SAGEM
MF 3505
MF 3525 / MF 3625

User manual

SAGEM

WELCOME

You have just acquired a new generation communications terminal from SAGEM and we congratulate you on your choice.This multi-function terminal will meet all your professional requirements.

In order to give you a good explanation of the functions that this terminal offers, the following convention is applied in this user manual:

Terminal	Model	Equipement
MF 3505	A	• Duplex unit scanner colour • 18 ppm Black & White laser printer
MF 3525	B	• Duplex unit scanner colour • 18 ppm Black & White laser printer • LAN 10/100 Base T
MF 3625	B	• Duplex unit scanner colour • 20 ppm Black & White laser printer • Duplex unit copier • LAN 10/100 Base T

You are very welcome to spend a little of your time reading this manual, so that you can easily use the various functions of this terminal.

List of accessories[1]

The following additional accessories are proposed for these terminals:
- Directory card.
- 500-page paper tray.
- Activation kit PCL® 6 and SGScript (depending on model).
- Companion Suite Pro kit PC (depending on model).

Consumables

Refer to the last page of this user manual for the references.

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1. The list of accessories is subject to change without prior notice.

CONTENTS

The mark **CE** attests that the products comply with the essential requirements of Directive R&TTE 1999/05/EC.

For user safety, in accordance with Directives 73/23/EC.

For electromagnetic interference, in accordance with Directive 89/336/EC.

The manufacturer declares that the products are manufactured in accordance with ANNEX II of Directive R&TTE 1999/5/EC.

Console Model A

1. Key ⬜ : stops current printing.

2. Key ⓘ : help in terminal use.

3. Key 🗐 : local photocopy.

4. Key ⚲⁺ : reduce or enlarge.

5. Key **PC** : scan to PC / scan to FTP.

6. Key ⤶ : double sided printing

7. Key 🔴 : selection of colour mode.

8. Key ⣿ : scan resolution.

9. Key ◖ : contrast setting.

10. Scan resolution (Fine (Fin), SFine (Super Fin), Photo).

11. Icon ◌ : color mode selected.

12. Recto/Verso print indicated 📄 :
    * On : duplex mode activated.
    * Out : printing mode deactivated.

13. Indicator reserve "Toner" ⣿ :
    On : end of toner.
    Flashing : near the end of toner.

14. Indicator printer paper jam ⅋⼁ .

15. Digital keyboard.

16. Key ◇ : validation/ local copy.

17. Key **OK** : validates displayed selection.

18. Key ▼ : access to menu and browsing in menus downwards.

19. Key **C** : return to previous menu and correction of text.

20. Key ▲ : browsing in menus upwards.

21. Key ⊘ : stops current operation.

22. Key [STOP] : stops current operation.
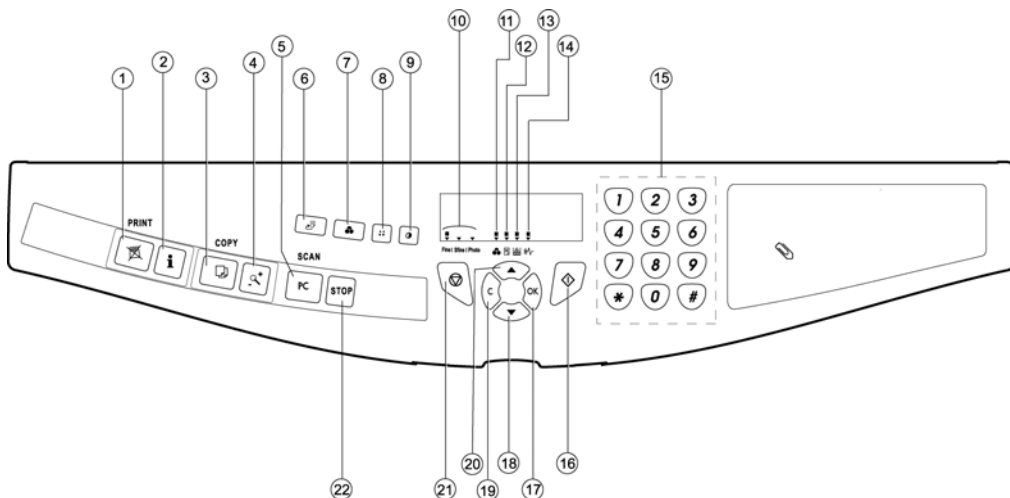
Console Model B

1. Key ⌧ : stops current printing
2. Key (i) : help in terminal use.
3. Key ⎕ : local photocopy.
4. Key ⎁⁺ : reduce or enlarge.
5. Key **PC** : scan to PC / scan to FTP.
6. Key @ : scan to e-mail (sending of Internet fax).
7. Key ⫘ : double sided printing
8. Key ● : selection of colour mode.
9. Key ⦂ : scan resolution.
10. Key ◑ : contrast setting.
11. Scan resolution (Fine (Fin), SFine (Super Fin), Photo).
12. Icon "Ligne" ◇ :
    * On : communication in progress.
    * Falshing : communication setting up.
13. Icon ⬡ : color mode selected.
14. Recto/Verso print indicated ▤ :
    * On : duplex mode activated
    * Out : printing mode deactivated.
15. Indicator reserve "Toner" ⌗ :
    On : end of toner,

Flashing : near the end of toner.
16. Indicator printer paper jam ⅋ .
    * Flashing : non-printed document(s) in memory or being received
    * Out : reception impossible.
17. Digital keyboard.
18. Alphabetical keyboard.
19. Key ← : deletes the character to the left of the cursor.
20. Key ↵ : input or line feed.
21. Key **Ctrl** : access to special characters
22. Key ↑ : Shift.
23. Key ◇ : validation.
24. Key **OK** : validates displayed selection.
25. Key ▼ : access to menu and browsing in menus downwards.
26. Key **C** : return to previous menu and correction of text.
27. Key ▲ : browsing in menus upwards.
28. Key ⊘ : stops current operation.
29. Key ▯ : access to directory and quick dial numbers.
30. Key ⇢ : multiple contact sending.
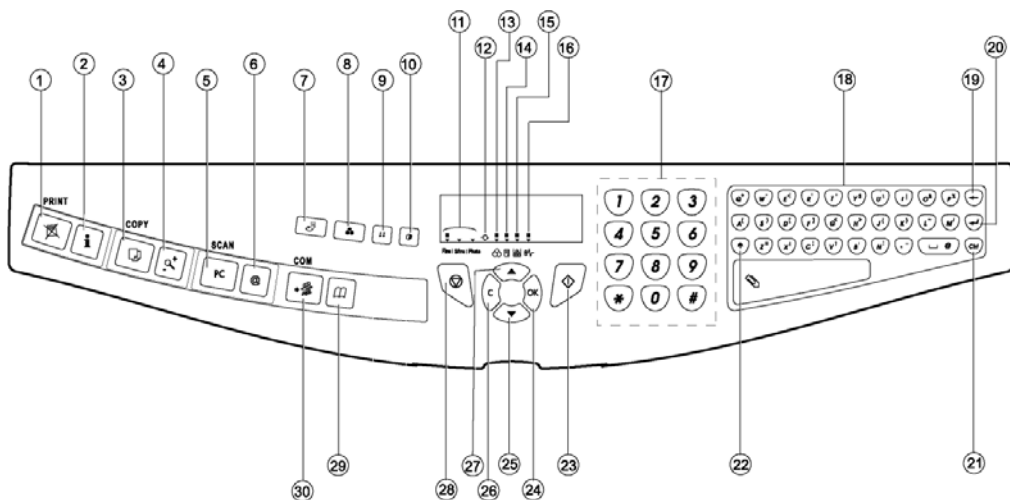
1 INSTALLATION

INSTALLING YOUR TERMINAL

INSTALLATION REQUIREMENTS

A proper location helps to ensure that your printer provides you with the long service life for which it is designed. Double-check to make sure that the location you select has the following characteristics.

- **Choose a location that is well ventilated.**
- Make sure that you do not block the aeration grill located on the left side of the terminal. When installing the terminal close to a wall, make sure that the distance between the wall and the rear, and the wall and the left hand side of the terminal is at least 25 centimetres, to make opening of the cover easier and so as not to block the aeration grill of the terminal.
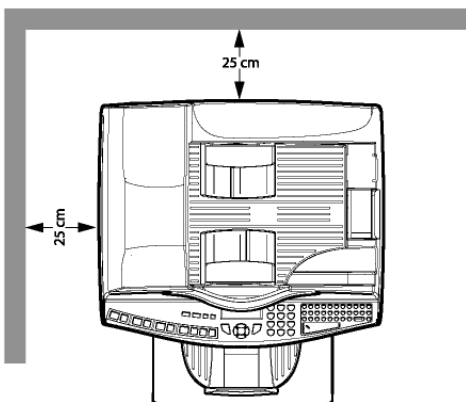
- Make sure there is no chance of ammonia or other organic gasses being generated in the area.
- The grounded power outlet (refer to the safety instructions in the **Safety** section) you plan to connect to for power should be nearby and not obstructed.
- **Make sure that the printer is not exposed to direct sunlight.**
- Avoid areas in the direct airflow of air conditioners, heaters, or ventilators and areas subject to temperature and humidity extremes.
- Choose a sturdy, level surface where the printer will not be exposed to strong vibration.
- **Keep the printer away from any objects that might block its heat vents.**
- Do not locate the printer near curtains or other combustible objects.
- Choose an area where there is no possibility of the printer being splashed with water or other liquids.
- Make sure that the surrounding area is clean, dry, and free of dust.

Operational precautions

Note the following important precautions whenever using the printer.

Operating Environment

The following describes the operating environment required when using the printer:

- Temperature:
  10°C to 35°C (50°F to 95°F) with fluctuation of 10°C (18°F) per hour.
- Humidity:
  20% to 80% (no condensation) with fluctuation of 20% per hour.

Terminal

The following describes precautions for using the terminal.

- Never turn the terminal off or open any of its covers during a print operation.
- Never place flammable gasses, liquids or objects that generate magnetic forces near the terminal.
- When unplugging the power cord, always grasp the plug and never pull on the cord. A damaged cord creates the danger of fire or electrical shock.
- Never touch the power cord when your hands are wet. Doing so creates the danger of electrical shock.
- Always unplug the power cord before moving the terminal. Failure to do so can damage the power cord, creating the danger of fire or electrical shock.
- Always unplug the power cord if you do not plan to use the terminal for a long time.
- Never try to remove any secured panel or cover. The terminal contains high-voltage circuit which creates the danger of electrical shock when exposed.
- Never try to modify the terminal. Doing so creates the danger of fire or electrical shock.
- Never place any heavy objects on the power cord, pull on it or bend it. Doing so creates the danger of fire or electrical shock.
- Always make sure the terminal is not placed on the electrical cord or the communications cables of any other electrical equipment. Also make sure that cords and cables do not get into the terminal's mechanism. Any of these conditions create the danger of malfunction and fire.
- Always take care that paper clips, staples, or other small pieces of metal do not get into the terminal through its vents or other openings. Such objects create the danger of fire or electrical shock.

- Do not allow water or other liquids to spill on or near the terminal. Fire or electrical shock can occur should water or liquid come into contact with the terminal.

- Should liquid or any piece of metal accidently get inside the printer, immediately turn it off, unplug the power cord, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.

- Whenever the terminal emits unusually high amounts of heat, smoke, an unusual odor, or noise, immediately turn it off, unplug it, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.

- **Paper for printer: do not use paper previously printed by your terminal or any other printer: the ink or toner deposited on that paper might damage the printing system of your terminal.**

Caution - Be sure to locate the terminal in a well-ventilated location. A minimal amount of ozone is generated during normal operation of this terminal. Because of this, an unpleasant odor may result when the printer is used for extensive printing in a poorly ventilated area. For a comfortable, healthy, and safe operation, be sure to locate the terminal in a well-ventilated area.

UNPACKING THE BOX

☞ Take the protection profiles, the packing material and the machine out of the shipping box.

☞ Check that the following parts are in the box.

Terminal

Output tray printer

Mains power cord (model depending on country)

Document feeder

CD-ROM User guide

CD-ROM Kit PC (depending on model)

CD-ROM Kit LAN (depending on model)

Installation guide

Printer paper tray

Cardboard box
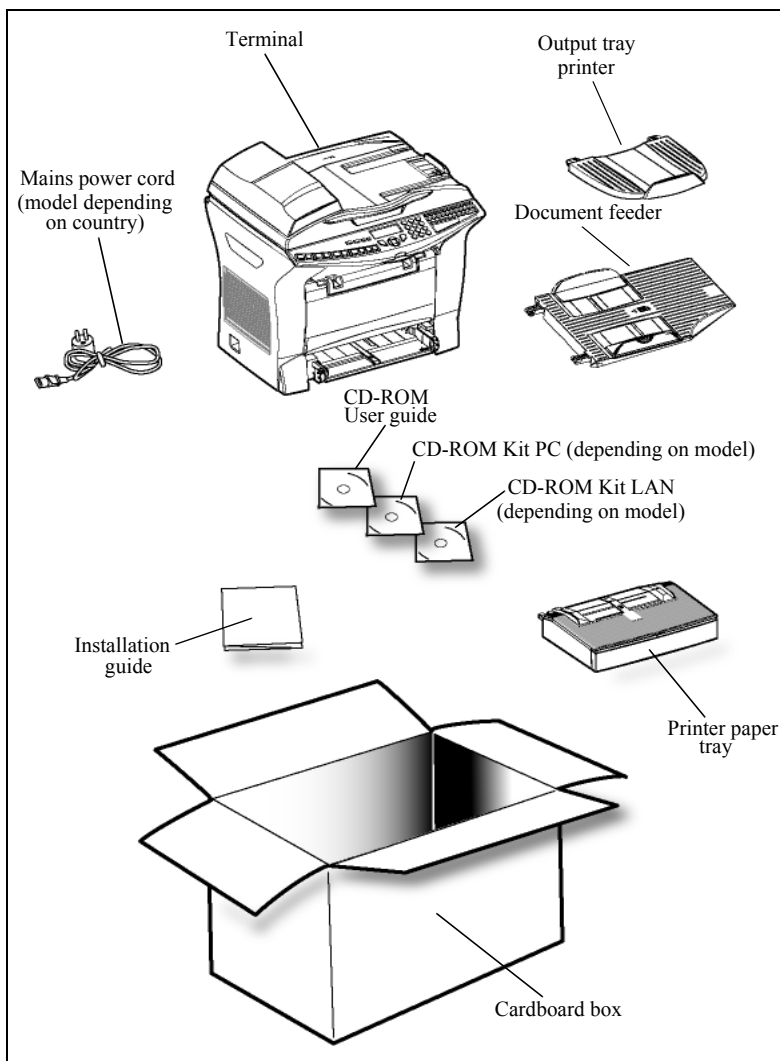
UNPACKING THE ADDITIONAL PAPER TRAY (DEPENDING ON MODEL OR OPTION)

☞ Remove the plastic bags and check for the parts illustrated below.

Paper tray

Mechanical unit paper tray

Cardboard box
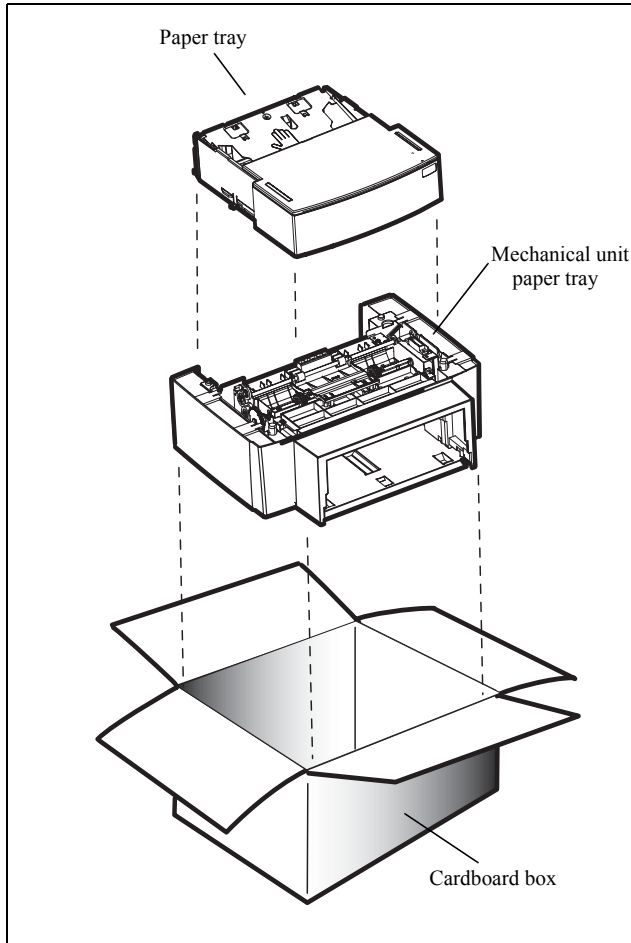
Installing the additional paper tray (refer to paragraph **Installing the second paper tray (depending on model or option)**, page 1-15)

UNPACKING THE DUPLEX-UNIT (DEPENDING ON MODEL OR OPTION)

☞ Remove the plastic bags and check for the parts illustrated below.

Installation guide

Duplex-unit

Cardboard box
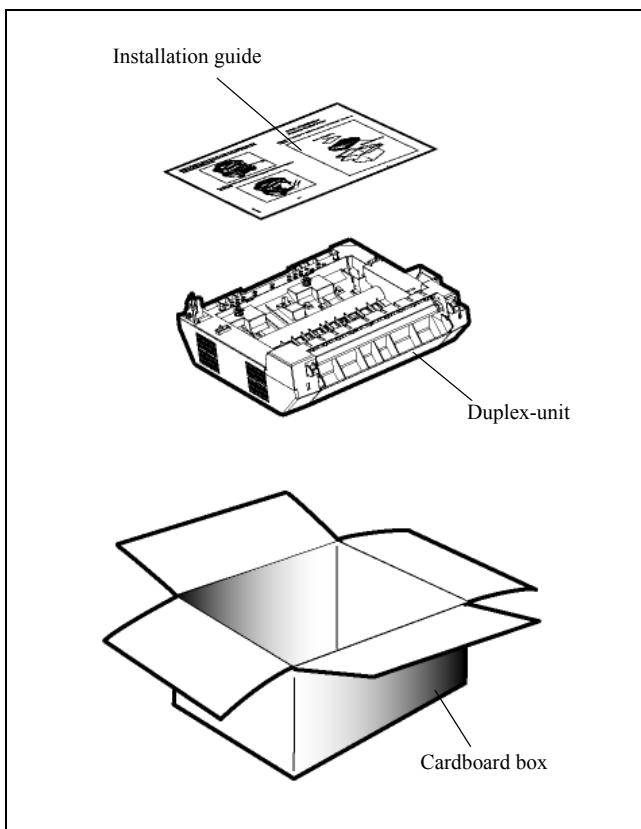
☞ Installing the Duplex-unit (refer to paragraph **Installing the Duplex-unit (depending on model or option)**, page 1-16).

DESCRIPTION

Adjustable paper guide

Document feed tray for scanning

Original document output stacker

Access handle Flatbed scanner

Scroll scanner (ADF)

Chip card reader

Console

Printer output stacker

Printer

Manual paper feed tray

Second paper tray (optional) (500 pages)

Printer paper feed tray

Parallel PC port (depending on model)

USB Port

LAN cable socket (depending on model)

On/Off button

Power socket

Toner drum/cartridge (pre-installed in printer)

Mains lead (depending on country)

INSTALLING THE REMOVEABLE PARTS

This section details the installation of the terminal's removable parts.

INSTALLING THE SCANNER PAPER TRAY

☞ Secure the document feeder by fitting the two clips (**B**) in the notches (**A**) provided for this purpose.
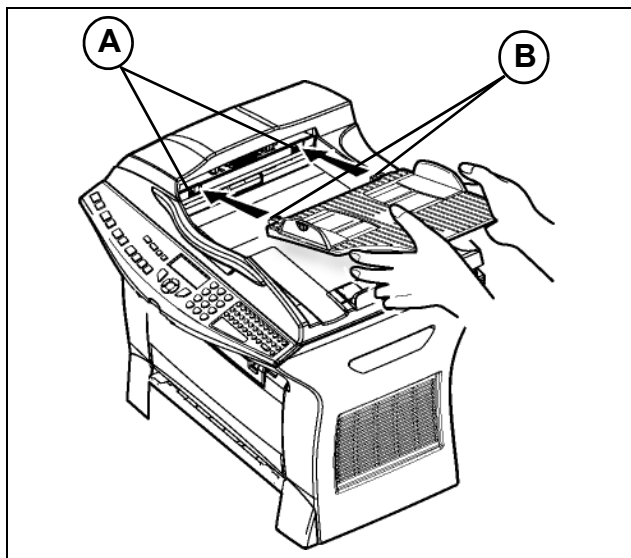
INSTALLING THE PRINTER OUTPUT STACKER

☞ Insert the two clips (**B**) of the stacker into the notches (**A**) provided for this purpose.
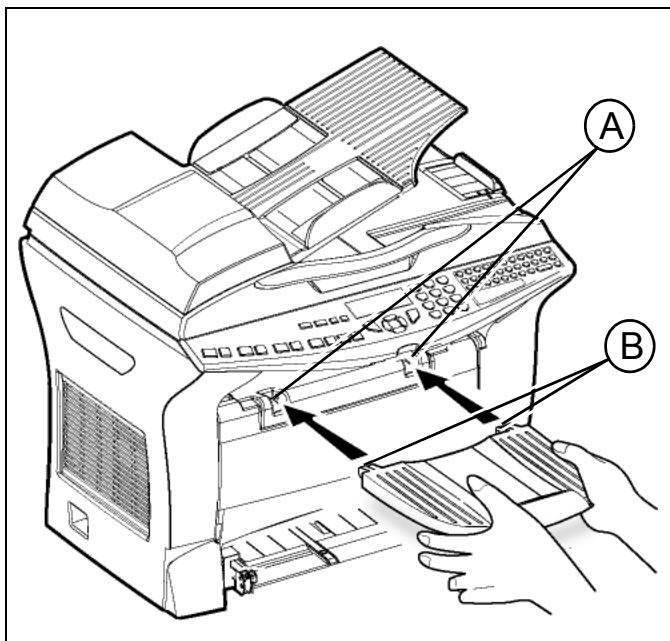
INSTALLING THE PRINTER PAPER TRAY

☞ Laying the tray with the left and right clips to the printer, slowly press the tray until it has dicked against the bottom of the notches (as shown in the drawing).
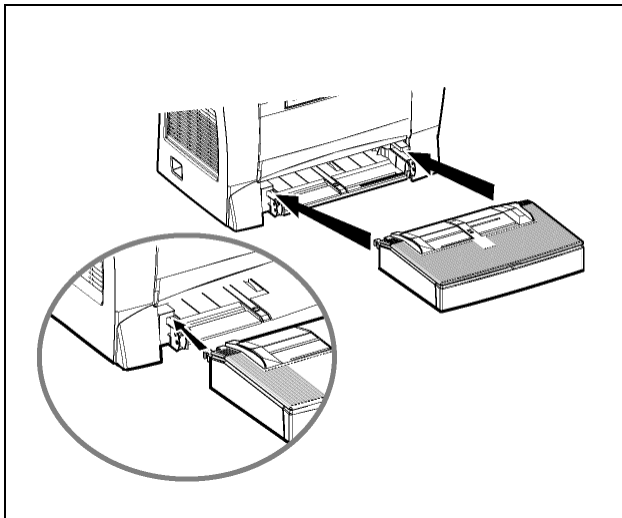
LOADING PAPER

☞ Remove the cover from the printer paper tray.
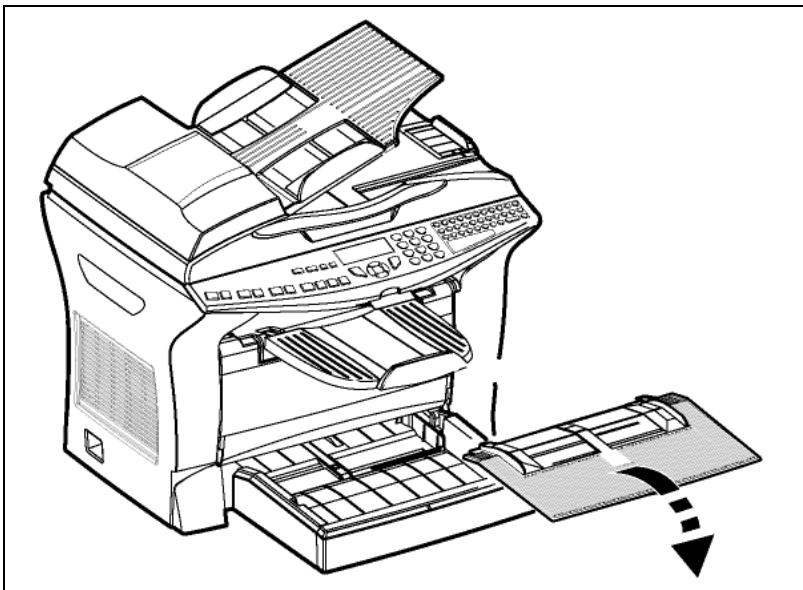
☞ Press the paper size guide inside the tray on the right, in order to push both paper size guides to the left or to the right.
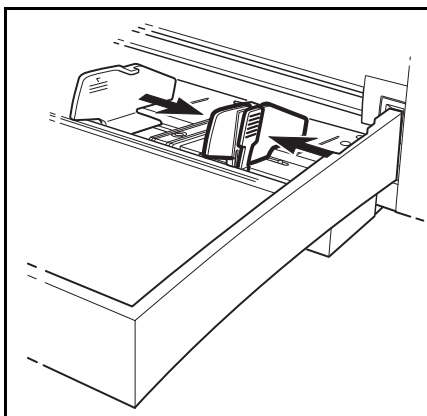
☞ Put a stack of paper into the tray (do not put in more than 250 pages). In case of letterhead paper, be sure to place the paper printed side up.

☞ Secure the stack of paper by pushing the paper size guides against the right and left edges of the stack.

Caution - Do not add paper to the tray whilst the machine is printing

Paper useable in the printer :

Printer paper tray   60 to 90 g/m^2

Manual feed   60 to 160 g/m^2

☞ Replace the printer paper tray cover.
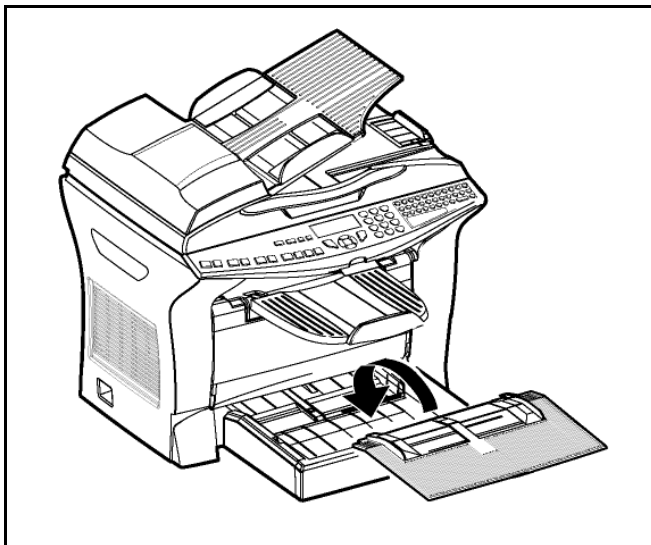
ADJUSTING THE ORIGINAL DOCUMENT OUTPUT TRAY

☞ Depending on the size of paper to scan, A4 or LGAL (LEGAL) adjust the supply stop.
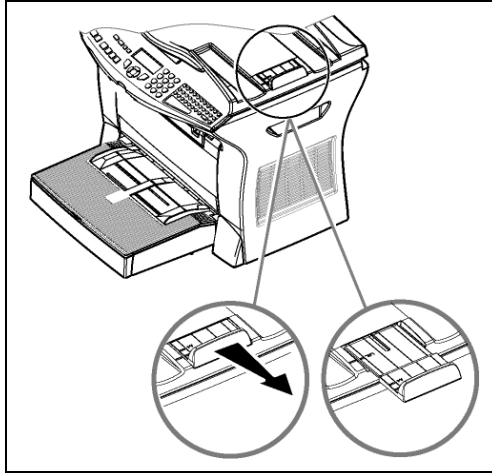
LOADING PAPER IN MANUAL MODE

When printing on special paper, such as **60** to **160** g/m^2 maximum color paper or transparent file (laserprinter compatible), you should load the paper manually, up to 10 sheets maximum. Insert your sheet of paper or film between the two feed pawls 1 and 2 located on the paper tray cover until it stops in the printer.

☞ Adjust to the size of the paper or film using the paper size guide **1** or **2**.
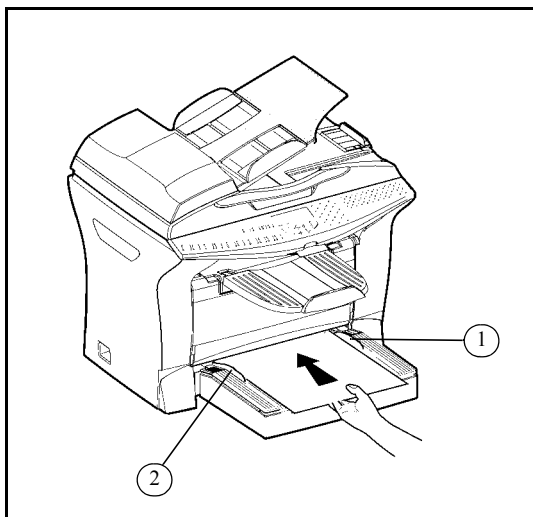
INSTALLING THE SECOND PAPER TRAY (DEPENDING ON MODEL OR OPTION)

1. Remove the second paper cassette unit and tray 2 from their packaging, including the protective tape used to hold the various components in place.

3. Remove the paper tray cover.
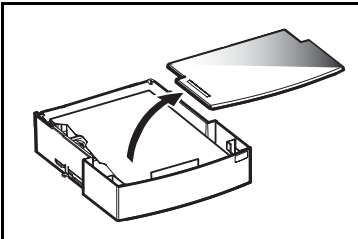
5. Put a stack of 500 paper sheets, maximum, into the paper tray, making sure to always position the paper so that the up-side, when the paper is packed, is always facing up.

2. Position the printer above the additional paper tray unit. Align the coupling pins of the additional paper tray unit with the corresponding notches in the bottom of the printer.
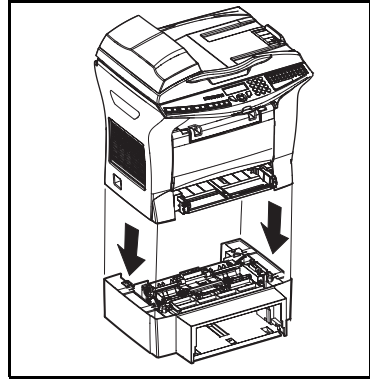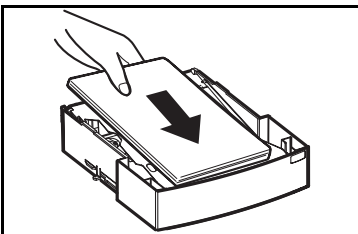
4. Press the support plate located on the paper tray until it locks into position.
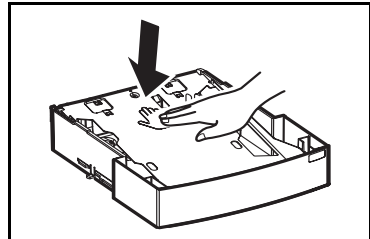
6. Put the cover back onto the tray, and insert the paper tray into the additional paper unit.
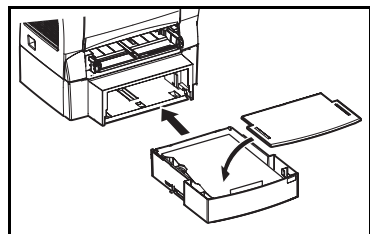
Remark **:** always get hold of the paper tray with both hands when removing it or putting it back into the additional paper unit.
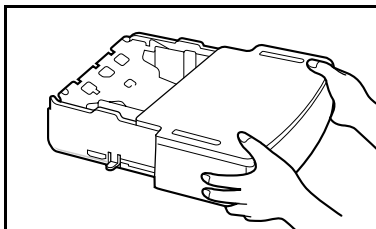
INSTALLING THE DUPLEX-UNIT (DEPENDING ON MODEL OR OPTION)

After installation and connection, the duplex-unit will enable you to print, receive faxes or to receive local photocopies in mode.

☞ Switch off your terminal and pull out the mains plug.

☞ Take the duplex unit out of its box and remove the protective film.
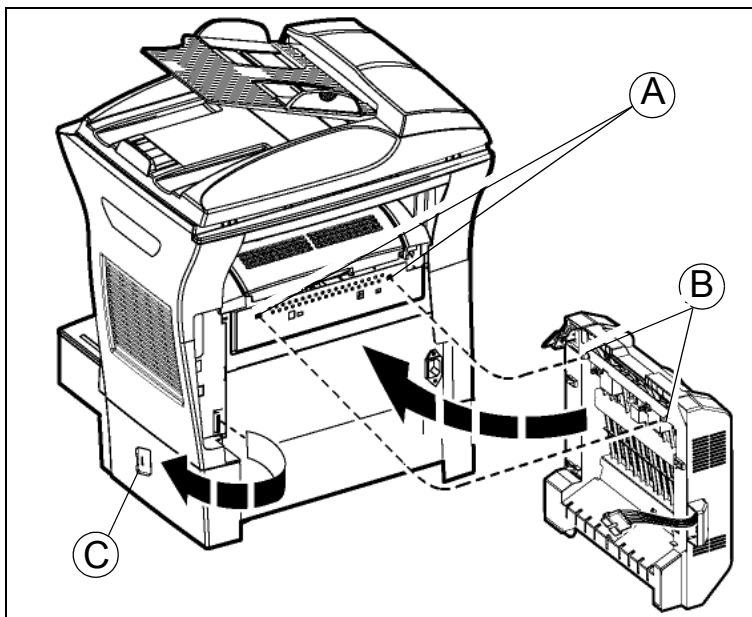
☞ Remove the connector cover (**C**) to obtain access to the connector.

☞ Clip the connector of the flat cable (**E**) of the duplex unit in the connector (**D**) located at the bottom left hand side of the terminal.

☞ Insert the two plastic clips (**B**) in the two slots (**A**) provided for this purpose.
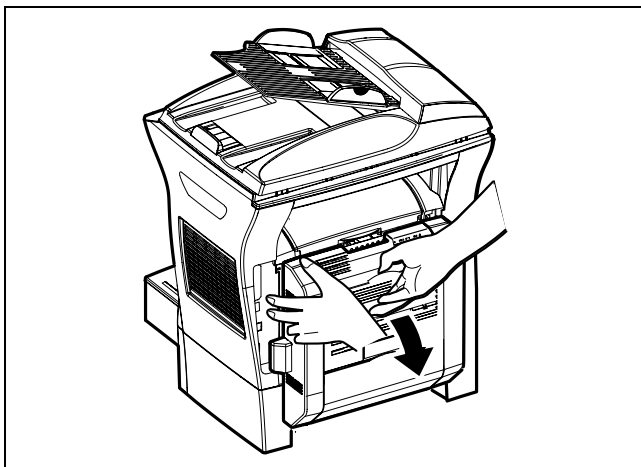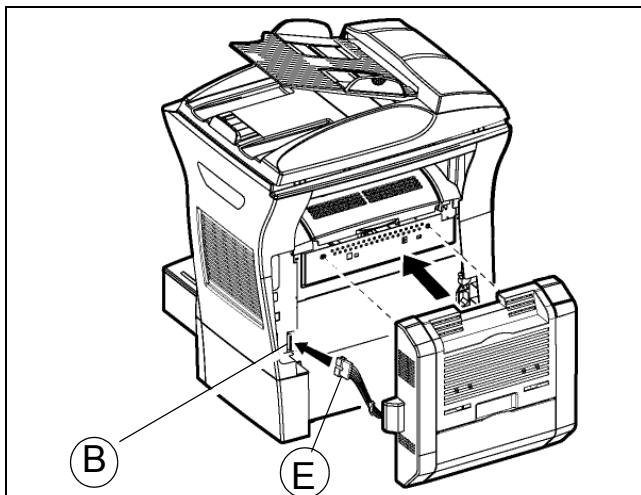
☞ Hold the module in its housing, tip the access door to the two blue-coloured locking clips backwards.

☞ Hold the duplex unit in position and press the two blue coloured clips firmly, one after the other, (**A**) while rotating them ¼ of a turn clockwise, to lock the duplex unit to the back of your terminal.
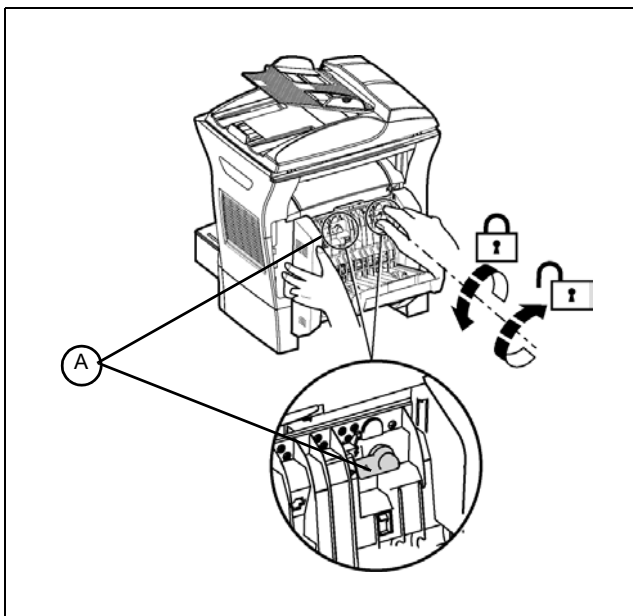
☞ Once the module is locked in position, close the door. The module is now ready to operate.
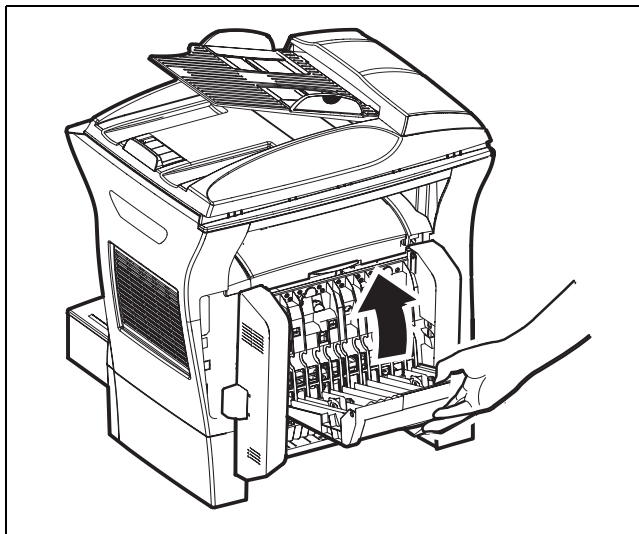
☞ Reconnect the mains plug and power the terminal using the mains switch located on the left hand side.

CONNECTIONS
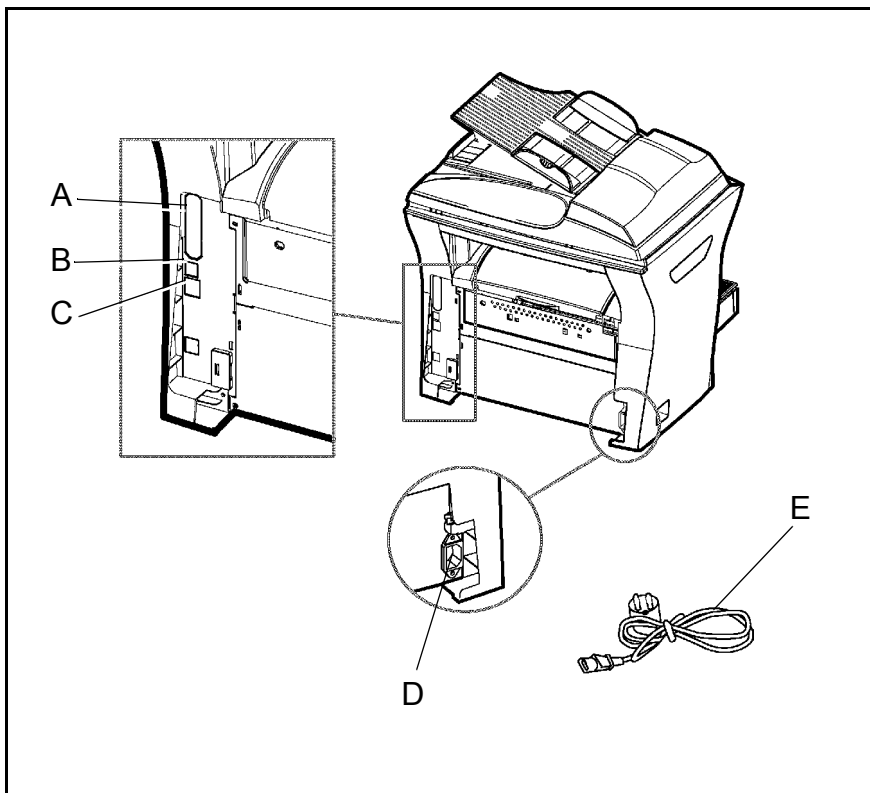
☞ Make sure the On/Off switch is in position **0** (Off).

A : Parallel port (depending on model)

B : USB Port

C : LAN socket (depending on model)

D : Mains plug

E : Mains power cord (model depending on country)
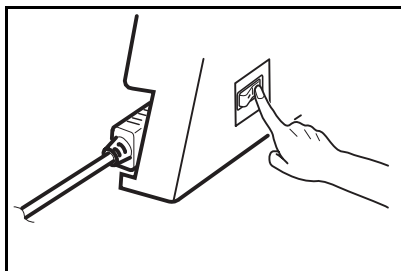
TELEPHONE AND LAN CONNECTION (MODEL B)

☞ LAN connection (depending on model). Plug end of the LAN cord (as provided by your network administrator) into the socket (C) of your terminal and the other end into your local network port dedicated to your terminal.

POWER LINE CONNECTION AND SWITCH ON

Caution - Refer to safety procedures in the chapter on **Safety**.

☞ Plug the end of the mains power cord (E) into the socket (D) of the terminal and the other end in the wall outlet.

☞ Set the On/Off switch to position "**l**" (**On**).

After a few seconds, when the printer has warmed up, the date and time will appear. To adjust the language and time of your terminal, refer to paragraph **Setting your machine**, page 3-1.

2 GETTING STARTED

NAVIGATION METHODS

PRESENTATION
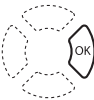
The navigator gives you access to the menus visible on screen.

The navigator

This navigator has 4 keys and allows you to move within the menus available on your machine.
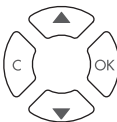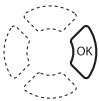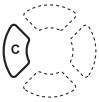
Moving within the menus

To	Use key	Symbol used
Select the next line in a menu.		**OK**
Select the previous line in a menu.		▼
Confirm entry and go to the following menu.		▲
Return to the previous menu.		**C**
Confirm and exit from the current menu.		◇
Exit without confirming from the current menu.		⊖

Moving within a data entry field

To	Use key	Symbol used
Move to the right.		▼
Move to the left.		▲

To	Use key	Symbol used
Confirm your entry.	OK	**OK**
Delete a character by moving the cursor to the left.	C	**C**
Confirm your entry and return to the initial screen.	◇	◇

The display screen

The screen has two lines of 16 characters.

The cursor ▶ shows the line you selected.

> **2 ▶   DIRECTORY**
> **3   SETUP**

For menus with more than two choices, use the ▼ arrow of the navigator to obtain the next (hidden) lines of the menu (5,6 etc.).

ACCESS TO FUNCTIONS

Access to functions may be achieved in two ways.
- • Menu-driven access.
- • Direct function access.

Menu-driven access

You can print the guide to find out the number of a function by pressing 🛈 the key or by scrolling through the menus, as indicated below (depending on model).

☞ Press the ▼ key, the functions menu appear.

☞ Use the ▲ or ▼ navigator arrows to select the PRINT menu

> **3   SETUP**
> **5 ▶   PRINT**

☞ Validate your choice by pressing **OK**.

☞ When in the selected menu, use the ▲ or ▼ navigator arrows to move the cursor ▶ in front of the required sub-function.

51▶	**FUNCTIONS LIST**
52	**LOGS**

☞ Validate your choice by pressing **OK**.

Caution - The Duplex version cannot be used to print the guide. Therefore it can only be printed on one side.

Direct access by number

You may print the functions list to find out the number of a function.

From the stand-by mode:

☞ Press successively the ▼ key and dial the number of the required function. Validate your choice by pressing **OK**.

GUIDE TO FUNCTION LIST

MODEL A

MAIN MENU 2: *SETUP*

Functions	Function description	Page
21 OK - DATE/TIME	Enter the date and the time	p. 3-2
29 OK - TECHNICALS	Technicals parameters	p. 3-8
20 OK - GEOGRAPHICAL	Geographical settings	p. 3-2
203 OK *LANGUAGE*	Choice of language	p. 3-3

MAIN MENU 5: *PRINT*

Functions	Function description	Page
51 OK - FUNCTIONS LIST	Function list printing	p. 5-18
54 OK - SETUP	User parameters printing	p. 5-19

MAIN MENU 8: *ADVANCED FCT*

Functions		Function description	Page
80 OK	- CALIBRATION	Scanner calibration	p. 6-17
81 OK	- LOCK	Activate an access limitation lock	p. 5-21
811 OK	*LOCKING CODE*	Locking code	p. 5-21
812 OK	*LOCK KEYBD.*	Activate keyboard lock	p. 5-21
82 OK	- COUNTERS	See the activity counters	p. 5-19
823 OK	*SCANNED PAGE*	Sent pages counter	p. 5-19
824 OK	*DUPLEX SCAN*	Received pages counter	p. 5-19
825 OK	*PRINTED PG*	Printed pages counter	p. 5-19
826 OK	*PRINTED SHT*	Printed sheets counter	p. 5-19
84 OK	- COPY	CIS scanner settings	p. 5-15
841 OK	*RESOLUTION*	Resolution type choice	p. 5-16
842 OK	*ZOOMING*	Zoom setting	p. 5-16
843 OK	*ASSEMBLED*	Assembled or not copy choice	p. 5-16
844 OK	*ORIGIN*	Origin setting	p. 5-16
845 OK	*CONTRAST*	Contrast setting	p. 5-16
846 OK	*LUMINOSITY*	Luminosity setting	p. 5-17
85 OK	- SCAN. & PRINT	Réglages imprimante	p. 5-17
851 OK	*PAPER*	Type of paper choice	p. 5-17
852 OK	*PAPER TRAY*	Paper tray choice[A]	p. 5-17
854 OK	*S.F MARGINS*	Set margins	p. 5-17
855 OK	*FLATBED MARG*	Sheet-feed scanner margins setting	p. 5-17
856 OK	*PRINTER MARG*	Printer margins setting	p. 5-18
86 OK	- CONSUMABLES	Consumables status	p. 6-1

A. Depending on option

MODEL B

MAIN MENU 1: *DIRECTORY*

Functions	Function description	Page
11 OK - NEW CONTACT	Enter a new contact in the directory	p. 4-2
12 OK - NEW LIST	Enter a relay broadcast list	p. 4-4
13 OK - MODIFY	Modify a record or a list	p. 4-5
14 OK - CANCEL	Delete a record or a list	p. 4-6
15 OK - PRINT	Print the directory	p. 4-6
16 OK - SAVE/LOAD	Store the directory on a chip card	
161 OK *SAVE*	Save the directory to a chip card	p. 4-1
162 OK *LOAD*	Load the directory from a chip card	p. 4-1
17 OK - IMPORTATION	Enable directory importation by e-mail[A]	p. 4-8
18 OK - EXPORTATION	Export the directory by e-mail[A]	p. 4-8

A. Inaccessible if Menu 91 SUPPLIER is on **WITHOUT ACCESS**

MAIN MENU 2: *SETUP*

Functions	Function description	Page
21 OK - DATE/TIME	Enter the date and the time	p. 3-2
22 OK - NUMBER / NAME	Enter your name and your number	p. 3-2
24 OK - RECEPTION	Reception settings	
241 OK *REC. PAPER*	Accept reception without paper	p. 3-6
242 OK *NBR OF COPIES*	Number of copies of received documents	p. 3-6
244 OK *DUPLEX*	Received fax printing in Recto /Verso mode	p. 3-7
254 OK - LOCAL NETWORK	LAN prameters settings (depending of model)	
2541 OK *CONFIGURATION*	Sélect configuration mode	p. 3-11
2542 OK *IP ADRESSE*	Fax IP address	p. 3-12
2543 OK *SUBNET MASK.*	Subnet mask	p. 3-12
2544 OK *GATEWAY*	Gateway #1 address	p. 3-12
2545 OK *IEEE ADRESSE*	Fax IEEE address	p. 3-12
2546 OK *NETBIOS 1*	NetBIOS name 1	p. 3-12
2547 OK *NETBIOS 2*	NetBIOS name 2	p. 3-12
29 OK - TECHNICALS	Technicals parameters	p. 3-8
20 OK - GEOGRAPHICAL	Geographical settings	p. 3-2
203 OK *LANGUAGE*	Choice of language	p. 3-3

A. Depending on model or option.

MAIN MENU 3: *FAX*

Functions	Function description	Page
31 OK - TRANSMISSION	Single- and multiple-address transmission	p. 5-5
38 OK - FAX ANSW.	Control of fax answering machine	p. 3-5
381 OK *PRINT*	Printing memorized received fax	
382 OK *ACTIVATION*	Fax answering machine activation	
383 OK *CODE*	Save an answering machine access code	
39 OK - REROUTING	Rerouting of received messages	p. 5-6

MAIN MENU 3: *Fax*

Functions		Function description	Page
391 OK	*ACTIVATION*	Rerouting activation	p. 5-6
392 OK	*DESTINATION*	Choice your destination	p. 5-7
393 OK	*COPY*	Printing activation of rerouting fax	p. 5-7

MAIN MENU 5: *Print*

Functions		Function description	Page
51 OK	- FUNCTIONS LIST	Function list printing	p. 5-18
52 OK	- LOGS	Print TX and RX logs	p. 5-18
53 OK	- DIRECTORY	Print the directory	p. 4-6
54 OK	- SETUP	User parameters printing	p. 5-19
55 OK	- COMMANDS	Commands list printing (see **65 OK**)	
57 OK	- PCL FONTS	Internal PCL fonts printing	p. 5-19
58 OK	- SGSCRIPT FONTS	Internal SG Script fonts printing	p. 5-19

MAIN MENU 6: *Commands*

Functions		Function description	Page
61 OK	- PERFORM	Perform a command	p. 5-11
62 OK	- MODIFY	Update of command	p. 5-12
63 OK	- CANCEL	Delete a command	p. 5-12
64 OK	- PRINT	Printing of a document in wait queue	p. 5-12
65 OK	- PRINT list	Printing of the command list	p. 5-12

MAIN MENU 8: *Advanced fct*

Functions		Function description	Page
80 OK	- CALIBRATION	Scanner calibration	p. 6-17
81 OK	- LOCK	Activate an access limitation lock	p. 5-21
811 OK	*LOCKING CODE*	Locking code	p. 5-21
812 OK	*LOCK KEYBD.*	Activate keyboard lock	p. 5-21
813 OK	*LOCK NUMBER*	Activate dialling lock	p. 5-22
814 OK	*LOCK PARAMETERS*	Activate Internet settings lock	p. 5-22
82 OK	- COUNTERS	See the activity counters	p. 5-19
821 OK	*SENT PAGES*	Printed pages counter	p. 5-19
822 OK	*RECEIVED PG*	Local copies counter	p. 5-19
823 OK	*SCANNED PAGE*	Sent pages counter	p. 5-19
824 OK	*DUPLEX SCAN*	Received pages counter	p. 5-19
825 OK	*PRINTED PG*	Printed pages counter	p. 5-19
826 OK	*PRINTED SHT*	Printed sheets counter	p. 5-19
83 OK	- FAX SERVER	Fax server settings[A]	
831 OK	*CONNECT TYPE*	Connection type choice	
833 OK	*LOCK*	Defining and activating an access limiting lock	
834 OK	*FAX-SERVER NAME*	Fax server name	
835 OK	*IP ADRESS*	Fax server IP adress	
836 OK	*DOMAIN NAME*	Fax server domain name	

MAIN MENU 8: *ADVANCED FCT*

Functions		Function description	Page
84 OK - COPY		CIS scanner settings	p. 5-15
841 OK	*RESOLUTION*	Resolution type choice	p. 5-16
842 OK	*ZOOMING*	Zoom setting	p. 5-16
843 OK	*ASSEMBLED*	Assembled or not copy choice	p. 5-16
844 OK	*ORIGIN*	Origin setting	p. 5-16
845 OK	*CONTRAST*	Contrast setting	p. 5-16
846 OK	*LUMINOSITY*	Luminosity setting	p. 5-17
847 OK	*BINDING*	Binding type choice[B]	p. 5-17
85 OK - SCAN. & PRINT		Réglages imprimante	p. 5-17
851 OK	*PAPER*	Type of paper choice	p. 5-17
852 OK	*PAPER TRAY*	Paper tray choice[B]	p. 5-17
853 OK	*PAPER SAVE*	Paper save activation mode	p. 5-17
854 OK	*S.F MARGINS*	Set margins	p. 5-17
855 OK	*FLATBED MARG*	Sheet-feed scanner margins setting	p. 5-17
856 OK	*PRINTER MARG*	Printer margins setting	p. 5-18
86 OK - CONSUMABLES		Consumables status	p. 6-1

A. Depending on option
B. Depending on model

MAIN MENU 9: *INTERNET*

Functions		Function description	Page
91 OK - SUPPLIER		Choix du fournisseur d'accès	p. 3-13
92 OK - INIT. PROVIDER		Initialisationof your Provider[A]	p. 3-13
921 OK	*MESS. SERV*	Message service parameters	p. 3-13
9211 OK	*IDENTIFIER*	Message service identifier	
9212 OK	*PASSWORD*	Message service password	
9213 OK	*E-MAIL ADR*	Message service e-mail address	
922 OK	*SERVERS*	SMTP, POP3 and DNS parameters	p. 3-13
9222 OK	*SMTP*	SMTP server	
9232 OK	*POP3*	POP3 server	
9223 OK	*DNS 1*	Primary DNS	
9224 OK	*DNS 2*	Primary DNS	
923 OK	*SMTPAUTHENT.*	SMTP authentification access parameters	p. 3-14
9231 OK	*ACTIVATION*	SMTP authentification activation	
93 OK - IMMEDIAT ACCES		Immediat access to ISP[A]	p. 3-18
94 OK - SETTINGS		Internet settins[A]	
941 OK	*CONNEC. TYPE*	Select connection type	p. 3-16
942 OK	*SEND TYPE*	Select transmission type	p. 3-16
943 OK	*PERIOD*	Select the period of connection	p. 3-16
944 OK	*DEPOSIT NOTI*	Select to print a deposit notice	p. 3-16
945 OK	*RETURN ADRESS*	Returned adress of an Email	
946 OK	*PRINT*	Print Internet settings	p. 3-17
95 OK - E-MAIL		Send an E-Mail[A]	p. 5-8
96 OK - MAIL SORTING		Select the reception type[A]	p. 3-17

A.These menus will appear only with valid ISPN setting

3 SETTING YOUR MACHINE

MAIN SETTINGS

At machine powerup, the screen displays:

FRI 31 DEC 23:59
PLEASE WAIT

Fine I Sfine I Photo

You have to set the date and time, telephone network, language parameter and verify the other parameters listed below.

Date/Time

At any moment you may change the date and time on your terminal.

To change the date and time:

▼ **21 OK** - **SETUP** / **DATE/TIME**

☞ Enter the numbers of the required time and date one after another,
(for example **November 8 2004** at **9h33**, press 0 8 1 1 0 4 0 9 3 3) and press **OK** to confirm.

Your terminal number/your name (depending on model)

This field allows you to type the name of your terminal: it is the name that appears when you print your terminal parameters list.

Remark **:** The number field is not used. Leave it empty.

To save your terminal number and your name:

▼ **22 OK** - **SETUP / NUMBER / NAME**

☞ The number field appears, press on **OK**.

☞ Enter your name (20 characters max) then press **OK** to confirm.

Geographical settings

Language

This setting enables you to choose a language other than that imposed by the COUNTRY setting.

To select the language:

▼ **203 OK** - **SETUP / GEOGRAPHICAL / LANGUAGE**

☞ Select the required option and press the **OK** key to confirm.

Fax answering machine

The Fax answering machine allows you to keep confidential documents in storage and to avoid printing them as you receive them.

The "Messages" indicator light lets you know the state of your Fax answering machine:

- Light on: the answering machine is on.
- Blinking: your fax has documents in storage or is in the process of receiving faxes.
- Light off: memory full, the terminal cannot receive any more documents.

You can assure document confidentiality by using the 4 digit **access code**. Once saved, you will require this access code for:

- **printing** fax messages in memory,
- **activate or deactivate** the fax answering machine.

Saving an access code

▼ **383 OK** - **FAX / FAX ANSW. / ANSWER CODE**

☞ Enter the code (4 digits) and confirm with **OK**.

Activating or deactivating the answering machine

▼ **382 OK** - **FAX / FAX ANSW. / ACTIVATION**

☞ If you saved an access code for your fax answering machine, enter it and validate with **OK**.

☞ Select the required option **WITH** or **WITHOUT** answering machine and confirm you choice with **OK**.

Print fax messages stored in the memory

▼ **381 OK** - **FAX / FAX ANSW. / PRINT**

☞ If you have defined an access code for your fax answering machine, enter it and press **OK**.

Documents received and stored in the memory are printed.

Duplex printing (depending on model)

This function is only available if you have previously installed the duplex module and the additional paper tray at the back of your terminal.

After installing the Duplex module at the back of your multi-function terminal, you can print faxes received in two ways:

- • **SINGLE SIDED**
- • **DOUBLE SIDED**

All faxes received are printed according to the mode selected from the menu, no matter how the duplex key is set.

To select the Email Printing Mode :

▼ **244 OK** - **SETUP / RECEPTION / DUPLEX**

☞ Select the required option **SINGLE SIDED** or **DOUBLE SIDED** and validate your choice with the **OK** key.

TECHNICAL PARAMETERS

As delivered your fax is preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

To set the technical parameters:

▼ **29 OK** - **SETUP / TECHNICALS**

☞ Select the desired parameter and confirm with **OK**.

☞ With the keys ▲ or ▼, modify the parameter settings by following the table below and press **OK**.

Parameter	Setting	Model	Signification
1 - SCANNING MODE	**1 - NORMAL** **2 - FINE** **3 - SFINE** **4 - PHOTO**	**A AND B**	Default value of the scan mode resolution for the documents to be transmitted.
8 - ECO ENERGY	**1 - WITHOUT** **2 - DELAY 5 MIN** **3 - DELAY 15 MIN** **4 - DELAY 30 MIN** **5 - STDBY PERIOD**	**A AND B**	Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation or during the period of time of your choice.
10 - RX HEADER	**1 - WITH** **2 - WITHOUT**	**B**	If this parameter is on, all documents received by your fax will include the subscriber's header with his name, number (if available) fax print date and the page number.
74 - ERASE MAILBOX	**1 - WITH**	**B**	When the fax machine receives an e-mail with an attachment and cannot open it, it erases the message from the ISP MBX, prints and transmits with a notice of uncomprehension to the message sender.
	2 - WITHOUT	**B**	At E-mail reception, the fax does not destroy the MBX message, it prints a **notice of uncomprehension** asking you to recuperate this message with your computer equipment. This parameter is useful only if you have PC equipment. The memory capacity is limited, you need to empty your MBX or else new messages may not be received.

Parameter	Setting	Model	Signification
76 - ATTACHME NT FORMAT	**1 - IMAGE 2 - PDF**	**B**	Default format of document sent on the Internet : PDF : monochrome or colour IMAGE : monochrome (TIFF) or colour (JPEG)
77 - LAN SPEED	**AUTO 100 FULL 100 HALF 10 FULL 10 HALF**	**B**	To define the communication speed of the peripheral units in relation to the implemented Local Area Network (LAN).
80 - TONER SAVE	**1 - WITH 2 - WHITHOUT**	**A AND B**	Makes printing lighter to save toner cartridge ink
90 - RAW PORT	**9100**	**B**	RAW network print port connection
91 - PRINTER ERROR TIMEOUT	**30 mn**	**B**	Time-out before document being printed is deleted following a print error in PC print mode
92 - PRINTER WAIT TIMEOUT	**15 seconds**	**B**	Wait time-out for data from PC before the task is deleted in PC print
93 - REPALACE FORMAT	**1 - NO 2 - Letter / A4**	**B**	Page format change
94 - PRINTER CLASS	**PCL / PC KIT PC KIT ONLY**	**A AND B**	Printing in PCL-/Postscript Mode Printing in GDI mode

Your terminal is now configured.

LOCAL AREA NETWORK (LAN) SETTINGS (MODEL B)

Your terminal is a new generation machine that will be part of your local network just like a PC. Its built-in local network access card will enable you to send documents through an SMTP/POP3 local message server (internally or externally, depending on the settings of your message server).

To benefit from all the available network options, you should make the following settings, described in the sections below:

- local network settings, to introduce your fax machine into your local network.
- message service settings, for all your faxes and E-mails to be automatically managed by your message server.

Caution - Although rather simple, network settings sometimes require a sound knowledge of your own computer configuration. If that is administrated by anyone in your company, we recommend you ask that person for the settings described below.

LOCAL NETWORK SETTINGS

Automatic configuration

We recommend that you carry out a manual configuration of your terminal. The automatic configuration of the local network settings may be considered, if your local network features a DHCP or BOOTP server that can dynamically assign addresses to the peripheral devices present on the LAN.

To automatically configure the local network settings:

▼ **2541 OK** - **SETUP / LOCAL NETWORK**

☞ Choose **AUTOMATIC** and press **OK** to confirm. The terminal scans the local network for a DHCP or BOOTP server that can assign it its settings dynamically (the message **SELF-CONF** is displayed).

☞ Once the message **SELF-CONF** has disappeared, check for the IP Address, Sub-network mask and Gateway address. If these are missing, you should carry out a manual configuration (see below).

Manual configuration

To configure your terminal manually, you should obtain the usual information used to set a peripheral device (IP address, sub-network mask, network and gateway address).

To configure the local network setting manually:

▼ **2541 OK** - **SETUP / LOCAL NETWORK**

☞ Choose **MANUAL** and press **OK** to confirm.

IP address

▼ **2542 OK** - **SETUP / LOCAL NETWORK / IP ADRESSE**

☞ Enter the IP address of your terminal and press **OK** to confirm.

Sub-network mask

▼ **2543 OK** - **SETUP / LOCAL NETWORK / SUBNET MASK.**

☞ Enter the sub-network mask of your terminal and press **OK** to confirm.

Gateway address

▼ **2544 OK** - **SETUP / LOCAL NETWORK / GATEWAY**

☞ Enter the IP address of the network gateway and press **OK** to confirm.

IEEE address (or Ethernet address) or MAC address

▼ **2545 OK** - **SETUP / LOCAL NETWORK / IEEE ADRESSE**

The Ethernet card of your terminal already has an unmodifiable, yet consultable, IEEE address.

Netbios names

These names, which can be used with the network options, are used to identify your terminal machine from a PC connected to a local network (for instance with the name "IMP-NETWORK-1"

▼ **2546 OK** - **SETUP / LOCAL NETWORK / NETBIOS 1**

▼ **2547 OK** - **SETUP / LOCAL NETWORK / NETBIOS 2**

☞ Enter the selected name (15 characters max) and press **OK** to confirm.

FAX SERVER (DEPENDING ON OPTION)

You can send telecopies to a fax machine which is compatible with your terminal. This type of emission is only possible if a fax server is installed on your LAN network, and if the "Fax Server" function is activated on your terminal (menu 83).

Access to Connexion Type

▼ **831 OK** - **ADVANCED FCT / FAX SERVER / CONNEC. TYPE**

☞ Select one of the following connection option: **DESACTIVE**, **MESSAGERIE** ou **DIRECTE** then validate by pressing the **OK** key.

Locking Fax Server Parameters

This function allows you to lock the fax server access.

833 OK - ADVANCED FCT / FAX SERVER / LOCK

Entering the access locking code

8331 OK - ADVANCED FCT / FAX SERVER / LOCK / CODE VERROU

☞ Enter your previous four-digit interlock code on the keypad and validate by pressing the **OK** key.

☞ Enter the new four-digit interlock code and validate by pressing the **OK** key.

☞ Confirm the new four-digit interlock code and validate by pressing the **OK** key.

Activate the access locking

8331 OK - ADVANCED FCT / FAX SERVER / LOCK / VER. ACCES

☞ Enter your interlock code and validate by pressing the **OK** key.

☞ Using the ▲ or ▼ keys of the navigator, choose the AVEC option.

☞ Validate by pressing the **OK** key.

Setting the Fax Server Name

834 OK - ADVANCED FCT / FAX SERVER / FAX-SERVER NAME

☞ Enter the name of the fax server.

☞ Validate by pressing the **OK** key.

Setting the Fax Server IP adress

835 OK - ADVANCED FCT / FAX SERVER / IP ADRESS

☞ Enter the IP adress of the fax server.

☞ Validate by pressing the **OK** key.

Setting the Fax Server Domain Name

836 OK - ADVANCED FCT / FAX SERVER / DOMAIN NAME

☞ Enter the Domain Name of the fax server.

☞ Validate by pressing the **OK** key.

MESSAGE SERVICE AND THE INTERNET (MODEL B)

Your terminal lets you send and receive documents and E-mails from subscribers throughout the world over the Internet.

An E-mail is an electronic message sent over the Internet, to an E-mail address (which is a personal Internet mailbox).

Before worldwide transmission, you must:

- check that all **initialisation parameters correspond** to those provided by your ISP,

- perform the proper **settings**, if needed, for the Internet connection.

You may then **connect** yourself to the Internet **to send and receive** fax-Internet or E-mails. Both operations will be performed during a connection.

INITIALISATION PARAMETERS

You must **define** or, **at least check** all parameters needed to identify yourself on the local network.

Your ISP will provide you with these parameters as soon as you are registered with them.

The parameters are divided in three categories:

- **message service**, allows you to define the message service identifier, the message service password and the E-Mail address,

- **servers**, allows you to identify the name of the OP address of Internet SMTP providers (send) and POP3 (MBX reception) and the address of DNS 1 and DNS 2 servers. The server address is made up of 4 groups of 3 digits maximum, separated by dots.

- **SMTP Authentification**, used to activate the authentification protocol when the SMTP server used requests this to end e-mails.

Access to connection and message service parameters

▼ **91 OK** - **INTERNET / SUPPLIER**

☞ Select **LOCAL NETWORK** to show the connection parameters and validate by pressing the **OK** key.
Choosing **NO ACCESS** disables access to Internet functions. **OK**.

▼ **921 OK** - **INTERNET / INIT. PROVIDER / MESS. SERV**

☞ Enter Email **IDENTIFIER**, press **OK**.

☞ Enter Email **PASSWORD**, press **OK**.

☞ Enter **E-MAIL ADR**, press **OK**.

Access to servers parameters

▼ **922 OK** - **INTERNET / INIT. PROVIDER / SERVERS**

☞ Enter **SMTP**, press **OK**.

☞ Enter **POP3**, press **OK**.

☞ Enter **DNS 1** (primary), press **OK**.

Access to the authentification SMTP parameters

▼ **923 OK** - **INTERNET / INIT. PROVIDER / SMTPAUTHENT.**

In the **ACTIVATION** menu, select **WITH** to activate **SMTP** authentification then validate with **OK** key.

In the **PARAMETERS** menu, select **ID.MESS.SERV** to keep the same identification parameters as in the messaging service or **AUTHENT. SPEC.** to define other identification parameters, then validate with Access to SMTP authentification parameters by pressing **OK** key. When you select **AUTHENT. SPEC**, carry out the two following operations

☞ Enter the **IDENTIFIER** then validate with **OK** key.

☞ Enter the **PASSWORD** then validate with **OK** key.

Sample Local Network settings for the terminal

Your access provider should give you the following information:

EMAIL IDENTIFIER :	demo jt12
EMAIL PASSWORD :	*****
EMAIL ADRESS :	demo2@company.com
SERVER :	
SMTP	mail.company.com
POP	mail.company.com
DNS 1	103.195.014.001
DNS 2	103.195.014.002

Non-functional data given by way of example.

You should then complete the following MENUS on your fax machine:

91	SUPPLIER	PROVIDER 1

MESSAGE SERVICE

9211	EMAIL ID	demo jt 12
9212	EMAIL PASSWORD	*****
9213	E-MAIL ADR	demo2@gofornet.com

SERVERS

9221	SMTP	mail.gofornet.com
9222	POP3	mail.gofornet.com
9223	DNS 1	103.195.014.001
9224	DNS 2	103.195.014.002

SMTP AUTHENT.

9231	ACTIVATION	With or Without

Your terminal is now configured.

SETTINGS

The settings are divided into several categories:

- the **standard settings** define the connection type and frequency to the Internet as well as the transmission type for your documents,
- the **E-mail sorting** defines treatment for all stored E-mail messages received.

Standard settings

Your machine has two types of settings that let you define:

- **The type and frequency of the connection** to your ISP.

SET TIMES	an Internet connection is established every day at 9:00 am, 12:30 am and 5:00 pm[A]
PERIODIC	an Internet connection is established every 3 hours[1]. (default value)
ON DEMAND	an Internet connection is established at your request by **IMMED. ACCESS** (refer to paragraph **Network Connection**, page 3-14)

A.   To avoid Internet access saturation, the automatic connection will occur in reality 12 minutes, give or take, around the requested time.

- **Type of transmission** over the local network.

IMMEDIATE	document transmission will occur immediately at each transmission request
DURING CONNECTIONS	transmissions will only occur at programmed connections **SET TIMES** or **PERIODIC TYPE**

At any moment you may **print** the settings of your machine to know their status.

Selecting the connection type

▼ **941 OK** - **INTERNET / SETTINGS / CONNECT TYPE**

☞ Select one of the connection options among **SET TIMES**, **PERIODIC** or **ON DEMAND** and press **OK** to confirm.

Selecting the transmission type

▼ **942 OK** - **INTERNET / SETTINGS / SEND TYPE**

☞ Select one of the send options **IMMEDIATE** or **DURING CNX** then press **OK** to validate.

Changing the connection period (PERIODIC type)

▼ **943 OK** - **INTERNET / SETTINGS / PERIOD**

☞ With the **PERIODIC** mode, enter the new connection period by means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

A connexion will be established every three hours (default value).

Changing the connection hours (PUNCTUAL type)

▼ **943 OK** - **INTERNET / SETTINGS / PERIOD**

☞ With the **PUNCTUAL** mode, use the ▲ or ▼ navigator arrows to position the cursor under the digit that needs to be changed. Enter the new hour(s) period by means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

Selecting the print mode for the deposit notice

▼ **944 OK** - **INTERNET / SETTINGS / DEPOSIT NOTI**

☞ Select one of the deposit notice options **WITH, WITHOUT, ALWAYS** or **ON ERROR** and press **OK** to confirm.

Selecting the E-mail Return Adress

▼ **945 OK** - **INTERNET / SETTINGS / RETURN ADRESS**

☞ Enter the Email adress and validate by pressing **OK**.

Printing the Network Settings

▼ **946 OK** - **INTERNET / SETTINGS / PRINT**

The Internet settings are printed.

These settings may also be printed together with all the other settings of your machine (refer to paragraph **Printing the machine settings**, page 5-16).

Mail sorting

This function lets you choose the mode for all Internet documents stored in your mail box.

You have three choices:

- **F@X ONLY**, lets you poll and print E-Mails in your machine.
- **PC ONLY**, lets you keep your E-Mails in you mailbox for later use with a computer (no E-Mail poll),
- **SHARE PC** lets you:
  - if your PC and fax have two different addresses, transfer all mails or only those with attachments to a PC,
  - if your PC and fax share the same address, use the fax as a printer for E-Mails for the PC.

▼ **96 OK** - **INTERNET / MAIL SORTING**

F@X Only mode

☞ Select option **F@X ONLY** and press **OK** to confirm.

All E-Mails are polled and printed.

PC Only mode

☞ Select option **PC ONLY** and press **OK** to confirm.

The E-mails are neither polled nor printed and they may be used with a computer.

At each connection, the number of E-mails in your mailbox is displayed on the screen.

Share PC mode

☞ Select option **SHARE PC** and press **OK** to confirm.

You may choose to transfer your E-mails to a PC or use the fax as an E-mail printer.

To transfer the E-Mails to a PC:

☞ Select option **WITH PC TRANS.** and press **OK** to confirm.

☞ Enter the E-Mail address of the computer you wish to transfer your E-Mail and press **OK** to confirm.

☞ Select your option from the table below and press **OK** to confirm.

Menu	Description
SEND ALL MAILS	All E-Mails are sent to the PC.
UNUSABLE ATTAC	The fax machine polls and prints the usable E-mails and transfers to the PC mailbox all the E-mails containing attachments it cannot use.

To use the fax as an E-Mail printer:

☞ Select option **W/O PC TRANS** and press **OK** to confirm.

☞ Select your option from the table below and validate with **OK**.

Menu	Description
DELETE MAILS	The E-mails opened and read by the fax (w/o attachment) are erased after the fax has printed.
SAVE MAILS	The E-mails opened and read by the fax are not erased.

At each connection, the number of E-mails still present in your mailbox are displayed on the screen.

NETWORK CONNECTION

An Internet connection allows both document sending and reception while connected.
A connection takes place the following way:

• Send to one or more of your subscriber's Internet mailboxes, all fax-Internet documents waiting for transmission.
  If you are sending to a computer, the transmitted fax will be received as an attachment to an E-Mail.

• Reception of all fax-Internet and E-Mails deposited in your personal Internet mailbox.

You may connect either **immediately** or **automatically** depending on the time periods defined. The triggering of a **programmed Internet connection** depends on the **standard settings** of your machine.

Immediate Connection

There are two methods to immediately connect to the Internet:

Access through the menu:

▼ **93 OK** - **INTERNET / IMMED ACCES**

Direct access:

☞ Press the @ key three times, or twice if no BIS appears.

Programmed connection

An automatic connection to the Internet depends on how your machine is programmed and more particularly on the standard settings (refer to paragraph **Standard settings**, page 3-12).

DEACTIVATING THE E-MAIL FUNCTION

If you do not wish to use the Internet functions:

▼ **91 OK** - **INTERNET / SUPPLIER**

☞ Select **NO ACCESS** in the ISP list and confirm with **OK**.

4 DIRECTORY (MODEL B)

Your fax lets you create a directory by memorising **subscriber records** and **subscriber lists**.

- Your machine can store up to **500 subscriber records** with names and phone numbers.
- You may also group several names to build a subscriber list with up to **32 subscriber lists**. A subscriber list is made from the subscriber records already stored.

For **all subscriber records or subscriber lists** you may:

- create
- consult
- modify contents
- delete
- print the directory

You may save and if needed load your directory. To proceed, you need to contact your reseller and purchase the optional "Directory card". This gives you access to functions **161** and **162** (refer to paragraph **Guide to function list**, page 2-4). To proceed, you need to contact your reseller and purchase the optional kit "save".

CREATING SUBSCRIBERS RECORD

Remark **:** The field TEL (subscriber fax number) only appears if the fax is activated.

☞ For each contact record, complete the fields listed below. Only fields with the Name and Telephone number have to be completed:

• Contact **NAME**,

• **TEL** and fax number of contact,

• **E-mail** address, example: dupont@messagerie.com, (depending on model),

  or

• **FTP** address, example: 134.1.22.9

Remark **:** If you have not entered an e-mail address, then you have the possibility of entering an FTP address (for archiving purposes).

• **FORMAT**: by default, the attachment is PDF or Image (.tiff or .jpeg)

• **RECORD NUMBER**: this number is automatically allocated by the fax (you can, none the less, modify it). It gives you quick access to the directory,

ADDING A RECORD

▼ **11 OK - DIRECTORY / NEW CONTACT**

☞ Your terminal has just created a new record, fill in it by first entering your subscriber's name then validate with **OK**.

Remark **:** you can stop the list creation at any time by pressing ⬇.

☞ Enter the person's fax number and press **OK** to confirm.

To associate an E-mail address :

☞ Enter the E-Mail address of your subscriber and press **OK** to confirm.

☞ Define the attached file format (Image or PDF)

☞ Your subscriber's ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Select the option **WITH** assigned key if you want to assign a letter (shortcut key) to your subscriber. The first available letter appears by default. If you want to change it, scroll the letters by menas of the ▼ or ▲ keys, and press **OK** to confirm.

To associate an FTP address :

☞ Do not enter the e-mail address.

☞ Enter the FTP address of the contact, then validate with **OK** key (for example: 134.1.22.9).

☞ Enter the FTP user name (for example: Durand).

☞ Enter the PASSWORD of the FTP user.

☞ If necessary, enter the file destination directory (when this field is not completed, the files are stored directly under the root) of the FTP server (for example: server name / Durand).

☞ Define the attachment format (Image or PDF) **OK**.

☞ A number allocated to your contact will be automatically displayed on the screen. If you do not want to use this number, it can be modified by entering another number, then validating with **OK** key.

☞ Select the option **WITH** the associated key if you want to associate a letter (shortcut key) with your contact. The first letter free is displayed by default. If you want to modify this, scroll through the alphabet by using keys 6 or 5, then validate your choice with the **OK** key

CREATING SUBSCRIBERS LISTS

A subscriber list is made from the subscriber records already stored.

For each list fill in the following lines:

- **NAME** of the list
- **NUMBER ASSIGNED** to the list, this number is automatically assigned by the fax. It allows quick access to the answering machine
- **LIST COMPOSITION**, its lists the ID numbers assigned to the subscribers records included in the list
- **LIST NUMBER**, a number lets you identify the list filed under (L)

The same subscriber may be included in different lists.

Caution - It is impossible to add one subscriber list to another subscriber list.

ADDING A LIST

To add a list:

▼ **12 OK - DIRECTORY / NEW LIST**

☞ Your fax machine has just created a new list, fill it in by first entering the name of this list then confirm with **OK**.

Remark : You can stop a list or record creation at any time by pressing ▽. Also, you do not have to complete all the list characteristics as you create it; you can save the list as it is by pressing ◇.

The empty field **ENTER ABR. NUM.** appears, you must fill in the ID numbers assigned to the subscriber records included in this list.

☞ There are three ways detailed in the table below, to choose and add one or more subscribers to your list. Then confirm your choice by pressing **OK**.

From ...	Procedure
subscriber's name	☞ With the alphanumeric keypad enter the first letters of your subscriber's name and continue until the whole name is displayed on the screen.
subscriber's ID number	☞ Enter directly the subscriber's ID number.
subscribers directory	☞ Press key 📖 then select by means of the ▼ or ▲ keys .

☞ For every subscriber included in the list repeat the above step then validate with **OK**.

Remark : you can stop record creation at any time by pressing ⊘ .

☞ The list ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Press ◇ to confirm your entry.

ADDING OR DELETING A NUMBER FROM THE LIST

▼ 13 OK - DIRECTORY / MODIFY

☞ Select the subscriber list (L) by means of the ▼ or ▲ keys and validate your choice with **OK**.

☞ Press **OK** to display the **ENTER ABR. NUM.** field, and add or delete the subscriber as shown in the table hereafter:

To ...	Procedure
add	☞ Enter the subscriber ID number you wish to add and confirm with **OK**. ☞ Repeat this step for each added subscriber you want to add.
delete	☞ Place the keys ▼ or ▲ , on the number you wish to delete. ☞ Press key C to delete the number assigned to the list. ☞ Repeat these 2 steps for each subscriber you wish to delete from the list.

☞ Confirm the new list by pressing key ◇ .

CONSULTING A RECORD OR A LIST

☞ Press key 📖.

The directory appears in alphabetical order.

☞ Select the subscriber record or subscriber list (L) you wish to consult.

MODIFYING A RECORD OR A LIST

▼ 13 OK - DIRECTORY / MODIFY

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the subscriber list (L) you wish to modify and press **OK** to confirm.

☞ Modify the line or lines in the subscriber record or subscriber list and confirm each modification with **OK**.

Remark : You may confirm your modification by pressing ◇ key , but you will exit the menu and may not be able to modify the following lines.

DELETING A RECORD OR A LIST

▼ **14 OK - DIRECTORY / CANCEL**

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the subscriber record or subscribers list (L) you wish to delete and confirm with **OK**.

☞ Press again **OK** to confirm your deleting.

The record or list is deleted from the directory.

PRINTING THE DIRECTORY

You may print all the numbers stored in the directory, including all the existing subscriber records or subscriber lists (or ▼ 53 OK).

To print the directory:

▼ **15 OK - DIRECTORY / PRINT**

The directory is printed in alphabetical order.

IMPORTING A DIRECTORY

You can import an existing directory of contacts into your fax machine as an electronic file. This file must be in a specific format and must not comprise more than 500 entries.

The process of importing a directory uses electronic mail as the transfer mechanism. The electronic file containing the directory is received and processed as an e-mail attachment.

Caution - Importing a new directory completely overwrites any existing directory entries.

THE FILE STRUCTURE

The electronic file containing the data in the directory must be structured into lines or records each comprising five fields separated from one another by a unique character (a tab stop, a comma or a semi-colon). The lines themselves are separated by a line break (carriage return).

Fields	Contents
Name	A unique identifier in your directory, up to 20 characters long. This field is mandatory; the name should not include the field separator character.

Fax number	Your contacts' fax number, without spaces or dots, can be up to 30 characters long (including any * and # characters). This field may be left empty, for instance, in the case of contacts to whom you only send e-mails.
E-mail address	Your contacts' e-mail address. Can be up to 80 characters long, but must not comprise the field separator character. Any other characters may be used in this field, which can also be left blank.
Shortcut key	A capital letter (A to Z), unique to the directory, which is associated with a specific contact and enables quick selection. As with the two previous fields, this field can be left blank.
Reserved	Nothing must be antered in this field.

Caution - You must enter a value for at least one of the **Fax number** or **E-mail address** fields. To enter a blank line, key in four field separator characters in a row.

For example:

Smith;jsmith@isp.co.uk;J;;

O'Connor;d.oconnor@hello.net;U;;

Remark : @ alone is the indication that no associated key is assigned to the entry.

Caution - You must always enter the field separator character, even if one or more of the fields are left blank. In the example above, which uses a semi-colon as a separator, the entry for « Jones » lacks both E-mail address and shortcut key.

PROCEDURE

To import a directory:

▼ **17 OK - DIRECTORY / IMPORTATION**

☞ Select **WITH** to authorise the importation of a directory.

☞ Create your directory on a PC in a file whose structure corresponds to that set out above. In order to be recognised as a directory, the file name must include the word **directory** and must have a **.csv** extension. For example: **smithdirectory01.csv**, **jonesdirectory.csv**, or simply **directory.csv**.

☞ Create an e-mail addressed to your fax E-mail address, attach the file to it, and send your message via your mail server.

☞ Your fax will receive the e-mail containing the directory when it connects to the mail server, and will automatically import the attached file into its directory.

☞ Repeat the procedure as many times as required, for instance to update all the LAN faxes on your network with the same directory.

Caution - Importing a new directory completely overwrites any existing directory entries on the fax machine. Once your fax machine has a complete directory, we advise you to disable importing in order to protect the data already on the fax.

To disable importing:

▼ **17 OK - DIRECTORY / IMPORTATION**

☞ Select **WITHOUT** to prevent users from importing a directory.

EXPORTING A DIRECTORY

You may also export a directory from a fax machine as a text file, and send it to any mail client (be it PC or fax based), in the form of an e-mail attachment entitled **directoryxxx.csv.**

To export the directory:

▼ **18 OK - DIRECTORY / EXPORTATION**

☞ Key in the e-mail address of the PC or other fax machine to which you want to export the directory. You may export a directory to several fax machines simultaneously (refer to paragraph **Dialling**, page 5-3).

☞ Confirm by pressing **OK**.

☞ Repeat the procedure as many times as required, for instance to update all your fax machines or send the same file to several PC users on your local network.

5 OPERATION

COPYING

Your fax offers to print out one more copies of one or more pages.

If the duplex module (depends on model) is installed on your terminal, you can make duplex mode photocopies.

LOCAL COPY

Standard copy

☞ Position the document (refer to paragraph **Document depositing**, page 5-5).

☞ Press key 🖨 twice.

Duplex photocopies (depending on model or option)

☞ This function is available for photocopying if you have previously installed the duplex module and an additional paper tray at the rear of your terminal.

Remark   **:**   This duplex module only works with A4 (210 x 297 mm) format paper.

☞ Press once,the 🖨 key .

☞ When the duplex mode is activated, a pictogram is shown on the screen.

Remark   **:**   The internal memories of your terminal can be printed one side only, except in **PAPER SAVE** mode.

☞ The features available are described in the following table :

ORIGINAL FORMAT	➡	FINAL FORMAT
DUPLEX/DUPLEX	➡	DUPLEX/DUPLEX
ONE SIDE	➡	DUPLEX/DUPLEX
DUPLEX/DUPLEX	➡	ONE SIDE
ONE SIDE	➡	ONE SIDE

"Sophisticated" copy

☞ Position the document (refer to paragraph **Document depositing**, page 5-5).

☞ Press key ⬚ .

☞ Enter the required number of copies and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the scan modes[1] **DUPLEX->DUPLEX** (Front/Rear) or **SIDE->DUPLEX** or **DUPLEX->SIDE** or **SIDE->SIDE** and confirm with the **OK** key.

☞ If you have selected for printing the mode **DUPLEX**, select with the keys ▲ or ▼ **LONG BORDER** or **SHORT BORDER** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the resolution: **ULTRA FAST**, **FAST**, **QUALITY** or **PHOTO** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the degree of contrast and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the degree of brightness and confirm with the **OK** key.

☞ Select the collation mode **COPY ASSEMBLED** or **NOT ASSEMBLED** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ or the numeric key pad or eventually the key dedicated for zoom set up the degree of zoom between **25% TO 400%** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ or the numerical key pad select the required base values and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the type of paper **NORMAL PAPER** or **THICK** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the required paper tray, **AUTOMATIC TRAY**, **UPPER TRAY** or **LOWER TRAY** and confirm with the **OK** key.

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1. only of the Duplex module is installed on your terminal.

SPECIFIC COPY SETTINGS

When the copy quality is no longer satisfactory, you can perform a calibration. To do so, refer to paragraph **Scanner calibration**, page 6-17.

Moreover, a high number of controls let you improve the copy quality.

Scanner settings

▼ 841 OK - ADVANCED FCT / COPY / RESOLUTION

☞ The Resolution parameter adjusts the photocopying resolution. Select High Speed, Quality or Photo resolution using keys ▲ or ▼ , then validate the choice with the **OK** key.

▼ 842 OK - ADVANCED FCT / COPY / ZOOMING

☞ The zoom setting is used to reduce or enlarge part of the document by choosing the original and the zoom value to apply to the document, 25 to 400 %. Enter the zoom value required using the keys of the digital key pad. Validate the choice with the **OK** key.

▼ 843 OK - ADVANCED FCT / COPY / ASSEMBLED

☞ The **ASSEMBLED** parameter is used to define the choice of your printer outputs; either assembled or not assembled. Validate the choice with the **OK** key.

▼ 844 OK - ADVANCED FCT / COPY / ORIGIN

If you wish, you can change the origin of the scanner.

By entering new values of X and Y given in mm ($X < 210$ and $Y < 286$), you will move the scanning zone as shown on the figure below.
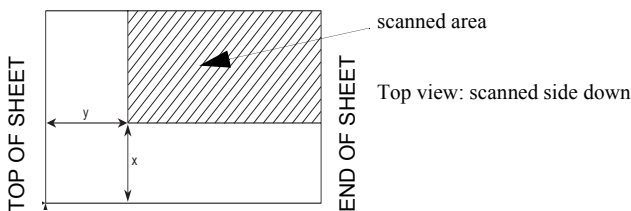
☞ Select the X and Y coordinates with keys ▲ or ▼ .

☞ Set the required coordinates with the numeric keypad or ▲ or ▼ .

☞ Confirm your setting by pressing key **OK**.

▼ 845 OK - ADVANCED FCT / COPY / CONTRAST

☞ The **CONTRAST** parameter is used to select the photocopy contrast. Adjust the contrast using ◐ keys ▲ and ▼ , then validate the choice with the **OK** key.

☞ You can also directly adjust the desired contrast using the key, press this key several times until the required adjustment is obtained without using ▼ **845**.

▼ 846 OK - ADVANCED FCT / COPY / LUMINOSITY

☞ The **LUMINOSITY** parameter is used to make your original document lighter or darker. Adjust the brightness required using keys ▲ and ▼ , then validate the choice with the **OK** key.

▼ 847 OK - ADVANCED FCT / COPY / BINDING

☞ The **BINDING** parameter is used to choose the long or short side according to the type of binding of your document. Make your choice using keys ▲ and ▼ , then validate the choice with the **OK** key.

Caution - All settings made using this menu become default settings of the machine.

▼ 85 OK - ADVANCED FCT / SCAN. & PRINT

☞ Use keys ▲ or ▼ of the browser to scroll the setting described below that you want to modify. Validate your setting by pressing the **OK** key.

▼ 851 OK - ADVANCED FCT / SCAN. & PRINT / PAPER

☞ Select **NORMAL** or **THICK** paper using keys ▲ and ▼ .

☞ Validate your setting by pressing the **OK** key.

Remark : 1) When **THICK** paper type is selected, the print speed is slowed down.
2) Use the manual feeder for paper with a weight greater than 90 g/m^2.

▼ 852 OK - ADVANCED FCT / SCAN. & PRINT / PAPER TRAY

☞ Select the paper tray that you want to use; **AUTOMATIC**, **LOWER** or **UPPER** using keys ▲ and ▼ .

☞ Validate by pressing the **OK** key.

▼ 853 OK - ADVANCED FCT / SCAN. & PRINT / PAPER SAVE

This function prints all your documents duplex.

Remark : This function requires the prior installation on the rear of your machine of the duplex module and the additional paper tray(option or depending on model).

☞ Select **WITH** or **WITHOUT** using keys ▲ and ▼ .

☞ Validate by pressing the **OK** key.

▼ 854 OK - ADVANCED FCT / SCAN. & PRINT / S.F MARGINS

If you want to offset the side margins of your document to the left or to the right when scanning with your scroll scanner.

☞ Adjust the offset of the left/right margins (in 0.5mm steps mm) using keys ▲ and ▼ .

☞ Validate by pressing the **OK** key.

<div style="text-align:center">▼ 855 OK - ADVANCED FCT / SCAN. & PRINT / FLATBED MARG</div>

If you want to offset the side margins of your document to the left or to the right when scanning with your flat scanner:

☞ Adjust the offset of the left/right margins (in 0.5mm steps mm) using keys ▲ and ▼ .

☞ Validate by pressing the **OK** key.

<div style="text-align:center">▼ 856 OK - ADVANCED FCT / SCAN. & PRINT / PRINTER MARG</div>

If you want to offset the side margins of your document to the left or to the right.

☞ Adjust the offset of the left/right margins (in 0.5mm steps mm) using keys ▲ and ▼ .

☞ Validate by pressing the **OK** key.

SENDING (MODEL B)

Documents sent over the Internet are first memorised and sent at the time of Internet connection. You can send black and white documents (TIFF format) or colour documents (JPEG format).

DOCUMENT DEPOSITING

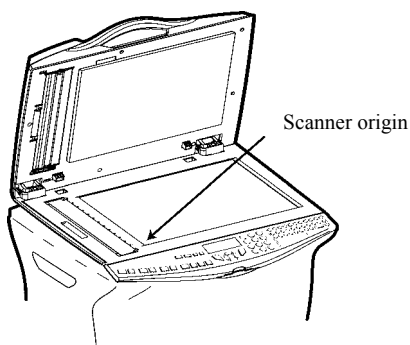## Scanner

From the automatic feeder tray

Paper guides
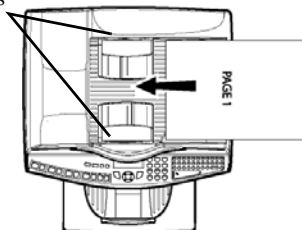
☞ Place your original documents in the document feeder:
- face printed on the top,
- first page under the stack.

☞ Set the paper guide to the document width.

☞ Once the operation is over, take your original documents back from the document exit tray..

Caution - If you put the documents to send upside down, the contact will receive a blank page.

Remark : Since the addressee's number is generally on the document to be transmitted, you may also dial before positioning the document.

From the flat scanner.

☞ Using the handle, lift up the document feeder tray.

☞ Put your document, with the printed face down on the scanner window. The scanner origin is located at your end, to the left, as shown opposite.

Scanner origin

☞ Once the operation is complete, lift the document feeder tray and recover your document.

CHOOSING THE RESOLUTION/CONTRAST

Resolution

You have 4 modes for document transmission.

The mode choice depends on the type of document to be transmitted:

- **Normal** mode, to be used for good quality documents, without drawings or small details
- **Fine** mode, symbolised by **Fine** at the bottom of the display screen. To be used for documents with drawings or small characters
- **Super Fine** mode, symbolised by **SFine** at the bottom of the display screen. To be used for documents with very fine or small character drawings
- **Photo** mode symbolised by **Photo** at the bottom of the display screen. To be used for photographic documents

To select the resolution mode:

☞ Press ⸭ key as many times as necessary to select the required mode. A ■ icon on the screen shows the current mode.

Contrast

You can set the contrast if your document is too light or too dark. If the document is light, you must raise the contrast and if it is dark, you must reduce it.

To set the contrast:

☞ Press ◖ as many times as necessary to choose the desired contrast, as shown by the position of a cursor.

DIALLING

From the directory

Dialling alphabetically

☞ Enter the first letter of your subscriber's name with the alphanumeric keypad, add the remaining letters until your subscriber's name is complete.

Assigned number dialling

☞ Press key 📖

Your terminal lists the subscribers records and lists in the Directory in alphabetical order,

then

☞ use keys ▲ or ▼ of the navigator to scroll all subscribers for choice, and choose the required subscriber or subscriber list.

or

☞ Press key 📖

Then press the letter assigned to the subscriber (refer to paragraph **Adding a record**, page 4-2)

The screen displays the corresponding name.

or

☞ Enter the subscriber or subscriber list assigned number.

The screen displays the name of the subscriber or subscriber list assigned to this number

Using the last number dialled key

You can redial one number among the ten last numbers you just dialled before.

☞ Press the $@$ key.
The display show the last Email adress that has been used.

☞ Use the ▲ or ▼ keys of the navigator to select an other Email adress.

To multiple numbers

You may dial to send a document simultaneously to multiple call numbers.

Caution - This may be achieved only if the machine is parametered to send from the memory (refer to paragraph **Document feed type**, page 3-4).

☞ Enter the fax or E-mail address, or use the Directory (refer to above paragraphs).

☞ Press key ➜🐾 and enter the number of the second subscriber or second subscriber list

☞ Repeat this last step for all subscribers or subscriber lists (maximum 10 subscribers or subscriber lists).

☞ Confirm the last subscriber by pressing **OK**, or $@$.

Rerouting

This function is used to reroute faxes received to a directory contact. To use this function, you have to perform two operations: set the rerouting address of the fax and activate rerouting.

Activate rerouting

▼ **391 OK - FAX / REROUTING / ACTIVATION**

☞ Using the keys ▼ or ▲ within the navigator select option >>**3911 WITH**.

☞ Confirm with the **OK** key.

Remark : If the function **WITHOUT** is selected the menus **392** and **393** will not be included in the functions overview, when it is printed out.

Set the re-direction contact

▼ **392 OK - FAX / REROUTING / DESTINATION**

☞ Using the keys ▼ or ▲ within the navigator select the subscriber from the directory (If the directory is empty the display will show **DIRECTORY EMPTY**). Enter the number of the subscriber manually or store the name and related number in the directory. (refer to paragraph **Creating subscribers record**, page 4-2).

Remark : You may forward a fax to the e-mail address of the subscriber stored in your directory if the fax is not available. The Fax will then be sent as an attachment in the pre-defined file format (p. 3-10 for the configuration of the attachment files format).

☞ **393 OK - FAX / REROUTING / COPY**

☞ Using the keys ▼ or ▲ within the navigator select the **COPY** option (local printout of the information relayed to your system) either **WITH** or **WITHOUT**.

☞ Confirm with the **OK** key.

TRANSMITTING OVER THE FAX SERVER (DEPENDING ON OPTION)

You can send telecopies to a fax machine which is compatible with your terminal. This type of emission is only possible if a fax server is installed on your LAN network, and if the "Fax Server" function is activated on your terminal (menu 83).

☞ Position the document (refer to paragraph **Document depositing**, page 5-5).

☞ Enter the fax number or choose your dialling mode (refer to paragraph **Dialling**, page 5-7) then press ◇ .

☞ At the end of transmission, the initial screen is displayed.

TRANSMISSION OVER THE INTERNET

Sending a black and white document to an E-Mail address

☞ Position the document (refer to paragraph **Document depositing**, page 5-5).

☞ Press the @ key and enter the recipient's E-mail address
or choose your dialling mode (refer to paragraph **Dialling**, page 5-7).

☞ Adjust the contrast and the resolution if necessary (refer to paragraph **Choosing the resolution/contrast**, page 5-6).

☞ Press the @ key.
The document is scanned and memorised. It will be sent at the time of Internet connection.

If your subscriber has a PC, he will receive an E-mail to which your fax is attached in monochrome PDF or TIFF format, depending on the format choice you made.

If your subscriber has an Internet fax, he will receive a paper fax.

Sending a colour document to an E-mail address

☞ Position the document (refer to paragraph **Document depositing**, page 5-5).

☞ Press the $@$ key and enter the addressee's E-mail address
or choose your dialling mode (refer to paragraph **Dialling**, page 5-7).

☞ Adjust the contrast and the resolution if necessary (refer to paragraph **Choosing the resolution/contrast**, page 5-6).

☞ Press the 🔴 key.

The document is scanned and memorised, it will be sent at the time of Internet connection.

If your contact has a PC, he will receive an E-mail to which your fax is attached in colour PDF or TIFF format, depending on the format choice you made.

If your subscriber has an Internet fax, he will receive a paper fax.

Sending a typed message to an E-Mail address

You can send a typed message to an E-mail mailbox. You can also add an attachment to this keypad message (the attachment is a scanned paper document).

Access through the menu.

▼ **95 OK - INTERNET / E-MAIL**

Direct access.

☞ Press key $@$.

Then, to send to E-mail address.

☞ Enter the addressee's E-mail address or choose your dialling mode (refer to paragraph **Dialling**, page 5-7).

☞ Enter the address of who you want to receive a copy of the document (CC:), and press **OK** to confirm.

☞ Enter the object for mail (80 characters max.) and press **OK**.

☞ Enter the text with the alphabetical keypad (100 lines of 80 characters) and confirm with **OK**.

☞ To **go** to the next line, use key ◀┛.

Then, you can choose between two options:

☞ Send the typed mail directly. Press **OK**, the mail is memorised and will be sent at the next Internet connection, validate by pressing the ◇ key.
Your subscriber will receive an E-mail.

Add an attachment (scanned document) to your mail:

☞ Select the scanner to use to scan your document. **SCANNER ADF** (scroll scanner) or **FLAT SCANNER** (refer to paragraph **Description**, page 1-7).

☞ Validate with **OK** key.

☞ Select **B&W SCAN** to send a black and white document or **COLOR SCAN** to send a color document, and validate with **OK** key (this setting can be changed at any time during the send procedure, using the colour key).

☞ Enter the name of the attachment and validate with **OK** key.

☞ If necessary, change the attachment format: **PDF** or **IMAGE** and validate with **OK** key.

☞ If you have started to scan with the flat scanner, the unit will scan the other pages. Put your second page to scan, select **NEXT** and validate with **OK**.

☞ Press key @.

☞ Set contrast and resolution if necessary (refer to paragraph **Choosing the resolution/ contrast**, page 5-6).

☞ Press key @ .

The document is scanned and the mail sent to memory. It will be sent during the next connection to the Internet.

Your contact will receive an E-mail with an attachment.

Scan to FTP

The scan to FTP function enables you to put your TIFF, JPEG and PDF files in an FTP server, for example, for archiving.

To connect to the FTP server, you must know the name of the FTP user and the PASSWORD.

When sending files, the machine connects to the FTP server using the defined connection parameters.

Simply put the file in an FTP server :

☞ Put the document in one of the scanners (refer to the Positioning the document paragraph, page 5-1).

☞ Press key PC. A choice screen is displayed.

☞ Select Scan to FTP with keys ▲ or ▼ then press **OK** key.

☞ Enter the FTP address of the server or select it from the directory by pressing the 📖 key.

☞ Enter the name of the FTP user (operation prohibited when the address is in the directory).

☞ Enter the password of the FTP user (operation not necessary when the address is selected in the directory).

☞ Select the scanner to use to scan the document, **SCANNER ADF** (scroll scanner) or **FLAT SCANNER**.

☞ Validate with **OK** key.

☞ Select **B&W SCAN** to send a document in black and white or **COLOR SCAN** to send a document in colour. Validate with **OK** key (this setting may be changed at any time during the send procedure with the colour key).

☞ Enter the name of the attachment and validate with **OK** key.

☞ If necessary, change the attachment format: **PDF** or **IMAGE** et validate with **OK** key.

☞ If you have started to scan with the flat scanner, the unit will scan the other pages. Put your second page to scan, select **NEXT** and validate with **OK**.

Multi-contact sending.

☞ Multi-contact sending is not possible with the key dedicated to this function. To make this type of send, you have to create a group containing exclusively the FTP addresses.

☞ Then carry out the same operations as for sending to one address, except that you select an FTP address group in the directory, and not a single address.

TRANSMISSION WAITING QUEUE

This function lets you obtain a recap of all documents queuing, for transmission, including those in deposit or in delayed transmission, etc.

It allows you to:

- **consult** or **modify** the waiting queue. In this waiting queue the documents are coded the following way:
  Order number in the queue / document status / subscriber's telephone number.
  Documents may have the following status:

  - TR: ongoing commands
  - CNX: Internet connection
  - NET: Internet transmission

- **immediately perform** a transmission from the waiting queue

- **print a document** in storage, waiting to be transmitted or in deposit

- **print the waiting queue**, to get the status of each document in the queue, by either:

  - queue order number
  - document name or adress
  - document size (percentage of space stored in memory)

- **cancel** a transmission request in the waiting queue.

Immediately perform transmission from the waiting queue

▼ 61 OK - COMMANDS / PERFORM

☞ Select the document in the waiting queue and confirm your choice with **OK** or ◇ to immediately perform the selected transmission.

Consult or modify the waiting queue

☞ In the waiting queue select the required document and confirm your choice with **OK**.

☞ You may now modify the parameters of the given document then confirm your modifications by pressing key ◇ .

Deleting a transmission on hold

☞ In the waiting queue select the desired document and confirm your choice with **OK**.

Printing a document in waiting or in deposit

☞ In the waiting queue select the desired document and confirm your choice with **OK**.

Print the waiting queue

A document called ** COMMAND LIST ** is printed.

CANCELLING A TRANSMISSION IN PROGRESS

Cancelling a transmission in progress is possible whatever the type of transmission but varies depending on whether the transmission is a single call number or a multi-call number.

• For a single call number from the memory, the document is erased from the memory.

• For a multi-call number, only the call number in progress at the time of the cancellation is erased from the transmission queue.

To cancel transmission in progress

☞ Press key ▽.

A message will ask you to confirm cancellation by pressing the key ▽ a second time.

☞ Press key ▽ to confirm cancellation in progress.

If your machine is set to print a transmission report, it will print that the communication was cancelled by the user.

RECEPTION (MODEL B)

Whatever the document received, reception is automatic at each Internet connection.

Incoming documents other than fax files (Word process file, CAD, etc.) may not be opened by your fax. However, you may keep this (or these) document(s) in your Internet mailbox until it is automatically converted by the F@X to Fax service, if you have a subscription or until computer use or automatic transfer (refer to paragraph **Mail sorting**, page 3-17).

OTHER FUNCTIONS

LOGS (MODEL B)

The incoming and outgoing logs list the last 30 transmissions (incoming and outgoing) made by your terminal.

An automatic print out will take place after every 30 transmissions. However, you may request a print out at any time.

Each log (incoming or outgoing) contains a table with the following information:

- date and time of the incoming or outgoing document
- subscriber's number or E-mail address
- transmission mode (Norm, Fine, SFine or Photo)
- number of pages sent or received
- call duration
- incoming or outgoing results: noted **CORRECT** if properly transmitted
- reason for call error (example: your subscriber does not answer)

To print the logs:

▼ 52 OK - PRINT / LOGS

The incoming and outgoing logs are printed on the same page.

PRINTING THE FUNCTIONS LIST

You may print the functions list of your terminal machine at any time.

To print the functions list:

▼ 51 OK - PRINT / FUNCTIONS LIST

PRINTING THE MACHINE SETTINGS

At any moment, you may print the list of your terminal's parameter settings to control any changes possibly made to the default parameters.

Printing the machine settings:

▼ **54 OK - PRINT / SETUP**

Your terminal prints the list of stored parameters.

FONT PRINTING

You can print the list of fonts installed on your terminal at any time.
To print PCL fonts:

▼ **57 OK - PRINT / PCL FONTS**

To print SG Script fonts:

▼ **58 OK - PRINT / SGSCRIPT FONTS**

Your fax prints the list of fonts.

COUNTERS

At any time, you may consult the activity counters of your machine.

To get access to the counters of the machine:

▼ **82 OK - ADVANCED FCT / COUNTERS**

These counters indicate the number of:
- transmitted pages (model B)

▼ **821 OK - ADVANCED FCT / COUNTERS / SENT PAGES**

- received pages (model B)

▼ **822 OK - ADVANCED FCT / COUNTERS / RECEIVED PG**

- scanned pages

▼ **823 OK - ADVANCED FCT / COUNTERS / SCANNED PAGE**

- scanned sheets

▼ **824 OK - ADVANCED FCT / COUNTERS / DUPLEX SCAN**

- printed pages

▼ **825 OK - ADVANCED FCT / COUNTERS / PRINTED PG**

- printed sheets

▼ **826 OK - ADVANCED FCT / COUNTERS / PRINTED SHT**

Lᴏᴄᴋ

There are restrictions to the use of your terminal:

- To lock the printing of received documents (model B)
- locking the keyboard
- locking the Internet settings (model B)

Entering the locking code

The operator access parameters are confidential; they are protected by a four-digit interlock code that the authorised operators must know.

To access the locking code:

▾ **811 OK - ADVANCED FCT** / **LOCK** / **LOCKING CODE**

☞ Enter your four-digit interlock code on the keypad.

☞ Confirm by pressing **OK**.

☞ Confirm the interlock code by entering the code one more time.

☞ Press **OK** to confirm.

Remark : when a code is already registered, the machine asks you to give the former code before allowing you to modify it.

Locking the keyboard

This function allows you to prevent access to non-authorised persons. An access code must be entered each time a person wants to use the machine.

To access the keypad unlocking menu:

▾ **812 OK - ADVANCED FCT** / **LOCK** / **LOCK KEYBD.**

☞ Enter the four-digit interlock code.

☞ Press key **OK** to confirm.

☞ With keys ▲ or ▼ of the navigator, select the option **WITH**.

☞ Press key **OK** to confirm.

Remark : after each operation, the machine interlocks automatically.

Locking the numbers (model B)

This function locks dialling and the numerical keypad is disabled. Transmissions are only possible from numbers included in the directory.

You can still send mails by typing in the addressee's address (if this has no numbers in it).

To access the number interlocking option:

▼ **813 OK - ADVANCED FCT** / **LOCK** / **LOCK NUMBER**

☞ Enter the four-digit interlock code with the keypad.

☞ Press key **OK** to confirm.

☞ With keys ▲ or ▼ of the navigator, select the option **DIRECT ONLY**.

☞ Press key **OK** to confirm.

Locking the Internet settings (model B)

This function prevents access to all the Internet settings of menu 9.

As a matter of fact, any untoward change to these settings might result in repeated connection failures. You can still send documents to an E-mail address (▼ **95**) and get connected (▼ **93**).

To access the Internet settings locking menu:

▼ **814 OK - ADVANCED FCT** / **LOCK** / **LOCK PARAMETERS**

☞ Enter the four-digit locking code with the numerical keypad.

☞ Press **OK** to confirm.

☞ With keys ▲ or ▼ , select the option **WITH**.

☞ Press **OK** to confirm.

SCAN TO PC (DEPENDS ON MODEL)

Remark   **:**   your machine is provided with a Scan to PC key. This key activates, first of all, the SCAN -TO - PC, function, which associated with the Companion Suite Pro kit makes it possible to send an opening notice of a scan function of a PC connected to your machine. For more information, refer to the User Manual provided with your PC Kit (Companion Suite Pro).

6 MAINTENANCE

MAINTENANCE

GENERAL

To ensure the best operating conditions for your fax, it is recommended that you regularly clean the inside.

For normal usage, please respect the following rules:

- Never leave the cover open unless required.
- Protect the machine from direct sunlight.
- Do not attempt to oil the machine.
- Always gently close the cover and avoid vibrations.
- Do not open the cover while printing.
- Never try to dismantle the machine.
- Do not use paper that has stayed in the paper tray for a long time.

Look at the safety rules in the **Safety** chapter at the end of this user manual.

REPLACING THE CONSUMABLES (TONER AND DRUM)

To check the remaining capacities of the consumables:

▼ **86 OK - ADVANCED FCT / CONSUMABLES**

The toner cartridge and the drum cartridge come with a chip card.

After replacing a consumable item in the printer, you need to inform the machine about its features.

For this purpose, the chip card supplied with each toner cartridge must be read by the machine each time a new consumable item is installed.

Replacing cartridges

Replacing the toner cartridge

To replace the toner cartridge, proceed as shown below.

When the display shows:

> **CHANGE TONER**
> **<OK> TO CONFIRM**

☞ 1 - Open the printer cover.
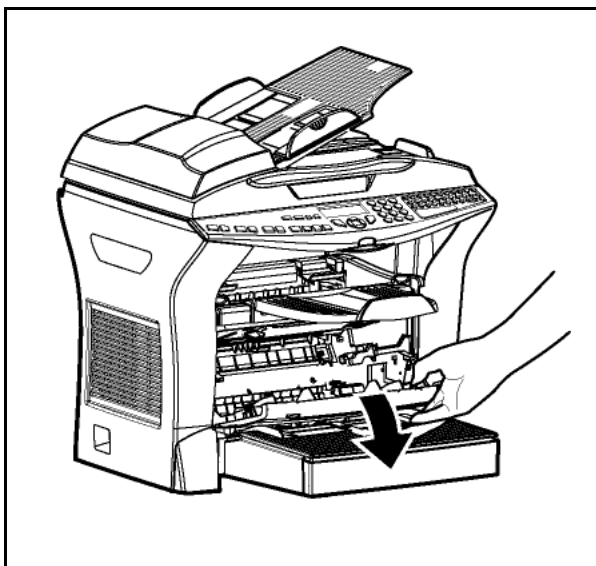
Caution - **The fusing unit** located inside the printer may become very hot during operation. **To avoid injury - do not touch**.
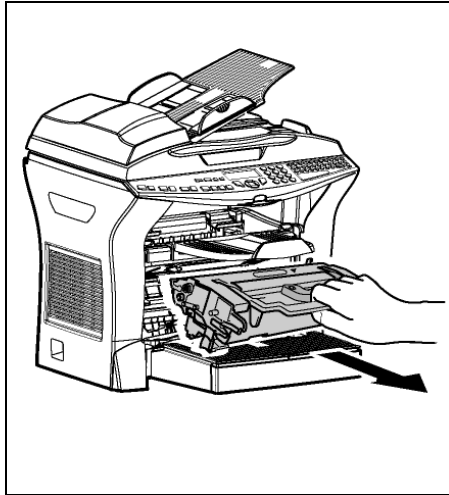
☞ 2 - Remove the drum/toner cartridge assembly.

Caution - **In order to protect the environment, do not throw away the used toner cartridge. Used cartridges should be disposed of in accordance with local regulations concerning waste materials**.
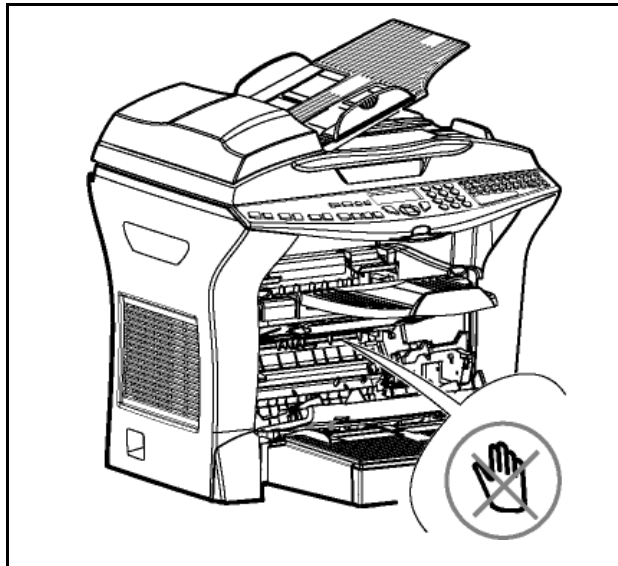
☞ 3 - Unlock the toner cartridge by turning the blue locking clip as shown in the illustration below.

☞ 4 - Separate the drum cartridge from the toner cartridge.
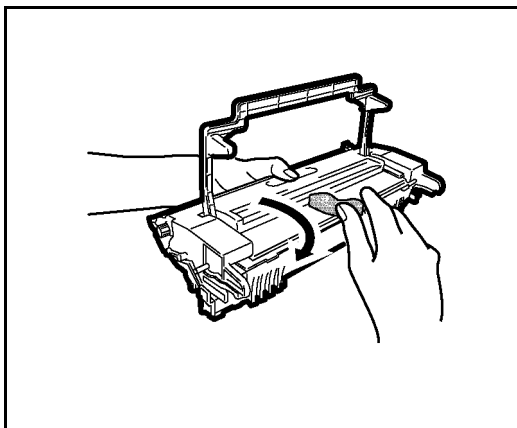
Drum cartridge
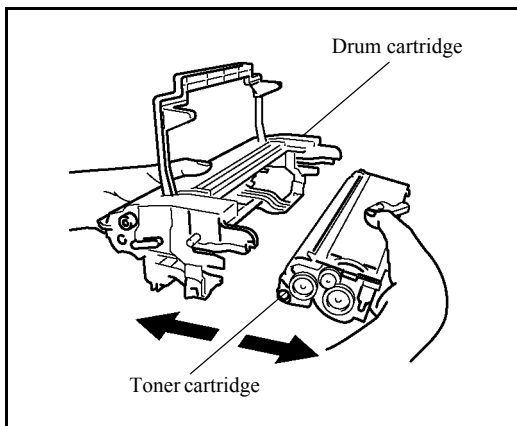
Toner cartridge

☞ 5 - Remove the new toner cartridge from its box, holding it firmly in both hands.

☞ 6 - Shake the toner cartridges alternately in the directions shown by the arrows in the illustration below.
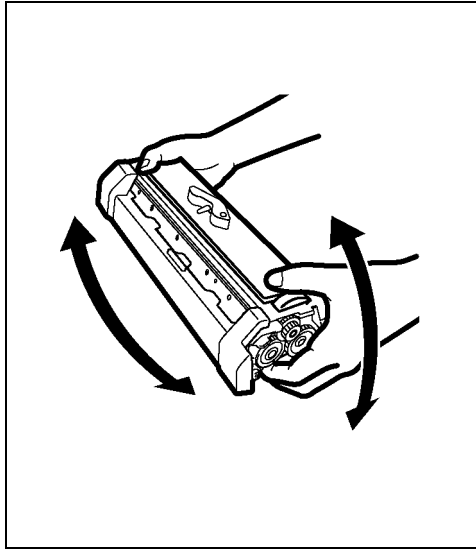
☞ 7 - Remove the protective plastic strip from the cartridge as shown below..
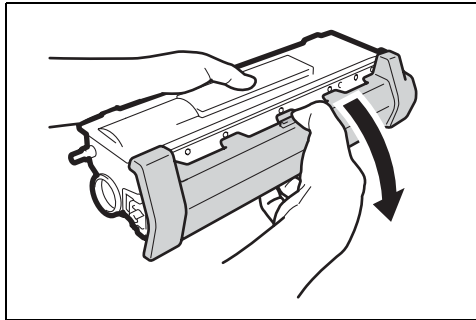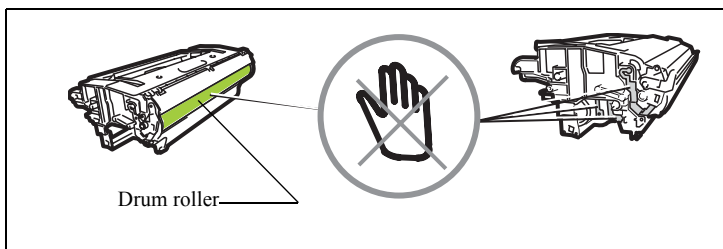
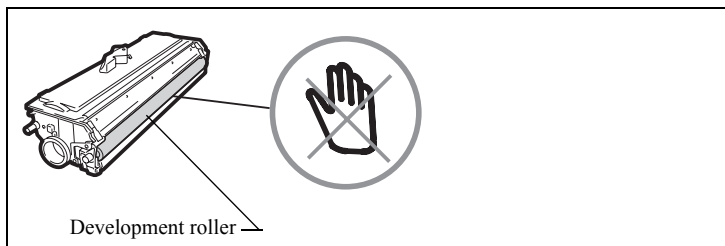☞ 8 - Insert the new toner cartridge in the drum cartridge until locked in place. .

Caution - Make sure not to touch the green coloured drum roller located under the fold away flap of the drum cartridge, which could cause deterioration to the print quality of your faxes and your local photocopies.
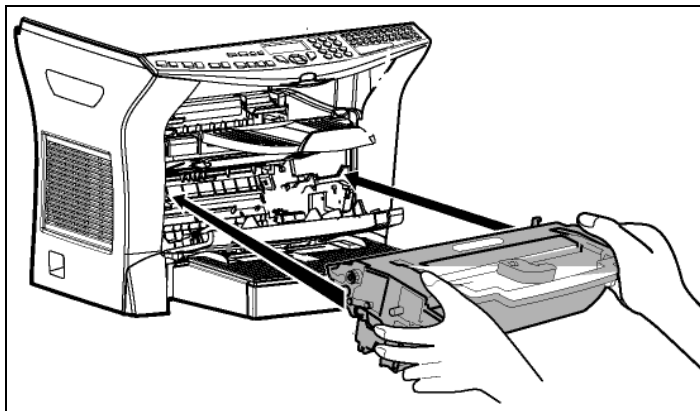
Caution - Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below, to prevent causing damage due to possible static electricity discharges.


Drum roller

Caution - Make sure not to touch the black colored development roller located in front of the toner cartridge, which would cause downgrading to the print quality of your faxes and your local photocopies.

Development roller

☞ 9 - Insert the toner/drum cartridge in the printer as shown below.

☞ 10 - Close the printer cover pressing it carefully but firmly until it clicks into position.
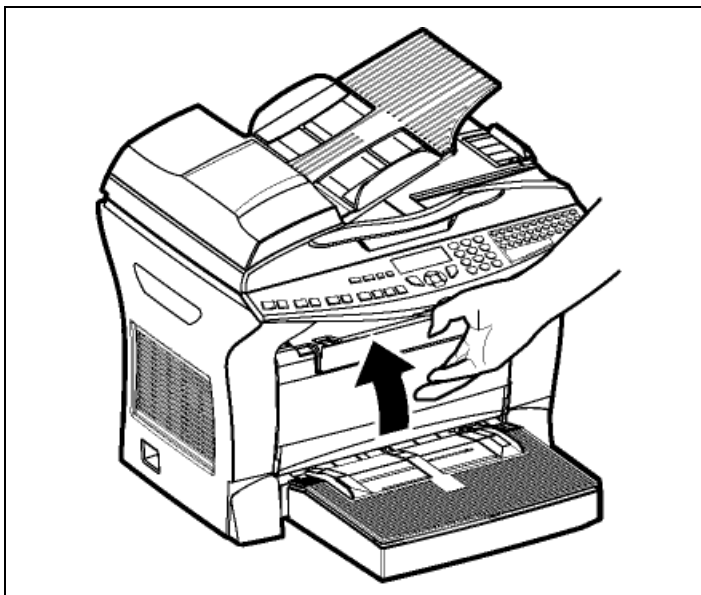
☞ Press **OK** on the scanner keypad. The display shows:

> **TUE 02 APR 13:39**
> **INSERT GAUGE CARD**

☞ Insert chip card (supplied with the toner cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below.

Green arrow
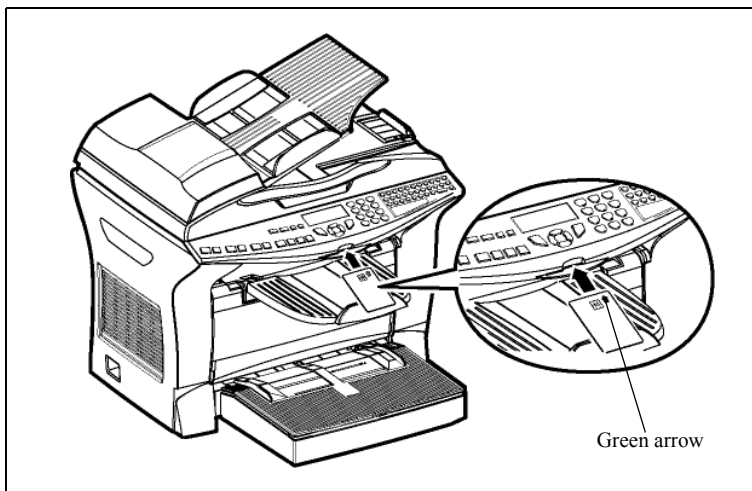
☞ The following is displayed on the scanner control panel screen:

> **CHANGE TONER ?**
> **YES= OK - NO= C**

☞ Press **OK**.

☞ Once the chip card has been read, the display shows:

> **TONER OK**
> **REMOVE CARD**

☞ Remove the card.

Caution - If the following is displayed, check that you have inserted the chip card the right way up:

> **CANNOT READ CARD**
> **REMOVE CARD**

Caution - If the following is displayed, remove the chip card and insert it the right way up, on the green arrow side:

> **ILLEGIBLE**
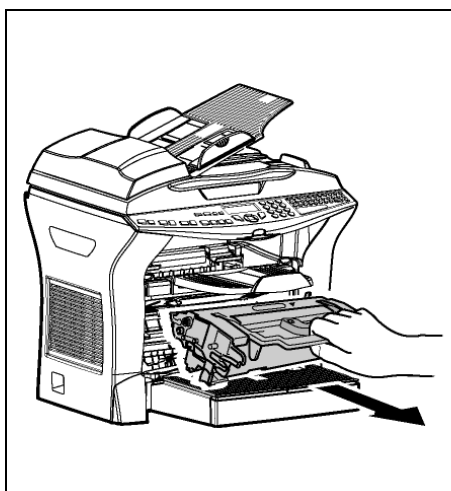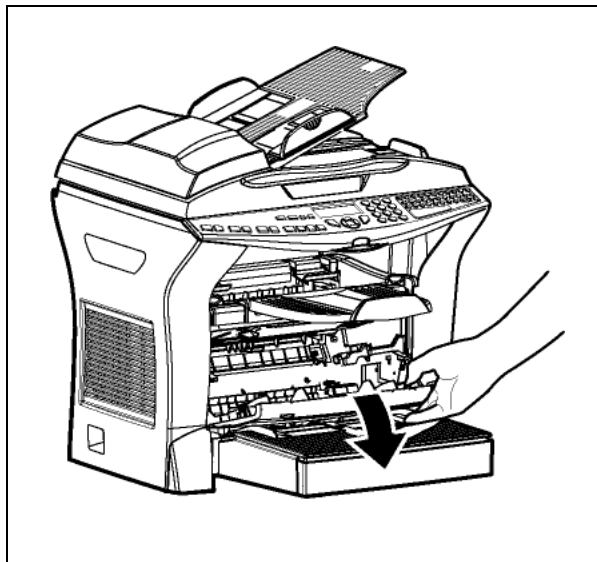> **CHANGE SIDE**

Replacing the drum cartridge

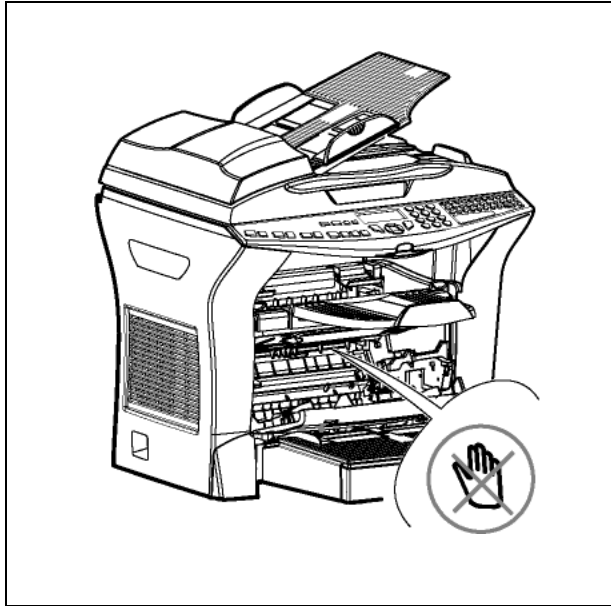To replace the drum cartridge, proceed as shown below:

When the display shows:

> **CHANGE DRUM**
> **<OK> TO CONFIRM**

☞ 1 - Open the printer cover.

☞ 2 - Remove the former toner/drum cartridge set. **To preserve the environment, do not throw the spent drum cartridge into the dustbin. Dispose of the drum cartridge according to the local regulations in force..**
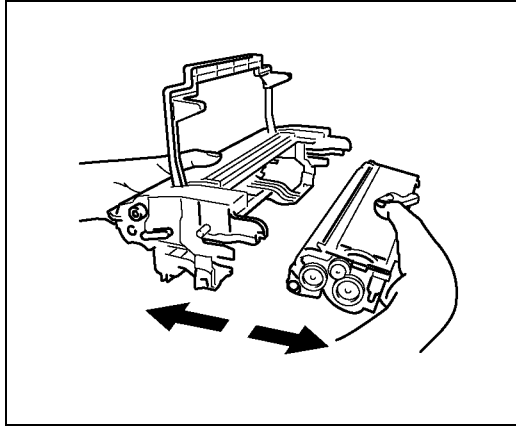

Caution - **The fusing unit located inside and at the bottom of the printer may become burning hot when the machine operates. Avoid touching it; you could hurt yourself.**

☞ 3 - Unlock the toner cartridge by turning the blue locking clip in the direction shown in the illustration below.
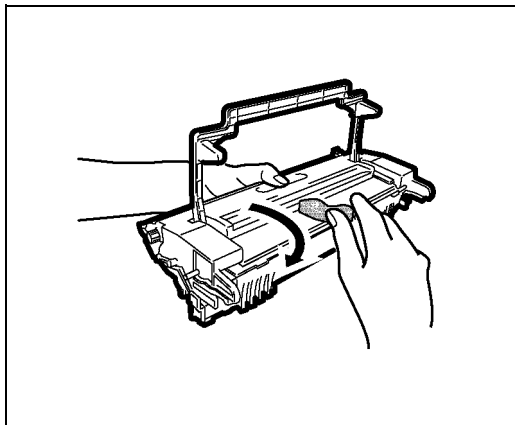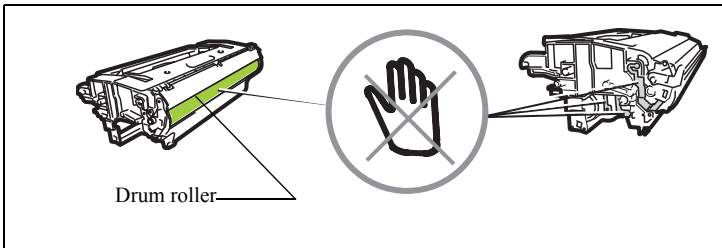
☞ 4 - Separate the drum cartridge from the toner cartridge.

☞ 5 - Remove the new drum cartridge from its box, holding it firmly in both hands.

Caution - Make sure not to touch the green coloured drum roller located under the fold away flap of the drum cartridge, which could cause deterioration to the print quality of your faxes and your local photocopies.
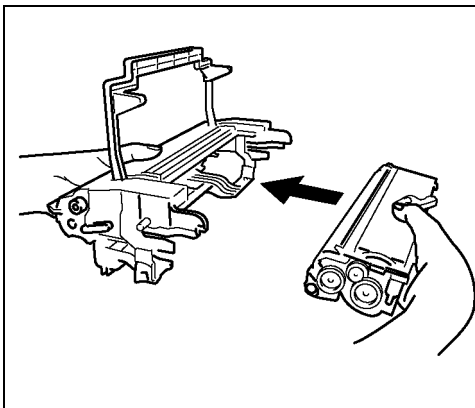
Caution - Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below, to prevent causing damage due to possible static electricity discharges.

Drum roller

Caution - Make sure not to touch the black colored development roller located in front of the toner cartridge, which would cause downgrading to the print quality of your faxes and your local photocopies.
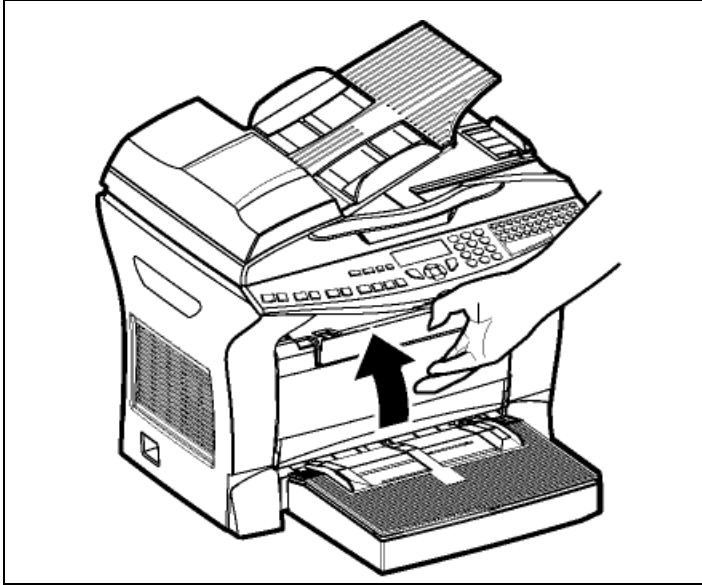

Development roller
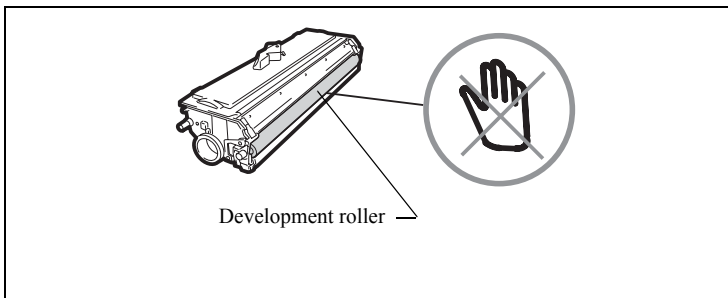
☞ 6 - Insert the new toner cartridge in the drum cartridge until locked in place.

☞ 7 - Insert the toner/drum cartridge in the printer as shown below.
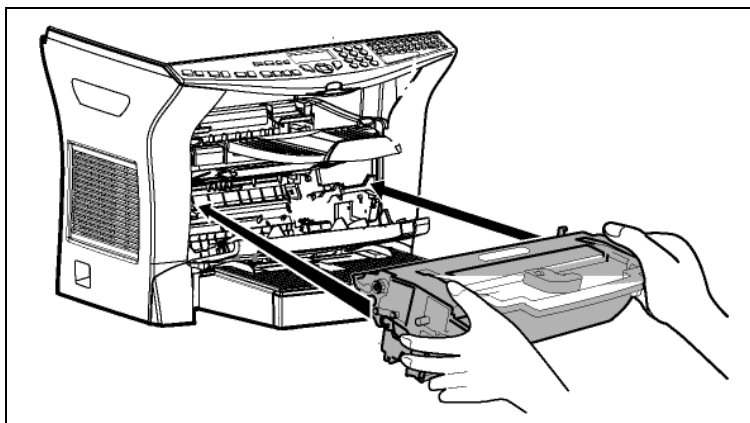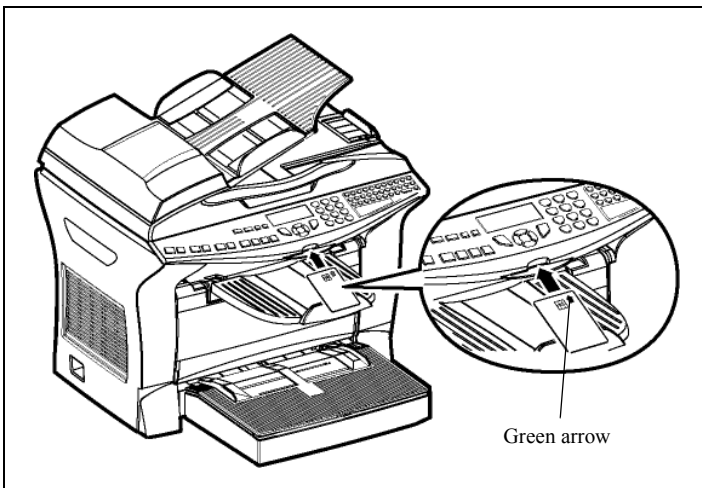
☞ 8 - Close the printer cover pressing it carefully but firmly until it clicks into position.

☞ Press the **OK** key on the scanner control panel. The display shows:

> **TUE 02 APR 13:39**
> **INSERT GAUGE CARD**

☞ Insert the gauge card (supplied with the drum cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below.

Green arrow

☞ The following is displayed on the scanner control panel screen:

> **CHANGE DRUM ?**
> **YES= OK - NO= C**

☞ Press **OK**.

☞ Once the chip card has been read, the display shows:

> **DRUM OK**
> **REMOVE CARD**

☞ Remove the card.

Caution - If the following is displayed, check that you have inserted the chip card the right way up:

> **CANNOT READ CARD**
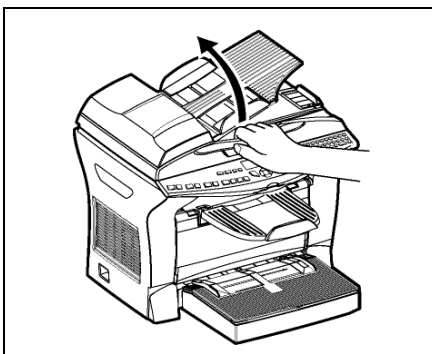> **REMOVE CARD**

Caution - If the followingis displayed, remove your card and insert it the right way up:
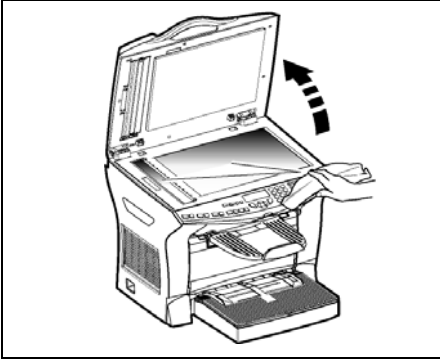
> **ILLEGIBLE**
> **CHANGE SIDE**

CLEANING

Cleaning the scanner's reading devices

When one or more vertical lines appear on transmitted copies, follow these steps :

☞ Open the scanner cover by pushing it backwards until held vertically in position.

☞ Clean the two transparent scanning windows with a soft, lint-free cloth, dampened with alcohol. Close the scanner cover.

☞ Make a copy to check that the symptoms have been cleared.

Cleaning the printer

Dust, dirt and paper debris on the outer surfaces and inside the printer can interfere with printer performance. Clean the printer regularly.

Caution - Use a soft cloth to clean the printer. Never use abrasive or corrosive detergents.
The fusing unit can become very hot during operation. To avoid injury - do not touch.
Wait for at least 10 minutes after the printer has been turned off and make sure that the fusing unit has cooled before cleaning the interior of the printer.

Cleaning the outside of the printer

Clean the outside of the printer with a smooth duster.

Cleaning the paper feed roller

☞ 1 - Turn off the printer and unplug the power cord.

☞ 2 - Remove the drum/toner cartridge set from the machine.
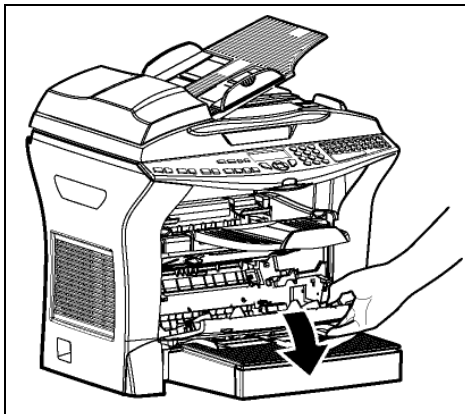
☞ 3 - Use a soft cloth to clean the paper feed roller.
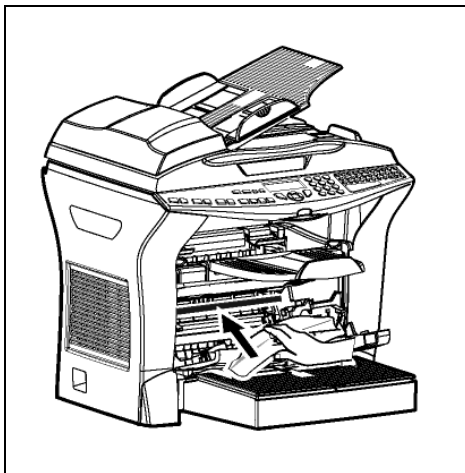
☞ 4 - Put the drum/tone cartridge set back in place and refer to the Replacing Cartridges paragraph, page 6-2.

☞ 5 - Close the printer cover, connect the power lead and power the machine using the switch located on the front left hand side.

Caution - **The fusing unit located inside the printer above the paper supply roller may become burning hot during machine operation. Avoid touching it ; you could hurt yourself.**

SERVICING

For guaranteed performance of your terminal, some maintenance work (replacing the fusing unit and the transfer roll) has to be done on the printer approximatly every 50,000 printed pages. Please contact your supplier for this operation.

SCANNER CALIBRATION

You can perform this operation when the quality of photocopied documents is no longer satisfactory.

▼ **80 OK - ADVANCED FCT / CALIBRATION**

☞ Confirm your choice by pressing the **OK** key.

INCIDENTS

Internet codes (model B)

Codes 40 and 41 - No reply from supplier

The modem cannot connect to the Internet service provider. If this error always occurs, check the supplier's dial-up number.

Code 42 - Cannot access supplier

The service provider refuses the connection, the service is temporarily unavailable. If this error always occurs, check the Internet connection parameters.

Code 43 - Xmission server unavailable

Cannot connect to the SMTP server for sending mail, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

Code 44 - Reception server unavailable

Cannot connect to the POP3 server for mail reception, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

Code 45 - Supplier disconnected

The service is temporarily unavailable; try again later.

Code 46 - Xmission server disconnect

The SMTP server for sending mail is disconnected. The service is temporarily unavailable- try again later.

Code 47 - Reception server disconnect

The POP3 server for mail reception is disconnected. The service is temporarily unavailable- try again later.

Code 48 - Disconnection from Internet

The service is temporarily unavailable- try again later.

Code 49 - Cannot connect to Internet

Check the call number and eventually the associated prefix of the machine.

To check the Internet parameters, print them by pressing in turn the keys ▼ , **9**, **4**, **5** and **OK**.

PRINTER ERRORS

Error messages

If the printer has one of the problems described below, the signal "On" flashes red, and you can't use your machine temporarily. The corresponding message is displayed on the screen.

Message	Action
CHANGE TONER <OK> TO CONFIRM	Replace the toner cartridge. Proceed as indicated **Replacing the toner cartridge**, page 6-2.
CHANGE DRUM <OK> TO CONFIRM	Replace the drum cartridge. Proceed as indicated **Replacing the drum cartridge**, page 6-9.
ILLEGIBLE CHANGE SIDE	Insert your chip card the other way around.
CLOSE FRONT COVE	Close the front cover of the printer.
DRUM NEAR END	The drum is nearly worn out (10% use left).
TONER NEAR END	The toner cartridge is nearly worn out (10% capacity left).
PAPER EMPTY	Install the paper tray. Fill the tray with paper in the required size.
PAPER JAM INSIDE	Open the tray. Remove the jammed sheet.
PAPER JAM EXTERNAL TRAY	Open the cover. Remove the jammed sheet from the print outlet.
PAPER JAM INTERNAL TRAY	Open the cover. Remove the jammed sheet from between the tray and the fusing unit.

| Message	Action
PRINTER ERROR XX	Disconnect and reconnect the terminal. If the problem persists, contact your supplier.
PAPER SIZE ERROR	Check paper size (A4 / LETTER / ...).
PAPER JAM UPPER RV MODULE	Paper jam in top part of duplex module. Open the top access door of the module and remove the jammed sheet.
PAPER JAM LOWER RV MODULE	Paper jam in bottom part of duplex module. Open the bottom access door of the module and remove the jammed sheet.
CHECK PAPER TYPE	Verify that the paper type used complies with manufacturer data (refer to Characteristics paragraph, page 6-28).
PAPER JAM INSIDE	Verify the paper size of the duplex module and check that it corresponds effectively to manufacturer data (refer to Characteristics paragraph, page 6-28).

Printer paper jam

Inside the printer

☞ Use the following procedure to remove any sheets of paper jammed inside the printer.

Caution - The fusing unit inside the printer can become very hot during operation. To avoid injury - do not touch.

☞ Open the front cover of the printer.

☞ Remove the toner/drum cartridge set from inside the printer.

☞ Remove any jammed sheets.
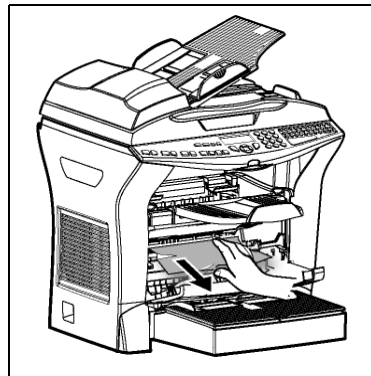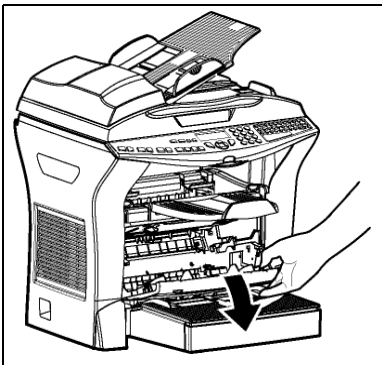
☞ Open the rear cover of the printer until locked behind lug A.

☞ Remove any jammed sheets.
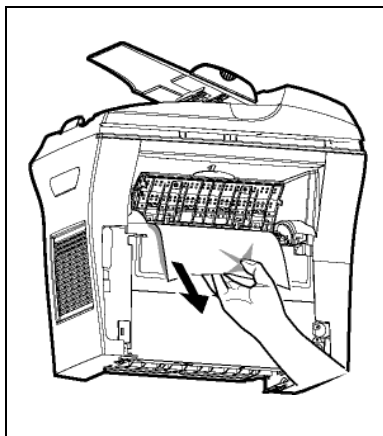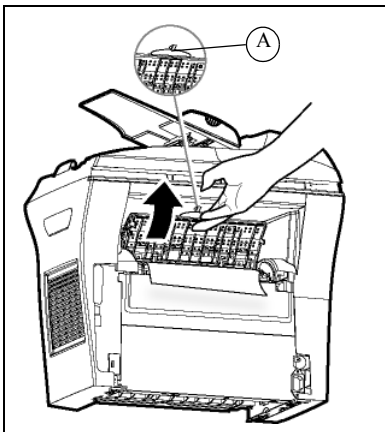

☞ Reinstall the drum/toner cartridge set (refer to Replacing Cartridges paragraph, page 6-2).

☞ Correctly close the front and rear covers of the printer.
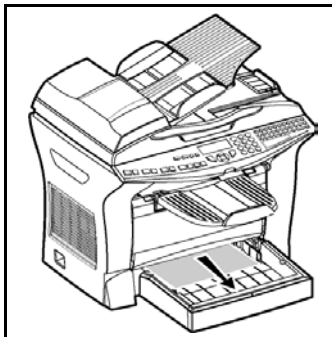
Paper jam at the feeders and trays

The figures below show different type of paper jam you might experience when using your machine.

Remove any stuck sheets as shown by the arrow depending on where the paper jam occurs.

At the printer output stacker
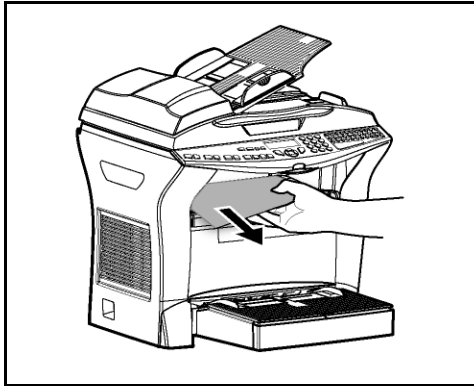
At the paper tray   **At the manual feed tray**
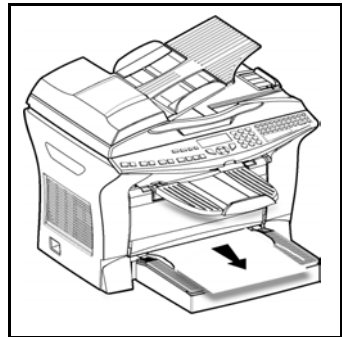
Second cassette
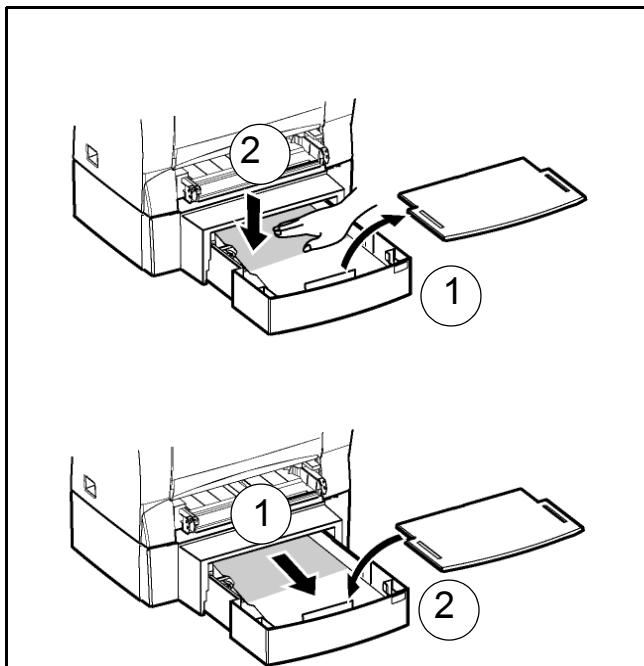
SCANNER INCIDENTS

Scanner paper jam

When a paper jam occurs, the following message appears on the control panel screen
REMOVE DOCUMENT.
If jams often occur in a specific part of the unit, the latter needs to be checked, cleaned or repaired.

☞ Open the scanner cover.

☞ Remove the jammed paper (A) without tearing it.

A

☞ Then, close the scanner cover.

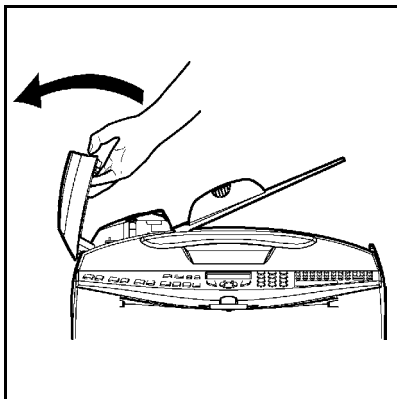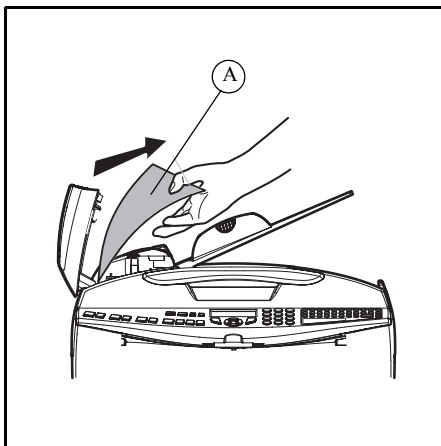# MISCELLANEOUS INCIDENTS

At switch-on nothing appears on screen

Check that the mains cable is plugged in, and check the mains plug if necessary.

The fax does not detect the presence of your inserted document. The message READY does not appear on the screen.

At the start and during scanning, REMOVE DOCUMENT appears on the screen.

Remove the document or press key ▽ .

Check the thickness of the document (50 sheets of paper of 80 g/m^2).

Iron out the sheets if needed.

Help the sheets along.

You receive a blank page

Make a photocopy of a document ; if it is correct then your fax is functioning normally. Call back the subscriber and have him resend the document. It was probably sent with the sheet inserted backwards.

MACHINE PACKING AND TRANSPORTATION

Always use the original package when transporting the machine. Failure to do so could void the warranty.

☞ 1 - Disconnect the machine from the telephone network (depends on model) and the mains plug.

☞ 2 - Remove the connection lead to the telephone line(depends on model) and the mains lead, the document feeder tray, the printer output tray and the paper tray; pack in the original boxes.

☞ 3 - Put the machine in a plastic bag and put it in its original box with all the original wedges.

☞ 4 - Add all documentation (printer documents and miscellaneous CD Roms (depending on model) in the box.

☞ 5 - Correctly close the box with tape.
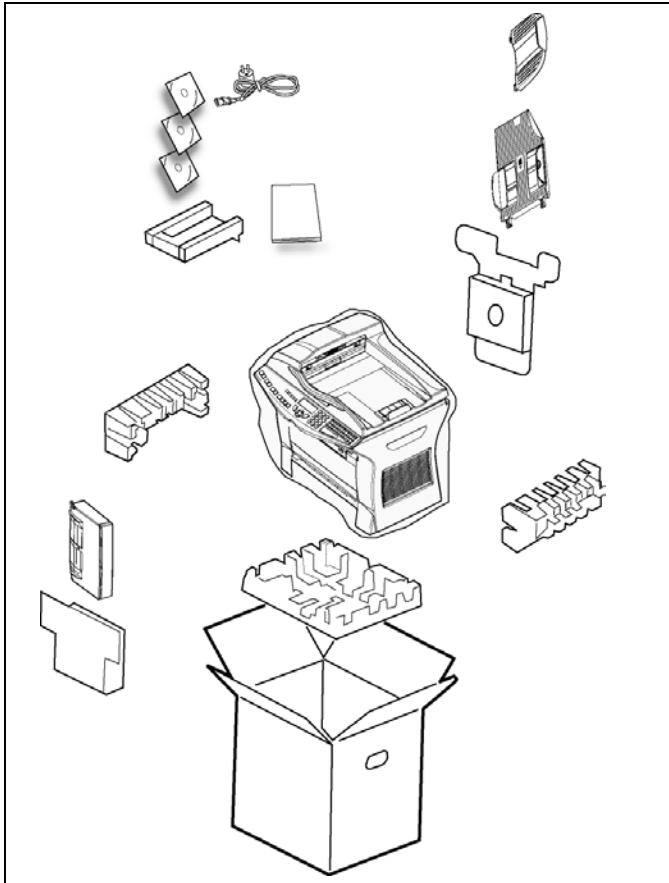
CHARACTERISTICS

Device type: Office colour fax machine, fast operation with all Group 3 devices according to ITU-T recommendations.

UNIT CHARACTERISTICS

Dimensions:	Width: 440 mm
	Depth: 460 mm (without duplex option)
	Height: 460 mm (without stackers and 500 sheets paper feed tray)
Weight:	14 kg
Electric power supply:	220-240 V - 50-60 Hz - 4.5 A
Power consumption (max. values):	- standby mode: less than 15 W
	- wait mode: less than 75 W
	- operation: 580 W (during copy) (850 W peak)
Operating temperature:	- operation: +10°C to 35°C (50 to 95°F) with a maximum difference of 10°C per hour.
	- storage: +0°C to 40°C (32 to 104°F) with a maximum difference of 10°C per hour.
Operating humidity:	Operation or storage: 20% to 80% RH (without condensation) with a maximum difference of 20% per hour.
Original document size:	Width: 216 mm max.
	Height: 297 mm
	Thickness: 0.05 to 0.15 mm
Document feeder:	Max capacity : sheet stack height 3 mm (ie a normal capacity of 30 pages (80 g/m^2))
Reception size: (A4 size) and Legal:	A4 size
	Legal size
Reception paper:	Plain paper (copier type (80 g/m^2))
Paper tray capacity:	250 pages max. (80 g/m^2)
Second paper tray (option):	Second paper tray : 500 pages (80 g/m^2)
Scanned image resolution:	Scanner : 300 dpi
Reading system:	CIS optronics reading
Print type:	Laser printing process
Printer resolution	600 x 600 dpi
Internet : general characteristics	TCP/IP/PPP Protocols
	Protocols SMTP/POP3/MIME protocols for electronic mail

File format:
- Image : TIFF-F for black/white documents and JPEG for color documents
- PDF : monochrome et color
- PCL$^®$ 6 Emulation (^{A}) (depending on model or option)
- SG Script (PostScript® level 2 language emulation and PostScript® level 3 language emulation with configuration file)(^{B}) (depending on model or option)

Specifications may change for improvement without prior notice.

A. PCL is a registered trademark by Hewlett Packard.
B. PostScript is a registered trademark by Adobe Systems Incorporated.

7 SAFETY

⚠ SAFETY WARNING

Before powering on your unit, make sure the mains outlet it is connected to meets the requirements printed on the warning label on your unit, or on the separate power supply (depending on the model). **This unit must not be installed on the floor.**

If your unit works with a separate Power Supply, use only the one delivered with your unit; never use another power supply.

If your unit works with a battery, replace it only with the same type of battery or an equivalent type recommended by the manufacturer.

Warning: incorrect replacement of the battery may cause an explosion. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

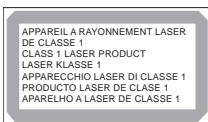Used batteries must be disposed of following the manufacturer's instructions.

Depending on the model, the unit's mains plug may be the only way to disconnect the unit from the power network. Therefore you must respect the following:
• Your unit must be connected to a mains outlet located nearby.
• The mains outlet must remain easily accessible.

Your unit is delivered with a power cord including a plug which, depending on the model, may be:

• without earth (the ▢ symbol on the warning label).
• with earth (no symbol on the warning label). It is imperative that a power plug with an earth be connected to a wall outlet with an earth.

The European version of this unit includes the $C\!\!\!\!C$ stamp, following the 73/23/CEE, 89/336/CEE and 93/68/CEE directives.

⚠

APPAREIL A RAYONNEMENT LASER
DE CLASSE 1
CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

If the machine is powered when you remove the upper cover, be careful with the two following dangers:
• Laser beam interception by human eye can produce irremediable injuries.
• Human contact with parts electrically powered can produce a very dangerous electric shock.

CONSUMABLES REFERENCES

Toner cartridge TNR 370 :	**251 435 803**
Drum cartridge DRM 370 :	**251 435 824**

CONSUMABLE CHARACTERISTICS

Toner cartridge:

The standard toner cartridge can produce up to 6,000 pages (when printing on A4 paper with a 5% max. black and white ratio).

The initial toner cartridge can produce up to 2,000 pages (when printing on A4 paper with a 5% max. black-and-white ratio).

The service life of the toner cartridge mainly depends on the type of printed document and the average number of pages per print operation).

Drum cartridge:

The standard drum cartridge can produce up to 20,000 pages.

The initial drum cartridge that comes with the printer can produce up to 4,000 pages.

Various factors may influence the effective service life of the drum cartridge, namely the environment (temperature, humidity), the average number of pages per print operation, the type of paper used, etc.

Data subject to change without notice

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