GENERAL VIEW

OPERATION PANEL

Fine Photo   o Memory • Tel. Fax Tad

Redial
Recall
Directory
Hold

Fine Photo   o Memory • Tel. Fax Tad
C Erase   Menu   OK

fax   vocal
Messages   Internet

@

Redial
Recall
Directory
Hold
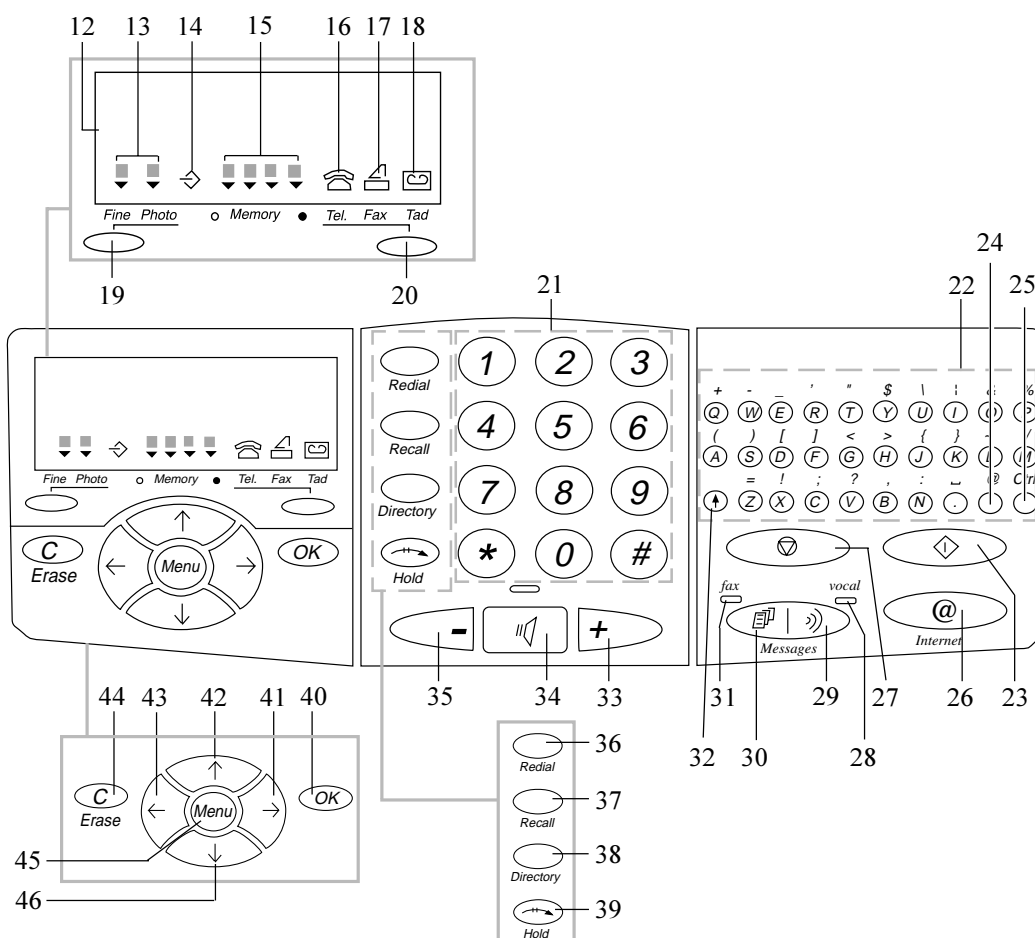
1   Rear cover

2   Fax access door

3   Telephone handset

4   Auxiliary connector access

5   Radio module connector

6   PC connector

7   Operation panel

8   Front cover

9   Handset jack

10 Telephone line jack

11 Power supply jack

12 LCD display screen consisting of 2 lines of 16 characters and 10 icons

13 Scan mode when sending faxes:

- normal: 2 icons off

- fine: fine icon lit

- photo: photo icon lit

14 Line icon:

Lit: communication in progress

Flashing: establishment of fax communication or telephone communication in progress

15 Memory usage (0 to 100%)

16 Telephone icon: telephone in service

17 Fax icon: automatic fax reception

18 TAD icon: vocal answering machine in service

19 Choice of scan mode when sending faxes

20 Choice of reception mode

21 Numeric keypad

22 Alphabetic keypad

23 Start key: transmission of faxes or local copy

24 @ key: used to enter the @ character in e-mail addresses

25 Ctrl key: used in conjunction with any letter on the keypad to access the symbols shown above the alphabetic characters

26 Internet @ key: for faxing over the Internet

27 Stop key: stop current operation or confidential telephone (Mute)

28 Vocal messages lamp: presence of voice messages on the answering machine

29 Vocal messages key: to listen to voice messages

30 Fax messages key: to print faxes received in memory

31 Fax messages lamp: presence of fax messages stored in memory

32 Shift key (✦): used in conjunction with any letter on the keypad to obtain a capital letter

33 Key to increase speaker volume

34 Speaker key: use of line without unhooking or amplified listening

35 Key to reduce speaker volume

36 Redial key: automatic recall of last number dialled

37 Recall key: insert a pause in dialling or PABX recall (Flash key)

38 Directory key: call a number in the directory

39 Hold key: transfer a telephone communication to a telephone connected in parallel.

40 OK key: validation of selection displayed on screen

41 Screen cursor: move right

42 Screen cursor: move up

43 Screen cursor: move left

44 C key: return to previous message displayed on screen

45 Menu key: access to various functions

46 Screen cursor: move down

TABLE OF CONTENTS

2

SAFETY WARNINGS

⚠

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 (Voltage, Current, Frequency of power network), or on the separate power supply (depending on the model). If your unit works with a separate Power Supply, use only the one delivered with your unit; never use another power supply.

The unit's mains plug is 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.

In Europe, this unit includes the **C E** stamp, following the 73/23/CEE, 89/336/CEE and 93/68/CEE directives.

23226033-4

CHAPTER 1: INSTALLATION

1. UNPACKING THE UNIT

Check the presence of the following items:

- Machine
- Mains supply unit
- Telephone handset
- Telephone cable
- Paper
- User manual

2. OUTPUT PAPER

⚠ You may use any standard plain paper (A4 format photocopying paper, approx. 80 g/m²). However, for optimal print quality results, we suggest you use the type of paper recommended by the manufacturer.

1
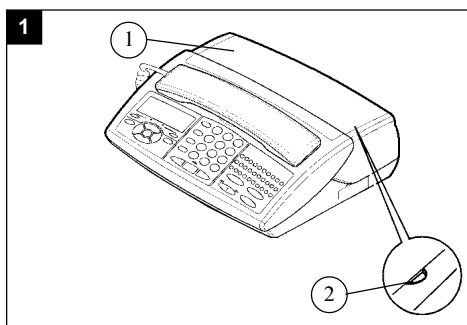
To open the fax access door (1), you must lean toward it by the side (2)

2
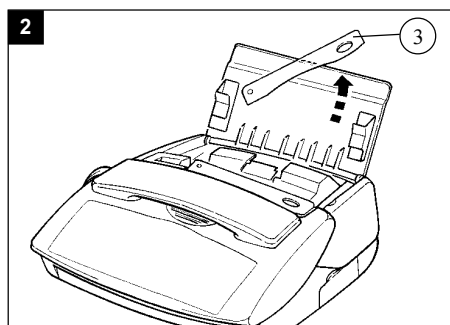
Push the paper supporting bracket up (3).

3
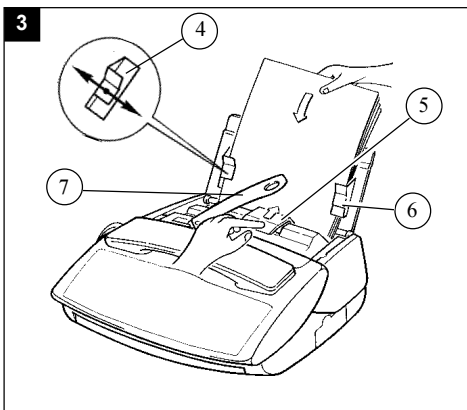
Prepare a sheet of normal paper (30 sheets max.).

Insert the paper between the paper guides (4 and 6).

Adjust the left paper guide (4) to the width of the paper

Push down the clamp (5) to insert the paper in the paper housing of the machine.

⚠ Push up the supporting bracket (7) which will ease the piling up of printed pages.

3. CONNECTIONS
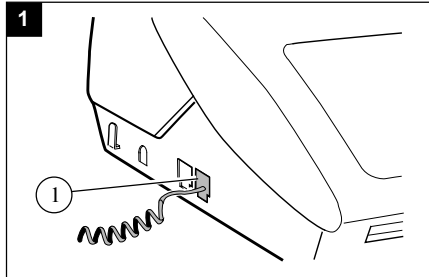
Connect the telephone handset cord to the appropriate connector (1) on the main unit
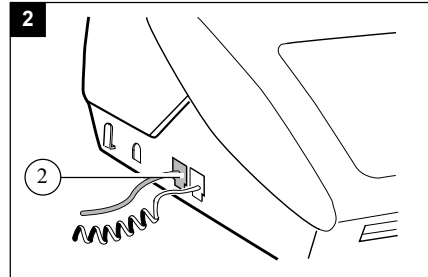
Connect the small plug of the telephone cable into the appropriate connector (2) on the main unit, and connect the other end to your wall telephone socket
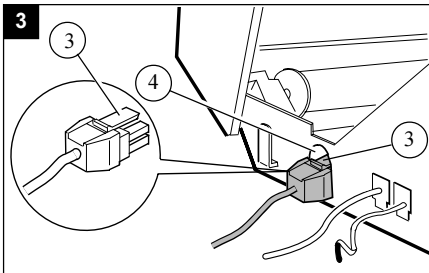
⚠ Connect the small plug of the mains supply unit into connector (4) on the main unit. Ensure the strip (3) is facing **upwards**.

Check if the wall socket to which you'll connect your machine complies with directives on the label under the mains supply unit.
Connect the mains cable plug of the mains supply unit to the wall socket.

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PROGRAMMING

ENTER THE MAIN MENU:
Press the MENU key.

MOVING WITHIN THE MENUS:

Press the ↓ or ↑ arrow to select the previous or the next line in the menu.

Press the OK key to go to the following menu.

Press the C (CORRECTION) key to return to the previous menu.

Press the START key to validate and exit from the current menu.

Press the STOP key to exit from the current menu.

MOVING WITHIN A DATA ENTRY FIELD
Press the ← or → key to delete the last character or to insert a space or to move within a field (for example, recording the date).

Press the C key to abandon the entry and return to the initial value.

Press the START key to confirm the entry and exit from the current menu.
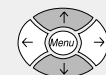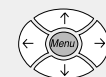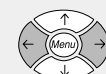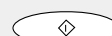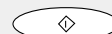
YOUR FIRST FAX TRANSMISSION

It is advisable upon installation to record the following parameters on your machine:
- DATE TIME: records the current date and time.
- NUMBER: records the telephone number of your fax.
- NAME: records the name of the fax to appear on faxes transmitted (if the setting HEADER TRANSMISSION is active).

ENTERING OR CHANGING THE DATE AND TIME
▨   Press MENU, 2, 1 and OK.
▨   Enter the date and time using the numerical keypad, then Press OK to confirm. For example, to enter **7 May 1999, 9:15**, enter **0 7 0 5 9 9 0 9 1 5** then Press OK.

RECORD YOUR NUMBER
Your number is printed on faxes transmitted when the HEADER setting is active. To record your number:
▨   Press MENU, 2, 2 and OK.
▨   Using the numeric keypad, enter the telephone number of your fax machine.
▨   Press the OK key to confirm your choice.

RECORD YOUR NAME
This is the name attributed to your fax machine allowing it to be identified.
It is printed on faxes when the HEADER setting is active.
To record your name:
▨   Press the MENU, 2, 3 and OK keys.
▨   Enter you name using the alphabetic keyboard.
▨   Press the OK key to confirm your choice.

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4. SETUP

At any time you can print the list of setup values, press MENU, 5, 4 and OK in order to check what is programmed by default as well as any modifications to make.

■ To print the list of setup values, press MENU, 5, 4 and OK.

Your fax machine prints the list of setup values.

TYPE OF NETWORK

The telephone line to which your machine is connected may be connected either to a **private network** or the **public network** (behind a company automatic telephone switcher, for example).

■ To directly parameter your fax machine on a **PABX** (private network), press MENU, 2, 4, 1 and OK.

■ To directly parameter your fax machine on the **PSTN**, press MENU, 2, 4, 2 and OK.

TYPE OF DIALLING

This concerns the type of dialling practised by the switcher to which your fax machine is connected: **pulse** or **tone**. To determine the type of dialling used, choose the TONE DIALLING parameter and try to call a number. If the call fails, change to PULSE DIALLING.

■ To directly parameter your fax machine for **tone** dialling, press MENU, 2, 5, 1 and OK.

■ To directly parameter your fax machine for **pulse** dialling, press MENU, 2, 5, 2 and OK.

NUMBER OF RINGS

This value allows you to set the number of rings after which the answering machine is activated.

■ To set the number of rings (2 to 9), press MENU, 2, 6 and OK.

■ Modify the number of rings if you wish and press the OK key to confirm your choice (2 to 9).

RING MELODY

You can choose from between 4 types of different melodies or NO RINGS and adjust the volume of the melody chosen.

■ Press MENU, 2, 7 and OK.

■ Select the desired melody (N° 1 to 4 or WITHOUT RING) using the ⇑ and ⇓ navigator keys.

■ To adjust the volume of the melody, press ⊂-⎢+⊃ keys.

■ When the melody and the volume suit you, press the OK key.

REMOTE INQUIRY CODE

This function allows you to define the code necessary for locally or remotely accessing the vocal messages recorded or the faxes received by your machine and stored in memory.

■ To enter an inquiry code, press MENU, 2, 8 and OK.

■ Enter your code and press the OK key to confirm your choice.

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PREFIX

If your unit is connected to a private automatic branch exchange (PABX), you are advised to record the prefix number (generally 0) into your unit.

- Press MENU, 8, 4 and OK.
- Select the WITH option using the ⇑ or ⇓ keys and press the OK key to validate.
- Enter the number used by your PABX to access the telephone network (for instance 0) followed by a / and press the OK key.
- Enter if necessary the phone number length from which the prefix must be automatically added (in most cases the value is 10) and press the OK key to validate.
- Then press the STOP key.

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CHAPTER 2: DIRECTORY

1. MEMORISE A SUBSCRIBER RECORD

To access this menu, press MENU, 1, 1 and OK.
Your fax machine has created a new record. You can now record the characteristics of the subscriber.

Note: You can cancel creation of the record at any time by pressing the STOP key.

ENTER THE SUBSCRIBER NAME
■ Using the alphabetic keyboard, enter the subscriber name.
  You can correct your entry using the ← key.
■ Press the OK key.

ENTER THE NUMBER OF THE SUBSCRIBER
■ Using the numeric keypad, enter the number of the subscriber's fax machine.
■ Press the OK key to confirm.

Note: If you wish to insert a tone pause in the dialling (to exit from a private company network, for example): press the / key on the alphabetic keyboard. The character / is inserted in the number display.

ENTER YOUR SUBSCRIBER'S INTERNET ADDRESS

If your subscriber has an Internet address, enter it in the directory.
■ Use the alphabetic keyboard to enter your subscriber's e-mail address:

E-MAIL:
JONES@EMAIL.com   (example for JONES@EMAIL.com)

Notes: to enter the @ character, use the ⃝ key,

to enter a full stop, press the ⃝ key.

■ Press the OK key to confirm entry of the subscriber internet address.

ENTER THE VOCAL MEMO OF A SUBSCRIBER
■ Move the indicator to "VOX MEMO" using the ⇑ or ⇓ keys and press the OK key.
■ Lift your telephone handset and record the vocal message you wish to associate with the subscriber, for example "SMITH".
■ Hang up the handset: the subscriber is recorded in the directory.

If you do not want to associate a vocal memo to your record, move the indicator to "WITHOUT MEMO" and press the OK key.

2. CONSULT, MODIFY OR DELETE A RECORD

■ Press keys MENU, 1, 3 and OK.

Note: The records of the subscribers recorded into the directory are in alphabetical order.

■ You have two possibilities to select a record:

- **Selection by name**

  Example : find the record SMITH in the directory:

  * Enter the letters S,M and I, your fax machine looks for the subscriber.

  * If several subscribers start with the same two letters, you can refine your search by typing more letters of the name or using the ⇑ or ⇓ keys: your fax machine looks for the subscriber as you refine your selection.

  * Press the OK key.

- **Step by step selection using the ⇑ and ⇓ arrows**

  Example : find the record SMITH in the directory:

  * Press keys MENU, 1, 3 and OK.

  * Move the indicator > using the ⇑ or ⇓ keys until you obtain the SMITH record.

  * Press the OK key.

MODIFYING A RECORD IN THE DIRECTORY

When you have selected a record:

■ You can correct the **name** by using the ⇐ key and modifying the name using the alphabetic keyboard (as for adding a record).

■ Press the OK key to confirm.

■ You can correct the subscriber's **fax number** by using the ⇐ key and changing the number using the numeric keypad (as for adding a record).

■ Press the OK key to confirm.

■ You can correct the **E-mail address** by using the ⇐ key and changing the address using the alphabtic keyboard (as for adding a record).

■ Press the OK key to confirm.

■ You can modify the **short number** automatically attributed to the subscriber using the ⇐ key and the numeric keypad.

■ Press the OK key to confirm.

■ Move the indicator > to the chosen option using the ⇑ or ⇓ keys:

- **VOX MEMO:**
  * If there is no vocal message associated with the record, you have to record one:
    . Lift the telephone handset
    . Record the vocal message
    . Replace the handset: the modifications concerning the subscriber record are taken into account.
  * If there is already a vocal message associated with the record: move the indicator > to the chosen

    option using the ⇑ or ⇓ keys.
    . KEEP MEMO: the vocal message associated with the record is kept. Press the OK key.
    . NEW MEMO: you can record a new vocal message.
      - Lift the telephone handset
      - Record the vocal message.
      - Replace the handset.

- **WITHOUT MEMO:** if there is a vocal message associated with the record, the message is deleted.

1 1

At this point, you can define certain "privileged" subscribers who you call frequently and personalise their incoming calls:

   - with a special ring tone,

   - by choosing a special mailbox number,

   - on a particular cordless handset.

- If your subscriber normally calls you on the phone, select PHONE CALL; select FAX CALL if he normally sends you faxes.
- Press the OK key.
- Select the melody you want to use for calls from your subscriber.
- Select WITHOUT RING if you selected FAX CALL and you do not want to be disturbed by fax calls.
- Select the MAILBOX NUMBER you want to assign to faxes received from your subscriber.
- Press the OK key.
- Select the number of the cordless handset you want to assign to calls from your subscriber (only if a cordless handset is connected to the unit).

3. DELETE A RECORD

- Press MENU, 1, 4 and OK.
- Select the record to be deleted using the ⇑ or ⇓ keys or typing the letters of the name of your subscriber.
- Press the OK key.

4. PRINT THE DIRECTORY

- Press keys MENU, 1, 2 and OK.
- Your fax machine prints the directory.

5. SAVING / RESTORING THE DIRECTORY (according option)

The saving and restoration of the directory as well as parameters of the machine are made possible thanks to a specific smart card.

To do so, you have to get the saving kit from your retailer. This saving kit includes an user manual. Refer to the manual for further information.

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CHAPTER 3: TELEPHONE (*)

Your machine is programmed in the factory to operate on tone dialling electronic telephone exchanges. To activate pulse dialling refer to §: **set-up**, in the chapter - INSTALLATION.

1. TELEPHONE USING THE HANDSET

- Lift up the handset.
- Type the number of your correspondent.
- The screen displays the dialled number.

Note 1: You can compose the number before lifting the handset.

*Note 2: To call from the directory, refer to § of this chapter: **call from the directory.***

2. DIALLING WITHOUT LIFTING THE HANDSET

You can call dial the number of your correspondent without lifting the handset:
- Dial the number of your correspondent (or use the directory). The screen displays the telephone number.
- Press the SPEAKER key. The machine proceeds with dialling automatically.
- When you hear your correspondent, lift the handset or move over to the machine's control panel in order to speak.

You can also take then line before calling:
- Press the SPEAKER key, you can hear the dial tone through the speaker.
- Dial the number of your correspondent.

Notes: At any time, you can pick up the handset and use it to continue the call (in this case the SPEAKER and the microphone are automatically disabled).

   You can also switch from handset mode to speaker mode during a call:

   • *press and hold down the SPEAKER key,*

   • *hang up the handset,*

   • *release the SPEAKER key.*

Now you can continue the call using the SPEAKER.

* NOTE: The telephone feature is only active when the device is on.

3. CALL FROM THE DIRECTORY

Your fax machine gives you the possibility of calling your correspondent in several ways.

CALL BY NAME

Example : call the YATES record in the directory.

■ Enter the letters Y, A and T, your fax machine looks for your correspondent.
If several subscribers start with the same letters, you can refine your search by typing more letters of the name or using the ↓ and ↑ keys.

■ Press the ⫽(key or pick up the handset.

CALL BY ABBREVIATED 2 DIGIT NUMBER

Example : call the YATES record in the directory under the shortened number 02.

■ Press the DIRECTORY key.
■ Enter the number 2 with the numeric keypad.

■ Press the ⫽(key or pick up the handset.

4. REPLY TO A CALL

■ Your telephone rings and the LINE icon flashes.
■ Pick up the handset and speak.
■ To end the conversation, replace the handset.

5. REDIAL ONE OF THE LAST TEN NUMBERS CALLED

Your fax machine gives you the possibility of redialling a number from the last ten called.

■ Press the REDIAL key.

■ If necessary, use the navigator ↑ and ↓ keys to select the number of the correspondent you wish to call from the last ten correspondents called.

■ To call the number displayed, press the SPEAKER key or pick up the handset.

Note: *You can delete the numbers memorised in the REDIAL key at any time by pressing keys C, REDIAL and OK.*

6. MUTE MODE

During a telephone communication, if you want your correspondent not to hear you:

■ Press the STOP key.
■ Press the STOP key again to resume conversation.

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7. USING THE RECALL, # AND *

ACCESSING SERVICES

The RECALL, # and * keys give access to Telecom services. Consult your telephone directory or contact your Telecom agency, which will give you information concerning these services.

COMMUNICATION WITH A SERVER AND REMOTE CONTROL

If your machine is in pulse dialling mode, you can pass to tone dialling during a call by pressing the * key to send a multifrequency (tone) sequence to a server or access a machine externally (for example, an answering machine).

RECALL KEY

If your machine is connected to a private network (PABX), this key generally allows you to transfer a call (see exchange documentation).

8. TRANSFER A CALL

This function is useful in the case where you wish to continue your conversation on another telephone connected to the same line.

Example: you are speaking on the handset with your correspondent.
You wish to continue the conversation using a telephone situated in another room:

- Tell your correspondent you are transferring the call.
- Press the ⌒ key.
- Replace the handset (instead of freeing the line, your machine "keeps" the line).
- Go to the other room, pick up the handset and continue your conversation.

Note: Pressing the ⌒ key has no effect if the handset is not replaced within 4 seconds. You have 25 seconds in which to pick up the other handset. After this time, the communication is cut.

9. LENGTH OF COMMUNICATION

For calls, 10 seconds after the last digit is entered, the counter indicating the duration of the call is displayed.
This counter indicates a communication time calculated from the last digit entered.

10. USING A CORDLESS HANDSET

You can use the machine with **one** or **more** cordless handsets. To do this, you must use the "Cordless Telephone Kit" delivered with your machine, or purchase it from your dealer (depending on the model). This gives you a phone system featuring telephone, fax, cordless phone, answering machine and copier. The following functions are available:

REGISTRATION OF A CORDLESS HANDSET

- Press MENU, 6, 2 and START.
- Press OK then 6 on the cordless handset.

DELETING REGISTRATION OF A CORDLESS HANDSET

- Press MENU, 6, 3 and START.
- Type the number of the handset to be deleted.

CHANGING THE BASE STATION ASSIGNMENT CODE

- Press MENU, 6, 1 and START.

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11. USING A PORTABLE PHONE (DEPENDING ON MODEL)

You can connect a portable phone (GSM) to your machine. This will allow you to send or receive faxes through your portable phone.

To do so you have to purchase the Fax-Portable phone connection kit from your local retailer. The mobile kit includes an operating instructions handbook. Please refer to the handbook for further information.

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CHAPTER 4: FAX

1. FAX TRANSMISSION

SCANNING MODE

There are three modes for scanning your documents:
- **NORMAL** mode is used when the document is of good quality and does not contain small details.
- **FINE** mode is used when the document contains small characters or designs.
- **PHOTO** mode is used when the document is a photo.

The selected resolution mode is visualised by the state of the FINE and PHOTO icons.
To change the resolution mode, press the FINE PHOTO key.

IMMEDIATE TRANSMISSION

■ Insert the document (15 pages maximum), side to be transmitted face down, in the document feeder.
■ Compose your correspondent's fax number.
■ Press START.

Notes: You can modify your entry using the ⬅ key.

In case of failure (correspondent engaged, for example) the machine redials after a few minutes' wait.

TRANSMIT A DOCUMENT FROM THE DIRECTORY

■ Insert the document in the feeder.
Your fax machines gives you the possibility to transmit a document to your correspondent following different procedures:

BY NAME: *Example : call the record YATES in the directory :*
■ Enter the letters Y,A and T.
■ Press the START key.

BY ABBREVIATED 2 DIGIT NUMBER: *Example : call the YATES record in the directory under the shortened number 02:*
■ Press the DIRECTORY key.
■ Enter the number 2 with the numeric keypad.
■ Press the START key.

TRANSMISSION WITH SOUND SURVEILLANCE

This method of sending a fax allows you to follow the progress of your communication through the speaker.
■ Insert the document in the document feeder.
■ Press the SPEAKER key. You hear a tone from the SPEAKER.
■ Compose your correspondent's number.
■ When you hear a high pitched tone, press START.

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TRANSMISSION FROM MEMORY OR THE FEEDER

▪ Press MENU, 3, 5 and OK.

▪ Move the indicator > to the chosen option using the ⬆ or ⬇ keys:

- **MEMORY**

  The document is first stored in the memory of your fax machine, then it is transmitted.

- **FEEDER**

  Document scanning and transmission are performed at the same time. If your correspondent's fax machine does not answer, the document remains in the feeder.

TRANSMISSION TO SEVERAL CORRESPONDENTS

▪ Place the document in the fax machine feeder.

▪ Dial the name or number of your first correspondent.

▪ Press the ⇒ key to enter the name or number of the next correspondent.

▪ Repeat the procedure for all the correspondents you wish to send to (10 maximum).

▪ Press the START key.

Notes: By pressing the DIRECTORY key, you can quickly access a correspondent.
By pressing the REDIAL key, you recall the last numbers called.

DEFERRED TRANSMISSION

Deferred transmission allows you to automatically transmit a fax at a time you choose to one or several correspondents (10 maximum).

▪ Insert the document in the feeder.

▪ Press keys MENU, 3, 1 and OK.

▪ Enter the number of your correspondent and press OK.

▪ Enter the time at which you wish to transmit the document.

▪ Press the START key.

The document will be sent at the time programmed.

Note 1: Before pressing the START key, by pressing OK you can choose, if you wish:

- *to send directly from the document feeder,*
- *the number of pages in the document.*

Note 2: To cancel transmission of a deferred fax:

*If the document is in the feeder, press STOP. If the document is in memory, use the procedure to cancel a request from the wait queue (§ **cancel a transmission request** in the chapter ADVANCED COMMUNICATION FUNCTIONS).*

Note 3: To transmit immediately: press START.

TRANSMISSION OF A SHORT MESSAGE ENTERED ON THE KEYBOARD

You can transmit a fax in the form of a short document entered directly on the alphabetic keyboard.

▪ Press keys MENU, 3, 1 and OK.

▪ Enter the number of your correspondent and press OK.

▪ Enter the START time (for deferred transmission) and press OK.

▪ Move the cursor to ALPHA KEYPAD using the ⬆ or ⬇ keys, the screen displays:

▪ Press START.
  By pressing OK, the transmission request continues (number of pages, flyleaf, etc.).

▪ Using the alphabetic keyboard, enter the message to be transmitted (limited to 80 characters) and press OK.

▪ The document will be sent at the programmed time.

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FLYLEAF

The flyleaf is an A4 document. This flyleaf is the first sent when transmitting a document. The document will thus be sent from memory (the choice ADF being ignored).
It can be inserted at the request of the user on each transmission from memory.

To add a flyleaf:

- Press keys MENU, 3, 1 and OK.
  Record the number of your correspondent, the departure time, the type of document (memory or feeder) and the number of pages.
- Move the indicator onto WITH HEADER PG using the ⇑ or ⇓ keys.
- Press OK.
  Using the alphabetic keyboard, enter the message you want to appear at the bottom of the flyleaf.
- Press OK.

STOP TRANSMISSION OF A FAX

- Press STOP.
- Press the STOP key again to confirm stopping the transmission in progress.

TRANSMISSION REPORT

CHOICE OF THE TRANSMISSION REPORT TYPE

Following each fax transmitted, your fax machine can print a transmission report according of your choice.

- To select WITH directly, press keys MENU, 3, 4, 1 and OK.
  A transmission report is printed when transmission has terminated correctly or has been definitely abandoned. There is thus only one transmission report for each transmission request.
- To select WITHOUT directly, press keys MENU, 3, 4, 2 and OK.
  The documents transmitted do not have transmission reports (refer to the transmission log to keep a trace of communications).
- To select IF ERROR directly, press keys MENU, 3, 4, 3 and OK.
  A transmission report is printed only when all tries at transmission have failed and the request is finally abandoned.

PRINTING THE TRANSMISSION REPORT

In the case of you choose WITHOUT and you wish to print the report of the last transmission, proceed as follows:

- Insert paper.
- Press MENU, 5, 5 and OK.

TRANSMISSION REPORT WITH FIRST PAGE

In the case of transmission of a document which is in memory (deferred transmission from memory or transmission to several recipients), the transmission report contains the reduced image of the first page of the document.

Note: The SEND REPORT parameter should be set to either WITH or IF ERROR.

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2. FAX RECEPTION: FAX ANSWERING MACHINE

Your fax machine has a reception memory allowing it to receive faxes or E-mails even if there is no paper. To automatically receive faxes, the FAX icon should be lit. If this is not the case, press the key TEL. FAX TAD.

FAX ANSWERING MACHINE

This function allows you to request that the faxes received are not printed directly, but kept in memory.

- If you want to directly activate your fax answering machine, press keys MENU, 3, 6, 1 and OK.
- If you want to directly disactivate your fax answering machine, press keys MENU, 3, 6, 2 and OK.

PRESENCE OF FAX MESSAGES

The status of the "FAX MESSAGES" lamp tells you of the presence of any faxes received in memory:
- "FAX MESSAGES" off: no messages.
- "FAX MESSAGES" flashing: at least one message received in memory.

PRINTING FAXES RECEIVED

- Put the paper in the paper tray.
- Press the FAX MESSAGES key.

Note: *You can protect access to your messages with a code. Refer to §:* ***protection against indiscreet consultation of vocal and fax messages*** *in the chapter - OTHER FUNCTIONS.*

SATURATION OF RECEPTION MEMORY

When there are too many faxes received in memory, the machine is saturated and cannot record any more fax messages.
The FAX icon blinks and the MEMORY FULL message is displayed:
You should print the faxes received and/or delete the vocal messages recorded in order to empty the memory.

DELETING RECORDED FAXES

- The pages of fax documents are deleted automatically as soon as they are printed.
- Indication of the presence of a document is cleared when all the pages have been printed.
- Printing which has been suspended owing to lack of paper restarts at the first page not printed.

Note: *You can adjust the RX INMEM parameter (MENU 36) in order to print faxes immediately when they arrive (not to store them in memory).*

REMOTE INTERROGATION OF THE FAX ANSWERING MACHINE

If you are distant from your machine and you have a fax machine locally, you can print faxes received in memory on your machine on the local machine.
On delivery, the fax answering machine is not capable of being interrogated remotely. To make this possible, you should enter a remote interrogation code consisting of four digits other than 0000 (refer to §: **remote interrogation code** in the chapter - OTHER FUNCTIONS). The remote interrogation code is also for the vocal answering machine. You can thus also listen to your voice messages during the communication.

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For remote interrogation of fax messages:

- On the remote fax machine having a telephone, dial your number.
- Press the * key during the welcome message, then enter the 4 digit interrogation code. The machine delivers the voice messages. At the end of the messages and during the bips:
- Press keys 8 and 0.

Your machine will then retransmit all the faxes received in memory.

- Activate the fax machine as soon as you hear the fax tone.

Note: *When you interrogate your fax answering machine remotely, the retransmitted faxes are automatically deleted from memory.*

⚠️ **For remote calling to work, you should use a telephone configured in tone dialling mode.**

3. TELEPHONE CALL DURING FAX COMMUNICATION

If you wish, you can take the correspondent with whom you are on fax communication on normal telephone conversation.

YOU CALL YOUR CORRESPONDENT

During transmission of the document (transmission or reception):

- Press the SPEAKER key, in place of "TRANSMISSION" or "RECEPTION", your machine will display "PHONE".

As soon as the page is transmitted, your correspondent (if his/her machine is compatible) is advised of your request by the ringing tone on the telephone. If your correspondent decides to take the call, your machine will ring; unhook the receiver to begin conversation.

YOUR CORRESPONDENT CALLS YOU

Your correspondent wishes to call you in order to continue the communication by telephone. Your telephone rings. You should unhook to talk to your correspondent.

CHAPTER 5: INTERNET

1. SUBSCRIPTION AND ACCESS PROVIDER

SUBSCRIPTION

Your machine already includes a free E-Mail account.

In order to benefit from this offer and create your own permanent E-Mail address:

- Fill in the Internet subscription form provided with your machine.
- Insert this form into the document feeder (as if you are sending a fax).
- Press MENU, 9, 9, 1 and OK: the form will automatically be sent to the provider to register your subscription.

If you wish to modify your e-mail address, proceed as follows:

- Press MENU, 9, 9, 2 and OK.
- Enter your new preferred address.
- Confirm with OK.

CHOOSING AN ACCESS PROVIDER

If you wish to use another E-Mail you already have (e.g. on a PC).

- Press MENU, 9, 1 and OK keys.
- Use the ↑ or ↓ keys.
- Select PROVIDER2 or OTHERS, and press OK to confirm.
  In that case, you will have to define all the settings (you can obtain than from you access provider):

  - access number,
  - login identifier,
  - login password,
  - E-mail identifier,
  - E-mail password,
  - E-mail address,
  - SMTP server: automatically indicates the server address for all Internet transmissions,
  - POP3 server: automatically indicates the server address for all documents received in your Internet mailbox,
  - PRIMARY DNS, then SECONDARY DNS: transmits messages on the Internet (the server address consists of four groups of three digits maximum, separated by dots).

    Note: If your access provider did not give you a Secondary DNS address, enter the PRIMARY DNS address again.

DISABLING INTERNET FUNCTIONS

If you do not wish to use the Internet functions:

- Press MENU, 9, 1 and OK keys.
- Use the ↑ or ↓ keys to select "NO ACCESS" and press OK to confirm.

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2. SENDING / RECEIVING ON THE INTERNET

CONNECTING TO THE INTERNET

The following things occur when your fax connects to the Internet:
– sends all the Internet-faxes queued for transmission to your correspondent's mailbox,
– receives all the Internet-faxes located in your personal Internet mailbox.

NOTE: the actual fax-document itself is sent as an E-mail attachment.

The connection can be made in either of two ways, depending on how your machine is programmed:
(see § Settings - Connection):
– automatically once or several times a day (you choose the frequency),
– immediately (and manually) by pressing the following keys: ⬭ @ ⬭ **, TWICE.**

SENDING ON THE INTERNET

Whatever the document to be sent (fax, E-mail or voice mail), the **document** is scanned **and stored in memory. It will be sent on the Internet the next time you connect.**

Note: If you are sending a document to a PC, it will be received as an E-mail attachment.

Sending faxes on the Internet
▪ Put the document in the feeder.
▪ Press the ⬭ @ ⬭ key.
▪ Enter the **E-mail address** of your recipient (or use the directory key or the REDIAL key).

NOTE: . to enter the @ character, use the corresponding key on the alphabetic keyboard,

. to enter a dot, press the • key on the alphabetic keyboard,

. for uppercase characters, use the ⬆ (Shift) key..

▪ Press the ⬭ @ ⬭ key.

Sending E-mail on the Internet
You can send a message entered on the keyboard to an electronic mailbox:
▪ Press the ⬭ @ ⬭ key.
▪ Enter the **E-mail address** and press **OK** to confirm.
▪ Enter the **subject** of the message and press **OK** to confirm.
▪ Enter the **message** and press **OK** to confirm.

Sending voice mail on the Internet
You can send voice mail to an electronic mailbox:
▪ Press the **INTERNET** @ key.
▪ Enter the **E-mail** address,
▪ Press the **VOCAL MESSAGES** key,
▪ Pick up the handset and record your voice mail,
▪ Hang up the handset when you finish recording the voice mail.

RECEIVING FROM THE INTERNET

All types of documents (fax, E-mail or voice mail) are **received automatically whenever you connect to the Internet**.

Note: Your fax cannot process files other than faxes (e.g. word processing files, CAD files, etc.). You can keep these documents in your Internet mailbox for use by your computer (see § Settings - Sorting received messages)

Printing E-Mails and faxes received from the Internet
To print your faxes or E-mail messages, use the same procedure as for a fax: press the **FAX MESSAGES** key.

Listening to voice mail received from the Internet
To listen to your messages, use the same procedure as for listening to messages on your answering machine: press the **VOCAL MESSAGES** key.

3. SETTINGS

PRINTING YOUR INTERNET SETTINGS

To print a list of your Internet settings at any time, press the **MENU**, **9**, **8**, **OK** keys.

STANDARD SETTINGS

Connection (menu 951)
This menu allows you to choose the mode for connecting to the Internet:

▢ Press MENU, 9, 5, 1 and **OK** and choose an option using the ↑ or ↓ keys:

  • VOLUNTARY

    The unit connects to the Internet at your request only, when you press **TWICE on**: ⬭ @ ⬭ or on **MENU 9**, **2**, **OK** (INTERNET / IMMEDIATE ACCESS)

  • PERIODICAL

    You define how many times per day the unit should connect to the Internet. To do this, define:

    * THE FIRST CALL: the time of the first connection.

    * THE NUMBER OF CALLS: the number of times per day that the unit should connect to the Internet.

    * THE LAST CALL: the time of the last connection of the day (this setting is displayed only if you set the number of calls to 2 or more).

▢ Press **OK** to confirm.

SENDING (menu 952)
This menu allows you to choose the mode for sending/receiving documents via the Internet:

▢ Press MENU, 9, 5, 2 and OK and choose an option using the ↑ or ↓ keys:

  • IMMEDIATE

    Internet-faxes are sent/received immediately (the connection starts immediately).

  • ON CONNECTION

    Internet-faxes are sent/received only during automatic or manual connections.

▢ Press **OK** to confirm.

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Servers (menu 953)

If you are connected to PROVIDER 2 or OTHER, this menu allows you to access the server settings:
- SMTP SERVER
  automatically indicates the server address for all standard Internet transmissions.
- POP3 SERVER
  automatically indicates the server address for all documents to be recovered in your Internet mailbox,
- PRIMARY DNS / SECONDARY DNS
  send messages on the Internet.

Sorting received messages (menu 96)

This menu allows you to choose where the E-mail messages received on your fax should be sent: you can keep them in your Internet mailbox for later use with a computer (a PC sharing the same Internet subscription as your fax).

- Press MENU, 9, 6 and OK and choose an option using the ↑ or ↓ keys:

  - FAX ONLY: all messages are sent to your fax unit.

    * With the help of the ↑ or ↓ keys choose one of the following:

      . WITH TRANSLATION of attached files not readable by your fax (document files sent from a PC - such as .doc, .exe, etc.).

      . WITHOUT TRANSLATION of attached files: you will then receive only those documents that can be read by your fax.

    * Validate by pressing OK.

  - SHARE PC: messages that can be processed by your fax (faxes, E-mails and voice messages) can be printed or listened to. Other messages are kept in the mailbox to be read by the PC.

    * With the help of the ↑ or ↓ keys choose one of the following:

      . SEND TO PC: enter the E-Mail address of the PC you wish to receive attached files not read by your fax (this is only necessary if your PC has a different E-Mail from your f@x machine). Press OK and choose the type of E-Mails to be sent to your PC:

        - all E-Mails,

        - only E-Mails with un-readable attachments,

      . DO NOT SEND TO PC: (if the PC and your f@x share the same E-Mails address) and choose:

        - delete E-Mails already read by the f@x,

        - without deleting E-Mails already read by the f@x (in order to receive a copy on the PC).

  - PC ONLY: all messages are kept in the mailbox to be read by the PC.

    Note: If your have chosen SHARE PC or PC ONLY, your fax will indicate how many E-Mails are present in your mail-box after connecting to your Internet server.

- Press **OK** to confirm.

F@x to Fax (menu 97)

This menu allows you to send a document to another normal fax (which does not have an E-Mails address), via the Internet.

To activate this service:

- Press MENU, 9, 7 and OK and choose one of the following with the help of the ↑ or ↓ keys:

  - WITH (service enabled),
  - WITHOUT (service disabled).
- Confirm to OK.

If you have chosen WITH (service enabled) you should enter the PIN code (security code), which is given to you upon acceptance of your application to use this service.

To send a document to another fax via the Internet with this service:

- Insert document in paper feeder.
- Dial the international code and number of your correspondent: type + (pressing the $\boxed{+}$ key), followed by the international code (even '44' for UK) and your correspondent's number omitting the '0'. Example: for 0181 760 0708, type +441817600708).
- Push the $\boxed{@}$: the document will be sent automatically.

Note: If you wish to keep the "international" number of your correspondent in your directory to send documents via the Internet in the future, you must enter the + (pressing the $\boxed{+}$ key), followed by this number, in the place reserved for the E-Mail address of your correspondent, in the directory.

CHAPTER 6: VOCAL ANSWERING MACHINE

1. STARTUP

TO MAKE YOUR ANSWERING MACHINE OPERATIONAL

The TAD icon should be lit. If this is not the case, press the TEL. FAX TAD key.

TO SWITCH OFF YOUR ANSWERING MACHINE:

The TAD icon should be off. If this is not the case, press the TEL. FAX TAD key.

Notes: The TAD icon flashes in the following two cases:

- *no announcement recorded,*
- *the answering machine memory is saturated: delete the VOICE messages.*

The maximum length of a recorded message is 90 seconds.

2. SELECT THE TYPE OF ANSWERING MACHINE

Your fax machine has two types of answering machine:
• answering machine - recorder,
• simple answering machine.

SELECT THE TYPE ANSWERING MACHINE - RECORD UNIT:

▪ Press keys MENU, 4, 5, 1 and OK.

SELECT THE ANSWER ONLY MACHINE:

▪ Press keys MENU, 4, 5, 2 and OK.

3. ANNOUNCEMENTS

The machine has two announcements, corresponding to the two types of answering machine:
• the announcement for the answering machine - recorder (you have one pre-recorded announcement),
• the announcement for the simple answering machine.

ANNOUNCEMENT FOR THE ANSWERING MACHINE

RECORDING THE OGM

▪ Press the keys MENU, 4, 1, 1 and OK.
▪ Lift the handset, you can start dictating your message.
▪ Hang up the handset to end recording. The message is automatically played back.

At the end of the playback the answering machine can be activated.

OGM PLAYING MACHINE - RECORDER ANNOUNCEMENT

▪ Press the keys MENU, 4, 2, 1 and OK.
Your fax machine plays the announcement you have recorded.

ANNOUNCEMENT FOR THE SIMPLE ANSWERING MACHINE

RECORDING THE SIMPLE OGM
- ■ Press the keys MENU, 4, 1, 2 and OK.
- ■ Proceed in the same way as for recording the first answering machine message.

LISTENING TO THE SIMPLE OGM
- ■ Press the keys MENU, 4, 2, 2 and OK.

Your fax machine plays the message you have recorded.

4. MESSAGES

PRESENCE OF MESSAGES

The status of the "VOCAL MESSAGES" lamp tells you of the presence of messages:
- • "VOCAL MESSAGES" off: no messages.
- • "VOCAL MESSAGES" flashing: at least one message not listened to.
- • "VOCAL MESSAGES" lit: presence of messages. ALL the messages have been listened to.

LISTENING TO MESSAGES

■ Press VOCAL MESSAGES.

Your machine gives the number of messages and, for each message being listened to, the order number and date/time of reception.

Whilst listening to the VOCAL messages, you can:
- ■ Press the ← key to return to the start of the message.
- ■ Press the ← key twice to go to the previous message.
- ■ Press the ≫ key to start listening to the next message.
- ■ Press the VOCAL MESSAGES key to pause. Pressing a second time restarts listening.

DELETING THE MESSAGES

To delete the voice messages :
- ■ Press keys MENU, 4, 4 and OK.

To delete a message :
- ■ Press C key whilst listening to the message to supress.

SATURATION OF ANSWERING MACHINE

When there are too many messages in memory, the answering machine is saturated and can no longer record more messages. The TAD icon flashes and the screen displays "MEMORY FULL".
You should delete the recorded messages to empty the memory.

5. LOCAL MEMO

A memo is a message which you record locally on your answering machine.

RECORDING A LOCAL MESSAGE

- ■ Press the keys MENU then VOCAL MESSAGES.
- ■ Unhook the handset and speak.
- ■ Hang up the handset to finish recording.

LISTENING TO A LOCAL MESSAGE

To listen to a local message, proceed in the same way as for a message.

6. CALL FILTERING

The call filtering function allows you to listen to a message while it is being recorded.

- In "WITH CALL FILTERING" mode you hear the messages being recorded on your answering machine:
    - you can take the communication by lifting the handset,
    - you can adjust the volume of the SPEAKER using the ⌐ - | + ⌐ keys.
- In "WITHOUT CALL FILTERING", the messages are recorded in silence:
    - you can, however, take the communication by lifting the handset,
    - you can adjust the volume of the SPEAKER using the ⌐ - | + ⌐ keys in order to listen to a message being recorded.

To activate the CALL FILTERING mode:
▨ Press keys MENU, 4, 6, 1 and OK.

To disactivate the CALL FILTERING MODE:
▨ Press keys MENU, 4, 6, 2 and OK.

7. REMOTE INTERROGATION OF THE VOCAL ANSWERING MACHINE

On delivery, the vocal answering machine is not capable of being interrogated remotely. To make this possible, you should enter a remote interrogation code consisting of four digits other than 0000. The remote interrogation code is common to the fax answering machine. You can thus also print your fax messages or your e-mails during the communication.

To access your voice messages remotely:
▨ On the remote telephone, dial your number.
▨ Press the * key during the announcement (or during the bips if the announcement has not been recorded).
▨ Type your 4 digit remote interrogation code.
  Listening of all the voice messages starts automatically.

At the end of listening, or if there are no messages, the machine sends a series of bips.

⚠ **For remote calling to work, you should use a telephone configured in tone dialling mode.**

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You can carry out the following operations over a remote telephone:

Whilst listening:
- pause or resume message listening by pressing **5**,
- go on to next message, by pressing **6**,
- start listening to message again, by pressing **4**,
- go back to previous message, by pressing **4** twice.

After listening:
- delete received messages, by pressing **1** and **5**,
- record your announcement, by pressing **8** and **3** and stop the recording of your announcement, by pressing any key,
- listen to your announcement, by pressing **3**,
- switch on your answering machine, by pressing **7**,
- switch off your answering machine, by pressing **9**,
- resume message listening, by pressing **5**.

Delete 1	2	Announce 3
◄◄ Last Message 4	‖/► Pause / Message 5	►► Next Message 6
Answering machine ON 7	Record 8	Answering machine OFF 9
*	0	#

9. PRIVILEGED ACCESS

PRIVILEGED ACCESS CODE

If you do not want to be disturbed by anyone except privileged access callers (with a special access code), set the unit to TAD receive mode and input a privileged access code:
- Press MENU, 4, 7 and START.
- Input an access code other than **0000** and press START to confirm.

Note: You must activate the privileged access facility using MENU 48 (setting: WITH).

INCOMING CALLS

Only those callers to whom you have given this code will be able to reach you. They must:
- Dial your number.
- Wait for your terminal to answer the call.
- Press the key, then enter the **4-digit** privileged access code.

Note 1: If you do not answer the call, the caller will be prompted to leave a message on your TAD.

*Note 2: The "remote message retrieval" and "privileged access" codes must be different. To de-activate the privileged access facility, simply set the code to **0000**.*

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CHAPTER 7: RECEPTION MODES

SELECTING THE RECEPTION MODE

■   Press the TEL FAX TAD key at least once to configure the reception mode you want:

MANUAL MODE

TEL icon lit, FAX and TAD icons off.

Your machine acts as a **telephone**. You use this mode if the fax traffic is low.

On an incoming call, the machine rings. It never unhooks automatically (except after 10 rings if remote interrogation is authorised, in which case it transmits the announcement or bips if no announcement has been recorded).

If you unhook, you can either continue in vocal conversation or receive a fax by pressing the START key.

AUTOMATIC MODE WITH ANSWERING MACHINE

TEL, FAX and TAD icons lit.

Your machine acts as a **telephone** with an **answering machine** associated with a **fax**. You use this mode when you are absent or if you do not want to lose telephone calls and faxes.

On an incoming call, your machine unhooks after a few rings and transmits your answering machine announcement:

*   if the call is a fax, your machine passes into fax reception mode,

*   if it is a vocal communication, your correspondent can leave a message.

Note: You can set the number of rings before your machine unhooks.

AUTOMATIC MODE WITHOUT ANSWERING MACHINE

TEL and FAX icons lit, TAD icon off.

Your machine **automatically sorts calls** before presenting them to you. You use this mode when fax traffic is high and you do not want to be disturbed by reception of a fax.

On an incoming call, the machine unhooks automatically without disturbing you (*), transmits a welcome message to your correspondent inviting him to wait (example: "Please hold the line"), then:

• if the call is a fax, your machine receives the fax,

• if it is a vocal communication, your machine rings (alert ring) for 30 seconds to let you know (**). During this time, your correspondent hears a ringing tone.

(*) For this, the machine does not make you wait for the ringing tone generated by the telephone network. On the other hand, if your installation has parallel telephones, these ring normally.

 (**) If your installation has parallel telephones, these do not ring.

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CHAPTER 8: ADVANCED COMMUNICATION FUNCTIONS

1. DEPOSIT AND RETRIEVAL (ACTIVE POLLING)

PLACE A DOCUMENT IN DEPOSIT

A document is left in your fax machine at the disposition of one or more correspondents who can obtain a fax of the document by calling your fax machine using the POLLING function. The document is thus transmitted to the requesting fax machine.

You can deposit your document in the feeder or in memory. This second solution is preferable, as it frees your fax machine and allows retrieval by several correspondents.

To prepare transmission by your machine of a document destined to be retrieved by another machine, carry out the following operations:

■ Check that your machine is in automatic mode (FAX icon lit).

■ Insert the document in the feeder.

■ Press keys MENU, 3, 3 and OK.

■ Choose SINGLE POLLING or MULTI POLLING using the ⇑ ou ⇓ navigator keys and press OK.

Note: If you choose MULTI POLLING, the document will be recorded in memory and can be retrieved by several correspondents.

■ Choose PAPER FEEDER, MEMORY or ALPHA KEYPAD (in the case of a short message entered at the keyboard) using the ⇑ ou ⇓ navigator keys and press OK.

■ Press START to start the deposit.

RETRIEVE A DOCUMENT

You want to retrieve a document deposited in a remote fax machine. You call the fax machine to receive the document which it transmits to your fax machine in automatic mode.

Note: Your feeder should not contain a document.

To retrieve a document deposited at your correspondent:

■ Press keys MENU, 3, 2 and OK.

To programme the correspondent of the retrieval:

■ Enter the fax number of your correspondent (or use the directory) and press OK.

To start retrieval immediately:

■ Press START.

To programme the time of the retrieval:

■ Enter the time for the retrieval and press START.

2. TRANSMISSION WAIT QUEUE

This function allows management of operations which are waiting (deferred transmission, deposit, retrieval).

PRINT THE LIST OF OPERATIONS WAITING

Printing of the list of operations waiting is useful before any intervention on the documents waiting (deletion, execution, modification). This list indicates for each document waiting: the number of the operation waiting, the name of the correspondent, planned transmission time, type of operation waiting and the number of pages in the document.

▪ To print the wait queue directly, press keys MENU, 8, 7, 5 and OK.
   The list of operations waiting is printed.

MODIFY OR CONSULT THE WAIT QUEUE

▪ Press keys MENU, 8, 7, 2 and OK.

▪ Move the cursor to the operation you wish to modify or consult using the ⇑ or ⇓ navigator keys.

▪ Press OK.

Your fax machine indicates the status of the documents which are in the wait queue:

DOC:	Document deposited
POL:	Document to be retrieved
TX:	Deferred transmission
NET:	Internet transmission (fax or E-mail)

If you want to modify one of the operations in the wait queue:

▪ You can select the operation from the wait queue using the ⇑ or ⇓ navigator keys (or from the number).

▪ Press OK. You can now modify the parameters of the displayed request.

▪ Press START to exit.

EXECUTE A WAITING TRANSMISSION IMMEDIATELY

This function allows you to process a transmission request as soon as possible:

▪ Press keys MENU, 8, 7, 1 and OK.

▪ You can select the transmission requests from the wait queue using the ⇑ or ⇓ navigator keys (or from their order number).

▪ Press OK to immediately execute the selected request. The waiting operation is then executed.

CANCEL A TRANSMISSION REQUEST

▪ Press MENU, 8, 7, 3 and OK.

▪ Select the document to cancel using the ⇑ or ⇓ navigator keys.

▪ Press OK to cancel the request from the wait queue.

▪ Press OK to confirm.

PRINT A DOCUMENT IN THE WAIT QUEUE

This function allows you to know the contents of a document awaiting transmission.

▪ Press MENU, 8, 7, 4 and OK.

▪ Select the waiting document using the ⇑ ou ⇓ navigator keys.

▪ Press OK, the selected document is printed.

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3. TELECOMMANDS FROM A PARALLEL TELEPHONE

Several telecommands are possible from a telephone handset (in tone dialling mode), connected in parallel on the installation (remark: if the parallel handset is configured for pulse dialling, press * in order to switch to tone dialling mode).

TELECOMMAND TO STOP THE ANSWERING MACHINE

If you unhook from a parallel handset, and the machine has also unhooked and it transmits its announcement (or the welcome message), you can stop the transmission of the announcement by pressing, on your telephone keypad, the sequence **#0**.

TELECOMMAND TO SWITCH TO FAX RECEPTION

If you unhook from a parallel handset and you do not recognise your correspondent, your can telecommand your machine in order that it switches to fax reception mode by pressing, on your telephone keypad, the sequence **#7**.

4. RELAY BROADCASTING (MOBILE OFFICE)

If you want to automatically transfer all received messages (faxes, E-mail messages or voice messages) to another telephone and/or fax machine, or to a computer:

- Press the **MENU**, **8**, **3** and **OK** keys,

- Choose an option using the ⋏ or ⋎ keys:

  - **WITH RELAY:**

    All your messages are transferred to a telephone/fax:

    * Enter the number of the recipient telephone/fax and press **OK** to confirm.

      Note: The name and number of this telephone-fax are saved automatically in the directory under the last number in the directory.

    * Choose the type of messages to relay (VOICE, FAX or FAX/VOICE) and press **OK** to confirm.

    * Type your 4 digit remote interrogation code and press OK to confirm (If you choose VOICE or FAX/VOICE).

    * Choose WITH or WITHOUT OGM and press **OK** to confirm.

      If you choose WITH OGM: you receive a recorded announcement on the recipient telephone/ fax indicating that relayed documents are about to arrive.

      To record this announcement:

      . Pick up the handset,

      . Record the announcement,

      . Hang up the handset,

    * Choose WITH or WITHOUT FREE RELAY and press **OK** to confirm.

      If you choose WITH FREE RELAY, then you must do the following when receiving relayed documents on the recipient telephone / fax :

      . Pick up the handset,

      . Enter the remote access code when you hear beeps or the recorded announcement for relay broadcasting,

      . Follow the procedure for the remote access facility in order to listen to your voice messages, or receive the fax or E-mail messages.

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- **TO THE INTERNET**: all your messages are transferred to an E-mail address:

  * Choose an option using the ↑ or ↓ keys:

    . TO MY MAIL, to transfer all your messages to your E-Mail adresses (shared with a computer for example),

    . OTHER ADRESS: enter the recipient E-Mail adress.

  * Choose the type of messages to relay (VOICE, FAX or FAX/VOICE).
- **WITHOUT RELAY BROADCASTING**: all your messages are kept on your fax.

▪ Press **OK** to confirm.

5. MAILBOX

Your machine can have up to 5 mailboxes. They are used to receive confidential fax or vocal messages addressed to different people.
Your correspondent transmits, using his telephone keypad (DTMF codes) the number of the mailbox in which he wants to deposit his message.
You should enter the number of your mailbox on the keyboard of your machine in order to print the fax or listen to the vocal message received.

CREATING A MAILBOX

▪ Press MENU, 7, 1 and OK.
▪ Enter a number between 1 and 5 on the keyboard and press OK twice:
▪ Enter a 4 digit code of your choice (different to 0000) on the keyboard and press OK.

Note: The 4 digit code lets you remotely interrogate and/or protect the mailbox.

▪ Press OK.
▪ Use the ≫ to choose to protect your mailbox and press OK to confirm your choice.
▪ Choose «MBX ANNOUNCE » in order to send a message to the subscriber wishing to deposit a message in your mailbox.

▪ Press OK.
▪ Unhook your handset and record a message.
▪ Hang up the handset: you listen to your message. Your mailbox is created.
▪ If you have a DECT cordless handset, you can associate your mailbox with your handset. This function allows you to look up the contents of your mailbox from your DECT handset, without having to enter the mailbox locking code.
▪ Press OK.
▪ Enter your handset's number (from 1 to 4), then confirm by pressing OK

Note: The value 0 indicates that no handset is used with the mailbox.

HOW YOUR CORRESPONDENT DEPOSITS HIS MESSAGE IN YOUR MAILBOX

- Access by DTMF code
Your machine should be in mode TEL FAX TAD.
▪ Your correspondent dials your number and hears the announcement of your vocal answering machine.
▪ Your correspondent presses the keys # and 1, then he enters your mailbox number (between 1 and 5) and hears the announcement of your mailbox.
▪ After the bip, your correspondent transmits his vocal or fax message (START key).

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- TX MAILBOX (private mode) via Menu 73 and mailbox polling via Menu 74.

HOW TO ACCESS YOUR MAILBOX

- ▪ If you expect a vocal message, press VOCAL MESSAGES.
- ▪ If you expect a fax message, press the FAX MESSAGES key.
- ▪ Enter the mailbox number (between 1 and 5) and press OK.
  - • If you have not locked your mailbox (MEM ACCESS = WITHOUT), you hear your vocal message or your fax prints.
  - • If you have locked your mailbox (MEM ACCESS = WITH), you must enter the 4-digit mailbox code and press OK.

Note: After having created a mailbox, to hear all messages received or print all faxes, use mailbox number 0.

REMOTE INTERROGATION OF YOUR MAILBOX

- ▪ On the remote telephone or fax machine, dial your number. You will hear the announcement of your vocal answering machine.
- ▪ Press keys # and 1 and the number of your mailbox (between 1 and 5).
- ▪ Enter the 4-digit code for your mailbox:
  - - You hear the vocal messages left in your mailbox.
  - - If you call from a fax machine, press keys 8, 0 and START to print the faxes.

CANCELLING A MAILBOX

- ▪ Press MENU, 7, 2 and OK.
- ▪ Enter the number of the mailbox you wish to cancel and press OK.
- ▪ Confirm the suppression of your mailbox, pressing the OK key.

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CHAPTER 9: OTHER FUNCTIONS

1. PHOTOCOPIES

The machine can be used as a photocopier:
- Insert the document to be copied in the document feeder, as for transmission.
- Choose the resolution mode for local copying of photographic documents by pressing FINE PHOTO.
  If you do not select PHOTO mode, the photocopies will be in FINE mode.

The machine can make 1 to 99 copies of a document.
- Press MENU, 5, 8 and OK.
  You can change the number of copies to print using the keys on the keypad.

- Press OK. The document is scanned, stored in memory and then printed.

  For a simple copy, insert the document to copied in the document feeder and press START.

2. PRINTING

FUNCTION GUIDE

By printing the functions guide you can access the list of functions and their corresponding numbers.
- Press the MENU key, then the 5, 1 and OK keys successively.

The machine prints the guide.

LOGS

The last 30 calls are noted in transmission and reception logs which can be printed at any time.
Printing is also automatic every 30 communications.
- To print the logs directly, press MENU, 5, 2 and OK.

DIRECTORY

- Press MENU, 5, 3 and OK.

SETTINGS

The list of set-up values gives the configuration of the machine at a given time.
To print the list of set-up values:
- Press MENU, 5, 4 and OK.

3. RIBBON GAUGE VISUALISATION

At any time, you can check the percentage of remaining printer ribbon:
- Press MENU, 5, 9 and OK.

4. PROTECTION AGAINST INDISCREET CONSULTATION OF VOCAL AND FAX MESSAGES

You can protect yourself against local consultation of your messages by unauthorised persons.
To do so:
- lock access to your messages,
- set an interrogation code different to 0000 (refer to previous section).

LOCK ACCESS TO MESSAGES

■ Press keys MENU, 8, 2 and OK.

■ Select the desired option (WITH or WITHOUT) using the ⇓ or ⇑ navigator keys and press OK to confirm your choice.

WITHOUT: Local access to messages is made without entering the interrogation code.
WITH: Local access to messages is only possible after having entered the interrogation code.

ACCESS TO LOCKED MESSAGES

■ According to the case, press VOCAL MESSAGES or FAX MESSAGES. If you have a personal mailbox (n° 1 to 5), enter your number, otherwise enter 0 and press OK.

■ Enter the interrogation code or mailbox code if it concerns a personal mailbox.

■ Press OK.

5. ALARM

The machine sets off an audible alarm at the moment you choose. You can use this as an alarm in the morning, a reminder or for an appointment.

TO ACTIVATE THE ALARM

■ Press keys MENU, 8, 1 and OK.

■ Select the option required (START or STOP) using the ⇓ or ⇑ navigator keys and press OK to confirm your choice.

START: activation of the alarm.
STOP: deactivation of the alarm.

TO SET THE TIME FOR THE AUDIBLE ALARM

■ Select the START option using the ⇓ or ⇑ navigator keys and press OK.

■ Enter the time the alarm is to go off.

■ Press START to confirm the time chosen.
The screen displays a symbol on the right indicating the setting of the alarm.

■ To stop the alarm, press any key on the keyboard. Without pressing a key, the alarm stops automatically after 30 seconds.

6. PRINTING PAPER ECONOMY

In order to economise on paper, you can print messages received on two A4 pages reduced by 50% vertically on a single A4 page.
To put this function into operation:

■ Press keys MENU, 5, 7 and OK.

■ Select the option required using the ∨ or ∧ navigator keys and press OK.

■ The machine prints the documents received.

7. PC INTERFACE

When connected to a PC, the unit can print out PC files (GDI interface). You will need to purchase a "PC interface Kit" from your reseller. The unit will then function as your occasional PC printer.

CHAPTER 10:   APPENDICES

1. CONSUMABLES REPLACEMENT

The consumables, ink ribbon and ribbon gauge card are already installed in the machine. You may need to change these consumables when they become worn. To do so, refer to the instructions in the following paragraphs.
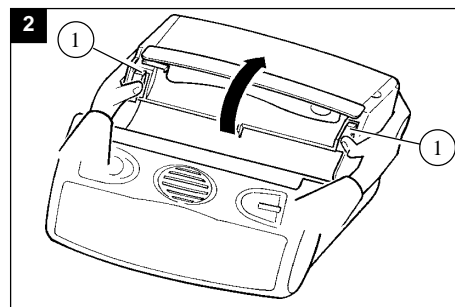
INK RIBBON

The ink ribbon enables the unit to print on normal paper.

⚠ Only use an ink ribbon that matches the manufacturer's specifications. The use of other types of ink ribbons could result in damage to the main unit and invalidate the warranty. Documents printed by your unit may be read from the used portion of the ink ribbon. If these documents are confidential, you may want to remove the ink ribbon whenever you leave the unit.
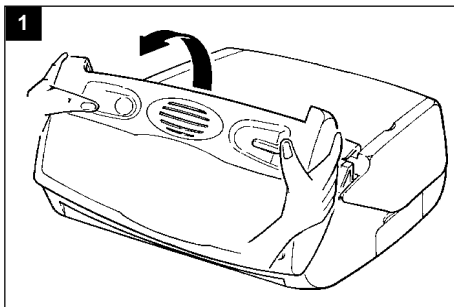
Open the front cover : let it lean toward you until it remains open.

Open the back cover : unlock the latches (1) before pushing the cover backwards.
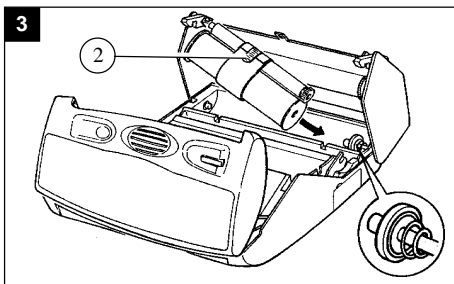
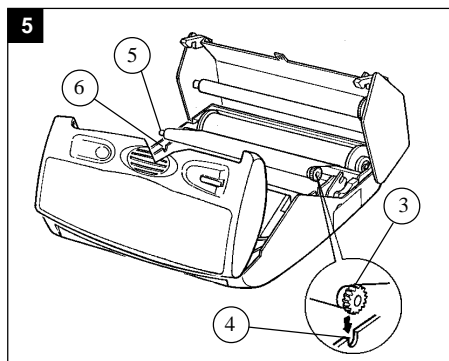Remove the worm ink ribbon from its housing.
Position the ink ribbon over its housing under the rear cover
Insert the ink ribbon into its housing without removing the adhesive strip (2):

• position the right end of the main roller onto the retractable axe.
• position the left end of the main roller onto the left axe.

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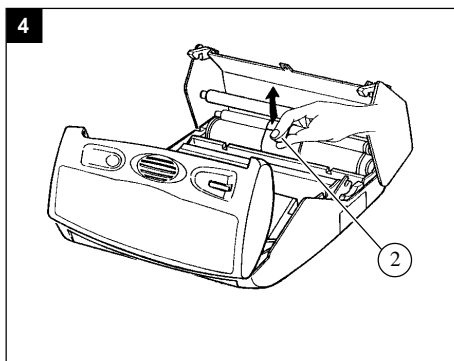
Pull off the adhesive strip (2) from the ink ribbon .

Insert the small roller in its housing: check that the gear axe (3) is correctly positioned in the slot (4), and that the other axe (5) is also correctly positioned (6) in the slot.
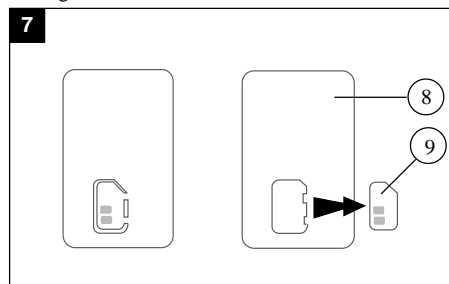
INK RIBBON GAUGE

The gauge enables screen display, after printout, of remaining ink ribbon.
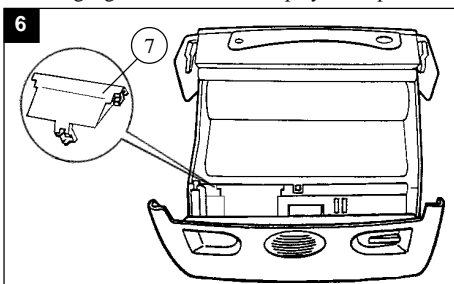
Remove the gauge compartment flap (7):
- slip the flap backward, then
- lift the front part of the flap to remove it from the main unit.

Remove the worm gauge from its housing.

Remove the (pre-cut) gauge (9) from the ribbon gauge card (8).
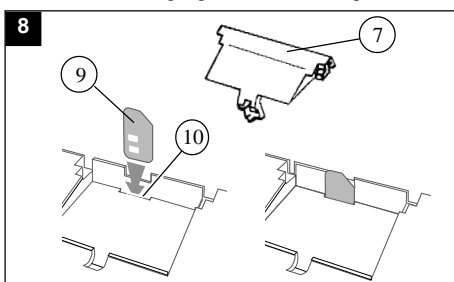
Insert the gauge (9) into the slit (10) of the gauge compartment, ensuring that the chip faces you and the bevelled corner is positioned top right. Replace the flap (7).
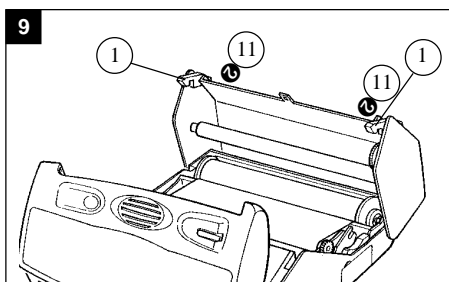
Close the rear cover: press down simultaneously on both sides of the cover (11) until the two latches (1) click into place.

⚠ If the gauge is not installed or not properly installed, the unit displays: `MISSING GAUGE`

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2. TECHNICAL PARAMETERS

To access the technical parameters, press MENU, 8, 5 and START.

The technical parameters are presented as a list in which the user can move using the ⋀ or ⋁ navigation keys.

02 TX HEADER:	Transmission to the recipient of your name, fax n°, the date and time: this information appears on the header of the fax he receives.
03 TX LOCK UP:	Restraint of transmission speed.
04 ANTI ECHO:	This parameter inhibits satellite echo in the case of problems using faxes on long distance communications.
10 RX HEADER:	Printing at the top of the faxes you receive the name and fax n° of your correspondent as well as the reception and date time .
10 RX LOCK UP:	Restraint of reception speed.
20 REDUCE MODE:	Reduction mode on printing (faxes received, local copies): automatic or manual.
21 REDUCE RATE:	This parameter sets the reduction level on printing.
22 NB OF PAGES	This parameter gives the number of pages printed since the machine has been operational (faxes received and local copies).
40 RECALL LENGTH	Time the line is cut (long or short) during the "Flash" signal of the Recall key.
50 SORTED PRINT	Print documents in the reverse order they were received (or scanned for a local copy).
60 HQ OGM	"High Quality" Announcement parameter, for recording music in an announcement. This requires more space in memory, and can be disabled.
71 NET ACTIVE	This parameter enables you to define whether Periodic or Fixed Time Internet connections are authorised during weekends.
72 MODEM SPEED	Used to limit the modem speed for send / receive sessions over the Internet.
73 RECORD REP @	This parameter enables you to automatically register into the directory the Internet address of a fax sender.
74 EMPTY MAIL BOX	at the next connecton, the first message in the mail box will be deleted.
75 PPP COMPRESSION	to get connected to certain acces providers.

3. TECHNICAL CHARACTERISTICS

Internet access provider's characteristics supported by the machine.

Your fax machine supports any Internet access provider meeting all of the characteristics below:

- modem access:	**V32a (14,400 bps) or (9,600 bps) - V42**
- protocols:	**TCP / IP / PPP**
- messaging:	**SMTP-POP3**

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4. TRANSMISSION REPORT CODES

The result of each transmission is given by the logs (transmission/reception) and by the communication report.

In the case of an incident, the result is a code whose significance is given below:

PHONEFAX COMMUNICATION ERROR CODES

Code 01 - Your correspondent does not reply
Call later.

Code 02- The number called is suspect, as no fax replies
Check the number of your correspondent.

Code 03 - STOP
You have pressed STOP during the communication.

Code 04 - Invalid abbreviated number
Check the number.

Code 05 - Document feeder incident during the communication
Document jam or document feeder failure.

Code 07 - Incident in the functioning of the remote terminal or the line
Restart communication.

Code 08 - The document which you have transmitted may have been badly received
Replace it. Check with your correspondent.

Code 0A - Retrieve
You have tried to retrieve a document when the remote terminal has no document deposited.

Code 0B - Difference between the number of pages defined for transmission and the number of pages sent
Check the number of pages.

Code 13 - Memory full
Fax reception made impossible.

Code 17 - Your machine is in protected access mode
A correspondent tried to call you and did not have your password.

Code 23 - Mailbox unknown, n°
The mailbox number which you have indicated is unknown in the machine of your correspondent.

INTERNET COMMUNICATION ERROR CODES

Codes 40 and 41: No ISP reply

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

Code 42 - Cannot connect to Internet service provider

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

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Code 43 - Cannot connect to the SMTP server

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

Code 44 - Cannot connect to the POP3 server

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

Code 45 - Internet service provider disconnected

The service is temporarily unavailable; try the operation again later.

Code 46 - SMTP server disconnected

The SMTP server for sending mail is disconnected. The service is temporarily unavailable; try the operation again later.

Code 47 - POP3 server disconnected

The POP3 server for receiving mail is disconnected. The service is temporarily unavailable; try the operation again later.

Code 48 - Internet disconnected

The service is temporarily unavailable; try the operation again later.

In order to check on Internet parameters, print them out by successively pressing the **MENU**, **9**, **8** and **START** keys.

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5. REPAIRS

INCIDENTS	REMEDIES
- The screen displays nothing	• Check that the mains supply cable and the power supply cable of the power pack are correctly connected.
- The machine does not respond to the call after several rings of the telephone.	• The FAX icon may be off: check the reception mode (manual/automatic). • Check the number of rings (see chapter INSTALLATION, § **Setup**). • Configure the machine on "private network" (see chapter - INSTALLATION, §: **type of network**).
- The photocopy printed is blank.	• The document in the document feeder was placed the wrong way round.
- The telephone exchange does not recognise the number you have called.	• Check that the telephone line cable is properly connected. • Configure the machine in pulse dialling mode (see chapter - INSTALLATION, §: **type of dialling**). • Check the telephone line and the phone outlet.
- The machine does not ring.	• The TEL icon flashes: restore ringing (see chapter - INSTALLATION, §: **ring melody**).
- The telephone does not work.	• Check that the mains supply cable and the power supply cable for the power pack are properly connected. • There may be a power failure. • Check the telephone line and the phone outlet.
- The screen displays: OUT OFF PAPER PRINTER COVER	 • Put paper into the paper feeder. • Close the rear cover.

INCIDENTS	REMEDIES
PAPER JAM	• Open the rear cover to access the paper path and remove the piece of paper. Make sure the rear cover is properly closed.
OVERHEATING	• The last documents printed have a lot of black, the temperature of the printer is too high. Wait a few moments for it to cool.
GAUGE EMPTY	• You probably forgot to replace the gauge at the time you replaced a new printer ribbon.
MISSING GAUGE	• Remove the gauge housing cover and make sure the gauge is present and correctly set.
CHANGE RIBBON	• Install a new printer ribbon with its new gauge and remove the piece of paper. Make sure the rear cover is properly closed.
REMOVE DOCUMENT	• Open the front cover and check the document path.
MEMORY FULL	• Print the faxes received and/or listen to the vocal messages recorded.
One or several vertical black strips are printed on the documents copied or received at your correspondent.	• Open the front cover and clean the scanning device located in front of white roller. Use a soft rag soaked with alcohol. After cleaning, close the front cover and make a copy to check black strips disappearance.
- Other cases.	• Call your after sales service.

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6. NOTICE FOR CONNECTION TO THE TELECOMMUNICATION SYSTEM (FOR UNITED KINGDOM ONLY)

1. BABT Certificate Number/Approval Number for the :

SAGEM PHONEFAX INTERNET 390-i N° 608 817
and
SAGEM PHONEFAX INTERNET 395-i N° 608 816

Approved for connection to telecommunication system specified in the instructions for use subject to the conditions set out in them.

2. **This apparatus has been approved for the use of the following facilities:**

   - Facsimile
   - Simple telephone
   - Terminal and subsriber identifier
   - Transmission status report (send report only)
   - Manual mode (RX and TX)
   - Auto-Answering
   - Auto calling
   - Delayed transmission- Time recorder and logs
   - Automatic redial (5 times, 5 minutes intervals)
   - Fax switch
   - Polling RX (To poll a document from on a distant fax)
   - Polling TX (prepare a document to be poll)
   - Automatic document feeder
   - Halftone 16 shades of grey
   - Modem Fax up to 14400 bps
   - Facsimile transmission and reception
   - Call progressing mode
   - Full Numeric Handsfree
   - Answering Recording Device
   - Fax Answering Device
   - PC Printing (GDI Protocole)
   - Internet Access

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

3. The connection to the telecommunication system must be unplugged before the earth is disconnected. The connection to the telecommunication system must be hardwired.
4. This apparatus may be used on the telecommunication employing loop disconnect or MF dialling.
5. This apparatus is suitable for connection to direct exchange lines on the PSTN directly or via a compatible PABX (selection done by parameter setting).
6. Ringing delay : the maximum number of ring before automatic answering is 5.
7. Ringer Equivalent Number (REN) = 1
   The REN is a custome guide indicating appoximately the maximum number of items of apparatus that should be connected simultaneously to the line.
   The sum of the REN's of the individual items should be not exceed 4. The REN value of a BT telephone is assumed to be 1 unless otherwise marked.
8. Voltage Drop

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While operation may be possible initially, change to or modernization of the network taking place in the normal course of events may result in the apparatus being connected to be compatible. Failure of the apparatus to work under these circumstances may not be responsibility of the network operator.

In the unlikely event of such problems occuring, the user should contact the supplier or maintainer of the apparatus.

Note : The definition of RBS (Relevant branch system) for PSTN lines is given
in BS6789 section 6.1 (1986) clause 2.4

9. Naive caller

« Callers are accustomed to being answered normally within 10s and that the majority abandon calls that are not answeed within 45s »
It is « normal » to set the number of rings beetween 1 to 5 rings before the answering machine responds
The machine is already preset for a plug and play mode.
« If the intention is to delay answer so that normal voice callers would abandon the call before the non-voice TE answered, then the delay should at least 45s ».
It is helpful to include the statement of the answering telephone number with the exchange name or international code and that the announcement must be sutable for the purpose for which it is intented. The announcement should also start within 3s of answering.
Paytone may be received after answering calls from some types of payphones and may persist forr up to 13s and the answering announcement should be constructed so as to ensure that an answering announcement containing the identity of the called line and, where appropriate, the invitation to record, will be heard by the callers after paytone has ceased.

Important ! Compatible switchboards

Your terminal is approved only for use with the compatible switchboard including those which do not provide secondary proceed indication. If you would like a list suitable switchboards, contact BT on 0800 800 152.

If you do have a compatible switchboard it cannot be guaranteed that the apparatus will operate correctly under all possible conditions of connection.If you have any difficulties, contact BT on 0800 800 152.

Calling the Emergency services

WARNING This equipment is not designed for making emergency telephone call (999) when the power fails. Alternative arrangements should be made for access to emergency services

10.   SAFETY WARNING

Interconnection circuits should be such that the equipment contibues to comply with the requirements of 4.2 of EN 41003 for TNV circuits and 2.3 of EN 60950 for SELV circuits, after making connections between circuits.
Interconnection directly, or by way of the other apparatus, of ports marked « SAFETY WARNING ». SEE INSTRUCTION FOR USE, with ports marked or not so marked may produce hazardous conditions on the network. Advice should be obtained from a competent engineer before such a connection is made.

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WARNING: To prevent fire or shock hazard, do not expose this product to rain or any type of moisture

How to connect the mains lead to a plug

Your apparatus comes complete with fitted plug. If however, it becomes necessary to fit an alternative main plug, the following instructions must be adhered to.
For apparatus connected by mains plug, the wall socket must be installed near the apparatus and must be easely accessible.

Note :
The wires in the mais lead are colored in accorrdance with the following code :

Green-and-yellow :   earth connected
Blue: neutral
Brown: live

Read the instruction carefully before connecting the mains lead to a plug. If in doubt, consult a qualified electrician.

As the colours of the wires in the mains lead of the apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

- The wire which is coloured blue must be connected to the terminal which is marked with the letter N or coloured black
- The wire which is coloured brown must be connected to the terminal which is marked with the letter L or coloured red
- The wire which is coloured green and yellow must be connected to the terminal which is marked with the letter C or coloured green

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Delete 1	2	Announce 3
◄◄ Last Message 4	❚❚/► Pause / Message 5	►► Next Message 6
Answering machine ON 7	Record 8	Answering machine OFF 9
*	0	#

Your TAD security code: * ▢▢▢▢

- Go on to next message, by pressing ⑥.
- Start listening to message again, by pressing ④.
- Go back to previous message, by pressing ④ twice.
- Delete received messages, by pressing ① and ⑤.
- Record your announcement, by pressing ⑧ and ③ and stop the recording of your announcement, by pressing any key.
- Listen to your announcement, by pressing ③.
- Switch on your answering machine, by pressing ⑦.
- Switch off your answering machine, by pressing ⑨.
- Resume message listening, by pressing ⑤.

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