed to the relay originator following completion of the relay transmission. * • Always printed out • Printed only if transmission is errored • Never printed out

*) For more detailed information, please refer to the brochure: "Mailboxes and Relays".

Transmission report, memory TX report

```
MEMORY TRANSMISSION REPORT

              PAGE                :   001
              TIME                :   08.FEB.00 17:11
              TEL NUMBER1         :   +44-1234567890
              NAME                :   TOSHIBA MARKETING DP120F

FILE NUMBER       :  084
DATE              :  08.FEB.00 17:11
TO-               :  541
DOCUMENT PAGES    :  01
START TIME        :  08.FEB.00 17:11
END TIME          :  08.FEB.00 17:11
SENT PAGES        :  001
STATUS            :  OK
FILE NUMBER       :  084          *** SUCCESSFUL TX NOTICE ***
```

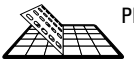
The entries and their meanings:

FILE NUMBER:	Corresponds to the job number. This job number is displayed in the transmission journal (q.v.) and also under the entry “F-xxx” in the transmission header on the inbound copy.
DATE	The date (and the time) when the job was placed in the fax machine.
TO / FROM	Fax number entered on the transmitted fax.
DOCUMENT PAGES	Number of document pages scanned into the machine.
START TIME	Start of connection time.
END TIME	End of connection time.
SEND PAGES	Number of pages actually transmitted.
STATUS	see: error codes page 142.

You can also subsequently request the transmission report for the previous 40 transmissions (first document not illustrated):

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 77%
```

Standby mode



Operate the Menu function template

Press the corresponding function key

```
PREVIEW TX REPORT
[COPY]: PRINT REPORT
[▲]:PREVIOUS SCREEN
[▼]: NEXT SCREEN
```

Make your selection
for selecting the required entry

after 5 seconds

```
FILE NBR =  091
+44 123 234567
21-03       19:33
OK 01
```

The most recent available entry is displayed.

Select the entry which you wish to print.

```
FILE NBR =  088
+44 123 234567
21-03       04:25
OK 01
```

Press the COPY key

The required transmission report is printed out

Multi transmission report

After the successful multi-adress transmission your fax will print a list of all fax partys.

```
MULTI TRANSMISSION REPORT

              PAGE              :   001
              TIME              :   08.FEB.00 17:11
              TEL NUMBER1       :   +44-1234567890
              NAME              :   TOSHIBA MARKETING DP120F

FILE NUMBER :       085
DATE :              08.FEB.00 17:11
DOCUMENT PAGES:     001
START TIME:         08.FEB.00 17:11
END TIME:           08.FEB.00 17:17

SUCCESFUL                                              PAGES SENT
ONE TOUCH NUMBER
09   GROUP  0001               OT               03    36  000
                                                04    33  000
                               ABB.             700   33  000

UNSUCCESSFUL
```

Multi polling report

When the multi-polling procedure has been completed, the machine lists the fax partners for whom the polling procedure was successful and the fax partners for whom the polling procedure was not successful. This list is always printed out when the multi-polling procedure has been completed.

```
GRUPPENABRUF-LISTE

              PAGE              :   001
              TIME              :   08.FEB.00 17:11
              TEL NUMBER1       :   +44-1234567890
              NAME              :   TOSHIBA MARKETING DP120F

FILE NUMBER :       003
DATE :              08.FEB.00 17:11
START TIME:         08.FEB.00 17:11
END TIME:           08.FEB.00 17:17

SUCCESFUL
ONE TOUCH NUMBER
09   GROUP  0001               OT               03    36  000
                                                04    33  000
                               ABB.             700   33  000

UNSUCCESSFUL
```

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 150 transmissions. You can also manually request the journal at any time.
You should file this list as a record of the document jobs; if your fax machine has to be serviced, this list can provide valuable assistance for to cure the problem.

The journal output can be modified to your specifications with the following steps:

4 / 4 / 0 1

1 0

1 0

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
JOURNAL
01.MANUAL
02.AUTO
```

The journal options are displayed
1: Printed out only if the JOURNAL key* is pressed
2: Printed out automatically every 150 jobs

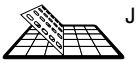
Select a menu item

```
MANUAL OUTPUT
1.TX & RX JOURNAL
2.TX JOURNAL
3.RX JOURNAL
```

***) For "manual" output**
Output options are displayed
1: Output of transmission and reception journal
2: Output of transmission journal
3: Output of reception journal

Select a menu item

Continued on next page.



(1) . . . . . (0)

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Manual output of journal:
Standby mode

Operate the Menu function template

Press the corresponding function key

```
PRINT NUMBER
1.1-50    (1 PAGE)
2.1-100   (2 PAGES)
3.1-150 (3 PAGES)
```

Selection menu for journal output
1. Output of the last 50 jobs
2. Output of the last 100 jobs
3. Output of the last 150 jobs

Select a menu item
Output of journal

```
TRANSMISSION JOURNAL

                    PAGE        :    001
                    TIME        :    08.FEB.00 17:11
                    TEL NUMBER1 :    +44-1234567890
                    NAME        :    TOSHIBA MARKETING DP120F
                    SCAN COUNT  :    619    (0000026B)
                    PRINT COUNT :    724    (000002D4)
                    DRUM COUNT  :    7230   (00001C3E)

NBR. FILE NBR DATE   TIME DURATION PGS TO   DEPT NBR ACCOUNT MODE STATUS
001  006      02-FEB  10:28  00/14  001 +4421135                EC 603 NG B0

RECEPTIONJOURNAL

                    PAGE    :        001
                    TIME        :    08.FEB.00 17:11
                    TEL NUMBER1 :    +44-1234567890
                    NAME        :    TOSHIBA MARKETING DP120F
                    SCAN COUNT  :    619    (0000026B)
                    PRINT COUNT :    724    (000002D4)
                    DRUM COUNT  :    7230   (00001C3E)

NBR. FILE NBR DATE   TIME DURATION PGS FROM   DEPT NBR ACCOUNT MODE STATUS
001  006      02-FEB  10:28  00/14  001 +4421135                EC 603 NG B0
```

Meaning of the items in the journal:

NBR.	Every job in the transmission and reception journal is given a sequential number (001-999). The number in the transmission journal is displayed under the entry: "T- xxx" in the transmission header on the inbound copy. Where transmission jobs are grouped together (see page 40), these positions are displayed under an identical number.
FILE NBR	Corresponds to the job number. This job number is displayed under the entry: " F- xxx" in the transmission header of the inbound copy.
DATE	Date of the job
TIME	Time of the job
DURATION	Active duration of the job (minutes/seconds)
PGS	Number of transmitted or received pages
TO/FROM	Fax number of the fax partner. A diamond (◆) is displayed in front of the number if an alternative number (see page 77) has been selected
DEPT. NBR	Department code (see page 112), only displayed if journal is printed out under the master code.
ACCOUNT	Cost centre code (see page 112)
MODUS	Transmission mode (see page 97)
STATUS	see: error codes page 142

Additional details relating to the operating data of the fax machine:

Scan count: Number of scanned documents
Print count: Total number of printed pages
Drum count: Number of printed pages (x10), in relation to the current drum unit

Codes used for transmission modes:

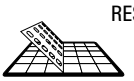
HS TOSHIBA High Speed mode
G3 Group-3 transmission
EC ECM error correction
EX ECM with abbreviated protocol
P Polling
| Transmission from PC
◆ Transmission via 2nd line (optional)

	1. Digit (Bit/Sec = BPS)	2nd digit (resolution)	3rd digit (Mode)
0	2400	Standard 8 x 3,85	Modified Huffman (MH)
1	4800	Fine 8 x 7.7	Modified READ (MR)
2	7200	Superfine 8 x 15.4	Modified READ (MMR)
3	9600	-	JBIG coding
4	12000	Ultrafine 16 x 15.4	
5	14400		
6	V.34 (Super G3)		

Example:
Code 522: Transmission with 14400 BPS / U-FINE/ MMR-coding

Reservation list

This list illustrates the status of stack memory (see page 39). It contains all jobs which have not yet been completed.




```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

Operate the Menu function template

Press the corresponding function key
The reserve list is printed out

```
RESERVATION LIST

              PAGE                :   001
              TIME                :   08.FEB.00 17:11
              TEL NUMBER1         :   +44-1234567890
              NAME                :   TOSHIBA MARKETING DP120F

TX/RX              FILE NBR    FUNCTION       PGS   DATE       TIME   TO

                   087         POLLING RX     08.FEB.00 17:11 FAX1

POLL/FAX MAILBOX   FILE NBR    FUNCTION       PGS   DATE       TIME   TO

RECOVERY TX        FILE NBR    FUNCTION       PGS   DATE       TIME   TO

PC JOB             FILE NBR    FUNCTION       PGS   DATE       TIME   TO
```

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-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

The function list is printed out

FUNCTION LIST

PAGE	: 001
TIME	: 08.FEB.00 17:11
TEL NUMBER1	: +44-1234567890
TEL NUMBER2	: +44-0987654321
NAME	: TOSHIBA MARKETING DP120F

1 EXCHANGE TYPE	: PABX
ACCESS TYPE	: DIGIT
ACCESS DIGIT	: 0
2 KEYBOARD TYPE	: QWERTY
3 MEMORY SIZE	: 8MB
MACHINE SETTING	
4 RINGER VOLUME	: 4
5 ALARM VOLUME	: 2
6 KEY TOUCH VOLUME	: 4
7 MONITOR VOLUME	: 4
8 SUPER POWER SAVER	: MANUAL
9 PRINTER POWER SAVER	: ON
10 START TIME	: 00:00
END TIME	: 00:00
11 FAX SEPARATOR PAGE	: OFF
12 COPY SEPARATOR PAGE	: OFF
13 PC SEPARATOR PAGE	: OFF
14 SEPARATOR PAGE TRAY	: AUTO
15 ACCOUNT CODE	: OFF
16 PRINT DENSITY	: 0
17 DOCUMENT LENGTH	: 1 M
18 LINE MONITOR	: OFF
19 RECEIVE INTERVAL	: 3 MIN
20 ECM	: ON
21 DOCUMENT MODE	: STD
22 KONTRAST	: NORMAL
23 COLLATED COPY	: OFF
24 LETTER HEAD PAPER	: OFF
25 REDIAL MODE INTERVAL	: 1 MIN
26 REDIAL MODE COUNTER	: 0
27 AUTO RECEIVE MODE	: AUTO
28 RING DELAY	: 2
29 AUTO RECEIVE MODE (LINE2)	:TX/RX
TX SETTINGS	
30 MEMORY TX	: ON
31 SECURITY TX	: OFF
32 COVER SHEET	: OFF
33 RECOVERY TX	: OFF
34 TTI	: INSIDE
35 SEND AFTER SCAN	: OFF

RX SETTINGS	
36 SECURE RX	: OFF
37 MEMORY RX	: ON
38 RX REDUCTION	: ON
39 DISCARD	: ON
40 REV. ORDER PRINT	: ON
41 PRIVILEGED RX	: ON
42 RTI	: OFF
43 RX MULTI COPY	: 1
REPORT & LIST	
JOURNAL	
44 MANUAL	: TX/RX
45 AUTO	: ON
FAX/POLL/RELAY REPORTS	
46 COMMUNICATION REPORT	: ALWAYS
47 A5 SIZE PRINT	: OFF
48 MEMORY TX	: ALWAYS (IMAGE)
A5 SIZE PRINT	: OFF
49 MULTI TX	: ALWAYS (IMAGE)
50 MULTI POLL	: ALWAYS
51 RELAY ORIGINATOR	: ALWAYS (IMAGE)
52 RELAY STATION	: ALWAYS (IMAGE)
53 RELAY DESTINATION	: ALWAYS (IMAGE)
RECEPTION LIST	
54 LOKAL MAILBOX	: OFF
55 REMOTE MAILBOX	: ON
56 RELAY STATION	: ON
REMOTE SERVICE	
57 REMOTE ACCESS	: OFF
58 DOWNLOAD	: NO JOB
59 RDC PASSWORD	:
TOTAL PAGE	
60 SCAN	: 619
61 PRINT	: 727

No.		PAGE	No.		PAGE
1	Type of telephone connection (for PABXs: type of obtaining outside line /when outside line obtained via a digit: digit for obtaining outside line)	18	28	Number of rings before fax machine connects to line	22
			29	RX status of 2nd line	134
			30	Status of transmission memory	123
			31	Status of transmission security	126
2	Type of input of the alphanumeric keypad	--	32	Status of cover sheet function,	118
			33	Status of subsequent transmission	120
3	Size of memory expansion	11	34	Position of transmission header	104
4	Call ringing volume	109	35	Status of dialling when issuing job	131
5	Alarm signal volume (for fault signalling)	109	36	Status of secure RX	26
			37	Status of receive memory	25
6	Key touch volume	109	38	Status of receive reduction	23
7	Monitor volume	109	39	Discard off	23
8	Setting Super Power Saver	110	40	Status of reverse order print	31
9	Setting Printer Power Savers	110	41	Status of reception security	34
10	Time interval for printer Power Saver	110	42	Status of reception trailer	105
			43	Number of incoming copies	32
11	Status of fax separator	116	44	Journal output criteria for manual request	95
12	Status of the copy separator sheet	116			
			45	Status of automatic journal output	95
13	Status of the printer separator sheet	116	46	Status of TX report output	89
			47	Status of A5 TX report output	89
14	Cassette preset for the separator sheet	116	48	Status of transmission report for "memory transmission"	89
15	Status of cost centre mode	112	49	Status of group transmission report	94
16	Print density preset (toner volume)	128	50	Status of transmission report for "multiple polling"	94
17	Max. document length	122	51	Status of TX report in relay org. mode	89
18	Status of line monitoring	106	52	Status of relay transmission report	89
19	Preset for group dialling	127	53	Status of the TX report to the relay originator	89
20	Basic status of error correction	125			
21	Basic setting of scanning resolution	124	54	Status of mailbox reception report	89
			55	Transmission report for transmission in mailbox	89
22	Basic setting of scanning contrast	124			
23	Status of copy sorting	129	56	Status of reception report for relay reception	89
24	Preset for jammed fax cassette	130			
25	Current time interval of call redial	107	57	Reception status for COMLINE	149
26	Number of call redial attempts per fax partner	107	58	Status for software update	150
			59	Password for COMLINE	149
27	Set reception mode	22	60	Number of scanned documents	95
			61	Number of total printouts	95

The dial number lists

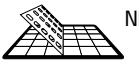
The dial number lists are made up of the following lists:

- Alphabet dial numbers
- Group numbers
- One-touch dial numbers
- Relay numbers

Select a specific list or all lists in order to obtain an overview of the stored numbers.

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode



TELEPHONE NBRS LIST

Operate the Menu function template
Press the corresponding function key

Selection menu for various numbers

```
TELEPHONE NBRS LIST
1.BY NAME
2.ABB NUMBERS
3.GROUP NUMBERS
```

1. All dial numbers, sorted alphabetically
2. Alphabet dial numbers
3. Group numbers
4. One-touch dial numbers
5. ALL REPORTS

1 0

Select a menu item
The required list(s) are printed out

ONE TOUCH NUMBER INFORMATION

```
               PAGE                :    001
               TIME                :   08.FEB.00 17:11
               TEL NUMBER1         :   +44-1234567890
               NAME                :   TOSHIBA MARKETING DP120F

OT NBR.NAME/FUNCTION    ABB./FAX NBR.& E-MAIL TIME MONI BPS REPORT LINE MAILMODE
01      GROUP.NBR.      0001
```

GROUP NUMBER INFORMATION

```
               PAGE                :    001
               TIME                :   08.FEB.00 17:11
               TEL NUMBER1         :   +44-1234567890
               NAME                :   TOSHIBA MARKETING DP120F

GROUP NUMBER          NAME         OT/ABB. NUMBER
0001                  ALL          ABB.      001
```

ABBREVIATED TEL NUMBER LIST

```
               PAGE                :    001
               TIME                :   08.FEB.00 17:11
               TEL NUMBER1         :   +44-1234567890
               NAME                :   TOSHIBA MARKETING DP120F

ABB NBR. NAME        TEL NUMBER/ E-MAIL ADDRESS TIME MONI BPS REPORT LINE MAILMODE
001     DP120F              35
```

Department list

This list is useful for controlling costs per department. If a mastercode is stored and entered, a five-digit departement code will appear additionally.

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Enter the menu
The first 4 menu items are displayed.

Select a menu item
The function list is printed out

⚠ An error message is displayed if no departments are defined.

```
DEPARTMENT CODE LIST

              PAGE               :   001
              TIME               :   08.FEB.00 17:11
              TEL NUMBER1        :   +44-1234567890
              NAME               :   TOSHIBA MARKETING DP120F


DEPT NBR   NAME     DEPT CODE   TX PGS      RX PGS  COPY PGSE   EMAILS SENT
01         MASTER   12345       0           0           0       0
02
```

Mains failure report

This list is printed out in the event of a memory loss (image memory / buffer memory) resulting from an enduring power failure. Depending on the charge status of the internal back-up battery, as well as the size of the image memory, the memory loss can occur within approx. one hour of a power failure.

```
POWER FAILURE LIST

              PAGE               :   001
              TIME               :   08.FEB.00 17:11
              TEL NUMBER1        :   +44-1234567890
              NAME               :   TOSHIBA MARKETING DP120F


TX/RX              FILE NBR  FUNCTION
                   007       SINGLE TX

POLLING/FAX M-BOX/MAILBOX     FILE NBR     FUNCTION    MAIL FROM DATE/TIME

MEMORY RECEPTION   FILE NBR                                FROM DATE/TIME

RECOVERY TX        FILE NBR  FUNCTION
```

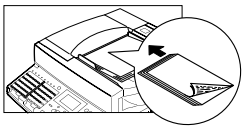
Delayed fax job

You can define a specific start time for your fax jobs in order to compensate for any differences in time zones or in order to take advantage of low-rate charges. Again, it is particularly advantageous that your document or documents are not read into memory, as the document feed is not blocked.
The delay applicable for sending the fax job is not only limited to 24 hours: You can program the fax job up to 30 days in advance.

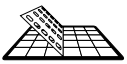
⚠ The setting of the start time relates to the following fax jobs:
- Single transmission
- Broadcast transmission
- Single polling
- Multiple polling

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode



Load original
Remember: Printed side face down
Document ready



Operate the Menu function template

Press the corresponding function key

```
DELAYED COMM

TIME = HH : MM    DD
       ■■ : ■■    ■■
```

Make your selection
for start time (HH:MM) and day (DD)

(1) . . . . . (0)

Enter the start time
Example: 22:33 hours on the 18th

⚠ If the delayed fax job (within the next minute!) is to be performed on the same day, please leave “DD” blank

```
DELAYED COMM

TIME = HH : MM    DD
       22 : 33    18
```

```
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

The following fax job is linked to the start time which has just been set.
Any fax job...
- Single transmission
- Broadcast transmission
- Single polling
- Multiple polling

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.

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode


```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

4 / 2 / 0 5

Select a menu item

```
TTI
1.INSIDE
2.OUTSIDE
```

Make your selection
for transmission header position

1 0

Select a menu item

STOP

Press STOP, return to standby mode

Reception trailer (RTI)

You can activate the reception trailer facility to ensure that reception of a document is precisely documented. The RTI is printed at the bottom of the incoming copy, and contains the current reception data such as time and date of reception as well as the IDs of the transmitter and receiver.

⚠ Please note that, when the reception trailer is activated, the inbound fax is always reduced before being printed out.

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode


```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

4 / 3 / 0 7

Select a menu item

```
RTI
1.ON
2.OFF
```

Make your selection
for reception trailer
1. Reception with trailer
2. Reception without trailer

1 0

Select a menu item

STOP

Press STOP, return to standby mode

Permanent monitoring

When a fax transmission is monitored, the call establishment attempt is played back via the built-in speaker. This means that you have an additional acoustic check for monitoring the call establishment procedure. This facility is useful whenever a connection is not established. This is frequently due to a wrong number or a fax machine that is not ready to receive.

⚠ In this setting, **all** transmission procedures are played back via the speaker.

4 / 1 / 0 8

1 0

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
LINE MONITOR
1.ALWAYS
2.OFF
```

Make your selection
for permanent monitoring
1. ALWAYS
2. OFF

Select a menu item

Press STOP, return to standby mode

Call redial

If the machine is not able to transmit a fax job, the job is retained in memory and the machine attempts to send the fax job again at a later date.

You can set two criteria for this call redial facility:

- Period between the call redial attempts
- Number of redial attempts

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode


```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Enter the menu
The first 4 menu items are displayed.

4 / 1 / 1 4

Select a menu item

```
REDIAL MODE
01.INTERVAL
02.COUNTER
```

Make your selection

1 0

Select a menu item
1: see part A
2: see part B

A

```
REDIAL MODE

INTERVAL=(01-15 MIN)
                  03
```

Period between the call redial attempts
Make your selection
call redial interval
(default setting: 3 minutes)

1 0

Enter the required figure

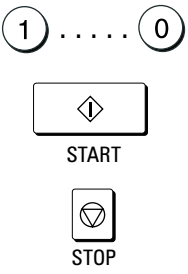
START

confirm with START

STOP

Press STOP, return to standby mode

Continued on next page.




```
REDIAL MODE

COUNTER = (00 - 14)
                   03
```

Number of redial attempts
Make your selection
Number of call redial attempts
(default setting: 3 times)

Enter the required figure

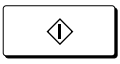
confirm with START

Press STOP, return to standby mode

Volume of acoustic signals

The volume of the acoustic signals can be set separately

1.	RINGER VOLUME	Ringer volume.
2.	ALARM VOLUME	Volume of the warning signal indicating a malfunction.
3.	KEY TOUCH VOLUME	Key touch volume
4.	MONITOR VOLUME	Speaker volume.



START

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
01.RINGER VOLUME
02.ALARM VOLUME
03.KEY TOUCH VOLUME
04.MONITOR VOLUME
```

Selecting the various acoustic signals

Select a menu item
(Example: Key touch)

```
SET KEY TOUCH VOLUME

VOLUME = (0-7)
0 1 2 3 4 5 6 7
```

Make your selection for ringer volume
0 Tone off
1 Quiet
.....
7 Loud

Enter the required figure

confirm with START

Press STOP, return to standby mode

Power saver (stand by)

The printer unit of your fax machine requires a heat source of approx. 170° C in order to be able to print out documents immediately. This heat source is heated at specific intervals in order to maintain the temperature at the required level. This consumes electricity, and the fan also has to run constantly. If you wish to save electric current or prevent the fan noise, you are able to deactivate the permanent heating facility. The heater in such cases would only be activated if a fax document is received or printed out. There is a delay of around 20 sec. before documents can be printed out.

Two alternatives are available:

Super Power Saver:
In this alternative, all components which are not required are switched off (almost the entire electronics) and the display is therefore also switched off. These measures reduce the entire power consumption of the fax machine to below 2 VA (Watt). As soon as a copy is inserted, a call is received or a PC print-out performed, the fax machine resumes its functions.
The Super Power Saver mode is set either with a delay (which can be adjusted between 1 and 60 minutes) after the last action, or it can be activated by the SUPER POWER SAVER key.

- The Super Power Saver mode cannot be activated when the memory is full (memory display < 100%) and when a fault lamp is lit.

Printer Power Saver:
The printer Power Save mode only switches off the heating facility for the fixing roller and the fan. All other functions are retained. The power consumption in this mode is approx. 15 VA (Watt).
You can use a menu for specifying the period during which the printer Power Saver mode is activated.

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
01.SUPER P. S.
02.PRINTER P. S.
```

Make your selection
für Powersaver Modus
01: see part A
02: see part B

Continued on next page.

A

```
SUPER POWER SAVER
1.AUTOMATIC
2.MANUAL
3.OFF
```

Super Power Saver:
Make your selection
for mode
1. Active after preset delay
2. Active after the SUPER POWER SAVER key is pressed
3. Cannot be activated

1

Select a menu item
Example: Automatic

```
START TIME

TIME  (01 -60) MIN
                  03
```

Make your selection
for the delay time

1 0

Enter the delay time

START

confirm with START

STOP

Press STOP, return to standby mode

B

```
PRINTER POWER SAVER
1.ON
2.OFF
```

Printer Power Saver:
Make your selection
for power saver
1: Power saver on
2: Power saver off

1

Select a menu item
Example: ON

```
PRINTER POWER SAVER

TIME PERIOD =
      00:00 - 00:00
```

Make your selection
period for power saver time

⚠ Enter 00:00-00:00 to permanently activate the power saver facility (24 hours)

1 0

Enter the period

START

confirm with START

STOP

Press STOP, return to standby mode

Cost centre management

Transmission jobs can be assigned to any 4-digit number. The number can be used to find the specified job within the transmission report (see page 95). In this way, special transmission jobs can be linked to specific cost centres.
If this function has been activated, your are able to enter the cost centre number before every transmission. Press the START key to skip entry of the cost centre number.

4 / 1 / 0 5

1 0

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
ACCOUNT CODE
1.ON
2.OFF
```

Make your selection
for account code
1: Activate cost centre management
2: Deactivate mode

Select a menu item

Press STOP, return to standby mode

Department code

In order to prevent your fax machine from being used by unauthorised persons, you can lock it using a 5-digit code. 99 such codes are possible, and a separate journal is assigned to each of these codes. It is conceivable that this code can be used for setting up a cost centre management system. The fax machine can now only be enabled by entering the relevant department code. The five-digit code is entered and confirmed with the START key.

- If a fax is transmitted after being released by the department code, the name of the corresponding department is displayed in the transmission header of the fax partner.
- The code for department number 01 is the master code. This code must be entered for creating further department codes or cancelling existing department codes.
- If the fax machine has been enabled by a department code and if no further action takes place, the code must be entered again after a further approx. 1 minutes.

Continued on next page.

15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%

Activating Department mode
Standby mode

1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS

Enter the menu
The first 4 menu items are displayed.

4 / 1 / 0 4

Select a menu item

DEPT CODE ENTRY
1.YES
2.NO

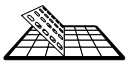
Make your selection
for the department code
1: Enter department code
2: Clear and cancel department codes

1

Select a menu item

MASTER CODE ENTRY
DEPT NR. = 01
DEPT NAME (MAX 20)

Make your selection
for the department name (this name appears in the transmission header of the fax partner)



A B C...

Enter the department name
(see page 15 for diagram)

ENTER NAME

DEPT NAME (MAX 20)
GHOSTBUSTERS

START

...confirm with START

MASTER CODE ENTRY
DEPT NBR = 01
MASTER CODE=
■■■■

Make your selection
for department code
(use master code when first entered)

1 0

Enter the department code

START

confirm with START

DEPT CODE ENTRY

DEPT NUMBER (1 - 99)
■

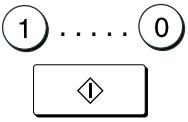
Make your selection
for further departments (2 - 99)
-or-

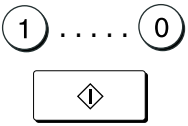
STOP

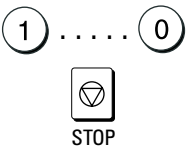
Press STOP, return to standby mode

Modify or delete a department

⚠ Can only be accessed via master code.








```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

Enter (!) master code

...confirm with START

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
DEPT CODE ENTRY
1.YES
2.NO
```

Make your selection
for the department code
⚠ (this menu is available only if the master code is entered)

Select a menu item

```
DEPT CODE ENTRY

DEPT NUMBER (1 - 99)
                    ■
```

Make your selection
for required department

Enter the department number

confirm with START

```
DEPT CODE ENTRY
ALREADY ASSIGNED
DEPT NBR = XX
FUNNY BONES
```

after 2 seconds

```
DEPT CODE ENTRY
1.CANCEL
2. MODIFY
3. RETAIN
```

Make your selection
1. Delete department
2. Change department criteria
3. Retain department

⚠ Department 1 cannot be cancelled as it is permanently linked to the master code.

Select a menu item

Proceed as indicated in the menu

Press STOP, return to standby mode

Disable department code

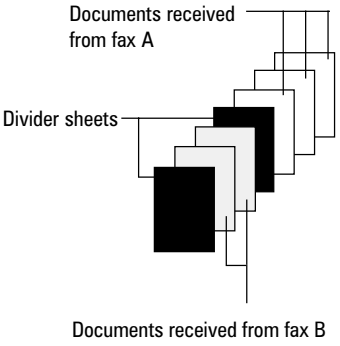
If the department code is deactivated, renewed entry of the master code allows access to the previously entered departments.

	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100%	Standby mode
1 0		**Enter (!) master code**
START		**confirm with START**
	1.COMM. OPTIONS 2.LISTS 3.INITIAL SETUP 4.DEFAULT SETTINGS	**Start the menu** The first 4 menu items are displayed.
4 / 1 / 0 4		**Select a menu item**
	DEPT CODE ENTRY 1.YES 2.NO	Make your selection for the department code ⚠ (this menu is available only if the master code is entered)
2		**Select a menu item** The fax machine is permanently enabled

Divider sheets

A divider sheet is automatically added after every transmission in order to enable the individual fax documents received to be distinguished more easily. On the same basis, separator pages for copies and PC print-outs can be configured separately.

- If optional cassettes are installed, a paper cassette can also be specified from which the separator page is to be taken.
- If a cassette has already been specified via "LETTER HEAD PAPER" (see page 130), the cassette selection options are limited, accordingly.



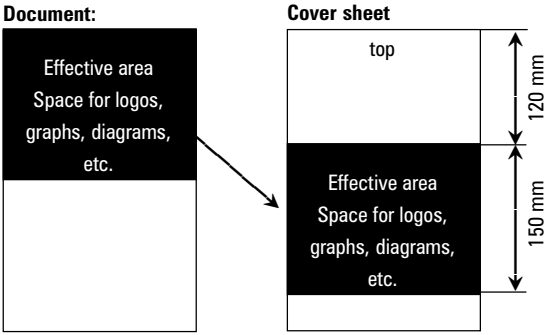

```
                    FAX SEPARATOR PAGE

**********************************************************
*##########################################################*
*#**********************************************************#*
*#*     FROM                +44 211 12345678           *#*
*#*     RECEIVED TIME       09-FEB-00 23:01            *#*
*#*     PAGES RECEIVED      001                        *#*
*#**********************************************************#*
*##########################################################*
**********************************************************
```

Continued on next page.

	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100%	**Activate separator pages** Standby mode
	1.COMM. OPTIONS 2.LISTS 3.INITIAL SETUP 4.DEFAULT SETTINGS	**Start the menu** The first 4 menu items are displayed.
4 / 1 / 0 3		**Select a menu item**
	FAX SEPARATOR PAGE 1.ON 2.OFF	Make your selection for Fax separator page
1 0		**Select a menu item**
	COPY SEPARATOR PAGE 1.ON 2.OFF	Make your selection for Copies separator page
1 0		**Select a menu item**
	PC SEPARATOR PAGE 1.ON 2.OFF	Make your selection for Printer separator page
1 0		**Select a menu item**
	TRAY SELECTION 1.LOWER TRAY 2.AUTO SELECT	(With optional cassette) Prompt for paper cassette 1. Access to optional paper cassette 2. Freely selectable access (depending on fill level of the paper cassettes)
1 0		**Select a menu item**
 STOP		**Press STOP, return to standby mode**

Cover sheet

The cover sheet is a form which is placed at the head of your fax transmission. It is a tool to enable the operator to classify an incoming fax more easily.
You are able to choose between a “normal” cover sheet which sets out the information in text form and a “personal” cover sheet.
With the personal cover sheet, you can add a diagram to the “normal” information. This diagram is scanned into the machine in the same way as a document and is retained in memory as the cover sheet diagram.
The following diagram illustrates the relationship between document and cover sheet.



Please refer to page 56 for details of how to send the cover sheet.

Continued on next page.

15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%

Save cover sheet
Standby mode

1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS

Start the menu
The first 4 menu items are displayed.

4 / 2 / 0 3

Select a menu item

COVER SHEET
1.ON
2.OFF

Make your selection
for cover sheet function
1. Cover sheet is activated
2. Cover sheet is cancelled

1

Select a menu item

WITH IMAGE ?
1.YES
2.NO

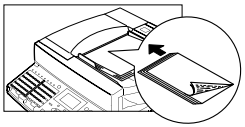
Make your selection
for cover sheet character
1. Cover sheet with diagram and text
2. Cover sheet only with text
(Example: cover sheet with diagram)

1

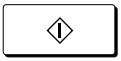
Select a menu item

COVER SHEET

LOAD DOCUMENT



Insert required cover sheet document



START

confirm with START

The document is saved as the cover sheet diagram

Retain jobs

If a job cannot be transmitted because for instance the partner fax is busy, your fax machine attempts to redial the number at regular intervals of approx. 3 minutes*. After the XXth* redialling, the job will be automatically deleted from the stack and a transmission report (see page 92) will be printed out. To prevent the deletion of such a job use this procedure. Each job will then be available for a certain time (1-24hours). If this job can not be successfully sent during this period it will be deleted automatically from the memory.
Every time you retain a job in memory your fax prints out a transmission report (see page 92) to inform you how long this job will be retained in memory.
To send retained jobs see page 60.
*) Depending on setting (see page 107)

⚠ If too many documents are retained in memory, the fax memory will become full since every retained job requires memory.

⚠ If you find that the memory is frequently too small, ask your dealer for a memory expansion!

START

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
RECOVERY TRANSMIT
1.ON
2.OFF
```

Make your selection
for retain job

Select a menu item

```
RECOVERY TRANSMIT

STORED TIME=(01-24)
                  06
```

Make your selection
for retaining time
(preset retaining time is displayed)

Input retaining time

-and/or-

confirm with START

Press STOP, return to standby mode

Query current job status

The LINE status lamp enables you to recognise whether your fax machine is currently active. If you require more precise information concerning this activity, you can query the current status of the machine. This status query also enables you to cancel the current job.
The status display is made up as follows:

Line 1	TRANSMIT P 001	Indication of activity (transmission, reception, polling, etc.) Indication of current number of pages (P xxx)
Line 2	FILE NBR= 123	Indication of job number
Line 3	EC 14400 BPS	Indication of transmission type (ECM, G3, High Speed) Indication of transmission speed (14400 BPS etc)
Line 4	+44 2131 123456	Indication of the ID of your partner fax

JOB STATUS

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

The BUSY lamp flashes to indicate activity on the line

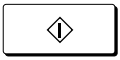
Press the JOB STATUS key

```
LINE 1 TRANSMIT P001
FILE NBR = 123
EC      SUPER G3
+44 2131 158901
```

The current status is displayed

Do you wish to cancel the current status?

JOB LÖSCHEN



START

```
LINE 1 TRANSMIT P001
FILE NBR = 123
EC      SUPER G3
+44 2131 158901
```

Cancel current status
The current status is displayed

Press the JOB CANCEL key
Confirmation prompt

```
CANCEL ?
FILE NBR = 123
1.YES
2.NO
```

...confirm with START

The current job is interrupted and the job is cancelled

Basic setting, document length

In the basic setting of your fax machine, the document length is limited to one meter. If the document is longer than one meter, the machine displays the error message “document jam” after one meter is exceeded, and the transmitted is interrupted. You are able to disable this restriction to prevent this from happening.

4 / 1 / 0 7

1 0

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
DOCUMENT LENGTH
1.1M
2.UNLIMITED
```

Display the basic setting

Select a menu item

Press STOP, return to standby mode

Basic setting, transmission memory

The transmission memory is activated in the basic setting of your fax machine. This enables transmission jobs to be stacked as jobs in this memory (see page 39). If you disable the transmission memory, the document is retained in the document feed until the transmission procedure is completed.

4 / 2 / 0 1

1 0

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
SET MEMORY TX
1.ON
2.OFF
```

Display the basic setting

Select a menu item

Press STOP, return to standby mode

Basic setting, resolution and contrast

The basic setting of contrast and resolution can be changed. Please read pages 50 et seq. for information concerning contrast and resolution.

4 / 1 / 1 1

1 0

1 0

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
SET RESOLUTION
1.STANDARD
2.FINE
3.U-FINE
```

Display the basic setting for resolution
1. Standard resolution (100 x 200 dpi)
2. Fine resolution (200 x 200 dpi)
3. Superfine resolution (400 x 200 dpi)

Select a menu item

```
SET CONTRAST
1.NORMAL
2. DARKER
3. LIGHTER
```

Display the basic setting for contrast
1: for normal documents
2: for mainly light documents
3: for mainly dark documents

Select a menu item

Press STOP, return to standby mode

Basic setting, ECM (error correction mode)

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 oversees calls. For this reason, you can completely deactivate the ECM facility.

4 / 1 / 1 0

1 0

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
SET ECM
1.ON
2.OFF
```

Display the basic setting

Select a menu item

Press STOP, return to standby mode

Basic setting, protected transmission

The transmission of documents is restricted.
You can now only send documents to fax machines whose ID is identical to the dialled fax number. You can thus only fax your documents to specific fax partners.

⚠ Any changes to this basic setting have far-reaching consequences!

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
SET SECURITY TX
1.ON
2.OFF
```

Display the basic setting

Select a menu item

Press STOP, return to standby mode

Basic setting, reception interval

Fax reception may not be possible for an extended period under the following circumstances, as the fax machine is occupied solely with the transmission of documents:

- Extensive group dialling (see page 46 et seq.)
- Extensive group polling (see page 70)
- Numerous send jobs in the buffer memory

In order to ensure the possibility of receiving incoming faxes in such situations, a variable interval can be configured for in between the respective transmission and/or polling jobs.

4 / 1 / 0 9

1 0

START

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
RECEIVE INTERVAL

INTERVAL (0-15) MIN
                  03
```

Make your selection
for RECEIVE INTERVAL
0: no pause

Enter the required figure

confirm with START

Press STOP, return to standby mode

Basic setting, Print density (saving toner)

If documents with a disproportionately high ratio of black are frequently received, this will result in increased toner consumption. The intervals between changing toner will thus be correspondingly shorter. The **print density** of the black regions can be reduced by a differentiated setting, thus reducing toner consumption.

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode


```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

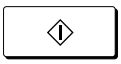
Start the menu
The first 4 menu items are displayed.

Select a menu item

```
SET PRINT DENSITY
DENSITY(-2 TO +2)
LIGHTER        DARKER
-2  -1   0   +1   +2
```

Selection menu for print density

Selection of the desired value


START

...confirm with START

STOP

Press STOP, return to standby mode

Basic setting, sort copy

The default setting for sorting copies (see page 35) can be changed.

4 / 1 / 1 2

1 0

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
COLLATE COPY DEFAULT
1.ON
2.OFF
```

Make your selection for copy sorting

Selection of the desired value

Press STOP, return to standby mode

Basic setting, letter head paper

If the fax machine is used as a PC printer, it is possible to select other paper trays (when installed). In this context, it is customary to deposit pre-printed (letter head) paper in a specific tray. To ensure that the fax machine does not access this tray under any circumstances (e.g. no paper in the other tray), it can be excluded for the receipt of faxes.

- Function only available when optional paper tray installed.
- If a cassette has already been specified under „Separator page“ (see page 116), this function is no longer available.

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
LETTER HEAD PAPER
1.OFF
2.BYPASS
3.UPPER TRAY
```

Selection menu for jammed fax cassette (display depends on cassettes installed)
1. No tray exclusion
2. Single-sheet feed
3. Tray 1
4. Tray 2
5. Tray 3

Select a menu item

Press STOP, return to standby mode

Basic setting, send after scan

The default setting for the fax machine causes the fax machine to commence dialling immediately after pressing the START button for a scan job. In the case of extensive fax jobs, this can result in the page number descriptor in the TX header on the first few pages being incomplete. This in turn results in a memory overflow, the transmission is interrupted and the document part waiting in memory is deleted. This prevents the document feed becoming jammed.
If extensive fax jobs are sent on a frequent basis, the basic setting should be changed accordingly so that the transmission does not commence until the document has been scanned completely. Furthermore, the way in which the fax machine is to handle a memory overflow can also be set.

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Standby mode


```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

4 / 2 / 0 6

Select a menu item

```
SEND AFTER SCAN
1.DIAL DURING SCAN
2.DIAL AFTER SCAN
```

Make your selection for SEND AFTER SCAN
1. Send during scanning
2. Send after scanning

1 0

Select a menu item

```
WHEN MEMORY FULL
1.DELETE SCAN PAGES
2.SEND SCAN PAGES
```

In the case of selection 2 (behaviour in the event of a memory overflow)
1. Cancel sending (document feed ready for use)
2. Continue sending (documents remain in the document feed until the memory is free)

1 0

Select a menu item

STOP

Press STOP, return to standby mode

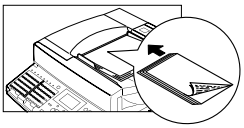
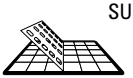
Additional features (SUB, SEP, PWD)

Because of the high level of innovation pressure in the telecommunications industry, fax technology is also being continuously improved. The ITU-T (formerly CCITT) operates as an international body and is responsible for ensuring standardisation of new telecommunication options. This ensures that non-proprietary compatibility is guaranteed.
All additional features described at this point are related to **fax networks**, and are added as additional information (digits) to the telefax numbers.
Please note that the partner fax machine must also support these features. These functions would otherwise not be carried out.

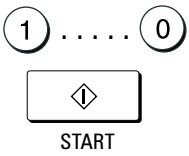
SUB:
(Sub-Addressing) This mode is used for faxing documents in PC networks. The fax number (the number of the fax server in the network) and also the sub-address of the workstation in the network must be entered to enable the fax to be forwarded in the network.
The sub-address is entered in the form of a number with max. 20 digits.

SEP:
(Separation Polling) This mode is used for polling from a PC network. The fax number (the number of the fax server in the network) as well as the polling address of the workstation in the network from which a fax document is to be polled must be entered.
The polling address is entered in the form of a number with max. 20 digits.

PWD:
(Password) The password is used as additional security for actions in the PC network. This enables transmission and polling procedures in PC networks to be protected. Facilities such as “electronic signature” as well as PIN number mode are also possible.
The password is entered in the form of a number with max. 20 digits.

	15-MAR-00 WED 19:56 RESIDUAL MEMORY 100%	Standby mode
		**Load original** **Remember: Printed side face down** Document ready
 SUB ADDRESS COM		**Operate the Menu function template** **Press the corresponding function key**
	SUB ADDRESS COMM 1.COMPLETE 2.SUB 3.SEP	Make your selection for additional parameters 1: complete 2: SUB 3: SEP 4: PWD
2		**Select a menu item** Example: Sub-address (SUB)

Continued on next page.




```
SUB ADDRESS COMM.

SUB = (MAX. 20)
■
```

Make your selection for the sub-address

Entering the subaddress

confirm with START

```
SUB ADDRESS COMM
1.COMPLETE
2.SUB
3.SEP
```

Prompt for further parameters

-or-

Quit menu

1

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Make your selection the fax number

Additional paper cassettes (optional)

If the capacity of the paper tray (550 sheets) is inadequate, you have the option of mounting an additional paper tray (with a capacity of 550 sheets).
Furthermore, a single-sheet feed can be used, which offers both a greater store of paper and the additional possibility of printing out **TX reports on A5** paper.
If you use your fax machine as a printer, the functionality can be expanded, accordingly.

Please contact your TOSHIBA dealer for ordering a new printer unit.

Line 2 Mode (optional)

If the second line (optional) is installed in your fax machine, you can configure this 2nd line in numerous ways:

Setting:	Effect:	Practical note:
TX/RX	The second line has the same priority as Line 1.	The second line is also used by the fax machine as a transmission line. If you have a lot of faxes to transmit (e.g. in the case of extensive multiple-address transmissions) and value the fastest possible fax transmission, you should choose this setting.
RX ONLY (24HR)	The second line is used exclusively as a receiving line.	If you wish your fax machine to always be available, you can reserve the second line exclusively for receiving faxes. In this case, transmissions are handled via Line 1 only.
RX ONLY (TIMER)	The second line can be limited to serve solely as a receiving line within a configurable time period.	This setting represents a combination mode for the second line. Outside the specified time period, the second line has the same priority as Line 1 (see first setting). Within the specified time period, Line 2 is used exclusively for receiving faxes (see second setting).

⚠ These settings can be temporarily circumvented via the fax function "TEL LINE SELECT" (see page 14).

4 / 1 / 1 6

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Enter the menu
The first 4 menu items are displayed.

Select a menu item

```
LINE - 2 MODE
1.TX / RX
2.RX ONLY (24 HR)
3.RX ONLY (TIMER)
```

Make your selection
For Line 2 mode

(Example: TIMER)

Continued on next page.

1 0

Select a menu item

```
RX ONLY (TIMER)

TIME PERIOD =
      00:00 - 00:00
```

Make your selection
For time period “Receiving line only”

1 0

Entering the new time period

START

Confirm with START

STOP

Press STOP, return to standby mode

Diagnostic program

Your fax machine has an automatic test routine which checks the correct functioning of the most important internal components. The results of such a test are documented in a test report, which can be printed out at any time.

You can also choose to test individual components as you see fit:

01. ADF TEST	Function of the document feed (ADF)
02. KEY TEST	Function of the individual keys on the control panel
03. LED TEST	Function of all LEDs
04. LCD TEST	Function of the LCD display
05. SPEAKER TEST	Function of the speaker
06. SWITCH TEST	Function of the sensor switch
07. TEST PRINT	Function of the printer components in the form of a print test

9/1

STOP

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Automatic test routine
Standby mode

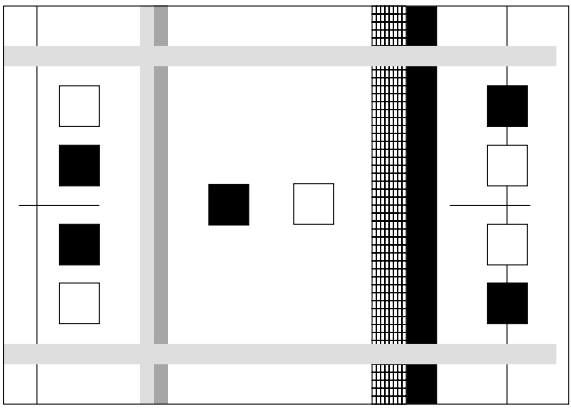
```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

```
AUTO TEST


■■■■--------------
```

Select a menu item
Display of the current test procedure (continuous movement of the display bar)

Cancel with STOP
-or-
A test printout is printed after approx. 6 minutes



```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

Printout of the test report
Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
PRINTING LIST
```

Select a menu item
Printout of the test report

SELF TEST REPORT

	PAGE	: 001		
	TIME	: 08.FEB.00 17:11		
	TEL NUMBER1	: +44-1234567890		
	NAME	: TOSHIBA MARKETING DP120F		
TEST CONTENTS		RESULT	NOTE	DATE
AUTO TEST				
FLASH ROM				
	PROGRAM	OK	C692	08-02-2000 13:11
	FUNCTION	OK	AA3A	08-02-2000 14:22
	LANGUAGE	OK	3621	08-02-2000 15:36
SRAM				
	ADDRESS BUS			
	DATA BUS			
DRAM				
	ADDRESS BUS			
	DATA BUS	NG	57A	08-02-2000 15:42
MODEM				
	LINE (#1)			
SCANNER				
	RAM			
	SHADING			
CODEC				
PRINTER				
PHONEBOOK				
INDIVIDUAL TEST				
ADF TEST				
KEY TEST				
LED TEST				
LCD TEST				
SPEAKER TEST				
SWITCH TEST				

9/2

1 0

STOP

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Test of individual components:
Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

```
01.ADF TEST
02.KEY TEST
03.LED TEST
04.LCD TEST
```

Select a menu item
The first 4 components are displayed

Select a menu item

Press STOP, return to standby mode

Error messages in the display

Your fax machine indicates operating errors or does not carry out a function in accordance with your requirements. Before you contact customer service, consider a moment and identify the error message in the following list. You will probably then be able to remedy the fault yourself.

General procedure to be followed for error messages in the display

1. Analyse error message.
2. Rectify cause of error.
3. Press STOP key to cancel error message in display.
4. If necessary, switch off fax machine for 10 seconds and press STOP key again.

⚠ **All error messages are retained in the display until they are acknowledged with the STOP key. If this error message does not disappear, the cause of the error has still not been rectified.**

Display	Cause	How to correct
BROKEN REGISTRATION	Alphabet memory and internal settings have been lost due to a lengthy power failure	Press the STOP key. If the error message does not disappear, activate the installation procedure (see page 12) and confirm all settings. The internal lithium battery is possibly depleted.
POWER FAILURE	Contents of the image memory have been lost following a power failure.	The mains error report (see page 102) is printed out in order to provide you with a list of lost criteria.
SCANNER COVER OPEN	The copy flap is not locked in place.	Allow this cover to snap carefully into position.
TOP COVER OPEN	The upper part of your fax machine housing has not snapped into position.	Close the housing cover carefully.
ENTRY MEMORY FULL	The fax number entry memory (one-touch/direct dial number memory) is full.	Delete fax numbers you no longer need, in order to free up memory.
MEMORY OVERFLOW	The transmission / reception memory is full.	Send your document(s) with a lower resolution, or send them using the direct mode (see page 42). If this error persists, please contact your dealer for a memory expansion.
DOKUMENT JAM	Documents have jammed in the document feeder.	Follow the instructions on page 146 to rectify the document jam.
UPPER PAPER EMPTY	(Only in conjunction with additional paper cassettes) No more paper in the upper cassette.	Load new recording paper (see page 10).

Display	Cause	How to correct
MIDDLE PAPER EMPTY	(Only in conjunction with additional paper cassettes) No more paper in the middle cassette.	Load new recording paper (see page 10).
LOWER PAPER EMPTY	(Only in conjunction with additional paper cassettes) No more paper in the bottom cassette.	Load new recording paper (see page 10).
PAPER EMPTY	The recording paper is empty	Load new recording paper (see page 10).
TONER LOW	The toner is almost out. Only enough toner for approx. 100 more copies.	Install a new cartridge (see page 8).
TONER EMPTY	There is not enough toner for printing.	Install a new cartridge (see page 8).
DRUM UNIT WARNING	The printer unit is almost spent. About 100 sheets can be printed after this is displayed.	Please contact your TOSHIBA dealer to order a new drum unit.
REPLACE DRUM UNIT	The drum unit is expended.	Replace the drum unit (see page 8).
CONFIRM DEV. UNIT	The printer unit is missing or has not been installed correctly.	Install the process unit correctly. Activate the lock facility.
DEVICE ERROR XX	Indicates a fault in the printer unit.	Contact your TOSHIBA dealer and notify him of the code in the display message.
NETWORK DISABLED	The optional network interface card (NIC) is faulty; network-specific components are not working correctly.	Check that the network interface card is installed correctly.
NETWORK ERROR	The network cable is not connected correctly (only in the case of an optional network interface card)	Check the network connection and re-establish the connection correctly.
PCL DISABLED	The optional PCL card is faulty; PCL printer components are not working correctly.	Check that the printer card is installed correctly.

Display	Cause	How to correct
CHECK LINE-1	Line 1 has no connection to the telephone network / PBX	Check the line connection at the telephone socket. If the line is connected correctly, report the fault.
CHECK LINE-2 (Only if optional second line is installed)	see “Check Line-1”	see “Check Line-1”
SORRY NOT POSSIBLE	Selected function not possible at present.	Read the operating instructions for any restrictions concerning your selected action.

Error codes in journal

If "TRANSMISSION ERROR" appears in the display of your fax machine, the error code describes the specific error. The same code is shown also in the journal and transmission report.

Code	Cause	How to correct
10	No recording paper	Put more paper in the paper cassette.
11	Paper jam	Remove the jammed paper (see page 147).
12	Documents have jammed in the document feed.	Follow the instructions on page 146 to rectify the document jam.
13	Open the upper covers	Allow these covers to snap carefully into position.
20	Power failure	A power failure has occurred.
22	Memory error	If this error occurs frequently, please notify the customer service of your TOSHIBA dealer.
30	Transmission interrupted by the transmitter/receiver.	Start the transmission process again or request your fax partner to repeat the transmission process.
32	Page error	A specific number of pages has been set, but a different number of pages has been sent (see page 63).
33	Polling error	Polling was not reserved, or the password was incorrect, or polling protection did not meet the specified criteria (see page 69).
42	Memory overflow	Send your document(s) with a lower resolution, or send them using the direct mode (see page 42). If this error occurs frequently, please contact your dealer for a memory extension.
50	Line busy	Test the connection using the listening-in option (see page 48). Have you pressed "*" on the extension for obtaining an outside line (see page 18)?
53	Wrong codeword	A document has been retrieved with the wrong codeword (see page 69).
60	Line busy	Send the document again.
B0-B5 C0-C4 D0-D2 F0, F1	Communication error	Bad line. The document has probably not been transmitted. You should transmit your document again to be safe.
E0-E6	Printer fault	A printer error occurred during reception, causing a memory overflow.
87	Image cannot be saved	Memory overflow on the other machine. Transmit your document again later.

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 9).
	Document size or thickness of paper are not acceptable.	Use acceptable documents only (see page 37).
	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 37).
	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 35). If your copy is also difficult to read, clean the document reader.

Problem	Possible causes ...	... and solutions
The receiver reports: The document transmitted is difficult to read.	RESOLUTION and CONTRAST are not set correctly.	Make a copy on your fax machine (see page 35) 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 50 / 51). Then send again.
	The telephone connection is poor.	Redial. You may get a better conncection.
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 77 / 82).
Your call does not arrive although you have dialled the correct number.	If you are connected to a PABX: You have set the wrong line type.	Set the line types to EXTENSION (see page 18).
	Your fax machine is not connected to the PSTN.	Plug the connecting cable of your fax machine into the socket (see page 9).

Receiving problems

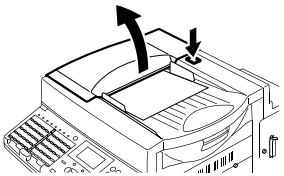
Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.

Problem	Possible causes ...	... and solutions
You press START to receive an document. But you receive nothing.	Your machine displays an error.	If the display gives an error message, clear the fault and delete the display with STOP.
	The fax machine is not correctly connected.	Check the wiring. See page 9.
	The display is blank.	Check there is power on the machine. The machine must be switched on (see page 9).
	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 147).
The dcoument 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 recording paper quality is poor.	Use acceptable recording paper (see page 10).
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 34).

Cleaning document scanner

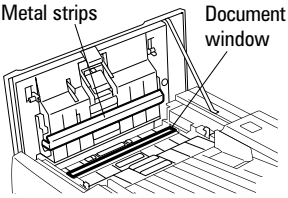
Never use abrasive materials to clean your fax machine - they could cause damage. If documents transmitted are difficult to read, the document scanner must be cleaned. You can easily tell when: Make a test copy of the document on your fax machine and compare the copy with the original.

Open the document feed by pressing the corresponding release button.

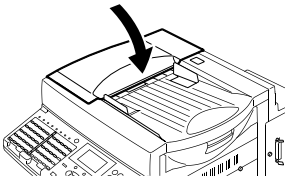


Wipe the white metal strips and the opposing document window with a soft cloth.

⚠ If these parts are very dirty, you can also use a slightly moist cloth and then wipe off with a dry cloth.

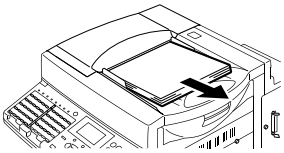


Return the document feed to its original position. Ensure that the covers on both sides lock into place correctly.

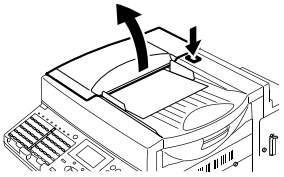


Remove document jam

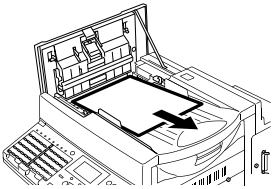
Leave the fax machine switched on. Remove the remaining documents from the document feed.



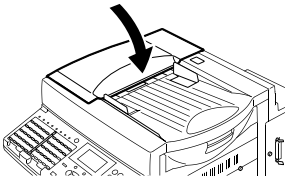
Open the document feed by pressing the corresponding release button.



Remove the copy that caused the document jam. Check the document feed for residual scraps of paper.



Return the document feed to its original position. Ensure that the covers on both sides lock into place correctly.

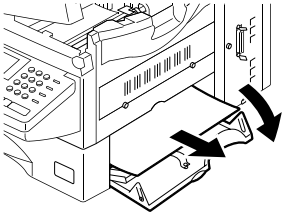


How to clear a recording paper jam

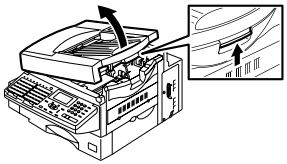
In the event of a paper jam in the receiving paper tray, the PAPER JAM XX" message is displayed. The two numbers indicate the location of the paper jam in the fax machine.

Code	Jam position
10	Paper cassette. In the case of additional cassettes: Top cassette
20	Optional paper cassette: Middle cassette
30	Optional paper cassette: Bottom cassette
50	Single-sheet feed
80	Area of the paper feed (directly downstream of the tray)
90	Area of the paper exit (directly upstream of the paper exit)

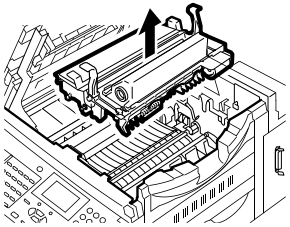
Leave the fax machine switched on. Open the side paper feed and, if applicable, pull the page out.



Subsequently open the machine cover by operating the release lever.

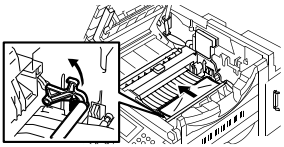


Remove the printer unit from the exposed machine.



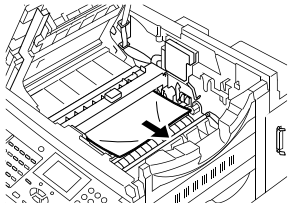
If paper is located beneath the metal transport roller, release the paper by pressing the green lever (as illustrated in the diagram).

⚠ Please take care not to tear the paper in this context.



If part of the paper is already located in the setting unit, it can be pulled out in the direction opposite to the print direction, as illustrated in the diagram.

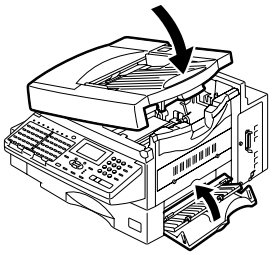
⚠
- Please take care not to tear the paper in this context.
- Caution! The setting unit may be very hot. DANGER OF BURNING!
- Please do not pull the paper towards the paper exit



Once you have ensured that both the jammed paper and any paper scraps have been removed, re-install the printer unit and close the machine and side paper feed cover.

Note

If a paper jam occurs during fax reception, the remaining pages are stored in the memory. Once the paper jam has been eliminated, the remaining pages are printed out automatically.



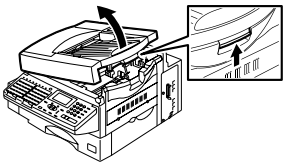
Cleaning the printer unit

If toner inadvertently ingresses into the fax machine, it may be necessary to clean the loading corona.

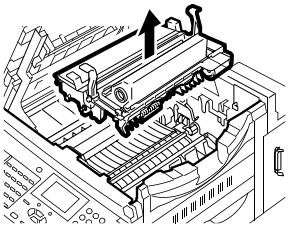
⚠ The loading corona comprises a very thin, taut wire stretched within a metal cage along the entire length of the image drum.

The supplied special tool enables you to clean the charge corona without any danger.

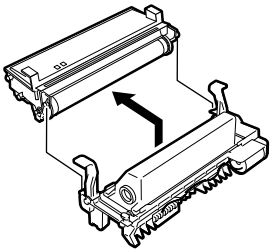
- Switch of the fax machine
- Pull the release button to open the fax machine (see page 7)



- Holding the printer unit by the green handle, remove it from the fax machine.



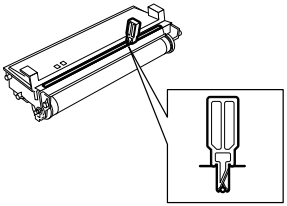
- Remove the developer unit from the drum unit.



- Place the cleaning tool carefully on the metal cage (as illustrated in the drawing) and then slide it backwards and forwards several times along the entire length of the corona wire.

NOTE

The other parts of the cleaning kit are reserved for a service call-out. Please store these objects in a safe place.



Remote maintenance (COMLINE)

Your fax machine enables remote diagnosis to be carried out. This means that internal settings can be read and changed via the telephone line. In order to ensure that all requirements of data protection are observed, COMLINE is possible only if you temporarily enable your fax machine for this facility.
Remote maintenance may also be password protected.

4 / 5 / 0 1

1 0

STOP

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

```
REMOTE ACCESS
1.ON
2.OFF
```

To activate remote access:
Standby mode

Start the menu
The first 4 menu items are displayed.

Select a menu item

Make your selection
1: ON
2: OFF

Select a menu item

Press STOP, return to standby mode

4 / 5 / 0 3

1 0

START

STOP

```
15-MAR-00 WED 19:56

RESIDUAL MEMORY 100%
```

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

```
SET RDC PASSWORD

PASSWORD =(MAX20)
_
```

Configure password for remote access:
Standby mode

Start the menu
The first 4 menu items are displayed.

Select a menu item

Make your selection
for password

Enter password (digits)

confirm with START

Press STOP, return to standby mode

Supply order

As soon as consumables (drum, toner, etc.) are expended, your fax machine can order replacements automatically. Before you configure this setting, it is advised that you contact your dealer to determine the conditions under which this automatic order service is to be performed.

4 / 5 / 0 4

1 0

STOP

```
15-MAR-00 WED  19:56

RESIDUAL MEMORY 100%
```

Standby mode

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS
```

Start the menu
The first 4 menu items are displayed.

Select a menu item

```
SUPPLY ORDER SETUP
1.DESTINATION SETUP
2.SUPPLIES
3.OTHER INFORMATION
```

Make your selection
1. Enter the fax number of the contractual partner
2. Select the consumption-specific criteria
3. Further information on the order process
4. Printout of the order list

Select a menu item*

Press STOP, return to standby mode

*) For further details on these data, please contact your dealer or contractual partner.

Download

This menu item allows additional technical settings that should only ever be performed by your dealer's qualified personnel.

Connection to PABX

If your fax machine is connected to a PABX, additional sources of errors are possible. In the event of any problems, you should work through the following items and compare them against the current installation of your fax machine. Where necessary consult the person who installed your PABX.

- Does the PABX have public line capability?
- Does the PABX have DDI capability?
- Have you entered the „✳" key before the actual fax number?
- How is the public line obtained (flash, number)?
- Which dialling mode will be used? *

*) The factory default in Germany is MFV (multiple frequency dialling). If impulse dialling (IWV) is to be used, please contact your dealer.

UK CONNECTION INFORMATION

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 DP 120F 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

EPA ENERGY STAR

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.

Addendum to the DP 120F 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 determinded 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.

Declaration of conformity

We herewith declare: Manufacturer: Toshiba Europe GmbH
Address: Hammfelddamm 8
D-41460 Neuss,
that the product: Analog fax machine, Model: DP 80F/85F/120F,

fulfils the fundamental requirements pursuant to Article 3 of EU Directive 1999 / 5 / EC, and that the following harmonised standards apply:
EN 60950 :1992 + A1 :1993 + A2 :1993 + A3 :1995 + A4 :1997 + A11 :1997
EN 60825 - 1 :1994 + A11 :1996
EN 55024 :1998
EN 55022 :1998 Class A
EN 61000-3-2 :1995 + A1 :1998 + A2 :1998
EN 61000-3-3 :1995
Council Decision 1998 / 482 / EC of 20.07.98 (CTR 21)
The device is designed for all analog PBX interfaces in the European Union, as it has been tested pursuant to TBR 21.

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